



AGENDA

6:00 PM

CITY OF SAFFORD, CITY COUNCIL MEETING

MONDAY, April 13, 2015

MEETING LOCATION: SAFFORD LIBRARY PROGRAM ROOM ♦ 808 S 7TH AVENUE, SAFFORD, ARIZONA

In accordance with Section 2.04.120 of the *Municipal Code* of the City of Safford, and *Arizona Revised Statutes §§38-431.01 et seq., and 38-431.02 et seq.*, notice is hereby given to the members of the general public that the City of Safford will hold the above stated Regular City Council Meeting open to the public on the date and time specified above at the Safford Library Program Room, 808 South 7th Avenue, Safford, Arizona.

City Council Meeting Agendas are available on the city's website at: www.cityofsafford.us

A copy of agenda background material provided to Council members, with the exception of material relating to possible executive sessions, is available for public inspection at the City Clerk's Office, 717 Main Street; Monday –Thursday 7:00 a.m. – 6:00 p.m.

Members of the City of Safford Council may attend either in person or by telephone conference call.

The City Council reserves the right to take action upon any item on the agenda.

If authorized by a majority vote of the Common Council of the City of Safford, and pursuant to *Arizona Revised Statutes, §38-431.03 et seq.*, the Council may adjourn the meeting at any time and move into Executive Session for consultation with the attorneys of the public body. Executive Session will not be open to the public.

DECLARATION ON CONFLICT OF INTEREST: Council members and staff have a right to declare a conflict of interest. The declaration of a conflict of interest must be made prior to discussion of any agenda item in which Council members or staff member determine they have a conflict of interest.

1. **WELCOME AND CALL TO ORDER:** (Reminder: Please turn off cell phones)
2. **ROLL CALL:**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs will lead the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor John Neil will offer the Opening Prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:**
6. **PUBLIC HEARING:**
Mayor Gibbs will open a Public Hearing to hear public comments in compliance with *Arizona Revised Statutes §38.431.02* regarding adding **Title 20 – Public Parks and Recreational Facilities** to the *City of Safford Municipal Code*.

When the Hearing concludes, the City Council will convene a Regular Council Meeting to hear the First Reading of Ordinance Number 15-003, adding Title 20 – Public Parks and Recreational Facilities to the City of Safford Municipal Code to become effective May 27, 2015 and to be a public record. Public comments will be accepted at this time. Mayor Gibbs will close the Public Hearing and will convene a Regular Council Meeting.

7. **NEW/OLD BUSINESS:**
 1. Approve March 9 and March 23, 2015, Council Meeting Minutes. (Staff, Georgia Luster) **INFORMATION/DISCUSSION/ACTION**
 2. Approve March 9, 2015 executive session minutes. The Council may convene to executive session to discuss any revisions pursuant to *Arizona Revised Statutes §38.431.03(A)(2)*. (Staff, Georgia Luster) **INFORMATION/DISCUSSION/ACTION**
 3. Request for the Mayor and Council to approve additional compensation for the following individuals: Jenny Howard in the amount of 10% of her current salary to act as Interim Utilities Director until position is filled; Kelly Owens and Art Mata of the Public Works Department to receive a 5% interim pay increase for additional duties assigned while the Public Works Director will be acting as Interim Utilities Director. (Horatio Skeete, City Manager) **INFORMATION/DISCUSSION/ACTION**
8. **CONSENT RESOLUTIONS:**
 1. Consider approving and adopting Resolution Number 15-012 authorizing the renewal of the City of Safford's membership in the Rural Arizona Group Health Trust and appointing Clifford Davis, Trustee and Horatio Skeete, Alternate Trustee to serve during the renewal period. (Staff, Clifford Davis) **INFORMATION/DISCUSSION/ACTION**
9. **ORDINANCES:**
 1. Review Ordinance Number 15-003, adding Title 20 – Public Parks and

GUIDELINES FOR CITIZEN COMMENTS ON AGENDA ITEMS

PURPOSE:

- Allow citizens to provide input to the City Council on a particular subject scheduled on the agenda.
- This is not a question and answer session.

PROCEDURES:

- Fill out a "Request to Address the Council Agenda Item" form and present it to the City Clerk prior to the beginning of the meeting.
- When recognized, use the lectern/microphone.
- State your:
 - Name
 - City of Residence
- Limit comments to 3 minutes.
- Submit written comments for the record to the City Clerk.

GUIDELINES FOR CITIZEN COMMENTS ON NON AGENDA ITEMS

PURPOSE:

- The Safford City Council values citizen comments and input.
- Because these items are not listed on the Council Agenda, Council may not act on the information during the meeting but may refer the matter to the City Manager for follow-up.

PROCEDURES:

- Completely fill out a "Request to Address the Council Non-Agenda Item" form and present it to the City Clerk prior to the beginning of the meeting. Forms which are not completely filled out will be rejected.
- When recognized, during the "Citizen Comments on Non Agenda Items" section, use the lectern/microphone.
- State your:
 - Name
 - City of Residence
- Limit comments to 3 minutes.
- Submit written comments for the record to the City Clerk.

Recreational Facilities to the City of Safford Municipal Code to become effective May 27, 2015, and to be a public record. (Staff, Joe Brugman) **FIRST READING**

10. CONTRACTS, AGREEMENTS, BIDS:

1. Request for the Mayor and City Council to discuss and approve a Fixed Base Operator (FBO) Lease Agreement renewal with Ponderosa Aviation. (Staff, Dustin Welker) **INFORMATION/DISCUSSION/ACTION**
2. Review proposed Fee Schedule for the Safford Regional Airport. (Staff, Dustin Welker) **INFORMATION/DISCUSSION**
3. Approve a contract between the City of Safford and The Planning Center for a General Plan Update for \$86,810.37. **INFORMATION/DISCUSSION/ACTION**

11. BUDGET PRESENTATIONS:

This is a request for Council to review and provide guidance and feedback on various City Departments draft budgets for Fiscal Year 2015-2016. The following departments are included at this time: City Manager Office; City Clerk, City Court, City Attorney, Fire Department, Finance, and Information Technology. **INFORMATION/DISCUSSION**

12. MEETINGS/ACTIVITIES HELD OR TO BE HELD BY COUNCIL OR CITY STAFF:

- Saturday, April 25th – Make A Difference Day
- Week of Monday, April 27th – Saturday, May 2nd – Free Dump at Landfill
- Monday, April 27th – Work Session – Budget: Department Presentations
- Saturday, May 2nd – Cinco de Mayo Parade and Fiesta
- Monday, May 11th – Regular Council Meeting
- Monday, May 25th – Memorial Day Holiday
- Tuesday, May 26th – Special Council Meeting – Adopt Tentative Budget

13. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:

- 14. CITIZEN COMMENTS ON NON-AGENDA ITEMS:** *Members of the Council may not discuss items that are not specifically identified on the Agenda. Therefore, pursuant to A.R.S. §38-431.01(G), action taken as a result of public comment will be limited to directing staff to study the matter responding to any criticism or scheduling the matter for further consideration and decision at a later date.*

15. ADJOURN

Date Posted: _____

Georgia Luster, MMC, City Clerk



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Joe Brugman, Chief of Police
SUBJECT: PUBLIC HEARING
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action:

Mayor Gibbs will open a Public Hearing to hear public comments in compliance with *Arizona Revised Statutes* §38.431.02 regarding adding Title 20 – Public Parks and Recreational Facilities to the City of Safford Municipal Code.

When the Hearing concludes, the City Council will convene a Regular Council Meeting to hear the First Reading of Ordinance Number 15-003, adding Title 20 – Public Parks and Recreational Facilities to the City of Safford Municipal Code to become effective May 27, 2015 and to be a public record. Public comments will be accepted at this time. Mayor Gibbs will close the Public Hearing and will convene a Regular Council Meeting.



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Georgia Luster, City Clerk
SUBJECT: Council Meeting Minutes
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: This is a request for the Council to review and approve March 9, and March 23, 2015 City Council Meeting Minutes. **ACTION**

Attachments: March 9, 2015 and March 23, 2015 Council Meeting Minutes



**“The mission of the City of Safford is to make Safford
a great place to live, work, and visit”**

**CITY OF SAFFORD
COUNCIL MEETING MINUTES
Monday, March 9, 2015 @ 6:00 PM
Safford Library Program Room, 808 S. 7th Avenue, Safford, Arizona**

PRESENT: Wyn “Chris” Gibbs, Mayor; Council Member’s, Arnold A. Lopez, Kenneth Malloque, Gene Seale, and Richard Ortega.

ABSENT: Mary Bingham, Vice Mayor (participated in executive session by phone); James D. Howes, Councilman.

STAFF PRESENT: Horatio Skeete, City Manager; Leslie Norton, Executive Secretary; Joe Brugman, Chief of Police; Randy Petty, City Engineer; Dustin Welker, Planning and Community Development Director; Terry Quest, Finance Director; Leanne McElroy, Library Director; Cliff Davis, Human Resources Officer; and Georgia Luster, City Clerk. Dale Clark assisted with the audio recording of the meeting.

OTHERS PRESENT: Pastor Larry Seymore, Phillip Tutor, James Bryce, Brian Montoya, Kelly Van Shaar

1. **WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 5:59:46 p.m.
2. **ROLL CALL:** A quorum of the Council was present (5-2).
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor Larry Seymore offered the Opening Prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:** Rex Bryce, regarding FBO.
6. **PUBLIC HEARING:**

Mayor Gibbs opened the Public Hearing at 6:02:15 p.m. in compliance with *Arizona Revised Statutes* §38.431.02 to hear public comments regarding items 6.1 and 6.2:

- 1) **A rezone from R1-6 (Single Family Residential) to C-MH (Conventional and Manufactured Home) on Graham County Parcel # 101-19-043, 1213 9th Avenue, Safford, Arizona. (Staff, Dustin Welker)**

- 2) **Amendment to Title 17.16.020 of City of Safford Municipal Code, Nonconforming Buildings and Uses, eliminating restrictions to the use of properties in the event of a fire, flood, or other calamity or act of nature. (Staff, Dustin Welker)**

Dustin Welker, Community Development Director, introduced a rezone request regarding property located at 1213 9th Avenue. The case was presented to the Planning and Zoning Commission and they unanimously made a recommendation to the City Council to approve the rezone of the property to C-MH as requested. There has been no opposition from the neighbors. He noted that the owner will remove the house and place a manufactured home on a permanent foundation on the property. Secondly, Mr. Welker explained the proposed amendment to Title 17.16.020 of the Municipal Code. Section 17.06.020B was added to the Code to encourage nonconforming buildings to conform to the zoning code they lie within if a structure was destroyed beyond repair. The issue that has arisen over the past couple of months is that property owners are not able to sell their properties because lenders will not assume a loan on properties that are applicable to the new section. The intention of the new language was not to prevent the sale of the properties and has taken an undesirable effect on the property owners. It is recommended to strike Section 17.16.020(B) of the Municipal Code.

Public comments were accepted at this time. There were no comments from members of the public. Mayor Gibb closed the Public Hearing and convened the Regular Council Meeting at 6:07:43 p.m.

7. NEW/OLD BUSINESS:

1. **Approve February 9 and February 23, 2015, Council Meeting Minutes. (Staff, Georgia Luster)** It was moved by Councilman Malloque, seconded by Councilman Ortega and carried unanimously to approve February 9 and February 23, 2015, Council Meeting Minutes. **MOTION ADOPTED**

8. CONSENT RESOLUTIONS:

1. **Request for the Mayor and City Council to consider approving and adopting Resolution Number 15-009 pertaining to the submission of projects for consideration in Arizona's 2016 AzGOHS Highway Safety Plan. (Staff, Joe Brugman)** Chief Brugman explained the Police Department annually applies for this grant through the Government's Office of Highway Safety. The amount of the grant is \$26,041.00 and will be used for DUI overtime, selective enforcement overtime, and equipment.

It was moved by Councilman Ortega, seconded by Councilman Lopez to approve and adopt Resolution Number 15-009 pertaining to the submission of projects for consideration in Arizona's 2016 AzGOHS Highway Safety Plan. **MOTION ADOPTED**

9. ORDINANCES:

1. First Reading of Ordinance Number 15-001, a rezone from R1-6 (Single Family Residential) to C-MH(Conventional and Manufactured Home) on Graham County Parcel # 101-19-043, 1213 9th Avenue, Safford, Arizona. (Staff, Dustin Welker)
2. First Reading of Ordinance Number 15-002, an amendment to Title 17.16.020 of *City of Safford Municipal Code*, Nonconforming Buildings and Uses, eliminating restrictions to the use of properties in the event of a fire, flood, or other calamity or act of nature. (Staff, Dustin Welker)

City Clerk, Georgia Luster read the Title and Number of Ordinance Number 15-001 and 15-002 into the record. First readings - Both ordinances will be presented at the next council meeting for adoption.

10. MEETINGS/ACTIVITIES HELD OR TO BE HELD BY COUNCIL OR CITY STAFF:

- Monday, March 23 – Work Session – Budget: Revenue and Grant Projections.
- Monday, March 23 – Purple Heart Proclamation – Graham County Board of Supervisor's Meeting. Meeting starts at 8 AM.
- Monday, April 13 – Regular Council Meeting – Budget: Department Presentations.
- Monday, April 27 – Work Session – Budget: Department Presentations.

11. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS: NONE

12. CITIZEN COMMENTS ON NON-AGENDA ITEMS: NONE

Rex Bryce addressed the Council at this time regarding the FBO Agreement. Mayor Gibbs that the Council could not discuss the item with Mr. Bryce because it will be discussed in executive session.

Mr. Bryce stated that he has had interactions off and on with Dustin Welker and Mr. Skeete. Tonight he wants to highlight a few things that he would like the City to consider. First, he thanked the City of Safford for having such a good relationship with Ponderosa. He hopes to continue a mutually beneficial relationship going forward. He pointed out that Ponderosa is the "go to resource" on the Airport when problems arise and is functioning largely in a managerial capacity even though they do not have designation as such, nor any authority as such. Ponderosa currently performs several of the functions that an airport manager would, but not all. He noted that Mr. Welker pointed out that the City performs some of the duties as airport manager including premises maintenance, record keeping, engineering and reporting to the FAA, and some billing

for ground leases and hangars. Mr. Bryce stated that Ponderosa Aviation could handle most of these duties currently with the exception of facility maintenance and engineering. Ponderosa is usually considered in projects done at the Airport. He noted that Ponderosa could do the facility maintenance under contract with the City if the City wanted to. He noted that several things such as runway inspection, runway cleaning of items that can damage departing and landing aircraft are not being done on a regular basis. One important consideration for the City to consider is that Ponderosa has no authority to address airport safety, pilot or community concerns that arise, but yet they receive those calls. He pointed out that the current bylaws refer to an airport manager and if any problems arise to contact the airport manager. However, there is no contact information or phone number to contact. Ponderosa is there daily, day and night, (except Christmas Day) and always available to accept calls. He said the current agreement provides exactly the same benefit to every tenant and transient. He researched the salary of an airport manager and stated that the average manager will receive between \$50,000 - \$70,000 annually plus benefits. He encouraged the Council to consider the business proposition he provided to Mr. Welker and Mr. Skeete.

It was moved by Councilman Malloque, seconded by Councilman Ortega, and carried unanimously to adjourn regular session and to enter executive session at 6:21:30 p.m. **MOTION ADOPTED**

13. EXECUTIVE SESSION: Pursuant to *Arizona Revised Statutes* §38-431.03 the City Council will enter executive session to:

- 1) Discuss and provide guidance to the City Manager regarding contract negotiations on the Fixed Base Operator. (Pursuant to *Arizona Revised Statutes* §38.431.03(A) (4).
- 2) Performance evaluation of City Manager, Horatio Skeete. (Pursuant to *Arizona Revised Statutes* §38.431.03(A)(1).

The Council adjourned executive session at 7:19 p.m. and reconvened regular session. There was no action taken regarding Items 13.1 and 13.2.

14. ADJOURN: It was moved by Councilman Malloque, seconded by Councilman Lopez, and carried unanimously to adjourn regular session at 7:20:08 p.m. **MOTION ADOPTED**

APPROVED:

Wyn "Chris" Gibbs, Mayor
City of Safford

ATTEST:

Georgia Luster, MMC, City Clerk

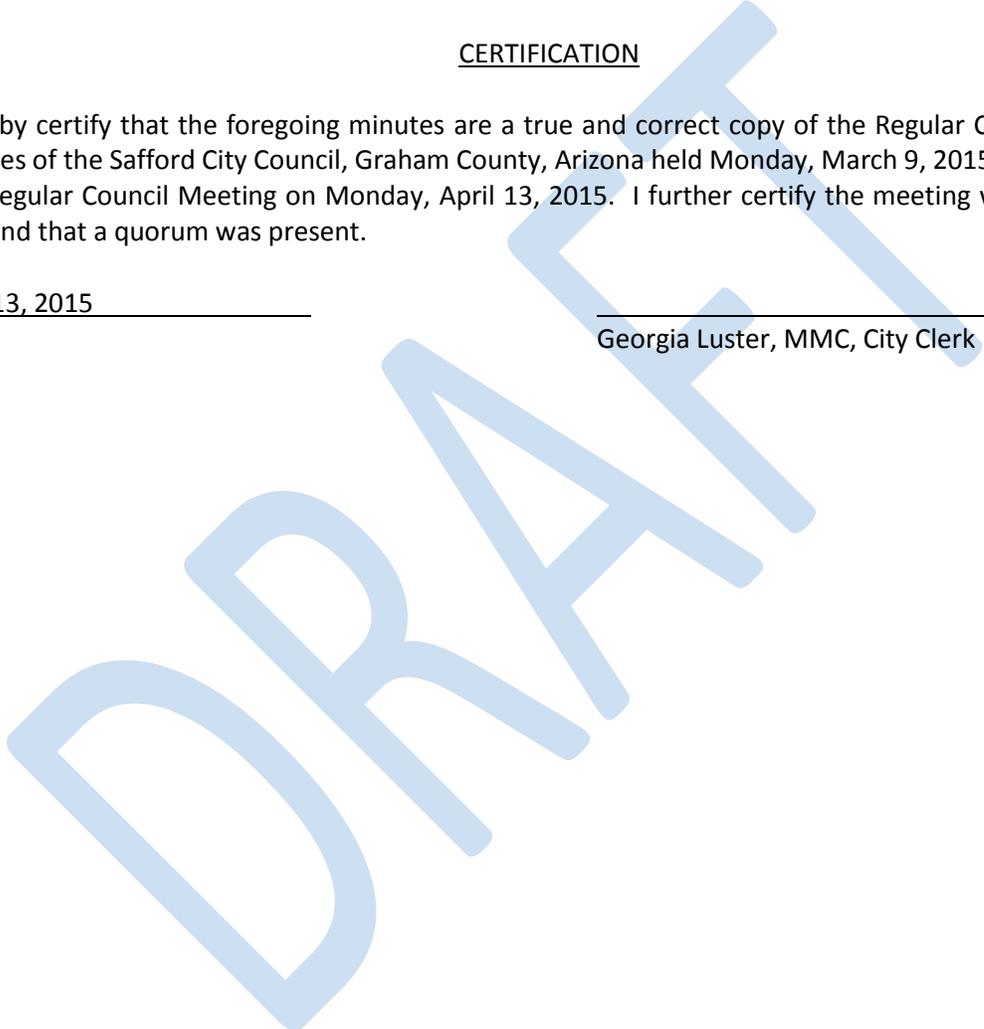
STATE OF ARIZONA)
) ss
County of Graham)

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Regular Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, March 9, 2015, and approved at a Regular Council Meeting on Monday, April 13, 2015. I further certify the meeting was duly called, held and that a quorum was present.

April 13, 2015
Date: _____

Georgia Luster, MMC, City Clerk





**“The mission of the City of Safford is to make Safford
a great place to live, work, and visit”**

**CITY OF SAFFORD
SPECIAL COUNCIL MEETING MINUTES
Monday, March 23, 2015 at 6:00 p.m.
Safford Library Program Meeting Room, 808 7th Avenue, Safford, Arizona**

PRESENT: Wyn “Chris” Gibbs, Mayor; Mary Bingham, Vice Mayor; Council Member’s, Arnold A. Lopez, Kenneth Malloque, Gene Seale, Richard Ortega and James D. Howes.

STAFF PRESENT: Horatio Skeete, City Manager; Leslie Norton, Executive Assistant; Joe Brugman, Chief of Police; Randy Petty, City Engineer; Dustin Welker, Planning and Community Development Director; Eric Buckley, Utilities Director; Terry Quest, Finance Director; Cliff Davis, Human Resources Officer; LeAnne McElroy, Library Director; Georgia Luster, City Clerk, Kim Larkey, Sam Napier and Dale Clark, Information Technology.

OTHERS PRESENT: Ed Ragland, Royce Hunt, Jon Stewart, Frank Granberg, Don Carter, David Morse, Valerie Buckley and others who did not sign in.

- 1. WELCOME AND CALL TO ORDER:** Mayor Gibbs called the meeting to order at 5:56:21 p.m.
- 2. ROLL CALL:** A quorum of the Council was present (7).
- 3. PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs led the Pledge of Allegiance to the Flag.
- 4. OPENING PRAYER:** Mr. Bill Johnson offered the Opening Prayer.
- 5. CITIZEN COMMENTS ON AGENDA ITEMS:** NONE

Mayor Gibbs asked Ed Ragland to speak at this time on his a non-agenda item. Mr. Ragland thanked the Council for supporting the Jr. Basketball League. He explained what the funds are used for. He noted that his goal is not all about basketball but includes teaching the kids some discipline of keeping good grades and how to develop a good work

ethic. He expressed appreciation to the Council and to all the volunteers who help make the League successful.

6. BOARDS/COMMISSION/GROUPS:

1. **Southeastern Arizona Dementia Friendly Communities will provide a presentation concerning “Communities dedicated to easing the problems of dementia”.** Mr. Frank Granberg provided information regarding the concerns and problems of Dementia, a memory related disease that causes a person to be non-functional in their home or their society. He noted that seventy percent (70%) of this disease is known as Alzheimer’s disease. He and his wife started a caregivers support group nine years ago; since that time the number of Alzheimer’s patients has doubled. There are 5.2 million people in the United States with Alzheimer’s and it is expected to triple by the year 2050. Currently, the care givers are providing \$216 billion dollars of free health care by keeping their patients in their homes. The Southeastern Arizona Dementia Friendly Communities is an organization designed to educate communities and to make communities aware of what needs to happen to make the disease easier on communities, health care costs and manpower costs, etc. One of the first priorities of the organization is to have law enforcement, first responders, and rescue personnel trained to recognize dementia. Key stake holders in creating a dementia friendly community are community groups, cities, counties, churches, businesses, anyone who has been touched by dementia and Alzheimer’s. There are three things which make it easier on the caregiver and the patient: keeping them active socially, physically active and healthy. He acknowledged Royce Hunt and SEACUS for serving seniors and providing family caregiver support locally.

2. **Southeastern Arizona Community Unique Services presentation.** Ms. Royce Hunt, Executive Director of SEACUS provided information regarding how SEACUS serves has been serving seniors in the Gila Valley since 1978. SEACUS’ primary purpose is to give the aging community members the opportunity to live in their homes independently as possible and with dignity. Currently, SEACUS operates under four major pillars:
 - 1) Keep active seniors active which increases their quality of life – reality is people are living a lot longer than they used to. The average life expectancy expected for baby boomers parents was age 40 and now the average life expectancy is 87. In five years, one in four people in Arizona will be age 65 or older. The group of people 85 and older is the fastest growing segment

of our country's population. She pointed out that the number three fear about growing older, is being alone.

2) SEACUS supports caregivers. One in three people in this country are responsible for taking care of an aging adult. 65% of caregivers are still actively working in the workforce. SEACUS prepares and provides fresh, whole food daily for the Meals on Wheels Program for seniors. Hot lunches are delivered Monday through Friday in Safford, Clifton and

3) Advocate for seniors to help keep them safe. Educate seniors to not provide their financial information to just anyone.

4) Provide support to homebound seniors. Personal care, helping to get in and out of the shower safely, provide light house -keeping, provide rest-bed time (3-5 hours weekly). One in seven of our senior neighbors are in danger of going hungry (last year SEACUS served over 33,000 meals). Fifty-one (51%) of SEACUS's funding is provided by SEAGO's area on aging, 15% contract with Medicaid, grants and local donors.

Mayor Gibbs stated that he is so thankful to have people like Mr. Granberg and his wife, and SEACUS for providing outstanding services taking care of the seniors in the community.

7. NEW AND OLD BUSINESS:

1. **Hinton Burdick will present the Comprehensive Annual Financial Report for Fiscal Year Ending 2014:** Terry Quest, Finance Director introduced Robin Sibley of Hinton Burdick who presented the Comprehensive Annual Financial Report for Fiscal Year Ending 2014.

Robin Sibley presented the results of the Audit for Fiscal Year Ending June 30, 2014. The Auditors Report indicated a clean opinion, no material weaknesses noted in the Compliance and Internal Control Report, no major program findings noted on the Single Audit Report. Finally, the State Compliance Report was unmodified, or clean opinion, with no reportable findings. Secondly, she reviewed the highlights for the government as a whole which includes governmental fund balances and enterprise fund balances. Additionally, she pointed out a significant change that the Governmental Accounting Standards Board has issued a new accounting standard related to the pension liability. In the past, the Arizona State Retirement System have been recording on their financial statements what they refer to as an unfunded portion of pension liability. This new accounting standard

now requires each city and town to record their portion of that unfunded balance. Meaning, the City, beginning in June 2015, will need to record a liability for this unfunded pension portion which will be a significant amount that increases annually. It is an expense that the City will need to begin accumulating funds to cover this additional expense. The State Retirement System will provide a report (based on employee census data) indicating what portion amount is related to the City.

Mr. Skeete stated the estimated amount for Public Safety's portion is \$7.9 million in unfunded liabilities. Additionally, the City has another unfunded liability as it relates to the insurance subsidy of \$1.2 million going forward. He also added that he and Chief Brugman will be working over the next couple of months to develop strategies to address this liability.

Ms. Sibley's presentation ended at this time.

2. **Request for the Mayor and City Council to ratify a contract approved and signed by the City Manager on March 10, 2015 with Kimley-Horn and Associates for \$99,800 to begin emergency work to address a notice of violation the City received from the Army Corps of Engineers.** Randy Petty, City Engineer, provided a brief update to the Council concerning some emergency work that is required at the Landfill to address the breach of some berms caused by heavy flooding in 2013. As a result, it is requested the Council ratify a contract approved and signed by the City Manager on March 10, 2015 with Kimley-Horn and Associates for \$99,800 to begin emergency work to address a notice of violation that the City received from the Army Corps of Engineers.

It was moved by Councilman Ortega, seconded by Vice Mayor Bingham, and carried unanimously to ratify a contract approved and signed by the City Manager on March 10, 2015 with Kimley-Horn and Associates for \$99,800 to develop a plan to begin emergency work to address a notice of violation the City received from the Army Corps of Engineers.

MOTION ADOPTED

3. **Evaluation of current employee health insurance plan.** Mr. Skeete explained that the City's membership renewal this year in the Rural Arizona Group Health Trust provided staff the opportunity to test the market on employee health insurance benefits. He stated that Cliff Davis, Human Resources Officer, pursued a request

for proposals on employee health insurance benefits to compare a match-for-match comparison on products and services. He introduced Mr. Davis at this time. Cliff Davis, Human Resources Officer, provided a brief history of when and why the City participated in the Rural Arizona Group Health Trust (RAGHT). (See attachment). The City has participated in the Trust since July 1, 2003. The Trust was formed in July of 2002 and currently is comprised of 17 entities and approximately 900 participants which consist of cities, towns, charter schools and fire districts. Further, Mr. Davis stated the City pursued proposals based on three main focuses: 1) Cost savings for both the City and employees. 2) Participation in a pool to ensure risk spread over a larger group to minimize annual premium increases; and, 3) Ensure Volunteer Firefighters remain equally insured with eligible employees. A thorough evaluation of each proposal reveals that none of the plans will provide a cost savings for the City of Safford. There was only one provider, Employee Solutions Group (ESG), that participates in a pool (Arizona Public Employers Health Pool), and the point that the Firefighters eligibility of equal benefits will be uncertain. Staff's recommendation is to continue participation with Rural Arizona Group Health Trust (RAGHT) and commit to the minimum three (3) year renewal period from July 1, 2015 to June 30, 2018.

It was moved by Vice Mayor Bingham, seconded by Councilman Malloque, and carried unanimously to approve the City of Safford's participation with Rural Arizona Group Health Trust (RAGHT) for a three (3) year term beginning July 1, 2015 to June 30, 2018. **MOTION ADOPTED**

8. CONSENT RESOLUTIONS:

1. **Request for the Mayor and City Council to approve and adopt Resolution Number 15-010 authorizing the execution of Contract No. 15-159-20, Inmate Work Labor with ASPC-Safford and authorizing the City Manager to execute.**

The City Clerk read the Number and Title of Resolution Number 15-010 into the record.

It was moved by Councilman Ortega, seconded Councilman Lopez to approve and adopt Resolution Number 15-010 authorizing the execution of Contract No. 15-159-20, Inmate Work Labor with ASPC-Safford and authorizing the City Manager to execute.

2. **Request for the Mayor and City Council to approve and adopt Resolution Number 15-011 approving an Assignment Consent, a PPA Amendment and a Lender Consent in connection with the SPPR/SEMPR Power Purchase Agreement.** Mr. Skeete asked Eric Buckley, Utility Director, to explain the changes.

Eric Buckley, Utilities Director, provided a brief background regarding the revisions to the SPPR/Sempra Power Purchase Agreement. He noted that the current PPA with the SPPR Group was brought before the Council in September 2014 to approve a second amendment. Right after the approval Sempra Energy contracted to sell their interest in the generating station to ArcLight (a private equity fund) which presented a whole host of issues that had to be addressed in a rather quick manner. He reminded the Council that beginning January 1, 2015 the group would start buying power. The third amendment before the Council tonight takes care of a lot of loose ends brought forth during the sale of the generating station. He explained what the negotiations achieved for the City. "It identifies the problem of a future sale without buyers' consent (Safford being one of the buyers') to somebody who does not own a fleet of generators and who is not in the day-to-day business of buying and selling power the way Sempra was." Council action now requested does not alter the binding validity of Safford's execution of the PPA or prior amendments. Under the terms of the PPA, Sempra requires at least 66% of the Buyers' to consent to the PPA assignment, agree to a conforming third amendment of the PPA, and to consent to certain requirements of ArcLight's lender(s) relevant to security for current and future financing. Under the existing PPA, the Byers may not "unreasonably withhold, condition or delay" their consent Sempra and ArcLight have requested the Buyers' agreement with certain new conditions (mostly pertaining to rights to make future additional assignments and modify some terms relevant to credit assurances); and conversely, the Buyers have insisted upon certain new conditions to protect Buyers' rights and expectations of the physical performance capabilities and credit assurances of the new assignee "Seller" after the ArcLight purchase and in the event of future such assignments of the PPA and/or sales of the Block.

The City Clerk read the Number and Title of Resolution Number 15-011 into the record.

It was moved by Councilman Howes, seconded by Councilman Malloque, and carried unanimously to approve and adopt Resolution Number 15-011 approving an Assignment Consent, a PPA Amendment and a Lender Consent in connection with the SPPR/SEMPRA Power Purchase Agreement. **MOTION ADOPTED**

Mayor Gibbs and the Council wished Eric the best as he begins his new career.

9. ORDINANCES:

1. **Request for the Mayor and City Council to approve and adopt Ordinance Number 15-001, a rezone from R1-6 (Single Family Residential) to C-MH(Conventional and Manufactured Home) on Graham County Parcel # 101-19-043, 1213 9th Avenue, Safford, Arizona.** The City Clerk read the Number and Title of Ordinance Number 15-001 into the record.

It was moved by Councilman Ortega, seconded by Vice Mayor Bingham and carried unanimously to approve and adopt Ordinance Number 15-001, a rezone from R1-6 (Single Family Residential) to C-MH(Conventional and Manufactured Home) on Graham County Parcel # 101-19-043, 1213 9th Avenue, Safford, Arizona.

MOTION ADOPTED

2. **Request for the Mayor and City Council to approve and adopt Ordinance Number 15-002, an amendment to Title 17.16.020 of City of Safford Municipal Code, Nonconforming Buildings and Uses, eliminating restrictions to the use of properties in the event of a fire, flood, or other calamity or act of nature.** The City Clerk read the Number and Title of Ordinance Number 15-002 into the record.

It was moved by Councilman Malloque, seconded by Councilman Ortega, and carried unanimously to approve and adopt Ordinance Number 15-002, an amendment to Title 17.16.020 of *City of Safford Municipal Code*, Nonconforming Buildings and Uses, eliminating restrictions to the use of properties in the event of a fire, flood, or other calamity or act of nature. **MOTION ADOPTED**

Mr. Skeete explained monthly/quarterly reports will be presented at the second meeting of the month. Several reports were modified and a report of the Human Resources was added. He asked the Council if they had any questions regarding the reports.

10. MONTHLY/QUARTERLY REPORTS:

1. Police Report
2. Building Inspection Report
3. Public Works Report
4. Human Resources Report
5. City Clerk's Office Report
6. Library Report
7. Utilities Consumption/Water Production Reports
8. Projects Planning and Grants Administration
9. Prosecution Report
10. Airport Reports
11. Expense Report Over \$5,000
12. Purchasing Card Report

Councilman Lopez asked for clarification regarding the Staffing Update in the Quarterly Report about seeking Council approval to be able to keep the Library open six (6) days a week from the Library Director.

Leanne McElroy, Library Director, explained that she receives daily requests about keeping the Library open six days a week. Extending the hours of Library will require 2.5 personnel staff members. She stated the Library is looking to serve the public in a variety of ways and building on-line resources.

Secondly, Councilman Lopez requested an update regarding the Bonita Creek siphoning project.

Vice Mayor Bingham inquired about the replacement of a gas department truck. Jenny Howard, Public Works Director, responded stating the truck was included on the capital replacement list.

11. CONTRACTS, AGREEMENTS, BIDS:

1. **Request for the Mayor and City Council to discuss and approve an FBO Lease Agreement renewal with Ponderosa Aviation.** This item was tabled. Dr. Bryce could not be contacted last week because he was on vacation (Spring Break).
TABLED

12. BUDGET PRESENTATION:

1. **Revenue Forecast.** City Manager Skeete provided a PowerPoint Presentation of a Five-Year Revenue Forecast (2015-16 through 2019-20). He explained the purpose

of providing a Five Year Revenue Forecast is to provide a baseline for operations. It also provides a long term view of current revenue streams, provides an estimate of funds that could be available, and establishes realistic yet conservative revenue estimates. Included is a summary of revenue forecast that staff will continue to project and operate on. This numbers will continue to be modified and changed. The entire Five-Year Capital Improvements List will continue to provide the five-year projections and will be presented annually, but only the current fiscal year budget will be presented for Council's consideration for adoption. Revenue Projections are broken into three major funds: General Fund, Special Revenue Fund, and Enterprise Funds. He explained these three major funds make up the backbone of the City's operations. He continued to present the PowerPoint Presentation (PowerPoint Presentation attached).

13. MEETINGS/ACTIVITIES HELD OR TO BE HELD BY COUNCIL OR STAFF:

City Manager: Attended a very successful initial meeting with representatives of the Forest Service, Game and Fish, Graham County and local cities/towns to discuss the Frye Mesa Dam. Frye Mesa Dam is a valuable resource of the Valley and will look at ways to collectively maintain it. Further meetings will be held to discuss alternatives. The City of Safford maintains the Frye Mesa Dam that does not attribute financially.

Mayor Gibbs: March 31st, Caesar Chavez Day.

14. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:

Councilman Howes requested a discussion of the Salary Survey. City Manager Skeete stated that a salary survey is not currently being considered in this fiscal year budget; but, he will take it into consideration and will bring the discussion forward.

Councilman Malloque requested a discussion regarding wastewater treatment plant. (More expenditures than revenues). Mr. Skeete explained the loss projected in the financial statement is not attributed to operating costs over operating revenues, but based on depreciation.

15. CITIZEN COMMENTS ON NON-AGENDA ITEMS: Ed Ragland presented a non-agenda item (Jr. Basketball League) at the beginning of the meeting.

16. ADJOURN: It was moved by Councilman Ortega, seconded by Vice Mayor Bingham, and carried unanimously to adjourn the meeting at 8:02:29 p.m. **MOTION ADOPTED**

APPROVED:

Wyn "Chris" Gibbs, Mayor

ATTEST:

Georgia Luster, MMC
City Clerk

STATE OF ARIZONA)
) ss
County of Graham)

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the Special Council Meeting Minutes of the Safford City Council, Graham County, Arizona held Monday, March 23, 2015, and approved at a Regular Council Meeting on Monday, April 13, 2015. I further certify the meeting was duly called, held and that a quorum was present.

April 13, 2015
Date: _____

Georgia Luster, MMC, City Clerk



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Georgia Luster, City Clerk
SUBJECT: Executive Session Minutes **CONFIDENTIAL**
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: This is a request for the Council to approve March 9th executive session minutes. **ACTION**

Executive session minutes were provided to the Council prior to the meeting for their review. The Council may convene to executive session to discuss any revisions pursuant to *Arizona Revised Statutes* 38.431.01(A)(2).

Attachments: None



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Horatio Skeete, City Manager
SUBJECT: Temporary Assignment
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommendation Action:

This is a request for the Mayor and Council to approve additional compensation for the following individuals; Jenny Howard In the amount of 10% of her current salary to act as Interim Utilities Director until that position is filled; Kelly Owens and Art Mata of the Public Works Department to receive a 5% interim pay increase for additional duties assigned while the Public Works Director will be acting as Utilities Director.

Background:

On April 2nd the Utilities Director retired from his position with the City, and the above referenced employees are being asked to take on additional duties in the interim until the recruitment of a qualified individual is hired to fill the position. Acknowledging the complexity of the roles these individuals are being asked to temporarily fill, I am requesting that Council consider approving these temporary assignments with the recommended compensation. Art Mata and Kelly Owens will serve as the day-to day contact and administrators of the Public Works Operations while Jenny Howard will handle the administration functions of both departments and the daily supervision of the many projects in the Utilities Department. Jenny will complete the budget preparation and presentations for both departments.



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Clifford Davis, Human Resource Officer
SUBJECT: Membership Renewal in the Rural Arizona Group Health Trust (RAGHT) and appointing Trustee and an Alternate Trustee to serve on the Board of Directors
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: Consider approving and adopting a resolution of the City of Safford, authorizing the renewal of the City of Safford's Membership in the Rural Arizona Group Health Trust and appointing Clifford Davis as Trustee and Horatio Skeete, Alternate Trustee to serve on the Board of Directors during the renewal period.

Background: The City of Safford pursued Request for Proposals on employee health insurance benefits to compare a match-for-match comparison on products and services which include agent services, medical stop loss, PPO network, administrator, FSA, prescription, dental vision and life. During the March 23, 2015 council meeting, Mayor Gibbs and the City Council were presented with the analysis of the Request for Proposal and unanimously approved the City of Safford's participation with the Rural Arizona Group Health Trust (RAGHT) for a three (3) year term beginning July 1, 2015 and terminating on June 30, 2018.

In addition, currently serving on the Board of Directors for the Rural Arizona Group Health Trust (RAGHT) as Trustee is City Manager, Horatio Skeete, and Alternate Trustee is Human Resources Specialist, Tamara Claridge. It is proposed that Human Resources Officer, Clifford Davis, be appointed as Trustee and City Manager, Horatio Skeete, be appointed as Alternate Trustee on the Rural Arizona Group Health Trust (RAGHT) Board of Directors.

RESOLUTION NUMBER 15-012

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA AUTHORIZING THE RENEWAL OF THE CITY OF SAFFORD'S MEMBERSHIP IN THE RURAL ARIZONA GROUP HEALTH TRUST AND APPOINTING A TRUSTEE AND AN ALTERNATE TRUSTEE TO SERVE DURING THE RENEWAL PERIOD.

WHEREAS, the City of Safford ("Safford") is currently a Participating Entity in the Rural Arizona Group Health Trust ("the Trust"); and

WHEREAS, the City's current term of membership as a Participating Entity shall expire on June 30, 2015; and

WHEREAS, the Trust's Board of Trustees ("the Trust Board") has offered a renewal membership to Safford commencing July 01, 2015; and

WHEREAS, the City of Safford wishes to renew its participation in the Trust for a three (3) year Membership Period commencing July 01, 2015 and terminating June 30, 2018; and

WHEREAS, the City of Safford must appoint a Trustee, and has the option to appoint an Alternate Trustee, to serve as Safford representatives on the Trust Board as of the effective date of the Renewal Period and until the appointment of a duly-qualified successor; and

WHEREAS, renewal of the City's membership in the Trust will serve the interest of the City and its employees; and,

NOW, THEREFORE IT IS RESOLVED AS FOLLOWS:

1. The Safford City Council hereby authorizes the renewal of the City's membership in the Trust for the period commencing July 01, 2015 and terminating June 30, 2018.
2. The Safford City Council hereby appoints Clifford Davis, Human Resources Officer, as Trustee to serve on the Board of Directors of the Rural Arizona Group Health Trust from July 1, 2015 until the appointment of a duly-qualified successor; and
3. The Safford City Council hereby appoints Horatio Skeete, City Manager, as Alternate Trustee to serve on the Board of Directors of the Rural Arizona Group Health Trust from July 1, 2015 until the appointment of a duly-qualified successor.

Resolution Number 15-012
Rural Arizona Group Health Trust
April 13, 2015

PASSED, ADOPTED, AND APPROVED by the Mayor and City Council of the City of Safford this 13th day of April, 2015.

Chris "Wyn" Gibbs
Mayor

ATTEST:

APPROVED AS TO FORM:

Georgia Luster, MMC
City Clerk

William J. Sims
Interim City Attorney

State of Arizona)
) ss
County of Graham)

CERTIFICATION

I HEREBY CERTIFY, that the foregoing Resolution Number 15-012 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a Regular Council Meeting held April 13, 2015. A quorum of the Council was present at the meeting.

Date

Georgia Luster, MMC
City Clerk



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Joe Brugman, Chief of Police
SUBJECT: Safford Public Parks and Recreational Facilities Ordinance – Title 20
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: Review a new City Ordinance concerning City parks and parklands.

Background: The current City Ordinance, 9.04.030 deals with liquor in our parks. The recommended ordinance will replace the current and will address other areas of concern. The recommended ordinance is similar in content to other Arizona cities and towns.

Analysis: City staff recognized a need to revise our City ordinance concerning park use. Our goal in developing this ordinance has been to standardize and broaden park rules in order to enhance our parks, and to further develop safe and pleasant areas for our citizens. This ordinance will allow for consistent enforcement of the code and to establish rules for future use of these areas.

Attachments: Resolution which includes the proposed ordinance

ORDINANCE NUMBER 15-003**AN ORDINANCE OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA ADOPTING BY REFERENCE, TITLE 20 – PUBLIC PARKS AND RECREATIONAL FACILITIES BE ADDED TO THE *CITY OF SAFFORD MUNICIPAL CODE*.**

WHEREAS, *Arizona Revised Statute § 9-802* permits the enactment and publication by reference of a code or public record, including statute, rule or regulation of the municipality; and,

WHEREAS, adding Title 20 – Public Parks and Recreational Facilities of the *City of Safford Municipal Code* is a lengthy document, and would qualify for enactment by reference by law; and,

WHEREAS, the effective date of the amendment, dated April 27, 2015, shall be May 27, 2015 or upon completion of publication and posting as provided by law, whichever is later, but not less than thirty days after enactment.

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Safford, Graham County, Arizona that **Title 20 – Public Parks and Recreational Facilities** of the *City of Safford Municipal Code* be added as adopted by reference pursuant to Resolution Number 15-013 shown in the attachment to attached hereto and incorporated herein by reference.

Arizona Revised Statutes § 9-803 prohibits the adoption of penalty clauses by reference. Accordingly, the following penalty clauses of Title 20 – Public Parks and Recreational Facilities are set forth below.

20.01.010 - Parks and Facilities Rules.

D. Any person, firm or corporation violating any provision of this section shall be fined not less than fifty dollars (\$50.00), nor more than five hundred dollars (\$500.00) for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

PASSED, APPROVED AND ADOPTED BY THE MAYOR AND CITY COUNCIL of the City of Safford, this 27th day of April, 2015 with an effective date of May 27, 2015.

Wyn "Chris" Gibbs, Mayor

ATTEST:

APPROVED AS TO FORM:

Georgia Luster, MMC
City Clerk

William J. Sims, III
Interim City Attorney

CERTIFICATION

STATE OF ARIZONA)
) ss
County of Graham)

I HEREBY CERTIFY, that the foregoing Ordinance Number 15-003 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a special council meeting held April 27, 2015 with an effective date of May 27, 2015. A quorum of the Council was present at the meeting.

Georgia Luster, MMC, City Clerk

Date:

RESOLUTION NUMBER 15-013
ADOPTION BY REFERENCE
(Declaring Document a Public Record)

A RESOLUTION OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA, DECLARING ORDINANCE NUMBER 15-003, ADDING *TITLE 20 - PUBLIC PARKS AND RECREATIONAL FACILITIES* TO THE CITY OF SAFFORD MUNICIPAL CODE, TO BECOME EFFECTIVE MAY 27, 2015, AND TO BE A PUBLIC RECORD.

WHEREAS, *Arizona Revised Statute § 9-802* permits the enactment and publication by reference of a code or public record, including statute, rule or regulation of the municipality; and,

WHEREAS, adding Title 20 – Public Parks and Recreational Facilities, of the *City of Safford Municipal Code* is a lengthy document, and would qualify for enactment by reference by law; and,

WHEREAS, the effective date of the amendment, dated April 27, 2015 shall be May 27, 2015, or upon completion of publication and posting as provided by law, whichever is later, but not less than thirty days after enactment. A Public Hearing was held on Monday, April 13, 2015.

NOW THEREFORE BE IT ORDAINED by the Mayor and City Council of the City of Safford, Graham County, Arizona that **Title 20 – Public Parks and Recreational Facilities** of the *City of Safford Municipal Code* be added as shown in the attached hereto and incorporated herein by reference, to be public record pursuant to *Arizona Revised Statute § 9-802*, and that three (3) copies of

Resolution Number 15-013, together with the addition which are adopted, be permanently filed in the office of the City Clerk and available for public inspection.

PASSED, APPROVED AND ADOPTED BY THE MAYOR AND CITY COUNCIL of the City of Safford, this 27th day of April, 2015 with an effective date of May 27, 2015.

Wyn "Chris" Gibbs, Mayor

ATTEST:

APPROVED AS TO FORM:

Georgia Luster, MMC
City Clerk

William J. Sims, III
Interim City Attorney

CERTIFICATION

STATE OF ARIZONA)
) ss
County of Graham)

I HEREBY CERTIFY that the foregoing Resolution Number 15-013 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a special council meeting held April 27, 2015 with an effective date of May 27, 2015.

Georgia Luster, MMC, City Clerk

Date:

TITLE 20 – PUBLIC PARKS AND RECREATIONAL FACILITIES

CHAPTER 20.01

20.01.010 - Parks and Facilities Rules.

- A. *Hours.* Unless otherwise prohibited by ordinance or by license, permit or posting, or pursuant to this chapter of the Safford City Code, City of Safford Parks, parklands and designated recreation areas shall be open for public use from 6:00 a.m. to 10:30 p.m. Passive activities including, but not limited to: running, jogging, walking, bike riding, or the attendance of fitness classes or camps shall be allowed between the hours of 5:00 a.m. to 10:30 p.m. except in those facilities within the park that have been posted separately.
- B. *Entering unlawful when not open to public use.* Unless otherwise permitted by ordinance, license, permit or posting, it is unlawful for any person, other than City personnel performing security or park/facility maintenance services, to enter upon or remain within a park, facility, parklands at any time the park, parkland or facility is not open to public use.
- C. *Public notice of open and closed areas.* The Public Works Director shall provide public notice of the designation of areas as open or closed to public use by publishing a map as follows:
1. Posting of signs or maps; or
 2. Establishing physical barriers including, but not limited: to posts, branches or rocks; or
 3. Any other means reasonably calculated to give notice to the public of areas open or closed to public use and/or designated for a particular use.

20.01.020 - Prohibited Uses and Activities.

Except where such use is conducted by the City or by others pursuant to a City organized program or City of Safford issued permit, for maintenance or as specifically authorized in this chapter, the following activities are prohibited in parks and facilities:

A. *Fireworks.* Discharging any firearm, firecracker, bomb, torpedo, rocket, or other fireworks.

B. *Environmental disturbance.* Injuring, destroying, cutting or removing any tree, shrub, plant, wood, turf, grass, soil, or rock in any City-owned park or facility.

C. *Defacement of property.* Cutting, breaking, defacing, or injuring any building, monument, rock, fountain, cage, pen, fence, bench, hydrant, swing, or other structure, apparatus or property. This also includes but is not limited to: pasting, gluing, tacking, taping, or otherwise attaching any decoration, sign, or placard to any parks, facility, picnic shelter, pole, or other structure.

D. *Dumping.* Depositing or dumping any garbage, refuse, dirt, ashes, broken glass, crockery, bones, tin cans, or like substances, or any carcass of any animal or fowl in a park or facility except that such material and matter may be deposited in receptacles provided for such purpose.

E. *Littering.* Leaving or scattering about any boxes (empty or otherwise), waste paper, remains of meals, newspaper, tobacco, remains of any material capable of being smoked, or rubbish of any kind, except that such material and matter may be deposited in receptacles provided for such purpose.

F. *Park and facility water.* Bathing in the waters of any lake, pond, pool/aquatic facility, fountain or at any hydrant; or throwing into or depositing any dirt, filth or foreign matter in the waters of any lake, pond, pool/aquatic facility, or in like manner pollute the same.

G. *Mistreatment of animals.* Taking, killing, wounding, disturbing or mistreating any bird or animal, either wild or domesticated,

unless such animal shall have been declared noxious by the Public Works Director.

H. *Fires*. Kindling or allowing to be kindled any fire or bonfire; or throw upon the ground a lighted match, lighted cigar or cigarette, or anything that would be liable to set fire to any grass, tree, shrub, building, or other property provided, however, that nothing in this subsection prohibits persons from kindling fires in areas designated by the City of Safford as cooking areas.

I. *Hot air balloons*. Launching or landing a hot air balloon or other aircraft in a park, facility or parkland.

J. *Skateboards, bicycles and other recreational equipment*. Except as provided for elsewhere in this chapter, riding a skateboard, rollerblades, roller-skates and/or extreme, freestyling or trick bike on any brickwork, ornamental surface, picnic table, bench, tennis, basketball or volleyball court, playground area, fountain area, planter, sculpture, or where such activity is specifically prohibited by written posted notice.

K. *Glass containers*. Possessing or using a glass container of any kind within a park or facility, except in locations where such containers are permitted under the terms of a lease, operating agreement or permit.

L. *Removal of property or equipment*. Removing equipment or property within a park or facility.

M. *Consuming/possession of any alcoholic beverages*, including beer, in parks, facilities and parklands operated by the city. Signs shall be posted and notices shall be placed on bulletin boards in the parks, stating substantially as follows: NO ALCOHOLIC BEVERAGE OR BEER MAY BE BROUGHT INTO THIS PARK OR CONSUMED IN THIS PARK. CITY ORDINANCE ENFORCED. The signs shall be placed in locations to be visible on entering the park.

Any person, firm or corporation violating any provision of this section shall be fined not less than fifty dollars (\$50.00), nor more than five hundred dollars (\$500.00) for each offense, and a separate offense shall be deemed committed on each day during or on which a violation occurs or continues.

Notwithstanding the above, any person or organization may apply for a special event liquor permit for an event to be conducted at a public park operated or owned by the city. The factors to be considered in the issuance of a permit shall include: nature of the event; security measures taken by the applicant; type of alcohol to be used or sold at the event; length of the event; whether the event will be open to the public; anticipated number of attendees; specific areas of the park to be used; restroom facilities available for attendees; whether the applicant has previously obtained permits hereunder and any problems associated with the previous event; any criminal history of the applicant; potential for problems in the neighborhood of the proposed event in terms of noise, hours and time of day; and whether a special event license has been applied for or pending under Arizona Revised Statutes Section 4-203.02.

Application shall be made in the form prescribed by the city clerk and filed with that office no later than forty-five (45) days prior to the proposed event. The city clerk shall arrange for the application to be considered at the next regularly scheduled city council meeting at which it can be legally heard. A nonrefundable twenty-five dollars (\$25.00) fee shall accompany each application. A permit issued under this section must be on-site and in the possession of the applicant or a designee during the entire length of the event. Authority of approval or disapproval of permits rests exclusively with the city council.

N. *Deadly weapons.* Discharging of firearms in parks, facilities, and parklands except as allowed for justification as set forth in Chapter 4 of Title 13 of Arizona Revised Statutes.

O. *Bathing and laundering.* Bathing or laundering clothing in any recreation facility, restroom, water playground, or fountain, except when participating in fitness and recreation programs, or when entering and leaving the municipal pool/aquatic facilities in areas designated for that purpose.

P. *Wildlife.* Harassing, approaching, or otherwise intentionally disturbing wildlife occurring in parks.

Q. *Disturbance.* Disturbing or interfering with any individual, party, or group using a park or facility.

R. *Release of animals or other life.* Releasing or abandoning animals, fish, fowl or aquatic life in parks.

S. *Park grills.* Setting fire to the contents of a trash container, or placing or burning garbage in park grills.

T. *Ashes.* Depositing or dispersing the ashes of any person or pet in any park or facility.

U. *Car washing or maintenance.* Cleaning, washing, polishing, changing oil or making other than emergency repairs upon any automobile, motorcycle, or other self-driven vehicle.

V. *Closed area.* Entering any closed area of any park or facility.

W. *Restrooms.* Entering any toilet or restroom set apart for members of the opposite sex, provided that this subsection does not apply to children under ten (10) years of age or a disabled person of any age accompanied by their parent or guardian.

X. *Dangerous act.* Committing any act in a park or facility that would endanger the health, safety or welfare of any person.

Y. *Posting of handbills.* Littering, throwing, or depositing on the ground; or posting or affixing to any tree, fence, or structure situated within or on any City-owned park or facility, any handbills, circulars, pamphlets, tracts, dodgers, papers, or advertisements.

Z. *Conduct*. Engaging in any indecent conduct or indulge in any riotous, boisterous, or threatening behavior.

AA. *Dogs*. Except for service animals, dogs are not allowed in municipal pool/aquatic facilities, indoor facilities, lakes, fountains, water playgrounds or where dogs are prohibited by written posted notice.

BB. *Horses and vehicles*. Leaving or hitching any horse, mule or other pack animal; or leaving or parking any automobile, motorcycle, or other self-driven vehicle on any park or facility except at such places as are provided and designated for those purposes.

CC. *Solicitation*. Soliciting, carrying on, conducting, or soliciting for any trade, occupation, business or profession.

DD. Golfing, operating model rockets or remote control models including airplanes, helicopters and boats.

EE. Playing disc golf or archery.

FF. Driving, riding, or operating a motorized or motor-assisted vehicle or device including, but not limited to: any automobile, truck, motorcycle, motorbike, motor scooter, or all-terrain vehicle, within a park or facility, except upon public roadways, or designated parking areas. This prohibition shall not apply to City-owned vehicles, permitted concessionaires, motorized wheelchairs, similar motorized mobility devices and emergency/public safety vehicles. The speed of any motorized vehicle or motor-assisted vehicle or device shall not exceed fifteen (15) miles per hour unless designated otherwise. All such vehicles or devices shall be operated in a safe manner and shall not infringe upon or endanger the safety of the driver or the general public.

GG. *Large groups*. It is unlawful for any group of persons consisting of fifty (50) or more persons to hold, conduct or participate in any celebration, parade, service, picnic, or exercise of any kind.

20.01.030 - Uses and Activities Requiring Permit From City of Safford.

The following activities are permitted in parks and facilities upon obtaining a permit from the City of Safford:

AB. Moving any equipment onto a park, setting up dunk tanks, tents, generators, and lights, other equipment or structures in any park or facility.

BC. Parking or camping overnight in a park, facility, or in parking lots administered by the City of Safford.

CD. Remaining in a park or facility or entering a park or facility other than during designated hours.

DE. Using amplification equipment in any park or facility. Noise must remain at a level that does not disturb adjacent neighbors or the reasonable use of the park or facilities by others.

EF. Setting up, maintaining, or giving any exhibition, show, performance, lecture, concert, or concert hall.

FG. Conducting any concession sales activity in a park or facility without having obtained a concession operation request letter of agreement recommended by staff and approved by the City of Safford. A person conducting a concession sales activity in a park or facility is required to have in his or her possession an approved copy of the concession operation request letter of agreement and shall produce the agreement for inspection upon the request of a police officer, park ranger, or other employee of the City of Safford (Replaces City Code 17.12.070)

GH. Consuming spirituous liquors in parks, facilities and parklands.

HI. Renting of facilities.

20.01.040 - Dogs: Dogs In General and Dog Parks.

A. *Dogs in general.*

1. Dogs are required to be on a leash no longer than six (6) feet in length and under the owner's control at all times.
2. Owners are required to immediately remove any dog exhibiting aggressive behavior toward another dog or any person including the owner from a park, facility or parkland.
3. Owners of dogs or persons who bring any dog to a park, facility or parkland are required to clean up after such dogs.
4. Children under twelve (12) years of age must be accompanied by a person at least eighteen (18) years old in order to bring a dog to a park, facility or parkland.

DRAFT



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: Ponderosa Aviation Lease Agreement Renewal
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: Discuss and approve an FBO Lease Agreement renewal with Ponderosa Aviation.

Background: Ponderosa Aviation and the City of Safford entered into an FBO Lease Agreement on April 1, 2012 and Ponderosa has performed satisfactorily to the agreement. On December 22, 2014 the FBO Lease Agreement was assigned under the same entity but to a new owner, Dr. Rex Bryce. Ponderosa has expressed interest in renewing the lease but has proposed changes to the lease.

Ponderosa's basis for proposing changes to the lease is that they feel performing duties such as managing the airport's Unicom, collecting and providing landing and takeoff reports to the City and being the first point of contact for airport users are duties that are not included in their contract. Their general sentiment has been that the lease agreement benefits the City of Safford much more than Ponderosa.

Analysis: Ponderosa performs many duties that an airport manager regularly would perform and has been a positive representative of the city. We have worked through many requests through this process and feel we have arrived at a contract that is agreeable and mutually beneficial to Ponderosa Aviation and the City of Safford.

The proposed contract has two primary benefits for each party. For Ponderosa, being exempt from the fuel flowage fees would result in approximately \$800 - \$1,000 a year and the ability to collect tie-down fees when fuel is not purchased provides a stream of revenue that is not being utilized currently at the airport. As part of this agreement we are also proposing new tie-down fees that are comparable to similar sized airports.

The two benefits for the City will be having a business under contract to manage the Unicom system and collect landing and takeoff data that is required for FAA grant and funding purposes. It would be difficult and costly for the City to have personnel stationed at the airport to gather daily take-off and landing data as well as run the airport's Unicom if the FBO did not provide those services.

**FBO LEASE AGREEMENT
Safford Regional Airport**

THIS AGREEMENT is made effective April 15, 2012~~5~~, by and between the City of Safford, hereinafter referred to as "CITY" and Ponderosa Aviation Inc. hereinafter referred to as "FBO".

WITNESSETH:

WHEREAS, CITY now owns, controls and operates the Safford Regional Airport, hereinafter referred to as "Airport" in Graham County, Arizona.

WHEREAS, Fixed Base Operation (FBO) services are essential to the proper accommodation of general aviation at the airport; and

WHEREAS, CITY previously advertised for Request for Proposals (RFP) for FBO services at the airport; and

WHEREAS, CITY deems it advantageous to itself and to its operation of the Airport to grant unto FBO certain rights, privileges and uses therein, as necessary to conduct its fixed base operation as hereinafter set forth.

NOW THEREFORE, and in consideration of these premises and the mutual promises and covenants of the parties hereto, it is agreed as follows:

ARTICLE I
TERM

- A. ~~The term of this Agreement shall be for a period of three (3) years, commencing on April 1, 2012 and ending on March 30, 2015, unless terminated earlier under the provisions of this Agreement. This Lease Agreement will be automatically renewed for three (3) additional years in accordance with and acceptance of the terms and conditions herein specified.~~ The term of this Agreement shall be for the period of five (5) years, commencing April 15, 2015 and ending on April 14, 2020, unless terminated earlier under the provisions of this Agreement. This Agreement will then be automatically renewed for five (5) additional years in accordance with and acceptance of the terms herein specified. Such renewal of this Lease Agreement shall be conditional upon the satisfactory performance by it during the term of this Lease Agreement as determined by the CITY.

- B. Both parties shall have the option to negotiate changes in this lease if FBO exercises its option to renew.

ARTICLE II
RIGHTS AND OBLIGATIONS OF LESSEE

- A. REQUIRED SERVICES: FBO is hereby granted the non-exclusive privilege to engage in and FBO agrees to engage in the business of providing the following services:
1. FBO shall maintain vehicle mounted fuel storage and dispensing tank(s) upon the airport property which shall be adequate for the purposes herein described in accordance with the approval of CITY.
 2. FBO shall maintain an adequate supply of aviation fuel and lubricants in the storage tanks located on premises to meet the reasonable demands for aviation fuels, lubricants.
 3. FBO shall endeavor to provide fuel to customers at a fair and equitable price. FBO shall regularly scan competing General Aviation airports in the region to ensure fair and competitive pricing for our resident planes and transient flyers. Current pricing should always be posted on the Air Nav Site. [Fueling shall be provided to customers during FBO's operating hours and FBO shall provide on-call fueling services during off operating hours.](#)
 4. [FBO shall monitor and manage the airport Unicom during FBO's hours of operation.](#)
 5. [FBO shall collect, record and provide monthly reports to the City of Safford containing take-off and landing data. Reports shall be issued to the City no later than the 10th day of each month and shall contain all data from the previous month.](#)
- B. AUTHORIZED SERVICES: In addition to the services required to be provided by FBO as described herein above, FBO is authorized, but not required, to provide the following services and to engage in the following activities:
1. Apron service's including loading and unloading of passengers, baggage, mail and freight; and providing of ramp equipment and ramp service's such as repositioning of aircraft on the ramp, aircraft cleaning and other services for commercial operators and other persons or firms.
 2. Special flight services, including aerial sightseeing, aerial advertising, and aerial photography.

3. The sale of new and used aircraft.
 4. Flight training.
 5. Aircraft rental.
 6. Aircraft charter operations, conducted by FBO or a subcontractor of FBO in accordance with applicable Federal Aviation Regulations.
 7. Collect and retain transient parking/tie-down fees. Fees shall be determined and set by the City Council through resolution.
- C. OPERATING STANDARDS: In providing any of the required and/or authorized services or activities specified in this Agreement, FBO shall operate for the use and benefit of the public and shall meet or exceed the following standards:
1. FBO shall furnish service on a fair, reasonable and non-discriminatory basis to all users of the Airport. FBO shall furnish good, prompt and efficient service adequate to meet all reasonable demands for its services at the Airport. FBO shall charge fair, reasonable and non-discriminatory prices for each unit of sale or service provided, however, FBO may be allowed to make reasonable and non-discriminatory discounts, rebates or other similar types of price reductions to volume purchasers.
 2. FBO shall meet all expenses and payments in connection with the use of the premises and the rights and privileges herein granted, including taxes, permit fees, license fees, registrations, and assessments lawfully levied or assessed upon the premises or property at any time situated therein and thereon. FBO may, however, at its sole expense and cost, contest any tax, fee or assessment as provided by Arizona law.
 3. FBO shall comply with all federal, state and local laws, rules and regulations which may apply for the storage and dispensing of aviation fuels and to the conduct of the business's contemplated, including rules and regulations promulgated by CITY and FBO shall keep in effect and post in a prominent place all necessary and/or required licenses or permits.
 4. FBO shall keep and maintain the leased premises in good condition and order, and shall surrender the same upon the expiration of this Agreement, in the condition in which they are required to be kept, reasonable wear and tear and damage by the elements not caused by FBO's negligence excepted.

5. FBO shall maintain and operate all facilities associated with the storage of FBO's petroleum products, chemicals, or other products located only within the Fuel and Airport Maintenance Equipment Storage Area leased premises described by Article II, paragraph A of this Agreement, in compliance with all Federal and State laws. Any new fuel tank installations installed on FBO'S leased Fuel and Airport Maintenance Equipment Storage Area shall require the permission of the CITY and shall be above ground storage tanks and shall comply with Uniform Fire Code provisions as administered by State Fire Marshal's Office and all applicable Federal rules.
 6. All Hazardous Materials must be appropriately labeled and stored. In the event that a hazardous material spill occurs on the leased property or on CITY owned airport premises, it is the responsibility of the FBO to have the spill cleaned up according to State and Federal Laws and Regulations. FBO is aware that there are significant penalties for improperly disposing of wastes or submitting false information, including the possibility of fine and imprisonment for knowing violations.
- D. NON EXCLUSIVE RIGHT: It is not the intent of this Agreement to grant to FBO the exclusive right to provide any or all of the services described in this article at any time during the term of this Agreement. CITY reserves the right, at its sole discretion, to grant others certain rights and privileges upon the Airport which may be similar in part or in whole to those granted to FBO. However, CITY does covenant and agree that:
1. It shall enforce all minimum operating standards or requirements for all aeronautical endeavors and activities conducted at the Airport;
 2. Any other operator of aeronautical endeavors or activities will not be permitted to operate on the Airport under rates, terms or conditions which are more favorable than those set forth in this Agreement;
 3. It will not permit the conduct of any aeronautical endeavor or activity at the Airport except under an approved lease and operating agreement.

ARTICLE III
APPURTENANT PRIVILEGES

- A. USE OF AIRPORT FACILITIES: In connection with this Agreement, FBO shall have full access, together with its employees and invitees, its sub-lessees and their employees, without charge, to and from the leased premises, and to and from all public spaces and facilities on the airport including the use of landing areas, runways, taxiways, and aircraft parking areas designated by the CITY.

ARTICLE V
PAYMENTS

- A. RENTS & FEES: In consideration of the rights and privileges granted by this Agreement, FBO agrees to pay to CITY during the term of this Agreement the following:
1. FEES: ~~FBO shall collect a fuel flowage fee and pay to the CITY the amount per gallon set by the CITY from time to time for all aviation fuels sold by FBO, including fuels used by FBO in its own operations.~~ FBO shall collect a fuel flowage fee which shall be paid to the City of \$0.08/gallon for Jet A and \$0.06/gallon for 100LL fuel sold. Fuels used by planes owned or leased by Ponderosa Aviation shall be exempt from this fee. These amounts shall be fixed for the term of the agreement. Fuel flowage fees shall be collected regardless of when such activity occurred during the calendar year and also with no regard to where the re-fueling operation occurred, for example on airport or off airport premises.
- B. PAYMENTS:
1. The fees specified ~~in ARTICLE VI, Paragraph A.2~~ above shall be paid to the CITY on or before the tenth (10th) day of each month following the month in which fees were paid to FBO. FBO shall keep true and accurate records, which shall show the total gallonage of aviation fuels used. With the payment of the charges specified in this paragraph, FBO shall submit a report of gallonage ~~using Exhibit "C" on a form agreeable to both parties.~~
- C. RECORDS: In addition to records and reports required by Paragraph B.1 above, FBO shall provide and maintain accurate records of retail fuel sales and adjusted gross receipts derived under this Agreement, for a period of three (3) years from the date the record is made. The CITY or its duly authorized representative shall have the right at all reasonable times during business hours to audit the books, records, and receipts of FBO, and to verify FBO's fuel sales and adjusted gross receipts and tie down fees collected.
- D. DISPUTES: In the event that any dispute may arise as to fuel sales collected, ~~the amount claimed due by the CITY shall be paid forthwith~~ the dispute shall be submitted to a Certified Public Accountant, agreeable to both parties, who shall determine the rights of the parties hereunder to conformity with generally accepted accounting principles. The fees due said accountant for such service shall be paid by the unsuccessful party, or in the event the determination is partially in favor of each party, the fee shall be borne equally by the parties.

ARTICLE VI
UTILITIES

Except for utilities furnished for Airport security lighting by the CITY, FBO shall assume and pay for all costs or charges for utility services furnished to FBO during the term of this Agreement.

ARTICLE VII
INSURANCE

- A. REQUIRED INSURANCE: FBO shall obtain and maintain continuously in effect at all times during the term of this Agreement, at FBO'S sole expense, Public Liability and Property Damage insurance with limits of not less than One Million Dollars (\$1,000,000) for injury to or death of any one person, subject to a limitation of not less than Two Million Dollars (\$2,000,000) for all persons injured or killed in the same accident and with limits of not less than One Million Dollars (\$1,000,000) for damage to and destruction of property as the result of any injury or damage caused by FBO'S negligence in its operations under this Lease. The FBO's insurance policy shall name the City and its officers, officials and employees as an additional insured, shall be primary to any other insurance maintained by the City, shall not be cancelled without at least thirty (30) days prior written notice to City and shall contain a waiver of subrogation against the City and its officers, officials and employees.
- B. NOTICE: CITY agrees to notify FBO in writing as soon as practicable of any claim, demand or action arising out of an occurrence covered hereunder of which CITY has knowledge, and to cooperate with FBO in the investigation thereof.

ARTICLE VIII
INDEMNIFICATION

FBO will indemnify and hold the CITY harmless from any loss, liability or expense for injury to or death to any person, or loss or destruction of any property caused by FBO'S negligent use or occupancy of the Leased Premises, except a loss, liability or expense caused by the sole negligence or sole willful misconduct of the CITY, its agents or employees. FBO hereby expressly waives any and all claims against the CITY for compensation for any and all losses or damage sustained by reasons of any defect, deficiency or impairment of any electrical service system, or electrical appliances or wires serving the Leasehold of FBO or any water, gas or other utility system serving the Leasehold of the FBO.

ARTICLE IX
LESSEE AS INDEPENDENT CONTRACTOR

In conducting its business hereunder, FBO acts as an independent contractor and not as an agent of CITY. The selection, retention, assignment, direction and payment of FBO'S employees, if any, shall be the sole responsibility of FBO. FBO shall at all times during the term of this Agreement maintain Workers Compensation Insurance on its employees directly related to the operation of the FBO. Copy of Workers Compensation Certificate of Insurance shall be provided to the CITY.

ARTICLE X ASSIGNMENT

FBO shall not, in any manner, directly or indirectly, assign, transfer or encumber this Lease and concession agreement or any portion thereof, or interest therein, or sublet or sublease the whole or any part of the premises or facilities let to it, nor license the use of same, in whole or in part, by any other person, firm or corporation, without the written consent of the CITY; provided that the foregoing shall not prevent the assignment of this Lease and concession agreement to any corporation with which FBO may merge or consolidate, or which may succeed to the authorized under the concession granted herein at the Airport.

This Lease and concession agreement shall be binding upon and shall inure to the benefit of the successors, heirs and assigns of the parties hereto.

ARTICLE XI NON-DISCRIMINATION

FBO, its agents and employees shall not discriminate against any person or class of persons by reason of race, color, creed or national origin in providing any services or in the use of any of its facilities provided for the public, in any manner prohibited by the applicable Federal Aviation Regulations.

ARTICLE XII DEFAULT AND TERMINATION

- A. TERMINATION BY LESSEE: This Agreement shall be subject to termination by FBO in the event of any one or more of the following events:
1. The abandonment of the Airport as an airport or airfield for any type, class or category of aircraft.
 2. The default by CITY in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of CITY to remedy or undertake to remedy, to FBO'S satisfaction, such default within a period of thirty (30) days after receipt of written notice from FBO to remedy same.

3. Damage to or destruction of all or a material part of the premises or airport facilities necessary to the operation of FBO'S business.
4. The lawful assumption by the United States, or any authorized agency thereof, of the operation, control or use of the airport, or any substantial parts thereof, in such a manner to restrict FBO from conducting business operations for a period in excess of ninety (90) days.
5. Ponderosa may terminate this Agreement upon providing one hundred and twenty (120) days written notice to the City Manager.

B. TERMINATION BY LESSOR: This Agreement shall be subject to termination by CITY in the event any one or more of the following events:

1. The default by FBO in the performance of any of the terms, covenants or conditions of this Agreement, and the failure of FBO to remedy, or undertake to remedy, to CITY'S satisfaction, such default within a period of thirty (30) days after receipt of written notice from CITY to remedy same.
2. FBO files a voluntary petition in bankruptcy, including a reorganization plan, makes a general or other assignment for the benefit of creditors, is adjudicated as bankrupt or if a receiver is appointed for the property or affairs of FBO and such receivership is not vacated within thirty (30) days after the appointment of such a receiver.
3. Arizona legislative or CITY action which would cause the CITY to abandon, close, or otherwise discontinue operating the airport.

C. EXERCISE: Exercise of the rights of termination set forth in Paragraphs A and B above shall be by notice to the other party within thirty (30) days following the event giving rise to the termination.

D. REMOVAL OF PROPERTY: Upon termination of this Agreement for any reason, FBO, at its sole expense, shall remove from the premises all signs, trade fixtures, furnishings, personal property, equipment and materials which FBO was permitted to install or maintain under the rights granted herein. If FBO shall fail to do so within ~~thirty (30)~~ one hundred and twenty (120) days, then CITY may effect such removal or restoration at FBO'S expense, and FBO agrees to pay CITY such expense promptly upon receipt of a proper invoice therefor.

E. CAUSES OF BREACH; WAIVER:

1. Neither party shall be held to be in breach of this Agreement because of any failure to perform any of its obligations hereunder if said failure is due to any cause for which it is not responsible and over which it has no control; provided, however, that the foregoing provision shall not apply to failures by FBO to pay fees, rents, or other charges to CITY.
2. The waiver of any breach, violation or default in or with respect to the performance or observance of the covenants and conditions contained herein shall not be taken to constitute a waiver of any such subsequent breach, violation or default in or with respect to the same or any other covenant or condition hereof.

ARTICLE XIII
MISCELLANEOUS PROVISIONS

- A. ENTIRE AGREEMENT: This Agreement constitutes the entire understanding between the parties, and as of its effective date supersedes all prior or independent agreements between the parties covering the subject matter hereof. Any change or modification hereof must be in writing signed by both parties.
- B. SEVERABILITY: If a provision hereof shall be finally declared void or illegal by any court or administrative agency having jurisdiction, the entire Agreement shall not be void, but the remaining provisions shall continue in effect as nearly as possible in accordance with the original intent of the parties.
- C. NOTICES: All notices shall be sent to:

Horatio Skeete, City Manager
City of Safford
P.O. Box 272
Safford, AZ 85548
928-432-4011

Rex D. Bryce
Ponderosa Aviation, Inc.
4500 Aviation Way
Safford, AZ 85546
928-428-7820

ATTEST:

APPROVED AS TO FORM:

Georgia Luster, MMC
City Clerk

William J. Sims, III
Interim City Attorney



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: Airport Fees
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose: Review proposed tie-down fees for the Airport Fee Schedule. (For discussion only to reflect posting of proposed fees required per ARS § 9-499.15).

Background: The last Airport Fee Schedule was approved in 2009.

Analysis: In determining tie-down fees, four airports of similar size were analyzed: Show Low, Prescott, Winslow and Sedona. In analyzing these airports, the size and activity of Safford's airport is closely comparable to these airports as it is somewhat larger than Winslow and Show Low airports and somewhat smaller than Prescott and Sedona Airports. The following are the fees associated with these airports:

Safford Transient Tie-Down Fee (currently):

All tie-downs - \$5

Prescott Transient Tie-Down Fees:

Single Engine and Light Helicopters	\$10
Twin Engine & Turbine Helicopters	\$25
Small Jet	\$50
Medium Jet	\$75
Large Jet	\$100

Winslow Transient Tie-Down Fees:

Single Engine	\$5
Twin Engine	\$7
Jet or Turboprop	\$30 – less than 12,500 pounds \$75 – greater than 12,500 pounds

Show Low Transient Tie-Down Fees:

Single Engine	\$5
Twin Engine	\$7
Jet or Turboprop	\$30 – less than 12,500 pounds \$75 – greater than 12,500 pounds

Sedona Transient Tie-Down Fees:

Single Engine	\$10
Beech Baron, Cessna 402, Piper	\$20
Super King Air, Twin Engines	\$50
Jets	\$100

Safford's current tie-down fee is very minimal. Most aircraft, especially commercial, expect a tie-down fee when utilizing an airport especially when fuel is not purchased. The following rates are recommended as rates comparable to similar sized airports:

Safford Transient Tie-Down Fees (proposed):

Single Engine	\$5
Twin Engine	\$10
Jet or Turboprop	\$40 – less than 12,500 pounds
	\$75 – greater than 12,500 pounds

We also analyzed the monthly tie-down fees that are applied when an aircraft signs a long term agreement with the City and are billed on a monthly basis. Of the airports analyzed, Winslow had the lowest monthly tie down fees of \$35 for smaller planes and \$55 for larger. We are recommending increasing the current monthly rates from \$22.00 and \$35 to the following:

Safford Monthly Tie-Down Fees (proposed):

Small Aircraft (length up to 35' or wingspan up to 40')	\$35.00/month
Large Aircraft (length over 35' or wingspan over 40')	\$55.00/month

Attachments: Proposed Fee Schedule, Current Airport Fee Schedule

City of Safford
Safford Regional Airport
Proposed Airport Fee Schedule
(Revised to be Effective June 8, 2015)

Access Card Deposit Fee	\$25.00
Access Card Replacement Fee	\$50.00
Fuel Flowage Fees:	
Jet A	\$0.08/gallon
100 Octane Low Lead	\$0.06/gallon
Late Payment Fees	\$10.00 per month - or as otherwise specified by contract-payments over 30 days delinquent subject to the penalties imposed under Chapter 19.32 of the City of Safford Municipal Code
Annual Aeronautical Business Permit Fee	\$120.00
Annual Aerial Applicator Permit Fee	\$500.00
T-Hangar Rental	\$85.00/month
Aircraft Shade Rental	\$55.00/month
Monthly Tie-down Fees:	
Small Aircraft (length up to 35', wingspan up to 40')	\$35.00/month
Large Aircraft (length over 35' or wingspan over 40')	\$55.00/month
Transient Tie-down Fees (fees waived if fuel is purchased):	
Single Engine	\$5.00
Twin Engine	\$10.00
Jet or Turboprop	\$40.00 – less than 12,500 pounds \$75.00 – greater than 12,500 pounds
Ground Lease for Unimproved Hangar Site with Taxiway Access	\$0.12/sq. ft. per year
Ground Lease for Unimproved Hangar Site off Taxiway	\$0.08/sq. ft. per year
Ground Lease for Commercial Site	\$0.05/sq. ft. per year, minimum 5 year lease
Hangar Lease (Inflation)	3% annual increase (renewable leases)
Ground Lease (Inflation)	3% annual increase (renewable leases)

Posted on Website: April 9, 2015 for 60 days (remove June 8, 2015)

RESOLUTION NO. 08-050

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAFFORD SETTING FEES AND CHARGES FOR THE SAFFORD REGIONAL AIRPORT FOR JANUARY 1, 2009 – DECEMBER 31, 2009.

BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE CITY OF SAFFORD, ARIZONA:

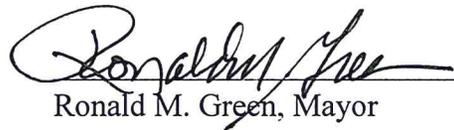
WHEREAS, under the provisions of A.R.S. 28-8419.A. the City Council is authorized to establish fees or charges for the use of airport facilities; and

WHEREAS, it is deemed to be in the best interest of the City of Safford that the City Council establish such a system in order to support the continued maintenance and operation of the Safford Regional Airport.

NOW, THEREFORE BE IT RESOLVED by the Mayor and Council of the City of Safford:

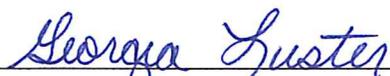
The following rates and charges are established for the Safford Regional Airport effective January 1, 2009 and extending through December 31, 2009.

PASSED AND ADOPTED BY THE CITY COUNCIL OF THE CITY OF SAFFORD, ARIZONA THIS 15th day of December, 2008.



Ronald M. Green, Mayor

ATTEST:



Georgia Luster, MMC
City Clerk

APPROVED AS TO FORM:



William J. Sims
Interim City Attorney

AIRPORT RATES AND CHARGES EFFECTIVE JANUARY 9, 2009 EXTENDING THROUGH DECEMBER 31, 2009.

Access Card Deposit Fee	\$25.00
Access Card Replacement Fee	\$50.00
Fuel Flowage Fees:	
Jet A	\$0.08/gallon
100 Octane Low Lead	\$0.06/gallon
Late Payment Fees	\$10.00 per month - or as otherwise specified by contract-payments over 30 days delinquent subject to the penalties imposed under Chapter 19.32 of the City of Safford Municipal Code
Annual Aeronautical Business Permit Fee	\$120.00
Annual Aerial Applicator Permit Fee	\$500.00
T-Hangar Rental	\$85.00/month
Aircraft Shade Rental	\$55.00/month
Tie-down Fees:	
Small Aircraft (length up to 35', wingspan up to 40')	\$22.00/month
Large Aircraft (length over 35' or wingspan over 40')	\$35.00/month
Transient Parking Fee (fee waived with fuel purchase)	\$5.00/night
Ground Lease for Unimproved Hangar Site with Taxiway Access	\$0.12/sq. ft. per year
Ground Lease for Unimproved Hangar Site off Taxiway	\$0.08/sq. ft. per year
Ground Lease for Commercial Site	\$0.05/sq. ft. per year, minimum 5 year lease
Hangar Lease (Inflation)	3% annual increase (renewable leases)
Ground Lease (Inflation)	3% annual increase (renewable leases)



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: General Plan Update Contract
DATE: Monday, April 13, 2015 at 6:00 p.m.

Purpose and Recommended Action: Approve a contract between the City of Safford and The Planning Center for a General Plan Update for \$86,810.37.

Background: A General Plan is the primary tool for expressing the community's vision, identifying community goals, guiding future development and character, and serving as a policy guide for local decision-making. Under the Growing Smarter Legislation, Arizona State law requires cities and towns to update their General Plan every 10 years. The City of Safford's original General Plan was adopted in 2004.

We received six responses to the General Plan Update RFP. The proposals were scored by a committee and two were chosen for interviews. The committee unanimously chose The Planning Center and negotiated a price of \$86,810.37. The six proposals received ranged from \$80,000 to \$150,000. The budgeted estimate for the work was \$45,000 to \$50,000.

Analysis: We feel that this project is essential to planning growth and development in the city. The current General Plan is very basic and limited and the proposed work will progress existing elements, add new elements, and include a comprehensive study and plan of the community (see detailed scope of work attached). Part of the project includes a very extensive public outreach process creating a forum for creativity that allows community members and stakeholders to become active participants in the design of our community.

To make up for the short fall in the Planning and Community Development budget, the Police Department has identified up to \$35,000 in professional services that was budgeted for remodeling their facility which will not be utilized and have identified as an available budget source to fund this project.

Attachments: General Plan Update Contract w/ The Planning Center

CITY OF SAFFORD CONSULTING CONTRACT

This Consulting Contract ("Contract") is made this 13th day of April, 2015, by and between the City of Safford ("City"), an Arizona municipal corporation and The Planning Center, 110 South Church Avenue, Suite 6320, Tucson, Arizona 85701, an Arizona corporation ("Consultant").

Whereas, the City desires to contract for Consultant to perform/provide services to assess, update and amend City's General Plan in accordance with A.R.S. § 9-461.05 and to assist the City in adopting the amended or new General Plan in accordance with A.R.S § 9-461.06; and

Whereas, the Council of the City of Safford, at its public meeting held on April 13, 2015, authorized staff to negotiate a contract with Consultant in an amount not to exceed \$86,810.37 and authorized the City Manager to execute the contract on behalf of the City of Safford.

Now, therefore, in consideration of mutual promises and obligations set forth herein the parties hereto agree as follows:

Article 1. SCOPE OF SERVICES AND ADMINISTRATION

Consultant shall provide the services described in the Scope of Work, attached to this Contract as Exhibit A (the "Services" or the "Work"). If any provision of the Scope of Work conflicts with any provision of this Contract, this Contract will control. All Work will be reviewed and approved by the City's Contract Administrator to determine acceptable completion. Review and approval by the Contract Administrator shall not relieve Consultant of any liability for improper, negligent or inadequate Services rendered pursuant to this Contract. The City reserves the right to modify, change, or delete the activities, deliverable products and timing required of Consultant under this Agreement provided any such modifications, changes, or deletions do not increase the fee as set forth in Article 2 below. Any requested modification, change, and/or deletion of scheduled activities, deliverable products and/or timing shall be provided in writing by the Contract Administrator, and/or his/her designee and specify what items of the Scope of Work are being altered and/or exchanged for. Such alterations shall be equitable to

the products and/or deliverables exchanged for and not substantially increase the Scope of Work provided in this Contract.

Article 2. FEES

1. Consultant shall be paid a fee for Work provided under this Contract on a time and materials basis, including reimbursable expenses or direct costs. The total fee to be paid Consultant for Work provided under this Contract for all time, materials and reimbursable expenses shall not exceed Eighty Six Thousand Eight Hundred Ten (\$86,810.37) without the express authorization of City.

2. Monthly payments may be made to the Consultant on the basis of a progress report prepared and submitted by the Consultant for the Work completed through the last day of the preceding calendar month. The Project Budget is attached as Exhibit A. The Contract Administrator shall have the exclusive right to determine the Work satisfactorily performed and payment due the Consultant on a monthly basis. The amount paid for each task shown shall not exceed the total amount shown for that task in Exhibit A. Consultant shall maintain all books, papers, documents, accounting records and other evidence pertaining to such monthly billings and shall make such materials available at all reasonable times to the Contract Administrator. Monthly billings shall be accompanied by such documentation as the Contract Administrator may require to make his/her determination of Work performed and payment due.

Article 3. TERM OF CONTRACT

1. This Contract shall be in full force and effect only when signed by Consultant and City's City Manager as attested by the City Clerk.

2. The Consultant shall proceed with the Work immediately upon receipt of a notice to proceed issued by the Contract Administrator. All Work by Consultant shall be completed and approved on or before January 15, 2016, in conformance with Safford General Plan Update Major Project Milestones included Exhibit A.

3. In the event the Work cannot be completed within the time specified within subparagraph 2 above, the Contract Administrator may approve a change order

extending the time for completion of the Services for such period as the Contract Administrator deems reasonable. A change order extending the time for completion of the Services pursuant to this subparagraph shall not entitle the consultant to additional compensation.

Article 4. TERMINATION OF CONTRACT

The City has the right to terminate this Contract for cause or convenience or to abandon any portion of the project for which Services have not been performed by the Consultant.

1. In the event the City terminates this Contract or any part of the Services as herein provided, the City shall notify the Consultant in writing, and immediately upon receipt of such notice, the Consultant shall discontinue all Work under this Contract.

2. Upon such termination or abandonment, the Consultant shall immediately deliver to the City all drawings, research, data, studies, reports, estimates and any and all other documents or work products generated by the Consultant under the Contract, together with all unused material supplied by the City. Consultant shall be responsible only for such portion of the Work which has been completed and accepted by the City. Use of incomplete data by the City shall be the City's responsibility.

3. Upon receipt of notice of termination, Consultant shall appraise Work it has completed but has not yet been paid for and shall submit the Work and appraisal to the Contract Administrator for evaluation.

4. The Consultant shall receive as compensation in full for Services performed to the date of such termination or abandonment, a fee for the percentage of Services actually completed and accepted by the City. This fee shall be in an amount to be mutually agreed upon by the Consultant and the City, based upon the Scope of Work and the Project Budget included in Exhibit A. If mutual agreement cannot be reached after reasonable negotiation, the Contract Administrator shall determine the percentage of satisfactory completion of each task set forth in the Scope of Work and the amount of compensation Consultant is entitled to for such Work and the Contract Administrator's determination in this regard shall be final. The City shall make such final payment within 60 days after the Consultant has delivered the last of the partially completed items

5. If for any reason the Consultant fails to fulfill in a timely and proper manner its obligations under this Contract, or if the Consultant violates any of the covenants, agreements, or stipulations of this Contract, the City may withhold from payment due to the Consultant such amounts as are necessary to protect the City's position for the purpose of set-off until such time as the exact amount of damages due to the City from Consultant is determined by a court of competent jurisdiction.

Article 5. ALTERATIONS OR ADDITIONAL SERVICES

The total scope of Services to be performed in accordance with this Contract is set forth in Exhibit A and, if the Consultant is asked to perform services which are not included in this contract, they will be considered additional services. The Consultant shall not perform such additional services without written authorization from the Contract Administrator, and/or designee. In the event the Consultant performs such additional services without written authorization from the City, it shall be presumed that the additional services were included in the scope of work set forth in this Contract and the fees specified herein and Consultant shall not be permitted to request or receive any additional compensation for such additional services.

Article 6. ASSIGNMENT AND SUBCONTRACTING

1. The Contract may not be assigned in whole or in part without the prior written consent of the Contract Administrator.

2. The Consultant may engage such subconsultants or professional associates as they may deem necessary or desire for the timely and successful completion of this Contract. However, the use of such subconsultants or professional associates for the performance of any part of the work specified in Exhibit A shall be subject to the prior approval of the City. Consultant submitted a complete list of subconsultants on Exhibit A. Employment of such subconsultants or professional associates in order to complete the Work set forth in Exhibit A shall not entitle Consultant to additional compensation beyond that set forth in Article 2 hereof for completion of the Work specified in Exhibit A. Consultant shall be responsible for and shall warrant all Work delegated to such subconsultants or professional associates.

Article 7. COMPLETENESS AND ACCURACY

The Consultant shall be responsible for and shall warrant the completeness, accuracy and quality of all Work done pursuant to the Contract including, but not limited to reports, survey work, plans, supporting data and special provisions prepared or compiled pursuant to Consultant's obligations under this Contract and shall correct at his expense all errors or omissions which may be discovered therein. The fact that the City has accepted or approved the Consultant's Work shall in no way relieve the Consultant of any of his/her responsibilities.

Article 8. OWNERSHIP OF DOCUMENTS

All documents, including but not limited to data computation, studies, reports, survey results, design notes, and all original drawings which are prepared in the performance of this Contract are to be and remain the property of the City and are to be delivered to the Contract Administrator before final payment under this Contract is made to the Consultant.

Article 9. INDEMNIFICATION

To the fullest extent permitted by law, the Consultant shall defend, indemnify and hold harmless the City and any of its agents, officials, officers or employees (collectively the "Indemnatee") from and against all damages, claims, losses, liabilities or expenses (including but not limited to attorneys fees, court costs, and the cost of appellate proceedings) relating to, arising out of, or alleged to have resulted from the performance of Services pursuant to this Contract. Consultant's duty to defend, hold harmless and indemnify the Indemnatee pursuant to this section shall arise in connection with any claim, damage, loss, or expense that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting therefrom, caused in whole or in part by the acts, errors, mistakes, omissions, work, or services of the Consultant or anyone who acts or fails to act on behalf of the Consultant.

Article 10. INSURANCE

1. The Consultant shall secure and maintain during the life of this Contract, insurance coverage which shall include statutory workman's compensation, comprehensive general and automobile liability and errors and omissions professional liability. The comprehensive general and automobile liability limits shall be no less than one million dollars (\$1,000,000.00) combined single limit. The minimum amounts of coverage for Consultant's professional liability shall be one million dollars (\$1,000,000.00). In other than errors and omissions professional liability and workman's compensation insurance, the City shall be named as an additional insured. All insurance coverage shall be written through carriers licensed in Arizona, or on an approved non-admitted list of carriers published by the Arizona Department of Insurance, and possessing an A.M. Best rating of at least B+7 or through Lloyd's of London. Should coverage be written on a claims-made basis, the Consultant shall provide, prior to commencement of any work, an initial certificate of insurance evidencing required coverage limits from date of Contract execution through date of policy expiration. Subsequently, a certificate of insurance or a renewal quotation accompanied by evidence of premium payment shall be presented a minimum of fifteen days prior to date of expiration of current certificate. Such certificate or evidence of continuous coverage shall be provided on a periodic basis for a minimum of two years after completion of Contract, and shall contain a certification that the claim's period for such insurance is retroactive to the effective date of this Contract.

2. The Consultant shall submit to the City a certificate of insurance evidencing the coverage and limits stated in the foregoing paragraph within ten days of award of this Contract. Insurance evidenced by the certificate shall not expire, be canceled, or materially changed without thirty days prior written notice to the City, and a statement to that effect must appear on the face of the certificate and the certificate

shall be signed by a person authorized to bind the insurer. The amount of any errors and omissions deductible shall be stated on the face of the certificate. The Contract Administrator may require the Consultant to furnish a financial statement establishing the ability of Consultant to fund the deductible. If in the judgment of the Contract Administrator the financial statement does not establish the Consultant's ability to fund the deductible, and no other provisions acceptable to the Contract Administrator are made to assure funding of the deductible, the Contract Administrator may, in his sole discretion, terminate this Contract without further liability to the City.

Article 11. ATTORNEY FEES

In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Contract, or an account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys fees and reasonable costs and expenses, determined by the arbitrator or court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

Article 12. CONFLICT OF INTEREST

Pursuant to the provisions of A.R.S. §38-511, the City may cancel any contract or agreement, without penalty or obligation if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract on behalf of the City is at any time while the contract or any extension thereof is in effect an employee of any other party to the contract in any capacity or a consultant to any other party to the contract with respect to the subject matter of the contract.

Article 13. PRIOR COMMITMENT

The Contract constitutes the entire understanding of the parties and no representations or agreements oral or written, made prior to its execution shall vary or modify the terms thereof.

Article 14. GOVERNING LAW

This Contract shall be governed and interpreted according to the laws of the State of Arizona.

Article 15. AMENDMENTS

Any amendment, modification or variation from the terms of this Contract shall be in writing and signed by all parties hereto.

Article 16. ADDITIONAL WARRANTIES AND DISCLOSURES BY CONSULTANT

1. The Consultant shall not, without prior written approval of City, enter into or maintain any financial or compensatory agreements with any property owners or prospective developers in the City of Safford.

2. The Consultant hereby warrants that it has not employed or retained any company or person, other than a bona fide employee working solely for the Consultant to solicit or secure this Contract, and that the Consultant has not paid or agreed to pay any person, company, corporation, individual or firm other than a bona fide employee working solely for the Consultant any fee, commission, percentage, gift or any other consideration contingent upon or resulting from the award or making of this agreement.

3. The Consultant shall comply with Executive Order No. 11246 entitled "Equal Opportunity Employment" as amended by Executive Order No. 11375, and supplemented Department of Labor Regulations 41 CFR, Part 16.

Article 17. COMPLIANCE WITH LAW

The Consultant specifically agrees that in the performance of the services rendered hereunder by Consultant or anyone acting on their behalf, Consultant will comply with all state, federal and local statutes, ordinances and regulations, and will obtain all permits and licenses applicable for performance under this agreement.

Article 18. CONTRACT ADMINISTRATOR

The City's Contract Administrator for this Contract shall be the City Community Development Department Director or his/her designee(s).

Article 19. NOTIFICATIONS

All notices or demands required to be given pursuant to the terms of this Contract shall be given to the other party in writing, delivered by hand or registered or certified mail, at the addresses set forth below, or to such other address as the parties may substitute by written notice given in the manner prescribed in this paragraph.

In the case of Consultant: The Planning Center.
Attn: Maria Masque, Principal/Project Manager
110 S. Church Avenue
Suite 6320
Tucson, AZ 85701

In the case of City: City of Safford
Attn: Dustin Welker,
Planning and Community Development Director
City of Safford
717 W. Main St.
Safford, AZ 85548

With a copy to: City of Safford
William J. Sims, III
Interim City Attorney
2020 N. Central Avenue, Suite 670
Phoenix AZ 85004

Notices shall be deemed received on date delivered, if delivered by hand, and on the delivery date indicated on receipt if delivered by certified or registered mail.

[The next page is the signature page.]

In witness whereof, the parties hereto have executed this agreement on the date first written above.

"CITY"
CITY OF SAFFORD

"CONSULTANT"
THE PLANNING CENTER

Horatio Skeete, Safford City Manager

Linda Morales, Owner, The Planning Center

ATTEST:

Georgia Luster, City Clerk

APPROVED AS TO FORM:

William J. Sims, III, City Attorney

Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Community Visioning/Public Outreach

Once the Background and Current Conditions assessment is completed. The Project Team works with the community to solicit input. Such input results in the preparation of the Vision Statement, overarching principles, and goals for all the elements of the plan.

We recommend a compressed and effective week-long design charrette that allows for meetings with all the different groups identified in this proposal within a short timeframe. This approach allows the community to educate the planning/design and engineering team and collaboratively produce the concepts, vision, overarching principals and goals produced with their input at the end of the week. This award-winning process is a more effective public input tool than the regular monthly meetings since it creates a fulcrum for creativity that allows community members and stakeholders to become active participants in the design of their community.

The City of Safford public participation plan will be prepared within the first weeks of the project for adoption by Mayor and Council in compliance with State Statutes.

The following structure is recommended to ensure a comprehensive and effective public outreach effort.

Project Management Team

The project management team includes the City of Safford Project Manager/Coordinator designated for this project and the Consultant Team Project Manager (1 monthly meeting or conference call).

Project Team

The project team includes members of the Consultant Team and of the City of Safford Planning Department and any other department involved in planning and design, at the discretion of the City of Safford Planning Director.

The Guidance Team

A good consultant understands that every community is its own expert. We bring to you inter-disciplinary knowledge and specific skills, however, the ultimate experts are the people who live in the community. The Guidance Team provides technical advice to The Project Team.

We recommend the formation of a Guidance Team that may include representatives from:

1. City Manager's office.
2. City of Safford Planning & Zoning Commission.
3. Adjacent jurisdictions.
4. SEAGO, the regional agency.
5. Arizona Department of Transportation (ADOT).
6. Graham County Flood Control.
7. Municipal Airport Authority.
8. City staff from the various departments involved in the various aspects of general planning (planning, housing, public works, transportation, water, sewer, etc.).
9. School District
10. Public land owners (BLM, State, etc.)
11. Any other representative acting in a technical advisor capacity within the City or region.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Major Stakeholders Team

The Stakeholders Team includes major land owners and other major stakeholders in the community. They assist in defining a vision that supports community needs. This team may include representatives from:

1. Any organization actively working closely with the City in specific ongoing efforts (for example the Safford Main Street Project).
2. Chamber of Commerce.
3. Major private land owners.
4. Major employers.
5. Business owners.
6. HOAs

Consultant Team

The Consultant Team will consist of The Planning Center - spearheading this project - and Kimley-Horn and Associates. Resumes for key personnel are included in this proposal.

Please also see the Organizational Chart showing proposed consultant team key staff areas of specialties and their relationships to City operations provided at the end of Section 4.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Proposed Scope of Work

The following Scope of Work presents the methodology The Planning Center proposes based on our initial assessment. If chosen for this project, at the Scoping Meeting this Scope of Work can be refined to better reflect the needs of the City.

Phase One: Initial Project Scoping

During the Initial Project Scoping, the Project Team works together in the refinement of this Proposed Scope of Work to better fit the needs of Safford and the available project budget. At an Initial Project Scoping meeting, the Consultant team will:

1. Listen to Safford elected and appointed officials, Planning & Zoning Commission members, City Manager and staff;
2. Refine the overall project approach and the tasks to better serve the City of Safford's needs;
3. Identify key stakeholders that need to be brought into the process;
4. Identify the most effective public engagement process for Safford;
5. Refine the Scope of Work based on available budget;
6. Refine number and types of meetings proposed;
7. Discuss preferred document format; and
8. Inform the Public Participation plan that needs to be adopted by Mayor and Council at early stages of the process as per State mandates.

Deliverables:

- Refined Scope of Work and Budget
- Document Format
- Public Participation Plan

Phase Two: Background and Current Conditions Assessment

Working collaboratively, the Project Team will conduct a document review and assess, identify, and map major opportunities and constraints based on available secondary data. These will be compiled in a Background and Current Conditions Appendix. This Appendix will summarize:

1. Safford background and history
2. Regional context
3. Topography, hydrology, drainage, rivers, and washes
4. Environment and water resources
5. Existing transportation/circulation opportunities and deficiencies
6. Existing land use, land use corridors, and developable vacant land
7. Current zoning and overlay zones (including airport environs zones)
8. Approved plans and ongoing projects (Main Street Improvements Project)
9. Major property owners
10. Demographics and socio-economic conditions (including population projections)
11. Current and potential economic development trends
12. Housing characteristics
13. Existing recreation, trails, and open space

Deliverables:

- Background and Current Conditions Appendix
- Overview and Summary of Findings PowerPoint Presentation for Study Sessions



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Phase Three: Current General Plan Review

Working collaboratively with all applicable City Departments, the Project Team will review the current General Plan to identify:

1. Goals and policies that will be carried forward in the new plan
2. Goals and policies that need revisions
3. Goals and policies that no longer apply and are recommended for deletion

Deliverables:

- Struck-through/underlined version of the Current General Plan for review purposes

Phase Four: Visioning Process

We believe that making informed decisions is crucial to project success. Working collaboratively, the Project Team, based on the public input option selected, will present findings to and solicit input from the Guidance Team, the Stakeholders Team, and the Safford community in a public workshop.

The Visioning Workshop will be structured to include an overview study session to share findings, a questions and answers session, and a workgroup session aiming at identifying the community Vision and overarching goals or guiding principles.

The Planning Center recommends a 6-day design charrette as the main format of an effective, empowering, and engaging visioning/public involvement process. The 6-day design charrette is included in Option 1 of the proposed project budget included in 6. Compensation Schedule.

A Design Charrette is a three-phase, holistic, collaborative, and transparent planning process during which a multiple-day charrette is held as the central transformative event. The process

commences with the Charrette Preparation Phase, which includes analysis of all the pertaining data, followed by the Charrette acting as a fulcrum at the middle phase, and closes with the Plan Implementation Phase.

The charrette is the catalytic event of this dynamic planning process. It is a collaborative event that lasts six days. The goal of the charrette is to produce a feasible plan, land use alternatives, growth areas definition, and main concepts that benefit from the support of all stakeholders through its implementation. A multidisciplinary charrette team, consisting of stakeholders, community, support staff, and consultants, produces this plan.

The charrette is organized as a series of feedback loops through which different stakeholder groups, the Guidance Team, The Stakeholders Team, the Project Team, interest groups, neighborhood groups, and community members are engaged at critical decision-making points.

These decision-making points occur during stakeholder meetings, focus groups, community visioning sessions, one-on-one meetings, and open houses throughout the course of the charrette. See Design Charrette information included at the end of this proposal.

Meetings Associated with this Phase:

- Guidance Team:
 - Overview and Summary of Findings PowerPoint Presentation Session
 - Questions and Answers
 - Workshop/Visioning Session
- Major Stakeholders Team:
 - Overview and Summary of Findings PowerPoint Presentation Session
 - Questions and Answers
 - Workshop/Visioning Session



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

- Community:
 - Overview and Summary of Findings PowerPoint Presentation Session
 - Questions and Answers
 - Workshop/Visioning Session

Deliverables:

- Draft Community Vision
- Draft Overarching Goals and Guiding Principles

Phase Five: Planning or Character Area, Growth Areas, and Land Use Alternatives

Based on the Background and Current Conditions findings and the Draft Community Vision, overarching goals, and guiding principles formulated in the previous phase, and working collaboratively, the Project Team will assess, identify, and map major planning areas or character areas such as:

1. Community Gateway Areas
2. Major Activity Nodes
3. Major Character Areas
 - a. Historic
 - b. Employment
 - c. Neighborhoods
 - d. Industry
 - e. Infill
 - f. Environmentally Sensitive
 - g. Airport
 - h. Other
4. Growth Areas
5. Potential Annexation Areas

Deliverables:

- Draft Planning Areas and Growth Areas Map
- Draft Land Use Alternatives Scenarios (3 Alternatives)

- Planning or Character Area, Growth Areas, and Land Use Alternatives PowerPoint Presentation

Meetings Associated with this Phase:

- Meeting with Guidance Team and Major Stakeholders Team
- Community Open House presenting findings and requesting additional input

Phase Six: General Plan Policy Volume Draft 1

Based on information obtained in previous phases and community input, the Consultant team will prepare the General Plan Policy Volume including the following elements:

1. Land Use
2. Growth Area
3. Open Space and Recreation
4. Circulation
5. Environmental Planning
6. Water Resources
7. Cost of Development
8. Economic Development
9. Public Services and Facilities
10. Housing and Community Design
11. Implementation and Administration
12. Glossary

Deliverables:

- Draft General Plan Policy Volume

Meetings Associated with this Phase:

- Meeting with Guidance Team and Major Stakeholders Team
- Planning and Zoning Commission Study Session
- Community Open House



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Phase Seven: General Plan Policy Volume Final 1

Based on information obtained in previous phases and community input, and working closely with staff, the Consultant team will prepare the Final General Plan Policy Volume.

Meetings Associated with this Phase:

- Meeting with Guidance Team and Major Stakeholders Team
- Planning and Zoning Commission Public Hearing 1

Deliverables:

- Final General Plan Policy Volume for transmittal to reviewing agencies and adjacent jurisdiction
- 60 day agency review period

Phase Eight: General Plan Adoption Process

Revisions based on reviewing agencies comments and adjacent jurisdictions, and additional revisions by the Planning and Zoning Commission will be incorporated for the adoption process.

Meetings Associated with this Phase:

- Planning and Zoning Commission Public Hearing 2
- Mayor and Council Adoption Public Hearing

Project Products

The Consultant team will deliver the following Project Products:

- Draft General Plan – Twenty (20) copies (double-sided) and one (1) electronic copy
- Final General Plan – Twenty (20) bound copies (double sided) and one (1) electronic copy
- Public hearing notices as required by State statutes (including addressing and mailing associated with the project)
- All maps and documents associated with elements of the General Plan

All data, information, materials, and work produced, including final text, maps and graphics will become the sole property of the City of Safford.

City of Safford Responsibilities

In order to successfully complete the Scope of Work for the proposed budget and to function as an extension of the City of Safford, the Project Manager coordinating this project at the City of Safford, or his/her designated City staff will be tasked with the following responsibilities:

- Timely provision of Guidance and Major Stakeholders Teams' current contact information compiled in Excel spreadsheets
- Timely provision of shape files and other GIS data files needed for the preparation of maps
- Timely provision of the latest aerial imagery available at the City
- Timely provision of studies and documents needed for review



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

- Timely provision of any available secondary data needed for the preparation of the plan
- Timely review and provision of comments on Draft documents

Other Meetings

In addition to the study sessions and public hearings with the Commission, Council study sessions and workshops with Guidance and Major Stakeholders teams, and open houses mentioned in the Scope of Work, the Consultant will work closely and meet with Staff monthly as needed through the duration of the project.

Additional meetings not scoped in the contract will require written authorization from the City Project Manager and will be billed at the respective professional services rates of Consultant team members attending such meeting.

Additional Responsibilities

The Consultant Team will be responsible for the preparation of all graphics, handouts, agendas, minutes, and other materials necessary for successful meetings, workshops, study sessions, and public hearings.

Role of the Consultant

The Consultant team will operate as an extension of City staff. Both The Planning Center and Kimley-Horn maintain open dialogue with our clients. We will work with the Project Team to ensure that the updated General Plan reflects the vision of the citizens of Safford.

We think of our clients as *Partners in Success* and maintain a close team approach with County and municipal staff during the Pima County Comprehensive Plan Update, and the Sahuarita Nogales, and El Mirage general plan updates. See References section of this proposal.

The Planning Center believes that the members of the community are the experts. We listen carefully to community members. Our role is to facilitate the discussion, extract the needs, assist in identifying challenges and opportunities, utilize our expertise to recommend viable solutions, and organize the results in a cohesive and user-friendly manner that allows leadership and staff to easily implement the plan to better serve the community.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Project Manager/Sole Point of Contact

Maria Masque is The Planning Center designated point of contact/Project Manager for this project. Masque has 26 years of experience in the planning field and has directed the preparation of more than 30 general and comprehensive plans for communities in Arizona and Florida. In Arizona, she coordinated the general planning and public visioning process and prepared the following general and comprehensive plans in the past 5 years:

- Pima Prospers – Pima County Comprehensive Plan Update (March 2015 - Completed, only minor revisions and hearing process pending)
- Aspire - Sahuarita General Plan Update (March 2015 – Completed, only minor revisions and hearing process pending)
- Pascua Yaqui Tribe Statewide Land Study (2014)
- Kayenta Township Comprehensive Plan and Zoning Ordinance (2013)
- City of Nogales General Plan (2012)
- City of El Mirage General Plan (2011)

Prior to her current post, as Principal Planner with the Florida Regional Planning Council, she prepared comprehensive plans, zoning regulations, and land mitigation strategies for 11 counties and 25 municipalities in North Central Florida. She is an expert in viable Agricultural Conversion and has worked with many rural communities in both Arizona and Florida.

Masque has worked closely with Kimley-Horn in previous general plan updates, including Town of Sahuarita General Plan, and Town of Queen Creek General Plan as well as in many other land and transportation related projects. She maintains a close relationship with her partners at Kimley-Horn.

The Planning Center Key Staff

Maria Masque – Principal-in-Charge

Roles: Project Manager, Lead Planner, Overall Project Coordinator

Areas of Expertise:

- General Planning
- Community and Regional Planning
- Revitalization/Redevelopment
- Infill/Compact Development
- Policy Drafting
- Housing
- Historic Preservation
- Economic Development
- Agricultural Conversion
- Community Design
- Public Participation and Outreach
- Visioning

Linda Morales (AICP) – Planner

Roles: Planner, Policy Writer

Areas of Expertise:

- Current Planning
- Entitlements
- Master Planning/Specific Plans/Planned Area Development
- Growth Area Specialist
- Government Liaison

Hillary Turby – Planner, Analyst, Public Participation Specialist

Roles: Planning, Analysis, Policy Writing, and Public Engagement Coordination

Areas of Expertise:

- General Planning
- Community and Regional Planning
- Revitalization/Redevelopment
- Infill/Compact Development
- Policy Drafting
- Public Participation and Outreach
- Visioning



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Tim Johnson (RLA/LEED) – Landscape

Architect/Designer

Roles: Designer

Areas of Expertise:

- Landscape Architecture
- Community Design/Site Layout
- LEED Certified Professional
- Water Conservation Specialist
(Coauthor and trainer of the City of Tucson Water Harvesting Ordinance)
- Green Development
- Green Streets and Complete Streets
- Parks, Recreation, Trails, and Open Space

Daniel Bradshaw (RLA) – Landscape

Architect/Creative Technologies

Roles: Conceptual Analysis

- Landscape Architecture
- Community Design/Site Layout
- Conceptual Land Design and Scenario Building
- Creative Technologies
- AutoCAD
- Illustrations and Renderings
- 3D Modeling
- Photo Simulations

Brian Underwood/Tim Craven – Planner/GIS Specialists

Roles: Planner, Analyst.

Roles: Analyst and GIS Analysis and Mapping

- Planning
- GIS Analysis and Mapping
- Demographics and Socio-economic Analysis
- GIS Training



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Kimley-Horn Key Staff

Mary L. Rodin (AICP) – Project Manager
Subconsultant Team/Lead Transportation
Planner/Engineer

Roles: Transportation Planner/Engineer

Areas of Expertise:

- Transportation/Circulation
- Access Management
- Multi-Modal Transportation
- Regional Transportation

Brent C. Crowther, P.E. –Traffic/Transportation
Engineer

Roles: Project Traffic Engineer

Areas of Expertise:

- Transportation/Circulation
- Access Management
- Multi-Modal Transportation
- Traffic Analysis and Traffic Congestion
Mitigation
- Complete Streets

Registrations:

Registered Professional Engineer in Arizona
(#41366), Utah, and California

Robert E. Lyons Jr., P.E. – Water Resources
Engineer

Roles: Water Resources

Areas of Expertise:

- Utility Coordination and Design
- Municipal Water and Wastewater
Utility design and retrofitting
- Water Resources Specialist
- Major Highway and Roadway Design

Registrations:

Registered Professional Engineer in Arizona
(#38007)

Emily C. Blinkhorn. – Environmental Planner

Roles: Environmental Planning

Areas of Expertise:

- Land Use Resource Analysis
- Noise Analysis
- Biology, Hazmat and Cultural Resources
- Wildlife Corridor
- Environmental Overview



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule



Organizational Chart Showing Proposed Consultant Team Key Staff Areas of Specialties and their Relationships to City Operations



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Compensation Schedule

The City desires to achieve the most cost effective approach in meeting its workload and staffing needs. The Scope of Work and Project Budget includes all the required elements outlined in the RFP and currently included in the General Plan:

- Land Use
- Growth Area
- Open Space and Recreation
- Environmental Planning
- Water Resources
- Cost of Development

It also includes the following elements:

- Economic Development
- Public Services and Facilities
- Housing and Community Design
- Implementation and Administration
(provided at no cost)

As requested by City staff, The Planning Center will not provide GIS mapping and analysis. City staff will prepare the mapping and GIS analysis necessary for this project.



Proposed Project Schedule

The proposed project schedule provided in this section reflects an expedited process and includes the major milestones highlighted in the Scope of Work by phase. The design charrette fits perfectly such an accelerated schedule, and it will help expedite the planning process by producing a community involvement process that is dynamic, empowering, engaging, efficient, and cost effective.

Quality and Preparedness

The Planning Center's Principals insist everything that leaves our office is of the highest professional quality ensuring that the technical aspects of the plan are verified and correct, maps and graphics are attractive and legible and text is concise, readable and error-free. We have established procedures to ensure that everything we produce is cross checked before it leaves the office, and we require that our team members uphold the same standards.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Safford General Plan Proposed Project Budget

The following table summarizes the professional services and direct costs The Project. The detailed Project Budget is included on page 15.

Proposed Project Budget Summary

Professional Services	Amount
The Planning Center	\$53,500.00
Kimley-Horn and Associates	\$23,394.00
Total Professional Services	\$76,894.00

Other Direct Costs (ODC)	Amount
All Firms	\$9916.37
Total Proposed Project Budget	\$86,810.37

Notes:

1. The Project includes a 6-day Design Charrette. See recommended Design Charrette Structure provided at the end of this Section. The Design Charrette compresses the Community Involvement process providing a dynamic, empowering, engaging, and hands-on approach.

2. The cost for inclusion of new Elements distributed as follows and is already included in the total proposed Professional Services for this option:
 - a. Economic Development: 1,500.00
 - b. Housing: 2,000,00
 - c. Public Services and Facilities: 2,000.000

New elements costs includes preparation of goals, policies and implementation measures only. It is important to note that analysis of existing infrastructure, physical and regulatory opportunities and constraints, economic development trends, and demographics and socio-economic conditions analysis is required for the preparation of the Land Use and Growth Areas elements. Such analysis is budgeted separately as part of Phases Two, Three and Five, as described in the Scope of Work. The City of Safford has agreed to provide GIS analysis and mapping for this project.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

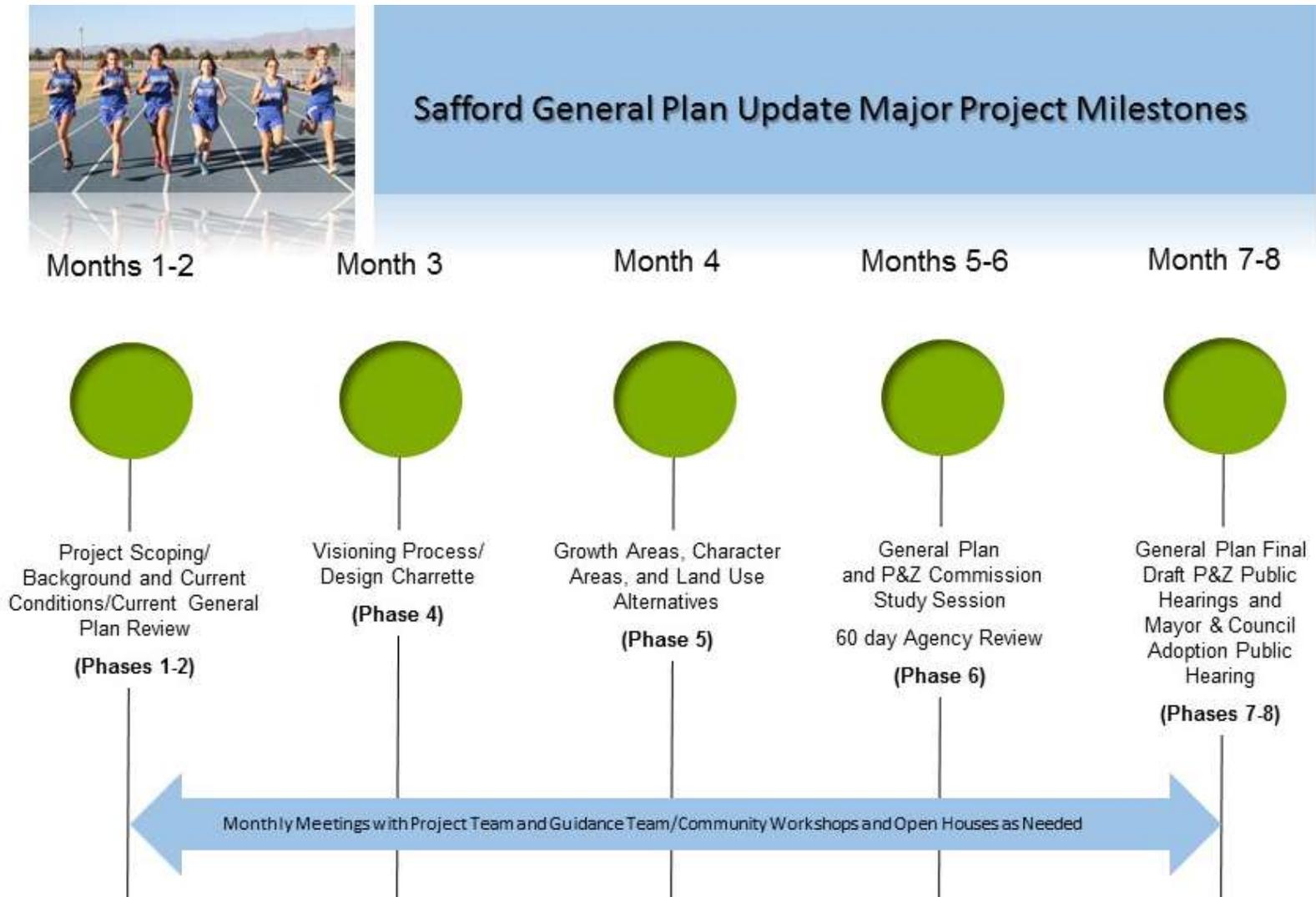


Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule



Safford General Plan Professional Services and Direct Cost Project Budget

Team Members	Maximum Hourly Rate	Phase 2 (Assessment)		Phase 3 (Current Plan Review)		Phase 4 (Visioning)		Phase 5 Growth Areas/Land Use Alternatives		Phases 6 and 7 Draft 1 and Final Draft		Phase 8 Adoption Process		Gran Total (All Tasks)		
		Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	Hours	Amount	
The Planning Center (Professional Services)																
A. Maria Masque, Principal/Project Manager/ Lead Planner	\$ 125.00	10	\$ 1,250.00	20	\$ 2,500.00	40	\$ 5,000.00	15	\$ 1,875.00	60	\$ 7,500.00	20	\$ 2,500.00	165	\$ 20,625.00	
B. Linda Morales, Planner/Growth Area Specialist	\$ 150.00	0	\$ -		\$ -	16	\$ 2,400.00	10	\$ 1,500.00	10	\$ 1,500.00		\$ -	36	\$ 5,400.00	
C. Tim Johnson, Landscape Architect/Design	\$ 120.00	5	\$ 600.00		\$ -	40	\$ 4,800.00	5	\$ 600.00	5	\$ 600.00		\$ -	55	\$ 6,600.00	
D. Hillary Turby, Planner/Analyst/Outreach Coordinator	\$ 95.00	20	\$ 1,900.00	20	\$ 1,900.00	40	\$ 3,800.00	15	\$ 1,425.00	60	\$ 5,700.00	20	\$ 1,900.00	175	\$ 16,625.00	
E. Daniel Bradshaw, Landscape Architect/ Illustrator	\$ 85.00	10	\$ 850.00		\$ -	40	\$ 3,400.00	0	\$ -		\$ -		\$ -	50	\$ 4,250.00	
F. Brian Underwood, Planner/GIS Analyst	\$ 80.00	0	\$ -		\$ -		\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -	
F. Tim Craven, GIS Mapping	\$ 65.00	0	\$ -		\$ -		\$ -	0	\$ -	0	\$ -		\$ -	0	\$ -	
E. Samantha Dickens, Administration/Editor																
Subtotal - The Planning Center		45	\$ 4,600.00	40	\$ 4,400.00	176	\$ 19,400.00	45	\$ 5,400.00	135	\$ 15,300.00	40	\$ 4,400.00	481	\$ 53,500.00	
Kimley Horn and Associates (Professional Services)																
A. Mary Rodin, KHA Project Manager	\$ 176.00	10	\$ 1,760.00	5	\$ 880.00	0	\$ -	10	\$ 1,760.00	10	\$ 1,760.00		\$ -	35	\$ 6,160.00	
B. Brent Crowther, Circulation, Bike and Pedestrian Engineer	\$ 185.00	5	\$ 925.00		\$ -	8	\$ 1,480.00	10	\$ 1,850.00	5	\$ 925.00		\$ -	28	\$ 5,180.00	
C. Emily Blinkhorn, Environmental Planner	\$ 175.00	10	\$ 1,750.00		\$ -	8	\$ 1,400.00	10	\$ 1,750.00	10	\$ 1,750.00		\$ -	38	\$ 6,650.00	
D. Robert Lyons, Water Resources Engineer	\$ 193.00	10	\$ 1,930.00		\$ -	0	\$ -	8	\$ 1,544.00	10	\$ 1,930.00		\$ -	28	\$ 5,404.00	
Subtotal - Kimley-Horn and Associates		35	\$ 6,365.00	5	\$ 880.00	16	\$ 2,880.00	38	\$ 6,904.00	35	\$ 6,365.00	0	\$ -	129	\$ 23,394.00	
Note: Professional Services for Phase One are Complementary																
Totals Professional Services (All Firms)			\$ 10,965.00		\$ 5,280.00		\$ 22,280.00		\$ 12,304.00		\$ 21,665.00		\$ 4,400.00		\$ 76,894.00	
The Planning Center - Other Direct Costs (ODCs)																
Travel (Trips at Major Milestones)	\$ 128.70		\$ 256.54	\$ 128.27		\$ 128.27		\$ 256.54		\$ 384.81		\$ 384.81		\$ 1,667.94		
Printing - Project Related Printing and In-house Reproduction			\$ 250.00			\$ 250.00		\$ 250.00		\$ 250.00		\$ 250.00		\$ 1,250.00		
Other (Overnight/FedEx)			\$ 100.00			\$ 100.00		\$ 100.00		\$ 100.00		\$ 100.00		\$ 400.00		
Design Charrette (6-Day Design Charrette)						\$ 3,157.08								\$ 3,157.08		
Draft 1 General Plan (20 bound copies double sided)										\$ 1,400.00				\$ 1,400.00		
Final General Plan (20 bound copies double sided)												\$ 1,400.00		\$ 1,400.00		
Subconsultant																
Kimley-Horn and Associates - Other Direct Costs (ODCs)		1	\$ 128.27	\$ 128.27	4	\$ 128.27	4	\$ 128.27	4	\$ 128.27	4	\$ 128.27	4	\$ 513.08	17	\$ 641.35
		1	\$ 734.81	\$ 256.54	4	\$ 3,763.62	4	\$ 634.81	4	\$ 2,263.08	4	\$ 2,134.81	4	\$ 9,916.37		
Grand Total	\$ 128.27	81	\$ 11,699.81	45	\$ 5,536.54	196	\$ 26,043.62	87	\$ 12,938.81	174	\$ 23,928.08	44	\$ 6,534.81	627	\$ 86,810.37	

Other Direct Costs Calculations:

Design Charrette Expenses

Mileage round trip (Tucson/Safford) for 4 vehicles	\$ 513.08
Per Diem Lodging (Safford Rates) @ \$83 per day x 4 people x 5 nights	\$ 1,660.00
Per Diem M&IE (Arizona Rate) @ \$41 person x 6 days	\$ 984.00
Total Design Charrette Expenses	\$ 3,157.08

Mileage Costs

Mileage round trip (Tucson/Safford) per meeting	\$ 128.27
This amount is multiplied by number of trips	

Reprographic Services

Draft 1 Comprehensive Plan Documents (20 bound double sided) (Calculated at \$70 dollars per document)	\$ 1,400.00
Final Comprehensive Plan Documents (20 bound double sided)	\$ 1,400.00

6-Day Design Charrette Community Visioning Planning Process (Educating, Empowering and Engaging)

This option includes a 6-day design charrette (see sample Design Charrette Schedule) as the central public engagement event. This approach has proven successful in many communities, particularly in smaller rural communities with private property owners owning large tracts of land. It compresses the bulk of the community input process into a highly productive week during which our staff moves to the City and facilitates numerous one-on-one, group and forum sessions, open houses, and work sessions allowing the community to get very involved in the planning process. The Planning Center has received numerous APA awards for our design charrettes. During the Design Charrette, the Community Vision, overarching principles for each element, and major goals per element are produced with the assistance of the various stakeholder groups.

GIS and Mapping Services

The City of Safford will produce all maps and that The Planning Center will not provide GIS guidance. As per our conversation with the City planning director, the City has qualified GIS specialists capable of map production. In the event that the City desires The Planning Center to provide GIS Services, the cost of producing the Opportunities and Constraints map series, the land use alternatives, and all other pertinent maps will be an additional \$15,000 dollars from the amount scoped in this budget proposal and will require a change order initiated by the City.



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

What is a Design Charrette?

As defined by the National Charrette Institute, the French word, "charrette" means "cart" and is often used to describe the final, intense work effort expended by art and architecture students to meet a project deadline.



This empowering, engaging and inclusive community involvement process allows the fast transfer of ideas into a cohesive vision, guiding principles and goals. Using conceptual graphics, illustrations, sketches and maps the planning and design team assists participants in envisioning the desired outcome.

A Design Charrette is a three-phase, holistic, collaborative and transparent planning process during which 6-day charrette is held as the central transformative event. The process commences with the Charrette Preparation Phase, which includes analysis of all the pertaining data, followed by the Charrette acting as a fulcrum at the middle phase, and closes with the Plan Implementation Phase.

The charrette is the catalytic event of this dynamic planning process. It is a collaborative event. The goal of the charrette is to produce a feasible plan or conceptual plan that benefits from the support of all stakeholders through its implementation. A multidisciplinary charrette team, consisting of stakeholders, community, support staff and consultants, produces this plan.

During the charrette, the consultant team first solicits the values, vision, and needs of the stakeholders.



Nogales Design Charrette Stakeholders Meeting Sessions

The team then breaks off to create alternative concepts, testing and refining them with the goal of producing preferred concepts.

The charrette is organized as a series of feedback loops through which different stakeholder groups, Guidance Team, property owners, interest groups, neighborhood groups, and community members are engaged at critical decision-making points. These decision-making points occur during stakeholder meetings, focus groups, community visioning sessions, one-on-one meetings, and open houses throughout the course of the charrette.



Consultant Team Conceptual Design/Work Session



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Design Charrette Objectives



*El Mirage General Plan Design Charrette Conceptual Products
El Mirage, Arizona – The Planning Center*

Solution-oriented community conversations, workshops and forums are conducted at various points of the Design Charrette. The target audience may include regional entities, jurisdictions, department heads, agency representatives, community stakeholders, developers, business and property owners, neighborhood associations, special interest groups and community members. The Charrette, allows the Consultant team to:

- Dissipate community fears, concerns and anxieties.
- Engage the major stakeholders in solution-oriented dialogue.
- Understand the unique needs of the community.
- Educate participants about the planning process.

This approach funnels all these various perspectives and input to create a mosaic or collage of community needs and ideas. Then, the Consultant team transforms these needs and ideas into guiding principles, goals, policies, action statements, and/or conceptual graphics that illustrate how the resulting policy or codification will address community concerns and needs.

Design Charrette Sample Schedule/Structure

Day 1	<p>Morning (8:am to 11:00 am) Consultant Team arrival and equipment set up.</p> <p>Noon (noon to 2:00 pm) Working Lunch with Project Team</p> <p>Afternoon (2:00 to 4:00 pm) Photo Tour and Walkabout Consultant Team members</p> <p>Evening (6:00 to 7:00 pm) Community Overview (Mayor’s Welcome, Team Introductions, Project Overview by Consultant Team)</p> <p>Evening (7:00 to 8:00 pm) Community Visioning Process</p>
Day 2	<p>Morning (9:00 to 11:00 am) Guidance Team Meeting</p> <p>Afternoon (1:00 to 3:00 pm) Developers and Major Property Owners Round Table</p> <p>Afternoon (3:00 to 5:00 pm) Neighborhood Association/HOA Meeting.</p> <p>Evening (6:00 to 8:00 pm) Stakeholders Focus Groups</p>
Day 3	<p>Morning (9:00 to 11:00 pm) Special Interest Groups Round Table</p> <p>Afternoon (1:00 am to 3:00 pm) Business Owners Round Table</p> <p>Afternoon (3:00 to 5:00 pm) One-on-one interviews with major stakeholders/property owners.</p> <p>Evening (6:00 pm to 8:00 pm) Open House - Displaying all the results, sketches, ideas and tabulated comments up to this point. Additional input</p>



Exhibit A: City of Safford General Plan Update Scope of Work, Project Budget, and Project Schedule

Day 4	<p>Morning (9:00 am to 5:00 pm) Consultant Team Design/Work Sessions</p> <p>Afternoon (1:00 to 3:00 pm) Youth Visioning Session.</p> <p>Afternoon (3:00 to 5:00 pm) One-on-one interviews with major stakeholders and interest groups.</p> <p>Evening (6:00 pm to Midnight) Consultant Team Work Session – The community is invited to come in, look over our shoulders, watch the project evolve, participate in the planning/conceptual design process and co-create!</p>
Day 5	<p>(9:00 am to 11:00 am) Consultant Team Work Session</p> <p>Afternoon (1:00 to 5:00 pm) One-on-one interviews with major stakeholders and interest groups.</p> <p>Evening (6:00 pm to 9:00 pm) Open House - Displaying all the results, sketches, ideas and tabulated comments up to this point. Additional input</p>
Day 6 (Saturday)	<p>Final Presentation (2:00 to 5:00 pm) Presentation including all the work products:</p> <ol style="list-style-type: none"> 1. Overall Vision Statement 2. Character Areas 3. Guiding Principles 4. Proposed Land Uses 5. Growth Areas 6. Conceptual Sketches



El Mirage Design Charrette Focus Group



San Jose Design Charrette TAC Working Lunch





CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Terry Quest, Financial Director
SUBJECT: Draft Budgets for various Departments for Fiscal Year 2015-2016
DATE: Monday, April 13th 2015 at 6:00 p.m.

Purpose and Recommended Action:

This is a request for Council to review and provide guidance and feedback on various City Departments draft budgets for Fiscal Year 2015-2016.

Background:

Mayor and Council; this is a continuation of the series of draft budget proposals for your review and feedback. In this package, we are beginning the departmental proposed expenditure request. The following departments are included at this time:

1. City Manager Office
2. City Clerk
3. City Court
4. City Attorney
5. Fire Department
6. Finance
7. Information Technology

Some general instructions given to the departments while preparing their budget this year was to look for efficiency and savings within each department and provide detailed explanations for each expenditure line proposed. The City Manager provided the following general guidelines:

- Each department should be targeting a 5-7% decrease in operating cost for the same level of service previously offered.
- All benefits currently being offered to the staff will be reviewed and reauthorized.
- A 3% of current salaries will be included in the draft budget for possible performance or Merit pay increases should the funds be available.
- A minimum of 5% of budgeted revenues will be appropriated for contingencies with the goal of rebuilding the various fund balances to acceptable levels.
- Vehicles and other equipment replacement request will be evaluated and approved based on a physical assessment rather than a predetermined replacement schedule.

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

13 CITY MGR
11 GENERAL FUND
113 CITY MANAGER

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	158,098	175,701	161,814	164,002	-6.66%
61110 PERFORMANCE/MERIT INCREASE	-	-	-	4,920	100.00%
61170 BENEFITS	46,292	61,063	50,823	48,168	-21.12%
PERSONNEL TOTAL	204,390	236,764	212,636	217,089	-8.31%
62100 PROFESSIONAL SERVICES	-	10,000	-	10,000	0.00%
66210 COMMUNIC - TEL. & TEL.	1,639	1,800	1,222	1,500	-16.67%
66500 TRAVEL	7,650	11,000	3,685	9,000	-18.18%
66900 DUES, SUBS. & MEMBERSHIPS	317	5,000	1,905	4,000	-20.00%
67270 OPERATING SUPPLIES - OTHER	2,720	4,000	2,181	3,000	-25.00%
69100 OTHER EXPENSE	9,452	5,000	8,882	6,000	20.00%
69181 EMPLOYEE INCENTIVE PROGRAM	1,004	-	2,055	-	0.00%
OPERATIONAL EXP TOTAL	22,783	36,800	19,930	33,500	-8.97%
68133 INTRNL SRV CHRGES I.T./COMMUN	22,560	16,414	16,488	15,554	-5.24%
INTERNAL SERVICES TOTAL	22,560	16,414	16,488	15,554	-5.24%
APPROPRIATIONS	249,733	289,978	249,054	266,143	-8.22%

Budget comments

Changes to budget this year includes decrease in general operating expenditures item like travel; dues and subscription and other office supplies. The other major change to the department cost is a reduction of the number of people accepting city health insurance coverage.

Total change to the department budget \$ (23,835)

2 FTE POSITIONS

City Manager
Executive Secretary City Manager

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- CITY MANAGER

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	157,844	175,701	161,684	164,002	-6.66%
61170 PER.SVC.-SALARIES BONUS	254	-	130	-	0.00%
SALARIES	158,098	175,701	161,814	164,002	-6.66%
61210 EMPL. BNFT. - GROUP INS.	11,908	55,063	14,253	9,464	-82.81%
61220 EMPL. BNFT. - FICA	9,632	-	12,484	12,923	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	14,856	-	18,078	19,375	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	482	-	430	405	100.00%
61300 PER. SVC. - NON CASH BENE	-	6,000	5,578	6,000	0.00%
61310 VEH. COMMUTING ALLOWANCE	3,781	-	-	-	0.00%
61400 RETIREMENT INS SUBSIDY	5,634	-	-	-	0.00%
BENEFITS	46,292	61,063	50,823	48,168	-21.12%
TOTAL SALARIES & BENEFITS	204,390	236,764	212,636	212,169	-10.39%

Explanation:

The only significant change to the employee benefits this year is an approximately increase in health insurance cost of about 3%

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
Performance/merit increase	-	-	-	4,920	100.00%

Explanation:

The amount budgeted in this line assumes employees in this department may be eligible for a performance merit pay increase based on performance. Merit increase ranges from 2-4% base on performance and will be paid to those eligible employees beginning the first full payroll in July

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL SERVICES	-	10,000	-	10,000	0.00%

Explanation:

These funds would be used to do community outreach on special initiatives from the City Manager's Office such as recycling, water conservation, etc.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	1,639	1,800	1,222	1,500	-16.67%

Explanation:

Cover cost for City manager phone and iPad telecommunication devices

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	7,650	11,000	3,685	9,000	-18.18%

Explanation:

TO cover cost associated with national ICMA seminar, league conference, and two ACMA conferences for the city manager. Executive Assistant will also be attending one training seminar for assistant to the city manager

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES, SUBS. & MEMBERSHIPS	317	5,000	1,905	4,000	-20.00%

Explanation:

Membership dues and subscription to the Arizona Association of City managers as well as membership to ICMA for the City manager and the Finance Officer Association. The city also pays for the manager membership to a local service organization (Lion Club). This amount also covers the cost of the dues for the Executive Assistant membership to a local professional organization.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67270 OPERATING SUPPLIES - OTHER	2,720	4,000	2,181	3,000	-25.00%

Explanation:

Covers the cost of various office supplies.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69100 OTHER EXPENSE	9,452	5,000	8,882	6,000	20.00%

Explanation:

To cover miscellaneous cost for various community events and incidental expenses associated with general employee meeting and recognition for outstanding performance through the year. This will also seed various regional events like the MLK and Cesar Chavez Luncheon. Includes special recognition for quarterly meetings.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69181 EMPLOYEE INCENTIVE PROGRAM	1,004	-	2,055	-	0.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRL SRV CHRGES I.T./COMMUN	22,560	16,414	16,488	15,554	-5.24%

Explanation:

2 computers, 1 laptop, 3 phones, 1 printer, and 1 copier

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

10 CITY COUNCIL
11 GENERAL FUND
111 CITY COUNCIL

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	55,775	55,200	54,338	55,200	0.00%
61210 EMPL. BNFT.	47,203	44,844	43,945	44,442	-0.90%
PERSONNEL TOTAL	102,978	100,044	98,283	99,642	-0.40%
63100 UTILITIES EXPENSE	27,164	34,000	29,590	34,000	0.00%
64100 OUTSIDE SERVICES	8,000	-	-	-	0.00%
66100 INSURANCE EXPENSE	56,521	63,000	59,143	62,400	-0.95%
66210 COMMUNIC - TEL & TELEGRAPH	-	5,000	3,325	3,500	-30.00%
66300 ADVERTISING	99	-	198	-	0.00%
66500 TRAVEL	7,326	6,000	5,355	6,500	8.33%
66900 DUES, SUBS. & MEMBERSHIPS	14,147	17,000	19,974	17,000	0.00%
67270 OPERATING SUPPLIES - OTHER	8,275	6,500	2,259	3,000	-53.85%
69100 OTHER EXPENSE	253,286	217,000	147,283	170,000	-21.66%
69104 COUNCL DIRECTD-PRIDE OF SAFFRD	215	-	860	-	0.00%
OPERATIONAL EXP TOTAL	375,035	348,500	267,987	296,400	-14.95%
68133 INTRL SRV CHRGES I.T./COMMUN	14,064	12,360	12,360	11,595	-6.19%
INTERNAL SERVICES TOTAL	14,064	12,360	12,360	11,595	-6.19%
APPROPRIATIONS	492,076	460,904	378,630	407,637	-11.56%

Budget comments

The major change to the council budget includes a reduction to the other expense category due to the major decline in the hospitality tax estimates for next year. The amount previously budgeted in the line for Façade grants to the downtown business district was moved to the Community Development budget.

Total change to the department budget \$ (53,267)

FTE POSITIONS

Mayor
6 Council Members

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- CITY COUNCIL

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	55,775	55,200	54,338	55,200	0.00%
SALARIES	55,775	55,200	54,338	55,200	0.00%
61210 EMPL. BNFT. - GROUP INS.	26,305	44,844	27,334	27,114	-39.54%
61220 EMPL. BNFT. - FICA	3,825	-	3,704	4,223	100.00%
61245 Empl. Bnft.-Elcted Officl Ret.	16,897	-	12,769	12,972	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	176	-	139	132	100.00%
BENEFITS	47,203	44,844	43,945	44,442	-0.90%
TOTAL SALARIES & BENEFITS	102,978	100,044	98,283	99,642	-0.40%

Explanation:

These funds are utilized to pay the salary and benefits package for the City Council.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
63100 UTILITIES EXPENSE	27,164	34,000	29,590	34,000	0.00%

Explanation:

These funds are utilized to pay utility expenses for the Safe House and the Boys and Girl club buildings. The city owns both of these buildings.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	7,332	6,000	5,298	6,500	8.33%
66550 TRVL- SAME DAY MEALS	(5)	-	56	-	0.00%
TOTAL	7,326	6,000	5,355	6,500	8.33%

Explanation:

These funds are utilized to pay travel expenses for the Councilmembers to various meeting through the state like SEAGO meeting; League Conferences etc.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES, SUBS. & MEMBERSHIPS	14,147	17,000	19,974	17,000	0.00%

Explanation:

These funds are utilized to pay professional dues, subscription and memberships for the City I Members to the League of Arizona Cities and Towns; South Eastern Arizona Government Organization and the Innovation Group.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67270 OPERATING SUPPLIES - OTHER	8,275	6,500	2,259	3,000	-53.85%

Explanation:

These funds are used to cover office and other functional supplies for the City Council in the performance of their duties.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69100 OTHER EXPENSE	253,286	217,000	147,283	170,000	-21.66%

Explanation:

The Following is a listing of the community organizations supported with these funds:

Pride of Safford \$4,400; Community Foundation \$17,500; Safe House \$7,000; Gila Valley Boy & Girls Club \$9,600; 4th July Celebration \$5,000; Lions Club Flag \$3,000; Chamber of Commerce \$100,000; Gila Valley Economic Development Organization \$20,000 and Contingency \$3,500

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66100 INSURANCE EXPENSE	56,521	63,000	59,143	62,400	-0.95%

Explanation:

Based on liability insurance paid in previous years.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL & TELEGRAPH	-	5,000	3,325	3,500	-30.00%

Explanation:

Based on most current Verizon bill. This includes laptop for 1 city council member and 5 cells phone for council members.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRL SRV CHRGES I.T./COMMUN	14,064	12,360	12,360	11,595	-6.19%

Explanation:

Based on IT budget, and number of devices in this department (5 laptops).

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

35 ATTRNY
GENERAL FUND
115 LEGAL SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61400 RETIREMENT INS SUBSIDY	5,200	5,300	5,200	5,200	-1.89%
PERSONNEL TOTAL	5,200	5,300	5,200	5,200	-1.89%
62100 PROFESSIONAL SERVICES	38,337	60,500	21,686	60,000	-0.83%
62110 PROSECUTION SERVICES	84,000	87,360	84,000	84,000	-3.85%
63100 UTILITIES EXPENSE	1,088	1,000	1,443	-	-100.00%
66210 COMMUNIC - TEL. & TEL.	1,073	1,000	1,187	-	-100.00%
66500 TRAVEL	33	500	-	500	0.00%
67270 OPERATING SUPPLIES - OTHER	130	250	-	-	-100.00%
69150 OTHER EXP-PRINCIPAL DEBT SERV	4,583	12,000	-	-	-100.00%
69154 CONTRA DEBT SERVICE ACCOUNT	(4,605)	-	-	-	0.00%
69155 OTHER EXPENSE - OTHER INTEREST	22	-	-	-	0.00%
69182 CLAIMS EXPENSE	8,875	-	20,000	-	0.00%
OPERATIONAL EXP TOTAL	133,536	162,610	128,316	144,500	-11.14%
APPROPRIATIONS	138,736	167,910	133,517	149,700	-10.85%

Budget comments

All cost previously budgeted in this department to support the attorney office building. This building is now included in the Court budget since they are scheduled to occupy the building in May of 2015.

Total change to the department budget \$ (18,210)

0 FTE POSITIONS

Retirement Subsidies

1 Retirement Subsidy

DEPARTMENT EXPENSE DETAIL- LEGAL SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61400 RETIREMENT INS SUBSIDY	5,200	5,300	5,200	5,200	-1.89%

Explanation:

Retirement insurance subsidy for one person

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL SERVICES	38,337	60,500	21,686	60,000	-0.83%

Explanation:

This contract cover all general legal counsel currently being provided by Sims and Murray Law firm. Cost include attendance at city council meeting reviewing all legal contracts and guidance to all city departments. This year we anticipate to possibly have some additional work as we embark on the review of the City's General Plan.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62110 PROSECUTION SERVICES	84,000	87,360	84,000	84,000	-3.85%

Explanation:

This Contract provide for services in the municipal courts

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	1,073	1,000	1,187	-	-100.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	55	500	-	500	0.00%
66550 TRVL- SAME DAY MEALS	(22)	-	-	-	0.00%
TOTAL	33	500	-	500	0.00%

Explanation:

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

60 MAGISTRATE
GENERAL FUND
160 CITY COURT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	139,499	148,789	135,290	139,213	-6.44%
61210 EMPL. BNFT.	36,379	40,628	35,961	39,548	-2.66%
61110 Performance/Merit Increase	-	-	-	3,405	100.00%
PERSONNEL TOTAL	175,878	189,417	171,251	182,167	-3.83%
62100 PROFESSIONAL SERVICES	9,200	10,200	32,019	9,000	-11.76%
63100 UTILITIES EXPENSE	3,246	5,000	3,172	12,000	140.00%
66210 COMMUNIC - TEL. & TEL.	72	500	506	500	0.00%
66500 TRAVEL	708	1,500	204	500	-66.67%
67270 OPERATING SUPPLIES - OTHER	10,518	12,000	8,785	7,825	-34.79%
69100 OTHER EXPENSE	360	700	2,796	5,175	639.29%
70000 CAPITAL OUTLAY	146	-	-	-	0.00%
OPERATIONAL EXP TOTAL	24,249	29,900	47,482	35,000	17.06%
68133 INTRL SRV CHRGES I.T./COMMUN	26,016	22,314	22,428	19,203	-13.94%
INTERNAL SERVICES TOTAL	26,016	22,314	22,428	19,203	-13.94%
APPROPRIATIONS	226,143	241,631	241,161	236,370	-2.18%

Budget comments

The Court budget is now responsible for the cost of operating at the new location which was formerly expensed to the Legal department. The cost of this new location is anticipated to be higher.

Total change to the department budget \$ (5,261)

3 FTE POSITIONS 1 PART TIME

CITY MAGISTRATE
PT ASST COURT CLERK
COURT ADMIN./ASST.MAGISTRATE
ASSISTANT COURT CLERK

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- CITY COURT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	138,992	148,789	134,659	139,213	-6.44%
61170 PER.SVC.-SALARIES BONUS	507	-	632	-	0.00%
TOTAL SALARIES	139,499	148,789	135,290	139,213	-6.44%
61210 EMPL. BNFT. - GROUP INS.	11,116	40,628	11,525	11,966	-70.55%
61220 EMPL. BNFT. - FICA	10,451	-	10,139	10,910	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	14,411	-	13,978	16,358	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	401	-	318	314	100.00%
TOTAL BENEFITS	36,379	40,628	35,961	39,548	-2.66%
TOTAL	175,878	189,417	171,251	178,761	-5.63%

Explanation:

Salaries include the following positions:

- City Magistrate
- Part Time Assistant Court Clerk
- Court Administrator/Assistant Magistrate
- Assistant Court Clerk

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	3,405	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in City Court. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL SERVICES	9,200	10,200	32,019	9,000	-11.76%

Explanation:

Current year had two indigent cases that exceeded previous costs. Court has revised the indigent attorney fees from hourly to per case. Court needs to add security to our night court sessions, on Wednesday's and Thursdays.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
63100 UTILITIES EXPENSE	3,246	5,000	3,172	12,000	140.00%

Explanation:

Moving to new location

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67270 OPERATING SUPPLIES - OTHER	10,518	12,000	8,785	7,825	-34.79%

Explanation:

The current budget amount will suffice, do not foresee additional costs.
Purchase forms, envelopes, and stationary.
Purchase of statute books, annual fee.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69100 OTHER EXPENSE	360	700	2,796	5,175	639.29%

Explanation:

This expense is for jury trials, current year had 5 jury trials, court cannot project how many will be set the coming year.
Lease payment of \$3,750 to Supreme Court for computers and printers.
Maintenance contract for court recorder.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	708	1,500	204	500	-66.67%

Explanation:

Includes continuous education,(court is mandated to complete 16 hours yearly) and with the ability to do trainings online with the local field trainer we are able to reduce this budget.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	72	500	506	500	0.00%

Explanation:

This expense is for internet and long distance expenses

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRL SRV CHRGES I.T./COMMUN	732	-	108	-	0.00%
68133 INTRL SRV CHRGES I.T./COMMUN	25,284	22,314	22,320	19,203	-13.94%
TOTAL	26,016	22,314	22,428	19,203	-13.94%

Explanation:

1 computer, 1 laptop, 4 phones, 1 printer, and 2 copiers

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

**25 CITY CLERK
GENERAL FUND
121 CITY CLERK & GENERAL**

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	124,586	128,381	111,158	114,189	-11.05%
61210 EMPL. BNFT.	38,597	40,543	37,469	42,301	4.34%
61110 PERFORMANCE/MERIT INCREASE	-	-	-	3,401	100.00%
PERSONNEL TOTAL	163,183	168,924	148,627	159,891	-5.35%
62100 PROFESSIONAL & OUTSIDE SERV	-	8,500	3,562	1,646	-80.64%
63100 UTILITIES EXPENSE	24,047	25,000	25,257	25,000	0.00%
65100 OUTSIDE RENTAL / LEASE	3,462	3,600	5,596	3,600	0.00%
65210 MOTOR POOL RENTALS - VEH.	4,540	5,580	5,580	5,573	-0.13%
66200 COMMUNICATIONS	28,557	35,000	19,891	30,056	-14.13%
66500 TRAVEL	919	3,000	396	3,000	0.00%
66900 DUES, SUBS. & MEMBERSHIPS	742	1,500	891	725	-51.67%
67000 SUPPLIES	6,982	15,500	11,559	11,640	-24.90%
67510 SUPPLIES VEH. & EQUIP. - GAS &	331	500	408	500	0.00%
69100 OTHER EXPENSE	-	-	172	-	0.00%
OPERATIONAL EXP TOTAL	69,579	98,180	73,313	81,740	-16.74%
68100 INTRNL SERV WAREHOUSE	1,128	-	240	-	0.00%
68133 INTRL SRV CHRGS	21,888	14,783	14,784	13,814	-6.55%
INTERNAL SERVICES TOTAL	23,016	14,783	15,024	13,814	-6.55%
APPROPRIATIONS	255,778	281,887	236,964	255,445	-9.38%

Budget comments

The reduction in the overall expenses of 9.38% is a result of no election expenses anticipated through June 30, 2016.

Total change to the department budget \$ (26,442)

2 FTE POSITIONS

City Clerk
Administrative Assistant

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- CITY CLERK

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	124,083	127,381	110,727	113,637	-10.79%
61120 PER. SVC. - SALARIES - O.T. PA	249	1,000	180	552	-44.80%
61170 PER.SVC.-SALARIES BONUS	254	-	251	-	0.00%
TOTAL SALARIES	124,586	128,381	111,158	114,189	-11.05%
61210 EMPL. BNFT. - GROUP INS.	14,820	40,543	16,439	19,535	-51.82%
61220 EMPL. BNFT. - FICA	9,005	-	7,838	8,996	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	14,378	-	12,894	13,488	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	394	-	298	282	100.00%
TOTAL BENEFITS	38,597	40,543	37,469	42,301	4.34%
TOTAL SALARIES & BENEFITS	163,183	168,924	148,627	156,490	-7.36%

Explanation:

Reduction in 2014 salary is due to Deputy Clerk transferring to community development Oct 2014 and Admin Assistant starting in Nov 2014.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PERFORMANCE/MERIT INCREASE	-	-	-	3,401	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current Clerk employees. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL & OUTSIDE SERV	-	8,500	3,562	1,646.0	-80.64%

Explanation:

Graham County Election Department - Primary Election will be held August 2016. No election expenses through June 30, 2016. Budgeting \$1,000 for Municode - codification and \$531 for JCG Liberty recording for all meetings. Budgeted \$115 for Lincum offsite document storage of City permanent records.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
63100 UTILITIES EXPENSE	23,702	25,000	24,939	25,000	0.00%
63130 UTILITIES - WATER	345	-	318	-	0.00%
TOTAL	24,047	25,000	25,257	25,000	0.00%

Explanation:

Clerk's Office responsible for utilities expense for City Hall.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65100 OUTSIDE RENTAL / LEASE	3,462	3,600	5,596	3,600	0.00%

Explanation:

Postage machine rental per contract with Pitney Bowes.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65210 MOTOR POOL RENTALS - VEH.	4,540	5,580	5,580	5,573	-0.13%

Explanation:

2005 TAHOE

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66200 COMMUNICATIONS	256	35,000	-	-	-100.00%
66210 COMMUNIC - TEL. & TEL.	2,181	-	2,767	3,056	100.00%
66220 COMMUNIC - PSTG. & MLG.	10,193	-	6,028	14,000	100.00%
66300 ADVERTISING	15,926	-	11,097	13,000	100.00%
TOTAL	28,557	35,000	19,891	30,056	-14.13%

Explanation:

Clerks Office is responsible for all City's USPS postage. Postage can vary depending on mailings. Clerk does mailings for entire City and depending on activities this can make it fluctuate. Added \$720 for Clerk's cell phone charges. Cell phone was purchased February 2015 and will be a new expense. The Advertising can fluctuate depending on the needs of legal publications, and sizes of adds.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	919	3,000	396	2,000	-33.33%
66600 TRAINING	-	-	-	1,000	100.00%
TOTAL	919	3,000	396	3,000	0.00%

Explanation:

Arizona Municipal Clerks Association (AMCA)/ International Institute of Municipal Clerks (IIMC) for Clerks' Training & Certification for Administration Assistant and City Clerk: AMCA City/Town Clerk Best Practices Spring and Fall \$80 Registration- \$350 travel exp, AMCA Institute(Clerk Certification Program for Admin Assistant)\$300 registration- \$450 room- \$220 travel, AMCA Elections Training/Summer Conference(City Clerk and Admin Assistant) \$400 registration-\$360 rooms- \$220 travel, AMCA/IIMC has different training through out the year that isn't posted until it gets closer to the date \$620.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES, SUBS. & MEMBERSHIPS	742	1,500	891	725	-51.67%

Explanation:

Annual Membership Dues to International Institute of Municipal Clerks & Arizona Municipal Clerks Association for City Clerk and Admin Assistant, Coronado Resource Conservation & Development (committee in which City Clerk is the City Delegate) and Lincum (Microfiche of permanent records)

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67000 SUPPLIES	1,545	15,500	2,401	11,640	-24.90%
67270 OPERATING SUPPLIES - OTHER	5,437	-	9,158	-	0.00%
TOTAL	6,982	15,500	11,559	11,640	-24.90%

Explanation:

General Operating Supplies: Mission Linen- cleaning of all rugs in City Hall , Metco Water- drinking water for City Hall, CMI- Printing receipt books , Warehouse Supplies- office supplies, toilet paper, paper towels, cleaning supplies, etc. for all of City Hall

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67510 SUPPLIES VEH. & EQUIP. - GAS &	331	500	408	500	0.00%

Explanation:

Gas for one vehicle

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69100 OTHER EXPENSE	-	-	172	-	0.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRN SRV CHRGS I.T./COMMUN	21,888	14,783	14,784	13,814	-6.55%
68100 INTRNL SERV WAREHOUSE	1,128	-	240	-	0.00%
TOTAL	23,016	14,783	15,024	13,814	-6.55%

Explanation:

1 computer, 1 laptop, 4 phones, and 1 printer

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

95 INFORMATION TECHNOLOGY
ADMIN SRVS- INTERNAL SRV FUND
970 I.T.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	170,332	175,296	165,195	190,946	8.93%
61210 EMPL. BNFT.	65,914	69,286	66,363	78,497	13.29%
61110 Performance/Merit Increase	-	-	-	5,021	100.00%
PERSONNEL TOTAL	236,246	244,582	231,559	274,464	12.22%
62100 PROFESSIONAL SERVICES	80,844	92,473	89,795	93,659	1.28%
64160 COUNTY IGA - WAN	29,300	35,000	40,190	30,000	-14.29%
65100 RENTAL / LEASE EXPENSE	3,650	2,745	3,849	-	-100.00%
65210 MOTOR POOL RENTALS - VEH.	6,480	7,524	7,524	6,727	-10.59%
66200 COMMUNICATIONS	58,701	71,064	36,846	46,120	-35.10%
66500 TRAINING/ TRAVEL	4,695	15,000	7,119	7,500	-50.00%
66900 DUES- SUBS. & MEMBERSHIPS	1,020	2,000	323	500	-75.00%
67270 OPERATING SUPPLIES - OTHER	143,509	191,150	131,687	175,100	-8.40%
67510 SUPPLIES VEH. & EQUIP. - GAS &	495	1,000	545	1,000	0.00%
68100 INTRNL SERV WAREHOUSE	5,220	-	1,944	-	0.00%
70000 CAPITAL OUTLAY	-	19,150	49,000	-	-100.00%
70520 CAPITAL OUTLAY - COMPTR. EQUIP	43,116	-	-	-	0.00%
OPERATIONAL EXP TOTAL	377,031	437,106	368,822	360,606	-17.50%
APPROPRIATIONS	613,277	681,688	600,380	635,070	-6.84%

Budget comments

Reduction of 6.84% is due to the reduction of travel expenses, operating supplies, in the number of PCs scheduled to be purchased, and in communications by removing old lines.

Total change to the department budget \$ (46,618)

4 FTE POSITIONS

- IT Administrator
- Senior IT Specialist
- IT Support Specialist
- IT Support Specialist (Hire date of Dec 2015)

DEPARTMENT EXPENSE DETAIL- IT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	167,253	171,396	162,285	189,263	10.42%
61120 PER. SVC. - SALARIES - O.T. PA	2,318	3,900	1,962	1,683	-56.84%
61170 PER.SVC.-SALARIES BONUS	761	-	947	-	0.00%
TOTAL SALARIES	170,332	175,296	165,195	190,946	8.93%
61210 EMPL. BNFT. - GROUP INS.	33,484	69,286	34,908	40,557	-41.46%
61220 EMPL. BNFT. - FICA	12,233	-	11,869	14,992	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	19,657	-	19,163	22,477	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	540	-	423	471	100.00%
TOTAL BENEFITS	65,914	69,286	66,363	78,497	13.29%
TOTAL SALARIES & BENEFITS	236,246	244,582	231,559	269,443	10.16%

Explanation:

Added FTE with hire date of December 2015. New FTE will enable IT to have a quicker turnaround time on projects and work tickets. Enable IT the time to manage projects, proactively meet with individuals and departments to create strategies to help their departments utilize the services offered by the IT department. Enable IT to schedule and train users of technology on a regular bases. Enable the flexibility to cross train in the IT department knowledge share across all aspects of the department and enable each person the opportunity to increase their skill set. Enable the IT department to be more proactive in the sense of being able to take the time to stop in on a regular bases at departments and remedy any problems or field any questions.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	5,021	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in IT. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL SERVICES	26,735	92,473	14,535	-	-100.00%
64100 OUTSIDE SERVICES	54,109	-	75,260	93,659	100.00%
TOTAL	80,844	92,473	89,795	93,659	1.28%

Explanation:

Professional Services provided by vendor SunLink Systems, professional fees, including planning, programming, cutover, training, follow-up items, travel, hotels, manufacturer technicians, etc.. For new phone system. Veeam backup software so we can backup the virtual servers that are running on the physical servers. VM Ware Licensing is the Virtual software that enables us to run and create Virtual Servers city wide. Web Hosting for ci.safford.az.us and saffordaz.gov through Neustar Ultra DNS web hosting. Civic Plus yearly maintenance for hosting our city website, tech support and the ability to edit content on our website. Microsoft licensing is the yearly cost to license 145 users of office 365 and windows 7, licensing for 2 data center servers and 5 standard server license. Licensing for 50 user licenses and the Laserfiche Avante suite along with the following modules: Forms, Web Access, Work Flow, Import Agent and Quick Fields. Offsite server backups to Amazon web services out in the cloud in case of a catastrophic failure at the city we would be able to use this service to recover the necessary information to get the city up and running again with the off site backup. Barracuda Network yearly subscription for email archiver that is used to save any email that is sent or received at the city.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
64160 COUNTY IGA - WAN	29,300	35,000	40,190	30,000	-14.29%

Explanation:

Services provided by the county for connection to spillman and support for the police department.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65100 RENTAL / LEASE EXPENSE	3,650	2,745	3,849	-	-100.00%

Explanation:

Lease for 2 copiers and 4 printers will be complete in FY ending 2015. Copiers and Printers are now being purchased.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65210 MOTOR POOL RENTALS - VEH.	6,480	7,524	7,524	6,727	-10.59%

Explanation:

05 Chevy Colorado
07 Chevy Colorado

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66200 COMMUNICATIONS	3,062	71,064	-	18,720	-73.66%
66210 COMMUNIC - TEL. & TEL.	49,076	-	27,403	21,900	100.00%
66300 ADVERTISING	6,563	-	9,443	5,500	100.00%
TOTAL	58,701	71,064	36,846	46,120	-35.10%

Explanation:

Cell phone expense for 3 smart phones for the IT department. Land line cost from CenturyLink. NTS long distance cost for the IT department.

Valley Telecom 50Mb main internet connection. Cable One secondary or failover internet connection.

Phone book advertising for the City of Safford offices and utilities provided by the City.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	4,467	15,000	6,889	7,500	-50.00%
66550 TRVL- SAME DAY MEALS	173	-	230	-	0.00%
66600 TRAINING	56	-	-	-	0.00%
TOTAL	4,695	15,000	7,119	7,500	-50.00%

Explanation:

Travel and Training annual travel and training for Laserfiche and ESRI (GIS) conferences. Training from Civic Plus for our website content. This training is for designated employees from each department involved with keeping the City of Safford website up to date. Training will be 2 days of Webinar Training: (16 hours):

- Virtual training conducted via webinar. Exclusive to our organization, and the training would be completely custom to what we would like staff members to get trained on. This could be possibly 1 half of our staff going through it on day 1 for new employees, and the second half of our staff attending the second day for refresher training. In the amount of \$2400.00

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES- SUBS. & MEMBERSHIPS	1,020	2,000	323	500	-75.00%

Explanation:

Amazon membership allows for one day and two day free shipping.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67000 OPERATING SUPPLIES					
Computers				20,500	
Laptops/ Tablets				15,000	
67270 Misc. Supplies				90,000	
Printer Operation Cost				15,600	
Printer misc. supplies				5,000	
Copier Operation Cost				24,000	
Radio Supplies				5,000	
TOTAL	143,509	191,150	131,687	175,100	-8.40%

Explanation:

Computer cost for 20 replacement desktop computers these pc are on a 4 year replacement rotation. 10 laptops or Tablet computers. Miscellaneous supplies to maintain the operation of current technology and new technology city wide. Printer and copier cost associated with operating and maintaining printers and copiers throughout the city. Radio supplies replacement parts or new radio cost.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67510 SUPPLIES VEH. & EQUIP. - GAS	495	1,000	545	1,000	0.00%

Explanation:

Fuel for two city vehicles

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68100 INTRNL SERV WAREHOUSE	-	-	1,944	-	0.00%

Explanation:

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

70 FIRE
GENERAL FUND
170 FIRE DEPARTMENT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	88,580	111,048	89,127	103,520	-6.78%
61200 PER. SVC. - EMPL. BNFTS.	249,427	314,515	256,271	252,307	-19.78%
PERSONNEL TOTAL	338,007	425,563	345,399	355,827	-16.39%
62100 PROFESSIONAL SERVICES	322	-	33	-	0.00%
63100 UTILITIES EXPENSE	10,507	13,000	10,341	13,000	0.00%
64100 OUTSIDE REP. & MAINT. SERV.	4,772	5,000	888	5,000	0.00%
65210 MOTOR POOL RENTALS - VEH.	124,340	144,300	141,578	140,818	-2.41%
66100 INSURANCE EXPENSE	25,243	28,000	26,283	28,500	1.79%
66210 COMMUNIC - TEL. & TEL.	2,073	2,500	2,253	2,000	-20.00%
66500 TRAVEL/ TRAINING	6,507	7,000	8,641	7,000	0.00%
66900 DUES & SUBS	-	500	-	-	-100.00%
67270 OPERATING SUPPLIES - OTHER	38,936	38,000	38,687	39,000	2.63%
67510 SUPPLIES VEH. & EQUIP. - GAS &	5,356	6,000	4,310	7,000	16.67%
OPERATIONAL EXP TOTAL	218,056	244,300	233,014	242,318	-0.81%
68133 INTRL SRV CHRGES	23,064	15,844	15,924	16,339	3.12%
INTERNAL SERVICES TOTAL	23,064	15,844	15,924	16,339	3.12%
70000 CAPITAL OUTLAY	-	-	318	-	0.00%
70510 CAPITAL OUTLAY - EQUIPMENT	-	-	-	-	0.00%
OPERATIONAL EXP TOTAL	-	-	318	-	0.00%
APPROPRIATIONS	579,127	685,707	594,337	614,483	-10.39%

Budget comments

The reduction of 10.39% is due to benefits being miscalculated for FY 14/15 and were over budgeted.

Total change to the department budget \$ (71,224)

FTE POSITIONS

1 Fire Chief
32 Volunteer FireFighters

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- FIRE DEPARTMENT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	88,580	111,048	89,127	103,520	-6.78%
TOTAL SALARIES	88,580	111,048	89,127	103,520	-6.78%
61200 PER. SVC. - EMPL. BNFTS.	35,000	303,915	35,000	35,000	-88.48%
61210 EMPL. BNFT. - GROUP INS.	170,040	-	180,726	180,038	100.00%
61220 EMPL. BNFT. - FICA	6,847	-	7,063	7,919	100.00%
61250 EMPL. BNFT. - FRFGHTR. RET.	6,024	-	6,239	7,246	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	20,199	-	15,966	16,004	100.00%
61310 VEH. COMMUTING ALLOWANCE	916	900	876	900	0.00%
61400 RETIREMENT INS SUBSIDY	10,401	9,700	10,401	5,200	-46.39%
TOTAL BENEFITS	249,427	314,515	256,271	252,307	-19.78%
TOTAL SALARIES & BENEFITS	338,007	425,563	345,399	355,827	-16.39%

Explanation:

Actual calls paid \$20 per call with an average of 15 Firefighters per call. Meetings, practices, and cancelled calls paid \$15 per call.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL SERVICES	300	-	-	-	0.00%
62200 TESTING AND CERTIFICATION	22	-	33	-	0.00%
TOTAL	322	-	33	-	0.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
63100 UTILITIES EXPENSE	10,291	13,000	10,143	13,000	0.00%
63110 UTILITIES - ELECTRIC	216	-	198	-	0.00%
TOTAL	10,507	13,000	10,341	13,000	0.00%

Explanation:

Utility service for Fire Station

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
64100 OUTSIDE REP. & MAINT. SERV.	4,772	5,000	888	5,000	0.00%

Explanation:

MES Municipal Emergency Services expense for testing SCBA equipment, air testing, and turnout repair.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65210 MOTOR POOL RENTALS - VEH.	124,340	144,300	141,578	140,818	-2.41%

Explanation:

FIRE TRUCK FIRE PUMPER 2013 1500 4X4 PU FIRE CHIEF
 FIRE DEPT TRUCKS FIRE DEPT TRUCKS FIRE TRUCK
 2012 PIERCE PUMPER 2012 PIERCE PUMPER FIRE DEPT PU
 FIRE DEPT TRUCKS FIRE TANKER

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66100 INSURANCE EXPENSE	25,243	28,000	26,283	28,500	1.79%

Explanation:

Calculated using invoices from Liability Insurance provider. Increased by 5% for annual increase in premiums. Insurance for vehicles and building.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	2,073	2,500	2,253	2,000	-20.00%

Explanation:

Laptop with internet for fire chief, also expenses for internet and long distance in the building.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	6,507	7,000	5,941	7,000	0.00%
66600 TRAINING	-	-	2,700	-	0.00%
TOTAL	6,507	7,000	8,641	7,000	0.00%

Explanation:

Trainings for fire fighters and for fire chief for continuing education and for safety reasons. State fire school. This provides training for 5 to 7 Firefighters per year.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES & SUBS	-	500	-	-	-100.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67210 OPERATING SUPPLIES - SMALL TOO	19,220	-	7,653	-	0.00%
67270 OPERATING SUPPLIES - OTHER	19,716	38,000	31,035	39,000	2.63%
TOTAL	38,936	38,000	38,687	39,000	2.63%

Explanation:

This is for supplies needed for fire fighters during meetings and drills and live calls. Fire training supplies such as metal and wood. Purchase of helmets, gloves, boots, and hoses.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67510 SUPPLIES VEH. & EQUIP. - GAS &	5,356	6,000	4,310	7,000	16.67%

Explanation:

This is for fuel needed for fire fighting vehicles during meetings and drills and live calls

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRN SRV CHRGES I.T./COMMUN	21,888	15,844	15,840	16,339	3.12%
68100 INTRNL SERV WAREHOUSE	1,176	-	84	-	0.00%
TOTAL	23,064	15,844	15,924	16,339	3.12%

Explanation:

2 computers, 1 phone, 1 printer, and 43 radios

City of Safford Budget FY 2015-2016

DEPARTMENT:

FINANCE

DIVISION:

SUMMARY

**FINANCE/MATERIALS/BUS. SERV/FIELD SERV./
CUSTOMER SERVICE**

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	887,704	1,065,840	866,317	773,408	-27.44%
61110 Performance/Merit Increase	-	-	-	20,094	0.00%
61210 EMPL. BNFT.	255,211	294,116	249,689	299,310	1.77%
PERSONNEL TOTAL	1,142,915	1,359,956	1,116,006	1,092,812	-19.64%
62100 PROFESSIONAL & OUTSIDE SERV	98,574	185,557	181,935	202,522	9.14%
63100 UTILITIES EXPENSE	9,636	14,000	10,276	12,000	-14.29%
65210 MOTOR POOL RENTALS - VEH.	21,751	27,792	27,792	27,045	-2.69%
66100 INSURANCE EXPENSE	4,699	5,250	4,946	6,000	14.29%
66200 COMMUNICATIONS	52,416	61,400	57,645	64,507	5.06%
66500 TRAVEL/ TRAINING	9,993	28,000	9,187	16,000	-42.86%
66700 PRISONER LABOR	920	1,050	456	900	-14.29%
66800 FREIGHT & EXPRESS	-	-	80	-	0.00%
66900 DUES, SUBS. & MEMBERSHIPS	914	1,500	735	1,749	16.60%
67000 SUPPLIES	35,972	54,500	22,883	39,800	-26.97%
67510 SUPPLIES VEH. & EQUIP. - GAS &	11,764	12,300	8,629	10,300	-16.26%
69100 OTHER EXPENSE	88,744	45,500	9,357	26,120	-42.59%
69300 DEPRECIATION	2,796	-	-	-	0.00%
70000 CAPITAL OUTLAY	11,919	10,000	5,200	-	-100.00%
OPERATIONAL EXP TOTAL	350,098	446,849	339,121	406,943	-8.93%
68133 INTRL SRV CHRGES	165,012	154,796	156,744	151,006	-2.45%
INTERNAL SERVICES TOTAL	165,012	154,796	156,744	151,006	-2.45%
APPROPRIATIONS	1,658,025	1,961,601	1,611,871	1,650,761	-15.85%

DESC	1	2	3	4
61110 PER. SVC. - SALARIES - REG. PA	887,704	1,065,840	866,317	773,408
61110 Performance/Merit Increase	-	-	-	20,094
61210 EMPL. BNFT.	255,211	294,116	249,689	299,310
62100 PROFESSIONAL & OUTSIDE SERV	98,574	185,557	181,935	202,522
63100 UTILITIES EXPENSE	9,636	14,000	10,276	12,000
65210 MOTOR POOL RENTALS - VEH.	21,751	27,792	27,792	27,045
66100 INSURANCE EXPENSE	4,699	5,250	4,946	6,000
66200 COMMUNICATIONS	52,416	61,400	57,645	64,507
66500 TRAVEL/ TRAINING	9,993	28,000	9,187	16,000
66700 PRISONER LABOR	920	1,050	456	900
66800 FREIGHT & EXPRESS	-	-	80	-
66900 DUES, SUBS. & MEMBERSHIPS	914	1,500	735	1,749
67000 SUPPLIES	35,972	54,500	22,883	39,800
67510 SUPPLIES VEH. & EQUIP. - GAS &	11,764	12,300	8,629	10,300
68133 INTRL SRV CHRGES	165,012	154,796	156,744	151,006
69100 OTHER EXPENSE	88,744	45,500	9,357	26,120
69300 DEPRECIATION	2,796	-	-	-
70000 CAPITAL OUTLAY	11,919	10,000	-	-
Grand Total	1,658,025	1,961,601	1,606,671	1,650,761

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

30 FINANCIAL SERVICES
11 GENERAL FUND
122 FINANCIAL SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	278,808	342,677	244,990	272,005	-20.62%
61210 EMPL. BNFT.	64,770	86,001	84,512	101,692	18.24%
61110 Performance/Merit Increase	-	-	-	7,948	100.00%
PERSONNEL TOTAL	343,578	428,678	329,502	381,645	-10.97%
62100 PROFESSIONAL SERVICES	50,157	50,000	100,642	65,777	31.55%
66210 COMMUNIC - TEL. & TEL.	6,928	2,500	898	1,500	-40.00%
66500 TRAVEL/ TRAINING	6,081	10,000	5,568	10,000	0.00%
66900 DUES, SUBS. & MEMBERSHIPS	700	1,000	735	1,249	24.90%
67270 OPERATING SUPPLIES - OTHER	6,122	6,500	4,204	6,500	0.00%
69185 OTHER EXPENSE - OTHER EXPENSE	5,184	6,000	1,272	4,000	-33.33%
OPERATIONAL EXP TOTAL	75,172	76,000	113,320	89,026	17.14%
68133 INTRN SRV CHRGES	88,092	84,208	84,348	86,023	2.16%
INTERNAL SERVICES TOTAL	88,092	84,208	84,348	86,023	2.16%
APPROPRIATIONS	506,842	588,886	527,170	556,694	-5.47%

Budget comments

The favorable variance from the previous year's budget is due to employee turnover.

Total change to the department budget \$ (32,192)

5 FTE POSITIONS

Finance Director
Senior Accountant
Payroll Specialist
2 Accounting Specialists

Retirement Subsidies

2 retirement subsidies

DEPARTMENT EXPENSE DETAIL- FINANCIAL SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	178,179	339,977	233,851	265,666	-21.86%
61120 PER. SVC. - SALARIES - O.T. PA	3,171	2,700	9,334	6,340	134.80%
61170 PER.SVC.-SALARIES BONUS	983	-	908	-	0.00%
61190 SMARTWRKSPLUS SALARIES	96,475	-	897	-	0.00%
TOTAL SALARIES	278,808	342,677	244,990	272,005	-20.62%
61210 EMPL. BNFT. - GROUP INS.	25,692	75,401	30,725	37,274	-50.57%
61220 EMPL. BNFT. - FICA	13,270	-	17,912	21,416	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	20,033	-	25,075	32,111	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	575	-	581	672	100.00%
61400 RETIREMENT INS SUBSIDY	5,200	10,600	10,218	10,219	-3.59%
TOTAL BENEFITS	64,770	86,001	84,512	101,692	18.24%
TOTAL SALARIES & BENEFITS	343,578	428,678	329,502	373,697	-12.83%

Explanation:

This amount reflects the Finance Director, Senior Accountant, Payroll Specialist, and 2 Accounting Specialists. This includes a 3% increase in benefits. The favorable variance from the previous year's budget is due to the turnover of employees.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	7,948	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in Finance. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
62100 PROFESSIONAL SERVICES	45,409	50,000	97,866	61,777	23.55%
62160 BANK ANALYSIS CHARGES	4,625	-	2,565	4,000	100.00%
62200 TESTING AND CERTIFICATION	-	-	211	-	0.00%
TOTAL	50,034	50,000	100,642	65,777	31.55%

Explanation:

Professional fees is for our annual third party audit fees. Bank Analysis Charges are the fees associated with our Chase account that is the responsibility of Finance to reconcile. These fees will vary from month to month but will average out close to previous years. We have not received any notices from Chase that these fees will increase. Overall Professional/ Outside services will not vary from the previous year. Last years expenditures included contract accounting services. \$41,000 of the total represents our audit fees. Additional costs include \$20,777 from the Department of Revenue for the collection of sales taxes.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	6,225	2,500	660	1,500	-40.00%
66300 ADVERTISING	703	-	238	-	100.00%
TOTAL	6,928	2,500	898	1,500	-40.00%

Explanation:

With the changes of employees, Verizon has not yet reflected the changes of cell phone charges. The budget requested is to cover charges for two smart phones at \$60 a month per phone.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
66500 TRAVEL	6,058	10,000	5,240	10,000	0.00%
66550 TRVL- SAME DAY MEALS	23	-	29	-	0.00%
66600 TRAINING	-	-	299	-	0.00%
TOTAL	6,081	10,000	5,568	10,000	0.00%

Explanation:

For Finance Director and Senior Accountant to attend GFOAz Winter and Summer conferences and Finance Director to attend national GFOA conference. Sending both Accounting Specialists to conferences that apply to their positions.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES, SUBS. & MEMBERSHIPS	700	1,000	735	1,249	24.90%

Explanation:

GFOAz memberships for Finance Director, Senior Accountant, and both Accounting Specialists at \$60. Also, GFOA membership for Finance Director and Senior Accountant at \$175. Member of the AICPA at \$235 and IMA at \$220. Membership with Fred Pryor Seminars at \$199.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67270 OPERATING SUPPLIES - OTHER	6,122	6,500	4,204	6,500	0.00%

Explanation:

Normal operating supplies such as paper, ink for printer/copier, and pens. Copier/Printer is used by all departments on the top floor of City Hall, and supplies are expensed to Finance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
69160 OTHER EXPENSE - CASH	50	-	-	-	0.00%
69185 OTHER EXPENSE - OTHER EXPENSE	3,163	6,000	1,085	4,000	-33.33%
69186 OTHER EXPENSE-COLLECTIONS	1,971	-	187	-	0.00%
TOTAL	5,184	6,000	1,272	4,000	-33.33%

Explanation:

Other transaction fees for employee flex spending account.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68195 INTRL SRV CHRG - ENGINEERING	-	-	-	1,223	100.00%
68100 INTERNAL SERVICE WAREHOUSING	396	-	144	-	0.00%
68132 INTRL SRV CHRGS BUSN	59,340	54,808	54,804	55,230	0.77%
68133 INTRL SRV CHRGS I.T./COMMUN	28,356	29,400	29,400	29,570	0.58%
TOTAL	88,092	84,208	84,348	86,023	2.16%

Explanation:

4 computers, 3 tablets, 4 phones, 2 printers, and 1 copier.

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

95 BUSINESS SERVICES
MATERIALS MANAGEMENT SERV FUND
092 MATERIALS MANAGEMENT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	134,192	149,445	148,536	84,769	-43.28%
61210 EMPL. BNFT.	45,163	55,075	32,757	31,012	-43.69%
61110 Performance/Merit Increase	-	-	-	2,305	100.00%
PERSONNEL TOTAL	179,355	204,520	181,293	118,086	-42.26%
62100 PROFESSIONAL & OUTSIDE SERV	22	2,000	686	500	-75.00%
63100 UTILITIES EXPENSE	9,636	14,000	10,276	12,000	-14.29%
65210 MOTOR POOL RENTALS - VEH. & EQUIP	9,460	11,232	11,232	11,326	0.84%
66100 INSURANCE EXPENSE	4,699	5,250	4,946	6,000	14.29%
66210 COMMUNIC - TEL. & TEL./ ADVERTISING	1,285	2,400	833	1,440	-40.00%
66500 TRAVEL/TRAINING	-	5,000	-	3,000	-40.00%
66700 PRISONER LABOR	920	1,050	456	900	-14.29%
66800 FREIGHT & EXPRESS	-	-	80	-	0.00%
66900 DUES, SUBS. & MEMBERSHIPS	214	500	-	500	0.00%
67270 OPERATING SUPPLIES - OTHER	4,176	10,000	3,910	5,900	-41.00%
67510 SUPPLIES VEH. & EQUIP. - GAS & REP	4,237	3,300	2,001	3,000	-9.09%
69185 OTHER EXPENSE - OTHER EXPENSE	84,244	15,000	465	10,000	-33.33%
69300 DEPRECIATION	2,796	-	-	-	0.00%
70510 CAPITAL OUTLAY - EQUIPMENT	11,919	-	-	-	0.00%
OPERATIONAL EXP TOTAL	133,608	69,732	34,885	54,566	-21.75%
68132 INTRL SRV CHRGES	29,904	32,635	32,628	30,697	-5.94%
INTERNAL SERVICES TOTAL	29,904	32,635	32,628	30,697	-5.94%
APPROPRIATIONS	342,866	306,887	248,806	203,349	-33.74%

Budget comments

The decrease of 33% is due to eliminating Smartworks and creating a reduction of staff from 3 FTEs to 2 FTEs.

Total change to the department budget \$ (103,538)

2 FTE POSITIONS

2 MATERIAL MANAGEMENT SPECIALIST

Retirement Subsidies

1 Retirement Subsidy

DEPARTMENT EXPENSE DETAIL- MATERIALS MANAGEMENT

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61100 PER. SVC. - SALARIES	(6,406)	-	-	-	0.00%
61110 PER. SVC. - SALARIES - REG. PA	73,109	147,395	74,620	84,469	-42.69%
61120 PER. SVC. - SALARIES - O.T. PA	1,274	2,050	554	300	-85.36%
61130 PER. SVC. - SALARIES - STAND-B	10,157	-	12,513	-	0.00%
61170 PER.SVC.-SALARIES BONUS	507	-	260	-	0.00%
61190 SMARTWRKSPLUS SALARIES	55,551	-	60,589	-	0.00%
TOTAL SALARIES	134,192	149,445	148,536	84,769	-43.28%
61210 EMPL. BNFT. - GROUP INS.	20,336	49,775	7,994	6,011	-87.92%
61220 EMPL. BNFT. - FICA	5,947	-	6,634	6,661	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	9,815	-	10,202	9,987	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	3,865	-	2,727	3,152	100.00%
61400 RETIREMENT INS SUBSIDY	5,200	5,300	5,200	5,200	-1.89%
TOTAL BENEFITS	45,163	55,075	32,757	31,012	-43.69%
TOTAL SALARIES & BENEFITS	179,355	204,520	181,293	115,781	-43.39%

Explanation:

Reduction in salaries is due to a reduction in staff. Currently Materials Management has a smartworks. Following an evaluation of the work load we're confident the current employees can provide all services.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	2,305	100.00%

Explanation:

The merit increase is calculated from the current base rate of the two current employees in Materials. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62100 PROFESSIONAL & OUTSIDE SERV	-	2,000	653	500	-75.00%
62200 TESTING AND CERTIFICATION	22	-	33	-	0.00%
TOTAL	22	2,000	686	500	-75.00%

Explanation:

Vista Service Station for repairs on the unleaded fuel pump.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
63100 UTILITIES EXPENSE	9,636	14,000	10,276	12,000	-14.29%

Explanation:

Utility expense includes the amount charged to Materials for all utilities used in the current location.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65210 MOTOR POOL RENTALS - VEH.	4,370	11,232	5,124	4,655	-58.56%
65220 MOTOR POOL RENTALS - EQUIP.	5,090	-	6,108	6,671	100.00%
TOTAL	9,460	11,232	11,232	11,326	0.84%

Explanation:

Warehouse has one 2006 Chevy Truck, 1987 Forklift, and a 2006 Forklift. One forklift is supposed to be replaced by the end of FY 2015. This may increase the Equipment charge, but the forklift being replaced will no longer be charged to Materials so increased by \$1,000 for anticipated difference.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66100 INSURANCE EXPENSE	4,699	5,250	4,946	6,000	14.29%

Explanation:

Calculated by using the current years invoices for liability insurance, increased by 5% for anticipated increase in insurance premiums. Insurance provided for vehicle and equipment.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	1,144	2,400	833	1,440	-40.00%
66300 ADVERTISING	141	-	-	-	0.00%
TOTAL	1,285	2,400	833	1,440	-40.00%

Explanation:

Requesting smartphone for one more employee in warehouse so they all have mobile capabilities. Charges for a smart phone average about \$60 a month per phone. Due to the amount of time employees spend in the warehouse, they are unable to receive phone calls and emails immediately. If Materials could receive emails immediately, this would increase customer service and employees would not have to stop what they are doing to return to their workstation while they are in the warehouse to answer phone calls and emails.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL/TRAINING	-	5,000	-	3,000	-40.00%

Explanation:

Training for current employees will include conferences that will explain laws and regulations required to follow in a Warehouse. Would also like for employees to obtain certificates specific to Materials. This training is necessary because the two employees are both fairly new employees, and the knowledge they will learn at trainings will ensure the warehouse is functioning effectively and efficiently.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66700 PRISONER LABOR	920	1,050	456	900	-14.29%

Explanation:

Inmates provide services such as cleaning the shop and helping with stocking. They also assist with the up keep of the fuel area.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66800 FREIGHT & EXPRESS	-	-	80	-	0.00%

Explanation:

Anticipating no freight expense.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66900 DUES, SUBS. & MEMBERSHIPS	214	500	-	500	0.00%

Explanation:

Subscriptions are needed to inform staff of new laws and updated Materials Management procedures. Materials also has an annual Coscto Membership. Membership to ISM (Institute of Supply Management).

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
67270 OPERATING SUPPLIES - OTHER	3,527	10,000	3,192	5,000	-50.00%
67710 UNIFORM EXPENSE - RENTALS	649	-	493	600	100.00%
67600 SUPPLIES SAFETY	-	-	225	300	100.00%
TOTAL	4,176	10,000	3,910	5,900	-41.00%

Explanation:

Operational supplies such as paper, pens, gloves, tools.
Uniform expense includes cleaning of employee uniforms.
Also includes the purchase of one smart phones.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
67510 SUPPLIES VEH. & EQUIP. - GAS &	4,087	3,300	1,776	3,000	-9.09%
67520 SUPPLIES VEH. & EQUIP. - REPAI	150	-	225	-	0.00%
TOTAL	4,237	3,300	2,001	3,000	-9.09%

Explanation:

Gas for one vehicle and two fork lifts.
Safety Supplies is for each employee to purchase boots up to \$150 each per year.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
69120 OTHER EXPENSE - INVENTORY DMGD	37,254	-	465	-	0.00%
69125 OTHER EXPENSE - INVENTORY OVER	42,396	-	-	-	0.00%
69185 OTHER EXPENSE - OTHER EXPENSE	4,593	15,000	-	10,000	-33.33%
TOTAL	84,244	15,000	465	10,000	-33.33%

Explanation:

Included in other expenses is obsolete and damaged inventory expenses and a one time inventory adjustment that is done at the end of the Fiscal Year once an annual inventory is completed.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
68132 INTRL SRV CHRGES INFO PROCESS	9,888	9,135	9,132	9,205	0.77%
68133 INTRL SRV CHRGES I.T./COMMUN	20,016	23,500	23,496	21,492	-8.54%
TOTAL	29,904	32,635	32,628	30,697	-5.94%

Explanation:

IT charges are for 4 computers, 3 tablets, 4 phones, and 2 printers.

City of Safford Budget FY 2015-2016

DEPARTMENT:

95 BUSINESS SERVICES

FUND:

BUSINESS SERVICES- INTRNL SERV

DIVISION:

960 BUSINESS SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	123,865	156,464	130,425	117,410	-24.96%
61210 EMPL. BNFT.	19,011	25,253	19,197	46,198	82.94%
61110 Performance/Merit Increase	-	-	-	1,211	100.00%
PERSONNEL TOTAL	142,876	181,717	149,623	164,819	-9.30%
64100 OUTSIDE SERVICES	34,341	60,000	32,658	36,300	-39.50%
66200 COMMUNICATIONS	40,127	50,000	45,886	51,182	2.36%
66500 TRAVEL	3,264	5,000	1,567	1,500	-70.00%
67000 SUPPLIES	12,520	25,000	10,027	20,150	-19.40%
OPERATIONAL EXP TOTAL	90,251	140,000	90,138	109,132	-22.05%
68133 INTRNL SRV CHRGES	17,256	12,771	14,340	11,636	-8.89%
INTERNAL SERVICES TOTAL	17,256	12,771	14,340	11,636	-8.89%
APPROPRIATIONS	250,384	334,488	254,101	285,587	-14.62%

Budget comments

The decrease of 14.62% is because of the reclassification of the Sensus AMI software maintenance agreements, and changes due to discontinuing smartworks contract.

Total change to the department budget \$ (48,901)

2 FTE POSITIONS

BUSINESS SERVICES ADMIN (included in salaries)

INFO PROCESSING SPECIALIST

Retirement Subsidies

1 RETIREMENT SUBSIDY

DEPARTMENT EXPENSE DETAIL- BUSINESS SERVICES/INFO PROCESSING

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	40,345	152,564	39,295	113,165	-25.82%
61120 PER. SVC. - SALARIES - O.T. PA	3,672	3,900	4,151	4,245	8.84%
61170 PER.SVC.-SALARIES BONUS	254	-	316	-	0.00%
61190 SMARTWRKSPLUS SALAIRES	79,594	-	86,664	-	0.00%
TOTAL SALARIES	123,865	156,464	130,425	117,410	-24.96%
61210 EMPL. BNFT. - GROUP INS.	5,558	14,653	5,763	19,579	33.62%
61220 EMPL. BNFT. - FICA	3,074	-	3,049	9,074	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	5,109	-	5,076	12,060	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	71	-	110	285	100.00%
61400 RETIREMENT INS SUBSIDY	5,200	10,600	5,200	5,200	-50.94%
TOTAL BENEFITS	19,011	25,253	19,197	46,198	82.94%
TOTAL SALARIES & BENEFITS	142,876	181,717	149,623	163,608	-9.97%

Explanation:

One Smartworks position is being reclassified as an employee and therefore has increased benefit expense. This position is critical to the success and overall operations of the City because the employee is responsible for all billing and collection functions of revenues generated by Enterprise operations. Also, duties include administrating the following software and web portals: Easy to Pay (Linden Tech.); Sensus RNI (meters); Sensus Logic (Billing); Sensus (Device Manager for electric demand, mapping, etc.); Evolve (DataNow); Online Utility Exchange; AccuWage (W2's online); ASRS (File for submission); and FileZilla Client (File transfer system). Further, responsibilities include supervising Customer Service area, Field Service Technicians, resolving customer complaints, and providing data/survey information for Enterprises.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	1,211	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in Business Services/Information Processing. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
64100 OUTSIDE SERVICES	34,341	60,000	32,658	36,300	-39.50%

Explanation:

This object code is used to pay for software maintenance, it is a very broad activity that includes error correction, enhancements of capabilities, deletion of obsolete capabilities, and optimization. Because change is inevitable, mechanisms must be developed for evaluation, controlling and making modifications, so any work done to change the software after it is in operation is considered to be maintenance work. The purpose is to preserve the value of software over time.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66200 COMMUNICATIONS	39,229	50,000	45,000	50,000	0.00%
66210 COMMUNIC - TEL. & TEL.	890	-	487	650	100.00%
66220 COMMUNIC - PSTG. & MLG.	8	-	399	532	100.00%
TOTAL	40,127	50,000	45,886	51,182	2.36%

Explanation:

Communications in this category consist of US Postal fees for mailings such as 100,800 billing statements and 13,200 shut off notices. The Postal Service offers commercial prices because some of the work that otherwise would have to be done by the Postal Service (for example, sorting the mail by ZIP Code or taking your mail to a certain postal facility) is done before entering the post office. Everyone benefits from this "work-sharing." The Postal Service's costs are reduced, and you pay less in postage. The budget requested for telephone is to cover charges for one smart phone at \$55 a month. US Post Office box rent, and annual first class permit fee. The permit imprint is the most popular and convenient way to pay for postage, especially for high volume mailings. Instead of using precanceled stamps or a postage meter. The cost is to pay the annual fee for the unique number that has been assigned by the US Post Master.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	3,264	5,000	1,567	1,500	-70.00%

Explanation:

Customer service training and collection procedures.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67000 SUPPLIES	205	25,000	-	8,150	-67.40%
67100 OFFICE SUPPLIES	365	-	120	-	0.00%
67270 OPERATING SUPPLIES - OTHER	11,950	-	9,907	12,000	100.00%
TOTAL	12,520	25,000	10,027	20,150	-19.40%

Explanation:

The City's warehouse orders and stocks utility billing statements, shut off notices and #10 window envelopes. Ordering in large quantities produces the best prices but unfortunately storage space at City Hall is limited. Once a month supplies are delivered and used for shut off notice and utility billing mailings. Normal operating supplies, pens, pencils, paper, notebooks, etc.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68133 INTRN SRV CHRGES I.T./COMMUN	13,560	12,771	12,768	11,636	-8.89%
68100 INTRNL SERV WAREHOUSE	3,696	-	1,572	-	0.00%
TOTAL	17,256	12,771	14,340	11,636	-8.89%

Explanation:

2 computers, 1 laptop, 3 phones, 2 printers.

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

95 BUSINESS SERVICES
BUSINESS SRVS-INTRNL SRV FUND
980 CUSTOMER SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	181,641	214,494	170,604	181,485	-15.39%
61210 EMPL. BNFT.	74,484	78,411	66,363	69,450	-11.43%
61110 Performance/Merit Increase	-	-	-	5,158	100.00%
PERSONNEL TOTAL	256,125	292,905	236,967	256,092	-12.57%
64100 OUTSIDE SERVICES	10,016	9,000	9,339	12,000	33.33%
66200 COMMUNICATIONS	2,664	4,000	8,686	8,585	114.63%
66500 TRAVEL	648	3,000	2,052	1,500	-50.00%
67000 SUPPLIES	5,221	4,000	2,779	4,000	0.00%
69100 OTHER EXPENSE	(683)	24,500	7,620	12,120	-50.53%
OPERATIONAL EXP TOTAL	17,865	44,500	30,475	38,205	-14.15%
68133 INTRL SRV CHRGES	23,352	21,869	25,236	19,752	-9.68%
INTERNAL SERVICES TOTAL	23,352	21,869	25,236	19,752	-9.68%
70000 CAPITAL OUTLAY	-	10,000	5,200	-	-100.00%
OPERATIONAL EXP TOTAL	-	10,000	5,200	-	-100.00%
APPROPRIATIONS	297,342	359,274	292,679	314,049	-12.59%

Budget comments

Total change to the department budget \$ (45,225)

5 FTE POSITIONS

LEAD CITIZEN SERVICES REP
4 CITIZEN SERVICES REP

Retirement Subsidies

DEPARTMENT EXPENSE DETAIL- CUSTOMER SERVICE

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 PER. SVC. - SALARIES - REG. PA	172,656	206,294	161,819	172,946	-16.17%
61120 PER. SVC. - SALARIES - O.T. PA	7,922	8,200	7,392	8,538	4.13%
61170 PER.SVC.-SALARIES BONUS	1,064	-	1,393	-	0.00%
TOTAL SALARIES	181,641	214,494	170,604	181,485	-15.39%
61210 EMPL. BNFT. - GROUP INS.	40,498	78,411	34,464	33,509	-57.26%
61220 EMPL. BNFT. - FICA	12,456	-	11,701	14,202	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	20,962	-	19,790	21,293	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	568	-	409	446	100.00%
TOTAL BENEFITS	74,484	78,411	66,363	69,450	-11.43%
TOTAL SALARIES & BENEFITS	256,125	292,905	236,967	250,934	-14.33%

Explanation:

Salaries include staff of 4 Citizen Service Representatives and 1 Lead Service Representative.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	5,158	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in Customer Service. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
64100 OUTSIDE SERVICES	10,016	9,000	9,339	12,000	33.33%

Explanation:

Online Utility Exchange is a web service used to provide the following; social security number verification to avoid fraud, determines credit risk, view customizable deposit decisions, and access in-depth credit reports and credit status for customer deposits. This web service helps us stay in compliance of our Red Flag Policy adopted by the City. Fees have been established in our deposit resolution which states customers are responsible for paying this service. Online Utility Exchange creates a safety net that prevents customers from moving between service areas without paying you and your industry peers and helps you recover past-due payments by capturing and updating debtor contact information in real time. Within the contract is a 35 - 65 split paying 35% collected to Online Utility Exchange for notices and phone calls rendered for the means of bad debt collections.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66200 COMMUNICATIONS	2,001	4,000	7,834	8,000	100.00%
66210 COMMUNIC - TEL. & TEL.	663	-	644	585	100.00%
66300 ADVERTISING	-	-	207	-	0.00%
TOTAL	2,664	4,000	8,686	8,585	114.63%

Explanation:

The object code 66210 is to cover charges for one cell phone used in the office to contact field service personnel regarding customer information. Telephone long distance charges for communications when customers leave the service area.

Advertisement costs are incurred to produce an ad of strong quality and to buy significant air time stating last day to pay without a penalty and last day pay before lock list.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL	648	3,000	2,052	1,500	-50.00%

Explanation:

Sensus metering conference 1 employee.

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
67000 SUPPLIES	46	4,000	-		-100.00%
67100 OFFICE SUPPLIES	1,585	-	1,643	1,000	100.00%
67270 OPERATING SUPPLIES - OTHER	3,248	-	1,136	3,000	100.00%
67710 UNIFORM EXPENSE - RENTALS	342	-	-	-	0.00%
TOTAL	5,221	4,000	2,779	4,000	0.00%

Explanation:

Calendars, files, other supplies not purchased through Materials.

Final bill form

New customer request form

New order/customer agreement form

Door hangers

warehouse - paper, receipt paper, credit card paper, pens, note pads, notebooks

OBJECT	FY 13-14	FY 14-15	FY 14-15	FY 15-16	% Change
	Actual	BUDGET	Estimated Expenditure	BUDGET	from 14-15 Budget
69100 OTHER EXPENSE	(45)	12,000	-	-	-100.00%
69132 OTHER EXPENSE - ROUND	-	-	7,620	7,620	100.00%
69135 OTHER EXPENSE - BAD D	(2,106)	10,000	-	2,500	-75.00%
69155 OTHER EXPENSE - OTHER	1,468	2,500	-	2,000	-20.00%
TOTAL	(683)	24,500	7,620	12,120	-50.53%

Explanation:

ROUND UP PLUS ASSISTANCE PROGRAM

The assistance program is designed to assist households who are on fixed or limited incomes and meet the eligibility criteria. If you are eligible, the amount of benefit will depend on how many people reside in the home, total household income and the number of services with the City of Safford. Benefits will be in the form of a payment applied to your City of Safford account. Applications will be reviewed every year to determine continued eligibility.

ELIGIBILITY

- * Picture ID with name and address
- * Current City of Safford residential customer with the account in your name
- * Proof of residency at the address where the discount will be received
- * Meet the minimum age requirements of 62 or above
- * Total monthly income must be at or below 60% of Safford's median income guidelines (\$17,200.00 yearly) Collected from generous Citizens is approximately \$315.00 per month

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68100 INTRNL SERV WAREHOUSE	168	-	60	-	0.00%
68133 INTRL SRV CHRGES I.T./COMMUN	23,184	21,869	25,176	19,752	-9.68%
TOTAL	23,352	21,869	25,236	19,752	-9.68%

Explanation:

Includes 6 computers, 5 phone lines, and 2 printers.

City of Safford Budget FY 2015-2016

DEPARTMENT:
FUND:
DIVISION:

95 BUSINESS SERVICES
BUSINESS SERVICES- INTRNL SERV
990 FIELD SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 P.R. SVC. - SALARIES - REG. PA	169,198	202,760	171,762	117,740	-41.93%
61210 EMPL. BNFT.	51,783	49,376	46,859	50,958	3.20%
61110 Performance/Merit Increase	-	-	-	3,472	100.00%
PERSONNEL TOTAL	220,981	252,136	218,621	172,169	-31.72%
64100 OUTSIDE SERVICES	4,038	64,557	38,610	87,945	36.23%
65210 MOTOR POOL RENTALS - VEH.	12,291	16,560	16,560	15,719	-5.08%
66210 COMMUNIC - TEL. & TEL.	1,412	2,500	1,343	1,800	-28.00%
66500 TRAVEL/TRAINING	-	5,000	-	-	-100.00%
67000 SUPPLIES	7,934	9,000	1,962	3,250	-63.89%
67510 SUPPLIES VEH. & EQUIP. - GAS &	7,527	9,000	6,628	7,300	-18.89%
OPERATIONAL EXP TOTAL	33,202	106,617	65,103	116,014	8.81%
68133 INTRNL SRV CHRGES	6,408	3,313	192	2,898	-12.53%
INTERNAL SERVICES TOTAL	6,408	3,313	192	2,898	-12.53%
APPROPRIATIONS	260,590	362,066	283,916	291,081	-19.61%

Budget comments

The favorable reduction of the budget is due to a reduction of staff from 4 FTEs to 3 FTEs with the elimination of a Smartworks position and a reduction of supplies.

Total change to the department budget \$ (70,985)

3 FTE POSITIONS

3 FIELD SERVICES TECHNICIAN

Retirement Subsidies

1 RETIREMENT SUBSIDY

DEPARTMENT EXPENSE DETAIL- FIELD SERVICES

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 P.R. SVC. - SALARIES - REG. PA	111,669	172,260	108,172	117,155	-31.99%
61120 PER. SVC. - SALARIES - O.T. PA	241	500	-	585	17.01%
61170 PER.SVC.-SALARIES BONUS	594	-	947	-	0.00%
61190 SMARTWRKSPLUS SALARIES	56,694	30,000	62,643	-	-100.00%
TOTAL SALARIES	169,198	202,760	171,762	117,740	-41.93%
61210 EMPL. BNFT. - GROUP INS.	16,673	44,076	16,821	18,376	-58.31%
61220 EMPL. BNFT. - FICA	8,473	-	8,212	9,273	100.00%
61230 EMPL. BNFT. - REG. RETIREMENT	12,983	-	12,536	13,903	100.00%
61270 EMPL. BNFT. - WRKRS. COMP.	6,287	-	4,090	4,206	100.00%
61400 RETIREMENT SUBSIDY	7,367	5,300	5,200	5,200	-1.89%
TOTAL BENEFITS	51,783	49,376	46,859	50,958	3.20%
TOTAL SALARIES & BENEFITS	220,981	252,136	218,621	168,697	-33.09%

Explanation:

Favorable variance of 33.09% is the result of eliminating a Smartworks employee creating a reduction of staff from 4 FTEs to 3 FTEs.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
61110 Performance/Merit Increase	-	-	-	3,472	100.00%

Explanation:

The merit increase is calculated from the current base rate of the current employees in Field Services. The increase is 3% of their current wages and will be given at the discretion of management based on performance.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
62200 TESTING AND CERTIFICATION	60	-	90	140	100.00%
64100 OUTSIDE SERVICES	-	64,557	38,520	87,805	36.01%
64140 OUTSIDE REP & MAINT-OTHER	3,978	-	-	-	0.00%
TOTAL	4,038	64,557	38,610	87,945	36.23%

Explanation:

Random drug screening for utility workers due to federal requirements for pipeline safety.

This object code is used to pay for software maintenance, it is a very broad activity that includes error correction, enhancements of capabilities, deletion of obsolete capabilities, and optimization. Because change is inevitable, mechanisms must be developed for evaluation, controlling and making modifications so any work done to change the software after it is in operation is considered to be maintenance work. The purpose is to preserve the value of software over time. Proposed Customer portal \$31,248, Logic annual maintenance to manage the vast amount of data being collected with smart water network solutions \$26,250, Tower Gateway Base Stations (TGB) \$3,307, Sensus AMI to read meters \$27,000.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
65210 MOTOR POOL RENTALS - VEH.	12,291	16,560	16,560	15,719	-5.08%

Explanation:

2002 GMC SUPPORT (Smart Works emp. Will not be replaced, therefore this vehicle will not be needed.)
2014 CHEVEROLET
2008 COLORADO
2008 COLORADO

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66210 COMMUNIC - TEL. & TEL.	1,271	2,500	1,144	1,800	-28.00%
66300 ADVERTISING	142	-	198	-	0.00%
TOTAL	1,412	2,500	1,343	1,800	-28.00%

Explanation:

Cell phones are for employees working away from trucks and radios. The number of cell phones will be reduced to three cell phones.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
66500 TRAVEL/TRAINING	-	5,000	-	-	-100.00%

Explanation:

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67510 SUPPLIES VEH. & EQUIP. - GAS &	7,527	9,000	6,628	7,300	-18.89%

Explanation:

Gas for assigned vehicles. There will be less driving due to new meters and reduction in staff.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
67000 SUPPLIES	3,910	9,000	-	-	-100.00%
67270 OPERATING SUPPLIES - OTHER	2,998	-	919	2,000	100.00%
67710 UNIFORM EXPENSE - RENTALS	792	-	909	900	100.00%
67720 UNIFORM EXPENSE - ALLOWANCE	233	-	135	350	100.00%
TOTAL	7,934	9,000	1,962	3,250	-63.89%

Explanation:

Object code is used to purchase supplies from the City's warehouse, supplies for assigned vehicles, uniform rentals and safety equipment.

OBJECT	FY 13-14 Actual	FY 14-15 BUDGET	FY 14-15 Estimated Expenditure	FY 15-16 BUDGET	% Change from 14-15 Budget
68100 INTRNL SERV WAREHOUSE	1,704	-	-	-	0.00%
68133 INTRL SRV CHRGES I.T./COMMUN	4,704	3,313	192	2,898	-12.53%
TOTAL	6,408	3,313	192	2,898	-12.53%

Explanation:

Expense for 1 computer and 1 phone.