



# AGENDA

# 6:00 PM

CITY OF SAFFORD, CITY COUNCIL MEETING

MONDAY, OCTOBER 12, 2015

MEETING LOCATION: SAFFORD LIBRARY PROGRAM ROOM ♦ 808 S 7<sup>TH</sup> AVENUE, SAFFORD, ARIZONA

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

*City Council Meeting Agendas are available on the city's website at: [www.cityofsafford.us](http://www.cityofsafford.us). A copy of agenda background material provided to Council members, with the exception of material relating to possible executive sessions, is available for public inspection at the City Clerk's Office, 717 Main Street; Monday –Thursday 7:00 a.m. – 6:00 p.m.*

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

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

*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.*

1. **WELCOME AND CALL TO ORDER:** (Reminder: Please turn off cell phones)
2. **ROLL CALL:**
3. **PLEDGE OF ALLEGIANCE TO THE FLAG:** Mayor Gibbs will lead the Pledge of Allegiance to the Flag.
4. **OPENING PRAYER:** Pastor David Chapman will offer the opening prayer.
5. **CITIZEN COMMENTS ON AGENDA ITEMS:**
6. **NEW/OLD BUSINESS:**
  1. Provide information to the Mayor and City Council concerning the draft City of Safford Water Efficiency Ordinance. (Staff, Dustin Welker)  
**INFORMATION/DISCUSSION/ACTION**
7. **CONSENT RESOLUTIONS:**
  1. Consider approving and adopting Resolution Number 15-031 allowing the City Manager to secure a grant for state funds from the State of Arizona, Department of Transportation, for the purpose of aiding in financing a project for construction of improvements at the Safford Regional Airport.(staff Randy Petty) **INFORMATION/DISCUSSION/ACTION**
8. **CONTRACTS, AGREEMENTS, BIDS:**
  1. Consider awarding the 8<sup>th</sup> Ave Substation Upgrade-Construction, COS Project No. 69-665, to Strategic Construction Solutions, Inc.(Staff, Jenny Howard) **INFORMATION/DISCUSSION/ACTION**
  2. Consider awarding the 8<sup>th</sup> Ave Substation Upgrade-Wire, COS Project No. 69-665, to Wesco Distribution. (Staff, Jenny Howard) **INFORMATION/DISCUSSION/ACTION**
9. **PRESENTATION:**
  1. Continuation of Departmental Goals.(Staff, Clifford Davis)
    - Planning and Community Development
    - Public Works/Engineering
    - Utilities**INFORMATION/DISCUSSION**



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## GUIDELINES FOR CITIZEN COMMENTS ON AGENDA ITEMS

### PURPOSE:

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

### PROCEDURES:

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

## GUIDELINES FOR CITIZEN COMMENTS ON NON AGENDA ITEMS

### PURPOSE:

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

### PROCEDURES:

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

## 10. COUNCIL OR STAFF REQUESTS FOR AGENDA ITEMS:

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

- October 17 - Harvest Festival & SHS Reunion
- October 19-24 General Plan Update Charrette
- October 24 - CORE Event
- October 26 – Council Meeting

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

## 13. EXECUTIVE SESSION: Pursuant to Arizona Revised Statutes §38-431.03.A.3 and A.4 the City Council will enter executive session to:

1. Discuss contract negotiations with Springbok Development and direction to counsel regarding such negotiations and possible direction concerning litigation.
2. Discuss negotiations with Graham County Chamber of Commerce membership and possible directions to counsel regarding same.

## 15. ADJOURN:

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Tamara Webster, Administrative Assistant

Posted: Thursday, October 8, 2015 @ 5:10 p.m.



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**CITY COUNCIL COMMUNICATION**

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**TO: Mayor and City Council**  
**FROM: Dustin Welker, Planning and Community Development Director**  
**SUBJECT: Water Efficiency Ordinance Discussion**  
**DATE: October 12, 2015**

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**Purpose and Recommended Action:** Discussion on a regional Water Efficiency Ordinance.

**Background:** A regional Water Efficiency Ordinance was presented in a joint Council and Supervisor meeting on September 23<sup>rd</sup>. Officials at the meeting supported the direction of the ordinance and agreed to discuss the ordinance within their own jurisdictions and meet jointly at a later date.

**Attachments:** Water Efficiency Goals and Recommendations, Water Efficiency Ordinance

## Water Efficiency Goals and Recommendations

**Goal:** To preserve water for future generations by educating the community regarding the need for and benefit of reducing water use, implementing new waters efficiency policies and changing water use habits and behaviors of county residents.

### Recommendations:

#### EDUCATION

- Provide a regional water advisory board managing an overarching water management plan for Graham County
- Create a website that displays actively monitored hydrologic conditions
- Continue to provide a water education program for classrooms
- Provide water education at events in Graham County throughout the year
- Provide literature for water conservation available through numerous sources
- Provide water use analysis to property owners
- Provide an irrigation schedule for different times of the year
- Establish and provide target water budgets for households and the community

#### AUGMENTATION

- Connect Safford and the Graham County Cooperative water systems and create a joint emergency plan
- Continue developing the Safford reclaimed water system
- Create additional Storage throughout the valley
- Continue exploring new water sources

#### CONSERVATION

- Graham County, Safford, Thatcher and Pima adopt a uniform Water Efficiency Ordinance to promote water conservation for new development.
- Implement an incentive rebate program that encourages existing construction to be brought up to Water Efficiency Ordinance standards for the following elements:
  - Gray Water
  - Water Harvesting
  - Smart Water Controllers
  - Efficient Irrigation Systems
  - Turf Removal
  - Washing Machines
  - Fixtures: Waterless urinals, low use toilets and faucets
- An example of an incentive rebate program below is from Albuquerque:

[http://www.abcwua.org/Water\\_Saving\\_Rebates.aspx](http://www.abcwua.org/Water_Saving_Rebates.aspx)

## **GRAHAM COUNTY WATER EFFICIENCY STANDARDS**

### **PURPOSE**

The purpose of this section is to establish minimum standards for water consumption with the intent to conserve limited water resources within Graham County.

### **DEFINITIONS**

"Active Recreational Areas" means any public area designated and primarily used for athletic fields, playgrounds, golf courses, and other like uses.

"Common Area" means areas in a development designated for common use, but not including active recreational areas in developments.

"Efficient Irrigation System" means a permanent system that delivers water in sufficient supply to meet the turf, plants, and trees water consumption requirements, directly to the plant material without causing loss of water due to surface runoff, excessive infiltration, or excessive evaporation.

"Gray water" means wastewater that originates from residential clothes washers, bathtubs, showers, and sinks not including the kitchen, and does not include wastewater from toilets.

"Landscapable Area" means the area of a lot less the footprint of the primary structure.

"Landscape Plan" means a commercial or residential site plan designating proposed locations of components and types of plants and irrigation systems including gray water and water harvesting systems.

"Lot" means a legally created parcel of land occupied or intended for occupancy by one (1) or more main buildings together with accessory buildings.

"Public Facilities" means governmental owned and operated properties, including utility, recreational, and educational facilities.

"Turf" means a surface layer of earth containing annual or perennial grasses.

"Water-Intensive Landscaped Area" means an area of land consisting primarily of turf, and plants and trees not listed in the [Graham County Low Water Use Plant List](#) or any approved modifications to the list. Included is the total surface area of all water features (i.e. swimming pools of any size, fountains, ponds, water courses, waterfalls, and other artificial water structures) filled or refilled with water from any source.

“Water Harvesting” means the process of intercepting storm water from a surface such as a roof, hard surface, land surface, and putting it to beneficial use.

### **GENERAL REQUIREMENTS**

A landscape plan shall be required for the establishment of any new landscaping on any lot within the city/town/county.

All turf, plants and trees shall be watered by an efficient irrigation system.

No turf areas may be less than eight (8) feet in length or width.

Plants and trees listed on the [Graham County Low Water Use Plant List](#) may be used without limitation. Turf, plants and trees not listed in the [Graham County Low Water Use Plant List](#) are considered water-intensive landscaped areas and are limited as described in the following sections.

### **NEW SINGLE FAMILY AND MULTI-FAMILY DEVELOPMENT COMMON AREAS**

The amount of water-intensive landscaped areas in common areas of new single family and multi-family developments shall not exceed 15% of the total landscapable area. If reclaimed water is used on such common areas, the area may be increased to 25%.

### **NEW SINGLE FAMILY LOTS**

The amount of water-intensive landscaping shall not exceed the following:

- 20% - Lots under 10,000 sq. ft.
- 15% - Lots 10,000 sq. ft. to 20,000 sq. ft.
- 10% - Lots 20,000 sq. ft. and over

### **COMMERCIAL/INDUSTRIAL LOTS**

The amount of water-intensive landscaping shall not exceed 15% of the landscapable area.

### **PUBLIC FACILITIES**

The amount of water-intensive landscaping shall not exceed 15% of the landscapable area. Active recreational areas are exempt from this limitation.

### **RIGHT OF WAYS**

Turf, plants and trees not listed in the [Graham County Low Water Use Plant List](#) shall be prohibited in all rights-of-way, whether or not reclaimed water is used to irrigate.

### **NEW INSTALLATION OF INDOOR FIXTURES**

New installation of plumbing fixtures must meet the following minimums for high water efficiency ratings:

- |                        |                              |
|------------------------|------------------------------|
| Toilet:                | 1.6 gallons per flush (gpf)  |
| Urinal for Commercial: | Waterless                    |
| Showerheads:           | 2.5 gallons per minute (gpm) |

Faucets: 2.2 gpm for residential, 0.5 gpm for commercial or public with automatic shutoff

### **SWIMMING POOLS**

Swimming pools shall be equipped with pool covers and shall be in place any time the pool is not in use. Pool covers must be customized to minimize evaporation and must cover the shape of the pool entirely and be made of a durable material. If pools require backwashing, water shall not be drained onto streets or right of ways and shall be utilized and retained within the property boundaries.

### **GRAY WATER**

Gray water systems are encouraged. Gray water originating from the residence shall be used and contained within the property boundary for household gardening, composting, lawn watering, or landscape irrigation. Human contact with gray water and soil irrigated by gray water should be avoided. Gray water requirements are as follows:

1. Surface application of gray water is not used for irrigation of food plants that have an edible portion that comes in direct contact with gray water.
2. The gray water shall not contain hazardous chemicals derived from activities such as cleaning car parts, washing greasy or oily rags, or disposing of waste solutions from home photo labs or similar hobbyist or home occupational activities.
3. The gray water system shall be constructed so that if blockage, plugging, overflow, or backup of the system occurs, gray water can be directed into the sewage collection system. The gray water system may include a means of filtration to reduce plugging and extend system lifetime.
4. Any gray water storage tank is covered to restrict access and to eliminate habitat for mosquitoes or other nuisances. Untreated gray water should be stored as short a time as possible—in any case, less than 24 hours.
5. The gray water system must be located outside of a floodway.
6. Gray water piping systems shall be clearly marked for identification.
7. Gray water applied by surface irrigation shall not contain water used to wash diapers or similarly soiled or infectious garments unless the gray water is disinfected before irrigation.
8. Surface irrigation by gray water is only by flood or drip irrigation. Spray irrigation is not allowed. Containment within horticultural basins or swales is encouraged for flood irrigation.

### **WATER HARVESTING**

Water harvesting is encouraged. Water retained from water harvesting shall be used and contained within the property boundary for irrigation and other watering purposes with the following requirements:

1. Maintained as required to keep the system functioning as designed.
2. Maintained to prevent the accumulation of unwholesome, stagnant or offensive water.

3. Maintained to prevent the attraction or breeding of mosquitoes or other undesirable pests.
4. Used for nothing other than its intended purpose as a rainwater harvesting system.

DRAFT



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## CITY COUNCIL COMMUNICATION

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**TO:** Mayor and Council  
**FROM:** Randy Petty, P.E.  
City Engineer  
**SUBJECT:** ADOT Airport Grant for TWY A2 Removal & RWY 12/30 Seal  
**Date:** October 12, 2015

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**Purpose and Recommended Action:** This is a request for the City Council to authorize the City Manager to enter into an agreement with the State of Arizona for a reimbursable Airport Grant (Number E6F2J) for the Taxiway A2 Removal and Runway 12/30 Asphalt Seal Coat. The project was approved by Council and is included the Capital Improvement Projects, Page 13, CIP Number AP1601.

**Background:** The bids for this project were opened on July 22, 2015 and awarded by Council on August 10, 2015 to J. Banicki of Tempe, Arizona. Also, on August 10, 2015, Council authorize the City Manager to execute a grant from the Federal Aviation Administration (FAA) which will provide funds to pay for 91.1% of the total construction cost. This leaves a balance of about 8.9%. On August 11, 2015, the City submitted a request to ADOT for matching funds in the amount of about 4.5% of this balance. On September 18, 2015, the Arizona State Transportation Board approved our request and authorized this reimbursement to the City, per ADOT Grant Number E6F2J.

**Analysis:** J. Banicki was awarded the bid to this project with a bid amount of \$391,360. The cost of the project administration is \$98,903, per Change Order Number 6 approved on August 4, 2015 to our Airport Consultants, C&S Companies. The estimate for the City Administration was set at \$10,000, making a total construction cost of \$500,263.

The FAA grant that was approved on August 10 will reimburse the City for 91.06% of the total, or \$455,539. The ADOT Grant (#E6F2J) will reimburse the City for 4.47% of the balance, or \$22,362. The remaining, approximately \$22,362, not be reimbursed by either the FAA or ADOT.

**RESOLUTION NO. 15-031**

**A RESOLUTION OF THE MAYOR AND CITY COUNCIL OF THE CITY OF SAFFORD AUTHORIZING THE CITY MANAGER TO ENTER INTO AN AGREEMENT WITH THE STATE OF ARIZONA, DEPARTMENT OF TRANSPORTATION, FOR AN AIRPORT DEVELOPMENT REIMBURSABLE GRANT FOR THE PAVEMENT PRESERVATION AND TAXIWAY REMOVAL PROJECT.**

**WHEREAS**, the City of Safford (CITY) desires to make these improvements at the Safford Regional Airport using these funds for the safety and benefit of the residents of Safford and in accordance with the authority granted by Arizona Revised Statutes (A.R.S.) Section 28-8413; and,

**WHEREAS**, the Arizona State Transportation Board have authorize reimbursement to the Sponsor of these funds on September 18, 2015 in accordance with the authority granted by A.R.S. Section 28-304, 28-363, and 28-401 and Title 28, Chapter 25; and,

**WHEREAS**, the City will comply with the Airport Development Reimbursable Grant Agreement Number E6F2J; and,

**WHEREAS**, the City of Safford has sufficient City funds to provide the approximately 5% matching funds of the actual project cost; and,

**WHEREAS**, the project will include the removal of Taxiway A2 and the Runway 12/30 Asphalt Seal Coat; and,

**WHEREAS**, the project will be constructed by the City and the estimated cost of completion is \$500,263.

**NOW THEREFORE, BE IT RESOLVED**, by the Mayor and City Council of the City of Safford, Arizona that the City Manager is authorized to enter into this agreement with the State of Arizona, Department of Transportation, for an Airport Development Reimbursable Grant for the removal of Taxiway A2 and the asphalt sealing of Runway 12-30 at the Safford Regional Airport.

**PASSED, ADOPTED, AND APPROVED** by the Mayor and City Council of the City of Safford this 12<sup>th</sup> day of October, 2015.

\_\_\_\_\_  
Wyn "Chris" Gibbs, Mayor

APPROVED AS TO FORM:

\_\_\_\_\_  
Bill Sims, Interim City Attorney

ATTEST:

\_\_\_\_\_  
Georgia Luster, City Clerk



Multimodal Planning

Douglas A. Ducey, Governor  
John S. Halikowski, Director  
Michael Kies, Assistant Director

September 21, 2015

Mr. Randy Petty  
City Engineer  
City of Safford  
P.O. Box 272  
Safford, AZ 85548-0272

Re: Airport Development Reimbursable Grant Agreement  
Safford Regional Airport  
ADOT Grant E6F2J

Dear Randy:

On September 18, 2015, the State Transportation Board approved Arizona Department of Transportation (ADOT) grant number E6F2J for \$22,361 for Fiscal Year 2016 funding. This state grant is for the following project: Rehab Rwy 12/30 & Remove Twy A2.

Enclosed are two Airport Development Reimbursable Grant Agreements including Exhibits A through C. Please fill out the forms in their entirety including appropriate dates, cost details, committed local funds, and identification of the person authorized to receive grant funds. Please **DO NOT DATE** the agreement in Part One on page one. Remember to include an ALP based drawing clearly depicting the project location and scope. Both completed and signed Agreements must be returned to ADOT no later than four (4) months from the date of this letter.

It is the Sponsor's responsibility to understand and adhere to the requirements of the Grant Agreement. Please reference the ADOT grant number as well as the Federal Aviation Administration's AIP number, if applicable, on all correspondence and/or documents related to this project.

Please send ADOT a copy of your General Services Agreement (or appropriate contract) for professional services including the scope of work or task order for this project. A grant process checklist has been included to help track all required submittals and coordination with ADOT throughout the life of the grant.

If you have any questions, please contact me at [SDriver@azdot.gov](mailto:SDriver@azdot.gov) or 602-712-8386.

Sincerely,

A handwritten signature in purple ink, appearing to read 'SJR', is written over a horizontal line.

Scott R. Driver, A.A.E.  
Airport Grants Manager

Enclosures

**Grant Number E6F2J**City of Safford  
Safford Regional Airport

**Arizona Department of Transportation  
Multimodal Planning Division  
Aeronautics Group**

**Airport Development Reimbursable Grant Agreement**

**Part I**

THIS AGREEMENT is entered into \_\_\_\_\_, between the STATE OF ARIZONA, acting by and through its DEPARTMENT OF TRANSPORTATION, through its Multimodal Planning Division (the "State") and the City of Safford, a political subdivision of the State of Arizona (the "Sponsor"), for a grant of State funds for the purpose of aiding in financing a Project of Rehab. Rwy 12/30 & Remove Twy A2 (the "Project"), for the improvement of Safford Regional Airport (the "Airport").

WITNESSETH

**Recitals:**

- 1) The Sponsor desires, in accordance with the authority granted by Arizona Revised Statutes (A.R.S.) Section 28-8413, funds from the State for the purpose of airport planning and/or development.
- 2) The Arizona State Transportation Board, as approved on September 18, 2015 and the Director of the Arizona Department of Transportation, in accordance with the authority granted by A.R.S. Sections 28-304, 28-363, and 28-401 and Title 28, Chapter 25, A.R.S., have authorized reimbursement to the Sponsor of funds expended for airport planning and/or development.

Now, therefore, in consideration of the foregoing recitals and of the covenants and agreements made by the parties herein to be kept and performed, the parties agree as follows:

**Sponsor's Responsibility**

- 1) The Sponsor shall accept this Agreement within 4 months of the date of the grant offer cover letter: September 21, 2015. This Grant offer, if not accepted by the Sponsor, shall expire at the end of the 4-month period.
- 2) The Sponsor shall commence the Project within 6 months of the date the grant was executed by the State. This Project will consist of the airport improvements as described in Exhibit C. The Sponsor shall proceed with due diligence and complete the Project in accordance with the provisions of this Agreement. The Sponsor shall provide and maintain competent supervision to complete the Project in conformance with the plans, specifications and work completion schedule incorporated as part of this Agreement.
- 3) The Sponsor shall submit completed Project Reimbursement and Milestone schedules, which shall be attached hereto, as Exhibit C, Schedules Two and Three respectively and shall complete the Project within that schedule. Any change

to the schedule shall be submitted in writing and be approved by the State. A time extension beyond the State's obligation to provide funds herein must be reflected by formal Amendment to this Agreement.

- 4) The Sponsor shall comply with the Sponsor Assurances and abide by and enforce the General Provisions and Specific Provisions incorporated herein as Exhibits A, B and C respectively.

**Obligations**

- 1) The minimum funding participation from the Sponsor shall be four and forty seven one hundredths of one per cent (4.47%) as determined by the State.
- 2) The maximum reimbursement available from the State to the Sponsor for this Agreement shall be twenty two thousand three hundred sixty one (\$22,361) dollars.
- 3) Except as otherwise provided herein, the State's obligation to provide funds hereunder expires upon completion of the efforts required herein or September 18, 2019, whichever is earlier.
- 4) The State may, after agreeing to provide said funds to the Sponsor, withdraw/terminate the grant if the Project has not been initiated as evidenced by a Notice to Proceed within 6 months of the date the grant was executed by the State or has not progressed as scheduled over a period of 12 months. If it becomes necessary to terminate a grant at any time, the State will reimburse expenses of the Sponsor, approved by the State, up to the time of notification of cancellation.
- 5) Sponsor acknowledges that in the event of a late payment or reimbursement by the State, the State shall have no obligation to pay a late payment fee or interest and shall not otherwise be penalized.
- 6) In the case where funds are no longer available or have been withdrawn or not appropriated, or the Project is no longer in the State's best interest, the State shall have the right of termination at its sole option. The State shall not reimburse any costs incurred after receipt of the notice of termination. The Governor pursuant to A.R.S. Section 38-511 hereby puts all parties on notice that this Agreement is subject to cancellation.

**Preliminary Work Provision**

Any preliminary work, for which costs for this Project were incurred after July 1, 2015 shall be considered eligible for reimbursement provided that said costs are directly related to the Project on which this Agreement is written. The State shall review related records and determine eligibility at its sole discretion.

**Part II**

The Sponsor shall approve and attach to this agreement a resolution by its governing body that certifies as follows:

- 1) The Sponsor has the legal power and authority:
  - a) to do all things necessary, in order to undertake and carry out the Project;
  - b) to accept, receive and disburse grant funds from the State in aid of the Project.
  
- 2) The Sponsor now has on deposit, or is in a position to secure Twenty-two thousand, Three hundred and sixty-two dollars (\$ 22,362 ), or an equivalent amount represented by Sponsor's proposed labor and equipment costs, for use in defraying Sponsor's share of the costs of the Project. The present status of these funds is as follows:

City of Safford, General Government Fund  
(Enter local funding type and location)

- 3) The Sponsor hereby designates Horatio Skeete, City Manager  
Name Title  
to receive payments representing the State's share of project costs.

\_\_\_\_\_  
Signature of Sponsor's Representative

City Manager  
Title of Representative

- 4) The Sponsor has on file with ADOT the following vendor identification and address for project payments:

Sponsor Vendor Id #: 866000258 01  
Sponsor Vendor Address: P.O. Box 272  
Safford, AZ 85548

Exhibits

The following Exhibits are incorporated herewith and form a part of this Agreement.

- Exhibit A - Sponsor Assurances
- Exhibit B - General Provisions
- Exhibit C - Specific Provisions and Project Schedules

STATE:

SPONSOR:

State of Arizona  
Department of Transportation  
Multimodal Planning Division

City of Safford  
Safford Regional Airport

By: \_\_\_\_\_

By: \_\_\_\_\_

Title: Michael Kies, Assistant Director

Title: Horatio Skeete, City Manager

Date: \_\_\_\_\_

Date: \_\_\_\_\_

WITNESSED BY:

WITNESSED BY:

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

**EXHIBIT A**

**Sponsor Assurances**

Upon acceptance of the grant offer by the Sponsor, these assurances will become a part of this Agreement. The Sponsor hereby covenants and agrees with the State as follows:

**General**

- 1) That the Project is consistent with plans (existing at the time of approval of the Project) of political jurisdictions authorized by the State to plan for the development of the area surrounding the Airport and has given fair consideration to the interest of communities in or near where the Project is to be located. In making a decision to undertake any airport development Project under this Agreement the Sponsor insures that it has undertaken reasonable consultation with affected parties using the Airport at which the Project is proposed. All appropriate development standards of Federal Aviation Administration (FAA) Advisory Circulars, Orders, or Federal Regulations shall be complied with. All related state and federal laws shall be complied with.
- 2) That these covenants shall become effective upon execution of this Agreement for the Project or any portion thereof, made by the State and shall remain in full force and effect throughout the useful life of the facilities or the planning project's duration developed under the grant, but in any event, not less than twenty (20) years from the date of acceptance of the grant offer by the Sponsor.
- 3) The Sponsor certifies in this Agreement that it is a political subdivision of the State and is the public agency with control over a public-use Airport and/or on behalf of the possible future development of an Airport and is eligible to receive grant funds for the development or possible development of an Airport under its jurisdiction.
- 4) The Sponsor further agrees it holds good title, satisfactory to the State, to the landing area of the Airport or site thereof, or will give assurance satisfactory to the State that good title will be acquired.
- 5) That the Sponsor is the owner or lessee of the property or properties on which the Airport is located and that the lease guarantees that the Sponsor has full control of the use of the property for a period of not less than twenty (20) years from the date of this Agreement. All changes in airport ownership or to an airport lease shall be approved by the State.
- 6) The Sponsor agrees that it has sufficient funds available for that portion of the project costs which are not to be paid by the State (or the United States).
- 7) The Sponsor agrees to provide and maintain competent supervision to complete the Project in conformance with this Agreement.
- 8) Preserving Rights and Powers: The Sponsor agrees it shall not take or permit any action which would operate to deprive it of any of the rights and powers necessary to perform any or all of the terms, conditions and assurances in this Agreement without written permission from the State, and shall act promptly to acquire, extinguish or modify any outstanding rights or claims of right by others which would interfere with such performance by the Sponsor. This will be done in a manner acceptable to the State. The Sponsor shall not sell, lease, encumber or otherwise transfer or dispose of any part of its title or other interests in the property shown on the airport property map included in the most recent FAA-approved Airport Layout Plan, or to that portion of the property upon which State funds have been expended, for the duration of the terms, conditions and assurances in this Agreement without approval by the State. If the transferee is found by the State to be eligible under Title 49, United States Code, to assume the obligations of this Agreement and to have the power, authority and financial resources to carry out such obligations, the Sponsor shall

insert in the contract or document transferring or disposing of Sponsor's interest and make binding upon the transferee all the terms, conditions and assurances contained in this Agreement.

- 9) **Public Hearings:** In Projects involving the location of an Airport, an airport runway or a major runway extension, the Sponsor has afforded the opportunity for public hearings for the purpose of considering the economic, social and environmental impacts of the Airport or runway location and its consistency with goals and objectives of such planning as has been carried out by the community and it shall, when requested by the State, submit a copy of such hearings to the State.

### **Financial**

Pursuant to A.R.S. 35-326, the Sponsor may elect to utilize the Local Government Investment Pool ("LGIP") maintained by the state treasurer. The Sponsor shall request written approval from the State to use the LGIP. Thereafter, the State may deposit the funds authorized by the grant into the Sponsor's account. After approval of the reimbursements by the state, the funds shall be disbursed through the LGIP account to the Sponsor. The disbursements shall be made pursuant to the applicable laws and regulations.

The Sponsor shall establish and maintain for each Project governed by this Agreement, an adequate accounting record to allow State personnel to determine all funds received (including funds of the Sponsor and funds received from the United States or other sources) and to determine the eligibility of all incurred costs of the Project. The Sponsor shall segregate and group project costs into cost classifications as listed in the Specific Provisions of Exhibit C.

### **Record Keeping**

The Sponsor shall maintain accurate records of all labor, equipment and materials used in this Project and that upon reasonable notice, shall make available to the State, or any of their authorized representatives, for the purpose of audit and examination all records, books, papers or documents of the recipient relating to work performed under this Agreement. For airport development Projects, make the Airport and all airport records and documents affecting the Airport, including deeds, leases, operation and use agreements, regulations and other instruments, available for inspection by any duly authorized agent of the State upon reasonable request.

### **Airport Based Aircraft Reporting**

The Sponsor shall furnish to the State on a quarterly basis, a current detailed listing (including: Registration/N Number, Name, Address and Phone Number of Owner) of all based aircraft on the Airport in a form approved by the State.

### **Airport Layout Plan**

- 1) The Sponsor shall maintain a current signed/approved Airport Layout Plan (ALP) of the Airport, which shows building areas and landing areas, indicating present and planned development and to furnish the State an updated ALP of the Airport as changes are made.
- 2) The Sponsor shall be required to prepare an ALP for update or revalidation in accordance with current FAA and State standard guidelines. The ALP will indicate any deviations from FAA design standards as outlined in current FAA Advisory Circulars, orders or regulations. A copy of the signed/approved ALP in electronic format shall be forwarded to the State after authentication by FAA or the State.
- 3) The Sponsor shall assure that there are no changes to the airport property boundaries, together with any off-site areas owned or controlled by the Sponsor which support the Airport or its operations as a part of this project.

- 4) If a change or alteration is made at the Airport which the State determines adversely affects the safety, utility or efficiency of the Airport, or any State funded property on or off Airport which is not in conformity with the ALP as approved by the State, the Sponsor will, if requested by the State, eliminate such adverse effect in a manner approved by the State.

**Immediate Vicinity Land Use Restriction**

The Sponsor shall restrict the use of land, adjacent to or in the immediate vicinity of the Airport, to activities and purposes compatible with normal airport operations and to take appropriate action including the adoption of appropriate zoning laws. In addition, if the Project is for noise compatibility or to protect the 14 CFR Part 77 imaginary surfaces of the Airport, the Sponsor will not cause or permit any change in land use, within its jurisdiction, that will reduce its compatibility, with respect to the Airport, of the noise compatibility program measures or the imaginary surfaces of the Airport upon which State funds have been expended.

**Airport Operation**

- 1) The Sponsor shall promote safe airport operations by clearing and protecting the approaches to the Airport by removing, lowering, relocating, marking and/or lighting existing airport hazards and to prevent, to the extent possible, establishment or creation of future airport hazards. The Sponsor shall take appropriate action to assure such terminal airspace as is required to protect instrument and visual operations to the Airport (including established minimum flight altitudes) will be adequately cleared and protected by preventing the establishment or creation of future airport hazards. The Sponsor shall promptly notify airmen of any condition affecting aeronautical use of the Airport.
- 2) The Sponsor further agrees to operate the Airport for the use and benefit of the public and to keep the Airport open to all types, kinds and classes of aeronautical use without discrimination between such types, kinds and classes; provided that the Sponsor shall establish such fair, equal and nondiscriminatory conditions to be met by all users of the Airport as may be necessary for the safe and efficient operation of the Airport; and provided further, that the Sponsor may prohibit any given type, kind or class of aeronautical use of the Airport if such use would create unsafe conditions, interfere with normal operation of aircraft, or cause damage or lead to the deterioration of the runway or other airport facilities.
- 3) In any agreement, contract, lease or other arrangement under which a right or privilege at the Airport is granted to any person, firm or corporation to conduct or engage in any aeronautical activity for furnishing services to the public at the Airport, the Sponsor shall insert and enforce provisions requiring said person, firm or corporation:
  - a) to furnish services on a reasonable and not unjustly discriminatory basis to all users thereof and charge reasonable and not unjustly discriminatory prices for each unit or service;
  - b) and be allowed to make reasonable and nondiscriminatory discounts, rebates or similar types of price reductions to volume purchasers;
  - c) each Fixed Based Operator (FBO) and Air Carrier at the Airport shall be subject to the same rates, fees, rentals and other charges as are uniformly applicable to all other FBOs and Air Carriers making the same or similar uses of the Airport and utilizing the same or similar facilities;
  - d) each Air Carrier using such Airport shall have the right to service itself or to use any FBO that is authorized or permitted by the Airport to serve any Air Carrier at the Airport.
- 4) The Sponsor shall not exercise or grant any right or privilege which operates to prevent any person, firm or corporation operating aircraft on the Airport from performing any services on its own aircraft with its own employees (including but not limited to maintenance, repair and fueling) that it may choose to perform. In the event the Sponsor

itself exercises any of the rights and privileges referred to in this assurance, the services involved will be provided on the same conditions as would apply to the furnishing of such services by a commercial aeronautical operator authorized by the Sponsor under these provisions.

- 5) The Sponsor shall suitably operate and maintain the Airport and all facilities thereon or connected therewith which are necessary for airport purposes and to prohibit any activity thereon which would interfere with its use for aeronautical purposes and to operate essential facilities, including night lighting systems, when installed, in such manner as to assure their availability to all users of the Airport; provided that nothing contained herein shall be construed to require that the Airport be operated and maintained for aeronautical uses during temporary periods when snow, flood or other climatic conditions interfere substantially with such operation and maintenance.
- 6) The Sponsor shall not permit an exclusive right for the use of the Airport by any person providing, or intending to provide, aeronautical services to the public. For purposes of this paragraph, providing services at an Airport by a single FBO shall not be construed as an "exclusive right" if:
  - a) it would be unreasonably costly, burdensome or impractical for more than one FBO; and
  - b) if allowing more than one FBO to provide such services would require a reduction of space leased pursuant to an existing agreement between a single FBO and the Airport.

Note: Aeronautical activities that are covered by this paragraph include, but are not limited to: charter flights, pilot training, aircraft rental, sightseeing, air carrier operations, aircraft sales and services, aerial photography, agricultural spraying, aerial advertising and surveying, sale of aviation petroleum products whether or not conducted in conjunction with any other aeronautical activity, repair and maintenance of aircraft, sale of aircraft parts, and any other activities which because of their direct relationship to the operation of aircraft can be regarded as an aeronautical activity.

- 7) The Sponsor shall terminate any exclusive right to conduct an aeronautical activity now existing at the Airport before any grant of assistance from the State. However, there shall be no limit on the duration of the assurances regarding Exclusive Rights and Airport Revenue so long as the Airport is used as an Airport. There shall be no limit on the duration of the terms, conditions, and assurances with respect to real property acquired with State funds.
- 8) Airport Pavement Preservation Program: The Sponsor certifies that they have implemented an effective pavement preservation management program at the Airport in accordance with Public Law 103-305 and with the most current associated FAA policies and guidance for the replacement, reconstruction or maintenance of pavement at the Airport. The Sponsor assures that it shall use and follow this program for the useful life of the pavement constructed, reconstructed or repaired with financial assistance from the State and that it will provide such reports on pavement condition and pavement management programs as may be required by the State.

### **Sponsor Transactions**

The Sponsor shall refrain from entering into any transaction which would deprive the Sponsor of any of the rights and powers necessary to perform any or all of the covenants made herein, unless by such transaction the obligation to perform all such covenants is assumed by another public agency eligible to assume such obligations and having the power, authority and financial resources to carry out such obligations; and, if an arrangement is made for management or operation of the Airport by an agency or person other than the Sponsor, the Sponsor shall reserve sufficient powers and authority to insure that the Airport will be operated and maintained in accordance with these covenants or insure that such an arrangement also requires compliance therewith.

**Airport Revenues**

The Sponsor shall maintain a fee and rental structure for the facilities and services at the Airport which will make the Airport as self-sustaining as possible under the circumstances existing at the particular Airport, taking into account such factors as the volume of traffic and economy of collection. All revenues generated by the Airport (and any local taxes established after Dec 30, 1987), will be expended by it for the capital or operating costs of the Airport; the local airport system; or the local facilities which are owned or operated by the owner or operator of the Airport and which are directly or substantially related to the actual air transportation of passengers or property, on or off the Airport.

**Disposal of Land**

- 1) For land purchased under a grant for airport development purposes (it is needed for aeronautical purposes, including runway protection zones, or serve as noise buffer land; and revenue from the interim use of the land contributed to the financial self-sufficiency of the Airport), the Sponsor shall apply to the State and FAA for permission to dispose of such land. If agreed to by the State and/or FAA, the Sponsor shall dispose of such land at fair market value and make available to the State and FAA an amount that is proportionate to the State and FAA's share of the cost of the land acquisition. That portion of the proceeds of such disposition, which is proportionate to the share of the cost of acquisition of such land, shall be (a) reinvested in another eligible airport development Project or Projects approved by the State and FAA or (b) be deposited to the Aviation Trust Fund if no eligible Project exists.
  - 2) Disposition of such land shall be subject to the retention or reservation of any interest or right therein necessary to ensure that such land will only be used for purposes which are compatible with noise levels associated with operation of the Airport.
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## **EXHIBIT B**

### **General Provisions**

#### **Employment of Consultants**

The term consultant, as used herein, includes planners, architects and/or engineers. If a consultant is to be used for this Project, the Sponsor agrees to consider at least three (3) consultant firms. If the Sponsor has contracted with or will contract with a consultant on a retainer basis, the Sponsor assures to the State that prior to entering such a contract, at least three (3) consultants were or will be considered. The Sponsor shall submit to the State, for review and approval, a copy of the request for proposals and/or request for qualifications, and the proposed consultant contract prior to its execution and upon award of the contract, a fully executed copy. All requests for qualifications and requests for proposals shall be in accordance with A.R.S. 34, Chapters 1, 2 and 6, and shall include a list of projects and project locations to be awarded project contracts.

#### **Contracts**

- 1) The Sponsor as an independent entity and not as an agent of the State may obtain the services required in order to fulfill the work outlined in the Project Description as approved by the State for funding in the Airport Capital Improvement Program. All contracts awarded to accomplish the project work described in this Agreement shall state:
  - a) The name of the consultant authorized to perform the work and to communicate on behalf of the Sponsor;
  - b) The Sponsor must insure that contracts issued under this Agreement comply with the provisions of Arizona Executive Order 75-5 as amended by Arizona Executive Order 99-4, relating to equal opportunity;
  - c) The terms for termination of the contract either for failure to perform or in the best interest of the Sponsor;
  - d) The duly authorized representatives of the State shall have access to any books, documents, papers and records of the consultant and/or contractor which are in any way pertinent to the contract for a period of five years, in accordance with A.R.S. 35-214, for the purpose of making inspections, audits, examinations, excerpts and transcriptions.
- 2) All contracts shall stipulate and make clear:
  - a) The responsibilities of the consultant to gain authorization for changes on the Project which may have an effect on the contract price, scope, or schedule;
  - b) That all construction contractors and sub-contractors hired to perform services, shall be in compliance with A.R.S. 32, Chapter 10.
  - c) That any materials, including reports, computer programs or files and other deliverables created under this Agreement are the sole property of the Sponsor. That these items shall be made available to the public. The Contractor/Consultant is not entitled to a patent or copyright on these materials and may not transfer the patent or copyright to anyone else.
  - d) That any travel shall be reimbursable by the State only within the rules and costs in accordance with the State of Arizona Travel Policy.

**Conflict of Interest**

Each consultant submitting a proposal shall certify that it shall comply with, in all respects, the rules of professional conduct set forth in Arizona Administrative Code R4-30-301. In addition, a conflict of interest shall be cause for disqualifying a consultant from consideration; or terminating a contract if the conflict should occur after the contract is made. A potential conflict of interest includes, but is not limited to:

- 1) Accepting an assignment where duty to the client would conflict with the consultant's personal interest, or interest of another client.
- 2) Performing work for a client or having an interest which conflicts with this contract.

**Reports**

The Sponsor shall submit monthly status reports during planning, shall submit monthly status reports during design, and shall submit weekly reports during construction. All reports shall reflect, at a minimum, the progress accomplished in relation to the Grant and Project schedules and milestones, the reasons for any changes, and the recommended corrections of problems encountered. Upon completion of the Project, the Sponsor shall submit a letter to the State specifying that the Project has been completed to their satisfaction and that the consultant and the contractor have completed their contractual responsibilities.

**Changes**

**Any changes to the consultant contract, authorized by the Sponsor, that include additional funds, time and/or scope, shall be by amendment and shall be approved by the State prior to being made in order to be eligible for reimbursement.** Approval of a change by the State shall not obligate the State to provide reimbursement beyond the maximum funds obligated by this Agreement. Any increase to the amount of funds authorized hereunder, to the expiration date of this agreement, or to the scope of work included in this agreement must be by formal amendment, and signed by all parties.

Any changes to the contract documents, authorized by the Sponsor, must be approved by the State prior to any changes being made in order to be eligible for reimbursement.

**Audit**

Upon completion of the Project, the Sponsor agrees to have an audit performed. The audit examination may be a separate project audit or in accordance with the Single Audit Act of 1984 (Single Audit). If the Sponsor is required under law to have a Single Audit, this Project shall be considered for inclusion in the scope of examination.

The Sponsor shall keep all project accounts and records which fully disclose the amount and disposition by the recipient of the proceeds of the grant, the total cost of the Project in connection with which the grant is given or used, and the amount or nature of that portion of the cost of the Project supplied by other sources, and such other financial records pertinent to the Project. The accounts and records will be kept in accordance with A.R.S. 35-214.

In any case in which an independent audit is made of the accounts of a Sponsor relating to the disposition of the proceeds of a grant relating to the Project in connection with which the grant was given or used, it shall file a certified copied of such audit with the State not later than six (6) months following the close of the fiscal year in which the audit was made.

The Sponsor shall make available to the State or any of their other duly authorized representatives, for the purpose of audit and examination, any books, documents, papers and records of the recipient that are pertinent to the grant. The

Sponsor further agrees to provide the State a certified copy of the audit report. The State is to determine the acceptability of this audit.

**Suspension**

If the Sponsor fails to comply with any conditions of this Agreement, the State, by written notice to the Sponsor, may suspend participation and withhold payments until appropriate corrective action has been taken by the Sponsor. Costs incurred during a period of suspension may not be eligible for reimbursement by the State.

**Failure to Perform**

If the Sponsor fails to comply with the conditions of this Agreement the State, may by written notice to the Sponsor, terminate this Agreement in whole or in part. The notice of termination will contain the reasons for termination, the effective date, and the eligibility of costs incurred prior to termination. The State shall not reimburse any costs incurred after the date of termination.

**Termination for Convenience**

When the continuation of the Project will not produce beneficial results commensurate with the further expenditure of funds or when funds are not appropriated or are withdrawn for use hereunder, the State may terminate this Agreement. In the case where continuation of the Project will not produce beneficial results, the State and the Sponsor shall mutually agree upon the termination either in whole or in part. In the case where funds are no longer available or have been withdrawn or not appropriated, or the Project is no longer in the State's best interest, the State shall have the right of termination as its sole option. The State shall not reimburse any costs incurred after receipt of the notice of termination. The Governor pursuant to A.R.S. Section 38-511 hereby puts all parties on notice that this Agreement is subject to cancellation.

**Waiver by State**

No waiver of any condition, requirement or right expressed in this Agreement shall be implied by any forbearance of the State to declare a default, failure to perform or to take any other action on account of any violation that continues or repeats.

**Compliance with Laws**

The Sponsor shall comply with all Federal, State and Local laws, rules, regulations, ordinances, policies, advisory circulars, and decrees that are applicable to the performance hereunder.

**Arbitration**

In the event of a dispute, the parties agree to use arbitration to the extent required by A.R.S. Section 12-1518.

**Jurisdiction**

Any litigation between the Sponsor and the State shall be commenced and prosecuted in an appropriate State court of competent jurisdiction within Maricopa County, State of Arizona.

**Excess of Payments**

If it is found that the total payments to the Sponsor exceed the State's share of allowable project costs, the Sponsor shall promptly return the excess to the State. Final determination of the State's share of allowable costs shall rest solely with

the State. Any reimbursement to the Sponsor by the State not in accordance with this Agreement or unsubstantiated by project records will be considered ineligible for reimbursement and shall be returned promptly to the State.

**State Inspectors**

At any time and/or prior to final payment of funds for work performed under this Agreement, the State may perform an inspection of the work performed to assure compliance with the terms herein and to review the workmanship of the Sponsor's contractors and/or consultants. No inspector is authorized to change any provisions of this Agreement or any provisions of Agreements between the Sponsor and the Sponsor's contractor and/or consultant.

**Indemnification**

The State of Arizona, acting by and through the Arizona Department of Transportation, does not assume any liability to third persons nor will the Sponsor be reimbursed for the Sponsor's liability to third persons resulting from the performance of this Agreement or any subcontract hereunder.

The Sponsor shall indemnify and hold harmless the State, any of their departments, agencies, officers and employees from any and all liability, loss or damage the State may suffer as a result of claims, demands, costs or judgments of any character arising out of the performance or non-performance of the Sponsor or its independent contractors in carrying out any provisions of this Agreement. In the event of any action, this indemnification shall include, but not be limited to, court costs, expenses of litigation and reasonable attorney's fees.

**Required Provisions Deemed Inserted**

Each and every provision of law and clause required by law to be inserted in this Agreement shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, this Agreement shall forthwith be physically amended to make such insertion or correction.

**Property of the Sponsor and State**

Any materials, including reports, computer programs or files and other deliverables created under this Agreement are the sole property of the Sponsor. The Contractor/Consultant is not entitled to a patent or copyright on these materials and may not transfer the patent or copyright to anyone else. The Sponsor shall give the State unrestricted authority to publish, disclose, distribute and otherwise use at no cost to the State any of the material prepared in connection with this grant. At the completion of the project, the Sponsor shall provide the State with an electronic copy, in a format useable by the State, and one hard copy in a format useable by the State, of final plans, specifications, reports, planning documents, and/or other published materials as produced as a result of this project.

## **EXHIBIT C**

### **Specific Provisions and Project Schedules**

#### **Provisions for Design/Construction**

##### **Financial Cost Categories**

The Sponsor shall segregate and group project costs in categories as follows:

- 1) “Design/Engineering Services” (as applicable), including topographic surveys/mapping, geometric design, plans preparation, geotechnical and pavement design, specifications, contract documents.
- 2) “Construction” (must be accounted for in accordance with approved work items as presented in the bid tabulation).
- 3) “Construction Engineering” (as applicable), including contract administration, inspection/field engineering, materials testing, construction staking/as-built plans and other.
- 4) “Sponsor Administration” directly associated with this Project (not to exceed 5% of project costs).
- 5) “Sponsor Force Account” contribution (if applicable).
- 6) “Contingencies” (not to exceed 5% of construction costs).
- 7) “Other” with prior approval of the State.

##### **Design Review – Plans, Specifications and Estimates**

Plans, specifications and estimates shall be accomplished by, or under the direct supervision of a qualified engineer registered by the State of Arizona. The Sponsor shall conduct a Concept Design Review meeting with the State and Sponsor’s consultant at approximately the thirty percent (30%) completion point in the design of the Project, and a Final Design Review at one hundred percent (100%) plan completion.

These mandatory reviews shall be completed before the Sponsor will be permitted to proceed with the Project. The State shall issue an approval to proceed with final design upon satisfactory completion of the 30% review. The State shall issue an approval of the 100% plans, specifications and estimates upon satisfactory completion of the 100% review. Upon State approval, the Sponsor may proceed to advertising if construction is included in the scope of the Project, or must close the Project and submit a final grant reimbursement request if the grant is for design only.

Any modification to the approved plans, specifications and estimates authorized by the Sponsor shall also be subject to approval of the State. **Changes made to approved plans, specifications, and estimates at any time must be authorized by the State prior to executing the changes in order to be eligible for reimbursement by the State.**

The National Environmental Policy Act (NEPA) documentation must be complete and approved by the State and/or FAA prior to construction. The Sponsor shall submit a copy of the documentation to the State.

**FAA Notice of Proposed Construction**

The Sponsor agrees to submit an FAA Form 7460-1, Notice of Proposed Construction or Alteration before construction, installation or alteration of any Project under this Agreement that falls under the requirements of Subpart B to Part 77, Objects Affecting Navigable Airspace.

**Bidding - Alternate Bidding Methods**

Design, Bid, Build is the standard and preferred method for project delivery for State airport development grant projects. Alternative contracting methods (Design Build, Construction Manager at Risk, Task Order Contract) may be used in accordance with A.R.S. Title 34, Chapters 1, 2 and 6. **Use of an alternative contracting method shall be reviewed and approved by the State prior to the Sponsor executing a contract for the work.** If a project is approved for an alternative contracting method, the Sponsor must comply with all Federal, State, and Local policies, regulations, rules, and laws, as well as all requirements of this grant agreement within that method.

**Based on Bids**

If a Sponsor has requested a match to a Federal construction grant that was based on bids (the project was already advertised by the Sponsor with no existing State airport development grant for the design work), then all design coordination with the State required by this agreement must have been met during the design process for any prior design work to be considered eligible for reimbursement by the State. The State shall review any documentation and work done prior to bidding and, at its sole discretion, determine the eligibility of the work. Only work items necessary to complete the Project as stated in Exhibit C, Schedule One, Project Description, may be considered eligible.

**Contractor Allowance**

This item may only be used to cover costs of unknown, unforeseen circumstances within the scope of the grant that are necessary for Project completion. (For example: if unknown underground utilities must be removed or relocated to accomplish the Project) **This item must have prior approval of the State for each use of the item during construction in order to be eligible for reimbursement by the State.** The bid item shall be clearly defined in the contract documents with concise language describing when it may be utilized. It shall also be specified that the item may not be used at all. The allowance may only be used for unforeseen items directly related to the Project.

**Contingencies**

Contingencies are to be used as an estimating tool during the preliminary phases of Project development. They are intended to allow room in the grant funding level for reasonable price increases or approved added items during design. Contingencies are not eligible for reimbursement by the State as bid items in a construction contract.

**Itemized Allowance**

Use of an itemized allowance items may only be included in a contract with prior approval of the State. Any use of an itemized allowance bid item as part of a grant must be for a clearly defined portion of the project. (For example: cabinet allowance – cabinets in terminal storage room as shown on plans to be selected by Sponsor, or carpet allowance – industrial Berber carpet for 200 SF lobby to be selected by Sponsor) Each contract allowance item must be approved by the State in order to be included in the bid package. The State will not approve use of an item to cover expenses not directly related to the item. (For example: Left over funds from cabinet allowance cannot be used to purchase light fixtures)

**Construction Inspection**

Airport planning, design, project estimates, bidding, and construction inspection are the direct responsibility of the Sponsor and may be accomplished by the Sponsor's staff or by a qualified consultant. The Sponsor shall provide and maintain competent technical supervision throughout the Project to assure that the work conforms to the plans, specifications and schedules approved by the State and the Sponsor.

Construction inspection shall be accomplished by, or under the direct supervision of a qualified engineer registered by the State of Arizona.

The Sponsor shall subject the construction work and any related documentation on any Project contained in an approved Project application to inspection and approval by the State and the FAA. The State shall, if in accordance with regulations and procedures, prescribe such work as needed for the Project.

**Change Orders**

The Sponsor shall notify the State in advance of the need for a change. Such notification shall clearly define the changed or added bid items, the locations of changed work, the quantities and costs of changed work, and the time required for the change. Justification for the change must be provided to the State by the Sponsor. Change orders may be approved by the State only if they are clearly necessary to accomplish the original grant scope. If approval is granted by the State, the Sponsor shall follow up with the written change order for the State's review and approval in a timely manner. The Sponsor may not request reimbursement for the work done under a change order until the change order is approved by the State.

**Construction Contract Documents**

**Any changes to the construction contract documents (including scope, time and amount), authorized by the Sponsor, must be approved by the State prior to being implemented by the Sponsor in order to be eligible for reimbursement under the grant.** All changes, as well as any notifications and approvals related to the changes, shall be documented in the final contract documents, change orders, and as built plans provided to the State at the end of the contract. Verbal requests and approvals are not sufficient as documentation for reimbursement. Final reimbursements will not be made until all documentation is received by the State.

**Design/Construction Project Schedules**

The Schedule Forms are intended to identify and monitor project scope, costs, and basic milestones that will be encountered during various phases of the Project. The Sponsor shall complete these three schedules showing the project description and total costs, project reimbursements (cash flow) schedule and project milestones.

Schedule One shows the total Project estimated costs associated with each share - State and Federal and Local. Schedule Two shows a projected cash flow for State funds only. The Sponsor is to estimate requests to the State for Project reimbursement. Schedule Three shows anticipated dates of Project milestones. These schedules will be used to keep track of the Project’s progress. Be sure to develop realistic schedules.

As the project progresses, and the original reimbursement schedule and or milestone dates change, the Sponsor must submit a revised Schedule to the State for approval.

**Schedule One  
Design/Construction Project Description and Funding Allocation**

**Detailed Project Description:**

**Rehab. Rwy 12/30 and Remove Twy A2**

<b>Project Cost Category</b>	<b>Total Estimated Project Cost</b>	<b>Estimated Local Share</b>	<b>Estimated Federal Share</b>	<b>Estimated State Share*</b>
Design/Engineering Services	\$	\$	\$	\$
Construction	\$ 391,360.00	\$ 17,494.00	\$ 356,372.00	\$ 17,494.00
Construction Engineering	\$ 98,903.00	\$ 4,421.00	\$ 90,061.00	\$ 4,421.00
Sponsor Administration**	\$ 10,000.00	\$ 447.00	\$ 9,106.00	\$ 447.00
Sponsor Force Account Work***	\$	\$	\$	\$
Contingencies	\$	\$	\$	\$
<b>Total Project Costs</b>	<b>\$ 500,263.00</b>	<b>\$ 22,362.00</b>	<b>\$ 45,5539.00</b>	<b>\$ 22,362.00</b>

\*Total of this column to be used in Schedule Two.

\*\* Sponsor Administration is not eligible for reimbursement above 5% of the project costs.

\*\*\* All force account work is to be approved by the State prior to the grant agreement being signed.

**NOTE: The Sponsor must attach a project plan based upon the ALP that clearly shows the scope and the limits of the work.**

**Schedule Two  
Design/Construction Project Reimbursement Schedule**

The Sponsor must complete this Project Reimbursement Schedule showing the projected cash flow of State grant funds only for this Project. Projections must include all consultant and contractor services. The reimbursement schedule should be a realistic schedule and will be used to keep track of a project’s progress. Reimbursement requests must be submitted regularly by the Sponsor while the grant is active. The cash flow should reflect when a request is submitted to the State, not when invoices are paid by the Sponsor.

**Instructions:**

- 1) For “Total State Funds” below, enter the Total Project Costs/Estimated State Share from Schedule One.
- 2) For each month/year, indicate the projected reimbursement request amount for **State Funds Only** (use whole dollars only, e.g. \$540 or \$1,300).
- 3) Continue the process by entering a Zero (Ø) in the month/year for which no reimbursement is anticipated and/or a dollar amount of the reimbursement, until the total State funds are accounted for in the cash flow.

**Total State Funds: \$ 22,361**

**Projected Reimbursement Requests / State Cash Flow**

<i>Calendar Year</i>	Jan	Feb	Mar	Apr	May	Jun
2015	\$	\$	\$	\$	\$	\$
2016	\$ 2,361	\$	\$	\$	\$	\$
2017	\$	\$	\$	\$	\$	\$
2018	\$	\$	\$	\$	\$	\$
2019	\$	\$	\$	\$	\$	\$
<i>Calendar Year</i>	Jul	Aug	Sep	Oct	Nov	Dec
2015	\$	\$	\$	\$ 10,000	\$ 5,000	\$ 5,000
2016	\$	\$	\$	\$	\$	\$
2017	\$	\$	\$	\$	\$	\$
2018	\$	\$	\$	\$	\$	\$
2019	\$	\$	\$	\$	\$	\$

**Grants expire 4 years from the date of the grant offer. The Sponsor shall schedule the work to be completed within the 4 years.**

**Schedule Three  
Design/Construction Project Milestones**

**Milestone Duration Guidelines**

The below duration periods are intended to provide guidelines for you to consider. These are average time periods (in calendar days), but it is understood these periods may vary by Sponsor and Project, and are subject to modification. If an entry on the form is not applicable, write N/A.

- 1) The Consultant Selection Phase for all Projects, regardless of type, is approximately ninety (90) days but should not exceed one hundred eighty (180) days.
- 2) The Design/Engineering Phase is subject to the type and complexity of the Project, however, most designs can be accomplished within one hundred eighty (180) days to two hundred and seventy (270) days.
- 3) The Bidding Phase typically should be sixty (60) days or less.
- 4) The Construction Phase is dependent upon the type of Project, the airport traffic, and the available construction season, generally ninety (90) days to three hundred sixty (360) days.
- 5) The State review periods should be fifteen (15) days.

**Design/Construction Milestone Schedule**

Milestones	Duration # of Days	Start Date		Completion Date	
		Proposed	Actual	Proposed	Actual
<b>Consultant Selection Phase</b>					
Submit Scope for State Review/Approval*					
Submit Contract for State Review/Approval					
Award Consultant Contract					
<b>Design &amp; Engineering Phase</b>					
Sponsor Issue Notice to Proceed/Start Design					
Conduct 30% Design Review/Approval					
Conduct Final Design Review/Bid Set Submitted (100%) for Review/Approval					
<b>Bidding Phase</b>					
Bid Set Submitted (100%) for Review/Approval	17		3/17/15		4/2/15
Issue Invitation for Bids	22		7/2/15		7/22/15
Submit Bid Tab for State Review/Approval	16		8/11/15		8/26/15
Award Construction Contract/Submit to the State			8/26/15		8/26/15
<b>Construction Phase</b>					
Pre-Construction Meeting	1		9/24/15		9/24/15
Issue NTP – Begin Construction	1		10/5/15		10/5/15
Final Inspection	1	11/12/15		11/12/15	
Submit As-Builts & Final Documentation	37	11/12/15		12/18/15	
Submit Final Reimbursement Request and Sponsor Closeout Letter	1	1/13/16		1/13/16	

\* The solicitation for qualifications and the service agreements must contain a list of projects, including this grant project, per A.R.S. 34-Chapter 6.




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## CITY COUNCIL COMMUNICATION

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**TO:** Mayor and Council  
**FROM:** Jenny Howard, Utility Director  
**SUBJECT:** 8th Avenue Substation Upgrade – Construction  
**DATE:** Monday, October 12, 2015 at 6:00 p.m.

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### **Purpose and Recommended Action:**

This project consists of the construction services for the 8th Avenue Substation Upgrade Project. Funding for the project will be provided from the current City Council adopted budget for the Electric Division Capital Improvements, CIP No. EL1602.

It is the recommendation of TOR Engineering and the Utility Director that the City Council award the project to Strategic Construction Solutions, Inc. in the amount of \$479,451.

### **Background:**

This is the construction portion of the 8th Avenue Substation Upgrade Project, which consists of replacing switches, old outdated portions of underground primary and the installation of two steel poles. There has been a steady increase in loads and this upgrade will compensate for additional loads and redundancy. Due to material lead-times, the project construction cannot start until January-February 2016.

### **Analysis:**

In August 2015, following formal bidding procedures, we solicited bids, bids were due on September 15, 2015; three proposals were received and are summarized below:

<u>Bidder</u>	<u>Bid Amount</u>
Sturgeon Electric	\$530,538.00
Klondyke Construction, LLC	\$701,205.00
Strategic Construction Solutions, Inc.	\$479,451.00

This is a request for council to approve a contract with Strategic Construction Solutions, Inc. for \$479,451 for upgrades to the 8<sup>th</sup> Avenue Substation. Additional project costs for City provided materials is \$114,646 (see graph below).

This project was included in the CIP for \$300,000. WE are also requesting the approval of a contingency budget adjustment transfer of \$300,000 to cover the additional cost associated with this project.

**Substation Repair Bids:**

Construction Contract & Commodity Materials	\$479,451	<b>\$479,451</b>
Steel Pole-Design and Fabricate	17,301	
Steel Pole-Galv. Finish	\$2,616	
Buss Support	\$2,250	
Underground Copper Cable	\$92,479	
City Provided Material		<b>\$114,646</b>
<b>Total Costs for Substation Repairs</b>		<b>\$594,097</b>

Approved CIP Budget Amount           \$300,000

Total Cost for Substation Repairs   \$594,097

Total Over Budget                       \$294,097

**Total Contingency Adjustment Requested \$300,000**




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## CITY COUNCIL COMMUNICATION

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**TO:** Mayor and Council  
**FROM:** Jenny Howard, Utility Director  
**SUBJECT:** 8th Avenue Substation Upgrade – Wire  
**DATE:** Monday, October 12, 2015 at 6:00 p.m.

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### **Purpose and Recommended Action:**

This is for the procurement of the wire for the 8th Avenue Substation Upgrade Project. Funding for the project will be provided from the current City Council adopted budget for the Electric Division Capital Improvements, CIP No. EL1602.

It is the recommendation of TOR Engineering and the Utility Director that the City Council award the contract to Wesco Distribution in the amount of \$92,478.75. Wesco provided all information needed for our engineer to make a recommendation. The lead time from Wesco is quite substantial at 13-15 weeks.

An alternative option is to award to the second lowest bidder; HD Supply Power Solutions in the amount of \$96,573.75. The lead time from HD Supply Power Solutions is significantly less at 6 weeks. We may need to request additional information to satisfy our engineer.

### **Background:**

The material is for the 8th Avenue Substation Upgrade Project, which consists of replacing switches, old outdated portions of underground primary and the installation of one steel pole just outside of the substation. There has been a steady increase in loads and this upgrade will compensate for additional loads and redundancy.

### **Analysis:**

In September 2015, following formal bidding procedures, we solicited bids, the bids were due on October 5, 2015; two bids were received and are summarized below:

<u>Bidder</u>	<u>Bid Amount</u>
Wesco Distribution	\$92,478.75
HD Supply Power Solutions	\$96,573.75



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**CITY COUNCIL COMMUNICATION**

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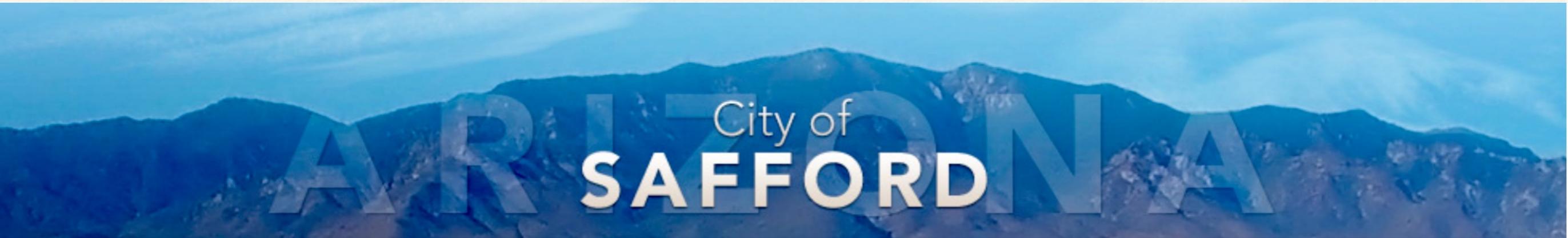
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**TO:** Mayor and Council  
**FROM:** Clifford Davis, Human Resource Officer  
**SUBJECT:** Department Goals Update FY2015-16  
**DATE:** Monday, October 12, 2015 at 6:00 p.m.

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**Purpose:** Each department within the City of Safford Organization has established key goals for fiscal year 2015-16. Department heads will be presenting an update of some of their department goals.

**INFORMATION/DISCUSSION**



# Goals & Objectives FY 2015-2016

*A Great Place to Live,  
Work, and Visit*

# Back to Basics

HAVE A PLAN TO TELL YOU WHERE YOU ARE GOING

## GOALS

DEFINE THE MILESTONES THAT WILL ASSIST WITH REACHING YOUR GOALS

## OBJECTIVES

DECIDE THE PLAN OF ACTION TO ACHIEVE YOUR OBJECTIVES

## STRATEGIES

IDENTIFY THE TOOLS YOU WILL USE TO IMPLEMENT YOUR STRATEGIES

## TACTICS

MEASURE YOUR RESULTS

## METRICS

ADJUST AS NECESSARY

## IMPROVEMENT



*Department Goals & Objectives*

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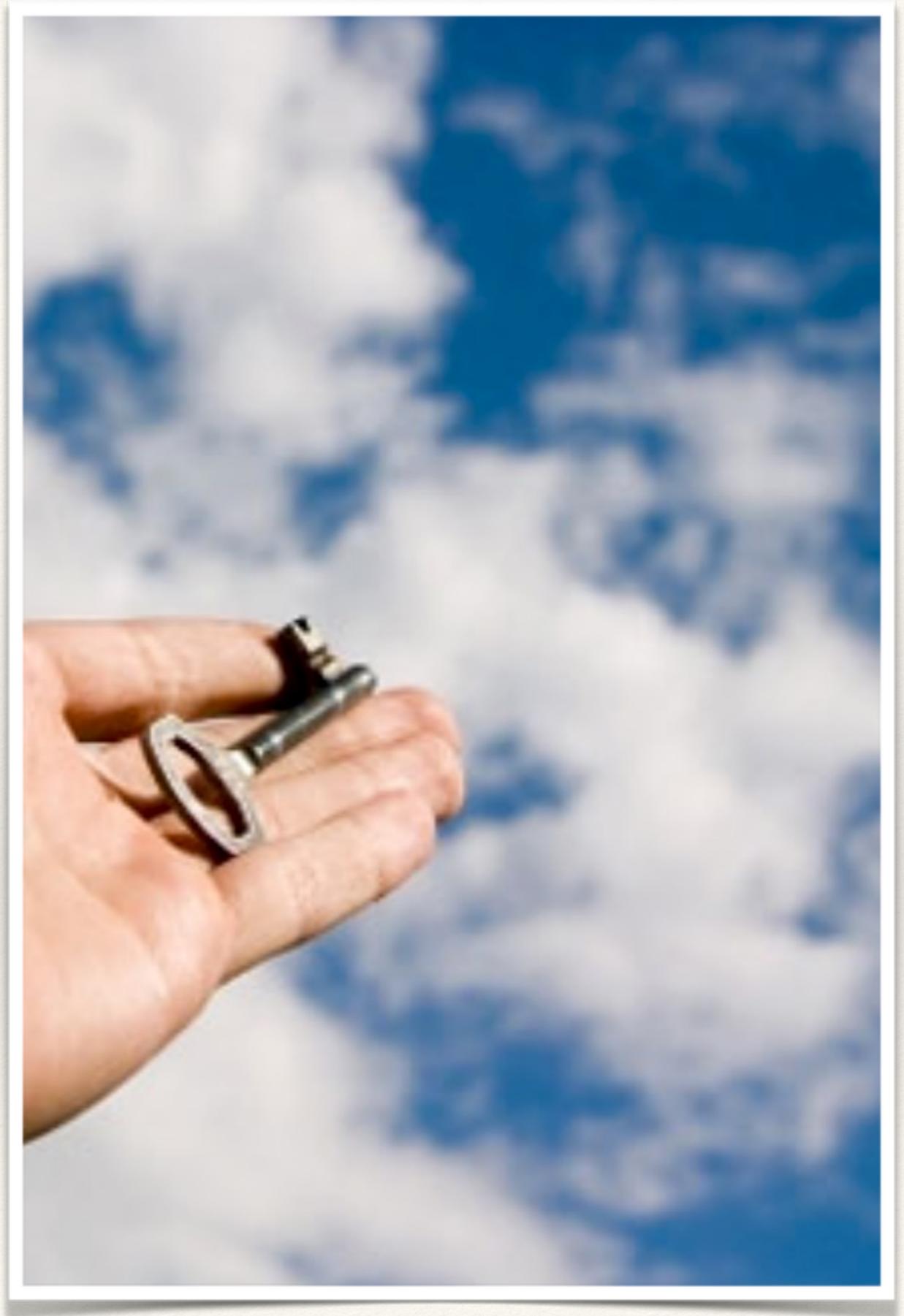
# Planning & Community Development

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General Plan Update

Water Efficiency Ordinance

Economic Development Policy



## General Plan Update

Phases 1-3 of the General Plan Update are complete or in the process of being completed, they include Project Scoping, Background and Current conditions study and a comprehensive review of the current General Plan. We are entering Phase 4 of the study which includes the Visioning Process and Design Charrette Study. We will hold a six day Charrette Study beginning October 19th and ending on October 24th – please see the press release, flyer and brochure attached.

A Design Charrette is a collaborative and transparent public engagement planning process encompassing multiple-days. This six day Charrette study includes participation from community leaders, residents, business owners, major employers, advocacy groups, other stakeholders, City support staff, and consultants. A brochure detailing the process and the schedule was included in all Safford residents' utility bills earlier this month and brochures will continue to be handed out at each event in October leading up to the Charrette. In addition, radio and newspaper ads will run the week of October 12th and into the week of the study and advertising of the event will also be placed on Social Media. Approximately 100 individual stakeholders have also been identified to participate in specialized sessions and will receive personal invites for specific times.

# Press Release

The City of Safford is updating its General Plan. The General Plan serves as the road map guiding decisions involving use of land, development and redevelopment, housing, transportation, infrastructure, environment, public services, economic development, and overall community character within the City. It also identifies future growth areas. As part of the General Plan planning process, the City of Safford invites Safford's residents, property owners, business owners, employers, special interest groups and other stakeholders to participate in the Safford General Plan Design Charrette. The Design Charrette is a week-long public engagement process involving all members of our community and providing multiple venues for community input such as focus groups, open houses, and one-on-one meetings. Everyone is welcome to participate. Share your big ideas. Together we achieve the extraordinary!

## *Envision Safford!*

Event: Safford General Plan Design Charrette

When: Monday, October 19 to Saturday, October 24

Time: Please see attached schedule and brochure

For more information contact:

Dustin Welker, City of Safford Planning and Community Development Director

Phone: 928-432-4140

[dwelker@saffordaz.gov](mailto:dwelker@saffordaz.gov)

Or

Maria Masque, Design Charrette Coordinator

The Planning Center

[mmasque@azplanningcenter.com](mailto:m masque@azplanningcenter.com)



City of  
**SAFFORD**

### Infrastructure



### Land Use



### Environment



### Housing



### Parks and Trails



### Retail and Services



## Safford General Plan Design Charrette

The Safford General Plan is the road map for creating a healthy community with affordable housing, compatible land uses, sustainable infrastructure, efficient transportation network, agriculture, a vibrant Central Business District, interconnected parks, recreation and open space, shared paths, employment, amenities, retail, services, and a healthy environment. During the 6-day General Plan Design Charrette, we envision the future we desire for our community and region.

### Envision Safford!

#### Monday, October 19 (Safford Library Program Room)

- 6:00 – 7:00 PM Design Charrette Opening Night
  - Welcome: Mayor Gibbs
  - Your Team
  - Project Overview
- 7:15 to 8:15 PM Community Visioning Process

#### Tuesday, October 20 (Safford City Annex)

- 9:00 to 11:00 AM Safford City Council Meeting
- 9:00 to 11:00 AM Guidance Team Focus Group (By Invitation Only)
- 1:00 to 2:00 PM Major Land Owners/Developers Focus Group
- 3:00 to 4:00 PM Major Regional Employers Focus Group
- 3:00 to 5:00 PM One-on-one Meetings (first-come, first-served)
- 7:00 to 9:00 PM Community Open House

#### Wednesday, October 21 (Safford City Annex)

- 9:00 to 11:00 AM Central Business District (CBD) Focus Group
- 1:00 to 3:00 PM HOAs and Neighborhoods Focus Group
- 4:00 to 5:00 PM Safford Special Interest Groups Focus Group
- 7:00 to 9:00 PM Community Open House

#### Thursday, October 22 (Safford City Annex)

- 9:00 to 5:00 PM Watch the Vision Evolve as Consultants Work
- 1:00 to 4:00 PM One-on-one Meetings (first-come, first-served)
- 7:00 to 9:00 PM Community Open House

#### Friday, October 23 (Safford City Annex)

- 9:00 to 11:00 AM Watch the Vision Evolve as Consultants Work
- 2:00 to 4:00 PM High School Students Envision Safford

#### Saturday, October 24 (Safford Library Program Room)

- 3:30 – 5:00 PM Final Presentation
  - Vision Statement
  - Character Areas and Growth Areas
  - Guiding Principles for Each Element of the Plan
  - Conceptual Sketches

For more information visit: <http://www.cityofsafford.us>



*Together We Achieve the Extraordinary!*

# What is a Design Charrette?

A Design Charrette is a collaborative and transparent public engagement planning process encompassing multiple-days. It is scheduled to last from Monday, October 19 to Saturday, October 24. The goal of the charrette is to produce a feasible General Plan for the City of Safford that benefits from the support of its community.

A multidisciplinary charrette team, consisting of community leaders, residents, business owners, major employers, advocacy groups, other stakeholders, City support staff, and consultants produces this plan.

During the charrette, the consultant team solicits the values, vision, and needs of the community. The charrette is organized as a series of feedback loops through which different stakeholder groups, Project Team, Guidance Team, Leadership Team, advocacy groups, neighborhood groups, community members, and other stakeholders are engaged at critical decision-making points.



## Where Do We Meet?

### Monday, October 19 (Opening)

Safford Library Program Room  
808 S. 7th Avenue

### Tuesday, October 20 to Friday, October 23

City of Safford Annex (Various Rooms)\*  
808 S. 8th Avenue

### Saturday, October 24 (Final Presentation)

Safford Library Program Room  
808 S. 7th Avenue

\* Please go to the registration table at the City of Safford Annex to get the room information.

## Envision Safford...

*Together We Achieve the Extraordinary!*

# City of Safford General Plan Update Design Charrette

## October 19 to 24





## Types of Meetings

**Community Visioning Process** allows community members to Envision Safford with respect to land use, housing, transportation, circulation, infrastructure, community services, community design, parks, recreation, trails and open space, environment, and economic development.

**Focus Groups** allow special interest groups and stakeholders to focus on a specific topic relevant to their interests and expertise. These meetings are by invitation only.

**Community Open Houses** allow community members to ask questions, browse, and provide additional input in an informal, non-structured setting.

**One-on-one Meetings** allow participants flexibility to show up and express their vision privately to a member of the Consultant Team. These meetings are 30 minutes in duration, limited to one meeting per participant, and occur on a first-come, first-served basis during the time slots allocated for One-on-one meetings on the Charrette Schedule.

**High School Student Envision Safford** allows the younger members of the community to Envision Safford from their own unique perspective .

**Watch the Vision Evolve** allows community members to watch the vision evolve as the Consultant Team works. This is a look over the shoulders opportunity to see how the project is evolving. During this session the Consultant Team is working on a deadline and focused on analyzing the information received and generating concepts.

## Charrette Schedule

### Monday, October 19 (Opening)

- 6:00 – 7:00 PM Design Charrette Opening
- 7:15 to 8:15 PM Community Visioning Process

### Tuesday, October 20

- 9:00 to 11:00 AM Safford City Council Meeting
- 9:00 to 11:00 AM Guidance Team Focus Group (By Invitation Only)
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- 9:00 to 5:00 PM Watch the Vision Evolve
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## Charrette Schedule

### Friday, October 23

- 9:00 to 11:00 AM Watch the Vision Evolve
- 2:00 to 4:00 PM High School Students Envision Safford

### Saturday, October 24 (Final Presentation)

- 3:30 – 5:00 PM Final Presentation

## Envision Safford...

*Together We Achieve the Extraordinary!*

## Contact Us

For additional Information  
Please Contact:

Dustin Welker, City of Safford  
dwelker@saffordaz.gov  
928-432-4140

Visit us on the web:  
<http://www.cityofsafford.us>

## Water Efficiency Ordinance

A regional Water Efficiency Ordinance was presented in a joint Council and Supervisor meeting on September 23rd. The purpose of the ordinance is to establish minimum standards for water consumption with the intent to conserve limited water resources within Graham County. The Ordinance is being approached regionally in an effort to adopt an ordinance applicable and enforceable in all jurisdictions of Graham County.

## Economic Development Policy

In conjunction with the City Manager, our department is in the process of drafting an economic development policy that would establish policy and procedures for the granting of economic development incentives associated with economic development projects within the City of Safford. We have been working with the Arizona Commerce Authority to formulate and draft a policy. Our focus has been evaluating what is working in other regions of the state and what our needs are in terms of diversification and growth.

The objectives of the policy would include:

- Retain and or expand existing business located in the City,
- Retain local jobs, increase the number and diversity of jobs that offer stable employment and livable wages and benefits,
- Facilitate the development process and achieve development on sites which would not otherwise be developed without assistance,
- Encourage underrepresented or desirable businesses that provide basic goods and services,
- Increase the City's share of the tax base coming from nonresidential growth; and
- Increase career opportunities by attracting skilled jobs in expanding industries.

## Economic Development Policy, continued

Possible examples of incentives in the policy may include:

- Real property lease or acquisition
- Personal property lease or purchase (e.g. equipment)
- Site preparation costs
- On-site infrastructure
- Off-site infrastructure
- Improvements to a building such as tenant improvements
- Job training costs not otherwise reimbursed by grants or tax credits
- Other purposes which bring value to the community as determined by the City Council on a project-by-project basis
- Payment of site development and building plan review and permit costs

Incentives would be applied through an extensive application and review process that would likely include a cost/benefit analysis. Certain performance provisions and accountability factors would also have to be met to qualify for incentives. All incentives would be presented and approved at the City Council level.

*Department Goals & Objectives*

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# Public Works/ Engineering

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Complete items on the CIP and  
minimize carry overs

Complete all scheduled Public  
Works Projects

Oversee Grant Projects



*Department Goals & Objectives*

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# Public Works/ Engineering, cont.

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Work with Staff to:

- a. Develop skills to plan and schedule work
- b. Develop and maintain skills to motivate employees
- c. Make employees accountable for scheduled work and their plan



*Department Goals & Objectives*

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# Utilities

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Internal web based database,  
automated work order system &  
man-hour tracking

Graham County Cooperative  
final Electrical Plant transfer

Monthly bulk pick up & Annual  
Hazmat disposal



*Department Goals & Objectives*

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# Utilities, continued

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Update City Code adding  
Recycling & Monthly bulk

Power Pole assessment & Pole  
attachment audit

FOG & Backflow Programs &  
enforcement



*Department Goals & Objectives*

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## Utilities, continued

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Update Capital Asset  
Management Plan for WWTP

Gas Leak Detection



ARIZONA City of SAFFORD



Thank you!

*A Great Place to Live,  
Work, and Visit*