



**ANNUAL BUDGET**  
**AND**  
**FINANCIAL PLAN**

**FISCAL YEAR 2013/2014**  
**BEGINNING JULY 1, 2013**

Final Adoption - August 5, 2013



## Annual Budget and Financial Plan - Fiscal Year 2013/2014



The Mission of the City of Safford is to make Safford a great place to live, work, and visit.

### CITY OF SAFFORD EMPLOYEE VISION STATEMENT

The City of Safford is a progressive organization where employees are valued as the greatest asset. As employees we represent integrity, creativity, dignity and respect for ourselves, coworkers and the community. As stewards of City resources, we foster open and consistent communication throughout the organization. As trained professionals, we are empowered to make decisions while providing superior service.

Prepared by the Management & Budget and Financial Services Departments  
Under the direction of the City Manager

David J. Kincaid, City Manager  
Ann Waite, Chief Financial Officer  
Don Knight, Director of Management & Budget

**City of Safford, Arizona  
Mayor and City Council**

Mayor.....Chris Gibbs

Vice Mayor..... Mary Bingham

Councilmember ..... Ken Malloque

Councilmember ..... Gene Seale

Councilmember ..... Arnold Lopez

Councilmember ..... Richard Ortega

Councilmember ..... James A. Howes

# Staff and Department Directors

## STAFF

City Manager .....David J. Kincaid  
City Attorney (interim).....Bill Sims  
City Clerk .....Georgia Luster  
City Magistrate .....D. Corey Sanders, Esq.

## DEPARTMENT DIRECTORS

Chief Financial Officer .....Ann Waite  
City Engineer .....Randy Petty  
Fire Chief..... Clark Bingham  
Human Resources Director .....Christine Fisher  
Library Director ..... Leanne McElroy  
Management & Budget Director .....Don Knight  
Planning and Community Services Director .....Dustin Welker  
Police Chief..... John Griffin  
Public Works Director..... Jenny Howard  
Utilities Director.....Eric Buckley

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## **Honorable Mayor and Council Members,**

I am pleased to present the FY 2014 budget as adopted by Mayor and Council. This budget includes General Fund, Water Fund, Wastewater Fund, Gas Fund, Electric Fund Landfill Fund and Special Revenue Funds. Included in each fund are the capital projects expected to be undertaken during the fiscal year. The budget allocates scarce resources, supports funding for targeted initiatives and is intended to generally sustain, and in some cases enhance, the current level of municipal services available to residents and taxpayers of Safford.

### Safford Has Responded to the Challenging Economic Environment

Much progress has been made to make Safford a better place to live, work and visit. We have worked hard to spend the taxpayer's money wisely and have provided the maximum number of desired services possible within the limits of the City budget. Every effort is being made to stabilize the cost of the services the City provides.

It is in this context that the City of Safford has been engaged in the process of budget development and approval for FY 2013/14. A primary driver within Safford's municipal budget is personnel related costs. To offset these costs, there have been no pay increases since 2008. This year's budget includes a 3% one-time payout and a salary adjustment for 47 employees based on a salary survey undertaken in late FY 2013.

### Importance of Sound Business Practices

The City of Safford continues to be economically and prudently operated. It functions as a purveyor of public services, and staff is working hard to implement business practices to control costs and maintain the municipality's fiscal position during uncertain times. Over the last several budgetary cycles we have worked hard to decrease or hold flat the operational expenses as a short term strategy to limit the impact of the macroeconomic situation on Safford residents and taxpayers. This is not in and of itself a sufficiently broad or sustainable approach to address Safford's long term needs. Faced with an escalating full tax rate (local schools, college, county) in recent years, additional strategies are being implemented with the goal of creating a more agile municipal entity poised to seize upon business, grant, and regulatory opportunities that are consistent with our community values. These include:

- Economic development and smart growth initiatives intended to broaden the tax base to mitigate anticipated future cost increases across the municipal operation areas.
- Implement a re-metering program that will allow our major utilities to operate more efficiently and provide our customers state of the art and timely information to assist in conservation and cost savings.

- Participation in a power purchasing arrangement and working creatively to offset increasing utility costs through wholesale power and gas purchase agreements.
- Working to acquire new water resources and water rate adjustments to ensure sustainability of our water supply to meet the needs of the existing community and the future economic development needs for future capital investment and job creation.
- Maintaining a strong balance sheet and favorable bond rating status and develop and meet long term targeted fund balances in all our funds.

I want to thank the City Management and Staff for preparation of the budget and diligence in the past for helping sustain a positive balance sheet in these challenging economic times.

Thank you to the Mayor and Council for their leadership and guidance as the FY 2013/14 budget was prepared. It is this cohesive give and take that will propel Safford forward as we move further into the 21st century.

**City of Safford**  
**2013/2014 Budget**  
**Philosophy and Process**

Budget Philosophy:

Serving the public trust requires that the annual budget provide the best possible balance of allocation to meet the varied needs of all citizens. The budget is a management tool for the City Administration and in allocating the City's resources; it both reflects and defines the annual work program. In this context, the budget provides a framework for us to accomplish our mission, which is to "make Safford a great place to live, work and visit." The budget should also reflect our core City organization values of integrity, transparency, service excellence, personal growth and innovation.

Budget preparation relied less on historical basis and more on expected outcomes and performance measurement and stated Council policies, balanced with an understanding of the macro and micro economic environments. With Safford's economic conditions tied heavily to the copper mining industry a constant eye on international economic conditions is extremely important.

In addition to balancing allocations to meet community needs and incorporating our mission and core values, a successful annual budget preparation process requires excellent communications and a commitment to excellence. To this end, the process must be a cooperative effort of the entire City organization.

With these challenging economic times and conditions, Safford has accepted the challenge by developing the budget within a context of a search for creative solutions for the delivery of City services. The budget emphasizes measures to improve the productivity and effectiveness of service delivery to citizens. Teamwork and efficiency enhancements will limit the amount of bureaucracy required, both between functional areas within the City and between City staff and citizens. The overriding goals must be to support the high standards set by the community and to provide long-term value at a reasonable cost.

The budget is based upon timely, consistent and clearly articulated policies. It is realistic and will include adequate resources to meet assigned work programs within the context of extremely restricted and fragile revenue sources. Once adopted, departments will be clearly monitored for spending practices that meet the stated goals and mission of the organization.

Budget Process:

The fiscal year of the City is July 1 through June 30 of the following year. The City of Safford implements its budget on an annual basis. The budget is developed over an approximate seven month period whereby staff begins to analyze both revenue and expenditure detail and we then begin to formulate a plan for overall budget maximums in both general government, utilities and special projects. The budget process starting in 2011/12 was slightly different

than previous years. In developing the budget, departments relied less on historical basis and focused more on activities and expected outcomes. These expected outcomes were articulated to the Mayor and Council over a five month period and presented with no dollar amounts. Once these were presented to the Mayor and Council the departments, in conjunction with Finance, Budget and the City Manager, began to identify the resources available to accomplish the tasks that lead to execution of the expected outcomes.



## **Annual Budget Report**

### **Fiscal Year July 1, 2013– June 30, 2014**

Presented to: Honorable Mayor and Safford City Council  
From: David Kincaid, City Manager  
Ann Waite, Chief Financial Officer  
Don Knight, Director of Management and Budget

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The attached report will present the various Resources and Expenditure estimates for the Fiscal Year Ending June 30, 2014. The City of Safford is expecting another lean resource year with a few significant positive changes glimmering on the horizon. In the report we will address reasoning for our estimates and try to detail the needs of the City and the steps taken to meet those needs with the least impact on services provided to the Citizens of Safford.

The first section of the Report contains a summary of the budget with the remainder being broken into Three Major Areas Based on the Type of Funds being addressed.

➤ **Governmental Funds**

- **Definition:** Funds generally used to account for tax-supported activities. There are five different types of governmental funds: the general fund, special revenue funds, debt service funds, capital projects funds and permanent funds.

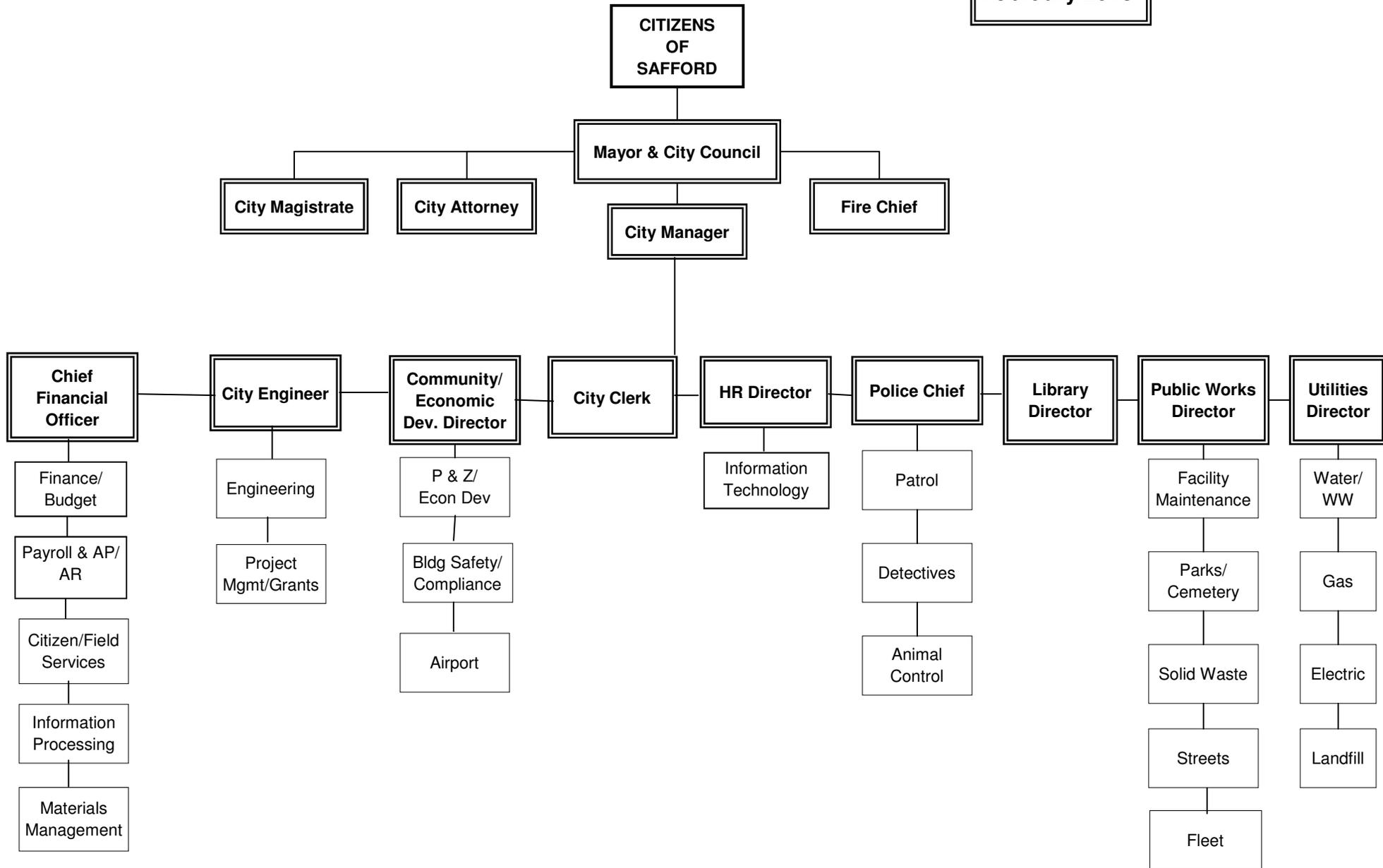
➤ **Enterprise Funds**

- **Definition:** Account for operations (a) that are financed and operated in a manner similar to private business enterprises where the stated intent is that the costs (expenses, including depreciation and indirect costs) of providing goods and services to the general public on a continuing basis are financed or recovered primarily through user charges; or (b) where the governing body has decided that periodic determination of revenues earned, expenses incurred, and net income is appropriate for capital maintenance, public policy, management control, accountability or other purposes.

➤ **Internal Service Funds**

- **Definition:** To account for the financing of goods or services provided by one department or agency to other departments or agencies of the governmental unit, or to other governmental units, on a cost-reimbursable basis. Some examples of internal service funds could include: self-insurance funds, central warehousing and purchasing, central data processing and central printing and duplicating.
- To prevent an overstatement of the budget, Internal Service Funds do not show separately as part of the adopted budget because their charges are shown as expenditures in other departmental budgets (as an example: Fleet Rent is an expenditure in the department that is using the vehicle or equipment)

February 2013



CITY OF SAFFORD  
General Government Summary

**FY 13-14**  
**With 3 % Employee 1 time Bonus**

RESOURCES	FY 13-14 Budget	EXPENDITURES	FY 13-14 Budget	13-14 Resrc Over (Under) Expend
City sales tax	4,834,016	111 CITY COUNCIL	488,885	
Bed tax	270,000	113 CITY MANAGER	294,735	
		114 HUMAN RESOURCE DIVISION	228,369	
General property tax	230,486	121 CITY CLERK & GENERAL	260,163	
Franchise tax	75,000	122 FINANCIAL SERVICES	591,758	
State shared sales taxes	826,575	115 CITY ATTORNEY	165,910	
State shared income taxes	1,067,230			
		124 PLNNG. & CMNTY. DVLPMNT.	402,709	
Licenses and permits	65,000	136 BUILDING SAFETY	134,995	
Economic Development		133 LIBRARY/GENERAL	608,485	
Graham County Library support	32,400	138 RECREATIONAL PROGRAM	133,971	
Recreational fees	54,500	158 AIRPORT OPERATIONS	83,334	
Loan Repaymey from Streets	230,000	141 POLICE CHIEF & ADMIN.	768,340	
Utility - General Gov Services	1,032,371	142 CRIMINAL INVESTIGATION	574,008	
Utility in lieu of Franchise tax	834,000	143 PATROL	2,237,170	
Rental income	125,000	144 ANIMAL CONTROL	138,752	
Interest on investments	7,500			
Other revenues	90,000	151 PUBLIC WORKS ADMIN.	263,393	
		152 BUILDING & MAINTENANCE	627,348	
AIRPORT OPERATIONS	135,000	153 STREET LIGHTS	80,000	
Cemetery	24,000	155 PARKS	588,825	
		156 SANITATION	1,177,262	
Sanitation collections	1,053,000	159 GOLF COURSE	205,300	
FMI FACADE GRANT	40,000			
Fines and penalties	68,000	160 CITY COURT	254,008	
Fire District	347,783	170 FIRE DEPARTMENT	658,879	
<b>SUBTOT GEN GOV RESOURCES</b>	<b>11,441,860</b>	<b>GEN GOV DEPARTMENT EXPENSES:</b>	<b>10,966,601</b>	
		115 CITY ATTORNEY	5,600	
		124 PLNNG. & CMNTY. DVLPMNT.	73,079	
		158 AIRPORT DEBT SERVICE	118,927	
<b>GENERAL FUND DEBT SERVICE</b>	<b>0</b>	<b>GENERAL FUND DEBT SERVICE</b>	<b>197,606</b>	
<b>TOTAL GENERAL GOV RESOURCES:</b>	<b>11,441,860</b>	<b>TOTAL GENERAL GOV EXPENSES:</b>	<b>11,164,207</b>	<b>277,654</b>
Street .05 Tax (AFTER DEBT SERVICE USE)	276,906	031 HIGHWAY USER FUND (Streets):		
.05 STREET TAX RESERVES	290,000	- Operations	1,354,201	
Street Patch TRANS IN and OTHER	169,000	- Capital Street Preservation	75,000	
Auto Lieu of taxes	465,307	- Capital Other	309,255	
HURF Federal - Graveyard Wash		- Repayment of Loan from Gen Fund	230,000	
HURF revenues	683,031			
LTAF revenues	0			
Other (thatcher, etc)	85,000			
.05 STREET SALES TAX DEBT SRV	764,836	STREET GADA DEBT SERVICE	764,836	
<b>TOTAL STREETS RESOURCES:</b>	<b>2,734,080</b>	<b>TOTAL STREET EXPENDITURES:</b>	<b>2,733,292</b>	<b>788</b>
PROJECT MANAGEMENT GRANTS - INTERGOVERNMENTAL	363,383	191 PROJECT MANAGEMENT	391,000	-27,617
071 LIBRARY TRUST:	25,000	071 LIBRARY TRUST:	25,000	0
132 LIBRARY SPECIAL GRANTS	392,000	132 LIBRARY SPECIAL GRANTS	392,000	0
POLICE GRANTS	608,688	146 POLICE GRANT DIVISION	608,688	0
AIRPORT GRANTS	2,315,000	045 AIRPORT IMPROVEMENTS	2,436,111	-121,111
STREET GRANTS	2,041,798	031 STREET GRANTS	2,118,971	-77,173
<b>TOTAL OTHER RESOURCES:</b>	<b>5,745,869</b>	<b>TOTAL OTHER EXPENDITURES:</b>	<b>5,971,770</b>	<b>-225,901</b>
CONTINGENCY	4,000,000		4,000,000	
<b>TOTAL GOVERNMENTAL RESOURCES:</b>	<b>23,921,809</b>	<b>TOTAL EXPENDITURES:</b>	<b>23,869,268</b>	<b>52,540</b>

CITY OF SAFFORD

FY 13-14

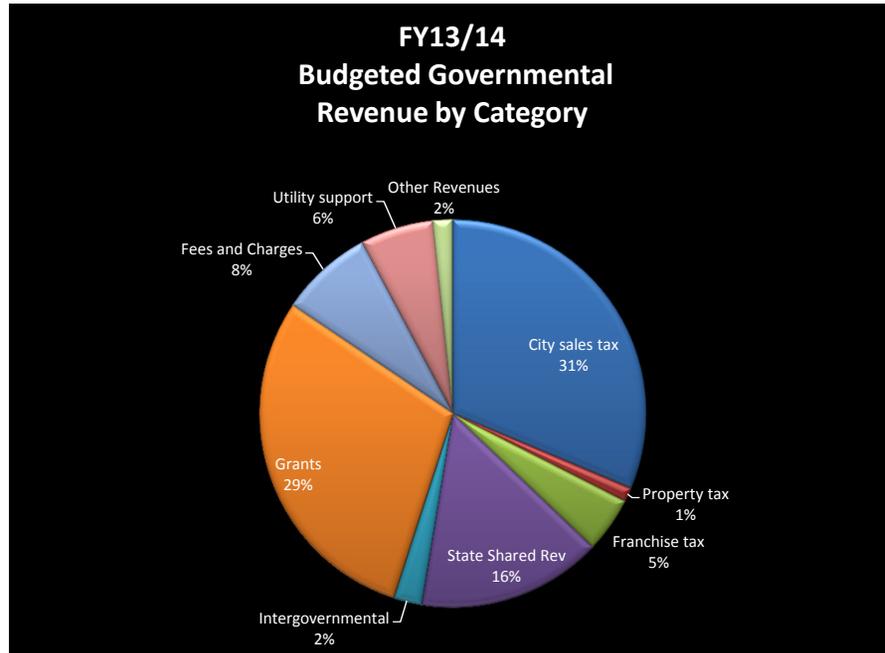
UTILITIES SUMMARY With 3 % Employee 1 time Bonus

	RESOURCES	13-14 BUDGET	EXPENDITURES	13-14 BUDGET	13-14 OVER (UNDER)
<b>Landfill</b>	Rate Revenues	1,125,000	Operations	1,102,033	
	Closure Revenues	60,000	Capital	63,000	
	State Tire Haul	50,000	Closure Reserve	60,000	
<b>Rate Change</b>		0			
<b>Landfill tot</b>		1,235,000		1,225,033	9,967
<b>Water</b>	Rate Revenues	4,429,500	Operations	3,909,565	
	Install fees	50,000	Debt Service	772,054	
	Other	50,000	Capital	5,445,530	
<b>FAA &amp; RD &amp; COLONIAS GRAN</b>	Grants	3,370,000			
<b>Impact Fee Reserves</b>	New Water Sources	1,000,000			
<b>water rate study</b>		984,100			
<b>Water tot</b>		9,883,600		10,127,150	-243,550
<b>WasteWater</b>	Rate Revenues	2,427,500	Operations	1,107,907	
	Install fees	10,000	Debt Service	137,950	
	Other	10,000	Capital	145,000	
	Carry Over project	0	Capital Reserves	250,000	
			subtotal	1,640,857	
Treatment Plant Debt Relief			Treatment Plant Operations	926,346	
Fed Appropriation debt relief		1,400,000	Treatment Plant Debt Service	0	
<b>Impact Fee Reserves</b>	<b>BELT PRESS</b>	0	Treatment Plant Capital	240,500	
WIFA TECH GRANT		0	subtotal	1,166,846	
<b>WasteWater tot</b>		3,847,500		2,807,703	1,039,797
<b>Gas</b>	FUEL COST ADJ	1,354,729	Purchased Gas	1,165,600	
	Rate Revenues	1,670,000	Operations	1,518,669	
	Other Revenues	15,000	Debt Service		
			Capital	223,000	
			Capital Reserves	128,000	
<b>Gas tot</b>		3,039,729		3,035,269	4,460
<b>Electric</b>	Rate Revenues	9,300,000	Purchased Power	4,300,000	
	Install fees	30,000	Operations	2,424,573	
	Other(Pole attach, interes	40,000	Debt Service	243,369	
	<b>Reserves</b>		Capital	1,006,000	
	GADA		SPRR/COOP/Capital Reserves	807,500	
<b>Electric tot</b>		9,370,000		8,781,442	588,558
<b>Subtotal STANDARD UTILITY RESOURCES</b>		27,375,829	<b>Subtotal UTILITY DEPARTMENT</b>	25,976,598	1,399,231
<b>CONTINGENCY</b>		3,000,000		3,000,000	
<b>Total Utility Summary</b>		30,375,829		28,976,598	1,399,231
<b>Total From Governmental Summary</b>		23,921,809		23,869,268	52,540
<b>City of Safford Budget Total</b>		54,297,638		52,845,867	1,451,772

**FY13/14 City of Safford Budgeted Governmental Revenue by Category:**

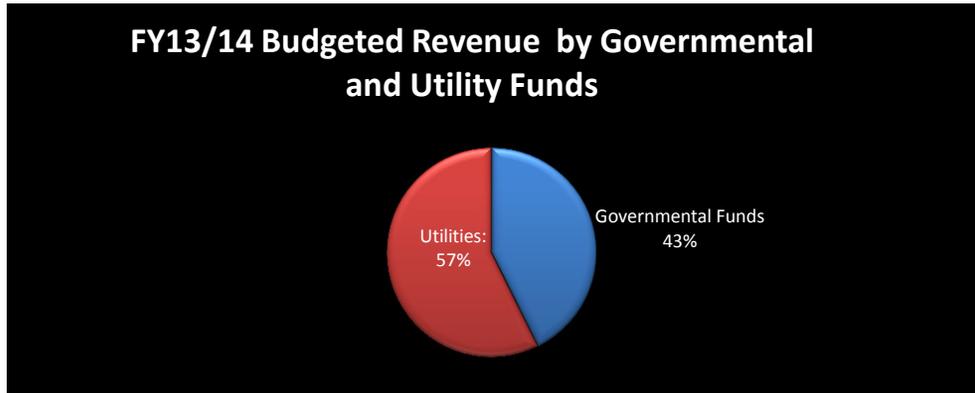
	Budgeted Revenue for FY 13/14:
City sales tax	4,834,016
Bed tax	270,000
City sales tax - .05% increase for Streets	1,041,742
General property tax	230,486
Franchise tax	75,000
Utility in lieu of Franchise tax	834,000
State shared sales taxes	826,575
State shared income taxes	1,067,230
Auto Lieu of taxes	465,307
HURF revenues (Streets)	683,031
Fire District	347,783
Other Revenue - Thatcher	85,000
Graham County Library Support	32,400
Police grants & donations	608,688
Library grants & donations	392,000
Library Trust	25,000
Airport Grants	2,315,000
Path System Phase 6	363,383
HSIP Traffic Sign Replacement	60,400
FMI Grant	40,000
20th Avenue Relation to Golf Course Rd	601,591
Main Street Traffic Signals - Design	120,000
Main Street Traffic Signals - Construction	600,000
Main Street Improvements	659,807
Licenses and permits	65,000
Airport Operations	135,000
Cemetery	24,000
Sanitation collections	1,053,000
Recreational fees	54,500
Fines and penalties	68,000
Rental income	125,000
Utility / General Government Services	1,032,371
Utility / Transfer in for street patching	169,000
Interest on investments	7,500
Loan repayment from Street Fund to General Fnd	230,000
Other revenue	90,000
<b>Total Governmental Revenues:</b>	<b>19,631,810</b>

FY13/14 Budgeted Revenue by Category	% to Total by Category:
City sales tax	6,145,758 31.31%
Property tax	230,486 1.17%
Franchise tax	909,000 4.63%
State Shared Rev	3,042,143 15.50%
Intergovernmental Grants	465,183 2.37%
5,785,869 29.47%	
Fees and Charges	1,524,500 7.77%
Utility support	1,201,371 6.12%
Other Revenues	327,500 1.67%
<b>19,631,810 100.00%</b>	

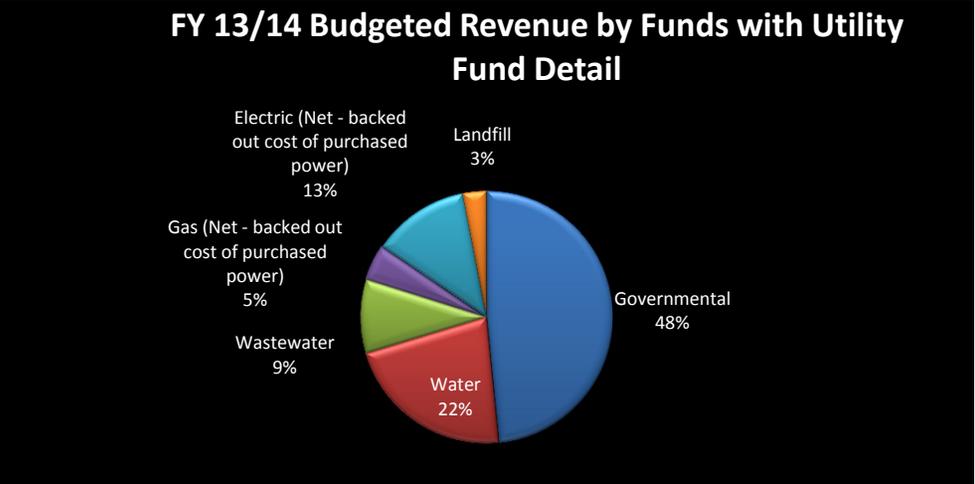


**FY13/14 City of Safford Budgeted Revenue by Governmental and Utility Funds**

	Budgeted Revenue by Governmental and Utility Funds FY 13/14	% to Total by Category:
Governmental Funds	19,631,810.00	42.67%
Utilities:	26,375,829.00	57.33%
<b>Total:</b>	<b>46,007,639.00</b>	<b>100.00%</b>



	Budgeted Revenue by Funds with Utility Fund Detail FY13/14	% to Total by Category:
Governmental	19,631,810	48.42%
Water	8,883,600	21.91%
Wastewater	3,847,500	9.49%
Gas (Net - backed out cost of purchased power)	1,874,129	4.62%
Electric (Net - backed out cost of purchased power)	5,070,000	12.51%
Landfill	1,235,000	3.05%
<b>Total:</b>	<b>40,542,039</b>	<b>100.00%</b>

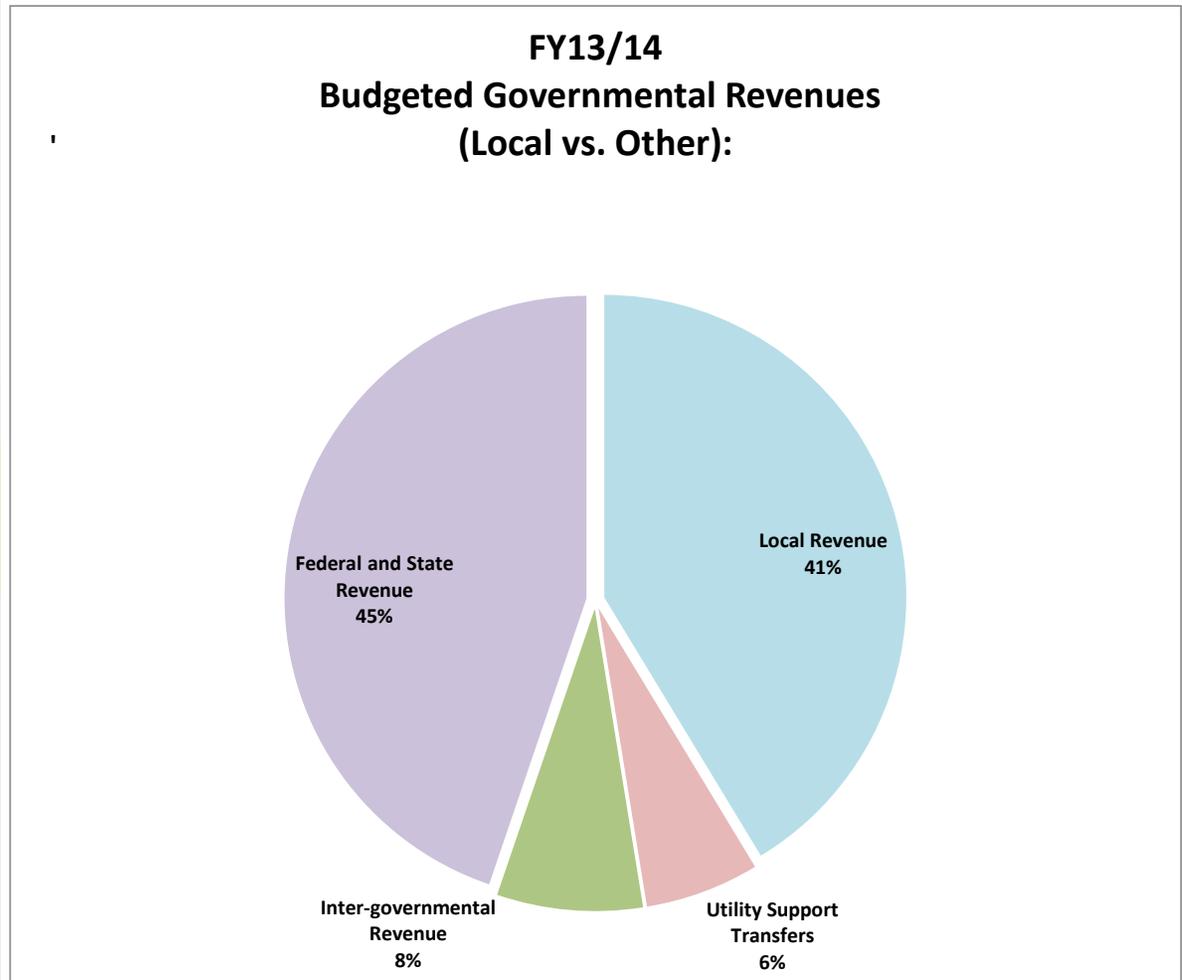


Note: Gas purchase \$1,165,600 and Electric purchase \$4,300,000

**FY 13/14 City of Safford Governmental Revenue by Category - Local vs Other:**

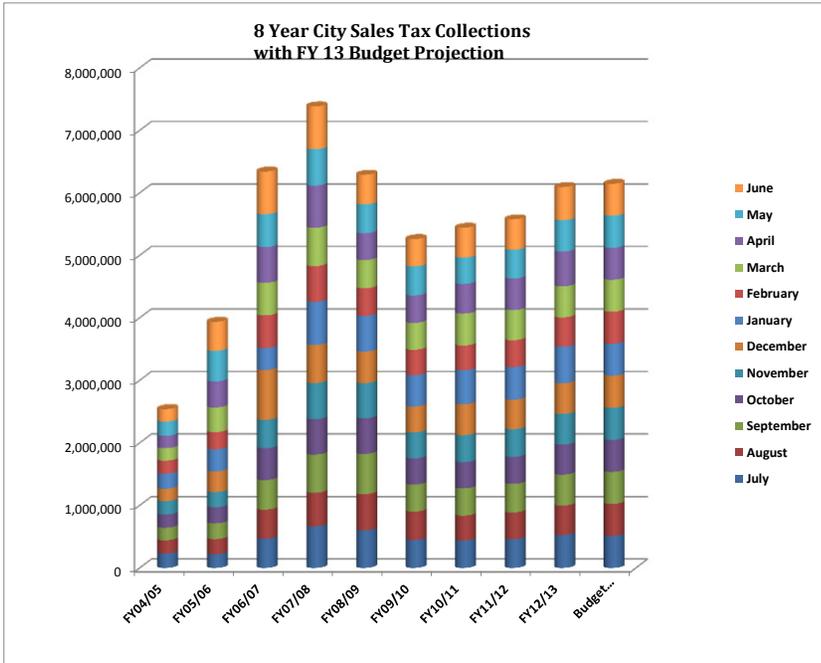
	13/14 Budget
City sales tax	4,834,016
Bed tax	270,000
City sales tax - .05% increase for Streets	1,041,742
General property tax	230,486
Franchise tax	75,000
Licenses and permits	65,000
Airport Operations	135,000
Cemetery	24,000
Sanitation collections	1,053,000
Recreational fees	54,500
Fines and penalties	68,000
Interest on investments	7,500
Rental income	125,000
FMI Freeport Grant	40,000
Other revenue	90,000
Utility / General Government Services	1,032,371
Utility/Trans in for Street patching	169,000
Graham County Library support	32,400
Town of Thatcher	85,000
Fire District	347,783
Loan repayment from Street Fund to Gen Fnd	230,000
Utility in lieu of Franchise tax	834,000
Police grants & donations	608,688
Library grants & donations	392,000
Library Trust	25,000
Airport Grants	2,315,000
Path System Phase 6	363,383
HSIP Traffic Sign Replacement	60,400
20th Avenue Relation to Golf Course Road	601,591
Main Street Traffic Signals Design	120,000
Main Street Traffic Signals Construction	600,000
Main Street Improvements	659,807
HURF revenues (streets)	683,031
State shared sales taxes	826,575
State shared income taxes	1,067,230
Auto Lieu of taxes	465,307
<b>Total Governmental Revenues</b>	<b>19,631,810</b>

FY13/14 Budgeted Revenues (Local vs. Other)				
Local Revenue	Utility Support Transfers	Inter-governmental Revenue	Federal and State Revenue	Total Governmental Revenue
8,113,244	1,201,371	1,529,183	8,788,012	19,631,810
41.33%	6.12%	7.79%	44.76%	100.00%



9 Year History of City Sales Tax Collections Reported by Arizona Department of Revenue:

											% Over (Under)						
	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	FY11/12	FY12/13	Budget FY13/14	FY 04/05 to FY 05/06	FY 05/06 to FY 06/07	FY 06/07 to FY 07/08	FY 07/08 to FY 08/09	FY 08/09 to FY 09/10	FY 09/10 to FY 10/11	FY 10/11 to FY 11/12
July	232,025	220,991	470,167	668,364	601,587	446,972	437,953	459,968	528,829	512,147	-4.76%	112.75%	42.15%	-9.99%	-25.70%	-2.02%	5.03%
August	211,610	240,068	463,211	534,017	578,971	453,739	398,493	428,667	469,076	512,147	0.00%	92.95%	15.29%	8.42%	-21.63%	-12.18%	7.57%
September	199,280	252,053	472,712	611,170	644,202	432,995	436,432	456,637	494,319	512,147	26.48%	87.54%	29.29%	5.40%	-32.79%	0.79%	4.63%
October	211,616	258,080	508,610	566,514	568,901	420,347	418,464	430,316	481,018	512,147	21.96%	97.07%	11.38%	0.42%	-26.11%	-0.45%	2.83%
November	216,672	243,237	455,046	577,720	563,057	413,395	431,375	443,827	488,511	512,147	12.26%	87.08%	26.96%	-2.54%	-26.58%	4.35%	2.89%
December	197,112	330,606	796,467	607,074	503,828	414,636	496,414	471,096	491,538	512,147	67.72%	140.91%	-23.78%	-17.01%	-17.70%	19.72%	-5.10%
January	239,589	353,550	350,706	692,102	571,283	500,290	543,802	521,558	584,378	512,147	47.57%	-0.80%	97.35%	-17.46%	-12.43%	8.70%	-4.09%
February	208,993	275,618	522,497	571,806	440,659	406,612	394,140	430,077	469,819	512,147	31.88%	89.57%	9.44%	-22.94%	-7.73%	-3.07%	9.12%
March	198,625	392,223	521,021	613,114	450,938	430,156	509,715	480,843	495,998	512,147	97.47%	32.84%	17.68%	-26.45%	-4.61%	18.50%	-5.66%
April	198,409	417,675	572,136	675,600	429,168	438,640	475,136	506,091	556,722	512,147	110.51%	36.98%	18.08%	-36.48%	2.21%	8.32%	6.51%
May	228,931	488,127	525,947	582,020	462,804	465,093	420,657	459,811	502,563	512,147	113.22%	7.75%	10.66%	-20.48%	0.49%	-9.55%	9.31%
June	197,423	464,181	683,972	685,532	474,549	437,799	480,252	488,028	530,336	512,147	135.12%	47.35%	0.23%	-30.78%	-7.74%	9.70%	1.62%
	2,540,285	3,936,409	6,342,492	7,385,033	6,289,947	5,260,674	5,442,833	5,576,919	6,093,107	6,145,759	54.96%	61.12%	16.44%	-14.83%	-16.36%	3.46%	2.46%



Note:

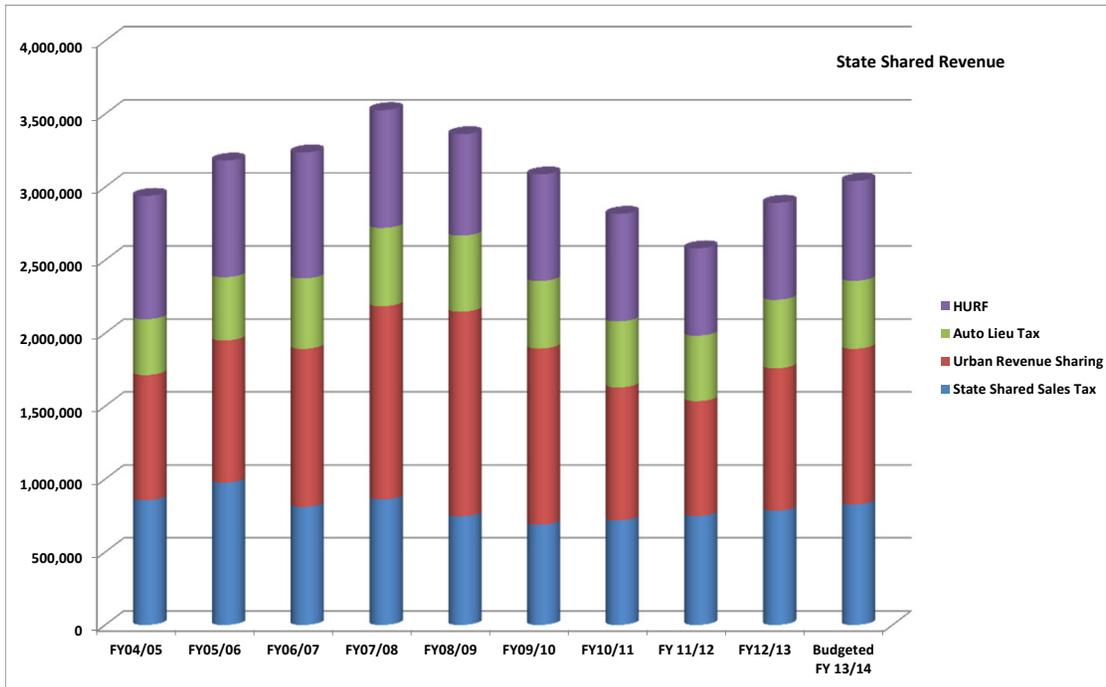
- FY 05/06 City sales tax 2.00% to 2.50% - 11/01/05
- FY 05/06 Wal-Mart grand opening end 3/2006
- FY 06/07 Construction tax 2.50% to 4.00% - 12/01/06
- FY 06/07 Bed tax rate 3% to 5% - 4/01/07
- FY 10/11 Construction tax 4.00% to 2.50% - 5/01/11

9 Year History of State Shared Revenue:

	FY04/05	FY05/06	FY06/07	FY07/08	FY08/09	FY09/10	FY10/11	FY 11/12	FY12/13	Budgeted FY 13/14
State Shared Sales Tax	855,255	976,096	809,594	860,221	744,711	686,888	717,425	747,490	782,624	826,575
Urban Revenue Sharing	858,456	974,640	1,083,890	1,324,344	1,402,617	1,208,474	911,035	787,339	977,146	1,067,230
Auto Lieu Tax	382,091	433,023	481,358	535,243	520,180	462,433	453,089	448,264	468,812	465,307
HURF	843,534	797,133	861,994	806,535	694,006	728,161	734,617	597,547	663,369	683,031
	2,939,336	3,180,892	3,236,836	3,526,343	3,361,514	3,085,956	2,816,166	2,580,640	2,891,951	3,042,143

Note - not final

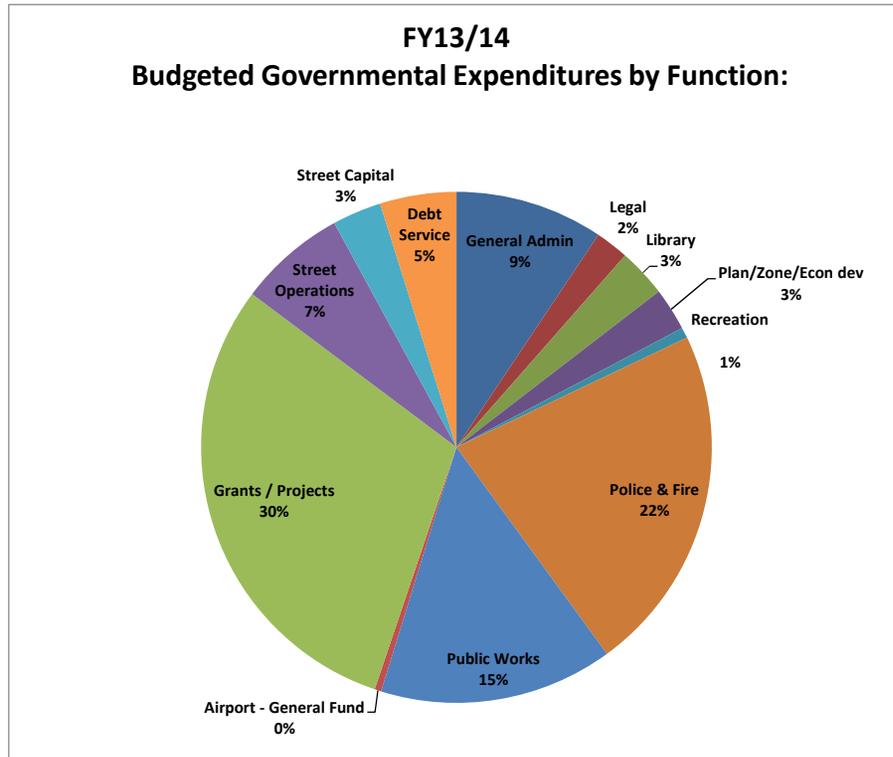
		% Over (Under)									
		04/05 to 05/06	05/06 to 06/07	06/07 to 07/08	07/08 to 08/09	08/09 to 09/10	09/10 to 10/11	10/11 TO 11/12	11/12 TO 12/13	12/13 TO 13/14 Budget	
		14.13%	-17.06%	6.25%	-13.43%	-7.76%	4.45%	4.19%	4.70%	5.62%	
		13.53%	11.21%	22.18%	5.91%	-13.84%	-24.61%	-13.58%	24.11%	9.22%	
		13.33%	11.16%	11.19%	-2.81%	-11.10%	-2.02%	-1.06%	4.58%	-0.75%	
		-5.50%	8.14%	-6.43%	-13.95%	4.92%	0.89%	-18.66%	11.02%	2.96%	
		8.22%	1.76%	8.94%	-4.67%	-8.20%	-8.74%	-8.36%	12.06%	5.19%	



**FY 13/14 City of Safford Budgeted Governmental Expenditures by Function:**

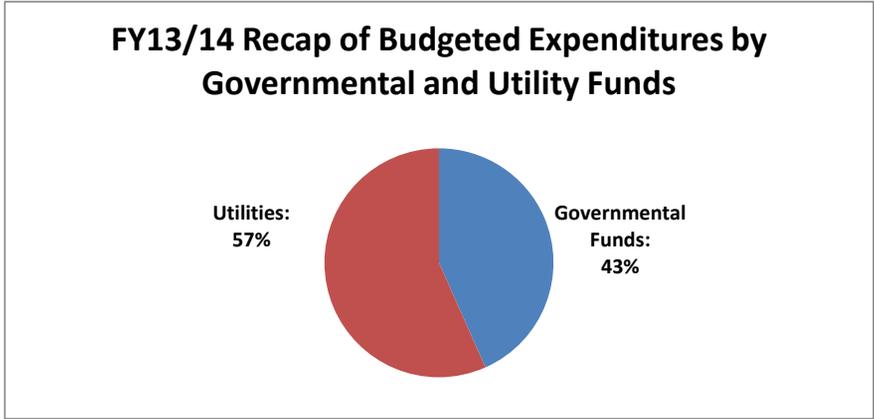
	FY13/14 Budgeted Governmental Expenditures by Function:
Council	488,885
Manager	294,735
HR	228,369
Clerk	260,163
Finance	591,758
Attorney	165,910
Courts	254,008
Library Operations	608,485
Planning & Community Development	402,709
Building Safety (inspections)	134,995
Recreation Programs	133,971
Boys & Girls Club (moved budget to Council FY13)	0
Police Admin	768,340
Police Criminal Investigations	574,008
Police Patrol	2,237,170
Animal Control	138,752
Fire Department	658,879
Public Works - Admin	263,393
PW - Building Maintenance	627,348
PW - Street Lights	80,000
PW - Cemetery (moved budget to Parks FY12)	0
PW - Parks	588,825
PW - Sanitation	1,177,262
PW - Golf Course	205,300
Airport - General Fund	83,334
Police grants & donations	608,688
Library grants & donations	392,000
Library Trust	25,000
Airport Grant Apron Rehab	2,225,000
Airport Grant 12/30 Rehab	211,112
Path System Phases 6	391,000
HSIP Traffic Sign Replacement	60,400
20th Avenue Relation to Golf Course Rd	638,881
Main Street Traffic Signals - Design	120,000
Main Street Traffic Signals - Construction	600,000
Main Street Improvements	699,690
Street Operations	1,354,201
Street Capital	614,255
Governmental Debt Service	962,442
<b>Total Governmental Expenditures:</b>	<b>19,869,268</b>

FY13/14 Budgeted Governmental Expenditures by Function:	FY13/14 Budgeted Governmental Expenditures by Function:	% to Total by Function:
General Admin	1,863,910	9.38%
Legal	419,918	2.11%
Library	608,485	3.06%
Plan/Zone/Econ dev	537,704	2.71%
Recreation/Boys & Girls	133,971	0.67%
Police & Fire	4,377,149	22.03%
Public Works	2,942,128	14.81%
Airport - General Fund	83,334	0.42%
Grants / Projects	5,971,771	30.06%
Street Operations	1,354,201	6.82%
Street Capital	614,255	3.09%
Debt Service	962,442	4.84%
	<b>19,869,268</b>	<b>100.00%</b>



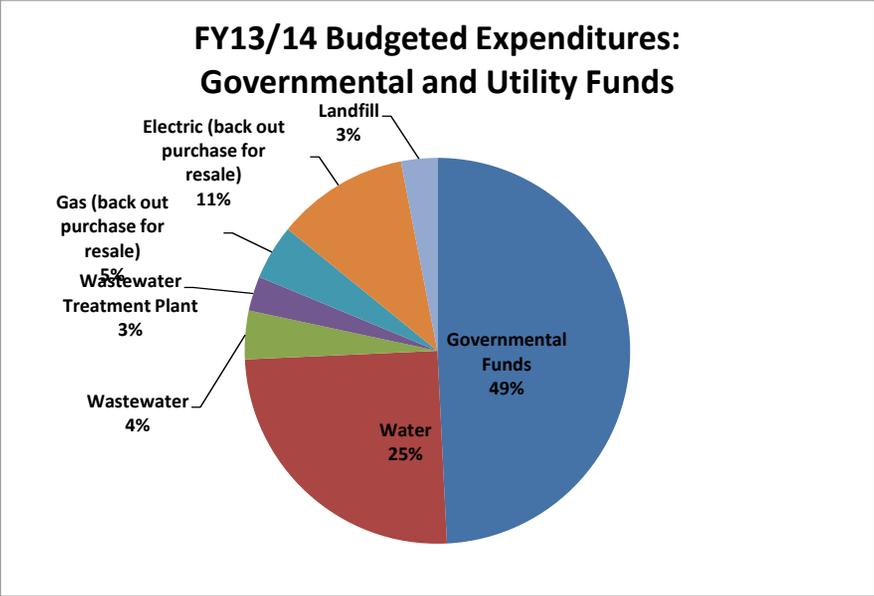
**City of Safford FY13/14 Budgeted Expenditures: Governmental and Utility Funds**

	FY13/14 Recap of Budgeted Expenditures by Governmental and Utility Funds by Category:	
	Expenditures by Governmental	% to Total by Category:
Governmental Funds:	19,869,268	43.34%
Utilities:	25,976,598	56.66%
<b>Total:</b>	<b>45,845,866</b>	<b>100.00%</b>

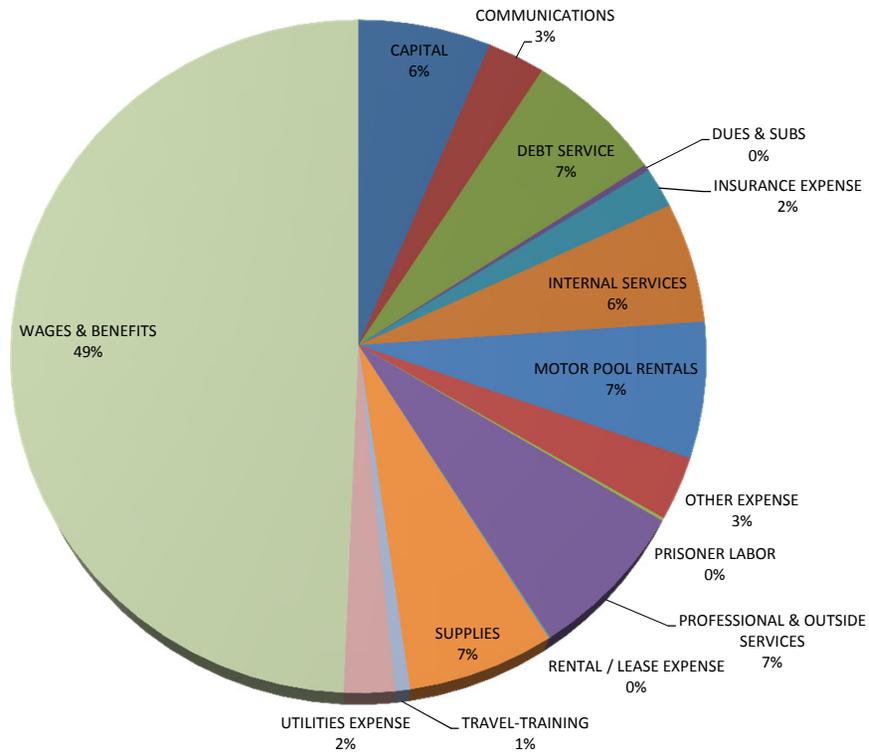


	FY13/14 Budgeted Expenditures: Governmental and Utility Funds by Category:	
	Expenditures: Governmental	% to Total by Category:
Governmental Funds	19,869,268	49.21%
Water	10,127,150	25.08%
Wastewater	1,640,857	4.06%
Wastewater Treatment Plant	1,166,846	2.89%
Gas (back out purchase for resale)	1,869,669	4.63%
Electric (back out purchase for resale)	4,481,442	11.10%
Landfill	1,225,033	3.03%
<b>Total:</b>	<b>40,380,265</b>	<b>100.00%</b>

(Note: Budgeted purchased Gas power \$ 1,165,600 and budgeted purchased Electric power \$ 4,300,000)



**FY 13-14 Budgeted Governmental Expense  
by Object Class  
Excluding Grant Capital**



**OBJECT**

**FY 13-14  
BUDGET**

OBJECT	BUDGET	PERCENTAGE
CAPITAL	\$920,197	6.4%
COMMUNICATIONS	\$400,630	2.8%
DEBT SERVICE	\$967,442	6.7%
DUES & SUBS	\$43,460	0.3%
INSURANCE EXPENSE	\$282,500	2.0%
INTERNAL SERVICES	\$840,184	5.8%
MOTOR POOL RENTALS	\$944,804	6.5%
OTHER EXPENSE	\$438,797	3.0%
PRISONER LABOR	\$20,000	0.1%
PROFESSIONAL & OUTSIDE SERVICES	\$1,074,515	7.4%
RENTAL / LEASE EXPENSE	\$9,300	0.1%
SUPPLIES	\$958,242	6.6%
TRAVEL-TRAINING	\$97,019	0.7%
UTILITIES EXPENSE	\$330,000	2.3%
WAGES & BENEFITS	\$7,138,351	49.3%
<b>TOTAL</b>	<b>\$14,465,440</b>	<b>100.0%</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **10 CITY COUNCIL**  
 FUND: **GENERAL FUND**  
 DIVISION: **111 CITY COUNCIL**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 11-12 budget</b>
61100 PER. SVC. - SALARIES	55,200	<b>55,200</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	63,000	<b>52,120</b>	-17.27%
63100 UTILITIES EXPENSE	32,000	<b>34,000</b>	6.25% (1)
64100 OUTSIDE SERVICES	5,000	<b>0</b>	-100.00% (2)
66100 INSURANCE EXPENSE	60,000	<b>63,000</b>	0.00%
66200 COMMUNICATIONS	3,000	<b>4,000</b>	33.33%
66500 TRAVEL-TRAINING	9,500	<b>9,500</b>	0.00%
66900 DUES & SUBS	15,000	<b>15,000</b>	0.00%
67000 SUPPLIES	2,000	<b>5,500</b>	175.00% (3)
69100 OTHER EXPENSE	186,804	<b>236,500</b>	26.60%
	<b>431,504</b>	<b>474,820</b>	<b>10.04%</b>
68133 I.T./COMM	18,635	<b>14,065</b>	-24.52%
	<b>450,139</b>	<b>488,885</b>	<b>8.61%</b>

- (1)SAFE HOUSE \$21,000 **B&G \$13,000**
- (2)WEB DESIGN & IMPLEMENTATION COMPLETE
- (3) TABLETS FOR AGENDA PACKETS

<b>69100 OTHER EXPENSE</b>	<b>FY 12-13</b>	<b>FY 13-14</b>
Pride of Safford	4,400	4,400
Community Foundation	17,500	17,500
Safe House	7,000	7,000
<b>Gila Valley Boys &amp; Girls Club</b>	<b>20,000</b>	0
<b>Boys &amp; Girls Club Lease Payment</b>	<b>9,600</b>	9,600
4th July	5,000	5,000
facade grant	10,000	50,000 fmi grant
Lions Club Flags	0	3,000
Chamber - Economic Development	108,304	135,000
Contingency	5,000	5,000
	<b>186,804</b>	<b>236,500</b>

**OFFICE OF THE CITY MANAGER  
MANAGER: DAVID KINCAID**

MISSION STATEMENT:

The City Manager's office provides organizational leadership, planning and coordination to the city staff and its management team so the quality of life of citizens is preserved through services and management practices delivered in a supportive environment and according to the City's strategic goals and policies adopted by the City Council.

MAJOR ACCOMPLISHMENTS – FY 2012-2013

- Continue with reorganization of staff assignments that create greater efficiencies and accountability.
- Met with Bureau of Reclamation working to ensure Safford receives the \$3.2 million paid for WWTP debt service.
- Continued to closely monitor expenditures and adjust as necessary to provide effective services for our citizens.
- Provide City Council an accurate overview of the fiscal and operational status of the City, highlighting policy issues and decisions and any proposed changes in service levels.
- Review internal process related to managing citizen inquiries to ensure effectiveness.
- Identify and support potential new revenue sources.
- Work closely with Mayor, Council and appropriate staff to mitigate impacts of drought conditions.

INITIATIVES FY 2013-2014:

- Provide the City Council with timely, accurate and complete information and recommendations enabling them to set policy and guide the City effectively.
- Provide timely resolution to citizen inquiries.
- Ensure implementation and on-going monitoring of departmental performance measures, including accountability actions.
- Work with management team to implement new accountability and efficiency drivers for City staff.
- Spearhead efforts to optimize progress in re-metering program.

SIGNIFICANT CHANGES FY 2013-2014:

- Staff will continue to seek ways to reduce expenditures, increase revenues and improve efficiencies to achieve a balanced financial plan.
- Develop additional accountability and transparency measures to better communicate with the public.
  
- The office of the City Manager Department is funded as follows:

Funding Source	Amount	% of Funding
General Fund	\$294,735	100%

- The office of the City Manager Department has the following authorized positions:

FY 2012-2013	FY 2013-2014
2 Positions	2 Positions
City Manager	City Manager
Executive Secretary	Executive Secretary

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **13 CITY MGR**  
 FUND: **GENERAL FUND**  
 DIVISION: **113 CITY MANAGER**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	166,600	<b>172,370</b>	3.46%
61200 PER. SVC. - EMPL. BNFTS.	45,600	<b>56,200</b>	23.25%
61300 PER. SVC. - NON CASH BENE	6,000	<b>6,000</b>	0.00%
61400 RETIREMENT INS SUB	10,500	<b>7,800</b>	0.00%
66200 COMMUNICATIONS	1,800	<b>1,800</b>	0.00%
66500 TRAVEL-TRAINING	9,000	<b>11,000</b>	22.22%
66900 DUES & SUBS	7,500	<b>8,000</b>	6.67%
67000 SUPPLIES	6,600	<b>6,000</b>	-9.09%
69100 OTHER EXPENSE	3,000	<b>3,000</b>	0.00%
	<b>256,600</b>	<b>272,170</b>	<b>6.07%</b>
68133 I.T./COMM	18,338	<b>22,565</b>	23.05%
	<b>274,938</b>	<b>294,735</b>	<b>7.20%</b>

**2 FTE POSITIONS**

CITY MANAGER  
 EXECUTIVE SECRETARY CITY MGR

**2 Retirement Subsidy**

**OFFICE OF HUMAN RESOURCES  
HR DIRECTOR: CHRISTINE FISHER  
HR SPECIALIST: TAMMY BATTRAW**

DEPARTMENT SERVICES

The office of Human Resources provides the following core services:

- COMPENSATION & CLASSIFICATION
- BENEFITS ADMINISTRATION
- RECRUITMENT & SELECTION
- EMPLOYEE RELATIONS (Training Development, Safety, Policies, Discipline, Evaluations)
- COMPLIANCE (Federal & State Laws)

MAJOR ACCOMPLISHMENTS FY12/13:

- Implemented 3<sup>rd</sup> year of LEAD Program with 17 employees participating for succession development planning.
- Total of 14 employees completed courses with a total of 127 courses taken at the Safford Library Training Center for employee training development.
- Assisted in automation of direct deposits for retiree checks.
- Health insurance open enrollment meetings.
- Implemented TIAA-CREF 401K plan (through ASRS) as an option for employees.
- Coordinated ArcGIS training of staff with Graham County.
- Coordinated Bloodborne Pathogen & Hazard Communication training for all employees.
- Reorganization of Management/Budget & Finance Departments (ongoing)
- Conducted Salary Survey
- Coordination of Wellness Programs offered: Flu & Pneumonia Shots, Mammograms, Men's Health Screenings, Skin Cancer Screenings, Cardiac & Vital Organ Screenings, Health Risk Assessments

GOALS FY13/14:

- Personnel Manual revisions.

**City of Safford Budget FY 2013-2014**

DEPARTMENT:

**14 HUMAN RESOURCES**

FUND:

**GENERAL FUND**

DIVISION:

**114 HUMAN RESOURCE DIVISION**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	107,100	43,340	-59.53%
61120 PER.SVC. - OVERTIME	0	200	0.00%
61200 PER. SVC. - EMPL. BNFTS.	65,300	47,010	-28.01% (1)
61400 RETIREMENT INS SUB	2,650	4,200	58.49%
61500 CONTRACT EMPLOY.	39,700	81,922	106.35%
66200 COMMUNICATIONS	400	1,000	150.00%
66500 TRAVEL-TRAINING	1,200	1,500	25.00%
66900 DUES & SUBS	2,000	2,500	25.00%
67000 SUPPLIES	2,000	2,000	0.00%
69100 OTHER EXPENSE	4,000	4,500	12.50%
70000 CAPITAL OUTLAY	0	0	0.00%
	<b>224,350</b>	<b>188,172</b>	<b>-16.13%</b>
68133 I.T./COMM	29,119	40,197	38.04%
	<b>253,469</b>	<b>228,369</b>	<b>-9.90%</b>

**SALARIES = 2 FTE**

HUMAN RESOURCES DIRECTOR  
HUMAN RESOURCES SPECIALIST

(1) Benefits include **\$30,000** unemployment  
(city wide)

1 Retirement Subsidy

**OFFICE OF THE CITY CLERK**

**City Clerk: Georgia Luster**

**Deputy Clerk: Amber Hogle**

DEPARTMENT SERVICES

The City Clerk is appointed by the City Manager with the approval of the City Council (*Municipal Code 2.12.010 Officers*). The City Clerk is a member of the Safford Management Team who deals with the executive and administrative matters of the City. This position is "exempt" and serves as the Department Head to the City Clerk's Office and staff.

The City Clerk's Office is committed to maintaining a high standard of respect and integrity in all aspects of our operations and in our professional and business conduct. The City Clerk serves as a direct link between the citizens of their respective communities and their government. A few of the primary functions of the Clerk's Office is to provide administrative and clerical support to the Mayor and Council; coordinate and administer records management throughout the City; issue licenses; prepares the City Council meeting agenda, packets and official minutes of meetings; maintains the municipal code; conducts fair and open municipal elections; ensures legal compliance of all official postings, public notices, and related advertising, and provides Notary services.

The office of the City Clerk exists to ensure the integrity of municipal governance through the administration of electoral, legislative, and record keeping processes. The department consists of six primary service activities:

- ADMINISTRATIVE AND CLERICAL SUPPORT TO MAYOR/COUNCIL; CITY MANAGER CITY DEPARTMENTS
- PUBLIC SERVICE TO CITIZENS
- LICENSE ISSUANCE
- RECORDS MANAGEMENT
- MUNICIPAL CODIFICATION
- CONDUCT OF ELECTIONS

The office of the City Clerk is the custodian of the Official Seal of the City of Safford, certifies records, and administers oaths and affirmations, including the Oath of Office for staff, Mayor and City Council.

ACCOMPLISHMENTS:

- Clerk budget
- Completed postings, agendas, packets, and minutes
- Continue to update and revise filing system
- Continue to scan records, converting to electronic records (these documents are processed in accordance with the "Standards for Permanent Records Media and Storage")
- Deputy Clerk completed fourth year of Municipal Clerk's Training
- Clerk attended Municipal Elections Training to maintain certification
- Digitized microfiche/film rolls converted to Laserfiche - (Records from November 1901 - December 2011)

INITIATIVES 2013/2014:

- Provide efficient communication between Council and staff
- Provide high quality customer service to the general public
- Evaluate/maintain City-wide Records Retention/Destruction Schedules
- Implement State Records Retention/Destruction Schedules
- Digitize microfiche/film rolls to convert to Laserfiche (continue digitizing records beginning with January 2012)
- Update City Clerk portions of Municipal Code
- Election Consolidation in accordance with new Legislation (HB2826)
- Evaluate conducting "All Mail Ballot" Election

SIGNIFICANT CHANGES 2013/2014:

- Slight increase in budget 6.57%
- Consolidation of Municipal Elections (Council - 4 ½ yr. term -2012 Elections)
- Implement new business license database
  
- The office of the City Clerk Department is funded as follows:

Funding Source	Amount	% of Funding
General Fund FY 2013-2014	\$260,163	100%

- The office of the City Clerk Department has the following authorized positions:

<b>2012/2013</b>	<b>2013/2014</b>
2 Positions	2 Positions
City Clerk	City Clerk
Deputy City Clerk	Deputy City Clerk

**OFFICE OF THE CITY CLERK  
CITY CLERK: GEORGIA LUSTER  
ADMINISTRATIVE AND CLERICAL SUPPORT/  
MUNICIPAL CODIFICATION**

Program Outcome:

Provide administrative and clerical assistance by preparing legal notices/postings; receive claims/lawsuit; auto/property insurance coverage; prepare/maintain official council agendas, council packets, official meeting minutes, and department budget; advertisements; open and compile bids. Attend Council meetings, regular/special/work sessions and other meetings as requested. Provide Notary Public services, employee newsletter and check distributions.

	2012/2013		2013/2014	
Administrative & Clerical Support	Clerk	Deputy Clerk	Clerk	Deputy Clerk
	0.55	0.20	0.55	0.20

Program Objectives:

1. Provide assistance and information to city manager, council, staff and the public in a timely manner.
2. Assure compliance according to Open Meeting Law and Arizona Revised Statutes
3. Legal and display advertising for City (newspaper/radio) as required by State Statute
4. Assure Council approved policies are codified to ensure Municipal Code and City website are updated as required by State Statute.
5. Update portions of outdated City Clerk Municipal Code.
6. Advertise and responsible to open all public bids and legal compilation of bid tabulations.

**OFFICE OF THE CITY CLERK  
CITY CLERK: GEORGIA LUSTER  
RECORDS RETENTION**

Program Outcome:

Preserve historical/permanent records. Government records protect the right of citizens and promote accountability for government officials.

	2012/2013		2013/2014	
Records Retention	Clerk	Deputy Clerk	Clerk	Deputy Clerk
	0.10	0.20	0.10	0.30

Program Objectives:

1. Records Management - Maintain retention and disposition of public records or archival retention as determined per statute by Arizona State Library, Archives and Public Records.
2. Implement the new *All Municipalities State Retention Schedule* updated by the Arizona State Library, Archives and Public Records (ASLPR).
3. Scanning – Converting to Electronic Records (on-going project)
  - Laserfiche access on city website
  - Laserfiche training city-wide

**OFFICE OF THE CITY CLERK  
CITY CLERK: GEORGIA LUSTER  
MUNICIPAL ELECTIONS**

Program Outcome: To conduct fair and open municipal elections in conformance with federal, state and city laws and procedures.

	2012/2013		2013/2014	
Municipal Elections	Clerk	Deputy Clerk	Clerk	Deputy Clerk
	0.25	0.10	0.25	0.10

Program Objectives:

1. The Clerk is the city election official per the Municipal Code and shall perform duties as required by Arizona Revised Statutes.
2. Retain highly trained staff. Achieve Certified Municipal Election Official certification. (AMCA/League training takes several years to complete)
3. Issue, accept and maintain Mayor/Council candidate packets, initiative, referendum and recall filings and campaign committee financial reports
4. Elections will be consolidated with Graham County beginning in 2014. Council candidates elected in 2012 will serve 4 ½ years. Mayor position will remain at 2 years.
5. Evaluate and consider "All Mail Ballot Election" (dependent upon County).

**OFFICE OF THE CITY CLERK  
CITY CLERK: GEORGIA LUSTER  
PUBLIC SERVICE TO CITIZENS**

Program Outcome:

1. To provide high quality customer service to the general public and office visitors (consider conducting customer survey).

	2012/2013		2013/2014	
Public service to citizens	Clerk	Deputy Clerk	Clerk	Deputy Clerk
	0.10	0.50	0.10	0.40

Program Objectives:

1. Provide highly trained, knowledgeable staff. Customer satisfaction is *Number One* with the Clerk's office. (consider conducting customer survey)
2. Provide assistance and refer phone calls to appropriate personnel
3. Maintains data base and collects business license (564 active businesses registered FY 2013/2014)
4. Maintains and collects dog license and fees (160 issued in 2012)
5. Accounts for monies and performs banking activities for City
6. Provide Notary services
7. Assist the state in posting liquor license notices and applications

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **25 CITY CLERK**  
 FUND: **GENERAL FUND**  
 DIVISION: **121 CITY CLERK & GENERAL**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>Change from 12- 13</b>
61100 PER. SVC. - SALARIES	115,600	<b>123,930</b>	7.21%
61120 PER.SVC. - OVERTIME	600	<b>1,000</b>	66.67%
61200 PER. SVC. - EMPL. BNFTS.	36,200	<b>38,790</b>	7.15%
63100 UTILITIES EXPENSE	25,000	25,000	0.00%
65100 RENTAL / LEASE EXPENSE	0	<b>3,600</b>	0.00% (1)
65200 MOTOR POOL RENTALS	5,736	<b>5,450</b>	-4.99%
66200 COMMUNICATIONS	20,000	22,000	10.00%
66500 TRAVEL-TRAINING	3,000	3,000	0.00%
66900 DUES & SUBS	1,000	1,500	50.00% (2)
67000 SUPPLIES	21,000	13,000	-38.10%
67510 FUEL SUPPLIES	500	<b>1,000</b>	100.00%
69100 OTHER EXPENSE	0	0	0.00% (3)
	<b>228,636</b>	<b>238,270</b>	<b>4.21%</b>
68133 I.T./COMM	15,488	<b>21,893</b>	41.35%
	<b>244,124</b>	<b>260,163</b>	<b>6.57%</b>

**2 FTE POSITIONS**

CITY CLERK (1) Postage Machine  
 DEPUTY CLERK (2) Municode web hosting  
 (3) Legislation moved elections to fall 2014 (FY15)

**FLEET**

05 TAHOE CITY HALL

**Finance Department**

**Ann Waite, Chief Financial Officer**

For the purpose of this report the following programs have been identified as the major services provided by the Finance Department. Significant accomplishments, initiatives and/or changes will be identified for FY2012/13 and FY2013/2014 with objectives and goals listed for each of the major programs.

Programs:

- Finance Administration
- Financial Analysis and Reporting
- Accounts Payable and Payroll
- Accounts Receivable and Revenue Generation
- Cash Management
- Debt Activities
- Budgeting Process
- Year End Close and Audit
- Training and Succession Planning

ACCOMPLISHMENTS:

- Completed annual audit ending June 30, 2012 with no major findings.
- Assisted with FY13 budget preparation and adoption (budget book distributed to Council and management and posted on the City's Web site).
- Ongoing training and succession planning within the department.
- Implementation of accountable plans
- Initiated electronic checks (wire payments) for accounts payable vendors.

INITIATIVES 2012/2013 AND 2013/2014:

- Strengthen internal controls, compliance to State and Federal Regulations and accountability to the public.
- Explore and develop long term financial principals and policies with a long term perspective.

- Use of technology to improve efficiency in recording, monitoring and analyzing accounting activities.
  - Explore software systems that will enhance the existing DATANOW accounting software system to improve accessing and analysis of detailed accounting activity.
  - Enhance and improve financial information posted to City's website.

SIGNIFICANT CHANGES 2013/14:

- Reorganize the Finance Department by consolidating the Finance and Budgeting functions and integrating Business Services, Purchasing and Warehousing functions under Finance.
- Create reserve cash funds in specific utility funds.
- Begin making annual payments towards the debt owed to the General Fund from the Highway User Fund (HURF).
- The Financial Services Department's total budget is funded as follows:

Funding Source	Amount	% of Funding
General Fund	\$591,758	100%

- The Finance Department has the following authorized positions:

<b>2012/2013</b>	<b>2013/2014</b>
5 Positions:	6 Positions:
Finance Director	Finance Director
	Finance Budget Manager
Lead Staff Accountant	Lead Staff Accountant
3 Staff Accountants	3 Staff Accountants

**Program:  
Finance Administration**

Program Outcome:

Manage the Finance Department with an emphasis on safeguarding assets and ensuring the credibility of the financial information being generated and reported. The administration will focus on internal controls, accountability, accuracy and transparency of financial transactions and records while complying with Federal, State and local regulations.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.20	.05		.20	.05	.01

Program Objectives:

Provide the administrative support required for the program's objectives and resource requirements.

**Program:  
Financial Analysis and Reporting**

Program Outcome:

Provide accurate, timely and relevant financial information and reports to internal and external customers.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.10	.14	.07	.15	.18	.05

Program Objectives:

1. Meet the legal reporting requirements for local, State and Federal agencies and external grant requirements (e.g., quarterly payroll and W2 reporting, accounts payable 1099 reports, and reporting for federal and state grants).

2. Use of internal financial reporting as a tool to communicate City's financial status during the current FY12/13.
3. Use of analysis and reporting in projecting and communicating financial resources in the upcoming FY13/14.

**Program:  
Accounts Payable and Payroll**

Program Outcome:

Manage payments to outside vendors and employees in a timely, accurate manner following approved payable and payroll procedures in order to safeguard public assets.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.05	.10	.75		.05	.60

Program Objectives:

1. Adhere to disbursement procedures and internal controls in accounts payable and payroll processes.
2. Effective communication to vendors, City management and employees concerning accounting procedures and requirements.
3. Follow City, State and Federal records retention policies.
4. Follow terms and conditions of vendor invoices, contractual agreements, and employment benefits and salary rates.
5. Implement software to allow employees to prepare electronic timesheets.
6. Improve efficiency with the use of electronic fund payments for accounts payable invoices.

**Program:  
Accounts Receivable and Revenue  
Generation**

Program Outcome:

Effective billing and revenue collection processes ensuring accurate, timely billing and maximizing revenue collections.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.05	.20	.04	.10	.10	.05

Program Objectives:

1. Effective internal controls in place for the billing and collection processes.
2. Replacing and/or converting water, electric and gas meters to a new automated meter read technology which will enable meters to be read via radio frequencies.
3. Monthly review of transactions to revenue accounts for accuracy and normalcy.
4. Review receivable accounts and resolve non-payment issues on aging receivables.
5. Implement software to process non-utility customer receivables (e.g., draw requests for grants, rental revenues). This will allow automation of receivables city wide improving efficiency and controls.
6. Implement electronic processing of payments made with checks (checks treated as debit card at time of payment). This will improve efficiency and controls by identifying those checks not accepted by banking institutions at point of sale.

**Program:  
Cash Management**

Program Outcome:

Manage City's cash to ensure adequate cash flows needs while maximizing interest earnings through investment practices which are safe and effective.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.05	.20		.10	.01	.05

Program Objectives:

1. Establish internal control procedures to protect and safeguard cash.
  - Depository procedures
  - Adequate segregation of duties between employees handling cash
  - Timely bank reconciliations

2. Monitor cash flows and determine the timing of deposits and disbursements in order to meet the City's ongoing cash requirements.
3. Investment of those funds not needed for immediate cash flow purposes.
  - Priority on secure investments versus yield potential

**Program:  
Debt Activities**

Program Outcome:

Payback of City loans and leases in a practical, systematic manner while complying with legal and reporting requirements.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.05	.01		.05	.01	.01

Program Objectives:

1. Ensure that funds are available, or when mandated set aside for debt service
2. Monitor principal balances on City loans for accurate and timely reporting and analysis
3. Comply with arbitrage regulations
4. Comply with reporting requirements (local, state and federal)

**Program:  
Budgeting Process**

Program Outcome:

The adoption of a balanced budget for FY13/14 adhering to the State's time line and legal requirements and monitoring budgetary performance throughout FY's 12/13 and 13/14.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.20	.05		.10	.25	.05

Program Objectives:

1. Facilitate in compiling a budget calendar.
  - a. Coordinate calendar with council and management requests and priorities.
2. Prepare revenue projections and departmental expenditure requests for budget presentation.
  - a. Focus on relevance, clarity and transparency of financial information being provided.
3. Continue to build a solid, trusting working relationship with Council and management team.
4. Track actual revenues received and expenditures in relation to budgeted projections and appropriations.
  - a. Report variances to management.

**Program:  
Year End Closeout, Reporting and Audit  
Review**

Program Outcome:

At the completion of each fiscal year the City's financial activity is audited by an independent audit firm. An opinion is rendered by the auditors and a comprehensive annual financial report is prepared in accordance with Generally Accepted Accounting Principles (GAAP).

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Finance Budget Manager	4 Staff Accountants
Administrative and Clerical Support	.10	.10	.07	.05	.10	.08

Program Objectives:

1. Complete the basic steps in the year-end closing process in preparation for the audit.
  - a. Reconciliation of cash and investment accounts, fixed assets and subsidiary ledgers (e.g., payables, receivables).
  - b. Adjusting journal entries completed.
  - c. Close revenue and expense/expenditure accounts to fund balance (equity).
2. Facilitate auditing process with accounting staff and auditors.

3. Working with the auditors to prepare the comprehensive annual financial report.

**Program:  
Training and Succession Planning**

Program Outcome:

Provide a trained and knowledgeable staff.

	2012/2013			2013/2014		
	Finance Director	Lead Staff Accountant	3 Staff Accountants	Finance Director	Lead Staff Accountant	3 Staff Accountants
Administrative and Clerical Support	.20	.15	.07	.25	.25	.10

Program Objectives:

1. Staff involvement in training, education and advancement opportunities.
  - a. Participation in City’s Lead Program when available.
  - b. Participate in the training program currently provided by HR at the City’s training center.
  - c. Attend applicable webinars when available.
  - d. Attend the summer and winter conferences provided by the Government Finance Officers Association of Arizona (GFOAz).

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **30 FINANCIAL SERVICES**  
 FUND: **GENERAL FUND**  
 DIVISION: **122 FINANCIAL SERVICES**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	250,600	<b>336,836</b>	34.41%
61120 PER.SVC. - OVERTIME	500	<b>4,300</b>	760.00%
61200 PER. SVC. - EMPL. BNFTS.	57,000	<b>83,430</b>	46.37%
61400 RETIREMENT INS SUB	10,500	<b>10,500</b>	0.00%
62100 PROFESSIONAL SERVI	46,000	<b>45,000</b>	-2.17%
66200 COMMUNICATIONS	2,500	<b>3,000</b>	20.00%
66500 TRAVEL-TRAINING	8,000	<b>10,000</b>	25.00%
66900 DUES & SUBS	800	<b>1,000</b>	25.00%
67000 SUPPLIES	4,500	<b>5,000</b>	11.11%
69100 OTHER EXPENSE	8,000	<b>5,000</b>	-37.50%
	<b>388,400</b>	<b>504,066</b>	<b>29.78%</b>
68132 BUSINESS SERVICES	61,690	<b>59,340</b>	-3.81%
68133 I.T./COMM	23,780	<b>28,352</b>	19.23%
	<b>473,870</b>	<b>591,758</b>	<b>24.88%</b>

**5 FTE POSITIONS**

CHIEF FINANCE OFFICER  
 FINANCE & BUDGET MANAGER  
 LEAD ACCOUNTING SPECIALIST  
 PAYROLL SPECIALIST  
 2 -ACCOUNTING SPECIALIST

2 Retirement Subsidies

**SAFFORD LIBRARY**  
**DIRECTOR: LEANNE MCELROY**

**DEPARTMENT SERVICES**

Based upon a strategic plan developed by a citizens committee in 2009, the Safford Library provides the following services to the community:

- **EDUCATIONAL, INFORMATIONAL AND RECREATIONAL MATERIALS TO THE CITIZENS OF GRAHAM COUNTY**
- **EARLY LITERACY TRAINING TO PRESCHOOLERS AND CAREGIVERS**
- **RESOURCES FOR STUDENTS TO ASSIST WITH THEIR SUCCESS IN EDUCATION**
- **ACCESS TO THE ONLINE WORLD**
- **SERVES AS A COMMUNITY HUB FOR INFORMATION, TRAINING AND RECREATION**

**MAJOR ACCOMPLISHMENTS 2012-13:**

- Hired and trained new Library Director and three other positions to replace departing staff.
- Installed new computer management systems for the library's public computers. The new system is less expensive and more user friendly for both the staff and the public. This system has allowed for more computers to be up and working helping to reduce the wait time for patrons to get onto a computer.
- Acquired a new children's e-books collection which included animated picture books as well as a traditional e-book style chapter books for older children. This collection, available through the library's web pages, is a great resource for schools, clubs and families in helping children develop strong reading skills.
- Increased web activity significantly on the new library web pages by approximately 1,000 hits per month. The increase was due to the dynamic nature of the new web page content as well as the popularity of the library's online resources such as the new Zinio online magazine service which began in FY13.
- Re-launched popular Summer Reading Program after canceling it last year due to lack of staff and funding. Through grants and private funding, a six week summer reading program was held including weekly hands-on programs at the library as well as an online reading log to reach an even larger group of children.
- Provided help to hundreds of area job seekers through the Arizona Job Help Center. This federally funded program provided a designated computer hub for job seekers to use as well as job counseling services and classes on basic job hunting and computer skills that were

open to the public. Over 500 patrons used the job help computer in FY13. Growing demand for these services led to a search for additional funding resources. In May 2013, the library was awarded a Library Services and Technology Act (LSTA) grant which will ensure the services of a Job Skills instructor through much of FY14.

- Benefited from the activities of a more active partnership with the re-organized Friends of the Safford Library including volunteer, donation, material and advocacy support.
- Acquired approximately \$240,000 in grants to support a variety of services for all ages such as early literacy activities (toddler, preschool, and pajama storytimes, Imagination Library, WIC outreach and early literacy training workshops for families), Job Skill counseling and classes, ScienceCity educational programming for children in grades K-2 as well as supplemental funding for books, furniture and new interior signage for the library.
- Rearranged the elementary age children's area to be attractive, user friendly and appropriate to their needs. Changes have significantly increased circulation of children's non-fiction books.
- Held popular BIG READ events for the community on the "Grapes of Wrath." This included displays, documentary screenings, a book club discussion and copies of the classic available for the community to share.

#### **INITIATIVES 2013/2014:**

- Recruit, hire and train personnel to replace retiring senior staff member. Focus on cross training staff to prepare for more upcoming staff retirements. At least one staff member is expected to earn his Library Practitioner Certification before the end of FY14.
- Improve the interior space of the library making it safer, more inviting and user friendly for the patrons. These efforts, which are funded by both general funds and grants, include several projects such as installing new interior signage, completing needed repairs and improvements to the walls, repurposing of library spaces and replacing the majority of the 20+ year old carpet in the main public area of the library. Efforts will also continue to improve the elementary age children's area including the addition of a new children's computer area separate from the regular public computers.
- Promote the services available through our Job Skills instructor including one-on-one counseling, outreach to community groups and job skills and basic computer classes held at the library. In addition, the Job Help computer will remain available to those completing resumes and filling out applications. All these services are grant funded and are intended to help Graham County job seekers to increase their employability and help increase our community's computer literacy.
- Begin to build up our library book collection which has declined in size since 2008. Much of this effort relies on grants, private funding and cost cutting measures to supplement limited local

government resources.

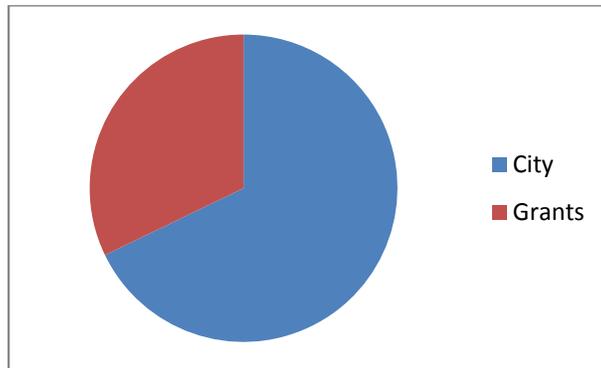
- Develop our elementary school age children's programming to meet growing demand for these services. Through grants and private funding, the Summer Reading Program will be held in June and July offering hands-on programming and online book logs to encourage reading. ScienceCity will be expanded to include more classes allowing more children to participate in this popular educational program.
- Promote and educate the public on our many services available online such as e-books, audio books and downloadable magazines and hold training classes for patrons who wish to use these services.
- Continue to seek grant sources to help fund our most popular services.
- Strive to provide the high quality services expected by our public despite the overall decrease in funding and staffing since 2008.
- Maintain the long term goals of reestablishing the library as a community hub and reestablishing Friday and Saturday hours.

#### **SIGNIFICANT CHANGES 2011/12:**

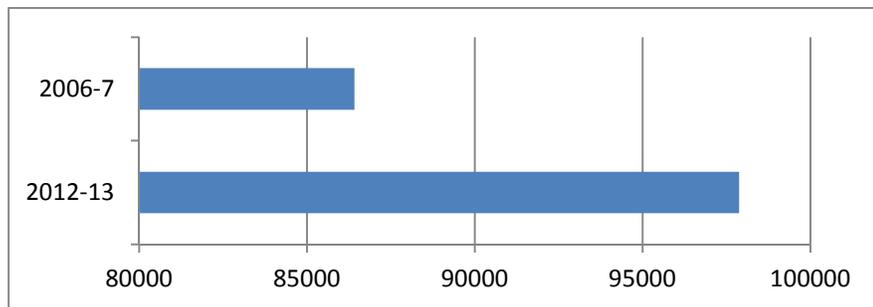
- Hired new Library Director to replace retiring Jan Elliott who led the library for more than 8 years.
- Registered 965 new library patrons in the last 12 months.
- Recruited and trained more volunteers to assist in covering services once provided only by trained staff.
- Decline in customer service standards and library materials organization due to the use of volunteers in place of trained staff. The use of volunteers in place of trained staff has also led to an increase in errors on customer accounts: materials holds, fines, restricted use, etc.
- Decline in number of materials available (FY11= 42,225 End of FY13 = 38,661)

- In FY2013, the library was funded as follows:

Funding Source	Amount	% of Funding
General Fund (including Graham County contribution)	\$506,616	68%
Grants	\$240,000	32%



- The library has experienced a 13% increase in the number of materials borrowed from FY 2007 to 2013, but a 50% reduction in regular staff.



- The library has the following authorized positions:

2007/08	2012/2013	2013/2014 request
Positions	Positions	Positions
Library Director (1)	Library Director (1)	Library Director (1)
Library Assistants (2)	Operations Supervisors (2)	Operations Supervisors (2)
Library Technicians (3)	Library Technicians (2)	Library Technicians (2)
Library Aides (2)	Library Aide (1)	Library Aides (1)
1.5 IT Specialist (1.5)		
PT Temporary Library Aides (2)		
3 Youth Workers (.6 FTE)		
<b>Total FTE 12.1</b>	<b>6</b>	<b>6</b>
Grant Funded positions (.4 FTE)	Grant Funded positions (2.7 FTE)	Grant Funded positions (2.85 FTE)

**City of Safford Budget FY 2013-2014**

DEPARTMENT:  
FUND:  
DIVISION:

**33 LIBRARY**  
**GENERAL FUND**  
**133 LIBRARY/GENERAL**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	233,400	258,690	10.84%
61100 PER. SVC. - OVERTIME	0	500	100.00%
61200 PER. SVC. - EMPL. BNFTS.	61,000	91,000	49.18%
61400 RETIREMENT INS SUB	5,300	5,300	0.00%
62100 PROFESSIONAL SERVI	550	950	72.73%
63100 UTILITIES EXPENSE	32,000	32,000	0.00%
64100 OUTSIDE SERVICES	7,400	12,000	62.16% (1)
66100 INSURANCE EXPENSE	4,100	4,100	0.00%
66200 COMMUNICATIONS	3,000	3,600	20.00%
66900 DUES & SUBS	60	460	666.67%
67000 SUPPLIES	37,000	37,000	0.00%
67510 FUEL SUPPLIES	50	0	-100.00%
70000 CAPITAL	0	50,000	100.00%
	<b>383,860</b>	<b>495,600</b>	<b>29.11%</b>
68133 I.T./COMM	122,756	112,885	-8.04%
	<b>506,616</b>	<b>608,485</b>	<b>20.11%</b>

(1) OUTSIDE COLLECTIONS

**6 FTE POSITIONS**

- LIBRARY DIRECTOR
- 2 -LIBRARY OPERATIONS SUPERVISORS
- 2 -LIBRARY TECHNICIAN
- 1- LIBRARY AIDE
- 1 -PART-TIME TEMPORARY LIBRARY POSITION

**CAPITAL**

<b>NEW CARPETING</b>	50,000
	<b>50,000</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **33 LIBRARY**  
 FUND: **71 Library**  
 DIVISION: **071 LIBRARY TRUST:**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
62100 PROFESSIONAL SERVI	1,000	1,000	0.00%
64100 OUTSIDE SERVICES	3,000	3,400	13.33%
66200 COMMUNICATIONS	200	600	200.00%
66500 TRAVEL-TRAINING	2,000	3,000	50.00%
67000 SUPPLIES	18,800	17,000	-9.57%
	<b>25,000</b>	<b>25,000</b>	<b>0.00%</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT:  
FUND:  
DIVISION:

**33 LIBRARY**  
**GENERAL FUND**  
**132 LIBRARY SPECIAL GRANTS**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
1113261110 61100 PER. SVC. - SALARIES	116,000	<b>110,870</b>	-4.42%
1113261200 61200 PER. SVC. - EMPL. BNFTS.	44,500	<b>29,280</b>	-34.20%
1113262100 62100 PROFESSIONAL SERVI	0	<b>27,982</b>	0.00%
1113264100 64100 OUTSIDE SERVICES	83,250	<b>52,500</b>	-36.94%
1113266200 66200 COMMUNICATIONS	9,970	<b>3,100</b>	-68.91%
1113266500 66500 TRAVEL-TRAINING	4,222	<b>3,669</b>	-13.10%
1113267000 67000 SUPPLIES	3,943	<b>21,052</b>	433.91%
1113269100 69100 OTHER EXPENSE	155,000	<b>143,547</b>	-7.39%
	<b>416,885</b>	<b>392,000</b>	<b>-6.0%</b>

**2 - FTE POSITION + 3 PT POSITIONS**

- LIBRARY TECHNICIAN
- JOB HELP INSTRUCTOR
- PT BOOK CLUB PROJECT AIDE
- PT LIBRARY PROJECT ORGANIZER
- PT LIBRARY PROJECT ORGANIZER

<b>GRANTS</b>	<b>13-14</b>
FTF - Imagination Library	60,000
FTF - Early Literacy	60,000
LSTA - Job and Computer Help	44,000
FMI - multi-year (secured & pending)	48,500
UW - multi-year (secured & pending)	29,500
CONTINGENCY (Surprise)	150,000
	<b>392,000</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **35 ATTRNY**  
 FUND: **GENERAL FUND**  
 DIVISION: **115 LEGAL SERVICES**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61400 RETIREMENT INS SUB	5,300	<b>5,300</b>	0.00%
62100 PROFESSIONAL SERVI	60,000	<b>60,000</b>	0.00%
62110 PROSECUTION SERVIC	84,000	<b>87,360</b>	4.00%
63100 UTILITIES EXPENSE	1,000	<b>1,000</b>	0.00%
64100 OUTSIDE SERVICES	500	<b>500</b>	0.00%
66200 COMMUNICATIONS	200	<b>1,000</b>	400.00%
66500 TRAVEL-TRAINING	500	<b>500</b>	0.00%
66900 DUES & SUBS	500	<b>0</b>	-100.00%
67000 SUPPLIES	250	<b>250</b>	0.00%
69100 OTHER EXPENSE	0	<b>10,000</b>	0.00% (1)
69140 DEBT SERVICE	67,065	<b>5,600</b>	-91.65%
	<b>219,315</b>	<b>171,510</b>	<b>-21.80%</b>

1 Retirement Subsidy

(1) Claims payouts / deductibles

## **OFFICE OF PLANNING AND COMMUNITY DEVELOPMENT**

### DEPARTMENT SERVICES

The office of Planning and Community Development provides service through the following programs:

- Planning, Development and Zoning Services
- Safford Main Street Program
- Special Events
- Swimming Pool
- Airport
- Economic Development Programs

### MAJOR ACCOMPLISHMENTS:

- Developed and adopted a rewrite of the Subdivision and Zoning Ordinance of Chapters 16 and 17 of the Safford Municipal Code.
- Received a \$50,000 grant from the FMI Community Foundation to supplement the Façade Grant Program and continued to Facilitate and administer the Façade Grant Program for downtown.
- Received large sponsorships from FMI and Valley Telecom to expand the Harvest Festival, Merry Main Street and the Holiday Light parade.
- Received a grant from FMI to fund the Swim Meet competitions for all of Graham County.
- Worked with the Graham County Assessor office in accomplishing a complete address review for Safford and implemented all the necessary changes.

### INITIATIVES 2013/2014:

- Institute revisions of Zoning Code.
- Evaluate annexation opportunities to the north and east of city limits.
- Continue GIS training to become independent as a department with GIS functions.
- Continue administering the Façade Grant program and continue applying for grants.
- Work with engineering to administer the Main Street Bump-out improvements.

- Begin preliminary work for our General Plan update due by end of 2014.
- Support the development of the county-wide economic development program.
- Begin drafting Xeriscape landscaping requirements for new developments.
- Work with the Airport FBO and tenants in providing fiber to the airport.
- The Planning and Community Development Department will continue seeking to provide the highest levels of development services for the community and continue to find ways to reduce expenditures and improve processes.

• **The office of Planning and Community Development is funded as follows:**

Budget	Funding Source	Amount	% of Funding
P&CD	General Fund	\$475,788	100%
Recreation	General Fund	\$133,971	100%
Airport	General Fund	\$202,261	100%

• **The Planning and Community Development has the following authorized full-time positions:**

2012/2013	2013/2014
4 Positions	4 Positions
City Planner / Downtown Manager	PC&D Director
Contract Employee	**City Planner / Downtown Manager
*Administrative Assistant (1)	Administrative Assistant (1)
*Administrative Assistant (2)	Administrative Assistant (1)

\*Administrative Assistants are also utilized by the Building Department.

\*\*Currently not filled

• **The office of Planning and Community Development has the following authorized part-time positions:**

2012/2013	2013/2014
28 Positions	28 Positions
Swimming Pool Manager (1)	Swimming Pool Manager (1)
Assistant Swimming Pool Manager (1)	Assistant Swimming Pool Manager (1)
Head Life Guard (4)	Head Life Guard (4)
Life Guard (24)	Life Guard (24)

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **40 P.C.D.**  
 FUND: **GENERAL FUND**  
 DIVISION: **124 PLNNG. & CMNTY. DVLPMNT.**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	142,000	<b>162,550</b>	14.47%
61120 PER.SVC. - OVERTIME	500	<b>500</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	61,900	<b>67,650</b>	9.29%
62100 PROFESSIONAL SERVI	70,000	<b>40,000</b>	-42.86%
63100 UTILITIES EXPENSE	17,000	<b>17,000</b>	0.00%
64100 OUTSIDE SERVICES	1,500	<b>1,500</b>	0.00%
66200 COMMUNICATIONS	5,000	<b>5,000</b>	0.00%
66340 ECNMC DVLPMNT GRNT	20,000	<b>20,000</b>	0.00%
66500 TRAVEL-TRAINING	7,500	<b>7,500</b>	0.00%
66900 DUES & SUBS	1,000	<b>1,500</b>	50.00% (1)
67000 SUPPLIES	7,000	<b>7,000</b>	0.00%
69100 OTHER EXPENSE	3,000	<b>3,000</b>	0.00%
69140 DEBT SERVICE	73,079	<b>73,079</b>	0.00%
	<b>409,479</b>	<b>406,279</b>	<b>-0.78%</b>
68133 I.T./COMM	26,050	<b>31,362</b>	20.39%
68195 ENGINEERING	38,208	<b>38,147</b>	-0.16%
	<b>473,737</b>	<b>475,788</b>	<b>0.43%</b>

**4 FTE POSITIONS**

PLNNG & CDEV DIRECTOR  
 PLANNER DOWNTOWN MANAGER  
 2 -ADMINSTRATIVE ASSISTANT

(1) -HARVEST FEST (REIMBURSE)

## **Department of Building Safety**

### DEPARTMENT SERVICES

The office of the Building Safety Department provides service through the following programs:

- Enforcement of the Building Codes ( IBC, IPC, IMC, IFC and NEC)
- Enforcement of the City of Safford Zoning Ordinance
- Enforcement of the City Fire Marshal Duties
- Neighborhood Compliance Services / Code Enforcement
- Provide customer service to assist on projects

### MAJOR ACCOMPLISHMENTS:

- Worked with the City Manager to effectively reduce the department's budget and maintain a high level of service.
- Assisted in the development and adoption of the rewrite of the Subdivision and Zoning Ordinance of Chapters 16 and 17 of the Safford Municipal Code.
- Continued to provide fire inspections for businesses, daycare facilities, residences, and potential fire hazards.
- Continued fire prevention inspections contributing to one of the major factors for the City of Safford's Class 4 fire rating due to the Building Code enforcements, Zoning Ordinance enforcement, fire inspections, weed abatement, and constant communication with the public as it pertains to codes.

### INITIATIVES 2013/2014:

- Continue a high level of inspection service and implement improvements where needed for the Building Inspection program.
- Continue looking for ways to reduce operating costs and develop a more efficient and effective department.
- Work with the public to meet their needs in a way that does not portray us as big government but yet meet all applicable codes.

- Institute revisions of the Zoning Code.
- Encourage growth within our limits and to encourage the public to work with the Building Department as a helpful tool to assist in projects.
- The Building Department will continue seeking to provide the highest levels of development services for the community and continue to find ways to reduce expenditures and improve processes.

• **The office of the Building Safety Department is funded as follows:**

Funding Source	Amount	% of Funding
General Fund	\$ 134,995	100%

• **The office of the Building Safety Department has the following authorized positions:**

2012/2013	2013/2014
1.5 Positions	1.5 positions
Chief Building Official	Chief Building Official
Half-time Building Inspector/Neighb. Off.	Half-time Building Inspector/Neighb. Off.
*Two Admin. Assist. Shared with Planning and Community Development Department.	*Two Admin. Assist. Shared with Planning and Community Development Department.

\*Administrative Assistants are allocated to P&CD budget.

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **40 P.C.D.**  
 FUND: **GENERAL FUND**  
 DIVISION: **136 BUILDING SAFETY**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	92,900	<b>96,006</b>	3.34%
61120 PER.SVC. - OVERTIME	0	<b>1,000</b>	100.00%
61200 PER. SVC. - EMPL. BNFTS.	8,700	<b>9,170</b>	5.40%
61400 RETIREMENT SUBSIDY	5,300	<b>5,300</b>	0.00%
62100 PROFESSIONAL SERVI	3,000	<b>2,500</b>	-16.67%
64100 OUTSIDE SERVICES	4,000	<b>4,000</b>	0.00%
65200 MOTOR POOL RENTALS	4,344	<b>4,640</b>	6.81%
66200 COMMUNICATIONS	1,500	<b>1,500</b>	0.00%
66500 TRAVEL-TRAINING	2,000	<b>2,500</b>	25.00%
66900 DUES & SUBS	400	<b>400</b>	0.00%
67000 SUPPLIES	1,500	<b>1,500</b>	0.00%
67510 FUEL SUPPLIES	2,000	<b>2,000</b>	0.00%
	<b>125,644</b>	<b>130,516</b>	<b>3.88%</b>
68133 I.T./COMM	4,604	<b>4,479</b>	-2.72%
	<b>130,248</b>	<b>134,995</b>	<b>3.64%</b>

**1.5 FTE POSITIONS**

CHIEF BUILDING OFFICIAL  
 50% BUILDING INSPECTOR MENTOR PROGRAM

1 Retirement Subsidy

**FLEET**

05 GMC CANYON

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **40 P.C.D.**  
 FUND: **GENERAL FUND**  
 DIVISION: **138 RECREATIONAL PROGRAM**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	99,000	<b>102,250</b>	3.28%
61120 PER.SVC. - OVERTIME	2,000	<b>2,500</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	12,900	<b>13,200</b>	2.33%
62100 PROFESSIONAL SERVI	2,000	<b>2,500</b>	25.00%
64100 OUTSIDE SERVICES	500	<b>500</b>	0.00%
66200 COMMUNICATIONS	600	<b>600</b>	0.00%
66900 DUES & SUBS	100	<b>100</b>	0.00%
67000 SUPPLIES	4,200	<b>4,200</b>	0.00%
69100 OTHER EXPENSE	2,000	<b>4,000</b>	0.00%
	<b>123,300</b>	<b>129,850</b>	<b>5.31%</b>
68133 I.T./COMM	4,565	<b>4,121</b>	-9.73%
	<b>127,865</b>	<b>133,971</b>	<b>4.78%</b>

**POSITIONS**

POOL MANAGER  
 LIFE GUARDS

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **40 P.C.D.**  
 FUND: **GENERAL FUND**  
 DIVISION: **158 AIRPORT**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
62100 PROFESSIONAL SERVI	10,000	<b>5,000</b>	-50.00%
63100 UTILITIES EXPENSE	24,000	<b>24,000</b>	0.00%
64100 OUTSIDE SERVICES	1,500	<b>1,500</b>	0.00%
65200 MOTOR POOL RENTALS	2,820	<b>1,644</b>	-41.70%
66100 INSURANCE EXPENSE	28,000	<b>29,400</b>	5.00%
66200 COMMUNICATIONS	500	<b>600</b>	20.00%
66500 TRAVEL-TRAINING	5,000	<b>2,000</b>	-60.00%
66900 DUES & SUBS	1,000	<b>1,000</b>	0.00%
67000 SUPPLIES	8,300	<b>8,000</b>	0.00%
67510 FUEL SUPPLIES	300	<b>300</b>	0.00%
69140 DEBT SERVICE	118,927	<b>118,927</b>	0.00%
	<b>200,347</b>	<b>192,371</b>	<b>-3.98%</b>
68132 INFO PROCESSING	6,850	<b>9,890</b>	0.00%
	<b>207,197</b>	<b>202,261</b>	<b>-2.38%</b>

**FLEET**

03 Grand Am

**REVENUES**

FUEL FLOWAGE	12,000
HANGER LEASES	94,000
LAND LEASES	28,000
TIE-DOWNS	1,000
	<b>135,000</b>

FUND:  
DIVISION:

**AIRPORT IMPROVEMENTS**  
**045 AIRPORT IMPROVEMENTS**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
62100 PROFESSIONAL SERVI	288,000	0	0.00%
70000 CAPITAL OUTLAY	0	3,115,611	0.00%
	<b>288,000</b>	<b>3,115,611</b>	<b>981.81%</b>

<b>DESCRIPTION</b>	<b>BUDGETED</b>		<b>REVENUE SOURCE</b>		<b>GEN FUND</b>
	<b>AMOUNT</b>	<b>GRANT</b>	<b>DESCRIPTION</b>		<b>SUPPORT</b>
Airport - Apron Rehab	2,904,500	2,774,669	FAA Grant		129,831
Airport - Rehab 12/30 edge Lights/Vau	211,111	190,000	State Grant		21,111
	<b>3,115,611</b>	<b>2,964,669</b>			<b>150,942</b>

**SAFFORD POLICE DEPARTMENT  
CHIEF: JOHN GRIFFIN**

DEPARTMENT SERVICES

The Safford Police Department provides service through the following programs:

- ADMINISTRATION
- DETECTIVE DIVISION
- PATROL DIVISION
- ANIMAL CONTROL
- GRANTS AND OUTSIDE FUNDING

MAJOR ACCOMPLISHMENTS:

- Sustained police enforcement efforts through difficult economic and manpower shortages.
- Maintain police coverage for the City of Safford, 24 hours a day, 365 days a year, inclusive of nights, weekends, holidays, etc.
- Initiated a hybrid schedule of combination of 10 and 12 hours shifts for 24 hour coverage to accommodate 4/10 schedule for the City.
- Responded to serious crime issues through utilization of police and City resources, to include homicides, fatal wrecks, drug enforcement, property crimes, crimes against persons, etc. This included 8,116 calls for service in 2011, 330 bookings of persons into jail, and 1,633 traffic citations and warnings in 2011. In 2012, the Department had 8,776 calls for service, up again this calendar year. Of those calls for service, 533 were specifically to WalMart. We also had 428 arrests and 1,592 citations and warnings. This does not include traffic enforcement and control, pro-active patrol, court time and transports, school zones, search warrants, other agency assists, special events, sex offender notifications, public or school presentations, training, civil paper service, animal control, vacation watches and extra patrol, public assistance such as fingerprinting, school or community-related education/sports events and crime prevention activities, etc.
- We assisted ADOT in a project from 8<sup>th</sup> Ave. to 14<sup>th</sup> Ave. on Thatcher Blvd. to examine the causes for a high accident, including pedestrian fatality rate. ADOT has several proposals to address these issues, including additional lighting.

- Maintained ongoing training to comply with AzPOST training requirements and to address ongoing enforcement and legal issues. (SPD hosted many of the local trainings for all officers valley-wide.)
- Maintained National Incident Management System (NIMS) compliance. (This allows us to apply for and receive Federal grant funding.)
- Continue to bring in additional grant funding to include Stonegarden, Governor's Office of Highway Safety, etc., to provide additional resources, equipment, and overtime.
- Worked at many levels to address the Spice and Bath Salts issues, which resulted in a legislative change to the drug statutes.
- Continuing to replace Department weapons with vehicle seizure money.
- Provided Active Shooter training to local schools and businesses, as requested, including a new program, the Standard Response Protocol program.
- Assisted with Drug Take Back programs in cooperation with DEA and Graham Co. Coalition Against Substance Abuse.
- Completed AzPOST's Arizona Leadership Program, an intensive 3-month course, for all Patrol and senior leadership. We have also identified and will send an additional candidate to this program, Dec. 2013.
- We have identified and sent several detective and patrol officers to First-line Supervisors program at AzPOST.
- We have recently certified a Defensive Tactics Instructor through AzPOST.
- Awarded a new DUI Enforcement vehicle, fully-equipped, from GOHS, including additional overtime, etc. Will be on the road by Sept. 2013.

#### INITIATIVES 2012/2013 AND 2013/2014:

- Succession for the Chief and Detective Sgt. process is here! This year will largely be focused on planning and transitioning leadership and re-staffing the Department, with a June 1, 2014 deadline.
  - This may include a request for a mid-year (Jan. 2014) patrol position
- The need for additional manpower has been identified and requested annually since 2007, based on staffing analysis. Due to the increase in manpower demands, we will be requesting +2 officers in FY 2014-15.
- Will begin to evaluate use and sponsorship of Reserve Police Officers to promote future local officer hires.
- Continue vehicle rotation and funding in cooperation with fleet and administrative divisions.

- Continue computer rotation, including in-car MDC terminals, for cars and office.
- Evaluate training priorities and provide funding for additional training.
- Continue grant maintenance and acquisition.
  - We are in discussions with Stonegarden at present, regarding potential requirements for officers to patrol I10 and south. There is a potential that this grant source may end based on that requirement.
- Continue to seek grant funding for additional officer(s).
- Continue to seek funding for a School Resource Officer. (Possible grant with SUSD.)
- Provide additional/refresher in Standard Response Protocol for active shooters training to schools, businesses, and officers.
- Police department policy and procedures manual is an ongoing project.
  - We continue to work with Edwards and Ginn on policy updates and implementation per our contract.
- Work with other City management to update and revise City code and ordinances to meet today's needs.
- Continue ongoing law and enforcement training, to include law and legal updates, active shooter, tactical medical, supervisory training.
- We continue to review current weapons, systems, training, etc., replacing and upgrading as necessary.
- Replacement and review of tactical body armor and body bunkers. (Ballistic lifespan.)
- Acquisition of a "throwbot" and additional tactical equipment, possibly through grants. (Seeking grant funding \$15,000.)
- Review of Animal Control and potential for contract of services to Graham County or revision of current staffing.
- Update police portion of City website.
- Continue Drug Take Back programs in cooperation with DEA and Graham Co. Coalition Against Substance Abuse.
- Start planning for IT potential employee within the Police Department
- Address criminal technology issues, with training and equipment
- Transitioning to Grand Jury system from Preliminary Hearing model. Should save significant court overtime.
- Management of current police facility issues - remodel
  - Evidence storage and retention (Purchase of alternate shelving systems.)
  - Juvenile detention and interrogation
  - Interview rooms
  - Potential for additional space at rear of building and remodel
- Planning for new Police Facility

- This should focus on 25+-year building, not present need
- Planning (requires architect, etc.) to have something concrete to show to Council and public
- Financing plan
- Land acquisition
- Building

SIGNIFICANT CHANGES 2011/2012 and 2012/13:

- Additional calls for service and manpower demands
- Budget and manpower reductions and restrictions.
- Staff will continue to seek ways to reduce expenditures, increase funding and improve efficiencies to assist the City to achieve a balanced financial plan.

- The Safford Police Department is funded as follows:

Funding Source	Amount	% of Funding
General Fund	\$ 3,????	100%
Stonegarden funding	\$ 75,000 OT \$49,000 Equipment Federal FY 14 +\$100,000 FY 13 (?)	
Gov. Office of Highway Safety – Overtime & Equipment	\$171,667	
Bulletproof Vest Program	\$2,200	
AzPOST Training	\$2,700	

- The Safford Police Department has the following authorized positions:

2012/2013	2013/2014
24 Positions	26 Positions
Chief of Police	Chief of Police
3 Administrative Assistants/Police Svcs.	3 Administrative Assistants/Police Svcs.
Captain	Captain
3 Sergeants – 2 Patrol, 1 Detective	3 Sergeants – 2 Patrol, 1 Detective
12 Patrol officers	14 patrol officers
3 Detectives	3 Detectives
1 Animal Control Officer	1 Animal Control Officer (?)

**SAFFORD POLICE DEPARTMENT  
ADMINISTRATION  
CHIEF: JOHN GRIFFIN  
CAPTAIN: DENNIS WHISMAN**

Program Outcome:

To provide the equipment, support, staffing necessary to sustain police services for the City of Safford Police Department.

	2012/2013			2013/2014		
	Chief	Captain	Assts.	Chief	Captain	Assts.
Administration	.60	.40	.50	.60	.40	.50
Detectives	.10	.10	.10	.10	.10	.10
Patrol	.10	.20	.10	.10	.20	.10
Animal Control	.10	.10	.10	.10	.10	.10
Grants	.10	.20	.20	.10	.20	.20

Program Objectives:

1. Administrative support for all the police divisions.
2. Address ongoing personnel requirements, based on staffing analysis to work to fund additional officers.
3. Manage grants, finance, records, ACJS, evidence, Sexual Offender tracking and notification, training, etc.
4. Transport evidence to/from the State Crime lab(s).
5. Manage reports, records requests, complaints, and liaison with other police and government agencies.
6. Administrative support for and management of the Animal Control function.
7. Transmit information to Manager on a timely and meaningful basis from which decisions can be made.

**SAFFORD POLICE DEPARTMENT  
DETECTIVE DIVISION  
DETECTIVE SERGEANT:  
JASON KNIGHT**

Program Outcome:

To provide ongoing investigative services, respond to and investigate major crimes, and provide support for other police technical and investigative needs.

	2012/2013		2013/2014	

Program Objectives:

1. Provide investigative services, including specialized investigations, technical and administrative to the police department and City of Safford.
2. Work with Safford Officers, as well as outside agencies in specialized investigations involving complex investigative issues.
3. Continue with and improve high clearance rates for all cases assigned.
4. Appear at and testify in various courts for related case work.
5. Work in cooperation with the Southeastern Arizona Narcotics and Violent Crime Task Force on drug and violence related investigations.
6. Continue development of skills on cyber-crimes, computer related investigations, and related identity thefts.
7. Continue training programs to address current needs and future crime trends.

**SAFFORD POLICE DEPARTMENT  
PATROL DIVISION  
PATROL SERGEANTS:  
JASON DOLAN  
BRIAN AVILA**

Program Outcome:

To respond to police calls for service within the City of Safford and perform proactive criminal patrol, crime prevention, traffic enforcement and control, and related police services.

	2012/2013		2013/2014	

Program Objectives:

1. Respond to calls for service for police services within the City of Safford.
2. Provide appropriate and safe manpower for police services.
3. Enforce State law and local ordinances.
4. Provide traffic enforcement within the City.
5. Investigate traffic accidents and collisions.
6. Provide traffic and manpower for special events.
7. Appear at and testify in various courts for related case work.
8. Serve civil papers.
9. Provide crime prevention and educational services as requested and available to community groups, including the schools.
10. Provide additional services in cooperation with the Southeastern Arizona DUI Task Force for DUI and traffic enforcement.
11. Work in cooperation with the U.S. Dept. of Homeland Security through the Stonegarden program/grant to provide additional enforcement efforts in immigration.
12. Continue training programs to address current needs and future crime trends.

**SAFFORD POLICE DEPARTMENT  
ANIMAL CONTROL  
ACO:  
RANDY DAMRON**

Program Outcome:

To respond to calls for service for animal control within the City of Safford and perform related animal control services.

	2012/2013		2013/2014	

Program Objectives:

1. Respond to calls for service for animal control within the City of Safford.
2. Continue with patrol and removal of animals, to include impoundment and disposal of deceased animals.
3. With increased calls for animal control, this year we should examine if we wish to expand this division to cover more hours, including weekends or contract this service to Graham County.

**SAFFORD POLICE DEPARTEMENT  
GRANT DIVISION  
ADMINISTERED BY:  
VARIOUS**

Program Outcome:

To provide an ongoing, sustainable funding stream outside the normal general government funding for additional manpower, overtime, equipment, and assistance to the police department and City. Grant requests for the 13-14 fiscal years are \$400,567.

Program Objectives:

1. Apply for and maintain current funding for grants.
2. Seek out and apply for additional funding for grants.

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **50 POLICE**  
 FUND: **GENERAL FUND**  
 DIVISION: **141 POLICE CHIEF & ADMIN.**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	310,700	<b>432,520</b>	39.21%
61120 PER.SVC. - OVERTIME	8,000	<b>8,000</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	109,900	<b>138,454</b>	25.98%
61400 RETIREMENT INS SUB	5,300	<b>10,500</b>	98.11%
62100 PROFESSIONAL SERVI	21,000	<b>24,150</b>	15.00% (2)
63100 UTILITIES EXPENSE	14,000	<b>14,000</b>	0.00%
64100 OUTSIDE SERVICES	1,400	<b>2,000</b>	42.86%
65200 MOTOR POOL RENTALS	13,800	<b>16,820</b>	21.88%
66100 INSURANCE EXPENSE	60,000	<b>60,000</b>	0.00%
66200 COMMUNICATIONS	4,000	<b>4,000</b>	0.00%
66500 TRAVEL-TRAINING	5,000	<b>5,000</b>	0.00%
66900 DUES & SUBS	5,100	<b>1,000</b>	-80.39% (1)
67000 SUPPLIES	12,000	<b>12,000</b>	0.00%
67510 FUEL SUPPLIES	4,800	<b>4,800</b>	0.00%
	<b>575,000</b>	<b>733,244</b>	<b>27.52%</b>
68133 I.T./COMM	31,675	<b>35,096</b>	10.80%
	<b>606,675</b>	<b>768,340</b>	<b>26.65%</b>

**5 FTE POSITIONS**

POLICE CHIEF (1) POLICE POLICY MANUAL UPDATE  
 POLICE CAPTAIN MOVED TO PROF SRV  
 POLICE SERVICES SPECIALIST (2) ATTORNEY  
 2 -ADMINSTRATIVE ASSISTANT

1 Retirement Subsidy

**FLEET**

13 TAHOE POLICE CHIEF  
 12 FORD TRUCK CAPTAIN

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **50 POLICE**  
 FUND: **GENERAL FUND**  
 DIVISION: **142 CRIMINAL INVESTIGATION**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	250,000	<b>287,830</b>	15.13%
61120 PER.SVC. - OVERTIME	32,000	<b>32,000</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	132,100	<b>145,770</b>	10.35%
<b>61400 RETIREMENT INS SUB</b>	0	<b>500</b>	0.00%
65200 MOTOR POOL RENTALS	26,232	<b>29,160</b>	11.16%
66200 COMMUNICATIONS	4,500	<b>4,500</b>	0.00%
66500 TRAVEL	5,000	<b>5,000</b>	0.00%
66900 DUES & SUBS	8,200	<b>8,200</b>	0.00% (1)
67000 SUPPLIES	16,062	<b>16,000</b>	-0.39%
67510 FUEL SUPPLIES	10,800	<b>10,800</b>	0.00%
69100 OTHER EXPENSE	5,000	<b>5,000</b>	0.00% (2)
	<b>489,894</b>	<b>544,760</b>	<b>11.20%</b>
68133 I.T./COMM	30,607	<b>29,248</b>	-4.44%
	<b>520,501</b>	<b>574,008</b>	<b>10.28%</b>

**4 FTE POSITIONS**

POLICE SERGEANT-DETECTIVE  
 3 -POLICE OFFICER/DETECTIVE

1 Retirement Subsidy

**FLEET**

2005 TRAILBLAZER	YAMAHA RHINO POLICE
2007 POLICE PICKUP 4X4	07 TRAILER 5X8 CARGO
2010 NISSAN TITAN POLICE	08 PARKER TRAILER POLICE
2010 CHEVROLET CREW POLICE	

(1) cell phone scanner updates + \$4,000

(2) Buy Money

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **50 POLICE**  
 FUND: **GENERAL FUND**  
 DIVISION: **143 PATROL**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	783,000	<b>824,092</b>	5.25%
61120 PER.SVC. - OVERTIME	52,000	<b>70,000</b>	34.62%
61200 PER. SVC. - EMPL. BNFTS.	557,400	<b>643,130</b>	15.38%
61400 RETIREMENT INS SUB	14,400	<b>19,500</b>	35.42%
62100 PROFESSIONAL SERVI	1,000	<b>1,000</b>	0.00%
64100 OUTSIDE SERVICES	1,000	<b>1,200</b>	20.00% (1)
65200 MOTOR POOL RENTALS	128,100	<b>150,400</b>	17.41%
66200 COMMUNICATIONS	11,000	<b>11,000</b>	0.00%
66250 CNTY IGA DISPATCH	311,723	<b>312,017</b>	0.09%
66500 TRAVEL-TRAINING	12,000	<b>12,000</b>	0.00%
66900 DUES & SUBS	500	<b>500</b>	0.00%
67000 SUPPLIES	58,000	<b>64,000</b>	10.34%
67510 FUEL SUPPLIES	66,000	<b>66,000</b>	0.00%
	<b>1,996,123</b>	<b>2,174,839</b>	<b>8.95%</b>
68133 I.T./COMM	65,336	<b>62,331</b>	-4.60%
	<b>2,061,459</b>	<b>2,237,170</b>	<b>8.52%</b>

(1) RADAR

**15 FTE POSITIONS**

2 -POLICE SERGEANT  
 13 -POLICE OFFICER (INCLUDES 1 NEW OFFICER)

4 Retirement Subsidy

**FLEET**

2005 CRWN VIC POLICE SEDAN - SWING  
 4 -2006 POLICE TAHOE  
 6 -2007 POLICE TAHOE  
 2008 POLICE CHARGER  
 2008 POLICE TAHOE  
 2 -2009 POLICE TAHOE  
 2012 POLICE TAHOE  
 06 BIG TEX TRAILER

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **50 POLICE**  
 FUND: **GENERAL FUND**  
 DIVISION: **144 ANIMAL CONTROL**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	37,300	<b>39,170</b>	5.01%
61120 PER.SVC. - OVERTIME	2,000	<b>3,000</b>	50.00%
61200 PER. SVC. - EMPL. BNFTS.	13,600	<b>14,530</b>	6.84%
<b>62120 GRAHAM IGA ANIMAL SHEL</b>	61,572	<b>61,573</b>	0.00%
64100 OUTSIDE SERVICES	700	<b>700</b>	0.00%
65200 MOTOR POOL RENTALS	5,784	<b>6,820</b>	17.91%
66200 COMMUNICATIONS	600	<b>600</b>	0.00%
66500 TRAVEL-TRAINING	600	<b>600</b>	0.00%
66900 DUES & SUBS	100	<b>100</b>	0.00%
67000 SUPPLIES	3,000	<b>3,000</b>	0.00%
67510 FUEL SUPPLIES	6,600	<b>7,300</b>	10.61%
	<b>131,856</b>	<b>137,393</b>	<b>4.20%</b>
68133 I.T./COMM	1,523	<b>1,359</b>	-10.77%
	<b>133,379</b>	<b>138,752</b>	<b>4.03%</b>

**1 FTE POSITIONS**

ANIMAL CONTROL OFFICER

**FLEET**

POLICE DOG 06 CHEV

**City of Safford Budget FY 2013-2014**

DEPARTMENT:  
FUND:  
DIVISION:

**50 POLICE**  
**GENERAL FUND**  
**146 POLICE GRANT DIVISION**

OBJECT	FY 12-13 BUDGET	YTD - FEB 2013	NORMAL 66% YTD	FY 13-14 BUDGET	% Change from 12-13 budget
61120 PER.SVC. - OVERTIME	127,980	58,240	45.5%	171,160	33.74%
61200 PER. SVC. - EMPL. BNFTS.	31,020	19,300	62.2%	35,840	15.54%
62100 PROFESSIONAL SERVI			0.0%	35,000	100.00%
66500 TRAVEL-TRAINING	3,180	0	0.0%	0	100.00%
67000 SUPPLIES	220,840	4,684	2.1%	270,400	22.44%
70000 CAPITAL OUTLAY	52,344	18,804	35.9%	96,288	83.95%
	<b>435,364</b>	<b>101,029</b>	<b>23.2%</b>	<b>608,688</b>	<b>39.81%</b>

FY 12-13	
Stonegarden	
OT	105,000
ERE	27,000
Radio & Other Equ	57,600
Vehicle (capital)	35,000
Mileage(Supplies)	30,000
	<b>254,600</b>
GOHS 11-12	
OT	<b>12,000</b>
GOHS 12-13 DUI	
OT	7,320
ERE	2,680
TRAINING	780
SUPPLIES	240
	<b>11,020</b>
GOHS 12-13 TRAFFIC ENFORCE	
OT	3,660
ERE	1,340
EQUIPMENT	17,344
	<b>22,344</b>
AZ POST TRAINING	<b>2,400</b>
FED BULLET PROOF	<b>3,000</b>
UDA VEHICLES (SUPP	<b>30,000</b>
CONTINGENCY GRANT	<b>100,000</b>
	<b>435,364</b>

FY 13-14	
Stonegarden	
OT	150,000
ERE	27,000
Radio & Other Eq	65,000
Mileage(Supplies)	20,000
	<b>262,000</b>
GOHS 13-14	
OT	10,000
ERE	5,000
VEH	47,000
SUPPLIES	20,000
RADAR	9,000
	<b>91,000</b>
GOHS 13-14 DUI	
OT	3,660
ERE	1,340
VEH	49,288
SUPPLIES	-
	<b>54,288</b>
GOHS 12-13 TRAFFIC ENFORCE	
OT	7,500
ERE	2,500
EQUIPMENT	17,500
	<b>27,500</b>
AZ POST TRAINING	<b>2,700</b>
FED BULLET PROOF	<b>2,200</b>
UDA VEHICLES (SUP	<b>30,000</b>
RICO PLANE	<b>35,000</b>
CONTINGENCY GRAN	<b>100,000</b>
MAGISTRATE FUNDS	4,000
	<b>608,688</b>

**PUBLIC WORKS DEPARTMENT  
DIRECTOR: JENNY HOWARD**

**PUBLIC WORKS DEPARTMENT SERVICES**

The Public Works Department provides service through the following Divisions:

- PUBLIC WORKS ADMINISTRATION
- BUILDING MAINTENANCE
- FLEET
- PARKS & CEMETERY
- SANITATION
- STREETS

**PUBLIC WORKS DEPARTMENT  
ADMINISTRATION DIVISION  
DIRECTOR: JENNY HOWARD**

**DIVISION OBJECTIVES:**

Monitor the Department's professional staffing needs necessary to achieve the Department's goals and objectives.

Continue to develop the skills of the Public Works Supervisory personnel and staff to meet the current and future needs of the Department.

Review departmental processes and procedures and work to streamline and increase efficiencies.

Support and assist with goal setting, prioritizing projects and departmental needs taking into account cost savings, functionality, feasibility impact on residents.

Promptly respond to citizen complaints and concerns offering citizens support by providing accurate and useful information, handling complaints and offering appropriate resolutions for difficult situations.

**DIVISION OUTCOME:**

Prepare budgets and monitor the disbursement of funds, coordination of all work, respond to citizen requests, project planning, address and resolve personnel issues, monitor training, maintain Blue Stakes, prepare reports, maintain logs and databases, Adopt-A-Roadway/Trail Program, issue Right-of-Way permits, conduct safety meetings, develop maintenance procedures, resolve drainage issues, resolve damage claims, Special Event coordination, perform all business for the Cemetery.

**2012/2013 ACCOMPLISHMENTS:**

- Improved work planning and scheduling, utilizing Project Scheduler, SharePoint and Calendar planning.
- Continued to develop Supervision training through in-house tutorials, the Library Training Center and weekly meetings.

## **2012/2013 ACCOMPLISHMENTS (Continued):**

- Created cost savings processes by cross-training and utilizing existing resources vs. outsourcing.
- 2-way radio replacement as per FCC's narrowband mandate.
- Scheduled training for Datanow/Evolve Fleet Modules in order to streamline vehicle PM and repairs and to better manage Fleet as a whole.
- Overtime and attendance accountability.
- Continued to maintain Federal, State and Local regulations (i.e., pesticide certifications, DEQ permits, flagger training, traffic control, mosquito abatement).
- Maintained five-year capital plan.
- Kicked off communications with Gila Valley Watershed to acquire grants for and plan implementation of xeriscaping projects.
- Worked with Public Works Divisions to develop a balanced budget.
- Streamlined Parks duties by reviewing responsibilities and maintenance of properties, re-allocated workload geographically to create a cost savings increase efficiencies.
- Maintained quality customer service.
- Installation of GPS units in each field vehicle.
- Utilized outside pest management service for safety and cost efficiency.
- Installation of centralized Wi-Fi antenna (bridge) in cemetery to improve service to citizens planning purchases or in search of a loved one.
- Joined and became active in GIS Committee.
- Assisted Sanitation personnel with issues of customers overloading of dumpsters and mis-use of containers.
- Initiated audit of commercial customer sanitation account/billing information vs. actual service in the field. To be completed summer of 2013.
- Facilitation of Swimming Pool parking lot replacement
- Box culvert specifications for 12<sup>th</sup> Avenue drainage project.

## **2013/2014 GOALS:**

- Map in GIS all surface and below ground storm water drainage facilities
- Prioritize and plan storm water infrastructure replacement and upgrades
- Map in GIS all cemetery plot information
- Complete mandated herbicide certifications for Parks and Streets Personnel
- Implement internal Fleet management program
- Continue pavement management program

- Refine Fleet maintenance management processes
- Continue to visit and streamline efficiencies and procedures throughout PW
- Utilize vehicle GPS program to monitor and streamline daily activities and control costs as well as to schedule vehicle preventive services and maintenance.
- Add additional shared employee to cover Sanitation emergencies and assist Building Maintenance with daily functions. This will help to cut overtime due to shortage of Sanitation drivers.
- Continue planned training on DataNow/Evolve via webinar with datanow reps.

**Public Works Administration is funded as follows:**

Funding Source	Amount	% of Funding
General Fund (Operation Costs)	\$263,393	100%

**The Public Works Department has the following authorized positions:**

2010/2011	2011/2012	2012/2013	2013/2014
2 Positions	2 Positions	2 Positions	2 Positions
Public Works Director	Public Works Director	Public Works Director	Public Works Director
(1) Admin Assistant	(1) Admin Assistant	(1) Admin Assistant	(1) Admin Assistant

**PUBLIC WORKS DEPARTMENT  
BUILDING MAINTENANCE  
DIVISION  
SUPERVISOR: GARY THOMPSON**

**DIVISION OBJECTIVES:**

1. Ensure satisfaction of internal city personnel, residents and visitors by providing a high level of service through prompt response to requests and on-going maintenance and upgrade of city Facilities.
2. Maintain city-owned buildings, structures and facilities to the highest quality using committed funding and comply with all mandated building and safety guidelines.

**DIVISION OUTCOME:**

Perform repairs, maintenance and improvements of all city buildings and facilities. This includes; structural, mechanical, electrical, plumbing and HVAC systems. Such services also include carpentry, painting, welding, construction and demolition utilizing both in-house and outside services.

**2012/2013 ACCOMPLISHMENTS:**

- Morris Well #2 building constructed for Utilities Department
- Metal roof installed above pump room at swimming pool
- ADA Doors installed at the MYOC Building and Library
- Converted cemetery storage room to ADA compliant restrooms to serve cemetery and multi-use-path visitors
- Construction of Fire Training Center equipment storage building
- Demolition of building and equipment in preparation of swimming pool parking lot project.
- Assisted Southwest Risk with city wide safety survey and completed tasks to according to required safety standards.
- Poured two additional cemetery blocks

- Poured concrete foundation and installed electrical circuit at cemetery for pole to accommodate Wi-fi antenna.
- Planning stages of three-year mandated lighting replacement of all city T-12 fluorescent lighting tubes and fixtures.
- Installation of drinking fountain along Discovery Park Boulevard multi use trail to serve users of the trail
- Utilize outside services to complete asbestos/lead testing on Barracks building at Airport in preparation of demolition FY 13/14
- Remove, transfer and reconstruct existing shade structure at picnic area from the west side of the pool to new location on east side of guard shack to accommodate parking lot project.
- Installation of new larger circulation pump to accommodate volume of water needing circulated in pool
- Add electrical service to accommodate fire department commercial washing machine for turnouts.

### **2013/2014 GOALS:**

- Share ½ time with Sanitation, one full time sanitation driver/laborer
- Continued safety training and online training courses at the Library Training Lab.
- Continue to find ways to improve efficiencies and lessen outsourcing through training and improving knowledge.
- Pour floor/install paint booth purchased last year in compliance with EPA standards at Brickyard.
- Add lighting at Fleet Maintenance Shop.
- Assist Utilities with any pump house structural projects.
- Court building improvements and remodel; removing wall, relocating reception area, closing off administration area, repaint and replace all flooring.
- City Hall Improvements and remodel; adding public restroom, expanding customer service area, adding customer conference area
- Lighting replacement in Library as per Federal Mandate (year one of three)
- Paint Library exterior, make improvements to Library entry way, rebuild library customer desk, replace carpet, upgrade electrical panel
- Assist as needed with engineering of new lighting and electrical project for Airport Runway 8/26.
- Police Department building improvements; removal of walls, construction child conference area, secure reception area and entrance to offices, expand evidence storage area, replace carpet.

- Fire Station Building Improvements- paint, replace flooring
- City Annex; clean and re-paint soffit, fascia and trim around doors and windows

**Building Maintenance Division is funded as follows:**

Funding Source	Amount	% of Funding
General Fund (Operation Costs)	\$627,348	100%

**The Building Maintenance Division has the following authorized positions:**

2010/2011	2011/2012	2012/2013	2013/2014
5 Positions	5.5 Positions	5.5 Positions	5.5 Positions
Facility Maintenance Supervisor	Facility Maintenance Supervisor	Facility Maintenance Supervisor	Facility Maintenance Supervisor
Facility Maintenance Electrician	Facility Maintenance Electrician	Facility Maintenance Electrician	Facility Maintenance Electrician
(3) Facility Maintenance Workers	(3.5) Facility Maintenance Workers	(3.5) Facility Maintenance Workers	(3.5) Facility Maintenance Workers

**PUBLIC WORKS DEPARTMENT  
FLEET DIVISION  
SUPERVISOR: JOHN WHITE**

**DIVISION OBJECTIVES:**

Focus on the efficient and safe operation of fleet vehicles as well as the maintenance of other components that support the operation of those vehicles. Provide timely and periodic servicing of equipment. Maintain diligent inspections, detection and correction of potential equipment failure before a major defect occurs.

**DIVISION OUTCOME:**

Establishes cost effective delivery of fleet services by providing safe, reliable, economically and environmentally sound transportation. Oversees all aspects of the department associated with fleet maintenance. Gives strong emphasis to budgetary considerations, while focusing on objectives that support department goals consistent with goals and visions of the City.

**2012/2013 ACCOMPLISHMENTS:**

- Upgraded Snap-on diagnostic equipment to cover more vehicles
- Last ground hoist replaced with 15,000 pound surface mount lift.
- Heavy duty brake seminar conducted with over 20 mechanics in attendance from Graham and Greenlee County.
- Continued training and education for Division staff to improve skills and knowledge.
- Completed 541 PM Services and 1,130 Repairs

**2013/2014 GOALS:**

- Install additional overhead lighting (2 fixtures)
- Utilize installed GPS Units as a tool to notify operators and fleet mechanics of scheduled lubes and inspections as well as track live mileage and PTO issues.
- Training in administering the Datanow/Evolve Fleet Modules to increase efficiencies.

- Utilize Datanow/Evolve to its fullest capacity to better plan and track fleet as well as provide service in a timely, cost effective manner to the City.
- Development of personnel short and long term goals
- Development of 5-year plan with regards to technology and the fleet assets
- Continue education and training for Division staff
- Continue adding lighting in the shop area for better visibility
- Explore purchase and installation of oil burning furnace to heat shop to help reduce winter utility costs
- Research and implement ways to reduce overhead costs
- Streamline ways to trouble shoot parts availability to reduce mechanic telephone time with distributors and parts houses.
- Purchase of connex for storage of extra parts for sweeper, specialty tools in order to free up an additional bay available in shop for vehicle staging/repair area

Funding Source	Amount	% of Funding
FLEET SERVICES	1,671,588	100

**The Fleet Division has the following authorized positions:**

2009/2010	2010/2011	2011/2012	2012/2013
5 Positions	5 Positions	4 Positions	4 Positions
Fleet Shop Supervisor	Fleet Shop Supervisor	Fleet Shop Supervisor	Fleet Shop Supervisor
Fleet Shop Lead	Fleet Shop Lead	Fleet Shop Lead	Fleet Shop Lead
(3) Fleet Mechanics	(3) Fleet Mechanics	(2) Fleet Mechanics	(2) Fleet Mechanics

**PUBLIC WORKS DEPARTMENT  
PARKS AND CEMETERY  
DIVISION  
SUPERVISOR: NORM KNIGHT**

**DIVISION OBJECTIVES:**

Operate according to state statutes and city ordinances. Respond to citizen requests in a timely manner. Continue to educate employees as per state mandates as well as to improve their knowledge and abilities. Perform work in a safe and efficient manner. Maintain and operate the cemetery according to governing standards and provide caring and supportive cemetery administration services to the public. Continually maintain and beautify the parks areas and trails. Explore creative methods to maintain vegetation while under strict irrigation regulations.

**DIVISION OUTCOME:**

Provide to residents and visitors; clean safe and aesthetically pleasing parks, green space and recreational facilities. Provide a beautiful resting place for deceased persons and a clean, comforting atmosphere for their loved ones to frequent.

**2012/2013 ACCOMPLISHMENTS:**

- Replaced and updated chemical system and pumps at Safford Municipal Pool
- Coordinated spring clean-up with DOC Fire Crew and Divisions
- Maintain a Special Events crew consisting of DOC inmates.
- Updated Cemetery guidelines, documentation, and procedures
- Completed audit through Block 13 at Cemetery

**2012/2013 ACCOMPLISHMENTS (Cont'):**

- Installed drip irrigation systems to plants at MYOC, Annex and City Hall in order to reduce water consumption
- Installed drinking fountain at multi use trail along Discovery Park Boulevard
- Implemented daily work logs to track progress and parks maintenance

- Created new fenced pool picnic area, relocated existing picnic area to east side of guard shack.
- Demolition of fencing and shade structures for new parking lot construction project.
- Privacy slats installed in fencing around storage yard at cemetery
- Started detailed clean-up in and around cemetery blocks in anticipation of extensive repairs to curbing throughout cemetery. Removed dead trees and bushes cemetery from blocks.

**2013/2014 GOALS:**

- License two Park Division staff in herbicide application as per state mandates
- Mentor staff in team and division efficiencies
- Add shade structure and replace play structure at Firth Park
- Improve existing dirt parking area on NE corner of Firth Park
- Continue audit of Cemetery spaces utilizing digital tablet
- Conceptual plans for eternal care area of Cemetery for future development.
- Continue to improve knowledge through utilization of library training center
- Explore additional options in use of DOC inmate crews to perform large projects and tasks
- Shotcrete south bank of the Highline canal just east of 8<sup>th</sup> Avenue
- Assist Streets with resurface RC runway at Dry Lake Park
- Maintenance of the Police Shooting Range
- Rebuild Gongs at the Large and Small BOR (Rifle Ranges)
- Assist with Main Street Improvements Beautification
- Aesthetic Improvements to Chamber Parking lot at Firth Park
- Airport-weed management and grounds maintenance at Airport as per Agreements with grant funding agencies.

**2013/2014 GOALS (Cont'):**

- Consolidation and storage of Christmas decorations for light parade and facilities.
- Installation of Firth Park Shade and Play Structure
- Plan with Utilities for renewal of water lines in cemetery

**Parks and Cemetery Division is funded as follows:**

Funding Source	Amount	% of Funding
General Fund (Operation Costs)	\$588,825	100%

**Parks and Cemetery Division has the following authorized positions:**

2010/2011	2011/2012	2012/2013	2013/2014
6 Positions	6 Positions	5 Positions	5 Positions
Parks Maintenance Supervisor	Parks Maintenance Supervisor	Parks Maintenance Supervisor	Parks Maintenance Supervisor
Lead Parks Maintenance Worker	Lead Parks Maintenance Worker	Lead Parks Maintenance Worker	Lead Parks Maintenance Worker
Parks Maintenance Assistant	Parks Maintenance Assistant	Transferred to Street Division	Transferred to Street Division
(3) Parks Maintenance Workers	(3) Parks Maintenance Workers	(3) Parks Maintenance Workers	(3) Parks Maintenance Workers

**PUBLIC WORKS DEPARTMENT  
SANITATION DIVISION  
SUPERVISOR: RALPH ARBIZO**

**DIVISION OUTCOME:**

The Public Works Sanitation Division is committed to providing solid waste management services of the highest quality to the citizens of Safford. in a safe and environmental friendly manner.

**2012/2013 ACCOMPLISHMENTS:**

- Installation of GPS and Garmin units in Sanitation trucks
- Changed out dumpsters to accommodate front load trucks
- Kicked off audit of all commercial accounts
- Educated drivers on ordinances with regards to solid waste
- Worked to educate public on ordinances and resolve solid waste issues

**2013/2014 GOALS:**

- Establish and download cost effective routes in Garmin's for use in driving directions and alerts to Public Works regarding container issues.
- Utilize serial numbers on new containers to track location. (in process)
- Promptly respond to customer's needs with efficiency and quality customer service
- Continued quarterly training and education for Division staff to improve skills and knowledge.
- Continue front load change over; allow additional time to clean containers and other duties.
- Utilize GPS technology for driver and route efficiency
- Hire route driver to cover vacations and emergency absences, also to be shared with Building Maintenance as a laborer
- Research insulation devise to assist with reducing heat dispersed from the engine into the cab in the side load and cab-over trucks.

**Sanitation Division is funded as follows:**

Funding Source	Amount	% of Funding
General Fund (Operation Costs)	\$1,177,262	100%

**Sanitation Division has the following authorized positions:**

2010/2011	2011/2012	2012/2013	2013/2014
6 Positions	5 Positions	5 Positions	5.5 Positions
Solid Waste Collection Supervisor	Solid Waste Collection Supervisor	Solid Waste Collection Supervisor	Solid Waste Collection Supervisor
Lead Solid Waste Collector		Lead Solid Waste Collector	Lead Solid Waste Collector
(4) Solid Waste Collectors	(4) Solid Waste Collectors	(3) Solid Waste Collectors	(3.5) Solid Waste Collectors

**PUBLIC WORKS DEPARTMENT  
STREET DIVISION  
SUPERVISOR: ART MATA**

**DIVISION OBJECTIVES:**

Respond to citizen complaints in a courteous, professional and timely manner. Provide and maintain quality surface transportation routes. Investigate issues with and maintain drainage infrastructure. Provide assistance to other Departments. Provides traffic control services and cleanup for special events.

**DIVISION OUTCOME:**

The Street Division performs maintenance for approximately 41 miles of streets to include surface and striping, 80 miles of parkways, 30 miles of sidewalks, 20 miles of alleyways and 20 miles of drainage systems.

**2012/2013 ACCOMPLISHMENTS:**

- Completed installation of 6x2 box culverts at intersections of 12<sup>th</sup> Avenue, and 26<sup>th</sup> and Hopi Streets.
- Fifteen lane miles of fog sealing.
- Five lane miles of chip seals.
- Improved cleanliness of city Rights of Way
- Improved customer service
- Carried out alleyway and retention pond responsibilities
- Ongoing assistance for Special Events
- Continued maintenance of drainage improvements throughout city
- Kicked off drainage renewal and repair plan
- Conducted flagger training for Utilities and new hires
- Dry Lake RC Park runway maintenance

○ **2012/2013 ACCOMPLISHMENTS (Cont'):**

- Assisted Utilities with grading Bonita Creek Road access
- Assisted railroad with emergency culvert repair under tracks at 8<sup>th</sup> street and 5<sup>th</sup> Avenue

**2013/2014 GOALS:**

- Fifteen lane miles of fog sealing
- Continue prompt response to citizen concerns while ensuring safe and efficient roadway operations in a cost effective manner.
- Flagger training
- CPR Training
- Work with Town of Thatcher on fog sealing and stripping as needed
- Continue training and education of Division staff to improve safety, skills and knowledge of Division.
- Fund property owner 50/50 sidewalk program
- Replace drainage culvert and install box just south of RR tracks on 5<sup>th</sup> Avenue.
- Replace sidewalk along the west side of Central Avenue from Main street to Highway 70.
- Widen drainage to remove subtle "dip" in drainage across road at Relation and 20<sup>th</sup> Street between 1<sup>st</sup> and 14<sup>th</sup> and between 8<sup>th</sup> and 14<sup>th</sup>.
- Replace failing utility patches
- Drainage mapping in GIS
- Grade and oil cemetery roads
- Sign inventory and replacement
- Herbicide Certifications (2) as per state mandates
- Cross train all streets employees to operate sweeper, striper and boot truck
- Cover irrigation ditch along N. 1<sup>st</sup> Avenue
- Plan new sidewalk installation - finish areas CDBG Grant left off (1<sup>st</sup> Street – 3<sup>rd</sup> Street and Central Avenue to 8<sup>th</sup> Avenue)

**Street Division is funded as follows:**

Funding Source	Amount	% of Funding
HURF, VLT, and .5 cent Sales Tax	\$2,658,292	96%
(Operation Costs) Street Preservation	\$75,000	3%

**Street Division has the following authorized positions:**

2010/2011	2011/2012	2012/2013	2013/2014
9 Positions	9 Positions	10 Positions	10 Positions
Street Maintenance Supervisor	Street Maintenance Supervisor	Street Maintenance Supervisor	Street Maintenance Supervisor
Lead Street Maintenance Worker			
(7) Street Maintenance Workers	(7) Street Maintenance Workers	(8) Street Maintenance Workers	(8) Street Maintenance Workers

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **151 PUBLIC WORKS ADMIN.**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>Change from 12- 13 budget</b>
61100 PER. SVC. - SALARIES	115,000	119,350	3.78%
61120 PER.SVC. - OVERTIME	0	2,100	0.00%
61200 PER. SVC. - EMPL. BNFTS.	41,800	44,080	5.45%
61400 RETIREMENT INS SUB	5,300	5,300	0.00%
63100 UTILITIES EXPENSE	12,000	12,000	0.00%
64100 OUTSIDE SERVICES	11,000	11,000	0.00% (1)
65200 MOTOR POOL RENTALS	5,160	4,730	-8.33%
66200 COMMUNICATIONS	1,800	1,800	0.00%
66500 TRAVEL-TRAINING	1,000	3,000	200.00%
66700 PRISONER LABOR	12,448	13,000	4.43%
66900 DUES & SUBS	1,200	800	-33.33%
67000 SUPPLIES	17,370	14,000	-19.40%
67510 FUEL SUPPLIES	2,500	2,500	0.00%
69100 OTHER EXPENSE	0	250	0.00%
	<b>226,578</b>	<b>233,910</b>	<b>3.24%</b>
68133 I.T./COMM	26,562	29,483	11.00%
	<b>253,140</b>	<b>263,393</b>	<b>4.05%</b>

**2 FTE POSITIONS**

PUBLIC WORKS DIRECTOR  
 ADMIN ASSISTANT

1 Retirement Subsidy

**FLEET**

06 FORD ESCAPE 4 DOOR

(1) includes annual dam inspections

**City of Safford Budget FY 2013-2014**

DEPARTMENT:  
FUND:  
DIVISION:

**55 PUBLIC WORKS**  
**GENERAL FUND**  
**152 BUILDING & MAINTENANCE**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	244,600	<b>248,670</b>	1.66%
61120 PER.SVC. - OVERTIME	8,000	<b>8,000</b>	0.01%
61200 PER. SVC. - EMPL. BNFTS.	104,200	<b>109,090</b>	4.69%
61400 RETIREMENT SUBSIDY	5,300	<b>0</b>	-100.00%
62100 PROFESSIONAL SERVI	20,000	<b>20,000</b>	0.00%
63100 UTILITIES EXPENSE	1,500	<b>1,500</b>	0.00%
64100 OUTSIDE SERVICES	70,000	<b>70,000</b>	0.00%
65100 RENTAL / LEASE EXPENSE	1,000	<b>1,000</b>	0.00%
65200 MOTOR POOL RENTALS	32,352	<b>37,130</b>	14.77%
66200 COMMUNICATIONS	3,000	<b>3,000</b>	0.00%
66500 TRAVEL-TRAINING	1,000	<b>1,000</b>	0.00%
67000 SUPPLIES	84,004	<b>84,004</b>	0.00%
67510 FUEL SUPPLIES	12,000	<b>12,000</b>	0.00%
70000 CAPITAL OUTLAY	18,025	<b>27,000</b>	49.79%
	<b>604,981</b>	<b>622,394</b>	<b>2.88%</b>
68133 I.T./COMM	26,562	<b>4,954</b>	-81.35%
	<b>631,543</b>	<b>627,348</b>	<b>-0.66%</b>

**5.5 FTE POSITIONS**

**Capital**

FACILITY MAINTENANCE SUPERVISOR	Police Building Improvements	-
FACILITY MAINTENANCE ELECTRICIAN	City Hall Improvements (MOVED TO)	-
3 - FACILITY MAINT WORKER	Change out Library Interior Lighting	27,000
Jaime Holguin 50%	Demolition of Barracks Building-Airp	-

**FLEET**

**27,000**

2005 FORD F550 4X4  
2006 FORD BUCKET TRUCK  
2008 CHEVROLET1T PU  
2008 CHEV COLORADO  
2009 GMC 2500HD  
3 - TRAILERS

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **153 STREET LIGHTS**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
63100 UTILITIES EXPENSE	80,000	<b>80,000</b>	0.00%
	<b>80,000</b>	<b>80,000</b>	<b>0.00%</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **155 PARKS**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	182,700	196,880	7.76%
61120 PER.SVC. - OVERTIME	6,200	10,500	69.36%
61200 PER. SVC. - EMPL. BNFTS.	71,500	77,190	7.96%
61400 RETIREMENT INS SUB	8,700	8,700	0.00%
62100 PROFESSIONAL SERVI	1,000	1,000	0.00%
63100 UTILITIES EXPENSE	65,000	65,000	0.00%
64100 OUTSIDE SERVICES	5,000	5,000	0.00%
65100 RENTAL / LEASE EXPENSE	2,000	2,000	0.00%
65200 MOTOR POOL RENTALS	48,144	29,620	-38.48%
66100 INSURANCE EXPENSE	13,000	13,000	0.00%
66200 COMMUNICATIONS	4,000	4,000	0.00%
66500 TRAVEL-TRAINING	1,000	3,000	200.00%
66900 DUES & SUBS	200	200	0.00%
67000 SUPPLIES	74,536	74,536	0.00%
67510 FUEL SUPPLIES	19,000	19,000	0.00%
70000 CAPITAL OUTLAY	127,500	63,000	-50.59%
	<b>629,480</b>	<b>572,626</b>	<b>-9.03%</b>
68133 I.T./COMM	6,319	5,787	-8.42%
68195 ENGINEERING	7,642	7,629	-0.16%
68196 PRJ MNGMNT	3,259	2,783	-14.61%
	<b>646,700</b>	<b>588,825</b>	<b>-8.95%</b>

5 FTE POSITIONS	Capital	
PARKS MAINT SPVR	RESURFACE RC RUNWAY, CONSTRUT NE	8,000
PARKS MAINT LEAD	<b>XERISCAPE AT ANNEX (MOVE TO WATER)</b>	
3 PARKS MAINT WORKERS	SHOTCRETE 8TH AVE PATH SHLDR@ CAI	15,000
	CHAMBER OF COMMERCE PARKING LOT	10,000
1 Retirement Subsidy	REPLACE FIRTH PARK PLAY STRUCTURE }	30,000
		<b>63,000</b>

FLEET	
2002 JD TRACTOR 4110	2008 CHEV 1500
2006 BROCE BROOM	2008 CHEV COLORADO
2006 CHEVROLET EXT 4X4	2008 FORD CREW CAB
2006 CHEVY CREW CAB	6- TRAILERS

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **GENERAL FUND**  
 DIVISION: **156 SANITATION**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	193,600	<b>240,820</b>	24.39%
61120 PER.SVC. - OVERTIME	4,900	<b>8,000</b>	63.27%
61200 PER. SVC. - EMPL. BNFTS.	91,100	<b>111,390</b>	22.27%
62100 PROFESSIONAL SERVI	500	<b>500</b>	0.00%
64100 OUTSIDE SERVICES	280,000	<b>289,000</b>	3.21%
65200 MOTOR POOL RENTALS	251,700	<b>277,770</b>	10.36%
66100 INSURANCE EXPENSE	25,000	<b>25,000</b>	0.00%
66200 COMMUNICATIONS	5,213	<b>5,213</b>	0.00%
66500 TRAVEL-TRAINING	750	<b>750</b>	0.00%
66700 PRISONER LABOR	2,500	<b>2,500</b>	0.00%
67000 SUPPLIES	59,632	<b>60,000</b>	0.62%
67510 FUEL SUPPLIES	84,000	<b>89,000</b>	5.95%
69100 OTHER EXPENSE	685	<b>2,000</b>	191.97%
69135 BAD DEBT EXPENSE	5,000	<b>5,000</b>	0.00%
70000 CAPITAL OUTLAY	40,000	<b>10,000</b>	-75.00%
	<b>1,044,580</b>	<b>1,126,943</b>	<b>7.88%</b>
68130 CITIZEN SERV	24,399	<b>24,833</b>	1.78%
68132 INFO PROCESSING	22,700	<b>21,840</b>	-3.79%
68133 I.T./COMM	3,727	<b>3,646</b>	-2.17%
	<b>1,095,406</b>	<b>1,177,262</b>	<b>7.47%</b>

**5 FTE POSITIONS**

**FLEET**

SOLID WASTE COLLECTION SUPERVI  
 LEAD SOLID WASTE COLLECTOR  
 4-SOLID WASTE COLLECTOR  
 2003 J DEERE 4510 TRACTOR  
 2004 CHEVROLET C45 DUMP TRUCK  
 2006 CHEVY C6500 TRASH  
 2007 FORD 150 SANITATION  
 2008 INTL HEIL REAR LOADER  
 2009 EZ PACK HERC FNT LOAD  
 2011 SCORPION SIDE LOADER  
 2011 SCORPION SIDE LOADER  
 2012 UD REAR LOAD (SANIT)  
 2013 MACK SCORPION SL

**Capital**

PRESSURE WAS 10,000

## City of Safford Budget FY 2013-2014

### 55 PUBLIC WORKS

#### GENERAL FUND

#### 159 GOLF COURSE

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61400 RETIREMENT INS SUB	5,300	<b>5,300</b>	0.00%
64100 OUTSIDE SERVICES	200,000	<b>200,000</b>	0.00%
66200 COMMUNICATIONS	0	<b>0</b>	
	<b>205,300</b>	<b>205,300</b>	<b>0.00%</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **31 HIGHWAY USER FUND**  
 DIVISION: **031 STREETS**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	376,100	395,910	5.27%
61120 PER.SVC. - OVERTIME	12,700	14,900	17.33%
61200 PER. SVC. - EMPL. BNFTS.	182,800	205,240	12.28%
61400 RETIREMENT SUBSIDY	5,200	5,200	0.00%
62100 PROFESSIONAL SERVI	8,000	8,000	0.00%
63100 UTILITIES EXPENSE	6,200	7,000	12.90%
64100 OUTSIDE SERVICES	10,000	2,000	-80.00%
65100 RENTAL / LEASE EXPENSE	1,200	1,200	0.00%
65200 MOTOR POOL RENTALS	206,490	231,320	12.02%
66100 INSURANCE EXPENSE	60,000	60,000	0.00%
66200 COMMUNICATIONS	3,200	3,200	0.00%
66500 TRAVEL-TRAINING	1,500	3,500	133.33%
66700 PRISONER LABOR	2,691	4,500	67.22%
67000 SUPPLIES	178,797	175,000	-2.12%
67510 FUEL SUPPLIES	60,000	60,000	0.00%
69100 OTHER EXPENSE	500	500	0.00%
69140 DEBT SERVICE (1/2 CENT TAX)	756,413	764,836	1.11%
70000 CAPITAL OUTLAY	376,000	614,255	63.37%
	<b>2,247,791</b>	<b>2,556,561</b>	<b>13.74%</b>
68133 I.T./COMM	9,641	8,373	-13.15%
68195 ENGINEERING	152,831	152,589	-0.16%
68196 PROJECT MANAGEMENT	13,037	15,769	20.96%
	<b>2,423,300</b>	<b>2,733,292</b>	<b>12.79%</b>

10 FTE POSITIONS	Capital	
STREET MAINTENANCE SUPERVISOR	Street Preservation	75,000
LEAD STREET MAINTENANCE WORKER	Police Parking Lot Construction	18,000
7 -STREET MAINTENANCE WORKER II	Tack Kettle	13,000
1 -STREET MAINTENANCE WORKER I	Thatcher Fog (reimburse by Thatcher)	70,000
1 Retirement Subsidy	Retaining Wall Eldorado III Drainage	5,000
	Reconstruct sidewalk on Central between Main ar	10,000
	Finish Curb& Gutter at Relation and 14th	30,000
	Pave City Hall	40,000
	Handicap Ramps	55,255
	Cover irrigation on 1st Ave Alley N of 70 to 2nd st	43,000
	Culvert reparis at 5th Ave and RR Tracks (N & S sic	10,000
	50/50 sidewalk prgm	15,000
	Repayment of Loan from Gen Fund	230,000
		<b>614,255</b>

FLEET
1991 GMC BSKT TRK
1992 TMT STRIPER (STREET)
1997 COMPRESSOR PW
1998 DEERE LOADER STREET
2001 3/4 T CHEV STREET
2004 3/4 T FORD
2004 CAT 420D BACKHOE
2005 CAT 420D BACKHOE
2005 CAT 9 WHEEL ROLLER
2006 3 QTR TON CHEV CREW

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **60 MAGISTRATE**  
 FUND: **GENERAL FUND**  
 DIVISION: **160 CITY COURT**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	123,100	<b>145,760</b>	18.41%
61200 PER. SVC. - EMPL. BNFTS.	31,900	<b>39,270</b>	23.10%
62100 PROFESSIONAL SERVI	24,000	<b>24,000</b>	0.00%
63100 UTILITIES EXPENSE	4,500	<b>4,500</b>	0.00%
64100 OUTSIDE SERVICES	200	<b>200</b>	0.00%
66200 COMMUNICATIONS	500	<b>500</b>	0.00%
66500 TRAVEL-TRAINING	2,500	<b>2,500</b>	0.00%
67000 SUPPLIES	9,500	<b>10,500</b>	10.53%
69100 OTHER EXPENSE	1,500	<b>1,500</b>	0.00%
	<b>197,700</b>	<b>228,730</b>	<b>15.70%</b>
68133 I.T./COMM	10,923	<b>25,278</b>	131.42%
	<b>208,623</b>	<b>254,008</b>	<b>21.75%</b>

**3 FTE POSITIONS 1 PART TIME**  
 CITY MAGISTRATE  
 COURT ADMIN./ASST.MAGISTRATE  
 ASSISTANT COURT CLERK  
 PT ASSISTANT COURT CLERK

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **60 MAGISTRATE**  
 FUND: **75 - JCEF**  
 DIVISION: **175 CITY COURT**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	Change from 12-13
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70000 CAPITAL OUTLAY	8,000	<b>8,000</b>	0.00%
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<b>CAPITAL</b>			
REMODEL BUILDING		<b>8000</b>	

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **70 FIRE**  
 FUND: **GENERAL FUND**  
 DIVISION: **170 FIRE DEPARTMENT**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	101,000	105,220	4.18%
61200 PER. SVC. - EMPL. BNFTS.	274,889	265,770	-3.32%
61400 RETIREMENT INS SUB	10,500	10,500	0.00%
63100 UTILITIES EXPENSE	12,000	13,000	8.33%
64100 OUTSIDE SERVICES	2,000	5,000	150.00%
65100 RENTAL / LEASE EXPENSE	3,000	1,500	-50.00%
65200 MOTOR POOL RENTALS	137,292	149,300	8.75%
66100 INSURANCE EXPENSE	28,000	28,000	0.00%
66200 COMMUNICATIONS	3,000	3,000	0.00%
66500 TRAVEL-TRAINING	8,500	6,500	-23.53%
66900 DUES & SUBS	500	1,200	140.00%
67000 SUPPLIES	32,000	35,000	9.38%
67510 FUEL SUPPLIES	9,000	8,000	-11.11%
70000 CAPITAL OUTLAY	30,000	5,000	-83.33%
	<b>651,681</b>	<b>636,990</b>	<b>-2.25%</b>
68133 I.T./COMM	25,031	21,889	-12.55%
	<b>676,712</b>	<b>658,879</b>	<b>-2.64%</b>

<b>FTE POSITIONS</b>	<b>CAPITAL</b>	
FIRE CHIEF	REPLACE EQUIPMENT	<b>5,000</b>
29 VOLUNTEER FIREFIGHTERS		

2 Retirement Subsidy

- FLEET**
- 2012 PIERCE PUC SABER #603
  - 2012 PIERCE PUC SABER #609
  - 1997 PIERCE FRGHTLINE # 601
  - 1986 AM LAFRANCE #604
  - 1992 PIERCE DASH 4DR # 605
  - 2000 FERRERA FRGHTLINE # 606
  - 2000 FERRERA TANKER #610
  - 1997 GMC 3500 CREW #612
  - 2013 GMC 1500 EXT #613

**City of Safford Budget FY 2013-2014**

DEPARTMENT:

**25 ENGINEERING**

FUND:

**GENERAL FUND**

DIVISION:

**192 PRJ MANAGEMENT-CAPITAL PROJECTS**

OBJECT	FY 12-13 BUDGET	YTD - FEB 2013	NORMAL 66% YTD	FY 13-14 BUDGET	% Change from 12- 13 budget
<b>192 PRJ MANAGEMENT-SPEC</b>					
70000 CAPITAL OUTLAY	441,000	48,825	11.1%	\$4,946,082	
	<b>441,000</b>	<b>48,825</b>	<b>11.1%</b>	<b>\$4,946,082</b>	<b>1021.56%</b>

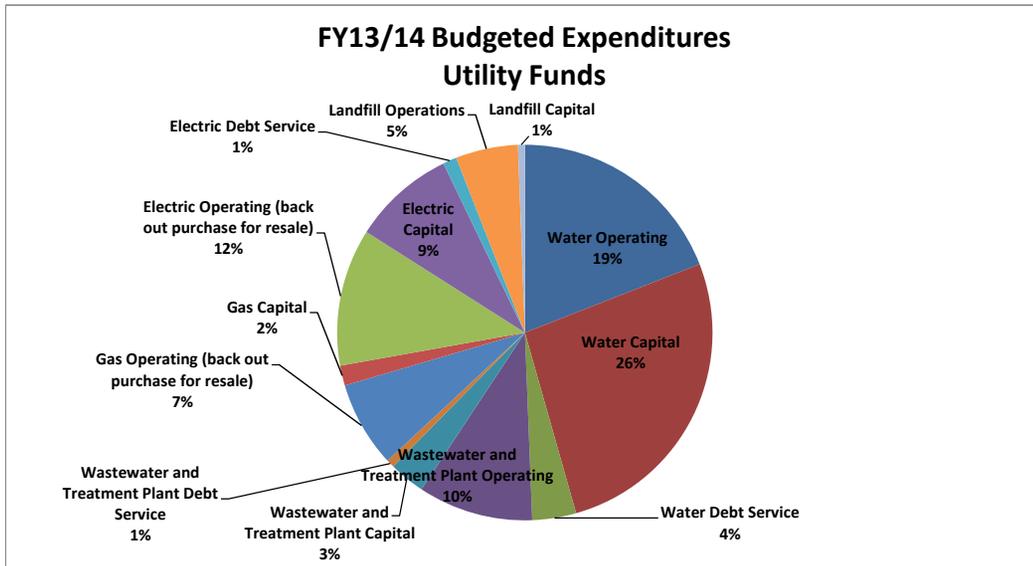
**PROJECTS WITH GRANTS AWARDED OR WITH HIGH PROBABILITY**

DESCRIPTION	BUDGETED	REVENUE SOURCE		GENERAL FUND
	AMOUNT	GRANT	DESCRIPTION	SUPPORT
HSIP-Traffic Sign Replacement	60,400	60,400	HSIP Grant (State)	0
Path System (Phase 6)	391,000	363,383	TE Project (State)	27,617
20th Avenue (Relation to Golf Course)	459,000	432,000	STP (Design)	27,000
20th Avenue (Relation to Golf Course)	42,440	40,000	STP (Environmental)	2,440
20th Avenue (Relation to Golf Course)	137,441	129,591	STP (Right of Way)	7,850
Main Street Traffic Signals (Design)	120,000	120,000	HSIP Grant (State)	0
Main Street Traffic Signals (Construction)	600,000	600,000	HSIP Grant (State)	0
Main Street Improvements	699,690	659,807	TE Project (State)	39,883
Airport - Apron Rehab	2,225,000	2,125,000	FAA Grant	100,000
Airport - Rehab 12/30 edge Lights/Vault/S	211,111	190,000	State Grant	21,111
<b>TOTAL COMMITTED/ AWARDED PRJ</b>	<b>4,946,082</b>	<b>4,720,181</b>		<b>225,901</b>

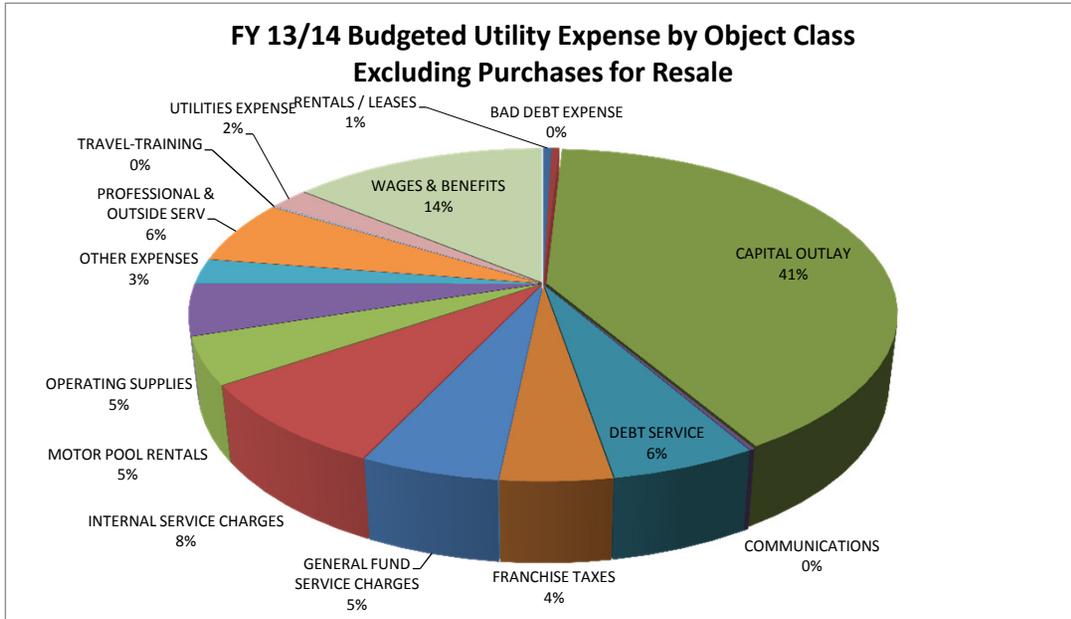
**PROJECTS THAT NEED COUNCIL DIRECTIVE / DISCUSSION**

DESCRIPTION	BUDGETED	REVENUE SOURCE		GENERAL FUND
	AMOUNT	GRANT	DESCRIPTION	SUPPORT
Frye Mesa Dam Study	100,000	100,000	TRYING TO FIND GRANT	
Graveyard Wash FRS (Planning/Design)	1,000,000	1,000,000	Federal (NRCS)	0
Graveyard Wash FRS (Construction)	3,500,000	2,333,333	Federal (NRCS)	1,166,667
R of W acquisitions (Relation Street)	400,000	400,000	TRYING TO FIND GRANT	0
<b>Total Directive Projects</b>	<b>5,000,000</b>	<b>3,833,333</b>		<b>1,166,667</b>

City of Safford FY 13/14 Budgeted Expenditures: Utility Funds



	FY13/14 Budgeted Utility Fund Expenditures:	% to Total
Water Operating	3,909,565	19.06%
Water Capital	5,445,530	26.55%
Water Debt Service	772,056	3.76%
Wastewater and Treatment Plant Operating	2,034,253	9.92%
Wastewater and Treatment Plant Capital	635,500	3.10%
Wastewater and Treatment Plant Debt Service	137,950	0.67%
Gas Operating (back out purchase for resale)	1,518,669	7.40%
Gas Capital	351,000	1.71%
Electric Operating (back out purchase for resale)	2,424,573	11.82%
Electric Capital	1,813,500	8.84%
Electric Debt Service	243,369	1.19%
Landfill Operations	1,102,033	5.37%
Landfill Capital	123,000	0.60%
<b>Total</b>	<b>20,510,998</b>	<b>100.00%</b>



OBJECT CLASS	FY 13-14 BUDGET	
RENTALS / LEASES	\$93,400	0.46%
BAD DEBT EXPENSE	\$85,000	0.42%
CAPITAL OUTLAY	\$8,308,530	40.63%
COMMUNICATIONS	\$41,800	0.20%
DEBT SERVICE	\$1,153,373	5.64%
FRANCHISE TAXES	\$884,000	4.32%
GENERAL FUND SERVICE CHARGES	\$1,099,871	5.38%
INTERNAL SERVICE CHARGES	\$1,715,647	8.39%
MOTOR POOL RENTALS	\$934,400	4.57%
OPERATING SUPPLIES	\$1,023,075	5.00%
OTHER EXPENSES	\$505,200	2.47%
PROFESSIONAL & OUTSIDE SERV	\$1,288,000	6.30%
TRAVEL-TRAINING	\$32,000	0.16%
UTILITIES EXPENSE	\$421,400	2.06%
WAGES & BENEFITS	\$2,865,300	14.01%
<b>Total</b>	<b>\$20,450,997</b>	<b>100.00%</b>

**UTILITIES DEPARTMENT  
DIRECTOR: ERIC BUCKLEY**

**DEPARTMENT SERVICES**

The Utilities Department is comprised of six divisions. They are; the Electric, Water, Gas, Wastewater/Water Reclamation Plant, Landfill and Support Operations. The Utility Department's primary function is to provide the various utility and landfill services to our customers in a safe, efficient and reliable manner.

**FY 2012/2013 MAJOR ACCOMPLISHMENTS:**

In the last fiscal year the various divisions have accomplished several important projects.

Electric Division:

- Re-wired the Morris Well #2. Part of our overall re-furbishing of this production well.
- Re-wired pumps at the Robinson Ranch Booster Station and at the Cactus Road Booster Station.
- Replaced 43 old wooden poles on the distribution system.
- Received three engineered steel poles to be installed in key junctures in FY 13/14.
- Installed 20 fault indicators on the underground primary system.
- The contract for the installation of 3,800 feet of conduit for the underground primary conductor at The Sunshine Valley Apartments and around Conquistador Estates to MP Next level out of Phoenix has been completed.
- City electric crews replaced all of the old underground primary cable for Sunshine Valley Apts, Conquistador Estates and the Amber Apts.
- The 69kV transmission line upgrade has been completed and was energized at the end of June. This contract was awarded to Atkinson Power Co. of Durango, CO for \$1.3 million.
- Preliminary work has been completed on the first stages of infrastructure changes for the territorial exchange with the Graham County COOP. This includes Clifford Lane, Red Mile Road and Highway 191 from Graveyard Wash to Nor-Jean Way.
- Set a 75 foot pole for the AMI radio tower at the Discovery Park Tank.
- Installed 900 new electric meters for the new AMI program.
- New customers on our electric system include Carl's Jr, the new DES building and Walmart.

### Water Division:

- The Phase II Solomon Colonia Project is under way. The City of Safford has completed the portion of the project that was within the Epley's Ruin; a archeologically sensitive area. City crews have replaced 4,400 feet of old 10" water main with new 12" pipe and 1,600 feet of 6" pipe. The contract has been awarded for the remainder of the project to Surface Contracting. They will mobilize and begin their portion of the job in mid to late August.
- Completed re-routing a problem reach of water main on west Relation Street and Chelsea Lane. This project involved 700 feet of 12" water main and 80 feet of 8" and 6" diameter main.
- Work has been completed on the new 250,000 gallon water storage tank in the Thunderbird Estates area south of Safford. This contract was awarded to Southwest Tank & Steel of Scottsdale, AZ.
- Crews have completed general maintenance on approximately 2,500 feet of the flo-line located in Bonita Canyon.
- Water crews installed 2,600 feet of 12" water main in the Johnson St and Reay Lane area of Daley Estates. This was a re-route and upgrade project to replace some old cast iron pipe that had become problematic.
- City crews have just completed the renewal of 260 water services at the Thunderbird Mobile Home Park. These old services had become very brittle and impossible to work on.
- Water crews have completed another round of fire hydrant testing. This is an annual exercise for us that involves turning 961 hydrants on and off.

### Water Production:

- Converted the Cactus Road Booster Station to run on automatic batch pumping for the new TB tank.
- Rebuilt the Robinson Ranch Booster Station. Installed two new pumps and converted it to run on SCADA.
- Completed another year of compliance with ADEQ, ADWR and produced 1.3 billion gallons of water.
- A comprehensive refurbishing of Morris Well #2 was completed. This consisted of a new building, and all new SCADA equipment that will enable our operators to not only start the well remotely but also to monitor the production and its disinfection processes.

### Wastewater Division

- Awarded a contract to Corrosion Resistant Coatings Co. to rehabilitate 25 manholes in our collection system. This project was delayed until the FY 13/14 and he has begun work.
- Surface Contracting was awarded a contract to re-route a reach of sewer main that had been severely damaged due to a power pole installation on 14<sup>th</sup> Ave just north of 18<sup>th</sup> St. Two manholes were installed along with 75 feet of pipe.

### Gas Division:

- Completed another ACC audit for the year with great results. No significant violations.
- Completed the installation of 4,500 feet of main & service renewal around the Mt. Graham Shopping Center and north of Highway 70 between MGSC and 14<sup>th</sup> Ave.

### Landfill Division:

- The landfill continues to operate as the regional landfill serving the entire Graham County area in a compliant, safe and efficient manner.
- Beginning in February, the price to dump at the landfill was adjusted up.
- Beginning the first of June, hours were shortened on Saturdays to close at noon.

### Water Reclamation Plant:

- A contract was awarded to BDP Industries to replace the existing Gravity Thickening Belt with a Belt Press. The press was installed and is working great.
- The contract with Severn Trent Services to manage and operate our reclamation plant was renewed for another five years.
- A contract was awarded to Bunger Steel to fabricate a 60 x 60 foot shade structure to be erected over the sand filter. The structure has been delivered to the plant but as of this date has not yet been constructed.

## **INITIATIVES FOR 2013/2014:**

### Electric

- ✓ To continue the replacements of our outdated old poles, using steel engineered poles in critical junctures when necessary.
- ✓ To continually upgrade our old, problematic underground systems that are direct buried.
- ✓ To continue to install fault indicators on all underground primary cable to minimize trouble shooting and outage time.

### Water

- ✓ To continue our comprehensive valve exercise program system wide.
- ✓ To continue a rigorous Bonita Creek Maintenance program.
- ✓ Continue installing SCADA on all of our booster pumps and production wells.
- ✓ Continue the search for new potable water production sights south of Safford, outside the impact zone.

### Sewer

- ✓ Continue with an ongoing manhole rehabilitation program.
- ✓ Continue with our sewer system video mapping to meet state compliance.

### Gas

- ✓ Continue the pipeline upgrades to eventually eliminate our old steel and replace with PE.
- ✓ Strive to achieve excellent annual ACC audits on our system.

### Landfill

- ✓ Continue to operate the landfill in an environmentally friendly and efficient manner.

### Water Reclamation Plant

- ✓ Continue to improve the efficiencies of an ever aging treatment plant.

## **SIGNIFICANT CHANGES for 2013/14:**

- This department is determined to find new ways to be more efficient and effective in the manner in which we approach our work; not only in the major extensions and system additions but also in the ways we perform our day to day operations and maintenance.
- Increase the use of technology to help improve our ability to deliver our services to the rate payers with the utmost efficiency and reliability.

- This department also needs to continue to search for grants and alternative funding sources to aid in the utility operations without putting undo strain on the city's budget.
- The water division is going to continue to work on the backflow program. The ultimate goal is to comply with the existing City of Safford ordinance and to ensure the safety of our water customers. This program is under way and has made us compliant with ADEQ.

**AUTHORIZED POSITIONS**

The Utility Department is budgeted to employ a total of 35 full time people. We currently have 2 part time workers and 3 temporary workers.

**ELECTRIC**

<b>2013/2014</b>	<b>2014/2015</b>
6 Positions	7 Positions
Division Manager	Division Manager
Utilities Electrician	Utilities Electrician
4 Journey Level Line Workers	4 Journey Level Line Workers
	1 Apprentice Line Workers

This division will need to add an additional line worker as the service area exchange with the COOP nears.

**WATER**

<b>2013/2014</b>	<b>2014/2015</b>
11 Positions	12 Positions
GIS Field Inspection	GIS Field Inspection
Water Quality Specialist	Water Quality Specialist
Water Div. Supervisor	Water Div. Supervisor
Water/WW Operator	2 Water/WW Operators
3 Lead Utility Workers	3 Lead Utility Workers
2 Utility Worker	2 Utility Workers
2 Utility Maint. Wkrs.	2 Utility Maint. Wkrs.

**SEWER**

**2013/2014**

**2014/2015**

7 Positions	7 Positions
Water- WW Division Manager	Water- WW Division Manager
Blue Stake Technician	Blue Stake Technician
2 Utility Workers	2 Utility Workers
Lead Utility Worker	Lead Utility Worker
2 Utility Maint Workers	2 Utility Maint Workers

**GAS**

**2013/2014**

**2014/2015**

6 Positions	6 Positions
Gas Division Manager	Gas Division Manager
2 Gas System Crew Leader	2 Gas System Crew Leader
2 Gas System Worker	2 Gas System Worker
Gas System Maint. Worker	Gas System Maint. Worker

**LANDFILL**

**2013/2014**

**2014/2015**

3.5 Positions	3.5 Positions
Landfill Supervisor	Landfill Supervisor
2 Landfill Equip Operator	2 Landfill Equip Operator
Temp Landfill Equip Operator	Temp Landfill Equip Operator

**WATER RECLAMATION PLANT**

The City of Safford currently has a contract with Severn-Trent Services to operate and manage our reclamation plant. This contract has been renewed for another five years.

**SUPPORT**

<b>2013/2014</b>	<b>2014/2015</b>
2 Positions + 1 PT	2 Positions + 1 PT
Utilities Director	Utilities Director
Administrative Assistant	Administrative Assistant

The Utilities Department is funded as follows:

<b>Division</b>	<b>Amount</b>	<b>% of Total</b>
Electric	\$8,781,442	34%
Water	\$10,127,150	39%
Wastewater	\$1,640,857	6%
Gas	\$3,035,269	12%
Landfill	\$1,225,033	5%
Water Rec. Plant	\$1,166,846	4%
<b>TOTAL</b>	<b>\$25,976,597</b>	<b>100%</b>

**PROGRAM OUTCOMES**

- The outcome for any of our efforts in the utility department is to provide the best service with the most value for the dollars spent.
- To stay completely compliant in all of our divisions. Our department is heavily regulated by local, state and federal agencies. It is our goal to remain transparent in our operations with no regulatory violations.

**PROGRAM OBJECTIVES**

- The objective of the utility department as a whole is to ensure that all of our initiatives and the eventual future projects that evolve from them, is to be able to provide the most efficient, reliable and safe delivery of all of our varied products to our ratepayers.
- To use value engineering in every one of our project designs.

- To make sure we have explored all of our funding options, taking full advantage of any grant monies that might be available.
- Continue to work through these challenging economic times with as little staff changes as possible. Our goal is to minimize personnel adjustments and make sure everyone can feel safe and secure in their jobs while maintaining a sense of belonging to a valuable team.
- Keep our staff well trained and ready to meet the demands of the challenging times that lay ahead.

## **FUTURE PROJECTS**

### **Electric Division:**

- 1.** Continue to replace approximately 40 wooden poles system wide with engineered steel poles in key areas. This eliminates the need for unruly guy wires, they are stronger and they last forever.
- 2.** Complete Phase III of our distribution upgrade. This consists of the necessary feeder lines to adequately handle the additional loads that will accompany our takeover of the COOP service area. A route has been selected to accomplish this project and we are currently in the permit stages to complete the planning and will soon go to bid for a contractor to construct the last 1.8 miles of power line on the Highway 191 corridor.
- 3.** Continue our primary underground upgrades system wide.

### **Water Division:**

- 1.** Continue searching for new permanent water sources south of Safford, outside the impact zone. These water sources will not count against our water budget and will also allow us to free flow water back into town, eliminating our need for costly uphill pumping.
- 2.** Construct a 12" main from the newly built Discovery Park Tank feeder line at Discovery Park Blvd & 20<sup>th</sup> Ave, north to Golf Course Road. This will enable the tank to see its full operating potential. Currently the discharge has to be routed through a network of smaller diameter pipes to eventually find its way north to the large scale users such as the nursing homes and hospital and the various medical businesses located along 20<sup>th</sup> Ave.

3. Conduct a comprehensive flow test of every fire hydrant on the system (961). This test will bring us into compliance with the ISO (Insurance Service Organization) now that we've made several changes in the dynamics of our water system by the addition of new storage tanks and the restructuring of different booster stations.
4. We are currently in the process of finding new water sources. These include: Drilling two new wells across from the FCI property on Swift Trail. We are also in the process of securing permission to drill a new well on a private owner's property in the Sanchez area of the upper valley. In addition to this we are in negotiations to possibly purchase some acreage in which we could either start up an existing well or drill a new one.
5. Church St in Thatcher from 1<sup>st</sup> Ave to Reay Lane is going to be widened and improved in the new couple of years. We will upgrade the entire length of this street with new water mains and services.
6. We are in the planning stages for water mains to be installed on the Sanchez Bridge over the Gila River. Two 12" water mains will enable us to bring high quality Bonita water to a blending plant that will be located on the Kempton Well Field. Lower quality well water can be blended with the high quality Bonita water and then pumped back out to our customers.
7. This division is dedicated to the completion of 100% of the meter replacements in the next three years.

### **Wastewater Division:**

1. Continue videoing the sewer system on an annual basis for the ongoing updating and mapping of all of the related components of the collection system. This will not only keep us compliant with ADEQ, but it also aids us in our daily operation and maintenance work. The next round of videoing our system is scheduled for November of 2013.
2. Continue our manhole rehabilitation efforts throughout our collection system.
3. Continue checking the feasibility of providing sanitary sewer service to the east valley. This project would take sewer east from Safford to Solomon, San Jose and eventually, the Arizona State Prison Complex in San Jose. This will not only be a boon for the environment as a whole, but it would eliminate the threat of possible contamination from septic systems into our potable water well fields located just north of Solomon. The COS currently has 5 wells in this area. This

effort would take complete cooperation from Graham County as this is entirely in their governing jurisdiction.

4. We are planning to improve a reach of sewer main on 20<sup>th</sup> St east of Central Ave. This is a removal of some smaller diameter pipe that acts as a constriction in our conveyance capabilities. We will upgrade to a larger nominal size for better flows.

**Gas Division:**

Continue working on the Meter Renewal Program system wide.

**Landfill Division:**

Continue operating the landfill in an efficient and compliant manner.

**Water Reclamation Plant:**

1. Finish the construction of a permanent cover over the sand filter. This will help reduce the algae growth that has always plagued the filtering process. Less algae will result in more efficient processing of the effluent water by fewer backwashing cycles and an overall reduction in electric costs.
2. Strive to operate the plant as efficiently as possible in the face of aging equipment and challenges that are becoming more common throughout this complex treatment facility.

UTILITY DEPARTMENT - FIVE YEAR CAPITAL PLAN								
Division	Description	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Fund
65	Semi-load of posishell 2000	\$ 25,000						
65	Fencing	\$ 10,000						
65	Closure Study	\$ 25,000						
65	Posishell Sprayer	\$ 28,000						
65	ADC Purchase		\$ 30,000					
65	ADC Purchase - Ongoing			\$ 30,000				
65	ADC Purchase - Ongoing				\$ 30,000			
65	ADC Purchase - Ongoing					\$ 30,000		
							\$ 30,000	
<b>65 Total</b>		<b>\$ 88,000</b>	<b>\$ 30,000</b>					
66	Filter Plant Demolition	\$ 25,000						
66	12" West Valley Extension Church St/1st Ave to Reay Ln-Engineering	\$ 50,000						
66	Sanchez Rd Bridge Crossing - Engineering & ADEQ Approvals	\$ 10,000						
66	Flexnet Meter Renewal	\$ 955,530						
66	Bonita Phase III Engineering & ADEQ Approval	\$ 31,000						
66	12" Main Discovery Tank to 26th St.	\$ 50,000						in house
66	Airport Fire Tank Recondition and Install	\$ 20,000						in house
66	New Water Source Exploration	\$ 1,000,000						Impact fees
66	Webster Hill Upgrade/Replacement - Tap Moratorium, Compliance	\$ 120,000						Possible RD Grant/Low Economic Area
66	Solomon Colonias Upgrades	\$ 2,500,000						CDBG grant
66	Annex xeriscape demo garden	\$ 50,000						BOR grant
66	Fire Suppression, Water Storage Tank at Airport	\$ 750,000						Possible FAA Grant
66	New Water Source Exploration		\$ 1,000,000					New rate funds
66	Flexnet Meter Renewal		\$ 960,000					
66	Central Road 2" to 8" Upgrade 4000 Ft - compliance issues, tap moratorium		\$ 160,000					in house
66	12" Main - 26th St to Golf Course Rd		\$ 160,000					In house
66	Sanchez Rd Bridge Crossing Tie Kempton Wells to Bonita/Blend Project		\$ 500,000					
66	Phase I 12" AC Main Replacement Stratton Dr (Engineering ADEQ approval and construction)		\$ 110,000					
66	12" West Valley Extension /Phase I Construction Church St/1st Ave to Reay Ln		\$ 450,000					In house
66	Phase III Bonita Upgrades Construct		\$ 420,000					
66	New Water Source Exploration			\$ 1,000,000				New Rate Funds
66	Flexnet Meter Renewal			\$ 960,000				
66	Phase II 12" AC Replacement Hoisington (Engineering and construction)			\$ 100,000				
66	Phase II Hillcrest Airport Rd /Wye Rock to HC Booster			\$ 184,000				
66	Continue 12" Bonita Upgrade Phase IV Lone Star to 191			\$ 450,000				
66	12" Main Upgrade Golf Course Rd & 20th Ave to 18th St (tie-ins and PRV station)			TBD				FHWA Grant Funded
66	Phase III 12" AC Replacement West Relation (Eng and const)				\$ 160,000			
66	Morris Cluster /8th Ave Bridge Upgrade				\$ 330,000			Impact fees

UTILITY DEPARTMENT - FIVE YEAR CAPITAL PLAN								
Division	Description	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Fund
66	Complete Kempton Well field tie-in to 12" Bonita line				\$ 300,000			
66	Montierth Ln, Lone Star Rd to Upper Solomon Rd 12" Main Upgrade				\$ 150,000			In house
66	Phase IV 12" main connection GC Road to Quail Ridge				\$ 375,000			
66	Phase IV 12" AC Replacement Rose Ln/14th Ave					\$ 100,000		
66	Thunderbird Hills, Estates water system upgrade Phase I					\$ 380,000		
66	Downtown Business District water main and service upgrade and relocation					\$ 420,000		
66	Reclaimed water distribution. Find water source and conveyance to appropriate sites.					\$ 500,000		
66	Phase V 12" AC Replacement 9th Ave-Stratton to Lafe Nelson						\$ 110,000	
66	Thunderbird Hills, Estates water system upgrade Phase II						\$ 350,000	
<b>66 Total</b>		<b>\$ 5,561,530</b>	<b>\$ 3,760,000</b>	<b>\$ 2,694,000</b>	<b>\$ 1,315,000</b>	<b>\$ 1,400,000</b>	<b>\$ 460,000</b>	
67	Blue Stake machine	\$ 7,000						
67	Engineer Rebuild Sewer Main 20th St East of Central - Remove Bottleneck - In House	\$ -						
67	Building for Vac Con Cover	\$ 18,000						
67	Ongoing Manhole (approx 25 count)	\$ 120,000						
67	Capital Reserves	\$ 250,000						
67	Rebuild Sewer Main 20th St East of Central - Removal Bottleneck		\$ 75,000					
67	Ongoing Manhole Rehab		\$ 150,000					
67	Ongoing Manhole Rehab			\$ 100,000				
67	Ongoing Manhole Rehab				\$ 100,000			
67	Ongoing Manhole Rehab					\$ 100,000		
67	Begin Sewer Video of System Again (Every 5 years)					\$ 30,000		
67	System Video						\$ 30,000	
67	Ongoing Manhole Rehab						\$ 100,000	
<b>67 Total</b>		<b>\$ 395,000</b>	<b>\$ 225,000</b>	<b>\$ 100,000</b>	<b>\$ 100,000</b>	<b>\$ 130,000</b>	<b>\$ 130,000</b>	
671	Cover Sand Filter	\$ 75,000						
671	Replace Aging Equipment - Include Rake Head and Bar Rack	\$ 140,000						
671	Flowmeter - chlorine dosing	\$ 5,500						
671	Replace Aging Equipment		\$ 150,000					
671	Replacement of Aging Equipment, Pumps, Motors			\$ 100,000				
671	Refurbish #3 Influent Pump and Repairs to Oxidation Ditches			\$ 275,000				
671	Ongoing Replacement of Aging Equipment				\$ 130,000			
671	Replace media in sand filters					\$ 175,000		
671	Ongoing Replacement of Aging Equipment					\$ 175,000		
671	Ongoing Replacement of Aging Equipment						\$ 250,000	
<b>671 Total</b>		<b>\$ 220,500</b>	<b>\$ 150,000</b>	<b>\$ 375,000</b>	<b>\$ 130,000</b>	<b>\$ 350,000</b>	<b>\$ 250,000</b>	
68	Gas Reserves per Resolution	\$ 128,000						
68	Flexnet Meter Renewal	\$ 223,000						
68	Renewal of Old Services		\$ 15,000					
68	Ongoing - Replacement of Steel to PE		\$ 120,000					
68	Gas Reserves per Resolution		\$ 128,000					

UTILITY DEPARTMENT - FIVE YEAR CAPITAL PLAN								
Division	Description	2013/2014	2014/2015	2015/2016	2016/2017	2017/2018	2018/2019	Fund
68	Service Line Upgrades			\$ 17,500				
68	Main Replacement and Upgrades			\$ 100,000				
68	Gas Reserves per Resolution			\$ 128,000				
68	Service Line Upgrades				\$ 18,000			
68	Main Replacement and Upgrades				\$ 100,000			
68	Gas Reserves per Resolution				\$ 128,000			
68	Service Line Upgrades					\$ 18,000		
68	Main Replacement and Upgrades					\$ 100,000		
68	Gas Reserves per Resolution					\$ 128,000		
68	Main Replacement and Upgrades						\$ 100,000	
68	Service Line Upgrades						\$ 20,000	
68	Gas Reserves per Resolution						\$ 128,000	
<b>68 Total</b>		<b>\$ 351,000</b>	<b>\$ 263,000</b>	<b>\$ 245,500</b>	<b>\$ 246,000</b>	<b>\$ 246,000</b>	<b>\$ 248,000</b>	
69	Phase III Start Construction of Distribution for COOP Exchange	\$ 396,000						
69	Flexnet Meter Renewal	\$ 435,000						
69	Cover of Parking Structure at MYOC	\$ 25,000						
69	Replace old junction poles with engineered poles	\$ 150,000						
69	1/3 Reserve for SPRR	\$ 255,000						
69	1/4 Reserve for COOP purchase	\$ 312,500						
69	General Operations Reserve	\$ 240,000						
69	Replace old junction poles with engineered poles		\$ 150,000					
69	1/3 Reserve for SPRR		\$ 255,000					
69	1/4 Reserve for COOP purchase		\$ 312,500					
69	Complete Phase III distribution - COOP takeover (contingency only)		\$ 100,000					
69	Substation Testing (every 3 years)		\$ 50,000					
69	General Operations Reserve		\$ 240,000					
69	Upgrades and replacements of acquired COOP assets			\$ 50,000				
69	Replace underground cable at Substation, includes engineering pole double circuit			\$ 50,000				
69	Replace old junction poles with engineered poles			\$ 150,000				
69	SPPR project development payments			\$ 300,000				
69	1/4 Reserve for COOP purchase			\$ 312,500				
69	General Operations Reserve			\$ 240,000				
69	Replace switches at substation				\$ 25,000			
69	Protection study for reclosures at substation				\$ 50,000			
69	Replace wooden poles with steel around McDonalds on Hwy 70				\$ 200,000			
69	Downtown Business District upgrades poles and wire Phase I				\$ 275,000			
69	General Operations Reserve				\$ 240,000			
69	Install gang switches to tie differenct circuits					\$ 18,000		
69	Replace/upgrade underground cable at Sunrise Village after COOP takeover					\$ 100,000		
69	Substation Testing (every 3 years)					\$ 53,000		
69	Replace junction poles with engineered poles					\$ 150,000		

<b>UTILITY DEPARTMENT - FIVE YEAR CAPITAL PLAN</b>								
<i>Division</i>	<i>Description</i>	<i>2013/2014</i>	<i>2014/2015</i>	<i>2015/2016</i>	<i>2016/2017</i>	<i>2017/2018</i>	<i>2018/2019</i>	<i>Fund</i>
69	Downtown Business District upgrades poles and wire Phase II					\$ 275,000		
69	General Operations Reserve					\$ 240,000		
69	Relpace Junction Poles with Engineered Poles						\$ 150,000	
<b>69 Total</b>		<b>\$ 1,813,500</b>	<b>\$ 1,107,500</b>	<b>\$ 1,102,500</b>	<b>\$ 790,000</b>	<b>\$ 836,000</b>	<b>\$ 150,000</b>	
<b>Grand Total</b>		<b>\$ 8,824,530</b>	<b>\$ 5,535,500</b>	<b>\$ 4,547,000</b>	<b>\$ 2,611,000</b>	<b>\$ 3,368,000</b>	<b>\$ 1,268,000</b>	

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **UTILITY SUPPORT FUND**  
 DIVISION: **610 SUPPORT DIVISION**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	130,000	134,570	3.52%
61200 PER. SVC. - EMPL. BNFTS.	50,900	53,590	5.28%
61400 RETIREMENT INS SUB	5,300	5,300	0.00%
62100 PROFESSIONAL SERVI	15,000	7,500	-50.00%
63100 UTILITIES EXPENSE	38,000	20,000	-47.37%
64100 OUTSIDE SERVICES	1,000	1,000	0.00%
65200 MOTOR POOL RENTALS	28,068	25,900	-7.72%
66200 COMMUNICATIONS	12,000	12,000	0.00%
66500 TRAVEL-TRAINING	2,500	2,500	0.00%
66700 PRISONER LABOR	1,000	0	-100.00%
66900 DUES & SUBS	8,000	4,000	-50.00%
67000 SUPPLIES	16,000	15,000	-6.25%
67510 FUEL SUPPLIES	5,000	5,000	0.00%
69100 OTHER EXPENSE	100,000	100,000	0.00%
70000 CAPITAL OUTLAY	0	0	0.00%
	<b>412,768</b>	<b>386,360</b>	-6.40%
68133 I.T./COMM	12,665	19,445	53.53%
	<b>425,433</b>	<b>405,805</b>	-4.61%

2 FTE POSITIONS + 1 PT	Support Distribution	Dist %	Dist \$
UTILITIES DIRECTOR	650 LANDFILL	10%	40,581
ADMIN ASSISTANT	660 WATER DIVISION	35%	142,032
PT COURIER	670 WASTE-WATER DIV	10%	40,581
	671 WASTE WATER TRE	5%	20,290
<b>1 -RETIREMENT SUBSIDY</b>	680 GAS DIVISION	15%	60,871
	690 ELECTRIC DIVISION	25%	101,451
<b>FLEET</b>		<b>100%</b>	<b>405,806</b>
2006 GMC SIERRA (SUPPORT)			
2008 TAHOE			
1996 POT HOLE DIGGER UTILITIES			
1 TRAILERS UTIL			

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **65 LANDFILL**  
 DIVISION: **650 LANDFILL**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	153,800	162,900	5.92%
61120 PER.SVC. - OVERTIME	16,000	16,700	4.38%
61200 PER. SVC. - EMPL. BNFTS.	57,600	60,750	5.47%
62100 PROFESSIONAL SERVI	26,000	43,000	65.38% _(3)
63100 UTILITIES EXPENSE	2,500	2,500	0.00%
64100 OUTSIDE SERVICES	45,000	60,000	33.33% _(1)
65100 RENTAL / LEASE EXPENSE	70,000	70,000	0.00% _(2)
65200 MOTOR POOL RENTALS	265,446	300,500	13.21%
66100 INSURANCE EXPENSE	30,000	33,000	10.00%
66200 COMMUNICATIONS	2,000	2,000	0.00%
66500 TRAVEL-TRAINING	1,500	1,500	0.00%
67000 SUPPLIES	40,000	30,000	-25.00%
67510 FUEL SUPPLIES	90,000	100,000	11.11%
70000 CAPITAL OUTLAY	133,000	63,000	-52.63%
	<b>932,846</b>	<b>945,850</b>	<b>1.4%</b>
68130 CITIZEN SERV	79,813	81,234	1.78%
68132 BUSINESS SERVICES	27,420	26,370	-3.83%
68133 I.T./COMM	4,565	4,121	-9.73%
68180 INT. SERV. GENRL F	48,173	51,619	7.15%
68190 UTIL. SUPPORT EXP. ALLOCA	42,543	40,581	-4.61%
68195 ENGINEERING	15,283	15,259	-0.16%
	<b>1,150,643</b>	<b>1,165,033</b>	

3 FTE POSITIONS + 1 PT	Notes
LANDFILL SUPERVISOR	(1) Tire haul contract - state reimbursed
2 -LANDFILL EQUIPMENT OPERATO	(2) includes \$60,000 rental payment to Gen Fund
TEMP LANDFILL EQUIP OPERATOR	(3) Closure study \$25,000

FLEET	
2004 FORD PU 4X4	
2008 FORD F250 4X4	1998 BACKHOE (LANDFILL)
2003 FREIGHTLINER WATER TRUCK	2008 CAT D7 (LAND FILL)
2008 MURRY LOWBOY	2000 CAT 621F SCRAPER
AIR COMPRESSORS	2009 CAT 816F2 COMPACTOR (LF)

CAPITAL	
Posishell purchase	\$25,000
Posishell sprayer	\$28,000
fencing	\$10,000
	<b>\$63,000</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **66 WATER**  
 DIVISION: **660 WATER**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	513,700	605,310	17.83%
61120 PER.SVC. - OVERTIME	20,200	28,100	39.11%
61200 PER. SVC. - EMPL. BNFTS.	231,500	248,880	7.51%
61400 RETIREMENT INS SUB	15,700	9,200	0.00%
62100 PROFESSIONAL SERVI	330,000	330,000	0.00% (3,4,5,6,9)
62700 FRANCHISE TAXES	220,000	253,000	15.00%
63100 UTILITIES EXPENSE	125,000	150,000	20.00%
64100 OUTSIDE SERVICES	48,000	68,000	41.67% (1,7,8)
65100 RENTAL / LEASE EXPENSE	10,000	10,000	0.00%
65200 MOTOR POOL RENTALS	290,148	331,000	14.08%
66100 INSURANCE EXPENSE	40,000	42,000	5.00%
66200 COMMUNICATIONS	12,000	15,000	25.00%
66500 TRAVEL-TRAINING	4,000	6,000	50.00%
66900 DUES & SUBS	13,000	13,000	0.00% (2)
67000 SUPPLIES	450,000	450,000	0.00%
67510 FUEL SUPPLIES	77,000	77,000	0.00%
69100 OTHER EXPENSE	10,000	10,000	0.00%
69135 BAD DEBT EXPENSE	25,000	25,000	0.00%
69140 DEBT SERVICE	772,056	772,054	0.00%
70000 CAPITAL OUTLAY	4,852,000	5,445,530	12.23%
<b>TOTAL</b>	<b>8,059,304</b>	<b>8,889,075</b>	<b>10.30%</b>

68130 CITIZEN SERV	133,127	135,497	1.78%
68132 BUSINESS SERVICES	123,870	119,130	-3.83%
68133 I.T./COMM	49,156	46,725	-4.95%
68134 FIELD SERVICE	197,184	169,213	-14.19%
68137 STR PATCHING	101,400	101,400	0.00%
68180 INT. SERV. GENRL F	337,211	258,093	-23.46%
68190 UTIL. SUPPORT EXP. ALLOCA	148,902	142,032	-4.61%
68195 ENGINEERING	229,247	228,883	-0.16%
68196 PRJ MNGMNT	38,026	37,102	-2.43%
<b>TOTAL</b>	<b>1,358,123</b>	<b>1,238,075</b>	<b>-8.84%</b>
<b>TOTAL</b>	<b>9,417,427</b>	<b>10,127,150</b>	<b>7.54%</b>

11 FTE POSITIONS	CAPITAL	priority
WATER GIS FIELD INSPECTION	<b>Solomon Colonias Grant</b> \$2,500,000	<b>CDBG Grant</b>
WATER QUALITY SPECIALIST	New Water Source Development \$1,000,000	impact fees
WATER FIELD SUPERVISOR	12" Main Discovery Tank to 26th St. Mate \$50,000	(in house project -
3-LEAD UTILITIES WORKER	FLEXNET METER RENEWAL \$955,530	estimate labor @ \$60,000)
WATER/WW OPERATOR	AIRPORT FIRE TANK RECONDITION & \$20,000	
2 - UTIL WORKER	ANNEX - XERISCAPE DEMO GARDEN \$50,000	<b>POSSIBLE GRANT</b>
2 -UTIL MAINT WORKER	Webster Hill Upgrade/Replacement - Tap \$120,000	<b>POSSIBLE GRANT</b>
	Fire Suppression, Water Storage Tank at \$750,000	<b>Possible RDA Grant</b>
<b>2 -RETIREMENT SUBSIDY</b>	<b>5,445,530</b>	

NOTE (1) - every year we have different testing requirements  
 NOTE (2) ~~\$13,332 DWR Fee~~ + \$10,000 GILA WATER SHED  
 NOTE (3) \$55,000 FOR THATCHER AGREEMENT final payment  
 NOTE (4) \$31,000 Phase III Bonita Engineering  
 NOTE (5) \$20,000 IMPACT FEE AND RATE STUDY

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **66 WATER**  
 DIVISION: **660 WATER**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
<b>FLEET</b>			
2013 CHEVROLET (BLUE STAKE)			
2013 CHEVROLET 1 TON (WATER)			
2013 CHEVROLET CREWCAB (WATER)			
2006 GMC 3500 WATER			
2006 GMC 3500 WATER			
2013 CHEVROLET 3500 4X4 (WATER)			
2013 CHEVROLET EXT CAB (WATER)			
2008 FORD F350 CREW			
2006 CHEVROLET 4X4 (BUCKLEY)			
2002 CHEVROLET 1 T D (WATR)			
2005 CHEVROLET 1 TON (WATER)			
2009 CHEVROLET 3500 (WATER)			
2000 FORD F250 4X4 (UTILITIES)			
2007 CHEVROLET 4X4 (WATER)			
1998 GMC WTR TRK WATER DEPT			
2008 CHEVROLET UTILITY (WATER)			
2007 INTL FLATBED (UTILITIES)			
2005 INTL FLATBED (UTILITIES)			

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **67 WASTEWATER**  
 DIVISION: **670 WASTEWATER**

OBJECT	FY 12-13 BUDGET	YTD - FEB 2013	NORMAL 66% YTD	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	307,900	179,466	58.3%	324,156	5.28%
61120 PER.SVC. - OVERTIME	16,600	22,912	138.0%	30,684	84.85%
61200 PER. SVC. - EMPL. BNFTS.	148,000	79,251	53.5%	140,330	-5.18%
62100 PROFESSIONAL SERVI	97,000	29,328	30.2%	97,000	0.00% (1,2,3)
64100 OUTSIDE SERVICES	7,500	2,036	27.2%	7,500	0.00%
65100 RENTAL / LEASE EXPENSE	4,000	1,590	39.8%	4,000	0.00%
65200 MOTOR POOL RENTALS	98,904	66,472	67.2%	95,500	-3.44%
66100 INSURANCE EXPENSE	14,000	8,387	59.9%	14,700	5.00%
66200 COMMUNICATIONS	3,300	1,073	32.5%	3,300	0.00%
66500 TRAVEL	1,500	38	2.5%	3,000	100.00%
66900 DUES & SUBS	0	100	0.0%	1,000	100.00%
67000 SUPPLIES	35,000	26,184	74.8%	40,000	14.29%
67510 FUEL SUPPLIES	14,000	10,032	71.7%	15,000	7.14%
69100 OTHER EXPENSE	15,000	900	6.0%	15,000	0.00%
69135 BAD DEBT EXPENSE	20,000	-1,358	-6.8%	20,000	0.00%
69140 DEBT SERVICE	137,942	27,028	19.6%	137,950	0.01%
70000 CAPITAL OUTLAY	150,000	105,565	70.4%	395,000	163.33%
	<b>1,070,646</b>	<b>559,005</b>	<b>52.2%</b>	<b>1,344,120</b>	<b>25.54%</b>

68130 CITIZEN SERV	21,382	14,256	66.7%	21,762	1.78%
68132 BUSINESS SERVICES	19,890	13,264	66.7%	19,140	-3.77%
68133 I.T./COMM	1,200	800	66.7%	1,096	-8.67%
68137 STR PATCHING	25,350	16,904	66.7%	25,350	0.00%
68180 INT. SERV. GENRL F	96,346	64,232	66.7%	103,237	7.15%
68190 UTIL. SUPPORT EXP. ALLOCA	42,543	28,360	66.7%	40,581	-4.61%
68195 ENGINEERING	76,416	50,944	66.7%	76,294	-0.16%
68196 PRJ MNGMNT	10,865	7,240	66.6%	9,276	-14.62%
	293,992	196,000	66.7%	296,737	100.00%
	<b>1,364,638</b>	<b>755,005</b>	<b>55.3%</b>	<b>1,640,857</b>	<b>100.00%</b>

7 FTE POSITIONS	FLEET
WTR-WASTEWTR DIV MANAGER	2006 GMC 3500 SEWER
LEAD UTIL WORKER	2006 CHEVROLET 3/4 4X4
2 -UTILITIES WORKER	2008 CHEVROLET UTILITIES WATER
2 -UTILITIES MAINT WORKER	2006 VAC-CON (SEWER)
BLUE STAKE TECHNICIAN	1997 SERECO SEWER CLEANER
	2005 CAT 420D BACKHOE SEWER
	2 - TRAILERS

CAPITAL	
Engineer Rebuild Sewer Main 20th St East of Central - Remove Bottleneck sheeting for parking structure - cover of VacCon truck	\$0 estimate \$7,500 in house
Blue Stake machine	\$18,000
Ongoing Manhole Rehab (approx 65 count)	\$7,000
CAPITAL RESERVES	\$120,000
	\$250,000
	<b>\$395,000</b>

- NOTES**
- (1) EAST VALLEY SEWER FEASABILTY
  - (2) \$10,000 CARRYOVER WASTEWATER MASTER USE PLAN
  - (3) \$35,000 SEWER VIDEO

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **88 UTILITIES**  
 FUND: **67 WASTEWATER**  
 DIVISION: **671 TREATMENT PLANT**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
62100 PROFESSIONAL SERVI	728,054	<b>545,000</b>	-25.14%
63100 UTILITIES EXPENSE	25,000	<b>234,000</b>	836.00%
64100 OUTSIDE SERVICES	10,000	<b>10,000</b>	0.00%
65200 MOTOR POOL RENTALS	15,456	<b>15,100</b>	-2.30%
66100 INSURANCE EXPENSE	10,000	<b>10,500</b>	5.00%
66900 DUES & SUBS	6,000	<b>10,000</b>	66.67%
67000 SUPPLIES	1,000	<b>1,500</b>	50.00%
70000 CAPITAL OUTLAY	535,000	<b>240,500</b>	-55.05%
	<b>1,330,510</b>	<b>1,066,600</b>	<b>-19.84%</b>
69140 DEBT SERVICE	1,400,000	<b>0</b>	-100.00%
68133 I.T./COMM	15,488	<b>13,079</b>	-15.55%
68180 INT. SERV. GENRL F	48,173	<b>51,619</b>	7.15%
68190 UTIL. SUPPORT EXP. ALLOCA	21,272	<b>20,290</b>	-4.62%
68195 ENGINEERING	15,283	<b>15,259</b>	-0.16%
	100,216	100,246	0.03%
	<b>1,430,726</b>	<b>1,166,846</b>	<b>-18.44%</b>

**FLEET**

1995 FORD CONVERTED DUMP  
 2002 CAT 416D BACKHOE (WWTP)  
 WELLS CARGO TRAILER WWT

**CAPITAL**

Install Cover Sand Filter	55,000
Flowmeter chlorine dosing	5,500
WIFA TECH GRANT	40,000
Replace Aging Equip - Per Capital Plan	140,000
	<b>240,500</b>

**City of Safford Budget FY 2012-2013**

DEPARTMENT:  
FUND:  
DIVISION:

**88 UTILITIES**  
**68 GAS**  
**680 GAS**

OBJECT	FY 12-13 BUDGET	YTD - FEB 2013	NORMAL 66% YTD	FY 13-14 BUDGET	% Change from 12-13 budget
55100 PURCHASES FOR RESALE	1,144,000	887,211	77.6%	1,165,600	1.89%
61100 PER. SVC. - SALARIES	301,900	200,013	66.3%	319,010	5.67%
61120 PER.SVC. - OVERTIME	11,000	6,047	55.0%	9,500	-13.64%
61200 PER. SVC. - EMPL. BNFTS.	123,100	80,115	65.1%	134,900	9.59%
61400 RETIREMENT INS SUB	5,300	3,467	65.4%	5,300	0.00%
62100 PROFESSIONAL SERVI	12,000	3,090	25.7%	12,000	0.00%
62700 FRANCHISE TAXES	180,000	111,570	62.0%	180,000	0.00%
63100 UTILITIES EXPENSE	5,000	2,899	58.0%	5,000	0.00%
64100 OUTSIDE SERVICES	4,000	1,040	26.0%	4,000	0.00%
65100 RENTAL / LEASE EXPENSE	4,400	2,021	45.9%	4,400	0.00%
65200 MOTOR POOL RENTALS	63,468	40,568	63.9%	61,200	-3.57%
66100 INSURANCE EXPENSE	135,000	83,799	62.1%	141,750	5.00%
66200 COMMUNICATIONS	4,500	3,340	74.2%	4,500	0.00%
66500 TRAVEL-TRAINING	4,000	3,146	78.6%	4,000	0.00%
66900 DUES & SUBS	5,000	4,523	90.5%	5,000	0.00%
67000 SUPPLIES	66,575	49,526	74.4%	66,575	0.00%
67510 FUEL SUPPLIES	19,000	12,457	65.6%	19,000	0.00%
69100 OTHER EXPENSE	5,000	0	0.0%	0	100.00%
69135 BAD DEBT EXPENSE	10,000	-1,924	-19.2%	10,000	100.00%
70000 CAPITAL OUTLAY	335,000	718	0.2%	351,000	4.78%
	<b>2,438,243</b>	<b>1,493,626</b>	<b>61.3%</b>	<b>2,502,735</b>	<b>2.65%</b>
68130 CITIZEN SERV	25,404	16,936	66.7%	25,857	1.78%
68132 BUSINESS SERVICES	23,640	15,760	66.7%	22,740	-3.81%
68133 I.T./COMM	9,069	6,048	66.7%	8,607	-5.09%
68134 FIELD SERVICE	59,802	39,872	66.7%	51,319	-14.19%
68137 STR PATCHING	25,350	16,904	66.7%	25,350	0.00%
68180 INT. SERV. GENRL F	192,692	128,464	66.7%	223,349	15.91%
68190 UTIL. SUPPORT EXP. ALLOCA	63,815	42,544	66.7%	60,871	-4.61%
68195 ENGINEERING	114,624	76,416	66.7%	114,442	-0.16%
68196 PRJ MNGMNT	10,865	7,240	66.6%	0	-100.00%
	525,261	350,184	66.7%	532,534	1.38%
	<b>2,963,504</b>	<b>1,843,810</b>	<b>62.2%</b>	<b>3,035,269</b>	<b>2.42%</b>

**6 FTE POSITIONS**

GAS DIVISION MANAGER  
2 -GAS SYSTEM CREW LEADER  
2 -GAS SYSTEM WORKER  
GAS SYSTEM MAINT WORKER

**FLEET**

2006 CHEVROLET COLORADO (GAS)  
2006 CHEV 3/4 T UTILITY TRUCK  
2005 CHEVROLET UT (GAS DEPT)  
2005 CHEVROLET 1 TON 4x4 GAS  
2008 FORD UTILITY 1 TON GAS  
2005 FORD 1 TON  
2006 CHEVROLET DUMP(UTILITIES)  
2009 WELDER ON 14-064  
2006 JOHNDEERE 310 SJ TC (Gas)  
1999 BIG TEX (GAS)

**1 -RETIREMENT SUBSIDY**

**CAPITAL**

Gas Reserves per Resolution \$128,000  
FLEXNET METER system \$223,000  
**\$351,000**

**City of Safford Budget FY 2012-2013**

DEPARTMENT: **88 UTILITIES**  
 FUND: **69 ELECTRIC**  
 DIVISION: **690 ELECTRIC**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
55100 PURCHASES FOR RESALE	4,074,100	4,300,000	5.54%
61100 PER. SVC. - SALARIES	390,100	411,560	5.50%
61120 PER.SVC. - OVERTIME	15,200	14,000	-7.90%
61200 PER. SVC. - EMPL. BNFTS.	148,500	143,560	-3.33%
61400 RETIREMENT INS SUB	20,900	7,000	0.00%
61500 CONTRACT EMPLOY.	0	0	0.00%
62100 PROFESSIONAL SERVI	100,000	100,000	0.00%
62700 FRANCHISE TAXES	410,000	451,000	10.00%
63100 UTILITIES EXPENSE	9,000	9,900	10.00% (1)
64100 OUTSIDE SERVICES	3,000	3,000	0.00%
65100 RENTAL / LEASE EXPENSE	5,000	5,000	0.00%
65200 MOTOR POOL RENTALS	81,444	105,200	29.17%
66100 INSURANCE EXPENSE	65,000	68,250	5.00%
66200 COMMUNICATIONS	5,000	5,000	0.00%
66500 TRAVEL-TRAINING	13,000	15,000	15.38%
66900 DUES & SUBS	7,000	32,000	357.14% (2)
67000 SUPPLIES	176,765	190,000	7.49%
67510 FUEL SUPPLIES	14,000	14,000	0.00%
69100 OTHER EXPENSE	5,000	5,000	0.00%
69135 BAD DEBT EXPENSE	30,000	30,000	0.00%
69140 DEBT SERVICE	243,168	243,369	0.08%
70000 CAPITAL OUTLAY	2,004,500	1,813,500	-9.53%
	<b>7,820,677</b>	<b>7,966,339</b>	<b>1.86%</b>
68130 CITIZEN SERV	35,125	35,751	1.78%
68132 INFO PROCESSING	32,680	31,440	-3.79%
68133 I.T./COMM	20,045	18,471	-7.85%
68134 FIELD SERVICE	66,267	56,867	-14.19%
68137 STR PATCHING	16,900	16,900	0.00%
68180 INT. SERV. GENRL F	240,865	411,955	71.03%
68190 UTIL. SUPPORT EXP. ALLOCA	106,358	101,451	-4.61%
68195 ENGINEERING	114,624	114,442	-0.16%
68196 PRJ MNGMNT	32,594	27,827	-14.63%
	665,458	815,103	22.49%
	<b>8,486,135</b>	<b>8,781,442</b>	<b>3.48%</b>

6 FTE POSITIONS	CAPITAL	
ELEC DIV MANAGER	Cover of Parking Structure MYOC	25,000
3 -JOURNEY LEVEL LINE WORKER	Replace old junction poles with engineers	150,000
UTILITIES ELECTRICIAN	FLEXNET METER RENEWAL	435,000
APPRENTICE LINE WORKER	Phase III - Start Construction for distributi	396,000 (3)
	<b>1/3 Reserve for SPRR</b>	255,000
<b>1.7 -RETIREMENT SUBSIDY</b>	<b>1/4 Reserve for COOP purchase</b>	312,500
	General Operations Reserve	240,000
		<b>1,813,500</b>

(1)add \$50,000 testing substation 2015  
 (2) GRANDCANYON \$24,000  
 (3) Phase III Railroad Crossing = \$16,000

FLEET	
2005 CHEVY ELECT	2008 GMC ALTEC AT37G ELECTRIC
2013 CHEVROLET 1/2 T (ELECT)	2013 FREIGHTLINER BUCKET TRUCK
2006 CHEVROLET COLORADO ELECT	2006 INTRNTNAL ALTEC BU/TRK
1995 CHEV KODIAC B/T	2008 INTER ALTEC (ELECTRIC)
	7 - TRAILERS

# City of Safford Budget Master

## FY 13-14

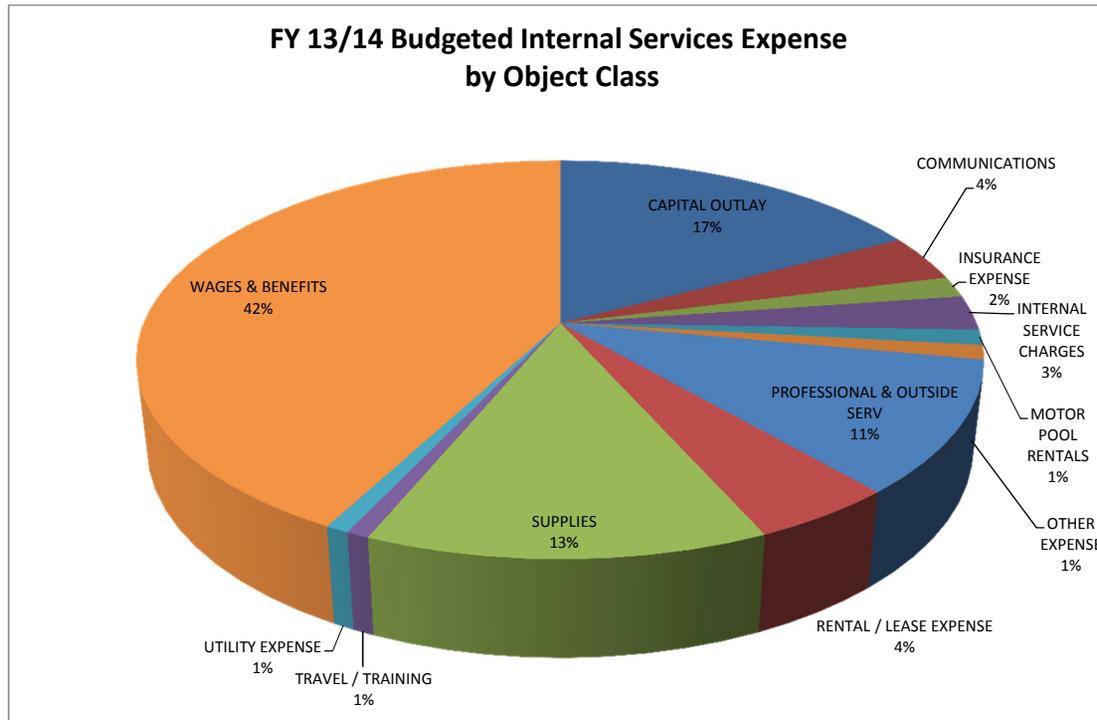
### Utilities transfer charges for Gen Fnd Functions

City of Safford Expenses/Expendi	Proposed 13-14 Budget	Utility %	Transfer Amount
Council	353,885	43.50%	153,940
Manager	294,735	43.50%	128,210
HR	40,197	32.00%	12,863
Attorney	171,510	15.00%	25,727
Clerk	260,163	32.00%	83,252
Finance	591,758	50.00%	295,879
Plan & Comnty Dev	475,788	15.00%	71,368
Building Safety	134,995	15.00%	20,249
Public Works - Admin	263,393	20.00%	52,679
Building Maintenance	627,348	30.00%	188,204
	<b>3,213,772</b>		<b>1,032,371</b>
			32%
Economic Development	135,000	50.00%	67,500
			<b>1,099,871</b>

Allocation to Utility Divisions:

5.00% Landfill Division	51,619
25.00% Water Division	258,093
10.00% Wastewater Division	103,237
5.00% WRP Division	51,619
20.00% Gas Division(+25% Econ Dev)	223,349
35.00% Electric Division (+75% Econ Dev)	411,955
<b>100.00%</b>	<b>1,099,871</b>

<b>Street Patching</b>	<b>169,000</b>
0.00% Landfill Division	0
60.00% Water Division	101,400
15.00% Wastewater Division	25,350
0.00% WRP Division	0
15.00% Gas Division	25,350
10.00% Electric Division	16,900
<b>100.00%</b>	<b>169,000</b>



OBJECT CLASS

**FY 13-14  
BUDGET**

<b>CAPITAL OUTLAY</b>	<b>\$779,860</b>	17.3%
<b>COMMUNICATIONS</b>	<b>\$170,844</b>	3.8%
<b>INSURANCE EXPENSE</b>	<b>\$76,750</b>	1.7%
<b>INTERNAL SERVICE CHARGES</b>	<b>\$126,998</b>	2.8%
<b>MOTOR POOL RENTALS</b>	<b>\$56,300</b>	1.2%
<b>OTHER EXPENSE</b>	<b>\$52,050</b>	1.2%
<b>PROFESSIONAL &amp; OUTSIDE SERV</b>	<b>\$483,858</b>	10.7%
<b>RENTAL / LEASE EXPENSE</b>	<b>\$211,629</b>	4.7%
<b>SUPPLIES</b>	<b>\$583,820</b>	12.9%
<b>TRAVEL / TRAINING</b>	<b>\$33,500</b>	0.7%
<b>UTILITY EXPENSE</b>	<b>\$34,000</b>	0.8%
<b>WAGES &amp; BENEFITS</b>	<b>\$1,909,860</b>	42.3%
	<b>\$4,519,470</b>	<b>100.0%</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **95 BUSINESS SERVICES**  
 FUND: **BUSINESS SRVS-INTRNL SRV FN**  
 DIVISION: **960 BUSINESS SERVICES**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	115,887	134,520	16.08%
61120 PER.SVC. - OVERTIME	4,000	4,100	2.50%
61200 PER. SVC. - EMPL. BNFTS.	13,539	16,250	20.02%
61400 RETIREMENT INS SUB	5,300	15,700	196.23%
62100 PROFESSIONAL SERVI	500	500	0.00%
64100 OUTSIDE SERVICES	60,000	60,000	0.00%
66200 COMMUNICATIONS	46,500	50,000	7.53%
66500 TRAVEL-TRAINING	3,500	5,000	42.86%
67000 SUPPLIES	30,000	30,000	0.00%
	<b>279,226</b>	<b>316,070</b>	<b>13.20%</b>
68133 I.T./COMM	14,611	13,554	-7.23%
	<b>\$293,837</b>	<b>\$329,624</b>	<b>12.18%</b>

**2 FTE POSITIONS**

BUSINESS SERVICES ADMINISTRATOR  
 INFO PROCESSING SPECIALIST

**3 Retirement Subsidy**

**Distribution**

Accounting-Payroll/AP Checks	18.00%	\$59,340
Airport	3.00%	\$9,890
Fleet	3.00%	\$9,890
Warehouse	3.00%	\$9,890
Landfill	8.00%	\$26,370
Utilities	65.00%	\$214,260
	100.00%	\$329,640

Utilities	cust %	
Water	55.60%	\$119,130
Gas	10.61%	\$22,740
WasteWater	8.93%	\$19,140
Electric	14.67%	\$31,440
Sanitation	10.19%	\$21,840
	<b>100.00%</b>	<b>\$214,290</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **95 BUSINESS SERVICES**  
 FUND: **BUSINESS SRVS-INTRNL SRV FND**  
 DIVISION: **980 CITIZENS SERVICES**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	166,836	172,950	3.66%
61120 PER.SVC. - OVERTIME	7,000	7,200	2.85%
61200 PER. SVC. - EMPL. BNFTS.	51,673	58,100	12.44%
61400 RETIREMENT SUBSIDY	10,500	0	-100.00%
64100 OUTSIDE SERVICES	4,000	6,000	50.00%
66200 COMMUNICATIONS	9,000	9,000	0.00% (1)
66500 TRAVEL-TRAINING	2,000	3,000	50.00%
67000 SUPPLIES	7,000	7,000	0.00%
69100 OTHER EXPENSE	10,000	1,000	-90.00% (2)
69155 OTHER INTEREST	2,500	2,500	0.00%
70000 CAPITAL OUTLAY	0	35,000	0.00%
	<b>270,509</b>	<b>301,750</b>	<b>11.55%</b>
68133 I.T./COMM	24,077	23,184	-3.71%
	<b>\$294,586</b>	<b>\$324,934</b>	<b>10.30%</b>

**5 FTE POSITIONS**

LEAD CITIZEN SERVICES REP (1) SECURITY CAMERAS  
 4 -CITIZENS SERVICES REP (2) ROUND UP PLUS

**2 Retirement Subsidy**

CAPITAL	
REMODEL CUST	35,000

**Distribution**

Landfill (attendants) 100%	25.00%	\$81,234
Utilities	75.00%	\$243,701
	<b>cust % based on # serv per Cust</b>	
Water	55.60%	\$135,497
WasteWater	8.93%	\$21,762
Gas	10.61%	\$25,857
Electric	14.67%	\$35,751
Sanitation	10.19%	\$24,833
	<b>100.00%</b>	<b>\$243,701</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **95 BUSINESS SERVICES**  
 FUND: **BUSINESS SRVS-INTRNL SRV FND**  
 DIVISION: **990 FIELD SERVICES**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	166,224	175,500	5.58%
61120 PER.SVC. - OVERTIME	500	500	0.10%
61200 PER. SVC. - EMPL. BNFTS.	39,777	42,000	5.59%
61400 RETIREMENT SUBSIDY	10,500	8,700	-17.14%
64100 OUTSIDE SERVICES	6,000	7,000	16.67%
65200 MOTOR POOL RENTALS	13,968	14,600	4.52%
66200 COMMUNICATIONS	2,000	2,000	0.00%
66500 TRAVEL-TRAINING	500	500	0.00%
67000 SUPPLIES	8,000	12,000	50.00% (1)
67510 FUEL SUPPLIES	9,900	9,900	0.00%
70000 CAPITAL OUTLAY	50,000	0	0.00%
	<b>307,369</b>	<b>272,700</b>	<b>-11.28%</b>
68133 I.T./COMM	5,019	4,698	-6.40%
	<b>312,388</b>	<b>277,398</b>	<b>-11.20%</b>

4 FTE POSITIONS	CAPITAL
LEAD FIELD SERVICES TECHNICIAN	
3 -FIELD SERVICE TECH	

2 Retirement Subsidy (1) TABLETS FOR FIELD PERSONELL

**FLEET**  
 02 GMC PICKUP 2WD  
 03 GMC PICKUP 1/2 T  
 2008 COLORADO (FIELD SERVICES)  
 2008 COLORADO (FIELD SERVICES)

Distribution		
Water - County	25.00%	
Water - Thatcher	17.00%	
Water - Safford	19.00%	
<b>Total Water</b>	<b>61.00%</b>	169,213
Gas	19%	51,319
Elect	21%	56,867
	<b>100.00%</b>	<b>277,399</b>

**City of Safford Budget FY 2012-2013**

DEPARTMENT:  
FUND:  
DIVISION:

**95 BUSINESS SERVICES**  
**MATERIALS MANAGEMENT SERV FI**  
**092 MATERIALS MNGMT**

<b>OBJECT</b>	<b>FY 11-12 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	142,106	<b>146,200</b>	2.88%
61120 PER.SVC. - OVERTIME	2,000	<b>2,000</b>	0.00%
61200 PER. SVC. - EMPL. BNFTS.	40,521	<b>43,300</b>	6.86%
61400 RETIREMENT INS SUB	10,500	<b>5,300</b>	-49.52%
63100 UTILITIES EXPENSE	14,000	<b>14,000</b>	0.00%
64100 OUTSIDE SERVICES	4,000	<b>4,000</b>	0.00%
65200MOTOR POOL RENTALS	12,744	<b>11,400</b>	-10.55%
66100 INSURANCE EXPENSE	5,000	<b>5,250</b>	5.00%
66200 COMMUNICATIONS	2,400	<b>2,400</b>	0.00%
66500 TRAVEL	3,500	<b>3,500</b>	0.00%
66700 PRISONER LABOR	1,040	<b>1,050</b>	0.96%
66900 DUES & SUBS	500	<b>500</b>	0.00%
67000 SUPPLIES	14,000	<b>10,000</b>	-28.57%
67510 FUEL SUPPLIES	2,910	<b>3,000</b>	3.09%
69100 OTHER EXPENSE	10,000	<b>30,000</b>	200.00% (1)
70000 CAPITAL OUTLAY	0	<b>12,000</b>	100.00%
	<b>265,221</b>	<b>293,900</b>	<b>10.81%</b>
68132 BUSINESS SERVICES	6,850	<b>9,890</b>	44.38%
68133 I.T./COMM	21,188	<b>20,013</b>	-5.55%
	<b>293,259</b>	<b>323,803</b>	<b>10.42%</b>

(1) obsolete brass fitting w lead - new law

**3 FTE POSITIONS**

MATERIALS MANAGEMENT SUPV  
2 -MATERIALS MANAGEMENT SPECIALIST

**FLEET**

06 CHEVY 2500 HD WAREHS  
87 FORKLIFT GRADALL  
FORKLIFT

**CAPITAL**

ICE MACHINE

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **FLEET MANAGEMENT SERVICES FUND**  
 DIVISION: **120 FLEET MANAGEMENT**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>Change from 12- 13 budget</b>
61100 PER. SVC. - SALARIES	191,000	196,640	2.95%
61120 PER.SVC. - OVERTIME	7,000	7,000	0.00%
61200 PER. SVC. - EMPL. BNFTS.	81,300	89,730	10.37%
63100 UTILITIES EXPENSE	15,000	20,000	33.33%
64100 OUTSIDE SERVICES	20,000	65,000	225.00%
65100 RENTAL / LEASE EXPENSE	202,000	201,629	-0.18%
66100 INSURANCE EXPENSE	65,000	71,500	10.00%
66200 COMMUNICATIONS	2,200	2,200	0.00%
66500 TRAVEL-TRAINING	10,000	10,000	0.00%
66700 PRISONER LABOR	3,500	3,500	0.00%
66900 DUES & SUBS	6,050	6,000	-0.83%
67000 SUPPLIES	300,000	300,000	0.00%
67510 FUEL SUPPLIES	8,000	8,000	0.00%
69100 OTHER EXPENSE	1,500	1,500	0.00%
70000 CAPITAL OUTLAY	990,000	659,000	-33.43%
	<b>1,902,550</b>	<b>1,641,699</b>	<b>-13.71%</b>
68132 INFO PROCESSING	17,140	9,890	-42.30%
68133 I.T./COMM	21,280	19,969	-6.16%
	<b>1,940,970</b>	<b>1,671,558</b>	<b>-13.88%</b>

**4 FTE POSITIONS**

FLEET MANAGEMENT SUPERVISOR  
 LEAD MECHANIC  
 2 -MECHANICS

1 Retirement Subsidy

DEPARTMENT: **55 PUBLIC WORKS**  
 FUND: **FLEET MANAGEMENT SERVICES FUND**  
 DIVISION: **120 FLEET MANAGEMENT**

CAPITAL								
EQUIP	DEPT	YEAR	MAKE	MODEL	DESCRIPTIO	REP PRICE	MILAGE	COMMENTS
13 000288	Gas	2006	CHEVROLET	3/4 2X4	06 CHEV 3/4	\$28,000	87588	High mileage, replace with 2WD 1/2 ton, no longer need 3/4 ton.
13 000042	Field Services	2002	GMC	1500	2002 GMC S	\$20,000	77959	Age and high miles, replace with smaller pickup such as a colorado with better MPG
17 000335	Streets	2007	SCHWARZE	A7000	2007 SCHW	\$190,000	38328	Age and increased maintenance, up for replacement, will demo replacement.
16 000335	Streets	1992	PAINT STRIPER	ISUZU	1992 ISUZU	\$60,000		Age and increased maintenance
14 000148	Parks	2008	FORD	F250 4X4	2008 FORD	\$20,000	119877	Age and high miles, will move to utilities to replace 387 which was a UDA, used for parts running, canyon truck. Replace with 2WD 3/4 ton regular cab.
13 000134	Bldg Safety	2005	GMC	CANYON	2005 GMC C	\$22,000	90667	High mileage, replace with small truck comparable to Chevy Colorado.
11 000005	Criminal Inv.	2005	CHEVROLET	TRAILBLAZE	TRAILBLAZE	\$35,000	71098	High miles, scheduled replacement, replace with Chevy Caprice.
11 000033	Patrol	2006	CHEVROLET	TAHOE 2X4	2006 CHEV	\$10,000	99181	High miles, Scheduled Replacement.
11 000046	Patrol	2007	CHEVROLET	TAHOE	2007 CHEV	\$44,000	97911	High miles, Scheduled Replacement.
17 000108	Sanitation	2012	UD	REAR LOAD	2012 UD RE	\$175,000		Sold existing to Bisbee, Wrong size for our needs
23 000400	Parks	2002	JOHN DEERE	TRACTOR/LOADER/M	2002 TRACT	\$20,000		Wrong size for needs/trade for smaller one
11 000056	Patrol	2008	DODGE	CHARGER	2008 DODG	\$35,000	53245	Maintenance, not a good outlook for another year. Need to replaceme, replace with Chevy Caprice.
						<b>\$659,000</b>		

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **14 HUMAN RESOURCES**  
 FUND: **ADMIN SRVS-INTRNL SRV FND**  
 DIVISION: **970 I.T.**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	156,400	167,780	7.28%
61120 PER.SVC. - OVERTIME	2,500	1,500	-40.00%
61200 PER. SVC. - EMPL. BNFTS.	70,000	65,790	-6.01%
62100 PROFESSIONAL SERVI	25,000	25,000	0.00%
64100 OUTSIDE SERVICES	61,700	96,658	56.66% (1)
64160 COUNTY IGA - WAN	29,300	29,300	0.00%
65100 RENTAL / LEASE EXPENSE	0	10,000	0.00%
65200 MOTOR POOL RENTALS	7,788	7,900	1.44%
66200 COMMUNICATIONS	83,000	71,244	-14.16%
66500 TRAVEL-TRAINING	5,000	7,000	40.00%
66900 DUES & SUBS	2,500	2,500	0.00%
67000 SUPPLIES	180,000	191,920	6.62%
67510 FUEL SUPPLIES	1,000	1,000	0.00%
70000 CAPITAL OUTLAY	97,600	58,860	-39.69%
	<b>721,788</b>	<b>736,452</b>	<b>2.03%</b>

**SALARIES = 3 FTE**  
 IT ADMINSTRATOR  
 SENIOR IT SPECIALIST  
 IT SUPPORT SPECIALIST

(1) laserfiche upgrade and training

**FLEET**  
 05 CHEVY COLORADO  
 07 CHEVY COLORADO

<b>CAPITAL</b>	
UPGRADE 2 SERVERS	\$14,300
UPGRADE STORAGE DEVICE	\$12,000
UPGRADE 2 COPY MACHINES	\$20,560
REPLACE 10 HANDHELD RADIOS	\$12,000
	<b>\$58,860</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **14 HUMAN RESOURCES**  
 FUND: **ADMIN SRVS-INTRNL SRV FND**  
 DIVISION: **970 I.T.**

COST ALLOCATION TO DIVISION	cmpt cnt	cmp chg	phone cnt	phn chg	Printer Cnt	Printer Cst	copier cnt	copier cst	radio cnt	radio chg	TOTAL
		<b>\$2,813</b>		<b>\$833</b>		<b>\$1,308</b>		<b>\$7,506</b>		<b>\$ 263</b>	
CITY COUNCIL		\$14,065	0	\$0	0	\$0		\$0	0	\$0	\$14,065
CITY MANAGER	2	\$11,252	3	\$2,499	1	\$1,308	1	\$7,506	0	\$0	\$22,565
HUMAN RESOURCE DIVISION	9	\$25,317	2	\$1,666	1	\$1,308		\$0	0	\$0	\$28,291
CITY CLERK & GENERAL	2	\$8,439	4	\$3,332	2	\$2,616	1	\$7,506	0	\$0	\$21,893
ACCOUNTING	1	\$14,065	5	\$4,165	2	\$2,616	1	\$7,506	0	\$0	\$28,352
PLNNG. & CMNTY. DVLPMNT.	4	\$19,691	5	\$4,165		\$0	1	\$7,506	0	\$0	\$31,362
LIBRARY/GENERAL	9	\$30,943	8	\$6,664	3	\$3,924		\$0	0	\$0	\$41,531
LIBRARY/PUBLIC	18	\$50,634	0	\$0	1	\$1,308	1	\$7,506	0	\$0	\$59,448
TRAINING LAB	8	\$22,504	0	\$0	1	\$1,308		\$0	0	\$0	\$23,812
BUILDING SAFETY	1	\$2,813	2	\$1,666	0	\$0		\$0	0	\$0	\$4,479
RECREATION	0	\$2,813	0	\$0	1	\$1,308		\$0	0	\$0	\$4,121
POLICE CHIEF & ADMIN.	5	\$16,878	5	\$4,165	4	\$5,232	1	\$7,506	5	\$1,315	\$35,096
CRIMINAL INVESTIGATION	4	\$22,504	4	\$3,332	1	\$1,308		\$0	8	\$2,104	\$29,248
PATROL	3	\$50,634	3	\$2,499	1	\$1,308		\$0	30	\$7,890	\$62,331
ANIMAL CONTROL	0	\$0	1	\$833	0	\$0		\$0	2	\$526	\$1,359
PUBLIC WORKS DIRECTOR & ADMIN	2	\$8,439	3	\$2,499	1	\$1,308	1	\$7,506	37	\$9,731	\$29,483
BUILDING & MAINTENANCE	1	\$2,813	1	\$833	1	\$1,308		\$0	0	\$0	\$4,954
CEMETERY	0	\$0	1	\$833	0	\$0		\$0	0	\$0	\$833
PARKS	1	\$2,813	1	\$833	1	\$1,308		\$0	0	\$0	\$4,954
SANITATION	1	\$2,813	1	\$833		\$0		\$0	0	\$0	\$3,646
MAGISTRATE COURT	2	\$5,626	4	\$3,332	1	\$1,308	2	\$15,012	0	\$0	\$25,278
FIRE DEPARTMENT	1	\$8,439	1	\$833	1	\$1,308		\$0	43	\$11,309	\$21,889
STREETS	1	\$2,813	1	\$833	1	\$1,308		\$0	13	\$3,419	\$8,373
UTILITY SUPPORT	1	\$8,439	2	\$1,666	1	\$1,308	1	\$7,506	2	\$526	\$19,445
LANDFILL	0	\$2,813	0	\$0	1	\$1,308		\$0	0	\$0	\$4,121
WATER DIVISION	6	\$36,569	4	\$3,332	2	\$2,616		\$0	16	\$4,208	\$46,725
WASTE-WATER DIVISION		\$0	1	\$833	0	\$0		\$0	1	\$263	\$1,096
WASTE WATER TREATMENT PLANT	3	\$8,439	4	\$3,332	1	\$1,308		\$0	0	\$0	\$13,079
GAS DIVISION	2	\$5,626	2	\$1,666	0	\$0		\$0	5	\$1,315	\$8,607
ELECTRIC DIVISION	1	\$11,252	3	\$2,499	2	\$2,616		\$0	8	\$2,104	\$18,471
FLEET	2	\$14,065	3	\$2,499	2	\$2,616		\$0	3	\$789	\$19,969
WAREHOUSE	4	\$14,065	4	\$3,332	2	\$2,616		\$0	0	\$0	\$20,013
FLEXNET METER RENEWAL	2	\$8,439	1	\$833	1	\$1,308		\$0	0	\$0	\$10,580
INFO PROCESSING SERV	2	\$8,439	3	\$2,499	2	\$2,616		\$0	0	\$0	\$13,554
CITIZEN SERVICES	6	\$16,878	6	\$4,998	1	\$1,308		\$0	0	\$0	\$23,184
METER READ & FIELD SERV	1	\$2,813	1	\$833	0	\$0		\$0	4	\$1,052	\$4,698
ENGINEERING	4	\$14,065	5	\$4,165	3	\$3,924		\$0		\$0	\$22,154
SPECIAL PROJECTS	0	\$2,813	1	\$833	0	\$0		\$0	0	\$0	\$3,646
<b>TOTALS</b>	<b>109</b>	<b>\$481,023</b>	<b>95</b>	<b>\$79,135</b>	<b>42</b>	<b>\$54,936</b>	<b>10</b>	<b>\$75,060</b>	<b>177</b>	<b>\$46,551</b>	<b>\$736,705</b>

	Name of Vendor	Item	Object Code	Units	Price	Total	
<b>IT Supplies</b>		Computers	67000	30	\$ 951	\$ 28,520	
		Laptops/Tablets	67000	10	\$ 1,500	\$ 15,000	
		Misc Supplies	67000	1	\$ 100,000	\$ 100,000	
<b>IT External Expenses</b>		Professional Services	62100	1	\$ 25,000	\$ 25,000	
	LNR/Neustar	Web Hosting	64100	12	\$ 500	\$ 6,000	
	Barracuda	Spam Filter	66200	12	\$ 117	\$ 1,404	
	Valley Telecom/cable one	Internet Connection (10MG Backup)	66200	12	\$ 1,260	\$ 15,120	
	Graham County	IGA	64100	1	\$ 29,300	\$ 29,300	
	CIVIC PLUS	Maint/Domain Names	64100	1	\$ 4,450	\$ 4,450	
	Microsoft	Licensing	64100	1	\$ 38,708	\$ 38,708	
	Laserfiche	Licensing	64100	0	\$ 15,815	\$ -	
	Laserfiche	Upgrade to version (Avante)	64100	1	\$ 45,000	\$ 45,000	
		Offsite Backup	64100	1	\$ 2,500	\$ 2,500	
<b>IT Internal Expenses</b>		Travel/Training	66500	1	\$ 7,000	\$ 7,000	
		Dues/subs	66900	1	\$ 2,500	\$ 2,500	
		Personnel Costs 55%	61100	1	\$ 129,289	\$ 129,289	
		Fleet Rent 55%	65200	1	\$ 4,345	\$ 4,345	
		Fuel 55%	67510	1	\$ 550	\$ 550	
Capital Expense		Server Upgrade	70000	2	\$ 7,150	\$ 14,300	
Capital Expense		Upgrade Storage Device	70000	1	\$ 12,000	\$ 12,000	
<b>Total:</b>						<b>\$ 480,985</b>	
<b>COMPUTERS</b>				<b>Recurring cost per above expenses</b>	<b>171</b>	<b>\$ 480,985</b>	
						<b>\$ 2,813</b>	
<b>Printers</b>		Personnel Costs 12.5%	61100	1	\$ 29,384	\$ 29,384	
		Fleet Rent 12.5%	65200	1	\$ 988	\$ 988	
		Fuel 12.5%	67510	1	\$ 125	\$ 125	
	Kyocera	Printers (O & M - #12)	67000	12	\$ 1,200	\$ 14,400	
	Kyocera	Printer misc supplies	67000	1	\$ 10,000	\$ 10,000	
<b>Total:</b>						<b>\$ 54,896</b>	
<b>PRINTERS</b>				<b>Recurring cost per Printer</b>	<b>42</b>	<b>\$ 54,896</b>	
						<b>\$ 1,308</b>	
<b>Copiers</b>		Personnel Costs 12.5%	61100	1	\$ 29,384	\$ 29,384	
		Fleet Rent 12.5%	65200	1	\$ 988	\$ 988	
		Fuel 12.5%	67510	1	\$ 125	\$ 125	
	Kyocera	Copiers (O & M - #12)	67000	12	\$ 2,000	\$ 24,000	
	Capital Expense	Kyocera	Copy machine upgrade	70000	2	\$ 10,280	\$ 20,560
<b>Total:</b>						<b>\$ 75,056</b>	
<b>COPIERS</b>				<b>Recurring cost per Copier</b>	<b>10</b>	<b>\$ 75,056</b>	
						<b>\$ 7,506</b>	
<b>Phones</b>		Personnel Costs 10%	61100	1	\$ 23,507	\$ 23,507	
		Fleet Rent 10%	65200	1	\$ 790	\$ 790	
		Fuel 10%	67510	1	\$ 100	\$ 100	
	HP	Phone System Maint. Agreement	66200	1	\$ -	\$ -	
	Dex/Yellowbook	Phone Book Listings	66300	12	\$ 400	\$ 4,800	
	CenturyLink	Phone Line Expense	66200	12	\$ 3,800	\$ 45,600	
	NTS	Long Distance Expense	66200	12	\$ 35	\$ 420	
	Verizon	IT Cell Phone Expense	66210	12	\$ 325	\$ 3,900	
	<b>Total:</b>						<b>\$ 79,117</b>
<b>PHONES</b>				<b>Recurring cost per Phone</b>	<b>95</b>	<b>\$ 79,117</b>	
						<b>\$ 833</b>	
<b>Radios</b>		Personnel Costs 10%	61100	1	\$ 23,507	\$ 23,507	
		Fleet Rent 10%	65200	1	\$ 790	\$ 790	
		Fuel 10%	67510	1	\$ 100	\$ 100	
		Radio Supplies	67000	1	\$ 10,000	\$ 10,000	
	Capital Expense		REPLACE OUTDATED HANDHELD RADIOS	70000	10	\$ 1,200	\$ 12,000
	<b>Total:</b>						<b>\$ 46,397</b>
<b>RADIOS</b>				<b>Recurring cost per Radio</b>	<b>177</b>	<b>\$ 46,397</b>	
						<b>\$ 263</b>	
<b>Grand Total:</b>						<b>\$ 736,452</b>	

**OFFICE OF THE CITY ENGINEER  
MANAGER: RANDY PETTY  
ENGINEERING/PROJECT  
MANAGEMENT DEPARTMENT  
FY 2013-2014**

**DEPARTMENT SERVICES**

The Engineering/Project Management Department is comprised of two Divisions; Engineering and Project Management. The Engineering Department provides engineering services for the City of Safford by planning, organizing, and directing activities and personnel related to the pursuit of funding, design, and management of City Engineering projects, project management and grants administration.

**MAJOR ACCOMPLISHMENTS:**

Currently, this Department has secured for the City approximately \$4.6 million for improvements to our street and shared-use path system. In addition, we secured another \$2.0 million through the Department of Housing for improvements to our water system in Solomon. Of this total of about \$6.6 million, the City will need to match approximately \$225,000 in the next four years or about 3.4% of the total. In addition to these grants, we are also overseeing about \$2.9 million of projects at the Regional Airport.

In the last Fiscal Year, this Department's major accomplishments include:

- Overseeing the design of new traffic signals downtown (at 6<sup>th</sup>, 5<sup>th</sup>, & Central Avenues). The construction will be in conjunction with the Downtown Improvement Project.
- Began final design and completing the environmental documents for the Downtown Improvement project, which will improve the intersections of 8<sup>th</sup> Avenue, 7<sup>th</sup> Avenue, 6<sup>th</sup> Avenue, 5<sup>th</sup> Avenue, and Central Avenue along Main Street. This project will be construction in Federal FY 2013-14 in conjunction with the Main Street Traffic Signal project.
- Obtained the Environmental Clearance Document for the sixth segment of our Shared-Use Path projects. The City obtained funding (\$363,383) for environmental, design, and construction of this segment of pathway that extends from 12<sup>th</sup> Avenue west down the Highline Canal to 14<sup>th</sup> Avenue where it turns north and proceed along 14<sup>th</sup> up to 20<sup>th</sup> Street. The second segment starts at the existing pathway (Phase 1) at 8<sup>th</sup> Avenue and extends east along the Graveyard Wash to US 191 where it will link up with the sidewalk.

- Oversaw the design and environmental clearances (\$601,591) for the widening of 20<sup>th</sup> Avenue from Relation Street to Golf Course Road. The environmental clearance is expected to be obtained in the fall of 2013 and the design should be completed in July 2014.
- Received funding (\$1,905,000), through SEAGO from ADOT's Surface Transportation Program for the construction of the 20<sup>th</sup> Avenue widening project from Relation Street to Golf Course Road. This project is on SEAGO's Transportation Improvement Project (TIP) list for 2016.
- Received a HSIP grant through SEAGO and ADOT to upgrade our City traffic signs.
- Worked in conjunction with ADOT on the US 70 Safford to Solomon project. This project is in the design phase.
- Worked in conjunction with ADOT on their study to realign US 70 and US 191.
- Worked with ADOT on the US 191 (Relation Street to US 70) design. Construction is schedule for 2015.

#### **INITIATIVES 2012/13 and 2013/14:**

- ✓ Complete the Design of our new traffic signals for downtown Safford
- ✓ Complete the Design of the Downtown Improvements
- ✓ Complete the design, obtain the right of way, then Construct Phase 6 of our Shared Used Path System.
- ✓ Complete the design, environmental, and obtain the right of way for the 20<sup>th</sup> Avenue from Relation Street to Golf Course Road.
- ✓ Bid, Award, and Construct the Downtown Improvements
- ✓ Continue to search for grants and funding for the needs of the City.
- ✓ Actively search of funds and alternative funding sources for needed project:
  - i. Relation Street (14<sup>th</sup> Avenue to 20<sup>th</sup> Avenue)
  - ii. Lighting the existing paths
  - iii. 14<sup>th</sup> Avenue (Relation to 8<sup>th</sup> Street)
  - iv. Hollywood Road (US 70 to City Limits)
  - v. 8<sup>th</sup> Street (US 191 to US 70)
  - vi. Discovery Park Boulevard (20<sup>th</sup> Avenue to US 191)
  - vii. 20<sup>th</sup> Avenue (Golf Course to Discovery Park)

#### **SIGNIFICANT CHANGES 2012/13 & 2013/14:**

We do not foresee any significant changes in this department in the next two years. This Department added two new positions in 2011-2012 with the addition of the Staff Engineer and the GIS Technician.

This Department continues to be committed to working more efficiently and effectively by seeking ways to reduce expenditures and finding ways to keep up with the demands of the City without over taxing the General Fund.

We continue to actively search for funding sources to pay for improvements to City infrastructures of all types to maintain a safe, efficient and effective transportation systems, utility needs, and other needs as required.

### **AUTHORIZED POSITIONS**

#### **ENGINEERING**

<b>2012/2013</b>	<b>2013/2014</b>
5 Positions	5 Positions
City Engineer	City Engineer
Staff Engineer	Staff Engineer
Engineering Technicians (2)	Engineering Technicians (2)
GIS Technician	GIS Technician

- The Engineering Division is funded as follows:

<b>Funding Source</b>	<b>Total Operating Budget</b>	<b>% of Funding</b>
Streets	\$150,213	20%
Parks	\$7,511	1%
Planning & Comm. Dev.	\$37,553	5%
Landfill	\$15,021	2%
Water	\$225,319	30%
Waste Water	\$75,106	10%
Treatment Plant	\$15,021	2%
Gas	\$112,660	15%
<u>Electric</u>	<u>\$112,660</u>	<u>15%</u>
<b>TOTAL (Engineering)</b>	<b>\$751,064</b>	<b>100%</b>

## PROJECT MANAGEMENT

2012/2013	2013/2014
1 Positions	1 Positions
Project Management Specialist	Project Management Specialist

The Project Management Division is funded as follows:

Funding Source	Total Operating Budget	% of Funding
Electric	\$27,341	30%
Water	\$36,454	40%
Waste Water	\$9,114	10%
Streets	\$15,493	17%
Parks	\$2,734	3%
<b>TOTAL (Proj. Mgmt)</b>	<b>\$91,136</b>	<b>100%</b>

### PROGRAM OUTCOMES

The end product of our efforts will be to provide to the citizens of Safford and the Gila Valley tangible services and infrastructures that will improve their lives, while maintaining these services and infrastructures.

- A. Improve the intersections in downtown Safford for the safety of those traveling through the area and to enhance the aesthetic qualities to draw people to the area.
- B. Continue to expand our Shared Use Path system for the enjoyment of all users including the addition of lighting.
- C. Improve the safety and drivability of 20<sup>th</sup> Avenue south of Relation Street.
- D. Complete or have a construction schedule determined for the sidewalks along US 191 beginning at Relation Street and continuing north to US 70. This is a State project and is being administered entirely by the ADOT.
- E. Continue to actively search for other available funding sources to fund needed City services and infrastructures.

### PROGRAM OBJECTIVES

- A. **Downtown Project:** By request of the Downtown Association and our Community Development office, this Department began the design to improve the intersections along Main Street. Using the proposals from the Charette Study, we designed these intersections to improve the safety to pedestrians and the aesthetics of the area.

After we obtain the funding for this project, we will work toward reconfiguring the intersections including well defined crosswalks and improved Stormwater drainage. In addition, we will be designing and placing new traffic signals along Main Street in conjunction with the improvements downtown.

- B. **Shared Use Paths, Phase 6:** Expand the system to include two additional funded segments; (1) a path beginning at 12<sup>th</sup> Avenue extending along Highline Canal to 14<sup>th</sup> Avenue, turning north and accessing the existing sidewalks at the corner of 14<sup>th</sup> and 20<sup>th</sup> Street, (2) a path beginning at 8<sup>th</sup> Avenue/Graveyard Wash, slated to extend down Graveyard Wash to US 191.

These path expansions will provide continuity and connectivity to existing paths and paths yet to be built by the Town of Thatcher and Graham County. Thatcher is building a similar path from Daley Estates to the College and Graham County will be placing a new path between Daley Estates and our City Limits on Golf Course Road. Along with the completion of these paths and the construction of the US 191 sidewalks from Relation to US 70, we will provide alternative means of transportation to a large portion of this area.

- C. **20<sup>th</sup> Avenue (Relation Street to Golf Course Road):** Our plan is to complete the environmental study and have it accepted by ADOT.

Once that is completed, start the design and begin the process to obtain all the right of way needed to construct this project. The project will widen 20<sup>th</sup> Avenue; add curb and gutters, and sidewalks for the safety and drivability of this major urban arterial in this City and the Gila Valley.

- D. **US 191 Sidewalks:** This project will provide the funds to complete the construction of sidewalks on US 191 from Relation Street to the Highway (US 70). Since this project is on ADOT Right of Way (US 191), ADOT will design and construct this project and the City, once constructed and accepted, will maintain these sidewalks. At this time they are completing the project assessment and the NEPA documents.

This will provide connectivity with our Shared Use Paths in the southern portions of Safford with our Downtown area and other areas of town as well as complete the

sidewalk project from Discovery Park to US 70. This office will work with ADOT on ensure the project is completed on time.

- E. **Grant:** The search for funds is an ongoing process where needs are determined and appropriate funding sources are examined due to shortfalls in the City general fund. Once these funding sources are found, we will apply in the appropriate matter in the hope of obtaining these needed funds so needs of the City can be realized.
- F. **Sign Replacement:** This HSIP project will replace our traffic signs throughout the city to upgrade to MUTCD standards. This signs should be delivered in 2015.

**PERFORMANCE OBJECTIVES**

**2013-2014**

page 1 of 2

Completion Year	PROJECT NAME	PROJECT LOCATION	TYPE OF IMPROVEMENT	FEDERAL AID TYPE	FEDERAL FUNDS	LOCAL MATCH	TOTAL COST
2014	Downtown Traffic Signals (Design/Environmental)	Main Street @ 6th, 5th, & Central Avenues * Environmental * ROW/Utility Clearance * PS&E Package * Bid Advertised	Replace Existing April '13 Dec. '13 Jan. '14 Feb '14	HSIP	\$120,000	\$0	\$120,000
2014	Downtown Traffic Signals (Construction)	Main Street @ 6th, 5th, & Central Avenues * Complete Paperwork * Construction (combined with improvement project)	Replace Existing Traffic Signals. Spring '14	HSIP	\$600,000	\$0	\$600,000
2014	Downtown Improvements (Construction)	Main Street @ 6th, 5th, & Central Avenues * Combine Traffic Signal plans with improvement plans * Complete Specification * Receive NTP from ADOT * Receive EA determination from ADOT * Obtain Utility/Right of Way Clearance * Final Plans * Complete Specs and Bid Package * Bid Advertise * Construction	Replace Existing July '13  Dec. '13  April '13 Dec. '13 Dec. '13 Jan '14 Feb '14 April thru June '14	TE 18	\$659,806	\$39,882	\$699,688
2013	Multi-Use Path, Phase 6	Cooper Heights & Graveyard Wash to US 191 * Environmental Assessment * Start Design * Acquire ROW * Utility/ROW Clearance * PS&E Package Approved and Complete * Bid Advertisement * Construction	Construct Path  July '13 July '13 Sept. thru Dec. '13 Dec. '13 Jan '14 March '14 April thru May '13	TE 17	\$363,383	\$21,965	\$385,348



**ENGINEERING DEPARTMENT**

**PERFORMANCE OBJECTIVES  
2013-2014**

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Completion Year	PROJECT NAME	PROJECT LOCATION	TYPE OF IMPROVEMENT	FEDERAL AID TYPE	FEDERAL FUNDS	LOCAL MATCH	TOTAL COST
2012	20th Avenue, Phase 2 (Environmental)	Relation Street to Golf Course Road	Widen Street Oct '13	STP	\$40,000	\$2,418	\$42,418
2013	20th Avenue, Phase 2 (Right of Way)	Relation Street to Golf Course Road	Widen Street Feb. '14	STP	\$129,591	\$7,833	\$137,424
2013	20th Avenue, Phase 2 (Design)	Relation Street to Golf Course Road	Widen Street Feb. '14	STP	\$432,000	\$26,112	\$458,112
2017	20th Avenue, Phase 2 (Construction)	Relation Street to Golf Course Road	Widen Street 2017	STP	\$1,905,000	\$108,585	\$2,013,585
				<b>TOTALS</b>	<b>\$4,249,780</b>	<b>\$206,795</b>	<b>\$4,456,575</b>



**ENGINEERING DEPARTMENT**

**5-Year Capital Plan  
2013-2018**

page 1 of 2

Completion Year	PROJECT NAME	PROJECT LOCATION	TYPE OF IMPROVEMENT	FEDERAL AID TYPE	FEDERAL FUNDS	LOCAL MATCH	TOTAL COST
2013	20th Avenue, Phase 2 Environmental Study	Relation to Golf Course Road	Design, Environmental, & ROW to widen	STP	\$40,000	\$2,418	\$42,418
2014	20th Avenue, Phase 2 Design	Relation to Golf Course Road	Design, Environmental, & ROW to widen	STP	\$432,000	\$26,112	\$458,112
2014	20th Avenue, Phase 2 Purchase ROW	Relation to Golf Course Road	Design, Environmental, & ROW to widen	STP	\$129,591	\$7,833	\$137,424
2014	Share-Use Path, Phase 6	14th Avenue & Graveyard Wash to US 191	Construct Shared-Use Path	TE 17	\$363,383	\$21,965	\$385,348
2014	Downtown Traffic Signals (Design/Environmental)	Main Street @ 6th, 5th, & Central Avenues	Replace Existing Traffic Signals	HSIP	\$120,000	\$0	\$120,000
2014	Downtown Improvements (Construction)	Main Street @ 6th, 5th, & Central Avenues	Downtown Improvements	TE 18	\$659,806	\$39,882	\$699,688
2014	Downtown Traffic Signals (Construction)	Main Street @ 6th, 5th, & Central Avenues	Replace Existing Traffic Signals.	HSIP	\$600,000	\$0	\$600,000
2015	US 191 Sidewalks, Phase 2	Relation Street to US 70	Construct Pathway	TE	\$294,728	\$17,815	\$312,543
2017	20th Avenue, Phase 2 (Construction)	Golf Course Road to Relation Street	Roadway Widening & Improvements	STP	\$1,905,000	\$108,585	\$2,013,585
2018	Relation Street Purchase ROW	14th Avenue to 20th Avenue	Purchase ROW	TBD	TBD	TBD	TBD
2018	Relation Street Design	14th Avenue to 20th Avenue	Widen to Collector Stds.	TBD	TBD	TBD	TBD

**OFFICE OF THE CITY ENGINEER**

**April 16, 2013**

**FUTURE PROJECTS**

- 1. 20<sup>th</sup> Avenue (Relation to Golf Course Road) - Construction:** This project is on the SEAGO's Transportation Improvement Projects list (TIP) for 2016. This project will widen 20<sup>th</sup> Avenue to 66 feet wide with curb and gutters and sidewalks on either side of the street. The existing street, which is a 36 foot facility, was constructed in 1995 and is showing signs of distress. This project will bring this section of street to the same width as the portion north of Relation and is the second phase of widening 20<sup>th</sup> Avenue to its desired width. The estimated cost of this project is \$2.0 million and this widening is necessary to increase capacity and improve the safety of this important Urban Arterial.
- 2. Relation Street (14<sup>th</sup> Avenue to 20<sup>th</sup> Avenue):** This project is waiting for funding and will widen this street to its desired width of 52 feet with curb and gutters and sidewalks. This project is necessary due to the anticipated increase in traffic in this area. This project is also being held up due to right of way concerns. Portions of the existing road are not on City property and to widen, the City would need to acquire property. This property has been surveyed and appraised in 2008.
- 3. 14<sup>th</sup> Avenue (Relation to 8<sup>th</sup> Street):** This project is waiting for funding and will improve this street that is the main connection to two local schools and US 70. This project may require removal of existing pavement, stabilization of subgrade, placement of new aggregate base and asphalt, as well as curb and gutters and sidewalks.
- 4. Hollywood Road (US 70 to City Limits):** This project is waiting for funding and will widen and improve the existing street as well as improve the connection with US 70. With the expected build up of Copper Canyon Subdivision, it is anticipated that traffic will increase through this area.

5. **8<sup>th</sup> Street (US 191 to US 70):** This project is waiting for funding. The existing facility is concrete that was the original alignment for the highway, built in the '20's. This project has drainage concerns and right of way concerns that would need to be address for any reconstruction of this street. The Council has approved to eliminate the connection with US 70, making this street a dead end near the Graveyard Wash Channel.
6. **Discovery Park (US 191 to 20<sup>th</sup> Avenue):** As Safford grows the existing street will need to be widened due to increase traffic. The ultimate width would be 66' since this road is considered an urban arterial and would serve as a bypass, along with 20<sup>th</sup> Avenue, around the western and southern parts of Safford.
7. **20<sup>th</sup> Avenue (Golf Course to Discovery Park):** As Safford grows this existing street will need to be widen to handle the anticipated traffic. The ultimate width would be 66' since this street is designated as an urban arterial.
8. **Other Projects:**
  - a. Relation Street (1<sup>st</sup> Avenue to 14<sup>th</sup> Avenue)
  - b. 8<sup>th</sup> Street (8<sup>th</sup> Avenue to 20<sup>th</sup> Avenue)
  - c. 14<sup>th</sup> Avenue (Highline Canal to 24<sup>th</sup> Street)
  - d. 14<sup>th</sup> Avenue (26<sup>th</sup> Street to Discovery Park Blvd.)
  - e. 26<sup>th</sup> Street (12<sup>th</sup> Avenue to 20<sup>th</sup> Avenue)
  - f. 8<sup>th</sup> Avenue (26<sup>th</sup> Street to Discovery Park Blvd.)
  - g. Golf Course Road (20<sup>th</sup> Avenue to City Limits)
  - h. 8<sup>th</sup> Street & 8<sup>th</sup> Avenue Traffic Signal

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **25 ENGINEERING**  
 FUND: **ENGINEERING-INTRNL SRV FND**  
 DIVISION: **125 ENGINEERING**

<b>OBJECT</b>	<b>FY 12-13 BUDGET</b>	<b>FY 13-14 BUDGET</b>	<b>% Change from 12-13 budget</b>
61100 PER. SVC. - SALARIES	330,500	<b>338,330</b>	2.37%
61120 PER.SVC. - OVERTIME	3,300	<b>1,500</b>	-54.53%
61200 PER. SVC. - EMPL. BNFTS.	121,300	<b>121,560</b>	0.21%
61400 RETIREMENT INS SUB	10,500	<b>8,400</b>	-20.00%
62100 PROFESSIONAL SERVI	8,000	<b>8,000</b>	0.00%
64100 OUTSIDE SERVICES	11,700	<b>11,700</b>	0.00%
64170 COUNTY IGA - <b>GIS</b>	200,000	<b>200,000</b>	0.00%
65200 MOTOR POOL RENTALS	16,416	<b>17,600</b>	7.21%
66200 COMMUNICATIONS	3,200	<b>3,200</b>	0.00%
66500 TRAVEL-TRAINING	3,500	<b>3,500</b>	0.00%
66900 DUES & SUBS	600	<b>3,000</b>	400.00%
67000 SUPPLIES	15,000	<b>5,000</b>	-66.67%
67510 FUEL SUPPLIES	3,500	<b>3,500</b>	0.00%
69100 OTHER EXPENSE	500	<b>500</b>	0.00%
70000 CAPITAL OUTLAY	10,000	<b>15,000</b>	50.00%
	<b>738,016</b>	<b>740,790</b>	0.38%
68133 I.T./COMM	26,141	<b>22,154</b>	-15.25%
	<b>764,157</b>	<b>762,944</b>	<b>-0.16%</b>

<b>5 FTE POSITIONS</b>	<b>CAPITAL</b>
CITY ENGINEER	GPS - TSC2 T 15,000
STAFF ENGINEER (UTIL)	<b>15,000</b>

	<b>FLEET</b>
2 -ENGINEERING TECHNICIAN	08 CHEV COLORADO (ENGINEER)
GPS TECHNICIAN	07 DODGE DAKOTA (ENG)
	04 TRAILBLAZER 4D 2WD PW
	04 JEEP GRND CHEROKEE
	05 CHEV 1500 (GIS)
2 RETIREMENT SUBSIDY	

<b>COST ALLOCATION</b>		
31-031	Streets	152,589
11-155	Parks	7,629
11-124	PL & CD	38,147
88-650	Landfill	15,259
88-660	Water	228,883
88-670	Wastewtr	76,294
88-671	Treat plnt	15,259
88-680	Gas	114,442
88-690	Electric	114,442
		<b>762,944</b>

**City of Safford Budget FY 2013-2014**

DEPARTMENT: **25 ENGINEERING**  
 FUND: **ENGINEERING-INTRNL SRV FND**  
 DIVISION: **191 PROJECT MANAGEMENT**

OBJECT	FY 12-13 BUDGET	FY 13-14 BUDGET	% Change from 12-13 budget
61100 PER. SVC. - SALARIES	58,483	46,070	-21.22%
61200 PER. SVC. - EMPL. BNFTS.	25,252	22,740	-9.95%
61400 RETIREMENT INS SUB	10,500	10,500	0.00%
65200 MOTOR POOL RENTALS	5,184	4,800	-7.41%
66200 COMMUNICATIONS	1,500	1,500	0.00%
66500 TRAVEL-TRAINING	1,000	1,000	0.00%
67000 SUPPLIES	1,500	1,500	0.00%
67510 FUEL SUPPLIES	1,000	1,000	0.00%
69100 OTHER EXPENSE	500	0	0.00%
70000 CAPITAL OUTLAY	0	0	0.00%
	<b>104,919</b>	<b>89,110</b>	<b>-15.07%</b>
68133 I.T./COMM	3,727	3,646	-2.17%
	<b>108,646</b>	<b>92,756</b>	<b>-14.63%</b>

**1 FTE POSITIONS**

PROJECTS MANAGEMENT SPECIALIST

**FLEET**

2007 DODGE NITRO 4X4

**2 RETIREMENT SUBSIDY**

COST ALLOCATION

31-031 Streets	15,769
11-155 Parks	2,783
11-152 Building Maint	0
66-660 Water	37,102
67-670 Wastewtr	9,276
67-671 Treat plnt	0
68-680 Gas	0
69-690 Electric	27,827
	<b>92,757</b>

## Glossary of Terms:

**Budget (Operating):** A plan of financial operation including an estimate of proposed expenditures for a given period (typically a fiscal year) and the proposed means of financing them (revenue estimates). The term is sometimes used to denote the officially approved expenditure ceilings under which a government and its departments operate.

**Capital expenditures:** Items that have useful lives of more than one year with a cost of more than \$5,000 (per City policy). Examples include land, buildings, improvements to buildings, vehicles, equipment and infrastructure.

**Contingency:** A budgetary reserve to allow for emergency or unanticipated expenditures during the fiscal year if funding is available.

**Debt Service:** The payment of interest and principal on amounts borrowed.

**Enterprise Fund:** A fund established to account for operations that are financed and operated in a manner similar to a business enterprise – where the intent of the governing body is that costs of providing goods and services to the general public on a continuing basis be financed or recovered primarily through user charges. Examples of enterprise funds are those for landfill, water, wastewater, gas and electric utilities, and aviation.

**Fund:** A fiscal and accounting entity created by a government for the purpose of tracking the finances of a particular activity or group of activities.

**GADA:** The Greater Arizona Development Authority (GADA) was created by the Arizona State Legislature to assist local and tribal governments and special districts with the development of public infrastructure. GADA leverages its approximate \$11 million fund to lower the costs of financing and help accelerate project development for public facilities owned, operated and maintained by a political subdivision, special district or Indian tribe.

**General fund:** The governmental accounting fund supported by taxes, licenses and permits, service charges and other general revenues to provide for services not reported in other funds. Generally tracks the activity of a government's basic services.

**Governmental Funds:** These funds track the finances of a government's basic services. They are reported using the modified accrual basis of accounting and include the General, Special Revenue, Debt Service, Capital Project Funds.

**HURF:** Highway Users Revenue Fund (HURF). A Special Revenue Fund representing the primary source of revenues available for street and road construction, improvements and other related expenses. The State of Arizona taxes motor fuels and collects a variety of fees and charges relating to the registration and operation of motor vehicles on the state's public highways. These collections include gasoline and use fuel taxes, motor carrier taxes, vehicle license taxes, motor vehicle registration fees, and other miscellaneous fees. These revenues are deposited in the Arizona Highway User Revenue Fund and are then distributed to cities, towns and counties and to the State Highway Fund.

**Infrastructure:** especially long-lasting Capital Assets that are stationary, can be preserved for significantly greater periods than most capital assets, and typically are part of a larger system of assets; examples include bridges, roads, water, sewer and electrical lines.

**Internal Service Fund:** a type of Proprietary Fund used to account for the financing of goods or services by one department or agency to other departments or agencies of a government on a cost reimbursement basis. Examples of internal services include telephones, computer and IT support, billing and collection support, warehousing of supplies, fuel and vehicles.

**Modified Accrual Basis of Accounting:** the basis a government uses to account for its Governmental Funds. It records expenditures and requires that payment on revenues be received during the year or soon enough thereafter to be used to liquidate the current year's liabilities.

**Operating expenditures:** Expenditures of a day-to-day operation. Examples include office supplies, maintenance of buildings and equipment, and travel. Also known as operating and maintenance costs.

**Proprietary Funds:** funds that track a government's activities that are operated like private businesses, charging customers a fee in return for goods or service. There are two kinds – Enterprise and Internal Service Funds.

**Special Revenue Fund:** A fund used to account for the proceeds of specific revenue sources that are legally restricted to expenditures for specified purposes.

**Urban Revenue Sharing:** 15% of proceeds from income tax collected by the State of Arizona distributed to cities and towns based on population. Note: there is a 2 year lag in distributing these proceeds.

**WIFA:** The Water Infrastructure Finance Authority of Arizona (WIFA) is an independent agency of the state of Arizona. It is authorized to finance the construction, rehabilitation and/or improvement of drinking water, wastewater, wastewater reclamation, and other water quality facilities/projects. WIFA generally offers borrowers below market interest on loans for one hundred percent of the eligible project costs. WIFA's Clean Water Revolving Fund and Drinking Water Revolving Fund are two methods used to provide low interest financial assistance. These two funds are capitalized by contributions from the state and the U.S. Congress.