

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF EL MIRAGE
EL MIRAGE CITY COUNCIL CHAMBERS
14010 N. EL MIRAGE ROAD
6:00 PM - TUESDAY, June 16, 2015**

Members of the El Mirage City Council will attend either in person or by telephone conference call. Please silence all electronic communication devices (including cell phones and pagers) before the meeting is called to order. Thank you.

Note: The Common Council of the City of El Mirage, by a duly passed motion, may vote in public session to adjourn to executive session on any agenda item in conformation with A.R.S. Section 38.431.03 including legal advice from the City Attorney.

Agenda

I. ROLL CALL

Mayor Lana Mook
Councilmember Roy Delgado
Councilmember Jack Palladino
Councilmember David Shapera

Vice Mayor Joe Ramirez
Councilmember Bob Jones
Councilmember Lynn Selby

II. CALL TO ORDER

Pledge of Allegiance
Moment of Silence
Silence Cell Phones & Pagers

III. PRESENTATION

PI. Presentation to Council of the 2015 El Mirage Explorers Post #2780 graduating class (Police Department)

IV. CALL TO THE PUBLIC

Citizens desiring to speak on a matter that IS NOT on this agenda may do so at this time. Comments shall be limited to three (3) minutes per person and shall be addressed to the City Council as a whole. At the conclusion of the Call to the Public, individual City Council Members may (1) respond to criticism made by those who have spoken (2) direct staff to review or respond to the matter, and/or (3) direct that the matter be put on a future agenda.

V. CONSENT AGENDA

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda Item, that *item* will be removed from the Consent Agenda and voted on separately.

1. Consideration and action approving the minutes of the Regular Council Meeting held Tuesday, June 2, 2015. (City Clerk)
2. Consideration and action to authorize the City Manager to enter into budgeted goods and services contracts to allow Public Works to perform their duties. (Public Works)
3. Consideration and action to direct the Finance Director to make the necessary fund and budget transfers in FY 2014-2015 to close all funds not included in the adopted FY 2015-2016 budget. (Finance)
4. Consideration and action to enter into an Intergovernmental Agreement (IGA) with the Arizona Department of Revenue (ADOR) for the collection and administration of Transaction Privilege Tax (TPT – Sales Tax). (Finance)

VI. REGULAR AGENDA

- A. Consideration and action to hold a public hearing to permit any taxpayer to be heard in favor of or against any proposed expenditure or tax levy. (Finance)
- B. Consideration and action to convene in a Special Meeting to finally determine and adopt estimates of proposed expenditures pursuant to A.R.S. §42-1710. Adoption of budget. (Finance)

**SPECIAL MEETING OF THE COMMON COUNCIL
OF THE CITY OF EL MIRAGE
EL MIRAGE CITY COUNCIL CHAMBERS
14010 N. EL MIRAGE ROAD
TUESDAY, JUNE 16, 2014**

I. SPECIAL AGENDA

- SP 1. Consideration and action to adopt Resolution R15-06-13 to finally determine and adopt estimates of proposed expenditures for FY 2015-16 including Compensation Plan changes. (Finance)
- C. Consideration and action to close the Special Meeting and reconvene into Regular Session. (Finance)
- D. Consideration and action to approve the purchase of three (3) new patrol vehicles under Arizona State Contract #ADSP013-038802 that were approved in the FY 2015/16 budget. (Police Department)

VII. CITY MANAGER SUMMARY OF CURRENT EVENTS

The City Council may not discuss or act upon any matter in the City Manager’s summary unless the specific matter is properly noticed for legal action.

VIII. MAYOR'S COMMENTS and COUNCIL SUMMARY OF CURRENT EVENTS

The Mayor and City Council may not discuss or act upon any matter in the summary unless the specific matter is properly noticed for legal action.

IX. EXECUTIVE SESSION

- E.** Consideration and action to adjourn into executive session for discussion and consultation for legal advice with the City Attorney in accordance with A.R.S. § 38-432.03 A. 3. (Administration)

X. ADJOURNMENT

Accommodations for Individuals with Disabilities - Alternative format materials, sign language interpretation, assistive listening devices or interpretation in languages other than English are available upon 72 hours advance notice through the Office of the City Clerk, 12145 NW Grand Avenue, El Mirage, Arizona, (623) 876-2943, TDD (623)933-3258, or FAX (623) 876-4603. To the extent possible, additional reasonable accommodations will be made available within the time constraints of the request.

AFFIDAVIT OF POSTING – CITY COUNCIL MEETING OF JUNE 16, 2015

I hereby certify that this agenda was posted by 5:00 p.m. on June 12, 2015 at the following locations: 1) City of El Mirage Exterior Bulletin Board, 12145 N.W. Grand Avenue and 2) the City of El Mirage website at www.cityofelmirage.org.


Sharon Antes, City Clerk

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: <u>06/09/2015</u> DATE ACTION REQUESTED: <u>06/16/2015</u> <input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION # _____ <input type="checkbox"/> ORDINANCE # _____ <input checked="" type="checkbox"/> OTHER: <u>Approval of Minutes</u>	SUBJECT: Consideration and action to approve minutes of the Regular Council Meeting held Tuesday, June 2, 2015.
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TO: Mayor and Council
FROM: Sharon Antes, City Clerk <i>SA</i>
RECOMMENDATION: Approve minutes from the June 2, 2015 Regular Council meeting.
PROPOSED MOTION: I move to approve the minutes of the June 2, 2015 Council meeting as presented.
ATTACHMENTS: Draft Minutes

DISCUSSION: Draft minutes are attached for Council's review and approval.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Finance Director:

Robert Nilles
Robert Nilles

6/12/15
Date

Approved as to Form:

Robert M. Hall
Robert M. Hall

6/12/15
Date

City Manager:

Dr. Spencer A. Isom
Dr. Spencer A. Isom

6/12/15
Date

**REGULAR MEETING OF THE COMMON COUNCIL
OF THE CITY OF EL MIRAGE
EL MIRAGE CITY COUNCIL CHAMBERS
14010 N. EL MIRAGE ROAD
6:00 PM - TUESDAY, June 2, 2015**

Minutes

I. ROLL CALL

Present: Mayor Lana Mook, Vice Mayor Joe Ramirez, Councilmember Roy Delgado, Councilmember Bob Jones, Councilmember Jack Palladino, Councilmember Lynn Selby, Councilmember David Shapera

II. CALL TO ORDER

The Meeting was called to order at 6:00 PM
Pledge of Allegiance
Moment of Silence
Silence Cell Phones & Pagers

III. PRESENTATION

- PI.** Presentation to El Mirage resident Jesse Escobar Gonzales, the recipient of the El Mirage Firefighter Association Charity/Dysart Education Foundation College Scholarship (Council)

Intergovernmental and PR Manager Amber Wakeman presented the achievements of Mr. Jesse Escobar Gonzales, stating he is a senior at Shadow Ridge High School, has a 4.0 GPA, ranked 52nd in his class, participated in junior and senior varsity football and has volunteered throughout the community. The scholarship is for books and incidentals and will be awarded \$500 per semester for his first year, for a total scholarship of \$1,000. Jesse is pursuing a career in business management.

Councilor Delgado presented a certificate from the City to Jesse Gonzales. The El Mirage Fire Fighters Charity Association wanted to raise funds for scholarships to residents of El Mirage and formed a partnership with Dysart Education Foundation (DEF) to achieve this goal. Councilor Delgado stated he is very pleased with the scholarship winner this year. Jesse was selected because of his academic excellence, community involvement and the need for financial assistance. With students like Mr. Gonzales, Councilor Delgado believes future leadership is in good hands. Councilor Delgado pointed out Jesse's journey has just begun and advised he continue with his current discipline. His family, friends and City of El Mirage are all supporting him.

Resident Monica Dorcey, who is a City Planning & Zoning Commissioner, a member of the Dysart Education Foundation College Scholarship Committee and currently Treasurer of the El Mirage Firefighters Association Charity added her congratulations to Jesse for his academic achievement, wished him the best and invited him back to report on how he is doing. She also congratulated and thanked the El Mirage Firefighters for going over and above what is required of them and for giving back to the community.

Firefighter Steve Kruzel stated the firefighters realize the rising costs of a college degree and are glad to be able to assist members of the community. He wished Jesse luck in his next step and is confident he will give back in the future.

2. Presentation by MAG Senior Engineer Robert Hazlett to provide updates on the Corridor Optimization, Access Management Plan, and System Study (COMPASS) (Development & Community Services)

Development and Community Services Director/City Engineer Jorge Gastelum introduced Bob Hazlett, Senior Engineering Manager at MAG. Mr. Hazlett explained the Vision Statement and Guiding Principles of the COMPASS project which are to 1) Preserve and promote transportation capacity; 2) integrate multimodal transportation; 3) support economic growth; 4) advance safety and security; 5) establish a unified and coordinated approach to land use access; 6) promote a transit-supportive development pattern; 7) encourage coordinated aesthetics; and 8) connect communities in a cost effective manner. He then explained four alternative plans along US-60 Grand Avenue that were researched and are currently concepts for consideration. The Formal Design Concept Report, Environmental Clearances, and Final Design will still be necessary and will require local, state and federal agencies' approvals. The next steps will be to conduct meetings with City Managers and Charter Partners. They will then brief member agency Councils and Advisory Boards and then prepare recommendations for Regional Council acceptance as illustrative projects in the Regional Transportation Plan.

Mayor Mook stated Mr. Hazlett has been the main person to promote the possibility of commuter rail along Grand Avenue with a stop in El Mirage. He has been in the forefront for the entire process along with City Engineer Jorge Gastelum and his staff.

Councilor Delgado asked what would be the access to Grand Avenue if there is an overpass at 107th Avenue and was advised that there would continue to be access ramps between Grand Avenue and 107th Avenue.

Vice Mayor Ramirez asked if there are plans to widen US-60 across the river where he stated there seems to be bottleneck. Mr. Hazlett explained the left turn lane is not long enough but that area will be expanded and ramps will provide a better traffic flow.

Councilor Palladino stated he would like to see an overpass to prevent being blocked by a train from 111th Avenue to Greenway. He would be glad to see an overpass there and thanked Mr. Hazlett for his presentation.

Councilor Selby thanked Mr. Hazlett for his presentation.

Councilor Jones stated his concern that the elimination of driveways could hurt local businesses but was advised by Mr. Hazlett that businesses would have one more-accessible entry rather than three or four which would be accomplished by better traffic flow and better exposure. Councilor Jones wanted to express his support of local businesses in this process.

Dr. Isom stated Mr. Hazlett has done an excellent job of bringing these improvements to the City of El Mirage expressed his thanks to Mr. Hazlett for the support he has provided to El Mirage.

Mayor Mook stated this information will be in the City of El Mirage Newsletter.

IV. CALL TO THE PUBLIC

Citizens desiring to speak on a matter that IS NOT on this agenda may do so at this time. Comments shall be limited to three (3) minutes per person and shall be addressed to the City Council as a whole. At the conclusion of the Call to the Public, individual City Council Members may (1) respond to criticism made by those who have spoken (2) direct staff to review or respond to the matter, and/or (3) direct that the matter be put on a future agenda.

Resident Gloria Espejo, spoke about the Pueblo Futuro subdivision. She complimented the Council for improvements to other parks and likes the YMCA. The park in Pueblo Futuro, however, has been neglected and has broken and burned equipment which poses a safety concern to children. She stated there seems to be a great deal of crime and graffiti in the park as well. She asked Council for ways to improve/repair their neighborhood park stating the current condition is affecting their property values. She stated she has also been researching their HOA registration.

Resident Pablo Ante stated he is a 10-year resident of Pueblo Futuro and is very concerned about how the HOA has neglected the community. He does not want an HOA because he believes they are not doing their job. There is graffiti and the equipment is in bad condition. Some residents do not pay dues and some residents do not know who to turn to resolve this issue.

Resident Mika Lopez has the same concerns as Ms. Espejo who spoke earlier. She is a 15-year resident in Pueblo Futuro and has been paying dues since 2007 but the residents do not know where the money is being spent. The park is a disgrace with lots of crime, graffiti and drugs yet the HOA is not doing anything about correcting

these matters. She wants to see the gangs removed from park, would like to know how her dues are being spent and wants to know where to get help. She would like to have the City remove the equipment in the park.

Mayor Mook and Dr. Isom have been working on the matter since they became aware of the problem.

Dr. Isom gave a history of the HOA that was established under Habitat for Humanity. They have been self-managed without the benefit of a formal management company. He has recommended hiring a professional management company to handle all the issues they have raised similar to other Habitat for Humanity communities in the region. Dr. Isom reported the reason he and the Mayor and Council did not attend their originally-scheduled HOA meeting to which they were invited was because they were notified by phone it was cancelled due to inclement weather. The City did not get any formal notice for the subsequent meeting last weekend though they will be attending when they are notified. The playground equipment can be deemed unsafe and staff can remove. Staff can advise them of grant opportunities to help replace equipment, lighting and irrigation. Dr. Isom discouraged disbanding the HOA and asked them to contact the City Manager's Office if they continue to have questions. Dr. Isom asked Police Chief Campbell to address the graffiti and crime in the area.

V. CONSENT AGENDA

All items listed under the Consent Agenda will be voted on with one motion. If discussion is desired regarding any Consent Agenda Item, that item will be removed from the Consent Agenda and voted on separately.

1. Consideration and action approving the minutes of the Regular Council Meeting held Tuesday, May 19, 2015. (City Clerk)
2. Consideration and action to approve the destruction of municipal documents that have reached the end of their retention period as authorized under A.R.S. §41-151.19. (City Clerk)

Vice Mayor Ramirez moved to approve all Consent Agenda Items as presented; seconded by Councilor Delgado. Motion carried unanimously (7/0).

VI. REGULAR AGENDA

- A. Consideration and action to approve the purchase with Nexus IS Inc. for the renewal of the Cisco Smartnet maintenance agreement in an amount not to exceed \$45,500 utilizing Arizona State Contract ADSPO12-24622. (Information Technology)

IT Director Tom Bacome presented the background and history for the need of this maintenance agreement. This system has been in effect for some time and provides hardware warranty, technical support, and access to the website for software updates.

Vice Mayor Ramirez moved to approve the purchase with Nexus IS Inc. for the renewal of the Cisco Smartnet maintenance agreement in an amount not to exceed \$45,500 utilizing Arizona State Contract ADSP012-24622; seconded by Councilor Delgado. Motion carried unanimously (7/0).

- B.** Consideration and action to authorize the City Manager to enter into a CM@Risk contract with Sun Eagle Corporation, Project No. EM14-F0, to construct a secure parking area at the City Court in an amount not to exceed \$285,639. (Development & Community Services)

Development and Community Services Director/City Engineer Jorge Gastelum explained the necessity for the updated, more secure parking facility for the Municipal Court. This project will provide 20 secured parking spaces for municipal court and library employees. There will be a paved parking lot, perimeter fence, and security lighting. He then reviewed the site plan and costs for the total project. John Alvarez, President of Sun Eagle Corporation was available to answer questions.

Councilor Jones asked if this parking area would be able to accommodate growth and was advised by Director of Court Services Rod Wettlin that the interior Court facilities are currently at full capacity, therefore should there be growth, the Court would need to move to a larger facility.

Vice Mayor Ramirez commented 20 spaces are based on square footage of the Court facilities. He also stated he saw for himself the Court staff arriving for work in the morning with people walking around the vehicles and believes the current situation is not a safe situation.

Councilor Delgado gave thanks to all because of problems with the safety of the Library and wanted to know when construction would start. He was advised construction would begin June 15th.

Councilor Shapera feels they project was very well thought out.

Vice Mayor Ramirez moved to authorize the City Manager to enter into a CM@Risk contract with Sun Eagle Corporation, Project No. EM14-F0, to construct a secure parking area at the City Court in an amount not to exceed \$285,639; seconded by Councilor Palladino. Motion carried unanimously (7/0).

- C.** Public hearing, closure of public hearing, followed by Council's consideration and action to amend a portion of the Pueblo El Mirage R.V. Resort final plat, referred to as "The Greens." (Development & Community Services)

Mayor Mook opened the Public Hearing.

Development and Community Services Director/City Engineer Jorge Gastelum presented The Greens Final Plat at the Pueblo Resort. The resort includes single family dwellings, a golf course, RV sites and a community center. He then reviewed the specific area in a 1984 P.E.M. recorded plat showing 134 units, a revised 2006 P.A.D. approval for 60 units and the proposed 2015 Final Plat Revisions with 59 units in the specified area. Mr. Gastelum introduced Niels Roberts, Chief Executive Officer for Roberts Resorts, to answer any questions.

Mayor Mook stated she believed it is a very nice project. Mr. Roberts stated as soon as possible these 59 homes, similar to those in the Fairways, will be installed; they will be five feet off the street and provide more open space.

Councilors Shapera, Palladino and Jones all expressed their pleasure with the design and believe it will be a great addition to the resort. Council Delgado, too, is pleased with the design but asked if there would be enough fire hydrants. Mr. Gastelum has requested a Fire Department review to insure there are sufficient fire hydrants for the additions.

There were no Public Comments. Mayor Mook closed the Public Hearing.

Vice Mayor Ramirez moved amend a portion of the Pueblo El Mirage R.V. Resort final plat, referred to as "The Greens"; seconded by Councilor Delgado. Motion carried unanimously (7/0).

- D. Public hearing, closure of public hearing, followed by consideration and action to approve Resolution R15-06-11 setting miscellaneous fees and service charges. (Finance)

Mayor Mook opened the Public Hearing.

Assistant Finance Director Christy Eusebio reported miscellaneous fees are reviewed during the budget process to be sure the City is covering its costs. A Notice of Intent was posted pursuant to state statute for the required 60-days. There are no increases to the water, sewer and sanitation fees FY 2015/16 and there is a previously-approved recharge fee increase that was addressed in May, 2012 for years 2015-2021. The Schedule of Fees will be adopted July 1, 2015.

There were no public comments. Mayor Mook closed the Public Hearing.

Vice Mayor Ramirez moved to approve Resolution R15-06-11 setting miscellaneous fees and service charges; seconded by Councilor Shapera. Motion carried unanimously (7/0).

- E.** Consideration and action to approve Resolution R15-06-12 adopting the FY 2015/16 Tentative Budget thereby setting the maximum expenditure limits for FY 2015-16. (Finance)

Finance Director Robert Nilles explained the budget process and presented the Tentative Budget. The FY 2015-16 budget is \$97,113,000 providing an increase of \$1,738,500 more than last year. The property tax rate will increase by \$0.30 from \$3.54 to \$3.84 because of a change in the State formula. The levy will increase by \$70,000 to cover voter approved debt. There will be no water, sewer, or sanitation rate increases. The recharge rate was previously approved per Red Oak Study. One-time increases of 3.33% for the Police employees and a 2% increase for other employees are included in this budget. Major projects are being completed. The next steps will be a Public Hearing to adopt the final Budget and Roll Call vote for property taxes scheduled for June 16, 2015. The Property Tax adoption is scheduled for July 7, 2015. Mr. Nilles reported there is \$435,000 to be added to the reserve fund. Mayor Mook inquired what the additional reserve might be used for and Mr. Nilles stated it could be used to compensate for any changes to the State Shared Revenues.

Vice Mayor Ramirez moved to approve Resolution R15-06-12 adopting the FY 2015/16 Tentative Budget thereby setting the maximum expenditure limit for FY 2015-16; seconded by Councilor Delgado. Motion carried unanimously (7/0).

VII. CITY MANAGER SUMMARY OF CURRENT EVENTS

The City Council may not discuss or act upon any matter in the City Manager's summary unless the specific matter is properly noticed for legal action.

Dr. Isom reported he had no current events at this time.

VIII. MAYOR'S COMMENTS and COUNCIL SUMMARY OF CURRENT EVENTS

The Mayor and City Council may not discuss or act upon any matter in the summary unless the specific matter is properly noticed for legal action.

Councilor Shapera stated he attended the retirement ceremony for Officer Karin Mucci at the Police Department to recognize her 20 years of service.

Councilor Delgado reported he had just received word from the County Board of Supervisors that the City has been approved for total funding in the amount of \$579,827 requested for the City's CDBG project at the February 25, 2015 CDBG meeting. He thanked the Human Resources Department for help with ADP sign-in computer problems. And he noted he attended the first year anniversary of the YMCA opening and he feels the YMCA has been a great success for the City with 3,700 members.

Vice Mayor Ramirez, and Councilors Jones and Palladino also attended the YMCA one-year celebration. Vice Mayor Ramirez believes it is a great partnership and he was pleased to see residents utilizing the area. Councilor Jones was very impressed with the use and upkeep of the facility. Councilor Palladino reported his grandson loves day camp.

Mayor Mook stated she was sorry she was unable to attend but she has heard great things and it is paying off for our residents.

IX. ADJOURNMENT

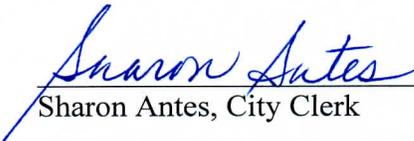
Meeting was adjourned at 7:36 PM.

Lana Mook, Mayor

ATTEST:

Sharon Antes, City Clerk

I hereby certify the foregoing minutes are a true and accurate record of the Regular El Mirage City Council Meeting held on Tuesday, June 2, 2015 and a quorum was present.


Sharon Antes, City Clerk

List of Requested Contract Approvals - June 16, 2015 Council Meeting

Vendor	Division	GL Account	Dollar Amount	Amount not to Exceed	Purpose	Contract #	Contract Exp. Date
Ferguson Enterprises	Water	53-403-221	\$ 50,000.00	60,000.00	Miscellaneous water system parts	State of Arizona #ADSP014-074945/Cooperative Clause	7/7/2016
	Wastewater	54-400-221	\$ 10,000.00		Miscellaneous wastewater system parts		
Hydro Controls	Water	53-403-313	\$ 25,000.00	89,000.00	Miscellaneous electrical repairs	City of Goodyear # COM-11-720/Cooperative Clause	1/27/2016
	Wastewater	54-400- 313	\$ 25,000.00		Miscellaneous electrical repairs		
	Wastewater	54-400- 256	\$ 39,000.00		Miscellaneous electrical repairs		
Purolite	Water	53-403-255	\$ 90,000.00	90,000.00	Arsenic removal for Deitz well	Sole Source letter on file	n/a

June 09, 2015

TO: Mayor and Council

FROM: Robert Nilles, Finance Director

SUBJECT: Intergovernmental Agreement with the Arizona Department of Revenue related to Uniform Administration of the City's Transaction Privilege Tax

RECOMMENDATION:

Recommend the approval of an intergovernmental agreement between the City of El Mirge and the Arizona Department of Revenue regarding the uniform administration, licensing, collection, and auditing of transaction privilege tax, use tax, severance tax, jet fuel excise and use tax and rental occupancy taxes imposed by the State or cities or towns.

DISCUSSION:

This intergovernmental agreement (IGA) was negotiated with the Department of Revenue (DOR) by city representatives included a finance director, a tax administrator, and two attorneys, along with assistance from the League of Arizona Cities and Towns. Additionally, several attorneys and tax experts from many cities and towns reviewed and commented on the language during the process, resulting in a document that provides the maximum level of information and assurances for the cities possible.

Local Transaction Privilege Tax (TPT) administration is governed by A.R.S. § 42-6001. This statute was recently modified for the purpose of tax simplification with the passage of House Bill 2111 in 2013 and House Bill 2389 in 2014. This statute now requires the Arizona Department of Revenue (DOR) to administer the transaction privilege and use taxes imposed by all cities and towns and to enter into a new inter-governmental agreement (IGA) with each city and town to reflect these changes and clearly define the working relationship between DOR and Arizona cities and towns.

State administration for the current self-collecting cities is predicated on DOR having the capability to provide an electronic means for collecting and distributing detailed taxpayer information including specific gross receipts and deductions by classification and by business location. This IGA intends to cover all aspects of administration after DOR takes over for all cities and towns, but it also includes language allowing self-collecting cities to continue their own tax and license programs until such time that DOR is able to perform the administrative functions documented in statute.

Although tax simplification will have the greatest impact on those cities and towns that are currently self-collecting local taxes, there are also considerable improvements for cities and towns in the State collection program as a result of simplification, particularly in the form of receiving much more detailed taxpayer data.

The IGA covers all aspects of local tax administration. First and foremost, the IGA addresses confidentiality, including the authorized handling of confidential taxpayer information, expectations for the discreet use of taxpayer data to prevent unauthorized disclosure, and the

process we will follow in the event of a disclosure. There is also clarified and simplified guidance on the use of aggregated taxpayer data for public reporting and analysis.

The IGA includes clear direction regarding the sharing of general taxpayer license information, legal interpretations and written guidance, rate and fee tables, and any other pertinent tax information that needs to be shared between the cities and towns and DOR.

Importantly, the IGA identifies exactly which license and tax return data fields must be provided by DOR, and identifies in detail a series of new reports DOR will soon provide to all cities, both of which will serve to greatly expand the data available to the city for analysis purposes.

The first changes related to tax simplification that went into effect were new rules dealing with auditing, which DOR and the cities began following in January 2105. The IGA formalizes both the concepts included in statute and the main concepts used in practice by auditors in the field.

Key factors include a commitment to audit for all jurisdictions whenever any audit is being done; the continued authority for any city or town to perform an audit of a taxpayer that is engaged in business only in their town; the general guidance that DOR will lead all multi-jurisdictional audits, coupled with the option for DOR to delegate actual audit performance to a city or town when circumstances indicate it would be the most efficient means of completing the audit.

The IGA also provides guidance for handling voluntary disclosure by taxpayers, closing agreements in lieu of litigation, and sets up the responsibilities and authorities of both parties in terms of code or statute interpretations and legal support for protests.

Most importantly, the new IGA provides for a formal review process using the new "State and Local Uniformity Group" made up of four city and four DOR tax experts who will work together to iron out any problems or conflicts between the cities and the State.

The terms of this IGA run an annual basis from July 1, 2015 through June 30, 2016 and it renews automatically each year. Either party has the right to reopen and renegotiate the terms according to provisions within the agreement.

FINANCIAL IMPLICATIONS:

This agreement will not result in any budgetary impact to the City.

Robert Nilles

From: Lee Grafstrom <lgrafstrom@azleague.org>
Sent: Wednesday, May 27, 2015 11:30 AM
To: Finance Directors; Abigail Yacoben; Al Holler; Angel Suarez; Anne Wenk; Brandie Forcum; Crystal Hadfield; Dave Schaaf; Don Zelechowski; Esmeralda Saldana; Evan Nelson; Gary Tasky; Jane Fuller; Joe Lewandowski; Joel Peterson; John Olsen; Karen Rounsborg; Kathleen Jackson; Lars Johnson; Loretta Kearns; Luis Pedroza; Martha Salgado; Matt Dunbar; Michelle Cruz; Mickey Tait; Miguel Teposte; Mike Miller; Pam Reinke; Pamela Pieri; Phil Falcosky; Phil Montalvo; Ralph Villa; Ranbir Cheema; Robb Swanson; Roger Okin; Russell Young ; Sandy Schilling; Sherry Schurhammer; Susan Matousek; Tabatha Miller; Ted Soltis; Terry Hoglund; Vern Crisler; Vicki Rios; Yvonne Davila-Paredes
Subject: New IGA with DOR for TPT Administration
Attachments: IGA 2015 cities v 8.doc; Cities IGA APP v4.doc; City IGA Appendix C JT2.pdf; City IGA Appendix C TPT2.pdf

Hello:

The attached documents constitute a new inter-governmental agreement (IGA) between your city/town and the Department of Revenue (DOR) related to the administration of Transaction Privilege Tax, as required under A.R.S. § 42-6001. You will soon be receiving a notice from the Department of Revenue informing you that your current IGA with the Department is being cancelled effective June 30, 2015. That agreement is being replaced with the attached new agreement and appendices which are effective from and after July 1, 2015.

If your city/town is currently on the State collection program, this agreement will go into full effect in all aspects from and after July 1, 2015. If your city/town is currently not on the State collection program, this agreement will go into effect on July 1, 2015 in all aspects that are not contrary to your status as a self-collecting city and will continue with those limitations until such time that DOR takes over TPT administration for your city/town.

This IGA and its appendices must be approved by your city/town council not later than June 30, 2015. This IGA only needs to be approved once by your council, and is considered effective on July 1, 2015 provided the council acts prior to that date.

Unlike previous versions of the IGA which were drafted solely by the Department, these documents have been negotiated and agreed upon by both DOR and a consortium of city and town representatives and cannot be altered in way.

Please do the following, not later than June 30, 2015:

- 1) Complete the agreement for your city/town by filling in the blanks in the body of the IGA:
 - (a) Your city/town name and the date of Council action on the first page of the IGA
 - (b) Contact email address in Section 2.1: DOR will send this contact the list of DOR employees authorized to receive city/town taxpayer information
 - (c) Contact email address in Section 3.1: DOR will contact this address with any questions regarding city/town employees authorized to receive Confidential Information
 - (d) Contact mailing address in Section 19(a): DOR will use this contact when sending any notice required under this IGA
 - (e) Typed identification of the person authorized by the city/town to sign this IGA in Section 31.2

2) There is an Excel spreadsheet attached that captures the contact information required in step 1(b), (c) and (d) above. Please insert your IGA contact information in this spreadsheet and return it to the League ASAP.

3) Print the completed Agreement and the Appendices and present them for approval by your city/town council, not later than June 30, 2015.

Sample explanatory language for your city/town council has also been provided to accompany the IGA if you wish. This language can be used as a council memo in the format provided, or can be incorporated in the council memo format used by your city/town.

4) Return TWO SIGNED copies of the IGA to the DOR City Unit at the address noted in Section 19(b) immediately after the council action.

Arizona Department of Revenue
Attn: City Unit
Division Code 16
1600 W. Monroe
Phoenix, AZ 85007

5) Once the IGA has been signed by the Attorney General, DOR will return one signed copy to the city/town for your permanent records.

If you have any questions, please let me know.

Thank you,
Lee Grafstrom
Tax Policy Analyst
League of Arizona Cities and Towns
1820 W Washington St.
Phoenix, AZ 85007-3208
602-258-5786 Office
480-510-4392 Cell
www.azleague.org

Robert Nilles

From: Soza, Vivian <VSoza@azdor.gov>
Sent: Friday, May 29, 2015 11:42 AM
To: A C Marriotti, Finance Director; Alexis Rivera, Finance Director; Ana Flores, Finance Director; Anna Flores, Interim Finance Director; Anthony Turley, Administrative Services Director; Benjamin Ronquillo, Finance Director; Bill Leister, Finance Director; Bob Thaxton, Assistant Finance Director; Brian Richards, Finance Director; Brian Ritschel, Finance Director; Brian Wright, Finance Director; Carrie McDonald, Finance Director; Chancy Nutt, Finance Director; Cindi Mattheisen, Finance Director; Craig Rudolph, Finance Director; Crystal Hadfield, Finance Director; Cynthia Nichols, Town Clerk; David Felix, Finance Manager; Deni Thompson, Finance Director; Diane Cordova - Youngtown; Donald Wicks, Director - Finance; Doug Sandstrom, Finance Director; Dustin DeSpain, Finance Director; Erik Montague, Finance Director & Procurement Manager; Esperanza Castaneda, Finance Director; Gus Lundberg, Finance Director; Heidi Wink, Finance Director; Hope Cribb, Finance Manager; Isabel Van Nest, Finance Director; Jeff McCormick - Pima; Joe Duffy, Finance Director; Joesph Jarvis, Finance Director; John Basteen, Town Manager; Kandace French, Finance Director; Kathy Bainbridge, Finance Director; Katie Brady, Interim Finance Director; Keith Buonocore, Finance Director; Keti St Louis, Finance Director; Larry Lange, Finance Director; Larry Price, Finance Director; Linda Watson, Finance Director; Lindsey Duncan, Acting Finance Director; Lisa Pannella, Finance Director; Lori Wedemeyer, Finance Director; Margaret Gaston, Interim Town Manager; Megan Moreno, Finance Director; Michael Farina, Finance Director; Michael Showers, Finance Director; Patrick Flynn, Chief Financial Officer; Patsy Large, Finance Director; Ralph Villa, Finance Director; Randall Sullivan, Finance Director; Rebecca Cretti, Finance Director; Robert Nilles; Robert Weddigen, Finance Director; Rudy Rodriguez, Admn Services General Mgr; Rudy Vera, Finance Director; scott.mccarty@queencreek.org; Sharon Buono, Finance Director; Stacey Lemos, Finance Director; Stacey Young, Finance Director; Stephanie Wojcik, Finance Director; Sylvia Kerlock, Finance Director; Teresa Foy, Finance Director; Terry Hinton, Finance Director; Timothy Hinton, Finance Director; Tina Abriani, Finance Director; Tina Moline; Valerie Fenske, Administrative Services Director; Vance Barlow, Finance Director; Victoria Prins, Finance Director; William Kauppi, Management Services Director; Abbe Yacoben; Angel Suarez; Barbara Goodrich; Brent Mattingly (brent.mattingly@peoriaaz.gov); City Treasurer Jeff Nichols (jenichols@scottsdaleaz.gov); Dawn Lang, Management Services Director; Gary Tasky; Joel Peterson; Kathy Connelly - Apache Junction; Ken Jones, Finance Director; Lars Johnson; Luis Pedroza, Finance Director; Mark Woodfill, Budget & Finance Director; Michael Kennington, Budget Director; Mickey Tait; Miguel Teposte; Neal Young, Finance Director; Phil Falcosky; Ranbir Cheema; Rios, Vicki; Robb Swanson; Russell Young; Sherry Schurhammer; silvia.amparano@tucsonaz.gov; Susan Matousek; Tabatha Miller, Finance Services Director; Teresa Hoglund; Tom Duensing, Finance Director

Cc: Johnson, Tom
Subject: FW: New IGA with DOR for TPT Administration

Good Morning,

A termination letter was recently sent to your City/Town indicating that the new IGA would be mailed shortly. In lieu of mailing the new IGA, the Arizona League of Cities and Towns recently provided the new IGA via the email below.

As indicated below, after you have obtained your City/Town's appropriate signatures, you should mail the signed IGAs to the Cities Unit. Please note the correct Division number for the Cities Unit. Our mailing address is:

Arizona Department of Revenue
Cities Unit
1600 W Monroe, Division 16
Phoenix, Arizona 85007

If you have any questions, please feel free to contact me.

Regards,
Vivian Soza, Administrator
Program Cities/Withholding/Penalty Review Arizona Department of Revenue
602.716.6388
VSoza@azdor.gov

From: Lee Grafstrom
Sent: Wednesday, May 27, 2015 11:30 AM
To: Finance Directors; Abbe Yacoben; Al Holler; Angel Suarez; Anne Wenk; Brandie Forcum; Crystal Hadfield; Dave Schaaf; Don Zelechowski; Esmeralda Saldana; Evan Nelson; Gary Tasky; Jane Fuller; Joe Lewandowski; Joel Peterson; John Olsen; Karen Rounsborg; Kathleen Jackson; Lars Johnson; Loretta Kearns; Luis Pedroza; Martha Salgado; Matt Dunbar; Michelle Cruz; Mickey Tait; Miguel Teposte; Mike Miller; Pam Reinke; Pamela Pieri; Phil Falcosky; Phil Montalvo; Ralph Villa; Ranbir Cheema; Robb Swanson; Roger Okin; Russell Young ; Sandy Schilling; Sherry Schurhammer; Susan Matousek; Tabatha Miller; Ted Soltis; Terry Hoglund; Vern Crisler; Vicki Rios; Yvonne Davila-Paredes
Subject: New IGA with DOR for TPT Administration

Hello:

The attached documents constitute a new inter-governmental agreement (IGA) between your city/town and the Department of Revenue (DOR) related to the administration of Transaction Privilege Tax, as required under A.R.S. § 42-6001. You will soon be receiving a notice from the Department of Revenue informing you that your current IGA with the Department is being cancelled effective June 30, 2015. That agreement is being replaced with the attached new agreement and appendices which are effective from and after July 1, 2015.

If your city/town is currently on the State collection program, this agreement will go into full effect in all aspects from and after July 1, 2015. If your city/town is currently not on the State collection program, this agreement will go into effect on July 1, 2015 in all aspects that are not contrary to your status as a self-collecting city and will continue with those limitations until such time that DOR takes over TPT administration for your city/town.

This IGA and its appendices must be approved by your city/town council not later than June 30, 2015. This IGA only needs to be approved once by your council, and is considered effective on July 1, 2015 provided the council acts prior to that date.

STATE OF ARIZONA

Department of Revenue



Arizona Department of Revenue
Program Cities Unit

Tom Johnson
Assistant Director

Vivian Soza
Administrator

May 26, 2015

Robert Nilles
Finance Director
City of El Mirage
12145 NW Grand Ave
El Mirage, AZ 85336

FINANCE
JUN 1 2015
RECEIVED

RE: Termination of Intergovernmental Agreement

Dear Robert Nilles:

The Arizona Department of Revenue hereby provides notice that it elects to terminate the existing Intergovernmental Agreement with City of El Mirage, including all modifications thereto, at the end of its current term, June 30, 2015. The Department would like to enter into a new Agreement with City of El Mirage effective July 1, 2015. The new Agreement will be mailed to you soon.

Please contact me at (602) 716-6388 if you have any questions.

Sincerely,

A handwritten signature in black ink that reads "Vivian Soza".

Vivian Soza
Program Cities Unit
CitiesUnit@azdor.gov

**INTERGOVERNMENTAL AGREEMENT BETWEEN
THE STATE OF ARIZONA AND
THE CITY OF EL MIRAGE, ARIZONA**

THIS AGREEMENT is entered into this 16th day of June, 2015, by and between the Arizona Department of Revenue, hereinafter referred to as Department, and the City of El Mirage, an Arizona municipal corporation, hereinafter referred to as City. This Agreement shall supersede and replace all previous intergovernmental agreements, including amendments thereto, entered into by the Department and City regarding the administration, collection, audit and/or licensing of transaction privilege tax, use tax, severance tax, jet fuel excise and use taxes and rental occupancy taxes imposed by the State, cities or towns.

R E C I T A L S

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

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

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

A G R E E M E N T

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

1. Definitions

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

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

2. Disclosure of Information by City to Department

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

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

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

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

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

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

3. Disclosure of Information by Department to City.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

4. **Audit.**

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

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

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

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

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

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

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

4.3 Audits and Refunds:

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

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

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

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

4.4 Claims for Refund:

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

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

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

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

5. Voluntary Disclosure Agreements

The Department may enter into a voluntary disclosure agreement with a taxpayer. A voluntary disclosure agreement may limit the years subject to audit and waive penalties. City may request

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

6. License Compliance

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

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

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

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

7. Closing Agreements

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

action. The Department may also request a telephonic meeting of SLUG if time and circumstances require immediate action.

8. Responsibility for Representation in Litigation.

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

9. Collection of Municipal Taxes

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

The Department shall initiate the electronic payment by noon on the Monday after the end of the week in which the collections were made. Remittance shall be made in the form of immediately available funds transferred electronically to the bank account designated by City.

9.4 Abatement: The Department, with the approval of the Attorney General, may abate tax under certain circumstances. During the ordinary course of business, the Department may determine for various reasons that certain accounts shall be closed or cancelled. The Department shall seek input from City or SLUG before abating tax or closing accounts. The Department may request a telephonic meeting of SLUG if time and circumstances require immediate action.

9.5 Funds Owed to City: At all times and under all circumstances payments remitted by a taxpayer to the Department for City Municipal Taxes will be considered property of City. The Department may not retain or fail to remit such funds to City for any reason not specifically set forth in this Agreement including, but not limited to, during the course of a dispute between City and the Department.

10. Financing Collection of Taxes.

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

11. Inter-Jurisdictional Transfers.

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

11.1 Requests: Requests for inter-jurisdictional transfers shall be made to the Department. The Department will review the request and will not automatically accept the request.

11.2 Notice: The Department shall notify City and any other city or town implicated in the requested transfer a minimum of thirty calendar days prior to any inter-jurisdictional transfer of money.

11.3 Dispute Resolution: Any city or town subject to an inter-jurisdictional transfer shall resolve any dispute over the allocation of the tax in accordance with A.R.S. § 42-6003 and the Department shall transfer the funds subject to an inter-jurisdictional transfer in accordance with the agreed upon allocation in a timely manner.

12. Educational Outreach.

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

13. SLUG.

The Department shall create an advisory group to help resolve issues

13.1 Members: The members shall consist of four seats representing municipal taxing jurisdictions and four seats representing the Department. Member seats may be split so some people fill the position for only certain issues, such as audit selection or collection abatement. There shall also be a list of alternate members, who may be asked by a regular member who is unable to attend a meeting to take that member's place at a SLUG meeting.

13.2 Selection: The Director of the Department shall appoint people to serve as members of SLUG. Municipal taxing jurisdictions shall nominate members from municipal taxing jurisdictions. All members shall serve for a period of one year unless they resign at an earlier date. Members may be appointed to serve consecutive terms. Members appointed to fill vacancies shall serve for the time remaining on the term.

13.3 Meetings: SLUG shall meet on a regular basis and at least monthly unless the members agree to cancel the meetings due to a lack of agenda items. It can schedule additional meetings as necessary to timely discuss issues presented. Alternate members may attend meetings, but cannot participate in any discussion or voting, unless filling the seat of a regular member.

13.4 Issues: City may refer issues to SLUG involving the following:

- (a) Decisions by the Department to not audit a taxpayer;
- (b) Amendments to Department audit procedures or manuals;
- (c) Closing Agreements or a range of settlement authority;
- (d) Abatement or account closure in collections;
- (e) Suspension of disclosure of information from the Department; and
- (f) Other issues as authorized by the Director of the Department or agreed upon by the parties.

- 13.5 Recommendations:** SLUG shall make recommendations to the Director of the Department. If the recommendation is approved by at least five members of SLUG, the Director will accept the recommendation of SLUG. If SLUG cannot reach a recommendation agreeable to at least five members of the group, the Director may act as he deems to be in the best interests of all parties.
- 13.6 Voting:** Voting shall be by secret ballot.
- 13.7 Procedures:** SLUG may develop procedures concerning the operation of the group as long as they are not inconsistent with this Agreement.

14. Funding of Additional Auditors by City.

- 14.1 Funding:** At the sole discretion of City, City may contribute funding to the Department to pay for additional auditors to assist the Department in the performance of audits of Municipal Tax owed to City. Such additional auditors funded by City shall at all times be deemed to be employees of the Department and under no circumstances shall be deemed to be employees or agents of City. It is the parties' intention that City funding be used to increase the capabilities of the Department to perform Municipal Tax audits and not to subsidize or replace State funding required for audit and collection of taxes.
- 14.2 Use of Funds:** City funding for additional auditors under this Section shall be used to fund the auditors' salaries and employee related expenses and shall not be used to pay for Department office space, utilities, equipment, supplies, or similar kinds of overhead.
- 14.3 Pool of Funds:** The Department may pool any City funding with any other similar funding provided by other municipal taxing jurisdictions to pay for additional auditors. The Department shall separately account for such funds in its annual budget.
- 14.4 Accounting:** The Department shall provide an annual accounting to City, by August 31 each year describing how City funding was used during the prior fiscal year.

15. Satellite Offices for Department Auditors.

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

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

16. Non-availability of Funds.

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

17. Waiver.

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

18. Cancellation

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

19. Notice.

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

City of El Mirage
Attn: Finance Director
12145 NW Grand Avenue
El Mirage, AZ 85335

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

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

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

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

20. Non-discrimination.

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

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

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

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

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

22. Audit of Records.

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

23. Amendments.

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

24. Mutual Cooperation.

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

25. Arbitration.

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

26. Implementation.

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

27. Limitations.

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

28. Duration.

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

29. Choice of Law.

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

30. Entire Agreement.

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

31. Signature Authority.

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

31.2 This Intergovernmental Agreement may be executed in counterpart.

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

APPENDIX A

ARIZONA DEPARTMENT OF REVENUE CONFIDENTIALITY REQUIREMENTS

1. Confidential Information

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

2. Protecting Information

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

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

3. Disclosure of Information

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

Disposal of Information

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

EXHIBIT 1

ENCRYPTION STANDARDS

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

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

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

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

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

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

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

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

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

SHA-512	SHA-512	SHA-384 SHA-512
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1.1.5 Digital Signature Algorithms – The following digital signature algorithms are considered acceptable for use.

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

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

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

APPENDIX B

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

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

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

NEW LICENSE REPORT AND LICENSE UPDATE REPORT

Fields displayed:

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

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

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

CITY PAYMENT JOURNAL

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

CITY PAYMENT JOURNAL SUMMARY

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

- Collections

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

NO MONEY REPORT

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

DEDUCTION REPORT

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

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

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

FUND DISTRIBUTION REPORT

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

FUND DISTRIBUTION SUMMARY REPORT

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

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

Arizona Department of Revenue
 PO Box 29010 - Phoenix, AZ 85038-9010
 For assistance out of state or in the Phoenix area: (602) 255-2060 or
 Statewide, toll free area codes 520 and 928: (800) 843-7196

TPT-2 return is due the 20th day of the month following the month in which the transactions were conducted

TAXPAYER INFORMATION

AMENDED RETURN FINAL RETURN CHECK HERE AND SIGN BELOW IF YOU HAVE NO GROSS RECEIPTS TO REPORT
(Cancel License)

BUSINESS NAME		
C/O		
MAILING ADDRESS		
CITY	STATE	ZIP CODE
<input type="checkbox"/> ADDRESS CHANGED (MAILING ADDRESS ONLY)	BUSINESS PHONE NUMBER	

TAXPAYER IDENTIFICATION NUMBER	<input type="checkbox"/> SSN	<input type="checkbox"/> EIN
LICENSE NUMBER		
PERIOD BEGINNING	PERIOD ENDING	
REVENUE USE ONLY. DO NOT MARK IN THIS AREA		
POSTMARK DATE	RECEIVED DATE	

AA NET AZ/COUNTY TAX (PAGE 2, LINE MM, COLUMN (M)).....

BB NET CITY TAX (PAGE 3, LINE RR, COLUMN (M)).....

CC NET TAX DUE ON THIS RETURN (LINE AA + LINE BB = LINE CC).....

DD TPT ESTIMATED PAYMENTS TO BE USED ON THIS RETURN (JUNE RETURN ONLY, DUE IN JULY).....

EE TAX DUE NET OF TPT ESTIMATED PAYMENTS (LINE CC - LINE DD = LINE EE).....

FF TOTAL AMOUNT REMITTED WITH THIS RETURN.....

NOTE: A TRANSACTION DETAIL PAGE IS REQUIRED OR THE RETURN WILL NOT PROCESS CORRECTLY AND PENALTIES MAY APPLY.

Under penalties of perjury, I declare that I have examined this return, including accompanying schedules and statements, and to the best of my knowledge and belief, it is true, correct and complete. Declaration of preparer (other than taxpayer) is based on all information of which preparer has any knowledge.

TAXPAYER PRINTED NAME _____

The taxpayer designates the individual listed below as the person to contact to schedule an audit of this return and authorize the disclosure of confidential information to this individual.

TAXPAYER SIGNATURE	DATE	PAID PREPARER'S SIGNATURE (OTHER THAN TAXPAYER)
TAXPAYER PHONE NO.	TITLE	PAID PREPARER'S TIN
		PAID PREPARER'S PHONE NO.

PLEASE MAKE CHECK PAYABLE TO ARIZONA DEPARTMENT OF REVENUE

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

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

LICENSE NUMBER: _____

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

GG SUBTOTAL.....

HH TOTALS FROM ADDITIONAL AZCOUNTY PAGE(S).....

II TOTAL (LINE GG + LINE HH = LINE II).....

JJ EXCESS TAX COLLECTED.....

KK EXCESS TAX ACCOUNTING CREDIT: (SEE INSTRUCTIONS).....

LL NET AZCOUNTY EXCESS TAX COLLECTED (LINE JJ, COLUMN (M) - LINE KK, COLUMN (M)).....

MM NET AZCOUNTY TAX (LINE II, COLUMN (M) + LINE LL, COLUMN (M)).....

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

LICENSE NUMBER: _____

PAGE 3 OF _____

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

(A)	(B)	(C)	(D)	(E)	(F)	(G)	(H)	(I)	(J)	(K)	(L)	(M)
LOC. CITY CODE	CITY CODE	NAME OF CITY	BUS. CODE	DESC. OF BUS. ACTIVITY	GROSS RECEIPTS	DEDUCTIONS FROM SCHEDULE A	(F) - (G) = (H) NET TAXABLE	CITY TAX RATE	(H) X (I) = (J) TOTAL TAX	CITY CREDIT	(J) - (L) = (M) CITY TAX DUE	
1												
2												
3												
4												
5												
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25												

NN CITY SUBTOTAL

OO CITY SUBTOTALS FROM ADDITIONAL CITY PAGE(S)

PP CITY TOTAL (LINE NN + LINE OO = LINE PP)

QQ CITY EXCESS TAX COLLECTED

RR NET CITY TAX (LINE PP, COLUMN (M) + LINE QQ, COLUMN (M))

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

LICENSE NUMBER: _____

PAGE 2A OF _____

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

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

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

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

LICENSE NUMBER: _____

PAGE 3A OF _____

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

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

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

STATE (AZ) /COUNTY DEDUCTIONS DETAIL

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

CITY DEDUCTIONS DETAIL

(A) LOCATION CODE	(B) CITY CODE	(C) BUSINESS CODE	(D) DEDUCTION CODE	(E) DEDUCTION AMOUNT	(F) DESCRIPTION OF DEDUCTION CODE
1				\$	
2				\$	
3				\$	
4				\$	
5				\$	
6				\$	
7				\$	
8				\$	
9				\$	
10				\$	
11				\$	
12				\$	
13				\$	
14				\$	
15				\$	
16				\$	
17				\$	
18				\$	
19				\$	
20				\$	
21				\$	
22				\$	
23				\$	
24				\$	
25				\$	
26				\$	
27				\$	
28				\$	
29				\$	
30				\$	
31				\$	
32				\$	
33				\$	
34				\$	
35				\$	

AA SUBTOTAL OF DEDUCTIONS.....

BB DEDUCTION TOTALS FROM ADDITIONAL CITY PAGE(S).....

CC TOTAL DEDUCTIONS (LINE AA + LINE BB = LINE CC).....

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

ARIZONA JOINT TAX APPLICATION (JT-2)



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

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

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

SECTION A: Business Information

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

Continued on page 2 →

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

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

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

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

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

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

SECTION C: Transaction Privilege Tax (TPT)

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

SECTION D: Transaction Privilege Tax (TPT) Physical Location

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

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

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

SECTION E: Withholding & Unemployment Tax Applicants

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

SECTION F: Acquired Business Information

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

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

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

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

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

SECTION H: Required Signatures

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

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

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

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

Equal Opportunity Employer/Program

This application available in alternative formats at Unemployment Insurance Tax Office.

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

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

SECTION I: State/County & City License Fee Worksheet

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

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

City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal	City/Town	Code	No. of Loc's	License Fee	License Subtotal
Apache Junction	AJ		\$50.00		Goodyear	GY		\$5.00		Sahuarita	SA		\$5.00	
Avondale	AV		\$40.00		Guadalupe	GU		\$2.00		San Luis	SU		\$2.00	
Benson	BS		\$5.00		Hayden	HY		\$5.00		Scottsdale	SC		\$50.00	
Bisbee	BB		\$1.00		Holbrook	HB		\$1.00		Sedona	SE		\$2.00	
Buckeye	BE		\$2.00		Huachuca City	HC		\$2.00		Show Low	SL		\$2.00	
Bullhead City	BH		\$2.00		Jerome	JO		\$2.00		Sierra Vista	SR		\$1.00	
Camp Verde	CE		\$2.00		Keamy	KN		\$2.00		Snowflake	SN		\$2.00	
Carefree	CA		\$10.00		Kingman	KM		\$2.00		Somerton	SO		\$2.00	
Casa Grande	CG		\$2.00		Lake Havasu	LH		\$5.00		South Tucson	ST		\$2.00	
Cave Creek	CK		\$20.00		Litchfield Park	LP		\$2.00		Springerville	SV		\$5.00	
Chandler	CH		\$50.00		Mammoth	MH		\$2.00		St. Johns	SJ		\$2.00	
Chino Valley	CV		\$2.00		Marana	MA		\$5.00		Star Valley	SY		\$2.00	
Clarkdale	CD		\$2.00		Maricopa	MP		\$2.00		Superior	SI		\$2.00	
Clifton	CF		\$2.00		Mesa	ME		\$30.00		Surprise	SP		\$10.00	
Colorado City	CC		\$2.00		Miami	MM		\$2.00		Taylor	TL		\$2.00	
Coolidge	CL		\$2.00		Nogales	NO		\$25.00		Tempe	TE		\$50.00	
Cottonwood	CW		\$2.00		Oro Valley	OR		\$12.00		Thatcher	TC		\$2.00	
Dewey/Humboldt	DH		\$2.00		Page	PG		\$2.00		Tolleson	TN		\$2.00	
Douglas	DL		\$5.00		Paradise Valley	PV		\$2.00		Tombstone	TS		\$1.00	
Duncan	DC		\$2.00		Parker	PK		\$2.00		Tucson	TU		\$45.00	
Eagar	EG		\$10.00		Patagonia	PA		\$25.00		Tusayan	TY		\$2.00	
El Mirage	EM		\$15.00		Payson	PS		\$2.00		Wellton	WT		\$2.00	
Eloy	EL		\$10.00		Peoria	PE		\$50.00		Wickenburg	WB		\$2.00	
Flagstaff	FS		\$46.00		Phoenix	PX		\$50.00		Willcox	WC		\$25.00	
Florence	FL		\$2.00		Pima	PM		\$2.00		Williams	WL		\$2.00	
Fountain Hills	FH		\$2.00		Pinetop/Lakeside	PP		\$2.00		Winkelman	WM		\$2.00	
Fredonia	FD		\$10.00		Prescott	PR		\$25.00		Winslow	WS		\$10.00	
Gila Bend	GI		\$2.00		Prescott Valley	PL		\$2.00		Youngtown	YT		\$10.00	
Gilbert	GB		\$2.00		Quartzsite	QZ		\$2.00		Yuma	YM		\$2.00	
Glendale	GE		50.00		Queen Creek	QC		\$2.00						
Globe	GL		\$2.00		Safford	SF		\$2.00						
Subtotal City License Fees (column 1) \$				Subtotal City License Fees (column 2) \$				Subtotal City License Fees (column 3) \$						
AA TOTAL City License Fee(s) (column 1 + 2 + 3)													\$	
										No. of Loc's	Fee per Location	TOTAL		
										BB TOTAL State License Fee(s): Calculate by multiplying number of business locations by \$12.00				
Residential Rental License Fees - Multiply the number of units per locations by \$2.00 (\$50.00 Annual Cap per license).										No. of Units	No. of Loc's	City Fee		
<div style="border: 1px solid black; padding: 5px; width: fit-content;"> ONLY CHANDLER, PHOENIX, and SCOTTSDALE need to use this section, and NOT the fee chart above, to calculate license fee(s). The amount for each city CANNOT EXCEED \$50.00 </div>										Residential Rental License-Chandler		\$		
										Residential Rental License-Phoenix		\$		
										Residential Rental License-Scottsdale		\$		
CC TOTAL City Residential Rental License Fees (Add Chandler, Phoenix, & Scottsdale)										\$				
DD TOTAL DUE (Add lines AA + BB + CC)										\$				

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

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: 6/09/2015 DATE ACTION REQUESTED: 6/16/2015 <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION # <input type="checkbox"/> ORDINANCE # <input checked="" type="checkbox"/> OTHER: Public Hearing	SUBJECT: Consideration and action to hold a public hearing to permit any taxpayer to be heard in favor of or against any proposed expenditure or tax levy.
---	---	--

TO: Mayor and Council
FROM: Robert Nilles – Finance Director
RECOMMENDATION: open
PROPOSED MOTION: I move to open the public hearing to permit any taxpayer to be heard in favor of or against any proposed expenditure or tax levy.
ATTACHMENTS: None

DISCUSSION: The expenditure limitation for the City of El Mirage for fiscal year 2015-2016 will be \$97,113,000 including transfers of \$7,159,500. This limit is \$5,963,000 more than last year’s limit. The primary property tax levy will be \$1,654,937, the same amount as last year. The secondary property tax levy will be \$2,030,000, the amount needed to pay voter authorized debt.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

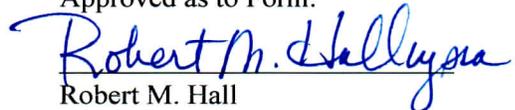
BALANCE IN LINE ITEM IF APPROVED: N/A

Finance Director:


 Robert Nilles

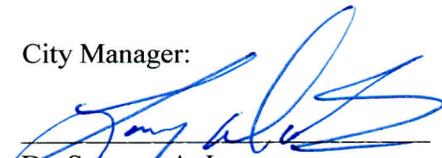
6/12/15
 Date

Approved as to Form:


 Robert M. Hall

6/12/15
 Date

City Manager:


 Dr. Spencer A. Isom
For Dr. Isom

6/12/15
 Date

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: 6/09/2015 DATE ACTION REQUESTED: 6/16/2015 <input type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION # <input type="text" value="R15-06-13"/> <input type="checkbox"/> ORDINANCE # <input type="text"/> <input type="checkbox"/> OTHER: <input type="text"/>	SUBJECT: Consideration and action to finally determine and adopt estimates of proposed expenditures pursuant to Resolution R15-06-13 including Compensation Plan changes.
--	--	---

TO: Mayor and Council
FROM: Robert Nilles – Finance Director 
RECOMMENDATION: approve
PROPOSED MOTION: I move to approve Resolution R15-06-13 adopting the spending limitation and budget of \$97,113,000 including transfers of \$7,159,500 for the City of El Mirage for FY 2015-2016 including Compensation Plan changes.
ATTACHMENTS: Resolution, Official Budget Forms, Compensation Plan changes.

DISCUSSION: The expenditure limitation for the City of El Mirage for fiscal year 2015-2016 will be \$97,113,000 including transfers of \$7,159,500. This limit is \$5,963,000 more than last year’s limit. Temporary modifications to the Compensation Plan have been made during the fiscal year. This action will make those changes permanent.

FISCAL IMPACT: The maximum expenditure limitation for the City of El Mirage for fiscal year 2015-2016 will be \$97,113,000 including transfers of \$7,159,500.

DEPARTMENT LINE ITEM ACCOUNT: N/A

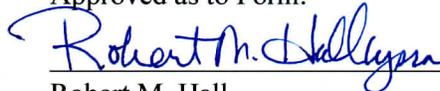
BALANCE IN LINE ITEM IF APPROVED: N/A

Finance Director:


Robert Nilles

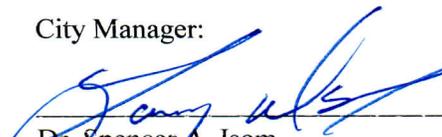
6/12/15
Date

Approved as to Form:


Robert M. Hall

6/12/15
Date

City Manager:


Dr. Spencer A. Isom
for Dr. Isom

6/12/15
Date

RESOLUTION R15-06-13

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF EL MIRAGE, MARICOPA COUNTY, ARIZONA, APPROVING AND ADOPTING THE SPENDING LIMITATION AND THE BUDGET FOR FISCAL YEAR 2015-2016.

WHEREAS, in accordance with the provisions of A.R.S §42-17101 through §42-17108, on the 26th day of May 2015, the City Council of the City of El Mirage did make and approve tentative estimates for Fiscal Year 2015-2016 of the different amounts required to meet the public expenditures, an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property within the City of El Mirage; and,

WHEREAS, in accordance with A.R.S. §42-17103 and §42-17104, on the 6th of June and 9th of June 2015, the City published in the Daily News Sun the tentative estimates of expenditures and revenues approved by the City Council on the 26th day of June 2015; and,

WHEREAS, in accordance with A.R.S. §42-17104 and §42-17108, the City of El Mirage is not required to publish "Truth in Taxation Hearing Notice of Tax Implementation"; and,

WHEREAS, in accordance with A.R.S. §42-17104 and §42-17108, the Council of the City of El Mirage will hold a special meeting and public hearing on June 16, 2015, at 6:00 p.m., in the El Mirage City Council Chambers at 14010 N. El Mirage Road, El Mirage, Arizona, and that all interested citizens are invited to attend and are afforded the right to be heard in favor or against the proposed expenditures, tax levy and tax increase; and,

WHEREAS, the estimate of expenditures approved by the City Council on the 26th day of May 2015, and as published on the 6th of June and 9th of June 2015, has not increased.

WHEREAS, section 3.5 "Compensation Plan" directs the City Manager to prepare, develop, and maintain a Compensation Plan which shall be ratified by the City Council through the annual budgetary process.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of El Mirage that the changes to the Compensation Plan and the estimates of revenues and expenditures shown on the attached schedules are hereby adopted as the changes to the Compensation Plan and the final estimates of proposed expenditures and revenues that constitute the Spending Limitation and Budget for the City of El Mirage for Fiscal Year 2015-2016.

APPROVED AND ADOPTED by the City Council this 16th day of June, 2015.

Lana Mook, Mayor

ATTEST:

APPROVED AS TO FORM:

Sharon Antes, City Clerk

Robert Hall, City Attorney

OFFICIAL BUDGET FORMS
CITY OF EL MIRAGE, ARIZONA
Fiscal Year 2016

CITY OF EL MIRAGE, ARIZONA

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Fiscal Year 2016

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CITY OF EL MIRAGE, ARIZONA
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2016

Fiscal Year	S c h	FUNDS								
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	Total All Funds	
2015	Adopted/Adjusted Budgeted Expenditures/Expenses*	E	17,625,000	17,440,000	2,123,500	31,344,500	0	16,027,500	0	84,560,500
2015	Actual Expenditures/Expenses**	E	17,625,000	17,440,000	2,123,500	31,344,500	0	16,027,500	0	84,560,500
2016	Fund Balance/Net Position at July 1***		16,350,500	2,688,000	514,500	7,430,000		6,130,500		33,113,500
2016	Primary Property Tax Levy	B	1,654,937							1,654,937
2016	Secondary Property Tax Levy	B			2,030,000					2,030,000
2016	Estimated Revenues Other than Property Taxes	C	15,525,063	15,062,500	0	10,553,000	0	13,305,000	0	54,445,563
2016	Other Financing Sources	D	4,500,000	0	0	11,679,500	0	2,503,000	0	18,682,500
2016	Other Financing (Uses)	D	0	0	1,005,000	0	0	1,299,500	0	2,304,500
2016	Interfund Transfers In	D	2,997,000	880,500	100,000	1,024,500	0	2,157,000	0	7,159,000
2016	Interfund Transfers (Out)	D	1,593,500	1,375,500	0	0	0	4,190,000	0	7,159,000
2016	Reduction for Amounts Not Available:									
2016	LESS: Amounts for Future Debt Retirement:									0
										0
										0
										0
2016	Total Financial Resources Available		39,434,000	17,255,500	1,639,500	30,687,000	0	18,606,000	0	107,622,000
2016	Budgeted Expenditures/Expenses	E	26,221,500	16,955,500	1,216,500	27,132,000	0	16,124,000	0	87,649,500

EXPENDITURE LIMITATION COMPARISON

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

	2015	2016
1.	\$ 84,560,500	\$ 87,649,500
2.		
3.	84,560,500	87,649,500
4.		
5.	\$ 84,560,500	\$ 87,649,500
6.	\$	\$

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

* Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

CITY OF EL MIRAGE, ARIZONA
Tax Levy and Tax Rate Information
Fiscal Year 2016

	2015	2016
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ <u>1,929,487</u>	\$ <u>2,013,790</u>
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ <u> </u>	
3. Property tax levy amounts		
A. Primary property taxes	\$ <u>1,654,937</u>	\$ <u>1,654,937</u>
B. Secondary property taxes	<u>1,960,000</u>	<u>2,030,000</u>
C. Total property tax levy amounts	\$ <u>3,614,937</u>	\$ <u>3,684,937</u>
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ <u>1,624,000</u>	
(2) Prior years' levies	<u>30,000</u>	
(3) Total primary property taxes	\$ <u>1,654,000</u>	
B. Secondary property taxes		
(1) Current year's levy	\$ <u>1,900,000</u>	
(2) Prior years' levies	<u>50,000</u>	
(3) Total secondary property taxes	\$ <u>1,950,000</u>	
C. Total property taxes collected	\$ <u>3,604,000</u>	
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	<u>1.7426</u>	<u>1.7264</u>
(2) Secondary property tax rate	<u>1.7980</u>	<u>2.1176</u>
(3) Total city/town tax rate	<u>3.5406</u>	<u>3.8440</u>
B. Special assessment district tax rates		

Secondary property tax rates - As of the date the proposed budget was prepared, the city/town was operating no special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.

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

CITY OF EL MIRAGE, ARIZONA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 6,000,000	\$ 6,000,000	\$ 6,250,000
TPT Assessments	30,000	30,000	30,000
Uncollected Primary Property Tax	(29,937)	(29,937)	(29,937)
Franchise Fees	700,000	700,000	700,000
Licenses and permits			
Business License Fees	95,000	95,000	95,000
Building Permit Fees	170,000	170,000	200,000
Intergovernmental			
State Sales Tax	2,800,000	2,800,000	2,830,000
State Income Tax	3,850,000	3,850,000	3,825,000
Vehicle License Tax	1,100,000	1,100,000	1,200,000
Charges for services			
Planning And Zoning Fees	35,000	35,000	40,000
Engineering Inspection Fees	20,000	20,000	60,000
Plan Check Fees	25,000	25,000	55,000
Rent - Library	5,000	5,000	5,000
Rural Metro Transports	15,000	15,000	40,000
Sport Programs	5,000	5,000	5,000
Athletic Field Rentals			10,000
Ramada Rentals	10,000	10,000	5,000
Special Events	25,000	25,000	30,000
Fines and forfeits			
Jail Incarceration Fine	10,000	10,000	15,000
Interest on investments			
Interest	20,000	20,000	20,000
In-lieu property taxes			
Fire Insurance Premium Tax	25,000	25,000	25,000
Contributions			
Voluntary contributions			
Miscellaneous			
Other	115,000	115,000	115,000
Total General Fund	\$ 15,025,063	\$ 15,025,063	\$ 15,525,063

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

CITY OF EL MIRAGE, ARIZONA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
SPECIAL REVENUE FUNDS			
HURF Taxes	\$ 1,800,000	\$ 1,800,000	\$ 1,825,000
	<u>\$ 1,800,000</u>	<u>\$ 1,800,000</u>	<u>\$ 1,825,000</u>
Municipal Court Fund Fines and Forfeitures	\$ 165,000	\$ 165,000	\$ 200,000
Municipal Court Fund Miscellaneous	190,000	190,000	100,000
	<u>\$ 355,000</u>	<u>\$ 355,000</u>	<u>\$ 300,000</u>
Municipal Court Enhancement Fund Fines and Forfeitures	\$ 395,000	\$ 395,000	\$ 330,000
	<u>\$ 395,000</u>	<u>\$ 395,000</u>	<u>\$ 330,000</u>
Local Transportation Assistance Fund Fees	\$	\$	\$ 94,000
	<u>\$</u>	<u>\$</u>	<u>\$ 94,000</u>
Police Towing Fund Fines & Forefeitures	\$ 60,000	\$ 60,000	\$ 70,000
	<u>\$ 60,000</u>	<u>\$ 60,000</u>	<u>\$ 70,000</u>
CDBG Fund Grants	\$ 211,000	\$ 211,000	\$ 580,000
	<u>\$ 211,000</u>	<u>\$ 211,000</u>	<u>\$ 580,000</u>
Photo Radar Fund Fines & Forefeitures	\$ 1,780,000	\$ 1,780,000	\$ 1,525,000
	<u>\$ 1,780,000</u>	<u>\$ 1,780,000</u>	<u>\$ 1,525,000</u>
Special Projects Donations	\$ 5,000	\$ 5,000	\$ 4,000
Special Projects Grants	10,291,000	10,291,000	10,334,500
	<u>\$ 10,296,000</u>	<u>\$ 10,296,000</u>	<u>\$ 10,338,500</u>
Total Special Revenue Funds	<u>\$ 14,897,000</u>	<u>\$ 14,897,000</u>	<u>\$ 15,062,500</u>

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

CITY OF EL MIRAGE, ARIZONA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
DEBT SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____
CAPITAL PROJECTS FUNDS			
Streets Capital Fund Grants	\$ 21,947,000	\$ 7,947,000	\$ 10,553,000
_____	\$ 21,947,000	\$ 7,947,000	\$ 10,553,000
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Capital Projects Funds	\$ 21,947,000	\$ 7,947,000	\$ 10,553,000

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

CITY OF EL MIRAGE, ARIZONA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
PERMANENT FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Permanent Funds	\$ _____	\$ _____	\$ _____
ENTERPRISE FUNDS			
Sanitation Charges for Services	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000
_____	_____	_____	_____
_____	_____	_____	_____
	\$ 1,525,000	\$ 1,525,000	\$ 1,525,000
Sewer Charges for Services	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000
_____	_____	_____	_____
_____	_____	_____	_____
	\$ 3,100,000	\$ 3,100,000	\$ 3,100,000
Water Charges for Services	\$ 8,270,000	\$ 8,270,000	\$ 8,495,000
Water Fines and Forfeitures	180,000	180,000	180,000
Water Miscellaneous	20,000	20,000	5,000
	\$ 8,470,000	\$ 8,470,000	\$ 8,680,000
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Enterprise Funds	\$ 13,095,000	\$ 13,095,000	\$ 13,305,000

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

CITY OF EL MIRAGE, ARIZONA
Revenues Other Than Property Taxes
Fiscal Year 2016

SOURCE OF REVENUES	ESTIMATED REVENUES 2015	ACTUAL REVENUES* 2015	ESTIMATED REVENUES 2016
INTERNAL SERVICE FUNDS			
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
_____	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>64,964,063</u>	\$ <u>50,964,063</u>	\$ <u>54,445,563</u>

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

CITY OF EL MIRAGE, ARIZONA
Other Financing Sources/<Uses> and Interfund Transfers
Fiscal Year 2016

FUND	OTHER FINANCING 2016		INTERFUND TRANSFERS 2016	
	SOURCES	<USES>	IN	<OUT>
GENERAL FUND				
Sewer Fund	\$	\$	\$ 810,000	\$
Water Fund			1,291,500	183,000
Sanitation Fund			297,500	
Photo Enforcement Fund			594,500	
Court Fund				327,500
Capital Streets Fund				430,000
HURF				553,000
CDBG			3,500	
Debt Service	4,500,000			100,000
Total General Fund	\$ 4,500,000	\$	\$ 2,997,000	\$ 1,593,500
SPECIAL REVENUE FUNDS				
Photo Enforcement Fund	\$	\$	\$	\$ 1,189,000
Court Fund			327,500	
HURF			553,000	183,000
CDBG				3,500
Total Special Revenue Funds	\$	\$	\$ 880,500	\$ 1,375,500
DEBT SERVICE FUNDS				
Debt Service	\$	\$ 1,005,000	\$ 100,000	\$
Total Debt Service Funds	\$	\$ 1,005,000	\$ 100,000	\$
CAPITAL PROJECTS FUNDS				
Capital Streets Fund	\$ 11,679,500	\$	\$ 1,024,500	\$
Total Capital Projects Funds	\$ 11,679,500	\$	\$ 1,024,500	\$
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Sewer Fund	\$ 494,000	\$ 180,500	\$ 1,020,000	\$ 1,581,000
Water Fund	2,009,000	1,119,000	1,137,000	2,311,500
Sanitation Fund				297,500
Total Enterprise Funds	\$ 2,503,000	\$ 1,299,500	\$ 2,157,000	\$ 4,190,000
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 18,682,500	\$ 2,304,500	\$ 7,159,000	\$ 7,159,000

CITY OF EL MIRAGE, ARIZONA
Expenditures/Expenses by Fund
Fiscal Year 2016

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2015	EXPENDITURE/ ADJUSTMENTS APPROVED 2015	ACTUAL EXPENDITURES/ EXPENSES* 2015	BUDGETED EXPENDITURES/ EXPENSES 2016
GENERAL FUND				
Mayor and Council	\$ 244,500	\$	\$ 244,500	\$ 249,500
City Clerk	212,500		212,500	195,500
Safety & Loss Control	290,000		290,000	304,000
Administration	931,000		931,000	1,083,000
Legal Services	817,000		817,000	1,109,000
Human Resources	388,500		388,500	397,500
Financial Services	616,500		616,500	643,500
Information Technology	743,000		743,000	733,500
Recreation	227,500		227,500	150,500
Parks	662,000		662,000	737,500
Facilities Management	690,500		690,500	671,000
Fleet Management	172,500		172,500	172,500
Community Development	508,500		508,500	513,000
Police	6,983,000		6,983,000	7,434,500
Code Compliance	271,500		271,500	320,500
Fire	3,367,500		3,367,500	3,248,500
Fire & Building Safety	299,000		299,000	287,000
Contingency	200,000		200,000	7,971,000
Total General Fund	\$ 17,625,000	\$	\$ 17,625,000	\$ 26,221,500
SPECIAL REVENUE FUNDS				
Highway User Revenue Fund	\$ 2,202,500	\$	\$ 2,202,500	\$ 2,195,000
LTAF Fund	335,000		335,000	294,000
Municipal Court Fund	724,000		724,000	748,500
Municipal Court Enhancement Fund	1,360,000		1,360,000	1,394,500
CDBG Fund	211,000		211,000	580,000
Special Projects Fund	10,326,000	(83,500)	10,242,500	10,338,500
Police Towing Fund	120,000		120,000	180,000
Photo Radar Fund	2,245,000		2,245,000	1,225,000
Total Special Revenue Funds	\$ 17,523,500	\$ (83,500)	\$ 17,440,000	\$ 16,955,500
DEBT SERVICE FUNDS				
Debt Service Fund	\$ 2,123,500	\$	\$ 2,123,500	\$ 1,216,500
Total Debt Service Funds	\$ 2,123,500	\$	\$ 2,123,500	\$ 1,216,500
CAPITAL PROJECTS FUNDS				
Capital - Streets Fund	\$ 30,945,500	\$	\$ 30,945,500	\$ 27,132,000
Capital - Parks Improvement Fund	250,000	83,500	333,500	
DIF Municipal Facilities Fund	65,500		65,500	
Total Capital Projects Funds	\$ 31,261,000	\$ 83,500	\$ 31,344,500	\$ 27,132,000
PERMANENT FUNDS				
	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS				
Sanitation Fund	\$ 1,047,500	\$	\$ 1,047,500	\$ 1,067,000
Sewer Fund	2,765,000		2,765,000	4,601,000
Water Fund	12,215,000		12,215,000	10,456,000
Total Enterprise Funds	\$ 16,027,500	\$	\$ 16,027,500	\$ 16,124,000
INTERNAL SERVICE FUNDS				
	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 84,560,500	\$	\$ 84,560,500	\$ 87,649,500

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

CITY OF EL MIRAGE, ARIZONA
Full-Time Employees and Personnel Compensation
Fiscal Year 2016

FUND	Full-Time Equivalent (FTE) 2016	Employee Salaries and Hourly Costs 2016	Retirement Costs 2016	Healthcare Costs 2016	Other Benefit Costs 2016	Total Estimated Personnel Compensation 2016
GENERAL FUND	130	\$ 9,297,000	\$ 1,553,000	\$ 1,149,000	\$ 1,135,500	\$ 13,134,500
SPECIAL REVENUE FUNDS						
Municipal Court Fund	13	\$ 639,000	\$ 67,000	\$ 107,000	\$ 68,000	\$ 881,000
Highway User Revenue Fund	6	283,500	34,000	66,000	52,000	435,500
Total Special Revenue Funds	19	\$ 922,500	\$ 101,000	\$ 173,000	\$ 120,000	\$ 1,316,500
DEBT SERVICE FUNDS						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total Debt Service Funds		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
CAPITAL PROJECTS FUNDS						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total Capital Projects Funds		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
PERMANENT FUNDS						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total Permanent Funds		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
ENTERPRISE FUNDS						
Water Fund	22	\$ 1,230,500	\$ 133,000	\$ 180,000	\$ 155,000	\$ 1,698,500
Sewer Fund	8	401,500	46,000	77,000	55,000	579,500
Total Enterprise Funds	30	\$ 1,632,000	\$ 179,000	\$ 257,000	\$ 210,000	\$ 2,278,000
INTERNAL SERVICE FUND						
_____		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____

Total Internal Service Fund		\$ _____	\$ _____	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	179	\$ 11,851,500	\$ 1,833,000	\$ 1,579,000	\$ 1,465,500	\$ 16,729,000

**CITY OF EL MIRAGE
CLASSIFICATION AND COMPENSATION SCHEDULE - RANGE ORDER**

Effective Date: July 1, 2015

Range	Position Title	FLSA	Hrly Min	Hrly Mid	Hrly Max	Annual Minimum	Annual Mid-Point	Annual Maximum	Reason For Change
613	JUDICIAL ASSISTANT	NE	\$ 15.16	\$ 18.95	\$ 22.74	\$ 31,535	\$ 39,419	\$ 47,303	Title Only - Former Court Clerk
613	WASTEWATER TRAINEE	NE	\$ 15.16	\$ 18.95	\$ 22.74	\$ 31,535	\$ 39,419	\$ 47,303	New Class
615	JUDICIAL ASSISTANT, SENIOR	NE	\$ 17.37	\$ 21.71	\$ 26.06	\$ 36,131	\$ 45,164	\$ 54,196	Title Only - Former Senior Court Clerk
616	INFORMATION TECHNOLOGY/SPECIAL EVENTS TECHNICIAN	NE	\$ 19.99	\$ 24.98	\$ 29.98	\$ 41,571	\$ 51,964	\$ 62,357	New Class - Former IT Technician
617	EXECUTIVE ASSISTANT	E	\$ 21.18	\$ 26.47	\$ 31.77	\$ 44,050	\$ 55,062	\$ 66,075	New Class
618	CIVIL ENGINEER II	E	\$ 23.30	\$ 29.12	\$ 34.94	\$ 48,455	\$ 60,569	\$ 72,683	New Class
619	PURCHASING ADMINISTRATOR	E	\$ 28.47	\$ 35.58	\$ 42.70	\$ 59,208	\$ 74,010	\$ 88,812	Title Only - Former Procurement/Contract Administrator
620	ASSISTANT TO CITY MANAGER - (Intergov/Public Relations)	E	\$ 29.89	\$ 37.36	\$ 44.83	\$ 62,168	\$ 77,711	\$ 93,253	Title Only - Former Intergov & PR Manager
620	ASSISTANT TO CITY MANAGER - (Grants, Comm Srv-Capital Projects Admin)	E	\$ 29.89	\$ 37.36	\$ 44.83	\$ 62,168	\$ 77,711	\$ 93,253	New Class - Replaces Grants Coordinator
620	ASSISTANT UTILITIES DIRECTOR	E	\$ 29.89	\$ 37.36	\$ 44.83	\$ 62,168	\$ 77,711	\$ 93,253	New Class
620	BATTALION CHIEF	E	\$ 29.89	\$ 37.36	\$ 44.83	\$ 62,168	\$ 77,711	\$ 93,253	New Class - Deleted Assistant Fire Chief
620	MANAGEMENT ADMINISTRATOR - Administrative & Operational Services	E	\$ 29.89	\$ 37.36	\$ 44.83	\$ 62,168	\$ 77,711	\$ 93,253	New Class - Deleted Operations Superintendent

OC - On-Call CR - Council Ratified
 MOU - Memorandum of Understanding
 NE: Non Exempt - Eligible for Overtime
 E: Exempt - Not eligible for Overtime

CITY MANAGER APPROVAL
 SIGNATURE: _____

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: <u>06/09/2015</u> DATE ACTION REQUESTED: <u>06/16/2015</u> <input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT <input type="checkbox"/> WORK STUDY <input type="checkbox"/> SPECIAL	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION # _____ <input type="checkbox"/> ORDINANCE # _____ <input checked="" type="checkbox"/> OTHER: Special Meeting	SUBJECT: Consideration and action to close the Special Meeting and reconvene into Regular Session.
---	--	---

TO: Mayor and Council
FROM: Robert Nilles – Finance Director 
RECOMMENDATION: Approve
PROPOSED MOTION: I move to close the Special Meeting and reconvene into Regular Session.
ATTACHMENTS: N/A

DISCUSSION: To comply with state law a Special Meeting must be convened for the purpose of voting on adopting the Final FY 2015/16 Budget. This action will formally close the Special Meeting.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

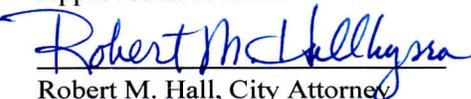
BALANCE IN LINE ITEM IF APPROVED: N/A

Finance Director:


 Robert Nilles

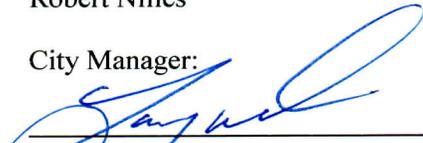
6/12/15
 Date

Approved as to form:


 Robert M. Hall, City Attorney

6/12/15
 Date

City Manager:


 Dr. Spencer A. Isom
FOR DR. ISOM

6/12/15
 Date



City of
EL MIRAGE
Arizona
GRAND HERITAGE, BRIGHT FUTURE



Police Department
12401 W. Cinnabar Avenue, El Mirage 85335
623-500-3000; Fax 623-500-3001; TDD 623-815-5322
www.cityofelmirage.org

MEMORANDUM

TO: Steve Campbell, Chief of Police
FROM: Robert Peoples, Administrative Sergeant *RP*
SUBJECT: New Vehicle Purchase
DATE: May 28, 2015

The purpose of this memorandum is to request the purchase of three new vehicles to be utilized within the patrol division for the El Mirage Police Department. These new vehicles will replace the vehicles that have reached their end life.

I have spoken with Peoria Ford and Creative Communications and received a quote for the purchase of three new patrol vehicles for the City of El Mirage Police Department. We are requesting the purchase of the Ford Police Interceptor Utility vehicles as they have the best all-around performance for the police functions. The Ford Police Interceptors purchase will have a 5 year/100,000 mile warranty.

The purchase of these three Ford Interceptor Utility vehicles was incorporated into the police department's 2015/2016 budget. The vehicles will be purchased through Peoria Ford, who was awarded a state contract, ADSP013-038802. The total purchase price for the three Ford Police Interceptors will not exceed \$150,000.

Creative Communications will be installing all the emergency equipment. The quote for Creative Communications is included with the quote from Peoria Ford.

With the information provided above I would request that the purchase of these new vehicles be granted.

5-28-15
THIS PURCHASE IS IN CONCERT WITH THE FY15/16 BUDGET. APPROVED
TO BE PRESENTED TO CITY COUNCIL FOR APPROVAL.
Steve Campbell
POLICE CHIEF



AZ Contract #: ADSP013-038802
 City of El Mirage
 4/22/2015
 Attn: Sgt. Peoples
 Exterior Color: Black
 Interior Color: Black

Chad Welsh
 9130 West Bell Road
 Peoria, Arizona 85382
 Phone: 623-261-0570
 Fax: 480-393-5536
 Email: cwelsh@peoriaford.com

Line Item:	Order Code	Description	Price
1	K8A	2016 Ford Interceptor Utility AWD 3.7L V6	\$25,988.24
2	51R	Spot Light - Driver Only (LED Bulb)	\$345.00
3	17T	Dome Lamp - Red White Cargo Area	\$45.00
4	17A	Aux Air Conditioning	\$532.00
5	43D	Dark Car Feature	\$17.00
6	DIO	Window Tint (Front 2 Windows)	\$60.00
7	DIO	Upfit from Creative Comm per quote 0080047797	\$10,907.59
8	DIO	Radio install per Motorola QU0000318140	\$5,377.75
9			
10			
11			
12			
13			
14			
Taxable Total:			\$43,272.58
Sales Tax:			Sales Tax if applicable Peoria 8.1% \$3,505.08
Warranty Cost: PremCARE			5 yr, 100,000 mile, \$100 Dect, no 1st day rental \$2,375.00
Tire Tax:			\$5.00
Freight			\$0.00
Total Per Unit:			\$49,157.66

Unit Quantity Requested: 3
 Total Price for all units Delivered: \$147,472.98

Thank you for this opportunity to gain your business!
 To place order, review for accuracy and fax back with signature and P.O. number (if applicable).

Signature: _____
 Printed Name: _____

Date: _____
 P.O.#: _____



Master Blanket Purchase Order ADSP013-038802

Header Information

Purchase Order Number:	ADSP013-038802	Release Number:	0	Short Description:	Statewide Law Enforcement Vehicles
Status:	3PS - Sent	Purchaser:	Lori Sherill	Receipt Method:	Quantity
Fiscal Year:	2013	PO Type:	Blanket	Minor Status:	
Organization:	State of Arizona				
Department:	ADSP0 - State Procurement Office	Location:	SPO - State Procurement Office	Type Code:	Statewide
Alternate ID:		Entered Date:	01/04/2013 04:40:17 PM	Control Code:	
Days ARO:	180	Retainage %:	0.00%	Discount %:	0.00%
Print Dest Detail:	If Different				
Catalog ID:		Release Type:	Direct Release	Pcard Enabled:	Yes
Contact Instructions:	Lori.Sherill@azdoa.gov or (602) 542-7144	Tax Rate:		Actual Cost:	\$0.00

Master Blanket/Contract End Date (Maximum): 01/03/2018 11:59:59 PM

Project No.:

Building Code:

Cost Code:

Special Purchase Types:

PIJ NUMBER:

Coop Spend To Date:

Attachments: [PO Terms & Conditions](#), [Solicitation File](#), [Restructured Consolidated Contract Document](#), [Contract Administration File](#), [Supplemental Pricing Information ADSP013-038802.zip](#), [Change Order 02 Summary ADSP013-038802 7.17.13.doc](#), [Change Order No. 3 Summary 2015 Pricing](#), [Change Order No. 6 Price Adjustment](#), [Certificate of Insurance](#)

Primary Vendor Information & PO Terms

Vendor: 000025942 - PFVT MOTORS INC.
 Chad Welsh
 9130 West Bell Road
 Peoria, AZ 85382
 US
 Email: cw elsh@vtaig.com
 Phone: (623)977-8888
 FAX: (480)393-5536

Payment Terms: Net 30

Shipping Method: Best Way

Shipping Terms: F.O.B., Destination

Freight Terms: Freight Prepaid

PO Acknowledgements:	Document	Notifications	Acknowledged Date/Time
	Purchase Order	Emailed to cw elsh@vtaig.com at 01/22/2013 08:29:17 AM	
	Change Order 1	Emailed to cw elsh@vtaig.com at 01/22/2013 08:37:59 AM	01/22/2013 08:52:27 AM
	Change Order 3	Emailed to cw elsh@vtaig.com at 11/01/2013 03:20:26 PM	11/01/2013 03:41:01 PM
	Change Order 4	Emailed to cw elsh@vtaig.com at 11/04/2013 04:44:37 PM	11/05/2013 10:26:56 AM
	Change Order 2	Emailed to cw elsh@vtaig.com at 08/20/2013 05:05:02 PM	08/21/2013 08:47:21 AM
	Change Order 5	Emailed to cw elsh@vtaig.com at 01/24/2014 01:32:01 PM	01/24/2014 04:12:54 PM

Master Blanket/Contract Vendor Distributor List

Vendor ID	Alternative ID	Vendor Name	Preferred Delivery Method	Vendor Distributor Status
<u>000025942</u>	12037597830	PFVT MOTORS INC	Email	Active

Master Blanket/Contract Controls

Master Blanket/Contract Begin Date: 01/04/2013 Master Blanket/Contract End Date: 01/04/2015
 Cooperative Purchasing Allowed: Yes

Organization	Department	Dollar Limit	Dollars Spent to Date	Minimum Order Amount
ALL ORG - Organization Umbrella Master Control	AGY - Agency Umbrella Master Control	\$0.00	\$5,636,348.86	\$0.00

Item Information

1-5 of 9
 1 2

Print Sequence # 6.0, Item # 6: Extended Warranty- Please see attached document for extended warranty prices 3PS - Sent

NIGP Code: 963-91
 Warranties

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer: Brand: Model:
 Make: Packaging:

Project No.:

Building Code:

Cost Code:

Print Sequence # 7.0, Item # 7: Delivery Fee- Please see the attached document for delivery fees 3PS - Sent

NIGP Code: 962-89

Vehicle Transporting Services

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Project No.:

Building Code:

Cost Code:

Print Sequence # 8.0, Item # 8: Upfitting- Please see attached document for upfitting charges 3PS - Sent

NIGP Code: 055-86

Tanks and Miscellaneous Accessories and Parts (Not Otherwise Listed)

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Project No.:

Building Code:

Cost Code:

Print Sequence # 9.0, Item # 9: Parts and Services as stated within contract 3PS - Sent

NIGP Code: 060-66

Parts and Accessories, Automotive, Miscellaneous (Not Otherwise Classified)

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$0.00	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Project No.:

Building Code:

Cost Code:

Print Sequence # 14.0, Item # 1: Ford Police Interceptor FWD E85 3.5L 3PS - Sent

NIGP Code: 071-05

Automobiles, Police and Security Equipped

Bid # / Bid Item #: ADSP013-00002460 / 14 Quote # / Quote Item #: 000016870 / 14

Receipt Method	Qty	Unit Cost	UOM	Discount %	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
Quantity	0.0	\$22,631.24	EA - Each	0.00	\$0.00		\$0.00	\$0.00

Manufacturer:

Brand:

Model:

Make:

Packaging:

Project No.:

Building Code:

Cost Code:

Exit



Bid Solicitation: ADSPO13-00002460

Header Information

Bid Number:	ADSPO13-00002460	Description:	Statewide Law Enforcement Vehicles	Bid Opening Date:	12/18/2012 03:00:59 PM
Purchaser:	Ryan Litner	Organization:	State of Arizona		
Department:	ADSPO - State Procurement Office	Location:	SPO - State Procurement Office		
Fiscal Year:	13	Type Code:		Allow Electronic Quote:	Yes
Alternate Id:		Required Date:		Available Date :	11/21/2012 01:21:00 PM
Info Contact:		Bid Type:	OPEN	Informal Bid Flag:	No
Purchase Method:	Open Market				

Pre Bid Conference: A Pre-Bid Conference will be held Monday December 10th at 11:00 a.m. Arizona Time at the State Procurement Office, 100 N. 15th Ave. Suite 201A, Phoenix, AZ 85007

Bulletin Desc:

Ship-to Address:	State Procurement Office 100 N 15th Ave. Suite 201 Phoenix, AZ 85007 US Email: spo@azdoa.gov Phone: (602)542-5511	Bill-to Address:	GSD Accounting 100 N. 15th Avenue Suite 202 Phoenix, AZ 85007 US Email: dawn.slater@azdoa.gov Phone: (602)364-4871	Print Format:	
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Attachments: [Attachment I: Organizational Profile](#), [Attachment II: Vehicle Warranties](#), [Attachment III: Upfit](#), [Upfit Price Sheet](#), [Attachment IV: Price Sheet \(Amended\)](#), [Attachment V: Supplemental Pricing](#), [Solicitation Amendment 1](#), [Statewide Law Enforcement Vehicles IFB \(Amended 2\)](#), [Solicitation Amendment 2](#)

Bid Method: Invitation for Bid (IFB)

Amendments:	Amendment #	Amendment Date	Amendment Note
	1	12/12/2012 01:08:12 PM	This amendment is to address any questions for the solicitation. Item 20 1. Item 20 added. Attachment Changes: Header 1. File 'Statewide Law Enforcement Vehicles IFB (Amended)'; File 'Statewide Law Enforcement Vehicles IFB (Amended)' added . 2. File 'Attachment V: Supplemental Pricing': Show Attachment to Vendor Flag changed from "Yes" to "No". 3. File 'Statewide Law Enforcement Vehicles IFB': Show Attachment to Vendor Flag changed from "Yes" to "No". 4. File 'Solicitation Amendment 1': File 'Solicitation Amendment 1' added . 5. File 'Attachment IV: Price Sheet (Amended)': File 'Attachment IV: Price Sheet (Amended)' added . 6. File 'Attachment V:

Supplemental Pricing'; File 'Attachment V: Supplemental Pricing' added . 7. File 'Attachment IV: Price Sheet': Show Attachment to Vendor Flag changed from "Yes" to "No".

2 12/13/2012
04:24:46 PM

This amendment is to address any further questions for the solicitation. Item 14 1. Description changed from "Ford Police Interceptor FWD 3.5L- PLEASE ENTER \$1" to "Ford Police Interceptor FWD E85 3.5L- PLEASE ENTER \$1". Item 15 1. Item 15 canceled, Item 18 1. Description changed from "Ford Police Interceptor Utility FWD 3.7L- PLEASE ENTER \$1" to "Ford Police Interceptor Utility FWD E85 3.7L- PLEASE ENTER \$1". Attachment Changes: Header 1. File 'Solicitation Amendment 2': File 'Solicitation Amendment 2' added . 2. File 'Statewide Law Enforcement Vehicles IFB (Amended)': Show Attachment to Vendor Flag changed from "Yes" to "No". 3. File 'Statewide Law Enforcement Vehicles IFB (Amended 2)': File 'Statewide Law Enforcement Vehicles IFB (Amended 2)' added .

Item Information

1-5 of 20
1 2 3 4

Item # 1: (071 - 05) Chevrolet Caprice 9C1 3.6L- PLEASE ENTER \$1

NIGP Code: 071-05
Automobiles, Police and Security Equipped

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:
Make: Packaging:
Counties Requiring Service:

Item # 2: (071 - 05) Chevrolet Caprice 9C1 E85 3.6L- PLEASE ENTER \$1.

NIGP Code: 071-05
Automobiles, Police and Security Equipped

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer: Brand: Model:
Make: Packaging:
Counties Requiring Service:

Item # 3: (071 - 05) Chevrolet Caprice 9C1 6.0L- PLEASE ENTER \$1

NIGP Code: 071-05
Automobiles, Police and Security Equipped

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Make:

Packaging:

Counties Requiring Service:

Item # 4: (071 - 05) Chevrolet Caprice 9C1 E85 6.0L- PLEASE ENTER \$1

NIGP Code: 071-05

Automobiles, Police and Security Equipped

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Make:

Packaging:

Counties Requiring Service:

Item # 5: (071 - 05) Chevrolet Impala 9C1 3.6L- PLEASE ENTER \$1

NIGP Code: 071-05

Automobiles, Police and Security Equipped

Qty	Unit Cost	UOM	Total Discount Amt.	Tax Rate	Tax Amount	Total Cost
1.0		EA - Each				

Manufacturer:

Brand:

Model:

Make:

Packaging:

Counties Requiring Service:

1-5 of 20

1 2 3 4

Bid Tab	Exit
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