

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the Town of Duncan Town Council and to the general public that the Duncan Common Council will hold a Regular Meeting open to the public at Duncan Town Hall on Thursday, October 10, 2024, at 4:00 p.m.

Pursuant to Title II of the Americans with Disabilities Act (ADA) the Town of Duncan does not discriminate on the basis of disability in the administration of its programs or services. Individuals with a disability who require accommodations, including auxiliary aids of services for effective communication, should contact the Town of Duncan ADA Compliance Coordinator at least 24 hours in advance at (928) 359-2791, Monday-Thursday, 8-5, to make known their needs and preferences.

**Regular Meeting Agenda
Duncan Common Council
Thursday, October 10, 2024; 4:00 p.m.
Duncan Town Hall, 506 SE Old West Highway
Duncan, Arizona 85534**

Call to Order:

Roll Call:

Pledge of Allegiance:

Prayer:

1. **Call to Public:** Those wishing to address the Council should fill out a “Request to Address the Council” form and present it to the Town Clerk prior to the beginning of the meeting. The mayor will recognize the person wishing to speak during the Call to the Public item shown on the agenda. Time permitting, each presentation will be given approximately three (3) minutes. No action or Council discussion will result from the public comments or matters not listed on the agenda.
2. **Consent Agenda:** All items on the consent agenda are considered to be routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Councilmember or member of the public requests, in which event the item will be removed from the consent agenda and considered in its normal sequence on the agenda.
 - a. **Approval of September 12, 2024, Regular Meeting Minutes.**
 - b. **Approval of September 2024 Financial Reports.**
3. **Summary of Current Events:** The Mayor, Council Members and the Town Manager may present a brief summary of current events pursuant to A.R.S. § 38-431.02(K). The Council will not discuss or take action on any current event summary.
 - a. **Mayor’s Report:**
 - b. **Council Members Report:**
 - c. **Town Manager’s Report:**

4. **Review of Bids for Backhoe:**
Discussion and Possible ActionCommon Council

5. **Review of Bids for 6000 sq. ft. Skate Park Design and Build:**
Discussion and Possible ActionCommon Council

6. **Ordinance 24-04 Adopting the Document Filed with the Town Clerk and Entitled “Article 14-5 Hazard Abatement Regulations” by Reference to Replace Articles 14-5, 14-6 and 14-8 of the Duncan Town Code and Providing for Severability and the Effective Date Thereof:**
Discussion and ActionCommon Council

7. **Discussion of Date and Time of Next Meeting:**
Discussion OnlyCommon Council

8. **Discussion of Items for Next Meeting:**
Discussion OnlyCommon Council

9. **Adjournment:**
Discussion and ActionCommon Council

Members of the Duncan Common Council may attend either in person or by telephone, video, or internet conferencing.

Copies of Agendas may be requested at the Town of Duncan (928) 359-2791.

**Regular Meeting Minutes
Duncan Common Council
Thursday, September 12, 2024; 4:00 p.m.
Duncan Town Hall, 506 SE Old West Highway
Duncan, Arizona 85534**

Meeting called to order at 4:03 p.m.

Mayor Blake, Vice Mayor Smith, Council Member Wearne, Council Member Show, all present.

Pledge of Allegiance and Prayer: Led by Mayor Blake

1. **Call to Public:** No call to public.

2. **Consent Agenda:**
 - a. **Approval of August 15, 2024, Regular Meeting Minutes.**
 - b. **Approval of August 2024 Financial Reports.**

MAYOR BLAKE MOVED TO ACCEPT THE CONSENT AGENDA. COUNCIL MEMBER WEARNE SECONDED. UNANIMOUS.

3. **Summary of Current Events:**
 - a. **Mayor's Report:** Asked to be on a Financial Committee with Pat Walker to talk about small towns, fraud and risks.
 - b. **Council Members Report: Vice Mayor Smith** said a few words about September 11th: Remembering the people that lost, but also focusing on people that helped afterwards. Today was a day that we got to see our entire country come together and build community and try to restore the country. September is suicide awareness month, so if you find anybody struggling, just know that there is a number that they can call (**988**) that will direct them to someone that can talk them down from the crisis they are having at the time. **Council Member Wearne:** Senior Committee meeting and making plans. Cemetery cleanup up 8-11 on Saturday. **Council Member Show:** The Cowbells chili cookoff the 20th from 2-5 p.m. awards at 6 on Friday.
 - c. **Town Manager's Report:** Received the ok to start spending funds from State Parks Grant. The shade structure and water slide were approved last month. The slide was ordered today. Bid on design and build of skate park. The WIFA Grant, been purchasing the pipes and valves, labor is the match for a lot of that grant. Lots of work for the crew to do, but we need a backhoe. We will get \$77,000 out of WIFA towards the backhoe. Have a \$30,000 trade in on the old one, so that gives \$107,000 and that was bid out in the paper, we have one located, that next month will be brought to council for approval. Purchasing and installing materials for the CDBG concrete work is done, the tank is set on it, it has a few feet of water in it, the pumps are all put together, the well is there, the arsenic came back lower than it did last time. Two soon meetings next week over the money we asked for the lift station WIFA. The Colonias may come in and fund all these things. No word on the 165 grant from the corps of engineers that we asked for.

Text my gov should roll out September 23rd. Senior Center, met this week and talked about different options for them. They had a roof leak and that was fixed, paint some of the inside, options about expanding to the back, and get a plan together and get it to United Way to see if they will help fund.

4. **Discussion of 2021 Audit:** 3 Financial Reports: Annual Financial Report, Expenditure Limitation Report and a letter that is addressed to council, summarizing all the audit results and findings and any issues they may have met. Matt Bingham Colby and Powell. Information on what discussed is attached.
5. **Town of Duncan Financial Policies and Procedures:** Matt has suggested that we do this. It needs to be adjusted to match the Town Code, still needs to be cleaned up a little bit. Pat Walker didn't think we it should be something approved through council, it should be an internal document we use so that its not set in stone, incase we need to change it, we can.
6. **Ordinance 24-03 Adopting the Document Filed with the Town Clerk and Entitled "Article 4-4 Purchasing" by Reference to Amend that Section of the Duncan Town Code and Providing for Severability and the Effective Date Thereof:**

MAYOR BLAKE MOVED TO APPROVE ORDINANCE 24-03. COUNCIL MEMBER SHOW SECONDED. UNANIMOUS.

7. **Discussion of Date and Time of Next Meeting:** October 10th at 4:00 p.m.
8. **Discussion of Items for Next Meeting:** Award bids for backhoe and skate park
9. **Adjournment:**

COUNCIL MEMBER WEARNE MOTIONED TO ADJOURN THE MEETING. COUNCIL MEMBER SMITH SECONDED. MEETING ADJOURNED AT 5:23 P.M.

Members of the Duncan Common Council may attend either in person or by telephone, video, or internet conferencing.

Copies of Agendas may be requested at the Town of Duncan (928) 359-2791.

TOWN OF DUNCAN, ARIZONA

Annual Financial Statements
and Independent Auditors' Report
June 30, 2021

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INDEPENDENT AUDITORS' REPORT

To the Town Council
Town of Duncan, Arizona

Report on the Financial Statements

We have audited the accompanying financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Duncan, Arizona, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town's basic financial statements as listed in the table of contents.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditors' Responsibility

Our responsibility is to express opinions on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards*, issued by the Comptroller General of the United States. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

Opinions

In our opinion, the financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities, the business-type activities, and each major fund of the Town of Duncan, Arizona, as of June 30, 2021, and the respective changes in financial position, and, where applicable, cash flows thereof for the year then ended in accordance with accounting principles generally accepted in the United States of America.

Other Matters

Required Supplementary Information

The Town of Duncan, Arizona has not presented the Management's Discussion and Analysis that accounting principles generally accepted in the United States of America has determined is necessary to supplement, although not required to be part of, the basic financial statements. Such missing information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context.

Accounting principles generally accepted in the United States of America require that the Budgetary Comparison Schedules, Schedule of the Town's Proportionate Share of the Net Pension/OPEB Liability – Cost-Sharing Plans, and Schedule of Town Pension/OPEB Contributions as listed in the table of contents be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the information because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

Other Reporting Required by *Government Auditing Standards*

In accordance with *Government Auditing Standards*, we have also issued our report dated September 3, 2024, on our consideration of the Town of Duncan, Arizona's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Town of Duncan, Arizona's internal control over financial reporting and compliance.

Compliance Over the Use of Highway User Revenue Fund and Other Dedicated State Transportation Revenue Monies

In connection with our audit, nothing came to our attention that caused us to believe that the Town failed to comply with the authorized transportation purposes, insofar as they relate to accounting matters, for Highway User Revenue Fund monies it received pursuant to Arizona Revised Statutes Title 28, Chapter 18, Article 2, and any other dedicated state transportation revenues it received. However, our audit was not directed primarily toward obtaining knowledge of such noncompliance. Accordingly, had we performed additional procedures, other matters may have come to our attention regarding the Town's noncompliance with the authorized transportation purposes referred to above, insofar as they relate to accounting matters.

The communication related to compliance over the use of Highway User Revenue Fund and other dedicated state transportation revenue monies in the preceding paragraph is intended solely for the information and use of the members of the Arizona State Legislature, the Auditor General of the State of Arizona, the Board of Supervisors, management, and other responsible parties within the Town and is not intended to be and should not be used by anyone other than these specified parties.

Colby & Powell, PLC

September 3, 2024

TOWN OF DUNCAN, ARIZONA
Statement of Net Position
June 30, 2021

	Primary Government		
	Governmental Activities	Business-type Activities	Total
ASSETS			
Cash and cash equivalents	\$ 235,958	\$ -	\$ 235,958
Cash and cash equivalents, restricted	-	106,291	106,291
Accounts receivable, net	20,018	28,971	48,989
Manager receivable, net	8,525	-	8,525
Taxes receivable	2,341	-	2,341
Due from other governments	33,129	-	33,129
Prepays	11,820	-	11,820
Inventory	-	8,800	8,800
Interactivity balances	32,409	(32,409)	-
Net pension and other postemployment benefits asset	1,298	706	2,004
Capital assets, not being depreciated	74,802	107,500	182,302
Capital assets, being depreciated, net	812,668	688,208	1,500,876
Total assets	<u>1,232,968</u>	<u>908,067</u>	<u>2,141,035</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions and other postemployment benefits	88,745	48,270	137,015
LIABILITIES			
Accounts payable	37,620	15,520	53,140
Accrued expenses	20,404	3,203	23,607
Refundable deposits	-	16,291	16,291
Noncurrent liabilities			
Due within one year	51,878	26,560	78,438
Due in more than one year	362,992	696,062	1,059,054
Total liabilities	<u>472,894</u>	<u>757,636</u>	<u>1,230,530</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions and other postemployment benefits	2,617	1,423	4,040
NET POSITION			
Net investment in capital assets	785,125	230,963	1,016,088
Restricted for:			
Highways and Streets	45,699	-	45,699
Senior Center Improvements	12,421	-	12,421
Capital Improvements	-	182,134	182,134
Debt Service	-	90,000	90,000
Unrestricted (deficit)	2,957	(305,819)	(302,862)
Total net position	<u>\$ 846,202</u>	<u>\$ 197,278</u>	<u>\$ 1,043,480</u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Activities
Year Ended June 30, 2021

Functions / Programs	Expenses	Program Revenues			Net (Expenses) Revenues and Changes in Net Position		
		Charges for Services	Operating Grants and Contributions	Capital Grants and Contributions	Primary Government		Total
					Governmental Activities	Business-type Activities	
Primary government:							
Governmental activities							
General government	\$ 433,700	\$ 31,039	\$ 90,389	\$ 55	\$ (312,217)	\$ -	\$ (312,217)
Public safety	60,676	170	-	-	(60,506)	-	(60,506)
Highways and streets	304,225	-	141,198	-	(163,027)	-	(163,027)
Sanitation	81,342	65,090	-	-	(16,252)	-	(16,252)
Culture and recreation	71,539	75	900	-	(70,564)	-	(70,564)
Interest	7,436	-	-	-	(7,436)	-	(7,436)
Total governmental activities	958,918	96,374	232,487	55	(630,002)	-	(630,002)
Business-type activities							
Water	439,487	211,155	-	-	-	(228,332)	(228,332)
Sewer	63,120	105,865	-	-	-	42,745	42,745
Total business-type activities	502,607	317,020	-	-	-	(185,587)	(185,587)
Total primary government	\$ 1,461,525	\$ 413,394	\$ 232,487	\$ 55	(630,002)	(185,587)	(815,589)
General revenues:							
Taxes:							
Property taxes, levied for general purposes					14,220	-	14,220
Local sales taxes					182,487	-	182,487
Franchise tax					16,708	-	16,708
Share of state sales taxes					93,483	-	93,483
Share of state auto lieu taxes					79,635	-	79,635
State urban revenue sharing					214,371	-	214,371
Investment earnings					2,939	7,604	10,543
Miscellaneous					8,591	-	8,591
Total general revenues					612,434	7,604	620,038
Change in net position					(17,568)	(177,983)	(195,551)
Net position, beginning of year					863,770	375,261	1,239,031
Net position, end of year					\$ 846,202	\$ 197,278	\$ 1,043,480

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Balance Sheet
Governmental Funds
June 30, 2021

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
ASSETS				
Cash and cash equivalents	\$ 199,320	\$ 36,638	\$ -	\$ 235,958
Accounts receivable, net	20,018	-	-	20,018
Manager receivable, net	8,525	-	-	8,525
Taxes receivable	2,341	-	-	2,341
Due from other governments	25,670	7,459	-	33,129
Prepays	6,000	5,820	-	11,820
Due from other funds	32,409	-	-	32,409
Total assets	294,283	49,917	-	344,200
Liabilities				
Accounts payable	34,842	2,778	-	37,620
Accrued expenses	18,964	1,440	-	20,404
Total liabilities	53,806	4,218	-	58,024
Deferred inflows of resources				
Unavailable revenue	22,381	-	-	22,381
Fund balances				
Nonspendable	34,329	-	-	34,329
Restricted for:				
Senior Center Improvements	12,421	-	-	12,421
Highways and Streets	-	45,699	-	45,699
Unassigned	171,346	-	-	171,346
Total fund balances	218,096	45,699	-	263,795
Total liabilities, deferred inflows of resources, and fund balances	\$ 294,283	\$ 49,917	\$ -	\$ 344,200

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Reconciliation of the Balance Sheet to the Statement of Net Position
Governmental Funds
June 30, 2021

Fund balances-total governmental funds		\$ 263,795
<p>Amounts reported for governmental activities in the Statement of Net Position are different because:</p>		
<p>Capital assets used in governmental activities are not financial resources and, therefore, are not reported in the funds.</p>		887,470
<p>Some receivables are not available to pay for current-period expenditures and, therefore, are reported as unavailable revenue in the funds.</p>		22,381
<p>Net pension/OPEB assets held in trust for future benefits are not available for Town operations and, therefore, are not reported in the funds.</p>		1,298
<p>Liabilities, such as net pension/OPEB liabilities and capital leases payable, are not due and payable in the current period and, therefore, are not reported as a liability in the funds.</p>		
<p> Capital lease payable</p>	(23,428)	
<p> Compensated absences</p>	(1,411)	
<p> Notes payable</p>	(78,917)	
<p> Net pension/OPEB liability</p>	<u>(311,114)</u>	
		(414,870)
<p>Deferred outflows and inflows of resources related to pensions/OPEB and deferred charges or credits on debt refundings are applicable to future reporting periods and, therefore, are not reported in the funds.</p>		<u>86,128</u>
Net position of governmental activities		<u><u>\$ 846,202</u></u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Revenues, Expenditures, and Changes in Fund Balances
Governmental Funds
Year Ended June 30, 2021

	General Fund	HURF Fund	Grants Fund	Total Governmental Funds
Revenues				
Intergovernmental	\$ 477,775	\$ 85,603	\$ 55,595	\$ 618,973
Taxes	213,470	-	-	213,470
Charges for services	93,599	-	-	93,599
Other revenue	16,436	-	-	16,436
Investment income	2,939	-	-	2,939
Licenses and permits	2,605	-	-	2,605
Contributions	1,003	-	-	1,003
Total revenues	<u>807,827</u>	<u>85,603</u>	<u>55,595</u>	<u>949,025</u>
Expenditures				
Current				
General government	366,124	-	-	366,124
Public safety	60,676	-	-	60,676
Highways and streets	99,533	108,325	47,764	255,622
Sanitation	81,342	-	-	81,342
Culture and recreation	48,450	-	-	48,450
Debt service				
Principal	16,925	19,004	-	35,929
Interest	2,575	4,861	-	7,436
Capital outlay	32,786	-	-	32,786
Total expenditures	<u>708,411</u>	<u>132,190</u>	<u>47,764</u>	<u>888,365</u>
Excess (deficiency) of revenue over (under) expenditures	99,416	(46,587)	7,831	60,660
Other financing sources (uses)				
Transfers	7,831	-	(7,831)	-
Net change in fund balances	107,247	(46,587)	-	60,660
Fund balances, beginning of year	<u>110,849</u>	<u>92,286</u>	<u>-</u>	<u>203,135</u>
Fund balances, end of year	<u>\$ 218,096</u>	<u>\$ 45,699</u>	<u>\$ -</u>	<u>\$ 263,795</u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Reconciliation of the Statement of Revenues, Expenditures,
and Changes in Fund Balances to the Statement of Activities
Governmental Funds
Year Ended June 30, 2021

Net change in fund balances-total governmental funds		\$ 60,660
Amounts reported for governmental activities in the Statement of Activities		
<p>Governmental funds report capital outlays as expenditures. However, in the Statement of Activities, the cost of those assets is allocated over their estimated useful lives and reported as depreciation expense.</p>		
Capital outlay	32,786	
Depreciation expense	<u>(97,860)</u>	(65,074)
<p>Revenues in the Statement of Activities that do not provide current financial resources are not reported as revenues in the funds.</p>		
Unavailable pool settlement revenue		(7,675)
<p>Town pension/OPEB contributions are reported as expenditures in the governmental funds when made. However, they are reported as deferred outflows of resources in the statement of net position because the reported net pension/OPEB liability is measured a year before the Town's report date. Pension/OPEB expense, which is the change in the net pension/OPEB liability adjusted for changes in deferred outflows and inflows of resources related to pensions, is reported in the Statement of Activities.</p>		
Town pension/OPEB contributions	20,790	
Pension/OPEB expense	<u>(68,235)</u>	(47,445)
<p>Debt proceeds provide current financial resources to governmental funds, but issuing debt increases long-term liabilities in the statement of net position. Repayment of debt principal is an expenditure in the governmental funds, but the repayment reduces long-term liabilities in the Statement of Net Position.</p>		
Debt principal repaid		35,929
<p>Under the modified accrual basis of accounting used in the governmental funds, expenditures are not recognized for transactions that are not normally paid with expendable available resources. In the Statement of Activities, however, which is presented on the accrual basis of accounting, expenses are reported regardless of when the financial resources are available.</p>		
Decrease in compensated absences payable		<u>6,037</u>
Change in net position of governmental activities		\$ <u><u>(17,568)</u></u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Net Position
Proprietary Funds
June 30, 2021

	Business-type Activities - Enterprise Funds		
	Water Fund	Sewer Fund	Total
ASSETS			
Current assets			
Cash and cash equivalents, restricted	\$ 106,291	\$ -	\$ 106,291
Accounts receivable, net	14,550	14,421	28,971
Inventory	8,800	-	8,800
Total current assets	<u>129,641</u>	<u>14,421</u>	<u>144,062</u>
Noncurrent assets			
Due from other funds	-	320,087	320,087
Net other postemployment benefits asset	706	-	706
Capital assets, net of accumulated depreciation, where applicable:			
Intangible asset	80,000	-	80,000
Land	27,500	-	27,500
Buildings, net	17,349	8,664	26,013
Utilities systems, net	552,446	24,672	577,118
Equipment, net	5,568	79,509	85,077
Total noncurrent assets	<u>683,569</u>	<u>432,932</u>	<u>1,116,501</u>
Total assets	<u>813,210</u>	<u>447,353</u>	<u>1,260,563</u>
DEFERRED OUTFLOWS OF RESOURCES			
Deferred outflows related to pensions and other postemployment benefits	48,270	-	48,270
LIABILITIES			
Current liabilities			
Accounts payable	8,447	7,073	15,520
Accrued expenses	3,203	-	3,203
Refundable deposits	16,291	-	16,291
Compensated absences, current portion	6,004	-	6,004
Revenue bonds payable, current portion	20,556	-	20,556
Total current liabilities	<u>54,501</u>	<u>7,073</u>	<u>61,574</u>
Noncurrent liabilities			
Due to other funds	352,496	-	352,496
Revenue bonds payable, net of current portion	526,840	-	526,840
Net pension and other postemployment benefits liability	169,222	-	169,222
Total noncurrent liabilities	<u>1,048,558</u>	<u>-</u>	<u>1,048,558</u>
Total liabilities	<u>1,103,059</u>	<u>7,073</u>	<u>1,110,132</u>
DEFERRED INFLOWS OF RESOURCES			
Deferred inflows related to pensions and other postemployment benefits	1,423	-	1,423
NET POSITION			
Net investment in capital assets	118,118	112,845	230,963
Restricted	194,678	77,456	272,134
Unrestricted (deficit)	(555,798)	249,979	(305,819)
Total net position	<u>\$ (243,002)</u>	<u>\$ 440,280</u>	<u>\$ 197,278</u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Revenue, Expenses, and Changes in Fund Net Position
Proprietary Funds
Year Ended June 30, 2021

	Business-type Activities - Enterprise Funds		
	Water Fund	Sewer Fund	Total
Operating revenue			
Water charges	\$ 211,155	\$ -	\$ 211,155
Sewer charges	-	105,865	105,865
Total operating revenue	211,155	105,865	317,020
Operating expenses			
Personnel	183,168	-	183,168
Depreciation	133,403	21,449	154,852
Materials and supplies	55,323	10,744	66,067
Repairs and maintenance	20,233	9,296	29,529
Utilities	9,298	9,883	19,181
Miscellaneous	10,684	3,778	14,462
Professional services	2,302	7,970	10,272
Total operating expenses	414,411	63,120	477,531
Operating income (loss)	(203,256)	42,745	(160,511)
Nonoperating revenue (expense)			
Interest income	7,604	-	7,604
Interest expense	(25,076)	-	(25,076)
Total nonoperating revenue (expense)	(17,472)	-	(17,472)
Transfers in (out)	(22,274)	22,274	-
Increase (decrease) in net position	(243,002)	65,019	(177,983)
Total net position, beginning of year	-	375,261	375,261
Total net position, end of year	\$ (243,002)	\$ 440,280	\$ 197,278

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2021

	Business-type Activities - Enterprise Funds		
	Water Fund	Sewer Fund	Total
Cash flows from operating activities:			
Receipts from customers	\$ 223,353	\$ 98,802	\$ 322,155
Payments to suppliers and providers of goods and services	(92,688)	(36,000)	(128,688)
Payments to employees	(130,723)	(22,771)	(153,494)
Net cash provided (used) by operating activities	<u>(58)</u>	<u>40,031</u>	<u>39,973</u>
Cash flows from noncapital financing activities:			
Transfers	(22,274)	22,274	-
Advances from (to) other funds	60,385	(62,305)	(1,920)
Net cash provided (used) by noncapital financing activities	<u>38,111</u>	<u>(40,031)</u>	<u>(1,920)</u>
Cash flows from capital and related financing activities:			
Interest paid	(25,076)	-	(25,076)
Principal paid on long-term debt	(19,690)	-	(19,690)
Net cash provided (used) by capital and related financing activities	<u>(44,766)</u>	<u>-</u>	<u>(44,766)</u>
Cash flows from investing activities:			
Interest received	7,604	-	7,604
Net increase (decrease) in cash and cash equivalents	891	-	891
Cash and cash equivalents, beginning of year	105,400	-	105,400
Cash and cash equivalents, end of year	<u>\$ 106,291</u>	<u>\$ -</u>	<u>\$ 106,291</u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Statement of Cash Flows
Proprietary Funds
Year Ended June 30, 2021

Reconciliation of Operating Income (Loss) to Net Cash Provided (Used) by Operating Activities

	Business-type Activities - Enterprise Funds		
	Water Fund	Sewer Fund	Total
Reconciliation of operating income (loss) to net cash provided (used) by operating activities			
Operating income (loss)	\$ (203,256)	\$ 42,745	\$ (160,511)
Adjustments to reconcile operating income (loss) to net cash provided (used) by operating activities:			
Depreciation	133,403	21,449	154,852
Changes in assets, deferred outflows of resources, liabilities, and deferred inflows of resources:			
Accounts receivable	11,307	(7,063)	4,244
Net pension and other postemployment benefits asset	(513)	57	(456)
Deferred outflows of resources related to pensions and other postemployment benefits	(17,375)	9,120	(8,255)
Accounts payable	5,152	5,671	10,823
Accrued expenses	3,203	-	3,203
Refundable deposits	891	-	891
Compensated absences payable	3,024	(497)	2,527
Net pension and other postemployment benefits liability	69,386	(29,472)	39,914
Deferred inflows of resources related to pensions and other postemployment benefits	(5,280)	(1,979)	(7,259)
Net cash provided (used) by operating activities	<u>\$ (58)</u>	<u>\$ 40,031</u>	<u>\$ 39,973</u>

See accompanying notes to financial statements.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The accompanying financial statements of the Town of Duncan, Arizona have been prepared in conformity with U.S. generally accepted accounting principles applicable to governmental units adopted by the Governmental Accounting Standards Board (GASB). A summary of the Town's more significant accounting policies follows.

A. Reporting Entity

The Town is a general-purpose local government that is governed by a separately elected Town Council. The accompanying financial statements present the activities of the Town.

B. Basis of Presentation

The basic financial statements include both government-wide statements and fund financial statements. The government-wide statements focus on the Town as a whole, while the fund statements focus on major funds. Each presentation provides valuable information that can be analyzed and compared between years and between governments to enhance the information's usefulness.

Government-wide statements—provide information about the primary government (the Town). The statements include a statement of net position and a statement of activities. These statements report the overall government's financial activities. They also distinguish between the Town's governmental and business-type activities. Governmental activities generally are financed through taxes and intergovernmental revenues. Business-type activities are financed in whole or in part by fees charged to external parties.

A statement of activities presents a comparison between direct expenses and program revenues for each function of the Town's governmental activities and segment of its business-type activities. Direct expenses are those that are specifically associated with a program or function and, therefore, are clearly identifiable to a particular function. The Town does not allocate indirect expenses to programs or functions.

Program revenues include:

- charges to customers or applicants for goods, services, or privileges provided;
- operating grants and contributions; and
- capital grants and contributions, including special assessments.

Revenues that are not classified as program revenues, including internally dedicated resources and all taxes the Town levies or imposes, are reported as general revenues.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

Generally, the effect of interfund activity has been eliminated from the government-wide financial statements to minimize the double-counting of internal activities. However, charges for interfund services provided and used are not eliminated if the prices approximate their external exchange values.

Fund financial statements—provide information about the Town’s funds. Separate statements are presented for the governmental and proprietary fund categories. The emphasis of fund financial statements is on major governmental and enterprise funds, each displayed in a separate column. All remaining governmental and enterprise funds are aggregated and reported as nonmajor funds.

Proprietary fund revenues and expenses are classified as either operating or nonoperating. Operating revenues and expenses generally result from transactions associated with the fund’s principal activity. Accordingly, revenues, such as user charges and services, in which each party receives and gives up essentially equal values are operating revenues. Other revenues, such as subsidies, result from transactions in which the parties do not exchange equal values and are considered nonoperating revenues along with investment earnings and revenues ancillary activities generate. Operating expenses include the cost of services, administrative expenses, and depreciation on capital assets. Other expenses, such as interest expense, are considered nonoperating expenses.

The Town reports the following major governmental funds:

The ***General Fund*** is the Town’s primary operating fund. It accounts for all financial resources of the general government, except those required to be accounted for in another fund.

The ***HURF Fund*** accounts for specific revenue received from the State of Arizona Highway User Revenue Fund, which is legally restricted to expenditures for authorized transportation purposes.

The ***Grants Fund*** is a special revenue fund and accounts for specific revenue received that is legally restricted to expenditures for specified purposes.

The Town reports the following major enterprise funds:

The ***Water*** and ***Sewer Funds*** account for operations that are financed and operated in a manner similar to private business enterprises, in which the intent of the Town Council is that the costs (expenses, including depreciation) of providing goods or services to the general public on a continuing basis be financed or recovered primarily through user charges; or for which the Town Council has decided that periodic determination of revenue earned, expenses incurred, or net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

C. Basis of Accounting

The government-wide and proprietary fund financial statements are presented using the economic resources measurement focus and the accrual basis of accounting. Revenues are recorded when earned and expenses are recorded at the time liabilities are incurred, regardless of when the related cash flows take place. Property taxes are recognized as revenue in the year for which they are levied. Grants and donations are recognized as revenue as soon as all eligibility requirements the provider imposed have been met.

Under the terms of grant agreements, the Town funds certain programs by a combination of grants and general revenues. Therefore, when program expenses are incurred, there are both restricted and unrestricted resources available to finance the program. The Town applies grant resources to such programs before using general revenues.

Governmental funds in the fund financial statements are reported using the current financial resources measurement focus and the modified accrual basis of accounting. Under this method, revenues are recognized when they become both measurable and available. The Town considers all revenues reported in the governmental funds to be available if the revenues are collected within 60 days after year-end. The Town's major revenue sources that are susceptible to accrual are property taxes, special assessments, intergovernmental, charges for services, and investment earnings. Expenditures are recorded when the related fund liability is incurred, except for principal and interest on general long-term debt, claims and judgments, compensated absences, and pollution remediation obligations, which are recognized as expenditures to the extent they are due and payable. General capital asset acquisitions are reported as expenditures in governmental funds. Issuances of general long-term debt and acquisitions under capital lease agreements are reported as other financing sources.

D. Cash and Investments

For the statement of cash flows, the Town's cash and cash equivalents are considered to be cash on hand, demand deposits, investments in the State Treasurer's local government investment pool, and only those highly liquid investments with a maturity of three months or less when purchased.

E. Allowance for Uncollectible Accounts

Allowances for uncollectible accounts receivable are estimated by the Town. The amount recorded as uncollectible at June 30, 2021, was \$18,246 for the Water Fund and \$10,108 for the Sewer Fund. In the General Fund, the Town recorded as an allowance of \$14,609 for sanitation and manager receivables.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

F. Inventory

Inventory is stated at the lower of cost (determined on the first-in, first-out basis) or market.

G. Property Tax Calendar

Property taxes are recognized as revenue in the fiscal year they are levied and collected or if they are collected within 60 days subsequent to fiscal year-end. Property taxes not collected within 60 days subsequent to fiscal year-end or collected in advance of the fiscal year for which they are levied are reported as deferred revenue.

The Town levies real property taxes on or before the third Monday in August that become due and payable in two equal installments. The first installment is due on the first day of October and becomes delinquent after the first business day of November. The second installment is due on the first day of March of the next year and becomes delinquent after the first business day of May.

H. Capital Assets

Capital assets are reported at actual cost (or estimated historical cost if historical records are not available). Donated assets are reported at acquisition value.

Capitalization thresholds (the dollar values above which asset acquisitions are added to the capital asset accounts), depreciation methods, and estimated useful lives of capital assets are as follows:

	<u>Capitalization Threshold</u>	<u>Depreciation Method</u>	<u>Estimated Useful Life</u>
Buildings	\$ 5,000	Straight-line	30 - 40
Equipment	5,000	Straight-line	5 - 10
Infrastructure	5,000	Straight-line	30 - 40
Utility systems	5,000	Straight-line	30 - 40

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

I. Investment Income

Investment income is composed of interest, dividends, and net changes in the fair value of applicable investments.

J. Fund Balance Reporting

The governmental funds' fund balances are reported separately within classifications based on a hierarchy of the constraints placed on those resources' use. The classifications are based on the relative strength of the constraints that control how the specific amounts can be spent. The classifications are nonspendable, restricted, and unrestricted, which includes committed, assigned, and unassigned fund balance classifications.

The nonspendable fund balance classification includes amounts that cannot be spent because they are either not in spendable form, such as inventories, or are legally or contractually required to be maintained intact. Restricted fund balances are those that have externally imposed restrictions on their usage by creditors (such as through debt covenants), grantors, contributors, or laws and regulations.

The unrestricted fund balance category is composed of committed, assigned, and unassigned resources. Committed fund balances are self-imposed limitations that the Town Council has approved, which is the highest level of decision-making authority within the Town. Only the Town Council can remove or change the constraints placed on committed fund balances.

Assigned fund balances are resources constrained by the Town's intent to be used for specific purposes, but that are neither restricted nor committed. The Town Council has authorized the Town manager to assign resources for a specific purpose.

The unassigned fund balance is the residual classification for the General Fund and includes all spendable amounts not reported in the other classifications. Also, deficits in fund balances of the other governmental funds are reported as unassigned.

When an expenditure is incurred that can be paid from either restricted or unrestricted fund balances, it is the Town's policy to use restricted fund balance first. It is the Town's policy to use committed amounts first when disbursing unrestricted fund balances, followed by assigned amounts, and lastly unassigned amounts.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES – Continued

K. Compensated Absences

Compensated absences consist of vacation leave earned by employees based on services already rendered.

Employees may accumulate up to 160 hours of vacation depending on years of service, but any vacation hours in excess of the maximum amount that are unused at year-end are forfeited. Upon termination of employment, all unused and unforfeited vacation benefits are paid to employees. Accordingly, vacation benefits are accrued as a liability in the financial statements.

Employees may accumulate an unlimited number of hours of sick leave. Generally, sick leave benefits provide for ordinary sick pay and are cumulative but are forfeited upon termination of employment. Because sick leave benefits do not vest with employees, a liability for sick leave benefits is not accrued in the financial statements.

L. Deferred Outflows/Inflows of Resources

The statement of net position and balance sheet include separate sections for deferred outflows of resources and deferred inflows of resources. Deferred outflows of resources represent a consumption of net position that applies to future periods that will be recognized as an expense or expenditure in future periods. Deferred inflows of resources represent an acquisition of net position or fund balance that applies to future periods and will be recognized as a revenue in future periods.

M. Postemployment Benefits

For purposes of measuring the net pension and other postemployment benefits (OPEB) assets and liabilities, deferred outflows of resources and deferred inflows of resources related to pensions and OPEB, and pension and OPEB expense, information about the plans' fiduciary net position and additions to/deductions from the plans' fiduciary net position have been determined on the same basis as they are reported by the plans. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 2 – DEPOSITS AND INVESTMENTS

Arizona Revised Statutes (A.R.S.) authorize the Town to invest public monies in the State Treasurer’s investment pool; obligations issued or guaranteed by the United States or any of the senior debt of its agencies, sponsored agencies, corporations, sponsored corporations, or instrumentalities; specified state and local government bonds, notes, and other evidences of indebtedness; interest-earning investments such as savings accounts, certificates of deposit, and repurchase agreements in eligible depositories; specified commercial paper issued by corporations organized and doing business in the United States; specified bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars; and certain open-end and closed-end mutual funds, including exchange traded funds. In addition, the Town Treasurer may invest trust funds in certain fixed income securities of corporations doing business in the United States or District of Columbia.

Credit risk

Statutes have the following requirements for credit risk:

1. Commercial paper must be of prime quality and be rated within the top two ratings by a nationally recognized rating agency.
2. Bonds, debentures, notes, and other evidences of indebtedness that are denominated in United States dollars must be rated “A” or better at the time of purchase by at least two nationally recognized rating agencies.
3. Fixed income securities must carry one of the two highest ratings by Moody’s investor’s service and Standard and Poor’s rating service. If only one of the above-mentioned services rates the security, it must carry the highest rating of that service.

Custodial credit risk

Statutes require collateral for deposits at 102 percent of all deposits federal depository insurance does not cover.

Concentration of credit risk

Statutes do not include any requirements for concentration of credit risk.

Interest rate risk

Statutes require that public monies invested in securities and deposits have a maximum maturity of 5 years. The maximum maturity for investments in repurchase agreements is 180 days.

Foreign currency risk

Statutes do not allow foreign investments unless the investment is denominated in United States dollars.

Deposits—At June 30, 2021, the carrying amount of the Town’s total nonpooled cash in bank was \$339,552, and the bank balance was \$361,371. At June 30, 2021, of the bank balance, \$330,952 is covered by federal depository insurance and the remainder is covered by collateral held by the Town or its agent in the Town’s name.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 2 – DEPOSITS AND INVESTMENTS – Continued

Restricted deposits—In the Water Fund, \$90,000 and \$16,291 is restricted for debt service and refundable deposits, respectively.

Investments—The Town reported investments in State Treasurer’s investment pool with a reported amount of \$2,597. Investments in the State Treasurer’s investment pools are valued at the pool’s share price multiplied by the number of shares the Town held. The fair value of a participant’s position in the pools approximates the value of that participant’s pool shares. The State Board of Investment provides oversight for the State Treasurer’s investment pools.

A reconciliation of cash, deposits, and investments to amounts shown on the statements of net position follows:

Deposits		
Cash on hand	\$	100
Cash in bank		339,552
Investments		
State Treasurer's Investment Pool		<u>2,597</u>
Total deposits and investments		342,249
Cash and cash equivalents - restricted		<u>(106,291)</u>
Total cash and cash equivalents	\$	<u><u>235,958</u></u>

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 3 – DUE (TO) FROM OTHER GOVERNMENTS

Amounts due (to) from other governments at June 30, 2021 consisted of the following:

	Governmental Activities
Due (to) from other governments:	
State shared revenues:	
Highway user revenue fund	\$ 7,459
State sales tax	4,604
Auto lieu tax	3,355
City sales tax collected by the State of Arizona	17,711
	\$ 33,129

NOTE 4 – INTERFUND BALANCES AND ACTIVITY

Interfund receivables and payables—Interfund balances at June 30, 2021, were as follows:

	Payable from
Payable to	Water Fund
General Fund	\$ 32,409
Sewer Fund	320,087
	\$ 352,496

The interfund receivables and payables above were necessary in order to fund debt service, capital asset purchases, and prior year operations for the Water Fund. These balances are not expected to be repaid within one year.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 5 – CAPITAL ASSETS

Capital asset activity for the year ended June 30, 2021, was as follows:

	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021
Governmental activities:				
Capital assets not being depreciated:				
Land	\$ 74,802	\$ -	\$ -	\$ 74,802
Capital assets being depreciated:				
Buildings	1,223,637	-	-	1,223,637
Equipment	643,741	32,786	-	676,527
Infrastructure	578,483	-	-	578,483
Total	2,445,861	32,786	-	2,478,647
Less accumulated depreciation for:				
Buildings	924,550	33,233	-	957,783
Equipment	375,117	45,344	-	420,461
Infrastructure	268,452	19,283	-	287,735
Total	1,568,119	97,860	-	1,665,979
Total capital assets being depreciated, net	877,742	(65,074)	-	812,668
Governmental activities capital assets, net	\$ 952,544	\$ (65,074)	\$ -	\$ 887,470

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 5 – CAPITAL ASSETS – Continued

	Balance July 1, 2020	Increases	Decreases	Balance June 30, 2021
Business-type activities:				
Capital assets not being depreciated:				
Land	\$ 27,500	\$ -	\$ -	\$ 27,500
Intangible asset	80,000	-	-	80,000
Total capital assets not being depreciated	<u>107,500</u>	<u>-</u>	<u>-</u>	<u>107,500</u>
Capital assets being depreciated:				
Buildings	33,403	-	-	33,403
Utility systems	4,164,276	-	-	4,164,276
Equipment	272,756	-	-	272,756
Total	<u>4,470,435</u>	<u>-</u>	<u>-</u>	<u>4,470,435</u>
Less accumulated depreciation for:				
Buildings	5,805	1,585	-	7,390
Utility systems	3,454,535	132,623	-	3,587,158
Equipment	167,035	20,644	-	187,679
Total	<u>3,627,375</u>	<u>154,852</u>	<u>-</u>	<u>3,782,227</u>
Total capital assets being depreciated, net	<u>843,060</u>	<u>(154,852)</u>	<u>-</u>	<u>688,208</u>
Business-type activities capital assets, net	<u>\$ 950,560</u>	<u>\$ (154,852)</u>	<u>\$ -</u>	<u>\$ 795,708</u>

Depreciation expense was charged to functions as follows:

Governmental activities:	
General government	\$ 26,168
Highways and streets	48,603
Culture and recreation	<u>23,089</u>
Total governmental activities depreciation expense	<u>\$ 97,860</u>
Business-type activities:	
Water	\$ 133,403
Sewer	<u>21,449</u>
Total business-type activities depreciation expense	<u>\$ 154,852</u>

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 6 – LONG-TERM LIABILITIES

The following schedule details the Town’s long-term liability and obligation activity for the year ended June 30, 2021.

	Balance July 1, 2020	Additions	Reductions	Balance June 30, 2021	Due within one year
Governmental activities:					
Capital leases payable	\$ 31,366	\$ -	\$ (7,938)	\$ 23,428	\$ 23,428
Note payable from direct borrowing and direct placement	106,908	-	(27,991)	78,917	27,039
Net pension and other postemployment benefits liability	233,203	77,911	-	311,114	-
Compensated absences	7,448	-	(6,037)	1,411	1,411
	<u>\$ 378,925</u>	<u>\$ 77,911</u>	<u>\$ (41,966)</u>	<u>\$ 414,870</u>	<u>\$ 51,878</u>
Business-type activities:					
Revenue bonds payable	\$ 567,086	\$ -	\$ (19,690)	\$ 547,396	\$ 20,556
Net pension and other postemployment benefits liability	129,308	39,914	-	169,222	-
Compensated absences	3,477	2,527	-	6,004	6,004
	<u>\$ 699,871</u>	<u>\$ 42,441</u>	<u>\$ (19,690)</u>	<u>\$ 722,622</u>	<u>\$ 26,560</u>

Bonds—The Town’s bonded debt consisted of revenue bonds that are generally callable with interest payable semiannually. Bond proceeds primarily pay for acquiring or constructing capital facilities. Revenue bonds are repaid from charges for services in the proprietary funds.

Bonds outstanding at June 30, 2021, were as follows:

Description	Original Amount	Maturity Ranges	Interest Rates	Outstanding Principal
Revenue bonds				
Water improvement bonds	<u>\$ 800,000</u>	2039	4.50%	<u>\$ 547,396</u>

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 6 – LONG-TERM LIABILITIES – Continued

The following schedule details debt service requirements to maturity for the Town’s revenue bonds payable at June 30, 2021:

Year Ending June 30	Business-type Activities	
	Revenue Bonds	
	Principal	Interest
2022	\$ 20,556	\$ 24,633
2023	21,463	23,708
2024	22,409	22,742
2025	23,395	21,734
2026	24,429	20,681
2027-2031	139,279	85,912
2032-2036	172,807	51,688
2037-2039	123,058	11,235
Total	<u>\$ 547,396</u>	<u>\$ 262,333</u>

Notes payable from direct borrowings and direct placements—In October 2018, the Town entered into an agreement to purchase equipment under the terms of a note payable. The principal borrowed was \$67,895. Under the terms of the note payable, interest accrues at 6.19 percent and calls for 72 monthly payments of \$1,134. The note will mature in April 2023. The note payable is secured by a lien on the equipment purchased.

In April 2020, the Town entered into an agreement to purchase equipment under the terms of a note payable. The principal borrowed was \$62,554. Under the terms of the note payable, interest accrues at 6.49 percent and calls for 60 monthly payments of \$1,224. The note will mature in April 2025. The note payable is secured by a lien on the equipment purchased.

The following schedule details debt service requirements to maturity for the Town’s notes payable from direct borrowings and direct placements at June 30, 2021:

Year Ending June 30	Governmental Activities	
	Note Payable from Direct Borrowing and Direct Placement	
	Principal	Interest
2022	\$ 27,039	\$ 4,149
2023	26,557	2,471
2024	13,438	1,249
2025	11,883	356
Total	<u>\$ 78,917</u>	<u>\$ 8,225</u>

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 6 – LONG-TERM LIABILITIES – Continued

Capital leases—The Town has acquired equipment under the provisions of a long-term lease agreement classified as a capital lease for accounting purposes because it provides for a bargain purchase option or a transfer of ownership by the end of the lease term.

The assets acquired through capital leases are as follows:

	Governmental Activities
Equipment	\$ 55,596
Less: accumulated depreciation	(17,142)
Carrying value	\$ 38,454

The following schedule details debt service requirements to maturity for the Town’s capital leases payable at June 30, 2021:

Year Ending June 30	Governmental Activities
2022	\$ 24,515
Less amount representing interest	(1,087)
Present value of net minimum lease payments	\$ 23,428

NOTE 7– RISK MANAGEMENT

The Town is exposed to various risks of loss related to torts; theft of, damage to and destruction of assets; errors and omissions; and natural disasters. The Town’s insurance protection is provided by the Arizona Municipal Risk Retention Pool, of which the Town is a participating member.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 7– RISK MANAGEMENT – Continued

The Arizona Municipal Risk Retention Pool is structured such that member premiums are based on an actuarial review that will provide adequate reserves to allow the pool to meet its expected financial obligations. The pool has authority to assess its members additional premiums should reserve and annual premiums be insufficient to meet the pool’s obligations. The maximum liability for the Town for the fiscal year is \$10,000 and the deductible is \$5,000 per occurrence.

The Town is insured by the Workers’ Compensation Insurance Fund for potential worker-related accidents.

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS

The Town contributes to the pension plan described below. The plan is a component unit of the State of Arizona.

At June 30, 2021, the Town reported the following aggregate amounts related to pensions for the plan to which it contributes:

Statement of Net Position and Statement of Activities	Governmental Activities	Business-type Activities	Total
Net pension/OPEB assets	\$ 1,298	\$ 706	\$ 2,004
Net pension/OPEB liabilities	311,114	169,222	480,336
Deferred outflows of resources related to pension and OPEB	88,745	48,270	137,015
Deferred inflows of resources related to pension and OPEB	2,617	1,423	4,040
Pension and OPEB expense	68,235	37,114	105,349

The Town reported \$20,790 of pension and OPEB expenditures in the governmental funds related to the pension plan to which it contributes.

A. Arizona State Retirement System

Plan Description – All eligible town employees participate in the Arizona State Retirement System (ASRS). The ASRS administers a cost-sharing multiple-employer defined benefit pension plan, a cost-sharing multiple-employer defined benefit health insurance premium benefit (OPEB) plan, and a cost-sharing multiple-employer defined benefit long-term disability (OPEB) plan. The Arizona State Retirement System Board governs the ASRS according to the provisions of A.R.S. Title 38, Chapter 5, Articles 2 and 2.1. The ASRS issues a publicly available financial report that includes its financial statements and required supplementary information. The report is available on its website at www.azasrs.gov.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Benefits Provided – The ASRS provides retirement, health insurance premium supplement, long-term disability, and survivor benefits. State statute establishes benefits terms. Retirement benefits are calculated on the basis of age, average monthly compensation, and service credit as follows:

	Initial Membership Date:	
	Before July 1, 2011	On or after July 1, 2011
Years of service and age required to receive benefit	Sum of years and age equals 80 10 years age 62 5 years age 50* Any years age 65	30 years age 55 25 years age 60 10 years age 62 5 years age 50* Any years age 65
Final average salary is based on	Highest 36 months of last 120 months	Highest 60 months of last 120 months
Benefit percent per year of service	2.1% to 2.3%	2.1% to 2.3%

*With actuarially reduced benefits.

Retirement benefits for members who joined the ASRS prior to September 13, 2013, are subject to automatic cost-of-living adjustments based on excess investment earnings. Members with a membership date on or after September 13, 2013, are not eligible for cost-of-living adjustments. Survivor benefits are payable upon a member’s death. For retired members, the retirement benefit option chosen determines the survivor benefit. For all other members, the beneficiary is entitled to the member’s account balance that includes the member’s contributions and employer’s contributions, plus interest earned.

Health insurance premium benefits are available to retired or disabled members with 5 years of credited service. The benefits are payable only with respect to allowable health insurance premiums for which the member is responsible. For members with 10 or more years of service, benefits range from \$100 per month to \$260 per month depending on the age of the member and dependents. For members with 5 to 9 years of service, the benefits are the same dollar amounts as above multiplied by a vesting fraction based on completed years of service.

Active members are eligible for a monthly long-term disability benefit equal to two-thirds of monthly earnings. Members receiving benefits continue to earn service credit up to their normal retirement dates. Members with long-term disability commencement dates after June 30, 1999, are limited to 30 years of service or the service on record as of the effective disability date if their service is greater than 30 years.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Contributions – In accordance with State statutes, annual actuarial valuations determine active member and employer contribution requirements. The combined active member and employer contribution rates are expected to finance the costs of benefits employees earn during the year, with an additional amount to finance any unfunded accrued liability. For the year ended June 30, 2021, statute required active ASRS members to contribute at the actuarially determined rate of 12.22 percent (12.04 percent for retirement and 0.18 percent for long-term disability) of the members’ annual covered payroll, and statute required the Town to contribute at the actuarially determined rate of 12.22 percent (11.65 percent for retirement, 0.39 percent for health insurance premium benefit, and 0.18 percent for long-term disability) of the active members’ annual covered payroll. The Town’s contributions to the pension, health insurance premium benefit, and long-term disability plans for the year ended June 30, 2021, were \$32,377, \$1,084, and \$500, respectively.

During fiscal year 2021, the Town paid for ASRS pension and OPEB contributions as follows: 64.77 percent from the General Fund and 35.23 percent from the Water Fund.

Liability - At June 30, 2021, the Town reported the following asset and liabilities for its proportionate share of the ASRS’ net pension/OPEB asset or liability.

	Net Pension/OPEB (Asset) Liability
Pension	\$ 478,212
Health insurance premium benefit	(2,004)
Long-term disability	2,124

The net asset and net liabilities were measured as of June 30, 2020. The total liability used to calculate the net asset or net liability was determined using update procedures to roll forward the total liability from an actuarial valuation as of June 30, 2019, to the measurement date of June 30, 2020. The Town’s proportion of the net asset or net liability was based on the Town’s actual contributions to the plan relative to the total of all participating employers’ contributions for the year ended June 30, 2020. The Town’s proportions measured as of June 30, 2020, and the change from its proportions measured as of June 30, 2019, were:

	Proportion June 30, 2020	Increase (decrease) from June 30, 2019
Pension	0.00276%	0.00028%
Health insurance premium benefit	0.00283%	0.00029%
Long-term disability	0.00280%	0.00028%

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Expense – For the year ended June 30, 2021, the Town recognized the following pension and OPEB expense.

	Pension/OPEB Expense
Pension	\$ 103,983
Health insurance premium benefit	630
Long-term disability	736

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Deferred Outflows/Inflows of Resources—At June 30, 2021, the Town reported deferred outflows of resources and deferred inflows of resources related to pensions and OPEB from the following sources:

	<u>Pension</u>		<u>Health Insurance Premium Benefit</u>	
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>
Differences between expected and actual experience	\$ 4,326	\$ -	\$ -	\$ 3,948
Changes of assumptions or other inputs	-	-	1,111	-
Net difference between projected and actual earnings on pension plan investments	46,124	-	2,050	-
Changes in proportion and differences between Town contributions and proportionate share of contributions	48,396	-	12	37
Town contributions subsequent to the measurement date	<u>32,377</u>	<u>-</u>	<u>1,084</u>	<u>-</u>
Total	<u><u>\$ 131,223</u></u>	<u><u>\$ -</u></u>	<u><u>\$ 4,257</u></u>	<u><u>\$ 3,985</u></u>
	<u>Long-Term Disability</u>			
	<u>Deferred Outflows of Resources</u>	<u>Deferred Inflows of Resources</u>		
Differences between expected and actual experience	\$ 185	\$ 55		
Changes of assumptions or other inputs	229	-		
Net difference between projected and actual earnings on pension plan investments	234	-		
Changes in proportion and differences between Town contributions and proportionate share of contributions	387	-		
Town contributions subsequent to the measurement date	<u>500</u>	<u>-</u>		
Total	<u><u>\$ 1,535</u></u>	<u><u>\$ 55</u></u>		

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

The amounts reported as deferred outflows of resources related to ASRS pensions and OPEB resulting from Town contributions subsequent to the measurement date will be recognized as an increase of the net asset or a reduction of the net liability in the year ended June 30, 2022. Other amounts reported as deferred outflows of resources and deferred inflows of resources related to pensions and OPEB will be recognized as expenses as follows:

Year ended June 30,	<u>Pension</u>	<u>Health Insurance Premium Benefit</u>	<u>Long-Term Disability</u>
2022	\$ 40,632	\$ (430)	\$ 161
2023	27,264	4	199
2024	16,684	96	206
2025	14,266	(117)	192
2026	-	(365)	131
Thereafter	-	-	91

Actuarial Assumptions – The significant actuarial assumptions used to measure the total pension/OPEB liability are as follows:

ASRS

Actuarial valuation date	June 30, 2019
Actuarial roll forward date	June 30, 2020
Actuarial cost method	Entry age normal
Investment rate of return	7.5%
Projected salary increases	2.7 - 7.2% for pensions/not applicable for OPEB
Inflation	2.3%
Permanent benefit increase	Included for pensions/not applicable for OPEB
Mortality rates	2017 SRA Scale U-MP for pensions and health insurance premium benefit
Recovery rates	2012 GLDT for long-term disability
Healthcare cost trend rate	Not applicable

Actuarial assumptions used in the June 30, 2019, valuation were based on the results of an actuarial experience study for the 5-year period ended June 30, 2016.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

The long-term expected rate of return on ASRS plan investments was determined to be 7.50 percent using a building-block method in which best-estimate ranges of expected future real rates of return (expected returns, net of plan investment expense and inflation) are developed for each major asset class. These ranges are combined to produce the long-term expected rate of return by weighting the expected future real rates of return by the target asset allocation percentage and by adding expected inflation. The target allocation and best estimates of geometric real rates of return for each major asset class are summarized in the following table:

<u>Asset Class</u>	<u>Target Allocation</u>	<u>Long-term Expected Geometric Real Rate of Return</u>
Equity	50%	6.39%
Fixed income - credit	20%	5.44%
Fixed income - interest rate sensitive	10%	0.22%
Real estate	20%	5.85%
Total	<u>100%</u>	

Discount Rate – The discount rate used to measure the ASRS total pension/OPEB liability was 7.5 percent. The projection of cash flows used to determine the discount rate assumed that contributions from participating employers will be made based on the actuarially determined rates based on the ASRS Board’s funding policy, which establishes the contractually required rate under Arizona statute. Based on those assumptions, the plans’ fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on plan investments was applied to all periods of projected benefit payments to determine the total pension/OPEB liability.

TOWN OF DUNCAN, ARIZONA
Notes to Financial Statements
June 30, 2021

NOTE 8 – PENSIONS AND OTHER POSTEMPLOYMENT BENEFITS – Continued

Sensitivity of the Town’s Proportionate Share of the ASRS Net Pension/OPEB (Asset) Liability to Changes in the Discount Rate – The following table presents the Town’s proportionate share of the net pension/OPEB liability calculated using the discount rate of 7.5 percent, as well as what the Town’s proportionate share of the net pension/OPEB liability would be if it were calculated using a discount rate that is 1 percentage point lower (6.5 percent) or 1 percentage point higher (8.5 percent) than the current rate:

	1% Decrease (6.50%)	Current Discount Rate (7.50%)	1% Increase (8.50%)
Town's Proportionate share of the			
Net pension liability	\$ 653,948	\$ 478,212	\$ 331,305
Net insurance premium benefit liability (asset)	2,629	(2,004)	(5,946)
Net long-term disability liability	2,319	2,124	1,935

Plan Fiduciary Net Position – Detailed information about the plans’ fiduciary net position is available in the separately issued ASRS financial report.

NOTE 9 – RELATED PARTY TRANSACTIONS

At June 30, 2021, the Town Manager owed the Town approximately \$8,525 for utilities used while living at the Town-supplied house. The Town has estimated an allowance of \$7,500.

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
General Fund
Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental	\$ 458,399	\$ 458,399	\$ 477,775	\$ 19,376
Property taxes	14,100	14,100	14,220	120
Sales taxes	195,000	195,000	182,542	(12,458)
Franchise taxes	20,000	20,000	16,708	(3,292)
Charges for services	149,000	149,000	93,599	(55,401)
Other revenue	2,021,500	2,021,500	16,436	(2,005,064)
Investment return	-	-	2,939	2,939
Licenses and permits	8,580	8,580	2,605	(5,975)
Contributions	11,000	11,000	1,003	(9,997)
Total revenues	<u>2,877,579</u>	<u>2,877,579</u>	<u>807,827</u>	<u>(2,069,752)</u>
Expenditures				
Duncan Valley Cemetery	2,500	2,500	47	2,453
Library	3,500	3,500	-	3,500
Duncan Valley Economic Dev	-	-	7,500	(7,500)
Mayor and Council	15,000	15,000	4,487	10,513
Town Clerk	90,000	90,000	93,515	(3,515)
Financial Administration	260,000	260,000	289,072	(29,072)
Bakery	3,500	3,500	-	3,500
Magistrate Court	25,000	25,000	-	25,000
Police Department	60,000	60,000	60,000	-
Animal Control	2,500	2,500	676	1,824
Public Works/Roads and Streets	150,000	150,000	99,533	50,467
Parks	28,000	28,000	25,645	2,355
Sanitation	84,000	84,000	88,708	(4,708)
Swimming Pool	10,000	10,000	22,371	(12,371)
Town House	15,000	15,000	8,871	6,129
Senior Center	4,000	4,000	1,464	2,536
Office Complex	5,000	5,000	1,908	3,092
Print Shop Building	-	-	4,181	(4,181)
Pool Hall	15,000	15,000	433	14,567
Town Equipment	20,000	20,000	-	20,000
Fourth of July	6,300	6,300	-	6,300
Small Town Christmas	2,000	2,000	-	2,000
Annual Car Show	600	600	-	600
Donations to Organizations	3,000	3,000	-	3,000
Contingency	2,000,000	2,000,000	-	2,000,000
Total expenditures	<u>2,804,900</u>	<u>2,804,900</u>	<u>708,411</u>	<u>2,096,489</u>
Excess (deficiency) of revenue over (under) expenditures	<u>72,679</u>	<u>72,679</u>	<u>99,416</u>	<u>26,737</u>
Other financing sources (uses)				
Transfers in	-	-	7,831	7,831
Net change in fund balance	<u>72,679</u>	<u>72,679</u>	<u>107,247</u>	<u>34,568</u>
Fund balance, beginning of year	<u>110,849</u>	<u>110,849</u>	<u>110,849</u>	<u>-</u>
Fund balance, end of year	<u>\$ 183,528</u>	<u>\$ 183,528</u>	<u>\$ 218,096</u>	<u>\$ 34,568</u>

See accompanying notes to budgetary comparison schedule.

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
HURF Fund
Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental	\$ 87,151	\$ 87,151	\$ 85,603	\$ (1,548)
Expenditures				
Current				
Highways and streets	86,282	86,282	108,325	(22,043)
Debt Service				
Principal	19,004	19,004	19,004	-
Interest	4,861	4,861	4,861	-
Total expenditures	<u>110,147</u>	<u>110,147</u>	<u>132,190</u>	<u>(22,043)</u>
Net change in fund balance	(22,996)	(22,996)	(46,587)	(23,591)
Fund balance, beginning of year	<u>92,286</u>	<u>92,286</u>	<u>92,286</u>	<u>-</u>
Fund balance, end of year	<u><u>\$ 69,290</u></u>	<u><u>\$ 69,290</u></u>	<u><u>\$ 45,699</u></u>	<u><u>\$ (23,591)</u></u>

See accompanying notes to budgetary comparison schedule.

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Budgetary Comparison Schedule
Grants Fund
Year Ended June 30, 2021

	Budgeted Amounts		Actual Amounts	Variance with Final Budget
	Original	Final		
Revenues				
Intergovernmental	\$ 550,000	\$ 550,000	\$ 55,595	\$ (494,405)
Expenditures				
Current				
Highways and streets	499,723	499,723	47,764	451,959
Excess (deficiency) of revenue over (under) expenditures	50,277	50,277	7,831	(42,446)
Other financing sources (uses)				
Transfers out	-	-	(7,831)	(7,831)
Net change in fund balance	50,277	50,277	-	(50,277)
Fund balance, beginning of year	-	-	-	-
Fund balance, end of year	\$ 50,277	\$ 50,277	\$ -	\$ (50,277)

See accompanying notes to budgetary comparison schedule.

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Notes to Budgetary Comparison Schedules
June 30, 2021

NOTE 1 – BUDGETING AND BUDGETARY CONTROL

A.R.S. requires the Town to prepare and adopt a balanced budget annually for each governmental fund. The Town Council must approve such operating budgets on or before the third Monday in July to allow sufficient time for the legal announcements and hearings required for the adoption of the property tax levy on the third Monday in August. A.R.S. prohibits expenditures or liabilities in excess of the amounts budgeted.

Expenditures may not legally exceed appropriations at the department level. In certain instances, transfers of appropriations between departments or from the contingency account to a department may be made upon the Town Council's approval. With the exception of the General Fund, each fund includes only one department.

NOTE 2 – BUDGETARY BASIS OF ACCOUNTING

The Town's budget is prepared on a basis consistent with generally accepted accounting principles.

NOTE 3 – EXPENDITURES IN EXCESS OF APPROPRIATIONS

For the year ended June 30, 2021, expenditures exceeded final budget amounts at the department level (the legal level of budgetary control) in the Duncan Valley Economic Development, Town Clerk, Financial Administration, Swimming Pool, Print Shop Building, and HURF departments.

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Schedule of the Town's Proportionate
Share of the Net Pension/OPEB Liability
Cost-Sharing Plans
June 30, 2021

ASRS-Pension

	Reporting Fiscal Year (Measurement Date)							
	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 (2016)	2016 (2015)	2015 (2014)	
Town's proportion of the net pension liability	0.002760%	0.002480%	0.002030%	0.001630%	0.001550%	0.001390%	0.001494%	Information not available
Town's proportionate share of the net pension liability	\$ 478,212	\$ 360,869	\$ 283,114	\$ 253,922	\$ 250,186	\$ 217,116	\$ 221,066	
Town's covered payroll	\$ 301,588	\$ 261,030	\$ 196,797	\$ 158,581	\$ 145,576	\$ 128,384	\$ 134,673	
Town's proportionate share of the net pension liability as a percentage of its covered-employee payroll	158.56%	138.25%	143.86%	160.12%	171.86%	169.11%	164.15%	
Plan fiduciary net position as a percentage of the total pension liability	69.33%	73.24%	73.40%	69.92%	64.27%	68.35%	69.49%	

ASRS-Health Insurance Premium Benefit

	Reporting Fiscal Year (Measurement Date)				
	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	
Town's proportion of the net OPEB (asset)	0.002830%	0.002540%	0.002070%	0.001650%	Information not available
Town's proportionate share of the net OPEB (asset)	\$ (2,004)	\$ (702)	\$ (745)	\$ (898)	
Town's covered payroll	\$ 301,588	\$ 261,030	\$ 196,797	\$ 158,581	
Town's proportionate share of the net OPEB (asset) as a percentage of its covered-employee payroll	-0.66%	-0.27%	-0.38%	-0.57%	
Plan fiduciary net position as a percentage of the total OPEB liability	104.33%	101.62%	102.20%	103.57%	

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Schedule of the Town's Proportionate
Share of the Net Pension/OPEB Liability
Cost-Sharing Plans
June 30, 2021

ASRS-Long-Term Disability

	Reporting Fiscal Year (Measurement Date)				
	2021 (2020)	2020 (2019)	2019 (2018)	2018 (2017)	2017 through 2012
Town's proportion of the net OPEB (asset)	0.002800%	0.002520%	0.002040%	0.001630%	Information not available
Town's proportionate share of the net OPEB (asset)	\$ 2,124	\$ 1,642	\$ 1,066	\$ 591	Information not available
Town's covered payroll	\$ 301,588	\$ 261,030	\$ 196,797	\$ 158,581	
Town's proportionate share of the net OPEB (asset) as a percentage of its covered-employee payroll	0.70%	0.63%	0.54%	0.37%	
Plan fiduciary net position as a percentage of the total OPEB liability	68.01%	72.85%	77.83%	84.44%	

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2021

ASRS-Pension

	Reporting Fiscal Year								2013 through 2012
	2021	2020	2019	2018	2017	2016	2015	2014	
Statutorily required contribution	\$ 32,377	\$ 34,532	\$ 29,183	\$ 22,030	\$ 17,095	\$ 15,795	\$ 13,981	\$ 14,410	Information not available
Town's contributions in relation to the statutorily required contribution	<u>(32,377)</u>	<u>(34,532)</u>	<u>(29,183)</u>	<u>(22,030)</u>	<u>(17,095)</u>	<u>(15,795)</u>	<u>(13,981)</u>	<u>(14,410)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 277,755</u>	<u>\$ 301,588</u>	<u>\$ 261,030</u>	<u>\$ 196,797</u>	<u>\$ 158,581</u>	<u>\$ 145,576</u>	<u>\$ 128,384</u>	<u>\$ 134,673</u>	
Town's contributions as a percentage of covered payroll	11.66%	11.45%	11.18%	11.19%	10.78%	10.85%	10.89%	10.70%	

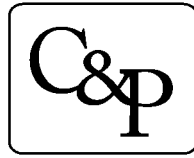
ASRS-Health Insurance Premium Benefit

	Reporting Fiscal Year					2016 through 2012
	2021	2020	2019	2018	2017	
Statutorily required contribution	\$ 1,084	\$ 1,478	\$ 1,201	\$ 887	\$ 888	Information not available
Town's contributions in relation to the statutorily required contribution	<u>(1,084)</u>	<u>(1,478)</u>	<u>(1,201)</u>	<u>(887)</u>	<u>(888)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 277,755</u>	<u>\$ 301,588</u>	<u>\$ 261,030</u>	<u>\$ 196,797</u>	<u>\$ 158,581</u>	
Town's contributions as a percentage of covered payroll	0.39%	0.49%	0.46%	0.45%	0.56%	

TOWN OF DUNCAN, ARIZONA
Required Supplementary Information
Schedule of Town Pension/OPEB Contributions
June 30, 2021

ASRS-Long-Term Disability

	<u>Reporting Fiscal Year</u>					2016 through 2012
	2021	2020	2019	2018	2017	
Statutorily required contribution	\$ 500	\$ 513	\$ 418	\$ 324	\$ 222	Information not available
Town's contributions in relation to the statutorily required contribution	<u>(500)</u>	<u>(513)</u>	<u>(418)</u>	<u>(324)</u>	<u>(222)</u>	
Town's contribution deficiency (excess)	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	
Town's covered payroll	<u>\$ 277,755</u>	<u>\$ 301,588</u>	<u>\$ 261,030</u>	<u>\$ 196,797</u>	<u>\$ 158,581</u>	
Town's contributions as a percentage of covered payroll	0.18%	0.17%	0.16%	0.16%	0.14%	



COLBY &
POWELL, PLC

CERTIFIED PUBLIC ACCOUNTANTS

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**INDEPENDENT AUDITORS' REPORT ON INTERNAL
CONTROL OVER FINANCIAL REPORTING AND ON
COMPLIANCE AND OTHER MATTERS BASED ON AN
AUDIT OF FINANCIAL STATEMENTS PERFORMED IN
ACCORDANCE WITH *GOVERNMENT AUDITING
STANDARDS***

To the Town Council
Town of Duncan, Arizona

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Duncan, Arizona, as of and for the year ended June 30, 2021, and the related notes to the financial statements, which collectively comprise the Town of Duncan, Arizona's basic financial statements and have issued our report thereon dated September 3, 2024.

Internal Control Over Financial Reporting

In planning and performing our audit of the financial statements, we considered the Town of Duncan, Arizona's internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the financial statements, but not for the purpose of expressing an opinion on the effectiveness of the Town of Duncan, Arizona's internal control. Accordingly, we do not express an opinion on the effectiveness of the Town of Duncan, Arizona's internal control.

A deficiency in internal control exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control such that there is a reasonable possibility that a material misstatement of the entity's financial statements will not be prevented, or detected and corrected on a timely basis. A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies and therefore, material weaknesses or significant

deficiencies and therefore, material weaknesses or significant deficiencies may exist that have not been identified. We did identify certain deficiencies in internal control, described in the accompanying schedule of findings and responses as items **2021-001** to **2021-006** that we consider to be material weaknesses.

Compliance and Other Matters

As part of obtaining reasonable assurance about whether the Town of Duncan, Arizona's financial statements are free from material misstatement, we performed tests of its compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the financial statements. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards* and which are described in the accompanying schedule of findings and responses as items **2021-007** and **2021-008**.

The Town of Duncan, Arizona's Response to Findings

The Town of Duncan, Arizona's responses to the findings identified in our audit are described in the accompanying schedule of findings and responses. The Town of Duncan, Arizona's responses were not subjected to the auditing procedures applied in the audit of the financial statements and, accordingly, we express no opinion on them.

Purpose of this Report

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the entity's internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the entity's internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

Lobby & Powell, PLC

September 3, 2024

TOWN OF DUNCAN, ARIZONA
Schedule of Findings and Responses
June 30, 2021

Financial Statement Findings

Audit findings and responses are as follows:

Item: 2021-001

Subject: Timely reconciliations of asset and liability accounts.

During our audit we discovered that reconciliations of asset and liability accounts were not being done on a timely basis. We also noted that reconciliations are not being reviewed by another individual once they are completed.

The reconciliation process is an important internal control that should be done monthly to help ensure that the accounting records are complete. Once completed, reconciliations should be reviewed and approved by someone who did not perform the reconciliation.

Response: All operating bank reconciliations have been reconciled since July 2022. Reconciliations for other significant asset and liability accounts will be reconciled in a timely basis and reviewed by the Town Manager starting in FY25

Item: 2021-002

Subject: Miscellaneous sewer revenue.

During our audit we discovered that the Town had an arrangement for a customer to have access to the Town's sewer treatment facilities to dispose of waste materials. The Town procedures were to bill the customer based on the amount of gallons the customer dumped into the system based on a log kept by the customer. The customer recorded the amount dumped on the log and the Town would bill the customer based on the amount self-reported by the customer.

We recommend that the Town not grant access to Town facilities for dumping without oversight by Town employees. Log information should be recorded and verified by Town employees at the time of service to ensure all amounts owed to the Town due to dumping are accurate and complete.

Response: Management agrees with this finding and sewer dumping access was fixed in August 2022 with Terry's arrival. The dumping facility is locked to anyone dumping sewage and requires public works personnel to go unlock the area and verify the amount dumped. The dumping party signs off on a log sheet with their information and how much is dumped. At the end of every month, the log sheet is collected and is billed to the entity doing the dumping. Bills are due within 30 days.

TOWN OF DUNCAN, ARIZONA
Schedule of Findings and Responses
June 30, 2021

Item: 2021-003

Subject: Controls over the water lab revenues and receivables.

During our audit we discovered that the same person who receives payments for the water lab also keeps and records the water lab billings. Water lab revenues are not recorded in the accounting system until a payment is received. In addition, we noted that water lab services performed by Town employees may not always be identified and billed by the Town.

We recommend that management have someone other than the employee who receives cash payments keep and record water lab billings. We also recommend that the Town implement procedures to identify and bill all services performed by Town employees at the water lab and that those services are recorded in the accounting system as the services are performed, not just when payment is received.

Response: The water lab was closed in FY22 and will not be reopened. The Town has an outside firm to do all water testing.

Item: 2021-004

Subject: Credit card expenditures.

Receipts and other supporting documentation of expenditures made with the credit card should be reconciled to the monthly statements and made available to check signers prior to their signing of the checks. Such documentation should then be retained to support the expenditures made.

We noted that many of the receipts and other supporting documentation were not included with the monthly credit card statements. After inquiry with management, receipts aren't always given to the accounts payable person to reconcile with monthly statements and, in turn, aren't available when check signers sign the checks to pay the credit card account.

We looked at all available supporting documentation for all of the credit card payments made during the fiscal year and noted that there were various supporting receipts missing.

Receipts and other documentation should be collected and reconciled with the monthly credit card statements to support all charges. Check signers should verify that all purchases made using the credit card have a legitimate business purpose prior to signing the check to make payment to the credit card company. All supporting documentation for credit card expenditures should be retained in accordance with the Town's record retention policies.

Response: Management agrees with this finding and will continue to ensure that all credit card receipts and other documentation is reconciled with the credit card statements prior to making

TOWN OF DUNCAN, ARIZONA
Schedule of Findings and Responses
June 30, 2021

payment to the credit card company. All documentation will then be retained in accordance with the Town's record retention policies. Beginning in FY22, the Town Manager signs off on the credit card bill with invoices attached before it is paid. He also reviews and signs off on all bills before they are paid: check, credit card or payroll. There are at least two people looking at them before they are paid and the Council signs off on all expenditures as well. We currently require an approved purchase order before any purchase is made.

Item: 2021-005

Subject: Dual check signers.

Town Code requires dual signatures on all checks. One signer must be either the Town Clerk, Assistant Town Clerk/Billing Clerk or the Town Manager and the other must be either the Mayor, Vice-Mayor or a Councilmember. Check signers may not sign a check made out to themselves as a payee.

During our audit, we examined the cancelled checks for July 2021 and noted 8 cancelled checks that were only signed by the Town Manager. Of those 8, one of the checks was made out to the Town Manager and three others appear to be made out to be relatives of the Town Manager.

As part of the check signing process, check signers should review supporting documentation for each check written to ensure that the disbursement has a supportable business purpose.

We recommend that the Town improve check signing procedures to follow the Town Code. Dual signatures on check disbursements can minimize the possibility of errors or misappropriation of cash.

Response: Management agrees with this finding and will improve procedures to ensure that the existing Town Code requiring dual signatures on check disbursements be consistently followed and that checks made out to a check signer are not signed by them.

Item: 2021-006

Subject: Billing adjustments.

During our audit, we noted that the same person has the ability to adjust utility accounts and collect payments.

If the ability to adjust utility accounts cannot be segregated from the ability to collect payments, we recommend that billing and payment adjustments be reviewed regularly by someone not responsible for cash collections. We recommend that the review be documented by printing out

TOWN OF DUNCAN, ARIZONA
Schedule of Findings and Responses
June 30, 2021

the adjustments from the accounting programs and initialed and dated by the person performing the review.

Response: Management agrees with this finding and will begin review of all utility adjustments posted in the accounting program and will document the review by printing, initialing, and dating the report.

Item: 2021-007

Subject: Timeliness of annual financial reporting.

Arizona Revised Statutes require cities and towns to complete their annual financial statement audit and Expenditure Limitation Report within nine months after the fiscal year end.

The Town's financial records were not ready to complete an annual financial statement audit until after the required deadline.

Management should implement policies and procedures to complete year end adjustments and reconciliations within a reasonable time period to allow for the completion of the annual audit within the allowed time requirement.

Response: Management agrees with this finding and will ensure that financial records and reconciliations are complete and ready for audit within a reasonable time period to allow for the completion of the annual audit within the allowed time requirement. However, in compliance with ARS§9-481, the Town did post the Notice of Pending Financial Statements on or before March 31 of each year and sent the notice to Auditor General Office, the Speaker of the House, the President of the Senate and posted on the Town's website. ARS§41-1279.07 requires the use of the Town's audited financial statements in order to complete the annual expenditure limitation report (AELR) so therefore the Town cannot complete the AELR report without the audited financial statements and followed the ARS§9-481 by posting the notice of pending financial statements. With that being said, the Town concurs that moving forward that financial records and reconciliations are complete and ready for an audit within a reasonable time period to complete the annual audit. Currently we have finalized the FY21 audit and will be submitting to the Auditor General in September and will be completing the FY22 audit by year end and the FY23 audit by early 2025.

TOWN OF DUNCAN, ARIZONA
Schedule of Findings and Responses
June 30, 2021

Item: 2021-008

Subject: Departmental budgets

Arizona Revised Statutes do not allow budgeted expenditures to be exceeded at the department level.

Actual expenditures exceeded budgeted expenditures at the department level (the legal level of budgetary control) in the Duncan Valley Economic Development, Town Clerk, Financial Administration, Swimming Pool, Print Shop Building, and HURF departments.

Management should periodically review and reconcile actual departmental expenditures with approved budgeted expenditures.

Response: Management agrees with this finding and will implement procedures to periodically review and reconcile actual departmental expenditures with approved budgeted expenditures. The Town has been monitoring the budgeted expenditures to actual expenditures on a department level beginning in FY23 and FY24 and none have exceeded budget. For FY22, any expenditures that exceeded the budget on a departmental level will be brought to Council for approval per state statutes.

TOWN OF DUNCAN, ARIZONA

Annual Expenditure Limitation Report
and Independent Accountants' Report
June 30, 2021

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INDEPENDENT ACCOUNTANTS' REPORT

The Auditor General of the State of Arizona and
The Honorable Mayor and Town Council
of the Town of Duncan, Arizona

We have examined the accompanying Annual Expenditure Limitation Report of the Town of Duncan, Arizona for the year ended June 30, 2021, and the related notes to the report. The Town's management is responsible for presenting this report in accordance with the Uniform Expenditure Reporting System as described in Note 1. Our responsibility is to express an opinion on this report based on our examination.

We conducted our examination in accordance with attestation standards established by the American Institute of Certified Public Accountants. Those standards require that we plan and perform the examination to obtain reasonable assurance about whether this report is presented in accordance with the Uniform Expenditure Reporting System in all material respects. An examination involves performing procedures to obtain evidence about the amounts and disclosures in the report. The nature, timing, and extent of the procedures selected depend on our judgment, including an assessment of the risks of material misstatement of the report, whether due to fraud or error. We believe that the evidence we obtained is sufficient and appropriate to provide a reasonable basis for our opinion.

In our opinion, the Annual Expenditure Limitation Report referred to above is presented in accordance with the Uniform Expenditure Reporting System as described in Note 1 in all material respects.

Colby & Powell, PLC

September 3, 2024

TOWN OF DUNCAN, ARIZONA
Annual Expenditure Limitation Report – Part I
Year Ended June 30, 2021

1. Voter-approved alternative expenditure limitation (Approved September 8, 2016)	\$8,449,770
2. Amount subject to the expenditure limitation (total amount from Part II, Line C)	<u>1,229,837</u>
3. Amount under the expenditure limitation	<u><u>\$7,219,933</u></u>

I hereby certify, to the best of my knowledge and belief, that the information contained in this report is accurate and in accordance with the requirements of the Uniform Expenditure Reporting System.

Signature of Chief Fiscal Officer: _____

Name and Title: Terry Hinton, Town Manager

Telephone Number: (928) 359-2791 Date: September 3, 2024

See accompanying notes to report.

TOWN OF DUNCAN, ARIZONA
Annual Expenditure Limitation Report – Part II
Year Ended June 30, 2021

Description	Governmental funds	Enterprise funds	Total
A. Amounts reported on the reconciliation, line D	\$ 886,336	\$ 343,501	\$1,229,837
B. Less exclusions claimed:	-	-	-
Total exclusions claimed	-	-	-
C. Amounts subject to the expenditure limitation	<u>\$ 886,336</u>	<u>\$ 343,501</u>	<u>\$1,229,837</u>

See accompanying notes to report.

TOWN OF DUNCAN, ARIZONA
Annual Expenditure Limitation Report – Reconciliation
Year Ended June 30, 2021

Description	Governmental funds	Enterprise funds	Total
A. Total expenditures/expenses/deductions and applicable other financing uses, special items, and extraordinary items reported within the fund financial statements	\$ 888,365	\$ 502,607	\$1,390,972
B. Subtractions:			
1. Items not requiring use of current financial resources:			
a. Depreciation	-	154,852	154,852
b. Pension and other postemployment benefits (OPEB) expense	-	37,114	37,114
2. Required fees paid to the Arizona Department of Revenue	<u>2,029</u>	<u>-</u>	<u>2,029</u>
Total subtractions	<u>2,029</u>	<u>191,966</u>	<u>193,995</u>
C. Additions:			
1. Principal payments on long-term debt	-	19,690	19,690
2. Pension and OPEB contributions paid in the current year	<u>-</u>	<u>13,170</u>	<u>13,170</u>
Total additions	<u>-</u>	<u>32,860</u>	<u>32,860</u>
D. Amounts reported on part II, line A	<u>\$ 886,336</u>	<u>\$ 343,501</u>	<u>\$1,229,837</u>

See accompanying notes to report.

TOWN OF DUNCAN, ARIZONA
Notes to Annual Expenditure Limitation Report
Year Ended June 30, 2021

NOTE 1 – SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

The Annual Expenditure Limitation Report (AELR) is presented as prescribed by the Uniform Expenditure Reporting System (UERS), as required by Arizona Revised Statutes §41-1279.07, and in accordance with the voter-approved alternative expenditure limitation adopted September 8, 2016, as authorized by the Arizona Constitution, Article IX, §20(9).

In accordance with the UERS, a note to the AELR is presented below for any exclusion claimed on part II and each subtraction or addition in the reconciliation that cannot be traced directly to an amount reported in the fund financial statements. All references to financial statement amounts in the following notes refer to the statement of revenues, expenditures, and changes in fund balances for the governmental funds; statement of revenues, expenses, and changes in fund net position for the proprietary funds; and statement of cash flows for the proprietary funds.

NOTE 2 – PENSION AND OTHER POST-EMPLOYMENT BENEFITS EXPENSE AND CONTRIBUTIONS

The \$37,114 subtraction for pension and other post-employment benefit (OPEB) expense consists of changes in the net pension and OPEB liabilities, changes in deferred outflows related to pensions and OPEB, and changes in deferred inflows related to pensions and OPEB, recognized in the current year in the enterprise funds. The \$13,170 addition for pension and OPEB contributions paid in the current year consists of the required pension and OPEB contributions made to the Arizona State Retirement System from the enterprise funds. The schedule below reconciles the net effect the subtraction and addition have on the expenditures subject to the limitation to the amounts reported on the statement of cash flows' net effect on cash.

Description	Enterprise Funds
<u>Statement of Cash Flows</u>	
Change in net pension and OPEB asset	\$ (456)
Change in deferred inflows related to pensions and OPEB	(7,259)
Change in deferred outflows related to pensions and OPEB	(8,255)
Change in net pension and OPEB liability	39,914
Total	\$ 23,944
<u>AELR-Reconciliation</u>	
Pension/OPEB contributions - addition	\$ (13,170)
Pension/OPEB expense (income) - subtraction	37,114
Total	\$ 23,944

TOWN OF DUNCAN, ARIZONA
Notes to Annual Expenditure Limitation Report
Year Ended June 30, 2021

NOTE 3 – PRINCIPAL PAYMENTS ON LONG-TERM DEBT

The addition of \$19,690 for principal payments on long-term debt in the enterprise funds consists of principal paid on revenue bonds during the year.



Town of Duncan

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September 3, 2024

Colby and Powell,

PLC
1535 W. Harvard Ave., Ste. 101
Gilbert, AZ 85233

This representation letter is provided in connection with your audit of the financial statements of the Town of Duncan, Arizona, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 3, 2024, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 26, 2024, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.

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- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and

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fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.

- b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town and involves-
- a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

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Government-specific

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related

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notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

- 27) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended, and GASB No. 84.
- 31) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved. FMI, United Way, Debt Service, and HURF restrictions are appropriately stated.
- 33) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.
- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to

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permanent fund principal.

- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 40) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 43) We are in agreement with the adjusting journal entries you have recommended, and they have been posted.
- 44) Management has decided to not submit Management's Discussion and Analysis (MD&A) as required by U.S. generally accepted accounting principles.
- 45) In regard to the cash to depreciation schedule maintenance and GASB 68/75 adjustment services performed by you, we have-
 - a) Assumed all management responsibilities.

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- b) Designated Terry Hinton and Pat Walker, who has (have) suitable skill, knowledge, or experience to oversee the services.
- c) Evaluated the adequacy and results of the services performed.
- d) Accepted responsibility for the results of the services.

Signature: T. Hinton

Title: Town Manager

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September 3, 2024

Honorable Members of
the Duncan Town Council

We have audited the financial statements of the governmental activities, the business-type activities, and each major fund of the Town of Duncan, Arizona, as of and for the year ended June 30, 2021. Professional standards require that we provide information about our responsibilities under generally accepted auditing standards and *Government Auditing Standards* as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated June 24, 2024. Professional standards also require that we communicate to you the following information related to our audit.

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by the Town of Duncan, Arizona are described in Note 1 to the financial statements.

We noted no transactions entered into by the governmental unit during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Difficulties Encountered in Performing the Audit

During our audit, as we examined credit card payments, we noticed that there were approximately \$8,900 of charges on the credit card that were unsupported by sufficient, appropriate documentation. For more detail, please see the Schedule of Findings and Responses in the audited financial statement packet.

Disagreements with Management

For purposes of this letter, professional standards define a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction, that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are shown in attached management representation letter.

Management Consultations with Other Accountants

In some cases, management may decide to consult with other accountants about auditing and accounting matters. To our knowledge, there were no such consultations with other accountants.

Audit Adjustments

Attached is a list of material, corrected misstatements that were brought to the attention of management as a result of audit procedures.

Uncorrected Misstatements

There were no uncorrected misstatements, other than those that we believe were trivial to the financial statements as a whole.

Other Audit Findings or Issues

Included in with the audited financial statements is our report issued in accordance with *Government Auditing Standards*. Please consult that report issued for further details regarding our responsibilities with respect to your internal controls.

This information is intended solely for the use of Town Council and management and is not intended to be and should not be used by anyone other than these specified parties.

We appreciate the opportunity to provide our services to the Town of Duncan, Arizona and please contact us if you have any questions or comments regarding this letter.

Lobby & Powell, PLC

Attachments



Town of Duncan

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Fax: (928) 359-9146**

September 3, 2024

Colby and Powell,

PLC
1535 W. Harvard Ave., Ste. 101
Gilbert, AZ 85233

This representation letter is provided in connection with your audit of the financial statements of the Town of Duncan, Arizona, which comprise the respective financial position of the governmental activities, the business-type activities, each major fund, and the aggregate remaining fund information as of June 30, 2021, and the respective changes in financial position and, where applicable, cash flows for the period then ended, and the related notes to the financial statements, for the purpose of expressing opinions as to whether the financial statements are presented fairly, in all material respects, in accordance with accounting principles generally accepted in the United States of America (U.S. GAAP).

Certain representations in this letter are described as being limited to matters that are material. Items are considered material, regardless of size, if they involve an omission or misstatement of accounting information that, in light of surrounding circumstances, makes it probable that the judgment of a reasonable person relying on the information would be changed or influenced by the omission or misstatement. An omission or misstatement that is monetarily small in amount could be considered material as a result of qualitative factors.

We confirm, to the best of our knowledge and belief, as of September 3, 2024, the following representations made to you during your audit.

Financial Statements

- 1) We have fulfilled our responsibilities, as set out in the terms of the audit engagement letter dated June 26, 2024, including our responsibility for the preparation and fair presentation of the financial statements and for preparation of the supplementary information in accordance with the applicable criteria.

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- 2) The financial statements referred to above are fairly presented in conformity with U.S. GAAP and include all properly classified funds and other financial information of the primary government and all component units required by generally accepted accounting principles to be included in the financial reporting entity.
- 3) We acknowledge our responsibility for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.
- 4) We acknowledge our responsibility for the design, implementation, and maintenance of internal control to prevent and detect fraud.
- 5) Significant assumptions we used in making accounting estimates, including those measured at fair value, are reasonable.
- 6) Related party relationships and transactions, including revenues, expenditures/expenses, loans, transfers, leasing arrangements, and guarantees, and amounts receivable from or payable to related parties have been appropriately accounted for and disclosed in accordance with U.S. GAAP.
- 7) Adjustments or disclosures have been made for all events, including instances of noncompliance, subsequent to the date of the financial statements that would require adjustment to or disclosure in the financial statements.
- 8) The effects of all known actual or possible litigation, claims, and assessments have been accounted for and disclosed in accordance with U.S. GAAP.
- 9) Guarantees, whether written or oral, under which the Town is contingently liable, if any, have been properly recorded or disclosed.

Information Provided

10) We have provided you with:

- a) Access to all information, of which we are aware, that is relevant to the preparation and

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Town of Duncan

**506 SE Old West Highway
Duncan, AZ 85534
(928) 359-2791
Fax: (928) 359-9146**

fair presentation of the financial statements, such as records, documentation, and other matters and all audit or relevant monitoring reports, if any, received from funding sources.

- b) Additional information that you have requested from us for the purpose of the audit.
 - c) Unrestricted access to persons within the Town from whom you determined it necessary to obtain audit evidence.
 - d) Minutes of the meetings of the Town Council or summaries of actions of recent meetings for which minutes have not yet been prepared.
- 11) All material transactions have been recorded in the accounting records and are reflected in the financial statements.
- 12) We have disclosed to you the results of our assessment of the risk that the financial statements may be materially misstated as a result of fraud.
- 13) We have no knowledge of any fraud or suspected fraud that affects the Town and involves-
- a) Management,
 - b) Employees who have significant roles in internal control, or
 - c) Others where the fraud could have a material effect on the financial statements.
- 14) We have no knowledge of any allegations of fraud or suspected fraud affecting the Town's financial statements communicated by employees, former employees, regulators, or others.
- 15) We have no knowledge of instances of noncompliance or suspected noncompliance with provisions of laws, regulations, contracts, or grant agreements, or abuse, whose effects should be considered when preparing financial statements.
- 16) We have disclosed to you all known actual or possible litigation, claims, and assessments whose effects should be considered when preparing the financial statements.
- 17) We have disclosed to you the identity of the Town's related parties and all the related party relationships and transactions of which we are aware.

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Government-specific

- 18) There have been no communications from regulatory agencies concerning noncompliance with, or deficiencies in, financial reporting practices.
- 19) We have identified to you any previous audits, attestation engagements, and other studies related to the audit objectives and whether related recommendations have been implemented.
- 20) The Town has no plans or intentions that may materially affect the carrying value or classification of assets, liabilities, or equity.
- 21) We are responsible for compliance with the laws, regulations, and provisions of contracts and grant agreements applicable to us, including tax or debt limits and debt contracts, and legal and contractual provisions for reporting specific activities in separate funds.
- 22) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of fraud and noncompliance with provisions of laws and regulations that we believe have a material effect on the financial statements or other financial data significant to the audit objectives, and any other instances that warrant the attention of those charged with governance.
- 23) We have identified and disclosed to you all instances, which have occurred or are likely to have occurred, of noncompliance with provisions of contracts and grant agreements that we believe have a material effect on the determination of financial statement amounts or other financial data significant to the audit objectives.
- 24) We have identified and disclosed to you all instances that have occurred or are likely to have occurred, of abuse that could be quantitatively or qualitatively material to the financial statements or other financial data significant to the audit objectives.
- 25) There are no violations or possible violations of budget ordinances, laws and regulations (including those pertaining to adopting, approving, and amending budgets), provisions of contracts and grant agreements, tax or debt limits, and any related debt covenants whose effects should be considered for disclosure in the financial statements, or as a basis for recording a loss contingency, or for reporting on noncompliance.
- 26) As part of your audit, you assisted with preparation of the financial statements and related

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notes. We acknowledge our responsibility as it relates to those nonaudit services, including that we assume all management responsibilities; oversee the services by designating an individual, preferably within senior management, who possesses suitable skill, knowledge, or experience; evaluate the adequacy and results of the services performed; and accept responsibility for the results of the services. We have reviewed, approved, and accepted responsibility for those financial statements and related notes.

- 27) The Town has satisfactory title to all owned assets, and there are no liens or encumbrances on such assets nor has any asset been pledged as collateral.
- 28) The Town has complied with all aspects of contractual agreements that would have a material effect on the financial statements in the event of noncompliance.
- 29) The financial statements include all component units as well as joint ventures with an equity interest, and properly disclose all other joint ventures and other related organizations.
- 30) The financial statements properly classify all funds and activities in accordance with GASB Statement No. 34, as amended, and GASB No. 84.
- 31) All funds that meet the quantitative criteria in GASBS Nos. 34 and 37 for presentation as major are identified and presented as such and all other funds that are presented as major are particularly important to financial statement users.
- 32) Components of net position (net investment in capital assets; restricted; and unrestricted) and classifications of fund balance (nonspendable, restricted, committed, assigned, and unassigned) are properly classified and, if applicable, approved. FMI, United Way, Debt Service, and HURF restrictions are appropriately stated.
- 33) Investments, derivative instruments, and land and other real estate held by endowments are properly valued.
- 34) Provisions for uncollectible receivables have been properly identified and recorded.
- 35) Expenses have been appropriately classified in or allocated to functions and programs in the statement of activities, and allocations have been made on a reasonable basis.
- 36) Revenues are appropriately classified in the statement of activities within program revenues, general revenues, contributions to term or permanent endowments, or contributions to

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permanent fund principal.

- 37) Interfund, internal, and intra-entity activity and balances have been appropriately classified and reported.
- 38) Deposits and investment securities and derivative instruments are properly classified as to risk and are properly disclosed.
- 39) Capital assets, including infrastructure and intangible assets, are properly capitalized, reported, and, if applicable, depreciated.
- 40) We have appropriately disclosed the Town's policy regarding whether to first apply restricted or unrestricted resources when an expense is incurred for purposes for which both restricted and unrestricted net position is available and have determined that net position is properly recognized under the policy.
- 41) We are following our established accounting policy regarding which resources (that is, restricted, committed, assigned, or unassigned) are considered to be spent first for expenditures for which more than one resource classification is available. That policy determines the fund balance classifications for financial reporting purposes.
- 42) We acknowledge our responsibility for the required supplementary information (RSI). The RSI is measured and presented within prescribed guidelines and the methods of measurement and presentation have not changed from those used in the prior period. We have disclosed to you any significant assumptions and interpretations underlying the measurement and presentation of the RSI.
- 43) We are in agreement with the adjusting journal entries you have recommended, and they have been posted.
- 44) Management has decided to not submit Management's Discussion and Analysis (MD&A) as required by U.S. generally accepted accounting principles.
- 45) In regard to the cash to depreciation schedule maintenance and GASB 68/75 adjustment services performed by you, we have-
 - a) Assumed all management responsibilities.

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- b) Designated Terry Hinton and Pat Walker, who has (have) suitable skill, knowledge, or experience to oversee the services.
- c) Evaluated the adequacy and results of the services performed.
- d) Accepted responsibility for the results of the services.

Signature: T. Hinton

Title: Town Manager

Client: **TOD - Town of Duncan, Arizona**
Engagement: **FS21 - Town of Duncan, Arizona**
Period Ending: **6/30/2021**
Trial Balance: **TB**
Workpaper: **370.01 - Adjusting Journal Entries Report1**

Account	Description	W/P Ref	Debit	Credit
Adjusting Journal Entries				
Adjusting Journal Entries JE # 1				
Reclass py transfer to fund balance/net position				
01597000	Balance - Beginning Of Year		142,754.38	
27598000	Transfers		142,754.38	
01598000	Operating Transfer Out			142,754.38
27597000	Beginning of Year			142,754.38
Total			285,508.76	285,508.76
Adjusting Journal Entries JE # 2				
Adj to client trial balance received on 06/25/24				
18800330	Printing & Advertising		0.40	
20100000	Cash - Combined Fund		0.40	
18100000	Cash - Combined Fund			0.40
20800330	Printing & Advertising			0.40
Total			0.80	0.80
Adjusting Journal Entries JE # 3				
CDBG revenue and expense are reported twice into two funds (18 and 20). Move to only one fund and eliminate the double entry.				
20800350	Other Services		45,360.00	
20800620	Engineering - CDBG 125-20			45,360.00
Total			45,360.00	45,360.00
Adjusting Journal Entries JE # 4				
Record interest on LGIP				
35104000	Cash LGIP		3.02	
35698000	INTEREST INCOME			3.02
Total			3.02	3.02
Adjusting Journal Entries JE # 5				
Move AP posted to Fund 18 for expense that was moved to fund 01. However, the AP should have also been moved to fund 01. This moves the AP to the correct fund.				
01100000	Cash - Combined Fund		5,000.00	
18301000	accounts payable		5,000.00	
01301000	Accounts Payable			5,000.00
18100000	Cash - Combined Fund			5,000.00
Total			10,000.00	10,000.00
Adjusting Journal Entries JE # 6				
Reclass pool settlement payments to AR account				
01691500	Swimming Pool Damages		10,610.62	
01114000	A/R Pool Settlement			7,675.20
01699510	Interest income			2,935.42
Total			10,610.62	10,610.62
Adjusting Journal Entries JE # 7				
Record Town owned house utility reimb against PY AR				
01664000	Refunds - Financial Admin		2,791.30	
01120000	Other Receivables			2,791.30
Total			2,791.30	2,791.30
Adjusting Journal Entries JE # 8				
Recognize pool settlement income received in CY				
01534000	Unearned Revenue		7,675.20	
01691500	Swimming Pool Damages			7,675.20
Total			7,675.20	7,675.20
Adjusting Journal Entries JE # 9				
Adj prepaid police contract balance				
01301000	Accounts Payable		5,000.00	
01223000	Prepaid Expense			5,000.00
Total			5,000.00	5,000.00
Adjusting Journal Entries JE # 10				
Record interest on NBA CD				
35101000	Cash in Bank		33.26	
35698000	INTEREST INCOME			33.26
Total			33.26	33.26
Adjusting Journal Entries JE # 11				
Adj USDA prin and inter to match confirm and invoices				
35800900	Interest Expense		866.00	
35350000	Loan Fund Received			866.00
Total			866.00	866.00

Adjusting Journal Entries JE # 12

Adj U.S. Bank Equip Finance pmts to debt service and same fund

01100000	Cash - Combined Fund	3,794.21	
03800970	Debt service: interest	3,621.36	
03800980	Debt service: principal	11,065.92	
01881610	Capital Outlay (Play Equip)		3,794.21
03100000	Cash - Combined Fund		3,794.21
03800610	Capital Outlay		10,893.07
Total		18,481.49	18,481.49

Adjusting Journal Entries JE # 13

Reclass GMC pmts to debt service

01874970	Principal	16,924.94	
01874980	Interest	2,575.06	
01874610	Capital Outlay		19,500.00
Total		19,500.00	19,500.00

Adjusting Journal Entries JE # 14

Adj GLTD for GMC and Loader

98325000	EMS Holding	27,990.86	
98198000	Amount To Be Provided LTD		27,990.86
Total		27,990.86	27,990.86

Adjusting Journal Entries JE # 15

Reclass Cat payment to debt service

03800970	Debt service: interest	1,239.97	
03800980	Debt service: principal	7,938.23	
98325001	Capital Lease Obligations	7,938.23	
03800610	Capital Outlay		9,178.20
98198000	Amount To Be Provided LTD		7,938.23
Total		17,116.43	17,116.43

Adjusting Journal Entries JE # 16

Reverse duplicate pmts for payroll taxes - 4302021 & 51720186

90101000	Cash in Bank - Checking	5,163.35	
90101000	Cash in Bank - Checking	5,489.78	
90310000	FICA Payable		6,919.00
90311000	Federal Withholding Payable		3,734.13
Total		10,653.13	10,653.13

Adjusting Journal Entries JE # 17

Adjust compensated absences to schedule of calculated accrued vacation per workpaper

07303000	Compensated Absences	496.51	
27800110	Salaries & Wages	3,023.68	
07800110	Salaries & Wages		496.51
27303000	Compensated Absences		3,023.68
Total		3,520.19	3,520.19

Adjusting Journal Entries JE # 18

AP adjustment due to errors found in search

01301000	Accounts Payable	239.65	
01872430	Travel/Meetings/Training	1,499.00	
01874360	Legal Fees	2,000.00	
01874360	Legal Fees	2,075.63	
01874480	Utilities	91.72	
03301000	Accounts Payable	10,402.14	
07800360	Testing	1,000.00	
27170000	Deposits Refundable	59.07	
01883350	Outside Garbage Pickup Service		5,906.00
03100000	Cash - Combined Fund		1,223.94
03800610	Capital Outlay		9,178.20
07301000	Accounts Payable		1,000.00
27301000	Accounts Payable		59.07
Total		17,367.21	17,367.21

Adjusting Journal Entries JE # 19

Accrue wages

01871110	Salaries & Wages	240.00	
01874110	Salaries & Wages	2,171.52	
01880110	Salaries & Wages	722.80	
01880110	Salaries & Wages	1,152.00	
01884110	Salaries & Wages	3,636.80	
03800110	Salaries & Wages	1,440.00	
27800110	Salaries & Wages	1,404.16	
27800110	Salaries & Wages	1,799.68	
01301100	Accrued wages		7,923.12
03301100	Accrued wages		1,440.00
27301110	Accrued wages		3,203.84
Total		12,566.96	12,566.96

Adjusting Journal Entries JE # 20

Transfer funds to cover grant expenses paid form GF in prior years

01100000	Cash - Combined Fund	10,486.35	
18598000	Operating Transfer Out	10,486.35	
01598010	Operating Transfers In		10,486.35
18100000	Cash - Combined Fund		10,486.35
Total		20,972.70	20,972.70

Adjusting Journal Entries JE # 21

Adjusting HURF expense to show prepaid Expense found in Testing

03223000	Prepaid Expense	5,820.33	
03800240	Gas & Oil		5,820.33
Total		5,820.33	5,820.33

Adjusting Journal Entries JE # 22

Adj utility AR, rev, deposits to UM module

01100000	Cash - Combined Fund	3,599.68	
07112000	Accounts Receivable	1,158.90	
27112000	Accounts Receivable	1,145.60	
27170000	Deposits Refundable	745.01	
27301100	Water Sales Tax Payable	4,165.15	
27301100	Water Sales Tax Payable	8,347.16	
27667000	Water Fees	32.26	
90100000	Cash Allocated To Other Funds	3,023.64	
01112000	Accounts Receivable		3,599.68
07100000	Cash - Combined Fund		1,158.90
27100000	Cash - Combined Fund		5,464.42
27800535	Bad Debts		623.60
27800550	Taxes		8,347.16
90107500	Utility Cash Clearing		3,023.64
Total		22,217.40	22,217.40

Adjusting Journal Entries JE # 23

Reallocate allowances

01121000	Doubtful Account	7,239.24	
07100000	Cash - Combined Fund	1,480.07	
27100000	Cash - Combined Fund	5,759.17	
01100000	Cash - Combined Fund		7,239.24
07113000	Allow For Doubtful Account		1,480.07
27113000	Allow For Doubtful Account		5,759.17
Total		14,478.48	14,478.48

Adjusting Journal Entries JE # 24

Move radio equipment to capital outlay and move small capital outlay items out to other accounts

01874610	Capital Outlay	25,419.87	
03800220	Other Supplies	7,340.64	
01874340	Building Maintenance		25,419.87
03800610	Capital Outlay		7,340.64
Total		32,760.51	32,760.51

Adjusting Journal Entries JE # 25

Record depreciation expense for utility funds

07800980	Depreciation	21,449.03	
27800980	Depreciation Expense	32,987.35	
07161000	Acc. Depr - Plant & Equip		21,449.03
27161000	Acc. Depr - Plant & Equip		32,987.35
Total		54,436.38	54,436.38

Adjusting Journal Entries JE # 26

Accrue Burk's Sanitation AR at 06/30/21

07112001	Sewer Dumping AR	6,823.50	
07695000	Miscellaneous		6,823.50
Total		6,823.50	6,823.50

Adjusting Journal Entries JE # 27

Adjust lab reci

evable to agree with subsequent receipts.

31666000	Bac T Sample Fees	6,434.16	
31112000	Accounts Receivable		6,434.16
Total		6,434.16	6,434.16

Adjusting Journal Entries JE # 28

Recognize asset additions to GFA

09154000	Equipment	32,786.06	
09160000	Current Year Depreciation	97,860.42	
09597000	Beginning of Year	97,343.01	
09160000	Current Year Depreciation		97,343.01
09161000	Accumulated Depreciation		97,860.42
09597000	Beginning of Year		32,786.06
Total		227,989.49	227,989.49

Adjusting Journal Entries JE # 29

Reclass park light

01881340	Repairs & Maintenance	3,997.50	
09100000	Cash - Combined Fund	3,997.50	

01100000	Cash - Combined Fund		3,997.50	
09156000	Streets & Sidewalks			3,997.50
Total			<u>7,995.00</u>	<u>7,995.00</u>
Adjusting Journal Entries JE # 30				
Adj GLTD vacation				
98330000	Deferred Comp/Benefits	7,447.97		
98198000	Amount To Be Provided LTD		6,037.29	
98330000	Deferred Comp/Benefits			1,410.68
Total		<u>7,447.97</u>	<u>7,447.97</u>	
Adjusting Journal Entries JE # 31				
Record depr				
35800980	DEPRECIATION EXPENSE	100,415.39		
35161000	Accumilated Depreciation			100,415.39
Total		<u>100,415.39</u>	<u>100,415.39</u>	
Adjusting Journal Entries JE # 32				
Adj for GASB 68/75				
07399999	Net Pension Liability	29,472.47		
07400000	Deferred Inflows	1,978.76		
27199999	OPEB asset	512.67		
27200000	Deferred Outflows	17,375.35		
27400000	Deferred Inflows	5,280.24		
27598000	Transfers	22,274.21		
27800140	Retirement	23,944.00		
07199999	OPEB asset		56.67	
07200000	Deferred Outflows		9,120.35	
07598000	Transfer		22,274.21	
27399999	Net Pension Liability		69,386.47	
Total		<u>100,837.70</u>	<u>100,837.70</u>	
Adjusting Journal Entries JE # 33				
Record transfer for Grants Fund				
01598010	Operating Transfers In	2,655.75		
18597000	Balance - Beginning Of Year	2,655.75		
01597000	Balance - Beginning Of Year		2,655.75	
18598000	Operating Transfer Out		2,655.75	
Total		<u>5,311.50</u>	<u>5,311.50</u>	
Adjusting Journal Entries JE # 34				
Record allowance for manager AR				
01883540	Bad debt expense	7,500.00		
01121000	Doubtful Account		7,500.00	
Total		<u>7,500.00</u>	<u>7,500.00</u>	
	Total Adjusting Journal Entries	<u>1,116,485.74</u>	<u>1,116,485.74</u>	
	Total All Journal Entries	<u>1,116,485.74</u>	<u>1,116,485.74</u>	

TOWN OF DUNCAN
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TAXES	.00	67,057.84	245,000.00	177,942.16	27.4
LICENSES AND PERMITS	.00	8,999.68	25,600.00	16,600.32	35.2
INTERGOVERNMENTAL REVENUE	26,590.99	146,647.22	488,945.00	342,297.78	30.0
FEES AND CHARGES	.00	28,893.31	104,500.00	75,606.69	27.7
FINES AND FORFEITURES	.00	.00	50.00	50.00	.0
MISCELLANEOUS	20.40	1,557.82	20,000.00	18,442.18	7.8
	<u>26,611.39</u>	<u>253,155.87</u>	<u>884,095.00</u>	<u>630,939.13</u>	<u>28.6</u>
<u>EXPENDITURES</u>					
CEMETERY	.00	.00	1,000.00	1,000.00	.0
MAYOR & COUNCIL	.00	2,121.38	24,925.40	22,804.02	8.5
TOWN CLERK	.00	43,424.93	190,445.00	147,020.07	22.8
FINANCIAL ADMINISTRATION	.00	106,498.88	293,909.00	187,410.12	36.2
POLICE DEPARTMENT	.00	15,000.00	60,000.00	45,000.00	25.0
ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0
PUBLIC WORKS/ROADS	404.41	40,876.35	139,620.60	98,744.25	29.3
PARKS	.00	7,852.55	29,950.00	22,097.45	26.2
SANITATION/REFUSE	.00	19,647.02	79,067.00	59,419.98	24.9
SWIMMING POOL	.00	27,558.64	56,177.50	28,618.86	49.1
TOWN PROPERTIES	.00	901.12	4,000.00	3,098.88	22.5
	<u>404.41</u>	<u>263,880.87</u>	<u>884,094.50</u>	<u>620,213.63</u>	<u>29.9</u>
	<u>26,206.98</u>	<u>(10,725.00)</u>	<u>.50</u>	<u>10,725.50</u>	<u>(21450)</u>

TOWN OF DUNCAN
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

HIGHWAY USERS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
REVENUE	.00	21,887.94	72,868.00	50,980.06	30.0
	.00	21,887.94	72,868.00	50,980.06	30.0
<u>EXPENDITURES</u>					
EXPENDITURES	.00	14,453.56	72,867.55	58,413.99	19.8
	.00	14,453.56	72,867.55	58,413.99	19.8
	.00	7,434.38	.45	(7,433.93)	16520

TOWN OF DUNCAN
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
OPERATING REVENUE	200.00	33,288.79	123,500.00	90,211.21	27.0
NON-OPERATING REVENUE	.00	2,642.82	8,500.00	5,857.18	31.1
	<u>200.00</u>	<u>35,931.61</u>	<u>132,000.00</u>	<u>96,068.39</u>	<u>27.2</u>
<u>EXPENDITURES</u>					
EXPENDITURES	.00	28,847.95	132,000.40	103,152.45	21.9
	<u>.00</u>	<u>28,847.95</u>	<u>132,000.40</u>	<u>103,152.45</u>	<u>21.9</u>
	<u>200.00</u>	<u>7,083.66</u>	<u>(.40)</u>	<u>(7,084.06)</u>	<u>17709</u>

TOWN OF DUNCAN
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

GENERAL GRANT FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
SOURCE 66	.00	47,782.49	15,500,000.00	15,452,217.51	.3
	.00	47,782.49	15,500,000.00	15,452,217.51	.3
<u>EXPENDITURES</u>					
DEPARTMENT 800	.00	143,450.75	15,500,000.00	15,356,549.25	.9
	.00	143,450.75	15,500,000.00	15,356,549.25	.9
	.00	(95,668.26)	.00	95,668.26	.0

TOWN OF DUNCAN
 FUND SUMMARY
 FOR THE 4 MONTHS ENDING OCTOBER 31, 2024

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
SOURCE 60	.00	1,944.33	18,500.00	16,555.67	10.5
OPERATING REVENUE	.00	75,705.87	241,000.00	165,294.13	31.4
NON-OPERATING REVENUE	.00	2,567.82	8,000.00	5,432.18	32.1
	<u>.00</u>	<u>80,218.02</u>	<u>267,500.00</u>	<u>187,281.98</u>	<u>30.0</u>
<u>EXPENDITURES</u>					
EXPENDITURES	(750.00)	57,771.58	267,500.10	209,728.52	21.6
	<u>(750.00)</u>	<u>57,771.58</u>	<u>267,500.10</u>	<u>209,728.52</u>	<u>21.6</u>
	<u>750.00</u>	<u>22,446.44</u>	<u>(.10)</u>	<u>(22,446.54)</u>	<u>22446</u>

Report Criteria:
 Report type: GL detail
 Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
24391										
09/24	09/05/2024	24391	586	DOXIM, INC.	160286	1	27-800-420	247.34	247.34	postage deposit -utility bills
09/24	09/05/2024	24391	586	DOXIM, INC.	160286	2	01-872-420	82.45	82.45	postage deposit - utility bills
Total 24391:									329.79	
24392										
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	1	07-800-480	1,416.06	1,416.06	Sewer plant utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	2	01-880-480	154.86	154.86	new shop/public works utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	3	01-881-480	1,637.52	1,637.52	city parks/street lights
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	4	01-891-480	274.14	274.14	Senior center utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	5	01-874-480	390.05	390.05	town hall utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	6	27-800-480	1,004.69	1,004.69	Southside water utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	2507-082924	7	01-884-480	558.38	558.38	Swimming pool utilities
09/24	09/05/2024	24392	330	DUNCAN VALLEY ELECT	57850	1	01-881-340	597.67	597.67	Install LED Security Light - chaparral & hwy 75
Total 24392:									6,033.37	
24393										
09/24	09/05/2024	24393	145	GREENLEE COUNTY	218	1	01-877-350	5,000.00	5,000.00	Law Enforcement Agreement
Total 24393:									5,000.00	
24394										
09/24	09/05/2024	24394	55	GREENLEE COUNTY FAI	2024FAIR-09	1	01-871-920	500.00	500.00	White Ribbons Sponsorship for 2024 Fair
Total 24394:									500.00	
24395										
09/24	09/05/2024	24395	1696	HUSSEIN ABUHAKMEH	1201.1	1	27-60-5100	75.00	75.00	customer deposit refund Acct. #1201.1
Total 24395:									75.00	
24396										
09/24	09/05/2024	24396	1684	SKINNY HORSE SERVICE	08272024	1	27-800-360	1,725.00	1,725.00	water testing service
09/24	09/05/2024	24396	1684	SKINNY HORSE SERVICE	08272024	2	07-800-360	1,725.00	1,725.00	waste water testing

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 24396:									3,450.00	
24397										
09/24	09/05/2024	24397	1694	Sprinkler World of Arizona I	S5197090.00	1	18-800-323	10,141.41	10,141.41	6" Gate Valve - water project
Total 24397:									10,141.41	
24398										
09/24	09/05/2024	24398	1611	TERRY HINTON	MR-090224	1	01-872-430	301.50	301.50	mileage reimbursemnt for 2024 LACT Conference
Total 24398:									301.50	
24402										
09/24	09/12/2024	24402	290	CASELLE	135146	1	01-874-240	647.97	647.97	COMPUTER SOFTWARE MAINTENANCE
09/24	09/12/2024	24402	290	CASELLE	135146	2	07-800-240	75.64	75.64	COMPUTER SOFTWARE MAINTENANCE
09/24	09/12/2024	24402	290	CASELLE	135146	3	27-800-240	302.39	302.39	COMPUTER SOFTWARE MAINTENANCE
Total 24402:									1,026.00	
24403										
09/24	09/12/2024	24403	1297	JOSHUA MANER	2-444	1	01-874-320	673.00	673.00	IT Support
Total 24403:									673.00	
24404										
09/24	09/12/2024	24404	1670	Legend Technical Services	2414195	1	27-800-360	486.00	486.00	water testing
Total 24404:									486.00	
24405										
09/24	09/12/2024	24405	1697	Patricia Hill	1452.9	1	27-60-5100	150.00	150.00	deposit refund for customer #1452.9
Total 24405:									150.00	
24406										
09/24	09/12/2024	24406	610	PEPSI-COLA BOTTLING	383646	1	01-880-220	462.00	462.00	Water Public works
Total 24406:									462.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
24407										
09/24	09/12/2024	24407	1586	TOWN & COUNTRY FEED	125716-5986	1	27-800-260	143.13	143.13	WATERLINE REPAIR SUPPLIES
09/24	09/12/2024	24407	1586	TOWN & COUNTRY FEED	126228-1262	1	01-881-340	56.12	56.12	PARK MAINTENANCE SUPPLIES
09/24	09/12/2024	24407	1586	TOWN & COUNTRY FEED	126236	1	01-880-250	18.79	18.79	VEHICLE MAINTENANCE SUPPLIES
09/24	09/12/2024	24407	1586	TOWN & COUNTRY FEED	126588-1268	1	01-891-340	60.32	60.32	SENIOR CENTER MAINTENANCE SUPPLIES
Total 24407:									278.36	
24408										
09/24	09/12/2024	24408	1698	Randy Burnette	PO655601	1	03-800-250	1,400.00	1,400.00	window tinting on loader and grader
Total 24408:									1,400.00	
24409										
09/24	09/19/2024	24409	1578	Fitzgibbons Law Offices, P	174002	1	01-874-360	4,362.84	4,362.84	LEGAL FEES - QUIET TITLE
09/24	09/19/2024	24409	1578	Fitzgibbons Law Offices, P	174003	1	01-874-360	280.00	280.00	LEGAL FEES - MISC. MATTERS
Total 24409:									4,642.84	
24410										
09/24	09/19/2024	24410	1579	KAIROS Health Arizona, In	69-8402	1	01-872-160	44.64	44.64	EMPLOYEE HEALTH INSURANCE PREMIUM
09/24	09/19/2024	24410	1579	KAIROS Health Arizona, In	69-8402	2	01-874-160	1,826.76	1,826.76	EMPLOYEE HEALTH INSURANCE PREMIUM
09/24	09/19/2024	24410	1579	KAIROS Health Arizona, In	69-8402	3	01-880-160	3,956.97	3,956.97	EMPLOYEE HEALTH INSURANCE PREMIUM
Total 24410:									5,828.37	
24411										
09/24	09/19/2024	24411	1313	Smart Document Solutions	40625	1	01-872-380	115.07	115.07	COPYING COSTS
Total 24411:									115.07	
24412										
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	1	01-880-250	132.42	132.42	BlueDEF diesel exhaust fluid
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	2	01-880-250	135.92	135.92	vehicle maint. supplies
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	3	07-800-340	271.52	271.52	tank float switches
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	4	01-884-220	223.77	223.77	fire esxtinguishers for pool
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	5	01-884-220	48.81	48.81	fire extinguisher sign, bracket and EXIT signs for pool
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	6	01-874-340	96.13	96.13	replacement parts for flagpole
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	7	01-872-220	68.68	68.68	ipad cover case town manager
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	8	01-872-510	14.93	14.93	capital times subscription

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	9	01-874-530	43.23	43.23	front desk office chair
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	10	01-872-430	59.68	59.68	food items town manager at conference
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	11	01-872-430	305.98	305.98	Room for Town Manager to attend Conference
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	12	01-880-250	20.00	20.00	license plate for new PW truck
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	13	27-800-340	79.04	79.04	water meter couplings
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	14	27-800-610	3,403.29	3,403.29	water meters and ERTS
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	15	27-800-340	10.80	10.80	high pressure plastic vinyl tubing
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	16	18-800-322	534.94	534.94	Flange kit for well
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	17	01-880-530	86.88	86.88	monthly charge for after hours emergency phone
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	18	27-800-220	802.12	802.12	water repair supplies
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	19	01-874-240	36.86	36.86	monthly service fee
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	20	07-800-240	4.31	4.31	monthly service fee
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	21	27-800-240	17.20	17.20	monthly service fee
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	22	01-874-480	637.62	637.62	monthly internet service fee
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	23	01-874-410	5.41	5.41	monthly service fee fax line
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	24	01-874-410	365.31	365.31	monthly phone service fee
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	25	27-800-510	20.00	20.00	monthly service fee LTE monitoring services
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	26	01-883-350	6,027.30	6,027.30	monthly service fee for household cans
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	27	01-883-350	219.30	219.30	monthly service fee shop dumpster
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	28	01-883-350	155.90	155.90	monthly service fee for foodbank dumpster
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	29	01-874-340	265.00	265.00	monthly pest control
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	30	01-880-340	45.00	45.00	pest control for shop
09/24	09/24/2024	24412	1590	BANKCARD CENTER	2256-083124	31	01-871-430	305.98	305.98	room fees for Mayor to attend conference
Total 24412:									14,443.33	
24415										
09/24	09/26/2024	24415	354	CITY OF SAFFORD	PO655614	1	27-800-260	750.00	750.00	Water Tap for Canyon Lands
Total 24415:									750.00	
24416										
09/24	09/26/2024	24416	888	CURTIS COUNTRY STOR	39160	1	01-884-510	249.28	249.28	chlorine tabs for pool
Total 24416:									249.28	
24417										
09/24	09/26/2024	24417	983	DANA KEPNER COMPAN	8204610-00	1	18-800-322	6,092.45	6,092.45	Supplies for hunter water project

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 24417:									6,092.45	
24418										
09/24	09/26/2024	24418	330	DUNCAN VALLEY ELECT	57856	1	01-881-340	70.08	70.08	Street light repair - kool spot/Ranch house
Total 24418:									70.08	
24419										
09/24	09/26/2024	24419	1297	JOSHUA MANER	2-447	1	01-874-320	673.00	673.00	IT Support
Total 24419:									673.00	
24420										
09/24	09/26/2024	24420	1684	SKINNY HORSE SERVICE	INV-092024	1	27-800-360	1,981.68	1,981.68	water testing
09/24	09/26/2024	24420	1684	SKINNY HORSE SERVICE	INV-092024	2	07-800-360	1,725.00	1,725.00	waste water testing
Total 24420:									3,706.68	
24421										
09/24	09/26/2024	24421	1694	Sprinkler World of Arizona I	S5197090.00	1	18-800-323	62,792.78	62,792.78	6" water pipe for Hunter water project
Total 24421:									62,792.78	
24422										
09/24	09/26/2024	24422	565	XEROX Financial Services	6277066	1	01-872-380	659.96	659.96	Monthly Copy Machine Payment
Total 24422:									659.96	
Grand Totals:									130,330.27	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-871-430	305.98	.00	305.98
01-871-920	500.00	.00	500.00
01-872-160	44.64	.00	44.64

GL Account	Debit	Credit	Proof
01-872-220	68.68	.00	68.68
01-872-380	775.03	.00	775.03
01-872-420	82.45	.00	82.45
01-872-430	667.16	.00	667.16
01-872-510	14.93	.00	14.93
01-874-160	1,826.76	.00	1,826.76
01-874-240	684.83	.00	684.83
01-874-320	1,346.00	.00	1,346.00
01-874-340	361.13	.00	361.13
01-874-360	4,642.84	.00	4,642.84
01-874-410	370.72	.00	370.72
01-874-480	1,027.67	.00	1,027.67
01-874-530	43.23	.00	43.23
01-877-350	5,000.00	.00	5,000.00
01-880-160	3,956.97	.00	3,956.97
01-880-220	462.00	.00	462.00
01-880-250	307.13	.00	307.13
01-880-340	45.00	.00	45.00
01-880-480	154.86	.00	154.86
01-880-530	86.88	.00	86.88
01-881-340	723.87	.00	723.87
01-881-480	1,637.52	.00	1,637.52
01-883-350	6,402.50	.00	6,402.50
01-884-220	272.58	.00	272.58
01-884-480	558.38	.00	558.38
01-884-510	249.28	.00	249.28
01-891-340	60.32	.00	60.32
01-891-480	274.14	.00	274.14
03-800-250	1,400.00	.00	1,400.00
07-800-240	79.95	.00	79.95
07-800-340	271.52	.00	271.52
07-800-360	3,450.00	.00	3,450.00
07-800-480	1,416.06	.00	1,416.06
18-800-322	6,627.39	.00	6,627.39
18-800-323	72,934.19	.00	72,934.19
27-60-5100	225.00	.00	225.00
27-800-220	802.12	.00	802.12
27-800-240	319.59	.00	319.59
27-800-260	893.13	.00	893.13
27-800-340	89.84	.00	89.84
27-800-360	4,192.68	.00	4,192.68

GL Account	Debit	Credit	Proof
27-800-420	247.34	.00	247.34
27-800-480	1,004.69	.00	1,004.69
27-800-510	20.00	.00	20.00
27-800-610	3,403.29	.00	3,403.29
90301000	.00	130,330.27-	130,330.27-
Grand Totals:	<u>130,330.27</u>	<u>130,330.27-</u>	<u>.00</u>

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

The Town of Duncan will be soliciting bids for a Caterpillar 430 F backhoe or equivalent. New or used will be considered. Bids are due October 2, 2024, at 5:00 PM. Bids should be submitted to the attention of the Town Clerk at Town Hall, 506 SE Old West Hwy, 928-359-2791.



09/20/2024

Town of Duncan

On behalf of Empire Machinery, we are pleased to provide this proposal on a used Caterpillar 420 XE Backhoe Loader.

2021 Caterpillar 420XE 4ECIP – Hours: 2736.0

- ▶ **Standard Equipment**
 - Enclosed ROPS
 - 4WD
 - Extendable Stick
 - IT Coupler
 - Ride Control
 - General Purpose IT Front Bucket
 - IT Forks
 - Rear Auxiliary Hydraulics
 - Rear 1/4YD Pin Lock Coupler
 - 24" Rear Bucket
 - Hydraulic Thumb

Pricing Information

Sale Price	\$99,121.00
Trade Information	
2008 CAT 420E – KMW03038	(\$30,000.00)
Sub Total	\$69,121.00
Sales Tax	\$ 5,944.40
Delivery	\$ 1,000.00
Total Price	\$76,065.40

Warranty

Emissions Warranty – Expires 04/21/2026 or 3000.0 Hours
Powertrain, Hydraulic, & Technology Extended Warranty – Expires 04/21/2025 or 4000.0 Hours

Thank you for your consideration of this proposal and for allowing Empire to assist with your equipment needs. If you have any questions or require additional information, please feel free to contact us.

Sincerely,
Mitchell Olsen

Mitchell Olsen
Sales Account Manager
mitchell.olsen@empire-cat.com
928.965.8569 cell





09/05/2024

Town of Duncan

On behalf of Empire Machinery, we are pleased to provide this proposal on a used Caterpillar 420 XE Backhoe Loader.

2021 Caterpillar 420XE 4ECIP – Hours: 2736.0

▶ **Standard Equipment**

- Enclosed ROPS
- 4WD
- Extendable Stick
- IT Coupler
- Ride Control
- General Purpose IT Front Bucket
- IT Forks
- Rear Auxiliary Hydraulics
- Rear 1/4YD Pin Lock Coupler
- 24" Rear Bucket

▶ Sale Price	\$92,490.00
Sales Tax	\$ 7,954.14
<hr/>	
Total Price	\$100,444.14

▶ **Warranty**

- Emissions Warranty – Expires 04/21/2026 or 3000.0 Hours
- Powertrain, Hydraulic, & Technology Extended Warranty – Expires 04/21/2025 or 4000.0 Hours

Thank you for your consideration of this proposal and for allowing Empire to assist with your equipment needs. If you have any questions or require additional information, please feel free to contact us.

Sincerely,
Mitchell Olsen
 Mitchell Olsen
 Sales Account Manager
mitchell.olsen@empire-cat.com
 928.965.8569 cell

Year	2021	Manufacturer	CATERPILLAR
Model	420 XE	Hours	1,389
Serial Number	H9X00911	Condition	Used
Stock Number	R22540	Telematics	Yes
Ride Control	Yes	Operator Controls	Excavator Style
A/C	Yes	Drive	4WD

[Show As Paragraph](#)

Inspection Information

COMMENTS, MISC. REPAIRS, GENERAL REMARKS

comment 1 Rental Ready
Condition.

[Show As Paragraph](#)

2021 CATERPILLAR 420 XE



USD **USD \$119,059**

Machine Location: 3501 West Houser Road Eloy, Arizona 85131

Seller Information

Empire Southwest

Contact: Used Sales

Phone: (480) 550-3927

Mesa, Arizona 85210

(480) 550-3927

Video Chat



[Hide Thumbnails](#)

Description

ANTI-THEFT AUX. HYDRAULICS INTEGRATED TOOL CARRIER Online Owner's Manual
ROPS: ENCLOSED Forks Ecm Download Heater Bucket-front/size And Type: 1.5 CYD Bucket-
rear/size: 24 IN GP BU Feature - INCLUDES CAT B9 HYDRAULIC HAMMER Equipment-
certification-code: CCU Arm: Extended FrontTireSize: 12.5/80-18 RearTireSize: 19.5L-24
EngineTier: Tier 4 Final

Specifications

Year	2021	Manufacturer	CATERPILLAR
Model	420 XE	Hours	1,574
Serial Number	H9X01011	Condition	Used
Stock Number	E193272	Back Quick Attach	Yes
Front Auxiliary Hydraulics	Yes	ROPS	Enclosed
Operator Controls	Excavator Style	A/C	Yes
Drive	4WD		

[Show As Paragraph](#)

The Town of Duncan will be soliciting bids for the design/build of a 6,000 square ft Skate Park. Bids are due October 3, 2024, at 5:00 PM. Bids should be submitted to the attention of the Town Clerk at Town Hall, 506 SE Old West Hwy, 928-359-2791.



DUNCAN, AZ
VETERAN'S PARK SKATE PARK
BY: SBSX | SKATEBOARD SOLUTIONS



Surfside, October 1, 2024

Dear Terry Hinton,

We are pleased to present our bid to build the new Veteran's Park Skate Park to you and the Town of Duncan.

In this bid, you will find the following information: company information, example parks of a similar size, budget, design and construction process, examples of parks we have built + capabilities, and references from other cities.

Regarding the budget, the lumpsum bid is \$393,927, this number is based upon the 6.000 sqft size, using the average skatepark breakdown:

- 60% flatground (concrete)
- 30% transitions/ banks/ hubbas (shotcrete)
- 10% back walls/ stairs (shotcrete)

This breakdown is very similar the example park in Leomister.

In the budget break down you will find all details, including some estimates, these are allocations we would like to work on with local suppliers. We also included a contingency to not depend on other funds in case we bump into challenges. When we do not need to spent the contingency budget it can be returned or reallocated to a skate park related item.

Please feel free to contact us for any questions regarding our bid.

With Gratitude,

Mees Maks
SBSX | Skateboard Solutions
725 92nd ST, Surfside FL, 33154
305-216 0057
mm@sbsx.com



ABOUT

SBSX | SKATEBOARD SOLUTIONS

SBSX | Skateboard Solutions specializes in the planning, designing, and constructing of concrete cast-in-place skateboard parks. Our teams consist of construction specialists passionate about skateboarding; over the last ten years, SBSX has built over 60 skateboard parks, from small street plazas to 45,000 sqft facilities.

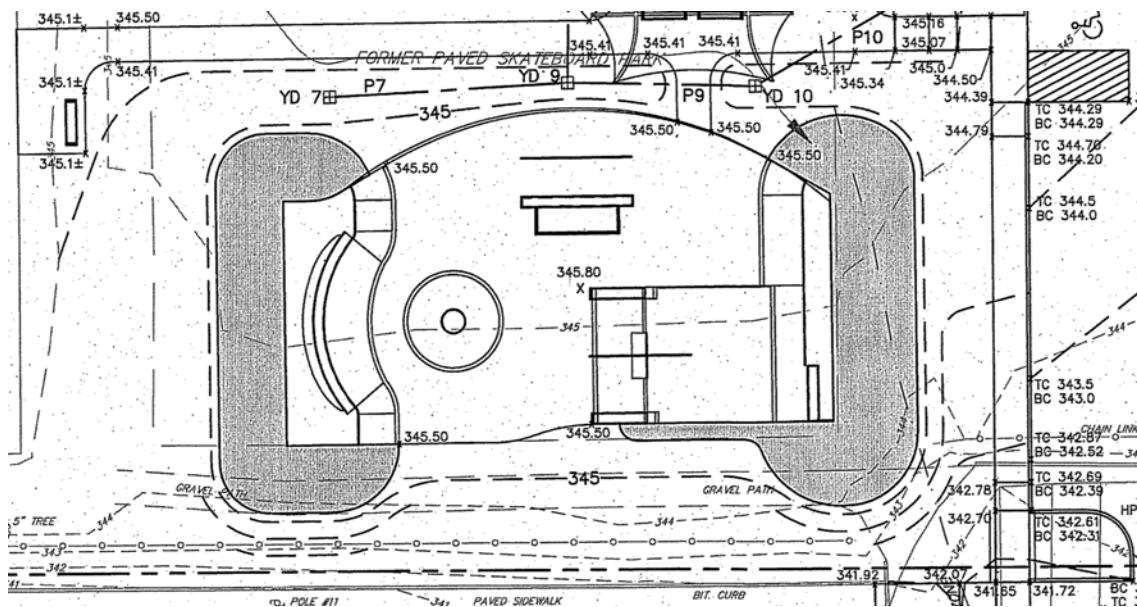
We take a holistic approach, considering the community, location, and design to craft skateparks that:

- Cater to All Skill Levels: From beginner-friendly features to challenging lines, our parks encourage everyone to participate and progress at their own pace.
- Embrace Local Identity: We incorporate elements that reflect the community's unique character, fostering a sense of ownership and pride.
- Become Vibrant Hubs: We design parks that are functional, aesthetically pleasing, and welcoming, encouraging social interaction and becoming focal points of community life.
-

The result? Vibrant spaces that foster inclusivity, creativity, and a lifelong love for skateboarding.



+/- 6000 SQFT
PARK REFERENCE BUILT BY SBSX







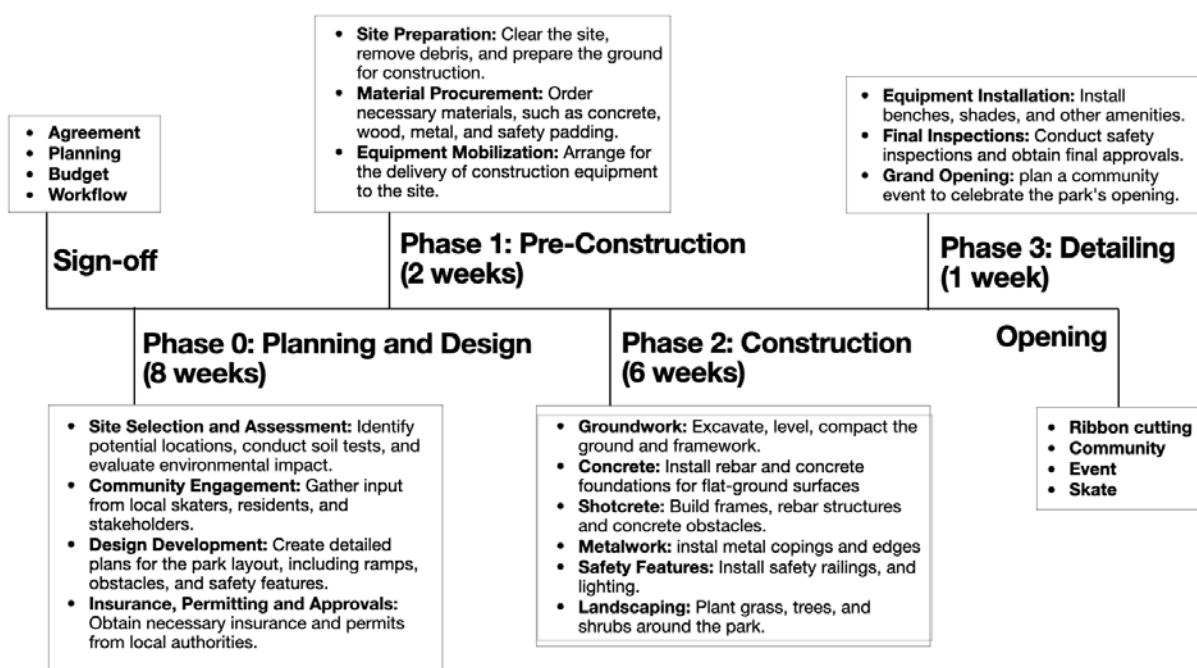
6,000 SQFT BUDGET ESTIMATE

SBSX Budget <Town of Duncan> Veteran's Park Skate Park						
CITY:	Duncan, AZ					
DATE:	10/1/24					
PROJECT:	Veteran's Park Skate Park					
SQFT:	6000					
EST. CONSTR.:						
ADDRESS:						
Phase	Description	Unit Price	Metric Unit	Unit	Budget	Total
Sourcing						\$34,000
Phase 0	Account management	\$800	day	10	\$8,000	
	Brainstorm, Concept, Design & Construction Documents	\$20,000	item	1	\$20,000	
	Permits	\$1,500	est.	1	\$1,500	
	Insurance	\$2,500	item	1	\$2,500	
	Vendor set-up + submittals (Concrete/ metal/ etc)	\$500	day	4	\$2,000	
Preparation						\$33,555
Phase 1	Rough grading & levelling	\$1.5	sqft	6000	\$9,000	
	Fine grading + fill	\$3.0	sqft	6000	\$18,000	
	Dumpster rental	\$1,500	item	1.5	\$2,250	
	Portapotty rental	\$80	item	6	\$480	
	Shipping container rental	\$1,750	item	1.5	\$2,625	
	Delivery fees	\$1,200		1	\$1,200	
Machinery/ Rentals/ Materials						\$103,800
Phase 2	Excavator Bobcat (per month)	\$3,000	item	1.5	\$4,500	
	Loader Bobcat (per month)	\$3,000	item	1.5	\$4,500	
	Drum Roller	\$2,500	item	1.5	\$3,750	
	Concrete Pump	\$1,200	day	12	\$14,400	
	Rebar (20ft x #4 & #5 sticks bundle)	\$1,100	ft	6	\$6,600	
	Form wood	\$5,000	item	1	\$5,000	
	Welding equipent	\$1,500	item	1	\$1,500	
	Metal for Coping	\$24	lf	300	\$7,200	
	Concrete Coping	\$17	lf	50	\$850	
	Scrapers/ tape/ pump sprays/ (fixed equipement)	\$3,500	item	1	\$3,500	
	Shotcrete transition 30% 6"deep	\$260	sqft	59.26	\$15,407	
	Flats 60% 6"deep	\$260	sqft	118.52	\$30,815	
	Ledges/ stairs/ turn down wall 10% 8"deep	\$260	sqft	22.22	\$5,778	
Labor + T&E						\$114,350
Phase 2	Project manager	\$650	day	17	\$11,050	
	Superintendent	\$650	day	35	\$22,750	
	Workers 4x	\$1,600	day	35	\$56,000	
	Airfair 5 pax	\$850	item	8	\$6,800	
	Lodging 4 pax pmonth	\$8,000	item	1.5	\$12,000	
	Dinner 4 pax pmonth	\$250	item	8	\$2,000	
	Car Rental	\$2,500	item	1.5	\$3,750	
Detailing						\$25,500
Phase 3	Painting, staining & sealing	\$1	item	6000	\$6,000	
	Park sign/ local feature	\$10,000	est	1	\$10,000	
	Restore site (soil/ sod/ else)	\$6	est	1000	\$6,000	
	Final cleaning and pressure wash	\$3,500	est	1	\$3,500	
Total						\$311,205.00
Profit and Overhead				18%		\$56,017
Contingency		\$367,222		7%		\$25,706
Grand Total						\$392,927



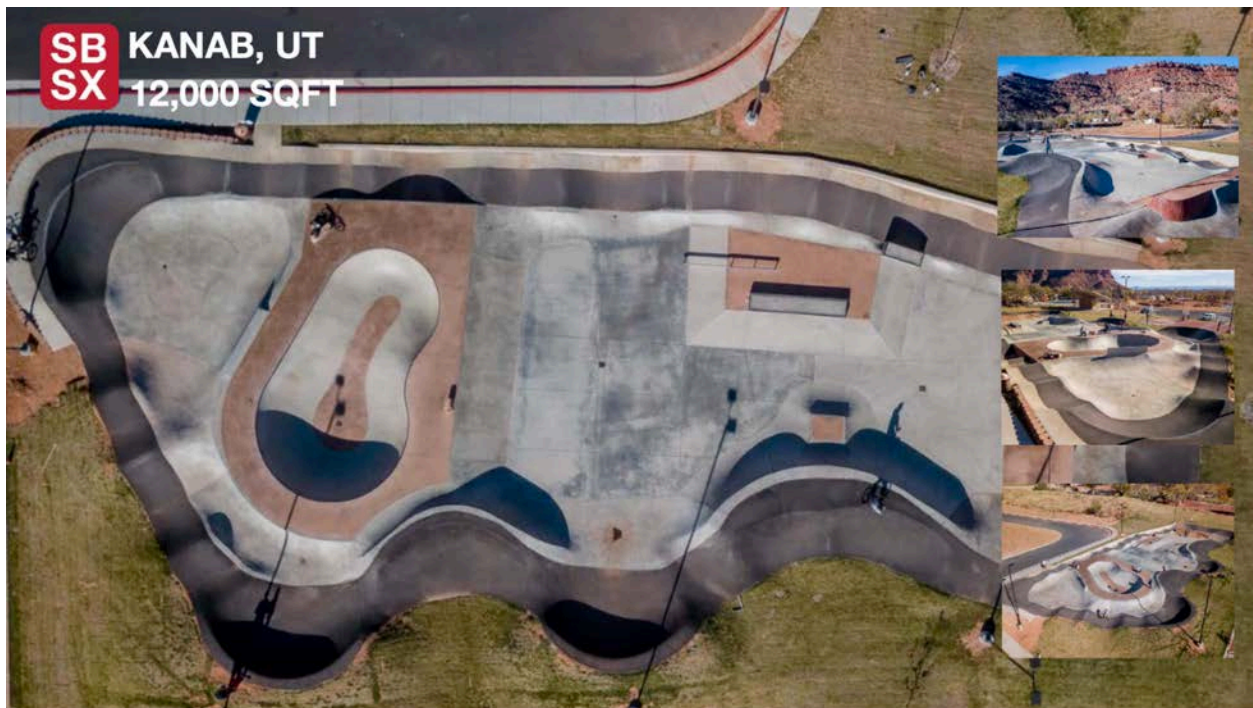
ABOUT THE DESIGN AND CONSTRUCTION PROCESS

From sign-off to skateboarding, we estimate that the project will take between 16 to 18 weeks, depending on the permitting process for the skatepark designs and location.





SBSX | SKATEBOARD SOLUTIONS
PAST PROJECTS



Name: Kanab Skatepark

Size: 12,000sqft

Address: 566 N 100 E, Kanab, UT 84741

Owner: City of Kanab

Contact: Joe Decker (435-689 1577 / kfd@kanab.net)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, asphalt, staining, sealing, painting and cleaning.



SB **LEOMINSTER, MA** (ARC SUB-CONTRACTOR)
SX **9,000 SQFT**

Name: Leominster Skatepark & Pumptrack

Size: 9,000sqft (Street section 6,500sqft + Pump track 2,500sqft)

Address: 101-153 Johnson St, Leominster, MA 01453

Owner: City of Leominster

Contact: Nicolas Abruzzi (774-287 1114 / nabruzzo@leominster-ma.cov)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, asphalt, staining, sealing, painting, and cleaning.



Name: Lock Haven Skatepark

Size: 12,000sqft

Address: 501 E Walnut St, Lock Haven, PA

Owner: City of Lock Haven

Contact: Abigail Roberts (570-893 5903 / aroberts@lockhavepa.gov)

Services: Demolition, Haul-off, Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ concrete copings, shotcrete, concrete, staining, sealing, painting and cleaning.



Name: Deen Skatepark

Size: 10,000sqft

Address: 300 Center Deen Avenue, Aberdeen, MD 21001

Owner: City of Aberdeen

Contact: Phyllis Grover (410-272 1600 ext 216 / phyllis@aberdeennmd.gov)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, staining, sealing, painting, cleaning, and custom park sign.



SBSX | SKATEBOARD SOLUTIONS REFERENCES

Name: Leominster Skatepark & Pumptrack

Period: Oct 2022 to April 2023

Owner: City of Leominster

Contact: Nicolas Abruzzi (774-287 1114 / nabruzzo@leominster-ma.cov)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, asphalt, staining, sealing, painting and cleaning.

Name: Lockhaven Skatepark

Period: Sept 2023 to December 2023

Owner: City of Lockhaven

Contact: Nicolas Abruzzi (774-287 1114 / aroberts@lockhavenpa.gov)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, asphalt, staining, sealing, painting and cleaning.

Name: Springfield, OH

Period: Apr 2024 to June 2024

Owner: City of Springfield

Contact: Leann Castillo (937-206 7908 / lcastillo@springfieldohio.gov)

Services: Field staking, rough grading, sub grading, fine grading, drainage, formwork, rebar, metalwork/ copings, shotcrete, concrete, asphalt, staining, sealing, painting and cleaning.

October 3rd, 2024

Town Clerk
Town of Duncan
506 SE Old West Hwy
Duncan, AZ 85534
928-359-2791
ATraughber@townofduncan.org
Cc: thinton@townofduncan.org

Re: Proposal for Skatepark Design/Build Services – Duncan, AZ

Scope of Services

Task 1. Project Kick Off

- a. **Existing Information Review** – D/B team will review Existing Conditions Survey and Geotech information provided by the Owner to determine requirements for execution of work.
- b. **Kick-Off Meeting**–Grindline will travel to Duncan, AZ where the City and D/B team will review site information and finalize the project objectives including local demographics, end users, schedule and budget for the project.
- c. **Site Visit & Evaluation** – City and D/B Team will evaluate the site, review existing conditions and identify any potential impacts that the skatepark may have on adjacent neighbors. Site opportunities and constraints will be identified and discussed, as well as connection and circulation points between the two sites.
- d. **Community Meeting #1** – The Design Team will engage community members and end users in a public input meeting on the skatepark design. The Design Team will facilitate this meeting and assist City Staff in promoting all community meetings to the public. If desired, the Design Team can create and manage a project Facebook page to promote the skatepark project and post concepts allowing community members access to project information online and submit comments. This initial public meeting will introduce Grindline to community, explain the design/public input process, and share how the community drives the project development. This meeting is open forum for stakeholders to drive the development of the design concept. Community members will be given an opportunity to provide input via verbal, written or online participation. The Design Team will summarize community input/comments from the meeting and provide to City Staff to review.
- e. **Project Start Up Report** – Based on information collected in Tasks 1.a - 1.d, D/B team will submit a project start up report detailing analysis and understanding of project requirements. Report will address requirements of project, identify any design, construction, scheduling, budgetary, operational, or other issues. The report will identify any coordination requirements with adjacent properties and propose solutions to identified issues.

Task 2. Preliminary Conceptual Design

- a. **Team Meeting #2** – D/B team will meet virtually with the Owner, and the Skatepark Focus Group to begin development of the initial design concept.
- b. **Preliminary Conceptual Design** – Based on discussions and feedback from Community Meeting #1 and Team Meeting #2, the D/B Team will develop a preliminary concept to submit for approval.
- c. **Community #2** – In a meeting similar to task 1.d, the D/B Team will present the preliminary concept and gather input to create a Final Design. To give the stakeholders the best possible understanding of the designs, we will present them through a combination of a Power Point presentation and interactive 3-d models. This allows us to “walk or skate around the design” as well as pull dimensions upon request from the audience.

Task 3. Final Conceptual Design

- a. **Detailed Design** - Based on review comments and feedback from the Owner, The City, and the Skatepark Focus Group, the D/B Team will prepare and develop a final concept for review. These documents will consider the complete build out of the Skatepark and all other components of the project. The D/B Team will provide an updated and detailed line-item budget for the construction phase of project.
- b. **Team Meeting #3** – Prior to final acceptance of the design, the Owner, Stakeholders, and D/B team will meet via virtually to discuss revised concepts and any further revisions to concepts necessary for final design approval.

Task 4. Construction Documents

- a. **50% Construction Documents / Team Meeting #5** – D/B team will create 50% Construction Documents and submit to City for Approval. DB team and City will meet virtually to review 50% Documents and finalize and changes prior to 90% Documents
- b. **90% Construction Documents (Permit Set)** – D/B team will develop and submit 90% construction documents/permit submittal set.
- c. **100% Construction Documents** – D/B team will develop and submit 100% construction documents based on all review comments from the 90% submittal. This submittal will represent the final signed documents from all parties and will include all required design information to commence construction.

Task 5. Construction

- a. **Construction** – D/B team will schedule and attend the pre-construction meeting. Construction crew(s) will mobilize to Duncan, AZ and throughout construction; the site superintendent and project manager will host regular site meetings, provide weekly written progress reports, as well as review and produce any change orders and clarification drawings as needed. DB team will provide all materials and compaction testing and special inspections as required. Using local material and equipment suppliers, D/B team will self-perform all construction according to the approved drawings and actively procure subcontracts with local businesses for non-skatepark construction services. Upon issuance of Notice of Completion, D/B team will deliver a complete set of As-Built Drawings, an Operations & Maintenance Manual and a 1 Year Warranty.

Duncan Skatepark Fee Proposal

<i>Item Labor</i>	<i>Quantity</i>	<i>Unit</i>	<i>Rate</i>	<i>Cost</i>	<i>Totals</i>
PRELIMINARY DESIGN					
Project Startup, Site Visit, 1st Open House					
Principal	16	hrs	\$185.00	\$2,960.00	\$5,800.00
Lead Design	2	hrs	\$165.00	\$330.00	
Design Associate	4	hrs	\$110.00	\$440.00	
Expenses	1	ls		\$2,070.00	
Preliminary Design Development					
Principal	20	hrs	\$185.00	\$3,700.00	\$11,490.00
Lead Design	32	hrs	\$165.00	\$5,280.00	
Design Associate	4	hrs	\$110.00	\$440.00	
Expenses	1	ls		\$2,070.00	
Final Conceptual Design					
Principal	8	hrs	\$185.00	\$1,480.00	\$4,560.00
Lead Design	16	hrs	\$165.00	\$2,640.00	
Design Associate	4	hrs	\$110.00	\$440.00	
Expenses	1	ls		\$0.00	
Subtotal					\$21,850.00
CONSTRUCTION DOCUMENTS					
50% Construction Documents					
Principal	8	hrs	\$185.00	\$1,480.00	\$3,350.00
Lead Design	2	hrs	\$165.00	\$330.00	
Design Associate	14	hrs	\$110.00	\$1,540.00	
90% Construction Documents/Technical Specifications					
Principal	8	hrs	\$185.00	\$1,480.00	\$5,110.00
Lead Design	2	hrs	\$165.00	\$330.00	
Design Associate	30	hrs	\$110.00	\$3,300.00	
100% Sealed Construction Documents/Technical Specifications					
Principal	4	hrs	\$185.00	\$740.00	\$1,620.00
Lead Design	0	hrs	\$165.00	\$0.00	
Design Associate	8	hrs	\$110.00	\$880.00	
Subtotal					\$ 10,080.00
CONSTRUCTION					
Skatepark Construction					
Allowance	1	Allow	\$368,070.00	\$368,070.00	\$368,070.00
Subtotal					\$368,070.00
Total Services					\$400,000.00

Exclusions:

- Geotech report
- Existing conditions/topo survey
- Civil Engineering
- Peripheral landscape/hardscape design
- Stamping sealing of construction document sheets

Any work not included in this scope would be billed at Grindline's hourly rates below:

Principal	\$185.00 / hr	Design Associate Office	\$110.00 / hr
Lead Design	\$165.00 / hr	Administration	\$85.00 / hr

By my signature below and as a representative of the City of Duncan, AZ, I accept and agree to fulfill the terms of the proposal including payment in full for work completed by my direction. Any additional work beyond this proposal must be agreed to in writing.

Name (Please print) _____

Title _____

Signature. _____

Date _____

AMERICAN RAMP COMPANY





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Pro Sereis Concept Design	22
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We believe that communities need challenging and safe places to gather and recreate. Our passion is rooted in action sports as designers, builders, and participants. Getting people outside and active on a consistent basis changes lives, and changing lives helps to change the world.

Founded in 1998, American Ramp Company is committed to designing and building the best action sports facilities in the world. Led by riders Nathan Bemo and John Hunter, ARC's mission has been to create meaningful spaces for bikers and skaters and ultimately to leave things better than we found them. We know every project we build, no matter how big or small, has a significant impact on the community and deserves our very best.

Backed by our world-class team of bikers, skaters, engineers, landscape architects, and veteran builders, ARC is truly the leader in the development of action sports facilities for communities large and small. From advocacy, design, and engineering help for small towns, to multi-million-dollar parks, our experience and passion will pave the way for your custom action sports facility.

CoverLetter



601 S. McKinley Ave.
Joplin, MO 64801

Greetings, Terry and Duncan team, from American Ramp Company.

We are pleased to provide our proposal for the design and construction of the skatepark in Veteran's Park.

With more than 25 years of experience in the action sports industry, American Ramp Company (ARC) understands the importance of designing the skateparks that foster a safe environment, are engineered to stand the test of time, and include features for all users and skill levels. Our goal is to give your users a space to progress in their skill and connect with fellows in the sport.

As outlined below, the town can be confident ARC will design a quality skatepark your community can be proud of and enjoy for years to come.

Established Industry Experts – Since 1998, ARC has partnered with communities around the world to complete thousands of skatepark projects. As skaters and bikers, ourselves, we understand the importance of community input and detailed craftsmanship throughout every step of the process. Our team has designed and or constructed several parks in the state ranging from small modular skateparks, to mid-sized concrete skateparks, to multi-million-dollar action sports facilities. Additionally, we are the only skate company that offers concrete and prefabricated skatepark options, allowing us to provide you with an unbiased opinion on which option or hybrid of the two options makes the most sense for your project. This allows us to maximize the budget of the park and ensures that your park is exactly what your group is looking for.

Innovative Design – As the action sports industry leader, we are constantly looking for ways to innovate and push the industry forward. We were the first action sports company to combine skateparks with pump tracks, have worked with adaptive use riders to design adaptive skate and bike features, and our team has a full steel fabrication shop allowing us to design and create truly unique, custom features that pay homage to the town or a park feature, such as the fighter jet in Veterans Park.

Construction Driven Approach – As a full-service design and build company, ARC designs skateparks with the construction in mind. With this firsthand construction knowledge, we have a unique understanding of how the skatepark should be developed. This, coupled with our Trimble drone technology ensures our team is considering all the project variables, resulting in an accurate construction estimate.

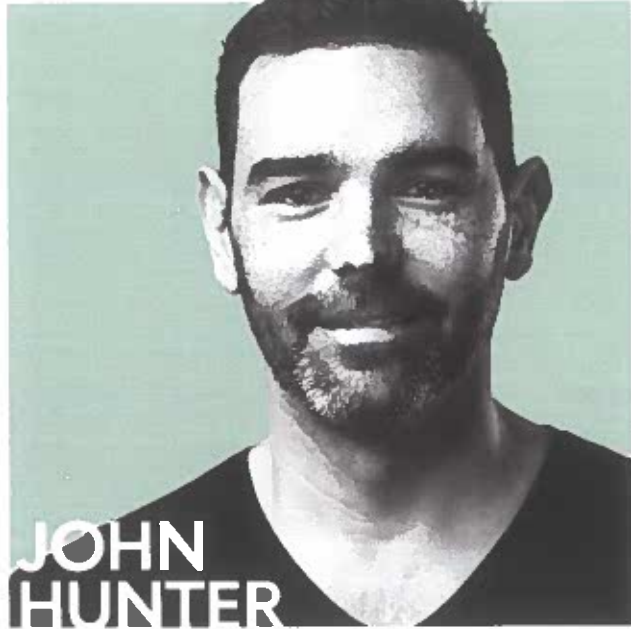
In this proposal, you will find a description of our firm's qualifications, project approach, and references to showcase our abilities to custom design and build your skatepark. I have provided scopes for two options (one for a concrete skatepark design and construction and one for a modular option). As there are pros and cons to each option, I want to ensure that you understand both opportunities.

Thank you for considering our team for your skatepark project. We hope to partner with you to provide a skatepark, designed and constructed for the Town of Duncan.

Respectfully,

A handwritten signature in black ink that reads 'Blake Robinson'.

Blake Robinson
Action Sports Development Specialist
blake@americanrampcompany.com
417.206.6816



JOHN HUNTER

CEO

Focused on the development of spaces that get more people excited about action sports, John has led the creative direction of countless project and product launches. Over the years John has contributed to publications and been a speaker at recreation conferences throughout the country. His development of the Bicycle Playground concept has led to the creation of a new type of facility that acts as an easy first step for any community looking to invest in cycling infrastructure.

Relevant Experience

- Avid Mountain Biker since 2009
- Over 15 years of experience developing parks & recreation infrastructure
- Actively working with Strider Sports to launch bike programs for public schools
- Helped develop hundreds of skate and bike park projects around the world
- Shaping the next generation of bikers by establishing Bicycle Playgrounds



NATHAN BEMO

DESIGN PROJECT MANAGER

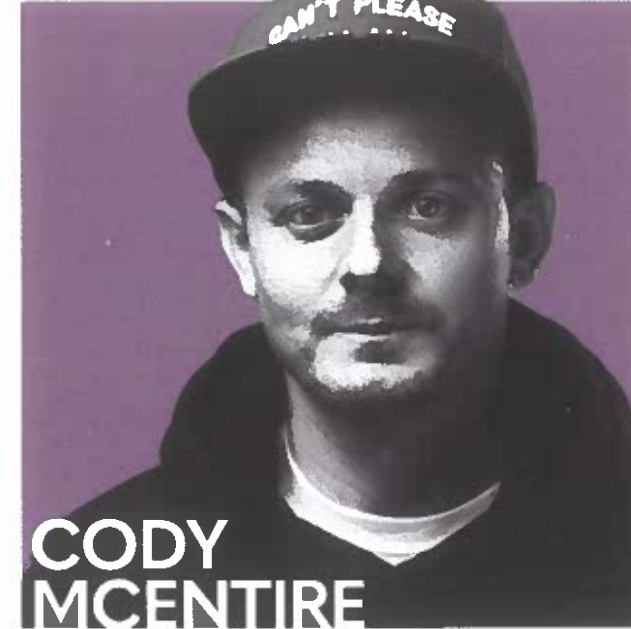
With a passion for skateboarding and a desire to work somewhere that didn't require him wearing a tie, Nathan Bemo founded American Ramp Company (ARC) in 1998. What started out as just a couple of guys in a garage has evolved into an action sports development company with worldwide impact. As an avid skater and biker, Nathan's focus for ARC/PBR is to design and build innovative action sports parks.

Relevant Experience

- Skateboarder since 1986
- Mountain Biker since 2009
- Built and ran BEMO skatepark from 1994-1998
- Founded American Ramp Company in 1998
- Responsible for skateparks around the world
- Contractor's license holder in multiple states
- Bachelor of Science in Business & Minor in Total Quality Management from Missouri Southern State University, 1998
- All Kids Bike Ambassador

Notable Projects

- Lot 11 Skatepark, Miami, FL
- Blake Baldwin Skatepark, Norman, OK
- Freefall Action Sports Park, Quakertown, PA
- Festival Fields Skatepark, Avondale, AZ
- Holmes Beach Skatepark, Holmes Beach, FL
- Eglin Skatepark, Crestview, FL
- Augusta Skatepark, Augusta, ME
- Bangor Skatepark, Bangor, ME



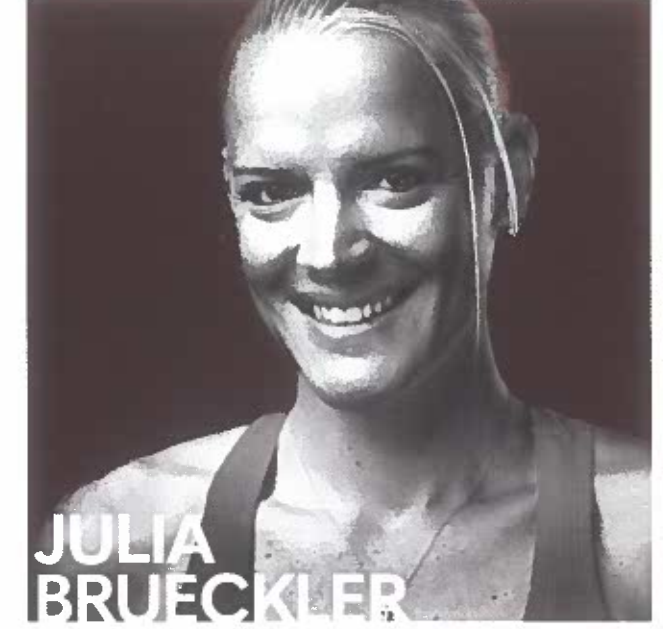
CODY MCENTIRE

DESIGNER / PRO SKATEBOARDER

Cody McEntire comes to the skateboard world by way of Texas. His breakout role was in the Digital Skateboarding video Smoke and Mirrors where he skated to the musical stylings of Lynard Skynard. He won Tampa Am back in 2006 and reached pro status in 2010. But for McEntire the "pro" title has never mattered much to him—he does it for the fun of it. That said, McEntire's presence at Tampa Pro and Street League Skateboarding (SLS) events shows that he means business.

Relevant Experience

- SLS Competitor from 2015 to 2019
- Tampa Pro Competitor from 2015 to 2018
- Dew Tour Competitor from 2015 to 2017
- X-Games Skate Competitor in 2016
- 7th in Street League Chicago Finals – 2015
- 3rd in Street League Barcelona Finals – 2016
- 3rd in Street League Super Crown Men's – 2016
- 4th in Dew Tour Chicago Steet Best Session – 2015
- 4th in Dew Tour Long Beach - 2016
- 4th in Street League Pro Open Los Angeles Finals – 2015
- 1st in Best Trick Contest Presented by Diamond at the Texas Skate Jam – 2015



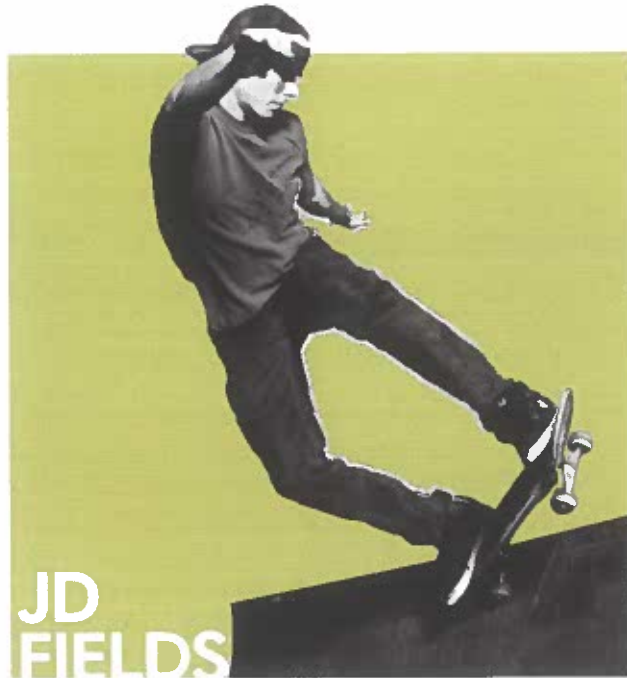
JULIA BRUECKLER

DESIGNER / PRO SKATEBOARDER

Julia made her Olympic debut at the 2020 Summer Olympics in Tokyo, where skateboarding was featured in the Olympic program for the very first time. Prior to the Olympic Games, she was the 23rd ranked women's street skater in the World Skate Olympic World Skateboarding Rankings. She represented Austria in the women's street event and finished in 18th place.

Relevant Experience

- Professional skateboarder since 2003
- 2020 Olympian
- Three-Time World Cup Winner
- Austrian Champion
- First Austrian Female Skateboarder at the Summer X-GAMES



**JD
FIELDS**

LEAD DESIGNER / SKATEBOARDER

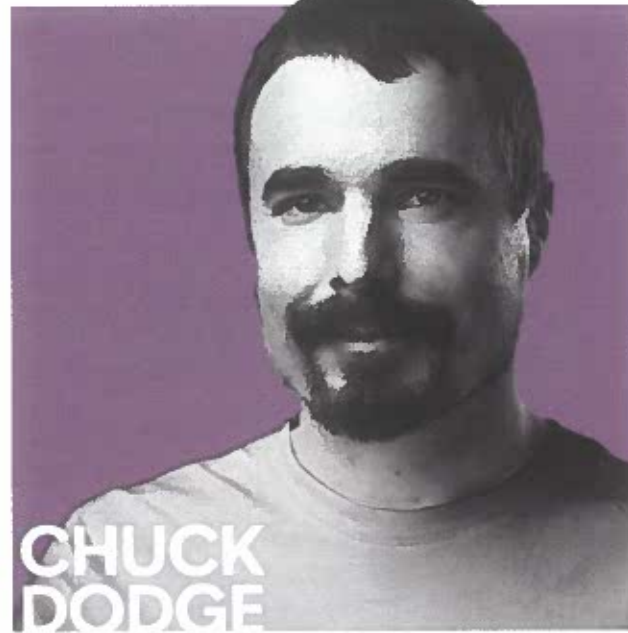
The Lead Designer's role is to be the primary source for development of the design and layout of the skatepark. This will be achieved by thoroughly understanding the scope of work and having a full understanding of the City's goals for the skatepark project. They will be responsible for using sketches and conceptual layouts developed by the design team as well as input gathered from community engagement meetings and surveys to generate full 3D skatepark and site renderings. In addition, they will work with the Design Coordinator to stay on schedule for the design deliverables.

Relevant Experience

- Skateboarder since 1999
- Mountain Biker since 2010
- Skatepark designer since 2008
- Travelled all over the U.S. doing skateboard shows and contests
- Placed 1st (Expert) at the Autumn Ramp Park Summer Contest Series
- Areas of expertise include: Skatepark Design, Mountain Bike Park Design, Public Meetings, 3DS Max, SketchUp, 3D Modeling, Auto-Cad

Notable Projects

- Lot 11 Skatepark, Miami, FL
- Blake Baldwin Skatepark, Norman, OK
- Holmes Beach Skatepark, Holmes Beach, FL
- Eglin Skatepark, Crestview, FL
- Augusta Skatepark, Augusta, ME
- Bangor Skatepark, Bangor, ME



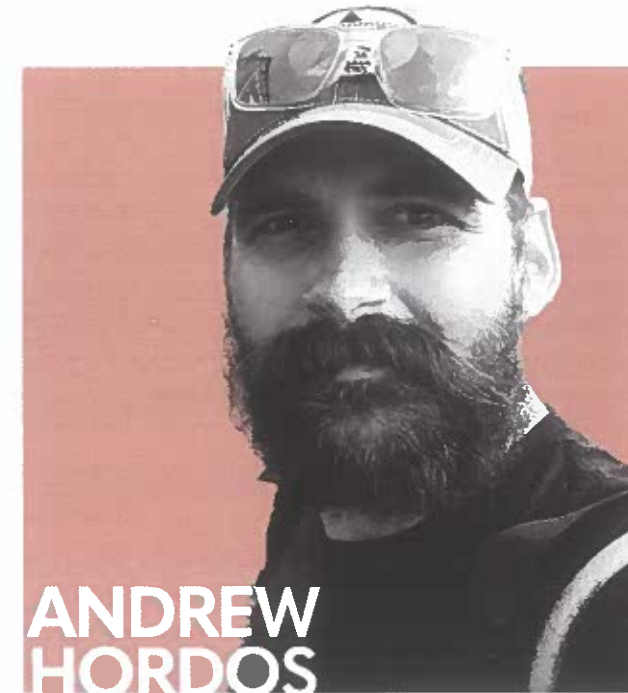
**CHUCK
DODGE**

DESIGNER

Chuck Dodge has an unrivaled ability to create skatepark designs that are aesthetically pleasing and functionally sound. Over the past decade, Chuck has toured throughout the U.S. giving him the opportunity to visit many skateparks of every style and flavor. Having this hands-on experience has fine tuned his ability to recognize what defines a well designed skatepark. His passion for BMXing and skateboarding nurtures his drive to create skatepark environments that are coherent to their surroundings and distinguishes them as one-of-a-kind skatepark destinations.

Relevant Experience

- BMXer since 2000
- Sponsored rider for Dirt Bros, Blue Six, Etnies
- Skatepark designer since 2010
- Toured around the U.S. doing BMX stunt shows
- Areas of expertise include: Skatepark Design, 3DS Max, Photoshop, Illustrator, InDesign



**ANDREW
HORDOS**

CIVIL ENGINEER / BMX RIDER

Andrew came to the United States in 2006 to begin work for American Ramp Company in design and Civil Engineering. As a BMX rider growing up in Budapest, Hungary, Andrew had the opportunity to ride and experience a variety of street style terrain. His love for design and engineering was largely inspired by the rich Eastern European architecture and history he was exposed to during his formative years in Hungary and surrounding countries. Andrew has been a part of over 100 action sports projects and has unrivaled insight for the Civil Engineering considerations included in skate and bike park projects. Andrew will work with the creative design team and overall project team to identify challenges and opportunities to ensure the final design optimizes the site and functions with other amenities included in the park master plan.

Relevant Experience

- BMXer and ramp builder since 2005
- Skatepark designer since 2006
- Master of Civil Engineer Degree from Budapest University of Technology and Economics, Hungary
- Structural Engineering, Construction and Building Management
- Extensive experience in Pro Engineer CAD software, 3D Designer and Photoshop image editing software



**HEATHER
OGDEN**

CONSTRUCTION PROJECT MANAGER

The Project Manager's role will be to manage the project by coordinating with the District once mobilization begins. They will be responsible for tracking the progress of the build, conduct meetings with the Construction Superintendent as needed, providing logistical support for material acquisition and build crew housing, secure required bonding and permitting, and ensuring the project is on schedule and within the parameters of the budget.

Relevant Experience

- Project Management since 1998
- San Jose State University – Construction Estimating & Construction Project Management
- LEED Green Associate
- OSHA 10-Hour Certification

Notable Projects

- Lot 11 Skatepark, Miami, FL
- Festival Fields Skatepark & Pump Track, Avondale, AZ
- Fort Smith Skate Park & Pump Track, Fort Smith, AR
- Quakertown Action Park, Quakertown, PA
- Damac Hills Skatepark, Dubai, UAE
- Blake Baldwin Skatepark, Norman, OK
- Fort Atkinson Wheels Park, Fort Atkinson, WI
- Private Skatepark, Ka'ā'awa, HI
- Smith Playground Skatepark & Pump Track, Boston, MA
- Moana Pacific High Rises, Honolulu, HI
- Atria Tamalpais Remodel & LEED Certification, Novato, CA

Project Approach

OVERVIEW

Our desire is to create action sports facilities that welcome and encourage all rider types and people of all ages and skill level. To create a signature skatepark for the City, ARC will collaborate with City staff and the local skate community to gain input on the design. Through a series of public workshops, we will use the community's ideas to formulate a conceptual design. The proposed skatepark design will incorporate current street and plaza style skating elements along with transition and bowl areas.

In addition to the skatepark, ARC can provide consultation for the integration of spectator viewing areas, entry signage, covered structure, landscaping, and trash receptacles. The final skatepark design will appeal to all skill levels and host a variety of ages and abilities.



SITE REVIEW

One of our team members will walk the potential skatepark sites with the City to review the opportunities and constraints at each location. During the site reviews, we will use a drone to capture photos and videos that will be used to assist



in our final report. Upon completion of the site reviews, our team will prepare a report for the City with our recommendations.

COMMUNITY INVOLVEMENT

With over 25 years of experience designing and building municipal skateparks, we fully understand the importance of including the community in the design process. American Ramp Company looks forward to collaborating with project stakeholders and local athletes to design a skatepark that meets the high expectations of the community.

IN-PERSON FORUM

The ARC design team has developed a comprehensive series of workshops which focus not only on the skatepark elements but, also the perimeter uses and functions as well. As skateboarders ourselves, we can easily identify and speak the language of the skatepark users and advisory group participants. We provide all meeting materials, hardware, illustrations, etc. needed to facilitate the public meetings. The city only needs to provide a meeting room, tables, chairs, electricity, and your ideas. By inviting discussions regarding locations and preferences of spectator viewing, separation of beginner areas, and incorporation of park amenities, we have had great success in achieving a sense of ownership by the general public as well as the skate community. In facilitating public workshops with the kids, we have found the younger skaters can sometimes be intimidated by the more vocal older crowd. We have designed a portion of our workshop to include an anonymous questionnaire where users can express their ideas without influence from the older participants. These meetings really are a lot of fun!



SKATE SESSION WITH CODY MCENTIRE AND JULIA BRUECKLER

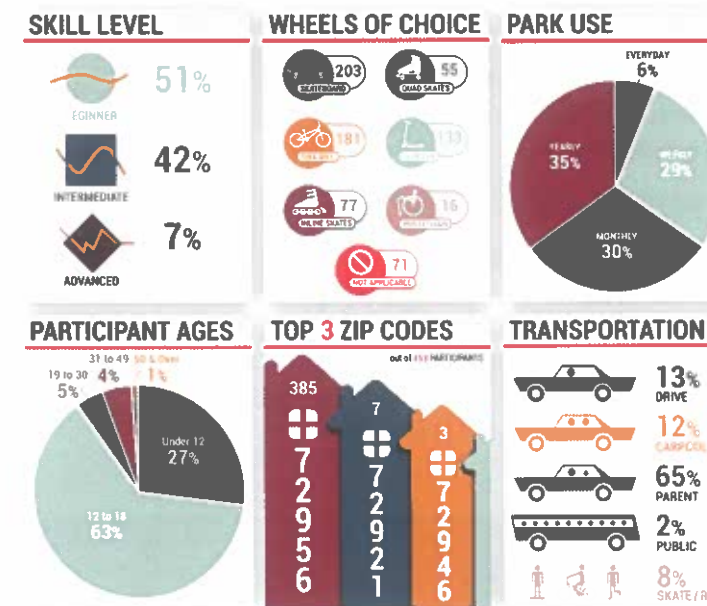
What better way to get the community excited about giving input than bringing some of their favorite pros out to host a skate session. Cody and Julia are awesome with the kids, and truly care about designing the best possible park for your community. They make sure to spend time with each person who attends. We've found this method to yield the best possible feedback because it's an informal setting that the skate community is comfortable in.

preferences, and then another after the first concept design has been created – requesting feedback. The online portion of community engagement is essential because a lot of the younger crowd will not be able to make the scheduled meetings. When constructing a skatepark that will last for decades, it's important to hear what the future generation would like to see in the park.



LOCAL INFLUENCE AND SKATEPARK IDENTITY

Our design team specializes in the integration of local identity into all our action sports park projects. We look forward to collaborating with the city and local athletes to identify ways to incorporate local culture to make the action sports park visually unique and create a sense of ownership throughout the community.



ONLINE SURVEY

The final piece of the community involvement puzzle. We typically run two online surveys throughout the process. One at the very beginning to gather general information like demographics and skatepark

Project Approach

CONCRETE CONSTRUCTION APPROACH

PRE-CONSTRUCTION MEETING

Upon permitting and notice to proceed with construction, ARC will meet with the City's Project Team on site to review the scope of work, project sequencing, introduce ARC's Construction Superintendent, and discuss site preparation, disturbance, staging area(s), and construction entrance(s).

SITE PREPARATION

Preparing the site for the construction phase to begin is the next priority. Following details from the preconstruction meeting, ARC will establish a safe and organized job site. This will likely include temporary security fencing if needed, temporary BMP & erosion/sediment control measures, temporary jobsite restroom, temporary jobsite dumpster, stabilized construction entrance, temporary water & power hook-up, utility locates, and site staking & layout.

METALS

Once construction permits are issued and notice to proceed given, all steel coping, edging, and grind rails, will be fabricated and hot dip galvanized to project specification for materials and color plan.

DRAINAGE & EARTHMOVING

ARC will perform all needed site work to prepare for forming and metals installation. Our team will clear and grub the site, perform needed demo, and haul off, rough and fine grade, set and cap utilities and drainage, and import/export select fill material as needed. For your project, however, we plan to try and utilize as much of your existing pad as possible which will allow us to maximize your space and stretch that budget.

FORMING, REBAR & STEEL INSTALL

At this juncture, ARC will install all forming and prepare grind rails, coping, and edging for specialty shotcrete placement to features and skate terrain.

PLACE CONCRETE/SHOTCRETE

ARC's veteran skatepark shotcrete construction crew will place our specialty concrete mix according to project plans and specifications. After specialty features are placed, concrete decks and flatwork are poured, where it doesn't already exist, and finished according to design and color plan.

DETAIL WORK, PUNCH LIST & CLEAN-UP

Landscaping, caulking, and cleaning will be completed after concrete has cured. ARC will perform a walkthrough with key member(s) of the City's Project Team identifying punch list items. Our team will clean and demobilize after punch list items are addressed.

PROJECT CLOSE-OUT

ARC will submit project close out deliverables and project sign-off.

GRAND OPENING!

You've done loads of hard work and everything right so far - so don't miss this important piece of the community skatepark process! This is the time to plan and coordinate a grand opening event and our team is here to help. We will help coordinate an event and connect the City's Project Team with our network of pro skateboarders and regional riders. ARC will provide t-shirts, skateboard decks, and swag for giveaways.

POST-CONSTRUCTION CARE AND PROJECT SUCCESS

The project is completed and hopefully you've had a party to remember at your grand opening. At this point, the skatepark is in your hands, but our team is still here to help. Our customer success team member is here for you and can address any issues that arise (settling, tagging, etc.). Our customer service will never expire!



MODULAR CONSTRUCTION APPROACH

PRE-CONSTRUCTION MEETING

Upon permitting and notice to proceed, ARC will meet with the City's Project Team to review the scope of work, project sequencing, introduce ARC's Construction Superintendent, and discuss site preparation, disturbance, staging area(s), and construction entrance(s).

SITE PREPARATION

Preparing the site is the next priority. Following details from the preconstruction meeting, ARC will establish a safe and organized job site. Our team will check the pad for damage and potential issues. We will remove a 10ft section of fencing unless a gate already exists so that we can bring manufactured materials into the space. Our team will then mark feature locations on the pad.

MODULAR INSTALLATION

ARC's Installation crew will work diligently to install features, piece by piece until completion. This should move fairly quickly. Our team will inspect each component to ensure it is sitting on the pad properly and that all pieces are undamaged.

DETAIL WORK, PUNCH LIST & CLEAN-UP

ARC will perform a walkthrough with key member(s) of the City's Project Team identifying punch list items. Our team will touch up ramps, clean, and demobilize after punch list items are addressed.

PROJECT CLOSE-OUT

ARC will submit project close out deliverables and project sign-off.

GRAND OPENING!

You've done loads of hard work and everything right so far - so don't miss this important piece of the community skatepark process! This is the time to plan and coordinate a grand opening event and our team is here to help. We will help coordinate an event and connect the City's Project Team with our network of pro skateboarders and regional riders. ARC will provide t-shirts, skateboard decks, and swag for giveaways.

POST-CONSTRUCTION CARE AND PROJECT SUCCESS

The project is completed. At this point, the skatepark is in your hands, but our team is still here to help. Our customer success team member is here for you and can address any issues that arise (tagging, anchoring, etc.). Our customer service will never expire!



Our process starts from an understanding the conversations that must be developed for a successful project and the work that must take place to move those conversations forward. A key component of our critical path is the development of the project delivery method. As a design-build contractor, our teams are connected all the way through the critical path and this reduces some the need and fees for Full Construction Documentation and Specifications detailed plans when this model is most appropriate. Our team also works often within the traditional design-build delivery model.

The process detailed below is a typical detail of the skatepark design and construction process.



TASK 1.1 PROJECT KICK-OFF MEETING

ARC will kick-off the project with an in-person meeting with the Project Team to review goals, strategic objectives and possible constraints or friction points to proactively overcome. ARC will discuss surveys, reports, and site information needed to develop our Base Data (Task 1.3), and leave Client's Project Team with a list of needed site information to see what is already available. We will review the Project Approach to identify any amendments to note with Project Team, and we will compile and distribute a contact sheet with contact information for the Project Team.

Task 1.1 Typical Deliverables:

- Contact Sheet (PDF)
- Meeting Minutes (PDF)
- Amended and Approved Project Approach (PDF)

TASK 1.2 SITE ANALYSIS & WALKTHROUGH

Although, ARC has already visited the site, and is familiar with the existing conditions and project envelope, we will lead an additional site walkthrough with the district's Project Team to discuss opportunities and constraints and further review existing conditions, photograph and document the site.

Task 1.2 Typical Deliverables:

- Walkthrough Minutes (PDF)

TASK 1.3 BASE MAP DEVELOPMENT

During the Project Kick-Off Meeting, ARC and the District will take stock of existing site data, studies and any other information pertinent to the project and project site. We will review existing information and commission additional studies as necessary. The site information typically required to begin design work is as follows:

- Boundary Survey (AutoCAD)
- Utilities Survey (AutoCAD)
- Topographic Survey (AutoCAD)
- Geotechnical report
- As-built drawings
- Any master plan design work or future
- Future improvements planned for the site
- Any local, state or federal design requirements

TASK 1.4 DESIGN PROJECT WEBSITE

ARC will create a design project specific webpage where all information will be housed and can be reviewed or engaged with only a click away.

- Public Meeting Dates
- Access to Public Surveys
- Results from Public Surveys
- Project Status Updates
- Event info for grand openings or other events

Task 1.4 Typical Deliverables:

- Weblink to Design Project Website and Community Survey
- Flyer design with QR Code for physical posting

TASK 1.5 LIVE PUBLIC INPUT MEETING

ARC will coordinate with the Project Team to lead an in-person public meeting to present a quick discussion on the foundations of public skateparks, where the sport and industry is currently, and the tectonic shifts for wheeled sports integrations and industry wide movements that will shape the next decades of our sport. From here we will gather preliminary public design input.

Task 1.5 Typical Deliverables:

- Meeting Flyer for Advertisement (JPEG)
- Meeting Minutes (PDF)
- Findings and Themes from Public Design Input

TASK 1.6 INITIAL CONCEPT(S) DEVELOPMENT

Utilizing feedback from the Public Input Meeting and Interactive Skatepark Survey, ARC will prepare preliminary conceptual design(s). These conceptual designs will detail footprint, relationship in space with park terrain features and other site relationships. From there we will zoom in on skatepark terrain area programming for different skill levels, different disciplines (Street/Plaza Skate, Free-style BMX, Vert, Etc.), and any special design considerations to the skatepark terrain program.

Task 1.6 Typical Deliverables:

- 3D Renderings of Skatepark Design (JPEG)
- Labeled & Scaled Site Plans (PDF)
- Construction Cost Estimates (PDF)
- 2D Bases (AutoCAD)

TASK 1.7 90% SCHEMATIC DESIGN

Incorporating comments from the initial concept submission to the project team, will refine the preferred conceptual design plans and produce a refined schematic design and cost estimate.

Task 1.7 Typical Deliverables:

- Finalized 3D Renderings (JPEG)
- Labeled & Scaled Site Plan (PDF)
- Construction Cost Estimate (with phasing plan or add alternates for securing grants and fundraising) (PDF)
- 2D Base (AutoCAD)



TASK 1.8 FINAL SCHEMATIC DESIGN

Incorporating feedback from Public Input Meeting #2, ARC will refine the preferred conceptual design.

Task 1.8 Typical Deliverables:

- Final 3D Renderings (JPEG)
- Labeled & Scaled Site Plan (PDF)
- Construction Cost Estimate (PDF)
- 2D Base (AutoCAD)

TASK 2.1 90% DESIGN DEVELOPMENT AND CONSTRUCTION DOCUMENTS

Upon reviewing 100% Design Development with the District's Project Team, ARC will prepare and submit a 60% Construction Documents submittal detailing the project envelope for construction and permitting.

Task 2.1 Deliverable:

- 60% Construction Documents (PDF and AutoCAD (Hard Copy if requested))
- Cover Sheet
- 3D Perspective
- Site Plan
- Demolition Plan
- Utility Plan
- Grading Plan
- Steel Plan
- Layout Plan
- Jointing Plan
- Color Plan
- Landscaping Plan
- Lighting Plan
- Sections
- Details
- Specifications (CSI MasterFormat)

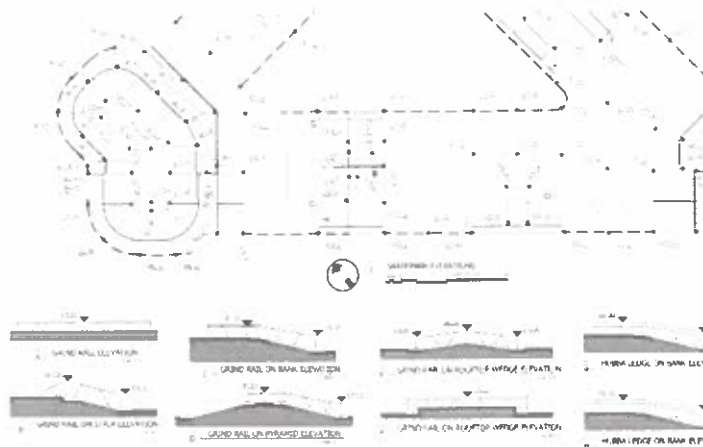
TASK 2.2 90% CD REVIEW MEETING

The District's Project Team will review the 90% Construction Documents submittal and prepare redline comments. ARC will coordinate and lead a virtual or in-person meeting with the District's Project Team to review, discuss, and address comments.

Task 2.2 Typical Deliverables:

- Meeting Minutes (PDF)

Project Scope



TASK 2.3 100% CONSTRUCTION DOCUMENTS AND SPECIFICATIONS

After incorporating redline comments from the 90% Construction Documents Review Meeting, ARC will finalize and present the 100% Construction Documents submittal and move forward into necessary permitting.

Task 2.3 Typical Deliverables:

- 100% Construction Documents and Specifications (PDF and AutoCAD (Hard Copy if requested))
- Permits (PDF & Hard Copy)

TASK 3.1 PRE-CONSTRUCTION MEETING

Upon permitting and notice to proceed with construction, ARC will meet with the District's Project Team on site to review the scope of work, project sequencing, and introduce ARC's Construction Superintendent, and discuss site preparation, disturbance, staging area and construction entrance.

Task 3.1 Typical Deliverables:

- Meeting Agenda (PDF)
- Construction Schedule (PDF)
- Meeting Minutes (PDF)

TASK 3.2 SITE PREPARATION

Preparing the site for the construction phase to begin is the next priority. Following details from the preconstruction meeting, ARC will establish a safe and organized job site. This will likely include: temporary security fencing, temporary BMP & erosion/sediment control measures, temporary jobsite restroom, temporary jobsite dumpster, stabilized construction entrance, temporary water & power hook-up, utility locates, and site staking & layout.

TASK 3.3 METALS

Once construction permits are issued and notice to proceed given, all steel coping, edging, and grind rails, will be fabricated and hot dip galvanized to project specification for materials and color plan.

TASK 3.4 DRAINAGE & EARTHMOVING

ARC will perform all needed site work to prepare for forming and metals installation. Our team will clear and grub the site, perform needed demo and haul off, rough and fine grade, set and cap utilities and drainage, and import/export select fill material as needed.

TASK 3.5 FORMING, REBAR & STEEL INSTALL

At this juncture, ARC will install all forming and prepare grind rails, coping, and edging for specialty shotcrete placement to features and skate terrain.



TASK 3.6 PLACE CONCRETE/SHOTCRETE

ARC's veteran skatepark shotcrete construction crew will place our specialty concrete mix according to project plans and specifications. After specialty features are placed, concrete decks and flatwork is poured and finished according to design and color plan.

TASK 3.7 DETAIL WORK, PUNCH LIST & CLEAN-UP

Landscaping, caulking, and cleaning will be completed after concrete has cured. ARC will perform a walkthrough with key member(s) of the District's Project Team identifying punch list items. Our team will clean and demobilize after punch list items are addressed.

TASK 3.8 PROJECT CLOSE-OUT

ARC will submit project close out deliverables and project sign-off.

Task 3.8 Deliverable:

- Warranty (PDF)
- As-Built Drawings (PDF, AutoCAD (Hard Copy if Requested))

TASK 4.1 GRAND OPENING

You've done loads of hard work and everything right so far - so don't miss out on this important piece of community skatepark process! This is the time to plan and coordinate a grand opening event and our team is here to help. We'll help coordinate an event and connect the District's Project Team with our network

of pro skateboarders regional riders. ARC can provide grand opening packages with T-shirts, skate decks, and contest giveaways.

Task 4.1 Typical Deliverables:

- Grand opening Flier for Advertisement
- Giveaways and prizes for event

AFTER CONSTRUCTION | PUBLIC SKATEPARK STEWARDSHIP AND SUPPORT

We want to stay in contact after your construction closeout and grand opening. It's normal for use to change over time and for questions to arise around programming or maintenance issues. Our development team is ready to chat with you wherever you find yourself on that journey provide support and insights.







SKATEPARK INFORMATION

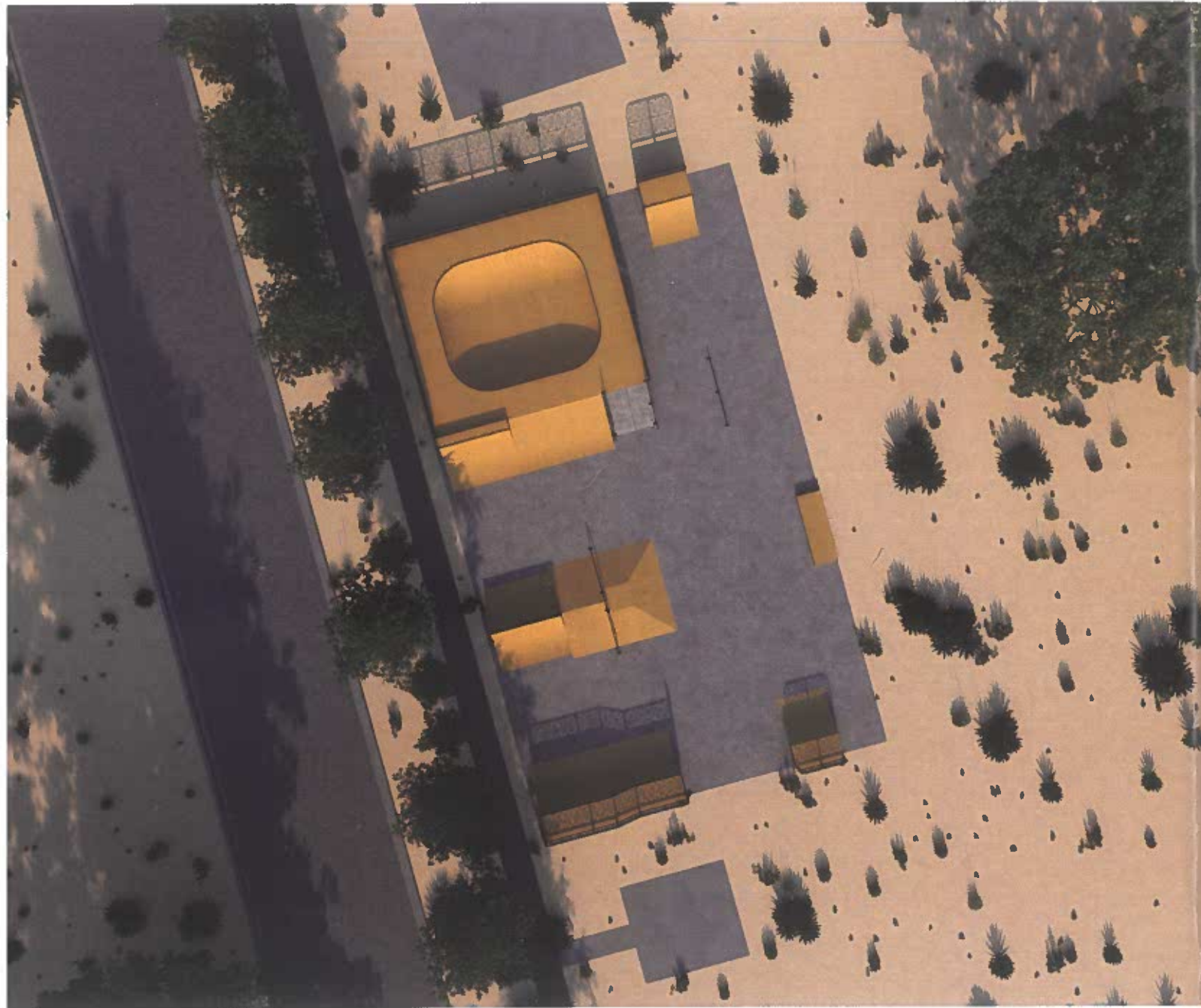
- Park Style: **Pour in Place Concrete**
- Timeline from contract to completion: **10-14 Months**
- Price: **On site construction work and Tax - \$400,000.00**
- Size: **6,000 sqft**
- Warranty: **Standard 1 year**

BENEFITS

- *TYPICALLY, THE PREFERRED SURFACE FOR SKATERS*
- *SEAMLESS TRANSITIONS FROM FEATURE TO FLATWORK*
- *TYPICALLY, MORE AESTHETICALLY PLEASING.*







SKATEPARK INFORMATION

- Park Style: **Modular Pro Series Steel Ramps**
- Timeline from contract to completion: **3-4 Months**
- Price: **Turnkey including Pad and Tax - \$390,000.00**
- Size: **100x60 pad - 6,000 sqft**
- Warranty: **20 years**

BENEFITS

- **MINIMAL SITE CONSTRUCTION AND REMEDIATION**
- **EASIER TO MAINTAIN AND MAKE REPAIRS**
- **LESS EXPENSIVE THAN CONCRETE FOR THE VARIOUS COMPONENTS**
- **CUSTOM DESIGNED RAMPS AND ENCLOSURES**





Borough of Quakertown
35 North Third Street
Quakertown, Pennsylvania 18951-1476

P: 215-536-5001
F: 215-536-8830
www.quakertown.org



June 13, 2024

To Whom it May Concern:

The City of Laguna Beach is pleased to write a letter of recommendation for American Ramp Company. The City of Laguna Beach tried for years to have a skate park for the community. When the City purchased a local school that had been shut down, there was finally a location to provide temporary skate ramps to the community. The City chose American Ramp Company who have been great to work with. The team worked to provide a design using the available courtyard space maximizing the space. The installation was very smooth and professional, and the staff worked very hard during installation.

Utilizing the temporary skate ramps, the City now is able to provide skate camps and classes for a variety of users and skill levels. The size of the ramps make it usable for skaters of all ages and abilities. Parents now have safe space for their children to learn to skate and teenagers have a place to meet up and skate. The skate ramps create a sense of community for skateboarders and every day it is great to see all ages skate together.

Since it is not a permanent facility, the semi-permanent features can be moved if the space needs to be used for something else providing flexibility. The community is so grateful for the ramps and for having a space to skate. Many hope this is a start to eventually have a permanent location to skate.

I am happy to answer any questions either by email abraun@lagunabeachcity.net or phone (949) 497-0762.

Sincerely,

Alexis Braun

Alexis Braun
Recreation Manager

July 21st, 2021

To whom it may concern,

The constructed Free Fall Action Park in Quakertown, PA is an inground concrete skatepark that has a 1486 sqm continuous, smooth finished concrete surface, using shotcrete technology with handcrafted concrete finishing. The constructed skatepark is an outdoor sport park, which includes a street section with pyramid, hubba ledges, and two bowls. The construction interval was 2020/07-09.

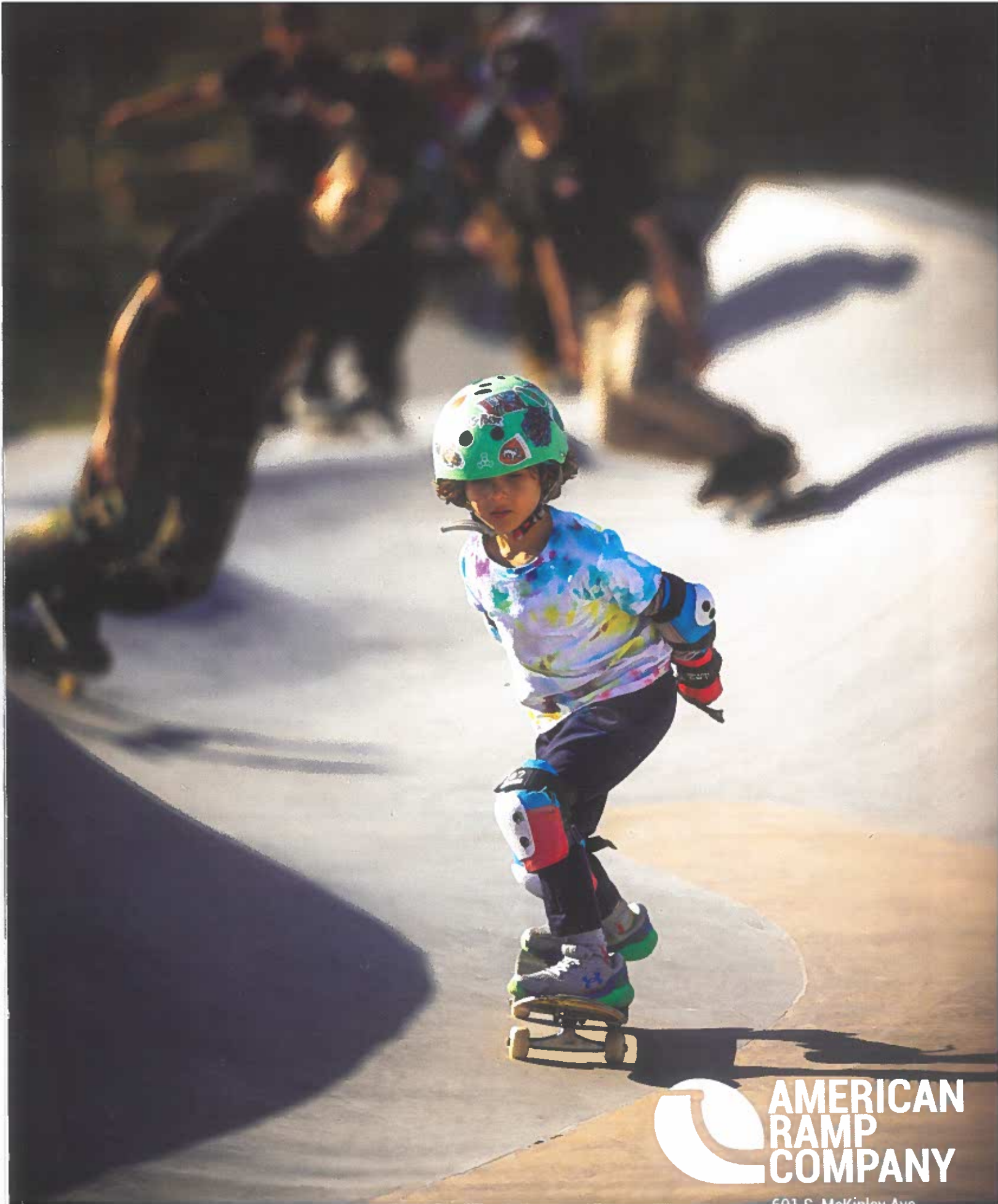
The crew for the construction of Free Fall Action Park was phenomenal to work with. They were attentive to all of our concerns and needs regarding the construction of the skatepark and there was no change orders or cost difference for out of scope work that was requested by the Borough of Quakertown. The Borough could not have asked for a better team to work with to help make Free Fall Action Park the skatepark that it is today.

The Borough of Quakertown highly recommends The American Ramp Company for the construction of any skatepark. American Ramp Company's knowledge and ability to adapt to change on site was incomparable.

Please do not hesitate to reach out to Joe Murgia, Quakertown Borough Director of Services, at 215-416-1558 for any further information or any questions regarding the construction of Free Fall Action Park or ability of The American Ramp Company.

Kind Regards,

Courtney Boehm
Quakertown Borough
35 North Third Street
Quakertown, PA 1891
(t): 215-536-5001 x122
(e): cboehm@quakertown.org



 AMERICAN
RAMP
COMPANY

601 S. McKinley Ave

ORDINANCE 24-04

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DUNCAN, ARIZONA, ADOPTING THE DOCUMENT FILED WITH THE TOWN CLERK AND ENTITLED “ARTICLE 14-5 HAZARD ABATEMENT REGULATIONS” BY REFERENCE TO REPLACE ARTICLES 14-5, 14-6 AND 14-8 OF THE DUNCAN TOWN CODE AND PROVIDING FOR SEVERABILITY AND THE EFFECTIVE DATE THEREOF.

WHEREAS, the Town previously adopted Ordinances which established rules and regulations for hazard abatement and property maintenance; and

WHEREAS, after review, Town staff determined that the Duncan Town Code needed to be updated; and

WHEREAS, the Mayor and Town Council of the Town of Duncan believe, after consultation with its staff, that amending Articles 14-5, 14-6 and 14-8, of the Town Code to update the rules and regulations related to hazard abatement and property maintenance is in the best interest of the Town; and

WHEREAS, A.R.S. §9-802 allows a Town to adopt a public record by Ordinance as a means to reduce publication costs while ensuring that the public gets fair notice and opportunity to review its operative provisions.

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF DUNCAN, ARIZONA, AS FOLLOWS:

SECTION 1. That certain document filed with the Town Clerk and entitled “Article 14-5 Hazard Abatement Regulations” as set forth in Exhibit A, attached hereto and incorporated herein by reference, is hereby declared a public record. One paper copy and one electronic copy of Exhibit A shall be maintained in compliance with A.R.S. § 44-7041 and available for public inspection during normal business hours in the Office of the Town Clerk.

SECTION 2. Articles 14-5, 14-6 and 14-8 of the Duncan Town Code are hereby deleted and replaced with Article 14-5 as set forth in Exhibit A, and that the amendments depicted therein are hereby approved and adopted.

SECTION 3. To the extent of any conflict between other Town Ordinances and this Ordinance, this Ordinance shall be deemed to be controlling; provided, however, that this Ordinance is not intended to amend or repeal any existing Town Ordinance, Resolution or regulation except as expressly set forth herein.

SECTION 4. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

SECTION 5. This Ordinance shall become effective thirty (30) days from the date of adoption by the Town Council for the Town of Duncan.

PASSED AND ADOPTED by the Town of Duncan, Arizona Mayor and Council, this 10th day of October, 2024.

Attested to:

Alex Blake, Mayor

Terry Hinton, Town Clerk

Reviewed by:

Approved as to form:

Terry Hinton, Town Manager

Tina Vannucci, Town Attorney

Pursuant to A.R.S. 9-802(A), EXHIBIT A is on file at:

Office of the Town Clerk, Town of Duncan

EXHIBIT A

Article 14-5 HAZARD ABATEMENT REGULATIONS

ARTICLE 14-5 HAZARD ABATEMENT REGULATIONS

Sections:

Article I. Regulation of Litter and Property

- 14-5-1 Definitions**
- 14-5-2 Littering on public property**
- 14-5-3 Posting notices**
- 14-5-4 Distribution of handbills**
- 14-5-5 Owner to maintain premises**
- 14-5-6 Procedure to compel removal of litter**
- 14-5-7 Notice to remove**
- 14-5-8 Service of notice**
- 14-5-9 Appeal to Council**
- 14-5-10 Removal by the Town**
- 14-5-11 Lien for removal**
- 14-5-12 Placement of debris**
- 14-5-13 Health hazards**
- 14-5-14 Adoption of County Sanitary Code**

Article II. Junk Motor Vehicles

- 14-5-15 Definitions**
- 14-5-16 Storing, parking, or leaving junk motor vehicles on private property prohibited**
- 14-5-17 Notice to remove**
- 14-5-18 Effective date of enforcement**

Article I. Regulation of Litter and Property

14-5-1 Definitions.

For the purpose of this Article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“Aircraft” shall mean any contrivance now known or hereafter invented, used, or designated for aerial navigation or for flight in the air. The word AIRCRAFT shall include helicopters and lighter-than-air dirigibles and balloons, free flying, or tethered.

“Authorized private receptacles” shall mean a litter storage and collection receptacle.

“Commercial handbill” shall mean any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, booklet, paper, or any other printed or otherwise reproduced original and copies of any matter of literature:

- (1) Which advertises for sale any merchandise, product, commodity, or thing;
- (2) Which directs attention to any business or mercantile or commercial establishment or other activity for the purpose of either directly or indirectly promoting the interest thereof by sales;
- (3) Which directs attention to or advertises any meeting, theatrical performance, exhibition, or event of any kind, for which an admission fee is charged for the purpose of private gain or profit;
- (4) Which, while containing reading matter other than advertising matter, is predominately and essentially an advertisement and is distributed or circulated for advertising purposes or for private benefit and gain for any person so engaged as advertiser or distributor; or
- (5) Any newspaper or similar publication containing substantial amounts of matter advertising articles or things for sale or any businesses or services for profit which newspaper or similar publication is in normal course distributed without charge and without subscription therefor by the recipients.

“Dilapidated buildings” shall mean any real property, structure, moveable or immovable, permanent or temporary, vacant or occupied, that is in such disrepair or is damaged to the extent its strength or stability is substantially less than a new building, or it is likely to burn or collapse and its condition endangers the lives, health, safety, or property of the public, including potential vagrant or transient occupant, whether trespassing or not.

“Litter” shall mean any rubbish, trash, weeds, filth, and debris which shall constitute a hazard to public health and safety and shall include all putrescible and nonputrescible solid wastes, including garbage, trash, ashes, street cleanings, dead animals, abandoned property, abandoned automobiles, glass, and solid market and industrial wastes; any deposits, accumulation, pile, or heap of brush, grass, debris, weeds, cans, cloth, paper, wood, rubbish, or other unsightly or unsanitary matter of any kind whatsoever; and any growth of weeds, brush, grass, or other vegetable growth to a height of over six inches.

“Newspaper” shall mean any newspaper of general circulation as defined by general law, any newspaper duly entered with the Post Office Department of the United States in accordance with the federal statutes or regulations, any newspaper filed and recorded with any recording officer as provided by general law, and in addition thereto, shall mean and include any newspaper, periodical, or current magazine regularly published with not less than for issues per year and sold to the public.

“Noncommercial handbill” shall mean any printed or written matter, any sample or device, dodger, circular, leaflet, pamphlet, newspaper, magazine, paper, booklet, or any other printed or otherwise reproduced original or copies of any matter of literature not included in the definitions herein of a commercial handbill or newspaper.

“Person” shall mean any individual, public or private corporation, partnership, association, firm, or any other entity whatsoever.

“Private premises” shall mean any dwelling, house, building, or other structure, designated or used wholly or in part for private residential purposes, whether inhabited or temporarily or continuously uninhabited or vacant, and shall include any yard, grounds, walk, driveway, porch, steps, or vestibules belonging or appurtenant to such dwelling, house, building, or other structures.

“Public places” shall mean any and all streets, sidewalks, boulevards, alleys, or other public ways, and any and all public parks, squares, spaces, grounds, and buildings.

“Vehicle” shall mean every device in, upon, or by which any person or property is or may be transported or drawn upon a highway, including devices used exclusively upon stationary rails or tracks.

14-5-2 Littering.

- A. It is unlawful for any person to throw or deposit or be responsible for the accumulation of litter in or upon any street, sidewalk, or other public place, except in public receptacles or in authorized private receptacles for collection. Persons placing litter in public receptacles or in authorized private receptacles shall do so in such a manner as to prevent it from being carried or deposited by the elements upon any street, sidewalk, or other public place or upon private property.
- B. It is unlawful for any person to sweep into or deposit in any gutter, street, or other public place within the Town the accumulation of litter from any building or lot or from any public or private sidewalk or driveway.
- C. It is unlawful for any person in an aircraft to throw out, drop, or deposit any litter or handbills within the Town.
- D. It is unlawful for any person to drive or move any truck or other vehicle within the Town unless said truck is so constructed, loaded, or covered to prevent any loaded contents or litter from being blown or deposited therefrom upon any public street, alley, public place, or private premises.

14-5-3 Posting Notices.

It is unlawful for any person to post or affix any notice, poster, or other paper or device, calculated to attract the attention of the public to any lamp post, public utility pole, shade tree, or upon any public structure or building, except as may be authorized or required by law, or upon any private structure or building, without the consent of the owner or person in control thereof.

14-5-4 Distribution of Handbills.

- A. It is unlawful to deposit, place, or scatter or cast any commercial or noncommercial handbill in or upon any sidewalk, street, or other public place. It is also unlawful to distribute, deposit, place, throw, scatter, or cast any commercial or noncommercial handbill in or upon any automobile or other vehicle.
- B. Handbills may be placed or deposited on inhabited private premises if such handbill is so placed or deposited so as to be reasonably secure or as to prevent such handbill from the possibility of being blown or drifted about such premises, sidewalks, streets, or other public places.

14-5-5 Owner to Maintain Premises.

It shall be unlawful for an owner, lessee, or occupant of property to maintain said property or contiguous sidewalks, streets, or alleys with litter or dilapidated structures which constitute a hazard to public health and safety.

14-5-6 Procedure to Compel Removal of Litter.

Any officer or employee of the Town may enforce the provisions of Section 14-5-2 through Section 14-5-5 hereby by prosecuting violators of said sections in the Magistrate's court pursuant to the criminal provisions of this code. In the alternative or if such prosecution fails to secure compliance with the provisions of said sections, or in the event of inability to prosecute violators by reason of failure to secure jurisdiction over their persons, any officer or employee of the Town may compel the removal of litter by the procedure outlined in Section 14-5-7 through Section 14-5-11.

14-5-7 Notice to Remove.

To compel the removal of litter or dilapidated structures through the provisions of this section and of Sections 14-5-6, 14-5-9, 14-5-10 and 14-5-11, written notice shall be given by the Town, not less than 30 days before the day set for compliance, to the owner and to the occupant or lessee of the property of the condition(s) constituting a hazard to public health or safety and shall include the legal description of the property and the cost to the Town for such removal if the owner, occupant, or lessee does not comply; said notice shall be either mailed by certified mail to

the owner and to the occupant or lessee at his or her last known address or the address to which the tax bill for the property was last mailed and if the owner does not reside on such property, the notice shall be sent to him or her at his or her last known address. The Town may record the notice in the County Recorder's office and if compliance with the notice is subsequently satisfied, the Town shall record a release of the notice. The notice shall contain a statement that such person may appeal in writing to the Council within 30 days from the date the notice is received by him or her and prior to the date of compliance. In the event the condition of the property is such as to make it immediately dangers to the life, limb, property or safety to the public or adjacent property, such appeal must be filed within 10 days from the date the notice is received.

14-5-8 Service of Notice.

Formal and legal notice shall be given by certified mail only; however, personal notice may be given to assist in abatement.

14-5-9 Appeal to Council.

Should an appeal be submitted by the owner, occupant, or lessee, the Council shall fix a date, time and place for the hearing of the appeal. Such date shall be no less than 10 days nor more than 60 days from the date the appeal was submitted. The decision of the Council shall be final. The Council may either affirm or reverse the decision of the Town's staff or modify the scope of the work as required in the notice. The owner, occupant, or lessee shall be granted 30 days after determination on appeal to comply with the decision of Council unless the Council provides for a different date of compliance.

The failure of any person to file an appeal according to this Section 14-4-9, shall constitute a waiver of the right to an administrating hearing and adjudication of the notice and order or any portion thereof.

14-5-10 Removal by the Town.

When any such person to whom notice has been given, fails, neglects, or refuses to remove from such property any litter or dilapidated structures, the Town is authorized and directed to cause the same to be removed and disposed of at the expense of the persons notified, including any lien holders of record, at the cost as stated in the notice including 5% for additional inspection and other incidental costs in connection therewith.

14-5-11 Lien for Removal.

The cost of removal, abatement, or legal actions seeking injunctions to abate the litter or dilapidated structures shall be an assessment lien upon recording by the Town with the County Recorder a statement of an assessment, including the date and amount of the assessment, the

legal description of the property, and the name of the Town. Assessments that are imposed are due and payable as authorized in A.R.S. §9-276 and as provided in A.R.S. § 9-499(E), as amended, and the provisions of A.R.S. § 9-499(F), (G), and (H) are applicable as if set forth herein.

14-5-12 Placement of Debris.

Any person, firm, or corporation who shall place any rubbish, trash, filth, or debris upon any private or public property not owned or under the control of said person, firm, or corporation shall be guilty of a misdemeanor and, in addition to any fine which may be imposed for violation of any provisions of this subchapter, shall be liable for all costs which may be assessed pursuant to this subchapter for the removal of said rubbish, trash, filth, or debris.

14-5-13 Health Hazards.

The Town Manager is authorized to obtain assistance from the county in the event that any health hazard is found which cannot be corrected or controlled by provisions of this code.

14-5-14 Adoption of County Sanitary Code.

The certain document known as the “Greenlee County Hazard Abatement Ordinance”, adopted November 16, 2007, is hereby adopted by reference and made a part of this chapter the same as though said code was specifically set forth herein and at least three copies of said code, noting the exclusions aforesaid, shall be filed in the office of the Town Clerk and kept available for public use and inspection.

Article II. Junk Motor Vehicles

14-6-1 Definitions.

For the purpose of this Article, the following definitions shall apply unless the context clearly indicates or requires a different meaning.

“Junk motor vehicle” shall mean any motor vehicle, the condition of which is wrecked, dismantled, partially dismantled, inoperative, or from which the wheels, engine, transmission, or other substantial part thereof has been removed.

“Motor Vehicle” shall mean any vehicle which is self-propelled and designed to travel along the ground includes, but is not limited to, automobiles, motor homes, buses, motor bikes, motorcycles, motor scooters, and trucks which are required to be registered and licensed with the state’s Department of Motor Vehicles.

14-6-2 Storing, Parking, or Leaving Junk Motor Vehicles on Private Property Prohibited.

It is unlawful and shall constitute a nuisance for a person to park, store, leave, or permit the parking, storing, or leaving of any junk motor vehicle for a period in excess of five days upon any private property within the Town, excepting where progress is being made toward immediate repair of such motor vehicle; provided, however, that the provisions of this subchapter shall not apply to any junk motor vehicle in an enclosed building, or the premises of a business enterprise which is properly operated in the appropriate business zone pursuant to the zoning laws of the Town.

14-6-3 Notice to Remove.

Whenever it comes to the attention of any officer or employee of the Town that a junk motor vehicle is located on any private property, exclusive of the exceptions provided herein, he or she shall cite the owner of the vehicle, the owner of the property, or both, by written complaint. The written complaint shall require the party cited to appear before the Magistrate not less than 10 days no more than 30 days after the issuance of the complaint.

14-6-4 Effective Date of Enforcement.

Notwithstanding the provisions of Section 14-6-3, no person shall be cited by written complaint for any junk motor vehicle having lawfully affixed thereto expired license plates or tags on the effective date of this provision. After the effective date of this provision, at the expiration date of said unexpired license plates or tags, a person or persons shall be cited for violations of said 14-6-2 as provided herein, and license plates or tags affixed to junk motor vehicles after the effective date of this provision shall be of no consequence in the enforcement of said 14-6-2.