

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, February 20, 2025, 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, February 20, 2025; 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 January 9, 2025, Regular Meeting Minutes.**
 - b. **Approval of January 2025 Financial Reports.**
3. **Sheriff's Report:**
4. **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:**

- 5. Vista Recycling Trash Rate Increase:**
Discussion Only Common Council
- 6. Review of bids for Centennial Park Cement Work:**
Discussion and Possible Action..... Common Council
- 7. Review of bids for:**
 - a. Town Hall Carpet**
 - b. Town Hall Repairs**
 - c. Town Hall Painting**Discussion and Possible Action..... Common Council
- 8. CDBG #118-25 Water Improvements Lift Station Repair Bid:**
Discussion and Action Common Council
- 9. Resolution 25-01 Town of Duncan Adoption of Owner-Occupied Housing Rehabilitation Guidelines:**
Discussion and Action Common Council
- 10. Resolution 25-02 Town of Duncan Relocation Assistance Plan:**
Discussion and Action Common Council
- 11. Review of Budget:**
Discussion Only Common Council
- 12. Discussion of Date and Time of Next Meeting:**
Discussion Only..... Common Council
- 13. Discussion of Items for Next Meeting:**
Discussion Only..... Common Council
- 14. Adjournment:**
Discussion and Action..... Common Council

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

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

**Regular Meeting Minutes
Duncan Common Council
Thursday, January 9, 2025; 4:00 p.m.
Duncan Town Hall, 506 SE Old West Highway
Duncan, Arizona 85534**

Meeting called to order at 4:00 p.m.

Roll Call: Mayor Blake and Council Member Wearne present. Vice Mayor Smith present via zoom.
Quorum.

Pledge of Allegiance & Prayer: Both led by Mayor Blake.

1. Call to Public:

Luke Evans: Volunteers for community projects for the town – Community outreach, bringing the town together – clean up wherever needed, asking that the town provide a dumpster.

Michael Tomlin: Discuss placement of a Conex box on town property.

2. Consent Agenda:

- a. Approval of December 14, 2024, Regular Meeting Minutes.
- b. Approval of December 2024 Financial Reports.

MAYOR BLAKED MOVED TO ACCEPT THE CONSENT AGENDA AS PRESENTED. COUNCIL MEMBER WEARNE SECONDED. UNANIMOUS.

3. Summary of Current Events:

- a. Mayor's Report: RECEIVED \$252 K FROM FMI -BUILDING REPAIRS TO TOWN HALL, ROADS.
- b. Council Members Report: VICE MAYOR SMITH: CONTINUING TO COLLECT RESOURCES & INFO ON HOW TO MAKE A GROUP CRISIS IN TOWN. IT IS EXTREMELY IMPORTANT THAT WITH CURRENT BUDGET CUTS AND OTHER SITUATIONS THAT OUR VETS AND OTHERS HAVE AVAILABLE HELP THAT THEY CAN GET.

COUNCIL MEMBER WEARNE: THANK YOU TO EVERYONE FOR ALL THAT THEY DO!!

- c. Town Manager's Report: POOL 100% DONE, MATERIAL FOR SHADE STRUCTURE ON ORDER, COMPLETE BY SUMMER.

SKATE PARK KICKOFF MEETING 15TH @ 10 A.M. ANYONE IS WELCOME TO JOIN – CONTRACT SAYS PROJECT COMPLETE BY AUGUST 1ST.

STATE PARKS – CONCRETE WORK FOR TANK WAS PAID FOR WITH FUNDS FROM FMI.

WORKING ON ADDITIONAL PRESSURE PUMPS – REPLACE PIPES NEXT WEEK.

TESTED NEW WELL FOR THE 3RD TIME – TREATMENT SOLUTION UNDERWAY. MADISON WELL – ASIDE FROM THE SULFUR SMELL, IT IS A GOOD WELL.

COLONIAS PRE BID CLOSING JAN 20TH – LIFT STATION.

4. Review of bids for Centennial Park Cement Work:

TOWN MANAGER HINTON RECOMMENDS REJECTING THE BID. THE AMOUNT IS MORE THAN WE HAVE TO SPEND.

MAYOR BLAKE MOVES TO REJECT BID. COUNCIL MEMBER WEARNE SECONDS. UNANIMOUS. BID REJECTED.

5. Discussion of Date and Time of Next Meeting:

February 20, 2025 @ 4 p.m.

6. Discussion of Items for Next Meeting:

Updated budget, concrete bids.

7. Adjournment:

COUNCIL MEMBER WEARNE MOTIONED TO ADJOURN. VICE MAYOR SMITH SECONDED. MEETING ADJOURNED AT 4:36 P.M.

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

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TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>TAXES</u>					
01-60-1000	PROPERTY TAXES	2,608.35	10,648.29	15,000.00	4,351.71	71.0
01-60-6000	CITY SALES TAX	21,507.65	155,386.41	230,000.00	74,613.59	67.6
	TOTAL TAXES	24,116.00	166,034.70	245,000.00	78,965.30	67.8
	<u>LICENSES AND PERMITS</u>					
01-61-1000	FRANCHISE FEES	1,766.19	11,718.70	22,000.00	10,281.30	53.3
01-61-2000	BUSINESS LICENSES	1,250.00	2,725.00	1,500.00	(1,225.00)	181.7
01-61-3000	LICENSES & PERMITS	50.00	3,752.27	2,000.00	(1,752.27)	187.6
01-61-5200	DOG TAGS	.00	10.00	100.00	90.00	10.0
	TOTAL LICENSES AND PERMITS	3,066.19	18,205.97	25,600.00	7,394.03	71.1
	<u>INTERGOVERNMENTAL REVENUE</u>					
01-62-2000	STATE SALES TAX	8,789.50	57,382.51	101,920.00	44,537.49	56.3
01-62-3000	URBAN REVENUE SHARING	26,590.99	186,136.93	322,142.00	136,005.07	57.8
01-62-4000	AUTO LIEU TAXES	5,233.23	34,154.71	64,883.00	30,728.29	52.6
	TOTAL INTERGOVERNMENTAL REVENUE	40,613.72	277,674.15	488,945.00	211,270.85	56.8
	<u>FEES AND CHARGES</u>					
01-63-1000	CEMETERY FEES	.00	2,488.66	11,000.00	8,511.34	22.6
01-63-3000	POOL FEES/LESSONS/RENT	.00	3,556.13	15,000.00	11,443.87	23.7
01-63-4000	REFUSE FEES	6,326.99	44,085.61	72,500.00	28,414.39	60.8
01-63-5000	SALE/RENTAL OF PROPERTY	.00	12,208.58	6,000.00	(6,208.58)	203.5
	TOTAL FEES AND CHARGES	6,326.99	62,338.98	104,500.00	42,161.02	59.7
	<u>FINES AND FORFEITURES</u>					
01-64-2500	DOG IMPOUND	.00	.00	50.00	50.00	.0
	TOTAL FINES AND FORFEITURES	.00	.00	50.00	50.00	.0

TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>MISCELLANEOUS</u>					
01-69-0000	MISCELLANEOUS	10.40	2,686.69	5,000.00	2,313.31	53.7
01-69-1500	SWIMMING POOL DAMAGES	.00	.00	4,000.00	4,000.00	.0
01-69-3000	INSURANCE DIVIDEND	.00	.00	10,000.00	10,000.00	.0
01-69-8000	INTEREST INCOME	.00	16.75	.00	(16.75)	.0
01-69-9500	CONTRIBUTIONS - 4TH OF JULY	.00	.00	1,000.00	1,000.00	.0
	TOTAL MISCELLANEOUS	10.40	2,703.44	20,000.00	17,296.56	13.5
	TOTAL FUND REVENUE	74,133.30	526,957.24	884,095.00	357,137.76	59.6

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>CEMETERY</u>					
01-800-220	SUPPLIES	.00	.00	500.00	500.00	.0
01-800-250	MAINTENANCE	.00	.00	500.00	500.00	.0
	TOTAL CEMETERY	.00	.00	1,000.00	1,000.00	.0
	<u>MAYOR & COUNCIL</u>					
01-871-110	SALARIES & WAGES	.00	1,500.00	3,600.00	2,100.00	41.7
01-871-120	FICA (EMPLOYERS SHARE)	.00	114.84	275.40	160.56	41.7
01-871-150	WORKER'S COMPENSATION	.00	24.36	50.00	25.64	48.7
01-871-430	TRAVEL/MEETINGS/TRAINING	.00	832.87	4,000.00	3,167.13	20.8
01-871-440	MEALS	.00	115.00	500.00	385.00	23.0
01-871-530	MISCELLANEOUS	117.23	2,503.70	2,500.00	(3.70)	100.2
01-871-920	DONATIONS	2,194.46	2,694.46	3,000.00	305.54	89.8
01-871-930	4TH OF JULY	.00	687.53	8,000.00	7,312.47	8.6
01-871-940	DUNCAN PUBLIC LIBRARY	.00	3,000.00	3,000.00	.00	100.0
	TOTAL MAYOR & COUNCIL	2,311.69	11,472.76	24,925.40	13,452.64	46.0
	<u>TOWN CLERK</u>					
01-872-110	SALARIES & WAGES	9,288.46	74,111.05	135,000.00	60,888.95	54.9
01-872-120	FICA (EMPLOYERS SHARE)	710.56	5,669.45	10,327.50	4,658.05	54.9
01-872-140	RETIREMENT	946.50	7,076.20	13,486.50	6,410.30	52.5
01-872-150	WORKER'S COMPENSATION	20.76	165.62	352.00	186.38	47.1
01-872-160	HEALTH INSURANCE	.00	345.84	500.00	154.16	69.2
01-872-180	UNEMPLOYMENT INSURANCE	.00	.00	250.00	250.00	.0
01-872-210	OFFICE SUPPLIES	100.41	236.28	2,500.00	2,263.72	9.5
01-872-240	COMPUTER EQUIP/SOFTWARE	.00	1,531.20	7,000.00	5,468.80	21.9
01-872-380	COPYING COSTS	488.33	5,245.95	8,000.00	2,754.05	65.6
01-872-420	POSTAGE	132.30	604.93	1,000.00	395.07	60.5
01-872-430	TRAVEL/MEETINGS/TRAINING	.00	6,793.06	8,029.00	1,235.94	84.6
01-872-510	DUES & SUBSCRIPTIONS	.00	771.51	3,000.00	2,228.49	25.7
01-872-530	MISCELLANEOUS	.00	934.93	1,000.00	65.07	93.5
	TOTAL TOWN CLERK	11,687.32	103,486.02	190,445.00	86,958.98	54.3

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>FINANCIAL ADMINISTRATION</u>					
01-874-110 SALARIES & WAGES	5,992.00	45,193.59	80,000.00	34,806.41	56.5
01-874-120 FICE (EMPLOYERS SHARE)	458.39	3,457.32	6,120.00	2,662.68	56.5
01-874-140 RETIREMENT	735.21	5,545.19	9,816.00	4,270.81	56.5
01-874-150 WORKER'S COMPENSATION	13.40	101.03	73.00	(28.03)	138.4
01-874-160 HEALTH INSURANCE	.00	10,539.60	24,400.00	13,860.40	43.2
01-874-180 UNEMPLOYMENT INSURANCE	.00	.00	500.00	500.00	.0
01-874-210 OFFICE SUPPLIES	120.49	230.28	3,000.00	2,769.72	7.7
01-874-220 OTHER SUPPLIES	31.32	2,176.74	5,000.00	2,823.26	43.5
01-874-230 BANK CHARGES	.00	841.08	1,500.00	658.92	56.1
01-874-240 COMPUTER ACCT & SOFTWARE	1,227.37	6,409.42	15,000.00	8,590.58	42.7
01-874-310 ACCOUNTING & AUDITING	.00	23,687.04	40,000.00	16,312.96	59.2
01-874-320 CONSULTANTS	1,330.50	33,279.75	28,000.00	(5,279.75)	118.9
01-874-330 PRINTING & ADVERTISING	372.76	850.80	4,000.00	3,149.20	21.3
01-874-340 BUILDING MAINTENANCE	200.00	2,382.47	5,000.00	2,617.53	47.7
01-874-360 LEGAL FEES	3,218.53	14,932.82	10,000.00	(4,932.82)	149.3
01-874-410 TELEPHONE	187.40	2,387.24	3,500.00	1,112.76	68.2
01-874-430 TRAVEL/MEETINGS/TRAINING	.00	418.50	2,000.00	1,581.50	20.9
01-874-440 MEALS	.00	.00	500.00	500.00	.0
01-874-460 INSURANCE	.00	9,248.92	28,000.00	18,751.08	33.0
01-874-480 UTILITIES	1,018.11	7,338.65	12,000.00	4,661.35	61.2
01-874-510 DUES & SUBSCRIPTIONS	.00	7,430.83	8,500.00	1,069.17	87.4
01-874-530 MISCELLANEOUS	.00	230.01	1,000.00	769.99	23.0
01-874-550 ELECTIONS	.00	701.50	5,000.00	4,298.50	14.0
01-874-610 CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
TOTAL FINANCIAL ADMINISTRATION	14,905.48	177,382.78	293,909.00	116,526.22	60.4
<u>POLICE DEPARTMENT</u>					
01-877-350 GREENLEE CO - POLICE CONTRACT	5,000.00	35,000.00	60,000.00	25,000.00	58.3
TOTAL POLICE DEPARTMENT	5,000.00	35,000.00	60,000.00	25,000.00	58.3
<u>ANIMAL CONTROL</u>					
01-879-445 DOG IMPOUND FEES	.00	.00	5,000.00	5,000.00	.0
TOTAL ANIMAL CONTROL	.00	.00	5,000.00	5,000.00	.0

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>PUBLIC WORKS/ROADS</u>					
01-880-110 SALARIES & WAGES	6,215.07	44,737.06	68,000.00	23,262.94	65.8
01-880-120 FICA (EMPLOYERS SHARE)	475.45	3,436.02	5,202.00	1,765.98	66.1
01-880-140 RETIREMENT	497.91	3,469.72	8,343.60	4,873.88	41.6
01-880-150 WORKER'S COMPENSATION	179.35	1,290.93	2,606.00	1,315.07	49.5
01-880-160 HEALTH INSURANCE	.00	7,470.52	18,000.00	10,529.48	41.5
01-880-180 UNEMPLOYMENT INSURANCE	.00	.00	200.00	200.00	.0
01-880-190 UNIFORM ALLOWANCE	.00	178.20	300.00	121.80	59.4
01-880-220 OTHER SUPPLIES	145.92	1,024.06	7,000.00	5,975.94	14.6
01-880-240 GAS & OIL	.00	1,437.03	5,000.00	3,562.97	28.7
01-880-250 VEHICLE MAINTENANCE	.00	1,478.45	5,000.00	3,521.55	29.6
01-880-300 STREET LIGHT MAINTENANCE	1,185.86	1,378.53	1,000.00	(378.53)	137.9
01-880-340 BUILDING MAINTENANCE	.00	267.32	2,000.00	1,732.68	13.4
01-880-430 TRAVEL/MEETINGS/TRAINING	.00	.00	500.00	500.00	.0
01-880-440 MEALS	.00	.00	500.00	500.00	.0
01-880-480 UTILITIES	165.16	1,244.56	3,000.00	1,755.44	41.5
01-880-530 MISCELLANEOUS	173.90	1,368.99	1,200.00	(168.99)	114.1
01-880-610 CAPITAL OUTLAY	.00	.00	11,769.00	11,769.00	.0
TOTAL PUBLIC WORKS/ROADS	9,038.62	68,781.39	139,620.60	70,839.21	49.3
<u>PARKS</u>					
01-881-340 REPAIRS & MAINTENANCE	527.60	1,916.07	5,000.00	3,083.93	38.3
01-881-480 UTILITIES- PARK	1,576.53	13,780.28	22,950.00	9,169.72	60.0
01-881-610 CAPITAL OUTLAY (PLAY EQUIP)	.00	.00	2,000.00	2,000.00	.0
TOTAL PARKS	2,104.13	15,696.35	29,950.00	14,253.65	52.4
<u>SANITATION/REFUSE</u>					
01-883-220 OTHER SUPPLIES	.00	.00	567.00	567.00	.0
01-883-350 OUTSIDE GARBAGE PICKUP SERVICE	6,332.20	44,781.93	78,000.00	33,218.07	57.4
01-883-480 UTILITIES	.00	.00	250.00	250.00	.0
01-883-530 MISCELLANEOUS	.00	.00	250.00	250.00	.0
TOTAL SANITATION/REFUSE	6,332.20	44,781.93	79,067.00	34,285.07	56.6

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
	<u>SWIMMING POOL</u>					
01-884-110	SALARIES & WAGES	.00	18,099.05	35,000.00	16,900.95	51.7
01-884-120	FICA (EMPLOYER'S SHARE)	.00	1,384.55	2,677.50	1,292.95	51.7
01-884-150	WORKER'S COMPENSATION	.00	609.91	500.00	(109.91)	122.0
01-884-210	POOL CONCESSIONS	.00	1,300.96	2,000.00	699.04	65.1
01-884-220	POOL SUPPLIES	.00	417.98	2,000.00	1,582.02	20.9
01-884-480	UTILITIES	366.73	4,316.00	8,000.00	3,684.00	54.0
01-884-510	CHEMICALS	.00	3,501.55	5,000.00	1,498.45	70.0
01-884-610	CAPITAL OUTLAY	.00	.00	1,000.00	1,000.00	.0
	TOTAL SWIMMING POOL	366.73	29,630.00	56,177.50	26,547.50	52.7
	<u>TOWN PROPERTIES</u>					
01-891-340	SENIOR CENTER BLDG MAINT.	.00	303.49	500.00	196.51	60.7
01-891-480	SENIOR CENTER UTILITIES	455.55	1,899.51	3,500.00	1,600.49	54.3
	TOTAL TOWN PROPERTIES	455.55	2,203.00	4,000.00	1,797.00	55.1
	TOTAL FUND EXPENDITURES	52,201.72	488,434.23	884,094.50	395,660.27	55.3
	NET REVENUE OVER EXPENDITURES	21,931.58	38,523.01	.50	(38,522.51)	77046

TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

HIGHWAY USERS FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEARNED</u>	<u>PCNT</u>
	<u>REVENUE</u>					
03-60-5000	HIGHWAY USERS FEES	<u>7,553.47</u>	<u>52,584.63</u>	<u>72,868.00</u>	<u>20,283.37</u>	<u>72.2</u>
	TOTAL REVENUE	<u>7,553.47</u>	<u>52,584.63</u>	<u>72,868.00</u>	<u>20,283.37</u>	<u>72.2</u>
	TOTAL FUND REVENUE	<u>7,553.47</u>	<u>52,584.63</u>	<u>72,868.00</u>	<u>20,283.37</u>	<u>72.2</u>

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

HIGHWAY USERS FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
03-800-110 SALARIES & WAGES	2,345.83	16,582.33	31,000.00	14,417.67	53.5
03-800-120 FICA (EMPLOYERS SHARE)	179.45	1,274.65	2,371.50	1,096.85	53.8
03-800-140 RETIREMENT	226.35	1,577.34	3,803.70	2,226.36	41.5
03-800-150 WORKER'S COMPENSATION	192.82	1,362.92	2,901.35	1,538.43	47.0
03-800-160 HEALTH INSURANCE	.00	3,395.74	9,000.00	5,604.26	37.7
03-800-180 UNEMPLOYMENT INSURANCE	.00	.00	204.00	204.00	.0
03-800-190 UNIFORM ALLOWANCE	.00	81.00	.00	(81.00)	.0
03-800-220 OTHER SUPPLIES	.00	431.46	2,039.00	1,607.54	21.2
03-800-240 GAS & OIL	.00	2,371.08	8,250.00	5,878.92	28.7
03-800-250 VEHICLE MAINTENANCE	.00	1,407.56	2,393.00	985.44	58.8
03-800-290 STREET REPAIRS	.00	2,513.00	3,000.00	487.00	83.8
03-800-340 REPAIRS & MAINTENANCE	.00	558.28	1,000.00	441.72	55.8
03-800-430 TRAVEL/MEETINGS/TRAINING	.00	.00	500.00	500.00	.0
03-800-440 MEALS	.00	.00	500.00	500.00	.0
03-800-460 INSURANCE	.00	.00	2,000.00	2,000.00	.0
03-800-480 UTILITIES	.00	.00	1,250.00	1,250.00	.0
03-800-530 MISCELLANEOUS	.00	.00	645.00	645.00	.0
03-800-610 CAPITAL OUTLAY	.00	.00	2,010.00	2,010.00	.0
TOTAL EXPENDITURES	2,944.45	31,555.36	72,867.55	41,312.19	43.3
TOTAL FUND EXPENDITURES	2,944.45	31,555.36	72,867.55	41,312.19	43.3
NET REVENUE OVER EXPENDITURES	4,609.02	21,029.27	.45	(21,028.82)	46731

TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SEWER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>OPERATING REVENUE</u>					
07-66-5000	TAP INSTALLATION & HOOKUP	650.00	900.00	2,000.00	1,100.00	45.0
07-66-6000	SEWER SERVICE FEES	8,932.70	62,897.54	106,500.00	43,602.46	59.1
07-66-7000	SEWER REVENUES - OTHER	200.00	7,682.78	15,000.00	7,317.22	51.2
	TOTAL OPERATING REVENUE	9,782.70	71,480.32	123,500.00	52,019.68	57.9
	<u>NON-OPERATING REVENUE</u>					
07-67-0000	SEWER LATE CHARGE	597.39	5,737.65	8,500.00	2,762.35	67.5
	TOTAL NON-OPERATING REVENUE	597.39	5,737.65	8,500.00	2,762.35	67.5
	TOTAL FUND REVENUE	10,380.09	77,217.97	132,000.00	54,782.03	58.5

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

SEWER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
07-800-110 SALARIES & WAGES	4,066.09	28,742.64	52,000.00	23,257.36	55.3
07-800-120 FICA (EMPLOYERS SHARE)	311.04	2,209.51	3,978.00	1,768.49	55.5
07-800-140 RETIREMENT	392.33	2,734.02	6,380.40	3,646.38	42.9
07-800-150 WORKER'S COMPENSATION	130.22	920.50	2,250.00	1,329.50	40.9
07-800-160 HEALTH INSURANCE	.00	5,885.91	14,000.00	8,114.09	42.0
07-800-180 UNEMPLOYMENT INSURANCE	.00	.00	326.00	326.00	.0
07-800-190 UNIFORM ALLOWANCE	.00	140.40	300.00	159.60	46.8
07-800-220 OTHER SUPPLIES	.00	.00	1,250.00	1,250.00	.0
07-800-230 GAS & OIL	.00	287.41	1,000.00	712.59	28.7
07-800-240 COMPUTER ACC. & SOFTWARE	104.59	709.54	1,751.00	1,041.46	40.5
07-800-250 VEHICLE MAINTENANCE	.00	326.83	500.00	173.17	65.4
07-800-260 SEWER LINE REPAIRS	.00	580.24	5,000.00	4,419.76	11.6
07-800-320 CONSULTANTS	.00	.00	1,000.00	1,000.00	.0
07-800-330 PRINTING AND ADVERTISING	.00	.00	500.00	500.00	.0
07-800-340 REPAIRS & MAINTENANCE	.00	4,471.52	6,451.00	1,979.48	69.3
07-800-350 OTHER SERVICES	.00	.00	1,000.00	1,000.00	.0
07-800-360 TESTING	1,725.00	13,571.22	15,811.00	2,239.78	85.8
07-800-380 CHEMICALS	.00	.00	1,000.00	1,000.00	.0
07-800-430 TRAVEL/MEETINGS/TRAINING	.00	.00	253.00	253.00	.0
07-800-440 MEALS	.00	.00	250.00	250.00	.0
07-800-460 INSURANCE	.00	657.85	2,000.00	1,342.15	32.9
07-800-480 UTILITIES	1,636.13	11,157.72	15,000.00	3,842.28	74.4
TOTAL EXPENDITURES	8,365.40	72,395.31	132,000.40	59,605.09	54.8
TOTAL FUND EXPENDITURES	8,365.40	72,395.31	132,000.40	59,605.09	54.8
NET REVENUE OVER EXPENDITURES	2,014.69	4,822.66	(.40)	(4,823.06)	12056

TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL GRANT FUNDS

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 66</u>					
18-66-0000	GENERAL GRANT FUNDS	.00	.00	9,890,000.00	9,890,000.00	.0
18-66-0200	CDBG	.00	86,618.42	100,000.00	13,381.58	86.6
18-66-0300	WIFA GRANT - PIPE	.00	.00	395,000.00	395,000.00	.0
18-66-0500	STATE PARKS GRANT	.00	.00	1,350,000.00	1,350,000.00	.0
18-66-0600	COLONIAS	.00	.00	400,000.00	400,000.00	.0
18-66-1500	FMI GRANT - SWIMMING POOL	.00	.00	3,365,000.00	3,365,000.00	.0
18-66-1501	FMI GRANT - GEN. TOWN IMPROVE.	252,000.00	252,000.00	.00	(252,000.00)	.0
	TOTAL SOURCE 66	252,000.00	338,618.42	15,500,000.00	15,161,381.58	2.2
	TOTAL FUND REVENUE	252,000.00	338,618.42	15,500,000.00	15,161,381.58	2.2

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

GENERAL GRANT FUNDS

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
18-800-321 COLONIAS	.00	.00	400,000.00	400,000.00	.0
18-800-322 CDBG	.00	28,218.98	100,000.00	71,781.02	28.2
18-800-323 WIFA - PIPE	.00	104,530.58	395,000.00	290,469.42	26.5
18-800-324 FMI GRANT - METERS	.00	.00	116,475.00	116,475.00	.0
18-800-325 STATE PARKS GRANT	59,089.05	65,289.05	1,350,000.00	1,284,710.95	4.8
18-800-326 UNITED WAY GRANT - METERS	.00	73,324.00	.00	(73,324.00)	.0
18-800-329 CONGRESSIONAL DIRECTED SPENDIN	535.60	4,414.18	3,365,000.00	3,360,585.82	.1
18-800-530 MISCELLANEOUS	.00	.00	9,773,525.00	9,773,525.00	.0
18-800-799 FMI GRANT - SWIMMING POOL	185.33	185.33	.00	(185.33)	.0
18-800-800 WIFA BACKHOE	.00	75,915.41	.00	(75,915.41)	.0
18-800-801 FMI GRANT -WATER IMPROVEMENTS	.00	13,384.00	.00	(13,384.00)	.0
18-800-802 UNITED WAY GRANT - PARKS	.00	30,307.72	.00	(30,307.72)	.0
TOTAL DEPARTMENT 800	59,809.98	395,569.25	15,500,000.00	15,104,430.75	2.6
TOTAL FUND EXPENDITURES	59,809.98	395,569.25	15,500,000.00	15,104,430.75	2.6
NET REVENUE OVER EXPENDITURES	192,190.02	(56,950.83)	.00	56,950.83	.0

TOWN OF DUNCAN
REVENUES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

WATER UTILITY FUND

		PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
	<u>SOURCE 60</u>					
27-60-5100	REFUNDS & REBATES	150.00	1,083.33	3,500.00	2,416.67	31.0
27-60-6000	UNMETERED WATER	.00	4,152.50	15,000.00	10,847.50	27.7
	TOTAL SOURCE 60	150.00	5,235.83	18,500.00	13,264.17	28.3
	<u>OPERATING REVENUE</u>					
27-66-5000	TAP INSTALLATION & HOOKUP	.00	10,789.81	1,000.00	(9,789.81)	1079.0
27-66-7000	WATER FEES	16,603.45	145,789.66	240,000.00	94,210.34	60.8
	TOTAL OPERATING REVENUE	16,603.45	156,579.47	241,000.00	84,420.53	65.0
	<u>NON-OPERATING REVENUE</u>					
27-67-0000	WATER LATE CHARGE	609.89	5,600.15	8,000.00	2,399.85	70.0
	TOTAL NON-OPERATING REVENUE	609.89	5,600.15	8,000.00	2,399.85	70.0
	TOTAL FUND REVENUE	17,363.34	167,415.45	267,500.00	100,084.55	62.6

TOWN OF DUNCAN
EXPENDITURES WITH COMPARISON TO BUDGET
FOR THE 7 MONTHS ENDING JANUARY 31, 2025

WATER UTILITY FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>EXPENDITURES</u>					
27-800-110 SALARIES & WAGES	4,066.09	28,742.64	52,000.00	23,257.36	55.3
27-800-120 FICA (EMPLOYERS SHARE)	311.07	2,209.62	3,978.00	1,768.38	55.6
27-800-140 RETIREMENT	392.36	2,733.98	6,380.40	3,646.42	42.9
27-800-150 WORKER'S COMPENSATION	131.35	928.57	2,013.70	1,085.13	46.1
27-800-160 HEALTH INSURANCE	.00	5,885.77	14,000.00	8,114.23	42.0
27-800-180 UNEMPLOYMENT INSURANCE	.00	.00	200.00	200.00	.0
27-800-190 CLOTHING ALLOWANCE	.00	140.40	100.00	(40.40)	140.4
27-800-210 OFFICE SUPPLIES	40.17	57.19	1,000.00	942.81	5.7
27-800-220 OTHER SUPPLIES	.00	890.90	5,000.00	4,109.10	17.8
27-800-230 GAS & OIL	.00	2,155.53	7,500.00	5,344.47	28.7
27-800-240 COMPUTER ACC. & SOFTWARE	435.34	2,853.66	7,000.00	4,146.34	40.8
27-800-250 EQUIPMENT RENTAL	.00	.00	2,000.00	2,000.00	.0
27-800-260 WATER LINE REPAIRS	1,507.99	4,694.97	9,000.00	4,305.03	52.2
27-800-261 VEHICLE MAINTENANCE	.00	326.84	5,000.00	4,673.16	6.5
27-800-320 CONSULTANTS & WATERFEASIBILITY	.00	7,211.13	10,000.00	2,788.87	72.1
27-800-330 PRINTING & ADVERTISING	.00	.00	500.00	500.00	.0
27-800-340 REPAIRS & MAINTENANCE	.00	10,000.07	15,000.00	4,999.93	66.7
27-800-350 OTHER SERVICES	.00	.00	2,500.00	2,500.00	.0
27-800-360 TESTING	2,431.68	19,224.81	20,000.00	775.19	96.1
27-800-380 CHEMICALS	.00	2,540.43	10,000.00	7,459.57	25.4
27-800-410 TELEPHONE	.00	.00	1,000.00	1,000.00	.0
27-800-420 POSTAGE	360.61	1,767.37	3,000.00	1,232.63	58.9
27-800-430 TRAVEL/MEETINGS/TRAINING	.00	.00	500.00	500.00	.0
27-800-440 MEALS	.00	.00	250.00	250.00	.0
27-800-460 INSURANCE	.00	2,631.35	8,000.00	5,368.65	32.9
27-800-480 UTILITIES	682.80	7,056.54	12,000.00	4,943.46	58.8
27-800-510 DUES & SUBSCRIPTIONS	20.00	350.00	500.00	150.00	70.0
27-800-530 MISCELLANEOUS	.00	.00	500.00	500.00	.0
27-800-535 BAD DEBTS	.00	.00	8,500.00	8,500.00	.0
27-800-610 CAPITAL OUTLAY	.00	3,403.29	12,078.00	8,674.71	28.2
27-800-996 USDA - DRINKING WATER	34,250.00	45,573.70	48,000.00	2,426.30	95.0
TOTAL EXPENDITURES	44,629.46	151,378.76	267,500.10	116,121.34	56.6
TOTAL FUND EXPENDITURES	44,629.46	151,378.76	267,500.10	116,121.34	56.6
NET REVENUE OVER EXPENDITURES	(27,266.12)	16,036.69	(.10)	(16,036.79)	16036

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
24498										
01/25	01/02/2025	24498	983	DANA KEPNER COMPAN	8206400-00	1	18-800-799	185.33	185.33	Supplies for Swimming pool slide installation
Total 24498:									185.33	
24499										
01/25	01/02/2025	24499	1297	JOSHUA MANER	2-458	1	01-874-320	626.50	626.50	IT Support
Total 24499:									626.50	
24500										
01/25	01/02/2025	24500	1711	MARLIN LEASING CORP	40087794	1	01-872-380	326.52	326.52	monthly lease pymt for copier
Total 24500:									326.52	
24501										
01/25	01/02/2025	24501	629	USDA - RURAL DEVELOP	02-006-XXX	1	27-800-996	21,203.00	21,203.00	91-01Semi - Annual Bond Payments - Principal
01/25	01/02/2025	24501	629	USDA - RURAL DEVELOP	02-006-XXX	2	27-800-996	9,836.27	9,836.27	91-01Semi - Annual Bond Payments - Interest
01/25	01/02/2025	24501	629	USDA - RURAL DEVELOP	02-006-XXX	3	27-800-996	2,192.00	2,192.00	91-04Semi - Annual Bond Payments - Principal
01/25	01/02/2025	24501	629	USDA - RURAL DEVELOP	02-006-XXX	4	27-800-996	1,018.73	1,018.73	91-04Semi - Annual Bond Payments - Interest
Total 24501:									34,250.00	
24502										
01/25	01/09/2025	24502	290	CASELLE	137845	1	01-874-240	647.97	647.97	COMPUTER SOFTWARE MAINTENANCE
01/25	01/09/2025	24502	290	CASELLE	137845	2	07-800-240	75.64	75.64	COMPUTER SOFTWARE MAINTENANCE
01/25	01/09/2025	24502	290	CASELLE	137845	3	27-800-240	302.39	302.39	COMPUTER SOFTWARE MAINTENANCE
Total 24502:									1,026.00	
24503										
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	1	07-800-480	1,636.13	1,636.13	SEWER PLANT UTILITIES
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	2	01-880-480	165.16	165.16	new shop/public works utilities
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	3	01-881-480	1,576.53	1,576.53	CITY PARKS/STREET LIGHTS UTILITIES
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	4	27-800-480	682.80	682.80	SOUTHSIDE WATER/OCOTILLO WELL UTILITIES
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	5	01-891-480	455.55	455.55	SENIOR CENTER UTILITIES

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	6	01-874-480	380.49	380.49	TOWN HALL UTILITIES
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	2507-123124	7	01-884-480	366.73	366.73	SWIMMING POOL UTILITIES
01/25	01/09/2025	24503	330	DUNCAN VALLEY ELECT	57874	1	01-880-300	1,185.86	1,185.86	security/street light repair/maintenance
Total 24503:									6,449.25	
24504										
01/25	01/09/2025	24504	145	GREENLEE COUNTY	222	1	01-877-350	5,000.00	5,000.00	Law Enforcement Agreement
Total 24504:									5,000.00	
24505										
01/25	01/09/2025	24505	1579	KAIROS Health Arizona, In	69-9257	1	90-315000	5,828.37	5,828.37	monthly healthcare premium for employees
Total 24505:									5,828.37	
24506										
01/25	01/09/2025	24506	1586	TOWN & COUNTRY FEED	131202-1324	1	01-881-340	35.04	35.04	repair/maintenance supplies
01/25	01/09/2025	24506	1586	TOWN & COUNTRY FEED	131473-1315	1	27-800-260	106.19	106.19	waterline repair/maintenance supplies
Total 24506:									141.23	
24509										
01/25	01/16/2025	24509	586	DOXIM, INC.	161550	1	27-800-420	251.11	251.11	postage deposit -utility bills
01/25	01/16/2025	24509	586	DOXIM, INC.	161550	2	01-872-420	83.70	83.70	postage deposit - utility bills
Total 24509:									334.81	
24510										
01/25	01/16/2025	24510	1297	JOSHUA MANER	2-460	1	01-874-320	704.00	704.00	IT Support
Total 24510:									704.00	
24511										
01/25	01/16/2025	24511	1640	WESTLAND RESOURCES	12722002	1	18-800-329	535.60	535.60	Phase 1 - Project 0000012722 - Duncan USDA Water Improv. Class
Total 24511:									535.60	
24512										
01/25	01/23/2025	24512	983	DANA KEPNER COMPAN	8206694-00	1	27-800-260	1,401.80	1,401.80	waterline repair supplies

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
Total 24512:									1,401.80	
24513										
01/25	01/23/2025	24513	1578	Fitzgibbons Law Offices, P	175517	1	01-874-360	2,998.53	2,998.53	legal services quiet title
01/25	01/23/2025	24513	1578	Fitzgibbons Law Offices, P	175518	1	01-874-360	220.00	220.00	legal services misc. matters
Total 24513:									3,218.53	
24514										
01/25	01/23/2025	24514	1712	Skateboard Supercross LL	73	1	18-800-325	59,089.05	59,089.05	1st pymt. Project Process and/or Deposit
Total 24514:									59,089.05	
24515										
01/25	01/23/2025	24515	1684	SKINNY HORSE SERVICE	121524-0115	1	07-800-360	1,725.00	1,725.00	wastewater testing
01/25	01/23/2025	24515	1684	SKINNY HORSE SERVICE	121524-0115	2	27-800-360	1,981.68	1,981.68	ground water testing
Total 24515:									3,706.68	
24516										
01/25	01/23/2025	24516	1313	Smart Document Solutions	434490	1	01-872-380	161.81	161.81	copy costs
Total 24516:									161.81	
1152501										
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	15	01-880-220	72.96	72.96	drill bits and adapters for concrete/rebar
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	16	01-881-340	51.88	51.88	dog waste bags refills
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	17	01-881-340	108.04	108.04	heavy duty 55gal trash bags for parks
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	18	01-881-340	86.36	86.36	bleach for cleaning park bathrooms
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	19	01-871-920	950.00	950.00	christmas gifts for staff & council
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	20	01-880-530	86.95	86.95	monthly fee for after hours emergency phone
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	21	01-874-240	36.86	36.86	monthly service fee for google workspace
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	23	27-800-240	17.20	17.20	monthly service fee for google workspace
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	24	01-871-920	147.23	147.23	christmas items for festival of trees
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	25	27-800-510	20.00	20.00	monthly service fee for LTE monitoring services
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	26	01-874-210	120.49	120.49	copier paper for office
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	27	01-872-210	100.41	100.41	copier papaer for office
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	28	27-800-210	40.17	40.17	copier paper for office
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	29	01-874-240	211.18	211.18	2yr service fee for domain registration and management

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Invoice Number	Invoice Sequence	Invoice GL Account	Invoice Amount	Check Amount	Description
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	30	07-800-240	24.65	24.65	2yr service fee for domain registration and management
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	31	27-800-240	98.55	98.55	2yr service fee for domain registration and management
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	32	01-872-420	12.10	12.10	certified envelope postage
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	33	01-874-330	49.51	49.51	public notice- bids for concrete sidewalk/wall cnt park
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	34	01-874-480	637.62	637.62	monthly service fee for internet
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	35	01-874-410	5.41	5.41	monthly service fee for fax line
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	36	01-874-410	181.99	181.99	monthly service fee for telephone
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	37	27-800-360	306.00	306.00	ground water testing
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	38	27-800-360	144.00	144.00	well water testing
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	39	01-874-330	194.52	194.52	public notice - CDBG#118-25 Water Improv lift station repair
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	40	27-800-420	109.50	109.50	postage to mail bills - due to processing error
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	41	01-872-420	36.50	36.50	postage to mail bills - due to processing error
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	42	01-871-530	117.23	117.23	plaques for Christmas parade
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	43	01-883-350	6,332.20	6,332.20	monthly service fee for town trash service
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	44	01-874-330	42.91	42.91	public notice - bids for town hall bldg. repair
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	45	01-874-330	42.91	42.91	public notice - bids for town hall painting i/out
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	46	01-874-330	42.91	42.91	public notice - bids for town hall carpet
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	47	01-874-340	200.00	200.00	monthly service fee for pest service
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	48	01-874-220	31.32	31.32	lunch room supplies
01/25	01/14/2025	1152501	1590	BANKCARD CENTER	011525-2256	49	07-800-240	4.31	4.31	mnthly service fee for google workspace
Total 1152501:									10,663.87	
Grand Totals:									133,649.35	

Summary by General Ledger Account Number

GL Account	Debit	Credit	Proof
01-871-530	117.23	.00	117.23
01-871-920	1,097.23	.00	1,097.23
01-872-210	100.41	.00	100.41
01-872-380	488.33	.00	488.33
01-872-420	132.30	.00	132.30
01-874-210	120.49	.00	120.49
01-874-220	31.32	.00	31.32
01-874-240	896.01	.00	896.01
01-874-320	1,330.50	.00	1,330.50

GL Account	Debit	Credit	Proof
01-874-330	372.76	.00	372.76
01-874-340	200.00	.00	200.00
01-874-360	3,218.53	.00	3,218.53
01-874-410	187.40	.00	187.40
01-874-480	1,018.11	.00	1,018.11
01-877-350	5,000.00	.00	5,000.00
01-880-220	72.96	.00	72.96
01-880-300	1,185.86	.00	1,185.86
01-880-480	165.16	.00	165.16
01-880-530	86.95	.00	86.95
01-881-340	281.32	.00	281.32
01-881-480	1,576.53	.00	1,576.53
01-883-350	6,332.20	.00	6,332.20
01-884-480	366.73	.00	366.73
01-891-480	455.55	.00	455.55
07-800-240	104.60	.00	104.60
07-800-360	1,725.00	.00	1,725.00
07-800-480	1,636.13	.00	1,636.13
18-800-325	59,089.05	.00	59,089.05
18-800-329	535.60	.00	535.60
18-800-799	185.33	.00	185.33
27-800-210	40.17	.00	40.17
27-800-240	418.14	.00	418.14
27-800-260	1,507.99	.00	1,507.99
27-800-360	2,431.68	.00	2,431.68
27-800-420	360.61	.00	360.61
27-800-480	682.80	.00	682.80
27-800-510	20.00	.00	20.00
27-800-996	34,250.00	.00	34,250.00
90301000	.00	133,649.35-	133,649.35-
90-315000	5,828.37	.00	5,828.37
Grand Totals:	133,649.35	133,649.35-	.00

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"



QUOTE

January 28, 2025

Town of Duncan

- 1) Billing continues through Town of Duncan
 - Rate increase of \$3.00/residential container beginning 04/01/25
(Current Rate: \$18.50 - New Rate: \$21.50)

- 2) Vista Recycling bills customers individually
 - Rate increase to \$23.50/residential container
 - Secondary container cost is \$14.50
 - Senior Rate: \$21.00
 - Customers will need to sign up through our office by 04/01/25
 - Customers are required to put a \$50 deposit on account

Thanks,

Justin Stahl

Office: (928) 428-0830

Cell: (480) 201-7439

Email: jstahl@vistarecycling.com

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INVITATION FOR BIDS
Concrete work for Town of Duncan
Duncan, Arizona

The Town of Duncan will be accepting bids for the removal and replacement of sidewalks and the installation of a 6' tall CMU block wall at the Centennial Park. Specifications can be obtained by contacting Town Hall located at 506 SE Old West Hwy, Duncan, AZ. (928) 359-2791. Bids are due January 6, 2025 at 2:00 PM.

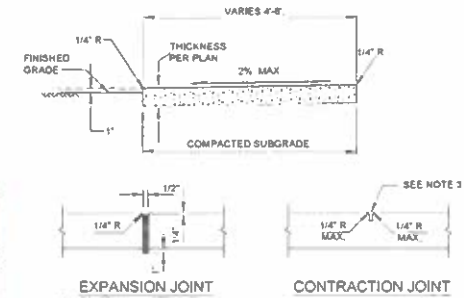
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CENTENNIAL PARK PROJECT



CONSTRUCTION NOTES:

1. REMOVE PORTIONS OF EXISTING SIDEWALK (879 SF)
2. INSTALL 4" THICK CONCRETE SIDEWALK IN ACCORDANCE WITH DETAIL A SIDEWALK ELEVATION TO MATCH AT EXISTING SIDEWALK CONNECTION POINTS.
3. CONSTRUCT 6' TALL 8x8x16" CMU BLOCK WALL. BLOCK WALL SHALL BE 3' TALL WITHIN 25' SETBACK AREA AT SOUTH EAST CORNER (446 LF)



NOTES:

1. CONCRETE CONSTRUCTION SHALL CONFORM TO MAG STANDARD SPECIFICATIONS SECTION 340.
2. EXPANSION JOINTS SHALL BE 1/2" BITUMINOUS TYPE PREFORMED EXPANSION JOINT FILLER PER MAG SECTION 729.
3. LARGE AGGREGATE IN CONTRACTION JOINT SHALL BE SEPARATED TO A DEPTH OF 1". FINISH DEPTH SHALL BE A MINIMUM OF 3/4".
4. EXPANSION JOINTS SHALL CONFORM TO SECTION 340, BE INSTALLED PRIOR TO CONCRETE PLACEMENT.
5. CONCRETE SHALL BE CLASS 'B' (2500 PSI) PER MAG SECTION 725.
6. ALL SIDEWALK CONSTRUCTION SHALL BE ADA COMPLIANT.

DETAIL A: SIDEWALK
N.T.S.



ENGINEERING		Project No.
EA	EA	EA
EA	EA	EA
EA	EA	EA

No.	Description	Date

CENTENNIAL PARK
TOWN OF DUNCAN PARKS



Town of Duncan
Centennial Park

Item No.	Description	Quantity	Units	Unit Cost	Cost
1	6' CMU Blo	446	LF		
2	Remove Exi	879	SF		
3	4" Thick Co	879	SF		

Sollers Construction, LLC
Central, AZ 85531-0167
Lic #ROC245892 KB-01
2337 N Ferguson Ln
9284287047

Estimate

Date	Estimate #
2/10/2025	3158

Name / Address
Town of Duncan
Attn: Terry Hinton, Mgr

Project
Duncan - Centennial Park

Description	Qty	Cost	Total
This Estimate is to construct a 6' CMU block wall, approximately 450' and to demo 880 sq ft sidewalk and pour new concrete 4" thick as per plans provided.			
Sollers responsible for all labor, materials and equipment to complete this project; Town of Duncan responsible for Blue Stake and utility locating in the area of construction.			
6' of CMU Block Wall	450	165.00	74,250.00
Demo 880 sq ft sidewalk	880	5.50	4,840.00
Pour 4" (880 sq ft) sidewalk	880	10.00	8,800.00
We look forward to hearing from you regarding this Estimate!		Total	\$87,890.00

Customer Signature

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ESTIMATE #	1028
ESTIMATE DATE	02/11/2025

**BILL TO**

Town of Duncan, Arizona
506 SE Old West Hwy Duncan, Arizona 85534
Attention: Terry Hinton
Reference: Centennial Park Concrete and Wall Project

Altamira Construction LLC.

AZ ROC#353600
Residential and Commercial Construction
(520) 977-2709
Email: AltamiraConstruction@Outlook.com

DESCRIPTION**AMOUNT**

• SIDEWALK: 879 LF	64,925.00
o Demo Existing 4' Sidewalk Approx. 879'	
o Haul All Demo Concrete to Designated Area (Parking Lot)	
o Set Elevations and Perform Dirt Work as Needed	
o Set Structure Wire Mesh	
o Set Forms and Pour Concrete (2,500PSI)	
• WALL FOOTINGS: 446 LF	24,775.00
o Dig 16" Deep and 12" Wide Footing Inside Existing Chain-link Fence	
o Install Two #4 Horizontal Rebar Side by Side in Footer	
o Install One #4 Vertical Rebar Every 48"	
o Pour Concrete (2,500PSI)	
• CMU WALL: 446 LF	48,000.00
o Construct 6' Tall CMU Wall With 8" X 8" X 16" Standard Grey Block	
o Strike Finish All Joints	
o Install Horizontal Dura Wire every 16"	
o Lap Splice Vertical Rebar and Tie in With Rebar in Bond Beam	
o Install Bond Beam at Top Course with Two #4 Rebars	
o Grout Vertical Rebar Cells and Bond Beam with (3,000PSI Grout)	
o Bullnose Finish Bond Beam Top Course	

ESTIMATE TOTAL**\$137,700.00****TERMS & CONDITIONS**

Price Includes All Labor and Materials to Complete Scopes Bid
Prices are Good for 15 Days from Estimate Date
Compaction Testing or Any Other Testing Provided by Others
Proposal Based on Drawings Provided by the Town of Duncan
Progress Payments to Be Discussed
Final Payment to be Paid within 30 Days of Job Completion

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Lunt Construction

Estimate

3067 Cold Comfort Ln
Thatcher, AZ 85552

DATE	ESTIMATE NO.
2/13/2025	844

NAME / ADDRESS
Town of Duncan

PROJECT

DESCRIPTION	QTY	COST	TOTAL
Labor and material to remove and pour sidewalks, and to lay block wall accordingly to plans. On the footers we will pour 16x12 with 2 bar and vert's every 6ft grouted , with a bon beam on top grouted with bar.		80,500.00	80,500.00
Thank you for your business.		TOTAL	\$80,500.00

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INVITATION FOR BIDS
Town Hall Carpet for Town of Duncan
Duncan, Arizona

The Town of Duncan will be accepting bids for Town Hall carpet replacement. Specifications can be obtained by contacting Town Hall located at 506 SE Old West Hwy, Duncan, AZ. (928) 359-2791. Bids are due at 1:00 PM on January 30th, 2025.

Run twice January 15th and 22nd

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Carpet, Tile and More LLC

406 W. Main Street
Safford, AZ 85546
ROC #223092

Phone 928-428-7271 Fax 928-428-3313

Estimate

Date	Estimate #
1/17/2025	43602

Estimate For		
Town of Duncan 506 E. Old West Hwy Duncan, Az 85534		
Rep	Customer Phone	CTM P.O. No.
	928-965-3034	

Job Site - Address - Phone			
Duncan City Hall 506 S. East Old West Hwy. Duncan AZ, AZ 85534			
FORM 5000	FORM 5005	FORM 5009L	TAX EXEMPT...

THANK YOU FOR INCLUDING US IN YOUR HOME IMPROVMENT PROJECT.

Item	Description	Qty	Rate	Estimate
Trip Charge D... Moving Furnit...	Trip Charge Duncan Labor To Move Furniture - Per Hour - Does Not Include Electronics Or Large Furniture Such As Pianos, Lg Hutches, Or Entertainment Centers	4	125.00	500.00
		6	75.00	450.00
Carpet Tear O... ADDITIONAL F...	Labor To Tear Out & Dispose Action Back Carpet Per Sq Ft Upon Tear Out of existing floor covering, additional floor preparation may be needed. If Additional preparation is needed, it will be billed out at time and materials.	1,900	1.00	1,900.00
			0.00	0.00
Carpet Special...	Special Order CARPET TILE Tile Sold Per Sq YD Manufacturer Style ART DECO COLOR BASSWOOD 24 X24 CARPET TILE INSTALLED AS DIRECTED	236	29.80	7,032.80T
Eco 399	Eco 399-Heavy Duty, Pressure Sensitive, Multi Flooring Adhesive-4 gal,	2	158.46	316.92T

Subtotal

Sales Tax..

Estimate

By Signing here I accept the above estimate and the terms of payment as listed above.

Signature: _____ Date: _____

Carpet, Tile and More LLC

406 W. Main Street
Safford, AZ 85546
ROC #223092

Phone 928-428-7271 Fax 928-428-3313

Estimate

Date	Estimate #
1/17/2025	43602

Estimate For		
Town of Duncan 506 E. Old West Hwy Duncan, Az 85534		
Rep	Customer Phone	CTM P.O. No.
	928-965-3034	

Job Site - Address - Phone			
Duncan City Hall 506 S. East Old West Hwy. Duncan AZ, AZ 85534			
FORM 5000	FORM 5005	FORM 5009L	TAX EXEMPT...

THANK YOU FOR INCLUDING US IN YOUR HOME IMPROVMENT PROJECT.

Item	Description	Qty	Rate	Estimate
Big-D DC40/4...	4" Tall Cove Base Material Only Color _____ Sold per Carton 30 4' Peices/ctn 120 LF/Ctn (Roll) NEED COLOR SELECTION	4	129.00	516.00T
Install Cove B...	Labor To Install Cove Base - Per Linear Foot	444	0.85	377.40

To ensure proper material preformance and the manufacturer warranty it is required that the existing floor be at a temperature of 72-75 degrees 24 hours prior to installation and 24 hours after installation. Please be sure to maintain a room temperature as stated above. Please be aware that material dye lots can differ from the showroom samples. Upon inspection if additional floor preparation is needed, CTM will bill out at time plus materials. Upon acceptance of this estimate we require a payment of 50% down to get your materials ordered. The remaining half down is due upon completion. A 2% finance charge will be added each month to all past due accounts. If for any reason this order is cancelled 50% of the material sales will be charged as a restocking fee. This estimate will be honored 30 days.

Subtotal	\$11,093.12
Sales Tax..	\$0.00
Estimate	\$11,093.12

By Signing here I accept the above estimate and the terms of payment as listed above.

Signature: _____ Date: _____

ESTIMATE

Freedom Floor Covering Plus, LLC
701 s 5th ave
Safford, AZ 85546

nate@freedomflooring.net
+1 (928) 298-0157



Bill to
Duncan Town Hall
506 se Old West Highway
Duncan, AZ

Ship to
Duncan Town Hall
506 se Old West Highway
Duncan, AZ

Estimate details

Estimate no.: 2270

Estimate date: 01/30/2025

#	Date	Product or service	Description	Qty	Rate	Amount
1.		Trip charge to Duncan	Trip Charges for Travel to and from Job Site. *If more trips are needed, it will be charged to customers.	10	\$125.00	\$1,250.00
2.		Furniture Moving Per Hour	Labor to Move furniture. Any Extra Large Items may be Discussed and Charged Accordingly. FFC+ will not be Responsible for any Irreplaceable furniture/Belongings Or electronics.	1	\$1,800.00	\$1,800.00
3.		Tear Out of existing Floor coverings. To include disposal.	Labor to Remove and dispose of Specified Floor Covering 1810XY75BM25	1	\$1,357.50	\$1,357.50
4.		Floor Preparation Per Hour.	Labor to Properly Prepare Substrates For installation of Floor Coverings. 144XY125BM25	1	\$18,000.00	\$18,000.00
5.		SPECIAL ORDER CARPET TILES	Special Order Carpet TILES Sold per CTN. Manufacture- (To BE Selected) Style- Color- 220XY45BM25 *To Include Special Glue and Installation.	1	\$9,900.00	\$9,900.00
6.		4 Inch Rubber/Vinyl Sanitary Cove base. Color to be Selected. Sold @ 120 Ln feet per box.	4 Inch Rubber/Vinyl Sanitary Cove base. Color to be Selected. Sold @ 120 Ln feet per box. 543XY450BM25	1	\$2,443.50	\$2,443.50

7.	Standard Sanitary Cove Base Installation per LN ft.	INSTALLATION of COVE BASE 4 to 6 inch. Not to include Millwork Rubber Base or adhesives. 543XY2BM25	1	\$1,086.00	\$1,086.00
----	--	---	---	------------	------------

8.	Upon Removal Of any Existing Floor Coverings	Upon Removal Of any Existing Floor Coverings, If more Floor Prep or materials are needed to install It will be Billed at Time AND Materials.	1	\$0.00	\$0.00
----	---	---	---	--------	--------

Subtotal	\$35,837.00
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Sales tax	\$1,123.26
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Total	\$36,960.26
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Accepted date

Accepted by

INVITATION FOR BIDS
Town Hall Repairs for Town of Duncan
Duncan, Arizona

The Town of Duncan will be accepting bids for Town Hall building repairs. Specifications can be obtained by contacting Town Hall located at 506 SE Old West Hwy, Duncan, AZ. (928) 359-2791. Bids are due at 1:00 PM on January 30th, 2025.

Run twice January 15th and 22nd

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Sollers Construction, LLC
Central, AZ 85531-0167
Lic #ROC245892 KB-01
2337 N Ferguson Ln
9284287047

Estimate

Date	Estimate #
2/11/2025	3163

Name / Address
Town of Duncan
Attn: Terry Hinton, Mgr

Project
Duncan-Town Hall Concrete Replacement

Description	Total
This Estimate is to demo existing concrete, approximately 55' x 7'; then install #4 rebar with a 2' grid and pour new sidewalk to existing dimensions.	
This Estimate includes all labor, equipment and materials to complete project.	
Labor	5,680.00
Equipment	3,620.00
Materials	2,640.00
We look forward to hearing from you regarding this Estimate!	Total \$11,940.00

Customer Signature

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INVITATION FOR BIDS
Town Hall Painting for Town of Duncan
Duncan, Arizona

The Town of Duncan will be accepting bids for Town Hall Paint, inside and out. Specifications can be obtained by contacting Town Hall located at 506 SE Old West Hwy, Duncan, AZ. (928) 359-2791. Bids are due at 1:00 PM on January 30th, 2025.

Run twice January 15th and 22nd

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REVISED ESTIMATE

FRED J. ROBINETTE CONSTRUCTION P.O. BOX 272 DUNCAN, AZ 85534 (928) 651-9225 (909) 208-4623	DATE:01-18-25 AZ ROC 308074 B3 CA CSLB 758936 B1
---	--

TO: Town of Duncan 506 SE Old West Hwy Duncan, AZ 85534	Re: Paint Office
---	------------------

DESCRIPTION**AMOUNT**

Paint interior walls; patch nail holes; retexture damaged drywall in bathroom - will be rolled not sprayed to avoid over spray due to occupancy / 3628 sq ft @ \$2.00 per sq ft - 2 colors (includes remove doors and paint door jambs) Behr Interior Eggshell Colors: TBD	\$7,257.00
Move and put back existing furniture etc located along walls (exclude wall with copy machine in front office)	\$700.00
Prep, repair stucco where needed, and paint exterior front wall, 2 solid doors, patio cover and columns 1796 sq ft @ \$3.00 per sq ft - 2 colors Behr Exterior Colors: TBD	\$5,388.00
BALANCE DUE	\$13,345.00

WE LOOK FORWARD TO ASSISTING YOU WITH THIS PROJECT

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Specializing in interior and exterior painting
Licensed, Bonded, Insured
ROC # 216794
Commercial * Residential



Date: 1/22/25

43807 N Dustin Ave
San Tan Valley, AZ 85140
480-656-3665 Office

Proposal

Attention: Alysia
To: 506 SE Old West Hwy
Duncan, AZ 85534

Job: Duncan Town Hall
506 SE Old West Hwy
Duncan, AZ 85534

Phone: 928-359-2791

E-Mail: atraughber@townofduncan.org

We Hereby Submit Specifications and Estimates For:

Complete interior painting of ceilings, walls, and door jams approx. 3660 sq ft, one bathroom, office rooms, and open area.
One satin color of choice for ceilings and walls.
One semi-gloss color of choice for approximately 11 door jams only.

Interior proposal includes: caulking of cracks in door jams, drywall texture patching of small imperfections, cracks, nail holes, peeling texture, priming of vents, stained areas, complete covering of flooring, cabinets, counter tops, fans, mirrors, toilets, smoke alarms, appliances, fixtures, and windows prior to finish paint.

Town Hall agrees to remove items on and near walls and place in center of room for covering prior to DCR's arrival onsite.

Complete exterior painting of front side of town hall building only, including wood shade cover ceiling and parking posts.
One flat color of choice for front of building walls and shade cover ceiling.
One flat color of choice for accent on front of building.

Exterior Proposal includes: pressure washing front side of building, patching of minor imperfections, cracks, minor holes, scraping of peeling paint prior to finish paint.

Note: DCR will require use of onsite water spicket for pressure washing. DCR will also stay in town at the local motel until project is complete. DCR will do interior work while town hall is closed Friday through Sunday.

Excludes: painting of interior doors, interior baseboards, painting of exterior sides and back of building structure walls, drywall replacement, large hole damage, exterior wood replacement, painting of block columns located in front

We propose hereby to furnish material and labor – complete in accordance with the above specifications, for the sum of:

Nine thousand three hundred fifty dollars and 00/100 ***** \$9350

Payments to be made as follows:

Payment is guaranteed by Owner/Developer and is due upon completion of work. 2.0% interest per month to be charged on all invoices past due. Customer, Owner, Developer, or Contractor agrees to pay DCR Painting actual attorney's fees and any cost incurred in collecting customer's delinquent debt, including any fees for liening job. All material is guaranteed to be specified. All work to be completed in a workmanlike manner according to standard practices. Any alteration or deviation from above specifications involving extra costs will be executed only upon written order, and will become an extra charge over and above the estimate. All agreements are contingent upon strikes, accidents, or delays beyond our control. Owner to carry fire and other necessary insurance.

Authorized Signature: _____

Note: This proposal may be withdrawn by us if not accepted within 30 days.

Acceptance of Proposal

The above prices, specifications, and conditions are satisfactory and are hereby accepted. You are authorized to do the work as specified. Payment will be made as outlined above.

Date of Acceptance: _____

Signature: _____

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TOWN OF DUNCAN
COLONIAS WATER SYSTEM IMPROVEMENTS

COMMUNITY DEVELOPMENT BLOCK GRANT
CONTRACT No. 118-25



TOWN OF DUNCAN
506 SOUTHEAST OLD WEST HWY
DUNCAN, AZ, 85534
BIDS DUE 1:00 PM. JANUARY 20TH, 2025



PROPOSAL CHECK LIST

These are required for a complete bid.

- ☒ Bid Proposal Form (page 8)
- ☒ Bid Schedule (page 10)
- ☒ Bid Bond, Certified Check or Cashier's Check (page 5)
- ☒ Sub-contractor and Material Suppliers List (page 11)
- ☒ LS-2 – Contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements (page 38)
- ☒ Certifications (page 43)

BID PROPOSAL

Town of Duncan
WATER SYSTEM IMPROVEMENTS - CDBG #118-25

THIS BID IS SUBMITTED TO:

Town of Duncan
506 SE Old West Highway
Duncan, AZ, 85534
Attn: Terry Hinton – Town Manager

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with the Town of Duncan in the form included in the bid document to perform all Work as specified or indicated therein for the prices and with the times indicated in this bid and in accordance with the other terms and conditions of the bid document.

Bidder accepts all of the terms and conditions of the Advertisement or Invitation to Bid and Instructions to Bidders, including without limitation those dealing with the disposition of bid security. The bid will remain subject to acceptance for 30 days after the bid opening, or for such longer period of time that Bidder may agree to in writing upon request of the Town of Duncan. Bidder will sign and submit the contract with the bonds and other documents required by the bidding requirements within ten (10) days after the date of Notice of Award.

In submitting this Bid, Bidder represents, as set forth in the Contract, that:

1. Bidder has examined and carefully studied the bid documents, the other related data identified in the bid documents, and the following Addenda, receipt of all which is hereby acknowledged.

Addendum No.

Addendum Date

1

01/16/2025

3. Bidder has visited the Site, became familiar with and is satisfied as to the general and local site conditions that may affect cost, progress, and performance of the Work.
4. Bidder is familiar with and is satisfied as to all federal, state, and local laws and regulations that may affect cost, progress and performance of the Work.
5. Bidder has obtained and carefully studied (or assumes responsibility for having done so) all additional or supplementary examinations, investigations, explorations, tests, studies, and data concerning conditions (surface, subsurface and underground facilities) at or contiguous to the Site or otherwise that may affect cost, progress and performance of the Work or that relate to any aspect of the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly

required by the bid documents to be employed by Bidder, and safety precautions and programs incident thereto.

7. Bidder does not consider that any further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this bid for performance of the Work at the price(s) specified within the bid and within the times, and in accordance with the other terms and conditions of the bid documents.
8. Bidder has correlated the information known to Bidder, information and observations obtained from visits to the Site, reports and drawings identified in the bid documents, and all additional examinations, investigations, explorations, tests, studies, and data with the bid documents.
9. Bidder has given the OWNER written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the bid documents, and the written resolution thereof by OWNER is acceptable to Bidder.
10. The bid documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this bid is submitted.
11. Bidder further represents that this bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid; Bidder has not solicited or induced any individual or entity to refrain from bidding; and Bidder has not sought by collusion to obtain for itself any advantage over any other Bidder or over the Town of Duncan.
12. Bidder will complete the Work in accordance with the contract documents for the following price(s): \$415,380.00.

COLONIAS WATER SYSTEM IMPROVEMENTS

TOTAL BID AMOUNT \$ \$415,380.00
(Figure)

Four Hundred Fifteen Thousand Three Hundred and Eighty Dollars
(Use Words)

It is the CONTRACTOR's responsibility to verify all quantities required for this Bid. If the Owner decides to decrease or increase the scope of the project, the unit prices indicated on the Bid Schedule will be used to adjust the price. Therefore, it is the CONTRACTOR's responsibility to ensure that unit prices include all aspects of the work including, but not limited to, fees, permits, labor, materials, equipment, and restoration.

Those bid items specifically identified as unit price items will be paid on a basis as determined by the OWNER and CONTRACTOR during construction.

SECTION 6

Bid Schedule

ITEM NO	ITEM DESCRIPTION	UNIT	Quantity*	UNIT COST	TOTAL
1	Demolish Existing Discharge Header	LS	1.00	\$29,486.00	\$29,486.00
2	Reconstruct Discharge Header	LS	1.00	\$155,900.00	\$155,900.00
3	Repair Existing Manholes, Piping, Valves and Liners, Installing CIPM Liner System	LS	1.00	\$229,994.00	\$229,994.00
TOTAL					\$415,380.00

Notes:

- Quantities are not guaranteed. Final payment will be based on actual quantities. If the required quantities of the items listed above are increased or decreased by Change Order, the unit prices set forth above shall apply to such increased or decreased quantities.
- The contractor's Total Bid is based upon lump sum and unit prices. If there is an error in the Total Bid or other computed totals by the bidder it shall be changed and the unit price amounts shall govern. The written word amounts take precedence over the figure amounts.
- Not included in this Scope of Work: Traffic Control; Engineering; Surveying; Material (QA/QC) Testing; SWPPP; Site Stabilization; Pavement Removal; Pavement Replacement; Over-Excavation; Off-Site Report; Cost of Construction Water; Landscape Establishment, Seeding, Herbicide; Permits.

SUB-CONTRACTORS AND MATERIAL SUPPLIERS LIST

The Contractor shall list below all qualified subcontractors and material suppliers for this project.

Specialty	Sub-Contractor/Material Supplier Name	License #
Electrical	AME	071834
CIP Construction Technologies	CIPM	333659
Bypass	Capital pump	309993
Wet Well Cleaning	Riley Industrial	083464
Pipe	Ferguson	N/A
Pipe	ISCO	N/A
Guidrail Assembly	JCH	N/A
Misc Hardware	Tri-Star	N/A
Fence	SFA	324669

BID BOND
The Town of Duncan
COLONIAS WATER SYSTEM IMPROVEMENTS
CDBG #118-25

(Penalty of this bond must not be less than 5% of the base bid amount plus alternate)

KNOW ALL MEN BY THESE PRESENTS,

That we, the undersigned, KE&G Construction, Inc. as Contractor, hereinafter called the Principal, and ^aa corporation duly organized and existing under and by virtue of the laws of the State of ~~Arizona~~ and authorized to do business in the State of Arizona, as Surety, hereinafter called the Surety, are held and firmly bound unto the **Town of Duncan, Arizona** as Owner in the penal sum of Five Percent of Principal's Bid Amount dollars (\$5% of Bid Amount) for the payment of which sum well and truly to be made we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

* Travelers Casualty and Surety Company of America
** Connecticut

The condition of this obligation is such, that whereas the Principal has submitted to the **Town of Duncan**, the accompanying Bid Proposal, attached hereto and hereby made as part hereof to enter into a contract in writing for "Sealed Bids - COLONIAS WATER SYSTEM IMPROVEMENTS (CDBG #118-25)" and is hereinafter referred to as the Bid.

NOW THEREFORE, if the Owner shall accept the Bid of the Principal and the Principal shall enter into a Contract with the Owner in accordance with the terms of such Bid, and give such bond or bonds as may be specified in the Bidding or Contract Document with good and sufficient Surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds if the Principal shall pay to the Owner the difference not to exceed the penalty hereof between the amount specified in said Bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said Bid, then the obligation shall be null and void, otherwise to remain in full force and effect.

SIGNED AND SEALED THIS 14th day of January, 2025.

Attest:

Liz Gallego
Liz Gallego, witness

Principal KE&G Construction, Inc.

By

Ed Anderson

Title

Ed Anderson, Vice President

Surety Travelers Casualty and Surety Company of America

By

Tina Marie Perkins

Title

Tina Marie Perkins, Attorney-In-Fact

Attest:

Debbie Clayton
Debbie Clayton, Witness

TRAVELERS**Travelers Casualty and Surety Company of America
Travelers Casualty and Surety Company
St. Paul Fire and Marine Insurance Company****POWER OF ATTORNEY**

KNOW ALL MEN BY THESE PRESENTS: That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Tina Marie Perkins** of **TUCSON, Arizona**, their true and lawful Attorney(s)-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this **21st day of April, 2021**.



State of Connecticut

City of Hartford ss.

By: _____

Robert L. Raney
Robert L. Raney, Senior Vice President

On this the **21st day of April, 2021**, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of each of the Companies, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of said Companies by himself as a duly authorized officer.

IN WITNESS WHEREOF, I hereunto set my hand and official seal.

My Commission expires the **30th day of June, 2026***Anna P. Nowik*

Anna P. Nowik, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of each of the Companies, which resolutions are now in full force and effect, reading as follows:

RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

FURTHER RESOLVED, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

FURTHER RESOLVED, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, any Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

FURTHER RESOLVED, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of each of the Companies, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this **14th** day of **January**, **2025**.*Kevin E. Hughes*

Kevin E. Hughes, Assistant Secretary

To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.

Please refer to the above-named Attorney(s)-in-Fact and the details of the bond to which this Power of Attorney is attached.



FORM LS-2
CONTRACTORS CERTIFICATION CONCERNING LABOR
STANDARDS AND PREVAILING WAGES

Recipient: Town of Duncan	Contract No: 118-25
Activity Name: Colonias Water System Improvements	

1. I, the undersigned, am submitting a bid to (name of recipient): Town of Duncan for the construction of the (name of project): see above and hereby acknowledge that the following items are included in the bid and will be incorporated by reference into the contract, should I be selected as the contractor for the project.
- Labor Standards Provisions (HUD 4010);
 - Wage Decision # A220240037 Modification # 4 Bid Open Date: 2-3-25; and that
 - The correction of any infractions of the aforesaid conditions, including infractions by any of my sub-contractors and lower tier sub-contractors, is my responsibility.
2. I hereby certify that:
- To the best of my knowledge, neither I nor any firm, partnership or association in which I have a substantial interest, is designated as an ineligible contractor by the Comptroller General of the United States pursuant to Section 5.6(b) of the Regulations of the Secretary of Labor, Part 5 (29 CFR Part 5) or pursuant to Section 3(a) of the Davis-Bacon Act, as amended [40 U.S.C. 276a-2(a)].
 - No part of the aforementioned contract is or will be sub-contracted to any sub-contractor, if such sub-contractor or firm, corporation, partnership or association in which such sub-contractor has a substantial interest is, to the best of my knowledge, designated as an ineligible contractor pursuant to any of the aforementioned regulatory or statutory provisions.
3. I agree to obtain and forward to the aforementioned grantee a Sub-contractor's Certification Concerning Labor Standards and Prevailing Wage Requirements executed by each and every sub-contractor, preferably prior to or where circumstances do not allow within ten (10) days after the execution of any sub-contract, including those executed by his/her sub-contractors and any lower tier sub-contractors.
4. Further, I certify that:
- The demographic and business information of the undersigned are:

Contractor Information									
Amount of Contract	Type of Trade Code*	Racial Code*	Hispanic (Y/N)	Women Owned (Y/N)	IRS Tax ID #	SAM.gov UEI#	Section 3 (Y/N)	Construction Firm Legal Name Address, City, State, Zip	AZ License #
\$415,380.00	1	20	N	N	205816819	808419902 HYPKA931 C895	Y	KE&G Construction, Inc. 3949 E. Irvington Rd. Tucson, AZ 85714	ROC227962 ROC227963

* See Demographic and Trade Code table below for information

Demographic and Trade Codes	
Race	Type of Trade Code
11 White	1 New Construction
12 African American	2 Education/Training
13 Asian	3 Other (i.e. rehabilitation, administration, professional, public services)
14 American Indian or Alaskan Native	
15 Native Hawaiian or other Pacific Islander	
16 American Indian or Alaskan Native and White	
17 Asian and White	
18 African American and White	
19 American Indian or Alaskan Native and White	
20 Other Multi-racial	

b. The undersigned is:

- ☐ a sole proprietorship;
- ☐ a partnership;
- ☒ a corporation organized in the State of AZ; or
- ☐ another organization (describe) _____

c. The name, title and address of the owners, partners or officers of the undersigned are (list any other legal names/doing business as (dba)):

NAME	TITLE	ADDRESS
Chris Albright	President	3949 E. Irvington Road, Tucson, AZ. 85714
Ed Anderson	Vice President	3949 E. Irvington Road, Tucson, AZ. 85714

d. The names and addresses of all other persons, both natural and corporate, having a substantial interest in the undersigned and the nature of the interest, are: (indicate if NONE)

NAME	ADDRESS	NATURE OF INTEREST
	NONE	

e. The names, addresses and trade classifications of all other building construction contractors in which the undersigned has a substantial interest are: (indicate if NONE)

NAME	ADDRESS	TRADE CLASSIFICATION
	NONE	

5. I hereby certify that I have the legal authority to complete and submit this document on behalf of:

a. Name of Contractor: KE&G Construction, Inc.

b. Signature (in ink): 

c. Typed or Printed Name: Ed Anderson

d. Title: Vice President

e. Date: 2-3-2025

WARNING: U.S. Criminal Code, Section 1010, Title 18, U.S.C. provides in part: "Whoever...makes, passes, utters or publishes any statement, knowing the same to be false...shall be fined under this title or imprisoned not more than two (2) years, or both."

LS-2 INSTRUCTIONS & HIGHLIGHTS

NOTICE OF AWARD WILL NOT BE ISSUED UNTIL the Contractor has been verified on www.Sam.gov as eligible to work on federally funded projects, by the Arizona Department of Housing (ADOH) or SouthEastern Arizona Governments Organization (SEAGO).

- Contractor certifies that to the best of their knowledge they are eligible to work on federal-funded projects.
- Contractor acknowledges that federal wage rates are included as part of this contract.
- Contractor agrees to provide SEAGO a **Subcontractor Certification (LS-3)**, for any subcontractor immediately upon hire.
- Contractor acknowledges that should a subcontractor or any lower tier subcontractor be found ineligible to receive federal funds those costs will be subtracted from the amount billed to the Grantee.
- Only the Owners/Principles listed on the LS-2 have signature authority on Labor Standard Forms. After contract award, the Owner/Principle can give signature authority to another individual to sign all remaining Labor Standard forms that may be required. The Owner/Principle must provide this authorization in writing to SEAGO.

WARNING - Falsification of any statement on the LS-2 is punishable by a fine of not more than \$5,000 or imprisonment of not more than two years or both!

Sign and submit with Bid

CERTIFICATIONS AND PROVISIONS

CIVIL RIGHTS

The undersigned is fully aware that this contract is wholly or partially federally funded, and further, agrees to abide by the:

Civil Rights Act of 1964, Title VI, as amended, that provides no person on the basis of Race, Color or National Origin shall be excluded from participation, denied program benefits or subjected to discrimination.

And, Civil Rights Act of 1968, Title VIII, as amended, will not discriminate in housing on the basis of Race, Color, Religion, Sex or National Origin.

And, Rehabilitation Act of 1973, Section 503, as amended, which prohibits discrimination against individuals with disabilities and requires government contractors to take affirmative action to employ and advance in employment qualified individuals with disabilities.

And, Housing and Community Development Act of 1974, Section 109, as amended, that no person shall be excluded from participation (including employment), denied program benefits or subjected to discrimination on the basis of Race, Color, National Origin, Sex, Age, Religion and Disability under any program or activity funded in whole or part under Title I (CDBG) of the Act.

And, Age Discrimination Act of 1975, as amended, that no person shall be excluded from participation, denied program benefits or subjected to discrimination on the basis of age under any program or activity receiving federal funds.

And, Americans with Disabilities Act of 1990, as amended, that no covered entity shall discriminate against a qualified individual on the basis of disability in regard to job application procedures, the hiring, advancement or discharge of employees, employee compensation, job training and other terms, conditions and privileges of employment.

And, Executive Order 11063, that no person shall, on the basis of Race, Color, Religion, Sex or National Origin, be discriminated against in housing and related facilities provided with federal assistance or lending practices with respect to residential property when such practices are connected with loans insured or guaranteed by the federal government.

And, Executive Order 11246, as amended, that no person shall be discriminated against, on the basis of Race, Color, Religion, Sex, Sexual Orientation, Gender Identity or National Origin, in any phase of employment during the performance of federal or federally assisted construction contracts awarded to contractors or subcontractors who do over \$10,000 in government business in one (1) year.

EQUAL EMPLOYMENT OPPORTUNITY

During the performance of the contract, the contractor agrees as follows:

1. The contractor will not discriminate against any employee or applicant for employment because of race, color, religion, sex, sexual orientation, gender identity, or national origin. The contractor will take affirmative action to ensure that applicants are employed and that employees are treated during employment, without regard to their race, color, religion, sex, sexual orientation, gender identity or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the contracting officer setting forth the provisions of this nondiscrimination clause.
2. The contractor will, in all solicitations or advancements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, gender identity or national origin.
3. The contractor will not discharge or in any other manner discriminate against any employee or applicant for employment because such employee or applicant has inquired about, discussed, or disclosed the compensation of the employee or applicant or another employee or applicant. This provision shall not apply to instances in which an employee who has access to the compensation information of other employees or applicants as a part of such employee's essential job functions discloses the compensation of such other employees or applicants to individuals who do not otherwise have access to such information, unless such disclosure is in response to a formal complaint or charge, in furtherance of an investigation, proceeding, hearing or action, including an investigation conducted by the employer, or is consistent with the contractor's legal duty to furnish information.
4. The contractor will send to each labor union or representative of workers with which he has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer, advising the labor union or workers' representative of the contractor's commitments under Section 202 of Executive Order No. 11246 of September 24, 1965, and shall post copies of the notice in conspicuous places available to employees and applicants for employment.
5. The contractor will comply with all provisions of Executive Order No. 11246 of September 24, 1965, and of the rules, regulations, and relevant orders of the Secretary of Labor.
6. The contractor will furnish all information and reports required by Executive Order No. 11246 of September 24, 1965, and by the rules, regulations, and orders of the Secretary of Labor, or pursuant thereto, and will

permit access to his books, records, and accounts by the contracting agency and the Secretary of Labor for purposes of investigation to ascertain compliance with such rules, regulations and orders.

7. In the event of the contractor's noncompliance with the nondiscrimination clauses of this contract or with any of such rules, regulations, or orders, this contract may be cancelled, terminated, or suspended in whole or in part and the contractor may be declared ineligible for further Government contracts in accordance with procedures authorized in Executive Order No. 11246 of Sept. 24, 1965, and such other sanctions may be imposed and remedies invoked as provided in Executive Order No. 11246 of September 24, 1965, or by rule, regulation, or order of the Secretary of Labor, or as otherwise provided by law.
8. The contractor will include the provisions of paragraphs (1) through (8) in every subcontract or purchase order unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to Section 204 of Executive Order No. 11246 of September 24, 1965, so that such provisions will be binding upon each subcontractor or vendor. The contractor will take such action with respect to any subcontract or purchase order as may be directed by the Secretary of Labor as a means of enforcing such provisions including sanctions for noncompliance: Provided, however, that in the event the contractor becomes involved in, or is threatened with, litigation with a subcontractor or vendor as a result of such direction, the contractor may request the United States to enter into such litigation to protect the interests of the United States." [Sec. 202 amended by EO 11375 of Oct. 13, 1967, 32 FR 14303, 3 CFR, 1966-1970 Comp., p. 684, EO 12086 of Oct. 5, 1978, 43 FR 46501, 3 CFR, 1978 Comp., p. 230, EO 13665 of April 8, 2014, 79 FR 20749, EO 13672 of July 21, 2014, 79 FR 42971].

EQUAL OPPORTUNITY FOR WORKERS WITH DISABILITIES -

SECTION 503

(if contract \$10,000 or over)

1. The Contractor will not discriminate against any employee or applicant for employment because of physical or mental disability in regard to any position for which the employee or applicant for employment is qualified. The Contractor agrees to take affirmative action to employ and advance in employment individuals with disabilities, and to treat qualified individuals without discrimination on the basis of their physical or mental disability in all employment practices including the following:
 - a) Recruitment, advertising and job application procedures;
 - b) Hiring, upgrading, promotion, award of tenure, demotion, transfer, layoff, termination, right of return from layoff and rehiring;
 - c) Rates of pay or any other form of compensation and changes in compensation;
 - d) Job assignments, job classifications, organizational structures, position descriptions, lines of progression and seniority lists;
 - e) Leaves of absence, sick leave or any other leave;
 - f) Selection and financial support for training including apprenticeship, professional meetings, conferences and other activities and selection for leaves of absence to pursue training;

- g) Activities sponsored by the contractor including social or recreational programs; and
 - h) Any other term, condition or privilege of employment.
2. The Contractor agrees to comply with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 3. In the event of the Contractor's non-compliance with the requirements of this clause, actions for non-compliance may be taken in accordance with the rules, regulations and relevant orders of the Secretary of Labor issued pursuant to the Act.
 4. The Contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices in a form to be prescribed by the Director, Office of Federal Contract Compliance Programs, provided by or through the contracting officer. Such notices shall state the rights of applicants and employees as well as the Contractor's obligation under the law to take affirmative action to employ and advance in employment qualified employees and applicants with disabilities. The Contractor must ensure that applicants or employees with disabilities are provided the notice in a form that is accessible and understandable to the individual applicant or employee (i.e. providing Braille or large print versions of the notice or posting a copy of the notice at a lower height for easy viewing by a person using a wheelchair). With respect to employees who do not work at a physical location of the Contractor, a Contractor will satisfy its posting obligations by posting such notices in an electronic format, provided that the Contractor provides computers, or access to computers, that can access the electronic posting to such employees or the Contractor has actual knowledge that such employees otherwise are able to access the electronically posted notices. Electronic notices for employees must be posted in a conspicuous location and format on the company's intranet or sent by electronic mail to employees. An electronic posting must be used by the Contractor to notify job applicants of their rights if the Contractor utilizes an electronic application process. Such electronic applicant notice must be conspicuously stored with, or as part of, the electronic application.
 5. The Contractor will notify each labor union or representative of workers with which it has a collective bargaining agreement or other contract understanding that the Contractor is bound by the terms of Section 503 of Rehabilitation Act of 1973, as amended, and is committed to take affirmative action to employ and advance in employment and shall not discriminate against individuals with physical or mental disabilities.
 6. The Contractor must include the provisions of this clause in every subcontract or purchase order in excess of \$10,000 unless exempted by rules, regulations or orders of the Secretary issued pursuant to Section 503 of the Act, as amended, so that such provisions will be binding upon each subcontractor or vendor. The Contractor will take such action with respect to any subcontract or purchase order as the Director of the Office of Federal Contract Compliance Programs may direct to enforce such provisions, including action for non-compliance.
 7. The Contractor must, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment and will not be discriminated against on the basis of disability.

PROCUREMENT OF RECOVERED MATERIALS

The undersigned is fully aware that this contract is wholly or partially federally funded and further by submission of this bid certifies that they will adhere to the requirements and specifications as outlined by the EPA at 40 CFR Part 247, Comprehensive Procurement Guideline for Products Containing Recovered Materials.

ACCESS TO RECORDS AND RECORDS RETENTION

The undersigned certifies, to the best of his or her knowledge and belief that:

1. The individual, sole proprietor, partnership, corporation and/or association agrees to permit the *Grantee, Consultants, State of Arizona Department of Housing (ADOH), U. S. Department of Housing and Urban Development (HUD)* and the Office of the Inspector General and/or their designated representatives to have access to all records for review, monitoring and audit during normal working hours.
2. The individual, sole proprietor, partnership, corporation and/or association agrees to retain all records for at least three (3) years following the grant contract closeout between HUD and ADOH or the resolution of all audit findings, whichever is later.

CONFLICT OF INTEREST

The undersigned is fully aware that this contract is wholly or partially federally funded and further, by submission of the bid or proposal that the individual or firm, certifies that:

1. There is no substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee with the *Grantee or Consultants*.
2. Any substantial interest, as defined by Arizona Revised Statute §§38-503 through 505, with any public official, employee, agency, commission or committee (including members of their immediate family) with the *Grantee or Consultants* that develops at any time during this contract will be immediately disclosed to the *Grantee and Consultants*.

ANTI-LOBBYING

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with the awarding

- of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement and the extension, continuation, renewal, amendment or modification of any federal contract, grant, loan or cooperative agreement.
2. If any funds other than federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress or an employee of a Member of Congress in connection with this federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form - LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
 3. The undersigned shall require that the language of this Certification be included in the award documents for all sub-awards to all tiers (including subcontracts, sub-grants and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

FEDERAL LABOR STANDARDS PROVISIONS

The undersigned agrees:

1. To abide by the Davis Bacon Act, Copeland Anti-Kickback Act and Contract Work Hours and Safety Standards Act;
2. To post the Wage Rate Determination (WRD) at the project work site;
3. To request additional classifications when not included in the WRD;
4. To submit weekly payrolls and retain all payroll and other basic records for at least five years after the completion of the project;
5. To provide applicable fringe benefits in cash or appropriate plans in writing to all employees;
6. To allow interviews to be conducted during working hours;
7. That apprentice employees paid below the WRD are under a bona fide apprenticeship program registered with the U.S. Department of Labor;
8. That trainee employees will be paid the appropriate wages stated within classification as stated in the WRD;
9. That the undersigned is eligible to receive federally funded contracts and will not subcontract with any ineligible contractors or firms;
10. That no employee will be discharged due to the employee's involvement of complaints, proceedings and testimony, to include protection of the identity of confidential sources (employees who make complaints) and prevention of unwarranted invasions of privacy;
11. That all hours over the 40 hours per week limit will be paid at no less than one and one half time

the basic hourly rate of pay;

12. That there will be no unsafe, unsanitary, or hazardous conditions on the work site;

13. To follow ALL the components of the Federal Labor Standards Provisions

SECTION 3

The premise of Section 3 is that if federal funds are being used to improve or aide a low to very low income area, then efforts must be made to hire the residents of these areas to work on the project; thereby improving the quality of life in the community and that of the individuals or families that live in them. **This is a Section 3 project and therefore all Section 3 regulations and requirements WILL be complied with.**

Build America, Buy America Act (BABA)

1. The undersigned agrees to comply with the Build America, Buy America Act (BABA) as outlined below:

a. "On November 15, 2021, the Build America, Buy America Act (the Act) was enacted as part of the Infrastructure Investment and Jobs Act (IIJA). Pub. L. 117-58. The Act establishes a domestic content procurement preference, the Buy American Preference (BAP), for Federal programs that permit Federal financial assistance to be used for infrastructure projects. In Section 70912, the Act further defines a project to include "the construction, alteration, maintenance, or repair of infrastructure in the United States" and includes within the definition of infrastructure those items traditionally included along with buildings and real property. Starting May 14, 2022, new awards of Federal financial assistance (FFA) from a program for infrastructure, and any of those funds obligated by the grantee, are covered under the Build America, Buy America (BABA) provisions of the Act, 41 U.S.C. 8301 note. The waiver, published March 15, 2023, establishes a phased implementation schedule for application of the BAP to covered materials and HUD programs.

The BAP is applicable now to iron and steel used in covered CDBG projects, i.e. for projects using funds obligated on or after November 15, 2022. For CPD, the BAP will apply next to iron and steel used in covered Recovery Housing Program (RHP) projects for funding obligated on or after August 23, 2023.

Sign and return this page with proposal.

CERTIFICATIONS SIGNATURE FORM

These Certifications (Civil Rights, Equal Employment Opportunity, Equal Opportunity for Workers with Disabilities - Section 503, Procurement of Recovered Materials, Access to Records and Records Retention, Conflict of Interest, Anti-Lobbying) are a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of these Certifications is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, U. S. Code. Any person who fails to file the required Certifications shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

Ed Anderson

(Typed Name of Official)



(Signature of Official)

KE&G Construction, Inc.

(Typed Name of Firm)

02-03-2025

(Date)

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**TOWN OF DUNCAN
ADOPTION OF OWNER OCCUPIED HOUSING
REHABILITATION GUIDELINES**

RESOLUTION NO. 25-01

A RESOLUTION OF TOWN OF DUNCAN, COUNTY OF GREENLEE, STATE OF ARIZONA, AUTHORIZING THE ADOPTION OF OWNER OCCUPIED HOUSING REHABILITATION GUIDELINES DATED JANUARY 14, 2025 IN RELATION TO AN APPLICATION FOR FY2024/2025 REGIONAL ACCOUNT STATE COMMUNITY DEVELOPMENT BLOCK GRANT FUNDS FOR OWNER OCCUPIED HOUSING REHABILITATION ACTIVITY.

WHEREAS, the Town of Duncan is desirous of undertaking an owner occupied housing rehabilitation program; and

WHEREAS, this program is anticipated to be funded with Community Development Block Grant Program (CDBG) funds provided by the State of Arizona Department of Housing (ADOH) CDBG Program, and

WHEREAS, the State CDBG Program requires that every local government requesting CDBG funds for housing rehabilitation adopt specific guidelines for such a program; and

WHEREAS, the Town of Duncan has developed such owner occupied housing rehabilitation guidelines (HRGs), dated January 14, 2025 which have been pre-approved by the ADOH CDBG Program;

NOW, THEREFORE, BE IT RESOLVED THAT the Mayor and Council of the Town of Duncan hereby adopt such HRGs, dated January 14, 2025, which shall be used to implement its CDBG-funded housing rehabilitation program funded through FY 2024/2025 Regional Account CDBG funds; and

THAT, the Town of Duncan shall utilize such HRGs, without revisions, except such authorized by the chief elected official or a person authorized in writing to approve such revisions via the CDBG Program's CD-1 Form; with such revisions submitted to the CDBG Program within a maximum of 10 working days of authorization.

Passed and adopted by the *Mayor and Council of the Town of Duncan, Arizona* this ____day of _____, 2025.

Mr. Alex Blake, Mayor, Town of Duncan

ATTEST:

Terry Hinton, Town Clerk

APPROVED AS TO FORM:

Tina Vannucci, Town Attorney

Town of Duncan, Arizona

Owner-Occupied Housing Rehabilitation Guidelines (Draft)



January 14, 2025



Table of Contents

Page Number

Introduction to Duncan's Housing Rehabilitation Guidelines.....	3
1. Program Design/Purpose.....	4
2. Eligibility Requirements	4
3. Funding Sources.....	5
4. Loan Servicing Policies.....	6
4.1. Deferred payment/forgivable loans.....	6
4.2. Exception to the Maximum.....	6
4.3. Recapture Period.....	6
4.4. Loan Subordination.....	7
5. Revolving Fund/Program Income.....	7
6. Income Verification.....	7
8. Geographic Area.....	8
9. Rehabilitation Assistance Plans	8
9.1. Emergency Minor Housing Repair.....	8
9.2. Moderate Rehabilitation Program.....	9
9.3. Rehabilitation Standards and Specifications	9
9.4. Promoting Green Technologies.....	9
9.5. Energy Efficiency Requirements.....	9
9.6. Lead Based Paint Requirements.....	10
10. Temporary Relocation.....	10
11. Housing Maintenance and Homeownership Education.....	11
12. Housing Rehabilitation Specialist.....	11
13. Marketing.....	12
14. Application Process.....	12
15. Work Write-up and Cost Estimates.....	13
16. Pre-Construction Process and Timelines.....	13
17. Procurement, Bidding and Contractor Selection.....	14
18. Bid Awards.....	15
19. Delays in Awarding the Contract	15
20. Execution/Recordation of Documents and Pre-Construction Conference.....	16
20.1 Work by Homeowner Client.....	16
20.2 Property Inspections.....	16
20.3 Change Orders.....	16
20.4 Payments.....	16
21. Warranties and Acceptance of work by Homeowner Client.....	17
22. Fair Labor Standards Act.....	17
24. Grievance Procedures and Appeals	17
25. Conflicts of Interest.....	18
26. Forms.....	18

TOWN OF DUNCAN

OWNER OCCUPIED HOUSING REHABILITATION GUIDELINES

INTRODUCTION

Southeastern Arizona Governments Organization (SEAGO) is the regional Council of Governments for Southeastern Arizona, which includes Cochise, Graham, Greenlee and Santa Cruz Counties. SEAGO's Community Development Department administers the rural Community Development Block Grant (CDBG) program for our region, including the Town of Duncan.

Using Community Development Block Grant (CDBG) funds to effectively address housing and community development needs in rural area Arizona requires strong partnerships. This Partnership consists of the Arizona Department of Housing (ADOH) and the Councils of Governments (COGs), and local governments and nonprofit organizations in the region.

SEAGO has taken on the task of drafting Housing Rehabilitation Guidelines as a first step towards the creation of an Owner-Occupied Housing Rehab (OOHR) program for Duncan. The OOHR program will be funded with CDBG monies, appropriated each year by Congress for the U.S. Department of Housing and Urban Development (HUD) and administered for rural Arizona by ADOH. CDBG funds are required to benefit low-to-moderate income persons or households, defined as 80% or less than the median income of the area according to the latest available data from the US Census and/or American Community Survey.

How it works: Homeowners who wish to participate in the program will be required to demonstrate that they meet the low-to-moderate income requirements of the program; that their home is in need of repair and/or rehabilitation; and that they live full time in the home. A waiting list of eligible applicants will be maintained by the Town with the help of SEAGO for when funding becomes available; the Town will apply for CDBG grants to make the repairs; SEAGO will assist in preparing an Environmental Review Record for each of the homes as required by the CDBG program; a qualified building professional will develop a detailed scope of work and cost estimate. If using HOME Investment Partnerships Program (HOME) funding, when the repairs and improvements are complete, the Homeowner Client will agree to a lien on the property with a 100% forgivable loan that will decrease by 20% each year until after five years the loan is forgiven entirely and the lien on the property is lifted. This is to ensure that the requirement that the Homeowner Client resides in the home full time is met, and that the owner is not using the funds to fix and then "flip" the house. *Note: HOME-funded rehabs of \$15,000 or less are exempt from this requirement and will be treated as grants.*

SEAGO will provide technical assistance to the Town, homeowners, and contractors in making this an effective program and to ensure the homeowners' needs are met.

Duncan, Arizona is expected to have success with this program. Duncan is a town of just over 690 in population with a housing stock that is mostly owner-occupied (67.3%) and over 30 years old.

Many of Duncan's homeowners are on fixed incomes and cannot afford major home repairs. Regular home maintenance is often left undone in times of economic insecurity, while many homeowners are struggling simply to keep their homes. Development of an Owner-Occupied Housing Rehabilitation program with consistent guidelines, goals, and methods will enable Duncan to tap into federal grant funding, enabling homeowners to have the sorts of repairs needed for their homes done that might otherwise be out of reach.

Repair and rehabilitation of Duncan's historically significant housing stock will be rewarding, community building work. Such work will contribute jobs and wages to the local economy for local partners and tradesmen who know the issues of these homes. It will also improve the character and appearance of neighborhoods, build neighborhood pride and community spirit, and perhaps most importantly, preserve these valuable resources for future generations.



1. PROGRAM DESIGN/PURPOSE

The purpose of the Town of Duncan's Owner-Occupied Housing Rehabilitation (OOHR) program is to benefit very low, low, and moderate-income homeowners within the incorporated limits of the Town of Duncan by:

- Identifying and eliminating health and safety hazards in homes.
- Correcting building code violations.
- Preserving the quality, longevity and appearance of the housing stock.
- Helping homeowners address accumulated deferred home maintenance projects.
- Enhancing occupants' health and increasing community resilience through the weatherization of homes.

2. ELIGIBILITY REQUIREMENTS

- The property to be rehabilitated shall be located in the incorporated area of the Town of Duncan.
- The Housing Rehabilitation Program shall assist very low, low, and moderate-income families as defined by HUD.
- The property shall be owner-occupied for at least twelve (12) months prior to rehabilitation and shall be the owner's primary, full-time residence.
- Properties located within Flood Hazard areas as defined by the Federal Emergency Management Agency (FEMA) will be individually evaluated to determine eligibility for rehabilitation, with a restriction on improvement costs to 50% or less of the market value of the improvement prior to construction. Any improvements necessary to bring a residential structure into code compliance for health and safety considerations may be federally-funded, in excess of the 50% 'substantial improvement' cost restriction.
- Rehabilitation of the home must be feasible within the time and funding constraints of the program.
- The Applicant shall have a verifiable income that falls below 80% of the area median income as indicated by HUD and the Arizona State Housing Fund program income limits for very low, low and moderate-income families. Income guidelines are updated annually. Income verification is valid for a period of six (6) months. Upon expiration of income verification information, the Applicant shall complete and submit new income verification documentation. The documentation required for income verification can be found under the Third-Party Income Verification section of these guidelines.
- The program shall assist eligible applicants without regard to race, color, religion, national origin, age, gender, sexual orientation, or disability.
- Preference will be given to very low-income persons; income qualified (very low, low, or moderate-income elderly persons (65 and older); income qualified (very low, low, or moderate income) persons with disabilities (a legally recognized physical/mental/emotional condition that limits the performance of daily living skills); and income-qualified families with children under the age of eighteen (18) who reside in the household and are related to the head of the household.
- Pursuant to A.R.S. 1-501 and 1-502, all homeowners applying for housing

rehabilitation under this housing rehabilitation program shall provide proof of their lawful presence in the United States including a sworn affidavit that the required documentation is true under penalty of perjury.

- Properties to be rehabilitated through this program shall be free of encumbrances such as liens and judgments. A property may be encumbered by a mortgage in first position as long as the mortgage is held by a financial institution or other such mortgage company and sufficient equity remains in the property to secure a deferred payment rehabilitation loan that is in second position. Properties encumbered by mortgages or loans held by individuals or partnerships are not eligible for this program unless a warranty deed has been recorded and a lien may be placed on the property. Mortgage payments, utility bills, and insurance premiums must all be current.
- Sweat equity or self-help are not allowable forms of equity.
- The property must be covered by homeowner's insurance during the rehabilitation of the property and during the life of the rehabilitation deferred payment loan, if any.
- Manufactured homes built after June 1976 are eligible to receive housing rehabilitation funding.
- Manufactured homes built before June 1976 are not eligible to receive housing rehabilitation funding. However, they may be eligible for emergency and housing accessibility assistance.
- Homes of historical value will only be eligible upon favorable review by the State Historic Preservation Office (SHPO) or SHPO's designee.
- Properties with existing building code or zoning code violations are generally not eligible for rehabilitation. However, if the code violation is related to a building condition that could be corrected within the requirements of the housing rehabilitation program, the property may be deemed eligible.

3. FUNDING SOURCES

The Owner-Occupied Housing Rehabilitation Program may be funded through a variety of funding sources including, but not limited to, Community Development Block Grants (CDBG), HOME funds, private grants, State Housing Trust Funds, USDA grants and loans, and Department of Energy Weatherization Assistance Program funds. Rehabilitation from other funding sources will follow these Housing Rehab Guidelines unless overruled by source-specific regulations.

4. HOME PROGRAM LOAN SERVICING POLICIES

Deferred payment/forgivable loans: All deferred payment forgivable loans, as through HOME-funded rehabilitations, are secured by a lien and promissory note. A percentage of the total assistance provided on forgivable loans will be forgiven on the anniversary date of the execution of the recording of the loan instruments throughout the recapture period, provided that the dwelling unit continues to be occupied by the original occupant or an income-qualified immediate family member. The unforgiven balance of the loan shall become due and payable upon the sale of the property. Properties encumbered by mortgages/loans held by an individual or a partnership are not eligible unless a warranty deed has been recorded and a lien may be placed on the property.

The Housing Rehabilitation Program Specialist designated by the Town of Duncan will be responsible for recording the required paperwork as determined by the loan. The lien will be recorded with the Greenlee County Recorder and will include applicable administration costs. The Deed of Trust will be placed on a tracking system by the Town staff or Housing Rehabilitation Specialist who will track the loan calculating the amount of dollars that will be forgiven as each year passes until the loan has been completely forgiven as outlined in the Housing Rehabilitation Guidelines. Annually, the Housing Rehabilitation Specialist will send a letter to the Homeowner Client advising the Homeowner Client of the status of their loan, identifying the amount forgiven, and the remaining amount. The Town of Duncan will be no lower than the first position on the lien on the home unless a financial institution held first position before the Town recorded the loan documents. The Town will send a letter to the Homeowner Client reminding the Homeowner Client that the loan cannot be subordinated.

Exceptions to the Maximum Allowed: The maximum investment for each housing rehabilitation project is determined by the grant program under which the funding was received. This maximum investment amount might change each funding year. However, the maximum investment amount per housing unit shall not exceed the maximum amount set by HUD.

Recapture Period: When a HOME funding recipient elects to receive assistance in the form of a deferred or forgivable loan, a recapture period applies. The recaptured period is based upon the amount of funds invested in the assisted housing unit. Recipients may elect to have a recapture period that is longer than the required period. When a recipient receives a HOME deferred payment/forgivable loan, no further investment of CDBG funds can be made on the home until after the recapture period has expired.

Less than \$15,000	5 years	20% per year*
\$15,000 to \$40,000	10 years	10% per year
Greater than \$40,000	15 years	6.66% per year

*Note: CDBG-funded minor home repair rehabilitations are exempt from forgivable loan requirements, and will be treated as grants rather than loans.

Loan Subordination: After execution of the loan, subordination agreements with lending institutions will not be honored because this practice would constitute the lending of Town credit which is in violation of State constitutional law. Properties rehabilitated through this program must be free of any encumbrances such as liens or judgments. A property may be encumbered by a mortgage in first position as long as the mortgage is held by a financial institution or other such mortgage company and sufficient equity remains in the property to secure a deferred payment rehabilitation loan that is in second position.

If the Homeowner Client refinances the property after the rehabilitation work has been completed and a lien has been placed on the property to secure the loan but before the end of the recapture period, the lien shall immediately become fully due and payable to the

Town. As previously stated, the loan cannot be subordinated in any manner.

5. REVOLVING FUND/PROGRAM INCOME

The Town of Duncan does not presently have a revolving loan fund. Therefore, the Town will track all loans. In the event that a house that has received rehabilitation services is sold before the end of the recapture period, the Town will enforce repayment of the loan in the amount that remains unforgiven. These funds will then be immediately circulated into the Housing Rehabilitation Program or returned to ADOH, depending on the amount and funding source.

6. INCOME VERIFICATION

The Housing Rehabilitation Specialist will verify eligibility based upon the Homeowner's income. 24 CFR Part 5 defines 'income'. Gross income will be used to calculate income for all members of the household over the age of eighteen (18). Income must be anticipated and verifiable for the next twelve (12) months. To verify income, typical documents include, but are not limited to:

- Bank statements including checking and savings accounts.
- Paycheck stubs including tips, commissions, bonuses, and overtime.
- Earned income and assets. This amount is calculated into the income if the amount is over \$5,000. Eligible assets include, but are not limited to: value of stock, life insurance, 401Ks, interest, CD's, real estate, and personal property.
- Social Security.
- Welfare assistance.
- Alimony and child support.
- Disability payments made on behalf of minors.
- If self-employed, the past three (3) years of income tax returns.
- Excluded items include earned income from minors (under age 18), full-time student income (ages 18-23), disabled adult persons' income, and food stamps.

The Town of Duncan will use the CDBG/HOME/SHTF Rent and Income Limits, published annually by ADOH, to determine income eligibility.

7. METHOD FOR DETERMINING AFTER-REHABILITATION VALUE

HUD establishes the HOME Maximum After-Rehabilitation Value Limits of owner-occupied housing rehabilitation. The existing HOME 'after rehabilitation value limit' is 95 percent of the median purchase price of houses in the area. This amount is based upon Federal Housing Administration (FHA) single family mortgage program data and other nation-wide data on the sales of existing housing.

An 'after-rehabilitation value' must be established before any rehabilitation work begins. The after-rehabilitation value may be established by one or more of the following:

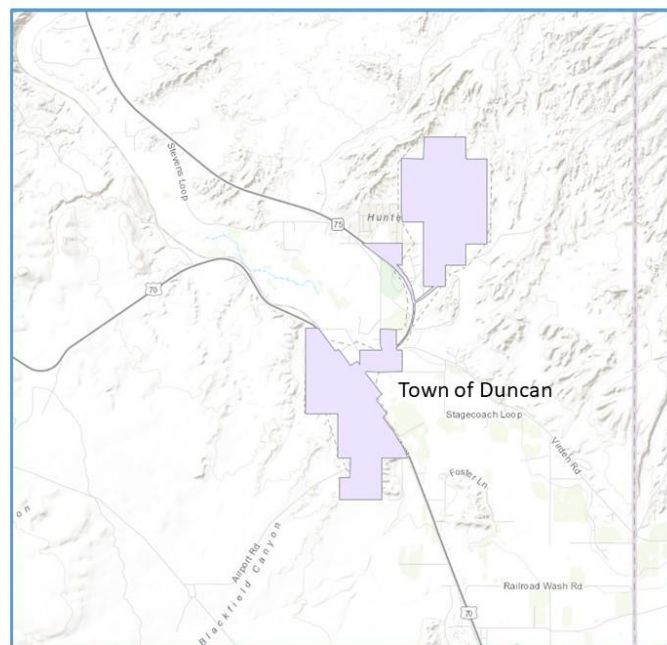
1. Estimates of value: estimates of residential structure value by the sub-recipient

may be used. Project files must contain the estimate of residential structure value and an explanation of the basis upon which the value estimates were derived (i.e., a real estate broker's selling price opinion for the residential improvement, not including land, with at least two (2) supporting comparable market sales);

2. Tax Evaluations: using most recently-published Greenlee County *full cash value* of the residential improvement in the parcel tax assessment file;
3. Appraisals: a residential improvement appraisal, not including land value, by a licensed appraiser or by a Town staff appraiser may be used. Project files must document the appraised value and a description of the appraisal method used.

8. GEOGRAPHIC AREA

Incorporated limits of the Town of Duncan.



Source: GIS, 2024.

9. REHABILITATION ASSISTANCE PLANS

The Town Council of the Town of Duncan has adopted the level of Rehabilitation Assistance with CDBG funds to a maximum amount not to exceed the maximum per unit state investment limits for Greenlee County as published by ADOH.

The level of rehabilitation shall be determined on an individual basis and based upon funding availability. In some instances, homes might be so seriously deteriorated that rehabilitation of the property would not be cost effective. All rehabilitation work shall comply with state rehabilitation standards and local building and zoning codes once completed, unless compliance is not required by emergency conditions, as defined in or interpreted through local codes.

The following are examples of work that cannot be funded with rehabilitation grants or loans: 1) upgrades of materials rather than those specified; 2) luxury items not considered a necessity (e.g., fireplaces, swimming pools, cable connections; and 3) additions to family rooms, recreation rooms, etc.).

Emergency/Minor Housing Repair (EMHR): This is a grant plan that assists homeowners in the elimination of an eminent threat to life, safety and health. The necessary repairs may include, but are not limited to, roof repair, floor repair, windows and door replacements, and wall and ceiling repairs. The first priority will be to make repairs to the dwelling to ensure that the unit is safe for habitation. Repairs will be completed to replace, install or repair items that create a health hazard or may endanger the health or safety of occupants. This includes providing accessibility. The unit shall be suitable for rehabilitation, shall not be dilapidated, and EMHR must not exceed fifteen thousand dollars (\$15,000).

Under the Emergency/Minor Housing Repair Program repairs will be completed using grant funds. No liens will be placed on the property and no monies will be required to be repaid by the Applicant. The Applicant must own and occupy the property as their only place of residence. The dwelling must have been owned and occupied by the Applicant for a minimum of one (1) year prior to application.

EMHR will generally be made on units that qualify on a first qualified, first served basis. However, the unit may be moved to the top of the list if the dwelling is in more need than others from a life-safety perspective. Only one grant will be awarded to the Homeowner Client under the CDBG funded Emergency/Minor Housing Repair program within a five-year period. If the Town of Duncan adopts a residential anti-displacement and relocation assistance plan resolution, relocation costs may be awarded if temporary relocation of the household is necessary before or during construction. Any such costs would be included in the \$15,000.00 limit to the program.

Moderate Rehabilitation Program (MRP): Any repairs deemed necessary by the scope of work that are in excess of the \$15,000.00 limit of the Emergency/Minor Housing Repair Program, but that do not exceed \$40,000.00, can be accomplished under the Moderate Rehabilitation program. The repairs may include health and safety improvements; may correct code violations; and may prolong and enhance the useful life of the housing unit. The repairs may include such items as exterior painting and energy conservation measures including window and door replacements, insulation, new HVAC systems, and other weatherization improvements.

If the Contractor finds additional structural or unforeseen problems that exceed the \$15,000 cost limit, additional funds may be sought under the MRP to ensure completion of the necessary repairs.

In general, repairs will be made to housing units that: 1) are classified as real property which are appropriate for rehabilitation under the constraints of the program funding; and 2) are single family, owner occupied, site-built homes.

Repairs must meet Town of Duncan Building Codes. However, there is no requirement

under the CDBG program to bring the home completely up to code. Permits will be obtained and components of the rehabilitation will be inspected by the Town of Duncan building inspector.

The MRP program will not be administered as a grant, but rather provided as a forgivable no-interest loan with a promissory note. A lien will be placed on the property. The recapture period shall be ten (10) years. The note will be forgiven at a rate of 20% per year for five years as long as the dwelling continues to be occupied by the owner as the owner's primary residence or by an income-qualified immediate family member who inherits the property at the owner's death. Otherwise, any unforgiven balance of the loan shall become due and payable upon the sale, exchange, or transfer of the property.

Once a recipient receives a deferred payment/forgivable loan, no further CDBG funds can be invested in the house until after the recapture period has expired.

Rehabilitation Standards and Specifications: All projects will be constructed in compliance with the Town of Duncan's adopted building codes. In regards to CDBG-funded housing rehabilitation, the Town of Duncan will follow the 2006 International Residential Code, and the 2006 family of Electrical, Mechanical and Plumbing Codes.

Promoting Green Technologies: All projects will incorporate the use of green technologies and alternative energy sources, whenever possible. These may include, but are not limited to, solar energy, tankless water heaters, high efficiency heat pumps, water harvesting, and water reuse. The ADOH minimum energy efficiency requirements will be used as a guide.

Energy Efficiency Requirements: Weatherization projects shall comply with ADOH Owner-Occupied Housing Weatherization Standards. All projects shall comply with the International Conservation Code. All rehabilitation projects will achieve increase energy efficiencies through the use of Energy Star practices.

Lead Based Paint Requirements: The Housing Rehabilitation Specialist shall adhere to the ADOH Housing Bulletin #1 issued by the Office of Housing Development on December 1, 2001 regarding lead-based paint requirements for housing rehabilitation projects. The Housing Rehabilitation Specialist shall specifically adhere to the evaluation, disclosure, work requirements, and clearance procedures contained in this Bulletin. The Town of Duncan should attempt to obtain lead-based paint general liability insurance for lead-based paint hazards and contractors shall be encouraged to obtain lead-based paint hazard liability insurance.

The Town of Duncan will offer and provide the Homeowner Client with the EPA/HUD pamphlet entitled 'Protect Your Family from Lead in Your Home'. The Housing Rehabilitation Specialist shall also provide the Homeowner Client with the Lead-based Paint Notification for the Homeowner Client's review and signature. These brochures will be provided in Spanish, upon request. The Town and/or Housing Rehabilitation Specialist shall specifically review the notification form with the Homeowner Client and make every effort to ensure that the Homeowner Client is aware of the hazards and means to avoid lead-based

paint poisoning. The executed notification document will be retained in the project file and a copy will be provided to the Homeowner Client.

If lead based paint hazards are identified and treated by a certified Lead Based Paint Risk Assessment Company, the Town shall meet with the Homeowner Client and discuss the findings with him/her. The Homeowner Client shall sign the report to reflect that the findings contained in the report were discussed with the Homeowner Client. The Risk Assessment Report shall be maintained in the project file.

10. TEMPORARY RELOCATION

Where feasible, the rehabilitation work shall be completed in a manner that minimizes disruption to the Homeowner Client and allows for the occupancy of the house during rehabilitation. If the Town of Duncan adopts by resolution provisions regarding residential anti-displacement and relocation assistance planning, the Homeowner Client may request temporary relocation assistance by submitting a written request to the Housing Rehabilitation Specialist, where remaining in the home during rehabilitation creates a health or safety issue for the occupants. The request would include an estimated budget for the assistance and explain why the assistance is necessary.

The Town would consider each request on a case-by-case basis by considering the necessity of the relocation, the reasonableness of the amounts requested, and the availability of funding for such relocation. Before incurring costs, the Homeowner Client would have to receive written approval from the Town for relocation assistance. Relocation costs incurred before written approval by the Town would not be reimbursable.

Temporary relocation assistance may be in the form of: 1) an advance, requiring the Homeowner Client to provide receipts and reimburse the Town; 2) a reimbursement by the Town of reasonable relocation expenses following the submittal of receipts by the Homeowner Client to the Town; or 3) temporary relocation expenses paid by the Town directly to a third-party provider for the benefit of the Homeowner Client (e.g., rent or motel expenses). Note that, as with the EMHR program described above, relocation assistance would be deducted from the \$15,000.00 maximum allowable for the MRP.

11. HOUSING MAINTENANCE AND HOMEOWNERSHIP EDUCATION

In addition to offering warranty brochures, the Contractor shall offer to conduct training in the home to instruct the Homeowner Clients on the new equipment, appliances and general housing maintenance counseling on items that had been installed in the home.

In addition to offering warranty brochures, the Contractor shall offer counseling to the Homeowner Client regarding the operation and maintenance of newly installed equipment, appliances, and general home maintenance. The Housing Rehabilitation Specialist shall document the offer and provision of homeownership counseling regarding budgeting, mortgage payments, and maintaining homeowner's insurance. The Contractor

shall document their offers and provision of warranties, training, and counseling.



Source: Gila Valley Multiple Listing Service.

12. HOUSING REHABILITATION SPECIALIST

The Mayor and Town Council will provide oversight of the housing rehabilitation program. The Town Manager will be responsible for the implementation of the program, expenditure of funds, and compliance with rules and regulations. All administrative work will be done by Town staff or professional service providers. The Town staff, or professional service provider, will report to the Town Manager. The Town Manager will report to the Mayor and Town Council.

The Housing Rehabilitation Specialist or his/her designees (e.g., professional service provider) will be responsible for the following:

- Screening applications;
- Verifying income;
- Maintaining a waiting list of income-qualified applicants, with the verification of income and assets being no more than 180 days old;
- Developing and maintaining project files with all required forms, verifications, reviews, and reports;
- Development of Environmental Review Records required for release of federal funds;

- Documenting the offering and provision of counseling to owners regarding financial, repair, and maintenance issues;
- Inspecting the property and the development of specifications;
- Conferring with building officials regarding the interpretation of applicable codes;
- Developing bid packages;
- Conducting pre-bid conferences, reviewing bids, and recommending the award;
- Preparing program and contract documents and securing required signatures;
- Monitoring the construction process and conducting regular inspections to ensure compliance with permitting, applicable codes and specifications;
- Reviewing proposed change orders;
- Reviewing Contractor payment requests and recommending payment; and
- Conducting the final walk-through with the owner, overseeing punch list items, and securing final acceptance.

Procedures to protect applicants, housing rehabilitation, personnel, and contractors are provided in the Owner-Occupied Housing Guidelines sections entitled Grievance Procedures and Appeals.

13. MARKETING

The Housing Rehabilitation program will be marketed using the following: media, brochures, flyers, the Town of Duncan website, and the SouthEastern Arizona Governments Organization (SEAGO) website. The program will be marketed in English and in Spanish. Marketing materials will be mailed or personally delivered to disabled persons, upon request.

14. APPLICATION PROCESS

Applications will be available on the Town's website, by mail upon request, or may be picked up at Town Hall. Upon request, accommodations for persons with disabilities will be provided including in-home visits. Application forms will be printed in English and in Spanish.

Housing rehabilitation applications will be considered on a first qualified, first served basis subject to the availability of program funds. This will be determined by the date that the application was received; income verification documents were received and income was verified; and proof of home ownership for the past twelve (12) months was submitted and verified. However, priority may be given to homes with an immediate life/safety emergency.

The Housing Rehabilitation Specialist will determine the eligibility of the application based upon the Eligibility Requirements of these housing rehabilitation guidelines; will verify income and home ownership based upon the conditions above; and will thereafter approve or disapprove the application.

Applications that have been approved will be placed on a waiting list on a first qualified, first served basis subject to available funding. Applicants can expect to be on the waiting list for

eighteen (18) months or more. The financial information provided with the Applicant's application is valid for six (6) months. Thereafter, an applicant will be required to re-submit financial information and to be re-certified as eligible to participate in the program.

Once an applicant rises to the top of the waiting list, an initial meeting will be scheduled with the Applicant/Homeowner Client and the Housing Rehabilitation Specialist. At this meeting the Homeowner Client will be advised of the requirements and benefits of the housing rehabilitation program(s) for which he/she is eligible (e.g., emergency rehabilitation or housing rehabilitation).

Following the initial meeting, the Town will conduct a home inspection. The inspection will inform what rehabilitation work is needed and what work is feasible. If the home was built before 1978, a Lead Paint Inspection will be conducted by a qualified contractor. An energy audit will be conducted by an energy auditor certified by the Building Performance Institute. The inspection(s) and the energy audit will form the basis of the items included in the Scope of Work.

15. WORK WRITE-UP AND COST ESTIMATES

The Work Write-up will outline the Scope of Work for contractor bidding purposes. The Homeowner Client must approve the Scope of Work before the Contractor is procured. The Scope of Work is informed by: 1) code violations; 2) issues of health and safety; 3) weatherization standards/energy efficiency; 4) age and physical condition of the home; 5) the goal of the program (e.g., building revitalization or direct benefit); 6) available funding; and 7) the value of the home after rehabilitation. The Work Write-up is prepared by the Housing Rehabilitation Specialist.

The Housing Rehabilitation Specialist will prepare a cost estimate for the home to be rehabilitated based upon the technical specifications in the Work Write-up. The cost estimate will include all costs for materials and labor as well as costs for permits, clean up, overhead, and profit. The cost estimate shall be used to assist in determining responsible contractor bids. The cost estimate shall be presented to the Homeowner Client at the time of the Homeowner Client's approval of the Work Write-up. The Housing Rehabilitation Specialist shall carefully review the estimated costs with the Homeowner Client.

16. PRE-CONSTRUCTION PROCESS AND TIMELINES

The following is an estimate of a possible timeline for rehabilitation services under this program:

- Eligibility determination: 2 months of application submittal
- Time on waiting list: up to 18 months
- Home inspection scheduled: up to 2 months
- Work write-up completed: up to 2 months
- Contractor procured: up to 4 months

- Documents/contracts signed: 2 months
- Construction: 3 months
- Final inspection: 1 month after completion

17. PROCUREMENT, BIDDING AND CONTRACTOR SELECTION

CDBG Program requirements shall be followed and/or the Town of Duncan's procurement policies, whichever are more restrictive. Construction must be performed by licensed contractors eligible to receive federal funds. Thus, the Contractor must be listed on the Registrar of Contractors website and have a Unique ID and CCR number. In addition, the Contractor must hold applicable insurance. All subcontractors shall be named in the bid submittal. Subcontractors must also be licensed in Arizona and have a Unique ID and CCR number.

The Town of Duncan encourages minority contractor participation in all projects to include Disadvantaged Business Enterprises (e.g., Small Business Enterprises, Minority-Owned Business Enterprises, and Women-Owned Business Enterprises). A copy of the Town's Equal Employment Opportunity Policy is available on the Town's website.

An advertisement will be placed in the local newspaper of general circulation at least fifteen (15) days before the bid opening. Also, a notification will be emailed to contractors who are listed on the Housing Rehabilitation Program Bid List and a copy of the advertisement will be posted at Town Hall. The Town will be permitted to include more than one dwelling/project in the advertisement.

A pre-bid meeting will be scheduled before the acceptance of the bids. At the pre-bid meeting the project scope will be reviewed and contractors will be given the opportunity to ask questions. A walk-through of the homes to be rehabilitated might occur at the meeting or on a separate date before the submission of the bids. The Contractor is prohibited from contacting the Homeowner before this meeting. The Contractor and the Homeowner shall not discuss the award or non-award of the project until after the Town has completed its procurement process.

Proposals must be submitted by the date and time provided in the request for bids. All proposals must be submitted in at least an 8 ½" x 11" sized envelope. The name of the owner of the property to be rehabilitated, the property's address, the name of the firm submitting the bid, and the words 'Sealed Bid Residential Rehabilitation' must be clearly printed/written on the envelope. Failure to comply with these requirements may result in the disqualification of the bid and the return of the bid unopened to the sender. All bidders will be notified by mail of the bid awards. This written communication will include the applicable protest/grievance procedures.

Addenda/changes to the specifications of the project will be emailed to the interested bidders at least seven (7) days before the bid opening.

The Contractor is responsible for knowledge of the Town of Duncan's building codes. In addition, construction must meet the Federal Housing Quality Standards, ADOH's Housing Rehabilitation Standards, and the Owner-Occupied Housing Rehabilitation Weatherization Standards.

18. BID AWARDS

The Homeowner Client selects the Contractor. However, as the first step in the process, the Town of Duncan will select the lowest qualified bid through the sealed bid process. The Homeowner Client has the right to select a higher bid; however, the Homeowner Client must pay the difference in the amount between the lowest bid and the bid that the Homeowner Client selects. This amount must be deposited in the Housing Rehabilitation Program account before the construction contract is signed. The Contractor selected by the Homeowner Client must be licensed in the State of Arizona, have an EIN and CCR number, be registered with SAM.gov, be in good standing with the Arizona Registrar of Contractors (ROC), and have applicable insurance.

The Town of Duncan reserves the right to reject any or all bids for reasons including, but not limited to, the following:

- The Contractor is not licensed or his/her license has been suspended, or he/she has been barred from projects funded from applicable funding sources (e.g., HUD, ADOH, USDA-RD, DOE, etc.);
- The Contractor is not able to proceed with the project in a timely manner because of other commitments;
- The bid submitted is more than 15% below the Housing Rehabilitation Specialist's, or the professional service provider's, cost estimate and, in the Housing Rehabilitation Specialist's judgment, the Contractor will not be able to complete the project as specified at the bid price;
- The Contractor has failed to complete past projects in a timely or workmanlike manner or has failed to respond appropriately to requests for warranty service;
- The Contractor has failed to provide lien waivers as required or has had mechanic's liens filed by suppliers or subcontractors on past projects;
- The bidding forms were improperly filled out or incomplete; and
- All bids submitted are more than 15% above the Housing Rehabilitation Specialist's cost estimate.

The Homeowner Client may reject any or all bids without cause subject to the following provisions:

- The Homeowner Client may choose to reject the lowest qualified bid recommended by Town staff, or professional service providers, and select a Contractor with a higher bid if the Homeowner Client agrees to pay from his/her own funds the difference between the lowest bid and the bid selected; and
- The Homeowner Client may reject all bids at any time up to three (3) working days after the contract is executed.

19. DELAYS IN AWARDING THE CONTRACT

Generally, the contract will be closed and the work will begin within thirty (30) days of the date of bid submission. If thirty (30) days passes and no contract has been signed, the Contractor may honor the original bid or withdraw the bid. If the Contractor withdraws the bid, the project may be offered to the next qualified low bid or a new bid process may begin. The Town, with the Homeowner Client's agreement, reserves the right to negotiate any bid.

20. EXECUTION/RECORDATION OF DOCUMENTS AND PRE-CONSTRUCTION CONFERENCE

Following the award and verification of the contractor's license, SAM.gov registration, Registrar of Contractors number, bonds and insurance, the Housing Rehabilitation Specialist will meet with the Homeowner Client to execute all promissory notes, mortgages, and disclosures. Thereafter, the Housing Rehabilitation Specialist will meet with the Homeowner Client and the Contractor to execute the construction contract. At this meeting, the Contractor, the Homeowner Client, and the Housing Rehabilitation Specialist will review the Scope of Work, estimated timeframes for construction, quality of work, warranties, and other relevant information and have the opportunity to sign and date a Pre-Construction Tri-Party Agreement. Upon execution of all required documents, the Housing Rehabilitation Specialist and Contractor shall sign and date a notice to proceed with permitting for construction.

The Housing Rehabilitation Specialist shall provide for the recording of the documents through the Greenlee County Recorder's Office once the three (3) day Right of Recession time period has passed.

Work By Homeowner Client: The Homeowner Client may not perform any portion of the work included in the Scope of Work.

Property Inspections: The Town of Duncan will conduct inspections during the course of construction to ensure that all work complies with applicable codes. The Housing Rehabilitation Specialist will also conduct inspections to ensure that the work complies with the ADOH Housing Rehabilitation Standards and program requirements. Approval of the work by the Town Building Inspector does not constitute acceptance of the work by the Homeowner Client or the Housing Rehabilitation Specialist. The Housing Rehabilitation Specialist's inspections must occur before funds may be disbursed to the Contractor.

Change Orders: The Contractor may request a change order where circumstances arise that were unforeseeable and were not included in the original Scope of Work. All change orders must be approved in writing by the Homeowner Client, the Contractor and the Town. If the proposed change order requires a revision to an approved building permit that must also be approved by the Town. The Contractor must have such written approval prior to working on change order items.

Payments: The Contractor must submit a release of liens, a signed Authorization for Payment, and backup documents to the Town for each payment request. The Housing Rehabilitation Specialist and the Building Inspector will inspect the job to determine the percentage of work completed and to certify the same by signing the Authorization for Payment. The Town, in consultation with the Housing Rehabilitation Specialist will determine the dollar amount to draw from grant funds, ensuring a minimum of ten per cent (10%) is retained, before approving payment. Payment requests will be processed through ADOH. The Town of Duncan will issue payment for the approved amount upon receipt of required lien waivers.

A typical progress payment schedule is noted below.

1. For projects less than \$5,000, payment will be made in a one-lump sum payment at completion of the housing rehabilitation project.
2. For projects greater than \$5,000, payments will be made on a progress basis, less ten percent (10%) retention as follows:
 - 30% of total minus 10% retention upon 30% completion of contracted work;
 - 50% of total minus 10% retention upon 50% completion of contracted work;
 - 100% of total upon issuance of Certification of Final Inspection and Homeowner Clients acceptance.

21. WARRANTIES AND ACCEPTANCE OF WORK BY HOMEOWNER

The Contractor shall warrant all work for a period of two (2) years or more, exclusive of the any applicable manufacturer's warranties, from the date of the approval of the final inspection. Manufacturer's warranties for all items such as new appliances or hot water heaters shall be offered and given if desired to the Homeowner Client. Upon the conclusion of satisfactory work by the Contractor, the Homeowner Client, Housing Rehabilitation Specialist and Contractor shall certify a written acceptance of the rehabilitation work and that warranties and counseling were offered, and given, if the Homeowner Client desired. This acceptance shall constitute a project closure agreement.

22. FAIR LABOR STANDARDS ACT

The provisions of the Fair Labor Standards Act are not applicable to the rehabilitation of single-family homes under this program.

23. GRIEVANCE PROCEDURES AND APPEALS

Applicants, program participants, or contractors may initiate grievances. If the basis of the complaint is because of discrimination on the basis of race, color, national origin, religion, sex, disability, or familial status the complaint shall be filed with the Town of Duncan Human Resources Department, 506 SE Old West Hwy Duncan, Arizona 85534. The Human Resources Department will review the complaint and forward it to any applicable state and/or federal agency, as required by law.

Non-discrimination complaints may be initiated by the Applicant, program participants, or contractors by submitting written objections to the Town Manager, or designee, at the Town of Duncan, 506 SE Old West Hwy Duncan, Arizona 85534.

The Town must issue a written response within ten (10) business days of receipt of the complaint. The complainant may appeal this decision by submitting a written response within ten (10) business days upon receipt of the Town's decision. Appeals shall be made in writing and addressed to the Town Manager. The appeal must be mailed to the Town of Duncan, 506 SE Old West Hwy Duncan, Arizona 85534. The Town Manager's decision shall be the final administrative ruling. Further judicial appeals shall comply with A.R.S. Title 12, 12-901.

24. CONFLICTS OF INTEREST

Any person who is an employee, agent, consultant, officer, or elected or appointed official of the Town of Duncan may not obtain a personal or financial interest or benefit from the housing rehabilitation repairs, nor may they have an interest whatsoever, however remote, in the contract, subcontract, or proceeds from the rehabilitation work either for themselves, their family, or business ties during their tenure with the Town or one year thereafter.

No contract will be awarded to a contractor who is related, or whose employee is related, to the Applicant by blood or marriage.

25. FORMS

A complete packet of Housing Rehabilitation Forms will be available upon request and on the Town of Duncan's website. Applicable forms are included.



TOWN OF DUNCAN RELOCATION ASSISTANCE PLAN

As required under Section 104(d) of the
Housing and Community Development Act of 1974 as amended

RESOLUTION NO. 25-02

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF DUNCAN, COUNTY OF GREENLEE, STATE OF ARIZONA, ADOPTING A RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN FOR FY2025, AS REQUIRED UNDER SECTION 104(d) OF THE HOUSING AND COMMUNITY DEVELOPMENT ACT OF 1974 AS AMENDED.

WHEREAS, Section 104(d) of the Housing and Community Development Act of 1974, as amended and implementing regulations require that each applicant for Community Development Block Grant funds must adopt, make public and certify that it is following a residential anti displacement and relocation assistance plan; and

WHEREAS, the Town of Duncan has submitted an approved application to the Arizona Department of Housing for Community Development Block Grant funds.

NOW, THEREFORE, BE IT RESOLVED, that the Mayor and Council of the Town of Duncan, do hereby adopt the residential anti displacement and relocation assistance plan as described below.

RESIDENTIAL ANTIDISPLACEMENT AND RELOCATION ASSISTANCE PLAN

The Town of Duncan will replace all occupied and vacant occupiable low/moderate income dwelling units demolished or converted to a use other than as low/moderate income housing as a direct result of activities assisted with funds provided under the Housing and Community Development Act of 1974 as amended.

All replacement housing will be provided within three years of the commencement of the demolition or rehabilitation relating to conversion.

Before obligating or expending funds that will directly result in such demolition or conversion, the Town of Duncan will make public and submit to the ADOH CDBG Program the following information in writing:

1. A description of the proposed activity;

2. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be demolished or converted to a use other than as Low-Moderate (LM) dwelling units as a direct result of the assisted activity;
3. A time schedule for the commencement and completion of the demolition or conversion;
4. The general location on a map and approximate number of dwelling units by size (number of bedrooms) that will be provided as replacement dwelling units;
5. The source of funding and a time schedule for the provision of replacement dwelling units;
6. The basis for concluding that each replacement dwelling units will remain a LM dwelling unit for at least 10 years from the date of initial occupancy; and
7. Information demonstrating that any proposed replacement of housing units with smaller dwelling units (e.g. a 2-bedroom unit with two 1-bedroom units), or any proposed replacement of efficiency or single-room occupancy (SRO) units with units of a different size, is appropriate and consistent with the housing needs and priorities identified in the State of Arizona's approved Consolidated Plan (CP).

The Town of Duncan will provide relocation assistance, as described in the ACT and implementing regulations, to each LM household displaced by demolition of housing or by the conversion of an LM dwelling unit to another use as a direct result of assisted activities.

Consistent with the goals and objectives of activities assisted under the ACT, the Town of Duncan will take the following steps to minimize displacement of persons from their homes:

1. Coordinate code enforcement with rehabilitation and housing assistance programs;
2. Evaluate housing codes and rehabilitation standards in reinvestment areas to prevent undue financial burden on established owners and tenants;
3. Stage rehabilitation of apartment units to allow tenants to remain in the building/complex during and after the rehabilitation, working with empty units first;
4. Arrange for facilities to house persons who must be relocated temporarily during rehabilitation;
5. Adopt policies to identify and mitigate displacement resulting from intensive public investment neighborhoods;
6. Adopt policies which provide reasonable protections for tenants faced with conversion to a condominium or cooperative;
7. Adopt tax assessment policies, such as deferred tax payment plans, to reduce impact of increasing property tax assessments on lower income owner-occupants or tenants in revitalizing areas;
8. Establish counseling centers to provide homeowners and tenants with information on assistance available to help them remain in their neighborhoods in the face of revitalization pressures.

Passed and adopted by the Town Council of the Town of Duncan this _____ day of
_____, 2025.

Mr. Alex Blake, Mayor

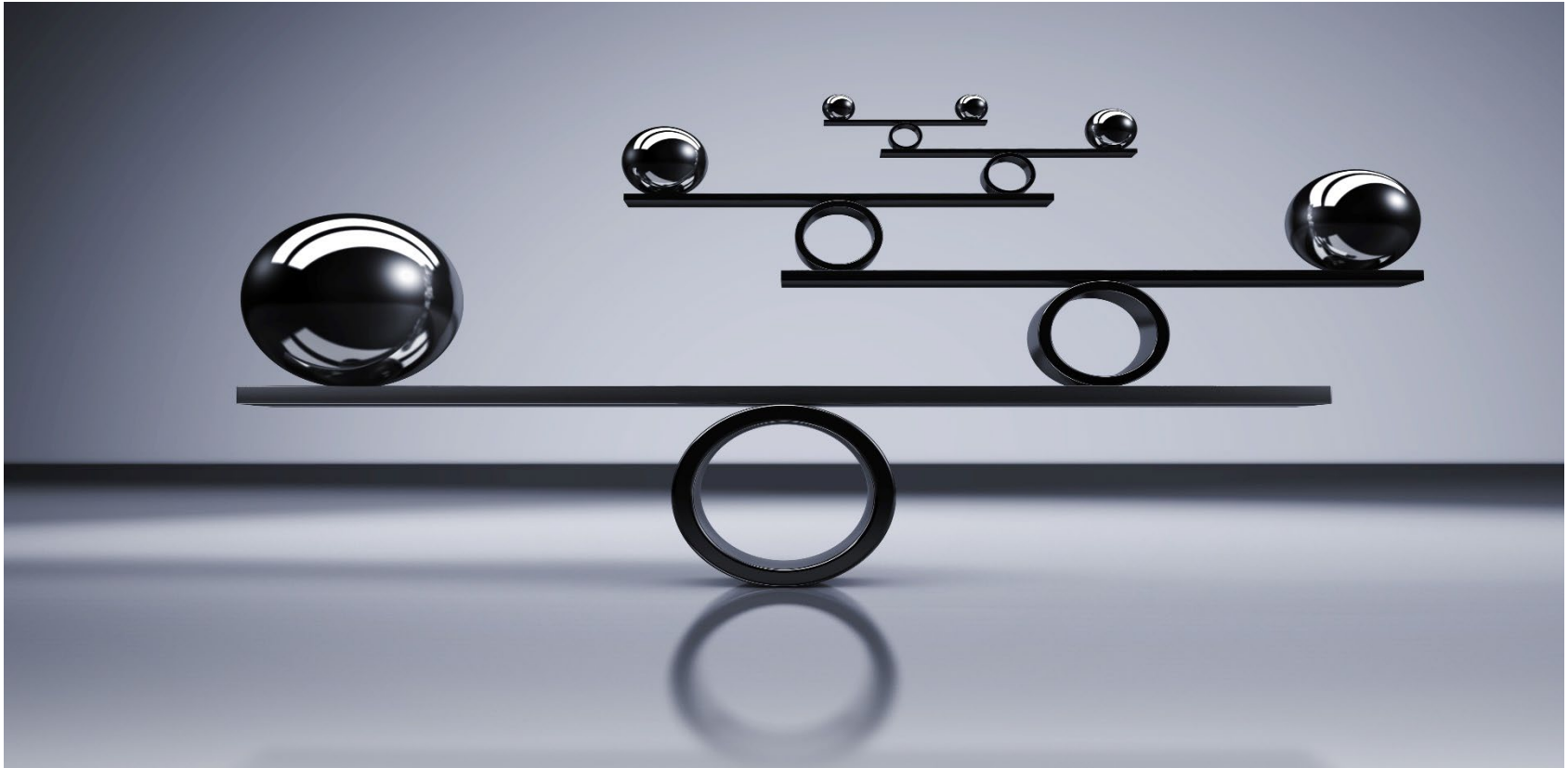
ATTEST:

Terry Hinton, Town Clerk

APPROVED AS TO FORM:

Tina Vannucci, Town Attorney

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DUNCAN, ARIZONA

2025-2026 PROPOSED BUDGET

GENERAL FUND

BUDGET WORKSHEET

7

REVENUE

General Fund

		6/30/2025	1/1/2025	1/31/2025	58%				
		Budget	Period Actual	YTD Actuals	Budget %	Budget Remaining	Projected	26 Budget	
01-60-1000	Property Taxes	\$ 15,000	\$ 2,608.35	\$ 10,648.29	71%	\$ 4,352	\$ 18,254	\$ 15,000	
01-60-6000	City Sales Tax	\$ 230,000	\$ 21,507.65	\$ 155,386.41	68%	\$ 74,614	\$ 266,377	\$ 250,000	
01-61-1000	Franchise Fees	\$ 22,000	\$ 1,766.19	\$ 11,718.70	53%	\$ 10,281	\$ 20,089	\$ 22,000	
01-61-2000	Business Licenses	\$ 1,500	\$ 1,250.00	\$ 2,725.00	182%	\$ (1,225)	\$ 4,671	\$ 1,500	
01-61-3000	Licenses & Permits	\$ 2,000	\$ 50.00	\$ 3,752.27	188%	\$ (1,752)	\$ 6,432	\$ 10,000	
01-61-5200	Dog Tags	\$ 100	\$ -	\$ 10.00	10%	\$ 90	\$ 17	\$ 100	
01-62-2000	State Sales Tax	\$ 101,920	\$ 8,789.50	\$ 57,382.51	56%	\$ 44,537	\$ 98,370	\$ 101,920	
01-62-3000	Urban Revenue Sharing	\$ 322,142	\$ 26,590.99	\$ 186,136.93	58%	\$ 136,005	\$ 319,092	\$ 322,142	
01-62-4000	Auto Lieu Taxes	\$ 64,883	\$ 5,233.23	\$ 34,154.71	53%	\$ 30,728	\$ 58,551	\$ 64,883	
						\$ -			
01-63-1000	Cemetery Fees	\$ 11,000	\$ -	\$ 2,488.66	23%	\$ 8,511	\$ 4,266	\$ 11,000	
01-63-3000	Pool Fees/Lessons/Rent	\$ 15,000	\$ -	\$ 3,556.13	24%	\$ 11,444	\$ 6,096	\$ 15,000	
01-63-4000	Refuse Fees	\$ 72,500	\$ 6,326.99	\$ 44,085.61	61%	\$ 28,414	\$ 75,575	\$ 75,000	
01-63-5000	Sale/Rental of Property	\$ 6,000	\$ -	\$ 12,208.58	203%	\$ (6,209)	\$ 20,929	\$ 6,000	
01-64-2500	Dog Impound	\$ 50	\$ -	\$ -	0%	\$ 50	\$ -	\$ 50	
01-69-0000	Miscellaneous	\$ 5,000	\$ 10.40	\$ 2,686.69	54%	\$ 2,313	\$ 4,606	\$ 5,000	
01-69-1500	Swimming Pool Damages	\$ 4,000	\$ -	\$ -	0%	\$ 4,000	\$ -	\$ -	
01-69-3000	Insurance Dividend	\$ 10,000	\$ -	\$ -	0%	\$ 10,000	\$ -	\$ -	
01-69-8000	Interest Income	\$ -	\$ -	\$ 16.75	#DIV/0!	\$ (17)	\$ 29	\$ -	
01-69-9500	Contributions - 4th of July	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 1,000	
		\$ 884,095.00	\$ 74,133.30	\$ 526,957.24	60%		\$ 903,355	\$ 900,595	

EXPENSES

Cemetery

		Budget	Period Actual	YTD Actuals	Budget %	Remain Budget	Projected	26 Budget	
01-800-220	Supplies	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500	
01-800-250	Maintenance	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500	
		\$ 1,000	\$ -	\$ -			\$ -	\$ 1,000	

Mayor & Council

01-871-110	Salaries & Wages	\$ 3,600	\$ -	\$ 1,500	42%	\$ 2,100	\$ 2,571	\$ 3,600	
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01-871-120	FICA (Employers Share)	\$	275	\$	-	\$	115	42%	\$	161	\$	197	\$	275
01-871-150	Worker's Compensation	\$	50	\$	-	\$	24	49%	\$	26	\$	42	\$	50
01-871-430	Travel/Meetings/Training	\$	4,000	\$	-	\$	833	21%	\$	3,167	\$	1,428	\$	4,000
01-871-440	Meals	\$	500	\$	-	\$	115	23%	\$	385	\$	197	\$	500
01-871-530	Miscellaneous	\$	2,500	\$	117	\$	2,504	100%	\$	(4)	\$	4,292	\$	3,000
01-871-920	Donations	\$	3,000	\$	2,194	\$	2,694	90%	\$	306	\$	4,619	\$	3,000
01-871-930	4th of July	\$	8,000	\$	-	\$	688	9%	\$	7,312	\$	1,179	\$	7,500
01-871-940	Duncan Public Library	\$	3,000	\$	-	\$	3,000	100%	\$	-	\$	5,143	\$	3,000
		\$	24,925	\$	2,312	\$	11,473	46%			\$	19,668	\$	24,925

Town Clerk

01-872-110	Salaries & Wages	\$	135,000	\$	9,288	\$	74,111	55%	\$	60,889	\$	127,048	\$	135,000
01-872-120	FICA (Employers Share)	\$	10,328	\$	711	\$	5,669	55%	\$	4,658	\$	9,719	\$	10,328
01-872-140	Retirement	\$	13,487	\$	947	\$	7,076	52%	\$	6,410	\$	12,131	\$	13,487
01-872-150	Worker's Compensation	\$	352	\$	21	\$	166	47%	\$	186	\$	284	\$	352
01-872-160	Health Insurance	\$	500	\$	-	\$	346	69%	\$	154	\$	593	\$	500
01-872-180	Unemployment Insurance	\$	250	\$	-	\$	-	0%	\$	250	\$	-	\$	250
01-872-210	Office Supplies	\$	2,500	\$	100	\$	236	9%	\$	2,264	\$	405	\$	2,500
01-872-240	Computer Equip/Software	\$	7,000	\$	-	\$	1,531	22%	\$	5,469	\$	2,625	\$	7,000
01-872-380	Copying Costs	\$	8,000	\$	488	\$	5,246	66%	\$	2,754	\$	8,993	\$	8,000
01-872-420	Postage	\$	1,000	\$	132	\$	605	60%	\$	395	\$	1,037	\$	1,000
01-872-430	Travel/Meetings/Training	\$	8,029	\$	-	\$	6,793	85%	\$	1,236	\$	11,645	\$	7,100
01-872-510	Dues & Subscriptions	\$	3,000	\$	-	\$	772	26%	\$	2,228	\$	1,323	\$	3,000
01-872-530	Miscellaneous	\$	1,000	\$	-	\$	935	93%	\$	65	\$	1,603	\$	1,000
		\$	190,445	\$	11,687	\$	103,486	54%			\$	177,405	\$	189,516

Financial Administration

01-874-110	Salaries & Wages	\$	80,000	\$	5,992	\$	45,194	56%	\$	34,806	\$	77,475	\$	80,000
01-874-120	FICA (Employers Share)	\$	6,120	\$	458	\$	3,457	56%	\$	2,663	\$	5,927	\$	6,120
01-874-140	Retirement	\$	9,816	\$	735	\$	5,545	56%	\$	4,271	\$	9,506	\$	9,816
01-874-150	Worker's Compensation	\$	73	\$	13	\$	101	138%	\$	(28)	\$	173	\$	73
01-874-160	Health Insurance	\$	24,400	\$	-	\$	10,540	43%	\$	13,860	\$	18,068	\$	25,500
01-874-180	Unemployment Insurance	\$	500	\$	-	\$	-	0%	\$	500	\$	-	\$	500
01-874-210	Office Supplies	\$	3,000	\$	120	\$	230	8%	\$	2,770	\$	395	\$	3,000
01-874-220	Other Supplies	\$	5,000	\$	31	\$	2,177	44%	\$	2,823	\$	3,732	\$	5,000
01-874-230	Bank Charges	\$	1,500	\$	-	\$	841	56%	\$	659	\$	1,442	\$	2,500
01-874-240	Computer Acct & Software	\$	15,000	\$	1,227	\$	6,409	43%	\$	8,591	\$	10,988	\$	15,000
01-874-310	Accounting & Auditing	\$	40,000	\$	-	\$	23,687	59%	\$	16,313	\$	40,606	\$	40,900
01-874-320	Consultants	\$	28,000	\$	1,331	\$	33,280	119%	\$	(5,280)	\$	57,051	\$	22,400
01-874-330	Printing & Advertising	\$	4,000	\$	373	\$	851	21%	\$	3,149	\$	1,459	\$	4,000

01-874-340	Building Maintenance	\$	5,000	\$	200	\$	2,382	48%	\$	2,618	\$	4,084	\$	5,000
01-874-360	Legal Fees	\$	10,000	\$	3,219	\$	14,933	149%	\$	(4,933)	\$	25,599	\$	15,000
01-874-410	Telephone	\$	3,500	\$	187	\$	2,387	68%	\$	1,113	\$	4,092	\$	5,000
01-874-430	Travel/Meetings/Training	\$	2,000	\$	-	\$	419	21%	\$	1,582	\$	717	\$	2,000
01-874-440	Meals	\$	500	\$	-	\$	-	0%	\$	500	\$	-	\$	500
01-874-460	Insurance	\$	28,000	\$	-	\$	9,249	33%	\$	18,751	\$	15,855	\$	28,000
01-874-480	Utilities	\$	12,000	\$	1,018	\$	7,339	61%	\$	4,661	\$	12,581	\$	18,000
01-874-510	Dues & Subscriptions	\$	8,500	\$	-	\$	7,431	87%	\$	1,069	\$	12,739	\$	8,500
01-874-530	Miscellaneous	\$	1,000	\$	-	\$	230	23%	\$	770	\$	394	\$	1,000
01-874-550	Elections	\$	5,000	\$	-	\$	702	14%	\$	4,299	\$	1,203	\$	-
01-874-610	Capital Outlay	\$	1,000	\$	-	\$	-	0%	\$	1,000	\$	-	\$	1,000
		\$	293,909	\$	14,905	\$	177,383	60%			\$	304,085	\$	298,809
Police Department														
01-877-350	Greenlee Co - Police Contract	\$	60,000	\$	5,000	\$	35,000	58%	\$	25,000	\$	60,000	\$	60,000
Animal Control														
01-879-445	Dog Impound Fees	\$	5,000	\$	-	\$	-	0%	\$	5,000	\$	-	\$	5,000
Public Works														
01-880-110	Salaries & Wages	\$	68,000	\$	6,215	\$	44,737	66%	\$	23,263	\$	76,692	\$	72,000
01-880-120	FICA (Employers Share)	\$	5,202	\$	475	\$	3,436	66%	\$	1,766	\$	5,890	\$	5,508
01-880-140	Retirement	\$	8,344	\$	498	\$	3,470	42%	\$	4,874	\$	5,948	\$	8,834
01-880-150	Worker's Compensation	\$	2,606	\$	179	\$	1,291	50%	\$	1,315	\$	2,213	\$	2,606
01-880-160	Health Insurance	\$	18,000	\$	-	\$	7,471	42%	\$	4,500	\$	12,807	\$	19,000
01-880-180	Unemployment Insurance	\$	200	\$	-	\$	-	0%	\$	200	\$	-	\$	200
01-880-190	Uniform Allowance	\$	300	\$	-	\$	178	59%	\$	122	\$	305	\$	300
01-880-220	Other Supplies	\$	7,000	\$	146	\$	1,024	15%	\$	5,976	\$	1,756	\$	7,000
01-880-240	Gas & Oil	\$	5,000	\$	-	\$	1,437	29%	\$	3,563	\$	2,463	\$	7,000
01-880-250	Vehicle Maintenance	\$	5,000	\$	-	\$	1,478	30%	\$	3,522	\$	2,534	\$	5,000
01-880-300	Street Light Maintenance	\$	1,000	\$	1,186	\$	1,379	138%	\$	(379)	\$	2,363	\$	1,000
01-880-340	Building Maintenance	\$	2,000	\$	-	\$	267	13%	\$	1,733	\$	458	\$	2,000
01-880-430	Travel/Meetings/Training	\$	500	\$	-	\$	-	0%	\$	500	\$	-	\$	500
01-880-440	Meals	\$	500	\$	-	\$	-	0%	\$	500	\$	-	\$	500
01-880-480	Utilities	\$	3,000	\$	165	\$	1,245	41%	\$	1,755	\$	2,134	\$	4,000
01-880-530	Miscellaneous	\$	1,200	\$	174	\$	1,369	114%	\$	(169)	\$	2,347	\$	1,200
01-880-610	Capital Outlay	\$	11,769	\$	-	\$	-	0%	\$	11,769	\$	-	\$	7,528
		\$	139,621	\$	9,039	\$	68,781	49%			\$	117,911	\$	144,176
Parks														
01-881-340	Repairs & Maintenance	\$	5,000	\$	528	\$	1,916	38%	\$	3,084	\$	3,285	\$	5,000

01-881-480	Utilities- Park	\$ 22,950	\$ 1,577	\$ 13,780	60%	\$ 9,170	\$ 23,623	\$ 30,000
01-881-610	Capital Outlay (Play Equip)	\$ 2,000	\$ -	\$ -	0%	\$ 2,000	\$ -	\$ 2,000
		\$ 29,950	\$ 2,104	\$ 15,696	52%		\$ 26,908	\$ 37,000
Sanitation/Refuse								
01-883-220	Other Supplies	\$ 567	\$ -	\$ -	0%	\$ 567	\$ -	\$ 567
01-883-350	Outside Garbage Pickup Service	\$ 78,000	\$ 6,332	\$ 44,782	57%	\$ 33,218	\$ 76,769	\$ 80,000
01-883-480	Utilities	\$ 250	\$ -	\$ -	0%	\$ 250	\$ -	\$ 250
01-883-530	Miscellaneous	\$ 250	\$ -	\$ -	0%	\$ 250	\$ -	\$ 250
		\$ 79,067	\$ 6,332	\$ 44,782	57%		\$ 76,769	\$ 81,067
Swimming Pool								
01-884-110	Salaries & Wages	\$ 35,000	\$ -	\$ 18,099	52%	\$ 16,901	\$ 31,027	\$ 34,000
01-884-120	FICA (Employer's Share)	\$ 2,678	\$ -	\$ 1,385	52%	\$ 1,293	\$ 2,374	\$ 2,601
01-884-150	Worker's Compensation	\$ 500	\$ -	\$ 610	122%	\$ (110)	\$ 1,046	\$ 500
01-884-180	Unemployment Insurance	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
01-884-210	Pool Concessions	\$ 2,000	\$ -	\$ 1,301	65%	\$ 699	\$ 2,230	\$ 2,000
01-884-220	Pool Supplies	\$ 2,000	\$ -	\$ 418	21%	\$ 1,582	\$ 717	\$ 2,000
01-884-480	Utilities	\$ 8,000	\$ 367	\$ 4,316	54%	\$ 3,684	\$ 7,399	\$ 8,000
01-884-510	Chemicals	\$ 5,000	\$ -	\$ 3,502	70%	\$ 1,498	\$ 6,003	\$ 5,000
01-884-610	Capital Outlay	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 1,000
		\$ 56,178	\$ 367	\$ 29,630	53%		\$ 50,794	\$ 55,101
Town Properties								
01-891-340	Senior Center Bldg Maint.	\$ 500	\$ -	\$ 303	61%	\$ 197	\$ 520	\$ 500
01-891-480	Senior Center Utilities	\$ 3,500	\$ 456	\$ 1,900	54%	\$ 1,600	\$ 3,256	\$ 3,500
		\$ 4,000	\$ 456	\$ 2,203	55%		\$ 3,777	\$ 4,000
Total GF		\$ 884,095	\$ 52,202	\$ 488,434	55%		\$ 837,316	\$ 900,595
		Actual Rev vs Exp	\$ 21,932	\$ 38,523	Bud Rev vs Exp			\$ 0



DUNCAN, ARIZONA

2025-2026 PROPOSED BUDGET

HURF

REVENUE

	HURF	Budget	Period Actual	YTD Actuals	Budget %	Budget Remaining	Projected	26 Budget
03-60-5000	Highway Users Fees	\$ 72,868.00	\$ 7,553.47	\$ 52,584.63	72%	\$ 20,283	\$ 90,145	\$ 72,868
03-60-9010	Transfers from General Fund	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
		\$ 72,868.00		\$ 52,584.63	72%			\$ 72,868

EXPENSES

	HURF	Budget	Period Actual	YTD Actuals	Budget %	Remain Budget	Projected	26 Budget
03-800-110	Salaries & Wages	\$ 31,000	\$ 2,346	\$ 16,582	53%	\$ 14,418	\$ 28,427	\$ 31,500
03-800-120	FICA (Employers Share)	\$ 2,372	\$ 179	\$ 1,275	54%	\$ 1,097	\$ 2,185	\$ 2,410
03-800-140	Retirement	\$ 3,804	\$ 226	\$ 1,577	41%	\$ 2,226	\$ 2,704	\$ 3,865
03-800-150	Worker's Compensation	\$ 2,901	\$ 193	\$ 1,363	47%	\$ 1,538	\$ 2,336	\$ 2,901
03-800-160	Health Insurance	\$ 9,000	\$ -	\$ 3,396	38%	\$ 5,604	\$ 5,821	\$ 9,000
03-800-180	Unemployment Insurance	\$ 204	\$ -	\$ -	0%	\$ 204	\$ -	\$ 204
03-800-190	Uniform Allowance	\$ -	\$ -	\$ 81	#DIV/0!	\$ (81)	\$ 139	\$ -
03-800-220	Other Supplies	\$ 2,039	\$ -	\$ 431	21%	\$ 1,608	\$ 740	\$ 1,440
03-800-240	Gas & Oil	\$ 8,250	\$ -	\$ 2,371	29%	\$ 5,879	\$ 4,065	\$ 8,250
03-800-250	Vehicle Maintenance	\$ 2,393	\$ -	\$ 1,408	59%	\$ 985	\$ 2,413	\$ 2,393
03-800-290	Street Repairs	\$ 3,000	\$ -	\$ 2,513	84%	\$ 487	\$ 4,308	\$ 3,000
03-800-340	Repairs & Maintenance	\$ 1,000	\$ -	\$ 558	56%	\$ 442	\$ 957	\$ 1,000
03-800-430	Travel/Meetings/Training	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500
03-800-440	Meals	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500
03-800-460	Insurance	\$ 2,000	\$ -	\$ -	0%	\$ 2,000	\$ -	\$ 2,000
03-800-480	Utilities	\$ 1,250	\$ -	\$ -	0%	\$ 1,250	\$ -	\$ 1,250
03-800-530	Miscellaneous	\$ 645	\$ -	\$ -	0%	\$ 645	\$ -	\$ 645
03-800-610	Capital Outlay	\$ 2,010	\$ -	\$ -	0%	\$ 2,010	\$ -	\$ 2,010
		\$ 72,868	\$ 2,944	\$ 31,555	43%	\$ 41,312	\$ 54,095	\$ 72,868

ACT REV vs EXP

\$ 21,029

BUD REV OVER EXP

\$ (0)



DUNCAN, ARIZONA

2025-2026 PROPOSED BUDGET

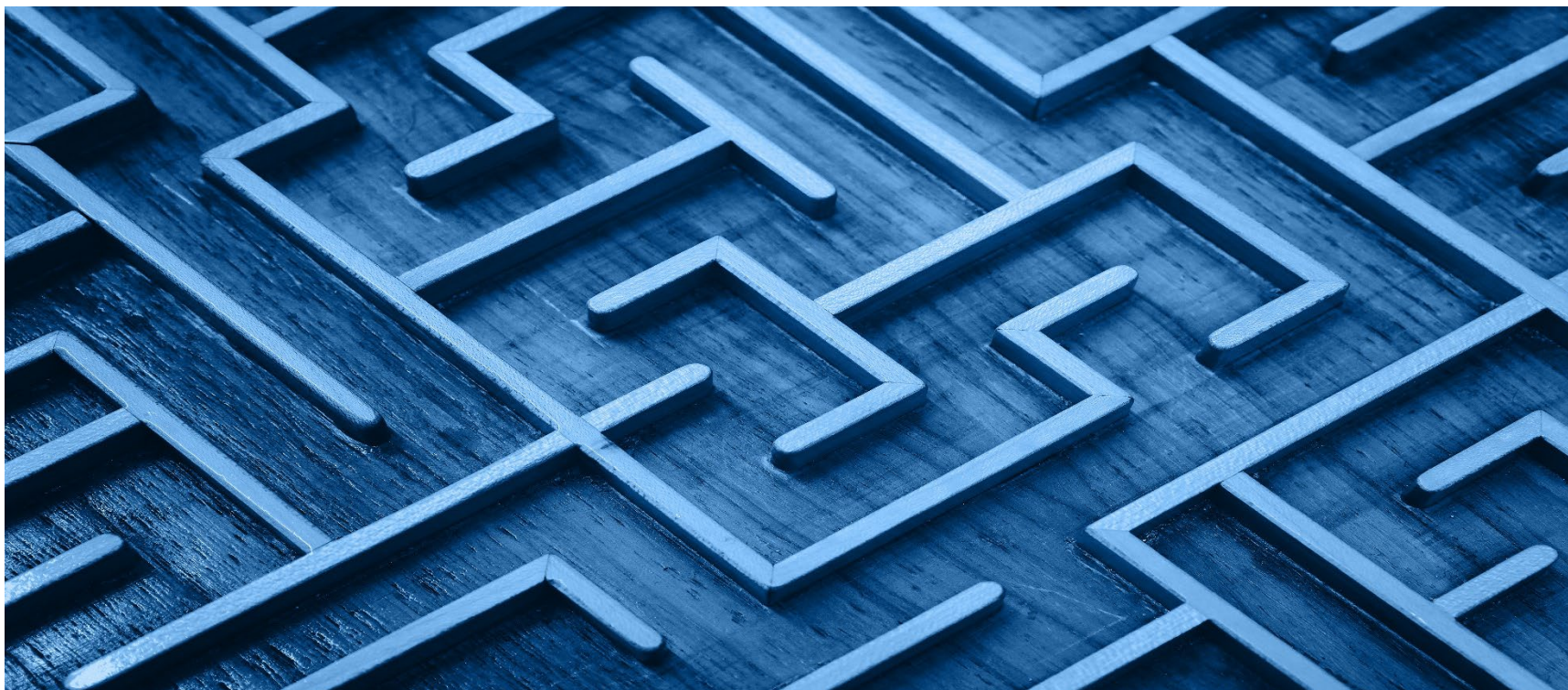
SEWER UTILITY

REVENUE

SEWER		Budget	Period Actual	YTD Actuals	Budget %	Budget Remaining	Projected	26 Budget
07-66-5000	Tap Installation & Hookup	\$ 2,000.00	\$ 650.00	\$ 900.00	45%	\$ 1,100	\$ 1,543	\$ 2,000
07-66-6000	Sewer Service Fees	\$ 106,500.00	\$ 8,932.70	\$ 62,897.54	59%	\$ 43,602	\$ 107,824	\$ 106,000
07-66-7000	Sewer Revenues - Other	\$ 15,000.00	\$ 200.00	\$ 7,682.78	51%	\$ 7,317	\$ 13,170	\$ 22,000
07-67-0000	Sewer Late Charge	\$ 8,500.00	\$ 597.39	\$ 5,737.65	68%	\$ 2,762	\$ 9,836	\$ 9,500
		\$ 132,000.00	\$ 10,380.09	\$ 77,217.97	58%	\$ 54,782	\$ 132,374	\$ 139,500

EXPENSES

Sewer Utility Fund		Budget	Period Actual	YTD Actuals	Budget %	Remain Budget	Projected	26 Budget
07-800-110	Salaries & Wages	\$ 52,000	\$ 4,066	\$ 28,743	55%	\$ 23,257	\$ 49,273	\$ 54,500
07-800-120	FICA (Employers Share)	\$ 3,978	\$ 311	\$ 2,210	56%	\$ 1,768	\$ 3,788	\$ 4,169
07-800-140	Retirement	\$ 6,380	\$ 392	\$ 2,734	43%	\$ 3,646	\$ 4,687	\$ 6,687
07-800-150	Worker's Compensation	\$ 2,250	\$ 130	\$ 921	41%	\$ 1,330	\$ 1,578	\$ 2,250
07-800-160	Health Insurance	\$ 14,000	\$ -	\$ 5,886	42%	\$ 8,114	\$ 10,090	\$ 15,000
07-800-180	Unemployment Insurance	\$ 326	\$ -	\$ -	0%	\$ 326	\$ -	\$ 328
07-800-190	Uniform Allowance	\$ 300	\$ -	\$ 140	47%	\$ 160	\$ 241	\$ 300
07-800-220	Other Supplies	\$ 1,250	\$ -	\$ -	0%	\$ 1,250	\$ -	\$ 1,250
07-800-230	Gas & Oil	\$ 1,000	\$ -	\$ 287	29%	\$ 713	\$ 493	\$ 1,000
07-800-240	Computer Acct & Software	\$ 1,751	\$ 105	\$ 710	41%	\$ 1,041	\$ 1,216	\$ -
07-800-250	Vehicle Maintenance	\$ 500	\$ -	\$ 327	65%	\$ 173	\$ 560	\$ 500
07-800-260	Sewer Line Repairs	\$ 5,000	\$ -	\$ 580	12%	\$ 4,420	\$ 995	\$ 5,000
07-800-320	Consultants	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 11,000
07-800-330	Printing and Advertising	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500
07-800-340	Repairs & Maintenance	\$ 6,451	\$ -	\$ 4,472	69%	\$ 1,979	\$ 7,665	\$ 2,500
07-800-350	Other Services	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 1,000
07-800-360	Testing	\$ 15,811	\$ 1,725	\$ 13,571	86%	\$ 2,240	\$ 23,265	\$ 15,013
07-800-380	Chemicals	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 1,000
07-800-430	Travel/Meetings/Training	\$ 253	\$ -	\$ -	0%	\$ 253	\$ -	\$ 253
07-800-440	Meals	\$ 250	\$ -	\$ -	0%	\$ 250	\$ -	\$ 250
07-800-460	Insurance	\$ 2,000	\$ -	\$ 658	33%	\$ 1,342	\$ 1,128	\$ 2,000
07-800-480	Utilities	\$ 15,000	\$ 1,636	\$ 11,158	74%	\$ 3,842	\$ 19,128	\$ 15,000
		\$ 132,000	\$ 8,365	\$ 72,395	55%	\$ 59,605	\$ 124,106	\$ 139,500
	ACT REV vs EXP		\$ 2,015	\$ 4,823		BUD REV OVER EXP		\$ (0)



DUNCAN, ARIZONA

2025-2026 PROPOSED BUDGET

MISCELLANEOUS GRANTS

REVENUE

	General Grant Funds	Budget	Period Actual	YTD Actuals	Budget %	Budget Remaining	Projected	26 Budget
18-66-0000	General Grant Funds	\$ 9,890,000	\$ -	\$ -	0%	\$ 9,890,000	\$ -	\$ 11,225,000
18-66-0100	FMI Grant - Meters	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-66-0200	CDBG	\$ 100,000.00	\$ -	\$ 86,618.42	87%	\$ 13,382	\$ 148,489	\$ -
18-66-0300	WIFA GRANT - PIPE	\$ 395,000.00	\$ -	\$ -	0%	\$ 395,000	\$ -	\$ 275,000
18-66-0330	UNITED WAY - METERS	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-66-0500	STATE PARKS GRANT	\$ 1,350,000.00	\$ -	\$ -	0%	\$ 1,350,000	\$ -	\$ 500,000
18-66-0600	COLONIAS	\$ 400,000.00	\$ -	\$ -	0%	\$ 400,000	\$ -	\$ -
18-66-7000	Senior Center	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-66-1200	USDA FACILITIES GRANT	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-66-1600	CONGRESSIONAL DIRECTED SPEN	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ 3,500,000
		\$ 12,135,000	\$ -	\$ 86,618.42	1%	\$ 12,048,382	\$ 148,489	\$ 15,500,000

EXPENSES

	General Grant Funds	Budget	Period Actual	YTD Actuals	Budget %	Remain Budget	Projected	26 Budget
18-800-530	Miscellaneous	\$ 9,773,525	\$ -	\$ -	0%	\$ 9,773,525	\$ -	\$ 11,225,000
18-800-321	COLONIAS	\$ 400,000	\$ -	\$ -	0%	\$ 400,000	\$ -	\$ -
18-800-322	CDBG	\$ 100,000	\$ -	\$ 28,218.98	28%	\$ 71,781	\$ 48,375	\$ -
18-800-323	WIFA - PIPE	\$ 395,000	\$ -	\$ 104,531	26%	\$ 290,469	\$ 179,195	\$ 275,000
18-800-324	FMI Grant - METERS	\$ 116,475	\$ -	\$ -	0%	\$ 116,475	\$ -	\$ -
18-800-325	STATE PARKS GRANT	\$ 1,350,000	\$ 59,089	\$ 65,289	5%	\$ 1,284,711	\$ 111,924	\$ 500,000
18-800-326	United Way Grant - METERS	\$ -	\$ -	\$ 73,324	#DIV/0!	\$ (73,324)	\$ 125,698	\$ -
18-800-327	USDA FACILITIES GRANT	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-800-328	SMART GRANT	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	\$ -
18-800-329	CONGRESSIONAL DIRECTED SPEN	\$ 3,365,000	\$ 536	\$ 4,414	0%	\$ 3,360,586	\$ 7,567	\$ 3,500,000
18-800-800	WIFA BACKHOE	\$ -	\$ -	\$ 75,915	#DIV/0!	\$ (75,915)	\$ 130,141	\$ -
18-800-802	United Way Grant - PARKS	\$ -	\$ -	\$ 30,308	#DIV/0!	\$ (30,308)	\$ 51,956	\$ -
		\$ 15,500,000		\$ 382,000		\$ 15,118,000	\$ 654,857	\$ 15,500,000
			REV vs EXP	\$ (295,382)				
			\$ 59,625					

18-100000



DUNCAN, ARIZONA

2025-2026 PROPOSED BUDGET

WATER UTILITY

REVENUE

	Water Utility	Budget	Period Actual	YTD Actuals	Budget %	Budget Remaining	Projected	26 Budget
27-60-5100	Refunds & Rebates	\$ 3,500.00	\$ 150.00	\$ 1,083.33	31%	\$ 2,417	\$ 1,857	\$ 3,500
27-60-6000	UNMETERED WATER	\$ 15,000.00	\$ -	\$ 4,152.50	28%	\$ 10,848	\$ 7,119	\$ 10,000
27-66-5000	Tap Installation & Hookup	\$ 1,000.00	\$ -	\$ 10,789.81	1079%	\$ (9,790)	\$ 18,497	\$ 5,000
27-66-7000	Water Fees	\$ 240,000.00	\$ 16,603.45	\$ 145,789.66	61%	\$ 94,210	\$ 249,925	\$ 280,000
27-67-0000	Water Late Charge	\$ 8,000.00	\$ 609.89	\$ 5,600.15	70%	\$ 2,400	\$ 9,600	\$ 8,000
		\$ 267,500.00	\$ 17,363.34	\$ 167,415.45	63%		\$ 286,998	\$ 306,500

EXPENSES

	Water Utility Fund	Budget	Period Actual	YTD Actuals	Budget %	Remain Budget	Projected	26 Budget
27-800-110	Salaries & Wages	\$ 52,000	\$ 4,066	\$ 28,743	55%	\$ 23,257	\$ 49,273	\$ 54,500
27-800-120	FICA (Employers Share)	\$ 3,978	\$ 311	\$ 2,210	56%	\$ 1,768	\$ 3,788	\$ 4,169
27-800-140	Retirement	\$ 6,380	\$ 392	\$ 2,734	43%	\$ 3,646	\$ 4,687	\$ 6,687
27-800-150	Worker's Compensation	\$ 2,014	\$ 131	\$ 929	46%	\$ 1,085	\$ 1,592	\$ 2,014
27-800-160	Health Insurance	\$ 14,000	\$ -	\$ 5,886	42%	\$ 8,114	\$ 10,090	\$ 15,000
27-800-180	Unemployment Insurance	\$ 200	\$ -	\$ -	0%	\$ 200	\$ -	\$ 200
27-800-190	Clothing Allowance	\$ 100	\$ -	\$ 140	140%	\$ (40)	\$ 241	\$ 100
27-800-210	Office Supplies	\$ 1,000	\$ 40	\$ 57	6%	\$ 943	\$ 98	\$ 1,000
27-800-220	Other Supplies	\$ 5,000	\$ -	\$ 891	18%	\$ 4,109	\$ 1,527	\$ 5,000
27-800-230	Gas & Oil	\$ 7,500	\$ -	\$ 2,156	29%	\$ 5,344	\$ 3,695	\$ 9,500
27-800-240	Computer Acc. & Software	\$ 7,000	\$ 435	\$ 2,854	41%	\$ 4,146	\$ 4,892	\$ 7,000
27-800-250	Equipment Rental	\$ 2,000	\$ -	\$ -	0%	\$ 2,000	\$ -	\$ 2,000
27-800-260	Water Line Repairs	\$ 9,000	\$ 1,508	\$ 4,695	52%	\$ 4,305	\$ 8,049	\$ 9,000
27-800-261	Vehicle Maintenance	\$ 5,000	\$ -	\$ 327	7%	\$ 4,673	\$ 560	\$ 5,000
27-800-320	Consultants & WaterFeasibility	\$ 10,000	\$ -	\$ 7,211	72%	\$ 2,789	\$ 12,362	\$ 32,000
27-800-330	Printing & Advertising	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500
27-800-340	Repairs & Maintenance	\$ 15,000	\$ -	\$ 10,000	67%	\$ 5,000	\$ 17,143	\$ 15,000
27-800-350	Other Services	\$ 2,500	\$ -	\$ -	0%	\$ 2,500	\$ -	\$ 2,500
27-800-360	Testing	\$ 20,000	\$ 2,432	\$ 19,225	96%	\$ 775	\$ 32,957	\$ 20,000
27-800-380	Chemicals	\$ 10,000	\$ -	\$ 2,540	25%	\$ 7,460	\$ 4,355	\$ 10,000
27-800-410	Telephone	\$ 1,000	\$ -	\$ -	0%	\$ 1,000	\$ -	\$ 1,000
27-800-420	Postage	\$ 3,000	\$ 361	\$ 1,767	59%	\$ 1,233	\$ 3,030	\$ 6,000
27-800-430	Travel/Meetings/Training	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500
27-800-440	Meals	\$ 250	\$ -	\$ -	0%	\$ 250	\$ -	\$ 250
27-800-460	Insurance	\$ 8,000	\$ -	\$ 2,631	33%	\$ 5,369	\$ 4,511	\$ 8,000
27-800-480	Utilities	\$ 12,000	\$ 683	\$ 7,057	59%	\$ 4,943	\$ 12,097	\$ 16,080
27-800-510	Dues & Subscriptions	\$ 500	\$ 20	\$ 350	70%	\$ 150	\$ 600	\$ 500
27-800-530	Miscellaneous	\$ 500	\$ -	\$ -	0%	\$ 500	\$ -	\$ 500

27-800-535	Bad Debts	\$ 8,500	\$ -	\$ -	0%	\$ 8,500	\$ -	\$ 8,500
27-800-540	Bad Debt Expense	\$ -	\$ -	\$ -	#DIV/0!	\$ -	\$ -	CF
27-800-610	Capital Outlay	\$ 12,078	\$ -	\$ 3,403	28%	\$ 8,675	\$ 5,834	\$ 16,000
27-800-996	USDA - Drinking Water	\$ 48,000	\$ 34,250	\$ 45,574	95%	\$ 2,426	\$ 78,126	\$ 48,000
		\$ 267,500	\$ 44,629	\$ 151,379	57%	\$ 116,121	\$ 259,506	\$ 306,500
						\$ 383,613		
ACT REV vs EXP				\$ 16,037	BUD REV OVER EXP		\$	{0}

[illegible]