

# PUBLIC NOTICE

**THE PINETOP-LAKESIDE TOWN COUNCIL  
WILL HOLD A REGULAR MEETING ON  
THURSDAY, FEBRUARY 19, 2026, AT 6:00 P.M.  
THE MEETING WILL BE HELD IN THE TOWN COUNCIL CHAMBERS  
LOCATED AT 325 W. WHITE MOUNTAIN BOULEVARD,  
LAKESIDE AZ 85929**

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## AGENDA

**A. Call to Order**

*Mayor*

- Roll Call and Ascertain Quorum
- Pledge of Allegiance
- Invocation

Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.

**B. Call to the Public**

*Mayor*

This is a business meeting of the Town Council. The Town values and welcomes public input. Please address the Council as a whole and not individual Council Members. Do not address staff or members of the audience. Council action on items brought up in Call to the Public is limited by the Open Meeting Law. The Council may direct staff to study the matter and reschedule for further consideration at a later date. Items on the agenda will not be heard or discussed in Call to the Public. Individuals are limited to three (3) minutes.

**C. Consent Agenda**

*Mayor*

All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of Town Council requests that an item or items be removed for discussion. Council Member may ask questions without removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.

- C.1 Consider Approval of the Minutes of the Town Council Work Session held on February 5, 2026. *Interim Town Clerk Valichnac*
- C.2 Consider Approval of the Minutes of the Town Council Regular Meeting held on February 5, 2026. *Interim Town Clerk Valichnac*

C.3 Consider Approval of the Town Check Register for the *Finance Director*  
 Period of January 1 through January 31, 2026. *Buldra*

C.4 Town of Pinetop-Lakeside Proclamation “*Black History* *Mayor Irwin*  
*Month*” February 2026.

**D. Business Before the Council**

Public comment will be taken at the beginning of each agenda item after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.

D.1 Presentation of awards for the Patriots Pen essay. *VFW Post 2364*  
 1<sup>st</sup> Place- Laela Mosley *George Baum &*  
 2<sup>nd</sup> Place- Tenley Cox *John Beeler*  
 3<sup>rd</sup> Place- Rain Dimaliwat  
 4<sup>th</sup> Place- Jackson Reeck

D.2 Presentation of awards for the Voice of Democracy audio essays. *VFW Post 2364*  
 1<sup>st</sup> Place- Audrey Woods *George Baum &*  
 2<sup>nd</sup> Place- Elliot Woods *John Beeler*

D.3 Presentation of Public Servant Awards from the VFW Post *VFW Post 2364*  
 2364. *George Baum &*  
*John Beeler*

**Law Enforcement**

- Officer Gabriel Gauna, K9 Patrol, Town of Pinetop-Lakeside Police Department
- Master Deputy Shayne Jackson, Navajo Country Sheriff’s Office
- Deputy Samuel Fa’Apoi, MCAT Jail Intelligence, Navajo County Sheriff’s Office
- Kendall Webster, Dispatcher, Navajo County Sheriff’s Office

**Fire Fighter / Emergency Medical Technician-Paramedic**

- Captain Eric Brown, Pinetop Fire District
- Cody Wallace, Pinetop Fire District

D.4 January Monthly Finance Presentation. *Finance Director*  
*Buldra*

- D.5 Discussion, Information, and Possible Legal Action of Resolution No. 26-1801, Appointing Larry McCormick to the Planning and Zoning Commission for a Term Ending July 22, 2027. *Town Manager Salskov*
- D.6 Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-488, Amending Town Code Title 16, Subdivisions in Accordance to House Bill 2447. *Town Manager Salskov*
- D.7 Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-489, Amending Town Code Title 17, Site Plans in Accordance to House Bill 2447. *Town Manager Salskov*
- D.8 Financial Overview and Status of Multiple Public Works Projects. *Interim Public Works Director Spillman*
- D.9 Town Manager Monthly Report *Town Manager Salskov*
- E. **Adjournment** *Mayor Irwin*

Posted on February 13, 2026 at 12:00 p.m. at the following locations:

Mackenzie Valichnac, CMC  
Interim Town Clerk

**Town Hall**  
325 W. White Mountain Blvd.  
Lakeside, AZ 85929

**Town Website**  
<https://pinetoplakesideaz.gov>

**Pinetop U.S. Post Office**  
712 E. White Mountain Blvd.  
Pinetop, AZ 85935

**Lakeside U.S. Post Office**  
1815 W. Jackson Lane  
Lakeside, AZ 85929

Meeting can be viewed at [https://www.youtube.com/channel/UCN53WdzuQen\\_exXNbatODIw](https://www.youtube.com/channel/UCN53WdzuQen_exXNbatODIw).

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to Council Members, with the exception of material relating to possible executive session, are available for public inspection at the Town Clerk’s Office, 325 W. White Mountain

Boulevard, Lakeside, AZ 85929, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at <https://pinetoplakesideaz.gov>

AMERICAN WITH DISABILITIES ACT: The Town of Pinetop-Lakeside intends to comply with the A.D.A. If you are disabled or physically challenged and need special accommodations to participate, please contact the Town Clerk at (928) 368-8696 Ext. 221 at least 48 hours prior to the meeting.



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>C.1</b>
<b>Subject:</b>	Consider Approval of the Minutes of the Town Council Work Session held on February 5, 2026.		

**MINUTES OF THE WORK SESSION OF THE  
HONORABLE TOWN COUNCIL OF THE TOWN OF PINETOP-  
LAKESIDE, ARIZONA, HELD ON THURSDAY, FEBRUARY 5, 2026, IN  
THE TOWN COUNCIL CHAMBERS LOCATED AT 325 W. WHITE  
MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929**

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➤ **Roll Call**

The following Council Members were present:

Name	Position
Stephanie Irwin	Mayor
Sterling Beus	Vice Mayor
Jerry Smith	Council Member
Harry Turner	Council Member
Todd Fernau	Council Member
Taber Heisler	Council Member
Jeff Phillips	Council Member

Staff Present:

Name	Position
Kristi Salskov	Town Manager
Mackenzie Valichnac	Interim Clerk
Dan Barnes	Chief of Police-PLPD
Dan Wilkey	Commander-PLPD
Sara Simonton (Telephonically)	Finance Manager
Stacy MacArthur	Accountant
Annie DeRosier	Marketing Director
Betsy Peck	Library Manager
Annie DeRosier	Marketing & Communications Director
Frank Young	Interim Community Development Director
Malaina Spillman	Assistant to the Public Works Director
Lisa Mears	PW Administrative Assistant
Frank Naranjo	Public Works Mechanic
Precila De La Garza	Public Works- Facilities

Public Present:

Name
Larry McCormick
Lynn Krigbaum
Ken Cail
Ralph Engler
Jeff Stearns

Mayor Irwin called the Work Session of the Pinetop-Lakeside Town Council to order at 4:30 p.m.

**Goal: alignment, priorities, and direction for the next six months.**

**The Town Manager will provide an overview of current organizational conditions, financial considerations, and statutory obligations, followed by a Council discussion to identify shared priorities and provide collective direction.**

Town Manager Salskov presented the six-month plan for the organization. There was an overview of the goals and priorities of each department. Town Manager Salskov asked for Council input on a few upcoming topics. The Council requested another meeting to provide further input.

No formal action was taken.

**Adjournment**

*Mayor Irwin*

There being no further business at this time, the regular meeting was adjourned at approximately 5:48 p.m.

\_\_\_\_\_  
Stephanie Irwin  
Mayor

ATTEST:

\_\_\_\_\_  
Mackenzie Valichnac, CMC  
Deputy Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of the Town Council of the Town of Pinetop-Lakeside, Arizona, held on the 5<sup>th</sup> day of February, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5<sup>th</sup> day of February, 2026.

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Mackenzie Valichnac, CMC  
Deputy Town Clerk



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>C.2</b>
<b>Subject:</b>	Consider Approval of the Minutes of the Town Council Regular Meeting held on February 5, 2026.		

**MINUTES OF THE REGULAR MEETING OF THE  
HONORABLE TOWN COUNCIL OF THE TOWN OF PINETOP-  
LAKESIDE, ARIZONA, HELD ON THURSDAY, FEBRUARY 5, 2026, IN  
THE TOWN COUNCIL CHAMBERS LOCATED AT 325 W. WHITE  
MOUNTAIN BOULEVARD, LAKESIDE, AZ 85929**

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➤ **Roll Call**

The following Council Members were present:

Name	Position
Stephanie Irwin	Mayor
Sterling Beus	Vice Mayor
Taber Heisler	Council Member
Jeff Phillips	Council Member
Todd Fernau	Council Member
Jerry Smith	Council Member
Harry Turner	Council Member

Staff Present:

Name	Position
Kristi Salskov	Town Manager
Mackenzie Valichnac	Interim Town Clerk
Dan Barnes	Police Chief
Daniel Wilkey	Police Commander
Malaina Spillman	Interim Public Works Director
Sara Simonton	Finance Manager (telephonically)
Frank Young	Interim Community Development Director
Stacy MacArthur	Accountant
Betsy Peck	Library Manager
Annie DeRosier	Marketing & Communications Director
Frank Naranjo	Public Works Parks Supervisor
Lisa Mears	Public Works Secretary
Precila De La Garza	Community Services Director

Mayor Irwin called the Regular Meeting of the Pinetop-Lakeside Town Council to order at 6:00 p.m. A quorum was present.

➤ **Pledge of Allegiance and Invocation**

Mayor Irwin led the Pledge of Allegiance to the Flag.

The Invocation was offered by Vice Mayor Beus.

## **B. Call to the Public**

Mayor Irwin called for public comments.

Kenny Cail stated, *“Mayor Irwin and Council Members. Thank you for this opportunity to speak. I have come to report to the Council about the Citizen’s Dog Park Committee, which met last Tuesday in your town offices. It involved Town Directors that brought up the negative impacts of the possibility of the park. This is what we on the committee really wanted. It is with the spirit of civil discussion, free of misinformation, that government grows. A lesson worth revisiting in our current times. I have listed 5 of the major concerns that were brought up and how we addressed them (listed on a paper provided to the Council). We agreed that the cost of a parking lot that meets ADA requirements is the largest expense. This cost, and the lack of support indicated in the original plan caused the dog park to be turned down. This parking lot could have been beneficial to softball fields, tennis/pickleball courts, and lake walk, but it may have been misunderstood that it was only for the dog park. We discovered that it will take another 2 years to develop a comprehensive plan for Mountain Meadow. That the plan may or may not include a dog park. I have already been addressing the Council for over 2 years on this issue asking for a town committee. Assigning a committee is what most towns do as a first step. The cost, which is minimal, this is a standard practice among Town Councils. Buying prime property to prevent the building of an unwanted business was a decision made to save our Town’s image. The timing, however, when funds were limited placed us in further debt. I know criticism will continue as long as the land is not used. One solution could be utilizing the space with a dog park. Dog parks can easily and inexpensively be constructed and demolished for future uses. Utilizing this land for a dog park reduces parking lot expenses for a dog park, will create a natural tourism facility visible from our main street, it doesn’t require any trees to be cut down, reduces concerns that our Council listens but does not act on community requests. Thank you.”*

## **C. Consent Agenda**

Mayor Irwin announced consideration of the Consent Agenda and explained that all items listed would be acted upon by a single vote of the Council, unless a member of the Council asked that specific items be removed from the Consent Agenda, discussed, and voted upon separately.

Vice Mayor Beus moved to approve the Consent Agenda. Council Member Smith seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Turner	X		
Council Member Smith	X		

Mayor Irwin then declared the motion passed unanimously.

**C.1 Consider Approval of the Minutes of the Town Council Special Meeting held on January 14, 2026.**

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Vice Mayor Beus moved to approve the Minutes of the Town Council Special Meeting held on January 14, 2026. Council Member Smith seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

**C.2 Consider Approval of the Minutes of the Town Council Regular Meeting held on January 15, 2026.**

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Vice Mayor Beus moved to approve the Minutes of the Town Council Regular Meeting held on January 15, 2026. Council Member Smith seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

**C.3 Consider Approval of the Minutes of the Town Council Special Meeting held on January 21, 2026.**

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Vice Mayor Beus moved to approve the Minutes of the Town Council Special Meeting held on January 21, 2026. Council Member Smith seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

**D. Business Before the Council**

**D.1 Discussion and Consider Legal Action of Resolution No. 26-1799, Entering into an Intergovernmental Agreement (IGA) with Navajo County for Court Collection and Criminal Justice Services.**

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To view this item, please go to:

<https://www.youtube.com/live/CUQdZawwCvA?si=1Wx7iFcz9MtHUkT3>

This item begins at minute: 8:30.

Town Manager Salskov stated that this has been an on-going agreement with the County. There are many fees that are collected through the Court. The Town still makes money through fees even after paying the annual fee to Navajo County.

Council Member Heisler moved to adopt Resolution No. 26-1799, entering into an Intergovernmental Agreement (IGA) with Navajo County for Court Collections and Criminal Justice Services. Council Member Turner seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

Mayor Irwin declared the motion passed unanimously.

**D.2 Discussion and Consider Legal Action of Resolution No. 26-1800, Approving a Call of Election for the August 4, 2026 Primary Election and November 3, 2026 General Election.**

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<https://www.youtube.com/live/CUQdZawwCvA?si=1Wx7iFcz9MtHUKT3>

This item begins at minute: 11:30.

Interim Clerk Valichnac stated that this item is the Call of Election for the Town’s Primary Election. The Primary is currently scheduled for August 4<sup>th</sup> however, there is House Bill being discussed that would move the election up one week, if not two weeks. The Primary is for one Mayor seat and three Council Member seats, all with four year terms.

Vice Mayor Beus suggested changing the wording on the motion to align with a potential date change so that an amended resolution is not needed.

Vice Mayor Beus moved to approve Resolution No. 26-1800, authorizing a Call of Election for the Town’s 2026 Primary Election to be held in conjunction with the dates provided by the State for 2026, and a General Election to be held on November 3, 2026. Council Member Smith seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

Mayor Irwin declared the motion passed unanimously.

**D.3 Discussion, Review and Possible Approval of the Town Manager Contract.**

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<https://www.youtube.com/live/CUQdZawwCvA?si=1Wx7iFcz9MtHUKT3>

This item begins at minute: 14:00.

Mayor Irwin stated that the contract being discussed has the items that the Council agreed on in their last Executive Session. The Town Attorney negotiated with Kristi Salskov and created this contract agreement.

Vice Mayor Beus moved to approve the Town Manager contract as presented for Kristi Salskov for Town Manager. Council Member Turner seconded the motion and by show of hands the following vote was recorded:

	<b>AYES</b>	<b>NAYS</b>	<b>ABSTAIN</b>
Mayor Irwin	X		
Vice Mayor Beus	X		
Council Member Phillips	X		
Council Member Heisler	X		
Council Member Fernau	X		
Council Member Smith	X		
Council Member Turner	X		

Mayor Irwin declared the motion passed unanimously.

**Adjournment:**

*Mayor Irwin*

There being no further business at this time, the regular meeting was adjourned at approximately 6:16 p.m.

\_\_\_\_\_  
Stephanie Irwin,  
Mayor

ATTEST:

\_\_\_\_\_  
Mackenzie Valichnac, CMC,  
Interim Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Regular Meeting of the Town Council of the Town of Pinetop-Lakeside, Arizona, held on the 5<sup>th</sup> day of February, 2026. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 5<sup>th</sup> day of February, 2026.

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Mackenzie Valichnac, CMC,  
Interim Town Clerk



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>C.3</b>
<b>Subject:</b>	Consider Approval of the Town Check Register for the Period of January 1 through January 31, 2026.		

Town of Pinetop-Lakeside  
 Chase Bank P-Cards  
 12/16/2025 to 1/15/2026

Date	Last Name	First Name	Amount	Merchant Name	Account #	Transaction Note Text
12/17/2025	BARNES	DANIEL	13.25	ARBYS 7534	246759	Tucson, Officer Gauna & Arco Training
12/17/2025	BARNES	DANIEL	47.86	SPEEDWAY 46299	246759	Tucson, Officer Gauna & Arco Training
12/19/2025	BARNES	DANIEL	108.94	FAMILY DOLLAR	105648	Decorations for Pictures with Santa event.
12/20/2025	BARNES	DANIEL	-39.99	DISPUTE CREDIT	105625	Refund for dispute of Polaris Ranger part not recieved.
12/22/2025	BARNES	DANIEL	50.09	UNITY MANUFACTURING CO	105625	Replacement spotlight handle veh #2194
12/23/2025	BARNES	DANIEL	6.54	ACE HDWE - PINETOP	105648	Bit for records shelving screws.
12/24/2025	BARNES	DANIEL	70.56	FAIRWAYFORD	105648	Replacement A-Pillar molding for veh #2194
12/27/2025	BARNES	DANIEL	16.4	AMAZON PRIME	105621	Monthly Prime membership
1/10/2026	BARNES	DANIEL	94.1	AMAZON MKTPL	105648	3 ring binders for prop/evld records
12/16/2025	CHURCH	RYAN	55.43	COLEMAN EQUIPMENT INC	106327	Discharge Chute for 3606
12/16/2025	CHURCH	RYAN	92.9	AMAZON MKTPL	106330	Surface Mount Strobe Lights for Streets Vehicles
12/17/2025	CHURCH	RYAN	53.84	AMAZON MKTPL	106327	Belt for 3606
12/18/2025	CHURCH	RYAN	28.88	SP V-BELT GUYS	106327	Belt for 3315
12/22/2025	CHURCH	RYAN	-233.39	AMAZON MKTPLACE PMTS	106330	4070 Amber Plow Light Return
12/26/2025	DEROSIER	ANNIE	169.49	MAILCHIMP	105721	ToTT Email Platform
12/27/2025	DEROSIER	ANNIE	64.39	WIX.COM*1216054045	256514	whitemountainballoonfestival.com domain - 2 years
12/28/2025	DEROSIER	ANNIE	30.62	STK*SHUTTERSTOCK	256514	Stock Photography
1/1/2026	DEROSIER	ANNIE	8	LIBERATED SYNDICATION	105963	Podcast Library - Celebrate
1/1/2026	DEROSIER	ANNIE	8	LIBERATED SYNDICATION	105963	Podcast Library - TOT
1/4/2026	DEROSIER	ANNIE	54.11	LOWES #02833	105955	Misc Event - storage bins
1/11/2026	DEROSIER	ANNIE	4.21	WEB	256514	Web hosting
12/16/2025	MACARTHUR	STACY	100	STAMPS.COM	105722	Postage all departments
12/25/2025	MACARTHUR	STACY	22.97	STAMPS.COM	105722	Monthly fee Stamps.com
12/31/2025	MACARTHUR	STACY	50	STAMPS.COM	105722	Postage all departments
1/9/2026	MACARTHUR	STACY	36.71	SO *THE PINETOP COFFEE	105965	Gift card for Out of Town Manager candidate & Panel Interviewers
1/9/2026	MACARTHUR	STACY	20	SO *SWEET SLADES	105965	Gift Card for Out of Town Manager Candidate
1/9/2026	MACARTHUR	STACY	30	RED DEVIL RESTAURANT P	105965	Gift Card for Out of Town Manager Candidate
1/9/2026	MACARTHUR	STACY	61.77	SO *THE PINETOP COFFEE	105965	Gifts for Panel Interviewers for Town Manager
1/9/2026	MACARTHUR	STACY	30	DARBI S CAFE	105965	Gift Card for Out of Town - Town Manager candidate
1/9/2026	MACARTHUR	STACY	31.2	R & R PIZZA EXPRESS 2	105965	Gift Card for Out of Town Manager Candidate
1/9/2026	MACARTHUR	STACY	68.45	SO *PINETOP OLIVE OIL	105965	Gifts for Panel Interviewers for Town Manager
1/10/2026	MACARTHUR	STACY	30	TST* PINETOP BREWING C	105965	Gift Card for Out of Town Manager Candidate
1/13/2026	MACARTHUR	STACY	50	STAMPS.COM	105722	Postage all departments
1/13/2026	MACARTHUR	STACY	20.66	TST*THE DEPOT	105965	Gift Card for Out of Town - Town Manager Canidate
1/13/2026	MACARTHUR	STACY	30	SAL & TERESA S MEXICAN	105965	Gift Card for Out of Town Town Manager Canidate
12/23/2025	MILLER	BUDDY	50.94	THE HOME DEPOT 411	106248	replacement toilet seat
12/16/2025	NARANIO	FRANK	125	REVEAL MEDICAL AESTHET	216021	CDL Physical for Frank Naranjo
12/16/2025	NARANIO	FRANK	125	REVEAL MEDICAL AESTHET	216021	CDL Physical Marcus Ramos
1/5/2026	NARANIO	FRANK	247.32	FORTILINE-SHOW/LOW 608	296436	Water valve box riser for the fire hydrant shut off at MMRC walking path
1/7/2026	NARANIO	FRANK	81.29	THE HOME DEPOT #0411	296450	LED light fixture for the womens restroom at MMRC
12/15/2025	PECK	BEFISY	300.39	THE LIBRARY STORE	105825	Misc. Library Clearance

Town of Pinetop-Lakeside  
 Chase Bank P-Cards  
 12/16/2025 to 1/15/2026

12/16/2025	PECK	BETSY	175.03 DEMCO INC	105847	Shelf Markers
12/19/2025	PECK	BETSY	67.58 AWE ACQUISITION, INC.	105874	Literacy Station Headphones
12/24/2025	PECK	BETSY	74.55 AMAZON.COM*6U7K1DP3	105848	books
12/29/2025	PECK	BETSY	546.71 AMAZON.COM*D80756B3	105848	books sent in multiple shipments
12/29/2025	PECK	BETSY	405.43 DEMCO INC	105852	Books
12/29/2025	PECK	BETSY	93.19 AMAZON MKTPL	105861	bankers boxes , star wars craft
12/31/2025	PECK	BETSY	114.95 WTEMTNNTRECTR	105823	WMNC Membership
1/5/2026	PECK	BETSY	15.79 AMAZON MKTPL	105848	part of combined book order
1/6/2026	PECK	BETSY	333 AMAZON MKTPL	105848	Classics
1/7/2026	PECK	BETSY	-13.64 AMAZON MKTPLAGE PMTS	105848	Return-Books
1/7/2026	PECK	BETSY	10.21 AMAZON MKTPL	105848	Books
1/9/2026	PECK	BETSY	6.39 AMAZON MKTPL	105848	Book
1/10/2026	PECK	BETSY	4.36 GOOGLE YOUTUBE VIDEOS	105852	Childrens program movie
1/11/2026	PECK	BETSY	92.77 AMAZON MKTPL	105848	Classic books
1/11/2026	PECK	BETSY	369.82 AMAZON.COM*0Q0HY6233	105848	Children's president series
1/12/2026	PECK	BETSY	60.67 AMAZON MKTPL	105848	part of combined book order
1/12/2026	PECK	BETSY	7.38 AMAZON MKTPL	105848	part of combined book order
1/14/2026	PECK	BETSY	-40.98 AMAZON MKTPLAGE PMTS	105848	Return-Books
1/14/2026	PECK	BETSY	-51.53 AMAZON MKTPLAGE PMTS	105848	Returned Books
1/14/2026	PECK	BETSY	87.39 AMAZON.COM*2K9SP2ZT3	105847	Printer ink-Bessie
1/14/2026	PECK	BETSY	-10.79 AMAZON.COM	105848	Return Books
1/14/2026	PECK	BETSY	-15.92 AMAZON.COM	105848	Return-Books
1/14/2026	PECK	BETSY	-33.49 AMAZON.COM	105848	Return-Books
1/14/2026	PECK	BETSY	-16.49 AMAZON.COM	105848	Return- Books
12/23/2025	SALSKOV	KRISTI	10.48 USPS PO 0365490483	105722	Code Enforcement letters of Violation
1/6/2026	SALSKOV	KRISTI	195 IIMC	105021	Membership-IIMC-Kristi- Annual
1/8/2026	SALSKOV	KRISTI	75 LEAGUE OF ARIZONA CITI	106863	Municipal Budget Basics-League of AZ Cities and Towns
1/8/2026	SALSKOV	KRISTI	158.84 STAYBRIDGE SUITES	106763	Hotel- 1 night- Court of Appeals Hearing
1/1/2026	SPILLMAN	MALAINA	14.99 GDP*GODDADDY APP MARKET	216021	Poynt Catalog extension
1/1/2026	SPILLMAN	MALAINA	47 GDP*GODDADDY APP MARKET	216021	Loyatzo app subscription
1/6/2026	SPILLMAN	MALAINA	268.44 WELDERS SUPPLY COMPANY	106348	Leather work gloves
1/6/2026	SPILLMAN	MALAINA	268.44 WELDERS SUPPLY COMPANY	296465	Leather work gloves
1/6/2026	SPILLMAN	MALAINA	268.44 WELDERS SUPPLY COMPANY	226070	Leather work gloves
1/6/2026	SPILLMAN	MALAINA	268.44 WELDERS SUPPLY COMPANY	216070	Leather work gloves
1/6/2026	SPILLMAN	MALAINA	268.44 WELDERS SUPPLY COMPANY	106270	Leather work gloves
1/12/2026	SPILLMAN	MALAINA	-1614.17 GREENPARTSTORE COM	106327	Return wrong parts sent
1/12/2026	SPILLMAN	MALAINA	-500 SP GOECM HOUSTON	106330	ECM Core Return 4011
12/15/2025	VAN PATTEN	RYAN	33.93 AMAZON.COM*0M7HQ2FH3	105727	Monitor for PW
12/16/2025	VAN PATTEN	RYAN	728.71 TECHFORLESS.COM	105625	Power supplies for Docking stations
12/30/2025	VAN PATTEN	RYAN	93.45 WWW.UJ.COM	105727	Mobile VPN router
1/1/2026	VAN PATTEN	RYAN	30 STARLINK	105726	Starlink service
1/3/2026	VAN PATTEN	RYAN	20.79 MURF.AI	105728	Monthly Phone audio

Town of Pinetop-Lakeside  
 Chase Bank P-Cards  
 12/16/2025 to 1/15/2026

1/12/2026 VAN PATTEN	RYAN	54.59 AMAZON MKTPL	105727 Toner replacement, PD
1/13/2026 VAN PATTEN	RYAN	108.42 LOWES #02833	105727 Camera, town hall
12/22/2025 WILKEY	DANIEL	4.68 USPS PO 0345880375	105648 Stamps for 6 - Truancy Letters - Det Bunch
12/24/2025 WILKEY	DANIEL	7.2 USPS PO 0345880375	105648 Postage - Package for Case #25-00933 - Det Bunch
1/9/2026 WILKEY	DANIEL	10.77 USPS PO 0345880375	105648 Postage for case #25-01026
1/14/2026 WILKEY	DANIEL	49.99 IN *ACE INTERDICTION T	105623 Class - Interdiction Tactics - Gauna
<b>TOTAL</b>		<b>\$ 5,370.18</b>	

**Town of Pinetop-Lakeside  
Check Register  
All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Ace Hardware	20233	408349	12/01/2025	01/12/2026	1.87	Finance Charge	216032 - DRAINAGE REHABILITATIO	
Ace Hardware	20233	408349	12/01/2025	01/12/2026	62.04	Read Head 1/2" X 2 1/4 Sleeve Anchors	216032 - DRAINAGE REHABILITATIO	
Ace Hardware	20233	408811	12/02/2025	01/12/2026	58.07	Magnet Swivel Hook & Light Assesory	108255 - SPECIAL EVENTS	
Ace Hardware	20233	408835	12/03/2025	01/12/2026	-19.89	Return Light Asses	108255 - SPECIAL EVENTS	
Ace Hardware	20233	408953	12/09/2025	01/12/2026	31.82	Propane for Heaters	108651 - COMMUNITY RELATIONS	
Ace Hardware	20233	408977	12/10/2025	01/12/2026	37.37	Couple, Elbow PVC (Drain Pipe MMRC)	296450 - MAINTENANCE GROUNDS	
Ace Hardware	20233	408985	12/10/2025	01/12/2026	113.76	Pipe S & D (Drain Pipe MMRC)	296450 - MAINTENANCE GROUNDS	
Ace Hardware	20233	409016	12/11/2025	01/12/2026	-15.71	Return PVC Couplings	296450 - MAINTENANCE GROUNDS	
Ace Hardware	20233	409213	12/24/2025	01/12/2026	13.77	Filler Air Pleat MMRC Concession Stand	296436 - STRUCTURE REPAIRS/MAT	
Ace Hardware	20233	Finance Charge	01/01/2026	01/12/2026	0.50	Finance Charge	296436 - STRUCTURE REPAIRS/MAT	
					\$283.80			
					\$283.80			
AFLAC	ACH	629835	01/28/2026	01/28/2026	1,854.34	January 2025 Premium	102233 - AFLAC SUPPLEMENTAL INS	
					\$1,854.34			
Agan, Larry	20223	December 25	12/30/2025	01/12/2026	150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
					\$150.00			
Agan, Sue	20224	December 25	12/30/2025	01/12/2026	150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
					\$150.00			
AMK Solutions	20263	24666	01/01/2026	01/20/2026	90.00	Fire Alarm monitoring for PD	106231 - PROFESSIONAL SERVICES	
AMK Solutions	20263	24749	01/02/2026	01/20/2026	90.00	Library Annual Inspection	106231 - PROFESSIONAL SERVICES	
AMK Solutions	20263	24808	01/13/2026	01/20/2026	90.00	Fire Alarm Monitoring Town Hall	106231 - PROFESSIONAL SERVICES	
					\$270.00			
					\$270.00			
Arizona Department of Revenue	ACH	December 2025	01/12/2026	01/12/2026	17.58	visitor Center Sales Tax	102132 - SALES TAX PAYABLE	
Arizona Department of Revenue	ACH	PR010326-202	01/09/2026	01/09/2026	3,261.45	State Income Tax	102223 - STATE WITHHOLDING PAVA	
Arizona Department of Revenue	ACH	PR011726-202	01/23/2026	01/23/2026	3,361.72	State Income Tax	102223 - STATE WITHHOLDING PAVA	
					\$6,640.76			
					\$6,640.76			
Arizona Department of Transportatio	20225	Dec 25	01/01/2026	01/12/2026	165.63	Fuel - Admin	106229 - GAS & OIL	
Arizona Department of Transportatio	20225	Dec 25	01/01/2026	01/12/2026	983.44	Fuel - Streets	216029 - GASOLINE/MILEAGE	
Arizona Department of Transportatio	20225	Dec 25	01/01/2026	01/12/2026	1,206.69	Fuel - Parks	296429 - GASOLINE/MILEAGE	
Arizona Department of Transportatio	20225	Dec 25	01/01/2026	01/12/2026	1,604.88	Fuel -October - Collection Center	226029 - GASOLINE	
Arizona Department of Transportatio	20225	Dec 25	01/01/2026	01/12/2026	4,192.20	Fuel - Police Department	105629 - GASOLINE/MILEAGE	
					\$8,152.84			
					\$8,152.84			
Arizona Municipal Risk Retention W	20261	4th Quarter 2025	01/01/2026	01/12/2026	45,764.58	4th QTR Workmens comp premium	102225 - WORKERS COMP PAYABLE	
					\$45,764.58			
					\$45,764.58			
Arizona Public Safety Retirement Sy	ACH	PR010326-214	01/09/2026	01/13/2026	340.29	PSPRS ACR	102239 - PSPRS ACR PAYABLE	
Arizona Public Safety Retirement Sy	ACH	PR010326-214	01/09/2026	01/13/2026	11,738.00	PSPRS Police (DBCN)	102230 - PSPRS RETIREMENT PAVA	
Arizona Public Safety Retirement Sy	ACH	PR011726-214	01/23/2026	01/27/2026	340.29	PSPRS ACR	102239 - PSPRS ACR PAYABLE	
Arizona Public Safety Retirement Sy	ACH	PR011726-214	01/23/2026	01/27/2026	9,606.55	PSPRS Police (DBCN)	102230 - PSPRS RETIREMENT PAVA	
					\$22,025.13			
					\$22,025.13			
Arizona State Retirement System	ACH	PR010326-219	01/09/2026	01/13/2026	242.94	ASRS Long Term Disability	102236 - ASRS LTD PAYABLE	
Arizona State Retirement System	ACH	PR010326-219	01/09/2026	01/13/2026	268.98	ASRS ACR	102228 - ASRS ACR PAYABLE	
Arizona State Retirement System	ACH	PR010326-219	01/09/2026	01/13/2026	20,579.22	ASRS Regular	102227 - ASRS RETIREMENT PAYABL	
Arizona State Retirement System	ACH	PR011726-219	01/23/2026	01/27/2026	257.34	ASRS Long Term Disability	102238 - ASRS LTD PAYABLE	

**Town of Pinetop-Lakeside**  
**Check Register**  
**All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Arizona State Retirement System	ACH	PR011726-219	01/23/2026	01/27/2026	268.98	ASRS ACR	102226 - ASRS ACR PAYABLE	
Arizona State Retirement System	ACH	PR011726-219	01/23/2026	01/27/2026	483.36	ASRS Overtime	102227 - ASRS RETIREMENT PAYABL	
Arizona State Retirement System	ACH	PR011726-219	01/23/2026	01/27/2026	21,314.58	ASRS Regular	102227 - ASRS RETIREMENT PAYABL	
					\$43,415.40			
					<b>\$43,415.40</b>			
Arizona State Treasurer	20234	Dec-25	12/31/2025	01/12/2026	1,636.33	December 2025 State Remittance	104513 - MAGISTRATE FINES	
					<b>\$1,636.33</b>			
Arizona Support Payment Clearingh	20227	PR010326-900	01/09/2026	01/12/2026	138.92	Garnishment 0013794216-01	102234 - GARNISHED WAGES PAYAB	
Arizona Support Payment Clearingh	20227	PR010326-900	01/09/2026	01/12/2026	288.46	Garnishment 0016819111-00	102234 - GARNISHED WAGES PAYAB	
					\$427.38			
Arizona Support Payment Clearingh	20278	PR011726-900	01/23/2026	01/26/2026	138.92	Garnishment 0013794216-01	102234 - GARNISHED WAGES PAYAB	
Arizona Support Payment Clearingh	20278	PR011726-900	01/23/2026	01/26/2026	288.46	Garnishment 0016819111-00	102234 - GARNISHED WAGES PAYAB	
					\$427.38			
					<b>\$854.76</b>			
Arizona Water Company	ACH	0810617028-2 Ja	01/15/2026	01/15/2026	32.22	1593 W JOHNSON DR(Y/C)	106227 - UTILITIES	
Arizona Water Company	ACH	0810617030-1 Ja	01/15/2026	01/15/2026	31.45	LARSON MEMORIAL	106227 - UTILITIES	
Arizona Water Company	ACH	0810617032-1 Ja	01/15/2026	01/15/2026	31.45	JOHNSON DRIVE (JBMP)	296427 - UTILITIES	
Arizona Water Company	ACH	0810617035-1 Ja	01/15/2026	01/15/2026	127.46	1595 JOHNSON DR (LIBRARY)	106227 - UTILITIES	
Arizona Water Company	ACH	0810617075-1 Ja	01/15/2026	01/15/2026	31.45	1628 W WHITE MTN BOVD (IRR GARY'S)	216033 - UTILITIES	
Arizona Water Company	ACH	0810617103-1 Ja	01/15/2026	01/15/2026	31.45	1654 W WHITE MOUNTAIN BLVD (CIR K)	216033 - UTILITIES	
Arizona Water Company	ACH	0810680120-1 Ja	01/15/2026	01/15/2026	31.45	3050 N PORTER MOUNTAIN RD (IRRIG ROUND A	216033 - UTILITIES	
Arizona Water Company	ACH	0811239800-1 Ja	01/20/2026	01/20/2026	31.45	TOWN ENTRANCE SIGN RIM OVERLOOK	106227 - UTILITIES	
Arizona Water Company	ACH	0811704310-1 Ja	01/26/2026	01/26/2026	31.45	HWY 260 OLD JAIL (IRRIG)	106227 - UTILITIES	
Arizona Water Company	ACH	0811704625-1 Jan	01/26/2026	01/26/2026	255.76	Town Office complex	106227 - UTILITIES	
Arizona Water Company	ACH	0811704630-1 Ja	01/26/2026	01/26/2026	31.45	1360 NIELS HANSON	106227 - UTILITIES	
Arizona Water Company	ACH	0811902949-2 Ja	01/02/2026	01/02/2026	435.45	325 W WHI MTN BLVD	106227 - UTILITIES	
Arizona Water Company	ACH	0811902950-2 Ja	01/02/2026	01/02/2026	77.54	325 W WHI MTN BLVD (IRRIG)	106227 - UTILITIES	
Arizona Water Company	ACH	0811902951-2 Ja	01/02/2026	01/02/2026	31.45	325 W WHI MTN BLVD (FIRE SPRINKLERS)	106227 - UTILITIES	
Arizona Water Company	ACH	0811906055-1 Ja	01/02/2026	01/02/2026	158.95	1101 S Woodland Rd	296427 - UTILITIES	
Arizona Water Company	ACH	0811906050-5 Ja	01/02/2026	01/02/2026	28.23	958 N Woodland Road	216033 - UTILITIES	
Arizona Water Company	ACH	0811906060-5 Ja	01/02/2026	01/02/2026	28.23	958 N Woodland Road	296427 - UTILITIES	
Arizona Water Company	ACH	0811906065-1 Ja	01/02/2026	01/02/2026	31.45	1101 S Woodland Rd	296427 - UTILITIES	
Arizona Water Company	ACH	0811999920-1 Ja	01/02/2026	01/02/2026	507.72	FH 149/Niels Hanson/Johnson	216033 - UTILITIES	
Arizona Water Company	ACH	0812300805-1 Ja	01/12/2026	01/12/2026	31.45	Town Entrance Sign Laitigo	106227 - UTILITIES	
					\$1,997.51			
					<b>\$1,997.51</b>			
Avery, James	20228	December 25	12/30/2025	01/12/2026	150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
					<b>\$150.00</b>			
Banana Jons of the White Mountains	20229	254860	12/22/2025	01/12/2026	122.39	Portable Toilet Public Works Yard	226026 - PROFESSIONAL SERVICES	
Banana Jons of the White Mountains	20284	255112	01/12/2026	01/20/2026	244.79	Portable Toilet - Pickle ball court	106281 - RECREATION PROGRAMS	
Banana Jons of the White Mountains	20279	260036	01/19/2026	01/26/2026	122.39	Portable Toilet Public Works Yard	226026 - PROFESSIONAL SERVICES	
					<b>\$489.57</b>			
Bauman Home and Auto, Inc.	20265	660738	01/01/2026	01/20/2026	70.43	Fuel Filter #4011	106330 - STREET'S VEHICLE & EQUI	
Bauman Home and Auto, Inc.	20265	660980	01/01/2026	01/20/2026	13.82	Spring Bolt Clamp #4011	106330 - STREET'S VEHICLE & EQUI	
Bauman Home and Auto, Inc.	20265	660983	01/01/2026	01/20/2026	-13.82	Return Spring Bolt Clamp	106330 - STREET'S VEHICLE & EQUI	
Bauman Home and Auto, Inc.	20265	661005	01/01/2026	01/20/2026	9.77	3315 Hydraulic Filter	106327 - PARKS VEHICLE & EQUIPM	
Bauman Home and Auto, Inc.	20265	661213	01/01/2026	01/20/2026	390.42	(2) Batteries for Roll-Off Truck #6002	226028 - VEHICLE & EQUIP REPAIR	
					\$470.62			
					<b>\$470.62</b>			

**Town of Pinetop-Lakeside  
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All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Betu, Jamie	20230	1019	01/01/2026	01/12/2026	2,333.33	Monthly Social Media - Jan 26	256515 - CONSULTING AND SERVIC	
					\$2,333.33			
Blue Hills Environmental Association,	20231	December 2025	12/24/2025	01/12/2026	1,382.15	Solid Waste	226026 - PROFESSIONAL SERVICES	
					\$1,382.15			
Central Arizona Supply	20280	7711660-00	01/20/2026	01/26/2026	13.93	1 1/4 Sink Drain for South Side Restroom	296450 - MAINTENANCE GROUNDS	
					\$13.93			
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	161.33	Uniforms - Fleet	106318 - UNIFORMS	
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	208.44	Uniforms - Facilities	106218 - UNIFORMS EXP	
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	223.00	Uniforms - Collection Center	226018 - UNIFORMS	
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	374.14	Uniforms - Streets	216018 - UNIFORMS EXP	
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	422.45	Uniforms - Parks	296418 - UNIFORMS EXP	
Cintas Corp	20232	December 25	12/31/2025	01/12/2026	1,873.58	Cleaning Supplies	106248 - CLEANING SUPPLIES	
					\$3,262.94			
Code Publishing, Inc	20235	GCI0018991	01/01/2026	01/12/2026	269.50	Municipal Code (11 pages)	105076 - TOWN CODE	
					\$269.50			
De Lage Landen Financial Services,	20266	594319095	01/07/2026	01/20/2026	104.64	Library Lease Copier Payment	195084 - LEASE PAYMENT - EQUIPM	
De Lage Landen Financial Services,	20266	894312930	01/07/2026	01/20/2026	259.13	Town Hall Lease Copier	195084 - LEASE PAYMENT - EQUIPM	
					\$363.77			
Deckard Technologies, Inc	20281	2354	01/18/2026	01/26/2026	15,225.00	Short Term Rental Annual Fee	105731 - PROFESSIONAL SERVICES	
					\$15,225.00			
Department of Treasury / IRS Payroll	ACH	PR010326-356	01/09/2026	01/09/2026	4,068.96	Medicare Tax	102221 - FICA PAYABLE	
Department of Treasury / IRS Payroll	ACH	PR010326-356	01/09/2026	01/09/2026	9,101.38	Federal Income Tax	102222 - FEDERAL WITHHOLDING PA	
Department of Treasury / IRS Payroll	ACH	PR010326-356	01/09/2026	01/09/2026	1,147.26	Social Security Tax	102221 - FICA PAYABLE	
Department of Treasury / IRS Payroll	ACH	PR011726-356	01/23/2026	01/23/2026	4,353.36	Medicare Tax	102221 - FICA PAYABLE	
Department of Treasury / IRS Payroll	ACH	PR011726-356	01/23/2026	01/23/2026	10,161.37	Federal Income Tax	102222 - FEDERAL WITHHOLDING PA	
Department of Treasury / IRS Payroll	ACH	PR011726-356	01/23/2026	01/23/2026	11,566.78	Social Security Tax	102221 - FICA PAYABLE	
Department of Treasury / IRS Payroll	ACH	PR101125-356	12/31/2025	01/12/2026	6.96	Medicare Tax	102221 - FICA PAYABLE	
Department of Treasury / IRS Payroll	ACH	PR101125-356	12/31/2025	01/12/2026	29.76	Social Security Tax	102221 - FICA PAYABLE	
					\$50,435.83			
Document Technologies of Arizona	20282	INV233367	01/14/2026	01/26/2026	350.00	3 CS Pro 8 SC Annual Renewal 12	105728 - COMPUTER LICENSES	
Document Technologies of Arizona	20282	INV233368	01/14/2026	01/26/2026	750.00	3CX Pro 16 SC Annual Renewal 12	105728 - COMPUTER LICENSES	
					\$1,100.00			
Empire Southwest LLC	20267	EMPS7246770	01/12/2026	01/20/2026	537.28	3213 Massey Ferguson PM Kit	106327 - PARKS VEHICLE & EQUIPM	
					\$537.28			
EUNA Solutions, Inc.	20283	INV133283	01/01/2026	01/26/2026	722.23	Grant Software Annual License Fee	105221 - SUBSCRIPTIONS, MEMBER	
EUNA Solutions, Inc.	20283	INV133283	01/01/2026	01/26/2026	722.24	Grant Software Annual License Fee	105621 - SUBSCRIPTIONS, MEMBER	
EUNA Solutions, Inc.	20283	INV133283	01/01/2026	01/26/2026	722.24	Grant Software Annual License Fee	216021 - SUBSCRIPTIONS, MEMBER	
EUNA Solutions, Inc.	20283	INV133283	01/01/2026	01/26/2026	722.24	Grant Software Annual License Fee	246720 - MISC LIBRARY GRANTS	
EUNA Solutions, Inc.	20283	INV133283	01/01/2026	01/26/2026	722.24	Grant Software Annual License Fee	296421 - SUBSCRIPTIONS, MEMBER	
					\$3,611.19			

**Town of Pinetop-Lakeside  
Check Register  
All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
FluentStream Technologies, LLC	20236	196443	01/01/2026	01/12/2026	457.44	January 26 Phone Service	105726 - TELEPHONE AND INTERNE	
Frontier	20284	928-367-3264 Ja	01/12/2026	01/26/2026	\$457.44	1101 S Woodland Rd Concession Stand	296427 - UTILITIES	
Halawith, Brian	20237	December 25	12/30/2025	01/12/2026	\$130.97	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
Hatch Concrete Inc.	20238	8469	12/17/2025	01/12/2026	\$150.00	3000 PSI Concrete for MMRC Walking Path	296434 - PARKS HARD SURFACE MA	
HealthEquity	ACH	PR010326-903	01/09/2026	01/13/2026	\$759.01	HSA Contributions	102232 - HEALTH INSURANCE PAVA	
HealthEquity	ACH	PR011726-903	01/23/2026	01/27/2026	2,017.03	HSA Contributions	102232 - HEALTH INSURANCE PAVA	
Heck's Collision Towing	20262	10845	01/01/2025	01/12/2026	\$9,396.56	Repair on PW Directors Truck	106330 - STREETS VEHICLE & EQUI	
Heller, Nathan	20239	December 25	12/30/2025	01/12/2026	\$6,239.44	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
Heller, Sharon	20240	December 25	12/30/2025	01/12/2026	\$200.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
Heppel, Keith	20241	December 25	12/30/2025	01/12/2026	\$150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
Hinton Burdick CPAs & Advisors	20268	334535	01/01/2026	01/20/2026	\$150.00	Audit progress billing FY25	105131 - PROFESSIONAL SERVICES	
Humane Society	20285	393	01/01/2026	01/26/2026	\$3,700.00	Animal Intake 4th Quarter 2025	105731 - PROFESSIONAL SERVICES	
Joyride Express Car Wash LLC	20242	Oct - Dec 2025	12/31/2025	01/12/2026	6,656.25	Car washes PD	105648 - SPECIAL DEPARTMENT SU	
JP Morgan Chase Bank	ACH	011526	01/15/2026	01/16/2026	\$42.00	Chase P-Cards 1-15-26	102135 - CREDIT CARD PAYABLE	
Kairos Health Arizona, Inc	20243	11183	01/06/2026	01/12/2026	\$5,370.18	January Premium	102231 - SHORT TERM DISABILITY P	
Kairos Health Arizona, Inc	20243	11183	01/06/2026	01/12/2026	217.79	January Premium	102232 - HEALTH INSURANCE PAVA	
Kairos Health Arizona, Inc	20243	PR120625-213	12/12/2025	01/12/2026	91,047.75	Employee/Child Health Copay	102232 - HEALTH INSURANCE PAVA	
Kairos Health Arizona, Inc	20243	PR122025-213	12/26/2025	01/12/2026	1,937.93	Employee/Child Health Copay	102232 - HEALTH INSURANCE PAVA	
King, Erika and/or Greg	20244	12/29/2025	01/09/2026	01/12/2026	\$93,303.53	Ecting Service Paver at JBMP	296450 - MAINTENANCE GROUNDS	
Kristi Salskov	20286	Mileage & Per Die	01/17/2026	01/26/2026	40.00	Court of Appeals	106763 - COMMUNITY RELATIONS	
					\$281.30			

**Town of Pinetop-Lakeside  
Check Register  
All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Lawson Products	20269	93193086973	01/01/2026	01/20/2026	177.85	Shop Supplies/Misc Hardware	106348 - SHOP SUPPLIES	
LiftOff, LLC	20287	8511REN2026	01/20/2026	01/26/2026	20,506.30	Email License Renewal, office, word etc	105728 - COMPUTER LICENSES	
Medical Air Services Association	20270	PR010326-977	01/09/2026	01/20/2026	378.00	MASA After Tax	102241 - MASA SUPPLEMENTAL INS	
Medical Air Services Association	20270	PR122026-977	12/26/2025	01/20/2026	160.00	MASA After Tax YEARLY	102241 - MASA SUPPLEMENTAL INS	
					\$538.00			
Musco Sports Lighting, LLC	20271	448410	01/14/2026	01/20/2026	475.00	Control Link Service Fees WLP	296427 - UTILITIES	
National Bank of Arizona	20245	00116735154290	01/03/2026	01/12/2026	576.53	Loan Payment - Equipment0011673515429006	226279 - DEBT SERVICE- ZIONS BAN	
National Bank of Arizona	20245	00116735154290	01/03/2026	01/12/2026	15,521.43	Loan Payment - Equipment0011673515429006	222510 - LEASE PAYABLE EQUIP- ZI	
					\$16,097.96			
					<b>\$16,097.96</b>			
Nationwide Trust Company FBO NR	ACH	PR010326-600	01/09/2026	01/13/2026	268.57	PSPRS Police (DCCN) 4%	102231 - SHORT TERM DISABILITY P	
Nationwide Trust Company FBO NR	ACH	PR010326-600	01/09/2026	01/13/2026	309.51	PSPRS Police (DCCN) 6%	102231 - SHORT TERM DISABILITY P	
Nationwide Trust Company FBO NR	ACH	PR010326-600	01/09/2026	01/13/2026	525.42	PSPRS Police (DCCN) Old Mbr 3%	102230 - PSPRS RETIREMENT PAYA	
Nationwide Trust Company FBO NR	ACH	PR010326-600	01/09/2026	01/13/2026	1,171.82	PSPRS Police (DCCN) 3%	102230 - PSPRS RETIREMENT PAYA	
Nationwide Trust Company FBO NR	ACH	PR010326-600	01/09/2026	01/13/2026	2,280.00	457 Nationwide	102229 - DEFERRED COMPENSATIO	
Nationwide Trust Company FBO NR	ACH	PR011726-600	01/23/2026	01/27/2026	182.79	PSPRS Police (DCCN) 4%	102231 - SHORT TERM DISABILITY P	
Nationwide Trust Company FBO NR	ACH	PR011726-600	01/23/2026	01/27/2026	263.55	PSPRS Police (DCCN) 6%	102231 - SHORT TERM DISABILITY P	
Nationwide Trust Company FBO NR	ACH	PR011726-600	01/23/2026	01/27/2026	378.78	PSPRS Police (DCCN) Old Mbr 3%	102230 - PSPRS RETIREMENT PAYA	
Nationwide Trust Company FBO NR	ACH	PR011726-600	01/23/2026	01/27/2026	993.62	PSPRS Police (DCCN) 3%	102230 - PSPRS RETIREMENT PAYA	
Nationwide Trust Company FBO NR	ACH	PR011726-600	01/23/2026	01/27/2026	2,300.00	457 Nationwide	102229 - DEFERRED COMPENSATIO	
					\$8,674.06			
Navajo County Government	20272	2026-000000011	01/08/2026	01/20/2026	8,285.00	Court Collection & Criminal Justice Services Fee	105731 - PROFESSIONAL SERVICES	
					<b>\$8,285.00</b>			
Navajo County Library District	20273	PLPL-SRP-2026	01/08/2026	01/20/2026	289.00	Summer Rading Program Performer	245851 - LIBRARY DONATION EXPEN	
					<b>\$289.00</b>			
Navajo County Treasurer	20246	438	12/31/2025	01/12/2026	6.94	ZOS2 Funds	102334 - COURT J.C.E.F. FUND DEP	
					<b>\$6.94</b>			
Navopache Electric Cooperative	20288	219705 Jan 26	01/18/2026	01/26/2026	242.00	1595 W Johnson Ln - Library	106227 - UTILITIES	
Navopache Electric Cooperative	20288	8462500 Jan 26	01/18/2026	01/26/2026	163.93	3050 Porter Mountain Rd	106227 - UTILITIES	
					<b>\$405.93</b>			
Northeastern Arizona Police Associat	20247	01/08/2026	01/08/2026	01/12/2026	350.00	Total Membership	105621 - SUBSCRIPTIONS, MEMBER	
					<b>\$350.00</b>			
O'Reilly Auto Parts	20289	3008--189659	01/01/2026	01/26/2026	309.62	LED Resistor #4017	106330 - STREETS VEHICLE & EQUI	
O'Reilly Auto Parts	20289	3008-189380	01/01/2026	01/26/2026	131.53	LED Mini Bulbs - Flows	106330 - STREETS VEHICLE & EQUI	
O'Reilly Auto Parts	20289	3008-190305	01/01/2026	01/26/2026	3.59	Oil Filter #2107	106326 - PD VEHICLE & EQUIPMENT	
O'Reilly Auto Parts	20289	3008-190597	01/01/2026	01/26/2026	78.19	Fuel filters #4011	106330 - STREETS VEHICLE & EQUI	
O'Reilly Auto Parts	20289	3008-190712	01/01/2026	01/26/2026	21.32	Fuel Filter - Compressor	106330 - STREETS VEHICLE & EQUI	

**Town of Pinetop-Lakeside  
Check Register  
All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
O'Reilly Auto Parts	20289	3008-190714	01/01/2026	01/26/2026	25.41	Fuel Hose, Hose Clamps, Nylon Union #4011	106330 - STREETS VEHICLE & EQUI	
O'Reilly Auto Parts	20289	3008-190870	01/01/2026	01/26/2026	45.15	led mini Bulbs, Mini Bulbs #3101	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008-191347	01/01/2026	01/26/2026	-1.06	Return LED MINI's	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008-191347	01/01/2026	01/26/2026	40.48	Adapter Set	106348 - SHOP SUPPLIES	
O'Reilly Auto Parts	20289	3008-191428	01/01/2026	01/26/2026	11.82	String Inrst	106348 - SHOP SUPPLIES	
O'Reilly Auto Parts	20289	3008-191620	01/01/2026	01/26/2026	83.02	Coolint Resrv #2197	106326 - PB VEHICLE & EQUIPMENT	
O'Reilly Auto Parts	20289	3008-191698	01/01/2026	01/26/2026	206.03	Battery & core Charge #3101	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008-191737	01/01/2026	01/26/2026	3.67	oil Filter - grass sweeper	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008-191742	01/01/2026	01/26/2026	27.77	HD Air Filter, Fuel Filter #3315	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008-191747	01/01/2026	01/26/2026	-24.07	core return	106327 - PARKS VEHICLE & EQUIP	
O'Reilly Auto Parts	20289	3008191346	01/01/2026	01/26/2026	62.69	FN Housing #3101	106327 - PARKS VEHICLE & EQUIP	
					<b>\$1,025.16</b>			
Perkins Aggregates, Inc	20248	Oct 2025	12/01/2025	01/12/2026	<b>\$1,025.16</b>			
					163,977.79	3/4 Hot Mix Top of the Woods (includes credit)	216031 - STREET MAINTENANCE	
					<b>\$163,977.79</b>			
Pinetop-Lakeside Sanitary District	20249	2801300 Jan-Mar	01/05/2026	01/12/2026	452.37	1360 N Niels Hansen Ln	106227 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	3001520 Jan-Mar	01/05/2026	01/12/2026	66.00	325 W White Min Blvd	106227 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	3002520 Jan - Ma	01/05/2026	01/12/2026	443.91	1595 Johnson Lane	106227 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	3801930 Jan-Mar	01/05/2026	01/12/2026	33.00	958 N Woodland Road	216033 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	3801930 Jan-Mar	01/05/2026	01/12/2026	33.00	958 N Woodland Road	296427 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	3900200 Jan-Mar	01/05/2026	01/12/2026	66.00	1101 Woodland Lake Rd	296427 - UTILITIES	
Pinetop-Lakeside Sanitary District	20249	5000003 Jan - Ma	01/05/2026	01/12/2026	66.00	Woodland Lake Park Bathrooms	296427 - UTILITIES	
					<b>\$1,160.28</b>			
Playaway Products LLC	20250	520633	01/01/2026	01/12/2026	<b>\$1,160.28</b>			
					33.24	The Paperboy Book	105848 - LIBRARY MATERIALS	
					<b>\$33.24</b>			
Quill Corporation	20251	47069731	01/01/2026	01/12/2026	81.15	Office Supplies, 1099 envelopes	105724 - CENTRAL OFFICE SUPPLY	
Quill Corporation	20251	47074003	01/01/2026	01/12/2026	49.93	W-2 Envelopes	105724 - CENTRAL OFFICE SUPPLY	
					<b>\$131.08</b>			
Quill Corporation	20290	47274252	01/08/2026	01/26/2026	453.36	Ink for PD	105724 - CENTRAL OFFICE SUPPLY	
Quill Corporation	20290	47291338	01/08/2026	01/26/2026	519.54	Ink Cartridges and office supplies	105724 - CENTRAL OFFICE SUPPLY	
Quill Corporation	20290	47294351	01/08/2026	01/26/2026	1.26	staples - Hot deal	105724 - CENTRAL OFFICE SUPPLY	
					<b>\$974.16</b>			
					<b>\$1,105.24</b>			
Rim Communications LLC	20252	26014	01/02/2026	01/12/2026	200.00	Porter Mountain Site Rent-Feb 26	105628 - TELEPHONE/RADIO'S	
					<b>\$200.00</b>			
Roland Picard	20253	December 25	12/30/2025	01/12/2026	150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
					<b>\$150.00</b>			
Safeguard Business Systems	20274	9009640334	01/01/2026	01/20/2026	221.75	AP Checks	105148 - SPECIAL DEPARTMENT SU	
					<b>\$221.75</b>			
Security Benefit	ACH	PR010326-732	01/09/2026	01/13/2026	485.00	457 SEC Retirement	102229 - DEFERRED COMPENSATIO	
Security Benefit	ACH	PR011726-732	01/23/2026	01/27/2026	485.00	457 SEC Retirement	102229 - DEFERRED COMPENSATIO	
					<b>\$970.00</b>			
					<b>\$970.00</b>			
Sims Mackin, LTD	20275	45101	01/12/2026	01/20/2026	2,080.00	File Number 12819.1 General	105731 - PROFESSIONAL SERVICES	
					<b>\$2,080.00</b>			

**Town of Pinetop-Lakeside**  
**Check Register**  
**All Bank Accounts - 01/01/2026 to 01/31/2026**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
Sparklight	20259	81601302500452	01/01/2026	01/12/2026	292.23	Library Internet HSD	106227 - UTILITIES	
Sparklight	20260	81601302500530	01/07/2026	01/12/2026	238.43	1101 S Woodland Rd	296427 - UTILITIES	
Sparklight	20291	81601303800539	01/04/2025	01/26/2026	301.56	958 E Woodland Lk Rd Internet	296427 - UTILITIES	
Sparklight	20292	81601302500198	01/19/2026	01/26/2026	325.65	Police Department Internet	105726 - TELEPHONE AND INTERNE	
Sparklight	20293	81601302500452	01/26/2026	01/26/2026	292.23	Library Internet HSD	105726 - TELEPHONE AND INTERNE	
Sparklight	20294	81601302500405	01/26/2026	01/26/2026	301.56	Town Hall Internet	105726 - TELEPHONE AND INTERNE	
Summit Healthcare Occ Health & We	20276	4832	01/06/2026	01/20/2026	125.00	DOT Physical B. Miller	216021 - SUBSCRIPTIONS, MEMBER	
Summit Healthcare Occ Health & We	20276	4832	01/06/2026	01/20/2026	165.00	Random Drug Screens (3)	216021 - SUBSCRIPTIONS, MEMBER	
					<b>\$290.00</b>			
					<b>\$1,751.66</b>			
The Pour Station Coffee House	20254	10651	01/01/2026	01/12/2026	26.02	5 gal water deliver (3)	105648 - SPECIAL DEPARTMENT SU	
The Pour Station Coffee House	20254	10739	01/01/2026	01/12/2026	8.67	5 gal water deliver	105648 - SPECIAL DEPARTMENT SU	
The Pour Station Coffee House	20254	10829	01/01/2026	01/12/2026	17.35	5 gal water deliver (2)	105648 - SPECIAL DEPARTMENT SU	
					<b>\$52.04</b>			
The Pour Station Coffee House	20277	10917	01/01/2026	01/20/2026	17.35	5 gal water deliver (2)	105648 - SPECIAL DEPARTMENT SU	
The Pour Station Coffee House	20277	10990	01/01/2026	01/20/2026	8.67	5 gal water deliver	105648 - SPECIAL DEPARTMENT SU	
					<b>\$26.02</b>			
					<b>\$78.06</b>			
TransUnion Risk and Alternative Dat	20255	1352817-202512-	12/31/2025	01/12/2026	109.43	December 25 People Search	105621 - SUBSCRIPTIONS, MEMBER	
					<b>\$109.43</b>			
UNS Energy Corporation	20256	2397940000 Jan	01/06/2026	01/12/2026	383.47	1595 W Johnson LN, Library	106227 - UTILITIES	
UNS Energy Corporation	20256	3207730000 Jan	01/06/2026	01/12/2026	536.99	1360 N Niels Hansen (PD)	106227 - UTILITIES	
UNS Energy Corporation	20256	3752460000 Jan	01/06/2026	01/12/2026	307.68	1360 N Niels Hansen (Gym)	106227 - UTILITIES	
UNS Energy Corporation	20256	4280556974 Jan	01/06/2026	01/12/2026	75.91	1380 N Niels Hansen (Museum)	106227 - UTILITIES	
UNS Energy Corporation	20256	6103962376 Jan	01/06/2026	01/12/2026	111.53	958 s woodland rd	296427 - UTILITIES	
UNS Energy Corporation	20256	6103962376 Jan	01/06/2026	01/12/2026	111.54	958 s woodland rd	216033 - UTILITIES	
UNS Energy Corporation	20256	6571659364 Jan	01/06/2026	01/12/2026	446.14	325 W White Mtn Blvd	106227 - UTILITIES	
					<b>\$1,973.26</b>			
Weaver, Terence	20257	December 25	12/30/2025	01/12/2026	150.00	VIP Hours	105618 - VOLUNTEER/RESERVE UNI	
					<b>\$150.00</b>			
Wells Fargo Financial Leasing, Inc	20295	5037334367	01/16/2026	01/26/2026	802.83	John Deere Gas Utility Vehicle	196084 - LEASE PAYMENT - EQUIPM	
					<b>\$802.83</b>			
WEX Bank	20258	109524985	12/25/2025	01/12/2026	510.57	Fuel - PD	105629 - GASOLINE/MILEAGE	
					<b>\$510.57</b>			
					<b>\$572,262.55</b>			



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>C.4</b>
<b>Subject:</b>	Town of Pinetop-Lakeside Proclamation " <i>Black History Month</i> " February 2026.		

Office of Mayor Stephanie Irwin  
Pinetop-Lakeside, Arizona

PROCLAMATION

*WHEREAS*, Black History Month is an annual opportunity to recognize the central role of African Americans in the history of our state and nation; and

*WHEREAS*, during Black History Month, we celebrate the many achievements and contributions of African Americans to our economic, cultural, spiritual, social and political development; and

*WHEREAS*, the national commemoration of black history in the United States dates back to 1926, and was initially observed the second week in February to coincide with the birthdays of Abraham Lincoln and Frederick Douglass; and

*WHEREAS*, by the late 1960's, the week had evolved into Black History Month, thanks in part to the Civil Rights movement and a growing awareness of the experiences of African Americans in our country; and

*WHEREAS*, Dr. Martin Luther King, Jr. famously said, "I have a dream that my four little children will one day live in a nation where they will not be judged by the color of their skin but by the content of their character"; and

*WHEREAS*, Black History Month was officially established in 1976 by President Gerald R. Ford, who called on the public to, "seize the opportunity to honor the too-often neglected accomplishments of black Americans in every area of endeavor throughout our history," and has since been recognized by every United States President; and

*WHEREAS*, the Town of Pinetop-Lakeside honors the significant contributions and advances made by African Americans in our state, across our nation, and throughout the world, in such areas as education, medicine, art, culture, public service, economic development, politics, and human rights; and

*WHEREAS*, we see the greatness of America in those who have risen above injustice and enriched our society.

*NOW, THEREFORE*, I, Stephanie Irwin, Mayor of the Town of Pinetop-Lakeside, do hereby proclaim *February 2026* as "*Black History Month*" in the Town of Pinetop-Lakeside.

*IN WITNESS WHEREOF*, I have hereunto set my hand and caused to be affixed the seal of the Town of Pinetop-Lakeside, Arizona.

Done on this 19<sup>th</sup> day of February 2026

\_\_\_\_\_  
Stephanie Irwin, Mayor

Attest:

\_\_\_\_\_  
Mackenzie Valichnac, CMC, Interim Town Clerk



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.1</b>
<b>Subject:</b>	Presentation of awards for the Patriots Pen essay. 1 <sup>st</sup> Place- Laela Mosley 2 <sup>nd</sup> Place- Tenley Cox 3 <sup>rd</sup> Place- Rain Dimaliwat 4 <sup>th</sup> Place- Jackson Reeck		

**NO MATERIAL FOR THIS ITEM.**



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.2</b>
<b>Subject:</b>	Presentation of awards for the Voice of Democracy audio essays. 1 <sup>st</sup> Place- Audrey Woods 2 <sup>nd</sup> Place- Elliot Woods		

**NO MATERIAL FOR THIS ITEM.**



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.3</b>
<b>Subject:</b>	Presentation of Public Servant Awards from the VFW Post 2364.  <b>Law Enforcement</b> <ul style="list-style-type: none"><li>• Officer Gabriel Gauna, K9 Patrol, Town of Pinetop-Lakeside Police Department</li><li>• Master Deputy Shayne Jackson, Navajo Country Sheriff's Office</li><li>• Deputy Samuel Fa'Apoi, MCAT Jail Intelligence, Navajo County Sheriff's Office</li><li>• Kendall Webster, Dispatcher, Navajo County Sheriff's Office</li></ul> <b>Fire Fighter / Emergency Medical Technician-Paramedic</b> <ul style="list-style-type: none"><li>• Captain Eric Brown, Pinetop Fire District</li><li>• Cody Wallace, Pinetop Fire District</li></ul>		

**NO MATERIAL FOR THIS ITEM.**



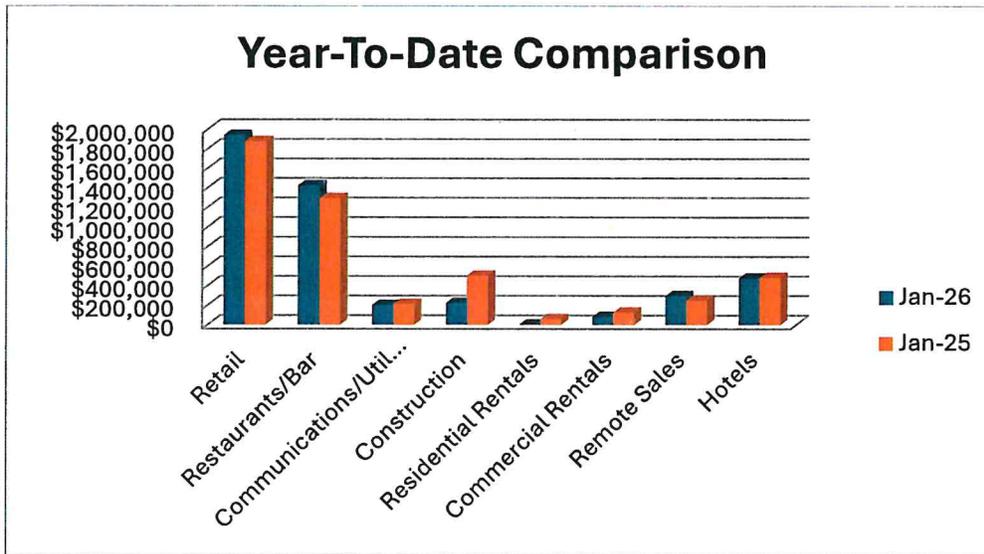
<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.4</b>
<b>Subject:</b>	January Monthly Finance Presentation.		



**GENERAL FUND EXECUTIVE SUMMARY**

- Total Revenues for the General Fund for January Year-to-Date are \$4,624,448.
  - Local Transaction Privilege Tax: \$3,360,247, which is 60.00% of the annual budget.
  - Other Taxes: \$1,098,433, which is 52.54% of the annual budget.
  - Other Revenue: \$165,768, which is 41.88% of the annual budget.
- Total Expenses for the General Fund for January Year-to-Date are \$4,568,055.
  - Personnel Costs are \$3,281,575, which is 59.75% of the annual budget.
  - Managerial Costs are \$1,016,388, which is 30.46% of the annual budget.
  - Operations Costs are \$250,648, which is 38.10% of the annual budget.
  - Training Costs are \$19,444, which is 27.93% of the annual budget.
- General Fund Cash as of January 2026 is \$1,924,174, which is up from December 2025 by \$42,716 and down \$1,658,379 from January 2025.

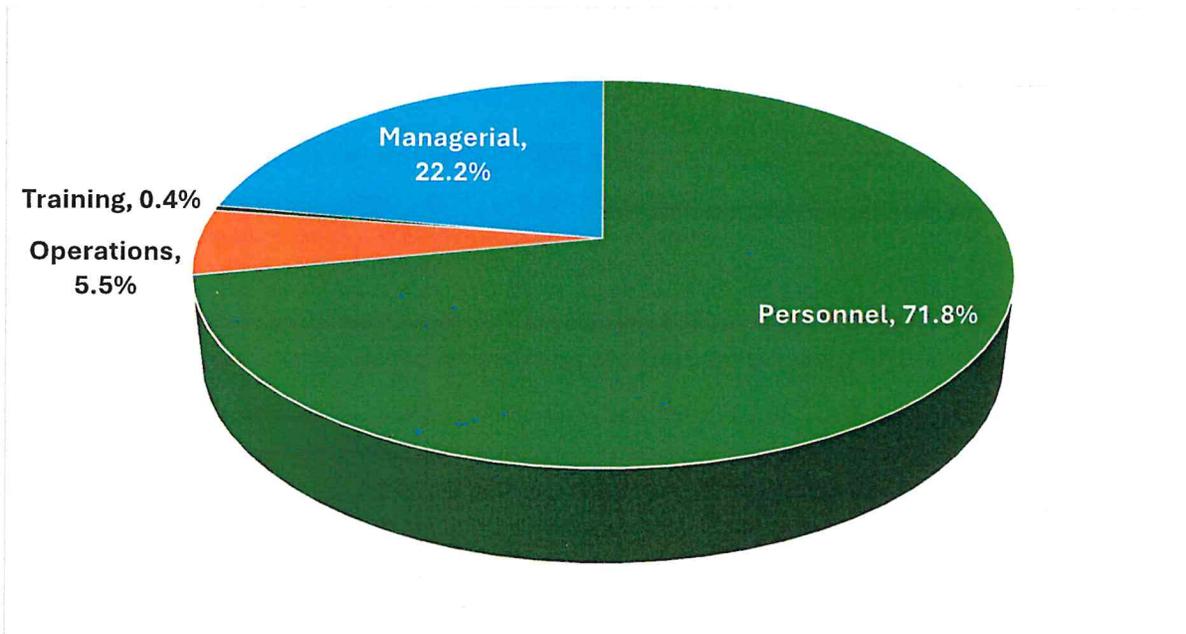
**SALES TAX SUMMARY REPORT – JANUARY 2026**



- Year-to-Date Sales Tax across all funds is down 3.5% from January 2025.
  - Construction down 56.0% from January 2025.
  - Commercial Rentals down 36.8% from January 2025.
  - Residential Rentals down 95.2% from January 2025.
  - Remote Sales up 18.8% from January 2025.
  - Restaurants/ Bars up 10.0% from January 2025.

TOWN OF PINETOP-LAKESIDE  
MONTHLY FINANCIAL REPORT – JANUARY 2026

**GENERAL FUND EXPENDITURES BY CATEGORY**



**GENERAL FUND EXPENDITURES BY DEPARTMENT**

	January 2026		Remaining Budget	% of Budget Spent	
	Actuals	FY 2026 Budget			
Town Clerk	158,799.81	251,815.00	93,015.19	63.06%	🟡
Finance	246,683.09	439,770.00	193,086.91	56.09%	🟢
Planning & Engineering	190,429.05	294,550.00	104,120.95	64.65%	🟡
Magistrate	71,586.20	85,408.75	13,822.55	83.82%	🔴
Police	1,932,149.82	3,131,817.00	1,199,667.18	61.69%	🟡
General Services	747,606.27	3,050,351.08	2,302,744.81	24.51%	🟢
Library	212,579.23	337,570.00	124,990.77	62.97%	🟡
Community Services	59,202.01	185,946.50	126,744.49	31.84%	🟢
Public Works/Facilities	783,919.75	1,427,294.00	643,374.25	54.92%	🟢
Fleet Maintenance	65,777.84	102,095.00	36,317.16	64.43%	🟡
Town Manager	68,622.95	195,570.75	126,947.80	35.09%	🟢
Town Council	30,698.66	54,125.55	23,426.89	56.72%	🟢
<b>Total Expenses</b>	<b>4,568,054.68</b>	<b>9,556,313.63</b>	<b>4,988,258.95</b>	<b>47.80%</b>	🟢

- Most departments are below 65% of budget spent.
  - Magistrate of 83.82% is driven by County Clerk contract.
  - Fleet Maintenance of 64.43% is driven by Salaries & Wages – Fleet Maintenance.

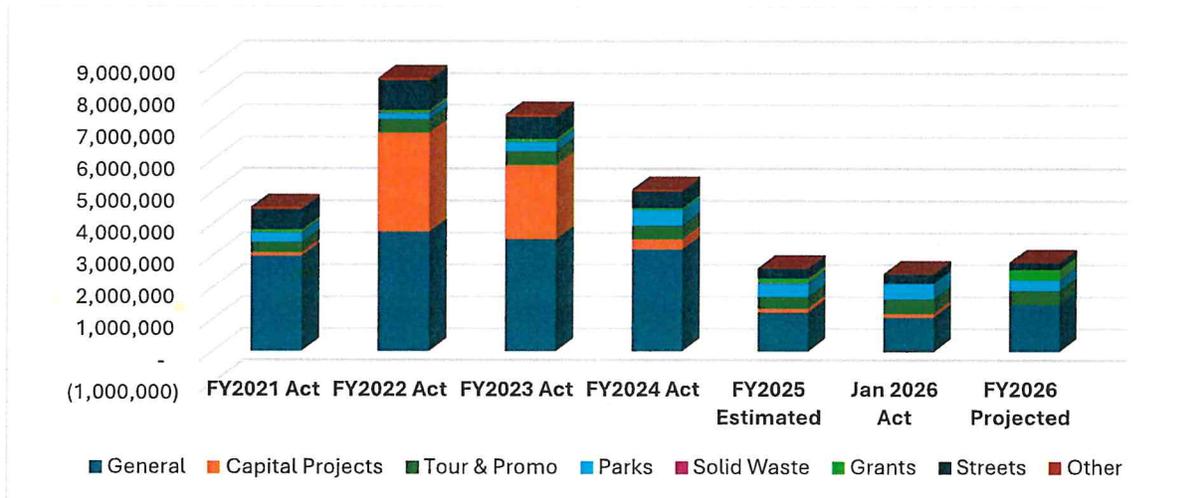
TOWN OF PINETOP-LAKESIDE  
MONTHLY FINANCIAL REPORT – JANUARY 2026

**OTHER EXPENDITURES BY FUND**

	January 2026		Remaining Budget	% of Budget Spent	
	Actuals	FY 2026 Budget			
Capital	661,886.09	14,377,472.00	13,715,585.91	4.60%	
Streets HURF	1,147,884.95	1,817,397.00	669,512.05	63.16%	
Solid Waste Enterprise	177,438.48	1,822,206.95	1,644,768.47	9.74%	
Grant	190,190.70	14,676,234.00	14,486,043.30	1.30%	
Tourism & Promotions	146,182.03	267,174.50	120,992.47	54.71%	
Parks	375,588.10	774,934.97	399,346.87	48.47%	
<b>Total Other Expenses</b>	<b>2,699,170.35</b>	<b>33,735,419.42</b>	<b>31,036,249.07</b>	<b>8.00%</b>	

- Most funds are at or below 60% of budget spent.
  - Streets HURF of 63.16% is driven by increase in costs for street maintenance (86.02% spent).

**FUND BALANCE TREND ANALYSIS**



Unrestricted Restricted by Grant of A.R.S.

January 31, 2026

Combined Cash Accounts	10- General Fund	19- Capital Projects	25- Tour & Promo.	26- Acq. & Dev.	29- Parks	22- SW Enterprise	24- Grants Fund	21- Streets Fund	30- DIF
01-1110	\$1,165,852.22			\$10.27	\$613,008.71			\$238,287.90	\$12,525.85
01-1152	\$1,547,771.73	(\$80,314.96)	\$442,043.76	\$0.00	\$0.00	(\$38,331.17)	(\$397,780.17)	\$0.00	\$0.00
	\$2,713,623.95	(\$80,314.96)	\$442,043.76	\$10.27	\$613,008.71	(\$38,331.17)	(\$397,780.17)	\$238,287.90	\$12,525.85
<i>Other Liquid Accounts</i>									
Cash- Zions Bank	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
BNY- Mellon	\$1,914.07	\$1,914.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
	\$ 1,914.07	\$1,914.07	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
CASH BALANCE:	\$2,715,538.02	\$ (78,400.89)	\$ 442,043.76	\$10.27	\$613,008.71	(\$38,331.17)	(\$397,780.17)	\$238,287.90	\$12,525.85
FUND BALANCE:	\$2,184,199.12	(\$182,580.20)	\$437,494.51	\$10.27	\$604,503.03	(\$24,885.16)	(\$8,946.17)	\$237,530.06	\$12,525.85

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1101 CHASE CHECKING	1,198,739.36	37,824.41	376,402.03
1131 PETTY CASH--ADMINISTRATIVE	200.00	0.00	200.00
1132 PETTY CASH--POLICE	200.00	0.00	200.00
1133 CHANGE DRAWER - TOWN HALL	200.00	0.00	200.00
1135 PETTY CASH--LIBRARY	100.00	0.00	100.00
1136 CHANGE DRAWER - LIBRARY	200.00	0.00	200.00
1140 CHANGE DRAWER 1 - MAGISTRATE	100.00	0.00	100.00
1141 CHANGE DRAWER 2 - MAGISTRATE	25.00	0.00	25.00
1152 LGIP 91869	521,161.11	0.00	1,547,771.73
1189 UNDEPOSITED PAYMENTS	(27.00)	0.00	670.00
<b>Total Cash and cash equivalents</b>	<b>1,720,898.47</b>	<b>37,824.41</b>	<b>1,925,868.76</b>
<b>Receivables</b>			
1311 ACCOUNTS RECEIVABLE - TAXES	115,395.98	183,331.55	334,748.00
1312 ACCOUNTS RECEIVABLE - OTHER	54,618.41	0.00	0.00
<b>Total Receivables</b>	<b>170,014.39</b>	<b>183,331.55</b>	<b>334,748.00</b>
<b>Other current assets</b>			
1596 CLEARING - PCARD CLEARING	0.00	0.00	54.07
<b>Total Other current assets</b>	<b>0.00</b>	<b>0.00</b>	<b>54.07</b>
<b>Total Current Assets</b>	<b>1,890,912.86</b>	<b>221,155.96</b>	<b>2,260,670.83</b>
<b>Non-Current Assets</b>			
<b>Other non-current assets</b>			
1665 NOTE RECEIVABLE-DEFERRED RENT	222,629.23	0.00	222,629.23
<b>Total Other non-current assets</b>	<b>222,629.23</b>	<b>0.00</b>	<b>222,629.23</b>
<b>Total Non-Current Assets</b>	<b>222,629.23</b>	<b>0.00</b>	<b>222,629.23</b>
<b>Total Assets:</b>	<b>2,113,542.09</b>	<b>221,155.96</b>	<b>2,483,300.06</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCOUNTS PAYABLE	183,989.91	149,946.78	162,240.73

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
2132 SALES TAX PAYABLE	29.22	(13.91)	61.64
2385 DEFERRED REVENUE- OTHER	300,000.00	0.00	315,979.50
<b>Total Current liabilities</b>	<b>484,019.13</b>	<b>149,932.87</b>	<b>478,281.87</b>
<b>Payroll liabilities</b>			
2220 ACCRUED WAGES PAYABLE	171,141.73	105,018.94	276,160.67
2221 FICA PAYABLE	0.00	(36.72)	0.00
2225 WORKERS COMP PAYABLE	0.00	(33,680.90)	11,659.98
2231 SHORT TERM DISABILITY PAYABLE	0.00	13.93	320.24
2232 HEALTH INSURANCE PAYABLE	0.00	(174.35)	5,938.05
2236 LEGAL SHIELD PAYABLE	0.00	152.62	152.64
2240 PAYROLL LIABILITY CLEARING	0.00	170,445.35	170,445.35
2241 MASA SUPPLEMENTAL INSURANCE	0.00	(160.00)	0.00
<b>Total Payroll liabilities</b>	<b>171,141.73</b>	<b>241,578.87</b>	<b>464,676.93</b>
<b>Trust deposits</b>			
2333 OTHER DEPOSITS-WATERSHED PTSHP	1,226.72	0.00	1,226.72
2334 COURT J.C.E.F. FUND DEPOSITS	21,605.12	12.67	21,903.91
2335 COURT AUTOMATION FEE DEPOSITS	6,316.00	42.00	6,785.28
2337 FILL THE GAP DEPOSITS	9,993.83	0.00	10,182.04
2338 COURT TRAFFIC DEFAULT DEPOSITS	21,421.52	137.71	22,649.57
2340 ALARM FEE DEPOSITS	42,573.36	875.00	43,598.36
2341 AUTOMOBILE IMPOUND DEPOSITS	10,796.72	450.00	13,046.72
2342 TOWN COURT SURCHARGE (ZCRT)	10,622.65	1.43	10,642.85
2343 TOWN COURT SURCHARGE (ZTWN)	7,966.19	260.19	10,027.65
2344 TOWN COURT FARE	8,578.83	0.00	8,578.83
2362 VOLUNTEERS IN POLICE DEPOSITS	25,488.57	170.00	29,813.57
2367 SIRENS AND SLEIGH BELLS	23,535.04	850.00	37,236.08
2370 TRAP/NEUTER/RELEASE TRUST FUNDS	840.00	0.00	840.00
<b>Total Trust deposits</b>	<b>190,964.55</b>	<b>2,799.00</b>	<b>216,531.58</b>
<b>Deferred inflows</b>			
2390 DEFERRED INFLOW- LEASES	215,262.75	0.00	215,262.75
<b>Total Deferred inflows</b>	<b>215,262.75</b>	<b>0.00</b>	<b>215,262.75</b>
<b>Total Liabilities:</b>	<b>1,061,388.16</b>	<b>394,310.74</b>	<b>1,374,753.13</b>
<b>Fund Equity</b>			
3984 UNASSIGNED BALANCE - BEG OF YR	1,052,153.93	(173,154.78)	1,108,546.93

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
Total Fund Equity	1,052,153.93	(173,154.78)	1,108,546.93
Total Liabilities and Fund Equity:	2,113,542.09	221,155.96	2,483,300.06
Total Net Position	0.00	0.00	0.00

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

Change In Net Position	Revenue	2025	2026	2026	2026	% Earned/Used
		Year End Actual	January Actual	YTD Actual		
4110 STATE SALES TAX	608,629.32	24,571.38	333,341.21	626,305.00	292,963.79	53.22%
4111 STATE PROP 207 TAX	39,413.90	0.00	16,552.01	35,000.00	18,447.99	47.29%
4115 STATE INCOME TAX	891,542.76	67,376.25	471,633.82	808,515.00	336,881.18	58.33%
4120 LOCAL SALES TAX	5,463,256.34	483,934.71	3,360,247.43	5,000,000.00	1,639,752.57	67.20%
4121 LOCAL SALES TAX - CONTINGENCY	0.00	0.00	0.00	600,000.00	600,000.00	0.00%
4130 AUTO LIEU TAX	391,745.74	31,828.49	188,620.49	390,713.00	202,092.51	48.28%
4140 FRANCHISE TAXES	228,672.46	37,684.81	88,285.07	230,000.00	141,714.93	38.38%
4213 PLANNING & ZONING FEES	1,493.00	0.00	515.00	2,000.00	1,485.00	25.75%
4219 BUSINESS LICENSES	24,050.00	125.00	7,775.00	25,000.00	17,225.00	31.10%
4220 SPECIAL EVENTS/VENDOR PERMIT	10,480.00	75.00	2,365.00	10,500.00	8,135.00	22.52%
4221 BUILDING & SIGN PERMITS	153,811.00	4,670.00	48,665.00	130,000.00	81,335.00	37.43%
4222 RIGHT OF WAY PERMITS	1,700.00	0.00	670.00	500.00	(170.00)	134.00%
4235 ST RENTAL REGISTRATION FEES	31,001.50	2,749.72	12,497.89	35,000.00	22,502.11	35.71%
4240 LIQUOR LICENSE APPLICATION	100.00	0.00	0.00	0.00	0.00	0.00%
4276 CEMETERY REVENUES	29,300.00	2,380.00	20,764.33	21,000.00	235.67	98.88%
4315 LIBRARY FEES	3,496.27	368.98	2,139.28	100.00	(2,039.28)	2,139.28%
4317 LIBRARY MISC REVENUES	0.00	0.00	0.00	2,500.00	2,500.00	0.00%
4457 AZ CARES/ ARPA FUNDING	906,964.95	0.00	0.00	0.00	0.00	0.00%
4462 EVENT SPONSORSHIP	3,750.00	0.00	0.00	5,000.00	5,000.00	0.00%
4468 YOUTH FOOTBALL	15,665.00	0.00	0.00	0.00	0.00	0.00%
4470 YOUTH BASKETBALL	14,355.00	4,950.00	14,100.00	55,000.00	40,900.00	25.64%
4513 MAGISTRATE FINES	54,785.44	1,818.92	17,695.77	42,000.00	24,304.23	42.13%
4630 ZTWN FUNDS	0.00	0.00	0.00	5,000.00	5,000.00	0.00%
4635 AUTO IMPOUNDS	3,189.55	0.00	0.00	10,000.00	10,000.00	0.00%
4645 POLICE REPORTS	4,292.65	218.00	1,643.00	2,500.00	857.00	65.72%
4650 POLICE MISC	96.67	0.00	51.35	250.00	198.65	20.54%
4745 LEASE INCOME	23,425.00	800.00	6,400.00	23,425.00	17,025.00	27.32%
4780 VISITOR CENTER SALES	3,307.76	39.00	2,308.80	3,500.00	1,191.20	65.97%
4785 AUCTION REVENUE	178.50	0.00	0.00	1,000.00	1,000.00	0.00%
4810 INTEREST REVENUE	14,775.37	0.00	26,610.62	20,000.00	(6,610.62)	133.05%
4820 MISCELLANEOUS REVENUES	3,603.36	0.00	1,566.61	1,500.00	(66.61)	104.44%
4991 PRIOR YEAR CARRYFORWARD	0.00	0.00	0.00	1,400,000.00	1,400,000.00	0.00%
<b>Total Revenue</b>	<b>8,927,081.54</b>	<b>663,590.26</b>	<b>4,624,447.68</b>	<b>9,486,308.00</b>	<b>4,861,860.32</b>	<b>48.75%</b>
<b>Expenditures:</b>						

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Town Clerk</b>						
5011 SALARIES & WAGES--CLERK	150,588.21	17,201.26	102,230.70	149,219.00	46,988.30	68.51%
5012 OVERTIME	0.00	0.00	110.63	0.00	(110.63)	0.00%
5013 EMPLOYEE BENEFITS	72,111.27	8,159.94	45,791.72	72,971.00	27,179.28	62.75%
5021 SUBSCRIPTIONS, MEMBERSHIP	908.00	195.00	195.00	725.00	530.00	26.90%
5022 ADVERTISING	6,017.03	0.00	3,567.37	9,000.00	5,432.63	39.64%
5023 STAFF DEVELOPMENT/TRAINING	10,932.42	0.00	2,024.99	4,900.00	2,875.01	41.33%
5063 ELECTION	3,553.00	0.00	0.00	5,000.00	5,000.00	0.00%
5075 RECORDS MANAGEMENT	2,678.34	0.00	1,195.00	3,000.00	1,805.00	39.83%
5076 TOWN CODE	2,621.50	468.50	1,592.50	3,000.00	1,407.50	53.08%
5082 SPECIAL PROGRAMS	3,845.72	0.00	2,091.90	4,000.00	1,908.10	52.30%
<b>Total Town Clerk</b>	<b>253,255.49</b>	<b>26,024.70</b>	<b>158,799.81</b>	<b>251,815.00</b>	<b>93,015.19</b>	<b>63.06%</b>
<b>Finance</b>						
5111 SALARIES & WAGES--FINANCE	313,098.65	18,773.21	100,119.34	160,534.00	60,414.66	62.37%
5112 OVERTIME	355.30	0.00	1,048.46	1,170.00	121.54	89.61%
5113 EMPLOYEE BENEFITS	131,185.19	13,127.50	57,527.34	91,486.00	33,958.66	62.88%
5121 SUBSCRIPTIONS, MEMBERSHIP	1,737.25	0.00	0.00	1,930.00	1,930.00	0.00%
5123 STAFF DEVELOPMENT/TRAINING	13,199.17	0.00	5,815.77	11,750.00	5,934.23	49.50%
5131 PROFESSIONAL SERVICES	62,285.53	11,450.00	68,625.00	156,900.00	88,275.00	43.74%
5132 BANK ANALYSIS & CC FEES	14,852.45	2,224.62	13,088.70	15,000.00	1,911.30	87.26%
5148 SPECIAL DEPARTMENT SUPPLIES	671.49	458.48	458.48	1,000.00	541.52	45.85%
<b>Total Finance</b>	<b>537,385.03</b>	<b>46,033.81</b>	<b>246,683.09</b>	<b>439,770.00</b>	<b>193,086.91</b>	<b>56.09%</b>
<b>Planning &amp; Engineering</b>						
5210 P & Z COMMISSION BOARD EXPENSES	3,414.11	0.00	69.38	1,000.00	930.62	6.94%
5211 SALARIES & WAGES--COMM. DEV.	213,986.71	30,668.64	133,957.74	196,602.00	62,644.26	68.14%
5213 EMPLOYEE BENEFITS	71,497.74	10,972.39	49,986.96	73,448.00	23,461.04	68.06%
5221 SUBSCRIPTIONS, MEMBERSHIP	7,100.18	722.23	6,253.41	7,500.00	1,246.59	83.38%
5223 STAFF DEVELOPMENT/TRAINING	4,886.02	0.00	0.00	7,500.00	7,500.00	0.00%
5231 PROFESSIONAL SERVICES	259.40	0.00	0.00	0.00	0.00	0.00%
5234 FACADE GRANTS	42,252.09	0.00	0.00	0.00	0.00	0.00%
5235 NUISANCE ABATEMENT	4,437.32	0.00	0.00	5,000.00	5,000.00	0.00%
5248 SPECIAL DEPARTMENT SUPPLIES	2,375.79	0.00	161.56	3,000.00	2,838.44	5.39%
5270 SAFETY EQUIPMENT	0.00	0.00	0.00	500.00	500.00	0.00%
<b>Total Planning &amp; Engineering</b>	<b>350,209.36</b>	<b>42,363.26</b>	<b>190,429.05</b>	<b>294,550.00</b>	<b>104,120.95</b>	<b>64.65%</b>
<b>Magistrate</b>						

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
5311 SALARIES & WAGES--MAGISTRATE	25,117.74	2,884.62	15,384.64	25,000.00	9,615.36	61.54%
5313 EMPLOYEE BENEFITS	1,982.50	228.75	1,220.00	2,100.00	880.00	58.10%
5323 STAFF DEVELOPMENT/TRAINING	0.00	0.00	0.00	1,900.00	1,900.00	0.00%
5324 OFFICE SUPPLIES & EXPENSE	3,348.24	0.00	1,739.56	3,158.75	1,419.19	55.07%
5331 COUNTY CONTRACT--CLERK	53,242.00	0.00	53,242.00	53,250.00	8.00	99.98%
<b>Total Magistrate</b>	<b>83,690.48</b>	<b>3,113.37</b>	<b>71,586.20</b>	<b>85,408.75</b>	<b>13,822.55</b>	<b>83.82%</b>
<b>Police</b>						
5611 SALARIES & WAGES--POLICE	1,564,515.94	197,437.36	956,693.46	1,541,103.00	584,409.54	62.08%
5612 OVERTIME	80,419.15	8,649.56	46,737.10	85,000.00	38,262.90	54.98%
5613 EMPLOYEE BENEFITS	963,571.12	129,047.54	582,018.62	897,714.00	315,695.38	64.83%
5614 UNIFORM ALLOWANCE	46,797.85	0.00	0.00	46,800.00	46,800.00	0.00%
5618 VOLUNTEER/RESERVE UNIFORMS,EXP	15,961.25	1,325.00	9,200.50	20,000.00	10,799.50	46.00%
5621 SUBSCRIPTIONS, MEMBERSHIP	11,640.69	1,088.64	7,882.85	12,375.00	4,492.15	63.70%
5623 STAFF DEVELOPMENT/TRAINING	25,735.94	49.99	7,913.59	28,375.00	20,461.41	27.89%
5625 EQUIP REPAIR & MAINTENANCE	33,774.07	738.81	7,831.27	32,450.00	24,618.73	24.13%
5628 TELEPHONE/RADIO'S	13,651.61	1,177.76	7,997.49	18,600.00	10,602.51	43.00%
5629 GASOLINE/MILEAGE	55,937.94	7,868.32	28,624.72	67,000.00	38,375.28	42.72%
5631 PROFESSIONAL SERVICES	196,729.00	62,726.09	197,994.08	252,900.00	54,905.92	78.29%
5635 IMPOUND ACCOUNT EXPENDITURES	3,189.55	0.00	0.00	0.00	0.00	0.00%
5637 ANNUAL MAINTENANCE CONTRACTS	55,556.67	0.00	71,206.48	87,000.00	15,793.52	81.85%
5648 SPECIAL DEPARTMENT SUPPLIES	22,185.61	346.16	5,556.90	39,500.00	33,943.10	14.07%
5651 COMMUNITY RELATIONS	3,034.19	0.00	2,160.45	3,000.00	839.55	72.02%
5670 SAFETY EQUIPMENT	862.01	0.00	332.31	0.00	(332.31)	0.00%
<b>Total Police</b>	<b>3,093,562.59</b>	<b>410,455.23</b>	<b>1,932,149.82</b>	<b>3,131,817.00</b>	<b>1,199,667.18</b>	<b>61.69%</b>
<b>General Services</b>						
5714 UNEMPLOYMENT INSURANCE	0.00	0.00	0.00	2,000.00	2,000.00	0.00%
5721 SUBSCRIPTIONS, MEMBERSHIP	18,484.34	169.49	5,693.82	19,000.00	13,306.18	29.97%
5722 POSTAGE	3,488.45	233.45	1,317.70	3,325.00	2,007.30	39.63%
5724 CENTRAL OFFICE SUPPLY	22,266.06	3,239.29	8,999.13	28,500.00	19,500.87	31.58%
5726 TELEPHONE AND INTERNET	16,112.71	1,536.80	9,292.54	18,050.00	8,757.46	51.48%
5727 COMPUTER REPLACEMENTS/UPGRADES	43,905.78	290.39	3,555.10	40,375.00	36,819.90	8.81%
5728 COMPUTER LICENSES	40,146.56	21,627.09	35,868.12	39,900.00	4,031.88	89.90%
5731 PROFESSIONAL SERVICES	339,321.59	106,822.86	157,346.76	262,210.00	104,863.24	60.01%
5735 BUILDING LEASE	5,338.51	0.00	0.00	5,500.00	5,500.00	0.00%
5750 LIABILITY DEDUCTIBLES	9,200.46	0.00	0.00	10,000.00	10,000.00	0.00%

**Town of Pinetop-Lakeside**

**Financial Report**

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	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
5751 LIABILITY INSURANCE	116,234.00	0.00	160,253.00	196,000.00	35,747.00	81.76%
5752 CONTINGENCY-GENERAL	0.00	0.00	0.00	1,032,657.00	1,032,657.00	0.00%
5770 EXCEPTL.EMPLOYEE AWARD PROGRAM	15,838.32	0.00	199.97	9,500.00	9,300.03	2.10%
5777 SAFETY COMMITTEE	0.00	0.00	0.00	950.00	950.00	0.00%
5784 TRUST AGENCY FEES - M.P.C.	0.00	0.00	337.28	0.00	(337.28)	0.00%
5793 TRANSFERS TO OTHER FUNDS	3,226,202.43	363.77	364,742.85	1,352,384.08	987,641.23	26.97%
5795 ACCRUED PR LIABILITY PAYOUTS	0.00	0.00	0.00	30,000.00	30,000.00	0.00%
<b>Total General Services</b>	<b>3,856,539.21</b>	<b>134,283.14</b>	<b>747,606.27</b>	<b>3,050,351.08</b>	<b>2,302,744.81</b>	<b>24.51%</b>
<b>Library</b>						
5811 SALARIES & WAGES--LIBRARY	276,681.88	26,712.93	140,874.06	223,904.00	83,029.94	62.92%
5813 EMPLOYEE BENEFITS	147,620.19	10,209.63	61,523.62	91,721.00	30,197.38	67.08%
5821 SUBSCRIPTIONS, MEMBERSHIP	1,131.52	0.00	0.00	0.00	0.00	0.00%
5823 STAFF DEVELOPMENT/TRAINING	2,246.84	114.95	158.17	950.00	791.83	16.65%
5825 EQUIPMENT REPAIR & MAINTENANCE	3,984.30	300.39	997.49	1,900.00	902.51	52.50%
5846 LIBRARY MATERIALS RECOVERY	0.00	0.00	500.00	475.00	(25.00)	105.26%
5847 LIBRARY MATERIALS PROCESSING	2,566.06	262.42	1,161.60	2,850.00	1,688.40	40.76%
5848 LIBRARY MATERIALS	20,600.59	1,367.69	5,127.31	9,500.00	4,372.69	53.97%
5852 CHILDREN'S PROGRAMMING	5,598.03	409.79	745.02	1,900.00	1,154.98	39.21%
5853 YOUNG ADULT PROGRAMMING	683.17	0.00	133.15	475.00	341.85	28.03%
5855 ADULT PROGRAMMING	482.00	0.00	175.78	475.00	299.22	37.01%
5861 OTHER SUPPLIES	1,565.34	93.19	192.85	1,900.00	1,707.15	10.15%
5863 VOLUNTEER SUPPORT	600.00	0.00	595.66	570.00	(25.66)	104.50%
5874 EQUIPMENT	1,783.57	67.58	394.52	950.00	555.48	41.53%
<b>Total Library</b>	<b>465,543.49</b>	<b>39,538.57</b>	<b>212,579.23</b>	<b>337,570.00</b>	<b>124,990.77</b>	<b>62.97%</b>
<b>Community Services</b>						
5911 SALARIES & WAGES--RECREATION	97,877.63	0.00	34,625.75	84,815.00	50,189.25	40.83%
5913 EMPLOYEE BENEFITS	45,159.88	0.00	12,327.13	44,159.00	31,831.87	27.92%
5918 UNIFORMS EXP	123.03	0.00	0.00	400.00	400.00	0.00%
5921 SUBSCRIPTIONS, MEMBERSHIP	1,455.51	0.00	202.22	1,377.50	1,175.28	14.68%
5923 STAFF DEVELOPMENT/TRAINING	447.74	0.00	0.00	950.00	950.00	0.00%
5948 SPECIAL DEPARTMENT SUPPLIES	1,605.49	0.00	492.44	4,750.00	4,257.56	10.37%
5955 SPECIAL EVENTS	31,377.98	54.11	8,781.38	22,657.50	13,876.12	38.76%
5963 COMMUNITY RELATIONS	416.63	16.00	76.00	950.00	874.00	8.00%
5964 COMMUNITY EVENTS	3,341.25	0.00	2,028.05	3,087.50	1,059.45	65.69%
5965 ECONOMIC DEVELOPMENT	26,380.81	358.79	358.79	21,850.00	21,491.21	1.64%

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
5982 VENDOR CONSIGNMENT SALES	1,592.81	13.52	310.25	950.00	639.75	32.66%
<b>Total Community Services</b>	<b>209,778.76</b>	<b>442.42</b>	<b>59,202.01</b>	<b>185,946.50</b>	<b>126,744.49</b>	<b>31.84%</b>
<b>Public Works/Facilities</b>						
6211 SALARIES & WAGES--FAC.MAINT.	819,575.45	59,413.07	410,799.01	707,772.00	296,972.99	58.04%
6212 OVERTIME	21,274.16	1,151.85	9,969.64	15,000.00	5,030.36	66.46%
6213 EMPLOYEE BENEFITS	501,742.38	43,575.85	252,119.73	423,196.00	171,076.27	59.58%
6217 TEMPORARY/PART-TIME EMPLOYEES	15,478.07	0.00	8,731.35	10,000.00	1,268.65	87.31%
6218 UNIFORMS EXP	6,681.35	164.52	2,702.45	9,900.00	7,197.55	27.30%
6223 STAFF DEVELOPMENT/TRAINING	3,924.92	0.00	99.61	2,700.00	2,600.39	3.69%
6224 OFFICE SUPPLIES	19,789.61	0.00	6,740.36	13,500.00	6,759.64	49.99%
6226 BUILDING REPAIRS/MATERIALS	40,553.57	0.00	2,271.46	45,000.00	42,728.54	5.05%
6227 UTILITIES	75,104.00	7,299.38	51,838.03	78,300.00	26,461.97	66.20%
6229 GAS & OIL	6,865.00	357.61	2,993.74	9,000.00	6,006.26	33.26%
6231 PROFESSIONAL SERVICES	62,467.65	270.00	20,223.74	10,000.00	(10,223.74)	202.24%
6232 CEMETERY MAINTENANCE	33,898.11	0.00	0.00	13,500.00	13,500.00	0.00%
6248 CLEANING SUPPLIES	19,408.28	2,090.86	13,250.09	17,100.00	3,849.91	77.49%
6250 SMALL TOOLS & SUPPLIES	9,914.54	0.00	1,146.68	3,600.00	2,453.32	31.85%
6255 SPECIAL EVENTS	18,899.77	0.00	(399.58)	4,500.00	4,899.58	-8.88%
6270 SAFETY EQUIPMENT	1,299.84	268.44	943.86	1,080.00	136.14	87.39%
6281 RECREATION PROGRAMS	35,605.00	244.79	489.58	52,200.00	51,710.42	0.94%
6283 TRANSFER TO GRANTS/CAP PROJECTS	5,834.00	0.00	0.00	10,946.00	10,946.00	0.00%
<b>Total Public Works/Facilities</b>	<b>1,698,315.70</b>	<b>114,836.37</b>	<b>783,919.75</b>	<b>1,427,294.00</b>	<b>643,374.25</b>	<b>54.92%</b>
<b>Fleet Maintenance</b>						
6311 SALARIES & WAGES - FLEET MAINT	144,545.08	16,891.70	89,233.35	145,704.00	56,470.65	61.24%
6312 OVERTIME	6,058.87	205.23	1,076.45	2,500.00	1,423.55	43.06%
6313 EMPLOYEE BENEFITS	107,027.32	15,427.73	68,131.90	106,326.00	38,194.10	64.08%
6318 UNIFORMS	3,526.10	128.42	1,401.83	2,900.00	1,498.17	48.34%
6321 DUES SUBSCRIPTIONS LICENSES	44.10	0.00	0.00	0.00	0.00	0.00%
6323 STAFF DEVELOPMENT & TRAINING	628.71	0.00	3.78	1,080.00	1,076.22	0.35%
6324 OFFICE SUPPLIES	2,405.05	0.00	27.46	3,330.00	3,302.54	0.82%
6325 GENERAL VEHICLE & EQUIPMENT	5,043.71	0.00	(4,064.49)	5,580.00	9,644.49	-72.84%
6326 PD VEHICLE & EQUIPMENT	26,104.11	86.61	9,116.73	24,300.00	15,183.27	37.52%
6327 PARKS VEHICLE & EQUIPMENT	16,575.58	(608.79)	5,671.65	14,400.00	8,728.35	39.39%
6330 STREETS VEHICLE & EQUIPMENT	125,633.07	(3.99)	61,360.07	112,500.00	51,139.93	54.54%
6348 SHOP SUPPLIES	18,276.94	498.59	9,531.73	16,020.00	6,488.27	59.50%

**Town of Pinetop-Lakeside**

Financial Report

10 General Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
6350 SMALL TOOLS/EQUIP & SUPPLIES	10,935.95	0.00	2,332.79	4,500.00	2,167.21	51.84%
6370 SAFETY EQUIPMENT	272.13	0.00	198.08	0.00	(198.08)	0.00%
6386 TRANSFERS FROM OTHER FUNDS	(242,750.04)	(25,040.44)	(178,243.49)	(337,045.00)	(158,801.51)	52.88%
<b>Total Fleet Maintenance</b>	<b>224,326.68</b>	<b>7,585.06</b>	<b>65,777.84</b>	<b>102,095.00</b>	<b>36,317.16</b>	<b>64.43%</b>
<b>Town Manager</b>						
6711 SALARIES & WAGES--MANAGER	182,530.90	4,056.00	53,923.27	130,000.00	76,076.73	41.48%
6713 EMPLOYEE BENEFITS	57,880.65	2,941.12	11,618.03	57,362.00	45,743.97	20.25%
6721 SUBSCRIPTIONS, MEMBERSHIP	325.00	0.00	0.00	308.75	308.75	0.00%
6723 STAFF DEVELOPMENT/TRAINING	2,030.30	0.00	0.00	0.00	0.00	0.00%
6762 AUTO ALLOWANCE	6,516.63	293.55	2,641.51	6,000.00	3,358.49	44.03%
6763 COMMUNITY RELATIONS	3,378.51	440.14	440.14	1,900.00	1,459.86	23.17%
<b>Total Town Manager</b>	<b>252,661.99</b>	<b>7,730.81</b>	<b>68,622.95</b>	<b>195,570.75</b>	<b>126,947.80</b>	<b>35.09%</b>
<b>Town Council</b>						
6810 TOWN COUNCIL STIPENDS	25,481.46	3,950.00	15,800.00	23,700.00	7,900.00	66.67%
6813 EMPLOYEE BENEFITS	1,980.50	313.30	1,253.20	1,879.00	625.80	66.70%
6821 SUBSCRIPTIONS, MEMBERSHIP	9,606.15	0.00	9,149.00	9,546.55	397.55	95.84%
6823 STAFF DEVELOPMENT/TRAINING	13,834.08	0.00	3,427.97	9,500.00	6,072.03	36.08%
6863 COMMUNITY RELATIONS	16,416.83	75.00	1,068.49	9,500.00	8,431.51	11.25%
<b>Total Town Council</b>	<b>67,319.02</b>	<b>4,338.30</b>	<b>30,698.66</b>	<b>54,125.55</b>	<b>23,426.89</b>	<b>56.72%</b>
<b>Total Expenditures:</b>	<b>11,092,587.80</b>	<b>836,745.04</b>	<b>4,568,054.68</b>	<b>9,556,313.63</b>	<b>4,988,258.95</b>	<b>47.80%</b>
<b>Total Change In Net Position</b>	<b>(2,165,506.26)</b>	<b>(173,154.78)</b>	<b>56,393.00</b>	<b>(70,005.63)</b>	<b>(126,398.63)</b>	<b>-80.55%</b>

**Town of Pinetop-Lakeside**

**Financial Report**

**19 Capital Projects Fund - 01/01/2026 to 01/31/2026**

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
<b>Cash and cash equivalents</b>			
1101 CHASE CHECKING	(57,149.41)	0.00	(80,314.96)
1155 CASH- BNY MELLON	1,084.71	0.00	1,914.07
1156 CASH- ZIONS BANK	323.93	0.00	0.00
<b>Total Cash and cash equivalents</b>	<b>(55,740.77)</b>	<b>0.00</b>	<b>(78,400.89)</b>
<b>Total Current Assets</b>	<b>(55,740.77)</b>	<b>0.00</b>	<b>(78,400.89)</b>
<b>Total Assets:</b>	<b>(55,740.77)</b>	<b>0.00</b>	<b>(78,400.89)</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCOUNTS PAYABLE	116,546.86	0.00	104,179.31
<b>Total Current liabilities</b>	<b>116,546.86</b>	<b>0.00</b>	<b>104,179.31</b>
<b>Total Liabilities:</b>	<b>116,546.86</b>	<b>0.00</b>	<b>104,179.31</b>
<b>Fund Equity</b>			
3983 ASSIGN BALANCE - BEG OF YEAR	(172,287.63)	0.00	(182,580.20)
<b>Total Fund Equity</b>	<b>(172,287.63)</b>	<b>0.00</b>	<b>(182,580.20)</b>
<b>Total Liabilities and Fund Equity:</b>	<b>(55,740.77)</b>	<b>0.00</b>	<b>(78,400.89)</b>
<b>Total Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Town of Pinetop-Lakeside**

Financial Report

19 Capital Projects Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue</b>						
4495 TRANSFER IN FROM OTHER FUNDS	3,567,205.70	1,166.60	650,764.16	1,671,365.00	1,020,600.84	38.94%
4610 INTEREST INCOME	152.90	0.00	829.36	0.00	(829.36)	0.00%
4990 DONATION- SAVE OUR PARK	0.00	0.00	0.00	12,500,000.00	12,500,000.00	0.00%
<b>Total Revenue</b>	<b>3,567,358.60</b>	<b>1,166.60</b>	<b>651,593.52</b>	<b>14,171,365.00</b>	<b>13,519,771.48</b>	<b>4.60%</b>
<b>Expenditures</b>						
5074 EQUIPMENT	43,819.72	0.00	0.00	0.00	0.00	0.00%
5084 LEASE PAYMENT - EQUIPMENT	3,824.93	363.77	2,487.77	4,200.00	1,712.23	59.23%
6084 LEASE PAYMENT - EQUIPMENT	470,198.33	802.83	297,290.37	383,072.00	85,781.63	77.61%
6279 DEBT SVC- REV BONDS TH & PD BLDGS	480,400.81	0.00	63,621.88	269,700.00	206,078.12	23.59%
6283 DEBT SVC- REV BONDS PSPRS LIAB	660,277.50	0.00	82,127.50	370,500.00	288,372.50	22.17%
6462 POLICE DEPT BUILDING/FURNISHINGS	2,039,996.46	0.00	216,358.57	550,000.00	333,641.43	39.34%
6465 PURCHASE WOODLAND LAKE PARK	0.00	0.00	0.00	12,500,000.00	12,500,000.00	0.00%
6470 PURCHASE LOT WHITE MTN BLVD	349,727.98	0.00	0.00	0.00	0.00	0.00%
6480 CAPITAL PROJECTS- MOUNTAIN MEADOW	17,608.55	0.00	0.00	300,000.00	300,000.00	0.00%
<b>Total Expenditures</b>	<b>4,065,854.28</b>	<b>1,166.60</b>	<b>661,886.09</b>	<b>14,377,472.00</b>	<b>13,715,585.91</b>	<b>4.60%</b>
<b>Total Change In Net Position</b>	<b>(498,495.68)</b>	<b>0.00</b>	<b>(10,292.57)</b>	<b>(206,107.00)</b>	<b>(195,814.43)</b>	<b>4.99%</b>

**Town of Pinetop-Lakeside**

Financial Report

21 Public Works - Streets Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	303,908.76	(111,240.75)	238,287.90
1101 CHASE CHECKING	<b>303,908.76</b>	<b>(111,240.75)</b>	<b>238,287.90</b>
<b>Total Cash and cash equivalents</b>			
<b>Receivables</b>			
1311 ACCOUNTS RECEIVABLE - TAXES	74,142.06	5,740.40	66,291.69
1312 DUE FROM OTHER GOVERNMENTS	11,481.15	0.00	11,481.15
<b>Total Receivables</b>	<b>85,623.21</b>	<b>5,740.40</b>	<b>77,772.84</b>
<b>Total Current Assets</b>	<b>389,531.97</b>	<b>(105,500.35)</b>	<b>316,060.74</b>
<b>Total Assets:</b>	<b>389,531.97</b>	<b>(105,500.35)</b>	<b>316,060.74</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCOUNTS PAYABLE--HURF	27,675.28	(159,432.35)	4,983.49
<b>Total Current liabilities</b>	<b>27,675.28</b>	<b>(159,432.35)</b>	<b>4,983.49</b>
<b>Payroll liabilities</b>			
2220 ACCRUED WAGES PAYABLE	23,547.19	0.00	23,547.19
<b>Total Payroll liabilities</b>	<b>23,547.19</b>	<b>0.00</b>	<b>23,547.19</b>
<b>Deferred inflows</b>			
2230 DEFERRED REVENUE	50,000.00	0.00	50,000.00
<b>Total Deferred inflows</b>	<b>50,000.00</b>	<b>0.00</b>	<b>50,000.00</b>
<b>Total Liabilities:</b>	<b>101,222.47</b>	<b>(159,432.35)</b>	<b>78,530.68</b>
<b>Fund Equity</b>			
3980 RESTRICTED BALANCE - BEG OF YR	288,309.50	53,932.00	237,530.06
<b>Total Fund Equity</b>	<b>288,309.50</b>	<b>53,932.00</b>	<b>237,530.06</b>
<b>Total Liabilities and Fund Equity:</b>	<b>389,531.97</b>	<b>(105,500.35)</b>	<b>316,060.74</b>
<b>Total Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Town of Pinetop-Lakeside**

Financial Report

21 Public Works - Streets Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

Change In Net Position Revenue	2025	2026	2026	2026	Unearned/ Unused	% Earned/ Used
	Year End Actual	January Actual	YTD Actual	Budget		
4120 LOCAL SALES TAX	1,082,293.85	88,840.04	662,447.30	1,000,000.00	337,552.70	66.24%
4310 HURF--GASOLINE TAX REVENUES	746,063.40	66,291.69	431,738.95	760,381.00	328,642.05	56.78%
4685 AUCTION REVENUE	11,294.57	0.00	878.00	15,000.00	14,122.00	5.85%
4690 MISCELLANEOUS REVENUES	0.00	0.00	2,041.26	0.00	(2,041.26)	0.00%
4795 PRIOR YEAR CARRYFORWARD	0.00	0.00	0.00	232,000.00	232,000.00	0.00%
<b>Total Revenue</b>	<b>1,839,651.82</b>	<b>155,131.73</b>	<b>1,097,105.51</b>	<b>2,007,381.00</b>	<b>910,275.49</b>	<b>54.65%</b>
<b>Expenditures</b>						
6011 SALARIES & WAGES--STREETS	608,873.29	41,773.15	307,509.45	528,106.00	220,596.55	58.23%
6012 OVERTIME	18,231.83	1,035.70	7,660.67	10,000.00	2,339.33	76.61%
6013 EMPLOYEE BENEFITS	381,252.51	31,142.10	186,584.01	338,135.00	151,550.99	55.18%
6018 UNIFORMS EXP	9,813.96	298.69	3,485.82	11,100.00	7,614.18	31.40%
6021 SUBSCRIPTIONS, MEMBERSHIPS	3,917.66	1,324.23	3,132.23	4,680.00	1,547.77	66.93%
6023 STAFF DEVELOPMENT/TRAINING	7,598.57	0.00	294.79	7,200.00	6,905.21	4.09%
6024 OFFICE SUPPLIES	22,397.76	0.00	6,867.63	15,300.00	8,432.37	44.89%
6026 PROFESSIONAL SERVICES	68,549.79	0.00	26,783.24	46,764.00	19,980.76	57.27%
6028 TELEPHONE/RADIO'S	4,066.25	0.00	2,420.67	6,030.00	3,609.33	40.14%
6029 GASOLINE/MILEAGE	47,876.15	3,542.04	20,544.84	45,000.00	24,455.16	45.66%
6031 STREET MAINTENANCE	383,214.04	996.66	286,451.27	333,000.00	46,548.73	86.02%
6032 DRAINAGE REHABILITATION	71,888.38	0.00	29,328.47	7,500.00	(21,828.47)	391.05%
6033 UTILITIES	19,049.08	1,537.58	10,860.60	13,500.00	2,639.40	80.45%
6049 STREET/ROAD SIGNS	9,981.36	0.00	4,572.03	4,500.00	(72.03)	101.60%
6070 SAFETY EQUIPMENT	4,587.66	268.44	864.22	6,030.00	5,165.78	14.33%
6075 EQUIPMENT RENTAL	1,760.96	0.00	0.00	9,000.00	9,000.00	0.00%
6086 TRANSFER TO OTHER FUNDS	415,624.52	19,281.14	250,525.01	431,552.00	181,026.99	58.05%
<b>Total Expenditures</b>	<b>2,078,683.77</b>	<b>101,199.73</b>	<b>1,147,884.95</b>	<b>1,817,397.00</b>	<b>669,512.05</b>	<b>63.16%</b>
<b>Total Change In Net Position</b>	<b>(239,031.95)</b>	<b>53,932.00</b>	<b>(50,779.44)</b>	<b>189,984.00</b>	<b>240,763.44</b>	<b>-26.73%</b>

**Town of Pinetop-Lakeside**

Financial Report

22 Solid Waste Enterprise Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	0.00	(21,236.50)	(38,331.17)
1101 CHASE CHECKING	100.00	0.00	100.00
1131 PETTY CASH- SOLID WASTE	<u>100.00</u>	<u>(21,236.50)</u>	<u>(38,231.17)</u>
<b>Total Cash and cash equivalents</b>	<b>100.00</b>	<b>(21,236.50)</b>	<b>(38,231.17)</b>
<b>Non-Current Assets</b>			
<b>Capital assets</b>			
<b>Property</b>			
1611 LAND	54,550.00	0.00	54,550.00
1621 BUILDINGS	7,356.13	0.00	7,356.13
1631 IMPROVEMENTS OTHER THAN BLDG	48,254.20	0.00	48,254.20
1661 EQUIPMENT	128,705.11	0.00	128,705.11
1671 AUTOS AND TRUCKS	35,000.00	0.00	35,000.00
<b>Total Property</b>	<b>273,865.44</b>	<b>0.00</b>	<b>273,865.44</b>
<b>Accumulated depreciation</b>			
1721 AccDpn - BUILDINGS	(2,491.00)	0.00	(2,491.00)
1731 AccDpn - IMPROVEMENTS	(12,266.00)	0.00	(12,266.00)
1761 AccDpn - EQUIPMENT	(38,918.00)	0.00	(38,918.00)
1771 AccDpn - AUTOS AND TRUCKS	(17,792.00)	0.00	(17,792.00)
<b>Total Accumulated depreciation</b>	<b>(71,467.00)</b>	<b>0.00</b>	<b>(71,467.00)</b>
<b>Total Capital assets</b>	<b>202,398.44</b>	<b>0.00</b>	<b>202,398.44</b>
<b>Other non-current assets</b>			
1521 DEFERRED OUTFLOWS- PENSION	25,877.00	0.00	25,877.00
1522 NET PENSION ASSET	3,364.00	0.00	3,364.00
<b>Total Other non-current assets</b>	<b>29,241.00</b>	<b>0.00</b>	<b>29,241.00</b>
<b>Total Non-Current Assets</b>	<b>231,639.44</b>	<b>0.00</b>	<b>231,639.44</b>
<b>Total Assets:</b>	<b>231,739.44</b>	<b>(21,236.50)</b>	<b>193,408.27</b>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			

**Town of Pinetop-Lakeside**

Financial Report

22 Solid Waste Enterprise Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Current liabilities</b>			
2131 ACCOUNTS PAYABLE	7,811.24	12,770.08	14,497.62
2135 INTEREST PAYABLE	1,704.70	0.00	1,704.70
<b>Total Current liabilities</b>	<b>9,515.94</b>	<b>12,770.08</b>	<b>16,202.32</b>
<b>Payroll liabilities</b>			
2220 ACCRUED WAGES PAYABLE	6,750.02	0.00	6,750.02
2221 ACCRUED COMPENSATED ABSENCES	21,511.35	0.00	21,511.35
<b>Total Payroll liabilities</b>	<b>28,261.37</b>	<b>0.00</b>	<b>28,261.37</b>
<b>Long-term liabilities</b>			
2500 LEASE PAYABLE LAND- ZIONS BANK	75,396.40	(7,078.66)	68,317.74
2510 LEASE PAYABLE EQUIP- ZIONS BANK	15,521.43	(15,521.43)	0.00
2521 NET PENSION LIABILITY- ASRS	100,080.00	0.00	100,080.00
<b>Total Long-term liabilities</b>	<b>190,997.83</b>	<b>(22,600.09)</b>	<b>168,397.74</b>
<b>Deferred inflows</b>			
2321 DEFERRED INFLOWS- PENSION	5,432.00	0.00	5,432.00
<b>Total Deferred inflows</b>	<b>5,432.00</b>	<b>0.00</b>	<b>5,432.00</b>
<b>Total Liabilities:</b>	<b>234,207.14</b>	<b>(9,830.01)</b>	<b>218,293.43</b>
<b>Fund Equity</b>			
3980 RESTRICTED BALANCE - BEG OF YR	(2,467.70)	(11,406.49)	(24,885.16)
<b>Total Fund Equity</b>	<b>(2,467.70)</b>	<b>(11,406.49)</b>	<b>(24,885.16)</b>
<b>Total Liabilities and Fund Equity:</b>	<b>231,739.44</b>	<b>(21,236.50)</b>	<b>193,408.27</b>
<b>Total Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

**Town of Pinetop-Lakeside**

Financial Report

22 Solid Waste Enterprise Fund - 01/01/2026 to 01/31/2026  
 58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue</b>						
4510 TRANSFERS IN FROM OTHER FUNDS	103,902.40	0.00	348.00	77,147.00	76,799.00	0.45%
4685 TIPPING FEES	280,921.55	11,865.20	154,673.02	250,000.00	95,326.98	61.87%
4687 RESIDENTIAL COLLECTION FEES	0.00	0.00	0.00	1,500,000.00	1,500,000.00	0.00%
<b>Total Revenue</b>	<b>384,823.95</b>	<b>11,865.20</b>	<b>155,021.02</b>	<b>1,827,147.00</b>	<b>1,672,125.98</b>	<b>8.48%</b>
<b>Expenditures</b>						
6011 SALARIES & WAGES	159,568.62	8,581.65	64,333.20	132,448.00	68,114.80	48.57%
6013 EMPLOYEE BENEFITS	79,497.62	4,399.61	29,296.53	62,398.00	33,101.47	46.95%
6018 UNIFORMS	3,892.80	170.82	1,665.87	3,500.00	1,834.13	47.60%
6021 DUES/SUBSCRIPTIONS/LICENSES	388.25	872.00	1,437.77	1,710.00	272.23	84.08%
6023 STAFF DEVELOPMENT/TRAINING	1,723.57	0.00	0.00	950.00	950.00	0.00%
6024 OFFICE SUPPLIES	174.93	0.00	70.71	855.00	784.29	8.27%
6026 PROFESSIONAL SERVICES	39,773.14	1,882.54	18,926.00	44,080.95	25,154.95	42.93%
6028 VEHICLE & EQUIP REPAIR	52,752.26	390.42	39,608.96	30,000.00	(9,608.96)	132.03%
6029 GASOLINE	15,694.02	2,812.24	12,955.89	19,000.00	6,044.11	68.19%
6048 SPECIAL DEPARTMENTAL SUPPLIES	1,633.71	0.00	4,548.05	1,615.00	(2,933.05)	281.61%
6070 SAFETY EQUIPMENT	133.50	268.44	701.53	380.00	(321.53)	184.61%
6279 DEBT SERVICE- ZIONS BANK LOANS	4,783.54	3,893.97	3,893.97	25,270.00	21,376.03	15.41%
6300 RESIDENTIAL COLLECTION	3,339.92	0.00	0.00	1,500,000.00	1,500,000.00	0.00%
<b>Total Expenditures</b>	<b>363,355.88</b>	<b>23,271.69</b>	<b>177,438.48</b>	<b>1,822,206.95</b>	<b>1,644,768.47</b>	<b>9.74%</b>
<b>Total Change In Net Position</b>	<b>21,468.07</b>	<b>(11,406.49)</b>	<b>(22,417.46)</b>	<b>4,940.05</b>	<b>27,357.51</b>	<b>-453.79%</b>

**Town of Pinetop-Lakeside**

**Financial Report**

24 Grant Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	5,411.47	27,815.83	(397,780.17)
1101 CHASE CHECKING	<u>5,411.47</u>	<u>27,815.83</u>	<u>(397,780.17)</u>
<b>Total Cash and cash equivalents</b>			
<b>Receivables</b>			
1310 ACCOUNTS RECEIVABLE	312,230.00	0.00	281,465.00
1312 DUE FROM OTHER GOVERNMENTS	107,369.00	0.00	107,369.00
<b>Total Receivables</b>	<u>419,599.00</u>	<u>0.00</u>	<u>388,834.00</u>
<b>Total Current Assets</b>	<u>425,010.47</u>	<u>27,815.83</u>	<u>(8,946.17)</u>
<b>Total Assets:</b>	<u>425,010.47</u>	<u>27,815.83</u>	<u>(8,946.17)</u>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCOUNTS PAYABLE	286,567.86	0.00	0.00
<b>Total Current liabilities</b>	<u>286,567.86</u>	<u>0.00</u>	<u>0.00</u>
<b>Total Liabilities:</b>	<u>286,567.86</u>	<u>0.00</u>	<u>0.00</u>
<b>Fund Equity</b>			
3980 RESTRICTED BALANCE - BEG OF YR	138,442.61	27,815.83	(8,946.17)
<b>Total Fund Equity</b>	<u>138,442.61</u>	<u>27,815.83</u>	<u>(8,946.17)</u>
<b>Total Liabilities and Fund Equity:</b>	<u>425,010.47</u>	<u>27,815.83</u>	<u>(8,946.17)</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Town of Pinetop-Lakeside**

Financial Report

24 Grant Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue</b>						
4220 LIBRARY DONATIONS	4,294.33	75.00	1,830.00	0.00	(1,830.00)	0.00%
4235 GRANTS - CDBG TO BE DETERMINED	0.00	0.00	0.00	600,000.00	600,000.00	0.00%
4270 POLICE - U.S. DOJ - VESTS	0.00	494.86	494.86	4,000.00	3,505.14	12.37%
4410 ADOT GRANTS	1,061,783.91	0.00	0.00	2,616,761.00	2,616,761.00	0.00%
4411 BRUSD- ADJACENT WAY FUNDS	611,000.00	0.00	0.00	0.00	0.00	0.00%
4415 MISC COLLECTION CTR GRANTS	31,465.00	28,318.32	28,318.32	734,800.00	706,481.68	3.85%
4420 LIBRARY GRANTS	0.00	0.00	0.00	1,400.00	1,400.00	0.00%
4435 AZ WATER PROTECTION FUND	0.00	0.00	0.00	1,950,000.00	1,950,000.00	0.00%
4450 DUI ABATEMENT GRANTS	1,335.39	0.00	1,069.43	0.00	(1,069.43)	0.00%
4459 MISC POLICE DEPT GRANTS	30,765.00	0.00	7,089.31	831,800.00	824,710.69	0.85%
4465 GOHS ENF EQUIP AGG DRIVING	2,071.65	0.00	0.00	19,000.00	19,000.00	0.00%
4470 HOMELAND SECURITY GRANTS	14,849.47	0.00	0.00	8,500.00	8,500.00	0.00%
4475 PROP 202 NON-WMAT GRANTS	0.00	0.00	0.00	540,000.00	540,000.00	0.00%
4480 PROP 202 WMAT GRANTS	7,500.00	0.00	0.00	10,000.00	10,000.00	0.00%
4485 MCAAT OFFICER GRANT	0.00	0.00	0.00	90,000.00	90,000.00	0.00%
4515 USDA- ECONOMIC DEVELOPMENT	21,470.04	0.00	0.00	0.00	0.00	0.00%
4520 HSIP/SIDEWALK EXT PROJ 260	0.00	0.00	0.00	671,000.00	671,000.00	0.00%
4527 MISC PARKS DEPT GRANTS	154,879.30	0.00	4,000.00	2,424,677.00	2,420,677.00	0.16%
4530 RAISE GRANTS	0.00	0.00	0.00	4,174,296.00	4,174,296.00	0.00%
4625 WATER INFRASTRUCTURE FINANCE AUTHORITY	330,526.75	0.00	0.00	0.00	0.00	0.00%
4820 TRANSFERS FROM OTHER FUNDS	331,660.94	0.00	0.00	300,000.00	300,000.00	0.00%
<b>Total Revenue</b>	<b>2,603,601.78</b>	<b>28,888.18</b>	<b>42,801.92</b>	<b>14,976,234.00</b>	<b>14,933,432.08</b>	<b>0.29%</b>
<b>Expenditures</b>						
5851 LIBRARY DONATION EXPENDITURES	2,528.54	289.00	13,556.65	0.00	(13,556.65)	0.00%
6459 MISC PARKS GRANTS	407,623.34	0.00	72,582.96	2,813,077.00	2,740,494.04	2.58%
6710 ADOT GRANTS	1,593,979.37	0.00	0.00	7,134,657.00	7,134,657.00	0.00%
6715 USDA/ECONOMIC DEVELOPMENT	22,897.30	0.00	0.00	0.00	0.00	0.00%
6720 MISC LIBRARY GRANTS	1,400.00	722.24	722.24	1,400.00	677.76	51.59%
6735 AZ WATER INFRASTRUCTURE FIN AUTHORITY	392,824.67	0.00	87,985.36	250,000.00	162,014.64	35.19%
6745 AZ DEPT OF HOMELAND SECURITY	15,357.42	0.00	0.00	8,500.00	8,500.00	0.00%
6750 DUI ABATEMENT GRANTS	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
6752 US DOJ/DOE GRANTS	0.00	0.00	0.00	4,000.00	4,000.00	0.00%
6753 AZ WATER PROTECTION FUND GRANTS	0.00	0.00	0.00	1,700,000.00	1,700,000.00	0.00%
6759 MISC POLICE DEPT GRANTS	30,765.05	61.11	15,343.49	831,800.00	816,456.51	1.84%

**Town of Pinetop-Lakeside**

Financial Report

24 Grant Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
6765 GOHS ENF EQUIP & AGG DRIVING	1,062.88	0.00	0.00	15,000.00	15,000.00	0.00%
6775 PROP 202 NON-WMAT GRANTS	0.00	0.00	0.00	540,000.00	540,000.00	0.00%
6780 PROP 202 WMAT GRANTS	0.00	0.00	0.00	10,000.00	10,000.00	0.00%
6785 MCAT OFFICER GRANT	0.00	0.00	0.00	90,000.00	90,000.00	0.00%
6810 CDBG- TO BE DETERMINED	0.00	0.00	0.00	600,000.00	600,000.00	0.00%
6815 MISC COLLECTION CTR GRANTS	31,464.80	0.00	0.00	2,800.00	2,800.00	0.00%
6820 HSIP/SIDEWALK EXT PROJ 260	0.00	0.00	0.00	671,000.00	671,000.00	0.00%
<b>Total Expenditures</b>	<b>2,499,903.37</b>	<b>1,072.35</b>	<b>190,190.70</b>	<b>14,676,234.00</b>	<b>14,486,043.30</b>	<b>1.30%</b>
<b>Total Change In Net Position</b>	<b>103,698.41</b>	<b>27,815.83</b>	<b>(147,388.78)</b>	<b>300,000.00</b>	<b>447,388.78</b>	<b>-49.13%</b>

**Town of Pinetop-Lakeside**

Financial Report

25 Tourism and Promotion Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	353,626.87	(16,345.85)	442,043.76
1101 CHASE CHECKING	<u>353,626.87</u>	<u>(16,345.85)</u>	<u>442,043.76</u>
<b>Total Cash and cash equivalents</b>			
Total Current Assets	353,626.87	(16,345.85)	442,043.76
<b>Total Assets:</b>	353,626.87	(16,345.85)	442,043.76
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCTS. PAYABLE-TOURISM/PROMO.	1,545.00	0.00	0.00
<b>Total Current liabilities</b>	<u>1,545.00</u>	<u>0.00</u>	<u>0.00</u>
<b>Payroll liabilities</b>			
2220 ACCRUED WAGES PAYABLE	4,549.25	0.00	4,549.25
<b>Total Payroll liabilities</b>	<u>4,549.25</u>	<u>0.00</u>	<u>4,549.25</u>
<b>Total Liabilities:</b>	6,094.25	0.00	4,549.25
<b>Fund Equity</b>			
3980 RESERVED BALANCE - BEG OF YR	347,532.62	(16,345.85)	437,494.51
<b>Total Fund Equity</b>	<u>347,532.62</u>	<u>(16,345.85)</u>	<u>437,494.51</u>
<b>Total Liabilities and Fund Equity:</b>	353,626.87	(16,345.85)	442,043.76
<b>Total Net Position</b>	0.00	0.00	0.00

**Town of Pinetop-Lakeside**

Financial Report

25 Tourism and Promotion Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue</b>						
4420 LOCAL HOSPITALITY "BED" TAX	348,885.59	13,969.81	236,143.92	325,000.00	88,856.08	72.86%
4560 CARRYFORWARD	0.00	0.00	0.00	327,000.00	327,000.00	0.00%
4610 INTEREST INCOME	32.13	0.00	0.00	0.00	0.00	0.00%
<b>Total Revenue</b>	<b>348,917.72</b>	<b>13,969.81</b>	<b>236,143.92</b>	<b>652,000.00</b>	<b>415,856.08</b>	<b>36.22%</b>
<b>Expenditures</b>						
6011 SALARIES & WAGES	197,688.55	20,382.99	79,851.18	131,531.00	51,679.82	60.71%
6012 OVERTIME	5,841.42	0.00	2,732.66	10,000.00	7,267.34	27.33%
6013 EMPLOYEE BENEFITS	89,559.22	7,500.12	29,804.41	49,311.00	19,506.59	60.44%
6508 SEASONAL CAMPAIGN	5,900.00	0.00	100.00	95.00	(5.00)	105.26%
6509 TRADE SHOWS	6,228.79	0.00	443.06	475.00	31.94	93.28%
6511 ADVERTISING - LOCAL	3,740.00	0.00	1,417.50	19,475.00	18,057.50	7.28%
6514 WEBSITE/ DESIGN	3,404.32	99.22	817.70	3,562.50	2,744.80	22.95%
6515 CONSULTING AND SERVICES	40,500.00	2,333.33	16,333.31	26,600.00	10,266.69	61.40%
6519 EVENT COSTS & PROMOTION	49,551.11	0.00	10,490.73	12,825.00	2,334.27	81.80%
6520 VISITOR SERVICES	1,983.86	0.00	0.00	3,800.00	3,800.00	0.00%
6521 COMMUNITY IMAGE	9,846.22	0.00	191.48	5,700.00	5,508.52	3.36%
6530 ADVERTISING- REGIONAL	4,000.00	0.00	4,000.00	3,800.00	(200.00)	105.26%
<b>Total Expenditures</b>	<b>418,243.49</b>	<b>30,315.66</b>	<b>146,182.03</b>	<b>267,174.50</b>	<b>120,992.47</b>	<b>54.71%</b>
<b>Total Change in Net Position</b>	<b>(69,325.77)</b>	<b>(16,345.85)</b>	<b>89,961.89</b>	<b>384,825.50</b>	<b>294,863.61</b>	<b>23.38%</b>

**Town of Pinetop-Lakeside**

Financial Report

26 Acquisition & Development Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	10.27	0.00	10.27
1101 CHASE CHECKING	<u>10.27</u>	<u>0.00</u>	<u>10.27</u>
<b>Total Cash and cash equivalents</b>	10.27	0.00	10.27
<b>Total Current Assets</b>	10.27	0.00	10.27
<b>Total Assets:</b>	10.27	0.00	10.27
<b>Liabilities and Fund Equity:</b>			
<b>Fund Equity</b>			
3980 RESTRICTED BALANCE - BEG OF YR	10.27	0.00	10.27
<b>Total Fund Equity</b>	<u>10.27</u>	<u>0.00</u>	<u>10.27</u>
<b>Total Liabilities and Fund Equity:</b>	10.27	0.00	10.27
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Town of Pinetop-Lakeside**

Financial Report

26 Acquisition & Development Fund - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Expenditures</b>						
6570 ECONOMIC DEVELOPMENT	225.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>225.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>(225.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

**Town of Pinetop-Lakeside**

**Financial Report**

29 Parks - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	428,922.52	57,765.28	613,008.71
1101 CHASE CHECKING	<u>428,922.52</u>	<u>57,765.28</u>	<u>613,008.71</u>
<b>Total Cash and cash equivalents</b>			
<b>Receivables</b>			
1315 A/R- JACK BARKER MEMORIAL PARK	3,678.94	0.00	(56.13)
<b>Total Receivables</b>	<u>3,678.94</u>	<u>0.00</u>	<u>(56.13)</u>
<b>Total Current Assets</b>	<u>432,601.46</u>	<u>57,765.28</u>	<u>612,952.58</u>
<b>Total Assets:</b>	<u>432,601.46</u>	<u>57,765.28</u>	<u>612,952.58</u>
<b>Liabilities and Fund Equity:</b>			
<b>Liabilities:</b>			
<b>Current liabilities</b>			
2131 ACCTS.PAYABLE	4,823.31	6,817.34	8,449.55
<b>Total Current liabilities</b>	<u>4,823.31</u>	<u>6,817.34</u>	<u>8,449.55</u>
<b>Total Liabilities:</b>	<u>4,823.31</u>	<u>6,817.34</u>	<u>8,449.55</u>
<b>Fund Equity</b>			
3980 COMMITTED BALANCE - BEG OF YR	427,778.15	50,947.94	604,503.03
<b>Total Fund Equity</b>	<u>427,778.15</u>	<u>50,947.94</u>	<u>604,503.03</u>
<b>Total Liabilities and Fund Equity:</b>	<u>432,601.46</u>	<u>57,765.28</u>	<u>612,952.58</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Town of Pinetop-Lakeside**  
Financial Report

29 Parks - 01/01/2026 to 01/31/2026  
58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Revenue</b>						
4410 RESTAURANT/BAR TAX	772,992.89	70,033.04	548,199.98	700,000.00	151,800.02	78.31%
4415 PARK USE FEES	9,512.50	165.00	3,235.00	8,000.00	4,765.00	40.44%
4420 CARRYFORWARD	0.00	0.00	0.00	336,000.00	336,000.00	0.00%
4470 INTEREST INCOME	57.91	0.00	0.00	0.00	0.00	0.00%
4685 AUCTION REVENUE	13,662.27	0.00	878.00	2,000.00	1,122.00	43.90%
<b>Total Revenue</b>	<b>796,225.57</b>	<b>70,198.04</b>	<b>552,312.98</b>	<b>1,046,000.00</b>	<b>493,687.02</b>	<b>52.80%</b>
<b>Expenditures</b>						
6418 UNIFORMS EXP	7,200.74	308.76	3,698.50	9,300.00	5,601.50	39.77%
6421 SUBSCRIPTIONS, MEMBERSHIP	709.00	722.24	797.24	765.00	(32.24)	104.21%
6423 STAFF DEVELOPMENT/TRAINING	12,047.02	0.00	1,626.04	7,650.00	6,023.96	21.26%
6424 OFFICE SUPPLIES & EXPENSE	24,216.63	0.00	6,757.74	19,080.00	12,322.26	35.42%
6427 UTILITIES	108,046.44	7,448.21	75,420.40	91,800.00	16,379.60	82.16%
6429 GASOLINE/MILEAGE	21,767.61	2,856.12	9,942.60	0.00	(9,942.60)	0.00%
6430 SPECIAL PERMITS	0.00	0.00	0.00	13,500.00	13,500.00	0.00%
6431 PROFESSIONAL SERVICES	56,353.35	0.00	8,430.00	9,162.00	732.00	92.01%
6434 PARKS HARD SURFACE MAINTENANCE	56,045.12	0.00	759.01	7,200.00	6,440.99	10.54%
6436 STRUCTURE REPAIRS/MATERIALS	9,357.43	247.82	5,507.04	10,800.00	5,292.96	50.99%
6447 CLEANING SUPPLIES	5,260.52	0.00	3,894.15	7,200.00	3,305.85	54.09%
6448 SPECIAL DEPT SUPPLIES	13,411.68	0.00	734.75	7,200.00	6,465.25	10.20%
6450 MAINTENANCE GROUNDS & FIELD	60,691.39	836.38	43,098.45	46,350.00	3,251.55	92.98%
6460 EQUIPMENT RENTAL	10,146.88	0.00	0.00	4,500.00	4,500.00	0.00%
6465 SAFETY EQUIPMENT	272.14	268.44	1,182.39	1,800.00	617.61	65.69%
6493 TRANSFERS TO OTHER FUNDS	490,489.13	6,562.13	213,739.79	538,627.97	324,888.18	39.68%
<b>Total Expenditures</b>	<b>876,015.08</b>	<b>19,250.10</b>	<b>375,588.10</b>	<b>774,934.97</b>	<b>399,346.87</b>	<b>48.47%</b>
<b>Total Change In Net Position</b>	<b>(79,789.51)</b>	<b>50,947.94</b>	<b>176,724.88</b>	<b>271,065.03</b>	<b>94,340.15</b>	<b>65.20%</b>

**Town of Pinetop-Lakeside**

Financial Report

**30 Development Impact Fees - 01/01/2026 to 01/31/2026**

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Current Assets</b>			
Cash and cash equivalents	12,525.85	0.00	12,525.85
1101 CHASE CHECKING	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Total Cash and cash equivalents</b>	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Total Current Assets</b>	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Total Assets:</b>	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Liabilities and Fund Equity:</b>			
<b>Fund Equity</b>			
3980 RESTRICTED BALANCE - BEG OF YR	(46,420.00)	0.00	(46,420.00)
3981 RESTRICTED EQUITY - LIBRARY	20,557.42	0.00	20,557.42
3982 RESTRICTED EQUITY - PARKS	39,362.19	0.00	39,362.19
3983 RESTRICTED EQUITY - POLICE	(1,005.33)	0.00	(1,005.33)
3984 RESTRICTED EQUITY - STREETS	31.57	0.00	31.57
<b>Total Fund Equity</b>	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Total Liabilities and Fund Equity:</b>	<b>12,525.85</b>	<b>0.00</b>	<b>12,525.85</b>
<b>Total Net Position</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>

Town of Pinetop-Lakeside

Financial Report

30 Development Impact Fees - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual	2026 Budget	Unearned/ Unused	% Earned/ Used
<b>Change In Net Position</b>						
<b>Expenditures</b>						
6010 LIBRARY	8,420.00	0.00	0.00	0.00	0.00	0.00%
6020 PARKS	38,000.00	0.00	0.00	0.00	0.00	0.00%
<b>Total Expenditures</b>	<b>46,420.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>
<b>Total Change In Net Position</b>	<b>(46,420.00)</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00%</b>

**Town of Pinetop-Lakeside**

Financial Report

91 Governmental Fixed Assets - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Non-Current Assets</b>			
<b>Capital assets</b>			
<b>Work in Process</b>			
1890 CONSTRUCTION IN PROGRESS	5,568,087.79	0.00	5,568,087.79
<b>Total Work in Process</b>	<u>5,568,087.79</u>	<u>0.00</u>	<u>5,568,087.79</u>
<b>Property</b>			
1810 LAND	2,620,343.79	0.00	2,620,343.79
1820 BUILDINGS & IMPROVEMENTS	3,311,149.87	0.00	3,311,149.87
1830 IMPROVEMENTS - NOT BUILDINGS	4,354,809.01	0.00	4,354,809.01
1850 MACHINERY, FURNITURE & EQUIPT	3,050,975.79	0.00	3,050,975.79
1860 VEHICLES	2,138,353.90	0.00	2,138,353.90
1870 SBITA RIGHT TO USE ASSET	71,733.00	0.00	71,733.00
1880 INFRASTRUCTURE	6,339,699.79	0.00	6,339,699.79
<b>Total Property</b>	<u>21,887,065.15</u>	<u>0.00</u>	<u>21,887,065.15</u>
<b>Total Capital assets</b>	<u>27,455,152.94</u>	<u>0.00</u>	<u>27,455,152.94</u>
<b>Total Non-Current Assets</b>	<u>27,455,152.94</u>	<u>0.00</u>	<u>27,455,152.94</u>
<b>Total Assets:</b>	<u>27,455,152.94</u>	<u>0.00</u>	<u>27,455,152.94</u>
<b>Liabilities and Fund Equity:</b>			
<b>Fund Equity</b>			
3980 BALANCE - BEGINNING OF YEAR	11,734,625.80	0.00	11,734,625.80
3985 ADDITIONS - CURRENT YEAR	23,884,103.41	0.00	23,884,103.41
3986 DELETIONS - CURRENT YEAR	(8,163,576.27)	0.00	(8,163,576.27)
<b>Total Fund Equity</b>	<u>27,455,152.94</u>	<u>0.00</u>	<u>27,455,152.94</u>
<b>Total Liabilities and Fund Equity:</b>	<u>27,455,152.94</u>	<u>0.00</u>	<u>27,455,152.94</u>
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

**Town of Pinetop-Lakeside**

Financial Report

95 Governmental Long-term Debt - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Net Position</b>			
<b>Assets:</b>			
<b>Non-Current Assets</b>			
<b>Other non-current assets</b>			
1910 TO BE PROVIDED-LONG-TERM DEBT	11,564,183.74	0.00	11,564,183.74
1920 TO BE PROVIDED-COMP. ABSENCES	703,070.42	0.00	703,070.42
1925 TO BE PROVIDED-NET PENSIONS	4,832,553.00	0.00	4,832,553.00
1940 TO BE PROVIDED-LAND FILL	3,256.18	0.00	3,256.18
<b>Total Other non-current assets</b>	<b>17,103,063.34</b>	<b>0.00</b>	<b>17,103,063.34</b>
<b>Total Non-Current Assets</b>	<b>17,103,063.34</b>	<b>0.00</b>	<b>17,103,063.34</b>
<b>Total Assets:</b>	<b>17,103,063.34</b>	<b>0.00</b>	<b>17,103,063.34</b>
<b>Liabilities and Fund Equity:</b>			
<b>Fund Equity</b>			
2510 1999 BOND PAYABLE	48,753.00	0.00	48,753.00
2515 SBITA LIABILITY	(23,899.00)	0.00	(23,899.00)
2519 2017 REVENUE BONDS	1,600,000.00	0.00	1,600,000.00
2520 ACCRUED VACATION LEAVE PAYABLE	703,070.42	0.00	703,070.42
2521 NET PENSION - ASRS	3,665,162.00	0.00	3,665,162.00
2522 NET PENSION - PSPRS	1,167,391.00	0.00	1,167,391.00
2523 2021 REVENUE BONDS	9,080,000.00	0.00	9,080,000.00
2527 CATERPILLAR LEASE MOTOG	48,700.77	0.00	48,700.77
2528 CATERPILLAR TRACK LOADER	12,187.50	0.00	12,187.50
2540 ACCRUED LANDFILL CLOSURE COSTS	3,256.18	0.00	3,256.18
2543 WELLS FARGO FINANCE- PRO GATOR	14,534.20	0.00	14,534.20
2544 CATERPILLAR 308 EXCAVATOR FIN PURCH	64,781.07	0.00	64,781.07
2545 CATERPILLAR COMPACTOR FIN PURCHASE	36,430.14	0.00	36,430.14
2546 CATERPILLAR GENIE BOOM LIFT FIN PURCH	25,877.82	0.00	25,877.82
2547 FORD F-250 FIN PURCHASE	24,591.31	0.00	24,591.31
2548 ALLY CHEVY SILVERADO FIN PURCH	13,921.14	0.00	13,921.14
2549 CATERPILLAR- SITECH AND TILT ROTATOR EQUIP	50,233.33	0.00	50,233.33
2550 FORD F-150 PD 2022	93,402.36	0.00	93,402.36
2551 ZIONS BANK - OFFICE EQUIP NEW PD	221,142.96	0.00	221,142.96
2552 ZIONS BANK - 2006 KENWORTH T200	86,880.00	0.00	86,880.00
2553 BOBCAT- HUNTINGTON BANK	52,757.10	0.00	52,757.10
2554 CATERPILLAR LEASE- SKIP LOADER	113,890.04	0.00	113,890.04

**Town of Pinetop-Lakeside**

Financial Report

95 Governmental Long-term Debt - 01/01/2026 to 01/31/2026

58.33% of the fiscal year has expired

	2025 Year End Actual	January Actual	2026 YTD Actual
<b>Total Fund Equity</b>	<u>17,103,063.34</u>	<u>0.00</u>	<u>17,103,063.34</u>
<b>Total Liabilities and Fund Equity:</b>	17,103,063.34	0.00	17,103,063.34
<b>Total Net Position</b>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>

# Twelve-Month Cash Flow - General Fund

Fiscal Year Begins: Jul-25

## TOWN OF PINETOP-LAKESIDE

	Beginning	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Jan-26	Feb-26	Mar-26	Apr-26	May-26	Jun-26	Monthly Average	Overview
<b>Cash Summary</b>															
Cash on Hand (beginning of month)	1,412,120	1,412,120	1,278,112	1,151,313	1,479,895	1,298,487	1,456,463	1,881,458	1,924,174	1,787,212	1,671,995	1,491,018	1,648,609	1,540,071	
Cash Available (on hand + receipts, before cash out)	1,412,120	2,311,525	1,939,938	2,202,407	2,270,297	2,202,641	2,511,018	2,728,042	2,421,027	2,374,162	2,200,523	2,120,663	2,237,852	2,293,341	
Cash Position (end of month)	1,412,120	1,278,112	1,151,313	1,479,895	1,298,487	1,456,463	1,881,458	1,924,174	1,787,212	1,671,995	1,491,018	1,648,609	1,485,389	1,546,177	
<b>Cash Receipts</b>															
Tax Levy Revenue		552,071	627,098	1,000,045	700,354	778,955	908,132	597,222	463,872	553,970	495,546	596,664	556,262	652,516	
Other Cash Inflows		347,334	34,728	51,049	90,048	125,199	146,422	249,361	32,981	32,981	32,981	32,981	32,981	100,754	
<b>Total Cash Receipts</b>		<b>899,405</b>	<b>661,826</b>	<b>1,051,094</b>	<b>790,403</b>	<b>904,154</b>	<b>1,054,555</b>	<b>846,583</b>	<b>496,853</b>	<b>586,951</b>	<b>528,527</b>	<b>629,645</b>	<b>589,243</b>	<b>753,270</b>	
<b>Cash Paid Out</b>															
Disbursements		1,033,413	788,625	722,512	971,811	746,178	629,559	803,868	633,815	702,167	709,506	469,701	752,464	746,968	
<b>Total Cash Paid Out</b>		<b>1,033,413</b>	<b>788,625</b>	<b>722,512</b>	<b>971,811</b>	<b>746,178</b>	<b>629,559</b>	<b>803,868</b>	<b>633,815</b>	<b>702,167</b>	<b>709,506</b>	<b>469,701</b>	<b>752,464</b>	<b>746,968</b>	



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.5</b>
<b>Subject:</b>	Discussion, Information, and Possible Legal Action of Resolution No. 26-1801, Appointing Larry McCormick to the Planning and Zoning Commission for a Term Ending July 22, 2027.		



# TOWN OF PINETOP-LAKESIDE COUNCIL DECISION REQUEST (CDR)

**Meeting Date:** February 19, 2026

**Agenda Item #:** **D.5**

**Subject:** Discussion, Information, and Possible Legal Action of Resolution No. 26-1801, Appointing Larry McCormick to the Planning and Zoning Commission for a Term Ending July 22, 2027.

**Department/Presenter:** Kristi Salskov, MMC, CPM, Town Manager

**Type of Action Requested:**  Resolution       Ordinance       Formal Action/Motion  
 Public Hearing       Other

**BACKGROUND:**

Larry McCormick submitted an application for appointment to the Planning and Zoning Commission in July of 2025. At that time, Mr. McCormick received votes from Council; however, another applicant was ultimately appointed to the position.

Since that appointment, no changes have occurred to Mr. McCormick’s application.

The Town Manager consulted with the Town Attorney regarding Mr. McCormick’s eligibility for appointment. The Town Attorney advised that because Mr. McCormick previously applied, received Council consideration, and no material changes have occurred, he remains eligible for appointment without submitting a new application, should staff choose to recommend him.

**TOWN CODE CONSIDERATIONS AND CURRENT COMMISSION COMPOSITION**

Pursuant to Town Code Section 17.116.010, the Planning and Zoning Commission is composed of seven (7) members appointed by the Town Council. Four (4) members must be residents of the incorporated boundaries of the Town, and up to three (3) members may reside within the unincorporated areas of the Town, as defined by the boundaries of the Blue Ridge School District No. 32, provided they do not reside in another incorporated municipality.

Currently, the Planning and Zoning Commission includes:

- Three (3) members who reside within the incorporated Town limits, and
- One (1) member who resides within the unincorporated area.

Mr. McCormick resides within the unincorporated area and is eligible to serve on the Planning and Zoning Commission in accordance with Town Code requirements. His appointment would remain consistent with the allowable composition of the Commission.

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**CURRENT STATUS:**

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- There are currently two (2) vacancies on the Planning and Zoning Commission.
- At this time, only one application is on file, submitted by Mr. McCormick.

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**RECOMMENDATION**

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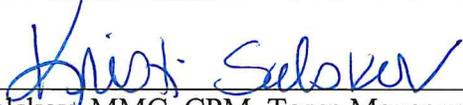
Staff recommends that the Town Council appoint Larry McCormick to fill one vacant seat on the Planning and Zoning Commission, with a term ending June 22, 2027.

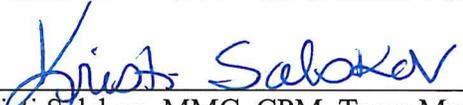
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**RECOMMENDED MOTION:**

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*I move to approve Resolution No. 26-1801 appointing Larry McCormick to the Planning and Zoning Commission to fill one vacant seat with a term ending June 22, 2027, and direct staff to continue recruitment for the remaining vacancy.*

Recommended by:

Kristi Salskov, MMC, CPM, Town Manager

Reviewed and Approved by:

Kristi Salskov, MMC, CPM, Town Manager

**TOWN OF PINETOP-LAKESIDE**

**RESOLUTION NO. 26-1801**

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, APPOINTING A MEMBER TO THE PLANNING AND ZONING COMMISSION.**

**WHEREAS**, the Town of Pinetop-Lakeside has established a Planning and Zoning Commission pursuant to Town Code Section 17.116.010; and

**WHEREAS**, Town Code Section 17.116.010 provides that the Planning and Zoning Commission shall consist of seven (7) members appointed by the Town Council, with four (4) members residing within the incorporated boundaries of the Town and up to three (3) members residing within the unincorporated areas of the Town as defined by the boundaries of the Blue Ridge School District No. 32; and

**WHEREAS**, there are currently vacant seats on the Planning and Zoning Commission; and

**WHEREAS**, Larry McCormick previously submitted an application for appointment to the Planning and Zoning Commission, which was reviewed by the Town Council, and no material changes have occurred to his application; and

**WHEREAS**, Mr. McCormick resides within the unincorporated area as defined by Town Code and is eligible to serve on the Planning and Zoning Commission; and

**WHEREAS**, the Town Manager has recommended the appointment of Larry McCormick to fill a vacant seat on the Planning and Zoning Commission in compliance with Town Code requirements.

**NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AS FOLLOWS:**

1. Larry McCormick is hereby appointed to the Planning and Zoning Commission to fill a vacant seat.
2. The term of appointment shall expire June 22, 2027, unless sooner resigned or removed in accordance with Town Code.

**PASSED AND ADOPTED** by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 19<sup>th</sup> day of February, 2026.

Town of Pinetop-Lakeside

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Stephanie Irwin,  
Mayor

ATTEST:

\_\_\_\_\_  
Mackenzie Valichnac, CMC  
Interim Town Clerk

*William J. Sims*  
\_\_\_\_\_  
William J. Sims III  
Town Attorney



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.6</b>
<b>Subject:</b>	Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-488, Amending Town Code Title 16, Subdivisions in Accordance to House Bill 2447.		



## TOWN OF PINETOP-LAKESIDE COUNCIL DECISION REQUEST (CDR)

<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.6</b>
<b>Subject:</b>	Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-488, Amending Town Code Title 16, Subdivisions, to Comply with House Bill 2447.		
<b>Department/Presenter:</b>	Kristi Salskov, MMC, CPM, Town Manager		
<b>Type of Action Requested:</b>	<input checked="" type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution		

**PURPOSE:**

The purpose of this item is to consider amendments to Town Code Title 16, Subdivisions, to bring the Town of Pinetop-Lakeside into compliance with House Bill 2447, which requires administrative review and approval of subdivision-related applications when those applications meet adopted, objective code standards.

**BACKGROUND:**

House Bill 2447 amended Arizona law to require cities and towns to allow administrative approval of certain development applications, including subdivision plats and related land division actions, without a mandatory public hearing, provided the applications comply with objective, adopted municipal standards.

**The intent of HB 2447 is to:**

- Improve efficiency in the development review process
- Reduce administrative delays
- Promote predictability and consistency
- Ensure development decisions are based on objective standards rather than subjective interpretation

State law requires municipalities to update their local codes accordingly.

## **KEY POINTS FOR CLARITY**

### **What This Ordinance Does**

- Authorizes designated Town staff to administratively review and approve:
  - Land divisions
  - Lot splits, lot ties and adjustments
  - Preliminary plats
  - Final plats and plat amendments
- Applies only when applications fully comply with the Town's adopted, objective subdivision standards
- Aligns the Town Code with state law requirements

### **What This Ordinance Does Not Do**

- Does **not** eliminate transparency
- Does **not** prevent public discussion
- Does **not** eliminate Town Council authority over legislative matters
- Does **not** allow staff to impose requirements outside the Town Code
- Does **not** apply to historic properties or designated historic districts, which remain subject to public hearing requirements under state law

## **PUBLIC INPUT AND TRANSPARENCY**

The Town has heard concerns from community members that administrative approval of subdivision applications could limit opportunities for public input.

While HB 2447 removes the requirement for a formal public hearing, it does not prohibit public discussion or informational review.

To remain open and transparent:

- Subdivision proposals may be placed on a Town Council agenda as informational items
- This allows:
  - Public visibility of proposed developments
  - Questions and discussion
  - Citizen comments under the Town's standard public comment rules (up to five minutes per speaker)
- No formal action is taken during informational items, ensuring compliance with state law

This approach allows the Town to meet statutory requirements while maintaining meaningful opportunities for community engagement.

## **LIMITS OF TOWN AUTHORITY AND FAIR APPLICATION**

It is important to clearly state that:

- The Town may only require standards that are expressly adopted in the Town Code
- All subdivision standards must be objective, meaning:
  - Not influenced by personal interpretation, taste, or opinion
  - Verifiable by reference to adopted benchmarks or criteria
- Standards must be applied fairly, consistently, and uniformly to all applicants

The Town may not impose additional or discretionary requirements outside the scope of the adopted code.

## **SUMMARY OF CODE AMENDMENTS**

The proposed ordinance:

- Updates Title 16 to authorize administrative subdivision approvals
- Clarifies staff authority and review procedures
- Removes mandatory public hearing requirements where prohibited by state law
- Retains public hearing requirements for historic properties and districts
- Maintains existing technical review, safety, and infrastructure standards

### House Bill 2447

9-500.49. Administrative review and approval; self-certification program; expedited approval; applicability; definitions

A. Notwithstanding any other law, the legislative body of a city or town shall by ordinance do the following:

1. Authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats and plat amendments without a public hearing.

2. Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.

3. Allow at-risk submittals for certain on-site preliminary grading and drainage work or infrastructure.

4. Allow applicants with a history of compliance with building codes and regulations to be eligible for expedited permit review.

B. Notwithstanding any other law, the legislative body of a city or town may by ordinance adopt a self-certification program allowing registered architects and professional engineers to certify and be responsible for compliance with all applicable ordinances and construction standards for projects that the ordinance identifies as being qualified for self-certification.

C. Applications for a license pursuant to this section are subject to chapter 7, article 4 of this title.

D. This section does not apply to any of the following:

1. Land in an area that is designated as a district of historical significance pursuant to section 9-462.01, subsection A, paragraph 10.

2. Land in an area that is designated as historic on the national register of historic places.

3. Land in an area that is designated historic by a local government.

E. For the purposes of this section:

1. "License" has the same meaning prescribed in section 9-831.

2. "Objective" means not influenced by personal interpretation, taste or feelings of a municipal employee and verifiable by reference to an adopted benchmark, standard or criterion available and knowable by the applicant or proponent.

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**RECOMMENDATION:**

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Staff recommends approval of Ordinance No. 26-488

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**FINANCIAL ANALYSIS:**

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There is no direct fiscal impact associated with the adoption of this ordinance.

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**ALTERNATIVES**

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1. Adopt the ordinance as presented.

2. Take no action (note: this would leave the Town out of compliance with state law).

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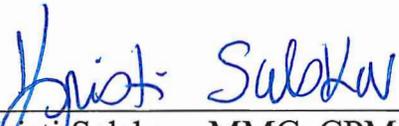
**RECOMMENDED MOTION:**

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*I move to adopt Ordinance No. 26-488 amending Town Code Title 16, Subdivisions, to comply with House Bill 2447 and authorize administrative subdivision reviews in accordance with state law.*

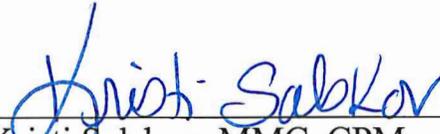
Recommended by:

Reviewed and Approved by:



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Kristi Salskov, MMC, CPM,  
Town Manager



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Kristi Salskov, MMC, CPM,  
Town Manager

**TOWN OF PINETOP-LAKESIDE**

**ORDINANCE NO. 26-488**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AMENDING TITLE 16 OF THE PINETOP-LAKESIDE TOWN CODE, RELATING TO SUBDIVISIONS, TO COMPLY WITH HOUSE BILL 2447 AND ARIZONA REVISED STATUTES § 9-500.49 BY AUTHORIZING ADMINISTRATIVE REVIEW AND APPROVAL OF CERTAIN SUBDIVISION APPLICATIONS WITHOUT A MANDATORY PUBLIC HEARING; PROVIDING FOR OBJECTIVE STANDARDS, TRANSPARENCY, AND FAIR APPLICATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, House Bill 2447 amended Arizona law to require cities and towns to authorize administrative review and approval of certain development applications, including subdivision-related applications, when those applications comply with adopted, objective municipal standards; and

**WHEREAS**, Arizona Revised Statutes §9-500.49 requires municipalities to update their local codes to allow administrative approval of qualifying subdivision applications without a mandatory public hearing; and

**WHEREAS**, the Town of Pinetop-Lakeside desires to bring its Town Code into compliance with state law while maintaining transparency, fairness, and consistent application of adopted standards; and

**WHEREAS**, State law preserves public hearing requirements for properties located within designated historic districts or areas of historical significance; and

**WHEREAS**, the Town Council finds that these amendments modernize the subdivision review process, improve efficiency, and ensure decisions are based on

objective criteria rather than subjective interpretation and still preserve the opportunity for public input.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA:**

**SECTION 1.**

**ADOPTION BY REFERENCE**

Pursuant to A.R.S. §9-802, the Town hereby adopts amendments of Town Code Title 16 relating to subdivisions as set forth in “Exhibit A”, a copy of which is on file with the Town Clerk of the Town of Pinetop-Lakeside, Arizona, located at 325 W. White Mountain Blvd, Lakeside. Title 16 of the Pinetop-Lakeside Town Code is hereby amended to authorize administrative review and approval of subdivision-related applications, including but not limited to:

- Land divisions
- Lot splits, lot ties and adjustments
- Preliminary plats
- Final plats
- Plat amendments

When such applications fully comply with all adopted, objective standards of the Town Code.

**SECTION 2.**

**ADMINISTRATIVE REVIEW AUTHORITY**

A. Designated Town administrative personnel are authorized to review and approve qualifying subdivision applications without a mandatory public hearing, as required by A.R.S. § 9-500.49.

B. Administrative approval shall be based solely on compliance with objective standards adopted in the Town Code and shall not be influenced by personal interpretation, preference, or opinion.

C. The Town shall not impose conditions or requirements on subdivision applications that are not expressly authorized by the Town Code.

### **SECTION 3.**

#### **TRANSPARENCY AND PUBLIC INFORMATION**

A. Nothing in this Ordinance prohibits subdivision applications from being presented to the Town Council as informational agenda items.

B. Informational items may allow public visibility, questions, and public comment in accordance with Town Council agenda rules; however, no formal action shall be taken by the Town Council on such items.

C. This provision is intended to promote transparency and public understanding while maintaining compliance with state law.

### **SECTION 4.**

#### **HISTORIC PROPERTIES AND DISTRICTS**

A. This Ordinance does not apply to subdivision applications involving:

1. Land designated as a district of historical significance pursuant to A.R.S. § 9-462.01(A)(10);
2. Land listed on the National Register of Historic Places; or
3. Land designated as historic by the Town of Pinetop-Lakeside.

B. Subdivision applications involving such properties shall continue to require public hearings and Town Council approval as required by law.

### **SECTION 5.**

#### **FAIR AND CONSISTENT APPLICATION**

All subdivision standards and procedures shall be applied fairly, uniformly, and consistently to all applicants. No subdivision application shall be approved or denied based on criteria outside the adopted Town Code.

**SECTION 6.**

**SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance.

**SECTION 7.**

**EFFECTIVE DATE**

This Ordinance shall become effective thirty (30) days after adoption, in accordance with Arizona law.

**PASSED AND ADOPTED** by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 19<sup>th</sup> day of February 19, 2026.

\_\_\_\_\_  
Stephnie Irwin,  
Mayor

ATTEST:

\_\_\_\_\_  
Mackenzie Valichnac, CMC,  
Town Clerk

*William J. Sims*  
\_\_\_\_\_  
William J. Sims III,  
Town Attorney

## **EXHIBIT A**

### **Amendments to Town Code Title 16- Subdivisions**

**Note:** Redline format uses strikethrough for deleted text and **bold** for added text. Only sections amended for HB 2447 compliance are shown below. All other provisions of Title 16 remain unchanged.

Chapter 16.04  
TITLE, AUTHORITY AND DEFINITIONS

**16.04.030 Purpose and intent.**

A. The purpose of this Ordinance is to provide for the orderly growth and harmonious development of the Town of Pinetop-Lakeside; to ensure adequate vehicular and pedestrian traffic circulation through coordinated street systems with relation to major thoroughfares, adjoining subdivisions, and public facilities; to achieve individual property lots of reasonable utility and livability; to secure adequate provisions for water supply, drainage, flood protection, sanitary sewage, and other health and safety requirements; to ensure consideration for adequate sites for schools, unbuilt lot area, recreation areas, and other public facilities; to help ensure that emergency services such as fire, ambulance and police services can be provided to all developed land; to promote the conveyance of land by accurate legal description; and to provide practical procedures for the achievement of this purpose.

B. In the interpretation and application of this Ordinance, it is intended that a common ground of understanding and a sound and equitable working relationship exist between the public and private interests and to this end, the independent and mutual objectives of the public and private interests can be achieved in the subdivision of land.

**C. ADMINISTRATIVE SUBDIVISION APPROVALS SHALL BE BASED SOLELY ON OBJECTIVE STANDARDS ADOPTED IN THE TOWN CODE AND SHALL NOT BE INFLUENCED BY PERSONAL INTERPRETATION, PREFERENCE, OR OPINION.**

**D.. THE TOWN SHALL NOT IMPOSE SUBDIVISION REQUIREMENTS OR CONDITIONS THAT ARE NOT EXPRESSLY AUTHORIZED BY THIS CODE.**

**E.. SUBDIVISION APPLICATIONS MAY BE PRESENTED TO THE TOWN COUNCIL AS INFORMATIONAL AGENDA ITEMS TO PROMOTE TRANSPARENCY AND PUBLIC UNDERSTANDING.**

**16.04.060 Definitions.**

Subsection 97 is added with all following subsections renumbered.

**“REGISTRANT” MEANS A PERSON OR FIRM WHO HAS BEEN GRANTED REGISTRATION OR CERTIFICATION TO PRACTICE ANY PROFESSION REGULATED BY THE STATE OF ARIZONA BOARD OF TECHNICAL REGISTRATION PURSUANT TO 4 A.A.C. TITLE 4. PROFESSIONS AND OCCUPATIONS CHAPTER 30. BOARD OF TECHNICAL REGISTRATION PER ARS SECTION 32-101.**

## Chapter 16.08 ADMINISTRATION

16.08.010 Responsibility.

A. ~~The Pinetop-Lakeside Planning and Zoning Commission~~ **DIRECTOR** is charged with the duty of reviewing the design and improvements of proposed subdivisions and is hereby authorized to approve, conditionally approve or disapprove preliminary subdivision plats and to designate the kinds, nature and extent of the improvements to be installed in the subdivisions.

B. ~~The Town Council~~ **DIRECTOR** for the Town of Pinetop-Lakeside is hereby authorized to receive, process and otherwise act upon applications for final subdivision plats and planned unit developments (PUD) in accordance with this Ordinance.

~~C. The Town Council shall have final jurisdiction over all matters pertaining to the implementation of this Ordinance.~~

~~C. D.~~ All applications for action under this Ordinance shall be filed initially with the Director or his/her designee for processing in accordance with this Ordinance.

~~D.E.~~ All applications shall be reviewed, from a technical aspect, by the Development Review Committee (DRC), which shall act in an advisory capacity to the ~~Planning and Zoning Commission~~ **DIRECTOR**. The DRC shall, at a minimum, consist of the following Town Staff and agency members: Director, Town Engineer, ~~Parks and Recreation Director~~, and representatives from the Fire Districts, U.S. Forest Service, Community Forester, Irrigation District(s), Water Companies, Sanitary District, School District, and utility companies. Additional members may be consulted on an as needed basis for their expertise. (Ord. 15-392 § 1 (part))

## Chapter 16.16 PLATTING PROCEDURES AND REQUIREMENTS

Sections:

[16.16.010 Outline of procedures and requirements.](#)

[16.16.020 Stage 1 – Pre-application meeting.](#)

[16.16.030 Stage 2 – Preliminary plat application.](#)

- [16.16.040 Stage 3 – Development Review Committee.](#)
- [16.16.050 Stage 4 – Preliminary plat approval.](#)
- [16.16.060 Stage 5 – Final plat and improvement plan approval.](#)
- [16.16.070 Stage 6 – Recordation of plat.](#)
- [16.16.080 Replats.](#)
- [16.16.090 Abandonment of recorded subdivision.](#)
- [16.16.100 Condominium developments.](#)
- [16.16.110 Minor land divisions – Lot splits.](#)

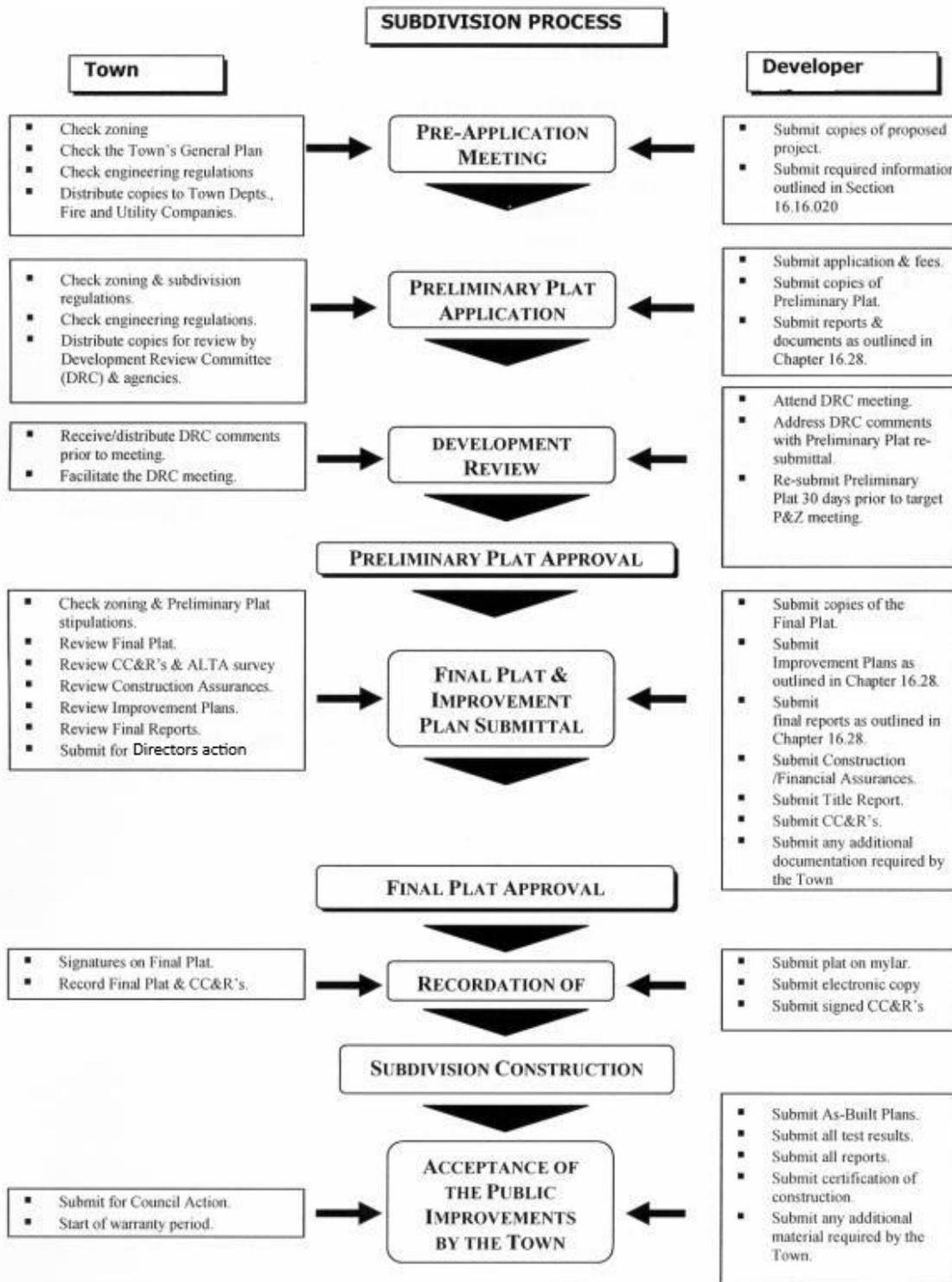
16.16.010 Outline of procedures and requirements.

A. The preparation, submittal, review, and approval of all subdivision plats located inside the jurisdictional boundaries of the Town of Pinetop-Lakeside shall proceed through the following progressive stages.

1. Stage 1: Pre-application meeting.
2. Stage 2: Preliminary plat application.
3. Stage 3: Development Review Committee.
4. Stage 4: Preliminary plat approval.
5. Stage 5: Final plat and improvement plan approval.
6. Stage 6: Recordation of plat.

B. If a submittal is determined to be incomplete or inaccurate at or during any of the different stages of the process, the developer shall be required to correct the inaccuracy and/or produce the omitted information.

C. The following flow chart depicts the different stages of the process and the necessary actions to be taken with each stage.



(Ord. 15-392 § 1 (part))

#### 16.16.020 Stage 1 – Pre-application meeting.

This stage affords the developer the opportunity to meet with the appropriate Town departments, prior to the expense of a preliminary plat preparation, to obtain advice, assistance, and a cursory review of the proposed subdivision. It also affords the Town the opportunity to give informal guidance at a time when potential points of conflict can be most easily resolved, subsequent relations improved, official action simplified, and undue expense and delay saved by the developer.

##### A. Actions by the Developer.

1. The developer shall schedule a mandatory pre-application meeting with the Community Development and Engineering Department staff. When scheduling the mandatory pre-application meeting, the developer shall submit seven (7) copies of a sketch plan for staff to review in preparation for the pre-application meeting.
2. The sketch plan shall be printed on twenty-four (24) by thirty-six (36) inch, blue line or black line. The sketch plan shall include at a minimum the following information:
  - a. Location map.
  - b. Scale drawing and north arrow.
  - c. Location of all public arterial and collector streets.
  - d. Acreage and land uses of all parcels.
  - e. Conceptual lot configuration.
  - f. Conceptual roadway layout and street design.
  - g. Table of land use data including: gross and net acres, percent of total acreage in each land use category, existing zoning, proposed zoning, and tentative lot sizes.
  - h. Preliminary topography with two (2) foot contour intervals along with the FEMA information overlaid.
  - i. Surrounding and adjacent land uses.
3. Tentative proposals regarding water supply, sewage disposal, and surface drainage.

B. Actions by the Town.

1. Depending on the scope of the proposed development, the Town may distribute the seven (7) sketch plans to the following departments and/or agencies:

- a. Pinetop-Lakeside Community Development Department.
- b. Pinetop-Lakeside Engineering Department.
- c. Pinetop-Lakeside Recreation Department.
- d. Fire District.
- e. U.S. Forest Service staff.

2. The Town shall discuss the proposal with the developer in general terms and provide advice on procedural steps, design and improvement standards, and general platting requirements.

3. Check the existing zoning of the proposed development and advise the developer if a zoning change or a general plan amendment is necessary or desirable. Review the proposal and its relationship to adjacent land uses and the general plan's goals and objectives. Determine the amount and type of parks, unbuilt common area or other public facility needs for the area as determined by the general plan and Recreation Department plans and/or policies; to then determine what space needs shall be reserved or set aside with any special requirements for such site. Review for compliance with these Subdivision Ordinance regulations and any other applicable regulations.

4. Determine if the size, complexity, or the land use mix of the proposed development would warrant the preparation of a planned unit development (PUD). If a PUD is required such shall be processed prior to subsequent consideration of a preliminary plat.

5. If a general plan amendment is required that amendment must be obtained prior to additional processing of the application.

6. Inspect the site and review the relationship of the property to major streets, utility systems and adjacent land uses and determine any unusual problems such as utilities, drainage or flooding. Determine street width and right-of-way requirements, intersection relationships and other traffic control related characteristics. Identify possible off-site public improvements and dedications. Review the wastewater disposal system.

7. Help the developer determine the providers of water, sewer, electricity, natural gas, telephone and cable.

8. Provide the applicant with the necessary Town application forms, review the submittal requirements, and discuss tentative timetables for the project. (Ord. 22-453 § 1; Res. 22-1640 (Exh. A); Ord. 15-392 § 1 (part))

#### 16.16.030 Stage 2 – Preliminary plat application.

The preliminary plat stage of land and airspace subdivision includes detailed planning, submittal, review, and approval of the preliminary plat. This stage is intended to resolve **most all** of the major issues pertinent to the land development according to the Town's policies, standards, codes, and requirements. To avoid delay in processing the application, the developer shall provide the Town with all information essential, as determined by the Town, regarding the character and general acceptability of the proposed development.

##### A. Submittal Requirements.

The following information is required as part of the preliminary plat submittal and shall be shown graphically, by note on plans, or by letter, and may comprise several sheets showing various elements of required data. All mapped data for the same plat shall be drawn at the same standard engineering scale which shall not be less than one (1) inch equals one hundred (100) feet, adjusted to produce an overall drawing measuring twenty-four (24) by thirty-six (36) inches and in conformance with requirements contained in this Ordinance and by the Town Engineer and other reviewing departments and agencies.

1. ~~Fifteen (15)~~ **TWO HARD** copies/sets **AND ONE DIGITAL SET** of the proposed preliminary plat and other required supporting data prepared in accordance with requirements set forth in this Chapter shall be filed with the ~~Administrator~~ **DIRECTOR**. Submission shall include fees as required in Chapter [16.08](#). Copies of the preliminary plat shall be reproduced in the form of blue line or black line prints on a white background. Scheduling of the case for the Development Review Committee (DRC) meeting shall be dependent upon THE adequacy of data presented and completion of processing.
2. If the proposed preliminary plat is within an approved PUD, ~~fifteen (15)~~ **ONE (1) DIGITAL AND ONE HARD COPY**ies of the approved PUD site plan shall also be submitted as supporting documentation, and project phasing shall be indicated.
3. All subdivision submittals shall provide identification and descriptive data, existing conditions data, proposed conditions data, proposed utility methods, and environmental assessment report information by graphic representation or note as further outlined in the following subsections. The

submittal shall be checked by the Town for completeness and assigned a case number; if **THE SUBMITTAL IS** incomplete as to those requirements set forth in this section, the submittal shall be rejected and the developer notified within fifteen (15) days of the date the application was received.

4. If the developer is planning to plat the proposed development in phases it must be so indicated on their preliminary plat when submitted for development review. If the developer later decides to phase the development, it will be necessary to re-submit for a second review.

5. Submit ~~three (3) copies~~ **ONE (1) DIGITAL COPY** of the preliminary drainage report ~~in a separate bound folder~~. See Section [16.28.030\(E\)\(1\)](#) for more specific details.

6. Submit ~~three (3) copies~~ **ONE (1) DIGITAL COPY** of the preliminary traffic impact analysis in a separate bound folder. See Section [16.28.030\(E\)\(4\)](#) for more specific details.

7. Submit ~~three (3) copies~~ **ONE DIGITAL COPY** of the preliminary geotechnical report ~~in a separate bound folder~~. See Section [16.28.030\(E\)\(3\)](#) for more specific details.

8. Submit a lot statistical table.

9. Submit ~~fifteen (15) copies~~ **ONE DIGITAL AND ONE HARD COPY** of the preliminary landscape plan for all off-site, unbuilt common area, trails, and retention area landscaping. See Section [16.28.030\(C\)\(1\)](#) for more specific details.

10. Submit ~~fifteen (15) copies~~ **ONE DIGITAL AND ONE HARD COPY** of the preliminary fuel modification plan in compliance with Chapter [17.96](#), Forest Health and Fire Protection. See Section [16.28.030\(D\)](#) for more specific details.

11. Submit subdivision fencing detail, if applicable, depicting the type of fencing being proposed; including elevations and general locations.

12. Submit a conceptual "Residential Design Guidelines" which both narratively and graphically describes the character, site planning, architecture (if a tract homebuilder is building the subdivision) and landscaping that can be expected from the development.

13. Submit documentation that a site records check, for potential cultural resources, has been conducted in conjunction with the State Historic Preservation Office.

14. Submit ~~fifteen (15) copies~~ **ONE DIGITAL AND ONE HARD COPY** of a slope analysis as required by Section [16.20.050](#) if the subdivision is a Mountainside Development. Include slope

analysis of existing topography, slope analysis of the proposed development areas and building pad sites, and delineation of unbuilt common areas.

B. Identification and Descriptive Data.

1. The proposed name of the subdivision shall be clearly indicated and include the location by section, township and range with reference by dimension and bearing to two (2) section or quarter (1/4) section corners. Basis of bearings must be stated on the plat.
2. Name, address, phone number, and seal of the registered land surveyor preparing the preliminary plat and the registered civil engineer preparing the improvements.
3. Name, address, e-mail, and phone number of developer.
4. Scale, north point (pointing up or to the right), and date of preparation including any subsequent revision dates.
5. Location map which shall show the relationship of the proposed subdivision to arterial and collector streets.
6. A surveyed boundary, including distances, lengths and bearings and the total area of the proposed subdivision.

C. Existing Conditions Data.

1. Topography by contours and spot elevations on Town datum and related to USGS survey datum shown on the same map as the proposed subdivision layout. Contour intervals shall be at two (2) feet and shall be shown extending a minimum of fifty (50) feet from the external boundaries of the proposed development so to adequately reflect the character and drainage of the land.
2. Location of fences, existing structures, wells, canals, irrigation materials, private ditches (open or covered), washes, stock ponds or other water features and characteristics that could have a bearing on the review.
3. Location, direction of flow, and extent of areas subject to flooding or storm runoff must be defined (FEMA data and any federal Clean Water Act, Section 404 designation), whether such inundation is frequent, periodic, or occasional.
4. Location, widths, and type of any and all easements (public and private) of public record of all private and public streets that may exist around the perimeter of the site, through or across it. Show

any permanent structures that are to remain, including water wells and public or private utility lines within, adjacent to, or extending from, the proposed development.

5. Show all driveways, streets and median openings within three hundred twenty-five (325) feet of any proposed driveway or street intersection on the opposite side of the perimeter streets.

6. Name, book, and page numbers of any recorded subdivision adjacent to or having common boundaries with the proposed development.

7. The existing base zone of the subject and adjacent parcel(s), the zoning case number, if any, and the case number of the approved PUD of which the proposed development is a part of, if applicable.

8. The gross acreage of the subject parcel(s). Do not include previously dedicated rights-of-way in this figure.

9. Boundaries and dimensions of the parcel(s) to be subdivided shall be fully dimensioned.

10. Engineers' calculations for each tributary area of the runoff for ten (10) year, fifty (50) year and one hundred (100) year frequency storms. The values to be indicated along the boundary of the parcel for all points of drainage entering and exiting the property.

D. Proposed Conditions Data.

1. Street layout, including design cross section, preliminary curve data, curve lengths, proposed street names based on existing projected alignments wherever possible, and pedestrian connections to adjoining developments.

2. Typical lot dimensions (scaled), dimensions of all corner lots, lots on curvilinear sections of streets, and all lots where the number of sides exceeds four (4). Each lot shall be numbered individually and the total number of lots or dwelling units provided. Where plats will consist of a number of units/phases, utilizing the same subdivision name, the lot numbering shall be consecutive through the total number of lots or units.

3. Designation of all land to be dedicated or reserved for unbuilt common area, parks, schools, well sites, or other public or private use with use indicated.

4. If multiple uses are planned (multiple residential, commercial, industrial, or office) such areas shall be clearly designated together with existing zoning classification and status of zoning change, if any.

5. Show minimum setback lines. Where there are lots with more than four (4) sides or whose shape may be considered atypical, show all setbacks.
6. Proposed storm water disposal system, preliminary calculations, and layout of proposed drainage system. The direction of proposed street drainage to be indicated by arrows on the plat, the one hundred (100) year flood plain delineation and a proposal to provide for the detention of storm water generated on the property. Detention of storm water to comply with the drainage policy of the Town of Pinetop-Lakeside and the design standards of this Ordinance.
7. Compliance with rules as may be established by the State Department of Environmental Quality and/or State Department of Water Resources relating to the provision of domestic water supply and sanitary sewage disposal.

E. Proposed Utility Methods.

1. Sewage Disposal. A statement as to the method for sanitary sewage disposal for the development shall appear on the preliminary plat. The plat shall also show the preliminary sewer layout indicating line sizes, manholes, direction of flow, and cleanout locations. If the Pinetop-Lakeside Sanitary District will not provide sanitary sewer services for the development, a letter from the Sanitary District approving the use of an alternate system is required.
2. Water Supply. A statement as to the water supply and the water provider for the development shall appear on the preliminary plat. The preliminary layout of the water system shall be shown, indicating fire hydrants, valves, meter vaults, water line sizes and locations.
3. Electric Supply. A statement as to the electric supply for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
4. Gas Supply. A statement as to the gas supply for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
5. Telephone Service. A statement as to the telephone service for the development shall appear on the preliminary plat. Any necessary easements shall be shown on the preliminary plat.
6. Garbage Service. A statement as to the garbage service for the development shall appear on the preliminary plat.
7. Cable Television. If applicable, a statement as to the cable television service for the development shall appear on the preliminary plat.

F. Environmental Assessment Data. The purpose of the environmental site assessment is to provide a written and graphic analysis of the environmental characteristics of the site so that the Town of Pinetop-Lakeside can evaluate the future use of the site. The Phase 1 environmental report will identify any hazardous waste site within the proposed subdivision. Environmental site assessments are required for all preliminary plat applications. This study shall include written reports and maps that provide the information outlined below:

1. The Phase 1 environmental report shall:
  - a. Describe the site and identify uses or activities which might indicate the presence of disposed hazardous substances; and
  - b. Be prepared through the review of readily available information, including but not limited to engineering, regulatory, and historical records of the site, and through the interviewing of current and past owners of the site, tenants and neighbors; and
  - c. Be prepared to thoroughly review the regional geology and hydrology of the site and the surrounding area, available records of groundwater contamination up and down gradient from the site, obtainable reports of compliance violations and/or containment discharges in the site's vicinity, and the proximity of the site to known environmental conditions or problems within approximately one (1) mile of the site; and
  - d. Reference the data, records and source of information.
2. The applicant's consultant shall:
  - a. Personally observe the site surface closely for evidence of potential contamination such as soil stabilizing, discarded chemical containers, vegetative distress; and
  - b. Interview the tenants on/or adjacent to the site with respect to their use of hazardous substances on the site; and
  - c. Investigate the registration status of any existing underground storage tanks or drywells on or adjacent to the site; and
  - d. Identify any adverse environmental impacts. (Ord. 15-392 § 1 (part))

16.16.040 Stage 3 – Development Review Committee.

In order for a preliminary plat to be scheduled for a particular Development Review Committee (DRC) meeting, a complete preliminary plat application must be received and accepted by the Town.

A. Upon receipt of a preliminary plat application the Town shall determine if the application is a complete submittal. If complete, the Town ~~shall~~ **MAY** forward copies of the preliminary plat to the following agencies and entities along with those previously listed in Section [16.16.020](#). These reviewing agencies shall transmit their written comments and recommendations to the Town.

1. U.S. Postmaster.
2. Water company serving the proposed development.
3. Pinetop-Lakeside Sanitary District.
4. Lakeside Irrigation District.
5. Blue Ridge Unified School District.
6. Navopache Electric Cooperative, Inc.
7. ~~Cable One, Inc.~~ **SPARKLIGHT**
8. ~~Frontier-Citizens~~ **Communications.**
9. UniSource Energy Services.

B. The Town ~~shall~~ **MAY** host a Development Review Committee (DRC) meeting where the applicant is provided an opportunity to meet with the representatives from all applicable utilities and other interested governmental agencies to receive comments regarding the preliminary plat application. At this meeting the applicant may also receive written comments from the Town, detailing the extent to which the plans are required to be revised in order for the Town **DIRECTOR** to **BEGIN REVIEWING** ~~schedule~~ the preliminary plat for consideration by the ~~Planning and Zoning Commission~~. Extensive revisions caused by the comments received at the DRC meeting or by voluntary action of the applicant, may require additional DRC meetings. Additionally, circumstances may exist where the project may experience a delay due to the applicant's timeline in addressing agency comments. (Ord. 15-392 § 1 (part))

#### 16.16.050 Stage 4 – Preliminary plat approval.

The preliminary plat approval stage involves the ~~re-submission~~ **RESUBMISSION** of the preliminary plat to address **ANY AND ALL** ~~the DRC~~ comments. Included in this stage is the review of the resubmitted plans, reports, and required studies and acceptance of the preliminary plat. The developer shall provide the Town with all information essential to determine the character and general acceptability of the proposed development.

A. Preliminary Plat Resubmittal.

1. The applicant shall resubmit ~~fifteen (15)~~ **ONE DIGITAL AND ONE** full-sized copies/sets of the preliminary plat and ~~one (1) eight and one-half (8-1/2) by eleven (11) inch photo mechanical transfer (PMT) of each sheet/exhibit and all other required or requested~~ **ANY** supporting data to the Town. Preliminary plats that ~~correctly~~ **ACCURATELY** contain all of the information requested or required by the DRC, as determined by the Town, shall be ~~scheduled for a Planning and Zoning Commission hearing~~ **REVIEWED BY THE DIRECTOR IN A TIMELY MANNER**. Incomplete or incorrect re-submittals could cause delays in a preliminary plat being ~~presented to the Planning and Zoning Commission~~ **REVIEWED BY THE DIRECTOR**. ~~Scheduling of the case for a Commission hearing shall be determined by the Director and shall be dependent upon adequacy of data presented, completion of processing, and other legalities that may be required if the subdivision involves rezoning, PUD, or other land use exceptions.~~

2. Prior to the ~~Commission hearing~~ **REVIEW** for a preliminary plat or PUD, the applicant is strongly encouraged to conduct a neighborhood meeting. The purpose of the meeting would be to provide information to the adjacent property owners and citizens. The applicant should notify all landowners adjoining or adjacent to the boundaries of the proposed development and the Town of Pinetop-Lakeside by first-class mail no less than thirty (30) days prior to the scheduled ~~Commission~~ meeting. The applicant should submit documentation of the attendees and minutes of the meeting(s) to the Director. All meeting(s) must be held within the Town of Pinetop-Lakeside corporate limits.

3. An applicant has ninety (90) days from the date of the DRC meeting, or ninety (90) days from the date of receipt of later redlines, in which to resubmit said plans. Failure to resubmit plans which address all of the DRC comments, or subsequent redline comments, within ninety (90) days of the DRC meeting or ninety (90) days from the receipt of later red lines shall cause the application to be null and void and fees will not be refunded.

4. An applicant shall be required to submit a new preliminary plat application, including fees and another review of the subdivision by the DRC if the resubmittal is not in substantial conformance to the original application. Substantial nonconformance is considered to be, but not limited to, the following:

- a. An increase in the number of lots or units.
- b. A change in the size or configuration of the development parcel.

B. Preliminary Plat Review.

1. Zoning. The subdivision shall be designed to meet the specific requirements for the zoning district within which it is located. However, in the event that rezoning is necessary for the preliminary plat to conform with the Zoning District regulations, or if a PUD approval is sought, said action shall be initiated concurrently with the preliminary plat by the property owner or his authorized agent. In any event, any such zoning amendment required in relation to the preliminary plat shall have been adopted prior to a preliminary plat approval.

2. Planning. The subdivision shall be designed to comply with the design principles of this Ordinance and the goals and objectives of the Pinetop-Lakeside general plan. In the event that an amendment to the general plan is necessary for the preliminary plat to conform with the specific land use, circulation, or unbuilt common area elements, said amendment(s) required in relation to the preliminary plat shall have been adopted prior to a preliminary plat approval.

3. Utilities and Services. As a prerequisite of preliminary plat approval by the Town, the developer shall have reviewed tentative concepts with the County Health Department, the State Department of Environmental Quality, the State Department of Water Resources, the Town Engineer, Community Development, the Parks and Recreation Department, the U.S. Forest Service, the Pinetop-Lakeside Sanitary District and the Fire District servicing the development. The developer shall have an "intent to serve letter" from the private water company servicing the development, the Pinetop-Lakeside Sanitary District, and the electric, gas, telephone and cable television companies servicing the development and general approval of the preliminary design to be used.

C. Preliminary Plat Approval.

~~1. When all requirements of this Ordinance have been satisfied the case will be scheduled for a Commission preview meeting in which no action is taken by the Commission but rather the public is simply informed about the project and allowed to ask questions and voice concerns. THE~~

**DIRECTOR MAY APPROVE THE PRELIMINARY PLAT**

~~2. After the Commission preview meeting the preliminary plat will be scheduled for a Commission hearing. The Community Development Department report shall be submitted for Commission review and action.~~

~~3.~~ **2.** The ~~Commission~~ **DIRECTOR** shall consider the preliminary plat, DRC comments, and the ~~Community Development Department~~ **OTHER reports** and recommendations. If satisfied that all objectives and requirements of this Ordinance have been met, the ~~Commission~~ **DIRECTOR** may approve the preliminary plat and make a notation of the ~~Commission's~~ approval on the copy of the preliminary plat retained in the office of the Director.

4. ~~3.~~ If the plat is generally acceptable, but requires minor revisions, the ~~Commission~~ **DIRECTOR** may conditionally approve the preliminary plat and the required revisions noted in the minutes of the meeting **ON THE PLANS**. ~~At the direction of the Commission,~~ **Tthe** Director may approve the preliminary plat when it has been satisfactorily revised in accordance with the stated conditions.

~~5.~~ **4.** If the ~~Commission~~ **DIRECTOR** finds that all the objectives and requirements of this Ordinance have not been met, the ~~Commission~~ **DIRECTOR** may continue the preliminary plat pending revisions or deny the preliminary plat. Resubmittals due to revisions, for the same parcel or any part thereof, shall follow the aforementioned procedure.

**6. 5. IF THE SUBDIVISION IS PLATTED WITHIN AN AREA OF HISTORIC SIGNIFICANCE AS OUTLINED BELOW, A DATE AND TIME SHALL BE SET FOR A PUBLIC HEARING AT THE PLANNING AND ZONING COMMISSION. UPON RECOMMENDATION FOR APPROVAL OF THE PRELIMINARY PLAT, IT SHALL BE FORWARDED TO THE TOWN COUNCIL FOR FINAL APPROVAL.**

**1. LAND IN AN AREA THAT IS DESIGNATED AS A DISTRICT OF HISTORICAL SIGNIFICANCE PURSUANT TO SECTION 9-462.01, SUBSECTION A, PARAGRAPH 10.**

**2. LAND IN AN AREA THAT IS DESIGNATED AS HISTORIC ON THE NATIONAL REGISTER OF HISTORIC PLACES.**

**3. LAND IN AN AREA THAT IS DESIGNATED HISTORIC BY A LOCAL GOVERNMENT.**

**D. Significance of Preliminary Approval.**

Preliminary plat approval constitutes authorization for the developer to proceed with preparation of the final plat and the improvement plans and specifications for public improvements. Preliminary plat approval does not authorize the developer to cut roads or other easements, begin site preparation and grading, or any similar such work unless authorized in writing by the Town. Preliminary approval is based on the following terms:

1. Subject to the basic approval. The basic conditions under which preliminary approval of the preliminary plat is granted will not be substantially changed prior to the expiration date.

2. One (1) year approval. Approval of the preliminary plat is valid for a period of twelve (12) months from the date of ~~Commission~~ approval. An extension of the preliminary plat approval may be granted for an additional six (6) months upon reapplication and review by the ~~Commission~~ **DIRECTOR**.

3. No authority to record. Preliminary approval, in itself, does not assure final acceptance of streets for dedication nor continuation of existing zoning requirements for the development or its environs nor **constitute** authorization to record the plat. (Ord. 15-392 § 1 (part))

16.16.060 Stage 5 – Final plat and improvement plan approval.

This stage includes the final design of the subdivision, engineering of public improvements, and submittal by the developer of the final plat, final reports, and plans for all of the required subdivision improvements, to the Town, the state and county departments, and the utility companies for approval, including the submittal of the final plat for review and action by the ~~Town Council~~ **DIRECTOR. IF THE SUBDIVISION IS PLATTED WITHIN AN AREA OF HISTORIC SIGNIFICANCE AS OUTLINED BELOW, A DATE AND TIME SHALL BE SET FOR A PUBLIC HEARING AT THE TOWN COUNCIL FOR FINAL APPROVAL.**

**1. LAND IN AN AREA THAT IS DESIGNATED AS A DISTRICT OF HISTORICAL SIGNIFICANCE PURSUANT TO SECTION 9-462.01, SUBSECTION A, PARAGRAPH 10.**

**2. LAND IN AN AREA THAT IS DESIGNATED AS HISTORIC ON THE NATIONAL REGISTER OF HISTORIC PLACES.**

**3. LAND IN AN AREA THAT IS DESIGNATED HISTORIC BY A LOCAL GOVERNMENT.**

A. Submittal Requirements.

1. Final Plat Preparation.

a. Presentation. The final plat shall be presented in accordance with requirements set forth in this section and shall substantially conform to the approved preliminary plat and applicable zoning stipulations.

b. Zoning. The final plat shall meet all requirements of the zoning district in which it is located; and necessary zoning amendments shall have been adopted by the Town Council prior to filing the final plat with the ~~Administrator~~ **DIRECTOR**

c. Pre-Final Review. The developer shall file ~~fifteen (15)~~ **TWO (2) full-size AND ONE DIGITAL** (twenty-four (24) by thirty-six (36) inch) blue or black line copies of the final plat with the Town, who in turn will distribute copies to the various reviewing agencies. The reviewing agencies shall make known their recommendations in writing. The ~~Town~~ **DIRECTOR** shall review the plat for substantial conformity to the approved preliminary plat.

d. Final Plat Submission. The developer shall file with the Town ~~three (3)~~ **(1)** full-size mylars, ~~three (3) (1)~~ full-size blue or black line copies, AND one (1) ~~eight and one-half (8-1/2) by eleven (11) inch PMT and ten (10)~~ **DIGITAL** copies thereof, of the final plat. The final plat shall be drawn in black ink on polyester mylar, measuring exactly twenty-four (24) by thirty-six (36) inches with a left-hand margin of two (2) inches, and be drawn to an accurate

engineering scale from an accurate survey. ~~The applicant shall also submit an electronic copy of the final plat in a file format required by the Town of Pinetop-Lakeside.~~

2. Improvement Plans. Improvement plans shall be submitted in accordance with the procedures and standards established in Chapter [16.28](#). ~~Ten (10)~~ **ONE (1) DIGITAL AND ONE (1)** complete sets of improvement plans shall be submitted to the Town. If the submittal is complete, the Town shall distribute sets of the plans to the appropriate reviewing departments, agencies and utility companies who shall make known their recommendations in writing.

3. Covenants, Conditions and Restrictions (Deed Restrictions). The subdivision deed restrictions shall be submitted to the Town for review as part of the final plat and improvement plan submittal package.

4. Title Report. The developer shall, at the time of filing the application(s) for the final plat and improvement plans, submit an American Land Title Association (ALTA) title report, not more than thirty (30) days old, certifying that the applicant has title, acceptable to the Town Attorney, for all of the land being subdivided.

5. Filing Fees. The developer shall, at the time of filing the application(s) for the final plat and improvement plans, pay the Town the final plat application fee, improvement plan review fees, and the recordation fee, in accordance with Chapter [16.08](#), which are established by the Town Council.

B. Identification Data. The following identification data shall be required as a part of the final plat submittal.

1. A title, which includes the name of the subdivision and its location by number of section, township, range, and county.

2. Name, address and seal of the Arizona-registered land surveyor preparing the final plat.

3. Scale, north arrow, and date of plat preparation.

4. The name, address and telephone number of the property owner.

C. Survey Data. The following survey data shall be required as a part of the final plat submittal.

1. The corners of the plat shall be located on the monument lines of abutting streets; boundaries of the parcel(s) to be subdivided fully balanced and closed, showing all bearings and distances, determined by an accurate survey in the field. The surveyor of record shall also provide a copy of

the computer closure, properly stamped and signed showing **THE REGISTRANT'S** registration number. All dimensions shall be expressed in feet and decimals thereof.

2. Any excepted parcel(s) within or surrounded by the plat boundaries shall be noted as "Not a Part of This Subdivision" and show all bearings and distances of the excepted parcel as determined by an accurate survey in the field. All dimensions shall be expressed in feet and decimals thereof.

3. Location and description of cardinal points to which all dimensions, angles, bearings and similar data on the plat shall be referenced. Each of two (2) separate corners of the subdivision traverse shall be tied by course and distance to separate section corners or quarter-section corners. The certifying land surveyor shall submit subdivision boundary and lot closure and area calculations to the Town.

4. Location of all physical encroachments upon the boundaries of the tract.

5. Total subdivision gross acres.

6. Total number of lots and parcels, and the size, in square feet, of each lot or parcel. The size of lots or parcels greater than ten (10) acres ~~in size~~ may be expressed in acres.

D. Descriptive Data. The following descriptive data shall be required as part of the final plat submittal.

1. Names, centerlines, right-of-way lines, courses, length and width of all public streets, alleys, pedestrian ways, and utility easements; radii, point of tangency, curve lengths, and central angles of all curvilinear streets, and alleys; radii of all rounded street line intersections.

2. All drainage easements shall be shown on the plat. No structure will be allowed in the easements that will obstruct drainage. The rights-of-way of all major drainage ways shall be dedicated drainage easements or right-of-way as determined by the Town Engineer.

3. All lots shall be numbered by consecutive numbers throughout the plat. All "tracts" and "parcels" shall be designated, lettered, or named and clearly dimensioned; parcels which are not part of the subdivision shall be so designated. Ownership and maintenance responsibility for open space and unbuilt common areas shall be indicated on the plat.

4. Location, dimensions, bearings, radii, arcs, and central angles of all sites to be dedicated to the public with the use clearly indicated.

5. Location of all adjoining subdivisions with name, date, book, and page number of recordation noted, or if unrecorded, so noted.

6. Any proposed private deed restrictions to be imposed upon the plat or any part or parts thereof pertaining to the intended use of the land, and to be recognized by the Town, shall be noted on the plat (see subsection F of this section for details).

7. All existing private easements within, on, or over the plat shall be indicated, dimensioned, and noted as to their use. The location and widths of all easements for right-of-way provided for public services, utilities, or drainage, and any limitations of the easements.

a. The following notation shall be placed on all final plats which provide drainage easements: "No structure of any kind shall be constructed or any inappropriate vegetation be planted nor be allowed to grow within, on, or over the drainage easement, which would obstruct or divert the flow of storm water. The Town may, if it so desires, construct and/or maintain drainage facilities on or under the land of the easement".

E. Dedication and Acknowledgement.

1. Dedication. There shall be required as part of the final plat submittal a statement of dedication of all streets, alleys, drainage detention basins and drainage ways, pedestrian/bicycle ways, equestrian trails and easements, and other easements for public use, including sanitation, utility, fire and other emergency related vehicles, executed by the person or persons holding title of record, by persons holding titles as vendees under land contract, by the spouse(s) of said parties, lien holders and all other parties having an interest in the property. If lands dedicated HAVE A LIEN HOLDER ~~are liened~~, the lien holder shall also sign the plat. Dedication shall include a written location by section, township and range of the tract. If the plat contains private streets, a public easement shall be reserved which shall include the right to install and maintain utilities in any approved private street, including refuse collection, fire and other emergency services.

2. Acknowledgment of Dedication. Execution of dedication shall be acknowledged and certified by a Notary Public.

F. Required Certification, Signatures, and Notes. Multiple notations are required to appear on a final plat. The notations that are standard on every final plat include, but are not limited to, the following:

1. Assurance statement, as follows:

Assurance Statement:

Assurance in the form of a \_\_\_\_\_, issued from \_\_\_\_\_ in the amount of \$\_\_\_\_\_ has been deposited with the Town Engineer to guarantee construction of the required subdivision improvements.

2. Conveyance and dedication statements, as follows:

Conveyance and Dedication:

Know all men by these presents that (owner's name), as owner, have subdivided (or re-subdivided) under the name of (name of subdivision), (add Section, Township and Range) of the Gila and Salt River Base and Meridian, Navajo County, Arizona as shown platted hereon, and hereby publishes this plat as and for the plat of said (subdivision name), and hereby declares that said plat sets forth the location and gives the dimensions of all lots, easements, tracts and streets constituting the same, and that each lot, tract and street shall be known by the number, letter and name given each respectively, and that (owner's name), as owner, hereby dedicates to the public for use as such the streets and hereby grants to the public the drainage and public utility easements as shown on said plat. In witness (owner's name), as owner, has hereunto caused its name to be signed and the same to be attested by the signature of (owner or designated signatory and title).

By: \_\_\_\_\_ Date: \_\_\_\_\_

Owner's Name and Title

3. Notary acknowledgment statement, as follows:

Notary Acknowledgment: State of Arizona )  
County of Navajo )

On this, the \_\_\_\_\_ day of \_\_\_\_\_, (year), before me the undersigned (title) personally appeared \_\_\_\_\_(Name)\_\_\_\_\_ who acknowledges that he/she executed the foregoing instrument for the purposes contained therein.

In witness whereof I hereunto set my hand and official seal.

\_\_\_\_\_ My Commission Expires  
Notary Public \_\_\_\_\_

4. Provision for water service, as follows:

Water Provider:

The \_\_\_\_\_ Water Company has agreed to serve this subdivision.

By: \_\_\_\_\_

(Title)

5. Provision for sanitary sewer service, as follows:

Pinetop-Lakeside Sanitary District:

The Pinetop-Lakeside Sanitary District has/has not agreed to serve this subdivision, and has/has not agreed to allow the subdivision to use an alternate sewage disposal method.

By: \_\_\_\_\_

District Manager

6. Town approval signature blocks, as follows:

~~Town Council~~ **COMMUNITY DEVELOPMENT DIRECTOR** Approval:

Approved by the COMMUNITY DEVELOPMENT DIRECTOR of Pinetop-Lakeside, Arizona, this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_ (year).

By: \_\_\_\_\_ Attest: \_\_\_\_\_

~~Mayor~~ ~~Town Clerk~~

Town Department Approvals:

This plat was approved by the Town Engineer ~~and the Director~~.

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

Town Engineer

By: \_\_\_\_\_ Date: \_\_\_\_\_

\_\_\_\_\_

~~Director~~

7. Surveyors certification, as follows:

Surveyors Certification:

This is to certify the survey and subdivision premises described and platted hereon were made under my direction, that the plat is correct and accurate, that the monuments shown hereon have been located or established as described and lot corners have been permanently set.

\_\_\_\_\_  
(Surveyor's name and registration number) (Stamp)

(Surveyor's address)

8. Covenants, conditions and restrictions (deed restriction) information, as follows:

Covenants, Codes and Restrictions for (name of subdivision) Pinetop-Lakeside, Arizona are recorded in (document recording number), Navajo County Records.

9. Typical notes, as follows:

Notes:

- benchmark information.
- basis of bearing information.

G. Final Plat Approval.

1. Upon approval of the improvement plans and final reports; letters from all involved utility companies approving the utility installation plans and confirming the availability of services; all required certifications from state and county agencies; ~~and receipt of a request for Town Council action from the Town Engineer; the Town Clerk shall place the plat on the agenda of a Council meeting, whereupon the Town Council shall approve or deny the plat.~~

2. If the ~~Town Council~~**DIRECTOR** approves the plat, the ~~Mayor~~**DIRECTOR** shall sign the plat ~~and the Town Clerk shall attest the Mayor's signature.~~

3. When the certificate of approval by the ~~Town Council~~**DIRECTOR** has been transcribed on the plat, the Director shall retain the recording copies until the Town Engineer certifies that the subdivision has been staked; the improvement plans and final reports have been approved; a computer closure of the plat has been received; recording fees submitted; that the subdivision improvement construction assurances are in the form and amount to the satisfaction of the Town Engineer and the Town Attorney, along with the Engineer's estimated cost of said improvements

has been received; and that any drainage or other restrictive covenants have been signed, notarized and received from the developer.

4. Approval of the final plat is valid for a period of twelve (12) months from the date of ~~Town Council~~ **THE DIRECTORS** approval. If the developer fails to provide the required material or perform the necessary work, as indicated in this section, within this twelve (12) month period, the final plat approval by ~~council~~ **THE DIRECTOR** shall become null and void. Any further action on said plat, after the expiration of the approval, shall require a complete re-submittal of the plat. (Ord. 15-392 § 1 (part))

#### 16.16.070 Stage 6 – Recordation of plat.

Upon receipt of the required material, documents, and fees, and performance of the necessary work as listed in Section [16.16.060](#), the Town shall then cause the final plat to be recorded in the Office of the County Recorder of Navajo County. (Ord. 15-392 § 1 (part))

#### 16.16.080 Replats.

A. Any division of a lot in a recorded subdivision, or any change in lot lines in a recorded subdivision, shall be processed in accordance with Section [16.16.060](#), after a pre-application conference with Town staff as provided in Section [16.16.020](#).

B. Any replat involving the dedication of land for a public street or any off-site public improvements shall comply with all procedures set forth in this chapter.

C. If the abandonment of a street, alley or public utility easement or other recorded easement in a previously recorded subdivision is necessary, either a replat or a certificate of correction, as determined by the Director, shall be processed concurrently with the abandonment and recorded immediately subsequent to the recordation of the abandonment. (Ord. 15-392 § 1 (part))

#### 16.16.090 Abandonment of recorded subdivision.

A. Pursuant to the provisions of A.R.S. § [28-7201](#) et seq., the abandonment of all or part of a recorded subdivision may be initiated by written petition to the Town Council. The petition shall be signed by all owners of real property in said subdivision requesting abandonment of all streets, alleys and easements within said subdivision and giving the legal description and recording information thereof.

B. Applications for the abandonment of a recorded subdivision are filed with the Director and referred for recommendation to the appropriate Town staff and utility companies. After Town Council approval of the abandonment of any streets, alleys and easements within the subdivision, and after Town Council approval of the abandonment resolution for the recorded subdivision, and after the abandonment

resolutions are recorded with the County Recorder's Office, the subdivision is removed from the official maps. (Ord. 15-392 § 1 (part))

#### 16.16.100 Condominium developments.

A. The application requirements, processing and approval regulations contained within this Ordinance shall apply to all condominium developments.

B. All condominium subdivisions shall comply with the provisions of this Ordinance and the Zoning Ordinance for the Town of Pinetop-Lakeside, and the location of building shown on the plat and the manner in which the airspace is to be divided in conveying the condominium shall be clearly defined and shall not violate any provision of this Ordinance.

C. In order for the condominium subdivision application to be considered complete, the applicant shall provide to the Town any plans, specifications, and/or analysis needed to show that the proposed condominium subdivision is in compliance with this Ordinance and the Zoning Ordinance for the Town of Pinetop-Lakeside, including but not limited to grading plans, site plans, floor plans, elevations, and landscape plans. (Ord. 15-392 § 1 (part))

#### 16.16.110 Minor land divisions – Lot splits.

A. The provisions in this section shall apply to any minor land division of improved or unimproved property, including a lot, parcel, tract, or combination thereof, for the purpose of financing, sale or lease, whether immediate or future, if one of the following conditions exists:

1. The division of land whose area is two and one-half (2-1/2) acres or less and is being divided into two (2) or three (3) tracts or parcels of land for the purpose of sale or lease.
2. The area of the property to be divided is greater than two and one-half (2-1/2) acres and requires the creation of a public or private street or easement to provide legal access to one (1) or more additional lots.
3. Any original lot, as defined by this ordinance, in a residential zone, not a part of a recorded subdivision plat, to be divided into two (2) or three (3) lots.
4. The division of land into more than two (2) parts, and when the boundaries of such property have been fixed by a recorded plat.

B. A minor land division does not include the adjustment of a property line, where land taken from one (1) lot is added to an adjacent lot, provided the proposed adjustment does not create a substandard lot. A

certificate of correction shall be required if the property line adjustment is for lots within a recorded subdivision plat.

C. An application for a minor land division shall be submitted to the Director prior to any deeds related to a minor land division with the Navajo County Recorder's office. The Town may approve minor land divisions administratively **BY ACTION OF THE DIRECTOR.**

D. Except where expressly modified or permitted by staff all minor land divisions shall be in general conformity with the design standards and principles outlined for subdivisions in Chapter [16.24](#). All lots created by a minor land division shall be designed to conform to existing zoning and the general plan.

E. If dedicated and/or public improvements are required for minor land divisions, the applicant shall be responsible for the preparation of a complete set of improvement plans, prepared by an Arizona-registered civil engineer, satisfactory to the Town Engineer for the construction of the required improvements. The plans shall be prepared in conjunction with the minor land division map and the requirements outlined in Chapter [16.28](#).

F. The minor land division map shall not be recorded, nor shall any improvement work commence, until the Town Engineer has approved the improvement plans.

G. No minor land division, which creates a substandard or nonconforming lot or structure, shall be approved ~~except by Council action.~~

H. If any improvements are required for the minor land division pursuant to regulations contained herein, no building permit for any lot created will be issued until such improvements are completed and the work accepted by the Town Engineer unless the developer provides construction assurance in a form acceptable to the Town Attorney as outlined in Chapter [16.28](#). (Ord. 15-392 § 1 (part))

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#### 16.28.030 Submittal requirements.

##### A. General.

1. It shall be the responsibility of the developer to have an Arizona-registered professional engineer, in the correct discipline, prepare a complete set of engineering plans and reports for construction of all required improvements and an Arizona-registered landscape architect prepare a complete set of landscape plans. All plans and reports submitted to the Town shall be stamped/sealed by the professional who prepared them. Such plans shall be based on the

approved preliminary plat and be prepared in conjunction with the final plat and in accordance with all applicable Town, county, or state standards.

2. All improvement plans for the subdivision, including the private/public utility plans, shall be submitted to/through the Town. All improvement plans submitted to the Town of Pinetop-Lakeside for approval must be submitted on twenty-four (24) by thirty-six (36) inch sheets of blue or black line paper prints. The scales chosen for plans shall be such that existing features, proposed construction and any other information to be provided will be depicted in a clear, uncluttered, understandable manner. Water system, sewer system and street paving improvements should be drawn at a horizontal scale of one (1) inch equals forty (40) feet and a vertical scale of one (1) inch equals four (4) feet, unless the Town Engineer, in conjunction with the water provider and Pinetop-Lakeside Sanitary District, approves the use of another scale. Plans for other purposes may require the use of a larger or smaller scale.

3. Water and sewer improvement plans may be submitted on the same set of plans but shall also show on the paving plans. A signature block for Arizona Department of Environmental Quality (ADEQ) shall be on the front page of the water and sewer improvement plans as well as the storm water pollution prevention plans (SWPPP).

4. Separate grading and drainage plans shall be submitted.

#### B. Improvement Plan Submittal Requirements.

1. Initial Submittal with Final Plat. The following sets of plans and reports along with the required fees shall be submitted to the Community Development Department:

- Improvement plan review fees (paid to Town and utility companies).
- Final plat review fee (paid to Town).
- ~~Ten (10)~~ **ONE (1) DIGITAL AND ONE (1) HARD copYies** of the final plat.
- ~~Ten (10)~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY sets** of water and sewer improvement plans.
- ~~Ten (10) sets~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of paving, grading, and drainage improvement plans.
- ~~Four (4) sets~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of landscape improvement plans.

- ~~Ten (10) sets~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of all dry utility improvement plans.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the final drainage report.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the final geotechnical report.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the final traffic report.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the boundary closure.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the subdivision deed restrictions or covenants, conditions and restrictions (CC&Rs), if any.

2. The final plat should be in final form showing all information including dedication statement, signature blocks, and other notations as necessary.

3. Subsequent submittals of improvement plans and reports will require that the redline check prints be submitted in addition to the same number of sets as in the initial submittal requirements.

4. An approval signature block shall be included on the front page of all improvement plans.

5. Final Submittal. The following information, documents and material shall be submitted to the Community Development Department:

- Two (2) copies of engineers cost estimate.
- Improvement plan mylar cover sheet.
- ~~Three (3) copies~~ **ONE (1) DIGITAL AND ONE (1) HARD COPY** of the final plat (paper prints).
- ~~Eleven (11) inch by seventeen (17) inch photo mechanical transfer (PMT) of the final plat.~~
- ~~Eleven (11) inch by seventeen (17) inch PMT of the final landscape plan.~~
- ALTA title report (current to the date of final plat recordation).
- Assurance of construction (refer to Section [16.28.050](#) for specifics).

- Utility companies approval and clearance letter.

6. Town Recordation Submittal. The following fees, documents and plans shall be submitted to the Community Development Department after the Town Engineer has approved the improvements plans and the Town Council has approved the final plat:

- Recording fees (for final plat and CC&Rs).
- One (1) original, signed, covenants, conditions and restrictions.
- One (1) photo mylar, (not ammonia process) for county records.
- One (1) mylar sepia, not less than three (3) mil, for Town records.
- One (1) mylar sepia, not less than three (3) mil, for Project Engineers' Records.
- Three (3) copies approved improvement plans (paper prints).

**16.28.040 Improvement plan review process.**

A. Copies of all plans shall be submitted to the Town and shall be distributed by the Town to the appropriate agencies and private/public utility companies. All fees for review of the plan(s), reports, and other submittals shall be paid by the developer. Design and/or review fees shall be paid to the respective utility companies per utility company policies.

B. The Town staff will review the submittal for accuracy, completeness, compliance with stipulations made by ~~the Commission or Council requirements~~ of the Development Review Committee, and **ALL REQUIREMENTS BY THE DIRECTOR FOR** conformance with all Town Codes.

C. Navopache Electric Cooperative (NEC) will commence the subdivision design work once the Town transmits one (1) set of the improvement plans to them and the developer has paid the design fee.

D. Marked up prints (redlines), including NEC's preliminary design plan, will be returned to the developer's engineer and landscape architect of record in an expeditious manner for corrections, additions, revisions and in the case of the NEC plan for conflict checks.

E. Subsequent submittals of the improvement plans and reports shall also include the latest redline set of plans/comments. It shall be the developer's responsibility to resubmit, through the Town, the NEC preliminary design plan after it has been checked by the developer's engineer for potential conflicts.

F. Within ninety (90) days from the date of ~~THE DIRECTORS Town Council~~ approval, and prior to the recording of the final plat and subdivision deed restrictions or CC&Rs, if any, the following items must be submitted:

1. A project approval letter, signed by the Town Engineer, stating that all of the subdivision improvement plans and reports have all been approved by the Town.
2. A project approval letter, signed by the Director, stating that any and all required agreements between the Town and developer have been executed.
3. A letter of agreement from the serving utilities stating the availability of utilities and the approval of improvement plans for the subdivision.
4. The required financial assurance for construction.

G. If the engineering plans have not been approved within ninety (90) days, solely due to reasons on the part of the developer, the ~~DIRECTOR Council~~ may require the final plat be resubmitted. (Ord. 15-392 § 1 (part))

**16.28.050 Assurances by developer.**

A. Agreement by Developer.

1. The subdivision improvements in an approved development may be constructed in practical increments in accordance with ~~THE DIRECTORS a Council~~ approved phasing plan subject to provisions for satisfactory drainage, traffic, circulation, utilities, landscaping and other elements of the total development plan.
2. The improvements shall be constructed in accordance with plans approved by the Town Engineer, state agencies and utility companies and shall be completed within an agreed upon specific time period.
3. The developer shall give adequate financial assurance for construction for each phase in accordance with this Ordinance and to the satisfaction of the Town Engineer and Town Attorney.
4. Once a construction permit has been issued for improvements under the financial assurance of construction, work shall proceed without interruption until the Town Engineer accepts the improvements.

5. Any work shown on approved plans that has been abandoned for a period of thirty (30) days or not completed by the developer in accordance with an agreed upon time period, may be completed by the Town which may recover the construction costs from the developer.

6. When in the opinion of the Town and the developer it is in the best interest of both parties to delay installation of development required improvements to coincide with adjacent work, the ~~DIRECTOR Town Council~~ may elect to accept payment of the estimated cost of said improvements in-lieu of construction by the developer. The timing of this payment will be specified in **THE DIRECTORS** ~~a Council~~ approved phasing plan.

B. Financial Assurances of Construction.

1. The ~~Town Council~~**DIRECTOR** shall require that the applicant provide cash, a performance bond from a corporate surety licensed to do business as a surety in Arizona, an irrevocable letter of credit, or funds in escrow at the time of application for final subdivision approval in the amount sufficient to secure to the Town the satisfactory construction, installation, and dedication of the required improvements. The amount of the financial guarantee shall be no less than one hundred twenty (120%) percent and no more than one hundred fifty (150%) percent of the cost of the installation and materials necessary to complete the subdivision, depending on conditions.

2. Such financial guarantee shall comply with all statutory requirements and shall be satisfactory to the Town Attorney as to form, sufficiency, and manner of execution, as set forth in this Ordinance. The periods within which required improvements must be completed shall be incorporated in the financial guarantee and shall not, in any event, exceed two (2) years from the date of final approval. The Town shall require that ten (10%) percent of the gross total cost of public improvements be retained by the Town for the duration of the warranty period which begins from the date of acceptance of said improvements by the ~~Town Council~~ **DIRECTOR**.

3. Whenever it is deemed appropriate or necessary by the Town Engineer and the **DIRECTOR** ~~Town Council~~ to defer, for an additional two (2) year period, the construction of any required public improvements, because of incompatible grades, future planning, inadequate or lack of connecting facilities, or for other suitable reasons, the developer shall provide renewed assurances based on updated costs as determined by the Town Engineer to secure completion of the required public improvements. (Ord. 15-392 § 1 (part))

**16.32.050 Minor land division application procedures.**

The division of land into two (2) or three (3) parcels and under those special conditions described in Section [16.32.030](#) requires the approval of a minor land division application and permit.

A. An application for a minor land division shall be submitted to the Community Development Department and approved prior to filing any deeds related to a minor land division with the Navajo County Recorder.

B. An application fee as established by special resolution shall be paid at the time of filing an application. The fee is nonrefundable and is to cover the costs of processing the application.

C. Application Requirements. Each application shall include a scaled map of the original lot as legally recorded by the Navajo County Recorder and the lots proposed to be created. The map does not have to be prepared by a registered engineer or surveyor but must contain sufficient data to determine the approximate boundaries and areas of all proposed lots. At a minimum the map shall include the following:

1. Boundaries of the original lot or parcel and assessor's number(s) as identified from the Town parcel map.
2. Any other lots created from the original lot.
3. Approximate locations of all known dedications and easements.
4. Approximate location of all existing structures on the original lot.
5. Approximate setbacks of all existing structures from proposed lot lines.
6. Right-of-way dedications and easements.
7. Area in square feet and in acreage of each proposed lot.
8. Township, range, section number and north arrow for the original lot.
9. Documentation such as a recorded survey, preliminary title report, or other suitable information to verify that access exists from all created lots to an approved public right-of-way.

D. The applicant shall execute and record with Navajo County all proposed or required public or private dedications shown on an approved plan as a condition of approval by submission of a recorded survey sealed by a registered Arizona land surveyor. Easements shall be recorded in a form subject to approval by the **DIRECTOR Administrator**.

E. Application review and comment by all applicable public or private service providers as deemed necessary by the **DIRECTOR Administrator**, including but not limited to fire districts, electric, sanitary district, water, etc. Failure to obtain approval of serviceability from any provider shall not restrict the Planning and Zoning Department from issuing a minor land division permit.

F. Any minor land division utilizing a private street or easement for vehicular ingress and egress shall submit and record an approved maintenance agreement.

G. Documentation indicating access to a dedicated Town street, either through a preliminary title report from a licensed title company or other suitable information sufficient for the **DIRECTOR Administrator** to verify that access exists. (Ord. 15-392 § 1 (part): Ord. 98-156 § 1 (part))

**16.32.060 Review, approval and appeal procedures.**

The **DIRECTOR Administrator** shall review the application, map, and other pertinent information for completeness and accuracy in accordance with the following guidelines:

A. An application shall be filed prior to approval of a minor land division request. The applicant may request a meeting with a staff person to review the requirements and standards for a lot division prior to submission of the application. The **DIRECTOR Administrator** shall either approve, approve with conditions, or deny the application within ten (10) working days from acceptance of a complete application. If denied, the **DIRECTOR Administrator** shall state the specific reasons for denial and the procedure for correcting the deficiency.

B. The application may be resubmitted with corrections within ten (10) days with no further fee.

C. If an applicant believes an application for a minor land division has been improperly denied by the **DIRECTOR Administrator**, the decision may be appealed. Any appeal to the Board of Adjustment shall be filed in writing within ten (10) days of the **DIRECTOR'S Administrator's** decision. The decision of the Board of Adjustment shall be final unless the applicant files a request for review with the Superior Court. (Ord. 15-392 § 1 (part): Ord. 98-156 § 1 (part))





<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.7</b>
<b>Subject:</b>	Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-489, Amending Town Code Title 17, Site Plans in Accordance to House Bill 2447.		



<h2 style="margin: 0;">TOWN OF PINETOP-LAKESIDE COUNCIL DECISION REQUEST (CDR)</h2>
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<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.7</b>
<b>Subject:</b>	Public Hearing, Discussion and Possible Legal Action of Ordinance No. 26-489, Amending Town Code Title 17, Chapter 1784, Site Plan and Plot Plan Review and Approval to Comply with HB2447.		
<b>Department/Presenter:</b>	Kristi Salskov, MMC, CPM, Town Manager		
<b>Type of Action Requested:</b>	<input checked="" type="checkbox"/> Formal Action/Motion <input checked="" type="checkbox"/> Public Hearing <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Resolution		

**PURPOSE:**

In 2025, the Arizona Legislature adopted House Bill 2247, which amended state law to require cities and towns to authorize administrative approval of site plans and certain development applications without a mandatory public hearing, provided the application meets all applicable, objective code requirements.

**The intent of the legislation is to:**

- Improve efficiency in the development review process
- Reduce unnecessary procedural delays
- Provide predictability and consistency for applicants
- Ensure decisions are based on objective, adopted standards rather than subjective interpretation

State law now requires municipalities to amend their local codes accordingly.

**KEY POINTS FOR CLARITY**

**What This Ordinance Does**

- Authorizes designated Town staff to review and approve site plans administratively
- Applies only to applications that fully comply with the Town’s adopted, objective code standards
- Aligns the Town Code with state law requirements

**What This Ordinance Does Not Do**

- Does **not** eliminate transparency
- Does **not** remove Town Council oversight
- Does **not** prevent public discussion
- Does **not** allow staff to impose requirements outside the Town Code

## **PUBLIC INPUT AND TRANSPARENCY**

The Town has heard concerns from community members that administrative review may limit opportunities for public input. While House Bill 2247 removes the **requirement** for a public hearing for site plan review, it does **not prohibit** public discussion or informational review.

To remain open and transparent:

- Site plans may be placed on a Town Council agenda as informational items
- This allows:
  - Public visibility of proposed projects
  - Questions and discussion
  - Citizen comments under the Town's standard public comment rules (up to five minutes per speaker)
- No formal action is taken during informational items, keeping the Town fully compliant with state law

This approach balances compliance with state law while preserving opportunities for community engagement and public trust.

## **LIMITS OF TOWN AUTHORITY**

- The Town may only require what is expressly authorized in the adopted Town Code
- All site plan standards must be objective, meaning:
  - Not influenced by personal interpretation, taste, or opinion
  - Verifiable by reference to adopted benchmarks, standards, or criteria
- Standards must be applied fairly and consistently to all applicants

The Town may not impose additional conditions or requirements outside the scope of the Town Code.

## **SUMMARY OF CODE AMENDMENTS**

The proposed ordinance:

- Updates Town Code Title 17 to authorize administrative site plan review
- Removes mandatory public hearing requirements where prohibited by state law
- Retains public hearing requirements for historic properties and districts
- Clarifies roles and responsibilities for staff review
- Maintains consistency with other development review procedures

These amendments modernize the Town's review process while maintaining safety, fairness, and accountability.

H.B. 2447

9-500.49. Administrative review and approval; self-certification program; expedited approval; applicability; definitions

A. Notwithstanding any other law, the legislative body of a city or town shall by ordinance do the following:

1. Authorize administrative personnel to review and approve site plans, development plans, land divisions, lot line adjustments, lot ties, preliminary plats, final plats and plat amendments without a public hearing.
2. Authorize administrative personnel to review and approve design review plans based on objective standards without a public hearing.
3. Allow at-risk submittals for certain on-site preliminary grading and drainage work or infrastructure.
4. Allow applicants with a history of compliance with building codes and regulations to be eligible for expedited permit review.

B. Notwithstanding any other law, the legislative body of a city or town may by ordinance adopt a self-certification program allowing registered architects and professional engineers to certify and be responsible for compliance with all applicable ordinances and construction standards for projects that the ordinance identifies as being qualified for self-certification.

C. Applications for a license pursuant to this section are subject to chapter 7, article 4 of this title.

D. This section does not apply to any of the following:

1. Land in an area that is designated as a district of historical significance pursuant to section 9-462.01, subsection A, paragraph 10.
2. Land in an area that is designated as historic on the national register of historic places.
3. Land in an area that is designated historic by a local government.

E. For the purposes of this section:

1. "License" has the same meaning prescribed in section 9-831.
2. "Objective" means not influenced by personal interpretation, taste or feelings of a municipal employee and verifiable by reference to an adopted benchmark, standard or criterion available and knowable by the applicant or proponent.

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**RECOMMENDATION:**

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Town Staff recommends Town Council to approve Ordinance No. 26-489, amending Town Code Title 17, Chapter 17.84, Site Plan and Plot Plan review and approval to comply with HB2447.

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**FINANCIAL ANALYSIS:**

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There is no direct fiscal impact associated with the adoption of this ordinance.

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**ALTERNATIVES**

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1. Adopt the ordinance as presented.
2. Continue the item and provide direction to staff for revisions.
3. Take no action (note: this would leave the Town out of compliance with state law)

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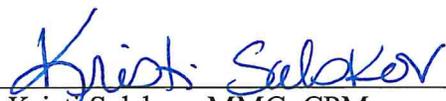
**RECOMMENDED MOTION:**

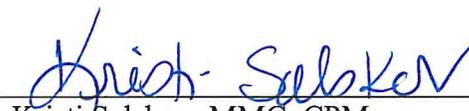
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*I move to adopt Ordinance No. 26-489 amending Town Code Title 17, Chapter 17.84, Site Plan and Plot Plan review and approval, to comply with HB 2447 and authorize administrative review and approval of site plans in accordance with state law.*

Recommended by:

Reviewed and Approved by:

  
\_\_\_\_\_  
Kristi Salskov, MMC, CPM,  
Town Manager

  
\_\_\_\_\_  
Kristi Salskov, MMC, CPM,  
Town Manager

**TOWN OF PINETOP-LAKESIDE**

**ORDINANCE NO. 26-489**

**AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA, AMENDING TOWN CODE TITLE 17, CHAPTER 17.84, SITE PLAN AND PLOT PLAN REVIEW AND APPROVAL AND CHAPTER 17.88 COMMISSION POWERS, TO COMPLY WITH HOUSE BILL 2447 AND ARIZONA REVISED STATUTES § 9-500.49; AUTHORIZING ADMINISTRATIVE REVIEW AND APPROVAL OF SITE PLANS BASED ON OBJECTIVE STANDARDS WITHOUT A MANDATORY PUBLIC HEARING; PRESERVING PUBLIC HEARING REQUIREMENTS FOR HISTORIC PROPERTIES; PROVIDING FOR TRANSPARENCY AND FAIR APPLICATION; AND ESTABLISHING AN EFFECTIVE DATE.**

**WHEREAS**, in 2025, the Arizona Legislature adopted House Bill 2447, codified in part at A.R.S. § 9-500.49, requiring cities and towns to authorize administrative review and approval of site plans and certain development applications without a mandatory public hearing when such applications comply with adopted, objective standards; and

**WHEREAS**, State law requires municipalities to amend local zoning and development codes to align with these requirements; and

**WHEREAS**, the Town of Pinetop-Lakeside desires to comply with state law while maintaining transparency, fairness, and consistent application of its adopted development standards; and

**WHEREAS**, A.R.S. § 9-500.49 expressly preserves public hearing requirements for properties located within designated historic districts or areas of historical significance; and

**WHEREAS**, the Town Council finds that these amendments modernize the site plan review process, improve efficiency, and ensure decisions are based on objective criteria rather than subjective interpretation and still preserve the opportunity for public input.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF PINETOP-LAKESIDE, ARIZONA:**

**SECTION 1.**

**ADOPTION BY REFERENCE**

Pursuant to A.R.S. §9-802, the Town hereby adopts amendments of Town Code Title 17, Chapter 17.84, Site Plan and Plot Plan Review and Approval, and Chapter 17.88 Commission Powers as set forth in “Exhibit A”, a copy of which is on file with the Town Clerk of the Town of Pinetop-Lakeside, Arizona, located at 325 W. White Mountain Blvd, Lakeside, AZ 85929.

**SECTION 2.**

**ADMINISTRATIVE REVIEW AUTHORITY**

A. Designated Town administrative personnel are authorized to review and approve site plans and related development applications administratively and without a mandatory public hearing, as required by A.R.S. § 9-500.49.

B. Administrative review and approval shall be based solely on compliance with objective, adopted standards contained in the Town Code.

C. The Town shall not impose conditions, requirements, or standards that are not expressly authorized by the adopted Town Code.

**SECTION 3.**

**PUBLIC INPUT AND TRANSPARENCY**

A. Nothing in this Ordinance prohibits site plans from being presented to the Town Council as informational agenda items.

B. Informational agenda items may allow public visibility, questions, and public comment in accordance with Town Council agenda rules; however, no formal action shall be taken by the Town Council on such items.

C. This provision is intended to promote transparency and public understanding while maintaining compliance with state law.

## **SECTION 4.**

### **HISTORIC PROPERTIES AND DISTRICTS**

A. This Ordinance does not apply to site plans involving:

1. Land designated as a district of historical significance pursuant to A.R.S. § 9-462.01(A)(10).
2. Land listed on the National Register of Historic Places; or
3. Land designated as historic by the Town of Pinetop-Lakeside.

B. Site plans involving such properties shall continue to require public hearings and review in accordance with applicable law and Town Code provisions.

## **SECTION 5.**

### **FAIR AND CONSISTENT APPLICATION**

All site plan standards and procedures shall be applied fairly, uniformly, and consistently to all applicants. No site plan shall be approved or denied based on criteria outside the adopted Town Code.

## **SECTION 6.**

### **SEVERABILITY**

If any section, subsection, sentence, clause, or phrase of this Ordinance is held invalid or unconstitutional by a court of competent jurisdiction, such decision shall not affect the validity of the remaining portions of the Ordinance.

## **SECTION 7.**

### **EFFECTIVE DATE**

This Ordinance shall become effective thirty (30) days after adoption, in accordance with Arizona law.

**PASSED AND ADOPTED** by the Mayor and Town Council of the Town of Pinetop-Lakeside, Arizona, this 19<sup>th</sup> day of February 2026.

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Stephanie Irwin,  
Mayor

ATTEST:

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Mackenzie Valichnac, CMC  
Interim Town Clerk

*William J. Sims*  
\_\_\_\_\_  
William J. Sims III,  
Town Attorney

EXHIBIT A

Town Code Title 17, Chapter 17.84 SITE PLAN AND PLOT PLAN REVIEW  
AND APPROVAL and Chapter 17.88 COMMISSION POWERS

Amendments to Comply with HB 2447 (Amendments in Bold and strikethrough  
for deletions)

**17.84.050 Conceptual site plan submittal requirements.**

A. Conceptual Site Plan. A conceptual site plan should be drawn at a scale no smaller than one hundred (100) feet to one (1) inch and should include the following:

1. Accurate lot dimensions, including lot width, length, and area calculations.
2. Parking areas accurately depicting location, size, and number.
3. Location and dimensions of all structures, including height, and area setbacks.
4. Location, type, and dimensions of proposed signage.
5. Data on any relevant existing site conditions such as physical characteristics, adjacent land uses, community facilities, and public or private utilities as required by the Director.
6. Design Information. Sufficient information regarding architectural design, building materials, landscaping, fencing and/or walls sufficient to permit the Director ~~or Commission~~ to provide a preliminary evaluation of the plan.
7. Location of environmentally sensitive areas, including watercourses, floodplains, wetlands, natural habitat, and major trees or major groups of trees. (Ord. 18-409 § 1 (part): Ord. 15-393 § 1 (part): Ord. 13-369 § 2 (Exh. A)(part))

**17.84.080 Site plan applications.**

A. Application. A completed application shall be filed with the Community Development Department on the prescribed form/format accompanied by the items set forth in subsection C of this section, and other relevant information as may be required by the Director to show enough detail of the proposed use(s) and/or building(s).

B. Application Fee. The application fee, as established by Town resolution, is required at the time of application submittal.

C. Site Plan. Plans shall be submitted to the Community Development Department: for the purposes of a staff review, ~~six (6)~~ **ONE (1) DIGITAL AND ONE HARD** ~~copies~~ **COPY**, ~~and for a Planning and Zoning Commission site plan review, twelve (12) copies.~~ The following information should be included on the site plan:

**17.84.090 Site plan review process and approval.**

Applications for site plan approval will be reviewed and approved according to the following procedures:

A. Site Plan Procedures for Staff Review.

1. All plans and specifications for site plan approval shall be submitted by the applicant and either accepted or denied by the Director for the review process. Applicants will receive initial notification of the status within five (5) working days of receiving any accepted application. Submittal requests satisfying the requirements of Section 17.84.080 will be promptly processed.
2. Written comments from other reviewing agencies and/or letters of serviceability from private or public utilities will be requested. The Director will make a final determination regarding the site plan's completeness, as well as conformity with the General Plan and these zoning regulations, within fifteen (15) days.
3. If deficiencies are reported, the Director will issue a letter describing the deficiencies which require correction before final approval. If no deficiencies are reported, the site plan will be approved and notice of action will be sent to the applicant. A building permit may be issued pursuant to other Town codes.

B. Site Plan Procedures for Planning and Zoning Commission Review.

~~1. When the Director deems necessary the application may be submitted to the Commission. Applicants will receive prompt notification of the status of an application.~~ **ANY OF THE FOLLOWING CONDITIONS ARE PRESENT THE SITE PLAN SHALL BE FORWARDED TO THE PLANNING AND ZONING COMMISSION.**

- A. LAND IN AN AREA THAT IS DESIGNATED AS A DISTRICT OF HISTORICAL SIGNIFICANCE PURSUANT TO SECTION 9-462.01, SUBSECTION A, PARAGRAPH 10.
- B. LAND IN AN AREA THAT IS DESIGNATED AS HISTORIC ON THE NATIONAL REGISTER OF HISTORIC PLACES.
- C. LAND IN AN AREA THAT IS DESIGNATED HISTORIC BY A LOCAL GOVERNMENT.

Submittal requests satisfying the requirements of Section 17.84.080 will be promptly processed.

2. A Planning and Zoning Commission meeting should be promptly scheduled for either a regular or special meeting.

3. The Planning and Zoning Commission should (a) approve, (b) approve subject to conditions, or (c) deny the site plan. (Ord. 18-409 § 1 (part); Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

**17.84.140 Site plan appeals.**

Appeals shall be in writing and filed with the Town Clerk within ten (10) calendar days from the date of the Director's or Commission's action **IN THE CASE OF COMMISSION REVIEW OF SITE PLANS PURSUANT TO TOWN CODE SECTION 17.84.090**. The Board of Adjustment should consider such appeals within forty-five (45) days from the date of filing the appeal. (Ord. 18-409 § 1 (part); Ord. 15-393 § 1 (part); Ord. 13-369 § 2 (Exh. A)(part))

**17.88.050 DIRECTOR powers.**

A. ~~The Planning and Zoning Commission~~ **DIRECTOR** shall have the power to approve, conditionally approve, or disapprove all applications for design review **BASED ON OBJECTIVE STANDARDS WITHOUT A PUBLIC HEARING**. Approval shall be valid for a period of one (1) year from the date of approval by the ~~Commission or the Town Council~~ **DIRECTOR**. Applications ~~which~~ **THAT** have been disapproved by the ~~Commission or the Town Council~~ **DIRECTOR** may be reconsidered by the ~~Commission~~ **DIRECTOR** upon resubmittal by the applicant. Extensions to the one (1) year may be granted by the ~~Planning and Zoning Commission~~ **DIRECTOR** provided such extension is requested prior to the date of expiration.

B. ~~The Community Development Director shall have the same powers of the Commission in regard to buildings and structures and signs. If there are problems that cannot be resolved between the Director and the applicant, the matter may be referred to the Commission.~~ (Ord. 18-410 § 1 (part); Ord. 15-393 § 1 (part); Ord. 13-367 § 2; Ord. 01-192; Ord. 90-82 § (1)(1907). Formerly 17.88.070)



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.8</b>
<b>Subject:</b>	Financial Overview and Status of Multiple Public Works Projects.		

**NO MATERIAL FOR THIS ITEM.**



<b>Meeting Date:</b>	February 19, 2026	<b>Agenda Item #:</b>	<b>D.9</b>
<b>Subject:</b>	Town Manager Monthly Report		

**NO MATERIAL FOR THIS ITEM.**