



MARANA TOWN COUNCIL
REGULAR COUNCIL MEETING
NOTICE AND AGENDA

11555 W. Civic Center Drive, Marana, Arizona 85653
Council Chambers, February 4, 2025, at or after 6:00 PM

Jon Post, Mayor
Roxanne Ziegler, Vice Mayor
Patrick Cavanaugh, Council Member
Patti Comerford, Council Member
Herb Kai, Council Member
John Officer, Council Member

Pursuant to A.R.S. §38-431.02, notice is hereby given to the members of the Marana Town Council and to the general public that the Town Council will hold a meeting open to the public on February 4, 2025, at or after 6:00 PM located in the Council Chambers of the Ed Honea Marana Municipal Complex, 11555 W. Civic Center Drive, Marana, Arizona.

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

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

Meeting Times

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

Speaking at Meetings

If you are interested in speaking to the Council during the Call to the Public or Public Hearings, you must fill out a speaker card (located in the lobby outside the Council

Chambers) and deliver it to the Town Clerk prior to the convening of the meeting.

All persons attending the Council meeting, whether speaking to the Council or not, are expected to observe the Council rules, as well as the rules of politeness, propriety, decorum and good conduct. Any person interfering with the meeting in any way, or acting rudely or loudly will be removed from the meeting and will not be allowed to return.

Accessibility

To better serve the citizens of Marana and others attending our meetings, the Council Chambers are wheelchair and handicapped accessible. Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Town Clerk at (520) 382-1999. Requests should be made as early as possible to arrange the accommodation.

Agendas

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

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

REGULAR COUNCIL MEETING

CALL TO ORDER AND ROLL CALL

PLEDGE OF ALLEGIANCE/INVOCATION/MOMENT OF SILENCE

APPROVAL OF AGENDA

CALL TO THE PUBLIC

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

the matter, or may ask that the matter be placed on a future agenda.

PROCLAMATIONS

MAYOR AND COUNCIL REPORTS: SUMMARY OF CURRENT EVENTS

MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS

PRESENTATIONS

- P1 Relating to Budget; presentation of second quarter results (July-December) for the Town's General Fund and other selected major funds for the 2024-2025 fiscal year (Yiannis Kalaitzidis)

CONSENT AGENDA

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

- C1 Resolution No. 2025-011: Relating to Budget; approving the transfer of up to \$2,150,941 in budgeted expenditure authority from the West Apron Reconstruction Ph-2 project (AP047) to the Saguaro Bloom Community Park, Phase II project (PK040), and cash transfers in the same amount from the General Fund to Fund 3800 in the fiscal year 2024-2025 budget (Yiannis Kalaitzidis)
- C2 Resolution No. 2025-012: Relating to Budget; approving the transfer of up to \$500,000 in budgeted expense authority from the General fund (Fund #1000) MOC Generator Replacement (FA114) to increase the project budget for the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) in the fiscal year 2024-2025 budget (Fausto Burruel)
- C3 Resolution No. 2025-013: Relating to Budget; approving the transfer of up to \$1,000 and up to \$450,000 in budgeted expenditure authority, and any related operating transfers if needed, from the General Fund contingency line item to the 2017 Series Bond Debt Service Fund and 2024 Series Bond Debt Service Fund, respectively, in the fiscal year 2023-2024 budget (Yiannis Kalaitzidis)

- C4 Resolution No. 2025-014: A resolution of the Mayor and Common Council of the Town of Marana, Arizona, declaring, for purposes of Section 1.150-2 of the Federal Treasury Regulations, official intent to be reimbursed in connection with certain capital expenditures relating to a Water Reclamation Facility expansion and related capital improvements (Yiannis Kalaitzidis)
- C5 Relating to Procurement; approving a change order to the contract with Psomas, Inc. in the amount of \$561,272.00 for the Tangerine Road Widening Phase 2A Project (ST098); authorizing the transfer of appropriations if necessary for the change order; and authorizing the Town Manager or designee to execute the necessary documents to effectuate the change order (Fausto Burruel)
- C6 Approval of the Regular Council Meeting Summary Minutes of January 21, 2025 (David L. Udall)

LIQUOR LICENSES

BOARDS, COMMISSIONS AND COMMITTEES

COUNCIL ACTION

ITEMS FOR DISCUSSION / POSSIBLE ACTION

- D1 Relating to Development and Public Works; update, discussion, and possible direction regarding public and private projects and development applications on the Town's [Marana Current and Proposed Projects](#) internet site (Jason Angell)
- D2 Relating to Legislation and Government Actions; discussion and possible action or direction regarding all pending state, federal, and local legislation/ government actions and on recent and upcoming meetings of other governmental bodies (Terry Rozema)

EXECUTIVE SESSIONS

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

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

FUTURE AGENDA ITEMS

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

ADJOURNMENT



Council-Regular Meeting

P1

Meeting Date: 02/04/2025

To: Mayor and Council

From: Yiannis Kalaitzidis, Finance Director

Date: February 4, 2025

Strategic Plan Focus Area:
Not Applicable

Subject: Relating to Budget; presentation of second quarter results (July-December) for the Town's General Fund and other selected major funds for the 2024-2025 fiscal year (Yiannis Kalaitzidis)

Discussion:

The purpose of this item is to present a summary of the Town's second quarter financial results (July-December) for the Town's General Fund and other selected major funds for fiscal year 2024-2025. It is important to note that these results are preliminary, unaudited and subject to change based upon adjusting entries, as necessary. The attached provides a high-level revenue and expenditure summary at the end of the current quarter.

Revenue

Overall, revenues are within or above expectations for all funds at this time of the year for all funds when excluding operating transfers that will happen in the fourth quarter.

- Revenues for the General Fund are better than expected due to better than anticipated sales tax receipts in most categories with construction related taxes significantly above forecasts.
- HURF fund revenues are within expectations. Based on the current trend revenues are projected to meet expectations at year end.
- Bed Tax Fund revenues are within expectations. Overall, hotel activity has remained resilient in the current year and is trending on track to meet or exceed expectations at year end.
- Half Cent Sales Tax fund revenues which will be used for the multi-generational community and aquatics center continues to average collections in excess

of \$600,000 per month since its inception as retail sales taxes remain strong through the current quarter.

- Transportation fund revenues are significantly above expectations at this time of year due to a number of ongoing commercial projects, including some being constructed by the Town itself.
- Charges for services revenues in the enterprise funds are within or above expectations for this time of year.

Additional detail about these variances is included within the visualization slides attached to this item.

Expenditures

Expenditures in all funds are at or below expectations. Expenditures in the General fund include a one-time payment to pay down the PSPRS unfunded liability calculated as of June 30, 2023. A number of one-time projects and programs are ongoing throughout the Town, including the Marana Aquatics and Community Center, and two major road projects on Tangerine Road east of I-10 and by the Saguaro Bloom community.

The Water and Water reclamation funds are within expectations and in line with anticipated activity through the end of the second quarter.

The quarterly update will be available on the Town's website following tonight's meeting. The public may interact with the Power BI tool by drilling down into the data. The tool can be found on the following page: <https://www.maranaaz.gov/Departments/Finance/Financial-Documents>.

Staff Recommendation:

Presentation of second quarter results only.

Suggested Motion:

Presentation of second quarter results only.

Attachments

FY2024-2025 Second Quarter Financial Update

Financial Brief: First Quarter

Fiscal Year

2024 – 2025

Prepared by: Finance Department

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FISCAL YEAR 2024 - 2025 SECOND QUARTER FINANCIAL BRIEF

This financial brief is intended to provide a broad overview and status of revenues and expenditures for the Town's selected major funds through the second quarter of fiscal year 2025 (July 2024 - December 2024). Major funds included in this financial brief are the General Fund, Highway User Revenue Fund (HURF), Bed Tax Fund, Half Cent Sales Tax Fund and Transportation Fund. Also included are the Airport, Water, and Water Reclamation enterprise funds. Please note that all amounts are preliminary, unaudited and subject to change based upon adjusting entries, as necessary.

The table below shows an overview for each fund.

REVENUES				EXPENDITURES			OVER/UNDER
▲ Fund	FY 2025 Budget	Actual	% Budget	FY 2025 Budget	Actual	% Budget	YTD Over/Under
GENERAL FUND	80,688,255	44,046,728	55%	110,044,468	41,853,909	38%	2,192,819
HURF	4,991,037	2,632,510	53%	8,116,176	1,144,542	14%	1,487,968
TRANSPORTATION FUND	12,090,997	9,941,119	82%	33,982,791	3,643,074	11%	6,298,045
BED TAX FUND	1,600,000	747,085	47%	2,152,840	924,311	43%	-177,226
1/2 CENT SALES TAX	8,790,654	4,246,910	48%	39,880,292	18,384,238	46%	-14,137,328
WATER FUND	12,866,308	5,311,164	41%	15,734,077	4,237,615	27%	1,073,549
WATER RECLAMATION FUND	6,739,941	2,653,539	39%	7,462,725	2,415,799	32%	237,913
AIRPORT FUND	857,505	91,508	11%	857,505	229,381	27%	-137,873

FY 2024-2025 SECOND QUARTER: GENERAL FUND

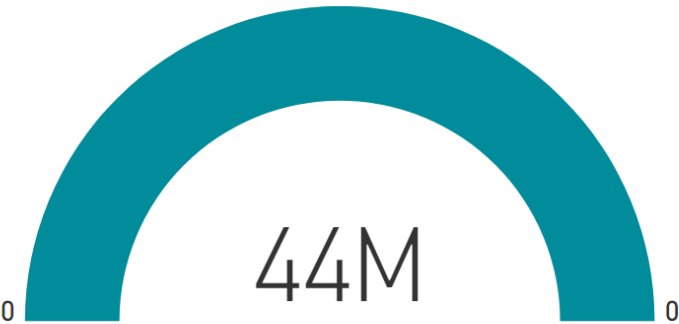
REVENUES

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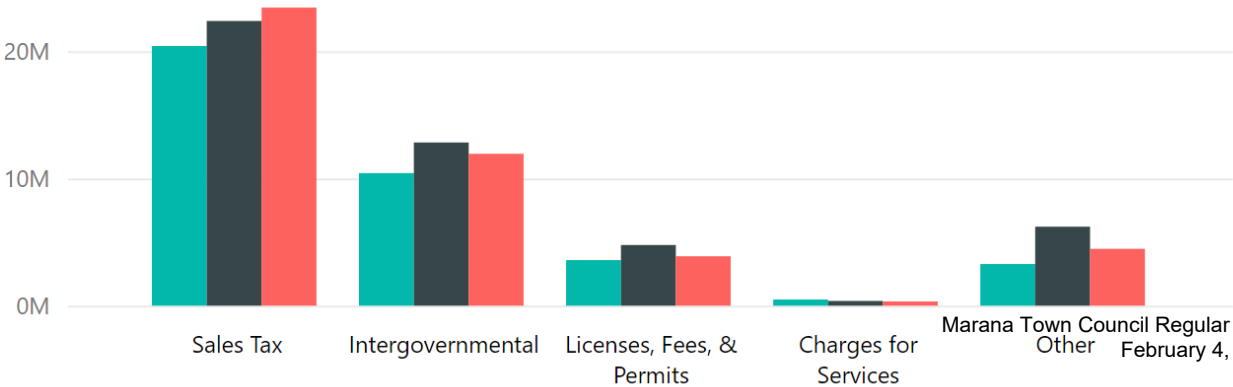
Category	FY 2025 Budget	Actual	% Budget
Sales Tax	43,684,077	23,426,812	54%
Intergovernmental	23,316,474	11,936,297	51%
Licenses, Fees, & Permits	7,039,000	3,883,922	55%
Charges for Services	723,500	330,968	46%
Other	5,925,204	4,468,729	75%
Total	80,688,255	44,046,728	55%



General Fund Relevant Information

The General Fund is the Town's primary operating fund. Sales Tax, Intergovernmental Revenues and Licenses, Fees, & Permits make up over 90% of budgeted revenues for the fund. Overall, collections are above expected levels through the second quarter of FY2025. Contracting tax revenues are well above budgeted expectations, while other sales tax revenues are in line with budget due to continued economic stability. Intergovernmental revenues include amounts received from the State's shared revenue program and are distributed based upon population estimates and economic conditions. Licenses, Fees, & Permits also exceed expectations with greater second quarter revenues this year due primarily to higher than anticipated new commercial permits. Other revenues comprised of various sources include investment income earnings and insurance dividends. Significantly higher than anticipated investment income is the result of investment decisions from the prior year.

Year 2023 2024 2025



Category	2023	2024	2025
Sales Tax	20,405,566	22,374,659	23,426,812
Intergovernmental	10,417,643	12,824,089	11,936,297
Licenses, Fees, & Permits	3,580,121	4,768,020	3,883,922
Charges for Services	481,782	371,454	330,968
Other	3,272,639	6,208,779	4,468,729
Total	38,157,752	46,547,002	44,046,728

FY 2024-2025 SECOND QUARTER: GENERAL FUND

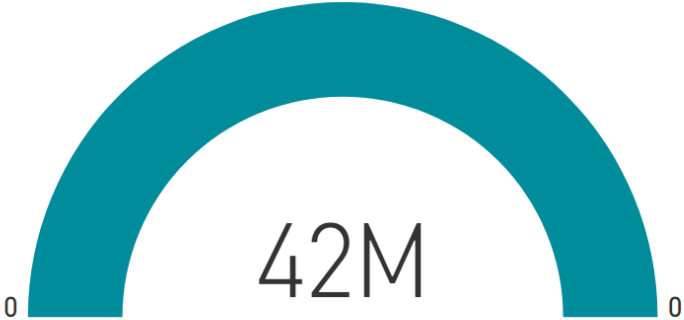
EXPENSES

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EXPENSES

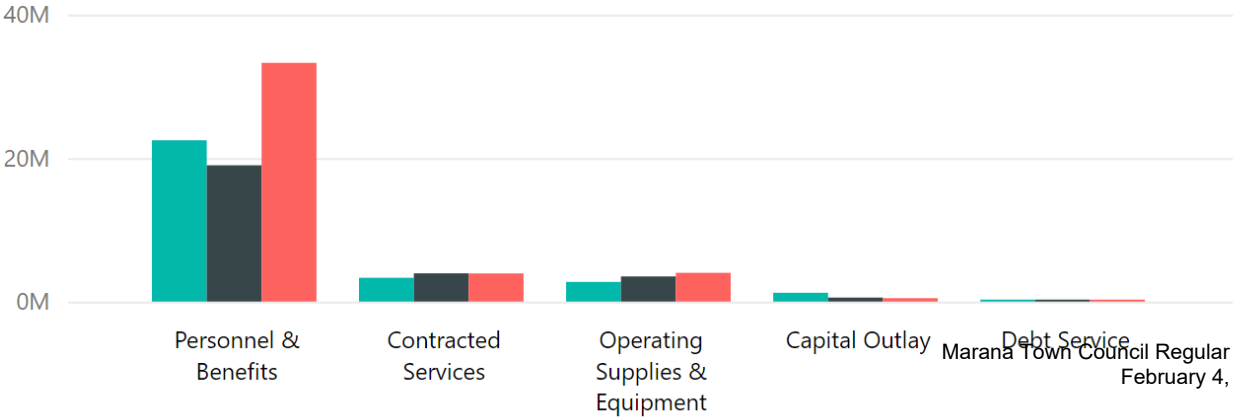
REVENUES

Category	FY 2025 Budget	Actual	% Budget
Personnel & Benefits	60,210,353	33,270,688	55%
Contracted Services	12,056,758	3,919,224	33%
Operating Supplies & Equipment	15,850,389	4,005,145	25%
Capital Outlay	8,672,650	467,914	5%
Debt Service	60,000	26,480	44%
Other Financing Uses	13,194,318	164,460	1%
Total	110,044,468	41,853,910	38%



General Fund expenses through the second quarter of FY2025 overall are as anticipated. Personnel & Benefits expenses are in line with expectations and include a one-time down payment of the Public Safety Pension Retirement System’s outstanding liability balance. Capital Outlay is associated with several projects and capital equipment purchases, many of which will occur later in the fiscal year. Other Financing Uses is related to budgeted transfers which will also be completed later in the year, as well as \$7.76 million in restricted budget, the majority of which is for the Facilities Project Design Startup plan.

Year 2023 2024 2025



Category	2023	2024	2025
Personnel & Benefits	22,476,945	18,991,585	33,270,688
Contracted Services	3,311,795	3,934,559	3,919,223
Operating Supplies & Equipment	2,737,145	3,503,675	4,005,145
Capital Outlay	1,224,720	554,726	467,914
Debt Service	14,956	19,610	26,480
Other Financing Uses	314,393	385,547	164,460
Total	30,079,954	27,389,700	41,853,909

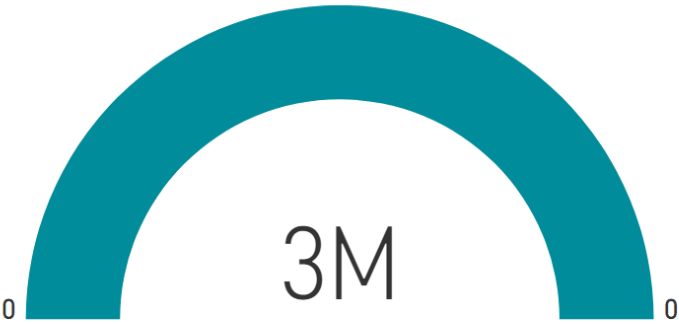
FY 2024-2025 SECOND QUARTER: HURF REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

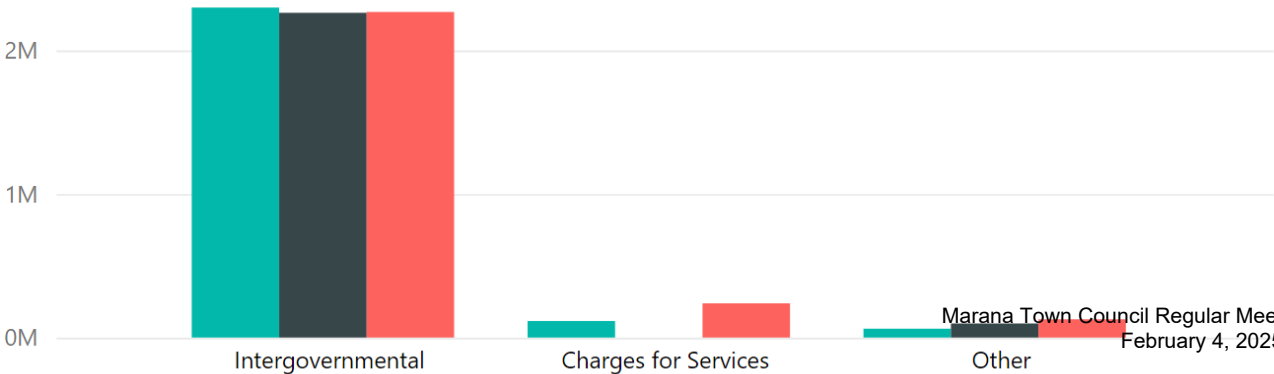
Category	FY 2025 Budget	Actual	% Budget
Intergovernmental	4,651,037	2,267,405	49%
Charges for Services	230,000	238,143	104%
Other	110,000	126,963	115%
Total	4,991,037	2,632,510	53%



HURF Relevant Information

The Highway User Revenue Fund or HURF is set by the collection of fees and taxes from users of the State's roads and highways which the State collects. Cities and towns receive a percentage of revenues based on population estimates and gasoline sales within each county. Second quarter HURF revenue collections are slightly below budgeted expectations when excluding revenues from charges for services and investment income. Charges for Services are payments in lieu of fees collected from third parties to be expended for the preservation of roads. Significantly higher than anticipated investment income is the result of investment decisions from the prior year.

Year 2023 2024 2025



Category	2023	2024	2025
Intergovernmental	2,298,042	2,261,579	2,267,405
Charges for Services	115,029		238,143
Other	61,443	97,762	126,963
Total	2,474,513	2,359,342	2,632,510

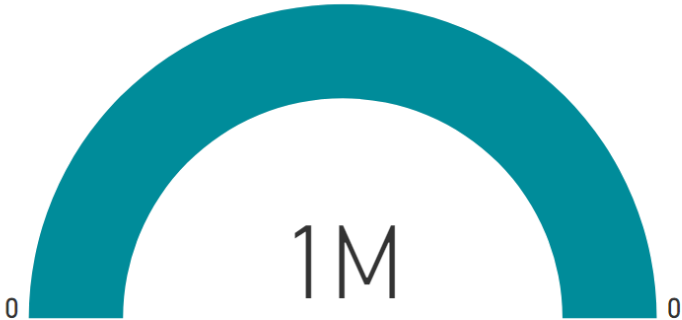
FY 2024-2025 SECOND QUARTER: HURF EXPENSES

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EXPENSES

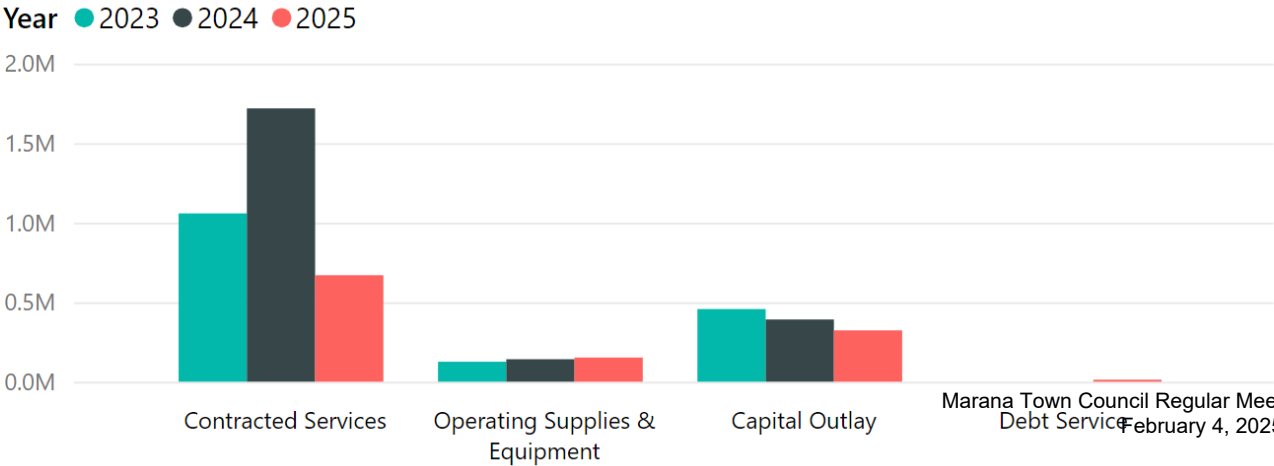
REVENUES

Category	FY 2025 Budget	Actual	% Budget
Contracted Services	6,554,154	669,291	10%
Operating Supplies & Equipment	383,500	151,906	40%
Capital Outlay	978,522	322,699	33%
Debt Service	0	646	0%
Other Financing Uses	200,000		
Total	8,116,176	1,144,542	14%



HURF Relevant Information

HURF expenses are overall below budgeted amounts through the second quarter of FY2025. Contracted Services is below budget due to the timing of the Town's Pavement Preservation Program. The prior year preservation program budget was carried forward to the current budget year due to a variety of reasons and is on-going during the second quarter. Operating Supplies & Equipment expenses to date are a little below budgeted expectations. Capital Outlay is associated with construction and vehicle and equipment purchases, some of which were carried forward. Other Financing Uses reflect restricted budget for possible monsoon storm damage or other unanticipated needs.



Category	2023	2024	2025
Contracted Services	1,057,944	1,718,304	669,291
Operating Supplies & Equipm...	125,336	141,125	151,906
Capital Outlay	456,508	390,954	322,699
Debt Service			646
Total	1,639,787	2,250,383	1,144,542

FY 2024-2025 SECOND QUARTER: TRANSPORTATION FUND

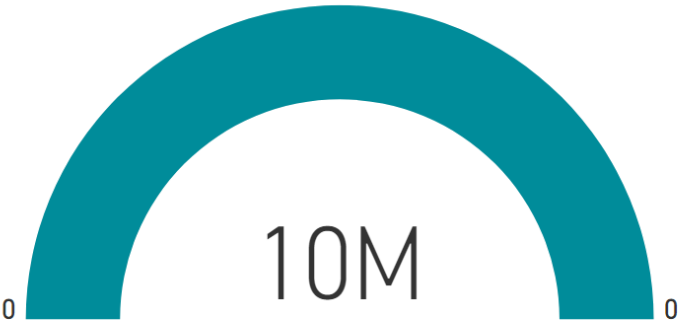
REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

Category	FY 2025 Budget	Actual	% Budget
Sales Tax	9,000,000	8,710,217	97%
Charges for Services	1,232,526		
Other	1,858,471	1,230,902	66%
Total	12,090,997	9,941,119	82%



Transportation Fund Relevant Information

The Transportation Fund comprises 75% of all contracting taxes collected by the Town and is used for new road construction and reconstruction projects. Second quarter revenue collections are surpassing expectations to date due to stronger than anticipated construction activity throughout the Town. Charges for Services is comprised of drainage in lieu of fees. Other revenue includes donations, investment income, and planned transfers.

Year 2023 2024 2025



Category	2023	2024	2025
Sales Tax	7,022,586	8,651,124	8,710,217
Other	182,368	193,391	1,230,902
Total	7,204,954	8,844,515	9,941,119

FY 2024-2025 SECOND QUARTER: TRANSPORTATION FUND

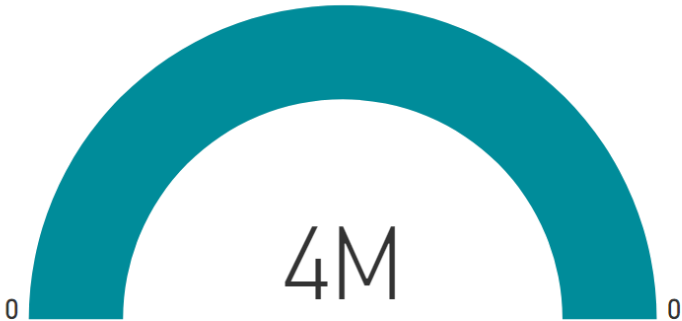
EXPENSES

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EXPENSES

REVENUES

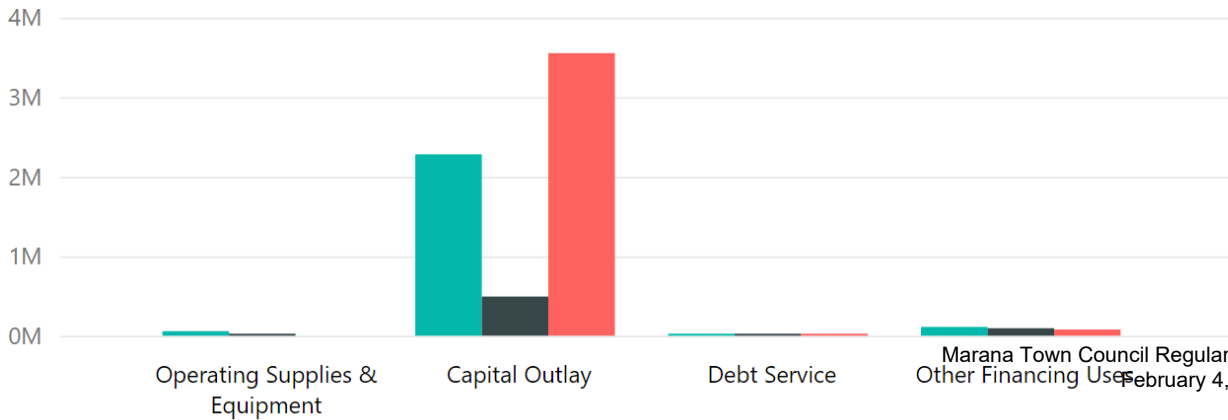
Category	FY 2025 Budget	Actual	% Budget
Operating Supplies & Equipment	650,000		
Capital Outlay	31,948,301	3,552,515	11%
Debt Service	20,000	13,469	67%
Other Financing Uses	1,364,490	77,090	6%
Total	33,982,791	3,643,074	11%



Transportation Fund Relevant Information

Overall, Transportation Fund expenses are below budgeted levels through the second quarter of FY2025. Operating Supplies & Equipment is associated with ongoing developer reimbursements paid on a semi-annual basis. Capital Outlay is associated with multi-year CIP projects, including Tangerine Road widening east of I-10 and Twin Peaks Road & Rattlesnake Pass widening. Other Financing Uses is primarily associated with planned transfers related to debt service.

Year 2023 2024 2025



Category	2023	2024	2025
Operating Supplies & Equipm...	56,402	12,280	
Capital Outlay	2,280,790	492,048	3,552,515
Debt Service	11,561	12,286	13,469
Other Financing Uses	109,872	93,890	77,090
Total	2,458,625	610,504	3,643,074

FY 2024-2025 SECOND QUARTER: BED TAX FUND

REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

Category	FY 2025 Budget	Actual	% Budget
Sales Tax	1,600,000	747,085	47%
Total	1,600,000	747,085	47%



Bed Tax Fund Relevant Information

The Bed Tax Fund accounts for the collection of the discriminatory portion of revenues restricted for tourism initiatives. Second quarter revenue collections for FY2025 exceeded first quarter revenue collections and are in line with expectations. Room occupancy is slightly lower compared to FY2024. However, overall hotel revenues continue to be resilient with room pricing rates remaining significantly above pre-pandemic levels while overall demand has fully recovered to normal prior year cycles.

Year 2023 2024 2025



Category	2023	2024	2025
Sales Tax	745,648	647,237	747,085
Total	745,648	647,237	747,085

FY 2024-2025 SECOND QUARTER: BED TAX FUND

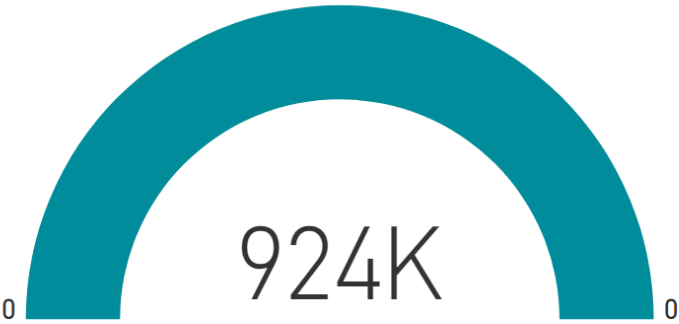
EXPENSES

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EXPENSES

REVENUES

Category	FY 2025 Budget	Actual	% Budget
Personnel & Benefits	249,374	79,052	32%
Contracted Services	1,196,121	805,776	67%
Operating Supplies & Equipment	207,345	39,483	19%
Other Financing Uses	500,000		
Total	2,152,840	924,311	43%



Bed Tax Fund Relevant Information

The Bed Tax Fund spending is as expected through the second quarter of FY2025. Personnel & Benefits expenses are less than budgeted to date as the hiring of a new Tourism & Marketing Specialist did not occur until late in the first quarter. Contracted Services is primarily related to the annual State Land lease payment, which was paid in the second quarter, and also includes planned advertising costs in support of tourism activities. Operating Supplies & Equipment includes developer rebates. Other Financing Uses is restricted budget for unanticipated needs and includes \$500,000 for future tourism related opportunities not yet identified by the department.

Year ● 2023 ● 2024 ● 2025



Category	2023	2024	2025
Personnel & Benefits	19,907	70,368	79,052
Contracted Services	719,672	781,260	805,776
Operating Supplies & Equipment			39,483
Total	739,580	851,628	924,311

FY 2024-2025 SECOND QUARTER: HALF CENT SALES TAX FUND

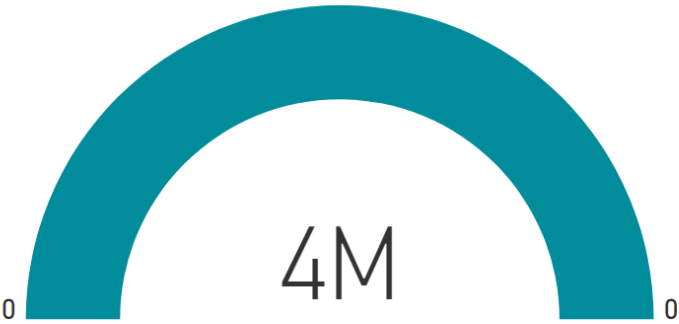
REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

Category	FY 2025 Budget	Actual	% Budget
Sales Tax	7,790,654	3,834,189	49%
Other	1,000,000	412,721	41%
Total	8,790,654	4,246,910	48%



1/2 Cent Sales Tax Fund Relevant Information

Town Council adopted Ordinance 2021.022 to amend the Town Tax Code by increasing the tax rate on certain activities by one-half cent for a new multi-generational recreation facility. Collections through the second quarter of the fiscal year continue to meet expectations as the economy remains stable. Collections from the tax continue to average more than \$600,000 per month. Other revenues are related to investment income from debt proceeds to help pay for the construction of the facility.

Year 2023 2024 2025



Category	2023	2024	2025
Other			412,721
Sales Tax	3,707,875	3,748,496	3,834,189
Total	3,707,875	3,748,496	4,246,910

FY 2024-2025 SECOND QUARTER: HALF CENT SALES TAX FUND

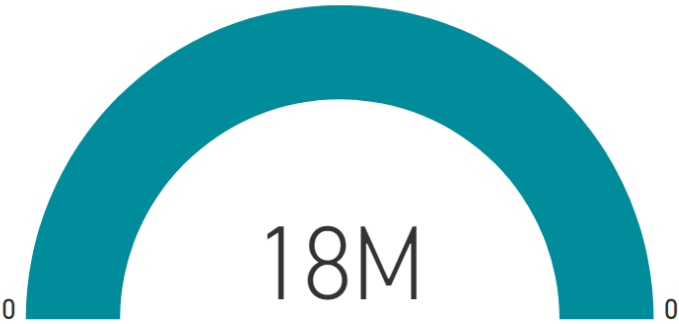
EXPENSES

Select Revenue or Expense

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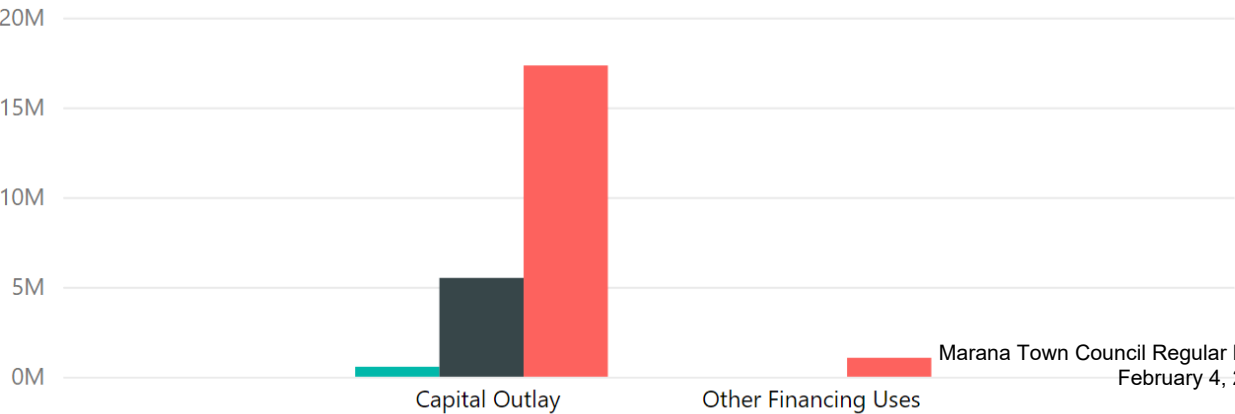
Category	FY 2025 Budget	Actual	% Budget
Capital Outlay	36,289,042	17,332,175	48%
Other Financing Uses	3,591,250	1,052,063	29%
Total	39,880,292	18,384,238	46%



1/2 Cent Sales Tax Fund Relevant Information

The FY2025 budget is associated with the design, construction and equipping of the new multi-generational recreation facility. Construction of the facility began in the second quarter of FY2024. Capital Outlay costs reflect on-going construction costs for the facility whose anticipated completion date remains on schedule. Other Financing Uses is related to interfund transfers for principal and interest payments associated with debt issued to pay for the facility's construction.

Year 2023 2024 2025



Category	2023	2024	2025
Other Financing Uses			1,052,063
Capital Outlay	552,721	5,500,146	17,332,175
Total	552,721	5,500,146	18,384,238

FY 2024-2025 SECOND QUARTER: WATER OPERATING FUND

REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

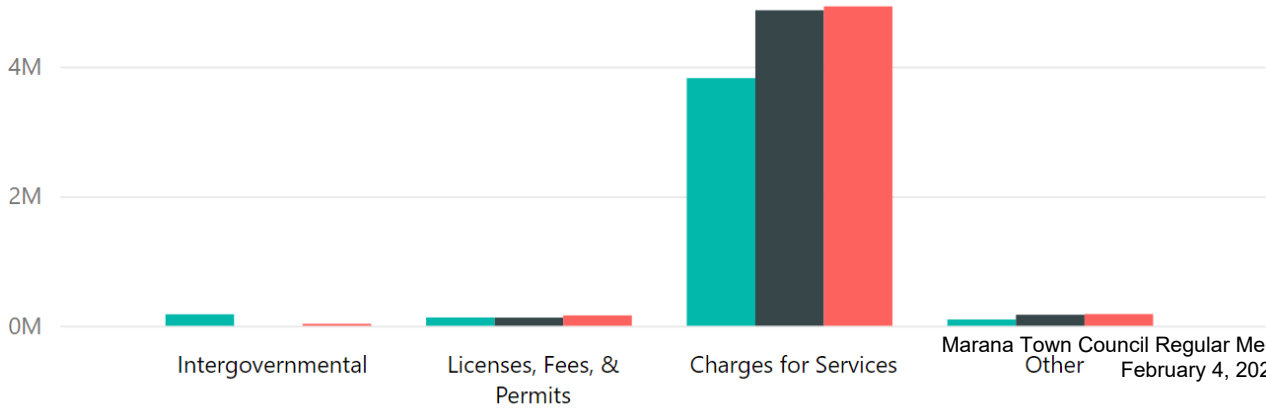
Category	FY 2025 Budget	Actual	% Budget
Intergovernmental	1,386,000	1,948	0%
Licenses, Fees, & Permits	200,000	159,822	80%
Charges for Services	9,685,592	4,967,217	51%
Other	1,594,716	182,177	11%
Total	12,866,308	5,311,164	41%



Water Fund Relevant Information

The current rates and fees for Marana Water customers can be found at - <http://www.maranaaz.gov/water-rates-and-fees>. Charges for Services (water sales) comprise the majority of the revenue for the fund. Revenue collections through the second quarter of FY2025 are in line with budget expectations. Intergovernmental includes anticipated revenues from WIFA and other grants as well as water credits. Other revenue is primarily comprised of planned interfund transfers used for debt service payments.

Year 2023 2024 2025



Category	2023	2024	2025
Intergovernmental	176,897		1,948
Licenses, Fees, & Permits	127,591	125,727	159,822
Charges for Services	3,853,458	4,908,972	4,967,217
Other	133,549	169,960	182,177
Total	4,291,496	5,204,659	5,311,164

FY 2024-2025 SECOND QUARTER: WATER OPERATING FUND

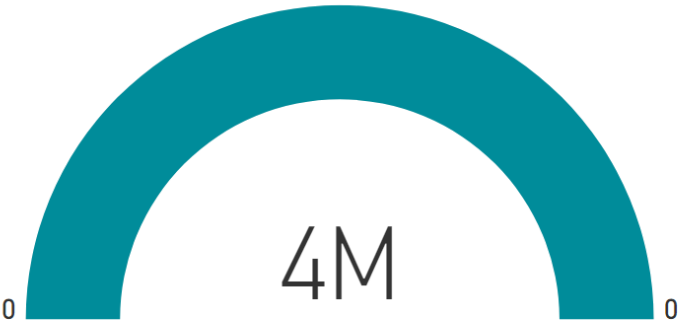
EXPENSES

Select Revenue or Expense

EXPENSES

REVENUES

Category	FY 2025 Budget	Actual	% Budget
Personnel & Benefits	3,792,917	1,334,487	35%
Contracted Services	3,841,540	863,992	22%
Operating Supplies & Equipment	2,869,122	1,033,775	36%
Capital Outlay	392,850		
Debt Service	1,384,586	1,005,361	73%
Other Financing Uses	3,453,062		
Total	15,734,077	4,237,615	27%



Water Fund Relevant Information

Overall, FY2025 second quarter expenses for the Water Operating Fund are below budget levels but within expectations. Personnel & Benefits are below expectations due to higher than anticipated turnover in several positions, many of which have now been filled. Capital Outlay budget is for vehicle purchases planned for later in the year. Debt Service is related to WIFA loan and bond payments during FY2025. Capital costs associated with infrastructure and CIP projects are captured in separate funds. Other Financing Uses is associated with transfers to the Water Capital Fund for the construction of capital projects.

Year 2023 2024 2025



Category	2023	2024	2025
Personnel & Benefits	1,244,403	1,434,669	1,334,487
Contracted Services	728,271	822,446	863,992
Operating Supplies & Equipm...	1,003,859	1,130,435	1,033,775
Capital Outlay	7,200		
Debt Service	1,110,510	979,203	1,005,361
Total	4,094,243	4,366,753	4,237,615

FY 2024-2025 SECOND QUARTER: WATER RECLAMATION OPERATING FUND

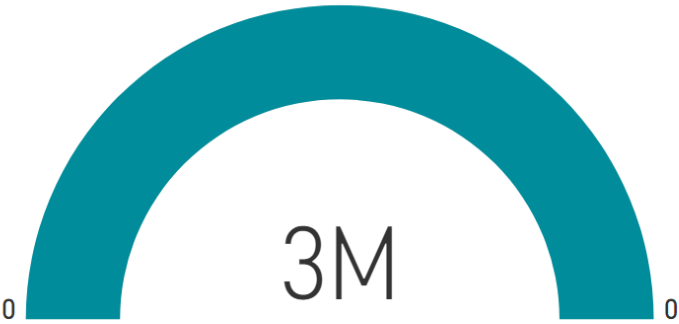
REVENUES

Select Revenue or Expense

☐ EXPENSES

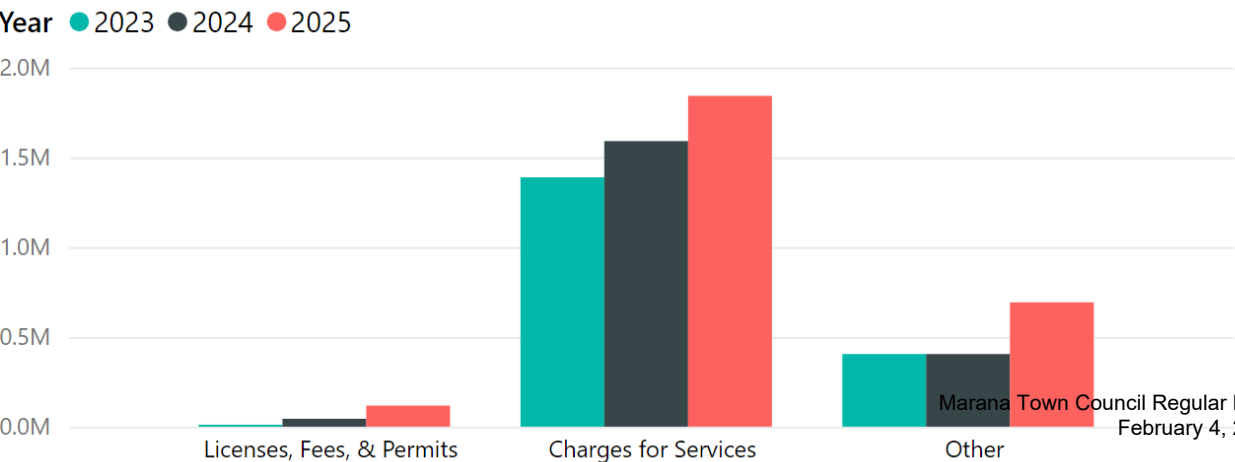
☒ REVENUES

Category	FY 2025 Budget	Actual	% Budget
Licenses, Fees, & Permits	100,000	117,327	117%
Charges for Services	3,645,407	1,842,196	51%
Other	2,994,534	694,016	23%
Total	6,739,941	2,653,539	39%



Water Reclamation Fund Relevant Information

The current rates and fees for Marana Sewer customers can be found at - <http://www.maranaaz.gov/water-rates-and-fees>. Charges for Services (sewer rates) comprise the majority of the revenue for the fund. Overall, preliminary FY2025 second quarter revenue collections are within expectations. Other planned revenue is related primarily to budgeted transfers between funds for debt service payments.



Category	2023	2024	2025
Licenses, Fees, & Permits	8,387	43,928	117,327
Charges for Services	1,388,798	1,590,370	1,842,196
Other	404,539	404,527	694,016
Total	1,801,724	2,038,826	2,653,539

FY 2024-2025 SECOND QUARTER: WATER RECLAMATION OPERATING FUND

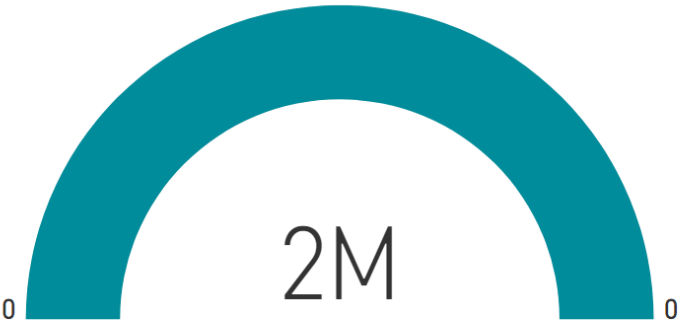
EXPENSES

Select Revenue or Expense

☒ EXPENSES

☐ REVENUES

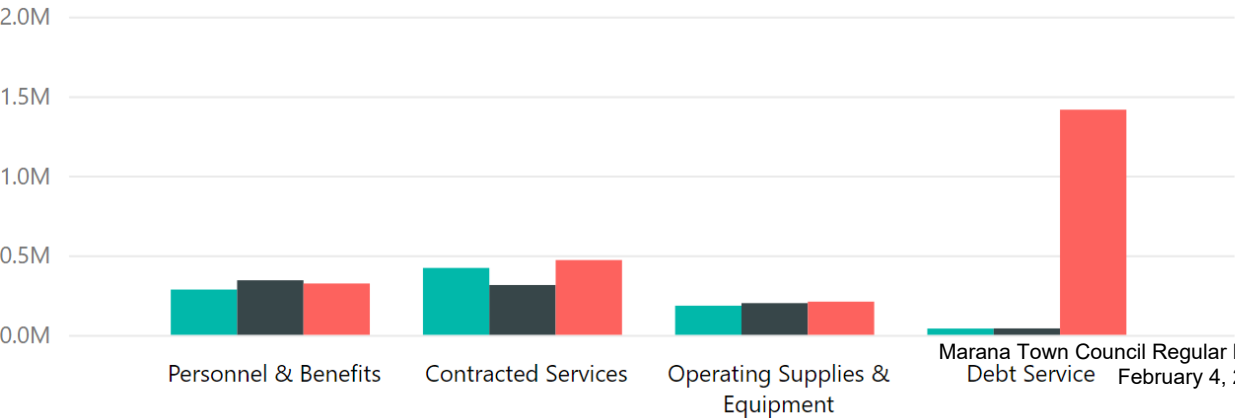
Category	FY 2025 Budget	Actual	% Budget
Personnel & Benefits	847,840	322,634	38%
Contracted Services	1,656,800	469,850	28%
Operating Supplies & Equipment	580,623	208,574	36%
Capital Outlay	164,000		
Debt Service	2,465,530	1,414,741	57%
Other Financing Uses	1,747,932		
Total	7,462,725	2,415,799	32%



Water Reclamation Fund Relevant Information

Overall, second quarter expenses for the Water Reclamation Operating Fund are within or below expectations at this time of year. Debt Service is related to annual WIFA loan and bond payments. Capital costs associated with infrastructure and CIP projects are captured in separate funds. Other Financing Uses is associated with transfers for capital improvement projects.

Year 2023 2024 2025



Category	2023	2024	2025
Personnel & Benefits	284,524	342,852	322,634
Contracted Services	420,286	311,101	469,850
Operating Supplies & Equipm...	182,922	199,207	208,574
Debt Service	39,401	40,329	1,414,741
Total	927,133	893,489	2,415,799

FY 2024-2025 SECOND QUARTER: AIRPORT OPERATING FUND

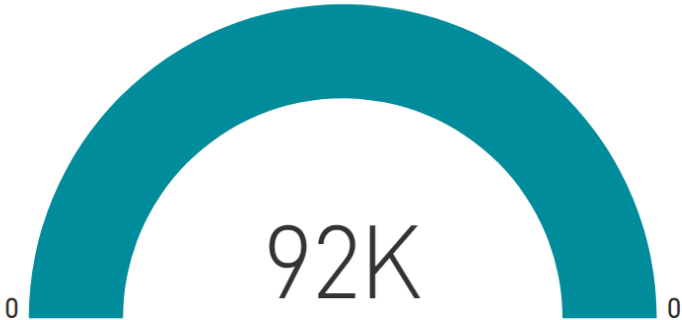
REVENUES

Select Revenue or Expense

☐ EXPENSES

☒ REVENUES

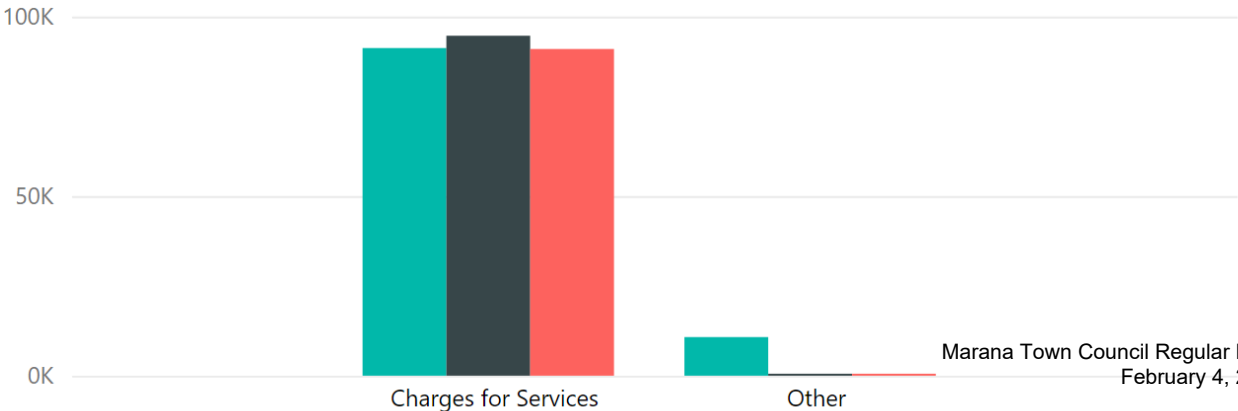
Category	FY 2025 Budget	Actual	% Budget
Licenses, Fees, & Permits	0	100	0%
Charges for Services	368,551	90,963	25%
Other	488,954	445	0%
Total	857,505	91,508	11%



Airport Fund Relevant Information

Overall, second quarter revenue collections for the Airport Fund are in line with expectations. Other revenue is primarily comprised of miscellaneous revenues and transfers between funds scheduled to be completed as the Town reconciles and closes the books at the end of the fiscal year.

Year 2023 2024 2025



Category	2023	2024	2025
Licenses, Fees, & Permits			100
Charges for Services	91,224	94,657	90,963
Other	10,745	240	445
Total	101,969	94,897	91,508

FY 2024-2025 SECOND QUARTER: AIRPORT OPERATING FUND

EXPENSES

Select Revenue or Expense

☒ EXPENSES

☐ REVENUES

Category	FY 2025 Budget	Actual	% Budget
Personnel & Benefits	437,730	163,661	37%
Contracted Services	259,850	37,276	14%
Operating Supplies & Equipment	76,925	28,444	37%
Capital Outlay	18,000		
Total	792,505	229,381	29%



Airport Fund Relevant Information

Overall, expenses for the Airport Fund are in line with expectations through the second quarter of FY2025. Contracted Services general maintenance expenses were less than anticipated to date. Costs related to CIP projects are captured in other funds.

Year 2023 2024 2025



Category	2023	2024	2025
Personnel & Benefits	101,381	131,790	163,661
Contracted Services	68,566	52,665	37,276
Operating Supplies & Equipm...	25,212	28,326	28,444
Total	195,159	212,781	229,381



Council-Regular Meeting

C1

Meeting Date: 02/04/2025

To: Mayor and Council

From: Yiannis Kalaitzidis, Finance Director

Date: February 4, 2025

Strategic Plan Focus Area:
Healthy Lifestyles

Subject: Resolution No. 2025-011: Relating to Budget; approving the transfer of up to \$2,150,941 in budgeted expenditure authority from the West Apron Reconstruction Ph-2 project (AP047) to the Saguaro Bloom Community Park, Phase II project (PK040), and cash transfers in the same amount from the General Fund to Fund 3800 in the fiscal year 2024-2025 budget (Yiannis Kalaitzidis)

Discussion:

The budget for fiscal year 2024-2025 was adopted on June 18, 2024, which set the legal level of budgetary control at the department level for the General Fund and at the fund level for all other funds. Council approval is required for budgetary transfers between the General Fund departments, between funds, and for any transfer of contingency. The Council approved budget also includes funding for year one of the Town's five-year Capital Improvement Plan.

The current year budget included \$4,455,566 in impact fee funding for the construction of the Saguaro Bloom Community Park, Phase II project (31651010-8015-PK040). The first phase which is being constructed by the developer is nearing completion.

The Town has been in the process of designing the second phase of the project. Based on the latest available information the Phase II improvements are estimated at \$5,893,294, with the addition of sport courts estimated at \$713,213, for a total estimate to completion of \$6,606,507. This total project amount which exceeds the original budget by \$2,150,941, including \$535,754 in contingency funding.

The additional cash funding to complete the project as proposed in this request will be provided by General Fund available reserves.

The budgetary appropriation will be provided from the Airport Capital fund, where the timing of several projects budgeted in the current fiscal year has been changed and moved to future years.

The budgetary transfer will be moved from the Airport fund to Fund 3800 (Other Capital Projects), while cash will be transferred from the General fund to Fund 3800.

Financial Impact:

Fiscal Year: 24-25

Budgeted Y

Y/N:

Amount: \$4,455,566

This project design is substantially completed. Construction will likely begin in the current year and be completed in fiscal year 2025-2026. The additional budgetary funding for this project will be transferred from the West Apron Reconstruction Ph-2 project (AP047) to the Saguaro Bloom Community Park, Phase II project (PK040) (Account string: 52592000-8015-AP047), with cash provided through transfers from the General Fund.

Staff Recommendation:

Staff recommends approval of Resolution No. 2025-011.

Suggested Motion:

I move to approve Resolution No 2025-011, approving the transfer of up to \$2,150,941 in budgeted expenditure authority from the West Apron Reconstruction Ph-2 project (AP047) to the Saguaro Bloom Community Park, Phase II project (PK040), and cash transfers in the same amount from the General Fund to Fund 3800 in the fiscal year 2024-2025 budget.

Attachments

Resolution No. 2025-011

MARANA RESOLUTION NO. 2025-011

RELATING TO BUDGET; APPROVING THE TRANSFER OF UP TO \$2,150,941 IN BUDGETED EXPENDITURE AUTHORITY FROM THE WEST APRON RECONSTRUCTION PH-2 PROJECT (AP047) TO THE SAGUARO BLOOM COMMUNITY PARK, PHASE II PROJECT (PK040), AND CASH TRANSFERS IN THE SAME AMOUNT FROM THE GENERAL FUND TO FUND 3800 IN THE FISCAL YEAR 2024-2025 BUDGET

WHEREAS on June 18, 2024, the Town Council adopted the fiscal year 2024-2025 budgetary document and overall financial plan which set the legal level of budgetary control at the department level for the General Fund and at the fund level for all other funds; and

WHEREAS the budget includes \$4,455,566 in impact fee funding for the construction of the Saguaro Bloom Community Park, Phase II project (PK040) (the "Project"); and

WHEREAS the estimates for the Project improvements, including the addition of a sport court, exceeds the original budget by \$2,150,941, including \$535,754 in contingency funding; and

WHEREAS the budgetary transfer will be moved from the Airport fund to Fund 3800 (Other Capital Projects), while cash will be transferred from the General fund to Fund 3800; and

WHEREAS transferring amounts within the fiscal year 2024-2025 budget will not significantly impact the General Fund; and

WHEREAS the Council finds that the reallocations addressed by this resolution are in the best interest of the Town of Marana and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, AS FOLLOWS:

SECTION 1. The transfer of up to \$2,150,941 in budgeted expense authority from the Airport fund to Fund 3800 (Other Capital Projects) and cash transfer from the General fund to Fund 3800 in the fiscal year 2024-2025 budget is hereby approved.

SECTION 2. The Town's Manager and staff are hereby directed and authorized to undertake all other and further tasks required or beneficial to carry out the terms, obligations, and objectives of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF
MARANA, ARIZONA, this 4th day of February, 2025.

Mayor Jon Post

ATTEST:

APPROVED AS TO FORM:

David L. Udall, Town Clerk

Jane Fairall, Town Attorney



Council-Regular Meeting

C2

Meeting Date: 02/04/2025

To: Mayor and Council

Submitted For: Fausto Burruel, Public Works Director

From: Dan Grossman, CIP Process Analyst

Date: February 4, 2025

Strategic Plan Focus Area:

Not Applicable

Subject: Resolution No. 2025-012: Relating to Budget; approving the transfer of up to \$500,000 in budgeted expense authority from the General fund (Fund #1000) MOC Generator Replacement (FA114) to increase the project budget for the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) in the fiscal year 2024-2025 budget (Fausto Burruel)

Discussion:

The budget for fiscal year 2024-2025 was adopted on June 18, 2024 and included the Town's 5 year CIP program. The MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) was properly included within the Town of Marana's FY2025 Capital Improvement Plan.

The available project budget for the MOC Fleet Warehouse Roof, HVAC, Replacement project (FA110) is \$482,500. Due to the recent changes in refrigerant requirements for HVAC systems that went into effect on January 1, 2025, the Town has received an acceptable proposal of \$932,050.00 to construct the MOC Fleet Warehouse Roof, HVAC, Replacement project (FA110).

Town staff is requesting up to an additional \$500,000 in funding to be added to this project to fund this increase in project costs and to provide additional funding for any unforeseen additional expenses to the project.

The budget authorization which is being re-allocated from the MOC Generator

Replacement project (FA114), will be requested again in the upcoming fiscal year 2025-2026 budget.

Financial Impact:

Fiscal Year: 2025

Budgeted Y/N: No

Amount: \$500,000

This change in project budget will be funded by reallocating funding between projects within the General fund (Fund #1000). There is adequate capacity in the MOC Generator Replacement (FA114) project to transfer to the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110). The overall budget within the Fund remains unchanged.

Staff Recommendation:

Staff recommends approval of the resolution.

Suggested Motion:

I move to adopt Resolution No. 2025-012, approving the transfer of up to \$500,000 in budgeted expense authority from the General fund (Fund #1000) MOC Generator Replacement (FA114) to increase the project budget for the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) in the fiscal year 2024-2025 budget.

Attachments

Resolution No. 2025-012

KDC Proposal 5447 Marana Operations Center HVAC Roof

MARANA RESOLUTION NO. 2025-012

RELATING TO BUDGET; APPROVING THE TRANSFER OF UP TO \$500,000 IN BUDGETED EXPENDITURE AUTHORITY FROM THE GENERAL FUND (FUND #1000) MOC GENERATOR REPLACEMENT (FA114) TO INCREASE THE PROJECT BUDGET FOR THE MOC FLEET WAREHOUSE ROOF, HVAC, REPLACEMENT (FA110) IN THE FISCAL YEAR 2024-2025 BUDGET

WHEREAS on June 18, 2024, the Town Council adopted the fiscal year 2024-2025 budgetary document and overall financial plan which set the legal level of budgetary control at the department level for the General Fund and at the fund level for all other funds; and

WHEREAS the budget includes \$482,500 for the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) (the "Project"); and

WHEREAS recent changes in refrigerant requirements for HVAC systems went into effect on January 1, 2025, the proposal received to construct the Project is \$932,050.00; and

WHEREAS the budgetary transfer for the Project will be moved from the MOC Generator Replacement project (FA114); and

WHEREAS transferring amounts within the fiscal year 2024-2025 budget will not significantly impact the General Fund; and

WHEREAS the Council finds that the reallocations addressed by this resolution are in the best interest of the Town of Marana and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, AS FOLLOWS:

SECTION 1. The transfer of up to \$500,000 in budgeted expense authority from the MOC Generator Replacement project (FA114) to the MOC Fleet Warehouse Roof, HVAC, Replacement (FA110) in the fiscal year 2024-2025 budget is hereby approved.

SECTION 2. The Town's Manager and staff are hereby directed and authorized to undertake all other and further tasks required or beneficial to carry out the terms, obligations, and objectives of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF
MARANA, ARIZONA, this 4th day of February, 2025.

Mayor Jon Post

ATTEST:

APPROVED AS TO FORM:

David L. Udall, Town Clerk

Jane Fairall, Town Attorney



2539 N. Balboa Ave., #125
 Tucson, AZ 85705
 Office: 520-299-0404
 Fax: 520-299-0477
 www.kittlearizona.com
 ROC 170436

17 January 2025
 Construction Proposal
Marana Operation Facility HVAC Replacement
5100 W Ina Road
Town of Marana
Attn: Mac Murray
 Prepared by: Christina Micek

KDC #5447.24

Description	Cost
Supervision	\$24,200
General conditions, dumpsters, temp protection, door signage, rentals	\$7,450
Misc carpentry labor and demo	\$9,350
Concrete equipment pads, Retaining wall footing Earthwork, filling or hauling excess dirt as required	\$32,770
Masonry retaining wall, seal with thorough seal, weep holes/drainage pipe	\$4,700
Cut through walls for ductwork and steel structural support/modifications at duct openings (S2.0 Det 201); gutters, downspouts	\$15,898
Insulation with scrim going over existing insulation, filling in where rooftop coolers removed. Scrim above 8' plywood.	\$31,602
Polystyrene insulation on sectional roll-up doors and mylar insulation at coiling doors	\$5,005
Roof repair, insulation with TPO overlay on roof (20 year NDL warranty)	\$166,128
Metal stud fur out all exterior walls 2x6 metal studs, plywood at exterior walls to 8' up	\$22,277
Fire Riser move gauges away from wall	\$500
Move out utility sink (for wall furring)	\$2,500
HVAC -Demo of Evap coolers, ducts, controls, supply and install of new equipment ductwork, thermostat, line-sets, gas line, exhaust fans, air devices, air balance See attached submittals for proposed equipment - has new R-454B refrigerant, 14 SEER (16 SEER per spec is not currently available in 460V, 3 phase)	\$370,324
Electrical - exit signs, demo electrical, new electrical	\$33,109

No special inspections required per plans	noted
Plans and permits by other	noted
Work to be done on regular hours	noted

Subtotal		\$725,813
Builder's Risk / Insurance	1.5%	\$10,887
Subtotal		\$736,700
Overhead	10%	\$73,670
Subtotal		\$810,370
Profit	5%	\$40,518
Subtotal		\$850,888
Bond	3%	\$25,527
Subtotal		\$876,415
Tax	6.348%	\$55,635
Total		\$932,050

Description - CONTINGENCY IF NEEDED	Cost
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Modify up to 5 Fire Sprinkler heads to meet code requirements around new ductwork	\$2,974
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Description - ADD OPTION NEW METAL ROOF & NEW CEILING INSULATION	Cost
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Supervision	\$2,200
Metal Roofing - additional cost to base bid	\$80,446
Demo of ceiling insulation, haul away	\$10,118
Installation of all new R-38 insulation at ceiling/roof	\$11,245

Plans and permits by other	noted
Work to be done on regular hours	noted

Subtotal		\$104,009
Builder's Risk / Insurance	1.5%	\$1,560
Subtotal		\$105,569
Overhead	10%	\$10,557
Subtotal		\$116,126
Profit	5%	\$5,806
Subtotal		\$121,932
Bond	3%	\$3,658
Subtotal		\$125,590
Tax	6.348%	\$7,972
Total		\$133,563



Council-Regular Meeting

C3

Meeting Date: 02/04/2025

To: Mayor and Council

From: Yiannis Kalaitzidis, Finance Director

Date: February 4, 2025

Strategic Plan Focus Area:
Not Applicable

Subject: Resolution No. 2025-013: Relating to Budget; approving the transfer of up to \$1,000 and up to \$450,000 in budgeted expenditure authority, and any related operating transfers if needed, from the General Fund contingency line item to the 2017 Series Bond Debt Service Fund and 2024 Series Bond Debt Service Fund, respectively, in the fiscal year 2023-2024 budget (Yiannis Kalaitzidis)

Discussion:

The budget for fiscal year 2023-2024 was adopted on June 20, 2023, which set the legal level of budgetary control at the department level for the General Fund and at the fund level for all other funds. Council approval is required for budgetary transfers between General Fund departments, between funds, and for any transfer of contingency. The purpose of this item is to request transfers of General Fund contingency to the 2017 Series Bond Debt Service Fund and 2024 Series Bond Debt Service Fund, which exceeded their legal level of budgetary control due to unanticipated costs and the timing of new debt issuance costs. The requested transfer of budgeted expenditure authority between the General Fund and the other funds identified in this item will transfer cash between funds, if needed. This item is part of the normal year-end annual closing and reconciliation process. The following provides additional detail on those costs.

Unanticipated increase to Trustee Fees in the 2017 Series Bond Debt Service Fund
Transfer of General Fund expenditure authority from the contingency line item to the 2017 Series Bond Debt Service Fund for the amount of up to \$1,000 to cover unanticipated increases to Trustee fees related to existing debt. Some cash will be transferred from the General fund to cover this cost increase.

2024 Series Bond Debt Service Fund, issuance costs

Transfer of General Fund expenditure authority from the contingency line item to the 2024 Series Bond Debt Service Fund for the amount of up to \$450,000 to account for bond issuance costs and accrued interest expense for the debt being refunded. The fund for the 2024 Series Bond issuance was not created until after the debt was issued in February of 2024. As a result, it was not possible to assign budget during the fiscal year 2023-2024 budgeting process.

The costs described above will be included within the Town's annual financial statements which will be presented to Council in the near future, once the Town's external auditors complete their audit. If approved, the expenditure transfer of contingency described in this report will not increase overall, actual expenditures.

Financial Impact:

Fiscal Year: 2024
Budgeted Y/N: Y
Amount: NA

The requested budget adjustment does not increase the overall expenditure amount for the General Fund or the Town in whole. The transfers would only reallocate existing budgetary authority to other department line item of fund budgets.

Staff Recommendation:

Staff recommends approval of the budget transfers for unanticipated costs.

Suggested Motion:

I move to adopt Resolution No. 2025-013, approving the transfer of up to \$1,000 and up to \$450,000 in budgeted expenditure authority, and any related operating transfers if needed, from the General Fund contingency line item to the 2017 Series Bond Debt Service Fund and 2024 Series Bond Debt Service Fund, respectively, in the fiscal year 2023-2024 budget.

Attachments

Resolution No. 2025-013

MARANA RESOLUTION NO. 2025-013

RELATING TO BUDGET; APPROVING THE TRANSFER OF UP TO \$1,000 AND UP TO \$450,000 IN BUDGETED EXPENDITURE AUTHORITY, AND ANY RELATED OPERATING TRANSFERS IF NEEDED, FROM THE GENERAL FUND CONTINGENCY LINE ITEM TO THE 2017 SERIES BOND DEBT SERVICE FUND AND 2024 SERIES BOND DEBT SERVICE FUND, RESPECTIVELY, IN THE FISCAL YEAR 2023-2024 BUDGET

WHEREAS, on June 20, 2023, the Town Council adopted the fiscal year 2023-2024 budgetary document and overall financial plan which set the legal level of budgetary control at the department level for the General Fund and at the fund level for all other funds; and

WHEREAS the 2017 Series Bond Debt Service Fund within the budget incurred unanticipated costs which could not be offset by savings within other budgetary line items; and

WHEREAS the 2024 Series Bond Debt Service Fund within the budget had bond issuance costs and accrued interest expense for the debt being refunded that could not be identified during the 2023-2024 budgeting process; and

WHEREAS transferring amounts within the fiscal year 2023-2024 budget will not significantly impact the General Fund; and

WHEREAS reallocations of budgetary amounts between the contingency line item in the General Fund to other line items are necessary from time to time; and

WHEREAS the Council finds that the reallocations addressed by this resolution are in the best interest of the Town of Marana and its citizens.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE TOWN OF MARANA, ARIZONA, AS FOLLOWS:

SECTION 1. The transfer of up to \$1,000 to the restricted budget line item for the 2017 Series Bond Debt Service Fund and up to \$450,000 to the restricted budget line item for the 2024 Series Bond Debt Service Fund from the General Fund's budgeted contingency line item in the fiscal year 2023-2024 budget is hereby approved.

SECTION 2. The Town's Manager and staff are hereby directed and authorized to undertake all other and further tasks required or beneficial to carry out the terms, obligations, and objectives of this resolution.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE TOWN OF
MARANA, ARIZONA, this 4th day of February, 2025.

Mayor Jon Post

ATTEST:

APPROVED AS TO FORM:

David L. Udall, Town Clerk

Jane Fairall, Town Attorney



Council-Regular Meeting

C4

Meeting Date: 02/04/2025

To: Mayor and Council

From: Yiannis Kalaitzidis, Finance Director

Date: February 4, 2025

Strategic Plan Focus Area:
Not Applicable

Subject: Resolution No. 2025-014: A resolution of the Mayor and Common Council of the Town of Marana, Arizona, declaring, for purposes of Section 1.150-2 of the Federal Treasury Regulations, official intent to be reimbursed in connection with certain capital expenditures relating to a Water Reclamation Facility expansion and related capital improvements (Yiannis Kalaitzidis)

Discussion:

Town Council approved construction of the expansion of the Town's Water Reclamation plant and related screwpress equipment. As this project is directly related to population growth, impact fee revenues have been identified as the dedicated funding source for the funding and financing of the project. As design and construction will commence prior to adequate fees being collected to pay for this project through available cash resources and anticipated expenses will outpace revenue collections, Town staff will be requesting Council approval in the coming months to issue tax-exempt debt to pay for the construction of the project.

As per Federal Treasury (IRS) regulations, Section 1.150-2, if the Town wishes to be reimbursed for construction expenses paid prior to the issuance of tax-exempt debt, a resolution of a notice of intent to reimburse the Town for such expenses should be approved by Council.

The resolution will apply for expenditures made up to 60 days prior to the date the reimbursement resolution is adopted and up to 18 months after adoption.

Section 1.150-2 and this reimbursement resolution do not commit a borrower to issuing

tax-exempt debt at any point in the future. The resolution provides flexibility for the Town, so tax-exempt debt may be issued in the future and the Town may be reimbursed for eligible past expenditures, while maintaining the tax-exempt status of the debt issued within that time frame. The resolution will allow the Town to better manage cash flows and issue debt in a timely and advantageous manner, while retaining the tax-exempt nature of future debt.

The amount included in this resolution is not expected to exceed the maximum principal amount of future obligations currently estimated not to exceed \$55,000,000.

Financial Impact:

While this resolution does not have a direct financial impact, the Water Reclamation Facility Expansion and related screwpress equipment projects it relates to have been budgeted and approved by Council.

Staff Recommendation:

Town staff recommends approval of Resolution No. 2025-014.

Suggested Motion:

I move to adopt Resolution No. 2025-014, declaring for purposes of Section 1.150-2 of the Federal Treasury Regulations, official intent to be reimbursed in connection with certain capital expenditures relating to the Water Reclamation Facility Expansion and related screwpress equipment projects.

Attachments

Resolution No. 2025-014

RESOLUTION NO. 2025-014

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF MARANA, ARIZONA, DECLARING, FOR PURPOSES OF SECTION 1.150-2 OF THE FEDERAL TREASURY REGULATIONS, OFFICIAL INTENT TO BE REIMBURSED IN CONNECTION WITH CERTAIN CAPITAL EXPENDITURES RELATING TO A WATER RECLAMATION FACILITY EXPANSION AND RELATED CAPITAL IMPROVEMENTS

WHEREAS, the Town of Marana, Arizona (the “Town”) is authorized and empowered pursuant to law to issue or cause to be issued obligations to finance the costs of various capital facilities owned or to be owned by the Town; and

WHEREAS, it is contemplated that certain expenditures made by the Town with regard to capital facilities owned or to be owned by the Town with regard to a Town Water Reclamation Facility Expansion and related capital improvements (the “Project”) will be reimbursed from the proceeds of the sale of obligations to be issued in the future by or on behalf of the Town;

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF MARANA, ARIZONA, AS FOLLOWS:

Section 1. Definitions. The following terms shall have the meanings assigned thereto as follows:

“official intent” means a declaration of intent of the Town to reimburse an original expenditure with proceeds of an obligation;

“original expenditure” means an expenditure for a governmental purpose that is originally paid from a source other than a reimbursement bond; and

“reimbursement bond” means the portion of an issue of obligations allocated to reimburse an original expenditure that was paid before the issue date of such issue.

Section 2. Official Intent. This Resolution is official intent relating to reimbursement for the original expenditures for the Project which are capital expenditures (being any cost of a type that is properly chargeable to a capital account (or would be so chargeable with a proper election) under general federal income tax principles) made within sixty (60) days before and any time after the date of this Resolution. The maximum principal amount of obligations (including the reimbursement bonds for such purposes) to be issued for the Project is expected not to exceed \$55,000,000.

Section 3. Reasonableness of Official Intent. On the date of this Resolution, the Mayor and Common Council of the Town have a reasonable expectation (being that a prudent person in the same circumstances would have based on all the objective facts and circumstances)

that the Town will reimburse such original expenditures with proceeds of such obligations. Official intents have not been declared by the Town as a matter of course or in amounts substantially in excess of the amounts expected to be necessary for such projects. Moreover, the Town does not have a pattern (other than in extraordinary circumstances) of failure to reimburse actual original expenditures covered by official intents.

Section 4. Reimbursement Period. With certain exceptions, an allocation in writing that evidences use of proceeds of the reimbursement bonds to reimburse the original expenditures shall be made not later than 18 months after the later of (i) the date that the original expenditure is paid, or (ii) the date the project is placed in service or abandoned, but in no event more than 3 years after the original expenditure is paid.

Section 5. Public Record. This Resolution shall be included as of the date hereof in the publicly available official records of the Town, such records being maintained and supervised by the Town Clerk, being the main administrative office of the Town, and shall remain available for public inspection on a reasonable basis.

PASSED AND ADOPTED by the Council and approved by the Mayor of the Town of Marana, Arizona, this 4th day of February, 2025.

.....
Mayor

ATTEST:

.....
Town Clerk

APPROVED AS TO FORM:

.....
Town Attorney



Council-Regular Meeting

C5

Meeting Date: 02/04/2025

To: Mayor and Council

Submitted For: Fausto Burruel, Public Works Director

From: Dan Grossman, CIP Process Analyst

Date: February 4, 2025

Strategic Plan Focus Area:

Not Applicable

Strategic Plan Focus Area Additional Info:

Subject: Relating to Procurement; approving a change order to the contract with Psomas, Inc. in the amount of \$561,272.00 for the Tangerine Road Widening Phase 2A Project (ST098); authorizing the transfer of appropriations if necessary for the change order; and authorizing the Town Manager or designee to execute the necessary documents to effectuate the change order (Fausto Burruel)

Discussion:

Marana Town Code Section 3-4-7(B)(3) provides that Town Council approval is necessary for change orders that individually or cumulatively exceed the amounts set forth in section 3-4-8(A)(3) of the town code.

The budget for fiscal year 2024-2025 was adopted on June 18, 2024 and included the Town's 5 year CIP program. The Tangerine Road Widening Phase 2A, Project No. ST098 ("Tangerine 2A") was properly included within the Town of Marana's FY2025 Capital Improvement Plan.

Effective January 31, 2022, the Town entered into a professional services agreement with Psomas, Inc. ("Consultant") for the design of Tangerine 2A in the amount of \$3,500,548 ("Agreement"). The total budget amount for Tangerine Rd Widening Phase

2A project is \$50,144,032.00.

Archaeological discoveries were made on the site which triggered the following three amendments:

1. Effective February 8, 2024, the Town executed an amendment to the Agreement adding Phase II data recovery to the scope of work and increasing the Consultant's fee in the amount of \$349,695.00 to account for the added work.
2. Effective June 6, 2024, the Town executed an amendment to the Agreement adding Phase II data recovery to the scope of work and increasing the Consultant's fee in the amount of \$381,786.75 to account for the added work.
3. Effective August 8, 2024, the Town executed an amendment to the Agreement adding Phase II data recovery to the scope of work and increasing the Consultant's fee in the amount of \$282,242.50 to account for the added work.

While performing the Phase II data recovery, the consultant has continued to encounter cultural resources and funeral remains that require additional data recovery efforts. A change order is required in the amount of \$561,272.00. The total fee for the Consultant for Phase II data recovery will increase to \$1,574,996.75.

Financial Impact:

Fiscal Year: 2025

Budgeted Y/N: Yes

Amount: \$561,272.00

This change order will be funded with Northeast Impact Fees, GL Account # 36643000-8025-ST098.

Staff Recommendation:

Staff recommends approval of the change order to the Psomas Inc. Professional Service Agreement for the Tangerine Rd Widening Phase 2A, ST098 project in the amount of \$561,272.00

Suggested Motion:

I move to approve the change order to the contract with Psomas, Inc. in the amount of \$561,272.00 for the Tangerine Road Widening Phase 2A Project (ST098); to authorize the transfer of appropriations if necessary for the change order; and to authorize the Town Manager or designee to execute the necessary documents to effectuate the change order.

Attachments

Final Design Phase II Data Recovery, Change Order

PSOMAS

January 15, 2025

Tom Houle
Project Manager
Town of Marana
5100 W. Ina Road
Marana, AZ 85743

**Re: ST098 - Tangerine Road Ph. 2, I-10 to Dove Mountain Blvd – Final Design
Phase II Data Recovery – Change Order #
Psomas Job 7TMA210210**

Dear Tom:

While performing the Phase II data recovery in advance of the Tangerine Road construction, Westland Resources has encountered historic artifacts and resources that are in excess of the amount of recovery effort assumed in their initial scope and previous contract modifications. Westland is requesting a change order to cover the additional level of effort associated with the data recovery.

Please see attached scope of work from Westland Resources and estimated fee, with proposed not to exceed authorization of **\$561,272.00** to perform this work. Per your direction, it is anticipated that a modification to the existing contract will be issued for this work.

If you have any questions concerning this proposal, please do not hesitate to call me at (520) 822-4581. We appreciate the opportunity to continue to provide services to the Town of Marana.

Respectfully Submitted,
Psomas



Sean Samsel, P.E.
Principal | Arizona Regional Manager
ssamsel@psomas.com

Attachments: Westland Change Order Scope of Work and Fee Proposal

CHANGE ORDER

Change Order No.: 9

Name of Project: Continued Cultural Resource Services for the Tangerine Road Corridor Project (Interstate 10 to Dove Mountain Boulevard/Twin Peaks Road)

Project No.: 756.14

Date: January 9, 2025 (Revised)

WestLand Resources, Inc., an Arizona corporation, d/b/a WestLand Engineering & Environmental Services ("WestLand") is providing this contract modification to the Agreement that was fully executed on March 30, 2022 by WestLand and **PSOMAS**.

1. CHANGES TO SCOPE OF SERVICES.

The Scope of Services is changed as follows:

WestLand initiated Phase II data recovery investigations at AZ AA:12:422(ASM) on February 26, 2024. The accepted phased data recovery plan detailed that a 10 percent sample of all pits would be excavated and that all pithouse structures would be excavated on the site if five or less structures were discovered at AZ AA:12:422(ASM). The accepted phased data recovery plan also detailed that WestLand would fully recover any mortuary features identified, and the surrounding area (minimum of 5-meter distance) will be stripped to ensure no human remains, funerary objects, sacred ceremonial objects, or objects of tribal patrimony are encountered.

During Phase II excavations to date, WestLand has identified 16 structures, 34 non-thermal pits, 96 thermal pits, 41 additional extramural features and a total of 162 mortuary features. The mortuary features consist of primary and secondary cremations as well as several inhumations and two animal interments. To date, Westland's osteologist has completed the documentation of the first set of mortuary features excavated in 2024 and Westland's cultural team has documented the associated funerary objects. Repatriation of 119 mortuary features and associated funerary objects was completed to the Tohono Nation on November 4, 2024. Westland transported the collection to the Tohono O'odham Nation in Sells, Arizona. The final stripping to meet the requirements of the approved treatment plan is on-going and any additional mortuary features discovered will be recovered, documented, and held at WestLand's secure facility until the next available repatriation date which is anticipated to be in October/November 2025.

Overall, AZ AA:12:422(ASM) contains a higher than anticipated number of habitation structures, mortuary features, deeper sediment deposition, and a higher number of artifacts than assumed in the original estimate and subsequent change orders for Phase II excavation work. Given these circumstances, WestLand will incur additional field work, analysis, reporting and curation costs greater than were assumed in the original estimate submitted on November 16, 2023, and change orders submitted on April 6, 2024, and on July 23, 2024.

WestLand will continue to complete the following tasks to mitigate the adverse effects of the project on the buried cultural deposits at AA:12:422(ASM).

1. **Fieldwork.** To date, WestLand has completed the excavation work for the 16 structures, 130 pits, 41 41 additional extramural features and 162 mortuary features per the approved treatment plan. The final site stripping and mortuary feature recovery is still on-going. The original cost estimate and subsequent change orders assumed the backhoe subcontractor could complete the stripping of the site area in 10 weeks using 1 to 2 backhoes. To date, Westland's backhoe operator has stripped the majority of the site area using 2 backhoes and it is anticipated that the remaining stripping will take up to 14 weeks with two backhoes to complete the requirements of the treatment plan. The extended amount of time needed to properly uncover the prehistoric occupation is due to the high number of mortuary features discovered and the amount of overburden sediments that needed to be

removed. The eastern extent of the site area, where a concentration of mortuary features were identified is the last area remaining to strip per the approved treatment plan. To attain the requisite 5-m distance from each mortuary feature a portion of the west-bound lane will need to be closed and investigated for additional burials.

To date 162 mortuary features have been recovered, 78 more than estimated in the July 23, 2024 change order. The original proposal and subsequent change orders stated that a fee of \$3,500 would be assessed for the excavation, analysis, reporting, and repatriation in the event that additional ancestral burials are encountered. For these 78 additional mortuary features and an estimated 15 additional mortuary in the remaining area to strip, the \$3,500 fee per burial totals **\$325,500**.

2. **Laboratory Processing.** The original cost estimate and subsequent change orders assumed up to **60 boxes** of artifacts and samples collected during Phase II. Given the nature of the deposits at AA:12:422(ASM), Westland anticipates a total of **90 boxes** of artifacts and samples will be collected during Phase II excavations. Additional labor hours will be needed to process the additional artifacts and samples collected during fieldwork. 10-percent of the **\$325,500 fee** for the additional mortuary features encountered will be incorporated into the laboratory processing task, totaling **\$32,550** to cover the additional labor hours associated with the processing of the additional mortuary features and the remaining artifact collection associated with the project.
3. **Analysis.** To date, WestLand has recovered 162 mortuary features, 78 more than originally estimated. Many of the burials contain complex grave goods such as complete vessels, mineral and shell jewelry, stone tools, and organic carbonized remains that require documentation per the ASM prior to reburial by the tribes. For these 78 additional mortuary features, the \$3,500/burial fee totals **\$325,500**, for excavation, analysis, reporting, and repatriation. 25-percent of the **\$325,500 fee** for the additional mortuary features encountered will be incorporated into the analysis task, totaling **\$81,375** to cover the additional labor hours associated with the analysis of the additional mortuary features and reporting tasks associated with the project.
4. **Report.** The results of the data recovery will be summarized in an archaeological report that meets the current State Historic Preservation Office (SHPO) standards. Initially an end-of-field report will be submitted to the Town, Arizona State Land Department (ASLD), Arizona State Museum (ASM), and SHPO at the end of the Phase II excavations requesting construction clearance. A final archaeological report is then submitted within 8 months of the end of fieldwork after all laboratory analysis is completed. Due to the nature of deposits at AA:12:422(ASM), WestLand anticipates additional labor hours for the artifact analysis and reporting tasks associated with the project.

In addition to the data recovery report, a Report of Remains must be submitted to the ASM Repatriation Office and the affiliated Tribes 90 days after the mortuary features have been repatriated. This includes detailed osteological documentation of each bone element per ASM requirements. 30-percent of the **\$325,500 fee** for the additional mortuary features encountered will be incorporated into the reporting task, totaling **\$97,650** to cover the additional labor hours associated with the report of remains, coordination and transport of the project's mortuary collection to the Tohono O'odham Nation as well as completing the reporting tasks for the project.

5. **Curation.** The artifacts and samples recovered during the phased data recovery program will be curated with the ASM along with all fieldnotes, photographs, and reports. WestLand assumed a total of 60 boxes of artifacts and samples would be collected during Phase II excavations in the July 23, 2024 change order with a total estimated ASM project registration and curation fee of \$106,541. To date, the project's collection contains an estimated total of **90 boxes** of artifacts and samples totaling an estimated **\$203,018**. This is **\$54,836** dollars greater than the original cost estimate and subsequent change orders assumed, 35-percent of the **\$325,500 fee** for the additional mortuary features encountered will be incorporated into the curation task, totaling **\$113,925** to cover the additional labor hours associated with the report of remains, coordination and transport of the project's mortuary collection to the Tohono O'odham Nation, as well as additional labor hours needed to complete the curation task for the project.

2. COST(S).

WestLand's estimate, to the best of our ability and in good faith, of the total cost of the Services added by this Change Order is **\$561,272.00**. A breakdown of costs is provided in **Table 1**.

Table 1. Cost Summary

Phase 11 Continued Cultural Resource Services	Rate	Hours	Total
Task 1. Fieldwork			
Field Director II	\$ 100	160	\$ 16,000.00
Senior Field Technician I	\$ 67	120	\$ 8,040.00
Project Manager II	\$ 190	8	\$ 1,520.00
Geospatial Analyst III	\$ 122	24	\$ 2,928.00
Vehicle/Equipment Coordinator	\$ 122	4	\$ 488.00
Safety Manager	\$ 175	4	\$ 700.00
Project Controller I	\$ 122	6	\$ 732.00
Task 1 Labor Total			\$ 30,408.00
Fieldwork Expenses			-
Data Recovery GPS Device	\$155/day	32	\$ 4,960.00
Fleet Vehicles	\$90.00/day	32	\$ 2,880.00
Fuel	\$115 lump sum	16	\$ 1,840.00
Task 1 Fieldwork Expense Total			\$ 9,680.00
Backhoe Services	\$163.88/hour	750	\$ 122,910.00
Water Truck Services	\$86.25/hour	630	\$ 54,337.50
Fuel Surcharge	15%		\$ 18,436.50
Anticipated Backhoe Services Total			\$ 195,684.00
Task 1 Total			\$ 235,772.00
Task 2. Lab Processing			
Human Remains Documentation (78 additional mortuary features and an estimated 15 additional mortuary features)	\$3,500 per burial (10-percent of total fee)	-	\$ 32,550.00
Task 2 Total			\$ 32,550.00
Task 3. Analysis			
Human Remains Documentation (78 additional mortuary features and an estimated 15 additional mortuary features)	\$3,500 per burial (25-percent of total fee)	-	\$81,375.00
Task 3 Total			\$81,375.00
Task 4. Reporting			
Human Remains Documentation (78 additional mortuary features and an estimated 15 additional mortuary features)	\$3,500 per burial (30- percent of total fee)	-	\$97,650.00
Task 4 Total			\$97,650.00
Task 5. Curation and Project Close Out			
Human Remains Documentation (78 additional mortuary features and an estimated 15 additional mortuary features)	\$3,500 per burial (35- percent of total fee)	-	\$113,925.00
Task 5 Labor Total			\$113,925.00
Task 5 Total			\$113,925.00
PROJECT TOTAL			\$561,272.00

This cost estimate is based on the following assumptions:

1. A total of 175 burials will be encountered, no more than 15 mortuary features will be identified in the remaining data recovery area. A fee of \$3,500 will be assessed for the excavation, analysis, reporting, and repatriation in the event that additional ancestral burials are encountered.
2. The Town of Marana will coordinate the closure of the westbound lane and provide access to this area to meet the requirements of the approved treatment plan.

3. There will be no more than 90 boxes of artifacts and samples collected during Phase II. If additional boxes of artifacts are collected, additional analysis and reporting funds may be requested.
4. Funds can be moved between tasks as needed.

3. ADJUSTMENT IN PRICE.

The payment (in an amount not to exceed the estimate stated above for increases in the Services) by **PSOMAS** on account of such change in the Services will be adjusted as determined by and strictly limited to the original Agreement and any subsequent change orders.

4. COMPLETION DATE.

There is no change in the completion date unless otherwise specified herein.

All other original conditions of the Agreement remain unchanged and are in full force and effect.

PSOMAS

**WestLand Resources, Inc., an Arizona
corporation, d/b/a WestLand Engineering &
Environmental Services**

Signature

Signature

Printed Name

Printed Name

Title

Title

Date

Date



Council-Regular Meeting

C6

Meeting Date: 02/04/2025

To: Mayor and Council

From: David L. Udall, Town Clerk/ Assistant Town Attorney

Date: February 4, 2025

Subject: Approval of the Regular Council Meeting Summary Minutes of January 21, 2025 (David L. Udall)

Attachments

Regular Council Meeting Summary Minutes, 01/21/2025



MARANA TOWN COUNCIL
REGULAR COUNCIL MEETING
11555 W. Civic Center Drive, Marana, Arizona 85653
Council Chambers, January 21, 2025, at or after 6:00 PM

Jon Post, Mayor
Roxanne Ziegler, Vice Mayor
Patrick Cavanaugh, Council Member
Patti Comerford, Council Member
Herb Kai, Council Member
John Officer, Council Member

SUMMARY MINUTES

CALL TO ORDER AND ROLL CALL

Mayor Post called the meeting to order at 6:03 PM. He directed the Town Clerk to call the roll. All Council Members were present, constituting a quorum.

PLEDGE OF ALLEGIANCE/INVOCATION/MOMENT OF SILENCE: Led by **Mayor Post**.

APPROVAL OF AGENDA

Mayor Post asked for a motion to approve the agenda.

Council Member Kai moved to approve the agenda. Council Member Officer seconded the motion. Motion passed, 6-0.

CALL TO THE PUBLIC

Mr. David Morales addressed the Council regarding the fire dangers associated with tumbleweeds and asked the Town to address the growing number of tumbleweeds in the area.

Mr. David Parker congratulated **Mayor Post** and **Vice Mayor Ziegler** and paid tribute to the late **Mayor Ed Honea**.

PROCLAMATIONS

PR1 Proclamation Honoring Diane Mangialardi (David L. Udall)

Mayor Post read the proclamation and presented it to its recipient.

MAYOR AND COUNCIL REPORTS: SUMMARY OF CURRENT EVENTS

Council Member Cavanaugh said the citizens of Marana will be relieved to have Ina Road not so congested when the Arizona Department of Transportation (ADOT) completes its roadwork and reopens Orange Grove Road in around a month. He thanked the contractors involved in the project.

Council Member Comerford thanked the staff that worked on the late **Mayor Ed Honea's** memorial services. She said the services were beautiful and that there was not a thing she would have changed.

Vice Mayor Ziegler said she attended the LD 17 meeting and the Town's legislative breakfast meeting. She said **State Representative Rachel Jones** complemented Marana for how good the legislative breakfast meeting was. She attended the Town's spay and neuter clinic and complemented Town staff involved. She also a transportation board meeting with the Town Manager.

MANAGER'S REPORT: SUMMARY OF CURRENT EVENTS

Town Manager Terry Rozema said there were 34 single-family residential permits issued so far in the month of January. Last January, there were 118 total permits issued. He said that after receiving direction from the Town Council, Town staff has increased its efforts in communicating with ADOT regarding its concerns relating to the severe traffic congestion at the Tangerine interchange. He said ADOT has been helpful in conversations in which the Town communicated the need to expedite the permitting process for projects designed to help alleviate those safety concerns. He said he hoped in around a year or so from now that those projects would be completed. **Mr. Rozema** said he also spoke before the transportation board at the ADOT committee meeting regarding the Tangerine interchange and the need for a Moore Road interchange. He said former **City of Tucson Manager, Mike Ortega**, and the developer of the Monarch development also advocated on behalf of the Town at the meeting. He highlighted a recent police appreciation luncheon event and the upcoming Founders' Day event in March. He also paid tribute to **Diane Mangialardi**. He said there are certain people whose names are synonymous with the Town of Marana and what it stands for – hard work and good

people who care about others more than they care about themselves. He said Diane **Mangialardi** is one of those people and that she would be greatly missed.

PRESENTATIONS

CONSENT AGENDA

C1 Resolution No. 2025-004: Relating to Development; approving the Final Plat for Stonegate Blocks 1-5 and Parcels A, B, C, and D located approximately one and one-half miles north of Tangerine Road and west of Adonis Road within portions of Section 25 and Section 26, Township 11 South, Range 11 East (Brian D. Varney)

C2 Resolution No. 2025-005: Relating to Development; approving a Final Plat for Haciendas De Las Tortolitas at Saguaro Ranch, Lots 1-3, located north of the intersection of Old Ranch House Road and Conrads Way, within Section 17, Township 11 South and Range 11 East (Scott S. Radden)

C3 Resolution No. 2025-006: Relating to the Police Department; approving and authorizing the Police Chief to execute an agreement between Pima County Superior Court and Marana Police Department to allow the exchange of court information to determine disposition of cases (Chief Pridgett)

C4 Resolution No. 2025-007: Relating to Public Works; approving and authorizing the Mayor to execute the Intergovernmental Agreement between the State of Arizona and the Town of Marana for use of fiber and conduit for the Town's Intelligent Transportation System (ITS) (Fausto Burrue)

C5 Resolution No. 2025-008: Relating to Technology Services; approving and authorizing the Town Manager to execute an agreement between the Arizona Department of Homeland Security and the Town of Marana for the Statewide Cyber Readiness Program (Ricardo Carlos)

C6 Resolution No. 2025-009: Relating to Utilities; verifying certain information required under the WaterSMART Grants: Water and Energy Efficiency Grants for Fiscal Year 2024 and 2025 program pertaining to a grant application submitted to the Bureau of Reclamation in February 2024 (Heidi Lasham)

C7 Resolution No. 2025-010: Relating to Water and Wastewater; approving and authorizing the Mayor to sign agreements for construction of water and sewer facilities under private contract with CLB Real Property Holding Company, LLC for Stonegate, Blocks 1-5, and Parcels A, B, C, & D (David L. Udall)

8. C8 Relating to Procurement; approving a change order to the contract with McGann & Associates in the amount of \$54,450.00 for the Saguaro Bloom Community

Park, Ph-2 (PK040); authorizing the transfer of appropriations if necessary for the change order; and authorizing the Town Manager or designee to execute the necessary documents to effectuate the change order (Fausto Burruel)

C9 Approval of Special Council Meeting Summary Minutes of January 7, 2025, and approval of Regular Council Meeting Summary Minutes of January 7, 2025 (David L. Udall)

Council Member Kai moved to approve the consent agenda. Vice Mayor Ziegler seconded the motion. Motion passed, 6-0.

LIQUOR LICENSES

BOARDS, COMMISSIONS AND COMMITTEES

COUNCIL ACTION

ITEMS FOR DISCUSSION / POSSIBLE ACTION

D1 Relating to Mayor and Council; discussion and possible direction regarding the procedure and schedule for filling the existing vacancy on the Marana Town Council (Terry Rozema)

Mayor Post said he has reviewed the agenda for the upcoming Council retreat in February and highlighted the importance of that meeting. He thought it was important to have the vacancy on the Council filled prior to the retreat so the new Council Member could participate. He asked if there was a way to come up with a process to have a Council Member seated prior to that meeting.

Mr. Rozema said the Town could do the following:

1. Advertise the position for two weeks beginning on Monday, January 27, 2025, and ending on Monday, February 10, 2025.
2. Send the submitted application materials to the Council for review on February 11, 2025.
3. Hold a special meeting on February 18, 2025, for the selection of the new Council Member prior to the retreat beginning on February 19, 2025.

Mayor Post asked the Council if there was a consensus for appointing the new Council Member prior to the retreat. There was a consensus to do so. **Vice Mayor Ziegler** said she thought it was a good idea and did not mind an extra meeting to appoint someone prior to the retreat.

Mayor Post asked if everyone on the Council was okay with the form of the application, a copy of which was before the Council members on the dais and is also on file with the Town Clerk's Office. He asked if there were any recommended changes. **Vice Mayor Ziegler** said that, given the appointment schedule, she was in favor of going with the application as is. She said these were the same questions used the last time there was a vacancy on the Council. There was a consensus among the Council to utilize the application as is.

Mayor Post suggested that a selection committee be formed to review submitted applications, in the event there are many, to select a number of applicants for the Council's consideration at the February 18, 2025, meeting. **Council Member Cavanaugh** asked if the Council would see the applicants come before the Council. **Mayor Post** said his thought would be to interview only the applicants that make the cut after applications are reviewed by the selection committee. **Town Attorney Jane Fairall** asked if the selection committee would be authorized to make the cut and bring forward only the recommended applicants before the full Council. **Mayor Post** said that would be part of the motion.

Mayor Post moved that a committee be formed to review submitted applications and select a number of applicants to be forwarded to the Town Council at its February 18, 2025, Town Council meeting, at which, the Council may decide who to appoint from among the forwarded applicants. Vice Mayor Ziegler seconded the motion. Motion passed, 6-0.

Mayor Post recommended that he, **Vice Mayor Ziegler**, and **Council Member Cavanaugh** serve on the selection committee.

Vice Mayor Ziegler moved to form a committee constituted by Mayor Post, herself, and Council Member Cavanaugh to perform the duties discussed by the Council above. Council Member Cavanaugh seconded the motion. Motion passed, 6-0.

Mayor Post asked **Ms. Fairall** how much time was needed for Town staff to know if the committee will meet or not. **Ms. Fairall** explained that the Town was required to post notice and an agenda of the committee meeting at least 24 hours in advance of the meeting and that the Town would need to give applicants at least 24-hours' notice of the possibility of an executive session. She said that the more time that could be given, the better.

Mayor Post recommended that a committee meeting be held in the evening so individuals could attend if they so choose.

Vice Mayor Ziegler asked where the advertising would take place. **Mr. Rozema** said a wide net would be cast on all of the Town's notification platforms.

EXECUTIVE SESSIONS

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

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

FUTURE AGENDA ITEMS

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

Mayor Post requested future agenda items. There were no requests for future agenda items from Council Members. **Mayor Post** requested monthly or quarterly updates on some of the more dire traffic situations in the Town – similar to Development Services updates, but not as often.

ADJOURNMENT

Mayor Post asked for a motion to adjourn.

Vice Mayor Ziegler moved to adjourn the meeting. Motion passed, 6-0. The meeting was adjourned at 6:44 PM.

CERTIFICATION

I hereby certify that the foregoing are the true and correct minutes of the regular Town Council meeting held on January 21, 2025. I further certify that a quorum was present.

David L. Udall, Town Clerk