

TOWN OF FLORENCE REGULAR MEETING AGENDA

Mayor Tara Walter
Vice-Mayor John Anderson
Councilmember Karen Wall
Councilmember Kristen Larsen
Councilmember Michelle Cordes
Councilmember Judy Hughes



Florence Town Hall
775 N. Main Street
Florence, AZ 85132
(520) 868-7500
www.florenceaz.gov
Meet 1st and 3rd Mondays

Monday, October 19, 2020

6:00 PM

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the Town of Florence Council and to the general public that a Regular Meeting of the Florence Town Council will be held on Monday, October 19, 2020, at 6:00 p.m., in the Florence Town Council Chambers, located at 775 N. Main Street, Florence, Arizona.

SPECIAL NOTICE REGARDING PUBLIC MEETINGS

Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, the Town of Florence has determined that public meetings will be indefinitely held through technological means. Meetings will be open to the public through technological means. In reliance on, and in compliance with, the March 13, 2020 Opinion issued by Attorney General Mark Brnovich, and in conjunction with the Emergency Proclamation signed by Mayor Tara Walter, on March 18, 2020. The Town of Florence provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may or may not be read aloud during meetings.

To attend the meeting noticed below by technological means, members of the public may:

1. *Watch Live:*

[YouTube Live](#)

[FlorenceAZ.gov/tv](#)

Locally on Cox TV Channel 11

2. *Join virtually using the link below:*

[Join via ZOOM](#)

3. *To call in and listen, please dial:*

Telephone: (346) 248 7799 or (669) 900 6833

Webinar ID: 824 2187 2868

Passcode: 022507

Members of the public may submit written comments relating to this meeting to Benjamin Bitter, Intergovernmental and Communications Manager, by emailing benjamin.bitter@florenceaz.gov any time until one hour prior to the posted start time for the meeting. Please be sure to include your name and address for the record as well as the meeting date (and Agenda Item number, if applicable) in the subject of your email.

If any member of the public has difficulty connecting to the meeting, they are invited to contact the Town of Florence Information Technology Helpdesk at (520) 868-7543.

The agenda for this meeting is as follows:

1. CALL TO ORDER

2. ROLL CALL: Tara Walter, John Anderson, Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes

3. MOMENT OF SILENCE

4. PLEDGE OF ALLEGIANCE

5. 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.

6. PRESENTATIONS

- a. **Presentation on Fiscal** Year 2019-2020 Year End Financial Report. (Rebecca Jimenez)
- b. **Presentation on the** Finance's Department Award from the Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending June 30, 2019. (Rebecca Jimenez)
- c. **Presentation on the** First Quarter for Fiscal Year 2020-2021 Financial Report. (Rebecca Jimenez)

7. CONSENT: All items on the consent agenda will be handled by a single vote as part of the consent agenda, unless a Councilmember or a member of the public objects at the time the agenda item is called.

- a. **Approval of the Intergovernmental** Agreement for Fire Mutual Aid with the Gila River Indian Community. (David Strayer)
- b. **Approval of the 12** Returning Stronger Grant applications received, in the amount of \$71,863.18. (Ben Bitter)

- c. Approval of the **September 8** and **September 21, 2020** Town Council Meeting minutes.
- d. Receive and file the following board and commission minutes:
 - 1. **September 3, 2020** and **September 17, 2020** Planning and Zoning Commission Meeting minutes.

8. NEW BUSINESS

- a. **Discussion/Approval/Disapproval** to extend the current property lease rates for Town-owned properties until July 1, 2021. (Jennifer Evans)

9. MANAGER'S REPORT

10. CALL TO THE PUBLIC

11. CALL TO THE COUNCIL – CURRENT EVENTS ONLY

12. ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(3) and (A)(4) to consider its position and instruct its representatives and/or attorneys regarding:

- a. Discussion on possible contract negotiations regarding Charles Whitlow Rodeo Grounds Management Agreement.

13. ADJOURNMENT FROM EXECUTIVE SESSION

14. ADJOURNMENT

Council may go into Executive Session at any time during the meeting for the purpose of obtaining legal advice from the Town's Attorney(s) on any of the agenda items pursuant to A.R.S. § 38-431.03(A)(3). One or more members of Council may appear for part or all of the meeting including Executive Session telephonically.

POSTED ON OCTOBER 14, 2020, BY LISA GARCIA, TOWN CLERK, AT 775 NORTH MAIN STREET, FLORENCE, ARIZONA, AND AT WWW.FLORENCEAZ.GOV.

*****PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA), THE TOWN OF FLORENCE DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY REGARDING ADMISSION TO PUBLIC MEETINGS. PERSONS WITH A DISABILITY MAY REQUEST REASONABLE ACCOMMODATIONS BY CONTACTING THE TOWN OF FLORENCE ADA COORDINATOR, AT (520) 868-7574 OR 711 TDD. REQUESTS SHOULD BE MADE AS EARLY AS POSSIBLE TO ALLOW TIME TO ARRANGE THE ACCOMMODATION.*****

**Finance Department
Financial Report of the Town of Florence
Fiscal Year Ending June 30, 2020**

**To: Mayor Tara Walter, John Anderson, Vice Mayor and Members of the
Town Council
Brent Billingsley, Town Manager
Lisa Garcia, Deputy Town Manager**

From: Rebecca Jimenez, Finance Director

Subject: Fiscal Year 2019-2020 Report

The Finance Department has completed their year-end entries on the Town of Florence funds. The following summary will give you an overview of the various funds and activities at year end. This is an unaudited document that may have adjustments after reporting. If so, they should be insignificant amounts of adjustment. It is put in a simplified form, much different from the annual Comprehensive Annual Financial Report.

Cash Accounts-

The Town of Florence maintains cash in various bank accounts. The Town has diversified their investments between the State of Arizona Local Governmental Investment Pool (LGIP) Pool No 5 and 7, National Bank of Arizona and PFM. The Town has an operating account, a payroll account and a small bank account that is the Police Evidence Trust Fund with National Bank of Arizona. The balances at year end are as follows:

National Bank-General Checking Account	\$ 8,529,693
LGIP General Pooled Account Pool 5	\$ 271,769
LGIP General Pooled Account Pool 7	\$ 9,403
National Bank Police Evidence Trust	\$ 21,214
Stone & Youngberg Investments	\$ 59,876,788
Total Cash	\$ 68,797,750

Cash increased by \$10,515,377 from the prior year.

Interest rates on our investments at year end were as follows:

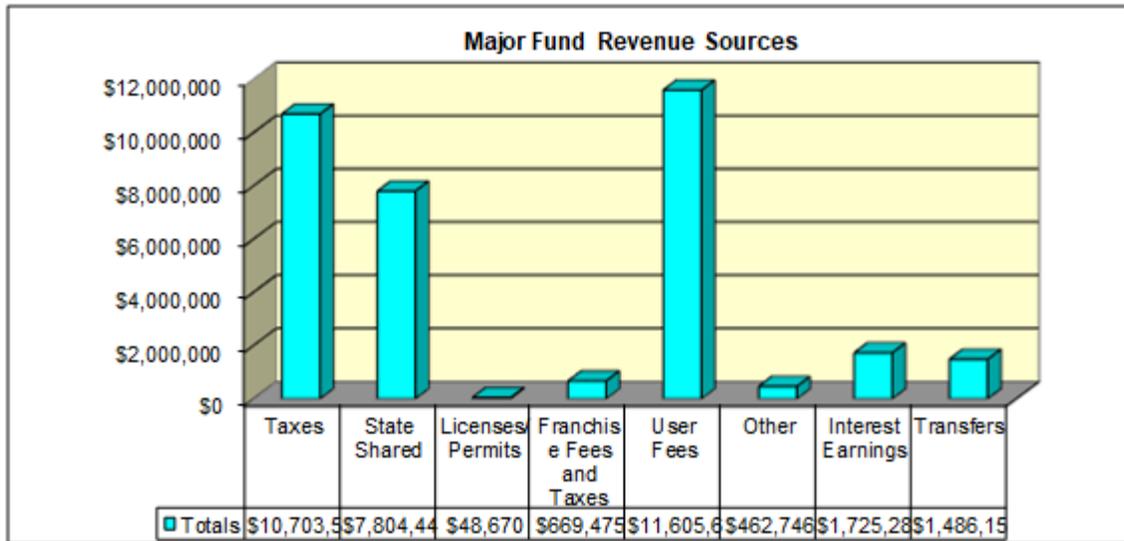
National Bank	.50%
LGIP Pool 5	2.5%
LGIP Pool 7	1.4%
PFM	3.8%

Interest generated from the LGIP, National Bank and PFM is allocated to each fund based upon their cash balance at the end of the prior month.

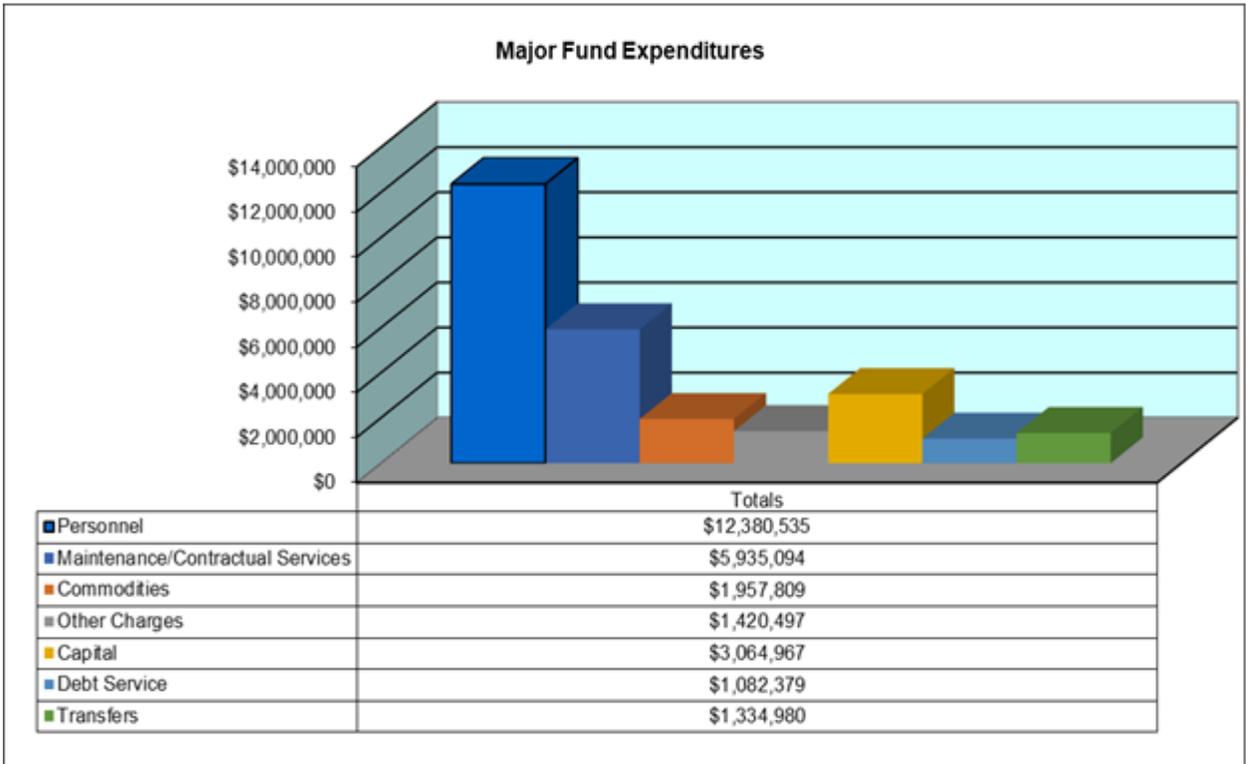
Town Major Funds

The Town following charts represent the major funds and the revenues and expenditures within the funds. This does not include the Community Facilities Districts or Special Revenue Funds.

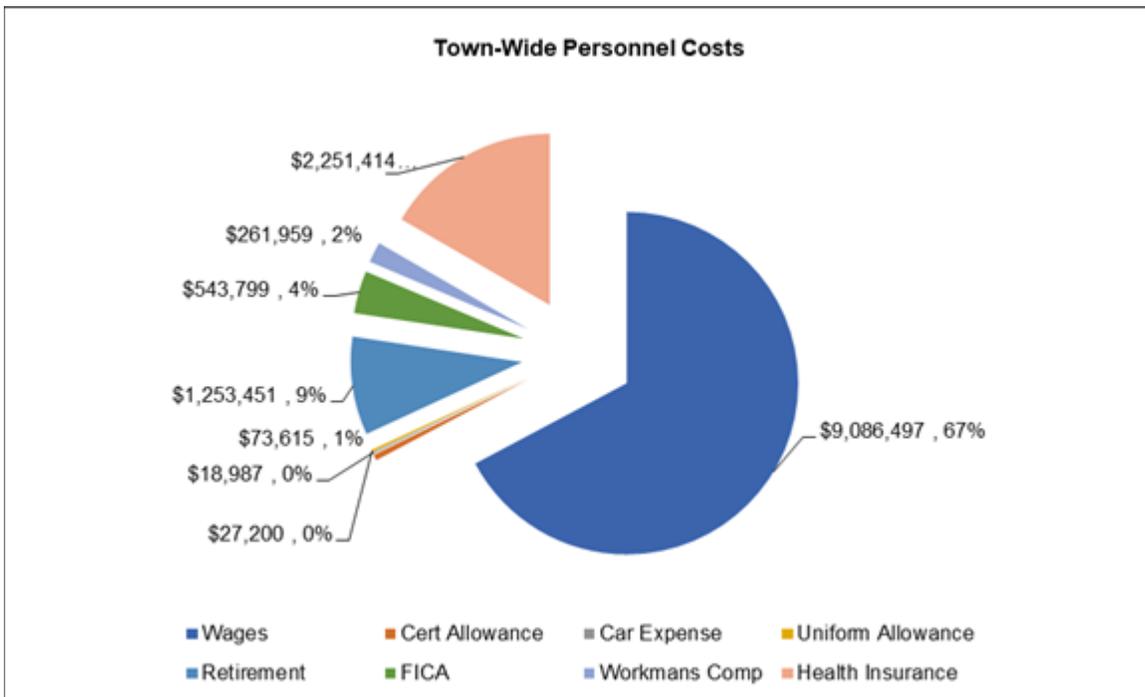
Major Fund Revenues- FY 2019-2020									
Fund	Taxes	State Shared	Licenses/Permits	Franchise Fees and Taxes	User Fees	Other	Interest Earnings	Transfers	Total
General Fund	3,836,749	7,804,445	48,670	669,475	2,192,998	325,588	392,231	1,302,004	\$16,572,159
Capital Projects Fund	2,948,587	0			0	33,187	262,475	221,636	\$3,465,886
Highway User Funds	3,677,944				0	16,901	255,672	1,560	\$3,952,077
Construction Tax	240,314						126,140	0	\$366,453
Water	0				4,171,985	12,073	273,174	0	\$4,457,232
Sewer	0	0	0	0	4,251,729	66,170	375,653	0	\$4,693,552
Sanitation	0	0	0	0	984,844	2,909	39,938		\$1,027,691
Totals	\$10,703,593	\$7,804,445	\$48,670	\$669,475	\$11,601,556	\$456,829	\$1,725,282	\$1,525,200	\$34,535,049



Major Fund Expenditures- FY 2019-2020								
Fund	Personnel	Maintenance/Contractual Services	Commodities	Other Charges	Capital	Debt Service	Transfers	Total
General Fund	10,386,472	2,194,630	712,348	393,617	0	0	8,432	\$13,695,499
Capital Projects Fund	0	498,094	62,492	0	484,154	0	73,434	\$1,118,174
Highway User Funds	1,062,648	400,260	789,220	3,326	700,333	487,711	448,334	\$3,891,832
Water	695,816	514,726	94,499	996,603	1,706,943		406,944	\$4,415,530
Sewer	462,674	1,372,486	296,400	26,931	173,538	594,668	318,792	\$3,245,490
Sanitation	52,006	954,898	2,850	19	0		79,044	\$1,088,816
Totals	\$12,659,615	\$5,935,094	\$1,957,809	\$1,420,497	\$3,064,967	\$1,082,379	\$1,334,980	\$27,455,341



The largest portion of expenditure for the Town is in its personnel costs. The following charts represent the cost of personnel:



Fund	Wages	Cert Allowance	Car Expense	Uniform Allowance	Retirement	FICA	Workmans Comp	Health Insurance	Total
General Fund	7,121,870	61,650	19,177	27,200	916,313	471,806	168,272	1,650,028	\$10,436,316
HURF	678,462	0	540	0	81,672	49,613	33,861	218,500	\$1,062,648
Water	492,274	0	540	0	56,657	35,889	13,703	96,753	\$695,816
Sewer	307,874	0	540	0	36,705	22,734	7,547	87,275	\$462,674
Sanitation	32,638	0	0	0	4,187	2,510	1,236	11,434	\$52,006
Grants	888,644	11,965	0	0	161,051	49,858	36,103	177,861	\$1,325,482
Total	\$9,521,761	\$73,615	\$20,797	\$27,200	\$1,256,586	\$632,411	\$260,722	\$2,241,850	\$14,034,941

The Town is self-funded for unemployment insurance. A very small amount of unemployment insurance was paid for past Town terminated employees.

General Fund

The General Fund ended with a cash balance of \$13,014,345. The balance at year end in 2019 was \$13,053,542. We had receivables at the end of the year in the amount of \$1,373,177. This consisted of Intergovernmental Receivables in the amount of \$1,127,082 (state shared), Miscellaneous billings \$246,095.

We accrued all identifiable expense as of June 30, 2020 and prior. The following reflects current liabilities:

Accrued Accounts Payables	Vendor Payables	\$ 527,402
Accrued Salaries & Wages	11 days to June 30, 2020	\$ 209,018
Developer/Contractor	Deposits for Fees	\$ 385,730
Payroll Liabilities	Payroll/Deductions	\$ 67,077
Court Fees	Bonds	\$ 3,384
Other Minor Payables	Various	\$ 52,410

We reserved \$2,505,739, financial policy, which is \$500,000 plus two months of General Fund operating revenues. This reserve is for financial stability and is subtracted out of the beginning cash balances when budgeting.

The following chart represents budget, projected and actual revenues and expenditures:

General Fund			
	2019-2020	2019-2020	2019-2020
Revenue by Category	Current year	Current year	Current year
	Budget	Projected budget	Actual
Taxes	4,341,934	3,429,590	3,836,749
Licenses and Permits	50,980	56,500	48,670
Franchise Fees and Taxes	651,681	728,815	669,475
Intergovernmental	7,771,816	7,634,631	7,804,445
Civil Engineering Inspection	104,000	110,150	84,128
Civil Engineering	100,000	75,675	73,025
Community Development	1,040,322	1,442,700	1,416,657
General Government	257,567	146,000	160,048
Cemetery	15,000	11,000	10,675
Police	29,500	33,000	36,731
Parks & Recreation	164,050	126,964	129,749
Fines and Forfeitures	179,800	178,100	171,231
Investment Earnings	235,000	426,000	392,231
Fire	53,600	89,000	84,227
Library	5,500	5,500	4,076
Miscellaneous	125,415	157,028	317,420
Government Access Channel	4,000	4,200	4,084
Seniors	21,400	22,695	26,536
Operating Transfers In	1,217,872	1,207,174	1,302,004
	\$ 16,369,437	\$ 15,884,722	\$ 16,572,159

Budgeted revenues were exceeded by \$204,722. Projected revenues were exceeded by \$687,437. The funds will go into reserve fund balance and available fund balance.

	2019-2020	2019-2020	2019-2020
Expenditures by Department	Current year	Current year	Current year
	Budget	Projected budget	Actual
Adminstration			
Mayor and Council	155,985	127,535	100,492
Administration	659,647	640,474	628,543
Courts	236,450	219,530	211,995
Legal	900,700	592,460	536,884
Finance	815,755	771,100	727,577
Human Resources	261,195	222,610	233,972
Information Technology	667,295	660,040	615,593
Economic Development	194,500	183,225	183,209
General Government	1,247,283	1,076,062	688,263
Emergency Response		52,750	54,957
Total Adminstration	5,138,810	4,545,786	3,981,484
Public Safety			
Police Services	4,195,591	3,837,180	3,302,320
Fire Services	3,529,355	3,317,553	2,867,600
Total Public Safety	7,724,946	7,154,733	6,169,920
Community Services			
Total Community Services	2,629,304	2,456,086	2,159,101
Community Development			
Community Development	612,390	696,434	682,897
Engineering	103,097	74,477	42,794
Facilities Maintenance	510,420	484,145	494,119
Cemetery	10,900	10,400	10,162
Fleet Maintenance-General Fund	149,570	145,135	146,590
Total Community Development	1,386,377	1,410,591	1,376,561
Interfund Transfers			8,432
Total Expenditures	16,879,437	15,567,196	13,695,498

Actual expenditures came in \$3,183,939 below actual budget. Actual expenditures came in \$1,187,698 under projected. This was due to moving two months of Public Safety expense (\$1,093,367) into the CARES Act grant fund to comply with the use of the grant. Further reduction in expenses were due to the Town reducing expenditures due to COVID 19 and reduced amount of legal expenses. This savings will go into available fund balance.

Capital Improvement Fund

The CIP Fund is funded by transfers from the General Fund, private construction tax, governmental Construction Tax Fund and Food Tax Fund. Cash balance at the end of this year is \$9,816,379. Private construction tax was \$2,948,587 and interest in the amount of \$262,475 was credited to this fund. Donations of \$15,570 were made for the

Veterans Memorial. Transfer in of Food Tax funds was \$221,635 for Community Services projects. The following projects were funded out of the CIP Fund:

Community Development	Redevelopment Plan	\$ 26,618
Police	Tasers, holsters, 8 mobile data units	\$ 49,912
Police	Vehicles	\$ 182,251
Fire	Safety Equipment, Radios	\$ 170,988
Community Services	Main Street Planters	\$ 11,982
Community Services	Utility Vehicles for Parks	\$ 27,555
Community Services	Poston Butte and Parks & Rec Comprehensive Plan	\$ 194,935
Community Services	Aquatics-Refurbish Pool	\$ 23,589
Community Services	Software for Recreation	\$ 11,351
Community Services	Senior Center-Fire Alarm	\$ 8,663
Facilities Maintenance	Silver King Work, Fire Station #1 Roofing	\$ 86,720
Facilities Maintenance	Silver King Modifications	\$ 71,122
General Government	General Plan, Redevelopment Plan Comprehensive Plan	\$ 147,850
General Government	Veterans Memorial	\$ 31,203
Debt Service	Giles Property	\$ 69,748
Grant Matches		\$ 3,687
	Total Expenditures	\$ 1,118,174

Highway User Fund

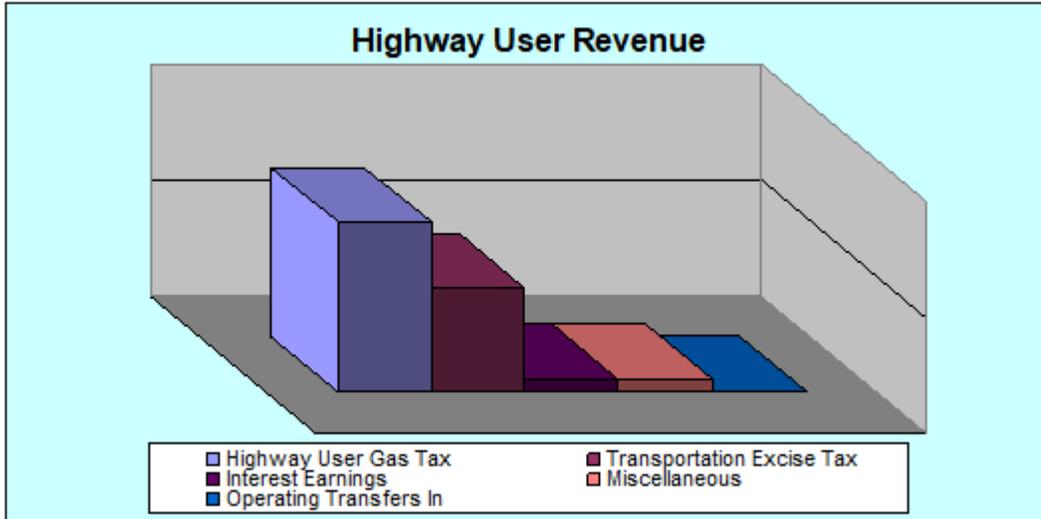
The Highway User Fund had a cash balance at the end of the year in the amount of \$8,970,588. This is an increase of \$122,671 from the prior year. Highway User Revenue decreased by \$5,557 and Transportation Excise Tax increased by \$83,791. We had an allocation of \$197,802 in Streets and Highway funds from the state. Expenses were significantly less than budget due to moving out major capital expenditures to future years. Monies due through accounts receivables and prepaid expenses are as follows:

Intergovernmental Receivables-Governmental Shared	\$ 297,875
Interest Receivable	\$ 22,365
Prepaid Expenses-Debt Service	\$ 347,345

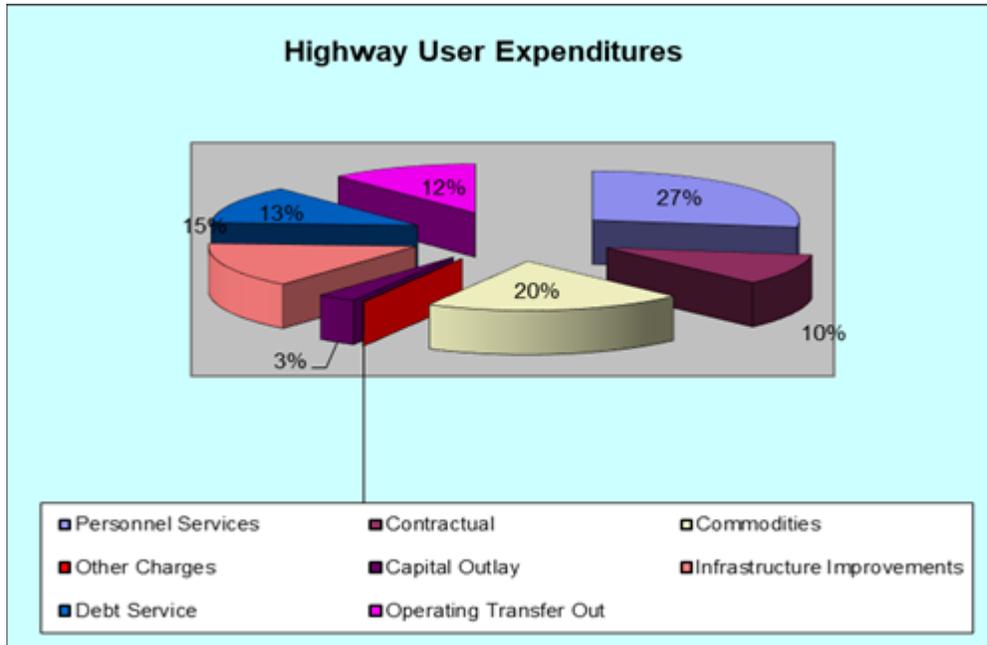
Fund Balance was reserved at \$358,276 which is 15% of operating revenues. The following chart represents budget and actual revenues and expenditures:

Revenue	Actual	Budget
Highway User Gas Tax	\$ 2,106,743	\$ 2,028,423
Transportation Excise Tax	\$ 1,373,399	\$ 1,274,910
Streets & Highway Allocation	\$ 197,802	\$ 197,802
Interest Earnings	\$ 255,672	\$ 80,000
Miscellaneous	\$ 16,901	\$ 24,000
Operating Transfers In	\$ 1,560	\$ 780
	\$ 3,952,077	\$ 3,605,915

The Highway User Fund is heavily dependent upon State Shared Highway User Revenues and Pinal County Transportation Excise Tax. Any reductions in one or both revenues will impact future operational and capital expenditures.



Expenditures	Actual	Budget
Personnel Services	\$ 1,062,648	\$ 1,116,735
Contractual	\$ 400,260	\$ 514,410
Commodities	\$ 789,220	\$ 1,942,600
Other Charges	\$ 3,326	\$ 5,000
Capital Outlay	\$ 120,015	\$ 97,500
Infrastructure Improvements	\$ 580,318	\$ 2,350,000
Debt Service	\$ 487,711	\$ 486,461
Operating Transfer Out	\$ 448,334	\$ 396,238
	\$ 3,891,832	\$ 6,908,944



Construction Tax Fund

The Construction Tax Fund is sales tax generated from Governmental Construction. The ending cash in the fund was \$4,148,059. Sales tax generated on governmental construction was \$240,314, Interest earnings were in the amount of \$126,140. These funds may be used for town construction projects. No monies were expended this year.

Food Tax Fund

The Food Tax Fund is sales tax generated from the sales of food for home consumption. The ending cash balance was \$474,424. Interest earnings were in the amount of \$15,804. Food Tax is now being recorded in the General Fund to offset the costs of recreational programs and projects. These funds may be used for recreational projects. Funds in the amount of \$213,000 were transferred into the General Government Capital Projects Fund to pay for Recreation related project and equipment.

Water Fund

The Water Fund ended with a cash balance of \$8,351,899. The Water Fund has no debt.

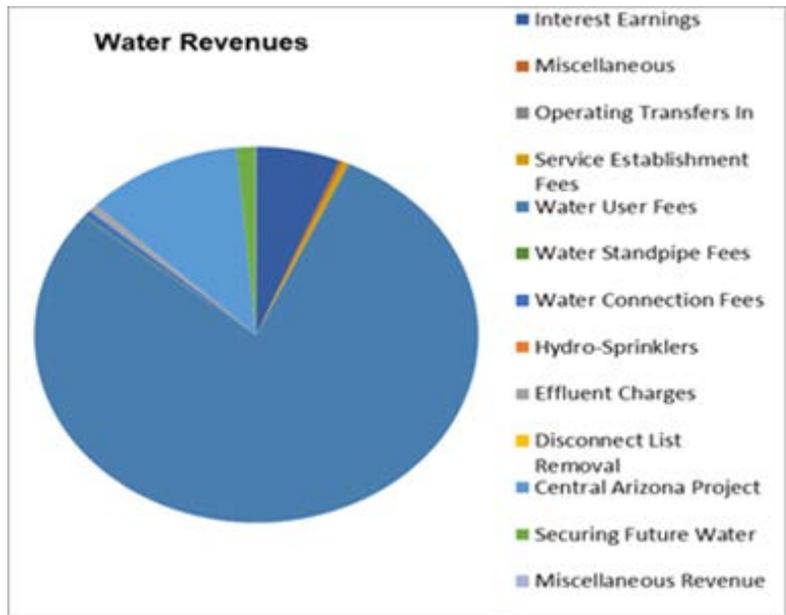
Reserves were established for Operating and Depreciation as follows:

2 months of operating expense	\$439,805
Depreciation Expense	\$372,311
Securing Future Water	\$121,816

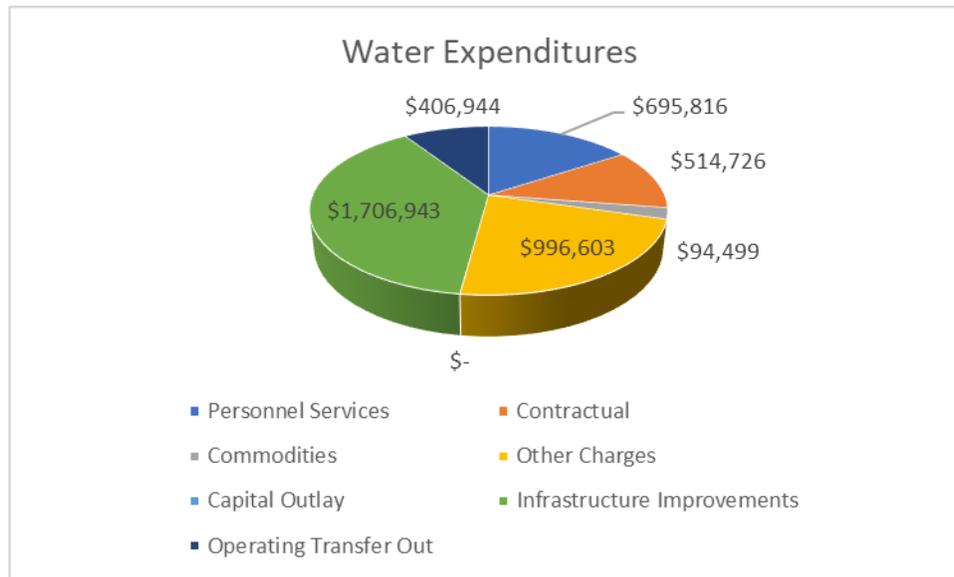
The following charts represent budget and actual revenues and expenditures:

Water Revenue		
Revenue Source	Actual	Budget
Interest Earnings	\$ 273,174	\$ 114,000
Miscellaneous	\$ 12,073	\$ 1,200
Operating Transfers In	\$ -	\$ 315,000
Service Establishment Fees	\$ 20,230	\$ 23,750
Water User Fees	\$ 3,518,068	\$ 3,225,000
Water Standpipe Fees	\$ 5,888	\$ 5,500
Water Connection Fees	\$ 25,992	\$ 4,500
Hydro-Sprinklers	\$ -	\$ 1,000
Effluent Charges	\$ 28,441	\$ 37,500
Disconnect List Removal	\$ 25	\$ 200
Central Arizona Project	\$ 509,077	\$ 543,087
Securing Future Water	\$ 61,497	\$ 55,500
Miscellaneous Revenue	\$ 2,767	\$ -
Total Revenue	\$ 4,457,232	\$ 4,326,237

Revenues exceeded the budgeted amount in Water User Fees by \$293,068. The rate structure the Town has adopted increased rates for residential by 6% on April 1, 2020. Interest earnings exceeded budget. The strong revenue stream is providing funding for future capital projects.



Water Expenditures		
	Actual	Budget
Personnel Services	\$ 695,816	\$ 656,195
Contractual	\$ 514,726	\$ 668,700
Commodities	\$ 94,499	\$ 680,980
Other Charges	\$ 996,603	\$ 874,591
Capital Outlay	\$ -	\$ -
Infrastructure Improvements	\$ 1,706,943	\$ 4,265,000
Operating Transfer Out	\$ 406,944	\$ 415,070
Total Expenditures	\$ 4,415,530	\$ 7,560,536



Water expenditures came in \$3,145,006 under budget. Capital Project consisted Electronic Water Meter Installation in the amount of \$1,371,324 (This project will be completed in FY 20-21), Well #1 construction in the amount of \$103,748, and Downtown 12” loop in the amount of \$480,894. Some projects may need to be financed through the WIFA program to ensure ample cash is available for growth.

Florence Sewer Fund

The Sewer Funds ended with a cash balance of \$12,574,042. This is an increase of \$54,660. This is an increase of \$1,262,255 over last year.

Reserves were established for Operating and Depreciation as follows:

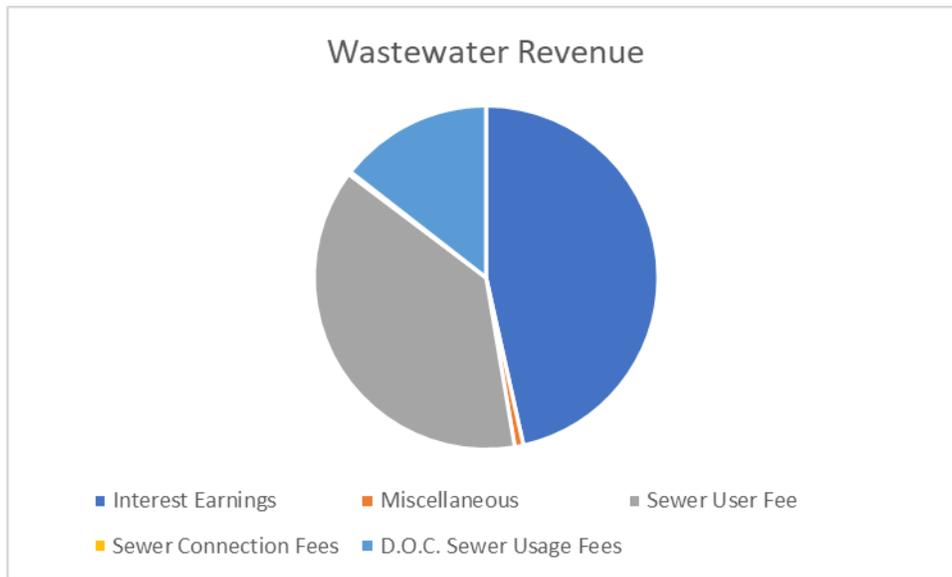
2 months of operating expense	\$ 425,764
Repair and Replacement reserve	\$3,044,737
Reserve WIFA Debt Service #1	\$ 539,442
Reserve WIFA Debt Service #2	\$ 85,637
Reserve for Future Collection System	\$ 350,000

Depreciation Reserve	\$ 582,214
Total Reserves	\$5,027,794

The reserves are subtracted from the cash available for budgeting.

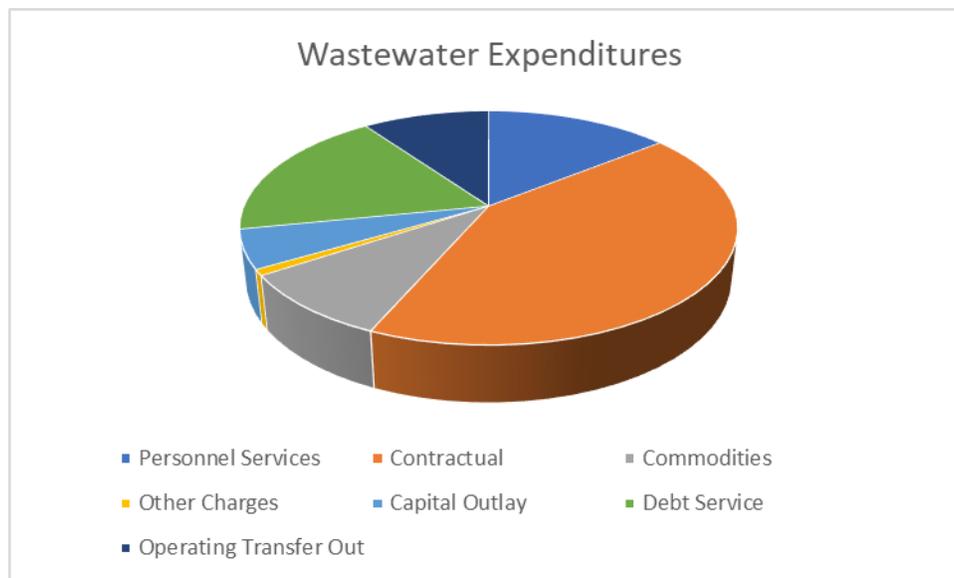
The following charts represent budget and actual revenues and expenditures:

Sewer Revenue			
	Total Actual		Budget
Interest Earnings	\$ 375,653		\$ 132,000
Miscellaneous	\$ 66,170		\$ 1,500
Sewer User Fee	\$ 3,064,280		\$ 3,163,000
Sewer Connection Fees	\$ 20,900		\$ 8,000
D.O.C. Sewer Usage Fees	\$ 1,165,549		\$ 1,225,700
Total Revenue	\$ 4,692,552		\$ 4,530,200



Revenue came in over budget by \$162,352. The rate structure the Town has adopted increased rates for residential by 5% on April 1, 2020. Interest earnings exceeded budget. The strong revenue stream is providing funding for future capital projects.

Expenditures	Total Actual	Budget
Personnel Services	\$ 462,674	\$ 677,595
Contractual	\$ 1,372,486	\$ 1,038,250
Commodities	\$ 296,400	\$ 547,240
Other Charges	\$ 26,931	\$ 35,450
Capital Outlay	\$ 173,538	\$ 2,236,000
Debt Service	\$ 594,668	\$ 603,129
Operating Transfer Out	\$ 318,792	\$ 325,156
Total Expenditures	\$ 3,245,489	\$ 5,462,820



Sewer Expenditures came in under budget by \$2,217,331. This was due to capital projects being postponed to future years. Capital Outlay included a vehicle \$37,941, jetter trailer \$100,180, on-site storage solution \$5,500, SU -85 Recharge Preparation \$24,630, SU-88 Header Expansion \$5,287. Capital projects planned will have sufficient cash to move forward in the future. Some projects may need to be financed through the WIFA program to ensure ample cash is available for growth.

Sanitation Fund

The Sewer Funds ended with a cash balance of \$1,215,348. This is a decrease of \$54,660. We have implemented new sanitation rates to mitigate the loss of revenue in contrast to expense.

Reserves were established for Operating and Depreciation as follows:

2 months of operating expense	\$181,686
Depreciation Reserve	\$ 4,563
Total Reserves	\$186,249

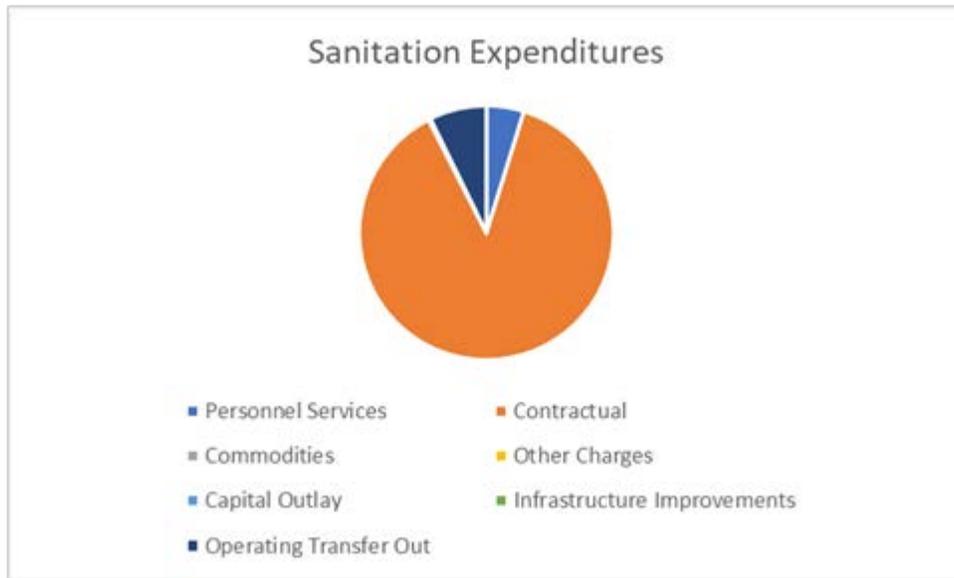
The following charts represents budget and actual revenues and expenditures:

Sanitation Revenue		
	Actual	Budget
Interest Earnings	\$ 39,938	\$ 18,000
Equipment Rental	\$ 2,280	\$ 3,000
Miscellaneous	\$ 1,629	\$ -
Sanitation Fees	\$ 983,774	\$ 900,000
Sanitation Start-up Fees	\$ 20	\$ -
Container Re-delivery Fees	\$ 50	\$ -
Total Revenue	\$ 1,027,690	\$ 921,000



Revenues came in \$82,722 more than budgeted due to increase in rates and fees.

Sanitation Expenditures		
	Actual	Budget
Personnel Services	\$ 52,005	\$ 61,947
Contractual	\$ 954,898	\$ 832,707
Commodities	\$ 2,850	\$ 3,400
Other Charges	\$ 19	\$ 570
Capital Outlay	\$ -	\$ -
Infrastructure Improvements	\$ -	\$ 300,000
Operating Transfer Out	\$ 79,044	\$ 80,628
Total Expenditures	\$ 1,088,816	\$ 1,279,252



Development Impact Fees

Development Impact Fees were collected throughout the year. Impact fees are collected to provide funding for projects in growth areas. The Town has adopted policy for new growth to pay for itself. The Development Impact Fee Study provides the basis for setting the fees and the capital projects that are approved for collection of the fees.

The following chart indicates actual fund balance, recorded revenue and expenditures made from each impact fee fund.

Development Impact Fees					
Fiscal Year 2019-2020					
Fee Fund	Fund Balance June 30, 2019	Interest	Collected	Use	Fund Balance June 30, 2020
Transporation	\$ 1,024,233	\$ 45,021	\$ 482,790	\$ -	\$ 1,552,044
Police	\$ 848,853	\$ 34,984	\$ 327,498	\$ -	\$ 1,211,336
Fire	\$ 417,778	\$ 24,351	\$ 451,416	\$ -	\$ 893,545
Parks	\$ 21,279	\$ 17,236	\$ 739,033	\$ -	\$ 777,549
Library	\$ 127,345	\$ 4,385	\$ 7,714	\$ -	\$ 139,445
Water	\$ 2,718	\$ 1,678	\$ 62,680	\$ -	\$ 67,076
Wastewater	\$ 74,969	\$ 5,881	\$ 138,950	\$ -	\$ 219,800
Total Impact Fees	\$ 2,517,175	\$ 133,538	\$ 2,210,081	\$ -	\$ 4,860,794

Grants

Many grants were obtained by the Town of Florence this year. Grants provide funding for projects that would normally not be able to fund without financing.

HIDTA Grant

This grant provides funding for one officer’s salary, overtime, and benefits for High Intensity Drug Trafficking work with cooperative public safety groups.

Funding received \$92,318

Funding used \$91,652

CDBG Grants

These grants provided for Town infrastructure projects.

Funding received \$420,463

Funding received \$ 60,792-ADA Sidewalk Project-From HURF

This grant provided for the following:

Funding for water improvements	\$325,088	Downtown Loop Project
Funding for sidewalk project	\$148,280	ADA Sidewalk Project
Administrative Expense	\$ 8,993	General Fund

Fire Grants

This fund records minor grants applied through throughout the year.

Funding received \$18,273 Firehouse Subs

Funding used \$17,223 Vests and Helmets

Funding used \$ 1,050 Training & Development

ADOT Sec 5310-Senior Center

These grants are used for Senior Center Transportation

Funding received \$23,652 Grant

Funding used \$ 3,339 Funding for Vehicle-ADOT contribution

Funding used \$20,313 Give a Lift Program Salaries & Benefits

GOHS Grant

Grant funds are for Traffic Enforcement through the Governor’s Office of Highway Safety. These are overtime grants for police staff after regular working hours.

Funds received \$16,139 Grant

Funds used \$6,765 Traffic Enforcement

Funds used \$5,043 Occupant Protection

Funds used \$4,283 DUI-Impaired Driver

Gaming Grants

Grants may be applied to various gaming communities within the state to provide specific items to cities and towns.

Funds received	\$51,490	Gila River Indian Communities
Funds used	\$51,411	Radio Purchases- 7 and chargers

Department of Homeland Security

Grant funds are used to support border patrol operations. The expenditures are after hours work and related to police overtime and benefits, mileage reimbursement for use of Town police vehicles and equipment.

Funds received	\$259,152	Grants
Funds used	\$ 58,142	Radio Purchases- 8 and chargers
Funds used	\$162,105	Operation Stonegarden-Overtime & Benefits
Funds used	\$ 38,905	Mileage and funds returned to Gen Fund

Department of Justice-Bullet Proof Vest Grant

Grant funds are used to provide the police officers with bullet proof vests. Normal contribution is a match of 50% from the police budget and 50% grant funds.

Funds received	\$2,432	Grant
Funds received	\$1,459	Operating Transfer In
Funds used	\$3,891	Bullet Proof Vests

COVID-19 Grants Fund

Grant fund dedicated to federal and state grants related to COVID-19 recovery. Funds will have specific criteria for expenditure of these funds.

Funds received	\$3,148,226	CARES Act Funds
Funds used	\$1,093,367	Two months of Public Safety expense

The balance of the funds will be used in fiscal year 2020-2021.

It will be necessary to have a single audit this year as we spent federal funds in excess of \$750,000.

Grants Summary			
June 30, 2020			
Grant	Grant Funds	Transfers In	Grants Use
ACJC: HIDTA	\$ 92,318		\$ 91,652
CDBG	\$ 420,463	\$ 60,792	\$ 483,361
Fire Grants	\$ 18,273		\$ 18,273
ADOT Sec 5310	\$ 23,652		\$ 23,652
GOHS	\$ 16,139		\$ 16,091
Gaming Grants	\$ 51,490		\$ 51,411
DOHS	\$ 259,152		\$ 259,152
Department of Justice	\$ 3,891		\$ 3,891
COVID 19 Grants Fund	\$ 3,148,226		\$ 1,093,367
Total Grant Funds	\$ 4,033,604	\$ 60,792	\$ 2,040,850

Street Light Improvement Districts

The Town of Florence has five Street Light Improvement Districts in Anthem. Tax revenues were collected for District No. 3. SLID Number 4 and 5 will be levied in fiscal year 2021-2022.

Street Light Improvement Districts					
Fiscal Year 2019-2020					
Fee Fund	Fund Balance June 30, 2019	Interest	Tax Collection	Use	Fund Balance June 30, 2020
SLID #1	\$ 107,312	\$ 2,977	\$ -	\$ 31,459	\$ 78,830
SLID #2	\$ 186,978	\$ 5,446	\$ -	\$ 31,745	\$ 160,679
SLID #3	\$ 15,546	\$ 393	\$ 21,996	\$ 28,438	\$ 9,497
SLID #4	\$ -	\$ -	\$ -	\$ -	\$ -
SLID #5	\$ -	\$ -	\$ -	\$ -	\$ -
Total Impact Fees	\$ 309,836	\$ 8,816	\$ 21,996	\$ 91,642	\$ 249,006

Special Revenue Funds

The Town has many special revenue funds. The chart below reflects the current cash balance as of June 30, 2020 and how much revenue and expenditure was generated per fund.

Special Revenue Funds					
June 30, 2020					
Fund Description	Fund Balance June 30, 2019	2019-2020 Revenue	2019-2020 Expense	2019-2020 Out	Fund Balance June 30, 2020
Debt Service Fund	\$ -	\$ -	\$ -		\$ -
Economic Development-CIP	\$ 386,675	\$ 11,959	\$ 20,000		\$ 378,634
Judicial Collections Enhancement	\$ 16,656	\$ 3,116	\$ 4,000		\$ 15,772
Fill the Gap	\$ 11,888	\$ 1,478	\$ -		\$ 13,366
Southwest Gas Capital Expenditure Fund	\$ 61,232	\$ 50,584		\$ 52,395	\$ 59,420
Police Impound Fund	\$ 69,294	\$ 3,507	\$ 491	\$ 8,636	\$ 63,674
Totals	\$ 545,745	\$ 70,644	\$ 24,491	\$ 61,031	\$ 530,866

Southwest Gas transfer was to the General Fund and Police Impound Fund was to the General Government CIP fund to pay for police mobile data expense. Funds from the Economic Development Fund paid for a baseline economic development report authorized by the Town Council.

Fiduciary/Trust Fund

The Fireman’s Pension Fund is administered by Securian Retirement Services. This fund has cash in the amount of \$303,304 on June 30, 2020 and is the retirement fund for the part-time or on-call fire fighters. The Town contributes 5% of gross wages to the fund and the fire fighters can contribute between 5% and 25%. The Town contributions are funded from the forfeiture account held by Securian Retirement. Interest earnings and pension contributions equaled \$15,086.

Pension included:

Pension Contributions	\$ 7,394
Miscellaneous Revenue	\$1,330 Arizona Public Safety Contribution
Firemen’s Pension Withdrawals	\$19,994
Fund Costs	\$ 3,409

Special Districts

The Town has two Community Facilities Districts. The CFDs are political subdivisions of the Town. They are funded separately through bonding, secondary property taxes and through assessment collections.

Special Districts					
Activity for Fiscal Year 2019-2020					
Fund	Fund Balance	Interest/Other Revenue	Bonds/Taxes/Assessments Collected	Use/Debt Service	Fund Balance
Community Facilities District No. 1 CIP Acquisition Fund	\$1,315,732	\$9,011	\$0	\$605,500	\$719,244
Community Facilities District No. 1 Debt Service Fund	\$2,550,340	\$37,321	\$507,971	\$1,381,362	\$1,714,270
Community Facilities District No. 1 Operations & Maintenance Funds	\$280,195	\$9,527	\$166,493	\$90,218	\$365,997
Community Facilities District No. 2 CIP Acquisition Fund	\$1,371,820	\$1,989	\$0	\$0	\$1,373,808
Community Facilities District No. 2 Debt Service Funds	\$965,775	\$32,328	\$2,139,295	\$1,367,200	\$1,770,199
Community Facilities District No. 1 Operations & Maintenance Fund	\$133,721	\$6,083	\$172,479	\$67,712	\$244,571
Totals All Funds	\$6,617,583	\$96,259	\$2,986,239	\$3,511,992	\$6,188,088

Town Assets

Town Assets are accounted for within the Town's financial software. The following represents those assets:

Land	\$30,840,897
Construction in Process	\$ 2,864,203
Buildings and Improvements (net of depreciation)	\$75,813,531
Furniture, Fixtures, Equipment (net of depreciation)	\$ 3,356,254
Total Assets net of depreciation	\$112,874,884

Total Assets	\$166,684,659
Depreciation	\$ 53,809,774

Assets contribute to the health of the entity and the public investment of tax payor dollars. They also guide the Town on when aging assets need to be replaced or disposed of.

There is a detailed policy for recording of assets. This requires departmental consideration and working with the fixed asset accounts. Department Directors are the safekeepers of their assets and they determine when assets must be replaced or disposed of. Disposed assets are handled by sale, trade or junking as per Town Policy.

Debt

The Town has financed several projects. The following represents debt balances at the end of June 30, 2020:

Debt Schedule
Fiscal Year Ending June 30, 2020

General Long Term Debt

Account Number	Description	Date of Issuance	Date of Maturity	Bank	Balance	Balance	Balance	Principal Paid	Balance
					June 30, 2017	June 30, 2018	June 30, 2019		June 30, 2020
999275300	First Excise Tax Bond	12/15/2015	7/1/2027	Zions	4,740,000.00	4,355,000.00	3,961,000.00	403,000.00	3,558,000.00
999277000	Utility Improvement District No. 1 Bond	1/12/1994	1/1/2019	BNY Mellon	154,000.00	81,000.00	-	-	-
999278000	Giles Land	1/2/2002	7/1/2021	CPE Revocable Trust of 2003	289,116.70	236,715.85	181,171.16	58,877.37	122,293.79
999271000	KS State Bank-2018 Copiers	10/17/2018	9/17/2023	KS State Bank	-	-	56,835.04	10,081.64	46,753.40
999276050	Community FNB -2020 Turn-Outs	6/1/2020	6/1/2023	Community FSB	-	-	-	-	57,268.40
Total General Government Debt					\$ 5,183,116.70	\$ 4,672,715.85	\$ 4,199,006.20	\$ 471,959.01	\$ 3,784,315.59

Enterprise Funds

052265000	WIFA Loan #1	1/3/2003	7/1/2022	WIFA	3,018,016.62	2,592,833.77	2,153,454.08	454,050.57	1,699,403.51
052266000	WIFA Loan #2	12/4/2009	7/1/2029	WIFA	923,512.46	863,577.04	801,973.64	63,317.84	738,655.80
Total Wastewater Fund Debt					\$ 3,941,529.08	\$ 3,456,410.81	\$ 2,955,427.72	\$ 517,368.41	\$ 2,438,059.31

Political Subdivisions

Merrill Ranch Community Facilities District No. 1

General Obligation Bonds

999277100	2008A	8/2/2008	1/15/2033	Wells Fargo	510,000.00	395,000.00	270,000.00	130,000.00	140,000.00
999277102	2017	2/3/2017	7/15/2029	BBVA	3,245,000.00	3,180,000.00	2,840,000.00	115,000.00	2,725,000.00
Total General Obligation Debt					\$ 3,755,000.00	\$ 3,575,000.00	\$ 3,110,000.00	\$ 245,000.00	\$ 2,865,000.00

Special Assessment Bonds

999277957	Area One	6/15/2006	7/1/2030	Wells Fargo	1,109,000.00	1,053,000.00	995,000.00	383,000.00	612,000.00
999277900	Area Two	9/16/2009	7/1/2034	Wells Fargo	253,870.00	248,150.00	241,730.00	63,170.00	178,560.00
999277959	Area Three	10/4/2010	7/1/2035	Wells Fargo	252,420.00	245,730.00	238,530.00	41,740.00	196,790.00
999277309	Area Four	10/17/2011	7/1/2036	Pulte	208,576.32	195,191.32	189,589.51	8,886.31	180,703.20
999277955	Area Five	7/18/2012	7/1/2037	Wells Fargo	165,000.00	161,000.00	157,000.00	26,000.00	131,000.00
999277310	Area Six	7/18/2013	7/1/2038	Pulte	355,637.85	340,587.85	333,156.67	11,083.12	322,073.55
999277311	Area Seven	10/2/2014	7/1/2039	Pulte	607,299.41	558,053.41	540,834.29	19,936.15	520,898.14
999277305	Area Eight	7/7/2016	7/1/2040	Zions	987,000.00	987,000.00	946,000.00	105,000.00	841,000.00
999277308	Area Nine	4/19/2018	7/1/2042	Zions	-	1,477,000.00	1,477,000.00	25,000.00	1,452,000.00
Total Special Assessment Debt					\$ 3,938,803.58	\$ 5,265,712.58	\$ 5,118,840.47	\$ 683,815.58	\$ 4,435,024.89

Total GO and SA Debt

\$ 7,693,803.58 \$ 8,840,712.58 \$ 8,228,840.47 \$ 928,815.58 \$ 7,300,024.89

Merrill Ranch Community Facilities District No. 2

General Obligation Bonds

999277200	2010	11/30/2010	7/15/2035	Wells Fargo	2,735,000.00	2,645,000.00	2,555,000.00	95,000.00	2,460,000.00
999277301	2013	12/19/2013	7/15/2038	Zions	1,730,000.00	1,705,000.00	1,680,000.00	25,000.00	1,655,000.00
999277302	2013 Premium	12/19/2013	7/15/2038	Zions	21,305.19	21,305.19	21,305.19	-	21,305.19
999277303	2016	6/22/2016	7/15/2040	Zions	1,905,000.00	1,860,000.00	1,825,000.00	35,000.00	1,790,000.00
999277304	2016 Premium	6/22/2016	7/15/2040	Zions	159,195.55	159,195.55	159,195.55	-	159,195.55
999277306	2017	11/16/2017	7/15/2042	BOK	-	1,440,000.00	750,000.00	-	750,000.00
999277307	2017 Premium	11/16/2017	7/15/2042	BOK	-	98,436.90	98,436.90	-	98,436.90
999277202	2019	12/18/2019	7/15/2024	TOF	-	-	-	-	1,100,000.00
Total General Obligation Debt					\$ 6,550,500.74	\$ 7,928,937.64	\$ 7,088,937.64	\$ 155,000.00	\$ 8,033,937.64

Special Assessment Bonds

999277958	Area One	6/15/2006	7/1/2030	Wells Fargo	1,239,000.00	1,177,000.00	1,111,000.00	431,000.00	680,000.00
999277901	Area Two	9/16/2009	7/1/2034	Wells Fargo	222,597.73	217,027.73	210,857.73	17,310.00	193,547.73
999277902	Area Three	9/16/2009	7/1/2034	Wells Fargo	373,632.27	364,092.27	354,512.27	105,210.00	249,302.27
999277903	Area Four	2/25/2010	7/1/2035	Wells Fargo	161,720.00	157,170.00	153,270.00	39,280.00	113,990.00
999277312	Area Five	5/22/2013	7/1/2038	Pulte	442,168.93	415,591.93	404,551.39	17,282.57	387,268.82
999277313	Area Six	7/1/2016	7/1/2040	Pulte	238,191.01	209,672.01	205,583.98	10,658.19	194,925.79
999277321	Area Seven	1/18/2018	7/1/2042	Zions	-	262,500.00	262,500.00	6,000.00	256,500.00
999277322	Area Eight	1/29/2020	7/1/2045	Pulte	-	-	-	-	280,000.00
Total Special Assessment Debt					\$ 2,677,309.94	\$ 2,803,053.94	\$ 2,702,275.37	\$ 626,740.76	\$ 2,355,534.61

Total GO and SA Debt

\$ 9,227,810.68 \$ 10,731,991.58 \$ 9,791,213.01 \$ 781,740.76 \$ 10,389,472.25

This is a general overview of the Town of Florence financial status. A more detailed report will be issued by our auditors, Fester Champman, P.C. and presented to Town Council in their annual report in November.

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 6b.
MEETING DATE: October 19, 2020 DEPARTMENT: Finance STAFF PRESENTER: Rebecca Jimenez, Finance Director SUBJECT: 2019 Certificate of Achievement for Excellence in Financial Reporting		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnership and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Public Service <input type="checkbox"/> Statutory <input checked="" type="checkbox"/> None		

RECOMMENDED MOTION/ACTION:

None; informational only.

BACKGROUND/DISCUSSION:

The Town had submitted its Comprehensive Annual Financial Report (CAFR) for Fiscal Year ending June 30, 2019 to the Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting last year. Because of COVID, as many other offices, the report came later than normal in the year. The Finance Department is happy to report that it was awarded the Government Finance Officers Association for Certificate of Achievement for Excellence in Financial Reporting for Fiscal Year ending June 30, 2019.

A Certificate of Achievement provides the Town of Florence citizens a certification that the staff of the Town is complying with the Governmental Accounting Standards Board (GASB) and Generally Accepted Accounting Practices (GAAP) compliance regulations and pronouncements. It also ensures the audits of the Town of Florence are providing accurate information and processes to the best of their abilities.

The Town will submit its CAFR for Fiscal Year ending June 30, 2020 as soon as it is completed.

A VOTE OF NO WOULD MEAN:

Not applicable

A VOTE OF YES WOULD MEAN:

Not applicable

FINANCIAL IMPACT:

The cost of application is \$530.

ATTACHMENTS:

Announcement of Award, Certificate of Achievement and Result Letter and Award of Financial Reporting Achievement (AFR).



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

9/15/2020

Rebecca Jimenez
Interim Finance Director
Town of Florence, Arizona

Dear Ms. Jimenez:

Congratulations!

We are pleased to notify you that your CAFR for the fiscal year ended June 30, 2019 has met the requirements to be awarded GFOA's Certificate of Achievement for Excellence in Financial Reporting. The GFOA established the Certificate of Achievement for Excellence in Financial Reporting Program (CAFR Program) in 1945 to encourage and assist state and local governments to go beyond the minimum requirements of generally accepted accounting principles to prepare comprehensive annual financial reports that evidence the spirit of transparency and full disclosure and then to recognize individual governments that succeed in achieving that goal. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting. Congratulations, again, for having satisfied the high standards of the program.

Your electronic award packet contains the following:

- **A "Summary of Grading" form and a confidential list of comments and suggestions for possible improvements.** We strongly encourage you to implement the recommended improvements in your next report. Certificate of Achievement Program policy requires that written responses to these comments and suggestions for improvement be included with your 2020 fiscal year end submission. If a comment is unclear or there appears to be a discrepancy, please contact the Technical Services Center at (312) 977-9700 and ask to speak with a Certificate of Achievement Program in-house reviewer.
- **Certificate of Achievement.** A Certificate of Achievement is valid for a period of one year. A current holder of a Certificate of Achievement may reproduce the Certificate in its immediately subsequent CAFR. Please refer to the instructions for reproducing your Certificate in your next report.
- **Award of Financial Reporting Achievement.** When GFOA awards a government the Certificate of Achievement for Excellence in Financial Reporting, we also present an Award of Financial Reporting Achievement (AFRA) to the department identified in the application as primarily responsible for achievement of the Certificate.
- **Sample press release.** Attaining this award is a significant accomplishment. Attached is a sample news release that you may use to give appropriate publicity to this notable achievement.

In addition, award recipients will receive via mail either a plaque (if first-time recipients or if the government has received the Certificate ten times since it received its last plaque) or a brass medallion to affix to the plaque (if the government currently has a plaque with space to affix the medallion). If receiving a plaque, it should arrive in approximately ten weeks; if receiving a medallion, it should arrive in approximately two weeks.

As an award-winning government, we would like to invite one or more appropriate members of your CAFR team to apply to join the Special Review Committee. As members of the Special Review Committee, peer reviewers get exposure to a variety of reports from around the country; gain insight into how to improve their own comprehensive annual financial reports; achieve professional recognition; and provide valuable input that helps other local

governments improve their reports. Please see our website for [eligibility requirements](#) and [information on completing an application](#).

Thank you for participating in and supporting the Certificate of Achievement Program. If we may be of any further assistance, please contact the Technical Services Center at (312) 977-9700.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive style with a large initial "M" and "L".

Michele Mark Levine
Director, Technical Services



**The Government Finance Officers Association of
the United States and Canada**

presents this

AWARD OF FINANCIAL REPORTING ACHIEVEMENT

to

Rebecca Jimenez
Interim Finance Director
Town of Florence, Arizona



The award of Financial Reporting Achievement is presented by the Government Finance Officers Association to the department or individual designated as instrumental in the government unit achieving a Certificate of Achievement for Excellence in Financial Reporting. A Certificate of Achievement is presented to those government units whose annual financial reports are judged to adhere to program standards and represents the highest award in government financial reporting.

Executive Director

Christopher P. Morrill

Date: 9/15/2020



Government Finance Officers Association

203 North LaSalle Street, Suite 2700

Chicago, Illinois 60601-1210

312.977.9700 fax: 312.977.4806

9/15/2020

Tara Walter
Mayor
Town of Florence, Arizona

Dear Mayor Walter:

We are pleased to notify you that your comprehensive annual financial report (CAFR) for the fiscal year ended June 30, 2019 qualifies for GFOA's Certificate of Achievement for Excellence in Financial Reporting. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment by a government and its management.

When a Certificate of Achievement is awarded to a government, an Award of Financial Reporting Achievement (AFRA) is also presented to the individual(s) or department designated by the government as primarily responsible for its having earned the Certificate. This award has been sent to the submitter as designated on the application.

We hope that you will arrange for a formal presentation of the Certificate and Award of Financial Reporting Achievement, and give appropriate publicity to this notable achievement. A sample news release is included to assist with this effort.

We hope that your example will encourage other government officials in their efforts to achieve and maintain an appropriate standard of excellence in financial reporting.

Sincerely,

A handwritten signature in black ink that reads "Michele Mark Levine". The signature is written in a cursive, flowing style.

Michele Mark Levine
Director, Technical Services



Government Finance Officers Association

Certificate of
Achievement
for Excellence
in Financial
Reporting

Presented to

**Town of Florence
Arizona**

For its Comprehensive Annual
Financial Report
For the Fiscal Year Ended

June 30, 2019

Christopher P. Morill

Executive Director/CEO

FY 2020-2021

FIRST QUARTER
RESULTS AND
FORECAST FOR
THE REMAINDER
OF THE FISCAL
YEAR

Overview

FORECAST IS BASED ON DATA AS OF SEPTEMBER 30, 2020

General Fund Revenue

Focused on seven revenue sources that make up 84% of the Town's general fund revenue

- City Sales Tax
- Food Tax
- Property Taxes
- Building Permits
- State Shared Sales Tax
- State Shared Income Tax
- Auto License Tax

TITLE	1st Quarter FY19-20	BUDGET	1st Quarter FY20-21	FORECAST	Quarter comparison
City Sales Tax	\$858,189	\$2,862,437	\$947,642	\$1,950,000	▲
City Food Tax	\$0	\$310,686	\$0	\$320,000	
Property Tax	\$4,180	\$1,166,611	\$2,582	\$1,125,811	▼
Building Permits	\$372,829	\$1,200,000	\$322,798	\$450,000	▼
State Sales Tax	\$527,581	\$2,740,063	\$741,797	\$2,485,847	▲
State Income Tax	\$854,090	\$3,451,095	\$979,747	\$3,918,987	▲
Auto License Tax	\$345,318	\$1,658,771	\$441,712	\$1,753,477	▲

General Fund- Revenue FY20-21

General Fund-Expense FY 20-21

TITLE	1st Quarter FY 19-20	BUDGET	1st Quarter FY 20-21	FORECAST	Quarter comparison
General Fund	\$3,526,867	\$16,869,437	\$1,574,852	\$17,075,185	▼

Other Funds-Major Revenue FY 20-21

TITLE	1st Quarter FY 19-20	BUDGET	1st Quarter FY 20-21	FORECAST	Quarter comparison
General Capital Fund	\$0	\$2,253,000	\$-6,822	\$1,617,800	▼
HURF Fund	\$775,545	\$3,605,915	\$703,153	\$3,839,168	▼
Water Fund	\$814,601	\$4,326,237	\$953,730	\$4,384,400	▲
Sewer Fund	\$902,402	\$4,530,200	\$945,709	\$4,423,000	▲
Sanitation Fund	\$222,888	\$921,300	\$245,457	\$1,017,589	▲

Other Funds-Expenses FY 20-21

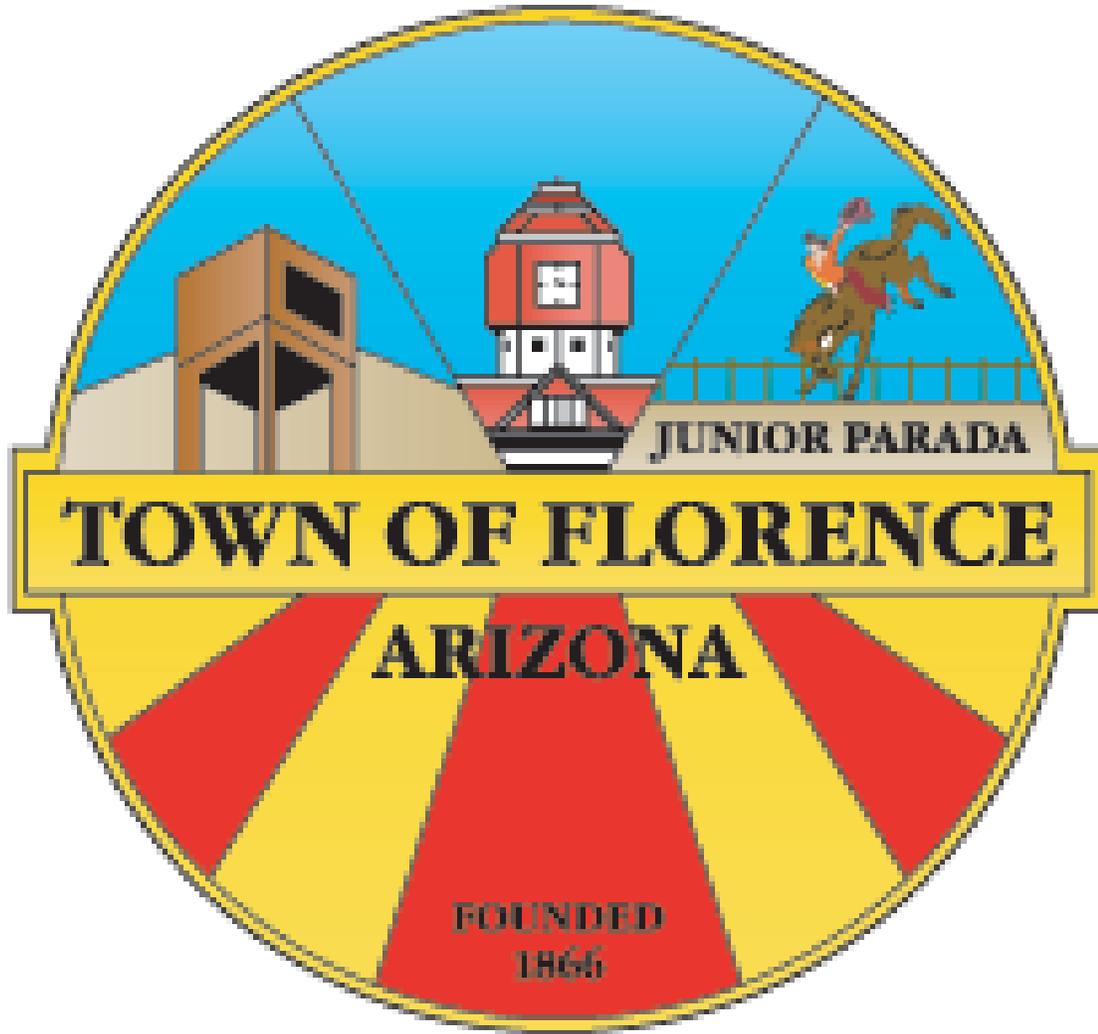
TITLE	1st Quarter FY 19-20	BUDGET	1st Quarter FY 20-21	FORECAST	Quarter comparison
General Capital Fund	\$76,489	\$4,314,198	\$85,993	\$3,814,615	▲
HURF Fund	\$867,712	\$6,893,944	\$853,876	\$6,647,479	▼
Water Fund	\$706,075	\$7,560,536	\$344,811	\$5,362,876	▼
Sewer Fund	\$351,562	\$5,472,821	\$216,632	\$6,575,211	▼
Sanitation Fund	\$226,439	\$1,279,252	\$245,389	\$1,367,938	▲

Cash in Bank-FY 20-21

Cash in Bank-General Checking	\$ 6,686,409	Interest in Sweep - .5%
Cash in Bank-Credit Cards in Transit	\$ 96,072	
LGIP	\$ 281,261	Interest Rate .1%
PFM Investments	\$64,759,414	Interest Rate 2.5%
Police Evidence	\$ 21,663	
Total Cash in Bank	\$71,844,820	

Finance Department Activities

1. Completing Annual Audit and Comprehensive Financial Report for the Town
2. Completing fee updates and reports to be submitted for administrative review
3. Preparing for the CIP and budget documents for FY 21-22
4. Working on documentation for WIFA funding for Clean Water and Drinking Water projects
5. Review of final policy updates
6. Tracking Cares Act expenditures
7. Preparing for 2.5% scale upgrade and staff increases
8. Assisting in review of Returning Stronger Grant Program applicants



Questions?

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 7a.
MEETING DATE: October 19, 2020 DEPARTMENT: Fire Department STAFF PRESENTER: David Strayer, Fire Chief SUBJECT: Gila River Mutual Aid Agreement		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input type="checkbox"/> Community Vitality <input type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnerships and Relationships <input type="checkbox"/> Transportation and Infrastructure <input checked="" type="checkbox"/> Public Safety <input type="checkbox"/> Statutory <input type="checkbox"/> None		

RECOMMENDED MOTION/ACTION:

It is recommended that Council approve an Intergovernmental Agreement for Fire Mutual Aid with the Gila River Indian Community.

BACKGROUND/DISCUSSION:

An agreement for fire mutual aid between the Gila River Indian Community and the Town of Florence has existed for many years. This is a renewal of the agreement. The scope of this Agreement includes mutual assistance to fires, medical emergencies, hazardous materials incidents, rescue and extrication situations, and other types of emergency incidents that are within the scope of services provided by fire departments. It includes the development of cooperative procedures and protocols, including but not limited to communications coordination, training, health and safety, fire prevention, public education, fire investigations and other activities that will enhance the ability of the fire departments to fulfill their missions

A VOTE OF NO WOULD MEAN:

The Town of Florence would no longer have a fire mutual aid agreement with the Gila River Indian Community and would neither provide nor receive emergency services.

A VOTE OF YES WOULD MEAN:

The Town of Florence would continue to maintain a Fire Mutual Aid Agreement with the Gila River Indian Community and would continue to both provide and receive emergency services within the scope and limitations of the agreement.

FINANCIAL IMPACT:

None (reciprocal services)

ATTACHMENTS:

Intergovernmental Agreement between the Gila River Indian Community and the Town of Florence for Fire Mutual Aid

**INTERGOVERNMENTAL AGREEMENT
BETWEEN
THE GILA RIVER INDIAN COMMUNITY AND
THE TOWN OF FLORENCE
FOR
FIRE MUTUAL AID**

This Intergovernmental Agreement for Fire Mutual Aid (“Agreement”) is made, entered into, and effective this 19th day of October, 2020 (the “Effective Date”), by and between the Gila River Indian Community, a federally recognized Indian tribe (the “Community”), and the Town of Florence, a municipal corporation of the State of Arizona (the “City”). The Town and the Community shall be collectively referred to as the “Parties” and individually as the “Party”.

RECITALS

WHEREAS, the Community’s governing body is the Gila River Indian Community Council (“Community Council”); and

WHEREAS, the Community Council is empowered pursuant to Article XV, § 1(a)(1) of the Constitution and Bylaws of the Gila River Indian Community (approved March 17, 1960) (“Constitution”) to enter into this Agreement on behalf of the Community; and

WHEREAS, the Community Council established a fire department pursuant to GRIC Code, Title 21, Section 21.101 (2009); and

WHEREAS, the City is authorized to enter into this Agreement pursuant to A.R.S. §§ 11-952 and 13-3872; and

WHEREAS, it is the desire of the Parties to continue to improve the nature and coordination of emergency assistance to incidents that threaten the loss of life or property within the geographic boundaries of their respective jurisdictions; and

WHEREAS, agreements for mutual assistance in fire protection and response to other emergencies have previously existed between the Parties; and

WHEREAS, the Parties have a long history of cooperation involving fire services; and

WHEREAS, the Parties recognize that having a mutual aid agreement covering emergency fire service will provide their respective communities with enhanced fire services.

NOW, THEREFORE, in consideration of the foregoing recitals, the mutual promises of the Parties and the benefits to be received by the Parties under this Agreement, the Parties agree as follows:

1. **SCOPE OF AGREEMENT.** The scope of this Agreement includes mutual assistance to fires, medical emergencies, hazardous materials incidents, rescue and extrication situations, and other types of emergency incidents that are within the scope of services provided by fire departments.

2. **SPIRIT OF AGREEMENT.** The spirit of this Agreement shall be to encourage the development of cooperative procedures and protocols, including but not limited to communications coordination, training, health and safety, fire prevention, public education, fire investigations and other activities that will enhance the ability of the fire departments to fulfill their missions.

3. **PRE-EMERGENCY PLANNING.** The Parties agree to participate in multi-jurisdictional drills and exercise, training programs, pre-incident planning, post-incident critiques and other activities to enhance safe and effective emergency operations when practical and feasible.

4. **REQUEST FOR ASSISTANCE.** The Fire Chief of each Party's Fire Department, or other authorized person in command of emergency operations for the jurisdiction requesting assistance ("designee"), is authorized to request assistance from the other Party. The Fire Chief or designee of the jurisdiction requesting assistance shall be the sole judge of how much assistance is needed.

5. **RESPONSE TO REQUEST.**

5.1. Upon receipt of request, the Fire Chief or designee of the Party receiving the request shall immediately take the following action:

- A. Determine if the responding Party has equipment and personnel available to respond to the requesting Party and determine the nature of the equipment and personnel available;
- B. Determine what available equipment and what available personnel should be dispatched;
- C. In the event the needed equipment and personnel are available, to dispatch to the scene or location with an assignment and channel to operate on and advise the requesting Party; and
- D. In the event the needed equipment and personnel are not available, to immediately advise the requesting Party of such fact.

5.2 No Party to this Agreement by execution of said Agreement or by the requesting or providing of assistance under this Agreement has assumed any binding legal responsibility to provide the resources, equipment, facilities or personnel of such responding jurisdiction outside its geographic area of jurisdiction, either in the instance of the initial request for assistance or any future request for assistance.

6. **COMMAND RESPONSIBILITY AT EMERGENCY SCENE.** The assisting fire department units shall operate under the direction of the Fire Chief or designee for the jurisdiction requesting assistance. The equipment and personnel of

the responding Party shall be released from service and returned to the responding Party's jurisdiction by the officer in charge of operations as soon as conditions may warrant. The Fire Chiefs for the Parties may adopt standard operations procedures to provide for incident command and management, communications, safety, and other such aspects of operations as are necessary to provide for the health and safety of the public and emergency response personnel.

7. NON-EXCLUSIVE AGREEMENT. Nothing in this Agreement shall limit the ability of the Parties from agreeing to participate in more specific contracts for services, mutual assistance or automatic response; nor shall this prohibit either Party from providing emergency services to another jurisdiction which is not a participant to this Agreement.

8. COSTS. Except as provided in Section 9, neither Party shall be reimbursed by the other Party for any costs incurred pursuant to this Agreement. Each Party shall absorb its own cost, including wages, benefits or other compensation of the parties' personnel incurred in the performance of this Agreement through the end of the mutual aid period. Nothing contained in this Agreement shall be construed or constructed as an employment contract of or for individual employees of the Community or the City.

9. INDEMNIFICATION. To the extent permitted by law, each Party does hereby covenant and agree to indemnify, defend, and hold harmless the other Party, its elected officials, officers, employees, volunteers and agents from and against any and all suits, actions, legal or administrative proceedings, claims, demands or damages of any kind or nature relating to this Agreement which are the result of any act or omission of the indemnifying Party, its elected officials, officers, employees, volunteers, agents, and anyone acting under its direction or control, whether intentional or negligent, in connection with or incident to this Agreement. Each Party shall have the right of contribution against the other to the extent of the liability caused by the others' elected officials, officers, employees, volunteers, agents, and anyone acting under its direction or control in activities under this Agreement that create joint liability. Employees of the assisting Party shall not be considered employees of the requesting Party. In proceeding to and returning from the emergency scene, the Party providing the assistance shall be considered to be an independent contractor for all purposes, and not under the direction and control of the Party requesting assistance. If a claim or claims by third parties become subject to this indemnity provision, the parties to this Agreement shall expeditiously meet to discuss a common and mutual defense, including possible proportionate liability and payment of possible litigation expenses and damages. The obligations under this Section 9 shall survive termination of this Agreement.

10. TERM. This Agreement shall be effective January 28th, 2020 and shall expire on January 28th, 2025.

11. TERMINATION. Either Party may terminate this Agreement upon sixty (60) days' prior written notice by registered and/or certified mail or personal delivery to the other Party.

12. ENTIRE UNDERSTANDING. This Agreement embodies the entire understanding between the Parties with respect to the subject matter hereof and supersedes all prior or contemporaneous Agreements and understandings, inducements and conditions, express or implied, oral or written, for mutual aid, except as herein contained. This Agreement may not be modified or amended other than by an Agreement in writing signed by both Parties.

13. BINDING NATURE OF AGREEMENT. This Agreement shall be binding upon and inure to the benefit of the Parties and their respective heirs, personal representatives, successors and assigns, except no Party may assign or transfer such Party's rights or obligations under this Agreement without the prior written consent of the other Party.

14. STATUTORY PROVISIONS. In addition to its other rights hereunder, the Town shall have the cancellation rights specified in A.R.S. § 38-511 (relating to conflicts of interest).

15. LEGAL WORKER REQUIREMENTS AND WORKERS' COMPENSATION. To the extent applicable under the provisions of A.R.S. § 41-4401, both Parties warrant to the other that each Party will comply with all federal immigration laws and regulations that relate to their employees.

16. SEVERABILITY. The provisions of this Agreement shall be deemed severable and the invalidity or enforceability of any provision shall not affect the validity or enforceability of the other provisions hereof.

17. SOVEREIGN IMMUNITY. Nothing in this Agreement shall be construed as a waiver of any government's sovereign immunity. This Agreement does not impair, limit, or affect the status of any Party or its sovereignty. Further, this Agreement does not create, and nothing contained in this Agreement shall create, any partnership, joint venture or similar arrangement by the Parties.

18. CONTRACT ADMINISTRATOR FOR THE COMMUNITY. The contract administrator for the Community (the "Community Contract Administrator") shall be Chief Kathy J. Garcia, Gila River Fire Department, or her designee or replacement. The Community Contract Administrator shall be authorized to represent the Community on all matters relating to the performance and enforcement of this Agreement.

19. CONTRACT ADMINISTRATOR FOR THE TOWN. The contract administrator for the Town ("Town Contract Administrator") shall be _____, or his designee or replacement. The Town Contract Administrator shall be authorized to represent the Town on all matters relating to the performance and enforcement of this Agreement.

20. NOTICES: All notices or demands upon any Party to this Agreement shall be in writing and shall be delivered in person or sent by mail addressed as

follows:

Gila River Indian Community

Attn: Stephen R. Lewis, Governor
Post Office Box 97
Sacaton, Arizona 85147

With a copy that shall not constitute notice to:

Gila River Indian Community
Office of General Counsel
Post Office Box 97
Sacaton, Arizona 85147

With a copy that shall not constitute notice to:

Gila River Fire Department
Attn: Chief Kathy Garcia
5002 N Maricopa Road
Post Office Box 5083
Chandler, Arizona 85226

Town of Florence

Attn: Chief David Strayer
P.O. Box 2670
72 East First Street
Florence, AZ 85132

With a copy that shall not constitute notice to:

Florence Fire/ Medical Department Legal Unit
Attn: Clifford Mattice, Staff Attorney

Florence, Arizona _____

[Intentionally left blank]

#####&

#####&

[Signatures on following page]

IN WITNESS WHEREOF, the Parties have executed this Agreement on the day and year first written above.

FOR THE TOWN OF FLORENCE, an Arizona municipal corporation

By _____
NAME, Town Manager

ATTEST:

Clerk

AUTHORIZED PURSUANT TO A.R.S. SECTION 13-3871, ET SEQ.

By _____
David Strayer, Fire Chief

APPROVED AS TO FORM:

Clifford Mattice
Staff Attorney

INTERGOVERNMENTAL AGREEMENT DETERMINATION

In accordance with A.R.S. §11-952, this Agreement has been reviewed by the undersigned who determined that this Agreement is in appropriate form and is within the powers and authority of the respective parties.

Town of Florence

By: _____
Clifford Mattice
Staff Attorney

Dated: _____

FOR THE GILA RIVER INDIAN COMMUNITY:

Stephen R. Lewis, Governor

Date

Approved as to form:

Linus Everling, General Counsel

Date

For the Gila River Fire Department:

Kathy Garcia, Chief

Date

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 7b.
MEETING DATE: October 19, 2020 DEPARTMENT: Administration STAFF PRESENTER: Benjamin Bitter, Intergovernmental and Communications Manager/Assistant to the Town Manager SUBJECT: Returning Stronger Grant Awards		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1st Reading <input type="checkbox"/> 2nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input type="checkbox"/> Community Vitality <input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnerships and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Public Safety <input type="checkbox"/> Statutory <input type="checkbox"/> None		

RECOMMENDED MOTION/ACTION:

Staff recommends that the Town Council approve the grant awards in the amounts provided within the document.

BACKGROUND/DISCUSSION:

On September 8th, 2020, the Town Council authorized the creation of the Florence Returning Stronger Grant Program. The Returning Stronger grants were meant to assist local small businesses, non-profits, and food banks in their recovery from the economic downturn by reimbursing them for expenses that assisted in the protection of public health during the COVID-19 pandemic.

The application period opened on September 9th, 2020. Grant applications will be accepted through October 31, 2020. After applications are received, they are reviewed by an Audit Panel consisting of Town Staff. The Audit Panel verifies completeness of the application and supporting documentation and communicates with the applicants about any deficiencies. The review process is resource-intensive but ensures that the Town will have adequate documentation to justify its expenses to its auditors.

Tonight, Staff is recommending approval of the next twelve grant awards, for a total of **\$71,863.18**. These twelve businesses have provided the confidential and proprietary information requested within the documentation to justify the grant awards. Should

members of the Town Council wish to review some of these materials, they should contact Benjamin Bitter.

In order of application submittal, the recommended grant award recipients include:

1. Inward Bound - \$1,200.00
2. Old Pueblo - \$10,000.00
3. Arizona Craft - \$3,038.03
4. Eugene and Kim's Place - \$2,915.40
5. A&M Pizza - \$10,000.00
6. Valentino's Eatery - \$10,000.00
7. River Bottom Bar & Grill - \$5,207.25
8. Florence Chiropractic - \$8,124.99
9. Florence Coin Op Laundry - \$8,145.28
10. Main Street Fabric Company - \$971.52
11. Faith's Creations - \$3,684.00
12. Hong Kong Restaurant - \$8,576.71

When added to the total amount of grant awards for previous recipients, if these grants are approved tonight, the new total program cost will be **\$111,663.69**. With twenty recipients so far, this would put the average grant amount at \$5,583.

A VOTE OF NO WOULD MEAN:

Grant awards would not be distributed to the applicants.

A VOTE OF YES WOULD MEAN:

The twelve applicants mentioned in the discussion would receive grant awards in the amounts indicated.

FINANCIAL IMPACT:

The Town will spend \$71,863.18 out of its general fund, to pay for the grant awards.

ATTACHMENTS:

None

MINUTES OF THE TOWN OF FLORENCE COUNCIL MEETING HELD ON TUESDAY, SEPTEMBER 8, 2020, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

SPECIAL NOTICE REGARDING PUBLIC MEETINGS

Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, the Town of Florence has determined that public meetings will be indefinitely held through technological means. Meetings will be open to the public through technological means. In reliance on, and in compliance with, the March 13, 2020 Opinion issued by Attorney General Mark Brnovich, and in conjunction with the Emergency Proclamation signed by Mayor Tara Walter, on March 18, 2020. The Town of Florence provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may or may not be read aloud during meetings.

CALL TO ORDER

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

ROLL CALL:

Present: Tara Walter, John Anderson, Karen Wall, Kristen Larsen, Michelle Cordes, Judy Hughes

MOMENT OF SILENCE

Mayor Walter called for a moment of silence, specifically in remembrance of those who lost their lives during 9/11.

PLEDGE OF ALLEGIANCE

Mayor Walter led the Pledge of Allegiance.

CALL TO THE PUBLIC

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

Ms. Cathy Adam, Florence Resident, stated that she sent the Council an email regarding AZ Cares money. She spoke with Mr. Roger Biede, Executive Director, Greater Florence Chamber of Commerce, regarding the marketing plan with the Arizona State Tourism Board. She understands it takes a long time to see results when doing a marketing plan and help is needed now for the Town.

Ms. Adam stated that her business has been impacted and she does not know how long this will last. They are not expecting a lot of traffic from the winter visitors, as many may not come back. It is important to target people who live in Arizona to visit.

Ms. Adam inquired about using the open space on the Main Street kiosk. It would be beneficial to them as they need a presence on Main Street. Currently, with their doors closed, they are able to make money with the Historic Walking Tour and Cemetery Tour, led by Ms. Chris Reid and it would be great to advertise on the kiosk.

Ms. Adam inquired if some of the monies for the marketing plan can be advanced. She is working with Mr. Harold Christ, and Mr. Michael Baca on a marketing plan which will include a 30-second video. It would be a great partnership to work with Mr. Biede and they may see more business for the Town by partnering with him.

Ms. Adam congratulated Lt. Terry Tyron on his retirement.

Mayor Walter asked Mr. Bitter or Mr. Billingsley to set up a meeting with Ms. Adam to discuss the use of the kiosk and the marketing plan. With regards to the marketing plan, she understands that Council has contingency money for the wayfinding signs. If need be, she will ask that the items be brought before Council at a later time.

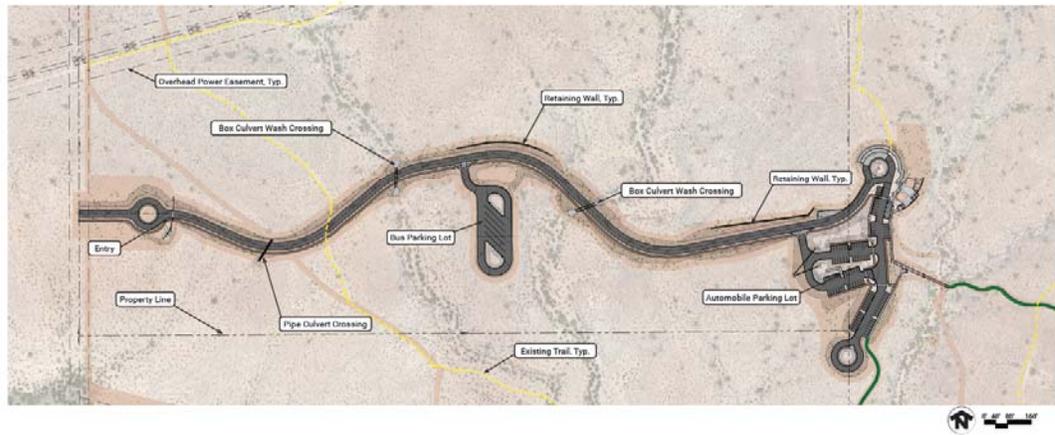
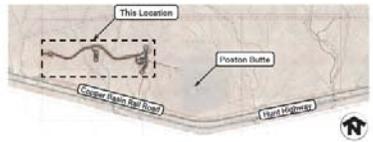
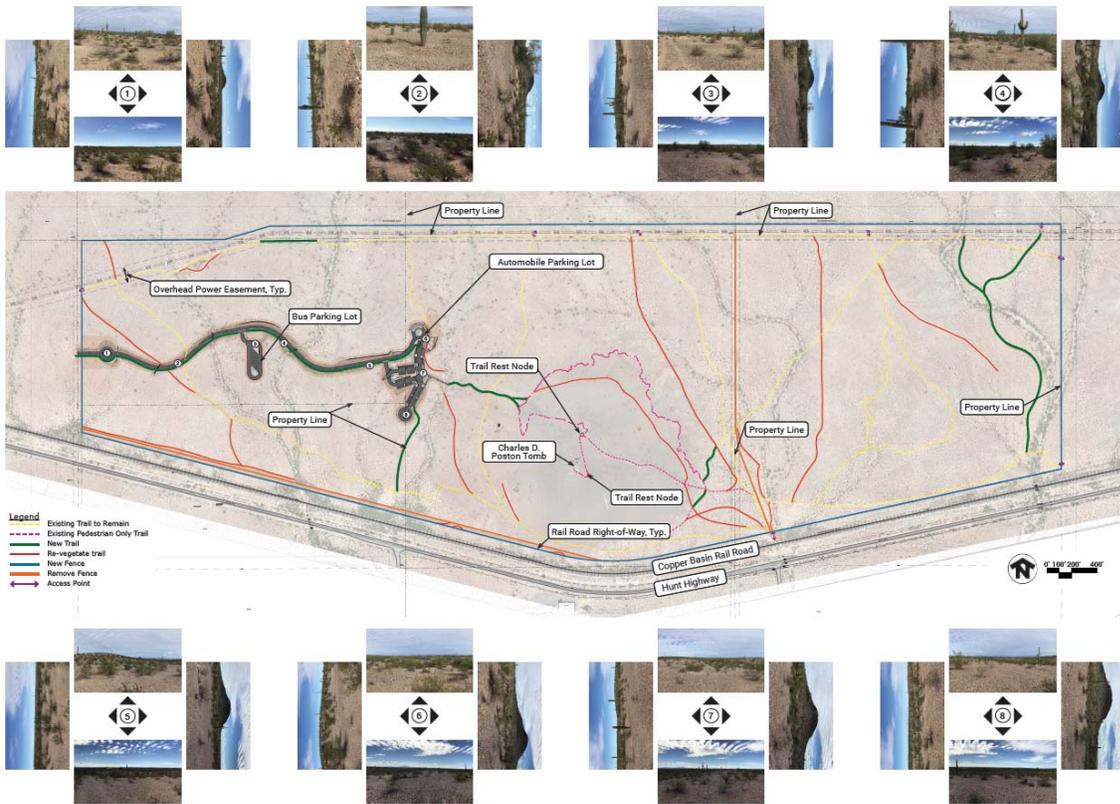
PRESENTATIONS

Presentation of the 60% Design Development Documents for Poston Butte Preserve by J2.

Mr. Hezekiah Allen, Community Services Director, stated the presentation is conceptual and there are several variables to consider before they break ground.

Mr. Aaron Allan, Vice-President and Principal Landscaper, J2 Design, provided a presentation in which he outlined the following:

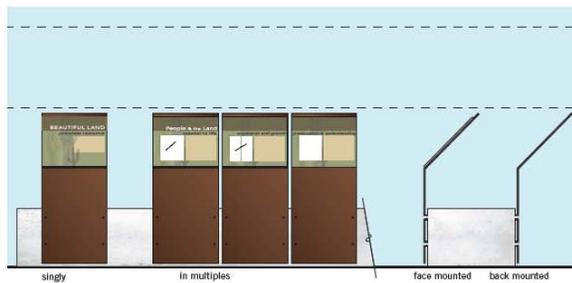
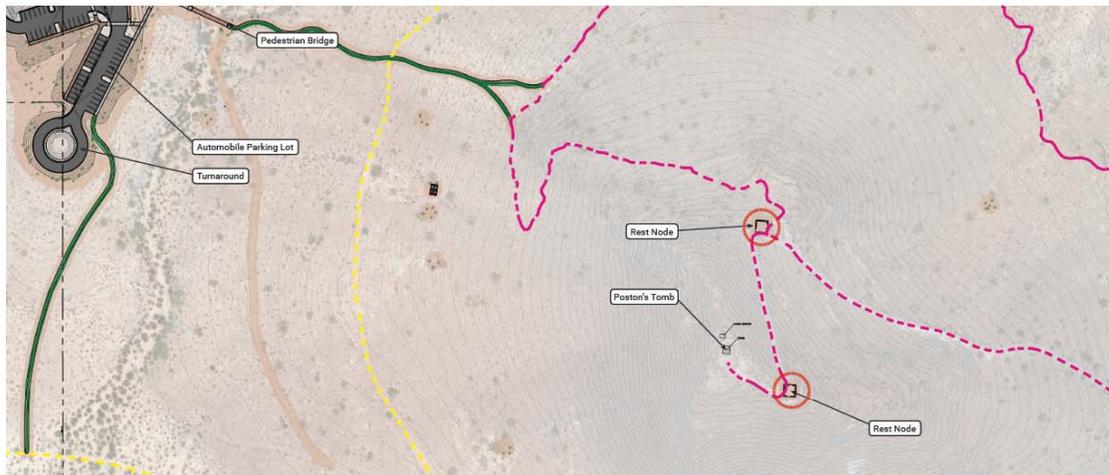
- Background
 - Multi-year project to develop the parcels of land
 - Town owns parcel of land and is working on obtaining additional land from Bureau of Land Management (BLM)
 - Masterplan approach
 - How to accommodate trail heads, automobiles, etc.
 - Accommodate user groups
 - Completed 30% of construction documents
 - Have now completed 60% of construction documents



Trailhead Facilities Enlargement

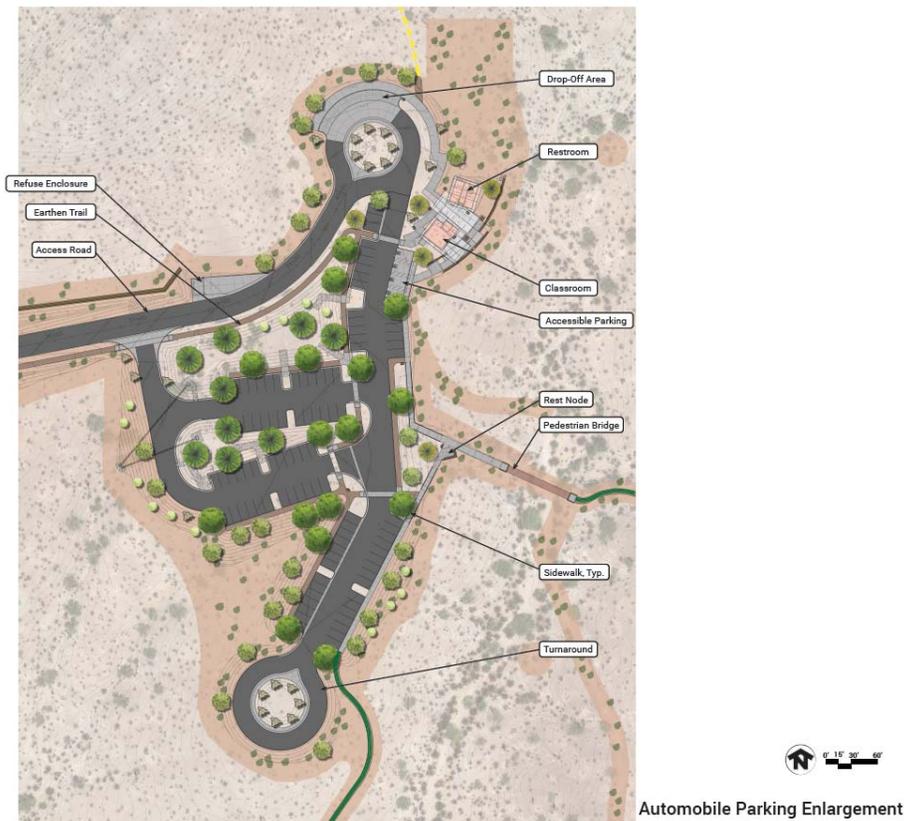
- Will contain bus and automobile parking
- Will contain restroom and classroom facility
- Property line will be fenced

- Select access points will be added within the fence for pedestrians so they can enter through gates.
- Existing trails will remain (depicted in yellow)
- New trails will interlink with existing trails (depicted in green)
- Some existing trails will be abandoned and vegetated (pink trails)
- Some trails will be multi-use

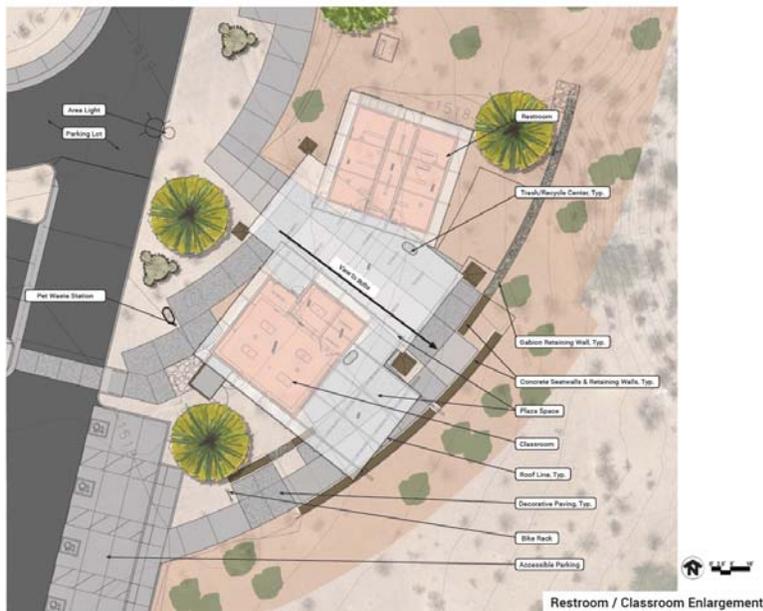


Trail Rest Node Concept

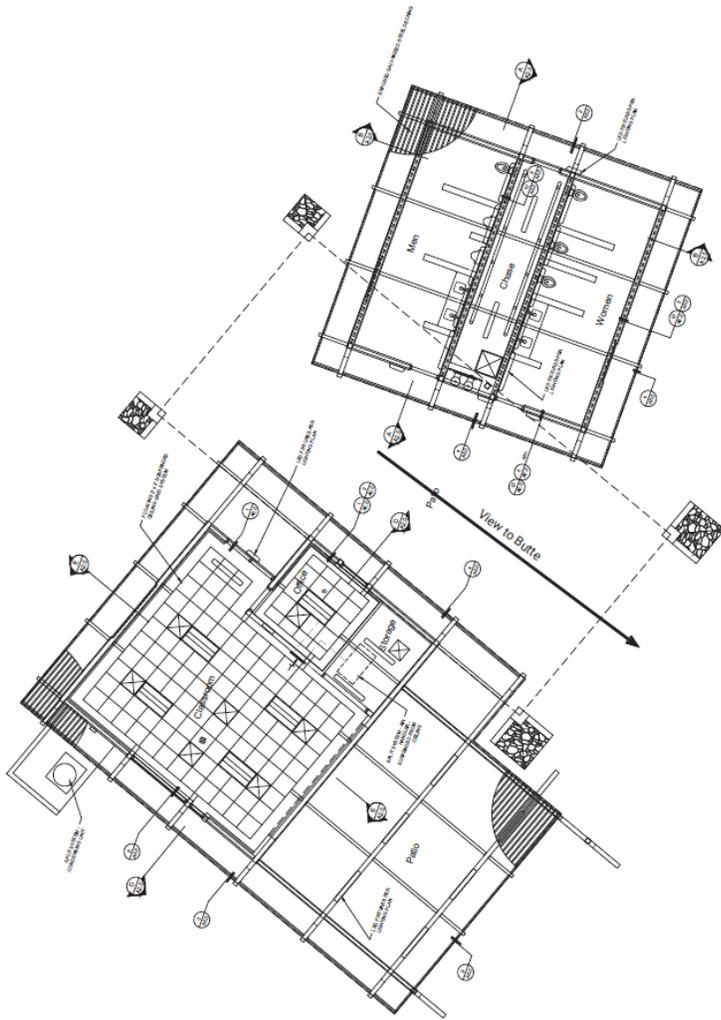
- Will connect with private development
- Traffic circle with automatic gate will allow for entrance during the park hours
- Will cross several big washes
 - Has been designed so the roads will not be flooded in the event of a 100-year flood

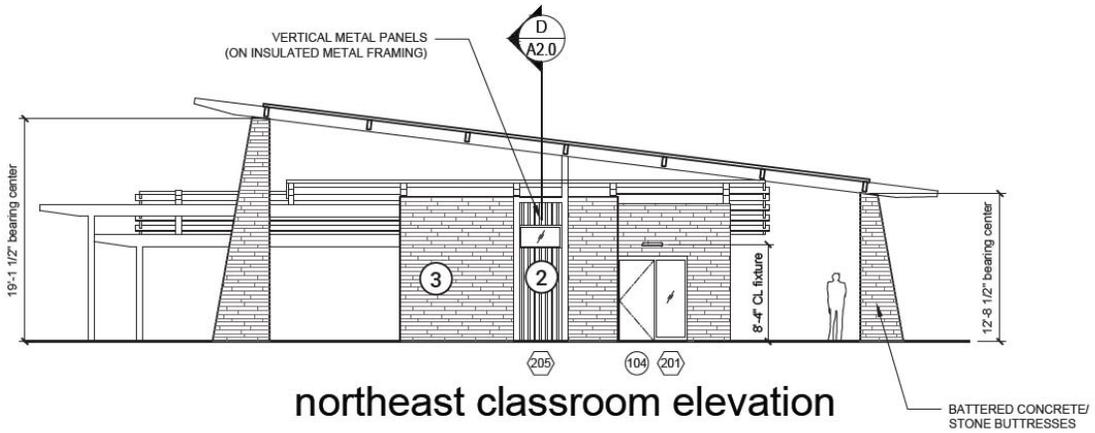


- Will have drop off zones for classroom use

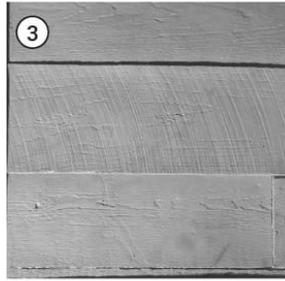
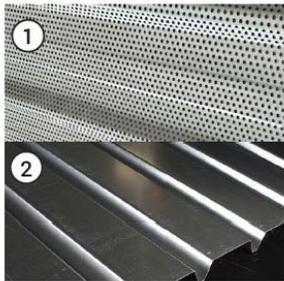


- Conceptual rendering of what it may look like
- Will have history of the tomb
- Several old mine test shafts are on the property and will be filled and vegetated
- One mine shaft is large and will be left open, but a structure will be built around it
 - This is to allow for bats to enter/exist if there are any living in there.

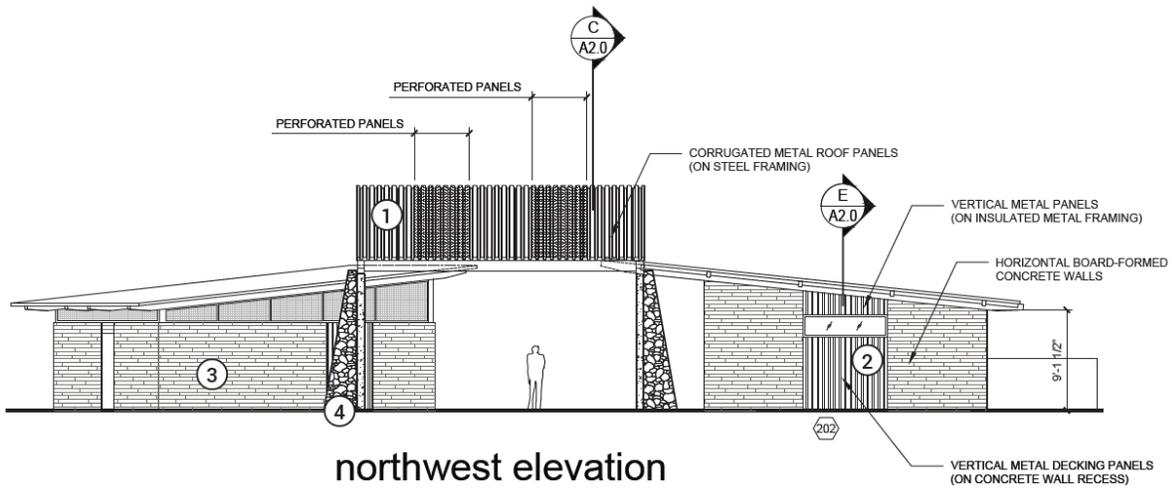




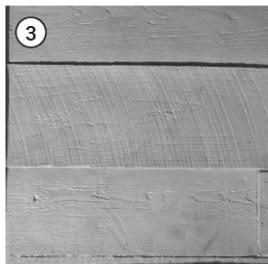
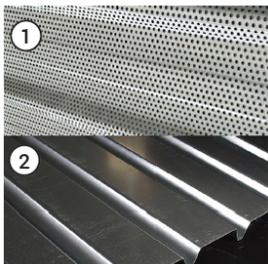
northeast classroom elevation



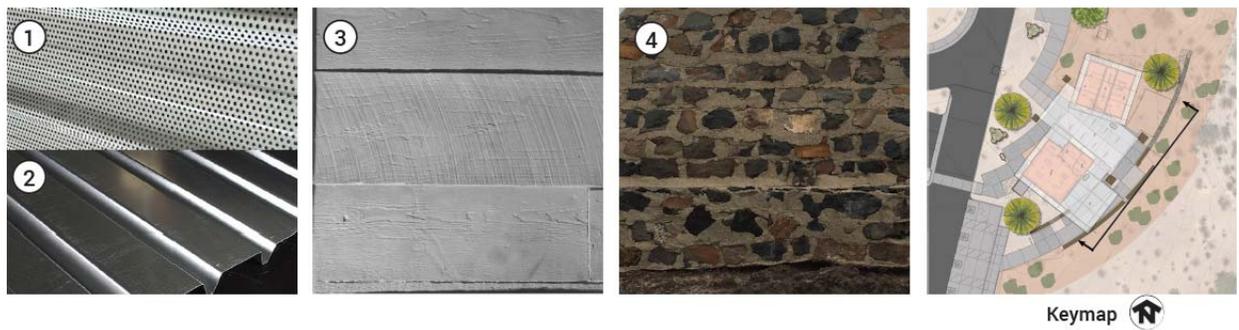
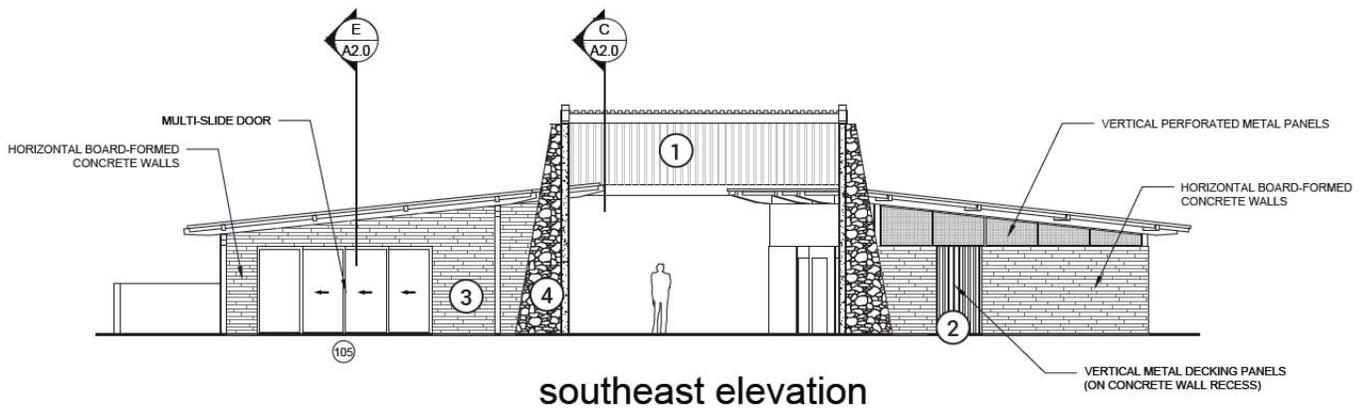
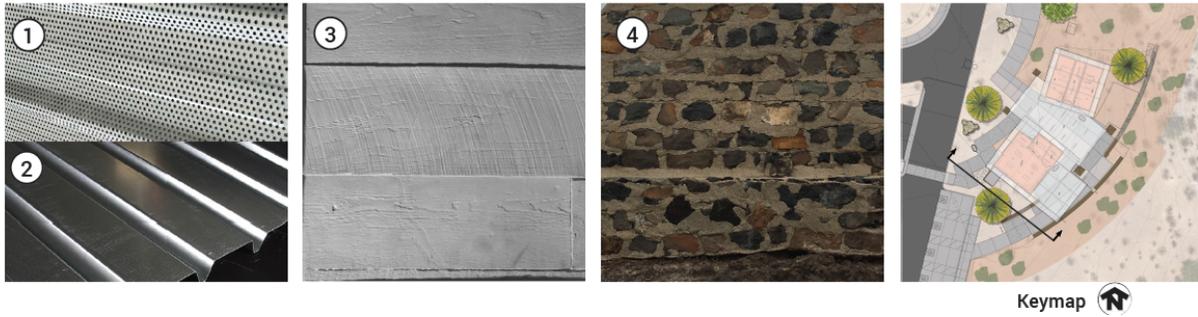
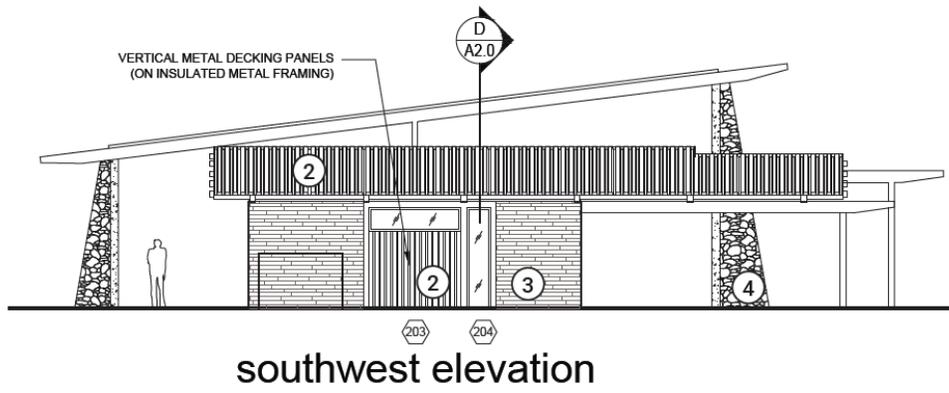
Keymap

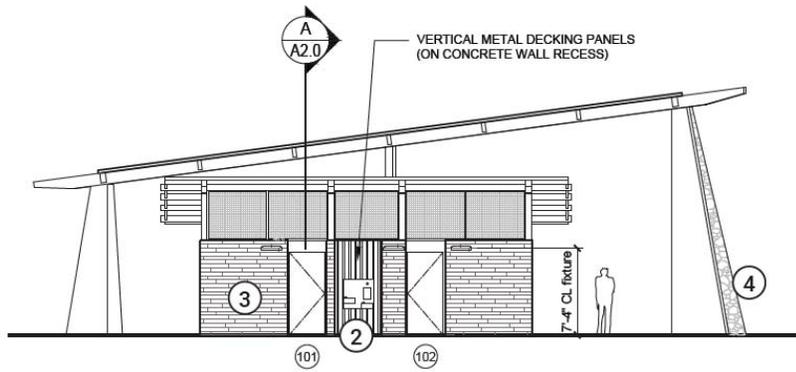


northwest elevation

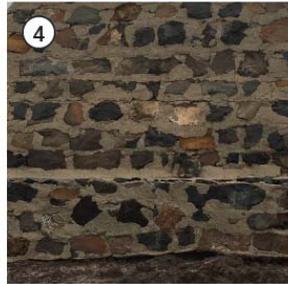
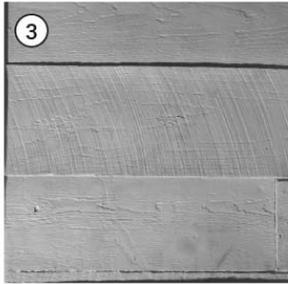
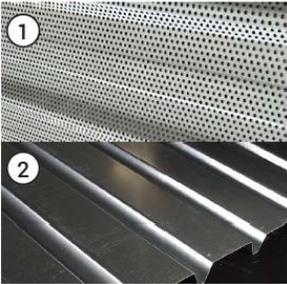


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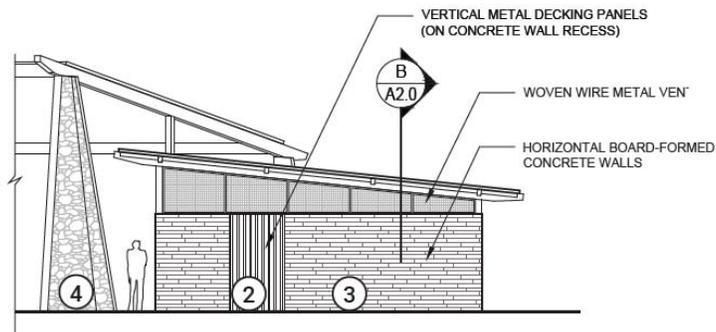




south restroom elevation

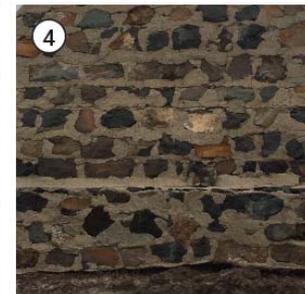
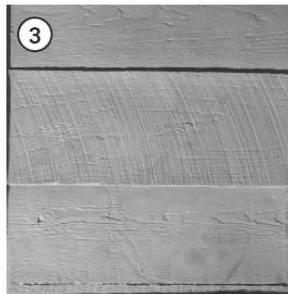
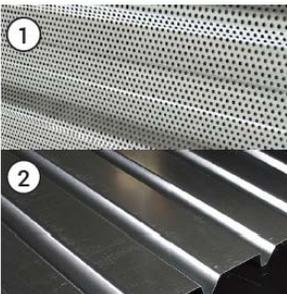


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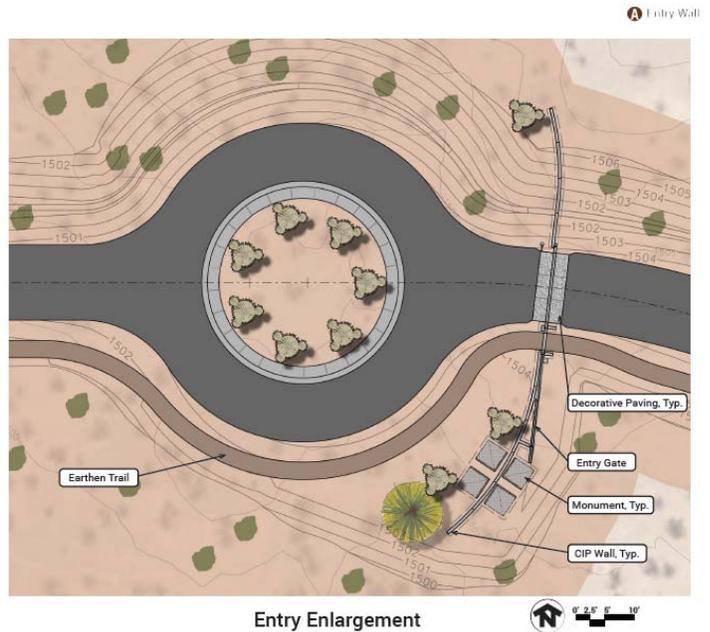
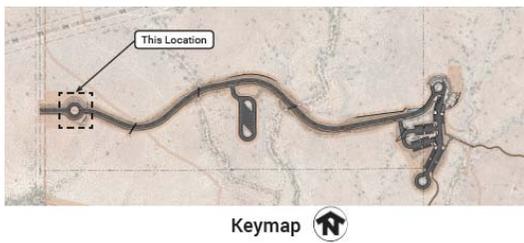
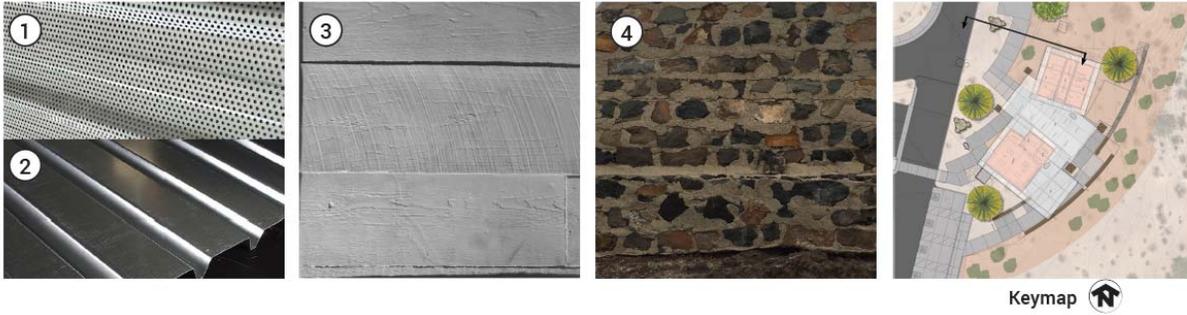


east elevation

(west elevation sim. mirrored)



Keymap 

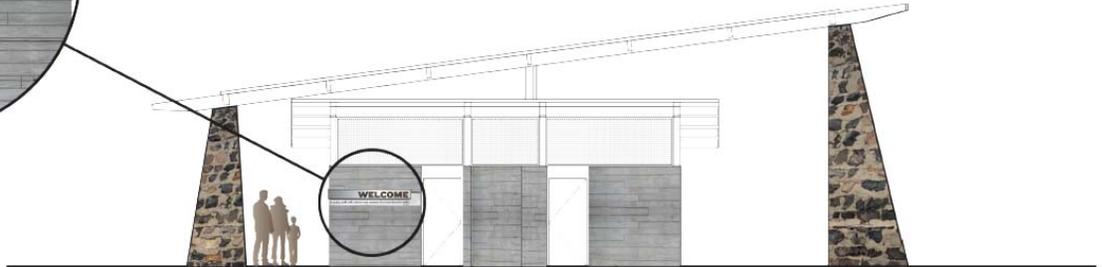




Galvanized steel cabinet wraps corner. "WELCOME" letters are routed in cabinet face and backed with raw steel.

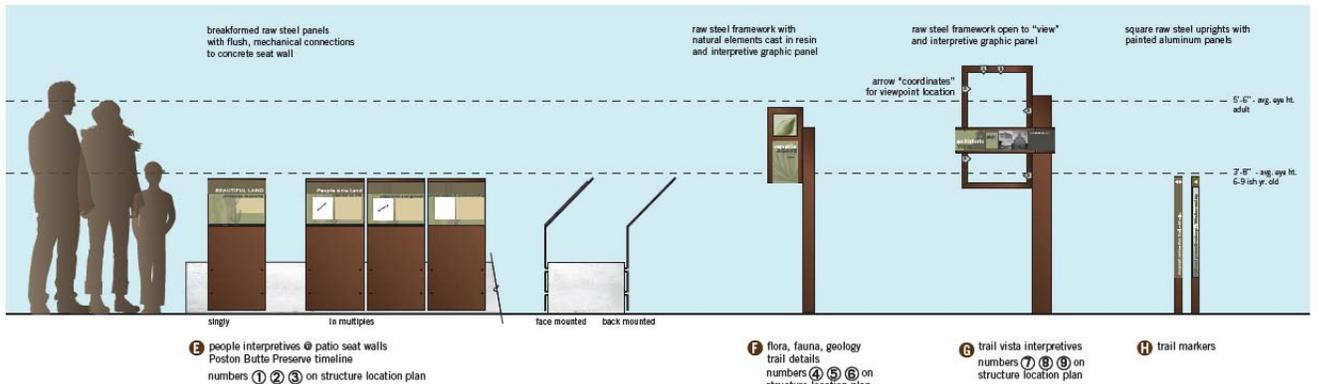
Cabinet is mounted over shallow recess in concrete wall.

Quote is painted, cut-out letters stay mounted flush to wall.



J Welcome Sign

Poston Butte Preserve
Entry wall and Welcome sign Concept



Poston Butte Preserve
Interpretives and Signage Structure Concepts **A**

Poston Butte Preserve Opinion of Probable Cost

Item #	Item Description	Unit	Quantity	Unit Price	Extended Amount	Item #	Item Description	Unit	Quantity	Unit Price	Extended Amount
GENERAL						60	Entry Monument	LS	1	\$ 50,000.00	\$ 50,000.00
1	Construction Stakes, Lines and Grades and Asbuilts	LS	1	\$ 50,109.49	\$ 50,109.49	61	Concrete Wall (Entry Wall)	LF	119	\$ 250.00	\$ 29,750.00
2	Storm Water Pollution Prevention Plan, Maintenance and Permits	LS	1	\$ 35,076.64	\$ 35,076.64	62	Main Entry Automatic Raising Gate & Equipment	LS	1	\$ 15,000.00	\$ 15,000.00
3	Town of Florence Controlled Allowance	AL	1	\$ 501,094.89	\$ 501,094.89	63	Concrete Cast In Place Steel Wall	LF	166	\$ 140.00	\$ 23,240.00
4	Mobilization/Demobilization/General Conditions/Bonds	LS	1	\$ 400,875.91	\$ 400,875.91	64	Cartier Bench (Integral color)	LF	20	\$ 40.00	\$ 800.00
5	Clear and Grub	LS	1	\$ 40,087.59	\$ 40,087.59	65	Trash Enclosure Gate	LS	1	\$ 4,000.00	\$ 4,000.00
6	Hard Dig/Blasting Allowance	AL	1	\$ 100,000.00	\$ 100,000.00	66	Trash Enclosure Wall (Board form finish w/integral color)	LF	47	\$ 700.00	\$ 32,900.00
7	Miscellaneous Salvage Allowance	AL	1	\$ 15,000.00	\$ 15,000.00	67	Square Post Bolts Per MAG Std Dtl 140, Type 1	EA	4	\$ 650.00	\$ 2,600.00
GRADING & PAVING						68	Trash Receptacle	EA	10	\$ 3,200.00	\$ 32,000.00
8	Earthwork	CY	24,096	\$ 12.00	\$ 289,152.00	69	Bike Rack	EA	1	\$ 650.00	\$ 650.00
9	Asphalt Paving(3"AC /3"AB) Access Road, Bus Parking, and Drive	SY	20,104	\$ 32.00	\$ 643,328.00	70	Pet Waste Station	EA	2	\$ 1,200.00	\$ 2,400.00
10	Asphalt Paving(2"AC /4"AB) Parking Bays	SY	2,095	\$ 27.00	\$ 56,565.00	71	Handrail	LF	374	\$ 53.00	\$ 19,848.00
11	Vertical Curb	LF	2,894	\$ 20.00	\$ 57,880.00	72	Safety Rail	LF	149	\$ 140.00	\$ 20,860.00
12	Vertical Curb & Gutter	LF	2,040	\$ 25.00	\$ 51,000.00	73	Pedestrian Access Gate	EA	2	\$ 3,000.00	\$ 6,000.00
13	Ribbon Curb	LF	481	\$ 30.00	\$ 14,430.00	74	Vehicle-Pedestrian Access Gate	EA	2	\$ 5,500.00	\$ 11,000.00
14	Roll Curb	LF	882	\$ 25.00	\$ 22,050.00	75	Vehicle Gate	EA	1	\$ 2,700.00	\$ 2,700.00
15	Sidewalk Ramp	EA	12	\$ 2,200.00	\$ 26,400.00	76	4 Wire Fence	LF	19,950	\$ 4.00	\$ 79,800.00
16	Detectable Warning Plate(Truncated Domes)	SF	144	\$ 35.00	\$ 5,040.00	77	Mime Shaft Cover	EA	1	\$ 30,000.00	\$ 30,000.00
17	4" Striping(white)(Stop Bar)	LF	164	\$ 0.50	\$ 82.00	78	Pedestrian Bridge	LS	1	\$ 115,000.00	\$ 115,000.00
18	4" Striping(yellow)	LF	5,381	\$ 0.20	\$ 1,076.20	INTERPRETIVE SIGNAGE					
19	Fire Lane Striping	LF	1,761	\$ 0.85	\$ 1,496.85	79	Vehicular Directional	EA	2	\$ 3,500.00	\$ 7,000.00
20	Headwall Symbol	EA	4	\$ 50.00	\$ 200.00	80	Pedestrian Directional	EA	2	\$ 3,000.00	\$ 6,000.00
21	Traffic Signs (Panel)	SF	185	\$ 20.00	\$ 3,700.00	81	Trail Map and Behavior Expectations	EA	1	\$ 4,500.00	\$ 4,500.00
22	Traffic Signs (Post)	LF	773	\$ 8.00	\$ 6,184.00	82	Patio Interpretive Panel	EA	4	\$ 1,200.00	\$ 4,800.00
23	Traffic Signs (Foundation)	EA	65	\$ 250.00	\$ 16,250.00	83	Sign Interpretive Panel	EA	7	\$ 1,800.00	\$ 12,600.00
24	2" Wide Gascon Retaining Wall	CY	19	\$ 450.00	\$ 8,550.00	84	Detail Interpretive Panel	EA	8	\$ 1,500.00	\$ 12,000.00
25	3" Wide Gascon Retaining Wall	CY	427	\$ 450.00	\$ 192,150.00	85	Trail Marker	EA	18	\$ 500.00	\$ 9,000.00
26	Concrete Retaining Wall	LF	164	\$ 390.00	\$ 64,760.00	86	Entry Sign and Address numbers within Entry Monument	EA	1	\$ 12,000.00	\$ 12,000.00
27	Fill in Existing Mine Pits and Sead	CY	492	\$ 20.00	\$ 9,840.00	87	Welcome Sign	EA	1	\$ 4,200.00	\$ 4,200.00
DRAINAGE & UTILITIES						LANDSCAPE					
28	24" RBCP Pipe	LF	228	\$ 80.00	\$ 18,240.00	88	24" Box Tree	EA	14	\$ 300.00	\$ 4,200.00
29	8" x 3" Reinforced Concrete Box Culvert	LF	143	\$ 430.00	\$ 61,410.00	89	36" Box Tree	EA	21	\$ 350.00	\$ 7,350.00
30	ADOT SD 6.08 Headwall	EA	4	\$ 5,500.00	\$ 22,000.00	90	Salvaged Tree	EA	6	\$ 1,200.00	\$ 7,200.00
31	MAG 301-2 "L" Type Headwall	EA	1	\$ 2,600.00	\$ 2,600.00	91	Salvaged Sapling	EA	42	\$ 850.00	\$ 35,700.00
32	MAG 301-2 "U" Type Headwall	EA	1	\$ 2,900.00	\$ 2,900.00	92	Occipital- 6"8" Height	EA	25	\$ 200.00	\$ 5,000.00
33	MAG 301-2 Drop Inlet Headwall	EA	1	\$ 4,000.00	\$ 4,000.00	93	5 Gallon Shrub/ Cacti	EA	355	\$ 35.00	\$ 12,425.00
34	MAG 313 Inlet with Office	EA	2	\$ 3,800.00	\$ 7,600.00	94	Earth Tree	SF	59,028	\$ 0.75	\$ 39,771.00
35	Rip Rap	CY	203	\$ 150.00	\$ 30,450.00	95	Installed Decomposed Granite	SF	1,440	\$ 1.25	\$ 1,800.00
36	Connect to Existing Water Tee	LS	1	\$ 4,000.00	\$ 4,000.00	96	Salvage and Place Native Site Soil	SF	1,623,422	\$ 0.15	\$ 243,513.30
37	8" Dia PVC-900, CL 235	LF	3,075	\$ 60.00	\$ 184,500.00	97	Hydroseed Mix 'A'	Acres	20.1	\$ 3,500.00	\$ 70,800.00
38	8" Gate Valve, Box and Cover, per MAG Std Dtl 391-1 & 391-2	EA	6	\$ 1,800.00	\$ 10,800.00	98	Hydroseed Mix 'B'	Acres	12.8	\$ 3,500.00	\$ 44,800.00
39	Vertical Requisition of 8" Water Main Under Pipe/Box Culvert	LF	1	\$ 28,000.00	\$ 28,000.00	IRRIGATION					
40	1" Air/Vacuum Release Valve	EA	2	\$ 1,700.00	\$ 3,400.00	99	Irrigation Controller	EA	1	\$ 8,000.00	\$ 8,000.00
41	6" Dia PVC (C-900, CL 235)	LF	1,253	\$ 50.00	\$ 62,650.00	100	Irrigation Backflow Preventer	EA	1	\$ 2,750.00	\$ 2,750.00
42	8" Gate Valve, Box and Cover, per MAG Std Dtl 391-1 & 391-2	EA	14	\$ 1,500.00	\$ 21,000.00	101	Master Valve 1"	EA	1	\$ 450.00	\$ 450.00
43	Fire Hydrant Assembly(Wet Barrel) per MAG Std Dtl 360-2 & 361, install 6" DIP (CL 350) restrained, install Blue Polywrap. Valve to be Flanged	EA	11	\$ 6,000.00	\$ 66,000.00	102	Flow Sensor 1"	EA	1	\$ 350.00	\$ 350.00
44	2" Water Service Connection with Service Saddle, Corp Stop, 2" Meter & 2" Backflow Assembly. Install Type K Soft Copper From Service Saddle to the Backflow Unit.	EA	1	\$ 3,000.00	\$ 3,000.00	103	Quick Coupler 1"	EA	3	\$ 400.00	\$ 1,200.00
45	2" Landscape Water Meter	EA	1	\$ 1,300.00	\$ 1,300.00	104	Ball Valve 1"	EA	3	\$ 350.00	\$ 1,050.00
46	2" Type K Copper Water Line	LF	64	\$ 35.00	\$ 2,240.00	105	Ball Valve 1/2"	EA	2	\$ 400.00	\$ 800.00
47	Curb Stop with Flushing Pipe Per MAG Std Dtl 390, Type B.	EA	1	\$ 1,700.00	\$ 1,700.00	106	Orp Control Valve Assembly 1"	EA	10	\$ 450.00	\$ 4,500.00
48	4" PVC (SDR-35) Sanitary Sewer Line	LF	195	\$ 30.00	\$ 5,850.00	107	Emitter Assembly	EA	564	\$ 50.00	\$ 28,200.00
49	8" PVC (SDR-35) Sanitary Sewer Line	LF	54	\$ 35.00	\$ 1,890.00	108	1" Sch 40 PVC Mainline	LF	195	\$ 3.50	\$ 682.50
50	4" PVC-Perforated (SDR-35) Sanitary Sewer Line and Disposal Trench Per Det.	EA	3	\$ 9,000.00	\$ 27,000.00	109	1-1/2" Sch 40 PVC Mainline	LF	780	\$ 2.40	\$ 1,872.00
51	Sanitary Sewer Cleanout Per MAG Std Dtl 441	EA	3	\$ 500.00	\$ 1,500.00	110	3/4" Sch 40 PVC Lateral	LF	3,000	\$ 3.25	\$ 9,750.00
52	Two-Way Cleanout Per MAG Std Dtl 440-2	EA	1	\$ 1,000.00	\$ 1,000.00	111	3" Sch 40 PVC Sleeve	LF	95	\$ 6.00	\$ 570.00
53	1000 Gallon Septic Tank	EA	1	\$ 6,000.00	\$ 6,000.00	112	6" Sch 40 PVC Sleeve	LF	96	\$ 9.00	\$ 864.00
54	4" Dia Distribution Manhole Per MAG Std Dtl 420 with a 24" Frame and Cover Per MAG Std Dtl 424.	EA	1	\$ 5,000.00	\$ 5,000.00	BUILDING ARCHITECTURE					
55	Connect Sanitary Sewer Line to Distribution Manhole	LS	1	\$ 500.00	\$ 500.00	113	Restroom Bldg	LS	1	\$ 578,925.00	\$ 578,925.00
HARDSCAPE						114	Classroom Building	LS	1	\$ 962,800.00	\$ 962,800.00
56	Concrete Paving (2" Thick)(Trash Enclosure)	SF	1,689	\$ 10.00	\$ 16,890.00	115	Classroom Patio	LS	1	\$ 70,000.00	\$ 70,000.00
57	Concrete Sidewalk & Plaza (4" Thick)(Medium Broom Finish)	SF	5,761	\$ 8.00	\$ 46,088.00	116	Entry Canopy	LS	1	\$ 148,720.00	\$ 148,720.00
58	Concrete Sidewalk & Plaza (4" Thick)(Decorative Finish)	SF	4,349	\$ 8.00	\$ 34,792.00	ELECTRICAL & LIGHTING					
59	Steel Header	LF	130	\$ 13.00	\$ 1,690.00	117	Electrical SES	EA	1	\$ 120,000.00	\$ 120,000.00
Subtotal											\$ 6,038,193.36
5% Contingency											\$ 301,909.67
Grand Total											\$ 6,340,103.03

Mr. Allan explained the various buildings and what each building will entail.

- Classroom/Restroom building
 - Will have breezeway between bathroom and classroom
 - Buildings will be air-conditioned
 - Will have a small office
 - Will use septic system
 - Will have potable water
 - Separate men and women's side of restroom
 - Will have storage area
 - Large accordion window in classroom that can be opened to expand area to patio
- Plaza Area
 - Decorative concrete and plain concrete to enhance look
 - Retaining walls to support buildings and minimize footprint to the wash

Mr. Allan explained what each of the buildings will be made of and how the design is not only for aesthetics but functionality. The stone veneer that will be used will be similar to that on the tomb. The idea is to maximize the views by strategically placing framed view windows to be able to view the Buttes through the windows and provide information on what is being viewed.

Mr. Allan stated that the entry feature will have a gate and wall with signage. There will be a separate pedestrian walk-in. It will be an earthen trail in which they could hike. There is a separate gate for vehicular entry. The entry will have a welcome sign that reads ““In every walk with Nature one receives far more than he seeks.” By John Muir.

Mr. Allan provided samples of the interpretive signage which will include larger directional signage for vehicles to direct traffic and smaller directional signs for pedestrian traffic for trails. There will also be a trail map that will depict the various loops, distances, and difficulties of each of the trails.

Mr. Allan stated that that the total cost for the project is estimated at \$6.3 million. The estimates are as follows:

- | | |
|---|---------------|
| - General construction costs including surveying | \$1 million |
| - Grading and paving | \$1.4 million |
| - Drainage and utilities (waterlines, culverts, etc.) | \$500,000 |
| - Sidewalks | \$600,000 |
| - Interpretive signage | \$72,000 |
| - Landscape/irrigation | \$500,000 |
| - Two buildings | \$1.3 million |
| - Lighting | \$300,000 |

Councilmember Hughes inquired if this would necessitate a park ranger position or any additional vehicles.

Mr. Allen stated that this plan will be a phased plan over a multitude of years. In the past, there was consideration of adding two maintenance positions. He noted that the part-time park individuals would be able to assist as well.

Councilmember Larsen inquired about the following:

- Family restrooms or the addition of a family changing room
- Doors in the restrooms
- If the gate opens/closes automatically at a specific time.
- Which direction the gates will open/close for the walking paths

Councilmember Larsen stated that she is concerned about someone being left in the park once it closes and if there will be a way for someone to get out if the park closed.

Mr. Allan stated that the restrooms have individual stalls with doors on them. The gates will be controlled by a timed sequence. Personnel would be needed to ensure that there are no cars left and that there is no one left on the mountain. They can add a treadle system on the exit but that will need to be configured into the design and need to be discussed at the staffing level of what is the best fit for Florence.

Mr. Allan stated that all automated gates will have sensors, similar to a garage door. It will also have strobe detection for fire/police. There will also have a keypad for police/fire to have access to a Knox box. Pressure strips can also be added so they can exit.

Mr. Allen stated that it can be as simple as posting an after-hours emergency number with the part-time park rangers for assistance.

Councilmember Larsen stated that she would prefer the pressure strips.

Councilmember Wall stated that it is a good plan and will be good for Florence. She inquired the following:

- If consideration has been given to solar or some consideration of a partnership with Arizona Public Service (APS).
- Will there be picnic ramadas or picnic areas
- Completion timeline
- Concerned about the open-air concept for the restrooms, specifically with wind, dust, debris, etc.
 - This may require extra maintenance of the facility.

Mr. Allan stated that the initial conversations with the Town was that the Town did not want to use solar; however, in the next phase of design they can discuss the incorporation of solar. Picnic ramadas along the trails was never discussed as part of the programming. Picnic ramadas could be added should the Town choose. They can make the modifications to the restrooms to close it in and add air conditioning if that is the direction given.

Mr. Allen stated that the timeline is dependent on several factors:

- Based on financing – will be a multi-year project based on funding
 - Access road – Development Agreement and decisions being made regarding the road
 - 3.7-mile fencing project is budgeted in the Capital projects for next fiscal year

Vice-Mayor Anderson is concerned about the ATV traffic to the north. He inquired how the ATVs will be kept out.

Mayor Walter stated that it is her understanding that part of the process was to phase out or limit access points to the OHV area.

Mr. Allen stated that the intent is to reduce OHV traffic and J2's design for the gates will limit it to equestrians and not allow UTV or quads.

Vice-Mayor Anderson inquired if there will be cameras to monitor the area.

Mr. Allan stated that the site does not have a security system; however, that can be added should that be the direction. There would need to be discussion with the Town's IT Department.

Vice-Mayor Anderson requested that an alarm system be included.

Mayor Walter inquired if there will be computers, tv, smart board, network, etc. in the classroom.

Mr. Allen stated that as they get closer in the design, these specific items can be discussed.

Vice-Mayor Anderson asked that Police Chief Walls be included in the conversations.

Mayor Walter inquired if bike trails will be included.

Mr. Allen stated passive recreation is important. He stated that bike trails lend themselves out to different events. Poston Butte is an important asset and it is important to bring people to Florence.

Mayor Walter stated that the Town is planning the 100-year celebration at the site.

Mr. Allen stated that Mr. Charles Poston was buried on the Butte in 1925 and an event is being planned.

Mr. Allen stated that capital is budgeted for the upcoming fiscal year and the next step will be to do the fencing.

Recognition in honor of Lieutenant Terry Tryon retiring from the Town of Florence after serving over 30 years in law enforcement.

Mr. Bruce Walls, Police Chief, stated that Lieutenant Terry Tryon retired from the Town of Florence on September 1, 2020 after serving 32 years to this community and surrounding areas. Lt. Tryon served in several positions during his career such as Patrol Officer, Detective, Patrol Sergeant and ultimately Police Lieutenant. He was selected and graduated from the prestigious Northwestern School of Police Staff and Command earning straight A's on course curriculum. He stated that Lt. Tryon will be missed and wished him well as he starts the next phase of his life.

The Council expressed their sincere gratitude for his service to the community and congratulated him on his retirement.

CONSENT: All items on the consent agenda will be handled by a single vote as part of the consent agenda, unless a Councilmember or a member of the public objects at the time the agenda item is called.

Adoption of Resolution No. 1748-20:

Mayor Walter read Resolution No. 1748-20 by title only.

A Resolution of the Town of Florence, Pinal County, Arizona, approving and designating, Town Manager Brent Billingsley to act as applicant agent between the Town of Florence and the Arizona Department of Emergency and Military Affairs.

Approval of the Programmatic Agreement and the Historic Properties Treatment Plan between the Town of Florence, Bureau of Land Management, and the State Historic Preservation Office for the Poston Butte Preserve Project.

Approval of accepting the register of demands ending July 31, 2020, in the amount of \$5,002,399.90.

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (6-0) to approve the Consent Agenda, as written.

UNFINISHED BUSINESS

Discussion/Approval/Disapproval of the Florence Returning Stronger Grant Program.

Town of Florence Council Meeting Minutes

September 8, 2020

Page 15 of 27

Mr. Ben Bitter, Intergovernmental and Communications Manager, stated that the proposal is the outcome of the suggestions received from the Council, the public and the Greater Florence Chamber of Commerce. The Returning Stronger Grant Program is the resulting plan for Council's consideration. The application was provided to Council, and if approved, staff could begin receiving applications tomorrow.

Mr. Bitter stated that the application outlines the eligibility criteria and provides the means, whereby the grants will reimburse businesses for their assistance in protecting public health during the COVID-19 pandemic. Eligible businesses, non-profits, foodbanks, and home-based businesses will be able to receive reimbursements for the public health measures they implemented.

Mayor Walter commended everyone for participating in the process. Florence is unique in that it has such a communicative and transparent process, unlike other communities. The Council concurred with Mayor Walter's comments.

Councilmember Wall liked that the comments were incorporated and that there is a provision to increase the cap if necessary. She asked for clarification on the bullet listed on page 4 of the application that reads "I will provide requested data related to the use of funds for expenses as outlined in the grant guidelines".

Mr. Bitter stated that it is legal criteria to ensure the Town can request further documentation should the Town Auditor request additional information.

Councilmember Cordes stated the funds would be for reimbursement and how they chose to use the reimbursement would be at their discretion. The Town would not monitor how the reimbursement is to be utilized since they are required to provide receipts in order to be reimbursed.

Mr. Bitter stated that the sentence can be removed; however, it speaks to how the Town utilized the funds but understands it can be interpreted differently. The application has been reviewed and approved by the Town Attorney.

Mr. Clifford L. Mattice, Town Attorney, stated that the intent was to allow for some flexibility. The Town does not expect to do any follow up with those who received funds. He is not opposed to removing the sentence if Council so chooses.

Councilmember Wall asked that the sentence be removed and that there be no follow-up once funds are received.

Vice-Mayor Anderson stated Ms. Carol Johnson, business owner, has circulated a letter. He asked if anyone has reached out to her.

Mr. Brent Billingsley, Town Manager, stated that Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, and Mr. Larry Harmer, Planning Manager are working with Ms. Johnson.

Mayor Walter asked for follow-up regarding Ms. Johnson.

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall, and carried (6-0) the Florence Returning Stronger Grant Program.

Ordinance No. 686-20:

Mayor Walter read Ordinance No. 686-20 by title only.

AN ORDINANCE OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, AMENDING SECTION 96.43, STREET LIGHTING; REQUIREMENTS; IMPROVEMENT DISTRICTS. (Reading November 18, 2019 and March 16, 2020)

Ms. Lisa Garcia, Deputy Town Manager/Town Clerk, stated that Council has had several work sessions on the Streetlight Improvement Districts (SLIDs) and was ready to go before Council for consideration. Due to the pandemic, the item did not come before Council. If approved, the ordinance will allow SLIDS to occur in existing areas. There are currently two SLIDs under review: Mesquite Trails and Sunrise Estates.

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (6-0) to adopt Ordinance No. 686-20.

NEW BUSINESS

Discussion/Approval/Disapproval to accept Andrea L. Hild's resignation from the Community Services Advisory Board.

Mr. Allen explained that Ms. Hild submitted her resignation as she has moved out of Town.

Councilmember Cordes inquired if she can still be on the board if she lived within the planning boundary.

Ms. Garcia explained that there are provisions for someone to live within the planning area of the Town and serve on the Community Services Advisory Board; however, Ms. Hild has moved outside of the Town's planning area and is not able to serve on the board. Each board and commission have its own rules and are outlined in the Town Code.

Councilmember Wall inquired if all members could live outside of the Town limits but inside of the planning area.

Ms. Garcia explained that there are a certain number of members who can reside outside of the municipal boundary, but within the planning area. She would need to refer to the Town Code and provide a response back to Council.

Vice-Mayor Anderson stated that there are specifics on who can serve on the Board.

On motion of Vice-Mayor Anderson, seconded by Councilmember Larsen, and carried (6-0) to accept Andrea L. Hild's resignation from the Community Services Advisory Board.

Discussion/Approval/Disapproval to enter into a contract with Cactus Asphalt (dba: Cactus Transport Inc.) for asphalt maintenance and repair services, in an amount not to exceed \$403,602.99, which includes a 15% contingency.

Mr. Chris Salas, Public Works Director, stated that this will complete the Downtown Chip Seal Project minus Main Street, north of Ruggles, and Ruggles. It has taken approximately five years to complete.

Mayor Walter commended Cactus Asphalt for their work and has enhanced the infrastructure.

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (6-0) to enter into a contract with Cactus Asphalt (dba: Cactus Transport Inc.) for asphalt maintenance and repair services, in an amount not to exceed \$403,602.99, which includes a 15% contingency.

Discussion/Approval/Disapproval of ratifying a Lease Agreement with Pinal County for use of the Florence Community Center as a Florence location for COVID-19 testing.

Mr. Brent Billingsley, Town Manager, stated that Pinal County contacted the Town to lease a portion of the Community Center for COVID-19 testing. Pinal County Department of Health has contracted with a lab from Tucson, who will supply 8,000 free tests with a 98.9% accuracy rating. They are setting up regional testing sites around Pinal County, and Florence will be one of the sites. The test is available by appointment only. The tentative schedule is Monday to Wednesday. Locations will also be available in Casa Grande and San Tan Valley. The lease is for 30 days and has an option to renew for an additional 30 days.

Vice-Mayor Anderson asked if it is open to the public.

Mr. Billingsley stated that it is open to the public at no cost.

Ms. Garcia stated that anyone wishing to be tested will need to contact Pinal County and schedule an appointment.

Mayor Walter asked if the Town will be advertising for the free testing.

Ms. Garcia stated that the Pinal County PIO will work with the Mr. Bitter, Town's PIO, for advertising.

Mr. Billingsley stated that the Town can have their employees tested. The information will be forwarded to Caliente and Florence Gardens residents.

On motion of Vice-Mayor Anderson, seconded by Councilmember Larsen, and carried (6-0) to ratify a Lease Agreement with Pinal County for use of the Florence Community Center as a Florence location for COVID-19 testing.

Discussion/Approval/Disapproval to lease 17 vehicles with Enterprise Fleet Management, in an amount not to exceed \$300,000.

Mr. Salas stated that this project started many months ago in which staff evaluated the long-term cost implications of leasing versus purchasing and disposing of vehicles via auctions. The current fleet includes the majority of vehicles being between 12 and 25 years old. Fuel consumption and operations and maintenance of vehicles was considered along with safety features.

Mr. Salas provided a presentation, in which he outlined the following:

- Questions posed at last Council meeting
 - Sounds like a bubble, 3 years \$146,000 Why is that a bubble?
 - That year the Town is selling back fewer vehicles.
 - How long will it take to replace all the vehicles we have now? Is that immediately or is that spread out over a couple of years?
 - First two years
 - 17 vehicles in the first year (Fiscal Year 2020/2021)
 - Five vehicles in the second year.
 - The request before Council is to lease 17 vehicles.
 - Need to submit now to be higher on the list for Police Vehicles
 - Specialized equipment for vehicles, how are we taking the equipment off of one vehicle and putting it on another? Does it already come equipped and when we sell the vehicles what happened to the equipment? Mounts for computers etc.?
 - Police vehicles come fully equipped and Enterprise will work with the vendors that the Town currently uses.
 - May be able to use approximately 50% of the equipment
 - Will work closely with the vendors to keep the equipment up to date.
 - Is GPS equipment directly transferable?
 - Yes, direct transfer and Enterprise also uses the same equipment.
 - How many total vehicles are in the Town fleet – excluding fire trucks?
 - The Town has 92 vehicles, 44 are police vehicles and 48 are light duty trucks and SUVs.
 - What does it do to the personnel that take care of fleet maintenance? How many would it eliminate?
 - Ongoing conversation
 - No jobs are planned to be eliminated – possibly reassigned, but we will still need a certain amount of mechanics for the Public Works vehicles.
 - Possibly reassign one mechanic (fleet) to one mechanic (wastewater).
 - Grants for five vehicles what do we do with the grants?
 - Different grants have different requirements and the Town will need to determine the best option for each grant individually.
 - For grants that require the Town to take title that process lends itself to continue to purchase those vehicles with cash and then be reimbursed by the grant. This is most likely how the Town will need to proceed with 5310.
 - On vehicles obtained utilizing the Governors Officer of Highway Safety grant process the Town could either purchase cash or utilize a lease process through Enterprise.
 - Are we self-insured for the Town's vehicles?
 - We are insured through Southwest Risk
 - Why can't Florence shop local for vehicles?
 - Town follows the Town's purchasing policy which allows co-operative purchasing. Traditionally the Town has purchased vehicles utilizing the state contract. The State

Contract only has three vendors on the pre-approved list and Garrett Motors is not on the State Contract.

TOTAL COST OF OWNERSHIP

2020 Chevrolet Silverado
2500HD Work Truck 4x2 Regular Cab 8 ft. box 141.6 in. WB

	Vehicle #1			Vehicle #2			Vehicle #3			Vehicle #4			Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Enterprise Fleet Management Lease													
Payment Depreciation	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$4,459	\$53,512
Payment Management Fee	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$330	\$3,964
Payment Interest	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$771	\$9,255
Payment Monthly Use Tax	\$512	\$512	(\$370)	\$512	\$512	(\$370)	\$512	\$512	(\$370)	\$512	\$512	(\$370)	\$2,613
License, Title and Tax	\$14	\$10	\$10	\$14	\$10	\$10	\$14	\$10	\$10	\$14	\$10	\$10	\$130
Maintenance Fee	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$404	\$4,852
Fuel	\$1,333	\$1,383	\$1,434	\$1,214	\$1,258	\$1,303	\$1,137	\$1,177	\$1,218	\$1,087	\$1,125	\$1,163	\$14,831
Sale of Vehicle	\$0	\$0	(\$24,129)	\$0	\$0	(\$24,129)	\$0	\$0	(\$24,129)	\$0	\$0	(\$24,129)	(\$96,514)
Undepreciated Book Value at Time of Sale	\$0	\$0	\$14,149	\$0	\$0	\$14,149	\$0	\$0	\$14,149	\$0	\$0	\$14,149	\$56,595
Service Charge at End of Lease	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$400	\$0	\$0	\$400	\$1,600
Sub-total of Cash Outlay	\$7,824	\$7,869	(\$2,541)	\$7,704	\$7,744	(\$2,672)	\$7,627	\$7,663	(\$2,757)	\$7,578	\$7,611	(\$2,812)	\$50,838
Total Cash Outlay	\$7,824	\$7,869	(\$2,541)	\$7,704	\$7,744	(\$2,672)	\$7,627	\$7,663	(\$2,757)	\$7,578	\$7,611	(\$2,812)	\$50,838

\$50,838 to run 4 trucks for 3 years each over 12 years. \$4,237 per year or \$353 per month

TOTAL COST OF OWNERSHIP

2020 Chevrolet Silverado
2500HD Work Truck 4x2 Regular Cab 8 ft. box 141.6 in. WB

	Vehicle #1												Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Owning Vehicle													
Cash Down Payment (if applicable)	\$27,527	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$27,527
Sales Tax	\$3,158	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,158
Preventative Maintenance	\$45	\$80	\$210	\$45	\$1,917	\$125	\$130	\$535	\$1,962	\$45	\$80	\$210	\$5,384
Non-Preventative Maintenance	\$26	\$66	\$130	\$221	\$340	\$458	\$480	\$563	\$569	\$726	\$701	\$982	\$5,260
Fuel	\$1,333	\$1,383	\$1,434	\$1,492	\$1,552	\$1,621	\$1,700	\$1,789	\$1,891	\$2,007	\$2,142	\$2,297	\$20,641
Sale of Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,833)	(\$2,833)
Sub-total of Cash Outlay	\$32,089	\$1,529	\$1,773	\$1,758	\$3,810	\$2,204	\$2,310	\$2,887	\$4,421	\$2,779	\$2,922	\$656	\$59,136
Total Cash Outlay	\$32,089	\$1,529	\$1,773	\$1,758	\$3,810	\$2,204	\$2,310	\$2,887	\$4,421	\$2,779	\$2,922	\$656	\$59,136

\$59,136 to run 1 truck for 12 years over 12 years. \$4,928 per year or \$411 per month

\$8,298 in savings with Enterprise Fleet Management

TOTAL COST OF OWNERSHIP

2021 Chevrolet Tahoe
Police Vehicle 4x2

	Vehicle #1						Vehicle #2						Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Enterprise Fleet Management Lease													
Payment Depreciation	\$13,389	\$13,389	\$13,389	\$13,389	\$86	\$0	\$15,079	\$15,079	\$15,079	\$15,079	\$97	\$0	\$114,054
Payment Management Fee	\$662	\$662	\$662	\$662	\$360	\$360	\$745	\$745	\$745	\$745	\$360	\$360	\$7,068
Payment Interest	\$1,004	\$1,004	\$1,004	\$1,004	\$6	\$0	\$1,131	\$1,131	\$1,131	\$1,131	\$7	\$0	\$8,555
Payment Monthly Use Tax	\$1,523	\$1,385	\$1,385	\$1,385	\$9	(\$2,690)	\$1,698	\$1,560	\$1,560	\$1,560	\$10	(\$2,690)	\$6,695
License, Title and Tax	\$14	\$10	\$10	\$10	\$10	\$10	\$14	\$10	\$10	\$10	\$10	\$10	\$128
Cap Price Reduction (if applicable)	\$1,500	\$0	\$0	\$0	\$0	\$0	\$1,689	\$0	\$0	\$0	\$0	\$0	\$3,189
Preventative Maintenance	\$238	\$1,721	\$827	\$2,068	\$1,816	\$878	\$243	\$1,755	\$844	\$2,110	\$1,853	\$913	\$15,266
Non-Preventative Maintenance	\$141	\$514	\$911	\$1,024	\$2,340	\$3,268	\$144	\$524	\$929	\$1,044	\$2,387	\$3,400	\$16,625
Fuel	\$3,125	\$3,268	\$3,418	\$3,585	\$3,760	\$3,956	\$2,966	\$3,097	\$3,235	\$3,385	\$3,543	\$3,716	\$41,054
Sale of Vehicle	\$0	\$0	\$0	\$0	\$0	(\$30,000)	\$0	\$0	\$0	\$0	\$0	(\$33,789)	(\$63,789)
Service Charge at End of Lease	\$0	\$0	\$0	\$0	\$0	\$400	\$0	\$0	\$0	\$0	\$0	\$400	\$800
Sub-total of Cash Outlay	\$21,595	\$21,952	\$21,605	\$23,127	\$8,388	(\$23,818)	\$23,709	\$23,902	\$23,533	\$25,065	\$8,267	(\$27,679)	\$149,646

\$149,646 to run 2 Tahoe's 6 years each over 12 years. \$12,471 per year or \$1039 per month

TOTAL COST OF OWNERSHIP

2021 Chevrolet Tahoe
Police Vehicle 4x2

	Vehicle #1												Totals
	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Year 8	Year 9	Year 10	Year 11	Year 12	
Owning Vehicle													
Cash Down Payment (if applicable)	\$55,140	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$55,140
Sales Tax	\$3,937	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$3,937
Preventative Maintenance	\$238	\$1,721	\$827	\$2,068	\$1,816	\$878	\$2,112	\$2,533	\$279	\$2,342	\$969	\$2,190	\$17,973
Non-Preventative Maintenance	\$141	\$514	\$911	\$1,024	\$2,340	\$3,268	\$3,868	\$2,857	\$3,773	\$3,534	\$3,605	\$3,677	\$29,510
Fuel	\$3,125	\$3,296	\$3,477	\$3,668	\$3,871	\$4,086	\$4,314	\$4,555	\$4,811	\$5,083	\$5,372	\$5,678	\$51,336
Sale of Vehicle	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	(\$2,500)	(\$2,500)
Sub-total of Cash Outlay	\$62,581	\$5,530	\$5,214	\$6,760	\$8,027	\$8,231	\$10,293	\$9,945	\$8,863	\$10,959	\$9,946	\$9,045	\$155,396

\$155,396 to run 1 Tahoe for 12 years over 12 years. \$12,950 per year or \$1,079 per month

\$5,750 in savings with Enterprise Fleet Management

Mr. Salas stated that the request is for the lease of 17 vehicles and it is slightly over the recommended budget. The budgeted amount is \$288,000 and the requested amount; however, they have included a contingency for incidentals, specifically with the Police Tahoes.

Mr. Salas stated that the following departments have participated to ensure that this is the best decision for the Town:

- Fleet
- Public Works
- Police

- Finance
- Administration

Councilmember Cordes inquired why is staff not trying to stay within the budget, specifically during these trying times, specifically with the pandemic and the uncertainty in funding. She would prefer that staff stay within the budget and not exceed the budgeted amount.

Mr. Salas stated that the current quote is \$288,636, which is only \$636 over budget. He noted that they have contingencies. He will work around the amount that Council authorizes.

Councilmember Cordes inquired if the Town sought bids from other companies and asked that Mr. Salas remain within the budgeted amount.

Mr. Salas stated that staff did not get bids but used the cooperative language. Staff did reach out and were unable to find any competitors because Enterprise owns the majority of rental companies. Staff evaluated Enterprise as the largest provider as they are the number one lease provider in the state.

Councilmember Hughes inquired what department the vehicles are being budgeted for.

Mr. Salas stated the vehicles are as follows:

- 10 Tahoes for Police Department
- One truck for Community Services Department
- Two trucks for Facilities Maintenance Division
- Two trucks for Wastewater Division
- Two trucks for HURF Division

Mayor Walter inquired what the cost savings is.

Mr. Salas stated that the cost savings will be approximately \$100,000 over the course of 10 years. He can provide the Council an update on the savings once the Town is established in the program. It is important that the vehicles are safe, specifically within the Police Department, and this program will help ensure that.

On motion of Vice-Mayor Anderson, seconded by Councilmember Larsen, and carried (5: Walter, Anderson, Wall, Larsen; Hughes: 1: Cordes) to approve to lease of 17 vehicles with Enterprise Fleet Management, in an amount not to exceed \$300,000.

MANAGER'S REPORT

Mr. Billingsley congratulated Police Chief Bruce Walls as he has been elected as Chair for the Homeland Security Regional Advisory Council for the east region. This is a prestigious appointment as it is done by the Governor.

Mr. Billingsley stated that the Task Force meets on a weekly basis to discuss where the Town is statewide, countywide, and locally, and in comparison, with our communities and their opening processes.

Mr. Billingsley read a statement from the Town's Covid-19 Task Force, which states:

“As you know the Town of Florence created the Return Stronger Plan in the early stages of the Covid pandemic. As the cases in our State have spiked, then bottomed out, and spiked again, it has been difficult to reach re-opening milestones as required by our plan. However, as the pandemic has continued, we have also learned more about techniques and practices that we can use to ensure that these that are working and/or visiting our Town facilities can remain safe and stay healthy. While it means impractical to open the fitness center at this time, given the reduction to 25% capacity, under the Arizona Department of Health Services Guidelines, we feel that we are now prepared to open Town Hall and Community Development to the public for a limited and modified hours. This modification will allow the public to access Town Hall and Community Development Department for three days a week and other time slots by appointment. After additional technological upgrades, Town Council meetings may be available for in-person attendance starting in October.”

Mr. Billingsley stated that he sent out an email last Friday with respects to that. Mr. Trenton Shaffer, IT Manager, has put together a protocol to where Councilmembers could attend in person, or if they felt more comfortable, could attend from home, in an organized and facilitated manner.

Mr. Billingsley stated that masks will be required in all town facilities and the Town will be providing hand sanitizer. He has received a lot of questions about the Library and Community Center; and they will remain closed, for at least, the next month because the location was contracted out for Covid-19 testing. He stated that depending on the severity of the crisis over the next month, the Town may extend or Council the contract with Pinal County and reopen the Library and Community Center. The Town will continue to provide curbside delivery of books as well as recreation programs and materials. The pickup station for the library has been relocated to Main Street. In the interim, staff is dedicated to providing expanded levels of services.

Mayor Walter inquired if the recycling would resume.

Mr. Billingsley stated that he does not have an answer and will provide a response to Council this week.

Councilmember Wall stated that the recycling and garbage are being picked up by two separate vehicles.

Councilmember Larsen stated that the Town has been pushing to receive the Covid-19 numbers from the prisons so that they can make better informed decisions for the community. She inquired if the Town has received an update.

Mr. Billingsley stated that the discrepancies in numbers seem to be getting worse than better. In the last few days, Eyman has reported 164 new Covid cases; however, the online tool only reported 39 new cases in that time frame for our zip code. The Town is expecting another spike in numbers. He also received another notice regarding a spike in cases from another facility. The numbers are different from the prison numbers and the spikes are not from the prison's positive cases. The Town continues to struggle, and it continues to be a problem.

Town of Florence Council Meeting Minutes

September 8, 2020

Page 23 of 27

Councilmember Larsen stated that it is frustrating, and it is difficult to make educated decisions. It is important to have accurate statistics. It is important for communities to ban together and demand accurate and correct data. She can understand how this is frustrating to the public as well. The Town needs to take more initiative on this matter.

Mr. Billingsley inquired if Council would like staff to present to Council for consideration a draft resolution at the next Council meeting for this item.

Mayor Walter asked that the staff move forward with the resolution. She knows that other mayors and State Representatives have been working to get this resolved and to get the data clarified. If all of the municipalities can get together and bring something forward, there is strength in numbers.

DEPARTMENT REPORTS

Community Development

Community Services

Courts

Finance

Fire

Police

Public Works

The Department Reports were received and filed.

CALL TO THE PUBLIC

Ms. Cathy Adam, Florence Resident, inquired when will the Town be accepting applications for the Florence Returning Stronger Grant.

Mayor Walter stated that applications can be submitted starting tomorrow. September 9, 2020.

Mr. Benjamin Bitter, Intergovernmental and Communications Manager, directed the public to the Town's website in which the banner on the front page will direct you to the grant. An email account has been set up for those who may have questions. The email address is rsgrant@florenceaz.gov. The Town will also advertise on social media and get the word out.

Mr. Roger Biede, Executive Director, Greater Florence Chamber of Commerce, thanked the Council for approving the Florence Returning Stronger Grant Program and extended the program to include six months; however, he expressed his disappointment in not including home-based businesses in many of the reimbursement option with the exception reimbursement for things that they did to their homes for customer relations, but most home-based businesses do not have customers go to their homes.

Mr. Biede also expressed his disappointment that the Council is considering a \$6 million dollar park. He is also disappointed in the approval of the excessive amount to money to be spent on vehicles even though they are not currently needed nor budgeted for, yet the Department Head

is just trying to fill up budget space. Yet, the Council is not helping the businesses as much as it could.

Vice-Mayor Anderson stated that it is his understanding that home-based businesses were included.

Mr. Biede clarified that home-based businesses cannot seek reimbursement for utilities, rent, mortgage.

Mayor Walter asked the Mr. Bitter meet with Mr. Biede and provide follow-up to Council.

Mr. Bitter stated that staff will have a press release tomorrow which will outline the program. He explained that home-based businesses are eligible for personal protection equipment reimbursement. The reason they are not eligible for rent, mortgage and utility assistance is because the Town would then be giving finances to personal homes and the Town would not be able to quantify in the program.

Mr. Biede inquired if there are percentages that home-based businesses can take off on their taxes as business expenses.

Councilmember Wall, stated that she was a former financial advisor, and explained that the only way one could quantify the home-based business for some type of grant relief would be if they could demonstrate on their personal income tax that they took a deduction for the home-based business. Many home-based businesses do not go through the trouble of doing that because it immediately opens them up to audit.

Councilmember Wall stated that the Town is not in a position to ask its private residents to submit copies of their personal income tax returns to verify that.

Mr. Billingsley stated that there is a great implication in terms of the gift clause. It will be very difficult to justify the Town providing funding for people to pay their mortgage or utility bills for their private homes.

Ms. Courtney Ramirez, Florence Resident, stated that she agrees with Mr. Biede. She would prefer that the Town consider including the home-based businesses for reimbursements similar to brick-and-mortar businesses. She would prefer that it would be clarified as to what the home-based businesses would be entitled to.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Larsen congratulated Lt. Tryon on his retirement.

Councilmember Cordes congratulated Lt. Tryon on his retirement and Police Chief Walls for his appointment. She reminded everyone to take care of one another, specifically because mental health and emotional health are very important. She stated that people are starting to venture out and to be mindful of everyone.

Councilmember Cordes apologized to the business community and residents because she did not advocate enough for the citizens to speak at the last meeting. She stated that many attended but were not given the opportunity to speak. She stated that many were upset, and she was upset as well. It is important that everyone be provided the opportunity to speak. She listens to all comments.

Vice-Mayor Anderson agreed with Councilmember Cordes and it is important for everyone to have the opportunity to talk at the Council meetings. He commended the staff for helping to ensure that business continues.

Mayor-Walter stated that Florence has a great staff. She stated that the Town continues to make improvements, such as the roads. She commended Lt. Tryon on his achievements. The Town works hard to work collaboratively with other agencies, and it is wonderful to see staff being part of their governing boards.

Mayor Walter apologized to the community as well with regarding to public speaking. She stated that the Council believes in communication, collaboration and transparency and are continually working to make improvements. The Returning Strong grant is evident in the importance placed on the Town's businesses. Some communities advertised what they would provide to businesses and the public was not given an option to provide feedback. Some communities that received double what the Town received gave out half of what the Town is providing to its businesses. One community did not to provide any funds at all.

Mayor Walter stated the Town has communication with the public on what was being considered and how the funds were to be disseminated.

ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections 38-431.03 (A)(1), (A)(3) and (A)(4) to consider its position and instruct its representatives and/or attorneys regarding:

- **Town's position and instruct its attorneys on the Rules of Procedure of Town Council.**
- **Town's position and instruct its attorneys regarding request for proposals issued for rental space in Town facilities.**
- **Town's position and instruct its attorneys regarding pending litigation in Maricopa County Superior Court: Town of Florence v. Florence Copper, Inc. CV2015-000325, including counterclaims.**
- **Town's position and instruct its attorneys regarding Arizona Department of Environmental Quality proceedings, related to Water Quality Appeals Board Case No. 16-002, including appellate proceedings to reviewing courts.**

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (6-0) to adjourn to Executive Session.

ADJOURNMENT FROM EXECUTIVE SESSION

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall, and carried (6-0) to adjourn from Executive Session.

ADJOURNMENT

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (6-0) to adjourn the meeting at 10:01 p.m.

Tara Walter, Mayor

ATTEST:

Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council meeting held on September 8, 2020, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

MINUTES OF THE TOWN OF FLORENCE COUNCIL REGULAR MEETING HELD ON MONDAY, SEPTEMBER 21, 2020, AT 6:00 P.M., IN THE FLORENCE TOWN COUNCIL CHAMBERS, LOCATED AT 775 N. MAIN STREET, FLORENCE, ARIZONA.

SPECIAL NOTICE REGARDING PUBLIC MEETINGS

Due to the risks to public health caused by the possible spread of the COVID-19 virus at public gatherings, the Town of Florence has determined that public meetings will be indefinitely held through technological means. Meetings will be open to the public through technological means. In reliance on, and in compliance with, the March 13, 2020 Opinion issued by Attorney General Mark Brnovich, and in conjunction with the Emergency Proclamation signed by Mayor Tara Walter, on March 18, 2020. The Town of Florence provides this special advance notice of the technological means through which public meetings may be accessed. While this special notice is in effect, public comment at meetings will only be accepted through written submissions, which may or may not be read aloud during meetings.

CALL TO ORDER

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

ROLL CALL:

Present: Tara Walter, John Anderson, Karen Wall, Kristen Larsen, Judy Hughes
Absent: Michelle Cordes

MOMENT OF SILENCE

Mayor Walter called for a moment of silence.

PLEDGE OF ALLEGIANCE

Mayor Walter led the Pledge of Allegiance.

CALL TO THE PUBLIC

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

There were no public comments.

CONSENT: All items on the consent agenda will be handled by a single vote as part of the consent agenda, unless a Councilmember or a member of the public objects at the time the agenda item is called.

Approval of the August 3, Regular Meeting, August 3 Special Meeting, August 10, August 17, and August 31, 2020 Meeting minutes.

Receive and file the following board and commission minutes:

**May 21, 2020 and August 20, 2020 Planning and Zoning Commission Meeting minutes.
July 22, 2019, August 14, 2019, and September 10, 2019 Ad Hoc Sign Code Committee Meeting minutes.**

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (5-0) to approve the Consent Agenda, as written.

NEW BUSINESS

Approval to authorize the Town Manager to enter into a Renewable Power and Energy Audit Agreement with Ameresco, to conduct an Investment Grade Audit of Town facilities.

Mr. Benjamin Bitter, Intergovernmental and Communications Manager, stated that it is difficult to maintain the Town's facilities, especially as more facilities are added. The Town's equipment is outdated and unable to keep up with the current technology, nor does it have the staff to keep up with the maintenance.

Mr. Bitter stated that the proposed program is the first step in fixing the Town's facilities to bring them up to current energy efficiency standards. The idea of the program is to use the savings from the energy costs that are realized to pay for the new equipment. The program is designed to pay for itself. The idea is that over the course of the next 10-20 years, the Town will replace old and outdated equipment with new and efficient equipment.

Mr. Bitter stated that at the conclusion of the investment grade audit, Ameresco would provide a proposal listing all of the energy conservation measures (ECMs), where the projected savings derived from implementing the ECMs equal or exceed the cost of implementing the ECMs (as measured over what is generally a 10-20 year financing term). ECMs may include anything from solar-covered parking to air diffusers at the Wastewater Plant to switching to LED streetlights.

Mr. Bitter stated that the request is for the Town to enter into a contract with Ameresco for an investment grade audit. They have partnered with many other communities across the state and are well known for their work. He stated that Casa Grande, Pinal County and Florence Unified School District are all under similar type programs.

Mr. Bitter stated that if approved, Ameresco will go through each of the facilities, exam the fixtures, lighting, and HVAC systems. A comprehensive report will then be presented to Council with their recommendations of what equipment should be installed with what it would cost and how much savings will be realized along with how to finance the improvements over the course of the next 10-20 years.

Mr. Bitter stated that if the Council chooses to go to construction at the time of audit completion, there would be no cost of the Investment Grade Audit. If the Council chooses not to move forward

with the contract, the Town would be responsible for paying \$0.05/square foot (sq. ft.) of audited space (based on 106,447 sq. ft. of facilities, for a total of \$5,322.35).

Mr. Bitter introduced Mr. Lenny Byrd, Ameresco, should Council wish to ask any questions.

Mr. Brent Billingsley, Town Manager, stated that there have been two other firms who have done preliminary work to ensure that the Town will have a successful program.

Mr. Bitter stated that Ameresco along with another firm toured the Town's facilities and provided an initial listing of some of the type of saving that Town could realize. This was not a hard proposal as it would have required that they review last 24 months of utility costs and analyze all of the current equipment and what the usage is. Some improvements could include LED lighting, solar panels in parking lots, etc.

Councilmember Larsen inquired if this is for the audit only.

Mr. Bitter confirmed that the approval would only be for the audit itself. He stated the audit would include how the improvements could be financed. Staff would see if there are grants or rebates available, and if so, would apply for them. In the second phase, Council would be presented with a comprehensive plan of what the costs would be along with any what grants and rebates that are available.

Councilmember Larsen stated that some things such as using LED lighting for cost savings measures is self-evident and is unsure why an expert is needed. She stated that there are other areas in which the Town could self-analyze for cost saving measures. She is trying to understand how the \$5,000 expense could be justified if many cost saving measures could be done in-house.

Mr. Bitter stated that the benefit of this type of a guaranteed energy cost savings program is because it does a comprehensive Town-wide view of all facilities but also provides a means of whereby you can pay for the individual improvements and replacements out of the savings that will be generated by installing more efficient units.

Mr. Bitter stated that another benefit savings is that it is brand agnostic and look at things for a broader perspective approach to maximize savings versus looking at a specific brand or model for replacement of fixtures and HVAC systems. The money that they will spend for the analysis performed will be more than \$5,000. The cost is to ensure that the Town is committed to doing the project with them and not to waste their time. He noted that an electrical engineer will be brought in for places such as the wastewater treatment plant and well stations. The work they do is very specific and based on engineering; it is not something that a lay person could do. The contract that will be brought before Council will have guaranteed cost savings that they have to stand behind. He noted that this is not a generalized analysis that can be done by staff, is related to a contract that involves financing.

Councilmember Larsen inquired how the facts and figures will be derived since the price points may be different when recommending replacement of fixtures and HVAC units.

Mr. Lenny Byrd, Ameresco, explained that the cooperative procurement path is utilized by the City of Tucson. They will do the engineering work to determine the projects and solutions that should

be implemented. They will then go out to the various contractors, equipment providers to obtain competitive bids. This will all be disclosed to the Town as they want to be completely transparent. Each piece of equipment may be different so they will provide the energy savings benefit for each of the pieces of equipment that the Town wants to consider. They will provide what the payback will be for each of the pieces of equipment as well. The Town will determine which pieces of equipment they want to move forward on.

Mr. Byrd stated things for the Council to consider each of the following for a life cycle analysis:

- Cost
- Savings
- Long term maintenance benefits
- Experience Town staff has with that manufacturer's equipment and training

Councilmember Larsen stated that Council will be able to act on the prices when then proposal is submitted because they have already gone through the proposal process.

Mr. Byrd stated that they will present to Council an actionable project. Staff would have collaboratively worked with them on the project and have made all of the equipment selections, contractor selections, etc.

Councilmember Wall is in support of the project. She inquired about Item 1.3 Phase II Implementation Item C. of the contract proposal which reads:

(c) Owner acknowledges that the price for the Project is based on the market cost as of the date of the Energy Audit Report, for steel, copper and similar raw materials incorporated into equipment and material used for the Project. Price increases for such equipment and materials after the Audit Report(s) were issued may either result in a project price increase or a corresponding decrease in the project size.

Councilmember Wall inquired if costs go up between the time the proposal is completed and accepted, the savings may not cover the cost for the project.

Mr. Byrd stated that this line was added to the contract approximately three years ago, specifically due to the tariffs with China and the cost of steel because the steel infrastructure comes from there. This is in reference to the solar projects. If something were dramatically change that is outside of their and the Town's control, it provides an option for them to take into account those cost differences because they are substantial. He stressed that this would only be if it were something outside of the normal.

Mr. Byrd stated that the prices are valid from the date the contract is proposed to Council up through to 90 or 120 days. He does not anticipate there being a dramatic increase such as what occurred with the tariff.

Councilmember Wall inquired if the price does increase and the Council is unable to proceed due to the increase, will they hold the Town liable.

Mr. Byrd stated that they would honor the prices so long as it is within the agreed upon timeframe. He stated if they have not entered into a contract and it would not finance itself with the savings, under the State Law, the Town would not have to proceed because the law requires that the project funds itself completely from the savings.

Councilmember Wall inquired about Section 1.4 Other Terms and Conditions:

b) In the event that the Owner decides not to implement the work proposed by Ameresco under the Energy Audit Report, the Owner agrees to not implement the work itself or through any other contractor for a period of two years. Ameresco does not assume responsibility to Owner for the anticipated energy savings projected in the Energy Audit Report if Owner selects another firm for the design and implementation of the energy conservation measures or chooses to implement the Work with its own forces.

Councilmember Wall stated the Town would be obligated to wait two years before it could implement any part of the project on its own if the Town decided not to proceed with the implementation of the project through Ameresco. She stated that it ties the Town's hands even though they would need to pay for the audit.

Mr. Byrd stated that the \$5,000 is considered a walk away fee for the Town. They will expend approximately \$30,000 - \$40,000 to do the actual audit. It is the intent that the Town would move forward on the project with Ameresco. The Town started with the preliminary process in 2016 and redid it in March 2019 because the Town implemented a couple of the measures through the maintenance that was required at the wastewater treatment plant. They do not want you to complete the project with someone else using Ameresco's data. It is understandable that a component may need to be replaced and the Town elects to utilize an energy saving component, but not to implement the entire project with someone else.

Mr. Billingsley stated that the Town reached out to multiple companies and did the preliminary work to ensure that it is understood that the Town had a viable project and that the Town was moving forward with the correct partner. He stated that staff did an interview process based on the basic information to determine what was the best fit for the Town.

Councilmember Wall inquired if APS provides this type of service.

Mr. Byrd stated that APS does not provide this service for all facilities. They may do a lighting analysis on the for only one facility, but not all facilities for an entity. They do have an energy rebate program which will help fund some of the measures based on the amount of savings that they garner.

Mr. Billingsley stated that APS did offer this service; however, Ameresco bought this service from APS.

Vice-Mayor Anderson inquired how Ameresco makes money from these projects.

Mr. Byrd stated that Ameresco provides project management and they make overhead and profit on the overall project as specified under the cooperative procurement vehicle that the Town is

using. They are the lowest cost provider under the City of Tucson cost procurement at 9% overhead and 6% profit.

Vice-Mayor Anderson inquired if Ameresco would propose any (inaudible) features to the Town within the first six months to one year of implementation of the contract.

Mr. Byrd stated that if during the audit process, they find that there is a technology that is becoming commercial and is something that the Town should be considering, it is something that would be brought forward. There are a lot of new widgets being presented but are not used because they cannot guarantee the long-term performance of the project nor the energy savings. Ameresco needs to be sure that the technologies being used will handle the long-term Arizona environment.

Mr. Byrd stated that there are several things that work well in other places but not in Arizona. LED streetlighting came about in 2011; however, they could not use them because the electronics could not handle the Arizona ambient temperatures. Improvements have been made and they can do LED streetlighting projects in Arizona and are they are getting 10-year manufacturing warranties on the products and 100,000 hours of light.

Mr. Byrd stated that they, along with Town Staff can consider cutting edge things while they are in the audit phase; however, the risk verses reward potentials needs to be considered. He stated that if something comes up after the project begins, they will consider changing technologies if a greater savings will be realized.

Vice-Mayor Anderson posed different scenarios with regards to how each would be handled.

Mr. Byrd stated that if a project is the plans, they can size up to accommodate the proposed project with the understanding that there may not be as much of a cost savings on the onset.

Mr. Billingsley stated that a controlled module can be used to phase in improvements.

Councilmember Larsen inquired if Schedule A – Facilities List is a listing of all the facilities that would be included in the project. The facilities include Anthem Fire Station, Aquatics Center, Streetlight, Police Evidence, Brunenkant Building, Silver King Marketplace, Community Development, Town Hall, wells. North Wastewater Treatment Plant and South Wastewater Treatment Plant. She inquired why Fire Station 1 and the Police Station were not included.

Mr. Byrd stated that this is the list was provided in the preliminary audit and what was used to determine the square footage.

Mr. Bitter stated that the names may not be synonymous as someone would refer to the facility, it how the names appear on the utility bills.

Mr. Bitter stated that the Police Department is included with Police Evidence. He will need to see why Fire Station 1 is not included.

Mr. Byrd stated that he will confirm that Fire Station 1 is included; it may be included with Town Hall. He noted that the overall square footage is approximately 106,000 square feet.

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (5-0) to authorize the Town Manager to enter into a Renewable Power and Energy Audit Agreement with Ameresco, to conduct an Investment Grade Audit of Town facilities.

Approval to authorize the Town Manager to enter into an agreement with Arizona Public Service (APS), to participate in the APS Solar Communities Program.

Mr. Bitter stated that the Town was notified of the grant application of 2018 had been reviewed and accepted. The Town would be the recipient of the APS Solar Communities Grant which will install solar covered parking at Library and Community Center at no charge to the Town. The solar covered parking will cover most of the parking in that area. It is a great amenity to the Town and will also receive a \$495 credit on the electrical bill per month for the next 20 years, resulting in a \$118,800 over the life of the program.

Mr. Bitter stated that when the Town applied in 2018, it was told that they would be put on a waiting list because there were too many applicants in rural Arizona. Recently, APS notified the Town that a community dropped out and that they needed to complete the project by the end of the year so Florence was selected due to the completeness of our submittal and APS' availability of funding.

Mr. Bitter stated that in the agreement, in Section 5, APS has requested an easement on the property to connect the panels to the transformer. Construction documents have not yet been drafted, and the attached schematic is a general estimate as to the ultimate design of the system. If Council approves this action tonight, the legal description for the final easement will be approved at a later date.

On motion of Councilmember Larsen, seconded by Councilmember Hughes, and carried (5-0) to authorize the Town Manager to enter into an agreement with Arizona Public Service (APS), to participate in the APS Solar Communities Program.

Resolution No. 1749-20: Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, TO AUTHORIZE THE APPLICATION FOR A DRINKING WATER PROJECT LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

Mr. Billingsley stated that Resolution No. 1749-20 will authorize the Town Manager to pursue financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$9,100,000 for Drinking Water Capital Improvement Projects.

Mr. Billingsley stated that the Water Infrastructure Finance Authority of Arizona (WIFA) operates as a "bond bank" and can issue water quality bonds for water infrastructure. Their diverse borrower portfolio and AAA credit rating allow them to pass the savings to borrowers. WIFA never charges application fees, closing costs, or origination fees. All loans receive a discounted interest rate, lowering the borrower's interest costs to between 70 and 95% of WIFA's tax-exempt cost of borrowing.

Mr. Billingsley stated that the Drinking Water Program helps public and private water systems across Arizona provide a permanent, independent source of low-cost financing. Under the Town of Florence Council Meeting Minutes

September 21, 2020

Drinking Water Program, WIFA provides various types of assistance, including loans, technical assistance, and forgivable principal. Loan terms vary and may include an interest rate discount and repayment periods of up to 30 years.

In 2019, WIFA made some changes to the Drinking Water forgivable principal offerings. These changes expanded the eligibility criteria for borrowers to receive Forgivable Principal. Forgivable principle is essentially a grant that reduces the balance of the financing principal.

Town Staff has identified five potential projects for WIFA financing:

1. Advanced Metering Infrastructure: \$1,630,000
2. Five Parks Water Transmission Main: \$2,500,000
3. North Florence Backup Well and 1,000,000 storage tank: \$2,300,000
4. North Florence System Transmission Main: \$2,420,000
5. Well #5 Refitting/zonal packing: \$250,000

Mr. Billingsley stated that the Town currently has no debt in the Water Enterprise Fund. He stated that passing the Authorization Resolution is required to apply for WIFA financing. If approved, project applications are due October 23, 2020, in order to be placed on the agenda for the December 17, 2020, WIFA Board meeting.

Councilmember Wall inquired if there is a debt service connected with the loans. She inquired if the debt service has been calculated with the rate payers rate increases that the Town Council recently approved. She also inquired if this would require a rate increase.

Mr. Billingsley stated that a majority of the projects that would be included are included in the rate study. If the Town went after five drinking water projects for approximately \$9 million, and the Town received \$2 million in forgivable principal, it would impact the rate payers less based on the scope of the projects. He anticipates the rate to be 2% which will outperform CPI.

Mr. Billingsley stated that the adopted resolutions advise the WIFA Board and the State of Arizona that staff has the authority to proceed with funding applications on the project. Once WIFA receives the resolutions, WIFA will start their detailed analysis and will provide the Town several forms outlining information that the Town must provide for them to analyze such as the Rate Study, Capital Improvement Program, Budget, current financing, history completing past projects, etc.

Mr. Billingsley stated that WIFA will then advise the Town of what the needs are and if rates need to be increased. He noted, in theory, this would save the rate payers money and the loans will have very low rates. He anticipates that they will have different scopes of projects than what was provided for the priority list.

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall, and carried (5-0) to adopt Resolution No. 1749-20.

Resolution No. 1750-20: Discussion/Approval/Disapproval of A RESOLUTION OF THE TOWN OF FLORENCE, PINAL COUNTY, ARIZONA, TO AUTHORIZE THE APPLICATION FOR A WASTEWATER PROJECT LOAN FROM THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA.

Town of Florence Council Meeting Minutes

September 21, 2020

Page 8 of 11

Mr. Billingsley stated that he was advised by Mr. Chris Salas, Public Works Director, that there are issues at the North Wastewater Treatment Plant and would need to do a force main project in phases for two to three years to phase out the plant and turn it into a lift station. Timing is crucial, specifically with the proposed bridge project.

Mr. Billingsley stated that the Town is having several issues with keeping the north wastewater treatment plant running and if they are going to maintain it running, they would need to know how much it would cost for a force main across the river before the bridge project begins. This could be included in the plan set for the project.

Ms. Salas provided detailed information today regarding the ability to phase the project over the next two to three years to take the north wastewater treatment plant out of commission and turn it into a lift station. Timing is a very important part of the project. There are four other projects that have been drafted and their scopes have been provided to WIFA. He stated, if approved, this project may become a priority on the project list that was submitted to WIFA when they submit their formal application.

Mr. Billingsley stated that Resolution No. 1750-20 would authorize the Town Manager to pursue financial assistance from the Water Infrastructure Finance Authority of Arizona in an amount not to exceed \$5,100,000 for Clean Water Capital Improvement Projects.

Mr. Billingsley stated that the Water Infrastructure Finance Authority of Arizona (WIFA) operates as a "bond bank" and can issue water quality bonds for water infrastructure. Their diverse borrower portfolio and AAA credit rating allow them to pass the savings to borrowers. WIFA never charges application fees, closing costs, or origination fees. All loans receive a discounted interest rate, lowering the borrower's interest costs to between 70 and 95% of WIFA's tax-exempt cost of borrowing.

Mr. Billingsley stated that The Clean Water Program helps public and private wastewater systems across Arizona provide a permanent, independent source of low-cost financing. Under the Clean Water Program, WIFA provides various types of assistance, including loans, technical assistance, and forgivable principal. Loan terms vary and may include an interest rate discount and repayment periods of up to 30 years.

Mr. Billingsley stated that in 2019, WIFA made some changes to the Clean Water forgivable principal offerings. These changes expanded the eligibility criteria for borrowers to receive Forgivable Principal. Forgivable principal is essentially a grant that reduces the balance of the financing principal.

Town Staff has identified four potential projects for WIFA financing:

1. SBR aeration/mixing redesign and retrofit: \$2,000,000
2. SWWTP headworks improvements: \$1,750,000
3. Main Street sewer main replacement: \$1,000,000
4. Expand recharge facility capacity: \$350,000

Mr. Billingsley stated that the Town currently has \$2,438,058 of debt from a 2010 WIFA financing agreement. Passing the Authorization Resolution is required to apply for WIFA financing. If

approved, project applications are due Oct 23, in order to be placed on the agenda for the Dec 17 WIFA Board meeting.

On motion of Vice-Mayor Anderson, seconded by Councilmember Wall, and carried (5-0) to adopt Resolution No. 1750-20.

MANAGER'S REPORT

There was no Manager's Report.

CALL TO THE PUBLIC

There were no public comments.

CALL TO THE COUNCIL – CURRENT EVENTS ONLY

Councilmember Larsen reminded everyone to stay safe and healthy.

Mayor Walter stated that Ms. Mary Battle stated that the Women's Club is doing their annual water drive and are accepting donations, which can be dropped off at the Police or Fire stations.

Mayor Walter stated that a fire occurred outside of the south part of Town. She, along with Council and staff extend their prayers to the family.

Mayor Walter requested an Executive Session to discuss coverage of that area and how the Town can assist.

ADJOURNMENT TO EXECUTIVE SESSION

For the purposes of discussions or consultations with designated representatives of the public body and/or legal counsel pursuant to A.R.S. Sections (A)(3), (A)(4) and (A)(7) to consider its position and instruct its representatives and/or attorneys regarding:

- i. Town's position and instruct its attorneys regarding request for proposals issued for rental space in Town facilities.**
- ii. Discussion on possibility of purchasing land.**

On motion of Councilmember Wall, seconded by Councilmember Hughes, and carried (5-0) to adjourn to Executive Session.

ADJOURNMENT FROM EXECUTIVE SESSION.

On motion of Councilmember Wall, seconded by Councilmember Larsen, and carried (5-0) to adjourn to Executive Session.

ADJOURNMENT

On motion of Councilmember Wall, seconded by Vice-Mayor Anderson, and carried (5-0) to adjourn the meeting at 7:32 p.m.

Tara Walter, Mayor

ATTEST:

Lisa Garcia, Town Clerk

I certify that the following is a true and correct copy of the minutes of the Florence Town Council meeting held on September 21, 2020, and that the meeting was duly called to order and that a quorum was present.

Lisa Garcia, Town Clerk

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION**

REGULAR MEETING MINUTES

MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 3, 2020, AT 6:00 P.M., COMMISSION MEMBERS AND STAFF WILL ATTEND TELEPHONICALLY.

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:01 pm

2. ROLL CALL:

Chairman Pranzo	Present
Vice-Chair Frost	Present
Commissioner Smidt	Absent
Commissioner Simmonds	Present
Commissioner Proulx	Present

3. PLEDGE OF ALLEGIANCE

4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meeting conducted on August 20, 2020.

On motion by Vice-Chair Frost, seconded by Commissioner Proulx, and carried by a 4-0 vote, to approve with changes the minutes of the regular meeting from August 20, 2020.

5. OLD BUSINESS

- A. PUBLIC HEARING** to receive comments regarding a Major General Plan Amendment application for (PZ-20-21) submitted by Grinders Sports Group, Inc. for an approximately 360 acre residential, commercial, and recreational mixed-use development.

Chairman Pranzo opened the public hearing.

Chairman Pranzo stated this is a major General Plan Amendment application and that means they are adding a category to the list of land use categories. This is not a discussion about the viability or business model of Grinder.

Town Planner Larry Harmer noted that there are no entitlements being discussed right now and this application is for a change in the General Plan map that will allow for a sport oriented mixed-use and then to define that category as written up in the text of the staff report. Mr. Harmer said there are no entitlement discussions at this time and those will be brought back after this initial step. This meeting does not grant Grinders Sports Group Inc. any entitlement and this application is for the land itself. He said Grinders happens to be the applicant, but there are no restrictions on who can apply for a rezoning once the General Plan amendment is approved. Details such as annexation, rezoning, and development agreements will occur later. This General Plan amendment is not approving any schematic, site plan, lighting, parking, screening, water usage, or any other detail.

Liaison Vice-Mayor Anderson asked when the tax assessment would be assigned. Mr. Harmer said the property tax designation would be up to the County Assessor and it would currently meet the criteria for agricultural property. He said when construction begins then the assessor can make changes because the change does not happen until the actual use takes place.

Chairman Pranzo opened the Public Hearing for comments.

Rebecca Turensky, 11295 E. Wildflower Lane, Magma Ranch I, Florence, AZ 85132: She said Magma does wish to be annexed into Florence whether this project goes through or not. They would love to have a fire station closer and the use of new water possibly if the company does come through. She was wondering if Magma Ranch I annexes in, can have a representative come to the Magma Ranch I HOA and help the community annex into the Town of Florence.

Mr. Harmer said Staff would be happy to do that and have received similar questions. Staff received an email from a Mr. Peacock from the HOA. Staff can try to organize something through him. Mr. Harmer stated that annexation of Magma Ranch is not on the agenda tonight, so he cannot go into detail, but to contact him tomorrow and he would be happy to start the dialogue on how to proceed.

Justin Peacock, 10611 E. Marigold Lane Florence, AZ, Magma Ranch Community: He said he is on the HOA board, so Mr. Harmer can get in touch with him. They can discuss what he has done so far for annexation. He said the other questions he has submitted will be addressed at a different meeting so Staff can disregard his emailed questions.

Chairman Pranzo reminded the Commission that State guidelines do not allow for Commissions to speak outside of the agenda. Chairman Pranzo steered the conversation back to the General Plan amendment.

Tiffany Simmons, 13112 E. Astor Lane Florence, AZ, Magma Ranch Vistas: She said this is the first call she is joining, and a new resident. She wants to know the overall scheme of this process and where they are now. She stated she is for the project and everything,

but she is wondering what the process is at this point and what is the timeline of this project.

Mr. Harmer stated tonight is the second of two required public hearings for the Planning and Zoning Commission. At the conclusion of tonight's hearing, the Commission has the opportunity to make the motion of recommendation either for or against this land use and definition change. Whether they vote for or against, the application will go to the Town Council on October 5th for a single public hearing and an action may take place that night or at another meeting. A vote of approval will lead to a resolution and a vote of disapproval will lead to no resolution. Mr. Harmer said if the amendment is approved, then the applicant can start filing for annexation and rezoning. When a property is annexed, the assigned zoning has to be the closest match to the zoning it has in the County. In this case, it would be something related to agriculture. Then, the applicant has to rezone, possibly to a Planned Unit Development. This is when details such as lighting come into play. The rezoning will go through its own process with the Commission and the Town Council. There is development agreement being discussed right now that defines responsibility and other details about who does what. Mr. Harmer said this is meant to provide the groundwork for the application to move forward with the specifics for their development.

Ms. Simmons asked about the typical time frame for these processes. Mr. Harmer said if everything goes smoothly, then annexation and initial zoning could take approximately 120 days. This depends on the applicant's performance. A rezoning could take 90 days or more. This all depends on public hearings and advertising deadlines as well because Staff must follow State statute on notification of the public. He said all of this could be accomplished by mid-year of 2021, but it is based on the applicant's performance and hitting the deadlines.

Ms. Simmons asked how Magma Ranch and Magma Ranch Vistas can voice support or comments on the project. Mr. Harmer explained the public can voice their support at the public hearings and the applicant would have to conduct a neighborhood meeting separate from Town hearings for the rezoning. He also stated she can get in contact with him for more information, or he can try to get in contact with Magma Ranch Vistas through the Magma Ranch contacts.

Vice-Chair Frost said on page four of twelve in the packet, the last line in the paragraph about the mixed-use description says the SOMU district shall incorporate a bunch of uses but the last line says for permanent residences and associated living services. He knows from the previous presentation that the plan is to have some sort of hotel or lodging. He asked if this is the descriptive language for that because he said it was a bit cryptic. Mr. Harmer clarified that the language is a general overview of what could actually be placed there as per the General Plan. Specific detail would come forward as part of the Development Agreement and final zoning. Vice-Chair Frost asked if this language allowed

for the hotel/motel they are planning there. Mr. Harmer said yes, and that is the transitory housing part. Vice-Chair Frost was unsure because he was unfamiliar with the word.

Vice-Chair Frost said on page six, there are two sections at the top of the page that describe Project Areas One and Two. He would like clarification on the locations. Mr. Harmer mentioned a similar comment from the public, and Staff will be putting together a regional map to show the project in respect to downtown and other areas for the Town Council packet. He said Project Area One is approximately 96 acres located at the southeast corner of Judd Road and Felix Road. Project Area Two is approximately half a mile north of Project Area One on the east side of the road. Vice-Chair Frost asked if there is existing Town land abutting these areas. Mr. Harmer said yes, and northernmost parcel was trickier, but the participation of the landowner west of the site makes annexation possible.

Paul Saylor, 11201 E. Magma Road, Sun Valley Farms: He asked how the first parcel south of Judd relates to the major project to the north of Magma ranch. Why are they included as part of the same package? He also asked where he can find more information and the packet.

Mr. Harmer stated more information and the packet can be found on the www.florenceaz.gov website under the Planning and Zoning Commission meeting tab. The representative of the project, Mr. Estill, explained that the southern property is a supportive infrastructure to the operations being held within the major sports complex as well as put in place to support community need from a variety of amenities of restaurants and entertainment. This is a community support project that brings missing amenities that people would have to travel long distance to obtain. Mr. Saylor asked the question because he was concerned about the type of urbanization occurring north of his neighborhood and said some commercial uses like a movie theatre were not appropriate. Mr. Harmer clarified that no site plans were being approved yet and that this project is mostly conceptual at this time. Mr. Saylor asked if the community would be notified for future meetings, possibly by mail. Mr. Harmer said yes.

Town Planner Maricella Benitez read previously sent comments into the record.

Bonnie Bariola, 2149 W. Cheyenne Drive, Chandler AZ: She said many people on Facebook asked for the specific location. She asked to please show a Regional map showing the sports complex in relation to the existing Town limits, Downtown Florence, Anthem at Merrill Ranch, and the intersection of Bella Vista & Hunt Highway in San Tan Valley.

Ms. Benitez noted that Mr. Justin Peacock already went over his comments and gave permission to skip his sent questions.

Josh Brimhall, 2738 E. Guadalupe Road Gilbert, AZ 85234: He introduced himself and said he is the representative for Langley Farms, LLC, the property located adjacent to the proposed location of the Grinder Sports Complex. At this time and with the information we have, he voiced his support for this project. He thanked Staff for their time and the opportunity to provide input.

Chairman Pranzo closed the public hearing.

6. NEW BUSINESS

- A. DISCUSSION/MOTION TO RECOMMEND APPROVAL/DENIAL** to establish “Sports Oriented Mixed-Use” as a land use category for the Town of Florence 2020 General Plan subject to the language contained in the staff report dated September 3, 2020 and assign that land use designation to a Major General Plan Amendment application for (PZ-20-21) submitted by Grinders Sports Group, Inc. for approximately 360 acres.

On motion by Vice-Chair Frost, seconded by Commissioner Simmonds, and carried by a 4-0 vote, to recommend approval to the Town Council the Major General Plan Amendment application (PZ-20-21) as shown with the language established.

- B. Discussion** regarding development prospects south of the Gila River closer to downtown Florence.

Mr. Harmer stated that the Town is in the process of hiring an Economic Development Director. When the individual is hired, part of their focus will be the Downtown area. He said a number of new homes are going up on vacant lots, and the remaining 89 lots in Sunrise Estates II has a home builder that is looking to buy these lots. They plan to reduce the layout to 83 lots in order to meet retention and drainage standards. The first draft of their modified Final Plat has been submitted and distributed to the Town Engineer for review. Mr. Harmer said there is renewed interest in downtown. The Town had released a Request for Proposals for property north of the Town Community Center parking lot for residential development. The Scottsdale residential company, MODUS, has responded to the request and the Council has authorized a development agreement discussion. Several properties on Main Street may have also been sold but nothing has been confirmed as of now. Chairman Pranzo said that redevelopment south of the Gila is close to his heart. He has been concerned about it deteriorating over time, and he is happy to hear about some turn around. Chairman Pranzo stated that he would like to know where this investment interest is coming from and take advantage of it. He hoped to continue moving forward with redevelopment south of the Gila.

7. PRESENTATIONS/INFORMATION ONLY

a. General Plan Update

Staff met with the consultant in the morning. Staff is close to putting a document on the Florence Website in order to solicit input from the public. The key is to make it as interactive as possible. The consultants are looking at using electronic dots or push pins in an interactive map, so people can make comments on certain areas and what they want to see. A sample of the interactive website should come to Staff in the next 30 to 45 days, and Staff will circulate this internally for review. Once the bugs are worked out, Staff will work with Ben Bitter to release the website onto social media and other mediums. Chairman Pranzo asked if the General Plan update was looking at adding light industrial. Mr. Harmer stated the General Plan is looking at light industrial and the interactive webpage will give users an opportunity to note where light industrial should go. Mr. Harmer that the plan will look at light industrial employment opportunities now that there is a preferred North-South corridor. The preferred route gives Staff an idea of where to place light industrial land use as well as other appropriate uses along the highway. Mr. Harmer said the preferred alignment map is on the ADOT website and that will be used in the new General Plan Update.

b. Redevelopment Plan Update

Staff has an interactive document that is being internally beta-tested at the moment. The document could go live as early as the end of the month or the first part of October. The document is a draft Redevelopment Plan Update and there will be areas to make comments. It is interactive and the information comes from the public meetings held prior to the COVID-19 restrictions. Chairman Pranzo said he is interested in what the consultant would consider the appropriate density to support Florence's commercial district. He is also curious about the median salaries to support the commercial district. He asked if these are addressed in their scope. Mr. Harmer said the salary portion is not, but density, housing, and appropriate location is in their scope. Chairman Pranzo is interested in the development of large swaths south of the Gila, but he is also interested in the development of individual lots since they contribute to the density and success of commercial areas.

c. Transportation Plan presentation scheduled for October 1, 2020

Mr. Harmer said he did contact Mr. Chris Salas about the Transportation Presentation given to the Town Council. He said the October 3rd meeting would work the best for him and since there is no other action items scheduled, then the meeting could focus on the Transportation Master Plan presentation. Chairman Pranzo said he would like to interact with Mr. Salas. Mr. Harmer said the presentation would still allow for discussion and interaction.

d. Future Agenda Items/Information Only

The next meeting is scheduled for September 17th and there are two agenda items. The first will be a design review for a new Circle K at the northwest corner of Hunt Highway and Merrill Ranch Parkway. The other item is a zoning text amendment to add "Church" as an allowable use in the Downtown Commercial zone. It will be a public hearing and it has been advertised. The Circle K should just be a motion to approve or disapprove.

8. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Town Council Liaison Vice-Mayor Anderson said it was discussed in the last meeting on Grinders Sports Complex that Johnson Utilities would provide sewer and water for the project. He said that may not happen. To his understanding, Johnson has agreed to provide water, but they cannot provide sewer. Their sewer plants are over-taxed, so either the Town or Johnson is going to need to build a new sewer plant.

9. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

None

10. ADJOURNMENT

On motion by Commissioner Proulx, seconded by Commissioner Simmonds, and carried by a 4-0 vote, to adjourn the meeting at 6:57 pm.



Gary Pranzo

9/22/20

Date

**TOWN OF FLORENCE
PLANNING AND ZONING COMMISSION**

REGULAR MEETING MINUTES

MINUTES OF THE PLANNING AND ZONING COMMISSION OF THE TOWN OF FLORENCE REGULAR MEETING HELD ON THURSDAY, SEPTEMBER 17, 2020, AT 6:00 P.M., COMMISSION MEMBERS AND STAFF WILL ATTEND TELEPHONICALLY.

1. CALL TO ORDER

Chairman Pranzo called the meeting to order at 6:00 pm

2. ROLL CALL:

Chairman Pranzo	Present
Vice-Chair Frost	Present
Commissioner Smidt	Present
Commissioner Simmonds	Present
Commissioner Proulx	Present

3. PLEDGE OF ALLEGIANCE

4. DISCUSSION/APPROVAL/DISAPPROVAL of the minutes of the regular meeting conducted on September 3, 2020.

On motion by Vice-Chair Frost, seconded by Commissioner Proulx, and carried by a 4-0 vote, to approve with changes the minutes of the regular meeting from September 3, 2020.

Commissioner Smidt joined the meeting.

5. NEW BUSINESS

- a. PRESENTATION/APPROVAL/DISAPPROVAL** of a Design Review application (PZ-20-23) by Land Development Consultants, LLC for a new Circle K convenience store and gas station located at the northwest corner of Hunt Highway and Merrill Ranch Parkway in Florence, APN #211-020-070.

Town Planner Maricella Benitez gave a short summary of the project location and introduced the Circle K representative Jill Kaiser. Jill Kaiser gave a PowerPoint presentation on the project's site, access points, elevations, inside layout, and landscaping. Community Development Director Larry Harmer noted that the northernmost driveway is in alignment with the Safeway Plaza driveway. Commissioner Proulx asked if they had a timeline for breaking ground. Ms. Kaiser said they anticipate breaking ground at the end of February 2021 and finishing by mid-September of 2021.

Chairman Pranzo asked about the “jug handle-drive” feature. Ms. Kaiser said the handle feature is included because the site needs access points from two arterial roads, and the driveway needs to be a certain distance away from the intersection for safety reasons. The driveway also needed to be lined up with the Safeway entrance, and it is a good position for future parcel development. Chairman Pranzo asked if it could be used as a deceleration lane. Ms. Kaiser stated that this design is part of the new Circle K model and it helps traffic flow and semi-truck movement. They use the term “jug handle drive” because it looks like a milk jug handle. Chairman Pranzo asked how many gas bays were on site. Ms. Kaiser said there would be 14 gas bays.

Vice-Chair Frost asked why the site plan had double the amount of spaces required. Ms. Kaiser stated developers have found that stores in outlier areas, such as Florence, see a lot of single passenger cars, and the stores generate so much traffic that multiple stores over the last two years had to add parking. Cases in Casa Grande and Maricopa have seen the stores looking to purchase land in order to add more parking. These sites originally started with 28 parking spaces but have found they need more parking or have received complaints from neighboring parcels about people parking in the dirt lots. They found that the outlying stores need more spaces because they are used more often for quick food stops and see more traffic.

Vice-Chair Frost agreed with the reason behind the amount of parking spaces and asked about access south bound on Hunt Highway. He asked if the access point there is being set up so future development will have access or a shared driveway. Ms. Kaiser explained the development agreement will include cross-access terminology and the ingress from the street that is going to be conveyed off with the development agreement for future development. Vice-Chair Frost asked what surface they plan to use: asphalt, concrete, or a mix. Ms. Kaiser said they will use a mix. There will predominately be asphalt where the cars would be and concrete for pedestrian areas. Vice-Chair Frost said fuel tends to degrade asphalt in the fueling area, so he asked if it was going to be all concrete in the fueling area. Ms. Kaiser said there will be concrete in the fueling area and it follows ADEQ and industry standards. Vice-Chair Frost suggested that similar scenarios in the future should only use concrete.

Commissioner Smidt asked about the old Circle K buildings in Town and other places that are fenced off and growing weeds. He asked if they plan to do anything with those stores. Ms. Kaiser said Circle K is usually coming out of a lease, and the property owner does not upkeep the property after they lease is up. For property Circle K owns, they historically scrap the current building for future development. She said she could discuss the situation with the Circle K Property Management Division and get back to the Town on the properties. Mr. Harmer clarified that one store on Main Street is owned by Circle K and the other is not. Both property owners have been responsive to code compliance requests for weeds and fencing issues. In addition, Staff was able to have the old, non-conforming Circle K signs removed from both properties. Staff has received questions on the building, but nothing has ever panned out.

On motion by Commissioner Proulx, seconded by Commissioner Smidt, and carried by a 5-0 vote, to approve as is the Design Review application (PZ-20-23) by Land Development Consultants, LLC for a new Circle K convenience store and gas station.

- b. PRESENTAION/PUBLIC HEARING** for application PLZ-20-0002 to amend the Town of Florence Code of Ordinances Chapter 150: Development Code, Section 150.047 District Use Regulation Tables to include "Church" as an allowable use in the Downtown Commercial District and Section 150-059 Downtown Commercial to included "Assembly within an enclosed building" as permitted. **Application Withdrawn by Applicant**

Mr. Harmer said after receiving the application, Staff completed research, mailed out notices to property owners within the Downtown Commercial district, and posted an ad in the newspaper about the hearings. A few days after sending out the notifications, Mr. Harmer received a written email from the applicant withdrawing their application. Items 5b and 5c have officially been withdrawn, and a second letter has been sent out to the property owners letting them know the application was withdrawn.

- c. MOTION TO RECOMMEND APPROVAL/DENIAL** to the Town Council of application PLZ-20-0002 to amend the Town of Florence Code of Ordinances Chapter 150: Development Code, Section 150.047 District Use Regulation Tables to include "Church" as an allowable use in the Downtown Commercial District and Section 150-059 Downtown Commercial to included "Assembly within an enclosed building" as permitted. **Application Withdrawn by Applicant**

6. PRESENTATIONS/INFORMATION ONLY

a. General Plan Update

Staff recently met with the consultant, and Staff is looking at the end of October to post a web page on the Town website and other platforms. The web page will include background information and interactive maps. This will allow people to submit comments, questions and other suggestions on future land uses and configurations for the Town.

b. Redevelopment Plan Update

Staff recently met with the Redevelopment Plan consultants, and the draft document is close to complete. The document is also in the form of an interactive webpage. Staff has internally beta-tested the interactive page and hope to get the reviewed document back in the next couple of weeks in order to test it one more time. Staff plans to make it available to the public the first week of October. This interactive webpage will help receive comments on the draft plan. Staff is working on a way to have public meetings for the Redevelopment Plan with social distancing and other safety precautions. Chairman Pranzo asked if there will be a written document. Mr. Harmer said there would be a written document, and Staff will forward the PDF version of the plan to the Planning and Zoning Commission and the Historic District Advisory Committee for review and future approval.

c. Future Agenda Items/Information Only

The next meeting is October 1st and Staff has Mr. Salas, Town Engineer, scheduled to give his presentation on the Transportation Plan. This is the only item scheduled.

7. CALL TO THE PUBLIC/COMMISSION RESPONSE:

Town Council Liaison Vice-Mayor Anderson said there has been a recent issue on businesses in homes. He asked for Staff and the Commission to look into home occupation requirements and work to make them a little more business friendly but efficient. He would like to see a review on a future agenda. Chairman asked Staff if they could look into the matter and Mr. Harmer said the code needed to be looked over since the markets have been changing.

8. CALL TO THE COMMISSION- CURRENT EVENTS ONLY.

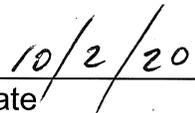
Vice-Chair Frost asked Mr. Harmer about his new title. Mr. Harmer said he is temporarily stepping back into the role of Community Development Director. He stated things have been busy, but business is up, and the department set a record for single family permits last month.

9. ADJOURNMENT

On motion by Vice-Chair Frost, seconded by Commissioner Proulx, and carried by a 5-0 vote, to adjourn the meeting at 6:37 pm.



Gary Pranzo



Date

	TOWN OF FLORENCE COUNCIL ACTION FORM	<u>AGENDA ITEM</u> 8a.
MEETING DATE: October 19, 2020 DEPARTMENT: Administration STAFF PRESENTER: Jennifer Evans, Management Analyst SUBJECT: Extension of Current Property Lease Rates for Town-Owned Properties Through July 1, 2021		<input checked="" type="checkbox"/> Action <input type="checkbox"/> Information Only <input type="checkbox"/> Public Hearing <input type="checkbox"/> Resolution <input type="checkbox"/> Ordinance <input type="checkbox"/> Regulatory <input type="checkbox"/> 1 st Reading <input type="checkbox"/> 2 nd Reading <input type="checkbox"/> Other
STRATEGIC PLAN REFERENCE: <input type="checkbox"/> Community Vitality <input checked="" type="checkbox"/> Economic Prosperity <input type="checkbox"/> Leadership and Governance <input type="checkbox"/> Partnerships and Relationships <input type="checkbox"/> Transportation and Infrastructure <input type="checkbox"/> Public Safety <input type="checkbox"/> Statutory <input type="checkbox"/> None		

RECOMMENDED MOTION/ACTION:

Motion to extend the current property lease rates for Town-owned properties until July 1, 2021.

BACKGROUND/DISCUSSION:

In April 2020, the Town Council adopted Resolution No. 1736-20 revising the Property Lease Policy. Council requested to bring back the topic of lease rates at a meeting in October. The following information is provided as background for the discussion:

Commercial Space Available for Leasing

1. Silver King Suite 101, 570 Square Foot (SF)
2. Silver King Suite 102, 1,424 SF
3. Silver King Suite 201, 782 SF
4. Silver King Suite 202, 1,424 SF
5. Brunenkant Building, 1,782 SF

The current lease rate for Town-owned properties and the 2020 Government Property Lease Excise Tax (GPLET) rates are listed in the table below. Tenants were given a 10% summer discount on rent for June, July, and August per direction of the Town Council. The current average lease rate for North Main Street commercial properties is \$0.49 per square foot. The average lease rate is down \$0.02 per square foot from \$0.51/SF in March.

GPLET rates for 2020 were released by the Arizona Department of Revenue on September 25, 2020. Tenants will pay \$0.01 per square foot more for GPLET than in 2019. 2020 GPLET is due to Pinal County by December 1, 2020.

Current Lease Rates with 2020 Government Property Lease Excise Tax (GPLET)

#	Monthly Rent	SF	Rate/SF	GPLET Rate	Total Rate/SF
1.	\$142.50	570	\$0.25	\$0.20*	\$0.44
2.	\$356.00	1424	\$0.25	\$0.20	\$0.44
3.	\$232.96	728	\$0.32	\$0.20	\$0.51
4.	\$500.00	891	\$0.56	\$0.16	\$0.71**

* No longer a non-profit and will pay GPLET.

** Office space had an increased rate in old policy.

Due to on-going economic uncertainty and negative impacts of COVID-19 on local businesses, staff recommends maintaining the current lease rates for Town-owned buildings until July 1, 2021. This will provide some stability to the tenants until the local economy improves.

A VOTE OF NO WOULD MEAN:

A vote of no would mean lease rates may be subject to change before July 1, 2021.

A VOTE OF YES WOULD MEAN:

A vote of yes would mean lease rates will remain the same until July 1, 2021.

FINANCIAL IMPACT:

None

ATTACHMENTS:

None