



TOWN COUNCIL REGULAR MEETING

Wednesday, April 17, 2024 at 6:00 pm

**Springerville Town Council Chambers - 418 E. Main St. Springerville, AZ
85938**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville Town Council and to the general public that the Council will hold a meeting open to the public at the Springerville Town Hall, 418 East Main Street, Springerville, Arizona. The Town Council reserves the right to adjourn into Executive Session in accordance with Arizona Revised Statutes Section 38-431.03 (A)(1)(3)(4) and (7) for legal consultation on any of the following agenda items.

TOWN COUNCIL MEETING: 6:00 P.M.

- 1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:**
- 2. INVOCATION:**
- 3. ROLL CALL:**

Members of the Town Council or Legal Counsel that are unable to be present in person at a scheduled Council meeting, may participate in the meeting by telephone or video conference.

- 4. PUBLIC PARTICIPATION:**

This portion of the agenda is set aside for the public to address the Council regarding items, whether they are listed on the agenda for discussion or not. However, the Council cannot engage in discussion regarding any item that is not officially listed on the agenda for discussion and/or action (A.R.S. §38-431.02(H).) Comments are limited to a 3 minute time period.

- 5. COUNCIL, MANAGER AND STAFF REPORTS:**

Summary reports will be given on the items listed and no action will be taken on any matters mentioned in the summary unless listed in the agenda. (A.R.S. 38.431.02(k)

- a. Mayor & Council Reports: Summary Updates on committee meetings.**
- b. Staff Reports: Summary Updates**
- c. Manager Tim Rasmussen: Summary Updates & presentation(s)**

- 6. CONSENT ITEMS:**

- a. Consider approval of the March 20, 2023 Regular Council Meeting Minutes.**
- b. Consider ratification and approval of the accounts payable register from March 13, 2024 through April 9, 2024.**

7. PUBLIC HEARING: Pickleball court

Discussion and possible action to enter into a public hearing to take Council and public comment on the use of AZ State Parks and Trails grant for a pickleball court at Pioneer Park.

8. PRESENTATION: Round Valley Pool Committee

Presentation, update, and proposal for partnership from the Round Valley Pool Committee. Presentations shall not exceed 10 minutes.

OLD BUSINESS

9. NEW TOWN LOGO:

Discussion and possible action to approve a new Town logo.

10. 760 AIRPORT ROAD:

Discussion and possible direction regarding the Town-owned property at 760 West Airport Road.

NEW BUSINESS

11. ROUND VALLEY RODEO JR. TOURISM TAX FUND REQUEST:

Discussion and possible action regarding the Tourism Tax Fund request in the amount of \$750 to the Round Valley Rodeo Jr.

12. ROUND VALLEY RODEO TOURISM TAX FUND REQUEST:

Discussion and possible action regarding the tourism tax fund request in the amount of \$750 by the Round Valley Rodeo.

13. WHITE MOUNTAIN UTV EXPERIENCE TOURISM TAX FUND REQUEST:

Discussion and possible action regarding the Tourism Tax Fund request in the amount of \$750 for the White Mountain UTV Experience.

14. AZ ALPINE TRAIL TOURISM TAX FUND REQUEST:

Discussion and possible action on the request from the AZ Alpine Trail for Tourism Tax in the amount of \$2,000.

15. AZ DEPARTMENT OF HOUSING AGREEMENT:

Discussion and possible action regarding the proposed agreement between the Town of Springerville and the AZ Department of Housing regarding inspection services for manufactured and factory built buildings.

16. FIRST ADDENDUM TO THE EAGAR/SPRINGERVILLE IGA POLICE AND FIRE:

Discussion and possible action on the first addendum to the January 24, 2023, Intergovernmental Agreement for Police and Fire services between the Towns of Eagar and Springerville regarding animal control matters.

17. ORDINANCE 2024-001: FIRST READING

Discussion and possible first reading of Ordinance 2024-001

An ordinance of the Mayor and Town Council of the Town of Springerville, AZ Amending Title 6, "Animals" of the Town of Springerville Town Code; providing for severability, providing penalties for violations, and establishing an effective date.

18. EMPLOYEE MANUAL UPDATE:

Discussion and possible action regarding the proposed updates to the employee manual.

19. PROCLAMATION FAIR HOUSING MONTH:

Discussion and possible action to proclaim April 2024 Fair Housing Month in the Town of Springerville.

20. UTILITY EASEMENTS:

Discussion regarding the utility easement issues for purposes of accessing town meters and water/sewer lines.

21. LETTER OF REPRESENTATION A. WRYE:

Discussion and possible action regarding the letter from an attorney for A. Wrye. Council may go into executive session pursuant to A.R.S § 38-431.03 (A) (3) .

22. ADJOURNMENT:

Submitted by: _____

Posted by: _____

Members of the public who only want to provide written comments can express their comments by emailing the Town Clerk at kmiller@springervilleaz.gov to be read or summarized during the call to the public. All comments must be submitted by 12:00 p.m. on the day of the meeting.

Americans with Disabilities Act (A.D.A.): The Town of Springerville intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the Town Clerk at (928) 333-2656 ext. 224 forty-eight (48) hours prior to the meeting to arrange necessary accommodations.



Town Council Agenda Staff Report

**COMMUNITY SERVICES DEPARTMENT REPORT
April, 2024**

March was a very busy month for the Community Services Department.

Our Easter Luncheon was well attended to include youth from the Legacy Leadership Club, who came to visit with the seniors and present them with Easter bags. The chicken fried steak dinner was very popular and our kitchen staff pulled it off like champs!

March for Meals was on Saturday, March 30th. We had 51 people who walked and another 12 who came to help out in other ways. The march raised \$9,632.00 which will go towards the cost of our senior meal programs. We are so grateful to everyone who donated, walked, volunteered or helped out in other ways. We plan to hold this event each year going forward and look forward to having even more participants.

We are about to wrap up our BINGOSIZE class, with Monday, April 8th being the last day. This has been a fun program and the seniors have really enjoyed it. We hope to plan another session this year.

The financial literacy program through the U of A has reached it's final week as well and we plan to partner with them again soon, to plan another round of classes.

We took 15 seniors to the Renaissance Festival on March 23rd. Once again, they really enjoyed the trip and the turkey legs!

We will be taking a group of seniors to Glenwood and Silver City on April 20th and we have a trip planned to the raceway in Show Low, for May.

UPCOMING:

April 15-16 – NACOG Meetings in Flagstaff

May 1st – June 5th – Weekly Gardening Workshops

March Community Assistance and Senior Services Counts:

Senior & Meal Services		Low Income Assistance Services	
Congregate Meals	373	Food Commodity Box (households)	423
Home Delivered Meals	392	Food Cards	18
Long Term Care Meals	24	Bus Pass	2
Indigent Meals	40	Fuel Cards	15
HEAD START Meals served	1257	Utility Assistance	46
Total Meals Served	2086		
Senior Equipment	1	Electric Deposits/Rental Assistance	1
Transportation Units	249	Appliance Repair/Replace	1
Volunteer Hours	114	Senior Food Boxes	127

Nutrition Education Program

Location	Age Group	Curriculum	# Participants	# Classes
Senior Center	Seniors	Nut Ed/ Food Demo	10	1
RV Elementary	4 th grade	Cooking Matters	80	8
RV Pre-School	Pre K	Color Me Healthy	24	2



Town Council Agenda Staff Report

Round Valley Community Services & Senior Center

Senior News

Robin Aguero, Director

356 S. Papago St., Springerville, AZ

928-333-2516



You're Invited Food, Fun & Friendship

With the changing of the seasons comes a renewed sense of vitality and opportunity, and here at the Round Valley Community Services & Senior Center, we are delighted to usher in the spirit of Spring with open arms.

This season, we are excited to continue offering classes and activities tailored to inspire, educate and engage our community members of all interests and abilities. From workshops to wellness presentations, creative art classes and fun food demonstrations, there's something for everyone to discover and enjoy as we embrace the joys of springtime together.

We are grateful for our dedicated staff and volunteers who continue to show up without fail to serve our seniors and community members.

As we embrace the spirit of renewal and growth this Spring, let us be a place that inspires you to try something new! We look forward to sharing this exciting season with each and every one of you.

If you haven't taken advantage of our Field Trips, be sure to look at the schedule to see if there is somewhere you'd like to go. If you have suggestions, we'd love to hear them. Be sure to sign up early for trips as they tend to fill up quickly!

Hoping this welcomed sun brightens your day as, we as a team, strive to do the same for you!

Robin Aguero, Community Services Director



Come Join Us!

ART CLASS

Thursday, April 25th

9:00 am se Call

to RSVP

928-333-2516

April
SHOWERS
BRING
May
FLOWERS



Town Council Agenda Staff Report



National Peanut Butter & Jelly Day is celebrated April 2nd

Peanut butter and jelly sandwiches are among America's favorite sandwiches! PB&Js can make you feel full and helps you build muscle! Did you know that

94% of Americans keep at least one jar of peanut butter at home? In WWII, troops were given peanut butter to sustain, they added jelly to make it more palatable. Upon their return home, G.I. helped popularize this duo! The average American will eat 1,500 peanut butter and jelly sandwiches before they turn 18. I hope you enjoy the recipes in this issue that highlight the age-old favorites, Peanut butter, and jelly!

Grilled Peanut Butter and Jelly Sandwich

A new Spin on a classic!

Ingredients

- 8 slices hearty wheat sandwich bread
- 8 tablespoons creamy peanut butter
- 4 tablespoons jelly or jam
- 8 teaspoons Cinnamon Sugar buttery spread.



Directions

1. Spread 2 tablespoons peanut butter on 1 slice of bread.
2. Spread 1 tablespoon jelly onto another slice of bread, place on top of peanut butter, jelly side down.
3. Spread 1 teaspoon cinnamon sugar butter on each slice of bread (outside)
4. In a warm skillet or griddle, cook, turning once, 4-6 minutes or until golden brown. Serves 4

Reprinted from: <https://www.landolakes.com/recipe/21330/grilled-peanut-butter-jelly-sandwich/>

Peanutty Stew

A spicy and savory one pot dish that the whole family will enjoy. Add some cayenne pepper for an extra kick. Try adding chopped cilantro, red and green peppers, raisins for a flavor boost.



Ingredients

- 1 cup brown rice (instant)
- 2 cups chicken broth (reduced sodium)
- 1/3 tablespoon dehydrated onion (minced)
- 1/2 teaspoon garlic powder
- 1/2 teaspoon ginger (ground)
- 1/8 cup red pepper (optional)
- 1 sweet potato (2 cups, peeled and diced)
- 1 can tomatoes (diced, 14.5 ounces, with liquid)
- 1/2 teaspoon salt (optional)
- 1/2 cup peanut butter (creamy, reduced fat)
- 1 1/4 cups milk (non-fat)
- 3 cups baby spinach (coarsely chopped)
- 1/4 cup peanuts (roasted, chopped)
- green onion (optional, thinly sliced for garnish)

Directions

1. Combine first 9 ingredients in a soup pot. Bring to boil, then turn down to medium low, cover and simmer for 10 minutes.
2. Stir in peanut butter and milk. Return to gentle simmer and cook uncovered for 5 minutes.
3. Stir in spinach and cook until wilted, 2 to 3 minutes. Remove from heat.
4. Ladle stew into bowls and top with peanuts and green onion, if desired. Serves 8.

Reprinted from: <https://www.myplate.gov/recipes/supplemental-nutritionassistance-program-snap/peanutty-stew>

Peanut Butter and Apple Wrap

Quick, filling, and delicious, these wraps can be made in a flash and enjoyed right away or packed for snacks and on-the-go.



Ingredients

- 1 whole wheat tortilla (8 inch)
- 1/4 cup peanut butter- reduced fat.
- 2 tablespoons granola cereal
- 1/2 apple, sliced (suggest Red Delicious apple, but any apple would work)

Directions

1. Lay tortilla flat and spread peanut butter over 2/3 of the tortilla leaving edges at sides
2. Sprinkle 2 Tablespoons granola over peanut butter.
3. Cut apple slices into small chunks and place them on top of the granola.
4. Fold over the edges of the tortilla and roll up "burrito style"
5. Eat and Enjoy. Makes 2.

Reprint from: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/peanut-butter-and-apple-wraps>

Honey Milk Balls

Honey milk balls make a great afternoon snack – packed with protein and calcium. They taste like a treat, so be sure to save a few for yourself.



Ingredients

- 1/4 cup honey
- 1/4 cup peanut butter
- 1/2 cup dry milk, non-fat
- 1/2 cup cereal (crushed)

Directions

1. Mix honey and peanut butter.
2. Gradually add dry milk and mix well.
3. Chill for easier handling.
4. With greased hands, form into small balls.
5. Roll in crushed cereal flakes.
6. Chill until firm.
7. Refrigerate leftovers within 2 hours. Makes 20

Reprinted from: <https://www.myplate.gov/recipes/supplemental-nutrition-assistance-program-snap/honey-milk-balls>

Lil Smokies

This recipe is great for dinner at home or a potluck. The combination of flavors will leave people asking for the recipe. For a spin, try using this sauce with meatball instead of sausage.



Ingredients

- 1 (12 ounce) bottle chili sauce
- 1 cup grape jelly
- 1 3lb Little Smokies sausage (cocktail sausages)

Directions

1. Mix all ingredients.
2. Cook in crockpot for one hour, on stove top for 30 minutes or until the sauce reaches desired thickness.

Reprinted from: <https://www.food.com/recipe/lil-smokies-50004>



Town Council Agenda Staff Report



Glenwood & Silver City

Saturday, April 20th, 2024

Thunder Raceway, Monster Truck Event

Friday, May 31st

Laughlin - SPRING '24

Contact Brian for details: 928-245-2528



Local Transportation available throughout **Springerville** and **Eagar**

Monday - Thursday
8:00 am - 2:00 pm

Wheel Chair Accessible

Requested Donation: \$2.50/ One Way \$5.00/ RT

Show Low : 1st and 3rd Fridays
\$15 Charge for Round Trip
Or Bus Pass required.

Call 24 hours in advance: 928-245-2528

MEALS ON WHEELS

(928) 333-2516

Do you or someone you know struggle to prepare nutritious, well-balanced meals? Are you 60 years of age or older? Then Meals on Wheels might be for you!

Meals on Wheels have been proven to help people stay independent in the community by providing meals as well as a daily visit by dedicated, caring volunteers.



Meals on Wheels offers a Monday - Thursday delivery. If needed, weekend meals can also be provided. A weekly donation is requested.

If you do not qualify for Meals on Wheels, we have a Private Pay service available as well.

For more information, please contact the Round Valley Community Services & Senior Center at (928) 333-2516.



free gardening course

where
Round Valley Community Center
Round Valley Senior/Community Center
356 S. Papago St. Springerville, AZ 85938

who
Open to adult participants

how
Please contact for more information:
Tomas Lozoya:
tlozoya@springervilleaz.gov
Robin Aguero
raguero@springervilleaz.gov

or Call: 1-928-333-2516 Opt. #4

details
Please plan to attend all 6 classes. Participants get a free gardening book, and other goodies as available.

**Seed to Supper:
Growing Veggies on a Budget**

Wednesdays
May 1st – June 5th
9:30-11:00 am

Learn low-cost ways to build healthy soil,
plan your growing space, choose your
crops, care for your growing garden,
and harvest your bounty!



Town Council Agenda Staff Report



Stay-cation, a Time to Relax at Home

Spring is usually a time of vacations and visiting family, but as we get older, we may find it a little harder to travel in a car for several hours or navigate an airport. Sometimes we just can't afford to travel. Who says you must leave your hometown to rest and recharge? We've put together a list of popular Staycation activities, to help you plan a vacation at home.

- *Bring the vacation to you. Through the wonders of technology, you can travel the world from your own living room by taking virtual tours of museums, national parks, and zoos.
- *Prepare a new recipe or pour yourself a tropical drink! A club soda with a splash of lime, or pineapple with some sparkling water can make you feel like you're in paradise.
- *Be a tourist in your community, explore the trails. Sometimes it's easy to forget Round Valley's hidden gems.
- *Visit Family, share your favorite meals and memories. Reminisce about your favorite vacations.
- *Take advantage of the warmer weather. Getting outside has many mental and physical health advantages, even just sitting outdoors and soaking up vitamin D can be beneficial. Plan a day at the park, garden or take a stroll around the neighborhood to spend some much needed time outdoors.
- *Read a book! Many times, a great novel can transport you to another world. Reading helps our cognitive brain function, it helps us think clearly, and promotes memory and our ability to learn.

Seniors can and should plan vacations to give themselves a chance to relax and reconnect. Whether it be a trip to the park or enjoying virtual adventures from the comfort of their couch, older adults can plan fun activities that help maintain good mental and emotional health.



National Days of the Month

Love Your Dog Day, Wear Tweed Day, Pizza Day, Ice Cream for Dinner Day, did you know that all these days are celebrated on a national calendar? For your entertainment, we have put together a list of holidays you may not know about.

April 5th – National Walking Day was established in 2007 by The American Heart Association to encourage people to walk more! The American Heart Association suggests 30 minutes of walking a day to improve your overall health.

April 11th – World Parkinson's Day was first celebrated in 1997, in memory of Dr. James Parkinson, who first described the symptoms of the ailment in "An Essay on the Shaking Palsy", 1817. The day now serves to raise awareness for Parkinson's Disease.

April 14th – National Gardening Day established in 2018 for the purpose of drawing attention to the hobby.

April 16th- National Librarian Day got its start in 1958 by the American Library Association but wasn't officially celebrated every year until 2004. It's a day to appreciate the importance of librarians. It coincides with National Library Week, later in the year.

April 21st- World Creativity and Innovation Day, named after Leonardo da Vinci, was established to encourage everyone to dig deep and find their creativity.

April 25th- National Telephone Day was the day that Alexander Graham Bell made his first phone call to his assistant in 1867. We're reminded that the invention of the telephone, its popularity and technology has paved the way for communication through the years.

April 27th- Thank You Thursday was established in 2020 to embrace the power of positivity, and to demonstrate the impact we have on each other.



Town Council Agenda Staff Report

April is Poetry Month

Write a Poem about something you love, and submit it for our Poetry Contest by April 30th

Win a \$25 Gift Card

Fraud

Romance Scams

Romance scams occur when a criminal adopts a fake online identity to gain a victim's affection and trust. The scammer then uses the illusion of a romantic or close relationship to manipulate and/or steal from the victim.

The criminals who carry out romance scams are experts at what they do and will seem genuine, caring, and believable. Con artists are present on most dating and social media sites.

The scammer's intention is to establish a relationship as quickly as possible, endear himself to the victim, and gain trust. Scammers may propose marriage and make plans to meet in person, but that will never happen. Eventually, they will ask for money.

Scam artists often say they are in the building and construction industry and are engaged in projects outside the U.S. That makes it easier to avoid meeting in person—and more plausible when they ask for money for a medical emergency or unexpected legal fee.

If someone you meet online needs your bank account information to deposit money, they are most likely using your account to carry out other theft and fraud schemes.

Tips for Avoiding Romance Scams:

- Be careful what you post and make public online. Scammers can use details shared on social media and dating sites to better understand and target you.

- Research the person's photo and profile using online searches to see if the image, name, or details have been used elsewhere.
- Go slowly and ask lots of questions.
- Beware if the individual seems too perfect or quickly asks you to leave a dating service or social media site to communicate directly.
- Beware if the individual attempts to isolate you from friends and family or requests inappropriate photos or financial information that could later be used to extort you.
- Beware if the individual promises to meet in person but then always comes up with an excuse why he or she can't. If you haven't met the person after a few months, for whatever reason, you have good reason to be suspicious.
- Never send money to anyone you have only communicated with online or by phone.





Town Council Agenda Staff Report



Come join us at the Round Valley Community

Services & Senior Center

Monday—Thursday

7:00 am—2:00 pm



Lunch served at 11:30

**Salad Bar w/ meals
Every Wednesday**

NEVER MISS A NEWSLETTER

Want to receive a copy of our newsletter via email each month, send an email

TO: raguero@springervilleaz.gov

SUBJECT: Email Newsletter



Drive -Thru

Every Tuesday

10:00 am—12:30 pm

356 S. Papago St.

Springerville

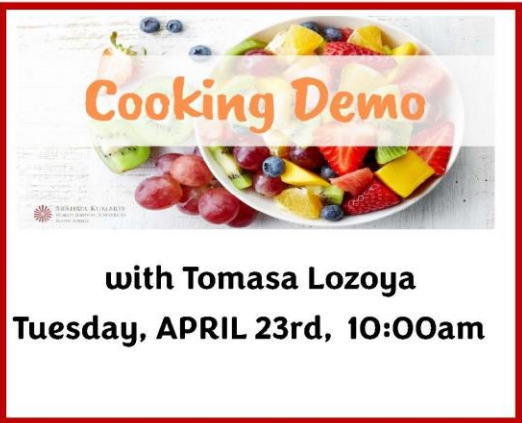
**Senior Food
Boxes**

2nd Tuesday of each
month

For information :

Robin Aguero

333-2516 (Option 4)



**with Tomasa Lozoya
Tuesday, APRIL 23rd, 10:00am**



Town Council Agenda Staff Report

APRIL

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>1</p>  <p>BINGOSIZE 10:00 AM Lunch served at 11:30</p>	<p>2</p> <p>Lunch served at 11:30 YOGA class 9:30 Food Bank 10:00–12:30</p>	<p>3</p> <p>Lunch served at 11:30</p> 	<p>4</p> <p>Lunch served at 11:30</p>
<p>8</p> <p>BINGOSIZE 10:00 AM Lunch served at 11:30</p>	<p>9</p> <p>Lunch served at 11:30 YOGA class 9:30 Food Bank 10:00–12:30 SENIOR BOXES</p>	<p>10</p> <p>Lunch served at 11:30</p> 	<p>11</p> <p>Lunch served at 11:30</p>
<p>15</p> <p>Lunch served at 11:30</p>	<p>16</p> <p>Lunch served at 11:30 YOGA class 9:30 Food Bank 10:00–12:30</p>	<p>17</p> <p>Lunch served at 11:30</p> 	<p>18</p> <p>Lunch served at 11:30</p>
<p>22</p> <p>Lunch served at 11:30</p>	<p>23</p> <p>Lunch served at 11:30 Food Bank 10:00–12:30 FOOD DEMO</p>	<p>24</p> <p>Lunch served at 11:30</p> 	<p>25</p> <p>Lunch served at 11:30 ART Class 9:00am</p> 
<p>29</p> <p>Lunch served at 11:30</p>	<p>30</p> <p>Lunch served at 11:30 Food Bank 10:00–12:30</p>		



Town Council Agenda Staff Report



MENU – APRIL, 2024

Lunch Served at 11:30 a.m.

Recommended Donation - \$5 per meal. Please donate what you can afford.

Monday	Tuesday	Wednesday	Thursday	Friday
1 Pepperoni Pizza Green Salad w/ Tomatoes 3-Bean Salad w/ Garbanzo, Green Beans & Corn Pineapple	2 Chicken Enchiladas Spinach Diced Cabbage & Tomatoes Tortillas Mixed Berries	3 Baked fish Mixed Veggies 7-Layer Salad Roll Fruit Cocktail	4 Beef Lasagna Seasoned Carrots Cucumbers & Tomatoes Garlic Bread Bananas	5 Turkey Burger/ Bun Baked Beans Lettuce/ Tomatoes Summer Squash Fruit Cup
8 Egg Salad Sandwich Cole Slaw w/ Cabbage & peppers Minestrone Soup WG Bread Strawberries	9 Meat Loaf Mashed Potatoes Sliced Tomatoes Seasoned Carrots WW Bread Tropical Fruit	10 Herb Baked Chicken Green Beans Romaine Salad Cornbread Orange	11 Hamburger/Bun Lettuce/Tomato/ Pickles Baked Beans Pears	12 BBQ Pork Ribs Sweet Potatoes Tossed Green Salad Roll Fruit Cup
15 Turkey & Cheese Sandwich Glazed Beets Broccoli Orange	16 Salisbury Steak Mashed Potatoes w/ gravy, Roll Steamed Carrots Peaches	17 Chicken Taquitos Pinto Beans Lettuce/Tomato Fruit Cocktail	18 Pork Roast Mashed Potatoes/Gravy Bread Spinach Applesauce	19 Southwest Chicken Salad Black beans & Corn Mixed Greens Tortilla
22 Beef Tacos w/ Cheese Lettuce & Tomato Pears	23 Oven Fried Chicken/Roll Mashed Potatoes Steamed Carrots Pineapple	24 Beef Chili w/ Hamburger Bread Broccoli Peaches	25 Hamburger Casserole Roll, Green Beans Lettuce/Tomato Mandarin Oranges	26 Chicken Fettuccine Squash Medley Tossed Green Salad Garlic Bread Nectarines
29 Grilled Cheese Tomato Soup Southwest Veggies Bread Peaches	30 Baked Ham Seasoned Carrots Mashed Potatoes & Gravy WG Roll Pineapple			

Services are funded by the Older Americans Act, SSBG funds and the State of Arizona. Funding is allocated on a regional basis from the Arizona Department of Economic Security, Division of Aging and Adult Services (DAAS) to Area Agencies on Aging. Eligibility for programs: Seniors or adults with disabilities. Additional requirements may vary by program. Client contributions are encouraged and are vital for continuation of the programs. Language assistance and alternate forms of communication are available upon request Under Titles VI and VII of the Civil Rights Act of 1964 (Title VI and VII) and the Americans with Disabilities Act of 1990 (ADA) Section 504 of the Rehabilitation Act of 1973 and the Age Discrimination Act of 1975. *Area Agency on Aging NACOG* prohibits discrimination in admissions, programs, services, activities or employment based on race, color, religion, sex, national origin, age, and disability. *Area Agency on Aging NACOG* must make a reasonable accommodation to allow a person with a disability to take part in a program, service, or activity. Auxiliary aids and services are available upon request to individuals with disabilities.



Town Council Agenda Staff Report



Town Council Agenda Staff Report

Report for March 2024

Springerville Heritage Center & Casa Malpais Archaeological Park Community Event Planning

- Visitor counts for the museum rose in the month of March. There were approximately 180 visitors.
- We began offering tours of Casa again in March. However, the weather did not cooperate, with cold and snow. 19 people took the tour in March and revenue generated was \$198. If the weather warms up, the numbers should pick up some in April.
- The majority of the artists have brought their pieces back in. We are ready for tourism to begin picking back up.
- As always, the feedback from patrons regarding the Museum and Casa was extremely positive.
- A Capital Outlay Request for new inflatable items for Fall Fest has been submitted to Finance for fiscal year 24-25. If approved, the money will be used to purchase a bounce house, a smaller obstacle course and some inflatable games.



TOWN COUNCIL AGENDA STAFF REPORT

MAYOR & COUNCIL REPORT FOR PLANNING AND ZONING

APRIL 2024

BUILDING:

Permits Issued: 3 (1 for new home off of Becker Lane and 2 utility upgrades)

Total Inspections: 5 (majority at the ER remodel)

Certificate of Occupancy issued for the following:

- Pet Parlor: Dog grooming business at 24 W. Main Street
- Ditty's: Restaurant (currently drive thru only) 279 S. Mountain Ave.
- Kingbow Wings & Burgers: Restaurant 211 S. Mountain Ave.

Please note that the Fire Department has been very helpful in coordinating their schedule and going with me on the C of O inspections.

Addresses Established for properties in Town: 2

Have had multiple conversations and meetings with property owners, relators, and potential property owners in regards to building permits and what is allowed in zoning code.

PLANNING AND ZONING COMMISSION:

April 9 Meeting: The Commission is continuing their review of Title 17 and review of old Conditional Use Permits. This month the following CUPs were officially revoked:

- 225 W. Main St.-CUP was issued to allow manufactured home sales February 2013, the property is now being used for apartment buildings
- 318 E. Main St.-CUP was issued to allow patio dining originally in May 2010, the property now is the Animal Rescue Thrift Store

Hightower CUP Update: As part of the conditions of the permit a safety inspection and written permission from Apache County for the RV to be on the septic were to be submitted within the first 30 days. The safety inspection was completed and passed on March 27th, I was accompanied by RVFD. Emails were received from Apache County Environmental Health stating that as long as the septic system is in working order the RV can discharge into it.

CODE ENFORCEMENT:

Working on getting written correspondence to some residences around town where issues have been reported.

STAFF IS CURRENTLY WORKING ON:

- Continuing review and organization of the physical files
- Continuation of updating and creation of forms and applications
- Research into procedure to contact owners of unsafe/dilapidated buildings in town
- Working on updating International Building Code adopted by the Town. Currently we use 2015 codes would like to update to at least 2018 in the near future.
- Building Inspection Certification: continuing to study for my B-1 Exam



Town Council Agenda Staff Report

Springerville Police Department Agenda Items and staff report

Round Valley Police Department March 2024

Total Incidents	288
Calls for Service	91
Officer Initiated Incidents	197
Traffic Stops	131
Other OIA Incidents	66
Bus/Building checks	23
Total Officer Cases	61
Accident	3
Civil	0
Crime	30
Death	1
Total Misdemeanor & Felony Arrests	21
Misdemeanor Arrests	15
Adult	13
Juvenile	2
Felony Arrests	6
Adult	6
Juvenile	0
Citations	44
Civil - Moving Violation	18

Civil - Non-Moving Violation	8
Criminal - Moving Violation	3

1. General Information

We attended the Association of Property and Evidence Training.
Conducted interviews of the animal control position.

CURRENT

Chief Merrill

Lt. Bevington

Sgt. Holmes

Officer Gleeson

Officer Thomas Scruggs

RESERVE OFFICERS

Walker Richardson

VOLUNTEERS

Six (5)

HIRING PROCESS UPDATE:

LATERALS (interviewed and in the process to be hired)

None

RECRUITS (cleared for/attending the academy)

- Cadet Matthew Ryan started the academy on 01/29/2024 and is scheduled to graduate 06/14/2024.

INTERVIEWED (waiting on background)

- Cole Roosma (Entry level) Currently lives in Show Low, AZ. Panel interview, physical abilities test and written exam completed, and is moving on to background investigations.

- Simeon Rivera (Entry level) Panel interview, physical abilities test and written exam completed, and is moving on to background investigations.

Dayson W Merrill, Chief of Police

Town of Springerville Police Department
418 E Main Street
Springerville, AZ 85938





INCIDENTS BY INCIDENT TYPE
MARCH 2024

04/09/2024

INCIDENT TYPE	DESCRIPTION	NUMBER THIS TYPE
1021	Phone Message	1
1054	Intoxicated Person	6
911	911 Call	2
961	T/A No Injuries	5
ABDV	Abandoned Vehicle	1
AC	Animal Call	27
ALARM	Burglary Alarm	2
AMB	Ambulance Call	3
AOA	Assist Other Agency	4
ATL	Attempt to Locate	2
BURG	Burglary	1
C34	MOTORIST ASSIST	2
CA	CHILD ABUSE/NEGLECT	2
CD	CRIMINAL DAMAGE	4
CIVIL	CIVIL MATTER	5
CT	CRIMINAL TRESPASS	2
DIST	DISTURBANCE	1
DMVIOL	DOMESTIC VIOLENCE	4
DRUGS	DRUG CALLS	1
DUI	DRIVE UNDER INF	1
FIRE	FIRE CALL	1
FOLUP	FOLLOW UP TO DR	5
FRAUD	FRAUD/FRAUD SCHEMES	5
H/R	HIT AND RUN	2
INFO	MISC INFORMATION	4
JUV	OTHER JUV CALLS	2
LPROP	LOST PROPERTY	1
MISC	MISC CALLS FOR SVC. (OTHER)	1
MTNG	MEETING	1
OUT/W	OUT WITH SUBJ/VEH	6
PV	PARKING VIOLATION	1
RECK	RECKLESS DRIVING	1
SC	SECURITY CHECK	23
SEXASLT	SEXUAL ASSAULT	3
SPEC	SPECIAL ASSIGNMENT	1
STPROP	STOLEN/REC PROP	2
SUS	SUSP ACTY/PERS/VEH	7
THEFT	THEFT/SHOPLIFT	2
THREAT	THREATENING	1
TRF	TRAFFIC CALLS/STOPS	131
VOP	VIOL ORD PROTECT	1
WAR	WARRANT ARREST/SVC	1
WELCHK	WELFARE CHECK	10

Total Incidents 288

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/17/2024
SUBJECT: Consent Items

SUGGESTED MOTIONS:

I move we approve consent items 6a and 6b as presented.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

See attachments



DRAFT

TOWN COUNCIL REGULAR MEETING

Minutes

Wednesday, March 20, 2024 at 6:00 pm

Attendees: Staff: Town Manager Tim Rasmussen, Town Attorney Brandon Kavanagh (Telephonically), Town Clerk Kelsi Miller, Finance Director Heidi Wink, Chief of Police Dayson Merrill, Lieutenant Bevington, Officer Gleeson, Officer Aragon

**Springerville Town Council Chambers - 418 E. Main St. Springerville, AZ
85938**

Pursuant to A.R.S. Section 38-431.02, notice is hereby given to the members of the Springerville Town Council and to the general public that the Council will hold a meeting open to the public at the Springerville Town Hall, 418 East Main Street, Springerville, Arizona. The Town Council reserves the right to adjourn into Executive Session in accordance with Arizona Revised Statutes Section 38-431.03 (A)(1)(3)(4) and (7) for legal consultation on any of the following agenda items.

TOWN COUNCIL MEETING: 6:00 P.M.

1. CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:

Minutes:

Mayor Reidhead called the meeting to order at 6:00 p.m.

Lieutenant Bevington led the pledge of allegiance.

2. INVOCATION:

Minutes:

Pastor Bob Falquez of the Community Presbyterian Church offered the invocation.

3. ROLL CALL:

Minutes:

The Town Clerk completed the Roll Call.

Present: Shelly Reidhead, Mayor; Richard Davis, Vice-Mayor; Douglas Henderson, Councilor; Donald Scott, Councilor; Florencio Lozoya, Councilor

A quorum is present.

DRAFT

4. PUBLIC PARTICIPATION:

Minutes:

Terry Shove addressed the Mayor and Council. She reminded them and the community of the March for Meals fundraiser on March 30th. The community center provides 26,000 meals yearly, regardless of one's financial contribution to the meal. They operate off of 16 grants. They do not turn people away. She has been volunteering to deliver meals for over 4 years, and it is evident that the person delivering that meal may be the only person the receiver will be in contact with that day. She encouraged everyone to support this event and sign her pledge sheet. Next, she invited them to the community Easter celebration March 24th at 5:00 pm in the Round Valley High School Auditorium.

Barry Williams a Springerville resident addressed the Mayor and Council. He thanked Kelsi Miller, the Town Clerk for her hard work on the new website it looks great. He encouraged everyone to go check it out.

Lane Scott addressed the Mayor and Council. He explained a few months back he presented on the idea of housing for Veterans. He has come up with a possible solution to help them, a tiny house village.

5. COUNCIL, MANAGER AND STAFF REPORTS:

a. Mayor & Council Reports: Summary Updates on committee meetings.

Minutes:

Mayor Reidhead report that she, Manager Rasmussen, and Councilor Scott attended an economic development meeting for coal transition in St. Johns. They were informed about many different grant opportunities.

Councilor Don Scott reported on a Real AZ meeting in Snowflake regarding economic development and housing. They are also continuing discussions about internet. There is a website being built that will map what areas are served and underserved. Those with speeds under 100 mb will fall into the underserved category.

b. Manager Tim Rasmussen: Summary Updates & presentation(s)

Minutes:

Manager Rasmussen reminded the Council to check out the new website. He reported that department budget meetings have begun, they met with the Police Department today. They needed to be first so they could have a shared services committee meeting. Tomorrow, he plans to meet with the shared services committee to discuss the possibility of hiring a second animal control officer on a parttime basis. Next, he invited everyone to the Community Centers Easter lunch Thursday March 28th. He reported that he started working on the Emergency Operations Manual, applied for two \$25,000 grants for the master plan and the grant match for the AMR meters. Next meeting he is hoping to discuss proposed changes to the fee schedule and changes to the employee manual. Currently we have a \$400,000 grant for the airport fencing that Kimley-Horn Engineers are working with us on, we hope to bring an update on this soon. He reported on the possible Maverick coming to town. Maverick had all the property under escrow then had a return of investment study done. That study indicated the demolition costs and asbestos abatement would cost too

much and they emailed Tim saying they were pulling out of the project. A few days later they reached out to the Town again because the estimates on demolition were now anticipated lower. They are going to complete another return on investment study with the updated figures and contact the Town. Lastly, he reported the we are getting ready to go out for bid on the AMR meters.

c. Staff Reports: Summary Updates

Minutes:

Chief of Police Dayson Merrill thanked the Council for the continues support of the police department. For being short staffed the police department is running well. He introduced newly sworn officer Sidney Aragon. Staffing for the department right now includes 7 sworn officers, 1 cadet in the academy, and 1 possibly going in July. They are also going through the background process on a potential lateral officer. Amy is now by herself in the office, Zona retired earlier this month. She was a huge asset to Eagar Police Department for years and Round Valley Police Department. Our animal control officer has resigned, and we are currently advertising for the position. We hope to set up interviews for next week. Other updates included they attended a job fair and thanked the school for their continues support.

Finance Director Heidi Wink reminded Council that budget sheets are due by March 22nd. Town Clerk Kelsi Miller reminded the Council and the public that the filing period for the 2024 Primary Election ends April 1st at 5:00 p.m.

6. CONSENT ITEMS:

Minutes:

ACTION: Motioned by Councilor Doug Henderson, seconded by Vice-Mayor Richard Davis to approve consent items 6a, 6b, and 6c as presented.

Vote results:

Ayes: 5 / Nays: 0

- a. Consider approval of the February 28, 2024 Special Meeting Minutes.**
- b. Consider approval of the February 20,2024 Special Meeting Minutes.**
- c. Consider ratification and approval of the accounts payable register from February 14, 2024 through March 12, 2024.**

7. ANNUAL AUDIT PRESENTATION:

Minutes:

Scott Graff with Colby & Powell, PLC gave the fiscal year audit presentation for the year ending June 30, 2023. He explained the responsibilities of the auditors and the responsibilities of the Town. It was explained what the financial statements are included as well as the internal control report. Springerville had a clean audit report and is doing a great job. He reviewed the 5-year General Fund amounts including revenues, expenditures, and fund balance. Springerville has increased the fund balance from 2019 to current. Next, Mr. Graff reported on the net position and the increase in the net position of \$957,463. He reported on the 5-year comparison of the utility funds, water, and wastewater. The net position of the water fund has increased by \$176,158 and an increase in the sewer fund of \$36,017. It was discussed that at one point sewer was in the red

and had to borrow money from the water fund. That has been paid off and is now building up its own fund balance. The Council had no questions.

NEW BUSINESS

8. AZ ALPINE TRAIL DONATION REQUEST:

Minutes:

DISCUSSION: Councilor Scott mentioned that first they only wanted a letter of support and now they are asking for money. The council discussed they felt this would be more appropriate to come from the Tourism Tax fund.

ACTION: Motioned by Councilor Doug Henderson, seconded by Vice Mayor Richard Davis to not approve the donation request as presented.

Vote results:

Ayes: 5 / Nays: 0

9. WHITE MOUNTAIN UTV EXPERIENCE SPONSORSHIP REQUEST:

Minutes:

DISCUSSION: The Council reviewed the donation/sponsorship request from the White Mountain UTV Experience. Councilor Scott feels this request should also be coming from the Tourism Tax fund. Council discussed the process of sending this donation request to the Tourism Tax Committee.

ACTION: Motioned by Vice Mayor Richard Davis, seconded by Councilor Doug Henderson to not approve the donation request as presented.

Vote results:

Ayes: 5 / Nays: 0

10. FALL FEST TOURISM TAX FUND REQUEST:

Minutes:

DISCUSSION: Manager Rasmussen explained this item. He started by saying Ms. Hummel did the face painting last year, it was very popular with the kids at fall fest. She volunteered to do it again in 2024, but asked the Town would cover the cost of materials this year.

ACTION: Motioned by Councilor Doug Henderson, seconded by Councilor Florencio Lozoya to approve the tourism tax donation request to Danielle Hummel in the amount of \$257.80.

Vote results:

Ayes: 5 / Nays: 0

11. RIB THROWDOWN TOURISM TAX FUND REQUEST:

Minutes:

DISCUSSION: None

ACTION: Motioned by Councilor Don Scott, seconded by Councilor Doug Henderson to approve the Tourism Tax Fund donation in the amount of \$750.00 to the Rib Throw Down.

Vote results:

Ayes: 5 / Nays: 0

12. ANNUAL AVIATION EXPO TOURISM TAX FUND REQUEST:

Minutes:

DISCUSSION: The Council discussed this donation request. This is the 12th annual event and a huge fundraiser for the animal rescue. Manager Rasmussen invited the Council and the public to the event to, he explained there are vintage airplane rides, vendors, etc. Larry and Lillian Hill of Skydive Arizona put on this incredible event.

ACTION: Motioned by Vice Mayor Richard Davis, seconded by Councilor Florencio Lozoya to approve the Tourism Tax Fund donation request in the amount of \$750.00 to the Round Valley Animal Rescue for the Aviation Expo.

Vote results:

Ayes: 5 / Nays: 0

13. NEW TOWN LOGO:

Minutes:

DISCUSSION: Manager Rasmussen gave a history of the reason behind looking into a new logo. When we had the Towns website redone we needed the logo in a certain format that we did not have it in. We paid to have it converted into the right format and discovered she is also able to create new logos. In the past, we have had difficulties with our current logo due to the complexity of it and with it having 7 different colors. He sent Council 20 conceptual ideas and has been given feedback. He presented them with 8 concepts. Mayor Reidhead expressed she liked concept 8, just needs a little work. Councilor Lozoya expressed he likes concept #7. Council directed the Manager to work on concept 8 and bring it back.

14. UTILITY EASEMENTS:

Minutes:

DISCUSSION: Manager Rasmussen gave the history of this item. In years past the Town had utility easements with water lines, meters, and sewer lines in these easements with access for reading meters, maintenance, and for water or sewer line issues. With the WIFA grant for AMR meters, we need access to the meters in the El Cajon Estate area. Staff should not be jumping fences to access our meters in our easements. If we ever had a water break we would not be able to get equipment in to repair it. But after some additional digging, we found there may be some issues with easements and recordings of them. Staff is requesting to table this item until further research is done.

Mayor Reidhead declared this item tabled.

15. 560 N. MAIN STREET:

Minutes:

DISCUSSION: Manager Rasmussen explained that the property at 560 N. Main is jointly owned by Springerville and Eagar. It has been vacant for years and costing the towns money. We obtained a fair market value appraisal for \$250,000 and we are asking for permission to go forward with that amount being the minimum bid amount. Councilor Lozoya asked who would get the money if it sold. Manager Rasmussen said the Towns would split it.

ACTION: Motioned by Councilor Doug Henderson, seconded by Vice Mayor Richard Davis to approve the sealed bid sale of 560 N Main Street using \$250,000 as the fair market value and minimum bid.

Vote results:

Ayes: 5 / Nays: 0

16. COMMUNITY BROADBAND ADVOCATES/EDA GRANT:

Minutes:

DISCUSSION: Manager Rasmussen explained this item started at the last Council meeting when a contract was approved with Community Broadband Associates (CBA) to help find us grants for a General Plan through the Economic Development Admin. It was discovered the EDA can not fund a General Plan, however, they could help us get a grant for the planning, design, and engineering of the infrastructure of a planned business area in the designated Industrial Park. Currently, we do not have the infrastructure in our industrial park to bring in businesses. We are looking to change the scope of work for CBA. The Council discussed the industrial park and whether it falls within the footprint of FAA control. They discussed the need for infrastructure to grow the park regardless of aviation needs or not.

ACTION: Motioned by Councilor Doug Henderson, seconded by Vice Mayor Richard Davis to approve Community Broadband Advocates LLC to work with the Economic Development Administration for a grant to plan, design, and engineer utilities to the Planned Industrial Park contingent on further discussions with the FAA.

Vote results:

Ayes: 5 / Nays: 0

17. 2024 ARBOR DAY PROCLAMATION:

Minutes:

DISCUSSION: Council discussed where they would like to plant trees this year for Arbor Day and replace the trees that had to be cut down on South Mountain Ave. They discussed shrubs vs trees.

ACTION: Motioned by Vice Mayor Richard Davis, seconded by Councilor Don Scott to approve the 2024 Arbor Day Proclamation.

Vote results:

Ayes: 5 / Nays: 0

18. ADJOURNMENT:

Minutes:

The meeting was adjourned at 7:20 p.m.

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

I hereby certify that the foregoing is a true and copy of the minutes of the Springerville Town

Council in a Regular Council Meeting on _____. I further certify that the meeting was duly called and a quorum was present.

Dated this _____ day of _____, 2024

_____. Kelsi Miller, Town Clerk

Members of the public who only want to provide written comments can express their comments by emailing the Town Clerk at **kmiller@springervilleaz.gov** to be read or summarized during the call to the public. All comments must be submitted by 12:00 p.m. on the day of the meeting.

Americans with Disabilities Act (A.D.A.): The Town of Springerville intends to comply with A.D.A. If you are physically challenged or disabled and need special accommodations to participate in this town meeting, please contact the Town Clerk at (928) 333-2656 ext. 224 forty-eight (48) hours prior to the meeting to arrange necessary accommodations.

Contact: Kelsi Miller, Town Clerk (kmiller@springervilleaz.gov (928) 333-2656 x 224) | Minutes published on 03/25/2024 at 5:03 PM



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

Council Meeting April 17, 2024

Check Register

03/13/24 thru 04/09/24 Accounts Payable Expenses	\$168,410.70
Pay Period End 03/09/24 & 03/23/24	\$195,839.23
ACH Payments 03/13/24 thru 04/09/24	\$521,742.00
Total Expensed Dollar Amount for Consent Agenda	\$885,991.93
Total Revenue Received 03/13/24 thru 04/09/24	\$468,602.89

Balances on all cash accounts as of April 9, 2024

Checking Account	\$7,383,621.56
LGIP Savings	\$4,582,388.33

Report Criteria:
 Report type: GL detail

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Admin	378.54	01-115-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Finance	189.27	01-120-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - P&Z	189.27	01-125-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - PD	11,356.20	01-130-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - AC	946.35	01-135-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Bldg Maint	189.27	01-145-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - HC	1,135.62	01-150-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Parks	378.54	01-160-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Shop	189.27	02-170-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - HURF	7,760.07	02-170-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - AP	3,785.40	04-180-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Water	3,785.40	10-210-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Sewer	3,785.40	11-215-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - SC	3,785.40	16-240-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Admin	378.54- V	01-115-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Finance	189.27- V	01-120-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - P&Z	189.27- V	01-125-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - PD	11,356.20- V	01-130-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - AC	946.35- V	01-135-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Bldg Maint	189.27- V	01-145-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - HC	1,135.62- V	01-150-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Parks	378.54- V	01-160-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Shop	189.27- V	02-170-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - HURF	7,760.07- V	02-170-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - AP	3,785.40- V	04-180-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Water	3,785.40- V	10-210-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - Sewer	3,785.40- V	11-215-5053
03/13/2024	101465	AZ Muni Risk Retention Pool	Quarter 3 2024 - SC	3,785.40- V	16-240-5053
Total 101465:				.00	
03/13/2024	101466	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	75.00	01-000-4028
03/13/2024	101466	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	50.00	01-000-2027
03/13/2024	101466	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	75.00- V	01-000-4028
03/13/2024	101466	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	50.00- V	01-000-2027
Total 101466:				.00	
03/13/2024	101467	Brown & Brown Law Offices	Legal Water Adjudication	8,458.54	10-210-5033

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101467	Brown & Brown Law Offices	Legal Water Adjudication	8,458.54- V	10-210-5033
Total 101467:				.00	
03/13/2024	101468	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
03/13/2024	101468	Butch L. Gunnels	Magistrate Judge Services	461.54- V	01-110-5012
Total 101468:				.00	
03/13/2024	101469	Community Broadband Advocates, LLC	Federal/State Grant Development PO#12591	3,071.25	01-115-5012
03/13/2024	101469	Community Broadband Advocates, LLC	Project Planning & Review PO#12591	48.75	01-115-5012
03/13/2024	101469	Community Broadband Advocates, LLC	Federal/State Grant Development PO#12591	3,071.25- V	01-115-5012
03/13/2024	101469	Community Broadband Advocates, LLC	Project Planning & Review PO#12591	48.75- V	01-115-5012
Total 101469:				.00	
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Saw Files PO#12290	17.44	02-170-5064
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Wedge/Chain Loop/Wood Cutter PO#12358	142.85	02-170-5061
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Starter Rope PO#12409	21.60	02-170-5080
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Saw Files PO#12290	17.44- V	02-170-5064
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Wedge/Chain Loop/Wood Cutter PO#12358	142.85- V	02-170-5061
03/13/2024	101470	Cowboy Up Hay and Ranch Supply	HURF - Starter Rope PO#12409	21.60- V	02-170-5080
Total 101470:				.00	
03/13/2024	101471	Davis Hardware	PD: Door Key Copy for Unit 127 PO#12495	5.01	01-130-5061
03/13/2024	101471	Davis Hardware	Water: RSTP I/E OB PO#12421	49.08	10-210-5061
03/13/2024	101471	Davis Hardware	Water: Auto Pump/Craftman Pro PO#12520	264.00	10-210-5061
03/13/2024	101471	Davis Hardware	Admin: Small Tool Bag PO#12250	63.23	01-115-5030
03/13/2024	101471	Davis Hardware	Water: PVC/CPL/PVC Cement PO#12421	91.59	10-210-5129
03/13/2024	101471	Davis Hardware	Bldg Maint: Plane/Block/Hinge/Knife Sharpener PO#12421	43.17	01-145-5062
03/13/2024	101471	Davis Hardware	Bldg Maint:Hinges PO#12421	25.73	01-145-5062
03/13/2024	101471	Davis Hardware	HURF: MLW/Bulb PO#12421	35.98	02-170-5062
03/13/2024	101471	Davis Hardware	Parks: Batteries PO#12421	50.16	01-160-5061
03/13/2024	101471	Davis Hardware	Bldg Maint: Brush/Polyshade PO#12421	23.97	01-145-5062
03/13/2024	101471	Davis Hardware	Parks: Spade Bits PO# 12421	43.61	01-160-5047
03/13/2024	101471	Davis Hardware	Parks: Bolts/Bolt Hook PO#12421	31.62	01-160-5047
03/13/2024	101471	Davis Hardware	Water: Knockouts PO#12421	13.60	10-210-5129
03/13/2024	101471	Davis Hardware	Sewer: Filler/Cable Ties/Hand Trowel PO#12421	44.96	11-215-5061
03/13/2024	101471	Davis Hardware	Sewer: Tog; Switch PO#12421	9.37	11-215-5061
03/13/2024	101471	Davis Hardware	Water: Gauge/Tee/Hex PO#12421	38.34	10-210-5129
03/13/2024	101471	Davis Hardware	Bldg Maint: Woodfiller/Hook/Bimset PO#12421	89.18	01-145-5062

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101471	Davis Hardware	Bldg Maint: Brush Angle/Tape PO#12421	45.99	01-145-5062
03/13/2024	101471	Davis Hardware	Admin: Discount for Feb 2024	11.06-	01-115-5030
03/13/2024	101471	Davis Hardware	Bldg Maint: Discount for Feb 2024	11.06-	01-145-5062
03/13/2024	101471	Davis Hardware	Parks: : Discount for Feb 2024	11.06-	01-160-5061
03/13/2024	101471	Davis Hardware	HURF: Discount for Feb 2024	11.06-	02-170-5062
03/13/2024	101471	Davis Hardware	Water: Discount for Feb 2024	11.06-	10-210-5129
03/13/2024	101471	Davis Hardware	PD: Door Key Copy for Unit 127 PO#12495	5.01- V	01-130-5061
03/13/2024	101471	Davis Hardware	Water: RSTP I/E OB PO#12421	49.08- V	10-210-5061
03/13/2024	101471	Davis Hardware	Water: Auto Pump/Craftman Pro PO#12520	264.00- V	10-210-5061
03/13/2024	101471	Davis Hardware	Admin: Small Tool Bag PO#12250	63.23- V	01-115-5030
03/13/2024	101471	Davis Hardware	Water: PVC/CPL/PVC Cement PO#12421	91.59- V	10-210-5129
03/13/2024	101471	Davis Hardware	Bldg Maint: Plane/Block/Hinge/Knife Sharpener PO#12421	43.17- V	01-145-5062
03/13/2024	101471	Davis Hardware	Bldg Maint:Hinges PO#12421	25.73- V	01-145-5062
03/13/2024	101471	Davis Hardware	HURF: MLW/Bulb PO#12421	35.98- V	02-170-5062
03/13/2024	101471	Davis Hardware	Parks: Batteries PO#12421	50.16- V	01-160-5061
03/13/2024	101471	Davis Hardware	Bldg Maint: Brush/Polysshade PO#12421	23.97- V	01-145-5062
03/13/2024	101471	Davis Hardware	Parks: Spade Bits PO# 12421	43.61- V	01-160-5047
03/13/2024	101471	Davis Hardware	Parks: Bolts/Bolt Hook PO#12421	31.62- V	01-160-5047
03/13/2024	101471	Davis Hardware	Water: Knockouts PO#12421	13.60- V	10-210-5129
03/13/2024	101471	Davis Hardware	Sewer: Filler/Cable Ties/Hand Trowel PO#12421	44.96- V	11-215-5061
03/13/2024	101471	Davis Hardware	Sewer: Tog; Switch PO#12421	9.37- V	11-215-5061
03/13/2024	101471	Davis Hardware	Water: Gauge/Tee/Hex PO#12421	38.34- V	10-210-5129
03/13/2024	101471	Davis Hardware	Bldg Maint: Woodfiller/Hook/Bimset PO#12421	89.18- V	01-145-5062
03/13/2024	101471	Davis Hardware	Bldg Maint: Brush Angle/Tape PO#12421	45.99- V	01-145-5062
03/13/2024	101471	Davis Hardware	Admin: Discount for Feb 2024	11.06 V	01-115-5030
03/13/2024	101471	Davis Hardware	Bldg Maint: Discount for Feb 2024	11.06 V	01-145-5062
03/13/2024	101471	Davis Hardware	Parks: : Discount for Feb 2024	11.06 V	01-160-5061
03/13/2024	101471	Davis Hardware	HURF: Discount for Feb 2024	11.06 V	02-170-5062
03/13/2024	101471	Davis Hardware	Water: Discount for Feb 2024	11.06 V	10-210-5129
Total 101471:				.00	
03/13/2024	101472	Donald Scott Jr.	Mileage - Rual AZ Meeting PO#12589	82.50	01-105-5017
03/13/2024	101472	Donald Scott Jr.	Mileage - Rual AZ Meeting PO#12589	82.50- V	01-105-5017
Total 101472:				.00	
03/13/2024	101473	Nations Best	WW - Hardware Cloth/Elbow/Apater/PVC Tee PO#12420	37.97	11-215-5129
03/13/2024	101473	Nations Best	WW-PVC Pipe PO#12420	34.44	11-215-5129
03/13/2024	101473	Nations Best	WW - Hardware Cloth/Elbow/Apater/PVC Tee PO#12420	37.97- V	11-215-5129
03/13/2024	101473	Nations Best	WW-PVC Pipe PO#12420	34.44- V	11-215-5129

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101473:				.00	
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Admin	1.28	01-115-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Finance	23.38	01-120-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - P&Z	26.51	01-125-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - PD	13.16	01-130-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - HC	19.64	01-150-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - SC	1.87	03-175-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - AP	45.60	04-180-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Water	186.03	10-210-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Sewer	186.03	11-215-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Admin	1.28- V	01-115-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Finance	23.38- V	01-120-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - P&Z	26.51- V	01-125-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - PD	13.16- V	01-130-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - HC	19.64- V	01-150-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - SC	1.87- V	03-175-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - AP	45.60- V	04-180-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Water	186.03- V	10-210-5010
03/13/2024	101474	Pitney Bowes Purchase Power	Postage Mar - Sewer	186.03- V	11-215-5010
Total 101474:				.00	
03/13/2024	101475	Quill	Sewer - Sharpies PO#12545	23.28	11-215-5058
03/13/2024	101475	Quill	Finance - Childs Play candy PO#12545	34.26	01-120-5030
03/13/2024	101475	Quill	Sewer - Blk Desk PO#12545	324.10	11-215-5058
03/13/2024	101475	Quill	SC- Blk Poly Liners	710.83	03-175-5009
03/13/2024	101475	Quill	HURF- Shredders PO#12545	118.32	02-170-5058
03/13/2024	101475	Quill	HURF- Coffee Maker PO#12545	37.96	02-170-5058
03/13/2024	101475	Quill	HURF- Paper Towls PO#12545	45.18	02-170-5058
03/13/2024	101475	Quill	HURF- Lens Towels PO#12545	18.03	02-170-5058
03/13/2024	101475	Quill	Water - 60pk Round Stick PO#12545	16.82	10-210-5058
03/13/2024	101475	Quill	Water - White Out PO#12545	32.54	10-210-5058
03/13/2024	101475	Quill	Water - Sharpies PO#12545	15.72	10-210-5058
03/13/2024	101475	Quill	Water - Urinial Screens PO#12545	68.41	10-210-5058
03/13/2024	101475	Quill	Sewer - Dixie Bowls PO#12545	67.11	11-215-5030
03/13/2024	101475	Quill	Sewer - Paper Plates PO#12545	68.38	11-215-5030
03/13/2024	101475	Quill	Sewer - Purell PO#12545	32.62	11-215-5059
03/13/2024	101475	Quill	Sewer - Lysol Bowl Cleaner PO#12545	16.36	11-215-5059
03/13/2024	101475	Quill	PD - Tru Red Exp PO#12545	37.53	01-130-5009
03/13/2024	101475	Quill	PD - Mailer Bubbler PO#12545	38.82	01-130-5009

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101475	Quill	Admin - File Folders PO#12545	26.62	01-115-5009
03/13/2024	101475	Quill	Admin - Expo Chisel PO#12545	9.91	01-115-5009
03/13/2024	101475	Quill	Admin - Tab Dividers PO#12545	5.07	01-115-5009
03/13/2024	101475	Quill	PD - A-Z Ready Index PO#12545	32.42	01-130-5009
03/13/2024	101475	Quill	AP - Markers PO#12545	9.48	04-180-5009
03/13/2024	101475	Quill	AP - Ultra Fine Markers PO#12545	10.28	04-180-5009
03/13/2024	101475	Quill	AP - Markers PO#12545	6.64	04-180-5009
03/13/2024	101475	Quill	AP - 4x6 Lineed Paper PO#12545	11.56	04-180-5009
03/13/2024	101475	Quill	PZ - Epson Ink PO#12545	166.24	01-125-5009
03/13/2024	101475	Quill	PZ - Ruled Pads PO#12545	8.55	01-125-5009
03/13/2024	101475	Quill	PZ - File Folders PO#12545	13.75	01-125-5009
03/13/2024	101475	Quill	BM - Multi-fold Towels PO#12545	155.24	01-145-5059
03/13/2024	101475	Quill	BM - Forks PO#12545	60.98	01-145-5059
03/13/2024	101475	Quill	BM - Bounty Napkins PO#12545	6.72	01-145-5059
03/13/2024	101475	Quill	BM - Paper Plates PO#12545	32.58	01-145-5059
03/13/2024	101475	Quill	BM - Ziploc PO#12545	24.64	01-145-5059
03/13/2024	101475	Quill	Finance - Red File Label PO#12545	49.22	01-120-5009
03/13/2024	101475	Quill	Finance - G2 red Pens PO#12545	16.99	01-120-5009
03/13/2024	101475	Quill	Finance - AA Batteries PO#12545	22.85	01-120-5009
03/13/2024	101475	Quill	BM - AAA Batteries PO#12545	18.27	01-145-5009
03/13/2024	101475	Quill	BM - Lysol Wipes PO#12545	22.03	01-145-5059
03/13/2024	101475	Quill	BM-Lysol Cleaner PO#12545	14.46	01-145-5059
03/13/2024	101475	Quill	BM- Latex Gloves PO#12545	43.71	01-145-5059
03/13/2024	101475	Quill	BM-Glad Trash Bags PO#12545	85.04	01-145-5059
03/13/2024	101475	Quill	BM- Febrezees PO#12545	38.82	01-145-5059
03/13/2024	101475	Quill	BM- Swiffer WetJet PO#12545	19.03	01-145-5059
03/13/2024	101475	Quill	PD- Swiffer Complete PO#12545	12.31	03-175-5009
03/13/2024	101475	Quill	BM- Swiffer Refills PO#12545	17.77	01-145-5059
03/13/2024	101475	Quill	BM- Citrus Cleaner PO#12545	18.69	01-145-5059
03/13/2024	101475	Quill	Finance- Small Binder Clips PO#12545	1.03	01-120-5009
03/13/2024	101475	Quill	Finance - Mini Binder Clips PO#12545	1.62	01-120-5009
03/13/2024	101475	Quill	Finance- Expo Dual PO#12545	18.99	01-120-5009
03/13/2024	101475	Quill	SC- File Folder PO#12545	125.82	03-175-5009
03/13/2024	101475	Quill	SC- White Out PO#12545	11.06	03-175-5009
03/13/2024	101475	Quill	SC- Fabuloso PO#12545	83.02	03-175-5009
03/13/2024	101475	Quill	SC- Single Fold Towels PO#12545	93.63	03-175-5009
03/13/2024	101475	Quill	SC- Coffee PO#12545	292.06	03-175-5060
03/13/2024	101475	Quill	SC - Bounty PO#12545	98.29	03-175-5009
03/13/2024	101475	Quill	SC - Envelopes PO#12545	49.66	03-175-5009
03/13/2024	101475	Quill	SC - Tape PO#12545	15.02	03-175-5009
03/13/2024	101475	Quill	SC - Lysol PO#12545	39.83	03-175-5009
03/13/2024	101475	Quill	SC - Toner PO#12545	171.02	03-175-5009

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101475	Quill	Finance - Smarties Candy PO#12545	21.82	01-120-5030
03/13/2024	101475	Quill	PD - Tab Dividers PO#12545	24.37	01-130-5009
03/13/2024	101475	Quill	Sewer - Sharpies PO#12545	23.28- V	11-215-5058
03/13/2024	101475	Quill	Finance - Childs Play candy PO#12545	34.26- V	01-120-5030
03/13/2024	101475	Quill	Sewer - Blk Desk PO#12545	324.10- V	11-215-5058
03/13/2024	101475	Quill	SC- Blk Poly Liners	710.83- V	03-175-5009
03/13/2024	101475	Quill	HURF- Shredders PO#12545	118.32- V	02-170-5058
03/13/2024	101475	Quill	HURF- Coffee Maker PO#12545	37.96- V	02-170-5058
03/13/2024	101475	Quill	HURF- Paper Towls PO#12545	45.18- V	02-170-5058
03/13/2024	101475	Quill	HURF- Lens Towels PO#12545	18.03- V	02-170-5058
03/13/2024	101475	Quill	Water - 60pk Round Stick PO#12545	16.82- V	10-210-5058
03/13/2024	101475	Quill	Water - White Out PO#12545	32.54- V	10-210-5058
03/13/2024	101475	Quill	Water - Sharpies PO#12545	15.72- V	10-210-5058
03/13/2024	101475	Quill	Water - Urinial Screens PO#12545	68.41- V	10-210-5058
03/13/2024	101475	Quill	Sewer - Dixie Bowls PO#12545	67.11- V	11-215-5030
03/13/2024	101475	Quill	Sewer - Paper Plates PO#12545	68.38- V	11-215-5030
03/13/2024	101475	Quill	Sewer - Purell PO#12545	32.62- V	11-215-5059
03/13/2024	101475	Quill	Sewer - Lysol Bowl Cleaner PO#12545	16.36- V	11-215-5059
03/13/2024	101475	Quill	PD - Tru Red Exp PO#12545	37.53- V	01-130-5009
03/13/2024	101475	Quill	PD - Mailer Bubbler PO#12545	38.82- V	01-130-5009
03/13/2024	101475	Quill	Admin - File Folders PO#12545	26.62- V	01-115-5009
03/13/2024	101475	Quill	Admin - Expo Chisel PO#12545	9.91- V	01-115-5009
03/13/2024	101475	Quill	Admin - Tab Dividers PO#12545	5.07- V	01-115-5009
03/13/2024	101475	Quill	PD - A-Z Ready Index PO#12545	32.42- V	01-130-5009
03/13/2024	101475	Quill	AP - Markers PO#12545	9.48- V	04-180-5009
03/13/2024	101475	Quill	AP - Ultra Fine Markers PO#12545	10.28- V	04-180-5009
03/13/2024	101475	Quill	AP - Markers PO#12545	6.64- V	04-180-5009
03/13/2024	101475	Quill	AP - 4x6 Lineed Paper PO#12545	11.56- V	04-180-5009
03/13/2024	101475	Quill	PZ - Epson Ink PO#12545	166.24- V	01-125-5009
03/13/2024	101475	Quill	PZ - Ruled Pads PO#12545	8.55- V	01-125-5009
03/13/2024	101475	Quill	PZ - File Folders PO#12545	13.75- V	01-125-5009
03/13/2024	101475	Quill	BM - Multi-fold Towels PO#12545	155.24- V	01-145-5059
03/13/2024	101475	Quill	BM - Forks PO#12545	60.98- V	01-145-5059
03/13/2024	101475	Quill	BM - Bounty Napkins PO#12545	6.72- V	01-145-5059
03/13/2024	101475	Quill	BM - Paper Plates PO#12545	32.58- V	01-145-5059
03/13/2024	101475	Quill	BM - Ziploc PO#12545	24.64- V	01-145-5059
03/13/2024	101475	Quill	Finance - Red File Label PO#12545	49.22- V	01-120-5009
03/13/2024	101475	Quill	Finance -G2 red Pens PO#12545	16.99- V	01-120-5009
03/13/2024	101475	Quill	Finance - AA Batteries PO#12545	22.85- V	01-120-5009
03/13/2024	101475	Quill	BM- AAA Batteries PO#12545	18.27- V	01-145-5009
03/13/2024	101475	Quill	BM- Lysol Wipes PO#12545	22.03- V	01-145-5059
03/13/2024	101475	Quill	BM-Lysol Cleaner PO#12545	14.46- V	01-145-5059

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101475	Quill	BM- Latex Gloves PO#12545	43.71- V	01-145-5059
03/13/2024	101475	Quill	BM-Glad Trash Bags PO#12545	85.04- V	01-145-5059
03/13/2024	101475	Quill	BM- Febrezes PO#12545	38.82- V	01-145-5059
03/13/2024	101475	Quill	BM- Swiffer WetJet PO#12545	19.03- V	01-145-5059
03/13/2024	101475	Quill	PD- Swiffer Complete PO#12545	12.31- V	03-175-5009
03/13/2024	101475	Quill	BM- Swiffer Refills PO#12545	17.77- V	01-145-5059
03/13/2024	101475	Quill	BM- Citrus Cleaner PO#12545	18.69- V	01-145-5059
03/13/2024	101475	Quill	Finance- Small Binder Clips PO#12545	1.03- V	01-120-5009
03/13/2024	101475	Quill	Finance - Mini Binder Clips PO#12545	1.62- V	01-120-5009
03/13/2024	101475	Quill	Finance- Expo Dual PO#12545	18.99- V	01-120-5009
03/13/2024	101475	Quill	SC- File Folder PO#12545	125.82- V	03-175-5009
03/13/2024	101475	Quill	SC- White Out PO#12545	11.06- V	03-175-5009
03/13/2024	101475	Quill	SC- Fabuloso PO#12545	83.02- V	03-175-5009
03/13/2024	101475	Quill	SC- Single Fold Towels PO#12545	93.63- V	03-175-5009
03/13/2024	101475	Quill	SC- Coffee PO#12545	292.06- V	03-175-5060
03/13/2024	101475	Quill	SC - Bounty PO#12545	98.29- V	03-175-5009
03/13/2024	101475	Quill	SC - Envelopes PO#12545	49.66- V	03-175-5009
03/13/2024	101475	Quill	SC - Tape PO#12545	15.02- V	03-175-5009
03/13/2024	101475	Quill	SC - Lysol PO#12545	39.83- V	03-175-5009
03/13/2024	101475	Quill	SC - Toner PO#12545	171.02- V	03-175-5009
03/13/2024	101475	Quill	Finance - Smarties Candy PO#12545	21.82- V	01-120-5030
03/13/2024	101475	Quill	PD - Tab Dividers PO#12545	24.37- V	01-130-5009
Total 101475:				.00	
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- PD	1,312.52	01-130-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- AC	498.22	01-135-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Shop	47.97	01-155-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- HURF	111.93	02-170-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- AP	248.76	04-180-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Water	79.95	10-210-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Sewer	196.22	11-215-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Bldg Maint	2,593.53	01-145-5022
03/13/2024	101476	Sierra Propane	Propane Senior Center	846.36	16-240-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- PD	1,312.52- V	01-130-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- AC	498.22- V	01-135-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Shop	47.97- V	01-155-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- HURF	111.93- V	02-170-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- AP	248.76- V	04-180-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Water	79.95- V	10-210-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Sewer	196.22- V	11-215-5022
03/13/2024	101476	Sierra Propane	Feb 2024 Propane- Bldg Maint	2,593.53- V	01-145-5022

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101476	Sierra Propane	Propane Senior Center	846.36- V	16-240-5022
Total 101476:				.00	
03/13/2024	101477	The Rigg Law Firm PLLC	Prosecution Fees - Feb 2024	1,020.00	01-106-5068
03/13/2024	101477	The Rigg Law Firm PLLC	Prosecution Fees - Feb 2024	1,020.00- V	01-106-5068
Total 101477:				.00	
03/13/2024	101478	Websites That Work, LLC	March 2024 - Website Hosting/Maint PO#12590	440.00	01-115-5012
03/13/2024	101478	Websites That Work, LLC	March 2024 - Website Hosting/Maint PO#12590	440.00- V	01-115-5012
Total 101478:				.00	
03/13/2024	101479	White Mountain Publishing LLC	AP - Airport Attendant Ad 2/6/24 PO#12585	100.80	04-180-5019
03/13/2024	101479	White Mountain Publishing LLC	HC- Tour Guide Ad 2/6/24 PO#12585	134.40	01-150-5019
03/13/2024	101479	White Mountain Publishing LLC	Admin-Call of Election 2/6/24 PO#12585	174.30	01-115-5026
03/13/2024	101479	White Mountain Publishing LLC	HC-Tour Guide Ad 2/13/24 PO#12585	79.23	01-150-5019
03/13/2024	101479	White Mountain Publishing LLC	AP-Airport Attendant Ad 2/13/24 PO#12585	59.43	04-180-5019
03/13/2024	101479	White Mountain Publishing LLC	AP - Airport Attendant Ad 2/6/24 PO#12585	100.80- V	04-180-5019
03/13/2024	101479	White Mountain Publishing LLC	HC- Tour Guide Ad 2/6/24 PO#12585	134.40- V	01-150-5019
03/13/2024	101479	White Mountain Publishing LLC	Admin-Call of Election 2/6/24 PO#12585	174.30- V	01-115-5026
03/13/2024	101479	White Mountain Publishing LLC	HC-Tour Guide Ad 2/13/24 PO#12585	79.23- V	01-150-5019
03/13/2024	101479	White Mountain Publishing LLC	AP-Airport Attendant Ad 2/13/24 PO#12585	59.43- V	04-180-5019
Total 101479:				.00	
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Admin	378.54	01-115-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Finance	189.27	01-120-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - P&Z	189.27	01-125-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - PD	11,356.20	01-130-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - AC	946.35	01-135-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Bldg Maint	189.27	01-145-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - HC	1,135.62	01-150-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Parks	378.54	01-160-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Shop	189.27	02-170-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - HURF	7,760.07	02-170-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - AP	3,785.40	04-180-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Water	3,785.40	10-210-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - Sewer	3,785.40	11-215-5053
03/13/2024	101480	AZ Muni Risk Retention Pool	Quarter 3 2024 - SC	3,785.40	16-240-5053

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101480:				37,854.00	
03/13/2024	101481	Brown & Brown Law Offices	Legal Water Adjudication	8,458.54	10-210-5033
Total 101481:				8,458.54	
03/13/2024	101482	Butch L. Gunnets	Magistrate Judge Services	461.54	01-110-5012
Total 101482:				461.54	
03/13/2024	101483	Community Broadband Advocates, LLC	Federal/State Grant Development PO#12591	3,071.25	01-115-5012
03/13/2024	101483	Community Broadband Advocates, LLC	Project Planning & Review PO#12591	48.75	01-115-5012
Total 101483:				3,120.00	
03/13/2024	101484	Cowboy Up Hay and Ranch Supply	HURF - Saw Files PO#12290	17.44	02-170-5064
03/13/2024	101484	Cowboy Up Hay and Ranch Supply	HURF - Wedge/Chain Loop/Wood Cutter PO#12358	142.85	02-170-5061
03/13/2024	101484	Cowboy Up Hay and Ranch Supply	HURF - Starter Rope PO#12409	21.60	02-170-5080
Total 101484:				181.89	
03/13/2024	101485	Davis Hardware	PD: Door Key Copy for Unit 127 PO#12495	5.01	01-130-5061
03/13/2024	101485	Davis Hardware	Water: RSTP I/E OB PO#12421	49.08	10-210-5061
03/13/2024	101485	Davis Hardware	Water: Auto Pump/Craftman Pro PO#12520	264.00	10-210-5061
03/13/2024	101485	Davis Hardware	Admin: Small Tool Bag PO#12250	63.23	01-115-5030
03/13/2024	101485	Davis Hardware	Water: PVC/CPL/PVC Cement PO#12421	91.59	10-210-5129
03/13/2024	101485	Davis Hardware	Bldg Maint: Plane/Block/Hinge/Knife Sharpener PO#12421	43.17	01-145-5062
03/13/2024	101485	Davis Hardware	Bldg Maint:Hinges PO#12421	25.73	01-145-5062
03/13/2024	101485	Davis Hardware	HURF: MLW/Bulb PO#12421	35.98	02-170-5062
03/13/2024	101485	Davis Hardware	Parks: Batteries PO#12421	50.16	01-160-5061
03/13/2024	101485	Davis Hardware	Bldg Maint: Brush/Polyshade PO#12421	23.97	01-145-5062
03/13/2024	101485	Davis Hardware	Parks: Spade Bits PO# 12421	43.61	01-160-5047
03/13/2024	101485	Davis Hardware	Parks: Bolts/Bolt Hook PO#12421	31.62	01-160-5047
03/13/2024	101485	Davis Hardware	Water: Knockouts PO#12421	13.60	10-210-5129
03/13/2024	101485	Davis Hardware	Sewer: Filler/Cable Ties/Hand Trowel PO#12421	44.96	11-215-5061
03/13/2024	101485	Davis Hardware	Sewer: Tog; Switch PO#12421	9.37	11-215-5061
03/13/2024	101485	Davis Hardware	Water: Gauge/Tee/Hex PO#12421	38.34	10-210-5129
03/13/2024	101485	Davis Hardware	Bldg Maint: Woodfiller/Hook/Bimset PO#12421	89.18	01-145-5062
03/13/2024	101485	Davis Hardware	Bldg Maint: Brush Angle/Tape PO#12421	45.99	01-145-5062
03/13/2024	101485	Davis Hardware	Admin: Discount for Feb 2024	11.06-	01-115-5030
03/13/2024	101485	Davis Hardware	Bldg Maint: Discount for Feb 2024	11.06-	01-145-5062

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101485	Davis Hardware	Parks: : Discount for Feb 2024	11.06-	01-160-5061
03/13/2024	101485	Davis Hardware	HURF: Discount for Feb 2024	11.06-	02-170-5062
03/13/2024	101485	Davis Hardware	Water: Discount for Feb 2024	11.06-	10-210-5129
Total 101485:				913.29	
03/13/2024	101486	Donald Scott Jr.	Mileage - Rual AZ Meeting PO#12589	82.50	01-105-5017
Total 101486:				82.50	
03/13/2024	101487	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	75.00	01-000-4028
03/13/2024	101487	Better World Barbeque	Rental Refund Sprvl Park Ramada- BWBBQ PO#12586	50.00	01-000-2027
Total 101487:				125.00	
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - Admin	1.28	01-115-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - Finance	23.38	01-120-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - P&Z	28.51	01-125-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - PD	13.16	01-130-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - HC	19.64	01-150-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - SC	1.87	03-175-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - AP	45.60	04-180-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - Water	186.03	10-210-5010
03/13/2024	101488	Pitney Bowes Purchase Power	Postage Mar - Sewer	186.03	11-215-5010
Total 101488:				503.50	
03/13/2024	101489	Quill	Sewer - Sharpies PO#12545	23.28	11-215-5058
03/13/2024	101489	Quill	Finance - Childs Play candy PO#12545	34.26	01-120-5030
03/13/2024	101489	Quill	Sewer - Blk Desk PO#12545	324.10	11-215-5058
03/13/2024	101489	Quill	SC- Blk Poly Liners	710.83	03-175-5009
03/13/2024	101489	Quill	HURF- Shredders PO#12545	118.32	02-170-5058
03/13/2024	101489	Quill	HURF- Coffee Maker PO#12545	37.96	02-170-5058
03/13/2024	101489	Quill	HURF- Paper Towls PO#12545	45.18	02-170-5058
03/13/2024	101489	Quill	HURF- Lens Towels PO#12545	18.03	02-170-5058
03/13/2024	101489	Quill	Water - 60pk Round Stick PO#12545	16.82	10-210-5058
03/13/2024	101489	Quill	Water - White Out PO#12545	32.54	10-210-5058
03/13/2024	101489	Quill	Water - Sharpies PO#12545	15.72	10-210-5058
03/13/2024	101489	Quill	Water - Urinial Screens PO#12545	68.41	10-210-5058
03/13/2024	101489	Quill	Sewer - Dixie Bowls PO#12545	67.11	11-215-5030
03/13/2024	101489	Quill	Sewer - Paper Plates PO#12545	68.38	11-215-5030
03/13/2024	101489	Quill	Sewer - Purell PO#12545	32.62	11-215-5059

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101489	Quill	Sewer - Lysol Bowl Cleaner PO#12545	16.36	11-215-5059
03/13/2024	101489	Quill	PD - Tru Red Exp PO#12545	37.53	01-130-5009
03/13/2024	101489	Quill	PD - Mailer Bubbler PO#12545	38.82	01-130-5009
03/13/2024	101489	Quill	Admin - File Folders PO#12545	26.62	01-115-5009
03/13/2024	101489	Quill	Admin - Expo Chisel PO#12545	9.91	01-115-5009
03/13/2024	101489	Quill	Admin - Tab Dividers PO#12545	5.07	01-115-5009
03/13/2024	101489	Quill	PD - A-Z Ready Index PO#12545	32.42	01-130-5009
03/13/2024	101489	Quill	AP - Markers PO#12545	9.48	04-180-5009
03/13/2024	101489	Quill	AP - Ultra Fine Markers PO#12545	10.28	04-180-5009
03/13/2024	101489	Quill	AP - Markers PO#12545	6.64	04-180-5009
03/13/2024	101489	Quill	AP - 4x6 Lineed Paper PO#12545	11.56	04-180-5009
03/13/2024	101489	Quill	PZ - Epson Ink PO#12545	166.24	01-125-5009
03/13/2024	101489	Quill	PZ - Ruled Pads PO#12545	8.55	01-125-5009
03/13/2024	101489	Quill	PZ - File Folders PO#12545	13.75	01-125-5009
03/13/2024	101489	Quill	BM - Multi-fold Towels PO#12545	155.24	01-145-5059
03/13/2024	101489	Quill	BM - Forks PO#12545	60.98	01-145-5059
03/13/2024	101489	Quill	BM - Bounty Napkins PO#12545	6.72	01-145-5059
03/13/2024	101489	Quill	BM - Paper Plates PO#12545	32.58	01-145-5059
03/13/2024	101489	Quill	BM - Ziploc PO#12545	24.64	01-145-5059
03/13/2024	101489	Quill	Finance - Red File Label PO#12545	49.22	01-120-5009
03/13/2024	101489	Quill	Finance -G2 red Pens PO#12545	16.99	01-120-5009
03/13/2024	101489	Quill	Finance - AA Batteries PO#12545	22.85	01-120-5009
03/13/2024	101489	Quill	BM - AAA Batteries PO#12545	18.27	01-145-5009
03/13/2024	101489	Quill	BM - Lysol Wipes PO#12545	22.03	01-145-5059
03/13/2024	101489	Quill	BM-Lysol Cleaner PO#12545	14.46	01-145-5059
03/13/2024	101489	Quill	BM- Latex Gloves PO#12545	43.71	01-145-5059
03/13/2024	101489	Quill	BM-Glad Trash Bags PO#12545	85.04	01-145-5059
03/13/2024	101489	Quill	BM- Febrezees PO#12545	38.82	01-145-5059
03/13/2024	101489	Quill	BM- Swiffer WetJet PO#12545	19.03	01-145-5059
03/13/2024	101489	Quill	PD- Swiifer Complete PO#12545	12.31	03-175-5009
03/13/2024	101489	Quill	BM- Swiffer Refills PO#12545	17.77	01-145-5059
03/13/2024	101489	Quill	BM- Citrus Cleaner PO#12545	18.69	01-145-5059
03/13/2024	101489	Quill	Finance- Small Binder Clips PO#12545	1.03	01-120-5009
03/13/2024	101489	Quill	Finance - Mini Binder Clips PO#12545	1.62	01-120-5009
03/13/2024	101489	Quill	Finance- Expo Dual PO#12545	18.99	01-120-5009
03/13/2024	101489	Quill	SC- File Folder PO#12545	125.82	03-175-5009
03/13/2024	101489	Quill	SC- White Out PO#12545	11.06	03-175-5009
03/13/2024	101489	Quill	SC- Fabuloso PO#12545	83.02	03-175-5009
03/13/2024	101489	Quill	SC- Single Fold Towels PO#12545	93.63	03-175-5009
03/13/2024	101489	Quill	SC- Coffee PO#12545	292.06	03-175-5080
03/13/2024	101489	Quill	SC - Bounty PO#12545	98.29	03-175-5009
03/13/2024	101489	Quill	SC - Envelopes PO#12545	49.66	03-175-5009

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/13/2024	101489	Quill	SC - Tape PO#12545	15.02	03-175-5009
03/13/2024	101489	Quill	SC - Lysol PO#12545	39.83	03-175-5009
03/13/2024	101489	Quill	SC - Toner PO#12545	171.02	03-175-5009
03/13/2024	101489	Quill	Finance - Smarties Candy PO#12545	21.82	01-120-5030
03/13/2024	101489	Quill	PD - Tab Dividers PO#12545	24.37	01-130-5009
Total 101489:				3,713.38	
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- PD	1,312.52	01-130-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- AC	498.22	01-135-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- Shop	47.97	01-155-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- HURF	111.93	02-170-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- AP	248.76	04-180-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- Water	79.95	10-210-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- Sewer	196.22	11-215-5022
03/13/2024	101490	Sierra Propane	Feb 2024 Propane- Bldg Maint	2,593.53	01-145-5022
03/13/2024	101490	Sierra Propane	Propane Senior Center	846.36	16-240-5022
Total 101490:				5,935.46	
03/13/2024	101491	The Rigg Law Firm PLLC	Prosecution Fees - Feb 2024	1,020.00	01-106-5068
Total 101491:				1,020.00	
03/13/2024	101492	Websites That Work, LLC	March 2024 - Website Hosting/Maint PO#12590	440.00	01-115-5012
Total 101492:				440.00	
03/13/2024	101493	White Mountain Publishing LLC	AP - Airport Attendant Ad 2/6/24 PO#12585	100.80	04-180-5019
03/13/2024	101493	White Mountain Publishing LLC	HC- Tour Guide Ad 2/6/24 PO#12585	134.40	01-150-5019
03/13/2024	101493	White Mountain Publishing LLC	Admin-Call of Election 2/8/24 PO#12585	174.30	01-115-5026
03/13/2024	101493	White Mountain Publishing LLC	HC-Tour Guide Ad 2/13/24 PO#12585	79.23	01-150-5019
03/13/2024	101493	White Mountain Publishing LLC	AP-Airport Attendant Ad 2/13/24 PO#12585	59.43	04-180-5019
Total 101493:				548.16	
03/13/2024	101494	Nations Best	WW - Hardware Cloth/Elbow/Apater/PVC Tee PO#12420	37.97	11-215-5129
03/13/2024	101494	Nations Best	WW-PVC Pipe PO#12420	34.44	11-215-5129
Total 101494:				72.41	
03/20/2024	101495	Aflac	March 2024 UY855	375.60	01-000-2024

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101495:				375.60	
03/20/2024	101496	Albertsons / Safeway	Water - Mixed Candy x2 PO#12522	37.06	10-210-5030
03/20/2024	101496	Albertsons / Safeway	HURF - Various Food Items PO#12526	92.74	02-170-5017
03/20/2024	101496	Albertsons / Safeway	Water - General Foods PO#12533	64.87	10-210-5030
Total 101496:				194.67	
03/20/2024	101497	Amy Sloane	Per Diem 1APE Training PO#12296	125.00	01-130-5017
Total 101497:				125.00	
03/20/2024	101498	Apache Co Treasurer	February 2024 Docket Fees	6.48	01-000-2011
Total 101498:				6.48	
03/20/2024	101499	AZ State Treasurer	Magistrate Payable February 2024	2,998.85	01-000-2011
Total 101499:				2,998.85	
03/20/2024	101500	Chrome in the Dome	Tourism donation for Chrome in the Dome PO#12252	750.00	05-185-5095
Total 101500:				750.00	
03/20/2024	101501	Cowboy Up Hay and Ranch Supply	HURF - Just One Bite (rate Poison) Nov 2023 PO#12534	7.58	02-170-5059
03/20/2024	101501	Cowboy Up Hay and Ranch Supply	AC - Dog Food x2 12/27/23 PO#12496	63.17	01-135-5046
03/20/2024	101501	Cowboy Up Hay and Ranch Supply	AC - Dog Food x2 2/12/24 PO#12496	63.17	01-135-5046
03/20/2024	101501	Cowboy Up Hay and Ranch Supply	AC - Dog Food x2 3/4/24 PO#12496	65.35	01-135-5046
Total 101501:				199.27	
03/20/2024	101502	Frontier	Airport Card Reader Mar 2024	98.47	04-180-5016
Total 101502:				98.47	
03/20/2024	101503	J & J Signs and Designs	PD - Graphic work for new RVOD stickers PO#12502	200.00	01-130-5024
Total 101503:				200.00	
03/20/2024	101504	Law Office of Michael S Penrod, PLC	Defense Attorney-Johnson, Brad PO#12594	27.50	01-106-5055
03/20/2024	101504	Law Office of Michael S Penrod, PLC	Defense Attorney- Tsinajinnie, Derrick PO#12594	231.00	01-106-5055

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101504:				258.50	
03/20/2024	101505	LegalShield	Prepaid Legal Feb 2024	138.30	01-000-2019
03/20/2024	101505	LegalShield	Prepaid Legal Mar 2024	138.30	01-000-2019
Total 101505:				276.60	
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - SC	685.97	20-260-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - Building Maint	905.84	01-145-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - PD	458.00	01-130-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - AC	60.93	01-135-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - Shop	239.16	01-155-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	749.77	01-160-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - HURF	2,934.26	02-170-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - AP	1,604.85	04-180-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - Water	3,266.75	10-210-5021
03/20/2024	101506	Navopache Electric co-op Inc.	Electricity - Sewer	2,591.72	11-215-5021
Total 101506:				13,497.25	
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - Admin	84.13	01-115-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - Finance	88.01	01-120-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - P&Z	52.28	01-125-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - PD	32.53	01-130-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - HC	37.09	01-150-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - HURF	1.92	02-170-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - AP	64.32	04-180-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - Water	217.36	10-210-5010
03/20/2024	101507	Pitney Bowes Purchase Power	Postage - Sewer	217.36	11-215-5010
Total 101507:				795.00	
03/20/2024	101508	SmartSign	WW - Various Signs and kits PO#12532	349.80	11-215-5062
03/20/2024	101508	SmartSign	WW - Tax PO#12532	19.59	11-215-5027
Total 101508:				369.39	
03/20/2024	101509	Town of Eagar	ACA Membership 2024 PO#12626	25.00	01-110-5025
03/20/2024	101509	Town of Eagar	ACA Conference 2024 PO#12626	225.00	01-110-5017

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101509:				250.00	
03/20/2024	101510	Tread Masters Tire and Lube	PD - Replace and Reprogram Sensor PO#12501	86.04	01-130-5024
Total 101510:				86.04	
03/20/2024	101511	United Food Bank	General Food - Canned Meat/PB/Spices/ Beverages PO#12470	16.15	21-265-5060
Total 101511:				16.15	
03/20/2024	101512	Frankie Udall	Water Overpayment Refund Acct# 1.00390.27 PO#12595	37.50	10-000-1012
03/20/2024	101512	Frankie Udall	Sewer Overpayment Refund Acct# 1.00390.27 PO#12595	37.50	11-000-1012
Total 101512:				75.00	
03/20/2024	101513	Xerox Financial Services	Contract 020-0977404-001 02/29/2024-03/29/2024	180.32	01-130-5093
03/20/2024	101513	Xerox Financial Services	Contract 020-0977404-001 02/29/2024-03/29/2024	16.41	01-130-5094
Total 101513:				196.73	
03/27/2024	101519	Aetna Life Insurance Company	Mar 2024 Premiums	856.70	01-000-2024
Total 101519:				856.70	
03/27/2024	101520	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	53.25	01-160-5077
03/27/2024	101520	AZ Dept of Corrections	Inmate Labor - HURF	124.25	02-170-5077
03/27/2024	101520	AZ Dept of Corrections	Inmate Labor - Water	71.00	10-210-5077
03/27/2024	101520	AZ Dept of Corrections	Inmate Labor - Sewer	53.25	11-215-5077
03/27/2024	101520	AZ Dept of Corrections	Inmate Labor - Head Start	53.25	20-260-5077
Total 101520:				355.00	
03/27/2024	101521	Better World BBQ LLC	2024 Tourism Donation	750.00	05-185-5095
Total 101521:				750.00	
03/27/2024	101522	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 101522:				461.54	
03/27/2024	101523	Dan Boyle	CDL Endorsement 2024 - reimburse payment PO#12602	77.63	02-170-5017

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101523:				77.63	
03/27/2024	101524	Dana Kepner Company	Water- Mjs/PVC Pipes/ Couplings PO#12597	2,050.89	10-210-5129
Total 101524:				2,050.89	
03/27/2024	101525	Danielle Hommel	2024 Remibursment for Fall Fest -Face Painting PO#12630	257.80	05-185-5095
Total 101525:				257.80	
03/27/2024	101526	Go To Glass, LLC	WW - Windshield for truck PO#12596	351.22	11-215-5024
03/27/2024	101526	Go To Glass, LLC	PD- Unit 112 Windshield work PO#12504	236.32	01-130-5024
Total 101526:				587.54	
03/27/2024	101527	Mohave Environmental Lab corp	Microbiological, Water analysis x3 0224	105.00	10-210-5123
03/27/2024	101527	Mohave Environmental Lab corp	Fecal Coliform - Membrane Filter Tech x4 0224	140.00	11-215-5123
03/27/2024	101527	Mohave Environmental Lab corp	Gross Alpha x2 02/24	150.00	10-210-5123
03/27/2024	101527	Mohave Environmental Lab corp	Isotopic Uranium x2 02/24	390.00	10-210-5123
03/27/2024	101527	Mohave Environmental Lab corp	Radium 226&228 02/24	480.00	10-210-5123
Total 101527:				1,265.00	
03/27/2024	101528	NBA Bank Card Center	RA - St. Patrick/Easter supplies - Dollar Tree PO#12467	51.82	20-260-5089
03/27/2024	101528	NBA Bank Card Center	RA - Signs - Amazon PO#12465	64.01	03-175-5064
03/27/2024	101528	NBA Bank Card Center	RA - Plates & Cutlery - Walmart PO#12566	37.54	20-260-5089
03/27/2024	101528	NBA Bank Card Center	RA - Sausage Rolls - Walmart PO#12566	62.86	20-260-5060
03/27/2024	101528	NBA Bank Card Center	HW - Bday Flowers for Employee SP PO#12560	37.07	01-115-5020
03/27/2024	101528	NBA Bank Card Center	KM - Zoom PO#12593	15.99	01-115-5027
03/27/2024	101528	NBA Bank Card Center	KM - Wellness Incentives - Amazon PO#12593	455.41	01-115-5057
03/27/2024	101528	NBA Bank Card Center	KM - Retirement Flower for Emp Zona PO#12561	47.98	01-115-5020
03/27/2024	101528	NBA Bank Card Center	MB - Bday Cupcakes for Employee PO#12552	12.35	01-150-5060
03/27/2024	101528	NBA Bank Card Center	MB - Paper Plates PO#12559	8.42	01-115-5009
03/27/2024	101528	NBA Bank Card Center	MB - Bday Card for Employee PO#12559	4.69	01-115-5030
03/27/2024	101528	NBA Bank Card Center	MB - Trail Cams/Memory Cards x5 PO#12592	190.99	01-150-5088
03/27/2024	101528	NBA Bank Card Center	MB - Plugs for Fall Fest Zorb Balls PO#12592	8.72	05-185-5095
03/27/2024	101528	NBA Bank Card Center	TR - Budget Lunch - Booga Reds PO#12251	71.37	02-170-5030
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	32.72	01-145-5008
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	63.45	10-210-5008
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	31.73	11-215-5008
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	31.72	01-155-5008

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	31.72	01-160-5008
03/27/2024	101528	NBA Bank Card Center	RP - Shirts - Amazon PO#12521	43.39	02-170-5008
03/27/2024	101528	NBA Bank Card Center	RP - Fire Ext Brackets x20 PO#12527	29.00	01-145-5062
03/27/2024	101528	NBA Bank Card Center	RP - Fire Ext Brackets x20 PO#12527	6.99	01-145-5027
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - Phone cordsx2/case/screen protect PO#12550	48.43	01-130-5061
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - Refund for wrong cords x2 PO#12550	21.01-	01-130-5061
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - Phone Charger x2 PO#12587	27.43	01-130-5061
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - Epson Blk Inkr x2 PO#12587	142.45	01-125-5009
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - Candy PO#12587	27.99	01-120-5030
03/27/2024	101528	NBA Bank Card Center	CC1 6060 - HP 05A Ink x2 PO#12587	219.56	01-150-5009
03/27/2024	101528	NBA Bank Card Center	CC1 6060 -Avery Labels x2 PO#12587	38.57	01-125-5009
03/27/2024	101528	NBA Bank Card Center	PD2 8420 - Plaque for Retirement -High Country PO#12498	90.03	01-130-5019
03/27/2024	101528	NBA Bank Card Center	DM 4105 - Binders/USB/Sanitizer/Zip Ties/Lotion/Ink/Gauze PO#12	169.13	01-130-5009
03/27/2024	101528	NBA Bank Card Center	DM 4105 - Ajax/Vacuum Bags/Air Filters/Trash Bags PO#12493	169.13	01-130-5059
Total 101528:				2,251.65	
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Admin	46.29	01-115-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 -P&Z	59.25	01-125-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - PD	850.31	01-130-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - AC	139.72	01-135-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Bldg Maint	73.57	01-145-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Shop	240.87	01-155-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Parks	197.57	01-160-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - HURF	242.98	02-170-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - AP	77.49	04-180-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Water	101.67	10-210-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - Sewer	153.69	11-215-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - SC NACOG Transport	65.50	13-225-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - SC NACOG Home Delivery	65.50	15-235-5011
03/27/2024	101529	Rhinehart Oil Co. LLC	Mid Month 0324 - SC Spv Transport	65.50	42-365-5011
Total 101529:				2,379.91	
03/27/2024	101530	Round Valley Animal Rescue	2024 Tourism for 12th Annual Aviation Expo	750.00	05-185-5095
Total 101530:				750.00	
03/27/2024	101531	Valley Imaging Solutions	Senior Center Cont #CN041-01 base rate 02/24/2024 to 03/23/2024	38.26	16-240-5061
Total 101531:				38.26	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/03/2024	101532	Albertsons / Safeway	General Food - Milk/Bread PO#12468	29.87	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Bread PO#12468	10.26	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Cere/Granola/Mayo/Bread PO#12468	49.41	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Bread PO#12468	10.26	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Milk/Cuc/Pep/Bananas PO#12469	45.02	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Cheese/Ragu/ Pots/Lettuce PO#12469	103.42	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Kix/Commeal/Popcorn PO#12469	36.72	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Non-Food - Pans PO#12563	46.36	20-260-5089
04/03/2024	101532	Albertsons / Safeway	General Food - Milk.Fruit Salad PO#12469	48.23	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Milk/Vegitables/Fruit PO#12563	31.01	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Salsa PO#12563	11.32	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Water/Chips/Granola PO#12564	64.78	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Vegitables/ Ground Beef PO#12564	15.37	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food - Easter/ PeppersPO#12564	76.99	20-260-5060
04/03/2024	101532	Albertsons / Safeway	General Food -pudding/Cumbs/Wafer PO#12467	70.49	20-260-5060
Total 101532:				649.51	
04/03/2024	101533	Americana Polygraph & Private Investigat	PD - Preemployment Poly M. Estes 1-16-24 PO#12506	175.00	01-130-5012
Total 101533:				175.00	
04/03/2024	101534	Ascent Aviation Group, Inc.	Jet A Fuel March 2024	25,640.81	04-180-5090
Total 101534:				25,640.81	
04/03/2024	101535	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	56.25	01-160-5077
04/03/2024	101535	AZ Dept of Corrections	Inmate Labor - HURF	131.25	02-170-5077
04/03/2024	101535	AZ Dept of Corrections	Inmate Labor - Water	75.00	10-210-5077
04/03/2024	101535	AZ Dept of Corrections	Inmate Labor - Sewer	56.25	11-215-5077
04/03/2024	101535	AZ Dept of Corrections	Inmate Labor - Head Start	56.25	20-260-5077
Total 101535:				375.00	
04/03/2024	101536	Arizona Municiple Risk Retention Pool	Legal Fees - Claim# GL112395 PO#12633	17,918.44	01-106-5131
Total 101536:				17,918.44	
04/03/2024	101537	Barraza, Ray	W - AZ Dept of Environmental Opertator Cert 2024 PO#12603	87.00	10-210-5017
Total 101537:				87.00	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/03/2024	101538	Car Quest	WW - Filler Hose/ Electrical Tape PO#12529	77.28	11-215-5024
Total 101538:				77.28	
04/03/2024	101539	Community Broadband Advocates, LLC	Federal/State Grant Development PO#12667	3,558.75	01-115-5012
Total 101539:				3,558.75	
04/03/2024	101540	Concentra	PD- Preemployment Medical Exam: S. Fuller PO#12507	282.00	01-130-5134
04/03/2024	101540	Concentra	PD- Preemployment Medical Exam: M. Ryan PO#12507	282.00	01-130-5134
04/03/2024	101540	Concentra	PD- Preemployment Medical Exam: C. Roosma PO#12507	282.00	01-130-5134
Total 101540:				846.00	
04/03/2024	101541	Dakota Pump Inc	WW- Proximity Sensor.Float/Shipping PO#12613	2,316.91	11-215-5129
Total 101541:				2,316.91	
04/03/2024	101542	Dan Boyle	WW- AZ Dept of Environmental Quality Operator Cert 2024	87.00	11-215-5017
Total 101542:				87.00	
04/03/2024	101543	Dana Kepner Company	WW - Back order item Rubber Saddle x2 recieved PO#12283	176.57	11-215-5061
04/03/2024	101543	Dana Kepner Company	WW- 8" Deflection Mandrol x1 PO#12414	355.87	11-215-5073
04/03/2024	101543	Dana Kepner Company	Water - 1" Ford Ball PO#12092	1,775.86	10-210-5129
Total 101543:				2,308.30	
04/03/2024	101544	Davis Hardware	HURF-Dual Head LED PO#12531	54.53	02-170-5073
04/03/2024	101544	Davis Hardware	WW-LED x12/Metal Light/Box/Straps PO#12531	127.09	11-215-5062
04/03/2024	101544	Davis Hardware	Park - Spinkler/Weed/Lawn PO#12531	422.74	01-160-5047
04/03/2024	101544	Davis Hardware	TH (BM)- Glass 16x20	15.26	01-145-5062
04/03/2024	101544	Davis Hardware	HURF-Straight Router/Brushart PO#12531	47.98	02-170-5062
04/03/2024	101544	Davis Hardware	BM - LED Bulb x3	42.52	01-145-5062
04/03/2024	101544	Davis Hardware	PD - Padlock 3.25" PO#12531	25.73	01-130-5062
04/03/2024	101544	Davis Hardware	HURF- Marking Paint PO#12531	54.50	02-170-5030
04/03/2024	101544	Davis Hardware	SC- U post 5ft PO#12565	8.28	03-175-5062
04/03/2024	101544	Davis Hardware	HURF- Square Plug/Relief Valve PO#12531	30.53	02-170-5062
04/03/2024	101544	Davis Hardware	HURF-Plier Set/Bolt/Nut PO#12531	27.29	02-170-5081
04/03/2024	101544	Davis Hardware	AP- Socket Set/Bit Driver Set/ Batteries/Multimeter PO#12433	307.63	04-180-5073

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 101544:				1,164.08	
04/03/2024	101545	Future Tire	W - Backhoe Skid Tires PO#12535	1,001.70	10-210-5061
Total 101545:				1,001.70	
04/03/2024	101546	GreatAmerica Financial Svcs	TH Lanier Lease Principal 015-1446074-000	403.15	01-115-5093
04/03/2024	101546	GreatAmerica Financial Svcs	TH Lanier Lease Interest 015-1446074-000	36.70	01-115-5094
04/03/2024	101546	GreatAmerica Financial Svcs	Color Copies - Admin	109.20	01-115-5019
04/03/2024	101546	GreatAmerica Financial Svcs	Color Copies - Finance	13.32	01-120-5019
04/03/2024	101546	GreatAmerica Financial Svcs	Color Copies - P&Z	22.58	01-125-5019
04/03/2024	101546	GreatAmerica Financial Svcs	Color Copies - HC	2.96	01-150-5019
04/03/2024	101546	GreatAmerica Financial Svcs	SC Lanier lease principal 015-1449186-000	113.19	16-240-5093
04/03/2024	101546	GreatAmerica Financial Svcs	SC Lanier lease interest 015-1449186-000	10.30	16-240-5094
04/03/2024	101546	GreatAmerica Financial Svcs	SC Copies 02/10/24-03/09/24	.94	16-240-5019
Total 101546:				712.34	
04/03/2024	101547	Icon Solutions	Water Dist. Operator of Record- R. Whiting Feb 2024 PO#12634	2,000.00	10-210-5012
Total 101547:				2,000.00	
04/03/2024	101548	Mangum, Wall, Stoops and Warden, PLLC	Legal Town Attorney Fees March 2024	1,260.00	01-106-5138
Total 101548:				1,260.00	
04/03/2024	101549	Mohave Environmental Lab corp	Nitrate for Forest Service Well	35.00	10-210-5123
Total 101549:				35.00	
04/03/2024	101550	Quill	Admin - Tru Red Dry Erase Board PO#12545 (late delivery)	100.85	01-115-5009
Total 101550:				100.85	
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - PD	931.65	01-130-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - Bldg Maint	152.38	01-145-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - Shop	88.46	01-155-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - Parks	84.70	01-160-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - HURF	220.57	02-170-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - AP	151.80	04-180-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - Water	56.13	10-210-5011

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - Sewer	143.01	11-215-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - SC NACOG Transport	64.84	13-225-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - SC NACOG Home Delivery	64.84	15-235-5011
04/03/2024	101551	Rhinehart Oil Co. LLC	End of Month 0324 - SC Spv Transportation	64.84	42-365-5011
Total 101551:				2,023.22	
04/03/2024	101552	Simpliverified	Background Check - J. James-Billy PO#12632	66.50	01-150-5012
Total 101552:				66.50	
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Admin	64.80	01-115-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Finance	52.20	01-120-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - P&Z	17.50	01-125-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - PD	269.29	01-130-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Bldg Maint	17.05	01-145-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - HC	29.11	01-150-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Shop	9.27	01-155-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Parks	17.43	01-160-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - HURF	78.23	02-170-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - SC	32.40	03-175-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - AP	32.40	04-180-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Water	64.72	10-210-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - Sewer	60.09	11-215-5004
04/03/2024	101553	Standard Insurance Co, RA	Premium APRIL 2024 - UofA SNAP	22.30	55-430-5004
Total 101553:				766.79	
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - Admin	268.89	01-115-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - Finance	268.89	01-120-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - P&Z	134.45	01-125-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - PD	2,688.91	01-130-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - HC	268.89	01-150-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - HURF	537.78	02-170-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - AP	268.89	04-180-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - Water	134.45	10-210-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - Sewer	134.45	11-215-5036
04/03/2024	101554	Sunstate Technology Group	Apr 2024 Computer - SC	537.78	20-260-5036
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- Admin	43.63	01-115-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- Finance	32.72	01-120-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- P&Z	10.91	01-125-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- PD	174.52	01-130-5016

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- AC	10.91	01-135-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- HC	32.72	01-150-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- HURF	21.81	02-170-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- AP	32.72	04-180-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- Water	10.91	10-210-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- Sewer	10.91	11-215-5016
04/03/2024	101554	Sunstate Technology Group	April 2024 Phones- SC	171.50	16-240-5016
Total 101554:				5,796.64	
04/03/2024	101555	Town of Eagar	1/2 NPC Electric Feb 2024 usage	110.75	01-115-5048
Total 101555:				110.75	
04/03/2024	101556	Trusted Tech Team Inc	M&C - MS365 Lic April 2024	59.95	01-105-5027
04/03/2024	101556	Trusted Tech Team Inc	Admin - MS365 Lic April 2024	47.96	01-115-5027
04/03/2024	101556	Trusted Tech Team Inc	Finance - MS365 Lic April 2024	35.97	01-120-5027
04/03/2024	101556	Trusted Tech Team Inc	P&Z - MS365 Lic April 2024	11.99	01-125-5027
04/03/2024	101556	Trusted Tech Team Inc	PD - MS365 Lic April 2024	182.90	01-130-5027
04/03/2024	101556	Trusted Tech Team Inc	AC - MS365 Lic April 2024	11.99	01-135-5027
04/03/2024	101556	Trusted Tech Team Inc	Bldg Maint - MS365 Lic April 2024	11.99	01-145-5027
04/03/2024	101556	Trusted Tech Team Inc	HC - MS365 Lic April 2024	35.97	01-150-5027
04/03/2024	101556	Trusted Tech Team Inc	Park - MS365 Lic April 2024	11.99	01-160-5027
04/03/2024	101556	Trusted Tech Team Inc	HURF - MS365 Lic April 2024	59.95	02-170-5027
04/03/2024	101556	Trusted Tech Team Inc	SC - MS365 Lic April 2024	47.96	03-175-5027
04/03/2024	101556	Trusted Tech Team Inc	AP - MS365 Lic April 2024	23.98	04-180-5027
04/03/2024	101556	Trusted Tech Team Inc	Water - MS365 Lic April 2024	35.97	10-210-5027
04/03/2024	101556	Trusted Tech Team Inc	Sewer - MS365 Lic April 2024	23.98	11-215-5027
Total 101556:				602.55	
04/03/2024	101557	Verizon Wireless	Bldg Maint - March Statement	25.82	01-145-5016
04/03/2024	101557	Verizon Wireless	P&Z - March Statement	91.65	01-125-5016
04/03/2024	101557	Verizon Wireless	PD - March Statement	563.70	01-130-5016
04/03/2024	101557	Verizon Wireless	HURF - March Statement	28.66	02-170-5016
04/03/2024	101557	Verizon Wireless	AP - March Statement	67.99	04-180-5016
04/03/2024	101557	Verizon Wireless	Water - March Statement	83.14	10-210-5016
04/03/2024	101557	Verizon Wireless	Sewer - March Statement	57.32	11-215-5016
04/03/2024	101557	Verizon Wireless	SC Spv Transport - March Statement	51.64	42-365-5016
Total 101557:				969.92	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/03/2024	101558	Walden Group LLC	PD - Preemployment Poly - R. Starbuck PO#12505	275.00	01-130-5012
Total 101558:				275.00	
04/03/2024	101559	WMRMC	Med Clear - Dow, Mary 02/18/24 arrest	75.00	01-130-5134
04/03/2024	101559	WMRMC	Med Clear - Capone, Tamara 02/13/24 arrest	75.00	01-130-5134
04/03/2024	101559	WMRMC	Med Clear - Deshazor, Alex 02/16/24 arrest	75.00	01-130-5134
04/03/2024	101559	WMRMC	Med Clear - Austin, Ricardo 03/17/24 arrest	75.00	01-130-5134
04/03/2024	101559	WMRMC	Med Clear - Cole, Michael 03/19/24 arrest	75.00	01-130-5134
Total 101559:				375.00	
04/03/2024	101560	Nations Best	WW- Cleanout/Elbow/PVC/Sealant PO#12530	78.37	11-215-5129
04/03/2024	101560	Nations Best	W- PVC/Cement/Bushing/Compression tee PO#12530	53.72	10-210-5129
04/03/2024	101560	Nations Best	WW- Pocket Saw/Drill PO#12530	61.06	11-215-5073
04/03/2024	101560	Nations Best	W- FIP Tee - Return [CREDIT] PO#12530	7.62-	10-210-5129
04/03/2024	101560	Nations Best	W- S40 1x3/4" Tee PO#12530	6.52	10-210-5129
04/03/2024	101560	Nations Best	PD - Concrete Bags x35/ Pallet PO#12530	324.19	01-130-5062
04/03/2024	101560	Nations Best	WW- RDC Washer x2/Reduce Washer x2 PO#12530	6.72	11-215-5061
04/03/2024	101560	Nations Best	WW- White Duplex Outlet x2 PO#12530	1.72	11-215-5062
04/03/2024	101560	Nations Best	PD- Concrete Ready Mix x15 PO#12530	130.76	01-130-5062
04/03/2024	101560	Nations Best	HURF - Concrete Ready Mix/Pallet PO#12530	212.52	02-170-5062
04/03/2024	101560	Nations Best	PD- Pallet Return [CREDIT]	38.19-	01-130-5062
Total 101560:				829.77	
Grand Totals:				168,410.70	

Summary by General Ledger Account Number

TOWN OF SPRINGERVILLE MEMORANDUM

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 29, 2024
SUBJECT: Public Hearing- Pickleball AZ Parks & Trails

SUGGESTED MOTION:

Discussion Only

STAFF REPORT

We have been working with Mrs. Kim Holaway to put together the grant through AZ State Parks and Trails using the Land and Water Conservation Fund. The plan is to submit to two grants to combine to fully pay for this Pickleball Project. Each independent grant is 50% match. By applying for two grants, they can be combined to fully pay for the project. The plan is to also throw some “in-kind” work by the Town to build a cindered parking lot which adds more points to the submission that will help the grant be selected for funding.

The first grant is the Land and Water Conservation Fund which is open for applications right now. I am working on the Grant. The second grant is the Heritage Grant waiting for the State to fund the grant. We will be asking for \$150,000 from each grant. We are going to ask for a extra \$100,000 for some infostructure needs and a possible mens and womens bathroom like the one in Liberty Park.

Location targeted, Pioneer Park (Springerville Town Park) the old tennis courts. The concrete slab is cracked and un-level. There are no tennis nets.

The new plan is to remove the old concrete slab and parts of the fencing and replace it with a “post tension” concrete slab. The “post-tension slab theoretically will not crack in the future. The goal is to produce four to eight pickleball courts.

This Public Hearing is one of the steps in applying for the grant.

Within the 2015 Master Plan and the 2007 Springerville Master plan, “Improvements to recreation opportunities” are identified and the “Funding sources identified are grants”.

Kim Holaway
kimholaway@gmail.com
928-551-2295

March 25, 2024

Mayor Shelley Reidhead
Vice Mayor Richard Davis
Councilman Doug Henderson
Councilman Donald Scott
Councilman Florencio Lozoyo

Dear Honorable Springerville Mayor and Council Members:

This letter is written to express my sincere appreciation of your support for the Pickleball Grant I have been writing. Pickleball has become a very popular sport for all ages. It is easy to learn, inexpensive, a healthy form of exercise, and fun!

Currently, Springerville and Round Valley do not have dedicated pickleball courts with permanent nets for the public to use. There are at least 50 local residents, including students and approximately 30 people from Greer, Nutrioso, Alpine and St. John's who play pickleball. We have been playing on the tennis court in Eagar with portable nets. Most people do not have a portable net and they are relatively expensive. With the additional 8 courts in Springerville, pickleball will continue to grow in popularity. It is one of the fastest growing sports in Arizona.

If the grant is funded, the plan is to build 4-8 pickleball courts on the site of the two former tennis courts in Pioneer Park. This will enhance the current park property and offer a new recreational opportunity. It is possible that pickleball may become a high school sport and these new courts would be a place where Round Valley High School could play. It is my understanding that Show Low, Blue Ridge, and Payson high school students are currently playing pickleball. The Springerville Pickleball Complex will no doubt bring people to the Town of Springerville.

Manager Tim Rasmussen has been extremely helpful and supportive. Grants create the opportunity to enhance the town facilities and I am offering to donate my time to help with the implementation of the grant. Unfortunately, I will be unable to attend the Public Hearing on April 17, 2024 as I have knee surgery March 27 in Tucson and my travel is restricted for a month. I apologize for missing the meeting.

Thank you for allowing me the opportunity to write a grant for pickleball courts. Please feel free to call or email me anytime with your questions or concerns.

Sincerely,



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

418 E. MAIN STREET, SPRINGERVILLE, AZ 85938 • PHONE (928)333-2656 • FAX (928)333-5598

3-14-2024

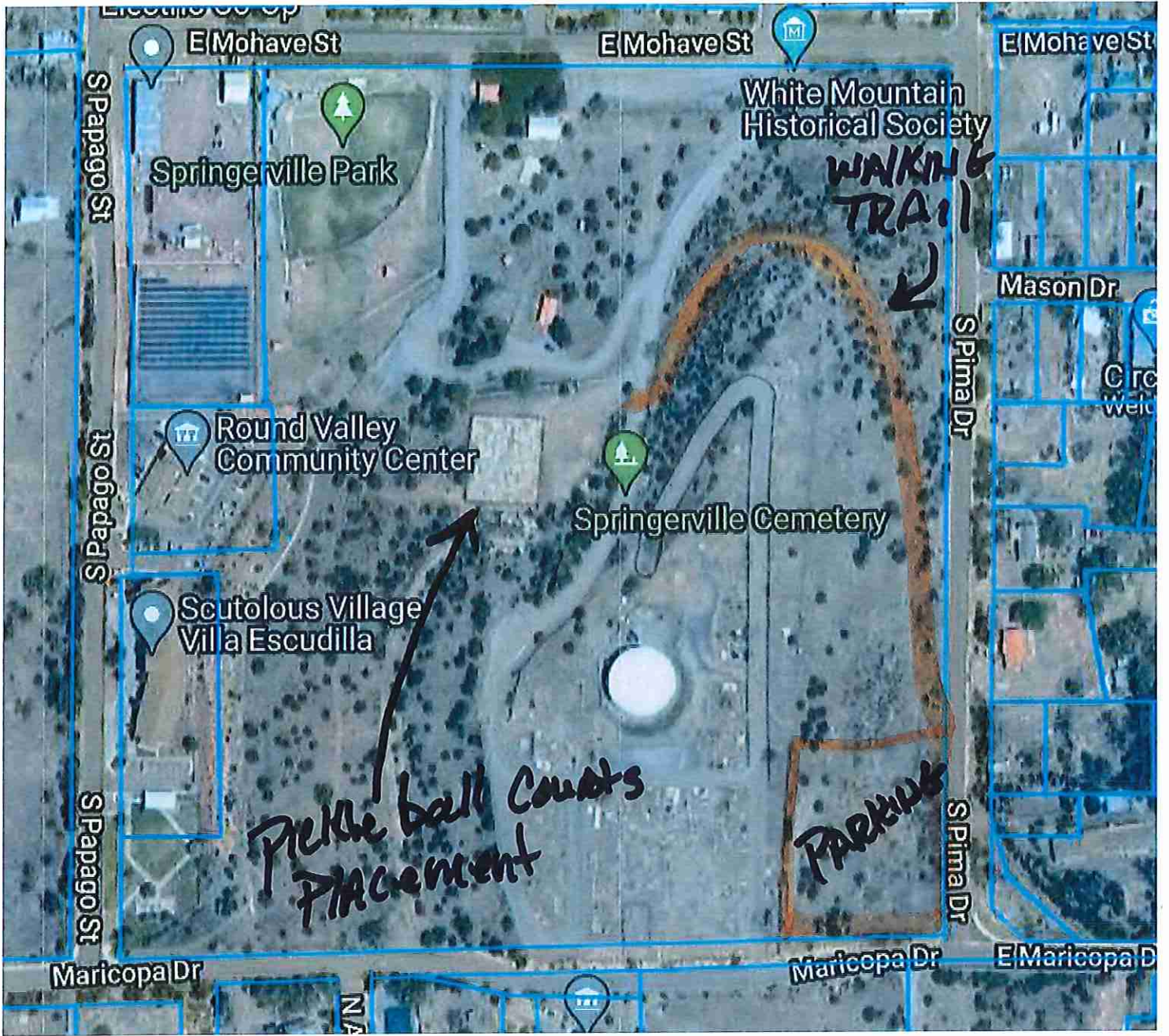
To Whom It May Concern,

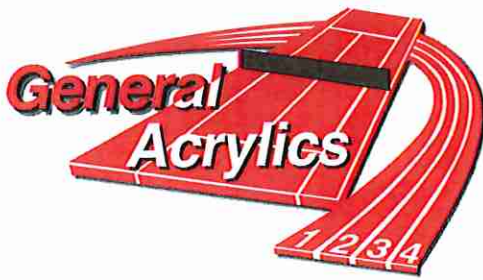
Pioneer Park (105-21-083G) is owned by the Town of Springerville and is located on East Mohave Drive. The old tennis courts are located within Pioneer Park. The new projected pickle ball courts would replace the old tennis courts.

Attached is Apache County Treasurers print out of ownership.

If you have any questions, please feel free to contact us at 928-333-2656.

Tim Rasmussen
Town Manager





Local: (602) 5

Toll Free: (800) 4

[HOME](#)[ABOUT ▾](#)[COURTS ▾](#)[TRACKS ▾](#)[TURF ▾](#)[REVIEWS](#)[NEWS](#)[CONTACT](#)

TENNIS COURT CONSTRUCTION & RENOVATIONS

General Acrylics, since 1958 has been recognized as the leader in Tennis court construction and renovations, servicing our Customers for over 56 years. No project is too large or small.

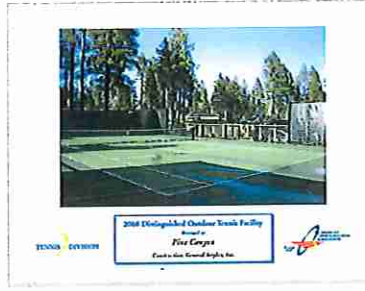
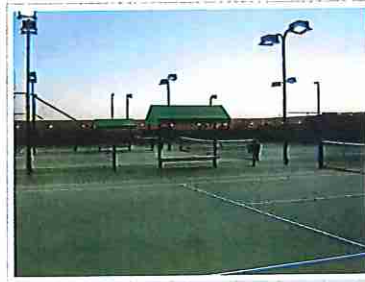
- ✓ Complete court construction including design/build
- ✓ New Post-tensioned concrete courts
- ✓ New Clay courts
- ✓ Fencing, Lighting, Windscreens, and Amenities
- ✓ Gameco Surface systems +
- ✓ Gameco Super-Cushion systems +
- ✓ Nova "Pro-Bounce court system +
- ✓ Nova Sand filled Synthetic turf courts +
- ✓ Court resurfacing
- ✓ Court reconstruction, including Post-tensioned concrete overlayment
- ✓ Crack repairs

TENNIS EQUIPMENT AND SUPPLIES

- ✓ We stock a complete line of Douglas Nets, Posts, and supplies.
- ✓ Complete Windscreen installation and supplies
- ✓ Court cleaning equipment
- ✓ Trash cans
- ✓ Shade Canopies

COURT CONSTRUCTION / RENOVATION IMAGES

Q Click to enlarge



2018 U.S. Open Tennis Facility
Awarded to
Five Acrylics
Court in this General Acrylics Area

LET'S TALK

Please contact the professionals at General Acrylics with any questions you may have, and to schedule a free no-obligation site visit. You may call 569-9377 or contact us through email by clicking the button below and one of our customer service representatives will contact you.

CONTACT US

Licensed - Bonded - Insured

ARIZONA



ROC077085
ROC034868

COLORADO



IDAHO



PWC-C-12674-A-4

NEVADA



0059476

NEW MEXICO



30964

WYOM



General Acrylics 22222 N. 22nd Ave. Phoenix, AZ 85027 Toll Free: (800) 436-2279 Phone: (602) 569-9377 Fax: (623) 298-1310

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**PRESENTED BY:
THE TOWN
COUNCIL:**

MARY WEDGROW, MAYOR

*SUSIE SILVA,
VICE MAYOR*

*PHELPS WILKINS
COUNCIL MEMBER*

*RICHARD DAVIS
COUNCIL MEMBER*

*ROBERT MACKENZIE
COUNCIL MEMBER*

418 E MAIN ST
Springerville, AZ
85938
928/333-2666
WWW.SPRINGERVILLEAZ.GOV

Town of Springerville's



GENERAL PLAN

2015-2025



ACTION	IMPLEMENTATION RESPONSIBILITY	DATE	OUTCOME / BENEFITS	FUNDING / RESOURCES
Fund improvements for upgrades to public park facilities.	Town Manager/Community Development <i>Done - 2 grants</i>	Ongoing	Improvements to recreation opportunities for residents and visitors.	Potential funding sources: general or bond funds, heritage funds, grants.
Work with Arizona State Trails Coalition to identify regional trails and connect them to Springerville	Town Manager/Community Development <i>County wide trails program</i>	Ongoing	Improvements to recreation opportunities for Springerville residents and visitors.	Potential funding sources: general or bond funds, heritage funds, grants.
Work to establish Springerville as an end destination spot for visitors.	Town Manager Community Development/ Springerville Chamber of Commerce <i>PBS special success zone</i>	Ongoing	Enhance tourism in Springerville	ACA Grants for marketing.
Continue to fund the renovation of the older streets and paving projects.	Public Works Department	Ongoing	Improve street safety and function.	Potential funding sources: Congestion Mitigation and Air Quality funds, bonds, general funds.
Adopt a drainage and flood control policy for new development.	Public Works Department / Planning Department	12/2020	Protect residents from flooding.	No funding necessary.
Implement flood control measures in developed areas.	Public Works Department / Planning Department	Ongoing	Protect residents from flooding.	Potential funding sources: Apache County, general funds, bond funds.
Enhance existing standards for street right-of-way and pavement widths.	Public Works Department	12/2020	Improved Street Safety.	No funding necessary.
Develop a transportation master plan to identify road and street classifications and functions.	Public Works Department	12/2020	Improved Street Safety.	No funding necessary.
Identify requirements and funding sources for road widening projects.	Public Works Department	12/19	Improved Street Safety.	No funding necessary.
Incorporate pedestrian and bicycle paths along the Little Colorado River and other areas that lend themselves to recreation use.	Town Manager/ Planning & Zoning <i>owned by FISH + Game - need to get grants</i>	Ongoing	Improved non-motorized circulation and enhanced recreation opportunities.	Potential funding sources: dedications, Heritage Funds, TEA-21, Federal Congestion Mitigation and Air Quality Funds,

COST OF DEVELOPMENT

Introduction

Providing quality municipal services to the residents and businesses of the town of Springerville is of critical importance. As growth occurs, limited resources need to be allocated to maintaining the existing systems and services, while simultaneously increasing these to accommodate new demand. This issue is one that needs to receive continuous scrutiny to ensure that the delivery standards of municipal services are not being degraded by development activities. The Town wants to continue to grow, but not at the expense of existing residents and businesses. The purpose of this element is to ensure that new development is required to pay a fair share of increased public service costs it imposes on the Town.

Yesterday and Today

The Town of Springerville funds capital improvements through a variety of sources including its general fund, the State Highway Users Revenue Fund (HURF), and other grants and loans. Bonds have been used for road improvements.

To ensure that new development pay its share of the costs of infrastructure associated with it, the Town proposed development fees. To fund future improvements, the Town may continue to consider a variety of revenue sources, including State shared revenues, Federal and State funds, grants, and loans. Other service fees, assessed on a per household basis, are used to fund public water and sewer services.

Planning Issues

- New infrastructure including water and sewer lines, roads, and parks, will be necessary to support new residential and commercial development.
- Housing growth and the demand for services is increasing faster than revenues to fund improvements.
- Older infrastructure will be in need of upgrading within the next decade. These upgrades may compete for funds with new and needed commercial and employment development.

GOALS, OBJECTIVES, AND POLICIES

Goal: Preserve and enhance the existing level of public services for current and future residents and businesses.

Objective: **Encourage land uses that are appropriate to existing and planned infrastructure and service capabilities**

Policy: Require a water needs and wastewater generation assessment for all new development.

Policy: Require a police and fire needs assessment for all new development.

Policy: Require a school capacity assessment for all new development.

Objective: **Ensure that the burdens imposed on new development for capital improvements benefit the development and are reasonable proportionate to the demand placed on municipal service by the new development.**



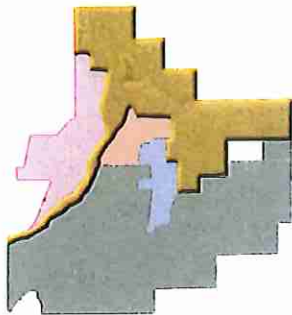
Springerville Master Plan

The Tejido Group
Spring 2007

University of Arizona
School of Landscape Architecture
CALA

Areas Of Focus

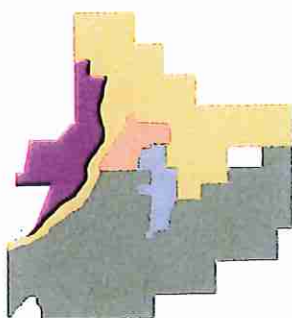
These areas of focus were created for multiple reasons. This created an ease of analysis, defined areas that individuals and groups could concentrate. Although these areas are divided they are never thought of as separate. All the ideas



Long- term Strategies

Creating Greenways will help give neighborhoods

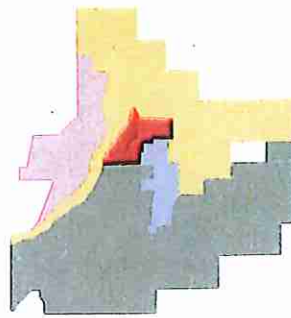
a unifying factor. The Nutrioso Creek provides growth boundary to the north and the Little Colorado defines the west boundary. New areas of growth defined within these growth limits. Nodes of interest unify neighborhoods



Airport District

Connections with the surrounding trail systems. The area presents an

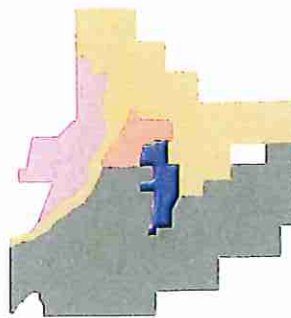
opportunity for a community and possibility for Lodge "Resort" style development. This can generate economic activity for the town and area. This also continues to support sustainable tourism in the region.



Main Street

This commercial district is a prominent employment center for

Springerville. Main street represents a significant portion of the community's sales tax base. Main street is also the historic core of the community. A vital main street reduces sprawl. Meaning that it can focus development inwards instead of out.



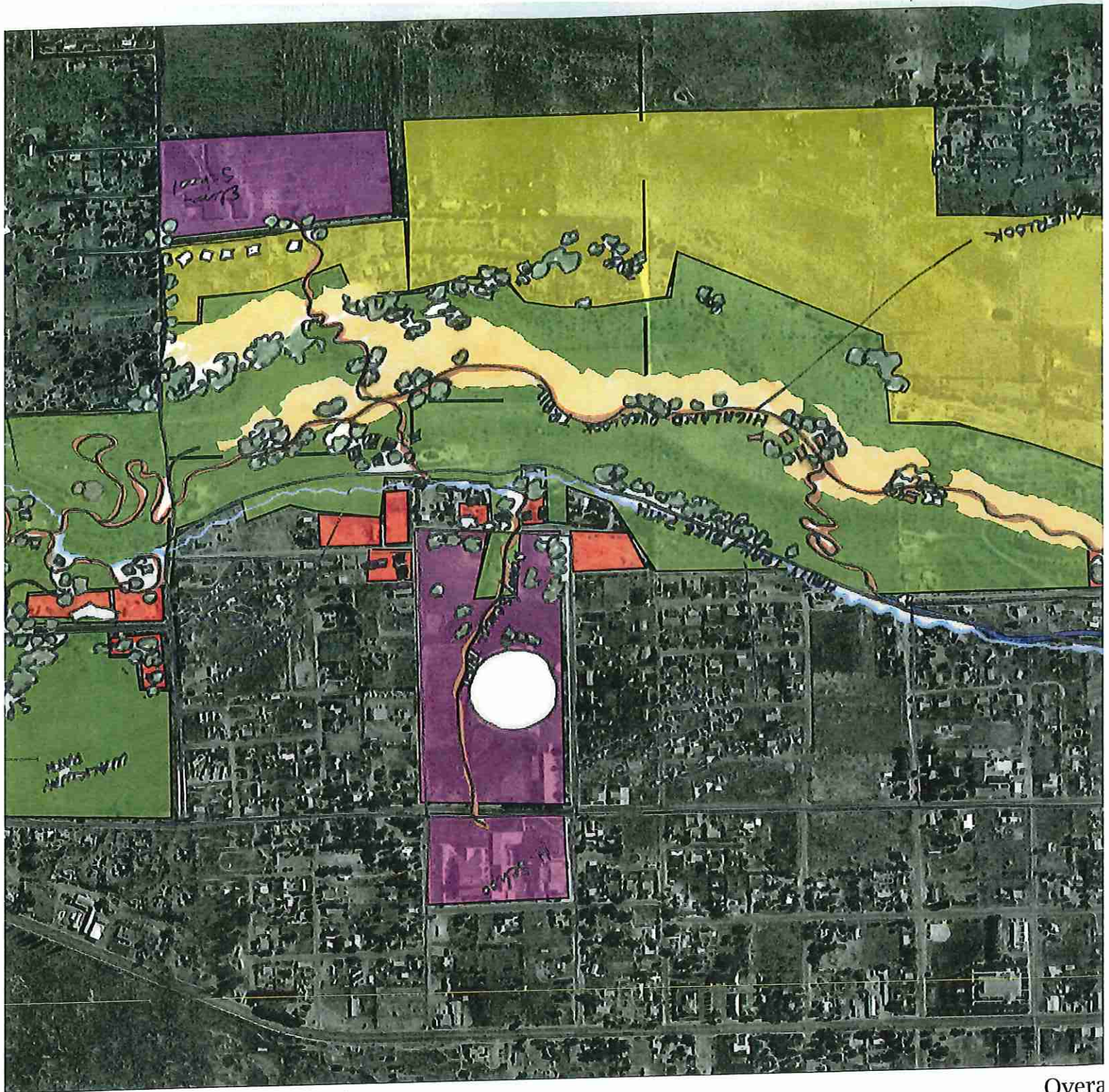
Central Park

The park is centered around family amenities. This park would help to organize future

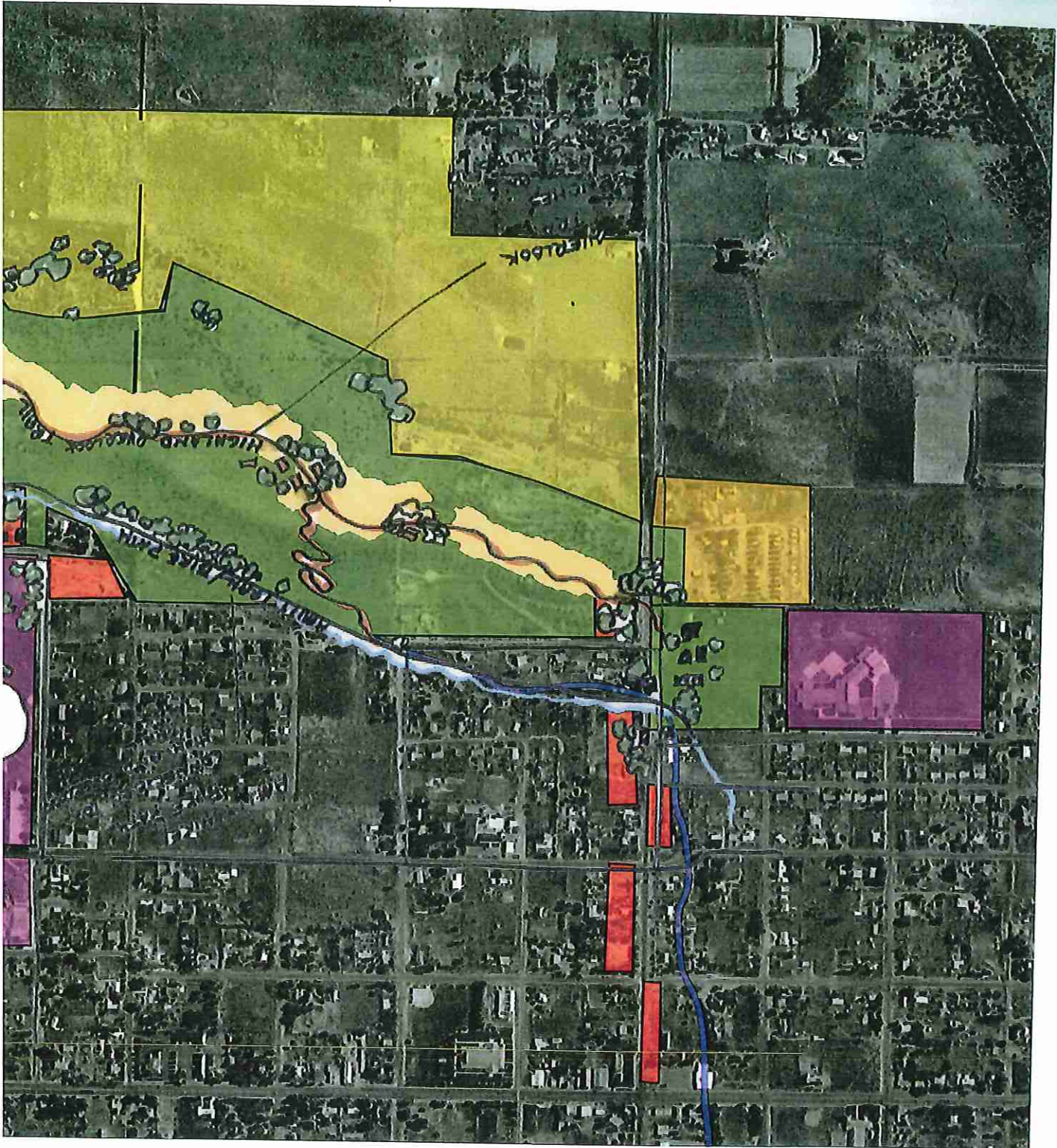
growth development. Creating a clear visible link with Eagar will encourage collaboration between Springerville and Eagar. Increased surrounding area property values would benefit both new and existing residents. The parks also increases commercial opportunities in area by making Springerville more appealing to prospective businesses. Increased walkability for school connections promotes healthy living for both the children and adults.

Eagar

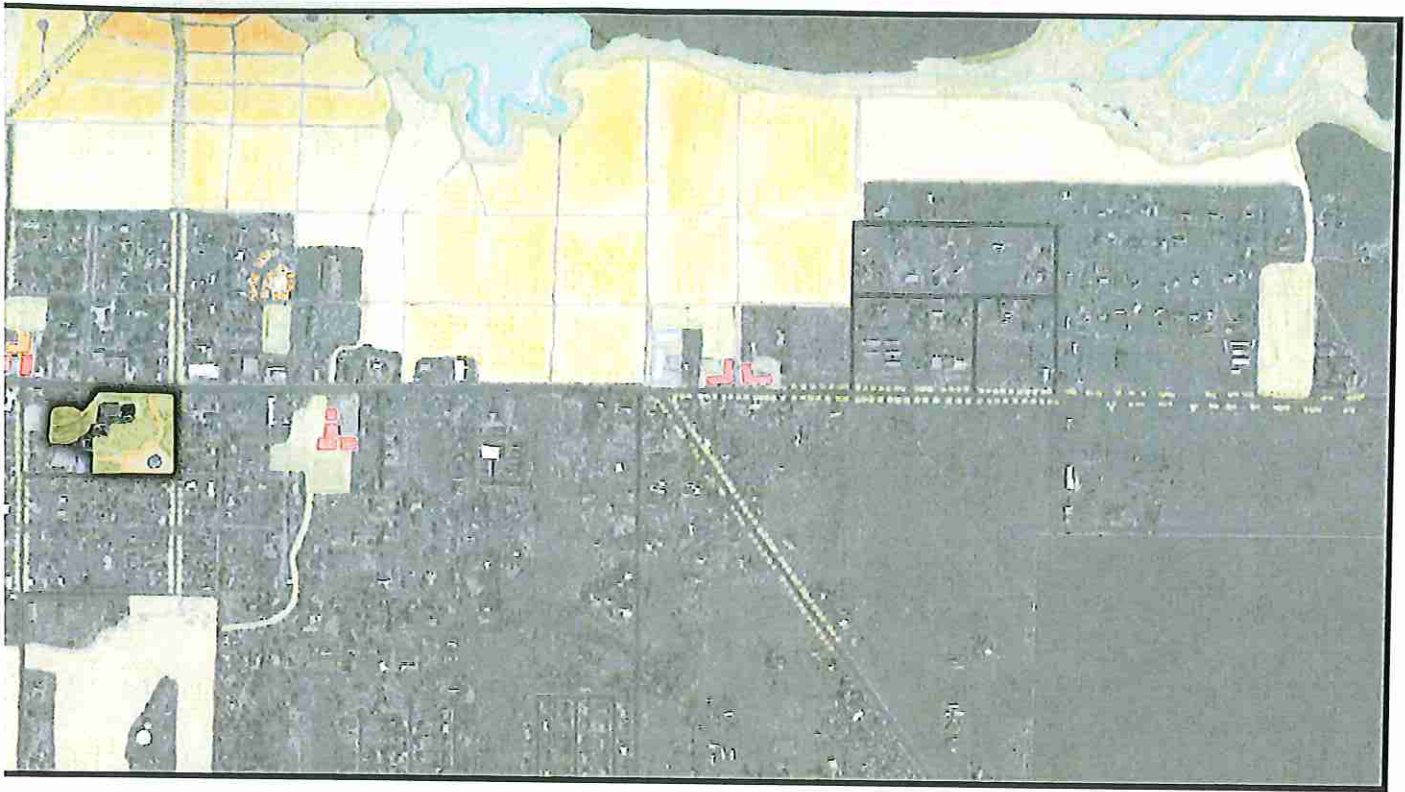
25



Overa
begin
histor
Eagar
bike/



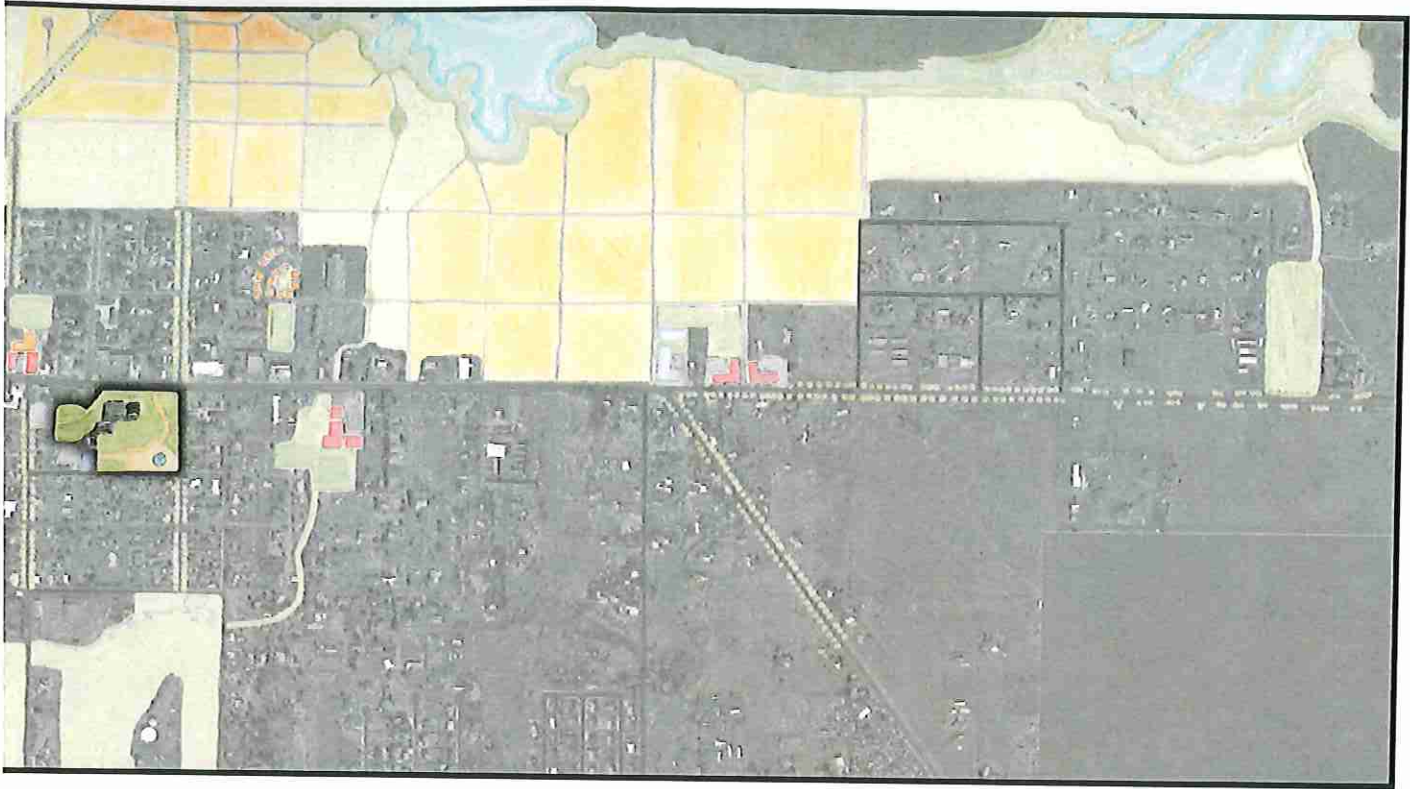
Overall concept map of the Central Park beginning in Springerville, through the historic section, along the ridge, and into Eagar. The park includes Amity Trail with a bike/hike trail.



School Park

Located around the old Springerville School House in the center of town the park indicated above could become a popular gathering place for small or large groups. The addition of a pavilion and amphitheater will give extra interest and income for the community. This is the type of civic open space that can become iconic and serve as the cultural heart of a community.





School Park

Located around the old Springer-ville School House in the center of town the park indicated above could become a popular gathering place for small or large groups. The addition of a pavilion and amphitheater will give extra interest and income for the community. This is the type of civic open space that can become iconic and serve as the cultural heart of a community.





TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

418 E. MAIN STREET, SPRINGERVILLE, AZ 85938 • 928-333-2656

Town of Springerville Public Hearing Regarding Use of Arizona State Parks and Trails

The Town is applying for a grant to receive approximately \$300,000 in FY24 for four to eight

Pickle Ball Courts in Pioneer Park.

A public hearing will be held at the regular Town Council meeting at 6:00 p.m. on April 17, 2024, at Springerville Town Hall 418 East Main Street Springerville, AZ 85938 to discuss the potential project and potential funding with the community.

To review project proposals, file grievances or learn more about the Arizona State Parks and Trails Grant program contact the following:

Tim Rasmussen, Town Manager

Town of Springerville • 418 East Main St.

Springerville, AZ 85938

928-333-2656 Ext. 226 • Fax: (28-333-5598

Persons with disabilities who require special accommodations may contact Kelsi Miller at the above location at least 48 hours before the hearing.

Town of Springerville, Arizona Proposed Agenda Item

Please add the following item to the Agenda for the next available Town Council meeting. Thank you.

Naomi Aide
Requester

[REDACTED]
Phone number

Date
4/7/2024

Request:

The committee members of the P.V. Pool
would like to give an update as well as
a proposal for partnership.

Please return form to the Town Manager or the Town Clerk and the items will be reviewed and may be placed on the next available agenda. Please keep presentations from 3 to 10 minutes. Thank you for your cooperation.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 29, 2024
SUBJECT: New Logo

SUGGESTED MOTION:

I move we approve # _____ as the new official Town Logo.
OR

Staff direction to continue with more concept logos and present them to the Council.

OR

No Motion and keep the existing logo.

STAFF REPORT

Staff started looking at the Town's Website several months ago. It was determined that we didn't have the original version of the logo, meaning it wasn't a clear clean image and would have to have it re-done by a graphic designer in the right format needed for the website.

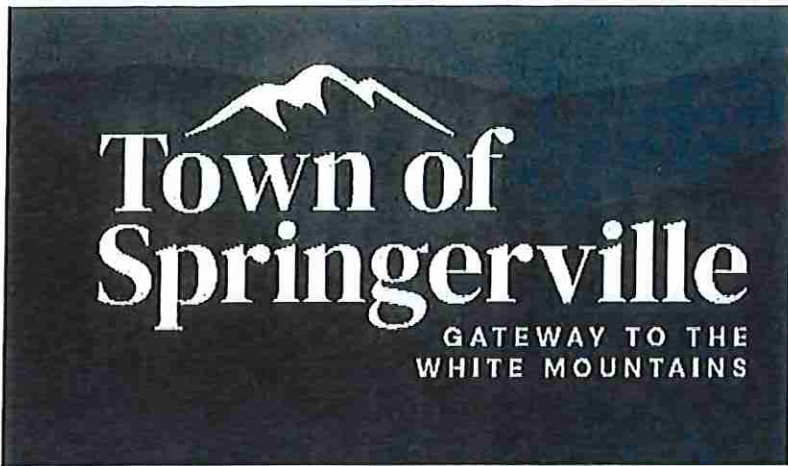
In years past, it has been very difficult to embroider our logo as it is a complicated design with eight different colors. Staff made the recommendation to come up with a simplified logo.

I sent out about twenty concept ideas to the Mayor and Council. I took the recommendations given to me and we hired Livy Seirer who is a graphic designer to come up with six different options. I sent the options out to the Mayor and Council members and asked Livy to come up with two more concept logos.

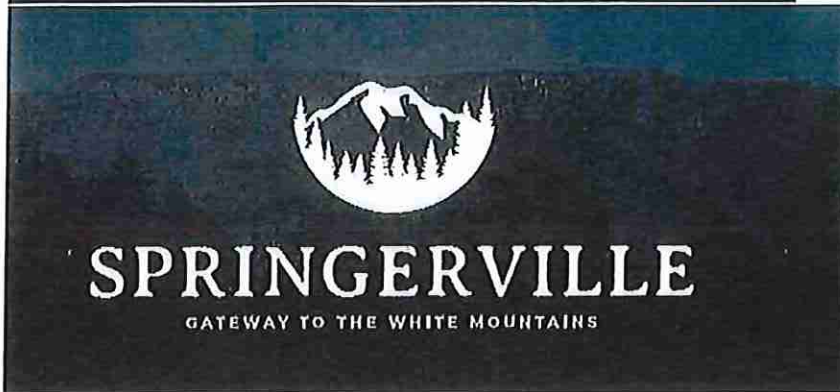
I am presenting eight ideas to you.

Council Meeting 3-20-2024- Council discussed and Councilor Lozoya was going to work on the shape.

3- 29-2024, Councilor Lozoya presented five more options to the Staff. We now have 13 options.



← #1



← #2



← #3



← #4

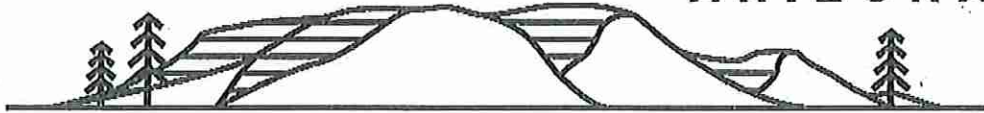
Springerville

ARIZONA



Springerville

ARIZONA



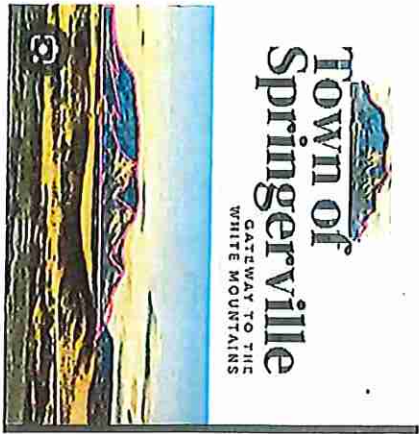
GATEWAY TO THE WHITE MOUNTAINS

#5



Icon Progression

STEP ONE



STEP TWO



STEP SEVEN



STEP THREE



STEP EIGHT



STEP FOUR



STEP NINE



STEP FIVE



STEP TEN




STEP SIX



STEP ELEVEN




Town of
Springerville

Town of
Springerville
GATEWAY TO THE
WHITE MOUNTAINS

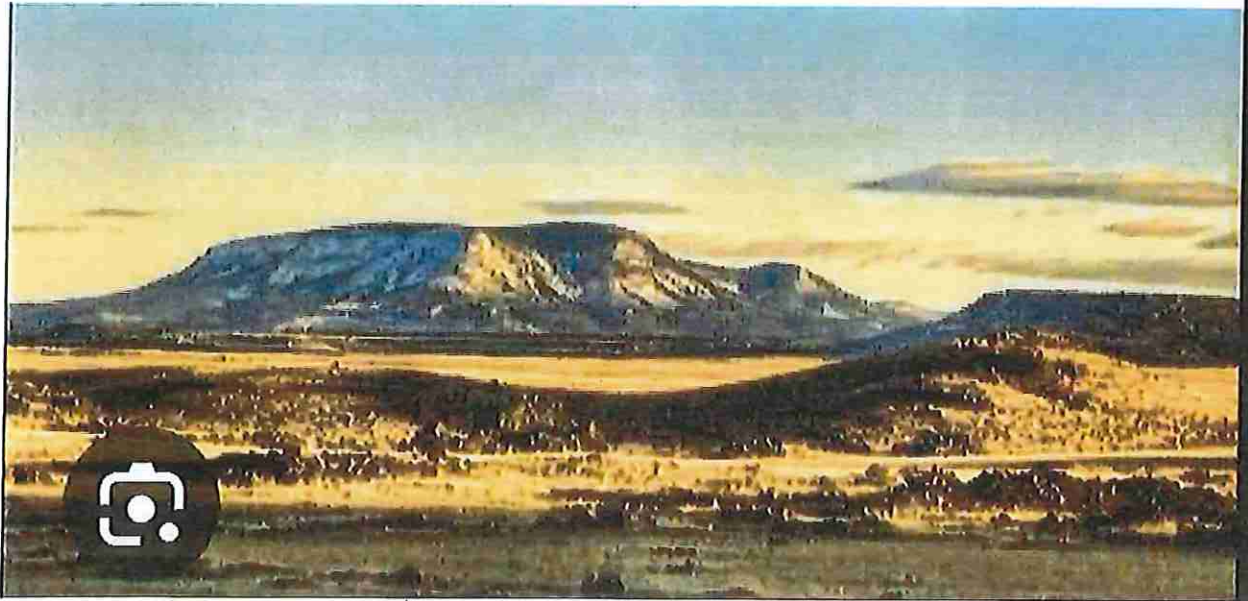


#6



Town of Springerville

GATEWAY TO THE
WHITE MOUNTAINS



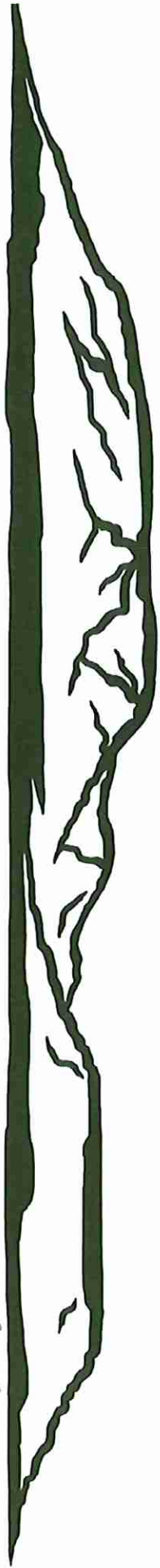
#7



Town of Springerville

GATEWAY TO THE
WHITE MOUNTAINS

#8



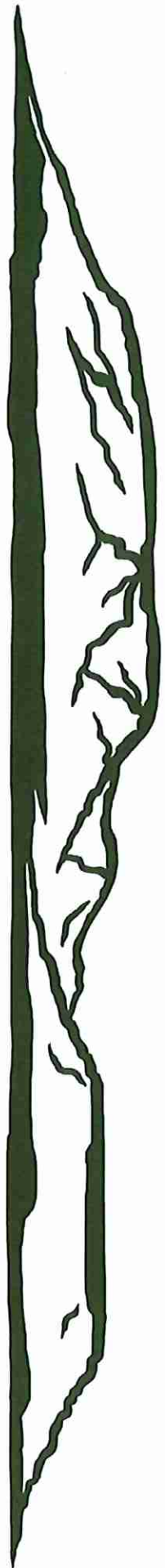
art by Ellen Lorenz

Town of

Springerville

GATEWAY TO THE
WHITE MOUNTAINS

#6



art by Eliza Lorenz

Town of

Springsville

GATEWAY TO THE
WHITE MOUNTAINS

#10



Town of

Springsville

GATEWAY TO THE
WHITE MOUNTAINS

#11



art by Eliza Lorenz

Town of

Springsville

GATEWAY TO THE
WHITE MOUNTAINS

#12



White Mountain Lodge

Town of

Springsville

GATEWAY TO THE
WHITE MOUNTAINS

#13

DIFFERENT TYPE OF Font



town of
SNOWFLAKE
arizona

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager & Robert
Pena Public Works Director
DATE: March 29th, 2024
SUBJECT: 760 W Airport Rd Discussion

STAFF REPORT

Continued discussion on 760 West Airport and possible direction.

New utility information.



105-18-015P

S Williams Dr

105-18-015Q

105-18-015P

11 AC
(BOTH LOTS)

S Williams Dr

W Airport Rd

W Airport Rd

W Airport

Account: R0007608

Location

Parcel Number 105-18-015P
 Tax Area 1030 - SD#10, TOWN OF SPRINGERVILLE, WHITE MTN HEALTH CARE DIST
 Situs Address

Legal Summary (Note: Summary ONLY, may not be fully complete for use on legal documents) Section: 32 Township: 9N Range: 29E POR SW4.NW4 & POR NW4 OF SW4

Owner Information

Owner Name TOWN OF SPRINGERVILLE
 Owner Address 418 E MAIN STREET SPRINGERVILLE, AZ 85938

Assessment History

Full Cash Value (FCV)	\$79,096
Limited Property Value (LPV)	\$75,097
Primary Assessed	\$7,684
Exempt	(\$7,684)
Net Primary Assessed	\$0
Secondary Assessed	\$8,093
Exempt	(\$8,093)
Net Secondary Assessed	\$0

Tax Area: 1030 Primary Rate: 3.2995
 Secondary Rate: 2.7048

Legal Class	FCV	LPV	Primary Assessed	Secondary Assessed
02.R	\$3,663	\$3,478	\$522	\$549
04.1	\$75,433	\$71,619	\$7,162	\$7,544

Transfers

Sale Date

Sale Price

Doc Description

Special Warranty Deed

Images

- [Photo](#)
- [GIS](#)



03/29/24 1:29 PM

Account: R0007609

Location

Parcel Number 105-18-015Q
 Tax Area 1030 - SD#10, TOWN OF SPRINGERVILLE, WHITE MTN HEALTH CARE DIST
 Situs Address
 Legal Summary (Note: Summary ONLY, may not be fully complete for use on legal documents) Section: 32 Township: 9N Range: 29E ROAD WAY EASEMENT 50; BEG AT W4 COR E544. 97; N395.84; TO POB E504.57; S50; W504.57; N50; TO POB.

Owner Information

Owner Name TOWN OF SPRINGERVILLE
 Owner Address 418 E MAIN STREET SPRINGERVILLE, AZ 85938

Assessment History

Full Cash Value (FCV) \$23,780
 Limited Property Value (LPV) \$14,570
 Primary Assessed \$2,186
 Exempt (\$2,186)
 Net Primary Assessed \$0
 Secondary Assessed \$3,567
 Exempt (\$3,567)
 Net Secondary Assessed \$0

Tax Area: 1030 Primary Rate: 3.2995
 Secondary Rate: 2.7048

Legal Class	FCV	LPV	Primary Assessed	Secondary Assessed
02.R	\$23,780	\$14,570	\$2,186	\$3,567

Transfers

No Transfer Documents

Images

- [GIS](#)



Suggestion would be to leave line in place to keep possible loop, not creating a Dead End Line. Create an easement on north end of 105-18-015P along 105-18-015M western fence line to an already easement of 105-18-015Q. Tie in a 4" C-900 water to line to the existing 2" PVC line run it south along fence approx. 300' in newly created easement into 105-18-015Q going west approx. 400" to tie it into 4" AC line on Williams rd. This would cause us to replace ¾" water line running across 105-18-015P to meter for 105-18-015H approx. 180', and replace line feeding meter at 105-18-015M so we will not have to access a back yard to read meter or repair approx. 80'. Also creating 2 new valves for maintenance purposes.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/17/2024
SUBJECT: Tourism Tax Fund Request
Round Valley Rodeo Jr.

SUGGESTED MOTIONS:

I move we approve the Tourism Tax fund donation request in the amount of \$750 to the Round Valley Rodeo Jr.

OR

I move we do not approve the Tourism Tax fund donation request to the Round Valley Rodeo Jr.

OR

I move we approve the Tourism Tax fund donation request to the Round Valley Rodeo Jr. in the amount of \$_____.

STAFF REPORT:

The tourism tax committee met regarding this application on 3/28/2024 and has made the recommendation to approve.

TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds

Please be as specific as possible when completing this form.

DATE(S) OF EVENT: multiple DATE OF APPLICATION: 3-15-24
AMOUNT OF FUNDING REQUESTED: 750 DATE FUNDING REQUIRED: 5-25-24

EVENT:

Name of Event, Group or Promotion: Round Valley Rodeo JR

Make Check Payable to: Round Valley Rodeo JR

Mailing Address: PO Box 149
Springerville AZ 85938

Tax Identification Number: _____
(Please complete and return attached W-9)

CONTACT INFORMATION:

Name of Contact: Merrilea McBride

Mailing Address: PO Box 149
Springerville AZ 85938

Telephone Numbers: Regular: _____ Cell: [REDACTED]

Alternate Contact & Phone Number: Jennifer Lund [REDACTED]

All applications must be turned in to the Town of Springerville one month before the date of the event.

Once placed on the agenda, the application will be reviewed by the Tourism Tax Committee. If approved, the application will be forwarded to the Town Council with a recommendation for funding. A final decision on funding will be made by Council. Council meetings are held the first and third Wednesdays of each month. Items are placed on the agenda on the Wednesday preceding the meeting.

RESERVED FOR COMMITTEE/TOWN USE

1. Is this request already considered in the current year town budget? _____
2. Does this request fall into the guidelines of tourism and economic development? _____
3. Is there sufficient money in the fund to cover this request? _____

SPRINGERVILLE TOURISM TAX COMMITTEE	SPRINGERVILLE TOWN COUNCIL
By majority vote, this request has been	By majority vote, this request has been
Approved: <u>X</u>	Approved: _____
Denied: _____	Denied: _____
Amount: <u>750</u>	Amount: _____
Date: <u>3-28-2024</u>	Date: _____
Chair/Vice-Chairperson: <u>[Signature]</u>	Mayor/Vice-Mayor: _____

PLEASE COMPLETE THE QUESTIONS ON THE NEXT PAGE OF THE APPLICATION

TOWN OF SPRINGVILLE
Tourism Tax Committee
Application for Funds
Page 2

Please attach any available flyers, posters, etc.

1. Is the total amount needed being requested from the Town of Springerville? Yes ___ No
If the answer to question #1 is no, what percentage of the total cost is the Town being asked to fund?

2. What is the money to be used for?
purchase insurance for events +
Awards for the youth
3. How will the residents of Springerville benefit from this event?
Our contestants stay the night + eat at
the restaurants, get gas, stay in motels.
4. What economic benefit will be gained by the Town of Springerville?
Our contestants stay the night in motels
eat at restaurant, get gas.
5. What other efforts have been utilized to raise funds for this event?
We have contacted other people
for sponsorship
6. Estimated number of people attending per day? 100-150
7. Special Requirements (Liquor, Security, Set-up, etc)?
None
8. Insurance Requirements? ___ None Other
If other, please explain we have to rent facility
We have to purchase Insurance
9. Will any monies be raised concessions, advertising, dances, meals, etc? ___ Yes No
If yes, please describe and list estimated revenues.

10. If this is an existing event please provide a history of the event including attendance, financial, any other pertinent information.
Yes, 30 years
11. What will the profits from the event be used for (scholarships, event promotions, etc.)?
Scholarships, Awards all money goes back
to the kids

2024



JUNIOR
RODEO SERIES

**ROUND VALLEY RODEO GROUNDS
EAGAR ARIZONA**

MAY 27TH @ 9AM
 JUNE 14TH @ 6PM
 JUNE 15TH @ 9AM
 JUNE 28TH @ 6PM
 JUNE 29TH @ 9AM
 JULY 19TH @ 6PM
 JULY 20TH @ 9AM
 AUGUST 2ND @ 6PM
 AUGUST 3RD @ 9AM

DATES

PAY A MEMBERSHIP FEE AND ATTEND 6 EVENTS
TO QUALIFY FOR YEAR END AWARDS

ENTRY FEES + PAYOUT
VENMO ONLY

@roundvalleyrodeojr



FOLLOW US ON SOCIAL MEDIA
FOR LIVE UPDATES OF
DAYSHERE + RETURNS

6 & UNDER:

LIL' SQUIRTS
LEADLINE OBSTACLE COURSE

OPEN:

3D BARREL RACING
1 SECOND SPLITS
ENTER UP TO 2 HORSES

15 & UNDER:

5D BARREL RACING
2-3-4-5 SECOND SPLITS
ENTER UP TO 2 HORSES

5D POLE BENDING
2-3-4-5 SECOND SPLITS

8 & UNDER GOAT TAG

9-11 GOAT TYING
12-15 GOAT TYING

ROPING EVENTS:

11-15 BREAKAWAY ROPING

12-15 BREAKAWAY ROPING

11-15 TEAM ROPING

12-15 TEAM ROPING

PARTNER MUST BE 18+

FAMILY MEMBERSHIP \$80

SINGLE MEMBERSHIP \$40

NON-MEMBER FEE \$20

BOOKS CLOSE AT 11:59PM THURSDAY BEFORE EVENT

ENTER ONLINE ONLY!



SCAN CODE
OR VISIT OUR WEBSITE

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/17/2024
SUBJECT: Tourism Tax Fund Request
Round Valley Rodeo

SUGGESTED MOTIONS:

I move we approve the Tourism Tax fund donation request in the amount of \$750 to the Round Valley Rodeo.

OR

I move we do not approve the Tourism Tax fund donation request to the Round Valley Rodeo.

OR

I move we approve the Tourism Tax fund donation request to the Round Valley Rodeo. in the amount of \$_____.

STAFF REPORT:

The tourism tax committee met regarding this application on 4/11/2024 and has made the recommendation to approve.

**TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds**

Please be as specific as possible when completing this form.

DATE(S) OF EVENT: 7/4, 7/5 2024 DATE OF APPLICATION: 3/29/24
 AMOUNT OF FUNDING REQUESTED: \$750⁰⁰ DATE FUNDING REQUIRED: 6/1/24

EVENT:

Name of Event, Group or Promotion: ROUND VALLEY RODEO

Make Check Payable to: ROUND VALLEY RODEO


Mailing Address: PO BOX 1324
EAGAR AZ 85295

Tax Identification Number: 82-4086928
 (Please complete and return attached W-9)

CONTACT INFORMATION:

Name of Contact: WESTON BROWN

Mailing Address: PO BOX 1324
EAGAR AZ 85295

Telephone Numbers: Regular: 

Alternate Contact & Phone Number: Kenny Calloway

All applications must be turned in to the Town of Springerville one month before the date of the event.

Once placed on the agenda, the application will be reviewed by the Tourism Tax Committee. If approved, the application will be forwarded to the Town Council with a recommendation for funding. A final decision on funding will be made by Council. Council meetings are held the first and third Wednesdays of each month. Items are placed on the agenda on the Wednesday preceding the meeting.

RESERVED FOR COMMITTEE/TOWN USE

1. Is this request already considered in the current year town budget? _____
2. Does this request fall into the guidelines of tourism and economic development? _____
3. Is there sufficient money in the fund to cover this request? _____

SPRINGERVILLE TOURISM TAX COMMITTEE	SPRINGERVILLE TOWN COUNCIL
By majority vote, this request has been Approved: _____ Denied: _____	By majority vote, this request has been Approved: _____ Denied: _____
Amount: _____	Amount: _____
Date: _____	Date: _____
Chair/Vice-Chairperson: _____	Mayor/Vice-Mayor: _____

PLEASE COMPLETE THE QUESTIONS ON THE NEXT PAGE OF THE APPLICATION

TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds
Page 2

Please attach any available flyers, posters, etc.

1. Is the total amount needed being requested from the Town of Springerville? Yes No
If the answer to question #1 is no, what percentage of the total cost is the Town being asked to fund?

2. What is the money to be used for?
Marketing, Insurance

3. How will the residents of Springerville benefit from this event?
Room nights from Tourism

4. What economic benefit will be gained by the Town of Springerville?
Over 1500 people attend Round Valley Rodeo, many from out of town.

5. What other efforts have been utilized to raise funds for this event?
Numerous Sponsorships

6. Estimated number of people attending per day? 1500 to 2000

7. Special Requirements (Liquor, Security, Set-up, etc)?
N/A

8. Insurance Requirements? None Other
If other, please explain
Insurance Pending

9. Will any monies be raised concessions, advertising, dances, meals, etc? Yes No
If yes, please describe and list estimated revenues.
Concessions, Sponsorships, two evening dances
Entrant fees, Marketing of Round Valley

10. If this is an existing event please provide a history of the event including attendance, financial, any other pertinent information.
This is the 112th Annual RVR

11. What will the profits from the event be used for (scholarships, event promotions, etc.)?
Event Promotion, etc. This is a non-profit run
by volunteers. We also award a scholarship(s)

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/17/2024
SUBJECT: Tourism Tax Fund Request
UTV Experience

SUGGESTED MOTIONS:

I move we approve the Tourism Tax fund donation request in the amount of \$750 to the White Mountain UTV Experience.

OR

I move we do not approve the Tourism Tax fund donation request to the White Mountain UTV Experience.

OR

I move we approve the Tourism Tax fund donation request to the White Mountain UTV Experience in the amount of \$_____.

STAFF REPORT:

White Mountain UTV Experience requested a donation from the Town Council. At the March meeting Council directed staff to have them apply for Tourism Tax funds. The Committee has approved a \$750 donation

**TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds**

Please be as specific as possible when completing this form.

DATE(S) OF EVENT: 8/23 - 8/25/24 DATE OF APPLICATION: 3-14-24
 AMOUNT OF FUNDING REQUESTED: \$750⁰⁰ DATE FUNDING REQUIRED: 7/15/24

EVENT:

Name of Event, Group or Promotion: White Mountain UTV Experience
 Make Check Payable to: UTV Offroad Adventures LLC
 Mailing Address: [REDACTED]
Phoenix AZ 85085
 Tax Identification Number: 85-3547712
 (Please complete and return attached W-9)

CONTACT INFORMATION:

Name of Contact: Kyle Krause
 Mailing Address: [REDACTED]
Phoenix AZ 85085
 Telephone Numbers: Regular: _____ Cell: [REDACTED]
 Alternate Contact & Phone Number: _____

All applications must be turned in to the Town of Springerville six weeks before the date of the event.

Application will be reviewed by the Tourism Tax Committee. The tourism tax committee can only approve amounts up to \$750.00. If approved, the application will be forwarded to the Town Council with a recommendation for funding. A final decision on funding will be made by Council. Council meetings are held the third Wednesdays of each month. **YOU MUST BE PRESENT AT COUNCIL MEETING TO BE CONSIDERED FOR FUNDING.** Please contact Town Hall to verify meeting dates 333-2656

RESERVED FOR COMMITTEE/TOWN USE

1. Is this request already considered in the current year town budget? _____
2. Does this request fall into the guidelines of tourism and economic development? _____
3. Is there sufficient money in the fund to cover this request? _____

SPRINGERVILLE TOURISM TAX COMMITTEE	SPRINGERVILLE TOWN COUNCIL
By majority vote, this request has been	By majority vote, this request has been
Approved: <u>X</u>	Approved: _____
Denied: _____	Denied: _____
Amount: <u>\$750</u>	Amount: _____
Date: <u>3-28-2024</u>	Date: _____
Chair/Vice-Chairperson: <u>[Signature]</u>	Mayor/Vice-Mayor: _____

PLEASE COMPLETE THE QUESTIONS ON THE NEXT PAGE OF THE APPLICATION

TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds
Page 2

Please attach any available flyers, posters, etc.

1. Is the total amount needed being requested from the Town of Springerville? Yes No
If the answer to question #1 is no, what percentage of the total cost is the Town being asked to fund?

2. What is the money to be used for?

Obtaining permits, advertising, & other operational expenses.

3. How will the residents of Springerville benefit from this event?

The residents benefit from the positive impact on tourism, a great event for the town & economic gain.

4. What economic benefit will be gained by the Town of Springerville?

This will benefit the town with a monetary impact to hotels, gas stations, restaurants, grocery stores, etc. It will also bring businesses of what the town of Springerville has to offer!

5. What other efforts have been utilized to raise funds for this event?

Other sponsors

6. Estimated number of people attending per day? 100

7. Special Requirements (Liquor, Security, Set-up, etc)?

N/A

8. Insurance Requirements? None Other

If other, please explain

We have general liability insurance

9. Will any monies be raised concessions, advertising, dances, meals, etc? Yes No

If yes, please describe and list estimated revenues.

10. If this is an existing event please provide a history of the event including attendance, financial, any other pertinent information.

We are doing a spin off from the White Mountain UTV Jamboree

11. What will the profits from the event be used for (scholarships, event promotions, etc.)?

We donate to a charity

White Mountain UTV Experience



August 23 - 25, 2024

- Explore over 160 miles of thrilling Offroad trails
- Enjoy a memorable Overnight Experience at the scenic Hannagan Meadow Lodge
- Indulge in delicious meals included as part of your adventure.

UTVOFFROADADVENTURES.COM

Questions? Call Kyle 623-363-9665

Presented By:



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Stock Therapy

MEMPHIS



2024 SCHEDULE

Let the Adventures Begin

Jan 5 -7	3 Rivers UTV FEST	Wenden, AZ
Feb 16-18	Shiver Me Timbers UTV Fun Run	Needles, CA
March 14-17	Northern AZ Peace Trail	Wickiup, AZ
April 19-21	Red Rock UTV Fest	Cottonwood, AZ
May 17-19	Cherry Creek UTV Fest	Young, AZ
May 24 - 26	Grand Staircase SXS Experience	Big Water, UT
July 5 - 7	North Rim UTV Fun Run	Fredonia AZ
July 19-21	Williams - GC UTV Experience	Williams, AZ
Aug 23-25	White Mtn UTV Experience	Eagar, AZ
Sept 13-15	Fire In The Sky UTV Fun Run	Heber, AZ
Oct 11-13	Southern AZ SXS Experience	Sonoita, AZ
Nov 8-10	Southern AZ Peace Trail	Wenden, AZ
Dec 6-8	The Gambler UTV Fest	Laughlin, NV

UTVOFFROADADVENTURES.COM

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/17/2024
SUBJECT: Tourism Tax Fund Request
AZ Alpine Trail

SUGGESTED MOTIONS:

I move we approve the Tourism Tax fund donation request in the amount of \$2,000 to the AZ Alpine Trail inc.

OR

I move we do not approve the Tourism Tax fund donation request to the AZ Alpine Trail Inc.

OR

I move we approve the Tourism Tax fund donation request to the AZ Alpine Trail in the amount of \$_____.

STAFF REPORT:

AZ Alpine Trail Inc. requested a donation from the Town Council. At the March meeting Council directed staff to have them apply for Tourism Tax funds. The Tourism Tax Committee will only approve donations for up to \$750, therefore this donation request is coming directly to the Town Council for consideration.



Mar 28, 2024

Tina:

Per your request I have filled out the Tourism Tax Committee Application for funds & Enclosed that form plus a couple of draft Marketing Pieces (Editing will correct EAGER misspell.)

Let me know if you need anything else and Thanks for the Sprungerville Support of the Arizona Alpine Trail

Jerry

**TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds**

Please be as specific as possible when completing this form.

DATE(S) OF EVENT: Annual DATE OF APPLICATION: 3-28-24

AMOUNT OF FUNDING REQUESTED: \$2000.00 DATE FUNDING REQUIRED: 7-1-24

EVENT:

Name of Event, Group or Promotion: Arizona Alpine Trail, Inc

Make Check Payable to: Arizona Alpine Trail

Mailing Address: P.O. Box 305
Pinetop, AZ 85935

Tax Identification Number: 87-1442072
(Please complete and return attached W-9)

CONTACT INFORMATION:

Name of Contact: Jerry Smith

Mailing Address: P.O. 305
Pinetop, AZ 85935

Telephone Numbers: Regular: _____ Cell: 602 684 2671

Alternate Contact & Phone Number: _____

All applications must be turned in to the Town of Springerville one month before the date of the event.

Once placed on the agenda, the application will be reviewed by the Tourism Tax Committee. If approved, the application will be forwarded to the Town Council with a recommendation for funding. A final decision on funding will be made by Council. Council meetings are held the first and third Wednesdays of each month. Items are placed on the agenda on the Wednesday preceding the meeting.

RESERVED FOR COMMITTEE/TOWN USE

1. Is this request already considered in the current year town budget? _____
2. Does this request fall into the guidelines of tourism and economic development? _____
3. Is there sufficient money in the fund to cover this request? _____

SPRINGERVILLE TOURISM TAX COMMITTEE	SPRINGERVILLE TOWN COUNCIL
By majority vote, this request has been	By majority vote, this request has been
Approved: _____	Approved: _____
Denied: _____	Denied: _____
Amount: _____	Amount: _____
Date: _____	Date: _____
Chair/Vice-Chairperson: _____	Mayor/Vice-Mayor: _____

PLEASE COMPLETE THE QUESTIONS ON THE NEXT PAGE OF THE APPLICATION

TOWN OF SPRINGERVILLE
Tourism Tax Committee
Application for Funds
Page 2

Please attach any available flyers, posters, etc.

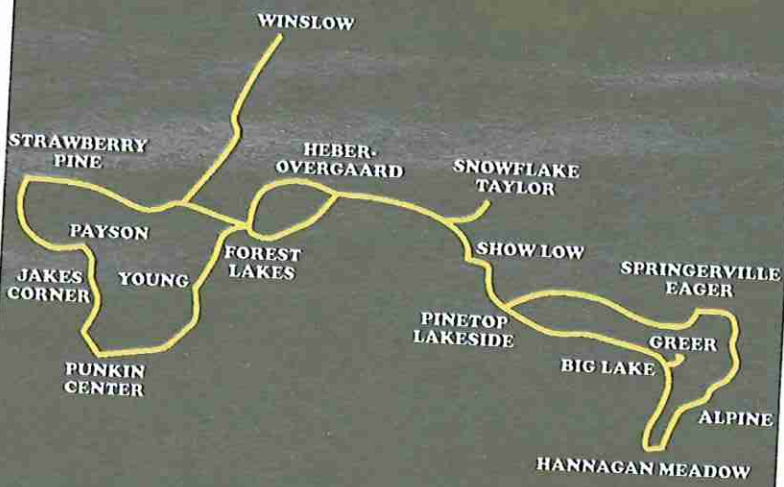
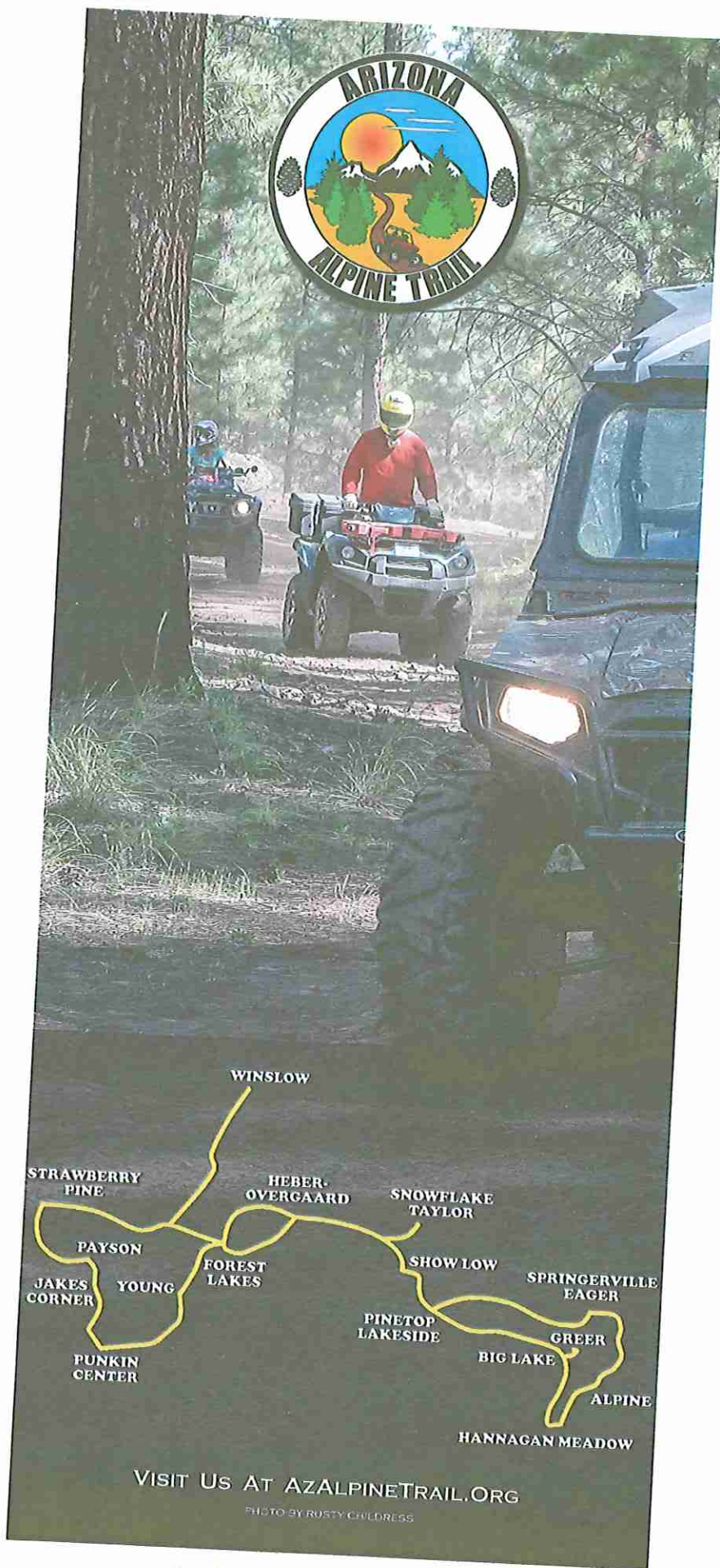
1. Is the total amount needed being requested from the Town of Springerville? ___ Yes No
If the answer to question #1 is no, what percentage of the total cost is the Town being asked to fund?
3.5%
2. What is the money to be used for?
Trail Maintenance & Signage Grant Matching,
Reasonable Operating Expenses (No Salaries)
3. How will the residents of Springerville benefit from this event?
This trail will bring New Tourism dollars from
in-state and out of state trail users of OHV's,
Helping with Town financing & budgeting.
4. What economic benefit will be gained by the Town of Springerville?
New Tourism money from users of the trail
5. What other efforts have been utilized to raise funds for this event?
We have Grants from AZ state Parks & Trails,
Donations, Contributions from Towns & Counties
6. Estimated number of people attending per day? Estimating 300 per day
on the 750 mile trail
7. Special Requirements (Liquor, Security, Set-up, etc)?
None
8. Insurance Requirements? None ___ Other
If other, please explain
9. Will any monies be raised concessions, advertising, dances, meals, etc? ___ Yes No
If yes, please describe and list estimated revenues.
10. If this is an existing event please provide a history of the event including attendance, financial, any other pertinent information.
New
11. What will the profits from the event be used for (scholarships, event promotions, etc.)?
we are a Non Profit 501(c)(3) organization



VISIT US AT AZALPINETRAIL.ORG

PHOTO BY RUSTY CHILDRESS

Draft Copy
Not for distribution



VISIT US AT AZALPINETRAIL.ORG

PHOTO BY RUSTY CHILDRESS

DRAFT COPY
NOT FOR DISTRIBUTION

Request for Taxpayer Identification Number and Certification

Go to www.irs.gov/FormW9 for instructions and the latest information.

Give form to the requester. Do not send to the IRS.

Before you begin. For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.
See Specific Instructions on page 3.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)	
2	Business name/disregarded entity name, if different from above. Arizona Alpine Trail, Inc	
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____ <i>(Applies to accounts maintained outside the United States.)</i>
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions. <input type="checkbox"/>	
5	Address (number, street, and apt. or suite no.). See instructions. P O Box 305	Requester's name and address (optional)
6	City, state, and ZIP code Pinetop, AZ 85935	
7	List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
8	7	-	1	4	4	2	0	7	2

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person <i>Jerry Smith</i>	Date <i>3/28/24</i>
------------------	--	------------------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Stormy Palmer, Planning & Zoning Director
DATE: April 17, 2024
**SUBJECT: AGREEMENT-Department of Housing:
Inspection Services Agreement**

SUGGESTED MOTION:

I move that we **approve** or **do not approve** the Agreement with the State of Arizona Department of Housing and the Town of Springerville to Enforce Installation Standards for manufactured and factory-built buildings.

STAFF REPORT

The Town has entered into agreements of the same purpose with ADOH in the past. ADOH has updated their term limits from 5-year terms to 3-years.

The purpose of the agreement is to assist ADOH in maintaining the standards of quality and safety for manufactured homes, factory-built buildings, mobile homes and their installation, A.R.S. §41-4002. ADOH enters into the agreements with local agencies to enforce installation standards in their respective jurisdictions and keep them consistent with ADOH installation standards, A.R.S. §41-4004(A)(5).

INSPECTION SERVICES AGREEMENT

BETWEEN

ARIZONA DEPARTMENT OF HOUSING

AND

TOWN OF SPRINGERVILLE

TO ENFORCE INSTALLATION STANDARDS

This **AGREEMENT** (“Agreement”) is entered into this _____ day of _____, _____, by and between the **ARIZONA DEPARTMENT OF HOUSING** (“ADOH”) and the **Town of Springerville** (“Agency”).

WHEREAS, pursuant to Arizona Revised Statutes (A.R.S.) § 41-4002 the purpose of ADOH is to maintain standards of quality and safety for manufactured homes, factory-built buildings, mobile homes, and the installation of the same.

WHEREAS, A.R.S. § 41-4004 (A) (5) directs ADOH to enter into agreements with local enforcement agencies to enforce the installation standards in their respective jurisdictions consistent with the installation standards of ADOH; and

WHEREAS, it is the desire of both parties to eliminate unnecessary duplication of inspections regarding installation standards within the Agency’s jurisdiction;

NOW, THEREFORE, in consideration of the premises and mutual promises and undertakings herein contained, and for other good and valuable consideration, the parties agree as follows:

1. **Monitoring and Enforcement.** For the duration of this Agreement, the Agency will monitor and enforce the installation standards set forth in A.R.S. § 41-4004 (A)(4) and Arizona Administrative Code (A.A.C.), including but not limited to, R4-34-102, R4-34-204, R4-34-606 and R4-34-801 as they apply to installation standards and accessory structures.
2. **Term.** The term of this Agreement shall be for three (3) years from the date of this Agreement.
3. **Standards of Performance.** In exercising the authority delegated hereunder the Agency shall perform to the same standards of performance that the law imposes upon ADOH in exercising the authority described in section 1 hereof. In addition, the Agency shall not approve any installation unless the installer affixes a State Insignia of Approval as required by A.A.C. R4-34-802 (A) and pays to the Agency the fee established by ADOH pursuant to the authority by A.A.C. R4-34-501.

4. Reporting. The Agency in this Agreement shall complete electronic reporting to ADOH via an online portal. A copy of each issued permit and corresponding installation inspection reports for mobile homes, HUD manufactured homes or factory-built buildings shall be submitted within the portal. All permit and inspection activity shall be on submitted once per week if not reported to ADOH on a daily basis.

5. Fees Charged by the Agency. Permit fees charged by the Agency shall be the same as the Fee Schedule created by ADOH pursuant to its authority under A.R.S. § 41-4010 (A) (4), A.R.S. § 41-4010 (A) (5) and A.A.C. R4-34-501 and no more than permitted by R4-34-801(E). All fees collected by the Agency shall be kept by the Agency as compensation for the services performed by the Agency under this Agreement. The Agency shall not be entitled to any other compensation for services rendered by it under this Agreement.

6. Termination. Either party may terminate this Agreement at any time without cause by giving the other party thirty (30) days written notice prior to the date of termination. Additionally, ADOH may terminate this Agreement immediately and without notice, if ADOH determines that the installation standards required in the Agreement are not being maintained, or that local fees are not consistent with the inspection fees established by the Board of Manufactured Housing.

7. Qualifications of Personnel. The personnel that perform the functions delegated to the Agency in paragraph 1 hereof shall each have no less than one year of experience as a building code inspector or manufactured housing installation inspector.

8. Inspector Training. All Agency Inspectors performing under this Agreement shall participate in required initial and/or periodic training as set and coordinated by the State.

9. Duties of ADOH. Should ADOH require inspections of any portion of the installation of mobile, manufactured homes, accessory structures or factory-built buildings not required by the Rules referred to herein and not covered under this Agreement, ADOH shall be responsible for the inspections and enforcement thereof.

10. Notices. All notices shall be mailed or delivered to the party to receive such notice to the following address.

a. If intended for ADOH to:

Arizona Department of Housing
Manufactured Housing and Building Division
1110 West Washington, Suite #280
Phoenix, AZ 85007-2935

Attn: Tara Brunetti
Title: Assistant Deputy Director
Phone: (602) 771-1035

b. If intended for Agency, to:

Town of Springerville
418 East Main Street
Springerville, AZ 85938

Attn: Tim Rasmussen
Title: Town Manager
Phone: (928)333-2656

11. Interpretation and Amendments. This Agreement contains the entire agreement between the parties hereto. This Agreement shall not be amended or modified in any manner, except by an instrument in writing signed by the parties hereto.

12. Headings. Headings are for convenience only and are not to be construed as part of this Agreement.

13. Invalidity of a Term. The parties agree that in the event any term, covenant or conditions herein contained should be held to be invalid or void, the invalidity of any such term, covenant or condition shall in no way affect any other term, covenant or condition of this Agreement.

14. Dispute. In the event of any dispute between the parties under this Agreement, the parties agree that they shall submit the dispute to arbitration pursuant to A.R.S. §§ 12-133(D) and 12-1518.

15. Inspection and Audit. Pursuant to A.R.S. §§ 35-214 and 35-215, all books, accounts, reports, files and other records relating to this Agreement shall be subject at all reasonable times to inspection and audit by the State of Arizona for five (5) years after completion of this Agreement. Such records shall be produced at the Auditor General's Office or such other office as the parties hereto may mutually agree within a reasonable time after request.

16. Conflict of Interest. The parties acknowledge that this Agreement is subject to cancellation by the Governor of Arizona pursuant to A.R.S. § 38-511, the provisions of which are incorporated herein.

17. Prohibition Against Discrimination. In the event that it applies, the parties agree to comply with the Arizona Governor's Executive Order No. 2009-09.

18. Governing Law and Venue. This Agreement shall be governed by and interpreted in accordance with the laws of the State of Arizona. The exclusive venue for any litigation, arbitration, administrative hearing or the like concerning this Agreement or any matter arising therefrom shall be in Maricopa County, State of Arizona.

19. Unavailability of Funding. Every payment or financial obligation of the parties under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by any party at the end of the period for which funds are

available. No liability shall accrue to any party in the event this provision is exercised, and neither ADOH nor Agency shall be obligated or liable for any future payments nor for any damages as a result of termination under this paragraph.

20. E-verify. To the extent applicable under A.R.S. § 41-4401, each party and its respective subcontractors warrant compliance with all federal immigration laws and regulations that relate to its employees and compliance with the E-verify requirements under A.R.S. § 23-214(A). Each party has the right to inspect the papers of the other party or its subcontractors participating in this Agreement and may result in the termination of the Agreement by a non-breaching party under terms of this Agreement.

21. Antitrust Violations. To the extent applicable, Agency assigns to the Department any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Agency toward fulfillment of this Agreement.

22. Boycott of Israel. To the extent applicable and permitted by law, Agency warrants that it is not currently engaged in, and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel as defined by A.R.S. § 35-393.01, as may be amended from time to time.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this Agreement and have executed this Agreement the day, month and year first written above.

ARIZONA DEPARTMENT OF HOUSING:

TOWN OF SPRINGERVILLE:

Names: _____
Tara Brunetti, Asst. Deputy Director
Arizona Department of Housing

Name: _____
Name, Title

ATTEST: _____
Name, Title

APPROVED this _____ day of _____, _____.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 27, 2024
**SUBJECT: First Addendum to January 24, 2023 IGA for PD
and FD Services**

SUGGESTED MOTION:

I move we approve the First Addendum to January 24, 2023 Intergovernmental Agreement for Police and Fire Services between the Towns of Eagar, Arizona and Springerville, Arizona.

OR

I move we DO NOT approve the First Addendum to January 24, 2023 Intergovernmental Agreement for Police and Fire Services between the Towns of Eagar, Arizona and Springerville, Arizona.

STAFF REPORT

The IGA Agreement for Police and Fire Services between the two Towns adopted on January 24, 2023, did not discuss Animal Control. Even though Animal Control is within the scope of the Police Department, the PD and AC are billed independently. Staff and our Town Attorney felt the need to have a written agreement that pertained to AC. The PD and AC have their own separate budgets.

An Interim Intergovernmental Agreement Between the Town of Eagar, AZ and Springerville, AZ for Police and Fire Services Regarding Animal Control was brought to Council on February 26, 2024 and was passed and adopted.

This IGA Agreement is the permanent IGA Agreement for Animal Control.

**FIRST ADDENDUM TO JANUARY 24, 2023,
INTERGOVERNMENTAL AGREEMENT
FOR POLICE AND FIRE SERVICES
BETWEEN THE TOWNS OF
EAGAR, ARIZONA AND SPRINGERVILLE,
ARIZONA**

ANIMAL CONTROL SERVICES

THIS FIRST ADDENDUM (“Addendum”) is made and executed on the date of the last authorizing signature thereto, by and between the TOWN OF EAGAR and the TOWN OF SPRINGERVILLE, which are collectively referred to as the “Parties” and individually as a “Party”:

WHEREAS, the Parties entered into an Intergovernmental Agreement dated January 24, 2023, (the “Original Agreement”) for the joint exercise of powers regarding the Parties’ need for police and fire services through the creation of joint departments. All capitalized terms used without definition in this Addendum shall have the definitions ascribed to them in the Original Agreement, as modified by this Addendum.

WHEREAS, the Parties now desire to add to the Original Agreement upon the terms and conditions contained in this Addendum to address the joint exercise of powers by the Parties regarding animal control matters.

WHEREAS, the recitals in the Original Agreement are incorporated herein by this reference in addition to the recitals above

NOW, THEREFORE, it is hereby agreed between the Parties as follows in order to supplement the Original Agreement between the Parties:

1. Purpose of Addendum.

The purposes of this Addendum are:

- a. To formalize a process whereby animal protection and control activities can be provided jointly within the Towns of Springerville and Eagar.

2. Basic Services.

Services to be provided include, but are not limited to, the following:

- a. Operation and maintenance of animal shelter and impound facilities for all dogs, cats, and other pet animals and other animals that require humane care within the Towns of Eagar and Springerville. The service will be for animals brought to the shelter by their owners or caretakers for humane disposition as well as for animal protection and control actions authorized or ordered by the Parties to this Addendum.

b. Additional services rendered under this Addendum may also include:

- (1) Humane enforcement of animal control laws; and
- (2) Licensing of animals.

3. Animal Control Employees.

All Animal Control employees will be considered employees of the TOWN OF SPRINGERVILLE and will receive all compensation from the TOWN OF SPRINGERVILLE. Pursuant to this Addendum, such employees shall be given authority and jurisdiction to act within the boundaries of the TOWN OF EAGAR to enforce animal control laws of the TOWN OF EAGAR, including but not limited to citations.

4. Animal Control Expenses

The TOWN OF SPRINGERVILLE is hereby designated with authority and responsibility for providing all services related to animal control, and to be reimbursed for these expenses at the same percentage contained in the Original Agreement. These services include but are not limited to the following:

- a. Maintain accounting for all activities of the animal shelter and animal control services in accordance with the requirements of the State of Arizona.
- b. Provide general and automobile liability insurance covering the operation of the animal shelter and the conduct of all animal protection and control activities.
- c. Be responsible for recruitment, hiring, evaluation, setting of salary, discipline and termination of all Animal Control employees.
- d. The cost of all animal control services and shelter activities.

5. Terms for Default and Early Termination.

In the event that one Party to this Addendum fails to perform any of the obligations or provisions hereof, then the other parties to this Addendum may, by written notice, terminate, in whole or in part, the defaulting party's participation in this Addendum. Termination of this Addendum shall not be a termination of the Original Agreement unless such intent is expressly made in writing as part of the termination of this Addendum by a Party.

Any Party to this Addendum may, with 90-day prior written notice, terminate, in whole or in part this Addendum. There shall not be any penalty, consequence or other damages for an early termination of this Addendum. Termination of this Addendum shall not be a termination of the Original Agreement unless such intent is expressly made in writing as part of the termination of this Addendum by a Party.

6. Arbitration.

In the event of a dispute between any of the Parties to this Addendum relating to the construction of this Addendum or animal control or Addendum shelter services rendered pursuant to this Addendum, such dispute shall be settled by arbitration in the manner described in the Original Agreement.

7. Term.

The term of this Addendum shall match the Original Agreement unless or until this Addendum is terminated either on its own or in concert with termination of the Original Agreement.

8. Severability.

If any term or condition of this Addendum or the application thereof to any person(s) or circumstances is held invalid, such invalidity shall not affect other terms, conditions or applications which can be given effect without the invalid term, condition or application; to this end the terms and conditions of this contract are declared severable within this Addendum and in regard to the Original Agreement.

9. Review of Addendum.

The terms and conditions of this Addendum shall be reviewed periodically by the TOWN OF SPRINGERVILLE and TOWN OF EAGAR for appropriateness and currency.

10. Amendments.

Any addition, deletion or change to the terms and conditions of this Addendum shall be in the form of a written amendment approved by each of the Parties.

11. Governing Law.

Governing law and venue under this Addendum shall be the same as stated in the Original Agreement.

12. Supersedes Prior Agreements.

This Addendum supersedes all prior agreements between these parties on the same subject matter of animal control services. **This Addendum is only meant as a supplement and does not supplant the Original Agreement between the Towns of Eagar, Arizona and Springerville, Arizona.**

13. Section 20(A) of the Original Agreement is updated to reflect the updated contact information for the attorney for TOWN OF SPRINGERVILLE as “Copy To: Mangum Wall Stoops & Warden, PLLC; Attn: Brandon J. Kavanagh, Esq.; 112 N. Elden Street; Flagstaff, AZ 86001”. The other subsections of Section 20 of the Original Agreement remain as written.

Town of Springerville, an Arizona municipal corporation

By: _____
Shelly Reidhead, Mayor

Date: _____

Attest:

By: _____
Kelsi Miller, Town Clerk

Town of Eagar, an Arizona municipal corporation

By: _____
Steve Erhard, Mayor

Date: _____

Attest:

By: _____
Jessica Vaughn, Town Clerk

PROPER FORM AND AUTHORITY:

This Addendum has, prior to its execution, been submitted to the attorney for each Party, who has determined that the agreement is in the proper form and is within the powers of and authority granted under the laws of this state to such Party.

By: _____
Town of Eagar Legal Counsel

By: _____
Town of Springerville Legal Counsel
Mangum, Wall, Stoops & Warden, PLLC

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 27, 2024
SUBJECT: Amend Title 6 Animals/ Animal Control Enforcement

Ordinance Reading:

1st Reading

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, AMENDING TITLE 6, "ANIMALS" OF THE TOWN OF SPRINGERVILLE TOWN CODE; PROVIDING FOR SEVERABILITY, AND PROVIDING PENALTIES FOR VIOLATIONS AND ESTABLISHING AN EFFECTIVE DATE.

STAFF REPORT

The Round Valley Police Department Animal Control is currently enforcing Animal Control Town Code in the two Towns of Eagar and Springerville. It was discussed between the two Town Managers to merge their Town Code Titles to be as close as possible for the Animal Control Officer doing code enforcement.

Judge Gunnels also gave some recommendations to Section 6.16.010 where multiple petty offences or violations within 12 months of each other may be charged with a misdemeanor for any subsequent violation.

As an example, a person with a barking dog gets sited multiple times and pays the fine of \$25.00 each time. Multiple violations could then have a stiffer penalty to hopefully terminate or reduce the multiple offences. Stiffer penalties would then hopefully reduce the call volume within the two Towns and staff workload.

Steps,

#1- First Reading

#2- Second Reading (with a motion to pass if approved)

#3- This ordinance shall be effective thirty (30) days after final approval by the Town Council.

Ordinance 2024-001

AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, AMENDING TITLE 6, "ANIMALS" OF THE TOWN OF SPRINGERVILLE TOWN CODE; PROVIDING FOR SEVERABILITY, AND PROVIDING PENALTIES FOR VIOLATIONS AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the Town Council of the Town of Springerville has the ability to regulate animals within its boundaries under its inherent police powers as a municipality in the State of Arizona;

WHEREAS, the Town Council has recently entered into an intergovernmental agreement with the Town of Eagar to have joint enforcement of the regulation of animals by an Animal Control department/officers;

WHEREAS, Chapter 6, "Animals" of the Town Code, has amendments that are needed to allow both the Town of Springerville and the Town of Eagar, and their respective residents and constituents, to have consistent regulations and requirements that will make Chapter 6, Animals, of the Town Code a more useful document for Town staff, Town citizens and others; and

WHEREAS, The Town is authorized by Arizona Revised Statutes, Title 9, Chapter 2, Article 3 to adopt amendments to the Springerville Town Code or any ordinance.

NOW THEREFORE BE IT ORDAINED by the Mayor and Council of the Town of Springerville, Arizona, as follows:

SECTION 1: That the current Title 6 of the Town Code is hereby deleted in its entirety and is hereby replaced by the following Chapters 6.04, 6.08, 6.10, 6.12, 6.16, and 6.20 with the titles of each Chapter and subsection listed below with the full code language included in Exhibit A, which is attached hereto and incorporated herein by reference.

Chapter 6.04: RULES AND REGULATIONS

- 6.04.010 Definitions
- 6.04.020 Dangerous or vicious animals
- 6.04.030 Wild animals
- 6.04.040 Public nuisance
- 6.04.050 Animals at large
- 6.04.060 Disturbing the peace
- 6.04.070 Diseased animals
- 6.04.080 Cruelty to animals
- 6.04.090 Keeping animals

6.04.100 Number of animals allowed

Chapter 6.08: IMPOUNDMENT OF ANIMALS

- 6.08.010 Notice to owners of impoundment
- 6.08.020 Report of impounded animals
- 6.08.030 Conditions and duration of impoundment
- 6.08.040 Redemption of impounded animals
- 6.08.050 Impeding animal control officer
- 6.08.060 Biting animals

Chapter 6.10: LARGE ANIMALS

- 6.10.010 Large animals

Chapter 6.12: DOGS

- 6.12.010 Fees
- 6.12.020 [Reserved]
- 6.12.030 Applicability of chapters to dogs
- 6.12.040 Licenses and tags generally
- 6.12.050 Vaccination required
- 6.12.060 Dog at large
- 6.12.070 Impoundment of dogs
- 6.12.080 Biting dogs
- 6.12.090 Rabies epidemic

Chapter 6.16: ENFORCEMENT

- 6.16.010 Enforcement provisions
- 6.16.020 Enhanced violation for dog at large

Chapter 6.20: LIABILITY

- 6.20.010 Liability for damages (dogs/domestic animals)
- 6.20.020 Liability for damages (general property damage)

SECTION 2: This ordinance shall be effective thirty (30) days after final approval by the Town Council.

PASSED AND ADOPTED by the Mayor and Town Council of the Town of Springerville, this ____ day of April, 2024.

Town of Springerville

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

APPROVED AS TO FORM:

Mangum Wall Stoops & Warden, PLLC
Town Attorney

EXHIBIT A
[See Attached]

PROPOSED

Title 6 - ANIMALSChapters:**Chapter 6.04 - RULES AND REGULATIONS**Sections:**6.04.010 - Definitions.**

As used in this chapter:

- A. "At large" means off the premises of the owner or not under the control of the owner, or other persons acting for or on behalf of the owner.
- B. "Collar" means a band, chain, harness or suitable device worn around the neck of the dog or animal (as applicable) to which a license may be affixed.
- C. "Dangerous" or "vicious" means an animal or dog which has a propensity to attack, to cause injury or otherwise endanger the safety of human beings without provocation or which has been found to be a vicious animal by a court of competent authority, which bites, inflicts physical injury on or attacks a human being, or constitutes a physical threat to other animals.
- D. "Dog" means a member of the "canis" family.
- E. "Owner" means any person owning, keeping, possessing, harboring, or maintaining a dog or an animal.
- F. "Animal Shelter" means any establishment authorized by the Town for the confinement, maintenance, safekeeping, and control of dogs or animals (as applicable) that come into custody of the animal control officer.
- G. "Vaccination" means an anti-rabies vaccination using a type of vaccine approved by the State Veterinarian.
- H. "Animal control officer" means any peace officer, police assistant or other person responsible for the enforcement of this chapter appointed under the provisions of A.R.S. § 9-499.04 or amendments thereto.
- I. "Containment" means a structure or device that prevents the animal from leaving the owner's property or control.
- J. "Animal" or "animals" means horses, mules, burros, cattle, goats, sheep, swine, llamas, ostriches, emus, or other livestock, poultry, or any other animal that is susceptible to rabies, except man.
- K. "Wild animal" means an animal of a wild nature or disposition.
- L. "Directly under control" means the person responsible for the animal must be in sight of the animal; must be able to immediately control the actions of the animal and must ensure the animal does not leave the responsible person's property.

M. "Town" means the community of Round Valley within the established boundaries of the Town of Eagar and the Town of Springerville.

6.04.020 - Dangerous or vicious animals.

It is unlawful to permit any dangerous or vicious animal of any kind to run at large within the Town limits. Any such animals may be immediately impounded.

A. Upon complaint of any person, and after notice to the owner and a civil hearing, the Town magistrate may determine that an animal is dangerous or vicious and order one or more of the following:

1. Order the destruction of said animal;
2. Order that such animal be confined within a building or secure enclosure;
3. Order that such animal be securely muzzled or caged at all times.

B. The animal control officer is authorized to kill any dangerous animal of any kind, upon an order from the Town magistrate, or when it is necessary for the protection of any person or property, when in his/her judgment the animal: (1) is dangerous or vicious; and (2) cannot be safely impounded.

C. Any dog that commits two or more unprovoked attacks or bites is considered vicious under this section. Attacks may include chasing persons or animals, growling, baring teeth, attempted bites, etc., while the dog is at large.

6.04.030 - Wild animals.

Exhibitions or parades of wild animals may be conducted only upon securing a permit from the police department.

6.04.040 - Public nuisance.

Any animal or animals that does any of the following are declared to be a public nuisance, and may be impounded by the animal control officer from private property in response to a complaint by a person concerning this section if: the nuisance is continuing, the complaining person is willing to press charges and the owner or caretaker is not present to take control of the animal and stop the nuisance. The owner will bear the cost of the impound and feed. It is unlawful for any person to permit such animal or animals to:

- A. Molest passersby or passing vehicles;
- B. Attack other animals off of an owner's property;
- C. Trespass on school grounds;
- D. Repeatedly be at large;
- E. Damage public or private property;
- F. Repeatedly cause garbage to be thrown about;
- G. Disturb the peace.

H. Cause a nuisance (defined as, but not limited to, offensive odor, excessive flies, dust or animal waste) to adjoining property owners or occupants.

6.04.050 - Animals at large.

A. Any person who keeps or causes to be kept any animal within the corporate limits of the Town shall keep such animal in a pen, corral, pasture, or similar enclosure to prevent their roaming at large.

B. It is unlawful for any animal to run at large in the Town. Any such animal may be impounded as provided in this chapter.

C. It is unlawful to picket or tie any animal on any of the streets or rights-of-way of the Town for the purpose of grazing or feeding if it interferes with the safe passage of pedestrians or vehicles.

D. Any animal at large may be impounded by the animal control officer or by a subcontractor, with whom the applicable Town manager shall have authority to negotiate the rates for picking up, transporting and impounding such animal.

E. The animal control officer is allowed to make temporary arrangements to impound animals at large if the Town does not have the capability or facility to house the animal, until an owner is located. A reasonable fee for the boarding will be passed on to the animal owner.

F. The owner or caretaker of an impounded animal is responsible for the cost of the impoundment and feed.

6.04.060 - Disturbing the peace.

A dog is disturbing the peace and quiet of any person at any time of the day or night by barking, whining, howling, or making any other similar objectionable noise in a continuous, excessive and untimely manner. Any owner whose dog is disturbing the peace as described in this section is in violation of this chapter. In response to a complaint by a person concerning this section, the animal control officer may impound the animal from the private property of the owner or caretaker if: the disturbance is continuing, the complaining person is willing to press charges and the owner or caretaker is not present to take control of the dog and stop the disturbance.

6.04.070 - Diseased animals.

No animal afflicted with a contagious or infectious disease shall be allowed to run at large or be exposed to any public place whereby the health of man or beast may be affected. Every owner or other person knowing or suspecting that an animal has rabies should immediately notify the animal control officer who shall either remove the animal to the animal shelter or summarily destroy it, except in cases where the state health officer or state veterinarian is empowered to act.

6.04.080 - Cruelty to animals.

A. Any person owning or acting for the owner of any animal shall provide said animal with sufficient wholesome and nutritious food and water in sufficient quantity within an eighteen-hour period. All dogs and animals shall be maintained in such a manner as to provide them with humane care and treatment. No person shall:

1. Recklessly subject any animal(s) or poultry to cruel mistreatment; or

2. Recklessly subject any animal(s) or poultry under the person's custody or control to cruel neglect or abandonment; or
3. Recklessly kill any animal or poultry under the custody or control of another without either legal privilege or consent of the owner; or
4. Intentionally interfere with, kill or harm a working or service animal without either legal privilege or consent of the owner.

6.04.090 - Keeping animals.

Any person who keeps or causes to be kept any domestic animal, household pets, livestock, poultry, fowl, ratite or animals within the limits of the Town shall keep such animal in a pen or similar enclosure to prevent their running "at large."

6.04.100 - Number of animals allowed.

A. Household Pets.

Except as otherwise permitted by the applicable Town zoning code, a maximum of four (4) household pets, such as dogs, cats, pot-bellied pigs and similar domestic pets (but not including birds, fish or other pets which do not create odor or sound detectible on adjoining lots) per lot. Household pets in excess of four may be allowed by conditional use permit in all zoning districts. This section shall not apply to kennels or animal shelters as otherwise permitted by the applicable Town zoning code.

B. Animals.

Animals other than household pets such as livestock, poultry, and ratite shall be prohibited in all zoning districts except those in which they are specifically allowed by the applicable Town zoning code. Animals such as livestock and poultry shall not be kept within one hundred (100) feet of an occupied dwelling except where the owner or person in control of said animals lives in such dwelling.

Chapter 6.08 - IMPOUNDMENT OF ANIMALS

Sections:

6.08.010 - Notice to owners of impoundment.

A. If the owner of any impounded animal shall be known to the animal control officer and shall reside or have a known place of business in the town, the animal control officer shall notify the owner of such animal personally or by letter through the post office or by notice placed at the residence of the owner within forty-eight (48) hours after such animal has been taken up and impounded. The notice shall contain a description of the animal and shall state that unless reclaimed, such animal shall be adopted or destroyed at the time and place specified in the notice.

B. An animal impounded pursuant to this chapter may be sold at public auction to the highest bidder. Copies of the notice shall be posted at the place of impoundment and at the Town Hall.

6.08.020 - Report of impounded animals.

The animal control officer shall, after impounding any animal, make a report stating the kind of animal and describing it by color or otherwise or by any marks or brands that may be on it, and when it was impounded.

6.08.030 - Conditions and duration of impoundment.

The animal control officer shall provide for the keeping of all animals impounded by the department in a safe, convenient and comfortable place within or near the Town limits and shall feed such animals at least once every twenty-four hours and treat them in a humane manner during the time they are impounded, which shall not be less than three days, unless sooner claimed by the owner.

6.08.040 - Redemption of impounded animals.

If the owner of any animal shall, within three days after such animal has been impounded, apply to the animal control officer and pay the fees and charges provided by this chapter, the owner shall pick up the animal from the pound or impound location unless that animal has been impounded pursuant to [Section 6.08.060](#).

6.08.050 - Impeding animal control officer.

A. It is unlawful for any person to, in any manner, intervene, impede, prevent, obstruct or intimidate the animal control officer in the discharge of his duties in citing and impounding, or who shall rescue or attempt to rescue any animal, which has been impounded.

B. It is unlawful for any person to disturb, trip, reset or release an animal from a trap set by the animal control officer, unless he/she has the permission of the animal control officer.

C. A violation of this chapter is a Class 3 misdemeanor.

6.08.060 - Biting animals.

Whenever any animal bites a person, such person and the owner of the animal shall immediately notify the animal control officer, who shall arrange for the quarantine of the animal to be made and shall order the animal to be held on the owner's premises or shall have it impounded at the pound or at a veterinary hospital at the owner's expense as long as necessary for a complete examination or for the length of the quarantine which will not be less than ten days.

Livestock shall be confined and quarantined for the fourteen-day period in a manner regulated by the Arizona Department of Agriculture. Caged or pet rodents or rabbits shall not be quarantined or laboratory tested. If it is determined that the animal is infected with rabies or other dangerous, infectious and contagious disease, it shall be the duty of the animal control officer to destroy the animal.

If, at the end of the quarantine or impoundment, it is determined that the animal is free from such disease, the animal shall be released, and the owner will assume all the costs related to the quarantine or impoundment.

If the animal dies during the period of quarantine or impoundment, its head shall be sent to the State Department of Health for examination. Any wild animals, with the exception of wild rodents or rabbits, which bite any person may be killed and submitted to the animal control officer or his assistant, or his designated representative for transmission to an appropriate diagnostic laboratory. A wild rodent or

rabbit may be submitted for laboratory testing if the animal has bitten a person and either the animal's health or behavior indicates that the animal may have rabies or the bite occurred in an area that contains a rabies epizootic as determined by the Department of Health Services.

Chapter 6.10 - LARGE ANIMALS

6.10.010 - Large animals.

A. Large animals shall be defined as all animals of breeds capable of weighing more than one hundred pounds, such as but not limited to, ostriches, cattle, horses, pigs and sheep, and are typically associated with production, harvest or use. An animal unit shall be defined as a female along with her offspring until weaning. The following shall apply:

1. A minimum parcel size of one-half acre is required for the keeping of large animals. Animals such as livestock, poultry, and ratite shall be prohibited in all zoning districts except those in which they are specifically allowed by the applicable Town zoning code. Animals such as livestock and poultry shall not be kept within one hundred (100) feet of an occupied dwelling except where the owner or person in control of said animals lives in such dwelling. Refer to 6.04.080.

Exceptions to this include, but are not limited to, the temporary grazing of areas or short-term holding of animals for other reasons, i.e., veterinary care, transportation arrangements, sale.

2. A permit can be applied for by individuals requesting the keeping of an animal for a special purpose, such as 4-H or FFA, if the individual does not have a minimum of one-half acre parcel size, and is subject to the following requirements:

- a. The applicant shall complete a permit application and submit it to the animal control division.
- b. The application shall be reviewed by the animal control officer and chief of police at which time it shall be approved for a specified period of time, or denied.
- c. Payment of the filing fee shall be waived for FFA and 4-H projects.

B. Piggeries (three or more pigs). No pigsty or piggery shall be built or maintained on marshy ground or land subject to overflow, nor within two hundred feet of any stream, canal or other source of water supply, nor within three hundred feet of an inhabited house or public meetinghouse on an adjoining property.

1. When garbage is fed to any pig, all unconsumed garbage shall be removed daily and disposed of by burial or incineration.

2. No organic material furnishing food for flies shall be allowed to accumulate on the premises.

3. All garbage shall be handled and fed upon platforms of concrete or other impervious material.

4. Unslaked lime, hypochlorite/lime, borax, or mineral oil shall be used daily in sufficient quantities to prevent offensive odors and the breeding of flies.

C. Indoor Pets. The provisions of this section shall not apply to birds, fish and other pets (excluding dogs) that are kept fully within the resident's home.

Chapter 6.12 - DOGS

6.12.010 - Fees.

A. Fees required to be paid by this chapter shall be as established from time to time by the Town Council by resolution. Fees which are specified in the chapter shall be in effect until such time as the fees are changed by the Town Council by resolution.

B. The license fee for sterilized and unsterilized dogs shall be set by resolution of the Town Council. The license will be valid for the time period of the rabies vaccination and shall be renewed at the expiration of the vaccination.

C. The fee for redemption of an impounded dog is to be set by resolution of Town Council (impound charge) plus an additional fee to be set by resolution of Town Council (feeding fee) for each day the dog has been impounded. The impound fees double for each subsequent impoundment within a twenty-four (24) month period of the same dog.

6.12.030 - Applicability of chapters to dogs.

The provisions of Chapters [6.04](#) and [6.08](#) shall apply to dogs unless such provision specifically excludes dogs or unless there is a provision within this chapter or [Chapter 6.16](#) covering the same subject matter.

6.12.040 - Licenses and tags generally.

A. All dogs four months old or older kept, harbored or maintained in the Town for at least thirty (30) consecutive days in a calendar year must be licensed and registered. Dog licenses shall be issued by the animal control officer, upon payment of a license fee, which license shall be valid for the term of the vaccination. The owner shall state at the time application is made for such license, owner's name, address, phone numbers (for work and home), the name, breed, color and sex of each dog owned or kept by them. Seasonal residents that reside within the town limits for less than six months in a calendar year, and who have their dog(s) validly and currently licensed in another city, town or county, are exempt from having to obtain a Town dog license.

B. A guide dog belonging to a blind person who is a resident of the state or any bona fide nonprofit organization which is in the business of breeding, raising or training dogs that are to be used for guiding the blind shall, upon application by the owner or organization to the Town and on presentation of proper proof, be licensed pursuant to this chapter without a payment of a fee.

C. Each dog licensed under the terms of this chapter shall receive, at the time of licensing, a tag on which shall be inscribed the name of the Town, the number of the license and the month and year in which it expires. The tag shall be attached to a collar or harness which shall be worn by the dog at all times except as otherwise provided in this chapter. Whenever a dog tag is lost, a duplicate tag shall be issued upon application by the owner and payment of a fee set by resolution of the Town Council to the animal control officer.

D. It is unlawful for any person to counterfeit or attempt to counterfeit an official dog tag or remove such tag from any dog for the purpose of willful and malicious mischief, or place a dog tag on a dog unless the tag was issued to that dog.

E. Whenever the ownership of a dog has been changed, the new owner must secure a transfer of license to such owner. The transfer fee shall be set by resolution of Town Council to transfer the license of a sterilized dog and an un-sterilized dog. The license will be valid for the time period of the rabies vaccination and shall be renewed at the expiration of the vaccination.

F. Dogs while being used for hunting, or dogs while being exhibited at American Kennel Club approved shows, or dogs while engaged in races approved by the Arizona Racing Commission, and such dogs while being transported to and from such events, need not wear a collar or harness and a valid license attached, provided that they are properly vaccinated and licensed.

G. The animal control officer may apprehend and impound any dog found without a current valid license tag.

H. It shall be the duty of every owner or keeper of any dog kept within the limits of the Town to cause the license tag hereinabove mentioned to be securely attached around the dog's neck and kept there at all time during the license period. Absence of the license tag from the neck of any dog shall be *prima facie* evidence that the dog has not been licensed or vaccinated as provided in this chapter. Any such dog shall be deemed to be un-owned.

I. No person in charge of any dog shall permit such dog to be in public, a public park or upon any public school property unless the dog is physically restrained by a leash, secured in a vehicle, cage or similar enclosure, unless being exhibited or trained at a recognized kennel club event, public school or park sponsored event. This section shall not apply to a police dog while in the performance of duty.

6.12.050 - Vaccination required.

A. No dog shall be allowed to reside in the Town unless said dog or dogs have been vaccinated for rabies by a licensed veterinarian.

B. Before a license is issued for any dog, the owner must present a vaccination certificate signed by a veterinarian licensed by this state or a government veterinarian stating the owner's name and address and giving the dog's description, date of vaccination and type, manufacturer and serial number of the vaccine and date re-vaccination is due. No dog shall be licensed unless it is vaccinated in accordance with the provisions of this chapter and the regulation promulgated hereunder. A complete record of all of the above will be kept by the animal control officer.

C. A dog vaccinated in any other place prior to entry into the Town may be licensed in the Town provided that at the time of licensing, the owner of such dog presents a vaccination certificate, signed by a veterinarian licensed to practice in that place or a veterinarian employed by a governmental agency in that place, stating the owner's name and address and giving the dog's description, date of vaccination and type, manufacturer and serial number of the vaccine used. The vaccination must be in conformity with the provisions of this chapter and the regulation promulgated hereunder.

D. The animal control officer may make provision for low cost vaccination clinics as deemed necessary. The vaccination shall be performed by a veterinarian.

E. If a dog is impounded and found to be unvaccinated, the animal control officer is authorized to cause such dog to be vaccinated at the pound at a cost to be borne by the owner. The vaccination shall be performed by a veterinarian, who shall issue a verification of vaccination.

6.12.060 - Dog at large.

A. Any person owning, keeping, possessing, harboring or maintaining a dog shall have the dog contained, on a leash or directly under control. A dog not contained on a leash or directly under control shall be considered at large.

B. A dog is not deemed to be at large:

1. While said dog is actively engaged in dog obedience training and is accompanied by and under the control of his owner or trainer;

2. While such dog is being used for hunting purposes;

3. While such dog is being exhibited or trained at a recognized kennel club event, public school event or park sponsored event;

4. While such dog is engaged in races approved by the Arizona Racing Commission;

5. This section shall not apply to a police dog while in the performance of duty.

6.12.070 - Impoundment of dogs.

A. The animal control officer may apprehend and impound any dog found without a current valid license tag; any dog with or without a current valid license tag which is found running at large; any dog disturbing the peace; any dog which bites any person; or any dog which is a public nuisance as defined in [Section 6.04.040](#). Said officer shall have the right to enter upon private property, when it is necessary to do so, in order to apprehend any dog subject to impoundment.

B. Each unlicensed dog impounded shall be kept and maintained at the pound for a minimum of five days. At the expiration of the impoundment period, anyone may claim the dog provided that such person pays all established impound fees and completes the licensing provisions of this chapter. If no person claims the dog, the animal control officer may dispose of the dog in a humane manner.

C. The animal control officer shall notify the owner in person or by mail or by notice placed at the residence of the owner of any licensed dog impounded under the provisions of this chapter.

D. The owner or caretaker of any dog removed from private property and impounded under this section will be notified in person or by mail or by notice placed at the residence the dog was removed from. The owner will have six business days to contact the animal control officer to claim the dog. At the expiration of the impoundment period, anyone may claim the dog provided that such person pays all established impound fees and completes the licensing provisions of this chapter. If no person claims the dog, the animal control officer may dispose of the dog in a humane manner.

6.12.080 - Biting dogs.

A. Whenever a dog bites any person, the incident shall be reported to the animal control officer immediately by any person having direct knowledge.

B. Any dog that bites any person shall be quarantined and impounded for a period of not less than ten days. The quarantine period shall start on the day of the bite incident. If the day of the bite is not known, the quarantine period shall start on the first day of impoundment. The owner of any dog that has bitten a person may voluntarily deliver the dog to the animal control officer at the animal control shelter; otherwise, there shall be an assessment against the owner if the animal control officer must pick up the dog. If the dog is impounded in the pound for observation as a result of a dog bite incident, there shall be an assessment as established by resolution of the Town Council, and no other impoundment fees shall be charged under these circumstances.

C. If the dog shows clear clinical signs of rabies or other dangerous, contagious and infectious disease, or if the owner consents to its destruction, it shall be the duty of the animal control officer to destroy such dog in as humane manner as is reasonably possible. If at the end of the quarantine or impoundment, the animal control officer, after consultation with a veterinarian is convinced that the dog is free from such diseases, the dog shall be released. If the dog dies during the period of quarantine or impoundment, its head shall be sent to the state department of health for an examination.

D. Nothing in this section shall permit the bringing of an action for damages against any governmental agency using a dog in military or police work if the bite occurred while the dog was defending itself from a harassing or provoking act, or assisting an employee of the agency in any of the following:

1. In the apprehension or holding of a suspect where the employee has a reasonable suspicion of the suspect's involvement in criminal activity;
2. In the investigation of a crime or possible crime;
3. In the execution of a warrant;
4. In the defense of a peace officer or another person.

E. The owner of a dog is liable for injury caused by the dog while it is at large.

6.12.090 - Rabies epidemic.

Whenever the prevalence of hydrophobia renders such action necessary to protect the public health and safety, the mayor shall issue a proclamation ordering every person owning or keeping a dog to confine it securely on his premises unless it is muzzled so that it cannot bite. No person shall violate such proclamation and any unmuzzled dog running at large during the time fixed on the proclamation may be killed by the animal control officer without notice to the owner.

Chapter 6.16 - ENFORCEMENT*

Sections:

6.16.010 - Enforcement provisions.

A. Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a Class 3 misdemeanor, punishable in accordance with applicable state law. Any person violating Section 6.04.040 (public nuisance), [Section 6.04.050](#) (animals at large), [Section 6.04.060](#) (disturbing the peace), [Section 6.10.010](#) (large animals), [Section 6.12.050](#) (vaccination required), and [Section 6.12.060](#) (dog at large), shall be guilty of a petty offense, punishable in accordance with applicable state

law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has two prior petty offense convictions (or defaults) for violations of this title, within twenty-four months, such person may be charged with a Class 3 misdemeanor for any subsequent violation.

B. Any person violating any provision of this title shall be punished by a fine set by resolution of Town Council, unless agreed to by prosecution. The fine doubles for each subsequent violation within a twenty-four month period and committed by the same animal.

C. The animal control officer may review all the licenses issued to a dog owner who has received four or more convictions or defaults for the same violations of this title in a twenty-four (24) month period. Upon filing a complaint with the Town magistrate by the animal control officer and giving notice to the owner a civil hearing will be scheduled with the Town magistrate to review the revocation of the owner's license. After the hearing, the Town magistrate may issue an order revoking the license of such owner and order that no new license may be issued for a specified period of time. During the time the license is revoked, the owner of the dog will not be allowed to keep the dog in the Town limits. If the owner fails to comply with the order, the dog can be removed from private property and impounded by the animal control officer, in addition to the criminal charge of ARS 13-2810.A2 Interfering with judicial proceedings (class one misdemeanor). If a dog is impounded pursuant to this section, the owner or caretaker of the dog will be notified in person or by mail or by notice placed at the residence the dog was removed from. The owner will have six business days to contact the animal control officer to claim the dog and pay all established impound fees. At the expiration of the impoundment period, anyone may claim the dog provided that such person pays all established impound fees and completes the licensing provisions of this chapter. If no person claims the dog, the animal control officer may dispose of the dog in a humane manner.

6.16.020 - Enhanced violation fine for dog at large.

Any person violating [Section 6.12.060](#) (Dog at large), between the hours of six p.m. and eight a.m. shall be fined twice the amount of the applicable dog at large violation.

Chapter 6.20 - LIABILITY

6.20.010 - Liability for damages (dogs/domestic animals).

A. It is unlawful for any dog to kill any domesticated animal within the boundaries of the Town. If any person discovers a dog in the act of violating any portion of this section, or to prevent the escape of a dog after immediately committing a violation of this section if it cannot be identified, that person may kill, or injure the dog in such action as is necessary for the protection of the animal listed in this subsection, except that such person will not discharge a firearm within the boundaries of the Town without a special permit from the chief of police.

B. The owner of a dog is liable for damages caused by the dog killing, wounding, or chasing any livestock, poultry, or domestic animal, and any other damages caused by the dog while at large.

6.20.020 - Liability for damages (general property damage).

A. It is unlawful for any animal at large or not under direct control of an owner/handler to damage the property belonging to another person or entity.

B. The owner of an animal is liable for damages caused by the animal while the animal is at large or not under direct control.



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February 28, 2024

Town of Eagar
22 W. 2nd St. / PO Box 1300
Eagar, AZ 85925
(928) 333-4128

Sent Via Email

Re: Title 6 – ANIMALS*

To whom it may concern,

I have reviewed the Title 6 Rules and Regulations and I wanted to send my input for review, and clarification.

Chapter 6.16.010 – Enforcement provision, states: *Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a misdemeanor, punishable in accordance with applicable state law. Any person violating Section 6.04.040 (public nuisance), Section 6.04.050 (animals at large), Section 6.04.060 (disturbing the peace), Section 6.10.010 (large animals), Section 6.12.050 (vaccination required), and Section 6.12.060 (dog at large), shall be guilty of a petty offense, punishable in accordance with applicable state law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has two prior petty offense convictions (or defaults) for violations of this title, within twenty-four months, such person may be charged with a misdemeanor for any subsequent violation.*

My suggestion is to amend section 6.16.010 in its entirety to reflect: *Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a misdemeanor, punishable in accordance with applicable state law. If any violation is continuing, each day's violation shall be deemed a separate violation.*

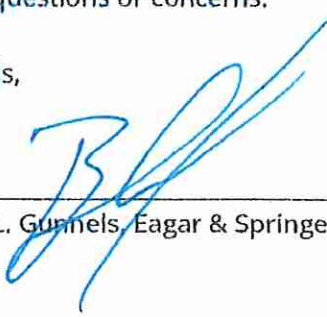
Often when the court gets a citation for a Petty Offense, the Defendant will allow the case to default to a fine, because there are no consequences if they do not pay the fine or come to court. This amendment would leave the discretion to the city prosecutor, whether to amend the charge to a petty offense, grant a dismissal, or keep the original charge, on a case-by-case basis. When defendants are charged with a Petty Offense or a Civil charge, rather than a Criminal charge, it makes it difficult for the state or the court to enforce the charges. By amending this title, the state

would be able to look at each unique case individually and come to a fair conclusion with the defendant.

My hope for this amendment is that it will help lessen the animal issues in the towns of Eagar and Springerville and will encourage animal owners to comply with the city codes, as well as holding them accountable.

Please feel free to reach out to me with any questions or concerns.

Regards,



Butch L. Gunnels, Eagar & Springerville Magistrate

6.16.010 - Enforcement provisions.

A. Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a misdemeanor, punishable in accordance with applicable state law. Any person violating Section 6.04.040 (public nuisance), [Section 6.04.050](#) (animals at large), [Section 6.04.060](#) (disturbing the peace), [Section 6.10.010](#) (large animals), [Section 6.12.050](#) (vaccination required), and [Section 6.12.060](#) (dog at large), shall be guilty of a petty offense, punishable in accordance with applicable state law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has ~~two~~ **one** prior **documented** petty offense **convictions** (or defaults) for violations of this title, within ~~twenty-four~~ **twelve** months, such person may be charged with a misdemeanor for any subsequent violation.

6.16.010 - Enforcement provisions.

A. Unless otherwise provided herein, any person found violating any provision of this title shall be guilty of a misdemeanor, punishable in accordance with applicable state law. Any person violating Section 6.04.040 (public nuisance), [Section 6.04.050](#) (animals at large), [Section 6.04.060](#) (disturbing the peace), [Section 6.10.010](#) (large animals), [Section 6.12.050](#) (vaccination required), and [Section 6.12.060](#) (dog at large), shall be guilty of a petty offense, punishable in accordance with applicable state law. If any violation is continuing, each day's violation shall be deemed a separate violation. If any person has ~~two~~ **prior** **previously been cited for a** petty offense **convictions** (or defaults) for violations of this title, within ~~twenty-four~~ **twelve** months, such person may be charged with a misdemeanor for any subsequent violation.

Title 6 - ANIMALS

Chapters:

EXISTING
Title 6

Chapter 6.04 - ADMINISTRATION AND ENFORCEMENT

Sections:

6.04.010 - Animal control officers— Appointment.

The town may by ordinance provide for the appointment of animal control officers who may commence an action or proceeding before a court for any violation of a state statute or local ordinance relating to rabies and animal control which occurs within the jurisdiction of the town. The animal control officer shall be an employee of the town. The town police department has full authority to enforce state statutes or local ordinances relating to rabies and animal control within the jurisdiction of the town.

(Ord. 99-002 § 4 (part); prior code § 7-1-1)

6.04.020 - Authority of the animal control officer.

- A. The animal control officer and/or contractor shall have the right to enter upon private property when it becomes necessary to do so in order to apprehend or otherwise take control of any animal that has been running at large. Such entry upon private property shall be in pursuit of such animal, shall be reasonable, and shall not include entry into any residence or through any barrier fence or walled area unless with the permission of the owner or occupant. Areas enclosed with any fencing which allows easy animal or human entry and exit, either through, over or under such fencing, such as but not limited to a split rail fence, will not be considered a fenced area for the purposes of enforcing this section.
- B. The enforcement agent or a civilian independent contractor as designated by the town from time to time may issue a civil citation to the animal owner or other person acting for the owner when the animal is at large, or when such animal is in violation of any provision of this chapter.
- C. In the judgment of the animal control officer, if any animal at large is dangerous, vicious or fierce and presents a threat to human safety, but cannot be safely impounded, the animal may be immediately slain by the animal control officer or a police officer in a humane manner. The requirements of this section shall not affect the responsibility of the animal control officer from humane destruction of other impounded animals.

(Ord. 2004-017 § 1 (part); Ord. 99-002 § 4 (part); prior code § 7-1-2)

6.04.030 - Unlawful interference with animal control officers.

It is unlawful for any person to interfere with the animal control officer and contractor in the performance of his or her duties. It shall also be unlawful for any person to release, remove, tamper with, damage or in any way interfere with any dog, cat or other animal or any other property in the custody of the animal control officer or the contractor or when such dog or other animal or property is in the town's animal control vehicle, town animal shelter, cage, trap, fence or impoundment at the direction of the animal control officer.

(Ord. 99-002 § 4 (part); prior code § 7-1-3)

6.04.040 - Violation—Penalty.

- A. Any violation of this chapter by an owner or other person shall be treated as civil matters.
- B. Any owner or other person who is found to have violated any section of this chapter shall have judgment entered against him and a civil sanction of not less than twenty-five dollars (\$25.00) nor more than two hundred fifty dollars (\$250.00) shall be imposed along with judgment for any impoundment fees.

(Ord. 99-002 § 4 (part); prior code § 7-1-4)

Chapter 6.08 - DEFINITIONS

Sections:

6.08.010 - Definitions.

Unless context otherwise requires:

"Animal" means any animal of a species that is susceptible to rabies, except man.

"Animal control officer" means any person or persons as designated by the town as animal control officer, responsible for the enforcement of this title and all chapters thereunder.

"Animal shelter" means any establishment authorized by the town for the confinement, maintenance, safekeeping and control of dogs, cats and other animals in accordance with this title.

"At large" means off the premises of the owner and not under the control of the owner or any person acting for the owner or having charge of an animal.

"Clerk" means the town clerk, or any other employee of the town acting under the directions of the town clerk.

"Care and feeding" means the cost of maintaining an impounded animal. Charges for care and feeding of impounded animals shall be as set forth in the town fee schedule.

"Contractor" means any person or persons hired by the town, from time to time, for the purpose of taking up, care and feeding of animals other than dogs or cats.

"Dangerous animal" means any animal which, when unprovoked, on two separate occasions within the prior twenty-four-month period, engages in any behavior which requires a defensive action by any person to prevent bodily injury when the person and the animal are off the property of the owner or keeper of the animal;

Any animal which, when unprovoked, bites a human being;

Any animal which, when unprovoked, has killed, seriously bitten, inflicted injury, or otherwise caused injury attacking a domestic animal off the property of the owner or keeper of the animal;

Any animal with a known propensity, tendency or disposition to attack unprovoked, to cause injury, or to otherwise threaten the safety of human beings or domestic animals;

"Equine" means horses, mules, burros and asses.

"Household pet" means dogs, cats, pot-bellied pigs, birds, fish, hamsters and similar domestic pets which are kept within a fully enclosed building or accessory building.

"Humane destruction" means any animal destroyed while impounded, by the use of sodium phenobarbital or a derivative of sodium phenobarbital, nitrogen gas or T-61 euthanasia solution or its generic equivalent.

"Impound" means the act of taking or receiving into custody by the animal control officer any animal for the purpose of confinement in accordance with the provisions of this title.

"Livestock" means cattle, equine, sheep, goats and swine except pot-bellied pigs.

"Owner" means any person owning, keeping, possessing, harboring or maintaining an animal or any person acting for the owner or having charge of an animal.

"Poultry" means chickens, turkeys, domesticated birds, game birds, fowl and waterfowl but does not include ratite.

"Ratite" means ostriches, emus, rheas and cassowaries.

"Restrained" means any animal secured by a leash or lead under the control of a responsible person and obedient to that person's commands, or within the real property limits of the owner.

"Service dog" means a dog which has gone through a formal training program, which assists its owner in one or more daily living tasks associated with a productive "life style" and which is sufficiently conditioned to be of no danger to the health and safety of the general public.

"Town" means the town of Springerville.

"Trap" means a confinement trap is a device designed to capture animals alive and hold them without harm.

"Veterinarian" means any veterinarian licensed to practice in the state of Arizona, or any veterinarian employed in Arizona by a governmental agency.

"Veterinary hospital" means any establishment operated by a veterinarian licensed to practice in the state that provides clinical facilities and houses animals for medical treatment.

"Vicious animal" means any animal which, when unprovoked, in an aggressive manner inflicts severe injury on or kills a human being. Severe injury means any physical injury to a human being that results in muscle tears or disfiguring lacerations or requires multiple sutures or corrective or cosmetic surgery;

Any animal previously determined to be and currently listed as a "dangerous animal" which, after its owner or keeper has been notified of its determination, continues the behavior described in subsection (a) of this section, or any animal previously determined to be and currently listed as a dangerous animal, which is not properly licensed and vaccinated, not properly restrained and/or not properly maintained on the owner's property.

(Ord. 99-002 § 4 (part): prior code Art. 7-2)

(Ord. No. 2020-002, 2-19-2020)

Chapter 6.12 - ANIMAL CONTROL

Sections:

6.12.010 - Keeping animals.

Any person who keeps or causes to be kept any domestic animal, household pets, livestock, poultry, fowl, ratite or animals within the corporate limits of the town shall keep such animal in a pen or similar enclosure to prevent their running "at large."

(Ord. 99-002 § 4 (part): prior code § 7-3-1)

6.12.020 - Number of animals allowed.

- A. Household Pets. Except as otherwise permitted by the town zoning code, a maximum of four household pets, such as dogs, cats, pot-bellied pigs and similar domestic pets, but not including birds, fish or other pets which do not create odor or sound detectible on adjoining lots, per lot. Household pets in excess of the four allowed, may be allowed by conditional use permit in all zoning districts. This section shall not apply to kennels or animal shelters as otherwise permitted by the town zoning code.

B. Animals. Animals other than household pets such as livestock and poultry, ratite shall be prohibited in all zoning districts except those in which they are specifically allowed by the town zoning code. Animals such as livestock and poultry shall not be kept within one hundred (100) feet of an occupied dwelling except where the owner or person in control of said animals lives in such dwelling. See also Section 17.28.100, town zoning code, adopted October 1998, as amended.

(Ord. 99-002 § 4 (part): prior code § 7-3-2)

6.12.030 - Impoundment.

It shall be the duty of the police department to impound all animals found at large, or not in charge of or under the care or control of some person in the streets, alleys or other public places or vacant or unenclosed lots in the town.

(Ord. 2004-017 § 1 (part): Ord. 99-002 § 4 (part): prior code § 7-3-3)

6.12.040 - Responsibility of owner.

Owners of animals impounded for running "at large" shall be responsible for any and all costs of impoundment, transporting, feeding and maintaining such animal, as well as any other costs incurred by the town, and any damage done by the animals to persons or to public or private property.

(Ord. 99-002 § 4 (part): prior code § 7-3-4)

6.12.050 - Notice to the owner of impounded animals.

If the owner of any impounded animal shall be known to the police department and shall reside or have a known place of business in the town, a member of the police department shall notify the owner of such animal personally or by mailing a letter through the post office within forty-eight (48) hours after such animal has been taken up and impounded. The notice shall contain a description of the animal and shall state that unless reclaimed, such animal shall be destroyed, euthanized, adopted or sold at a public auction to the highest bidder at the time and place specified in the notice. Copies of the notice shall be posted at the place of impoundment or at the town hall.

(Ord. 99-002 § 4 (part): prior code § 7-3-5)

6.12.060 - Report of impounded animals.

The police department shall, within forty-eight (48) hours after taking up and impounding any animal, make an official report stating the kind of animal and describing it by color or otherwise or by any marks or brands that may be on it, and when it was taken up and impounded, and the reason for impoundment.

(Ord. 99-002 § 4 (part); prior code § 7-3-6)

6.12.070 - Conditions and duration of impoundment.

The town shall provide for the keeping of all animals taken up and impounded by the town in a safe, convenient and comfortable place within or conveniently near the town limits and shall feed such animals at least once every twenty-four (24) hours, provide adequate water and treat them in a humane manner during the time they are impounded, which shall be not less than five days, unless sooner claimed by the owner.

(Ord. 99-002 § 4 (part); prior code § 7-3-7)

6.12.080 - Redemption of any impounded animal.

The owner or person acting for the owner of any animal shall within five days after such animal has been taken up and impounded, apply to the police department and pay all applicable fees and charges provided by this title and the current town fee schedule, the police department shall release any such animal to the owner.

(Ord. 99-002 § 4 (part); prior code § 7-3-8)

6.12.090 - Sale of unredeemed animals.

All livestock, poultry or domestic animals taken up and impounded under the provisions of this chapter which have not been claimed or where the fees and charges have not been paid to the town by the owner within five days, shall at the time provided be destroyed, euthanized, adopted or sold by the town at public auction at the place of impoundment. All sales shall be to the highest cash bidder. The police department shall immediately pay to the town clerk the proceeds of the sale of any such animal, which proceeds, after deducting therefrom the fees and charges, shall be paid to the owner of the animal if he appears and claims the same within thirty (30) days after the sale, and if not then the proceeds shall be paid into the general fund of the town. The police department shall execute a bill of sale in favor of the purchaser of such animal and upon payment of the amount bid shall deliver the bill of sale to the purchaser.

(Ord. 99-002 § 4 (part); prior code § 7-3-9)

6.12.100 - Impoundment fees.

- A. The town shall collect from the owner of animals taken up and impounded and duly claimed by the owner, before delivering any such animals, a fee for every animal so taken up, and in addition thereto for the taking care of, watering and feeding any impounded animal. All fees collected shall be paid into the general fund of the town as per town of Springerville adopted fee schedule.
- B.

Impoundment of most animals other than cats and dogs may require the town to hire a contractor to take up, impound and care for such animals; and it is the intent of this section to require the owner to reimburse the town for all such charges in addition to paying a reasonable impoundment fee. Charges shall include an impoundment fee, costs for care, feeding and boarding the animal and reasonable costs for veterinary care.

(Ord. 2004-017 § 1 (part); Ord. 99-002 § 4 (part); prior code § 7-3-10)

6.12.110 - Adoption fees of impounded animals.

In addition to the sale provided in Section 6.12.090, the town may allow the adoption of any animal impounded after the required waiting period. Fees for adoption of any animal may include costs relating to impoundment, care and feeding, spaying/neutering and other veterinary care and other costs relating to animals adopted. Adoption fees shall be set forth in the town fee schedule.

(Ord. 99-002 § 4 (part); prior code § 7-3-11)

6.12.120 - Animal cruelty.

- A. Any person owning or acting for the owner of any animal shall provide said animal with sufficient, wholesome, and nutritious food and water in sufficient quality within a twenty-four-hour period. All animals shall be provided adequate shelter and veterinary care when needed to prevent suffering. All animals shall be maintained in such a manner as to provide humane care, and treatment.
- B. No person shall willfully command, instigate, or permit fights between animals, nor between animals, and humans.
- C. No person shall trap any animal in any type of steel jawed traps, or any other trapping device that would cause physical to the animal.
- D. No person except a licensed veterinarian or one who is under guidance of, and under the supervision of a licensed veterinarian shall perform surgery on any live animal.
- E. No person shall abandon any animal.
- F. No person shall keep any wild animal as a pet or in confinement without obtaining authorization or licensing from the Arizona Game and Fish Department, the United States Fish and Wildlife Service, or any other applicable government agency.
- G. No person shall maliciously kill, maim, or wound an animal which is the property of another.
- H. Any person who has charge or custody of an animal as owner or otherwise shall not overdrive, overload, drive when overloaded, overwork, torture, torment, deprive the animal(s) of necessary sustenance, drink, shelter, cruelly beat, mutilate or cruelly kill an animal.
- I.

Any person who subjects an animal to needless suffering, or inflicts unnecessary cruelty upon the animal, or in any manner abuse an animal, or who cruelly drives, rides, or otherwise uses the animal when unfit for labor or any of the above is guilty of a misdemeanor.

(Ord. 99-002 § 4 (part); prior code § 7-3-12)

(Ord. No. 2015-001, § 3, 3-4-2015)

6.12.130 - Public nuisance.

Any animal(s) that do any of the following are declared to be a public nuisance, and may be impounded by the animal control officer from private property in response to a complaint by a person concerning this section if:

The nuisance is continuing, the complaining person is willing to press charges and the owner or caretaker is not present to take control of the animal, and stop the nuisance. The owner will bear the cost of the impound fees which are set by the town of Springerville. It is unlawful for any person to permit such animal or animals to:

- a. Molest passersby or passing vehicles;
- b. Attack other animals;
- c. Trespass on school grounds;
- d. Repeatedly be at large, or not on its property;
- e. Damage public or private property;
- f. Repeatedly cause garbage to be thrown about;
- g. Disturb the peace.

(Ord. No. 2015-001, § 4, 3-4-2015)

6.12.140 - Dangerous or vicious:

It is unlawful to permit a dangerous or vicious animal of any kind to run at large within the town limits. Any such animals may be immediately impounded. After impoundment the animal in question will be quarantined at the Springerville Kennels for no less than ten days. This could change depending on the animal and the Arizona Manual for Rabies.

- A. Complaints: Upon complaint of any person, and after notice to the owner and, a civil and or criminal hearing, the Springerville Magistrate Court may determine that an animal is dangerous or vicious and order one or more of the following:
 1. The destruction of said animal;
 2. That such animal be confined within a building or secure enclosure;
 - 3.

That such animal be securely muzzed or caged at all times.

- B. Destruction: The animal control officer is authorized to destroy any dangerous animal of any kind, upon an order from the Springerville Magistrate Court, or when it is necessary for the protection of any person or property, when in their judgement the animal is
1. Dangerous or vicious; and
 2. Cannot be safely impounded.

(Ord. No. 2020-002, 2-19-2020)

Chapter 6.16 - DOGS

Sections:

6.16.010 - Licensing requirements and procedures.

- A. A license fee shall be paid for each dog four months of age or over that is kept, harbored or maintained within the boundaries of the town for at least sixty (60) days of each calendar year as per the town of Springerville adopted fee schedules.
- B. Any dog brought into the town by a nonresident of the town who intends to keep, harbor or maintain a said dog as provided in this chapter shall license said dog within sixty (60) days thereafter, provided that said dog is currently licensed in another jurisdiction in compliance to Section 6.16.030(A).
- C. A penalty shall be assessed in addition to the license fee in the event that application for license is made after the date on which the dog is required to be licensed. The penalty fee shall be as set forth in the town fee schedule.
- D. Each dog licensed under the terms of this chapter shall receive, at the time of licensing, a tag on which shall be inscribed the name of the town, the number of the license and the year in which it expires. The tag shall be attached to a collar or harness which shall be worn by the dog at all times except as otherwise provided in this chapter. Whenever a dog tag is lost, a duplicate tag shall be issued upon application by the owner and payment as per town of Springerville adopted fee schedule.
- E. Dogs while being used for hunting, or dogs while being exhibited at shows, such dogs while being transported to and from such events need not wear a collar or harness with tag attached, provided they are properly licensed.
- F. A service dog belonging to a disabled person who is a resident of the town, or any bona fide nonprofit organization which is in the business of breeding, or training dogs to be used for guiding the disabled, shall upon application by the owner or organization, be licensed pursuant to this chapter without payment of any fee.

- G. The animal control officer shall apprehend and impound any dog found without a current valid license.
- H. Whenever the ownership of a dog has been changed, the new owner must secure a transfer of license to such owner. A transfer fee shall be charged to transfer any license as per the town of Springerville adopted fee schedule.

(Ord. 2004-017 § 1 (part); Ord. 99-002 § 4 (part); prior code § 7-4-1)

6.16.020 - Rabies vaccination.

- A. Before a license is issued for any dog, the owner must present a vaccination certificate signed by a veterinarian stating the owner's name and address, and giving the dog's description, date of vaccination, type, manufacturer and serial number of the vaccine used, and the date re-vaccination is due.
- B. A dog vaccinated in an area outside Apache County prior to entry into the town may be licensed in this town provided that, at the time of licensing, the owner of such dog presents a vaccination certificate signed by a duly licensed veterinarian containing the information required under this section.
- C. The animal control officer shall make provisions for vaccination clinics as deemed necessary. The vaccination shall be performed by a veterinarian.

(Ord. 99-002 § 4 (part); prior code § 7-4-2)

6.16.030 - Rabies control.

- A. Whenever a dog, cat or other animal bites a person, the incident shall be reported to the animal control officer immediately by any person having direct knowledge thereof.
- B. It is unlawful for any person to destroy or dispose of any dog, cat or other animal which has bitten any person, within a period of not less than ten days or as recommended by state veterinarian after biting any person.
- C. Any unlicensed or unvaccinated dog, cat or other animal that bites any person shall be impounded and quarantined by the animal control officer or, at the request of and at the expense of the owner, placed in a veterinary hospital for a period of not less than ten days to determine whether the dog, cat or other animal is infected with rabies. There shall be an impoundment charge as set forth in Section 6.12.100 to the owner if the animal control officer must take up the dog, cat or other animal. The owner shall also pay the care and feeding costs for maintaining the animal during the period of quarantine. Upon failure of the owner to obtaining the release of the dog, cat or other animal quarantined under the provisions of this section, by

paying all charges and costs within three days after the expiration of said quarantine period, as set forth in this section, the animal control officer shall sell or otherwise dispose of such dog, cat or other animal in a humane manner.

- D. Any dog that is properly licensed and vaccinated pursuant to this section, which bites any person, may be confined and quarantined at the home of the owner or wherever the dog is harbored and maintained with the consent of and in a manner prescribed by the animal control officer.

(Ord. 99-002 § 4 (part); prior code § 7-4-3)

6.16.040 - Number of dogs.

(See Section [6.12.020](#))

(Ord. 99-002 § 4 (part); prior code § 7-4-4)

6.16.050 - Noise control.

All dogs shall be kept and maintained in such a manner as not to disturb the peace, comfort or health of any person residing within the boundaries of the town. It is unlawful for any person to keep or maintain a dog which excessively or in an untimely manner barks, howls or otherwise unreasonably disturbs the peace and quiet of any person residing within the boundaries of the town or whose property lies without the town but within two hundred (200) feet of the town boundary.

(Ord. 99-002 § 4 (part); prior code § 7-4-5)

6.16.060 - Dogs running at large.

- A. It is unlawful for any person owning, keeping, possessing, harboring or maintaining a dog to allow a said dog to be at large within the boundaries of the town. A dog is not deemed to be at large:
1. If the dog is restrained by the owner and the dog is either on the property of the owner or in the immediate company of and under the control of the owner;
 2. While the dog is being exhibited at an approved dog show;
 3. While the dog is actively engaged in dog obedience training, accompanied by and under the control of the owner or trainer;
 4. While restrained behind a dog restraining fence which will absolutely keep the dog or dogs completely on the owners' property.
 5. While such dog is engaged in races approved by the Arizona Racing Commission.
- B. The animal control officer shall apprehend and impound any dog found at large contrary to the provisions of this section.

(Ord. 99-002 § 4 (part): prior code § 7-4-6)

6.16.070 - Sterilization of impounded dogs and cats.

A dog or cat shall not be released for adoption from the town pound or animal shelter unless the dog or cat has been first surgically spayed or neutered. The town shall either require written proof of payment to a licensed veterinarian that spaying/neutering of such dog or cat will be performed, or the town may accept payment for such spaying/neutering and reimburse a licensed veterinarian who performs the operation and submits a written request for payment for such operation.

(Ord. 99-002 § 4 (part): prior code § 7-4-7)

6.16.080 - Impoundment procedures and fees.

- A. Upon the impoundment of a licensed dog, the animal control officer shall make reasonable efforts to promptly notify the owner. Any impounded licensed dog may be reclaimed by the owner provided that the owner reclaiming the dog furnishes proof of ownership and pays the impoundment charge, any and all costs for care and feeding of the dog during the period of impoundment, veterinary costs for care of the dog during the period of impoundment and any other costs incurred by the town in caring for the dog during the period of impoundment. If the dog is not reclaimed within five days from the date of impoundment, the animal control officer may provide for the adoption of, sell or otherwise dispose of such dog in a humane manner.
- B. Any impounded unlicensed dog may be reclaimed by the owner provided that such person shows proof of ownership, a valid license, proof of current rabies vaccination or proof of payment of current rabies vaccination, pays the impoundment charges, veterinary costs for care of the dog during the period of impoundment and any and all costs incurred by the town for care and feeding during the period of impoundment. If the dog is not reclaimed within five days from the date of impoundment, the animal control officer may provide for the adoption of, sell or otherwise dispose of such dog in a humane manner.
- C. Impoundment costs shall include an assessment for each time a dog is impounded and for each day the police department cares for and feeds the dog as per town of Springerville adopted fee schedule.
- D. The governing body which operates an authorized animal shelter shall establish procedures for the humane destruction of impounded animals.
- E. Impounding and transporting of any animal may be done by the animal control officer or any other agent authorized by the governing body of the town as an intergovernmental agreement or contracted agreement. Fees for such service shall be set by ordinance by the town council.
- F. Any animal impounded by the town shall be provided humane care and treatment.

(Ord. 2004-017 § 1 (part); Ord. 99-002 § 4 (part): prior code § 7-4-8)

6.16.090 - Unlawful interference with the animal control officer.

It is unlawful for any person to interfere with the animal control officer in the performance of his/her duties pursuant to the provisions of this chapter. It is also unlawful for any person to release, remove, tamper with, damage or in any way interfere with any dog, cat or other animal or any property in the custody of the animal control officer or when such dog or animal or property is in the animal control officer's vehicle or cage, trap or impounded.

(Ord. 99-002 § 4 (part): prior code § 7-4-9)

6.16.100 - Liability for damages— Public or private property including injuries to persons.

If any animal causes any injury to any person or damage to any private or public property, the owner of the animal causing the damage shall be liable for restitution or payment of damages subject to any restrictions set forth by law.

(Ord. 99-002 § 4 (part): prior code § 7-4-10)

6.16.110 - Liability for damages— Killing livestock and domestic animals.

- A. It is unlawful for any dog to kill, wound or chase any livestock, poultry, ratite or any domestic animal within the boundaries of the town. If any person discovers a dog violating any portion of this section, that person may kill or injure the dog if such action is necessary for the protection of the animals listed in this subsection except that such person will not discharge a firearm within the boundaries of the town without a special permit from the chief of police.
- B. The owner of a dog shall be liable for damages caused by the dog killing, sounding or chasing any livestock, poultry, ratite or domestic animal.

(Ord. 99-002 § 4 (part): prior code § 7-4-11)

6.16.115 - Biting dogs.

Any dog that bites any person shall be quarantined and impounded or, at the request of and at the expense of the owner, placed in a veterinary hospital for a period of not less than ten days. The owner of any dog that has bitten a person may voluntarily deliver the dog to the police department at the pound; otherwise, there shall be an assessment against the owner if the police department must pick up the dog. If the dog is impounded in the pound for observation as a result of a dog bite incident, there shall be a per day charge for board, and no other impoundment fees shall be charged under these circumstances as per town of Springerville adopted fee schedule.

(Ord. 2004-017 § 1 (part))

6.16.120 - Penalty for violations of sections 6.12.010, keeping animals, 6.12.110, adoption fees of impounded animals, 6.16.120, rabies vaccination.

- A. Any owner or other person who violates any section of this chapter is guilty of a petty offense, punishable in accordance with applicable state law. If any violation is continuing, each violation shall be deemed a separate violation. If any person has two prior petty offense convictions (or defaults) for violation of this title within six months, such person may be charged with a misdemeanor for any subsequent violations.
- B. Misdemeanor fines shall be set by the Round Valley Magistrate or Justice of the Peace as prescribed and defined by the Arizona Revised Statutes. See A.R.S. Sections 13-707 and 13-802.

(Ord. 99-002 § 4 (part); prior code § 7-4-12)

(Ord. No. 2011-001, § 1, 3-2-2011; Ord. No. 2015-001, § 5, 3-4-2015)

6.16.130 - Penalty for violation of section 6.12.120, animal cruelty.

- A. Any owner or other person who violates any section of this chapter is guilty of a Class 2 misdemeanor, as provided in A.R.S. Sections 13-707 and 13-802.
- B. Misdemeanor fines shall be set by the Round Valley Magistrate or Justice of the Peace as prescribed and defined by the Arizona Revised Statutes. See A.R.S. Sections 13-707 and 13-802.
- C. Any ordinance not covered by [Section] 6.16.120 shall be covered under [Section] 6.16.130.

(Ord. No. 2015-001, § 6, 3-4-2015)

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 27, 2024
SUBJECT: Employee Manual Changes

SUGGESTED MOTION:

I move we adopt the Town of Springerville Employee Manual dated 4-17-2024.

OR

I move we DO NOT adopt the Town of Springerville Employee Manual dated 4-17-2024.

STAFF REPORT

Thirteen months ago, when I came back to the Town the staff came to me about some items that were not working correctly in the Employee Manual. In the next six months, I also came across some things that were changed by the Town but not amended in the Employee Handbook. Staff also came across some ideas that I support and would like to make a recommendation to the Mayor and Council to adopt these changes presented to you.


Town Staff has provided you with a redlined copy of the proposed Employee Handbook dated 4-17-2024.



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

TO: All Hourly Paid Employees

FROM: Chris Collopy, Town Manager 

DATE: August 10, 2022

RE: Holiday and Overtime

From this date forward, all town observed holidays will be considered hours worked in calculation overtime.

What this means to you is, if you are working during the week with a holiday, and you are required to be called out to work hours beyond your normal work hours, you will receive overtime pay beyond 40 hours. You will no longer receive straight time for these extra hours because the holiday will be treated as time worked.

Keep in mind, the use of vacation and sick time during these weeks with a holiday will lower your hours worked, and therefore, making any extra hours worked during that week straight time.

The administrative staff and the public appreciate your efforts in keeping the Town running and feel you should be compensated for emergencies on holiday weeks.



Town of Springerville
Employee Manual

ADOPTED ~~April 19, 2023~~
April 17, 2024

IMPORTANT INFORMATION

~~THIS MANUAL IS DESIGNED TO ACQUAINT EMPLOYEES WITH THE TOWN AND PROVIDE SOME INFORMATION ABOUT WORKING HERE. THE MANUAL IS NOT ALL-INCLUSIVE, BUT IS INTENDED TO PROVIDE EMPLOYEES WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES. THIS EDITION REPLACES ALL PREVIOUSLY ISSUED EDITIONS.~~

~~EMPLOYMENT WITH THE TOWN IS AT-WILL. EMPLOYEES HAVE THE RIGHT TO END THEIR WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.~~

~~THE LANGUAGE USED IN THIS MANUAL AND ANY VERBAL STATEMENTS MADE BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED; NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION. NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN MANAGER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND THE EMPLOYEE.~~

~~NO EMPLOYEE MANUAL CAN ANTICIPATE EVERY CIRCUMSTANCE OR QUESTION. AFTER READING THE MANUAL, EMPLOYEES THAT HAVE QUESTIONS SHOULD TALK WITH THEIR IMMEDIATE SUPERVISOR OR THE HUMAN RESOURCES DEPARTMENT.~~

~~IN ADDITION, THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE MANUAL; EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE TOWN, THEREFORE, RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN, WITHOUT PRIOR NOTICE.~~

Welcome

Welcome to the Town of Springerville ("Town")! We are delighted to have chosen you to join our team of dedicated professionals and hope you will enjoy a long and successful career with the Town. We take pride in our employees and the products and services we provide. We consider ourselves a hometown city where you want to live, work, and play.

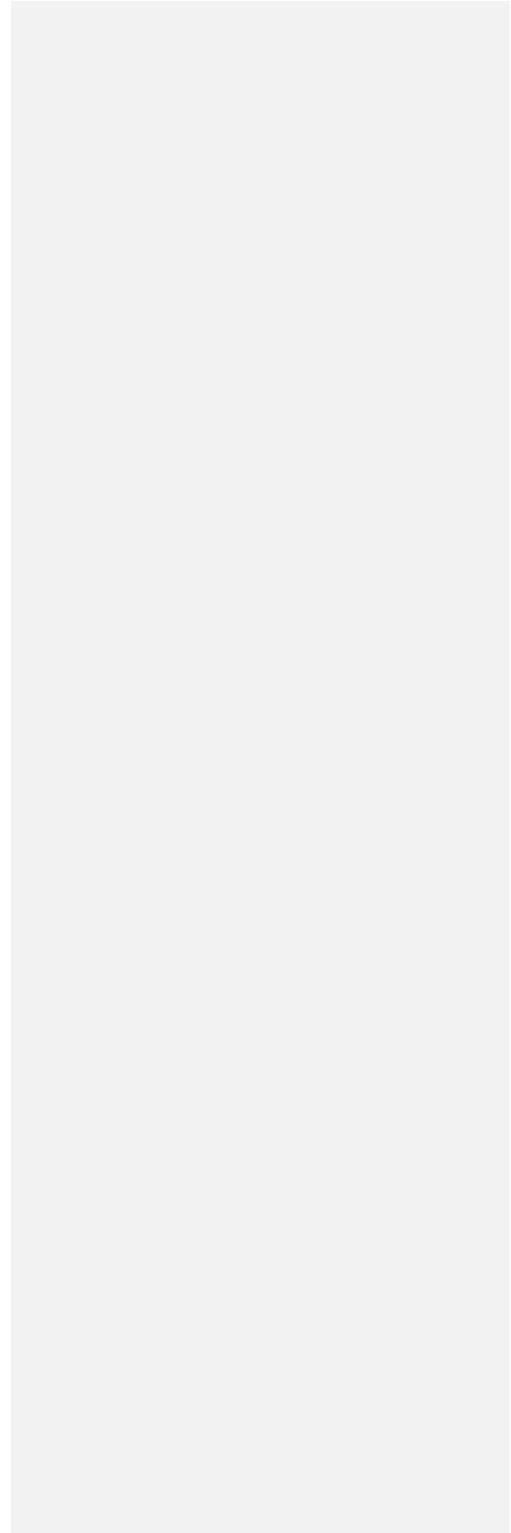
Please read this employee handbook ("Handbook") carefully immediately upon your hire and use it as a guiding reference tool throughout your career with the Town. Sign the acknowledgment at the end to show that you have read, understood, and agree to the contents of this Handbook, which sets out the basic rules and guidelines concerning your employment.

This Handbook supersedes any previously issued handbooks, policy statements, memorandum, ordinances, resolutions, or other statements of the Town or any of its departments or divisions regarding the subject matter addressed herein. The Town reserves the right to interpret, modify, delete, or supplement the provisions of this Handbook at any time for any reason. The Town will endeavor to communicate changes to the Handbook promptly. It is your responsibility as a Town employee to be aware of, and remain upraised of, the Town's policies and procedures, including those found in this Handbook and any supplement to it.

To establish a uniform application of the policies in this Handbook, the Town Manager may publish memoranda, directives, or other written material that will serve as the official communication for implementing the regulations.

This Handbook was not created to address every situation that may arise in the workplace. If you have questions about your employment, you are encouraged to ask them. If you need help reading or understanding any of the provisions of this handbook, feel free to contact Human Resources.

We wish you success in your employment here with the Town of Springerville



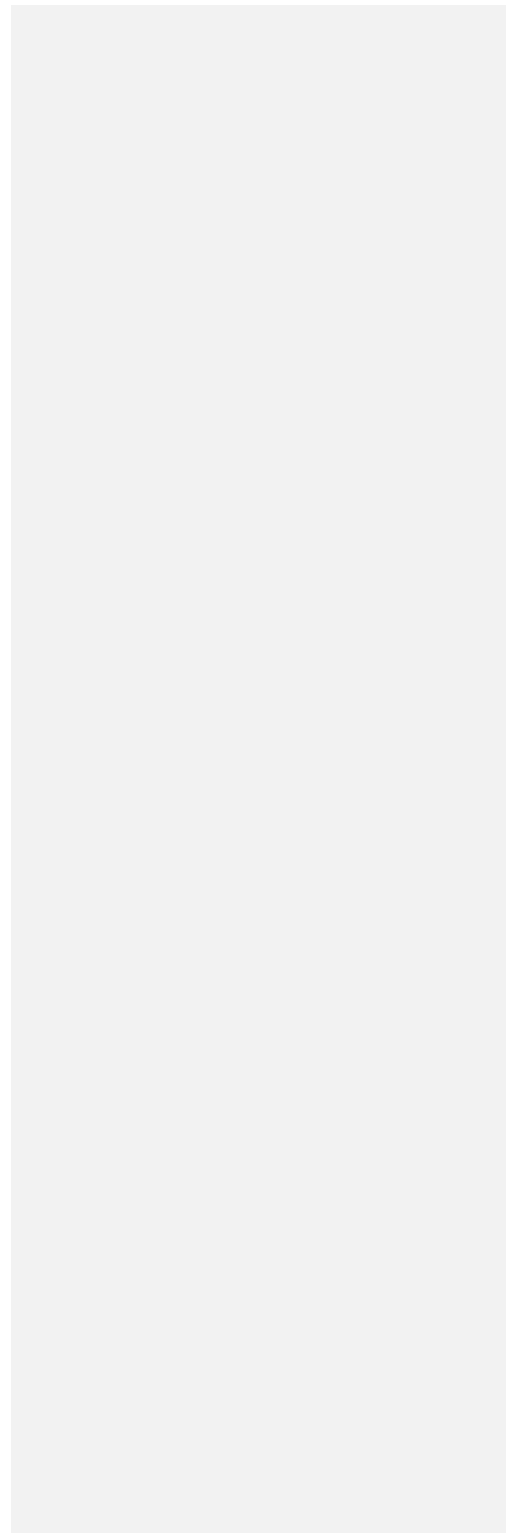
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SECTION 1 – GENERAL PROVISIONS

1. ADOPTION AND AMENDMENT OF EMPLOYEE MANUAL

The Town Manager shall present to the Town Council any revisions to this manual. Amendments and revisions will be effective upon approval of the Town Council.

2. IMPLEMENTATION OF GUIDELINES IN EMPLOYEE MANUAL

- A. Delegation of Authority: Unless otherwise stated in these guidelines, upon approval by the Town Manager, authority granted to the Department Head by these guidelines may be delegated.
- B. Availability of Funds: The granting of any compensation is contingent upon the availability of funds, as determined by the Department Head and Town Manager.
- C. Conflict with Federal or State Requirements: If any policy or guidelines described in this manual conflict with any applicable state or federal law, regulation or rule, the conflicting policy shall be disregarded only to the extent necessary to avoid a conflict.
- D. Correction of Errors: The Town Manager may correct a manifest error or clear an inequity affecting an employee or an applicant.
- E. Department Heads may create more restrictive regulations for their departments if so desired. The guidelines must be approved by the Town Manager.

3. APPLICABILITY

These guidelines are applicable to all positions in the Town unless a specific chapter or section is excluded from applicability for specified positions.

4. CLASSIFICATION OF EMPLOYEES

- A. Exempt employee- Exempt employees are not eligible for overtime
- B. Full-time employees- for a calendar month, an employee employed on average at least ~~thirty (30)~~ ~~fortyfourty~~ (40) hours of service per week, ~~or one hundred and thirty (130) hours of service per month.~~ Such employees may be either “exempt” or “nonexempt” as defined below.
- C. Nonexempt employee- Non-exempt employees are eligible for paid overtime at one and one-half times their regular rate of pay for all hours worked in excess of forty (40) hours during the established workweek
- D. Part-time employee- for a calendar month, an employee employed on average no more than ~~thirty (30)~~ ~~thirty nine (39)~~ hours of service per week, ~~or one hundred and thirty (130) hours of service per month.~~
- E. Temporary- Employees that work for a designated and predetermined time period
- F. Title V- Part-time employee hired by Northern Arizona Council of Governments (NACOG) and placed with the Town. They are governed by NACOG and monitored by the Town.
- G. Volunteer- Individuals who perform services without any expectation of compensation.

Employees will be informed by their supervisor of their status as an exempt or nonexempt

employee once hired and also if their status changes.

SECTION 2 – EQUAL EMPLOYMENT OPPORTUNITY / UNLAWFUL HARASSMENT

1. GENERAL

The Town is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis ~~of age of age forty (40) and over~~, race, sex (including pregnancy and breastfeeding), color, religion, national origin, disability, military status, genetic information (including the results of genetic testing), status as a registered medical marijuana cardholder, or any other applicable status protected by state or local law.

This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct which has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment. This policy applies to all employees, including managers, supervisors, co-workers, and non-employees such as customers, clients, vendors, consultants, etc.

2. ADA (American Disabilities Act) AND RELIGIOUS ACCOMMODATION

The Town will make reasonable accommodations for qualified individuals with known disabilities and employees whose work requirements interfere with a religious belief unless doing so would result in an undue hardship to the Town or direct threat. The Town will make reasonable accommodation for employees whose work requirements interfere with a religious belief, unless doing so poses undue hardship on the Town. Employees needing such accommodation are instructed to contact their supervisor or the Town Manager.

3. SEXUAL HARASSMENT

Because sexual harassment raises issues that are to some extent unique in comparison to other harassment, the Town believes it warrants separate emphasis. The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests of sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made explicitly or implicitly a term or condition of employment.
- B. Submission to or rejection of such conduct is used as basis for decisions affecting an individual's employment.
- C. Such conduct has the purpose or effect of substantially interfering with an individual's work performance or creating an intimidating, hostile, or offensive work environment.

All employees are expected to conduct themselves in a professional and businesslike manner at all times. Conduct which may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- A. Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- B. Verbal form, such as comments, jokes, foul or obscene language of a sexual nature,

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gossiping, or questions about another's sex life, or repeated unwanted requests for dates.

- C. Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

4. COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO (Equal Employment Opportunity) policy or harassment based on the protected classes outlined above, including sexual harassment, please use the following complaint procedure. The Town expects employees to make a timely complaint to enable the Town to investigate and correct any behavior that may be in violation of this policy.

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Report the incident to the Town Manager or the Town Clerk who will investigate or have the incident investigated. Your complaint will be kept as confidential as practicable. If you prefer not to go to either of these individuals with your complaint, you should report the incident to the Mayor.

The Town prohibits retaliation against an employee for filing a complaint under this policy or for assisting in a complaint investigation. If you perceive retaliation for making a complaint or your participation in the investigation, please follow the complaint procedure outlined above. The situation will be investigated.

SECTION 3 – WORK SCHEDULES AND COMPENSATION

1. TIME REPORTING

To ensure that accurate records are kept of the hours that you actually work and of the accrued leave time you have taken, and to ensure that you are paid in a timely manner, you will be required to record your time worked and absences on the Town's official time record form. Falsifying a time record violates the Town's policies, and will not be tolerated.

Non-exempt employees are required to complete a time card Bi-Weekly. This must be done on approved forms provided by the Finance Department at the conclusion of each pay period.

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Employees must sign the time card and submit it to their immediate supervisor for signature and approval. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. No employee other than a Department Head may record hours for any other employee.

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Exempt employees are required to report [monthly] to their Department Head only the time off from their regular work schedule. They must also follow the procedures outlined in the time off policies to obtain approval in advance, when applicable.

These records are the only ones used by the Town to calculate employee pay and paid time off balances. It is very important that they are accurate and complete. Nonexempt employees are expected to submit accurate and complete time records reflecting all hours worked. Employees who also choose to keep their own personal time records must provide them to the Town if they find a discrepancy between the Town's records and their records. Employees should contact

their supervisor and the Finance Department with any questions about how their pay is calculated. Employees must promptly notify their supervisor and the Finance Department of any mistakes in their time records or pay. Employees also must notify one of these individuals if they perceive that anyone is interfering with their ability to record their time accurately and completely. All reports will be investigated and appropriate corrective action will be taken. The Town will not tolerate retaliation against employees for making a report or participating in an investigation.

2. CALL-OUT PAY

The call-out procedure is established to provide for emergency situations where it is determined that additional assistance is required resulting in an employee being called into duty outside of his/her normal working hours.

If an employee is called out to work under the circumstances previously mentioned, the employee will automatically receive credit for a minimum of one hour worked. Once the employee works more than one hour, the time credited will be actual time worked. Time is counted in 0.25-hour (or ¼ hour) increments after the first hour.

3. ON-CALL/STAND-BY PAY

Employees on stand-by shall be available to respond within a reasonable period of time. Employees assigned on-call duty will respond to emergency callback situations in accordance with time parameters established by the department. An employee on-call who fails to promptly respond to a call-out will not be paid for unworked on-call time and/or may be subject to disciplinary actions.

The pay rate for on-call status shall be based upon the department an employee works for. Police Department: \$3 for each on-call hour. Airport: one hour of pay for each day on-call. Public Works Departments: one hour of pay for each on-call day. If the employee is on-call for twenty-four (24) consecutive hours, within one day, they shall receive three hours of pay.

Changes in on-call pay may be proposed by a department director and approved, in writing, by the Town Manager.

On-call pay is a separate compensation class and, as such, is to be designated on a separate line of the employee's timesheet as it is not combined with regular work hours for overtime calculation purposes. On-call pay time cannot be converted to regular time or compensatory time.

4. OVERTIME COMPENSATION

Overtime work may sometimes be necessary to meet emergency situations, staff shortage, seasonal, or peak workload requirements. Department Heads are responsible for the advance planning required to minimize the need for overtime. Non-exempt employees are paid at the rate of one and one-half (1 1/2) times their regular hourly rate for hours worked in excess of forty (40) during the established workweek.

Overtime compensation will only be paid for hours actually worked in excess of forty (40) hours

in a work week, excluding on-call/ stand-by pay. Holiday hours count towards hours worked for purposes of overtime calculations. Overtime shall be calculated to the nearest one quarter (1/4) hour of overtime worked.

5. COMPENSATORY TIME

Non-exempt employees may be eligible for compensatory time off. Use of compensatory time taken must be documented on time cards. Compensatory time is granted at the rate of one and one half (1 1/2) hours for each hour of overtime worked. Non-exempt employees may accrue a maximum of thirty (30) hours of compensatory time (twenty (20) hours of overtime worked). All comp time must be approved ~~prior~~ before the overtime hours are worked by the department head and Town Manager.

Upon separation from the Town (or upon transfer into a position exempt from overtime), accrued compensatory time is paid at the employee's regular rate of pay in effect immediately prior to separation or transfer.

6. WORKWEEK

The established workweek for calculating overtime for nonexempt employees will run from Sunday at 12:01 A.M. through Saturday at 12:00 A.M.

7. PAYDAYS

Employees are paid every other Thursday. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. On each payday, employees receive a statement showing gross pay, deductions, and net pay. For the employees' convenience, we offer the option of having their paycheck automatically deposited to their bank account.

8. PAY FOR EXEMPT EMPLOYEES

Exempt employees must be paid on a salary basis. This means exempt employees will regularly receive a predetermined amount of compensation each pay period on a weekly basis. The Town is committed to complying with salary basis requirements which allows properly authorized deductions. If you believe an improper deduction has been made to your salary, you should immediately report this information to Finance. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

SECTION 4 – ALCOHOL AND DRUGS

The Town is committed to a safe, healthy, and productive work environment for all employees. The Town prohibits the use, sale, dispensing, manufacture, distribution or possession of alcohol, drugs, controlled substances, medical marijuana, or drug paraphernalia on any Town premises or work sites. Additionally, the Town may take disciplinary action, including discharge, for the illegal (under federal or state law) off-duty use, sale, dispensing, manufacture, distribution or possession of drugs and controlled substances and the illegal use or distribution of alcohol.

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No employee shall report to work or be at work with alcohol or with any detectable number of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug and alcohol testing.

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[If an employee's job requires a commercial driver's license, the employee's employment will be subject to and contingent on compliance with applicable laws and regulations affecting commercial driver's license holders, including applicable drug- and alcohol-testing requirements.](#)

An Arizona medical marijuana registered cardholder may not possess or ingest medical marijuana while at work or work while impaired by medical marijuana.

When an employee must take prescription or over-the counter drugs, the employee must ask the medical professional or pharmacist if the drug has any side effects which may impair the employee's ability to safely or productively perform the employee's job duties. If there is potential impairment of the employee's ability to work safely or productively, the employee must report this information to the supervisor. With input from the employee, the Town will determine if the employee should work in his regular job, be temporarily assigned to another job, or placed off work.

Testing is an important element in the Town's efforts to ensure a safe and productive work environment. See the Town's testing policy for additional details.

SECTION 5 – CODE OF CONDUCT

1. GENERAL

Town employees are expected to maintain high standards of professionalism so as to assure the proper and efficient conduct of Town business and to promote the confidence of the citizenry in the quality of their Town government. Employees are expected to be courteous, prompt and considerate in their dealings with the public and shall conduct themselves at all times in a manner which does not bring discredit or embarrassment to the Town.

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2. SPECIFIC CONDUCT AND RESPONSIBILITIES

- A. Employees shall not directly or indirectly use or allow the use of Town property of any kind including property leased, loaned or otherwise used by the Town, for other than officially approved activities. Officially approved activities are those authorized by the Town Council, Town Manager, Supervisor (Department Head), or an employee acting under the direction of the Town Council, Town Manager, Supervisor (Department Head). Employees are obligated to protect and conserve all Town property entrusted to them.
- B. Official positions shall not be used by Town employees for personal gain. Public influence and confidential or "inside" information must never be turned into personal advantage.
- C. Employees must never permit themselves to be placed under any kind of personal obligation which could lead any person to expect official favors.
- D. The employee's acts must reflect impartiality. All official decisions must be determined by impersonal consideration, free from any taint. This provision does not prohibit the

acceptance by an employee of food or refreshment of insignificant value or infrequent occasions where the employee is in attendance; nor the solicitation or acceptance by an employee of loans from banks or other financial institutions on customary terms to finance proper and usual activities of the employee; nor the acceptance of unsolicited advertising or promotional material such as pens, pencils, calendars and other items of nominal intrinsic value. Department guidelines will govern if more restrictive.

3. POLITICAL ACTIVITY

~~It shall be the policy of the Town for all employees to remain free from~~ are prohibited from engaging in any political activity in any election, while on duty, while on Town premises, or while in an official uniform of the Town. Town employees shall not:

- A. Engage in any political activity while on duty (e.g. copies, mailings, posters, gathering of signatures, etc.).
- B. Coerce any Town employee while on duty to do anything in support of or against any party, committee, Town or person for a political purpose.
- C. Discriminate in favor of or against any Town employee or applicant because of such employees or applicant's political contributions or activities.
- D. Town employees may run for Town elected positions or serve on Town boards and commissions that oversee Town operations only after resigning from their employment from the Town with the exception of the Tourism Tax Board, PSPRS Local Board, and Municipal Property Corporation Board.

4. CONFLICT OF INTEREST

~~It is the policy of the Town that~~ employees at all levels ~~be free~~ are prohibited from involvement in any interest, influence or relationship that might conflict, or appear to conflict, with the best interests of the Town. The existence of an actual or potential conflict of interest depends on specific facts. In any uncertain

situation, the employee should immediately discuss the matter fully and frankly with the appropriate supervisor. Where there is any further doubt concerning a conflict, the specific facts should be noted in writing and sent to the Town Manager for resolution. The continuing requirement to disclose serves to inform the ~~town-Town~~ and, at the same time, protect the employee from harmful effects of any subsequent activities, associations or interests which might constitute a prohibited conflict of interest.

Employees must conform with all applicable conflict of interest laws. As such employees must disclose their interest, if any, in the official records of the employing department and shall not participate in or vote for any contract, sale, purchase or service in which they knowingly have an interest.

5. CONFIDENTIAL INFORMATION

Employees handling confidential information (for example, tax, payroll, personnel, proprietary, disciplinary, ~~town-Town~~) are responsible for its security. Extreme care must be exercised to ensure that it is

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safeguarded to protect the Town. Our Town's business affairs should not be discussed with anyone outside the Town, except when required in the normal course of business.

No Dissemination. Use of the System to disseminate the Town's confidential information outside the Town is expressly prohibited. Special care should be taken when forwarding e-mail messages, especially instant messages. Confidential or proprietary Town information must not be forwarded to any party outside the Town without the prior approval of the Town Manager. Blanket forwarding of messages to parties outside the Town is prohibited.

No Interception. Users shall not intercept or disclose, or assist in intercepting or disclosing, electronic communications unless specifically authorized by the Town.

6. ANTI-VIOLENCE

Employees must not engage in intimidation, threats, or hostile behaviors, physical/verbal abuse, vandalism, arson, sabotage, or any other act which in management's opinion is inappropriate to the workplace.

In addition, employees must refrain from making offensive comments regarding violent events and/or behavior. Employees are expected to report any prohibited conduct to management. Employees should directly contact proper law enforcement authorities if they believe there is a serious threat to the safety and health of themselves or others.

The Town prohibits employees possessing or using weapons on Town property regardless of whether or not the person is licensed to carry the weapon. Employees who are legally permitted to possess a firearm, may store their firearm in a vehicle in the Town's parking lot. The firearm must not be in plain view, and the unoccupied vehicle must be locked. The only exception is certified law enforcement.

The use of weapons on Town property is prohibited. The only exception is by certified law enforcement or as part of a demonstration that is pre-approved by the Town Manager.

Visitors are only permitted to possess weapons on Town property if the weapon does not pose a threat to Town employees and visitors.

7. SEARCHES

The Town may conduct searches of an employee's personal effects with permission of the employee or if there is a reasonable suspicion to believe that illegal activity is taking place and after obtaining a warrant to do so. Any illegal and unauthorized articles discovered may be taken into custody and will be turned over to law enforcement representatives. Employees do not have a reasonable expectation of privacy in lockers, desks, cabinets, or file drawers, all of which are keyed by the Town and copies of those keys are kept by the Town.

SECTION 6 – OUTSIDE EMPLOYMENT

Outside employment by Town employees is not prohibited, but is regulated by a few important rules. A Town employee must not engage in outside employment during regularly scheduled

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working hours (defined by each department), while at the Town's facilities or when using the Town's supplies, equipment, materials or personnel. Outside employment must not cause a conflict of interest or cause deterioration in satisfactory performance of duties while in the Town's employ.

Employees shall not engage in outside or other employment or activity which tends to impair their ability to perform the duties and responsibilities assigned them in an acceptable manner. Nor shall employees perform any work in a private capacity which may be construed by the public to be a conflict.

Town employees must obtain written approval from their Department Head and the Town Manager to engage in outside employment. A copy of the approval will be provided to the employee, Department Head, Town Manager, and placed in the employee's personnel file.

Employees who have accepted outside employment are not eligible to receive compensation during an absence from work which is the result of an injury on the second job, except through properly authorized leave.

SECTION 7 – NEPOTISM

For the purpose of this section, relative is defined to include:

Mother (in law)	Husband
Father (in law)	Wife
Aunt	Uncle
Niece	Nephew
Sister (in law or step)	Step Children
Brother (in law or step)	Step Parents
Daughter (in law or step)	Grandchildren
Son (in law or step)	Grandparents

Appointment of relatives of Town employees to positions in the Town service shall be permitted, provided that the relative shall not be employed in positions where one would be supervising the other, or a conflict of interest might arise concerning a question of internal control. A Town employee may not be promoted or transferred into a position involving supervision by or of a relative.

Should a marriage between employees result in one having operational or supervisory control over the other, transfers must be made to eliminate that situation. If a transfer cannot be accomplished, one party must resign from the Town service.

No provision of this rule shall exclude relatives of Town appointed boards, commissions or committees, as herein defined, from entering the Town service.

SECTION 8 – TRAINING

1. RESPONSIBILITY FOR TRAINING

The responsibility for developing training programs for employees shall be assumed jointly by the Town Manager and Department Heads. Completion of training programs may be considered in making advancements and promotions.

2. REIMBURSEMENT

The Town Manager may grant reimbursement for college classes, seminars if the training is in the best interest of the Town and prior arrangements with the employee's Department Head and approval of Town Manager have been made in writing. A copy of the agreement will be placed in the employee's personnel file and copies distributed to the employee, the Town Manager, the employee's Department Head, and the Finance Director. The course or classes should be taken on the employee's own time. Reimbursement may be granted for books and/or tuition.

The Town Manager may correlate the reimbursement to the grade (letter or number) the employee receives in the class.

SECTION 9 – EMPLOYEE HEALTH/ EXAMINATION

As a condition of continued employment, employees may be required to undergo periodic medical examinations that are job related and consistent with business necessity at times specified by the Town. In connection with these examinations, employees are required to cooperate. Further, it is important to understand that the Town pays for and receives medical reports from its' physicians regarding the applicant's or employee's health. All information will be treated confidentially and in concert with the Genetic Information Nondiscrimination Act and Health Insurance Portability and Accountability Act.

SECTION 10 – DRESS CODE, APPEARANCE, AND HYGIENE

1. GENERAL

The Town expects personnel to maintain a professional appearance. It shall be the responsibility of all employees to represent the Town in a manner, which shall be professional, courteous, helpful and efficient.

Dress, grooming and personal cleanliness standards contribute to the morale of all employees and affect the image the Town presents to the general public. During business hours or while on duty, employees are expected to present a clean and neat appearance and to dress according to the requirements of their positions. Department Heads/Supervisors are responsible for determining and enforcing the dress code for their employees.

2. EMPLOYEE APPEARANCE

Town employees should always be well groomed and dressed in a manner suitable for the public service environment. Employees should present themselves in a manner which favorably reflects the Town's image in the public's view.

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A. Acceptable Attire/Professional Appearance

Regulations pertaining to acceptable employee attire and grooming are flexible and can be determined by their respective department or work environment. There are expected norms of professional appearance, personal neatness, cleanliness and good grooming that are applicable to all employees. Common sense should prevail in maintaining a professional appearance and decorum.

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B. Personal Appearance

Personal appearance includes, but is not limited to:

1. Clean clothes in good repair.
2. No offensive slogans or advertisements.
3. No portion of torso exposed.
4. No braless appearance (halter, spaghetti straps, exposed cleavage).
5. Good grooming and hygiene.
6. Limited piercing of ears is acceptable however other visible body piercings are prohibited due to safety concerns related to the jewelry and work environment.

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C. Unacceptable Attire/Appearance

Extravagance and extremes of style and attire are not in good taste in the public service environment. The Town reserves the right to advise any employee at any time that his or her grooming, attire or appearance is unacceptable.

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D. Discipline for Unacceptable Appearance

After being advised of unacceptable attire issues an employee will be expected to comply with the suggested change. Failure to do so will result in corrective action.

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3. UNIFORMS

Employees who are required to wear a uniform of any type in the performance of their duties will be provided a uniform allowance by the Town.

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- A. Uniforms that are provided by the Town become the property of the employee during the employment service to the Town.
- B. Laundering, cleaning and general upkeep of uniforms is the responsibility of each employee.
- C. Employees should be aware that the furnishing of uniforms and maintenance or replacement allowance, if any, may, under certain circumstances, ~~is~~ be considered a taxable benefit.
- D. Employees receiving a uniform allowance will be required to wear a uniform while at work.

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SECTION 11 – EMPLOYMENT TRIAL PERIOD

New employees are on a ~~trial~~-trial period for up to six (6) months. During and after this period the supervisor closely observes the employee's job performance. Upon completion of the first six months of employment, employees become eligible for certain benefits.

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New employees begin accruing vacation from their first day of work but are not eligible to use or receive a payout of vacation until after the ~~trial~~-trial period is completed.

Police officers will remain in a twelve (12) month trial period from their date of graduation from

the police academy or first day of employment. Police officers will begin accruing vacation from their first day of work but are not eligible to use or receive a payout of vacation until after six months of employment.

SECTION 12 – DISCIPLINARY ACTION

1. OVERVIEW

The Town ~~will~~ expects its employees to maintain a high level of personal and professional conduct at all times, and will take appropriate action when this standard is not met. No workplace conduct statement can possibly cover every circumstance that may arise. Use good common sense. If there is any question, it is your responsibility to get clarification from the Department Head. The disciplinary process usually proceeds as follows: a written reprimand, suspension, demotion, and then dismissal. The entire process will be documented and retained in an employee's file.

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2. PURPOSE

The proper performance of an employee's work and conduct befitting the employee's position play an important part in the continuance of employment with the Town. Disciplinary actions shall be a constructive means of dealing with an employee's unacceptable conduct or performance and should be appropriate to the seriousness of the infraction or performance deficiency: Disciplinary actions can range from a formal discussion with the employee about the matter to immediate discharge. Action taken by management in an individual case does not establish a precedent in other circumstances.

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3. WRITTEN REPRIMAND

A reprimand may be issued by the immediate supervisor for an offense when, in the Town's discretion, other forms of discipline are not warranted. A reprimand shall be in writing and a copy shall be forwarded to the Town Manager for insertion in the employee's personnel file.

4. SUSPENSION

A Department Head with the approval of the Town Manager may suspend a non-exempt employee without pay at any time for disciplinary reasons, not to exceed three (3) working days. The Town Manager may suspend an employee without pay not to exceed thirty (30) calendar days: No employee shall be penalized by suspension without pay for more than thirty (30) calendar days in any calendar year. Any employee who is suspended for more than three (3) working days may request a pre-suspension hearing with the Town Manager. This request must be made in writing. The Town Manager may suspend an employee with pay pending completion and disposition of an investigation.

The Town will not pay any portion of any employee's insurance premium during the period of a thirty (30) day suspension. A suspended employee who wishes to continue any insurance coverage must pay the premium directly to the Finance Department within two (2) working days

of the beginning of the suspension.

5. DEMOTION

A Department Head, after approval by the Town Manager, may demote an employee whose ability to perform required duties falls below the minimum job requirements or for disciplinary reasons as provided in this article. No employee shall be demoted to a position for which he/she does not possess the minimum qualifications.

Written notice of the intended action shall be given to the employee before the effective date of the demotion, and a copy shall be filed with the Town Manager. Any employee who is demoted may request a pre-demotion hearing with the Town Manager. This request must be made in writing.

Final authority for demotion rests with the Town Manager.

6. DISMISSAL

- A. Authority: The Department Head, with the approval of the Town Manager, may dismiss an employee from the Town service for a variety of reasons.
- B. Pre-dismissal Hearing: Once the recommendation has been made to dismiss a Town employee, the Department Head must schedule a pre-dismissal hearing. The employee will be notified not less than two (2) working days in advance of the hearing. The employee will be allowed to bring a personal representative and any pertinent information to the hearing. If the employee's representative is a Town employee, the representative must secure the approval of the employee's supervisor to attend the hearing. The Town Manager will carefully weigh the information provided.
- C. Notification: The Town Manager shall sign a written order, which shall constitute the Notice of Dismissal. This notice shall clearly state the specific charges made against the employee and copy of the charges shall be provided to the employee.

SECTION 13 – APPEAL PROCEDURE

1. DEFINITIONS

An appeal is a complaint filed by an employee, in connection with a suspension of more than three (3) days, demotion or dismissal.

2. APPEAL OFFICER

The Town Council will appoint an Appeal Officer for a term of up to five (5) years.

3. APPEAL PROCEDURE

An employee who has completed the trial period may appeal any suspension, demotion or dismissal in writing to the Town Manager within ten (10) working days of written notice of the suspension, demotion, or dismissal. The Town Manager shall transmit a copy of the appeal to

an Appeal Officer within ten (10) working days from the receipt of the appeal.

4. APPEAL HEARING

The hearing will be set by the Appeal Officer within ten (10) working days of receipt of the appeal. The Officer will cause notice to be given to the appealing party and the Town Manager of the time, place, and location of the hearing. The appealing party shall have the right to representation by legal counsel.

The Appeal Officer shall have the power to examine witnesses under oath and compel their attendance or production of evidence by subpoena issued in the name of the Town and the Chief of Police shall cause service of the same. Formal rules of procedure need not be followed during the course of the hearing.

A record of the proceedings shall be made available to all parties within ten (10) working days following the completion of the hearing. The Appeal Officer shall furnish the appealing party and the Town Manager with their written decision. If a written transcript is requested, the Appeal Officer will have ten (10) working days to provide the transcript.

SECTION 14 – CHANGES IN ASSIGNMENTS

The Town supports the growth of its employees and promoting from within its ranks. ~~All positions will be advertised internally first for an appropriate period of time. If a candidate is not hired from the internal applicants, then the Town will advertise the position for external applicants. Internal candidates will get preference to available positions.~~ Exceptions to this process require prior approval by the Town Council.

SECTION 15 – POSITION CLASSIFICATION PLAN

The Town Manager or a person or agency employed for that purpose, shall ascertain and record the duties and responsibilities of all positions in the classified service and, after consultation with the Department Heads affected, shall recommend a classification plan for such positions. The classification plan shall consist of classes of positions in the classified service defined by class specifications, including job titles. The classification plan shall be so developed and maintained that all positions substantially similar with respect to duties, responsibilities, authority and character of work are included within the same class, and the same schedules of compensation may be made to apply with equity under like working conditions to all positions in the same class. The plan shall be amended as the duties, responsibilities, and employment conditions change.

SECTION 16 – COMPENSATION AND BENEFITS

COMPENSATION PHILOSOPHY

1. GENERAL

The Town established a pay policy and compensation methodology. Additional details can be found in the current report.

2. SALARY RANGES

Each position is assigned a salary range. An employee is paid a wage within the salary range unless their wage was above the range before the range was determined.

3. CLOTHING AND UNIFORMS ALLOWANCE

Clothing allowances and uniform privileges shall be set by the Town Council in its annual budget and administered by the Town Manager.

4. ARIZONA STATE RETIREMENT SYSTEM/PUBLIC SAFETY RETIREMENT

All qualified employees of the Town are required to participate in the Arizona State Retirement System/Public Safety Retirement.

5. PREMIUM COVERAGE

The Town offers every full-time employee working ~~thirty (30)~~ fortyfour (40) regularly scheduled hours per week coverage under a group health, dental, vision, and life insurance policy. Any employee hired prior to July 1, 2018 that was taking this benefit, who voluntarily elects not to participate in the medical health care plan offered by the Town will be paid fifty (50) percent of the cost of the premium paid by the Town at a single employee rate, current with existing medical

insurance benefit, after the mandatory deduction of the employee contribution. Anyone taking the benefit after July 1, 2018 will be entitled to a benefit according to the current policy amount. This amount will be included as part of the employees pay check and is subject to all applicable taxes. A form to make this request is available from the Town Clerk.

6. Cell Phone Stipend:

Employees who are eligible for a phone stipend will receive the stipend biweekly included in their paycheck. Employees receiving a stipend are solely responsible for acquiring and maintaining their own cell phone and cell service. Monthly stipends will be in the amount of \$40. In the alternative, employees may be issued a Town Cell Phone.

Eligibility

The following employment positions are eligible to receive a monthly stipend for the business use of a personal cell phone or a Town issued cell phone

- Department directors;
- Public safety employees as authorized by the Chief of the Department;
- All other employees as deemed necessary by the Town Manager.

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SECTION 17 – PERFORMANCE RATING

To ensure that employees perform their jobs to the best of their abilities, it is important that the

Town recognize their good performance and provide appropriate suggestions for improvement when necessary. Consistent with this goal, employees will be evaluated, usually by their immediate supervisors, on a periodic basis, typically two (2) weeks before the end of any trial period and annually thereafter. Please contact and advise your supervisor or Human Resources if more than a year has passed since receiving formal feedback.

If an employee does not receive a periodic performance review, it is that employee's responsibility to inform the supervisor or Department Head in writing. This will help the Town ensure that the appraisal process is administered in a timely manner. Employees are requested to sign the evaluation to indicate acknowledgement, and may submit written comments in response to the evaluation. The evaluation, and any comments, will be maintained in the employee's personnel file. An employee may discuss any aspect of his or her evaluation with the Town Manager.

SECTION 18 – LEAVING THE TOWN SERVICE

An employee wishing to leave the Town service in good standing should give notice as soon as practical. A written resignation stating the effective date and the reasons for leaving should be filed with the Town Clerk as soon as practical. The resignation shall be forwarded to the Town Clerk for processing. Upon receipt of the signed resignation, the Town Clerk shall prepare the appropriate release documents. Failure of the employee to comply with the provisions of this article shall be entered into the employee's personnel file and may be cause for denial of future employment with the Town. Employees leaving the Town service shall turn in all Town property and clear all debts to the Town.

SECTION 19 – TYPES OF LEAVE

1. HOLIDAY PAY

The Town currently observes the following holidays:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Friday following Thanksgiving Day (only if working an 8-hour shift)
- Christmas Eve
- Christmas Day

Full-time employees receive holiday pay at their normal rate of pay for their regular shift in lieu of hours worked.

Part-time employees, who accrue leave, shall receive holiday pay based upon a proration of

their budgeted working hours.

Employees whose regularly scheduled day-off falls on an observed Town holiday will receive a different day off during the calendar week.

If an eligible employee is required to work on an observed holiday, the employee will receive the employee's normal rate of pay for their usual shift, plus holiday pay for the holiday. Overtime pay will apply for any hours actually worked over forty (40) work hours in that work week.

When any of the above holidays fall on a Sunday, the following Monday shall be observed as a holiday. When any of the above holidays fall on a Saturday or Friday, the prior Thursday shall be observed as a holiday.

The Town Manager may implement decisions to maintain essential services during the holiday.

Paid time off for other religious holidays may be granted by the Town Manager in lieu of the observed holidays.

This policy does not pertain to Patrol Officers (Officer, Sergeant, etc.). Instead, these employees will be provided 3.85 hours per pay period in holiday pay.

1. VACATION LEAVE

Vacation leave is provided to full-time and part-time employees of the Town to enable each eligible employee to return to work mentally refreshed. All full-time employees in the Town service shall receive annual vacation leave as follows:

Non-Exempt Employees

<u>Years of Service</u>	<u>Accrued Per Year</u>	<u>Accrued Per Pay Period</u>
0 - 5	10 days	3.846
6 - 10	12 days	4.615
11 - 15	15 days	5.769
15+	20 days	7.692

Exempt Employees

<u>Years of Service</u>	<u>Accrued Per Year</u>	<u>Accrued Per Pay Period</u>
0 - 5	15 days	5.769
6 - 10	17 days	6.538
10+	20 days	7.692

Part-time employees accrue vacation at a prorated amount based upon their work schedule and years of service.

Upon completion of the employment trial period, vacation leave may be taken subject to the

accrual schedule as established in this policy.

The times during a calendar year at which an employee may take vacation time shall be determined by the Department Head with due regard for the wishes for the employee and particular regard for the needs of the employee's service. Except under unusual circumstances, requests for vacation leave shall be made by the employee to the supervisor far enough in advance to allow the supervisor to plan for the absence and must not unduly disrupt the operations of the department.

Earned vacation hours may be voluntarily transferred from one employee to another in order to alleviate a hardship for an employee who has used all his/her leave due to a personal or family emergency. The amount of time that may be transferred will not exceed forty (40) hours of vacation.

Under no circumstance may an employee accrue more vacation leave than can be accumulated within a two-and-a-half-year period or thirty (30) months. The total may not exceed four hundred and eighty (480) hours.

2. LEAVE ~~PAYOFF~~ ~~PAYOUT~~ AT DISMISSAL AFTER TRIAL PERIOD

Employees who have completed the employment trial period and who are dismissed, shall be paid in a lump sum for all vacation leave and compensatory time accrued prior to the effective date of dismissal. Should any liabilities be outstanding to the Town, they must be taken care of first. Employees who are dismissed before the completion of the employment trial period shall not be entitled to receive vacation leave pay.

~~The times during a calendar year at which an employee may take vacation time shall be determined by the Department Head with due regard for the wishes for the employee and particular regard for the needs of the employee's service. Except under unusual circumstances, requests for vacation leave shall be made by the employee to the supervisor far enough in advance to allow the supervisor to plan for the absence and must not unduly disrupt the operations of the department.~~

3. PAID SICK LEAVE

Sick leave with pay will be granted to all full and part-time employees in the Town service. In the event that an employee becomes sick or has an accident during paid time off for vacation, with proper medical documentation, the time may be charged to accrued sick time.

Sick leave shall be accrued at the rate of 3.08 hours per pay period (ten (10) days per year) for all full-time employees working a scheduled forty (40) hours per week. All employees may accrue up to four hundred (400) hours of sick leave, after which time additional sick leave is not accrued until the accrued balance falls below the maximum.

Employees must use paid sick leave in half hour increments.

Paid sick leave will not be used in the calculation of overtime.

Accrued unused sick leave is not paid to an employee upon separation.

Any employee who has exhausted available sick leave may substitute with accumulated vacation leave.

A. Employees may use sick leave for any of the following reasons:

- An employee's mental or physical illness, injury or health condition; an employee's need for medical diagnosis, care or treatment of a mental or physical illness, injury or health condition; an employee's need for preventive medical care.
- Care of a family member with a mental or physical illness, injury or health condition; care of a family member who needs medical diagnosis, care, or treatment of a mental or physical illness, injury or health condition; care of a family member who needs preventive care.
- Closure of the employee's place of business by order of a public health official or need to care for a child whose school or place of care has been closed by order of a public health official.
- Care for oneself or family member when it has been determined by health authorities or a health care provider that the employee's or family member's presence in the community may jeopardize the health of others because of their exposure to a communicable disease.
- Absence due to domestic violence, sexual violence, abuse or stalking, provided the leave is to allow the employee to obtain for the employee or the employee's family member:
 - Medical attention needed to recover from injury or disability caused by domestic violence, sexual violence, abuse or stalking
 - Services from a domestic or sexual violence program or victim services organization
 - Psychological or other counseling
 - Relocation or taking steps to secure an existing home due to the domestic violence, sexual violence, abuse or stalking; or
 - Legal services related to the domestic violence, sexual violence, abuse or stalking.

B. Family member means the following for purposes of this policy:

- Biological, adopted or foster child, stepchild or legal ward, a child of domestic partner, a child to whom the employee stands *in loco parentis*, or an individual to whom the employee stood *in loco parentis* when the individual was a minor,
- Biological, foster, stepparent or adoptive parent or legal guardian of an employee or an employee's spouse or domestic partner or a person who stood *in loco parentis* when the employee or employee's spouse or domestic partner was a minor child,
- Spouse or a registered domestic partner
- Grandparent, grandchild or sibling (whether biological, foster, adoptive or step) of the employee or the employee's spouse or domestic partner, or
- Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.

When unable to report to work due to illness or for one of the reasons listed above, employees must give their supervisor reasonable advance notice of the need to use paid sick leave and

shall make a reasonable effort to schedule the use of the paid sick leave in a manner that does not unduly disrupt the Town's operations. If reasonable advance notice is not possible, contact your supervisor as soon as practically possible and prior to the beginning of your shift, if possible. Notification should include the expected duration of your absence, if known.

Paid sick leave under this policy may run concurrently with leave taken under other applicable policies, including leave taken under the Family and Medical Leave Act (FMLA).

Employees who are denied needed paid sick leave for one of the purposes listed in this section should contact Human Resources or the Town Clerk for an individualized review.

Earned sick leave may be voluntarily transferred from one employee to another in order to alleviate a hardship for an employee who has used all his/her leave due to a personal or family emergency. Employees who wish to transfer their sick leave need to submit a request to the Finance Department to complete the transfer.

4. BEREAVEMENT LEAVE

A full-time employee may be granted paid bereavement leave due to a death in the immediate family.

For the purpose of this section the term immediate family means the employee's spouse, child, stepchild, mother, father, step-mother, step-father, sister, step-sister, step-brother, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parent-in-law, grandparent, and grandchild.

The amount of bereavement leave is limited to three (3) work days. If the employee wishes to take leave beyond the bereavement amount, the additional hours will be charged to sick leave.

5. MILITARY LEAVE

If you are a member of the U.S. Armed Forces Reserve, National Guard or performing other protected uniformed service, you are granted an unpaid leave of absence when called for active or inactive duty training. This time is granted in addition to earned vacation time. However, if you desire to use your vacation time for this purpose, you may voluntarily do so if you make a request in writing.

If you are called to serve in a branch of the U.S. Armed Forces for an extended period, upon returning to the Town after separation from military service, you may be reinstated in accordance with the laws governing veterans' re-employment rights. All employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

6. CRIME VICTIM LEAVE

Certain employees are allowed time off to be present at a court-related proceeding, or to obtain an order of protection, associated with being a victim of a crime or juvenile offense pursuant to state law, unless the time off creates an undue hardship on the Town. Employees are not eligible

for the leave if they are accused of the crime or are in custody for the crime.

To qualify for crime victim leave, you must submit to Human Resources a copy of the form provided to you by the law enforcement agency involved in the proceedings or, if applicable, notice of each scheduled proceeding, each time you request leave. You will be required to use any paid time off that is available to you in conjunction with the leave. If paid time off is not available, the leave time will be unpaid. Exempt staff members will be paid their normal salary during any workweek in which they use crime victim leave and also perform services for the Town, regardless of the amount of time spent performing those services.

7. JURY AND WITNESS DUTY LEAVE

Every full-time employee of the Town who is required to serve as a juror shall be entitled to absent themselves from their duties with the Town during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, the employee shall be paid full salary and any payment received from the court shall be remitted to the Town, except travel pay, for such duty. Employees subpoenaed to testify as witnesses in criminal or civil cases shall be entitled to absent themselves in the same manner as for jury leave.

Employees are expected to return to work if they are excused from jury duty during regular working hours.

The Town may require that employees submit a copy of the summons to serve on the jury and/or proof of service upon completion of jury duty.

8. VOTING

Voting is an important responsibility we all assume as citizens. We encourage employees to exercise their voting rights in all municipal, state, and federal elections.

If the employee does not have three consecutive hours outside of working hours when the polls are open. The employer must pay the employee for time off to vote only for the time off that when added to the time difference between the work hours and opening or closing of the polls will provide the employee three consecutive hours to vote.

Example, the voting polls are open from 6:00 a.m. to 7:00 p.m. The employee's work hours are 8:00 a.m. to 5:00 p.m. The employer must provide an hour of paid time off to vote at the beginning or ending of the employee's shift because the employee only has two consecutive hours at the beginning or ending of his shift to vote.

9. QUESTIONS

All questions regarding leaves of absence should be directed to the immediate supervisor.

SECTION 20- FAMILY AND MEDICAL LEAVES OF ABSENCE (FMLA)

1. GENERAL

The Town provides up to twelve (12) weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- A. Incapacity due to pregnancy, prenatal medical care, or child birth;
- B. To care for the employee's child after birth, or placement for adoption or foster care;
- C. To care for the employee's spouse, son or daughter, or parent, who has a serious health condition;
- D. Serious health condition that makes the employee unable to perform the employee's job.

2. MILITARY FAMILY LEAVE ENTITLEMENTS

Eligible employees with a spouse, son, daughter, or parent on active duty or called to active duty status in the Armed Forces, National Guard, or Reserves may use their twelve (12) week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is: (1) a current member of the Armed Forces, including a member of the National Guard or Reserves, who is undergoing medical treatment, recuperation or therapy, is otherwise in outpatient status, or is otherwise on the temporary disability retired list, for a serious injury or illness*; or (2) a veteran who was discharged or released under conditions other than dishonorable at any time during the five-year period prior to the first date the eligible employee takes FMLA leave to care for the covered veteran, and who is undergoing medical treatment, recuperation, or therapy for a serious injury or illness.*

*The FMLA definitions of "serious injury or illness" for current servicemembers and veterans are distinct from the FMLA definition of "serious health condition."

3. BENEFITS AND PROTECTIONS

During FMLA leave, the Town maintains the employee's health coverage under any group health plan on the same terms as if the employee had continued to work. Employees must continue to pay their portion of any insurance premium while on leave. If the employee is able but does not return to work after the expiration of the leave, the employee will be required to reimburse the Town for payment of insurance premiums during leave.

Upon return from FMLA leave, most employees are restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms. Certain highly compensated employees (key employees) may have limited reinstatement rights.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee's leave. As with other types of unpaid leaves, vacation and sick leave

will not accrue during the unpaid leave. Holidays, bereavement leave, or employer's jury duty pay are not granted on unpaid leave.

4. ELIGIBILITY REQUIREMENTS

Employees are eligible if they have worked for the Town for at least twelve (12) months, for 1,250 hours over the previous twelve (12) months, and if they work at a work site with at least fifty (50) employees within seventy-five (75) miles.

5. DEFINITION OF SERIOUS HEALTH CONDITION

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents a qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than three consecutive full calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

6. USE OF LEAVE

The maximum time allowed for FMLA leave is either twelve (12) weeks in a twelve (12) month period as defined by the Town, or twenty-six (26) weeks as explained above. The Town uses the twelve (12) month period measured forward from the first day of an employee's leave.

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the Town's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Employees taking intermittent or reduced schedule leave based on planned medical treatment and those taking intermittent or reduced schedule family leave with the Town agreement may be required to temporarily transfer to another job with equivalent pay and benefits that better accommodates that type of leave.

7. SUBSTITUTION OF PAID LEAVE FOR UNPAID LEAVE

The Town requires employees to use accrued vacation and sick leave while taking FMLA leave. In order to use these leaves during FMLA leave, employees must comply with the Town's normal paid leave policies. If an employee fails to follow the Town's policies, the employee cannot use accrued paid leave, but can take unpaid leave. FMLA leave is without pay when paid leave benefits are exhausted

8. EMPLOYEE RESPONSIBILITIES

Employees must provide thirty (30) days advance notice of the need to take FMLA leave when the need is foreseeable. When thirty (30) days' notice is not possible, the employee must provide notice as soon as practicable and generally must comply with the Town's normal call-in procedures.

Employees must provide sufficient information for the Town to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions; the family member is unable to perform daily activities; the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the Town if the requested leave is for a reason for which FMLA leave was previously taken or certified.

Employees also may be required to provide a certification and periodic recertification supporting the need for leave. The Town may require second and third medical opinions at the Town's expense. Documentation confirming family relationship, adoption, or foster care may be required. If notification and appropriate certification are not provided in a timely manner, approval for leave may be denied. Continued absence after denial of leave may result in disciplinary action in accordance with the Town's attendance guideline. Employees on leave must contact the Human Resource Manager at least two days before their first day of return.

9. TOWN RESPONSIBILITIES

The Town will inform employees requesting leave whether they are eligible under FMLA. If they are, the notice will specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the Town will provide a reason for the ineligibility.

The Town will inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the Town determines that the leave is not FMLA-protected, the Town will notify the employee.

10. UNLAWFUL ACTS

FMLA makes it unlawful for the Town to:

- A. Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- B. Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

11. ENFORCEMENT

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against the Town.

FMLA does not affect any federal or state law prohibiting discrimination, or supersede any state or local law or collective bargaining agreement which provides greater family or medical leave rights.

SECTION 21- TOBACCO

In keeping with the Town's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is only permitted in designated areas. Designated areas are determined by the Department Director in accordance to Arizona State Law. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees.

SECTION 22 – GRIEVANCE PROCEDURE

If an employee has a problem concerning a work-related matter, it should be discussed frankly with their supervisor. Normally, this discussion should occur within three (3) to five (5) days of the incident, or in a timely manner.

If an employee is not satisfied after discussing the problem with their supervisor, or if it is inappropriate to go to the supervisor, the employee should take their problem to higher levels within the department or a representative of the Human Resources Department. Should the employee desire further resolution, they should speak with the Town Manager who will make the final determination.

SECTION 23- ELECTRONIC DEVICE COMMUNICATION AND USAGE

1. GENERAL

The purpose of this Policy for the use of the Internet, Electronic Communications and Other Technology (the "Policy") is to give users of the Town electronic communication systems clear guidance on what can and cannot be done with such systems. Failure to follow this policy can result in violations of the law, costly fines and penalties, expensive lawsuits and judgments, and otherwise impair the Town's ability to conduct its affairs; therefore, it is critical to strictly follow this Policy.

Electronic communications include, but are not limited to, electronic mail, instant messaging, access to and use of the Internet, Town-run networks and websites, network services, facsimile (fax), file transfers, electronic data interchange, audio and video conferencing, voice mail, telephone systems and wireless technologies such as personal digital assistants (PDA's), cellular phones and pagers.

"Electronic communication system" or "System" as referred to in this policy is any system which is necessary or desirable to support the Town electronic communications, which is owned, leased or otherwise contracted for by the Town, or which is being used to access the Town's electronic communications or otherwise being used in furtherance of the Town's business, whether or not owned or leased by the Town, including such equipment that is owned or leased by an individual user.

This Policy applies to all employees, representatives and agents of the Town and any other users of the Electronic Communication System (collectively referred to as "Users").

2. INTENDED USE

The Electronic Communication System is intended primarily for use in connection with the Town's mission and related services.

3. NO EXPECTATION OF PRIVACY

All computer files, documents, and software created or stored on the Town's System are subject to review and inspection at any time. Employees should not assume that any such information is confidential, including e-mail either sent or received. The Town may also disclose the contents of a User's electronic communications or data to third parties without prior notice to or consent of the User. The Town will also respond to legal process, complaints or use in violation of this Policy and fulfill its obligations to third parties. For that reason, Users do not have the same expectation of privacy in their use of the Electronic Communication System as with personally-owned, non-Electronic Communication Systems, and communication tools. Users should not expect privacy, and Users should structure their electronic communications in recognition of the fact that the Town may from time to time examine the content of electronic communications. Moreover, the deletion of a message or document may not fully eliminate such message or document from the Town computer network. All Users waive any right to privacy in their use of the Electronic Communication System and consent to access and disclosure of such documents/messages by authorized Town personnel.

4. OWNERSHIP

All electronic communications and data that are created, sent, received, stored and/or accessed using the Electronic Communication Systems are Town property. All data and information created, sent, received, stored and/or accessed by employees of the Town during their employment by the Town, and which relates in any way to their employment by the Town, is the property of the Town, whether such data is stored or accessed using the Electronic Communication Systems, maintained in hard copy, or stored electronically on systems not belonging to the Town. Moreover, all hardware, infrastructure and software provided by the Town are owned by the Town. Computer equipment should not be removed from Town premises without written approval from a department head. Users are responsible for maintaining such property in good condition and shall return such property to the Town upon termination of its use or upgrade.

Employee work hours are valuable and should be used for business. Excessive personal phone calls can significantly disrupt business operations. Employees should use their break or lunch period for personal phone calls.

Confidential information should not be discussed on a cell phone or PDA (personal digital assistant). Phones and PDAs with cameras should not be used in a way that violates other Town guidelines such as, but not limited to, EEO/Sexual Harassment and Confidential Information.

For safety reasons, employees should avoid the use of cell phones and PDAs to make calls while driving. Employees must park whenever they need to use a cell phone. Generally,

stopping on the shoulder of the road is not acceptable. Employees are prohibited from using a cell phone or other device to text while operating a motor vehicle. Texting is permitted only where the vehicle is at rest in a shoulder lane or lawfully parked.

The Town telephone lines should not be used for personal long-distance calls.

5. SECURITY OBLIGATIONS

- A. The goal of information system security is to protect information from unauthorized or inappropriate access or modification. The Town will maintain a system of information security to protect its proprietary data. An integral part of this system is the policies, standards and procedures set forth below. All Users must adhere to these policies, standards and procedures for the Electronic Communication System to remain viable and should immediately report any suspected, attempted or actual security violations or breaches.
- B. Users must take appropriate care to safeguard the security and integrity of the Electronic Communication System and not deliberately interfere with the Town access to data stored on the System or deliberately circumvent the Town's security procedures. Users should not add additional security, such as passwords, to their workstations or files without prior consent of the Department Head or Town Manager.
- C. Users are prohibited from using the System in any manner that creates an unreasonable risk of permitting unauthorized outside access to the Electronic Communication System. Persons who are not authorized Users may not be given access to, and are not permitted to use, the Electronic Communication System unless such access or use has been approved in advance by the employees Department Head. If approved, then those persons (including contractors and temporary employees) are subject to this Policy.
- D. Users shall not share centrally-administered passwords. In emergency or unusual situations, sharing of passwords for applications with a trusted coworker is permitted. Questions about sharing passwords should be directed to the Department Head. Users must inform their supervisor of any password necessary to obtain access to any security or "lock down" application (such as screen savers, BIOS passwords, etc.) when they are absent while their computer or application requires repair or maintenance.
- E. Users shall identify themselves to the system by signing on with their assigned user name. Users shall not misrepresent, obscure, suppress or replace a user's identity on an Electronic Communication System. The user name, electronic mail address, instant messenger ("IM") mail address, Town affiliation and related information included with electronic messages or postings must reflect the actual originator of the messages or postings.
- F. Since viruses are often transmitted through e-mail attachments, before opening an attachment, Users should verify through the use of Town approved anti-virus software that the attachment does not contain any viruses (such anti-virus software must be installed and kept active at all times on all computers used in connection with the System). Also, when accessing an attachment, Users should always save the attached document to disk or the hard drive, rather than opening it directly. While some file attachments are just web pages or external text files, others are programs, some of which may contain viruses. Be particularly careful with any files that have ".exe", ".vbs.", ".scr" extensions, especially when receiving file attachments from unknown sources.

Before downloading and opening any file from the Internet, the User should scan the file for viruses. The same precautions should be taken with respect to other storage media including diskettes.

- G. Users shall use the Electronic Communication System in a manner which does not compromise the security and integrity of the Town's network, such as allowing intruders or viruses into the Town's network. When using any computer attached to the Town's network, users shall not access the Internet except through a Town approved Internet firewall. Users shall not access the Internet directly, whether through a modem or otherwise, unless their accessing computer is disconnected from the Town's network.
- H. Information sent using instant messaging is analogous to sending a postcard -- the information cannot be encrypted and is easily intercepted-- and as such is not secure. If a user accesses an instant messaging service using the system, the user shall select and use a user name that corresponds to their Town assigned e-mail address.
- I. Any security breach substantiated or not, must be reported to the Internet Supervisor's Office.

6. CONTENT OF MESSAGES

- A. Users of the Electronic Communication System are expected to use common sense and good judgment, taking into account that the very nature of such systems allows for messages to be forwarded quickly and accidentally to the wrong person. It is particularly important that Users apply this practice in what they say in the content of their electronic messages and in their access of the internet. Assume that your message may be accessed, forwarded and read or heard by someone other than the intended recipient - - even if it is marked as "private". Also, Users should not intentionally access any site that is inappropriate for the Town, or which could cause embarrassment to the Town or the User. While not every standard can be listed here, the following are some common examples to guide your use of the System:
 - 1. Electronic communications should not contain sensitive, critical, confidential or proprietary information, unless encrypted or otherwise secured according to standards established by the Town, and even then, limited only to necessary recipients.
 - 2. Acts that might create a "hostile environment": Use of the System in a way that violates the Town Employee Manual; or to disseminate or intentionally access material that is defamatory, sexually oriented, obscene, pornographic, harassing, threatening, illegal, fraudulent, offensive or unwelcome to coworkers is expressly prohibited.
 - 3. Unauthorized use or copying of software, copyrighted materials or of information belonging to others. Use of the System for unauthorized copying of copyrighted software or content is expressly prohibited. Similarly, proprietary information belonging to others must not be placed on the System without the prior written approval of the Town Manager.
 - 4. If a User receives notice, in writing or otherwise, or becomes aware that the Electronic Communication System is being or is proposed to be used to create, disseminate, store, upload or download any messages, communications or other material in violation of the copyrights, trademarks, patents, intellectual property or other property rights of any party, such User shall inform the Town Manager in writing

of such use or proposed use. The Town reserves the right to remove or disable access to any material that is claimed to be infringing or to be the subject matter of infringing activity.

5. The U.S. and some other countries prohibit the transfer of certain technical data without an export license. No such transfers should be done through the Electronic Communication System without proper approval.
 6. The System may not be used for political or social announcements not directly connected with the Town unless such announcements are placed in areas specifically designated for that purpose or prior approval by the Department Head has been obtained.
- B. The System may not be used to send unsolicited advertising, junk, or chain e-mail messages (also known as "spam"). When sending out bulk e-mail (where one message is sent to numerous recipients):
1. Ensure that all recipients have requested to receive such communications from the Town (for example, by filling out a registration form);
 2. Follow e-mail service provider's policies or terms and conditions;
 3. Label advertisements with "ADV" in the subject line;
 4. Ensure that all information in the text and header are accurate, including the e-mail's point of origin;
 5. Ensure that the e-mail is sent with proper routing and transmission;
 6. Use the "bcc" field rather than the "to" or "cc" fields to list recipients' e-mail addresses;
 7. Include in the body of the message the sender's name, address and e-mail address and clear and conspicuous instructions for how to request to be removed from the mailing list and remove all recipients who have opted out from all mailing lists used by the Town; and
 8. Send a copy of all such e-mail messages to the Town Manager.
 9. Unsolicited electronic mail or communications received from unknown sources should be promptly discarded without forwarding to anyone and/or without responding in any manner to the originator.

7. ADDITIONAL USER OBLIGATIONS

- A. In order to conserve limited resources, files that are not Town related should not be stored on the Town's network servers. The Town has no responsibility to provide copies of personal data to employees leaving the Town.
- B. Access to the Town's internal computer networks using non-Town provided computers or PDAs, including access from remote locations such as employee homes, hotel rooms and affiliates, must in all instances be approved in advance by each individual Department Head. Such remote access may be revoked at any time for any reason, including failure to comply with the Town's security policies.
- C. Users placing information on the Internet relating to the Town or in the course of performing his/her employment duties are, in effect, publishing such information on the Town's behalf. Only authorized personnel shall engage in such publishing activities, other than the sending or receiving of e-mail. Authorized personnel shall observe all existing standards, policies and regulations regarding materials published on the Town's behalf, and shall establish accountability for all information regarding the Town's mission

or publications posted on the Internet for public access, including postings on electronic bulletin boards, chat rooms and information obtained “hyperlinks” to externally stored information. In no event shall a User represent his or her personal opinions as those of the Town or misrepresent oneself as another individual, or Town. No materials are to be placed on the Town’s website without the approval of the Town Manager. No new websites shall be developed without the prior written approval of the Town Manager.

- D. The Town permits the occasional personal use of the Electronic Communication System by Users, however, Users should understand that personal use (a) must not in any way interfere with or impede the Town’s mission, (b) must be occasional and minor, (c) must be promptly discontinued at the request of the Town, and (d) is expressly subject to all of the provisions in this Policy, as well as all other applicable Town policies and guidelines.
- E. Use of the systems for “recreational” uses (non-business Internet access, games, music, talk radio stations, etc.) is prohibited when engaging in such activity interferes with an employee’s job duties, violates the Town Employee Manual, or interferes with the efficient functioning of the System.
- F. All software used in connection with the System must be authorized by, or acquired through, the Department Head. The Town complies with all software copyrights and the terms of all software licenses. Users may not duplicate licensed software or related documentation or download such material unless the license agreement expressly allows for such use and the Information Services Office approves. The Town reserves the right to remove any unauthorized software from any Town owned equipment or any personally-owned equipment on the Town’s premises. The Town reserves the right to conduct audits of the System to ensure that the Town and its Users are in compliance with all applicable software licenses and internal policies. Users are expressly prohibited from downloading or transmitting unauthorized or unlicensed software from the Internet or other sources onto the System. The downloading of “freeware” or “shareware” from the Internet is also prohibited unless approved by the Department Head.

SECTION 24- CREDIT CARDS

Town issued credit cards shall not be used for any purpose to conduct transactions without the prior written approval of the Department Head or Town Manager. Credit card use will be in compliance with the Town’s Financial Polices and Procedures.

SECTION 25- VEHICLE USE POLICY

1. GENERAL

~~Provides for the administration of~~This policy governs the use of Town vehicles and privately-owned vehicles when used by employees of the Town to conduct Town business. All vehicles (Town and privately- owned) must have a copy of vehicle insurance and registration in the vehicle before it can be driven.

- A. Employees must follow all laws while using Town-~~Owned~~owned vehicles, cannot transport any unauthorized person(s), and cannot use mobile devices while operating

the vehicle.

- B. This policy governs the use of all Town owned vehicles and private vehicles used for town related business.
- C. This policy limits all use of ~~town-Town~~-owned vehicles and privately-owned vehicles used for ~~town-Town~~ business, to properly licensed ~~town-Town~~ employees and officials who have obtained appropriate authorization for that use.
- D. Employees are required to annually provide proof of a valid driver's license to the Clerk if they are performing any work-related travel, either in private or public vehicles.
- E. Department Heads are responsible to the ~~town-Town~~ manager for a full accounting of all ~~town-Town~~ vehicles usage and/or private vehicles used for business related purposes.

2. TOWN OWNED VEHICLES:

Town ~~o~~-owned Vehicles must be used for ~~town-Town~~ related business only.

- A. All municipal vehicles shall be parked at the end of each work shift in assigned parking areas.
- B. The assignment of Town Vehicles during work time use is based upon job responsibilities. Department Heads that have municipal vehicles available for this purpose may assign such vehicles in a manner consistent with workload and employee function.
- C. The use of all ~~town-Town~~ vehicles assigned to the Police or Fire department is administered by those Chiefs in accordance with current Arizona Revised Statutes. Proper authorization is required for use of all ~~town-Town~~-owned vehicles.
- D. The Department Head is responsible for the ~~town-Town~~ vehicle use, including ensuring that employees keep vehicles clean and no abuse of the vehicle occurs.
- E. No ~~town-Town~~ vehicle, except those authorized for commuting purposes, are to be taken home at the end of shift, without written authorization by the Town Manager and department head on an exception basis when it is related to business travel.

SECTION 26- WORKERS COMPENSATION

1. REPORTING OF INJURY

Every job-related injury or illness, regardless of severity, must be reported immediately to the supervisor, [TriageNow contacted](#), and a written report prepared and submitted to the Town Clerk.

During those periods when workers compensation is not providing pay it must be charged to the employee's accrued sick leave or vacation leave if all sick leave has been exhausted.

An employee receiving temporary disability payments pursuant to workers compensation may supplement these payments through use of accumulated sick leave in order to continue to maintain his or her regular income. However, all employees receiving full salary in lieu of temporary disability payments shall remit any funds received under workers compensation to the Town.

2. RETURN TO DUTY

A certification from a licensed physician or practitioner allowing an individual to return to work is required for any absence, due to illness or injury, when it is determined by the Department Head that one is necessary to establish that an employee is fit to perform the essential functions of his/her position.

3. INSURANCE PARTICIPATION

Employees on special leaves without pay are responsible for the payment of their portion of the insurance premium. Each such employee must make the premium payment directly to the Finance Director in order to continue coverage.

SECTION 27- CONSTRUCTIVE DISCHARGE

Employees are encouraged to communicate to the Town whenever they believe working conditions may become intolerable to them and may cause them to resign. Under Section 23-1502, Arizona Revised Statutes, an employee may be required to notify an appropriate representative of the Town in writing that a working condition exists that the employee believes is intolerable, that will compel the employee to resign, or that constitutes a constructive discharge, if the employee wants to preserve the right to bring a claim against the Town alleging that the working condition forced the employee to resign.

Under the law, an employee may be required to wait for fifteen (15) calendar days after providing written notice before the employee may resign if the employee desires to preserve the right to bring a constructive discharge claim against the Town. An employee may be entitled to [specify: paid or unpaid] leave of absence of up to fifteen (15) calendar days while waiting for the Town's response to the employee's written communication about the employee's working condition.

ACKNOWLEDGMENT OF RECEIPT

~~I HAVE RECEIVED A COPY OF THE EMPLOYEE MANUAL DATED (DATE). I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND:~~

- ~~• EMPLOYMENT WITH THE TOWN IS AT WILL. I HAVE THE RIGHT TO END MY WORK RELATIONSHIP WITH THE TOWN, WITH OR WITHOUT ADVANCE NOTICE~~

~~FOR ANY REASON. THE TOWN HAS THE SAME RIGHT.~~

- ~~• THE LANGUAGE USED IN THIS MANUAL AND ANY VERBAL STATEMENTS OF MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR ARE THEY A GUARANTEE OF EMPLOYMENT FOR A SPECIFIC DURATION.~~
- ~~• THE MANUAL IS NOT ALL INCLUSIVE, BUT IS INTENDED TO PROVIDE ME WITH A SUMMARY OF SOME OF THE TOWN'S GUIDELINES.~~
- ~~• THIS EDITION REPLACES ALL PREVIOUSLY ISSUED MANUALS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE MANUAL, EXCEPT FOR THE AT-WILL NATURE OF EMPLOYMENT. THE TOWN THEREFORE RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN, WITHOUT PRIOR NOTICE.~~
- ~~• NO REPRESENTATIVE OF THE TOWN, OTHER THAN THE TOWN MANAGER, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE TOWN MANAGER AND ME. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.~~

Employee Signature _____ Date

Employee Name

ACKNOWLEDGEMENT AND RECEIPT OF EMPLOYEE MANUAL

I acknowledge that I have received a copy of the Town of Springerville Employee Manual. I understand and agree that it is my responsibility to read, understand and comply with the policies in this Manual. I further understand that a violation of any policies contained herein could result in my immediate termination. I understand that this Manual supersedes and replaces any inconsistent written or verbal statements of Town policy or procedures.

I understand that this Manual may be revised, deleted, and added to from time to time with or without notice. I acknowledge that all such revisions, deletions, and additions to the Manual will be in writing, and changes can only be made if approved in writing by the Town Manager with Town Council approval. I also understand that any delay or failure by the Town to enforce any rule, regulation, or procedure contained in the Manual does not constitute a waiver on behalf of the Town or affect the right of the Town to enforce such rule, regulation, or procedure in the future. I further acknowledge that no oral or written statement or representation by a supervisor, manager, or any other employee can change the provisions of the Manual.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/17/2024
SUBJECT: Fair Housing Month

SUGGESTED MOTIONS:

I move we proclaim April 2024 fair housing month in the Town of Springerville.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Please see attached proclamation. This is a requirement of CDBG annually.



Fair Housing Proclamation

2024

WHEREAS, The National Fair Housing Law of 1986, as amended by the Fair Housing Amendments Act of 1988 prohibits discrimination in housing and declares it a national policy to provide within constitutional limits, for fair housing in the United States; and

WHEREAS, the principle of Fair Housing is not only national law and national policy but a fundamental human concept and entitlement for all Americans; and

WHEREAS, April has traditionally been designated as Fair Housing Month in the United States;

NOW, **T**HEREFORE, I, Mayor Shelly Reidhead do proclaim April 2024 as Fair Housing Month in the Town of Springerville and do hereby urge all citizens of this community comply with the letter and spirit of the Fair Housing Law.

Shelly Reidhead, Mayor
Town of Springerville

Signed this _____ day of April 2024

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: March 29th, 2024
SUBJECT: Discussion on Utility Easements

SUGGESTED MOTION:

Discussion Only

STAFF REPORT

In years past, the Town has had a utility easement issue with some areas of town and certain residences. Water lines, meters, and sewer lines are built in utility easements. These utility easements need to have access to the Town for meter reading, maintenance, installation and replacement of lines or meters, and for water breaks or sewer issues.

With the Grant from WIFA for new AMR (Automatic Meter Reading) meters, new meters need to be installed. We have areas in town where we do not have access to replace them with equipment as property owners have fenced over the utility easement. One of our biggest areas of issues is the El Cajon/ Hacienda in El Cajon Estates. Employees are having to jump over fences to read meters. Employees have been bitten by dogs and it upsets some residents that employees are jumping over their fences if they have no access. If a water break ever happened in this area, fences would have to be dismantled and equipment would be brought into what people consider their back yards.

With the need to install new meters, I have asked Mr. Kavanagh to help us draft a letter to the residents that they have to move their fence lines back 10' to create an alley way that is a dedicated utility easement. Mr. Pena and I would like to confront this existing issue that the Town has had for many years. We are looking for support as it may upset some citizens to be losing 10' of their back yard.

Mr. Kavanagh has put forward some questions that I would like to discuss tonight and answer them. Please see attached e-mail correspondence between us both.

Direction from March 20th Council Meeting- Verify utility easement is correctly dedicated, executed, and recorded with Apache County.

DEDICATION

State of Arizona
County of Apache

Know all men by these presents, that Harold K. Nicoll and Alice Nicoll, individually and as husband and wife, have subdivided under the name of EL CAJON ESTATES that portion of Section 23, T. 9N, R. 29E, G. 5R. 6W., Apache County, Arizona, as shown and plotted hereon and hereby publishes this plat as one for the plat of said EL CAJON ESTATES and hereby declares that said plat sets forth the location and gives the dimensions of the lots and streets constituting same and that each lot and street shall be known by the number or name given each respectively on said plat and hereby dedicates to the public for the use of such the streets as shown on said plat and includes in above described premises easements dedicated for the purposes shown.

In Witness whereof, Harold K. Nicoll and Alice Nicoll, individually and as husband and wife have this _____ day of _____ 1978, heretofore caused their names to be signed and the same to be attested.

Harold K. Nicoll

Alice Nicoll

ACKNOWLEDGEMENT

Keith Shreeve



STATE OF ARIZONA)
COUNTY OF APACHE) 62

Fee No. 9879

I hereby certify that
the within instrument was filed and
recorded 7/19/78 at Flagstaff
in Book 9879 Page 31
at the request of Keith Shreeve
by Mary J. Chavira Recorder
Deposy



Search Results

Showing selected 1 of 1 Total Results

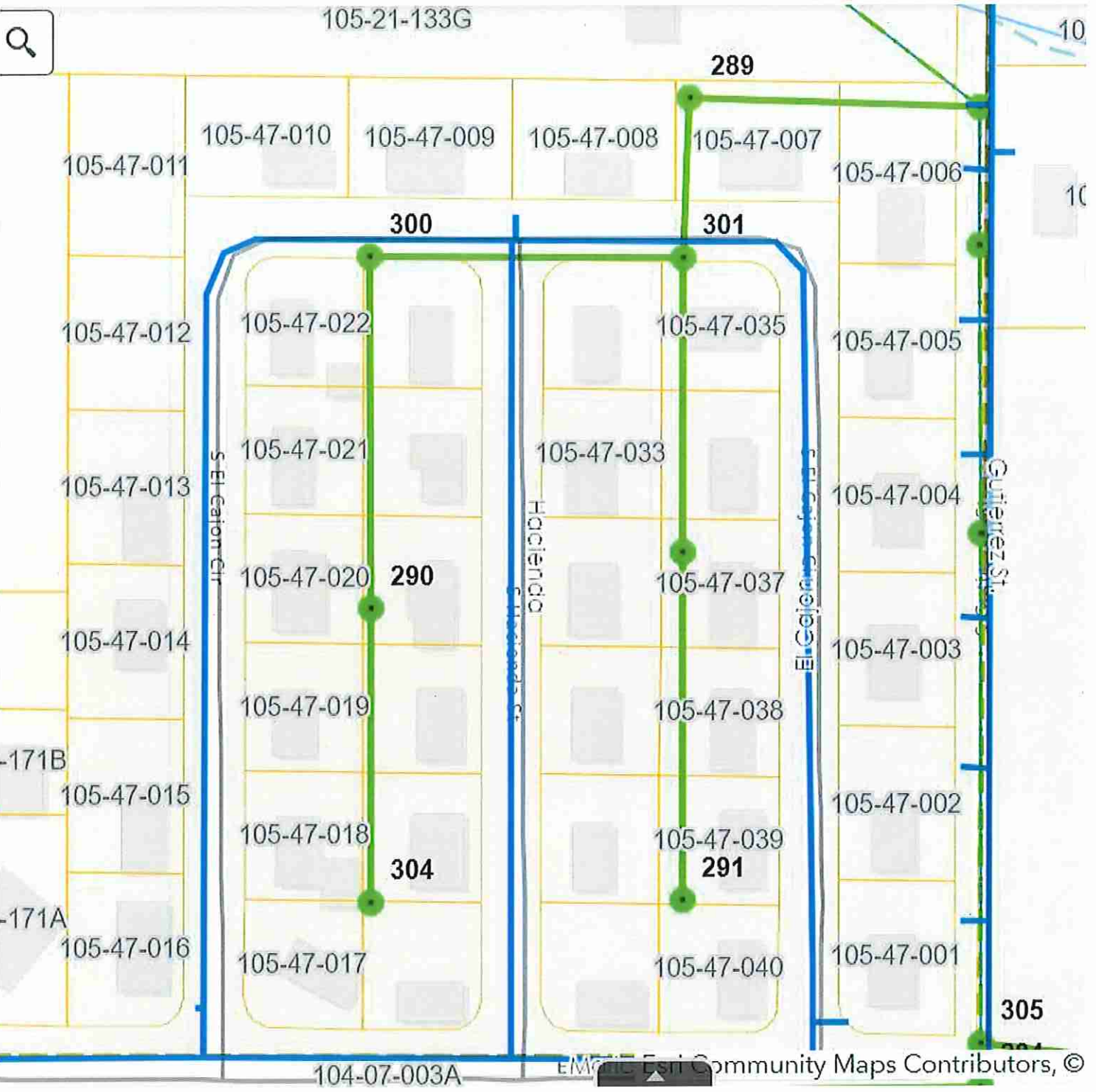
Printed Apr 1, 2024 8:03:15 AM

Document Search and Copies where Grantor/Party 1 contains Nicoll* and Recording Date is between Jan 1, 1970 and Apr 28, 1978

1978-009879 • BT: PLAT B: 6 P: 30 • PLAT

Recording Date	Grantor/Party 1 (4)	Grantee/Party 2	Legal (2)
04/06/1978 11:00 AM	NICOLL HAROLD K NICOLL ALICE SHREEVE KEITH SHREEVE & ASSOCIATES INC		EL CAJON ESTATES 33-09N-29E

No Related Documents





INSTR NT # 96005051
OFFICIAL RECORDS OF
APACHE COUNTY
JEANNE UDALL

REQUEST OF:
TOWN OF SPRINGVILLE
DATE: 08/05/96 TIME: 11:30 AM
BOOK: 830 PAGE: 165 168

When recorded, return to:

TOWN OF SPRINGVILLE
An Arizona Municipal Corporation
P.O. Box 390
Springerville, AZ 85938

EASEMENT

KNOW ALL MEN BY THESE PRESENTS

that Ronald Ray Rhein and Linda Mae Rhein

hereinafter Grantor(s), in consideration of the sum of \$1.00 and other valuable consideration, does hereby grant and convey to the Town of Springerville, an Arizona municipal corporation, and its successors or assigns, hereinafter Grantee, an exclusive, perpetual Easement for public utilities and all incidents appurtenant thereto over that certain real property situated in Apache County, Arizona, more fully described as:

See Attached Exhibit "A" attached hereto and made a part thereof;

TO HAVE AND TO HOLD THIS Easement forever and in perpetuity, together with the rights incidental to the location, construction, operation, maintenance and improvements of towns public utilities, including but not limited to water and sewer lines, natural gas lines, telephone and television cable lines, etc. and the right to authorize, permit or license other utilities or facilities which may be considered convenient or necessary by the Town. The Town of Springerville, its successors or assigns shall have the sole responsibility for maintaining this easement property.

THE TOWN OF SPRINGVILLE ACCEPTS the foregoing grant and Easement and its terms and conditions.

IN WITNESS WHEREOF, this instrument is executed this 2TH day of APRIL, 1996.

DKT 830 PAGE 165

Unofficial Document

GRANTOR(S)

Ronald Ray Rhein
Grantor

Linda Mae Rhein
Grantor

Grantor

Grantor

GRANTEE
(TOWN OF SPRINGVILLE)

Neal L. Hayden
Mayor

ATTEST:

Valentina Cordoba
Town Clerk

APPROVED AS TO FORM:

Town Attorney

STATE OF ARIZONA) ss.
COUNTY OF

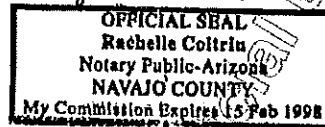
SUBSCRIBED AND SWORN to before me this 12th day of April, 1996, known to me or satisfactorily proven to be the person(s) whose name(s) are subscribed above.

Rachelle Coltrin NEE: Rachelle Coltrin
NOTARY PUBLIC

My Commission Expires

15 Feb 1998

notarized in Apache County



Unofficial Document

Unofficial Document

Unofficial Document

JAMES E MUTH RLS
P O BOX 662
Springerville, Arizona 85938

October 29, 1995

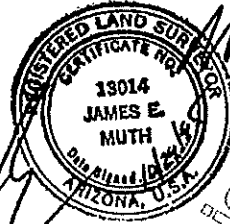
An Easement for drainage being (10) feet in width, and the center line of said easement being more particularly described as follows:

Commencing at the South-East corner of Lot 7, El Cajon Estates as recorded in the Apache county records in 6 of Maps at Page 30, thence N-89-48-42-W a distance of 5.0 feet to the TRUE POINT OF BEGINNING;

Thence N-00-28-52-W a distance of 98.24 feet to a point;

Thence N-74-21-35-E a distance of 82.51 feet to a point;

Thence N-18-22-01-E a distance of 42.74 feet to end of said easement.

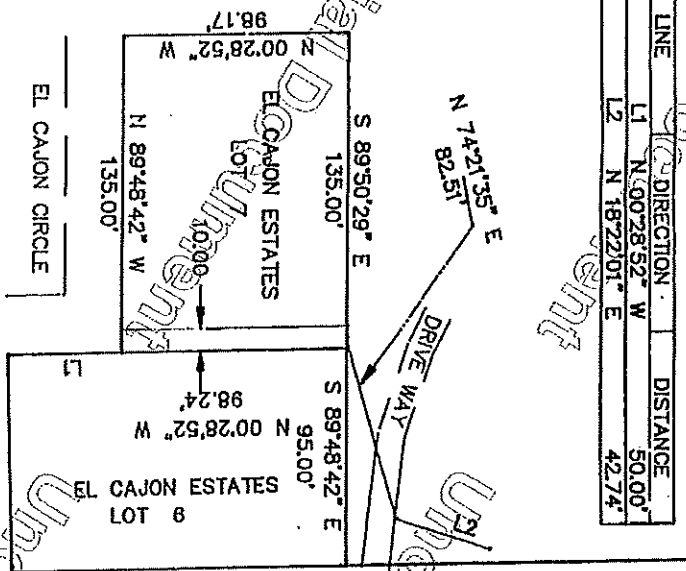
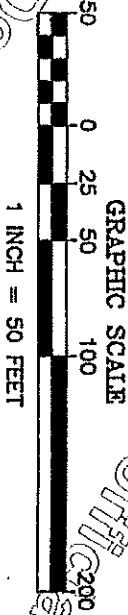


DRAINAGE EASEMENT FOR EL CAJON CIRCLE

LINE	DIRECTION	DISTANCE
L1	N 00°28'52" W	50.00'
L2	N 18°22'01" E	42.74'

CERTIFICATION
 I HEREBY CERTIFY THIS SURVEY AND PLAT
 WAS MADE BY ME IN OCTOBER 1995

JAMES E MUTH RLS
 P O BOX 662
 SPRINGERVILLE, ARIZONA 85938



GUTIERREZ STREET

TRUE NORTH

Unofficial Document



INSTRUMENT # 96005053
OFFICIAL RECORDS OF
APACHE COUNTY
JEANNE UDALL

REQUEST OF:
TOWN OF SPRINGERVILLE
DATE: 08/05/96 TIME: 11:30 AM
BOOK: 830 PAGE: 173 176

When recorded, return to:

TOWN OF SPRINGERVILLE
An Arizona Municipal Corporation
P.O. Box 390
Springerville, AZ 85938

EASEMENT

KNOW ALL MEN BY THESE PRESENTS
that Edward B. Maloy

hereinafter Grantor(s), in consideration of the sum of \$1.00 and other valuable consideration, does hereby grant and convey to the Town of Springerville, an Arizona municipal corporation, and its successors or assigns, hereinafter Grantee, an exclusive, perpetual Easement for public utilities and all incidents appurtenant thereto over that certain real property situated in Apache County, Arizona, more fully described as:

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THE TOWN OF SPRINGERVILLE ACCEPTS the foregoing grant and Easement and its terms and conditions.

IN WITNESS WHEREOF, this instrument is executed this 31 day of July, 1996

Unofficial Document

GRANTOR(S)

Edward B Malup
Grantor

Grantor

Grantor

Grantor

GRANTEE
(TOWN OF SPRINGVILLE)

David L Hayward
Mayor

ATTEST:

Valentina Cordoba
Town Clerk

APPROVED AS TO FORM:

Town Attorney

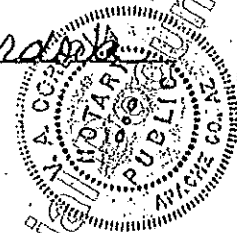
STATE OF ARIZONA) ss.
COUNTY OF

SUBSCRIBED AND SWORN to before me this 31 day of July, 1996, known to me or satisfactorily proven to be the person(s) whose name(s) are subscribed above.

Va Corado
NOTARY PUBLIC

My Commission Expires

My Commission Expires Jan. 25, 2000



Unofficial Document

Unofficial Document

Unofficial Document

Unofficial Document

Unofficial Document

JAMES E MUTH RLS
P O BOX 662
Springerville, Arizona 85938

October 29, 1995

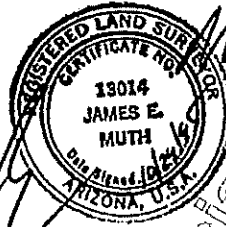
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Unofficial Document

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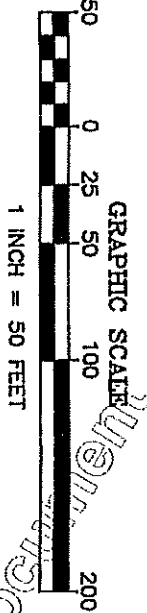
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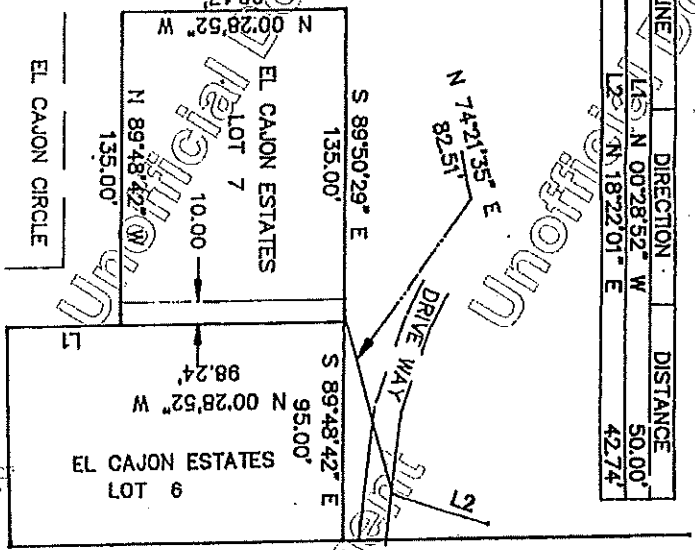
DRAINAGE EASEMENT FOR EL CAJON CIRCLE

CERTIFICATION
HEREBY CERTIFY THIS SURVEY AND PLAT
WAS MADE BY ME IN OCTOBER 1995

JAMES E MUTH RLS
P O BOX 662
SPRINGERVILLE, ARIZONA 85938



LINE	DIRECTION	DISTANCE
L1	N 00°28'52" W	50.00'
L2	N 18°22'01" E	42.74'



GUTIERREZ STREET

TRUE NORTH