

**NOTICE OF SPECIAL MEETING  
COMMON COUNCIL OF THE CITY OF COOLIDGE  
MONDAY, APRIL 25, 2011 – 6:00 P.M.  
COUNCIL CHAMBERS – 911 S. ARIZONA BOULEVARD  
PINAL COUNTY, COOLIDGE, ARIZONA**

**CALL TO ORDER**

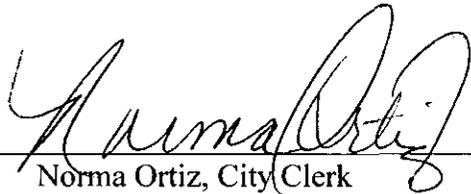
1. Roll Call

**DISCUSSION ISSUES**

2. Capital Fund Expenditures & Budget Recap on revenue changes and new issues for Fiscal Year 2011/2012. **Discussion.**

**ADJOURNMENT**

**DATED** this 20<sup>th</sup> day of April, 2011

  
\_\_\_\_\_  
Norma Ortiz, City Clerk

**PERSONS WITH DISABILITIES NEEDING REASONABLE ACCOMMODATIONS, INCLUDING LARGE PRINT MATERIALS OR INTERPRETERS, SHOULD CONTACT THE ADA COORDINATOR AT (520) 723-5361 OR TDD LINE (520) 723-4653 NO LATER THAN 10:00 A.M. APRIL 25, 2011.**

*The Agenda and all supporting documents and materials pertaining to this Agenda together with Staff and Department Reports are available for viewing in City Hall and the Library during normal business hours.*

**POST:** 4-20-11

**TIME:** 5:00 P.M.

**CITY OF COOLIDGE  
CITY COUNCIL ACTION FORM**

**SUBJECT:** Discuss Council interest in new budget and revenue issues.

**STAFF PRESENTER:** Lisa Pannella, Finance Director

**RECOMMENDATION:**

Information only.

**DISCUSSION:**

New items and unresolved issues:

1. Budget reductions and/or changes over the past four years – see Exhibit 1
2. Possible City Ambulance service – please see attached Exhibit 2
3. Animal Control – see attached Exhibit 3
4. 5% Furlough – restore the 5% reduction in pay – see Exhibit 4
5. Do away with the furlough days off
6. Add the longevity program back in – see Exhibit 4
7. Smartworks Program – see Exhibit 4
8. Lease of the old Recreation Bldg. – see Exhibit 4
9. Change in Collection Agency – see Exhibit 5
10. Restore 25% Sales Tax or Construction Sales Tax to the Capital Fund

**FISCAL IMPACT:**

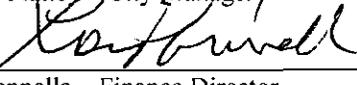
See Exhibits 1-5

**Attachments**

Exhibits 1-5

**REVIEWED BY:**

  
\_\_\_\_\_  
Robert Flatley – City Manager

  
\_\_\_\_\_  
Lisa Pannella – Finance Director

**PREPARED BY:**

  
\_\_\_\_\_  
Lisa Pannella – Finance Director

  
\_\_\_\_\_  
Denis Fitzgibbons – City Attorney

**MEASURES THE CITY HAS TAKEN OVER THE PAST THREE YEARS  
WITH REGARDS TO DECLINING REVENUES.**

**FISCAL YEAR 07/08**

1. July, 2007 - lowered the revenue estimates by \$1,000,000.
2. September, 2007 - put an internal hold on spending in the Capital Sales Tax CIP fund.
3. January, 2008 - asked Council to put an official freeze on hiring and on the Capital Sales Tax CIP fund.
4. March, 2008 - Council decided not to incur any new debt service regarding the downtown city complex.
5. By June 30, 2008 - General Fund contingency was reduced from \$6,163,375 to \$5,134,107 a loss of \$1,029,268.

**FISCAL YEAR 08/09**

6. July, 2008 - Options for balancing the General Fund Expenses to New Revenues was discussed. Council expressed their desire to have no lay off of positions. It was decided that any position that became vacant over the course of the next year would be filled with in-house personnel if they were qualified, encouraging employees to apply. Six positions were filled internally saving approximately \$208,228.
7. The freeze on Capital spending and hiring was continued.
8. August, 2008 - Refinanced the debt for the Kenilworth Sports Complex and cut the annual payments by two thirds for a savings of \$466,900.
9. September, 2008 – The economy took a huge turn downwards and continues to worsen where we are now in the worst economy since the Great Depression. Even so, the City found themselves in a better position than most because we had rainy day funds.
10. By June 30, 2009 - General Fund contingency (or Rainy Day Funds) were reduced from \$5,134,107 to \$3,663,663 a loss of \$1,470,444.

**FISCAL YEAR 09/10**

11. July, 2009 – Again, options for balancing the General Fund Expenses to New Revenues was discussed. Council expressed their desire again to have no lay off of positions and utilize rainy day funds in hopes that the economy would turn around.
12. July, 2009 – Council adopted an Ordinance to suspend putting 25% of all City Sales Tax into Capital Sales Tax to keep it in General Fund through June 30, 2010.
13. August, 2009 – Revised our estimated city sales tax revenues by decreasing them by \$600,000.
14. December, 2009 – The Arizona Department of Revenue informed the City that a builder had amended their tax returns for a three year period which would result in the City losing approximately \$503,290 in sales tax. An audit was initiated and is still ongoing.
15. March, 2010 – The Arizona Department of Revenue informed us that we were paid \$113,429 in sales tax for the Mountain Vista K-8 school in error as it is not in the city limits of Coolidge. That audit is not yet finalized.
16. June 30, 2010 - General Fund contingency (or Rainy Day Funds) stayed fairly steady going from \$3,663,663 to \$3,677,144, a slight gain of \$13,481.

## **FISCAL YEAR 10/11**

17. June, 2010 – Again, options for balancing the General Fund Expenses to New Revenues was discussed.
18. For the second year Council adopted an Ordinance to suspend putting 25% of all City Sales Tax into Capital Sales Tax to keep it in General Fund through June 30, 2011
19. Changed the way overtime was calculated – estimated savings \$25,0001.
20. Did away with extra duty pay in the Police Dept. – estimated savings \$22,000.
21. Put GIS Mapping Coordinator in Streets budget 90% - estimated savings \$40,567
22. Put Two Finance personnel charging directly to the enterprise funds – estimated savings \$89,392.
23. Keep Sergeant position vacant – estimated savings \$91,797.
24. Building Inspector position moved to Transit Mechanic – estimated savings \$40,600
25. Eliminated take home vehicles except for emergency personnel within Coolidge City limits.
26. Hired an independent tax auditor to evaluate sales tax revenues. Estimated revenues through June 30, 2011 \$75,000.
27. Applied a 5% reduction in pay for every full time and regular part-time employee -- estimated savings \$262,693 to General Fund
28. Laid off 4 personnel to include:
  - Sr. Code Enforcement Officer – estimated savings \$68,590
  - Code Enforcement Officer – estimated savings \$66,711
  - Sr. Planner – estimated savings \$84,799
  - Media Coordinator – estimated savings \$58,919
29. Community Services Director position left vacant – estimated savings \$108,880

## **FISCAL YEAR 11/12**

30. Cut \$400,000 from General Fund operating expenses.
31. Proposed to discontinue the Short Term Disability Insurance
32. Proposed to discontinue the Longevity Pay program
33. Possible number of staff members to sign up for the Smartworks program

## **Unknown or Unresolved Issues**

1. Pulte Fire – As of June 30, 2011, operating expenses for the full time firefighters will be approximately \$833,674. A settlement is being discussed but not resolved. Even if the City receives compensation for the prior years, there is still the issue of how to pay for the ensuing years.
2. Kennilworth Sports Complex – As of June 30, 2012 the Recreation Impact Fee fund responsible for paying the loan payments will have a deficit of -\$1,434,173. We must keep at least that amount in the Capital Sales Tax fund to cover the shortfall until the Impact Fee fund recovers.

3. Jonovich Litigation – Although the Superior Court ruled in our favor, this matter has not been resolved. Jonovich’s claim is approximately \$1,500,000 to date plus interest and attorney’s fees. Jonovich has appealed this matter to the Court of Appeals. After consideration the Court of Appeals will decide to either sustain the matter or send it back to the Superior Court for trial.

The impact on General Fund contingency (rainy day funds) for these unknown issues would result in the following:

<b>General Fund</b> Contingency	\$3,504,597
Pulte Fire through 6/30/11	<u>- 833,674</u>
Balance	\$ 2,670,923 Left at the end of June, 2011

<b>Capital Sales Tax</b> Contingency	\$1,224,829
Kennilworth Sports Complex	<u>-1,434,173</u>
Balance	- \$ 209,344

### **POSITIVE OUTLOOK**

1. If the City gets the Prison that is proposed, the City would receive building permit fees as well as construction sales tax. However, these are one-time revenues and typically should not be used to operate the City on an ongoing basis.
2. Transcanada annual in lieu tax in the approximate amount of \$400,000 will begin in November of 2013.



# COOLIDGE FIRE DEPARTMENT

CHIEF  
A/CHIEF

MICKEY MCHUGH  
ANDY HERNANDEZ

February 7, 2011

Todd Pryor, Fire Chief  
Superior Fire Department

Chief Pryor,

I have been asked by our City Council to look into the operation of an ambulance service for our community and I am requesting your assistance with the following information; It is difficult to give good numbers for 2010, as we switched billing companies and we are still consolidating accounts between the two agencies. Additionally we went thru a rate increase this year. I will give you estimates based on the running accounts, but they have not yet been consolidated.

A copy of the current Superior Fire Department Budget  
Attached

The dollar amount of billings sent out for 2010 (estimated) \$517,318

This estimate is based on monthly billing under the new rates, but these rates did not increase until part way through the year.

The dollar amount actually received for 2010? \$258,301

We have a very high contractual right off rate with AHCCCS and Medicare. This also includes a certain amount of uncollected but still in process claims. This is due to our challenging demographics and may not be the same in your jurisdiction.

The estimated operations cost for just the ambulance service if possible? \$365,201

These numbers are a split of employee expenses based on call volume. This is about 80% EMS and 20% Fire. Some expenses can be levied against the ambulance only, and some are a 50% split. You will see more detail in the included budget.

Number of personnel required to operate the ambulance? 6 on 96/48

Are the ambulance personnel a part of the on-duty firefighters? Yes

All personnel are dual role, staffing both the ambulance and the engine. We depend on reserves and off-duty personnel to give us second out coverage.

If they are a part of the on-duty crew what is the average down time while on a transport. 2 to 3 hours avg.

What hospital is your primary transport facility? Banner Baywood Medical Center

BBMC is our base hospital, but we transport to many different facilities depending on the patients requests and needs.

Your assistance with the above is greatly appreciated and if you have any questions please let me know.

Thank you,

Mickey McHugh  
Fire Chief

Telephone: 520/723-6015 - Fax: 520/723-6018  
Mail: 130 W. Central Ave. - Station: 103 W. Pinkley Ave.  
Coolidge, Arizona 85128

**Mickey McHugh**

**From:** toddpryor@superiorfiredept.com  
**Sent:** Thursday, February 10, 2011 10:09 AM  
**To:** mickeym@coolidgeaz.com  
**Subject:** RE: Ambulance Info  
**Attachments:** E-mail (1).xls; Fire and Ambulance Budget blah.xls

Here are the answers to your questions.

The ambulance funds the full time department in Superior, and without the need for an ambulance we would still be volunteer. With the fire tax added to the ambulance revenues, we generally break even, but for the past three years before our rate increase the town was kicking in \$50,000 to \$100,000 from the general fund to make our \$500,000 budget. This year we should once again be self supporting.

We run about 700 to 800 calls per year, 80% to 85% EMS. We do have the occasional stacked call, but it happens less than you might think, maybe 30 times per year, and our paid on call reserves are usually able to handle it. We have a very good relationship with Southwest, and they take our transports when our ambulance is out. We share our CON with them for this area.

We have two ambulances, as a down ambulance means our patient may have to wait 45 minutes for a Southwest unit, and our CON requires that we provide service within certain time limits.

Our two biggest challenges have been staffing and billing. Staffing required increases in pay and the addition of a third position for a reserve on duty that stands by at the station for second out coverage. It is very difficult to convince councils that have been getting service for free to pay for additional personnel, and to pay enough to limit turnover, but it is vital for stable, quality staffing. Prior to structural and pay changes, our turnover was 50% per year, but that has dropped to zero since.

Billing is where you can lose the most, and where we have had the most difficulty. It is vital to have good collections, accounting and reporting, and to keep up with normal rate increases for inflation. Doing this outsourced is easier, but you lose a lot of control. You can expect to pay 7% to 15% to a billing agency, and as your economics of scale increase it makes more sense to do it internally.

Kearny Ambulance has a very similarly sized service to Superior, with the same number of personnel and ambulances, and only slightly lower call volume, but they have chosen a completely different structure. A similar questionnaire to Laura Snow may provide contrast to my responses.

I hope this helps, and I would be happy to answer any more questions you might have.

Thanks  
Todd Pryor  
Operations Chief  
Superior Fire Department  
(520) 827-0176 (cell)

----- Original Message -----

Subject: Ambulance Info

From: "Mickey McHugh" <[mickeym@coolidgeaz.com](mailto:mickeym@coolidgeaz.com)>

2/10/2011

Date: Mon, February 07, 2011 3:11 pm

To: "Todd Pryor" <[toddpryor@superiorfiredept.com](mailto:toddpryor@superiorfiredept.com)>

Mickey McHugh  
Fire Chief  
130 W. Central Ave.  
Coolidge, AZ 85228  
(520) 723-6015 (PHONE)  
(520) 723-6018 (FAX)  
[mickeym@coolidgeaz.com](mailto:mickeym@coolidgeaz.com)

**Town of Superior**  
**Fire and Ambulance Expense 2009-2010**

**Fire**

Account	Description	F.Y. Budget 2010-2011
A01 22-00 0101	Salaries	\$59,874.91
A01 22-00 0122	Overtime	\$3,716.86
A01 22-00 0123	Life Insurance	\$87.84
A01 22-00 0124	Workmens Compensation	\$11,074.46
A01 22-00 0125	Health Insurance	\$4,646.59
A01 22-00 0126	Dental Insurance	\$376.85
A01 22-00 0127	State Unemployment Ins.	\$479.00
A01 22-00 0128	F.I.C.A./MedFica	\$3,633.23
A01 22-00 0129	A.P.S.R.S.	\$4,792.06
A01 22-00 0130	AZ State Retire	\$120.00
A01 22-00 0210	Office Supplies	\$250.00
A01 22-00 0211	Office Equipment	\$0.00
A01 22-00 0212	Info Management	\$0.00
A01 22-00 0223	Sanitation Supplies	\$250.00
A01 22-00 0225	Gas & Oil	\$1,500.00
A01 22-00 0226	Uniform Purchase	\$0.00
A01 22-00 0229	Oth Operating Supplies	\$1,000.00
A01 22-00 0248	Fire Apparatus Maint	\$3,000.00
A01 22-00 0309	Oth Professional Services	\$1,000.00
A01 22-00 0321	Telephone	\$1,250.00
A01 22-00 0323	Travel / Training	\$1,000.00
A01 22-00 0324	Host/Meals	\$0.00
A01 22-00 0331	Advertising	\$0.00
A01 22-00 0332	Printing	\$0.00
A01 22-00 0342	General Insurance	\$19,772.00
A01 22-00 0351	Electricity	\$1,500.00
A01 22-00 0361	Gas	\$0.00
A01 22-00 0372	Water	\$600.00
A01 22-00 0374	Sewage	\$150.00
A01 22-00 0421	Radio Equipment	\$0.00
A01 22-00 0422	Fire Equipment	\$0.00
A01 22-00 0423	Fire/PPE	\$0.00
A01 22-00 0424	Radio Maintenance	\$0.00
A01 22-00 0425	Fire Equip. Maint.	\$1,000.00
A01 22-00 0501	Dues & Subcriptions	\$0.00
A01 22-00 0504	Public Education/Safety	\$0.00
A01 22-00 0505	Fitness/Well Being	\$2,000.00
A01 22-00 0506	Immunization	\$0.00
A01 22-00 0801	Autos & Trucks Vehicle Purchase	\$0.00
		<b>\$123,073.80</b>

**Town of Superior**  
**Fire and Ambulance Combined Estimated Expenditures/Expense 2010-2011**

Account	2010-2011 Budget	2009-2010 Budget	Variance
A.P.S.R.S.	\$ 27,850.00	31530	\$ (3,680.00)
Advertising		500	\$ (500.00)
Amb. Equip. Maint.	\$ 1,000.00	1000	\$ -
Ambulance Repairs	\$ 3,000.00	3000	\$ -
AZ State Retire	\$ 120.00	600	\$ (480.00)
Dental Insurance	\$ 2,250.00	800	\$ 1,450.00
Dues & Subscriptions	\$ 800.00	800	\$ -
Electricity	\$ 6,810.00	3000	\$ 3,810.00
F.I.C.A./MedFica	\$ 21,200.00	23905	\$ (2,705.00)
Fire Apparatus Maint	\$ 3,000.00	3000	\$ -
Fire Equip. Maint.	\$ 1,260.00	1000	\$ 260.00
Fire Equipment	\$ 1,000.00	3000	\$ (2,000.00)
Fire/PPE	\$ -	2000	\$ (2,000.00)
Gas & Oil	\$ 10,400.00	7000	\$ 3,400.00
General Insurance	\$ 20,000.00	30418	\$ (10,418.00)
Health Insurance	\$ 26,900.00	17000	\$ 9,900.00
Host/Meals		500	\$ (500.00)
Immunization	\$ 1,000.00	500	\$ 500.00
Information Management		500	\$ (500.00)
Life Insurance	\$ 535.00	200	\$ 335.00
Medical Equipment	\$ 1,500.00	1500	\$ -
Medical Supplies	\$ 8,000.00	8000	\$ -
Medical Training	\$ 3,000.00		\$ 3,000.00
Office Supplies	\$ 250.00	1000	\$ (750.00)
Oth Operating Supplies	\$ 2,000.00	1500	\$ 500.00
Oth Professional Services	\$ 1,000.00	8000	\$ (7,000.00)
Overtime	\$ 18,000.00	20000	\$ (2,000.00)
Printing	\$ 200.00	200	\$ -
Public Education/Safety	\$ 50.00	500	\$ (450.00)
Radio Maintenance	\$ 1,000.00	1000	\$ -
Salaries	\$ 340,680.00	294490	\$ 46,190.00
Sanitation Supplies	\$ 500.00	500	\$ -
Sewage	\$ 144.00	300	\$ (156.00)
State Unemployment Ins.	\$ 1,300.00	600	\$ 700.00
Telephone	\$ 2,610.00	2500	\$ 110.00
Travel / Training	\$ 1,000.00	4000	\$ (3,000.00)
Uniform Purchase	\$ 1,500.00	2450	\$ (950.00)
Water	\$ 975.00	1200	\$ (225.00)
Workmens Compensation	\$ 28,350.00	12000	\$ 16,350.00
<b>Grand Total</b>	<b>\$ 539,184.00</b>	<b>489993</b>	<b>\$ 49,191.00</b>

**Town of Superior**  
**Fire and Ambulance Expense 2009-2010**

**Ambulance**

Account	Description	F.Y. Budget 2010-2011
A50 22-22 0101	Salaries	\$239,499.64
A50 22-22 0122	Overtime	\$14,867.42
A50 22-22 0123	Life Insurance	\$351.36
A50 22-22 0124	Workmens Compensation	\$13,843.08
A50 22-22 0125	Health Insurance	\$18,586.37
A50 22-22 0126	Dental Insurance	\$1,507.39
A50 22-22 0127	State Unemployment Ins.	\$598.75
A50 22-22 0128	F.I.C.A./MedFica	\$14,532.91
A50 22-22 0129	A.P.S.R.S.	\$19,168.24
A50 22-22 0130	AZ State Retire.	\$400.00
A50 22-22 0210	Office Supplies	\$250.00 ✓
A50 22-22 0211	Office Equipment	\$0.00
A50 22-22 0212	Info Management	\$0.00
A50 22-22 0222	Medical Supplies	\$8,000.00 ✓ + 2,000
A50 22-22 0223	Sanitation Supplies	\$250.00 ✓ + 2,000
A50 22-22 0225	Gas & Oil	\$5,500.00 ✓
A50 22-22 0226	Uniform Purchase	\$2,500.00
A50 22-22 0228	Medical Equipment	\$1,500.00
A50 22-22 0229	Oth Operating Supplies	\$1,000.00
A50 22-22 0232	Ambulance Repairs	\$3,000.00
A50 22-22 0309	Oth Professional Services	\$0.00
A50 22-22 0321	Telephone	\$1,250.00
A50 22-22 0323	Medical Training	\$3,000.00
A50 22-22 0324	Host/Meals	\$0.00
A50 22-22 0331	Advertising	\$0.00
A50 22-22 0332	Printing	\$200.00
A50 22-22 0342	General Insurance	\$10,646.00
A50 22-22 0351	Electricity	\$1,500.00
A50 22-22 0361	Gas	\$0.00
A50 22-22 0372	Water	\$600.00
A50 22-22 0374	Sewage	\$150.00
A50 22-22 0421	Radio Equipment	\$0.00
A50 22-22 0424	Radio Maintenance	\$0.00
A50 22-22 0427	Amb. Equip. Maint.	\$1,000.00
A50 22-22 0501	Dues & Subcriptions	\$500.00
A50 22-22 0504	Public Education/Safety	\$0.00
A50 22-22 0505	Fitness/Well Being	\$0.00
A50 22-22 0506	Immunization	\$1,000.00
A50 22-22 0801	Autos & Trucks Vehicle Purchase	\$0.00
		<b>\$365,201.16</b>



# Superior Fire Department Payroll Budget

## Proposed Expenditures Personnel

Title	Hourly Rate	106 FLSA	6 Q1 Average	Annual Pay	Health	Dental	Sick Time	Vacation	Life	FicaMed	APSRs
Operations Chief	\$15.65	\$43,131.40	\$3,652.10	\$46,793.50	\$5,322.36	\$314.04	\$1,501.46	\$2,490.23	\$73.20	\$3,579.70	\$4,721.46
105 Paramedic Firefighter	\$14.52	\$40,017.12	\$3,397.68	\$43,414.80	\$3,582.12	\$314.04	\$1,393.05	\$2,310.42	\$73.20	\$3,321.23	\$4,380.55
111 Paramedic Firefighter	\$12.42	\$34,239.52	\$2,906.28	\$37,155.80	\$3,582.12	\$314.04	\$1,191.57	\$1,314.28	\$73.20	\$2,840.89	\$3,747.00
132 Paramedic Firefighter	\$12.66	\$34,890.96	\$2,982.44	\$37,853.40	\$3,582.12	\$314.04	\$1,214.60	\$1,339.68	\$73.20	\$2,895.79	\$3,819.41
122 Paramedic Firefighter	\$12.70	\$35,001.20	\$2,971.80	\$37,973.00	\$3,582.12	\$314.04	\$1,218.44	\$2,020.82	\$73.20	\$2,904.93	\$3,831.48
123 EMT Firefighter	\$11.47	\$31,611.32	\$2,683.98	\$34,295.30	\$3,582.12	\$314.04	\$1,100.43	\$1,213.76	\$73.20	\$2,623.59	\$3,460.40
		<b>\$18,584.28</b>	<b>\$237,465.80</b>	<b>\$237,465.80</b>	<b>\$23,232.96</b>	<b>\$1,884.24</b>	<b>\$7,619.55</b>	<b>\$10,689.20</b>	<b>\$439.20</b>	<b>\$18,166.13</b>	<b>\$23,960.30</b>

\$1,658.90 \$1,799.75

### Actual rates per pay period for Sick

	Vacation	8 to 5 Vac
Up to 6 years	3.69	4.07
6 to 11 years	3.69	6.12
11 years plus	3.69	8.15

### Benefits & Overtime

Description	Rate	Budget	Ambulance	Fire
A.P.S.R.S.	10.09%	\$23,960.30	\$19,168.24	\$4,792.06
F.I.C.A./MedFica	7.65%	\$18,166.13	\$14,532.91	\$3,633.23
Workmans Compensation	5.78%	\$17,303.85	\$13,843.08	\$11,074.46
State Unemployment	0.25%	\$748.44	\$598.75	\$479.00
Dental Insurance	\$26.17	\$1,884.24	\$1,507.39	\$376.85
Life Insurance	\$6.10	\$439.20	\$351.36	\$87.84
Health Insurance	\$298.51	\$23,232.96	\$18,586.37	\$4,646.59
Scheduled Overtime		\$18,584.28	\$14,867.42	\$3,716.86

Ambulance Bl. \$365,201.16  
Fire Budget \$123,073.80  
\$488,274.95

### Salaries

Description	Rate	Budget	Ambulance	Fire
Regular Pay		\$237,465.80	\$189,872.64	\$47,493.16
Sick and Vacation Time		\$18,308.75	\$14,647.00	\$3,661.75
Dispatch 30%	30.00%	\$30,600.00	\$24,480.00	\$6,120.00
Reserve Response Pay		\$13,000.00	\$10,400.00	\$2,600.00
Salaries		<b>\$299,374.55</b>	<b>\$239,499.64</b>	<b>\$59,874.91</b>

15024

CITY OF COOLIDGE

4/19/2011

ANNUAL BUDGET			
Fund Name	Department Name		Number
<b>GENERAL</b>	<b>ANIMAL CONTROL</b>		<b>10-547</b>
	2010-2011		2011-2012
	Budget	Estimated Expenditures	Proposed Budget
Personal Services	\$ -	\$ -	\$ 61,576
Operating	\$ 127,961	\$ 55,473	\$ 40,281
Capital Outlay	\$ -	\$ -	\$ -
Debt Services			
TOTAL	\$ 127,961	\$ 55,473	\$ 101,857
DEPARTMENT PROFILE			
<p>The Animal Control Division of Growth Management consists of on-call service through Pinal County and contracted kenneling with Pinal County. The Growth Management staff handles a large percentage of the routine calls for animal control services in the City, thereby reducing the expenditures to Pinal County for these on-call services.</p> <p>Capital Needs:</p> <ol style="list-style-type: none"> <li>1. Add Kennel runs - \$5,000</li> <li>2. Retrofit the old Wastewater office building for Animal Control - \$30,000</li> </ol>			
SOURCE OF FUNDS			
GENERAL FUND			\$ 101,857

CITY OF COOLIDGE

4/19/2011

ANNUAL BUDGET				
Fund Name	Department Name		Number	
<b>GENERAL</b>	<b>ANIMAL CONTROL</b>		<b>10-547</b>	
Classification	2011-2012		Step/Range	Salary
	Number of Personnel Current	Requested		
Animal Control Officer				40,000
Longevity Pay				0
TOTAL	-	-		\$ 40,000

Date of Hire Longevity

4/19/2011

CITY OF COOLIDGE

ANNUAL BUDGET				
Fund Name	Department Name	Number		
GENERAL	ANIMAL CONTROL	10-547		
APPROPRIATION DETAIL				
Account No.	Classification	2010-2011		2011-2012
		Adopted Budget	Estimated Expenditures 6/30/2009	Proposed Budget
	<b>PERSONAL SERVICES</b>			
111	Salaries	-	-	40,000
131	Arizona State Retirement	-	-	4,300
132	OASI	-	-	3,060
133	Medical/Dental/Life	-	-	5,642
134	Other Employee Enhancement	-	-	7,801
135	Worker's Compensation	-	-	773
136	Unemployment	-	-	-
137	Public Safety Retirement	-	-	-
138	Firemen's Pension	-	-	-
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ 61,576</b>
	<b>OPERATING EXPENSE</b>			
211	Office Supplies	-	-	200
212	Postage	-	-	-
214	Printing	-	-	-
216	Recording Fees	-	-	-
229	Professional Services	120,288	52,000	31,544
231	Liability & Fire Insurance	-	-	-
232	Vehicle Insurance	473	473	473
233	Property Insurance	-	-	-
236	Legal Notices	-	-	-
239	Other Advertising	-	-	200
241	Rentals and Leases	-	-	-
251	Maint. & Repairs (Vehicles)	2,600	500	2,000
252	Maint. & Repairs (Bldg.)	-	-	-
253	Maint. & Repairs (Equip.)	-	-	-
255	Maintenance Contracts	-	-	-
256	Fuel & Lubricants	4,100	2,000	2,100
261	Telephone Expense	500	500	500
262	Gas/Southwest	-	-	-
263	Water/AZ Water Co.	-	-	-
264	Electric/APS	-	-	3,264
267	Dues/Memberships/Fees	-	-	-
269	Education	-	-	-
271	Travel & Conference	-	-	-
276	Unclassified Services	-	-	-
282	Minor Equipment	-	-	-
285	Operating Expense	-	-	-
	<b>TOTAL</b>	<b>\$ 127,961</b>	<b>\$ 55,473</b>	<b>\$ 40,281</b>
	<b>CAPITAL OUTLAY</b>			
	Equipment Purchases	-	-	-
	Other Capital	-	-	-
	<b>TOTAL</b>	<b>\$ -</b>	<b>\$ -</b>	<b>\$ -</b>
<b>TOTAL DEPARTMENT BUDGET</b>		<b>\$ 127,961</b>	<b>\$ 55,473</b>	<b>\$ 101,857</b>

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CITY OF COOLIDGE

4/19/2011

ANNUAL BUDGET			
Fund Name	Department Name		Number
<b>GENERAL ANIMAL CONTROL</b>			<b>10-547</b>
NARRATIVE 2011-2012			
Account #	Description		Amount
111	SALARIES Animal Control Officer	40,000	40,000
		0	-
		0	-
	Longevity Pay	-	-
131	ARIZONA STATE RETIREMENT		4,300
132	OASI		3,060
133	HEALTH/DENTAL/LIFE INSURANCE		5,642
134	OTHER EMPLOYMENT ENHANCEMENT That portion over \$120.00 for family coverage paid by the City.		7,801
135	STATE COMPENSATION		773
136	UNEMPLOYMENT		-
211	OFFICE SUPPLIES Misc. Supplies		200
212	POSTAGE		
214	PRINTING EXTERIOR		
216	RECORDING FEES		
229	PROFESSIONAL SERVICES Pinal Co. Animal Control Officer (\$4,200/mo) Kenneling Services (\$42.00 x 607 animals) After hours Animal Control @ (\$63/hr x 300 hrs)	25,494 6,050	31,544
231	LIABILITY & FIRE INSURANCE		-
232	VEHICLE INSURANCE		473
233	PROPERTY INSURANCE		
239	OTHER ADVERTISING		200
241	RENTALS/LEASES		-

	Animal Control cont.....		
251	MAINTENANCE AND REPAIRS (VEHICLES)		2,000
252	MAINTENANCE AND REPAIRS (BLDG.)		-
253	MAINTENANCE AND REPAIRS (EQUIPMENT)		
255	MAINTENANCE CONTRACTS Hewlett Packard Printer		-
256	FUEL & LUBRICANTS		2,100
261	TELEPHONE Cell Phone	500	500
262	GAS		-
263	WATER		-
264	ELECTRICITY		3,264
267	MEMBERSHIPS & PUBLICATIONS Subscriptions Pinal County database access	- -	-
269	EDUCATION		-
271	TRAVEL & CONFERENCE Continuing Education & Professional meetings		-
276	UNCLASSIFIED SERVICES Expenditures otherwise not classified		-
282	MINOR EQUIPMENT		-
285	OPERATING EXPENSE		-
	TOTAL		<b>101,857</b>

CITY OF COOLIDGE

4/19/2011

ANNUAL BUDGET			
Fund Name	Department Name	Number	
GENERAL	ANIMAL CONTROL	10-547	
EMPLOYEE BENEFITS 2011-2012			
DESCRIPTION	RATE	SALARY	TOTAL
Salaries		\$ 40,000	
Overtime			
TOTAL SALARIES		\$ 40,000	
Arizona State Retirement	0.1075	4,300	4,300
OASI	0.0765	3,060	3,060
	<i>Health</i>	Dental	
Annual Premium Employee	5,212	310	5,522
# of employees	1.00	1.00	
Life Annual Premium	120		120
Total Health/Life			5,642
	<i>Health</i>	Dental	
Other Employee Enhancement			
<i>Family</i> or two or more dependents	7,296	505	7801
Number of Employees	1.00	1.00	
<i>Spouse Only</i> or one dependent	4,013	225	0
Number of Employees	0		
<i>Children Only</i>	3,283	255	0
Number of Employees	0		
Total Other			7801
Worker's Compensation (includes overtime)			
Work class code 8831	0.0200	\$ 800	773
Unemployment			
1st \$7,000 only/each employee	0.0135		0
# of employees	-		
Public Safety Retirement	0.1762		0
Public Safety Officers only			
Firemen's Pension	0.0904		0
Non Public Safety volunteers only			
TOTAL EMPLOYEE BENEFITS	\$ 21,576		\$ 21,576
TOTAL EMPLOYEE SALARIES	40,000		40,000
TOTAL SALARIES/BENEFITS	\$ 61,576		\$ 61,576
% of benefits to salary	54%		

**BUDGET CHANGES  
GENERAL FUND  
FY 11-12**

\$	262,693.00	Restore 5% cut in pay (Salary & Fringe)
\$	15,000.00	Restore Longevity Pay Program
		107,582.00 Smartworks Program for retirees
		<u>61,555</u> Less payouts (vacation, sick, comp) includes fringe
\$	46,027.00	
\$	9,600.00	Lease old Rec Bldg.
\$	<u>222,066.00</u>	NET EXPENSE TO GF

**VALLEY COLLECTION SERVICE**  
**7025 N 58<sup>TH</sup> AVE**  
**GLENDALE, AZ 85301**  
**PO BOX 520 GLENDALE, AZ 85311**  
(623) 931-4325 (623) 934-4041 FAX

**CONDITIONS FOR ACCEPTING ACCOUNTS BY VALLEY COLLECTION SERVICE,**  
**HERINAFTER REFERRED TO AS THE AGENCY.**

Accounts will be accepted for collections for any amount as long as the most recent date of prior payment or of service is within the statutory period. Accounts may be accepted through any medium, including computer disk, e-mail, computer printout, manually prepared records or other computer technology.

The commission fee is 17% on all collections made, regardless of the amount of the account whether paid to **VCS or the CLIENT.** This amount can be added on to the amount assigned to the agency with the approval of the client.

The Agency shall implement through collection, procedures to achieve a maximum recovery of debt. These procedures shall include telephone calls, mail efforts and skip tracing procedures whenever necessary. Information concerning a delinquent debtor may be released to a credit bureau or other third parties, unless such release would be contrary to the privacy rights of certain debtors as expressed in the federal and state laws.

Legal action can be taken when all other collection efforts fail. Such action will be taken on accounts over \$500.00 only. **HOWEVER, SUCH ACTION WILL BE TAKEN ONLY UPON RECEIPT OF WRITTEN AUTHORIZATION FROM THE CLIENT IN EACH SPECIFIC INSTANCE.**

In the event of legal action being authorized, the Court costs (i.e.), the filing fee, and service or process for the suit are advanced by the Agency and will be deducted from the favorable judgment awarded by the Court. Attorney's fee will be paid by the Agency and, if collected, will be retained by the Agency after the recoupment of the costs, principal and Agency contingency fee.

However, should the Court rule in favor of the debtor because the creditor (client) failed to appear at the hearing to prove a claim against the debtor, any legal fee incurred by the Agency shall be paid by the client.

In the event agency does not file suit within 120 days, of suit authorization, Client, at its sole option, may recall the account from Agency and Agency shall cease further collection action on the account

The Agency is an independent contractor under this agreement and shall be liable for its own actions and those of its employees in connection with this agreement. The Agency agrees to hold \_\_\_\_\_ its officials and employees, harmless from Agency's negligence, errors or omissions or those of its employees, and agrees to defend and indemnify \_\_\_\_\_ its officials and employees for the same.

The Agency will provide, each month, a computerized report showing the amount collected on each debt during the previous month. A check for the amount due the client will be transmitted at that time.

The Agency will refer to the client any written appeal received from a debtor and will withhold further Collection efforts on that account until a written response is provided by the client.

Accounts are assigned to the Agency for the duration of the credit-reporting period. Accounts may be canceled after that period if the Agency is given 60 days notice in writing, except when the account is being paid, in the process of being paid, or has been authorized for legal action.

**Once the account is turned over for collection, our agency is due its commission regardless of when the account was paid**

**ALL PAYMENTS MUST BE REPORTED TO VALLEY COLLECTION SERVICE PROMPTLY. ANY BILL SENT TO CLIENT FOR COMMISSION DUE MUST BE PAID TO THE AGENCY WITHIN 30 DAYS AFTER RECEIPT.**

**I HAVE READ THE ABOVE AND AGREE TO THE RATES AND CONDITIONS:**

SIGNED \_\_\_\_\_ DATE \_\_\_\_\_

CLIENT NAME AND PHONE \_\_\_\_\_

CLIENT ADDRESS \_\_\_\_\_

VALLEY COLLECTION SERVICE \_\_\_\_\_ DATE \_\_\_\_\_