



**PUBLIC NOTICE
THE ELOY CITY COUNCIL**

Meets

TUESDAY, MAY 26, 2026

6:00 PM

ELOY CITY COUNCIL CHAMBERS

595 NORTH C STREET

ELOY, ARIZONA 85131

For a

REGULAR MEETING

AGENDA

I. Call to Order

II. Roll Call

III. Moment of Silence

IV. Pledge of Allegiance

V. Public Appearances

Those wishing to **ADDRESS THE CITY COUNCIL** may do so by signing in on a form provided by the City Clerk, identifying the topic(s) or agenda item(s). **ACTION** taken as a result of public comment regarding non agenda items will be limited to directing staff to study the matter or rescheduling the matter for further consideration and decision at a later date.

SPEAKERS SHALL BE LIMITED TO THREE (3) MINUTES.

A. Scheduled

B. Unscheduled

VI. Reports and Announcements

A. Mayor's Announcements

B. Council Members' Announcements

C. City Manager's Announcements

VII. Consent Agenda

*A. Approval of Minutes — April 13, 2026, Regular Meeting, May 11, 2026, Regular Meeting, and May 18, 2026, Budget Work Session

B. Approval and Authorization to Execute an Airport Planning and Environmental Consulting Services Agreement for the Eloy Municipal Airport with

Refugio Gallegos

Coffman Associates, a Pape-Dawson Company

- C. Adoption of Resolution No. 26-1662 adopting the Consolidated Rate and Fee Schedule for the City of Eloy, with the effective date July 1, 2026.
- D. Adopt Resolution No. 26-1663 approving the form and authorizing the execution and delivery of amendments to loan agreements between the City and the Water Infrastructure Finance Authority of Arizona.

Brian Wright

VIII. Business: Possible Discussion and/or Action on the Following:

- A. Approve Resolution No. 26-1661 declaring the City of Eloy purchasing policy as a public record.
- B. Approve Ordinance No: 26-1001 Amending Sections 2-134 Through 2-141 of Chapter 2, Article VII, "City of Eloy Purchasing Policy" of The Eloy City Code, and Adopting By Reference that Certain Document Entitled "Amendments To City Of Eloy Purchasing Policy Dated May 26, 2026"; Providing For Separability; And Establishing An Effective Date.

IX. Executive Session

Possible executive session for discussion/consultation for legal advice with the city attorney and/or city staff concerning any of the agenda items, pursuant to A.R.S. §38-431.03 (A) (3) and (4).

- A. Pursuant to A.R.S. § 38-431.03(A)(3), (4), (5), and (7), the Mayor and City Council may convene into Executive Session for discussion and consultation with the City Attorney and/or special legal counsel for legal advice; discussion and consultation regarding the City's position and instructions to its attorneys and designated representatives concerning contracts, agreements, development matters, and negotiations; discussion regarding negotiations with prospective businesses or industries and associated economic development matters; and discussion regarding the purchase, sale, lease, or value of real property. No legal action will be taken during Executive Session.

X. Adjournment

POSTED BY AT ELOY CITY HALL, ELOY POST OFFICE, AND CITY WEBSITE:
www.elayaz.gov

THE FACILITY WILL BE OPEN TO THE PUBLIC 30 MINUTES PRIOR TO THE START OF THE MEETING AND SEATING WILL BE AVAILABLE FOR "REASONABLY ANTICIPATED ATTENDANCE."

Celine A. Kidwell

Celine A. Kidwell, CMC, FCRM
City Clerk

INDIVIDUALS WITH SPECIAL ACCESSIBILITY NEEDS MAY CONTACT MICHELLE HALL, ADA COORDINATOR FOR THE CITY OF ELOY AT 520-466-9201 OR 520-466-7455 (TDD). IF POSSIBLE, SUCH REQUESTS SHOULD BE MADE 72 HOURS IN ADVANCE. ONE OR MORE MEMBERS OF THE COUNCIL AND/OR STAFF MAY PARTICIPATE BY TELEPHONIC OR VIDEO MEANS.

**CITY OF ELOY
REQUEST FOR COUNCIL ACTION**

Agenda Item: V.A.

Date: 5/26/2026

Date submitted:
01/16/2026

Action: Other

Subject: Scheduled

Date requested:
5/26/2026

TO: Mayor and City Council

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

Approved as to Form:



Stephen R. Cooper, City Attorney

**CITY OF ELOY
REQUEST FOR COUNCIL ACTION**

Agenda Item: V.B.

Date: 5/26/2026

Date submitted:
01/16/2026

Action: Other

Subject: Unscheduled

Date requested:
5/26/2026

TO: Mayor and City Council

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

Approved as to Form:



Stephen R. Cooper, City Attorney

**CITY OF ELOY
REQUEST FOR COUNCIL ACTION**

Agenda Item: **VII.A.**

Date: **5/26/2026**

Date submitted:
01/16/2026

Action: Formal

Subject: Approval of Minutes — April 13, 2026, Regular Meeting, May 11, 2026, Regular Meeting, and May 18, 2026, Budget Work Session

Date requested:
5/26/2026

TO: Mayor and City Council

FROM:

RECOMMENDATION:

DISCUSSION:

FISCAL IMPACT:

Approved as to Form:

A handwritten signature in blue ink, appearing to read "Stephen R. Cooper", is written over a horizontal line.

Stephen R. Cooper, City Attorney



**City of Eloy
Minutes
City Council Regular Meeting
April 13, 2026 at 6:00 PM
City Council Chambers**

I. Call to Order

The Eloy City Council Regular Meeting was called to order by Mayor Andrew Sutton at 6:00 P.M.

II. Roll Call

Present: Mayor Andrew Sutton
Vice Mayor Michelle Tarango
Council Member Sara Curtis
Council Member JoAnne Galindo
Council Member Andrea Garcia
Council Member Dan Snyder
Council Member Michael Vodrazka

Staff Mackenzie Letcher, City Manager
Present: Stephen Cooper, City Attorney
Michelle Hall, Deputy City Clerk

III. Moment of Silence

Mayor Sutton called for a moment of silence, which was observed by all present.

IV. Pledge of Allegiance

Council Member Sara Curtis led the Pledge of Allegiance.

V. Public Appearances

A. Scheduled

There were no scheduled public appearances.

B. Unscheduled

There were no unscheduled public appearances.

VI. Reports and Announcements

A. Mayor's Announcements

Mayor Sutton provided the following announcements:

- **April 1 – Central Arizona Governments Meeting:** Mayor Sutton attended the Central Arizona Governments meeting in Apache Junction, which included an executive session as part of the Arizona Department of Transportation's (ADOT) listening tour. Mayor Sutton stressed the importance of improved communication between ADOT and municipalities, particularly regarding maintenance and issues along state rights-of-way. He cited the new hospital development as an example, noting that the city had sought permission to clean the adjacent freeway on and off-ramps but faced coordination challenges. Mayor Sutton expressed a commitment to maintaining an open and collaborative dialogue with ADOT going forward.
- **April 3 – Annual Easter Egg Hunt:** Mayor Sutton volunteered in his capacity as a police volunteer at the City's annual Easter Egg Hunt. The event was well attended by families and children and was described as a great community occasion. Mayor Sutton noted it was gratifying to see the community come together to create positive memories for young residents.
- **April 8 – Meals on Wheels Ride-Along:** Mayor Sutton participated in a ride-along with Central Arizona Aging's Meals on Wheels program in Eloy. He accompanied driver Pat on visits to approximately a dozen homes and had the opportunity to connect with residents he might not otherwise have met. Mayor Sutton praised the program and its staff, noting the volunteers' genuine care and dedication. He encouraged community members to support the program at www.cahra.org, and mentioned an upcoming fundraising bingo event at which tables may be purchased.
- **April 10 – Ribbon Cutting and Scholarship Dinner:** Mayor Sutton, along with current and former council members, attended the ribbon-cutting ceremony for La Carnicera La Mejor, a family-owned butcher shop on Main Street. Mayor Sutton wished the business continued success. Later that evening, several council members attended the Pinal Scholars Committee's Awards Ceremony and Scholarship Dinner in Casa Grande.
- **April 11 – Police Department Picnic:** Mayor Sutton and other council members attended the Eloy Police Department's annual picnic at a local park. Mayor Sutton expressed appreciation for the dedication of the men and women of the Eloy Police Department and noted the event provided a welcome opportunity for officers and their families to relax and connect.

1. Proclamation — Week of the Young Child

Mayor Sutton presented the Proclamation recognizing the Week of the Young Child, April 11–17, 2026. Mayor Sutton noted that no representative was present to accept the proclamation in person; however, he proceeded to read it in full and indicated that

it would be forwarded to the appropriate recipients. The proclamation acknowledged the critical importance of early childhood education and care, recognizing that high-quality early care programs build lifelong learning skills in children from birth through age 5. It further recognized the essential role of early childhood educators and childcare providers in supporting Arizona families, as well as the importance of public investment in equitable early learning opportunities. Mayor Sutton, as Mayor of the City of Eloy, proclaimed April 11–17, 2026, as the Week of the Young Child and encouraged all citizens to support and invest in early care and education in the community.

2. Proclamation — National Public Safety Telecommunicators Week

Vice Mayor Tarango presented the Proclamation recognizing National Public Safety Telecommunicators Week, April 12–18, 2026, in honor of the dispatchers of the Eloy Police Department. Prior to reading the proclamation, Mayor Sutton offered remarks recognizing public safety telecommunicators as the first of the first responders — the voices behind the call who provide calm and steady guidance during emergencies. He acknowledged their long hours and the often-unseen nature of their contributions, and expressed sincere appreciation on behalf of the City.

Vice Mayor Tarango read the proclamation in full, which recognized that emergencies require prompt responses from public safety personnel and that public safety telecommunicators serve as the vital link between the community and emergency responders. The proclamation recognized the professionalism, compassion, and commitment to excellence of the Eloy Police Department's telecommunicators, who serve the community 24 hours a day, seven days a week. Representatives from the Eloy Police Department's dispatch team were present to accept the proclamation.

B. Council Members' Announcements

Council Member Galindo provided the following announcements: attendance at a community virtual tour event showcasing future development plans for the city, which she found exciting and commended; recognition of Community Services for an exceptional Easter Egg Hunt; a welcome back to Mr. Mandeville, a former Eloy resident who returned to the community to pursue his career; a productive meeting on April 8 with constituents concerned about the Freeberg plant, resulting in agreements on community safety coordination; attendance at the Police Department barbecue; and attendance at the Pannau Community Scholarship Banquet, where her daughter, a former scholarship recipient, was invited to speak as the banquet celebrated its 20th anniversary. Council Member Galindo noted that the City of Eloy was also recognized as a founding sponsor of the scholarship.

A council member reported attending an Opportunity Zones partnership meeting on April 3, which focused on an anticipated second round of the federal Opportunity Zones program. Discussion at the meeting addressed concerns that the first round disproportionately benefited large urban centers rather than rural communities like Eloy. The member noted that upcoming workshops will address how municipalities can position themselves competitively for the new round of designations.

Council Member Vodrazka reported on the April 10 ribbon-cutting for La Panaderia La Mejor on Main Street, which was well attended, and urged residents to support the business. He also attended the Pannau Hispanic Council Scholarship Dinner, which he noted drew over 200 attendees and 50 scholarship recipients, and expressed pride in the City's continued support of the program. He also attended the Police Department picnic and thanked Chief Banales and his staff for the invitation.

A council member expressed enthusiasm about the Easter Egg Hunt, noting the event had clearly outgrown the current park, given the turnout. The member also raised a question regarding the status of a hospital directional sign on Sunshine Boulevard, noting that a semi-truck recently made a wrong turn into the area. Staff indicated that the City has been in communication with ADOT regarding the sign, as the location falls within state right-of-way, and that coordination is ongoing.

C. City Manager's Announcements

City Manager Mackenzie Letcher reported on the success of the Easter Egg Hunt, noting over 500 attendees. He also announced two upcoming community events: the Eloy Adopt A Street Spring Cleanup on Saturday, April 18, from 7:00 a.m to 10:00 a.m. at Shumway North Park; and the Spring Concert in the Park featuring Soul Town Train on Saturday, April 18, from 6:00 p.m.to 9:00 p.m. at Main Street Park.

1. Police Chief Sergio Banales Council Briefing

Police Chief Sergio Banales presented the monthly Police Department activity briefing for March 2026. Chief Banales recognized the Communications Unit and dispatchers by name for their dedication and service. He reported on current staffing levels, community engagement activities conducted during March, the upcoming launch of a public-facing crime mapping tool on April 20, and six traffic enforcement campaigns planned through September 2026 covering DUI enforcement, speed enforcement, and child passenger safety initiatives.

Council discussion included suggestions for a bicycle safety education program, interest in reviving the Coffee with the Cops community outreach program, and expressions of appreciation for the return of the crime mapping tool as a transparency resource for the public. Chief Banales expressed support for the bicycle safety and Coffee with the Cops initiatives and indicated both would be explored.

VII. Consent Agenda

Mayor Sutton read the consent agenda notice, advising that all items are considered routine matters to be enacted by one motion and one roll call vote, with no separate discussion unless requested by a council member.

Council Member Snyder requested that Item A be removed for a separate vote, noting he had not been present at the March 30, 2026, Budget Study Session and wished to abstain on that item. Council Member Garcia requested clarification on Item C prior to the vote.

Items A and C were removed from the Consent Agenda for separate consideration.

Motion: Council Member Jose Garcia made a motion to approve Consent Agenda Items B, D, E, F, and G as presented. The motion was seconded by Michael Vodrazka, Deputy City Clerk. Hall conducted a roll call vote: Council Member Garcia – Yes; Council Member Vodrazka – Yes; Council Member Galindo – Yes; Council Member Curtis – Yes; Council Member Snyder – Yes; Vice Mayor Tarango – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

Item A – Approval of Minutes (March 23, 2026, Work Session and Regular Meeting; March 30, 2026, Budget Study Session):

Council Member Snyder explained that he wished to abstain from voting on the approval of the March 30, 2026, Budget Study Session minutes, as he was not present at that meeting.

Motion: A motion was made to approve Item A of the Consent Agenda as presented. The motion was seconded. Deputy City Clerk Hall conducted a roll call vote. Council member Snyder abstained due to his absence from the March 30, 2026, Budget Study Session. **Motion carried.**

Item C – E1 Audiovisual Technologies – Police Department Briefing/Training Room Upgrade:

Council Member Galindo inquired whether \$60,000 would be sufficient, noting that prior discussions regarding a comprehensive telecommunications upgrade had estimated costs closer to \$500,000. Staff clarified that this specific item covers upgrades to the Police Department's briefing and training room used for emergency operations, and is funded from the existing FY 25/26 CIP budget for that purpose. Council Member Galindo asked whether opioid settlement funds could supplement the upgrades; staff responded that opioid settlement funds must be directly tied to opioid use, prevention, and treatment, making application to this room upgrade unlikely.

Motion: A motion was made to approve Item C of the Consent Agenda as presented. The motion was seconded. Deputy City Clerk Hall conducted a roll call vote: Council Member Galindo – Yes; Council Member Garcia – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Council Member Snyder – Yes; Vice Mayor Tarango – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

- A. Approval of Minutes — March 23, 2026, Work Session and Regular Meeting, and March 30, 2026, Budget Study Session
- B. Acceptance of a Proposal from Coro Medical/ZOLL, for the Purchase of Automated External Defibrillators (AEDs), using funds from the One Arizona Opioid Settlement Agreement, Earmarked for Use by the City of Eloy, with Pricing Per Sourcewell Contract # 041823-ZLL, at a Cost not to Exceed \$62,000.00.
- C. Acceptance of a proposal from E1 Audiovisual Technologies for a project to upgrade existing technologies in the Police Department briefing/training room, using funds allocated in the FY 25/26 City of Eloy Capital Improvement Project (CIP) budget, with

pricing per Arizona State Contract (CTR075310) at a cost not to exceed \$60,000.00. Furthermore, authorization for the Mayor or his designee to sign any contracts necessary for project completion.

- D. Approval of an Intergovernmental Agreement (IGA) with the Arizona Department of Transportation (ADOT) for the Administration of Final Design and Construction of the Battaglia Road Sidewalk Project (Eleven Mile Corner Road to Sunshine Boulevard).
- E. Adopt Resolution 26-1652, approving Case No. CUP2025-011 Park 8-10 Freeberg Outdoor Storage. A request for a Conditional Use Permit to allow outdoor storage on the property zoned Light Industrial (I-1) located at 5610 North Sunland Gin Road, and consisting of approximately 13.62 acres.
- F. Adopt Resolution No. 26-1653 accepting the public right-of-way dedication for Sunland Gin Road
- G. Recommendation to the Arizona Department of Liquor Licenses and Control (ADLLC) for issuance of a Series 15 Special Event License to the Eloy Chamber of Commerce for the Cinco de Mayo event, May 1, 2026.

VIII. Business: Possible Discussion and/or Action on the Following:

- A. Conduct a public hearing, and consider adopting Resolution No. 26-1654, finding that the applicable criteria have been met, and approve a two-year time extension to the previously approved Conditional Use Permit (Case No.: CUP2022-022) to allow a Solar, Utility Scale Generation and Battery Energy Storage System Facility, submitted by W. Ralph Pew of Pew & Lake, PLC, on behalf of NextEra Energy Resources, DBA Eloy Valley Solar, LLC, for a property located at the northeast corner of Sunshine Boulevard and Pretzer Road, consisting of approximately 320 acres.

Community Development Director Dan Symer, AICP, presented this item on behalf of the staff. Mayor Sutton opened the public hearing.

Director Symer noted that this is the third request to extend the previously approved Conditional Use Permit for a utility-scale solar generation and battery energy storage system facility at the northeast corner of Sunshine Boulevard and Pretzer Road, covering approximately 320 acres. Staff recommends approval and deferred to the applicant to explain the project's status and the reasons for the extension request.

Sean Lake, representing NextEra Energy Resources (DBA Eloy Valley Solar, LLC), presented on the applicant's behalf. Mr. Lake outlined the progress made since the original approval, including: approval of a larger conditional use permit for the broader project area; execution of a contract with Arizona Electric Power Cooperative (AEPC) — a rural utility cooperative serving areas including ED-2, ED-5, and Trico — confirming this is a contracted, not speculative, project; finalization of a 10-year plan with the Arizona Corporation Commission (ACC); unanimous recommendation from the ACC's line-siting committee; receipt of a Certificate of Environmental Compatibility from the ACC; completion of environmental work under the National Environmental Policy Act (NEPA), with the project designated as a Categorical Exclusion (the least impactful NEPA category), submitted to WAPA in March 2026 and anticipated for completion by late April or early May; and submission of a preliminary landscape plan

with Pinal County as part of the county permitting process.

Mr. Lake stated the project anticipates breaking ground by the end of 2026, pending completion of the county permitting process expected by late July or early August.

Council Discussion: Council Member Galindo inquired about coordinating with the Eloy Fire District on fire coverage for the project, which partially lies outside the city limits. Stuart McCurdy, the Vice President of Development for NextEra, has confirmed ongoing coordination with the Eloy Fire District since October 2025 to establish a coverage agreement. Council Member Galindo and Council Member Curtis emphasized the importance of thoughtful external landscaping, noting that many solar projects in the area have not met community standards. Mr. Lake committed to working with both the City and Pinal County to deliver a landscape plan meeting those standards. Vice Mayor Tarango asked about the NEPA Categorical Exclusion designation and its implications for environmental review of the farmland site. Staff confirmed the designation reflects the project's low environmental impact. Council Member Snyder expressed support for the project, noting that the power will serve local cooperative members rather than be exported to the Phoenix metro or California. Council Member Galindo asked about the applicant's application status with Pinal County; the applicant confirmed that the application is currently being processed with the county.

No members of the public came forward. Mayor Sutton closed the public hearing.

Motion: A motion was made to read Resolution No. 26-1654 by title only. The motion was seconded. Upon voice vote, the motion carried.

Deputy City Clerk Hall read the title of the resolution:

Motion: A motion was made to approve Resolution No. 26-1654 as read. The motion was seconded. City Clerk Kidwell conducted a roll call vote: Council Member Synder – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Council Member Galindo – Yes; **Council Member Garcia – No**; Vice Mayor Tarango – Yes; Mayor Sutton – Yes. **Motion carried (6-1).**

B. Consideration and Possible Action of Resolution No. 26-1655 Authorizing the Franchise Agreement with Arizona Public Service (APS) to be submitted to the Voters of the City of Eloy at the November 2026 General Election.

City Manager Mackenzie Letcher presented this item. He advised that the City's current franchise agreement with Arizona Public Service Company (APS) was last approved in 2002 and is set to expire in 2027. The proposed Resolution No. 26-1655 does not approve the franchise agreement itself but authorizes its placement on the November 3, 2026, General Election ballot for approval by the voters of Eloy.

City Manager Letcher noted the key change from the previous agreement: the prior agreement provided a flat fee with a CPI adjuster (approximately \$100,000 annually), whereas the new agreement shifts to a 2% gross revenue franchise fee. In the last year, this fee generated approximately \$788,000 for the City. As Eloy continues to grow and add new residential, commercial, and industrial customers, this revenue is

expected to increase accordingly.

Richard Rosales, Public Affairs Representative for APS, then presented the nature of the franchise agreement. He explained that a franchise agreement is a right-of-way contract that allows APS to work within the city's right-of-way to maintain, construct, and upgrade utility infrastructure without obtaining individual permits for each project. Key provisions of the agreement include: relocation costs (APS bears costs when relocating equipment due to City CIP projects); vegetation management; restoration of disturbed rights-of-way; and the 2% franchise fee. Mr. Rosales confirmed the agreement covers APS's service area within Eloy, including Toltec, Mission Valley along Toltec Road, the San Miguel area, and businesses along the freeway corridor. The agreement also automatically incorporates any future annexations into the city.

The City Attorney provided additional context, noting that while franchise agreements with large utilities offer limited negotiating room, City staff secured a significant concession not found in agreements with other municipalities: a provision requiring APS to meet annually with City staff to coordinate planning and discuss a five-year infrastructure plan, with additional meetings as needed. The City Attorney credited this to City Manager Letcher's insistence on stronger coordination, given the volume of active development projects in Eloy. He noted that other municipalities in the state that have since sought similar provisions have had their requests declined by APS.

The City Manager clarified that APS's ability to respond to emergency situations in the right-of-way is already addressed by the existing City code, which allows immediate emergency response with retroactive permitting. The franchise agreement strengthens the overall coordination framework but does not restrict emergency response.

Council Discussion: Council members discussed community outreach and public education ahead of the November election. Members emphasized the importance of clearly communicating to voters that approval of the franchise will not increase utility bills and that the 2% rate is unchanged from the prior 25-year agreement. Suggestions included leveraging APS's existing customer notification channels, such as outage text messages, to share information about the franchise vote. Council members also suggested town halls at Robson Ranch, Grand Valley, the senior center, and other community venues. Mr. Rosales confirmed APS will conduct public notices, participate in any candidate forums, and conduct outreach as directed by the City. He noted that similar franchise agreements are on the ballot in other Pinal County municipalities this cycle, including Superior, Florence, Coolidge, and the Town of Miami. He added that franchise agreements historically pass with 60–70% approval, and referenced a recent approval in the Town of Winkelman at approximately 70%.

Motion: A motion was made to read Resolution No. 26-1655 by title only. The motion was seconded. **Upon voice vote, the motion carried.**

Deputy City Clerk Hall read the title of the resolution:

Motion: A motion was made to approve Resolution No. 26-1655 as presented. The motion was seconded. City Clerk Kidwell conducted a roll call vote: Council Member Snyder– Yes; Council Member Garcia – Yes; Council Member Galindo –

Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Vice Mayor Tarango – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

IX. Executive Session

Mayor Sutton announced that no executive session would be held.

X. Adjournment

The meeting was adjourned at approximately 7:25 P.M.

BY:

ATTEST:

Andrew Sutton, Mayor

Celine Kidwell, City Clerk

APPROVED AS TO FORM:

Stephen R. Cooper, City Attorney



**City of Eloy
Minutes
City Council Regular Meeting
May 11, 2026 at 6:00 PM
City Council Chambers**

I. Call to Order

The Eloy City Council Regular Meeting was called to order by Mayor Andrew Sutton at 6:00 p.m. on Monday, May 11, 2026. Mayor Sutton noted the exceptionally full house in attendance and welcomed the evening's guests.

II. Roll Call

Present: Andrew Sutton, Mayor
Michelle Tarango, Vice Mayor
Sara Curtis, Council Member
JoAnne Galindo, Council Member
Jose Garcia, Council Member
Dan Snyder, Council Member
Michael Vodrazka, Council Member

Staff Present: Mackenzie Letcher, City Manager
Stephen Cooper, City Attorney
Celine Kidwell, City Clerk

III. Moment of Silence

Mayor Sutton invited all present to rise for a moment of silence.

IV. Pledge of Allegiance

Council Member Jose Garcia led the Pledge of Allegiance.

V. Reports and Announcements

A. Mayor's Announcements

Mayor Sutton provided the following announcements:

- **April 30 – Eloy Chamber of Commerce Luncheon:** Mayor Sutton attended the Chamber of Commerce Luncheon, where City Manager Mackenzie Letcher served as the featured guest speaker. Mayor Sutton commended City Manager Letcher's presentation on economic development in Eloy as insightful, forward-looking, and exceptionally well-received. He noted that several attendees were visibly taking notes

throughout, observing that such engagement reflects the growing momentum and attention Eloy is drawing from the broader region.

- **May 1 – Luke’s House for Behavioral Health Ribbon Cutting:** Mayor Sutton, joined by council members and other City dignitaries, attended the ribbon cutting ceremony for Luke’s House for Behavioral Health. He described the facility as beautiful and long overdue — addressing a need felt not only in Eloy but in communities throughout the region. He extended congratulations once again to Sonnette and Leticia, and to all those whose efforts brought the project to fruition.
- **May 1 – Eloy Chamber of Commerce Cinco de Mayo Celebration:** Later that evening, the Chamber hosted a Cinco de Mayo celebration in Main Street Park. Mayor Sutton described the event as a fantastic evening filled with dance, music, a car show, children’s attractions, and food trucks. He expressed particular appreciation for the condition of the park, crediting Community Services Director Paul Anchondo by name for consistently delivering beautifully presented venues for community events.

1. Proclamation — Robson Ranch Singers Day

Before proceeding to the evening’s announcements, Mayor Sutton paused to welcome and recognize the Robson Ranch Singers, who were present in the Council Chambers for a special recognition. Mayor Sutton noted that the Singers had been invited to perform at the John F. Kennedy Center for the Performing Arts in Washington, D.C., on May 24, 2026, and that the City was honored to send them with its full support and pride.

Mayor Sutton shared the following history of the organization, as provided by the Singers themselves: In 2009, Robson Ranch resident Sue Hart issued an open invitation to her neighbors, asking if anyone would be interested in forming a singing group. Six residents responded, and the Robson Ranch Singers began their journey. By the end of that year, membership had grown to eighteen. Their earliest concerts were held in their director’s home before audiences of approximately thirty people, and later moved to the Robson Ranch restaurant. Today, the Singers boast more than sixty members, all Robson Ranch residents. They present two concert series each year — a holiday concert and a spring concert — and since the opening of the Humosa Ballroom in 2013, have consistently performed to sold-out audiences of more than 600 over two-night runs. The ensemble is led by Director Lori Larmey and Associate Director Beth Forbes, and concerts feature multi-voice singers, instrumentalists, small ensembles, and audience sing-alongs. The Mayor noted that the selected ensemble traveling to Washington, D.C. was proud to represent Robson Ranch, the City of Eloy, and the State of Arizona on a national stage. The Robson Ranch Singers then performed two selections. The first, “This Is Why We Sing,” was described by the singers as a piece never before performed in public — a piece known only in their rehearsals — that debuted for the first time that evening. The second selection was “This Is My Country.” The audience received both performances with sustained applause. Mayor Sutton described the experience as genuinely moving, noting that the remainder of the meeting would be “very anticlimactic” by comparison.

Vice Mayor Tarango read the following proclamation in full.

B. Council Members' Announcements

Council Member JoAnne Galindo provided the following remarks:

- **Chamber Luncheon and Community Events:** Council Member JoAnne Galindo thanked the Chamber of Commerce and Community Services for taking full advantage of the park across the street and the favorable evening weather. She noted that the series of outdoor events has been a wonderful enhancement to community life in Eloy and expressed appreciation for the quality of programming.
- **Dust Devil Daniel Contreras – College Scholarship:** Council Member JoAnne Galindo recognized Daniel Contreras, a member of the Santa Cruz Dust Devils, for signing to play football and pursue his college education at Knox College in Galesburg, Illinois. She expressed the Council's collective pride in his achievement and thanked Community Services for supporting the youth football camp program that contributes to outcomes like this one.
- **Pinal Partnership Breakfast – May 1:** Council Member JoAnne Galindo attended the Pinal Partnership Breakfast, a significant gathering of copper industry stakeholders with investments in and around Pinal County. Approximately eight copper companies were represented on a panel. She noted key takeaways: copper is foundational to modern infrastructure and deeply woven into daily life; a high-quality copper vein runs through Pinal County; and the United States has only a single copper smelter in Salt Lake City, which lacks the capacity to process projected extraction volumes. As a result, raw copper must be exported overseas for smelting and then reimported — a process that is both costly and inefficient. She noted she forwarded a detailed report to City Manager Letcher for broader distribution, and characterized the breakfast as highly educational and relevant to Eloy's development trajectory.
- **Robson Ranch Singers:** Council Member JoAnne Galindo thanked the Robson Ranch Singers for their performance, noting that their presence brought an uncommon spirit and joy to the chamber, and expressed pride in their representing Eloy at the 250th anniversary of the nation's founding.

Council Member Garcia provided the following remarks:

- **Luke's House Ribbon Cutting:** Council Member Garcia attended the Luke's House for Behavioral Health opening and characterized it as a profoundly needed resource — not only for Eloy but for the entire Tri-Valley and Pinal County region.
- **Cinco de Mayo Celebration:** He attended the Chamber's Cinco de Mayo event in the park, arriving later in the evening but enjoying the music, noting the mariachi band was exceptional.
- **Hospital Directional Signage:** Council Member Garcia took the opportunity to offer belated thanks to City Manager Letcher and his team for installing hospital directional signage on Sunshine Boulevard. He

reported observing the signs both day and night and confirmed that they are highly visible and effective for motorists exiting the interstate. He noted, however, that the signs will not prevent large commercial vehicles from making navigation errors, and suggested the City continue working toward an alternative access route for the hospital as a longer-term infrastructure priority.

Council Member Dan Snyder provided the following remarks:

- **Exceptional Hospital Presentation at Chamber Luncheon:** In addition to City Manager Letcher's economic development presentation, Exceptional Hospital presented at the Chamber luncheon. Council Member Dan Snyder found the hospital's discussion particularly informative, especially the subject of emergency transport protocols — specifically, which hospital EMTs will transport a patient to, given their assessed condition at the time of response. He noted that EMTs are trained to match patient needs to the hospital's capabilities and that this determination supersedes a patient's personal preference. He emphasized that residents should trust their EMT's judgment rather than insist on a specific facility, as arriving at an unprepared facility can necessitate a secondary transfer. He characterized the discussion of the hospital's current expansion as encouraging and expressed gratitude for the facility's presence in the community.
- **Freeburg Industrial Fabrication:** Council Member Dan Snyder encouraged community members who have observed the new building under construction along General Road to understand its purpose: that structure is the incoming Freeburg Industrial Fabrication facility, which will be the site of the hiring event announced by the City Manager. He noted that what may appear to be a new warehouse represents meaningful employment for Eloy residents.
- **Robson Ranch Singers:** He thanked the Singers warmly, noting he moved to the area in 2010 and attended some of their earliest concerts. He recalled that the original performances had elements of a barbershop quartet and marveled at how far the group had grown. He also reminded the audience that the music performed at Robson Ranch Singers concerts is not freely available — the group must purchase rights to each piece, and the modest concert ticket price funds those acquisitions. He thanked the Singers for representing Eloy's spirit and quality of life.

Council Member Vodrazka provided the following remarks:

- **Chamber Luncheon and Community Events:** He echoed his earlier comments, commending City Manager Letcher's presentation and the quality of the community events held in recent weeks.
- **Luke's House Ribbon Cutting:** He attended the ribbon-cutting for Luke's House and described it as an ideal way to begin Mental Health Awareness

Month — a meaningful and timely milestone for the community.

- **Cinco de Mayo Celebration:** He attended the Chamber's Cinco de Mayo event and enjoyed the evening.
- **Robson Ranch Singers:** He thanked the Singers for bringing spirit and energy to the Council Chamber, and expressed appreciation for their willingness to represent the City of Eloy on the national stage.

Council Member Curtis provided the following remarks:

- **Memorial Day Ceremony – Monday, May 25:** Council Member Curtis announced that the annual Memorial Day ceremony will be held at the Eloy City Cemetery at 9:00 a.m. on Monday, May 25. The ceremony will feature the traditional posting of the colors and remarks. New this year, one or two skydivers will land at the cemetery, including one carrying the American flag. Council Member Curtis encouraged all residents to attend and extended a personal invitation on behalf of the City.
- **Robson Ranch Singers:** She thanked the Singers for their performance, calling it one of the best Council meetings in recent memory.

Vice Mayor Tarango echoed the sentiments of her fellow council members, thanking the Robson Ranch Singers and expressing that they would be welcome to return to the chambers on any regular meeting night.

C. City Manager's Announcements

City Manager Mackenzie Letcher provided the following updates:

- **Freeburg Industrial Fabrication – Hiring Event, May 13–14:** Freeburg Industrial Fabrication, a metal fabrication company relocating to Eloy from Escondido, California, will hold an all-day hiring event on Wednesday, May 13, and Thursday, May 14, at Eloy City Hall, Community Room, from 9:00 a.m. to 3:00 p.m. The company anticipates hiring approximately 200 employees for its Eloy facility, across a range of positions including electrical and mechanical technicians, certified electricians, skilled assemblers, shop managers, and HR staff. The position includes competitive pay, health insurance, PTO, 401(k) matching, and overtime opportunities. Community members interested in employment or a career change were encouraged to attend.
- **Budget Work Session – May 18–19:** The final budget work session prior to adoption of the tentative budget is scheduled for Monday, May 18, beginning at 5:00 p.m. The City Manager noted that while two days are reserved, the session typically concludes within one day of approximately two and a half to three hours. Community members interested in the budget process were encouraged to attend or tune in.
- **General Plan Adoption – Special Meeting, June 1:** A special City Council meeting will be held on Monday, June 1 at 6:00 p.m. for the

adoption of the City's General Plan — the culmination of a year-long effort conducted with consultant Logan Simpson and Community Development Director Dan Symer. The City Manager described this as the final step before the plan proceeds to the voters in November. Community members who have participated in general plan events throughout the year were especially encouraged to attend.

- **Veris Term Community Connect – Case Notification Software Launch, May 19:** The Eloy Police Department will launch Veris Term Community Connect, a case status notification platform, on May 19. The system automatically tracks the phone number associated with a call for service and provides the reporting party with ongoing text updates at each stage of the case — from initial call, through investigation, judicial proceedings, incarceration, and parole or release. The City Manager expressed hope that community members would never need the service, but noted it represents a significant step forward in transparency, victim communication, and public safety. A public release from the Police Department is anticipated the following day.
- **Memorial Day Ceremony – May 25:** The City will co-host the annual Memorial Day ceremony with the Chamber of Commerce at the Eloy City Cemetery from 9:00 to 10:30 a.m. City Manager Letcher indicated he would be in attendance and encouraged council members and the community to participate.

VI. Consent Agenda

Mayor Sutton read the consent agenda notice, advising that all items marked with an asterisk are considered routine matters to be enacted by one motion and one roll call vote, with no separate discussion unless a council member requests removal.

Council Member Garcia requested the removal of Item A for separate consideration. No other items were requested for removal.

Motion: A motion was made to approve Consent Agenda Items B, C, and D as presented. The motion was seconded by Vice Mayor Tarango. City Clerk Kidwell conducted a roll call vote: Council Member Garcia – Yes; Council Member JoAnne Galindo – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Vice Mayor Tarango – Yes; Council Member Dan Snyder – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

A. Approval of Minutes — April 27, 2026, Regular Meeting

Council Member Garcia raised a procedural concern, noting that the April 13, 2026, Regular Meeting minutes were not included in the current agenda packet and that, at the previous meeting, no minutes were presented for approval. City Clerk Kidwell advised that the April 13, 2026, minutes would be brought forward at the next regular meeting.

Motion: A motion was made to approve Consent Agenda Item A as presented. The motion was seconded by Council Member Garcia. City Clerk Kidwell conducted a roll

call vote: Council Member Garcia – Yes; Council Member JoAnne Galindo – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Vice Mayor Tarango – Yes; Council Member Dan Snyder – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

- B. Declaration of Surplus and Authorization for Disposal of Twenty-Four (24) Decommissioned iPhone 12 Cellular Devices via ecoATM
- C. Authorization to utilize Sourcewell contract #040825-CAM with Core and Main for water collection and control products for community infrastructure to purchase ten (10) fire hydrants in an amount not to exceed \$40,000, as identified and approved in the FY 2025-2026 City of Eloy Operating Budget.
- D. Authorization to Utilize 1GPA Contract #22-12P-03 with Phoenix Fence for Purchase and Installation of Automatic Gates at the Public Works Facility

VII. Business: Possible Discussion and/or Action on the Following:

- A. Consideration and Possible Action to Approve the Second Amendment to the Purchase and Sales Agreement (PSA) with Eloy Community Development Partners, LLC and the City of Eloy for the Purchase of 81 +/- Acres of City Owned Property Located at the Northwest Corner of Houser Road and 11 Mile Corner Road.

City Manager Mackenzie Letcher advised the Council that on February 23, 2026, the Council approved the first extension of the feasibility period through May 18, 2026. Since that time, the staff has met with the development team nearly weekly to advance the project. This Second Amendment is designed to provide the additional time necessary to complete the feasibility analysis, entitlement process, and development agreement.

The principal changes included in the Second Amendment are as follows:

- **Extended Close of Escrow:** The revised close of escrow date is November 19, 2026, established in coordination with the development team. Staff noted that the development agreement is nearly complete, with a few final comments to resolve, and that the zoning case will proceed before the Planning and Zoning Commission.
- **Revised Deposit Schedule:** The amendment clarifies that continuing deposits are required only during the feasibility period and at the scheduled closing date — not during any approved extensions. Under the prior PSA structure, \$10,000 deposits occurred every 90 days; the amendment eliminates that obligation for any extensions beyond the current feasibility period.
- **Administrative Authority for Extension Options:** The original PSA provided for three 60-day extension options, each requiring Council approval. The amendment delegates administrative authority to the City Manager to approve those extension options, subject to written authorization and notice to the Council at the time each extension is exercised. The total number of available extensions — three — remains unchanged.

- **Purchase Price:** No change. The total purchase price of \$1,486,000 remains unaltered.

City Manager Letcher noted that Eloy Community Development Partners has demonstrated a significant and sincere commitment to the project, having invested over one million dollars in professional fees, due diligence, legal costs, and acquisition expenses to date. The City Manager expressed confidence in the partnership and characterized the amendment as a reasonable accommodation to give the project the best chance of success, with the ultimate goal of a high-quality mixed-use development at this strategic intersection.

Council Discussion: Council Member Dan Snyder raised a question regarding the manufactured homes that are part of the project area, noting that the City's manufactured homes ordinance was reviewed by Planning and Zoning a couple of years ago and suggested that staff revisit the ordinance before the project advances too far, to avoid unintended conflicts or gaps. City Manager Letcher concurred and noted that the development agreement will address requirements for the manufactured homes component of the project and that staff would take a closer look at the ordinance as development progresses.

Motion: Council Member Dan Snyder made a motion to approve the Second Amendment to the Purchase and Sale Agreement with Eloy Community Development Partners, LLC, as presented. The motion was seconded. City Clerk Kidwell conducted a roll call vote: Council Member Dan Snyder – Yes; Council Member Garcia – Yes; Council Member JoAnne Galindo – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Vice Mayor Tarango – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

B.

Adopt Resolution No. 26-1658 authorizing the submittal of a grant application in the amount of \$583,000 to the Arizona Department of Housing (ADOH) for FY2025 State Housing Trust Funds (HOME), committing \$75,000 as leverage, and authorizing the City Manager to sign all documentation necessary to utilize these grant funds.

Finance Director Brian Wright advised the Council that the City has applied for this State Housing Trust Fund grant through the Arizona Department of Housing for approximately 15 years. The prior year was the first in which the City did not apply, as staff were still completing work under the 2023 and 2024 grant awards. With those projects nearing completion, the City is positioned to reenter the program.

The proposed grant application requests \$583,000, of which approximately \$550,000 will fund construction and \$33,000 will fund administration, with the remainder returned to the City through grant management services. The \$75,000 in leverage funds committed by the City will support the work of Brian Tarradoff, the City's construction specialist, at approximately \$7,000 per home, and cover temporary relocation assistance for homeowners during reconstruction.

The program is intended to serve low-to-moderate income owner-occupied

households. Applicants must own their home free of liens and must occupy it as a primary residence — rental properties do not qualify. The current application anticipates funding four new construction projects and two rehabilitation projects. The City currently maintains an active waiting list of ten qualified households, categorized by income level: the extremely low-income tier carries the greatest scoring weight and is therefore prioritized. Staff have regularly re-verified applicant eligibility and removed those who no longer respond or qualify.

Mr. Wright noted that since approximately 2016–17, the program has helped complete 31 homes throughout Eloy through reconstruction and rehabilitation. The City also partners with Pinal County, which has contributed funding for specific components, such as air-conditioning units, through its CDBG allocations. The City Manager noted that requests limited to a single appliance repair — such as an air conditioner only — are not eligible under this program but may qualify through CARE's Home Repair and Weatherization program, and that staff actively directs those inquiries to the appropriate resource.

Council Discussion: Council Member JoAnne Galindo asked whether the CARE assistance program also requires homeownership. Mr. Wright indicated he was not certain of CARE's specific ownership requirements but confirmed that income eligibility is generally required. No further questions were raised.

Motion: A motion was made to read Resolution No. 26-1658 by title only. The motion was seconded. **Upon voice vote, the motion carried unanimously.**

City Clerk Kidwell read the title of the resolution.

Motion: A motion was made to approve Resolution No. 26-1658 as presented. The motion was seconded. City Clerk Kidwell conducted a roll call vote: Council Member JoAnne Galindo – Yes; Council Member Vodrazka – Yes; Council Member Curtis – Yes; Vice Mayor Tarango – Yes; Council Member Dan Snyder – Yes; Council Member Garcia – Yes; Mayor Sutton – Yes. **Motion carried unanimously (7-0).**

VIII. Public Appearances

A. Scheduled
There were no scheduled public appearances.

B. Unscheduled

Ms. Vera Cannella, a Robson Ranch resident, Robson Ranch Singer, and Tour Coordinator for the group's Washington, D.C. trip, addressed the Council.

Ms. Cannella expressed personal and collective thanks to Mayor Sutton and the entire City Council for their enthusiastic and unwavering support from the moment the invitation to the Kennedy Center was shared with the Mayor. She noted that the group will be taking City of Eloy T-shirts to Washington, D.C., and plans to take photographs representing the City on the national stage. She acknowledged Pinal Central's presence at the meeting, noting that she had advocated for media coverage and

hoped the event would receive newspaper coverage.

Ms. Cannella attributed the idea for the evening's surprise flash-mob style performance to Mayor Sutton, who she said enthusiastically requested it. She noted that "Why We Sing" — performed for the first time in public that evening — holds special meaning within the group and characterized the ability to share it with the Council as a gift.

Ms. Cannella shared the following upcoming schedule for community awareness:

- **May 24, 2026:** Performance at the John F. Kennedy Center for the Performing Arts, Washington, D.C. The performance will be filmed and may be aired on a local station at a later date.
- **May 25, 2026 (Memorial Day):** The Robson Ranch Singers will perform in the nationally televised Memorial Day Parade in Washington, D.C., opening the parade with "The Battle Hymn of the Republic."

Ms. Cannella noted that the Singers would be among approximately 300 performers from across the United States and emphasized the significance of a group from Eloy, Arizona, being included. Mayor Sutton responded, "It's a big deal for all of us."

IX. Executive Session

Mayor Sutton announced that no executive session would be held.

X. Adjournment

The meeting was adjourned at 6:51 p.m.

BY:

ATTEST:

Andrew Sutton, Mayor

Celine Kidwell, City Clerk

APPROVED AS TO FORM:

Stephen R. Cooper, City Attorney



**City of Eloy
Minutes
City Council Special Meeting
May 18, 2026 at 5:00 PM
City Council Chambers**

I. Call to Order

The Eloy City Council Budget Work Session Special Meeting was called to order by Mayor Andrew Sutton at 5:00 P.M.

II. Roll Call

Present: Andrew Sutton, Mayor
Michelle Tarango, Vice Mayor
Sara Curtis, Council Member
JoAnne Galindo, Council Member
Andrea Garcia, Council Member
Dan Snyder, Council Member
Michael Vodrazka, Council Member

Staff Present: Mackenzie Letcher, City Manager
Celine Kidwell, City Clerk
Brian Wright, Finance Director

III. Pledge of Allegiance

The Pledge of Allegiance was led by Dan Snyder.

IV. Unscheduled Public Appearances

There were no unscheduled public appearances.

V. Discussion Items

A.

The City Council will be presented with an overview of the proposed tentative budget for Fiscal Year 2026-2027, providing an opportunity to review and discuss its key elements and funding priorities.

Finance Director Brian Wright presented the proposed FY 2026–2027 budget to the Mayor and City Council, supported by City Manager Mackenzie Letcher and the City's department heads. The presentation was delivered using the ClearGov online budget platform and proceeded fund by fund, beginning with Special Revenue Funds and working through Capital Projects, Enterprise Funds, and the General Fund. A

summary sheet was distributed to each Council member at the dais. Finance Director Wright indicated that significant line item changes of \$5,000 or more would be identified and explained for each fund, and that questions would be addressed after each fund was presented.

Prior to the fund-by-fund review, Finance Director Wright advised the Council of the following corrections to the budget materials previously distributed:

The City Council budget was increased from \$333,750 to \$352,500 (+\$18,750) for the Community Outreach Program and Council Contingency. The Finance Department budget was decreased from \$1,275,585 to \$1,244,805 (-\$30,780) to correct salary, benefits, and contractual services figures. The Contingency/Debt/Transfers line was adjusted from \$9,771,420 to \$9,783,450 (+\$12,030). Additionally, the \$500,000 Opioid Settlement Fund was inadvertently omitted from the distributed budget book and has been restored.

Budget Overview

The proposed FY 2026–2027 budget totals \$105,612,540, a reduction of approximately \$10 million from the prior year total of \$115,639,325. Finance Director Wright explained that the decrease is largely attributable to the General Fund, which reflects a reduction of approximately \$12 million. In the prior fiscal year, significant reserves were transferred from the General Fund to the Water and Wastewater funds to complete capital infrastructure projects and retire four outstanding loan obligations. With those projects complete and the debt paid off, those one-time transfers are no longer required, accounting for the bulk of the year-over-year reduction. On a comparable basis — excluding interfund transfers from both years — the budget reflects an increase of \$5.5 million, or 5.75%, over the prior year, consistent with the growth of city operations and services. Finance Director Wright characterized the budget as fiscally sound, with revenues aligned to expenses and appropriate contingency reserves maintained across all funds.

Budget allocations by fund type are as follows: General Fund, 26%; Special Revenue Funds, 33%; Capital Project Funds, 28%; Enterprise Funds, 12%; and the Perpetual Care Fund, less than 1% at \$23,835.

Personnel and Compensation Highlights

Finance Director Wright outlined the key personnel and compensation changes reflected throughout all funds. A 4% general wage increase is programmed for all employees, effective July 1, 2026, at an estimated cost of approximately \$430,000, including benefits. Market-based salary adjustments, developed through the recently completed Compensation and Classification Study, are estimated at \$204,000, including benefits. The annual Christmas incentive program (1%) remains in effect. Health insurance costs are increasing approximately 4.8 to 5%, while the Arizona State Retirement System contribution rate decreases slightly from 12.00% to 11.97%. The City's minimum wage floor has been updated to \$15.15 per hour. Two new positions are added in this budget: a Public Works Inspector, allocated across Streets, Water, Wastewater, and the General Fund at approximately \$107,000 including benefits; and a Police Dispatcher position.

Special Revenue Funds

Streets Fund — Budget: \$3,039,820 | Change from Prior Year: +\$558,950

Key changes include a \$395,000 increase in operating and maintenance for street light maintenance, supply cost increases, and a contingency established due to uncertainty surrounding the continuation of the Pinal County half-cent sales tax program. A \$3.5 million capital allocation funds the City's local match for the grant-funded Sunland Gin/Arcadia Road improvement project. An additional \$147,000 addresses road striping and culvert improvements throughout the city.

Streets One-Time Fund — Budget: \$1,900,000 | Change from Prior Year: +\$162,000
The increase reflects a fund balance accounting adjustment. Capital spending is down \$633,000 following the prior-year purchase of a paver and loader. No specific projects are currently identified; the fund serves as a financial reserve for unplanned road needs. Finance Director Wright noted that if the Pinal County half-cent sales tax does not continue, this fund has sufficient capacity to absorb a significant road project without impacting the operating Streets Fund.

LTAF Fund — Budget: \$11,860 | Change from Prior Year: No significant change
Held in reserve for transportation-related match purposes. Annual growth is generated solely through interest earnings, as confirmed by Finance Director Wright in response to a council member's inquiry.

Economic and Community Development Fund — Budget: \$2,610,490 | Change from Prior Year: +\$110,000
Financed by the City's 2% food-for-home-consumption tax. Rollover projects carried into FY 2026–2027 include the General Plan update, the Economic Development Plan, the City's Economic Development Brochure, and a Housing Feasibility Study. No new expenditures are identified beyond these rollovers. A council member asked how much the fund grows annually; Finance Director Wright responded that the fund receives approximately \$400,000 to \$425,000 per year from the food tax, plus interest income, for a total of approximately \$450,000 in annual growth, which may be applied to community or economic development purposes as opportunities arise.

Police Impound Fund — Budget: \$13,490 | Change from Prior Year: +\$7,990
No expenditures identified. Restricted by law to police-related purposes.

Police Safety Equipment Fund — Budget: \$11,265 | Change from Prior Year: +\$5,265
No expenditures identified. Restricted to public safety purposes.

Grants Fund — Budget: \$14,690,000 | Change from Prior Year: +\$1,800,000
Three grant-funded personnel positions are active and currently filled: one GITEM officer, one HITDA/Truth Code officer, and one School Resource Officer. The \$1.7 million capital increase is primarily associated with the Sunland Gin grant project (\$4.8 million total grant value), along with airport, CDBG, and Governor's Highway Safety grants for the Police Department. The fund is budgeted at a level sufficient to absorb new grant awards received throughout the fiscal year, as required under Arizona budget law.

JCEF Fund (Justice Court Enhancement Fund) — Budget: \$67,680 | Change from Prior Year: +\$9,480
Restricted to court-related expenditures. Court security improvements, including

camera systems, may be brought before the Council for consideration using this fund or the Court Recovery Fund. A council member asked whether JCEF funds are used for the judge's salary, shared with the City of Florence. Finance Director Wright clarified that the shared judicial compensation is accounted for within the Magistrate Court budget: the city pays the full salary and receives approximately \$80,000 per year from Florence as reimbursement. The JCEF is dedicated solely to the City's own court facility needs.

Court Recovery Fund — Budget: \$192,130 | Change from Prior Year: +\$33,335
Funded by court fines and fees. Increase reflects fund balance growth and the accumulation of annual contributions. All expenditures must be court-related.

Opioid Settlement Fund — Budget: \$500,000 | Change from Prior Year: New — restored to budget
Established to account for revenues and expenditures from the City's Opioid Settlement Agreement. The total settlement is approximately \$2.3 million, with funds expected to be received over approximately 20 years. Eligible expenditures must be related to opioid use, prevention, or treatment. The program operates on a reimbursement basis: the City expends eligible funds and submits documentation for reimbursement. The AED purchase approved at the May 11, 2026, regular meeting is an eligible expenditure. Council confirmed with Finance Director Wright that there is no near-term deadline for spending settlement funds.

Economic Incentive Fund — Budget: \$5,000,000 | Change from Prior Year: No change
Established by Council resolution for economic development incentive purposes. No expenditures have been made or identified to date; any use requires Council approval. Finance Director Wright advised that a dedicated savings account will be established to allow interest to accrue and be tracked separately from the City's pooled accounts.

Smart and Safe Fund — Budget: \$230,425 | Change from Prior Year: +\$35,115
Funded by marijuana excise tax revenues. Restricted to public safety purposes. No specific expenditures are identified at this time.

Water Allotment Fund — Budget: \$130,000 | Change from Prior Year: +\$45,000
Established under former City Manager Harvey Krause in connection with a water allocation agreement with Landmark Development. Landmark pays CAGR fees to the city in exchange for holding a designated water allocation. The fund is maintained separately from the Water Fund to ensure clean accounting and proper reimbursability. A council member asked whether accumulated funds would be returned to Landmark if the agreement is canceled. City Manager Letcher clarified that the fund functions as a holding account: if the developer withdraws from the agreement, the balance is returned in full. No City payment obligation is triggered until development is activated.

Cemetery Fund — Budget: \$237,465 | Change from Prior Year: -\$176,000
The decrease reflects the completion of a vegetation and tree management project and the prior-year purchase of a backhoe. The fund supports one full-time position dedicated to cemetery operations.

Airport Fund — Budget: \$1,064,725 | Change from Prior Year: +\$656,000

The increase is primarily attributable to \$150,000 in capital funding for updating the airport's policies, guidelines, leases, and tenant agreements, as well as additional grant-related capital activity. The airport updates are overdue and will bring the facility's operational framework into current compliance.

Perpetual Care Fund — Budget: \$23,835 | Change from Prior Year: Minimal change
The smallest fund in the City's budget. No significant changes.

Capital Project Funds

Parks and Recreation Impact Fee Fund — Budget: \$1,198,500 | Change from Prior Year: +\$189,600

The increase is attributable to the change in fund balance accounting. Impact fees are restricted to growth-related capital purposes and may not be used for maintenance or operations. No expenditures are currently identified. A council member asked when this fund was last utilized. Finance Director Wright responded that approximately \$15,000 was spent in the current fiscal year on a park shade structure, as the installation was determined to be a growth-driven need. He noted that the fund requires careful application of the growth-related eligibility standard. Another council member asked whether the fund could be used to build a new park. Finance Director Wright confirmed that it could, provided growth-driven demand is documented, and noted that the fund is also eligible to help service debt on a park bond, allowing impact fees to offset borrowing costs for a capital project approved by the Council.

Police Impact Fee Fund — Budget: \$1,112,585 | Change from Prior Year: +\$72,185
No current expenditures identified. Restricted to police-related capital. The fund previously contributed over \$500,000 toward the construction of the Eloy Police Station.

Water Impact Fee Fund — Budget: \$378,380 | Change from Prior Year: Anticipated to be expended within 18 months

Designated for water line extensions and infrastructure oversizing related to growth-driven development. Finance Director Wright advised that this fund is expected to be fully utilized within the next 18 months for active water infrastructure projects.

Wastewater Impact Fee Fund — Budget: \$No budget | Change from Prior Year: - \$437,100

The fund was fully utilized in the prior year to oversize the gravity sewer main from the treatment plant. It will be replenished as new development activity generates wastewater impact fees.

Streets Impact Fee Fund — Budget: \$1,212,025 | Change from Prior Year: +\$158,465

A potential use has been identified for road improvements along the Robson Ranch perimeter, qualifying as a growth-related eligible expenditure. Additional uses may emerge as development activity continues.

Utility Obligation Bond Fund — Budget: \$22,000,000 | Change from Prior Year: New

Established for the proceeds of the Utility Obligation Bond of up to \$22 million, authorized by Resolution No. 26-1656 at the April 27, 2026, regular meeting. Proceeds will fund water and wastewater infrastructure improvements. The operating and maintenance category accommodates bond issuance costs, design fees, and pre-construction expenses prior to project activation.

Enterprise Funds

Water Fund — Budget: \$4,732,550 | Change from Prior Year: -\$3,733,460

The significant decrease reflects the completion of three capital projects — the well pump station, the Houser Road water line, and the nitrate treatment facility — and the retirement of two WIFA loans. A contingency of approximately \$600,000 to \$650,000 has been established as a placeholder for the first Utility Obligation Bond debt service payment. A new \$25,000 engineering consulting line has been added to support ongoing water and wastewater engineering needs. The retirement of a long-term employee resulted in the transition of compensation to the ESI contractual services line, reflected as a \$73,000 increase in contractual services.

Wastewater Fund — Budget: \$5,219,250 | Change from Prior Year: — \$9,794,185

The decrease reflects the completion of the sewer gravity main from the treatment plant along Lovell Mile Road to Sunshine Boulevard — evidenced by the open pavement now visible along the 11 Mile Corner Road corridor — and the retirement of two WIFA loans. A \$650,000 contingency is maintained for upcoming bond debt service. The ESI transition is reflected as a \$68,000 increase in contractual services. Travel and training increased by \$5,000. Finance Director Wright noted that formal recognition of bond debt service will materially increase this fund's budget in FY 2027–2028.

Sanitation Fund — Budget: \$3,049,570 | Change from Prior Year: — \$674,195

Revenue is lower than projected due to commercial and roll-off accounts not transitioning to City billing after the waste management services change. Commercial customers were not required to migrate, and most elected to remain with their prior provider. Personnel and benefits increased modestly. Operating and maintenance increased \$80,265 to establish a contingency for unplanned expenses. Capital decreased \$300,000, with \$150,000 remaining for a landfill rate and fees study to be presented to Council upon completion. Council Member Snyder asked whether those commercial customers might still indirectly generate landfill revenue for the city. Finance Director Wright responded that most are believed to have stayed with their prior provider rather than transitioning to a competitor that uses the City's landfill, so the offset is likely minimal.

General Fund Departments

Finance Director Wright presented each General Fund department's budget. Unless otherwise noted, increases in personnel and benefits across all departments reflect the 4% general wage adjustment, market-based salary study results, and increased health insurance costs.

Economic Development — Budget: \$283,380 | Change from Prior Year: — \$70,610

Decrease reflects the transfer of a Management Analyst position to the City Manager's budget, more accurately aligning the employee's responsibilities with that department.

City Council — Budget: \$352,500 | Change from Prior Year: +\$31,700

Increase includes \$8,500 for League of Arizona Cities and Towns event supplies and \$20,300 for the Community Outreach Program (\$8,000) and community partnerships (\$15,000). Finance Director Wright advised that Community Outreach Program budget materials would be distributed to Council members within the following week.

Human Resources — Budget: \$545,360 | Change from Prior Year: +\$91,810

A half-position has been transitioned to the ESI contractual services contract, producing a corresponding \$130,000 increase in contractual services. Operating and maintenance costs increased by \$5,800 due to software subscription renewals and citywide applicant testing costs.

City Clerk — Budget: \$655,700 | Change from Prior Year: +\$188,690

The primary driver is the transfer of a Management Analyst position from the City Manager's budget to the City Clerk's. Operating and maintenance increased \$66,400, primarily for a new annual E1 audiovisual support and maintenance agreement at approximately \$27,000 per year, covering the Council Chambers technology upgrade scheduled for installation during the summer recess, as well as subscription renewals and a 15% general liability insurance rate increase through the City's risk retention pool. A council member asked about election-related expenses for the General Plan vote in November. Finance Director Wright clarified that General Plan election costs are charged to the Economic and Community Development Fund. The APS franchise election costs are borne by APS.

Magistrate Court — Budget: \$675,530 | Change from Prior Year: -\$5,120

Personnel increased modestly due to general wage increases. Benefits decreased due to a vacancy budgeted at the employee-only level rather than at the family coverage level. Operating and maintenance decreased \$14,500 based on actual historical custody fee expenditures.

City Manager — Budget: \$677,320 | Change from Prior Year: +\$111,660

Reflects the transfer of the Management Analyst position from Economic Development. Contractual services increased by \$40,000 for outside legal support for complex development and water-related matters.

Finance — Budget: \$1,244,805 | Change from Prior Year: -\$5,780 net

Personnel decreased due to the removal of a one-time PTO payout included in the prior year for a potential retirement that did not occur. Operating and maintenance increased \$12,600 for software renewals.

Legal — Budget: \$214,845 | Change from Prior Year: None

The Legal budget is funded entirely through contractual services (\$213,245), which covers outside legal counsel. There are no City personnel in this department. Utilities account for \$1,100 and operating and maintenance for \$500. Finance Director Wright noted there are no significant changes from the prior year exceeding \$5,000.

Community Development — Budget: \$2,703,620 | Change from Prior Year: +\$460,370 (+20.52%)

Personnel increased \$58,610 due to the general wage increase, market-based

adjustments, and the transition of a retiring employee's salary to the ESI contractual services contract. Benefits increased \$23,960 reflecting current coverage levels. The most significant change is a \$375,500 increase in contractual services, bringing that line to \$1,325,500 — representing 49% of the department's total budget. Finance Director Wright explained that this increase covers plan review and commercial inspection services for major commercial and industrial projects currently in the pipeline. He noted that if those projects do not materialize, the funds will not be spent. The Community Development Department's FY 2025–2026 accomplishments include removal of eight dilapidated and condemned structures, advancement of the General Plan update toward June 2026 Council adoption, completion of a Cultural Resource Report on the 1941 Dustbowl Theater, and commencement of the Eloy Airpark Area Plan. Looking ahead, the department's budget objectives include issuing permits and beginning inspections for the Freepoint Eco-Systems plastic recycling facility, coordinating with Robson Ranch on an approximately 65-lot addition, working with Walton Global on the proposed West Palmilla 620-lot subdivision, and evaluating new permitting and code enforcement software.

Contingency, Debt Service, and Transfers — Budget: \$9,783,450 | Change from Prior Year: -\$14,250,635

Finance Director Wright noted that while the overall budget line reflects a significant reduction, this is primarily attributable to the elimination of \$15.5 million in transfers out to the Water and Wastewater funds, which were made in the prior year to fund capital infrastructure and retire outstanding debt. Those transfers are no longer necessary. On the expenditure side, the General Fund contingency has been increased to \$2.7 million — approximately \$1.3 million more than the current year. Finance Director Wright explained that the elevated contingency is intended to address a number of planned and potential needs, including start-up costs for an in-house animal control program and any capital improvements associated with restoring that program, as well as other unforeseen expenses that may arise. All contingency expenditures require Council approval before any funds may be committed. Two specific line items have also been established within this budget category: \$200,000 for additional work at Veterans Park associated with a grant received from APS, with the extra capacity included in the event engineering costs exceed initial estimates; and \$50,000 for the 250th Anniversary Fourth of July celebration, providing Community Services with enhanced resources to plan and deliver an event befitting the national milestone. The budget also maintains the City's unfunded liability payment and other routine debt obligations.

Community Services Administration — Budget: \$671,415 | Change from Prior Year: +\$46,485 (+7.44%)

The largest driver in this budget is utilities at \$239,100 (35.61% of the total), covering electricity, water, and related costs for Community Services facilities. Personnel decreased \$110,760 and benefits decreased \$18,220, reflecting the retirement of an employee whose compensation has been transitioned to the ESI contractual services contract — the same transition used in the Water, Wastewater, and Human Resources budgets. As a result, contractual services increased by \$168,000. Operating and maintenance increased by \$5,865 for software subscription renewals and supplies.

Parks Maintenance — Budget: \$687,360 | Change from Prior Year: +\$40,120

(+6.20%)

Personnel increased by \$19,720, and benefits increased by \$13,800 due to general wage and market adjustments. Operating and maintenance increased by \$6,600 for pool chemicals and supplies. No other significant changes were noted. Parks Maintenance accomplishments in the prior year included installation of playground shade structures at Jones and Trekell Parks, installation of a ramada at SVC Park, replacement of park signage across Jones, Trekell, Shumway, Maddox, Anita's, Fire Station, and North Toltec Parks, and new tables and BBQ grills at Jones and Trekell Parks.

Recreation Programs — Budget: \$1,108,360 | Change from Prior Year: +\$102,830 (+10.23%)

Personnel increased by \$42,790, and benefits increased by \$24,040 on general wage and market adjustments. Operating and maintenance increased \$19,500 to support expanded programming for the Fourth of July, Harvest Festival, and Easter events, as well as higher costs for rides and activities. Contractual services increased \$16,500 to fund additional classes, community activities, and a fourth Concert in the Park. Finance Director Wright noted that the department's accomplishments in the prior year reflect the breadth of its impact: four large-scale community events drew more than 1,000 attendees each; fifteen additional smaller events were held; combined total event attendance exceeded 16,000 residents; 581 local youth participated in sports leagues and camps; and 3,536 senior meals were served at the Toltec Senior Center.

Library — Budget: \$308,080 | Change from Prior Year: +\$11,820

Personnel and benefits adjustments account for the modest increase. Of significance, Pinal County Library District will no longer fund Internet connectivity or maintain computers at city libraries. The County will provide all replacement computers at no cost to the City and will continue funding the catalog, supplies, and book inventory. The city assumes responsibility for Internet service, networking hardware, and IT maintenance for 33 library computers. Fiber is already in place; only a new network switch is required as a one-time capital item. This transition increases the City's total computer inventory from approximately 110 to 143 units citywide, with library computer replacement costs anticipated over the next 3 to 5 years. A council member confirmed the library retains its Pinal County Public Library designation. Another council member asked about the 3D printers in the teen section; Finance Director Wright noted those were grant-funded and will eventually require City-funded maintenance and replacement.

Facility Maintenance — Budget: \$562,560 | Change from Prior Year: +\$55,190

The increase includes \$20,000 for the replacement of 31 ozone-free bulbs in four air scrubber units installed approximately five years ago through a Pinal County grant — located in City Hall, Community Services, the Library, and the Senior Center — which require replacement every five years. An additional \$15,000 was added to the ongoing HVAC replacement program.

Police Administration — Budget: \$2,197,985 | Change from Prior Year: +\$240,530 (+12.05%)

Key increases include \$131,000 in personnel for the new dispatcher position plus general wage and market adjustments; \$66,000 in operating and maintenance covering CAD/RMS licensing, expansion of 8 to 10 additional Flock camera units, and

a Pinal County software subscription of approximately \$22,000 to \$25,000 being transferred to the city; \$8,500 in contractual services for compliance, wellness, and mental health support programs; and \$5,000 for travel and training. Council Member Galindo raised the longstanding community need for in-house animal control officers, noting consistent public demand and suggesting consideration of an ad hoc committee to explore a partnership model with Pinal County. City Manager Letcher advised that Police Chief Banales and command staff met with Pinal County the prior week and identified viable partnership solutions. Funding has been set aside in the Animal Control budget and the General Fund contingency for positions, vehicles, equipment, uniforms, and potential rehabilitation of the existing facility near the blue tank, with additional detail addressed in the Animal Control budget below.

Police Field Operations — Budget: \$4,652,570 | Change from Prior Year: +\$403,480
The increase is primarily in personnel and benefits. Operating and maintenance increased by \$13,000 for field supplies, ammunition, and evidence collection kits.

Animal Control — Budget: \$300,000 | Change from Prior Year: +\$100,000
The \$100,000 increase has been programmed in contractual services as a placeholder for up to two animal control officer positions, estimated at \$80,000 to \$90,000 per position, including benefits. These positions have not yet been formally activated; the budget capacity is established pending Council direction. Startup costs — vehicles, equipment, uniforms, and potential rehabilitation of the existing animal control facility — are addressed through the \$2.7 million General Fund contingency, a portion of which has been specifically designated for this purpose. The Economic and Community Development Fund was also identified as a potential supplemental source. All expenditures will be brought before the Council for approval prior to any commitments.

GIS — Budget: \$67,330 | Change from Prior Year: No significant change
Allocated proportionally across Streets, Water, Wastewater, and Sanitation, as GIS services support all operating departments.

Fleet Services (formerly Vehicle Maintenance) — Budget: \$307,125 | Change from Prior Year: +\$29,925

This department has been renamed from Vehicle Maintenance to Fleet Services. Increases include \$10,000 for shop equipment maintenance and \$17,525 for a tire alignment machine, tools, and service agreements. A council member confirmed that Fleet Services maintains Police Department vehicles in addition to general government and parks equipment; Finance Director Wright confirmed, noting fund-specific vehicle costs are charged to their respective funds.

Public Works Administration — Budget: \$144,420 | Change from Prior Year: +\$10,280

The increase is primarily in personnel. Utilities decreased \$5,000 based on historical spending.

Capital Improvement Program Update

Finance Director Wright advised the Council that the Capital Improvement Program has not materially changed since the February budget retreat and March work session. Two additions have been made: the Animal Control Facility has been added

to Year Five of the five-year CIP, reflecting Council's direction to plan for a permanent in-house facility; and a permitting software upgrade has been added for the Community Development Department to improve planning and building application processing. The Council indicated no need for a full CIP walkthrough, having reviewed the plan in prior sessions.

Budget Calendar and Next Steps

Finance Director Wright outlined the remaining steps in the FY 2026–2027 budget adoption process. On June 8, 2026, Schedules A through G and a Resolution to adopt the tentative budget and set the maximum budget limit will be presented to the City Council, as required by Arizona state statute. Following adoption, the tentative budget will be publicly noticed for at least two weeks. On June 25, 2026, a Special Meeting will be held for a public hearing on both the property tax rate and the proposed budget, followed by formal adoption of the final budget. The property tax levy will be adopted at the July 13, 2026, regular Council meeting. Finance Director Wright confirmed that the May 19 work session would not be necessary, as all budget items had been fully addressed in a single session.

Community Outreach Program — Scheduling Discussion

Council Member Snyder asked about the process and timeline for reviewing Community Outreach Program applications. City Manager Letcher advised that a separate session would be scheduled for Council members to review applications, with final allocation decisions brought before a regular Council meeting for action. He noted that, due to Arizona's open meeting law requirements, the session may need to be structured in groups of no more than three to four members at a time. The Council agreed that scheduling would be coordinated by email from the City Manager's office.

HUD Building — Status Update

Council Member Vodrazka asked about the status of the potential acquisition of the HUD-owned building across from the Eloy Police Station and whether it was included in the budget. City Manager Letcher reported that the transaction remains in process but has experienced delays due to significant staff turnover within HUD, which has disrupted previously established working relationships. Finance Director Wright confirmed that budget capacity exists within the Capital Projects Fund and the General Fund contingency, and that the project remains active in the City's Capital Improvement Plan.

Mayor Sutton, on behalf of the City Council, expressed appreciation to Finance Director Wright, City Manager Letcher, and all department heads and staff for preparing a well-organized and accessible budget. Finance Director Wright recognized Finance Intern Abe Mays for his significant contributions to the ClearGov budget platform and thanked City Manager Letcher for submitting the City Manager's budget materials ahead of schedule, setting a productive tone for the entire budget development process.

VI. Adjournment

There being no further business, Mayor Sutton declared the Budget Work Session adjourned at approximately 6:56 P.M. The May 19, 2026, second work session was

canceled, as all budgetary items were addressed during this session.

BY:

ATTEST:

Andrew Sutton, Mayor

Celine Kidwell, City Clerk

APPROVED AS TO FORM:

Stephen R. Cooper, City Attorney

CITY OF ELOY

REQUEST FOR COUNCIL ACTION

Agenda Item: **VII.B.**

Date: **5/26/2026**

Date submitted:
05/12/2026

Action: Formal

Subject: Approval and Authorization to Execute an Airport Planning and Environmental Consulting Services Agreement for the Eloy Municipal Airport with Coffman Associates, a Pape-Dawson Company

Date requested:
5/26/2026

TO: Mayor and City Council

FROM: Kristina Wasiniak, Public Works Business Manager

RECOMMENDATION:

Staff recommends that the City Council approve and authorize execution of the Airport Planning and Environmental Consulting Services Agreement for the Eloy Municipal Airport with Coffman Associates, a Pape-Dawson company.

DISCUSSION:

On February 27, 2026, the City of Eloy issued a Request for Qualifications (RFQ) seeking sealed proposals from qualified firms to provide Airport Planning and Environmental Consulting Services for the Eloy Municipal Airport. Statement of Qualifications and Offer Letters were due on April 2, 2026, at 3:00 P.M.

The selected consultant will provide a range of professional services on an as-needed basis, including, but not limited to:

Airport Planning Services:

- Coordination with the Federal Aviation Administration (FAA) and ADOT Aeronautics Division
- Airport Layout Plan (ALP) development and updates
- Airport Master Planning
- Airport Capital Improvement Program (ACIP) development
- FAA Airport Improvement Program (AIP) support
- Land use compatibility and airport property mapping
- Aviation activity forecasting and facility planning
- Evaluation of airfield, landside, and support facility needs

Environmental Consulting Services:

- National Environmental Policy Act (NEPA) compliance and documentation
- Environmental permitting and interagency coordination (e.g., ADOT, U.S. Army Corps of Engineers, U.S. Fish and Wildlife Service, Arizona Department of Environmental Quality, and State Historic Preservation Office)
- Analysis of cultural, biological, wetland, floodplain, noise, and air quality impacts

- Development of mitigation plans and monitoring documentation
- Public involvement and stakeholder outreach

Regulatory Coordination:

- Coordination with FAA Airports District Office (ADO) and ADOT Aeronautics Division
- FAA Form 7460-1 airspace obstruction evaluations
- Compliance with FAA advisory circulars, orders, policies, and grant assurances
- Facilitation of FAA and ADOT reviews, and approvals

Project Implementation Support:

- Transition of planning and environmental approvals into design and construction phases
- Support of grant-funded projects
- Coordination of project scope, schedule, and budget
- Participation in meetings with staff, stakeholders, and regulatory agencies

On-Call / As-Needed Services:

- General aviation planning and environmental consulting
- Airport development proposals, leases, and land use compatibility reviews
- Special studies and emerging regulatory compliance requirements

One (1) proposal was received by the submittal deadline from Coffman Associates, a Pape-Dawson company. Coffman Associates has provided professional airport planning services to the City of Eloy for approximately 30 years, beginning with the preparation of the Airport Master Plan in 1996. The firm has consistently demonstrated a high level of professionalism, technical expertise, and responsiveness.

Coffman Associates possesses extensive experience with airport planning and environmental projects throughout Arizona and has a strong working knowledge of FAA and ADOT requirements. The proposed project team is based in Scottsdale, Arizona, allowing for accessibility and responsiveness to City staff and regulatory agencies.

On May 20, 2026, staff presented its recommendation to award the agreement to Coffman Associates to the Planning and Zoning Commission, and the recommendation was accepted by the Commission.

Based on the firm's qualifications, experience, and familiarity with the Eloy Municipal Airport, staff recommends awarding the agreement to Coffman Associates. The proposed agreement term is three (3) years, with two (2) optional one (1) year extensions. If the Planning and Zoning Commission accepts this recommendation, the agreement will be forwarded to the City Council for final approval and execution.

FISCAL IMPACT:

Airport Planning and Environmental Consulting Services will be utilized on an as-needed basis. The majority of associated costs are tied to Airport Capital Improvement Program (ACIP) projects and are typically funded between 90% and 95% through grants from the Federal Aviation Administration (FAA) and the Arizona Department of Transportation (ADOT). Remaining costs, if any, will be budgeted accordingly within the Airport Fund.

Approved as to Form:

A handwritten signature in blue ink, appearing to read "Stephen R. Cooper", is written over a solid black horizontal line.

Stephen R. Cooper, City Attorney

AIRPORT PLANNING
AND
ENVIRONMENTAL CONSULTING
SERVICES AGREEMENT

This Agreement, entered into as of this day _____ of 2026, by and between:

CITY OF ELOY

Eloy Municipal Airport
595 North C Street, Suite 104
Eloy, Arizona 85131

hereinafter referred to as the **Sponsor**

AND

COFFMAN ASSOCIATES, A PAPE-DAWSON COMPANY

4835 E. Cactus Road, Suite 235
Scottsdale, AZ 85254

hereinafter referred to as the **Consultant**

To provide professional airport consulting services for the development of the City of Eloy Municipal Airport (**hereinafter referred to as the Project**), including, but not necessarily limited to, airport master planning services, FAA and ADOT environmental documentation, noise and land use compatibility planning, conceptual layouts, activity forecasting, financial evaluations, business planning, benefit/cost analysis, airport/community relations programs, FAA and ADOT grant applications, airport capital improvement programs (ACIPs), special feasibility studies, management and operations evaluations, and special services as defined in Federal Aviation Administration (FAA) Advisory Circular 150/5100-14E.

The Sponsor and Consultant hereby mutually agree to the following:

ARTICLE ONE - SERVICES AND RESPONSIBILITIES

1.1 **Engagement of the Consultant.** In consideration of the mutual promises contained in this Agreement, the Sponsor engages the Consultant to render professional airport consulting services in furtherance of the development, operation, and management of airports under the control of the City of Eloy, in accordance with all the terms and conditions contained in this Agreement..

1.2 **Scope of Services.** The Consultant shall do, perform and carry out satisfactorily and properly, as determined by the Sponsor, and other Sponsoring agencies, the services generally outlined below and/or incorporated by reference hereto. The Consultant is authorized to utilize the services of independent contractors, subcontractors, and sub-consultants when such services are warranted and agreed upon by the Sponsor.

(a) **General Services.** The Consultant shall render services as the Sponsor's professional airport Consultant, giving consultation and advice as needed. The Consultant shall provide general project

administration, fiscal planning, and management services; including but not necessarily limited to, consultation regarding priority determination, funding sources, and scheduling of work for the design and construction of airport maintenance and development projects,

(b) Planning and/or Feasibility Studies. For all services not covered under the above general services, separate Authorization of Services will be prepared as required. Each Authorization of Services for planning and/or feasibility studies shall set forth the specific services to be performed; the time limits, if any, within which such services are to be performed; the compensation to be paid the CONSULTANT for its services; and other special conditions or provisions which apply to the particular study and are not addressed elsewhere in this Agreement. The Consultant may elect not to perform any services before execution of such an Authorization of Services.

1.3 **Responsibility of the Consultant.** The Consultant shall be responsible for the professional quality, technical accuracy, and coordination of all services provided by the Consultant under this Agreement.

1.4 **Responsibility of the Sponsor.** The Sponsor shall cooperate with the Consultant by making a diligent effort to provide everything reasonably necessary for the Consultant to be able to provide its services, including all previous plans, drawings, specifications, and design and construction standards, assistance in obtaining necessary access to public and private lands; legal, accounting, and insurance information required for various projects and necessary permits and approval of governmental authorities or other individuals.

1.5 **Sub-consultants.** At the time sub-consultant services are anticipated, the Consultant shall notify the Sponsor the nature of and need for such services and identify the proposed sub-consultant firm. The Consultant must receive approval in writing from the Sponsor prior to the utilization of a sub-consultant. Consultant shall be responsible for the work of all sub-consultants notwithstanding Sponsor's approval of the sub-consultant.

1.6 **Time of Performance.** The general services of the Consultant shall be available continuously for three (3) years commencing as of the date of this Agreement. Specific services outlined in all attached Authorization of Services shall be undertaken and completed in the sequence and timeframe specified in each Authorization of Services. It is understood that specific services, begun during the Time of Performance as outlined above, may require the services of the Consultant beyond the termination date of this contract, in which case, the provisions of this contract will remain in effect for the completion of that specific service.

1.7 **Renewal Option.** The initial term of this contract shall be for a three (3) year period per Paragraph 1.6 above, The Sponsor reserves the option to extend this contract, for a maximum of two (2) additional one-year periods for a maximum contract duration of five (5) years. This renewal shall be submitted in writing to the Consultant before the expiration of each term.

ARTICLE TWO - COMPENSATION AND METHOD OF PAYMENT

2.1 **Compensation.** All compensation for services rendered by the Consultant shall be based upon criteria established below which relate to the type of services provided and must be billed through the Consultant, attached as Exhibit "A" to this agreement.

(a) General Services. Compensation for general services authorized by the Sponsor shall be based on actual hours and expenses incurred by the Consultant. The Consultant and any of its sub-consultants must provide

certified hourly rate schedules which will be approved by and placed on file with the Sponsor. Such hourly rate schedules will establish a certified billing rate for each employee category which includes direct salary, overhead, and profit, and shall constitute the complete compensation per hour of services performed by the Consultant. Eligible expenses shall be reimbursed by the Sponsor based upon the submittal of expense reports and/or receipts if requested. All eligible expenses will be outlined and generally approved by the Sponsor beforehand and will include only non-overhead items directly related to the services performed, such as but not limited to, transportation, subsistence, reproduction of documents, computer costs, and all purchases which become the property of the Sponsor. For reimbursable travel expenses under an ADOT grant, the expenses will comply with the State of Arizona travel policy. The Consultant may submit revised hourly rate schedules when changes occur and adjustments are necessary, provided that such changes are approved by the Sponsor and no other adjustments have been approved during no less than six months before the requested adjustment.

- (b) Major Project Services. Compensation for services rendered by the Consultant that require a detailed work scope, extensive labor assignments, or for work efforts that can be adequately estimated in advance, shall be negotiated with the Sponsor and formally agreed to utilize an Authorization of Services under this Agreement. An Authorization of Services shall include estimated labor hours and associated fees by task and will result in a fixed fee for the service unless otherwise specified. This fee will constitute complete compensation for services performed by the Consultant and/or its sub-consultants.

2.2 **Method of Payment.** The Sponsor shall pay to the Consultant the appropriate rate or fixed price amount for services rendered as described in Paragraph 2.1 of this Agreement only after the Consultant has specified that he has performed the services and is entitled to the amount requisitioned under the terms of this Agreement.

- (a) General Services. For general services, the Consultant shall submit a requisition for payment outlining actual hours and expenses incurred once the services are performed or at monthly intervals. Payments shall be subject to receipt of requisitions for payment from the Consultant specifying that he has performed the services and is entitled to the full amount requisitioned under the terms of this Agreement.

- (b) Major Project Services. For services rendered under an Authorization of Services, the Sponsor shall pay to the Consultant not more than the fixed-fee amount set out in the particular Authorization of Services. Payment shall be at monthly intervals subject to receipt of requisitions for payment from the Consultant specifying that he has performed the services and is entitled to the full amount requisitioned under the terms of the Authorization of Services. Requisitions for payment will be based on the expenses actually incurred and upon the Consultant's percentage of the services actually completed during the monthly billing period in relation to all services to be performed under that particular Authorization of Services.

2.3 **Consultant Responsibilities for Compensation.** The Consultant shall prepare monthly invoices and progress reports which clearly indicate the progress to date and the amount of compensation due by virtue of that progress. All requisitions for payment shall be for work completed unless otherwise agreed to by the Sponsor. The Consultant shall also prepare the necessary forms and Requisitions for Payment under the State of Arizona and/or Federal project grant application requirements.

2.4 **Billing Address.** All billings will be sent to the attention of the City Manager, City of Eloy, 595 North C Street, Suite 104, Eloy Arizona 85131.

2.5 Sponsor Responsibilities for Compensation. The Sponsor agrees to pay the Consultant invoices net upon receipt. At no time will payment of requisitions exceed thirty (30) days from the date of the invoice without notification to the Consultant, however, for services eligible for federal funding, the Sponsor shall not be responsible for payment to the Consultant until Sponsor receives funding for such payment. Only at such time as the necessary funds are received by the Sponsor pursuant to federal grants shall the Sponsor tender payments to the Consultant as set forth herein. It is expressly understood that the payment process outlined above builds in provisions for the Consultant to carry Consulting costs for no more than sixty (60) days to minimize interest overheads. It is also expressly understood that the Sponsor has the right to withhold payment on any invoice if he feels that the Consultant has not performed the requisitioned work efforts satisfactorily. If the Sponsor does decide to withhold payments to the Consultant for any reason, he must provide written notifications and an explanation to the Consultant within ten (10) days of the date of the invoice. If any payments are not made when due, then the Consultant may suspend services under this Agreement until payment has been made in full or other satisfactory arrangements have been made.

ARTICLE THREE - CHANGES TO THE SCOPE OF SERVICES

The Sponsor may, at any time, and by written order, make changes in the services to be performed under this Agreement. If such changes cause an increase or decrease in the Consultant's fee or time required for the performance of any services under this contract, an equitable adjustment shall be made and the contract shall be modified in writing accordingly. Any claim of the Consultant for adjustment under this clause must be submitted in writing within thirty (30) days from the date of receipt by the Consultant of the notification of change.

ARTICLE FOUR - TERMINATION OF THE AGREEMENT

The Sponsor may, by written notice to the Consultant, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of the failure of the Consultant to fulfill his contractual obligations. Upon receipt of such notice, the Consultant shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the Sponsor all data, drawings, reports, estimates, summaries, and such other information and materials as may have been accumulated by the Consultant in performing this contract, whether completed or in process.

This Agreement may be terminated in whole or in part by the Consultant in the event of substantial failure by the Sponsor to fulfill its obligations.

If the termination is for the convenience of the Sponsor, the Sponsor shall pay the Consultant for the services rendered prior thereto in accordance with percent completion at the time work is suspended minus previous payments.

If the termination is due to the failure of the Consultant to fulfill his contractual obligations, the Sponsor may take over the work and prosecute the same to completion, by contract or otherwise.

ARTICLE 5 – ASSURANCES

5.1 Compliance with Regulations. As required by A.R.S. § 41-4401, Consultant hereby declares its compliance with all federal immigration laws and regulations that relate to its employees and A.R.S. § 23214(A). Consultant further states that after hiring an employee, Consultant will verify the employment eligibility of the employee through the E-Verify program. If Consultant uses any sub-consultants in the performance of the Services, sub-consultants shall declare their compliance with all federal immigration laws and regulations that relate to its

employees and AR.S. § 23-214(A), and sub-consultants shall further state that after hiring an employee, such sub-consultant verifies the employment eligibility of the employee through the E-Verify program. A breach of this declaration shall be deemed a material breach of the Contract that is subject to penalties up to and including termination of the Contract. Consultant shall not be deemed in material breach of this Contract if Consultant and/or sub-consultants establish compliance with the employment verification provisions of Sections 274A and 274B of the federal Immigration and Nationality Act and the E-Verify requirements contained in A.R.S. § 23-214(A).

5.2 **Nondiscrimination.** The Consultant, with regard to this work performed during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of sub-consultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination in any employment practices,

5.3 **Solicitations for Subcontractors, Including Procurements of Materials and Equipment.** In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subcontractor or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the regulations relative to nondiscrimination on the grounds of race, color, or national origin.

5.4 **Sanctions for Noncompliance.** In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Sponsor shall impose such contract sanctions as it, the FAA or ADOT may determine to be appropriate, including, but not limited to:

- (a) withholding of payments to the Consultant under the contract until the Consultant complies and/or
- (b) cancellation, termination, or suspension the contract, in whole or in part.

5.5 **Information and Reports.** The Consultant shall provide information and reports required by the regulations and directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor, FAA, or ADOT to be pertinent to ascertain compliance with such regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Sponsor, FAA, or ADOT as appropriate, and shall set forth what efforts it has made to obtain the information.

5.6 **Incorporation of Provisions.** The Consultant shall include the provisions of the above paragraphs 5.1 through 5.5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Sponsor, the FAA, or ADOT may direct as a means of enforcing such provisions including sanctions for noncompliance.

5.7 **Breach of Contract Terms.** Any violation or breach of the terms of this contract on the part of the Consultant or sub-consultant(s) may result in the suspension or termination of this contract or such other action which may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Contract Documents and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights, and remedies otherwise imposed or available by law.

5.8 **Suspension and Debarment.** The Consultant certifies by acceptance of this contract, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal or State department or agency. It further agrees that it will include this clause without modification in all lower-tier transactions, solicitations, proposals, contracts, and subcontracts. Where the Consultant or any lower tier participant is unable to certify to this statement, it shall attach an explanation to this solicitation/proposal.

5.9 **Inspection of Records.** The Consultant shall maintain an acceptable cost accounting system. The Sponsor, FAA, and ADOT shall have access to any books, documents, papers, and records of the Consultant, which are directly pertinent to the specific contract for the purposes of making an audit, examination, excerpts, and transcriptions. The Consultant shall maintain all required records for five (5) years after the Sponsor makes the final payment and all other pending matters are closed.

5.10 **Ownership of Documents and Other Data.** In accordance with FAA guidelines, all documents, including but not limited to, field notes, design notes, tracings, data compilations, studies, and reports in any format, including but not limited to, written or electronic media, which are prepared/partially prepared under this contract are to be and remain the sole property of the Sponsor and are to be delivered to the Sponsor before final payment is made to the Consultant. The Sponsor agrees to hold harmless and release the Consultant from any liability arising out of or resulting from, the Sponsor's use of such documents for other projects, or use in completing documents furnished by the Consultant, related to the preparation of final construction plans by others.

5.11 **Disadvantaged Business Enterprise (DBE) Assurances.** The Consultant agrees to ensure that disadvantaged business enterprises have the opportunity to participate in the performance of contracts and subcontracts financed in whole or in part with any Federal funds provided under this Agreement. The Consultant shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of contracts.

5.12 **Lobbying and Influencing Federal Employees.** No Federal appropriated funds shall be paid, by or on behalf of the Consultant, 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 making of any Federal grant and the amendment or modification of any Federal grant.

ARTICLE SIX - SUSPENSION OF WORK

The Sponsor may order the Consultant, in writing, to suspend all or any part of the work for such period of time as he may determine to be appropriate for the convenience of the Sponsor.

If the performance of all or any part of the work is, for any unreasonable period of time, suspended or delayed by an act of the Sponsor in the administration of this contract, or by its failure to act within the time specified in this contract (or if no time is specified, within a reasonable time), an adjustment shall be made for any increase in the cost of performance of this contract necessarily caused by such unreasonable suspension or delay, and the contract modified in writing accordingly. However, no adjustment shall be made under this clause for any suspension or delay to the extent (1) that performance would have been suspended or delayed by any other cause, including the fault or negligence of the Consultant, or (2) for which an equitable adjustment is provided for or excluded under any other provision of this contract.

ARTICLE SEVEN - INSURANCE

The Consultant or any sub-consultant shall maintain during the life of this Agreement, the following minimum public liability and property damage insurance which shall protect the Consultant from claims for injuries including accidental death, as well as from claims for property damages which may arise from the performance of work under this Agreement and the limit of liability for such insurance shall be as follows.

- (a) Comprehensive general liability, including personal injury liability, blanket contractual liability, and broad form property damage liability. The combined single limit for bodily injury and property damage shall be \$2,000,000 in the aggregate, \$1,000,000 per occurrence.
- (b) Automobile bodily injury and property damage liability insurance covering owned, non-owned, rented, and hired cars. The combined single limit for bodily injury and property damage shall not be less than \$1,000,000. .
- (c) Statutory worker's compensation and employer's liability insurance for the State of Arizona.

The Consultant shall submit to the Sponsor certificates of insurance with assurances that the Sponsor will be notified at least 30 days prior to cancellation or any policy changes. The certificate or insurance shall name the Sponsor as additionally insured.

ARTICLE EIGHT - STANDARD OF CARE, INDEMNIFICATION, AND LIMITATION OF LIABILITY

The Consultant shall perform its services using that degree of care and skill ordinarily exercised under the same conditions by design professional practicing in the same field at the same time in the same or similar locality. The Consultant shall indemnify and hold harmless the Sponsor and its officers, officials, agents, and employees from claims, actions, liabilities, damages, losses, or expenses actually caused by the wrongful, negligent, or willful acts, errors or omissions of the Consultant or any of its owners, officers, directors, agents, employees, or sub-consultants in connection with this Agreement.

Except as limited by applicable law, the total aggregate liability of Consultant to the Sponsor for any and all injuries, claims, losses, expenses, or damages whatsoever from any cause or causes, including, but not limited to, strict liability, breach of contract, breach of warranty, negligence, or errors or omissions (collectively, the "Claims") shall not exceed the greater of (1) the proceeds of Consultant's liability insurance coverage required under this Agreement for coverage of any Claims; or (2) the compensation paid by the Sponsor to Consultant pursuant to this Agreement. In no event will Consultant, its subconsultants or subcontractors be liable for punitive, special, incidental, or consequential damages.

ARTICLE NINE - INTERESTS AND BENEFITS

9.1 **Interest of Consultant.** The Consultant covenants that he presently has no interest and shall not acquire any interest, direct or indirect, which would conflict in any manner or degree with the performance of services required to be performed under this Agreement. The Consultant further covenants that in the performance of this Agreement, no person having any such interests shall be employed.

9.2 **Interest of Sponsor Members and Others.** No officer, member, or employee of the Sponsor and no member of its governing body, who exercises any functions or responsibilities in the review or approval of the undertaking or carrying out of the services to be performed under this Agreement, shall participate in any decision relating to this Agreement which affects his personal interest or has any personal or pecuniary interests, direct or indirect, in this Agreement or the proceeds thereof.

ARTICLE TEN - ASSIGNMENT

The Consultant shall not assign any interest in this contract, and shall not transfer any interest in the same without the prior written consent of the Sponsor thereto: provided, however, that claims for money due or to become due to the Consultant from the Sponsor under this contract may be assigned to a bank, trust company, or other financial institution without such approval. Notice of any such assignment or transfer shall be furnished promptly to the Sponsor.

IN WITNESS WHEREOF, the Sponsor and the Consultant have executed this Agreement as of the date first written.

FOR THE SPONSOR

FOR THE CONSULTANT

Eloy Municipal Airport

Coffman Associates, a Pape-Dawson company

By: _____
Andrew Sutton, Mayor

By:  _____
Matt Quick, Vice President

Attest: _____
Celine Kidwell, City Clerk


Attest: _____
Judi Krauss, AICP,
Associate Vice President

Approved as to form:

Stephen R. Cooper, City Attorney

EXHIBIT A
FEE SCHEDULE

COFFMAN AVIATION PLANNING TEAM
FEE SCHEDULE *
January 1, 2026 – December 31, 2026

<u>Employee Category</u>	<u>Hourly Rate</u>
Principal-In-Charge	\$ 352.00
Senior Professional/Project Manager	\$ 278.00
Professional	\$ 189.00
Technical/Support	\$ 136.00

<u>Employee Category</u>	<u>Daily Rate</u>
Principal-In-Charge	\$2,816.00
Senior Professional/Project Manager	\$2,224.00
Professional	\$1,512.00
Technical/Support	\$1,088.00

* This Fee Schedule shall be in effect until December 31, 2026. Following this date, a new Fee Schedule will be submitted.



REQUEST FOR QUALIFICATIONS (RFQ)

AIRPORT PLANNING and ENVIRONMENTAL CONSULTING SERVICES

**Eloy Municipal Airport (E60)
City of Eloy**

INTRODUCTION

The City of Eloy will accept sealed proposals for Airport Planning and Environmental Consulting Services at the mailing address or physical location until the date and time detailed below. Proposals shall be in the actual possession of the City on or prior to the exact date and time indicated below. Late proposals will not be considered. Proposals shall be submitted in a sealed package with "RFQ – Airport Planning and Environmental Consulting Services" and the Offeror's name and address clearly indicated on the front of the package. All proposals shall be completed in ink or typewritten. Offerors are strongly encouraged to carefully read the entire Request for Qualifications (RFQ).

Proposal Due Date:	April 2, 2026
Proposal Due Time:	3:00 P.M. MST
Proposal Opening:	3:15 P.M. MST
Contact:	Kristina Wasiniak, Airport/Public Works Business Manager
Email:	kwasiniak@eloyaz.gov
Number of Proposals:	1 original (unbound), three copies (bound), copy to USB flash drive
Deliver To:	Celine Kidwell, City Clerk
Mailing Address:	595 North C Street Ste. 104 Eloy, Arizona 85131
Physical Location:	City of Eloy City Hall 595 North C Street Ste. 104 Eloy, Arizona 85131

OFFER

To the City of Eloy: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request of Qualifications issued by the City. Any exception to the terms contained in the Notice of Request for Qualifications must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Qualifications package issued by the City.

For clarification of this offer contact:

Company Name	Company Representative Name (Printed)
--------------	---------------------------------------

Address (City/Town/State/Zip Code)

Contact Phone/Email

Authorized Signature	Title
----------------------	-------

Date

INSTRUCTIONS TO OFFEROR

1. PREPARATION OF PROPOSAL:

- a. Telegraphic (facsimile), email or Mailgram proposals will not be considered.
- b. The offer document shall be submitted with an original ink signature by a person authorized to sign the offer.
- c. Erasures, interlineations, or other modifications in the proposal shall be initialed in original ink by the authorized person signing the Offer.
- d. If price is a consideration and in case of error of prices in the proposal, the unit price shall govern. No proposal shall be altered, amended, or withdrawn after the specified proposal due date and time.
- e. Periods of time, stated as a number of days, shall be calendar days.
- f. It is the responsibility of all Offerors to examine the entire *Request for Qualifications* package and seek clarification of any item or requirement and to check all responses for accuracy before submitting a bid. Negligence in preparing a Proposal confers no right of withdrawal after proposal due date and time.
- g. Submittals are limited to 40 (includes cover letter and dividers), 8.5"x11" pages of one-sided text (minimum 12pt. font) or graphics. An 11"x17" format may be used for graphics. An appendix of resumes for proposed team participants shall be included (these pages will not count towards 40-page limit).
- h. The proposer is entirely responsible for all upfront costs associated with the preparation of this proposal.

The City of Eloy reserves the right to hold any or all proposals for a period of thirty (30) days after the date of opening. The City may contact the identified contact person from each firm/individual during its review of the proposals for additional clarification or information.

2. **INQUIRIES:** Any question related to the *Request for Qualifications* shall be directed in writing or via e-mail to the contact person whose name appears on the Introduction/Offer Sheet (Page 1 of RFQ). Any correspondence related to a *Request for Qualifications* should refer to the appropriate *Request for Qualifications: Airport Planning and Environmental Consulting Services*, page, and paragraph number. Written requests must be received a minimum of five (5) days prior to the submission deadline. Any requests received after this deadline will not be considered. All requests received prior to the deadline will be responded to in the form of an addendum addressed to the prospective respondents.
3. **DUE DATE AND TIME:** Offerors must submit four (4) copies of their proposals (1 unbound original and 3 bound copies) with copy on a USB flash drive to the City of Eloy, City Clerk by 3:00 pm, (Arizona), on **APRIL 2, 2026**, at the address or physical location listed on the Introduction/Offer Sheet (Page 1 of RFQ). Late, faxed or electronically sent proposals will not be considered.
4. **WITHDRAWAL OF PROPOSAL:** At any time prior to the specified proposal due date and time, an Offeror (or designated representative) may withdraw the proposal. Telegraphic (facsimile), email or Mailgram proposal withdrawals will not be considered. A letter from the company on company letterhead, signed by the authorized signature for offer will be accepted as a withdrawal of the proposal.

5. **AMENDMENT OF PROPOSAL:** Receipt of an RFQ Amendment shall be acknowledged by signing and returning the document prior to the specified proposal due date and time.
6. **PAYMENT:** The City will make every effort to process payment for the purchase of goods or services within thirty (30) calendar days after receipt of goods or services and a correct notice of amount due, unless a good faith dispute exists as to any obligation to pay all or a portion of the account.
7. **TAXES:** The City of Eloy is exempt from Federal Excise Tax, including the Federal Transportation Tax. Sales tax, if any, shall be indicated as a separate item.
8. **AWARD OF CONTRACT:** Notwithstanding any other provision of this *Request for Qualifications*, The City expressly reserves the right to:
 - a. Waive any immaterial defect or informality: or
 - b. Reject any or all proposals, or portions thereof, or
 - c. Reissue a Request for Qualifications.
 - d. Unless the Offeror states otherwise, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City. If the Offeror's offer is an "all or nothing" offer, it must be so indicated on the offer sheet.

STANDARD TERMS AND CONDITIONS

1. **Certification:** By signature in the Offer section of the Offer Award Page, the Offeror certifies that:
 - a. The submission of the offer did not involve collusion or other anti-competitive practices.
 - b. The Offeror shall not discriminate against any employee or applicant for employment in violation of the Federal Executive Order 11246.
 - c. The Offeror has not given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the Offeror may be debarred.
2. **Gratuities:** The City may, by written notice to the Offeror, cancel the resultant contract if it is found by the City that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the Offeror or any agent or representative of the Offeror, to any officer or employee of the City with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event the City pursuant to this provision cancels the resultant contract, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of gratuity. Paying the expense of normal business meals, which are generally made available to all eligible City government customers, shall not be prohibited by this paragraph.
3. **Applicable Law:** In the performance of the resultant contract, Contractors shall abide by and conform to any and all laws of the United States, State of Arizona, and the City of Eloy including but not limited to federal and state executive orders providing for equal opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to the contract.

The resultant contract shall be governed by the State of Arizona and suit pertaining to the contract may be brought only in courts in the State of Arizona.

The contract is subject to the provisions of ARS §38-511; the City may cancel the contract without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the City or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee of any other party to the contract in any capacity City or a consultant to any other party of the contract with respect to the subject matter of the contract.

4. **Legal Remedies:** All claims and controversies shall be subject to resolution according to the terms of the City of Eloy Purchasing Policy.
5. **Contract:** The resultant contract between the City of Eloy and the Contractor shall include the:
 - (1) RFQ, including instructions, all terms and conditions, specifications, scope of work, attachments, and any amendments thereto, and
 - (2) the offer submitted by the Offeror in response to the RFQ. In the event of a conflict in language between the City and the

Contractor, the provisions and requirements of the resultant contract shall govern. However, the City reserves the right to clarify in writing, any contractual terms with the concurrence of the Offeror, and such a written contract shall govern in case of conflict with the applicable requirements stated in the Contract or the Offeror's offer. The RFQ shall govern in all other matters not affected by the written contract.

6. **Contract Applicability:** The Offeror shall substantially conform to the terms, conditions, specifications, and other requirements found within the text of this specific RFQ. All previous agreements, contracts, or other documents, which have been executed between the Offeror and the City, are not applicable to this RFQ or any resultant contract.
7. **Relationship to Parties:** It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Offeror is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and that the Offeror should make arrangements to directly pay such expenses, if any.
8. **Subcontracts:** The Contractor shall enter into no subcontract with any other party to furnish any of the material, service, or construction specified herein without the advance written approval of the City. The Contractor is responsible for contract performance whether or not Subcontractors are used.
9. **Indemnification:** To the fullest extent permitted by law, the Contractor shall defend, indemnify and hold harmless the City, its agents, representatives, officers, directors, officials, and employees from and against all claims, damages, losses, and expenses (including but not limited to attorney fees, court costs, and the cost of appellate proceedings), relating to, arising out of, or alleged to have resulted from the acts, errors, mistakes, omissions, work or services of the Contractor, its employees, agents, or any tier of subcontractors in the performance of the resultant Contract. Contractor's duty to defend, hold harmless, and indemnify the City, its agents, representatives, officers, directors, officials, and employees shall arise in connection with any claim, damage, loss or expense, that is attributable to bodily injury, sickness, disease, death, or injury to, impairment, or destruction of property including loss of use resulting there from, caused by any acts, errors, mistakes, omissions, work or services in the performance of the resultant including any employee of the Contractor or any tier of subcontractor or any other person whose acts, errors, mistakes, omissions, work or services the Contractor may be legally liable. The amount and type of insurance coverage requirements set forth will in no way be construed as limiting the scope of the indemnity in this paragraph.
10. **Overcharges by Antitrust Violations:** The City maintains that, in practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the City any and all claims for such overcharges as to the goods and services used to fulfill the Contract.
11. **Force Majeure:** Except for payment for sums due, neither party shall be liable to the other not deemed in default under the resultant contract if and to the extent that such party's performance of the contract is prevented by reason of force majeure. The term "force majeure" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God: acts of

the public enemy; war; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; injunctions-intervention-acts, or failures or refusals to act by government authority; and other similar occurrences beyond the control of the party declaring force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with the resultant contract. Force Majeure shall not include the following occurrences:

- a. Late delivery of equipment or materials caused by congestion at a manufacturer's plant or elsewhere, an oversold condition of the market, inefficiencies, or similar occurrences.
- b. Late performance by a subcontractor unless the delay arises out of a force majeure occurrence in accordance with this force majeure term and condition.

Any delay or failure in performance by either party hereto shall not constitute default hereunder or give rise to any claim for damages or loss of anticipated profits if, and to the extent that such delay or failure is caused by force majeure. If either party is delayed at any time in the progress of work by force majeure, then the delayed party shall notify the other party in writing of such delay within forty-eight (48) hours commencement thereof and shall specify the causes of such delay in such notice. Such notice shall be hand delivered or mailed *certificated-return receipt* and shall make specific reference to this article, thereby invoking its provisions. The delayed party shall cause such delay to cease as soon as practicable and shall notify the other party in writing when the delay is rectified. The time of completion shall be extended by contract modification for a period of time equal to the time that the results or effects of such delay prevent the delayed party from performing in accordance with the resultant contract.

12. **Right to Assurance:** Whenever one party to the resultant contract in good faith has reason to question the other party's intent to perform he/she may demand that the other party give written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation of the Contract.
13. **Right to Audit Records:** The City may, at reasonable times and places, audit the books and records of any contractor as related to any contract held with the City.
14. **Right to Inspect Place of Business:** The City may, at reasonable times inspect the place of business of a contractor or subcontractor which is related to the performance of any contract as awarded or to be awarded.
15. **Inspection:** All material and/or services are subject to final inspection and acceptance by the City.

Materials and/or services failing to conform to the specifications of the resultant contract will be held at Contractor's risk and may be returned to the Contractor. If returned, all costs are the responsibility of the Contractor. The City may elect to do any or all:

- a. Waive the non-conformance
- b. Stop the work immediately
- c. Require contractor to bring material into compliance

This shall be accomplished by a written determination by the City.

16. **Liens:** All materials, services or construction shall be free of all liens and, if the City requests, a formal release of all liens shall be delivered to the City.
17. **Licenses:** Contractor shall maintain in current status all Federal, State, and Local licenses and permits required for the operation of the business conducted by the Contractor as applicable to the contract.
18. **Patents and Copyrights:** All services, information, computer program elements, reports and other deliverables, which may be patented or copyrighted and created under this RFQ are the property of the City and shall not be used or released by the Contractor or any other person except with the prior written permission of the City.
19. **Cost of Bid/Proposal:** The City shall not reimburse the cost of developing or providing any response to this RFQ. Offers submitted for consideration should be prepared simply and economically, providing adequate information in a straightforward and concise manner.
20. **Public Record:** All offers submitted in response to this RFQ shall become a matter of public record available for review, subsequent to the award notification, in accordance with the City's Procurement Code.
21. **Termination for Non-Appropriation:** Any contract entered into by the City shall terminate at the end of the then current fiscal period for non-appropriation of funds if the City's governing body fails to appropriate funds to pay for the payments contemplated by the contract. The City's fiscal period ends June 30th of each year.
22. **Warranties:** Vendor warrants that all goods delivered under this contract will conform to the requirements of this contract (including all applicable descriptions, specifications, drawings and samples), and will be free from defects in material and workmanship and will be free from defects in design and fit for the intended purpose. Any inspection or acceptance of the goods by Buyer shall not alter or affect the obligation of vendor or the right of Buyer under the foregoing warranties.
23. **Cooperative Use of Contract:** In addition to the City of Eloy and with the approval of the contracted vendor, this contract may be extended for use by other municipalities, school districts and government agencies of the State. Any such usage by other entities must be in accordance with the ordinance, charter and/or procurement rules and regulations of the respective political entity.

SPECIAL TERMS AND CONDITIONS

1. **Purpose:** The City of Eloy intends to establish a contract for Airport Planning and Environmental Consulting Services. The services required are detailed in this RFQ.
2. **Authority:** This Solicitation as well as any resultant contract is issued under the authority of the City. No alteration of any resultant contract may be made without the express written approval of the City in the form of an official contract amendment. Any attempt to alter any contract without such approval is a violation of the contract. Any such action is subject to the legal and contractual remedies available to the City inclusive of, but not limited to, contract cancellation, suspension and/or debarment of the contractor.
3. **Offer Acceptance Period:** In order to allow for an adequate evaluation, the City requires an offer in response to this Solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.
4. **Term of Contract:** Based on an evaluation of the qualifications and proposals of the firms responding to this solicitation, the City desires to retain a qualified firm for a term of five (5) years from date of agreement execution.
5. **Key Personnel:** It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work to be performed under any resultant contract. The Contractor must agree to assign specific individuals to the key positions.
 - a. The Contractor agrees that, once assigned to work under any resultant contract, key personnel shall not be removed or replaced without written notice to the City.
 - b. If key personnel are not available for work under any resultant contract for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the work than initially anticipated, the Contractor shall immediately notify the City, and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.
6. **Proposal Opening:** Proposals shall be opened at the time and place designated on the cover page of this document. The name of each Offeror and the identity of the Request for Qualifications for which the proposal was submitted shall be publicly read and recorded in the presence of a witness. Proposals, modifications, and all other information received in response to this Request for Qualifications shall be shown only to City personnel having legitimate interest in the evaluation. After award of the contract, the successful evaluation documentation shall be open for public inspection.

7. **Evaluation:** The City of Eloy shall evaluate qualifications based upon the following:
- a. Qualifications of Consulting Firm, including experience and background of firm and key management personnel with experience on airport projects similar to those anticipated for the Eloy Municipal Airport. (20 Points)
 - b. Demonstrated capability to meet schedules and deadlines without delays and to manage budgets. (15 Points)
 - c. Demonstrated knowledge of and experience with FAA and ADOT Aeronautics regulations, policies, and procedures. (15 Points)
 - d. Understanding and familiarity with the Eloy Municipal Airport, the Eloy rural area, local construction conditions and the potential projects at the airport. (10 Points)
 - e. Recent experience at airports in Arizona similar to the Eloy Municipal Airport. (15 Points)
 - f. Capability to perform all aspects for the planning services requested. (15 Points)
 - g. Evidence that the consultant is making a good faith effort in meeting Disadvantaged Business Enterprise goals. (5 Points)
 - h. Demonstrated interest in the Eloy Municipal Airport and the quality and relevance of professional references provided. (5 Points)

References and current work history are part of the evaluation process and will be confirmed. Negative responses will be a basis for disqualification.

The City of Eloy may choose to directly select a consultant based on the information submitted in the Statement of Qualifications, or the City may create a short list of no more than three (3) interested consultants and conduct discussions with the listed consultants regarding their qualifications for the projects. The firm/team considered by the City to be the most qualified will be selected for the procurement period, subject to approval by the Mayor and City Council and successful contract negotiation.

8. **Discussions and Interviews:** After the receipt of proposals, discussions may be conducted with Offerors who submit proposals determined to be reasonably susceptible of being selected for award. The City reserves the right to conduct personal interviews or require presentation of any or all proposals prior to selection. The City will not be liable for any costs incurred by the Offeror in connection with such interview/presentations.

9. **Confidential Information:**

- a. If a person believes that a bid, proposal, offer, specification, or protest contains information that should be withheld, a statement advising the City Manager of this fact shall accompany the submission and the information shall be identified.
- b. The information identified by the person as confidential shall not be disclosed until the City Manager makes a written determination.

10. **Confidentiality of Records:** The contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that information contained in its records or obtained from the City remains confidential pursuant to applicable requirements.

11. **Resultant Contract:** A contract shall be issued between the City and the successful Offeror following award.

12. **Compensation:** Compensation for services shall be based upon fees negotiated, including all approved costs and expenses.

13. **Insurance:** The City requires a complete and valid certificate of insurance prior to the commencement of any service or activity specified in this solicitation naming the City as additional insured. The City will notify the successful contractor(s) of the intent to issue a contract award. The successful contractor(s) shall at that time submit a copy of the insurance certificate for coverage with minimum amounts stated. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other contractor obligations.

14. **Licenses:** Contractor shall maintain in current status all Federal, State, and Local Licenses and permits required for the operation of the business conducted by the contractor.

15. **Safety Standards:** All items supplied on this contract shall comply with current applicable Occupational Safety and Health Standards of the State of Arizona Industrial Commission, the National Electric Code, and the National Fire Protection Association Standards.

16. **Cancellation:** The City reserves the right to cancel the whole or any part of any resultant contract due to failure by the contractor to carry out any obligation, term or condition of any resultant contract. The City will issue written notice to the contractor for acting or failing to act as in any of the following:

- a. The contractor provides material that does not meet the specifications of the contract;
- b. The contractor fails to adequately perform the services set forth in the specifications of the contract;
- c. The contractor fails to complete the work required or to furnish the materials required within the time stipulated in the contract;
- d. The contractor fails to make progress in the performance of the contract and/or gives the City reason to believe that the contractor will not or cannot perform to the requirements of the contract.

Upon receipt of the written notice of concern, the contractor shall have ten (10) days to provide a satisfactory response to the City. Failure on the part of the contractor to adequately address all issues of concern may result in the City resorting to any single or combination of the following remedies:

Cancel any contract;

- a. Reserve all rights or claims to damage for breach of any covenants of the contract;
- b. Perform any test or analysis on materials for compliance with the specifications of the contract. If the results of any test or analysis find a material non-compliance with the specifications, the actual expense of testing shall be borne by the contractor;
- c. In case of default, the City reserves the right to purchase materials, or to complete the required work. The City may recover any actual excess costs from the contractor by:
 1. Deduction from an unpaid balance;
 2. Collection against the bid and/or performance bond, or;
 3. Any combination of the above or any other remedies as provided by law.



**Eloy Municipal Airport (E60)
City of Eloy**

**REQUEST FOR QUALIFICATIONS (RFQ)
for
AIRPORT PLANNING
AND
ENVIRONMENTAL CONSULTING SERVICES**

INTRODUCTION

The Eloy Municipal Airport (Sponsor) is a general aviation airport located at 4900 N. Tumbleweed, Eloy, Arizona 85131. The City of Eloy is located in the “heart” of Arizona, between Phoenix and Tucson in Pinal County. In addition to general aviation activities, the airport serves and supports Skydive Arizona a renowned skydive operation facility and it provides an important link to the rural Eloy area. The City of Eloy is seeking to implement improvements to accommodate existing and future aviation demands.

The Eloy Municipal Airport is owned and operated by the City of Eloy. The City is seeking a qualified aviation consultant to provide airport planning and environmental consulting services for both Airport Improvement Program (AIP) and non-federally funded projects. All work will be required to meet Federal Aviation Administration (FAA) Standards and the ADOT Multi-model Planning Division (MPD) – Aeronautics Group Standards. Also, all work shall be accomplished in accordance with all Federal, State and Local guidelines, and regulations including FAA Advisory Circulars, the Environmental Protection Agency and Arizona Environmental State Statutes.

The City of Eloy plans to award a three-year contract (with the option of two one-year extensions) for airport planning and environmental consulting services subject to review on an annual basis for any and all planning projects subject to federal assistance or other sources of funding. The Initial Agreement, Authorization of Services, Scope of Work, and Professional Fees will be submitted for review and subject to approval by FAA, ADOT MPD Aeronautics Division, and the Eloy City Council. All projects are subject to the availability of funding.

During the term of the consultant agreement, the City reserves the right to cancel the agreement at its sole discretion and/or solicit and contract with other firms to provide similar services. As the Airport Sponsor, the City will administer the contract and provide staff support through the City Manager’s Office and the Eloy Public Works Department.

The consulting firm most qualified to perform planning services for the contemplated projects will be selected and consulting fees for each project will be negotiated in accordance with FAA regulations.

The selected consultant must obtain and keep a current City of Eloy Business License during the term of this contract.

The selected consultant must carry Professional Errors and Omissions and Liability insurance coverage during the term of this contract in accordance with the City of Eloy requirements (Minimum \$1,000,000 per occurrence, \$2,000,000 aggregate).

No Pre-Submittal Conference will be held.

CONSULTANT SERVICES

The selected consultant shall provide professional airport planning and environmental consulting services to support the continued safe, compliant, and sustainable development of Eloy Municipal Airport, a general aviation airport in Arizona. Services may include, but are not limited to, the following:

A. Airport Planning Services

1. Preparation, update, and amendment of the Airport Layout Plan (ALP), including coordination with the FAA and ADOT Aeronautics Division
2. Airport Master Planning services, including Airport Master Plans, Master Plan Updates, and focused planning studies
3. Preparation and maintenance of the Airport Capital Improvement Program (ACIP), including identification, prioritization, and scheduling of eligible projects
4. Assistance with ACIP submittals, coordination meetings, and implementation of approved ACIP projects
5. Development of project justifications and supporting documentation for FAA Airport Improvement Program (AIP) and state funding
6. Preparation of Exhibit "A" Airport Property Maps and land use compatibility analyses
7. Forecasting of aviation activity, facility requirements, and development alternatives
8. Evaluation of airfield, landside, and support facility needs
9. Airport safety planning, including runway safety area (RSA) and taxiway safety assessments
10. Review of airport development proposals for compliance with FAA standards and local planning objectives

B. Environmental Consulting Services

1. Environmental reviews and documentation in compliance with the National Environmental Policy Act (NEPA), including:
 - a. Categorical Exclusions (CATEX)
 - b. Environmental Assessments (EA)
 - c. Environmental Impact Statements (EIS), if required

2. Coordination with the FAA as the lead federal agency for NEPA actions
3. Environmental permitting and agency coordination, including but not limited to:
 - a. ADOT Aeronautics Division
 - b. U.S. Army Corps of Engineers
 - c. U.S. Fish and Wildlife Service
 - d. Arizona Department of Environmental Quality
 - e. State Historic Preservation Office (SHPO)
4. Cultural resources, biological resources, wetlands, floodplains, noise, and air quality analyses
5. Preparation of mitigation plans and monitoring documentation, as required
6. Public involvement and stakeholder outreach related to planning and environmental processes

C. FAA and Regulatory Coordination

1. Coordination with FAA Airports District Office (ADO) and ADOT Aeronautics Division staff
2. Preparation and submittal of FAA Form 7460-1 airspace obstruction evaluations
3. Compliance with applicable FAA Advisory Circulars, Orders, policies, and grant assurances
4. Support during FAA and state reviews, comments, and approvals

D. Project Implementation Support

1. Assistance transitioning planning and environmental approvals into design and construction phases
2. Ongoing technical support for grant-funded projects
3. Schedule, budget, and scope coordination related to planning and environmental tasks
4. Participation in meetings with City staff, stakeholders, and regulatory agencies

E. On-Call and As-Needed Services

1. General aviation planning and environmental advisory services on an as-needed basis
2. Review and technical support for airport development proposals, leases, and land use compatibility issues
3. Support for special studies or emerging regulatory requirements

The services identified above are intended to describe the general nature and scope of airport planning and environmental consulting services that may be required. The City reserves the right to modify, add, or delete specific tasks, and the selected consultant may be required to perform additional services related to airport planning and environmental compliance as needed. Services required under this contract may include, but are not limited to, those listed herein.

PROPOSED PROJECTS AS PART OF THE RFQ

Attached as Exhibit 1 is the Eloy Municipal Airport FAA/ADOT Airport Capital Improvement Plan (ACIP) outlining planned projects for the municipal airport during the 2027 – 2031 fiscal years.

SELECTION PROCESS

The selection process will be in accordance with the guidelines set forth in FAA Advisory Circular 150/5100-14E, Architectural, Engineering, and Planning Consultant Services for Airport Grant Projects and 49 CFR Part 18.

Fees will be negotiated for projects on a task order basis as grants are obtained. Cost or fee information is not to be submitted with this proposal.

STATEMENT OF QUALIFICATIONS CONTENT REQUIREMENTS

All copies of the Statement of Qualifications will be retained by the City of Eloy and will not be returned. The Statement of Qualifications can be double sided, and should include at a minimum, the following:

1. Cover Letter
2. A narrative statement detailing the professional qualifications and the capability to perform all or most aspects of the planning and environmental projects and tasks contemplated by the Sponsor.
3. Include company organizational structure, company history, and background, size of company, recent experience in airport projects, and familiarity with projects at general aviation airports similar to the Eloy airport.
4. Identification of those key individuals who will be involved in the contemplated projects and their qualifications, backgrounds, experience and specific responsibilities.
5. Demonstrate your firm's knowledge, experience, and technical capability to provide comprehensive airport planning and environmental consulting services.
6. Include information concerning the quality and scope of projects previously undertaken, the firm's capability to complete projects on time and within the allotted budget, and demonstrated good faith efforts to meet Disadvantaged Business Enterprise (DBE) participation goals.
7. Provide a list of a minimum of three (3) professional references from other airports to include contact person, contact title, contact address, phone number and a brief description of the airport project(s) you have worked on together.
8. Detail your firm's and key personnel's experience, working relationships, and demonstrated knowledge of FAA and ADOT Aeronautics Division regulations, policies, and procedures.

Submitters shall comply with all federal, state and local nondiscrimination statutes in the operation, implementation and delivery of, including state and federal civil rights and disabilities laws. In particular, the submitter shall ensure that the City's obligation for program, facility and service accessibility in Title II of the Americans with Disabilities Act are complied with in all activities arising under this contract, and shall hold harmless the City for any and all losses, including but not limited to damages, costs or expenses, incurred or arising from any alleged violation of the Americans with Disabilities Act under the auspices of this contract unless resulting from an intentional or actual negligent act of the City and its employees.

Failure to comply with the nondiscrimination or accessibility requirements herein shall be construed as non-performance and may result in termination of funding, civil action, or both. The City of Eloy is an Affirmative Action/Equal Opportunity Employer. Individuals with special accessibility needs may contact Michelle Hall, ADA Coordinator for the City of Eloy at 520-466-9201 OR 520-466-7455 (TDD). If possible, such requests should be made 72 hours in advance.

General Services Agreement Airport Professional Engineering Services Required Federal Contract Provisions

CIVIL RIGHTS ACT OF 1964, TITLE VI – CONSULTANT CONTRACTUAL REQUIREMENTS

During the performance of this contract, the Consultant, for itself, its assignees and successors in interest (hereinafter referred to as the "Consultant") agrees as follows:

1.1 Compliance with Regulations. The Consultant shall comply with the Regulations relative to nondiscrimination in federally assisted programs of the Department of Transportation (hereinafter, "DOT") Title 49, Code of Federal Regulations, Part 21, as they may be amended from time to time (hereinafter referred to as the Regulations), which are herein incorporated by reference and made a part of this contract.

1.2 Nondiscrimination. The Consultant, with regard to the work performed by it during the contract, shall not discriminate on the grounds of race, color, or national origin in the selection and retention of subconsultants, including procurements of materials and leases of equipment. The Consultant shall not participate either directly or indirectly in the discrimination prohibited by section 21.5 of the Regulations, including employment practices when the contract covers a program set forth in Appendix B of the Regulations.

1.3 Solicitations for Subcontracts, Including Procurements of Materials and Equipment. In all solicitations either by competitive bidding or negotiation made by the Consultant for work to be performed under a subcontract, including procurements of materials or leases of equipment, each potential subconsultant or supplier shall be notified by the Consultant of the Consultant's obligations under this contract and the Regulations relative to nondiscrimination on the grounds of race, color, or national origin.

1.4 Information and Reports. The Consultant shall provide all information and reports required by the Regulations or directives issued pursuant thereto and shall permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Sponsor or the Federal Aviation Administration (FAA) to be pertinent to ascertain compliance with such Regulations, orders, and instructions. Where any information required of a Consultant is in the exclusive possession of another who fails or refuses to furnish this information, the Consultant shall so certify to the Sponsor or the FAA, as appropriate, and shall set forth what efforts it has made to obtain the information.

1.5 Sanctions for Noncompliance. In the event of the Consultant's noncompliance with the nondiscrimination provisions of this contract, the Sponsor shall impose such contract sanctions as it or the FAA may determine to be appropriate, including, but not limited to:

- a. Withholding of payments to the Consultant under the contract until the Consultant complies, and/or
- b. Cancellation, termination, or suspension of the contract, in whole or in part.

1.6 Incorporation of Provisions. The Consultant shall include the provisions of paragraphs 1 through 5 in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Regulations or directives issued pursuant thereto. The Consultant shall take such action with respect to any subcontract or procurement as the Sponsor or the FAA may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided, however, that in the event a Consultant becomes involved in, or is threatened with, litigation with a subconsultant or supplier as a result of such direction, the Consultant may request the Sponsor to enter into such litigation to protect the interests of the Sponsor and, in addition, the Consultant may request the United States to enter into such litigation to protect the interests of the United States.

Reference

49 CFR Part 21

AC 150/5100-15

AIRPORT AND AIRWAY IMPROVEMENT ACT OF 1982, SECTION 520 - GENERAL CIVIL RIGHTS PROVISIONS

The Consultant assures that it will comply with pertinent statutes, Executive orders and such rules as are promulgated to assure that no person shall, on the grounds of race, creed, color, national origin, sex, age, or handicap be excluded from participating in any activity conducted with or benefiting from Federal assistance. This provision obligates the tenant/concessionaire/lessee or its transferee for the period during which Federal assistance is extended to the airport a program, except where Federal assistance is to provide, or is in the form of personal property or real property or interest therein or structures or improvements thereon. In these cases the provision obligates the party or any transferee for the longer of the following periods: (a) the period during which the property is used by the airport Sponsor or any transferee for a purpose for which Federal assistance is extended, or for another purpose involving the provision of similar services or benefits or (b) the period during which the airport Sponsor or any transferee retains ownership or possession of the property. In the case of Consultants, this provision binds the Consultants from the bid solicitation period through the completion of the contract. This provision is in addition to that required of Title VI of the Civil Rights Act of 1964.

Reference

Airport and Airway Improvement Act of 1982, Section 520 Title
49 47123

AC 150/5100-15, Para. 10.c.

DISADVANTAGED BUSINESS ENTERPRISES

Contract Assurance (§26.13) - The Consultant or subconsultant shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The Consultant shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts. Failure by the Consultant to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy, as the recipient deems appropriate.

Prompt Payment (§26.29) - The prime Consultant agrees to pay each subconsultant under this prime contract for satisfactory performance of its contract no later than seven days from the receipt of each payment the prime Consultant receives from the Town. The prime Consultant agrees further to return retainage payments to each subconsultant within seven days after the subconsultant's work is satisfactorily completed. Any delay or postponement of payment from the above referenced time frame may occur only for good cause following written approval of the Town. This clause applies to both DBE and non-DBE subconsultants.

Reference

49 CFR Part 26

AFFIRMATIVE ACTION REQUIREMENT NOTICE OF REQUIREMENT FOR AFFIRMATIVE ACTION

1. The Offeror's or Bidder's attention is called to the "Equal Opportunity Clause" and the "Standard Federal Equal Employment Opportunity Construction Contract Specifications" set forth herein.
2. The goals and timetables for minority and female participation, expressed in percentage terms for the contractor's aggregate workforce in each trade on all construction work in the covered area, are as follows:
 - A. Timetables
 - B. Goals for minority participation for each trade (Vol. 45 Federal Register pg. 65984 10/3/80)

C. Goals for female participation in each trade (6.9%)

These goals are applicable to all of the contractor's construction work (whether or not it is Federal or federally-assisted) performed in the covered area. If the contractor performs construction work in a geographical area located outside of the covered area, it shall apply the goals established for such geographical area where the work is actually performed. With regard to this second area, the contractor is also subject to the goals for both federally funded and non-federally funded construction regardless of the percentage of federal participation in funding.

The contractor's compliance with the Executive Order and the regulations in 41 CFR Part 60-4 shall be based on its implementation of the Equal Opportunity Clause, specific affirmative action obligations required by the specifications set forth in 41 CFR 60-4.3(a), and its efforts to meet the goals. The hours of minority and female employment and training shall be substantially uniform throughout the length of the contract, and in each trade, and the contractor shall make a good faith effort to employ minorities and women evenly on each of its projects. The transfer of minority or female employees or trainees from contractor to contractor or from project to project, for the sole purpose of meeting the contractor's goals, shall be a violation of the contract, the Executive Order, and the regulations in 41 CFR Part 60-4. Compliance with the goals will be measured against the total work hours performed.

3. The contractor shall provide written notification to the Director, Office of Federal Contract Compliance Programs (OFCCP), within 10 working days of award of any construction subcontract in excess of \$10,000 at any tier for construction work under the contract resulting from this solicitation. The notification shall list the name, address, and telephone number of the subcontractor; employer identification number of the subcontractor; estimated dollar amount of the subcontract; estimated starting and completion dates of subcontract; and the geographical area in which the subcontract is to be performed.

4. As used in this notice and in the contract resulting from this solicitation, the "covered area" is the City of Eloy, Pinal County, State of Arizona.

AFFIRMATIVE ACTION PLAN.

The Department of Labor is responsible for administering the Executive Order 11246, which contains requirements for an Affirmative Action Plan. This Plan is similar in content and requirements to the affirmative action plan required in 49 CFR Part 152 subpart e. 49 CFR Part 152 applied to grants issued under the Airport Development Aid Program, which was replaced by the Airport Improvement Program.

Reference

41 CFR part 60-4, Executive Order 11246

CONTRACT WORKHOURS AND SAFETY STANDARDS ACT REQUIREMENTS

1. Overtime Requirements.

No contractor or subcontractor contracting for any part of the contract work which may require or involve the employment of laborers or mechanics shall require or permit any such laborer or mechanic, including watchmen and guards, in any workweek in which he or she is employed on such work to work in excess of forty hours in such workweek unless such laborer or mechanic receives compensation at a rate not less than one and one-half times the basic rate of pay for all hours worked in excess of forty hours in such workweek.

1. Violation; Liability for Unpaid Wages; Liquidated Damages.

In the event of any violation of the clause set forth in paragraph (1) above, the contractor and any subcontractor responsible therefor shall be liable for the unpaid wages. In addition, such contractor and subcontractor shall be liable to the United States (in the case of work done under contract for the District of Columbia or a territory, to such District or to such territory), for liquidated damages. Such liquidated

damages shall be computed with respect to each individual laborer or mechanic, including watchmen and guards, employed in violation of the clause set forth in paragraph 1 above, in the sum of \$10 for each calendar day on which such individual was required or permitted to work in excess of the standard workweek of forty hours without payment of the overtime wages required by the clause set forth in paragraph 1 above.

2. Withholding for Unpaid Wages and Liquidated Damages.

The Federal Aviation Administration or the Sponsor shall upon its own action or upon written request of an authorized representative of the Department of Labor withhold or cause to be withheld, from any monies payable on account of work performed by the contractor or subcontractor under any such contract or any other Federal contract with the same prime contractor, or any other Federally-assisted contract subject to the Contract Work Hours and Safety Standards Act, which is held by the same prime contractor, such sums as may be determined to be necessary to satisfy any liabilities of such contractor or subcontractor for unpaid wages and liquidated damages as provided in the clause set forth in paragraph 2 above.

3. Subcontractors.

The contractor or subcontractor shall insert in any subcontracts the clauses set forth in paragraphs 1 through 4 and also a clause requiring the subcontractor to include these clauses in any lower tier subcontracts. The prime contractor shall be responsible for compliance by any subcontractor or lower tier subcontractor with the clauses set forth in paragraphs 1 through 4 of this section.

Reference

2 CFR § 200 Appendix II (E)

OCCUPATIONAL SAFETY AND HEALTH ACT OF 1970

All contracts and subcontracts that result from this solicitation incorporate the following provisions by reference, with the same force and effect as if given in full text. The contractor has full responsibility to monitor compliance to the referenced statute or regulation. The contractor must address any claims or disputes that pertain to a referenced requirement directly with the Federal Agency with enforcement responsibilities.

Requirement	Federal Agency with Enforcement Responsibilities
Occupational Safety and Health Act of 1970 (20 CFR Part 1910)	U.S. Department of Labor – Occupational Safety and Health Administration

Reference

20 CFR Part 1910

LOBBYING AND INFLUENCING FEDERAL EMPLOYEES

(1) No Federal appropriated funds shall be paid, by or on behalf of the Consultant, 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 making of any Federal grant and the amendment or modification of any Federal grant.

(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 any Federal grant, the Consultant shall complete and submit Standard Form-LLL, "Disclosure of Lobby Activities," in accordance with its instructions.

Reference

49 CFR Part 20, Appendix A

ACCESS TO RECORDS AND REPORTS

The Consultant shall maintain an acceptable cost accounting system. The Consultant agrees to provide the Sponsor, the Federal Aviation Administration and the Comptroller General of the United States or any of their duly authorized representatives access to any books, documents, papers, and records of the Consultant which are directly pertinent to the specific contract for the purpose of making audit, examination, excerpts and transcriptions. The Consultant agrees to maintain all books, records and reports required under this contract for a period of not less than three years after final payment is made and all pending matters are closed.

Reference

49 CFR Part 18.36(i) FAA Order 5100.38

BREACH OF CONTRACT TERMS

Any violation or breach of terms of this contract on the part of the Consultant or its subconsultants may result in the suspension or termination of this contract or such other action that may be necessary to enforce the rights of the parties of this agreement. The duties and obligations imposed by the Agreement and the rights and remedies available thereunder shall be in addition to and not a limitation of any duties, obligations, rights and remedies otherwise imposed or available by law.

Reference

49 CFR Part 18.36

RIGHTS TO INVENTIONS

All rights to inventions and materials generated under this contract are subject to regulations issued by the FAA and the Sponsor of the Federal grant under which this contract is executed.

Reference

49 CFR Part 18.36(i)(8)
FAA Order 5100.38

TRADE RESTRICTION CLAUSE

The Consultant or subconsultant, by submission of an offer and/or execution of a contract, certifies that it:

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country on said list, or is owned or controlled directly or indirectly by one or more citizens or nationals of a foreign country on said list;
- c. has not procured any product nor subcontracted for the supply of any product for use on the project that is produced in a foreign country on said list.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to a Consultant or subconsultant who is unable to certify to the above. If the Consultant knowingly procures or subcontracts for the supply of any product or service of a foreign country on said list for use on the project, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract at no cost to the Government.

Further, the Consultant agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in each contract and in all lower tier subcontracts. The Consultant may rely on the certification of a prospective subconsultant unless it has knowledge that the certification is erroneous.

The Consultant shall provide immediate written notice to the Sponsor if the Consultant learns that its certification or that of a subconsultant was erroneous when submitted or has become erroneous by reason of changed circumstances. The subconsultant agrees to provide written notice to the Consultant if at any time it learns that its certification was erroneous by reason of changed circumstances.

This certification is a material representation of fact upon which reliance was placed when making the award. If it is later determined that the Consultant or subconsultant knowingly rendered an erroneous certification, the Federal Aviation Administration may direct through the Sponsor cancellation of the contract or subcontract for default at no cost to the Government.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a Consultant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code, Section 1001.

Reference

49 CFR Part 30.13
FAA Order 5100.38

TERMINATION OF CONTRACT

- a. The Sponsor may, by written notice, terminate this contract in whole or in part at any time, either for the Sponsor's convenience or because of failure to fulfill the contract obligations. Upon receipt of such notice, services shall be immediately discontinued (unless the notice directs otherwise) and all materials as may have been accumulated in performing this contract, whether completed or in progress, delivered to the Sponsor.
- b. If the termination is for the convenience of the Sponsor, an equitable adjustment in the contract price shall be made, but no amount shall be allowed for anticipated profit on unperformed services.
- c. If the termination is due to failure to fulfill the Consultant's obligations, the Sponsor may take over the work and prosecute the same to completion by contract or otherwise. In such case, the Consultant shall be liable to the Sponsor for any additional cost occasioned to the Sponsor thereby.
- d. If, after notice of termination for failure to fulfill contract obligations, it is determined that the Consultant had not so failed, the termination shall be deemed to have been affected for the convenience of the Sponsor. In such event, adjustment in the contract price shall be made as provided in paragraph 2 of this clause.
- e. The rights and remedies of the Sponsor provided in this clause are in addition to any other rights

and remedies provided by law or under this contract.

Reference

49 CFR Part 18.36(i)(2)
FAA Order 5100.38

**CERTIFICATION REGARDING DEBARMENT AND SUSPENSION (NON-PROCUREMENT)
Certification Regarding Debarment and Suspension (Non-Procurement) – Title 2 CFR Part 180 &
Title 2 CFR Part 1200**

The contract agreement that ultimately results from this solicitation is a “covered transaction” as defined by Title 2 CFR Part 180. Bidder must certify at the time they submit their proposal that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction. The bidder with the successful bid further agrees to comply with Title 2 CFR Part 1200 and Title 2 CFR Part 180, Subpart C by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction”.

**Certification Regarding Debarment and Suspension (Non-Procurement) – Title 2 CFR Part 1200 and
Title 2 CFR Part 180, Subpart C**

The successful bidder by administering each lower tier subcontract that exceeds \$25,000 as a “covered transaction” must verify each lower tier participant of a “covered transaction” under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder shall accomplish this by:

- i. Checking the System for Award Management at website: <http://www.sam.gov> ii. Collecting a certification statement similar to paragraph a. iii. Inserting a clause or condition in the covered transaction with the lower tier contract

If the FAA later determines that an individual failed to tell a higher tier that they were excluded or disqualified at the time they entered the covered transaction with that person, the FAA may pursue any available remedy, including suspension and debarment.

Reference

Title 2 CFR Part 180 (Subpart C)
Title 2 CFR Part 1200
DOT Order 4200.5 DOT Suspension & Debarment Procedures & Ineligibility

COMPLIANCE WITH CLEAN AIR AND CLEAN WATER ACTS

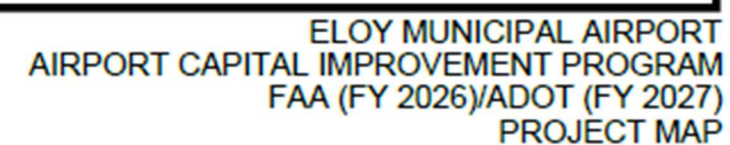
The Consultant shall comply with all applicable standards, orders, or requirements issued under Section 306 of the Clean Air Act (42 USC 7602, et seq.), Section 508 of the Clean Water Act (33 USC 1368), Executive Order 11738, Environmental Protection Agency regulations (40 CFR Part 15), and Title 49 CFR, Part 20.

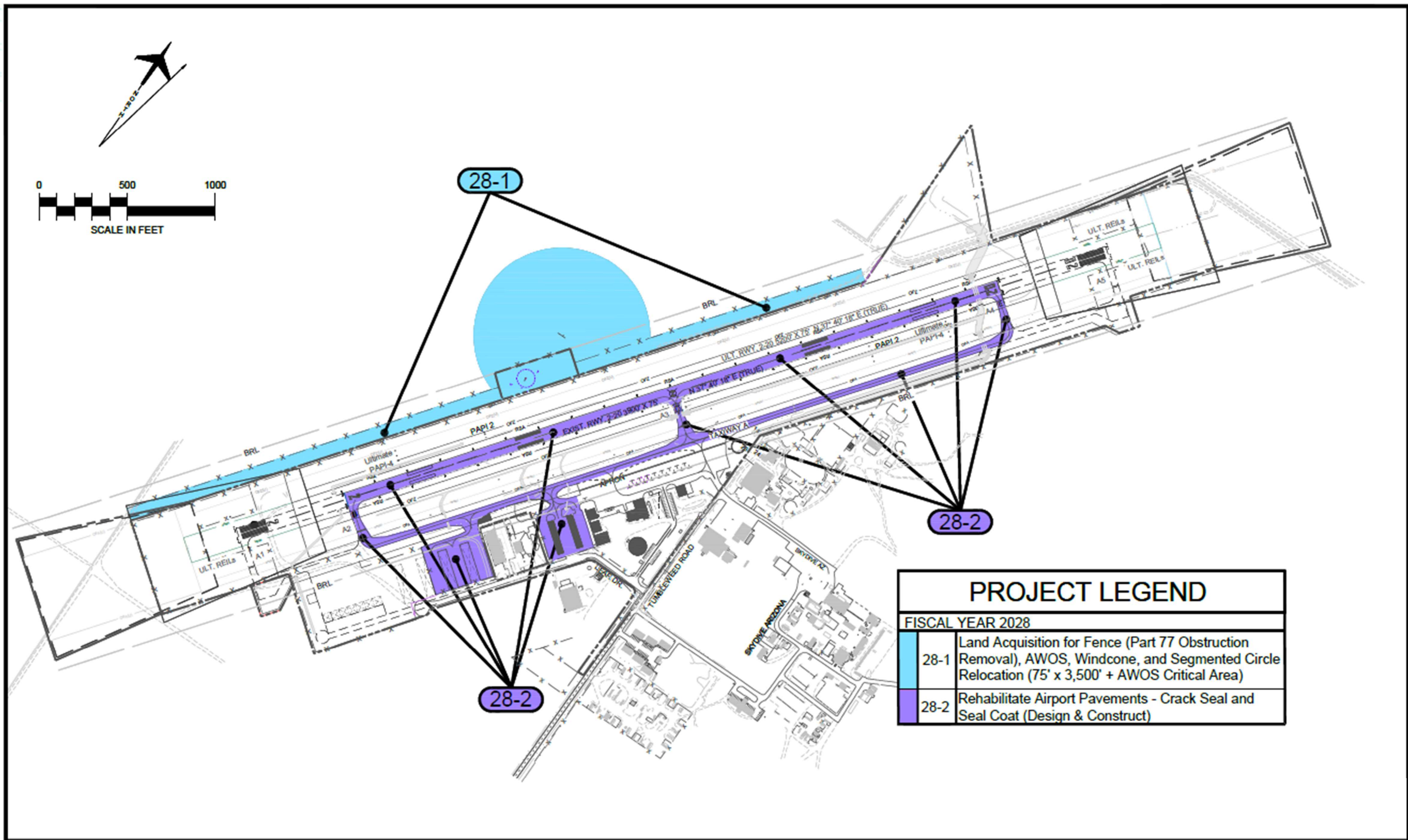
COMPLIANCE WITH ENERGY POLICY AND CONSERVATION ACT

The Consultant shall comply with all mandatory standards and policies relating to energy efficiency that are contained in any Arizona energy conservation plan issued in compliance with the Energy Policy and Conservation Act (42 U.S.C. 6201).

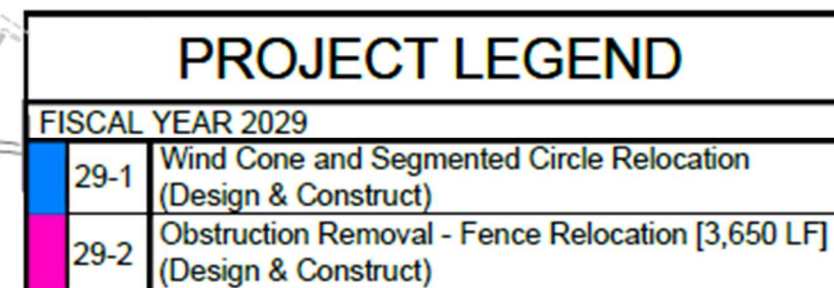
ELOY MUNICIPAL AIRPORT
FAA/ADOT ACIP (FY 2026-2031)
PREPARED BY: COFFMAN ASSOCIATES
PREPARED: JUNE 30, 2025

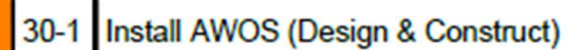
FAA FISCAL YEAR	ADOT/CITY FISCAL YEAR	PROJECT NUMBER	PROJECT	QUANTITY	TYPE OF FUNDING	TOTAL COST	FEDERAL SHARE	STATE SHARE	CITY SHARE
2025	2026	26-1	Rehabilitate T-Hangars - Electrical, Doors, Pavement Flooring, Painting (Design)	2 EA	IIJA	\$190,000	\$180,500	\$4,750	\$4,750
2025	2026	26-2	Apron Rehabilitation (Design)	LS	NPE/Discretionary	\$230,000	\$218,500	\$5,750	\$5,750
			Subtotal (ADOT FY 2026)			\$420,000	\$399,000	\$10,500	\$10,500
2026	2027	27-1	Drainage Improvements - Phase 4 [900' x 42'] (Design & Construct)	4,200 SY	ADOT	\$518,000	\$0	\$466,200	\$51,800
2026	2027	27-2	Drainage Improvements - Phase 2 (Alt Bid)	1,200 SY	ADOT	\$200,000	\$0	\$180,000	\$20,000
2026	2027	27-3	Rehabilitate T-Hangars - Electric, Doors, Pavement Flooring, Painting (Design & Construct)	2 EA	IIJA	\$541,000	\$513,950	\$13,525	\$13,525
2026	2027	27-4	Apron Rehabilitation (Construct)	10,000 SY	NPE/Discretionary	\$2,300,000	\$2,185,000	\$57,500	\$57,500
			Subtotal (ADOT FY 2027)			\$3,559,000	\$2,698,950	\$717,225	\$142,825
2027	2028	28-1	Land Acquisition for Fence (Part 77 Obstruction Removal), AWOS, Windcone, and Segmented Circle Relocation (75' x 3,500' + AWOS critical area)	22 acres	ADOT	\$500,000	\$0	\$450,000	\$50,000
2027	2028	28-2	Rehabilitate Airport Pavements - Crack Seal and Seal Coat (Design & Construct)	LS	NPE/Discretionary	\$800,000	\$728,478	\$35,760	\$35,762
			Subtotal (ADOT FY 2028)			\$1,300,000	\$728,478	\$485,760	\$85,762
2028	2029	29-1	Wind Cone and Segmented Circle Relocation (Design & Construct)	LS	NPE/Discretionary	\$200,000	\$182,120	\$8,940	\$8,940
2028	2029	29-2	Obstruction Removal - Fence Relocation [3,650 LF] (Design & Construct)	3,650 LF	ADOT	\$450,000	\$0	\$405,000	\$45,000
			Subtotal (ADOT FY 2029)			\$650,000	\$182,120	\$413,940	\$53,940
2029	2030	30-1	Install AWOS (Design & Construct)	LS	NPE/Discretionary	\$500,000	\$455,299	\$22,350	\$22,351
			Subtotal (ADOT FY 2030)			\$500,000	\$455,299	\$22,350	\$22,351
2030	2031	31-1	Construct Taxiway for Hangar Development [350' x 35'] (Design & Construct)	1,360 SY	NPE/Discretionary	\$1,000,000	\$910,600	\$44,700	\$44,700
			Subtotal (ADOT FY 2031)			\$1,000,000	\$910,600	\$44,700	\$44,700
			TOTAL ACIP (ADOT FY2027 - FY2031)			\$7,009,000	\$4,975,447	\$1,683,975	\$349,578
BEYOND CURRENT ACIP PLANNING CYCLE									
2031	2032	32-1	Focused Planning Study for Land Acquisition and Runway Extension (Including 15% Design)	LS	NPE/Discretionary	\$300,000	\$273,180	\$13,410	\$13,410
2032	2033	33-1	Environmental Assessment (Land Acquisition and Runway Extension)	LS	NPE/Discretionary	\$300,000	\$273,180	\$13,410	\$13,410
2032	2033	33-2	Land Acquisition (SW Runway Extension)	±20 Acres	ADOT	\$500,000	\$0	\$450,000	\$50,000
2033	2034	34-1	SW Runway Extension - 650 feet - Including Parallel Taxiway "A", MIRL, MITL (Design Only)	LS	NPE/Discretionary	\$300,000	\$273,180	\$13,410	\$13,410
2034	2035	35-1	Construct SW Runway Extension - 650 feet (Including Parallel Taxiway "A", MIRL, MITL)	9,000 SY	NPE/Discretionary	\$5,000,000	\$4,553,000	\$223,500	\$223,500

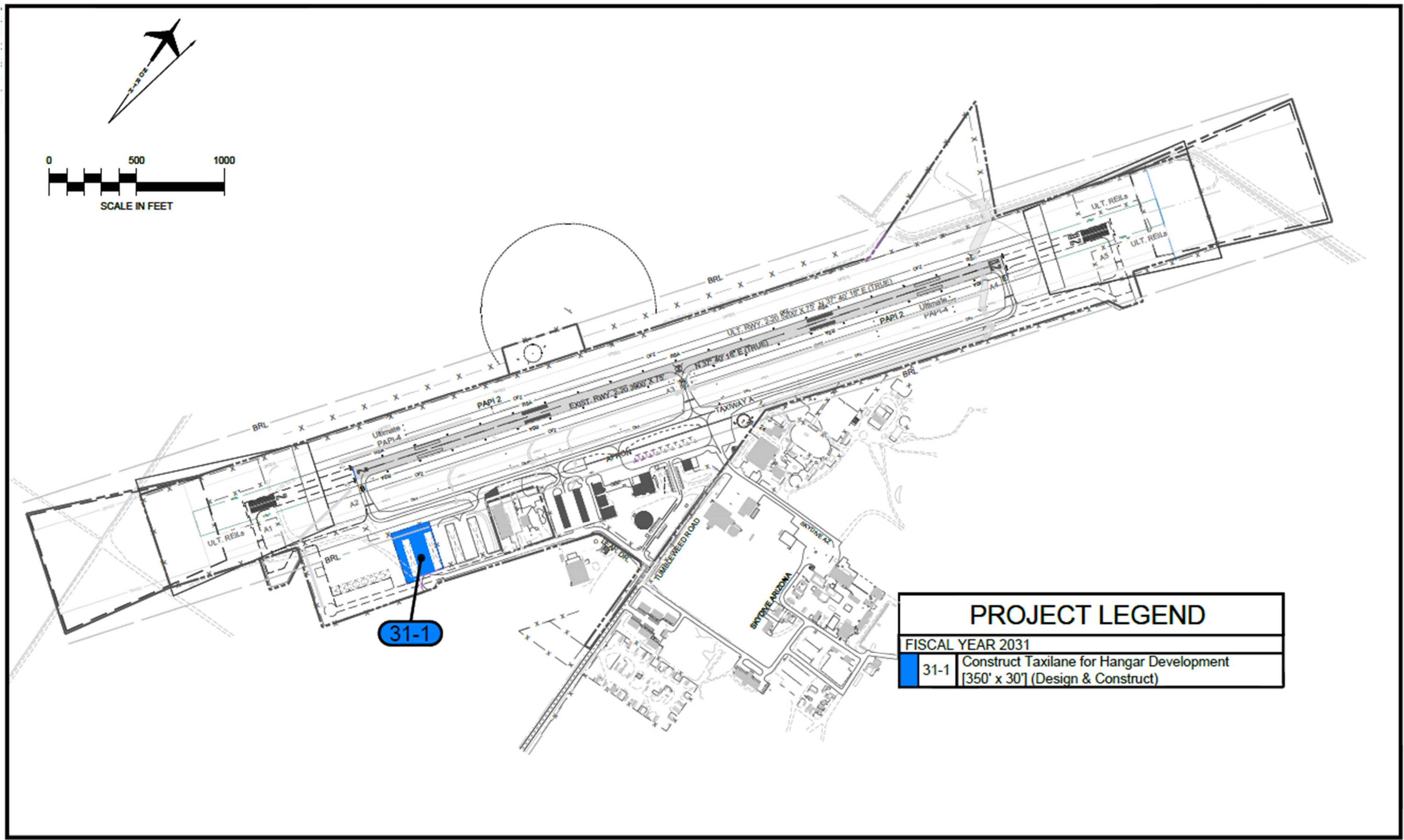




PROJECT LEGEND	
FISCAL YEAR 2028	
28-1	Land Acquisition for Fence (Part 77 Obstruction Removal), AWOS, Windcone, and Segmented Circle Relocation (75' x 3,500' + AWOS Critical Area)
28-2	Rehabilitate Airport Pavements - Crack Seal and Seal Coat (Design & Construct)







PROJECT LEGEND	
FISCAL YEAR 2031	
31-1	Construct Taxilane for Hangar Development [350' x 30'] (Design & Construct)

A Statement of Qualifications
to Provide Airport Planning and Environmental Services for

ELOY MUNICIPAL AIRPORT



Prepared by:

Coffman Associates
AIRPORT CONSULTANTS
a **PAPE-DAWSON** company

In association with:

SWCA
ENVIRONMENTAL CONSULTANTS

MTZ
MARTINEZ GEOSPATIAL


COMPASS ROSE
COMMUNICATIONS

March 27, 2026

Ms. Celine Kidwell, City Clerk
595 North C Street, Suite 104
Eloy, Arizona 85131

Re: Request for Qualifications for Airport Planning and Environmental Services for Eloy Municipal Airport

Dear Ms. Kidwell:

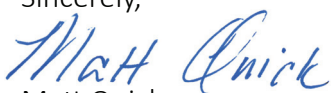
In response to your recent request, Coffman Associates, a Pape-Dawson company, is pleased to submit our qualifications for on-call airport planning and environmental services for Eloy Municipal Airport. Our firm was founded for and remains dedicated exclusively to aviation and airport planning. During the past 47 years, we have completed more airport planning assignments than any other consulting firm in the country, including projects for more than 50 Arizona airports. Our relationship with the Federal Aviation Administration's (FAA) Phoenix Airports District Office (ADO) and Arizona Department of Transportation (ADOT) Aeronautics Group is highly regarded. Nationally, we have completed more than 1,700 planning assignments, including 450+ airport environmental studies, more than 600 airport master plans, and over 150 airport noise and land use compatibility studies. As you will see in our response, we have engaged a diverse team that includes other aviation and local experts to assist with various on-call planning services, which aim to move Eloy Municipal Airport forward as a premier aviation facility.

Two of our most experienced project managers will lead planning and environmental projects at Eloy Municipal Airport. I, Matt Quick, will serve as the overall contract manager and project manager for any planning studies needed. Judi Krauss will serve as the project manager for any environmental documentation needs. Combined, we have more than 31 years of experience in planning and environmental projects for airports. Coffman Associates is supported by 24 additional staff who focus on airport planning and environmental work on a daily basis. Joining the Coffman Associates team for this assignment will be SWCA Environmental Consultants, Martinez Geospatial, and Compass Rose Communications. SWCA will assist the team with environmental resource studies related to cultural, historic, and biological resources and has previously provided support to Coffman Associates on projects at Eloy Municipal Airport. Martinez Geospatial will manage any aeronautical survey data acquisition needs as required, and Compass Rose Communications will be available to provide public outreach support on airport-related projects as needed.

I cannot emphasize enough how much we would welcome the opportunity to continue working with the City of Eloy. Our expertise, based on successful planning assignments for similar airports, is a major factor that sets our team apart from any other in the industry. Coffman Associates' past airport planning and environmental experience with the City of Eloy, through the preparation of three airport master plans, an economic benefit study, and various environmental documents, has not only provided us with very detailed knowledge of Eloy Municipal Airport, but also a great understanding of the development issues facing the airport in the coming years. We believe our team is the best choice for this on-call planning assignment. We encourage you to contact our past clients, whose names and contact information are provided in this submittal, to discuss our qualifications and past performance.

Thank you for your consideration. If you need any additional information, please feel free to call me at 602-993-6999, email me at mquick@coffmanassociates.com, or view our website at www.coffmanassociates.com.

Sincerely,



Matt Quick
Vice President

Phoenix • Kansas City



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SECTION A

Firm Qualifications and Experience





FIRM QUALIFICATIONS AND EXPERIENCE



Firm Information

Established: 1979
www.coffmanassociates.com

Social Media:   



Personnel by Discipline

Airport Planners 11
Environmental Planners 3
GIS Analysts 3
Airport Planning Technicians . 2
Graphic Artists 4
Administrative 3
Total Employees 26



Recognition

2025 Corporate Member of the Year Award (Matt Quick)
Arizona Airports Association

2022 President's Award (Mike Dmyterko)
AAAE South Central Chapter

2017 Corporate Member of the Year Award (James M. Harris)
Arizona Airports Association

2016 Airport Business "40 Under 40" Award
Awarded to Matt Quick

2013 Corporate Award
AAAE South Central Chapter

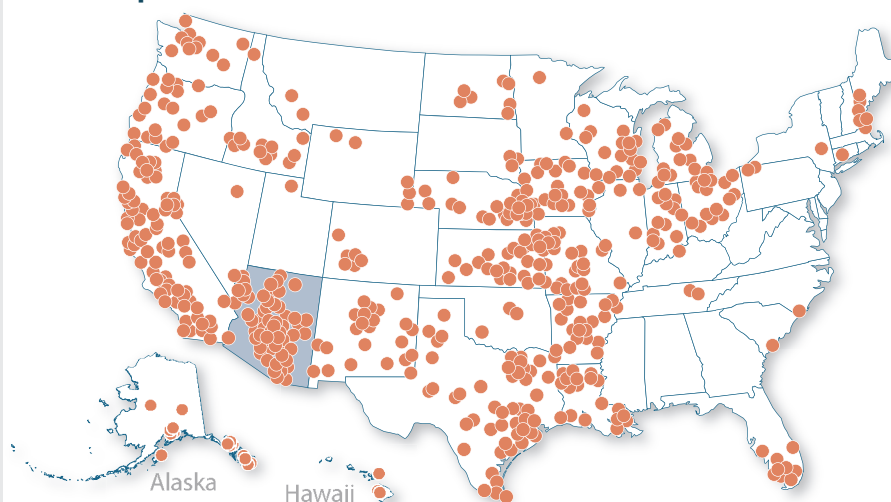
2008 & 2009 FAA Partnership Awards
FAA Western-Pacific Region

2008 Corporate Award of Excellence
AAAE Southwest Chapter

2005 AAEE National Corporate Cup of Excellence
American Association of Airport Executives

Coffman Associates, a Pape-Dawson company, is a specialized firm of 26 professional and technical staff members focused exclusively on airport planning and associated airport environmental and noise/land use studies. The firm's unique capabilities and extensive experience provide Coffman Associates with the qualifications required to produce the most valuable airport planning and environmental documentation in the industry. Coffman Associates has earned a reputation for excellence since its founding in 1979. Awards include the American Association of Airport Executives (AAAE) Corporate Cup of Excellence Award and the Federal Aviation Administration (FAA) Partnership Award. During the past 47 years, Coffman Associates has completed more than 1,700 planning assignments, including more than 600 airport master plans, 150+ airport noise compatibility studies, and 450+ airport environmental studies. **This nationwide experience includes 270+ planning assignments for more than 50 Arizona airports, including the recently completed Eloy Municipal Airport Master Plan.**

Our Experience is Unmatched



600+

Airport Master Plans

450+

Environmental Documents

150+

Noise and Land Use Compatibility Studies

500+

Project-Specific Studies

Our Primary Airport Planning/Environmental Services Include

- Airport Master Plans
- Environmental Documentation
- Part 150 Noise and Land Use Compatibility Studies
- Airport Zoning and Land Use Planning
- Exhibit 'A' Property Maps
- Aviation Activity Forecasting
- Grant Applications
- Airport Capital Improvement Programs
- Airport Safety Planning

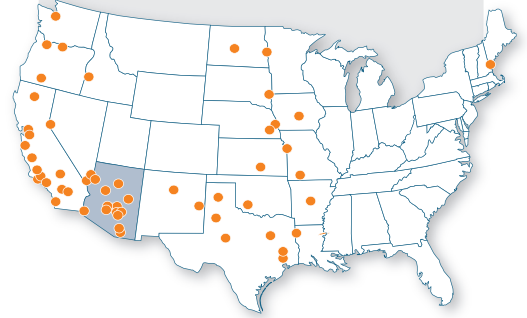


Airport Management Support Services

With airport operating budgets often reduced and staff resources stretched to the limits, Coffman Associates can help by serving as an extension of an airport's staff. Through our Airport Management Support Services program, we provide assistance to numerous airports on a variety of tasks (see the list below).

The ability of airport managers to utilize our services on an as-needed basis provides a cost-effective means for airports to address complex issues and tasks, meet critical deadlines, and respond to political and community concerns. Airports benefiting from Coffman Associates' Airport Management Support Services are illustrated to the right.

Airports that have utilized Coffman Associates' Airport Management Support Services



Airport Management Support Services

- 14 CFR Part 139 Certification Programs
- Air Cargo Analysis
- Air Service Evaluations
- Airport Financial Analysis
- Airport Geographic Information Obstruction Analysis
- Airports GIS
- Airport Layout Plan Updates/Revalidations
- Airspace Analysis
- Benefit-Cost Analysis
- Business Park Planning
- Economic Benefit Analysis
- eVTOL Vertiport Feasibility
- FAA Design Standards Evaluations
- Grant/Program Management
- Grant Assurance Compliance
- Graphic Design/Printing
- Lease Evaluations
- Minimum Standards
- "Through-the-Fence" Evaluations
- Passenger Facility Charge (PFC) Applications
- Pilot Guides
- Property Acquisition Programs
- Promotional/Marketing Materials
- Public Relations Programs
- Runway Safety Area Determinations
- Section 743 Determinations
- Sustainability Planning
- Wildlife Hazard Assessments and Management Plans





Airport Projects in the Past Five Years



AIRPORT MASTER PLANS/ALP UPDATES WITH NARRATIVE

General Aviation Airports

• Eloy, AZ

- Ames, IA
- Apple Valley, CA
- Baraboo, WI
- Benton, CA
- Boscobel, WI
- Brazoria County, TX
- Brenham, TX
- Caldwell, ID
- Camarillo, CA
- Carroll County, AR
- Carson City, NV
- Casa Grande, AZ
- Center, TX
- Chino, CA
- Cleburne, TX
- Concord, CA
- Cotulla, TX
- Denton, TX
- Eagle Lake, TX

- East Troy, WI
- Fort Worth (Meacham), TX
- Gainesville, TX
- Galveston, TX
- Grants Pass, OR
- Hawthorne, CA
- Holdrege, NE
- Jal, NM
- Kansas City, MO
- Kerrville, TX
- Kingman, AZ
- Lake Havasu, AZ
- Lebanon, MO
- Louisville, KY
- Lovington, NM
- Marshall, TX
- Merrill, WI
- Mesa, AZ
- Mesquite, TX
- Morrilton, AR
- New Holstein, WI
- North Las Vegas, NV
- Odessa, TX

- Oklahoma City, OK
- Oxnard, CA
- Paso Robles, CA
- Payson, AZ
- Phillipsburg, KS
- Platteville, WI
- Port Isabel, TX
- Portales, NM
- Powell, WY
- Redlands, CA
- Sabetha, KS
- Sawyer County, WI
- Scottsdale, AZ
- Sevier County, AR
- Sidney, NE
- Sierra Vista, AZ
- Skagit, WA
- Socorro, NM
- Spencer, IA
- Stuttgart, AR
- Ulysses, KS
- Valentine, NE
- Visalia, CA

- Waupaca, WI
- Wichita (Jabara), KS
- Williams, AZ
- Wisconsin Dells, WI
- York, NE

Commercial Service Airports

- Bullhead City, AZ
- Corpus Christi, TX
- Dubuque, IA
- Elko, NV
- Fort Smith, AR
- Hobbs, NM
- Lincoln, NE
- Manhattan, KS
- Maui, HI
- Page, AZ
- Redding, CA
- Santa Fe, NM
- Texarkana, AR
- Wichita, KS



ENVIRONMENTAL STUDIES

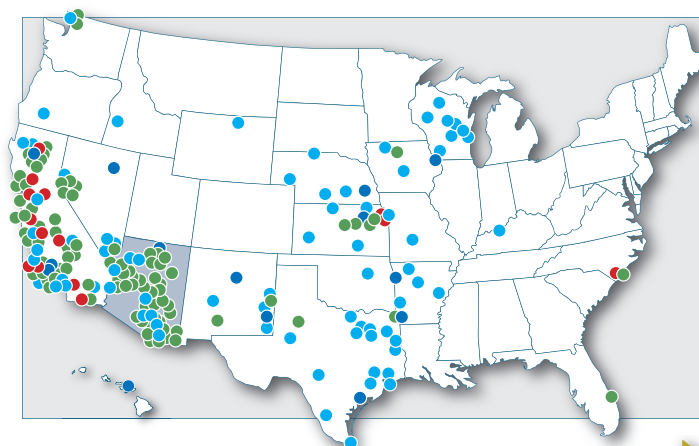
• Eloy, AZ (3)

- Abilene, KS
- Bagdad, AZ
- Bakersfield, CA (2)
- Bellingham, WA (2)
- Benton, CA
- Boulder City, NV
- Bullhead City, AZ
- Camarillo, CA (4)
- Carson City, NV (4)
- Casa Grande, AZ (3)
- Clovis, NM

- Flagstaff, AZ
- Fresno, CA
- Grand Canyon, AZ (4)
- Grand Canyon West, AZ
- Half Moon Bay, CA
- Kern Valley, CA (2)
- Kingman, AZ (5)
- Lake Havasu, AZ (3)
- Las Cruces, NM
- Lea County (Hobbs), NM
- Lubbock, TX
- Manhattan, KS
- Marina, CA (2)

- Mason City, IA
- Mesa Falcon Field, AZ (6)
- Mesa Gateway, AZ (2)
- Monterey, CA (3)
- Napa, CA (3)
- Nogales, AZ (2)
- Palm Beach County, FL
- Redding, CA (5)
- Reno (Stead), NV
- Reno (Tahoe), NV
- Salina, KS
- San Bernardino, CA (3)
- San Carlos, CA

- San Luis Obispo, CA
- Santa Barbara, CA (2)
- Scottsdale, AZ (4)
- Sedona, AZ (4)
- Sierra Vista, AZ (4)
- Texarkana, AR
- Topeka, KS
- Tucson, AZ
- Wilmington, NC (4)
- Winslow, AZ



PART 150 NOISE/ LAND USE STUDIES

- Camarillo, CA
- Fresno, CA
- Hawthorne, CA
- Imperial County, CA
- Johnson County, KS (2)
- Marina, CA

- Oxnard, CA
- Paso Robles, CA
- Redding, CA
- San Carlos, CA
- Solano County, CA
- Tuolumne County, CA
- Wilmington, NC

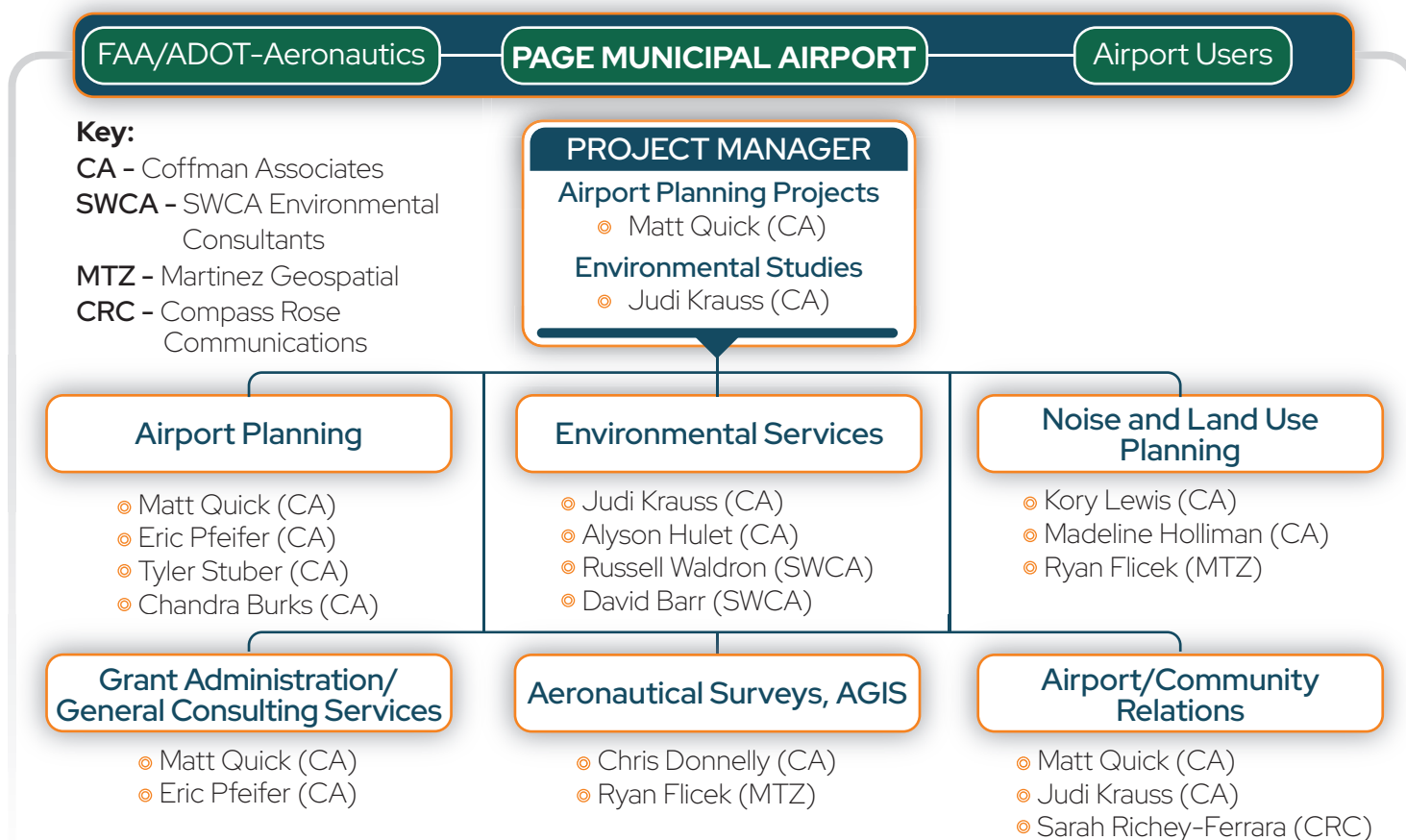


Key Personnel's Professional Background and Experience

Matt Quick is proposed as the project manager for airport planning projects and general consulting services. Matt has been involved in all areas of airport planning since joining Coffman Associates. He has 23 years of experience and has completed more than 90 airport planning projects with the firm, a large percentage of which were for Arizona airports, including the 2025 Eloy Municipal Airport Master Plan. Matt will be responsible for overall project controls, including quality control, as well as coordination with the City of Eloy, airport staff, and the planning team. Judi Krauss is proposed as the project manager for environmental studies. She has 28 years of experience, including several years as an environmental analyst for the Arizona Department of Transportation's Environmental Planning Section. Judi has completed more than 100 airport environmental projects since joining Coffman Associates. She will be responsible for the day-to-day project coordination with the city and airport staff and the consultant team for environmental documentation for Eloy Municipal Airport. Matt and Judi have both been involved with recent planning and environmental projects for Eloy Municipal Airport and have a thorough understanding of the airport's vision and potential to continue developing as a major asset to the community and region it serves.

Key personnel are assigned to assist the project managers on specific tasks as needed. Each brings experience to the tasks in which he or she will be involved. This approach ensures that major planning elements are initiated and completed in a timely manner, while also allowing for better coordination and a more comprehensive level of service. As a result, the project managers have more time to concentrate on providing responsive personal service, addressing specific complex issues, and refining detailed elements of our product.

SWCA Environmental Consultants, Martinez Geospatial, and Compass Rose Communications will join the Coffman Associates team for this assignment. SWCA, a Phoenix-based environmental consulting firm, will assist Coffman Associates with specific environmental resource studies related to cultural and biological resources. Martinez Geospatial will provide aeronautical survey support and Compass Rose Communications will provide public outreach support.





Summary of Professional Staff Experience

Our staff is collectively experienced in all disciplines of airport planning and has a vast knowledge of the requirements set forth in various federal and state guidance documentation, including a thorough understanding of FAA Advisory Circulars 150/5300-13B, *Airport Design*, and 150/5070-6B, *Airport Master Plans*. Regarding NEPA documents, we also have a complete understanding of FAA Order 1050.1G, *FAA National Environmental Policy Act Implementing Procedures*, and U.S. DOT Order 5610.1D, *DOT's Procedures for Considering Environmental Impacts*. Coffman Associates staff have become experts in these regulations because we work with these guidance documents and the FAA daily at airports across the United States. Below is a chart of our personnel and their experience as it relates to airport and environmental planning. **Please see the appendix for resumes of our key personnel.**

LEGEND		
Primary Involvement		
Extensive Experience		
Some Experience		

Planners		Coffman Experience	Years of Experience	Acoustics/Noise Modeling	Airport Industrial Facilities	Airport Management & Operations	Airspace/Air Traffic Control	Benefit-Cost Analysis (BCA)	Business/Strategic Planning	Cargo Facilities	Computer-Aided Drafting (CAD)	Engineering & Construction	Environmental Documentation	Facilities & Airport Function	Geographic Info. Systems (GIS)	Financial Analysis	Forecasting Analysis	Heliport/Vertiport Facilities Planning	Land Use/Urban Planning	Air Quality/GHG Modeling	Military Facilities	Noise Abatement	Parking & Roadways	Pavement Management	Production Graphics & Support	Project Management/Production	Project Quality Control	Public Involvement	Systems Analysis	Terminal Development	Utilities & Support Facilities	Sustainability Planning	Wildlife Hazard Planning	
Steve Benson	46	49																																
Jim Harris	44	47																																
Dave Fitz	33	35																																
Mike Dmyterko	31	31																																
Kory Lewis	21	23																																
Eric Pfeifer	21	21																																
Patrick Taylor	21	24																																
Matt Quick	19	23																																
Judi Krauss	14	28																																
Chandra Burks	22	22																																
Tyler Stuber	10	10																																
Madeline Holliman	3	8																																
Alyson Hulet	3	3																																
Aiden Cowles	1	1																																

Technicians																																		
Chris Riffle	38	38																																
Maggie Beaver	27	32																																
Diana Przybycien	23	34																																
Chris Donnelly	11	17																																
Amanda McCollum	7	13																																
Ethan Blackburn	3	3																																
Storm Davis	2	11																																
Claire Sutton	1	1																																
Noah Ray	1	3																																

Administrative																																		
Ashton Lilley	4	9																																
Hope DeYoung-Daniels	2	7																																
Audrev Perdue	1	1																																



Subconsultants



SWCA Environmental Consultants (SWCA) was founded on sound scientific principles in 1981, and their employees have drawn on their deep scientific expertise to assist clients ever since. SWCA's results-oriented, problem-solving team builds on this scientific foundation to develop creative solutions that help those in the transportation/aviation industries meet their project goals. By consistently applying sound science and creative solutions to the environmental services SWCA provides, they help keep your project moving forward and running smoothly from start to finish.

As one of the largest purely environmental planning and natural and cultural resources management firms in the United States, SWCA provides a comprehensive, full-service approach to managing the planning, permitting, and environmental compliance efforts for aviation projects. They focus on providing high-value services and products that are timely and cost-effective, leveraging their longstanding, positive agency relationships to work through the regulatory and permitting processes. They maintain open and constant communication with clients, agencies, and stakeholders and possess a passionate dedication to project success.

SWCA offers a team of qualified aviation specialists and environmental professionals who provide environmental support on aviation projects by working with airports and alongside aviation engineers on airport safety, improvements, and development projects, such as runway extensions, master planning, facilities development, and land acquisition projects. SWCA provides the following services:

- Archaeological, historic preservation, and cultural studies
- Biological resource studies, including species-specific surveys
- Air quality conformity and analysis
- Clean Water Act (CWA) reviews and permitting
- Wildlife hazard studies and plans
- Phase I environmental site assessments
- Visual simulations and analysis



SWCA has worked with Coffman Associates for more than 15 years on environmental projects for airports throughout the central and western United States, including Eloy Municipal Airport. SWCA and Coffman Associates have cultivated a strong partnership, and this alliance has provided clients with work products that integrate the knowledge of airport operations and FAA regulations with science, wildlife biology, and environmental compliance.

SWCA will provide biological and cultural resources support.



SWCA and Coffman Associates have worked together on projects at the following airports:

- **Eloy Municipal, AZ**
- Benson Municipal, AZ
- Buckeye Municipal, AZ
- Kingman, AZ
- Laughlin/Bullhead Int'l, AZ
- Marana Regional, AZ
- Payson, AZ
- Page Municipal, AZ
- Prescott (Ernest A. Love Field), AZ
- Sedona, AZ
- Show Low Regional, AZ
- Wickenburg Municipal, AZ
- H.A. Clark Memorial, AZ
- Apple Valley, CA
- Benton Airpark - Redding, CA
- Chino, CA
- Fresno Executive, CA
- Half Moon Bay, CA
- Monterey Regional, CA
- Riverside, CA
- Albuquerque International, NM
- Double Eagle II, NM
- Clovis Municipal, NM
- Deming Municipal, NM
- Raton Municipal, NM
- Santa Fe Municipal, NM
- Rick Husband Amarillo Int'l, TX
- Arlington Municipal, TX
- Easterwood Field, TX
- Ennis Municipal, TX
- Lubbock Preston Smith Int'l, TX
- San Angelo Regional, TX
- Waco Regional, TX



Martinez Geospatial joins the Coffman Associates team to provide valuable aeronautical survey support.

Martinez Geospatial (MTZ) has more than 50 years of experience in the transportation industry and is recognized nationally as a leading provider of exceptional geospatial services to the aviation industry. MTZ has consistently demonstrated the ability to produce high-quality and robust datasets at airports of all sizes, from the nation's largest Part 139 airports to smaller general aviation airports.

MTZ has been involved in the Airports Geographic Information Systems (AGIS) program since its inception and has developed a nationwide reputation as an expert and leader in this arena. Through successful completion of more than 75 AGIS projects, the company leverages a wealth of knowledge and close working relationships with key FAA and National Geodetic Survey (NGS) individuals that directly benefit your project. MTZ has proven success in the largest and most complex AGIS projects, with seven monumental projects completed under the FAA's eALP Pilot Program. MTZ offers all services necessary to successfully complete AGIS projects in compliance with FAA Advisory Circulars 150/5300-16, -17, -and -18.

Coffman Associates has teamed with MTZ for more than 10 years for aeronautical surveys and airport data collection, and for services in support of FAA AGIS survey/data requirements. Their reliable, high-quality service enables us to provide our clients with a product that exceeds expectations.



MTZ and Coffman Associates' joint project experience includes:

- Casa Grande Municipal Airport, AZ
- Flagstaff Airport, AZ
- Glendale Regional Airport, AZ
- Grand Canyon National Park Airport, AZ
- Kingman Airport, AZ
- Mesa Falcon Field Airport, AZ
- Mesa Gateway Airport, AZ
- Payson Municipal Airport, AZ
- Phoenix Deer Valley Airport, AZ
- Scottsdale Airport, AZ
- Superior Airport, AZ
- Boulder City Municipal Airport, NV
- North Las Vegas Airport, NV
- Oxnard Airport, CA
- Hawthorne Municipal Airport, CA



COMPASS ROSE
COMMUNICATIONS

Compass Rose Communications (CRC), a certified DBE and SBE, joins the Coffman Associates team to provide public outreach support.

CRC is passionate about providing exceptional communication and public outreach solutions to aviation companies and airports and for aviation-related projects. CRC offers tailored services, including targeted outreach, marketing, public meeting coordination, and social media management, and will work closely with the project team to develop effective communication strategies that engage communities and enhance public understanding of the project. CRC will foster a genuine partnership with a focus on collaboration and productivity. With their deep understanding of the industry and creative approach, CRC will deliver high-quality, personalized services that make an impact and bring projects to new heights. Clients can trust CRC to deliver effective communication solutions that help them achieve their goals.



SECTION B

*Capability to Meet Schedules and Deadlines
and Manage Budgets*

SECTION C

*Good Faith Effort in Meeting
Disadvantaged Business Enterprise Goals*





CAPABILITY TO MEET SCHEDULES AND DEADLINES AND MANAGE BUDGETS

Coffman Associates has developed an extremely efficient internal project workflow that enables us to maintain project timeliness. We have separate teams dedicated to specific elements within the project. Our supporting teams include graphic designers, CAD technicians, GIS professionals, and content editors, along with our in-house printing capabilities. These internal processes are implemented specifically to assure on-time, on-budget delivery of a high-quality product. Because maintaining the project schedule is also critical to our revenue base and cash flow, we establish routine status checks for every project. Our service is designed to work within the timeframe that is best for our clients; we try to anticipate the placement, timeframe, and resulting requirements of review periods in the planning process so that our continued production/schedule is not negatively affected.

Unless a change of scope occurs that significantly increases work effort, we do not request additional fees. This is accomplished through project management methods established at the outset. The project managers meet with key airport stakeholders and develop a detailed and comprehensive scope of work to meet the planning project needs.

“

*“With each and every project, you (Coffman Associates) have been professional, articulate, and respectful of this organization. Your dedication is unsurpassed – spending many hours in our office helping to work out the details of complex elements of our master plan. You have been readily available, engaged in each meeting, and offered beneficial insights. **In a day where time is money – you are punctual and accessible. Your word is golden in submitting deliverables by the due date.**”*

Gary P. Mascaro, Former Aviation Director
Scottsdale Airport

***“Each project was completed on time and on budget. The process for each was efficient and timely.** The resulting documents have proved to be highly useful and have led directly to obtaining development grants and to many successful airport projects. I continue to refer to the master plan for each airport regularly. What I find particularly satisfying is knowing that I can call you with any questions I have, even if it has been years since the project has closed.”*

Eric Johnson, President/Director of Airports
Metropolitan Topeka Airport Authority

GOOD FAITH EFFORT IN MEETING DBE GOALS

Coffman Associates' philosophy is to assist whenever possible to provide opportunities for disabled veterans, disadvantaged business enterprises (DBE), and small business enterprises (SBE). We have established numerous working relationships with DBE and/or SBE firms with outstanding quality of service that have satisfied needs of our clients.

These firms provide a variety of services, including travel, urban planning, financial analysis, public relations, engineering, drafting, aerial photography, and mapping. We incorporate their services and maximize their expertise as we develop each work scope. In the past, Coffman Associates has utilized DBE firms for nine to 35 percent of the work effort on major projects. We understand that the federal DBE program is currently requiring the recertification of qualified firms; however, we will continue working with DBE firms that provide valuable services for our clients as they obtain their recertifications.



SECTION D

*Knowledge of and Experience with FAA and ADOT
Aeronautics Group Regulations, Policies, and Procedures*





KNOWLEDGE OF AND EXPERIENCE WITH FAA AND ADOT AERONAUTICS GROUP REGULATIONS, POLICIES, AND PROCEDURES

Coffman Associates regularly works with airport sponsors to make sure FAA and ADOT Aeronautics Group timeframes are met and appropriate documents are submitted so the airports do not miss out on the opportunity to secure entitlement and discretionary grant funds to further airport development.

The preparation of airport planning studies is our only business and includes the following:

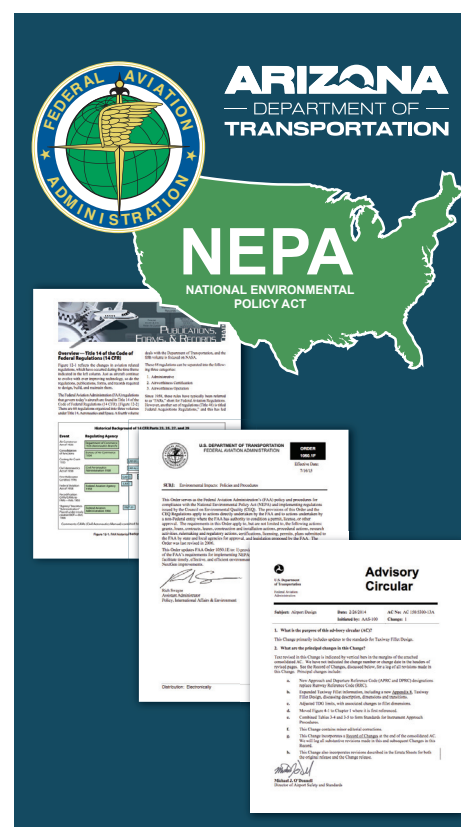
- Airport master plans/airport layout plans (including narrative reports)
- *National Environmental Policy Act* (NEPA)
- Airport noise compatibility planning studies (14 CFR Part 150)

Our success in preparing these documents stems from our vast knowledge of requirements established in various federal and state guidance documentation. Our working expertise in these regulations is gained from daily interaction with the FAA for airports nationwide and includes:

- FAA Advisory Circulars
- *Airport Compliance Manual* (FAA Order 5190.6B)
- *Airport Improvement Program Handbook* (FAA Order 5100.38D)

NEPA documents we regularly reference include:

- *FAA National Environmental Policy Act Implementing Procedures* (FAA Order 1050.1G)
- *NEPA Implementing Instructions for Airport Actions* (FAA Order 5050.4B)
- *FAA Office of Airports Environmental Desk Reference for Airport Actions*
- *FAA Aviation Emissions and Air Quality Handbook*, Version 4

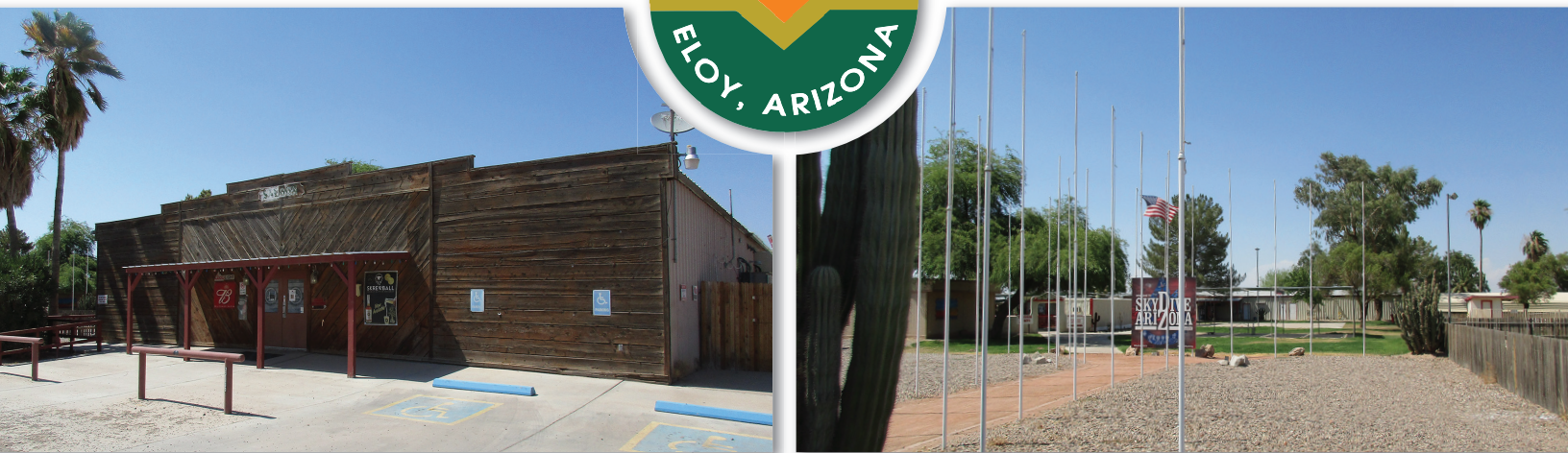


Coffman Associates has been located in Phoenix, Arizona, since 1981. We completed master plans for Eloy Municipal Airport in 2001, 2013, and 2025, an environmental assessment in 2017, and environmental documentation for various development projects.

Our history of preparing airport master plans and environmental compliance documents under the jurisdiction of the FAA's Phoenix ADO, combined with our experience working with ADOT at more than 50 airports in the State of Arizona, will prove invaluable to the City of Eloy. We are currently working closely with FAA and ADOT staff on several airport projects. We have a strong understanding of their expectations, beginning with the scope of work and continuing through the approval process for airport master plans, environmental documents, and capital improvement programming.

SECTION E

*Understanding and Familiarity with Eloy Municipal Airport,
the Eloy Rural Area, Local Construction Conditions, and
Potential Projects at the Airport*



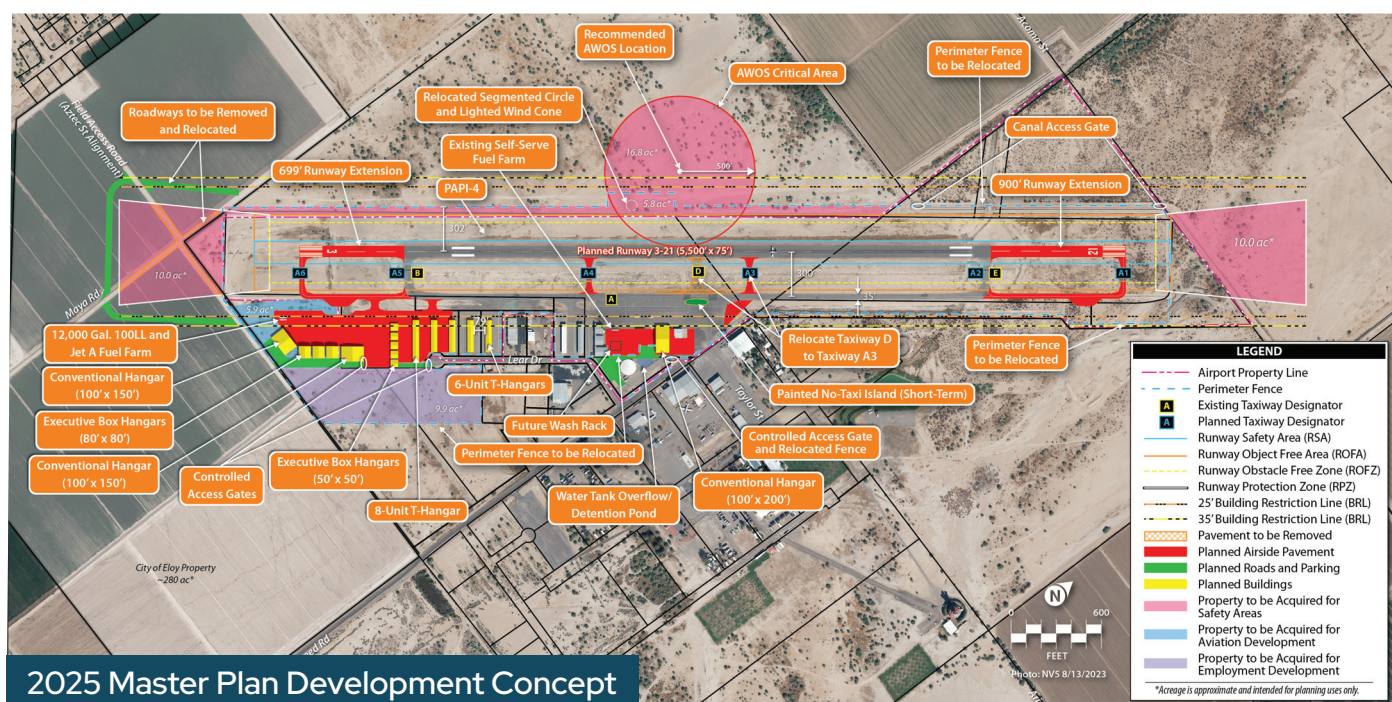


UNDERSTANDING AND FAMILIARITY WITH ELOY MUNICIPAL AIRPORT, THE ELOY RURAL AREA, LOCAL CONSTRUCTION CONDITIONS, AND POTENTIAL PROJECTS AT THE AIRPORT

Coffman Associates' understanding of and familiarity with Eloy Municipal Airport comes from our extensive experience with the airport and the City of Eloy, which gives us a unique understanding of the local community, the airport's historical challenges, and how to connect with stakeholders. The airport is a transportation utility, but it is also a business; as such, we are careful and deliberate to ensure that our team's approach is specifically tailored for the airport and city. The airport serves to facilitate the economic and business needs of local enterprises, as well as the airport's current tenants, and we approach all planning assignments to promote and foster the airport's economic viability. Our goal is to be selected for this planning effort and demonstrate what our partnership can do to better position the airport as an economic presence in the area.

While future planning will provide a roadmap for the continued growth and development of the airport, it is important to look back on the history of the facility to gain a better perspective on what is needed to chart a path for future success. The City of Eloy has laid a strong foundation in the recent past to help steer the airport. This includes the preparation of the *2025 Eloy Municipal Airport Master Plan*, a document meant to guide the airport's future relative to land use, infrastructure, and more.

Coffman Associates is proud to have partnered with the City of Eloy on the development of the recently completed airport master plan. This study serves as a catalyst for the continued development of the airport to be able to meet future aviation demand in a safe and efficient manner. A thorough process involving city administration, stakeholders and tenants, the Federal Aviation Administration (FAA), and Arizona Department of Transportation (ADOT) Aeronautics Group culminated in a thoughtful plan featuring a mix of aeronautical and non-aeronautical development that will position the airport to accommodate a wide range of demand segments and bolster revenue capabilities and economic development in the area. Our team's knowledge and understanding of the master plan will serve as a valuable resource in being able to provide planning and environmental support in the years ahead.





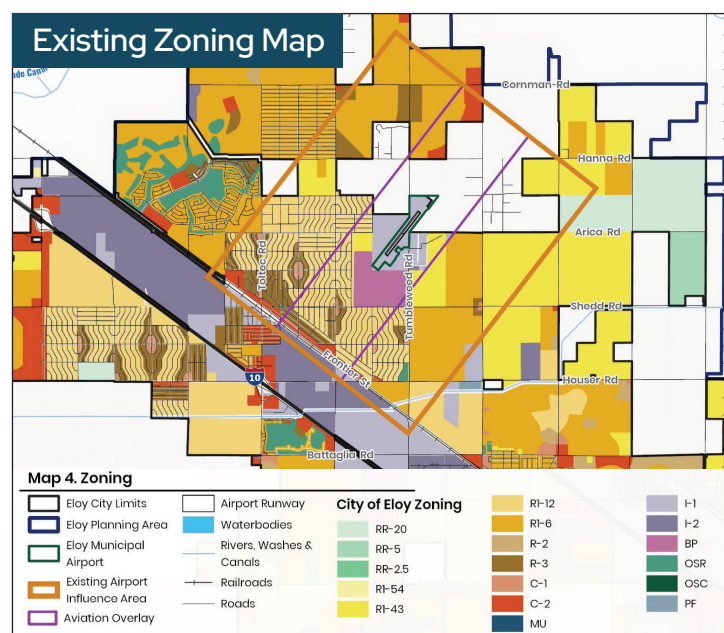
The airport is in a prime area for future development opportunities. The City of Eloy is located in the south-central region of Arizona, just east of the intersection of Interstates 10 and 8 (proposed CanaMex Corridor) and at the center of the Sun Corridor. Eloy is strategically located equidistant from Tucson and Phoenix (approximately 55 miles each way). The city has served as a regional trade center for a vibrant agricultural economy, primarily due to its location in the Santa Cruz River Basin, one of Arizona's most fertile agricultural areas.



Over the last 30 years, the city has transitioned to a more diverse economy; more than three quarters of its business and nearly half of its employment are now in transportation services, manufacturing, and logistics. The presence of the Union Pacific Railroad, which parallels and extends north of Interstate 10, provides easy transportation access and visibility benefits to major distribution firms and manufacturers serving the southern and western United States. The Interstate 10 corridor continues to serve as a prime location for major truck stops.

The master plan's goal of enhancing the airport's ability to become an effective transportation resource for the long-term benefit of the City of Eloy and surrounding region must be carried forward in the years to come. As such, future planning will consider key airport tenants, such as Skydive Arizona, and aviation demand segments, including corporate/business aircraft utilization, to produce thoughtful and realistic development and project staging.

Furthermore, the city has undertaken the *Eloy Airpark Area Plan* to address future growth and development around Eloy Municipal Airport. Coffman Associates is assisting with the development of this plan, which is intended to establish a vision, set goals, and evaluate land use and infrastructure needs for the greater area surrounding the airport. There is much to analyze in these areas, and our team provides the ability to analyze conditions in a way that enhances the airport's aviation activities and future development while providing an economic hub of commerce to the City of Eloy.



The City of Eloy, along with nearby communities and rural portions of Pinal County along the Interstate 10 corridor, are forecasted to experience growth in population and employment in the coming years. As such, focus needs to be given to continuing to expand available services that will make Eloy Municipal Airport an attractive option to aircraft owners and aviation-related businesses and position the facility to accommodate future economic development growth in the region.

By way of regular coordination with city/airport staff, Coffman Associates has the background and understanding to immediately address the planning, environmental, and development issues the airport will face in the coming years.



Future airport projects may include, but are not limited to, the following:

- Airfield drainage improvements
- Rehabilitation of existing hangar facilities
- Aircraft parking apron rehabilitation
- Land acquisition needed to meet safety and design standards associated with airfield fencing
- Rehabilitation of various runway and taxiway pavements
- Installation of an automated weather observation system (AWOS)
- Taxilane construction to support future hangar facilities
- Runway extension that includes focused planning and environmental studies
- Airport capital improvement programming (ACIP) and grant coordination with the FAA and ADOT

Future planning will need to focus on several issues related to the continued development of the airport, which includes a detailed evaluation of airside and landside enhancements to accommodate general aviation activity, as well as other specialty aviation activities. Coffman Associates will provide an understanding of airside and landside facility needs, including a detailed evaluation of how various demand segments can complement one another. Being able to maximize airport property and aviation revenue support is key to the long-term viability of the airport and surrounding region served. This is especially true for Eloy Municipal Airport, which consists of approximately 140 acres of property.

With the ever-changing role of airports and aviation, Coffman Associates' perspective on planning and environmental support also extends beyond airport property. This is important for the city, as future constraints both on the ground and in the surrounding airspace will impact airport activities. Through our team's understanding of local interests and land use compatibility in the area, as well as the sensitivities associated with aircraft noise, we will serve as an extension of city staff in confronting these issues.

In conclusion, Eloy Municipal Airport is a vital economic and transportation asset for the City of Eloy and surrounding area. Future airport planning should be conducted by a consultant team with the greatest experience and success in planning processes for comparable airport facilities. Since Coffman Associates' founding in 1979, we have been dedicated exclusively to aviation, specifically airport planning for airports across the country. Much of this experience is in assisting general aviation airports similar in size and role to Eloy Municipal Airport.



SECTION F

*Recent Experience at Airports in Arizona
Similar to Eloy Municipal Airport*



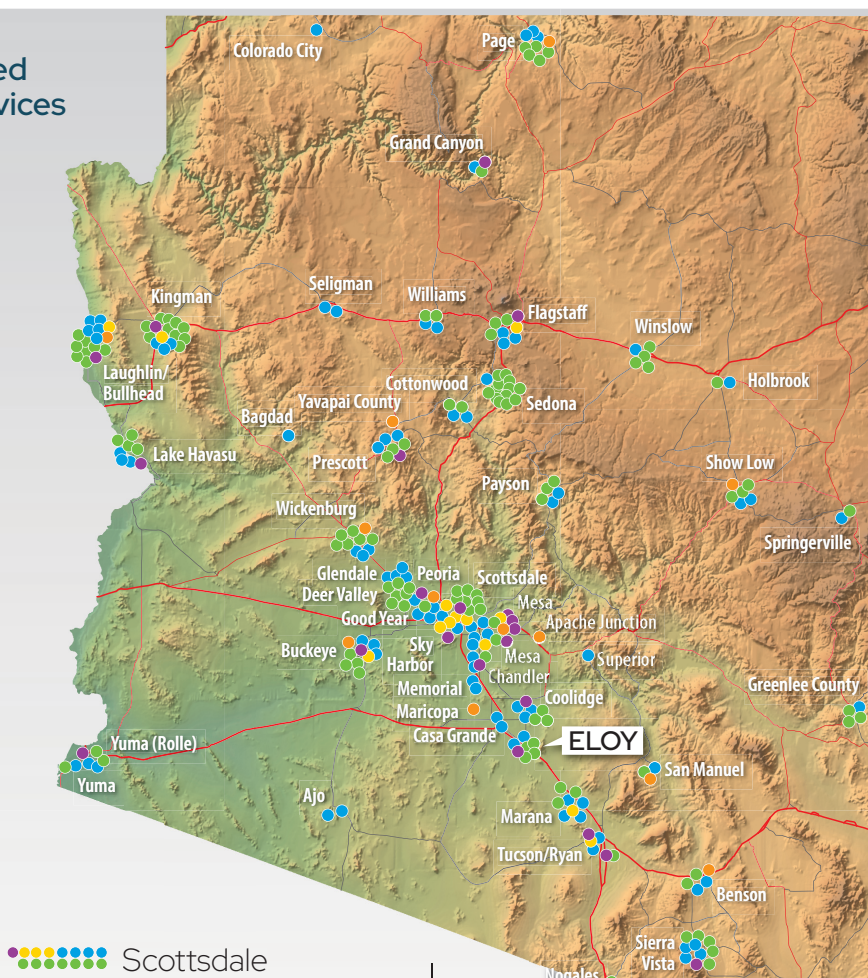


RECENT EXPERIENCE AT AIRPORTS IN ARIZONA SIMILAR TO ELOY MUNICIPAL AIRPORT

Located in Phoenix, Arizona, Coffman Associates, Inc. has extensive experience in airport planning services, including obtaining, managing, and administering FAA and Arizona Department of Transportation (ADOT) grants. This experience has allowed us to work closely with FAA staff in the Western-Pacific Regional Office and the Phoenix Airports District Office (ADO), as well as the staff in the ADOT Aeronautics Group office in Phoenix. The following recent projects have provided Coffman Associates with a detailed understanding of the current aviation issues in Arizona.

Coffman Associates has provided planning and environmental services for the following airports:

- Ajo
- Apache Junction
- Bagdad
- Benson
- Buckeye
- Casa Grande
- Chandler
- Colorado City
- Coolidge
- Cottonwood
- **Eloy**
- Flagstaff
- Glendale
- Grand Canyon N.P.
- Greenlee County
- Holbrook
- Kingman
- Lake Havasu City
- Laughlin/Bullhead
- Marana
- Maricopa
- Memorial Airport (Gila River)
- Mesa
- Mesa Falcon Field
- Mesa Gateway
- Nogales
- Page
- Payson
- Peoria
- Phoenix Deer Valley
- Phoenix Goodyear
- Phoenix Sky Harbor
- Prescott
- Rolle Airfield (Yuma)
- San Manuel



- Scottsdale
- Sedona
- Seligman
- Show Low
- Sierra Vista
- Springerville
- Superior
- Tucson International
- Ryan Airfield (Tucson)
- Wickenburg
- Williams
- Winslow-Lindbergh
- Yavapai County
- Yuma International

Legend

- Master Plans (94)
- Noise and Land Use Compatibility Studies (16)
- Environmental Studies (122)
- Site Selections (12)
- Airport Management Support Services (23)

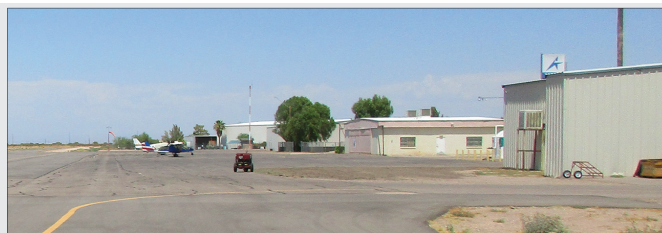


Relevant Airport Planning Experience

Coffman Associates is known for our extensive experience in airport planning, having completed more than 600 airport master plans and ALP updates with narrative studies, as well as 490+ project-specific studies. Airport plans vary with the size, complexity, and role of each airport and may include a variety of supporting studies. The plans provide a comprehensive study of the airport that describes the short-, intermediate-, and long-term plans for airport development. Coffman Associates utilizes FAA Advisory Circular 150/5070-6B, *Airport Master Plans*, as a guide for the preparation of master plans for airports that range in size and function from small general aviation to large commercial service facilities. The firm has always given specific attention to tailoring each master plan scope for the individual airport under evaluation.

Eloy Municipal Airport, Arizona

Project: Airport Master Plan
Completed: September 2025 (on schedule)
Contract: \$481,520 (on budget)
Reference: Kristina Wasiniak, Airport/Public Works Business Manager, (520) 466-3082
kwasiniak@eloyaz.gov



Description: Eloy Municipal Airport is owned and operated by the City of Eloy and primarily serves general aviation activities ranging from emergency medical operations to recreational activities, especially skydiving. Skydive Arizona began operating at the airport in the early 1990s and has grown into a major, internationally-known tourist destination. The airport is equipped with a single asphalt runway that measures 3,901 feet long and 75 feet wide. Recommended master plan projects included the following:

- A 1,599-foot runway extension and extension of the parallel taxiway to accommodate increasing numbers of business jet and turboprop aircraft
- Land acquisition for runway approach protection and future expansion
- Establishment of LPV non-precision instrument approaches to each runway end
- Upgrading of the PAPI-2 visual approach lighting systems to PAPI-4s
- Construction of holding aprons
- Relocation of the segmented circle and lighted wind cone and implementation of an AWOS
- Aircraft storage hangar development to provide four six-unit T-hangars, one eight-unit T-hangar, five 50-foot by 50-foot executive box hangars, three 80-foot by 80-foot executive box hangars, and two 100-foot by 150-foot large conventional hangars
- Implementation of 26,800 square yards of aircraft parking apron, including a wash rack
- Construction of a 20,000-square-foot terminal/FBO facility

Consideration was given to identifying new perimeter fencing and access gate locations to promote public access to the terminal area while maintaining a secure airfield. Potential land acquisition to be utilized for employment development or non-aeronautical related land uses for revenue support was also analyzed.



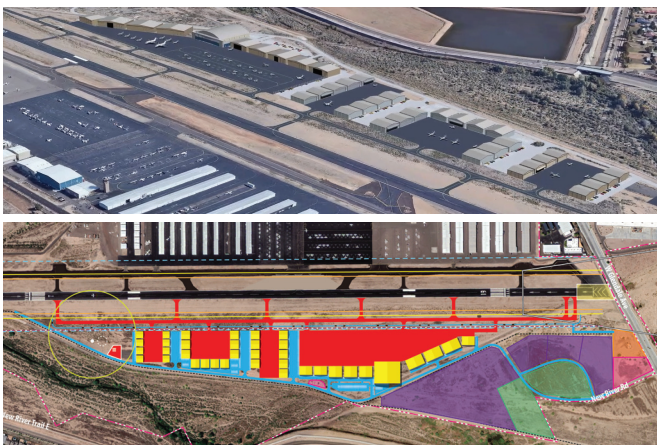


Glendale Regional Airport, Arizona

Project: Eastside Development Plan
Completed: January 2025 (on schedule)
Contract: \$230,734 (on budget)
Reference: Matt Smith, Airport Administrator
(623) 930-4744, msmith3@glendaleaz.com



Description: The City of Glendale commissioned Coffman Associates to examine the development potential of approximately 120 acres of land at Glendale Regional Airport. Currently, all landside development at the airport is located west of Runway 1-19. Land east of Runway 1-19 has been reserved for aviation-related and non-aviation-related development in previous planning studies. The purpose of this study was to identify a specific recommended development plan for the east side of the airport and evaluate alternatives that detail aircraft access from the airfield system. The plan produced various hangar development layouts, variable parcel sizes, existing and ultimate infrastructure needs, vehicle access, and a phased development approach to achieving the ultimate build-out of the area. Evaluation of this site also considered taxiway/taxilane connections to the airfield system, airside and landside access, and utility needs. The plan also took into account potential non-aviation development on the



east side of the airport, with physical land constraints and other factors to be further analyzed throughout the course of the study. The final report includes an estimated cost of construction and a recommended phasing schedule for the identified site improvements. An evaluation of federal (FAA) and state (ADOT Aeronautics Group) grant funding eligibility is also included for the proposed development plan. The objective of this study was to provide airport and city officials with proper guidance for future development that will satisfy aviation demands and be compatible with the long-term development plans for the airport.

Prescott Regional Airport / Ernest A. Love Field, Arizona

Project: Aviation Demand Forecast Study
Completed: May 2023 (on schedule)
Contract: \$62,568 (on budget)
Reference: Rick Crider, Airport Director
(928) 777-1114



Description: As part of preliminary environmental studies and tasks related to the proposed extension of Runway 3R-21L, Coffman Associates was brought under contract to prepare an update to the airport's aviation demand forecasts. The study estimated future levels of air traffic activity based on quantity of aircraft operations and characteristics of aircraft design at Prescott Regional Airport over the next 20 years. The objective of the forecast update was to prepare an FAA-approved 20-year aviation demand forecast that would be used for subsequent NEPA evaluations and benefit-cost analyses (BCAs) for the runway extension. Coffman Associates coordinated with airport staff and the FAA on a regular basis and provided a presentation and report detailing the forecast update. The FAA ultimately approved the original forecasts for future planning and environmental purposes. Since this time, Coffman Associates has been engaged with Prescott Regional Airport on additional forecast analysis for future airfield improvements.



Project: Part 77 Airspace Analysis
Completed: August 2023 (on schedule)
Contract: \$8,099 (on budget)
Reference: Corinne Nystrom, Airport Director
 (480) 644-4045, corinne.nystrom@mesaaz.gov



Description: Coffman Associates conducted an evaluation of the applicable Title 14 Code of Federal Regulations (CFR) Part 77 and FAA Advisory Circular 150/5300-13B, *Airport Design*, surfaces that corresponded to existing and ultimate conditions for the runway system at the airport. This analysis was performed on three tracts of land west of the runway environment that are currently accommodate agriculture-related activities. Airport and City of Mesa staff are determining what is in the best interest of the airport and surrounding area regarding the future development of these areas for non-aeronautical activity. The highest priority is protecting the interests of the airport, especially the approach and departure surfaces associated with the parallel runway system. The depiction of these surfaces and corresponding building height limitations/restrictions were provided at a suitable



Falcon Field Airport, Mesa, Arizona

Project: Hangar Development Evaluation
Completed: August 2023 (on schedule)
Contract: \$19,872 (on budget)
Reference: Corinne Nystrom, Airport Director
 (480) 644-4045, corinne.nystrom@mesaaz.gov



Description: Coffman Associates assisted airport staff and a private developer with a proposed development layout on the northwest side of Falcon Field Airport that accounted for a mix of hangar uses and associated aircraft parking apron. Considering the amount of land available, as well as FAA design standards, a detailed analysis was completed to maximize the use of the area for the expected mix of aviation activity. Besides evaluating hangar layouts to make the best use of development potential, another important component of this study was the utilization of the adjacent aircraft parking apron. The airport traditionally accommodated a significant number of helicopter operations associated with training and flight testing in this area. Coffman Associates worked with airport staff and the airport traffic control tower (ATCT) to create a preferred plan to continue to allow helicopter activity while recognizing the ingress/egress of fixed-wing aircraft (especially corporate aircraft) on the aircraft parking apron.



Relevant Environmental Services Experience

Coffman Associates has considerable recent experience in the preparation and coordination of environmental documentation for airport development projects similar to those proposed for Eloy Municipal Airport. Our knowledge of the *National Environmental Policy Act* (NEPA), combined with our airport master planning experience, makes us uniquely qualified to move our airport sponsors through the environmental documentation processes. Over the past five years, we have completed NEPA analyses at nearly 50 airports. While some of these studies have been simple, non-controversial projects, many have been unique, complex, and highly controversial. Each of our project team members has worked closely in the past with the FAA and local approval bodies to ensure a seamless transition from project environmental clearances through design and to implementation. Through our environmental experience in the Western-Pacific Regional Office and the Phoenix Airports District Office (ADO), we have developed relationships with FAA environmental protection specialists, providing us tremendous insight into their project requirements. We are also experienced in obtaining Arizona Department of Transportation (ADOT) environmental clearances for state-funded and locally funded projects.

Scottsdale Airport, Arizona

Project: On-Call Airport Planning and Environmental Services

Completed: Ongoing (on schedule)

Contract: All projects were fixed-fee contracts

Reference: Rick Wielebski, Aviation Director
(480) 312-8475, rwielebski@scottsdaleaz.gov



Description: As the City of Scottsdale's airport planning consultant, Coffman Associates prepares environmental documentation for projects at Scottsdale Airport (SDL). These projects have included a pavement reconstruction and drainage improvements project (documented categorical exclusion) and an aircraft and vehicle gates improvements project (documented categorical exclusion). These documents were assembled utilizing a desktop review for natural resources such as wetlands, floodplains, hydric soils, and more. In addition, a floodplain notice was created and posted for public review. Coordination with the airport's engineer and SDL was also undertaken to provide a thorough analysis of the project site.

Laughlin/Bullhead International Airport, Arizona



Project: T-Hangar Complex CatEx and Floodplain Encroachment Analysis

Completed: August 2023 (on schedule)

Contract: \$3,368 (on budget)

Reference: James H. Scheller, Airport Director
(928) 754-2134, jscheller@flyifp.com

Description: Coffman Associates completed a documented categorical exclusion on a 10-unit T-hangar complex on the existing small general aircraft (GA) apron. Limited apron reconstruction will occur within 50 feet from the proposed hangar complex; the extension of utilities (electric and communication service) will also be needed. These hangars would be partially situated within a 500-year floodplain, so a floodplain encroachment analysis was completed and public noticing requirements were met. Coordination with the Mohave County Flood Control District also occurred.



Sedona Airport, Arizona

Project: Focused Planning Study
Completed: July 2023 (on schedule)
Contract: \$479,592 (on budget)
Reference: Ed Rose, Airport General Manager
(928) 440-2514
ed@sedonaairport.org



Description: Coffman Associates completed a focused planning study on preliminary engineering and environmental considerations for proposed runway safety area (RSA) improvements (including installation of EMAS beds) and the extension of Taxiway A. The focused planning study contained a public outreach component to vet public input on the proposed project. Because the airport shares common borders with the United States Forest Service (USFS)/Coconino National Forest (NF) and the project may involve land exchanges between Coconino NF and Yavapai County, interagency coordination between Yavapai County, the USFS, and the FAA was also conducted. The information gathered during the focused planning study will be used to inform future environmental analysis and documentation required for the project under NEPA.

Casa Grande Municipal Airport, Arizona



Project: Environmental Assessment (EA)
Completed: January 2023 (on schedule)
Contract: \$108,031 (on budget)
Reference: Dave Reffner,
Former Airport Manager, (928) 587-0522
dreffner@azdot.gov

Description: Coffman Associates completed an environmental assessment on the transfer of five acres of city-owned land to the airport for aeronautical purposes, which could then be added to the airport layout plan (ALP). The land would be used by the airport to provide a parachute drop zone to accommodate airport users engaged in skydiving activities. The subject property is two miles south of the airport and west of the city-owned Ed Hooper Rodeo Grounds. The FAA issued a Finding of No Significant Impact (FONSI) on the project.

Sierra Vista Municipal Airport, Arizona

Project: Environmental Documentation
Completed: March 2025 (on schedule)
Contract: \$12,308 (on budget)
Reference: Sharon Flissar, Airport Manager
(520) 458-5775, sharon.flissar@sierravistaaz.gov



Description: Coffman Associates provided environmental documentation for projects including: geotech and design for a runway connector taxiway (documented CatEx), the reconstruction of an existing taxilane (documented CatEx), and the rehabilitation of an existing taxilane (simple CatEx letter). The environmental documentation was assembled utilizing a desktop review for natural resources such as wetlands, floodplains, hydric soils, and more. The analysis also reviewed aerial imagery to assess any historic development that may have occurred in the project area and further evaluated if coordination with the Arizona State Historic Preservation Office (SHPO) was required. Coordination with the developer and airport was also undertaken to provide a thorough analysis of the project site.



Nogales International Airport, Arizona

Project: Categorical Exclusions;
ADOT Environmental Determination
Completed: September 2023 (on schedule)
Contract: \$28,414 (on budget)
Reference: Mary Dahl, Special Projects,
Santa Cruz County
(520) 841-0111
mdahl@santacruzcountyz.gov



Description: Coffman Associates completed categorical exclusion documentation on several projects recommended by the airport master plan we had prepared previously in 2015. These projects included reconstruction of the main parking apron; reconstruction of two taxiway connectors; the acquisition of private land within the Runway 3 approach end RPZ; the installation of 1,750 linear feet of perimeter fencing; pavement rehabilitation for Runway 3-21; and airfield electrical upgrades involving runway and taxiway edge lighting, guidance signs, PAPIs, airport beacon, and associated conductors, as well as installation of REILs and an electrical vault building. Coffman Associates also completed an ADOT Environmental Determination on an erosion control project to prevent ongoing erosion of steep slopes adjacent to the runway object free area.

Kingman Airport, Arizona



Project: Land Release Request and
Environmental Documentation
Completed: Ongoing (on schedule)
Contract: \$186,744 (on budget)
Reference: Doug Breckenridge,
Airport General Manager
(928) 565-1420
dbreckenridge@cityofkingman.gov

Description: Coffman Associates prepared a categorical exclusion to evaluate the release of 790 acres of land from federal land obligations at Kingman Municipal Airport in Kingman, Arizona. Following completion of the NEPA documentation and land release request, the City of Kingman will buy the land from the airport for development of non-aeronautical land uses compatible with airport operations. The purpose of the project is to generate revenue to support the airport. To further define the project, Coffman Associates was retained by the City of Kingman to prepare an industrial park master development plan. To complete this project, Coffman Associates is leading a multidisciplinary team (traffic, earthwork, drainage, utilities, rail, and roadways) to provide project-specific details for future industrial and commercial development projects on the site. Additionally, the project includes industry target analysis and the preparation of a zoning ordinance to further define future development on the property.



Grant Administration and Airport Capital Improvement Program

Because Coffman Associates works exclusively for airports, we have developed a detailed understanding of the FAA's Airport Improvement Program (AIP) funding requirements and processes. Our background and experience include the preparation and administration of Standard Form (SF) 424 and 5100-100/101 forms for FAA grant applications, SF 270/271 forms for grant reimbursement requests, and SF 425 forms for quarterly/annual financial reporting requirements.

Beginning with the airport planning process, we will prepare a new five-year airport capital improvement program (ACIP), which is then submitted to the FAA for review and approval. While the plan will provide the justification for a specific project, it must be accurately depicted on the FAA-approved airport layout plan before any funding is approved for that project, and the appropriate level of environmental documentation must be reviewed and approved by the FAA. When a project is included in the airport's ACIP, it is critical that these requirements are considered when identifying the appropriate timing for the actual construction of a project. Once all the requirements have been met, Coffman Associates will prepare the appropriate pre-application and/or application packages for the city to submit to the FAA.

Coffman Associates has enjoyed an extremely successful track record in helping airports secure and administer FAA grant funding. For example, we have been working with the City of Redding, California, since 1998 and have assisted the airport staff in preparing grant applications, PFC applications, and ACIP submittals to the FAA. As a result, the City of Redding has been successful in securing more than \$45,000,000 in grant funding from the FAA for a variety of airport improvement projects for both Redding Regional Airport and Benton Airport.

Our recent comparable grant administration and ACIP preparation services include:

Laughlin/Bullhead Int'l Airport, AZ

Project: Grant Administration, Grant Application, and ACIP Preparation

Date of Services: Ongoing

Owner: Mohave County

Reference: James H. Scheller,
Airport Director
(928) 754-2134
jscheller@flyifp.com

Sedona and Bagdad Airports, AZ

Project: Grant Application and ACIP Preparation

Date of Services: Ongoing

Owner: Yavapai County

Reference: Alex Eckel,
Assistant County Engineer
(928) 771-3183
alex.eckel@yavapaiaz.gov

Scottsdale Airport, AZ

Project: Grant Application and ACIP Preparation

Date of Services: Ongoing

Owner: City of Scottsdale

Reference: Rick Wielebski,
Aviation Director
(480) 312-8475
rwielebski@scottsdaleaz.gov

Redding Regional Airport and Benton Airpark, CA

Project: Grant Application and ACIP Preparation

Date of Services: Ongoing

Owner: City of Redding

Reference: Andrew Solsvig,
Airports Manager
(530) 224-4321
asolsvig@cityofredding.gov

SLO County and Oceano Airports, CA

Project: Grant Application and ACIP Preparation

Date of Services: Ongoing

Owner: San Luis Obispo County
Department of Airports

Reference: Courtney Johnson,
Director of Airports
(805) 781-5205
comjohnson@co.slo.ca.us



SECTION G

*Capability to Perform All Aspects of the
Planning Services Requested*





CAPABILITY TO PERFORM ALL ASPECTS OF THE PLANNING SERVICES REQUESTED

Coffman Associates will partner with SWCA Consultants, an environmental consulting firm, and Martinez Geospatial, which brings a deep knowledge base in capturing and disseminating data collected for aeronautical surveys, to provide consulting services to Eloy Municipal Airport. Our teaming arrangement is intended to provide comprehensive airport planning and environmental services that will exceed the city's expectations for any planning and environmental projects that are pursued. Coffman Associates, as the team lead, is uniquely qualified to offer aviation planning and environmental consulting services for Eloy Municipal Airport, as we were established specifically to serve the needs of small, regionalized communities and their associated general aviation airports.



As a firm dedicated exclusively to airport planning, Coffman Associates approaches each project based on what is best and most realistic for the future of the airport. We were founded on the ideal of separating planning and engineering services, thereby removing any potential conflict of interest that may be associated with future engineering projects. This separation of services allows us to offer a fresh and independent look at airports, evaluating the "big picture" and providing our clients with an opportunity to consider factors beyond the design and cost of a specific project. We have had sustained success with this approach for 47 years. In fact, many of our clients retain us for planning services while contracting engineering services separately with other firms.

Our approach is multifaceted to provide comprehensive evaluation in areas such as FAA guidelines, environmental concerns, future use and commitment of land, community response, and regulatory constraints. We have a team of 26 professionals with backgrounds and expertise in land use planning, environmental documentation, airport management, geographic information systems (GIS), and sustainability. Several of our team members are also licensed private pilots. This wide-ranging skillset enables us to serve as a true extension of airport staff and assist with navigating the challenges associated with operating an airport.

Whether we are conducting a master plan, ALP with narrative, environmental study, noise compatibility plan, or other study, any planning project we undertake includes the following elements:

Project Initiation | Each planning study starts with a collaborative effort that establishes the scope of work and the overall cost and schedule. During this process, critical plan components will be defined along with roles and responsibilities of all project participants. Depending on the project complexity, an advisory committee of airport stakeholders will be assembled and asked to provide insight and comments throughout the study process. A public outreach tract will also be defined to allow the community ample opportunity to be involved.



Visioning | Our overarching goal is to plan for the long-term success of an airport. Without a vision for what the airport and community will become, it is common for airports to make short-sighted decisions about airport development that can impede future potential. The goal of our strategic visioning is to assess the airport's current role and project its future growth opportunities. The intended outcome is to establish strategic goals and objectives, which guide overall planning efforts.



Public Outreach | Community involvement plays a critical role in all of our projects. Public support will undoubtedly contribute to the success of the plan, but garnering this support can only be achieved through a robust community outreach program. Many communities live with significant misconceptions about their airports and the value they offer. The planning process provides an ideal opportunity to educate and engage the public regarding airport development and the benefits that can result for the community at large. We offer a dynamic approach to involving the community in planning studies.



Technical Ability | We value innovation and remain at the cutting edge of planning technology. We are committed to leading a planning process that yields realistic and implementable solutions. To achieve this, we utilize 3D technology and GIS tools. Creating 3D renderings of existing and ultimate facilities and infrastructure provides the necessary framework to best illustrate future planning concepts to decision-makers and the public. Furthermore, the use of GIS technology offers a unique investigative tool in identifying aviation demand, topography, airspace, and other airport siting requirements. GIS tools also offer airport management the ability to manage revenues, property, and airspace more effectively. Our goal is to provide airport management with effective resources that can provide real-time answers for complex issues.

Timely Deliverables | Coffman Associates has maintained a reputation for excellence, as our past and current airport clients can attest. Our commitment is to never set deadlines we cannot keep. Our promise has always been to keep projects moving forward with realistic goals, regular communication with staff, and deliverables that exceed expectations.

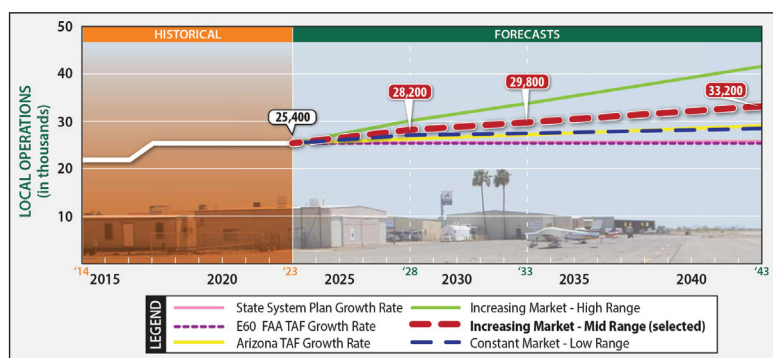
PLANNING APPROACH – AIRPORT MASTER PLAN/ALP UPDATE

An airport master plan must follow FAA guidance; however, we tailor each planning process to meet the specific needs of the airport sponsor and airport users. The airport is not just a transportation facility; it is also a business, and we approach all master plans as we would a business plan. We are committed to planning for the future financial viability of the facility. While no two airport plans will be the same, there are certain elements that must be included in each plan. These elements include:

Inventory | The primary objective of the inventory element is to familiarize the study participants with the airport. The project staff will first meet the Airport Advisory Committee and airport staff, then make appointments to visit airport tenants, local and regional planning agencies, governmental agencies, and others as deemed necessary to develop a comprehensive inventory.

Forecasts | The primary objective of the forecasting effort is to quantify the magnitude of future aviation demand so it can be later related into future airport facility requirements. Realistic forecasts of airport

operations and based aircraft will be developed so that an understanding of future infrastructure and service needs can be identified to support growth and help justify improvement funding. The forecasts and the identification of the airport's critical aircraft will be developed utilizing FAA-approved methodologies and the latest available data, including the FAA's Traffic Flow Management System Counts (TFMSC) and ADS-B data.





Facility Requirements | The primary objective of this effort is to prepare a facility needs assessment to meet present and future aviation demand, based on the 20-year projections identified during the forecast element. At this stage, the forecasts are broken into planning horizons that correlate to short-, intermediate-, and long-term timeframes. This allows the airport sponsor greater flexibility in project programming as milestones are reached, rather than specific deadlines. For facility requirements, we utilize the most up-to-date models available in determining an airport's needs for the key components of the airside and landside.

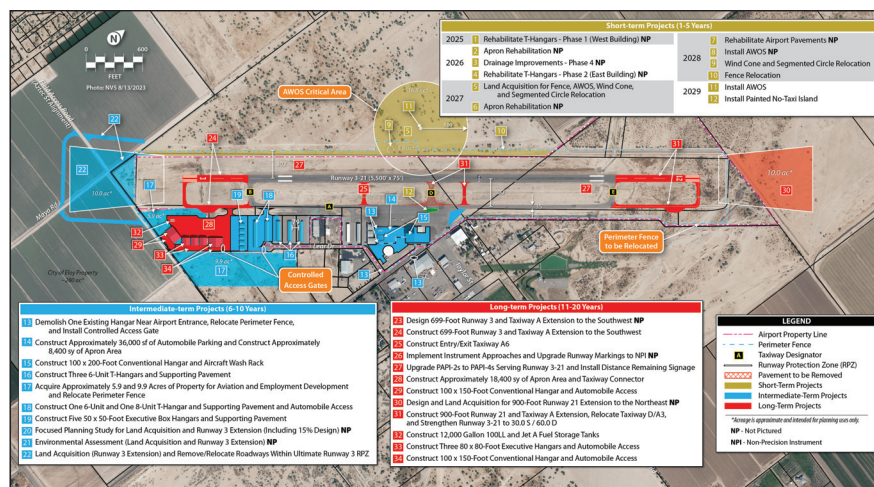
Alternatives | A series of airside and landside development alternatives will be produced following the facility needs evaluation to address long-term needs of general aviation. Key airside and landside issues will be identified during this evaluation to help guide the development process.

Environmental Considerations | The objective of this task is to collect facts regarding environmental issues typically associated with airport development, as well as issues known to be of special emphasis at Eloy Municipal Airport. Data will be collected and reviewed on issues that may affect the future operation or development of the airport.

Preferred Development Concept | At this point in the process, a recommended concept for airport development will have begun to evolve. The various components of the preferred alternative are broken down, refined, and integrated into a final plan. This will become the basis for refinement of development costs and scheduling for the airport.

Capital Improvement Program | Successful implementation of the plan and associated project implementation are keyed closely to financial scheduling. Our approach is designed to include features that will aid in ensuring recommendations are cost-effective, realistic, and prepared to be implemented. Additionally, our approach ensures that there are provisions that will allow the plan to be modified in the future to meet unforeseeable

changes that may occur with the economy and the aviation industry. We recommend the airport consider year-by-year scheduling in the first five years, as this enables the sponsor to adjust development schedules more easily and eliminates the need for frequent updates.



Airport Plans | To be eligible for federal and state funding, any proposed improvements must be included on an approved airport layout plan (ALP). The airport

development concept recommended from an alternatives analysis is refined into the final ALP set at this step in the process. Our team will prepare an update to the ALP drawing set. The plans will be accurate, concise, and easily interpreted because they are frequently referred to by airport management and state and federal officials as planning and programming tools.

Aeronautical Survey | FAA AGIS surveys provide accurate mapping, updated imagery, and obstacle evaluation and are often paired with airport planning projects. Coffman Associates and Martinez Geospatial (MTZ) team members have extensive experience in performing AGIS surveys, airspace and obstruction analyses, and airport GIS data development. MTZ is a leader in providing aeronautical surveys, imagery, and airport data collection and will provide valuable support for this task, if needed.



ENVIRONMENTAL APPROACH

The preparation of *National Environmental Policy Act* (NEPA) documents for airport projects requires a great deal of coordination and expertise. Through the preparation of NEPA documents, specifically categorical exclusions (CatEx) and environmental assessments (EA) within the Western-Pacific Region of the FAA for more than 45 years, we have established the necessary relationships, knowledge, and skills to prepare documents, which will not only provide oversight agencies with the information needed for the issuance of environmental clearances, but also withstand public scrutiny.

Our technical writing staff has extensive experience preparing documents that undergo detailed public review; therefore, we strive to provide reader-friendly and technically accurate documents. As evident within our previous studies completed for other airports, our in-house graphics and printing capabilities translate to a high level of quality control over document format and appearance. The documents will include outstanding graphics that clearly communicate various components of the project. The document itself will also be professionally printed and bound.



Our experience preparing CatExes and EAs within the FAA Western-Pacific Region and across the U.S. ensures the document prepared for your projects will be technically sound and meet all the FAA expectations and requirements. Our NEPA documents typically move through the FAA internal review processes efficiently because FAA staff have prior experience reviewing our documents and know that our staff prepares CatExes and EAs in accordance with FAA guidance, in fact, our NEPA documents have been used as example documents in numerous FAA regions.

NEPA Documentation and Clearances

The approach we propose for the NEPA process at Eloy Municipal Airport has proven very successful at many other airports. Our staff is well-versed regarding the requirements of FAA Order 1050.1G, *Environmental Impacts: Policies and Procedures*, and FAA Order 5050.4B, *NEPA Implementing Instructions for Airport Actions*, and has applied the requirements of these orders during the preparation of more than 100 environmental documents during the past five years. Our overall goal is not only to obtain NEPA environmental clearances, but also to complete the NEPA process in a timely manner to ensure the FAA can issue project design/construction grants as soon as possible.



Additionally, we have experience working with the FAA to identify projects that possess independent utility and may be eligible for evaluation with a documented categorical exclusion using FAA Standard Operating Procedure 5.2, *CatEx Determinations*.

At the onset of each project, Coffman Associates, city staff, and the FAA will establish the level of NEPA documentation required. Some of the projects can be bundled and a CatEx can be prepared. In cases when an EA is required, an informational packet explaining the project(s) will be forwarded to various local, state, and federal resource agencies to obtain input regarding known environmental resources in the project area, as well as any concerns they may have regarding potential social or environmental impacts. To ensure the project remains on schedule, the informational packet will be followed with phone conversations to answer questions, which helps ensure a timely response.

Through our experience, we have learned it is best to uncover issues relating to the proposed project very early in the NEPA processes. This allows us to meet challenges and perform analyses early in the project versus after a public hearing is held about the draft document, therefore; we propose obtaining input from resource agencies and the public early in the process.

SECTION H

*Interest in Eloy Municipal Airport
and the Quality and Relevance of
Professional References Provided*





INTEREST IN ELOY MUNICIPAL AIRPORT

Coffman Associates has provided airport planning and environmental services to Eloy Municipal Airport for 30 years. We were first selected by the City of Eloy to prepare an airport master plan in 1996. Since then, we have prepared two master plan updates, an economic benefit study, an environmental assessment, and environmental documentation for numerous airport development projects. During this time we have developed relationships with city and airport staff while providing our professional services to help Eloy Municipal Airport continue to grow and meet the demands of the community it serves. Coffman Associates welcomes the opportunity to continue partnering with the City of Eloy and Eloy Municipal Airport. With an office in Scottsdale, our local presence and knowledge of the airport will provide historical context and continuity throughout upcoming airport planning and environmental processes. Ultimately, we want to serve the airport and the City of Eloy in the process of formulating realistic and achievable plans that align with FAA standards, strategically plan for future growth, and complement Eloy's vision for the future.

PROFESSIONAL REFERENCES

Coffman Associates has built a solid reputation of honesty, quality, and a balanced, thoughtful approach to airport planning. Our extensive project experience is a testament to this, and we have developed strong relationships with airport sponsors and stakeholders, resulting in a high percentage of projects from repeat clients. Our clients know they can trust us to prepare unbiased plans designed to benefit their airports and communities. Our firm's planning-only focus means we do not plan projects that would benefit us to design later. This results in our reputation for objectivity and benefits our clients because our focus is solely on them. **We encourage you to contact our references listed in the following appendix, as well as those on pages 15-20, to discuss our qualifications and past performance.**

Glendale Municipal Airport, Arizona

Project: Eastside Development Plan, Airport Master Plans (4), State and Federal Environmental Documentation (5), Part 150 Noise and Land Use Compatibility Plan
Reference: Matt Smith, Airport Administrator
Phone: (623) 930-4744
Email: msmith3@glendaleaz.com



Mesa Falcon Field Airport, Arizona

Project: Airport Master Plans (2), State and Federal Environmental Documentation (16)
Reference: Corinne Nystrom, Airport Director
Phone: (480) 644-2450
Email: corinne.nystrom@mesaaz.gov



Scottsdale Airport, Arizona

Project: Airport Master Plans (4), Part 150 Studies (3), State and Federal Environmental Documentation (7)
Reference: Rick Wielebski, Aviation Director
Phone: (480) 312-8475
Email: rwielebski@scottsdaleaz.gov



Sierra Vista Municipal Airport, Arizona

Project: Airport Master Plans (5), State and Federal Environmental Documentation (7)
Reference: Sharon Flissar, Public Works Director
Phone: (520) 458-5775
Email: sharon.flissar@sierravistaaz.gov





"During the previous five years, Coffman provided planning and environmental services for projects including but not limited to a Part 150 Noise Compatibility Planning Study, Airport Layout Plan and Narrative Report update, Airport Land Use Compatibility Plan, Pilot Guide and Voluntary Noise Abatement marketing materials update, multiple Categorical Exclusions and Bay Conservation and Development Commission permits. The Part 150 Study for San Carlos Airport included a great deal of public involvement. Coffman Associates consultants handled contentious public comments and issues with ease, while also guiding and educating airport staff through the process. In addition, Coffman met or exceeded deadlines, worked collaboratively with Federal Aviation Administration (FAA) staff, and provided high quality work products. Coffman has consistently provided us with responsive and personalized service. We highly recommend Coffman Associates for any airport planning and/or environmental project or study."



Gretchen Kelly, Airports Division Manager
San Mateo County Airports



"The Coffman team goes out of their way to make sure our team feels like they are working with friends in the business, not just another consultant. You can tell that the relationship that Coffman has with their clients is important to them. They treat our team with kindness and comradery and are always quick to help out with any request, question or need we may have. They are quick to respond to emails, calls, etc. and are very attentive. Their responses to questions, issues, problems, etc are timely and comprehensive. Coffman's extensive industry knowledge is always apparent through the solution(s) they propose as issues arise during a project. With still a few months to go as we are finishing up our master plan, Coffman has stayed on budget and on schedule. They are great in tracking budget and schedule as well and provide our team with regular updates on both. Coffman's work is thorough and detailed. The Coffman team presented great options to various challenges and topics throughout the project. Additionally, when we pushed back on some items/issues which we felt were either missing or didn't belong, they were quick to follow up with great discussion and perspective, always delivering high quality outcomes through each section of the master plan. They really make the process about teamwork and collaboration."



Rick Wielebski, Aviation Director
Scottsdale Airport



"Coffman Associates completed an Airport Master Plan update project for the City of Casa Grande Municipal Airport from FY22-FY24. Mr. Matt Quick was a pleasure to work with and he and his team displayed the utmost professionalism throughout the entire project. Key team members on the project were Ms. Chandra Burks and Ms. Judi Krauss, AICP.

As with any airport planning projects there is significant public interest and involvement. With our Master Plan update this was a key area where Coffman Associates really shined. Coffman was there every step of the way and presented with vast knowledge and experience in airport planning. Questions and concerns were addressed promptly and accurately, alleviating any and all areas that the City, Airport, and airport stakeholders (local community & aviation community) had.

The updated Airport Master Plan that Coffman Associates produced met and exceeded all expectations of the City, Airport, FAA and ADOT. The Casa Grande Municipal Airport continues to work with Coffman Associates on a regular basis as a result of the relationship built throughout the Master Plan project."



David Reffner, Former Airport Manager
City of Casa Grande

APPENDIX

Resumes





MATT QUICK – Airport Planning Project Manager

Matt has 20+ years of experience in airports and aviation, including roles in airport management and aviation consulting. Prior to his time with Coffman Associates, he was an airport manager for a general aviation airport in Texas, where he was involved in overseeing a major capital improvement project associated with a runway extension and enhanced airfield safety measures. He also coordinated with various entities – including the FAA, TxDOT-Aviation, City Council, Airport Board, and Economic Development – on a regular basis to plan for airport projects, funding, and expansion potential. For the past 19 years, Matt has been with Coffman Associates and has taken part in a variety of roles, which include project management, business development, public outreach, and regular engagement with airport staff and aviation stakeholders. His planning experience is associated with master plans, safety area improvements, wildlife hazard management, and airport guidance studies, such as rates and charges and rules and regulations. Matt has a thorough understanding of the different aspects involved in the development and operation of airports and brings realistic solutions to the table when working with airport sponsors.

Relevant experience includes:

- **Eloy Municipal Airport, Arizona** | Airport Master Plan
Role: Principal-in-Charge
- **Casa Grande Municipal Airport, Arizona** | Airport Master Plan
Role: Principal-in-Charge
- **Chandler Municipal Airport, Arizona** | Airport Master Plan
Role: Project Manager
- **Flagstaff Airport, Arizona** | Airport Master Plan & Wildlife Hazard Management Plan, 32-Acre Development Plan Concept
Role: Project Manager
- **Glendale Regional Airport, Arizona** | Airport Master Plan, Eastside Development Plan, ACIP Preparation
Role: Project Manager
- **Laughlin/Bullhead International Airport, Arizona** | Airport Master Plan, Grant Administration
Role: Principal-In-Charge
- **Mesa Falcon Field Airport, Arizona** | Airport Master Plan, Hangar Development Evaluation, Part 77 Airspace Analysis
Role: Project Manager
- **Scottsdale Airport, Arizona** | Airport Master Plan
Role: Principal-in-Charge
- **Sedona Airport, Arizona** | Rates & Fees Study, Airport Master Plan/Economic Impact Study
Role: Project Manager



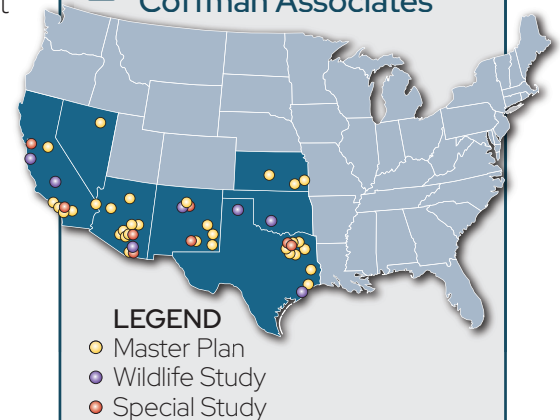
Professional Information

- Vice President
- 23 Years of Experience
- M.S. Aviation Safety, Univ. of Central Missouri
- B.S. Aviation Technology, Univ. of Central Missouri
- Multi-Engine and Instrument-Rated Commercial Pilot
- 2025 Arizona Airports Assoc. Corporate Member of the Year Award
- Airport Business "Top 40 Under 40"

Member

- SWAAAE Corporate Director (2018-2020)
- Aircraft Owners and Pilots Assoc.
- Southwest Chapter AAEE
- Arizona Airports Association

Planning Experience at Coffman Associates



Summary of Experience

Master Plans	50
Wildlife Studies	10
Special Studies	30
Total Studies	90





JUDI KRAUSS, AICP – Environmental Project Manager

Judi has extensive environmental experience in the west and southwest regions of the United States. Since joining Coffman Associates, Judi has managed or contributed to numerous environmental evaluations associated with airport development and planning projects under both federal and applicable state regulations. She has participated in Part 150 studies, airport land use compatibility plans, and airport master plans. Prior to joining Coffman Associates, Judi worked as an environmental analyst for the Arizona Department of Transportation's Environmental Planning Section and as an environmental planner and project manager for a large, multidisciplinary environmental consulting firm. Her expertise lies in managing complex environmental projects under the *National Environmental Policy Act* (NEPA) and other special purpose laws, as well as in conducting socioeconomic studies.

Relevant experience includes:

- **Eloy Municipal Airport, Arizona** | *Environmental Assessment*
Role: Project Manager
- **Casa Grande Municipal Airport, Arizona** | *Environmental Assessment for Land Transfer*
Role: Project Manager
- **Glendale Municipal Airport, Arizona** | *Environmental Assessment for Property Acquisition*
Role: Project Manager
- **Grand Canyon West Airport, Arizona** | *Environmental Assessment/Terminal Focused Planning Study*
Role: Project Manager
- **Mesa Falcon Field Airport, Arizona** | *Environmental Assessment for a Proposed 70-Acre Non-aviation Development*
Role: Project Manager
- **Nogales International Airport, Arizona** | *Categorical Exclusions on Several Projects Recommended by the Airport Master Plan*
Role: Project Manager
- **Mesa Gateway Airport, Arizona** | *Environmental Assessment for SkyBridge Arizona Business Park (NEPA)*
Role: Project Manager
- **Scottsdale Airport, Arizona** | *Environmental Assessment for Runway Strengthening*
Role: Project Manager
- **Sedona Airport, Arizona** | *Focused Planning Study*
Role: Project Manager
- **Wickenburg Municipal Airport, Arizona** | *Supplemental Environmental Assessment for Proposed Construction of a New Aircraft Parking Apron*
Role: Project Manager



Professional Information

- Associate Vice President
- 28 Years of Experience in the Public and Private Sectors
- M.A. Economics, Emphasis in Natural Resource Economics, University of California, Santa Barbara (1989)
- B.A. Environmental Studies, Minor in Biology, California State University, Sacramento (1984)

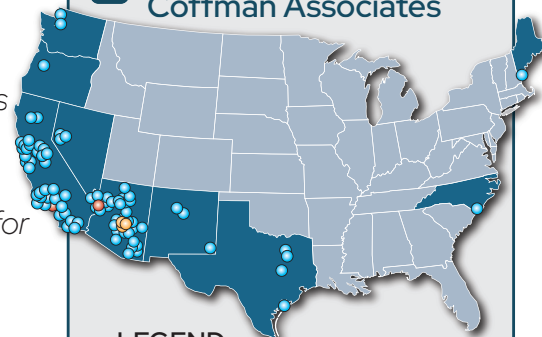


Member

- American Institute of Certified Planners (AICP)/American Planning Association
- Arizona Airports Association
- National and California Association of Environmental Professionals
- Southwest Chapter AAAS



Planning Experience at Coffman Associates



LEGEND

- Environmental Study
- Part 150 Study
- Special Study

Summary of Experience

Environmental Studies	106
Part 150 Studies	3
Special Studies	3
Total Studies	112





KORY A. LEWIS

Upon completion of his master's degree in Urban Planning, Kory joined Coffman Associates as an airport planner. For 21 years, Kory has prepared environmental documentation for a wide range of airport development and air service projects and has served as project manager for environmental projects at general aviation and commercial service airports. With expertise in land use planning, he performs aircraft noise analysis, land use compatibility analysis, and noise measurement analysis. Kory also conducts air quality modeling and greenhouse gas inventories. Prior to joining Coffman Associates, Kory worked in the engineering industry, performing field reconnaissance and providing GIS support for public infrastructure projects.

Relevant experience includes:

- **Flagstaff Airport, Arizona** | *32-Acre Development Plan Concept*
Role: Airport Planner
- **Kingman Airport, Arizona** | *Land Release Request Environmental Documentation*
Role: Project Manager
- **Laughlin/Bullhead International Airport, Arizona** | *Part 150 Noise and Land Use Compatibility Plan, Environmental Assessment*
Role: Airport Planner
- **Mesa Falcon Field Airport, Arizona** | *CatExes (4) for Private Hangar Development*
Role: Project Manager
- **Wickenburg Municipal Airport, Arizona** | *Environmental Assessment*
Role: Environmental Planner
- **Johnson County Planning Department, Kansas (New Century AirCenter and Johnson County Executive Airport)** | *Comprehensive Land Use Compatibility Plans*
Role: Project Manager
- **Lubbock Preston Smith International Airport, Texas** | *On-Call Environmental Services*
Role: Airport Planner
- **State of New Mexico Department of Transportation (NMDOT) Aviation Division** | *Airport System Plan*
Role: Project Manager
- **Ventura County Department of Airports, California (Oxnard and Camarillo Airports)** | *Part 150 Noise and Land Use Compatibility Plans*
Role: Project Manager



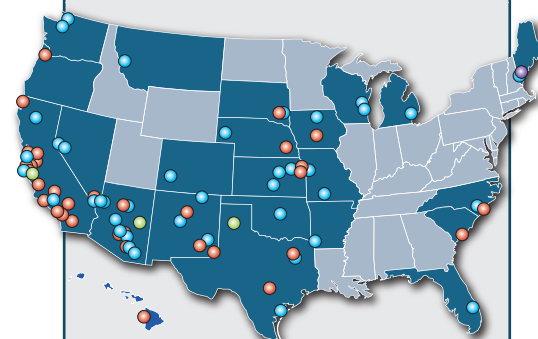
Professional Information

- Associate Vice President
- 23 Years of Experience
- Master of Urban Planning, University of Kansas
- B.A. Geography, University of Kansas

Member

- American Planning Association

Planning Experience at Coffman Associates



LEGEND

- Airport Noise/Land Use Compatibility Plan
- Environmental Study
- Wildlife Hazard Assessment

Summary of Experience

Part 150 Studies	12
Environmental Studies	73
Land Use Compatibility Plans	28
Wildlife Hazard Assessments	4
Total Studies	117





ERIC PFEIFER, C.M., LEED GREEN ASSOCIATE

Since joining Coffman Associates in 2004, Eric has been involved in more than 60 planning studies, including airport master plans, ALP updates/narrative reports, sustainability planning, runway safety area evaluations, feasibility studies, general aviation strategic plans, and environmental assessments. Eric is a Certified Member (C.M.) of the American Association of Airport Executives (AAAE) and has earned Leadership in Energy and Environmental Design (LEED) Green Associate (GA) accreditation. Eric specializes in implementing sustainability practices during the master planning process, allowing airports to address unique natural resource, social, and economic concerns. Eric is also well-versed in all aspects of the conventional master planning process and public outreach efforts, such as the organization of community visioning sessions, public hearings, and workshops for environmental and master plan projects.

Relevant experience includes:

- **Chandler Municipal Airport, Arizona** | *Airport Master Plan*
Role: Airport Planner
- **Grand Canyon National Park Airport, Arizona** |
Airport Master Plan
Role: Airport Sustainability Planner
- **Nogales International Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Sedona Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Benton Airpark, California** | *ALP Update with Narrative Report*
Role: Project Manager
- **Oxnard Airport, California** | *ALP Update with Narrative Report*
Role: Airport Planner
- **Paso Robles Municipal Airport, California** | *Airport Master Plan*
Role: Project Manager
- **Santa Fe Regional Airport, New Mexico** | *Airport Master Plan*
Role: Project Manager
- **North Las Vegas Airport, Nevada** | *Airport Master Plan*
Role: Project Manager
- **Denton Enterprise Airport, Texas** | *Airport Master Plan*
Role: Project Manager
- **Fort Worth Meacham International Airport, Texas** |
Airport Master Plan
Role: Project Manager
- **Kerrville Kerr County Airport, Texas** | *Airport Master Plan*
Role: Project Manager



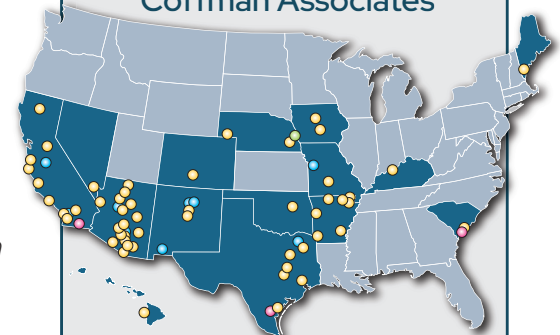
Professional Information

- Associate Vice President
- 21 Years of Experience
- Master of Business Administration, Baker University
- B.S. Aviation Administration, University of Nebraska Omaha Aviation Institute
- Licensed Private and UAS Pilot

Member

- Leadership in Energy and Environmental Design (LEED) Green Associate (GA)
- Certified Member (C.M.), American Association of Airport Executives

Planning Experience at Coffman Associates



LEGEND

- Master Plan/ALP Update
- Environmental Study
- Feasibility Study
- Strategic Plan

Summary of Experience

Master Plans/ALP Updates with Narratives	50
Environmental Studies	9
Feasibility Studies	4
Strategic Plans	1
Total Studies	64





TYLER STUBER

Tyler serves as an airport planner and is also the third generation of his family to work in aviation. Before joining Coffman Associates in 2015, his previous aviation experience includes eight years working part-time at a privately owned, public-use general aviation airport. During that time, he was involved with airport maintenance, capital improvement projects, fixed base operations, and aircraft maintenance. This experience, coupled with two aviation-related degrees from the University of Central Missouri and his experience with Coffman Associates, gives Tyler a diverse, practical aviation background and strong working knowledge of airport operations and development.

Relevant experience includes:

- **Eloy Municipal Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Kingman Airport, Arizona** | *Airport Master Plan*
Role: Airport Planner
- **Mesa Falcon Field Airport, Arizona** | *Airport Master Plan*
Role: Airport Planner
- **Mesa Falcon Field Airport, Arizona** | *Devcon Development (special study)*
Role: Airport Planner
- **Superior Municipal Airport, Arizona** | *Airport Master Plan*
Role: Airport Planner
- **Chino Airport, California** | *Airport Master Plan*
Role: Airport Planner
- **Hollister Municipal Airport, California** | *ALP Update with Narrative Report*
Role: Airport Planner
- **Oxnard Airport, California** | *ALP Update with Narrative Report*
Role: Airport Planner
- **Riverside Municipal Airport, California** | *Airport Master Plan*
Role: Project Manager
- **Turlock Municipal Airport, California** | *ALP Update with Narrative Report*
Role: Airport Planner
- **Twentynine Palms Airport, California** | *ALP Update with Narrative Report*
Role: Airport Planner
- **White Hills, California** | *Airport Feasibility and Site Plan Analysis*
Role: Airport Planner



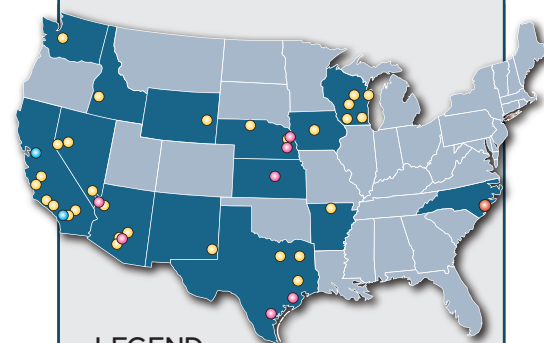
Professional Information

- Project Manager, Aviation Planning
- 10 Years of Experience
- M.S. Aviation Safety, University of Central Missouri (2015)
- B.S. Airport Management, Business Administration Minor University of Central Missouri (2013)
- Licensed Pilot

Member

- Aircraft Owners and Pilots Association

Planning Experience at Coffman Associates



LEGEND

- Master Plan/ALP with Narrative
- Airport Land Use Compatibility Plan
- Special Studies
- Part 150 Study

Summary of Experience

Master Plans	29
Airport Land Use Compatibility Plans	2
Special Studies	7
Part 150 Study	1
Total Studies	39





CHANDRA BURKS, C.M.

Chandra has been involved in all lines of business for Coffman Associates since joining the firm in 2004. Her primary focus is airport master planning and ALP updates/narrative reports for both general aviation and commercial service airports. She specializes in finding innovative solutions to meet the short- and long-term needs of each airport while keeping the focus on implementable strategies that achieve FAA safety standards and plan for realistic demand. She is also committed to facilitating stakeholder involvement in the project, as well as community outreach and engagement.

Relevant experience includes:

- **Casa Grande Municipal Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Payson Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Sierra Vista Municipal Airport, Arizona** | *Airport Master Plan*
Role: Project Manager
- **Brenham Municipal Airport, Texas** | *Airport Master Plan*
Role: Project Manager
- **Cameron County Airport, Texas** | *ALP Update with Narrative Report*
Role: Project Manager
- **Center Municipal Airport, Texas** | *ALP Update with Narrative Report*
Role: Project Manager
- **Cotulla-La Salle County Airport, Texas** | *ALP Update with Narrative Report*
Role: Project Manager
- **Gainesville Municipal Airport, Texas** | *Airport Master Plan*
Role: Project Manager
- **Harrison County Airport, Texas** | *ALP Update with Narrative Report*
Role: Project Manager
- **Odessa-Schlemeyer Field, Texas** | *ALP Update with Narrative Report*
Role: Airport Planner
- **Scholes International Airport at Galveston, Texas** | *Airport Master Plan*
Role: Project Manager



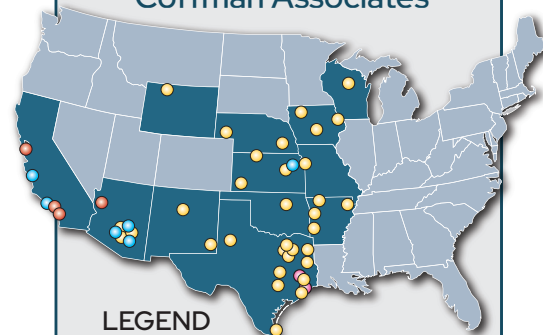
Professional Information

- Senior Project Manager, Aviation Planning
- 22 Years of Experience
- B.A. English, Avila University (2005)

Member

- Certified Member (C.M.), American Association of Airport Executives

Planning Experience at Coffman Associates



LEGEND

- Master Plan
- Business Plan
- Environmental Study
- Part 150/Land Use Study

Summary of Experience

Master Plans	33
Business Plans	2
Environmental Studies	6
Part 150/Land Use Studies	4
Total Studies	45





MADELINE HOLLIMAN, C.M.

Madeline brought a wide variety of experiences with her when she joined the Coffman Associates team in 2022. Her career began as a property manager in the Kansas City industrial and commercial real estate industry. Prior to joining Coffman Associates, Madeline was the lead real estate property manager for Class II short line railroad assets and managed property leases, acquisitions, dispositions, and redevelopment of railroad property. Since joining Coffman Associates, Madeline has assisted airports with land use compatibility plans, Part 150 noise studies, and environmental documentation. Madeline specializes in noise and emissions modeling, land use compatibility analysis, airport and airspace protection zoning, and NEPA/CEQA documentation.

Relevant experience includes:

- **Imperial County Airports, California** | *Airport Land Use Compatibility Plan Update*
Role: Airport Planner
- **Redding Regional Airport, California** | *Airport Master Plan (Land Use)*
Role: Airport Planner
- **Riverside Municipal Airport, California** | *Airport Master Plan*
Role: Airport Planner
- **Tuolumne County Airports, California** | *Airport Land Use Compatibility Plan Update*
Role: Airport Planner
- **Ventura County Department of Airports, California (Oxnard and Camarillo Airports)** | *Part 150 Noise and Land Use Compatibility Plans*
Role: Airport Planner
- **Kansas City Downtown Airport, Missouri** | *Airport Master Plan (Land Use)*
Role: Airport Planner
- **Corpus Christi International Airport, Texas** | *Noise Modeling*
Role: Airport Planner
- **Mesquite Metro Airport, Texas** | *Airport Master Plan (Land Use)*
Role: Airport Planner
- **Kerrville Municipal Airport/Louis Schreiner Field, Texas** | *Land Use Compatibility Analysis*
Role: Airport Planner
- **Wilmington International Airport, North Carolina** | *Part 150 Noise and Land Use Compatibility Plan*
Role: Airport Planner



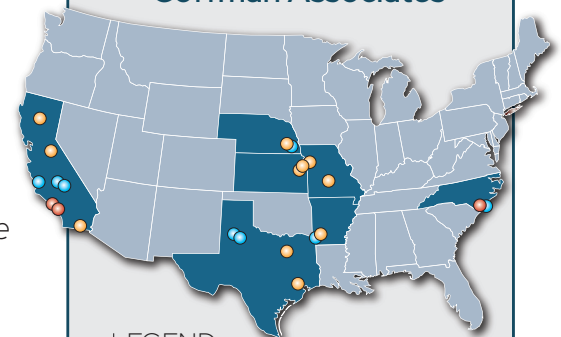
Professional Information

- Airport Planner
- 8 Years of Experience
- B.S. Psychology, Minor in Biology, Truman State University

Member

- American Association of Airport Executives (AAAE)
- Certified Member (C.M.), American Association of Airport Executives

Planning Experience at Coffman Associates



LEGEND

- Part 150 Study
- Airport Land Use Compatibility Plan
- Environmental/Special Study/Master Plan

Summary of Experience

Part 150 Studies	3
Airport Land Use Compatibility Plans	11
Environmental Studies	8
Total Studies	22





ALYSON HULET

Alyson is a native of Arizona with an educational background in sustainability and urban planning. Utilizing this background, she has written a variety of environmental inventories, recycling plans, and environmental overviews for airport master plans. Alyson also writes environmental evaluations for projects subject to the *National Environmental Policy Act* (NEPA) and the *California Environmental Quality Act* (CEQA). In addition, Alyson has been involved in the preparation of wildlife hazard management plans and sustainability management plans for general aviation airports. These plans, coupled with her continuous work on federal and state-related environmental documents, give Alyson diverse and practical experience in the preparation of aviation-related environmental documents.

Relevant experience includes:

- **Flagstaff Airport, Arizona** | *CatEx for a Snow Removal Building*
Role: Environmental Planner
- **Glendale Regional Airport, Arizona** | *Documented CatEx for a Flight Training Building* | **Role:** Environmental Planner
- **Nogales International Airport, Arizona** | *Categorical Exclusion for Projects Recommended by the Airport Master Plan*
Role: Environmental Planner
- **Scottsdale Airport, Arizona** | *Documented CatExes*
Role: Environmental Planner
- **Scottsdale Airport, Arizona** | *Sustainability Plan*
Role: Environmental Planner
- **Sierra Vista Municipal Airport, Arizona** | *Environmental Documentation*
Role: Environmental Planner
- **Napa County Airport, California** | *Categorical Exclusion for a Terminal Building Project* | **Role:** Environmental Planner
- **Monterey Regional Airport, California** | *Initial Study*
Role: Environmental Planner
- **Boulder City Municipal Airport, Nevada** | *Categorical Exclusion*
Role: Environmental Planner
- **Carson City Airport, Nevada** | *Environmental Documentation for a Private Hangar Development Project* | **Role:** Environmental Planner
- **Clovis Regional Airport, New Mexico** | *Environmental Assessment for a Terminal Replacement Project* | **Role:** Environmental Planner
- **Portales Municipal Airport, New Mexico** | *ALP Update with Narrative Report* | **Role:** Airport Planner



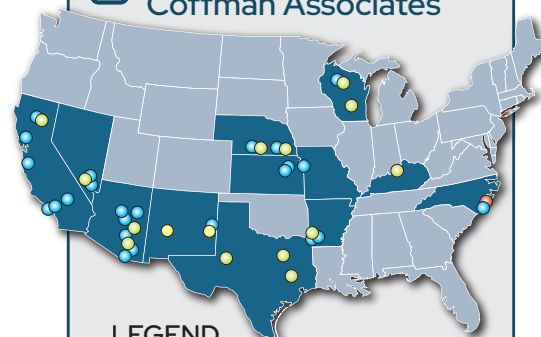
Professional Information

- Airport Planner
- 3 Years of Experience
- B.A. Sustainability, Arizona State University
- B.S. Urban Planning, Arizona State University
- Research Assistant for Transportation Lab: Pedestrian Safety in Phoenix Metropolitan Area

Member

- Arizona Airports Association
- National Association for Environmental Professionals (NAEP)
- Southwest Chapter AAAP

Planning Experience at Coffman Associates



LEGEND

- Environmental Study
- Recycling Plan
- Part 150 Study
- Master Plan/ALP Update

Summary of Experience

Environmental Studies	24
Recycling Plans	12
Part 150 Studies	1
Master Plan/ALP Update	2
Total Studies	39





CHRIS DONNELLY

Chris manages our GIS team, working primarily in mapping, data analysis, and enterprise database design. He has been involved in land use compatibility studies, county-wide system plans, and processing aircraft operations data for planning analysis. Chris worked extensively on the enterprise geodatabase and web application system for the *New Mexico Airport System Plan* and wrote many of the spatial queries used in the study. He is also helping expand the utilization of GIS into additional areas that use different applications, including ALP creation, to increase project efficiency. Prior to joining Coffman Associates, Chris worked in defense mapping, where he was responsible for stereo compilation, database integration, and aerial remote sensing data acquisition.

Relevant experience includes:

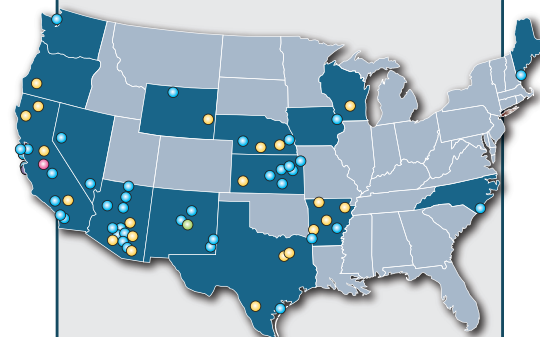
- **Eloy Municipal Airport, Arizona** | *Airport Master Plan (ALP)*
Role: GIS Manager
- **Casa Grande Municipal Airport, Arizona** | *Airport Master Plan (ALP)*
Role: GIS Manager
- **Chandler Municipal Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Eric Marcus Municipal Airport, Ajo, Arizona** | *Airport Master Plan (ALP)*
Role: GIS Manager
- **Flagstaff Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Grand Canyon National Park Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **H.A. Clark Memorial Field Airport, Williams, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Mesa Falcon Field Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Page Municipal Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Payson Municipal Airport, Arizona** | *Airport Master Plan (ALP)*
Role: GIS Manager
- **Scottsdale Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Sierra Vista Municipal Airport, Arizona** | *Airspace Analysis*
Role: GIS Manager
- **Superior Municipal Airport, Arizona** | *Airport Master Plan (ALP)*
Role: GIS Manager



Professional Information

- GIS Senior Project Manager
- 17 Years of Experience
- B.S. Geography, Undergraduate Certificate GIS, Kansas State University
- Private Pilot with an Instrument Rating

Planning Experience at Coffman Associates



LEGEND

- Master Plan/ALP
- Airspace Analysis
- Land Use Compatibility Study
- Statewide System Plan

Summary of Experience

Master Plans/ALPs	21
Airspace Analysis	38
Airport Land Use Compatibility Plans	1
Statewide System Plan	1
Total Studies	61



DAVID BARR

David is a project manager and archaeologist in SWCA's Tucson office. He has experience conducting archaeological site surveys and excavations, evaluations of resource condition and eligibility for the National Register of Historic Places, and report preparation for environmental compliance projects for federal, state, municipal, and private clients. He has conducted and participated in more than 800 projects, including archaeological surveys, mapping, testing, data recovery excavations, and agency coordination. He has authored or contributed to more than 500 archaeological reports. Throughout his career, David has worked on projects in a variety of industries, including alternative energy, residential and commercial land development, transportation and infrastructure, military installations, airport expansions, transmission, telecommunication, mining, and wildlife management. These projects involved cooperating with federal, state, city, and county agencies, and assisting agencies in tribal consultation or repatriation of human remains. He is well-versed in the federal and state rules and regulations regarding protection and mitigation of archaeological resources, treatment of human remains, and Native American consultation.

Relevant experience includes:

- **Eloy Municipal Airport, Arizona |**
Biological and Cultural Resources Surveys
Role: Project Manager
- **Casa Grande Municipal Airport, Arizona |**
Biological and Cultural Resource Surveys
Role: Project Manager
- **Benson Municipal Airport, Arizona |**
Archaeological, Biological, and Cultural Resource Surveys
Role: Project Manager
- **Buckeye Airport, Arizona |** *Cultural Resource Survey*
Role: Project Manager
- **Kingman Airport, Arizona |**
Archaeological and Biological Surveys
Role: Project Manager
- **Marana Regional Airport, Arizona |**
Archaeological, Historical, Biological, and Cultural Resources
Role: Cultural Resources Specialist
- **Sierra Vista Municipal Airport, Arizona |** *Biological, Cultural, and Potential Jurisdictional Waters Surveys*
Role: Project Manager



Professional Information

- Lead Archaeologist,
- Cultural Resources Specialist
- 28 Years of Experience
- M.A. Anthropology, Emphasis in Archaeology, Northern Arizona University, Flagstaff (2001)
- B.A. Anthropology, Emphasis in Archaeology, Northern Arizona University, Flagstaff (1999)

Registrations

- Registered Professional Archaeologist

Training

- Hantavirus and HAZCOM Training, National Park Service
- National Environmental Policy Act / Section 106 Training, National Park Service
- Issues in Section 106: An Advanced Seminar
- Archaeological Field School, Northern Arizona University
- Stormwater Pollution Prevention (SWPP) Training

Expertise

- Lithics
- Faunal Analysis
- Human Osteology
- Archaeological Survey and Excavation





RUSSELL WALDRON

Russell is a scientist and senior project manager with more than 25 years of experience in biological resources consulting, with an emphasis on environmental regulations compliance for federal, state, and local laws throughout Arizona. He understands the nuances of Federal Energy Regulatory Commission (FERC) regulations and *National Environmental Policy Act* (NEPA), *Clean Water Act* (CWA), and *Endangered Species Act* (ESA) compliance. His responsibilities have included preparing resource reports for FERC applications for 7(b) and 7(c) certificates; conducting jurisdictional waters and wetlands delineations; reporting for U.S. Army Corps of Engineers (USACE) CWA Section 404 permitting; conducting biological field studies of special-interest species; preparing biological evaluations (BEs) and biological assessments (BAs) for ESA compliance; preparing native plant preservation ordinance (NPPO) compliance studies; and preparing environmental assessments (EAs) for NEPA compliance. Russell's technical writing skills include writing or contributing to environmental reports, EAs, BAs, categorical exclusions, individual permits, nationwide permits, pre-construction notifications, and various other environmental compliance documents.

Relevant experience includes:

- **Eloy Municipal Airport, Arizona |**
Biological and Cultural Resources Surveys
Role: Environmental Specialist
- **Benson Municipal Airport, Arizona |**
Biological and Cultural Resource Surveys
Role: Project Manager
- **Scottsdale Airport, Arizona |** *Preliminary Initial Site Assessment*
Role: Project Manager
- **Marana Regional Airport, Arizona |**
Archaeological, Historical, Biological, and Cultural Resources
Role: Environmental Specialist
- **Nogales International Airport, Arizona |**
Biological and Cultural Resources
Role: Project Manager
- **Riverside Airport, California |** *Biological, Cultural, and Paleontological Resources Assessment Surveys*
Role: Project Manager
- **Wickenburg Municipal Airport, Arizona |** *Biological Evaluation, CWA Permit Application*
Role: Environmental Specialist



SWCA
ENVIRONMENTAL CONSULTANTS

Professional Information

- Environmental Services Lead, Water Resources Specialist
- 33 Years of Experience
- B.S. Renewable Natural Resources, University of Arizona (1994)
- B.S. Business Administration, University of Arizona (1986)

Training

- USACE Wetland Delineation and Management Program, Richard Chinn Environmental Training, Inc. (2006)
- Comprehensive NEPA Training Course, SWCA Environmental Consultants (2004)
- Project Management Bootcamp, PSMJ Resources, Inc. (2002)

Expertise

- Jurisdictional Waters and Wetlands Delineations
- *National Environmental Policy Act* Compliance
- *Endangered Species Act* Compliance
- *Clean Water Act* Compliance
- Section 404 Permits
- Threatened and Endangered Species Surveys
- Native Plant Preservation Inventory, Appraisal, and Plans





RYAN P. FLICEK

Ryan has served the aviation industry in a variety of fields over the past 17 years, including experience as a pilot, an air traffic controller, and a managing consultant in the mapping/photogrammetry field. Aviation is Ryan's passion, both as a professional consultant and as a flight instructor and aerobatic pilot in his spare time. His knowledge of the national airport and airspace system as a professional, a teacher, and a user gives Ryan a rare, thorough understanding of the system as a whole. He has acted as MTZ's project manager on more than 40 airport layout plan, eALP/AGIS, and/or obstruction analysis projects, including work on seven eALP pilot projects. His skills include project planning, project management, procedural control, project specifications, quality assurance, compliance management, and aviation technical support.

Relevant experience includes:

- **Casa Grande Municipal Airport, Arizona | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Flagstaff Airport, Arizona | Master Plan (Aeronautical Survey)**
Role: Geospatial Technical Lead
- **Glendale Regional Airport, Arizona | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Grand Canyon National Park Airport, Arizona | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Kingman Airport, Arizona | Master Plan (Aeronautical Survey)**
Role: Geospatial Technical Lead
- **Mesa Falcon Field Airport, Arizona | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Payson Municipal Airport, Arizona | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Scottsdale Airport, Arizona | Master Plan (Aeronautical Survey)**
Role: Geospatial Technical Lead
- **Wichita National Airport, Kansas | Master Plan**
(Aeronautical Survey)
Role: Geospatial Technical Lead
- **Lincoln Airport, Nebraska | Master Plan (Aeronautical Survey)**
Role: Geospatial Technical Lead



Professional Information

- Vice President/
Aviation Director (MTZ)
- 17 Years of Experience
- B.A. Political Science,
Saint Olaf College (2003)
- A.A. Air Traffic Control,
Minneapolis Community and
Technical College
- Air Traffic Control, Federal
Aviation Administration
Academy (2008)

Member

- FAA Commercial Pilot (2004)
- FAA Certificated Flight
Instructor (2005)
- FAA Certificated Ground
Instructor (2005)

Roles and Responsibilities

- Organization management and
complete responsibility for
aviation business
- Aviation marketing, client
management, and project
management
- Daily coordination with airports,
clients, and/or the FAA
- Oversight of project technical
compliance with FAA Advisory
Circulars
- Primary company reference for
FAA regulation interpretation
and compliance
- Utilization of multiple databases
on a daily basis





SARAH RICHEY-FERRARA, C.M.

Sarah is a communications and public outreach professional with over 30 years of experience developing and executing effective communication strategies for various initiatives and programs, including more than a decade of experience focused on aviation communications. In 2022, Sarah established Compass Rose Communications, a marketing and communications company specializing in strategic outreach, marketing, public relations, public meeting coordination, and social media management for aviation-related outreach and communication strategies, with a strong focus on community engagement.

Relevant experience includes:

- **Scottsdale Airport, Arizona | *Master Plan (Public Outreach)***
Role: Public Outreach Coordinator
- **Glendale Regional Airport, Arizona | *Master Plan (Public Outreach)***
Role: Public Outreach Coordinator
- **Wilmington International Airport, North Carolina | *Part 150 Noise Study (Public Outreach)***
Role: Public Outreach Coordinator
- **Grand Canyon National Park Airport, Arizona | *Runway Rehabilitation Project***
Role: Public Outreach Coordinator
- **Scottsdale Airport, Arizona | *Numerous Projects, Including Runway Rehabilitation Project, Aircraft Runup and Taxiway Connector Project, Outreach Campaigns for Super Bowl 2015 and 2023, and Terminal Redevelopment Project***
Role: Public Outreach Coordinator



COMPASS ROSE
COMMUNICATIONS

Professional Information

- Owner, CRC
- 30+ Years of Experience
- 1 Year with CRC
- B.A. Speech Communication, California State University

Accreditations and Memberships

- Disadvantaged Business Enterprise (DBE) Certified
- Small Business Enterprise (SBE) Certified
- Certified Member (C.M.), American Association of Airport Executives
- Arizona Airports Association (AzAA)
- Southwest Chapter of the American Association of Airport Executives (SWAAAE)



Coffman Associates

AIRPORT CONSULTANTS
a **PAPE-DAWSON** company



PHOENIX
4835 E. Cactus Road • Suite 235
Scottsdale, AZ 85254

KANSAS CITY
12920 Metcalf Avenue • Suite 200
Overland Park, KS 66213

OFFER

To the City of Eloy: The undersigned on behalf of the entity, firm, company, partnership, or other legal entity listed below offers on its behalf to the City a proposal that contains all terms, conditions, specifications and amendments in the Notice of Request of Qualifications issued by the City. Any exception to the terms contained in the Notice of Request for Qualifications must be specifically indicated in writing and are subject to the approval of the City prior to acceptance. The signature below certifies your understanding and compliance with the Terms and Conditions contained in the Request for Qualifications package issued by the City.

For clarification of this offer contact:

Coffman Associates, a Pape-Dawson company	Matt Quick
_____ Company Name	_____ Company Representative Name (Printed)

4835 E. Cactus Road, Suite 235, Scottsdale, Arizona 85254
_____ Address (City/Town/State/Zip Code)

602-993-6999 / mquick@coffmanassociates.com
_____ Contact Phone/Email

 _____ Authorized Signature	Vice President _____ Title
--	----------------------------------

3/27/2026
_____ Date

CITY OF ELOY

REQUEST FOR COUNCIL ACTION

Agenda Item: **VII.C.**

Date: **5/26/2026**

Date submitted:
05/12/2026

Action: Resolution

Subject:

Date requested:
5/26/2026

**Adoption of Resolution No. 26-1662
adopting the Consolidated Rate and
Fee Schedule for the City of Eloy, with
the effective date July 1, 2026.**

TO: Mayor and City Council

FROM: Brian Wright, Finance Director

RECOMMENDATION:

Staff recommends the adoption of Resolution No. 26-1662 adopting the Consolidated Rate and Fee Schedule for the City of Eloy, with an effective date of July 1, 2026.

DISCUSSION:

This consolidated rate and fee schedule has followed A.R.S. 9-499.15, by posting the proposed changes on the City's home web page at least sixty (60) days before the date the tax or fee is considered for approval by the City Council.

To meet this requirement, the Finance Department posted the notice of intent on the City's webpage in the Finance section on March 25, 2026. and prepared a written report indicating all the rates and fees, along with justifications for any changes. On March 30, 2026, staff presented and discussed the consolidated rate and fee schedule with the City Council. During the presentation, staff informed the City Council of the proposed new rates and fees. This consolidated rates and fees schedule is modified annually, as part of the annual budget process. If a rate or fee is being modified or added, it will be highlighted in yellow, along with a justification for the change. This report can be found under the Finance home page in the budget and financial documents section.

The new consolidated rate and fee schedule will be effective on July 1, 2026.

FISCAL IMPACT:

The fiscal impact will be recognized as part of the FY 26-27 annual revenues. Overall impact will be minimal.

Approved as to Form:

A handwritten signature in blue ink, reading "Stephen R. Cooper", written over a solid black horizontal line.

Stephen R. Cooper, City Attorney

RESOLUTION NO.: 26-1662

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF ELOY, PINAL COUNTY, ARIZONA, ADOPTING THE “CONSOLIDATED RATE AND FEE SCHEDULE” WITH AN EFFECTIVE DATE OF JULY 1, 2026.

WHEREAS, the City of Eloy wishes to periodically review and potentially adjust its rates and fees for City services for records, reports, licenses, permits, and inspections; and,

WHEREAS, the City of Eloy wishes to adopt these rates and fees by resolution; and,

WHEREAS, the City of Eloy wishes to establish an updated “Consolidated Rate and Fee Schedule” dated May 26, 2026, and identified as Exhibit “A” with an effective date of July 1, 2026.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF ELOY, PINAL COUNTY, ARIZONA, AS FOLLOWS:

Section 1. The Mayor and City Council of the City of Eloy, Arizona hereby adopts the updated “Consolidated Rate and Fee Schedule” dated May 26, 2026 as shown on Exhibit “A” with of July 1, 2026.

PASSED AND ADOPTED by the Mayor and Council of the City of Eloy, Pinal County, Arizona, this 26th day of May 2026.

BY:

Andrew Sutton, Mayor

ATTEST:

APPROVED AS TO FORM:

Celine Kidwell, City Clerk

Stephen Cooper, City Attorney

City of Eloy

Adopted Consolidated Rate and Fee Schedule



595 North C Street
Suite 103
Eloy, AZ 85131
Phone - 520-466-9201
Fax - 520-466-3760

City of Eloy, Arizona
Adopted 2026-2027 Consolidated Rate and Fee Schedule
Effective July 1, 2026

The rate and fee schedule for the City of Eloy, which will be enacted on July 1, 2026, shall be as follows, subject to administration fees and outside costs where applicable.

ADMINISTRATION FEE: An administration fee of 10% may be added to all fees and charges listed herein whenever outside costs are incurred.

OUTSIDE COSTS: Outside costs are generally all costs of services and materials billed to the City and shall include, but are not limited to, costs of publication and posting, attorney fees, filing fees, reproduction costs, and outside engineering, surveying, and consulting services.

DEPOSITS: No interest shall accrue to any deposit.

REFUNDS: All refunds of \$5.00 or more will be issued by check to the City's last known address for the person entitled to the refund. No refunds under \$5.00 will be issued unless the person entitled to the refund affirmatively requests such a refund. If no such request is made within 30 days, the amount below \$5.00 shall be deemed donated to the City.

Each year, Eloy's City Council will adopt the Consolidated Rate and Fee Schedule to make it more convenient for citizens to find information concerning fees. This step will happen during the development of the annual budget process.

This report shows rates and fees for the following departments:

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City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
General Government			
City Clerk			
Photocopies (per page, black & white)	\$ 0.50	\$ 0.50	
Photocopies (per page, color)	\$ 1.00	\$ 1.00	
Notary Fees (Acknowledgment or jurat, Per Notary Public Signature; Copy Certification, Per Page Certified; Oath or	\$ 10.00	\$ 10.00	
Public Records Requests (CD or USB)	\$ 10.00	\$ 10.00	
Finance			
Administrative Services			
Photocopies (per page, black & white)	\$ 0.50	\$ 0.50	
Photocopies (per page, color)	\$ 1.00	\$ 1.00	
Notary Fees (Acknowledgment or jurat, Per Notary Public Signature; Copy Certification, Per Page Certified; Oath or	\$ 10.00	\$ 10.00	
NSF Check/EFT Fees			
Non sufficient funds (NSF) check/EFT handling fee	\$ 25.00	\$ 25.00	
Utility Account Fees			
Account Set Up Fee	\$ 20.00	\$ 20.00	
Water Turn On or Turn Off Fee	\$ 30.00		
Total Utility deposit (Water, Wastewater, and Sanitation)	\$ 250.00	\$ 275.00	The increase in deposits is due to the 14% increase in water and 11% increase in wastewater rates.
Business License			
Business License Fee – Full Year	\$ 75.00	\$ 75.00	
Business License Fee – Prorated (July – December)	\$ 37.50	\$ 37.50	
Daily Business License Fee	\$ 20.00	\$ 20.00	
Barber Shops/Beauty Operators & Owners	\$ 75.00	\$ 75.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Barber/Beauty Operators – Individual	\$ 75.00	\$ 75.00	
Pawnbrokers, Secondhand dealers, Junk Dealer or Junk Collector	\$ 75.00	\$ 75.00	
Mobile Vender	\$ 75.00	\$ 75.00	
Hotel, Apartment, RV Parks, Mobile Home Parks & Rest Homes			
1-10 Units	\$ 75.00	\$ 75.00	
11- 50 Units	\$ 75.00	\$ 75.00	
Over 50 Units	\$ 75.00	\$ 75.00	
Medical Marijuana			
Business License Application & Investigation Fee	\$ 500.00	\$ 500.00	
Business License Fee	\$ 250.00	\$ 250.00	
Employee License Fee (per employee)	\$ 250.00	\$ 250.00	
Liquor License Fee			
Series #6 On-sale retailers licensed to sell all spirituous liquors	\$ 250.00	\$ 250.00	
Series #7 On-sale retailers licensed to sell beer & wine	\$ 175.00	\$ 175.00	
Series #8 On-sale retailers licensed to sell beer	\$ 150.00	\$ 150.00	
Series #9 Off-sale retailers licensed to sell all spirituous liquors	\$ 175.00	\$ 175.00	
Series #10 Off-sale retailers licensed to sell beer & wine	\$ 150.00	\$ 150.00	
Series #11 Off-sale retailers licensed to sell beer	\$ 125.00	\$ 125.00	
Series #16 Restaurant retailers licensed to sell all spirituous liquor	\$ 250.00	\$ 250.00	
Adult Oriented Business (12-109)			
Non-refundable Application Fee for license (new or renewal)	\$ 500.00	\$ 500.00	
Non-refundable Application Fee for service provider	\$ 100.00	\$ 100.00	
Issuing License, Permit or Identification card by the licensing officer upon payment of fee	\$ 50.00	\$ 50.00	
Annual License Fee	\$ 500.00	\$ 500.00	
Additional Business Fees			
Promoters of entertainment (circuses, bazaars, etc.) who receive a percentage of receipts or other consideration for their services. Each such promoter shall also obtain liability insurance of a minimum of \$1 Million naming the City of Eloy as insured.	\$ 100.00	\$ 100.00	
Animal Show	\$ 100.00	\$ 100.00	
Circus Parade Only	\$ 50.00	\$ 50.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Handbill Distributor	\$ 10.00	\$ 10.00	
Amusement Company (such as Ferris wheel, merry go round not part of circus)	\$ 175.00	\$ 175.00	
Wrestling/Boxing/Martial Arts Exhibition	\$ 175.00	\$ 175.00	
Road Show, Carnival or Circus	\$ 175.00	\$ 175.00	
Palmistry, Phrenology, Astrology, Fortune Telling, Mind Reading, Clairvoyance, Magic or any healing practices not licensed by the State of Arizona or any similar calling without a fixed place of business	\$ 250.00	\$ 250.00	
Development Impact Fees			
Parks and Recreation			
Single Unit per Housing Unit	\$ 1,852.00	\$ 1,852.00	
Multi Family per Housing Unit	\$ 1,444.00	\$ 1,444.00	
Nonresidential Commercial per 1,000 sq. ft. of gross floor area	\$ 481.00	\$ 481.00	
Nonresidential Office/Institutional per 1,000 sq. ft. of gross floor area	\$ 611.00	\$ 611.00	
Nonresidential Industrial/Flex per 1,000 sq. ft. of gross floor area	\$ 327.00	\$ 327.00	
Police			
Single Unit per Housing Unit	\$ 526.00	\$ 526.00	
Multi Family per Housing Unit	\$ 410.00	\$ 410.00	
Nonresidential Commercial per 1,000 sq. ft. of gross floor area	\$ 1,325.00	\$ 1,325.00	
Nonresidential Office/Institutional per 1,000 sq. ft. of gross floor area	\$ 518.00	\$ 518.00	
Nonresidential Industrial/Flex per 1,000 sq. ft. of gross floor area	\$ 209.00	\$ 209.00	
Streets			
Single Unit per Housing Unit	\$ 1,671.00	\$ 1,671.00	
Multi Family per Housing Unit	\$ 816.00	\$ 816.00	
Nonresidential Commercial per 1,000 sq. ft. of gross floor area	\$ 2,415.00	\$ 2,415.00	
Nonresidential Office/Institutional per 1,000 sq. ft. of gross floor area	\$ 924.00	\$ 924.00	
Nonresidential Industrial/Flex per 1,000 sq. ft. of gross floor area	\$ 373.00	\$ 373.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Municipal Court			
Retrieve Fields or Automated Record Search	\$ 28.00	\$ 28.00	
Cop Fees or Docket (per page)	\$ 0.50	\$ 0.50	
Certification (per document)	\$ 28.00	\$ 28.00	
Community Development			
Planning and Zoning Application Fees			
Abandonment (Plats, Right-of-way, Roadway Easement, and GLO Easement)	\$ 600.00	\$ 700.00	Adjustment in fees is to cover increases in the cost of service
Annexation - fee plus cost of survey by applicant	\$ 900.00	\$ 1,050.00	Text clarification and the adjustment in fees is to cover increases in cost of service
Application Notification Fee: Cost incurred by the City	Actual Cost	Actual Cost	
Conditional Use Permit - Time Extension	\$300 plus \$20 per acre	\$350 plus \$25 per acre	The staff time for a time extension of a Conditional Use Permit, whether residential or non-residential, is the same. Therefore, a full fee for a non-residential conditional use permit is not warranted. The adjustment in fees is to cover increases in the cost of service
Conditional Use Permit	\$900 plus \$30 per acre	\$1,050 plus \$35 per acre	Adjustment in fees is to cover increases in the cost of service
General Plan Amendment - Text	\$1,200	\$1,400	Adjustment in fees is to cover increases in the cost of service
General Plan Amendment - Minor Amendment	\$1,500 plus \$20 per acre	\$1,750 plus \$25 per acre	Adjustment in fees is to cover increases in the cost of service
General Plan Amendment - Major Amendment	\$2,500 plus \$30 per acre	\$3,000 plus \$35 per acre	Adjustment in fees is to cover increases in the cost of service
Minor Land Division - Lot Split, and Lot Combination, and Final Plat - minor and Replat - minor as determined by the Community Development Director.	\$ 300.00	\$ 350.00	Adjustment in fees is to cover increases in the cost of service
Rezoning - Residential	\$600 plus \$20 per acre	\$700 plus \$25 per acre	Adjustment in fees is to cover increases in the cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Rezoning PAD	\$2,400 plus 30 per acre	\$2,800 plus \$35 per acre	Relocated fees from additional fees, and the adjustment in fees is to cover increases in the cost of service
Rezoning with Other Overlays	\$2,400 plus 30 per acre	\$2,800 plus \$35 per acre	Relocated fees from additional fees, and the adjustment in fees is to cover increases in the cost of service
Rezoning - All other	\$900 plus \$30 per acre	\$1,050 plus \$35 per acre	Adjustment in fees is to cover increases in the cost of service
Site Plan Application - New and major modifications to an approved site plan	\$900 plus \$20 per acre	\$1,050 plus \$25 per acre	Adjustment in fees is to cover increases in the cost of service
Site Plan Application - Minor Amendment	\$ 300.00	\$ 350.00	Adjustment in fees is to cover increases in the cost of service
Specific Area Plan/Amendment	\$1,500 plus \$20 per acre	\$1,750 plus \$25 per acre	Adjustment in fees is to cover increases in the cost of service
Subdivision Approval - Preliminary Plat	\$1,500 plus \$20 per lot	\$1,750 plus \$2,50 per lot	Adjustment in fees is to cover increases in the cost of service
Subdivision Approval - Final Plat	\$900 plus \$10 per lot	\$1,050 plus \$10 per lot	Adjustment in fees is to cover increases in the cost of service
Temporary Use Permit	\$ 180.00	\$ 210.00	Adjustment in fees is to cover increases in the cost of service
Variance/Appeal	\$ 600.00	\$ 700.00	Adjustment in fees is to cover increases in the cost of service
Zoning Text Amendment	\$ 900.00	\$ 1,050.00	Adjustment in fees is to cover increases in the cost of service
Subdivision Ordinance Text Amendment	\$720	\$840	Adjustment in fees is to cover increases in the cost of service
Additional Planning and Zoning Fees			
Publication	Actual Cost	Actual Cost	
Zoning Verification Letter	\$ 120.00	\$ 140.00	Adjustment in fees is to cover increases in the cost of service
Pre-Application Meeting/Concept Plan - subsequent meetings	\$ 300.00	\$ 350.00	Adjustment in fees is to cover increases in the cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Zoning Interpretation Letter	\$ 240.00	\$ 280.00	Adjustment in fees is to cover increases in the cost of service
Rezoning PAD	\$2,400 plus 30 per acre	\$ -	Relocated fees with the rest of the application fees
Rezoning with Other Overlays	\$2,400 plus 30 per acre	\$ -	Relocated fees with the rest of the application fees
Administrative Waiver Letter	\$ 120.00	\$ 140.00	Adjustment in fees is to cover increases in the cost of service
Board of Appeals (Building Code Board of Appeals)	\$ 420.00	\$ 490.00	Adjustment in fees is to cover increases in the cost of service
Comprehensive Sign Package	\$ 900.00	\$ 1,050.00	Adjustment in fees is to cover increases in the cost of service
Development Agreement	\$ 3,600.00	\$ 4,200.00	Adjustment in fees is to cover increases in the cost of service
Development Agreement Amendment	\$ 2,400.00	\$ 2,800.00	Adjustment in fees is to cover increases in the cost of service
Basic Plan Review Services			
*Plan Review Fees. The plan review fee shall be 65 percent of the building permit fee. Any submittals that require three or more reviews shall be charged at the hourly rate and administrative fee specified below.			
Three or more plan reviews (Hourly and administrative fee rates) A minimum fee of 1 hour, plus additional \$35 administrative fee per each additional review. A review that takes more than 1 hour is charged an additional fee based on the total additional times to review the plan, based on 1/2 hour increments.	\$135 per hour, plus \$30 per additional review.	\$175 per hour, plus \$140 per additional review.	Clarification add to how fees are charged, and the adjustment in fees is to cover increases in the cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Other Plan Review Fees			
Building Plan Review Reinstatement for requests submitted less than 181 days from the date that the last plan review expired, as specified in the Building Code. (Only applicable to construction documents previously approved under the current Eloy Code, Chapter 5 Building code requirements).		50% of the Plan Review Fees	When a building permit expires, the applicant must pay 100% of the current building permit fee to have the permit reinstated. The proposed modification is to allow for a 50% reduction in the fee to reinstate a permit. The proposed amount is a more appropriate reinstatement fee that typically warrants limited staff work to ensure the application and existing development maintain compliance with the code requirements. Also, the reduced fee is consistent with department implementation practices.
Expedited Plan Review	Double the plan review fees	Double the plan review fees	
Expedited Plan Review Three or more plan reviews (Hourly and administrative fee rates) A minimum fee of 1 hour, plus additional \$30 administrative fee per each additional review. A review that takes more than 1 hour is charged an additional fee based on total additional times to review the plan, based on 1/2 hour increments.	\$270 per hour, plus \$30 per addition review.	\$315 for the first hour, plus \$280 for each additional hour, per review cycle.	Clarification added to how fees are charged, and the adjustment in fees is to cover increases in the cost of service
Landscape Review	\$140 per sheet	\$140 per sheet	Moved up from Public Works
Miscellaneous and Minimal Plan Review fee as determined by the Community Development Director or Building Official.		\$175 for the first hour, plus \$140 for each additional hour, per review cycle.	Fee added to clarify how fees are charged, and the adjustment in fees is to cover increases in the cost of service
Minor Revisions of Plans after Permit Issuance Commercial (two-hour minimum)	\$135 per hour, plus \$30 per additional review.	\$315 for the two hours, plus \$140 for each additional hour, per review cycle.	Clarification added to how fees are charged, and the adjustment in fees is to cover increases in the cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Minor Revisions of Plans after Permit Issuance Residential (one-hour minimum) <i>Excluding modification to an approved Residential Standard Plan to increase or decrease building area (either livable or non-habitable, or both) or incorporate additional development options and configurations , as determined by the Community Development Director or the Building Official.</i>	\$135 per hour, plus \$30 per additional review.	\$175 for the first hour, plus \$140 for each additional hour, per review cycle.	Clarification added to how fees are charged, and the adjustment in fees is to cover increases in the cost of service
Modification to an approved Residential Standard Plan to increase or decrease building area (either livable or non-habitable, or both) or incorporate additional development options and configurations, as determined by the Community Development Director or the Building Official. The Community Development Director or the Building Official may require a new Residential Standard Plan Building Permit Application, Plan Approval, and payment of the full fee when it is determined that the modifications or the accommodation of current and previous modifications constitute a substantial change to the plan originally approved.		Equal to 50% of Plan Review Fees	The purpose of residential standard plans is to accommodate multiple uses of the same design as originally approved. Additions or deletions to the building area, as well as modifications, and the incorporation of developments options and configurations, constitute a new plan that requires a comprehensive review of the building design to ensure that all applicable codes and requirements are met. Modifications to standard plans to accommodate customer requests or other changes are considered custom plans, which is not the intent of allowing the use of standard home design plans. Furthermore, once a plan has been revised, the previous version is no longer valid; however, some builders still attempt to use the old design, which is inconsistent with the code and the revision process for previously approved plans.
Residential covered Patios, gazebos, and carports Single-family and Two-Family R-3, and similar as determined by the Community Development Director or Building Official		\$175 for the first hour, plus \$140 for each additional hour, per review cycle.	The purpose of the fee is to reduce the cost of residential patios, gazebos and carports to be more in affordable and achievable for residential dwellings
Swimming Pools Above Ground	\$ 120.00	\$140.00	The adjustment in fees is to cover increases in the cost of service
Swimming Pools In-Ground (Residential)	\$ 180.00	\$175 for the first hour, plus \$140 for each additional hour, per review cycle.	The adjustment in fees is to cover increases in the cost of service, specifically the additional hourly cost for plan review.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Swimming Pools In-Ground (Non-residential)	\$ 300.00	\$315 for the two hours, plus \$140 for each additional hour, per review cycle.	The adjustment in fees is to cover increases in the cost of service, specifically the additional hourly cost for plan review.
Spas/ Hot Tubs	\$ 90.00	\$ 105.00	Adjustment in fees is to cover cost of service
Additional Review required by changes, additions, Additional review for addition to plans , or modifications to plans not requested by the city or city consultant, or rereview of lost plans or plan review comments sheets (min 1 hr. charged)	\$135 per hour	\$140 per hour	Adjustment in fees is to cover cost of service
Site/plot plan review (or revision) for a residential lot using a standard plan, and zoning clearance for Manufactured Home and residential accessory structures that are 200 sq. ft. or less.	\$ 60.00	\$70.00	Adjustment in fees is to cover cost of service
Review of deferred submittals (Submitted after initial plan review)	\$270 plus \$135 per hour after the second hour, per submittal	\$315 for the two hours, plus \$140 for each additional hour, per review cycle.	Clarification add to how fees are charged, and the adjustment in fees is to cover increases in the cost of service
Single-family and Two-Family (R-3) Standard Plan (Standards plans are valid only during the time that the City is using same building code that plans approved under.)	\$1,200 plus the building Plan Review Fees	\$1,400 plus the building Plan Review Fees	Adjustment in fees is to cover cost of service
For the use of third-party outside consultants for-plan review	Actual cost plus an additions 10% administrative fee	Plan Review fees or the actual City Cost of consultant services plus an additional 30% administrative fee, whichever is greater.	Clarification added to how fees are actually charged, and the adjustment in fees is to cover increases in the cost of service
Re-Roof (One-and Two-Dwelling Structures Only)			
Roofing Permits-only if 100% of the roof sheathing is being replaced. If only 50% of roof sheathing is being replaced, no permit is required.	\$ 180.00	\$ -	Relocated to permits since this is a permit fee.
Vacuum Breaker (For residential landscape irrigation systems only) 1 through 5 devices	\$ 45.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Vacuum Breaker (For residential landscape irrigation systems only) over 5, each additional	\$ 2.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Window Replacement - Fee for the first window.	\$ 60.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Window Replacement - Fee for each additional window.	\$ 12.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Window Replacement - Structural plan review fee (When required)	\$ 45.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Water Heater Replacement per Unit (Includes processing fee) - Residential (R-3)	\$ 50.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Water Heater Replacement per Unit (Includes processing fee) - All others	\$ 120.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
HVAC Change-outs per unit excluding ductwork (Includes plan review fee) - Residential (R-3)	\$ 90.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
HVAC Change-outs per unit excluding ductwork (Includes plan review fee) - All others	\$ 150.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Combination units (heating and cooling) - Residential (R-3)	\$ 135.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Combination units (heating and cooling) - All others	\$ 180.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
If duct work is needing replaced	\$ 120.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Retaining Walls - Per wall.	Based on valuation	Equal to Plan Review Fees	Revised text to clarify that the fees are based on the plan review fee that are based on permit valuation, otherwise no change.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Signs. The Total Plan Review fee is based on the sum of all sign fees of all sign types proposed in an application		Pylon Sign(s), and Freestanding/monument sign(s) greater than 6 feet high, or greater than 30 sqft = \$175 for the first hour, plus \$140 for each additional hour, per review cycle. All other signs: A. Greater than 0 sqft and less than or equal to 20 sqft = \$24 per sign B. Greater than 20 sqft and less than or equal to 30 sqft = \$48 per sign C. Greater than 30 sqft = \$72 per sign	Sign fee plan review fees have historically been charged the same as building plan review and permits. The proposed itemization of fees to allow for signs to be more appropriately charged based on services provided.
Residential Photovoltaic Systems on Existing Residential (R-3) Buildings (Per system 10 kW or less) - Building Permit	\$ 135.00	\$ -	Moved to building permit fee since this is a permit fee and not a plan review fee
Residential Photovoltaic Systems on Existing Residential (R-3) Buildings (Per system 10kW or less) - Plan Review	\$ 60.00	\$70.00	Moved to building permit fee since this is a permit fee and not a plan review fee
Electrical Vehicle Charging Stations (Residential) -per station		\$ -	Line item is not applicable to plan review fees, and was duplicative in the electrical line item fees.
Demolition of Buildings - Residential accessory building or garage (per structure)	\$ 30.00	\$ -	Relocated to permits since this is a permit fee.
Demolition of Buildings - Single-family residence (per structure)	\$ 90.00	\$ -	Relocated to permits since this is a permit fee.
Demolition of Buildings - Structures other than residential single-family (per structure)	\$ 240.00	\$ -	Relocated to permits since this is a permit fee.
Temporary Construction and/or Sales Trailers - Building permit	\$ 240.00	\$ -	Relocated to permits since this is a permit fee.
Temporary Construction and/or Sales Trailers - Plan Review	\$ 90.00	\$105.00	Adjustment in fees is to cover cost of service
Demo Plan Review	\$ -	\$105.00	Fee increase is due to an increase in costs and service fees



City of Eloy Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Generators - Temporary Generators (each)	\$ 90.00	\$ -	Relocated to permits since this is a permit fee.
Mobile Home hook up (Includes sewer, water and electrical, where applicable-permit fee for mobile homes are adopted from the State of Arizona Department of Housing. Permit fees are updated every fiscal year by the State of Arizona Department of Housing.	\$ 540.00	\$ -	Relocated to permits since this is a permit fee.
Building Permit Fees			
Building Permit fees are calculated on the values in the latest most recent International Code Council (ICC) Building Valuation Table for buildings, additions, occupiable structures, porches, carports, garages, gazebos, patio covers, and similar structures, as determined by the Community Development Director (unless otherwise specified herein this fee schedule). Construction value for Building Shell Permits is based upon 80% of the ICC Building Valuation Table as described above.			Modification is to provide clarity to the provision
The Building Permit fees for all other improvements, including solar, utility scale generation and battery energy storage system facilities (including modules and storage devices), tanks, vehicle fuel canopies, utilities, substations, as determined by the Community Development Director (unless otherwise specified herein this fee schedule) shall be based upon the valuation of the actual construction costs contained within a verifiable, signed construction contract that includes, but is not limited to, all improvements, devices, utility, equipment, labor, material, and service fees. The Community Development Director may accept an Arizona Restriants estimate in place of the sign construction contract.			
Building Permit Reinstatement (Only applicable to construction documents previously approved under the current Eloy Code, Chapter 5 Building code requirements).		50% of the building permit fees	Fee reflects the current established pracatice of permsti reestablishment. A full fee typically is unwarranted.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Residential and Commercial Permit Fees Based on Total Valuation of Improvements			
Valuation	Fee	Fee	
\$1 to \$500.00	\$60.00	\$70.00	Fee increase is due to an increase in costs and service fees
\$500.01 to \$2,000 - \$60.00 for the first \$500.00 plus \$4.45 for each additional \$100.00 or fraction thereof, to, and including, \$2,000.00	\$500.01 to \$2,000 - \$60.00 for the first \$500.00 plus \$4.45 for each additional \$100.00 or fraction thereof, to, and including, \$2,000.00	\$500.01 to \$2,000 - \$70.00 for the first \$500.00 plus \$4.50 for each additional \$100.00 or fraction thereof, to, and including, \$2,000.00	Fee increase is due to an increase in costs and service fees
\$2,000.01 to \$40,000 - \$126.75 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to, and including, \$40,000.	\$2,000.01 to \$40,000 - \$126.75 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to, and including, \$40,000.	\$2,000.01 to \$40,000 - \$137.50 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00 or fraction thereof, to, and including, \$40,000.	Fee increase is due to an increase in costs and service fees
\$40,000.01 to \$100,000 - \$696.75 for the first \$40,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	\$40,000.01 to \$100,000 - \$696.75 for the first \$40,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	\$40,000.01 to \$100,000 - \$707.50 for the first \$40,000.00 plus \$12.00 for each additional \$1,000.00 or fraction thereof, to and including \$100,000.	Fee increase is due to an increase in costs and service fees
\$100,000.01 to \$500,000 - \$1,416.75 for the first \$100,000.00 plus \$7.85 for each additional \$1,000.00 or fraction thereof, to, and including, \$500,000.00.	\$100,000.01 to \$500,000 - \$1,416.75 for the first \$100,000.00 plus \$7.85 for each additional \$1,000.00 or fraction thereof, to, and including, \$500,000.00.	\$100,000.01 to \$500,000 - \$1,427.50 for the first \$100,000.00 plus \$8.00 for each additional \$1,000.00 or fraction thereof, to, and including, \$500,000.00.	Fee increase is due to an increase in costs and service fees



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
\$500,000.01 to \$1,000,000 \$4,556.75 for the first \$500,000.00 plus \$6.60 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.	\$500,000.01 to \$1,000,000 \$4,556.75 for the first \$500,000.00 plus \$6.60 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.	\$500,000.01 to \$1,000,000 \$4,627.50 for the first \$500,000.00 plus \$6.60 for each additional \$1,000.00 or fraction thereof, to and including \$1,000,000.00.	Fee increase is due to an increase in costs and service fees
\$1,000,000 to \$5,000,000 \$7856.75 for the first \$1,000,000.00 plus \$5.10 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00.	\$1,000,000 to \$5,000,000 \$7856.75 for the first \$1,000,000.00 plus \$5.10 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00.	\$1,000,000.01 to \$5,000,000 \$7,927.50 for the first \$1,000,000.00 plus \$5.25 for each additional \$1,000.00 or fraction thereof, to and including \$5,000,000.00.	Fee increase is due to an increase in costs and service fees
\$5,000,000.01 and over - \$27,614.41 for the first \$5,000,000.00 plus \$4.00 for each \$1,000.00 or fraction thereof.	\$5,000,000.01 and over - \$27,614.41 for the first \$5,000,000.00 plus \$4.00 for each \$1,000.00 or fraction thereof.	\$5,000,000.01 and 10,000,000 - \$28,927.50 for the first \$5,000,000.00 plus \$5.00 for each \$1,000.00 or fraction thereof, to and including \$10,000,000.00.	Fee increase is due to an increase in costs and service fees
		\$10,000,000.01 and over - \$54,427.50 for the first \$10,000,000.00 plus \$4.50 for each \$1,000.00 or fraction thereof.	Fee increase is due to an increase in costs and service fees, more specific related to non-residential developments and to have a comparable fee structure to adjacent communities
Administrative Function Fees			
Change on installation permit, per item	\$ 15.00	\$ -	Fee is not necessary for Community Development
Change name of license, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development
Change license location, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development
Change license telephone number, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Add or delete branch location, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development
Reinstate bond, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development
Change status of license to inactive, per license	\$ 15.00	\$ -	Fee is not necessary for Community Development
Non sufficient funds (NSF) check/EFT handling fee	\$ 25.00	\$ -	Relocated to the end the Community Development Fees
All refunds are subject to a fee, per instance	\$ 59.00	\$ -	Relocated to the end the Community Development Fees
Photocopies (per page, black & white)	\$0.50	\$ -	Relocated to the end the Community Development Fees
Photocopies (per page, color)	\$1.00	\$ -	Relocated to the end the Community Development Fees
Minimal Permit Fees			
Building permit with an improvement valuation less than \$500	\$ -	\$70.00	Incorporated to simply of the Minimuall Permits
Electrical permit with an improvement valuation less than \$500	\$ -	\$70.00	Incorporated to simply of the Minimuall Permits
Mechanical permit with an improvement valuation less than \$500	\$ -	\$70.00	Incorporated to simply of the Minimuall Permits
Plumbing permit with an improvement valuation less than \$500	\$ -	\$70.00	Incorporated to simply of the Minimuall Permits
Combination Building Permit (Any combination of Building, Electrical, Mechanical, or Plumbing permits types) with an improvement valuation less than \$1000	\$ -	\$92.50	Incorporated to simply of the Minimuall Permits
Miscellaneous Permits			
Demolition of Buildings Permit - Single-family and Two-Family (R-3) accessory building or garage (per structure)	\$ 30.00	\$35.00	Adjustment in fees is to cover cost of service
Demolition of Buildings Permit - Single-family and Two-Family (R-3) (per structure)	\$ 90.00	\$105.00	Adjustment in fees is to cover cost of service
Demolition of Buildings Permit - All other structures (per structure)	\$ 240.00	\$280.00	Adjustment in fees is to cover cost of service
Generators - Temporary Generators (each)	\$ 90.00	\$105.00	Adjustment in fees is to cover cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Residential covered Patios, gazebos, and carports for Single-family and Two-Family (R-3), and similar as determined by the Community Development Director or Building Official: Greater than 200 sqft, and less than or equal to 500 sqft.	\$ -	\$140.00	The purpose of the fee is to reduce the cost of residential patios, gazebos and carports to be more in affordable and achievable for residential dwellings
Residential covered Patios, gazebos, and carports for Single-family and Two-Family (R-3), and similar as determined by the Community Development Director or Building Official: Greater than 500 sqft	\$ -	\$280.00	The purpose of the fee is to reduce the cost of residential patios, gazebos and carports to be more in affordable and achievable for residential dwellings
Residential Photovoltaic Systems on Existing Residential (R-3) Buildings (Per system 10 kW or less) - Building Permit	\$ 135.00	\$140.00	Relocated from Plan Review fees since this is a permit fee. Adjustment in fees is to cover increases in the cost of service
Residential Panel Upgrade (200 amp total maximum panel)	\$ 60.00	\$70.00	Relocated from Plan Review fees since this is a permit fee. Adjustment in fees is to cover increases in the cost of service
Re-Roof (One-and Two-Dwelling Structures Only) Permits - Permit required if only 100% of the roof sheathing is being replaced.	\$ 180.00	\$210.00	Relocated from Plan Review fees since this is a permit fee. Adjustment in fees is to cover increases in the cost of service
Signs. The Total Sign Permit fee is based on the sum of all sign fees of all sign types proposed in an application		Pylon Sign(s) = \$1050 per sign Freestanding/monument sign(s) = \$210 per sign All other signs: A. Greater than 0 sqft and less than or equal to 20 sqft = \$33 per sign B. Greater than 20 sqft and less than or equal to 30 sqft = \$65 per sign C. Greater than 30 sqft = \$98 per sign	Sign fee plan review fees have historically been charged the same as building plan review and permits. The proposed itemization of fees to allow for signs to be more appropriately charged based on services provided.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Swimming Pools Above Ground	\$ 120.00	\$140.00	Relocated from Plan Review fees since this is a permit fee. Adjustment in fees is to cover increases in the cost of service
Swimming Pools In-Ground (Residential)	\$ 180.00	\$210.00	Relocated from Plan Review fees since this is a permit fee. Adjustment in fees is to cover increases in the cost of service
Swimming Pools In-Ground (Non-residential and multiple family residential)	\$ 300.00	\$350.00	Relocated from Plan Review fees since this is a permit fee. Text add for the clarification of applicability. Adjustment in fees is to cover increases in the cost of service
Temporary Construction and/or Sales Trailers - Building permit	\$ -	\$280.00	Relocated fee from the plan review fees since this is a permit fee, and incorporated an adjustment in fees to cover the cost of service
Temporary Electrical Service - including electrical pole (i.e. Temporary Power)	\$ -	\$70.00	Relocated from Plan Review fees since this is a permit fee. Add text for clarity. Adjustment in fees is to cover increases in the cost of service
Zoning Clearance Permit (Manufactured Building, and residential accessory structures less than 200 sqft that require a zoning clearance permit)	\$ -	\$70.00	Fee added to cover City Inspection Costs related to Manufactured Building issued by the state)
Electrical Permit Fees			
Issuance of each electrical permit - (\$30 plus, additional fee for each item indicated below to be constructed/installed)	\$ 30.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Issuance of each supplemental permit for which the original permit has not expired, been canceled, nor final	\$ 9.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
System Fee Schedule	Do not include permit issuing fee	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Carnivals and Circuses, or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions	\$ 210.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Unit Fee Schedule	Do not include permit issuing fee	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Receptacle, Switch and Light Outlets at which current is used or controlled, except services, feeders and meters: (Note For multi-outlet assemblies, each 5 foot or fraction thereof may be considered as one outlet)		\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
First 20 Fixtures, each	\$ 1.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Additional fixtures, each	\$ 0.73	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Lighting Fixtures, sockets or other lamp-holding devices:			
First 20 Fixtures, each	\$ 1.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Additional fixtures, each	\$ 0.73	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For pole or platform-mounted lighting fixture	\$ 1.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For theatrical-type lighting fixtures or assemblies, each	\$ 1.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Additional Circuits to existing Panels	\$ 5.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops; electric ranges; self-contained room, console or through-wall air conditioners; space heaters; food waste grinders; dishwashers; washing machines; water heaters; clothes dryers; or other motor-operated appliances not exceeding one horsepower (HP) in rating	\$4.75 each	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
For nonresidential appliances and self-contained factory-wired, nonresidential appliances not exceeding one horsepower (HP), kilowatt (kW) or kilovolt-ampere (KVA), in rating including medical and dental devices; food, beverage and ice cream cabinets; illuminated show cases, drinking fountains; vending machines, laundry machines; or other similar types of equipment	\$4.75 each	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For motors, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment and other apparatus, as follows: (Rating in horsepower (HP), kilowatts(kW), kilovolt-amperes (KVA), or kilovolt-amperes-reactive (kVAR)		\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Up to and include 1, each	\$ 4.75	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Over 1 and not over 10, each	\$ 12.30	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Over 10 and not over 50, each	\$ 24.60	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Over 50 and not over 100, each	\$ 49.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Over 100, each	\$ 74.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For trolley and plug-in type busways, each 100 feet or fraction thereof	\$ 7.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For Services of 600 volts or less and not over 200 amperes in rating, each	\$ 30.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For Services of 600 volts or less and over 200 amperes to 1,000 amperes, each	\$ 62.15	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For Services over 600 volts and over 1,000 amperes in rating, each	\$ 124.30	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Electrical services of 400 amperes or larger shall require plans with an approved Arizona engineer's seal and shall be charged for a plan review fee	\$ 100.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For electrical apparatus, conduits and conductors for which no fee is herein set forth. (Note Fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.)	\$ 18.20	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Mechanical Permits Fees			



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Issuance of Mechanical Permit - (\$30 plus, additional fee for each item indicated below to be constructed/installed)	\$ 30.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Issuance of each supplemental permit for which the original permit has not expired, been canceled, nor final	\$ 9.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Unit Fee Schedule	Do not include permit issuing fee	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance, up to and including 100,000 Btu/h	\$ 14.80	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each forced-air or gravity-type furnace or burner, including ducts and vents attached to such appliance over 100,000 Btu/h	\$ 18.20	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each floor furnace, including vent	\$ 14.80	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each suspended heater, recessed wall heater or floor-mounted unit heater	\$ 14.80	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Appliance Vents			
Installation, relocation, or replacement of each appliance vent installed and not included in an appliance permit	\$ 7.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Repairs or Additions			
For the repair of, alteration of, or addition to each heating appliance, refrigeration unit, cooling unit, absorption unit, or each heating, cooling absorption or evaporative cooling system, including installation of controls regulated by the Mechanical Code.	\$ 13.70	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each boiler or compressor to and including three horsepower, or each absorption system to and including 100,000 Btu/h.	\$ 14.70	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each boiler or compressor over three horsepower to and including 15 horsepower, or each absorption system over 100,000 Btu/h to and including 500,000 Btu/h	\$ 27.15	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Installation or relocation of each boiler or compressor over 15 horsepower to and including 30 horsepower, or each absorption system over 500,000 Btu/h to and including 1,000,000 Btu/h	\$ 37.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
installation or relocation of each boiler or compressor over 30 horsepower, or each absorption system over 1,000,000 Btu/h to and including 1,750,000 Btu/h	\$ 55.45	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
installation or relocation of each boiler or compressor over 50 horsepower, or each absorption system over 1,750,000 Btu/h	\$ 92.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Air Handlers			
For each air-handling unit to and including 10,000 cubic feet per minute, including ducts attached thereto. (Note this fee does not apply to an air-handling unit which is a portion of a factory-assembled appliance, cooling unit, evaporative cooler or absorption unit for which a permit is required elsewhere in the Mechanical Code.)	\$ 10.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each air-handling unit over 10,000 cfm.	\$ 18.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Evaporative Coolers			
For each evaporative cooler other than portable type	\$ 10.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Air Conditioning			
Residential Single-Family (per unit, with or without ductwork including associated electrical work)	\$ 25.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Other Than Residential Single-Family (per unit, without duct work)	\$ 70.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Other Than Residential Single-Family (per unit with duct work)	\$ 115.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Incinerators			
For the installation or relocation of each residential-type incinerator.	\$ 18.20	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For the installation or relocation of each commercial or industrial-type incinerator.	\$ 14.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Miscellaneous			
For each appliance or piece of equipment regulated by the Mechanical Code but not classed in other appliance categories, or for which no other fee is listed in the table	\$ 10.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Plumbing Permit Fees-Table 1-D Plumbing Permit Fees			
For the issuance of each plumbing permit	\$ 24.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For issuing each supplemental permit for which the original permit has not expired, been cancelled, or final	\$ 7.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Fixtures and Vents			
For each plumbing fixture or trap or set of fixtures on one trap (including water, drainage piping and backflow protection thereof.	\$ 9.80	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For repair or alteration of drainage or vent piping, each fixture.....	\$ 4.75	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Sewers, Disposal Systems, and Interceptors			
For each building sewer and each trailer park sewer (including repairs).	\$ 24.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each cesspool	\$ 37.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each private sewage disposal system	\$ 74.50	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each industrial waste pretreatment interceptor including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps.	\$ 30.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Rainwater systems-per drain (inside building)	\$ 20.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Water Piping and Water Heaters			
For installation, alteration, or repair of water piping or water-treating equipment, or both, each.....	\$ 4.75	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each water heater, including vent	\$ 12.30	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Gas Piping Systems			
For each gas piping system of one to five outlets.	\$ 6.15	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each additional outlet over five, each.	\$ 1.10	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
When plans are submitted for review.	\$ 35.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Gas service permits, to hook up to existing gas line	\$ 30.00	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Lawn Sprinklers, Vacuum Breakers, and Backflow Protection Devices for Other than Residential Landscape Irrigation Systems			
For each lawn sprinkler system on any one meter, including backflow protection devices therefore	\$ 14.80	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For atmospheric-type vacuum breakers or backflow protection devices 1 to 5 devices	\$ 12.30	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For atmospheric-type vacuum breakers or backflow protection devices over 5 devices	\$ 2.25	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each backflow-protection device other than atmospheric- type vacuum breakers 2 inches and smaller	\$ 12.03	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
For each backflow-protection device other than atmospheric- type vacuum breakers over 2 inches	\$ 24.65	\$ -	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Miscellaneous			
For each appliance or piece of equipment regulated by the Plumbing Code but not classed in any other categories or for which no other fee is listed in code	\$ 9.80	\$0.00	Deleted to simplify the Fee Schedule and incorporated into the Minimal Permits
Inspection Charges			
Inspection outside of normal business hours (3-hr. minimum. Must be paid prior to re-inspection)	\$120 per hour	\$420 plus \$140 per hour for each hour after 3 hours	Revised simplify the text and fee amount for the first 3 hours and the additional fee per hour



City of Eloy Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Re inspection of failed work for each inspection after the second inspection (1 hr. minimum. Must be paid prior to re inspection)	\$120 per hour	\$140 per hour	Incorporated text for clarification. Adjustment in fees is to cover cost of service
Inspections or administrative services for which no fee is specifically indicated (1 hr. minimum. Must be paid prior to re inspection)	\$120 per hour	\$140 per hour	Adjustment in fees is to cover cost of service
Certificate of Occupancy - non-residential and multiple family (fee is collected at the time of permit issuance)	\$60 per building	\$70 per building	Clarification added of the application of the fee and adjustment in fees is to cover the cost of service
Certificate of Occupancy - non-residential and multiple family tenant improvement (fee is collected at the time of permit issuance)	\$30 per non-residential tenant	\$35 per tenant	Clarification added of the application of the fee and adjustment in fees is to cover the cost of service
Certificate of Occupancy - R-3 single-family and two-family dwelling (fee is collected at the time of permit issuance)	\$30 per building	\$35 per building	Clarification of the application of the fee and adjustment in fees is to cover the cost of service



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Temporary, partial or conditional Certificate of Occupancy. Deposit shall be paid to the City prior to staff conducting the related inspection.	For each Temporary, partial or conditional Certificate of Occupancy requested, a refundable cash deposit shall be paid to the City of Eloy to assure compliance to code and ordinance requirements. The amount of the cash deposit or irrevocable letter of credit will be the same as the sum total of all permits issued to the project which includes foundation, building, electrical, mechanical and plumbing permit fees as specified in Eloy Code, or One thousand five hundred dollars (\$1,500.00), whichever is greater. A \$180.00 processing fee in addition to the deposit will be charge at the time the each certificate is applied for. Deposits will be refund generally within 30 days of the issuance of the Certificate of Occupancy.	For each Temporary, partial or conditional Certificate of Occupancy requested, a refundable cash deposit shall be paid to the City of Eloy to assure compliance to code and ordinance requirements. The amount of the cash deposit or irrevocable letter of credit will be the same as the sum total of all permits issued to the project which includes foundation, building, electrical, mechanical and plumbing permit fees as specified in Eloy Code, or One thousand five hundred dollars (\$1,500.00), whichever is greater. A \$210.00 processing fee in addition to the deposit will be charge at the time the each certificate is applied for. Deposits will be refund generally within 30 days of the issuance of the Certificate of Occupancy.	Adjustment in fees is to cover cost of service
Fees to maintain an on-site inspector.		Permit fees plus the following: actual hourly inspector cost to the City plus an additional 10% administrative fee	Fees are to cover the cost of maintaining an inspector on the property during construction typically far exceed permit fees and administrative costs, and the City still must maintain normal inspections and adminstrative services.
Miscellaneous			
Replication of plans (when legally authorized)	\$ -	Actual Cost plus 10% adminstrative cost	Addition of fee is cover city cost



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Annual renewal of Standard Residential Plans (per plan)	\$ -	\$ -	No Change
Annual renewal of Standard Swimming Pool Plans (per plan)	\$ -	\$ -	No Change
Written response to requests for building code or Building Safety Division policy issues	\$ 60.00	\$70.00	Adjustment in fees is to cover the cost of service
Stamping of additional approved plans (after the two initially submitted sets)	\$ 60.00	\$70.00	Adjustment in fees is to cover the cost of service
Fee for Annual Facilities Permit, per Section 105.1.1 of Eloy Building Code	\$ 1,200.00	\$1,400.00	Adjustment in fees is to cover the cost of service
Request for Alternate Methods and Materials	\$ 120.00	\$315 for the two hours, plus \$140 for each additional hour, per review cycle.	Adjustment in fees is to cover the cost of service
All refunds are subject to a fee, per instance - unless payment was taken in error, as determined by the Community Development Director, Finance Director, or City Manager	\$ 59.00	\$59.00	
Recording documents for easements, right-of-way, etc.	Actual Cost	Actual Cost	
Community Services			
Community Program Fees:			
Pool Admission (17 & Under)	\$ 1.00	\$ 1.00	
Pool Admission (18 & Over)	\$ 1.50	\$ 1.50	
Summer Pool Pass (17 & Under)	\$ 15.00	\$ 15.00	
Summer Pool Pass (18 & Over)	\$ 25.00	\$ 25.00	
Summer Family Pool Pass (Up to 4 family members)	\$ 40.00	\$ 40.00	
Additional Family Pool Pass Member (after 4 members)	\$ 8.00	\$ 8.00	
Aquatics Classes - Resident	\$15.00 - \$25.00	\$15.00 - \$25.00	
Aquatics Classes - Non Resident	\$20.00 - \$30.00	\$20.00 - \$30.00	
Swimming Pool Full Facility Rental Fee (Friday and Saturdays, 6pm-8pm)	\$ 200.00	\$ 200.00	
Swimming Pool Full Facility Rental Fee (Friday and Saturdays, 6pm-8pm) - Non Resident	\$ 300.00	\$ 300.00	
Recreation Programs - Resident (Adult, Youth, Teen, and Senior Activities)	\$1.00 - \$25.00	\$1.00 - \$25.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Recreation Programs - Non Resident (Adult, Youth, Teen, and Senior Activities)	\$1.00 - \$35.00	\$1.00 - \$35.00	
After School Program monthly cost per child	\$ 25.00	\$ 25.00	
After School Program monthly cost per child - Non Resident	\$ 30.00	\$ 30.00	
School Break Camps weekly cost per child	\$ 15.00	\$ 15.00	
School Break Camps weekly cost per child - non resident	\$ 20.00	\$ 20.00	
Sports League cost per player for Residents for Basketball, Softball, Soccer, Flag Football	\$ 25.00	\$ 25.00	
Sports League cost per player for Non-Residents for Basketball, Softball, Soccer, Flag Football	\$ 35.00	\$ 35.00	
Sports Camp / Tournament Fee (City Sponsored) - Resident	\$5.00 - \$150.00	\$5.00 - \$150.00	
Sports Camp / Tournament Fee (City Sponsored) - Non Resident	\$10.00 - \$175.00	\$10.00 - \$175.00	
Father and Daughter Banquet cost per guest	\$ 20.00	\$ 20.00	
Father and Daughter Banquet cost per guest - Non Resident	\$ 30.00	\$ 30.00	
Troy Thomas Building Rental-Refundable Deposit	\$ 100.00	\$ 100.00	
Troy Thomas Building Rental - hourly rental rate (2 hour minimum)	\$ 50 per hour	\$ 50 per hour	
Troy Thomas Building Rental - hourly rental rate (2 hour minimum) - Non Resident	\$ 75 per hour	\$ 75 per hour	
Toltec Community Center Building Rental - Refundable Deposit	\$ 100.00	\$ 100.00	
Toltec Community Center Building Rental, hourly rental rate	\$ 25.00	\$ 25.00	
Toltec Community Center Building Rental, hourly rental rate - Non Resident	\$ 35.00	\$ 35.00	
Shumway Park Restroom Facilities Rental - Cleaning Refundable Deposit	\$ 25.00	\$ 25.00	
Jones Park Restroom Facilities Rental - Cleaning Refundable Deposit	\$ 25.00	\$ 25.00	
Trekell Park Ballfields Cleaning Deposit - Refundable	\$ 100.00	\$ 100.00	
Trekell Park Tournament Fee (Rental)	\$ 75.00	\$ 75.00	
Trekell Park Tournament Fee (Rental) - Non Resident	\$ 110.00	\$ 110.00	
Trekell Park Light usage fee, per hour	\$ 10.00	\$ 10.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Trekell Park Light usage fee, per hour - Non Resident	\$ 20.00	\$ 20.00	
Shumway Park Ballfields Cleaning Deposit - Refundable	\$ 100.00	\$ 100.00	
Shumway Park Tournament Fee (Rental)	\$ 75.00	\$ 75.00	
Shumway Park Tournament Fee (Rental) - Non Resident	\$ 100.00	\$ 100.00	
Shumway Park Light usage fee, per hour	\$ 10.00	\$ 10.00	
Shumway Park Light usage fee, per hour - Non Resident	\$ 20.00	\$ 20.00	
Jones Park Ballfields Cleaning Deposit - Refundable	\$ 100.00	\$ 100.00	
Jones Park Tournament Fee (Rental)	\$ 75.00	\$ 75.00	
Jones Park Tournament Fee (Rental) - Non Resident	\$ 100.00	\$ 100.00	
Jones Park Light usage fee, per hour	\$ 10.00	\$ 10.00	
Jones Park Light usage fee, per hour - Non Resident	\$ 20.00	\$ 20.00	
Table and Chairs - Refundable Deposit	\$ 50.00	\$ 50.00	
Table Rental - per table	\$ 4.00	\$ 4.00	
Table Rental - per table - Non Resident	\$ 6.00	\$ 6.00	
Chair Rental - per chair	\$ 1.00	\$ 1.00	
Chair Rental - per chair - Non Resident	\$ 1.50	\$ 1.50	
Library			
Replacement Card	\$ 1.00	\$ 1.00	
Used Book - Hardcover	\$ 0.50	\$ 0.50	
Used Book - Paperback	\$ 0.25	\$ 0.25	
Used DVD	\$ 1.00	\$ 1.00	
Head Phones	\$ 2.00	\$ 2.00	
Assistance Faxing - First 5 pages free	\$ 0.25	\$ 0.25	
Non-Assistance Faxing - First 5 pages free	\$ 0.75	\$ 0.75	
Late Fee (Per Item / Per Day)	\$ 0.10	\$ 0.10	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Copies/Printing			
Black & white (per page)	\$ 0.50	\$ 0.50	
Color (per page)	\$ 1.00	\$ 1.00	
Airport			
T Hangar Wait List	\$ 20.00	\$ 20.00	
Cemetery			
Plots - Resident	\$ 840.00	\$ 840.00	
Plots - Non Resident	\$ 1,885.00	\$ 1,885.00	
Open/Closing Fee - Resident	\$ 840.00	\$ 840.00	
Open/Closing Fee - Non Resident	\$ 1,885.00	\$ 1,885.00	
Open/Closing Fee - 1st Companion	\$ 950.00	\$ 950.00	
Open/Closing Fee - 1st Companion - Non Resident	\$ 1,975.00	\$ 1,975.00	
Open/Closing Fee - 2nd Companion	\$ 525.00	\$ 525.00	
Open/Closing Fee - 2nd Companion - Non Resident	\$ 1,050.00	\$ 1,050.00	
Liner - Polyguard	\$ 735.00	\$ 735.00	
Liner - Polyguard - Non Resident	\$ 1,470.00	\$ 1,470.00	
Liner - Double	\$ 940.00	\$ 940.00	
Liner - Double - Non Resident	\$ 1,880.00	\$ 1,880.00	
Undersized Liner	\$ 420.00	\$ 420.00	



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Undersized Liner Non Resident	\$ 840.00	\$ 840.00	
Oversized Liner	\$ 840.00	\$ 840.00	
Oversized Liner Non Resident	\$ 1,680.00	\$ 1,680.00	
Plot - Baby Fees (3 feet and under or 1 1/2 years old)	\$ 145.00	\$ 145.00	
Plot - Baby Fees (3 feet and under or 1 1/2 years old) - Non Resident	\$ 290.00	\$ 290.00	
Opening/Closing - Baby	\$ 320.00	\$ 320.00	
Opening/Closing - Baby - Non Resident	\$ 640.00	\$ 640.00	
Cremation - without service (Does not include awning & chairs)	\$ 145.00	\$ 145.00	
Cremation - without service (Does not include awning & chairs) - Non Resident	\$ 290.00	\$ 290.00	
Cremation - with service (Include awning & chairs)	\$ 175.00	\$ 175.00	
Cremation - with service (Include awning & chairs) - Non Resident	\$ 350.00	\$ 350.00	
Burial Service Fee Monday - Friday beginning at 1 pm or after	\$ 295.00	\$ 295.00	
Burial Service Fee Monday - Friday beginning at 1 pm or after - Non Resident	\$ 590.00	\$ 590.00	
Saturday Burial	\$ 420.00	\$ 420.00	
Saturday Burial - Non Resident	\$ 840.00	\$ 840.00	
Disinterment - Opening/Closing	\$ 840.00	\$ 840.00	
Disinterment - Opening/Closing - Non Resident	\$ 1,680.00	\$ 1,680.00	
Headstone Setting Fees			



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Flat/Upright (max height 6 inches for flat and 5 feet high for upright)			
Foundation Size - 18" W TO 36"W	\$ 250.00	\$ 250.00	
Foundation Size - 18" W TO 36"W - Non Resident	\$ 500.00	\$ 500.00	
Foundation Size - 42" W TO 48"W	\$ 380.00	\$ 380.00	
Foundation Size - 42" W TO 48"W - Non Resident	\$ 760.00	\$ 760.00	
Any markers or headstones larger than 48"W are priced per square inch	\$ 1.70	\$ 1.70	
Any markers or headstones larger than 48"W are priced per square inch - Non Resident	\$ 3.40	\$ 3.40	
Miscellaneous Cemetery Service Fees			
Gluing per piece	\$ 40.00	\$ 40.00	
Gluing per piece - Non Resident	\$ 80.00	\$ 80.00	
Three or more pieces for gluing	\$ 80.00	\$ 80.00	
Three or more pieces for gluing - Non Resident	\$ 160.00	\$ 160.00	
Headstone Removal - single	\$ 80.00	\$ 80.00	
Headstone Removal - single - Non Resident	\$ 160.00	\$ 160.00	
Headstone Removal - double	\$ 160.00	\$ 160.00	
Headstone Removal - double - Non Resident	\$ 320.00	\$ 320.00	
Public Safety			
Police Reports			
Copy fee for Police Reports for first 25 pages	\$ 10.00	\$ 10.00	



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Copy fee for Police Reports for pages exceeding 25	\$ 1.00	\$ 1.00	
Collison/Accident Reports	\$ 10.00	\$ 10.00	
Digital Photo (Per sheet)	\$ 10.00	\$ 10.00	
911 Recordings, per CD	\$ 25.00	\$ 25.00	
Audio/Video Interviews, per CD	\$ 25.00	\$ 25.00	
Body Worn Camera (BWC)- USB Flash Drive (Charged per hour for BWC video reviewed, to cover the reasonable cost of reviewing, transmitting, making a copy oft and, as necessary, redacting the video recording. Authorized per ARS 39-129 (victim, victim's attorney, and immediate family member if the victim is killed exempt from fee ARS 39-127)	\$46.00 per hour	\$46.00 per hour	
Dash Camera Videos, per USB Flash Drive	\$ 25.00	\$ 25.00	
Fingerprints (up to 3 cards and must provide own cards)	\$ 10.00	\$ 10.00	
Vehicle Impound Fee, ARS 28-3511	\$ 150.00	\$ 150.00	
Alarm Fees			
Residential Alarm	\$ 15.00	\$ 15.00	
Commercial Alarm	\$ 15.00	\$ 15.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Late Fee per Month on Outstanding Balance	\$ 10.00	\$ 10.00	
Late Fee by Percentage on of Outstanding Balance	10%	10%	
Reinstatement Fee	\$ 50.00	\$ 50.00	
Appeal Filing Fee (if appeal is successful appeal fee is refunded)	\$ 25.00	\$ 25.00	
Non sufficient funds (NSF) check/EFT handling fee	\$ 25.00	\$ 25.00	
False Alarm Registered (Depending on the number of false alarms)	\$50 - \$175	\$50 - \$175	
False Alarm Unregistered (Depending on the number of false alarms)	\$100 - \$275	\$100 - \$275	
Public Works			
Report Review			
Standard Report (Drainage, Traffic Impact Analysis, Basis of Design, etc.) Review for first 4 hours of review	\$ 830.00	\$ 830.00	
Traffic Impact Statement Report	\$ 515.00	\$ 515.00	
Additional Cost per hour for review after 4 hours	\$ 110.00	\$ 110.00	
Sewer Master Plan Review up to 20 hours of review	\$ 3,050.00	\$ 3,050.00	
Additional Cost per hour for Sewer Master plan review after 20 hours	\$ 195.00	\$ 195.00	
2nd review fee for Sewer Master Plan	Include in above Fee	Include in above Fee	
Water Research Letter Request - per request	\$ 2,500.00	\$ 2,500.00	
Water Master Plan Base Fee	\$ 1,110.00	\$ 1,110.00	
Water Master Plan cost per sheet	\$ 165.00	\$ 165.00	
2nd review fee for Water Master Plan	Include in above Fee	Include in above Fee	
Improvement and Engineering Plan Review			
1st review per sheet	\$ 300.00	\$ 300.00	
2nd review per sheet	Include in above Fee	Include in above Fee	
Additional review by the hour	\$ 150.00	\$185 for the first hour, plus \$150 for each additional hour, per review cycle.	The fee increase of \$35 for the first hour for each additional review cycle is cover adminstrative fees for processing the resubmittal



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Miscellaneous reviews by the hour	\$ 150.00	\$185 for the first hour, plus \$150 for each additional hour, per review cycle.	The fee increase of \$35 for the first hour for each additional review cycle is cover administrative fees for processing the resubmittal
Expedited reviews by the hour	Double Original Fee	Double Original Fee	
Landscape Review			
1st review per sheet	\$ 140.00	\$ -	Moved up to Community Development fees
2nd review per sheet	Include in above Fee	\$ -	Moved up to Community Development fees
3rd review per sheet	\$ 90.00	\$ -	Moved up to Community Development fees
Inspection and Permit Fee			
Non-Utility	\$50 Base + 4% Construction Cost	\$50 Base + 4% Construction Cost	
Utility (Gas or Electric)	\$50 Base + \$.12 per LF	\$50 Base + \$.12 per LF	
Blanket Utility	4% Construction Cost	4% Construction Cost	
Work without Permit	3 times Application Fee	3 times Application Fee	
Reinspection by the hour	\$135.00	\$140.00	Adjustment in fees is to cover cost of service, and to be consistant with building reinspection fees
Public Works Engineering Review and Inspection Fees			
ADEQ Approval to Construct/Authorization to Discharge Sewer Collection System (E 20A)	\$ 165.00	\$ 165.00	
ADEQ Authorization to Discharge Sewer Collection System (E 20B)	\$ 165.00	\$ 165.00	
ADEQ Approval to Construct/Approval of Construction Public Water System (E 21A)	\$ 165.00	\$ 165.00	
ADEQ Approval of Construction Public Water System (E 21B)	\$ 165.00	\$ 165.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Sanitation (Trash)			
Residential Rates (Monthly) Rates			
Once a week pick-up for trash and recycling, including monthly bulk waste collection (96 Gallon Container)	\$ 30.04	\$ 31.00	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is adjusted \$.96 from \$20.19 to \$21.15 for once-a-week trash/recycling pickup and monthly bulk trash pickup, plus a \$9.85 administrative charge.
Annual Adjustments to Charges - Rates shall be adjusted by a percentage amount derived by multiplying the then-current Rates by one hundred percent (100%) of the percentage increase of the Consumer Price Index, series CUUR0000SEHG CPI-U Water and Sewer and Trash Collection Services, US City Average, not seasonally adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics ("CPI-U"). The CPI-U adjustment will be calculated using the change in the 12-month annual average of monthly CPI-U index values between the December 31 to December 31 period of the year immediately prior to the adjustment date, and the December 31 to December 31 period of the year before. Provided that adequate supporting information has been submitted by Company, the annual adjustment to Rates shall be deemed approved and shall take effect as outlined in this section. CPI not to exceed 5% or below 2% on an annual basis.	Rates and Fees will adjust according to Consumer Price Index, series CUUR0000SEHG CPI-U Water and Sewer and Trash Collection Services, US City Average, not seasonally adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics ("CPI-U")	Rates and Fees will adjust according to Consumer Price Index, series CUUR0000SEHG CPI-U Water and Sewer and Trash Collection Services, US City Average, not seasonally adjusted, as published by the United States Department of Labor, Bureau of Labor Statistics ("CPI-U")	This section was added per the hauling contract, stating that the Consumer Price Index will increase rates and fees by 2% to 5% annually. Per the hauler the rate adjustment is 4.8%
Single Family extra container	\$ 7.75	\$ 8.00	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$5.50 plus a \$2.50 administrative charge.
New residential account setup administrative fee	\$ 25.00	\$ 25.00	The increase is due to the new hauling contract with Waste Management, with rates increasing on July 1, 2025, per the contract.
Delinquent accounts			
Based on a % of the outstanding balance minimum \$0.50 per month	1.50%	1.50%	
Other Service Charges:			



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Deposit	\$ 60.00	\$ 60.00	
Lock Bar/Wheel	\$ 11.00	\$ 11.00	
Box Liners	\$ 86.63	\$ 86.63	
Overage/ Per Action Commercial	\$ 60.50	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.40 plus a 10% administrative charge.
Non-Collection Day Solid Waste or Recycling Cart Collection (Per Occurrence)	\$ 13.86	\$ 14.52	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$13.20 plus a 10% administrative charge.
Replacement Cart Charge (Not ordinary wear and tear or contractor damage)	\$ 27.50	\$ 28.82	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$26.20 plus a 10% administrative charge.
Recycling Contamination Charge (per event) Up to three violations with a calendar year before fees are assessed. Not to exceed \$20.00 monthly.	\$ 5.50	\$ 5.76	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$5.24 plus a 10% administrative charge.
Recycling Contamination Charge (per event) for Commercial. Up to three violations within a calendar year before fees are assessed.	\$ 50.00	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.4 plus a 10% administrative charge.
Overage Charge (per event) Up to three violations with a calendar year before fees are assessed. Not to exceed \$20.00 monthly.	\$ 5.50	\$ 5.76	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$5.24 plus a 10% administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Exempt Residential Waste Service Units Rate	\$ -	\$ 8.65	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$7.86 plus a 10% administrative charge.
Additional Bulk Waste Collection (Per Occurrence and Item)	\$ 60.50	\$ 63.40	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The fee is \$57.64, plus a 10% administrative charge.
Solid Waste Collection for Commercial Services - Monthly Non-Residential			
96 Gallon - Once a week pick-up	\$ 25.73	\$ 26.49	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$16.64 for a once-a-week commercial, plus a \$9.85 administrative charge.
96 Gallon - Twice a week pick-up	\$ 33.35	\$ 34.48	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$24.63 for a once-a-week commercial, plus a \$9.85 administrative charge.
96 Gallon - Three times a week pick-up	\$ 42.93	\$ 44.52	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$34.67 for three times-a-week commercial, plus a \$9.85 administrative charge.
Solid Waste Collection for City Facilities - Monthly Non-Residential			
96 Gallon - Once a week pick-up	\$ 20.35	\$ 20.85	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$11.00 for a once-a-week city facilities, plus a \$9.85 administrative charge.
96 Gallon - Twice a week pick-up	\$ 30.85	\$ 31.86	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$22.01 for twice-a-week city facilities, plus a \$9.85 administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
96 Gallon - Three times a week pick-up	\$ 41.35	\$ 42.86	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$33.01 for a three-times-a-week city facilities, plus a \$9.85 administrative charge.
Commercial Front-Load Containers for City Facilities			
One Pick-Up per Week			
2 - Cubic Yard	\$ 74.62	\$ 77.73	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$67.88 for a once-a-week city facilities, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 82.24	\$ 85.71	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$75.86 for a once-a-week city facilities, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 92.40	\$ 96.36	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$86.51 for a once-a-week city facilities, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 111.45	\$ 116.33	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$106.48 for a once-a-week city facilities, plus a \$9.85 administrative charge.
8 - Cubic Yard	\$ 140.66	\$ 146.94	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$137.09 for a once-a-week city facilities, plus a \$9.85 administrative charge.
Two Pick-Ups per Week			



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
2 - Cubic Yard	\$ 105.10	\$ 109.67	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$99.82 for a once-a-week city facilities, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 139.39	\$ 145.61	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$135.76 for a once-a-week city facilities, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 162.25	\$ 169.57	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$159.72 for a once-a-week city facilities, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 187.65	\$ 196.18	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$186.33 for a once-a-week city facilities, plus a \$9.85 administrative charge.
8 - Cubic Yard	\$ 244.80	\$ 256.08	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$246.23 for a once-a-week city facilities, plus a \$9.85 administrative charge.



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Three Pick-Ups per Week			
2 - Cubic Yard	\$ 204.16	\$ 213.49	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$203.64 for a once-a-week city facilities, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 227.02	\$ 237.44	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$227.59 for a once-a-week city facilities, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 257.50	\$ 269.39	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$259.54 for a once-a-week city facilities, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 314.65	\$ 329.28	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$319.43 for a once-a-week city facilities, plus a \$9.85 administrative charge.
8 - Cubic Yard	\$ 402.28	\$ 421.12	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$411.27 for a once-a-week city facilities, plus a \$9.85 administrative charge.
Miscellaneous Billing for Commercial - City Facilities			
Extra Pickup	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Overage/ Per Action Commercial -City Facilities	\$ 55.00	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.40 plus a 10% administrative charge.
Contamination/Per Action	\$ 55.00	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.40 plus a 10% administrative charge.
Commercial Front-Load Containers for Commercial Services			
One Pick-Up per Week			
2 - Cubic Yard	\$ 74.64	\$ 77.75	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$67.90 for a once-a-week commercial, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 82.21	\$ 85.68	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$75.83 for a once-a-week commercial, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 92.47	\$ 96.44	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$86.59 for a once-a-week commercial, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 111.43	\$ 116.31	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$106.46 for a once-a-week commercial, plus a \$9.85 administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
8 - Cubic Yard	\$ 140.79	\$ 147.08	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$137.23 for a once-a-week commercial, plus a \$9.85 administrative charge.
Two Pick-Ups per Week			
2 - Cubic Yard	\$ 139.40	\$ 145.62	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$135.77 for a once-a-week commercial, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 154.56	\$ 161.51	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$151.66 for a once-a-week commercial, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 175.08	\$ 183.01	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$173.16 for a once-a-week commercial, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 213.01	\$ 222.76	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$212.91 for a once-a-week commercial, plus a \$9.85 administrative charge.
8 - Cubic Yard	\$ 271.73	\$ 284.30	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$274.45 for a once-a-week commercial, plus a \$9.85 administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Three Pick-Ups per Week			
2 - Cubic Yard	\$ 204.18	\$ 213.51	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$203.66 for a once-a-week commercial, plus a \$9.85 administrative charge.
3 - Cubic Yard	\$ 226.91	\$ 237.33	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$227.48 for a once-a-week commercial, plus a \$9.85 administrative charge.
4 - Cubic Yard	\$ 257.70	\$ 269.60	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$259.75 for a once-a-week commercial, plus a \$9.85 administrative charge.
6 - Cubic Yard	\$ 314.60	\$ 329.23	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$319.38 for a once-a-week commercial, plus a \$9.85 administrative charge.
8 - Cubic Yard	\$ 402.67	\$ 421.53	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is \$411.68 for a once-a-week commercial, plus a \$9.85 administrative charge.
Miscellaneous Billing for Commercial - Commercial Services			
Extra Pickup	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Overage/ Per Action Commercial -City Facilities	\$ 55.00	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.40 plus a 10% administrative charge.
Contamination/Per Action	\$ 55.00	\$ 57.64	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$52.40 plus a 10% administrative charge.
Recycling Services for Commercial and City Facilities - Monthly Non-Residential			
96 Gallon - Once a week pick-up	\$ 9.00	\$ 9.43	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
96 Gallon - Twice a week pick-up	\$ 18.00	\$ 18.86	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
96 Gallon - Three times a week pick-up	\$ 27.00	\$ 28.30	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
Recycling Services for Commercial and City Services - Front-Load Recycle Containers			
One Pick-Up per Week			
2 - Cubic Yard	\$ 43.30	\$ 45.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
3 - Cubic Yard	\$ 64.95	\$ 68.07	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
4 - Cubic Yard	\$ 86.60	\$ 90.76	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
6 - Cubic Yard	\$ 129.90	\$ 136.14	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
8 - Cubic Yard	\$ 173.20	\$ 181.51	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
Two Pick-Ups per Week			
2 - Cubic Yard	\$ 86.60	\$ 90.76	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
3 - Cubic Yard	\$ 129.90	\$ 136.14	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
4 - Cubic Yard	\$ 173.20	\$ 181.51	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
6 - Cubic Yard	\$ 259.80	\$ 272.27	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
8 - Cubic Yard	\$ 346.40	\$ 363.24	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
Three Pick-Ups per Week			
2 - Cubic Yard	\$ 129.90	\$ 136.14	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
3 - Cubic Yard	\$ 194.85	\$ 204.20	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
4 - Cubic Yard	\$ 259.80	\$ 272.27	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
6 - Cubic Yard	\$ 389.70	\$ 408.41	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.
8 - Cubic Yard	\$ 519.60	\$ 544.54	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8%. The new rate is for recycling services for commercial and city facilities only.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Recycling Miscellaneous Charges			
Recycle Material Offset	\$ 88.97	\$ 93.24	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$84.76 plus a 10% administrative charge.
Replacement Cart Charge (Not ordinary wear and tear or contractor damage)	\$ 27.50	\$ 28.82	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$26.20 plus a 10% administrative charge.
Recycling Services at Neighborhood Drop-Off			
8-Cubic Yard - Once a week pick-up	\$ 190.52	\$ 199.66	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$181.51 plus a 10% administrative charge.
8-Cubic Yard - Twice a week pick-up	\$ 381.04	\$ 399.56	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$363.24 plus a 10% administrative charge.
8-Cubic Yard - Three times a week pick-up	\$ 571.56	\$ 598.99	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$544.54 plus a 10% administrative charge.



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Roll-Off User Fees:			
Rental Charge - Per Month			
10 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
12 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
15 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
20 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
30 - Cubic Yard Container	\$ 258.50	\$ 270.91	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
40 - Cubic Yard Container	\$ 269.50	\$ 282.44	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Delivery Charge - One Time Charge			
10 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.
12 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.
15 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.
20 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.
30 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.
40 - Cubic Yard Container	\$ 82.50	\$ 86.46	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$78.60 plus a 10% administrative charge.



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Collection Charge - 30 Day Inactivity Charge			
10 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
12 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
15 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
20 - Cubic Yard Container	\$ 247.50	\$ 259.38	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$235.80 plus a 10% administrative charge.
30 - Cubic Yard Container	\$ 258.50	\$ 270.91	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$246.28 plus a 10% administrative charge.
40 - Cubic Yard Container	\$ 269.50	\$ 282.44	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$256.76 plus a 10% administrative charge.



City of Eloy
Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Disposal (Tonngage) Charge - Per Ton			
10 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.
12 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.
15 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.
20 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.
30 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.
40 - Cubic Yard Container	\$ 38.50	\$ 40.35	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$36.68 plus a 10% administrative charge.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Commercial Hauling Rate			
Roll-Off Compactor Pull:			
Roll-Off Compactor Pull	\$ 269.50	\$ 310.68	The hauling contract allows for an annual rate adjustment. The rate adjustment is 4.8% across all rates and charges. The new rate is \$282.44 plus a 10% administrative charge.
Landfill Rates			
Landfill Rate per ton	\$ 45.00	\$ 45.00	
Residences of the City of Eloy (must show utility bill and driver license)			
0 - 1,000 lbs.	\$ 10.00	\$ 10.00	
1,001-, 1,500 lbs.	\$ 20.00	\$ 20.00	
1,501-2,000 lbs.	\$ 30.00	\$ 30.00	
Each additional 2,000 lbs.	\$ 40.00	\$ 40.00	
Any Customer located within Pinal County			
0 - 1,000 lbs.	\$ 20.00	\$ 20.00	
1,001-, 1,500 lbs.	\$ 50.00	\$ 50.00	
1,501-2,000 lbs.	\$ 60.00	\$ 60.00	
Each additional 2,000 lbs.	\$ 75.00	\$ 75.00	
Untarped loads (per load)	\$ 15.00	\$ 15.00	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Wastewater			
Monthly Service Charge			
Single Family Dwelling	\$ 40.23	\$ 44.66	Fees follow Resolution 25-1630 with changes happening annually on Nov. 1st.
Commercial and Multi family			
Meter Size:			
3/4"	\$ 40.23	\$ 44.66	Fees follow Resolution 25-1630 with changes happening annually on Nov. 1st
1"	\$ 69.12	\$ 76.72	
1 1/2"	\$ 139.67	\$ 155.04	
2"	\$ 223.57	\$ 248.16	
3"	\$ 419.47	\$ 465.62	
4"	\$ 838.92	\$ 931.21	
6"	\$ 1,677.83	\$ 1,862.43	
8"	\$ 3,355.66	\$ 3,724.86	
10"	\$ -	\$ 7,449.72	New meter size as commercial projects have required larger meters and need to establish charge
12"	\$ -	\$ 14,899.44	New meter size as commercial projects have required larger meters and need to establish charge
Commercial Wastewater Usage Charges (Based on Water Usage)			
0,000 - 10,000 gallons	\$ 4.18	\$ 4.64	Fees follow Resolution 25-1630 with changes happening annually on Nov. 1st
10,001 - 20,000 gallons	\$ 5.24	\$ 5.82	
20,001 gallons and over	\$ 6.55	\$ 7.27	
Delinquent accounts			
Based on a % of the outstanding balance minimum \$0.50 per month	1.50%	1.50%	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Other Service Charges:			
Deposit	\$ 80.00	\$ 90.00	The reason for increasing it \$10 is to cover 2 months of billing due to the fees increasing by 11%.
Wastewater Capacity Fee Charge:			
3/4"	\$ 1,232.00	\$ 1,232.00	
1"	\$ 1,816.00	\$ 1,816.00	
1 1/2"	\$ 3,257.00	\$ 3,257.00	
2"	\$ 4,933.00	\$ 4,933.00	
3"	\$ 9,587.00	\$ 9,587.00	
4"	\$ 12,781.00	\$ 12,781.00	
6"	\$ 19,172.00	\$ 19,172.00	
8"	\$ 25,563.00	\$ 25,563.00	
10"	\$ -	\$ 31,954.00	New meter size as commercial projects have required larger meters and need to establish charge
12"	\$ -	\$ 38,345.00	New meter size as commercial projects have required larger meters and need to establish charge
Water			
Customer/Minimum Charges per Month:			
Meter Size:			
3/4"	\$ 21.52	\$ 24.53	Fees follow Resolution 25-1629 with changes happening annually on Nov. 1st
1"	\$ 32.28	\$ 36.80	
1 1/2"	\$ 64.54	\$ 73.58	
2"	\$ 107.58	\$ 122.64	
3"	\$ 215.19	\$ 245.31	



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
4"	\$ 430.38	\$ 490.64	
6"	\$ 901.75	\$ 1,027.99	
8"	\$ 1,803.50	\$ 2,055.97	
10"	\$ -	\$ 4,111.96	New meter size as commercial projects have required larger meters and need to establish charge
12"	\$ -	\$ 8,223.92	New meter size as commercial projects have required larger meters and need to establish charge
Usage Charges, Water (All Customers bill per thousand gallons):			
0,000 - 10,000 gallons	\$ 3.44	\$ 3.92	Fees follow Resolution 25-1629 with changes happening annually on Nov. 1st
10,001 - 20,000 gallons	\$ 4.31	\$ 4.91	
20,001 gallons and over	\$ 5.38	\$ 6.13	
Out-of-Town Water Usage:			
Any customer that receives water that is out of the City Limits will be charged double the amount of the monthly meter fee and charges for water consumption.	Double Rate of base and water consumption rate	Double Rate of base and water consumption rate	
Delinquent accounts			
Based on a % of the outstanding balance minimum \$0.50 per month	1.50%	1.50%	
Hydrant Meter Fees			
Deposit for Hydrant	\$ 350.00	\$ 350.00	
Turn on Fee for Hydrant	\$ 25.00	\$ 25.00	
Monthly Charges for Hydrant use			
3 inch meter base charge	\$ 215.19	\$ 245.31	Fees follow Resolution 25-1629 with changes happening annually on Nov. 1st.



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
Usage Charges for Hydrant (All Customers bill per thousand gallons):			
0,000 - 10,000 gallons	\$ 3.44	\$ 3.92	Fees follow Resolution 25-1629 with changes happening annually on Nov. 1st
10,001 - 20,000 gallons	\$ 4.31	\$ 4.91	
20,001 gallons and over	\$ 5.38	\$ 6.13	
Other Service Charges:			
Deposit	\$ 110.00	\$ 125.00	The reason for increasing it by \$15 is to cover 2 months of billing due to a 14% fee increase.
Meter Test	\$ 30.00	\$ 30.00	
NSF Check/EFT (R14 2 409)	\$ 30.00	\$ 30.00	
Turn-On Fee during business hours (8am-5pm)	\$ 30.00	\$ 30.00	
Turn-Off Fee during business hours (8am-5pm)	\$ 30.00	\$ 30.00	
After hours Turn-on or on a holiday	\$ 80.00	\$ 80.00	
Meter Reinstallation - Tampering	\$ -	\$ 250.00	This is a new charge for customers that tamper with meter.
Delinquent Charge (For customers receiving a disconnect notice)	\$ 10.00	\$ 10.00	
Water Capacity Fee Charge:			
3/4"	\$ 1,184.00	\$ 1,184.00	
1"	\$ 1,816.00	\$ 1,816.00	
1 1/2"	\$ 3,390.00	\$ 3,390.00	
2"	\$ 5,344.00	\$ 5,344.00	
3"	\$ 10,385.00	\$ 10,385.00	
4"	\$ 13,847.00	\$ 13,847.00	
6"	\$ 20,770.00	\$ 20,770.00	
8"	\$ 27,693.00	\$ 27,693.00	
10"	\$ -	\$ 34,616.00	New meter size as commercial projects have required larger meters and need to establish charge



City of Eloy

Adopted FY 2026 - 2027 Consolidated Rate and Fee Schedule



Rate and Fee Descriptions	Amended FY 2025 - 2026 Rates and Fees	Adopted FY 2026 - 2027 Rates and Fees	Justification for Change
12"	\$ -	\$ 41,539.00	New meter size as commercial projects have required larger meters and need to establish charge
Water Meter Charges			
3/4"	\$ 550.00	\$ 550.00	
1"	\$ 600.00	\$ 600.00	
1 1/2"	\$ 800.00	\$ 800.00	
2"	\$ 1,200.00	\$ 1,200.00	
3"	\$ 2,350.00	\$ 2,350.00	
4"	\$ 3,250.00	\$ 3,250.00	
6"	\$ 4,000.00	\$ 4,000.00	
8"	\$ 6,000.00	\$ 6,000.00	
10"	\$ -	\$ 8,000.00	New meter size as commercial projects have required larger meters and need to establish charge
12"	\$ -	\$ 10,000.00	New meter size as commercial projects have required larger meters and need to establish charge
Water Tap Installation Fees			
3/4"	\$ 400.00	\$ 400.00	
1"	\$ 500.00	\$ 500.00	
1 1/2"	\$ 600.00	\$ 600.00	
2"	\$ 1,200.00	\$ 1,200.00	
3"	\$ 1,500.00	\$ 1,500.00	
4"	\$ 1,600.00	\$ 1,600.00	
6"	\$ 1,800.00	\$ 1,800.00	
8"	\$ 2,000.00	\$ 2,000.00	
10"	\$ -	\$ 2,200.00	New meter size as commercial projects have required larger meters and need to establish charge
12"	\$ -	\$ 2,400.00	New meter size as commercial projects have required larger meters and need to establish charge

CITY OF ELOY

REQUEST FOR COUNCIL ACTION

Agenda Item: VII.D.

Date: 5/26/2026

Date submitted:
05/15/2026

Action: Resolution

Subject:

Date requested:
5/26/2026

**Adopt Resolution No. 26-1663
approving the form and authorizing
the execution and delivery of
amendments to loan agreements
between the City and the Water
Infrastructure Finance Authority of
Arizona.**

TO: Mayor and City Council

FROM: Brian Wright, Finance Director

RECOMMENDATION:

Staff recommends adopting Resolution No. 26-1663 approving the form and authorizing the execution and delivery of amendments to loan agreements between the City and the Water Infrastructure Finance Authority of Arizona.

DISCUSSION:

As part of the City's Utility Bond Obligation financing structure, the City of Eloy is updating certain loan agreements with the Water Infrastructure Finance Authority of Arizona (WIFA). This matter was previously discussed during the adoption of the Utility Bond Obligation with the City's Bond Attorney, Zach Sakas, and Nick Dodd, Financial Advisor, who outlined the need to align existing WIFA loan agreements with the City's current utility financing structure and parity debt obligations.

The proposed amendments affect the following WIFA loans: Loan Agreement No. 920256-15 (2015 Drinking Water WIFA Loan), Loan Agreement No. 920358-23 (2022 Drinking Water WIFA Loan), and Loan Agreement No. 910201-23 (2022 Clean Water WIFA Loan). The amendments revise the pledged source of repayment by combining the revenues of the City's water and wastewater utility enterprise systems into a single unified revenue pledge, rather than maintaining separate pledges for each utility system. Under the amended structure, net revenues generated from the combined utility systems will secure repayment of the outstanding WIFA loans.

This modification is intended to provide the City with greater flexibility in managing utility operations, debt obligations, and long-term financial planning. The combined pledge structure aligns the WIFA loan agreements with the City's existing financing framework and outstanding parity obligations, while strengthening the overall financial position of the utility enterprise funds.

In addition to revising the revenue pledge structure, the amendments modernize certain reserve and repayment provisions. Specifically, the amendments authorize the City to utilize credit facilities, including letters of credit or surety instruments, in lieu of maintaining cash-funded reserve accounts. The amendments also revise replacement reserve requirements and clarify permissible uses of repair and replacement reserve funds for utility system maintenance, capital improvements, debt service support, and future utility system expansion.

Adoption of the proposed resolution will approve the amendments to the WIFA loan agreements and authorize the Mayor, City Manager, Deputy City Manager, Finance Director, and other designated City officials to execute the necessary documents and take all actions required to complete the transaction. Approval of these amendments will help maintain consistency across the City's utility financing documents and support the continued financial stability and long-term improvement of Eloy's water and wastewater infrastructure systems.

FISCAL IMPACT:

There is no fiscal impact

Approved as to Form:



Stephen R. Cooper, City Attorney

RESOLUTION NO. 26-1663

A RESOLUTION OF THE COUNCIL OF THE CITY OF ELOY, PINAL COUNTY, ARIZONA, APPROVING THE FORM AND AUTHORIZING THE EXECUTION AND DELIVERY OF AMENDMENTS TO LOAN AGREEMENTS WITH THE WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA; AND DELEGATING AUTHORITY AND AUTHORIZING THE TAKING OF ALL OTHER ACTIONS NECESSARY TO THE CONSUMMATION OF THE TRANSACTIONS CONTEMPLATED BY SUCH LOAN AGREEMENT AMENDMENTS AND THIS RESOLUTION.

WHEREAS, the City of Eloy, Arizona (the “City”), previously entered into Loan Agreement No. 920256-15, dated as of March 20, 2015 (the “2015 DW WIFA Loan”), Loan Agreement No. 920358-23, dated as of December 2, 2022 (the “2022 DW WIFA Loan”), and Loan Agreement No. 910201-23, dated as of October 28, 2022 (the “2022 CW WIFA Loan” and, together with the 2015 DW WIFA Loan and the 2022 DW WIFA Loan, collectively the “WIFA Loans”), with the Water Infrastructure Finance Authority of Arizona (the “Authority”); and

WHEREAS, pursuant to the WIFA Loans, the City separately pledged repayment using each of the separate water utility enterprise revenues and the wastewater utility enterprise revenues; and

WHEREAS, the City now intends to pledge its water and wastewater utility enterprise revenues on a combined basis, and the Authority has approved amending the WIFA Loans to revise the pledged source of repayment; and

WHEREAS, the combined pledge of water and wastewater utility enterprise revenues will allow the City additional flexibility with respect to managing the financial position of the City and is in the best interests of the City; and

WHEREAS, the City now desires to amend the WIFA Loans to revise the pledged source of repayment and modify certain terms of the WIFA Loans in connection therewith; and

WHEREAS, there has been placed on file with the City Clerk and presented at the meeting at which this resolution was adopted the proposed form of the Amendment to Loan Agreement Numbers: 920256-15, Dated March 20, 2015; 910201-23, Dated October 28, 2022; and 920358-23, Dated December 2, 2022 between the Authority and the City (the “WIFA Loan Amendments”); and

WHEREAS, all acts, conditions and items required by the Constitution and laws of the State of Arizona, and the requirements of the City to happen, exist and be performed precedent to and as a condition to the adoption of this resolution and the execution and delivery of the WIFA Loan Amendments by the City have happened, exist and have been performed in the time and manner required;

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Eloy, Arizona, as follows:

Section 1. Approval of WIFA Loan Amendments. The forms, terms and provisions of the WIFA Loan Amendments, in the form of such documents (including the exhibits thereto) presented at the meeting at which this resolution was adopted are hereby approved, with such insertions, omissions and changes as shall be approved by the City Manager, Deputy City Manager or Finance Director of the City, or the designees of any of them, the execution of the WIFA Loan Amendments being conclusive evidence of such approval, and the Mayor, any other member of the Council if the Mayor is not available, the City Manager, Deputy City Manager and the Finance Director of the City, or the designees of any of them, are each hereby authorized and directed, for and on behalf of the City, to execute and deliver, and the City Clerk is hereby authorized to attest, as applicable, the WIFA Loan Amendments.

Section 2. Additional Actions Authorized. The appropriate officials and officers of the City are hereby authorized and directed to take all actions necessary or reasonably required to carry out, give effect to and to consummate the transactions contemplated by the WIFA Loan Amendments, and by this resolution, including, without limitation, the execution and delivery of any other documents reasonably required by the Authority required to be delivered in connection with the WIFA Loan Amendments.

Section 3. Severability. If any section, paragraph, subdivision, sentence, clause or phrase of this resolution is for any reason held to be illegal or unenforceable, such decision will not affect the validity of the remaining portions of this resolution. The Mayor and Council of the City hereby declares that it would have adopted this resolution and each and every other section, paragraph, subdivision, sentence, clause or phrase hereof and authorized the execution and delivery of the WIFA Loan Amendments pursuant hereto irrespective of the fact that any one or more sections, paragraphs, subdivisions, sentences, clauses or phrases of this resolution may be held illegal, invalid or unenforceable.

Section 4. Waiver. All ordinances, resolutions or parts thereof, inconsistent herewith, are hereby waived to the extent only of such inconsistency. This waiver shall not be construed as reviving any resolution or any part thereof.

Section 5. Ratification. All actions of the officers and agents of the City including the Mayor and Council of the City which conform to the purposes and intent of this resolution and which further the execution and delivery of the WIFA Loan Amendments as contemplated by this resolution, whether heretofore or hereafter taken, are hereby ratified, confirmed and approved. The proper officers and agents of the City are hereby authorized and directed to do all such acts and things and to execute and deliver all such documents on behalf of the City as may be necessary to carry out the terms and intent of this resolution.

Section 6. **Conditions Precedent; No Property Taxation.** All acts and conditions necessary to be performed by the City or to have been met precedent to and in the execution and delivery of the WIFA Loan Amendments in order to make them legal, valid and binding obligations of the City will at the time of delivery of the WIFA Loan Amendments have been performed and have been met, in regular and due form as required by law, and no statutory or constitutional limitation of indebtedness or taxation will have been exceeded in the execution and delivery of the WIFA Loan Amendments.

PASSED AND ADOPTED by the Mayor and Council of the City of Eloy, Pinal County, Arizona, this 26th day of May, 2026.

Andrew Sutton, Mayor

ATTEST:

APPROVED AS TO FORM:

Celine Kidwell, City Clerk, CMC

Stephen R. Cooper, City Attorney

CERTIFICATION

I, Celine Kidwell, the duly appointed City Clerk of the City of Eloy, Arizona, do hereby certify that the above and foregoing Resolution No. 26-1663 was duly passed by the Council of the City of Eloy, Arizona, at a regular meeting held on May 26, 2026, and that a quorum was present there at and that the vote thereon was _____ ayes and _____ nays; _____ did not vote or were absent.

DATED: _____, 2026.

Celine Kidwell, City Clerk, CMC

AMENDMENT TO LOAN AGREEMENT NUMBERS:

920256-15, Dated March 20, 2015;

910201-23, Dated October 28, 2022; and

920358-23, Dated December 2, 2022

between

Water Infrastructure Finance Authority of Arizona

(the “Authority”)

and

City of Eloy

(the “Local Borrower”)

This is the First Amendment to Loan Agreements 920256-15 and 920358-23 and the Second Amendment to Loan Agreement 910201-23, collectively (the “Loan Agreements”) made by and between the Authority and the Local Borrower.

The Authority and Local Borrower now desire to amend the Loan Agreements to modify the revenue pledge to show a Source of Repayment of Net Revenues from the combined Water System and Wastewater System of the Local Borrower.

Therefore, the Authority and the Borrower agree to the following:

1. Amend Loan Resolutions 2015-010, 2023-001, and 2023-018, Section 3 *Primary Repayment Source* to be Combined Water System and Wastewater System Revenues.

2. Amend the Loan Agreements as follows:

a. Section 2.2 *Description of System* is hereby replaced in its entirety to read as follows:

“The term “System” means and includes the complete water and wastewater systems of the Local Borrower including all such properties of every nature hereafter owned by the Local Borrower and all acquisitions, improvements and extensions added thereto by the Local Borrower, including all real and personal property of every nature comprising part of, or used or useful in connection with, such System, and including all appurtenances, contracts, leases, franchises, and other intangibles.”

b. Exhibit D *Source of Repayment: System Revenues* is hereby amended as follows:

- i. The definition of “Credit Facility” is hereby added to Exhibit D to read as follows: “Credit Facility” means a bank, financial institution, insurance company or indemnity company that is engaged by or on behalf of the Local Borrower to perform one or more of the following tasks: (a) enhancing credit of the Local Borrower securing the Outstanding Parity Obligations or Additional Parity Obligations by assuring that principal of and interest on the Outstanding Parity Obligations or such Additional Parity Obligations (or any interests therein) will be paid promptly when due (including the issuance of an insurance policy, letter of credit, surety bond or other form of security for a reserve) or (b) providing liquidity for Additional Parity Obligations (or any interests therein) by undertaking to cause such Additional Parity Obligations to be bought from the holders thereof when submitted pursuant to an arrangement prescribed by the Additional Obligation Documents.”
- ii. A new paragraph 3 is hereby added to Section 2 of Exhibit D to read as follows: “3. Notwithstanding the foregoing, the Local Borrower and the Authority hereby agree that the terms and provisions regarding Net Revenues in Paragraph 1 and the covenants regarding the maintenance of Net Revenues in Paragraph 2 shall be on a parity and considered the same as the covenants in the governing documents applicable to the Local Borrower’s Outstanding Parity Obligations, including, without limitation, maintaining Revenues sufficient to pay one hundred percent (100%) of amounts due and owing under any Credit Facility in each fiscal year.”
- iii. A new paragraph is added at the end of Section 3 of Exhibit D to read as follows: “Notwithstanding the foregoing, the provisions above regarding the incurrence of Additional Parity Obligations are modified to incorporate by reference the requirements of the documents governing the Outstanding Parity Obligations, as applicable. This includes, without limitation, funding any Reserve Requirement with a Credit Facility.”

c. The first paragraph of Exhibit E *Debt Service Reserve Requirements* is hereby replaced in its entirety to read as follows:

“The Local Borrower covenants and agrees that it will fund a Reserve Fund (as hereinafter defined) in cash or by depositing a Credit Facility (as defined in Exhibit D) in accordance with this Exhibit E. “Reserve Requirement” shall mean an amount equal to the highest amount of Loan Repayment to be paid by the Local Borrower in any fiscal year as shown in the Loan Repayment Schedule in Exhibit A, which the Local Borrower and the Authority agree is the initial amount of the Reserve Requirement for the Loan. The amount of the Reserve Requirement will be adjusted to reflect any adjustment of the Loan Repayment Schedule in Exhibit A upon and after the delivery of Authority Bonds to finance the Loan or any other adjustment to the Loan Repayment Schedule in Exhibit A. To the extent the Local Borrower funds the Reserve Fund in cash, the remaining paragraphs of this Exhibit E apply, and to the extent the Local Borrower funds the Reserve Fund with a Credit Facility, the Local Borrower’s obligations to replenish such Credit Facility from Net Revenues after a draw on the Reserve Fund shall be governed by the terms of such Credit Facility.

d. Exhibit F *Replacement Reserve Requirements* is hereby replaced in its entirety to read as stated in Schedule I attached hereto.

Except as specifically set forth herein, the Loan Agreements shall continue in full force and effect without modification including specifically the amounts payable and the dates for payment thereof provided therein.

IN WITNESS WHEREOF, the Authority and the Local Borrower have caused these Amendments to be executed and delivered effective as May 26, 2026.

**WATER INFRASTRUCTURE FINANCE
AUTHORITY OF ARIZONA**

By: _____

Director

CITY OF ELOY, ARIZONA

By: _____

SCHEDULE I

Exhibit F Replacement Reserve Requirements

Held By Local Borrower – No Separate Account

The Local Borrower shall create a “Repair and Replacement Fund” in its custody.

“Repair and Replacement Fund Funding Requirement” means an amount equal to two percent of the value of the net tangible assets of the System at the end of the preceding fiscal year, as shown in the most recent audited financial statements of the Local Borrower.

The Local Borrower shall fund the Repair and Replacement Fund in accordance with the requirements of Exhibit A and the Outstanding Parity Obligations; provided that at such time or times as there is on deposit in the Repair and Replacement Fund an amount at least equal to the Repair and Replacement Fund Funding Requirement, as shown in the most recent audited financial statements of the Local Borrower, no amounts need to be deposited to the Repair and Replacement Fund.

Amounts in the Repair and Replacement Fund shall be used (without priority): (i) for making extraordinary repairs or replacements to the System which are necessary to keep the System in operating condition and for the making of which provision has not been made in the annual budget and money is not available as an Operating Expense, (ii) to pay certain trustee expenses, debt service on the Loan and Outstanding Parity Obligations, replenishing any debt service reserve pertaining to the Loan and Outstanding Parity Obligations, (iii) for the payment of any sums due and owing pertaining to the Loan, Outstanding Parity Obligations, and Additional Obligations being refunded which sums cannot for any reason be paid from the income and proceeds of any Defeasance Obligations held by a Depository Trustee, (iv) for the acquisition of water and wastewater properties or facilities deemed necessary by the Local Borrower to the efficient and economical operation of the System or to extend or improve the System, and (v) for otherwise acquiring, constructing and improving the System. Notwithstanding anything herein or in the Outstanding Parity Obligations to the contrary, if, after any fiscal year, amounts in the Repair and Replacement Fund exceed the Repair and Replacement Fund Funding Requirement, such amounts in excess of the Repair and Replacement Fund Funding Requirement held in the Repair and Replacement Fund may be released and used by the Local Borrower for any lawful purpose. Notwithstanding any provision of this Loan Agreement or any Outstanding Parity Obligations to the contrary, the Repair and Replacement Fund is in no way pledged or liened pursuant to this Loan Agreement as a source of payment for the Loan or any Outstanding Parity Obligations.

CITY OF ELOY
REQUEST FOR COUNCIL ACTION

Agenda Item: **VIII.A.**

Date: **5/26/2026**

Date submitted:
05/12/2026

Action: Resolution

Subject:

**Approve Resolution No. 26-1661
declaring the City of Eloy purchasing
policy as a public record.**

Date requested:
5/26/2026

TO: Mayor and City Council

FROM: Brian Wright, Finance Director

RECOMMENDATION:

Staff recommends the City Council approve Resolution No. 26-1961 declaring the City of Eloy's purchasing policy as a public record.

DISCUSSION:

One of the goals identified by City Administration and Finance was to update the City's Purchasing Policy guidelines and procedures. The current policy was last revised in 2018, and since that time, purchasing thresholds, procurement terminology, and administrative controls have changed significantly.

The proposed amendments modernize the Purchasing Policy to better align with current procurement practices, operational needs, and Arizona statutory requirements. The revisions are intended to improve efficiency for departments purchasing goods and services on behalf of the City while maintaining appropriate financial oversight and accountability.

The revised policy has also been reviewed by legal counsel.

FISCAL IMPACT:

No fiscal impact

Approved as to Form:



Stephen R. Cooper, City Attorney

RESOLUTION NO.: 26-1661

A RESOLUTION BY THE MAYOR AND COUNCIL OF THE CITY OF ELOY, PINAL COUNTY, ARIZONA, DECLARING AS A PUBLIC RECORD THAT CERTAIN DOCUMENT FILED WITH THE CITY CLERK AND ENTITLED “AMENDMENTS TO CITY OF ELOY PURCHASING POLICY DATED JUNE 25, 2018”.

BE IT RESOLVED, by the Mayor and City Council of the City of Eloy, Arizona as follows:

That certain document entitled “Amendments to City of Eloy Purchasing Policy”, as amended on May 26, 2026, is hereby declared to be a public record, and three (3) copies shall remain on file in the office of the City Clerk of the City of Eloy for examination by the public.

PASSED AND ADOPTED by the Mayor and Council of the City of Eloy, Arizona, this 26th day of May, 2026.

APPROVED:

Andrew Sutton, Mayor

ATTEST:

Celine Kidwell, City Clerk

APPROVED AS FORM:

Stephen R. Cooper, City Attorney

CITY OF ELOY

REQUEST FOR COUNCIL ACTION

Agenda Item: VIII.B.

Date: 5/26/2026

Date submitted:
05/12/2026

Action: Ordinance

Subject:

Date requested:
5/26/2026

**Approve Ordinance No: 26-1001
Amending Sections 2-134 Through 2-
141 of Chapter 2, Article Vii, "City of
Eloy Purchasing Policy" of The Eloy
City Code, and Adopting By
Reference that Certain Document
Entitled "Amendments To City Of
Eloy Purchasing Policy Dated May
26, 2026"; Providing For
Separability; And Establishing An
Effective Date.**

TO: Mayor and City Council

FROM: Brian Wright, Finance Director

RECOMMENDATION:

Staff recommends the City Council approve Ordinance No: 26-1001 Amending Sections 2-134 Through 2-141 of Chapter 2, Article Vii, "City of Eloy Purchasing Policy" of The Eloy City Code, and Adopting By Reference that Certain Document Entitled "Amendments To City Of Eloy Purchasing Policy Dated May 26, 2026"; Providing For Separability; And Establishing An Effective Date.

DISCUSSION:

Background

One of the goals identified by City Administration and Finance was to update the City's Purchasing Policy guidelines and procedures. The current policy was last revised in 2018, and since that time purchasing thresholds, procurement terminology, and administrative controls have changed significantly.

The proposed amendments modernize the Purchasing Policy to better align with current procurement practices, operational needs, and Arizona statutory requirements. The revisions are intended to improve efficiency for departments purchasing goods and services on behalf of the City while maintaining appropriate financial oversight and accountability.

As part of the review process, staff analyzed purchasing policies from several Arizona cities and towns with populations and annual budgets similar to the City of Eloy. This comparison helped staff evaluate purchasing thresholds and procurement practices to determine appropriate updates for Eloy's policy.

The revised policy has also been reviewed by legal counsel.

Discussion

The Purchasing Policy has undergone a comprehensive revision to improve clarity, consistency, organization, and overall usability. Due to the extensive revisions throughout the document, staff is submitting a fully redlined version of the policy showing all changes from the previous version.

The updates include revised purchasing thresholds, updated procurement procedures, new procurement methods, and additional guidance to ensure compliance with current purchasing standards and Arizona law.

The matrix below summarizes the cities and towns reviewed, along with their purchasing thresholds.

	Department Discretion	Verbal or Telephonic Quotes	Written Quotes	Sealed Quotes- Manager Approval	City Council Approval
Eloy-Current	\$0-\$5,000	\$5,001- \$10,000	\$10,001- \$20,000	N/A	Over \$20,001
Eloy- Recommend	\$0-\$10,000	\$10,001- \$30,000	\$30,001- \$50,000	N/A	Over \$50,001

Coolidge	\$0-\$5,000	\$5,001-\$10,000	\$10,001-\$25,000	N/A	Over \$25,001
Payson	\$0-\$5,000	\$5,000-\$10,000	\$10,000-\$25,000	N/A	Over \$25,000
Williams	\$0-\$10,000	N/A	\$10,000-\$30,000	N/A	Over \$30,000
Somerton	\$0-\$3,000	N/A	\$3,001-\$30,000	N/A	Over \$30,000
Florence	\$0-\$5,000	\$5,000-\$9,999	\$10,000-\$24,999	\$25,000-\$49,999	Over \$50,000
Show Low	\$0-\$2,500	N/A	\$2,500-\$10,000	\$10,000-\$50,000	Over \$50,000
Wickenburg	\$0-\$4,999	\$5,000-\$24,999	\$25,000-\$49,999	N/A	Over \$50,000
Page	\$0-\$15,000	N/A	\$15,001-\$100,000	N/A	Over \$100,000

Highlight of Major Threshold Changes

- Purchases under \$1,000 do not need a Purchase Order before purchasing. Any purchase over \$1,000 will need a Purchase Order before purchasing.
- Purchases from \$1,000 to \$10,000 – Competitive pricing
- Purchases from \$10,001 to \$30,000 – Verbal or Telephonic Quotes
- Purchases from \$30,001 to \$50,000 – Written Quotes
- Purchases over \$50,001 – Must have City Council Approval

Major Policy Changes and Additions

Sec 2-134. Responsibility

1. Added - The City Attorney is responsible for the administration of all purchases and sales of real property. Sales of real property shall comply with A.R.S. §9-402 or if applicable, §9-407.

Sec 2-135 General Policy

1. In section A, the limit was changed from \$500 to \$1,000: "All purchases of \$1,000 or higher require prior approval by the City Manager or designee."
2. In section C – changed the limit from \$500 to \$1,000.
3. In section E-1, changed the limit from under \$20,000 to under \$50,000, the City Manager can sign all contracts and leases that were approved in the annual budget.
4. In section E-4 – changed the limit from \$20,000 to \$50,000 on when items exceed \$50,000 need approval from Council.

Sec 2-136 Expenditure Requests

1. In section A-1 – changed the limit from \$500 to \$1,000 when a Purchase Order is required.
2. In section E – added Emergency Purchases to the list that do not require an expenditure request or PO before purchasing.
3. In section F – Moved this paragraph in section 2-138 as it fits better in this section.
4. In section H – changed the petty cash limit from \$50 to \$75.
5. In section J – changed the limit from \$20,000 to \$50,000 to match thresholds.

Sec 2-137 Purchase Orders

1. In section A-1 – changed limit from \$500 to \$1,000.

Sec 2-138 Budgeted Items

1. In section A-1 – added a new paragraph outlining procurement thresholds.
2. In section A-2 – changed the local vendor percent from 5% to 10%.
3. In section B-1,2, 3 – added Cooperative Procurement definition and language
4. In section C-1,2,3 – added Sole Source Procurement definition and language
5. In section D-1,2,3,4,5 – added Job Order Contracting (JOC) definition and language.
6. In section E-2,3 – deleted these sections and moved them to sections A and C of Section 2-138.
7. In section F-2 – added a paragraph talking about invitations to bid, requests, and solutions.

8. In section F-2,3,4 – changed the purchase limits to reflect the new thresholds.
9. In section G – added Provisions of A.R.S Title 34, Public Buildings and Improvements (Public Works Projects)
10. In section H – added Employment Of Contractors Below A.R.S. Title 34 Threshold Amounts
11. In section I – added Arizona Procurement Code Guidelines
12. In section J – added a section talking about Justification memos. This is when quotes are required however unable to receive all 3 quotes.
13. In section N – added a new section for Procedures for Bid Protests

Sec 2-139 Unbudgeted Expenditures

1. In section A-1 -changed the limits from \$10,000-\$20,000 to \$30,001 to \$50,000 to reflect new thresholds.

Sec 2-140 Emergency Provision

1. In section A – changed the limit from \$20,000 to \$50,000 to reflect new threshold.

Sec 2-141 Disposal of Surplus Supplies

1. In section B – added new language that states “The City Manager has the authority to dispose of assets under \$250 or with a usable life of less than one year without City Council approval.”

FISCAL IMPACT:

The proposed amendments are not anticipated to create a direct financial impact. However, the revised policy is expected to improve purchasing efficiency, streamline procurement processes, and strengthen financial controls and accountability throughout the organization.

Approved as to Form:



Stephen R. Cooper, City Attorney

ORDINANCE NO.: 26-1001

AN ORDINANCE OF THE CITY OF ELOY, PINAL COUNTY, ARIZONA, AMENDING SECTIONS 2-134 THROUGH 2-141 OF CHAPTER 2, ARTICLE VII, "CITY OF ELOY PURCHASING POLICY" OF THE ELOY CITY CODE AND ADOPTING BY REFERENCE THAT CERTAIN DOCUMENT ENTITLED "AMENDMENTS TO CITY OF ELOY PURCHASING POLICY DATED MAY 26, 2026"; PROVIDING FOR SEPARABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City of Eloy has established purchasing policies and guidelines to ensure an efficient and effective method to procure goods and services; and,

WHEREAS, the policies and guidelines have been reviewed and updated to reflect current trends and practices in purchasing; and,

WHEREAS, City staff proposes that the Mayor and City Council adopt the revised and updated purchasing policies.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Eloy, Pinal County, Arizona that Chapter 2, Article VII of the Eloy City Code is hereby repealed in its entirety.

BE FURTHER RESOLVED that certain document entitled "Amendments to City of Eloy Purchasing Policy dated May 26, 2026" (Sections 2-134 through 2-141) which document was declared a public record by Resolution No. 26-1961, three copies of which are on file with the City Clerk of the City of Eloy, Arizona, is hereby referred to, and made a part hereof as if fully set forth herein, and is hereby approved and adopted by this Resolution.

Section I. Separability. If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held invalid or unconstitutional by any court of competent jurisdiction, such portion shall be deemed a separate, distinct, and independent provision and such holding shall not affect the validity of the remaining provisions of this Ordinance or parts thereof.

Section II. Effective Date. This Ordinance shall become effective on the date and in the manner prescribed by law.

PASSED and ADOPTED by the Mayor and City Council of the City of Eloy, Arizona, this 26th day of May, 2026.

Andrew Sutton, Mayor

ATTEST:

Celine Kidwell, City Clerk

APPROVED AS TO FORM:

Stephen R. Cooper, City Attorney

Sec 2-131. Intent

The purchasing policy is intended to be an integral part of the City's fiscal management. The City's fiscal budget is the tool that establishes the financial management directive for department operations. The purchasing policy is designed to guide City of Eloy employees, volunteers, board members, and appointed and elected officials regarding the rules and regulations governing purchasing.

The City Manager or designee shall supervise the expenditures of all departments, divisions, or services of the City government efficiently and economically, in accordance with the intent of the approved budget. The best way to accomplish this is to adopt a set of standards and make it each Department's responsibility to ensure they are properly followed.

Sec. 2-132. Goals

The City of Eloy's purchasing goals are to maximize the use of its assets, utilize fair and competitive bidding, encourage vendor participation, and achieve efficient and economical acquisition of goods and services through standard purchasing practices.

To achieve these goals, the purchasing system must ensure that everyone acting as a purchasing representative of the City of Eloy complies with all regulations, that unnecessary and duplicate purchases are avoided, that economical choices are made for quality goods and services, and that competitive purchasing is encouraged.

Sec. 2-133. Procedure

- A. Purchasing - The City of Eloy will procure supplies, materials, equipment, services, capital improvements, and other asset acquisitions deemed necessary to deliver quality services to its citizens using competitive bids, vendor quotations, or direct purchases. A complete history of each purchase of supplies, materials, equipment, or services will be maintained in the accounts payable files through purchase requisitions, purchase orders, petty cash vouchers, and vendor information.
- B. Purchasing Standards - All employees authorized to purchase goods or services for the City of Eloy will use the purchasing process requirements pursuant to this purchasing policy and will comply with the following purchasing goals and objectives:
 - 1. The authority to purchase goods or services on behalf of the City of Eloy is a public trust, and each purchase will be treated in a manner that is not adverse to the City's interests.
 - 2. Each purchase will be made impartially, fairly, and without benefit or hint of personal benefit to the City representative who is making the purchase (Reference Exhibit A – A.R.S. §38-503).
 - 3. No city employee will demand or accept any gratuity in return for purchasing the City. Gratuities are defined as gifts, money, or services, or the promise of any such gifts, money, or services.

4. No employee shall award a contract or incur an obligation on behalf of the City in violation of this policy.
5. All vendors will be dealt with fairly, courteously, and honestly.

Sec. 2-134. Responsibility

- A. It is the responsibility of the City Council to adopt reasonable and sound purchasing policies for management and confirm that standard and effective use of all purchasing policies is adhered to.
- B. The City Manager (see definition) or designee is the purchasing agent as appointed by the Mayor and City Council. The City Manager may authorize Department Directors to manage their budgets. The department directors may authorize their employees to serve as purchasing representatives and establish purchasing levels for them, provided they comply with this policy's City Council goals and objectives.
- C. The City Attorney is responsible for the administration of all purchases and sales of real property. Sales of real property shall comply with A.R.S. §9-402 or, if applicable, §9-407.
- D. An external auditor will measure effective purchasing practices annually. Audit findings are reported to the City Council and may also be reported to State and Federal agencies providing fiscal support. The City of Eloy may occasionally have to adjust purchasing policies and practices.

Sec. 2-135. General Policy

- A. Generally, all departments are responsible for procuring their Department's budgeted items (see definition) or services and for compliance with the procedures in this policy. All purchases of \$1,000 or higher require prior approval by the City Manager or designee.
- B. The City Manager is authorized to give final approval to purchase unbudgeted items (see definition). All such approvals shall be for items consistent with the City's efficient and economic operations.
- C. Unauthorized Purchases
 1. When goods or services are to be purchased, a valid purchase order (except for emergency purchases and the exceptions listed below) is **required** before purchasing \$1,000 or more. Failure to obtain the purchase order before purchasing over \$1,000 may be considered an unauthorized purchase and may result in disciplinary action.
 2. City employees are prohibited from purchasing items for personal use through the City's procurement process. This refers explicitly to items ordered for an employee's personal use and billed to the City of Eloy on a vendor's invoice.

D. Compliance with Procedures—Department Directors are responsible for ensuring that all purchasing procedures provided herein are complied with and that personnel are briefed periodically on their content.

E. Contracts, Leases, and Purchase Agreements

1. All contracts, leases, and purchase agreements that are approved through the annual budget under \$50,000 may be signed by the City Manager. Department Directors, supervisors, or other staff shall not commit the City to a document that encumbers funds, goods, or services to the City for \$50,000 or more.
2. All contracts, leases, and purchase agreements shall be valued at the cumulative total of the contract expenses to the City. Rentals shall be valued at the cumulative total of rental payments for the anticipated rental period or for one calendar year from the start of the rental for long-term items, whichever is less.
3. The original fully executed contract, lease, or purchase agreement shall be filed with the City Clerk. A copy shall be forwarded to the Finance Director and placed in the Procurement Folder.
4. Any contract, lease, or purchase agreement price that exceeds \$50,000 in whole or in part shall be subject to prior approval of the City Council. Any modifications to a contract, lease, or purchase agreement price shall be subject to prior approval by the City Council after the Department Director provides a report on the effect of the modification, change order, or contract price adjustment on the total project budget.

Sec. 2-136. Expenditure Requests

A. Use

1. An "Expenditure Request" form (see definition) shall be completed and submitted to the Finance Department for approval of any purchases over \$1,000.00 (exclusive of taxes and freight) before the issuance of any purchase order (except as noted in exceptions below).

B. Authorization of Expenditure Requests

1. All expenditure requests submitted by employees shall be approved by their Department Director or designee.
2. The Finance Department will verify the availability of funds for the purchase and that it complies with this policy.
3. Expenditure requests that are not approved will be returned to the Department Director with an appropriate notation

- C. The Department Director is responsible for approving an expenditure request, which should include, but not be limited to, the following:
1. Periodic evaluation of the vendor's performance;
 2. Evaluation and approval of vendors' requests for price revisions on orders;
 3. Determination that items are within the intent and guidelines of the departmental needs and budgets;
 4. Proper recording, processing, safeguarding, and submittal of expenditure requests and purchase orders.

D. Verbal Approval

1. The City Manager or designee is authorized to give verbal approval before making a purchase.
2. After verbal approval is given, it must be followed by an expenditure request form and sent to the Finance Department within five (5) calendar days from the date of purchase.
3. The expenditure request form must indicate that verbal approval was given for the purchase, including the date and time of the approval.

E. Exceptions

1. The following purchases do not require an expenditure request or a purchase order to be submitted before purchasing:
 - a. Occupancy Cost (rent, utilities, etc.)
 - b. Postage
 - c. Payroll and Employee benefits
 - d. Contractual/Lease obligations
 - e. Legal and personnel advertising
 - f. Petty cash
 - g. Pension payments
 - h. Debt service payments
 - i. Insurance premiums
 - j. Undercover criminal investigations
 - k. Tax payments
 - l. Statement Payments (see definition)
 - m. Emergency Purchases

- F. No person or firm practicing in a professional or technical field for which a license is required by State law shall be engaged by the City unless they possess a current license in good standing.

- G. Petty cash expenditures shall be limited to amounts of \$75.00 or less per purchase.
- H. Upon engagement, the City shall enter into a written agreement or memorandum of understanding for the performance of the services for which it is engaged, setting forth the scope of services and the unit or total price thereof.
- J. The provisions of this Purchasing Policy shall not apply to purchases of chattel property in an amount up to and including fifty thousand dollars (\$50,000) from the United States Government or any agency thereof, any State Government or any agency thereof, or any County or local government. Purchases made pursuant to this subsection shall be made with the written concurrence of the Mayor.

Sec. 2-137. Purchase Orders

A. Use

1. Purchase orders will be utilized for all purchases over \$1,000.00.
2. The Finance Director or designee will sign all purchase orders.
3. Competitive bids should be secured for all non-routine purchases as detailed in Sec. 2-138.
4. The Finance Department will issue Purchase orders after approval of an expenditure request.
5. Departments shall retain all copies of the purchase order document until receipt of goods and the invoice.

B. Receiving

1. The original purchase order, expenditure request, and invoice shall be sent to the Finance Department upon receipt of the goods and the invoice. All invoices must be stamped "OK to Pay," include the date of approval, and have the line item being charged signed upon receiving the goods or services.
2. When a partial order is received, the Department should document the invoice amount on the front of the purchase order or expenditure request form and submit the invoice with a photocopy of the purchase order and expenditure request to the Finance Department. When making a photocopy of the purchase order, remember that the original must be submitted upon receipt of the final shipment. If the balance on the original purchase order is not used, the purchase order must be closed. Please indicate this on the original purchase order and submit it to the Finance Department to complete this closure.
3. Invoices for approved local vendors should be stamped "OK to Pay" and signed by the Department Director or designee. The line item to be charged

should be recorded underneath the stamp. Invoices can then be forwarded directly to the Finance Department for reconciliation to the monthly statement. All invoices must be reconciled using a spreadsheet indicating charges and line items.

4. The vendor should return or replace Defective or damaged goods before payment is issued.

Sec. 2-138. Source Selection and Bid Formation

A. Informal Competitive Bids and Proposals

1. Informal bid or proposal solicitations may make procurements costing less than Fifty Thousand Dollars (\$50,000) in accordance with the provisions of this section. Procurements or procurement requirements shall not be artificially divided to avoid the competitive bidding requirement. Where possible, a minimum of three (3) bidders should be solicited.

- | | |
|------------------------|--|
| a. \$0 - \$10,000 | No competition required |
| b. \$10,001 - \$30,000 | Three (3) verbal quotes |
| c. \$30,001 - \$50,000 | Minimum three (3) written quotes on City's Informal Quote Request Form (Exhibit C) and attached vendor's quote sheet or letterhead with vendor's name, address, email, and phone contact information |

- d. Any amounts exceeding \$50,001 will follow the alternative source selection process and require City Council approval.

2. At all times, personnel will attempt to secure the "best value" on purchases. Personnel will, whenever possible, attempt to purchase from vendors within the City limits because of immediate availability, the cost of travel outside the City limits, the savings on employee time, and the ability to immediately provide the goods or services. If all else is equal, the price quoted by the local vendor is within 10% of that quoted by an out-of-town vendor, and the local vendor shall be considered the "low" bidder.

B. Alternative Source Selection

1. Cooperative Procurement
 - a. Purchases may be made by, through, or with the State of Arizona or its political subdivisions or through utilizing cooperative contracts (1GPA, Mohave, SAVE, Sourcewell, etc.) used for cooperative purchasing or other out of state cooperatives contracts utilized by the State of Arizona or it's political subdivisions for cooperative purchasing. The City may make purchases or award contracts for goods and services without a

formal bidding process whenever other governmental units have done so for the same item or service if, in the opinion of the Purchasing Agent, a separate bidding process is not likely to result in a lower price for such items or services.

2. When using a cooperative contract process, the Department Director must secure copies of the cooperative contract, bidding sheet, pricing sheet, award letter, and any other pertinent contractual information available from the cooperative sites.
3. The Department Director must then save this cooperative contract information on the City's Procurement site for record-keeping.

A. Sole Source Procurement

1. Any sole source (see definition) purchase of goods or services that do not exceed \$50,000 shall be submitted to the City Manager for approval before any order is placed. The words "Sole Source Vendor" must be noted on the Expenditure Request form.
2. A contract may be awarded without competition when the City Manager determines that there is only one source for the required supply, service, or construction item after conducting a good-faith review of available sources. A letter from the vendor stating that they are the only supplier of the goods or services is required for the City Manager to make such a determination. A record of sole source procurements shall be maintained as a public record and shall list each contractor's name, the purchase order number, and the amount.
3. The provisions of this regulation apply to all single/Limited source procurement unless emergency conditions exist as defined in this Policy.

B. Job Order Contracting (JOC)

1. Job Order Contracting (JOC) is a project delivery method used by organizations to quickly and easily complete numerous commonly encountered construction projects through multi-year contracts for a wide variety of renovation, repair, and minor construction projects. JOC is most commonly used to clear deferred maintenance backlogs, respond rapidly to recurring project needs, and construct renovation projects.
2. A Job Order Contract is a competitively bid, fixed price, multi-year construction contract based on established or published unit prices via a unit price book (UPB) or a price list with a multiplier (termed coefficient) applied to the unit prices. Unit prices are used to price construction tasks within the scope of work. These are often referred to as construction catalogs or

automated cost databases. The contract is an IDIQ (indefinite delivery, indefinite quantity) contract for on-call construction services. The contract serves as an umbrella contract with a potential maximum amount of work over a specified term, such as an annual or multi-year term.

3. When using a JOC, the Department Director must secure a copy of the JOC contract, bidding sheet, pricing sheet, award letter, board/council approval letter, and any other pertinent contractual information available from the cooperative sites.
4. The Department Director must then save this JOC information on the City's Procurement site for record-keeping.

C. Competitive Pricing

1. Unless the City Manager or City Council exercises the right of rejection, the purchase or contract shall be made from and with the lowest responsible bidder for the entire purchase or contract or any part thereof. In determining the lowest responsible bidder, in addition to the price, the City Manager and City Council shall consider the following:
 - a. The ability, capacity, and skill of the bidder to perform the contract or provide the service required;
 - b. Whether the bidder can perform the contract or provide the service promptly, or within the time specified, without delay or interference;
 - c. The integrity, reputation, judgment, experience, and efficiency of the bidder;
 - d. The quality of performance of previous contracts or services;
 - e. The previous and existing compliance by the bidder with laws and ordinances relating to the contract or service;
 - f. The sufficiency of the financial resources and ability of the bidder to perform the contract or service;
 - g. The quality, availability, and adaptability of the supplies or contractual services for the particular use required;
 - h. The ability of the bidder to provide future maintenance and service for the use of the subject of the contract;
 - i. The number and scope of conditions attached to the bid.

D. Purchasing of Goods/Acquiring Services

1. The City Manager may issue such rules governing purchasing procedures within the administrative organization as may be necessary to accomplish this function efficiently and cost-effectively. The City Manager may adopt all or any provisions of the Arizona Procurement Code as applicable to the City. The provisions of this paragraph concerning bidding procedures shall not apply to professional services, including, but not limited to, engineering, architectural, legal, accounting, medical, planning, insurance, and similar services.
2. An invitation to bid, a request for proposals, or any other solicitation to submit an offer shall be based on specific listed criteria outlined in the invitation to bid or request proposals. All qualified bids shall be opened publicly, and the City shall record the bids received. The record and the bids received shall be subject to public inspection after the bid opens in the manner provided by law. Purchases shall not be artificially contrived, divided, or fragmented to constitute a purchase under this Section or circumvent the competitive bid requirements.
3. All purchases of goods and services between \$10,000 and \$30,000 shall require three (3) verbal or telephonic quotes and be awarded to the lowest qualified and responsible vendor. All verbal quotes shall be recorded on the oral bid sheet, and a detailed description of the goods or services being procured shall be provided. This information must be on the Oral Bid Sheet, which can be found in Exhibit B. An explanatory memorandum must be included if at least three (3) bids, quotes, or prices are unavailable. All purchases below \$10,000 shall be awarded to the most qualified and responsible vendor, submitting the lowest price after due inquiry, when practicable.
4. All purchases of goods and services between \$30,001 and \$50,000 shall require three (3) written quotes and be awarded to the lowest qualified and responsible vendor. Each bidder shall record their bid information, with a detailed description of the goods or services being procured on the Informal Quote Request Form, which can be found in Exhibit C. In addition, the vendor's quote shall be on the vendor's letterhead, including the vendor's name, address, email address, phone number, and price quote. Publication shall not be required. The City Manager shall execute contracts between \$30,001 and \$50,000 if the item is included in the budget. If a minimum of three (3) bids, quotes, or prices are unavailable, an explanatory memorandum must be included in the request.
5. All purchases of goods and services over \$50,001 shall be pursuant to sealed bids or proposals approved by the City Council. Publication for the request for bids/request for proposals shall be published as provided by A.R.S. § 39-204. Bids shall be awarded to the lowest qualified and responsible vendor.

E. Provisions of A.R.S Title 34, Public Buildings and Improvements (Public Works Projects)

1. Employment of Architects, Engineers, and Other Technical Registrants (A.R.S. §§ 34-101 through 34-104) - Architectural, engineering, land surveying, geologic, and other professional services provided by technical registrants for public works projects shall be procured in accordance with the qualifications-based selection procedures prescribed by A.R.S. Title 34, including A.R.S. § 34-103, whenever applicable. Such procedures may include public solicitation of statements of qualifications or requests for qualifications, and the selection of firms based on competence and qualifications.

Projects utilizing alternative project delivery methods, including design-build, construction manager-at-risk, and job-order contracting, shall comply with all applicable provisions of A.R.S. Title 34. Prior to advertisement or solicitation for such projects, the procurement shall be reviewed by the City Attorney. The City Council shall award contracts subject to this section in accordance with applicable state law and City procurement procedures.

2. Employment of Contractors Subject to A.R.S. Title 34 (A.R.S. §§ 34-201 through 34-258) - Public works projects for the construction, reconstruction, alteration, repair, improvement, or demolition of any building, structure, street, road, bridge, water or sewer work, or other public improvement shall be procured in accordance with the requirements of A.R.S. Title 34 whenever the estimated total project cost exceeds the statutory threshold amounts established and annually adjusted pursuant to A.R.S. §§ 34-201 and 41-563.

Such requirements may include, but are not limited to, public advertisement for sealed bids, competitive bidding procedures, bid security, payment and performance bonds, insurance requirements, contract retention, and progress payment procedures. Contracts subject to this section shall be awarded by the City Council in accordance with applicable state law and City procurement procedures.

F. Employment Of Contractors Below A.R.S. Title 34 Threshold Amounts

1. Construction work of any building, structure, street, road, bridge, water or sewer work, or any addition or alteration thereto requiring a contractor's license, which is below the minimum threshold requirements of Title 34, shall be procured in accordance with the City Code and this policy, and in addition, shall require:
 - a. Execution of a contract approved by the City Attorney.

- b. Liability and other insurance coverages naming the City as an additional insured with limits consistent with construction contracts under Title 34.
- c. Performance and Payment Bonds and contract payment retention for all projects exceeding \$10,000; if the project is being paid in a single lump-sum payment at the end of the project, then no performance bond will be required. A payment bond is only required if the contractor is using subcontractors.
- d. Lien waivers from all suppliers and subcontractors prior to final payment.

G. Arizona Procurement Code Guidelines

- 1. The City may utilize the following additional purchasing procedures as provided in the Arizona State Procurement Code (pursuant to A.R.S. § 41-2501(c)) when not in conflict with the requirements of the City Code, this policy, or state statutes. These state procurement code provisions shall be deemed modified to fit the municipal context. Definitions and Supplementary General Principles of Law (See A.R.S. §§ 41-2503, 2504 & 2531)
- 2. Sole Source Procurement (See A.R.S. §41-2536)
- 3. Multi-term Contracts- (See A.R.S. § 41-2546 and implementing regulations.)
- 4. Online bidding and reverse auctions - (See A.R.S. § 41-2671 - 2672; R2-7-101(44))
- 5. Procurement of Information Systems (See A.R.S. § 41-2553)
- 6. Procurement of earth-moving material handling, road maintenance, and construction equipment (See A.R.S. § 41-2554)
- 7. Intergovernmental Procurement (See A.R.S. § 41-2631-2634)

The City may require the submission of the following information in connection with a purchase under this policy:

- 1. Cost or Pricing Data (See A.R.S. § 41-2543)
- 2. Request for Information (See A.R.S. § 41-2555)
- 3. Information to ensure the responsibility or prequalification of bidders (See A.R.S. §§ 41-2540-2541)
- 4. Right to Audit Records / Inspect Plant (See A.R.S. §§ 41-2548, 2547)
- 5. Information to ensure compliance with federal requirements (A.R.S. § 41-2637)

H. Contract Review / Execution

1. The City Attorney shall review all contracts with the City prior to placement on a Council Agenda.

I. The Following Are Excluded From The Competitive Evaluation Requirements Of This Policy:

1. Certain professional services. Professional services are services of those who, through special learning or attainment, have acquired intellectual skills and qualifications in a particular area of endeavor that has been generally accepted as a profession and which requires a prolonged course of specialized instruction and study, including architects, attorneys, certified public accountants, insurance services, clergy, dentists, engineers, geologists, physicians, nurses, psychologists, teachers, veterinarians, and health care facilities which provide a combination of professional and paraprofessional services. All such contracts shall require approval in accordance with the approval limits of this policy and the City Code.
2. Services performed by other government or nonprofit agencies as part of an intergovernmental agreement with the City of Eloy.
3. Travel-related expenses for employees or others while traveling on authorized City business. Examples include common carrier travel, hotel accommodations, registration, and meals.
4. Agreements negotiated by the City Attorney in settlement of litigation or possible litigation.
5. Development Agreements approved by the City Council pursuant to A.R.S. § 9-500.05 wherein the City's contribution does not exceed the threshold amount requiring public bidding pursuant to A.R.S. § 34-201(G).

J. Justification Memos

1. When this policy requires verbal or written quotes, but three bids or quotes are unavailable, the Department Director must sign a written justification memo. Such documentation shall be submitted with the requisition. The memo must document why the City's best interest is served despite the lack of bids or quotes. Examples of criteria to use when drafting a justification memo include:
 - a. The vendor recommended is the only authorized vendor for the goods or services required. Explain if other vendors offer similar goods or services and why using the other vendors is not in the City's best interest.

b. Functional superiority of the recommended vendor's equipment or services, including such factors as a more efficient, economical, or cost-effective operation, longer life span, greater reliability, and/or ease of operation, maintenance, and/or repair, as reflected in response to bid specifications/requests for proposals, superior warranty on the goods or services.

c. Where standardization or compatibility is the overriding consideration.

K. Below, Table (1) shows the procedures to follow depending on the purchase amount.

Dollar Level Table for Expenditure Request				
Table (1) Procedure	Greater than \$0 <u>and</u> less than or equal to \$10,000.	Greater than \$10,001 <u>and</u> less than or equal to 30,000	Greater than \$30,001 <u>and</u> less than or equal to \$50,000	Greater than \$50,001.00
Competitive Pricing	Yes	Yes	Yes	Yes
Three (3) verbal or telephonic quotes obtained. Quotes are recorded on the oral bid sheet. (see oral bid sheet in Exhibit B).		Yes		
Three (3) written quotes are obtained from the Vendor/Contractor and the Vendor to complete the informal quote request. (see bid information in Exhibit C)			Yes	
Formal Bidding, JOC, or use of Cooperative Procurement is required if over \$50,000, and requires City Council Approval.				Yes

L. Exception to the above procedures

(See exception listed in Sec. 2-136 (E))

M. Formal Bidding Procedures

1. The City will follow the procedures outlined in this section for all purchases and contracts subject to the formal bidding process.
2. A Request for Proposal (RFP) or Request for Qualifications (RFQ) will need to be written. The RFP or RFQ should be based on a clear and accurate description of the requirements for procuring materials, products, or services. Descriptions should not contain features that unduly restrict competition.

N. Public Notice

1. A public notice for solicitation of bids will be published in a newspaper of general circulation serving the City. The notice inviting bids shall be published at least fifteen (15) days before the date set for submitting bids.
2. The public notice shall include a general description of the articles to be purchased or services performed. It will specify the date, time, and services performed, as well as the bid opening's date, time, and location.
3. Advertising for soliciting bids may be made in special trade or national publications, including the Internet.
4. The public notice will indicate the location where technical specifications may be examined, and a copy of the notice inserted in the newspaper may also be mailed to all prospective suppliers and/or service providers.

O. Receipts and Opening of Bids

1. Bids or proposals shall be submitted in a sealed envelope clearly identified as a bid on the front of the envelope to the City Clerk's Office.
2. Bids or proposals not received within the time period allowed will be rejected.
3. All bids will be opened in public at the time and location specified.
4. A tabulation of all bids will be posted and available for public inspection at City Hall.

P. Awarding of Bids

1. The Department Director, through the City Manager, will prepare a recommendation to the City Council for the bid award.
2. All bidders will be notified in writing of the award or rejection of bids.
3. The City Council shall award the purchase contract or contract for services to the lowest responsible bidder per the Department Director's

recommendation.

Q. Procedures for Bid Protests

1. Time Limit for Filing a Bid Protest

- a. All bid protests shall be filed within ten (10) days after the protestor knows or should have known the basis of the protest or before Council consideration of contract award, whichever is earlier.

2. Form of Protest

- a. The protest must be in writing and include the following information:
 - i. The name, address, and telephone number of the protestor;
 - ii. The signature of the protestor or their representative;
 - iii. Identity of procurement project and project number;
 - iv. A detailed statement of the legal and factual grounds of the protest, including copies of relevant documents and
 - v. The form of relief requested.

3. Where to File

- a. All bid protests must be personally delivered or mailed by certified mail to the City Clerk, City of Eloy, 595 North C Street, Suite 104, Eloy, AZ 85131.

4. Hearing Procedures

- a. The City Manager shall act as the hearing officer or appoint a hearing officer. The hearing shall be conducted informally without formal rules of evidence or procedure. A taped hearing record shall be available to the requesting party at cost. Following the hearing, the City Manager shall issue a decision on the protest within seven days. An appointed hearing officer shall make a recommendation to the City Manager within seven days based on the evidence presented and provide findings of fact and conclusions of law. The City Manager may affirm, modify, or reject the hearing officer's recommendation in whole or in part and shall issue a decision within three days. The protestor may appeal the City Manager's decision by filing a request for reconsideration with the City Council within three days of receipt. The City Council shall consider the decision within fourteen (14) days, and the Council may affirm, modify, or reject the decision in whole or in part. The City Council's decision shall be final.

5. Appeals

- a. Appeals from a final decision of the Eloy City Council shall be in accordance with Arizona law governing appeals from public agencies.
- R. Performance or Bid Bond - The City Manager has the authority to require security in the form of cash, bond, or other equity in such amounts as may be deemed sufficient to secure the execution of a contract.
- S. Right of Rejection - The City Manager shall have the authority to reject any bids and parts of all bids and re-advertise or re-solicit bids.
- T. Exclusive Service or Sole Source - If there is only one firm, company, or individual in the State of Arizona that is capable of providing a particular service or items and such services or items cannot be secured from any other firm, company, or individual in the State of Arizona, such services or items may be obtained without bidding.
- U. Equal Opportunity - The City of Eloy will select providers of goods and services without regard to race, color, national origin, ethnicity, religion, creed, sex, disability, age, or marital or family status as required by the City's policy on Equal Opportunity and Non-Discrimination.
- V. State Preemption - Notwithstanding any other portion of this policy and procedure document, in the event any purchase or contract falls within the definition of limitations of A.R.S. Section 34-201, as amended, the provisions, requirements, and specifications of the relevant portions of the Arizona Revised Statutes will supersede this policy and control all such bidding procedures.

Sec. 2-139. Unbudgeted Expenditures

A. General Directive

- 1. If a department desires to make a purchase or enter into contractual obligations for goods or services of \$30,001 to \$50,000 that were not identified in the City's Annual Budget or exceeds the authorized budget or capital amount, the Department Director will submit a written request to the City Manager, containing the following information:
 - a. The item or service to be purchased;
 - b. The estimated cost of the item or service;
 - c. Suggested procurement of services;
 - d. The reason for the purchase (justification);
 - e. The proposed funding source to pay for the purchase from within the

- department budget;
 - f. Any other information as may be required by the City Manager.
2. Once the City Manager receives and reviews the information, the City Manager and the Mayor or designee may sign the unbudgeted expenditure.

Sec. 2-140. Emergency Provision

- A. In the event of an Emergency, in which the health, safety, and welfare of the persons living in Eloy, property, employees, and interests are at risk, the City Manager has the authority to approve the purchase of supplies, materials, or services not to exceed \$50,000 per emergency.
- B. Any department requesting an emergency purchase under this provision shall submit written documentation describing the emergency and the resulting purchase to the City Manager within forty-eight (48) hours of the emergency purchase authorization.
- C. The City Council shall be notified in writing by the City Manager at the next regular scheduled Council meeting of all emergency purchases made under this provision, and said notification will include the following information:
 - 1. The emergency as it relates to health, safety, and welfare;
 - 2. The item or service that required purchase;
 - 3. The cost of items or services;
 - 4. A proposal of the source of funds to pay for the purchase.

Sec. 2-141. Disposal of Surplus Supplies

- A. All departments shall submit to the City Manager or designee, at such time and in such form as he/she shall prescribe, reports showing all supplies, materials, and equipment that have become obsolete, unfit, and unnecessary.
- B. The City Manager has the authority to dispose of assets under \$250 or with a usable life of less than one year without City Council approval.
- C. The City Manager or designee may transfer among the various use agencies of the City or may sell at public auction any City-owned supplies, materials, and equipment that have become obsolete, unfit, and unnecessary.
- D. Notice of a sale at public auction shall be by publication at least twice in a newspaper of general circulation in the City and by posting on a public bulletin board in the City Hall, such publications and posting to occur at least fifteen (15) days before the date set for the auction.

Sec. 2-142. Definitions

- A. Bidder List – a list of vendors and/or potential bidders for a city project or purchase. The list will be maintained by the Department in which the project is managed and will contain the following information:
 - 1. Vendor Name
 - 2. Vendor Address
 - 3. Vendor Phone Number
 - 4. Type of bid project or purchase the vendor wishes to be included in
 - 5. Date the vendor was placed on the list
- B. Budget item - expenditure for goods or services, which have been approved in the City's annual budget.
- C. City Manager - is the City's Purchasing Agent or someone responsible for approving purchases.
- D. Competitive pricing is obtaining price quotes from three (3) or more vendors/contractors for the same item or service to be purchased.
- E. Expenditure request form - is a document to show the following information:
 - 1. Department requesting the expenditure
 - 2. Whether a purchase is budgeted or non-budgeted
 - 3. If a "hand check" is required, and when
 - 4. Indicate if verbal approval was given (date and time)
 - 5. Vendor name, address, and federal tax identification
 - 6. Special Instructions (if any)
 - 7. Description of the purchase
 - 8. Signature lines to show authorization for the purchase
 - 9. Competitive quotes (if needed)
- E. Open Purchase Order - a purchase order established for a vendor providing supplies or services on an as-needed, repetitive, or contractual basis.
- F. Sole Source - a vendor who is the only one providing the goods or services being purchased within the State of Arizona.
- G. Statement Pays - a list of local vendors compiled by the Finance Department that are not required to produce an individual expenditure request form because these vendor payments are reconciled and paid off of a monthly statement. These expenditures will require the Department to submit information, such as the line item to be charged, and to authorize the Department Director's signature.
- H. Unbudgeted Item - refers to an expenditure not identified in the City's Annual Budget or for an expenditure of goods or services that exceeds the authorized amount budgeted.

Exhibit A

§38-503. Conflict of interest; exemptions; employment prohibition

- A. Any public officer or employee of a public agency who has, or whose relative has, a substantial interest in any contract, sale, purchase, or service to such public agency shall make known that interest in the official records of such public agency and shall refrain from voting upon or otherwise participating in any manner as an officer or employee in such contract, sale, or purchase.
- B. Any public officer or employee who has, or who's relative has, a substantial interest in any decision of a public agency shall make known such interest in the official records of such public agency and shall refrain from participating in any manner as an officer or employee in such decision.
- C. Notwithstanding the provisions of subsections A and B of this section, no public officer or employee of a public agency shall supply to such public agency any equipment, material, supplies, or services, unless pursuant to an award or contract let after public competitive bidding, except that:
 - 1. A school district governing board may purchase, as provided in §§ 15-213 and 15-323, supplies, materials, and equipment from a school board member.
 - 2. Political subdivisions other than school districts may purchase through their governing bodies, without using public competitive bidding procedures, supplies, materials and equipment not exceeding three hundred (\$300.00) dollars in cost in any single transaction, not to exceed a total of one thousand (\$1,000.00) dollars annually, from a member of the governing body if the policy for such purchases is approved annually.
- D. Notwithstanding subsections A and B of this section and as provided in §§ 15-421 and 15-1441, the governing board of a school district or a community college district may not employ a person who is a member of the governing board or who is the spouse of a member of the governing board.

Exhibit B



City of Eloy
Exhibit B

Oral or Telephonic Bid Sheet

Item or Project: _____

Date of Bid: _____ Department: _____

Description of Bid: _____

Vendor Name	Phone #	Bid Amount
_____	_____	_____
_____	_____	_____
_____	_____	_____
_____	_____	_____

Cooperative Purchasing Contract Number _____

Cooperative Purchasing Site _____

- 1) The description of Oral bids must match vendor quotes or pricing when comparing bids.
- 2) If using a Purchasing Cooperative or JOC, must attach contract, award letter, and pricing sheet, if applicable.
- 3) If using a Cooperative or JOC must save the contract, award letter, extension letter, pricing sheet, and any other information on the Procurement Drive.

Exhibit C



City of Eloy
Exhibit C

Written Bid Quote

If you have any questions regarding this informal quote, please contact: _____

Fill in all the blanks and sign this form. Incomplete forms will not be accepted.

Vendor Name: _____ **Phone:** _____

Contact Name: _____ **E-mail:** _____

Vendor Address: _____ **Cell:** _____

Vendor Signature: _____ **Date:** _____

Item	Quantity	Item Description	Unity Price	Total
1				
2				
3				
4				
5				
6				
7				
8				
9				
10				

City of Eloy Acceptance

Department Director Signature _____

Informal Quote is Good for 30 Days

Sub-Total

Shipping

Sales Tax

Total

**CITY OF ELOY
REQUEST FOR COUNCIL ACTION**

Agenda Item: **IX.A.**

Date: **5/26/2026**

Date submitted:
05/18/2026

Action: Other

Subject: Pursuant to A.R.S. § 38-431.03(A)(3), (4), (5), and (7), the Mayor and City Council may convene into Executive Session for discussion and consultation with the City Attorney and/or special legal counsel for legal advice; discussion and consultation regarding the City's position and instructions to its attorneys and designated representatives concerning contracts, agreements, development matters, and negotiations; discussion regarding negotiations with prospective businesses or industries and associated economic development matters; and discussion regarding the purchase, sale, lease, or value of real property. No legal action will be taken during Executive Session.

TO: Mayor and City Council

FROM: Mackenzie Letcher, City Manager

RECOMMENDATION:

N/A

DISCUSSION:

N/A

FISCAL IMPACT:

N/A

Approved as to Form:

A handwritten signature in blue ink, reading "Stephen R. Cooper".

Stephen R. Cooper, City Attorney