

**NOTICE OF THE REGULAR MEETING OF THE
THATCHER TOWN COUNCIL
December 16, 2019**

Pursuant to A.R.S. 38 431.02, notice is hereby given to the members of the Town Council of the Town of Thatcher and the general public that the Town Council will hold **its Regular Meeting that is open to the public on December 16, 2019 beginning at 6:30 PM., in the Council Chambers, Thatcher Town Hall, located at 3700 West Main Street, Thatcher, Arizona.**

AGENDA

1. Welcome and Call Meeting to Order.
2. Pledge of Allegiance.
3. Roll Call.
4. **PUBLIC HEARING:**
5. **OPEN CALL TO THE PUBLIC:**

Anyone wishing to address the Council on an issue not on the agenda is allowed to speak at this time. Comments are limited to 5 minutes and the Council may only direct staff to study the matter, respond to criticism or schedule the matter for a future meeting.

6. **PUBLIC APPEARANCES:**

- A. Christmas Lighting Contest Awards.

7. **CONSENT AGENDA:** Action Item

- A. Approve minutes of the November 18, 2019 Regular Council Meeting.
- B. Planning and Zoning Monthly Report.
- C. Police Monthly Report.
- D. Approval of Invoices.
- E. Financial Reports.

8. **OLD BUSINESS:** Discussion, consideration and possible action

- A. Town of Thatcher Employee Handbook Update

9. **NEW BUSINESS:** Discussion, consideration and possible action

10. **INFORMATIONAL ITEMS:**

- A. Town Manager's Report
- B. Fire Department Report
- C. Police Department Report
- D. Council Reports

11. **FUTURE AGENDA ITEMS & POTENTIAL QUORUM'S**

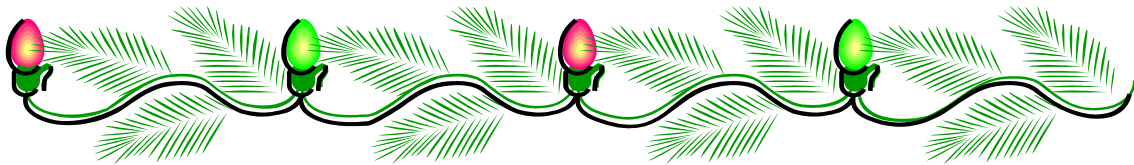
12. **ADJOURNMENT**

The agenda may be inspected at the Thatcher Town Hall, 3700 W. Main Street, Thatcher, Arizona. All individuals addressing the Council shall limit their presentations or comments to 5 minutes or less and no more than twice on any one subject.

Handicapped individuals with special accessibility needs may contact Tom Palmer, ADA Coordinator the Town of Thatcher, at (928) 428-2290. If possible, such requests should be made 72 hours in advance.

Posted by: _____

Date:Time:_____



Town of Thatcher
House Decoration Contest 2019

Grand Prize- \$150

Krista Ramirez
1170 N. 1st Ave.

First Prize-\$100

Daniel McDowell
1635 S. Cactus Wren

Second Prize- \$75

Joaquin Canez
2732 W. Dove Ln.

Third Prize-\$50

Chad Rolfe
1545 S. Roadrunner

Honorable Mention- \$25

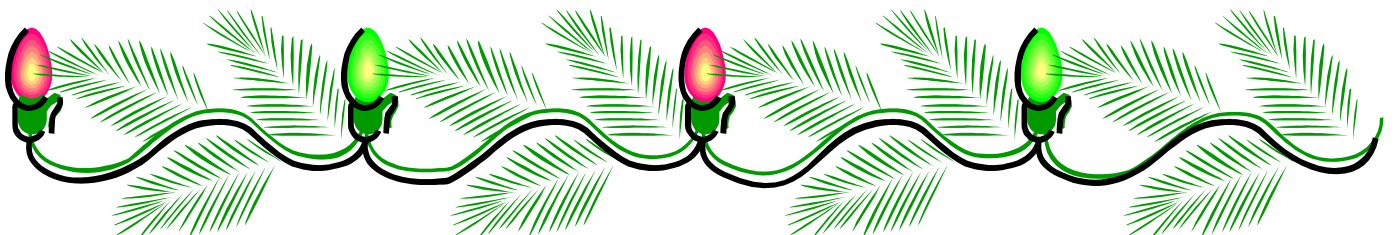
Joe Sedgeman
2618 Dove Ln.

Patty Ellerman
2964 Church St.

Dawn Griffith
2719 W. Bobwhite Ln.

Nathan Cline
3781 W. Fuller St.

Juanita Ornelas
474 N. Eagle Meadow Loop



**MINUTES OF THE REGULAR MEETING OF THE
THATCHER TOWN COUNCIL
November 18, 2019**

Councilmembers present: Vice Mayor Allen, Councilman Rapier, Councilman Bryce, Councilwoman Smith, Councilman Welker.

Councilmembers absent: Mayor Rivera, Councilwoman Howard.

Staff present: Town Manager Heath Brown, Town Attorney Matt Clifford, Town Engineer Tom Palmer, Police Chief Shaffen Woods, Fire Chief Mike Payne, Deputy Clerk Michelle Mortensen, Officer Ellsworth, Tommy Nicholas, Gary Allred

Visitors: Ward Weaver, Daneece Cluff, Phil Oliver, Lisa Oliver, Ashlynn Oliver, David Sowders, Jason Larson, Travis Larson, Anthon Ellsworth, Joseph Bull, Mila Millar, Clara Barron, Morgan Cluff, Topher Rublacaca, Milan Millar, Anna Mata, Grady Allen, Lance Henrie, Judge Rhodes, Merri Aden, Rylee Aden, Tyson Richins, Lila Millar, Mackenzie Millar, Anna Mata, Lydia Mata, Joe & Heather Bull, Carson Richins, Wendy Millar, Ty Allen, McKay Ellsworth, McKay Ferrin, Scott Adams, Melanie & Amelia Thuzek

AGENDA

Welcome and Call Meeting to Order by Vice Mayor Allen at 6:30. Vice Mayor Allen stated that we have a quorum. I would like to excuse Mayor Rivera and Councilwoman Howard.

Pledge of Allegiance led by McKay Ellsworth.

PUBLIC HEARING:

None

OPEN CALL TO THE PUBLIC:

Representatives from the Lego Robotics Team from Thatcher Middle School stood and explained that they had to come up with a problem they saw in the community and present solutions. Joseph Bull stated that they would like to get ADA's put in at the parks. He explained that last year there was a girl at track practice who's hear stopped. He would like to see them put at the parks in case it happened again. Another student stated and we know that it could be really useful in a life threatening situation but are not sure where they could be located.

Milo Millar stood and explained that his group represented the Gila Valley Micromanagers. We saw the plans for the new park, and have some ideas that we hope you will consider. Travis Larson stood and said that he likes to play football. We saw that there are going to be

soccer goals and I was thinking that we could add two poles to the top so that we could play football as well. Clara Barron stood and said that she thought it would be a good idea to have a contest every year to have people come up with drawings and then paint a mural somewhere at the park, and every year repaint it. Morgan Cluff said that she would like to see a Dignity landing slide added, so that someone with a disability can slide down and scoot over for someone to help them. Topher Rubalcava stated he would like to see a big Connect 4 put in so kids could have more fun.

The Thatcher Elementary 4th grade Robotics club was also represented. Anna Mata stated that she would like to see an allergy awareness sign put up at the park because 1 in 13 kids suffer from food allergies.

Chris Carrell stood and mentioned that he was the coach of the middle school robotics team. I took my students on a field trip and we noticed some things while we were out. One of the things was at the park on Reay Lane, we noticed that while the playground equipment is ADA compliant because of the transfer bar, it would be nearly impossible for someone in a wheelchair to be able to play. It would be nice if the equipment at the new park was more accessible to those with disabilities. Also at this park has a sidewalk which goes all the way around, but some of the slabs of the sidewalk are inaccessible by wheelchair because the trees are planted so close to the sidewalk.

Rachel Allen spoke wondering if you would consider lowering the speed limit on 1st Avenue between Church Street and 8th. Councilman Bryce asked how much. Rachel stated maybe to 25 mph. .

PUBLIC APPEARANCES:

A. Melanie Tluczek with Gila Watershed Partnership – Gila River Linear Park & Trail

Melanie stood and thanked the council for letting her speak. She presented the outline for the Gila River Linear Park. She explained that they were lucky enough to get some money to bring this idea to life. Freeport McMoran and William Flora Foundation put up about \$75,000 towards this process. The concept includes a three mile walking path from the 8th Avenue bridge to the Reay Lane bridge and encompasses the entire area. It would link up with a number of the trail systems in Safford and Thatcher and coordinate with the Safford sports complex that is in the planning phase. We are asking for support from the private land users and municipalities and would like them to give trail easements in the flood plain area adjacent to the river. We want to be a significant community amenity. We want to improve the environmental quality and clean up the flood plain. Some of the measurable benefits are property values increasing, can attract tourism, and an increase in physical activity. It can also aid in stormwater management.

City of Safford voted last week to approve the MOU. This MOU is a partnership showing support and we are in the process of getting the landowners to sign

these. Once this is in place a more conceptual design will be put in place. We are also collecting data and using the Trust for Public Land to help the homeowners. Once we have a final master plan then we will start looking for funding. We will have this done by June 2020.

1. CONSENT AGENDA:

- B. Approve minutes of the October 21, 2019 Regular Council Meeting.
- C. Planning and Zoning Monthly Report.
- D. Police Monthly Report.
- E. Approval of Invoices.
- E. Financial Reports.

Motion was made by Councilman Rapier and seconded by Councilwoman Smith. Motion carries unanimously.

2. OLD BUSINESS: Discussion, consideration and possible action

- A. Town of Thatcher Employee Handbook Update

Mr. Brown explained that we have been working with the Employer's Council on the employee handbook for some time. The main goal in revising the handbook was to make sure that we are in compliance with all the laws. There were significant changes made to the drug and alcohol policy. The discipline and appeal sections were reworded. One change that I do propose is the funeral leave policy to include three days of paid leave for immediate family. Several items in there have been removed to put in an employee personnel policy that isn't appropriate for the employee handbook such as recruitment, appointment, change of assignment.

One other change was the amount of leave time that an employee is allowed to rollover. We have had a limit on the amount of leave time you can accrue but the law states that you have to allow 40 hours of leave accrual per year, so we changed that to be compliant. Councilman Bryce stated that I am a little concerned about the maximum accrual of PTO that we let carryover. Isn't that a liability? Mr. Brown explained that if you have over 90% of the maximum allowed accrual rate, then you are allowed to sell back back up to 40 hours the first pay period in December. So now if you have 760 or more hours, then you have to sell enough hours to get to 760 hours. When you leave, depending on how long you have been with the Town you can get paid out for your time. Councilman Bryce stated that I'm less concerned as I initially was because there is no ability to become compensated during sick time then. I do not think the accrual amount is

too high. Mr. Brown stated that our accrual rate is very common. Councilman Rapier mentioned that he would like it to be communicated that if the employee chooses to take their pay in one lump sum that they will get hit with high taxes. Councilman Welker asked if we knew what the liability was as of the last financials. It is one of the biggest growing liabilities because it is something that eventually gets paid out. Mr. Brown stated that I don't know that off the top of my head.

Councilman Welker stated that I would like to look at that liability a little closer. It is definitely something that can come back and bite you if you don't understand the ramifications. Councilman Bryce stated that I think you have to budget for that and have that as a reserve to pay. What a lot of organizations will do is pay you out at 50% at separation to cut their liability in half. Mr. Brown explained that this isn't a change. Councilman Welker said it isn't a change, but it is also something in general that we should be looking at because of the monetary amount.

Motion: Action: Table, Moved by Councilman Welker, Seconded by Councilman Rapier. Motion carries unanimously.

9. NEW BUSINESS: Discussion, consideration and possible action

A. Gila River Linear Park & Trail - Memorandum of Understanding

Motion: Action: Approve, Moved by Councilman Rapier, Seconded by Councilwoman Smith. Motion carries unanimously.

B. Appointment of Merri Aden to Deputy Magistrate

Mr. Brown mentioned that we have had to have some substitute judges lately and it can get expensive. Many other courts have Deputy Magistrates and I think this is a great idea. Judge Rhodes stated that City of Safford did this before we merged the courts together.

Motion: Action: Approve, Moved by Councilman Rapier, Seconded by Councilwoman Smith. Motion carries unanimously.

10. INFORMATIONAL ITEMS:

A. Town Manager's Report

Mr. Brown mentioned that work is progressing at the recreation complex. The rough earth work is all done and all the sewer taps are in. Currently we are putting in the electric conduit and primary power out there. We will be starting

shortly on the water mains and the potable water. We continue to work with Rob Merrill on the construction. We are also looking at items to use in construction and CKC donated whatever we wanted out of their bone yard to repurpose. The next thing we will get done is the mechanical room. We are shooting to get the grass planted, that is our first major goal.

The contractors are doing well on Church Street. We have the first layer of asphalt from Highway to 70 to 1st Avenue done. They should be starting curbing tomorrow on the next section. Wes Miner has been putting a pipe in over on 1st Street where we had a ditch overflowing. We have hired a mechanic to replace Rusty, Todd Thatcher who is coming from ADOT. Arnold Lopez will be retiring. He will be coming two or three days a month and reading meters. The nice thing about his position is that his replacement will be someone to help us build and maintain the recreation complex. Brent Morris will also be retiring around the first of the year, but he will be staying long enough to let us hire someone for his position. It will have to be an electrician, so we will be advertising for that right away so they have some time to train with Brent. Vice Mayor Allen asked if we could have someone look at the sidewalk that Mr. Carrell addressed and Mr. Brown stated that we will look at that right away.

B. Fire Department Report

Chief Payne stated that we have a house that was donated to us which we are going to burn on December 7th. We have had a company come in and check the house for asbestos. Pima has been using the house for training as well, and we will be doing some joint training before the burn. We will also have an entry in the light parade that night. Vice Mayor Allen stated please thank our firemen.

C. Police Department Report

Chief Woods mentioned that we will have the police Humvee in the light parade and we are actually turning that into more of a community friendly vehicle for kids and things. We recently had that repainted and Jared is getting it ready for us. We have had some officers at the middle school talking to kids about internet crimes. Other than that it is business as usual.

D. Council Reports

None

11. FUTURE AGENDA ITEMS& POTENTIAL QUORUM'S

None

12. ADJOURNMENT

Motion: Action: Adjourn, Moved by Councilman Rapier, Seconded by Councilwoman Smith at 7:43 p.m.

APPROVED:

Michelle Mortensen, Deputy Clerk

Bob Rivera, Mayor

CERTIFICATION

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Town Council of the Town of Thatcher held on this 18th day of November 2019. I further certify that the meeting was duly called and held and that a quorum was present.

Michelle Mortensen, Deputy Clerk

Thatcher Police Department Chief's Report
2018

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Complaints Answered	195	185	181	193	225	209	199	209	247	208	201		2252
Arrests	12	8	17	13	13	16	8	8	20	20	11		146
Juvenile Referrals	1	2	1	1	2	0	1	5	1	2	0		16
Traffic Citations	29	23	14	10	37	35	16	35	30	38	63		330
Warnings	115	175	155	138	151	148	123	77	139	147	130		1498
MONTHLY TOTAL	352	393	368	355	428	408	347	334	437	415	405		4246
YEARLY TOTAL	352	745	1113	1468	1896	2304	2655	2989	3426	3841	4246		4246

CURRENT MONTH BREAKDOWN

COMPLAINT BREAKDOWN

						<u>Property</u>	<u>MILES</u>
Accidents	22	Sex Offenses	0	Thefts	10	Stolen	\$ 407 8228
Traffic Comp	9	Crim Damage	0	Disturbance	5	Recovered	37
Veh Assist	29	Alarm	8	Fire	6	Difference	370
Domestic	3	Assault	1	Deaths	0		
DUI	2	Animal	13	Juv Comp	3		
Missing Person	3	Drugs	0	Gen Comp	97		
Alcohol Viol	1	Homicide	0				

YEAR TO DATE BREAKDOWN

COMPLAINT BREAKDOWN

						<u>Property</u>	<u>MILES</u>
Accidents	139	Sex Offenses	3	Thefts	96	Stolen	\$ 56901 86754
Traffic Comp	77	Crim Damage	29	Disturbance	27	Recovered	19296
Veh Assist	164	Alarm	106	Fire	37	Difference	37602
Domestic	38	Assault	12	Deaths	4		
DUI	17	Animal	105	Juv Comp	40		
Missing Person	9	Drugs	21	Gen Comp	1181		
Alcohol Viol	11	Homicide	0				

Thatcher Police Department Chief's Report
2019

	JAN	FEB	MAR	APR	MAY	JUNE	JULY	AUG	SEP	OCT	NOV	DEC	TOTAL
Complaints Answered	206	174	194	228	182	196	241	234	235	180	191		2261
Arrests	17	15	11	8	13	11	12	15	15	16	14		147
Juvenile Referrals	1	1	1	1	0	1	0	3	1	1	6		16
Traffic Citations	25			22	39	21	25	22	19	11	18		239
Warnings	56			101	84	109	80	121	135	77	37		900
		62	38										
MONTHLY TOTAL	305	270		360	318	338	358	395	405	285	266		3563
			263										
YEARLY TOTAL	305	575		1198	1516	1854	2212	2607	3012	3297	3563		3563
			838										

CURRENT MONTH BREAKDOWN

COMPLAINT BREAKDOWN

						<u>Property</u>	<u>MILES</u>
Accidents	17	Sex Offenses	1	Thefts	13	Stolen	\$ 1520 7629
Traffic Comp	6	Crim Damage	5	Disturbance	3	Recovered	453
Veh Assist	12	Alarm	4	Fire	5	Difference	1067
Domestic	5	Assault	0	Deaths	0		
DUI	2	Animal	9	Juv Comp	7		
Missing Person	0	Drugs	1	Gen Comp	106		
Alcohol Viol	1	Homicide	0				

YEAR TO DATE BREAKDOWN

COMPLAINT BREAKDOWN

						<u>Property</u>	<u>MILES</u>
Accidents	137	Sex Offenses	8	Thefts	138	Stolen	\$ 24868 78883
Traffic Comp	61	Crim Damage	36	Disturbance	25	Recovered	3559
Veh Assist	151	Alarm	106	Fire	28	Difference	21309
Domestic	53	Assault	30	Deaths	6		
DUI	12	Animal	115	Juv Comp	62		
Missing Person	4	Drugs	16	Gen Comp	1191		
Alcohol Viol	4	Homicide	0				

Report Criteria:

- Detail report.
- Invoices with totals above \$0.00 included.
- Only paid invoices included.

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
03-20300 MEDICAL INSURANCE PAYABLE								
03-20300 MEDICAL INSURANCE PAYA	3524	DELTA DENTAL OF ARIZONA	743603	DENTAL INS	12/01/2019	4,403.57	4,403.57	11/26/2019
03-20300 MEDICAL INSURANCE PAYA	4523	GROUP ADMINISTRATORS, LTD	DEC2019	HEALTH INSURANCE	11/21/2019	19,941.48	19,941.48	11/26/2019
Total 03-20300 MEDICAL INSURANCE PAYABLE:						24,345.05	24,345.05	
03-20380 REIMBURSEMENTS PAYABLE								
03-20380 REIMBURSEMENTS PAYABL	1230	AFLAC	171651	INSURANCE PREMIUMS	11/01/2019	26.68	26.68	11/12/2019
03-20380 REIMBURSEMENTS PAYABL	1230	AFLAC	337908/2	INSURANCE PREMIUMS	09/26/2019	135.80	135.80	11/12/2019
Total 03-20380 REIMBURSEMENTS PAYABLE:						162.48	162.48	
10-20300 MEDICAL INSURANCE PAYABLE								
10-20300 MEDICAL INSURANCE PAYA	8200	VISION SERVICE PLAN	DEC2019	VISION PLAN/121448340001	11/18/2019	635.96	635.96	11/26/2019
Total 10-20300 MEDICAL INSURANCE PAYABLE:						635.96	635.96	
10-20320 JCEF PAYABLE								
10-20320 JCEF PAYABLE	1960	ARIZONA STATE TREASURER	OCT2019	COLLECTED FUNDS-SAFFORD	11/04/2019	7,660.30	7,660.30	11/12/2019
10-20320 JCEF PAYABLE	1960	ARIZONA STATE TREASURER	OCT2019	COLLECTED FUNDS-THATCHE	11/04/2019	2,221.99	2,221.99	11/12/2019
10-20320 JCEF PAYABLE	1960	ARIZONA STATE TREASURER	OCT2019	COLLECTED FUNDS-PIMA	11/04/2019	2,321.32	2,321.32	11/12/2019
10-20320 JCEF PAYABLE	10127	BENJAMIN ARRIAGA	CR2017-405/11	RESTITUTION- F.RODRIGUEZ	11/13/2019	100.00	100.00	11/20/2019
10-20320 JCEF PAYABLE	4302	CITY OF SAFFORD	OCT2019	MONTHLY COURT REVENUE	11/06/2019	4,121.38	4,121.38	11/12/2019
10-20320 JCEF PAYABLE	10161	EMANUEL ALEJANDRES	CM2019-00040	CASH BOND REFUND	11/20/2019	500.00	500.00	11/20/2019
10-20320 JCEF PAYABLE	10131	GERALDINE WILEY	CR2012-178/1	RESTITUTION	10/30/2019	35.00	35.00	11/12/2019
10-20320 JCEF PAYABLE	10131	GERALDINE WILEY	CR2012-178/11	RESTITUTION	11/20/2019	35.00	35.00	11/20/2019
10-20320 JCEF PAYABLE	4470	GRAHAM COUNTY SHERIFF'S	OCT2019	DUI HOUSING FEES	11/06/2019	30.00	30.00	11/12/2019
10-20320 JCEF PAYABLE	4505	GRAHAM COUNTY TREASURE	OCT2019	Z052 ADDITIONAL ASSESSMEN	11/06/2019	7.57	7.57	11/12/2019
10-20320 JCEF PAYABLE	10161	KAIRALEE CHACON	CR2019-003	CASH BOND REFUND	11/05/2019	500.00	500.00	11/12/2019
10-20320 JCEF PAYABLE	10161	LEMANDA CHOCON	CM2019-00167	CASH BOND REFUND	11/06/2019	500.00	500.00	11/12/2019
10-20320 JCEF PAYABLE	5910	MGRMC FOUNDATION	CR2016-258/11	RESTITUTION - S. MAZA	11/07/2019	100.00	100.00	11/26/2019
10-20320 JCEF PAYABLE	10129	MICHAEL CURTIS	CR2015-353/11	RESTITUTION- D. CHAMBERLIN	11/20/2019	486.00	486.00	11/20/2019
10-20320 JCEF PAYABLE	10129	MICHAEL CURTIS	CR2015-354/11	RESTITUTION - D. ROLLINS	11/19/2019	125.00	125.00	11/20/2019
10-20320 JCEF PAYABLE	10161	MICHAELENE KITCHEYAN	CM2019-00013	CASH BOND REFUND	11/13/2019	250.00	250.00	11/20/2019
10-20320 JCEF PAYABLE	6850	SAFEWAY STORES, INC.	CR2011-084/10	RESTITUTION	10/31/2019	21.01	21.01	11/12/2019
10-20320 JCEF PAYABLE	10161	SUSAN PATTON	CM2019-00014	RESTITUTION	11/04/2019	40.00	40.00	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-20320 JCEF PAYABLE	7775	TOWN OF PIMA	OCT2019	MONTHLY COURT REVENUE	11/06/2019	619.68	619.68	11/12/2019
10-20320 JCEF PAYABLE	10161	VIRGINA GARCIA	TR2018-088	CASH BOND REFUND	11/07/2019	475.00	475.00	11/20/2019
10-20320 JCEF PAYABLE	8245	WALMART COMMUNITY	CM2019-00022	RESTITUTION- A.MACARIO	11/13/2019	25.00	25.00	11/20/2019
10-20320 JCEF PAYABLE	8245	WALMART COMMUNITY	CR2019-113	RESTITUTION- M. MACIAS	11/06/2019	24.90	24.90	11/12/2019
Total 10-20320 JCEF PAYABLE:						20,199.15	20,199.15	
10-50-310 TELEPHONE								
10-50-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	7.65	7.65	11/12/2019
10-50-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	2.53	2.53	11/20/2019
10-50-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	91.52	91.52	11/20/2019
Total 10-50-310 TELEPHONE:						101.70	101.70	
10-50-311 Cell Phones & Air Cards								
10-50-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	21.88	21.88	11/26/2019
10-50-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	11.83	11.83	11/26/2019
10-50-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	422.49	422.49	11/12/2019
Total 10-50-311 Cell Phones & Air Cards:						456.20	456.20	
10-50-326 ATTORNEY								
10-50-326 ATTORNEY	3617	DONOVAN RIDDLE	103019	COURT COVERAGE	10/30/2019	100.00	100.00	11/12/2019
10-50-326 ATTORNEY	5667	MATT N. CLIFFORD, P.C.	NOV2019	ATTORNEY	11/06/2019	3,417.00	3,417.00	11/12/2019
Total 10-50-326 ATTORNEY:						3,517.00	3,517.00	
10-50-328 AUDITOR								
10-50-328 AUDITOR	3165	COLBY & POWELL, PLC	612210	AUDIT	10/31/2019	1,800.00	1,800.00	11/20/2019
10-50-328 AUDITOR	3165	COLBY & POWELL, PLC	612211	AUDIT	10/31/2019	1,800.00	1,800.00	11/20/2019
Total 10-50-328 AUDITOR:						3,600.00	3,600.00	
10-50-344 PRINTING & ADVERTISING								
10-50-344 PRINTING & ADVERTISING	5080	DOUBLE-R COMMUNICATIONS	129-00012-001	PRINTING & ADVERTISING	10/31/2019	127.50	127.50	11/12/2019
10-50-344 PRINTING & ADVERTISING	3850	EASTERN ARIZONA COURIER	1019462063	PRINTING & ADVERTISING	10/31/2019	160.31	160.31	11/20/2019
Total 10-50-344 PRINTING & ADVERTISING:						287.81	287.81	
10-50-505 TRAINING/MEETING/TRAVEL								
10-50-505 TRAINING/MEETING/TRAVE	2469	BMO HARRIS MASTERCARD	10229417	LEAGUE	10/22/2019	65.00	65.00	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-50-505 TRAINING/MEETING/TRAVE	35	BOB RIVERA	110419	LEAGUE MEETING	11/04/2019	267.04	267.04	11/05/2019
10-50-505 TRAINING/MEETING/TRAVE	6505	PUBLIC SAFETY PERSONNEL	111219	EMPLOYER SEMINAR	11/12/2019	75.00	75.00	11/20/2019
10-50-505 TRAINING/MEETING/TRAVE	40	Ryan Rapier	110619	OUT OF POCKET	11/06/2019	105.37	105.37	11/12/2019
Total 10-50-505 TRAINING/MEETING/TRAVEL:						512.41	512.41	
10-50-514 THATCHER SCHOOL SUMMER LIBRARY								
10-50-514 THATCHER SCHOOL SUMM	2469	BMO HARRIS MASTERCARD	11015317	AMAZON- BOOKS	11/01/2019	410.56	410.56	11/26/2019
Total 10-50-514 THATCHER SCHOOL SUMMER LIBRARY:						410.56	410.56	
10-50-516 ADWR								
10-50-516 ADWR	1926	AZ DEPT OF WATER RESOURC	8376	DAM INSPECTION FEES	11/12/2019	3,000.00	3,000.00	11/20/2019
Total 10-50-516 ADWR:						3,000.00	3,000.00	
10-50-590 MISC.								
10-50-590 MISC.	2469	BMO HARRIS MASTERCARD	10225341	DENNY'S	10/22/2019	44.36	44.36	11/26/2019
10-50-590 MISC.	2320	CHASE CARD SERVICES	102419	K-LOG	10/24/2019	2,000.00	2,000.00	11/26/2019
10-50-590 MISC.	7855	TROPHIES 'N TEES	22795	SHIRT/HOODIES	11/06/2019	866.25	866.25	11/20/2019
Total 10-50-590 MISC.:						2,910.61	2,910.61	
10-52-310 TELEPHONE								
10-52-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	50.56	50.56	11/12/2019
10-52-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	16.70	16.70	11/20/2019
10-52-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	604.69	604.69	11/20/2019
Total 10-52-310 TELEPHONE:						671.95	671.95	
10-52-311 Cell Phones & Air Cards								
10-52-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	5.42	5.42	11/26/2019
10-52-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	2.93	2.93	11/26/2019
10-52-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	104.72	104.72	11/12/2019
Total 10-52-311 Cell Phones & Air Cards:						113.07	113.07	
10-52-312 WATER								
10-52-312 WATER	4302	CITY OF SAFFORD	16.161.01/1031	TOWN HALL	10/31/2019	1,151.91	1,151.91	11/20/2019
10-52-312 WATER	4302	CITY OF SAFFORD	17.529.02/1031	3670 W MAIN	10/31/2019	32.80	32.80	11/20/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-52-312 WATER:						1,184.71	1,184.71	
10-52-314 NATURAL GAS								
10-52-314 NATURAL GAS	4406	GRAHAM CO UTILITIES	4743-012/1115	TOWN HALL	11/15/2019	78.45	78.45	11/20/2019
10-52-314 NATURAL GAS	4406	GRAHAM CO UTILITIES	4743-018/1115	3670 W MAIN	11/15/2019	46.74	46.74	11/20/2019
Total 10-52-314 NATURAL GAS:						125.19	125.19	
10-52-342 BUILDING MAINTENANCE								
10-52-342 BUILDING MAINTENANCE	3298	CRISLER PEST CONTROL, LLC	9390	PEST CONTROL	10/30/2019	60.00	60.00	11/12/2019
10-52-342 BUILDING MAINTENANCE	3298	CRISLER PEST CONTROL, LLC	9464	PEST CONTROL	11/25/2019	60.00	60.00	11/26/2019
Total 10-52-342 BUILDING MAINTENANCE:						120.00	120.00	
10-52-344 PRINTING/ADVERTISING								
10-52-344 PRINTING/ADVERTISING	5080	DOUBLE-R COMMUNICATIONS	129-00012-001	PRINTING & ADVERTISING	10/31/2019	85.00	85.00	11/12/2019
10-52-344 PRINTING/ADVERTISING	3850	EASTERN ARIZONA COURIER	1019462063	PRINTING & ADVERTISING	10/31/2019	106.88	106.88	11/20/2019
10-52-344 PRINTING/ADVERTISING	4491	GILA VALLEY CENTRAL	1610	SPORTS AD	11/01/2019	125.00	125.00	11/12/2019
Total 10-52-344 PRINTING/ADVERTISING:						316.88	316.88	
10-52-347 COMPUTER SOFTWARE SUPPORT								
10-52-347 COMPUTER SOFTWARE S	2905	CASELLE, INC.	98208	SOFTWARE SUPPORT	11/01/2019	716.50	716.50	11/12/2019
Total 10-52-347 COMPUTER SOFTWARE SUPPORT:						716.50	716.50	
10-52-350 VEHICLE ALLOWANCE								
10-52-350 VEHICLE ALLOWANCE	81	HEATH BROWN	NOV2019	TRUCK ALLOWANCE	11/06/2019	600.00	600.00	11/12/2019
Total 10-52-350 VEHICLE ALLOWANCE:						600.00	600.00	
10-52-505 TRAINING/MEETING/TRAVEL								
10-52-505 TRAINING/MEETING/TRAVE	2469	BMO HARRIS MASTERCARD	10135333	CASINO DEL SOL	10/17/2019	210.74	210.74	11/26/2019
10-52-505 TRAINING/MEETING/TRAVE	2469	BMO HARRIS MASTERCARD	10235317	AMCA	10/23/2019	40.00	40.00	11/26/2019
10-52-505 TRAINING/MEETING/TRAVE	115	MICHELLE MORTENSEN	112519	ACMA TRAINING	11/25/2019	267.04	267.04	11/26/2019
Total 10-52-505 TRAINING/MEETING/TRAVEL:						517.78	517.78	
10-52-530 SODAS								
10-52-530 SODAS	6190	SE BOTTLING CO OF AZ, INC	262976	SODAS	10/02/2019	46.13	46.13	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-52-530 SODAS:						46.13	46.13	
10-52-540 OFFICE SUPPLIES								
10-52-540 OFFICE SUPPLIES	2469	BMO HARRIS MASTERCARD	10255333	AMAZON	10/25/2019	14.17	14.17	11/26/2019
10-52-540 OFFICE SUPPLIES	2320	CHASE CARD SERVICES	102319	WALMART - CORD	10/23/2019	18.86	18.86	11/26/2019
10-52-540 OFFICE SUPPLIES	2972	CMI QUICK COPY	39422	CEMETERY SLIPS	10/04/2019	35.73	35.73	11/12/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	73.09	73.09	11/12/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	96.27	96.27	11/12/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	123.16	123.16	11/20/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	24.02	24.02	11/20/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	119.84	119.84	11/20/2019
10-52-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	73.32	73.32	11/26/2019
Total 10-52-540 OFFICE SUPPLIES:						578.46	578.46	
10-52-542 BLDG MATERIALS/SUPPLIES								
10-52-542 BLDG MATERIALS/SUPPLIE	2469	BMO HARRIS MASTERCARD	10235622	HOME DEPOT - PAINT SUPPLIE	10/23/2019	244.72	244.72	11/26/2019
Total 10-52-542 BLDG MATERIALS/SUPPLIES:						244.72	244.72	
10-52-590 MISCELLANEOUS								
10-52-590 MISCELLANEOUS	2469	BMO HARRIS MASTERCARD	10245317	LUNCH MTG	10/24/2019	190.90	190.90	11/26/2019
10-52-590 MISCELLANEOUS	4450	GRAHAM COUNTY FLORIST	48211/1	FLOWERS	09/13/2019	76.37	76.37	11/12/2019
Total 10-52-590 MISCELLANEOUS:						267.27	267.27	
10-52-740 OFFICE FURNITURE/EQUIPMENT								
10-52-740 OFFICE FURNITURE/EQUIP	2105	AUDIO VISIONS / RADIO SHACK	10053536 22-	AUDIO CABLE	11/12/2019	14.18	14.18	11/20/2019
10-52-740 OFFICE FURNITURE/EQUIP	2469	BMO HARRIS MASTERCARD	10315317	OFFICE FURNITURE	10/31/2019	710.13	710.13	11/26/2019
10-52-740 OFFICE FURNITURE/EQUIP	2320	CHASE CARD SERVICES	101919	BIZ FURNITURE	10/19/2019	3,349.03	3,349.03	11/26/2019
Total 10-52-740 OFFICE FURNITURE/EQUIPMENT:						4,073.34	4,073.34	
10-52-748 COMPUTER SUPPORT								
10-52-748 COMPUTER SUPPORT	3435	DAN MARTIN	6051	IT CONSULTING	11/04/2019	525.00	525.00	11/12/2019
Total 10-52-748 COMPUTER SUPPORT:						525.00	525.00	
10-55-102 SALARIES/WAGES								
10-55-102 SALARIES/WAGES	53	LONA DUNCAN	110219	COURT SUB	11/02/2019	510.00	510.00	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-55-102 SALARIES/WAGES	53	LONA DUNCAN	111619	COURT SUB	11/16/2019	127.50	127.50	11/20/2019
Total 10-55-102 SALARIES/WAGES:						637.50	637.50	
10-55-310 TELEPHONE								
10-55-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	2.60	2.60	11/12/2019
10-55-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	.86	.86	11/20/2019
10-55-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	31.05	31.05	11/20/2019
Total 10-55-310 TELEPHONE:						34.51	34.51	
10-55-312 WATER								
10-55-312 WATER	4302	CITY OF SAFFORD	73.045.09/1031	702 8TH AVE	10/31/2019	202.00	202.00	11/20/2019
Total 10-55-312 WATER:						202.00	202.00	
10-55-327 INDIGENT ATTORNEY								
10-55-327 INDIGENT ATTORNEY	4995	JOSI Y LOPEZ	CM2019-0140	ATTORNEY	10/31/2019	400.00	400.00	11/12/2019
Total 10-55-327 INDIGENT ATTORNEY:						400.00	400.00	
10-55-505 TRAINING/MEETINGS/TRAVEL								
10-55-505 TRAINING/MEETINGS/TRAV	62	MERRI ADEN	110619	TRAINING & TRAVEL	11/06/2019	44.00	44.00	11/12/2019
10-55-505 TRAINING/MEETINGS/TRAV	415	SHELBY RAMIREZ	110619	TRAINING & TRAVEL	11/06/2019	44.00	44.00	11/12/2019
Total 10-55-505 TRAINING/MEETINGS/TRAVEL:						88.00	88.00	
10-55-540 OFFICE SUPPLIES								
10-55-540 OFFICE SUPPLIES	2469	BMO HARRIS MASTERCARD	10105689	WALMART-EXT CORD	10/09/2019	7.00	7.00	11/26/2019
10-55-540 OFFICE SUPPLIES	2469	BMO HARRIS MASTERCARD	10115689	DOLLAR GENERAL	10/09/2019	24.00	24.00	11/26/2019
10-55-540 OFFICE SUPPLIES	3560	DIGITAL IMAGING SYSTEMS	53004	COPIES	11/01/2019	38.88	38.88	11/12/2019
10-55-540 OFFICE SUPPLIES	3560	DIGITAL IMAGING SYSTEMS	53005	COPIES	11/01/2019	48.42	48.42	11/12/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	10.66	10.66	11/12/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	14.04	14.04	11/12/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	17.96	17.96	11/20/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	3.50	3.50	11/20/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	17.48	17.48	11/20/2019
10-55-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	10.69	10.69	11/26/2019
Total 10-55-540 OFFICE SUPPLIES:						192.63	192.63	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-55-590 MISCELLANEOUS								
10-55-590 MISCELLANEOUS	2469	BMO HARRIS MASTERCARD	10160934	KAINOAS	10/16/2019	45.76	45.76	11/26/2019
10-55-590 MISCELLANEOUS	7365	SPARKLETTES	17051740 1120	WATER	11/02/2019	65.57	65.57	11/20/2019
Total 10-55-590 MISCELLANEOUS:						111.33	111.33	
10-62-150 ASP LABOR								
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191030	LABOR	11/12/2019	67.50	67.50	11/20/2019
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191021	LABOR	11/04/2019	105.00	105.00	11/20/2019
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191114	LABOR	11/21/2019	108.75	108.75	11/26/2019
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-08	LABOR	10/29/2019	6.39	6.39	11/12/2019
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-09	LABOR	11/08/2019	3.66	3.66	11/20/2019
10-62-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-10	LABOR	11/15/2019	7.31	7.31	11/26/2019
Total 10-62-150 ASP LABOR:						298.61	298.61	
10-62-311 Cell Phones & Air Cards								
10-62-311 Cell Phones & Air Cards	2832	SPARKLIGHT	105245682/113	INTERNET	11/30/2019	222.08	222.08	11/26/2019
10-62-311 Cell Phones & Air Cards	2832	SPARKLIGHT	121419568/110	INTERNET	11/01/2019	93.50	93.50	11/20/2019
10-62-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	4.11	4.11	11/26/2019
10-62-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	2.23	2.23	11/26/2019
10-62-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	79.44	79.44	11/12/2019
Total 10-62-311 Cell Phones & Air Cards:						401.36	401.36	
10-62-312 WATER								
10-62-312 WATER	4302	CITY OF SAFFORD	13.425.01/1031	DALEY ESTATES PARK	10/31/2019	447.28	447.28	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	15.268.01/1031	SPLASHPARK/CEMETERY	10/31/2019	466.26	466.26	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	15.970.00/1031	EAGLE MEADOW	10/31/2019	97.99	97.99	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	16.385.01/1031	REAY LANE PARK	10/31/2019	64.64	64.64	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	17.830.01/1031	LANDSCAPE METER	10/31/2019	120.23	120.23	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	81.674.02/1031	8th ST LANDSCAPE	10/31/2019	43.78	43.78	11/20/2019
10-62-312 WATER	4302	CITY OF SAFFORD	81.675.02/1031	8th ST LANDSCAPE	10/31/2019	32.78	32.78	11/20/2019
Total 10-62-312 WATER:						1,272.96	1,272.96	
10-62-320 JUNIOR LEAGUE BASKETBALL								
10-62-320 JUNIOR LEAGUE BASKETB	1037	A & A VINYL DESIGN	8035	LL BASKETBALL SHIRTS	11/25/2019	847.00	847.00	11/26/2019
Total 10-62-320 JUNIOR LEAGUE BASKETBALL:						847.00	847.00	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-62-321 ADULT LEAGUE BASKETBALL								
10-62-321 ADULT LEAGUE BASKETBA	10159	TANESHA DANIELS	103019	men's basketball	10/30/2019	180.00	180.00	11/13/2019
Total 10-62-321 ADULT LEAGUE BASKETBALL:						180.00	180.00	
10-62-341 EQUIPMENT MAINTENANCE								
10-62-341 EQUIPMENT MAINTENANC	1036	A & G TURF EQUIPMENT, INC.	P512287	GAS SPRING SWITCH	10/04/2019	197.82	197.82	11/12/2019
10-62-341 EQUIPMENT MAINTENANC	2469	BMO HARRIS MASTERCARD	10245556	SUSPA	10/24/2019	209.92	209.92	11/26/2019
Total 10-62-341 EQUIPMENT MAINTENANCE:						407.74	407.74	
10-62-533 SMALL TOOLS/HARDWARE								
10-62-533 SMALL TOOLS/HARDWARE	2469	BMO HARRIS MASTERCARD	10085622	HOME DEPOT - BATTERIES	10/08/2019	68.62	68.62	11/26/2019
10-62-533 SMALL TOOLS/HARDWARE	2469	BMO HARRIS MASTERCARD	10105622	HOME DEPOT- ROTARY NOZZL	10/10/2019	147.50	147.50	11/26/2019
10-62-533 SMALL TOOLS/HARDWARE	2469	BMO HARRIS MASTERCARD	10175622	HOME DEPOT - ROTARY NOZZL	10/17/2019	231.47	231.47	11/26/2019
10-62-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	3520544	BATTERIES	10/17/2019	17.43	17.43	11/20/2019
10-62-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	8613156	WASTEBASKET	10/22/2019	15.75	15.75	11/20/2019
Total 10-62-533 SMALL TOOLS/HARDWARE:						480.77	480.77	
10-62-540 SPLASH PAD MAINTENANCE								
10-62-540 SPLASH PAD MAINTENANC	2469	BMO HARRIS MASTERCARD	10145622	HOME DEPOT- LITHIUM	10/14/2019	11.98	11.98	11/26/2019
Total 10-62-540 SPLASH PAD MAINTENANCE:						11.98	11.98	
10-62-541 EQUIPMENT SUPPLIES								
10-62-541 EQUIPMENT SUPPLIES	2469	BMO HARRIS MASTERCARD	10225622	HOME DEPOT- JUG	10/22/2019	10.88	10.88	11/26/2019
10-62-541 EQUIPMENT SUPPLIES	4645	HOME DEPOT CREDIT SERVIC	4040098	PARTS	11/05/2019	122.63	122.63	11/20/2019
10-62-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	60.41	60.41	11/26/2019
10-62-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	3.15	3.15	11/26/2019
10-62-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	1.38	1.38	11/26/2019
Total 10-62-541 EQUIPMENT SUPPLIES:						198.45	198.45	
10-62-542 BLDG MATERIALS/SUPPLIES								
10-62-542 BLDG MATERIALS/SUPPLIE	2469	BMO HARRIS MASTERCARD	1028195622	HOME DEPOT - INSULATION	10/28/2019	32.47	32.47	11/26/2019
10-62-542 BLDG MATERIALS/SUPPLIE	2469	BMO HARRIS MASTERCARD	10305622	HOME DEPOT - SPRING LINK	10/30/2019	36.36	36.36	11/26/2019
10-62-542 BLDG MATERIALS/SUPPLIE	3350	CURTIS LANDSCAPE & IRRIGAT	25127	ROCK	07/09/2019	10.91	10.91	11/20/2019
10-62-542 BLDG MATERIALS/SUPPLIE	6880	SAFFORD BUILDERS SUPPLY C	833864	PVC	10/07/2019	125.48	125.48	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-62-542 BLDG MATERIALS/SUPPLIES:						205.22	205.22	
10-62-550 VEHICLE SUPPLIES								
10-62-550 VEHICLE SUPPLIES	2469	BMO HARRIS MASTERCARD	10165614	TRUCK SUPPLIES	10/16/2019	231.60	231.60	11/26/2019
10-62-550 VEHICLE SUPPLIES	6880	SAFFORD BUILDERS SUPPLY C	833868	SPRAYPAINT	10/07/2019	40.98	40.98	11/12/2019
10-62-550 VEHICLE SUPPLIES	6880	SAFFORD BUILDERS SUPPLY C	835590	2X10X8	10/22/2019	11.99	11.99	11/12/2019
Total 10-62-550 VEHICLE SUPPLIES:						284.57	284.57	
10-62-555 GAS/OIL/LUBRICANTS								
10-62-555 GAS/OIL/LUBRICANTS	4645	HOME DEPOT CREDIT SERVIC	5072222	BAR CHAIN OIL	10/15/2019	12.47	12.47	11/20/2019
10-62-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	321.58	321.58	11/12/2019
Total 10-62-555 GAS/OIL/LUBRICANTS:						334.05	334.05	
10-62-650 CEMETERY								
10-62-650 CEMETERY	2469	BMO HARRIS MASTERCARD	10315671	HOME DEPOT - CEMETERY	10/31/2019	389.26	389.26	11/26/2019
10-62-650 CEMETERY	7820	TRI COUNTY MATERIALS INC	M40178	COLD MIX	10/24/2019	176.10	176.10	11/20/2019
Total 10-62-650 CEMETERY:						565.36	565.36	
10-62-730 NEW CONSTRUCTION - PARKS								
10-62-730 NEW CONSTRUCTION - PA	1300	ALLEN PUMP CO	19-1020	BOOSTER PUMP	10/31/2019	1,002.80	1,002.80	11/20/2019
Total 10-62-730 NEW CONSTRUCTION - PARKS:						1,002.80	1,002.80	
10-70-310 TELEPHONE								
10-70-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	22.82	22.82	11/12/2019
10-70-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	7.54	7.54	11/20/2019
10-70-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	272.93	272.93	11/20/2019
Total 10-70-310 TELEPHONE:						303.29	303.29	
10-70-311 Cell Phones & Air Cards								
10-70-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	32.73	32.73	11/26/2019
10-70-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	17.70	17.70	11/26/2019
10-70-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	631.93	631.93	11/12/2019
Total 10-70-311 Cell Phones & Air Cards:						682.36	682.36	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-70-344 PRINTING/ADVERTISING								
10-70-344 PRINTING/ADVERTISING	5080	DOUBLE-R COMMUNICATIONS	129-00012-001	PRINTING & ADVERTISING	10/31/2019	140.25	140.25	11/12/2019
10-70-344 PRINTING/ADVERTISING	3850	EASTERN ARIZONA COURIER	1019462063	PRINTING & ADVERTISING	10/31/2019	176.34	176.34	11/20/2019
Total 10-70-344 PRINTING/ADVERTISING:						316.59	316.59	
10-70-350 VEHICLE MAINT.								
10-70-350 VEHICLE MAINT.	2545	BIG O TIRES	004224-47068	AC REPAIR	07/15/2019	231.75	231.75	11/12/2019
10-70-350 VEHICLE MAINT.	2469	BMO HARRIS MASTERCARD	10045556	MVD	11/04/2019	32.00	32.00	11/26/2019
10-70-350 VEHICLE MAINT.	5530	MACK'S AUTO SUPPLY	913236	MICRO FIBER	08/15/2019	392.13	392.13	11/12/2019
Total 10-70-350 VEHICLE MAINT.:						655.88	655.88	
10-70-360 ANIMAL CONTROL SERVICES								
10-70-360 ANIMAL CONTROL SERVIC	4420	GRAHAM CO BOARD OF SUPE	2020-0039	ANIMAL CONTROL	11/04/2019	459.00	459.00	11/20/2019
Total 10-70-360 ANIMAL CONTROL SERVICES:						459.00	459.00	
10-70-505 TRAINING/MEETING/TRAVEL								
10-70-505 TRAINING/MEETING/TRAVE	2469	BMO HARRIS MASTERCARD	10305424	QT	10/30/2019	42.71	42.71	11/26/2019
10-70-505 TRAINING/MEETING/TRAVE	6250	PETTY CASH	102319	SIERRA VISTA	10/23/2019	27.00	27.00	11/20/2019
10-70-505 TRAINING/MEETING/TRAVE	6250	PETTY CASH	102919	SIERRA VISTA	10/29/2019	139.00	139.00	11/20/2019
Total 10-70-505 TRAINING/MEETING/TRAVEL:						208.71	208.71	
10-70-535 POSTAGE								
10-70-535 POSTAGE	2469	BMO HARRIS MASTERCARD	10155713	USPS	10/15/2019	61.20	61.20	11/26/2019
Total 10-70-535 POSTAGE:						61.20	61.20	
10-70-540 OFFICE SUPPLIES								
10-70-540 OFFICE SUPPLIES	2469	BMO HARRIS MASTERCARD	10165424	AMAZON	10/16/2019	107.91	107.91	11/26/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	41.12	41.12	11/12/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	54.15	54.15	11/12/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	69.28	69.28	11/20/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	13.51	13.51	11/20/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	67.41	67.41	11/20/2019
10-70-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	41.24	41.24	11/26/2019
Total 10-70-540 OFFICE SUPPLIES:						394.62	394.62	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-70-550 VEHICLE SUPPLIES								
10-70-550 VEHICLE SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-269502	206	10/08/2019	38.16	38.16	11/26/2019
Total 10-70-550 VEHICLE SUPPLIES:						38.16	38.16	
10-70-553 TIRES/BATTERIES								
10-70-553 TIRES/BATTERIES	3075	FIRST CALL AUTO PARTS	2752-270529	BATTERY	10/15/2019	466.38	466.38	11/26/2019
10-70-553 TIRES/BATTERIES	4510	GRAINGER, INC	9330261299	BATTERIES	10/21/2019	359.68	359.68	11/12/2019
Total 10-70-553 TIRES/BATTERIES:						826.06	826.06	
10-70-555 GAS/OIL/LUBRICANTS								
10-70-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	174.46	174.46	11/12/2019
Total 10-70-555 GAS/OIL/LUBRICANTS:						174.46	174.46	
10-70-590 MISCELLANEOUS								
10-70-590 MISCELLANEOUS	2469	BMO HARRIS MASTERCARD	10215523	WALMART - SUPPLIES	10/21/2019	51.94	51.94	11/26/2019
Total 10-70-590 MISCELLANEOUS:						51.94	51.94	
10-70-740 OFFICE FURNITURE/EQUIPMENT								
10-70-740 OFFICE FURNITURE/EQUIP	2320	CHASE CARD SERVICES	102419	K-LOG	10/24/2019	400.00	400.00	11/26/2019
Total 10-70-740 OFFICE FURNITURE/EQUIPMENT:						400.00	400.00	
10-70-747 COMPUTER SOFTWARE								
10-70-747 COMPUTER SOFTWARE	2469	BMO HARRIS MASTERCARD	10244524	MICROSOFT	10/24/2019	109.09	109.09	11/26/2019
Total 10-70-747 COMPUTER SOFTWARE:						109.09	109.09	
10-70-748 COMPUTER SUPPORT								
10-70-748 COMPUTER SUPPORT	3435	DAN MARTIN	6051	IT CONSULTING	11/04/2019	525.00	525.00	11/12/2019
Total 10-70-748 COMPUTER SUPPORT:						525.00	525.00	
10-72-310 TELEPHONE								
10-72-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	10.11	10.11	11/12/2019
10-72-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	3.34	3.34	11/20/2019
10-72-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	120.94	120.94	11/20/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-72-310 TELEPHONE:						134.39	134.39	
10-72-312 WATER								
10-72-312 WATER	4302	CITY OF SAFFORD	17.528.01/1031	FIRE DEPARTMENT	10/31/2019	99.92	99.92	11/20/2019
Total 10-72-312 WATER:						99.92	99.92	
10-72-350 VEHICLE MAINT.								
10-72-350 VEHICLE MAINT.	2346	BASHAS' INC	397995	SUPPLIES	10/08/2019	30.58	30.58	11/12/2019
10-72-350 VEHICLE MAINT.	2545	BIG O TIRES	004224-46370	AC CHECK	06/25/2019	283.65	283.65	11/12/2019
Total 10-72-350 VEHICLE MAINT.:						314.23	314.23	
10-72-505 TRAINING/MEETINGS/TRAVEL								
10-72-505 TRAINING/MEETINGS/TRAV	2469	BMO HARRIS MASTERCARD	10095721	INTER CODE COUNCIL	10/09/2019	246.21	246.21	11/26/2019
10-72-505 TRAINING/MEETINGS/TRAV	2469	BMO HARRIS MASTERCARD	10115721	HILTON	10/11/2019	756.80	756.80	11/26/2019
10-72-505 TRAINING/MEETINGS/TRAV	227	STEVE CURTIS	111819	OUT OF POCKET	11/18/2019	54.25	54.25	11/20/2019
Total 10-72-505 TRAINING/MEETINGS/TRAVEL:						1,057.26	1,057.26	
10-72-533 SMALL TOOLS/HARDWARE								
10-72-533 SMALL TOOLS/HARDWARE	6880	SAFFORD BUILDERS SUPPLY C	832678	PAINT	09/26/2019	93.02	93.02	11/12/2019
10-72-533 SMALL TOOLS/HARDWARE	6880	SAFFORD BUILDERS SUPPLY C	835873	PAINTBRUSH	10/24/2019	22.26	22.26	11/12/2019
Total 10-72-533 SMALL TOOLS/HARDWARE:						115.28	115.28	
10-72-540 OFFICE SUPPLIES								
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	1.52	1.52	11/12/2019
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	2.01	2.01	11/12/2019
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	2.56	2.56	11/20/2019
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	.51	.51	11/20/2019
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	2.49	2.49	11/20/2019
10-72-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	1.54	1.54	11/26/2019
Total 10-72-540 OFFICE SUPPLIES:						10.63	10.63	
10-72-550 VEHICLE SUPPLIES								
10-72-550 VEHICLE SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-268479	CAR WASH SUPPLIES	10/03/2019	66.49	66.49	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-72-550 VEHICLE SUPPLIES:						66.49	66.49	
10-72-555 GAS/OIL/LUBRICANTS								
10-72-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	80.96	80.96	11/12/2019
Total 10-72-555 GAS/OIL/LUBRICANTS:						80.96	80.96	
10-72-741 MACHINERY/EQUIPMENT								
10-72-741 MACHINERY/EQUIPMENT	2469	BMO HARRIS MASTERCARD	10035721	HOME DEPOT - LOPPER	10/03/2019	37.18	37.18	11/26/2019
10-72-741 MACHINERY/EQUIPMENT	5250	L. N. CURTIS & SONS	INV332958	EQUIPMENT	10/31/2019	2,451.68	2,451.68	11/20/2019
10-72-741 MACHINERY/EQUIPMENT	5250	L. N. CURTIS & SONS	INV333876	EQUIPMENT	11/06/2019	476.84	476.84	11/20/2019
10-72-741 MACHINERY/EQUIPMENT	7855	TROPHIES 'N TEES	22385	SHIRTS - FIRE DEPT	07/26/2019	170.07	170.07	11/20/2019
10-72-741 MACHINERY/EQUIPMENT	8120	UNITED RENTALS(N. AMERICA)	175313216-00	CHAIN SAW	10/22/2019	2,065.96	2,065.96	11/12/2019
10-72-741 MACHINERY/EQUIPMENT	8120	UNITED RENTALS(N. AMERICA)	175549574-00	RENTAL	10/29/2019	416.33	416.33	11/20/2019
10-72-741 MACHINERY/EQUIPMENT	8390	WL CONSTRUCTION SUPPLY L	24305	CUTTING BLADE	10/29/2019	420.00	420.00	11/12/2019
Total 10-72-741 MACHINERY/EQUIPMENT:						6,038.06	6,038.06	
10-81-140 CLOTHING ALLOWANCE								
10-81-140 CLOTHING ALLOWANCE	8332	CINTAS PHOENIX FIRE PROTE	4031471072	CLOTHING	10/02/2019	313.22	313.22	11/20/2019
10-81-140 CLOTHING ALLOWANCE	8332	CINTAS PHOENIX FIRE PROTE	4031987305	CLOTHING	10/08/2019	249.21	249.21	11/20/2019
10-81-140 CLOTHING ALLOWANCE	8332	CINTAS PHOENIX FIRE PROTE	4032532872	CLOTHING	10/16/2019	249.21	249.21	11/20/2019
10-81-140 CLOTHING ALLOWANCE	8332	CINTAS PHOENIX FIRE PROTE	4033102856	CLOTHING	10/23/2019	249.21	249.21	11/20/2019
10-81-140 CLOTHING ALLOWANCE	8332	CINTAS PHOENIX FIRE PROTE	4033658732	CLOTHING	10/30/2019	318.77	318.77	11/20/2019
Total 10-81-140 CLOTHING ALLOWANCE:						1,379.62	1,379.62	
10-81-150 ASP LABOR								
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191030	LABOR	11/12/2019	60.00	60.00	11/20/2019
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191021	LABOR	11/04/2019	109.75	109.75	11/20/2019
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191114	LABOR	11/21/2019	161.25	161.25	11/26/2019
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-08	LABOR	10/29/2019	6.40	6.40	11/12/2019
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-09	LABOR	11/08/2019	3.66	3.66	11/20/2019
10-81-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-10	LABOR	11/15/2019	7.31	7.31	11/26/2019
Total 10-81-150 ASP LABOR:						348.37	348.37	
10-81-310 TELEPHONE								
10-81-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	5.06	5.06	11/12/2019
10-81-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	1.67	1.67	11/20/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-81-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	60.47	60.47	11/20/2019
Total 10-81-310 TELEPHONE:						67.20	67.20	
10-81-311 Cell Phones & Air Cards								
10-81-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	4.77	4.77	11/26/2019
10-81-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	2.58	2.58	11/26/2019
10-81-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	92.08	92.08	11/12/2019
Total 10-81-311 Cell Phones & Air Cards:						99.43	99.43	
10-81-312 WATER								
10-81-312 WATER	4302	CITY OF SAFFORD	15.273.01/1031	SHOP	10/31/2019	103.89	103.89	11/20/2019
Total 10-81-312 WATER:						103.89	103.89	
10-81-341 EQUIPMENT MAINT.								
10-81-341 EQUIPMENT MAINT.	6025	BLUE TARP FINANCIAL	43487301	POWER UNIT	10/18/2019	488.17	488.17	11/20/2019
10-81-341 EQUIPMENT MAINT.	6025	BLUE TARP FINANCIAL	43510635	12 VOLT TRANSFER PUMP	10/23/2019	598.54	598.54	11/20/2019
10-81-341 EQUIPMENT MAINT.	2469	BMO HARRIS MASTERCARD	10215556	AMAZON- TRAILER CORD	10/21/2019	31.97	31.97	11/26/2019
10-81-341 EQUIPMENT MAINT.	2469	BMO HARRIS MASTERCARD	10225556	AMZN- LIGHT TESTER	10/22/2019	141.33	141.33	11/26/2019
Total 10-81-341 EQUIPMENT MAINT.:						1,260.01	1,260.01	
10-81-342 BUILDING MAINTENANCE								
10-81-342 BUILDING MAINTENANCE	3298	CRISLER PEST CONTROL, LLC	9390	PEST CONTROL	10/30/2019	60.00	60.00	11/12/2019
10-81-342 BUILDING MAINTENANCE	3298	CRISLER PEST CONTROL, LLC	9464	PEST CONTROL	11/25/2019	60.00	60.00	11/26/2019
Total 10-81-342 BUILDING MAINTENANCE:						120.00	120.00	
10-81-350 VEHICLE MAINT.								
10-81-350 VEHICLE MAINT.	2545	BIG O TIRES	F1336	CHARGE	08/01/2019	54.72	54.72	11/12/2019
10-81-350 VEHICLE MAINT.	2545	BIG O TIRES	F1390	CHARGE	09/03/2019	140.03	140.03	11/12/2019
10-81-350 VEHICLE MAINT.	2545	BIG O TIRES	F1441	CHARGE	10/02/2019	157.95	157.95	11/12/2019
10-81-350 VEHICLE MAINT.	2545	BIG O TIRES	F1496	CHARGE	11/01/2019	85.73	85.73	11/12/2019
Total 10-81-350 VEHICLE MAINT.:						438.43	438.43	
10-81-533 SMALL TOOLS/HARDWARE								
10-81-533 SMALL TOOLS/HARDWARE	5530	MACK'S AUTO SUPPLY	909052	FUEL TANK SELECTOR	07/22/2019	124.11	124.11	11/12/2019
10-81-533 SMALL TOOLS/HARDWARE	5530	MACK'S AUTO SUPPLY	924110	ADJ BALL MOUNT	10/17/2019	241.38	241.38	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-81-533 SMALL TOOLS/HARDWARE	5788	MITCHELL 1	IB23708364	WEB TEAMWORKS	11/18/2019	253.53	253.53	11/26/2019
10-81-533 SMALL TOOLS/HARDWARE	7232	SNAP ON TOOLS	10231934917	FLOOR JACK	10/23/2019	698.24	698.24	11/12/2019
Total 10-81-533 SMALL TOOLS/HARDWARE:						1,317.26	1,317.26	
10-81-540 OFFICE SUPPLIES								
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	4.57	4.57	11/12/2019
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	6.02	6.02	11/12/2019
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	7.70	7.70	11/20/2019
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	1.50	1.50	11/20/2019
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	7.49	7.49	11/20/2019
10-81-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	4.58	4.58	11/26/2019
Total 10-81-540 OFFICE SUPPLIES:						31.86	31.86	
10-81-541 EQUIPMENT SUPPLIES								
10-81-541 EQUIPMENT SUPPLIES	2469	BMO HARRIS MASTERCARD	11045556	EQUIPATRON	11/04/2019	516.32	516.32	11/26/2019
10-81-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	188.80	188.80	11/26/2019
10-81-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	9.84	9.84	11/26/2019
10-81-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	4.31	4.31	11/26/2019
10-81-541 EQUIPMENT SUPPLIES	8360	WINZER	6437204	WELDING SUPPLIES	08/12/2019	2,273.58	2,273.58	11/12/2019
10-81-541 EQUIPMENT SUPPLIES	8360	WINZER	6466026	WELDING SUPPLIES	09/22/2019	2,625.62	2,625.62	11/26/2019
Total 10-81-541 EQUIPMENT SUPPLIES:						5,618.47	5,618.47	
10-81-542 BLDG MATERIALS/SUPPLIES								
10-81-542 BLDG MATERIALS/SUPPLIE	8332	CINTAS PHOENIX FIRE PROTE	5014980837	FIRST AID SUPPLIES	10/10/2019	320.97	320.97	11/26/2019
Total 10-81-542 BLDG MATERIALS/SUPPLIES:						320.97	320.97	
10-81-555 GAS/OIL/LUBRICANTS								
10-81-555 GAS/OIL/LUBRICANTS	4367	GLOBAL PARTS SOURCE	745	BRAKE CLEANER	10/03/2019	120.58	120.58	11/12/2019
10-81-555 GAS/OIL/LUBRICANTS	5530	MACK'S AUTO SUPPLY	911743	75-25 MIX	08/06/2019	315.34	315.34	11/12/2019
10-81-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	285.73	285.73	11/12/2019
Total 10-81-555 GAS/OIL/LUBRICANTS:						721.65	721.65	
10-84-150 ASP LABOR								
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191030	LABOR	11/12/2019	26.25	26.25	11/20/2019
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191021	LABOR	11/04/2019	36.50	36.50	11/20/2019
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191114	LABOR	11/21/2019	51.25	51.25	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-08	LABOR	10/29/2019	6.40	6.40	11/12/2019
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-09	LABOR	11/08/2019	3.65	3.65	11/20/2019
10-84-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-10	LABOR	11/15/2019	7.32	7.32	11/26/2019
Total 10-84-150 ASP LABOR:						131.37	131.37	
10-84-310 Telephone								
10-84-310 Telephone	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	7.65	7.65	11/12/2019
10-84-310 Telephone	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	2.53	2.53	11/20/2019
10-84-310 Telephone	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	91.52	91.52	11/20/2019
Total 10-84-310 Telephone:						101.70	101.70	
10-84-311 Cell Phones & Air Cards								
10-84-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	6.83	6.83	11/26/2019
10-84-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	3.69	3.69	11/26/2019
10-84-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	131.80	131.80	11/12/2019
Total 10-84-311 Cell Phones & Air Cards:						142.32	142.32	
10-84-341 EQUIPMENT MAINTENANCE								
10-84-341 EQUIPMENT MAINTENANC	2142	AUTONATION PARTS CENTER	5164962	CABLE	10/03/2019	107.56	107.56	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	2469	BMO HARRIS MASTERCARD	10165556	AMAZON-COOLER LINES	10/16/2019	312.93	312.93	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-268021	AIR FILTER	10/01/2019	59.80	59.80	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-268218	AIR FILTER	10/02/2019	50.30	50.30	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-269125	MECH PUMP	10/07/2019	88.56	88.56	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-269206	SWAY BAR	10/07/2019	18.09	18.09	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-270557	SAFETY FLARE	10/15/2019	130.91	130.91	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-270933	FUEL FILTER	10/17/2019	17.75	17.75	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3075	FIRST CALL AUTO PARTS	2752-271686	HYDRO BOOST	10/21/2019	190.98	190.98	11/26/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CK52059	ROA	10/17/2019	155.93	155.93	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CS09298	SHOP	10/02/2019	71.21	71.21	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CS09815	CUTTING PLAT	10/29/2019	16.59	16.59	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CS09878	SHOP	10/28/2019	59.57	59.57	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CS09921	BOLTS	10/29/2019	99.94	99.94	11/12/2019
10-84-341 EQUIPMENT MAINTENANC	3800	GOODMAN AG	CS09924	BOLTS	10/29/2019	16.37	16.37	11/12/2019
Total 10-84-341 EQUIPMENT MAINTENANCE:						1,084.63	1,084.63	
10-84-350 Vehicle Maintenance								
10-84-350 Vehicle Maintenance	2469	BMO HARRIS MASTERCARD	10161955556	AMAZON - BRAKE SWITCH	10/16/2019	23.33	23.33	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-84-350 Vehicle Maintenance	5530	MACK'S AUTO SUPPLY	913790	UBOLT KIT	08/19/2019	95.83	95.83	11/12/2019
10-84-350 Vehicle Maintenance	5530	MACK'S AUTO SUPPLY	913931	BRAKE PADS	08/19/2019	232.33	232.33	11/12/2019
Total 10-84-350 Vehicle Maintenance:						351.49	351.49	
10-84-360 STREET MAINTENANCE								
10-84-360 STREET MAINTENANCE	1300	ALLEN PUMP CO	19-1026	PIPE/ELBOW	10/31/2019	204.32	204.32	11/20/2019
10-84-360 STREET MAINTENANCE	2469	BMO HARRIS MASTERCARD	10055564	TRACTOR SUPPLY - FENCE	10/05/2019	39.95	39.95	11/26/2019
10-84-360 STREET MAINTENANCE	2469	BMO HARRIS MASTERCARD	10085671	HOME DEPOT - 1ST AVE FENCE	10/08/2019	23.06	23.06	11/26/2019
10-84-360 STREET MAINTENANCE	2469	BMO HARRIS MASTERCARD	10095671	TRACTOR SUPPLY - FENCE	10/09/2019	38.17	38.17	11/26/2019
10-84-360 STREET MAINTENANCE	4186	FERGUSON WATERWORKS	0373567	HDPE PIPE	10/21/2019	8,204.68	8,204.68	11/12/2019
10-84-360 STREET MAINTENANCE	6880	SAFFORD BUILDERS SUPPLY C	833043	LAP SIDING	09/30/2019	15.02	15.02	11/12/2019
10-84-360 STREET MAINTENANCE	6880	SAFFORD BUILDERS SUPPLY C	833407	CHURCH & 1ST FENCE	10/02/2019	764.74	764.74	11/12/2019
10-84-360 STREET MAINTENANCE	6880	SAFFORD BUILDERS SUPPLY C	833829	CHURCH & 1ST FENCE	10/07/2019	31.06	31.06	11/12/2019
10-84-360 STREET MAINTENANCE	7820	TRI COUNTY MATERIALS INC	81391	CONCRETE- ROBINSON AVE	10/03/2019	110.86	110.86	11/20/2019
10-84-360 STREET MAINTENANCE	7820	TRI COUNTY MATERIALS INC	81431	1ST AVE AND CHURCH	10/07/2019	221.73	221.73	11/20/2019
10-84-360 STREET MAINTENANCE	7820	TRI COUNTY MATERIALS INC	81469	CONCRETE- ROBINSON AVE	10/09/2019	221.73	221.73	11/20/2019
Total 10-84-360 STREET MAINTENANCE:						9,875.32	9,875.32	
10-84-533 SMALL TOOLS/HARDWARE								
10-84-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	3613840	NUT DRIVER	11/06/2019	14.15	14.15	11/20/2019
10-84-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	6063582	FAST SET CONCRETE	10/24/2019	37.86	37.86	11/20/2019
10-84-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	7063554	FAST SET CONCRETE	10/23/2019	33.75	33.75	11/20/2019
Total 10-84-533 SMALL TOOLS/HARDWARE:						85.76	85.76	
10-84-541 EQUIPMENT SUPPLIES								
10-84-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	188.80	188.80	11/26/2019
10-84-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	9.84	9.84	11/26/2019
10-84-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	4.31	4.31	11/26/2019
Total 10-84-541 EQUIPMENT SUPPLIES:						202.95	202.95	
10-84-542 BLDG MATERIALS/SUPPLIES								
10-84-542 BLDG MATERIALS/SUPPLIE	2469	BMO HARRIS MASTERCARD	10305556	HOME DEPOT - HOLE SAW	10/30/2019	167.96	167.96	11/26/2019
Total 10-84-542 BLDG MATERIALS/SUPPLIES:						167.96	167.96	
10-84-553 TIRES/BATTERIES								
10-84-553 TIRES/BATTERIES	2545	BIG O TIRES	004224-46879	TIRES	07/09/2019	476.53	476.53	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-84-553 TIRES/BATTERIES	2545	BIG O TIRES	004224-47635	SEMI TIRES	07/31/2019	969.90	969.90	11/12/2019
10-84-553 TIRES/BATTERIES	2545	BIG O TIRES	004224-49475	ALIGNMENT	09/26/2019	895.80	895.80	11/12/2019
Total 10-84-553 TIRES/BATTERIES:						2,342.23	2,342.23	
10-84-555 GAS/OIL/LUBRICANTS								
10-84-555 GAS/OIL/LUBRICANTS	3075	FIRST CALL AUTO PARTS	EB88622511	SEPT EB	10/24/2019	11.54-	11.54-	11/26/2019
10-84-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	90.21	90.21	11/12/2019
Total 10-84-555 GAS/OIL/LUBRICANTS:						78.67	78.67	
10-84-667 WEED CONTROL								
10-84-667 WEED CONTROL	5950	NCE MANAGEMENT TRUST	61564	TRIMMER LINE	10/07/2019	195.00	195.00	11/12/2019
10-84-667 WEED CONTROL	1818	STOTZ EQUIPMENT	P38003	TRIMMER BLADE	10/23/2019	163.46	163.46	11/12/2019
Total 10-84-667 WEED CONTROL:						358.46	358.46	
10-85-310 Telephone								
10-85-310 Telephone	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	10.11	10.11	11/12/2019
10-85-310 Telephone	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	3.34	3.34	11/20/2019
10-85-310 Telephone	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	120.94	120.94	11/20/2019
Total 10-85-310 Telephone:						134.39	134.39	
10-85-311 Cell Phones & Air Cards								
10-85-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	8.23	8.23	11/26/2019
10-85-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	4.45	4.45	11/26/2019
10-85-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	158.89	158.89	11/12/2019
Total 10-85-311 Cell Phones & Air Cards:						171.57	171.57	
10-85-325 PROFESSIONAL/TECHNICAL SERVICE								
10-85-325 PROFESSIONAL/TECHNICA	2469	BMO HARRIS MASTERCARD	10107673	DRONE	10/10/2019	1,428.00	1,428.00	11/26/2019
10-85-325 PROFESSIONAL/TECHNICA	7686	THE PLANNING CENTER	46265	GENERAL PLAN	10/31/2019	3,233.45	3,233.45	11/20/2019
Total 10-85-325 PROFESSIONAL/TECHNICAL SERVICE:						4,661.45	4,661.45	
10-85-344 PRINTING/ADVERTISING								
10-85-344 PRINTING/ADVERTISING	5080	DOUBLE-R COMMUNICATIONS	129-00012-001	PRINTING & ADVERTISING	10/31/2019	42.50	42.50	11/12/2019
10-85-344 PRINTING/ADVERTISING	3850	EASTERN ARIZONA COURIER	1019462063	PRINTING & ADVERTISING	10/31/2019	53.44	53.44	11/20/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 10-85-344 PRINTING/ADVERTISING:						95.94	95.94	
10-85-505 TRAINING/MEETING/TRAVEL								
10-85-505 TRAINING/MEETING/TRAVE	2469	BMO HARRIS MASTERCARD	10137673	CASINO DEL SOL	10/13/2019	316.11	316.11	11/26/2019
10-85-505 TRAINING/MEETING/TRAVE	61	GARY ALLRED	111319	OUT OF POCKET	11/13/2019	172.26	172.26	11/14/2019
10-85-505 TRAINING/MEETING/TRAVE	62	MERRI ADEN	110719	TRAINING & TRAVEL	11/07/2019	183.68	183.68	11/20/2019
10-85-505 TRAINING/MEETING/TRAVE	6250	PETTY CASH	111319	PHOENIX	11/13/2019	27.00	27.00	11/20/2019
Total 10-85-505 TRAINING/MEETING/TRAVEL:						699.05	699.05	
10-85-540 OFFICE SUPPLIES								
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	10.66	10.66	11/12/2019
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	14.04	14.04	11/12/2019
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	17.96	17.96	11/20/2019
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	3.50	3.50	11/20/2019
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	17.48	17.48	11/20/2019
10-85-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	10.69	10.69	11/26/2019
Total 10-85-540 OFFICE SUPPLIES:						74.33	74.33	
10-85-555 GAS/OIL/LUBRICANTS								
10-85-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	103.35	103.35	11/12/2019
Total 10-85-555 GAS/OIL/LUBRICANTS:						103.35	103.35	
10-85-590 MISC								
10-85-590 MISC	2469	BMO HARRIS MASTERCARD	10297673	HOME DEPOT - TRASH CANS	10/29/2019	97.96	97.96	11/26/2019
Total 10-85-590 MISC:						97.96	97.96	
10-85-747 COMPUTER SOFTWARE								
10-85-747 COMPUTER SOFTWARE	2469	BMO HARRIS MASTERCARD	10157673	DLT SOLUTIONS	10/15/2019	3,206.16	3,206.16	11/26/2019
Total 10-85-747 COMPUTER SOFTWARE:						3,206.16	3,206.16	
10-87-852 PARK								
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10035572	HOME DEPOT - SOCCER FIELD	10/03/2019	568.34	568.34	11/26/2019
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10085739	HOME DEPOT - SOCCER FIELD	10/08/2019	80.54	80.54	11/26/2019
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10090918	HOME DEPOT - SOCCER FIELD	10/09/2019	197.61	197.61	11/26/2019
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10285622	HOME DEPOT- CONCRETE MIX	10/28/2019	31.29	31.29	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10295739	HOME DEPOT - SOCCER FIELD	10/29/2019	39.17	39.17	11/26/2019
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10305531	ECONOLIGHT	10/30/2019	538.92	538.92	11/26/2019
10-87-852 PARK	2469	BMO HARRIS MASTERCARD	10315739	HOME DEPOT - SOCCER FIELD	10/31/2019	64.10	64.10	11/26/2019
10-87-852 PARK	3145	CKC MATERIALS DIVISION	C1570	CONCRETE- BALLPARK & REAY	10/02/2019	1,119.30	1,119.30	11/12/2019
10-87-852 PARK	4186	FERGUSON WATERWORKS	0375615	PIPE AND FITTINGS	11/12/2019	5,133.91	5,133.91	11/20/2019
10-87-852 PARK	6250	PETTY CASH	111219	CAFE EQUIPMENT	11/12/2019	300.00	300.00	11/20/2019
10-87-852 PARK	6880	SAFFORD BUILDERS SUPPLY C	159161	ELBOW	09/26/2019	5.37	5.37	11/12/2019
10-87-852 PARK	6880	SAFFORD BUILDERS SUPPLY C	832988	PIPE SUPPLIES	09/30/2019	542.24	542.24	11/12/2019
10-87-852 PARK	6880	SAFFORD BUILDERS SUPPLY C	833208	2X12X8	10/01/2019	121.69	121.69	11/12/2019
10-87-852 PARK	6880	SAFFORD BUILDERS SUPPLY C	833209	TAPE RULE	10/01/2019	8.28	8.28	11/12/2019
10-87-852 PARK	6880	SAFFORD BUILDERS SUPPLY C	833863	FLAGGING TAPE	10/07/2019	18.61	18.61	11/12/2019
10-87-852 PARK	7945	SENERGY PETROLEUM	587384	RED DYE DIESEL	11/12/2019	1,728.85	1,728.85	11/20/2019
Total 10-87-852 PARK:						10,498.22	10,498.22	
10-87-853 Golf Course								
10-87-853 Golf Course	6037	OB SPORTS GOLF MANAGEME	2020-12	GAS OCT 2019	11/07/2019	143.56	143.56	11/12/2019
Total 10-87-853 Golf Course:						143.56	143.56	
10-87-880 VAL'S BULDING MAINTENANCE								
10-87-880 VAL'S BULDING MAINTENA	8332	CINTAS PHOENIX FIRE PROTE	0F34039879	FIRE ALARM MAINTENANCE	09/30/2019	7,886.87	7,886.87	11/12/2019
Total 10-87-880 VAL'S BULDING MAINTENANCE:						7,886.87	7,886.87	
30-75-301 Church Street Right of Way								
30-75-301 Church Street Right of Way	4568	HATCH CONSTRUCTION & PAVI	26599	OCT 2019	10/26/2019	261,908.00	261,908.00	11/12/2019
Total 30-75-301 Church Street Right of Way:						261,908.00	261,908.00	
30-75-804 Stone Garden								
30-75-804 Stone Garden	5245	KUSTOM SIGNALS INC	569125	EAGLE 3	11/12/2019	2,769.86	2,769.86	11/26/2019
Total 30-75-804 Stone Garden:						2,769.86	2,769.86	
45-83-334 LANDFILL COSTS								
45-83-334 LANDFILL COSTS	4302	CITY OF SAFFORD	1.432.01/10311	LANDFILL	10/31/2019	10,818.37	10,818.37	11/20/2019
45-83-334 LANDFILL COSTS	4302	CITY OF SAFFORD	1.570.01/10311	COMMUNITY PRIDE DAY	10/31/2019	261.82	261.82	11/20/2019
Total 45-83-334 LANDFILL COSTS:						11,080.19	11,080.19	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
45-83-341 EQUIP. MAINT.								
45-83-341 EQUIP. MAINT.	5530	MACK'S AUTO SUPPLY	926152	OIL FILTER	10/30/2019	46.76	46.76	11/12/2019
45-83-341 EQUIP. MAINT.	8160	VANGUARD TRUCK CENTERS	118589TU	LEVEL SENSOR	10/23/2019	78.81	78.81	11/12/2019
Total 45-83-341 EQUIP. MAINT.:						125.57	125.57	
45-83-350 VEHICLE MAINT.								
45-83-350 VEHICLE MAINT.	3075	FIRST CALL AUTO PARTS	2752-273343	STOPLIGHT	10/31/2019	20.83	20.83	11/26/2019
Total 45-83-350 VEHICLE MAINT.:						20.83	20.83	
45-83-541 EQUIP. SUPPLIES								
45-83-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	188.80	188.80	11/26/2019
45-83-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	9.84	9.84	11/26/2019
45-83-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	4.31	4.31	11/26/2019
Total 45-83-541 EQUIP. SUPPLIES:						202.95	202.95	
45-83-553 TIRES/BATTERIES								
45-83-553 TIRES/BATTERIES	2545	BIG O TIRES	004224-50592	TIRES-TRASH TRUCK	10/31/2019	1,428.72	1,428.72	11/12/2019
Total 45-83-553 TIRES/BATTERIES:						1,428.72	1,428.72	
45-83-555 GAS/OIL/LUBRICANTS								
45-83-555 GAS/OIL/LUBRICANTS	5530	MACK'S AUTO SUPPLY	920951	BRAKE SHOES	09/30/2019	65.98	65.98	11/12/2019
45-83-555 GAS/OIL/LUBRICANTS	5530	MACK'S AUTO SUPPLY	921135	55 DEF	10/01/2019	206.33	206.33	11/12/2019
45-83-555 GAS/OIL/LUBRICANTS	5530	MACK'S AUTO SUPPLY	921174	CARBKIT	10/01/2019	71.50	71.50	11/12/2019
45-83-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	287.47	287.47	11/12/2019
Total 45-83-555 GAS/OIL/LUBRICANTS:						631.28	631.28	
50-86-150 ASP LABOR								
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191030	LABOR	11/12/2019	37.50	37.50	11/20/2019
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191021	LABOR	11/04/2019	78.75	78.75	11/20/2019
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191114	LABOR	11/21/2019	75.00	75.00	11/26/2019
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-08	LABOR	10/29/2019	6.40	6.40	11/12/2019
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-09	LABOR	11/08/2019	3.66	3.66	11/20/2019
50-86-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-10	LABOR	11/15/2019	7.31	7.31	11/26/2019
Total 50-86-150 ASP LABOR:						208.62	208.62	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
50-86-310 TELEPHONE								
50-86-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	5.06	5.06	11/12/2019
50-86-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	1.67	1.67	11/20/2019
50-86-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	60.47	60.47	11/20/2019
Total 50-86-310 TELEPHONE:						67.20	67.20	
50-86-311 Cell Phones & Air Cards								
50-86-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	1.40	1.40	11/26/2019
50-86-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	.76	.76	11/26/2019
50-86-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	27.08	27.08	11/12/2019
Total 50-86-311 Cell Phones & Air Cards:						29.24	29.24	
50-86-347 COMPUTER SOFTWARE SUPPORT								
50-86-347 COMPUTER SOFTWARE S	2905	CASELLE, INC.	98208	SOFTWARE SUPPORT	11/01/2019	358.25	358.25	11/12/2019
Total 50-86-347 COMPUTER SOFTWARE SUPPORT:						358.25	358.25	
50-86-370 LAGOON MAINT.								
50-86-370 LAGOON MAINT.	8097	VARACORP, LLC	1419	WATER LEGS	11/01/2019	880.00	880.00	11/12/2019
Total 50-86-370 LAGOON MAINT.:						880.00	880.00	
50-86-520 Utility Bills								
50-86-520 Utility Bills	4184	FREEDOM MAILING SERVICES,	37097	OUTSOURCE BILLING	11/08/2019	163.48	163.48	11/20/2019
Total 50-86-520 Utility Bills:						163.48	163.48	
50-86-541 EQUIPMENT SUPPLIES								
50-86-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	60.41	60.41	11/26/2019
50-86-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	3.15	3.15	11/26/2019
50-86-541 EQUIPMENT SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	1.38	1.38	11/26/2019
Total 50-86-541 EQUIPMENT SUPPLIES:						64.94	64.94	
50-86-555 GAS/OIL/LUBRICANTS								
50-86-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	128.98	128.98	11/12/2019
Total 50-86-555 GAS/OIL/LUBRICANTS:						128.98	128.98	

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
50-86-571 SEWER SYSTEM SUPPLIES								
50-86-571 SEWER SYSTEM SUPPLIE	4186	FERGUSON WATERWORKS	0375978	SEWER PIPE/FITTINGS	11/12/2019	483.55	483.55	11/20/2019
Total 50-86-571 SEWER SYSTEM SUPPLIES:						483.55	483.55	
50-86-740 OFFICE FURNITURE & EQUIP.								
50-86-740 OFFICE FURNITURE & EQU	2320	CHASE CARD SERVICES	102419	K-LOG	10/24/2019	700.00	700.00	11/26/2019
Total 50-86-740 OFFICE FURNITURE & EQUIP.:						700.00	700.00	
50-86-748 COMPUTER SUPPORT								
50-86-748 COMPUTER SUPPORT	3435	DAN MARTIN	6051	IT CONSULTING	11/04/2019	525.00	525.00	11/12/2019
Total 50-86-748 COMPUTER SUPPORT:						525.00	525.00	
55-88-150 ASP LABOR								
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191030	LABOR	11/12/2019	.00	.00	
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191021	LABOR	11/04/2019	.00	.00	
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	S01111191114	LABOR	11/21/2019	.00	.00	
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-08	LABOR	10/29/2019	6.40	6.40	11/12/2019
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-09	LABOR	11/08/2019	3.65	3.65	11/20/2019
55-88-150 ASP LABOR	1930	ARIZONA STATE PRISON - SAF	TOT20-10	LABOR	11/15/2019	7.31	7.31	11/26/2019
Total 55-88-150 ASP LABOR:						17.36	17.36	
55-88-310 TELEPHONE								
55-88-310 TELEPHONE	8050	CENTURY LINK	9284285110/10	TELEPHONE	10/22/2019	15.03	15.03	11/12/2019
55-88-310 TELEPHONE	4364	LINGO	608713303	LONG DISTANCE	11/10/2019	4.96	4.96	11/20/2019
55-88-310 TELEPHONE	8130	VALLEY TELECOM	33664002/1115	TELEPHONE	11/15/2019	179.76	179.76	11/20/2019
Total 55-88-310 TELEPHONE:						199.75	199.75	
55-88-311 Cell Phones & Air Cards								
55-88-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14727018-A9	INTERNET	11/16/2019	8.24	8.24	11/26/2019
55-88-311 Cell Phones & Air Cards	7827	TRANSWORLD NETWORK COR	14730919-A7	INTERNET	11/22/2019	4.45	4.45	11/26/2019
55-88-311 Cell Phones & Air Cards	8195	VERIZON WIRELESS	9840955253	AIR CARDS/CELL	10/26/2019	158.89	158.89	11/12/2019
Total 55-88-311 Cell Phones & Air Cards:						171.58	171.58	
55-88-325 PROFESSIONAL/TECHNICAL SERVICE								
55-88-325 PROFESSIONAL/TECHNICA	5235	K.R. SALINE & ASSOCIATES, PL	TCH337	CONSULTING SERVICES	10/31/2019	426.45	426.45	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 55-88-325 PROFESSIONAL/TECHNICAL SERVICE:						426.45	426.45	
55-88-344 PRINTING/ADVERTISING								
55-88-344 PRINTING/ADVERTISING	5080	DOUBLE-R COMMUNICATIONS	129-00012-001	PRINTING & ADVERTISING	10/31/2019	29.75	29.75	11/12/2019
55-88-344 PRINTING/ADVERTISING	3850	EASTERN ARIZONA COURIER	1019462063	PRINTING & ADVERTISING	10/31/2019	42.75	42.75	11/20/2019
Total 55-88-344 PRINTING/ADVERTISING:						72.50	72.50	
55-88-347 COMPUTER SOFTWARE SUPPORT								
55-88-347 COMPUTER SOFTWARE S	2905	CASELLE, INC.	98208	SOFTWARE SUPPORT	11/01/2019	358.25	358.25	11/12/2019
Total 55-88-347 COMPUTER SOFTWARE SUPPORT:						358.25	358.25	
55-88-381 ELECTRICAL SYSTEM WHEELING								
55-88-381 ELECTRICAL SYSTEM WHE	7355	ARIZONA ELECTRIC POWER C	OCTOBER, 20	TRANSMISSION SERVICES	11/07/2019	31,687.82	31,687.82	11/12/2019
55-88-381 ELECTRICAL SYSTEM WHE	4406	GRAHAM CO UTILITIES	OCTOBER 201	WHEELING	11/13/2019	73,045.00	73,045.00	11/20/2019
Total 55-88-381 ELECTRICAL SYSTEM WHEELING:						104,732.82	104,732.82	
55-88-385 PURCHASE OF POWER								
55-88-385 PURCHASE OF POWER	1885	ARIZONA POWER AUTHORITY	OY2020-1037	PURCHASE OF POWER	11/01/2019	2,910.61	2,910.61	11/12/2019
55-88-385 PURCHASE OF POWER	7333	SOUTHWEST PUBLIC POWER	2771	PUCHASE OF POWER	11/25/2019	137,225.62	137,225.62	11/26/2019
55-88-385 PURCHASE OF POWER	8005	US DEPARTMENT OF ENERGY	991286	PARKER DAVIS FIRM ELECTRIC	10/31/2019	1,650.00	1,650.00	11/12/2019
55-88-385 PURCHASE OF POWER	8005	US DEPARTMENT OF ENERGY	991520	POINT TO POINT TRANSMISSIO	11/01/2019	391.05	391.05	11/12/2019
55-88-385 PURCHASE OF POWER	8005	US DEPARTMENT OF ENERGY	GG1229B1019	PURCHASE OF POWER	11/06/2019	1,116.00	1,116.00	11/12/2019
55-88-385 PURCHASE OF POWER	8005	US DEPARTMENT OF ENERGY	JJPB1229A101	PURCHASE OF POWER	11/18/2019	3,018.26	3,018.26	11/26/2019
Total 55-88-385 PURCHASE OF POWER:						146,311.54	146,311.54	
55-88-505 TRAINING/MEETINGS/TRAVEL								
55-88-505 TRAINING/MEETINGS/TRAV	2469	BMO HARRIS MASTERCARD	10105333	EXPEDIA	10/10/2019	808.96	808.96	11/26/2019
55-88-505 TRAINING/MEETINGS/TRAV	2469	BMO HARRIS MASTERCARD	10125333	APPA	10/12/2019	745.00	745.00	11/26/2019
55-88-505 TRAINING/MEETINGS/TRAV	81	HEATH BROWN	11202019	APPA CONFERENCE	11/20/2019	224.00	224.00	11/18/2019
55-88-505 TRAINING/MEETINGS/TRAV	81	HEATH BROWN	112519	OUT OF POCKET- APPA CONF	11/25/2019	308.39	308.39	11/26/2019
Total 55-88-505 TRAINING/MEETINGS/TRAVEL:						2,086.35	2,086.35	
55-88-520 Utility Bills								
55-88-520 Utility Bills	4184	FREEDOM MAILING SERVICES,	37097	OUTSOURCE BILLING	11/08/2019	163.48	163.48	11/20/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total 55-88-520 Utility Bills:						163.48	163.48	
55-88-525 Meter Reading								
55-88-525 Meter Reading	2780	BYRAM LABORATORIES	39292	AMR DATA TRANSFERS	10/30/2019	1,390.20	1,390.20	11/12/2019
Total 55-88-525 Meter Reading:						1,390.20	1,390.20	
55-88-533 SMALL TOOLS/HARDWARE								
55-88-533 SMALL TOOLS/HARDWARE	2830	C E S SAFFORD	SAF/041871	FISH TAPE	11/05/2019	76.37	76.37	11/20/2019
55-88-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	1612595/2	PAIINT	10/09/2019	23.21	23.21	11/20/2019
55-88-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	2043695/2	PARTS	10/08/2019	12.79	12.79	11/20/2019
55-88-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	6044495	PRO MARK	10/24/2019	32.97	32.97	11/20/2019
55-88-533 SMALL TOOLS/HARDWARE	4645	HOME DEPOT CREDIT SERVIC	7044444	PLIERS	10/23/2019	114.52	114.52	11/20/2019
Total 55-88-533 SMALL TOOLS/HARDWARE:						259.86	259.86	
55-88-535 POSTAGE								
55-88-535 POSTAGE	4184	FREEDOM MAILING SERVICES,	37097	POSTAGE	11/08/2019	910.47	910.47	11/20/2019
Total 55-88-535 POSTAGE:						910.47	910.47	
55-88-540 OFFICE SUPPLIES								
55-88-540 OFFICE SUPPLIES	2469	BMO HARRIS MASTERCARD	10175531	WALMART- LEGAL PAD	10/17/2019	8.08	8.08	11/26/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	1943910	OFFICE SUPPLIES	10/15/2019	10.66	10.66	11/12/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2241689	OFFICE SUPPLIES	10/29/2019	14.04	14.04	11/12/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2476369	OFFICE SUPPLIES	11/06/2019	17.96	17.96	11/20/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2478598	OFFICE SUPPLIES	11/06/2019	3.50	3.50	11/20/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2648892	OFFICE SUPPLIES	11/13/2019	17.48	17.48	11/20/2019
55-88-540 OFFICE SUPPLIES	6520	QUILL CORPORATION	2827037	OFFICE SUPPLIES	11/20/2019	10.69	10.69	11/26/2019
Total 55-88-540 OFFICE SUPPLIES:						82.41	82.41	
55-88-541 EQUIP. SUPPLIES								
55-88-541 EQUIP. SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-268038	SPARK PLUG	10/01/2019	106.15	106.15	11/26/2019
55-88-541 EQUIP. SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-270776	HOOD SUPPORT	10/16/2019	31.57	31.57	11/26/2019
55-88-541 EQUIP. SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-271868	LIFT SUPPORT	10/22/2019	74.23	74.23	11/26/2019
55-88-541 EQUIP. SUPPLIES	7903	HUGHES SUPPLY	S157213043.0	PVC PARTS	11/07/2019	215.17	215.17	11/26/2019
55-88-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534001	NUTS & BOLTS	11/11/2019	67.96	67.96	11/26/2019
55-88-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534003	NUTS & BOLTS	11/14/2019	3.55	3.55	11/26/2019
55-88-541 EQUIP. SUPPLIES	2210	MSC INDUSTRIAL SUPPLY CO	3421534004	NUTS & BOLTS	11/18/2019	1.53	1.53	11/26/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
55-88-541 EQUIP. SUPPLIES	6880	SAFFORD BUILDERS SUPPLY C	833621	FASTNERS	10/03/2019	14.27	14.27	11/12/2019
Total 55-88-541 EQUIP. SUPPLIES:						514.43	514.43	
55-88-542 BLDG MATERIALS/SUPPLIES								
55-88-542 BLDG MATERIALS/SUPPLIE	4795	INDUSTRIAL ELECTRICAL SER	7998	MFD 250V	10/23/2019	21.00	21.00	11/12/2019
Total 55-88-542 BLDG MATERIALS/SUPPLIES:						21.00	21.00	
55-88-550 VEHICLE SUPPLIES								
55-88-550 VEHICLE SUPPLIES	3075	FIRST CALL AUTO PARTS	2752-276786	FUEL FILTER	11/19/2019	8.88	8.88	11/26/2019
55-88-550 VEHICLE SUPPLIES	4645	HOME DEPOT CREDIT SERVIC	8033766	SOCKET ADAPTER	10/22/2019	55.20	55.20	11/20/2019
55-88-550 VEHICLE SUPPLIES	6880	SAFFORD BUILDERS SUPPLY C	8333397	FASTNERS	10/02/2019	34.69	34.69	11/12/2019
Total 55-88-550 VEHICLE SUPPLIES:						98.77	98.77	
55-88-555 GAS/OIL/LUBRICANTS								
55-88-555 GAS/OIL/LUBRICANTS	7945	SENERGY PETROLEUM	582910	GAS/DIESEL	10/30/2019	94.63	94.63	11/12/2019
55-88-555 GAS/OIL/LUBRICANTS	7795	TRACTOR SUPPLY CREDIT PLA	100272282	TRUFUEL	10/10/2019	70.83	70.83	11/20/2019
Total 55-88-555 GAS/OIL/LUBRICANTS:						165.46	165.46	
55-88-590 MISCELLANEOUS								
55-88-590 MISCELLANEOUS	2469	BMO HARRIS MASTERCARD	10215531	IAEI	10/21/2019	83.67	83.67	11/26/2019
55-88-590 MISCELLANEOUS	4645	HOME DEPOT CREDIT SERVIC	2613920	HOLE BOX	11/07/2019	37.62	37.62	11/20/2019
Total 55-88-590 MISCELLANEOUS:						121.29	121.29	
55-88-715 SAFETY EQUIPMENT								
55-88-715 SAFETY EQUIPMENT	4215	GALETON GLOVES	2522586	GLOVES	11/07/2019	148.01	148.01	11/26/2019
55-88-715 SAFETY EQUIPMENT	4645	HOME DEPOT CREDIT SERVIC	4521461	TWINE	11/05/2019	52.38	52.38	11/20/2019
Total 55-88-715 SAFETY EQUIPMENT:						200.39	200.39	
55-88-740 OFFICE FURNITURE/EQUIP.								
55-88-740 OFFICE FURNITURE/EQUIP	2320	CHASE CARD SERVICES	102419	K-LOG	10/24/2019	1,334.81	1,334.81	11/26/2019
Total 55-88-740 OFFICE FURNITURE/EQUIP.:						1,334.81	1,334.81	
55-88-748 COMPUTER SUPPORT								
55-88-748 COMPUTER SUPPORT	3435	DAN MARTIN	6051	IT CONSULTING	11/04/2019	525.00	525.00	11/12/2019

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	
Total 55-88-748 COMPUTER SUPPORT:						525.00	525.00		
55-88-760 NEW CONSTRUCTION-ELEC. SYSTEM									
55-88-760	NEW CONSTRUCTION-ELE	2531	BORDER STATES ELECTRIC SU	91874532	TERRIER ALR2400	10/24/2019	5,137.68	5,137.68	11/12/2019
55-88-760	NEW CONSTRUCTION-ELE	2531	BORDER STATES ELECTRIC SU	918876613	PHOTOCELL	11/05/2019	807.21	807.21	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	2531	BORDER STATES ELECTRIC SU	918923394	EPVC	11/12/2019	275.55	275.55	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	2830	C E S SAFFORD	SAF/041870	ELBOW	11/05/2019	50.92	50.92	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	4406	GRAHAM CO UTILITIES	OCT2019	W/O OCT 2019	11/13/2019	2,406.43	2,406.43	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	4645	HOME DEPOT CREDIT SERVIC	3521502	CONDUIT	11/06/2019	57.65	57.65	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	4645	HOME DEPOT CREDIT SERVIC	4033686	CONDUIT	10/16/2019	49.52	49.52	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	8315	WESTERN UNITED ELECTRIC S	4144571	ELBOW PVC	11/07/2019	64.63	64.63	11/20/2019
55-88-760	NEW CONSTRUCTION-ELE	8315	WESTERN UNITED ELECTRIC S	414540	CONDUIT	09/17/2019	11,310.05	11,310.05	11/20/2019
Total 55-88-760 NEW CONSTRUCTION-ELEC. SYSTEM:						20,159.64	20,159.64		
55-88-780 WIRE									
55-88-780	WIRE	2531	BORDER STATES ELECTRIC SU	918923395	EPVC	11/12/2019	291.97	291.97	11/20/2019
Total 55-88-780 WIRE:						291.97	291.97		
55-88-781 STREET LIGHTS									
55-88-781	STREET LIGHTS	2531	BORDER STATES ELECTRIC SU	91895698	ALUT-TERRIER 2400R	11/14/2019	3,163.24	3,163.24	11/26/2019
55-88-781	STREET LIGHTS	7840	TRIANGLE ELECTRIC EL PASO	1994-458220	LIGHTS	09/04/2019	758.13	758.13	11/12/2019
Total 55-88-781 STREET LIGHTS:						3,921.37	3,921.37		
55-88-782 METERS									
55-88-782	METERS	2780	BYRAM LABORATORIES	39392	CURRENT PROBE	11/07/2019	410.89	410.89	11/26/2019
55-88-782	METERS	4817	INNER-TITE CORP	139806	METER RINGS	10/29/2019	525.49	525.49	11/12/2019
55-88-782	METERS	8435	ZIA ELECTRICAL PRODUCTS	17512	100/5 BAR CT	11/05/2019	273.57	273.57	11/20/2019
Total 55-88-782 METERS:						1,209.95	1,209.95		
55-88-784 HARDWARE									
55-88-784	HARDWARE	7840	TRIANGLE ELECTRIC EL PASO	1994-464556	LUTRON SENSOR	11/08/2019	170.93	170.93	11/20/2019
55-88-784	HARDWARE	7840	TRIANGLE ELECTRIC EL PASO	1994-466402	CNCTR AUX CNT	11/08/2019	149.84	149.84	11/20/2019
Total 55-88-784 HARDWARE:						320.77	320.77		

GL Account and Title	Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Grand Totals:						<u>713,887.75</u>	<u>713,887.75</u>	

Dated: _____

Mayor: _____

Vice Mayor: _____

Town Council: _____

Depty Clerk: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Only paid invoices included.

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
TOWN TAXES	276,741.82	1,586,212.88	3,237,000.00	1,650,787.12	49.0
INTERGOVERNMENTAL REVENUE	135,512.20	610,103.19	1,518,950.00	908,846.81	40.2
CHARGES FOR SERVICES	31,466.74	207,237.90	432,843.00	225,605.10	47.9
LICENSES/PERMITS	2,343.00	10,929.01	32,550.00	21,620.99	33.6
FINES/FOREITS	.00	.00	50.00	50.00	.0
MISCELLANEOUS	436.76	95,494.79	23,200.00	(72,294.79)	411.6
INTEREST ON INVESTMENTS	.00	28,256.31	105,000.00	76,743.69	26.9
SOURCE 39	.00	.00	.00	.00	.0
	<u>446,500.52</u>	<u>2,538,234.08</u>	<u>5,349,593.00</u>	<u>2,811,358.92</u>	<u>47.5</u>
<u>EXPENDITURES</u>					
MAYOR AND COUNCIL	14,796.29	103,255.28	270,246.00	166,990.72	38.2
ADMINISTRATION	32,668.69	148,910.64	300,142.00	151,231.36	49.6
MAGISTRATE	36,770.33	150,098.55	335,367.00	185,268.45	44.8
DEPARTMENT 60	.00	.00	.00	.00	.0
PARKS/RECREATION	40,881.29	218,230.76	456,684.00	238,453.24	47.8
POLICE	179,625.47	918,769.94	2,138,358.00	1,219,588.06	43.0
FIRE	7,917.22	68,488.44	142,020.00	73,531.56	48.2
SHOP	27,446.26	127,796.47	297,337.00	169,540.53	43.0
DEPARTMENT 83	.00	.00	.00	.00	.0
STREETS	67,462.60	273,935.79	661,874.00	387,938.21	41.4
COMMUNITY DEVELOPMENT	49,315.45	178,189.76	422,465.00	244,275.24	42.2
MISCELLANEOUS EXPENSES	18,528.65	105,424.36	1,288,450.00	1,183,025.64	8.2
	<u>475,412.25</u>	<u>2,293,099.99</u>	<u>6,312,943.00</u>	<u>4,019,843.01</u>	<u>36.3</u>
	<u>(28,911.73)</u>	<u>245,134.09</u>	<u>(963,350.00)</u>	<u>(1,208,484.09)</u>	<u>25.5</u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

HURF FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	38,845.43	384,924.75	432,800.00	47,875.25	88.9
INTEREST ON INVESTMENTS	.00	2.90	15.00	12.10	19.3
	<u>38,845.43</u>	<u>384,927.65</u>	<u>432,815.00</u>	<u>47,887.35</u>	<u>88.9</u>
<u>EXPENDITURES</u>					
SPECIAL REVENUE EXPENDITURES	.00	6,967.68	432,815.00	425,847.32	1.6
DEPARTMENT 87	.00	.00	.00	.00	.0
	<u>.00</u>	<u>6,967.68</u>	<u>432,815.00</u>	<u>425,847.32</u>	<u>1.6</u>
	<u>38,845.43</u>	<u>377,959.97</u>	<u>.00</u>	<u>(377,959.97)</u>	<u>.0</u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

LTAF FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.0
INTEREST ON INVESTMENTS	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
<u>EXPENDITURES</u>					
SPECIAL REVENUE EXPENDITURES	.00	.00	.00	.00	.0
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>
	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.00</u>	<u>.0</u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

MISCELLANEOUS GRANTS

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	720,843.42	891,099.38	2,704,328.00	1,813,228.62	33.0
SOURCE 37	.00	.00	.00	.00	.0
	<u>720,843.42</u>	<u>891,099.38</u>	<u>2,704,328.00</u>	<u>1,813,228.62</u>	<u>33.0</u>
<u>EXPENDITURES</u>					
POLICE	.00	.00	.00	.00	.0
GRANT-EXPENDITURES	264,677.86	631,688.30	2,402,528.00	1,770,839.70	26.3
	<u>264,677.86</u>	<u>631,688.30</u>	<u>2,402,528.00</u>	<u>1,770,839.70</u>	<u>26.3</u>
	<u><u>456,165.56</u></u>	<u><u>259,411.08</u></u>	<u><u>301,800.00</u></u>	<u><u>42,388.92</u></u>	<u><u>86.0</u></u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

IMPROVEMENT DISTRICT FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
SOURCE 30	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0
 <u>EXPENDITURES</u>					
	.00	.00	.00	.00	.0
	.00	.00	.00	.00	.0

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SANITATION ENTERPRISE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
CHARGES FOR SERVICES	30,982.05	143,332.92	364,000.00	220,667.08	39.4
SOURCE 36	.00	.00	.00	.00	.0
INTEREST ON INVESTMENTS	.00	.00	.00	.00	.0
SOURCE 38	.00	.00	.00	.00	.0
	<u>30,982.05</u>	<u>143,332.92</u>	<u>364,000.00</u>	<u>220,667.08</u>	<u>39.4</u>
<u>EXPENDITURES</u>					
SANITATION	25,801.29	155,817.60	345,937.00	190,119.40	45.0
	<u>25,801.29</u>	<u>155,817.60</u>	<u>345,937.00</u>	<u>190,119.40</u>	<u>45.0</u>
	<u>5,180.76</u>	<u>(12,484.68)</u>	<u>18,063.00</u>	<u>30,547.68</u>	<u>(69.1)</u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

SEWER ENTERPRISE FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	VARIANCE	PCNT
<u>REVENUE</u>					
INTERGOVERNMENTAL REVENUE	.00	.00	.00	.00	.0
CHARGES FOR SERVICES	35,417.92	174,940.19	380,000.00	205,059.81	46.0
MISCELLANEOUS	.00	.00	.00	.00	.0
INTEREST ON INVESTMENTS	.00	.00	.00	.00	.0
SOURCE 38	.00	.00	.00	.00	.0
	<u>35,417.92</u>	<u>174,940.19</u>	<u>380,000.00</u>	<u>205,059.81</u>	<u>46.0</u>
 <u>EXPENDITURES</u>					
DEPARTMENT 85	.00	.00	.00	.00	.0
SEWER	14,288.69	81,580.83	374,876.00	293,295.17	21.8
	<u>14,288.69</u>	<u>81,580.83</u>	<u>374,876.00</u>	<u>293,295.17</u>	<u>21.8</u>
	<u>21,129.23</u>	<u>93,359.36</u>	<u>5,124.00</u>	<u>(88,235.36)</u>	<u>1822.0</u>

TOWN OF THATCHER
 FUND SUMMARY
 FOR THE 5 MONTHS ENDING NOVEMBER 30, 2019

ELECTRIC ENTERPRISE FUND

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>VARIANCE</u>	<u>PCNT</u>
<u>REVENUE</u>					
CHARGES FOR SERVICES	282,100.29	2,407,565.56	4,987,000.00	2,579,434.44	48.3
INTEREST ON INVESTMENTS	.00	5,921.55	25,000.00	19,078.45	23.7
	<u>282,100.29</u>	<u>2,413,487.11</u>	<u>5,012,000.00</u>	<u>2,598,512.89</u>	<u>48.2</u>
<u>EXPENDITURES</u>					
ELECTRIC	<u>356,392.67</u>	<u>2,481,299.96</u>	<u>5,954,815.00</u>	<u>3,473,515.04</u>	<u>41.7</u>
	<u>356,392.67</u>	<u>2,481,299.96</u>	<u>5,954,815.00</u>	<u>3,473,515.04</u>	<u>41.7</u>
	<u>(74,292.38)</u>	<u>(67,812.85)</u>	<u>(942,815.00)</u>	<u>(875,002.15)</u>	<u>(7.2)</u>

The Town of Thatcher

Employee Handbook

If any policy described in this Employee Handbook conflicts with any applicable state or federal law, regulation, or rule, the conflicting policy shall be interpreted and applied consistent with the applicable law.

(December 2019)

ABOUT THE EMPLOYEE HANDBOOK

IMPORTANT NOTICE

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

AT THE TOWN OF THATCHER, NEITHER THE UNCLASSIFIED EMPLOYEE NOR THE ORGANIZATION IS COMMITTED TO AN EMPLOYMENT RELATIONSHIP FOR A FIXED PERIOD OF TIME. THE LANGUAGE USED IN THIS HANDBOOK AND ANY VERBAL STATEMENTS BY MANAGEMENT ARE NOT INTENDED TO CONSTITUTE A CONTRACT OF EMPLOYMENT, EITHER EXPRESS OR IMPLIED, NOR IS THERE A GUARANTEE OF EMPLOYMENT FOR ANY SPECIFIC DURATION FOR UNCLASSIFIED EMPLOYEES. NO REPRESENTATIVE OF THE TOWN OF THATCHER, OTHER THAN THE ELECTED OFFICIAL OR AGENCY HEAD, HAS AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT WITH UNCLASSIFIED EMPLOYEES FOR ANY SPECIFIED PERIOD UNLESS SUCH AGREEMENT IS IN WRITING, SIGNED BY THE ELECTED OFFICIAL OR AGENCY HEAD AND THE UNCLASSIFIED EMPLOYEE.

THE CONTENTS OF THIS HANDBOOK ARE SUMMARY GUIDELINES FOR EMPLOYEES AND THEREFORE ARE NOT ALL INCLUSIVE. THIS HANDBOOK SUPERSEDES ALL PREVIOUSLY ISSUED EDITIONS. EXCEPT FOR THE AT-WILL NATURE OF THE EMPLOYMENT, THE ORGANIZATION RESERVES THE RIGHT TO SUSPEND, TERMINATE, INTERPRET, OR CHANGE ANY OR ALL OF THE GUIDELINES MENTIONED, ALONG WITH ANY OTHER PROCEDURES, PRACTICES, BENEFITS, OR OTHER PROGRAMS OF THE TOWN OF THATCHER. THESE CHANGES MAY OCCUR AT ANY TIME, WITH OR WITHOUT NOTICE.

SECTION 1 - EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

EQUAL EMPLOYMENT OPPORTUNITY/UNLAWFUL HARASSMENT

The Town of Thatcher is dedicated to the principles of equal employment opportunity. We prohibit unlawful discrimination against applicants or employees on the basis of age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law. This prohibition includes unlawful harassment based on any of these protected classes. Unlawful harassment includes verbal or physical conduct that 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.

JOB ANNOUNCEMENT POLICY

All job announcements shall include appropriate identification that the Town of Thatcher is an Equal Employment Opportunity Employer. All job applicants shall be afforded these considerations:

The Town of Thatcher is a committed Equal Opportunity/Affirmative Action employer. Minorities, women, the disabled and veterans are encouraged to apply.

ADA AND RELIGIOUS ACCOMMODATION

The Town will make reasonable accommodation for qualified individuals with known disabilities unless doing so would result in an undue hardship to the Town or cause a direct threat to health or safety. 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 to Human Resources immediately.

SEXUAL HARASSMENT

The Town strongly opposes sexual harassment and inappropriate sexual conduct. Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when, among other things:

1. Submission to such conduct is made explicitly or implicitly a term or condition of employment.

2. Submission to or rejection of such conduct is used as the basis for decisions affecting an individual's employment.
3. 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 that may violate this policy includes, but is not limited to, sexually implicit or explicit communications whether in:

- Written form, such as cartoons, posters, calendars, notes, letters, e-mails.
- 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.
- Physical gestures and other nonverbal behavior, such as unwelcome touching, grabbing, fondling, kissing, massaging, and brushing up against another's body.

COMPLAINT PROCEDURE

If you believe there has been a violation of the EEO policy or harassment based on the protected classes listed 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 your immediate supervisor or to Human Resource Director who will investigate the matter and take corrective action. 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 Town Manager.

The Town prohibits retaliation against any employee for filing a complaint under this policy or for assisting in a complaint investigation. If you believe there has been a violation of our EEO or retaliation standard, please follow the complaint procedure outlined above.

If the Town determines an employee's behavior is in violation of this policy, disciplinary action will be taken, up to, and including termination of employment.

WHAT THE TOWN OF THATCHER EXPECTS FROM YOU

The Town of Thatcher expects your help in making each working day enjoyable and rewarding. Your first responsibility is to know your own duties and how to do them promptly, correctly, and pleasantly. Second, you are expected to interact professionally with management and your fellow employees and to maintain a positive team attitude.

How you interact with the citizens of Thatcher and fellow employees, and how you accept direction can affect the success of your department. In turn, the performance of one department can impact the entire service offered by the Town of Thatcher. Consequently, whatever your position, you have an important assignment: ***perform every task to the very best of your ability.***

CONFIDENTIAL AND PUBLIC INFORMATION

Employees of the Town will have access to confidential information of The Town and our citizens.

Disclosure of confidential information might seriously damage The Town's or our citizen's interests and therefore such action will not be tolerated. This non-disclosure prohibition applies both during and after an employee's employment. Any copying, reproducing, or distributing of confidential information in any manner must be authorized by management. Confidential information remains the property of the employer and must be returned to the Town upon separation or at any time upon demand.

However, because we are a public entity, we are also subject to public records requirements, which allow the public to access certain types of documents and require us to maintain certain records. If you are uncertain about whether it is appropriate to provide information or documents outside the Town, you should discuss the issue with your supervisor *before* providing the information or documents. Also, employees should not destroy documents (including in electronic format) without first discussing the issue with their supervisor, to ensure compliance with public records requirements.

SECTION 2 - WORK SCHEDULES AND COMPENSATION

ATTENDANCE AND PUNCTUALITY

All employees are expected to be on time and punctual for showing up to work. In addition, regular attendance is considered an essential function and is necessary for the efficient operation of the business.

Employees who are going to be absent or late must contact their supervisor as soon as possible prior to the start of their shift. Leaving messages with other employees or on voice mail is not acceptable.

Failure to call in when absent for two consecutive days will result in disciplinary action and possible termination.

RECORDING HOURS WORKED

Non-exempt employees of the Town are required to keep an accurate and complete record of their hours worked bi-weekly. This must be done on approved forms provided by the Town. It is necessary for employees to indicate whether the recorded hours are for time worked, or for time off. No employee may record hours for any other employee.

Nonexempt employees must take a full 30-minute lunch period. Notify your supervisor immediately, if your lunch is shorter than 30 minutes or if your lunch is interrupted by work.

Exempt employees are required to report monthly to their department manager only time off from their regular work schedule.

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 supervisors or Human Resource Director with any questions about how their pay is calculated. Employees must promptly notify their supervisors or Human Resource Director 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. Falsifying time records is prohibited and will not be tolerated.

A. CLASSIFICATION OF EMPLOYEES

All positions in the Town are currently divided into Classified or Unclassified service positions.

Unclassified service positions include all elected officials and members of boards and commissions; personnel appointed to serve on committees; temporary and seasonal positions; and all employees appointed by the Town Manager or Town Council to serve a specific term or at the Town's pleasure.

The Classified service shall include all other positions in the Town's service.

For purposes of salary administration and eligibility for overtime payments, the Town currently classifies its employees as follows:

1. Full-time employees. Employees who are normally scheduled to work a 40-hour workweek. Such employees may be either exempt or nonexempt as defined below.
2. Part-time employees. Employees who are normally scheduled to work between 0 hours and 39.5 hours every two weeks. Such employees may be either exempt or nonexempt as defined below.
3. Elected officials.
4. Nonexempt employees. Employees who are eligible for paid overtime or compensatory time at the rate of one-and-one half times their regular rate of pay for all hours worked beyond forty hours in a workweek.
5. Exempt employees. Employees who are not eligible for overtime pay.

You will typically be informed of your initial status as an exempt or nonexempt employee when you are hired. If you change positions, you will typically be informed of any change to your exemption status.

B. CALL-OUT POLICY

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 two hours worked regardless of the duration of the call out. Once the employee works more than two hours, the time is credited at one-and-one half times the regular rate. This provision does not include scheduled overtime, holidays worked, overtime worked in connection with normal work hours, nor does it apply to "paid volunteer" firefighters whose principal duty is responding to fire and rescue calls or exempt employees.

Leave time will not be reduced by call-out hours worked in the same workweek.

C. OVERTIME COMPENSATION

Overtime work may sometimes be necessary to meet emergency situations, seasonal, or peak workload requirements, and Department Heads are responsible for the advance planning required to minimize the need for overtime. All non-exempt employees shall be compensated at one-and-one-half times their regular hourly rate per hour of overtime worked during the established workweek. For purposes of calculating overtime, the established workweek begins on Sunday at 12:00 a.m. and ends the following Saturday at 11:59 p.m.

Overtime compensation will only be paid for hours actually worked in excess of forty hours during an established workweek, excluding call-out time which will be paid at one-and-one-half times the regular hourly rate. Overtime shall be rounded up to the nearest one-half hour of hours worked.

Employees are not authorized to work overtime unless they receive prior authorization, or are directed to do so by their Department Head. Employees who work unauthorized overtime may be subject to discipline.

D. COMPENSATORY TIME

The Town may elect to substitute compensatory time in lieu of overtime pay at the rate of 1.5 hours for each hour of overtime worked during an established workweek for which overtime pay would otherwise be required. Non-exempt employees may accrue a maximum of 80 hours of compensatory time (60 hours of overtime worked). This compensatory time may be used, carried-over, or cashed out at termination of employment.

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. 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 your supervisor or the Town Manager. Reports of improper deductions will be promptly investigated. If it is determined that an improper deduction has occurred, you will be promptly reimbursed.

E. PAYDAYS

Employees are paid bi-weekly. If the regular payday occurs on a holiday, the payday is the last working day prior to the holiday. Paydays may not be more than 16 days apart or more than 5 days after the end of the pay period in which the wages were earned.

On each payday, employees receive a statement showing gross pay, deductions, and net pay.

Automatic deductions such as additional tax withholding, contributions to voluntary benefit plans, and individual savings plans may be arranged through the Human Resource Director.

For the employees' convenience, the Town offers the option of having employees' paychecks automatically deposited to their bank account.

SECTION 3–WORKPLACE CONDUCT

A. PROHIBITED ACTIVITIES

ANTI-VIOLENCE

Any action, which in management’s opinion is inappropriate to the workplace, will not be tolerated. Such behaviors may include, but are not limited to, physical and/or verbal intimidating, threatening, or violent conduct, vandalism, sabotage, arson, use of weapons, or bullying. Also prohibited is the carrying of weapons onto Town property, regardless of whether the employee possesses a concealed carry permit.

Employees should immediately report any such occurrences to their supervisor or to the Human Resources Director. We will investigate complaints. When employees are found to have engaged in the above conduct, management will take action that it believes is appropriate.

Employees should directly contact law enforcement, security, and/or emergency services if they believe there is an imminent threat to the safety and health of themselves or co-workers.

If you are a victim of domestic violence, please contact Human Resources for assistance.

Workplace bullying is repeated mistreatment through verbal abuse, offensive conduct/behaviors and work interference. If you feel are subjected to workplace bullying please contact your supervisor or the Town Manager.

WEAPONS

The Town strictly prohibits weapons of any type in its facilities, and at any Town-sponsored events. This includes visible and concealed weapons, even those for which the owner has obtained the necessary permits. This policy does not include objects (firearms, knives, etc.) that are necessary to the completion of the essential duties and functions of an employee’s position with the Town. This policy also does not include firearms that may be locked in your personal vehicle on Town property.

While this list is not all-inclusive, “weapons” includes firearms, knives, any explosive materials, and any other objects that could be used to harass, intimidate, or injure another individual, unless necessary to complete essential duties and functions.

This policy does allow for employees to carry small pocket knives.

Violators of this policy will be subject to disciplinary action, up to and including termination.

The Town reserves the right at any time and at its discretion to search all vehicles, packages, containers, briefcases, purses, lockers, desks, enclosures, and persons entering its property for the purpose of determining whether any weapon has been brought into its facilities in violation of this policy. Employees who fail or refuse to promptly permit a search under this policy will be subject to discipline up to and including termination.

SEARCHES AND INSPECTIONS

The Town may conduct searches and inspections after notice is given and with the employee's consent of employees' personal effects. This may include, but is not limited to, lunch bags, boxes, purses, personal computers, packages, or vehicles.

The Town may conduct searches and inspections of the above items without employee consent if we have 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.

SMOKING

In keeping with our Town's intent to provide a safe and healthful work environment, smoking is prohibited throughout the workplace. Smoking is prohibited on Town grounds, in Town vehicles, and within 20 feet from any entrance to the buildings. This prohibition includes all forms of tobacco and e-cigarettes. This restriction applies to all employees and visitors.

SECTION 4 – DRUGS AND ALCOHOL

PURPOSE

The Town is committed to a safe, healthy, and productive work environment for all employees free from the effects of substance abuse. Abuse of alcohol, drugs, or controlled substances impairs employee judgment, resulting in increased safety risks, injuries, and faulty decision-making.

SCOPE

This policy applies to all employees, including supervisors, directors, and officers of the Town. All employees have been issued upon initiation of this policy or upon hire (whichever is later) a copy of the company policy that describes what substances will be tested for and under what conditions employees will be tested.

A. STATEMENT OF POLICY

To ensure a safe and productive work environment the Town prohibits the use, sale, dispensation, manufacture, distribution or possession of alcohol, drugs, controlled substances, or drug paraphernalia on any Town premises or worksites. This prohibition includes Town owned vehicles, or personal vehicles being used for company business or parked on company property. Additionally, the Town may take disciplinary action, including discharge, for the illegal (under federal and/or state law) off-duty use, sale, dispensation, 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 amount of prohibited drugs in the employee's system. A detectable amount refers to the standards generally used in workplace drug and alcohol testing.

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.

Any violation of this policy will result in disciplinary action up to and including termination.

It is the policy of the Town to comply with the employee non-discrimination provisions of the Arizona Medical Marijuana Act to the extent required by law. Specifically, unless failure to do so would cause the Town to suffer a monetary or licensing related benefit under Federal law or regulations, discrimination in hiring or termination or in connection with any other term or condition of employment, against an applicant or employee who is a holder of a valid medical marijuana permit, based upon his or her status as a cardholder or based upon a positive drug test for marijuana components or metabolites, is prohibited.

“Current use” of any drug means drug use that has occurred recently enough to justify the Town’s reasonable belief that involvement with drugs is ongoing. “Current use” is not limited to any specific time frame and depends on the facts in each individual case.

Nothing in this policy prevents or limits the Town’s ability to discipline, terminate or refuse to hire any person, including a medical marijuana cardholder, based on the use or possession of, or impairment by, marijuana (medical or otherwise) on Town premises or during the hours of employment.

EMPLOYEE AND APPLICANT DRUG AND ALCOHOL TESTING

To promote a safe and productive workplace, the Town will conduct the following types of Drug and Alcohol test for all employees:

- A. Pre-Employment
- B. Reasonable Suspicion
- C. Random
- D. Post-accident
- E. Return-to-Duty/Follow-up Testing

CATEGORIES OF EMPLOYEE SUBSTANCE TESTING

- A. Pre-Employment Testing:
 - 1. All persons seeking employment with the Town shall undergo post-offer, pre-employment drug testing. Applicants will be informed that as a condition of employment they must pass a drug screening test.
 - 2. Applicants who test positive will be notified that they have not met the standards for employment and will be informed they can have the confirmed positive test re-tested by a government certified lab selected by the applicant.
- B. Reasonable Suspicion Testing:

An employee will be asked to submit to drug and alcohol testing when the employer reasonably suspects the employee is impaired or has used illegal drugs.

1. Reasonable suspicion testing may result from one of the following examples, and is not limited to the following:
 - a. Specific, personal and articulable observations concerning the appearance, behavior, speech or performance of the employee.
 - b. Violation of a safety rule, or other unsafe work incident which, after further investigation of the employee's behavior, leads the supervisor/ manager to believe that the employee's functioning is impaired.
 - c. Other physical, circumstantial, or contemporaneous indicators of impairment.
2. When a supervisor/manager has reasonable suspicion to request testing, the supervisor/manager will arrange to transport the employee to the collection site and will arrange for the employee's transport home.
3. The Town will place the employee on a paid leave pending the receipt of drug testing results.

C. Random Testing:

Except on work sites prohibited by state or local statute or ordinances, all employees will be subject to drug and alcohol testing at any time on a random basis as a term and condition of continuing employment.

Random testing will be spread reasonably throughout the year and will be unannounced to ensure that no employee receives advanced knowledge of the time of testing. All employees will have an equal chance of being selected each time a random selection is made.

D. Post-accident Testing:

An employee must submit to a drug and alcohol test after an on the job accident, including workplace injuries.

1. An accident for purposes of this policy is defined as an incident or occurrence in which:

- a. A person dies or requires medical treatment.
 - b. Property damage is estimated at greater than \$250.
 - c. The accident involves use of a company vehicle.
 - d. The accident involves an employee in a personal vehicle accident while on the job.
2. An employee who is involved in an accident must immediately report the accident to his/her supervisor/manager.
 3. When a supervisor/manager observes or is notified of an accident as defined in #1 above, the supervisor/manager will initiate drug and alcohol testing. The supervisor/manager will order the employee to submit to a urine and/or breath test. The supervisor/manager will arrange to transport the employee to the collection site and will arrange for the employee's transport home.
 4. The Town will place the employee on a paidleave pending the receipt of drug testing results.
- E. Return to Duty/Follow-up Testing

If the Town elects to allow an employee to return to work following a positive test result, the employee must first pass a drug and alcohol test and subsequently submit to a program of unannounced testing for a period of not more than 12 months from the date of return to duty.

THE KINDS OF SUBSTANCES TESTED FOR WILL INCLUDE THE FOLLOWING SUBSTANCES OR THEIR METABOLITES

- A. Marijuana
- B. Cocaine
- C. Opiates
- D. Phencyclidine (PCP)
- E. Amphetamines/Methamphetamines
- F. Alcohol

INSPECTION AND SEARCHES

The Town may conduct unannounced inspection for violations of this policy in the workplace, work sites, or company premises. Employees are expected to cooperate during any inspection.

VOLUNTARY TREATMENT

The Town supports sound treatment efforts. Whenever practical, the Town will assist employees in overcoming drug and/or alcohol problems as long as this policy has not already been violated.

If an employee seeks treatment for drug and/or alcohol use, the employee may be eligible to go into a drug and/or alcohol treatment program either through the Town's medical insurance program or at his/her own expense. If the employee enters an appropriate treatment program, the Town may place the employee on unpaid status, but the employee will be required to use any accrued vacation time and sick leave while participating in the program, so long as the employee is complying with the conditions of treatment. The Town can require a release to work and/or verification of treatment from the health care provider as described in the company's medical leave policies. More information regarding availability of treatment resources and possible insurance coverage for treatment services is available from the Human Resources Department.

SAFEGUARDS/CONFIDENTIALITY

The drug screen analysis is accomplished through urinalysis testing. Alcohol testing may be through breath testing or blood testing. Samples will be collected in a sanitary environment designed to maximize employee's privacy while minimizing the possibility of sample tampering. If there is a positive drug and/or alcohol result on the initial screening test, the laboratory alcohol technician will automatically do a second test to confirm the results. The second drug test will be performed using gas chromatography/mass spectrometry or other scientifically accepted method. A positive breath alcohol test will be confirmed by a second breath test. In the event the drug and alcohol test result is dilute, the applicant or employee will be required to re-test if the test result is a negative dilute. During a urine sample collection process, if the collector suspects adulteration or substitution of the urine sample, the first sample shall be discarded and a second sample will be collected by same gender direct observation. Any refusal to cooperate with a urine sample collector or breath alcohol technician will be reported to the Town's designated employer representative and will be recorded by the collector as a "refusal to test." If a breath alcohol technician suspects the sample donor is attempting to manipulate collection of the sample or refuses to cooperate with the breath alcohol technician instructions, the breath alcohol technician will report this to the Town's designated employer representative and will record a "refusal to test" on the chain of custody.

All drug tests are performed by a government-certified outside laboratory. All government-certified outside laboratories strictly follow chain of custody guidelines to ensure the integrity of the testing process. The Town shall use a Medical Review Officer (MRO) who will receive the laboratory results of the testing procedure. The MRO shall be a licensed physician and have knowledge of substance abuse disorders

and the appropriate medical training to evaluate positive results, medical histories, and any other relevant biomedical information. The MRO shall review all medical records made available by the tested individual when a confirmed positive test could have resulted from legally prescribed medication.

If the results of the initial test are negative, the testing laboratory will report the results to the MRO retained by the Town. The MRO or the testing laboratory reports the negative results to the Town. In this instance, no additional tests on the specimen will be done. Any position requiring a Commercial Driver's License can require an MRO to note a narcotic medication by prescription on "negative" results.

If the results of the initial test are positive, that is, if the results exceed the permitted levels for any of the drugs tested or for alcohol, a second confirmatory test shall be performed. Only specimens that are confirmed positive on the second (confirmatory) test are reported positive to the MRO for review and analysis. The MRO will contact the employee personally, in the case of a positive test result. The MRO has the responsibility of reporting to the Town whether the test results are positive or negative.

An applicant or employee who does not pass a drug test may request that the original sample be analyzed again at the individual's expense by a government certified laboratory. All requests for an independent analysis must be made in writing within 72 hours of notification of a confirmed positive test result.

Each applicant or employee will have an opportunity to discuss the test results with an MRO in a confidential setting. Additionally, each applicant or employee will have an opportunity to discuss the test results with a representative of the employer in a confidential setting. The Town will keep the test results confidential and will share the results only within the Town on a business need to know basis, in administrative law proceedings, and when required by law. Each applicant or employee upon his or her written request may be provided with a written copy of the positive test result. Upon written request within seven days of taking the test, an employee may access records relating to his drug and/or alcohol test.

DISCIPLINARY ACTION

A. Testing Positive

Employees who test positive for drugs and/or alcohol are in violation of this policy.

B. Refusal to comply

Employees who refuse required testing are in violation of this policy.

C. Interference with testing

Employees who adulterate, tamper with or otherwise interfere with accurate testing are in violation of this policy.

- D. Any employee, who has been observed using or possessing illegal drugs and/or alcohol during work time, including lunch breaks, or on Town premises is in violation of this policy.

SECTION 5 - CODE OF ETHICS

A. GENERAL

1. Town employees are expected to maintain high standards of honesty, integrity, impartiality, and to conduct themselves 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.
2. If you feel you are being asked to violate Townpolicies, address your concerns with the Town Manager. You are expected to report perceived ethical violations. The Town expects employees to make a timely report to enable the Town to investigate and resolve any behavior that may be in violation. Report the incident to the Town Manager. Your report will be kept as confidential as practicable. The Town prohibits retaliation against an employee for filing a report or for assisting in an investigation.
3. 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 that does not bring discredit or embarrassment to the Town.

B. POLITICAL ACTIVITY

Town employees shall not,

1. Engage in any political activity while on duty.
2. Coerce any Town employee to do anything in support of or against any party, committee, Town, or person for a political purpose.
3. Discriminate in favor of or against any Town employee or applicant because of such employee's or applicant's political contributions or activities.
4. Any Town employee desiring to run for Town, county, state or federal elected office must take a leave of absence without pay upon filing for said office and if elected, shall resign from Town service when seated.
 - a. The foregoing shall not apply to the School Board or College Governing Board election.
5. It shall be the policy of the Town of Thatcher for all employees, regardless of classification, 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 of Thatcher.

C. 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 Town requires that employees protect Town information and avoid outside activities or relationships, which do or could adversely influence their decisions or actions on the job.

The existence of an actual or potential conflict of interest depends, of course, 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, seeks to protect the employee from harmful effects of any subsequent activities, associations or interests that might constitute a prohibited conflict of interest.

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.

This provision does not prohibit the acceptance by an employee of food or refreshment of insignificant value on infrequent occasions where the employee is properly 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 personal 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. Employees with questions about whether specific conduct may violate this policy should contact the Town Manager in advance.

D. OUTSIDE EMPLOYMENT

Outside employment by Town employees is not prohibited, but it is regulated by a few important rules. A Town employee must not engage in outside employment during scheduled working hours, 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 nor shall employees perform any work in a private capacity that may be construed by the public to be an official act.

SECTION 6 - NEPOTISM

All employment decisions shall be based on merit and the business needs of the Town. No employment decision or action may be based, in whole or in part, on personal or familial relationships.

No person shall be eligible to be selected, promoted, or transferred into an employment position with the Town which would result in the person supervising or being supervised (immediate supervisor or in direct chain of command) by a relative, within the third degree as is defined below, or a person with whom there is a consensual relationship with another employee as defined here.

For purposes of Town Employment Policy, a relative within the third degree will be by either affinity(marriage) or consanguinity(blood). Relationships to the third degree include: parents (in-law), brother (in-law), sister (in-law), spouse, son (in-law), daughter (in-law), grandparents (in law), grandchildren (in-law), great grandparent, great grandchild, aunt, uncle, niece and nephew. Step relationships are considered to be the same as blood relationships.

If, after selection, promotion, transfer, etc., two employees within a direct chain of command become relatives or enter into a consensual relationship, the Town may attempt to accommodate this newly-created relationship if such accommodation can be done without negatively impacting the Town operations, or violating the law. Efforts to accommodate the relationship may include, but not be limited to, assigning the employees to work different shifts, assigning different supervisors to each employee, reassigning the employees so that one does not supervise the other, etc.

Employees who begin or who are contemplating entering into a familial or consensual relationship as defined by this policy must immediately notify their supervisor in order for the employee's department director, in conjunction with the Human Resource Director, to determine if and how such relationship may be accommodated pursuant to this policy.

SECTION 7 - HEALTH

A. PHYSICAL EXAMINATION

Employees may be required to undergo a fitness for duty medical examination or provide medical information, if the exam or information requested is job-related and consistent with business necessity.

B. LIGHT DUTY

Employees who are found by their physicians to be able to perform light duty may be offered light duty jobs, if available, for a limited time if they cannot perform the essential functions of their position. During extended periods of light duty, an employee's pay may be adjusted to reflect work assignment and production.

C. SAFETY/REPORTING OF INJURY

The Town is committed to a safe work environment for employees. Employees should report any unsafe practices or conditions to their supervisor.

If employees are injured on the job, no matter how minor, they must immediately report this fact in writing to their supervisor or the Town Manager.

If medical treatment for an on-the-job injury is needed, it must be obtained from one of the Town's designated physicians. If not, the employee may be responsible for the cost of medical treatment.

SECTION 8 - PROBATION

New hires in Classified service positions will be subject to a probationary period (or "employment probation"), during which they are employed at-will and may be discharged at the Town's sole discretion, with or without notice, cause, or any right of appeal.

The length of an employee's probationary period depends on the employee's position with the Town:

1. Police officer and recruits: After successful completion of police training academy, police officers will begin their one (1) year of employment probation. Each officer shall be reviewed on or about six (6) months from their first day as a police officer with the Town. Each officer shall also be reviewed on or about the one (1) year mark from their first day as a police officer with the Town.
2. Part-time and seasonal employees: 12 continuous months of service. Part-time and seasonal employees will generally be evaluated on or about six (6) months from their date of hire, and then evaluated for a second time on or about six (6) months after their first evaluation.
3. Full-time employees: 6 continuous months of service. Full-time employees will generally be evaluated on one occasion, on or about six (6) months from their date of hire.

Promotions: After promotion to a new position, the newly promoted employee will serve a Trial Probationary Period. A Trial Probationary Period consists of a new, six (6) month probationary period. Should a promoted employee fail to meet the performance requirements of the promoted position, the employee shall be removed from the position prior to the end of the Trial Probationary Period. Such an employee shall be:

1. Reinstated to the position in which the employee was serving prior to the promotion, provided that an appropriate vacancy exists; or
2. Assigned to a vacant position for which the employee is qualified; or
3. Separated from service and placed on any available eligible list for the employee's former position or other such position for which the employee is qualified.

The Town may also place Classified employees on disciplinary probation, during which time they may not apply for a promotion or transfer. The Town may also reduce the compensation of an employee on disciplinary probation status by up to five percent.

The Town, at its sole discretion, may extend an employee's probationary period, but no such extension shall exceed the original period of probation.

SECTION 9 - CONDITIONS OF EMPLOYMENT AND STANDARDS OF CONDUCT

The Town expects its employees to maintain a high level of personal and professional conduct at all times, and will take appropriate action when this standard is not met. The following are examples of unacceptable behavior and conduct that the Town considers inappropriate and could lead to disciplinary action up to and including discharge; the list is not exhaustive as, of course, it would be impossible to list every conceivable action that could be considered inappropriate. Employees should use their best judgment and act professionally at all times.

Nothing in this policy changes the at-will nature of probationary employees, who are subject to termination of employment at any time without prior notice, good cause, or any appeal rights.

This list of improper conduct includes, but is not limited to, the following.

1. Unsatisfactory work performance.
2. Abusiveness in attitude, language, or conduct to the public or fellow employees.
3. Violation of any lawful or official regulation or order. Refusal or failure to obey any lawful and reasonable direction given by the employee's supervisor.
4. Violation of the Town's Alcohol and Drug Abuse Policy.
5. Accepting a bribe in the course of work or in connection with it.
6. Using, threatening to use, or attempting to use undue influence, extortion or blackmail in securing employment benefits or advantages for the employee or any other person.
7. Conduct of anytype that will bring discredit or embarrassment to the Town.
8. Falsification of Town documents or records, making false statements concerning duties with the Town, or using fraud to secure an appointment with the Town.
9. Causing damage to public property or wasting public supplies due to negligence or willful misconduct.
10. Failure to maintain an authorized attendance record.

11. Engaging in outside business activities on Town time or using Town property for personal use.
12. Engaging in discrimination, harassment, or retaliation in violation of the Town's policies against discrimination and harassment.
13. Failure to cooperate in any Town investigation.
14. Failure to maintain minimum standards, licenses or qualifications required for any position.
15. Any conduct declared unlawful under federal, state or local law.

SECTION 10 - DISCIPLINARY ACTION

A. 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 considered as 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 may include verbal reprimand, written reprimand, disciplinary probation, reduction of pay up to 5%, unpaid suspension, demotion, and dismissal.

B. REPRIMAND

A reprimand may be issued by a Department Head or a designated representative to an employee 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 Clerk for insertion in the employee's personnel file.

C. 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 14 calendar days. No employee shall be penalized by suspension for more than 14 calendar days in any calendar year. Any employee who is suspended for more than (3) working days will receive a written Notice of Intent to Suspend, and may request a pre-suspension hearing with the Town Manager (which request must be made in writing), and may appeal the suspension pursuant to the Town's Appeal Procedure. The Town Manager may suspend an employee with pay pending completion and disposition of an investigation.

D. 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. 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 in the form of a Notice of Intent to Demote before the effective date of the demotion, and a copy shall be filed with the Town Clerk. 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 any demotion rests with the Town Manager.

The employee also may appeal the demotion, if implemented, through the Town's Appeal Procedure.

E. DISMISSAL

1. Authority: The Town Manager, or the Department Head with the approval of the Town Manager, may dismiss an employee from the Town service for cause, which includes violation of the standards of conduct as provided in these guidelines.
2. Pre-termination Hearing: Once the recommendation has been made to terminate a Town employee, the Department Head must prepare a Notice of Intent to Terminate, which shall specify the specific charges against the employee and which will be provided to the employee, and schedule a pre-termination hearing. The employee will be notified and will receive a copy of the Notice of Intent to Terminate 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.
3. Notification: The Town Manager shall sign a written notice that shall constitute the Notice of Dismissal. This notice shall clearly state the specific charges made against the employee and a copy of the charges shall be provided to the employee.

SECTION 11- APPEAL PROCEDURE

A. DEFINITIONS

An appeal is a complaint filed by a Classified employee who is not in a probationary period in connection with an unpaid suspension of more than three (3) days, demotion, disciplinary pay reduction, or dismissal. The determination of the Town Council shall be final and binding with respect to whether cause exists under these policies for suspension for more than three (3) days, demotion, disciplinary pay reduction, or dismissal.

An employee who is not in a probationary period who challenges an unpaid suspension of more than three days, demotion, disciplinary pay reduction, or dismissal in some manner other than an appeal to the Town Council is to be considered an employment-at-will employee.

B. PRE-DISCIPLINARY MEETING PROCEDURE

Prior to imposition of discipline covered in Section 8, classified employees not in a probationary period will be provided with a written notice of intent from the manager who intends to recommend the discipline. The notice of intent will outline the recommended discipline, including the factual basis for the recommendation and any applicable Town policies.

The employee will be given an opportunity to meet with the Town Manager or his or her designee prior to imposition of the discipline. This pre-disciplinary meeting will be an informal meeting with the Town Manager or his or her designee, in which the employee will be allowed to provide information that the employee believes should be considered before a final decision is made.

Within five (5) business days after this informal pre-disciplinary meeting, the Town Manager or his or her designee will provide the employee with written notice regarding whether the recommended discipline is imposed, rejected, or modified.

B. POST-DISCIPLINE APPEAL PROCEDURE

A classified employee not in a probationary period may appeal disciplinary employment decisions covered in Section 8 after imposition of the discipline by the Town Manager or his or her designee.

To do so, the employee must provide a written notice of appeal to the Town Manager within 10 working days of written notice of the disciplinary action. The Town Manager or designee shall transmit copies of the appeal to the members of the Town Council within 10 working days from the receipt of the request for appeal.

C. APPEAL HEARING

Upon receiving notice of a request for an appeal hearing, the Mayor shall set, within a reasonable time, a hearing date. The Mayor will cause notice to be given to the appealing party, the Town Manager and the Department Head of the time, place and location of the hearing. The employee shall have the right to representation by legal counsel.

The employee, Town, and Council 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 of Thatcher 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. However, the appealing employee and the Town shall have the opportunity to put on witnesses, introduce exhibits, and cross-examine witnesses during the hearing. Absent extraordinary circumstances, the hearing shall be completed in one day.

A court reporter will record the hearing. A record of the proceedings shall be made available to all parties following completion of the hearing upon request at their expense. Within 10 business days following the completion of the hearing, the Town Council shall furnish the employee filing the appeal and the Town Manager with its written decision. If a written transcript is requested, the Town Council will have 10 business days from the day the transcript is provided to make its decision. The Town Council's decision will be final and binding.

D. TIME LIMITS

No appeal shall be considered if more than 10 working days have elapsed between the date of service of the written notice of discipline and the filing of the appeal.

SECTION 12 - GRIEVANCE PROCEDURE

Misunderstandings can arise in any Town. To ensure effective working relations, it is important that such matters be resolved before serious problems develop. Many matters will resolve themselves naturally. Should a situation persist that you believe is detrimental to you or the Town you should discuss the matter freely with your supervisor or department head, who will endeavor to work out a satisfactory solution to the problem. If the problem cannot be solved at this level, you should submit a written statement of your grievance to the Town Manager, who will render a final decision. If the issue involves an action taken by the Town Manager, the Town Clerk will render a final decision in lieu of the Town Manager.

This procedure covers all disputes not subject to the appeal procedure in. It does not cover issues relating to unlawful workplace discrimination, harassment, or retaliation that are covered by the Town's Equal Employment Opportunity/Unlawful Harassment policy at the front part of this handbook

SECTION 13 - LEAVING THE TOWN SERVICE

A. SEPARATION OF EMPLOYMENT

The Town requests that employees who wish to resign their positions notify the Town of their anticipated departure date and go over the “check out” procedures at separation (conversion of insurance, return of property, delivery of final paycheck, etc.) with the Human Resources Department.

Employees may be considered for re-employment provided they qualify for the position of interest and while they were employed with the Town maintained satisfactory performance and attendance.

Employees leaving the Town service shall turn in all Town property.

B. 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 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 paid or unpaid leave of absence of up to 15 calendar days while waiting for the Town’s response to the employee's written communication about the employee's working condition.

SECTION 14 - LEAVE

A. HOLIDAYS

The Town of Thatcher currently observes the following holidays as days off with pay:

- New Year's Day
- Martin Luther King Day
- President's Day
- Memorial Day
- Independence Day
- Labor Day
- Columbus Day
- Thanksgiving Day
- Veterans Day
- 1/2 day Christmas Eve
- Christmas Day

Employees who are required to work on a paid holiday will be credited with an additional 10 hours of leave.

Under no circumstances may an employee accrue more than 800 total hours of paid leave (e.g., holiday pay, leave time, etc.).

When a holiday falls on a Friday or Saturday, it is observed on the preceding Thursday. When the holiday falls on a Sunday, the following Monday is observed. Should any one of the observed holidays occur during an employee's vacation period, an additional day of vacation may be granted.

Holiday time is not counted as hours worked in the computation of overtime. Holiday pay for part-time employees is prorated based on their normally scheduled work hours.

B. LEAVE TIME

The Town offers leave to full-time employees as a type of all-purpose leave plan to use for vacation, illness or injury, and personal business. It combines traditional vacation and sick leave plans into one flexible Paid-Time-Off (PTO) program.

All full-time Town employees are currently eligible for PTO as follows:

Years of Service	Accrual Per Pay Period	Accrual Per Month
0-5	4.62 Hours	10 Hours
6-10	6.15 Hours	13.33 Hours
10-15	6.91 Hours	15 Hours
15+	7.69 Hours	16.67 Hours

Town employees begin accruing PTO upon hire. However, Town employees are eligible to begin using their PTO after completion of 90 days of service.

Town employees can use PTO for any variety of reasons including, but not limited to, vacation, sick, personal time, or for:

- 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.

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.

Employees who are denied needed leave for one of the purposes listed in this section should contact the Town Manager for an individualized review.

Employees may carryover up to 760 hours of PTO per year.

Employees must use PTO in half-hour (30 minute) increments. 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 Company'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.

Leave time will not be used in the calculation of overtime.

Leave time under this policy may run concurrently with unpaid leave taken under other applicable policies, including leave taken under the Family and Medical Leave Act (FMLA), if applicable.

C. LEAVE FOR LESS THAN FULL TIME EMPLOYEES

Upon hire, less than full-time employees begin to accrue paid leave at the rate of one (1) hour for every thirty (30) hours worked, up to 40 hours. Less than full-time employees are eligible to begin using their PTO after completion of 90 days of service.

Unused, accrued leave carries over from year to year, but the Town limits use of leave for less than full-time employees to a maximum of forty (40) hours in a year.

Town employees can use PTO for any variety of reasons including, but not limited to, vacation, sick, personal time, or for:

- 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.

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.

Employees who are denied needed leave for one of the purposes listed in this section should contact the Town Manager for an individualized review.

Employees must use PTO in half-hour (30 minute) increments. 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 Company’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.

Leave time will not be used in the calculation of overtime.

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), if applicable

D. LEAVE-PAYOUT UPON SEPARATION

Employees who terminate in their initial probation period shall not be entitled to receive pay for unused leave. Employees who have satisfactorily completed the initial six months of service (or other applicable probationary period) and who terminate employment shall currently be paid, in a lump sum, for all comp time and leave accrued prior to the effective date of termination according to the following schedule:

<u>Years of Service</u>	<u>Pay out at Termination</u>
0-5	50%
6-14	75%
15 +	100%

Employees who are rehired within 9 months and who had any remaining time in their bank after PTO payout at initial separation will have that remaining PTO reinstated and the employee will be able to use it immediately upon rehire. For example, a two-year employee who had 100 hours of PTO at separation will have 50 hours of PTO paid out. If that same employee is rehired by the Town within 9 months, the employee will have 50 hours of unused, unpaid PTO still remaining in their PTO bank for immediate use upon rehire.

E. 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 Town that an employee may not be fit to return to work.

F. MILITARY LEAVE

Employees granted a military leave of absence are re-instated and paid in accordance with the laws governing veterans' re-employment rights.

G. JURY DUTY LEAVE

The Town encourages all employees to fulfill their civic responsibilities and to respond to jury service summons or subpoenas, attend court for prospective jury service or serve as a juror. Under no circumstances will employees be terminated, threatened, coerced, or penalized because they request or take leave in accordance with this policy. 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.

Employees who are absent from work while participating in the jury selection process or while serving as a juror will not be required to use any annual, vacation or sick leave during the absence, although employees may be permitted to do so.

H. INSURANCE PARTICIPATION

Employees on special leaves without pay are responsible for the payment of the entire insurance premium. Each such employee must make the premium payment directly to the Town Clerk in order to continue coverage.

I. LEAVE TIME BANK

When an employee has exhausted all of their leave time because of a long-term illness, fellow employees may donate up to 40 hours of their leave time to that employee.

J. LEAVE TIME BUY BACK

If an employee has at least 90% of the maximum allowable leave accumulated they are currently eligible to sell leave time back to the Town once per year. This will be at the first pay period in December. Additionally, all employees must reduce their total accrued leave hours to a maximum of 760 hours at this pay period.

<u>Years of Service</u>	<u>Hours allowed</u>
0-5	20 hours
6-14	30 hours
15 +	40 hours

K. VOTING TIME

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.

Under most circumstances, it is possible for employees to vote either before or after work. If it is necessary for employees to arrive late or leave work early to vote in any election, employees should arrange with their supervisor/manager no later than the day prior to Election Day.

Employees will be given time off to vote if there are less than three consecutive hours between when the polls open and the beginning of the employee's shift, or less than three hours of open polls after the end of the employee's workday. In such event, the employee may take "such length of time at the beginning or end of his or her work shift that, when added to the time difference between work shift hours and opening or closing of the polls, will provide a total of three consecutive hours." The time off will also be paid if it would otherwise have been work time.

L. FUNERAL LEAVE

Full-time employees are currently eligible for paid leave of up to three days to attend the funeral of an immediate family member. Immediate family is defined as the employee's spouse, parents, children, sisters, brothers, grandparents, grandchildren, mother-in-law, and father-in-law.

If more time off is needed than provided above, other non-paid leave may be granted upon the approval of the supervisor/manager.

SECTION 15 – PERSONNEL RECORDS

A. GENERAL

Effective personnel administration requires the collection and use of information concerning employees. Personnel records shall be established and maintained in a manner designed to reasonably protect the privacy of all concerned, to the extent consistent with applicable law. In an effort to prevent improper disclosure or withholding of records pertaining to either current or former employees, all inquiries for information should be referred to the Town Clerk so that the request may be reviewed for compliance with the Town's public records obligations.

B. PERSONNEL RECORDS

The official personnel records shall be maintained by the Town Manager's Office and are the property of the Town of Thatcher. The official employee master personnel files should contain at least the following information.

1. The job application and/or resume for the employee's current position.
2. Copies of required forms, i.e., Loyalty Oath, acceptance of employment form, insurance records identification documents pertaining to employee name, social security number, employee emergency information, position description, financial records to include W-4 and state withholding forms.
3. Copies of personnel action forms or other source documents and supporting information authorizing changes in employment status, position, classification, pay or leave status.
4. Forms relating to employee benefits.
5. Copies of performance appraisal reports.
6. Copies of relevant background information, commendations, formal grievances that have been filed separately and disciplinary actions or objections filed thereto.
7. Education and training records.

C. SEPARATE FILES

Separate from the official personnel master file, the Town Clerk shall maintain files that contain any medical information on employees. Also to be maintained in separate files (separate from both the official personnel records and medical records) are any matters involving discrimination and harassment claims or complaints, subjects of investigation (civil or criminal), or immigration matters, including I-9 forms.

D. PERSONNEL FILES/PERSONAL DATA CHANGES

The Town keeps a personnel file as a record of your employment. It is important for this record to be up-to-date and complete. This enables us to reach you in an emergency, forward your mail, and properly maintain your insurance and other benefits. It also helps keep track of your payroll deductions and many other things that concern you as an employee.

Employees shall promptly notify Town Hall of changes in personnel data in any of the following areas: name, personal mailing address, personal telephone numbers, marital status, names of dependent individuals, insurance changes, tax exemptions, and person to notify in case of emergency, educational accomplishments, and other relevant information.

Additionally, you should notify Town Hall if you complete educational or training courses. This information may be considered with your other employment records as job opportunities arise in the Town.

If you want to look at your file or discuss it with someone, contact the Human Resources Department.

SECTION 16 - INFORMATION TECHNOLOGY ACCEPTABLE USE

It is the intent of this policy to ensure the proper use of Town of Thatcher (“the Town”) computer hardware, software, electronic mail, Internet, telecommunications, and other similar systems. Collectively, these elements shall be referred to as the “systems.” The procedures presented in this policy apply to all Town of Thatcher employees, elected officials, volunteers, and other affiliated Towns that utilize Town-provided resources (hereinafter referred to collectively as “Public Officials”) regardless of the user’s location when accessing the systems. Public Officials should have no expectation of privacy while using Town-owned or leased systems. Information passing through or stored on Town systems may be monitored at any time, without prior notice and in the Town’s discretion, to ensure compliance with this policy. Public Officials should also understand that the Town maintains the right to monitor and review Internet use and e-mail communications sent or received by users when necessary as allowed by the Federal Electronic Communications Privacy Act of 1986. Violations of this policy may result in disciplinary actions as provided for both herein and in separate Town of Thatcher Policies and Procedures. Official Police business may preclude some of these policies.

The responsibility for assuring complete compliance with the provisions of this policy rests with the Town Manager, Department Heads, Administrators, and all Public Officials of the Town. It is the responsibility of Public Officials to stay informed regarding Town information that is disseminated electronically. This includes understanding and keeping up-to date on systems operations.

A. General Systems Usage

Regardless of the user’s location when accessing the Town systems, if the equipment being used is provided by the Town, Public Officials should conduct only official business via that access. The exception to the rule is that occasional and limited personal use is permitted within reasonable limits, provided that this personal use does not interfere with the performance of work duties and responsibilities. In addition, it must be consistent with restrictions defined elsewhere in this policy. Unauthorized or inappropriate use of Town systems is prohibited. The Town will cooperate with authorities conducting a legal investigation, or other official inquiry, into illegal activities or unlawful acts associated with the use of the Town systems.

Public Officials are expected to use good judgment when using the Town systems. Public Officials should refer to the Town of Thatcher Personnel Policies and Procedures Manual and/or the Town Manager if they have any questions.

Examples of those uses which are strictly prohibited include (but are not necessarily limited to):

- Offensive content of any kind, including pornographic material

- Anything which could be construed as sexually explicit, scandalous, defamatory, libelous, immoral or discriminatory or based on race, national origin, gender, sexual orientation, age, disability, religious beliefs or any other such protected category or status
- Threatening, harassing or obscene materials (as defined by U.S., state and local laws)
- Illegal activities
- Using Town systems for personal commercial or financial gain
- Issuing or forwarding e-mail chain letters or other frivolous messages, such as practical jokes
- Distributing material protected under copyright laws
- Tampering with your network identity in order to misrepresent yourself and the Town to others
- Solicitation, including charitable campaigns, except as specifically authorized or part of Town-sponsored events to the extent permitted by the Town's Personnel Policies and Procedures (i.e., blood drives, United Way, etc.)
- Effecting security breaches or disruptions of network communication ("disruption" includes, but is not limited to, network sniffing, ping-floods, packet spoofing, denial of service and forged routing information for malicious purposes)
- Security breaches including, but not limited to, accessing data of which the Public Official is not an intended recipient or logging into a server or account that the Public Official is not expressly authorized to access, unless these duties are within the scope of regular duties

Public Officials are advised that the content of all correspondence, including e-mail and other electronic documents developed in the course of business, remains the property of the Town of Thatcher and is also subject to Arizona Public Records Requests and Retention Laws.

B. Computer Hardware and Software

1. Hardware:

The Town of Thatcher maintains various configurations of computer hardware for business related use by its Public Officials. The hardware remains the property of the Town, and is to be returned to the Town upon request. For purposes of this policy, "hardware" is defined as personal computers, laptops, pocket PC's, and all related peripheral equipment (including, but not limited to printers, scanners, projectors, keyboards, mice, etc.).

Portable personal computers (laptops, tablets, PDA) may be made available to Public Officials to assist them in the performance of Town business. Because information contained on portable computers is especially vulnerable, special care should be exercised. These may only be removed from Town facilities with the permission of the Town Manager, Department Head, or Administrator. All other policies defined herein apply equally to the use of portable personal computers.

C. Software:

1. License Agreements

All Town Public Officials are legally bound to comply with the Federal Copyright Act (Title 17 of the U. S. Code) and all proprietary software license agreements. Noncompliance can expose the Town and the responsible Public Official(s) to civil and/or criminal penalties. Unauthorized copying of copyrighted material including, but not limited to, digitization and distribution of photographs from magazines, books or other copyrighted sources, copyrighted music, and the installation of any copyrighted software for which the Town or the Public Official does not have an active license is strictly prohibited.

2. Installing Software

All users are prohibited from installing any software on Thatcher computers without proper authorization. If there is a work-related need to install a software package, a request must be submitted to the proper Information Technology personnel. The software, license agreement, and documentation must be brought to Information Technology personnel in order to arrange a check of the license agreement, and determine compatibility with internal operating systems, hardware, and network configuration. All computer games (not part of the standard operating system) and non-business related software on Town computer equipment is prohibited.

3. Software Registration

Any software purchased for use by Thatcher, although not required, should be registered in the name of the Town of Thatcher and/or department, not an individual Public Official. Individual departments shall handle the registration of software.

D. Computer Viruses

Computer viruses are malicious programs (e.g., worms, Trojan horses, e-mail bombs, etc.) designed to make unauthorized changes to programs and data, and then propagate itself throughout the Town. Therefore, viruses can cause destruction of Town resources. It is important to know that computer viruses are much easier to prevent than to cure. Defenses against computer viruses include

protection against unauthorized access to computer systems, using only trusted sources for data and programs, and maintaining virus-scanning software.

The following virus security requirements apply to all Public Officials:

- Public Officials shall not knowingly introduce a computer virus into Town computers
- Public Officials shall not load diskettes, CD's, DVD's, and flash memory of unknown origin
- Any Public Official who suspects that his/her computer has been infected by a virus shall IMMEDIATELY POWER OFF the computer and contact the Information Technology Division

E. Passwords

The confidentiality and integrity of data stored on Town computer systems must be protected by access controls to ensure that only Town Public Officials have access. This access shall be restricted to only those capabilities that are appropriate to each Public Official's job duties. Every Public Official shall be responsible for all computer transactions that are made with his/her User ID and password.

Below are some security guidelines for password usage:

- Public Officials should use passwords that will not be easily guessed by others
- Public Officials should not disclose passwords to others
- Passwords must be changed immediately if it is suspected that they may have become known to others.
- Passwords should not be recorded where they may be easily obtained
- Public Officials should log-out or lock the workstation when leaving for an extended period

It is the responsibility of each system user to ensure they are in compliance with all Town Policies and Procedures, including computer security and virus detection parameters.

F. E-Mail Usage

1. Definition

Electronic Mail – Text or data that is electronically transferred from sender to receiver through an electronic mail system.

2. E-Mail Policy

The Town of Thatcher maintains an electronic mail (E-mail) system, and it is the policy of the Town to encourage and promote the responsible use of electronic communications in the administrative, business, and technical operations of the Town. The e-mail system's hardware and software are the property of the Town. The Town reserves the right to discontinue e-mail accounts with or without warning, for any reason including, but not limited to, violations of this policy. A Town e-mail account does not inherently authorize the Public Official to represent the Town or to act on its behalf.

All messages composed, sent, or received on the e-mail system are, and remain, the property of the Town of Thatcher. The Town reserves the right, without prior notice, to audit, review, intercept, access and disclose any and all e-mail messages created, received, or sent over the Town's e-mail system or equipment and to take appropriate action regarding the findings of these audits. With the assistance of the Information Technology personnel, only the Town Manager, Department Head, or Administrator has the authority to read or audit another subordinate Public Official's e-mail. E-mail information is presumed to be open to the public for inspection upon public record requests, except as provided by law. E-mail messages are to be removed and purged every 90 days by the user.

3. E-Mail Restrictions

The e-mail system is available to Public Officials of the Town of Thatcher to assist them in their work, and its appropriate/inappropriate use is defined below:

- Insensitive messages – messages must be worded in such a way that is sensitive to the readers. Referring to age 40 and over, race, sex, color, religion, national origin, disability, military status, genetic information, or any other status protected by applicable state or local law in any manner that could violate the Town's Equal Employment/Unlawful Harassment policy is unacceptable.
- Political statements – Political statements and/or campaigning are unacceptable uses of the e-mail system. The Arizona Revised Statutes prohibit the Town from using its personnel, equipment, materials, buildings or other resources for the purposes of influencing the outcome of any election. While there is some case law which would distinguish those activities which are designed to be purely

informational and thereby providing a fair representation of all the facts, such activities are very limited and require a case by case analysis. Any use of the e-mail system for such informational purposes must be approved in advance by the Town Manager, Department Head, or Administrator or his/her designee. Any such activity must also be in conformance with all other Town and department policies and rules.

- Confidential issues – E-mail may not be used to create or transmit messages relating to discipline, grievances, and/or any other confidential matters.
- Illegal purposes – E-mail shall not be used for: illegal activities, threats, harassment, offensive and disruptive images or messages, defamation, obscene or suggestive messages or graphical images, and commercial activities.
- Improper access – Public Officials who access a file or retrieve stored communication from areas where they do not have authorized access or ought to know they should not be accessing will not be tolerated.
- Perpetuate chain e-mail letters or their equivalents –This includes letters that require the recipient to forward an e-mail to a specified number of addresses in order to achieve some monetary, philosophical, political, superstitious, or other goal. E-mails that are part of a multilevel marketing or pyramid-selling scheme, sometimes known as "Ponzi schemes," are illegal in many places and are specifically forbidden under this policy.
- Create and/or send "spam" – Spam is defined as any unsolicited electronic communication that is sent to any number of recipients who did not specifically request or express an interest in the material advertised in the communication. It will be considered a greater offense if the Town's electronic communications resources are exploited to amplify the range of distribution of these communications.
- Send or encourage "letter bombs" – Letter bombs are extremely large or numerous e-mail messages that are intended to annoy, interfere, or deny e-mail use by one or more recipients.

- Public Officials may not use Town e-mail addresses to sign up for personal-use mailing lists or marketing web sites that are not work related.

G. Internet Usage

1. Internet Access

Public Officials and Town employees are expected to use the Internet in an appropriate manner. The use of Town equipment to connect to any non-work related site(s), which may contain inappropriate material for a government office is strictly prohibited. This includes but is not limited to the total prohibition on sites containing sexually explicit materials, illegal activities, offensive or disruptive images, obscene or suggestive graphical images, non-work related chat rooms, etc. Unauthorized or inappropriate use of the internet is prohibited and will not be tolerated.

Department of Public Safety regulations prohibit Internet access from any computer that has Arizona Criminal Justice Information System (ACJIS) access.

2. Publishing to the Internet

Only personnel authorized to do so should publish information relating to the Town's governmental operations to the Internet using the Town's website. This will ensure that the information being released about the Town of Thatcher is appropriate and projects a positive image of the Town.

Generally, the Town will have the following types of information available on the Internet:

- Printed information materials such as Town Newsletters, brochures, news releases, calendar of events, etc.
- News bulletins and/or informational advisories
- Information from various Town databases as needed
- Town-related items that may not be available in printed form
- Materials made available to the public that are regularly sought out through Town offices

The Town, and Town Public Officials, will not publish personal information of any kind on Town sites, such as, but not limited to:

- Statements of political reference or support
- Opinions of any topic

- Information that has not been reviewed and approved by the Town Manager or his/her designated alternate

3. Miscellaneous

Any Internet-related questions should be addressed to the Information Technology Division or other authority as designated by the Town Manager.

H. Telecommunications Usage

1. Definition

Telecommunications – Voice or data that is electronically transferred from sender to receiver through a desk telephone, cell phone, fax machine, voice mail, modem, or other similar means.

2. Telecommunications Policy

Public Officials are responsible for utilizing the Town's telecommunications system in an effective, efficient, ethical and lawful manner. The system cannot be used for commercial purposes or for direct personal gain unrelated to the Town's business. Under federal, state and local laws against discrimination and related Town policies, the system may not be used to create an intimidating, hostile or offensive working environment. Further, these telecommunications systems may not be used to harass or intentionally inflict emotional distress upon any person or group. Public Officials should also understand that the Town maintains the right to monitor and review telecommunications use by Town Officials, without prior notice, when necessary as allowed by the Federal Electronic Communications Privacy Act of 1986. Unauthorized or inappropriate use of the Town's telecommunications or computer systems by any Public Official will not be tolerated.

SECTION 17 - CELL PHONE/AIR CARD POLICY

- A. Thatcher personnel may be required to have a cell phone to perform their duties. If required by their job, the Town will reimburse the employee according to an assigned plan. Personnel may request a cell phone allowance if a business need is demonstrated.
- B. The following is the basic criteria for establishing business need for a cell phone allowance.
- A requirement to travel frequently on Town business
 - Large amounts of time spent away from the office.
 - A need for others to be in constant communication with the individual
 - A need for the employee to communicate constantly with the Town while traveling.
 - Personal safety concerns for individuals while traveling, working evening hours or working in isolated areas.
 - A need to contact employee after normal business hours on a constant basis.
 - Required by Manager or Council.

The Town will determine the current Cell Phone Allowance Plan. An employee may submit a cell phone allowance request in writing to the Manger for consideration.

Thatcher employees with a “cell phone allowance” will be required to register their cell phone number and account number with the Town Clerk within 10 days of the commencement of the allowance. Failure to register the cell phone information within the time period or to maintain an active cell phone account will cause the allowance to be suspended and possible disciplinary action to be initiated.

Employees with a cell phone allowance will be responsible for the following costs regarding the cell plan they choose:

- All activation fees
 - All equipment expenses
 - All airtime plan costs, including airtime in excess of plan allotment
 - All incidental charges relating to the plan they choose.
- C. The Town prohibits employees from using cellular phones for business reasons while driving, for any reason while driving for work-related purposes and while driving a company-owned vehicle. Employees should also be aware that holding a portable wireless communication device or using one without a hands-free accessory while driving a motor vehicle is a violation of Arizona law, in addition to

being a violation of company policy. It is also a violation of Arizona law to write, send or read any text-based communication (including text messages, instant messages, e-mails or internet data) or to watch, record or broadcast video while operating a motor vehicle.

ACKNOWLEDGMENT OF RECEIPT

I HAVE RECEIVED A COPY OF THE EMPLOYEE HANDBOOK DATED NOVEMBER 2019. I UNDERSTAND THAT I AM TO BECOME FAMILIAR WITH ITS CONTENTS. FURTHER, I UNDERSTAND: THE LANGUAGE USED IN THIS HANDBOOK 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 FOR UNCLASSIFIED EMPLOYEES.

THE HANDBOOK 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 HANDBOOKS. THE NEED MAY ARISE TO CHANGE THE GUIDELINES DESCRIBED IN THE HANDBOOK, THEREFORE THE TOWN RESERVES THE RIGHT TO INTERPRET THEM OR TO CHANGE THEM WITHOUT PRIOR NOTICE.

NO REPRESENTATIVE OF THE TOWN OF THATCHER, OTHER THAN THE ELECTED OFFICAL OR AGENCY HEAD OF THE TOWN, HAS THE AUTHORITY TO ENTER INTO AN AGREEMENT OF EMPLOYMENT FOR ANY SPECIFIED PERIOD AND SUCH AGREEMENT MUST BE IN WRITING, SIGNED BY THE ELECTED OFFICAL OR AGENCY HEAD AND MYSELF. WE HAVE NOT ENTERED INTO SUCH AN AGREEMENT.

Name (Please Print)

Signature

Date

City/Town	Max Vacation Accural (hours)	Max Sick Leave Accural (hours)	Total Maximum Accural (hours)	Retirement Pay Out
Benson	312	960	1272	100% Vacation - 25% Sick
Bisbee	247	112	359	100% Vacation
Pima	960	unlimited	unlimited	100% Vacation
Graham County	320	1500	1820	100% Vacation
Safford	360	720	1080	66% Vacation & Sick (appx)
Douglas	240	480	720	100% Vacation & Sick
Willcox	240	1000	1240	100% Vacation
Thatcher	800	0	800	100% Vacation