



AGENDA

6:00 P.M.

SPECIAL CITY COUNCIL MEETING/WORK SESSION

MONDAY, June 22, 2015

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

Pursuant to Section 2.04.100 of the Municipal Code, the Council may meet in a Council Special Meeting which shall be open to the general public. No call to the public shall be authorized.

▪ *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. and on the City's website at: www.cityofsafford.us*

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:** Reverend Sherry Brady will offer the Opening Prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:**

6. **PUBLIC HEARING:** Mayor Gibbs will open a **PUBLIC HEARING** for the purpose of hearing taxpayers on the Budget and Tax Levy for the City of Safford for Fiscal Year 2015-2016. Copies of the Budget and Tax Levy are available on the City Website: www.cityofsafford.us; the Safford City Library, 808 7th Avenue; and, the City Clerk's Office at City Hall, 717 Main St., Safford, Monday through Thursday from 7:00 a.m. until 6:00 p.m.

When the **PUBLIC HEARING** concludes, the City Council will convene a special council meeting to adopt the Final Budget.

The City Council will convene a regular meeting to adopt a City Tax Levy on Monday, July 13, 2015 at 6:00 p.m. in the Safford Library Program Room 808 South 7th Avenue, Safford, Arizona. Public comments favoring or opposing the Tax Levy for Fiscal Year 2015-2016 will be heard at this time.

7. **NEW/OLD BUSINESS:**
 1. Consider renewing Memorandum of Understanding (MOU) between Graham County and the City of Safford to furnish irrigation water to the Graham County Regional Park Facility (Fairgrounds) for one year, July 1, 2015 until June 30, 2016. (Staff, Jenny Howard) **INFORMATION/DISCUSSION/ACTION**

8. **CONSENT RESOLUTIONS:**
 1. Consider approving and adopting Resolution Number 15-024 approving and adopting the City Budget for Fiscal Year Ending June 30, 2016. (Roll Call Vote) (Staff, Terry Quest) **INFORMATION/DISCUSSION/ACTION**

 2. Consider approving and adopting Resolution Number 15-025 approving the outlined Public Participation Plan for the General Plan Update. (Staff, Dustin Welker) **INFORMATION/DISCUSSION/ACTION**

9. **CONTRACTS, AGREEMENTS, BIDS:**
 1. Consider approving an extension of a land lease Agreement (C-12) beginning January 1, 2009 and ending June 30, 2015 between the City of Safford and Ponderosa Aviation for an additional five years to June 30, 2020; and, approving



AGENDA

6:00 P.M.

SPECIAL CITY COUNCIL MEETING/WORK SESSION

MONDAY, June 22, 2015

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

a new Schedule "B" outlining payment requirements through 2020. (Staff, Dustin Welker) **INFORMATION/DISCUSSION/ACTION**

2. Review and approve a proposed Development Agreement for the annexation of properties east of Highway 191 owned by Jay and Tami Curtis (Staff, Dustin Welker) **INFORMATION/DISCUSSION/ACTION**

3. Review and approve the extension of the contract for Auditing Services by Hinton Burdick for the Fiscal Year 2014-2015. (Staff, Terry Quest) **INFORMATION/DISCUSSION/ACTION**

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 attorney of the public body. Executive session will not be open to the public.

10. MONTHLY/QUARTERLY REPORTS: INFORMATION/DISCUSSION

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

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

- Thursday, July 2nd – City Offices closed for 4th of July Holiday
- Saturday, July 4th – 4th of July Parade & Celebration
- Monday, July 13th - Regular Council Meeting – Adopt Tax Levy
- Monday, July 27th – Council Meeting

12. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:

13. CITIZEN COMMENTS ON NON-AGENDA ITEMS:

14. WORK SESSION:

Discussion of an Intergovernmental Agreement between the City of Safford and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax and rental occupancy taxes imposed by the State or cities or towns. (Staff, Terry Quest) **INFORMATION/DISCUSSION**

15. ADJOURN:

Pursuant to Title II of the Americans with Disabilities Act (ADA), persons with a disability may request reasonable accommodations by contacting City Hall at (928)432-4000, forty-eight (48) hours prior to the meeting.

Date Posted:

By: _____



CITY COUNCIL COMMUNICATION

TO: Mayor and Council

FROM: Terry Quest, Finance Director

SUBJECT: Public Hearing to Review Final Budget and Tax Levy

DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

This is a request for the City Council to review the Final Budget for Fiscal Year 2015-2016, conduct a public hearing on the final budget, and convene a special meeting to adopt a resolution formally approving the final budget. Included are the Official State Budget Forms, Supporting Statements of Expenditures/Expenses and Truth in Taxation Analysis.

Background:

Arizona state law requires the governing board of cities to conduct a public hearing and then convene a special meeting to adopt a resolution approving the final budget.

Several budget workshops were held to review budget requests for each of the departments, operating funds and capital outlay. The City Council approved the Tentative Budget on Monday, June 8, 2015 which set the maximum level of expenditures for Fiscal Year 2015-2016.

OFFICIAL BUDGET FORMS

CITY OF SAFFORD

Fiscal Year 2016

CITY OF SAFFORD
TABLE OF CONTENTS
Fiscal Year 2016

Resolution for the Adoption of the Budget

Schedule A—Summary Schedule of Estimated Revenues and Expenditures/Expenses

Schedule B—Tax Levy and Tax Rate Information

Schedule C—Revenues Other Than Property Taxes

Schedule D—Other Financing Sources/<Uses> and Interfund Transfers

Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department (as applicable)

Schedule G—Full-Time Employees and Personnel Compensation

CITY OF SAFFORD
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	16,376,499	4,942,499	772,200	872,000	23,000	25,291,025	0	48,277,223
2015	Actual Expenditures/Expenses**	E	10,582,150	1,680,214	639,442	47,474	23,000	16,701,184	0	29,673,464
2016	Fund Balance/Net Position at July 1***		1,280,484	2,411,006	0	0	0	7,207,913	0	10,899,403
2016	Primary Property Tax Levy	B	235,960	0	0	0	0	0	0	235,960
2016	Secondary Property Tax Levy	B	0	0	0	0	0	0	0	0
2016	Estimated Revenues Other than Property Taxes	C	18,496,080	734,129	0	570,000	23,000	24,675,356	0	44,498,565
2016	Other Financing Sources	D	0	0	0	0	0	0	0	0
2016	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers In	D	0	1,746,792	2,119,916	0	0	0	0	3,866,708
2016	Interfund Transfers (Out)	D	1,814,297	729,940	0	0	0	1,322,471	0	3,866,708
2016	Reduction for Amounts Not Available:									
	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		18,198,227	4,161,987	2,119,916	570,000	23,000	30,560,798	0	55,633,928
2016	Budgeted Expenditures/Expenses	E	15,909,801	1,383,752	801,108	10,061,576	23,000	21,624,133	0	49,803,370

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2015	2016
1. Budgeted expenditures/expenses	\$ 48,277,223	\$ 49,803,370
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	48,277,223	49,803,370
4. Less: estimated exclusions	9,950,000	8,950,211
5. Amount subject to the expenditure limitation	\$ 38,327,223	\$ 40,853,159
6. EEC expenditure limitation	\$ 91,521,433	\$ 92,617,372

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

- * Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.
- ** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.
- *** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY OF SAFFORD
Tax Levy and Tax Rate Information
Fiscal Year 2016

	2015	2016
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 287,203	\$ 235,960
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$	
3. Property tax levy amounts		
A. Primary property taxes	\$ 230,464	\$ 235,960
B. Secondary property taxes		
C. Total property tax levy amounts	\$ 230,464	\$ 235,960
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 230,464	
(2) Prior years' levies		
(3) Total primary property taxes	\$ 230,464	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies		
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$ 230,464	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.4984	0.5316
(2) Secondary property tax rate		
(3) Total city/town tax rate	0.4984	0.5316
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating _____ special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
City Sales Taxes	\$ 6,278,000	\$ 6,789,982	\$ 6,699,852
Bed Tax			225,930
Licenses and permits			
Licenses and Permits	65,000	69,500	70,195
Intergovernmental			
State Shared Sales Taxes	847,112	827,384	895,593
State Shared Income Taxes	1,158,000	1,351,027	1,151,745
Auto Lieu Tax	483,630	487,940	529,219
Police Grants	388,870	126,404	704,925
JCEF Court Revenue	2,000		
Fire District	358,216	358,216	368,962
Library Support	32,400	32,400	32,724
Charges for services			
Cemetery	30,000	30,690	30,997
Recreation Programs	56,000	53,553	56,560
Airport Operations	125,000	125,000	126,250
Sanitation Citizen Collection Fees	1,096,056	1,083,414	1,126,833
General Fund Support Charges	1,186,208	1,186,224	1,039,413
Fines and forfeits			
Fines and Forfeits	68,000	68,000	68,680
Interest on investments			
Interest on Investments	5,000	3,740	3,777
In-lieu property taxes			
Contributions			
Miscellaneous			
Other Revenues (Misc.)	45,000	145,279	45,450
Utility in Lieu of Franchise Tax	849,330	849,330	857,824
Franchise Tax (General Fund)	75,000	67,751	68,429
Rental of City Property	125,000	125,000	72,722
FMI Façade Grant	14,000		
FMI Economic Dev Grant (Reclaimed)	135,000	135,000	
Library Special Projects	381,000	194,186	320,000
Contingency	4,000,000		4,000,000
Total General Fund	\$ 17,803,822	\$ 13,780,834	\$ 18,496,080

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2015</u>	<u>ACTUAL REVENUES* 2015</u>	<u>ESTIMATED REVENUES 2016</u>
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund	\$ 706,792	\$ 655,814	\$ 734,129
Misc. Revenue	70,000		
20th Ave Improv Grant (Relation to GC Rd)	601,591	\$	\$
Trail System Grant	355,000	4,510	
HSIP Traffic Sign Replacement	60,400		
Main Street Traffic Signals	720,000	\$	\$
Main Street Improvements	961,000		
US 191 Sidewalks (Relation to US 70)	294,728	\$	\$
Total Special Revenue Funds	\$ 3,769,511	\$ 660,324	\$ 734,129

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2015</u>	<u>ACTUAL REVENUES* 2015</u>	<u>ESTIMATED REVENUES 2016</u>
DEBT SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____
CAPITAL PROJECTS FUNDS			
Airport Projects _____	\$ 860,000	\$ 239,180	\$ 570,000
Total Capital Projects Funds	\$ 860,000	\$ 239,180	\$ 570,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
PERMANENT FUNDS			
Library Truct Funds	\$ 23,000	\$ 23,000	\$ 23,000
Total Permanent Funds	\$ 23,000	\$ 23,000	\$ 23,000
ENTERPRISE FUNDS			
Landfill	\$ 1,357,373	\$ 1,332,453	\$ 1,340,309
Water Utiltiy	5,526,256	5,501,841	5,775,257
Waste Water Utility	3,177,920	2,411,917	2,424,043
Gas Utility	2,862,860	2,630,096	2,643,261
Electric Utility	9,078,280	8,748,500	9,492,486
Contingency	3,000,000		3,000,000
Total Enterprise Funds	\$ 25,002,689	\$ 20,624,807	\$ 24,675,356

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
INTERNAL SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>47,459,022</u>	\$ <u>35,328,145</u>	\$ <u>44,498,565</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2016

FUND	OTHER FINANCING 2016		INTERFUND TRANSFERS 2016	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
General Fund Debt	\$	\$	\$	\$ 236,505
Auto Lieu Tax Dedicated to HURF				487,940
Sales Tax (.05) to Special Rev Fund				1,089,852
Total General Fund	\$	\$	\$	\$ 1,814,297
SPECIAL REVENUE FUNDS				
Utility Support for Street Patch (HURF)	\$	\$	\$ 169,000	\$
Special Revenue Fund Debt				729,940
Auto Lieu Tax Dedicated to HURF			487,940	
Sales Tax (.05) to Special Rev Fund			1,089,852	
Total Special Revenue Funds	\$	\$	\$ 1,746,792	\$ 729,940
DEBT SERVICE FUNDS				
General Fund Debt	\$	\$	\$ 236,505	\$
Special Revenue Fund Debt			729,940	
Enterprise Debt			1,153,471	
Total Debt Service Funds	\$	\$	\$ 2,119,916	\$
CAPITAL PROJECTS FUNDS				
	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Street Patch Fund	\$	\$	\$	\$ 169,000
Enterprise Fund Debt				1,153,471
Total Enterprise Funds	\$	\$	\$	\$ 1,322,471
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 3,866,708	\$ 3,866,708

CITY OF SAFFORD
Expenditures/Expenses by Fund
Fiscal Year 2016

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Statement E-1	\$ 12,376,499	\$	\$ 10,582,150	\$ 11,909,801
Contingency	4,000,000			4,000,000
Total General Fund	\$ 16,376,499	\$	\$ 10,582,150	\$ 15,909,801
SPECIAL REVENUE FUNDS				
Statement E-2	\$ 4,942,499	\$	\$ 1,680,214	\$ 1,383,752
Total Special Revenue Funds	\$ 4,942,499	\$	\$ 1,680,214	\$ 1,383,752
DEBT SERVICE FUNDS				
Statement E-3	\$ 772,200	\$	\$ 639,442	\$ 801,108
Total Debt Service Funds	\$ 772,200	\$	\$ 639,442	\$ 801,108
CAPITAL PROJECTS FUNDS				
Statement E-4	\$ 872,000	\$	\$ 47,474	\$ 10,061,576
Total Capital Projects Funds	\$ 872,000	\$	\$ 47,474	\$ 10,061,576
PERMANENT FUNDS				
Statement E-5	\$ 23,000	\$	\$ 23,000	\$ 23,000
Total Permanent Funds	\$ 23,000	\$	\$ 23,000	\$ 23,000
ENTERPRISE FUNDS				
Statement E-6	\$ 22,291,025	\$	\$ 16,701,184	\$ 18,624,133
Contingency	3,000,000			3,000,000
Total Enterprise Funds	\$ 25,291,025	\$	\$ 16,701,184	\$ 21,624,133
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 48,277,223	\$	\$ 29,673,464	\$ 49,803,370

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY OF SAFFORD
Expenditures/Expenses by Department
Fiscal Year 2016

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
General Fund				
See Statement E-1				
Department Total	\$	\$	\$	\$
List Department:				
Special Revenues				
See Statement E-2	\$	\$	\$	\$
Department Total	\$	\$	\$	\$
List Department:				
Enterprise Funds				
See Statement E-6	\$	\$	\$	\$
Department Total	\$	\$	\$	\$

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY OF SAFFORD
Full-Time Employees and Personnel Compensation
Fiscal Year 2016

FUND	Full-Time Equivalent (FTE) 2016	Employee Salaries and Hourly Costs 2016	Retirement Costs 2016	Healthcare Costs 2016	Other Benefit Costs 2016	Total Estimated Personnel Compensation 2016
GENERAL FUND	99	\$ 5,306,409	\$ 1,247,819	\$ 851,494	\$ 773,497	\$ 8,179,219
SPECIAL REVENUE FUNDS						
HURF Fund	10	\$ 434,749	\$ 49,866	\$ 101,840	\$ 76,847	\$ 663,301
Total Special Revenue Funds	10	\$ 434,749	\$ 49,866	\$ 101,840	\$ 76,847	\$ 663,301
DEBT SERVICE FUNDS						
		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS						
		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
	40	\$ 2,171,036	\$ 249,531	\$ 326,835	\$ 257,166	\$ 3,004,569
Total Enterprise Funds	40	\$ 2,171,036	\$ 249,531	\$ 326,835	\$ 257,166	\$ 3,004,569
INTERNAL SERVICE FUND						
		\$	\$	\$	\$	\$
Total Internal Service Fund		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	149	\$ 7,912,195	\$ 1,547,216	\$ 1,280,169	\$ 1,107,510	\$ 11,847,089

CITY OF SAFFORD

SUPPORTING STATEMENTS OF EXPENDITURES/EXPENSES

Fiscal Year 2015-2016

Fund/Department	Budgeted Amounts for 2014-2015	Approved Adjustments 2014-2015	Actual Expenditures/ Expenses 2014-2015	Budgeted Amounts for 2015-2016
Statement E-1 General Fund:				
City Council	460,904	-	378,630	407,637
City Manager	289,978	-	249,054	266,282
Human Resources	259,868	-	166,037	341,164
Legal Services	167,910	-	158,739	149,700
City Court	243,631	-	241,161	236,504
City Clerk	281,887	-	236,964	255,445
Finance Services	588,886	-	527,170	556,745
Planning & Community Svc	602,658	-	379,969	348,248
Building Safety	165,633	-	159,790	160,686
Recreational Program	139,091	-	104,630	130,570
Library	954,971	-	739,875	858,900
Police	4,241,817	-	3,611,752	4,709,038
Public Works	2,859,737	-	2,570,907	2,598,083
Golf Course	205,300	-	238,989	205,200
Airport	228,522	-	224,146	71,058
Fire District	685,707	-	594,337	614,541
Subtotal General Fund	12,376,499	-	10,582,150	11,909,801
Contingency	4,000,000	-	-	4,000,000
Total General Fund	16,376,499	-	10,582,150	15,909,801
Statement E-2 Special Revenues:				
HURF	1,822,675	-	1,585,635	1,383,752
HURF/Streets Capital Projects	3,119,824	-	94,579	-
Total Special Revenues	4,942,499	-	1,680,214	1,383,752
Statement E-3: Debt Service Funds:				
General Fund	-	-	-	71,168
Special Revenues	772,200	-	639,442	729,940
Enterprise Funds	-	-	-	-
Total Debt Service Funds	772,200	-	639,442	801,108
Statement E-4: Capital Project Funds:				
General Fund	872,000	-	47,474	3,643,669
Special Revenues	-	-	-	1,933,352
Enterprise Funds	-	-	-	4,484,555
Total Capital Project Funds	872,000	-	47,474	10,061,576
Statement E-5: Permanent Funds:				
Library Trust	23,000	-	23,000	23,000
Total Permanent Funds	23,000	-	23,000	23,000

Statement E-6: Enterprise Funds:

Landfill	1,168,765	-	882,391	929,250
Water	6,382,876	-	3,913,128	4,583,159
Waste Water	1,633,875	-	1,031,679	1,167,882
Water Reclamation Plant	1,158,815	-	1,100,618	964,843
Gas	3,155,955	-	2,314,426	2,414,583
Electric	8,790,739	-	7,458,942	8,564,416
Subtotal Enterprise Funds	22,291,025	-	16,701,183	18,624,133
Contingency	3,000,000	-	-	3,000,000
Total Enterprise Funds	25,291,025	-	16,701,183	21,624,133
Grand Total	48,277,223		29,673,464	49,803,370

Truth in Taxation Analysis

Calculation for Truth in Taxation Hearing Notice pursuant to A.R.S. § 42-17107

Actual current primary property tax levy:	\$	230,465
Net assessed valuation:	\$	44,386,775
Value of new construction:	\$	1,037,168
Net assessed value minus new construction:	\$	43,349,607
MAXIMUM TAX RATE THAT CAN BE IMPOSED WITHOUT A TRUTH IN TAXATION HEARING:	\$	0.5316
Growth in property tax levy capacity associated with new construction:	\$	5,514
MAXIMUM PRIMARY PROPERTY TAX LEVY WITHOUT A TRUTH IN TAXATION HEARING:	\$	235,960
Proposed primary property tax levy:	\$	-
Proposed increase in primary property tax levy, exclusive of new construction	\$	(235,960)
Proposed percentage increase in primary property tax levy:		-100.0%
Proposed primary property tax rate:	\$	-
Proposed increase in primary property tax rate:	\$	(0.5316)
Proposed primary property tax levy on a home valued at \$100,000	\$	-
Primary property tax levy on a home valued at \$100,000 if the tax rate was not raised:	\$	53.16
Proposed primary property tax levy increase on a home valued at \$100,000:	\$	(53.16)

CITY OF SAFFORD

PUBLIC NOTICE

FINAL BUDGET ADOPTION AND PROPERTY TAX LEVY

Members of the public wishing to appear and testify or make inquiries regarding the Budget and Tax Levy for Fiscal Year 2015-2016 for the City of Safford may be heard at a **PUBLIC HEARING**. The Hearing will be held **Monday, June 22, 2015 at 6:00 p.m.** in the Safford Library Program Room, 808 South 7th Avenue, Safford. When the Hearing concludes, the Council will convene a Special Council Meeting to adopt the Final Budget.

ADOPTION OF TAX LEVY

The City Council will convene to adopt a City Tax Levy for Fiscal Year 2015-2016 on **Monday, July 13, 2015 at 6:00 p.m.** in the Safford Library Program Room at the Library, 808 South 7th Avenue, Safford

A copy of the Tentative Budget and Tax Levy Report is available Monday through Thursday, from 7:00 a.m. until 6:00 p.m., at the following locations:

- City Clerk's Office at City Hall, 717 Main Street, Safford Arizona
- Safford Library, 808 South 7th Avenue, Safford, AZ
- City Website: www.cityofsafford.us

To Courier: Tuesday, June 9, 2015, by 10 AM – Legal Ad

Run: Saturday, June 13th & 20th, 2015

Posted: Website



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Jenny Howard, Utilities Director
Horatio Skeete, City Manager
SUBJECT: Memorandum of Understanding (MOU) for the Graham County Regional Park Facility
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

This is a request for the City Council to renew the Memorandum of Understanding (MOU) between the City of Safford and Graham County to provide irrigation water to the County for use at the Graham County Regional Park Facility for another year beginning July 1st 2015.

Background:

This multipurpose facility is a great asset of the Gila Valley and one that the City of Safford should support; however, it is important for us to do so in the context of also managing another valued asset of the community – water. On September 8, 2014, the City Council approved the MOU for one year, July 1, 2014 until June 30, 2015. The Council's intent is to continue working with Graham County in an attempt to reduce water consumption at the Fairgrounds.

The current MOU proposes to charge the County a fee of \$1.75 per thousand gallons up to the first 60 acre feet and then a 25% increase for every thousand gallons used after that allotment.

Analysis:

Staff feels that this contract provides sufficient incentive for the County to carefully manage the water used on the parks while still allowing them to be able to provide usable facilities to the public. The County exceeded the 60 acre feet of water by 56 acre feet.



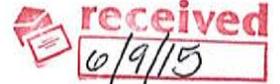
Graham County Board of Supervisors
921 Thatcher Blvd • Safford, AZ 85546
Phone: (928) 428-3250 • Fax: (928) 428-5951

Georgia

#7-1

Danny Smith, Chairman
James A. Palmer, Vice Chairman
Drew John, Member

Terry Cooper, County Manager/Clerk



June 2, 2015

Mr. Horatio Skeete
Manager City of Safford
PO Box 272
Safford AZ 85548

RE: MOU Water use at Graham County Regional Park Facility

HORATIO
Dear Mr. ~~Skeete~~,

Per the MOU signed between the City of Safford and Graham County in 2014 we are desirous of a one year extension. Please notify me of approval at your earliest convenience. Additionally if you have further questions or comments I can be reached at 928-428-3250.

Thank you,

A handwritten signature in black ink, appearing to read "Terry Cooper". The signature is stylized with a large, looping initial "T" and a long horizontal stroke extending to the right.

Terry Cooper
Graham County Manager

Memorandum of Understanding
between the
City of Safford and Graham County

This Memorandum of Understanding (“**MOU**”) by and between the City of Safford (“**City**”) and Graham County (“**County**”), each political subdivisions of the State of Arizona, is dated as of July 1, 2014 (the “**Effective Date**”).

RECITALS

A. The governing bodies of the City and the County have determined that it would be in the best interest of the citizens of the County and the City for the City to furnish irrigation water as a supplement to the County’s well water supply for use at the Graham County Regional Park Facility; and

B. The City desires to promote the economic wellbeing of the City pursuant to A.R.S. § 9-500.11 by supporting the County’s use of the fairgrounds at which water provided under this MOU will be used.

Now therefore, in furtherance of the recitals set forth above, the parties agree to the following terms and conditions.

AGREEMENT

1. The duration of this MOU shall be from July 1, 2014 until June 30, 2015, unless terminated by 90 days written notice by either party earlier. It may be extended for an additional one year period upon the mutual agreement of the parties.

2. Services may be suspended during this time if there is a worsening of the drought condition in Graham County.

3. The fee for service shall be reviewed by City and County Staff in April of the final year of term and be effective the following July.

4. Subject to adjustment pursuant to Section 7 of this MOU, the fees paid by the County to the City shall, at a minimum be \$1.75 per 1,000 gallons of water.

5. The water shall be used for the purpose of irrigation only and shall only be taken through a designated meter.

2014-04-30 4:33:4
Page 1 of 3
Requested By: City Of Safford
Wendy John, Graham County Recorder
11-04-2014 12:30 PM Recording Fee \$7.00

6. The amount of water to be sold at the fee specified in Section 4 of this MOU shall be capped at sixty (60) acre feet (19,554,000 gallons) annually (the “**Capped Amount**”).

7. For any year in which the amount of water used by the County under this MOU exceeds the Capped Amount, the fee for each gallon used in excess of the Capped Amount shall be equal to the product of multiplying 1.25 times the then fee then charged pursuant to Section 4 of this MOU as may be adjusted pursuant to Section 3 of this MOU.

8. In an effort to conserve water the city and the County acknowledge that the existing irrigation system at the park is old and in need of many improvements to be more water-use efficient, Graham County shall show good faith efforts to make certain improvements to the overall irrigation system at the park.

9. Modification/Waiver. No modification, waiver, amendment, discharge or change of this MOU shall be valid unless the same is in writing and signed by the parties.

10. Attorneys’ Fees. In the event any party commences litigation for the judicial interpretation, enforcement, termination, cancellation or rescission hereof, or for damages for the breach hereof, then, in addition to any or all other relief awarded in such litigation, the prevailing party therein, as determined by the Court, shall be entitled to a judgment against the other party or parties for an amount equal to reasonable attorneys’ fees and court and other costs incurred, in such amount as may be determined by the Court.

11. Jurisdiction/Venue. Any action, suit or proceeding arising out of, based on or in connection with this MOU may be brought only in the Superior Court of the State of Arizona located in Graham County, Arizona (the “Court”). Each party covenants and agrees not to assert, by way of motion, as a defense or otherwise, in any such action, suit or proceeding, any claim that it is not subject personally to the jurisdiction of any such Court, that the action, suit or proceeding is brought in an inconvenient forum, that the venue of the action, suit or proceeding is improper, or that this MOU or the subject matter hereof may not be enforced in or by the Court. In the event a party is required to respond to a party seeking to challenge jurisdiction described in this Section 11, the responding party shall be entitled to recover its reasonable attorneys’ fees and costs.

12. Governing Law. This MOU shall be construed and enforced in accordance with the laws of the State of Arizona.

13. Counterparts. This MOU may be executed in any number of counterparts, each shall be deemed to be an original, and all of them together shall be deemed to be one and the same instrument; and this MOU shall become effective upon its execution by all parties. The signatures required for execution may be transmitted by facsimile, and the facsimile signature shall be deemed a duplicate original, shall be effective upon receipt, may be admitted in evidence, and shall fully bind the party and person making the signature.

14. Severability. It is understood and agreed that the foregoing provisions shall be binding upon the Parties hereto, unless it shall be determined that any of said provisions are contrary to the prevailing laws of the State of Arizona, and in the event any such provision is

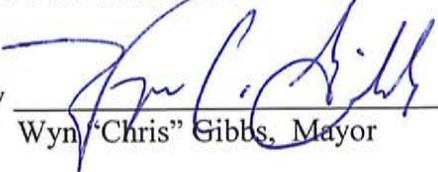
determined to be contrary to the laws of the State of Arizona, it is the intention of the parties that this MOU is severable and that the remaining provisions of the MOU shall remain in full force and effect.

15. Binding Effect. This MOU shall be binding upon and inure to the benefit of the parties and their successors and assigns, including their respective councils, officers, employees, attorneys, and insurers.

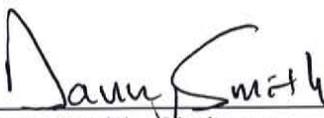
16. Conflict Of Interest. This MOU is subject to the provisions of A.R.S. Section 38-511.

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

CITY OF SAFFORD

By 
Wyn "Chris" Gibbs, Mayor

GRAHAM COUNTY

By: 
Danny Smith, Chairman
Graham County Board of Supervisors

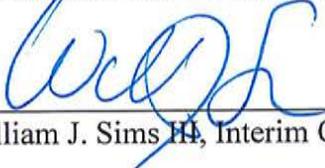
ATTEST:

By 
Georgia Luster, City Clerk

ATTEST:

By: 
Clerk of the Board

APPROVED AS TO FORM:


William J. Sims III, Interim City Attorney

APPROVED AS TO FORM:


Deputy County Attorney

Date: 10-24-14

Date: 10-9-14



CITY COUNCIL COMMUNICATION

TO: Mayor and Council

FROM: Terry Quest, Finance Director

SUBJECT: Adoption of the Final Budget for Fiscal Year 2015-2016

DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

This is a request for Council to adopt a resolution approving the Fiscal Year 2015-2016 annual budget.

Background:

Over a period of several months, City staff went through the budgeting process and presented their respective budgets for Council's review. The Tentative Budget was presented for City Council's review and adoption. On Monday, June 8, 2015 the Tentative Budget was adopted. There have been no changes and/or adjustments made to the Tentative Budget since its adoption by the City Council.

RESOLUTION NUMBER 15-023

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA SETTING FORTH THE TENTATIVE BUDGET AND ESTABLISHING THE MAXIMUM BUDGET AMOUNT FOR THE CITY OF SAFFORD FOR FISCAL YEAR 2015-2016.

WHEREAS, pursuant to the provisions of the laws of the State of Arizona, the Mayor and Council of the City of Safford (“the City Council”) is required to adopt a budget; and,

WHEREAS, in accordance with Arizona Revised Statutes § 42-17102, the City Manager has prepared and filed with the City Council the Tentative Budget estimates for the fiscal year beginning July 1, 2015 and ending June 30, 2016.

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

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. The statements and schedules attached hereto as Exhibit A and incorporated herein by reference are hereby adopted as the City’s official tentative budget for the fiscal year beginning July 1, 2015 and ending June 30, 2016, including the establishment of the maximum budget amount for such fiscal year in the amount of \$49,803,307.00

SECTION 3. Upon approval of the City Council, the official tentative budget and a notice, in the form attached as Exhibit B and incorporated herein by reference, of the public hearing of the City Council to hear taxpayers and make tax levies at designated times and places shall be published in the official City newspaper once a week for two consecutive weeks. The notice shall include the physical address of the Safford Library Program Room and the City website where the tentative budget may be found.

SECTION 4. No later than seven business days after the date of this Resolution, a complete copy of the tentative budget shall be available and shall post the tentative budget in a prominent location on the City’s website.

SECTION 5. The Mayor, City Manager, the City Clerk, and the City Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this resolution.

PASSED, ADOPTED, AND APPROVED by the Mayor and City Council of the City of Safford this 8th day of June, 2015.

APPROVED:

Wyn “Chris” Gibbs, Mayor
City of Safford

APPROVED AS TO FORM:

William J. Sims, III
Interim City Attorney

ATTEST:

Georgia Luster, MMC
City Clerk

CERTIFICATION

State of Arizona)
) ss
County of Graham)

I HEREBY CERTIFY, that the foregoing Resolution Number 15-023 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 June 8, 2015. A quorum of the Council was present at the meeting.

June 8, 2015
Date

Georgia Luster, MMC
City Clerk

DRAFT

OFFICIAL BUDGET FORMS

CITY OF SAFFORD

Fiscal Year 2016

CITY OF SAFFORD
TABLE OF CONTENTS
Fiscal Year 2016

Resolution for the Adoption of the Budget

Schedule A—Summary Schedule of Estimated Revenues and Expenditures/Expenses

Schedule B—Tax Levy and Tax Rate Information

Schedule C—Revenues Other Than Property Taxes

Schedule D—Other Financing Sources/<Uses> and Interfund Transfers

Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department (as applicable)

Schedule G—Full-Time Employees and Personnel Compensation

CITY OF SAFFORD
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	16,376,499	4,942,499	772,200	872,000	23,000	25,291,025	0	48,277,223
2015	Actual Expenditures/Expenses**	E	10,582,150	1,680,214	639,442	47,474	23,000	16,701,184	0	29,673,464
2016	Fund Balance/Net Position at July 1***		1,280,484	2,411,006	0	0	0	7,207,913	0	10,899,403
2016	Primary Property Tax Levy	B	235,960	0	0	0	0	0	0	235,960
2016	Secondary Property Tax Levy	B	0	0	0	0	0	0	0	0
2016	Estimated Revenues Other than Property Taxes	C	18,496,080	734,129	0	570,000	23,000	24,675,356	0	44,498,565
2016	Other Financing Sources	D	0	0	0	0	0	0	0	0
2016	Other Financing (Uses)	D	0	0	0	0	0	0	0	0
2016	Interfund Transfers In	D	0	1,746,792	2,119,916	0	0	0	0	3,866,708
2016	Interfund Transfers (Out)	D	1,814,297	729,940	0	0	0	1,322,471	0	3,866,708
2016	Reduction for Amounts Not Available:									
2016	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		18,198,227	4,161,987	2,119,916	570,000	23,000	30,560,798	0	55,633,928
2016	Budgeted Expenditures/Expenses	E	15,909,801	1,383,752	801,108	10,061,576	23,000	21,624,133	0	49,803,370

EXPENDITURE LIMITATION COMPARISON

1. Budgeted expenditures/expenses
2. Add/subtract: estimated net reconciling items
3. Budgeted expenditures/expenses adjusted for reconciling items
4. Less: estimated exclusions
5. Amount subject to the expenditure limitation
6. EEC expenditure limitation

	2015	2016
1. Budgeted expenditures/expenses	\$ 48,277,223	\$ 49,803,370
2. Add/subtract: estimated net reconciling items		
3. Budgeted expenditures/expenses adjusted for reconciling items	48,277,223	49,803,370
4. Less: estimated exclusions	9,950,000	8,950,211
5. Amount subject to the expenditure limitation	\$ 38,327,223	\$ 40,853,159
6. EEC expenditure limitation	\$ 91,521,433	\$ 92,617,372

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

- * Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.
- ** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.
- *** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY OF SAFFORD
Tax Levy and Tax Rate Information
Fiscal Year 2016

	2015	2016
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 287,203	\$ 235,960
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$	
3. Property tax levy amounts		
A. Primary property taxes	\$ 230,464	\$ 235,960
B. Secondary property taxes		
C. Total property tax levy amounts	\$ 230,464	\$ 235,960
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ 230,464	
(2) Prior years' levies		
(3) Total primary property taxes	\$ 230,464	
B. Secondary property taxes		
(1) Current year's levy	\$	
(2) Prior years' levies		
(3) Total secondary property taxes	\$	
C. Total property taxes collected	\$ 230,464	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.4984	0.5316
(2) Secondary property tax rate		
(3) Total city/town tax rate	0.4984	0.5316
B. Special assessment district tax rates		
Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating _____ special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
City Sales Taxes	\$ 6,278,000	\$ 6,789,982	\$ 6,699,852
Bed Tax			225,930
Licenses and permits			
Licenses and Permits	65,000	69,500	70,195
Intergovernmental			
State Shared Sales Taxes	847,112	827,384	895,593
State Shared Income Taxes	1,158,000	1,351,027	1,151,745
Auto Lieu Tax	483,630	487,940	529,219
Police Grants	388,870	126,404	704,925
JCEF Court Revenue	2,000		
Fire District	358,216	358,216	368,962
Library Support	32,400	32,400	32,724
Charges for services			
Cemetery	30,000	30,690	30,997
Recreation Programs	56,000	53,553	56,560
Airport Operations	125,000	125,000	126,250
Sanitation Citizen Collection Fees	1,096,056	1,083,414	1,126,833
General Fund Support Charges	1,186,208	1,186,224	1,039,413
Fines and forfeits			
Fines and Forfeits	68,000	68,000	68,680
Interest on investments			
Interest on Investments	5,000	3,740	3,777
In-lieu property taxes			
Contributions			
Miscellaneous			
Other Revenues (Misc.)	45,000	145,279	45,450
Utility in Lieu of Franchise Tax	849,330	849,330	857,824
Franchise Tax (General Fund)	75,000	67,751	68,429
Rental of City Property	125,000	125,000	72,722
FMI Façade Grant	14,000		
FMI Economic Dev Grant (Reclaimed)	135,000	135,000	
Library Special Projects	381,000	194,186	320,000
Contingency	4,000,000		4,000,000
Total General Fund	\$ 17,803,822	\$ 13,780,834	\$ 18,496,080

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2015</u>	<u>ACTUAL REVENUES* 2015</u>	<u>ESTIMATED REVENUES 2016</u>
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund	\$ 706,792	\$ 655,814	\$ 734,129
Misc. Revenue	70,000		
20th Ave Improv Grant (Relation to GC Rd)	601,591	\$	\$
Trail System Grant	355,000	4,510	
HSIP Traffic Sign Replacement	60,400		
Main Street Traffic Signals	720,000	\$	\$
Main Street Improvements	961,000		
US 191 Sidewalks (Relation to US 70)	294,728	\$	\$
Total Special Revenue Funds	\$ 3,769,511	\$ 660,324	\$ 734,129

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

<u>SOURCE OF REVENUES</u>	<u>ESTIMATED REVENUES 2015</u>	<u>ACTUAL REVENUES* 2015</u>	<u>ESTIMATED REVENUES 2016</u>
DEBT SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____
CAPITAL PROJECTS FUNDS			
Airport Projects _____	\$ 860,000	\$ 239,180	\$ 570,000
Total Capital Projects Funds	\$ 860,000	\$ 239,180	\$ 570,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
PERMANENT FUNDS			
Library Truct Funds	\$ 23,000	\$ 23,000	\$ 23,000
Total Permanent Funds	\$ 23,000	\$ 23,000	\$ 23,000
ENTERPRISE FUNDS			
Landfill	\$ 1,357,373	\$ 1,332,453	\$ 1,340,309
Water Utiltiy	5,526,256	5,501,841	5,775,257
Waste Water Utility	3,177,920	2,411,917	2,424,043
Gas Utility	2,862,860	2,630,096	2,643,261
Electric Utility	9,078,280	8,748,500	9,492,486
Contingency	3,000,000		3,000,000
Total Enterprise Funds	\$ 25,002,689	\$ 20,624,807	\$ 24,675,356

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
INTERNAL SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>47,459,022</u>	\$ <u>35,328,145</u>	\$ <u>44,498,565</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

CITY OF SAFFORD
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2016

FUND	OTHER FINANCING 2016		INTERFUND TRANSFERS 2016	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
General Fund Debt	\$	\$	\$	\$ 236,505
Auto Lieu Tax Dedicated to HURF				487,940
Sales Tax (.05) to Special Rev Fund				1,089,852
Total General Fund	\$	\$	\$	\$ 1,814,297
SPECIAL REVENUE FUNDS				
Utility Support for Street Patch (HURF)	\$	\$	\$ 169,000	\$
Special Revenue Fund Debt				729,940
Auto Lieu Tax Dedicated to HURF			487,940	
Sales Tax (.05) to Special Rev Fund			1,089,852	
Total Special Revenue Funds	\$	\$	\$ 1,746,792	\$ 729,940
DEBT SERVICE FUNDS				
General Fund Debt	\$	\$	\$ 236,505	\$
Special Revenue Fund Debt			729,940	
Enterprise Debt			1,153,471	
Total Debt Service Funds	\$	\$	\$ 2,119,916	\$
CAPITAL PROJECTS FUNDS				
	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Street Patch Fund	\$	\$	\$	\$ 169,000
Enterprise Fund Debt				1,153,471
Total Enterprise Funds	\$	\$	\$	\$ 1,322,471
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$ 3,866,708	\$ 3,866,708

**CITY OF SAFFORD
Expenditures/Expenses by Fund
Fiscal Year 2016**

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Statement E-1	\$ 12,376,499	\$	\$ 10,582,150	\$ 11,909,801
Contingency	4,000,000			4,000,000
Total General Fund	\$ 16,376,499	\$	\$ 10,582,150	\$ 15,909,801
SPECIAL REVENUE FUNDS				
Statement E-2	\$ 4,942,499	\$	\$ 1,680,214	\$ 1,383,752
Total Special Revenue Funds	\$ 4,942,499	\$	\$ 1,680,214	\$ 1,383,752
DEBT SERVICE FUNDS				
Statement E-3	\$ 772,200	\$	\$ 639,442	\$ 801,108
Total Debt Service Funds	\$ 772,200	\$	\$ 639,442	\$ 801,108
CAPITAL PROJECTS FUNDS				
Statement E-4	\$ 872,000	\$	\$ 47,474	\$ 10,061,576
Total Capital Projects Funds	\$ 872,000	\$	\$ 47,474	\$ 10,061,576
PERMANENT FUNDS				
Statement E-5	\$ 23,000	\$	\$ 23,000	\$ 23,000
Total Permanent Funds	\$ 23,000	\$	\$ 23,000	\$ 23,000
ENTERPRISE FUNDS				
Statement E-6	\$ 22,291,025	\$	\$ 16,701,184	\$ 18,624,133
Contingency	3,000,000			3,000,000
Total Enterprise Funds	\$ 25,291,025	\$	\$ 16,701,184	\$ 21,624,133
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 48,277,223	\$	\$ 29,673,464	\$ 49,803,370

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY OF SAFFORD
Expenditures/Expenses by Department
Fiscal Year 2016

DEPARTMENT/FUND	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
General Fund				
See Statement E-1				
Department Total	\$	\$	\$	\$
List Department:				
Special Revenues				
See Statement E-2	\$	\$	\$	\$
Department Total	\$	\$	\$	\$
List Department:				
Enterprise Funds				
See Statement E-6	\$	\$	\$	\$
Department Total	\$	\$	\$	\$

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

CITY OF SAFFORD
Full-Time Employees and Personnel Compensation
Fiscal Year 2016

FUND	Full-Time Equivalent (FTE) 2016	Employee Salaries and Hourly Costs 2016	Retirement Costs 2016	Healthcare Costs 2016	Other Benefit Costs 2016	Total Estimated Personnel Compensation 2016
GENERAL FUND	99	\$ 5,306,409	\$ 1,247,819	\$ 851,494	\$ 773,497	\$ 8,179,219
SPECIAL REVENUE FUNDS						
HURF Fund	10	\$ 434,749	\$ 49,866	\$ 101,840	\$ 76,847	\$ 663,301
Total Special Revenue Funds	10	\$ 434,749	\$ 49,866	\$ 101,840	\$ 76,847	\$ 663,301
DEBT SERVICE FUNDS						
		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS						
		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS						
		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
	40	\$ 2,171,036	\$ 249,531	\$ 326,835	\$ 257,166	\$ 3,004,569
Total Enterprise Funds	40	\$ 2,171,036	\$ 249,531	\$ 326,835	\$ 257,166	\$ 3,004,569
INTERNAL SERVICE FUND						
		\$	\$	\$	\$	\$
Total Internal Service Fund		\$	\$	\$	\$	\$
TOTAL ALL FUNDS	149	\$ 7,912,195	\$ 1,547,216	\$ 1,280,169	\$ 1,107,510	\$ 11,847,089

CITY OF SAFFORD

SUPPORTING STATEMENTS OF EXPENDITURES/EXPENSES

Fiscal Year 2015-2016

Fund/Department	Budgeted Amounts for 2014-2015	Approved Adjustments 2014-2015	Actual Expenditures/ Expenses 2014-2015	Budgeted Amounts for 2015-2016
Statement E-1 General Fund:				
City Council	460,904	-	378,630	407,637
City Manager	289,978	-	249,054	266,282
Human Resources	259,868	-	166,037	341,164
Legal Services	167,910	-	158,739	149,700
City Court	243,631	-	241,161	236,504
City Clerk	281,887	-	236,964	255,445
Finance Services	588,886	-	527,170	556,745
Planning & Community Svc	602,658	-	379,969	348,248
Building Safety	165,633	-	159,790	160,686
Recreational Program	139,091	-	104,630	130,570
Library	954,971	-	739,875	858,900
Police	4,241,817	-	3,611,752	4,709,038
Public Works	2,859,737	-	2,570,907	2,598,083
Golf Course	205,300	-	238,989	205,200
Airport	228,522	-	224,146	71,058
Fire District	685,707	-	594,337	614,541
Subtotal General Fund	12,376,499	-	10,582,150	11,909,801
Contingency	4,000,000	-	-	4,000,000
Total General Fund	16,376,499	-	10,582,150	15,909,801
Statement E-2 Special Revenues:				
HURF	1,822,675	-	1,585,635	1,383,752
HURF/Streets Capital Projects	3,119,824	-	94,579	-
Total Special Revenues	4,942,499	-	1,680,214	1,383,752
Statement E-3: Debt Service Funds:				
General Fund	-	-	-	71,168
Special Revenues	772,200	-	639,442	729,940
Enterprise Funds	-	-	-	-
Total Debt Service Funds	772,200	-	639,442	801,108
Statement E-4: Capital Project Funds:				
General Fund	872,000	-	47,474	3,643,669
Special Revenues	-	-	-	1,933,352
Enterprise Funds	-	-	-	4,484,555
Total Capital Project Funds	872,000	-	47,474	10,061,576
Statement E-5: Permanent Funds:				
Library Trust	23,000	-	23,000	23,000
Total Permanent Funds	23,000	-	23,000	23,000

Statement E-6: Enterprise Funds:

Landfill	1,168,765	-	882,391	929,250
Water	6,382,876	-	3,913,128	4,583,159
Waste Water	1,633,875	-	1,031,679	1,167,882
Water Reclamation Plant	1,158,815	-	1,100,618	964,843
Gas	3,155,955	-	2,314,426	2,414,583
Electric	8,790,739	-	7,458,942	8,564,416
Subtotal Enterprise Funds	22,291,025	-	16,701,183	18,624,133
Contingency	3,000,000	-	-	3,000,000
Total Enterprise Funds	25,291,025	-	16,701,183	21,624,133
Grand Total	48,277,223		29,673,464	49,803,370



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: Public Participation Plan for the General Plan Update
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

Approve through resolution the outlined Public Participation Plan for the General Plan Update.

Background:

ARS 9-461.06 of the Arizona Statutes requires Municipalities to adopt written procedures to provide effective, early and continuous public participation from all geographic, ethnic and economic areas of the municipality during the development and major amendment of general plans.

On June 11th the Planning and Zoning Commission was presented the Public Participation Plan and recommended approval to the City Council.

Attachments:

Proposed Public Participation Plan

RESOLUTION NUMBER 15-025

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, GRAHAM COUNTY, ARIZONA RELATING TO THE GENERAL PLAN; MAJOR AMENDMENT PROCESS AND ADOPTION OF THE PUBLIC PARTICIPATION PLAN.

WHEREAS, the City of Safford approved and adopted the current City of Safford General Plan on February 23, 2004 (Resolution Number 04-007); and,

WHEREAS, in 1998 and 2000 the Arizona Legislature adopted the Growing Smarter Act and Growing Smarter Plus Act requiring the Arizona cities and counties to prepare and adopt new General Plan requirements, including the adoption of enhanced public participation and notification procedures for the update and subsequent amendment of community General Plans; and,

WHEREAS, in order to evaluate and subsequently respond to changing growth issues, Safford will update its current General plan in compliance with the Growing Smarter legislation; and

WHEREAS, in order to guide the process of the General Plan amendment, the City will follow written procedures for public involvement that will provide for effective, early and continuous public participation from all geographic, ethnic and economic areas of the community; and,

WHEREAS, written public involvement procedures have been updated that assure a process for maximum public involvement in local planning by providing for: 1) Broad dissemination of proposals and alternative; 2) Opportunity for written comments; 3) Public hearings after notices; 4) Open discussions, communications and information services and; 5) Consideration of the public comments; and,

WHEREAS, the Mayor and Council of the City of Safford have determined that approving the updated Public Participation Plan for the 2015 City of Safford General Plan Major Amendment is in the best interest of the residents of Safford.

NOW, THEREFORE BE IT RESOLVED by the Mayor and City Council of the City of Safford, Arizona, that the Public Participation Plan for the 2015 Safford General Plan Major Amendment be approved.

PASSED, APPROVED, AND ADOPTED by the Mayor and City Council of the City of Safford this 22nd day of June, 2015.

APPROVED:

Wyn "Chris" Gibbs, Mayor
City of Safford

APPROVED AS TO FORM:

William J. Sims, III
Interim City Attorney

ATTEST:

Georgia Luster, MMC
City Clerk

CERTIFICATION

State of Arizona)
) ss
County of Graham)

I HEREBY CERTIFY, that the foregoing Resolution Number 15-025 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 June 22, 2015. A quorum of the Council was present at the meeting.

June 22, 2015
Date

Georgia Luster, MMC
City Clerk

DRAFT

City of Safford General Plan Update Public Participation Plan

Together We Achieve the Extraordinary!

ARIZONA
City of
SAFFORD

Adopted by City of Safford Mayor and Council
June, XX, 2015



City of Safford General Plan Update Public Participation Plan

Prepared for:

The City of Safford
Mayor and Council
717 W. Main Street
Safford, AZ 85546

Prepared by:

The Planning Center
110 South Church, Suite 6320
Tucson, Arizona 85701
Voice: (520) 623.6146
Fax: (520) 622.1950
www.azplanningcenter.com



City of Safford General Plan Update Public Participation Plan



Table of Contents

Section	Page
Table of Contents	1
Legislative Framework	2
Public Participation Plan Organization	2
City of Safford Public Involvement Policy	6
Exhibit A: Design Charrette Process	9

City of Safford General Plan Update Public Participation Plan

Growing Smarter Act

Growing Smarter Plus legislation, which became effective in May 2000, builds upon the 1998 Growing Smarter Act. These requirements created a new framework for the land-planning process in cities and counties within the State of Arizona. The City of Safford General Plan 2015 is required to meet the requirements of Growing Smarter as well as the general plan requirements outlined in Arizona Revised Statutes.

This Public Participation Plan meet or exceed the requirements of the Growing Smarter and Growing Smarter Plus Acts as amended which requires seeking and receiving input from all geographic, ethnic and economic areas of the municipality.

Safford General Plan

The Arizona Revised Statutes requires that each municipality adopt a comprehensive, long-range general plan to guide the community's physical development. The purpose of the general plan is to:

- Express the community's vision
- Identify the community's goals and development priorities
- Serve as a policy guide for local decision-making
- Fulfill legal requirements created by state law

The Safford General Plan serves as the road map containing the policy direction to create a healthy community.

The Public Participation Plan

ARS 9-461.06 requires municipalities to adopt written procedures to provide effective, early and continuous public participation in the development and major amendment of general plans from all geographic, ethnic and economic areas of the municipality.

Legislative Framework

ARS 9-461.06 requires municipalities to adopt written procedures that provide for:

- The broad dissemination of proposals and alternatives.
- The opportunity for written comments.
- Public hearings after effective notice.
- Open discussions, communications programs and information services.
- Consideration of public comments.

It also requires municipalities to consult with, advise and provide an opportunity for official comment by public officials and agencies, the county, school districts, associations of governments, public land management agencies, other appropriate government jurisdictions, public utility companies, civic, educational, professional and other organizations, property owners and citizens to secure maximum coordination of plans and to indicate properly located sites for all public purposes on the general plan.

City of Safford General Plan Update

Public Participation Plan

Public Participation Plan

Organization

The Safford General Plan will be prepared under the direction of the Planning and Zoning Commission and the City of Safford Mayor and Council. City staff in partnership with a consulting team led by The Planning Center, Tucson, will be directly responsible for overseeing and managing the General Plan effort, facilitating public input and developing the Plan's content. The following groups will play significant roles guiding the preparation of the General Plan:

- Residents;
- Business and Land Owners;
- Neighborhood Organizations and HOA groups;
- Interest Groups; and
- Other Stakeholders.

This Public Participation Plan includes outreach efforts to engage a wide variety of stakeholders, including residents, business and land owners, governmental agencies, adjacent jurisdictions, interest groups, development and conservation entities, chambers of commerce and others. The public involvement process will include:

- Guidance Team Meetings;
- Major Stakeholders Team Meetings; and
- A 6-day design charrette.

The 6-day Design Charrette is defined in Exhibit A: Included at the end of this Public Participation Plan. The design charrette will include:

- Overview session;
- Targeted meetings with the various teams;
- Visioning process;
- In-person meetings;
- Workshops and open houses; and
- Final Presentation.

Stakeholders will have the opportunity to provide input and comment during several feedback loops throughout different stages of the design charrette in addition to public hearings in front of the Planning and Zoning Commission and the City of Safford Mayor and Council.

As youth, homebound seniors, younger families and non-English speaking minorities are usually less likely to attend organized meetings for a variety of reasons, the City will reach out to these groups in appropriate ways by attending and participating in community events, through electronic media contact, and visits to social meetings and gatherings.

MAJOR PUBLIC AND PRIVATE LAND OWNERS AND OTHER JURISDICTIONS

Major land owners including the Arizona State Land Department, the Bureau of Land Management, Forest Services, school districts, the Arizona Board of Regents (University of Arizona), Graham County and other jurisdictions owning land in the City of Safford, and owners of large tracts of land will have opportunities to provide comment and review at all stages of the planning process.

Alignment of planning efforts is key to preparing a General Plan that works for the City, supports the region and can be successfully implemented and funded. City Staff will offer to meet with all municipal, County, and special district jurisdictions receiving City services. The regional agency, Southeastern Arizona Association of Governments (SEAGO) will also be invited to participate in the planning process. Fire districts, and school districts will be invited at key points in the planning process to discuss various aspects of the General Plan, solicit input, and coordinate with their planning efforts.

City of Safford General Plan Update Public Participation Plan

All agencies and jurisdictions will also have the opportunity to provide additional input during the required 60-day review prior to moving to the Public Hearing phase of the project. Staff will work with the Land Department to keep them informed and offer opportunities to participate in the City of Safford's Planning process.

The City will, as required by state law, inform known sand and gravel mine owners of its planning process and invite them to participate in the planning process as well.

PUBLIC SERVICE PROVIDERS

Physical infrastructure, fire, police and emergency services, public and private utilities, animal shelter and any other service providers will have opportunities to provide comment and review at all stages of the planning process.

VOLUNTEER-BASED NON-PROFIT GROUPS

Volunteer-based non-profit groups serving the community are vital to the success of the General Plan. These groups will have ample opportunities to comment and review at all stages of the planning process. These organizations may also assist with the dissemination of digital materials and information to their members and contacts.

STAKEHOLDER MANAGEMENT

City of Safford Staff will compile and monitor a list of stakeholders, both external and internal to the City, to determine whether targeted outreach efforts are appropriate. The City of Safford will contact stakeholders and stakeholder groups regarding General Plan events or public meetings. Stakeholder management will primarily be the responsibility of the Project Management Team with direction from the Project Guidance Team.

MEETINGS AND COMMUNITY EVENTS ATTENDANCE

Meetings and community events attendance can be requested by members of the public. Staff will work with the interested parties (neighborhood groups, HOAs, business or trade groups, social service entities) to attend and engage with the group during the General Plan planning process. Engaging City of Safford employees in meetings and events attendance is also important. Department employees are subject matter experts and the Project Team will seek their involvement in solutions and strategies.

PROJECT TEAMS

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. The core Project Management Team includes:

- Dustin Welker - Planning and Community Development Director
- Horatio Skeete - City Manager
- Jenny Howard - Public Works Director
- Joe Brugman - Chief of Police
- Lance Henrie - Staff Engineer
- Maria Masque, The Planning Center
- Linda Morales, The Planning Center
- Mary Rodin, Kimley-Horn

The Project Management Team will meet on a regular basis (1 monthly meeting or conference call) to monitor General Plan progress, identify strategic issues associated with the Plan's development, and ensure that project goals and objectives are addressed in an appropriate and timely manner.

City of Safford General Plan Update Public Participation Plan

Project Team

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

The Guidance Team

The Guidance Team provides technical advice to The Project Team. The Guidance Team will at a minimum be comprised of one member of the Planning and Zoning Commission, key administrators and City department directors or managers who will have direct responsibility for ultimately implementing the General Plan, once adopted. This Team will meet at key stages of the planning process to provide guidance to the Project Management Team.

The Guidance Team is expected to actively engage in the creation of the Plan and identify strategies and policies to be included in the Plan. Four meetings during the lifespan of the planning process are anticipated. Individual meetings with department directors and managers who may or may not be on the Project Guidance Team will also take place as necessary.

The Guidance Team includes representatives from:

- City Manager's office.
- City of Safford Planning & Zoning Commission.
- Adjacent jurisdictions.
- SEAGO, the regional agency.
- Arizona Department of Transportation (ADOT).
- Graham County Flood Control.
- Safford Regional Airport Representatives.
- City staff from the various departments (planning, housing, public works, transportation, water, sewer, etc.).
- School District
- Public land owners (BLM, State, etc.)
- Any other representative acting in a technical advisor capacity within the City or region.

The 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:

- Any organization actively working closely with the City in specific ongoing efforts (for example the Safford Downtown Association).
- Chamber of Commerce.
- Area developers
- HOAs
- Major private land owners
- Major employers
- Business owners

Consultant Team

The Consultant Team will consist of The Planning Center - spearheading this project - and Kimley-Horn and Associates. The Safford General Plan Process Organization Chart is provided in Figure 1.



City of Safford General Plan Update Public Participation Plan

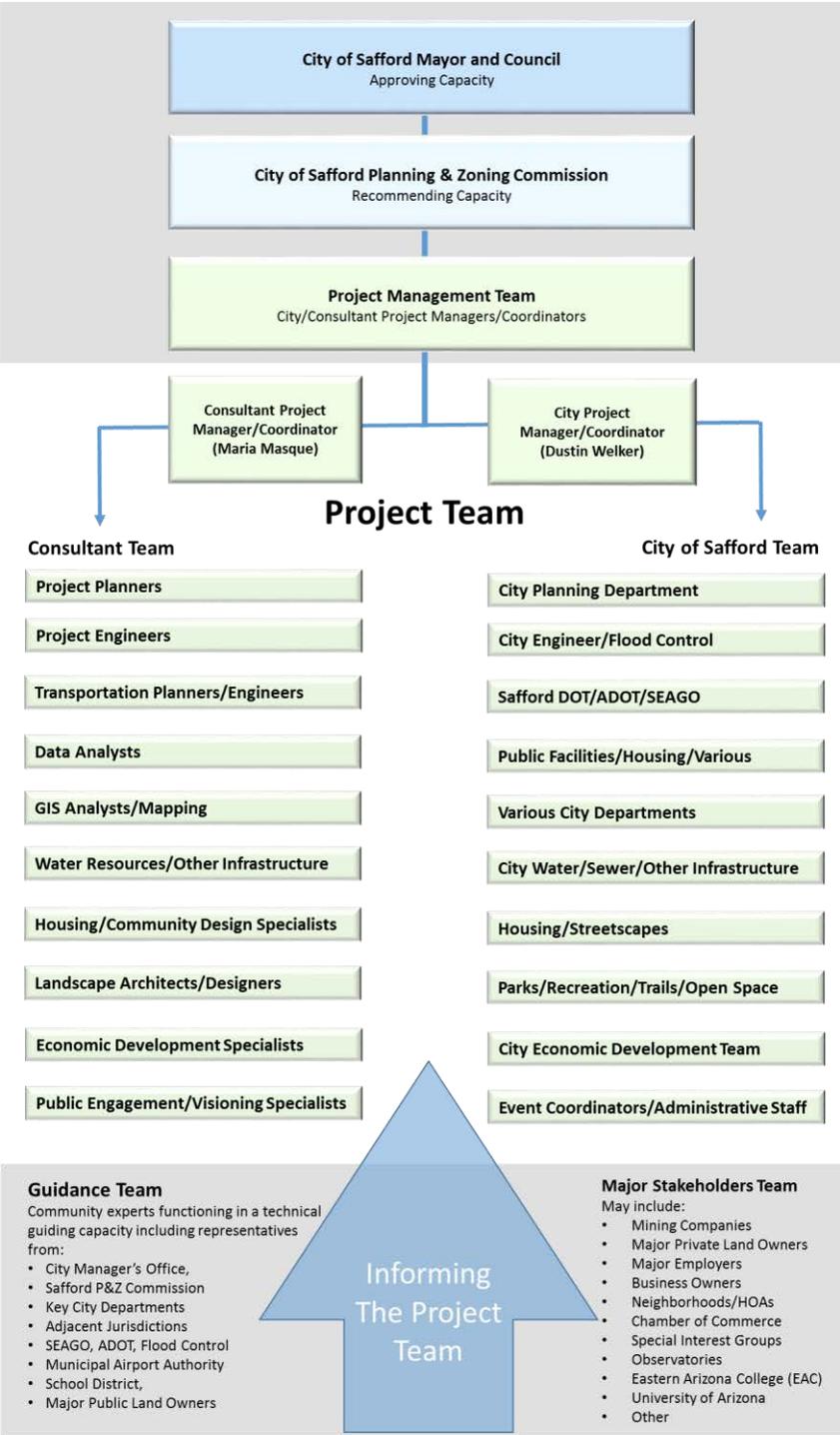


Figure 1: The Safford General Plan Process Organization Chart

City of Safford General Plan Update Public Participation Plan

City of Safford Public Involvement Policy

ARS 9-461.06 requires municipalities in the State of Arizona to adopt a public involvement policy to guide the update and amendment of general plans. This policy describes the basic steps that the City of Safford (The City) will take to inform residents, business owners, and other stakeholders of updates and amendments to the City of Safford General Plan (the General Plan) and to involve them in the general plan planning and decision-making processes.

The process described below does not limit the City in taking other steps to inform or involve residents in the plan update process. These steps could include and are not limited to holding additional meetings, distributing information via website, newsletters, and social media, placing articles in City and other publications or conducting surveys.

Public Involvement Goals and Policies

GOAL: PROVIDE OPPORTUNITIES FOR EFFECTIVE AND CONTINUOUS PUBLIC PARTICIPATION THROUGHOUT THE GENERAL PLAN UPDATE AND MAJOR AMENDMENTS PLANNING PROCESSES.

Policy 1:

Make reasonable efforts to involve the public and affected entities in the planning process of the Safford General Plan update.

Policy 2:

Support open discussions, innovative planning processes, communication programs, and information services to encourage public involvement in the General Plan Update process.

Policy 3:

Provide effective, early and continuous public participation that encourages involvement from all geographic, ethnic and economic areas of the City.

IMPLEMENTATION MEASURES

- a. Form a General Plan Guidance Team early in the process to provide regular and ongoing technical support and expertise to the General Plan update process.
- b. Invite to the Guidance Team representatives from:
 - ~ City of Safford Departments;
 - ~ Local, regional and state agencies;
 - ~ Southeastern Arizona Association of Governments (SEAGO) the regional agency;
 - ~ Adjacent jurisdictions; and
 - ~ Other public institutions (such as school districts).
- c. Hold at least four Guidance Team meetings during the preparation of the General Plan update.

City of Safford General Plan Update Public Participation Plan

- d. Seek guidance from the Guidance Team to identify major stakeholders. Seek guidance from the Guidance Team to launch the Safford General Plan design charrette process.
- e. Include seniors and youth in the public participation process.
- f. Inform the general public of the General Plan process, and provide opportunities for their participation in the development of the Plan.
- g. Work with local press and other media to keep the General Plan planning process in the public eye.
- h. Provide information about the General Plan through a variety of venues, which may include, but are not limited to:
 - ~ Information posted on the City's web page;
 - ~ Information articles in City newsletters or utility bills;
 - ~ Press releases to the local press or other media;
 - ~ City-owned or public cable television or radio; and
 - ~ Attendance to special engagements such as community festivals and events.
- i. Conduct one public meeting prior to the legislatively required Planning and Zoning Commission and City Council Public Hearings.
- b. Accept written comments at all public events and public hearings and in advance of the hearing.

Policy 4:

Provide effective notice of public hearings and meetings regarding the preparation of the General Plan and consideration of major amendments to the General Plan.

IMPLEMENTATION MEASURES

- a. Mail notice of the Planning and Zoning Commission public hearing as required by State Law to the following:
 - 1) Arizona Commerce Authority;
 - 2) Arizona State Land Department;
 - 3) Adjacent Jurisdictions and Native Tribes;
 - 4) School Districts;
 - 5) Public Utility Companies;
 - 6) Graham County Flood Control District;
 - 7) Southeastern Arizona Association of Governments (SEAGO);
 - 8) Civic, Educational, Professional and Other Organizations;
 - 9) Property Owners and Residents; and
 - 10) Any other entities or individuals that notify the City, in writing, of their desire to be notified about the preparation of the General Plan or major amendments to the General Plan.

City of Safford General Plan Update Public Participation Plan

Policy 5:

Broadly disseminate proposals and alternatives in sustainable formats.

IMPLEMENTATION MEASURES

- a. Make digital copies of the plan or major plan amendments available to the entities required by State Law and to members of the public who request a copy of the plan or major plan amendment.
- b. Publish at least once in a newspaper of general circulation notice a general Plan Schedule containing the date, time, and location of all public meetings regarding the preparation of the General Plan or major amendments to the General Plan.
- c. Make available digital copies of the draft final plan and proposed major amendments to the General Plan for review at Safford City Hall, local library, the City website, the City of Safford Planning Department and other appropriate locations identified by the City.
- d. At least sixty (60) days before the General Plan or major amendment is noticed, the City of Safford Planning Agency shall submit a digital copy for review and further comment as part of the 60 day Agency review period to:
 - 1) The Planning Agency of the County;
 - 2) Adjacent jurisdictions and Native Tribes;
 - 3) Southeastern Association of Governments (SEAGO);
 - 4) The Arizona Commerce Authority;
 - 5) The Arizona Department of Water Resources;

Any person or entity that requests in writing to receive a review copy.

City of Safford General Plan Update

Exhibit A: Design Charrette Process

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.



STRATEGIC VISIONING

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

City of Safford General Plan Update

Exhibit A: Design Charrette Process

Design Charrette Objectives



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

Solution-oriented community conversations, workshops, forums, and one-person interviews are conducted during 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 of community needs and ideas. 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 will address community concerns and needs.

Design Charrette

Draft Schedule/Charrette Structure

Day 1	<p>Morning (8:00 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 Address, 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 (by appointment).</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>

City of Safford General Plan Update

Exhibit A: Design Charrette Process

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	<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

Design Charrette schedule and structure will be further refined with the assistance of the Project Management Team, the Project Team and the Guidance Team during Phase I: Initial Project Scoping.



El Mirage Design Charrette Focus Group



San Jose Design Charrette TAC Working Lunch



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: Ground Lease C-12 Lease Renewal, Ponderosa Aviation
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

Approve an extension of a land lease agreement beginning January 1, 2009 and ending June 30, 2015 between the City of Safford and Ponderosa Aviation for an additional five years to June 30, 2020. Also included for approval is a new Schedule "B" outlining payment requirements through 2020.

Background:

On December 22, 2014 the Safford City Council approved the assignment of this lease to Dr. Rex Bryce of Ponderosa Aviation. The agreement may be extended by mutual agreement for ensuing five year periods.

Attachments: Original 2009 Contract, New Schedule "B"

2010-0-323
Page 1 of 7
Requested By: CITY OF SAFFORD
Wendy John, Graham County Recorder
06-01-2010 02:32 PM Recording Fee \$12.00

C-12

RESOLUTION NO. 10-020

(Ponderosa Aviation, Inc./Ponderosa Avionics, LLC.)

"C-12"

A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD, "CITY", GRAHAM COUNTY, ARIZONA AUTHORIZING THE MAYOR TO ENTER AIRPORT GROUND LEASE AGREEMENT.

WHEREAS, the City of Safford, Graham County, Arizona, owns real property available for self fueling purposes; and,

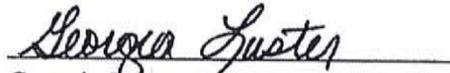
WHEREAS, Russel Hardy is currently under lease (month to month) with the City for ground lease known as C-12 (Exhibit A); and,

NOW THEREFORE BE IT RESOLVED, by the Mayor and City Council of the City of Safford, pursuant to *Arizona Revised Statutes* §§ 9-241, 9-500.05 and 9-500.11, the Mayor is authorized to enter and execute said airport ground lease between the City of Safford and Ponderosa Aviation, Inc./Ponderosa Avionics, LLC known as "C-12" ground lease for a five (5-1/2) year period, 1 January 2009 through 30 June 2015, in accordance with the Commercial Site Lease Agreement terms and conditions attached and incorporated herein.

PASSED, ADOPTED AND APPROVED by the Mayor and City Council of the City of Safford, Graham County, Arizona this 10th day of May, 2010.


Ronald M. Green, Mayor

ATTEST:

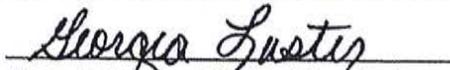

Georgia Luster, MMC
City Clerk

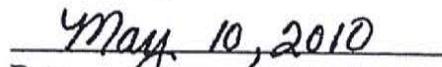
APPROVED AS TO FORM:


William J. Sims
Interim City Attorney

CERTIFICATION

I hereby certify that the foregoing Resolution Number 10-020 was duly passed and adopted by the Mayor and City Council of the City of Safford, Graham County, Arizona, at a regular meeting held May 10, 2010 and that a quorum was present at the meeting.


Georgia Luster, MMC, City Clerk


Date May 10, 2010

Recording Information Above

**SAFFORD REGIONAL AIRPORT
COMMERCIAL SITE LEASE AGREEMENT**

THIS LEASE AGREEMENT ("Agreement") made and entered into this 10th day of May 2010, between the **City of Safford**, an Arizona municipal corporation, hereinafter referred to as **CITY**, and **Ponderosa Aviation, Inc./Ponderosa Avionics, LLC**, hereinafter referred to as **TENANT**.

CITY, for and in consideration of the payments, covenants and agreements of **TENANT** hereinafter contained, does hereby lease the property described below at the Safford Regional Airport ("Premises") to **TENANT** for purposes of commercial development.

PARCEL C-12. Commencing at a ½ inch rebar with cap at the northwest corner of Lot 3 of Section 1, Township 7 South, Range 26 East of the Gila and Salt River Base Meridian in Graham County, Arizona; thence S 00 deg 01 min 13 sec W on and along the west line of the east half of the west half of said Section 1, 2686.94 feet; thence S 89 deg 40 min 53 sec E 1165.32 feet to the Point of Beginning; thence S 89 deg 40 min 53 sec E 62.00 feet; thence S 00 deg 19 min 07 sec W 48.00 feet; thence N 89 deg 53 min 49 sec W 62.00 feet; thence N 00 deg 19 min 07 sec E 44.00 feet to the Point of Beginning. Described parcel containing 2967.00 square feet or 0.068 acres. (See Exhibit "A" attached.)

I.

TERM:

THIS AGREEMENT shall commence on the 1st day of January 2009, and shall terminate on the 30th day of June 2015, unless otherwise terminated by either party prior to the expiration of its full term. This **Agreement** may be extended by mutual agreement of the Parties for an ensuing five year period subject to conditions prevailing at the time of its expiration.

II.

CONSIDERATION:

Payments are due and payable annually. In consideration of this **Agreement**, **TENANT** agrees to pay to the **CITY** the following amounts:

See Exhibit "B" – Schedule of Lease Payments, attached.

III.

UTILITIES:

TENANT agrees to secure electrical, water, garbage collection and other utilities services as required, in its own name, and to pay all utility charges when the same become due.

IV.

INSURANCE:

TENANT hereby agrees to defend, indemnify and hold harmless the CITY against any and all claims resulting from TENANT activities on the property of the City of Safford.

- (1) TENANT further agrees to maintain the following minimum types and levels of insurance coverage:
 - (a) Commercial General Liability Insurance in the amount of \$1,000,000 per occurrence and \$1,000,000 annual aggregate. Such insurance shall contain contractual liability insurance coverage applicable leases, licenses, permits, or agreements.
 - (b) Commercial/Business Automobile Liability Insurance for all owned, non-owned and hired vehicles assigned to or used in performance of commercial activities in the amount of at least \$1,000,000 per occurrence.
 - (c) Special Causes of Loss Property Form covering all improvements and fixtures on the TENANT'S premises in an amount not less than the full replacement cost thereof, to the extent of the insurable interest in the premises.
 - (d) Worker's Compensation Insurance as required by law.
 - (e) Premises medical insurance in the amount of at least \$1000 each person, \$5,000 each occurrence, \$5,000 annual aggregate.
 - (f) All insurance policies cited herein shall contain a waiver of subrogation rights endorsement with respect to CITY.
- (2) All policies, except worker's compensation policy, shall name CITY "Additionally Insured," and TENANT shall furnish certificates of insurances evidencing the required coverage cited herein prior to engaging in any

commercial activities. Such certificates shall provide for unequivocal thirty (30) day notice of cancellation or material change of any policy limits or conditions.

V.

ASSIGNMENT:

No interest in this **Agreement** may be assigned by **TENANT** without the express written consent of the **CITY**.

VI.

MAINTENANCE:

- (1) **TENANT** shall maintain and repair the Premises and any improvements thereon.
- (2) **CITY** reserves the right to inspect the Premises at any time during normal business hours to ascertain that the site and improvements are being properly maintained.
- (2) **CITY** reserves the right to enter onto the Premises to perform maintenance and/or repairs when it is deemed necessary to protect the use and value of property, and to assess **TENANT** for the actual cost of said maintenance and/or repairs.

VII.

INDEMNIFICATION:

TENANT agrees to pay all obligations incurred in the operation of the facilities and improvements and to defend, indemnify and hold harmless the **CITY** and its officials from any and all liability there under.

VIII.

TERMINATION:

- (1) **TENANT** may terminate this **Agreement** upon giving the **CITY** ninety (90) days written notice. At the election of the **CITY**, at the termination of this **Agreement**, any and all properties and improvements on the Premises more than thirty (30) days after termination shall be the property of and owned by the **CITY** except **TENANT'S** operating equipment and personal property which remain property of **TENANT**. If the **CITY** elects to have any or all of such improvements removed, **TENANT** shall repair any damage caused by removal. If this **Agreement** is terminated at the initiation of **TENANT** or breached under the provisions of Section IX below, **TENANT** will, unless waived by **CITY**, continue to make monthly payments for a period of six (6) months after the date of termination, or until such time as **CITY** has secured another tenant for

the Premises and entered a lease agreement with such tenant. This **Agreement** is subject to termination pursuant to A.R.S. § 38-511.

- (2) The **CITY** may, at its sole discretion, terminate this **Agreement** under Section IX, part (1) for three (3) violations in any one calendar year, or six (6) violations in any two (2) year period, or for a single violation of Section IX, part (5) or (6). Notice of breach and opportunity to cure is not required for breach under Section IX, parts (1), (5) or (6). **CITY** may terminate this **Agreement** for breach, as defined in paragraph IX, parts (2) through (4) below, provided that **TENANT** is given notice of breach in writing and given thirty (30) days to cure the same or to commence cure if cure cannot be reasonably completed within thirty (30) days. If the breach is not cured or cure commenced within thirty (30) days the **CITY** may terminate this **Agreement** as stated in paragraph X below. **TENANT** is entitled to only one formal notice of breach and opportunity to cure as to parts (3) and (4) collectively below. **TENANT** is entitled to two formal notices of breach and opportunity to cure as to part (2) below within any three calendar year period. Any subsequent breaches may only be cured at the discretion of the **CITY**.

IX.

BREACH:

Each of the following events shall constitute a breach or default of this **Agreement** by **TENANT**:

- (1) If **TENANT** fails to pay **CITY** any rent when the rent is due.
- (2) If **TENANT** fails to perform or comply with any of the conditions of this Lease.
- (3) If **TENANT** vacates or abandons the premises for a continuous period of one hundred twenty (120) days.
- (4) If **TENANT** transfers or assigns this **Agreement** to any other person or party, except in the manner herein permitted.
- (5) If **TENANT** knowingly engages in any other improper conduct or course of action disruptive to the performance of this **Agreement** or to the relationship of the parties.
- (6) If **TENANT** or any partner individually, is convicted of, or if the Safford City Council finds by clear and convincing evidence that the same has committed, a criminal offense anywhere on the property owned by **CITY**.

X.

RIGHTS OF THE CITY IN THE EVENT OF DEFAULT:

In the event of any default or breach hereunder, as set forth above, **CITY** shall have the right to cancel and terminate this **Agreement**, as well as all of the right, title and interest of **TENANT** hereunder, by giving to **TENANT** not less than sixty (60) days notice of the cancellation and termination. On expiration of the time fixed in the notice, this **Agreement** and the right, title and interest of **TENANT** hereunder, shall terminate in the same manner and with the same force and effect except as to **TENANT'S** liability as if the date fixed in the notice of cancellation and termination were the end of the term. **CITY** may also cancel this **Agreement** pursuant to *Arizona Revised Statutes* §38-511.

XI.

AMENDMENT:

This **Agreement** may be amended from time to time upon the mutual agreement of both parties.

XII.

NOTIFICATION

Any notices which are required herein to be made either by the **CITY** or by the **TENANT** shall be made in writing and shall be deemed served upon the other party when personally delivered or when deposited in the U.S. Mail, postage prepaid, return receipt requested, addressed to the other party as follows:

City Manager

City of Safford

808 S. 8th Avenue

PO Box 272

Safford, AZ 85548

Russell Hardy

Ponderosa Aviation, Inc./Ponderosa Avionics, LLC

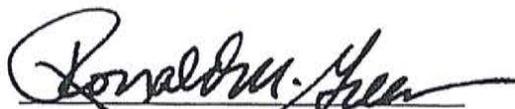
4500 Aviation Way

Safford, AZ 85546

IN WITNESS WHEREOF this Agreement has been executed on the date first written above by the parties hereto, who by their signatures affixed hereto do swear and affirm that they are authorized, in accordance with law, to execute this document.

CITY OF SAFFORD

PONDEROSA AVIATION,
INC./PONDEROSA AVIONICS, LLC

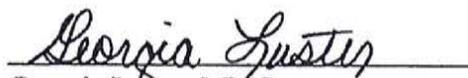


Ronald M. Green, Mayor



ATTEST:

APPROVED AS TO FORM:



Georgia Luster, MMC
City Clerk



William J. Sims
Interim City Attorney

SCHEDULE "B"						
Parcel C-12						
PERIOD	DUE DATE	AMOUNT	INCREASE AMOUNT	TOTAL W/INCREASE		
01/01/2009 - 12/31/2009	01/01/09	\$153.26	\$4.60	\$157.86		
01/01/2010 - 12/31/2010	01/01/10	\$157.86	\$4.74	\$162.60		
01/01/2011 - 12/31/2011	01/01/11	\$162.60	\$4.88	\$167.48		
01/01/2012 - 12/31/2012	01/01/12	\$167.48	\$5.02	\$172.50		
01/01/2013 - 12/31/2013	01/01/13	\$172.50	\$5.18	\$177.68		
01/01/2014 - 12/31/2014	01/01/14	\$177.68	\$5.33	\$183.01		
01/01/2015 - 12/31/2015	01/01/15	\$183.01	\$5.49	\$188.50		
01/01/2016 - 12/31/2016	01/01/16	\$188.50	\$5.66	\$194.16		
01/01/2017 - 12/31/2017	01/01/17	\$194.16	\$5.82	\$199.98		
01/01/2018 - 12/31/2018	01/01/18	\$199.98	\$6.00	\$205.98		

Schedule "B"

Ponderosa Aviation

C-12 Land Lease

Period	Yearly Fee	Due Date
01/01/2015 -12-31-2015	\$188.50	1/1/2015
01/01/2016 -12-31-2016	\$194.16	1/1/2016
01/01/2017 -12-31-2017	\$199.98	1/1/2017
01/01/2018 -12-31-2018	\$205.98	1/1/2018
01/01/2019 -12-31-2019	\$212.16	1/1/2019
01/01/2020 -12-31-2020	\$218.52	1/1/2020



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Dustin Welker, Planning and Community Development Director
SUBJECT: Development Agreement Curtis Properties
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose:

Review and approve a proposed Development Agreement for the annexation of properties owned by Jay and Tami Curtis east of Highway 191.

Attached: Proposed Development Agreement

When recorded return to:

City Clerk
City of Safford
717 W Main Street
Safford, Arizona 85546

PRE-ANNEXATION AND DEVELOPMENT AGREEMENT

THIS PRE-ANNEXATION AND DEVELOPMENT AGREEMENT (“Agreement”) is entered into by and between the **CITY OF SAFFORD**, an Arizona municipal corporation (the “City”), **CURTIS COUNTRY STORE, LLC**, an Arizona limited liability company, and **JAY AND TAMI CURTIS**, property owners (together, “Owner”).

RECITALS

A. The Owner owns real property located in Graham County, Arizona, as described in **Exhibit A** attached hereto and incorporated herein by reference (the “Property”).

B. The Owner and City desire that the Property be annexed into the corporate limits of the City and be developed as part of the City. The annexation and development of the Property pursuant to this Agreement will operate to the benefit of the City, the Owner and the general public.

C. Owner and the City are entering into this Agreement pursuant to the provisions of Arizona Revised Statutes (“A.R.S.”) § 9-500.05 in order to facilitate the annexation, proper municipal zoning designation and development of the Property by providing for, among other things: (i) conditions, terms, restrictions and requirements for the annexation of the unincorporated portions of the Property by the City; (ii) the permitted uses for the Property; and (iii) other matters related directly or indirectly to the development of the Property.

D. A blank annexation petition will be filed with Graham County and a public hearing will be held within 30 days of the filing in connection with the annexation of the Property into the City.

E. City and Owner acknowledge that the development of the Property pursuant to this Agreement will have planning and economic impacts to the City by: (i) encouraging investment which will result in efficient utilization of municipal and other public resources; (ii) requiring development of the Property to be consistent with the City’s General Plan; (iii) providing for the planning, design, engineering, construction, acquisition, and/or installation of public infrastructure in order to support anticipated development of the Property; (iv) increasing tax and other revenues to the City based on existing and future improvements to be constructed on the Property; (v) creating employment through development of the Property

consistent with this Agreement; and (vi) increasing the demand for City services during and after the development of the Property. The City and Owner acknowledge that the development of the Property pursuant to this Agreement will result in benefits to Owner by providing certainty in order to avoid the waste of resources, including assurances to Owner that it will have the ability to develop the Property in accordance with this Agreement.

F. Among other things, development of the Property in accordance with this Agreement will result in the planning, design, engineering, construction, acquisition, installation, and/or provision of public services/infrastructure improvements that will support development of the Property.

G. The City desires to annex the Property into the incorporated limits of the City of Safford and intends to maintain zoning that is consistent with the current uses of the properties, except as such zoning may be modified as permitted by this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing premises and the mutual promises and agreements set forth herein, the parties hereto state, confirm and agree as follows:

1. **Incorporation of Recitals.**

The foregoing Recitals are hereby incorporated into this Agreement by reference as though fully restated.

2. **Annexation.**

Concurrently with the execution of this Agreement by the City and Owner, Owner will deliver an appropriate Petition for Annexation satisfying the applicable statutory requirements (the "Annexation Petition"). Upon receipt of the Annexation Petition the City shall comply with the provisions of A.R.S. § 9-471 *et seq.* and, if determined to be in the best interest of the City, adopt a final ordinance annexing the Property into the corporate limits of the City (the "Annexation Ordinance"). The City and Owner hereby acknowledge and agree that this Agreement shall automatically terminate and be of no force or effect if the City's annexation of the Property does not become effective and final pursuant to A.R.S. § 9-471(D) on or before December 31, 2015.

3. **Regulation of Development.**

(a) **The Applicable Rules.** With respect to the development of the Property as contemplated by this Agreement, the code, ordinances, rules, regulations, permit requirements, exactions, fees, development fees (as defined in A.R.S. Section 9-463.05), and/or official policies of the City ("Rules") which apply to the development of the Property, shall mean those Rules in existence from time to time. The City reserves, exercising its sole and absolute discretion, the right to amend existing or to adopt new Rules and such Rules as amended or adopted shall be applicable to and binding on the Property. Notwithstanding the foregoing, any

change in the Rules in existence on the date of this Agreement or any Rules enacted after the date of this Agreement shall not be enforced against any development of the Property if such enforcement would materially and adversely limit or change the development of the Property , except as permitted by Section 4(b) of this Agreement.

4. **Vested Rights.**

(a) Except as provided in Section 4(b) of this Agreement, the City agrees that, for the term of this Agreement, Owner shall have a vested right to develop the Property in accordance with this Agreement and the Vested Rights set forth in this Agreement. The determinations of the City memorialized in this Agreement, together with the assurances provided to Owner in this Agreement are provided pursuant to and as contemplated by A.R.S. § 9-500.05.

(b) Notwithstanding Section 4(a) above, the City may change, enact and enforce Rules against the Property and development thereof which have an adverse impact on the Vested Rights upon the occurrence of any one of the following provisions:

(i) Rules which the Owner may agree in writing apply to the development of the Property;

(ii) Rules of the City enacted as necessary to comply with mandatory requirements imposed on the City by the county, state or federal governments, including statutory requirements, court decisions, and other similar superior external authorities beyond the control of the City, provided that in the event any such mandatory requirement prevents or precludes compliance with this Agreement, if permitted by law, such affected provisions of this Agreement shall be modified as may be necessary to achieve the minimum permissible compliance with such mandatory requirement;

(iii) Rules of the City reasonably necessary to alleviate threats to public health and safety, provided such Rules shall be applied uniformly and not arbitrarily to all areas that are subject to the similar threat;

(iv) Future updates of, and amendments to, existing building, construction, plumbing, mechanical, electrical, drainage, dangerous building, and similar construction and safety related codes, such as the International Building Code, which updates and amendments are generated by a nationally recognized construction/safety organization, or by the county, state or federal governments or any regional organization with which the City must comply, provided, such code updates and amendments shall be applied uniformly and not arbitrarily; or

(v) Amendments to such construction and safety codes generated by the City for the purposes of conforming such codes to the conditions generally existing in the City, provided that such code amendments shall be applied uniformly and not arbitrarily.

5. **Infrastructure.**

- (a) **Infrastructure Plan.** The City and Owner agree to the following;
- (i) The City agrees to support an application of the Owner to ADOT to obtain access permits necessary for the relocation of the ingress and egress points as designated in Exhibit B. Once approved, the Owner must construct, realign, and pave the designated ingress and egress with the necessary curb and gutter improvements within one year of the application approval.
 - (ii) The City shall install a water line and two (2) two (2) inch meters to the property line at the location set forth on the conceptual site plan set forth in **Exhibit B.** One of these meters will be for immediate use to the Owner at the industrial water rate as set by the City Council, as such rate may be set from time to time. Upon finalization of the annexation, the industrial rate will be retroactive for the first meter to January 1, 2015. The water rates for the second meter will be determined by its future use. There will be no capacity fee charged to the owner but connection fees will be applicable at the time of connection.
 - (iii) The City shall provide water via two (2) two (2) inch water line to the “Little Hollywood” property at the industrial water rate as long as the property is used in conjunction with the landscape/tree nursery business on HWY 191 or similar industrial uses.
 - (iv) The Owner agrees to provide the City with irreversible rights and unlimited use of the water well located on Graham County Parcel number 102-29-010F as referred to as the Fajardo water well.
 - (v) The City will relocate the electric utility pole in the utility easement as indicated on the site plan in Exhibit B to accommodate an entrance and exit driveway on the property.
 - (vi) The City will install the existing overhead line traversing the property into an underground conduit as indicated on the site plan Exhibit B.
 - (vii) The Owner will be allowed to continue to use the existing LED commercial property sign located at the front of property, however any replacement sign would have to be brought into compliance with the City zoning in effect at that time. The following stipulations must be adhered to upon annexation:

- (a) Hours of operation – 5:00 am to 11:00 pm.
- (b) Screens must remain stagnant for at least 8 seconds.
- (c) The City will be allowed to access the sign in the event of an emergency and other public service needs at no cost.

(b) **Site Plan Amendment.** The City and the Owner acknowledge that amendments to the approved Site Plan may be necessary from time to time. Unless otherwise required by law, minor changes, as determined by the City Engineer, shall only require the approval of the City's Utility Director. Changes not deemed minor shall be considered major changes and shall require the approval of the City Council at a public meeting conducted as required by law. City and Owner shall cooperate in good faith to agree upon, to process any amendments to the Site Plan. The Owner and the City agree that any such amendments shall be incorporated by this reference into this Agreement with the same force and effect as if set forth herein and shall not require corresponding amendment to this Agreement.

(c) **Construction.** (i) The parties hereto acknowledge and agree that to the extent the Owner develops the Property, the Owner shall have the right and the obligation, at any time after the execution of this Agreement, to construct or cause to be constructed and installed, in accordance with the Rules and all other applicable rules, regulations, construction standards, and governmental review processes, all portions of the Infrastructure Improvements that relate to the phase or portion of the Property to be developed by Owner at any given time.

(ii) Owner, its agents, and employees, shall have the additional right, upon receipt from the City of an appropriate encroachment permit, to enter and remain upon and cross over any City easements or rights-of-way to the extent reasonably necessary to facilitate such construction, or to perform necessary maintenance or repairs of such public Infrastructure Improvements. Owner's use of such easements and rights-of-way, pursuant to an encroachment permit, shall not impede or adversely affect the City's use and enjoyment thereof. All construction, maintenance and repairs shall be at the sole cost of the Owner and upon completion of such construction, maintenance and repairs shall comply with Section 5(c)(iii) of this Agreement.

(iii) Owner shall restore such City easements and rights-of-way, used pursuant to the encroachment permit required by Section 5(c)(ii) of this Agreement, to a condition that complies with City standards. Owner, its agent, and employees, also shall have the right, upon receipt from the City of an appropriate encroachment permit, to enter and remain upon and cross over any City easements or rights-of-way to the extent reasonably necessary to install and maintain landscaping material within the portion of the City right-of-way not used for vehicular travel; provided that such installation shall comply with City standards..

6. **Agriculture Use.**

Owner shall have the right to use or grant rights to use the undeveloped part of the property for agriculture purposes, including livestock grazing, until such time as development begins. However, Owner shall use fences, setbacks and other physical buffers to adequately

separate the agricultural uses from other uses, and Owner shall utilize agricultural practices to control dust, odors and water runoff and other resulting conditions from the agricultural uses to ensure that such agricultural uses comply with the Rules that apply to such agricultural uses.

7. **Waiver.**

No delay in exercising any right or remedy shall constitute a waiver thereof, and no waiver by the City or the Owner of the breach of any covenant of this Agreement shall be construed as a waiver of any preceding or succeeding breach of the same or any other covenant or condition of this Agreement.

8. **Entire Agreement.**

This Agreement constitutes the entire agreement between the parties hereto pertaining to the subject matter hereof. All prior and contemporaneous agreements, representations, and understanding of the parties, oral or written, are hereby superseded and merged herein.

9. **Severability.**

If any provision of this Agreement is declared void or unenforceable, such provision shall be severed from this Agreement, which shall otherwise remain in full force and effect. If any applicable law or court of competent jurisdiction prohibits or excuses the City from undertaking any contractual commitment to perform any act hereunder, this Agreement shall remain in full force and effect, but the provision requiring such action shall be deemed to permit the City to take such action at its discretion, if such a construction is permitted by law. If, however, the City fails to take the actions described herein, the Owner shall be entitled to terminate this Agreement and initiate de-annexation procedures.

10. **Governing Law.**

This Agreement is entered into in Arizona and shall be construed and interpreted under the laws of Arizona. The provisions of A.R.S. § 38-511 are incorporated herein and made a part hereof.

11. **Zoning Amendment.**

Except as permitted by Section 4(b) of this Agreement, the City agrees to recognize the current use and county zoning as a vested right and will not impose any additional requirements on the Owner for as long as the current use remains continuous. The property would be subject to common law, statutory and city code requirements in connection with legal, nonconforming uses. The current legal nonconforming uses shall be subject to city code section 17.16.

The Owner agrees that any change of use on the Property will be subject to the City zoning standard under the capable zoning category.

12. **Agreement Amendment.**

No change or addition is to be made to this Agreement except by written amendment executed by the Owner and the City.

13. **Recordation.**

This Agreement and any exhibits shall be recorded in its entirety in the official records of Graham County, Arizona, not later than ten (10) days after this Agreement is executed by the City and the Owner.

14. **Notices and Requests.**

Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (a) delivered to the party at the address set forth below, (b) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (c) given to a recognized and reputable overnight delivery service, to the address set forth below or (d) delivered by facsimile transmission to the number set forth below:

The City:

Horatio Skeete
City of Safford
808 8th Avenue
Safford, Arizona 85546
(928) 432-4010 (Telephone)
(928) 348-8515 (Facsimile)

The Owner:

Jay and Tami Curtis
1505 S 1st Avenue
Safford, Arizona 85546

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (a) when delivered to the party, (b) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (c) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day, or (d) when received by facsimile transmission during the normal business hours of the recipient.

15. **Exhibits and Recitals.**

Any exhibit attached hereto shall be deemed to have been incorporated herein by this reference with the same force and effect as if fully set forth in the body hereof. The Recitals set

forth at the beginning of this agreement are hereby acknowledged and incorporated herein and the parties hereby confirm the accuracy thereof.

16. **Effective Date.**

This Agreement shall become effective and shall be binding upon and enforceable by all parties hereto, their successors and assigns, immediately upon the approval by the City Council of this document.

17. **Proposition 207 Waiver.**

Owner agrees, understands and acknowledges that City is entering into this Agreement in good faith and at the specific request of Owner, and further with the understanding that, if City acts consistently with the terms and conditions herein, it will not be subject to a claim for diminished value of the Property from Owner. Owner, on behalf of it and its successors and assigns, intends to encumber the Property with the following agreements and waivers. Owner agrees and consents to all the conditions imposed by this Agreement, and by signing this Agreement waives any and all claims, suits, damages, compensation and causes of action Owner may have now or in the future under the provisions of A.R.S. §§ 12-1134 through and including 12-1136 (but specifically excluding any provisions included therein relating to eminent domain) and resulting from the development of the Property consistent with this Agreement or from any “land use law” (as such term is defined in the aforementioned statute sections) permitted by this Agreement to be enacted, adopted or applied by City now or hereafter.

18. **Indemnity.**

Owner shall pay, defend, indemnify and hold harmless the City and its City Council members, officers and employees from and against all claims, demands, fines, penalties, costs, expenses, damages, losses, obligations, judgments, liabilities, and suits (including attorneys’ fees, experts fees and court costs associated) which arise from or relate in any way to any act or omission by Owner, or its employees, contractors, subcontractors, agents or representatives in connection with this Agreement. The provisions of this Section, however, shall not apply to loss or damage or claims therefore to the extent such damage or claims are attributable to acts or omissions of the City, its agents, employees, contractors, subcontractors or representatives. . The foregoing indemnity obligations of Owner shall survive the expiration or termination of this Agreement for a period equal to the applicable statute of limitations period.

19. **Defaults.**

Failure or unreasonable delay by either Party to perform or otherwise act in accordance with any term or provision of this Agreement for a period of fifteen (15) days after receipt of written notice thereof from the other Party (“Cure Period”), shall constitute a default under this Agreement; provided, however, that if the failure or delay is of such a nature that more than fifteen (15) days would reasonably be required to perform such remedy or to otherwise comply

with any term or provision hereof, then such Party shall have such additional time as is reasonably necessary to perform such remedy or comply with such term or condition so long as such Party commences performance or compliance within said fifteen (15) day period and diligently proceeds to complete such performance or fulfill such obligation. Said notice sent by the non-defaulting Party shall specify the nature of the alleged default and the manner in which said default may be satisfactorily cured, if possible. In the event such default is not cured within the Cure Period, the non-defaulting Party shall have all rights and remedies that are set forth in Section 20 of this Agreement. In addition to the dispute resolution process and remedies set forth in Section 20 of this Agreement and Exhibit "C" hereto and notwithstanding anything in this Agreement to the contrary, City shall have the right to withhold the issuance of building permits for improvements on the Property affected by such default extending beyond the Cure Period until the Default is cured by Owner. Nothing contained in this Section 19 shall prevent City from using any remedies or imposing any fines available to it under the Rules for a violation or breach by Owner of any Rules.

20. Dispute Resolution Remedies.

With respect to all disputes, claims or allegations of default under this Agreement, the parties shall be limited to the remedies and dispute resolution process set forth in Exhibit "C" and in this Section 20. The Owner and the City agree that any award rendered by the arbitrator (as defined in Exhibit "C") pursuant to the provisions of Exhibit "C" shall be binding on both Parties, and if either Party does not abide by the award rendered by the arbitrator, the provisions of Exhibit "C" shall apply.

21. Statutory Acknowledgement.

The parties acknowledges that this Agreement provides an adequate plan to provide the Property with an appropriate level of infrastructure and services to serve the anticipated new development within ten (10) years of the effective date of the annexation ordinance pursuant to and in compliance with A.R.S. §9-471(O).

[Remainder of Page Intentionally Left Blank]

OWNER:

Curtis Country Store, LLC, an Arizona limited liability company.

By: _____
Name: _____
Title: _____
Date: _____

STATE OF ARIZONA)
)ss.
County of _____)

The foregoing instrument was acknowledged before me this ____ day of _____, 2015, by _____, the _____ of Curtis Country Store, LLC, an Arizona limited liability company.

Notary Public

My Commission Expires:

EXHIBITS

- Exhibit A** - Legal Description
- Exhibit B** - Site Plan
- Exhibit C** - **Dispute Resolution**

LEGEND

-  EXISTING CITY OF SAFFORD CORPORATE LIMITS
-  PROPOSED CITY OF SAFFORD ANNEXATION
-  SECTION LINE
-  FOUND SECTION MONUMENTATION AS NOTED

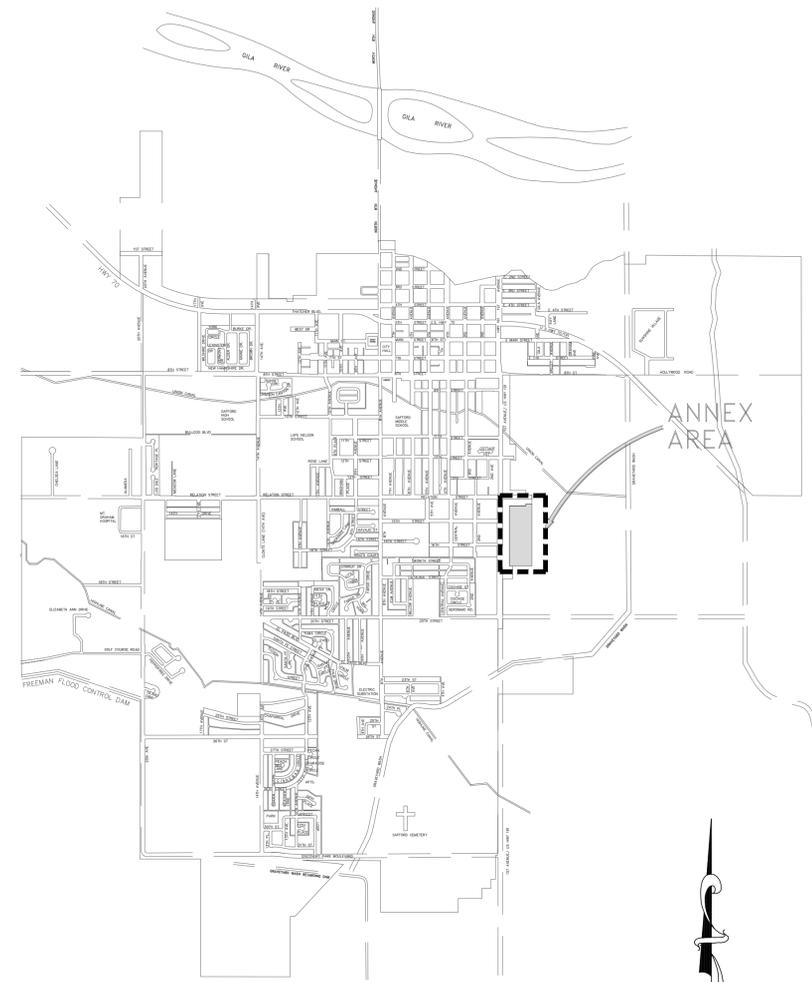
LEGAL DESCRIPTION

That part of the Southeast Quarter of Section 17, Township 7 South, Range 26 East, Gila and Salt River Meridian, CITY OF SAFFORD, Graham County, Arizona, more particularly described as follows:

COMMENCING at the South Quarter corner of said Section 17
 THENCE North 00 degrees 04 minutes 34 seconds West along the North-South center section line of said Section 17 a distance of 902.97 feet to point located on the existing City of Safford Corporate Limits line;
 THENCE following said Corporate Limits line North 89 degrees 55 minutes 26 seconds East a distance of 41.25 feet;
 THENCE North 00 degrees 04 minutes 34 seconds West a distance of 225.98 feet;
 THENCE North 89 degrees 47 minutes 11 seconds East a distance of 230.57 feet;
 THENCE North 00 degrees 57 minutes 28 seconds West a distance of 179.03 feet to a point also on the existing City of Safford Corporate Limits line and the TRUE POINT OF BEGINNING;

THENCE leaving said Corporate Limits line North 89 degrees 53 minutes 27 seconds East a distance of 233.76 feet;
 THENCE North 00 degrees 03 minutes 39 seconds West a distance of 328.04 feet;
 THENCE South 89 degrees 56 minutes 13 seconds West a distance of 179.17 feet;
 THENCE North 00 degrees 02 minutes 46 seconds West a distance of 440.98 feet;
 THENCE North 89 degrees 57 minutes 41 seconds West a distance of 47.05 feet to a point on the existing City of Safford Corporate Limits line;
 THENCE following said Corporate Limits Line South 00 degrees 04 minutes 34 seconds East a distance of 87.89 feet;
 THENCE South 89 degrees 55 minutes 26 seconds West a distance of 85.68 feet;
 THENCE South 00 degrees 04 minutes 34 seconds East a distance of 681.97 feet;
 THENCE North 89 degrees 30 minutes 14 seconds East a distance of 77.82 feet to the POINT OF BEGINNING.

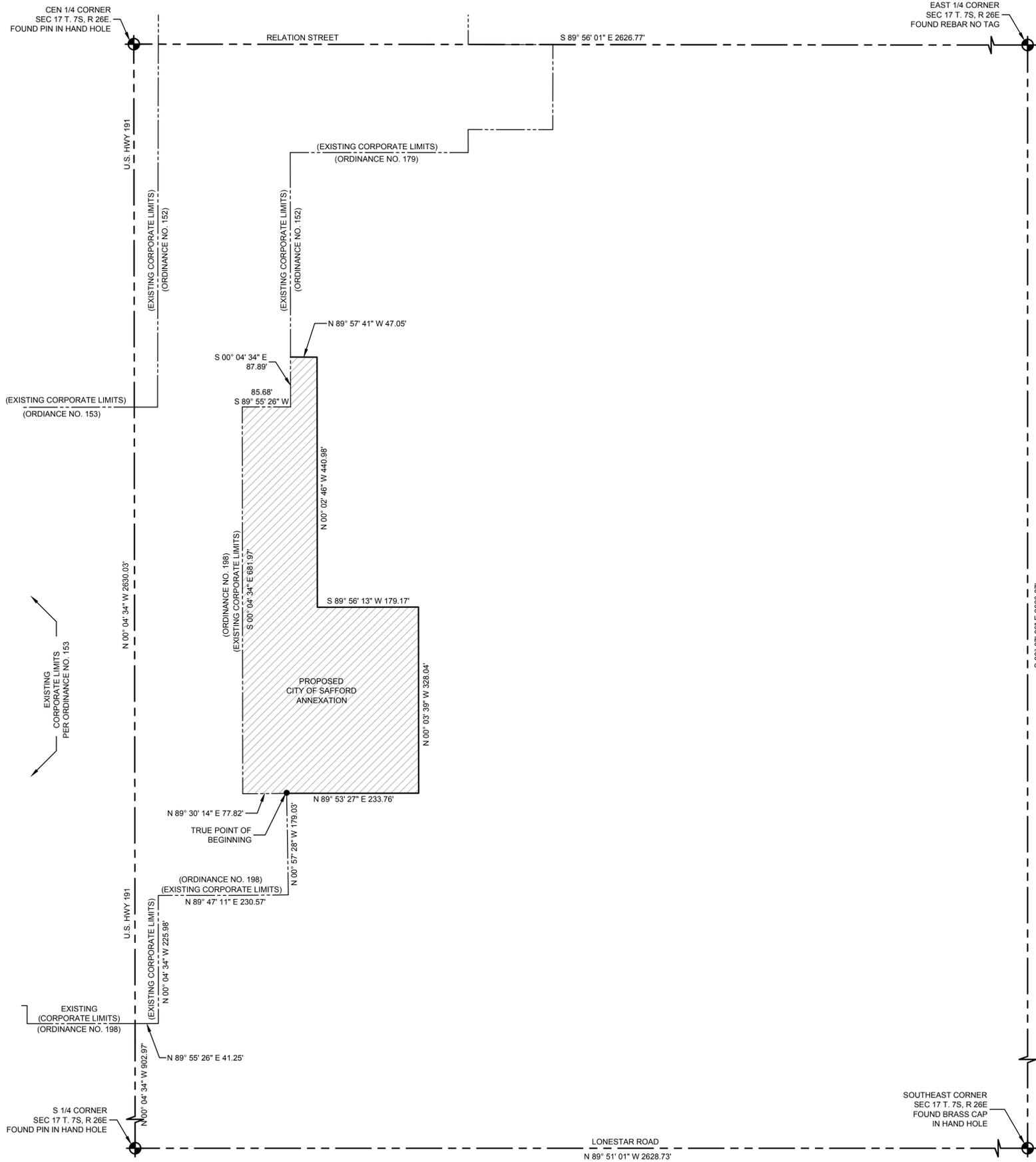
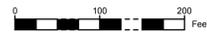
Annexation containing 153242.72 square feet or 3.51 Acres of land more or less.



NOTE:
SITE INDICATED BY 

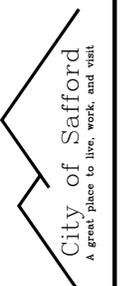
LOCATION MAP

N.T.S.



REVISIONS

EXHIBIT 'A'



CURTIS ANNEXATION

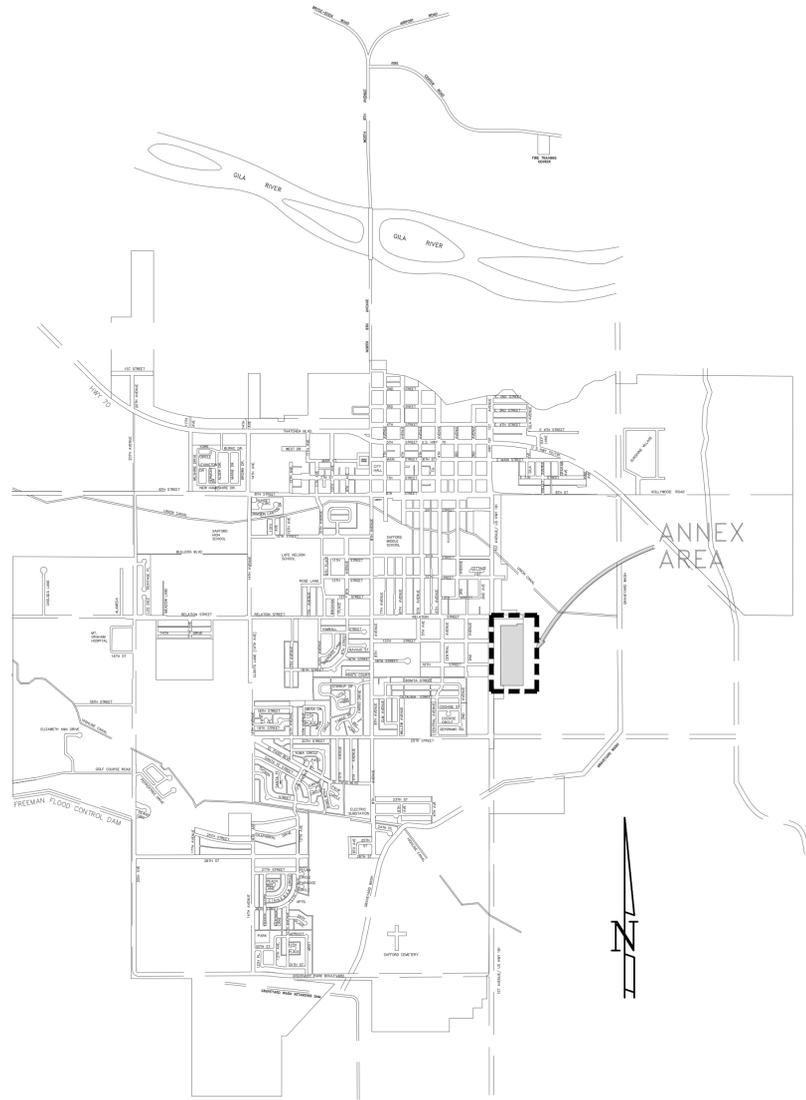
DATE: APRIL 2015
 JOB No.: 125-200
 DRAWN BY: C.F.N.
 CHECKED BY: L.E.H.
 APPROVED BY:

SHEET
1 of 2

LEGEND

-  EXISTING CITY OF SAFFORD CORPORATE LIMITS
-  PROPOSED CITY OF SAFFORD ANNEXATION

NOTE:
ANNEXATION TO INCLUDE OR A PART OF PARCEL NUMBERS 101-13-014A,
101-13-015, 101-13-041A, 101-13-042, 101-13-045A 101-13-045B
AND 101-13-046A



NOTE:
SITE INDICATED BY 

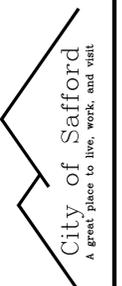
LOCATION MAP

N.T.S.



REVISIONS

EXHIBIT 'A'



CURTIS ANNEXATION

DATE: APRIL 2015
JOB No.: 125-200
DRAWN BY: C.F.N.
CHECKED BY: L.E.H.
APPROVED BY:

SHEET
2 of 2



Legend

- █ Rebuild of Curb Depression
- Removal of Existing Electric Poles
- New Electric Pole Location
- New Water Service
- New Under Ground Electric

1 inch = 40 feet

DRAWN BY L.K.TAYLOR

REVISIONS

EXHIBIT 'B'



CURTIS SITE PLAN

DATE: APRIL 2015
JOB No.: 125-200
DRAWN BY: L.K.T.
CHECKED BY: L.E.H.
APPROVED BY: _____
SHEET
1 of 1

EXHIBIT C
Dispute Resolution

- A. If an event of default is not cured within the Cure Period, as defined at Section 20 of this Agreement, the non-defaulting party may institute the dispute resolution process outlined below (“Process”).
- B. Any controversy or claim subject to the Process shall be settled by an arbitration administered by the American Arbitration Association (“AAA”) in accordance with its Commercial Arbitration Rules (except that the terms of this Agreement and this Exhibit shall control over conflicting rules), and judgment on the award rendered by the arbitrator may be entered in any court having jurisdiction thereof.
- C. The dispute shall be heard by a single arbitrator from a panel of qualified arbitrators located within Graham County.
- D. The place of arbitration shall be Safford, Arizona unless both Parties agree to another location.
- E. The Parties agree that the remedies available for the award by the arbitrator shall be limited to specific performance and declaratory relief and that under no circumstances shall the arbitrator issue an award of monetary damages, whether characterized as actual, consequential or otherwise, provided, however, the arbitrator may award the payment of an amount owed, or enjoin the withholding of amounts due pursuant to this Agreement.
- F. The Parties have structured this Process with the goal of providing for the prompt and efficient resolution of all disputes falling within the purview of this Process. The hearing of any dispute shall be expedited and will commence as soon as practicable, but no later than forty-five (45) days after selection of the arbitrator. This deadline can be extended only with the consent of both Parties to the dispute, or by decision of the arbitrator upon a showing of emergency circumstances.
- G. The arbitrator shall determine the nature and scope of discovery, if any, and the manner of presentation of relevant evidence consistent with the deadlines provided herein, and the Parties’ objective that the disputes be resolved in a prompt and efficient manner. No discovery may be had of privileged materials or information. The arbitrator, upon proper application, shall issue such orders as may be necessary and permissible under law to protect confidential, proprietary, or sensitive materials or information from public disclosure or other misuse.
- H. In order to effectuate the Parties’ goals, the hearing, once commenced, will proceed from business day to business day until concluded, absent a showing of good cause.
- I. The arbitrator shall, within thirty (30) days from the conclusion of the hearing, issue the award.

- K. The arbitrator may determine how the costs and expenses of the arbitration shall be allocated between the Parties, and may award attorneys' fees to either Party.
- L. The award of the arbitrator shall be accompanied by a reasoned opinion.
- M. The award of the arbitrator shall be final and binding. Except as otherwise provided in this Agreement, this Exhibit and the Commercial Arbitration Rules of the AAA, the Process shall be subject to the provisions of the Arizona Arbitration Act (A.R.S. §§ 12-1501 through and including 12-1518). In the event a Party seeks confirmation of an award, or if there is a failure to abide by any award, either Party may seek any remedy at law or equity for failure to comply with the award, but in no event shall the award be reviewed de novo or consequential monetary damages be ordered by the court.



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: Terry Quest, Finance Director
SUBJECT: HintonBurdick Audit Services Contract Extension
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose:

This is a request for City Council to approve the extension of the contract for Auditing Services by HintonBurdick for the fiscal year 2014-2015.

Background:

The City of Safford entered into a three contract with HintonBurdick in 2012 following a requested proposals from qualified firms of certified public accountants to provide annual audit services beginning with a review of records for the fiscal year 2011-2012. The contract allowed for two (2) one year extensions for a total of five (5) years.

Recommended Action:

Staff is recommending the extension to the original contract awarded to HintonBurdick by a one (1) year period for fiscal year 2014-2015.

HintonBurdick will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements for the fiscal year ended June 30, 2015. The total cost to provide a Comprehensive Annual Financial Report (CAFR) and its component unit financial statements, including expenses are estimated to be \$34,750. The estimated cost to provide a Single Audit Report is \$2,100.

June 11, 2015

Honorable Mayor and City Council
City of Safford
717 W. Main St.
Safford, AZ 85546

We are pleased to confirm our understanding of the services we are to provide City of Safford for the year ended June 30, 2015. We will audit the financial statements of the governmental activities, business-type activities, each major fund, and the aggregate remaining fund information, including the related notes to the financial statements, which collectively comprise the basic financial statements of City of Safford as of and for the year ended June 30, 2015. Accounting standards generally accepted in the United States of America provide for certain required supplementary information (RSI), such as management's discussion and analysis (MD&A), to supplement City of Safford's basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. As part of our engagement, we will apply certain limited procedures to City of Safford's RSI in accordance with auditing standards generally accepted in the United States of America. These limited procedures will consist of inquiries of management regarding the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We will not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance. The following RSI is required by generally accepted accounting principles and will be subjected to certain limited procedures, but will not be audited:

- 1) Management's Discussion and Analysis
- 2) Budgetary Comparison Schedules
- 3) GASB Pension Report

We have also been engaged to report on supplementary information other than RSI that accompanies City of Safford's financial statements. We will subject the following supplementary information to the auditing procedures applied in our audit of the financial statements and certain additional procedures, including comparing and reconciling such information directly to the underlying accounting and other records used to prepare the financial statements or to the financial statements themselves, and other additional procedures in accordance with auditing standards generally accepted in the United States of America, and we will provide an opinion on it in relation to the financial statements as a whole:

- 1) Combining Statements
- 2) Individual Fund Budgetary Comparison Schedules
- 3) Schedule of Expenditures of Federal Awards

The following other information accompanying the financial statements will not be subjected to the auditing procedures applied in our audit of the financial statements, and our auditor's report will not provide an opinion or any assurance on that other information.

- 1) Letter of Transmittal
- 2) Statistical Information

Our responsibility for other information included in documents containing the entity's audited financial statements and auditor's report, if applicable, does not extend beyond the financial information identified in the report. We have no responsibility for determining whether such other information contained in these documents is properly stated.

Audit Objectives

The objective of our audit is the expression of opinions as to whether your financial statements are fairly presented, in all material respects, in conformity with U.S. generally accepted accounting principles and to report on the fairness of the supplementary information referred to in the second paragraph when considered in relation to the financial statements as a whole. Our audit will be conducted in accordance with auditing standards generally accepted in the United States of America and the standards for financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States, and will include tests of the accounting records of the City of Safford and other procedures we consider necessary to enable us to express such opinions. We will issue a written report upon completion of our audit of City of Safford's financial statements. Our report will be addressed to the Mayor and City Council of the City of Safford. We cannot provide assurance that unmodified opinions will be expressed. Circumstances may arise in which it is necessary for us to modify our opinions or add emphasis-of-matter or other-matter paragraphs. If our opinions on the financial statements are other than unmodified, we will discuss the reasons with you in advance. If, for any reason, we are unable to complete the audit or are unable to form or have not formed opinions, we may decline to express opinions or issue reports, or may withdraw from this engagement.

We will also provide a report (that does not include an opinion) on internal control related to the financial statements and compliance with the provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a material effect on the financial statements as required by *Government Auditing Standards*. The report on internal control and on compliance and other matters will include a paragraph that states (1) that the purpose of the report is solely to describe the scope of testing of internal control and compliance, and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control on compliance, and (2) that the report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. The paragraph will also state that the report is not suitable for any other purpose. If during our audit we become aware that City of Safford is subject to an audit requirement that is not encompassed in the terms of this engagement, we will communicate to management and those charged with governance that an audit in accordance with U.S. generally accepted auditing standards and the standards for financial audits contained in *Government Auditing Standards* may not satisfy the relevant legal, regulatory, or contractual requirements.

Management Responsibilities

Management is responsible for the financial statements and all accompanying information as well as all representations contained therein. As part of the audit, we will assist with preparation of your financial statements and related notes and possibly depreciation schedules. These nonaudit services do not constitute an audit under *Government Auditing Standards* and such services will not be conducted in

accordance with *Government Auditing Standards*. You agree to assume all management responsibilities relating to the financial statements and related notes depreciation schedules and any other nonaudit services we provide. You will be required to acknowledge in the management representation letter our assistance with preparation of the financial statements and related notes and depreciation schedules and that you have reviewed and approved the financial statements and related notes and depreciation schedules prior to their issuance and have accepted responsibility for them. Further, you agree to oversee the nonaudit services by designating an individual, preferably from senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of those services; and accept responsibility for them.

Management is responsible for establishing and maintaining effective internal controls, including evaluating and monitoring ongoing activities, to help ensure that appropriate goals and objectives are met; following laws and regulations; and ensuring that management is reliable and financial information is reliable and properly reported. Management is also responsible for implementing systems designed to achieve compliance with applicable laws, regulations, contracts, and grant agreements. You are also responsible for the selection and application of accounting principles, for the preparation and fair presentation of the financial statements in conformity with U.S. generally accepted accounting principles, and for compliance with applicable laws and regulations and the provisions of contracts and grant agreements.

Management is also responsible for making all financial records and related information available to us and for the accuracy and completeness of that information. You are also responsible for providing us with (1) access to all information of which you are aware that is relevant to the preparation and fair presentation of the financial statements, (2) additional information that we may request for the purpose of the audit, and (3) unrestricted access to persons within the government from whom we determine it necessary to obtain audit evidence.

Your responsibilities include adjusting the financial statements to correct material misstatements and for confirming to us in the written representation letter that the effects of any uncorrected misstatements aggregated by us during the current engagement and pertaining to the latest period presented are immaterial, both individually and in the aggregate, to the financial statements taken as a whole.

You are responsible for the design and implementation of programs and controls to prevent and detect fraud, and for informing us about all known or suspected fraud affecting the government involving (1) management, (2) employees who have significant roles in internal control, and (3) others where the fraud could have a material effect on the financial statements. Your responsibilities include informing us of your knowledge of any allegations of fraud or suspected fraud affecting the government received in communications from employees, former employees, grantors, regulators, or others. In addition, you are responsible for identifying and ensuring that the government complies with applicable laws, regulations, contracts, agreements, and grants and for taking timely and appropriate steps to remedy fraud and noncompliance with provisions of laws, regulations, contracts or grant agreements, or abuse that we report.

You are responsible for the preparation of the supplementary information in conformity with U.S. generally accepted accounting principles. You agree to include our report on the supplementary information in any document that contains and indicates that we have reported on the supplementary information. You also agree to include the audited financial statements with any presentation of the supplementary information that includes our report thereon OR make the audited financial statements readily available to users of the supplementary information no later than the date the supplementary information is issued with our report thereon. Your responsibilities include acknowledging to us in the written representation letter that (1) you are responsible for presentation of the supplementary information in accordance with GAAP; (2) you believe the supplementary information, including its form and content,

is fairly presented in accordance with GAAP; (3) the methods of measurement or presentation have not changed from those used in the prior period (or, if they have changed, the reasons for such changes); and (4) you have disclosed to us any significant assumptions or interpretations underlying the measurement or presentation of the supplementary information.

Management is responsible for establishing and maintaining a process for tracking the status of audit findings and recommendations. Management is also responsible for identifying for us previous financial audits, attestation engagements, performance audits or other studies related to the objectives discussed in the Audit Objectives section of this letter. This responsibility includes relaying to us corrective actions taken to address significant findings and recommendations resulting from those audits, attestation engagements, performance audits, or other studies. You are also responsible for providing management's views on our current findings, conclusions, and recommendations, as well as your planned corrective actions, for the report, and for the timing and format for providing that information.

Audit Procedures—General

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements. We will plan and perform the audit to obtain reasonable rather than absolute assurance about whether the financial statements are free of material misstatement, whether from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the government or to acts by management or employees acting on behalf of the government. Because the determination of abuse is subjective, *Government Auditing Standards* do not expect auditors to provide reasonable assurance of detecting abuse.

Because of the inherent limitations of an audit, combined with the inherent limitations of internal control, and because we will not perform a detailed examination of all transactions, there is a risk that material misstatements may exist and not be detected by us, even though the audit is properly planned and performed in accordance with U.S. generally accepted auditing standards and *Government Auditing Standards*. In addition, an audit is not designed to detect immaterial misstatements or violations of laws or governmental regulations that do not have a direct and material effect on the financial statements. However, we will inform the appropriate level of management of any material errors, any fraudulent financial reporting, or misappropriation of assets that come to our attention. We will also inform the appropriate level of management of any violations of laws or governmental regulations that come to our attention, unless clearly inconsequential, and of any material abuse that comes to our attention. Our responsibility as auditors is limited to the period covered by our audit and does not extend to later periods for which we are not engaged as auditors.

Our procedures will include tests of documentary evidence supporting the transactions recorded in the accounts, and may include tests of the physical existence of inventories, and direct confirmation of receivables and certain other assets and liabilities by correspondence with selected individuals, funding sources, creditors, and financial institutions. We will request written representations from your attorneys as part of the engagement, and they may bill you for responding to this inquiry. At the conclusion of our audit, we will require certain written representations from you about your responsibilities for the financial statements; compliance with laws, regulations, contracts, and grant agreements; and other responsibilities required by generally accepted auditing standards.

Audit Procedures—Internal Control

Our audit will include obtaining an understanding of the government and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Tests of controls may be performed to test the effectiveness of certain controls that we consider relevant to preventing and detecting errors and fraud that are material to the financial statements and to preventing and detecting misstatements resulting from illegal acts and other noncompliance matters that have a direct and material effect on the financial statements. Our tests, if performed, will be less in scope than would be necessary to render an opinion on internal control and, accordingly, no opinion will be expressed in our report on internal control issued pursuant to *Government Auditing Standards*.

An audit is not designed to provide assurance on internal control or to identify significant deficiencies or material weaknesses. However, during the audit, we will communicate to management and those charged with governance internal control related matters that are required to be communicated under AICPA professional standards and *Government Auditing Standards*.

Audit Procedures—Compliance

As part of obtaining reasonable assurance about whether the financial statements are free of material misstatement, we will perform tests of City of Safford's compliance with the provisions of applicable laws, regulations, contracts, agreements, and grants. However, the objective of our audit will not be to provide an opinion on overall compliance and we will not express such an opinion in our report on compliance issued pursuant to *Government Auditing Standards*.

Engagement Administration, Fees, and Other

We understand that your employees will prepare all schedules we normally request and will locate any documents selected by us for testing.

We will provide copies of our reports to City of Safford; however, management is responsible for distribution of the reports and the financial statements. Unless restricted by law or regulation, or containing privileged and confidential information, copies of our reports are to be made available for public inspection.

The audit documentation for this engagement is the property of HintonBurdick, PLLC and constitutes confidential information. However, subject to applicable laws and regulations, audit documentation and appropriate individuals will be made available upon request and in a timely manner to the Mayor and City Council or its designee, a federal agency providing direct or indirect funding, or the U.S. Government Accountability Office for purposes of a quality review of the audit, to resolve audit findings, or to carry out oversight responsibilities. We will notify you of any such request. If requested, access to such audit documentation will be provided under the supervision of HintonBurdick, PLLC personnel. Furthermore, upon request, we may provide copies of selected audit documentation to the aforementioned parties. These parties may intend, or decide, to distribute the copies or information contained therein to others, including other governmental agencies.

The audit documentation for this engagement will be retained for a minimum of seven (7) years after the report release date or for any additional period requested by the Mayor and City Council. If we are aware that a federal awarding agency or auditee is contesting an audit finding, we will contact the party(ies) contesting the audit finding for guidance prior to destroying the audit documentation.

We expect to begin our audit in September of 2015 and to issue our reports no later than December 1, 2015. Steven D. Palmer, CPA, is the engagement partner and is responsible for supervising the engagement and signing the reports or authorizing another individual to sign them.

Our fee for the fiscal year 2015 audit services will be at our standard hourly rates plus out-of-pocket costs (such as report reproduction, word processing, postage, travel, copies, telephone, etc.) except that we agree that our gross fee, including expenses, will not exceed \$34,750. Our fee for the single audit, if applicable, will not exceed \$2,100.

The above fees are based on anticipated cooperation from your personnel and the assumption that unexpected circumstances will not be encountered during the audit. If at any time during this engagement any extraordinary matters come to our attention or the requirements of the engagement change, and an extension of our services beyond the normal scope appears to be necessary, we will immediately discuss the matter with you and obtain your verbal or written instructions to proceed before incurring further costs.

If required, fees for additional accounting, consultation and any other non-audit services will be billed separately and will be dependent on the level of service provided. If our fees for these services will be significantly more than in prior years, we will discuss the situation with you before we proceed

Our standard hourly rates vary according to the degree of responsibility involved and the experience level of the personnel assigned to your audit. Our invoices for these fees will be rendered each month as work progresses and are payable on presentation. In accordance with our firm policies, work may be suspended if your account becomes 30 days or more overdue and may not be resumed until your account is paid in full. If we elect to terminate our services for nonpayment, our engagement will be deemed to have been completed upon written notification of termination, even if we have not completed our report(s). You will be obligated to compensate us for all time expended and to reimburse us for all out-of-pocket costs through the date of termination. Interim billings may be submitted as work progresses and expenses are incurred. In the event any statement or invoice rendered by us to you is not paid within thirty (30) days of the date of the invoice, a late charge shall be accrued on the unpaid balance at the rate of 1.5 percent per month until paid. If billings are not paid within thirty (30) days of the invoice date, at our election, we may stop all work until your account is brought current or we may withdraw from this engagement. You acknowledge and agree that we are not required to continue work in the event of your failure to pay on a timely basis for services rendered as required by this engagement letter. You further acknowledge and agree that in the event we stop work or withdraw from this engagement we shall not be liable to you for any damages that occur as a result of our ceasing to render services.

Our liability as auditors shall be limited to the period covered by our audit and shall not extend to periods for which we are not engaged as auditors.

It is our policy to keep work papers related to this engagement for seven (7) years. Upon the expiration of the seven (7) year period, you agree that we shall be free to destroy our work papers. When records are returned to you, it is your responsibility to retain and protect your records for possible future uses, including potential examination by governmental or regulatory agencies.

In the event of any dispute, claim, question, or disagreement arising from or relating to this Agreement or the breach thereof, the parties hereto shall use their best efforts to settle the dispute, claim, question, or disagreement. To this effect, they shall consult and negotiate with each other in good faith and recognizing their mutual interests, attempt to reach a just and equitable solution satisfactory to both parties. If the dispute cannot be settled through direct discussions, the parties agree to endeavor first to settle the dispute in an amicable manner by mediation administered by the American Arbitration Association under its Commercial Mediation Rules before resorting to other legal remedies. If the parties are unable to resolve the dispute through mediation within sixty (60) days from the date notice is first given, then they may proceed to resolve the matter by arbitration. Such arbitration shall be binding and final. Any dispute over fees will be submitted for resolution by arbitration in accordance with the rules of the American Arbitration Association. In agreeing to arbitration both parties acknowledge that, in the

event of a dispute each party is giving up the right to have the dispute decided in a court of law before a judge or jury and instead are accepting the use of arbitration for resolution. Costs of any mediation proceeding shall be shared equally by all parties. The prevailing party in the arbitration shall be entitled to an award of reasonable attorney's fees and costs incurred in connection with the application of the dispute in an amount to be determined by the arbitrator.

Government Auditing Standards require that we provide you with a copy of our most recent external peer review report and any letter of comment, and any subsequent peer review reports and letters of comment received during the period of the contract. Our 2014 peer review letter accompanies this letter.

We appreciate the opportunity to be of service to City of Safford and believe this letter accurately summarizes the significant terms of our engagement. If you have any questions, please let us know. If you agree with the terms of our engagement as described in this letter, please sign the enclosed copy and return it to us.

Very truly yours,



Steven D. Palmer, CPA
HintonBurdick, PLLC

RESPONSE:

This letter correctly sets forth the understanding of the City of Safford.

Signature: _____

Title: _____

Evans & Poulsen P.A.

Certified Public Accountants

Members of the American Institute of CPA's
and the Idaho Society of CPA's
Edward G. Evans, CPA
Jeffrey D. Poulsen, CPA

System Review Report

June 18, 2014

To the Owners of
Hinton Burdick CPA's & Advisors
and the Peer Review Committee of the Nevada Society of CPAs

We have reviewed the system of quality control for the accounting and auditing practice of Hinton Burdick CPA's & Advisors (the firm) in effect for the year ended March 31, 2014. Our peer review was conducted in accordance with the Standards for Performing and Reporting on Peer Reviews established by the Peer Review Board of the American Institute of Certified Public Accountants. As a part of our peer review, we considered reviews by regulatory entities, if applicable, in determining the nature and extent of our procedures. The firm is responsible for designing a system of quality control and complying with it to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Our responsibility is to express an opinion on the design of the system of quality control and the firm's compliance therewith based on our review. The nature, objectives, scope, limitations of, and the procedures performed in a System Review are described in the standards at www.aicpa.org/prsummary.

As required by the standards, engagements selected for review included engagements performed under the *Government Auditing Standards* and audits of employee benefit plans.

In our opinion, the system of quality control for the accounting and auditing practice of Hinton Burdick CPA's & Advisors in effect for the year ended March 31, 2014, has been suitably designed and complied with to provide the firm with reasonable assurance of performing and reporting in conformity with applicable professional standards in all material respects. Firms can receive a rating of *pass*, *pass with deficiency(ies)* or *fail*. Hinton Burdick CPA's & Advisors has received a peer review rating of *pass*.

Evans & Poulsen

Evans & Poulsen, P.A.



CITY COUNCIL COMMUNICATION

TO: Mayor and Council
FROM: All Departments
SUBJECT: Monthly/Quarterly Reports
DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose and Recommended Action:

This is a request for the Council to review and discuss the Monthly and Quarterly Reports:

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

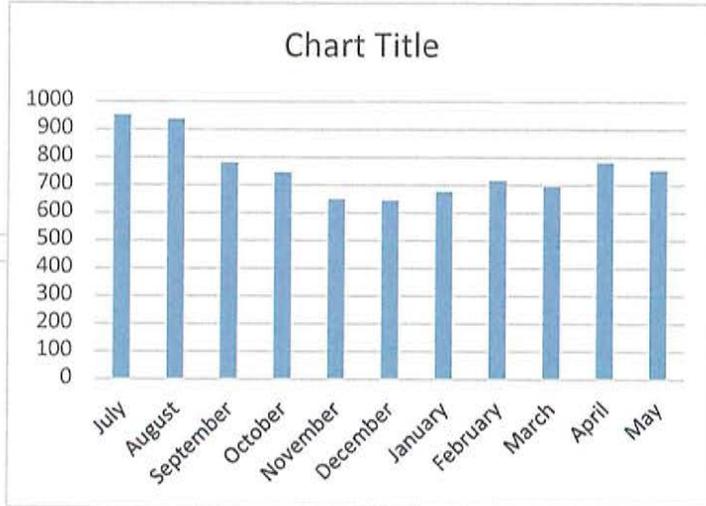
INFORMATION/DISCUSSION

Attachments: Respective Reports

SAFFORD POLICE DEPARTMENT

CALLS FOR SERVICE:

July	951
August	936
September	779
October	744
November	648
December	643
January	675
February	716
March	695
April	780
May	753



1-1-14 to 05-31-14

01-01-15 to 5-31-15

SAFFORD PD	3741	SAFFORD PD	3618
GRAHAM COUNTY	2187	GRAHAM COUNTY	2132
THATCHER PD	1076	THATCHER PD	1161

1-1-14 to 5-31-14

1-01-15 to 5-31-15

Top Call Types:

Suspicious/Cirumstance	359	Suspicious/Circumstance	373
Welfare Check	243	Welfare Check	236
Follow up	193	Follow up	163
Theft	197	Theft	207
Domestic Violence	159	Domestic Violence	111
Alarm	165	Alarm	124
Citizen Assist	183	Citizen Assist	123
Animal Problem	126	Animal Problem	172
Civil/Civil Standby	236	Civil/Civil Standby	265
Unwanted Subject	135	Unwanted Person	145

11+A1:L33

2014 UNIFORM CRIME REPORT & TRAFFIC DATA

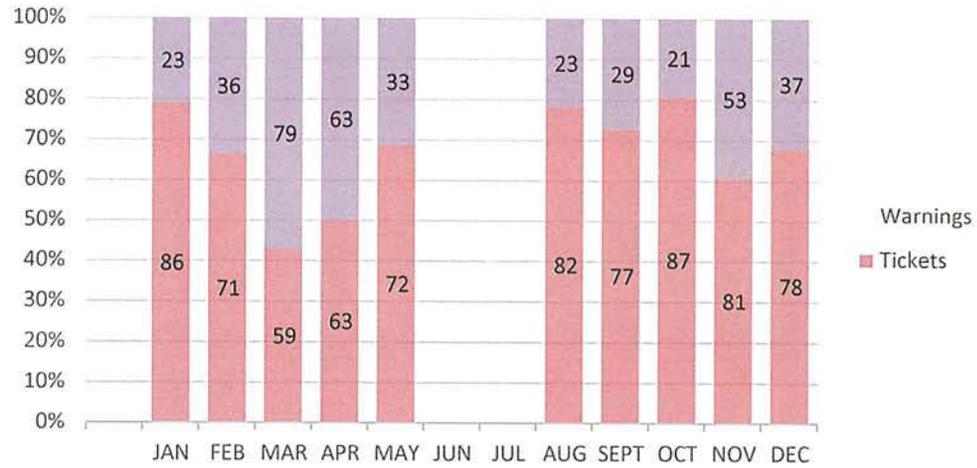
UCR NUMBERS

	JULY	AUG	SEPT	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY
Homicide	0	0	0	0	0	0	0	0	0	0	0
Forcible Rape	1	0	0	0	0	0	0	0	0	0	0
Robbery	0	0	0	0	0	0	0	0	0	0	1
Agg Assault	1	0	2	0	1	1	0	0	1	0	0
Total Violent Crimes	2	0	2	0	1	1	0	0	1	0	1
Burglary	12	12	15	6	8	16	15	9	10	11	9
Theft	37	27	57	61	29	41	47	42	32	46	39
Motor Vehicle Theft	1	1	1	2	4	2	4	2	3	0	1
Arson	0	0	0	0	1	0	0	0	0	0	0
Total Nonviolent Crime	50	40	73	69	42	59	66	53	45	57	49
Total Offenses	52	40	75	69	43	60	66	53	46	57	49

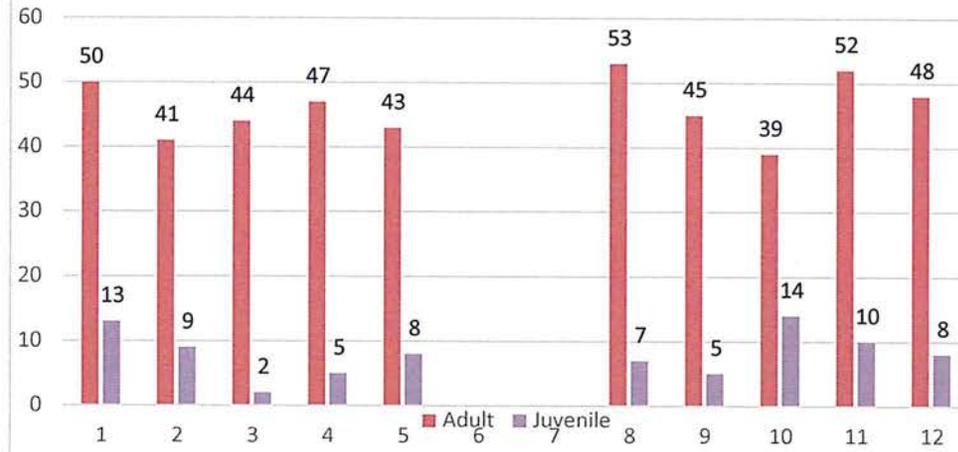
PART II

Neg Manslaughter	0	0	0	0	0	0	0	0	0	0	0
Kidnapping	0	1	0	0	0	0	0	1	0	0	0
Arson	0	0	0	0	1	0	0	0	0	0	0
Simple Assault	11	12	6	20	5	3	13	13	9	21	4
Fraud	8	14	9	13	8	7	12	9	11	19	9

TICKETS AND WARNINGS



Arrest = Adult and Juvenile



SAFFORD POLICE DEPARTMENT

2015 UNIFORM CRIME REPORT & TRAFFIC DATA

TRAFFIC

2014

	JAN	FEB	MAR	APR	MAY	JUN	JUL	AUG	SEPT	OCT	NOV	DEC
Tickets	86	71	59	63	72			82	77	87	81	78
Warnings	23	36	79	63	33			23	29	21	53	37

ARREST

Adult	50	41	44	47	43			53	45	39	52	48
Juvenile	13	9	2	5	8			7	5	14	10	8



PLANNING & COMMUNITY DEVELOPMENT

Questions regarding this report? Contact Director Dustin Welker at dwelker@saffordaz.gov or 928-432-4140

Numbers at a Glance:

BUILDING DEPARTMENT	MO	YTD
Residential Permits Issued	1	10
Commercial Permits Issued	0	1
Utility Permits Issued	5	79
Residential Remodel/Additions	3	25
Commercial Remodel/Additions	0	13
Demolitions	0	4
Building Inspections	62	744
Fire Inspections	1	19
Zoning/Code Violation Inspections	28	292

- Building Department statistics for May were lower due to a vacant Building Inspector Position

SPECIAL EVENTS

Events Held	3	6
<ul style="list-style-type: none"> Cinco de Mayo Parade <ul style="list-style-type: none"> Parade Entrants: 30 National Day of Prayer 2nd Annual Stand Down 		
Park and Facility Rentals	7	20

SWIMMING POOL (SEASONAL)

Monthly Patrons	2420	2420
Swim Lesson (Registrants)	175	175
Swim Team (Registrants)	61	61

- Swimming Pool Opened May 22

ACTIVE SUBDIVISIONS	LOTS AVAILABLE	TOTAL LOTS
Burrell Estates	1	12
Copper Canyon I	154	279
Montana Vista	36	52
El Dorado	6	28
Stone Willow	50	60
Tierra Bonita II	59	60
Mesa Vista	24	70
New Hope Townhomes	8	22

WELCOME TO OUR DEPARTMENT!

James Ruiz, Building Inspector

James comes to us with 18 years of experience and knowledge as a Building Inspector for the City of Sierra Vista.

Current Projects:

Fed-Ex Facility Complete – 1735 W 1st Street



Owner: Jones Development Co
Contractor: The Hatch Group
 Permit Issued: 11/18/2014
 Certificate of Occupancy Issued: 5/7/2015

Seth Skinner Dental Office – 795 S 20th Avenue



Owner: CHD Enterprises
Contractor: HCP-Brian Hughes
 Permit Issued: 04/15/2015
 Ground was leveled and fences went up in the Walmart parking lot creating quite a buzz throughout town in May.

Mountain Vista Court – 501 W Relation Street



Owner: Gila Valley Properties
Contractor: Kouts & Sons
 Permit Issued: 9/16/2014
 This project made lots of progress in May. Inspections were made on the project throughout the month.

General Plan Update

The General Plan Update project officially began on May 27th with various scoping meetings held with city staff. A Public Participation Plan was presented as well as a Work Plan with a projected schedule. Over the next several weeks, staff will be working with The Planning Center to complete a background and current conditions assessment as well as a review of the current General Plan.

Code Enforcement

Below are before and after photos of a property brought in to compliance through Code Enforcement in May:



Public Works Department Monthly Report May 2015

Jenny Howard, Public Works Director

Public Works Administration

Employees: 2

MONTHLY OPERATIONS:

- Maintain Blue Stakes
- Administration Of Reports And Sharepoint Database
- Adopt-A-Road / Trail Program-*Youth Group painted quarter mile markers throughout the trails in May.*
- Cemetery Business and administration of cemetery property, new deeds, burials, etc.
- FY15 Capital Project schedules discussed-expedited
- Acceptance of civil work on Main Street Project, planned June delivery of Street Light Poles for Main Street Project, vegetation will be warranted for six (6) months.
- Main Street Improvement landscaping discussions and progress meetings
- Recycling-Continued Planning and Discussions
- New hire-Fulton Hererras, Facilities Maintenance Supervisor
- Continued serving as Interim Director for Utilities

WORK ORDERS COMPLETED BY PUBLIC WORKS DEPARTMENT

- Received: 118
- Active: 28
- Completed: 90

MAY SPECIAL EVENTS: SE303, Cinco De Mayo

Labor: \$2,779.65

Material/Other: \$355.99

Equipment: \$1,411.50

Facility Maintenance Division

Employees: 6 Inmate(s): 3

Fulton Hererras was hired as Facilities Maintenance Supervisor.

WORK COMPLETED IN MAY:

Monthly air filter replacements, fire extinguisher and light inspections completed

Annual city wide fire extinguisher inspection completed

Work continues on the Magistrate Court:

Handrails (install and painting)

Cabinets

Plumbing (break room sink)

Work continues on the Annex:

Prepping outside building for painting

Prepping inside building for painting

WORK PLANNED FOR JUNE:

Continue/complete punch list on Magistrate Court
Continue work on Annex building inside and out
Complete cement slab at Fleet shop
Continue work on maintenance Work Orders

Fleet Division

Employees: 4 Inmates: 3

PREVENTIVE MAINTENANCE & REPAIRS

PM'S completed in May: 48

Repairs Completed in May: 100

Repair Type	Number
▪ ACCESSORIES	32
▪ SERVICE CALL	4
▪ AIR COND-HEATING	2
▪ BEARINGS	1
▪ BELTS	1
▪ BODY & GLASS	7
▪ BRAKES	4
▪ COOLING	2
▪ EXHAUST SYSTEM	1
▪ FUEL SYSTEM	1
▪ HYDRAULIC SYSTEMS	2
▪ TUNE UP	2
▪ LIGHTS	5
▪ REFUSE BODY	3
▪ FIRE TRUCK REPAIR	6
▪ STEERING & SUSPENSION	1
▪ TIRE REPAIR	14
▪ NEW TIRES	6
▪ WELDING	1
▪ ANNUAL INSPECTIONS	5

Parks and Cemetery Division
Employees: 5 Inmate(s): 5
PARKS, GROUNDS MAINTENANCE AND CEMETERY

WORK COMPLETED IN MAY:

Cleaned and mowed the runways at the airport and heli-pad
Continued spraying weeds
Fixed showers and drinking fountains at the pool in preparation for season
Poured concrete at annex ramada
Delivered SE Trailer for special events
Leveled top soil @ Firth Park in preparation for over seeding on the east side.
Continued maintenance of all green space

Areas of Maintenance and the Maintenance Level Determined by Facilities and Vegetation. Maintenance levels are subject to change at any time. Maintenance Levels: H (High)-3 times/week, M (Med) 2 times/week, L (Low) 1 time/week.

PARKS – MAINTENANCE AREAS	LEVEL
FIRTH PARK	H
GLENN MEADOWS PARK	H
CITY HALL	H
MONTANA VISTA PARK	M
LIBRARY	M
CITY HALL ANNEX	H
LA TIERRA SUBDIVISION	M
PALMS SUBDIVISION	M
CENTRAL AVE BASKETBALL COURT	L
MOTOR VEHICLE DIVISION	M
POLICE STATION	M
14TH AVE SOCCER FIELD	H
RAMADA WATER CATCHMENT	M
CRIMSON CANYON SUBDIVISION	M
MULTI-USE-TRAIL	M
CRIMSON CANYON SUBDIVISION	M
MULTI-USE-TRAIL	M

WORK PLANNED FOR JUNE:

Install archery target stands as soon as they are built
Over seed firth park on east side
Pool opens
Train new hire
Continue with weed spraying and cemetery cleanup.

Sanitation Division

Employees: 6 Inmate(s): 1

SERVICES PROVIDED IN MAY:

- Residential Solid Waste Customers: 3327
- Commercial Solid Waste Customers: 371
- Sanitation Containers Repaired or Replaced: 23
- Landfill Loads Delivered: 134

Street Division

Employees: 10 Inmate(s): 3

WORK COMPLETED IN MAY:

Worked on 1st Avenue ditch installing remaining culvert pipe

Blotted out sidewalks on 8th Ave. and redirected new crosswalks

Installed new crosswalks, shark teeth and pedestrian crossing signs on 8th Ave.

Tore out old sidewalk on Central Avenue between Main and Highway 70 and built stem wall for new sidewalk on Central Ave. in preparation for contractor to construct

Completed hot-mix repair at the corner of 20th Ave & Discovery Park Blvd.

Worked on shoulders for chip seal at landfill

Did chip seal on Bauer St., 8th Ave., and Landfill Rd.

Scraped old paint and painted stalls on Main St.

Redesigned and installed new handicap stalls on Main St.

ALLEY MAINTENANCE

DATE	LOCATION
05/04/2015	S. Of 20th St.
05/05/2015	S. Of Relation St. (Off Of 17th Ave., East Alley)
05/11/2015	S. Of Relation St (Off Of 9th Ave.)
05/12/2015	N. Of Santa Fe, W. Of 9th Ave.
05/13/2015	N. Of 8th St.
05/20/2015	W. Of 8th Ave (By Annex),
05/20/2015	Alleys Between Relation St. And 20th St. From 8th Ave. To Hwy 191
05/20/2015	Alleys Between Discovery Park Blvd. And El Paso From 8th Ave. To 14th Ave.
05/20/2015	Alleys Between El Paso And Relation St. From 8th Ave. To 14th Ave.
05/21/2015	E. Of 7th Ave. (Off Of Relation St.), E. Of 5th Ave. (Off Of 11th St.)
05/26/2015	Downtown Alleys, 17th Ave. And 14th Dr. Alleys
05/26/2015	Alleys Between 8th Ave. And 10th Ave. From 8th St. To Relation St.
05/26/2015	W. Of 11th Ave. (Off Of Relation St.)
05/27/2015	Alleys Between Relation St. And 8th St. From Hwy 191 To 8th Ave.
05/27/2015	W. Of 14th Ave. (Off Of 29th St.)

RETENTION POND MAINTENANCE

DATE	LOCATION
05/04/2015	Walgreen's (2), Wal-Mart (2))
05/11/2015	Walgreen's (2), Wal-Mart (2))
05/19/2015	Walgreen's (2), Wal-Mart (2), 14th Ave., E. & W Side Of Relation St. (2)
05/19/2015	Golf Course Park
05/20/2015	Golf Course Park, Mesa Vista, 12th Ave. & 31st St.
05/20/2015	Mesa Vista, 13th & Apricot Loop, 16th St., W. Of 10th Ave.
05/26/2015	Walgreen's (2), Wal-Mart (2), 14th Ave., E. & W Side, S. Of Relation St.

WORK PLANNED FOR JUNE:

Stripe chip sealed streets.

Replace Parking Lots At: City Hall, Police Station, American Legion And Magistrate Court

Oversee Construction Contract for new sidewalk on central between Main and Highway 70

Work on 1st Ave Ditch-reinforce weigh bearing connections, complete final grade

Excavate for concrete pad located behind Mechanic Shop

Start work on culvert north of Trek RV to 4th Street

Help out with the Supervision of Facility Maintenance and other PW Divisions as needed

Human Resources – Training & Development Report



EDUCATION ASSISTANCE PROGRAM

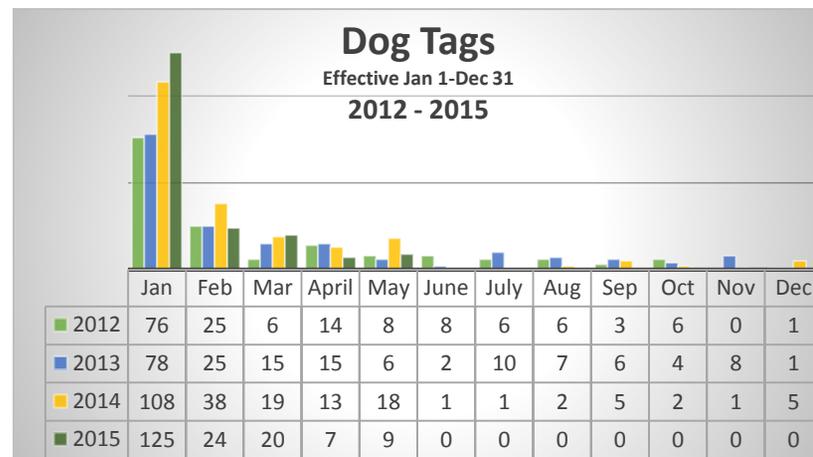
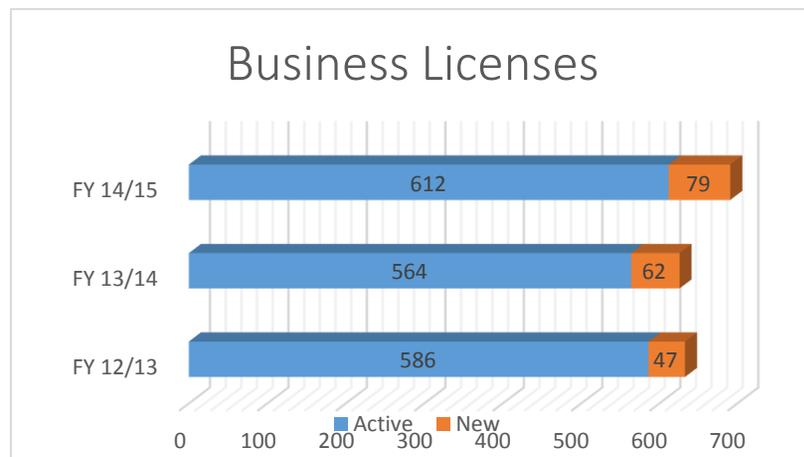
Current Participants:

- Tammi Webster (City Clerk) – AA in Business through Eastern Arizona College
- Herschel Medlin (Police Dept) – BA Homeland Security & Emergency Preparedness
- Lavan “Van” Taylor (Engineering) – AA in Computer Assisted Design and ADD/Drafting
- Les Hendricks (Utilities, Gas Division) – Pipe Welding Certificate
- Chief Joe Brugman (Police Dept) – Certified Public Manager

May Monthly Report for City Clerk's Office

Key Functions:

- Issued New Business Licenses
(Pursuant to City Code 5.04.010)
- Prepared and Mailed out all business license renewals
- Issued Dog Tags
(Pursuant to City Code 6.08.20)
- Scan current documents into Laserfiche
(minutes, agendas, resolutions, etc.)
- Administered Insurance Claims
- Archived Historical Records into Laserfiche
- Prepared, published and posted City Council Meeting Agendas/Notices



Safford City-Graham County Library													
Statistical Report													
May-15													
SUMMARY	Patron Visits	Circulation	Computer Usage			Open Hours	Reference Questions	Homework Help Students Served	Jobs Help Sessions	Website visits	Items in Collection	Facebook- Total	
			Uses	Minutes	Wi-Fi Uses							New Likes	Reach
July	10008	10665	1298	68023	362	162	1467	9	35	6801	38593	30	4405
August	8001	8691	1148	66052	330	144	1582	32	31	6259	38804	27	4693
September	9000	9912	1068	66118	336	153	1186	54	46	6483	38709	10	1699
October	8500	9151	1107	62497	359	151	715	50	55	6311	38580	21	4733
November	6900	7169	918	52840	279	126	890	35	46	5522	38446	7	1795
December	7900	7486	1086	66216	443	157	1057	44	22	5457	38527	7	5146
January	8100	8631	1084	62269	357	135	1202	31	34	6224	38645	7	1374
February	8300	8512	1143	67003	357	144	1026	34	42	5704	38830	11	3617
March	9000	9569	1277	77919	389	162	1066	16	50	6240	38754	21	5246
April	8900	10243	1218	75614	323	162	800	23	27	6558	38975	17	4626
May	8100	8812	1139	68530	348	135	738	8	0	7437	39327	42	8869
June													
Year to Date	92709	98841	12486	733081	3883	1631	11729	336	388	68996	39327	200	46203

	Volunteers			Interlibrary Loans		Classes Taught		Outreach Events		Library Tours		Computer Lab Uses
	Total #	New Volunteers	Hours	Incoming	Outgoing	# of classes	# of students	# of Outreach	# of Attendees	# of Tours	Participants	# of sessions
July	18	18	310	19	6	5	47	0	0	0	0	0
August	23	7	352.5	20	11	3	25	3	651	1	1	2
September	24	8	343	12	12	3	93	2	45	1	5	0
October	26	5	383.5	26	10	5	46	1	346	0	0	0
November	27	5	299.5	19	5	4	39	0	0	1	4	0
December	23	1	292	18	12	2	9	0	0	1	1	0
January	20	1	391.5	18	8	5	90	0	0	2	34	1
February	28	3	284	37	12	12	179	2	24	1	3	0
March	31	4	389	43	9	6	37	1	10	1	17	3
April	23	5	430	26	14	5	65	5	168	1	6	1
May	27	0	301	26	9	4	23	2	212	0	0	1
June												
Year To Date	270	57	3776	264	108	54	653	16	1456	9	71	8

	New Registrations			Total Number of Patrons		
	Non-			Non-		
	Safford	Safford	Total	Safford	Safford	Total
July	45	62	107	5263	6157	11420
August	41	60	101	5255	6128	11383
September	34	37	71	5213	6083	11296
October	37	54	91	5181	6056	11237
November	32	50	82	5102	6054	11156
December	30	41	71	5085	6038	11123
January	45	43	88	5057	6027	11084
February	27	54	81	5067	6057	11124
March	48	54	102	5058	6027	11085
April	23	62	85	5036	6020	11056
May	32	50	82	5033	6015	11048
June						
Total	394	567	961	5033	6015	11048

PROGRAMS	Adults		Children 0-5		Children 6-11		Teens	
	# of Programs	Attendance	# of Programs	Attendance	# of Programs	Attendance	# of Programs	Attendance
	July	5	211	24	448	9	443	5
August	0	0	18	393	0	0	1	8
September	2	27	18	425	7	216	1	12
October	3	107	28	955	1	295	1	11
November	1	3	20	370	6	154	1	7
December	1	250	29	357	1	7	1	6
January	2	12	24	478	7	253	1	12
February	4	37	25	481	4	530	2	11
March	2	199	29	527	7	320	1	5
April	3	16	27	568	4	137	1	21
May	2	149	20	414	6	689	2	29
June								
Year to Date	25	1011	262	5416	52	3044	17	144

Funds Collected					
	Fines	Photo Copies	Computer Copies	Supplies	Total
July	\$ 53.00	\$ 36.10	\$ 130.60	\$ 15.00	\$ 234.70
August	\$ 126.98	\$ 10.20	\$ 135.95	\$ 15.00	\$ 288.13
September	\$ 164.00	\$ 25.20	\$ 158.25	\$ 3.00	\$ 350.45
October	\$ 148.00	\$ 38.15	\$ 106.10	\$ 6.00	\$ 298.25
November	\$ 87.00	\$ 10.60	\$ 123.15	\$ 3.00	\$ 223.75
December	\$ 166.00	\$ 24.10	\$ 102.05	\$ 6.00	\$ 298.15
January	\$ 75.00	\$ 27.20	\$ 131.55	\$ 12.00	\$ 245.75
February	\$ 169.00	\$ 36.80	\$ 141.50	\$ -	\$ 347.30
March	\$ 148.75	\$ 199.65	\$ 9.00	\$ 12.00	\$ 369.40
April	\$ 97.00	\$ 17.40	\$ 180.45	\$ 18.00	\$ 312.85
May	\$ 145.00	\$ 19.35	\$ 166.10	\$ 25.00	\$ 355.45
June					
Year to Date	\$ 1,379.73	\$ 444.75	\$ 1,384.70	\$ 115.00	\$ 3,324.18

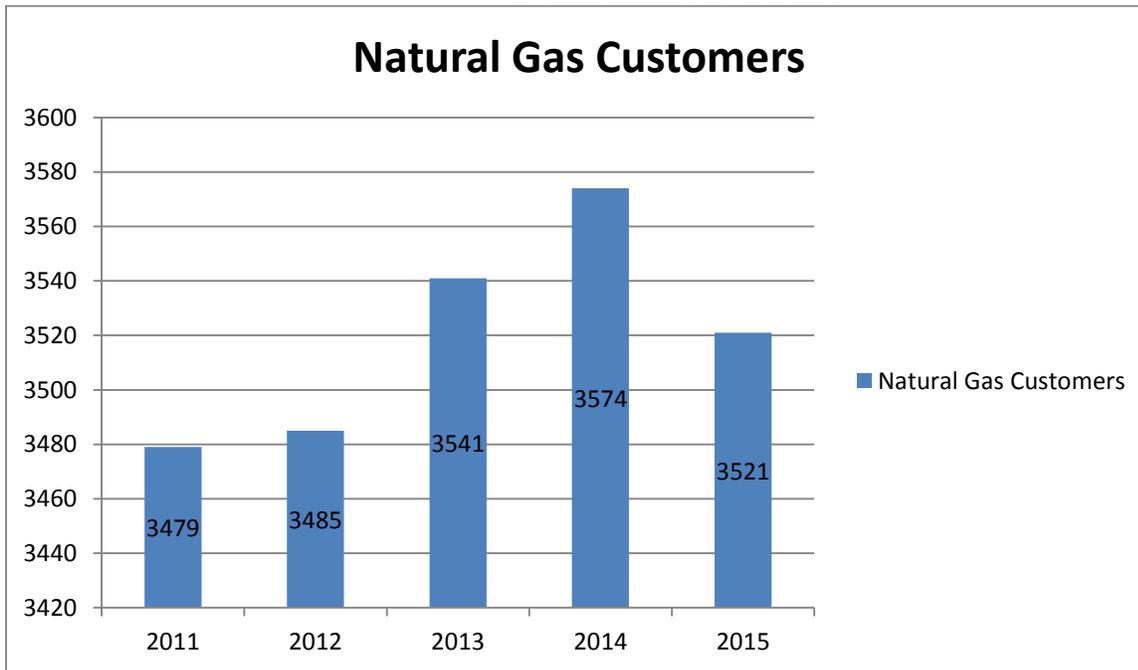
Circulation Elements

	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May
Follett	9790	7680	9055	7889	6298	6705	7671	7274	8254	9047	7876
Browse	250	230	146	150	218	210	157	168	200	236	205
OneClick	108	143	95	72	83	94	177	106	131	168	139
E-Books	192	145	131	157	140	148	134	139	129	114	138
Tumblebooks	230	437	456	812	398	270	334	729	789	613	368
Zinio	95	56	29	71	32	59	158	96	66	65	86
Total	10665	8691	9912	9151	7169	7486	8631	8512	9569	10243	8812
FOLLETT	Destiny Follett Software - The checkout system the library uses to check out materials available in the library.										
BROWSE	Donated paperback books which are in good condition and are not cataloged in our checkout system.										
	These are checked out by patrons giving us the number of paperback books they are borrowing.										
ONE CLICK	Digital Recorded Books - A collection of downloadable audiobooks available for checkout through our website.										
E-BOOKS	OverDrive - eBooks and audiobooks available for checkout through our library website.										
TUMBLEBOOKS	An online collection of animated, talking picture books for young children available through our website.										
ZINIO	An online collection of downloadable popular magazines available through our website.										

**GAS UTILITY REPORT
MAY 2015**

The City’s gas utility current customer count for the month of May is 3,521, compared to 3,574 in May of last year.

5 Year Customer Growth



Year	2011	2012	2013	2014	2015
MCF*	9,300	8,436	8,761	8,621	8,193
#Customers	3,479	3,485	3,541	3,574	3,521

The City has 3,107 residential customers and 414 business customers. The following is a breakdown of natural gas consumed by class:

Business: 3,382 MCF

Residential: 4,810 MCF

During the month of May: peak load 176 MCF on May 22nd and 28th.
low load 158 MCF on May 6th.

The average cost per MCF for purchased natural gas for **April** was \$4.14

*MCF = thousand cubic feet

**LANDFILL UTILITY REPORT
MAY 2015**

Revenues

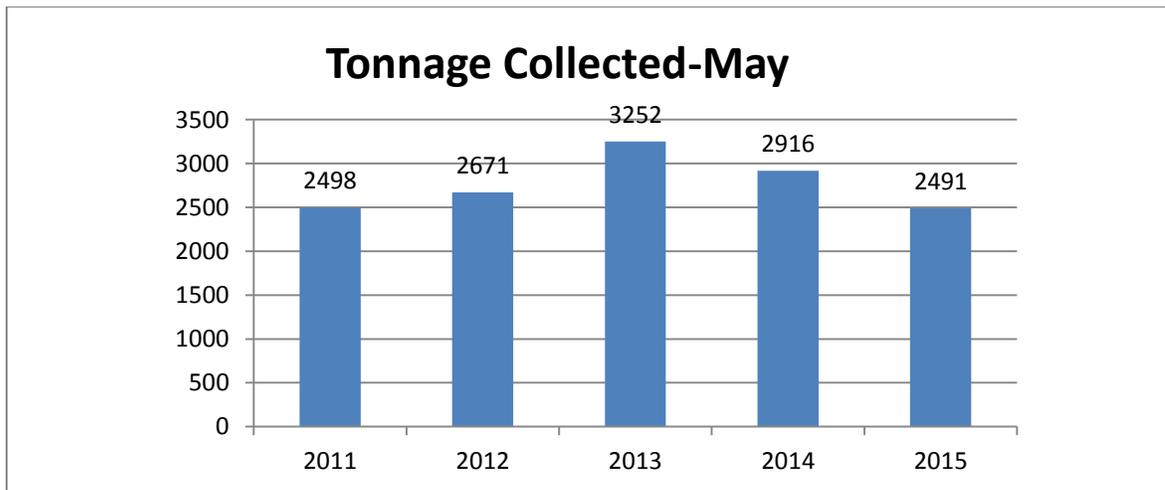
General Fees	\$ 108,406.58
Closure Fees	<u>\$ 5,399.86</u>
Total Collection for Month	\$ 113,806.44

Expenses

Personnel	\$ 13,017.03
General Operations	<u>\$ 68,557.98</u>
Total Operation Cost	\$ 81,575.01

Source

	Tons
City Refuge Carriers	664
Other Refuge Carriers	1,104
Residential waste not picked up by refuge carrier	539
Commercial not picked up by refuge carrier	<u>184</u>
TOTAL TONNAGE COLLECTED	2,491



Other Activity

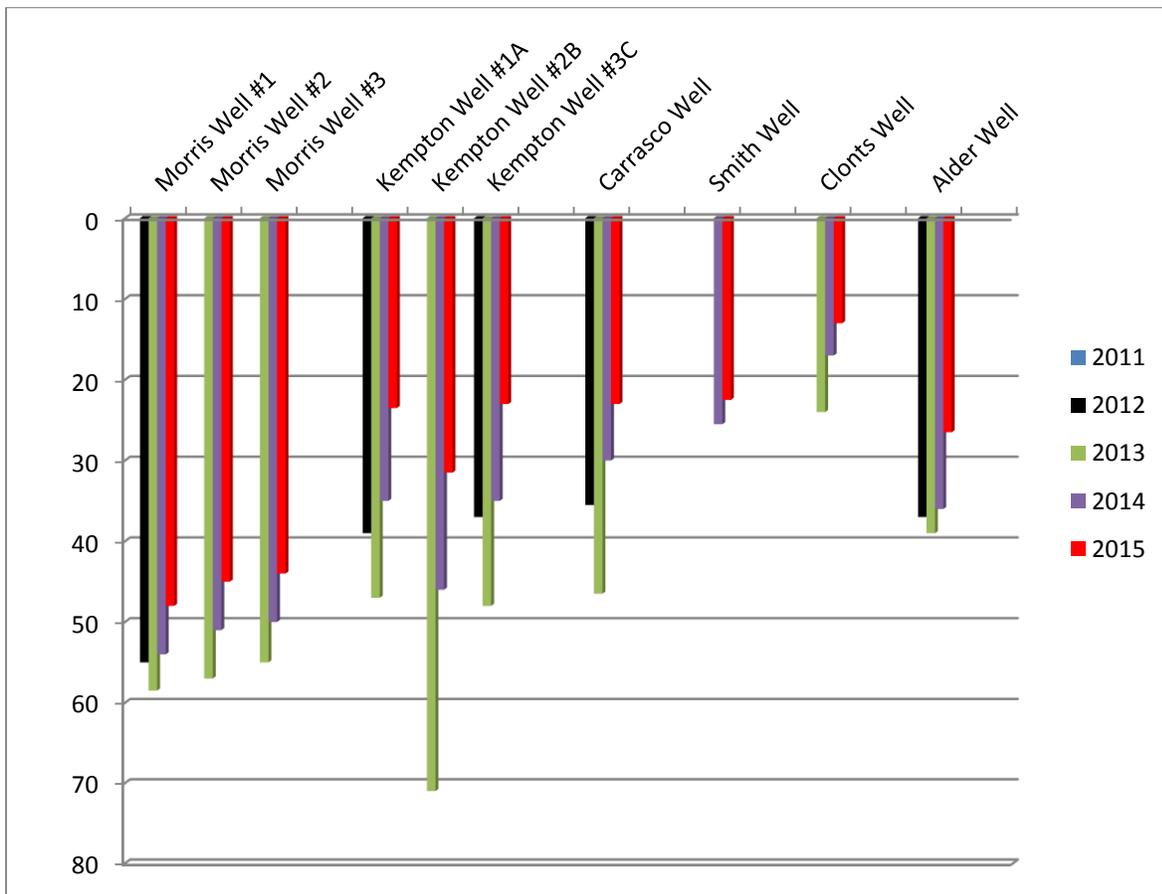
Tire count: 2,262 Dead Animal count: 38

Gas Well Readings: Of the five wells we monitor, two have methane readings over the 5% lower explosive limit. The remaining three wells have readings that do not exceed this threshold. These wells produce normal amounts of gas for a landfill of our size they pose no danger to either staff or the public.

WATER UTILITY REPORT FOR MONTH OF MAY 2015

MAY 2015 WATER WELL DEPTHS

	Morris Well #1	Morris Well #2	Morris Well #3	Kempton Well A	Kempton Well B	Kempton Well C	Carrasco Well	Smith Well	Clonts Well	Alder Well
PUMP DEPTH	75'	74'	80'	63.5'	80'	65'	75'	65'	72.5'	65'
WATER TABLE	48	45r	44	23.5	31.5	23	23	22.5	13	26.5



I am also including some additional information for you to better understand the status of the water production and delivery system.

We have 11 wells on the system 4 were in production this month.

WELLS OPERATING IN MAY 2015

- Morris Well #2
- Morris Well #3
- Well #15
- Kempton Well B

WELLS NOT OPERATING IN MAY 2015

- Kempton Well A
- Kempton Well C
- Morris Well #1
- Clonts Well
- Carrasco Well
- Alder Well, will start using when other wells in use cannot keep up.
- Smith Well, emergency back up well when all other wells cannot keep up.

Four of our wells were in production during the month of **May 2015**. The wells that were exercised produced **26.31** million gallons collectively. We also collected/produced **87.23** million gallons from the Bonita Creek system for a total production/exercised of **113.54** million gallons this month.

Month over Month Water Production Table

	MAY 2014	MAY 2015
Well production *	44.55 Million gals	26.31 Million gals
Bonita Creek flows	69..37 Million gals	87.23 Million gals
Total Water Produced	99.49 Million gals	113.54 Million gals

*In 2014 (5) wells were in production; in 2015 (4) wells were in production

Consumption: During May of this year the city had 7,901 water customers; 6,996 residential and 905 commercial. In the FY 14/15 the City of Safford water system had 39 new water installations. The table below shows the breakdown of the usage between the customer groups as well as the average consumption by grouping.

	# of customers	Gallons sold	Average Use per customer
MAY 2015 Residential	6,996	63,392,700	9,061*
MAY 2015Commercial	905	32,120,600	35,453**
MAY 2014 Residential	7,085	68,579,800	9,680*
MAY 2014Commercial	963	32,969,000	34,236**

* Residential usage ranges from 5/8" to 2" meter size **commercial usage ranges from a 5/8" to 6" meter size.

Note: consumption and production numbers may not align in the short term. This is due to; read date, number of days in billing cycle, weather patterns, storage tank cycling, non-revenue water use such as flushing, leaks, theft.



ENGINEERING DEPARTMENT

SUMMARY OF PROJECT PLANNING AND GRANTS ADMINISTRATION

June 22, 2015

PUBLIC WORKS DEPARTMENT

Streets:

1. **Main Street Improvements (139-044) /Traffic Signals (122-155):** The improvement portion of the project has successfully been completed. The traffic signals were delivered the first week of June and installation began the second of week of June.
2. **20th Avenue Widening (Relation to Golf Course) 127-155:** ADOT approved the environmental study, we are now awaiting the final approval from the FHWA; design will start soon and then we will begin the process to obtain all right of way needed to construct project. We are anticipating design to start in the spring and be completed in the fall.
3. **ADOT Route 191 Sidewalks (109-155):** The Arizona Department of Transportation (ADOT) continues to work on this project. The improvements at the railroad crossing are scheduled to begin June 2015 with construction of the sidewalk and other US 191 improvements slated for fall 2015. City Council has supported ADOT's proposal to eliminate parking on US 191.
4. **HSIP City Wide Sign Replacement Project (173-031):** ADOT has issued the solicitation for the signs, the project should be advertised in July. Signs currently in procurement and should be delivered by the end of August. Signs will be installed by Safford Public Works.
5. **Paving Projects:** The scope of these projects will be to replace existing surface with new pavement. The project has been awarded to CKC. Pre-construction meeting was held on June 3. These projects are:
 - a. **City Hall Parking Lot (184-031):**
 - b. **Police Parking Lot (213-031):**
 - c. **American Legion Parking Lot (214-031):**
 - d. **Magistrate Court (Alternate)**
6. **Central Avenue Paving Project (219-031)-Design:** This project will ultimately rebuild Central Avenue from 7th Street to Main Street. Soil samples have been taken, the material is being tested, and a pavement design is forthcoming. Construction project is in the FY 16 budget.
7. **Replace Undersized Box & Culvert at East 4th Street (221-031):** Project is in design to upgrade the system to be able to pass required flows through the area, minimizing flooding potential. Once design

is complete, Public Works will perform the upgrades. Material will be purchased in June and construction will be completed by city forces in the fall/winter 2015.

8. **Reconstruct Sidewalk on Central between Main and Hwy 70 (182-031):** The existing sidewalk/curb is out of compliance and unsafe for pedestrians. The existing sidewalk and curb has been removed and construction of new sidewalk curb and gutter will be completed in June.
9. **Handicap Ramps (185-031):** Public Works needs to replace existing ramps with ADA compliant sidewalk ramps. Need to review sites and determine best areas to revise. Project is slated to begin in June after school is out of session for the summer. Quotes are due June 17.
10. **14th Avenue Property (209-125):** Property for 14th Avenue alignment was purchased in February 2015. Structures have been tested for lead and asbestos and we are currently working on the demolition documents.

AIRPORT

11. **2014 ADOT Airport Pavement Preservation Project, Runway 8/26 (204-045):** The project includes sealing existing cracks, mill to 1" depth of the existing pavement, and replacing with 1" porous friction course overlay on Runway 8/26. Project will be bid in July, construction scheduled for fall 2015.
12. **2015 ADOT Airport Project, Demo Taxiway A2 & Design Crack Seal/Seal Coat Runway 12/30 (208-045):** Design is complete and we are budgeting this project for construction. We will be using Entitlement Funds from the FHWA with Entitlement Funds from another Airport. Bids will open on July 1st and construction will begin in August. C&S will administer the project.
13. **Rehab 12/30 Edge Lights, Replace Electric Vault & Replace Signage:** Design has been completed for the rehabilitation of Runway 8/26 edge lighting, replacement of electrical vault and airport improvements. Apply for FAA grant for construction in spring 2016.

UTILITY DEPARTMENT

Water:

14. **Jensen Addition Service Renewals and Cleanouts (CDBG) 66-653:** This project includes renewing 46 water service lines and installing 59 sewer cleanouts in the Jensen Addition, an area bounded by 8th Street and Main Street, between US 191 and US 70. We received the executed contract in January and held the pre-design meeting in March. Design should be completed by August 2015.
15. **Flex-Net Meter Program (66-630, 68-630, 69-630):** Ongoing replacement of old style meters with the new AMI System. The majority of the water meters within Safford City Limits are complete and we are currently working on the meters in the Town of Thatcher. Gas and Electric meters will be complete in June 2015, Water meters will be complete December 2016.
16. **Phase II 20th Avenue 12" Main Extension (66-637):** This project includes design and construction of 12" main from 26th Street to Golf Course Road. Design to be completed in FY 15 and construction in FY 16.

17. **Water Source Exploration (66-544):** This will be another exploratory drilling project to look for additional water sources on the Carrasco Well Property and Fajardo Property.
18. **Water Relocation Line - Stratton Drive (66-652):** The Engineering Department has started the design process.
19. **14th Avenue/Meadow Lane Water Line Relocation (66-657):** Looking at the possibility of relocating the existing water line to the Relation Street right of way.
20. **Bluff Well (66-660):** Complete purchase of well and the construction of the water main that will connect the Bluff Well with our existing system. This pipeline is 3,530 feet in length and will require easements from three separate property owners. The agreement has almost been finalized with one of the property owners and we are working on agreements with the remaining two. Once the agreement is finalized, material bids will be solicited. Construction is tentatively slated to begin in summer 2015.
21. **Swift Trail Pipeline Project (66-661):** This project is the construction of approximately 7,700 feet of water main from two U of A well sites. The project is currently under construction and anticipated to be complete late summer 2015. We are waiting on a permit from the State Land Department for a small section of pipeline.
22. **Quail Ridge Fence (66-676):** Construction of 1,180 LF of 6FT perimeter wall at the Quail Ridge storage tank. PO has been issued to East Valley Stone and Masonry. Work will be complete in June 2015.

Wastewater:

23. **Sewer 20th Street and Central (67-622):** Need to examine and perhaps redesign a portion of this sewer line to remove a constriction as time permits.
24. **WWTP – Reclaimed Water Line Project (67-667):** Design outfall mods, lagoon modifications and pumping station. Water crew will order and start installing pipe to begin Phase I of III.
25. **Manhole Rehab 14/15 (67-613):** This project is the rehabilitation of approximately 40 manholes. The rehab consists of cleaning, re-grouting and applying an epoxy coating over the entire surface of each manhole. The project has been awarded to Manhole Coatings of Scottsdale, and they are scheduled to mobilize in July 2015.
26. **Vac-Truck Shade Structure 40ft x 60ft (67-642):** Site work, foundation and erection of one (1) 40ft x 60ft pre-fabricated steel building. This is a prefabricated building that has already been purchased and proposed to be built on the west side of the Mesa Yard. This building will house the VAC-CON sewer truck and other equipment such as our valve exerciser to get these assets out of the environment. We requested quotes for the construction in December and quotes came in higher than our anticipated amount of \$50,000. The job order contracting option nearly doubled our estimated amount. We have increased our budget and this project will be formally bid in FY 16.

Electric:

27. **Substation Upgrade (69-665):** This project consists of replacing switches, old outdated portions of

some underground primary and the installation of one distribution steel pole just outside of the substation that will replace two old wooden poles. There has been a steady increase in loads and this upgrade will compensate for additional loads and redundancy. Held design kick-off meeting with TOR Engineering. Reviewed 90% plans and provided comments, design will be complete by the end of June. Planning construction in 15/16.

- 28. NW 70 Rebuild (69-672):** This project consists of the replacement of eight wooden distribution poles with steel engineered poles. The project area is located on the north side of Highway 70 from the 1500 block west to the 1900 block. Held design kick-off meeting with TOR Engineering in April. Reviewed 90% plans and provided comments, design will be complete by the end of June. Planning construction in 15/16.

Landfill:

- 29. Landfill Vertical Expansion (228-650):** This project will prepare an amendment to the Graham County Regional Landfill Solid Waste Facility Plan (SWFP) as a Type IV Change in order to permit a vertical expansion and provide capacity for solid waste disposal for the next 30 years. We expect the draft permit by the middle of June.

- 30. Landfill 404 Compliance (235-650):** This project is proceeding, our consultant, Kimley-Horn is working on this project which will bring us into 404 Compliance with Corp of Engineers. We have answered the Corps concerns on the Notice of Violation and we are now beginning the work on the plans that will address their concerns.

- 31. Recycling Program (246-156):** Design and construct containment area and drainage for recycling transfer station at the landfill.

Public Works Projects – Planning Stage

1. **Relation Street improvements from 14th Ave to 20th Ave.** Design for this project is on the FY 16 CIP.
2. **Frye Mesa Dam Safety Improvements.** This project is currently on hold. A meeting is scheduled to discuss the City's continuing role with the dam.
3. **Graveyard Dam Improvements:** Based on the results of the Kimley-Horn & Associates (KHA) report, the minimum freeboard during the half Probable Maximum Flood (PMF) event is less than the Arizona Department of Water Resources (ADWR) requirements for existing dams. The second phase of these improvements will be to actually complete the design followed by phase 3, construction. Construction was estimated at \$3.0 million of which the City would have to match 1/3 of the construction cost. We have received a \$20,000 grant from NRCS to study the Emergency Spillway.
4. **14th Avenue from Relation Street to 8th Street:** Researching projected cost and funding sources. The design for this project is on the FY 16 budget.

Grant Administration

1. This office continues to review grant requests and possible matching grants.

Unfunded Projects

1. 26th Street Improvements.

2. Safety improvements to Graveyard Wash Dam.
3. E. 8th Street from US 191 to US 70
4. Hollywood Road from US 70 to City Limits
5. Discovery Park from 20th Avenue to US 191
6. 20th Avenue from Discovery Park to Golf Course Road
7. Water Tank at Airport to increase fire flow

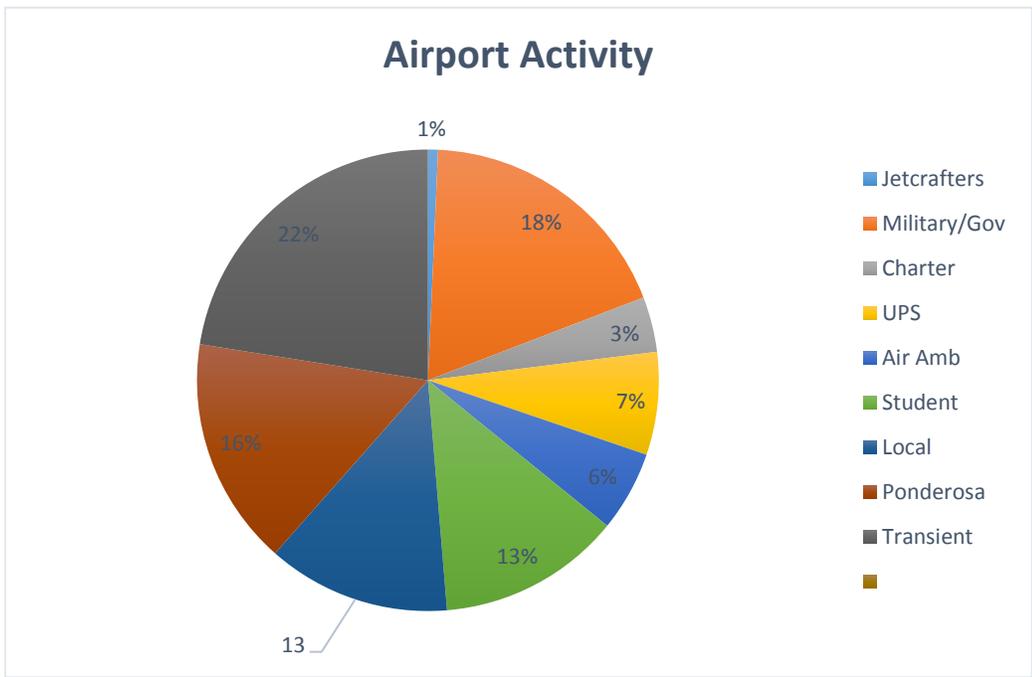
Law Office of Matt N. Clifford, P.C.
City of Safford Prosecutor Report

10-9

MAY, 2015

Declined to Prosecute	None
Complaints Filed	6
Citations Issued	36
Pretrial Conferences	28
Trials	1
Restitution Hearings	2
Dismissed Cases	1
Shoplifting	8
Criminal Damage	1
Furnishing Alcohol to Minor	2
Disorderly Conduct	2
Domestic Violence Allegations	2
Possession of Marijuana	1
Open Container	1
Underage Possession of Alcohol	1
Theft	5
False to Comply with Police Officer	1
Possession of Drug Paraphernalia	8
Trespass	7
Underage DUI	1
Liquor in Park (Municipal Code)	3
Obstruction of Streets	1
Driving on a Suspended License	8
Criminal Nuisance	1
Plead Guilty	33

Jetcrafters	4	1%
Military/Gov	105	18%
Charter	22	4%
UPS	41	7%
Air Amb	32	6%
Student	73	13%
Local	73	13%
Ponderosa	91	16%
Transient	128	22%
	569	100%



DATE	REF #	DESCRIPTION	AMOUNT
4/30/2015	JE 4-06	SALES TAX PD FOR MARCH 201	\$92,712.82
4/30/2015	JE 4-09	CC COLL FEE CHASE BANK APR 2015	\$9,723.79
4/30/2015	JE 4-10	MUNIGAS MAR 2015 DELIVERIES	\$79,806.29

CHECK DAT	REF #	PAYEE	DESCRIPTION	AMOUNT
4/14/2015	eC24800002	ADVANCED AIR SYSTEMS	PROVIDE & INSTALL 2 HVAC UNITS	\$11,988.75
4/14/2015	137321	ARIZONA POWER AUTHORITY	MONTHLY APA PURCHASED ELECTRIC	\$6,090.63
4/14/2015	137322	ARIZONA STATE TREASURER	MONTHLY PASS THRU COLLECTIONS FROM MAGISTRATE	\$12,842.91
4/30/2015	57349	AZ MUNICIPAL RISK RETEN POOL	AMRRP WC FUND PAYMENT 1ST QTR 2015	\$93,148.84
4/14/2015	137325	BANNING CREEK ENTERPRISES LLC	UG CONDUIT INSTALLATION	\$10,421.43
4/14/2015	137327	BORDER STATES INDUSTRIES INC	INVENTORY GAS & ELECTRIC	\$8,549.87
4/14/2015	eC24800006	BOWMAN CONSULTING	BIRDNO ALTA SURVEY	\$12,502.00
4/14/2015	eC24800007	C & S ENGINEERS INC	DESIGN SVCS REHAB RUNWAY 8-26 AIRFIELD REIMBURSABLE	\$33,066.14
4/14/2015	137328	CDW-GOVERNMENT INC	1 CLD MGD 48XGBE POE SWITCH	\$7,759.67
4/14/2015	137329	CITY OF SAFFORD	COS UTIL BILLS MARCH 2015	\$39,598.11
4/14/2015	137330	CITY OF SAFFORD-LANDFILL	LANDFILL CHARGES MARCH 2015	\$33,780.28
4/23/2015	eC24820008	CRM OF AMERICA LLC	HAULING SCRAP WASTE TIRES FEES	\$7,358.60
4/14/2015	eC24800009	DANA KEPNER COMPANY INC	INVENTORY WATER	\$70,843.72
4/14/2015	eC24800011	EL PASO NATURAL GAS CO.	MONTHLY EL PASO PURCHASED GAS	\$6,830.15
4/23/2015	137434	ELECTRO-TEST & MAINTENANCE INC	2015 8TH AVE SUBSTATION MAINTENANCE	\$44,565.00
4/23/2015	eC24820014	EMPIRE SOUTHWEST	1 USED 2012 CAT TELESCOPIC HANDLER FORKLIFT	\$65,808.99
4/14/2015	137332	FARNSWORTH WHOLESALE COMPANY	INVENTORY WATER	\$24,686.93
4/23/2015	eC24820018	GRAHAM COUNTY BOARD OF SUPERVI	(3) QUARTERLY IGA WITH COUNTY	\$103,054.50
4/23/2015	eC24820019	GRAHAM COUNTY CHAMBER OF	2.5% BED TAX ADOR REPORT-MONTHLY	\$9,035.42
4/14/2015	137335	GRAHAM COUNTY ELECTRIC CO-OP	MNTHLY CITYWIDE ELECTRIC & GAS	\$18,024.92
4/23/2015	137436	GRAHAM COUNTY ELECTRIC CO-OP	ATTY FEES ESCROW ACCT	\$9,527.39
4/23/2015	137441	JRW MASONRY AND CONCRETE LLC	50/50 SIDEWALK 1020-24 3RD AVE	\$5,158.50
4/14/2015	137340	K.R. SALINE & ASSOCIATES	MONTHLY PROF SVCS GAS & ELECTRIC	\$10,683.56
4/14/2015	137342	KIMLEY HORN & ASSOCIATES INC	GCRL ADDL SVCS CLEAN WTR 404	\$36,580.28
4/23/2015	137442	KIMLEY HORN & ASSOCIATES INC	LANDFILL FEASIBILITY STUDY	\$17,323.97
4/23/2015	137433	MATT N. CLIFFORD	PROSECUTION SERVICES APRIL 2015	\$7,000.00
4/23/2015	137444	MEDLIN, HERSCHEL	H MEDLIN EDUCATION ASSIST BA	\$5,250.00
4/30/2015	57341	RURAL AZ GROUP HEALTH TRUST	FIREMEN INS MARCH 2015 PREMIUM	\$5,571.39
4/23/2015	137451	SAFFORD LIONS CLUB	4TH OF JULY CELEBRATION SUPPORT	\$5,000.00
4/14/2015	137393	SAN DIEGO POLICE EQUIP. CO.	40 CS C/S 500 FED-AE SS3 AMMUNITION	\$6,799.20
4/23/2015	137459	SANTIAGO SILVERCREEK MHP	CREDIT REFUND	\$13,494.96
4/14/2015	137394	SASCO TECH	1 NV3 NOPTIC SPOTLIGHT SYSTEM	\$15,863.20
4/14/2015	137396	SEVERN TRENT ENVIRONMENTAL	O&M BASE SVC FEE APR 2015 WASTEWATER FACILITY	\$45,472.29

CITY OF SAFFORD**ACCTS PAYABLE CHECKS \$5,000 OR LARGER****APRIL 2015**

4/23/2015	137453 SIMS MURRAY LTD	PROF SVCS FEB 2015	\$8,356.50
4/14/2015	137397 SMARTWORKS PLUS INC	MONTHLY CONTRACT PYMNT	\$24,041.85
4/23/2015	137454 SOUTHWEST PUBLIC POWER AGENCY	MONTHLY SWPPA PURCHASED ELECTRIC	\$279,441.22
4/23/2015	137455 SOUTHWEST TRANSMISSION	MONTHLY SW TRANS PURCHASED ELECTRIC	\$54,309.20
4/23/2015	137457 SPRINGBOK DEVELOPMENT LLC	MAINTENANCE PAYMENT APRIL 2015	\$16,666.00
4/14/2015	137400 TYCO ENTERPRISES, INC.	1 2000 GALLON ROUND DBL TANK W/FULL LENGTH SKIDS	\$8,169.70
4/14/2015	eC24800016 U.S. DEPT. OF ENERGY	MONTHLY WAPA PURCHASED ELECTRIC	\$5,338.97
4/23/2015	eC24820040 WESTERN EMULSIONS INC.	20 TONS POLY ASPHALT SURFACE	\$62,680.07
4/14/2015	137403 WESTERN ENVIRONMENTAL	1 NON-STOCK ULTRASONIC FLOW METER	\$5,786.02
4/14/2015	137404 WESTERN REFINING WHOLESAL	7466 GALS DIESEL FUEL	\$30,233.19
4/14/2015	137405 ZIONS BANK	QTRLY PAYMENT LF COMPACTOR	\$21,044.93

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
Admin Services					
3/31/2015	\$17.55			TEXAS RDHSE HOLDINGS L	1 PERSON 1 MEAL TRAINING
3/31/2015	\$78.04			MISSION LINEN	MTR READER UNIFORMS
4/1/2015	\$14.57			IRENES REAL MEXICAN FO	1 PERSON 1 MEAL TRAINING
4/1/2015	\$158.30			HOLIDAY INN PHOENIX	1 PERSON 1 NIGHT TRAINING
4/1/2015	\$10.50			HOLIDAY INN PHOENIX	1 PERSON 1 MEAL TRAINING
4/6/2015	\$310.80			ONLINE INFORMATION SVC	WEB ACCESS/CK DEPOSITS
4/8/2015	\$97.55			MISSION LINEN	MTR READER UNIFORMS
3/19/2015	\$9.77			IRENES REAL MEXICAN FO	1 PERSON 1 MEAL TRAINING
3/20/2015	\$10.50			HOLIDAY INN PHOENIX	1 PERSON 1 MEAL TRAINING
3/20/2015	\$180.75			HOLIDAY INN PHOENIX	1 PERSON 1 NIGHT TRAINING
3/26/2015	\$406.92			ADVANTAGE LASER	PAYROLL & A/P CHECKS
			\$1,295.25		
Accounting Services					
3/24/2015	\$88.00			CENTURYLINK	PHONE
3/25/2015	\$10.67			WAL-MART #1149	REIMB REC #55135
3/26/2015	\$50.00			CABLE ONE INC 1	INTERNET CONNECTION
4/6/2015	\$1,968.39			DIGITAL IMAGING SYSTEM	CITYWIDE PRINTING COSTS
4/5/2015	\$22.47			METCOWATERLLC	WTR - UPSTAIRS CITY HALL
4/9/2015	\$100.03			VZWRLSS APOCC VISB	POLICE POLE CAMERA SYSTEM SVCS
4/10/2015	\$127.19			CABLE ONE INC 1	REMOTE ACCESS CONNECTION
4/10/2015	\$292.00			HIBU INC. - PACIFIC	YELLOW PGS ADVERTISING
		\$5,967.29		VZWRLSS APOCC VISB	CELL PHONE CHARGES All Departments
		\$2,648.97		CENTURYLINK	PHONES CITY WIDE
		\$262.08		NTS COMMUNICATIONS INC	LONG DISTANCE PHONE CITY WIDE
4/16/2015	\$2,849.31			VALLEY TELECOM GRP	PRIMARY INTERNET CONNECTION
			\$14,386.40		
City Clerk					
4/5/2015	\$35.24			METCOWATERLLC	WTR City Hall
4/14/2015	\$125.00			ARIZONA MUNICIPAL CLER	AMCA FY15/16 Dues(Georgia& Tami)
3/24/2015	\$175.00			DAIRY QUEEN #15092	B-Day Gift Cards
3/26/2015	\$10.65			WAL-MART #1149	sticky's for b-day cards
3/26/2015	\$25.13			WM SUPERCENTER #1149	Snacks for Council Meeting
3/30/2015	\$300.00			ASU CONFERENCES CONT E	Az Municipal Clerks Institute (Tami)
		\$134.80		MISSION LINEN	Rugs & Janitorial Supplies -City Hall and Fire Station
4/14/2015	\$32.09			QUILL CORPORATION	purple folders for office not available @ WH
4/15/2015	\$107.14			EASTERN ARIZONA COURIE	Legal Advertising
			\$945.05		
City Manager					
3/19/2015	\$35.84			INT CMI QUICK COPY	Fed Ex Shipping (CGI Pckg)
3/31/2015	\$71.65			TROPHIES N TEES	Pride of Safford Award
4/8/2015	\$44.00			EASTERN ARIZONA COURIE	1 Year Subscription
4/8/2015	\$21.46			MISSION LINEN	Rugs/Mop Heads Service
4/10/2015	\$21.48			METCOWATERLLC	WTR - Annex
4/7/2015	\$50.00			DENNY'S #8048	City Manager Breakfast - 4 PEOPLE

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
			\$244.43		
Council					
3/25/2015	\$55.52		\$55.52	JERRY S RESTAURANT #42	Mayor's Breakfast - 4 PEOPLE
City Court					
4/2/2015	\$768.75			RESTAURANT FURNITURE.N	cancelled order
4/8/2015	\$721.49			NBF NATL BIZ FURNITURE	courtroom table/state
4/7/2015	\$29.10			MISSION LINEN	
4/10/2015	\$22.48			METCOWATERLLC	wtr - court
4/14/2015	(\$768.75)			RESTAURANT FURNITURE.N	cancelled order
		\$1,349.75	\$2,122.82	BIZCHAIR.COM	courtroom chairs (2 invoices)
Engineering					
3/23/2015	\$199.00			AMERICAN PUBLIC WORKS	APWA MEMBERSHIP DUES
4/7/2015	\$38.47			AMAZON MKTPLACE PMTS	PENS, SHARPIE MARKERS - NOT AVAILABLE @ WH
4/16/2015	\$597.00			FEDERAL CONTRACTOR REG	FFA SAM REGISTRATION
3/30/2015	\$748.71			THE HOME DEPOT #0445	Landscaping Plants-BOR Grant
4/8/2015	\$20.84		\$1,604.02	INT CURTIS LANDSCAPE	Landscaping Plants-BOR Grant
Fire Department					
3/24/2015	\$153.32			MACKS AUTO SUPPLY	Tool boxes
3/29/2015	\$61.34			WAL-MART #1149	Bottles
4/3/2015	\$282.34			SAFFORD BLDG & ACE HDW	Sawzwall Batteries
4/15/2015	\$79.30			EL CHARRO OF SAFFORD	SFD pension board meeting
4/15/2015	\$21.22			WM SUPERCENTER #1149	Stopwatches
4/17/2015	\$3,591.75		\$4,189.27	L N CURTIS & SONS	LDH hose
Human Resources					
		\$1,250.00		GILA HEALTH RESOURCES	CDL Exams (6 Invoices)
		\$2,780.00		IN OCCUPATIONAL HEALT	D & A Testing (16 Invoice)
3/26/2015	\$68.00			EASTERN ARIZONA COURIE	Ad job postings
4/7/2015	\$190.00			SHRM MEMBER600353898	HR Membership
4/15/2015	\$419.00		\$4,707.00	CareerBuilder	Ad Utilities Director
IT Department					
		\$33.89		AMAZON MKTPLACE PMTS	Various IT Supplies (3 INDIVIDUAL PURCHASES)
3/25/2015	\$125.00			VSN DOTGOVREGISTRATION	cityofsafford-az.gov Domain Renewel
3/25/2015	\$125.00			VSN DOTGOVREGISTRATION	saffordaz.gov Domain Renewel
3/31/2015	\$29.99			AMAZON MKTPLACE PMTS	Replacement Battery for Police Laptop
4/3/2015	\$23.88			SQ RETAIL CJC TECHNOL	Network Equipment
4/4/2015	\$4.75			Amazon web services	Backup Cloud Storage
4/16/2015	\$252.39			DELL SALES & SERVICE	Wireless Keyboard and Mouse & Docking Station USB adapter
4/16/2015	\$1,453.82			DELL SALES & SERVICE	Laptop for Alma
4/17/2015	\$50.60			AMAZON MKTPLACE PMTS	Screen protector and Case for Electric Dept, Mouse and card reader for Police

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
4/17/2015	\$75.03			Amazon.com	Laptop Backpack for Alma
4/18/2015	\$123.87			AMAZON.COM	Dell USB 3.0 Docking Station Backup
3/28/2015	\$999.95			AMAZON MKTPLACE PMTS	Replacement tablet for electric.
4/1/2015	\$923.07			WALMART.COM	TV and Mount for Court Room.
4/3/2015	\$970.30			DMI DELL BUS ONLINE	Replacement Computer System for Randy Petty.
4/2/2015	\$421.75			C2G	Patch Cables for the Court Room.
4/4/2015	\$554.53			DMI DELL BUS ONLINE	Replacement Monitors for Randy Petty.
4/6/2015	\$15.16			APL ITUNES.COM/BILL	P-Card Reimbursement: City Clerk Receipt 55120.
4/7/2015	\$168.07			STAPLES DIRECT	APC Replacement Batteries for City UPS.
		\$180.33		AMAZON MKTPLACE PMTS	Various IT Supplies (5 INDIVIDUAL PURCHASES)
3/25/2015	\$199.98			DNH GODADDY.COM	SSL cretificate
4/3/2015	\$154.00			NEUSTAR/NEULEVEL, INC.	DNS Hosting for ci.safford.az.us
4/5/2015	\$39.95			LNR LUNARPAGES WEBHOST	Cityofsafford.us web hosting
			<u>\$6,925.31</u>		
Library Department					
		\$122.59		AMAZON MKTPLACE PMTS	12 Various DVD's for Library Collection (5 Invoices)
3/25/2015	\$73.40			MISSION LINEN	Linen Service
3/30/2015	\$229.42			DEMCO INC	Labels, cushioned envelopes, shelf signage
4/1/2015	\$116.64			WAL-MART #1149	Folding Tables for Outreach (booths)
4/6/2015	\$32.54			POSITIVE PROMOTIONS IN	Teamwork bookmarks and pen sets
4/9/2015	\$58.56			WAL-MART #1149	Supplies for Dia de Los Ninos, Volunteer appreciation
4/9/2015	\$11.96			WM SUPERCENTER #1149	Teen Program supplies
4/13/2015	\$6.88			WM SUPERCENTER #1149	Teen Program supplies
4/13/2015	\$10.86			DOLRTREE 2892 00028928	Teen Program supplies
4/13/2015	\$4.09			THRIFTEE FOOD & DRU	Teen Program supplies
4/15/2015	\$88.45			RESEARCH TECHNOLOGY IN	Kit for DVD/CD cleaning machine
4/14/2015	\$10.22			WAL-MART #1149	Lysol wipes for cleaning project of children's Easy Books
4/14/2015	\$204.59			AMAZON MKTPLACE PMTS	16 DVD's for Library Collection
4/15/2015	\$43.67			WM SUPERCENTER #1149	Paint coveralls for Teen Program (see refund below)
4/16/2015	\$112.90			COVER ONE	Glue strips for book repair
4/15/2015	\$157.79			DEMCO INC	Labels, Label protectors, mending tape
4/16/2015	(\$43.67)			WAL-MART #1149	Returned Paint coveralls for Teen Program-Not needed
4/16/2015	\$5.43			DOLRTREE 2892 00028928	Teen Program supplies
3/21/2015	\$23.34			ROPER LAKE STATE PARK	1 book for the collection
3/20/2015	\$9.88			WM SUPERCENTER #1149	Supplies for Star Wars Day (May the 4th)
4/1/2015	\$110.50			CABLE ONE INC 1	Internet for Public computers
4/8/2015	\$505.00			MAD SCIENCE OF PIMA CO	Program for ScienceCity Spring Break
4/16/2015	\$50.55			NATURE-WATCH	materials for ScienceCity program
4/10/2015	\$245.75			Discount School Supply	Construction paper for Early literacy programs
4/10/2015	\$8.25			WM SUPERCENTER #1149	Supplies for Early literacy workshops
4/16/2015	\$13.36			WAL-MART #1149	Supplies for Early literacy workshops
			<u>\$2,212.95</u>		
Planning & Zoning					
4/1/2015	\$149.36			MYBINDING COM	Pool Pass Lamination Cards
3/26/2015	\$42.86			PIZZA HUT 10730	General Plan Interview Lunch: 6 people
4/3/2015	\$50.00			ARIZONA MUNICIPAL CLER	AMCA Annual Dues
			<u>\$242.22</u>		

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
Police Department					
3/31/2015	\$45.25			EL CHARRO OF SAFFORD	Mealx5/Sergeants meeting
3/24/2015	\$600.00			UNIVERSAL POLICE SUP	Required uniform & gear for Cadet Brooks Knight
3/25/2015	\$350.00			PAYPAL ARIZONAASSO	AzCOPS Dues/Chief Brugman/1 year
3/25/2015	\$538.10			ENTENMANN-ROVIN COMPAN	6 Officer Badges
3/26/2015	\$23.80			MISSION LINEN	Cleaning Maintenance Service
3/26/2015	\$56.91			AMAZON MKTPLACE PMTS	30 Black Badge Shields/Mourning Bands
3/30/2015	\$1,180.00			DESERT SNOW	Registration Training x 2/Palma & Loya
4/7/2015	\$19.59			INT CMI QUICK COPY	Taser Bobycam to Scottsdale/Postage
4/4/2015	\$269.24			Amazon.com	2 Streamlight Tactical lights/firearms
3/19/2015	\$6.59			DUNKIN #346692 Q35	Mealx1/Phx/DRE Refresher Training
4/8/2015	\$66.81			TASER INTERNATIONAL	Headband for Bodycam
3/19/2015	\$272.85			SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight
3/26/2015	\$272.85			SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight
4/3/2015	\$272.85			SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight
4/10/2015	\$272.85			SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight
		\$1,091.40		SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight - 16 nights 1 person
4/16/2015	\$108.56			SQ HOT WHEELS CYCLERY	SPD Bicycle Repair
4/16/2015	\$218.28			SILVER CREEK/RODEWAY I	Lodging for Cadet Brooks Knight - 4 nights 1 person
			\$4,574.53		
Public Works					
3/24/2015	\$6.00			SAFFORD SHINING TIMES	CITY VEHICLE WASH V10-181
4/1/2015	\$729.69			THE HOME DEPOT #0445	INVERTER/GENERATOR/GRINDER/BLADES
4/14/2015	\$94.42			TROPHIES N TEES	CITY UNIFORM SHIRTS
4/15/2015	\$5,964.56			MRO ELECTRIC AND SUPPL	BU CPU FOR WWTP OPERATION
4/2/2015	\$3,241.00			FACTORY SUPPLY	CAT WALK @ WASH BAY-BRICKYARD
4/2/2015	\$45.00			IN CRISLER PEST CONTR	BEE SWARM @ AIRPORT
4/2/2015	\$425.00			IN CRISLER PEST CONTR	CITY WIDE PEST CONTROL
		\$540.44		MISSION LINEN	UNIFORM SERVICE FOR BLDG MAINT, SANITATION AND PARKS
4/6/2015	\$1,025.52			ZUMAR IND INC - AZ	CITY STOP SIGNS
		\$908.10		MISSION LINEN	UNIFORM SERVICE FOR STREETS AND FLEET
4/8/2015	\$338.20			QUIKSERV	2 PMT TRAYS FOR COUNTER
4/13/2015	\$143.27			TROPHIES N TEES	CITY UNIFORM SHIRTS
		\$371.38		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
3/30/2015	\$43.41			THE HOME DEPOT #0445	6" HOLE SAW-CITY COURT GLASS
		\$589.71		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
		\$49.63		THE HOME DEPOT #0445	VARIOUS BUILDING MAINTENANCE SUPPLIES (2 INDIVIDUAL PURCHASES)
				SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
4/9/2015	\$47.26			THE HOME DEPOT #0445	WOOD TRIM FOR WINDOWS
4/14/2015	\$22.57			SAFFORD BLDG & ACE HDW	WATER HEATER PLUMBING PARTS
4/14/2015	\$12.68			AUTOZONE #2728	BULLET PROOF GLASS POLISH
4/13/2015	\$7.81			JOE'S PLUMBING	BATHROOM REPAIRS
		\$1,118.39		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (23 INDIVIDUAL PURCHASES)
3/26/2015	\$43.37			THE HOME DEPOT #0445	FLOOR SCRAPER
		\$683.50		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (8 INDIVIDUAL PURCHASES)
3/24/2015	\$133.21			LAWSON PRODUCTS	DRIVE SCREW ANCHOR, DRIVE DRILL BIT
3/25/2015	\$138.02			VALLEY SECURITY INC	ANNEX FIRE ALARM WIRING REPAIR
		\$2,073.37		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (6 INDIVIDUAL PURCHASES)
4/1/2015	\$49.46			THE HOME DEPOT #0445	DOOR TRIM

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
4/2/2015	\$24.79			INT CURTIS LANDSCAPE	LIBRARY KITCHEN DISPOSAL
		\$344.77		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (6 INDIVIDUAL PURCHASES)
4/7/2015	\$14.09			THE HOME DEPOT #0445	SANDPAPER
		\$251.95		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
4/14/2015	\$541.25			NCE	LOCK REPAIRS/KEYS AT SPD, POOL
		\$141.64		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (2 INDIVIDUAL PURCHASES)
4/14/2015	\$32.55			THE HOME DEPOT #0445	ROUTER BIT
4/14/2015	\$2,163.02			BOULEVARD GLASS	DAMAGED WINDOW REPLACE @ CHAMBER
		\$245.25		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (5 INDIVIDUAL PURCHASES)
3/30/2015	\$42.29			THE HOME DEPOT #0445	FLAT AND WIDE CHISELS
		\$245.25		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (4 INDIVIDUAL PURCHASES)
3/31/2015	\$9.94			THE HOME DEPOT #0445	DOOR FILLERS
		\$39.88		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES(2 INDIVIDUAL PURCHASES)
4/7/2015	\$5.15			THE HOME DEPOT #0445	PANEL NAILS
		\$39.88		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (2 INDIVIDUAL PURCHASES)
4/13/2015	\$116.83			POLLOCKS WESTERN	SAFETY BOOTS - TORRES
4/15/2015	\$16.15			SAFFORD BLDG & ACE HDW	SPRAYER FOR FORM OIL
4/14/2015	\$7.86			THE HOME DEPOT #0445	WOOD FORMS FOR RAMP
		\$106.97		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (2 INDIVIDUAL PURCHASES)
4/7/2015	\$33.88			THE HOME DEPOT #0445	ARMORED CABLE
		\$287.98		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
4/8/2015	\$30.92			THE HOME DEPOT #0445	HANGERS FOR MAIN ST BANNERS
		\$287.98		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
3/25/2015	\$84.97			STOTZ EQUIPMENT	MOWER BELTS
3/25/2015	\$696.79			INT CURTIS LANDSCAPE	FERTILIZER:CITY HALL, ANNEX, FIRTH PK
3/30/2015	\$65.09			THE HOME DEPOT #0445	DRIP SYSTEM TIMERS: CITY HALL, PW
4/1/2015	\$1,664.86			FURNITURE LEISURE	REPLACEMENT POOL LOUNGE CHAIRS
		\$57.86		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (2 INDIVIDUAL PURCHASES)
4/8/2015	\$1,137.08			LESLIES POOL SUPPLY	POOL CHLORINE
4/9/2015	\$3,425.00			ARRO LAST TARGET SYSTE	TARGETS FOR NEW SHOOTING AREA
4/13/2015	\$32.57			BIG 5 SPORTING GOODS 4	VB NET FOR FIRTH PARK
4/13/2015	\$73.87			AQUATICTECHPOOLWEB	LIFEGUARD STAND PLATFORM & STEP
4/14/2015	\$148.22			HOMEDEPOT.COM	DRINK FOUNTAIN BUBBLERS FOR PARKS
		\$140.79		SAFFORD BLDG & ACE HDW	VARIOUS BUILDING MAINTENANCE SUPPLIES (7 INDIVIDUAL PURCHASES)
4/8/2015	\$3.05			INT CURTIS LANDSCAPE	IRRIGATION REPAIRS
4/8/2015	\$95.49			INT CURTIS LANDSCAPE	AERATOR FOR CITY LAWNS
4/13/2015	\$16.00			SAFFORD BLDG & ACE HDW	IRRIGATION REPAIRS
4/13/2015	\$2.92			INT CURTIS LANDSCAPE	IRRIGATION REPAIRS
4/16/2015	\$2.48			SAFFORD BLDG & ACE HDW	SHOWER REPAIRS AT POOL
4/13/2015	\$128.27			TRI COUNTY MATERIALS	6TH AVE CONDUIT SAND
3/24/2015	\$3,236.69			ZUMAR IND INC - AZ	DISCOVERY PK POST & SIGNS
4/9/2015	\$82.53			MACKS AUTO SUPPLY	PRESSURE WASHER CLEANER
		\$386.88		OPM (LICENSE RENEWALS)	ANNUAL PEST CERT - 2 EMPLOYEES
4/15/2015	\$3,175.54			ZUMAR IND INC - AZ	DISCOVERY PK CHIP SEAL MARKERS
4/16/2015	\$75.00			OPM (LICENSE RENEWALS)	ANNUAL PEST CERT - SCARBOROUGH
		\$386.88		OPM (LICENSE RENEWALS)	ANNUAL PEST CERT - 3 EMPLOYEES
4/16/2015	\$5.00			THE HOME DEPOT #0445	TELESCOPIC HOOK FOR FRONT LOAD TRK
		\$386.88		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (3 INDIVIDUAL PURCHASES)
4/9/2015	\$389.92			TRI COUNTY MATERIALS	DRIVEWAY CONCRETE- 2ND AVE
4/14/2015	\$185.68			TRI COUNTY MATERIALS	CONCRETE-MAIN ST SIDEWALKS

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
4/14/2015	\$27.75			SAFFORD BLDG & ACE HDW	WIREBRUSH - MAIN ST CONCRETE
4/14/2015	\$132.04			POLLOCKS WESTERN	SAFETY BOOTS - MELENDREZ
				SAFFORD BLDG & ACE HDW	VARIOUS STREET MAINTENANCE SUPPLIES (3 INDIVIDUAL PURCHASES)
3/25/2015	\$36.60			HARALSON'S TIRE CO	BUFFING STONE
3/26/2015	\$42.96			MERLE'S AUTO SUPPLY	FREON V25-311
4/7/2015	\$27.48			EMPIRE SAFFORD #17	WINDOW WIPER ARM ASSY V26-353
4/10/2015	\$208.92			CUMMINS ROCKY MTN	ENG HEATER HOUSING & GASK V99-WTR
4/13/2015	\$20.08			MERLE'S AUTO SUPPLY	ELECTRIC WIRING
		\$110.02		MACKS AUTO SUPPLY	VARIOUS AUTO SUPPLIES (4 INDIVIDUAL PURCHASES)
4/16/2015	\$14.12			SAFFORD BLDG & ACE HDW	CLEVIS SLIP HOOK V99-WTR
4/16/2015	\$172.80			ENGLAND & SON WELDING	GN JACK V99-WTR
3/23/2015	\$41.26			MERLE'S AUTO SUPPLY	TIRE SENSOR V11-081
3/23/2015	\$61.57			KEMPTON CHEV BUICK LTD	TIRE SENSOR V11-081
3/24/2015	(\$41.26)			MERLE'S AUTO SUPPLY	TIRE SENSOR V11-081
		\$183.39		MACKS AUTO SUPPLY	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
		\$211.31		SAFFORD BLDG & ACE HDW	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
		\$211.31		MACKS AUTO SUPPLY	VARIOUS AUTO SUPPLIES (6 INDIVIDUAL PURCHASES)
4/13/2015	\$3.70			HARALSON'S TIRE CO	LH INNER BUD NUT STEEL V18-401
		\$38.36		MACKS AUTO SUPPLY	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
3/20/2015	\$52.06			VANGUARD TRUCK TUS PTS	AIR FITTING HINGES V17-429
3/24/2015	\$57.76			MERLE'S AUTO SUPPLY	SPEED SENSOR V14-148
3/26/2015	\$35.64			RUSH TRK CTR TUCSON	AIR FITTINGS V17-335
3/31/2015	\$78.83			MERLE'S AUTO SUPPLY	WARNING LAMP V17-335
3/30/2015	\$1.38			MACKS AUTO SUPPLY	SPARK PLUG V99-WTR
		\$255.25		MERLE'S AUTO SUPPLY	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
4/1/2015	\$1.74			SAFFORD BLDG & ACE HDW	HILLMAN FASTENERS V17-424
4/1/2015	(\$35.64)			RUSH TRK CTR TUCSON	AIR FITTINGS V17-335
4/1/2015	\$29.43			MACKS AUTO SUPPLY	POWER STEERING HOSE V17-424
4/2/2015	\$994.18			RUSH TRK CTR TUCSON	BRAKE SHOES AND DRUMS V17-424
4/1/2015	\$14.26			MACKS AUTO SUPPLY	COOLANT FILTER V17-424
4/2/2015	\$66.64			RUSH TRK CTR TUCSON	TRANS FILTER KIT V17-424
4/6/2015	\$585.75			HARALSON'S TIRE CO	TIRES V21-436
4/10/2015	\$144.63			RUSH TRK CTR TUCSON	COOLANT SHUT DOWN SWITCH V16-355
4/9/2015	\$63.35			VANGUARD TRUCK TUS PTS	PRESSURE SWITCH V17-424
		\$186.75		MERLE'S AUTO SUPPLY	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
4/13/2015	\$118.65			MACKS AUTO SUPPLY	REAR BRAKE PADS V15-158
4/16/2015	\$76.20			RWC INTERNATIONAL TUSC	BRAKE LAMP SWITCH V18-377
3/23/2015	\$1,629.00			ALLDATA CORP #8601	CITY VEHICLE DIAGNOSTIC PROGRAM
3/23/2015	\$1,146.00			EMPIRE EPS TUCS - 52	FUEL LEAK TROUBLESHOOT V99-WTR
3/24/2015	\$71.82			EMPIRE SAFFORD #17	BKT TOOTH PIN REMOVE & INSTALL KIT
		\$529.88		STOTZ EQUIPMENT	VARIOUS AUTO SUPPLIES (3 INDIVIDUAL PURCHASES)
3/26/2015	\$41.01			VANGUARD TRUCK TUS PTS	AIR LINE FITTINGS V17-429
3/31/2015	\$155.32			MSC CLASS C	MINI BULBS, ROLL PINS, DOT FITTINGS
4/1/2015	\$1,303.54			CUMMINS ROCKY MTN	COOL HTR KIT FOR MESA YD GEN SET V99-WTR
3/31/2015	\$215.77			KIMBALL MIDWEST	HAND CLEANER & DOT AIR FITTINGS
4/2/2015	\$923.10			MERLE'S AUTO SUPPLY	IMPACT WRENCH FOR TIRE SHOP
4/1/2015	\$271.27			MACKS AUTO SUPPLY	HOSE REEL, TIRE GAUGE FOR AIR V99-SHP
4/9/2015	\$31.54			AMAZON MKTPLACE PMTS	CAB HANDLES V15-295
4/11/2015	\$176.49			WINZER USA	KEY BLANKS, TOGGLE SWITCH, BLWR CONN
4/13/2015	\$32.29			MERLE'S AUTO SUPPLY	WELL 15 FUEL FILTERS

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
4/14/2015	\$40.67			SAFFORD BLDG & ACE HDW	WELL 15 CAPS FOR FUEL TANK
4/15/2015	\$1,339.45			NOREGON SYSTEMS INC	PROG/TRANS-ALLISON TRANSMISSIONS
		\$241.09		MERLE'S AUTO SUPPLY	VARIOUS AUTO SUPPLIES (2 INDIVIDUAL PURCHASES)
			\$51,863.35		
Utilities					
3/31/2015	\$10.84			WAL-MART #1149	DUST MOP FOR MYOC
4/2/2015	\$75.00			IN CRISLER PEST CONTR	BEE REMOVAL 8TH AVE SUBSTATION
4/3/2015	\$127.32			TRI COUNTY MATERIALS	NONSHRINK BACKFILL - VISTA LINDA
4/6/2015	\$488.69			WALNECK'S SAFFORDSEWIN	VACUUM AND FILTERS
4/6/2015	\$258.92			INT CMI QUICK COPY	WORK ORDERS FOR WATER & ELECTRIC
		\$1,120.19		MISSION LINEN	MARCH UNIFORM RENTALS - GAS, WATER AND LANDFILL
4/10/2015	\$672.55			AMERIPRIDE SERVICES	MARCH UNIFORM RENTALS - ELECTRIC
4/17/2015	\$45.00			IN CRISLER PEST CONTR	BEE HIVE REMOVAL - WATER BOX LEE ST
3/30/2015	\$1,837.77			WSTRN REF WHOLESAL LL	FUEL FOR LANDFILL EQUIPMENT
3/30/2015	\$1,384.06			WSTRN REF WHOLESAL LL	FUEL FOR LANDFILL EQUIPMENT
4/1/2015	\$90.00			SQ SCARBOROUGH PUMPIN	FEB PORTA-JOHN SERVICE LANDFILL
4/13/2015	\$1,325.82			WSTRN REF WHOLESAL LL	FUEL FOR LANDFILL EQUIPMENT
3/26/2015	\$19.56			SAFFORD BLDG & ACE HDW	SPRAY PAINT
3/26/2015	\$290.70			MATLOCKGAS&EQUIPCO,INC	WEEDBURNER
3/30/2015	\$9.26			SAFFORD BLDG & ACE HDW	SPRAY PAINT
4/1/2015	\$102.75			MATLOCKGAS&EQUIPCO,INC	WEED BURNER REPAIR
4/15/2015	\$103.16			MACKS AUTO SUPPLY	AIR GREASE GUN
3/31/2015	\$850.00			PMI PENTON CONF FEES	WASTE EXPO REGISTRATION - LAS VEGAS
		\$278.00		SOUTHWES 5262496827843	WASTE EXPO - LAS VEGAS - AIRFARE
3/26/2015	\$35.17			TRI COUNTY MATERIALS	ABC - MYOC YARD
4/1/2015	\$48.28			TRI COUNTY MATERIALS	ABC - VISTA LINDA
4/2/2015	\$7.07			SAFFORD BLDG & ACE HDW	CABLE & WIRE ROPE CLIPS - TRUCK STOCK
4/9/2015	\$57.38			TRI COUNTY MATERIALS	ABC - FULLER ST
4/15/2015	\$10.82			TRI COUNTY MATERIALS	BLOCK - VISTA LINDA
4/6/2015	\$39.89			TRI COUNTY MATERIALS	ABC - MYOC
3/20/2015	\$196.00			AMERICAN WATERWORKS	AWWA MEMBERSHIP
3/23/2015	\$64.17			SAFFORD BLDG & ACE HDW	LUBRICATION & SHIMS FOR PIPE - SWIFT TRAIL
3/24/2015	\$574.05			TRI COUNTY MATERIALS	ABC & SAND BEDDING - SWIFT TRAIL
3/23/2015	\$64.76			MACKS AUTO SUPPLY	EQUIPMENT LUBRICATION - SWIFT TRAIL
		\$1,726.58		TRI COUNTY MATERIALS	VARIOUS MATERIAL AND SUPPLIES (3 INDIVIDUAL PURCHASES)
		\$314.45		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (3 INDIVIDUAL PURCHASES)
		\$1,674.77		TRI COUNTY MATERIALS	VARIOUS MATERIAL AND SUPPLIES (6 INDIVIDUAL PURCHASES)
3/26/2015	\$445.00			ARIZONA WATER ASSOCIAT	AZ WATER CONF REGISTRATION - GLENDALE
4/1/2015	\$125.00			SQ SCARBOROUGH PUMPIN	MARCH PORTA-JOHN RENTAL - SWIFT TRAIL
4/8/2015	\$97.14			IN SAFE-ENTRY TECHNIC	GAS DETECTOR TESTING & CALIBRATION
		\$167.05		TRI COUNTY MATERIALS	VARIOUS MATERIAL AND SUPPLIES (3 INDIVIDUAL PURCHASES)
3/25/2015	\$34.04			OREILLY AUTO 00027524	strobe light for truck 426
3/25/2015	\$5.64			SAFFORD BLDG & ACE HDW	MAGNETIC NUT SETTER
		\$151.49		AIRGAS WEST	MISCELLANEOUS SUPPLIES (2 INDIVIDUAL PURCHASES)
3/26/2015	\$80.79			SAFFORD BLDG & ACE HDW	14" BLADE
3/31/2015	\$22.74			AIRGAS WEST	SHADE NECK
		\$74.93		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (2 INDIVIDUAL PURCHASES)
4/7/2015	\$39.31			AIRGAS WEST	COVER LENS
4/8/2015	\$41.97			SAFFORD BLDG & ACE HDW	SOCKET AND WRENCH

P-Card Report
for the month of April
March 21, 2015 - April 20, 2015

Date	Amount of Purchase	Vendor Subtotal	Department Total Purchase	Vendor	Description of Purchase
4/8/2015	\$60.47			MACKS AUTO SUPPLY	RATCHET AND SOCKET
		\$72.06		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (5 INDIVIDUAL PURCHASES)
4/17/2015	\$21.24			AIRGAS WEST	SUNSHIELD HAT - TRUCK STOCK
4/16/2015	\$72.14			TRI COUNTY MATERIALS	ABC - 7TH AVE & 4TH ST
		\$284.32		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (7 INDIVIDUAL PURCHASES)
4/15/2015	\$3.23			WM SUPERCENTER #1149	24CT SW CLK - TMT
		\$262.86		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (3 INDIVIDUAL PURCHASES)
		\$135.01		THE HOME DEPOT #0445	MISCELLANEOUS SUPPLIES (4 INDIVIDUAL PURCHASES)
4/16/2015	\$214.20			TEST AMERICA LABOR	analytical testing - fmi property well
3/26/2015	\$12.49			SAFFORD BLDG & ACE HDW	BUSHING, PVC - ROBERTS RD
		\$1,695.37		TRI COUNTY MATERIALS	VARIOUS MATERIAL AND SUPPLIES (6 INDIVIDUAL PURCHASES)
3/25/2015	\$15.32			WM SUPERCENTER #1149	RUBBERBANDS, MARKERS, DRY ERASE BOARD
4/6/2015	\$2,170.91			EASTERN AZ AG CENTER	GENERATOR - TRUCK 171
4/8/2015	\$8.58			SAFFORD BLDG & ACE HDW	TOILET SEAT FOR ELEC BAY - MYOC
4/9/2015	\$8.58			SAFFORD BLDG & ACE HDW	TOILET SEAT FOR ELEC BAY - MYOC
4/14/2015	\$590.00			ACT Arizona Utility Gr	WESTERN REGIONAL GAS CONF REGISTRATION
3/23/2015	\$78.29			INT CMI QUICK COPY	DEAD WEIGHT TESTER - MAILING
3/31/2015	\$228.33			AIRGAS WEST	WELDING HELMET
		\$75.40		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (3 INDIVIDUAL PURCHASES)
4/1/2015	\$8.68			MACKS AUTO SUPPLY	SCREWDRIVER - TRK 171
4/14/2015	\$150.00			POLLOCKS WESTERN	SAFETY BOOTS - RODNEY BARRAGAN
3/27/2015	\$425.00			BURNDY LLC	COMPRESSION TOOL REPAIR
3/24/2015	\$375.49			LAWSON PRODUCTS	WIRE
3/23/2015	\$24.42			VERIZON WRLS W4615-01	CELL PHONE CARRYING CASE
3/24/2015	\$90.89			SAFFORD BLDG & ACE HDW	WEED SPAYER FOR SUBSTATION
4/7/2015	\$40.08			CITY ELECTRIC SUPPLY#3	EMERGENY LIGHT - FOR SUBSTATION
4/9/2015	\$434.40			INDUSTRIAL ELECTRIC SE	REPLACEMENT MOTOR FOR BREAKER
		\$35.94		SAFFORD BLDG & ACE HDW	MISCELLANEOUS SUPPLIES (2 INDIVIDUAL PURCHASES)
4/14/2015	\$5.67			INDUSTRIAL ELECTRIC SE	MBL BELT FOR BREAKER COMPRESSOR
4/1/2015	\$22.40			CITY ELECTRIC SUPPLY#3	LIGHTS FOR HIGHWAY
4/2/2015	\$19.40			SAFFORD BLDG & ACE HDW	ALUM SCREEN AND SILICONE - SUBSTATION
4/6/2015	\$3.11			CITY ELECTRIC SUPPLY#3	BELL END ELBOW - MAIN ST
4/9/2015	\$150.00			POLLOCKS WESTERN	SAFETY BOOTS - ERIC WHISMAN
			\$23,018.49		
Warehouse					
3/23/2015	(\$21.71)			SAFFORD BLDG & ACE HDW	INV-returned 1 wd-40
3/23/2015	\$1,803.61			SAFFORD BLDG & ACE HDW	INV-15 cs toilet paper-10 cs of shop towels-4 pliers-4 screwdriver 4"-4 sets of cambuckles tie downs-24 ajax-24 wd-fo 12oz-2 wd40 gallon-2 cs of soap pink & klean
3/24/2015	\$382.14			UNITED RENTALS #018395	INV-2 crow bar 60"-8 hard hats fb-20 blade 14" metal-22 tape duct
3/24/2015	\$43.42			SAFFORD BLDG & ACE HDW	INV-2 wd40 gallon
3/26/2015	\$75.18			AGT BATTERY LLC	INV-1 radio battery
3/26/2015	\$95.36			WAL-MART #1149	INV-18 disinfectant wipes-48 battery aaa
3/31/2015	\$79.79			AIRGAS WEST	INV-31 gloves cement
3/31/2015	\$11.66			AIRGAS WEST	INV-71 cement gloves-12 safety glasses clear 1 of 3
3/31/2015	\$398.13			AIRGAS WEST	INV-6 safety vest FR
3/31/2015	\$108.10			AIRGAS WEST	INV-71 cement gloves-12 safety glasses clear 2 of 3
4/1/2015	\$79.79			AIRGAS WEST	INV-71 cement gloves-12 safety glasses clear 3 of 3
3/31/2015	\$34.58			SWIFT OFFICE SOLUTIONS	INV-1 cs of thermal paper
4/1/2015	\$838.27			SAFFORD BLDG & ACE HDW	INV-70 premix-38 blacktop repair



CITY COUNCIL COMMUNICATION

TO: Mayor and Council

FROM: Terry Quest, Finance Director

SUBJECT: Department of Revenue's Intergovernmental Agreement for the City of Safford

DATE: Monday, June 22, 2015 at 6:00 p.m.

Purpose:

To provide the City Council information regarding the new Intergovernmental Agreement (IGA) the Department of Revenue (DOR) is asking all cities and towns to approve.

Background:

Recent changes in Arizona state law has resulted in streamlining its Transaction Privilege Tax (TPT) system. The changes in the state's statute stipulates that the Department of Revenue (DOR) will administer the transaction privilege and use taxes imposed by all cities and towns. Therefore, DOR is requiring all cities and towns to approve a new Intergovernmental Agreement (IGA) to replace the current agreement(s) in place that are scheduled to terminate on June 30, 2015.

To facilitate the process of developing a new IGA and represent the interests of all cities and towns a committee was created to work with DOR on the agreement. DOR agreed to negotiate this agreement based on the idea that this committee represented all cities and towns. Therefore, a committee consisting of 30 of the 91 cities and towns participated in the negotiation process for the new IGA. The new IGA provided to all the cities and towns is the result of the effort.

There are six (6) major areas the new IGA focuses on in more detail and/or is now required to provide to all cities and towns in comparison to the current agreement in place. The six (6) major areas are: (1) confidentiality; (2) taxpayer license(s); (3) DOR reports; (4) audits; (5) voluntary disclosure; and (6) a formal review process.

Further, there will be no budgetary impact as a result of this new IGA to the City of Safford.

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE STATE OF ARIZONA AND
THE CITY OF SAFFORD**

THIS AGREEMENT is entered into this _____ day of _____, 2015, by and between the Arizona Department of Revenue, hereinafter referred to as Department, and the City of Safford (City) an Arizona municipal corporation, hereinafter referred to as City. This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and City regarding the administration, collection, audit and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns.

R E C I T A L S

WHEREAS, Title 11, Chapter 7, Article 3 (A.R.S. § 11-952) authorizes two or more public agencies to enter into intergovernmental agreements to contract for services, if authorized by their legislative or governing bodies.

WHEREAS, A.R.S. § 42-6001 et seq. was amended effective January 1, 2015 to provide that the Department shall collect and administer any transaction privilege and affiliated excise taxes imposed by any city or town in Arizona and that the Department and each city or town shall enter into an intergovernmental contract or agreement pursuant to A.R.S. § 11-952 to provide a uniform method of administration, collection, audit and licensing of transaction privilege and affiliated excise taxes imposed by the State, cities or towns.

WHEREAS, City has taken appropriate action by ordinance, resolution or otherwise, pursuant to the laws applicable to the governing body of City, to approve and authorize City to enter into this Agreement.

A G R E E M E N T

NOW, THEREFORE, in consideration of the foregoing, the Department and City enter into this intergovernmental agreement as follows:

1. Definitions

- 1.1 A.R.S.** means the Arizona Revised Statutes.
- 1.2 Adoption of an Ordinance** means final approval by majority vote of the City Council.
- 1.3 Audit** means a review to determine the correct amount of tax owed by a taxpayer and includes, but is not limited to, desk reviews and reviews of claims for refund.
- 1.4 Closing Agreement** means an agreement to compromise or settle a tax liability.
- 1.5 Confidential Information** means all such information as defined in A.R.S. § 42-2001.

- 1.6 Confidentiality Standards** means the standards set forth in Appendix A or such other written standards mutually agreed to by the Department and City.
- 1.7 Federal Tax Information** means federal return or return information the Department receives from the Internal Revenue Service including any information created by the Department derived from that information. Documents obtained from a taxpayer or State records are not considered Federal Tax Information.
- 1.8 Model City Tax Code** means the document defined in A.R.S. § 42-6051. The official copy of the Model City Tax Code is published at modelcitytaxcode.az.gov.
- 1.9 Modification** means a change to an assessment required or authorized by statute.
- 1.10 Municipal Tax(es)** means transaction privilege and affiliated excise taxes, including use tax, severance tax, jet fuel excise and use tax, and rental occupancy tax, imposed by City in accordance with the Model City Tax Code. Unless the context provides otherwise, this definition includes tax, license fees, penalties, interest and other similar charges.
- 1.11 State** means the State of Arizona.
- 1.12 State and Local Uniformity Group (“SLUG”)** means an advisory group comprised of four representatives from municipal taxing jurisdictions and four representatives of the Department as set forth in Section 13 below.
- 1.13 Taxpayer Information** means information protected from disclosure pursuant to Model City Tax Code § 510.

2. Disclosure of Information by City to Department

- 2.1 Qualified Recipients of Information:** The Department shall provide a list of the names and job titles of Department employees authorized to request and receive Taxpayer Information from City. The Department shall inform City of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to City at tquest@saffordaz.gov. The City will not disclose Taxpayer Information to a Department employee whose name is not included on this list. City may contact the Department with any questions related to qualified recipients by contacting the Cities Unit at CitiesUnit@azdor.gov.
- 2.2 Use of Information:** Any Taxpayer Information released by City to the Department may only be used by the Department for tax administration and collection purposes, and may not be disclosed to the public in any manner that does not comply with the Model City Tax Code. All Taxpayer Information shall be stored and destroyed in accordance with the Confidentiality Standards.

2.3 Municipal Ordinance:

- (a) City shall provide the Department with a copy of its Municipal Tax Code or any City ordinances imposing the taxes to be collected hereunder within ten calendar days of a request for such information from the Department. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov.
- (b) City shall provide the Department with a copy of any ordinance adopted by City after execution of this Agreement that imposes or modifies the Municipal Taxes to be collected hereunder, including a new or different tax rate as defined by A.R.S. § 42-6053(E), within ten calendar days of Adoption of an Ordinance. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. No such ordinance shall take effect on a date other than the first day of the month that is at least sixty calendar days after City provides notice to the Department unless City and the Department agree otherwise. The Department shall add the change to the official copy of the Model City Tax Code within ten business days of receipt of notice from City. City is responsible for confirming the change has been made. Pursuant to A.R.S. § 42-6053(E)(2), changes in tax rates have no effect unless reflected in the official copy of the Model City Tax Code.
- (c) Within fifteen calendar days following the adoption of an annexation ordinance, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at GIS@azdor.gov. City shall also include with the notice a list of businesses City knows to be located in the annexed area. The Department shall not be obligated to begin collection of Municipal Tax any sooner than the first day of the month that is at least sixty calendar days after the date the Department received notice from City of the annexation.

2.4 Development and Impact Fees: Upon request, City shall provide to the Department any information regarding development and impact fees to assist the Department with the auditing of taxpayers and billing and collection of taxes.

2.5 Audits: Upon request by the Department, City shall allow inspections and copies of any City tax audits.

2.6 Other Information: City shall also provide other relevant information necessary for tax administration and collection purposes as requested by the Department.

2.7 Statutory Authority: The disclosure of confidential City tax information is governed by Model City Tax Code Section 510.

3. Disclosure of Information by Department to City.

3.1 Qualified Recipients of Information: City shall provide a list of the names and job titles of City employees and any independent auditors acting on behalf of City

authorized to receive Confidential Information. City shall inform the Department of any additions, deletions or changes to this list within fifteen calendar days after the change occurs and shall provide an updated list at least annually. This information shall be sent via email to the Cities Unit at CitiesUnit@azdor.gov. The Department will not disclose any Confidential Information to a City employee or independent auditor whose name is not included on this list. The Department may contact City with any questions related to qualified recipients by contacting the Finance Department.

3.2 Suspension of Information: The Department will not withhold Confidential Information from City so long as City complies with A.R.S. § 42-2001 et seq. and the Confidentiality Standards.

- (a) If the Department has information to suggest City, or any of its duly authorized representatives, has violated A.R.S. § 42-2001 or the Confidentiality Standards, the Department will send written notice to City detailing the alleged breach as understood by the Department and requesting a response to the allegation within twenty calendar days of the date of the letter.
- (b) The Department will review the written response from City and consider the information contained therein and all relevant circumstances surrounding the alleged violation before making a written determination as to whether a suspension of information is warranted and the length of the suspension.
- (c) If City is dissatisfied with the Department's determination it may within ten calendar days, submit a written request to SLUG requesting the group review the determination.
- (d) If the Department has information to suggest City has violated the Confidentiality Standards, the Department may inspect City's records, facilities, and equipment to confirm whether there has been a violation.

3.3 Information to be Provided: Within the restrictions outlined in this Section, the Department shall provide all of the information detailed in Appendix B, which may be modified by the mutual agreement of the parties. The Department shall not provide Federal Tax Information to City. In addition to the information detailed in Appendix B, City may obtain upon request:

- (a) Inspections and/or copies of Department tax audits, including all information related to all cities and towns included in the tax audit; and
- (b) Other relevant information necessary for tax administration and collection purposes, including all information necessary to verify City received all revenues collected by the Department on behalf of City.

3.4 Storage and Destruction of Confidential Information: All Confidential Information provided by the Department to City shall be stored, protected, and destroyed in accordance with the Confidentiality Standards.

3.5 Statutory Authority: The Department may disclose Confidential Information to City pursuant to A.R.S. § 42-2003(H) if the information relates to a taxpayer who is or may be taxable by a county, city or town. Any Confidential Information released to City:

- (a) May only be used for internal tax administration purposes as defined in A.R.S. § 42-2001(4); and
- (b) May not be disclosed to the public in any manner that does not comply with the Confidentiality Standards.

A.R.S. § 42-2003(H)(2) provides that any release of Confidential Information that violates the Confidentiality Standards will result in the immediate suspension of any rights of City to receive taxpayer information pursuant to A.R.S. § 42-2003(H).

3.6 Specificity of Data: A.R.S. § 42-6001 provides that taxpayers shall file and pay Municipal Taxes to the Department if the Department has developed the electronic and nonelectronic tools necessary to capture data with sufficient specificity to meet the needs of all taxing jurisdictions, including specific data regarding each tax classification and any corresponding deductions at each business location of the taxpayer. Pursuant to A.R.S. § 42-5015, the electronic system utilized by the Department must be able to capture data with sufficient specificity to meet the needs of the taxing jurisdiction. The Department and City agree that JT2 and TPT2 (as summarized in Appendix C) are required to meet the specificity needs of City.

(a) Non-Program City: If City performed its own Municipal Tax administration, collection, and licensing prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City beginning and from January 1, 2016, the following shall take place:

- (1) The term of the agreement entered into by the Department and City pertaining to City performing municipal licensing services on behalf of the Department shall be extended for one (1) year; and
- (2) All provisions in this Agreement pertaining to the administration, collection, and licensing of Municipal Taxes shall not go into effect until such time as the Department is able to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015, however all language in this Agreement related to audit functions shall remain in full force and effect.

(b) Program Cities/Towns: If the Department performed Municipal Tax administration, collection and licensing for City prior to July 1, 2015, then if the Department is unable to commit by September 1, 2015 that the data detail behind the JT2 and TPT2 will be provided to City beginning and from January

1, 2016, the Department will continue to perform those functions. The continued provision of such service, however, shall not be deemed waiver of any legal rights or remedies afforded to City including, but not limited to, a failure to meet the requirements of A.R.S. § 42-6001 and A.R.S. § 42-5015.

4. Audit.

The Department shall administer the audit functions for City in accordance with the following provisions.

4.1 **Training:** All auditors and supervisors shall be trained in accordance with the policies of the Department. Auditors who have not completed the training may only work in connection with a trained auditor and cannot be the only auditor assigned to the audit. The Department shall:

- (a) Provide audit training at least three times per year, or more frequently if there is a demonstrated need, and be responsible for its costs of the training and any associated materials;
- (b) Provide additional training when practical;
- (c) Notify City of any training sessions at least thirty calendar days before the date of the training session;
- (d) Provide copies of State tax statutes, audit reference materials and audit procedures and manuals;
- (e) Permit City auditors and supervisors to attend any scheduled training as space permits at designated training location: and
- (f) Provide additional training as needed to inform auditors and supervisors regarding changes in State law or Department policy.

4.2 **Conflict of Interest:** An auditor or supervisor trained and authorized to conduct an audit may not conduct any of the following prohibited acts:

- (a) Represent a taxpayer in any tax matter against the Department or City while employed or in an independent contractor relationship with the Department or City.
- (b) Attempt to use his/her official position to secure any valuable thing or valuable benefit for himself/herself or his/her family members.
- (c) Represent a taxpayer before the Department or City concerning any matter in which he/she personally participated for a period of one year after he/she ends employment or the independent contractor relationship with the Department or City.
- (d) Use information he/she acquires in the course of the official duties as an auditor or supervisor in a manner inconsistent with his/her official duties without prior written approval from the Department.

- (e) For a period of one year after he/she ends employment or an independent contractor relationship with the Department or City, work in the same firm as a person who represents a taxpayer against the Department or City unless the firm institutes formal barriers to prevent any sharing of information between the trained auditor or supervisor and the remainder of the firm.

The Department may revoke an individual's authority to audit and prohibit the use of any auditor or supervisor who violates this provision.

4.3 Audits and Refunds:

- (a) City may conduct an audit of a taxpayer engaged in business only in City. Before commencing such audit, City shall notify the Department to ensure the taxpayer is not already scheduled for an audit. The Department will provide City with a written response within fifteen calendar days of the notice from City.
- (b) Except as permitted below, the Department shall conduct all audits of taxpayers having locations in two or more cities or towns. A City auditor may participate in any audit City requested the Department to perform.
- (c) City shall notify the Department if it wants an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business activity is in the following business classifications taxable by City, but not a taxable activity under State law:
 - 1. Residential rentals;
 - 2. Commercial rentals;
 - 3. Speculative Builders; or
 - 4. Advertising.

The Department will authorize such audits, to be overseen by the Department, unless there is already an audit of the taxpayer scheduled, or the Department determines the audit selection is discriminatory, an abuse of process or poses other similar defects. The Department will notify City of its determination within thirty calendar days. No initial audit contact may occur between City and a taxpayer until the Department approves the audit notice.

- (d) City may request the Department conduct an audit of a taxpayer having locations in two or more Arizona cities or towns and whose primary business is subject to both city and state tax. The request must be made using the Department's audit request form. Copies of the form can be obtained from the Department's TPT Hub Unit at HubUnit@azdor.gov. The Department shall notify City of the decision regarding the request within thirty calendar days of receipt of the request.

- (e) The Department may deny a request for an audit for the following reasons:
 - 1. An audit is already scheduled or planned for the taxpayer within six months of the request;
 - 2. The requested audit would interfere with strategic tax administration planning;
 - 3. The audit selection is discriminatory, an abuse of process or poses other similar defects;
 - 4. The request lacks sufficient information for the Department to determine whether it is appropriate;
 - 5. The Taxpayer was audited within the previous two years;
 - 6. The Department lacks sufficient resources to conduct the audit; or
 - 7. The scope or subject of the audit does not justify the use of Department resources.
- (f) If the Department denies a request to conduct an audit because it either lacks resources to conduct the audit itself or the scope or subject of the audit does not justify the use of Department resources then City shall notify the Department if it wants to conduct the audit under the supervision of the Department. No initial audit contact may occur between City and a taxpayer until the Department appoints someone to supervise the audit.
- (g) Any decision by the Department denying City's request to conduct any audit may be referred to SLUG in accordance with Section 13 of this Agreement.
- (h) All audits conducted by City shall be in accordance with standard audit procedures defined in the Department audit manual. All auditors shall be trained in accordance with Section 4.1 above.
- (i) The Department may appoint a manager to supervise any audit conducted by City.
- (j) All audits shall include all taxing jurisdictions in the State regardless of which jurisdiction's auditors participate in the audit. All desk reviews must include all taxing jurisdictions for which there is information available.
- (k) The Department shall issue all audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.
- (l) The Department shall issue Modifications to audit assessments on behalf of all taxing jurisdictions in a single notice to the taxpayer.

4.4 Claims for Refund:

- (a) When a taxpayer files a request for refund, including refunds requested by filing amended returns, the Department shall process the request and review it for mathematical errors or for the failure of the taxpayer to properly compute the tax based on the taxable income reported on the return or refund request.
- (b) The Department will notify City of all refund requests that are processed involving City's Municipal Taxes within thirty calendar days of processing the refund. City may request an audit of the taxpayer as set forth in Section 4.3 above.
- (c) The Department may assign an auditor to review requests for refunds. The Department will notify City, within thirty calendar days of initiating a review, of all refunds under review by an auditor pertaining to a taxpayer who engages in business within City's taxing jurisdiction and may request that City assign an auditor to assist with such reviews.
- (d) City is responsible for payment of all amounts to be refunded to taxpayers for Municipal Tax incorrectly paid to City. The Department may offset a remittance to City under this Agreement to cover the amounts of allowed refunds. If there are insufficient funds available to pay the refund, City must pay the Department within sixty days of written demand from the Department.
- (e) The Department shall issue refund approvals/denials on behalf of all taxing jurisdictions in a single notice to the taxpayer. City may request copies of such determinations.

4.5 Protests: Taxpayer protests of audit assessments and desk review assessments and refund denials shall be directed to the Department. Appeals of audit assessments, desk review assessments and refund denials shall be administered pursuant to Title 42, Chapter 1, Article 6, Arizona Revised Statutes. Upon request, the Department shall notify City of any appeals within 30 days of receipt of the protest.

4.6 Notice of Resolution: The Department shall notify City when a protest is resolved, including information concerning the resolution of the protest, within 30 days after the resolution of a protest.

4.7 Status Reports: The Department shall keep SLUG apprised of the status of each protested matter involving the imposition of Municipal Taxes. City may request to be on a distribution list for monthly status reports by contacting the Department's Cities Unit.

5. Voluntary Disclosure Agreements

The Department may enter into a voluntary disclosure agreement with a taxpayer. A voluntary disclosure agreement may limit the years subject to audit and waive penalties. City may request to be kept informed of voluntary disclosure agreements involving City Municipal Tax. If City makes that request, the Department will notify City of the Department's intent to enter into an agreement and the Department will provide the taxpayer's identity within thirty calendar days of disclosure. City may request an audit of a taxpayer subject to a voluntary disclosure agreement pursuant to Section 4.3 above.

6. License Compliance

6.1 License Issuance and Renewal: The Department shall issue new Municipal Tax licenses and renew such licenses for City Municipal Tax. The Department of Revenue shall provide City with information about all persons obtaining and renewing tax licenses as set forth in Appendix B.

6.2 License Checks: The Department and City shall coordinate efforts to conduct tax license compliance checks through canvassing and other compliance methods.

6.3 Confidentiality: Any tax license information City obtains from the Department is considered Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. Any tax license information City obtains through its own efforts may be disclosed as allowed by applicable City laws.

6.4 Changes to License Fees: Within fifteen calendar days following the Adoption of an Ordinance (or official acknowledgment of approval of an ordinance by voters in an election of a charter city) issuing or modifying a tax license fee, one copy of the ordinance and notification of the effective date of such ordinance shall be sent to the Department via email at CitiesUnit@azdor.gov. The Department shall not be obligated to begin collection of the new or modified fee any sooner than sixty calendar days after the date the Department received the ordinance from City. Notice of an ordinance concerning a renewal tax license fee must be received by the Department by July 31 in order to be collected the following calendar year.

7. Closing Agreements

7.1 **Approval** - The Department shall notify City before entering into a Closing Agreement related to the tax levied and imposed by City. The Department shall seek approval from either City or SLUG before entering into such Closing Agreement. If the Closing Agreement concerns only City, then the Department will attempt to obtain approval from City first, and will only seek approval from SLUG if City is unresponsive or the Department and City cannot reach an agreement. Approval and notice is not required for Modifications of assessments.

- 7.2 **Litigation** - During the course of litigation, the Department shall seek a range of settlement authority from City or SLUG, unless the circumstances prevent such action. The Department may also request a telephonic meeting of SLUG if time and circumstances require immediate action.

8. Responsibility for Representation in Litigation.

- 8.1 Administrative Proceedings:** The Department shall be responsible for coordinating the litigation and defending the assessment or refund denial in any administrative appeals before the Office of Administrative Hearings or the Director of the Department regardless of who conducted the audit. The Department shall be reasonably diligent in defending the interests of City and City shall assist in such representation as may be requested by the Department.
- 8.2 Further Appeals:** The Arizona Attorney General is responsible for defending the assessment or refund denial at the Board of Tax Appeals, the Arizona Tax Court and all higher courts. City shall assist the Attorney General in such representation and litigation as requested by the Attorney General's Office.
- 8.3 Mutual Cooperation:** The Department and City agree they shall cooperate in the appeal and litigation processes and shall ensure their auditors, supervisors, and other necessary employees are available to assist the Department and the Attorney General for informal interviews, providing documents and computer records, preparing for depositions, attending depositions and trial as witnesses, and assisting in trial/hearing preparation as needed.
- 8.4 Administrative Decisions:** The Department shall provide a copy of any and all administrative hearing level decisions, including Director's decisions issued by the Department to all jurisdictions on a distribution list. City may request to be on the distribution list by contacting the Department's Cities Unit. Administrative decisions are Confidential Information and must be stored and destroyed in accordance with the Confidentiality Standards.

9. Collection of Municipal Taxes

- 9.1 Tax Returns:** Taxpayers who are subject to City Municipal Taxes shall pay such taxes to the Department. Tax payments shall be accompanied by a return prepared by taxpayer on a form prescribed by the Department.
- 9.2 Collection:** The Department shall collect any Municipal Tax imposed by City recorded on the Department's tax accounting system. Amounts the Department collects for delinquent City Municipal Tax accounts after the termination of this Agreement shall be forwarded to City.

- 9.3 Remittance:** All amounts collected by the Department for Municipal Taxes under this Agreement shall be remitted to City weekly on the basis of actual collections. The Department shall initiate the electronic payment by noon on the Monday after the end of the week in which the collections were made. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City.
- 9.4 Abatement:** The Department, with the approval of the Attorney General, may abate tax under certain circumstances. During the ordinary course of business, the Department may determine for various reasons that certain accounts shall be closed or cancelled. The Department shall seek input from City or SLUG before abating tax or closing accounts. The Department may request a telephonic meeting of SLUG if time and circumstances require immediate action.
- 9.5 Funds Owed to City:** At all times and under all circumstances payments remitted by a taxpayer to the Department for City Municipal Taxes will be considered property of City. The Department may not retain or fail to remit such funds to City for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City and the Department.

10. Financing Collection of Taxes.

The costs incurred by the Department in administering this Agreement shall be financed through the State general fund appropriation to the Department.

11. Inter-Jurisdictional Transfers.

All inter-jurisdictional transfers of Municipal Tax monies by the Department shall be handled in the following manner:

- 11.1 Requests:** Requests for inter-jurisdictional transfers shall be made to the Department. The Department will review the request and will not automatically accept the request.
- 11.2 Notice:** The Department shall notify City and any other city or town implicated in the requested transfer a minimum of thirty calendar days prior to any inter-jurisdictional transfer of money.
- 11.3 Dispute Resolution:** Any city or town subject to an inter-jurisdictional transfer shall resolve any dispute over the allocation of the tax in accordance with A.R.S. § 42-6003 and the Department shall transfer the funds subject to an inter-jurisdictional transfer in accordance with the agreed upon allocation in a timely manner.

12. Educational Outreach.

City may conduct, at its own expense, educational outreach to taxpayers who are conducting business activities within City's taxing jurisdiction concerning the Model City Tax Code and the collection and administration of Municipal Taxes. Educational outreach shall be consistent with applicable law and Department written guidance. Upon request, City shall provide information to the Department concerning such educational outreach efforts.

13. SLUG.

The Department shall create an advisory group to help resolve issues

- 13.1 Members:** The members shall consist of four seats representing municipal taxing jurisdictions and four seats representing the Department. Member seats may be split so some people fill the position for only certain issues, such as audit selection or collection abatement. There shall also be a list of alternate members, who may be asked by a regular member who is unable to attend a meeting to take that member's place at a SLUG meeting.
- 13.2 Selection:** The Director of the Department shall appoint people to serve as members of SLUG. Municipal taxing jurisdictions shall nominate members from municipal taxing jurisdictions. All members shall serve for a period of one year unless they resign at an earlier date. Members may be appointed to serve consecutive terms. Members appointed to fill vacancies shall serve for the time remaining on the term.
- 13.3 Meetings:** SLUG shall meet on a regular basis and at least monthly unless the members agree to cancel the meetings due to a lack of agenda items. It can schedule additional meetings as necessary to timely discuss issues presented. Alternate members may attend meetings, but cannot participate in any discussion or voting, unless filling the seat of a regular member.
- 13.4 Issues:** City may refer issues to SLUG involving the following:
 - (a) Decisions by the Department to not audit a taxpayer;
 - (b) Amendments to Department audit procedures or manuals;
 - (c) Closing Agreements or a range of settlement authority;
 - (d) Abatement or account closure in collections;
 - (e) Suspension of disclosure of information from the Department; and

(f) Other issues as authorized by the Director of the Department or agreed upon by the parties.

13.5 Recommendations: SLUG shall make recommendations to the Director of the Department. If the recommendation is approved by at least five members of SLUG, the Director will accept the recommendation of SLUG. If SLUG cannot reach a recommendation agreeable to at least five members of the group, the Director may act as he deems to be in the best interests of all parties.

13.6 Voting: Voting shall be by secret ballot.

13.7 Procedures: SLUG may develop procedures concerning the operation of the group as long as they are not inconsistent with this Agreement.

14. Funding of Additional Auditors by City.

14.1 Funding: At the sole discretion of City, City may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City. Such additional auditors funded by City shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City. It is the parties' intention that City funding be used to increase the capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.

14.2 Use of Funds: City funding for additional auditors under this Section shall be used to fund the auditors' salaries and employee related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.

14.3 Pool of Funds: The Department may pool any City funding with any other similar funding provided by other municipal taxing jurisdictions to pay for additional auditors. The Department shall separately account for such funds in its annual budget.

14.4 Accounting: The Department shall provide an annual accounting to City, by August 31 each year describing how City funding was used during the prior fiscal year.

15. Satellite Offices for Department Auditors.

15.1 Funding: City, at its own expense and at its sole discretion, may provide one or more satellite offices and associated amenities for use by Department employees to provide audit and/or customer service to taxpayers. Use of such facilities by Department employees shall be at the sole discretion of the Department. Nothing

in this section shall require the Department to make use of such facilities provided by City.

- 15.2 Requirements:** Any Department employee using a City satellite office must meet reasonable requirements of City related to the use of the facility. City shall be responsible for notifying the Department of any concerns, and the Department shall be responsible for taking appropriate actions to resolve those concerns.
- 15.3 Termination:** Once a satellite office is established, City shall provide at least 180 calendar days written notice to the Department prior to the termination or relocation of a satellite office. The Department may discontinue the use of a satellite office at any time upon notice to City and shall promptly remove all Department property.
- 15.4 License:** All requirements of City and the Department related to the satellite office shall be outlined in a mutually acceptable form of license and subject to separate approval.

16. Non-availability of Funds.

Every payment obligation of the Department and the City pursuant to this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation, except for the rendering of funds to City paid by a taxpayer for Municipal Taxes or tax license fees of City. If funds are not appropriated, allocated and available or if the appropriation is changed resulting in funds no longer being available for the continuance of this Agreement, this Agreement may be terminated at the end of the period for which funds are available. No liability shall accrue to the State in the event this provision is exercised, and the State shall not be obligated or liable for any future payments or for any damages as a result of termination under this Section. The termination of this Agreement shall not entitle the Department to retain any Municipal Tax collected on behalf of City pursuant to this Agreement.

17. Waiver.

Nothing in this Agreement should be interpreted as City relinquishing its legal rights under the Arizona Constitution or other applicable law, nor that City is conceding the administration and collection of its Municipal Tax is not of a local interest or should not be under local control.

18. Cancellation

The requirements of A.R.S. § 38-511 apply to this Agreement. The Department or City may cancel this Agreement, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating this Agreement on behalf of the Department or City is, at any time while this Agreement or any extension is in effect, an

employee, agent or consultant of the other party with respect to the subject matter of this Agreement.

19. Notice.

- (a) When any Notice to City is required under the terms of this Agreement, such Notice shall be mailed to City at the following address, directed to the attention of:

City of Safford
Finance Director
PO Box 272
Safford, Arizona 85548-0272

- (b) When any Notice to the Department is required under the terms of this Agreement, such Notice shall be mailed to:

Arizona Department of Revenue
Attn: Director, Division Code 20
1600 W. Monroe
Phoenix, AZ 85007

Notice to the Department's Hub Unit or City Unit may be mailed to:

Arizona Department of Revenue
Division Code 16
1600 W. Monroe
Phoenix, AZ 85007

20. Non-discrimination.

The Department and City shall comply with Executive Order 2009-9, which mandates all persons, regardless of race, color, religion, sex, age, or national origin, shall have equal access to employment opportunities, and all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Department and City shall take affirmative action to ensure applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.

21. Compliance with Immigration Laws and A.R.S. § 41-4401.

- 21.1** The Department and City shall comply with all Federal immigration laws and regulations relating to employees and warrants compliance with A.R.S. § 23-214(A) which reads in part: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program."

21.2 A breach of compliance with immigration laws and regulations shall be deemed a material breach of this Agreement and may be grounds for the immediate termination of this Agreement.

21.3 The Department and City retain the legal right to inspect the papers of any employee who works on the Agreement to ensure the Department and City is complying with the applicable Federal immigration laws and regulations and State statutes as set forth above.

22. Audit of Records.

City and the Department shall retain all data, books, and other records (“Records”) relating to this Agreement for at least six (6) years (a) after termination of this Agreement, and (b) following each annual renewal thereof. All Records shall be subject to inspection by audit by the State at reasonable times. Upon request, the Department and City shall produce any or all such records. This Agreement is subject to A.R.S. §§ 35-214 and -215.

23. Amendments.

Any amendments to or modifications of this Agreement must be executed in writing in accordance with the provisions of this Agreement.

24. Mutual Cooperation.

In the event of a disagreement between the parties with regard to the terms, provisions and requirements of this Agreement or in the event of the occurrence of any circumstances bearing upon or affecting this Agreement, parties hereby agree to mutually cooperate in order to resolve the said disagreement or deal with the said circumstance.

25. Arbitration.

To the extent required by A.R.S. § 12-1518(B) and as provided for in A.R.S. § 12-133, the parties agree to resolve any dispute arising out of this Agreement by arbitration. The parties agree that any lawsuit filed by City relating to the issues outlined in Section 17 of this Agreement is not considered to be a dispute arising out of this Agreement.

26. Implementation.

The implementation and execution of the provisions of this Agreement shall be the responsibility of the Director of the Department or his representative and the Mayor his/her designee, or another party with designated authority pursuant to applicable law or City charter on behalf of City.

27. Limitations.

Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties in performing functions beyond those granted to them by law, or as requiring the parties to expend any sum in excess of their appropriations.

28. Duration.

- 28.1 The term of this Agreement shall be from July 1, 2015 through June 30, 2016. This Agreement shall automatically be renewed for successive one year terms thereafter unless either party shall terminate this Agreement by notice, in writing, no later than sixty calendar days prior to the expiration of the term then in effect.
- 28.2 If State legislation enacted subsequent to the date of this Agreement substantially affects the performance of this Agreement by either party or substantially diminishes the benefits either party would receive under this Agreement, either party may then terminate this Agreement by giving at least thirty calendar days' notice to the other party. The termination will become effective immediately upon the expiration of the notice period unless otherwise agreed to by the parties.
- 28.3 Notwithstanding any provision to the contrary herein, both parties may by mutual agreement provide for the termination of this contract upon such terms and at such time as is mutually agreeable to them.
- 28.4 Any notice of termination shall be mailed and served on the other party in accordance with Section 19 of this Agreement.
- 28.5 During the term of this Agreement, the terms and conditions of this Agreement will undergo an annual review to be completed no later than March 1st of each year. The review will be performed by a committee made up of equal parts representatives of the Department and representatives of the municipal taxing jurisdictions entering into an IGA with the Department for the administration and collection of Municipal Taxes.

29. Choice of Law.

The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Agreement, and any disputes arising from this Agreement.

30. Entire Agreement.

This document, including other documents referred herein, and any approved subcontracts, amendments and modifications made thereto, shall constitute the entire Agreement between the parties and shall supersede all other understandings, oral or written.

31. Signature Authority.

- 31.1 By signing below, the signer certifies he or she has the authority to enter into this Agreement on behalf of his or her respective party, and he or she has read the foregoing and agrees to accept the provisions herein on said party's behalf.

31.2 This Intergovernmental Agreement may be executed in counterpart.

Signature	Date	Signature	Date
Typed Name and Title		Typed Name and Title	
		Horatio Skeete, City Manager	
Entity Name		Entity Name	
		City of Safford	
Address		Address	
		PO Box 272	
City	State	Zip	
		Safford, Arizona	85548-0272
RESERVED FOR THE ATTORNEY GENERAL:		RESERVED FOR CITY ATTORNEY:	
<p>This agreement between public agencies has been reviewed pursuant to A.R.S. § 11-952 by the undersigned Assistant Attorney General who has determined that it is in proper form and is within the powers and authority granted under the laws of the State of Arizona to the Arizona Department of Revenue represented by the Attorney General.</p> <p style="text-align: center;">MARK BRNOVICH The Attorney General</p> <hr/> <p style="text-align: center;">Signature Assistant Attorney General</p> <p>Date: _____</p>		<p>APPROVED AS TO FORM AND AUTHORITY:</p> <p>BY: _____ CITY ATTORNEY</p> <p>Date: _____</p>	

APPENDIX A

**ARIZONA DEPARTMENT OF REVENUE
CONFIDENTIALITY REQUIREMENTS**

1. Confidential Information

- 1.1 Confidential Information is defined in A.R.S § 42-2001. Confidential Information may not be disclosed except as provided by statute. A.R.S. § 42-2001(B).
- 1.2 License information obtained from the Department of Revenue is Confidential Information and may only be disclosed as authorized by A.R.S. § 42-2003. License information obtained from other sources is not Confidential Information.
- 1.3 Information about a taxpayer's identity obtained from the Department of Revenue is Confidential information and may only be disclosed as authorized by A.R.S. § 42-2003. Identity information obtained from other sources is not Confidential Information.
- 1.4 Confidential Information includes information about a single taxpayer and also aggregated information about a group of identified or identifiable taxpayers. Aggregated information from fewer than three taxpayers in a grouping on a statewide basis or fewer than ten taxpayers in a grouping for an area that is less than state level (city or town) may be Confidential Information. Such information may not be released unless the City/Town Administrator reviews the relevant information concerning the aggregate data and makes a determination in writing that the aggregate data does not reveal information about any specific taxpayer. Such determination should take into consideration the following:
 - a. The proportionality of the tax information applicable to individual members of the group of taxpayers; no individual taxpayer's information should be discernable due to its relative size/taxable sales, compared to other members of the group;
 - b. The total aggregated tax information; the aggregate information cannot allow viewers to draw conclusions about individual taxpayers (e.g., there are 6 car dealers in the city and the total aggregate sales were \$900,000 and none of them reported individual sales above the \$20,000 mark, which would have qualified for the lower tax rate on large purchases)
 - c. Any other factor that could cause the aggregate data to be used to determine information specific to a single taxpayer.

2. Protecting Information

- 2.1 City/Town must identify all places, both physical and logical, where Confidential Information is received, processed and stored and create a plan to adequately secure those areas.

- 2.2 Confidential Information must be protected during transmission, storage, use, and destruction. City/Town must have policies and procedures to document how it protects its information systems, including Confidential Information contained therein. An example of appropriate protection standards is set forth in National Institute of Standards and Technology Special Publication 800-53. The publication may be found at <http://nvlpubs.nist.gov/nistpubs/SpecialPublications/NIST.SP.800-53r4.pdf>
- 2.3 Employees are prohibited from inspecting information unless they have a business reason for the information. Browsing information concerning friends, neighbors, family members, or people in the news is strictly prohibited.
- 2.4 All removable media, including paper and CDs, containing Confidential Information must be secured when not in use and after normal business hours by placing all materials in a locked drawer or cabinet. During use, Confidential Information must be protected so that it is not visible to members of the public or anyone without a business need for the information.
- 2.5 All individuals accessing or storing Confidential Information from an alternative work site must enter into a signed agreement that specifies how the Confidential Information will be protected while at that site. Only trusted employees shall be permitted to access Confidential Information from alternative sites. Confidential Information may not be accessed while in public places such as restaurants, lounges, or pools.
- 2.6 Confidential Information may not be sent outside the local area network by unencrypted email. City/Town is responsible for ensuring in-flight email communications containing Confidential Information are sent through a secure process. This may include encryption of the email message, a secure mailbox controlled by City/Town, an encrypted point-to-point tunnel between the correspondents or use of Transport Layer Security (TLS) between correspondents. The acceptable encryption algorithms are set forth in the standards attached as Exhibit 1, which may be updated to accommodate changed technology.
- 2.7 Confidential Information may not be discussed in elevators, restrooms, the cafeteria, or other public areas. Terminals should be placed in such a manner that prohibits public viewing of Confidential Information.
- 2.8 When transporting confidential materials the materials should be covered so that others cannot see the Confidential Information. When sending Confidential Information by fax a cover sheet should always be used.
- 2.9 Any person with unsupervised access to Confidential Information shall receive training on the confidentiality laws and requirements to protect such information before being given access to such Information and annually thereafter. They must sign certificates after the training acknowledging that they understand their responsibilities. City/Town must keep records to document this training and certification.

3. Disclosure of Information

- 3.1 Confidential Information may only be disclosed as permitted by A.R.S. § 42-2003.
- 3.2 Confidential Information is confidential by statute and, therefore, does not have to be disclosed in response to a public records request. A state agency may deny inspection of public records if the records are confidential by statute. *Berry v. State*, 145 Ariz. 12, 13 699 P.2d 387, 388 (App. 1985).
- 3.3 A taxpayer may designate a person to whom Confidential Information may be disclosed by completing a Department of Revenue Form 285, or such other form that contains the information included in the Form 285. City/Town may contact the Department of Revenue's Disclosure Officer if there are any questions concerning this requirement.

Disposal of Information

- 4.1 All removable media containing Confidential Information must be returned to the Department of Revenue or sanitized before disposal or release from the control of City/Town.
- 4.2 Confidential Information may be destroyed by shredding or burning the materials when no longer needed. Confidential Information may not be disposed of by placing the materials in the garbage or recycle bins. Destruction of Confidential Information may be performed by a third party vendor. City/Town must take appropriate actions to protect the Confidential Information in transit and storage before it is destroyed, such as periodic inspections of the vendor.
- 4.3 Computer system components and devices such as copiers and scanners that have been used to store or process Confidential Information may not be repurposed for non-tax administration uses unless the memory or hard drive of the device is sanitized to ensure under no circumstances Confidential Information can be restored or recovered.

EXHIBIT 1

ENCRYPTION STANDARDS

1.0 Acceptable Encryption Algorithms – The following encryption algorithms are considered acceptable for use in information systems to protect the transmission or storage of Confidential Information and system access.

1.1.1 Acceptable Security Strength – the security strength of an encryption algorithm is a projection of the time frame during which the algorithm and the key length can be expected to provide adequate security. The security strength of encryption algorithms is measured in bits, a measure of the difficulty of discovering the key.

a. The current minimum key strength for Confidential Information is 112 bits.

1.1.2 Symmetric Encryption Algorithms – The following symmetric encryption algorithms are considered acceptable for use.

Algorithm	Reference	Acceptable Key Strengths
Advanced Encryption Standard (AES)	FIPS 197	128, 192 or 256 bits
Triple Data Encryption Algorithm (TDEA) (three key 3DES)	SP 800-67	168 bits

1.1.3 Key Agreement Schemes – The following key agreement schemes are considered acceptable for use

Key Agreement Scheme	Reference	Acceptable Key Strengths	
		Finite Fields	Elliptical Curves
Diffie-Hellman (DH) or MOV	SP 800-56A	P = 2048	N: 224-255 and H=14 N: 256-383 and H=16
	SP 800-135	Q = 224 or 256	N: 384-511 and H=24 N: 512+ and H=32
RSA – based	SP 800-131A	N = 2048	

1.1.4 Hash Functions – The following hash functions are considered acceptable for use

Digital Signature Generation	Digital Signature Verification	Non-digital signature generation applications
SHA-224	SHA-224	SHA-1
SHA-256	SHA-256	SHA-224
SHA-384	SHA-384	SHA-256

SHA-512	SHA-512	SHA-384 SHA-512
---------	---------	--------------------

1.1.5 Digital Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Digital Signature Algorithm	FIPS Publication	Digital Signature Generation Settings	Digital Signature Verification Settings	Relative Strengths
Digital Signature Standard (DSA)	FIPS 186-4	p >= 2048 q = 224	p >= 2048 q = 224	>= 112 bits
RSA Digital Signature	FIPS 186-4	2048	2048	>= 112 bits
ECDSA	FIPS 186-4	224	224	>= 112 bits

1.1.6 Message Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

Hash Algorithms	Hash Generation	Hash Verification
HMAC	>= 112 bits	>= 112 bits
CMAC	AES, 3DES	AES, 3DES
CCM and GCM/GMAC	AES	AES

APPENDIX B

From the effective date of this Agreement until the new functionalities set forth below are implemented, the Department of Revenue will provide the following reports:

City Payment Journal Detail;
City Payment Journal Summary;
New License Report

Within 30 days after the first month's implementation of the JT2, the Department of Revenue will provide a new License Report and License Update Report containing at least the following fields:

NEW LICENSE REPORT AND LICENSE UPDATE REPORT

Fields displayed:

- Region Code
- Run Date
- Report Start Date
- Report End Date
- Update Date
- ID Type
- ID
- Account ID
- Entity Name
- Ownership Type
- License ID
- OTO/Applied For indicator
- Bankruptcy Indicator
- Filing Frequency
- Issue Date
- Account Start Date
- Business Start Date
- Arizona Start Date
- Doc Loc Nbr
- Accounting Method
- Close Date
- Close Code
- Business Description
- NAICS1
- NAICS2
- NAICS3
- NAICS4
- Mailing Street1
- Mailing Street2
- Mailing Street3
- Mailing City

- Mailing State
- Mailing ZIP
- Mailing Country
- Mailing Phone Number
- Mailing Address Add date
- Mailing Address End Date
- Audit Street1
- Audit Street 2
- Audit Street 3
- Audit City
- Audit State
- Audit Zip
- Audit Country
- Audit Phone Number
- Audit Address Add Date
- Audit Address End Date
- Location Code
- Business Codes
- Location Name (DBA)
- Number of Units
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- Location Phone Number
- Location Start Date
- Location End Date
- Primary Location Street 1
- Primary Location Street 2
- Primary Location Street 3
- Primary Location City
- Primary Location State
- Primary Location Zip Code
- Primary Location Country
- Primary Location Phone Number
- Primary Location Start Date
- Primary Location End Date
- Owner Name
- Owner Title
- Owner Name 2
- Owner Title 2
- Owner Name 3
- Owner Title 3

Within 30 days of the implementation of the TPT2, the Department of Revenue will provide the following reports with at least the fields indicated below:

CITY PAYMENT JOURNAL

- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype
- Rev Type

CITY PAYMENT JOURNAL SUMMARY

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Business Code
- Number of Accounts

- Collections

Within 30 days after the first month's implementation of the TPT2, the following reports with at least the fields indicated below:

NO MONEY REPORT

- Region Code
- GL Accounting Period
- Period End Date
- Payment received date
- Return received date
- Payment process date
- Return process date
- Filing Frequency
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Location Street 1
- Location Street 2
- Location Street 3
- Location City
- Location State
- Location Zip
- Location Country
- NAICS
- Business Code
- Doc Loc Nbr
- Pmt Loc Nbr
- Gross Receipts
- Total Deductions
- Tax or Fee Collected
- P & I Collected
- Audit Collections
- Tran Type
- Tran Subtype

DEDUCTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- License ID
- Entity Name

- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Deduction Code
- Deduction Amount
- Tran Type
- Tran Subtype
- Rev Type

Within 30 days after taxes (subject to fund distributions) are collected, the Department of Revenue will provide the following report with at least the fields indicated below:

FUND DISTRIBUTION REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Period End Date
- Payment Received Date
- Return Received Date
- Payment Processed Date
- Return Processed Date
- License ID
- Entity Name
- Location Code
- Location Name (DBA)
- Business Code
- Doc Loc Nbr
- Fund Allocation Code
- Amount Distributed

FUND DISTRIBUTION SUMMARY REPORT

- Region Code
- Run Date
- Report Start Date
- Report End Date
- GL Accounting Period
- Fund Allocation Code
- Amount Distributed

ARIZONA JOINT TAX APPLICATION (JT-2)



License & Registration
ARIZONA DEPARTMENT OF REVENUE
 PO BOX 29032
 Phoenix, AZ 85038-9032

- IMPORTANT!** Incomplete applications WILL NOT BE PROCESSED.
- Please read form instructions while completing the application. Additional information and forms available at www.azdor.gov
 - Required information is designated with an asterisk (*).
 - Return completed application AND applicable license fee(s) to address shown at left.
 - For licensing questions regarding transaction privilege tax, call Taxpayer Information & Assistance: (602) 542-4576

You can file and pay for this application online at www.AZTaxes.gov. It is fast and secure.

SECTION A: Business Information

1* Federal Employer Identification No. or Social Security No. <small><i>if sole proprietor without employees</i></small>		2* License Type – <i>Check all that apply:</i> <input type="checkbox"/> Transaction Privilege Tax (TPT) <input type="checkbox"/> Use Tax <input type="checkbox"/> Withholding/Unemployment Tax <small><i>(if hiring employees)</i></small> <input type="checkbox"/> TPT for Cities ONLY																	
3* Type of Organization/Ownership – <i>Tax exempt organizations must attach a copy of the Internal Revenue Service's letter of determination.</i> <table style="width: 100%; border: none;"> <tr> <td><input type="checkbox"/> Individual/Sole Proprietorship</td> <td><input type="checkbox"/> Subchapter S Corporation</td> <td><input type="checkbox"/> Government</td> <td><input type="checkbox"/> Joint Venture</td> </tr> <tr> <td><input type="checkbox"/> Corporation</td> <td><input type="checkbox"/> Association</td> <td><input type="checkbox"/> Estate</td> <td><input type="checkbox"/> Receivership</td> </tr> <tr> <td>State of Inc. _____</td> <td><input type="checkbox"/> Partnership</td> <td><input type="checkbox"/> Trust</td> <td></td> </tr> <tr> <td>Date of Inc. <u>M,M,D,D,Y,Y,Y,Y</u></td> <td><input type="checkbox"/> Limited Liability Company</td> <td><input type="checkbox"/> Limited Liability Partnership</td> <td></td> </tr> </table>				<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Subchapter S Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Joint Venture	<input type="checkbox"/> Corporation	<input type="checkbox"/> Association	<input type="checkbox"/> Estate	<input type="checkbox"/> Receivership	State of Inc. _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust		Date of Inc. <u>M,M,D,D,Y,Y,Y,Y</u>	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership	
<input type="checkbox"/> Individual/Sole Proprietorship	<input type="checkbox"/> Subchapter S Corporation	<input type="checkbox"/> Government	<input type="checkbox"/> Joint Venture																
<input type="checkbox"/> Corporation	<input type="checkbox"/> Association	<input type="checkbox"/> Estate	<input type="checkbox"/> Receivership																
State of Inc. _____	<input type="checkbox"/> Partnership	<input type="checkbox"/> Trust																	
Date of Inc. <u>M,M,D,D,Y,Y,Y,Y</u>	<input type="checkbox"/> Limited Liability Company	<input type="checkbox"/> Limited Liability Partnership																	
4* Legal Business Name																			
5* Mailing Address – number and street County/Region		City State ZIP Code Country																	
6* Business Phone No. <small><i>(with area code)</i></small>	7 Email Address	8 Fax Number <small><i>(with area code)</i></small>																	
9* Description of Business: <i>Describe merchandise sold or taxable activity.</i>																			
10* NAICS Codes: Available at www.azdor.gov																			
11* Did you acquire or change the legal form of an existing business? <input type="checkbox"/> No <input type="checkbox"/> Yes → You must complete Section F.		12* Are you a construction contractor? <input type="checkbox"/> No <input type="checkbox"/> Yes <small><i>(see bonding requirements)</i></small>																	
BONDING REQUIREMENTS: Prior to the issuance of a Transaction Privilege Tax license, new or out-of-state contractors are required to post a Taxpayer Bond for Contractors unless the contractor qualifies for an exemption from the bonding requirement. The primary type of contracting being performed determines the amount of bond to be posted. Bonds may also be required from applicants who are delinquent in paying Arizona taxes or have a history of delinquencies. Refer to the publication, Taxpayer Bonds, available online at www.azdor.gov or in Arizona Department of Revenue offices.																			
WITHHOLDING LICENSE ONLY																			
13* Withholding Physical Location <small>Number and street <i>(Do not use PO Box, PMB or route numbers)</i></small>		City State ZIP Code Country																	

Continued on page 2 →

FOR AGENCY USE ONLY	
<input type="checkbox"/> New	ACCOUNT NUMBER DLN
<input type="checkbox"/> Change	START TRANSACTION PRIVILEGE TAX
<input type="checkbox"/> Revise	S/E DATE WITHHOLDING / SSN / EIN
<input type="checkbox"/> Reopen	COMPLETED DATE EMPLOYEE'S NAME
	LIABILITY LIABILITY ESTABLISHED

CASHIER'S STAMP ONLY. DO NOT MARK IN THIS AREA.

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

SECTION B: Identification of Owners, Partners, Corporate Officers Members/Managing Members or Officials of this Employing Unit

If you need more space, attach Additional Owner, Partner, Corporate Officer(s) form available at www.azdor.gov. If the owner, partners, corporate officers or combination of partners or corporate officers, members and/or managing members own more than 50% of or control another business in Arizona, attach a list of the businesses, percentages owned and unemployment insurance account numbers or provide a Power of Attorney (Form 285) which must be filled out and signed by an authorized corporate officer.

Owner 1	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country
Owner 2	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country
Owner 3	*Social Security No.	*Title	*Last Name	First Name	Middle Intl.
	*Street Address		*City	*State	* % Owned
	*ZIP Code	*County	*Phone Number (with area code)		*Country

SECTION C: Transaction Privilege Tax (TPT)

1* Date Business Started in Arizona <i>M, M, D, D, Y, Y, Y, Y</i>	2* Date Sales Began <i>M, M, D, D, Y, Y, Y, Y</i>	3 What is your anticipated annual income for your first twelve months of business?
4 Filing Frequency <input type="checkbox"/> Monthly <input type="checkbox"/> Quarterly <input type="checkbox"/> Seasonal <input type="checkbox"/> Annual If seasonal filer, check the months for which you intend to do business: <input type="checkbox"/> JAN <input type="checkbox"/> FEB <input type="checkbox"/> MAR <input type="checkbox"/> APR <input type="checkbox"/> MAY <input type="checkbox"/> JUN <input type="checkbox"/> JUL <input type="checkbox"/> AUG <input type="checkbox"/> SEP <input type="checkbox"/> OCT <input type="checkbox"/> NOV <input type="checkbox"/> DEC		
5 Does your business sell tobacco products? <input type="checkbox"/> Yes → <input type="checkbox"/> Retailer OR <input type="checkbox"/> Distributor	6 TPT Filing Method <input type="checkbox"/> Cash Receipts <input type="checkbox"/> Accrual	7 Does your business sell new motor vehicle tires or vehicles? <input type="checkbox"/> Yes → You will have to file Motor Vehicle Tire Fee form available at www.azdor.gov
8* Tax Records Physical Location – number and street <i>(Do not use PO Box, PMB or route numbers)</i>		City State ZIP Code
County		Country
9* Name of Contact		* Phone Number (with area code) Extension

SECTION D: Transaction Privilege Tax (TPT) Physical Location

1* Business Name, "Doing Business As" or Trade Name at this Physical Location				
2* Physical Location of Business or Commercial/Residential Rental Number and street <i>(Do not use PO Box, PMB or route numbers)</i>		City	State	ZIP Code
County/Region		Country		
Residential Rental Only – Number of Units		Reporting City <i>(if different than the physical location city)</i>		
3* Additional County/Region Indian Reservation: County/Region and Indian Reservation Codes available at www.azdor.gov				
County/Region		City		
Business Codes (Include all codes that apply): See instructions. Complete list available at www.azdor.gov				
State/County		City		

If you need more space, attach Additional Business Locations form available at www.azdor.gov

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

SECTION E: Withholding & Unemployment Tax Applicants

<p>1* Regarding THIS application, Date Employees First Hired in Arizona M, M D, D Y, Y, Y, Y</p>	<p>2 Are you liable for Federal Unemployment Tax? <input type="checkbox"/> Yes → First year of liability: Y, Y, Y, Y</p>								
<p>3 Are individuals performing services that are excluded from withholding or unemployment tax? <input type="checkbox"/> Yes → Describe services: _____</p>	<p>4 Do you have an IRS ruling that grants an exclusion from Federal Unemployment Tax? <input type="checkbox"/> Yes → Attach a copy of the Ruling Letter.</p>								
<p>5 Do you have, or have you previously had, an Arizona unemployment tax number? <input type="checkbox"/> No <input type="checkbox"/> Yes → Business Name: _____ Unemployment Tax Number: _____</p>									
<p>6 First calendar quarter Arizona employees were/will be hired and paid (indicate quarter as 1, 2, 3, 4):</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:25%;">Hired Year</th> <th style="width:25%;">Hired Quarter</th> <th style="width:25%;">Paid Year</th> <th style="width:25%;">Paid Quarter</th> </tr> <tr> <td style="text-align: center;">Y, Y, Y, Y</td> <td style="text-align: center;">Q</td> <td style="text-align: center;">Y, Y, Y, Y</td> <td style="text-align: center;">Q</td> </tr> </table>	Hired Year	Hired Quarter	Paid Year	Paid Quarter	Y, Y, Y, Y	Q	Y, Y, Y, Y	Q
Hired Year	Hired Quarter	Paid Year	Paid Quarter						
Y, Y, Y, Y	Q	Y, Y, Y, Y	Q						
<p>7 When did/will you first pay a total of \$1,500 or more gross wages in a calendar quarter? (indicate quarter as 1, 2, 3, 4) Exceptions: \$20,000 gross cash wages Agricultural: \$1,000 gross cash wages Domestic/Household: not applicable to 501(c)(3) Non-Profit.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Year</th> <th style="width:50%;">Quarter</th> </tr> <tr> <td style="text-align: center;">Y, Y, Y, Y</td> <td style="text-align: center;">Q</td> </tr> </table>	Year	Quarter	Y, Y, Y, Y	Q				
Year	Quarter								
Y, Y, Y, Y	Q								
<p>8 When did/will you first reach the 20th week of employing 1 or more individuals for some portion of a day in each of 20 different weeks in the same calendar year? (indicate quarter as 1, 2, 3, 4) Exceptions: 10 or more individuals Agricultural; 4 or more individuals 501(c)(3) Non-Profit; not applicable to Domestic/Household.</p>	<table border="1" style="width:100%; border-collapse: collapse;"> <tr> <th style="width:50%;">Year</th> <th style="width:50%;">Quarter</th> </tr> <tr> <td style="text-align: center;">Y, Y, Y, Y</td> <td style="text-align: center;">Q</td> </tr> </table>	Year	Quarter	Y, Y, Y, Y	Q				
Year	Quarter								
Y, Y, Y, Y	Q								

SECTION F: Acquired Business Information

If you answered "Yes" to Section A, question 11, you must complete Section F.

<p>1* Did you acquire or change all or part of an existing business? <input type="checkbox"/> All <input type="checkbox"/> Part</p>	<p>2* Date of Acquisition M, M D, D Y, Y, Y, Y</p>	<p>3* EIN of Business Under Previous Owner</p>
<p>4* Previous Owner's Telephone Number</p>	<p>5* Name of Business Under Previous Owner</p>	<p>6* Name of Previous Owner</p>
<p>7* Did you change the legal form of all or part of the Arizona operations of your existing business? (e.g., change from sole proprietor to corporation or etc.) <input type="checkbox"/> All <input type="checkbox"/> Part</p>	<p>8* Date of Change M, M D, D Y, Y, Y, Y</p>	<p>9* EIN of Previous Legal Form</p>

SECTION G: AZTaxes.gov Security Administrator (authorized users)

By electing to register for www.AZTaxes.gov, you can have online access to account information, file and pay Arizona transaction privilege, use, and withholding taxes. You may also designate authorized users to access these services. Please provide the name of the authorized user for AZTaxes.gov.

Name of Authorized User
Title
Email Address
Phone Number (with area code)

SECTION H: Required Signatures

This application must be signed by either a sole owner, at least two partners, managing member or corporate officer legally responsible for the business, trustee or receiver or representative of an estate that has been listed in Section B.

Under penalty of perjury I (we), the applicant, declare that the information provided on this application is true and correct. I (we) hereby authorize the security administrator, if one is listed in Section G, to access the AZTaxes.gov site for the business identified in Section A. This authority is to remain in full force and effect until the Arizona Department of Revenue has received written termination notification from an authorized officer.

1 Print or Type Name	2 Print or Type Name
Title	Title
Date	Date
Signature	Signature

This application must be completed, signed, and returned as provided by A.R.S. § 23-722.

Equal Opportunity Employer/Program
 This application available in alternative formats at Unemployment Insurance Tax Office.

PLEASE COMPLETE SECTION I: STATE/COUNTY & CITY LICENSE FEE WORKSHEET TO CALCULATE AND REMIT TOTAL AMOUNT DUE WITH THIS APPLICATION.

Name (as shown on page 1)	FEIN or SSN (as shown on page 1)
---------------------------	----------------------------------

SECTION I: State/County & City License Fee Worksheet

ALL FEES ARE SUBJECT TO CHANGE. Check for updates at azdor.gov.

To calculate **CITY FEE**: Multiply **No. of Locations** by the **License Fee** and enter sum in **License Subtotal**.

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		\$50.00		Goodyear	GY		\$5.00		Sahuarita	SA		\$5.00	
Avondale	AV		\$40.00		Guadalupe	GU		\$2.00		San Luis	SU		\$2.00	
Benson	BS		\$5.00		Hayden	HY		\$5.00		Scottsdale	SC		\$50.00	
Bisbee	BB		\$1.00		Holbrook	HB		\$1.00		Sedona	SE		\$2.00	
Buckeye	BE		\$2.00		Huachuca City	HC		\$2.00		Show Low	SL		\$2.00	
Bullhead City	BH		\$2.00		Jerome	JO		\$2.00		Sierra Vista	SR		\$1.00	
Camp Verde	CE		\$2.00		Kearny	KN		\$2.00		Snowflake	SN		\$2.00	
Carefree	CA		\$10.00		Kingman	KM		\$2.00		Somerton	SO		\$2.00	
Casa Grande	CG		\$2.00		Lake Havasu	LH		\$5.00		South Tucson	ST		\$2.00	
Cave Creek	CK		\$20.00		Litchfield Park	LP		\$2.00		Springerville	SV		\$5.00	
Chandler	CH		\$50.00		Mammoth	MH		\$2.00		St. Johns	SJ		\$2.00	
Chino Valley	CV		\$2.00		Marana	MA		\$5.00		Star Valley	SY		\$2.00	
Clarkdale	CD		\$2.00		Maricopa	MP		\$2.00		Superior	SI		\$2.00	
Clifton	CF		\$2.00		Mesa	ME		\$30.00		Surprise	SP		\$10.00	
Colorado City	CC		\$2.00		Miami	MM		\$2.00		Taylor	TL		\$2.00	
Coolidge	CL		\$2.00		Nogales	NO		\$25.00		Tempe	TE		\$50.00	
Cottonwood	CW		\$2.00		Oro Valley	OR		\$12.00		Thatcher	TC		\$2.00	
Dewey/Humboldt	DH		\$2.00		Page	PG		\$2.00		Tolleson	TN		\$2.00	
Douglas	DL		\$5.00		Paradise Valley	PV		\$2.00		Tombstone	TS		\$1.00	
Duncan	DC		\$2.00		Parker	PK		\$2.00		Tucson	TU		\$45.00	
Eagar	EG		\$10.00		Patagonia	PA		\$25.00		Tusayan	TY		\$2.00	
El Mirage	EM		\$15.00		Payson	PS		\$2.00		Wellton	WT		\$2.00	
Eloy	EL		\$10.00		Peoria	PE		\$50.00		Wickenburg	WB		\$2.00	
Flagstaff	FS		\$46.00		Phoenix	PX		\$50.00		Willcox	WC		\$25.00	
Florence	FL		\$2.00		Pima	PM		\$2.00		Williams	WL		\$2.00	
Fountain Hills	FH		\$2.00		Pinetop/Lakeside	PP		\$2.00		Winkelman	WM		\$2.00	
Fredonia	FD		\$10.00		Prescott	PR		\$25.00		Winslow	WS		\$10.00	
Gila Bend	GI		\$2.00		Prescott Valley	PL		\$2.00		Youngtown	YT		\$10.00	
Gilbert	GB		\$2.00		Quartzsite	QZ		\$2.00		Yuma	YM		\$2.00	
Glendale	GE		50.00		Queen Creek	QC		\$2.00						
Globe	GL		\$2.00		Safford	SF		\$2.00						

Subtotal City License Fees (column 1)	Subtotal City License Fees (column 2)	Subtotal City License Fees (column 3)
\$	\$	\$

AA TOTAL City License Fee(s) (column 1 + 2 + 3)..... \$

	No. of Loc's	Fee per Location	TOTAL
BB TOTAL State License Fee(s): Calculate by multiplying number of business locations by \$12.00		\$12.00	\$
Residential Rental License Fees - Multiply the number of units per locations by \$2.00 (\$50.00 Annual Cap per license).			
	No. of Units	No. of Loc's	City Fee
ONLY CHANDLER, PHOENIX, and SCOTTSDALE need to use this section, and NOT the fee chart above, to calculate license fee(s). The amount for each city CANNOT EXCEED \$50.00	Residential Rental License-Chandler		\$
	Residential Rental License-Phoenix		\$
	Residential Rental License-Scottsdale		\$

CC TOTAL City Residential Rental License Fees (Add Chandler, Phoenix, & Scottsdale)..... \$

DD TOTAL DUE (Add lines AA + BB + CC)..... \$

- Make check payable to Arizona Department of Revenue.
- Include FEIN or SSN on payment.
- Do not send cash.
- License will not be issued without full payment of fee.

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

LICENSE NUMBER: _____

STATE (AZ) /COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
	REG. CODE	NAME OF REGION	BUS. CODE	DESC. OF BUS. ACTIVITY	GROSS RECEIPTS	DEDUCTIONS FROM SCHEDULE A	(F) - (G) = (H) NET TAXABLE	AZ / COUNTY TAX RATE	(H) X (I) = (J) TOTAL TAX	ACCTNG CREDIT RATE	(H) X (K) = (L) ACCOUNTING CREDIT	(J) - (L) = (M) AZ/COUNTY TAX DUE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
GG SUBTOTAL												
HH TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S)												
II TOTAL (LINE GG + LINE HH = LINE II)												
JJ EXCESS TAX COLLECTED												
KK EXCESS TAX ACCOUNTING CREDIT: (SEE INSTRUCTIONS)												
LL NET AZ/COUNTY EXCESS TAX COLLECTED (LINE JJ, COLUMN (M) - LINE KK, COLUMN (M))												
MM NET AZ/COUNTY TAX (LINE II, COLUMN (M) + LINE LL, COLUMN (M))												

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)

LICENSE NUMBER: _____

PAGE 3 OF _____

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, www.azdor.gov)

(A) LOC. CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS FROM SCHEDULE A	(H) (F) - (G) = (H) NET TAXABLE	(I) CITY TAX RATE	(J) (H) X (I) = (J) TOTAL TAX	(K)	(L) CITY CREDIT	(M) (J) - (L) = (M) CITY TAX DUE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
NN	CITY SUBTOTAL											
OO	CITY SUBTOTALS FROM ADDITIONAL CITY PAGE(S)											
PP	CITY TOTAL (LINE NN + LINE OO = LINE PP)											
QQ	CITY EXCESS TAX COLLECTED											
RR	NET CITY TAX (LINE PP, COLUMN (M) + LINE QQ, COLUMN (M))											

FINAL

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)
ADDITIONAL TRANSACTIONS

LICENSE NUMBER: _____

PAGE 2A OF _____

STATE (AZ) /COUNTY TRANSACTION DETAIL (See Table 1 on the Tax Rate Table, www.azdor.gov)

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
	REG. CODE	NAME OF REGION	BUS. CODE	DESC. OF BUS. ACTIVITY	GROSS RECEIPTS	DEDUCTIONS FROM SCHEDULE A	(F) - (G) = (H) NET TAXABLE	AZ / COUNTY TAX RATE	(H) X (I) = (J) TOTAL TAX	ACCTNG CREDIT RATE	(H) X (K) = (L) ACCOUNTING CREDIT	(J) - (L) = (M) AZ/COUNTY TAX DUE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
AZ/COUNTY SUBTOTAL					\$	\$					\$	\$

ADD SUBTOTALS OF AZ/COUNTY ADDITIONAL TRANSACTIONS TO THE 2ND PAGE OF RETURN

TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX RETURN - (TPT-2)
ADDITIONAL TRANSACTIONS

LICENSE NUMBER: _____

PAGE 3A OF _____

CITY TRANSACTION DETAIL (See Table 2 on the Tax Rate Table, www.azdor.gov)

(A) LOC. CODE	(B) CITY CODE	(C) NAME OF CITY	(D) BUS. CODE	(E) DESC. OF BUS. ACTIVITY	(F) GROSS RECEIPTS	(G) DEDUCTIONS FROM SCHEDULE A	(H) (F) - (G) = (H) NET TAXABLE	(I) CITY TAX RATE	(J) (H) X (I) = (J) TOTAL TAX	(K)	(L) CITY CREDIT	(M) (J) - (L) = (M) CITY TAX DUE
1												
2												
3												
4												
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
CITY SUBTOTAL					\$	\$				\$	\$	

ADD SUBTOTALS OF CITY ADDITIONAL TRANSACTIONS TO THE 3RD PAGE OF RETURN

TPT-2 – SCHEDULE A DEDUCTIONS – STATE/COUNTY TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX

LICENSE NUMBER: _____

Page ____ of ____

STATE (AZ) /COUNTY DEDUCTIONS DETAIL

	(A)	(B) REGION CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1					\$	
2					\$	
3					\$	
4					\$	
5					\$	
6					\$	
7					\$	
8					\$	
9					\$	
10					\$	
11					\$	
12					\$	
13					\$	
14					\$	
15					\$	
16					\$	
17					\$	
18					\$	
19					\$	
20					\$	
21					\$	
22					\$	
23					\$	
24					\$	
25					\$	
26					\$	
27					\$	
28					\$	
29					\$	
30					\$	
31					\$	
32					\$	
33					\$	
34					\$	
35					\$	
AA	SUBTOTAL OF DEDUCTIONS.....				\$	
BB	DEDUCTION TOTALS FROM ADDITIONAL AZ/COUNTY PAGE(S) ...				\$	
CC	TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....				\$	

TOTAL MUST EQUAL TOTAL ON PAGE 2, LINE II, COLUMN G

FINAL

**TPT-2 – SCHEDULE A DEDUCTIONS – CITY
TRANSACTION PRIVILEGE, USE, AND SEVERANCE TAX**

LICENSE NUMBER: _____

Page ____ of ____

CITY DEDUCTIONS DETAIL

	(A) LOCATION CODE	(B) CITY CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1					\$	
2					\$	
3					\$	
4					\$	
5					\$	
6					\$	
7					\$	
8					\$	
9					\$	
10					\$	
11					\$	
12					\$	
13					\$	
14					\$	
15					\$	
16					\$	
17					\$	
18					\$	
19					\$	
20					\$	
21					\$	
22					\$	
23					\$	
24					\$	
25					\$	
26					\$	
27					\$	
28					\$	
29					\$	
30					\$	
31					\$	
32					\$	
33					\$	
34					\$	
35					\$	
AA	SUBTOTAL OF DEDUCTIONS.....				\$	
BB	DEDUCTION TOTALS FROM ADDITIONAL CITY PAGE(S).....				\$	
CC	TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....				\$	

TOTAL MUST EQUAL TOTAL ON PAGE 3, LINE PP, COLUMN G

FINAL