



TOWN COUNCIL REGULAR MEETING

Wednesday, April 19, 2023 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:

Scott Poche offered the 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 27, 2023 Special Meeting Minutes.

- b. Consider approval of the March 15, 2023 Regular Meeting Minutes.
- c. Consider ratification and approval of the accounts payable register March 9, 2023 through April 10, 2023.

OLD BUSINESS

NEW BUSINESS

7. TOURISM TAX FUND REQUEST:

Discussion and possible action regarding the tourism tax fund request in the amount not to exceed \$3,500 to purchase seasonal street decorations.

8. REQUEST FOR SPONSORSHIP: Balloons over Round Valley

Discussion and possible action regarding the request for sponsorship for the Balloons Over Round Valley event. Presentations are limited to 10 minutes.

9. REQUEST FOR SPONSORSHIP: 2023 Rib Throw Down

Discussion and possible action regarding sponsorship for the Rib Throw Down. Presentations are limited to 10 minutes.

10. FAIR HOUSING MONTH PROCLAMATION:

Discussion and possible action to proclaim April 2023 fair housing month in the Town of Springerville.

11. PROCLAMATION ARBOR DAY 2023:

Discussion and possible action proclaiming April 28, 2023 Arbor Day in the Town of Springerville.

12. RESOLUTION 2023-R005: EMPLOYEE MANUAL UPDATE

Discussion and possible action to adopt resolution 2023-R005, regarding updating the employee manual.

13. APPEAL OFFICER:

Discussion and possible action to appoint an Appeal Officer per the Employee Manual Section 13.2.

14. MAY MEETING DISCUSSION:

Discussion and possible action to change the date of the May meeting.

15. TOWN MANAGER CONTRACT:

Discussion and possible action regarding the proposed contract amendment for Manager Rasmussen.

16. EXECUTIVE SESSION:

a. SMITH-WILLIAMS LITIGATION: Discussion or consultation with the attorneys of the public body in order to consider its position regarding Smith - Williams litigation and instruct its attorneys regarding the Town's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, Update, and consultation with the Town Attorney pursuant to ARS § 38-431.03 (A) (3) (4).

b. S. Laney: Discussion or consultation with the attorneys of the public body in order to consider its position regarding claims against the Town by S. Laney and instruct its attorneys regarding the Town's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, Update, and consultation with the Town Attorney pursuant to ARS § 38-431.03 (A) (3) (4)

17. ADJOURNMENT:

Submitted by: Tim Rasmussen, Town Manager

Posted by: 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.



Town Council Agenda Staff Report

AIRPORT MANAGER'S REPORT

April 1, 2023

1. **Recent Fuel Sales**
 - a. **March 2023: 2,182.75 gallons (\$11,329.88)**
2. **ACIP Projects:**

Runway 3/21 Reconstruction (Design): Bid documents were completed.

Wildlife Fence Design & Install Phase I: Surveyors completed their site visit on March 27.

Runway 3/21 Reconstruction (Construction): We have issued an Invitation to Bid for the construction of the Runway 3/21 Reconstruction project.

3. **Comments**

Our current based aircraft count is 13.

Forest Service is preparing for wildfire season. I expect the helicopter to arrive sometime in the first week of April.



Town Council Agenda Staff Report

COMMUNITY SERVICES DEPARTMENT REPORT April, 2023

The Community Services Staff hosted a benefit dinner for the Leslie Mendoza family on March 24th. Through the dinner, a Blackstone Griddle Raffle and several silent auctions, we raised \$10,056.00 for the family. The overwhelming support from the community, for this family was amazing! Cars were lined up around the block to pick up meals and even when we realized that we needed to halt service to make sure we didn't run out of food, we had more people come in afterwards for a walk-in purchase. On top of the evening meal and raffle, we received multiple items for donations for a silent auction:

Ryland from RXR BBQ – smoked over 100# of pork for our carnitas and he did an AMAZING job!
Sierra Propane – 100 gallons of propane
Little Colorado Meats – 50# of beef
Els Gradi – Beautiful Turquoise necklace
Honey Shack – Boots, Pokemon character, purse, necklaces and other miscellaneous items
Emily Elmer – 14 decorative cakes (sold in less than ½ hour!)
Marc Zebell – Gorgeous Framed Elk Photo
Lackey Rentals – Tractor Rental
Lily & Adrian Marquez - King Sized Comforter
Suzi Pulsifer - Mary Kay Basket
Christina Brannon - Pampered Chef Basket

Kalicia Hamblin rallied together several High School students who came and gave their time for the evening, helping to check in vehicles, direct traffic through our “drive – thru” and fulfill orders. We are so grateful to have youth willing to step up and volunteer their time.

Our list of volunteers was extensive in making this happen. We had so many come in early in the morning on the 24th to prepare the meals and they stayed until 8:00pm to help clean up!

I am not able to list all the names here but THANK YOU to everyone who pitched in to make this a success for the Mendoza Family. This is what “Community Services” is all about!

UPCOMING:

Wednesday, April 5th - NACOG On-site Audit

Thursday, April 6th - Easter Luncheon (Fried Chicken and all the fixin's) - *For our Easter Luncheon we will be doing a multigenerational mix again this year. Several teenagers will be bringing Easter baskets for the seniors and staying to have lunch with them.*

Monday- Tuesday, April 17 – 18 – NACOG AAA Conference in Flagstaff

Wednesday, April 19th – Gardening Workshop

Our center staff will be working with the U of A to establish some garden boxes here for the seniors. They will be able to grow a few items for which we can use at the center for our Salad Bar days.

Tuesday, April 25th – Blood Pressure Community Training in Phoenix

MONTHLY REPORTING

Financial/Statistical Reports and Grants completed for the following grants/contracts:

Aging & Adult Congregate Meals and Aging & Adult Meals on Wheels; Headstart Invoicing and Production Sheets; NACOG - Aging and Adult Transportation Services; ADOT – 5310 Reporting; Arizona Long Term Care (ALTCS) Meal Program; Senior Community Senior Employment Program (SCSEP); St. Mary's Senior Citizens Food Box Program,



Town Council Agenda Staff Report

United Food Bank Community Food Box Distribution and monthly report; Low Income Home Energy Assistance Program DES – Monthly Reporting; U of A Coop Ext. – Invoicing, Reports and annual closeout submission

March– Community Assistance and Senior Services Counts:

Senior & Meal Services		Low Income Assistance Services	
Congregate Meals	414	Food Commodity Box (households)	432
Home Delivered Meals	514	Food Cards	10
Long Term Care Meals	23	Bus Pass	4
Indigent Meals	32	Fuel Cards	1
HEAD START Meals served	1484	Utility Apps/Deposits & assistance	1
Total Meals Served	2467	Appliance Replacement	2
Senior Equipment	1	Rental Assistance	2
Transportation Units	234	Pet Food Bags Delivered	6
Volunteer Hours	101	Senior Food Boxes	127

Nutrition Education Program

Location	Age Group	Curriculum	# Participants	# Classes
Senior Center	Seniors	Nut Ed/ Food Demo	8	1
Round Valley Elementary	Kindergarten	My Plate	85	12
Round Valley Preschool	Preschool	Color Me Healthy	30	2
Vernon Elementary	K-8	My Plate	124	7



Town Council Agenda Staff Report





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



We've all heard the familiar saying, "April Showers bring May Flowers." April in Round Valley is the perfect month to catch glimpses of flowers poking up through patches of grass, dirt and dare we say it, a trace of leftover snow! We encourage you to "spring forward" in April and take a moment to plan a happy and healthy new season. This new edition of SENIOR NEWS will help to get you started:

- Take advantage of sunny days and venture out on a day trip. Plan one with friends or contact us, we have a few coming up.
- Lace up your shoes and join the Walking Group in the dome, or come to the center for Yoga on Tuesdays
- Spring cleaning? Donate items to other seniors or the Boys & Girls club
- Capture your favorite springtime nature scenes in the lines of a poem. Enter an original poem in our Spring Poetry Contest to win a Walmart or Safeway Gift Card! (details on Page 2)

As warmer days and brighter evenings creep in this month, take the opportunity to try new things and be adventurous. Enjoy the transition from snowy piles to blooming petals and most importantly: Happy April from us to you!

EASTER LUNCHEON
THURSDAY, APRIL
6TH
11:30 AM



FRIED CHICKEN AND
ALL THE FIXIN'S
 RSVP 333-2516
 \$5/PLATE

Like Us! Follow Us!

 Like our Facebook Page
<https://www.facebook.com/RVCommunityServicesCenter>

 <https://www.instagram.com/>



Think - SPRING Poetry Contest

April is National Poetry Month and the start of a new, colorful season. One of the best ways to appreciate nature this time of year is to capture what you see, hear, taste and smell in the words of a poem. Famous poet William Wordsworth once captured the inspiration of spring in a poem about daffodils, and his verses come alive with images of trees, clouds, stars and of course, golden daffodils.

I Wandered Lonely as a Cloud by William Wordsworth

I wandered lonely as a cloud
That floats on high o'er vales and hills,
When all at once I saw a crowd,
A host, of golden daffodils;
Beside the lake, beneath the trees,
Fluttering and dancing in the breeze.

Continuous as the stars that shine
And twinkle on the milky way,
They stretched in never-ending line
Along the margin of a bay:
Ten thousand saw I at a glance,
Tossing their heads in sprightly dance.

The waves beside them danced; but they
Out-did the sparkling waves in glee:
A poet could not but be gay,
In such a jocund company:
I gazed—and gazed—but little thought
What wealth the show to me had brought:

For oft, when on my couch I lie
In vacant or in pensive mood,
They flash upon that inward eye
Which is the bliss of solitude;
And then my heart with pleasure fills,
And dances with the daffodils.



We invite you to write a poem with the springtime nature theme and submit it by Monday, May 1st. By entering the poetry contest, your name will be included in a prize drawing to win a gift card from your choice of Safeway or Walmart. In addition, your first name and poem will be featured in a future edition of Senior News here at the Round Valley Community Services & Senior Center.

Drop off, email or send your poem with your name, phone number and poem to:

Round Valley Community Center
Attn: Robin Aguero
356 S. Papago St
Springerville, AZ 85938
raguero@springervilleaz.gov

Your poem should be nature themed, with a title and minimum of five lines. If you need some ideas, consider these creative starters:

- Hearing birds chirp as they make a nest
- Smelling freshly cut grass as spring winds blow
- Planting the first seeds of the season in soil
- Enjoying a sunset in the evening
- Spotting colorful tulips and other blooms

Most importantly, your poem should be an expression of the beauty you find in the new season. Celebrate nature and spring forward!



Thank You



Town Council Agenda Staff Report

GARDENING



GARDENING

ACROSS

- 1 Person on horse
- 6 Freudian selves
- 10 Abdominal muscles (abbr.)
- 13 Evades
- 15 Jabber
- 16 Bomb
- 17 Blossom
- 18 Opera solo
- 19 Also known as (abbr.)
- 20 Car rental agency
- 22 Snow transportation
- 24 Article for sale
- 26 Adolescent
- 28 Not there
- 29 Thump
- 30 Signal
- 31 Green plant with narrow flat leaves and jointed stems
- 32 Charged particle
- 33 Rolled chocolate candy brand
- 34 Contagious disease
- 35 Brown, fuzzy marsh plant
- 37 Difficulty
- 41 Cooking fat
- 42 Cultivate

- 43 Environmental protection agency (abbr)
- 44 Strict
- 47 Obstacle
- 48 Ripe
- 49 Gools
- 50 Close
- 51 Contemplate
- 52 Country in South Eastern Africa
- 54 Always
- 56 Genetic code
- 57 Praise enthusiastically
- 59 Wears away
- 63 Fall mo.
- 64 Water pitcher
- 65 Albanian capital
- 66 Megahertz
- 67 Women's magazine
- 68 No longer wild

2023 UPCOMING TRIPS

- Quemado Bingo
- Glenwood Cat-walk—April 15th
- Petrified Forest
- Hondah
- Show Low Race Track



Gardener's Workshop



**Wednesday, April 19th
10:00 am**

We have a special guest from the U of A Coop, coming to provide a workshop on gardening. He will also be adding some garden boxes for the center in the back of the building. Please join us in making this a fun and successful opportunity!



Cooking Demonstration

**Tuesday, April 22
10:30 am**



**Yummy Spring Recipe
with Tomasa Lozoya**



Sudoku

Each Sudoku Puzzle has a unique solution that can be reached logically without guessing. Enter digits from 1 to 9 into the blank spaces. Every row must contain one of each digit. So must every column, and every 3x3 square. Answers on Page 6

9	1	3						
2		7	6					8
5				1		2		
2						1	7	
		8				6		
	3	6						5
	1		2					4
4			1	3		8		
				4	9	3		



April Fools

Are you an April Fool?
 Will you fall for all the jokes?
 Will you be tricked by all of the tricksters
 Who think they are funny folks?
 Be on the lookout
 For people so sly
 Who do their best to outsmart
 It's a tricky day for sure -
 April fooling is an art!



IN SEARCH OF:

SENIORS INTERESTED IN
 PLAYING CARDS

WHAT GAMES DO YOU PLAY?
 WOULD YOU COME ONCE/
 WEEK/MONTH?

HOW MANY PEOPLE ARE
 NEEDED?

ARE YOU WILLING TO TEACH
 A GAME?



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



BINGO
WEDNESDAYS
12:00 PM

Senior Food Boxes

2nd Tuesday of each month
For information or to sign up:

Judy Wiltbank
333-2516 x254



Drive -Thru Food Bank

Every Tuesday
10:00 am–12:30 pm
356 S. Papago St.
Springerville

NEVER MISS A NEWSLETTER



If you would like to receive a copy of our newsletter via email each month, send an email

TO: raguero@springervilleaz.gov
SUBJECT: Email Newsletter



DOOR TO DOOR TRANSPORTATION SERVICES

Local Transportation available throughout Springerville and Eagar

Requested Donation:
\$2.50/ One Way
\$5.00/ Round Trip

Show Low :
1st and 3rd Friday of each month (min. 3 reservations)
\$15 Charge for Round Trip

Make your reservation at least 24 working hours in advance by calling: 928-245-2528

Sudoku Answers

8	9	1	3	2	5	4	6	7
3	2	4	7	6	9	5	1	8
5	6	7	8	4	1	3	2	9
2	4	9	6	5	8	1	7	3
1	5	8	4	3	7	6	9	2
7	3	6	1	9	2	8	4	5
9	1	3	2	8	6	7	5	4
4	7	5	9	1	3	2	8	6
6	8	2	5	7	4	9	3	1



Town Council Agenda Staff Report



2023

CENTER OPEN

M-Th 7:00a.m.—2:00p.m.

MONDAY	TUESDAY	WEDNESDAY	THURSDAY
<p>3</p> <p>Lunch served at 11:30</p>	<p>4</p> <p>Lunch served at 11:30</p> <p>Food Bank 10:00—12:30</p> <p>YOGA—Pilates 10:30</p>	<p>5</p> <p>Lunch served at 11:30</p> <p>BINGO</p>	<p>6</p> <p>Lunch served at 11:30</p> <p>EASTER LUNCHEON</p>
<p>10</p> <p>Lunch served at 11:30</p>	<p>11</p> <p>Lunch served at 11:30</p> <p>SENIOR BOXES</p> <p>YOGA—Pilates 10:30</p> <p>Food Bank 10:00—12:30</p>	<p>12</p> <p>Lunch served at 11:30</p> <p>BINGO</p>	<p>13</p> <p>Lunch served at 11:30</p> <p>9:00 — Webinar</p>
<p>17</p> <p>Lunch served at 11:30</p>	<p>18</p> <p>YOGA—Pilates 10:30</p> <p>Lunch served at 11:30</p> <p>Food Bank 10:00—12:30</p>	<p>19</p> <p>Gardening Workshop 10 am</p> <p>Lunch served at 11:30</p> <p>BINGO</p>	<p>20</p> <p>Lunch served at 11:30</p>
<p>21</p> <p>Lunch served at 11:30</p>	<p>22</p> <p>Food Demo 10:30 am</p> <p>Lunch served at 11:30</p> <p>Food Bank 10:00—12:30</p>	<p>23</p> <p>Lunch served at 11:30</p> <p>BINGO</p>	<p>24</p> <p>Lunch served at 11:30</p>
<p>28</p> <p>Lunch served at 11:30</p>	<p>29</p> <p>YOGA—Pilates 10:30</p> <p>Lunch served at 11:30</p> <p>Food Bank 10:00—12:30</p>	<p>30</p> <p>Lunch served at 11:30</p> <p>BINGO</p>	<p>31</p> <p>Lunch served at 11:30</p>



Town Council Agenda Staff Report

MENU – APRIL, 2023

Lunch Served at 11:30 a.m.

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



Monday	Tuesday	Wednesday	Thursday	Friday
3 Turkey & Cheese Sandwich Glazed Beets Broccoli Orange	4 Salisbury Steak Mashed Potatoes w/ gravy, Roll Steamed Carrots Peaches	5 Pork Roast Roasted Potatoes Bread Spinach Applesauce	6 EASTER DINNER <i>Happy Easter!</i>	7 Cajun Chicken Gumbo Okra & Tomatoes/ Peppers Zucchini Crackers Melon
10 Beef Tacos w/ Cheese Lettuce & Tomato Pears	11 Oven Fried Chicken/Roll Mashed Potatoes Steamed Carrots Pineapple	12 Beef Chili w/ Hamburger Bread Broccoli Peaches	13 Hamburger Casserole Roll, Green Beans Lettuce/Tomato Mandarin Oranges	14 Southwest Chicken Salad Black beans & Corn Mixed Greens Tortilla
17 Grilled Cheese Tomato Soup Southwest Veggies Bread Peaches	18 Baked Ham Seasoned Carrots Mashed Potatoes & Gravy WG Roll Pineapple	19 Chicken Fajitas Onions & Peppers Sliced Tomatoes Tortilla Orange	20 Sloppy Joes Broccoli Salad Peas/Carrots Tropical Fruit	21 Turkey Burger/ Bun Baked Beans Lettuce/ Tomatoes Summer Squash Fruit Cup
24 Tuna Salad Sandwich White Bean Soup Green Beans Strawberries & Baranas	25 Spaghetti / Meat sauce Corn Mixed Green Salad Garlic Bread Fruit Cocktail	26 Chicken Taquitos Pinto Beans Lettuce/Tomato Fruit Cocktail	27 Beef Stew Potatoes, Carrots, Tomatoes Apple Slaw Cornbread Pears	28 Turkey Burger/ Bun Baked Beans Lettuce/ Tomatoes Summer Squash Fruit Cup

Services are funded by the Older Americans Act, OSBG 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

Report for March 2023

Springerville Heritage Center & Casa Malpais Archaeological Park

- Visitor counts for the museum continued to rise in the month of March. There were approximately 253 visitors. We had a church group of 16 people from Heber that came to tour the museum. The pastor had been here before and wanted to share the museum with members of his congregation.
- We began offering tours of Casa again in March. 27 people took the tour in March and revenues generated were \$213. The weather conditions did not allow for tours on many days in March. However, with better weather, the numbers should pick up some in April. We attempted to have a special "Spring Equinox Tour" but the tour was cancelled due to weather. We will try for a "Summer Equinox Tour" in June.
- As always, the feedback from patrons regarding the Museum and Casa was extremely positive.



Town Council Agenda Staff Report

Springerville Police Department Agenda Items and staff report

1. Springerville Police Department 2023 Stats

	March
Calls for service:	175
Self-initiated Calls	44
Citizen:	26
Agency Assist:	5
Total traffic citations:	10
Verb warning:	31
Written Warning:	13
DUI	1
Vehicle collisions	3
Felony Cases	8
Misdemeanor	12
DV	4
Total Arrests	18

2. Officer Amaya has completed his Field Training Program.
3. Officer Daniel Walker has left the department.
4. We have begun our property and evidence inventory audit.
5. Officer Will Gleason has returned to full time status.
6. We have submitted for the 2024 GOHS DUI/STEP grant.

- Staffing included, five full time sworn, two reserve officers, one animal control officer and two administrative.

- 104 department reports written including the investigation of a kidnapping/DV assault, eight felony and ten misdemeanor arrests. Other reports include intoxicated persons, vehicle collisions, burglary, animal problems, harassments, misdemeanor warrants, felony theft, threats, civil issues, assault, assisting other agencies, disorderly conduct, attempted fraud, juvenile problems, domestic violence, and trespassing.
- Officers wrote ten citations including speeding, reckless driving, driving on a suspended license and no proof of insurance.
- Officers also issued thirteen written warnings.
- Ten misdemeanor arrests were made for warrants, trespassing, DV, disorderly conduct and DUI.
- Eight felony arrests were made for kidnapping/domestic violence assault/child endangerment, warrants, fraud, DUI drugs, felony theft and aggravated assault on a child.
- Staff provided fingerprints services for ten members of the public and issued 8 dog licenses.
- Staff completed 35 records requests for attorneys, insurance companies, members of the public and other government organizations.

PUBLIC WORKS UPDATE

April 10, 2023

N.W. Sewer Project

We are underway on the project.

It looks like we will make it out of the pasture east of the lift station before irrigation starts if all goes our way. Even though irrigation hasn't started yet we are still making a significant amount of water, and that requires us to pump constantly as we trench and lay pipes. Special note: Richard Davis has been on this project from the onset providing town staff with his extensive knowledge relating to sewer main construction. He has also been operating his excavator for the required trenching from the beginning. I and our public works staff are very grateful for his commitment to the town of Springerville and for helping us with this effort. We are better because of him.

Concrete Replacement on Main St.

We have scheduled concrete for this Thursday at 1:00 PM for the sidewalk replacement on east Main Street.

Part of this project is a result of an old, abandoned sewer service coming out of El Jo that was cut off years ago and just happened to be directly under the irrigation line that had a hole in it on the underside of the pipe. That allowed the irrigation water to run directly into the sewer main. We had to remove the sidewalk to find it.

The sidewalk in front of Circle K is a result of us replacing an old 2" galvanized line with a new HDPE water main. This existing galvanized line had had multiple breaks.

We are digging a grave this week.

Routine maintenance and operations continue.

Steve

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/19/2023
SUBJECT: Consent Items

SUGGESTED MOTIONS:

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

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

See attachments



TOWN COUNCIL SPECIAL MEETING

Draft Minutes

Monday, March 27, 2023 at 5:30 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.

1. **CALL MEETING TO ORDER AND PLEDGE OF ALLEGIANCE:**

Mayor Reidhead called the meeting to order at 5:30 p.m. and led the pledge of allegiance.

2. **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.

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

Staff Present: Town Manager Tim Rasmussen; Town Clerk Kelsi Miller;

OLD BUSINESS

3. **REAL PROPERTY FOLLOWING RFP - 23 SOUTH PAPAGO STREET:**
Discussion and possible action regarding the changes requested to the purchase agreement. Council may convene into Executive Session pursuant to A.R.S. § 38-431.03 (A) (7).

Manager Rasmussen explained to Council why we are holding this Special Meeting on this item. He reminded them that we put out an invitation to bid on 23 South Papago. We had one person respond, Mr. Harper. Per the invitation to bid terms of sale we have 45 days from the date we received the \$5,000 down payment. That payment was made on February 21st starting that 45-day window. That is why we had to hold this special meeting, our next regular meeting would be outside of that. Council inquired what the changes in the sales agreement are. Manager Rasmussen explained title insurance has been added at the expense of the Town. It is very common for the seller to pay for that and protects all parties involved. The second change was for the town to pay our portion of the closing costs, Mr. Harper will pay his portion. No other changes have been made, but Mr. Harper did request we add a due diligence period for inspections. However, the invitation to bid states that was to be done prior to placing a bid, therefore we can not add that request. Mr. Harper understands.

Motioned by Vice Mayor Richard Davis, seconded by Councilor Donald Scott to approve the amended purchase agreement.

AYE: Mayor Shelly Reidhead, Vice-Mayor Richard Davis, Councilor Douglas Henderson, Councilor Donald Scott, Councilor Florencio Lozoya
5 - 0 Passed - Unanimously

DISCUSSION: Councilor Lozoya asked for clarification on if this is the old fire station. Staff informed him it was. No further discussion.

4. **ADJOURNMENT:**

Motioned by Councilor Donald Scott Vice, seconded by Mayor Richard Davis to adjourn.

AYE: Mayor Shelly Reidhead, Vice-Mayor Richard Davis, Councilor Douglas Henderson, Councilor Donald Scott, Councilor Florencio Lozoya
5 - 0 Passed - Unanimously

DISCUSSION: None

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 Special Meeting on Monday, March 27, 2023. I further certify that the meeting was duly called and a quorum was present.

Dated this _____ day of _____, 2023

Kelsi Miller, Town Clerk

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 | Agenda published on 3/21/2023



TOWN COUNCIL REGULAR MEETING DRAFT MINUTES

Wednesday, March 15, 2023 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.

- 1. CALL MEETING TO ORDER, INVOCATION, AND PLEDGE OF ALLEGIANCE:** Mayor Reidhead called the meeting to order at 6:00 p.m. and led the pledge of allegiance. Pastor Larry Hamblen offered the invocation.
- 2. 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.

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

Staff Present: Town Manager Tim Rasmussen; Town Clerk Kelsi Miller; Town Attorney Tosca Henry (Telephonically); Chief of Police Dayson Merrill; Community Services Director Robin Aguero

3. **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.

Eric Hamblin addressed the Mayor and Council. He explained he is building the new subdivision by Tumbling T. The engineering is getting close and he thanked Council for their support.

4. **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))

[Written Staff Reports](#)

Councilor Henderson reported he attended a Public Safety Personnel Retirement System meeting where they approved the transfer of the two lateral Eagar officers and the new officer that went through the academy.

Chief Merrill reported he will get stats to Council next month. The department participated in a school assembly talking to youth about drug and alcohol choices. They are working a couple of felony cases including two DUI's. He has potentially recruited 3 cadets for the academy. Council asked how many officers they have, including himself they have 6 but next month they will only have 5.

Robin Aguero the director of community services reported she supplied a written report to Council but would like to add that they are hosting a benefit next Friday, for the Mendoza family that suffered a house fire and an injured child.

Manager Rasmussen reported that we have issued a building permit for the hospital expansion. It will be done in phases including a renovation and expansion, a covered ambulance area, and parking improvements. He next briefed on some of the current grants including NACOGs CDBG for Pima Drive, Greater Arizona for possibly improving Tori Circle, and WIFA to replace 19 manholes. He explained he is meeting with Eagar regarding a sewer line extension and to see if it is feasible. Lastly, he updated on a letter to TEP to see if they would help us with developing our park behind Town Hall.

5. **CONSENT ITEMS:** Discussion and possible action to approve consent items 5a, 5b, 5c, and 5d as presented.

Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to approve consent items 5a, 5b, 5c, and 5d as presented.

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

5 - 0 Passed - Unanimously

- a. Consider ratification and approval of the accounts payable register from February 9, 2023 through March 8, 2023.
- b. Consider approval of the February 6, 2023 Special Council Meeting Minutes.
- c. Consider approval of the February 15, 2023 Regular Council Meeting Minutes.
- d. Consider approval of the March 1, 2023 Special Council Meeting Minutes.

OLD BUSINESS

6. **PROFESSIONAL SERVICE AGREEMENT:** Discussion and possible action to update the professional service agreement with Stormy Palmer to provide administrative assistance to the Planning and Zoning department.

Motioned by Councilor Douglas Henderson, seconded by Vice-Mayor Richard Davis to approve the professional service agreement for Stormy Palmer.

Discussion: None

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

5 - 0 Passed - Unanimously

NEW BUSINESS

7. **RESOLUTION 2023-R004:** Discussion and possible action to adopt Resolution 2023-R004, regarding assigning signors to the National Bank of Arizona Bank Accounts.

Motioned by Vice-Mayor Richard Davis, seconded by Councilor Douglas Henderson to approve resolution 2023-R004 updating check signors to our National Bank of Arizona accounts.

Discussion: None

Kelsi Miller read Resolution 2023-R004 out loud and into the record.

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

5 - 0 Passed - Unanimously

8. **REAL PROPERTY FOLLOWING RFP - 23 SOUTH PAPAGO STREET:** Discussion and possible action to accept the bid for the property located at 23 S. Papago Street and authorize the Town Manager to execute the documents necessary to complete the transaction.

Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to accept the bid from Harper LLC. in the amount of \$265,000 and authorize the Town Manager to execute the purchase agreement and documents necessary to complete the transaction.

Discussion: None

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

5 - 0 Passed - Unanimously

9. **USDA LOAN ON PUBLIC SAFETY BUILDING:** Discussion and possible action to authorize staff to use funds from the sale of real property to pay off the loan at 225 East Main Street.

Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to authorize staff to use funds from the sale of real properties to pay off the USDA loan on 225 East Main Street.

Discussion: None

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

5 - 0 Passed - Unanimously

10. **EXECUTIVE SESSION:**

a. NATIONAL OPIOID SETTLEMENTS: Discussion or consultation with the attorneys of the public body in order to consider its position regarding the National Opioid Settlements and discussion or consultation for legal advice with the attorney or attorneys of the public body pursuant to ARS § 38-431.03 (A) (3).

b. COMNET: Discussion or consultation with the attorneys of the public body in order to consider its position regarding Comnet and instruct its attorneys regarding the Town's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, Update and consultation with the Town Attorney pursuant to ARS § 38-431.03 (A) (3) (4).

c. SMITH-WILLIAMS LITIGATION: Discussion or consultation with the attorneys of the public body in order to consider its position regarding Smith - Williams litigation and instruct its attorneys regarding the Town's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation, Update and consultation with the Town Attorney pursuant to ARS § 38-431.03 (A) (3) (4).

Motioned by Vice-Mayor Richard Davis, seconded by Councilor Donald Scott to enter into executive session.

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

5 - 0 Passed - Unanimously

Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to leave executive session and enter back into regular session at 6:52 p.m.

Discussion: None

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

5 - 0 Passed - Unanimously

11. **ACTION AS A RESULT OF EXECUTIVE SESSION:**

Discussion and possible action as a result of executive session.

Motioned by Councilor Douglas Henderson, seconded by Councilor Donald Scott to direct staff to move forward with the opioid settlements.

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

5 - 0 Passed - Unanimously

Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to approve the license agreement with a 3.5% permit fee with Commnet.

Discussion: None

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

5 - 0 Passed - Unanimously

12. **ADJOURNMENT:**

Motioned by Councilor Donald Scott, seconded by Vice-Mayor Richard Davis to adjourn at 7:00 p.m.

Discussion: None

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

5 - 0 Passed - Unanimously

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

I hereby certify that the foregoing is a true copy of the minutes of the Springerville Town Council in a Regular Meeting on Wednesday, March 15, 2023. I further certify that the meeting was duly called and a quorum was present.

Dated this ____ day of _____

Kelsi Miller, Town Clerk

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



TOWN OF SPRINGERVILLE

"GATEWAY TO THE WHITE MOUNTAINS"

Council Meeting April 19, 2023

Check Register

03/09/23 thru 04/10/23 Accounts Payable Expenses	\$164,602.15
Pay Period End 03/11/23 and 03/25/23	\$163,691.27
Total Expensed Dollar Amount for Consent Agenda	\$328,293.42
Total Revenue Received 03/09/23 thru 04/10/23	\$418,387.92

Balances on all cash accounts as of April 10, 2023

Checking Account	\$7,010,570.52
LGIP Savings	\$3,604,448.27

Report Criteria:
Report type: GL detail

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/15/2023	100264	Albertsons / Safeway	Bottled Water PO#11485	45.24	01-130-5030
03/15/2023	100264	Albertsons / Safeway	Water / Coffee PO#11605	31.92	02-170-5030
Total 100264:				77.16	
03/15/2023	100265	Anthony Contreras	N. Pima Sewer Map Rodeo Grnds to Becker Ln PO#11647	300.00	11-215-5012
03/15/2023	100265	Anthony Contreras	Cemetery Expansion Map PO#11647	15.00	01-160-5019
Total 100265:				315.00	
03/15/2023	100266	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	25.50	01-160-5077
03/15/2023	100266	AZ Dept of Corrections	Inmate Labor - HURF	59.50	02-170-5077
03/15/2023	100266	AZ Dept of Corrections	Inmate Labor - Water	34.00	10-210-5077
03/15/2023	100266	AZ Dept of Corrections	Inmate Labor - Sewer	25.50	11-215-5077
03/15/2023	100266	AZ Dept of Corrections	Inmate Labor - Senior Center	25.50	22-270-5077
Total 100266:				170.00	
03/15/2023	100267	AZ Dept of Corrections(M)	Inmate Milage-Parks & Cemetery	23.70	01-160-5077
03/15/2023	100267	AZ Dept of Corrections(M)	Inmate MilageHURF	55.29	02-170-5077
03/15/2023	100267	AZ Dept of Corrections(M)	Inmate Milage-Water	31.60	10-210-5077
03/15/2023	100267	AZ Dept of Corrections(M)	Inmate Milage-Sewer	23.70	11-215-5077
03/15/2023	100267	AZ Dept of Corrections(M)	Inmate Milage-Senior Center	23.69	22-270-5077
Total 100267:				157.98	
03/15/2023	100268	AZ Secretary of State	UCC Filing TOS MPC PO#11670	9.00	01-115-5027
Total 100268:				9.00	
03/15/2023	100269	Bashas	General Food AZ Food Grant PO#11561	545.79	16-240-5060
03/15/2023	100269	Bashas	General Food AZ Food Grant PO#11567	1,138.69	16-240-5060
Total 100269:				1,684.48	
03/15/2023	100270	Brewer Law Office	Indigent Defense Attorney Fees - Jan 2023	140.00	01-106-5055
03/15/2023	100270	Brewer Law Office	Indigent Defense Attorney Fees - Feb 2023	85.00	01-106-5055

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100270:				225.00	
03/15/2023	100271	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 100271:				461.54	
03/15/2023	100272	Frontier	Phone Services - Admin	32.38	01-115-5016
03/15/2023	100272	Frontier	Phone Services -Finance	32.38	01-120-5016
03/15/2023	100272	Frontier	Phone Services - P&Z/CD	32.38	01-125-5016
03/15/2023	100272	Frontier	Phone Services - Police	129.53	01-130-5016
03/15/2023	100272	Frontier	Phone Services - Fire	219.99	01-140-5016
03/15/2023	100272	Frontier	Phone Services - HC	32.38	01-150-5016
03/15/2023	100272	Frontier	Phone Services - Airport	95.21	04-180-5016
Total 100272:				574.25	
03/15/2023	100273	Mohave Environmental Lab corp	Nitrogen, Chlorine, PO#11648	440.00	11-215-5123
Total 100273:				440.00	
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb - Finance	120.29	01-120-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- CD	65.12	01-125-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- Police	12.73	01-130-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- Fire	16.20	01-140-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- SC	3.52	03-175-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb Airport	6.00	04-180-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- Water	165.07	10-210-5010
03/15/2023	100274	Pitney Bowes Purchase Power	Postage Feb- Sewer	165.07	11-215-5010
Total 100274:				554.00	
03/15/2023	100275	RAGHT	Mar 2023 Premium - Payroll Withholding	6,062.84	01-000-2020
03/15/2023	100275	RAGHT	Mar 2023 Premium - Admin	7.50	01-115-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Finance	2,104.84	01-120-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Police	13,785.96	01-130-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - AC	1,098.04	01-135-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Fire CREDIT	2,380.70	01-140-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Bldg Maint	1,477.10	01-145-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - HC	840.38	01-150-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Mech Shop	590.81	01-155-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Parks	619.86	01-160-5004

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/15/2023	100275	RAGHT	Mar 2023 Premium - HURF	4,654.87	02-170-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - SC	1,467.78	03-175-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - AP	1,467.78	04-180-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Water	4,323.72	10-210-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - Sewer	3,522.67	11-215-5004
03/15/2023	100275	RAGHT	Mar 2023 Premium - UofA SNAP Grant	796.31	55-430-5004
Total 100275:				40,439.76	
03/15/2023	100276	Sammie Finch	Septic Pump Reimb Finch 809 Airport PO#11672	600.00	01-105-5030
Total 100276:				600.00	
03/15/2023	100277	Sierra Propane	Propane Allocation Admin	814.18	01-115-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - Finance	488.51	01-120-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - CD	325.67	01-125-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - PD	695.50	01-130-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - AC	1,102.78	01-135-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - FD	2,102.77	01-140-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - HC	1,628.37	01-150-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - Shop	178.86	01-155-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - HURF	417.35	02-170-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - AP	1,097.90	04-180-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - Water	298.11	10-210-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - Sewer	298.11	11-215-5022
03/15/2023	100277	Sierra Propane	Propane Allocation - SC	488.47	16-240-5022
Total 100277:				9,936.58	
03/15/2023	100278	The Rigg Law Firm PLLC	Prosecution Fees - Feb 2023 PO#11681	1,500.00	01-106-5068
Total 100278:				1,500.00	
03/15/2023	100279	The Tosca Law Firm PLC.	Legal Town Attorney Fees - Feb 2023	1,972.25	01-106-5138
03/15/2023	100279	The Tosca Law Firm PLC.	Legal Town Attorney Fees - Feb 2023	198.00	01-106-5138
Total 100279:				2,170.25	
03/15/2023	100280	Tread Masters Tire and Lube	2 tires / 2 wheels PO#11671	1,349.93	01-115-5030
Total 100280:				1,349.93	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/15/2023	100281	United Rentals (North America), Inc	Core Drill Rental PO #11645	269.06	11-215-5023
Total 100281:				269.06	
03/15/2023	100282	USA Blue Book	Marking Paint PO#11619	384.87	02-170-5080
03/15/2023	100282	USA Blue Book	Marking Paint PO#11619	223.70	02-170-5080
Total 100282:				608.57	
03/15/2023	100283	Veritas Polygraphy & Investigations, LLC	Pre-Emp Poly Soderquist PO#11490	300.00	01-130-5012
Total 100283:				300.00	
03/22/2023	100284	Aetna Life Insurance Company	March 2023 Premiums	893.65	01-000-2024
03/22/2023	100284	Aetna Life Insurance Company	March 2023 Premiums	893.65- V	01-000-2024
Total 100284:				.00	
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor-Parks & Cemetary	43.50	01-160-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - HURF	101.50	02-170-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Water	58.00	10-210-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Sewer	43.50	11-215-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Senior Center	43.50	22-270-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor-Parks & Cemetary	43.50- V	01-160-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - HURF	101.50- V	02-170-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Water	58.00- V	10-210-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Sewer	43.50- V	11-215-5077
03/22/2023	100285	AZ Dept of Corrections	Inmate Labor - Senior Center	43.50- V	22-270-5077
Total 100285:				.00	
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Admin	373.65	01-115-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Finance	186.83	01-120-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - P&Z	186.83	01-125-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - PD	5,604.75	01-130-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AC	934.13	01-135-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - FD	5,604.75	01-140-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Bldg Maint	186.83	01-145-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HC	1,120.95	01-150-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Parks	373.65	01-160-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Shop	186.83	02-170-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HURF	7,659.80	02-170-5053

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AP	3,736.50	04-180-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Water	3,736.50	10-210-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Sewer	3,736.50	11-215-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Senior Center	3,736.50	16-240-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Admin	373.65- V	01-115-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Finance	186.83- V	01-120-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - P&Z	186.83- V	01-125-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - PD	5,604.75- V	01-130-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AC	934.13- V	01-135-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - FD	5,604.75- V	01-140-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Bldg Maint	186.83- V	01-145-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HC	1,120.95- V	01-150-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Parks	373.65- V	01-160-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Shop	186.83- V	02-170-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HURF	7,659.80- V	02-170-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AP	3,736.50- V	04-180-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Water	3,736.50- V	10-210-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Sewer	3,736.50- V	11-215-5053
03/22/2023	100286	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Senior Center	3,736.50- V	16-240-5053
Total 100286:				.00	
03/22/2023	100287	AZ Supreme Court	Bi-Annual Computer & Printer for Magistrate PO#11682	807.66	01-110-5012
03/22/2023	100287	AZ Supreme Court	Bi-Annual Computer & Printer for Magistrate PO#11682	807.66- V	01-110-5012
Total 100287:				.00	
03/22/2023	100288	Brown & Brown Law Offices	Legal Water Adjudication Feb 2023	5,884.85	10-210-5033
03/22/2023	100288	Brown & Brown Law Offices	Legal Water Adjudication Feb 2023	5,884.85- V	10-210-5033
Total 100288:				.00	
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Cindy Crick	49.50	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Joseph Forbers	159.50	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Ruben Lujan	115.50	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Jerilynn Thoms	93.50	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Cindy Crick	49.50- V	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Joseph Forbers	159.50- V	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Ruben Lujan	115.50- V	01-106-5055
03/22/2023	100289	Law Office of Michael S Penrod, PLC	Defense Attorney-Jerilynn Thoms	93.50- V	01-106-5055

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100289:				.00	
03/22/2023	100290	Mohave Environmental Lab corp	Microbiological, Fecal Coliform, Courier Service	365.00	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	Forest Service Well- Gross Alpha/Radium/Isotopic 02/14/23	510.00	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	EPDS003-Gross Alpha/Radium/Isotopic 02/14/2023	510.00	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	Lead and Copper	1,700.00	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	Microbiological, Fecal Coliform, Courier Service	365.00- V	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	Forest Service Well- Gross Alpha/Radium/Isotopic 02/14/23	510.00- V	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	EPDS003-Gross Alpha/Radium/Isotopic 02/14/2023	510.00- V	10-210-5123
03/22/2023	100290	Mohave Environmental Lab corp	Lead and Copper	1,700.00- V	10-210-5123
Total 100290:				.00	
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Admin	609.26	01-115-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Finance	31.86	01-120-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Planning & Zoning	21.24	01-125-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Police	340.05	01-130-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Animal Control	63.18	01-135-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Fire	214.25	01-140-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Heritage Center	446.91	01-150-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	332.88	01-155-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	794.33	01-160-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - HURF	3,159.35	02-170-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Airport	2,417.35	04-180-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Water	4,419.80	10-210-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Sewer	3,205.63	11-215-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - ToE Senior Center	773.59	22-270-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Admin	609.26- V	01-115-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Finance	31.86- V	01-120-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Planning & Zoning	21.24- V	01-125-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Police	340.05- V	01-130-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Animal Control	63.18- V	01-135-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Fire	214.25- V	01-140-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Heritage Center	446.91- V	01-150-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	332.88- V	01-155-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	794.33- V	01-160-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - HURF	3,159.35- V	02-170-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Airport	2,417.35- V	04-180-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Water	4,419.80- V	10-210-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - Sewer	3,205.63- V	11-215-5021
03/22/2023	100291	Navopache Electric co-op Inc.	Electricity - ToE Senior Center	773.59- V	22-270-5021

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100291:				.00	
03/22/2023	100292	Perkins Precast	WIFA NW Sewer Project Rubber Boot, Wtr Stop, Flat water stop PO	83.49	11-215-5302
03/22/2023	100292	Perkins Precast	WIFA NW Sewer Project Rubber Boot, Wtr Stop, Flat water stop PO	83.49- V	11-215-5302
Total 100292:				.00	
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Finance	65.70	01-120-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - P&Z/CD	10.50	01-125-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Police	10.50	01-130-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - AP	6.50	04-180-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Water	235.04	10-210-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Sewer	230.75	11-215-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Finance	65.70- V	01-120-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - P&Z/CD	10.50- V	01-125-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Police	10.50- V	01-130-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - AP	6.50- V	04-180-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Water	235.04- V	10-210-5010
03/22/2023	100293	Pitney Bowes Purchase Power	Postage March - Sewer	230.75- V	11-215-5010
Total 100293:				.00	
03/22/2023	100294	Quality Ready Mix	4YD #8 2.0 Backfill Road Repair PO#11617	802.98	02-170-5080
03/22/2023	100294	Quality Ready Mix	4YD #8 2.0 Backfill Road Repair PO#11617	802.98- V	02-170-5080
Total 100294:				.00	
03/22/2023	100295	Quill	Archboard PO#11626	11.08	01-145-5059
03/22/2023	100295	Quill	W-D 40 PO#11626	87.66	04-180-5059
03/22/2023	100295	Quill	Urinal Screens PO#11626	40.14	01-145-5059
03/22/2023	100295	Quill	Trashbags PO#11626	72.45	10-210-5059
03/22/2023	100295	Quill	Rolling Carts SC PO#11626	115.74	17-245-5009
03/22/2023	100295	Quill	Rolling Carts PO#11626	231.48	01-145-5059
03/22/2023	100295	Quill	Kleenix PO#11626	58.19	01-145-5059
03/22/2023	100295	Quill	Brown Bags PO#11626	30.51	01-130-5030
03/22/2023	100295	Quill	Toilet Paper PO#11626	68.53	01-160-5059
03/22/2023	100295	Quill	Folders PO#11626	108.17	01-115-5009
03/22/2023	100295	Quill	Batteries PO#11626	19.38	01-115-5061
03/22/2023	100295	Quill	Toner, Sheet Lifters PO#11626	739.02	01-120-5009
03/22/2023	100295	Quill	Post-its, hole punch, ziplocks, envelopes PO#11626	114.36	01-130-5009
03/22/2023	100295	Quill	Paper bags, boxes PO#11626	157.58	01-130-5030

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100295	Quill	Sanitizer PO#11626	154.99	01-130-5059
03/22/2023	100295	Quill	Batteries PO#11626	111.60	01-130-5061
03/22/2023	100295	Quill	Mops, cleaner, soap, febreze PO#11626	203.44	01-145-5059
03/22/2023	100295	Quill	Toner, pens, tape, bubble wrap PO#11626	575.11	01-150-5009
03/22/2023	100295	Quill	Cleaner, G Bags PO#11626	343.64	01-160-5059
03/22/2023	100295	Quill	G Bags, TP PO#11626	202.66	02-170-5059
03/22/2023	100295	Quill	Batteries PO#11626	32.30	02-170-5061
03/22/2023	100295	Quill	Toner PO#11626	287.82	03-175-5009
03/22/2023	100295	Quill	G Bags, Cleaner PO#11626	132.35	03-175-5059
03/22/2023	100295	Quill	Toner PO#11626	318.59	04-180-5009
03/22/2023	100295	Quill	Cleaner, PT, G Bags, Cascade PO#11626	489.34	04-180-5059
03/22/2023	100295	Quill	Pens PO#11626	14.56	10-210-5009
03/22/2023	100295	Quill	Batteries PO#11626	21.52	10-210-5061
03/22/2023	100295	Quill	Ziplocks, soap, multifold towels PO#11626	204.97	11-215-5059
03/22/2023	100295	Quill	Toner, kleenix, note pads, wall pad PO#11626	695.10	17-245-5009
03/22/2023	100295	Quill	Coffee PO#11626	120.39	19-255-5060
03/22/2023	100295	Quill	CREDIT Trash bags PO#11626	73.43-	02-170-5059
03/22/2023	100295	Quill	Boxes PO#11626	132.72	01-130-5030
03/22/2023	100295	Quill	G Bags PO#11626	105.73	01-145-5059
03/22/2023	100295	Quill	CREDIT Rolling Carts PO#11626	115.74-	01-145-5059
03/22/2023	100295	Quill	Envelopes PO#11626	49.11	01-120-5009
03/22/2023	100295	Quill	Air Freshener PO#11626	39.08	01-160-5059
03/22/2023	100295	Quill	First Aid kit stock PO#11626	25.45	01-115-5030
03/22/2023	100295	Quill	Archboard PO#11626	11.08- V	01-145-5059
03/22/2023	100295	Quill	W-D 40 PO#11626	87.66- V	04-180-5059
03/22/2023	100295	Quill	Urinal Screens PO#11626	40.14- V	01-145-5059
03/22/2023	100295	Quill	Trashbags PO#11626	72.45- V	10-210-5059
03/22/2023	100295	Quill	Rolling Carts SC PO#11626	115.74- V	17-245-5009
03/22/2023	100295	Quill	Rolling Carts PO#11626	231.48- V	01-145-5059
03/22/2023	100295	Quill	Kleenix PO#11626	58.19- V	01-145-5059
03/22/2023	100295	Quill	Brown Bags PO#11626	30.51- V	01-130-5030
03/22/2023	100295	Quill	Toilet Paper PO#11626	68.53- V	01-160-5059
03/22/2023	100295	Quill	Folders PO#11626	108.17- V	01-115-5009
03/22/2023	100295	Quill	Batteries PO#11626	19.38- V	01-115-5061
03/22/2023	100295	Quill	Toner, Sheet Lifters PO#11626	739.02- V	01-120-5009
03/22/2023	100295	Quill	Post-its, hole punch, ziplocks, envelopes PO#11626	114.36- V	01-130-5009
03/22/2023	100295	Quill	Paper bags, boxes PO#11626	157.58- V	01-130-5030
03/22/2023	100295	Quill	Sanitizer PO#11626	154.99- V	01-130-5059
03/22/2023	100295	Quill	Batteries PO#11626	111.60- V	01-130-5061
03/22/2023	100295	Quill	Mops, cleaner, soap, febreze PO#11626	203.44- V	01-145-5059
03/22/2023	100295	Quill	Toner, pens, tape, bubble wrap PO#11626	575.11- V	01-150-5009
03/22/2023	100295	Quill	Cleaner, G Bags PO#11626	343.64- V	01-160-5059

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100295	Quill	G Bags, TP PO#11626	202.66- V	02-170-5059
03/22/2023	100295	Quill	Batteries PO#11626	32.30- V	02-170-5061
03/22/2023	100295	Quill	Toner PO#11626	287.82- V	03-175-5009
03/22/2023	100295	Quill	G Bags, Cleaner PO#11626	132.35- V	03-175-5059
03/22/2023	100295	Quill	Toner PO#11626	318.59- V	04-180-5009
03/22/2023	100295	Quill	Cleaner, PT, G Bags, Cascade PO#11626	489.34- V	04-180-5059
03/22/2023	100295	Quill	Pens PO#11626	14.56- V	10-210-5009
03/22/2023	100295	Quill	Batteries PO#11626	21.52- V	10-210-5061
03/22/2023	100295	Quill	Ziplocks, soap, multifold towels PO#11626	204.97- V	11-215-5059
03/22/2023	100295	Quill	Toner, kleenix, note pads, wall pad PO#11626	695.10- V	17-245-5009
03/22/2023	100295	Quill	Coffee PO#11626	120.39- V	19-255-5060
03/22/2023	100295	Quill	CREDIT Trash bags PO#11626	73.43 V	02-170-5059
03/22/2023	100295	Quill	Boxes PO#11626	132.72- V	01-130-5030
03/22/2023	100295	Quill	G Bags PO#11626	105.73- V	01-145-5059
03/22/2023	100295	Quill	CREDIT Rolling Carts PO#11626	115.74 V	01-145-5059
03/22/2023	100295	Quill	Envelopes PO#11626	49.11- V	01-120-5009
03/22/2023	100295	Quill	Air Freshener PO#11626	39.08- V	01-160-5059
03/22/2023	100295	Quill	First Aid kit stock PO#11626	25.45- V	01-115-5030
Total 100295:				.00	
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - PD	578.47	01-130-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - AC	76.03	01-135-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Bldg Maint	115.53	01-145-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Mech Shop	97.95	01-155-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Parks & Cemetery	95.15	01-160-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - HURF	271.86	02-170-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Water	103.91	10-210-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Sewer	165.33	11-215-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Transportation	57.09	13-225-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Home Delivery	57.09	15-235-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC SPV Transportation	57.09	42-365-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - PD	578.47- V	01-130-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - AC	76.03- V	01-135-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Bldg Maint	115.53- V	01-145-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Mech Shop	97.95- V	01-155-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Parks & Cemetery	95.15- V	01-160-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - HURF	271.86- V	02-170-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Water	103.91- V	10-210-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - Sewer	165.33- V	11-215-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Transportation	57.09- V	13-225-5011
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Home Delivery	57.09- V	15-235-5011

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100296	Rhinehart Oil Co. LLC	Mid Month - SC SPV Transportation	57.09- V	42-365-5011
Total 100296:				.00	
03/22/2023	100297	Shamrock Foods Co	General Food PO#11580	1,994.25	19-255-5060
03/22/2023	100297	Shamrock Foods Co	General Non- Food PO#11580	261.87	15-235-5089
03/22/2023	100297	Shamrock Foods Co	General Food PO#11580	1,994.25- V	19-255-5060
03/22/2023	100297	Shamrock Foods Co	General Non- Food PO#11580	261.87- V	15-235-5089
Total 100297:				.00	
03/22/2023	100298	United Food Bank	General Food PO#11579	16.15	19-255-5060
03/22/2023	100298	United Food Bank	General Food PO#11579	16.15- V	19-255-5060
Total 100298:				.00	
03/22/2023	100299	USA Blue Book	5X Caution Tape PO #11654	174.55	02-170-5073
03/22/2023	100299	USA Blue Book	5X Caution Tape PO #11654	174.55- V	02-170-5073
Total 100299:				.00	
03/22/2023	100300	Verizon Wireless Services, LLC	PD-Data Presentation Request for Active Investigation PO#11489	350.00	01-130-5025
03/22/2023	100300	Verizon Wireless Services, LLC	PD-Data Presentation Request for Active Investigation PO#11489	350.00- V	01-130-5025
Total 100300:				.00	
03/22/2023	100301	Aetna Life Insurance Company	March 2023 Premiums	893.65	01-000-2024
Total 100301:				893.65	
03/22/2023	100302	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	43.50	01-160-5077
03/22/2023	100302	AZ Dept of Corrections	Inmate Labor - HURF	101.50	02-170-5077
03/22/2023	100302	AZ Dept of Corrections	Inmate Labor - Water	58.00	10-210-5077
03/22/2023	100302	AZ Dept of Corrections	Inmate Labor - Sewer	43.50	11-215-5077
03/22/2023	100302	AZ Dept of Corrections	Inmate Labor - Senior Center	43.50	22-270-5077
Total 100302:				290.00	
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Admin	373.65	01-115-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Finance	186.83	01-120-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - P&Z	186.83	01-125-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - PD	5,604.75	01-130-5053

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AC	934.13	01-135-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - FD	5,604.75	01-140-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Bldg Maint	186.83	01-145-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HC	1,120.95	01-150-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Parks	373.65	01-160-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Shop	186.83	02-170-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - HURF	7,659.80	02-170-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - AP	3,736.50	04-180-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Water	3,736.50	10-210-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Sewer	3,736.50	11-215-5053
03/22/2023	100303	AZ Muni Risk Retention Pool	Quarter 1 40000944-03062023 - Senior Center	3,736.50	16-240-5053
Total 100303:				37,365.00	
03/22/2023	100304	AZ Supreme Court	Bi-Annual Computer & Printer for Magistrate PO#11682	807.66	01-110-5012
Total 100304:				807.66	
03/22/2023	100305	Brown & Brown Law Offices	Legal Water Adjudication Feb 2023	5,884.85	10-210-5033
Total 100305:				5,884.85	
03/22/2023	100306	Law Office of Michael S Penrod, PLC	Defense Attorney-Cindy Crick	49.50	01-106-5055
03/22/2023	100306	Law Office of Michael S Penrod, PLC	Defense Attorney-Joseph Forbers	159.50	01-106-5055
03/22/2023	100306	Law Office of Michael S Penrod, PLC	Defense Attorney-Ruben Lujan	115.50	01-106-5055
03/22/2023	100306	Law Office of Michael S Penrod, PLC	Defense Attorney-Jerilynn Thoms	93.50	01-106-5055
Total 100306:				418.00	
03/22/2023	100307	Mohave Environmental Lab corp	Microbiological, Fecal Coliform, Courier Service	365.00	10-210-5123
03/22/2023	100307	Mohave Environmental Lab corp	Forest Service Well- Gross Alpha/Radium/Isotopic 02/14/23	510.00	10-210-5123
03/22/2023	100307	Mohave Environmental Lab corp	EPDS003-Gross Alpha/Radium/Isotopic 02/14/2023	510.00	10-210-5123
03/22/2023	100307	Mohave Environmental Lab corp	Lead and Copper	1,700.00	10-210-5123
Total 100307:				3,085.00	
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Admin	609.26	01-115-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Finance	31.86	01-120-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Planning & Zoning	21.24	01-125-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Police	340.05	01-130-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Animal Control	63.18	01-135-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Fire	214.25	01-140-5021

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Heritage Center	446.91	01-150-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Mechanic Shop	332.88	01-155-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Parks & Cemetary	794.33	01-160-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - HURF	3,159.35	02-170-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Airport	2,417.35	04-180-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Water	4,419.80	10-210-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - Sewer	3,205.63	11-215-5021
03/22/2023	100308	Navopache Electric co-op Inc.	Electricity - ToE Senior Center	773.59	22-270-5021
Total 100308:				16,829.68	
03/22/2023	100309	Perkins Precast	WIFA NW Sewer Project Rubber Boot, Wlr Stop, Flat water stop PO	83.49	11-215-5302
Total 100309:				83.49	
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - Finance	65.70	01-120-5010
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - P&Z/CD	10.50	01-125-5010
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - Police	10.50	01-130-5010
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - AP	6.50	04-180-5010
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - Water	235.04	10-210-5010
03/22/2023	100310	Pitney Bowes Purchase Power	Postage March - Sewer	230.75	11-215-5010
Total 100310:				558.99	
03/22/2023	100311	Quality Ready Mix	4YD #8 2.0 Backfill Road Repair PO#11617	802.98	02-170-5080
Total 100311:				802.98	
03/22/2023	100312	Quill	Archboard PO#11626	11.08	01-145-5059
03/22/2023	100312	Quill	W-D 40 PO#11626	87.66	04-180-5059
03/22/2023	100312	Quill	Urinal Screens PO#11626	40.14	01-145-5059
03/22/2023	100312	Quill	Trashbags PO#11626	72.45	10-210-5059
03/22/2023	100312	Quill	Rolling Carts SC PO#11626	115.74	17-245-5009
03/22/2023	100312	Quill	Rolling Carts PO#11626	231.48	01-145-5059
03/22/2023	100312	Quill	Kleenix PO#11626	58.19	01-145-5059
03/22/2023	100312	Quill	Brown Bags PO#11626	30.51	01-130-5030
03/22/2023	100312	Quill	Toilet Paper PO#11626	68.53	01-160-5059
03/22/2023	100312	Quill	Folders PO#11626	108.17	01-115-5009
03/22/2023	100312	Quill	Batteries PO#11626	19.38	01-115-5061
03/22/2023	100312	Quill	Toner, Sheet Lifters PO#11626	739.02	01-120-5009
03/22/2023	100312	Quill	Post-its, hole punch, ziplocks, envelopes PO#11626	114.36	01-130-5009
03/22/2023	100312	Quill	Paper bags, boxes PO#11626	157.58	01-130-5030

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/22/2023	100312	Quill	Sanitizer PO#11626	154.99	01-130-5059
03/22/2023	100312	Quill	Batteries PO#11626	111.60	01-130-5061
03/22/2023	100312	Quill	Mops, cleaner, soap, febreze PO#11626	203.44	01-145-5059
03/22/2023	100312	Quill	Toner, pens, tape, bubble wrap PO#11626	575.11	01-150-5009
03/22/2023	100312	Quill	Cleaner, G Bags PO#11626	343.64	01-160-5059
03/22/2023	100312	Quill	G Bags, TP PO#11626	202.66	02-170-5059
03/22/2023	100312	Quill	Batteries PO#11626	32.30	02-170-5061
03/22/2023	100312	Quill	Toner PO#11626	287.82	03-175-5009
03/22/2023	100312	Quill	G Bags, Cleaner PO#11626	132.35	03-175-5059
03/22/2023	100312	Quill	Toner PO#11626	318.59	04-180-5009
03/22/2023	100312	Quill	Cleaner, PT, G Bags, Cascade PO#11626	489.34	04-180-5059
03/22/2023	100312	Quill	Pens PO#11626	14.56	10-210-5009
03/22/2023	100312	Quill	Batteries PO#11626	21.52	10-210-5061
03/22/2023	100312	Quill	Ziplocks, soap, multifold towels PO#11626	204.97	11-215-5059
03/22/2023	100312	Quill	Toner, kleenix, note pads, wall pad PO#11626	695.10	17-245-5009
03/22/2023	100312	Quill	Coffee PO#11626	120.39	19-255-5060
03/22/2023	100312	Quill	CREDIT Trash bags PO#11626	73.43-	02-170-5059
03/22/2023	100312	Quill	Boxes PO#11626	132.72	01-130-5030
03/22/2023	100312	Quill	G Bags PO#11626	105.73	01-145-5059
03/22/2023	100312	Quill	CREDIT Rolling Carts PO#11626	115.74-	01-145-5059
03/22/2023	100312	Quill	Envelopes PO#11626	49.11	01-120-5009
03/22/2023	100312	Quill	Air Freshener PO#11626	39.08	01-160-5059
03/22/2023	100312	Quill	First Aid kit stock PO#11626	25.45	01-115-5030
Total 100312:				5,925.59	
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - PD	578.47	01-130-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - AC	76.03	01-135-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - Bldg Maint	115.53	01-145-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - Mech Shop	97.95	01-155-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - Parks & Cemetery	95.15	01-160-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - HURF	271.86	02-170-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - Water	103.91	10-210-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - Sewer	165.33	11-215-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Transportation	57.09	13-225-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - SC NACOG Home Delivery	57.09	15-235-5011
03/22/2023	100313	Rhinehart Oil Co. LLC	Mid Month - SC SPV Transportation	57.09	42-365-5011
Total 100313:				1,675.50	
03/22/2023	100314	Shamrock Foods Co	General Food PO#11580	1,994.25	19-255-5060
03/22/2023	100314	Shamrock Foods Co	General Non- Food PO#11580	261.87	15-235-5089

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100314:				2,256.12	
03/22/2023	100315	United Food Bank	General Food PO#11579	16.15	19-255-5060
Total 100315:				16.15	
03/22/2023	100316	USA Blue Book	5X Caution Tape PO #11654	174.55	02-170-5073
Total 100316:				174.55	
03/22/2023	100317	Verizon Wireless Services, LLC	PD-Data Presentation Request for Active Investigation PO#11489	350.00	01-130-5025
Total 100317:				350.00	
03/29/2023	100321	Aflac	March 2023 UY855	280.48	01-000-2024
Total 100321:				280.48	
03/29/2023	100322	Arrowhead Air Conditioning	No Heat - Troubleshoot PO#11604	125.00	03-175-5062
Total 100322:				125.00	
03/29/2023	100323	AZ Blue Stake, Inc	Annual assessment 2023	43.11	10-210-5027
03/29/2023	100323	AZ Blue Stake, Inc	Annual assessment 2023	43.11	11-215-5027
Total 100323:				86.22	
03/29/2023	100324	Butch L. Gunnels	Magistrate Judge Services	461.54	01-110-5012
Total 100324:				461.54	
03/29/2023	100325	California Tools and Equipment Company	HD Tamper Jumping Jack - 61010 GX100 PO#11550	2,314.00	02-170-5064
Total 100325:				2,314.00	
03/29/2023	100326	GreatAmerica Financial Svcs	Town Lanier lease principle 015-1446074-000	388.48	01-115-5093
03/29/2023	100326	GreatAmerica Financial Svcs	Town Lanier lease interest 015-1446074-000	35.36	01-115-5094
03/29/2023	100326	GreatAmerica Financial Svcs	Color Copies - Admin	15.99	01-115-5019
03/29/2023	100326	GreatAmerica Financial Svcs	Color Copies - Finance	15.99	01-120-5019
03/29/2023	100326	GreatAmerica Financial Svcs	Color Copies - P&Z	15.99	01-125-5019
03/29/2023	100326	GreatAmerica Financial Svcs	Color Copies - HC	15.99	01-150-5019

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/29/2023	100326	GreatAmerica Financial Svcs	SC Lanier lease principal 015-1449186-000	109.86	16-240-5093
03/29/2023	100326	GreatAmerica Financial Svcs	SC Lanier lease interest 015-1449186-000	10.00	16-240-5094
Total 100326:				607.66	
03/29/2023	100327	NBA Bank Card Center	KM7946 - Flowers/Card PO#11669	63.26	01-105-5020
03/29/2023	100327	NBA Bank Card Center	KM7946 - AMCA Membership FY23-24 PO#11669	95.00	01-115-5025
03/29/2023	100327	NBA Bank Card Center	KM7946 - Name Plate Tim PO#11669	20.70	01-115-5009
03/29/2023	100327	NBA Bank Card Center	RA7895 Amazon Alum Pans PO#11563	98.16	15-235-5089
03/29/2023	100327	NBA Bank Card Center	RA7895 Costco Plates, Bowls, Cullery PO#11569	87.91	15-235-5089
03/29/2023	100327	NBA Bank Card Center	RA7895 Ace Heaters PO#11571	88.34	16-240-5058
03/29/2023	100327	NBA Bank Card Center	RA7895 Dollar Gen WW Bread PO#11571	23.28	19-255-5060
03/29/2023	100327	NBA Bank Card Center	RA7895 Amazon Message Books, Recpt Books PO#11577	80.76	16-240-5009
03/29/2023	100327	NBA Bank Card Center	MB9874 Gift Shop Snacks PO#11627	103.71	01-150-5076
03/29/2023	100327	NBA Bank Card Center	SC8766 Goob's Lunch Wtr Break PO#11613	142.55	10-210-5978
03/29/2023	100327	NBA Bank Card Center	SC8766 Union Plaza Conoco PO#11650	85.59	10-210-5011
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart Charger PO#11714	10.43	01-125-5009
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart LCD Monitor PO#11714	96.86	01-120-5058
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart Paper Plates PO#11714	10.28	01-115-5030
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart Paper Plates PO#11714	10.27	01-120-5030
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart Paper Plates PO#11714	10.27	01-125-5030
03/29/2023	100327	NBA Bank Card Center	ToS3562 Walmart Paper Plates PO#11714	10.28	01-150-5030
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Work Gloves PO#11599	68.37	02-170-5008
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Work Gloves PO#11599	68.37	11-215-5008
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Work Gloves PO#11599	68.38	10-210-5008
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Furnace Control Board for SC PO#11606	177.82	03-175-5062
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Rochester Single Barrell for Fork Lift PO#11599	61.46	02-170-5061
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Rochester Single Barrell for Fork Lift PO#11599	61.46	10-210-5061
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon Rochester Single Barrell for Fork Lift PO#11599	61.46	11-215-5061
03/29/2023	100327	NBA Bank Card Center	CC16060 Amazon RV Vent Cover for PD PO#11646	31.64	01-130-5024
03/29/2023	100327	NBA Bank Card Center	PD8420 Western Drug Nasal Spray, Eye Drops PO#11484	32.16	01-130-5030
03/29/2023	100327	NBA Bank Card Center	PD8420 Amazon Crime Scene tape, tricolor ink, key box,USB PO#1	185.72	01-130-5009
03/29/2023	100327	NBA Bank Card Center	PD8420 Amazon Surveillance Camera PO#11487	22.49	01-130-5030
03/29/2023	100327	NBA Bank Card Center	PD8420 Walmart Plastic Tubs PO#11491	54.91	01-130-5030
03/29/2023	100327	NBA Bank Card Center	PD8420 Walmart Office Stool, Standing Desk Converter PO#11491	244.94	01-130-5058
Total 100327:				2,176.83	
03/29/2023	100328	Round Valley Rodeo	2023 Buckle Donation	200.00	01-105-5020
Total 100328:				200.00	

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
03/29/2023	100329	Shamrock Foods Co	General Food PO#11684	793.81	19-255-5060
03/29/2023	100329	Shamrock Foods Co	General Non- Food PO#11684	41.01	15-235-5089
Total 100329:				834.82	
03/29/2023	100330	Town of Eagar	Magistrate Office Supplies PO#11716	63.00	01-110-5010
03/29/2023	100330	Town of Eagar	Magistrate Postage PO#11716	73.35	01-110-5009
03/29/2023	100330	Town of Eagar	1/2 NPC Electric March 2023	112.14	01-115-5048
03/29/2023	100330	Town of Eagar	1/2 Magistrate Court Clerk Hours Mar 2023	917.42	01-110-5012
Total 100330:				1,165.91	
03/29/2023	100331	Valley Imaging Solutions	Senior Center Machine - Contract March 2023	34.78	16-240-5061
Total 100331:				34.78	
03/29/2023	100332	WMRMC	Medical Clearance- D. Cisco	75.00	01-130-5134
Total 100332:				75.00	
03/29/2023	100333	Xerox Corporation	WC7328 Billable prints and copies Feb 2023	53.97	01-130-5019
Total 100333:				53.97	
04/05/2023	100339	Albertsons / Safeway	General Food PO#11572	86.39	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11572	38.17	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11574	48.97	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Non Food PO#11574	7.98	15-235-5089
04/05/2023	100339	Albertsons / Safeway	General Non Food PO#11574	44.99	15-235-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11575	54.87	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11575	77.62	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11576	89.79	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Non Food PO#11576	4.98	15-235-5089
04/05/2023	100339	Albertsons / Safeway	General Food PO#11578	146.12	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11581	83.05	19-255-5060
04/05/2023	100339	Albertsons / Safeway	Postage Stamps PO#11581	63.00	17-245-5010
04/05/2023	100339	Albertsons / Safeway	General Food PO#11581	33.72	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11582	25.24	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11582	8.20	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11586	40.85	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11586	28.46	19-255-5060
04/05/2023	100339	Albertsons / Safeway	General Food PO#11686	15.52	19-255-5060

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
Total 100339:				897.72	
04/05/2023	100340	Ascent Aviation Group, Inc.	Equipment Rental - April 2023	350.00	04-180-5023
Total 100340:				350.00	
04/05/2023	100341	AZ Dept of Corrections	Inmate Labor-Parks & Cemetery	45.00	01-160-5077
04/05/2023	100341	AZ Dept of Corrections	Inmate Labor - HURF	105.00	02-170-5077
04/05/2023	100341	AZ Dept of Corrections	Inmate Labor - Water	60.00	10-210-5077
04/05/2023	100341	AZ Dept of Corrections	Inmate Labor - Sewer	45.00	11-215-5077
04/05/2023	100341	AZ Dept of Corrections	Inmate Labor - Senior Center	45.00	22-270-5077
Total 100341:				300.00	
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Admin	34.29	01-115-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Finance	12.67	01-120-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - P&Z	12.67	01-125-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - PD	12.67	01-130-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - AC	28.81	01-135-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Fire	55.81	01-140-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - HC	25.32	01-150-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Parks	54.81	01-160-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - HURF	44.00	02-170-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - AP	55.81	04-180-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Water	44.00	10-210-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Sewer	55.81	11-215-5018
04/05/2023	100342	Blue Hills Env Assn Inc.	Apr 2023 Services - Senior Center	55.81	22-270-5018
Total 100342:				492.48	
04/05/2023	100343	Carol Stetten	1 book / 1 card PO#11721	21.66	01-000-2006
Total 100343:				21.66	
04/05/2023	100344	Rusty Childress	1 unframed print PO#11720	45.50	01-000-2006
Total 100344:				45.50	
04/05/2023	100345	Mohave Environmental Lab corp	Microbiological, Fecal Colliform, Courier Service	365.00	10-210-5123
04/05/2023	100345	Mohave Environmental Lab corp	Effluent Outfall	160.00	11-215-5123
04/05/2023	100345	Mohave Environmental Lab corp	Monitoring Well	280.00	10-210-5123

Check Issue Date	Check Number	Payee	Description	Amount	Invoice GL Account
04/05/2023	100345	Mohave Environmental Lab corp	pH& Temp, Alkalinity, Calcium, Lead&Copper,Spec Conductance	660.00	10-210-5123
Total 100345:				1,465.00	
04/05/2023	100346	Rim Country Mechanical, Inc.	Heater/Air Conditioner for Wastewater Treatment Plant PO#11320	7,452.00	11-215-5071
Total 100346:				7,452.00	
04/05/2023	100347	Shamrock Foods Co	General Food PO#11583	1,290.78	19-255-5060
Total 100347:				1,290.78	
04/05/2023	100348	TOS Municipal Property	Fire Engine loan payment to USDA Apr 2023	1,933.80	01-100-5988
04/05/2023	100348	TOS Municipal Property	Public Safety Building USDA Payment Apr 2023	1,678.60	01-100-5988
Total 100348:				3,612.40	
04/05/2023	100349	Verizon Wireless	CD - March Statement	91.55	01-125-5016
04/05/2023	100349	Verizon Wireless	PD - March Statement	257.70	01-130-5016
04/05/2023	100349	Verizon Wireless	FD - March Statement	51.54	01-140-5016
04/05/2023	100349	Verizon Wireless	HURF - March Statement	28.61	02-170-5016
04/05/2023	100349	Verizon Wireless	AP - March Statement	51.54	04-180-5016
04/05/2023	100349	Verizon Wireless	WATER - March Statement	83.01	10-210-5016
04/05/2023	100349	Verizon Wireless	SEWER - March Statement	83.01	11-215-5016
04/05/2023	100349	Verizon Wireless	SC - March Statement	51.54	42-365-5016
Total 100349:				698.50	
04/05/2023	100350	White Mountain Publishing LLC	Ordinance Publication Mini Storage	157.76	01-125-5019
04/05/2023	100350	White Mountain Publishing LLC	Ordinance Publication Camp Grounds	142.37	01-125-5019
Total 100350:				300.13	
Grand Totals:				164,602.15	

Summary by General Ledger Account Number

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Marcie Bafford, Heritage Director & Event
Planner
DATE: 04/11/2023
SUBJECT:

SUGGESTED MOTIONS:

I move to release tourism funds to purchase street decorations for the Town in an amount not to exceed \$3500.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

I am requesting these funds to purchase street banners for Flag Day - July 4th and also banners for Fall Fest. This request is a tourism tax fund request.



TAKE NOTHING FOR GRANTED, PLEASE CHECK PROOF CAREFULLY.

Illustrations are a reasonable representation of ink colors on banner fabrics. All monitors display differently, therefore a free color match sample is available upon request. We are not responsible for any errors after approval.

Street Decor, Inc
888-891-7680

www.streetdecor.com

Springerville, AZ

EDIT #: 1 DATE: 4-12-23

SIZE: 18" x 36"

FABRIC: VINYL

INKS: DIGITAL

POCKETS: STANDARD 3.25"

APPROVAL SIGNATURE

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/19/2023
SUBJECT: Balloon Event Sponsorship

SUGGESTED MOTIONS:

I move sponsor the Balloons over Round Valley event in the amount of \$_____.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

We received the attached request for sponsorship for the event that will be held on August 24-26th. This is not a tourism tax fund request; they are requesting a sponsorship from the Council budget. Sponsorship ranges from \$300 - \$2,000.

See attachments

Town of Springerville, Arizona

Proposed Agenda Item

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

Dani Hommel Balloons Over Round Valley
Requester

623 229 9341
Phone number

Date March 25, 2023

Request: Sponsorship

We are already working together on this and

would like to extend more ways to be involved

with this great community event.

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.

	Elite Tier			Envelope	Hotel	Restaurant	Burner	Basket
	Ascension	Kickoff	Headline	Balloon	Pilot		Supporting	Supporting
	\$2000 (Only 1)	\$2,000 (Only 1)	\$2,000 (Only 1)	\$1000 (Limit 6)	2 pilot rooms for 8/23-27	Pilots eat free 8/24-26	\$500 (Limit 8)	\$300 (Limit 8)
Company logo included on media day invitation	✓							
Opportunity to make brief remarks at Media Day	✓							
Opportunity to submit media representatives to media day.	✓							
Opportunity to introduce band from the stage		✓	✓					
Backstage Meet and Greet with the band for four people.		✓	✓					
10 Reserved seats to Kickoff Concert	✓	✓ Front Row	✓ Front Row					
Corporate banner displayed on main stage throughout event	✓	✓	✓					
Hotel listed as an official Balloon Festival property in our email newsletter for the event					✓			
3' x 2' banner displayed on a balloon basket	✓	✓	✓	✓	✓			
Hot air balloon ride for two (weather permitting)	✓	✓	✓	✓	✓			
Banner on fence at the event	✓	✓	✓	✓	✓	✓	✓	
Hyperlinked logo on Balloons Over Round Valley website	✓	✓	✓	✓	✓	✓	✓	✓
Inclusion in all ads, PSAs, news releases	✓	✓	✓	✓	✓	✓	✓	✓
Opportunity to provide promotional items or coupons in the balloon swag bags (9)	✓	✓	✓	✓	✓	✓	✓	✓
Right to market your business as an official Balloons over Round Valley Festival sponsor	✓	✓	✓	✓	✓	✓	✓	✓
Opportunity for your employees to participate as chase crew members	✓	✓	✓	✓	✓	✓	✓	✓
Tickets to the Friday night meet and greet reception with pilots	✓ Four (4) Tickets	✓ Four (4) Tickets	✓ Four (4) Tickets	✓ Two (2) Tickets	✓ Two (2) Tickets	✓ Two (2) Tickets	✓ Two (2) Tickets	✓ Two (2) Tickets



Town of Eagar
22 W 2nd St. PO Box 1500
Eagar, AZ 85925
928-333-4128
EagarAZ.gov



Eagar Springerville
605 N Main 447 E Main
Eagar, AZ 85925 Springerville, AZ
85935
928-333-6600 | SierraPropane.com



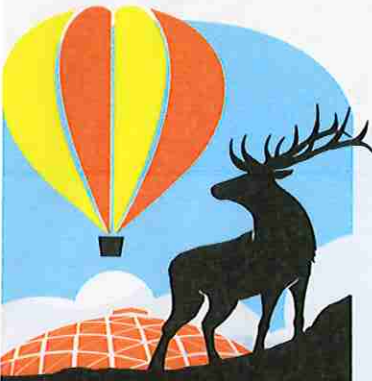
Foundation for Little Colorado Revitalization
928-245-1935
FPCR.org



Chamber of Commerce
15 W Main St
Springerville, AZ 85938



Town of Springerville
115 E Main Street
Springerville, AZ 85933
928-333-2690
SpringervilleAZ.gov



Balloons Over Round Valley

Festival and Concerts

Brought to you by:

Sierra Propane
928-333-5550

Supported by:

Town of Eagar
928-333-4128

Town of Springerville
928-333-2656

Round Valley Fire

Round Valley Police

Springerville - Eagar
Chamber of Commerce
928-333-2123

Foundation for Little
Colorado Revitalization
928-245-1998

Coordinated by:

Dani Hommel
Event Coordinator
623-229-9341

Aimie Richards
Asst. Event Coordinator
928-245-9505

August 24-26 2023 Springerville Town Park



Sierra Propane is celebrating their 40 year anniversary and are pleased to bring hot air balloons back to Springerville/Eagar's Round Valley! Welcome to the first annual Balloons Over Round Valley festival and concerts. The event will be three days and all balloon activities will be free to the public. Balloon activities are weather permitting and will be part of a festival featuring live entertainment, food and retail vendors, and more.

Sponsorships are now available for the 2023 Balloons Over Round Valley concerts and festival and we invite you to be part of this community event.

\$1,000 Balloon Sponsor

- ❖ 3'x2' banner displayed on a balloon basket
- ❖ Hyperlinked logo on Balloon Over Round Valley website.
- ❖ Inclusion in all ads, PSAs, news releases
- ❖ Opportunity to provide promotional items or coupons in the balloon swag bags (9)
- ❖ Right to market your business as an official Balloons Over Round Valley sponsor
- ❖ Hot air balloon ride for two (weather permitting)
- ❖ Opportunity for your employees to participate as chase crew members
- ❖ Two tickets to Thursday night meet and greet reception with pilots

Make check payable to Balloons Over Round Valley % Sierra Propane, PO Box 1158, Springerville, AZ 859:

Business Name _____

Contact _____

Mailing Address _____

Email _____

Bus. Phone _____ Cell Phone _____

**For more information, contact Event Coordinator Dani Hommel 623-368-8696 or
luvbuggedy@yahoo.com**



Town of Eagar
22 W 2nd St, PO Box 1300
Eagar, AZ 85925
928-333-4128
eagar@az.gov



Eagar 665 N Main
Springerville 447 E Main
Eagar, AZ 85926 Springerville, AZ 85938
928-333-5550 sierrapropane.com



Foundation for Little
Colorado Revitalization
928-245-1998
FFLCR.org



Chamber of Commerce
15 W Main St
Springerville, AZ 85938



Town of Springerville
418 E Main Street
Springerville, AZ 85938
928-333-2656
SpringervilleAZ.gov

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 04/11/2023
SUBJECT: Sponsorship Request Rib Throw Down

SUGGESTED MOTIONS:

I move sponsor the Rib Throw Down event in the amount of \$_____.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

We received the attached request for sponsorship for the event that will be held on Labor Day weekend. This is not a tourism tax fund request; they are requesting a sponsorship from the Council budget. Sponsorship ranges from \$100 - \$1,000. Last year Council donated \$1,000 from the Council budget and \$1,500 from the Council budget the year before.

See attachments

Town of Springerville, Arizona Proposed Agenda Item

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

Better World Barbeque Charities
Requester

728-245-0145 Mike Nuttall 602-229-9341 Danielle Hommel
Phone number

Date 03-26-2023

Request:

Sponsorship Request For The 2023 Springerville

Rib Throw Down

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.



Better World Barbeque, LLC

Dear Community Partner:

We are very excited for the Springerville Rib Throw down this year. We are the longest running BBQ contest in Arizona. This year we are happy to report that Better World Barbeque LLC has become Better World Barbeque Charities, we were able to get our non profit status and we are officially a 501(c)3 organization. We would like to invite you to be a part of this wonderful event that benefits so many, not only in our community but surrounding communities also. We are once again expecting a huge turn out for this years Springerville Rib Throw down. We are asking for a money, or item donation for sponsorship and the raffle for this years event. We are pleased to announce that we are offering sponsorship tiers once again this year. Please see attached sponsorship tiers and if you and your organization would like to join us, we would welcome you to our BBQ family. We are also taking donations for the very popular raffle that we hold and is one of our main fund raisers for the event. Last year we had over 175 items for the raffle. With a sponsorship for this event it would include a banner at the event, advertising on the web page and also the Facebook page. If you would like a sponsorship please sent us your logo for your business so we can include it on the banners and internet pages. Please send logo to betterworldbarbeque@gmail.com. The event starts on August 31st with a tri tip and pulled pork dinner for the public, September 1st we hold the appetizer and dessert contest, and on the 2nd the rib throw down begins, along with the Kids Q and the Hensley Rum challenge. This event is very beneficial to our community and we would like to have you join us. Proceeds from last years event benefited many charities throughout the area. As of year to date we have given over \$9,600.00 to the charities since last years rib throw down Any help you can give us is greatly appreciated.

We can be reached at www.bwbcharities.org, Facebook page of Better Would Barbeque llc, Better World Barbeque 162 W. School bus Road Eagar, AZ. 85925 or (928) 245-0145.

Sincerely:

Mike Nuttall

President

(928) 245-0145



Better World Barbeque, LLC

2023-Tiered Sponsorship Levels

Beef: \$1,000 or more

- Listed on Giant Sponsor Banner
- Named on radio broadcasts
- Named in newspaper article
- Listed on website
- Listed on social media site
- Named on stage announcements throughout event
- Opportunity to provide promotional materials for team swag bags and for judge bags. (100 total)
- Opportunity to provide a coupon for their business in our team swag bags (100 total)
- 2023 Rib Throwdown Appreciation Plaque
- VIP Judge Position (2) Raffle Entries
- Opportunity to provide promotional materials for Kid's Q Swag Bags (15 items)

Chicken: \$500

- Listed on giant sponsorship banner
- Named on radio broadcasts
- Listed on website
- Listed on social media site
- Named on stage announcements throughout event
- Opportunity to provide promotional materials for team swag bags and for judge bags. (100 total)
- Opportunity to provide a coupon for their business in our team swag bags (100 total)
- VIP Judge Position (1) Raffle Entry
- Opportunity to provide promotional materials for Kid's Q Swag Bags (15 items)

Pork: \$300

- Listed on giant sponsorship banner
- Named on radio broadcasts
- Listed on website
- Listed on social media site
- Named on stage announcements throughout event
- Opportunity to provide a coupon for their business in our team swag bags (100 Total)
- Opportunity to provide promotional materials for Kid's Q Swag Bags (15 Items)

Elk: \$200

- Listed on giant sponsorship banner
- Listed on website
- Listed on social media site
- Named on stage announcements throughout event
- Opportunity to provide a coupon for their business in our team swag bags (100 total)

Deer: \$100

- Listed on giant sponsorship banner
- Listed on social media site
- Named on stage announcements throughout event
- Opportunity to provide a coupon for their business in our team swag bags (100 total)

162 W. School Bus Road Eagar, Arizona 85925

www.bwbcharities.org

betterworldbarbeque@gmail.com

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/19/2023
SUBJECT: Fair Housing Month

SUGGESTED MOTIONS:

I move we proclaim April 2023 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

2023

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 2023 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 2023

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/19/2023
SUBJECT: Proclamation Arbor Day

SUGGESTED MOTIONS:

I move we proclaim April 28, 2023 Arbor Day 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 our Tree City recognition.

Please see attached proclamation.



*** OFFICIAL PROCLAMATION ***

WHEREAS in 1872, the Nebraska Board of Agriculture established a special day to be set aside for the planting of trees, *and*

WHEREAS this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska, *and*

WHEREAS Arbor Day is now observed throughout the nation and the world, *and*

WHEREAS trees can be a solution to combating climate change by reducing the erosion of our precious topsoil by wind and water, cutting heating and cooling costs, moderating the temperature, cleaning the air, producing life-giving oxygen, and providing habitat for wildlife, *and*

WHEREAS trees are a renewable resource giving us paper, wood for our homes, fuel for our fires, and countless other wood products, *and*

WHEREAS trees in our city increase property values, enhance the economic vitality of business areas, and beautify our community, *and*

WHEREAS trees — wherever they are planted — are a source of joy and spiritual renewal.

NOW, THEREFORE, I, _____, Mayor of the City of _____, do hereby proclaim _____ as **ARBOR DAY**

In the City of _____, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands, *and*

FURTHER, I urge all citizens to plant trees to gladden the heart and promote the well-being of this and future generations.

DATED THIS _____ day of _____, _____

Mayor _____

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: 04/19/2023
SUBJECT: Resolution 2023-R005

Please read the title of the Resolution out loud for the record if it is approved.

SUGGESTED MOTIONS:

I move we approve Resolution 2023-R005 updating the employee manual regarding the trial period, removing fire personnel classifications, and authorizing the Town Manager to make future updates to the manual.

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

Manager Rasmussen has requested this item be placed on the agenda and can further explain.

See attached proposed Resolution.

RESOLUTION NO. 2023-R005

A RESOLUTION OF THE MAYOR AND COMMON COUNCIL OF THE TOWN OF SPRINGERVILLE, ARIZONA, UPDATING THE EMPLOYEE MANUAL FOR THE TOWN OF SPRINGERVILLE.

WHEREAS, the Town of Springerville's current Employee Manual and all previous Employee Manual's used by the Town of Springerville are considered outdated; and

WHEREAS, it is in the best interest of the Town to review and periodically update the Employee Manual and to replace all previous Employee Manuals used by the Town of Springerville; and

WHEREAS, it is in the best interest of the Town to change the employee trial period from up to 90 (ninety) days to 6 (six) months not including Police Officers, remove fire personnel from classifications of employees, and authorize the Town Manager to make future updates to the Employee Manual; and

WHEREAS, it is in the best interest of the Town, per Town Code 2.56.010, that the Town adopt an employee manual to address all employee-related issues; and

NOW THEREFORE BE IT RESOLVED by the Mayor and Common Council of the Town of Springerville, Arizona, that all Employee Manuals adopted and/or used by the Town of Springerville prior to _____, 2023 be abolished, and the new Employee Manual presented and approved by the Mayor and Town Council at a Public Meeting held _____, 2023 shall be the only Employee Manual used by the Town of Springerville effective immediately upon passage.

PASSED AND ADOPTED by the Mayor and Council of the Town of Springerville this _____ day of _____, 2023.

Shelly Reidhead, Mayor

ATTEST:

Kelsi Miller, Town Clerk

APPROVED AS TO FORM:

Tosca Henry
The Tosca Law Firm, PLC



Town of Springerville Employee Manual

_____, 2023

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.

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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) 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) 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 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,

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.

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. 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.

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. 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 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.

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.

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.

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 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 from 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 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 (tax, payroll, personnel, proprietary, disciplinary, ...) are responsible for its security. Extreme care must be exercised to ensure that it is 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 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.

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.

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.
- 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.
- 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.

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.

- 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 considered a taxable benefit.
- D. Employees receiving a uniform allowance will be required to wear a uniform while at work.

SECTION 11 – EMPLOYMENT TRIAL PERIOD

New employees are on a trail 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.

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 trail 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 expect 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.

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.

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. 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) 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.

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.

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 AT DISMISSAL

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 teleconferencing, 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 Towns 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 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 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 owned vehicles and privately-owned vehicles used for town business, to properly licensed 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 manager for a full accounting of all town vehicles usage and/or private vehicles used for business related purposes.

2. TOWN OWNED VEHICLES:

Town Owned Vehicles must be used for 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 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 owned vehicles.
- D. The Department Head is responsible for the town vehicle use, including ensuring that employees keep vehicles clean and no abuse of the vehicle occurs.
- E. No 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 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

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: 04/19/2023
SUBJECT: Appeal Officer

Staff is requesting direction or a motion.

STAFF REPORT:

Mayor and Council,

In October of 2020 Mayor and Council adopted a new employee manual. After discussions and reviewing multiple options the Eagar Town Manager was selected to serve as an appeal officer. Staff is requested to revisit this item.

The manual reads:

APPEAL OFFICER

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

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Kelsi Miller, Town Clerk
DATE: 4/19/2023
SUBJECT: May Meeting Discussion

SUGGESTED MOTIONS:

I move we change the Council meeting in May to be held on _____

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

A Councilor asked this item be placed on the agenda.

**TOWN OF SPRINGERVILLE
MEMORANDUM**

TO: Springerville Town Council
FROM: Tim Rasmussen, Town Manager
DATE: 03/12/2022
SUBJECT: Rasmussen Contract Amendment

SUGGESTED MOTIONS: I move we _____

Or I move we do not approve this item.

Or I move we table this item.

STAFF REPORT:

Mayor and Council,

I am requesting to do a Contract Amendment to include my past nine years of employment with the Town of Springerville. I am not requesting any additional time but the opportunity to accrue vacation time based on my total years of service if you approve this request.

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

See attachments

**FIRST AMENDMENT TO THE TOWN MANAGER
EMPLOYMENT AGREEMENT**

This First Amendment to the Employee Agreement (this "Agreement") is made and entered into this _____ day of _____, by and between THE TOWN OF SPRINGERVILLE, ARIZONA ("Employer" or "Town"), and Timothy Rasmussen hereinafter referred to as "Manager".

WHEREAS, the Town and Employee entered into an Employment Agreement for Town Manager Services dated March 1, 2023 for the Town of Springerville, under the terms and conditions set forth therein; and

WHEREAS, Town and the Employee desire to enter into this First Amendment to revise the terms of the Employment Agreement as outlined above. All capitalized terms not otherwise defined in this First Amendment have the same meanings as contained in the Agreement.

NOW, THEREFORE, for and in consideration of the mutual covenants contained in this Agreement, the Town and Employee agree as follows:

Section 4. Sick Leave, Vacation Leave, Insurance, Retirement, & Other Benefits

Manager shall be entitled to sick leave, vacation leave, and retirement benefits provided in the Town Code of the Town of Springerville and the Town of Springerville Personnel Policy and Procedures Manual which are offered to other Town employees, and such other benefits as the Council may from time to time determine are desirable to give Manager.

TOWN OF SPRINGERVILLE

EMPLOYEE

BY: _____
Shelly Reidhead, Mayor

BY: _____

APPROVED AS TO FORM

Tosca Henry, Town Attorney