



**NOTICE OF A SPECIAL MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE
TUESDAY, OCTOBER 24, 2023 AT 5:00 PM**

In Person: Clark Memorial Clubhouse, 19 N. Ninth St., Clarkdale AZ

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/83315993753>

Meeting ID: 833 1599 3753

Town of Clarkdale Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy.

We cultivate an environment where residents and businesses can thrive; providing services and jobs for our residents and capitalizing upon tourism.

We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

PURSUANT TO A.R.S. §38-431.02, NOTICE IS HEREBY GIVEN to the members of the Common Council of the Town of Clarkdale and to the general public that the Town of Clarkdale Town Council will hold a Special Meeting open to the public on Tuesday, October 24, 2023, at 5:00 PM in a hybrid meeting via Zoom Video Conference or in person at 19 N. Ninth Street, Clarkdale, Arizona, Clark Memorial Clubhouse, Men's Lounge. Members of the Clarkdale Common Council will attend either in person or by telephone, video or internet conferencing. Pursuant to A.R.S. §38-431.03, the Council may vote to recess the meeting and move into Executive Session on any item, which will be held immediately after the vote and will not be open to the public. Upon completion of Executive Session, the Council may resume the meeting, open to the public, to address the remaining items on the agenda.

Supporting documentation and staff reports furnished to the Council with this agenda are available for review on the Town website at www.clarkdale.az.gov and the Town Clerk's Office.

ALL ITEMS ON THIS AGENDA ARE SCHEDULED FOR DISCUSSION AND POSSIBLE ACTION, UNLESS OTHERWISE NOTED.

1. CALL TO ORDER

2. ROLL CALL

3. PUBLIC COMMENT

The Town Council invites the public to provide comments at this time. Members of the Town Council may not discuss items that are not specifically identified on the agenda. Therefore, pursuant to A.R.S. §38-431.01, action taken as a result of public comment will be limited to

directing staff to study the matter, responding to any criticism, or scheduling the matter for further consideration and decision at a later date. Persons interested in making comments on a specific agenda item are asked to complete a brief form and submit it to the Clerk or liaison during the meeting. Each speaker is asked to limit their comments to five minutes.

4. REPORTS

Departmental Reports (submitted with Council packet) –

Summary of written reports from Town Departments and other agencies:

- Building Permit Report
- Magistrate Court Report
- Water, Wastewater and Cottonwood Area Transit Report
- Police Department Report
- Verde Valley Humane Society

A. Finance Report (submitted with Council packet)

List of specific budget to actual revenue and expenditures for all departments and a monthly finance report.

5. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Town Council at a work session or during a New Business discussion. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

A. Approval of Minutes of the Common Council

Consider and act upon the draft minutes from the regular meeting held on Oct. 10, 2023.

6. NEW BUSINESS

A. Clarkdale-Jerome Elementary School Check Presentation

The Mayor and Council will present a check from the Shred-a-Thon proceeds to Clarkdale-Jerome Student Council.

B. Proclamation - Domestic Violence Awareness Month

Discuss, consider and act upon a Proclamation declaring October 2023 as Domestic Violence Awareness Month.

C. Proclamation - Extra Mile Day

Discuss, consider and act upon a Proclamation declaring Nov. 1, 2023 as Extra Mile Day.

D. Presentation - Steps to Recovery

Council will receive a presentation from Damien Browning, co-founder of Steps to Recovery Homes, regarding the non-profit organization he helped to create.

E. Water and Wastewater Master Plan

Discuss, consider and act upon an agreement with Ardurra for the Town's Water and Wastewater Master Plan.

F. Town of Clarkdale Website Analytics

Council will receive a presentation from Chell Smart, Town Public Information

Officer, regarding high-level analytics related to the first year use for the new Town website.

G. Ardurra Group Inc. Professional Services Agreement for Selna Mongini Park

Discuss, consider and act upon the Professional Services Agreement with Ardurra Group Inc. for the Selna Mongini Park Project.

H. Personnel Policy Amendment

Discuss, consider and act upon changes being proposed to the Town's Personnel Policy and Procedural Manual.

7. POSSIBLE VOTE TO ENTER EXECUTIVE SESSION - The Council may vote to discuss the following matters in executive session pursuant to A.R.S. § 38-431.03 (A)(3) discussion or consultation for legal advice with the attorney or attorneys of the public body and/or A.R.S. § 38-431.03 (A)(4) discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

A. Water Rights Agreement with the Town of Clarkdale

B. Town's Position on Pending or Contemplated Litigation

8. RESUMPTION OF REGULAR MEETING - Immediately following the executive session, the Council will resume public session.

A. Water Rights Agreements with the Town of Clarkdale

B. Town's Position on Pending or Contemplated Litigation

9. FUTURE AGENDA ITEMS

Town Council may propose items to be placed on a future agenda. This item is for discussion only.

10. ADJOURNMENT

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

COPPER

Customer focused

Open, transparent and equitable

Preserving our history, charm, and environment

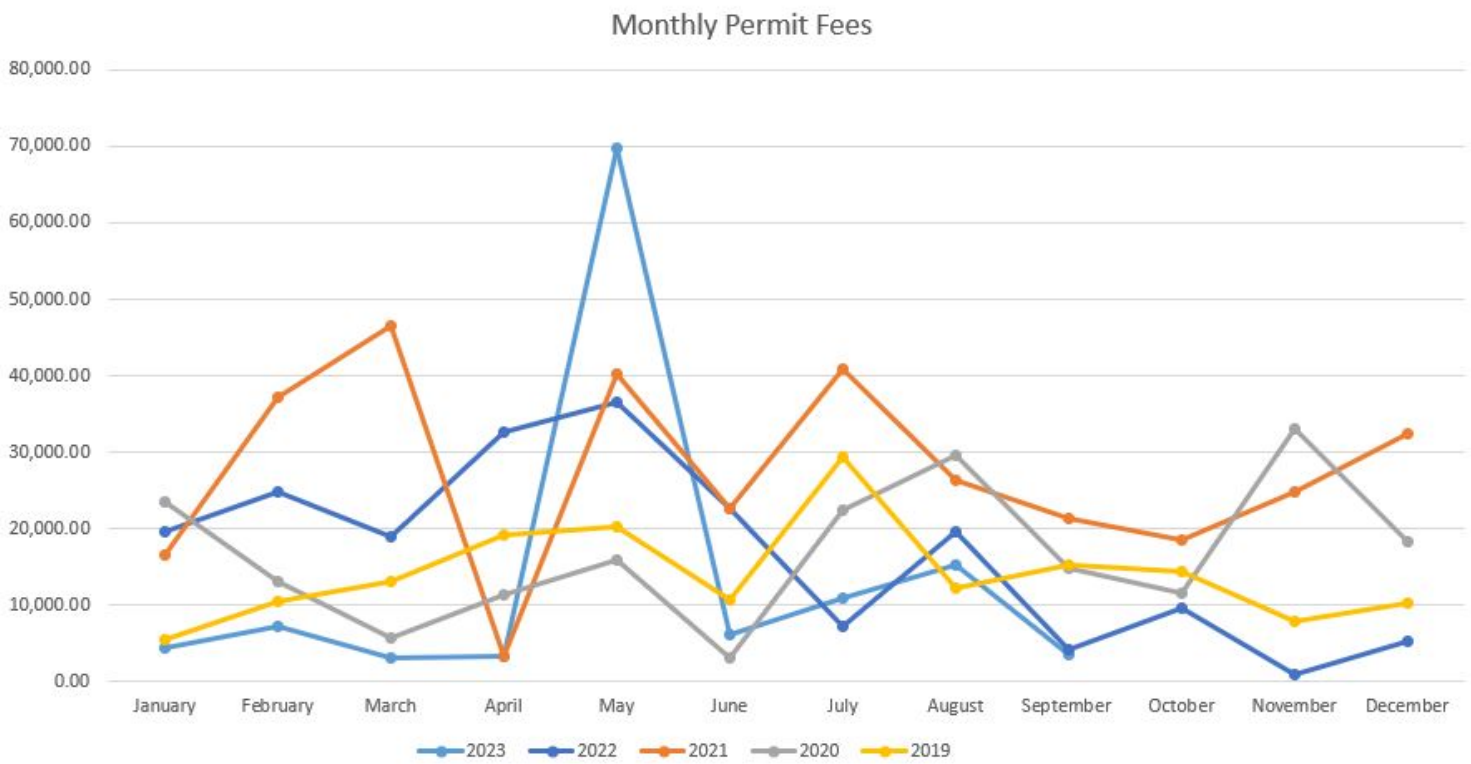
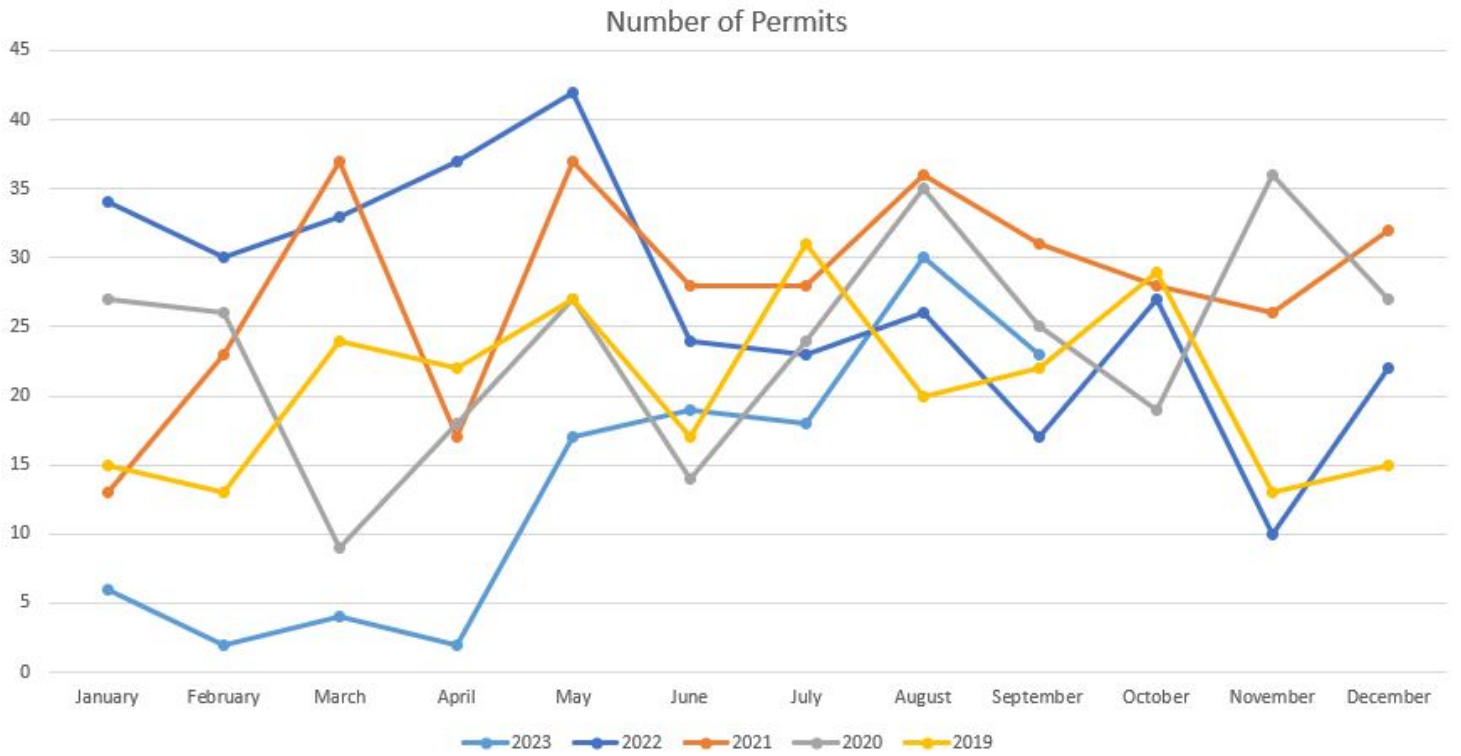
Planning for a sustainable future
Economic and social resiliency
Resourceful and innovative

Mission

The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Persons with a disability may request reasonable accommodations by contacting the Town Hall at (928) 639-2400 (TTY: 1-800-367-8939) at least 72 hours in advance of the meeting.

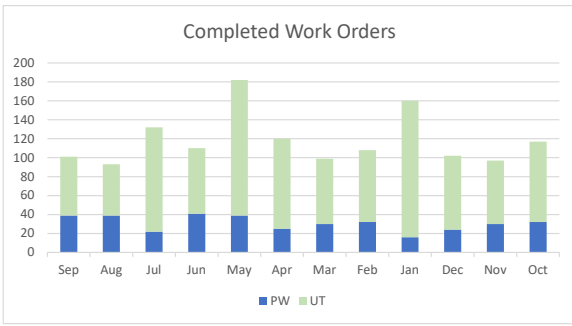
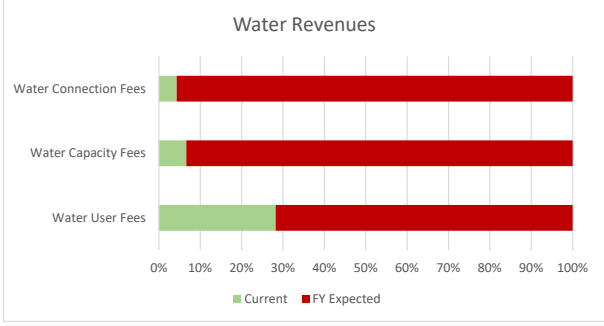
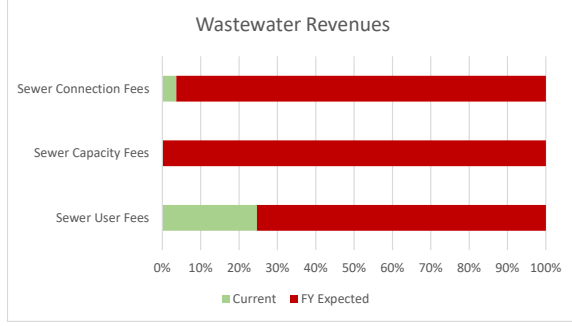
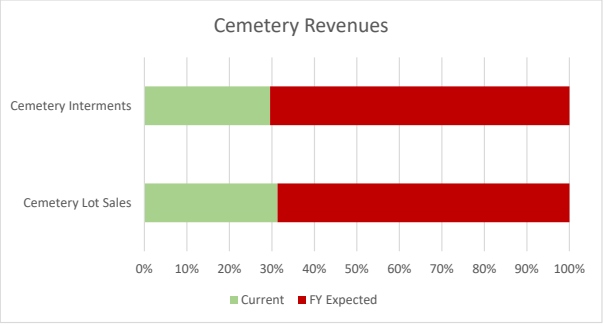
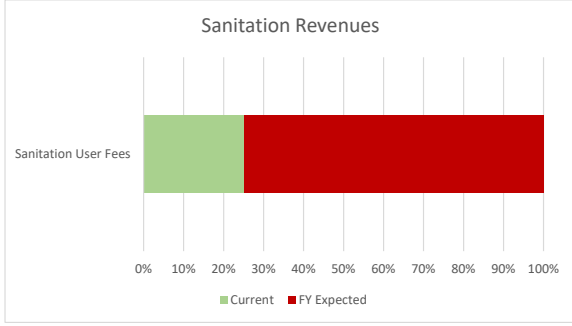
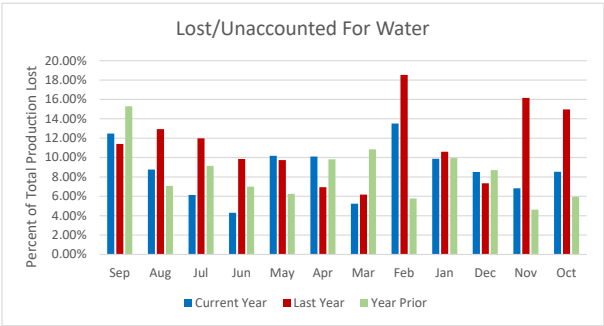
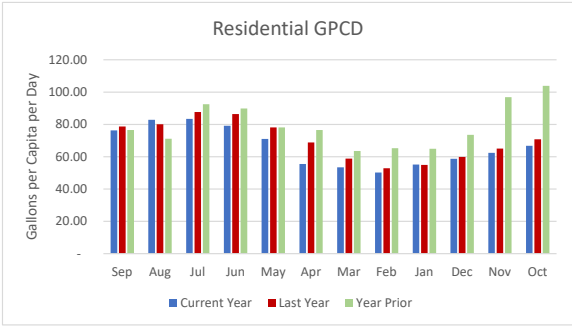
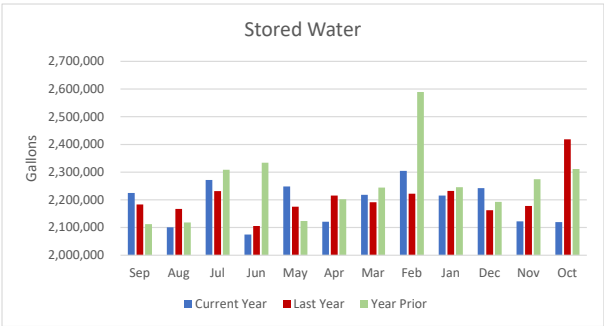
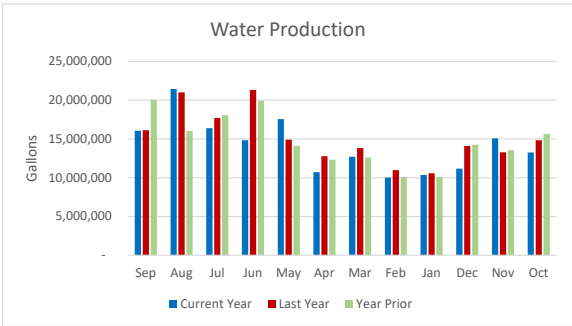
Community Development Report
September 2023



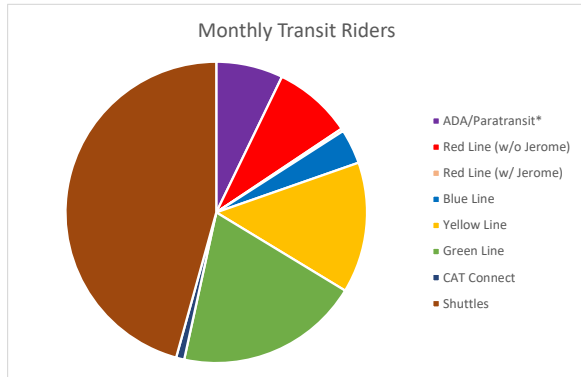
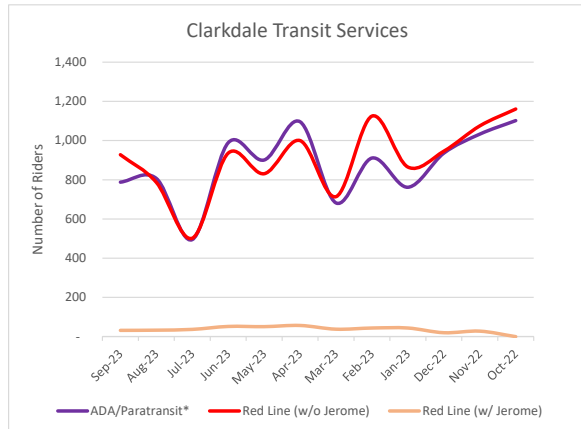
Clarkdale Magistrate Court

September 2022-2023 Comparative Stats

	Sept. 2022	Sept. 2023
Criminal Cases	6	6
Civil Traffic Cases	10	38
Total Cases	16	44
Revenue to Town	\$2,963	\$2,636



September-23



RED ROUTE Monday – Friday 6:45 AM – 6:31 PM												
Bus Stop												
COTTONWOOD TO CLARKDALE												
1	Depart – Cottonwood Library	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15
2	Cottonwood St. & 6th St.	6:47	7:32	8:17	9:02	9:47	10:32	11:17	12:02	12:47	1:32	2:17
3	E. Cottonwood St. / S. Willard St. (Spectrum Healthcare)	6:48	7:33	8:18	9:03	9:48	10:33	11:18	12:03	12:48	1:33	2:18
4	Black Hills Dr. / Gale Ave.	6:53	7:38	8:23	9:08	9:53	10:38	11:23	12:08	12:53	1:38	2:23
5	Yavapai College (Front Only)	6:55	7:40	8:25	9:10	9:55	10:40	11:25	12:10	12:55	1:40	2:25
6	Pine Shadows Dr. / SR 89A (Pine Shadows)	7:00	7:45	8:30	9:15	10:00	10:45	11:30	12:15	1:00	1:45	2:30
10	Main St. / Clarkdale – Jerome School	7:07	7:52	8:37	9:22	10:07	10:52	11:37	12:22	1:07	1:52	2:37
11	Main St. / S. 9th St. (Clarkdale Post Office)	7:09	7:54	8:39	9:24	10:09	10:54	11:39	12:24	1:09	1:54	2:39
CLARKDALE TO COTTONWOOD												
12	S. Broadway / Bent River Ranch Rd.	7:11	7:56	8:41	9:26	10:11	10:56	11:41	12:26	1:11	1:56	2:41
13	N. Main St. / Old Town	7:13	7:58	8:43	9:28	10:13	10:58	11:43	12:28	1:13	1:58	2:43
1	Arrive – Cottonwood Library	7:16	8:01	8:46	9:31	10:16	11:01	11:46	12:31	1:16	2:01	2:46

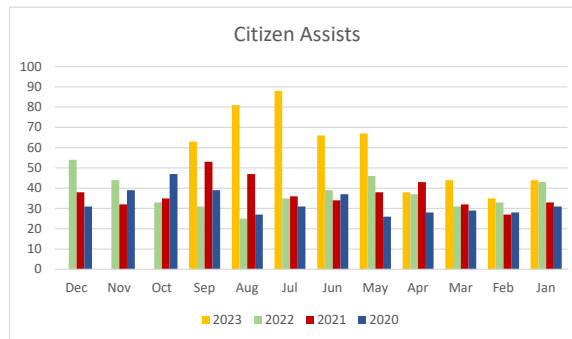
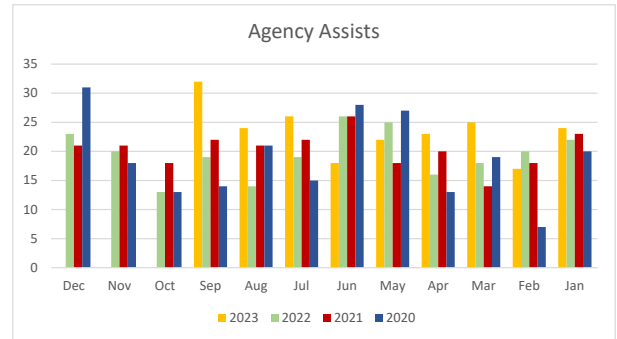
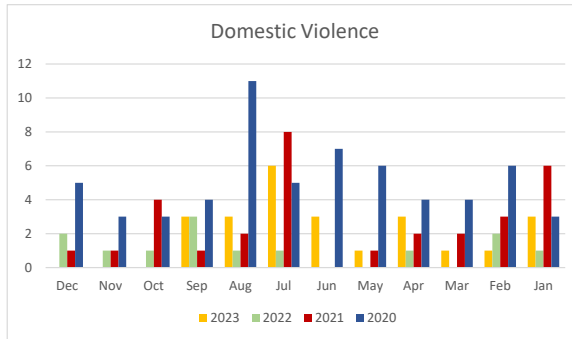
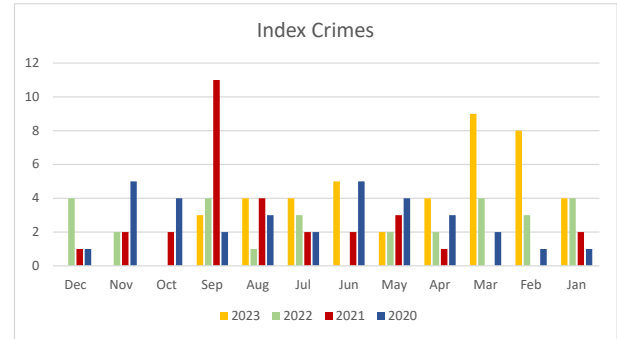
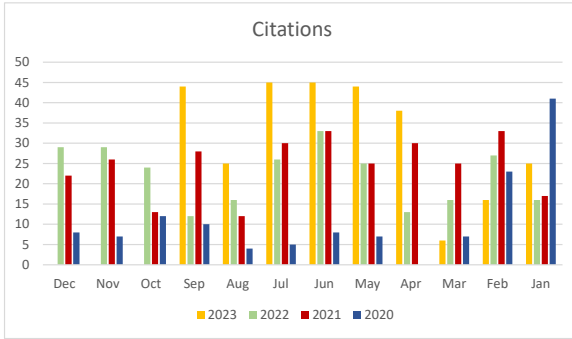
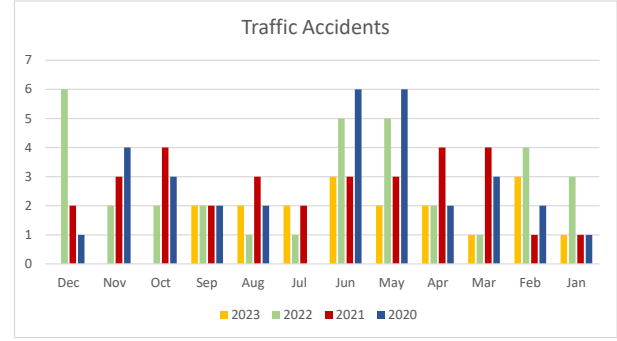
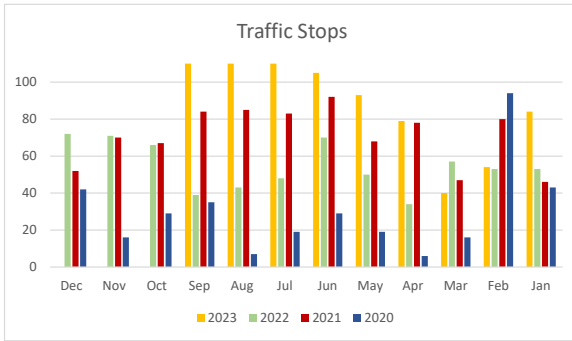
*On Thursday only, these trips continue to Jerome. See Jerome schedule for correct times.

JEROME Thursdays Only 8:15 AM – 6:54 PM				
Bus Stop				
COTTONWOOD TO CLARKDALE				
1	Depart – Cottonwood Library	8:15	11:15	6:00
2	Cottonwood St. & 6th St.	8:17	11:17	6:02
3	E. Cottonwood St. / S. Willard St. (Spectrum Healthcare)	8:18	11:18	6:03
4	Black Hills Dr./Gale Ave	8:23	11:23	6:08
5	Yavapai College (Front Only)	8:25	11:25	6:10
6	Lisa St/SR 89A (Pine Shadows)	8:30	11:30	6:15
JEROME				
7	Jerome/Scenic Lookout Hampshire Ave./Douglas Rd	8:42	11:42	6:27
8	Jerome/Fire Station (Back Parking Lot)	8:46	11:46	6:31
9	Jerome/Central Steps	8:48	11:48	6:33
CLARKDALE TO COTTONWOOD				
10	Main St./Clarkdale Jerome School	9:00	12:00	6:45
11	Main St. / S. 9th St. (Clarkdale Post Office)	9:02	12:02	6:47
12	S. Broadway/Bent River Ranch Rd	9:04	12:04	6:49
13	N. Main St./City HR/Finance Bldg.	9:06	12:06	6:51
1	Arrive – Cottonwood Library	9:09	12:09	6:54

8/21/2022 All routes reinstated.
10/1/2022 Jerome route started.

*ADA/Paratransit numbers are for all services, regardless of origin or destination.

Missing data for the following date ranges:
08/01/2022-08/06/2022
12/25/2022-12/31/2022
02/12/2023-02/18/2023
06/05/2023-06/10/2023
06/25/2023-07/01/2023
08/05/2023-08/12/2023
09/03/2023-09/09/2023

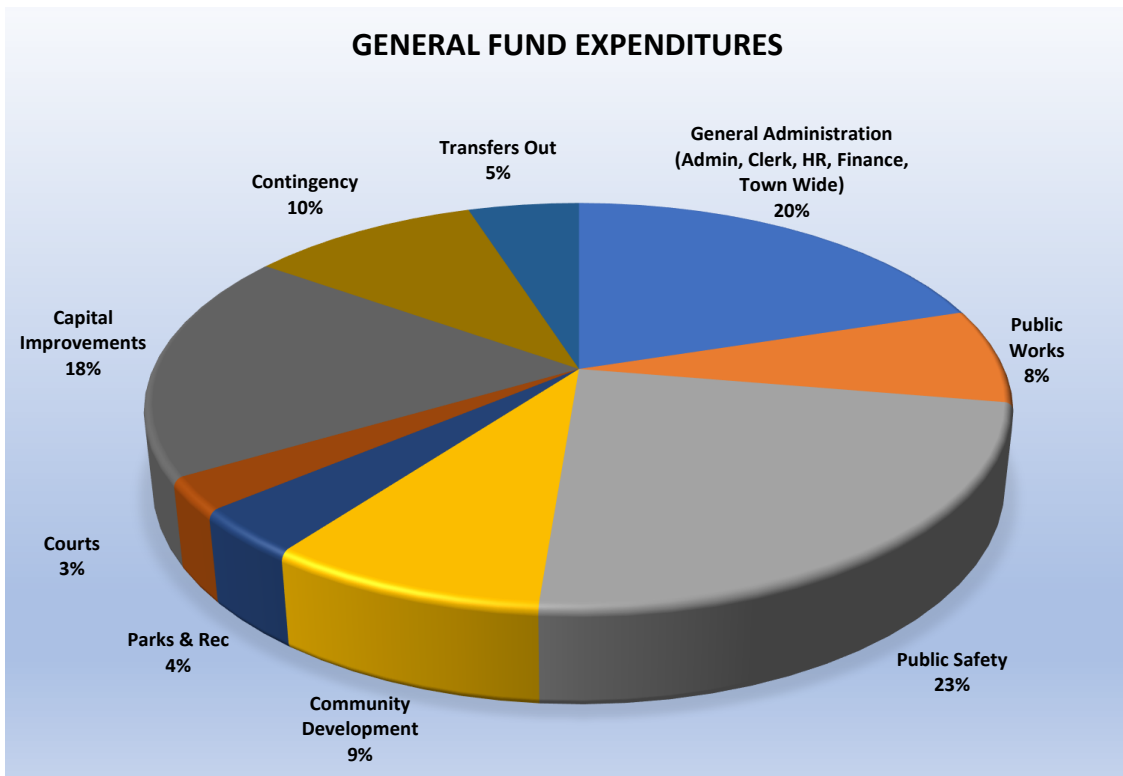
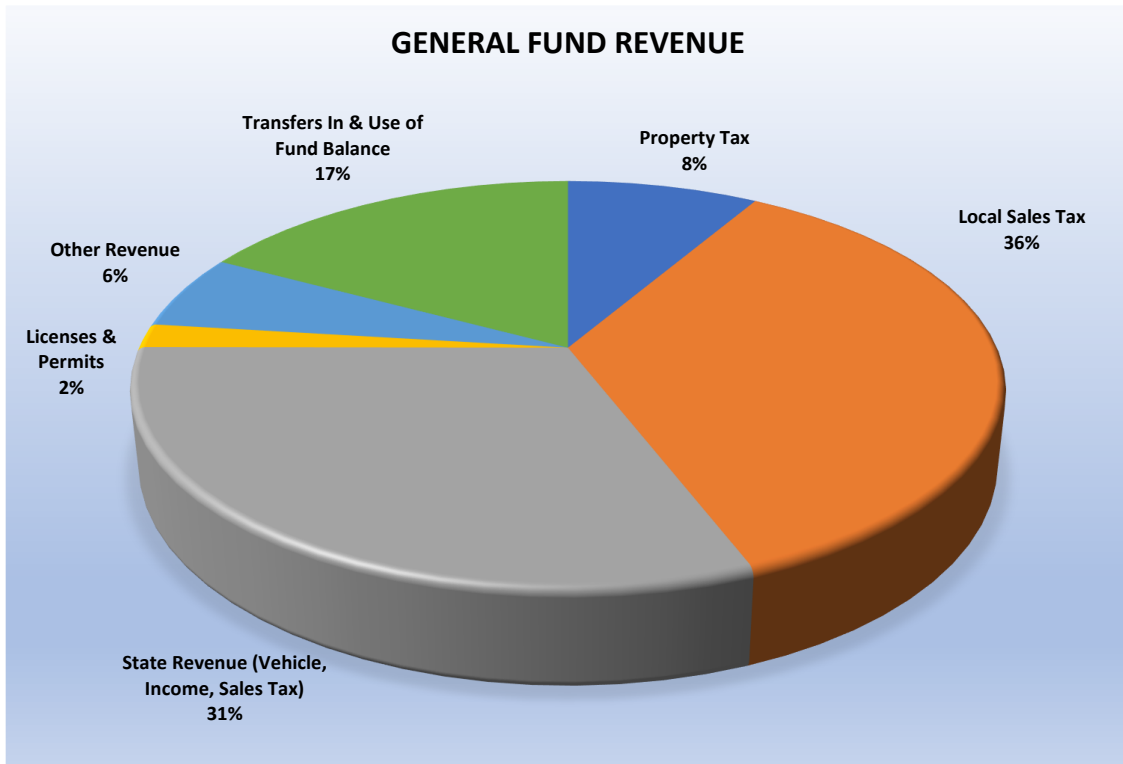


Comments:
 There were three index crimes in September: two thefts and one assault. The assault was a domestic violence incident and the offender was arrested. Both thefts were of items left out in the open. In one case, tools were taken from the back of a truck. In the other, a weed eater left on a porch was taken. Following investigation, both thefts are closed pending further leads.

Verde Valley Humane Society					
1520 W. Mingus Avenue					
Cottonwood, AZ. 86326					
928-634-7387					
					10/13/2023
Clarkdale FY Monthly Intake Reports - September 2023					
Date	Type	Species	ID #	Disposition Type	Date
9/2/2023	Stray-Public Drop Off	Feline	C50280-0923	Died	9/2/2023
9/18/2023	Stray-Public Drop Off	Feline	C50332-0923		
9/18/2023	Stray-Public Drop Off	Feline	C50331-0923		
9/25/2023	Stray-Public Drop Off	Feline	C50339-0923		
	Total: 4				

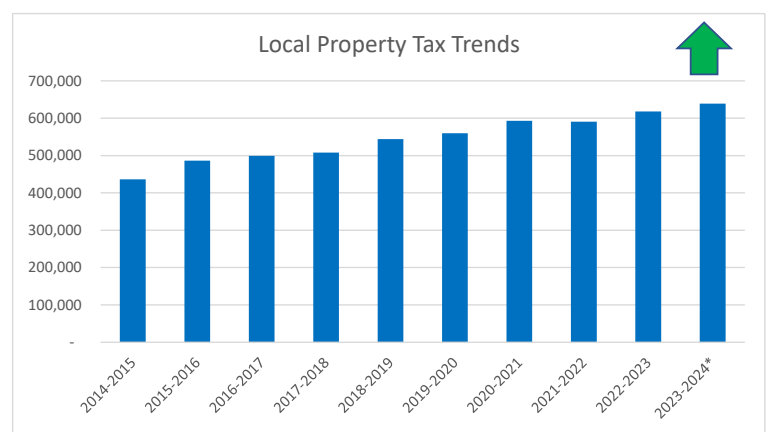
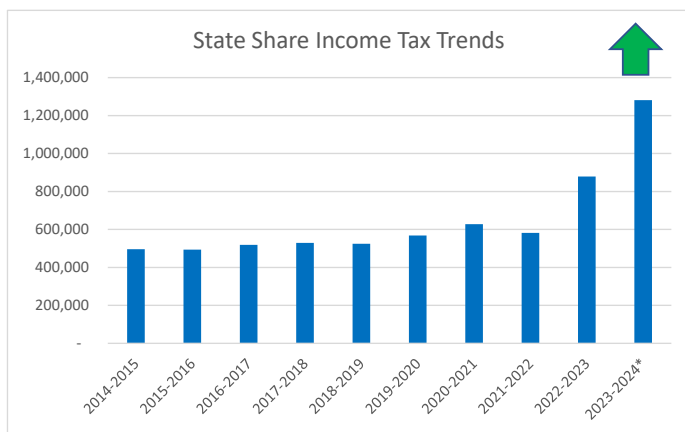
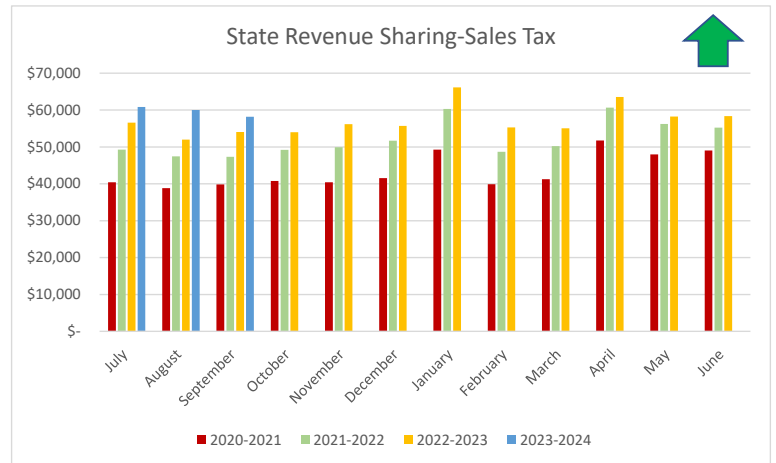
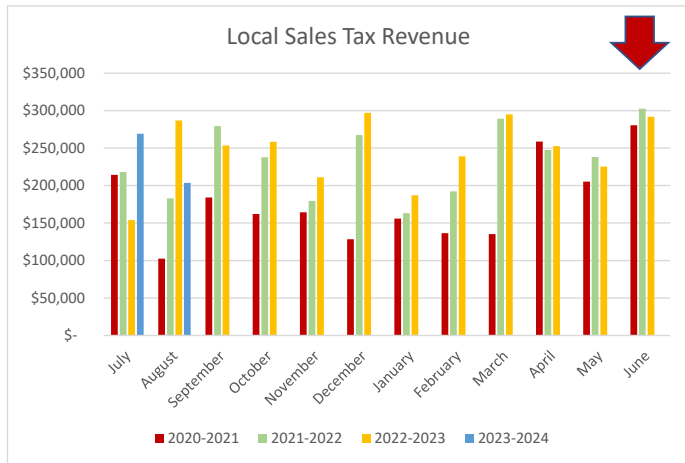
Finance Department Monthly Report

FY2023-2024 Budgeted Revenue and Expenditures by Category

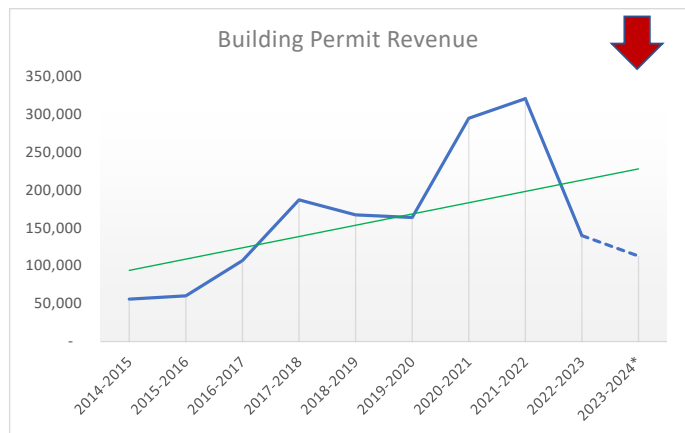


Finance Department Monthly Report September 2023

10/16/2023



*Projected



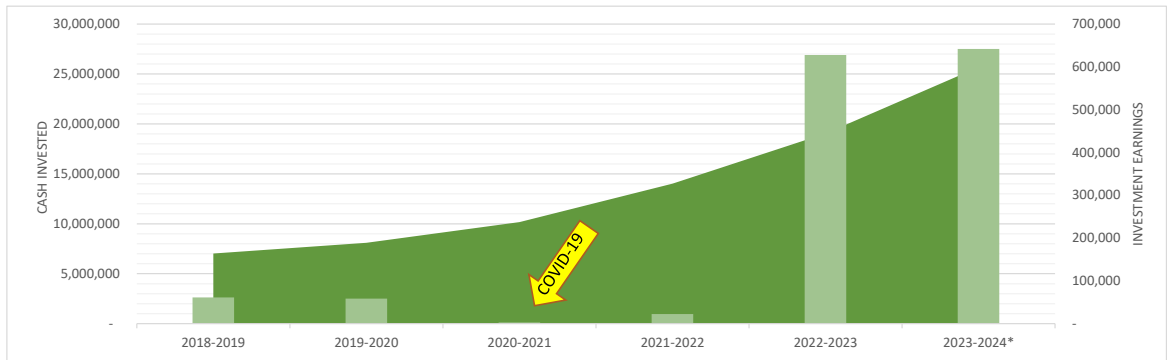
Comments
→Local Sales Tax for August 2023 lagged behind August 2022. September collections are underway and will be watched for any downward trends.
→State Revenue Sharing in 2023 continues to exceed 2022 receipts.
→Building Permit revenues in July and August were \$6,104 and \$35,201 respectively. September permit revenue was \$5,641. The Town budgeted \$125K for FY2024. Projections are shown at 60% of straightline to smooth out the August revenues.
→Interest earnings continue to exceed expectations with FYTD earnings totaling \$320,994. \$6.3million of funding was received and invested for the Bitter Creek Bridge project in July.
→The Finance Department is now live with ADP for both payroll and benefits.
→The annual update of the Financial Operations Guide is now complete.
→The Finance Department is finalizing preparations for the FY2023 annual audit. Fieldwork is scheduled to begin November 1, 2023.

*Straightline projection yields revenues of \$187,783, projection shown above is 60%.

Finance Department Monthly Report

	FY2023-2024														
Fund	Budgeted (Annual)	July 2023	August 2023	September 2023	October 2023	November 2023	December 2023	January 2024	February 2024	March 2024	April 2024	May 2024	June 2024	Fiscal Year- to-Date	
General Fund	\$ 140,000	\$ 64,547	\$ 78,980	\$ 76,965	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 220,493	
Streets Fund	\$ 11,000	\$ 3,251	\$ 3,365	\$ 3,291	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 9,907	
HURF Fund	\$ 26,000	\$ 8,988	\$ 9,495	\$ 9,449	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 27,932	
Wastewater Fund	\$ 26,000	\$ 7,531	\$ 7,793	\$ 7,622	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 22,946	
Cemetery Fund	\$ 3,275	\$ 962	\$ 996	\$ 974	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 2,932	
Sanitation Fund	\$ 300	\$ 130	\$ 135	\$ 132	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 396	
Water Fund	\$ 41,000	\$ 11,943	\$ 12,359	\$ 12,087	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 36,388	
	\$ 247,575	\$ 97,354	\$ 113,122	\$ 110,518	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 320,994	

Percent of Year Passed	8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%
Percent Collected vs. Budgeted	39%	85%	130%	130%	130%	130%	130%	130%	130%	130%	130%	130%



*Projected-Straight-line projection yields investment income of \$1,283,978 the amount shown above is estimated at 50% of that. Future market conditions are difficult to predict, but it is projected that we will continue to be in a rising environment for the near term.

Town funds are currently held in the State of Arizona Local Government Investment Pool, LGIP. The funds are invested in US Government Backed Securities with the with the following historical investment performance as of September 30, 2023:

1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
5.30%	5.22%	5.22%	4.85%	4.51%	1.72%	1.68%

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	5,226,640.00	343,971.48	681,430.81	13.04	4,545,209.19
STATE REVENUE	<u>2,338,628.00</u>	<u>201,365.65</u>	<u>550,490.50</u>	<u>23.54</u>	<u>1,788,137.50</u>
TOTAL REVENUES	7,565,268.00	545,337.13	1,231,921.31	16.28	6,333,346.69
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CONTINGENCY & TRANSFERS	2,532,400.00	55,000.00	55,000.00	2.17	2,477,400.00
ADMINISTRATION	216,636.00	398.48	32,959.89	15.21	183,676.11
TOWN CLERK	165,092.00	1,248.15	31,734.23	19.22	133,357.77
HUMAN RESOURCES	165,666.00	18,666.24	49,892.19	30.12	115,773.81
FINANCE	312,866.00	32.52	48,878.08	15.62	263,987.92
TOWN WIDE	657,885.00	35,556.80	127,240.82	19.34	530,644.18
COMMUNITY DEVELOPMENT	675,765.00	1,158.10	69,275.24	10.25	606,489.76
PARKS & RECREATION	280,198.00	149.53	32,047.37	11.44	248,150.63
COURT	199,634.00	2,500.00	9,637.20	4.83	189,996.80
POLICE	1,716,139.00	26,942.86	296,383.11	17.27	1,419,755.89
VERDE RIVER RAPS	68,240.00	1,740.43	10,740.25	15.74	57,499.75
PUBLIC WORKS	<u>574,747.00</u>	<u>18,182.53</u>	<u>86,464.50</u>	<u>15.04</u>	<u>488,282.50</u>
TOTAL EXPENDITURES	7,565,268.00	161,575.64	850,252.88	11.24	6,715,015.12
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	383,761.49	381,668.43	(	381,668.43)

REVENUE & EXPENSE REPORT (UNAUDITED)

AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
01-4-4000-4001 FRANCHISE ROYALTIES	100,000.00	0.00	0.00	0.00	100,000.00
01-4-4000-4002 BUSINESS & HOME OCC LICENSES	8,500.00	390.00	6,725.00	79.12	1,775.00
01-4-4000-4003 BUILDING PERMITS	125,000.00	5,392.68	46,546.87	37.24	78,453.13
01-4-4000-4004 FACILITIES RENTALS	16,000.00	38.63	2,369.63	14.81	13,630.37
01-4-4000-4005 COURT FINES	50,000.00	3,844.17	9,285.67	18.57	40,714.33
01-4-4000-4006 LOCAL SALES TAX (EXCLUDING CO)	2,700,000.00	247,043.83	354,912.38	13.14	2,345,087.62
01-4-4000-4007 ANIMAL CONTROL	1,800.00	65.00	140.00	7.78	1,660.00
01-4-4000-4008 PROPERTY TAX	639,000.00	1,204.71	2,995.50	0.47	636,004.50
01-4-4000-4009 FORFEITURES, AUCTION, REPOSS	2,500.00	0.00	0.00	0.00	2,500.00
01-4-4000-4010 REIMB FOR COURT APPOINTED ATTY	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4012 RESTITUTION TOC AS VICTIM	1,500.00	120.00	320.00	21.33	1,180.00
01-4-4000-4013 POLICE RECORD COPIES	400.00	50.00	160.00	40.00	240.00
01-4-4000-4018 INSURANCE REIMBURSEMENTS	50,000.00	0.00	0.00	0.00	50,000.00
01-4-4000-4019 GENERAL P&Z	3,000.00	0.00	275.00	9.17	2,725.00
01-4-4000-4030 PD POST STORAGE IMPOUND	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4033 LIQUOR LICENSE FEES	400.00	0.00	125.00	31.25	275.00
01-4-4000-4034 SPECIAL EVENT PERMIT-TOWN	600.00	0.00	0.00	0.00	600.00
01-4-4000-4035 REIMBURSE PW STAFF TIME	200.00	0.00	84.00	42.00	116.00
01-4-4000-4036 VERDE RIVER RAP OUTFITTER FEES	35,000.00	5,647.50	24,292.50	69.41	10,707.50
01-4-4000-4037 VERDE RIVER RAP DAY USE FEES	9,000.00	882.50	3,696.58	41.07	5,303.42
01-4-4000-4038 RIVER SPECIAL EVENT PERMIT	100.00	0.00	0.00	0.00	100.00
01-4-4000-4041 SOIL REMEDIATION PERMITS	5,000.00	0.00	2,834.00	56.68	2,166.00
01-4-4000-4043 SCHOOL RESOURCE OFFICER REVENUE	10,000.00	0.00	0.00	0.00	10,000.00
01-4-4000-4044 CONTGNT CONTRACT INSPECTOR	2,000.00	0.00	0.00	0.00	2,000.00
01-4-4000-4047 ENGINEERING INSPECTION FEES	2,000.00	0.00	0.00	0.00	2,000.00
01-4-4000-4051 CONCERT AMBASSADOR REVENUE	300.00	174.25	290.25	96.75	9.75
01-4-4000-4060 PD OFFICER SAFETY EQUIPMENT	0.00	0.00	0.31	0.00 (	0.31)
01-4-4000-4200 LEASE PROCEEDS	6,755.00	0.00	0.00	0.00	6,755.00
01-4-4000-4240 V RIVER MEMBERSHIP FEE REVENUE	700.00	50.00	230.00	32.86	470.00
01-4-4000-4350 SMART & SAFE FUNDS	12,000.00	0.00	0.00	0.00	12,000.00
01-4-4000-4500 MISCELLANEOUS INCOME	350.00	0.00	0.00	0.00	350.00
01-4-4000-4503 FINGER PRINTING REVENUE	1,500.00	390.00	1,440.00	96.00	60.00
01-4-4000-4504 PD VEHICLE USAGE RATE REV	500.00	1,511.25	3,445.00	689.00 (	2,945.00)
01-4-4000-4505 RECORDS REQ, COPIES & FAXES	100.00	0.00	0.00	0.00	100.00
01-4-4000-4507 CC SURCHARGE REVENUE	3,700.00	201.71	770.37	20.82	2,929.63
01-4-4000-4700 INTEREST INCOME - LGIP 92147	140,000.00	76,965.25	220,492.75	157.49 (	80,492.75)
01-4-4000-4902 NSF FEES COLLECTED	35.00	0.00	0.00	0.00	35.00
01-4-4000-6007 ADMIN FEE TRANS IN FR HURF	48,093.00	0.00	0.00	0.00	48,093.00
01-4-4000-6011 ADMIN FEE TRAN IN FROM SEWER	68,441.00	0.00	0.00	0.00	68,441.00
01-4-4000-6012 ADMIN FEE TRAN IN FROM SANITAT	33,528.00	0.00	0.00	0.00	33,528.00
01-4-4000-6013 ADMIN FEE TRAN IN FROM WATER	83,825.00	0.00	0.00	0.00	83,825.00
01-4-4000-6019 ADMIN FEE TRAN IN FROM CEMETER	4,110.00	0.00	0.00	0.00	4,110.00
01-4-4000-6030 TRANSFERS IN FROM OTHER FUNDS	58,703.00	0.00	0.00	0.00	58,703.00
01-4-4000-6050 OFS-FUND BALANCE APPROPRIATION	<u>1,000,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,000,000.00</u>
TOTAL LOCAL REVENUE	5,226,640.00	343,971.48	681,430.81	13.04	4,545,209.19

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COUNTY REVENUE</u>	_____	_____	_____	_____	_____
<u>STATE REVENUE</u>					
01-4-4200-4030 STATE SALES TAX	697,749.00	62,218.05	152,052.43	21.79	545,696.57
01-4-4200-4031 STATE REV SHARE (INCOME TAX)	1,242,950.00	106,791.59	320,374.77	25.78	922,575.23
01-4-4200-4035 STATE VEHICLE LIC TAX	<u>397,929.00</u>	<u>32,356.01</u>	<u>78,063.30</u>	<u>19.62</u>	<u>319,865.70</u>
TOTAL STATE REVENUE	2,338,628.00	201,365.65	550,490.50	23.54	1,788,137.50
<u>FIXED ASSET CONTRIBUTION</u>	_____	_____	_____	_____	_____
<u>DONATIONS REVENUE</u>	_____	_____	_____	_____	_____
<u>PARKS & REC DONATIONS</u>	_____	_____	_____	_____	_____
<u>POLICE DONATIONS</u>	_____	_____	_____	_____	_____
TOTAL REVENUE	7,565,268.00	545,337.13	1,231,921.31	16.28	6,333,346.69
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TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>CONTINGENCY & TRANSFERS</u>					
01-5-2000-9250 DF ECO DEV/MARKET & SEED MONEY	5,000.00	0.00	0.00	0.00	5,000.00
01-5-2000-9400 CONTINGENCY	767,619.00	55,000.00	55,000.00	7.17	712,619.00
01-5-2000-9801 TRANS OUT DES FUNDS STREETS	360,713.00	0.00	0.00	0.00	360,713.00
01-5-2000-9851 TRANSFER OUT TO CIP	1,386,915.00	0.00	0.00	0.00	1,386,915.00
01-5-2000-9852 TRANSFER TO GRANTS FUND	<u>12,153.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,153.00</u>
TOTAL CONTINGENCY & TRANSFERS	2,532,400.00	55,000.00	55,000.00	2.17	2,477,400.00
<u>ADMINISTRATION</u>					
01-5-2100-6000 SALARIES-ADMINISTRATION	154,850.00	0.00	23,746.12	15.33	131,103.88
01-5-2100-6020 SOCIAL SECURITY	12,612.00	0.00	1,933.44	15.33	10,678.56
01-5-2100-6022 HEALTH INSURANCE	11,390.00	0.00	1,898.40	16.67	9,491.60
01-5-2100-6023 WORKERS COMP INSURANCE	424.00	0.00	0.00	0.00	424.00
01-5-2100-6024 STATE RETIREMENT	20,260.00	0.00	2,918.36	14.40	17,341.64
01-5-2100-6030 TRAVEL & EDUCATION	3,600.00	347.06	347.06	9.64	3,252.94
01-5-2100-6035 TRANS & COMM ALLOWANCE	10,000.00	0.00	1,538.48	15.38	8,461.52
01-5-2100-7015 BUSINESS MEETINGS & MEALS	500.00	0.00	0.00	0.00	500.00
01-5-2100-7020 OFFICE SUPPLIES	500.00	0.00	54.91	10.98	445.09
01-5-2100-7022 DUES & ASSOCIATIONS	1,800.00	0.00	421.00	23.39	1,379.00
01-5-2100-7050 TELEPHONE	400.00	51.42	102.12	25.53	297.88
01-5-2100-8000 EQUIPMENT PURCHASE	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
TOTAL ADMINISTRATION	216,636.00	398.48	32,959.89	15.21	183,676.11
<u>TOWN CLERK</u>					
01-5-2101-6000 SALARIES-TOWN CLERK	81,354.00	0.00	12,516.00	15.38	68,838.00
01-5-2101-6001 SALARIES TOWN COUNCIL	14,400.00	0.00	2,400.00	16.67	12,000.00
01-5-2101-6020 SOCIAL SECURITY	7,325.00	0.00	1,091.18	14.90	6,233.82
01-5-2101-6022 HEALTH INSURANCE	15,902.00	0.00	2,650.40	16.67	13,251.60
01-5-2101-6023 WORKERS COMP INSURANCE	246.00	0.00	0.00	0.00	246.00
01-5-2101-6024 STATE RETIREMENT	9,998.00	0.00	1,544.36	15.45	8,453.64
01-5-2101-6026 HSA EMPLOYER PORTION	2,724.00	0.00	454.00	16.67	2,270.00
01-5-2101-6030 TRAVEL & EDUCATION	2,930.00	255.07	1,226.96	41.88	1,703.04
01-5-2101-6031 COUNCIL TRAVEL & EDUCATION	10,000.00	810.30	4,743.00	47.43	5,257.00
01-5-2101-7002 GASOLINE	300.00	0.00	0.00	0.00	300.00
01-5-2101-7004 SOFTWARE AND RENEWALS	7,100.00	0.00	0.00	0.00	7,100.00
01-5-2101-7015 BUSINESS MEETINGS & MEALS	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2101-7020 OFFICE SUPPLIES	700.00	0.00	161.24	23.03	538.76
01-5-2101-7021 PUBLICATIONS & ADVERTISING	1,800.00	115.09	968.63	53.81	831.37
01-5-2101-7022 DUES & ASSOCIATIONS	500.00	0.00	0.00	0.00	500.00
01-5-2101-7050 TELEPHONE	325.00	20.72	44.24	13.61	280.76
01-5-2101-7055 TOWN CODE MAINTENANCE	2,500.00	0.00	1,319.50	52.78	1,180.50
01-5-2101-7300 RECORDS MANAGEMENT	<u>4,988.00</u>	<u>46.97</u>	<u>2,614.72</u>	<u>52.42</u>	<u>2,373.28</u>
TOTAL TOWN CLERK	165,092.00	1,248.15	31,734.23	19.22	133,357.77

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HUMAN RESOURCES</u>					
01-5-2102-6000 SALARIES- HUMAN RESOURCES	97,535.00	0.00	19,472.33	19.96	78,062.67
01-5-2102-6020 SOCIAL SECURITY	7,461.00	0.00	1,489.90	19.97	5,971.10
01-5-2102-6022 HEALTH INSURANCE	10,905.00	0.00	1,817.55	16.67	9,087.45
01-5-2102-6023 WORKERS COMP INSURANCE	251.00	0.00	0.00	0.00	251.00
01-5-2102-6024 STATE RETIREMENT	11,987.00	0.00	1,080.57	9.01	10,906.43
01-5-2102-6026 HSA EMPLOYER PORTION	4,502.00	0.00	750.24	16.66	3,751.76
01-5-2102-6030 TRAVEL & EDUCATION	2,500.00	0.00	261.78	10.47	2,238.22
01-5-2102-6032 EMPLOYEE RETENTION	4,000.00	38.37	38.37	0.96	3,961.63
01-5-2102-7020 OFFICE SUPPLIES	300.00	0.00	0.00	0.00	300.00
01-5-2102-7021 PUBLICATIONS & ADVERTISING	1,000.00	320.00	320.00	32.00	680.00
01-5-2102-7022 DUES & ASSOCIATIONS	800.00	0.00	65.00	8.13	735.00
01-5-2102-7023 HEALTH MANAGEMENT	500.00	0.00	0.00	0.00	500.00
01-5-2102-7024 EMPLOYEE TRAINING	15,000.00	0.00	0.00	0.00	15,000.00
01-5-2102-7030 NEW HIRE EXPENSE	3,000.00	199.80	394.60	13.15	2,605.40
01-5-2102-7050 TELEPHONE	425.00	17.81	38.71	9.11	386.29
01-5-2102-8000 EQUIPMENT PURCHASE	500.00	0.00	0.00	0.00	500.00
01-5-2102-9009 UNEMPLOYMENT	5,000.00	0.00	0.00	0.00	5,000.00
01-5-2102-9010 PROFESSIONAL SERVICES	<u>0.00</u>	<u>18,090.26</u>	<u>24,163.14</u>	<u>0.00</u>	<u>(24,163.14)</u>
TOTAL HUMAN RESOURCES	165,666.00	18,666.24	49,892.19	30.12	115,773.81

FINANCE

01-5-2103-6000 SALARIES FINANCE	219,045.00	0.00	33,929.36	15.49	185,115.64
01-5-2103-6020 SOCIAL SECURITY	16,757.00	0.00	2,592.31	15.47	14,164.69
01-5-2103-6022 HEALTH INSURANCE	30,516.00	0.00	5,086.05	16.67	25,429.95
01-5-2103-6023 WORKERS COMP INSURANCE	563.00	0.00	0.00	0.00	563.00
01-5-2103-6024 STATE RETIREMENT	26,921.00	0.00	4,388.90	16.30	22,532.10
01-5-2103-6026 HSA EMPLOYER PORTION	8,663.00	0.00	1,443.76	16.67	7,219.24
01-5-2103-6030 TRAVEL & EDUCATION	4,985.00	0.00	0.00	0.00	4,985.00
01-5-2103-7020 OFFICE SUPPLIES	1,200.00	0.00	0.00	0.00	1,200.00
01-5-2103-7021 PUBLICATIONS & ADVERTISING	1,000.00	0.00	1,000.00	100.00	0.00
01-5-2103-7022 DUES & ASSOCIATIONS	616.00	0.00	0.00	0.00	616.00
01-5-2103-7023 TRANSPARENCY POSTINGS	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2103-7024 PHOENIX BUSINESS INT	275.00	0.00	275.00	100.00	0.00
01-5-2103-7025 POSTAGE	750.00	0.00	94.57	12.61	655.43
01-5-2103-7050 TELEPHONE	<u>575.00</u>	<u>32.52</u>	<u>68.13</u>	<u>11.85</u>	<u>506.87</u>
TOTAL FINANCE	312,866.00	32.52	48,878.08	15.62	263,987.92

TOWN WIDE

01-5-2300-6000 SALARIES - TOWN WIDE	125,262.00	0.00	0.00	0.00	125,262.00
01-5-2300-6020 SOCIAL SECURITY	9,583.00	0.00	0.00	0.00	9,583.00
01-5-2300-6022 HEALTH INSURANCE	20,114.00	0.00	0.00	0.00	20,114.00
01-5-2300-6023 WORKERS COMP INSURANCE	235.00	0.00	0.00	0.00	235.00
01-5-2300-6024 STATE RETIREMENT	11,339.00	0.00	0.00	0.00	11,339.00
01-5-2300-6045 CELL PHONE STIPEND	1,800.00	0.00	275.00	15.28	1,525.00
01-5-2300-7001 EQUIPMENT REPAIR & MAINTANCE	10,000.00	342.40	342.40	3.42	9,657.60
01-5-2300-7002 INCODE MAINTANCE	22,400.00	0.00	0.00	0.00	22,400.00
01-5-2300-7004 SOFTWARE AND RENEWALS	41,000.00	945.04	22,630.23	55.20	18,369.77
01-5-2300-7005 IT HARDWARE SERVICE CONTRACTS	5,000.00	0.00	0.00	0.00	5,000.00

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2300-7007 ARC GIS LICENSE & SOFTWARE	3,400.00	0.00	3,661.31	107.69 (	261.31)
01-5-2300-7008 PLOTTER MAINT A&E REPROGRAPH	1,800.00	0.00	0.00	0.00	1,800.00
01-5-2300-7015 BUSINESS MEETINGS & MEALS	1,500.00	78.85	155.53	10.37	1,344.47
01-5-2300-7020 OFFICE SUPPLIES	1,100.00	0.00	314.32	28.57	785.68
01-5-2300-7022 DUES AND ASSOCIATION FEES	13,000.00	0.00	8,544.69	65.73	4,455.31
01-5-2300-7025 POSTAGE	1,025.00	100.28	348.76	34.03	676.24
01-5-2300-7910 BANK CHARGES/CREDIT CARD FEES	8,000.00	55.07	172.61	2.16	7,827.39
01-5-2300-8001 ITC EQUIPMENT	30,000.00	0.00	2,633.57	8.78	27,366.43
01-5-2300-9002 IT CONTRACT SERVICES	105,000.00	6,513.75	12,285.00	11.70	92,715.00
01-5-2300-9003 MFFC PAYMENT	12,500.00	0.00	12,297.55	98.38	202.45
01-5-2300-9004 LEGAL MUNICIPAL	75,000.00	4,243.50	12,952.08	17.27	62,047.92
01-5-2300-9007 AUDIT COSTS	29,750.00	0.00	0.00	0.00	29,750.00
01-5-2300-9008 LIABILITY & PROPERTY INSURANCE	77,829.00	21,477.91	42,413.59	54.50	35,415.41
01-5-2300-9010 EMERGENCY MANAGEMENT SUPPLIES	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2300-9015 TOWN WEB SITE	8,448.00	0.00	0.00	0.00	8,448.00
01-5-2300-9018 INSURANCE CLAIMS	800.00	0.00	0.00	0.00	800.00
01-5-2300-9250 TOURISM/MARKETING	<u>40,000.00</u>	<u>1,800.00</u>	<u>8,214.18</u>	<u>20.54</u>	<u>31,785.82</u>
TOTAL TOWN WIDE	657,885.00	35,556.80	127,240.82	19.34	530,644.18

LIBRARYCOMMUNITY DEVELOPMENT

01-5-2500-6000 SALARIES- PLANNING & ZONING	382,570.00	0.00	47,552.68	12.43	335,017.32
01-5-2500-6020 SOCIAL SECURITY	29,267.00	0.00	3,564.84	12.18	25,702.16
01-5-2500-6022 HEALTH INSURANCE	69,765.00	0.00	8,454.63	12.12	61,310.37
01-5-2500-6023 WORKERS COMP INSURANCE	3,476.00	0.00	0.00	0.00	3,476.00
01-5-2500-6024 STATE RETIREMENT	46,994.00	0.00	5,844.20	12.44	41,149.80
01-5-2500-6026 HSA EMPLOYER PORTION	12,093.00	0.00	1,435.52	11.87	10,657.48
01-5-2500-6030 TRAVEL & EDUCATION	3,500.00	77.95	528.51	15.10	2,971.49
01-5-2500-6031 COMM & BOARD TRAVEL & ED	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2500-7001 EQUIPMENT REPAIRS & MAINT	2,000.00	700.16	893.88	44.69	1,106.12
01-5-2500-7002 GASOLINE	1,500.00	169.57	249.37	16.62	1,250.63
01-5-2500-7012 SOFTWARE MAINTENANCE	11,000.00	0.00	0.00	0.00	11,000.00
01-5-2500-7015 BUSINESS MEETINGS & MEALS	500.00	0.00	0.00	0.00	500.00
01-5-2500-7020 OFFICE SUPPLIES	2,000.00	7.23	257.38	12.87	1,742.62
01-5-2500-7021 PUBLICATIONS & ADVERSTISING	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7022 DUES & ASSOCIATIONS	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2500-7025 POSTAGE	600.00	0.00	85.61	14.27	514.39
01-5-2500-7026 PRINTING FEE	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7050 TELEPHONE	2,500.00	203.19	408.62	16.34	2,091.38
01-5-2500-8000 EQUIPMENT PURCHASE	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2500-9005 CONTRACT SERVICES	<u>100,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>100,000.00</u>
TOTAL COMMUNITY DEVELOPMENT	675,765.00	1,158.10	69,275.24	10.25	606,489.76

CODE DEPTP&R

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>P&R - POOL</u>					
<u>PARKS & RECREATION</u>					
01-5-2602-6000 SALARIES - PARKS & RECREATION	174,167.00	0.00	20,453.06	11.74	153,713.94
01-5-2602-6002 AMBASSADOR SALARIES	4,918.00	0.00	959.60	19.51	3,958.40
01-5-2602-6020 SOCIAL SECURITY	13,698.00	0.00	1,642.47	11.99	12,055.53
01-5-2602-6022 HEALTH INSURANCE	48,187.00	0.00	3,386.80	7.03	44,800.20
01-5-2602-6023 WORKERS COMP INSURANCE	643.00	0.00	0.00	0.00	643.00
01-5-2602-6024 STATE RETIREMENT	21,175.00	0.00	2,530.77	11.95	18,644.23
01-5-2602-6026 HSA EMPLOYER PORTION	3,480.00	0.00	1,160.00	33.33	2,320.00
01-5-2602-6030 TRAVEL & EDUCATION	2,200.00	69.10	1,144.10	52.00	1,055.90
01-5-2602-6033 VOLUNTEER APPRECIATION EXP	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2602-7020 OFFICE SUPPLIES	300.00	45.00	90.00	30.00	210.00
01-5-2602-7022 DUES AND ASSOCIATIONS	380.00	0.00	100.00	26.32	280.00
01-5-2602-7050 TELEPHONE	700.00	35.43	73.66	10.52	626.34
01-5-2602-7300 PROGRAMMING	2,500.00	0.00	56.91	2.28	2,443.09
01-5-2602-7700 FOURTH OF JULY	1,000.00	0.00	450.00	45.00	550.00
01-5-2602-7800 HALLOWEEN	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2602-7801 CHRISTMAS	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2602-7900 PARK LEASES & MAINTENANCE	850.00	0.00	0.00	0.00	850.00
01-5-2602-8000 EQUIPMENT PURCHASE	<u>3,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,000.00</u>
TOTAL PARKS & RECREATION	280,198.00	149.53	32,047.37	11.44	248,150.63
<u>CLUBHOUSE</u>					
<u>COURT</u>					
01-5-2800-6000 SALARIES- COURT	28,000.00	0.00	4,307.68	15.38	23,692.32
01-5-2800-6020 SOCIAL SECURITY	2,142.00	0.00	329.52	15.38	1,812.48
01-5-2800-6023 WORKERS COMP INSURANCE	72.00	0.00	0.00	0.00	72.00
01-5-2800-8020 PUBLIC DEFENDER/DEFENSE ATTY	14,000.00	0.00	0.00	0.00	14,000.00
01-5-2800-8030 PROSECUTING ATTORNEY	30,000.00	2,500.00	5,000.00	16.67	25,000.00
01-5-2800-9005 CONTRACT SERVICES	105,420.00	0.00	0.00	0.00	105,420.00
01-5-2800-9400 CONTINGENCY	<u>20,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>20,000.00</u>
TOTAL COURT	199,634.00	2,500.00	9,637.20	4.83	189,996.80
<u>POLICE</u>					
01-5-2900-6000 SALARIES- POLICE	894,208.00	0.00	152,246.79	17.03	741,961.21
01-5-2900-6001 OVERTIME- POLICE	43,440.00	0.00	10,164.13	23.40	33,275.87
01-5-2900-6020 SOCIAL SECURITY	72,832.00	0.00	12,206.70	16.76	60,625.30
01-5-2900-6021 PSPRS RETIREMENT	217,749.00	0.00	29,393.88	13.50	188,355.12
01-5-2900-6022 HEALTH INSURANCE	167,441.00	0.00	29,591.38	17.67	137,849.62
01-5-2900-6023 WORKERS COMP INSURANCE	44,681.00	0.00	0.00	0.00	44,681.00
01-5-2900-6024 STATE RETIREMENT	12,248.00	0.00	2,742.59	22.39	9,505.41
01-5-2900-6026 HSA EMPLOYER PORTION	27,465.00	0.00	4,792.00	17.45	22,673.00
01-5-2900-6030 TRAVEL & EDUCATION	6,500.00	0.00	159.00	2.45	6,341.00
01-5-2900-6040 UNIFORM ALLOWANCE	14,400.00	0.00	260.48	1.81	14,139.52
01-5-2900-7001 EQUIPMENT REPAIRS & MAINT	12,000.00	1,582.52	4,897.04	40.81	7,102.96
01-5-2900-7002 GASOLINE & CAR WASHES	20,000.00	3,064.67	5,691.95	28.46	14,308.05
01-5-2900-7009 AMMUNITION & RANGE	2,000.00	0.00	0.00	0.00	2,000.00

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2900-7015 BUSINESS MEETINGS & MEALS	3,500.00	23.96	212.64	6.08	3,287.36
01-5-2900-7020 OFFICE SUPPLIES	3,839.00	103.59	642.94	16.75	3,196.06
01-5-2900-7021 PUBLICATIONS & ADVERTISING	500.00	0.00	0.00	0.00	500.00
01-5-2900-7022 DUES & ASSOCIATIONS	1,000.00	0.00	50.00	5.00	950.00
01-5-2900-7023 COMMUNITY PROGRAMS	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2900-7025 POSTAGE	250.00	0.00	36.60	14.64	213.40
01-5-2900-7050 TELEPHONE	14,480.00	947.36	1,943.62	13.42	12,536.38
01-5-2900-7500 POLICE SUPPLIES	4,200.00	0.00	259.12	6.17	3,940.88
01-5-2900-7501 TOWING	200.00	0.00	0.00	0.00	200.00
01-5-2900-7502 ANIMAL CONTROL	125.00	0.00	0.00	0.00	125.00
01-5-2900-7504 SILENT WITNESS	100.00	0.00	0.00	0.00	100.00
01-5-2900-7505 ANIMAL SHELTER	9,500.00	791.67	1,583.34	16.67	7,916.66
01-5-2900-7550 BUILDING & EMPLOYEE SAFETY	500.00	0.00	0.00	0.00	500.00
01-5-2900-8000 EQUIPMENT PURCHASE	20,000.00	1,682.84	4,352.58	21.76	15,647.42
01-5-2900-8003 RECORDS SOFTWARE SUPPORT	11,822.00	0.00	0.00	0.00	11,822.00
01-5-2900-8005 CLOUD STORAGE/CAMERA SUPPORT	12,859.00	9,115.61	9,788.41	76.12	3,070.59
01-5-2900-9007 DISPATCHING CONTRACT	94,500.00	7,868.64	23,605.92	24.98	70,894.08
01-5-2900-9010 EMERGENCY MANAGEMENT	<u>1,800.00</u>	<u>1,762.00</u>	<u>1,762.00</u>	<u>97.89</u>	<u>38.00</u>
TOTAL POLICE	1,716,139.00	26,942.86	296,383.11	17.27	1,419,755.89

POLICE- SROVERDE RIVER RAPS

01-5-2905-6000 SALARIES-VERDE RIVER RAPS	46,483.00	0.00	6,296.68	13.55	40,186.32
01-5-2905-6020 SOCIAL SECURITY	3,602.00	0.00	481.70	13.37	3,120.30
01-5-2905-6023 WORKERS COMP INSURANCE	1,297.00	0.00	0.00	0.00	1,297.00
01-5-2905-6024 STATE RETIREMENT	558.00	0.00	211.61	37.92	346.39
01-5-2905-6030 UNIFORM ALLOWANCE	300.00	0.00	0.00	0.00	300.00
01-5-2905-7001 EQUIPMENT REPAIR & MAINTENANC	2,000.00	541.77	680.65	34.03	1,319.35
01-5-2905-7002 GASOLINE	2,600.00	530.86	1,011.24	38.89	1,588.76
01-5-2905-7050 TELEPHONE	600.00	40.80	81.50	13.58	518.50
01-5-2905-7060 RAP RESTROOMS	9,600.00	627.00	1,881.00	19.59	7,719.00
01-5-2905-7500 SUPPLIES	<u>1,200.00</u>	<u>0.00</u>	<u>95.87</u>	<u>7.99</u>	<u>1,104.13</u>
TOTAL VERDE RIVER RAPS	68,240.00	1,740.43	10,740.25	15.74	57,499.75

PUBLIC WORKS

01-5-3101-6000 SALARIES- PUBLIC WORKS	233,441.00	0.00	35,664.14	15.28	197,776.86
01-5-3101-6020 SOCIAL SECURITY	17,954.00	0.00	2,633.91	14.67	15,320.09
01-5-3101-6022 HEALTH INSURANCE	51,588.00	0.00	7,655.36	14.84	43,932.64
01-5-3101-6023 WORKERS COMP INSURANCE	8,868.00	0.00	0.00	0.00	8,868.00
01-5-3101-6024 STATE RETIREMENT	28,842.00	0.00	3,238.20	11.23	25,603.80
01-5-3101-6026 HSA EMPLOYER PORTION	10,354.00	0.00	1,725.64	16.67	8,628.36
01-5-3101-6030 TRAVEL & EDUCATION	3,000.00	0.00	0.00	0.00	3,000.00
01-5-3101-6040 UNIFORMS	2,000.00	0.00	0.00	0.00	2,000.00
01-5-3101-7001 EQUIPMENT REPAIRS & MAINTANCE	10,000.00	1,313.64	2,902.27	29.02	7,097.73
01-5-3101-7002 GASOLINE	5,000.00	644.77	1,379.91	27.60	3,620.09
01-5-3101-7004 PARK EQUIPT REPAIRS & MAINT	8,000.00	512.17	1,546.14	19.33	6,453.86
01-5-3101-7006 LANDSCAPING	750.00	0.00	0.00	0.00	750.00
01-5-3101-7008 EQUIPMENT RENTAL	1,000.00	0.00	49.27	4.93	950.73
01-5-3101-7012 SOFTWARE MAINTENANCE	2,000.00	1,540.00	1,540.00	77.00	460.00

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

01 -GENERAL FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-3101-7015 BUSINESS MEETINGS & MEALS	200.00	0.00	0.00	0.00	200.00
01-5-3101-7020 OFFICE SUPPLIES	425.00	11.00	72.81	17.13	352.19
01-5-3101-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
01-5-3101-7022 DUES & ASSOCIATIONS	725.00	0.00	0.00	0.00	725.00
01-5-3101-7050 TELEPHONE	2,750.00	270.71	544.38	19.80	2,205.62
01-5-3101-7060 HEATING	7,000.00	130.21	391.42	5.59	6,608.58
01-5-3101-7061 WATER USE	37,000.00	5,128.47	6,537.54	17.67	30,462.46
01-5-3101-7062 ELECTRICAL	59,000.00	5,932.82	16,115.97	27.32	42,884.03
01-5-3101-7500 BUILDING SUPPLIES	3,750.00	427.19	903.02	24.08	2,846.98
01-5-3101-7501 PEST CONTROL	2,900.00	731.00	917.00	31.62	1,983.00
01-5-3101-7503 BUILDING MAINTENANCE	7,500.00	588.67	615.67	8.21	6,884.33
01-5-3101-7504 CLEANING SUPPLIES	750.00	0.00	196.75	26.23	553.25
01-5-3101-7505 B&G TOOLS	2,100.00	59.26	845.23	40.25	1,254.77
01-5-3101-7550 EMPLOYEE SAFETY	750.00	56.62	153.87	20.52	596.13
01-5-3101-9010 PROFESSIONAL SERVICES	10,000.00	836.00	836.00	8.36	9,164.00
01-5-3101-9012 TRANSIT CONTRACT	<u>57,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>57,000.00</u>
TOTAL PUBLIC WORKS	574,747.00	18,182.53	86,464.50	15.04	488,282.50
<u>DONATIONS</u>	_____	_____	_____	_____	_____
<u>PARKS & REC DONATION EXP</u>	_____	_____	_____	_____	_____
<u>POLICE DONATION EXPENSE</u>	_____	_____	_____	_____	_____
<u>HERITAGE CONSERVANCY</u>	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	7,565,268.00	161,575.64	850,252.88	11.24	6,715,015.12
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	383,761.49	381,668.43	(	381,668.43)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

03 -HURF (STREETS)

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	690,780.00	9,448.50	27,932.06	4.04	662,847.94
STATE REVENUE	<u>480,930.00</u>	<u>35,583.41</u>	<u>74,564.16</u>	<u>15.50</u>	<u>406,365.84</u>
TOTAL REVENUES	1,171,710.00	45,031.91	102,496.22	8.75	1,069,213.78
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
HURF (STREETS)	176,930.00	104.71	602.58	0.34	176,327.42
HURF CIP	<u>994,780.00</u>	<u>9,500.00</u>	<u>17,000.00</u>	<u>1.71</u>	<u>977,780.00</u>
TOTAL EXPENDITURES	1,171,710.00	9,604.71	17,602.58	1.50	1,154,107.42
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	35,427.20	84,893.64	(	84,893.64)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

03 -HURF (STREETS)

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
03-4-4000-4030 HB 2748 HURF ALLOCATION	664,780.00	0.00	0.00	0.00	664,780.00
03-4-4000-4700 INTEREST LGIP 92148	<u>26,000.00</u>	<u>9,448.50</u>	<u>27,932.06</u>	<u>107.43</u>	(<u>1,932.06</u>)
TOTAL LOCAL REVENUE	690,780.00	9,448.50	27,932.06	4.04	662,847.94
 <u>STATE REVENUE</u>					
03-4-4200-4032 HIGHWAY USER (HURF)	<u>480,930.00</u>	<u>35,583.41</u>	<u>74,564.16</u>	<u>15.50</u>	<u>406,365.84</u>
TOTAL STATE REVENUE	480,930.00	35,583.41	74,564.16	15.50	406,365.84
 <u>STREET DONATIONS</u>					
TOTAL REVENUE	1,171,710.00	45,031.91	102,496.22	8.75	1,069,213.78
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

03 -HURF (STREETS)

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HURF (STREETS)</u>					
03-5-0100-6003 REIMBURSEMENT TO GF	48,093.00	0.00	0.00	0.00	48,093.00
03-5-0100-8006 STREET SIGNS & STRIPING	5,000.00	104.71	602.58	12.05	4,397.42
03-5-0100-9400 CONTINGENCY	<u>123,837.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>123,837.00</u>
TOTAL HURF (STREETS)	176,930.00	104.71	602.58	0.34	176,327.42
 <u>HURF CIP</u>					
03-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>994,780.00</u>	<u>9,500.00</u>	<u>17,000.00</u>	<u>1.71</u>	<u>977,780.00</u>
TOTAL HURF CIP	994,780.00	9,500.00	17,000.00	1.71	977,780.00
 <u>CLARKDALE R&M</u>					
 <u>COTTONWOOD R&M</u>					
 <u>FIRE DISTRICT</u>					
 <u>OFU-FUND BALANCE APPROP.</u>					
TOTAL EXPENDITURES	1,171,710.00	9,604.71	17,602.58	1.50	1,154,107.42
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	35,427.20	84,893.64	(	84,893.64)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

06 -STREET FUND UNRESTRICTED

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	<u>840,360.00</u>	<u>3,290.56</u>	<u>10,156.61</u>	<u>1.21</u>	<u>830,203.39</u>
TOTAL REVENUES	840,360.00	3,290.56	10,156.61	1.21	830,203.39
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
STREETS UNRESTRICTED	387,110.00	11,159.74	55,428.15	14.32	331,681.85
CAPITAL IMPROVEMENT PLAN	<u>453,250.00</u>	<u>6,861.08</u>	<u>37,597.08</u>	<u>8.29</u>	<u>415,652.92</u>
TOTAL EXPENDITURES	840,360.00	18,020.82	93,025.23	11.07	747,334.77
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	14,730.26) (	82,868.62)		82,868.62

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

06 -STREET FUND UNRESTRICTED

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>LOCAL REVENUE</u>					
06-4-4000-4500 MISC REVENUE	0.00	0.00	250.00	0.00 (	250.00)
06-4-4000-4600 UVSP AGREEMENT REVENUE	50,000.00	0.00	0.00	0.00	50,000.00
06-4-4000-4709 LGIP INTEREST 93924	11,000.00	3,290.56	9,906.61	90.06	1,093.39
06-4-4000-4802 TRANS IN FR SANITATION FD	235,000.00	0.00	0.00	0.00	235,000.00
06-4-4000-4992 DES FD GEN STREET PROJECTS	360,713.00	0.00	0.00	0.00	360,713.00
06-4-4000-6050 FUND BALANCE APPROPRIATION	<u>183,647.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>183,647.00</u>
TOTAL LOCAL REVENUE	840,360.00	3,290.56	10,156.61	1.21	830,203.39
<u>STATE REVENUE</u>					
TOTAL REVENUE	840,360.00	3,290.56	10,156.61	1.21	830,203.39
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

06 -STREET FUND UNRESTRICTED

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STREETS UNRESTRICTED</u>					
06-5-0100-6000 SALARIES O & M	159,609.00	0.00	22,638.03	14.18	136,970.97
06-5-0100-6020 SOCIAL SECURITY	12,257.00	0.00	1,731.95	14.13	10,525.05
06-5-0100-6022 HEALTH INSURANCE	32,349.00	0.00	3,578.47	11.06	28,770.53
06-5-0100-6023 WORKERS COMPENSATION	8,360.00	0.00	0.00	0.00	8,360.00
06-5-0100-6024 STATE RETIREMENT	19,693.00	0.00	3,219.09	16.35	16,473.91
06-5-0100-6026 HSA EMPLOYER PORTION	4,112.00	0.00	685.40	16.67	3,426.60
06-5-0100-6030 TRAVEL & EDUCATION	3,000.00	0.00	375.00	12.50	2,625.00
06-5-0100-6040 UNIFORM ALLOWANCE	1,000.00	0.00	0.00	0.00	1,000.00
06-5-0100-7001 EQUIPMENT REPAIRS & MAINT	5,000.00	290.55	1,188.65	23.77	3,811.35
06-5-0100-7002 GASOLINE	3,500.00	537.21	1,295.48	37.01	2,204.52
06-5-0100-7004 SOFTWARE PROGRAMS/MAINT	3,750.00	1,540.00	1,540.00	41.07	2,210.00
06-5-0100-7015 BUSINESS MEETINGS & MEALS	100.00	0.00	0.00	0.00	100.00
06-5-0100-7020 OFFICE SUPPLIES	275.00	11.00	72.82	26.48	202.18
06-5-0100-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
06-5-0100-7022 DUES & ASSOCIATIONS	150.00	0.00	0.00	0.00	150.00
06-5-0100-7050 TELEPHONE	1,500.00	163.14	325.85	21.72	1,174.15
06-5-0100-7062 ELECTRICAL	24,000.00	2,058.50	6,188.69	25.79	17,811.31
06-5-0100-7063 SIDEWALKS	14,000.00	0.00	0.00	0.00	14,000.00
06-5-0100-7500 STREET SUPPLIES	12,500.00	209.00	259.51	2.08	12,240.49
06-5-0100-7505 TOOLS	1,100.00	5.76	595.94	54.18	504.06
06-5-0100-7550 EMPLOYEE SAFETY EQUIPMENT	500.00	56.62	153.89	30.78	346.11
06-5-0100-9008 LIABILITY & PROPERTY INSURANCE	19,671.00	5,428.46	10,719.88	54.50	8,951.12
06-5-0100-9010 PROFESSIONAL SERVICES	10,000.00	859.50	859.50	8.60	9,140.50
06-5-0100-9400 CONTINGENCY	46,098.00	0.00	0.00	0.00	46,098.00
06-5-0100-9803 BENT RIVER MAINT/ DES FDS	<u>4,486.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>4,486.00</u>
TOTAL STREETS UNRESTRICTED	387,110.00	11,159.74	55,428.15	14.32	331,681.85
<u>CAPITAL IMPROVEMENT PLAN</u>					
06-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>453,250.00</u>	<u>6,861.08</u>	<u>37,597.08</u>	<u>8.29</u>	<u>415,652.92</u>
TOTAL CAPITAL IMPROVEMENT PLAN	453,250.00	6,861.08	37,597.08	8.29	415,652.92
<u>OTHER FINANCING USES</u>					
<u>MISC</u>					
TOTAL EXPENDITURES	840,360.00	18,020.82	93,025.23	11.07	747,334.77
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	14,730.26) (	82,868.62)		82,868.62

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

11 -WASTEWATER FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WASTEWATER P & E IMPROVMT	650,000.00	0.00	0.00	0.00	650,000.00
WASTERWATER REVENUE	<u>2,173,512.00</u>	<u>92,241.70</u>	<u>276,632.37</u>	<u>12.73</u>	<u>1,896,879.63</u>
TOTAL REVENUES	2,823,512.00	92,241.70	276,632.37	9.80	2,546,879.63
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WASTE WATER O & M	1,703,064.00	42,336.71	116,311.54	6.83	1,586,752.46
WASTEWATER P & E IMPROVMT	215,448.00	0.00	190,962.88	88.64	24,485.12
CAPITAL IMPROVEMENT PLAN	<u>905,000.00</u>	<u>24,647.50</u>	<u>25,090.54</u>	<u>2.77</u>	<u>879,909.46</u>
TOTAL EXPENDITURES	2,823,512.00	66,984.21	332,364.96	11.77	2,491,147.04
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	25,257.49 (	55,732.59)		55,732.59

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

11 -WASTEWATER FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTEWATER P & E IMPROVMT</u>					
11-4-0703-9803 CAPITAL TRANSFER IN	<u>650,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>650,000.00</u>
TOTAL WASTEWATER P & E IMPROVMT	650,000.00	0.00	0.00	0.00	650,000.00
<u>WASTERWATER REVENUE</u>					
11-4-4000-4014 SEWER USE FEES	963,376.00	79,354.55	237,730.62	24.68	725,645.38
11-4-4000-4116 SEWER LINE REPLACEMENT REVENUE	36,338.00	2,971.93	8,893.86	24.48	27,444.14
11-4-4000-4120 SEWER CAPACITY FEES	288,198.00	0.00	0.00	0.00	288,198.00
11-4-4000-4125 SEWER CONNECTION FEES	41,000.00	0.00	1,500.00	3.66	39,500.00
11-4-4000-4201 EFFLUENT/ RECLAIMED WATER SALE	6,000.00	1,231.00	1,808.57	30.14	4,191.43
11-4-4000-4203 SBA TOWER LEASE REVENUE	0.00	382.50	1,147.50	0.00 (	1,147.50)
11-4-4000-4507 CC SURCHARGE REVENUE	600.00	0.00	0.00	0.00	600.00
11-4-4000-4700 INTEREST INCOME-MISC. WW	7,000.00	0.00	0.00	0.00	7,000.00
11-4-4000-4705 LGIP WASTEWATER 93947	19,000.00	5,564.60	16,752.85	88.17	2,247.15
11-4-4000-4709 LGIP WW BOND RESERVE 93925	0.00	2,057.14	6,193.25	0.00 (	6,193.25)
11-4-4000-4800 TRANSFERS IN	800,000.00	0.00	0.00	0.00	800,000.00
11-4-4000-4900 SEWER LATE FEES	<u>12,000.00</u>	<u>679.98</u>	<u>2,605.72</u>	<u>21.71</u>	<u>9,394.28</u>
TOTAL WASTERWATER REVENUE	2,173,512.00	92,241.70	276,632.37	12.73	1,896,879.63
<u>TOTAL REVENUE</u>					
	2,823,512.00	92,241.70	276,632.37	9.80	2,546,879.63
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

11 -WASTEWATER FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTE WATER O & M</u>					
11-5-0700-6000 SALARIES-WASTEWATER O&M	181,832.00	0.00	24,429.14	13.44	157,402.86
11-5-0700-6001 OVERTIME	0.00	0.00	391.34	0.00 (	391.34)
11-5-0700-6003 REIMBURSEMENT FEE TO GF	68,441.00	0.00	0.00	0.00	68,441.00
11-5-0700-6020 SOCIAL SECURITY	13,959.00	0.00	1,880.23	13.47	12,078.77
11-5-0700-6022 HEALTH INSURANCE	31,018.00	0.00	3,801.61	12.26	27,216.39
11-5-0700-6023 WORKERS COMPENSATION	7,956.00	0.00	0.00	0.00	7,956.00
11-5-0700-6024 STATE RETIREMENT	22,424.00	0.00	2,423.24	10.81	20,000.76
11-5-0700-6026 HSA EMPLOYER PORTION	7,687.00	0.00	1,123.36	14.61	6,563.64
11-5-0700-6030 TRAVEL & EDUCATION	2,500.00	0.00	250.02	10.00	2,249.98
11-5-0700-6031 CERTIFICATIONS	2,700.00	0.00	159.94	5.92	2,540.06
11-5-0700-6040 UNIFORM ALLOWANCE	1,000.00	0.00	0.00	0.00	1,000.00
11-5-0700-7000 LIFT STATION O&M	7,000.00	1,450.00	1,450.00	20.71	5,550.00
11-5-0700-7001 EQUIPMENT REPAIRS & MAINT	4,000.00	122.81	225.32	5.63	3,774.68
11-5-0700-7002 GASOLINE	3,500.00	380.51	1,205.45	34.44	2,294.55
11-5-0700-7003 CHEMICALS	36,000.00	2,191.47	2,191.47	6.09	33,808.53
11-5-0700-7004 RECLAIM WATER	2,500.00	0.00	0.00	0.00	2,500.00
11-5-0700-7005 LINE REPAIRS/REPLACEMENT	10,000.00	51.26	51.26	0.51	9,948.74
11-5-0700-7010 PLANT IMPROVEMENTS	30,600.00	3,027.38	3,195.61	10.44	27,404.39
11-5-0700-7011 SEWER TAPS (CONNECTION)	500.00	0.00	0.00	0.00	500.00
11-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	2,000.00	1,540.00	1,540.00	77.00	460.00
11-5-0700-7014 UNIFORM CLEANING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
11-5-0700-7015 BUSINESS MEETINGS & MEALS	100.00	0.00	0.00	0.00	100.00
11-5-0700-7020 OFFICE SUPPLIES	500.00	11.00	169.22	33.84	330.78
11-5-0700-7022 DUES & ASSOCIATIONS	1,500.00	0.00	0.00	0.00	1,500.00
11-5-0700-7025 POSTAGE	100.00	0.00	6.93	6.93	93.07
11-5-0700-7050 TELEPHONE	1,750.00	127.05	256.90	14.68	1,493.10
11-5-0700-7061 WATER	2,800.00	239.66	470.77	16.81	2,329.23
11-5-0700-7062 ELECTRICAL	75,000.00	7,198.57	21,297.92	28.40	53,702.08
11-5-0700-7505 TOOLS	4,000.00	212.57	407.90	10.20	3,592.10
11-5-0700-7550 EMPLOYEE SAFETY	750.00	0.00	105.93	14.12	644.07
11-5-0700-7600 BAD DEBTS	1,350.00	0.00	0.00	0.00	1,350.00
11-5-0700-7910 BANKING/CREDIT CARD EXPENSE	7,000.00	770.73	1,465.19	20.93	5,534.81
11-5-0700-7911 INCODE MAINTENANCE	1,400.00	0.00	0.00	0.00	1,400.00
11-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	52.54	70.54	3.53	1,929.46
11-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	5,000.00	856.63	1,303.53	26.07	3,696.47
11-5-0700-8000 EQUIPMENT PURCHASE	26,000.00	0.00	14.27	0.05	25,985.73
11-5-0700-9008 LIABILITY & PROPERTY INSURANCE	26,342.00	7,264.44	14,345.49	54.46	11,996.51
11-5-0700-9009 CONTRACTED OPERATORS	115,000.00	9,940.00	19,880.00	17.29	95,120.00
11-5-0700-9010 PROFESSIONAL SERVICES	38,500.00	1,169.25	1,946.41	5.06	36,553.59
11-5-0700-9012 REGULATORY FEES ADEQ	6,750.00	0.00	0.00	0.00	6,750.00
11-5-0700-9015 CHEMICAL TESTING	27,000.00	2,300.00	4,830.00	17.89	22,170.00
11-5-0700-9018 SLUDGE REMOVAL	20,000.00	3,430.84	5,422.55	27.11	14,577.45
11-5-0700-9025 WW CONTINGENCY	<u>903,605.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>903,605.00</u>
TOTAL WASTE WATER O & M	1,703,064.00	42,336.71	116,311.54	6.83	1,586,752.46

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

11 -WASTEWATER FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WASTEWATER LINE REPLACEMT</u>	_____	_____	_____	_____	_____
<u>WASTEWATER CAP FEE DEV P</u>	_____	_____	_____	_____	_____
<u>WASTEWATER P & E IMPROVMT</u>					
11-5-0703-9050 WIFA LOAN PRINCIPAL	<u>215,448.00</u>	<u>0.00</u>	<u>190,962.88</u>	<u>88.64</u>	<u>24,485.12</u>
TOTAL WASTEWATER P & E IMPROVMT	215,448.00	0.00	190,962.88	88.64	24,485.12
<u>WASTEWATER LIFT STATION R</u>	_____	_____	_____	_____	_____
<u>CAPITAL IMPROVEMENT PLAN</u>					
11-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>905,000.00</u>	<u>24,647.50</u>	<u>25,090.54</u>	<u>2.77</u>	<u>879,909.46</u>
TOTAL CAPITAL IMPROVEMENT PLAN	905,000.00	24,647.50	25,090.54	2.77	879,909.46
<u>OTHER FINANCING USES</u>	_____	_____	_____	_____	_____
TOTAL EXPENDITURES	2,823,512.00	66,984.21	332,364.96	11.77	2,491,147.04
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	25,257.49 (	55,732.59)		55,732.59

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202312 -SANITATION FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
SANITATION REVENUE	<u>662,692.00</u>	<u>38,704.27</u>	<u>116,539.32</u>	<u>17.59</u>	<u>546,152.68</u>
TOTAL REVENUES	662,692.00 =====	38,704.27 =====	116,539.32 =====	17.59 =====	546,152.68 =====
 <u>EXPENDITURE SUMMARY</u>					
SANITATION O & M	<u>662,692.00</u>	<u>25,456.57</u>	<u>55,188.00</u>	<u>8.33</u>	<u>607,504.00</u>
TOTAL EXPENDITURES	662,692.00 =====	25,456.57 =====	55,188.00 =====	8.33 =====	607,504.00 =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	13,247.70	61,351.32	(	61,351.32)

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

12 -SANITATION FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SANITATION REVENUE</u>					
12-4-4000-4013 TRASH USER FEES	456,642.00	38,203.46	114,816.58	25.14	341,825.42
12-4-4000-4507 CC SURCHARGE REVENUE	750.00	0.00	0.00	0.00	750.00
12-4-4000-4700 LGIP SANITATION SERVICE #94022	300.00	131.59	396.17	132.06 (	96.17)
12-4-4000-4900 TRASH LATE FEES	5,000.00	369.22	1,326.57	26.53	3,673.43
12-4-4000-6050 FUND BALANCE APPROPRIATION	<u>200,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200,000.00</u>
TOTAL SANITATION REVENUE	662,692.00	38,704.27	116,539.32	17.59	546,152.68
TOTAL REVENUE	662,692.00	38,704.27	116,539.32	17.59	546,152.68
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

12 -SANITATION FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SANITATION INACTIVE</u>					
<u>SANITATION</u>					
<u>SANITATION O & M</u>					
12-5-0700-6000 SALARIES- SANITATION O&M	40,527.00	0.00	4,680.09	11.55	35,846.91
12-5-0700-6003 REIMBURSEMENT TO GF	33,528.00	0.00	0.00	0.00	33,528.00
12-5-0700-6020 SOCIAL SECURITY	3,101.00	0.00	358.07	11.55	2,742.93
12-5-0700-6022 HEALTH INSURANCE	6,797.00	0.00	726.44	10.69	6,070.56
12-5-0700-6023 WORKERS COMPENSATION	257.00	0.00	0.00	0.00	257.00
12-5-0700-6024 STATE RETIREMENT	4,981.00	0.00	640.07	12.85	4,340.93
12-5-0700-6026 HSA EMPLOYER PORTION	696.00	0.00	116.00	16.67	580.00
12-5-0700-7008 EQUIPMENT RENTAL	1,200.00	250.00	500.00	41.67	700.00
12-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	1,950.00	1,540.00	1,540.00	78.97	410.00
12-5-0700-7020 OFFICE SUPPLIES	1,900.00	11.00	83.90	4.42	1,816.10
12-5-0700-7022 DUES AND ASSOCIATIONS	125.00	0.00	0.00	0.00	125.00
12-5-0700-7025 POSTAGE	25.00	0.00	1.73	6.92	23.27
12-5-0700-7050 TELEPHONE	200.00	19.26	41.47	20.74	158.53
12-5-0700-7600 BAD DEBT	1,900.00	0.00	0.00	0.00	1,900.00
12-5-0700-7910 BANKING/CREDIT CARD EXPENSE	10,000.00	1,079.03	2,051.29	20.51	7,948.71
12-5-0700-7911 INCODE MAINTENANCE	1,925.00	0.00	0.00	0.00	1,925.00
12-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	6,000.00	1,199.28	1,824.94	30.42	4,175.06
12-5-0700-9002 COMM HAZ WASTE CLEAN UP	5,500.00	0.00	0.00	0.00	5,500.00
12-5-0700-9004 NEIGHBORHOOD CLEAN-UP	4,000.00	0.00	0.00	0.00	4,000.00
12-5-0700-9005 CONTRACT SERVICES	251,000.00	21,358.00	42,624.00	16.98	208,376.00
12-5-0700-9015 TRANSFER TO STREET FUND (NR)	235,000.00	0.00	0.00	0.00	235,000.00
12-5-0700-9400 CONTINGENCY	<u>52,080.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>52,080.00</u>
TOTAL SANITATION O & M	662,692.00	25,456.57	55,188.00	8.33	607,504.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>OFU-FUND BALANCE APPROP.</u>					
TOTAL EXPENDITURES	662,692.00	25,456.57	55,188.00	8.33	607,504.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	13,247.70	61,351.32	(	61,351.32)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

13 -WATER FUND

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WATER GENERAL REVENUE	7,156,126.00	172,227.02	570,388.49	7.97	6,585,737.51
WATER COUNTY REVENUE	500.00	110.24	203.31	40.66	296.69
WATER	<u>117,479.00</u>	<u>9,787.22</u>	<u>29,339.84</u>	<u>24.97</u>	<u>88,139.16</u>
TOTAL REVENUES	7,274,105.00	182,124.48	599,931.64	8.25	6,674,173.36
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER O & M	1,727,922.45	42,930.16	159,887.78	9.25	1,568,034.67
WATER CAPITAL IMPROVEMEN	1,601,182.55	0.00	454,346.19	28.38	1,146,836.36
CAPITAL IMPROVEMENT PLAN	3,920,000.00	3,675.50	21,034.48	0.54	3,898,965.52
WATER CAPACITY	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>
TOTAL EXPENDITURES	7,274,105.00	46,605.66	635,268.45	8.73	6,638,836.55
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	135,518.82	(35,336.81)		35,336.81

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

13 -WATER FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER O & M</u>					
<u>WATER CAPITAL IMPROVEMEN</u>					
<u>WATER GENERAL REVENUE</u>					
13-4-4000-4009 SYSTEM REPLACEMENT SURCHARGE	52,614.00	4,382.24	13,137.96	24.97	39,476.04
13-4-4000-4010 WATER BASE/USAGE FEE	1,768,183.00	150,214.56	499,503.60	28.25	1,268,679.40
13-4-4000-4102 ESTABLISHMENT FEES	14,000.00	700.00	2,700.00	19.29	11,300.00
13-4-4000-4120 WATER CAPACITY FEES	192,729.00	3,484.00	12,772.00	6.63	179,957.00
13-4-4000-4201 CONNECTION FEE - TYPE A	39,850.00	225.00	1,725.00	4.33	38,125.00
13-4-4000-4507 CREDIT CARD SURCHARGE REVENUE	1,000.00	0.00	0.00	0.00	1,000.00
13-4-4000-4709 LGIP INT WATER UTILITY 93927	41,000.00	12,086.70	36,388.38	88.75	4,611.62
13-4-4000-4900 WATER LATE FEES	18,500.00	1,099.52	3,791.55	20.49	14,708.45
13-4-4000-4901 NSF FEES	750.00	35.00	245.00	32.67	505.00
13-4-4000-4999 MISC. REVENUE	0.00	0.00	125.00	0.00	(125.00)
13-4-4000-6050 FUND BALANCE APPROPRIATION	<u>5,027,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,027,500.00</u>
TOTAL WATER GENERAL REVENUE	7,156,126.00	172,227.02	570,388.49	7.97	6,585,737.51
<u>WATER COUNTY REVENUE</u>					
13-4-4100-4025 TPT ACCOUNTING CREDIT	<u>500.00</u>	<u>110.24</u>	<u>203.31</u>	<u>40.66</u>	<u>296.69</u>
TOTAL WATER COUNTY REVENUE	500.00	110.24	203.31	40.66	296.69
<u>ADUITORS GRANT REVENUE</u>					
<u>WATER</u>					
13-4-4003-4570 WATER RESOURCE DEVELOPMENT FEE	94,350.00	7,860.76	23,564.76	24.98	70,785.24
13-4-4003-4571 WATER CONSERVATION	5,900.50	491.55	1,473.55	24.97	4,426.95
13-4-4003-4572 ADJUDICATION & SETTLEMENTS	9,676.50	805.73	2,415.39	24.96	7,261.11
13-4-4003-4580 REGIONAL WATER PROJECTS	<u>7,552.00</u>	<u>629.18</u>	<u>1,886.14</u>	<u>24.98</u>	<u>5,665.86</u>
TOTAL WATER	117,479.00	9,787.22	29,339.84	24.97	88,139.16
TOTAL REVENUE	7,274,105.00	182,124.48	599,931.64	8.25	6,674,173.36
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

13 -WATER FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER O & M</u>					
13-5-0700-6000 WATER O & M SALARIES	301,986.00	0.00	37,846.87	12.53	264,139.13
13-5-0700-6001 OVERTIME	0.00	0.00	2,893.01	0.00 (	2,893.01)
13-5-0700-6003 REIMBURSEMENT FEES TO GF	83,825.00	0.00	0.00	0.00	83,825.00
13-5-0700-6020 SOCIAL SERCURITY	23,156.00	0.00	3,116.71	13.46	20,039.29
13-5-0700-6022 HEALTH INSURANCE	61,400.00	0.00	6,262.88	10.20	55,137.12
13-5-0700-6023 WORKERS COMPENSATION	12,867.00	0.00	0.00	0.00	12,867.00
13-5-0700-6024 STATE RETIREMENT	37,202.00	0.00	6,056.79	16.28	31,145.21
13-5-0700-6026 HSA EMPLOYER PORTION	12,737.00	0.00	1,698.08	13.33	11,038.92
13-5-0700-6030 TRAVEL & EDUCATION	2,500.00	0.00	250.02	10.00	2,249.98
13-5-0700-6031 CERTIFICATIONS	2,700.00	0.00	94.94	3.52	2,605.06
13-5-0700-6040 UNIFORMS/BOOTS	1,000.00	0.00	0.00	0.00	1,000.00
13-5-0700-7001 EQUIPMENT REPAIRS & MAINT.	4,000.00	357.80	460.31	11.51	3,539.69
13-5-0700-7002 GASOLINE	3,500.00	715.95	1,611.54	46.04	1,888.46
13-5-0700-7005 LINE REPAIRS	21,000.00	4,985.24	7,508.44	35.75	13,491.56
13-5-0700-7006 WELLS O&M	18,000.00	103.57	638.45	3.55	17,361.55
13-5-0700-7007 STORAGE O&M	7,000.00	28.54	28.54	0.41	6,971.46
13-5-0700-7012 BOOSTER STATION O&M	1,000.00	0.00	129.00	12.90	871.00
13-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	5,750.00	1,540.00	1,540.00	26.78	4,210.00
13-5-0700-7014 UNIFORM CLEANING SERVICES	1,000.00	0.00	0.00	0.00	1,000.00
13-5-0700-7015 BUSINESS MEETINGS & MEALS	300.00	7.99	7.99	2.66	292.01
13-5-0700-7020 OFFICE SUPPLIES & EXPENSE	400.00	11.00	238.10	59.53	161.90
13-5-0700-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
13-5-0700-7022 DUES & ASSOCIATIONS	1,025.00	0.00	0.00	0.00	1,025.00
13-5-0700-7025 POSTAGE	300.00	0.00	48.77	16.26	251.23
13-5-0700-7049 ANSWERING SERVICE	2,175.00	183.66	580.98	26.71	1,594.02
13-5-0700-7050 TELEPHONE	4,000.00	384.80	771.53	19.29	3,228.47
13-5-0700-7062 ELECTRICAL	64,000.00	7,015.41	21,658.81	33.84	42,341.19
13-5-0700-7065 HYDRANTS & VALVES	35,000.00	1,680.04	1,800.84	5.15	33,199.16
13-5-0700-7070 WATER CONSERVATION	5,100.00	0.00	4,600.00	90.20	500.00
13-5-0700-7080 REGIONAL WATER PROJECT EXP	43,000.00	0.00	1,968.45	4.58	41,031.55
13-5-0700-7101 CUSTOMER SUPPORT PROGRAM	1,000.00	0.00	0.00	0.00	1,000.00
13-5-0700-7200 CONNECTION FEES (TYPE A)	38,000.00	434.93	3,675.28	9.67	34,324.72
13-5-0700-7500 WATER TESTING	4,815.00	929.00	4,539.94	94.29	275.06
13-5-0700-7502 TOOLS	5,500.00	212.56	485.62	8.83	5,014.38
13-5-0700-7505 CHEMICALS	85,000.00	10,356.28	16,015.28	18.84	68,984.72
13-5-0700-7550 EMPLOYEE SAFTEY	750.00	0.00	105.94	14.13	644.06
13-5-0700-7600 BAD DEBTS	2,160.00	0.00	0.00	0.00	2,160.00
13-5-0700-7910 BANKING/CREDIT CARD EXPENSE	11,500.00	1,233.17	2,344.33	20.39	9,155.67
13-5-0700-7911 INCODE MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00
13-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	52.53	70.53	3.53	1,929.47
13-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	8,000.00	1,370.61	2,085.66	26.07	5,914.34
13-5-0700-8001 EQUIPMENT PURCHASE	14,000.00	0.00	0.00	0.00	14,000.00
13-5-0700-8002 METER REPAIRS/REPLACEMENT	50,000.00	3,368.36	3,759.26	7.52	46,240.74
13-5-0700-9005 INCODE BADGER METER MAINT	3,000.00	118.22	3,184.36	106.15 (	184.36)
13-5-0700-9008 LIABLITY & PROPERTY INSURANCE	17,292.80	4,772.22	9,423.97	54.50	7,868.83
13-5-0700-9010 PROFESSIONAL SERVICES	35,000.00	2,915.24	4,602.41	13.15	30,397.59
13-5-0700-9015 ARSENIC O & M	4,000.00	153.04	2,065.19	51.63	1,934.81

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

13 -WATER FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
13-5-0700-9020 ADEQ FEES	5,750.00	0.00	5,718.96	99.46	31.04
13-5-0700-9760 CONTINGENCY	<u>681,631.65</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>681,631.65</u>
TOTAL WATER O & M	1,727,922.45	42,930.16	159,887.78	9.25	1,568,034.67
<u>WATER CAPITAL IMPROVEMEN</u>					
13-5-0703-8570 WATER RESOURCE DEVELOPMENT PROJ	1,000,000.00	0.00	0.00	0.00	1,000,000.00
13-5-0703-9004 ADJUDICATION WATER RIGHTS	100,000.00	0.00	0.00	0.00	100,000.00
13-5-0703-9050 TWIN 5 WIFA LOAN DEBT SERVICE	46,850.72	0.00	41,991.80	89.63	4,858.92
13-5-0703-9060 UPPER TOWN WIFA DEBT SERVICE	<u>454,331.83</u>	<u>0.00</u>	<u>412,354.39</u>	<u>90.76</u>	<u>41,977.44</u>
TOTAL WATER CAPITAL IMPROVEMEN	1,601,182.55	0.00	454,346.19	28.38	1,146,836.36
<u>CAPITAL IMPROVEMENT PLAN</u>					
13-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>3,920,000.00</u>	<u>3,675.50</u>	<u>21,034.48</u>	<u>0.54</u>	<u>3,898,965.52</u>
TOTAL CAPITAL IMPROVEMENT PLAN	3,920,000.00	3,675.50	21,034.48	0.54	3,898,965.52
<u>WATER CAPACITY</u>					
13-5-1300-7999 WATER CAPACITY FEE	<u>25,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>25,000.00</u>
TOTAL WATER CAPACITY	25,000.00	0.00	0.00	0.00	25,000.00
<u>OTHER FINANCING USES</u>					
TOTAL EXPENDITURES	7,274,105.00	46,605.66	635,268.45	8.73	6,638,836.55
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	135,518.82 (	35,336.81)		35,336.81

*** END OF REPORT ***

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

15 -ARPA FUNDS

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL REVENUES	1,006,746.00	0.00	0.00	0.00	1,006,746.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
ARPA	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL EXPENDITURES	1,006,746.00	0.00	0.00	0.00	1,006,746.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

15 -ARPA FUNDS

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>LOCAL REVENUE</u>					
15-4-4000-6050 FUND BALANCE APPROPRIATION	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL LOCAL REVENUE	1,006,746.00	0.00	0.00	0.00	1,006,746.00
TOTAL REVENUE	1,006,746.00	0.00	0.00	0.00	1,006,746.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

15 -ARPA FUNDS

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>ARPA</u>					
15-5-0045-9850 TRANSFERS OUT	<u>1,006,746.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,006,746.00</u>
TOTAL ARPA	1,006,746.00	0.00	0.00	0.00	1,006,746.00
<u>CONTINGENCY</u>					
<u>ADMINISTRATION</u>					
TOTAL EXPENDITURES	1,006,746.00	0.00	0.00	0.00	1,006,746.00
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*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
MISC GRANTS	10,000,000.00	0.00	6,321,400.00	63.21	3,678,600.00
YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
RICO	30,000.00	0.00	631.09	2.10	29,368.91
VEST	5,000.00	0.00	0.00	0.00	5,000.00
AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
RAIN-DESIGN	1,500,000.00	0.00	0.00	0.00	1,500,000.00
FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
RAISE GRANT	807,500.00	0.00	0.00	0.00	807,500.00
SOLAR TABLES GRANT	<u>18,788.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,788.00</u>
TOTAL REVENUES	13,927,898.00	0.00	6,322,031.09	45.39	7,605,866.91
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
MISC GRANTS	2,580,100.00	0.00	0.00	0.00	2,580,100.00
YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
RICO	30,000.00	0.00	631.09	2.10	29,368.91
VEST	5,000.00	0.00	1,095.18	21.90	3,904.82
AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
AZ COMM FOUNDATION	1,500,000.00	0.00	0.00	0.00	1,500,000.00
FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
CAPITAL IMPROVEMENTS	<u>8,227,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,227,400.00</u>
TOTAL EXPENDITURES	13,927,898.00	0.00	1,726.27	0.01	13,926,171.73
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	6,320,304.82		(6,320,304.82)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC GRANTS</u>					
16-4-0000-4500 MISC GRANT REV	<u>10,000,000.00</u>	<u>0.00</u>	<u>6,321,400.00</u>	<u>63.21</u>	<u>3,678,600.00</u>
TOTAL MISC GRANTS	10,000,000.00	0.00	6,321,400.00	63.21	3,678,600.00
<u>LIBRARY SGIA GRANT</u>					
<u>LIBRARY AHRAB GRANT</u>					
<u>RURAL TOURISM GRANT</u>					
<u>YAVAPAI COUNTY FLOOD CON</u>					
16-4-0004-4500 YAVAPAI COUNTY FLOOD CONTROL	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
<u>SAFE ROUTES TO SCHOOL</u>					
<u>TEA GRANT</u>					
<u>RICO</u>					
16-4-0007-4500 RICO REVENUE	<u>30,000.00</u>	<u>0.00</u>	<u>631.09</u>	<u>2.10</u>	<u>29,368.91</u>
TOTAL RICO	30,000.00	0.00	631.09	2.10	29,368.91
<u>VEST</u>					
16-4-0008-4001 POLICE BULLET PROOF VEST	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL VEST	5,000.00	0.00	0.00	0.00	5,000.00
<u>FEMA</u>					
<u>PARA</u>					
<u>LIBRARY LSTA</u>					
<u>CSP</u>					
<u>BROADWAY BUS STOP</u>					
<u>EECDBG</u>					
<u>HELEN LYNN (CEMETERY)</u>					
<u>GOER-POLICE CAR</u>					
<u>GOHS-DUI TASK FORCE</u>					
<u>LSTA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ARRA</u>					
<u>LIBRARY MISC</u>					
<u>BROADWAY AND MAIN</u>					
<u>CLARKDALE PARKWAY</u>					
<u>AZ DOHS RADIO GRANT</u>					
16-4-0023-4500 AZDOHS PORTABLE RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>VERDE RIVER @ CLARKDALE</u>					
<u>AMERICAN RIVERS</u>					
<u>V V OPEN AIR CINEMA</u>					
<u>FRIENDS OF THE VERDE RIVE</u>					
16-4-0027-4500 FRIENDS OF THE VERDE GRANT	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
<u>STEP ENFORCEMENT/GOHS</u>					
<u>RURAL BUSI DEV GRANT</u>					
<u>SUSTAINABLE CLARKDALE GR</u>					
<u>HSIP STREET SIGN GRANT</u>					
<u>COURT SECURITY GRANT</u>					
<u>PICKLEBALL GRANT</u>					
<u>BROADWAY/BITTERCREEK EXT</u>					
<u>ART IN PUBLIC PLACES</u>					
<u>PD ANTENNA GRANT</u>					
<u>PEDESTRIAN & BIKE SAFETY</u>					
<u>MAIN/BROAD OVERLAY DESIGN</u>					
<u>MAIN/BROAD OVERLAY CONST</u>					
<u>AZ AG PD SAFETY EQUIP GRA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HERITAGE GRANT</u>					
16-4-0043-4500 HERITAGE GRANT-SIGNAGE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
<u>AZ COMM FOUNDATION</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>AMERICAN RESCUE PLAN ACT</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>RAIN-DESIGN</u>					
16-4-0046-4500 SELNA MOGNINI FEDERAL & STATE	<u>1,500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>
TOTAL RAIN-DESIGN	1,500,000.00	0.00	0.00	0.00	1,500,000.00
<u>STATE PARKS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>HURF EXCHANGE</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>FED APPROPRIATION USDA</u>					
16-4-0050-4500 FEDERAL APPROPRIATION/USDA	<u>1,451,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,451,610.00</u>
TOTAL FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
<u>RAISE GRANT</u>					
16-4-0051-4500 SMART FUND GRANT	<u>807,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>807,500.00</u>
TOTAL RAISE GRANT	807,500.00	0.00	0.00	0.00	807,500.00
<u>OPIOID FUNDS</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>SOLAR TABLES GRANT</u>					
16-4-0055-4500 SOLAR TABLES GRANT	<u>18,788.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,788.00</u>
TOTAL SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
<u>E TICKET GRANT</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL REVENUE	13,927,898.00	0.00	6,322,031.09	45.39	7,605,866.91
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TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC GRANTS</u>					
16-5-0000-7999 MISC GRANT EXP	<u>2,580,100.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,580,100.00</u>
TOTAL MISC GRANTS	2,580,100.00	0.00	0.00	0.00	2,580,100.00
<u>LIBRARY SGIA GRANT</u>					
<u>LIBRARY AHRAB GRANT</u>					
<u>RURAL TOURISM GRANT</u>					
<u>YAVAPAI COUNTY FLOOD CON</u>					
16-5-0004-7000 GRANT OR PROJECT EXPENSE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
<u>SAFE ROUTES TO SCHOOL</u>					
<u>TEA GRANT</u>					
<u>RICO</u>					
16-5-0007-7999 RICO- MISC EXPENSE	<u>30,000.00</u>	<u>0.00</u>	<u>631.09</u>	<u>2.10</u>	<u>29,368.91</u>
TOTAL RICO	30,000.00	0.00	631.09	2.10	29,368.91
<u>VEST</u>					
16-5-0008-7001 POLICE BULLET PROOF VEST	<u>5,000.00</u>	<u>0.00</u>	<u>1,095.18</u>	<u>21.90</u>	<u>3,904.82</u>
TOTAL VEST	5,000.00	0.00	1,095.18	21.90	3,904.82
<u>FEMA</u>					
<u>PARA</u>					
<u>LIBRARY LSTA</u>					
<u>CSP</u>					
<u>BROADWAY BUS STOP</u>					
<u>EECDBG</u>					
<u>HELEN LYNN (CEMETERY)</u>					
<u>GOER-POLICE CAR</u>					
<u>GOHS-DUI TASK FORCE</u>					
<u>LSTA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>ARRA</u>					
<u>LIBRARY MISC</u>					
<u>BROADWAY AND MAIN</u>					
<u>CLARKDALE PARKWAY</u>					
<u>AZ DOHS RADIO GRANT</u>					
16-5-0023-7000 AZDOHS RADIO GRANT EXPENSES	10,000.00	0.00	0.00	0.00	10,000.00
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>VERDE RIVER @ CLARKDALE</u>					
<u>AMERICAN RIVERS</u>					
<u>V V OPEN AIR CINEMA</u>					
<u>FRIENDS OF THE VERDE RIVE</u>					
16-5-0027-7000 FRIENDS OF THE VERDE GRANT EXP	5,000.00	0.00	0.00	0.00	5,000.00
TOTAL FRIENDS OF THE VERDE RIVE	5,000.00	0.00	0.00	0.00	5,000.00
<u>STEP ENFORCEMENT/GOHS</u>					
<u>RURAL BUSI DEV GRANT</u>					
<u>SUSTAINABLE CLARKDALE GR</u>					
<u>HSIP STREET SIGN GRANT</u>					
<u>COURT SECURITY GRANT</u>					
<u>PICKLEBALL GRANT</u>					
<u>BROADWAY/BITTERCREEK EXT</u>					
<u>ART IN PUBLIC PLACES</u>					
<u>PD ANTENNA GRANT</u>					
<u>PEDESTRIAN & BIKE SAFETY</u>					
<u>MAIN/BROAD OVERLAY DESIGN</u>					
<u>MAIN/BROAD OVERLAY CONST</u>					
<u>AZ AG PD SAFETY EQUIP GRA</u>					

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

16 -GRANTS FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>HERITAGE GRANT</u>					
16-5-0043-7001 HERITAGE GRANT-SIGNAGE	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL HERITAGE GRANT	50,000.00	0.00	0.00	0.00	50,000.00
<u>AZ COMM FOUNDATION</u>					
16-5-0044-7000 SELNA-MONGINI	<u>1,500,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,500,000.00</u>
TOTAL AZ COMM FOUNDATION	1,500,000.00	0.00	0.00	0.00	1,500,000.00
<u>AMERICAN RESCUE PLAN ACT</u>					
<u>RAIN-DESIGN</u>					
<u>STATE PARKS</u>					
<u>HURF EXCHANGE</u>					
<u>FED APPROPRIATION USDA</u>					
16-5-0050-7000 FEDERAL APPROPRIATION GRANT	<u>1,451,610.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,451,610.00</u>
TOTAL FED APPROPRIATION USDA	1,451,610.00	0.00	0.00	0.00	1,451,610.00
<u>OPIOID FUNDS</u>					
<u>SOLAR TABLES GRANT</u>					
16-5-0055-8000 SOLAR TABLES GRANT	<u>18,788.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>18,788.00</u>
TOTAL SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
<u>CAPITAL IMPROVEMENTS</u>					
16-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>8,227,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,227,400.00</u>
TOTAL CAPITAL IMPROVEMENTS	8,227,400.00	0.00	0.00	0.00	8,227,400.00
<u>E TICKET GRANT</u>					
<u>TRANSFERS OUT</u>					
TOTAL EXPENDITURES	13,927,898.00	0.00	1,726.27	0.01	13,926,171.73
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	6,320,304.82		(6,320,304.82)

*** END OF REPORT ***

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

18 -COURT FUND POLICE SAFETY
 FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
COURT FD PD SAFETY	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL REVENUES	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
COURT FD PD SAFETY	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL EXPENDITURES	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

18 -COURT FUND POLICE SAFETY

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT FD PD SAFETY</u>					
18-4-4000-6050 FUND BALANCE APPROPRIATION	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL COURT FD PD SAFETY	8,276.00	0.00	0.00	0.00	8,276.00
TOTAL REVENUE	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

18 -COURT FUND POLICE SAFETY

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>COURT FD PD SAFETY</u>					
18-5-0000-9850 TRANSFERS OUT	<u>8,276.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>8,276.00</u>
TOTAL COURT FD PD SAFETY	8,276.00	0.00	0.00	0.00	8,276.00
TOTAL EXPENDITURES	8,276.00	0.00	0.00	0.00	8,276.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

19 -CEMETERY

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CEMETERY REVENUE	<u>259,599.00</u>	<u>3,774.01</u>	<u>11,752.36</u>	<u>4.53</u>	<u>247,846.64</u>
TOTAL REVENUES	259,599.00	3,774.01	11,752.36	4.53	247,846.64
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CEMETERY O & M	46,597.00	2,552.06	9,312.05	19.98	37,284.95
CAPITAL IMPROVEMENT PLAN	193,500.00	0.00	0.00	0.00	193,500.00
CEMETERY CONTINGENCY	<u>19,502.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,502.00</u>
TOTAL EXPENDITURES	259,599.00	2,552.06	9,312.05	3.59	250,286.95
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,221.95	2,440.31	(	2,440.31)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

19 -CEMETERY

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CEMETERY REVENUE</u>					
19-4-4000-4015 CEMETERY LOT SALES	15,000.00	2,000.00	4,700.00	31.33	10,300.00
19-4-4000-4016 INTERMENTS	12,000.00	800.00	3,550.00	29.58	8,450.00
19-4-4000-4026 GRAVE LINER SALES	3,000.00	0.00	570.00	19.00	2,430.00
19-4-4000-4100 TRANSFER FROM PERPETUAL CARE	25,324.00	0.00	0.00	0.00	25,324.00
19-4-4000-4500 INTEREST HELEN LYNN BEQUEST	3,000.00	892.19	2,686.04	89.53	313.96
19-4-4000-4700 LGIP INTEREST 93946	275.00	81.82	246.32	89.57	28.68
19-4-4000-4850 TRANSFERS IN	25,000.00	0.00	0.00	0.00	25,000.00
19-4-4000-6050 FUND BALANCE APPROPRIATION	<u>176,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>176,000.00</u>
TOTAL CEMETERY REVENUE	259,599.00	3,774.01	11,752.36	4.53	247,846.64
TOTAL REVENUE	259,599.00	3,774.01	11,752.36	4.53	247,846.64
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

19 -CEMETERY

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CEMETERY O & M</u>					
19-5-0700-6000 SALARIES - CEMETERY O&M	17,386.00	0.00	3,242.03	18.65	14,143.97
19-5-0700-6003 REIMBURSEMENT TO GF	4,110.00	0.00	0.00	0.00	4,110.00
19-5-0700-6020 SOCIAL SECURITY	1,336.00	0.00	248.01	18.56	1,087.99
19-5-0700-6022 HEALTH INSURANCE	5,681.00	0.00	1,043.79	18.37	4,637.21
19-5-0700-6024 STATE RETIREMENT	2,146.00	0.00	398.44	18.57	1,747.56
19-5-0700-6040 UNIFORM ALLOWANCE	75.00	0.00	0.00	0.00	75.00
19-5-0700-6100 CONTRACT CANCELLED-BUY BACK	1,500.00	1,050.00	1,050.00	70.00	450.00
19-5-0700-7001 EQUIPMENT REPAIRS & MAINT	1,500.00	0.00	61.63	4.11	1,438.37
19-5-0700-7002 GASOLINE	325.00	69.74	89.43	27.52	235.57
19-5-0700-7008 EQUIPMENT RENTAL	1,320.00	330.00	330.00	25.00	990.00
19-5-0700-7013 SOFTWARE PURCH & MAINT	1,675.00	0.00	831.59	49.65	843.41
19-5-0700-7062 ELECTRICAL SERVICES	850.00	67.35	177.06	20.83	672.94
19-5-0700-7500 CEMETERY SUPPLIES	750.00	209.00	209.00	27.87	541.00
19-5-0700-7502 TOOLS	750.00	0.00	0.00	0.00	750.00
19-5-0700-7506 GRAVE LINERS	4,100.00	0.00	0.00	0.00	4,100.00
19-5-0700-7550 EMPLOYEE SAFETY	100.00	0.00	0.00	0.00	100.00
19-5-0700-9008 LIABILITY & PROPERTY INSURANCE	<u>2,993.00</u>	<u>825.97</u>	<u>1,631.07</u>	<u>54.50</u>	<u>1,361.93</u>
TOTAL CEMETERY O & M	46,597.00	2,552.06	9,312.05	19.98	37,284.95
<u>CEMETERY DEPRECIATION</u>					
<u>CAPITAL IMPROVEMENT PLAN</u>					
19-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>193,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>193,500.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	193,500.00	0.00	0.00	0.00	193,500.00
<u>CEMETERY CONTINGENCY</u>					
19-5-2000-9400 CONTINGENCY	<u>19,502.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>19,502.00</u>
TOTAL CEMETERY CONTINGENCY	19,502.00	0.00	0.00	0.00	19,502.00
TOTAL EXPENDITURES	259,599.00	2,552.06	9,312.05	3.59	250,286.95
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,221.95	2,440.31	(	2,440.31)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 202320 -PERPETUAL CARE
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PERPETUAL CARE REVENUE	<u>50,324.00</u>	<u>1,000.00</u>	<u>3,105.00</u>	<u>6.17</u>	<u>47,219.00</u>
TOTAL REVENUES	50,324.00	1,000.00	3,105.00	6.17	47,219.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PERPETUAL CARE	<u>50,324.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,324.00</u>
TOTAL EXPENDITURES	50,324.00	0.00	0.00	0.00	50,324.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	1,000.00	3,105.00	(	3,105.00)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

20 -PERPETUAL CARE

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERPETUAL CARE REVENUE</u>					
20-4-4000-4018 PERPETUAL CARE PAYMENTS	6,400.00	1,000.00	3,105.00	48.52	3,295.00
20-4-4000-6050 FUND BALANCE APPROPRIATION	<u>43,924.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>43,924.00</u>
TOTAL PERPETUAL CARE REVENUE	50,324.00	1,000.00	3,105.00	6.17	47,219.00
TOTAL REVENUE	50,324.00	1,000.00	3,105.00	6.17	47,219.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

20 -PERPETUAL CARE

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PERPETUAL CARE</u>					
20-5-0700-9014 TRANSFER TO CEMETERY FUND	<u>50,324.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,324.00</u>
TOTAL PERPETUAL CARE	50,324.00	0.00	0.00	0.00	50,324.00
TOTAL EXPENDITURES	50,324.00	0.00	0.00	0.00	50,324.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	1,000.00	3,105.00	(	3,105.00)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

24 -CAPITAL IMPROVEMENT
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CAPITAL IMPROVEMENT REV	<u>3,795,267.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,795,267.00</u>
TOTAL REVENUES	<u>3,795,267.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>3,795,267.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENTS	1,450,000.00	0.00	0.00	0.00	1,450,000.00
CAPITAL IMPROVEMENT PLAN	<u>2,345,267.00</u>	<u>18,908.84</u>	<u>21,955.56</u>	<u>0.94</u>	<u>2,323,311.44</u>
TOTAL EXPENDITURES	<u>3,795,267.00</u>	<u>18,908.84</u>	<u>21,955.56</u>	<u>0.58</u>	<u>3,773,311.44</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00 (	18,908.84) (	21,955.56)		21,955.56

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

24 -CAPITAL IMPROVEMENT

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT REV</u>					
24-4-4000-4801 CAPITAL TRANSFER FROM GF	1,386,915.00	0.00	0.00	0.00	1,386,915.00
24-4-4000-4802 CAPITAL TRANSFER IN FROM ARPA	1,006,746.00	0.00	0.00	0.00	1,006,746.00
24-4-4000-6050 FUND BALANCE APPROPRIATION	<u>1,401,606.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,401,606.00</u>
TOTAL CAPITAL IMPROVEMENT REV	3,795,267.00	0.00	0.00	0.00	3,795,267.00
TOTAL REVENUE	3,795,267.00	0.00	0.00	0.00	3,795,267.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

24 -CAPITAL IMPROVEMENT

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENTS</u>					
24-5-2100-9801 CIP DESIGNATED FUNDS TRF	800,000.00	0.00	0.00	0.00	800,000.00
24-5-2100-9850 TRANSFERS OUT	<u>650,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>650,000.00</u>
TOTAL CAPITAL IMPROVEMENTS	1,450,000.00	0.00	0.00	0.00	1,450,000.00
<u>CAPITAL IMPROVEMENT PLAN</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
<u>CAPITAL IMPROVEMENT PLAN</u>					
24-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>2,345,267.00</u>	<u>18,908.84</u>	<u>21,955.56</u>	<u>0.94</u>	<u>2,323,311.44</u>
TOTAL CAPITAL IMPROVEMENT PLAN	2,345,267.00	18,908.84	21,955.56	0.94	2,323,311.44
<u>OFU-FUND BALANCE APPROP.</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	3,795,267.00	18,908.84	21,955.56	0.58	3,773,311.44
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	18,908.84) (	21,955.56)		21,955.56

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

25 -CDBG GRANT

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CDBG REV	<u>405,669.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>405,669.00</u>
TOTAL REVENUES	405,669.00	0.00	0.00	0.00	405,669.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CDBG	54,653.00	0.00	0.00	0.00	54,653.00
CAPITAL	<u>351,016.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>351,016.00</u>
TOTAL EXPENDITURES	405,669.00	0.00	0.00	0.00	405,669.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

25 -CDBG GRANT

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CDBG REV</u>					
25-4-4000-4500 CDBG GRANT REVENUE	393,516.00	0.00	0.00	0.00	393,516.00
25-4-4000-4800 TRANSFERS IN	<u>12,153.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,153.00</u>
TOTAL CDBG REV	405,669.00	0.00	0.00	0.00	405,669.00
TOTAL REVENUE	405,669.00	0.00	0.00	0.00	405,669.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

25 -CDBG GRANT

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CDBG</u>					
25-5-0000-7999 CDBG MISCELLANEOUS	<u>54,653.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>54,653.00</u>
TOTAL CDBG	54,653.00	0.00	0.00	0.00	54,653.00
<u>CAPITAL</u>					
25-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>351,016.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>351,016.00</u>
TOTAL CAPITAL	351,016.00	0.00	0.00	0.00	351,016.00
<u>CDBG ADMIN</u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>	<u> </u>
TOTAL EXPENDITURES	405,669.00	0.00	0.00	0.00	405,669.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

28 -COURT RESTRICTED
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
GENERAL	5,000.00	679.00	1,538.30	30.77	3,461.70
FTG REV	0.00	129.25	129.25	0.00 (	129.25)
JCEF REV	<u>500.00</u>	<u>28.00</u>	<u>78.62</u>	<u>15.72</u>	<u>421.38</u>
TOTAL REVENUES	5,500.00	836.25	1,746.17	31.75	3,753.83
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GENERAL	<u>5,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,500.00</u>
TOTAL EXPENDITURES	5,500.00	0.00	0.00	0.00	5,500.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	836.25	1,746.17	(	1,746.17)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

28 -COURT RESTRICTED

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
28-4-0000-4500 COURT ENHANCEMENT REVENUE	<u>5,000.00</u>	<u>679.00</u>	<u>1,538.30</u>	<u>30.77</u>	<u>3,461.70</u>
TOTAL GENERAL	5,000.00	679.00	1,538.30	30.77	3,461.70
<u>FTG REV</u>					
28-4-0002-4500 COURT FTG REVENUE	<u>0.00</u>	<u>129.25</u>	<u>129.25</u>	<u>0.00</u>	<u>(129.25)</u>
TOTAL FTG REV	0.00	129.25	129.25	0.00	(129.25)
<u>JCEF REV</u>					
28-4-0003-4500 COURT JCEF REVENUE	<u>500.00</u>	<u>28.00</u>	<u>78.62</u>	<u>15.72</u>	<u>421.38</u>
TOTAL JCEF REV	500.00	28.00	78.62	15.72	421.38
<u>FUND BALANCE</u>					
TOTAL REVENUE	5,500.00	836.25	1,746.17	31.75	3,753.83
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

28 -COURT RESTRICTED

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
28-5-0000-7999 COURT ENHANCEMENT MISC	<u>5,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,500.00</u>
TOTAL GENERAL	5,500.00	0.00	0.00	0.00	5,500.00
<u>FARE FUND</u>					
<u>CAPITAL IMPROVEMENT PLAN</u>					
<u>OTHER FINANCING USES</u>					
<u>MISC EXP</u>					
TOTAL EXPENDITURES	5,500.00	0.00	0.00	0.00	5,500.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	836.25	1,746.17	(	1,746.17)

*** END OF REPORT ***

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

29 -POLICE GRANTS
 FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
GITEM REVENUE	<u>95,843.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>95,843.00</u>
TOTAL REVENUES	95,843.00	0.00	0.00	0.00	95,843.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GITEM FUND	<u>95,843.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>95,843.00</u>
TOTAL EXPENDITURES	95,843.00	0.00	0.00	0.00	95,843.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

29 -POLICE GRANTS

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GITEM REVENUE</u>					
29-4-4000-4500 GIITEM TASK FORCE REVENUE	<u>95,843.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>95,843.00</u>
TOTAL GITEM REVENUE	95,843.00	0.00	0.00	0.00	95,843.00
TOTAL REVENUE	95,843.00	0.00	0.00	0.00	95,843.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

29 -POLICE GRANTS

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GIITEM FUND</u>					
29-5-0000-6000 GIITEM TASK FORCE WAGES	56,245.00	0.00	0.00	0.00	56,245.00
29-5-0000-6020 GIITEM SOCIAL SECURITY	4,303.00	0.00	0.00	0.00	4,303.00
29-5-0000-6021 GIITEM PSPRS EMP PORTION	15,540.00	0.00	0.00	0.00	15,540.00
29-5-0000-6022 GIITEM HEALTH INSURANCE	14,852.00	0.00	0.00	0.00	14,852.00
29-5-0000-6023 GIITEM WORKERS COMPENSATION	2,860.00	0.00	0.00	0.00	2,860.00
29-5-0000-6026 GIITEM HSA EMPLOYER PORTION	<u>2,043.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,043.00</u>
TOTAL GIITEM FUND	95,843.00	0.00	0.00	0.00	95,843.00
TOTAL EXPENDITURES	95,843.00	0.00	0.00	0.00	95,843.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

30 -POLICE SMART & SAFE AZ
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
FUND BALANCE APPROP.	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL REVENUES	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
TRANSFERS OUT	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL EXPENDITURES	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

30 -POLICE SMART & SAFE AZ

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
GENERAL					
FUND BALANCE APPROP.					
30-4-4000-6050 FUND BALANCE APPROPRIATION	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL FUND BALANCE APPROP.	50,427.00	0.00	0.00	0.00	50,427.00
TOTAL REVENUE	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

30 -POLICE SMART & SAFE AZ

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
<u>TRANSFERS OUT</u>					
30-5-2000-9850 TRANSFERS OUT	<u>50,427.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,427.00</u>
TOTAL TRANSFERS OUT	50,427.00	0.00	0.00	0.00	50,427.00
TOTAL EXPENDITURES	50,427.00	0.00	0.00	0.00	50,427.00
	=====	=====	=====	=====	=====

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

31 -OPIOID FUND
FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
MISC.	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL REVENUES	30,000.00	0.00	0.00	0.00	30,000.00
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GENERAL	<u>30,000.00</u>	<u>0.00</u>	<u>1,525.00</u>	<u>5.08</u>	<u>28,475.00</u>
TOTAL EXPENDITURES	30,000.00	0.00	1,525.00	5.08	28,475.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(1,525.00)		1,525.00

TOWN OF CLARKDALE
 REVENUE & EXPENSE REPORT (UNAUDITED)
 AS OF: SEPTEMBER 30TH, 2023

31 -OPIOID FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>MISC.</u>					
31-4-4000-4500 OPIOID FUND REVENUE	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL MISC.	30,000.00	0.00	0.00	0.00	30,000.00
TOTAL REVENUE	30,000.00	0.00	0.00	0.00	30,000.00
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

31 -OPIOID FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>GENERAL</u>					
31-5-0000-7999 OPIOID FUND EXPENDITURES	<u>30,000.00</u>	<u>0.00</u>	<u>1,525.00</u>	<u>5.08</u>	<u>28,475.00</u>
TOTAL GENERAL	30,000.00	0.00	1,525.00	5.08	28,475.00
TOTAL EXPENDITURES	30,000.00	0.00	1,525.00	5.08	28,475.00
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00 (	1,525.00)		1,525.00

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

80 -DONATION FUND

FINANCIAL SUMMARY

25.00% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
YAVAPAI APACHE TRIBE	432,000.00	0.00	0.00	0.00	432,000.00
TOWN WIDE	60,000.00	0.00	0.00	0.00	60,000.00
COMM DEV	300.00	0.00	0.00	0.00	300.00
PARK & RECREATION	22,000.00	5,125.75	7,710.75	35.05	14,289.25
POLICE	8,500.00	0.00	4,875.20	57.36	3,624.80
FUND BALANCE APPROPRIATIO	<u>27,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,500.00</u>
TOTAL REVENUES	550,300.00	5,125.75	12,585.95	2.29	537,714.05
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENT PLAN	412,000.00	0.00	0.00	0.00	412,000.00
YAVAPAI APACHE TRIBE	30,000.00 (	17,424.29)	0.00	0.00	30,000.00
TOWN WIDE	50,000.00	27,200.49	27,200.49	54.40	22,799.51
COMM DEV	300.00	0.00	0.00	0.00	300.00
PARK & RECREATION	49,500.00	4,943.27	15,266.72	30.84	34,233.28
POLICE	<u>8,500.00</u>	<u>0.00</u>	<u>6,096.08</u>	<u>71.72</u>	<u>2,403.92</u>
TOTAL EXPENDITURES	550,300.00	14,719.47	48,563.29	8.82	501,736.71
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	9,593.72) (	35,977.34)		35,977.34

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

80 -DONATION FUND

25.00% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>STREETS</u>					
<u>YAVAPAI APACHE TRIBE</u>					
80-4-2100-4001 GENERAL - YAN	20,000.00	0.00	0.00	0.00	20,000.00
80-4-2100-4002 YAVAPAI APACHE TRIBE	<u>412,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>412,000.00</u>
TOTAL YAVAPAI APACHE TRIBE	432,000.00	0.00	0.00	0.00	432,000.00
<u>TOWN WIDE</u>					
80-4-2300-4004 TOWN WIDE GENERAL DONATION	50,000.00	0.00	0.00	0.00	50,000.00
80-4-2300-4005 VERDE RIVER @ CLARKDALE DON	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL TOWN WIDE	60,000.00	0.00	0.00	0.00	60,000.00
<u>LIBRARY</u>					
<u>COMM DEV</u>					
80-4-2500-4001 CENTENNIAL PLAZA DONATIONS	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
TOTAL COMM DEV	300.00	0.00	0.00	0.00	300.00
<u>PARK & RECREATION</u>					
80-4-2600-4001 GENERAL - PARKS & RECREATION	5,000.00	0.00	10.00	0.20	4,990.00
80-4-2600-4002 CONCERTS	10,000.00	4,825.75	7,400.75	74.01	2,599.25
80-4-2600-4003 HALLOWEEN	4,500.00	300.00	300.00	6.67	4,200.00
80-4-2600-4010 FOURTH OF JULY	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
TOTAL PARK & RECREATION	22,000.00	5,125.75	7,710.75	35.05	14,289.25
<u>POLICE</u>					
80-4-2900-4001 GENERAL - POLICE	5,000.00	0.00	3,020.20	60.40	1,979.80
80-4-2900-4006 POLICE NATIONAL NIGHT OUT	<u>3,500.00</u>	<u>0.00</u>	<u>1,855.00</u>	<u>53.00</u>	<u>1,645.00</u>
TOTAL POLICE	8,500.00	0.00	4,875.20	57.36	3,624.80
<u>FUND BALANCE APPROPRIATIO</u>					
80-4-4000-6050 FUND BALANCE APPROPRIATION	<u>27,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>27,500.00</u>
TOTAL FUND BALANCE APPROPRIATIO	27,500.00	0.00	0.00	0.00	27,500.00
<u>HERITAGE CONSERV</u>					
TOTAL REVENUE	550,300.00	5,125.75	12,585.95	2.29	537,714.05
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: SEPTEMBER 30TH, 2023

80 -DONATION FUND

25.00% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT PLAN</u>					
80-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>412,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>412,000.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	412,000.00	0.00	0.00	0.00	412,000.00
<u>STREETS</u>					
<u>YAVAPAI APACHE TRIBE</u>					
80-5-2100-7000 GENERAL - DEVELOPER EXP	0.00	(17,424.29)	0.00	0.00	0.00
80-5-2100-8801 GENERAL - YAN	20,000.00	0.00	0.00	0.00	20,000.00
80-5-2100-9256 VERDE RIVER @ CLARKDALE	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL YAVAPAI APACHE TRIBE	30,000.00	(17,424.29)	0.00	0.00	30,000.00
<u>TOWN WIDE</u>					
80-5-2300-7000 GENERAL - DEVELOPER EXP	0.00	27,200.49	27,200.49	0.00	(27,200.49)
80-5-2300-8004 TOWN WIDE GEN DON EXPENSES	<u>50,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>50,000.00</u>
TOTAL TOWN WIDE	50,000.00	27,200.49	27,200.49	54.40	22,799.51
<u>LIBRARY</u>					
<u>COMM DEV</u>					
80-5-2500-8001 CENTENNIAL PLAZA DON BRICK EXP	<u>300.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300.00</u>
TOTAL COMM DEV	300.00	0.00	0.00	0.00	300.00
<u>PARK & RECREATION</u>					
80-5-2600-8001 GENERAL - PARKS & RECREATION	5,000.00	0.00	0.00	0.00	5,000.00
80-5-2600-8002 CONCERTS	10,000.00	4,943.27	12,637.27	126.37	(2,637.27)
80-5-2600-8003 HALLOWEEN	4,500.00	0.00	0.00	0.00	4,500.00
80-5-2600-8005 POOL FUNDRAISING EXPENSES	27,500.00	0.00	0.00	0.00	27,500.00
80-5-2600-8010 FOURTH OF JULY	<u>2,500.00</u>	<u>0.00</u>	<u>2,629.45</u>	<u>105.18</u>	<u>(129.45)</u>
TOTAL PARK & RECREATION	49,500.00	4,943.27	15,266.72	30.84	34,233.28
<u>POLICE</u>					
80-5-2900-8001 GENERAL - POLICE	5,000.00	0.00	3,413.43	68.27	1,586.57
80-5-2900-8006 POLICE NATIONAL NIGHT OUT	<u>3,500.00</u>	<u>0.00</u>	<u>2,682.65</u>	<u>76.65</u>	<u>817.35</u>
TOTAL POLICE	8,500.00	0.00	6,096.08	71.72	2,403.92
<u>HERITAGE CONSERV</u>					
TOTAL EXPENDITURES	550,300.00	14,719.47	48,563.29	8.82	501,736.71
=====					
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(9,593.72)	(35,977.34)		35,977.34

*** END OF REPORT ***



Staff Report

Item Number: 5.A.

<u>Agenda Item:</u>	Approval of Minutes of the Common Council Consider and act upon the draft minutes from the regular meeting held on Oct. 10, 2023.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on Oct. 10, 2023.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the draft minutes from the regular meeting held on Oct. 10, 2023.



**SUMMARIZED MINUTES OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE**

TUESDAY, OCTOBER 10, 2023, AT 6:00 PM

(To watch the full video of the meeting, please visit www.clarkdale.az.gov – agendas & minutes)

Members Present: Mayor Prud'homme-Bauer, Vice Mayor Debbie Hunseder, and Council Members, Lisa O'Neill, Marney Babbitt-Pierce, and Laura Jones

Other Municipal Officials Present: Susan Guthrie, Town Manager; Charity Brooks, Town Clerk (Via Zoom); Chell Smart, Parks and Recreation Coordinator and Public Information Officer; Ruth Mayday, Assistant Town Manager; Julie Goucher, Finance Director; Virginia Smith, Public Works Administration Manager; Randy Taylor, Police Chief

Zoom: Two members of the public were present.

Audience: Approximately eight members of the public were present.

1. CALL TO ORDER - *Mayor Prud'homme-Bauer called the meeting to order at 6 p.m.*

2. ROLL CALL - *All members present. Councilmember Babbitt-Pierce arrived at 6:01 p.m., immediately after roll call.*

3. PUBLIC COMMENT

Martha Lysell – Would like to be notified when street sweepers will be in the area so cars can be moved off the street to allow for better cleaning. Also, would like the curb painted red for no parking between 1st South Street and Main Street near the school. Cars currently park there, blocking the road and limiting emergency vehicles from being able to access that street.

4. REPORTS

A. Current Events – (submitted electronically)

A brief summary of current events. The Council will not propose, discuss, deliberate, or take legal action on any matter in the summary. Reports submitted electronically:

- Mayor's Report
- Vice-Mayor's Report
- Councilmembers' Reports

B. Organizational Reports – (submitted electronically)

Reports regarding regional organizations submitted electronically:

- CAT – Cottonwood Area Transit – *No meeting.*
- VVTPO – Verde Valley Transportation Planning Organization – *Met two weeks ago. Will share minutes when available.*
- NACOG - Northern Arizona Council of Governments – *Attended executive board meeting.*
- NAMWUA - Northern Arizona Municipal Water Users Association – *Meeting next Friday.*
- TPAC – Transportation Policy Advisory Council – *No meeting.*
- VFLC – Verde Front Leadership Council – *Meeting held on Sept. 25, 2023.*
- Greater AZ Mayor’s Organizational Report – *Upcoming meeting on Oct. 27, 2023.*
- Sustaining Flows Committee – *Met and had informative conversation about water issues in our communities and looking at ground water models for the entire Verde Valley.*
- Yavapai Communities for Young Children – *Quarterly meeting scheduled at the end of the month.*

5. CONSENT AGENDA

Items on the consent agenda are of a routine nature or have been previously studied by the Town Council at a work session or during a New Business discussion. They are intended to be acted upon in one motion. Council members may pull items from consent if they would like them considered separately.

A. Approval of Minutes

Consider and act upon the draft minutes from the regular meeting held on Sept. 26, 2023.

Action: Approve consent agenda item A as written:

Motion: Vice Mayor Hunseder

Second: Council Member Jones

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud’homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O’Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

6. NEW BUSINESS

A. Letter of Findings - Town Manager Annual Evaluation

Discuss, consider and act upon the Mayor's Letter of Findings from the Town Manager's Annual Performance Evaluation that was conducted on Sept. 26, 2023.

Action: Approve the Letter of Findings regarding the Town Manager’s annual evaluation:

Motion: Council Member Babbitt-Pierce

Second: Council Member O'Neill

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

B. Town Manager Employment Agreement

Discuss, consider and act upon the renewal of the employment agreement for the Town Manager.

Action: Approve the renewal of the Town Manager Employment Agreement for Susan Guthrie:

Motion: Vice Mayor Hunseder

Second: Council Member Jones

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

C. Ordinance #422 - Amending Town Code Chapter 3, Section 2-5 - Town Attorney

Discuss, consider and act upon Ordinance #422, amending Town Code Chapter 3, Section 2-5 - Town Attorney to include the use of AMRRP Attorneys at no charge.

Action: Approve Ordinance #422, amending Town Code Chapter 3, Section 2-5 – Town Attorney, to include the use of AMRRP attorneys as legal counselors for the Town:

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

D. Discussion of 2022-2023 Legislative Session as Related to Community Development

Discussion only regarding the 2022-2023 Legislative Session as related to Community Development.

Assistant Town Manager Ruth Mayday gave a PowerPoint presentation highlighting potential changes in Community Development Department processes as related to laws passed in the 2022-2023 Legislative Session.

E. Revisions to the Financial Operations Guide

Discuss, consider and act upon revisions to the Financial Operations Guide (FOG).

Action: Approve the revisions to the Financial Operations Guide:

Motion: Council Member Babbitt-Pierce

Second: Council Member O'Neill

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

7. FUTURE AGENDA ITEMS

Town Council did not propose items to be placed on a future agenda.

8. ADJOURNMENT

Action: Motion to adjourn:

Motion: Vice Mayor Hunseder

Second: Council Member Babbitt-Pierce

Vote: Approved 5-0

Voting Member	Aye/Nay
Mayor Robyn Prud'homme-Bauer	Aye
Vice Mayor Debbie Hunseder	Aye
Council Member Lisa O'Neill	Aye
Council Member Marney Babbitt-Pierce	Aye
Council Member Laura Jones	Aye

Mayor Prud'homme-Bauer adjourned the meeting without objection at 6:54 p.m.

APPROVED:

ATTESTED/SUBMITTED:

Robyn Prud'homme-Bauer, Mayor

Charity Brooks, Town Clerk

CERTIFICATION AND ATTESTATION

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 Clarkdale, Arizona held on the 10th day of October 2023. I further certify that the meeting was duly called and held and that a quorum was present.

Date approved by Town Council: Oct. 24, 2023

Charity Brooks, Town Clerk



Staff Report

Item Number: 6.A.

<u>Agenda Item:</u>	Clarkdale-Jerome Elementary School Check Presentation The Mayor and Council will present a check from the Shred-a-Thon proceeds to Clarkdale-Jerome Student Council.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	This item supports the following Clarkdale Strategic Goal Area: • Goal Area 2 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
<u>Background:</u>	The Town of Clarkdale was proud to work with Assured Document Destruction to host the second annual Shred-a-thon on Saturday, Oct. 14, 2023. It was a huge success! We raised \$599 to donate to the Clarkdale-Jerome Elementary School Student Council.
<u>Budget Impact:</u>	No budget impact beyond costs budgeted for in the FY 2023/2024 budget. All proceeds are donated to Clarkdale-Jerome Elementary School.
<u>Recommendation:</u>	No recommendation. Check presentation only.



Staff Report

Item Number: 6.B.

<u>Agenda Item:</u>	Proclamation - Domestic Violence Awareness Month Discuss, consider and act upon a Proclamation declaring October 2023 as Domestic Violence Awareness Month.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Domestic violence is a pattern of coercive control and abusive behavior in any intimate or familial relationship that is used to gain and maintain power and control over another. Domestic violence can be presented in many different ways, including: emotional abuse, economic abuse, physical abuse, using children, reproduction coercion, isolation, and sexual abuse. Domestic violence is an issue affecting Arizonans in all communities, regardless of age, race, gender, economic status, religion, nationality, or educational background; and more than 12 million women and men are victims of rape, physical violence or stalking by an intimate partner in the United States every year, averaging 24 people per minute and one in four women and one in 10 men have experienced sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime. Also, 30 percent of children exposed to intimate partner violence had their first exposure before the age of 2, and an additional 26 percent had their first exposure between the ages of 2 and 7. Victims of domestic violence are more likely to experience long-term mental and physical health concerns, including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, anxiety, and risky behaviors. Promoting healthy, respectful, and nonviolent relationships can help reduce the occurrence of intimate partner violence, support survivors, and lessen short and long-term harm to individuals, families, and communities. Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.

Budget Impact: No budget impact.

Recommendation: Staff recommends that Council approve the Proclamation declaring October 2023 as Domestic Violence Awareness Month.



PROCLAMATION

Domestic Violence Awareness Month

WHEREAS, domestic violence is a pattern of coercive control and abusive behaviors in any intimate or familial relationship that are used to gain and maintain power and control over another; and

WHEREAS, domestic violence can present in many ways, including Emotional Abuse, Economic Abuse, Physical Abuse, Using Children, Reproduction Coercion, Isolation, and Sexual Abuse; and

WHEREAS, domestic violence is an issue affecting Arizonans in all communities, regardless of age, race, gender, economic status, religion, nationality, or educational background; and

WHEREAS, more than 12 million women and men are victims of rape, physical violence or stalking by an intimate partner in the United States every year, averaging 24 people per minute; and

WHEREAS, one in four women and one in 10 men have experienced contact sexual violence, physical violence, and/or stalking by an intimate partner during their lifetime; and

WHEREAS, 30 percent of children exposed to intimate partner violence had their first exposure before the age of 2, and an additional 26 percent had their first exposure between the ages of 2 and 7; and

WHEREAS, witnessing violence in the home during childhood is an adverse childhood experience, which without proper support may lead to a greater risk of negative lasting negative effects on health and well-being; and

WHEREAS, victims of domestic violence are more likely to experience long-term mental and physical health concerns including a higher risk of chronic disease, substance abuse, post-traumatic stress disorder, depression, anxiety, and risky behaviors; and

WHEREAS, promoting healthy, respectful, and nonviolent relationships can help reduce the occurrence of intimate partner violence, support survivors, and lessen short and long-term harm on individuals, families, and communities; and

WHEREAS, Domestic Violence Awareness Month provides an important opportunity to enhance education, prevention and intervention efforts around domestic violence and support organizations and individuals who provide advocacy efforts, services, and assistance to victims.

NOW, THEREFORE, I, Robyn Prud'homme-Bauer, Mayor of the Town of Clarkdale, Arizona, on behalf of the Town Council, do hereby proclaim October 2023 as Domestic Violence Awareness Month and call upon all citizens, parents, governmental agencies, public and private institutions, businesses, hospitals, schools, and colleges in the Town of Clarkdale to support domestic violence survivors and take a stand against all forms of violence and abuse in relationships.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Seal of the Town of Clarkdale, Arizona, to be affixed this 24 day of October 2023.

ATTEST:

Robyn Prud'homme'Bauer – Mayor

Charity Brooks, Town Clerk



Staff Report

Item Number: 6.C.

<u>Agenda Item:</u>	Proclamation - Extra Mile Day Discuss, consider and act upon a Proclamation declaring Nov. 1, 2023 as Extra Mile Day.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	The Town of Clarkdale is a community that acknowledges a special vibrancy that exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service. The Town of Clarkdale is a community that encourages its citizens to maximize their personal contribution to the community by giving themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community. The Town of Clarkdale is a community that chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” to make a difference and lift up fellow members of their community. The Town acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on Nov. 1, 2023.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends approval of the Proclamation declaring Nov. 1, 2023 as Extra Mile Day in the Town of Clarkdale.



PROCLAMATION

Extra Mile Day 2023

WHEREAS, the Town of Clarkdale, is a community that acknowledges that a special vibrancy that exists within the entire community when its individual citizens collectively “go the extra mile” in personal effort, volunteerism, and service; and

WHEREAS, the Town of Clarkdale is a community that encourages its citizens to maximize their personal contribution to the community by giving of themselves wholeheartedly and with total effort, commitment, and conviction to their individual ambitions, family, friends, and community; and

WHEREAS, the Town of Clarkdale, is a community that chooses to shine a light on and celebrate individuals and organizations within its community who “go the extra mile” to make a difference and lift up fellow members of their community; and

WHEREAS, the Town of Clarkdale, acknowledges the mission of Extra Mile America to create 550 Extra Mile cities in America and is proud to support “Extra Mile Day” on Nov. 1, 2023.

NOW THEREFORE, We, the Mayor and Council of the Town of Clarkdale, do hereby proclaim Nov. 1, 2023, to be Extra Mile Day. We urge each individual in the community to take time on this day to not only “go the extra mile,” but to also acknowledge all those who are inspirational in their efforts and commitment to make their organizations, families, community, country, or world a better place.

ATTEST:

Robyn Prud'homme-Bauer – Mayor

Charity Brooks, Town Clerk



Staff Report

Item Number: 6.D.

Agenda Item:**Presentation - Steps to Recovery**

Council will receive a presentation from Damien Browning, co-founder of Steps to Recovery Homes, regarding the non-profit organization he helped to create.

Staff Contact:

Damien Browning

Meeting Date:

October 24, 2023

Strategic Goal:

Not applicable.

Background:

Damien Browning co-founded Steps to Recovery Homes in 2013. He currently holds the position of Chief Executive Officer for the 501c(3) Organization. He built the non-profit from the ground up. After 10 years, the organization now has its own building; a men's facility, a women's facility, a transitional house, a job development program, a resale store, and an outpatient treatment center.

Damien is a father of three sons, and has an Associate's Degree in Computer Systems. Damien has won many awards during his school process, including the All Arizona Academic Team Scholarship in 2013 and the Yavapai Colleges' Vice President's Award for Academic Excellence in 2013.

Damien has been down some rough roads and has firsthand experience with addiction and now with recovery. He was in active addiction for 19 years. He was incarcerated for his poor choices. He has been in recovery since 2006, was released in 2008, and spent three years getting custody of his three children that were in permanent guardianship. He has been rebuilding his life, changing his perceptions and behaviors, going to college, and getting his rights restored. He is a living example that reentry and long-term recovery is possible. He is a member of MATFORCE where he currently sits on the steering committee and serves as a Reentry and Community Coach.

Damien is continually active in 12-step fellowships, is of service and shares his personal story around the state in jails, schools, treatment centers, podcasts, and group rooms. Recently, Damien has opened Konnect Wellness Center and The Connection Room, a community event center that can be used for training, education and awareness in his community. Damien is constantly helping others by relating to them and lending a hand. He is always working on raising awareness on the addiction issue while educating others on what to

do about it.

Budget Impact: No budget impact.

Recommendation: No recommendation. Presentation only.



LOOKING FOR SOME PURPOSE AND HAPPINESS IN YOUR LIFE?

Steps to Recovery Homes can help.

We offer very well-kept, spacious, and comfortable homes separately for Men and Women in recovery.

We strive to be an example for the people that come to us for help and we will do anything we can to help you recover if you're willing to do the work.

We have beds open, and our prices are very affordable (\$200.00 a week.)

The level of comfort and the incentives you receive are amazing!!! We offer:

- Gym Memberships
- Transit Bus Passes
- Free laundry (including laundry soap)
- Cleaning supplies
- Clothes vouchers
- Linens
- Savings plan (we match half of the money you put in!)
- Household furniture when you transition out of our home
- House bikes
- Exercise Equipment
- Rides to meetings
- Direction, leadership skills
- Internet, cable, and phone
- Kayaking, Hiking, Out of Africa and many other activities.
- Hot Yoga
- Equine Therapy

Our mission is to provide a safe environment, free from any illicit drugs or alcohol, for people with substance abuse issues. We focus on behavior modifications and are dedicated to consistency, structure and direction in our homes.

www.stepstorecoveryhomes.org

stepstorecoveryhomes@gmail.com

INTAKE LINE – (928) 649-0077

We offer 3-to-6-month programs to build a healthy foundation for a productive life

Substance abuse is a major public health problem that impacts society on multiple levels. Directly or indirectly, every community is affected by substance abuse and addiction, as is every family.



ARIZONA CHARITABLE TAX CREDIT

You can be the **'helping hand'**
by supporting
Steps to Recovery Homes
with your **AZ Tax Credit Dollars.**
Use QCO Code 20155



Help us
break the chains
of addiction
in our communities.



Addiction is a family disease. One person may use, but the whole family suffers.

RECOVERY IS POSSIBLE.



CHANGING LIVES

STEPS TO RECOVERY HOMES

A qualifying organization



637 N Main Street, Suite 1A
Cottonwood, AZ 86326

Phone:

928.649.0077

Website:

stepstorecoveryhomes.org

Miracles Happen

Resale Store - Boutique Rehab



Miracles Happen Resale Store was opened in order to support the work of Steps To Recovery Homes and serve the community with low cost items. This is truly a win-win opportunity.

Think of us when donating items and shopping.

637 N Main Street, Suite 1F
Cottonwood, AZ 86326

Proud Member of



NARR
National Alliance for
Recovery Residences
Community • Standards • Ethics • Education



ADDICTION IS A HUGE PROBLEM IN OUR COMMUNITY WANT TO BE PART OF THE SOLUTION?

VOLUNTEER.....

DONATE.....

INQUIRE.....

**TOGETHER WE CAN
MAKE A DIFFERENCE**

How AZ Tax Credit works:

With Arizona Tax Credit, you can donate and receive dollar for dollar tax credit:

Up to \$400 filing single

Up to \$800 filing jointly

And still use the School Tax Credit

How it works:

Donate \$400 or \$800 to Steps to Recovery Homes

	Joint Tax Return	Single Tax Return
Tax due:	\$1500	\$500
Your tax credit:	\$800	\$400
Due after tax credit:	\$700	\$100

Please use your tax credit dollars to help make a difference in our communities in the Verde Valley by combating addiction.

Help us support **Steps to Recovery Homes** in the Verde Valley

This is your Arizona TAX CREDIT opportunity package

Your donation to Steps to Recovery Homes—up to \$800 if filing jointly or \$400 as an individual—can be directly deducted from the amount you owe in Arizona state income taxes. Anyone paying Arizona state taxes is eligible. This tax credit can be carried forward up to 5 years. You do not need to itemize deductions to qualify.

You can donate to more than one organization that qualifies for the Arizona Tax Credit. The credits are cumulative. Thus, two donations of \$400 each to two different organizations (joint return) will result in total credit of \$800. **Thank you for helping Steps to Recovery Homes.**

Here is my donation of \$_____ to Steps to Recovery Homes Tax Credit Program. A receipt for your tax records will be mailed to you.

There three ways for you to make your tax credit donation:

A. You can enclose a check or we can charge your ☐ Visa ☐ MasterCard

B. Card Number _____ Expiration Date _____ CCV# _____
Name on Card _____ Signature _____

C. Or, you can donate on our website at www.stepstorecoveryhomes.org

Your information:

Name _____

Mailing Address _____ City _____ State _____ Zip _____

Home Phone _____ Cell Phone _____ Email _____

Questions??? Call 928-649-0077 or email at stepstorecoveryhomes@gmail.com. Your gift is also tax deductible to the extent allowed by federal law and can be used to qualify for a 100% credit towards your AZ state taxes owed. Steps to Recovery Homes is a 501 c(3) non profit organization.

Steps To Recovery Homes
637 N Main Street Suite 2A
Cottonwood, AZ 86326

WebSite: stepstorecoveryhomes.org/az-tax-credit-donation/
eMail: info@stepstorecoveryhomes.org
Phone: 928.649.0077 Option #2

WE CAN HELP

Start your journey into recovery or
continue your path of self-discovery.

You can choose from our outpatient treatment
options, while fulfilling your other life commitments. Our caring
staff and licensed therapists can help you change destructive
behavior patterns, re-connect with your loved ones,
and create a new life!

We offer comprehensive curriculums for mental health and
addiction treatment. Supportive housing facilities, life coaching
and outdoor activities are available to our clinical clients.

Our Outpatient programs
include: ~ **Intensive Outpatient
with Psychiatry**
'New Evening IOP'
~Outpatient
~Individual Therapy

Visit Us at: Konnnectwellness.org
Konnnect Wellness Center

637 N Main Street Suite 1A, Cottonwood, AZ
86326

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WELLNESS CENTER

Konnect with your Purpose Today!



Staff Report

Item Number: 6.E.

<u>Agenda Item:</u>	Water and Wastewater Master Plan Discuss, consider and act upon an agreement with Ardurra for the Town's Water and Wastewater Master Plan.
<u>Staff Contact:</u>	Lou Andersen, Public Works Director
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 5 - Plan for the maintenance and growth of quality infrastructure that is sustainable and resilient.
<u>Background:</u>	Staff recognizes the need for professional studies to determine infrastructure expansion requirements to support growth and maintain quality services for our residents. A bid package for an Infrastructure Improvement Plan and Development Fee (IIP & DIF) Study was created and released to the public on June 4, 2023. During the pre-bid meeting on June 14, 2023, staff recognized there were inconsistencies with the package preparation and scope of work. All bids were rejected by Council on July 11, 2023. Staff worked with Ardurra through the Town Engineering Job Order Contracting to revise the scope of work. This study will evaluate the current and future water and wastewater infrastructure, including recommendations for CIP projects with budgets. Transitioning this study from IIP & DIF Study to a Master Plan will better evaluate the needs of the Town's water and wastewater infrastructure but will not provide recommendations for rate and fee changes to support any necessary capital improvements.
<u>Budget Impact:</u>	CIP W16 13-5-0800-8000, budgeted amount \$150,000 Transfer \$150,000 from CIP W10 Lead and Copper Rule Revision Compliance 13-5-0800-8000 to CIP W16 Rate Study and IIP to cover the remaining portion of the proposal amount. The Town received notice from ADEQ on Sept. 14, 2023 that our small water system has been selected to receive assistance in

creating our Lead Service Line inventory through a third-party consultant firm hired by ADEQ's Technical Assistance group. The contract was awarded to Hazen and Sawyer by Council on July 11, 2023 and has not yet been signed by either party.

Recommendation: Staff recommends that Council approve the agreement with Ardurra for the Town's Water and Wastewater Master Plan not to exceed the proposal amount of \$273,615 and authorize the Town Manager to execute all documents necessary.

Town of Clarkdale
ADDITIONAL SERVICES AGREEMENT (ASA)

RE: Town of Clarkdale – On-call

Date: October 5, 2023

For: Town of Clarkdale – Integrated Water and Sewer Master Plan (REV. 1)

SCOPE:

This Additional Services Agreement (ASA) provides for the creation of an integrated water and sewer master plan for the Town of Clarkdale. The Town of Clarkdale needs an evaluation of its current and future water and wastewater infrastructure, and its water portfolio. The master plan tasks will include data collection, collection system and distribution system evaluations, evaluation of existing wastewater treatment plant, evaluation of wells and arsenic treatment, evaluation of water storage, evaluation of demands imposed by known and potential development, evaluation of reclaimed water potential, review of previous studies and reports, inclusion of previous rate studies, and recommendations for CIP projects with budgets.

The services covered under this agreement are, as follows:

Water System

-Distribution System: Ardurra will work with Fred Goldman to run the Town's water system model to identify areas of existing low flow or low pressure. We will also meet with Town Staff to gather information on known issues with pressure or flow rate. We will also gather information on any water mains that have experienced frequent leaks or failures due to high pressure or condition. We will also work with Fred to determine locations for PRV's or isolation valves to assist with pressure zone management. The evaluation of these items will be used to determine CIP recommendations and to rank their importance on the system.

- Water Storage: Ardurra will visit each of the 4 water storage tanks/reservoirs to perform a visual inspection of the condition of each reservoir. We will then evaluate the volume of storage in the system compared to the ADEQ recommend storage amount based on average use. If it is found that existing tanks/reservoirs need replacement or repair, we will identify the improvements in our CIP recommendations. In addition, if it is found that additional storage is required, we will work with Fred Goldman and staff to identify the location, type, and volume of additional storage to be included in the CIP recommendations.

-Booster Pump Stations: Ardurra will visit each of the booster pump stations to perform a visual inspection of each station and its components. Mechanical/electrical testing will not be performed. We will also evaluate with Fred Goldman the adequacy and operation of each station. Will coordinate with Town Staff to gather any history of issues with each station to be considered in the overall evaluation of the Town's booster pump stations.

-Water Supply: Ardurra will visit each of the production wells to document above grade conditions. We will also review well data to document and evaluate well production. We will gather information on water quality from each of the wells and determine the cost of treatment if any. We will work with Matrix New World Engineering to review their existing well evaluation and recommendations. We in conjunction with Matrix will provide a recommendation for siting a new well or rehabbing an existing well to expand the Town's water production capabilities. We will work with Matrix and ADWR to determine how to best expand the Town's access to water.

-Water Treatment: Ardurra will visit the Town's Mountain Gate Arsenic Treatment Plant to perform a visual condition assessment of the station. We will meet with City Staff to document existing/prior issues with the stations. We will also evaluate the overall operation of the plant and make appropriate recommendations.

-System Demands: Ardurra will work with Town staff to collect water sales data and water production data, to determine the amount of loss in the system and to determine the current average and peak water demands. We will also evaluate current known development and what their future demands are on the system. We will look at current vacant land and based on zoning determine what an estimated full Town build out water demand estimate.

Reclaimed Water System

Ardurra will gather existing information on the quality of reclaimed water produced at the wastewater treatment plant. We will evaluate the amount of water that is currently being reused and evaluate the feasibility and improvements needed to add additional users. We will also coordinate with ADWR to understand the rules and opportunities to gain recharge credits through injection wells, structured wetlands, or percolation ponds. Recommended improvements will be outlined in the CIP section of the report.

Sanitary Sewer System

-Collection System: Ardurra will gather existing system maps, videos, as-built drawings, and other available pertinent information to evaluate the existing collection system. We will discuss known areas with issues with staff and discuss improvement solutions. We will also evaluate the collection system to determine what improvements may be needed for current new developments and future development areas based on zoning. Recommended improvements will be outlined and ranked in the CIP section of the report.

-Sewage Lift Stations: Ardurra will visit each sewage lift station to document the lift station capacity, equipment, and condition. The condition assessment will be based of visual inspections and discussion on the operational condition of the lift station. Recommended improvements to the lift stations will be outlined and ranked in the CIP section of the report.

Sewage Treatment Plant

Ardurra will conduct an overall condition assessment of the existing facility for the purposes of identifying operational enhancements, development of a CIP list for planning future needs, recommendations for adding additional capacity, and examining reclaimed water opportunities. Further details are provided below:

-Data Gathering and Collection: Ardurra will request historical information to understand the current facility and progression of improvements. Once provided by the Owner, Ardurra will review influent and effluent flow and loading data, the discharge permit(s), previous reports and studies, plant record drawings, and projected flows to plan for growth, conduct an in-person site assessment, and conduct interviews with plant operational staff.

-Capacity Analysis: Ardurra will conduct a desktop analysis of the existing plant to identify any process or hydraulic bottlenecks or areas of operational improvement, taking in to account all

information received during the data gathering and collection phase. Identify areas of improvement or future capacity opportunities.

-Future Expansion: Ardurra will perform an analysis and provide recommendations for future expansion of the wastewater treatment plant based on anticipated growth. The recommended expansion will include process, electrical and site improvements.

Integrated Water and Sewer Master Plan Report

Ardurra will prepare an integrated Water and Sewer Master Plan Report. The Master Plan will include the above outlined sections including demands, capabilities, growth projections, current and future system deficiencies, and recommended capital improvement projects for the water production, water distribution, and sewage collections system. We will also include by reference the recent rate study completed by the Town, a new rate study is not anticipated. We will also prepare an Engineer's Estimate of Construction cost at current unit rates for each recommended CIP project.

Meetings and Coordination

Ardurra will meet with meeting staff to discuss the known water and sewer system issues. Known problems will be investigated with a site visit to each facility. We will meet with staff to discuss findings and a draft version of the Master Plan. We will conduct a public meeting to present the Master Plan to the general public to receive feedback and questions from the community. We will present the Master Plan at a Planning and Zoning Commission Meeting for adoption. We will present the Master Plan at a City Council Work Session prior to final approval. We will attend a City Council Meeting to answer questions when the City Council will be voting to adopt the Master Plan.

Additional Services

Additional Services that may be required during the project but that are not included in the below fee might include the following:

Any permitting, submittal, or review fees

Wastewater Treatment Plant Evaluation

Engineering Design

Utility Coordination

Geotechnical Investigation/Report

System Surveys

Water/Wastewater Modeling

System Mapping

Additional services outside of above-described tasks

Ardurra Group, Inc. will work with the CLIENT to coordinate or complete these services on an as needed basis as directed by the CLIENT at our standard hourly rate.

Project Fees: The fees to perform this work are estimated to be \$273,615 and will be charged on a time and material not to exceed basis.

ACTIVITY	FEE
Water System	\$43,150
Reclaimed Water System	\$21,280
Sanitary Sewage Collection System	\$14,580
Sewage Treatment Plant	\$32,120
Integrated Water and Sewer Master Plan Report	\$97,935
Meetings and Coordination	\$28,490
Subconsultant – Fred Goldman	\$17,250
Subconsultant – Matrix	\$18,250
TOTAL	\$273,615

Thank you and feel free to contact me if you have any questions.

Submitted By: _____



10/5/2023

Michael Janes
Engineering Manager

Date

Susan Guthrie
Town Manager

Date



Staff Report

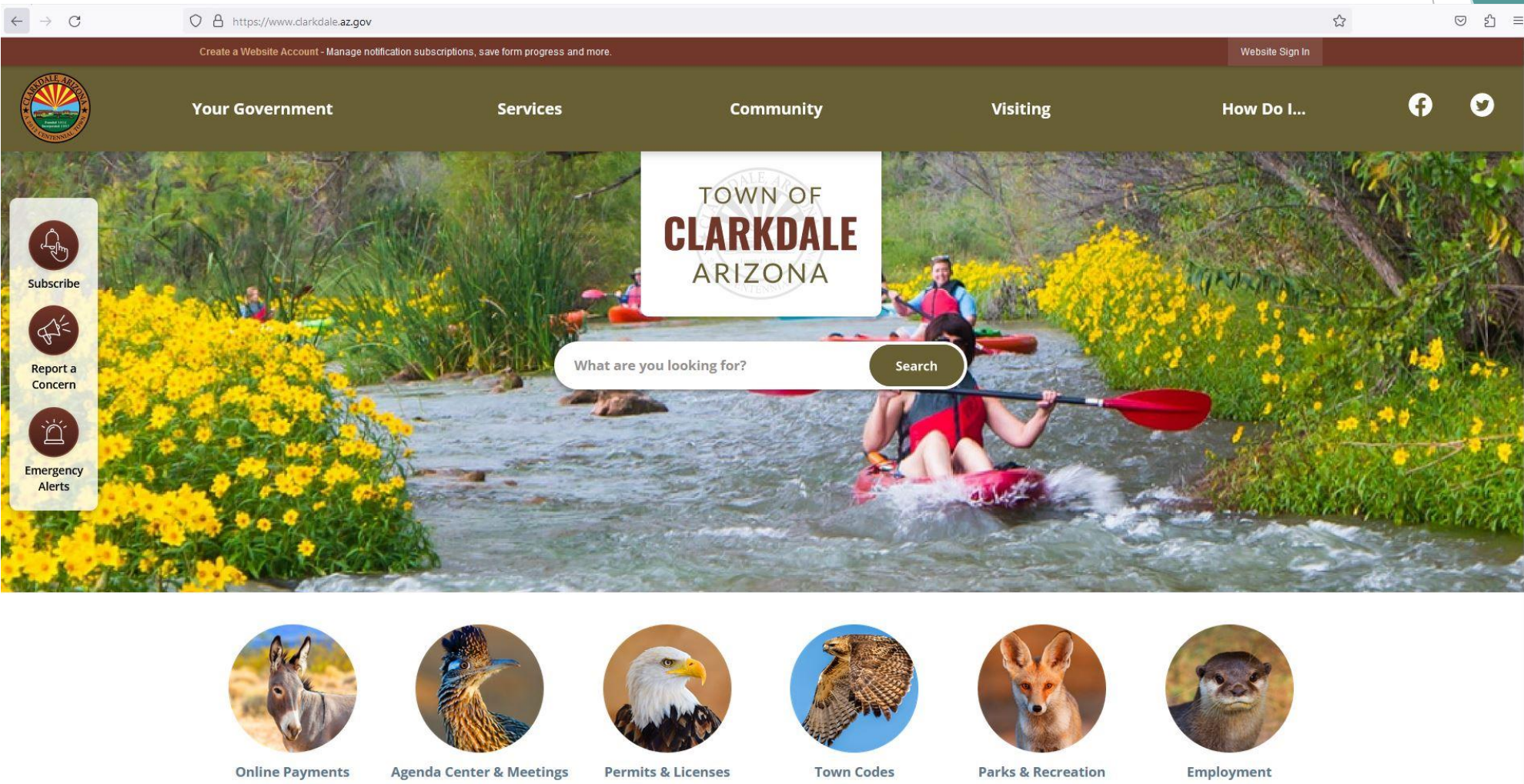
Item Number: 6.F.

<u>Agenda Item:</u>	Town of Clarkdale Website Analytics Council will receive a presentation from Chell Smart, Town Public Information Officer, regarding high-level analytics related to the first year use for the new Town website.
<u>Staff Contact:</u>	Chell Smart, Parks Coordinator
<u>Meeting Date:</u>	October 24, 2023
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 2 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
<u>Background:</u>	The Town of Clarkdale launched a new website with Civic Plus on May 3, 2022. Staff selected Civic Plus as the website provider due to their customer service, level of services offered, and their optimized delivery systems. Staff is presenting high-level analytics related to the first year of website use by residents and staff.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Discussion only. No recommendation.

Town of Clarkdale Websites

Review and Analytics

Launch Date: May 2022



Clarkdale.az.gov Metrics

Top Level Information

✓	Total Users	45,174
✓	Total Pageviews	137,579
✓	Average Time On Page	1:43

Top Visited Pages

1 [Pay My Utility Bill | Clarkdale, AZ](#) 5,487

2 [Agendas & Minutes | Clarkdale, AZ](#) 3,950

3 [Jobs • Clarkdale, AZ](#) 3,512

4 [Concerts In The Park | Clarkdale, AZ](#) 2,879

5 [Parks & Recreation | Clarkdale, AZ](#) 2,506

6 [Verde Canyon Railroad | Clarkdale, AZ](#) 2,327

Top Downloads on Website

Total Downloads: 6,809

1 Fee Schedule (PDF) 198

2 Fillable Application and Rental Packet (PDF) 164

3 Building Permit Application 8-5-19 (PDF) 163

4 Application for Water Service (PDF) 136

5 Animal Permit (PDF) 125

6 Instr. and App
(Concert in the Park – Band Submission Application) 124

Top Search Terms

Total Unique Searches: 5,649

1 Concerts In The Park 162

2 Residential Trash Holiday Schedule 109

3 Pay My Utility Bill 100

4 Sanitation (Trash/Recycling) 50

5 Job Description - Public Works
Operations Supervisor (PDF) 50

6 Fee Schedule 45

What Services Do We Have With Civic Plus?

- ▶ Clarkdale.az.gov website (CivicEngage)
- ▶ Agenda and Meeting Management (CivicClerk)
- ▶ Emergency/Mass Notification System (CivicReady)

Clarkdale.az.gov - Resident Communications



Subscribe

▶ Notify Me

- ▶ 857 emails have been sent to residents who have subscribed to Notify Me.
- ▶ 114 residents have signed up for these notifications under “Subscribe”.



Report a
Concern

▶ Request Tracker

- ▶ 41 residents have submitted 49 different requests.
- ▶ Code Enforcement, Police, Public Works, Town Administration, Town Clerk, Water.



Emergency
Alerts

▶ Emergency/Mass Notification System

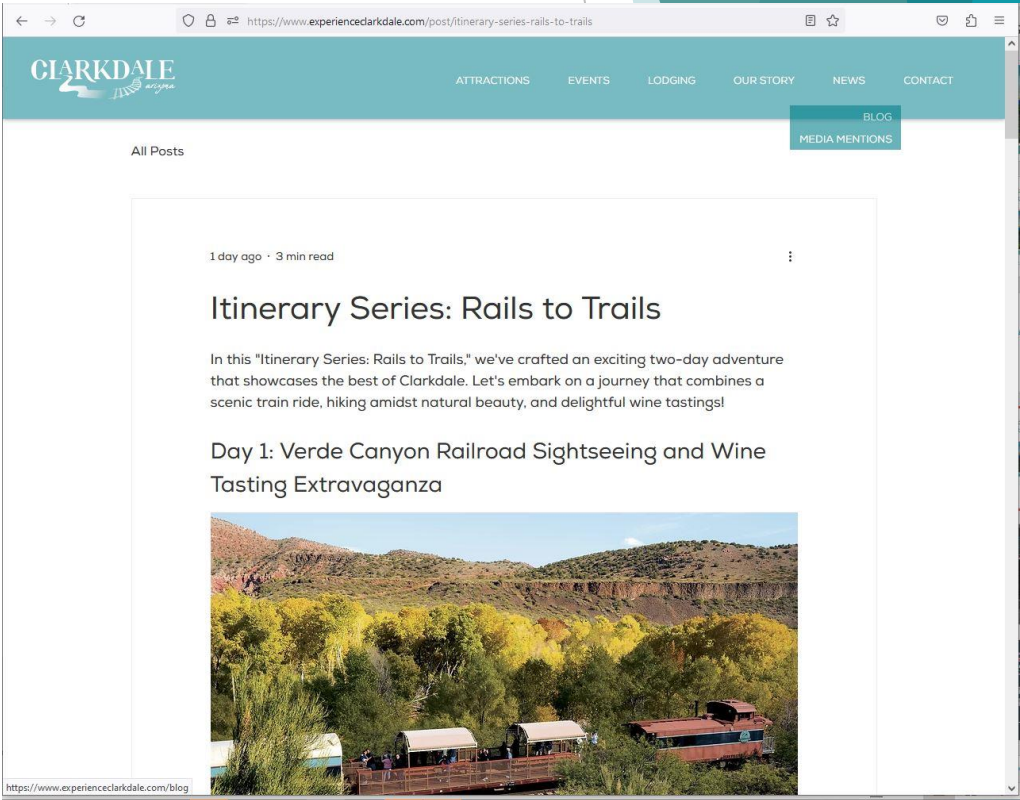
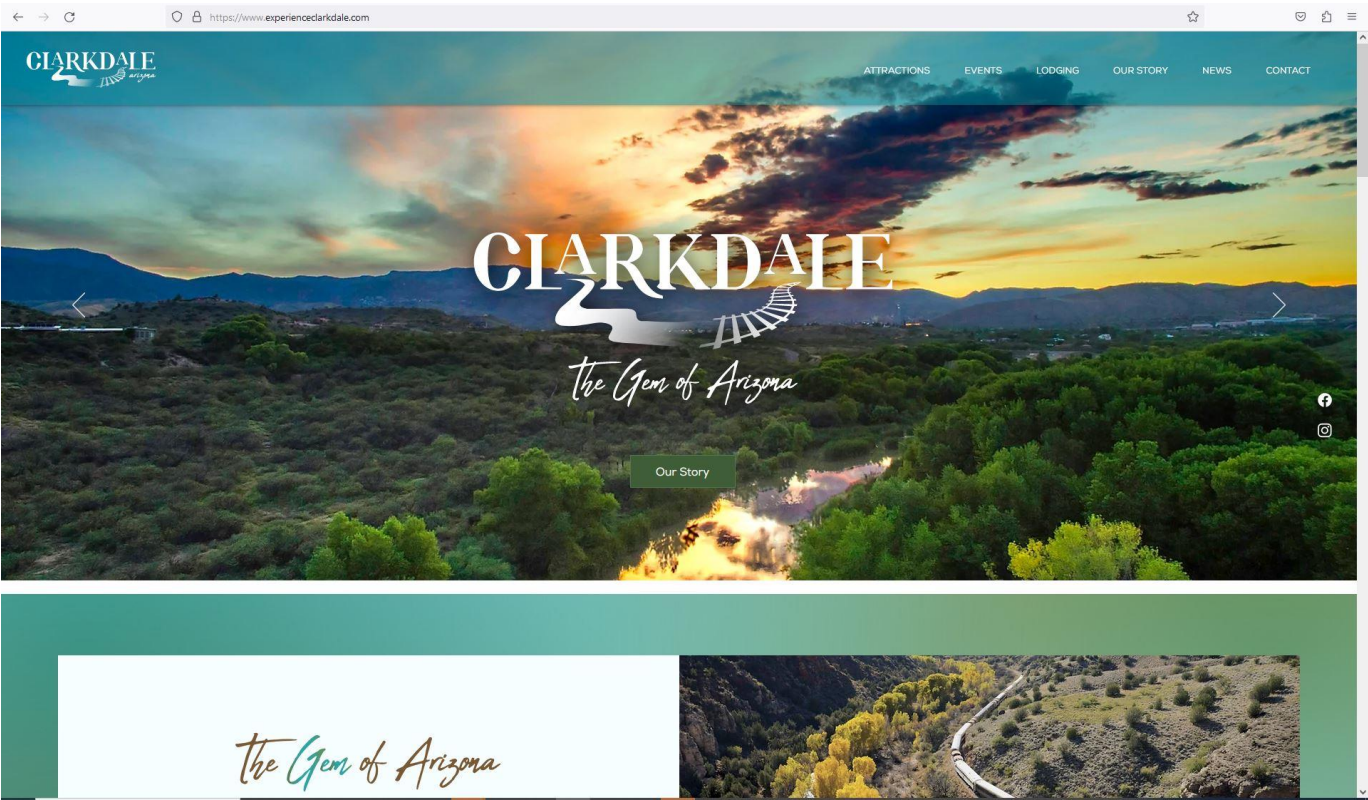
- ▶ 2015 residents in the system.
- ▶ 18 emergency notifications sent.
- ▶ 5 “neighborhood” notifications.

Ongoing Goals

Increase resident awareness of:

- ▶ Website communication tools.
- ▶ How to easily find what they are looking for.
- ▶ Town news, events, updates.

Experience Clarkdale Website : Updated Site- Nov. 2022



ExperienceClarkdale.com

Metrics

Users

- 565 users, 640 total sessions.
- 1160 page views.
- Average session length is 3:21.

Most Visited Pages

- Attractions - 53%
- Shops - 19%
- Events - 7%
- Lodging - 4%

Newsletter and Blog

- 2004 subscribers to our tourism newsletter. 31% open rate. Industry standard is around 20%.
- Five bi-monthly blogs on site.

Ongoing ExperienceClarkdale.com Goals

- ▶ Increase Experience Clarkdale website visitors.
- ▶ Post blogs and relevant tourism content.
- ▶ Increase tourism traffic to attractions, lodging, events, businesses.
- ▶ Increase TPT tax base.
- ▶ Share tourism content across platforms including Facebook and Instagram.



Staff Report

Item Number: 6.G.

Agenda Item: **Ardurra Group Inc. Professional Services Agreement for Selna Mongini Park**
Discuss, consider and act upon the Professional Services Agreement with Ardurra Group Inc. for the Selna Mongini Park Project.

Staff Contact: Joni Westcott, Parks Manager

Meeting Date: October 24, 2023

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 2 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
- Goal Area 3 - Enhance the quality and availability of parks, recreation, and cultural opportunities.

Background: In August of this year, staff conducted a search for a Project Manager for the Selna Mongini Park project. The attempt was unsuccessful, so other options were pursued. Through a conversation with Art Beckwith from Ardurra, the Towns contracted engineer, staff learned that Ardurra has the capability to provide the needed services for the park project. Additionally, projects of this nature were included in the RFQ submitted in late 2022 to engage a Town Engineer. Ardurra Group Inc. was selected through that process.

Proposed Selna Mongini Park improvements include: Grading, drainage, utilities, pickleball courts, expanded basketball court, lighting, retaining wall, entry signs, hardscape, irrigation, picnic shelter, drinking fountains, bike repair station, sculptures, large geology rocks, DG trail, great lawn, home plate memorial, community art wall, interpretive fitness areas, landscape, rainwater harvesting, pavilion, tot lot and big kids playground, shade structures, zip lines, fencing, pollinator garden, restroom buildings, etc.

Ardurra scope of work and deliverables:

1. Topographic survey and site plan.
2. Construction documents (AutoCAD drawings, probable cost estimate, specifications, erosion control plan).
3. Project management and coordination for design and construction

phases:

- a. Town/Ardurra meetings:
 - b. Administration and scheduling (e.g., project schedule, accounting).
 - c. Bid process.
 - d. Construction observations (twice monthly for a 10-month construction period).
 - e. Quality assurance/quality control
4. Civil engineering (grading, drainage, wet utilities).
 5. Manage sub-contracted services:
 - a. Landscap architecture (hardscape, landscape, irrigation).
 - b. Geotechnical engineering (loads for foundations and courts).
 - c. Structural engineering (courts, pavilion, bathroom foundations).
 - d. Electrical engineering (illumination of courts, pavilion, and bathrooms).

Budget Impact: \$178,975 Acct.#16-5-0044-7000 Selna Mongini Park Project Grants Fund.

Recommendation: Staff recommends that Council approve the Professional Services Agreement with Ardurra Group Inc. for services related to the Selna Mongini Park Project and to allow the Town Manager to approve all change orders up to ten percent.



PROFESSIONAL SERVICES AGREEMENT

THIS IS AN AGREEMENT effective as of October 12, 2023 ("Effective Date") between Town of Clarkdale ("Owner") and Ardurra Group, Inc. ("Engineer") to provide professional services to Owner in support of Owner's Selna Mongini Park Improvements ("Project").

Engineer's services under this Agreement, described in the Engineer's proposal provided in Appendix A to this Agreement, include the following tasks (the "Work"):

1. Civil Engineering for the grading, drainage, and wet utilities
2. Landscape Architecture for the hardscape, landscape, and irrigation
3. Geotechnical Engineering for the allowable foundation and court loading
4. Structural Engineering for the courts, pavilion, and bathroom foundations
5. Electrical Engineering for lighting the courts, pavilion, and bathrooms
6. Project Coordination

Owner and Engineer further agree as follows:

1.01 *Basic Agreement and Period of Service*

- A. Engineer shall provide or furnish the Services set forth in this Agreement. If authorized by Owner, or if required because of changes in the Project, Engineer shall furnish services in addition to those set forth above ("Additional Services").
- B. Engineer shall complete its Services within the time period specified in the Proposal (Appendix A). If no specific time period is indicated, Engineer shall complete its Services within a reasonable period of time.
- C. If, through no fault of Engineer, such periods of time or dates are changed, or the orderly and continuous progress of Engineer's Services is impaired, or Engineer's Services are delayed or suspended, then the time for completion of Engineer's Services, and the rates and amounts of Engineer's compensation, shall be adjusted equitably.
- D. Engineer will be responsible for correcting, at Engineer's own cost and expense, any errors in the Work Product (as defined below) due to Engineer's fault. If Owner requests a change in the scope, quality, or function of the Project after Owner has given written approval of the completed Work Product, Engineer will be paid for time spent on such revisions based on a lump sum fee as agreed to by Owner and Engineer or, in the absence of such agreement, upon Engineer's normal hourly rates, which hourly rates will be set forth in the Purchase Order or Supplement, as applicable. Any changes within scope, quality, or function requested before Owner's written approval of the Work Product are included in the fees for the Basic Services and Engineer will not be entitled to any additional compensation for such changes.

2.01 *Payment Procedures*

- A. *Invoices:* Engineer shall prepare invoices in accordance with its standard invoicing practices and submit the invoices to Owner on a monthly basis. Invoices are due and payable within 30 days of receipt. If Owner fails



to make any payment due Engineer for Services, Additional Services, and expenses within 30 days after receipt of Engineer's invoice, then Engineer may, after giving seven (7) days written notice to Owner, suspend Services under this Agreement until Engineer has been paid in full all amounts due for Services, Additional Services, expenses, and other related charges. Owner waives any and all claims against Engineer for any such suspension.

- B. *Payment:* As compensation for Engineer providing or furnishing Services and Additional Services, Owner shall pay Engineer as set forth in Paragraphs 2.01, 2.02 (Services), and 2.03 (Additional Services). If Owner disputes an invoice, either as to amount or entitlement, then Owner shall promptly advise Engineer in writing of the specific basis for doing so, may withhold only that portion so disputed, and must pay the undisputed portion.

2.02 *Basis of Payment—Lump Sum with Progress or Milestone Payments*

- A. Owner shall pay Engineer for Services as follows:

A Contract amount of \$178,975.00.

In addition to the Contract amount, reimbursement for the following expenses: None

- B. The portion of the compensation amount billed monthly for Engineer's Services will be based upon Engineer's estimate of the percentage of the total Services actually completed during the billing period.

2.03 *Additional Services:* For Additional Services, Owner shall pay Engineer an amount equal to the cumulative hours charged in providing the Additional Services by each class of Engineer's employees, times standard hourly rates for each applicable billing class; plus reimbursement of expenses incurred in connection with providing the Additional Services and Engineer's charges, if any. Engineer's standard hourly rates are provided in Engineer's Proposal (Appendix A). Engineer shall provide Owner an estimate of Additional Services upon request and in accordance with mutually agreed work scope and schedule.

3.01 *Termination*

- A. The obligation to continue performance under this Agreement may be terminated:

1. For cause, by either party, upon ten (10) days written notice in the event of substantial failure by the other party to perform in accordance with the Agreement's terms through no fault of the terminating party. Failure to pay Engineer for its services is a substantial failure to perform and a basis for termination.
2. By Engineer:
 - a. upon seven (7) days written notice if Owner demands that Engineer furnish or perform services contrary to Engineer's responsibilities as a licensed professional; or



- b. upon seven (7) days written notice if the Engineer's Services are delayed for more than ninety (90) days for reasons beyond Engineer's control, or as the result of the presence at the Project site of undisclosed Constituents of Concern, as set forth in Paragraph 5.01.L.
- c. Engineer shall have no liability to Owner on account of a termination for cause by Engineer.

3. By Owner, for convenience, effective upon Engineer's receipt of written notice from Owner.

- B. Notwithstanding the foregoing, this Agreement will not terminate as a result of a substantial failure under Paragraph 3.01.A.1 or 3.01.A.2 if the party receiving such notice begins, within seven (7) days of receipt of such notice, to correct its substantial failure to perform and proceeds diligently to cure such failure within no more than thirty (30) days of receipt of notice; provided, however, that if and to the extent such substantial failure cannot be reasonably cured within such 30 day period, and if such party has diligently attempted to cure the same and thereafter continues diligently to cure the same, then the cure period provided for herein shall extend up to, but in no case more than, sixty (60) days after the date of receipt of the notice.
- C. In the event of any termination under Paragraph 3.01, Engineer will be entitled to invoice Owner and to receive full payment for all Services and Additional Services performed or furnished in accordance with this Agreement, plus reimbursement of expenses incurred through the effective date of termination in connection with providing the Services and Additional Services, and Engineer's charges, if any.

4.01 *Successors, Assigns, and Beneficiaries*

- A. Owner and Engineer are hereby bound and the successors, executors, administrators, and legal representatives of Owner and Engineer (and to the extent permitted by Paragraph 4.01.B the assigns of Owner and Engineer) are hereby bound to the other party to this Agreement and to the successors, executors, administrators, and legal representatives (and said assigns) of such other party, in respect of all covenants, agreements, and obligations of this Agreement.
- B. Neither Owner nor Engineer may assign, sublet, or transfer any rights under or interest (including, but without limitation, money that is due or may become due) in this Agreement without the written consent of the other party, except to the extent that any assignment, subletting, or transfer is mandated by law. Unless specifically stated to the contrary in any written consent to an assignment, no assignment will release or discharge the assignor from any duty or responsibility under this Agreement.
- C. Unless expressly provided otherwise, nothing in this Agreement shall be construed to create, impose, or give rise to any duty owed by Owner or Engineer to any Constructor, other third-party individual or entity, or to any surety for or employee of any of them. All duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of Owner and Engineer and not for the benefit of any other party.

5.01 *General Considerations*

- A. Standard of Care: The standard of care for all professional, engineering, and related services performed or furnished by Engineer under this Agreement will be the care and skill ordinarily used by members of the



subject profession practicing under similar circumstances at the same time and in the same locality. Engineer makes no warranties, express or implied, under this Agreement or otherwise, in connection with any services performed or furnished by Engineer. Subject to the foregoing standard of care, Engineer and its Engineer s may use or rely upon design elements and information ordinarily or customarily furnished by others, including, but not limited to, specialty contractors, manufacturers, suppliers, and the publishers of technical standards.

- B. **Correction of Errors:** Any drawings, specifications, reports, survey, calculations, analyses and/or other documents or information prepared or furnished by Engineer or any of Engineer's Sub-consultants (collectively "Work Product") that contains errors, conflicts or omissions will be promptly corrected by Engineer at no cost to Owner. Owner's review, approval, acceptance, use of, or payment for all or any part of the Services will in no way alter Engineer's obligations or Owner's rights under this Agreement.
- C. **Insurance:** During the term of the Agreement, Engineer shall secure and maintain, at its own expense, Workers' Compensation insurance coverage for its employees performing the Work in accordance with statutory limits applicable to the State wherein the Work is completed. In addition, during the term of the Agreement, Engineer shall procure and maintain General Liability, Automobile Liability and Professional Liability insurance at the minimum limits and coverages specified below:
 - 1. General Liability coverage shall be not less than \$1,000,000 per occurrence, and not less than \$2,000,000 in aggregate. General Liability coverage shall include primary contractual liability, personal injury, death, damage to property, and destruction of property.
 - 2. Automobile Liability coverage shall not be less than \$1,000,000.
 - 3. Professional Liability coverage shall be \$1,000,000 per claim and \$1,000,000 in aggregate.
 - 4. Certificates of Insurance (COI) will be furnished to Owner and shall specify that insurance will not be canceled without minimum ten (10) days prior written notice to the primary insured. Upon receipt of such notice, the Engineer shall notify Owner and shall take action to maintain coverage meeting the requirements of this Agreement.
- D. **Indemnification:** To the fullest extent permitted by law, Engineer and Owner mutually agree to indemnify and hold harmless each other from all claims, lawsuits, or legal actions that arise out of, pertain to, or relate to damages, losses, personal injuries, death and property liability resulting from the errors, omissions, negligence, willful misconduct, or fault of the indemnifying party, its contractors, representatives, agents and employees. In no event shall either party indemnify the other party for the other party's own errors, omissions, negligence, willful misconduct, or fault. Engineer's total indemnity shall be limited to the lesser of 1) the total amount of compensation received by Engineer under this Agreement, or 2) the limits of applicable insurance coverages described above in 5.01.B above.
- E. **Mutual Waiver and Limit of Liability:** To the fullest extent permitted by law, Owner and Engineer (1) waive against each other, and the other's employees, officers, directors, members, agents, insurers, partners, and Engineers, any and all claims for or entitlement to special, incidental, indirect, or consequential damages arising out of, resulting from, or in any way related to this Agreement or the Project, and (2) agree that



Engineer's total liability to Owner under this Agreement shall be limited to the total amount of compensation received by Engineer.

- F. Engineer shall not at any time supervise, direct, control, or have authority over any Constructor's work, nor shall Engineer have authority over or be responsible for the means, methods, techniques, sequences, or procedures of construction selected or used by any Constructor, or the safety precautions and programs incident thereto, for security or safety at the Project site, nor for any failure of a Constructor to comply with laws and regulations applicable to such Constructor's furnishing and performing of its work. Engineer shall not be responsible for the acts or omissions of any Constructor.
- G. Engineer neither guarantees the performance of any Constructor nor assumes responsibility for any Constructor's failure to furnish and perform its work.
- H. Engineer's opinions (if any) of probable construction cost are to be made on the basis of Engineer's experience, qualifications, and general familiarity with the construction industry. However, because Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over contractors' methods of determining prices, or over competitive bidding or market conditions, Engineer cannot and does not guarantee that proposals, bids, or actual construction cost will not vary from opinions of probable construction cost prepared by Engineer. If Owner requires greater assurance as to probable construction cost, then Owner agrees to obtain an independent cost estimate.
- I. Engineer shall not be responsible for any decision made regarding construction contract requirements, or any application, interpretation, clarification, or modification of the construction contract documents other than those made by Engineer or its Engineer s.
- J. Ownership of Documents: All worldwide rights, title, and interest, including all worldwide copyright and patent rights, in the Work Product (and the electronic method of reproducing such documents, including, but not limited to, computer tapes or disks) are conveyed, assigned, and transferred by Engineer to Owner. The Work Product is a "work made for hire" commissioned by Owner, and Owner retains legal title to the Work Product and interests therein, whether or not the Project for which they are made is completed. All documents, data, and professional work product (collectively "Documents") prepared or furnished by Engineer are instruments of service. Owner shall have full license to use the Documents on and for the Project, extensions of the Project, and for related uses of the Owner, subject to receipt by Engineer of full payment due and owing for all Services and Additional Services relating to preparation of the Documents and subject to the following limitations:
 - 1. Owner acknowledges that such Documents are not intended or represented to be suitable for use on the Project unless completed by Engineer, or for use or reuse by Owner or others on extensions of the Project, on any other project, or for any other use or purpose, without written verification or adaptation by Engineer;
 - 2. any such use or reuse, or any modification of the Documents, without written verification, completion, or adaptation by Engineer, as appropriate for the specific purpose intended, will be at Owner's sole risk and without liability or legal exposure to Engineer or to its officers, directors, members, partners, agents, employees, and Engineer;



3. Owner shall indemnify and hold harmless Engineer and its officers, directors, members, partners, agents, employees, and Engineers from all claims, damages, losses, and expenses, including attorneys' fees, arising out of, or resulting from any use, reuse, or modification of the Documents without written verification, completion, or adaptation by Engineer; and
 4. such limited license to Owner shall not create any rights in third parties.
- K. Owner and Engineer may transmit, and shall accept, Project-related correspondence, Documents, text, data, drawings, information, and graphics, in electronic media or digital format, either directly, or through access to a secure Project website portal, in accordance with a mutually agreeable protocol.
- L. Engineer may also, upon Owner's request and in conformance with Owner confidentiality requirements, provide Documents or otherwise grant access to Documents to Owner agents, representatives, or third parties ("Recipients"). No warranty, either expressed or implied, is made by Engineer to Recipients regarding the accuracy or reliability of these Documents. Engineer reserves the right to revise, update and improve its electronically stored Documents without notice and assumes no responsibility for any damages which may arise as a result of the intended and continued use of this information by Engineer. Use of the Documents by Recipients is subject to the following limitations:
- a. By using these Documents, Recipients agree to verify the data and to ascertain its accuracy for the intended use.
 - b. Engineer makes every effort to ensure that Document files are free of computer viruses and/or malware; however, Engineer assumes no responsibility for damages caused by the installation or use of these data.
 - c. Engineer makes no representations as to long term compatibility, usability, or readability of the Documents resulting from the Recipient's use of software application packages, operating systems, or computer hardware differing from those used in the drafting or transmittal of the Documents.
- M. The parties acknowledge that Engineer's Services do not include any services related to unknown or undisclosed Constituents of Concern. If Engineer or any other party encounters, uncovers, or reveals an unknown or undisclosed Constituent of Concern, then Engineer may, at its option and without liability for consequential or any other damages, suspend performance of Services on the portion of the Project affected thereby until such portion of the Project is no longer affected, or terminate this Agreement for cause if it is not practical to continue providing Services.
- N. Disputes:
1. Owner and Engineer agree to negotiate reconciliation of any dispute between them in good faith for a period of thirty (30) days after notice of dispute. If negotiations are unsuccessful in resolving the dispute, then the dispute shall be mediated as described below. If mediation is unsuccessful, then the parties may exercise their rights at law.
 2. Mediation: If the parties fail to resolve a dispute through negotiated reconciliation, Engineer and Owner agree that they shall first submit any and all unsettled claims, counterclaims, disputes, and other matters



in question between them, arising out of or relating to this Agreement or the breach thereof (collectively “Disputes”), to mediation conducted by a mediator selected through mutual agreement of both parties. Owner and Engineer agree to participate in the mediation process in good faith. The process shall be conducted on a confidential basis and shall be completed within one hundred twenty (120) days. If such mediation is unsuccessful in resolving a Dispute, then (a) the parties may mutually agree to a dispute resolution of their choice, or (b) either party may seek to have the Dispute resolved by a court of competent jurisdiction.

- O. This Agreement is to be governed by the law of the State in which the Project is located.
- P. Force Majeure: Engineer shall not be held responsible for any delay or failure in performance caused by fire, flood, explosion, war, strike, embargo, government requirement, civil or military authority, acts of God, act or omission of Constructors, vandalism, or other similar causes that are beyond its control.

6.01 *Total Agreement*

- A. This Agreement (including any expressly incorporated attachments), constitutes the entire agreement between Owner and Engineer and supersedes all prior written or oral understandings. This Agreement may only be amended, supplemented, modified, or canceled by a duly executed written instrument.

7.01 *Definitions*

- A. *Constructor*—Any person or entity (not including the Engineer, its employees, agents, representatives, and Engineers), performing or supporting construction activities relating to the Project, including but not limited to contractors, subcontractors, suppliers, Owner’s work forces, utility companies, construction managers, testing firms, shippers, and truckers, and the employees, agents, and representatives of any or all of them.
- B. *Constituent of Concern*—Asbestos, petroleum, radioactive material, polychlorinated biphenyls (PCBs), hazardous waste, and any substance, product, waste, or other material of any nature whatsoever that is or becomes listed, regulated, or addressed pursuant to (a) the Comprehensive Environmental Response, Compensation and Liability Act, 42 U.S.C. §§9601 et seq. (“CERCLA”); (b) the Hazardous Materials Transportation Act, 49 U.S.C. §§5101 et seq.; (c) the Resource Conservation and Recovery Act, 42 U.S.C. §§6901 et seq. (“RCRA”); (d) the Toxic Substances Control Act, 15 U.S.C. §§2601 et seq. (“TSCA”); (e) the Clean Water Act, 33 U.S.C. §§1251 et seq.; (f) the Clean Air Act, 42 U.S.C. §§7401 et seq.; or (g) any other federal, State, or local statute, law, rule, regulation, ordinance, resolution, code, order, or decree regulating, relating to, or imposing liability or standards of conduct concerning, any hazardous, toxic, or dangerous waste, substance, or material.

Attachments: Appendix A – Proposal & Scope of Work and Addendum to Agreement



IN WITNESS WHEREOF, the parties hereto have executed this Agreement, the Effective Date of which is indicated on page 1.

Owner: Town of Clarkdale

Engineer: Ardurra Group, Inc.

By: _____

By: _____

Print name: _____

Print name: Arthur H. Beckwith, PE

Title: _____

Title: Eng Dept Mgr / Sr Project Mgr

Date Signed: _____

Date Signed: October 12, 2023

Address for Owner's receipt of notices:

Town of Clarkdale

P O Box 308

Clarkdale, AZ 86324

Address for Engineer's receipt of notices:

Ardurra Group, Inc.

P O Box 3924

Sedona, AZ 86340



APPENDIX A – PROPOSAL & SCOPE OF WORK

Proposal

to Provide Scope of Professional Engineering Services for the Town of Clarkdale's Selna Mongini Park Improvements

Article A. Background:

Town of Clarkdale (Owner) has requested from Ardurra, Inc., (Engineer) the production of a proposal for the creation of a scope of services and accompanying engineering fees for the Selna Mongini Park Improvements located in Clarkdale, Arizona. This scope of services would provide construction documents, and construction phase services for the park (Project). A breakdown of the services proposed are listed and described for each work item in Article B.

Article B. Scope of Services:

1.0 SCOPE OF SERVICES

Engineer shall prepare Construction Documents, including Construction Plans and Engineer's Opinion of Probable Cost for the Selna Mongini Park Improvements consisting of grading, drainage, utilities, pickle ball courts, expanded basketball court, lighting, retaining wall, entry signs, hardscape, irrigation, picnic shelter (ADA), drinking fountains, bike repair station, sculptures, large geology rocks, DG trail, great lawn, home plate memorial, community art wall, ADA accessible route, interpretive fitness areas, horseshoe pits, landscape, irrigation, rainwater harvesting, pavilion, tot lot and playground, shade structures, zip line, fencing, pollinator garden, restroom buildings containing two restrooms each, and a parking area as follows:

1.1 COMPILE DATA / LIMITED TOPOGRAPHIC SURVEY

Engineer shall compile available existing information to identify potential design issues and concerns and use the topographic survey prepared by Cooper Aerial for the Bittercreek Project area to establish a base drawing for design. The vertical datum utilized for the survey will be NAVD 88. The contour interval for the survey will be one foot. Limited survey will include spot elevations to supplement aerial survey and setting a site benchmark.

1.2 SITE PLAN

Engineer shall prepare a final site plan to include above mentioned facilities for Town approval prior to commencing design work.

1.3 DESIGN

Engineer will prepare the construction documents for the Project as follows:



1.3.1 Construction Documents

The construction documents for Selna Mongini Park Improvements shall be comprised of the following sheets and documents:

a. Construction Drawings: Construction drawings shall be produced in AutoCAD format at a 1" = 20' horizontal scale and a 1" = 5' vertical scale (or as required) to be delivered per the milestone schedule on one set of each 24" x 36" sheets and will include:

- i. Site grading and drainage plan including water and sewer services.
- ii. Pickle ball and basketball court plans to delineate the court dimensions grading and drainage and provide options for addressing pickleball court noise abatement.
- iii. Hardscape, landscape, and irrigation plans including site amenities per the approved site plan.
- iv. Lighting and electrical plans.
- v. Horizontal layout plans.
- vi. Shade canopy plans at a suitable architectural scale.
- vii. Typical and special construction details for the pickleball courts including chosen noise abatement option, parking lot construction, parking area improvements, hardscape, landscape, irrigation, lighting, shade structures and two restrooms.
- viii. Structural plans for retaining wall, pavilion, and restroom foundations, pickleball and basketball court slabs.
- ix. Parking lot grading and drainage.

b. Engineer's Opinion of Probable Cost (EOPC): Prepare construction bid items, units, quantities, cost estimates for bid items (cost estimate to exclude overhead, general conditions and indirect costs) for recommended park improvements.

c. Specifications: Specifications for the project will be included on the plans. Specifications will be provided with the 90% and Final design milestones.

d. Erosion Control Plan: Prepare an Erosion Control Plan to be included in the Construction Plans that will identify temporary and permanent erosion protection facilities requirements. The Erosion Control Plan developed under this scope of work will address initial best management practices and controls only; modifications to the plan to address on-site changes are the responsibility of the Contractor.

e. Bid Schedule: Prepare a Request for Bid package to include a bid manual and special provisions for the Project.



1.4 Project Management and Coordination

- a. Meetings: The Owner and Engineer will meet in person or via telecommunications on an as-requested basis during the design process to discuss the project status and any pertinent issues. Coordination meetings will continue for the duration of the project. Engineer has budgeted ten (10) design and phase construction meetings for the project. Separate meetings with individual business or property owners are not anticipated.
- b. Project Administration & Scheduling: Engineer will prepare a project schedule and submit it to the Owner for approval prior to beginning design work. This task includes general project administration tasks such as accounting, submittal preparations, coordination, and correspondence for both the design and construction phase services necessary to complete the project.
- c. QA/QC shall be incorporated at all phases of design. This will include a value engineering review. The Engineer shall manage the project to ensure timely delivery of project deliverables that are complete and of professional quality meeting area standards. Engineer will review the Plans, Specifications and Estimates to ensure proper coordination has been provided between disciplines/sub-consultants as well and review for any errors and omissions prior to submitting to the Town for review.

2.0 SUB-CONTRACTED SERVICES

- 2.1 Landscape Architecture: Sub-contract with New West Workshop to prepare the hardscape, landscape, and irrigation construction plans for Project.
- 2.2 Geotechnical Investigation: Sub-contract with a Geotechnical Engineer to prepare the soils investigation for Project.
- 2.3 Structural Design: Sub-contract with a Structural Engineer to prepare the plans and specifications for the structural design of the pickleball courts, basketball court, retaining wall, and building foundations.
- 2.4 Electrical Design: Sub-contract with an Electrical Engineer to prepare the plans and specifications for the pavilion, restrooms, pickleball and basketball court lighting.

3.0 DELIVERABLE ITEMS

- 3.1 50%, 90% and Final Milestone Submittals:
Digital PDF format copies of all project drawings, and cost estimate.
- 3.2 Upon Acceptance of Final Plans, Specifications and Cost Estimate:
 - a. AutoCAD DWG format base maps used for the final drawings along with any point files required to create a complete dataset.
 - b. Final construction plans, specifications and cost estimate of the entire final submittal package are to be delivered in PDF format to the Town.



4.0 CONSTRUCTION PHASE SERVICES

4.1 Construction Pre-Bid Meeting

Engineer shall attend the construction phase Pre-Bid Meeting and prepare addenda as necessary for project clarifications for the project. The Owner will conduct the meeting and prepare the meeting agenda and minutes. The Owner will also prepare any necessary addenda with technical assistance (changes to plans/specifications) from Engineer.

4.2 Pre-Construction Meeting

Engineer shall attend the Pre-Construction meeting and address any design questions presented by the Contractor. The Owner will conduct the meeting and prepare the agenda and minutes.

4.3 Post Design Services

Post Design services under this contract will include the bidding phase per Task 4.1 above (bid docs, pre bid meeting, addendums, pre award meeting) and the Task 4.2 pre-construction conference. Post Design Services for the construction phase of the project, include but not limited to project administration and scheduling, construction observations, five (5) construction meetings, as-built services, plan red line review, re-design for unforeseen conditions, RFI's, record drawings, review of contractor invoices, field survey, preparation of the final as-builts (record drawings), and final Engineers Certification for submittal to the Owner. Based on a ten (10) month construction schedule Ardurra will provide two (2) weekly construction site visits. Additional site visits will be billed on a time and materials basis per our current rate schedule.

5.0 SCHEDULE

Work will commence upon receipt of an executed Agreement and authorization to proceed and is expected to require 16 weeks. Engineer shall complete the design project per the approved project schedule. Engineer shall provide a schedule of milestone dates for the preliminary and final submittals. The approved schedule will be subject to review and amendment at the design kickoff meeting.

6.0 ASSUMPTIONS

1. Any additional work which may be indicated by the discovery of unanticipated conditions in the field or revisions to this scope instigated by others will be performed, only upon Town's authorization, in accordance with Consultant's standard fee schedule.
2. References: The following additional references may also be used in the development of the project:
 - a. Clarkdale Code and Ordinance.
 - b. ADA Standards.
 - c. MAG Standard Details and Specifications.



3. Additional meetings/site observations will be billed on an hourly basis per our current standard fee schedule.
4. Contractor is responsible for obtaining any construction permits with the Town of Clarkdale including but not limited to water and sewer service, grading, erosion control permits to construct.
5. Engineer will submit building permits for the pavilion, shade structures, restrooms and courts to Yavapai County.
6. Construction surveying is not included and will be the responsibility of the Contractor to include in their bid.

7.0 SERVICES NOT INCLUDED

Traffic studies, drainage studies, boundary survey, off-site water line main extensions, dry utility design not mentioned above, construction staking, 404 permitting, environmental studies, 401 certification, or any other work not specifically identified in Section 3.0, Scope of Services. All Agency and/or permitting fees are to be paid by Town.

8.0 OPINIONS OF COST

Engineer has no control over the cost of labor, materials, equipment, or services furnished by others, or over Contractor's methods of determining prices, or other competitive bidding or market conditions, practices, or bidding strategies. Cost estimates are based on Engineer's opinion based on experience and judgment. Engineer cannot and does not guarantee that proposals, bids, or actual project construction costs will not vary from cost estimates prepared by Engineer.

Article C. Compensation Provisions:

As compensation for providing the services described within this Agreement, Owner shall pay Engineer in accordance based on a Lump Sum amount or per the Engineer's Per Diem Rates for the actual time worked on the Project and any approved Direct Expense incurred for the Project. The total budget ceiling for this Work is \$178,975.00. A breakdown of the budget ceiling for this Agreement is presented in Table C.1.

Table C.1—Budget Ceiling Breakdown

Work Task Breakdown	Work Task Cost Amounts
1.1 Compile Data / Limited Topo Survey	\$1,500
1.2 Site Plan	\$1,800
1.3 Design	\$32,250
1.4 Project Management and Coordination	\$12,000
2.1 Landscape Architecture	\$47,500
2.2 Geotechnical Investigation	\$4,700
2.3 Structural Design	\$10,000
2.4 Electrical Design	\$10,475



4.0 Construction Phase Services	\$58,750
Total Overall Budget Ceiling	\$178,975

The budget ceiling for the Project was developed from estimates of the level of effort required to perform the proposed services based on Engineer's experience and engineering judgment. As such, the budget ceilings are an approximation made without detailed information and the actual costs of the scope of services shall depend on actual labor and expenses, final Project conditions, schedule, and other variables. Engineer shall keep Owner informed of progress so that the budget and/or work effort can be adjusted if found necessary. Engineer is not obligated to incur costs beyond the indicated budget ceiling, as may be adjusted, nor is Owner obligated to pay Engineer beyond these limits.

Article D. Authorization to Proceed:

Authorization for the Engineer to proceed with work specified in this Agreement shall proceed upon receipt of approval and may be controlled through optional Work Task Directives if elected by Owner representative. The Scope of Services specified in Article A consists of separate Work Tasks numbered sequentially. It is understood by and between the Engineer and the Owner that this Exhibit in and of itself, does not obligate the Engineer or the Owner to perform services or pay consideration of any kind; rather this Agreement establishes the basic contractual foundation and parameters of agreement between the Engineer and the Owner to facilitate and govern the performance of subsequent Work Tasks by the Engineer.

Article E. Period of Service:

The schedule for the Project within this Task Order is as follows:

Authorization to Proceed
Termination of Work

Work will be scheduled upon Authorization by Owner
March 2024

ADDENDUM TO AGREEMENT

This Addendum, made and entered into effective this ____ day of _____, 2023, is added to that certain Engineer Services Agreement for Selna-Mongini Park Professional Engineering Services effective October 12, 2023, between the **Town of Clarkdale**, a municipal corporation of the State of Arizona (hereinafter "Town") and **Ardurra Group, Inc.** (hereinafter "Engineer") (the "Agreement"), to include the following provisions, the same as if said provisions were contained in the body of said document.

1. Termination for Conflict of Interest: As required by A.R.S. §38-511, Town hereby gives notice to Engineer that Town may terminate this Agreement pursuant to the provisions of A.R.S. §38-511 within three years after its execution, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the Town is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.
2. Non-Discrimination: Engineer warrants that it complies with any state and federal laws, rules and regulations which mandate that all persons, regardless of race, color, creed, religion, sex, genetic information, age, national origin, disability, familial status or political affiliation, shall have equal access to employment opportunities, including but not limited to the Americans with Disabilities Act. The Engineer shall take affirmative action to ensure that it will not participate either directly or indirectly in the discrimination prohibited by or pursuant to Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, Section 109 of the Housing and Community Development Act of 1974, the Age Discrimination Act of 1975, and the Genetic Information Nondiscrimination Act of 2008.
3. Legal Arizona Workers Act Compliance: Engineer is required to comply with the Legal Arizona Workers Compliance Act, A.R.S. §41-4401, and hereby warrants that it will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of its respective employees, the requirements of A.R.S. §41-4401, and with the e-verification requirements of A.R.S. §23-214(A) (together the "state and federal immigration laws"). Engineer further agrees to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws. A breach of a warranty regarding compliance with the state and federal immigration laws shall be deemed a material breach of the Agreement and the party who breaches may be subject to penalties up to and including termination of the Agreement. As required by A.R.S. § 44-4401, the Town retains the legal right to inspect the papers of any Engineer employee or subcontract employee performing work under the terms of the Agreement to ensure compliance with the state and federal immigration laws.
4. Forced Labor of Ethnic Uyghurs A.R.S. § 35-394. To the extent applicable, Engineer certifies the following:
 - A. A public entity may not enter into or renew a contract with a company to acquire or dispose of services, supplies, information technology, goods or construction unless the contract includes a written certification that the company does not currently, and agrees for the duration of the contract that it will not, use:
 1. The forced labor of ethnic Uyghurs in the People's Republic of China.
 2. Any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
 3. Any contractors, subcontractors or suppliers that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China.
 - B. If a company that has provided a written certification pursuant to subsection A of this section becomes aware during the term of the contract that the company is not in compliance with the written certification, the company shall notify the public entity within five business days after becoming aware of the noncompliance. If the company does not provide the public entity with a written certification that the company has remedied the noncompliance within one hundred eighty days after notifying the public entity of the noncompliance, the contract terminates, except that If the contract termination date occurs before the end of the remedy period, the contract terminates on the contract termination date.

5. Anti-Israeli Boycott A.R.S. § 35-393.01. To the extent applicable, Engineer certifies the following:
 - A. A public entity may not enter into a contract with a value of \$100,000 or more with a company to acquire or dispose of services, supplies, information technology or construction unless the contract includes a written certification that the company is not currently engaged in and agrees for the duration of the contract to not engage in, a boycott of goods or services from Israel.
 - B. A public entity may not adopt a procurement, investment or other policy that has the effect of inducing or requiring a person or company to boycott Israel.
6. Non-appropriation: This Agreement shall be subject to available funding, and nothing in this Agreement shall bind the Town to expenditures in excess of funds appropriated and allotted for the purposes outlined in the Agreement.
7. Indemnification: Section 5.01(C) of the Agreement is hereby amended and shall now read as follows:

“C. Indemnification: To the fullest extent permitted by law, Engineer and Owner mutually agree to indemnify and hold harmless each other from all claims, lawsuits, or legal actions that arise out of, pertain to, or relate to damages, losses, personal injuries, death and property liability resulting from or alleged to result from the errors, omissions, negligence, willful misconduct, or fault of the indemnifying party, its contractors, representatives, agents and employees. In no event shall either party indemnify the other party for the other party’s own errors, omissions, negligence, willful misconduct, or fault.”
8. Mutual Waiver and Limit of Liability: Section 5.01(D) of the Agreement is hereby amended and shall now read as follows:

“D. Mutual Waiver and Limit of Liability: Owner and Engineer agree that Engineer’s and Owner’s total liability to each other under this Agreement shall be limited to a maximum of \$1,000,000.”
9. Limitations: Nothing in the Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
10. Other Agreements: The Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
11. Governing Law; Venue: The Agreement shall be governed by the laws of the State of Arizona. Venue for any dispute arising under or relating to this Agreement shall be Yavapai County, Arizona.

This Addendum shall be effective on and from the day and year first above written. To the extent this Addendum conflicts with or is inconsistent with any term of the original Agreement referenced above, this Addendum shall control. In all other respects and manner, the original Agreement entered into by and between the parties shall remain in full force and effect.

[SIGNATURE PAGE TO FOLLOW]

TOWN OF CLARKDALE

Robyn Prud'homme-Bauer
Mayor

Date

ATTEST

Charity Brooks
Town Clerk

Date

Approved as to form:

Stephen W. Polk
Town Attorney

Date

ENGINEER

Ardurra Group, Inc.

By: _____

October 12, 2023

Date

Name: Arthur H. Beckwith, P.E.

Its: Eng Dept Mgr / Sr Project Mgr



Staff Report

Item Number: 6.H.

Agenda Item: **Personnel Policy Amendment**

Discuss, consider and act upon changes being proposed to the Town's Personnel Policy and Procedural Manual.

Staff Contact: Angela Benavides, Human Resources Director

Meeting Date: October 24, 2023

Strategic Goal: This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 6 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

Background: Interim Human Resources Director Allison Eckert has worked tirelessly on updating the Personnel Policy and Procedural Manual for the Town of Clarkdale.

Below is a list of new policies and formatting changes that are recommended:

NEW POLICIES
3.05 CERTIFICATION PAY
• New policy establishing components of pay for Water/Wastewater and CDL certifications.
3.06 ON-CALL/CALL-OUT PAY
• New policy establishing parameters and pay for employees required to be on-call.
3.07 UNIFORM ALLOWANCE
• New policy outlining provision of uniforms and uniform allowance for employees required to wear specific clothing and/or footwear.
6.01 PERFORMANCE MANAGEMENT
• Replacement policy establishing performance management program and evaluation guidelines.
6.09 CUSTOMER SERVICE & COMMUNITY RESPONSE
• New policy establishing guidelines for provision of excellent and efficient customer service.
7.03 FOOTWEAR PROTECTION
• New policy establishing requirements for employees required to wear specific safety footwear.

<u>OVERALL POLICY MANUAL REVISIONS</u>
FORMATTING
• Changed title to HR Policy Manual from HR Policies and Procedures Manual (simplification). • Integration of all policies (old and new) into new Table of Contents. • Review and revision of entire manual's formatting – establishing consistent format for new policies going forward and removing formatting from old policies until they can be revised. • Corrected typos <u>where</u> found. • Development and application of individual policy headings which provide origination date and revision dates. • Review of history to update origination and revision dates where needed.

Budget Impact: No budget impact.

Recommendation: Staff recommends that Council approve the amendments to the Town's Personnel Policy and Procedure Manual as presented.

Town of Clarkdale

Personnel Policy Manual



Adopted by the Mayor and Common Council
of the Town of Clarkdale
on January 10, 2006 by Resolution #1176

Last Amended July 1, 2022

Proposed Amendments October 24, 2023

Town of Clarkdale Human Resources Policy Manual

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I. General Provisions

- 1.01 Definitions
- 1.02 Equal Employment Opportunity (EEO) Statement
- 1.03 Policy Amendments
- 1.04 Severability

II. Employment

- 2.01 Recruitment & Selection (Missing)
- 2.02 Oath of Office
- 2.03 Probationary Period
- 2.04 Hours of Work
- 2.05 ADA (Americans with Disabilities Act)
- 2.06 Supervision

III. Classification and Compensation

- 3.01 Employment Status
- 3.02 Overtime
- 3.03 Working Outside of Job Classification
- 3.04 Promotions, Demotions and Transfers
- 3.05 Certification Pay
- 3.06 On-Call/Call-Out Pay
- 3.07 Uniform Allowance

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- 4.01 Employee Benefits
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V. Leaves

- 5.01 Paid Time Off (PTO)
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- 5.03 Family Medical Leave Act (FMLA)
- 5.04 Absent without Leave
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- 5.07 Maternity Leave
- 5.08 Bereavement Leave

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- 6.01 Performance Management
- 6.02 Standards of Conduct
- 6.03 Nepotism & Favoritism
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- 6.05 Confidentiality of Information
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- 8.01 Termination
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- 8.03 Resignations

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 1.01	SECTION I. GENERAL PROVISIONS	DEFINITIONS
	ORIGINATION DATE: XX/XX/XXXX	REVISION DATE(S):

This page is being held for future use.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 1.02	SECTION I. GENERAL PROVISIONS	EQUAL EMPLOYMENT OPPORTUNITY (EEO) STATEMENT
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/2017

POLICY: The Town of Clarkdale is an affirmative action/equal opportunity employer and shall not discriminate on the basis of race, color, religion (creed), gender, gender expression, age, national origin (ancestry), disability, marital status, sexual orientation, or military status in any of its activities or operations.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 1.03	SECTION I. GENERAL PROVISIONS	POLICY AMENDMENTS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: Proposed amendments and revisions to this employee manual will be necessary from time to time. Suggested changes to the manual will be made to the Town Council by the Town Manager, and will be effective upon approval of the Town Council. Amendments and revisions to these policies shall become effective upon adoption of an appropriate Resolution by the Town Council.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 1.04	SECTION I. GENERAL PROVISIONS	SEVERABILITY
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: If any provision of these Policies and Procedures or their application to any person or circumstances is held invalid, the remainder of the Policies and Procedures shall not be affected.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.01	SECTION II. EMPLOYMENT	RECRUITMENT & SELECTION
	ORIGINATION DATE: XX/XX/XXXX	REVISION DATE(S):

This page is held for future use.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.02	SECTION II. EMPLOYMENT	OATH OF OFFICE
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: In Arizona, the officers and employees of all government agencies are required to take the Loyalty Oath/sign an Oath of Office form. A.R.S. § 38-231(E) "[O]fficer or employee" is defined for this purpose as "any person elected, appointed or employed, either on a part-time or full-time basis, by this state or any of its political subdivisions or any county, city, town, municipal corporation, school district, public educational institution or any board, commission or agency of any county, city, town, municipal corporation, school district or public educational institution."

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.03	SECTION II. EMPLOYMENT	PROBATIONARY PERIOD
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY:

Objective of Probationary Period

The probationary period shall be regarded as a part of the testing process and shall be utilized for closely observing the employee's work and for securing the most effective adjustment of a new employee to the position and for rejecting any employee whose performance is not satisfactory. The Town of Clarkdale can terminate employment at any time and bypass any discipline policies if the situation warrants such. Completion of probationary period is not a guarantee of further employment.

Rejection of Probationer

During the probationary period, an employee may be rejected at any time by the Town Manager upon recommendation by the Department Head without cause and without right of appeal. Notification of rejection, in writing, shall be forwarded to the probationer and a copy filed in the employee's file.

Term of Probationary Period

All new non-public safety employee job appointments shall be tentative and subject to a probationary period of six months actual service. All subsequent job appointments of an existing employee as a result of a promotion or other change in job position shall have a probation period of three months. All Public Safety Personnel job appointments are subject to a probationary period of one year. The Town Manager, with cause, may establish an extension to the probationary period. The Employee shall be notified of the reason for any extension through the performance evaluation process, and a further report and decision shall be required prior to the end of the extension period.

At Will Employment

Employment with the Town of Clarkdale is "at-will". The term "at-will" is a legal doctrine, which Arizona courts have interpreted as meaning that an employee may resign at any time or may be terminated at any time for any legally acceptable reason. This doctrine covers only employees at the Town of Clarkdale.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.04	SECTION II. EMPLOYMENT	HOURS OF WORK
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/2017

POLICY: The work week for full-time, non-public safety employees shall be forty (40) hours. The work week for all employees begins on Sunday morning at 12:01 a.m. and ends the following Saturday at midnight. The work week for all other employees shall be determined by his/her Department Head, and will be in accordance with applicable local, state and federal regulations.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.05	SECTION II. EMPLOYMENT	ADA (AMERICANS WITH DISABILITIES ACT)
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: It is the policy and practice of the Town of Clarkdale to comply fully with the Americans with Disabilities Act of 1990 and ensure equal opportunity in employment for all qualified individuals with disabilities. The Town of Clarkdale is committed to ensuring nondiscrimination in all terms, conditions and privileges of employment. All employment practices and activities, whether provided or conducted by the Town of Clarkdale or another entity on our behalf, will be conducted on a nondiscriminatory basis.

Recruiting, advertising and job application procedures have been reviewed and provide individuals with disabilities meaningful employment opportunities. Upon request, applications are available in alternative, accessible formats, as is assistance in completing the application. Pre-employment inquiries are made only regarding an applicant's ability to perform the essential functions of the position, not any disabling condition. All employment decisions are based on the merits of the situation in accordance with defined criteria, not the disability of the individual.

Pre-employment physical examinations are required only for those positions in which there is a bona fide job-related physical requirement, and are given to all persons entering the position only after conditional job offers. Medical records will be kept separate and confidential.

Reasonable accommodation is available to all employees and applicants. Work stations will be accessible as appropriate to each individual.

Qualified individuals with disabilities are entitled to equal pay and other forms of compensation (or changes in compensation) as well as in job assignments, classification, organizational structures, position descriptions, lines of progression and seniority lists. Leaves of all types will be available to all employees on an equal basis.

All fringe benefits, whether provided or administered directly by the Town of Clarkdale or another entity on our behalf, must be accessible to individuals with disabilities. Training, apprenticeship programs, conferences, professional meetings, as well as financial support and leave for them will be available to all employees. Recreational and social activities sponsored by the Town of Clarkdale will be accessible to all employees.

The Town of Clarkdale is also committed to not discriminating against any qualified employee or applicant because he or she is related to or associated with an individual with a disability. The Town of Clarkdale will follow any state or local law that provides individuals with disabilities greater protection than the Americans with Disabilities Act.

The Town of Clarkdale is committed to taking all other actions necessary to ensure equal employment opportunity for individuals with disabilities in accordance with the Americans with Disabilities Act and all other applicable federal, state and local laws.

ADA Internal Grievance Procedures

The Town of Clarkdale has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints alleging any action prohibited by the U.S. Department of Justice regulations implementing Title II of Americans with Disabilities Act. Title II states, in part, that “no otherwise qualified disabled individual shall, solely by reason of such disability, be excluded from the participation in, be denied the benefits of, or be subjected to discrimination” in programs or activities sponsored by a public entity.

Complaints should be addressed to: Town Clerk, P.O. Box 308, Clarkdale, AZ 86324, phone: (928) 634-9591, the ADA Coordinator, who has been designated to coordinate ADA compliance efforts.

A complaint should be filed in writing or orally, contain the name and address of the person filing it, and briefly describe the alleged violation of the regulations.

A complaint should be filed in writing within 30 days after the complainant becomes aware of the alleged violation.

An investigation, as may be appropriate, shall follow a filing of complaint. The investigation shall be conducted by the ADA Coordinator. These Sections contemplate informal but thorough investigations, affording all interested persons and their representatives, if any, an opportunity to submit evidence relevant to a complaint.

A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the ADA Coordinator and a copy forwarded to the complainant no later than 10 working days after its filing.

The ADA Coordinator shall maintain the files and records of the Town of Clarkdale relating to the complaints filed for a minimum of three years.

The complainant can request a reconsideration of the case in instances where he or she is dissatisfied with the resolution. The request for reconsideration should be made within 10 working days to the Town Manager.

The right of a person to a prompt and equitable resolution of the complaint filed hereunder shall not be impaired by the person’s pursuit of other remedies such as the filing of an ADA complaint with the responsible Federal Department or Agency. Use of this grievance procedure is not a prerequisite to the pursuit of other remedies.

These Sections shall be construed to protect the substantive rights of interested persons to meet appropriate due process standards and to assure that the Town of Clarkdale complies with ADA and implementing regulations.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 2.06	SECTION II. EMPLOYMENT	SUPERVISION
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/2017

POLICY: Each employee shall customarily be responsible to one immediate supervisor; however, when an employee divides responsibilities among two or more programs, the responsibilities for supervision and evaluation shall be furnished in writing to the employee.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 3.01	SECTION III. CLASSIFICATION & COMPENSATION	EMPLOYMENT STATUS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: Positions that are FLSA Exempt (overtime exempt) are denoted as such in the Town's Salary Schedule passed from time to time by Resolution of the Town Council.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

POLICY NO. 3.02	SECTION III. CLASSIFICATION & COMPENSATION	OVERTIME
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 1/13/2015

POLICY: The policy of the Town of Clarkdale is to avoid the necessity of overtime whenever possible, however, when overtime is required, it shall be approved by the employee's Supervisor or Department Head. In the event of hours worked beyond the normal work day, all efforts shall be made to allow the employee to take off an equivalent number of hours within the same, designated work week (flexing the schedule).

Overtime Compensation

A full-time classified employee, not exempted from the applicable provisions of the Fair Labor Standards Act, who performs authorized work in excess of his or her regular work week shall be compensated for such overtime at the rate of one-and-one-half (1-1/2) times his or her regular rate of pay. Overtime shall be calculated to the nearest one-half (½) hour of overtime worked.

Non-exempt, (hourly) non-safety employees who work in excess of forty (40) hours in the seven (7) day work week have the option to be compensated in the form of "comp time" credited at time and a half up to a maximum accumulation of forty (40) hours.

Non-exempt (hourly) safety employees who work in excess of the maximum authorized work period as defined by the Fair Labor Standards Act have the option to be compensated in the form of "comp time" credit at time and a half up to a maximum accumulation of 115 hours.

Upon termination of service, employees will be paid for their accrued compensatory time (accrued compensatory time is recorded at 1 ½ hours per each hour worked).

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 3.03	SECTION III. CLASSIFICATION & COMPENSATION	WORKING OUTSIDE OF JOB CLASSIFICATION
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: The Town Manager or, upon the Town Manager’s written approval, a Department Head may temporarily appoint an employee to assume the duties of another vacant position. Such assignments shall be limited to six months. In the case where the vacancy is a position one or more pay levels above the employee’s current position, the employee will have an increase in pay for the additional duties and responsibilities. This increase will be a minimum of 5%. When the employee resumes his/her regular duties, the employee’s salary will revert back to his/her normal rate of pay. In the case where the vacancy is one or more levels below the employee's current position, the employee's rate of pay will not be reduced while performing the duties required by the vacancy.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 3.04	SECTION III. CLASSIFICATION & COMPENSATION	PROMOTIONS, DEMOTIONS & TRANSFERS
	ORIGINATION DATE: 8/09/2022	REVISION DATE(S):

PURPOSE: To establish policy and procedures for Promotions, Transfers, and Demotions.

I. POLICY:

A. Promotion:

1. When the best interests of the Town will be served, vacancies in the classified service shall be filled by promotion of current employees.
2. Only current employees who have completed their initial probationary period and who meet the position requirements shall be eligible to apply for an internal recruitment.
3. Upon promotion to a higher-grade position, an employee shall receive at least a 5% increase in the base rate of pay. If a 5% increase does not raise the employee's salary to the minimum of the new range, the employee shall receive the minimum of the new range. Promotions will be effective at the beginning of a pay period. Any request to exceed 5% or minimum of the new range must be coordinated through the Human Resources Manager and approved by the Town Manager. In no case may the employee's base rate of pay exceed the maximum of the salary grade.
4. If the promotion involves the movement from one department to another department, both Department Heads must agree on the effective date. However, in no case shall the effective date be delayed more than 20 calendar days from the date the Human Resources Office is notified of the appointing Department Head's decision.
5. Upon promotion, the employee shall be given a new classification date effective at the time of appointment and begin serving promotional probation.

B. Voluntary Demotion:

1. An employee may move from a position in a higher classification to a position in a lower classification where the pay grade minimum and/or maximum is of lesser value.
2. Such movement is considered a demotion. Upon demotion, an employee may have his or her pay reduced.

C. Transfer:

1. An employee may move from one position in one classification to a position in a different classification, or from one position to another position in the same classification whereby the salary minimum and maximum are equal.
2. Such movement is considered a lateral transfer. The employee's pay will ordinarily not change in this circumstance.

II. CLASSIFICATION AND COMPENSATION AGREEMENT:

- A. The Department Head, the Human Resources Manager and the Town Manager must sign all changes of status involving salary or position changes.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 3.05	SECTION III. CLASSIFICATION & COMPENSATION	CERTIFICATION PAY
	ORIGINATION DATE:	REVISION DATE(S):

PURPOSE: To establish a procedure to address emergency preparedness, succession planning, employee retention, and promote employee development. This policy specifically addresses employee certification and certification compensation.

SCOPE: This policy applies to specific positions within the Public Works Department in which certain certifications are necessary for the operations of the department and organization.

I. POLICY:

- A. The Town will provide additional compensation to employees for the following:
 - 1. Obtaining certifications in water and wastewater.
 - 2. Obtaining a CDL (Commercial Driver's License).

II. PRE-APPROVAL:

Employees must have prior approval from their supervisor before obtaining a certification or CDL and participating in this program. Pre-approval must be documented via submission of the Certification Request Form and obtaining all required signatures. Approvals are subject to budget availability and employee performance.

III. CERTIFICATIONS:

- A. Qualifying ADEQ Certification Programs include:
 - 1. Water Treatment (Grades 1-4)
 - 2. Wastewater Treatment (Grades 1-4)
 - 3. Water Distribution (Grades 1-4)
 - 4. Wastewater (Grades 1-4)
- B. Employees that achieve qualifying certifications above the minimum of qualifications of their job description, in any of the above four categories will be eligible to receive an increase in compensation of \$.50 per hour.

- C. An exception to certification pay as noted above occurs in the case of a Water/Wastewater Trainee who will automatically be promoted into a Water/Wastewater I position with an accompanying pay increase upon obtaining their Grade I certification.
- D. Employees receiving a CDL will be eligible for an increase in compensation as follows:
 - 1. \$.50 per hour for Class B.
 - 2. \$.75 per hour for Class A w/Trucker Endorsement
- E. The certification pay will begin the pay period following the date the certification is obtained.
- F. Pay increases for obtaining any newly-acquired certifications must be directly related to their current position or a higher position within the same field of work to prepare them for potential promotional opportunities.
- G. Promotions to a higher position within the department are eligible for continuation of eligible certification pay for the new position immediately. Simply passing a higher-grade treatment certification, except for the Trainee position as noted above, does not automatically make an employee eligible to be promoted. To be eligible for promotion to the next level, an employee must also demonstrate the necessary skill set that is required to be promoted to that position. In addition to the certification pay for obtaining additional certifications within the area required for the position in the employees' respective field. Each employee is eligible for one certification pay per certification type, for a total of four categories.



TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL

**POLICY NO.
3.06**

SECTION III. CLASSIFICATION & COMPENSATION

ON-CALL/CALL-OUT PAY

ORIGINATION DATE:

REVISION DATE(S):

PURPOSE: The purpose of this policy is to establish guidelines for compensation and ensure compliance with the Fair Labor Standards Act (FLSA) regarding the compensation of employees who are required to be available on-call for work outside of scheduled or regular hours. The purpose of on-call and call-out compensation is to address the need to provide 24/7 readiness, including emergency response capabilities, to the citizens of Clarkdale.

SCOPE: Non-exempt employees who serve on-call or are subject to call-out are eligible for additional compensation pursuant to this policy.

I. POLICY:

- A. On-call compensation is provided for non-exempt employees (and authorized temporary employees) who may be assigned on-call duty to respond to critical situations that might arise outside of scheduled work hours.

II. DEFINITIONS:

- A. “On-call” is defined as time an employee is required to remain available and ready to respond to work outside of regular work hours.
- B. “Call-out” is defined as any occasion where an otherwise off-duty employee reports physically to the Town of Clarkdale to perform work activities outside of normal working or assigned working hours.

III. GUIDELINES:

- A. Designation of an employee for on-call status and on-call schedules will be established by their respective department director.
- B. On-call assignments will be made at the discretion of the Town Manager, the department director, or his/her designee.
- C. While designated in on-call status, employees must:
 - 1. Be easily reachable by telephone.
 - 2. Be able to effectively respond by phone to all customer service and/or emergency calls within ten (10) minutes and capable of reaching any emergency site within forty-five (45) minutes.
 - 3. Remain unimpaired by substances (alcohol or drugs) which may affect the employee’s ability to carry out their duty promptly, effectively, and safely.

- D. Outside of the requirements noted above, the employee may otherwise use on-call time as their own.
- E. Failure to respond to calls as described above or reporting to work unfit for duty will result in disciplinary actions up to and including termination.
- F. Departments will establish their own on-call schedules and employee rotation periods.
- G. Employees will be compensated at the rates below due to individual departmental needs.
 - 1. Police Department: Employees will be compensated at two (2) dollars per hour above their base pay for the total number of hours spent in on-call status.
 - 2. Parks & Recreation: Employees will be compensated at two (2) dollars per hour above their base pay for the total number of hours spent in on-call status.
 - 3. Public Works: Employees will be compensated at two hundred and forty-eight (248) dollars above their base pay per week of being in on-call status. For any on-call assignment of less than one week, employees will be compensated at two (2) dollars per hour above their base pay for the total number of hours spent in on-call status.
 - 4. Water and Wastewater: Employees will be compensated at two hundred and twenty-four (224) dollars above their base pay per week of being in on-call status (reduction due to necessity for Saturday and Sunday hours required). For any on-call assignment of less than one week, employees will be compensated at two (2) dollars per hour above their base pay for the total number of hours spent in on-call status.
- H. On-call status is a separate compensation class and, as such, shall be designated on a separate line of the employee's time sheet.
- I. On-call hours are not to be combined with regular workweek hours for purposes of calculating overtime. On-call time cannot be converted to regular work time or compensatory time.
- J. On-call pay will be calculated and paid on a separate line of the employee's regular pay stub.
- K. Employees are paid at their regular rate of pay for regularly scheduled work time and/or time spent responding to an emergency while in on-call status. An employee who receives a call-out is compensated at a minimum of two (2) hours regular pay for each call out event. After forty (40) hours worked in any one workweek, regular overtime is paid at time and one-half (1.5) of the employee's regular rate of pay.
- L. Call-out time begins when the employee begins driving to the call-out location.

- M. Should a call-out event continue until the beginning of a scheduled workday, the call-out time will cease, and the regular workday will begin.
- N. On-call employees shall document any call-out event in the format designated by the Department Head or their designee.
- O. An employee who is called out to work when they are not on designated on-call status, will receive call-out compensation.
- P. Any violations of this policy will subject the employee to disciplinary action, up to and including termination.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 3.07	SECTION III. CLASSIFICATION & COMPENSATION	UNIFORM ALLOWANCE
	ORIGINATION DATE:	REVISION DATE(S):

PURPOSE: The Town of Clarkdale recognizes the need to provide for clothing and/or uniforms for some employees in order to prevent damage to personal items as a result of the work required for certain jobs as well as to help promote employee identification in the field. This policy sets forth measures to effectively manage the uniform, clothing and footwear allowance program.

SCOPE: This policy applies to all eligible employees serving in positions requiring the wearing of uniforms, specific clothing, and/or shoes.

I. GUIDELINES:

- A. Required uniforms, specific clothing and/or shoes cannot be worn for personal use.
- B. Uniform allowance benefits may be affected by annual budget constraints.
- C. Uniform allowance checks will be issued as follows:
 1. Police Department – Eligible employees will be issued a complete uniform upon hire and then a uniform allowance check in the amount of \$600 twice per fiscal year on the first pay date in August and the first pay date in February.
 2. Public Works – Eligible employees will be issued uniform shirts upon hire and then a uniform allowance check in the amount of \$300 upon hire and then once per fiscal year on the first pay date in February.
- D. If an employee in a uniform or specific clothing or shoe allowance designated position leaves employment prior to the designated date and receipt of the clothing allowance payment, that employee will forfeit any clothing allowance payment. There will be no pro-rata distribution of the clothing allowance for terminated employees. Employees must return items upon termination of employment, whether voluntary or involuntary. Failure to do so may result in a portion of the employee's uniform allowance being taken from their final check.
- E. An employee who leaves employment within 30 days of receiving a uniform allowance check shall have the full allowance recaptured. Any recapture of uniform allowance shall be taken from the employees' final check.
- F. It is up to the employee to use their allowance to purchase appropriate items so they are properly outfitted for their jobs. If they don't need to use the entire allowance, they may keep the rest as compensation.

- G. Items purchased with the clothing allowance are not tracked. Rather, the Town is compensating the employee for assumed costs associated with their job, and the employee is responsible for purchasing needed goods to be appropriately outfitted at work.
- H. Employees will be responsible for purchasing their clothing on personal time (outside of working hours) in the amounts and styles they need in order to meet the requirements.
- I. The clothing allowance is the maximum amount the Town will spend on an eligible employee for clothing items in one fiscal year. If employees need to spend more money for more items, the purchases will need to be made with personal funds or they can wait for the next allowance to be issued.
- J. If an employee does not abide by this Uniform Allowance Policy, the employee will be required to repay the amount allotted by payroll deduction and will no longer be eligible for this allowance.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 4.01	SECTION IV. BENEFITS	EMPLOYEE BENEFITS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

Benefits and Insurance

At the discretion of the Town Council, the Town of Clarkdale may offer health insurance, retirement benefits, accident insurance, disability insurance, life insurance, or other types of benefits or insurance to employees. The Town Council may elect to offer dependent benefits and or insurance. Information about the availability of current employee and dependent benefits is available through the Finance Department.

Workers' Compensation Insurance

Workers' Compensation Insurance provides medical and hospitalization expense benefits as well as partial payments in lieu of salary for workers injured on the job. All employees of the Town of Clarkdale are covered by this form of insurance at no cost to the employee.

Employees qualifying for and receiving Workers' Compensation may use PST, or PTO when PST is exhausted, at a rate equal to the difference between Workers' Compensation payments and their normal rate of pay. An employee on Workers' Compensation using PST and PTO leave, shall be credited with full PST and PTO accrual as long as the employee has PST or PTO being used in this manner. When all accrued leave is depleted, the employee shall be placed on industrial leave without pay status.

Social Security

The Town of Clarkdale matches the contributions withheld from each employee's earnings.

SUPPLEMENTAL BENEFIT PLAN FOR PUBLIC SAFETY EMPLOYEES

Purpose

The purpose of this Supplemental Benefit Plan for Public Safety Employees is to meet the requirements of A.R.S. § 38-961, mandating the provision of additional economic benefits to sworn Police and Fire Officers who are injured in a duty status and eligible for a specific category of workers' compensation benefits.

Eligibility

The Town of Clarkdale (hereinafter "Town") has sole discretion to determine eligibility of an employee to participate or continue in this supplemental benefit plan for full-time public safety employees who are enrolled in the Arizona Public Safety Personnel Retirement System ("PSPRS").

To be eligible for supplemental benefits initially, and to continue in the plan as described in this policy, the employee must meet all of the following criteria:

Be a full-time public safety employee enrolled in PSPRS at the time of injury.

Be injured and eligible for workers' compensation benefits pursuant to A.R.S. § 23-1021.

Be receiving workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes.

Make a written request for supplemental benefits, addressed to the Town Human Resources Department as described in this policy, within thirty (30) days of receiving first payment of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes.

Follow all other procedures for requesting benefits as outlined in this policy.

Participate in all risk management activities related to his or her workers' compensation injury.

Be unable to return to work for the Town in any capacity Town, including light duty assignments as determined by the Town and as supported by the employee's physician or an independent medical exam (IME) ordered by the Town. The employee's inability to work in a capacity Town assigned by the Town, including inability to work light duty assignments, must be supported by appropriate medical documentation in order for the employee to remain eligible under this supplemental benefits plan.

Remain a full time Town employee during the time period the employee is receiving the supplemental benefits.

An employee will be ineligible for benefits under this plan, regardless of any other determination under workers' compensation or any other benefit, if the employee's injury results from or is worsened in whole or part by:

Horseplay

Unapproved physical activities, as defined by department policy

Intentional misuse of tools or equipment

Any form of dishonesty surrounding the cause of injury

Any form of gross negligence committed by the employee

Benefits

All benefits under this plan will be provided while the employee meets all eligibility criteria, for a period of six months, while the employee receives payments of workers' compensation lost-time wage replacement benefits pursuant to A.R.S. § 23-1021, § 38-961 and related statutes. Approval of an employee for this plan is at the sole discretion of the Town.

The supplemental benefit plan may be extended for an additional six-month time period at the sole discretion of the Town. In no case will plan benefits be offered for more than a period of one year.

Benefits under this plan include:

Payment by the Town of the difference in salary (or hourly rate, as applicable) between the employee's base salary pre-injury, less taxes, and the workers' compensation benefit paid to the employee.

Continued payment by the Town of the employer's portion of premium for health care benefits as is paid for other similarly enrolled employees. The employee remains responsible for paying the same portion of his/her health care benefits as was paid preinjury and/or as is paid by similarly enrolled employees.

Payment of both the employer and employee contributions to the PSPRS based upon the employee's pre-injury salary.

Credit for service in the public safety retirement plan at the same accrual rate as pre-injury.

Maintenance of accrued leave balances at pre-injury level, including sick and vacation leave, and/or Paid Time Off ("PTO").

No PTO will accrue while a qualified employee is participating in this Supplemental Benefit Plan.

To the extent the employee is otherwise eligible for and receives changes in salary or benefits while receiving the supplemental benefits under this plan, said supplemental benefits will be adjusted accordingly. For example, if all employees are provided automatic salary adjustments as part the annual budget process, the employee will receive benefits under this plan based on his/her new adjusted salary as he/she would if not injured. Such adjustments may result in a lesser benefit to the employee, e.g., if during the benefit period under this plan the Town changes employer health care benefits contributions from 80 percent to 70 percent, the employee may be required to pay additional premiums as would any other similarly situated employee.

Procedure

The Human Resources Department will receive all requests for plan benefits, in writing from the employee outlining the request and any relevant information needed for decision making by the Town. Such request must be made within 30 days of the employee's receipt of his or her first lost-time wage replacement benefit paid under workers' compensation. The Human Resources Department will provide the request to the employer-designated SBP administrator. Failure to make a request within the timeframe established herein shall be construed as a waiver of any rights under A.R.S. §38-961.

The Town SBP administrator will review the written request, the circumstances surrounding the injury, employee eligibility for workers' compensation, and any other relevant factors. Within 30 days of receipt of request for benefits under this plan, the SBP administrator shall provide the employee with written determination of benefits eligibility under this plan.

Supplemental benefits under the plan will be provided from the date of an employee's injury for a period not to exceed six (6) months, as long as the employee continues to meet all eligibility criteria.

Employees granted benefits under this plan will cooperate fully with the Town SBP administrator, and others working to coordinate benefits.

The employee's Town leave accounts will be frozen as of date of injury until conclusion of participation in the plan.

If an employee is denied participation in the plan for any reason, he or she has a right to appeal such denial. The process for doing so is, exclusively, the following:

Within ten (10) working days from receipt of denial letter file a written appeal with the Town Manager stating the reason for the appeal and facts that the employee wishes to have considered.

Within five (5) working days the Town Manager will render a written opinion affirming or denying eligibility based upon the information provided. (If the Town Manager is also the SPB administrator, the appeals process shall be to the City/Town Council. Under such provision, the City/Town Council shall have up to thirty (30) days to render a written opinion.)

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 4.02	SECTION IV. BENEFITS	HOLIDAYS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 8/9/2022

POLICY: The holidays observed by the Town of Clarkdale are as follows:

New Year's Day	Labor Day
Martin Luther King Day	Veteran's Day
President's Day	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Juneteenth	Christmas Eve Day
Independence Day	Christmas Day

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 4.03	SECTION IV. BENEFITS	EDUCATION
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 7/1/2017, 8/24/2018, 10/23/2018, 8/9/2022

PURPOSE: To establish policy and procedures for the administration of the Tuition Reimbursement Program.

I. POLICY:

- A. It is the policy of the Town of Clarkdale to provide employees of the Town with partial tuition reimbursement for tuition and books for post-secondary courses.
- B. Tuition reimbursement benefits are available for employees who are full-time and who have successfully completed probation and are not on a performance improvement plan. At the Town Manager's discretion, a set amount of funding is available annually.
- C. Employees must obtain preapproval for tuition reimbursement to ensure funding is available from Human Resources, Town Manager and Department Head.
- D. Upon proof of successful completion of pre-approved job-related class and validated receipts of tuition and mandatory textbook fees for the class, the employee may apply to receive reimbursement of tuition up to \$2,500 per fiscal year for accredited college class(es) according to the following schedule:
 1. Grade of "A", "B", "C", or "Pass" 100% reimbursement.
 2. Grade of "D" or "F" 0% reimbursement.
 3. Payment per class shall not exceed in-state tuition at an Arizona public university.
- E. College Courses and Degree Programs: The Town will reimburse employees for the cost of tuition and books for approved work-related courses or courses required for an approved degree program. The Town will not pay for time in class, meals, or other related expenses. Time in class is not considered work time.
- F. When employees receive extensive training at the expense of the Town (i.e., College Courses, Police Academy) and leave the employment of the Town in less than two (2) years after completion of the course, the employee shall be required to reimburse the Town for the costs, or a portion of the costs, of the training in the following twelve (12) months, unless otherwise deemed by the Town Manager.
- G. Workshops, Seminars and Conferences: The Town will pay for employees to attend preapproved work-related workshops, seminars, and conferences, including the payment of the Workshop, Seminar, and/or Conference fee, travel time, meals, and other related expenses, if approved by the Department Head and budget is available.

- H. Any violations to the policy will subject the employee to disciplinary action, up to and possibly including termination.

II. PROCEDURE:

- A. Prior approval for reimbursement of specific courses or curriculum must be granted in advance by the Human Resources Manager and Town Manager. Requests for reimbursements not received prior to registering for a class will not be considered. All continuing education expenses paid for by the Town must be job related or must enhance the employee's skills and aptitude. The Employee shall have no grievance or appeal rights from the decision to recommend or not recommend courses.
- B. Reimbursement for Education. Employees are required to use the Town of Clarkdale Tuition Reimbursement Form when seeking approval of tuition reimbursement for college classes.
- C. After completion of course, the employee shall submit a "Tuition Reimbursement Form" and all pertinent receipts for tuition/books upon successful completion of the course to Human Resources. The Human Resources Manager or designee shall ensure all the pertinent documentation, including the employee's report card or transcripts, are included in the package. Human Resources will process the check requisition to the Finance Department for payment.
- D. When an employee is eligible for education reimbursement through other funding sources, the employee will seek reimbursement through other funding sources, rather than through the Town.
- E. The Town Manager has the authority to waive any of these conditions if he/she has determined that it is in the best interest of the Town to do so.
- F. Tuition Reimbursement Agreement: The "Tuition Reimbursement Form" is available for Town employees interested in obtaining additional education and degree opportunities.



Town of Clarkdale Tuition Reimbursement Request Form

Employees seeking reimbursement for College Courses and Degree Programs must use this form to request preauthorization of their expected expenses. The Town of Clarkdale only reimburses the cost of tuition and books. All other related expenses, including fees, meals, time in class, and any other associated expenses are the responsibility of the employee. Reimbursement for tuition and books MUST use this form, in ADVANCE and PRIOR to the class start date. A copy of your completed registration, with the educational institution, a copy of each course description, from the course catalog, and expected tuition and book costs MUST be attached to this form. Employees must submit their completed form to their supervisor for approval. Tuition Reimbursement is always dependent on budget availability.

EMPLOYEE INFORMATION

JOB TITLE: _____ DEPARTMENT: _____

Are you enrolling in a tuition-cost academic program? Yes No

Semester: Fall Winter Spring Summer

DEGREE INFORMATION

College/Institution Name: _____

Degree pursued: _____ Area of Major: _____

Course title: _____ Tuition: \$ _____ Graduate Level Course? Yes No

Starting date: _____ Books: \$ _____

Ending date: _____ Total cost: \$ _____

Course title: _____ Tuition: \$ _____ Graduate Level Course? Yes No

Starting date: _____ Books: \$ _____

Ending date: _____ Total cost: \$ _____

TUITION REQUEST AND VERIFICATION

Total cost of Tuition/Books this Semester: \$ _____

Do you expect to receive grants and/or scholarships from other sources? Yes No

Please describe how furthering your education in this manner will benefit the Town of Clarkdale: _____

APPROVAL

Employee Signature _____ Date _____

Supervisor Signature _____ Date _____

Dept. Head Signature _____ Date _____

Town Manager Signature _____ Date _____

Human Resources Signature _____ Date _____

Finance Director Signature _____ Date _____

VERIFICATION AND SIGNATURE

Please review the following terms and conditions:

1. Employees must be **regular** full time or part time employees of the Town of Clarkdale and employed at least one year.
2. Employees **must** notify their supervisor of their intent to seek reimbursement prior to the submission of this form.
3. All educational related expenses are made on a reimbursement basis only.
4. Tuition Reimbursement is offered for tuition and book costs only. Student fees and other expenses will not be included in the reimbursement amount.
5. Employees receiving grants and/or scholarships in an amount greater than or equal to the cost of tuition and not eligible to receive Tuition Reimbursement.
6. Credit courses must be offered by an accredited institution.
7. In cases where a letter grade is given, such as a college course, a "C" or better is required for the Town to reimburse the employee. Where no letter grade is given, "passing" is required.
8. The employee will retain a copy of the approved Tuition Request form until they've completed the course(s) indicated on the reimbursement form.
9. Course grades and proof of payment must be submitted to Human Resources within 45 days of course completion to receive tuition reimbursement.
10. The Town Manager has the authority to waive any of these conditions if she/he has determined that it is in the best interest of the Town to do so.
11. Benefit paid to employee may require repayment if employees leave the Town within two years.

I have read, understand, and will abide by the terms and conditions of the Town of Clarkdale's Educational Policy.

Signature

Date

POST CLASS REIMBURSEMENT TUITION REQUEST AND VERIFICATION

Total Cost of Tuition/Books this Semester: \$ _____

Final Grade _____

Total Cost Requested \$ _____

Employee Signature _____

Date _____

Supervisor Signature _____

Date _____

Dept. Head Signature _____

Date _____

Town Manager Signature _____

Date _____

Human Resources Signature _____

Date _____

Finance Director Signature _____

Date _____

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 5.01	SECTION V. LEAVES	PAID TIME OFF (PTO)
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 1/13/2015, 7/1/2017, 11/27/2017, 8/24/2018, 10/23/2018, 8/9/2022

Paid Time Off is accrued and granted to all probationary and regular full-time and part-time employees in lieu of Vacation and Holidays. PTO is not available to temporary and seasonal employees.

Accrual

PTO is a benefit accrued each pay period according to Section 3.6 (PTO Accrual Schedule) per the number of hours paid per pay period (up to a maximum of 80 hours and exclusive of on-call hours), the job classification, and the number of years of service with the Town of Clarkdale. This accrued time may be used for any purpose including holidays, a death in the family, vacation, personal business, family needs, etc.

The maximum number of PTO hours that an employee may accumulate is 296.

Accrual of PTO will begin on the first day of employment and will continue through the final day of employment as provided herein.

When an employee at any time should become eligible for a change in their applicable PTO Accrual Schedule rate, that change shall take place at the beginning of the next full pay period following the date of eligibility change.

PTO time and Paid Sick Time (PST) may not be taken unless previously accrued. In the event your department is closed on certain days during the year, you must have sufficient unused PTO accrued to be paid for that day.

Accrued hours of PTO used should equal the difference between actual hours worked and regularly scheduled weekly hours, and may not be used at any time to exceed an employee's regularly scheduled work week hours.

Example for an employee who is regularly scheduled to work 40 hours per week:

One day (9 or 10 hours) of PTO is taken, but you actually work 35 hours that same week; your PTO should then be recalculated to 5 hours in order to equal a total of 40 hours for that work week.

Example for an employee who is regularly scheduled to work 25 hours per week:

One day (9 or 10 hours) is taken, but you actually work 20 hours that week; your PTO should then be recalculated to 5 hours in order equal a total of 25 hours for that work week.

Leave accruals are reflected on bi-weekly paystubs issued to each employee. Employees are responsible to track their individual accruals.

Procedure

Employees must request and receive advance approval from their Supervisor/Department Head to receive Paid Time Off. Employees must request PTO at least 3 working days in advance for PTO requests of two working days or less; and must request PTO as least 10 working days in advance for PTO requests of over three working days. Supervisor/Department Heads may deny requests for Paid Time Off if an employee fails to request the time off within the time frames specified above or when the staffing requirements of the department are such that the time off cannot be granted.

An employee who resigns or is terminated will be paid the balance of their accrued PTO hours. Unused PTO time does not extend the date of termination of employment.

The maximum hours allowed to build up in any PTO Bank is 296 hours. Upon reaching this amount, an employee will no longer earn PTO until additional time off charged to PTO is taken. Once a PTO bank total is again below the maximum, PTO will accrue at the previous rate.

Donated Paid Time off

Eligibility. Any full-time regular Town employee may apply to the Human Resources Department for approval to receive donated PTO for any FMLA designated leave. To qualify, the employee requesting donated PTO must:

Have already received qualification for FMLA leave; and

Have an insufficient amount of total accrued paid time to cover the estimated period of absence; and

Not have been offered non-work-related Return to Work Modified Duty.

Approval. Upon approval by the Town Manager of an employee's request for donated PTO, the Human Resources Department shall:

Notify Town employees of the requesting employees' need for donated PTO, while respecting the employee's right of privacy; and

Transfer any such donated PTO from the donating employee to the requesting employee on a pay period by pay period basis up to the amount of donated leave, or the hours necessary to provide the employee with their normal, straight-time pay for such pay period, whichever is less.

The approval of donated PTO will be re-evaluated bi-weekly.

Donating PTO. An employee may donate accrued and unused PTO to their credit to any Town employee who has been approved to receive donated PTO.

Terms and Conditions. The following additional terms and conditions shall apply to PTO donation hereunder:

All donations of PTO shall be in 1-hour increments.

An employee receiving donated PTO shall be paid at their regular, hourly rate (including applicable

benefits pay); regardless of the rate of pay of the employee donating such leave.

PTO shall be deducted from donating employees in the order donated and shall be credited to the receiving employee's account on pay day up to the amount necessary for the employee to be paid their normal 2 weeks' pay. No donated PTO shall accumulate in the account of a receiving employee or be converted to cash. Any PTO donated by an employee that is not used shall remain in the account of the donating employee.

An employee using donated PTO shall not accrue PTO or Paid Sick Time (PST) while receiving any donated PTO and be entitled to any other benefits they would normally receive. All PTO or other paid leave provided to or accrued by an employee while using donated PTO shall be used in the following pay period first before donated PTO is used.

An employee approved to receive donated PTO shall be eligible to receive such leave until:

The employee returns to work;

The employee exhausts all donated leave;

The employee's physician or Town's Independent Medical Examiner releases the employee to return to work and the employee fails to return to work on a return-to-work assignment consistent with the employee's medical restrictions.

Employees absent from work and receiving donated PTO may not work, perform services, receive, or earn compensation for or from any other entity, including the employee's own business, from the beginning of such absence until the employee returns to work, unless authorized in advance by the Town Manager.

Special Provisions

Pay Advances are not granted for Paid Time Off.

Discretionary Annual Payment. The Town Manager may, at his/her sole discretion, approve an annual payment for a maximum of 40 hours of accumulated PTO for each employee. The paid PTO hours are deducted from that employee's accumulated total. To qualify under this paragraph employees must have taken one week PTO (other than scheduled Town holidays) during the preceding year.

Employees may take unpaid leave upon receiving prior approval from both their supervisor and the Town Manager.

PTO Accrual Schedule:

	Accrual Rate Per Hour	Accumulation (per 80-hour pay period)	Annual Accumulation
Employees with 0 through 5 years of service	0.097125	7.77	202
Employees with over 5 years through 10 years of service.	0.11635	9.31	242
Employees with over 10 years of service.	0.13558	10.85	282
FSLA Exempt, non-Department Head employees with 0 through 5 years of service	0.10625	8.5	221
FSLA Exempt, non-Department Head employees with 5 through 10 years of service	0.12548	10.04	261
FSLA Exempt, non-Department Head employees with over 10 years of service	0.13942	11.15	290
Department Heads with 0 through 5 years of service.	0.11635	9.31	242
Department Heads with over 5 through 10 years of service.	0.13558	10.85	282
Department Heads with over 10 years of service	0.14327	11.46	298

*Except where indicated otherwise.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 5.02	SECTION V. LEAVES	PAID SICK TIME (PST)
	ORIGINATION DATE: 11/27/2017	REVISION DATE(S): 6/6/2022

Paid Sick Time (PST) is granted to all probationary and regular full-time, part-time, temporary and seasonal employees as provided herein.

Accrual

PST is accrued each 80-hour (2 workweek) pay period according to the number of hours paid per pay period (up to a maximum of 80 hours and exclusive of on-call hours). Employees will accrue 1 hour of PST for every 30 hours worked, beginning on their first day of employment or July 1, 2017, whichever is later. All exempt employees are assumed to work 40 hours per week.

The maximum number of PST hours that an employee may accumulate is 1040 hours, however a maximum of 560 may be cashed out upon an employee leaving if the employee voluntarily resigns and has worked for the Town for 5 years or more. Employees who have worked for the Town for 5 through 10 years will be paid \$1.00 for each hour accrued in the PST Accrual Bank upon termination. Employees who have worked for the Town for over 10 years through 15 years will be paid \$2.00 for each hour accrued upon termination. Employees who have worked for the Town for over 15 years will be paid \$3.00 for each hour accrued upon termination.

Accrued hours of PST used should equal the difference between actual hours worked and regularly scheduled weekly hours, and may not be used at any time to exceed an employee's regularly scheduled work week hours.

Example for an employee who is regularly scheduled to work 40 hours per week:

One day (9 or 10 hours) of PST is taken, but you actually work 35 hours that same week; your PST should then be recalculated to 5 hours in order to equal a total of 40 hours for that work week.

Example for an employee who is regularly scheduled to work 25 hours per week: One day (9 or 10 hours) is taken, but you actually work 20 hours that week; your PST should then be recalculated to 5 hours in order equal a total of 25 hours for that work week.

Accrued PST is retained but may not be used during the time an employee transfers to an "on-call" status.

Use

An employees' accumulated PST Accrual Bank may be used to continue that employee's regular salary for absence due to:

Their own mental or physical illness, injury, or health condition;

The mental or physical illness, injury, or health condition of a family member;

Absences related to abuse, stalking, sexual violence, or domestic violence of either the employee or the employee's family member; and/or

When a public health emergency causes the employee's workplace to close, or the employee's child's school or daycare to close.

For purposes of PST, "family member" is defined as:

Children of any age (including biological, adopted, or foster children, as well as legal wards and children of a domestic partner);

Parents (including biological, foster, stepparents, adoptive parents, and legal guardians of the employee or the employee's spouse or domestic partner);

Spouses and domestic partners;

Grandparents, grandchildren, or siblings of the employee or the employee's spouse or domestic partner; or

Other individuals related by either blood or affinity whose close association with the employee is the equivalent of a family relationship.

Procedure

Requests for use of earned PST should be made to an employee's supervisor or Department Head.

Requests may be made orally, in writing, or by electronic means.

Any use of PST for 3 or more consecutive work days must include a PST Verification Form with the time sheet when turned in.

When the use of earned PST is foreseeable, the employee shall make a good faith effort to provide notice of the need for such time in advance. When the use of earned PST is not foreseeable, the employee shall notify the appropriate supervisor at least 1 hour before scheduled starting time for the employee. Failure to do so may result in the employee being considered absent without approved leave.

For PST absences of 3 or more consecutive work days, the employee may be required to provide reasonable documentation that the earned paid sick leave time has been used for an allowable purpose as enumerated in Section 4.3.A above. Such documentation shall be signed by a health care professional indicating PST is necessary, or as otherwise provided in ARS §23-373(G). Such notice is not required to contain disclosure of details relating to the need for the use of PST, but shall, when possible, include the expected duration of the absence and/or certification that the employee is fit to perform the essential functions of his/her position and is approved to return to duty, or shall note any necessary accommodation (such as alternate duty) as the expected duration of such accommodation.

Employees who have been absent for medical reasons at the direction of their physician, will be required to provide their supervisor with a physician's statement that they are medically able to perform the essential functions of his/her position and is approved to return to duty, or shall not any necessary accommodation (such as alternate duty) and the expected duration of such accommodation.

Special Provisions

Employees will be allowed to use a maximum of 40 hours per calendar year from time available in their PST Accrual Bank for time off due to the death of a family member.

Paid Sick Time Accrual Schedule:

PST accrual per hours worked	0.03333
Maximum PST accumulation per pay period	2.67

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 5.03	SECTION V. LEAVES	FAMILY MEDICAL LEAVE ACT (FMLA)
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/2017, 6/6/2022

Definitions

For purposes related to the Family Medical Leave Act (FMLA), the following definitions apply:

12-month period: The Town of Clarkdale uses a 12-month calendar (January 1st through December 31st) to measure the yearly period for FMLA leave entitlement.

Health care provider:

Doctors of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices;

Podiatrists, dentists, clinical psychologists, optometrists, and chiropractors (limited to manual manipulation of the spine to correct a subluxation as demonstrated by X-ray to exist) authorized to practice, and performing within the scope of their practice, under state law;

Nurse practitioners, nurse-midwives, and clinical social workers authorized to practice under State law and performing within the scope of their practice as defined under State law;

Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts;

Any health care provider recognized by the employer or the employer's group health plan's benefits manager; and,

A health care provider listed above who practices in a country other than the United States and who is authorized to practice under the laws of that country.

Immediate family: A spouse, parent, daughter or son, which are defined as follows:

Spouse: a husband or wife as defined or recognized under State or local law for purposes of marriage including common law marriage in States where it is recognized.

Parent: The biological parent of an employee, an individual who stood in place of the parent to that employee, or an employee who has day-to-day responsibilities of caring for a child.

Daughter or Son: a biological, adopted, or foster child; a stepchild; a legal ward; or child of a person standing in the place of a parent who is under 18 years of age or 18 years of age or older and incapable of self-care because of mental or physical disability.

Next of kin (re: Military Caregiver Leave): the nearest blood relative other than the covered service member's spouse, parent, son or daughter, in the following order of priority: blood relatives who have been granted legal custody of the covered service member by court of decree or statutory provisions, brothers and sisters, grandparents, aunts and uncles, and first cousins, unless the covered service member has specifically designated in writing another blood relative as his or her nearest blood relative for purposes of military caregiver leave under the FMLA.

Serious health condition: an illness, injury, impairment, or physical or mental condition that involves:

Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility; or

A period of incapacity requiring absences of 3 or more consecutive work days that also involves continuing treatment by, or under the supervision of, a health care provider; or

Continuing treatment by, or under the supervision of, a health care provider for a chronic or long-term health condition that is incurable or so serious that, if not treated, would likely result in a period of incapacity of more than 3 calendar days, and for prenatal care.

Per the FMLA, examples of situations that do not normally meet the definition of a serious health condition are: conditions for which cosmetic treatments are administered; the common cold; the flu; earaches; upset stomach; minor ulcers; headaches other than migraine; routine dental or orthodontia problems; periodontal disease; etc.

Total accrued paid time: An employee's total accrued paid time is the combination of any earned Paid Sick Time (PST), Paid Time Off (PTO) and Comp Time.

Family and Medical Leave

The FMLA entitles eligible employees of covered employers to take unpaid, job-protected leave for specified family and medical reasons with continuation of group health insurance coverage under the same terms and conditions as if the employee had not taken leave. Eligible employees are entitled to: 12 workweeks of leave in a 12-month period for:

The birth, adoption, or foster care placement of a child if the leave is taken within 12 months of birth, adoption or placement;

To care for the employee's spouse, child, or parent who has a serious health condition;

The employee's own serious health condition which prevents the performance of the essential functions of his/her job;

Any qualifying exigency arising out of the fact that the employee's spouse, son, daughter, or parent is a covered military member on "covered active duty" (Qualified Exigency Leave, 29 CFR 825.126); or

26 workweeks of leave during a 12-month period to care for a covered servicemember with a serious health condition if the eligible employee is the servicemember's spouse, son, daughter, parent, or next of kin (military caregiver leave).

Leave may be taken intermittently if medically necessary.

To maintain health benefits during FMLA leave, the employee must continue to pay any financial contributions that he/she made to the plan prior to taking leave. Failure of the employee to pay his/her portion of their benefit premium may result in a loss of coverage. The Town is entitled to recover premiums paid for maintaining an employee's health coverage if an employee fails to return to work.

It is the responsibility of the Town to designate leave, paid or unpaid, as qualifying under the FMLA. The following terms and considerations apply to FMLA leave designations:

Basic Leave: An employee may be eligible to have his/her leave designated as FMLA leave when attending to the birth, adoption, or foster care placement of a child or to attend to their own serious health condition or the serious health condition of the employee's parent, spouse, son, or daughter, or because of any qualifying exigency arising out of the fact that the spouse, son, daughter, or parent of the employee is on active duty or has been notified of an impending call to active duty status in support of a contingency operation.

Qualified Exigency Leave: An eligible employee may take up to 12 weeks of FMLA designated leave to address qualified exigencies related to the employee's spouse, son, daughter, or parent being on active duty or being called to active-duty status in the National Guard or Military Reserves.

Military Caregiver Leave: An eligible employee may take up to a combined total of 26 weeks of leave (by using both Basic and Military Caregiver Leave) to care for a covered service member (next of kin) who is recovering from a serious illness or injury sustained in the line of duty while on active duty.

In the case where both husband and wife are employees of the Town, 12 weeks of leave designated as FMLA may be used by each employee in any 12-month period for any event qualifying under the Basic Leave or Qualified Exigency FMLA, or 26 weeks if Military Caregiver Leave is used.

If an employee who qualifies for FMLA leave has accrued paid leave, the employee must use their total accrued paid time first and take any remainder of the 12 weeks as unpaid leave or donated time.

Eligibility and Designation of FMLA

Employees are eligible for FMLA if the employee has worked for the Town for 12 months, and the employee has performed at least 1250 hours (156 days) of service for the Town in the preceding 12-month period. Unpaid time is not included in consideration of FMLA eligibility.

Within 5 business days after the employee has submitted the appropriate certification form, the Town will provide the employee with a written response to the FMLA leave request.

Workers' compensation leave will be designated as FMLA leave provided the absence is due to a qualifying serious health condition; FMLA then runs concurrently with workers' compensation leave.

Use of Paid and Unpaid FMLA Leave

In the case of the employee's own serious health condition, the employee shall use all accrued PST time before using accrued PTO time;

All accrued leave and benefits available shall be used before unpaid leave may be used;

The amount of unpaid leave available shall be the time remaining from the 12 or 26 weeks (whichever applies) after having deducted the total accrued paid time used during FMLA leave and shall be counted towards the total 12 weeks of FMLA leave.

The employee will not accrue PST or PTO time while on unpaid leave;

Reduced or Intermittent Leave

Intermittent or reduced leave shall be granted for the employee's own serious health condition or the serious health condition of the employee's spouse, parent, son, or daughter, or due to qualifying events as described in the military family leave provision.

Intermittent or reduced leave for the birth, adoption, or foster placement of a child will be allowed only with the consent of the department director and the Human Resources and the use of intermittent or reduced leave shall be limited to a period of 12 consecutive weeks.

The department director may temporarily transfer the employee to a position that better accommodates the leave, provided the transfer does not deprive the employee of hours that he/she is otherwise available to work.

Medical Certifications

The Town may require medical certification from a health care provider to verify a serious health condition. In certain situations, the Town, at its own expense, may also obtain an additional medical opinion. A copy of any requested certification shall be provided to Human Resources within 15 calendar days of the request for certification. The certification must include the following:

The date on which the serious health condition commenced;

The anticipated duration of the condition;

The appropriate medical facts within the knowledge of the health care provider regarding the condition;

If emergency FMLA leave is to be granted for an employee's own treatment, a statement that the employee is unable to perform the duties of his/her position;

For planned employee intermittent leave or reduced work schedule, the dates and duration of each period, what treatment is expected and a statement of the medical necessity;

A statement that the leave is necessary for planned intermittent or reduced work schedule time for the care or assistance in the recovery from illness of a child, parent or spouse.

Failure to provide certification to Human Resources within 15 calendar days may result in denial of leave designated under the FMLA until a certification is provided.

The Town may require the employee obtain subsequent recertification which would be at the employee's expense. This includes situations of reduced and intermittent leave.

When FMLA leave is taken for an employee's own serious health condition, upon or before returning to work the employee may be required to provide the department director written certification from a physician or similarly qualified medical practitioner indicating at what capacity the employee is able to resume the essential duties and functions of their position including any relevant limitations the employee may have doing so.

Notice Requirements

An employee needing FMLA leave must provide the Town with notice of the need for the leave. The employee should provide as much advance notice as possible in order to allow appropriate arrangements for coverage of work to be performed during the absence. Failure to provide timely notice may result in a delay in the leave and/or cause the absence to be considered as unexcused. The minimum required notice under the FMLA is as follows:

When the need for leave is foreseeable, the employee must provide 30 days' advance notice;

If 30 days' notice is not practicable, notice must be given as soon as practicable, usually within 1 or 2 business days of when the need for leave becomes known to the employee;

If the approximate timing for leave is not foreseeable, an employee still should give notice of the need for leave as soon as practicable.

The Town may inquire further if information received is not sufficient towards enabling a designation of FMLA leave.

Employees on FMLA leave must provide weekly reports to Human Resources regarding their status and intent to return to work, unless another reporting schedule is previously arranged with Human Resources.

Returning to Work from FMLA Leave

An employee should notify the Human Resources Department of his/her intention to return from FMLA leave before he/she can be reinstated to active status.

Upon returning from leave an employee will be restored to his/her original position or to an equivalent one in terms of pay, benefits, and other terms and conditions of employment providing the employee is able to perform the essential functions of the position as determined by medical certification, and unless a job elimination has occurred which would have terminated an employee's job or placed him/her into a different job.

An employee need not be reinstated if the employee would not otherwise have been employed at the time reinstatement is requested.

Failure to Return from FMLA Leave

Failure of an employee to return to work upon the expiration of qualifying FMLA leave will subject the employee to immediate termination unless a non-FMLA (paid or unpaid) leave of absence is granted prior to the date established for returning to work. If such leave of absence is necessary, the employee must submit a completed request for Unpaid Time Off to the Human Resources Department.

This written request should be made as soon as the employee realizes he/she will not be able to return at the expiration of the FMLA leave period, but no later than the date established for returning to work.

Any subsequent non-FMLA approved unpaid leave shall not be subject to the conditions and protections afforded under the FMLA.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 5.04	SECTION V. LEAVES	ABSENT WITHOUT LEAVE
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: An employee who is absent from duty without approval shall receive no pay for the duration of the absence and shall be subject to dismissal or other appropriate disciplinary actions. It is recognized that there may be extenuating circumstances for unauthorized absence and due consideration shall be given to each case. Failure of an employee to report for work at the expiration of such leave shall be considered as absent without leave.

Failure on the part of an employee, absent without leave, to return to duty within 48 hours after written notice to return has been sent to the employee's last known address, shall be cause for immediate discharge.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

POLICY NO. 5.05	SECTION V. LEAVES	JURY DUTY
	ORIGINATION DATE: 6/6/2022	REVISION DATE(S):

POLICY: Every employee of the Town who is required to serve as a juror shall be entitled to absent themselves from their duties with the Town during the period of such service or while necessarily being present in court as a result of such call. Under such circumstances, employees shall receive their regular pay and pay received by the court while serving on jury duty will be remitted to the Town, except for travel pay for such duty. Employees subpoenaed to testify as witnesses in criminal or civil cases shall be entitled to absent themselves in the same manner as for jury leave.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

**POLICY NO.
5.06**

SECTION V. LEAVES

ORIGINATION DATE: 6/6/2022

MILITARY LEAVE

REVISION DATE(S):

POLICY: Military leave shall be granted in accordance with the provisions of State and Federal Law. All employees entitled to military leave shall give their supervisors an opportunity, within the limits of military regulation, to determine whether such leave shall be taken. When taking military leave, the employee shall provide a copy of his or her military orders to their supervisor.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

POLICY NO. 5.07	SECTION V. LEAVES	MATERNITY LEAVE
	ORIGINATION DATE: 6/6/2022	REVISION DATE(S):

POLICY: All maternity leave will be in accordance with Federal Law as outlined in the Family Medical Leave Act. Pregnancy shall be considered by the Town on the same basis as any other medical condition.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

POLICY NO. 5.08	SECTION V. LEAVES	BEREAVEMENT LEAVE
	ORIGINATION DATE: 6/6/2022	REVISION DATE(S):

PURPOSE: To establish policy and procedures for the administration of bereavement leave.

I. POLICY:

A. Bereavement Leave: Absence to grieve and attend a funeral of a member of immediate family. Immediate family shall be defined to include wife, husband, domestic partner, mother (in-law), father (in-law), sister (in-law), brother (in-law), child, daughter (in-law), son (in-law), domestic partner's mother or father, stepchild, stepparent, grandchild, grandparent, niece/nephew, aunt / uncle, in loco parentis, or other person living in the household as a member of the family. A parent is defined as a natural parent, stepparent, adoptive parent, or surrogate parent. A child is defined as a natural child, adopted child, foster-child, stepchild, in utero child.

1. Bereavement leave may be granted by the Department Head for up to three (3) consecutive working days for funerals. This period of time may be increased by permission of the Town Manager, depending on the prevailing facts and circumstances surrounding the death, included, but not limited to, travel arrangements, inclement weather, distance to services and place of internment, etc.
2. In the event of the death of family members other than those in the employee's immediate family, shall only be granted with the approval of the Department Head.
3. Domestic partners must have an affidavit on file with Human Resources to qualify for bereavement leave for their partner, partner's parents or partner's child.

II. BEREAVEMENT LEAVE AGREEMENT:

A. Bereavement Leave is an administrative leave/absence that provides fully benefits- eligible employees who are in a paid status, with paid time off. Absences beyond this limit shall be charged to Vacation Leave, Sick Leave, Compensatory Time, or Leave Without Pay. Leave without pay must be approved through the Human Resources Manager and Town Manager.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.01	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	PERFORMANCE MANAGEMENT
	ORIGINATION DATE:	REVISION DATE(S):

PURPOSE: To provide a process by which the job performance of each employee is appraised for the purposes of individual and organizational development and career advancement. It is also used to provide a written basis for evaluating employee job performance and the extent to which an employee fulfills the requirements of the job.

Performance evaluations are an essential part of the Town's overall performance management process, which begins when an employee accepts employment with the Town and continues throughout her/his term of employment. As important as performance evaluations are, they cannot substitute for ongoing dialogue between supervisors and employees. For performance management to succeed, in addition to documented, quarterly one-on-ones and formal annual written evaluations, supervisors and employees must informally discuss job performance and goals on a regular basis.

SCOPE: This policy applies to all employees with the exception that the Town Manager reports to, and is evaluated annually by, the Town Council using a format and process as determined by Council.

I. PERFORMANCE MANAGEMENT PROCESS OBJECTIVES:

- A. To provide a forum for establishing goals and objectives for each employee, then subsequently discussing and documenting the employee's performance in relation to these.
- B. To provide a means for informing an employee on how well they are doing with respect to job expectations and praising good performance.
- C. To identify performance elements, including behavior, attitude, skills and job knowledge, in which employees do well and those elements that require improvement.
- D. To establish mutually agreed upon plans to correct performance shortcomings and to establish goals for the following year.
- E. To provide employees with the opportunity to ask questions and/or give comments and feedback regarding their overall employment with the Town.
- F. To provide a means for identifying training needs required to assure that organization objectives and institutional effectiveness are being met.
- G. To provide a basis for and documentation of decisions which support promotions, transfers, awards, layoffs, salary changes and disciplinary actions.

II. GUIDELINES:

- A. Evaluation periods represent the annual anniversary date of full-time hire or classification change in which the employee's performance evaluation is conducted.
- B. Administration of employee performance evaluations is the responsibility of the immediate supervisor.
- C. Any performance commendation or correction and associated explanation should be given at the time the actions occur and not "saved up" for the formal performance evaluation process. Ongoing assessment of an employee's performance should occur whenever the opportunity arises on a day-to-day basis.
- D. All performance evaluations shall be completed on the Town-approved forms as follows:
 - 1. Employee Goal Setting & Performance Evaluation Form – Complete this form (without ratings) at the beginning of the evaluation period to establish expectations and goals and then complete this form at the end of the evaluation period with ratings and associated explanation/documentation for ratings provided.
 - 2. Monthly/Quarterly One-on-One Form – The goal of this form is to ensure occurrence of regular performance discussions throughout the year. Completion of this form is encouraged on a monthly basis and required on at least a quarterly basis. All Monthly/Quarterly One-on-One Forms must be attached to the annual evaluation completed each year.
 - 3. Employee Self-Evaluation Form – This form must be completed by the employee and submitted to their supervisor in advance of their annual evaluation. The supervisor shall consider and incorporate the information submitted by the employee in their final evaluation. The Self-Evaluation Form must be attached to the annual evaluation.
- E. The Town of Clarkdale's policies and procedures shall be used as basic guidelines for performance determinations.
- F. If a supervisor deems performance or conduct to be below standard, they may opt to use a Performance Improvement Plan (PIP). This document will outline the performance problem, goals for achieving an acceptable performance level, and the associated timeframes. The PIP may be used in conjunction with the formal employee evaluation or at any other time the supervisor deems it necessary.
- G. The Town Manager or their designee shall review and grant final approval on each evaluation prior to delivery to the employee.
- H. Performance evaluations are not disciplinary actions, nor are they appealable.
- I. All written performance evaluations shall be maintained in the employee's personnel file.

III. EVALUATION PROCESS:

- A. The supervisor will prepare the evaluation based on the review of the following items:
 - 1. A comparison of the employee's performance with the performance expectations.
 - 2. The duties and responsibilities of the employee's position.
 - 3. Successful demonstration of established competencies.
 - 4. Successful demonstration of organizational values.
 - 5. Achievement of established goals.
 - 6. Supervisory notes taken during the evaluation period.
 - 7. Input provided from the employee on their self-evaluation.
- B. The supervisor's evaluation will be based on an employee's actual performance and not on personal prejudice, bias or favoritism.
- C. The valuation may include multiple supervisors, if applicable, for the rating period.
- D. Goals and a professional development plan are also established for the upcoming year.
- E. The evaluation will be retained online in the employee's official personnel file.

IV. PROBATIONARY EVALUATION:

All employees will be evaluated during their probationary period to ensure satisfactory performance. With the exception of employees in the Police Department who serve a twelve (12) month probationary period, all regular status employees will serve a six (6) month probationary period. The probationary evaluation schedule may be extended up to three (3) months. All extensions or exceptions require the approval of human resources and the division director. Another performance evaluation must be completed prior to the end of the extended probationary period. An employee is deemed to have satisfactorily completed the probationary period if an extension is not requested prior to the end of the probationary period.



TOWN OF CLARKDALE EMPLOYEE GOAL SETTING & PERFORMANCE EVALUATION

Employee Job Title: _____ Employee Name: _____

Department: _____ Evaluation Period: - Type of Review

Vision

The Town of Clarkdale connects our unique history, proximity to the Verde River, and small-town charm to a future with a vibrant economy. We cultivate an environment where residents and businesses can thrive, providing services and jobs for our residents and capitalizing upon tourism. We sustainably enhance our infrastructure, support the arts and education, and develop recreational opportunities to create a bright future for our entire community.

Mission The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

Values

Values are the guiding principles that provide an organization with purpose and direction. The Town of Clarkdale's organizational values are:

Goals should be connected to the Town's strategic plan and to the overall goals and mission of the department. Ensure goals are specific, measurable, attainable, relevant to the position, and have a specific timeframe associated with them. Goals may also be used to help an employee address areas of performance needing development or improvement or to reach a higher level of achievement in a specific area.

Current Projects/Goals:

Project Name/Goal	Due Date:

The employee and supervisor should collaborate to identify professional development activities to be completed in the upcoming evaluation period. Professional development activities should include actions, duties, tasks, mentoring, trainings, classes, etc. that will further develop and improve employee's competencies. Professional development activities may also include items that will help the employee achieve their below noted goals.

New Projects/Goals/Activities:

Project Name/Goal/Activity	Due Date:



Monthly/Quarterly One-on-One Form

Team Member Name:

Date:

WHAT'S EXPECTED OF YOU

Current Projects Status

Project Name	Status	Due Date

New Projects Assigned

Project Name	Status	Due Date

PROGRESS: Coaching/ Kudos

LEARNING AND GROWTH: Professional Development

TRAINING: Recommended

Signature:

Last Updated: 02/06/2022



**TOWN OF CLARKDALE
PERFORMANCE MANAGEMENT – EMPLOYEE SELF-EVALUATION**

Employee Name:	
Supervisor's Name:	

This form should be completed and submitted to supervisor/evaluator prior to the Performance Evaluation Discussion.

Section I

List the positive traits and/or strengths you contributed to the organization and the goals and objectives you achieved for the rating period.

Section II

List training you would like to attend, goals you would like to pursue or areas in which you would like to receive professional development in during the next rating period. All goals/areas must be work related and SMART: specific, measurable, attainable, realistic and timely. Provide an outline for completion.

Section III

What assistance do you need from your supervisor to achieve these goals and to meet your job requirements?

Employee Signature:	Date:
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	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.02	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	STANDARDS OF CONDUCT
	ORIGINATION DATE:	REVISION DATE(S):

The good standing of the employment of any employee in the Town service depends upon acceptable conduct and satisfactory performance. The following listed reasons, which are not considered all inclusive, may be sufficient grounds for disciplinary action:

The employee is incompetent or inefficient in the performance of his/her duties.

The employee has been abusive in his/her language; or has engaged in conduct resulting in physical harm or injury to fellow employees or to the public. Workplace violence is conduct declared unlawful under Federal, State or local law.

The employee has violated any lawful or official regulation or order, any policy enacted by the Town of Clarkdale or failed to obey any lawful or reasonable direction given by the supervisor.

The employee has been found under the influence of alcohol or illegal drugs or inappropriately using prescription drugs. Refer to the Substance Abuse Policy.

The employee has been convicted of a felony or a criminal offense involving moral turpitude.

The employee has falsified any document, report or statement.

The employee, through negligence, gross negligence, or willful conduct, has caused damage to, misappropriated, or misused Town property, or wasted Town supplies or resources.

The employee is unsafe to himself/herself or other employees in the performance of his/her duties and responsibilities.

The employee has been guilty of intentional discrimination against, or harassment of, another employee because of race, color, religion, sex, national origin, sexual orientation or age.

The employee has engaged in conduct either during or outside of regular duty hours which is of such nature that it causes discredit to the Town.

Using authority or influence for the purpose of interfering with, or affecting the result of, an election or a nomination for office.

Directly or indirectly coercing, attempting to coerce, commanding or advising a state or local officer or employee to pay, lend or contribute anything of value to a party, committee, organization, agency or person for political purposes.

Favoritism on the part of a supervisory employee.

Visiting with non-employees about non-work-related topics or permitting nonemployees in the work area, other than for work related business, which is excessive in nature, causes a disruption in the workplace, and/or takes up an unreasonable amount of the employee's time.

Violation of any policy or procedure pertaining to attendance and leaves.

Failure to follow the established chain of command contained in the grievance procedure in attempting to resolve problems.

Using Town communication devices, including, but not limited to computers, e-mail, pagers, internet, cell phones, office phone systems and fax machines for personal business.

The employee, having access to a Town vehicle, or who drives a Town vehicle as part of his or her job, did not notify his or her supervisor that his or her Driver's License was suspended.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.03	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	NEPOTISM & FAVORITISM
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: Relatives shall be defined to include: Mother, Mother-in-law, Father, Father-in law, Sister, Sister-in-law, Brother, Brother-in-law, Daughter, Daughter-in-law, Son, Son-in law, Husband, Wife, Step Children, Step Parents, Grandchildren, Grandparents.

Appointment of relatives of Town employees to employment positions shall be permitted, provided that the relative shall not be employed in positions where:

One would be supervising the other, or

A conflict might arise concerning a question of internal control.

A Town employee may not be promoted or transferred into a position involving supervision by or of a relative.

In the event that marriage occurs between two employees which results in a situation as defined above, the employees' Department Head shall be notified immediately. A change in supervisory status for one of the two employees will be required to address the objectives of this Section.

Avoidance of Favoritism Resulting from Close or Intimate Relationship

In the event that a close or intimate relationship develops between two employees, and either one employee would be supervising the other or a conflict would arise concerning a question of internal control, a change in supervisory status for one of the two employees will be required to address the potential conflicts.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.04	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	ATTENDANCE & PUNCTUALITY
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/2017

POLICY: Employee work attendance shall be in accordance with the sections in this manual regarding hours of work, holidays, Paid Time Off and Paid Sick Time. All departments shall keep daily attendance records of employees which shall be reported to the Town Manager in the form and on the dates the Town Manager shall specify.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.05	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	CONFIDENTIALITY OF INFORMATION
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: You may receive confidential information in the course of your employment. Materials, products, designs, plans, and data are the property of the Town and should never be given to an outside firm or individual except through the normal channels and with appropriate authorization. Any disclosure of information, even though it is not apparent that an employee has personally gained by such actions, constitutes unacceptable conduct. By accepting employment, you agree to use that information only in the course of the employment, and to keep that information confidential during the term of the employment and afterwards. Any employee who participates in such a practice will be subject to corrective action, which may include termination and legal action.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.06	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	ANTI-HARASSMENT
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: The Town of Clarkdale, consistent with its commitment to provide equal employment opportunities, will not tolerate any form of employee harassment, including sexual harassment, harassment based upon race, gender, national origin, religion, age, or disability. Harassment is unlawful activity and is prohibited by Title VII of the Civil Rights Act of 1964.

Sexual Harassment. Sexual harassment is defined as any unwelcome sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature when submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile, or offensive working environment.

Other Harassment. Any conduct which has the purpose or effect of unreasonably interfering with an individual's work performance or creating any intimidation, hostile, or offensive work environment, based on the individual's race, gender national origin, religion, age, or disability, is also unlawful and will not be tolerated.

Education. The Personnel Director shall be responsible for formally notifying all employees, department directors, elected officials, volunteers, and contractors/vendors of the existence of this policy. The Personnel Director shall periodically conduct training on the topic of offensive behavior/harassment, and attendance will be mandatory for all employees and will be offered to elected or appointed officials and others.

Implementation. The Town Manager and Department Heads are responsible for creating a productive work environment in which offensive conduct or harassment is completely out of place, taking immediate and appropriate corrective action on all confirmed violations of this policy, and assuring that no reprisals are taken against those who complain or against corroborating witnesses.

Enforcement. The municipality is committed to thoroughly investigate each complaint and take immediate and appropriate corrective action on all confirmed violations of this policy. The Personnel Director is responsible for auditing the operation of this policy, providing counsel, and resolving any unsettled questions which may arise from this policy. The Town Manager is responsible for ensuring the thorough investigation and resolution of complaints.

Reporting Possible Harassment

Any employee who feels that he or she has been harassed should immediately contact either their supervisor or Department Head, or the Town Manager to report the situation.

All other employees, including supervisors or Department Heads who become aware of possible harassment of an employee, either as a result of having received a complaint directly from the employee or from any other reliable source of information, or from his or her personal observations, should report the situation to the Town Manager.

Investigation

The Town Manager, or his/her designee, shall be responsible for overseeing the investigation of any complaint of harassment. The goal will be to investigate any such complaint promptly and thoroughly. Furthermore, to the extent possible, a harassment complaint, as well as the investigation of any such complaint, shall be kept confidential. Following the investigation, the Town Manager shall take (or recommend, if appropriate) appropriate corrective action on all violations of this policy against harassment.

No Reprisals

No reprisals of any kind by any employee shall be taken against an employee because that employee has asserted a complaint or against any witness because that individual has reported or has assisted in any way in the investigation of a harassment complaint.

Penalties

Any violation of this policy will result in appropriate discipline being taken. The appropriate action to be taken necessarily will depend on consideration of all the circumstances in a particular situation.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.07	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	USE OF ELECTRONIC COMMUNICATION
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 5/24/2011, 6/14/2011

POLICY: This policy applies to the use of all of the Town of Clarkdale’s (“Town”) electronic devices including computer, email, internet and social media applications (“Electronic Devices”) by any person and is intended to make all users aware of what is deemed to be acceptable and unacceptable use. As a condition of using any of the electronic equipment owned, leased or operated by the Town, Electronic Device users expressly waive any right of privacy in anything they create, store, send or receive through the Town’s Electronic Devices, including both business and personal information. As a result, no users of the Town Electronic Devices should have any expectation of privacy regarding any information viewed, created, stored, sent or received through the Town’s Electronic Devices. The Town reserves the right to monitor, inspect and/or copy any information relating to any person’s use of its Electronic Devices at any time, with or without notice. If there is evidence of violation of any part of this policy or any other Town policy or law, the Town reserves the right to take appropriate action, including disciplinary action, up to and including termination and/or revoking a person’s ability to continue using the Town’s electronic devices for employees of the Town.

Further, this policy sets forth the parameters for the proper preservation, disclosure and disposition of email and social media. The policy also provides the necessary framework for use of social media, Web 2.0 and social networking technologies on behalf of the Town.

Scope

This policy applies to (1) all users of the Town’s Electronic Devices and (2) elected officials, appointed board and commission members, Town employees and contractors who access any of the Town’s social media or websites for business purposes.

Philosophy

Computers, email, the internet and the use of social media are business communication tools and users are obliged to use these tools in a professional, responsible, effective and lawful manner. Access to email and the internet is provided to Town employees for the purpose of conducting official Town business. Personal use of email, the internet, phones or other technology for limited family or personal communications is acceptable as long as those communications meet tests of reasonableness, such as:

There is no cost to the Town associated with the use.

Use is moderate in time.

Use does not interfere with an employee’s or co-worker’s productivity at work or normal business activities.

Use is primarily during non-working hours such as lunch periods and breaks.

Use does not violate any Town policy or any applicable federal, state or local law.

General Policies

Town representatives and employees shall not use the Town's internet, email, online service or social media applications:

for operating a business for personal gain;

for sending chain letters, junk mail, jokes;

for soliciting money for religious and/or political causes;

for any gambling, betting or gaming activity;

to view, transmit or download material that is offensive, obscene, or pornographic;

to create or send a communication that might constitute discriminatory, harassing, intimidating, hostile or offensive communications on the basis of gender, race, color, national origin, sexual orientation, disability, or other grounds;

for unethical, illegal, unprofessional or disruptive activities;

for any activity that would jeopardize the legitimate interests of the Town or the citizens of the Town;

to disseminate or print copyrighted materials (including articles and software) in violation of copyright laws;

to provide access to confidential information or to provide access to public information without following the existing rules and procedures of the Town for dissemination.

Town representatives and employees shall not use an Internet, email or online service account or signature line other than their own.

Town representatives and employees shall take all reasonable precautions to prevent the inadvertent dissemination of anyone else's information via the Internet, email, online services or social media applications.

Internet, email or online services usage are subject to limitations as imposed by supervisors to prevent excessive or improper use. All messages distributed via the Town email system are the Town's property.

Access to and use of the Internet, including communication by email, is not confidential and no person using the Town's Electronic Devices should have any expectation of privacy with respect to such use. Internet access on the Town's system can and will be monitored for use consistent with this policy.

Email

The purpose of email is to provide expeditious communication similar to oral conversation and voice mail.

This section addresses the use of electronic mail with a special emphasis on records- related issues and covers the use of computers owned or controlled by the Town. It also applies to any official Town email correspondence by an employee, elected official or appointed Board or Commission member when conducted from computers not owned or controlled by the Town. Upon appointment, new employees, elected officials and appointed officials (including Board and Commission members) are required to read this policy and sign and return the Policy Consent Form to the Town.

Email Security, Privacy and Ownership

Email is not secure. Email users expressly waive any right of privacy in anything they create, store, send or receive on behalf of the Town or anything they create, store, send or receive on Town owned equipment.

Email is generally considered to be a public record subject to disclosure under the Arizona Public Records Law (ARS 39-121). Confidential messages should never be sent electronically.

Employees shall not read the email of another employee without a legitimate business purpose consistent with the Town's policies and business communications practice.

No employee or Town representative shall send an email under another person's name without that person's authorization, and the sender shall indicate their identity in the message.

Email Records Retention and Disposition

Email communications may be records. Any email communication that meets the following definition of a record pursuant to ARS 41-1350, shall be preserved in accordance with this policy.

"A record means all books, paper, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produces or reproduced on film or electronic media pursuant to 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein."

Employees who transmit email shall determine whether to preserve or delete the email communication. As a guideline, consider what you would do if the message was standard/paper correspondence. The content of the message, not the medium, determines whether and how long you save it. Refer to the Town's Records Retention Plan, which is on file in the Town Clerk's office for further guidance.

Routine Email - communications of a transitory value, may be deleted after being read and after the required action is taken. Examples of routine email include:

Messages or notes made about phone calls

"Post-its" from colleagues

Bulletins about Town social or recreational events

Routine information requests

invitation to a business meeting

Messages between the email user and a supervisor concerning a memo drafted for his/her signature and various drafts of the memo itself. (However, the final signed memo should be saved.)

Email that is Considered a Record - Communications that meets the definition of a record under ARS 41-1350, transmitted inside the Town offices or received from outside the Town, through the email system, shall be forwarded or copied to the Town's records email account: records@clarkdale.az.gov The sender shall, if the email system allows, ensure that the message contains:

The time and date the message was sent and received

The complete sender and receiver identification, and;

The message is complete.

Internet Use Policy

The Town's connection to the Internet primarily exists to facilitate the official work of the Town and the efficient exchange of information.

Use of the Town's internet connections is a privilege and not a right. Users should be aware that monitoring of internet usage, including sites visited, occurs without user consent or prior notice on a regular basis. If inappropriate use is determined, the Town may deny, revoke, or suspend internet access to any user at any time, and, for employee's, may take any other disciplinary actions as outlined in the Town's Personnel Policies and Procedures Manual.

Downloading Software

Employees who wish to download software or browser plug-ins must obtain authorization from their Department Head.

Personal Responsibility

Some internet sites routinely keep logs of who visits their website. Individual users must be aware of and at all times attempt to, prevent potential Town liability in their use of the internet.

Employees should be aware that there is a wide variety of information on the internet. Some individuals may find some information on the internet offensive or otherwise objectionable. Individual users should be aware that the Town has no control over, and can therefore not be responsible for, the content of information available on the internet.

Records Retention

The same policy for retention of records, set forth in the email use policy, shall apply to all records obtained or received via the internet.

Copyrighted Material

All communications and information accessible via the internet should be assumed to be private property. Internet users shall honor copyright laws including those protecting software and intellectual property.

Duplicating, transmitting, or using software not in compliance with software license agreements is considered copyright infringement.

Users shall not make copies of software or literature without authorization and full legal right to do so.

Internet users shall not transmit copyrighted materials belonging to others over the internet without permission.

Users may download copyrighted material from the internet, but its use must conform with restrictions posted by the author or current copyright law.

Social Networking and Social Media

Social media is content created by people using highly accessible Internet based publishing technologies.

Social media software tools allow groups to generate content and engage in peer- to-peer conversations and exchange of content (examples are Blogger, Twitter, Wikispaces, YouTube, Flickr, Facebook, etc.). The Town's goal is to encourage the business use of social media technologies to enhance communication, collaboration, and information exchange in support of the Town's Vision and Mission. By openly sharing knowledge, best practices, and lessons learned within the Town, with and from the public and with and from other federal, state, and local partners, we can provide more effective solutions and efficiencies to enhance excellence in the business of government. However, any user must be careful not to use, post or transmit any confidential Town information and/or any private information about any individual.

Permission to Publish Official Social Media Content on Behalf of the Town

Only individuals with written authorization from the Town Manager may publish official social media content on behalf of the Town.

Individuals who are granted authorization to publish official social media content on behalf of the Town are ultimately responsible for what they post.

Individuals who are granted authorization to publish official social media content on behalf of the Town must also follow the Town's "Social Networking and Social Media Guidelines".

Social Media Security, Privacy and Ownership

Social Media is not secure. Social Media users expressly waive any right of privacy in anything they create, store, send or receive on behalf of the Town or anything they create, store, send or receive on or through Town owned equipment.

Social Media content may be considered to be a public record subject to disclosure under the Arizona Public Records Law (ARS 39-121). Confidential messages or information should never be conveyed through Social Media and users should follow the Town's privacy, confidentiality and any applicable legal guidelines for external communications.

No employee or Town representative shall post in a Social Media application under another person's name without that person's authorization. Always get permission to publish or report on conversations that are meant to be private or internal to the Town.

Social Media Records Retention and Disposition

Social Media content may be records. Any social media content that meets the following definition of a record pursuant to ARS 41-1350, shall be preserved in accordance with this policy.

“A record means all books, paper, maps, photographs or other documentary materials, regardless of physical form or characteristics, including prints or copies of such items produced or reproduced on film or electronic media pursuant to 41-1348, made or received by any governmental agency in pursuance of law or in connection with the transaction of public business and preserved or appropriate for preservation by the agency or its legitimate successor as evidence of the organization, functions, policies, decisions, procedures, operations or other activities of the government, or because of the informational and historical value of data contained therein.”

Duplicate/Copies of Records – Duplicate/copies of records posted in social media content may be deleted after their reference value has been served. Examples of duplicate/copies include a non-record office copy that is substantially a duplicate in nature (i.e., a notice about an event where the actual record is an event flier or meeting notice).

Transitory Materials – Transitory materials posted in Social Media content may be deleted after the administrative or reference value has been served. Examples of transitory materials include:

General postings and comments

General correspondence

Walls, feedback and related records

Non-Historic Public Information records (including press releases, photographs, public service announcements, notices of upcoming events and other related records).

Employees who transmit social media on behalf of the Town shall determine whether to preserve or delete the Social Media communication. Refer to the Town Records Retention Plan, which is on file in the Town Clerk’s office, for further guidance.

Personal Use of Social Media

The Town acknowledges that many elected officials, board and commission members and employees have personal social networking, Web 2.0 and Social Media sites. Because there are public records disclosure issues and possible other implications in the workplace when Town business is referenced on personal sites, it is in the best interests of the individual and of the Town that these sites should be used to share personal opinions or non-Town related information only. Following this principle helps ensure a distinction between sharing personal and agency views.

Executives, managers, Elected Officials and Town Board and Commission Members should take additional caution when posting to personal Social Media, Web 2.0 or social networking sites. By virtue of their position, they should consider whether published personal content may be misunderstood as expressing an official Town position, even when the subject is not directly related to the Town.

The following guidance is for town employees, elected and appointed officials who decide to comment on posts on the Town’s official Social Media, Web 2.0 or social networking sites, from their personal Social Media, Web 2.0 or social networking site:

State your name and, if relevant, role, when discussing Town business;

Use a disclaimer such as: "The postings on this site are my own and don't reflect or represent the opinions of the Town (or the Clarkdale Town Council) or the department (or Board or Commission) for which I work.

“Elected officials and appointed officials such as board and commission members should take great care to consider the comments they post on the Town’s official Social Media, Web 2.0 or social networking sites.

Consideration should be given to ensure compliance with the Arizona Open Meeting Law. Policy issues should not be debated by decision makers in the Social Media arena.

Only those authorized by the Town or a department may use brand marks or logos in communications. Do not include the Town, individual department logos or program logos in personal blogs or postings.

Regulation and Enforcement

Any person who uses the Town’s Electronic Devices shall comply with all provisions of this Computer, Email, Internet and Social Media Policy. The Town Manager and Department Heads (or their designee) shall be responsible for managing situations arising from the lack of compliance with the provisions of this policy and for investigating suspected noncompliance. Violation of this policy by Town employees may result in any of the disciplinary actions outlined under the Town’s Personnel Policies and Procedures Manual, including and up to termination of employment.

Regulation and enforcement of violations by elected and appointed officials will be dictated by Arizona law, local ordinances and Town procedures. In addition, any person who violates this policy may be denied further use of the Town’s Electronic Devices.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.08	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	DISCIPLINARY PROCESS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: Disciplinary actions may include, but are not necessarily limited to: written reprimands, loss or reduction of pay, return to probation, suspension, demotion, and termination.

Suspension

The Town Manager may suspend an employee from his/her position at any time for a disciplinary purpose. Suspension without pay shall not exceed 30 calendar days, nor shall any employee be penalized by suspension for more than 30 calendar days in a fiscal year.

Department Heads may suspend a subordinate employee for up to three days not more than once in a 30-calendar day period. Suspensions shall be reported immediately to the Town Manager.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.09	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	CUSTOMER SERVICE & COMMUNICATION RESPONSE
	ORIGINATION DATE:	REVISION DATE(S):

PURPOSE: To establish policy and procedures for the administration of effective and efficient customer service.

SCOPE: This policy applies to all staff and volunteers who provide service for the Town of Clarkdale.

I. POLICY:

Town of Clarkdale employees are expected to provide the best possible service to our customers.

II. GUIDELINES:

A. Employees shall at all times:

1. Speak respectfully to customers.
2. Listen carefully and allow customers time to explain the circumstances fully.
3. Convey a sound knowledge of their position's roles and responsibilities as well as the Vision, Mission and Values of the organization as a whole.
4. Respect customer privacy and confidentiality.
5. Communicate factually, honestly and accurately.

B. Employees shall strive to address customer inquiries within a reasonable timeframe, whether in writing, verbally, or face-to-face. All complaints, questions and requests should be acknowledged within 24 hours.

1. The 24-hour "rule" applies to acknowledging receipt of the contact and committing to any necessary action, not to completing the required action. If, for instance, completing the request will take longer, an acknowledgment of receipt should be made within 24 hours to let the customer know their request may take longer and, when possible, giving the exact amount of time it will take to complete.
2. If an email is received after work hours or on a non-regular scheduled workday, acknowledgment of the email should be responded to on the next business day.

3. It is vital that you activate an “Out of office” message when away from the office so colleagues know a prompt response may not be possible. The message should include the dates of your absence and contact details for a colleague able to provide assistance while you are away from the office.
4. A substantive response should be provided no later than seven business days.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.10	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	PERSONNEL BOARD
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: A three (3) member Personnel Board shall be appointed by the Town Manager and shall consist of: 1) a personnel director, human resources director or equivalent from a government entity located within Yavapai County; 2) a citizen of the Verde Valley with a professional background or education in legal, governmental, social services, or related fields; and 3) a citizen from the Town of Clarkdale. The members shall select from among themselves the Chairman of the Board.

Meeting

The Personnel Board may hold meetings at such time and place within the Town as shall be designated by the Chairman of the Board. Any meeting may be adjourned to a certain time and to place designated by the Chairman. The Board may hold meetings upon the call of the Chairman, a majority of the members of the Board shall constitute a quorum for the transaction of business. Meetings shall be conducted informally in accordance with such sections and procedures as may be adopted by the Personnel Board.

Duties

The duties of the Personnel Board shall consist solely of the conduct of meetings relating to, and the rendering of advisory opinions on matters properly brought before the Board under the appeal procedures established in Section 13 of this document.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.11	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	DISCIPLINARY APPEALS
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: Any permanent employee shall have the right to appeal to the Personnel Board and disciplinary return to probation, suspension, demotion, or termination.

Method of Appeal

Appeals shall be in writing, signed by the appellant, and filed with the Town Manager, within ten (10) working days of the date to the action to be appealed. The Town Manager shall, within ten (10) working days after receipt of the appeal, inform each member of the Personnel Board, the Town Council, and such other persons named or affected by the appeal, of the filing of the appeal. The appeal shall be a written statement, addressed to the Personnel Board, explaining the matter appealed and setting forth therein a statement of the action desired by the appellant, with reasons therefore. The formality of a legal pleading is not required.

Pre-hearing Conference

At least three (3) working days prior to the hearing date, the appellant and the Town Manager shall meet with the affected Department Head to discuss and exchange any information which is to be presented at the hearing. The Town Manager shall then forward this information to the Personnel Board prior to the hearing.

Personnel Board Meetings

The Personnel Board meetings shall be closed. The appellant shall appear personally, unless physically unable to do so, before the Personnel Board at the time and place of the meeting. He/She may be represented by any person (other than a Board Member) or attorney as he/she may select. Appellant shall state his/her case first and, at the conclusion, opposition matter may then be presented. Rebuttal matter not repetitive may be allowed at the discretion of the Personnel Board. Cross-examination of witnesses shall be permitted. The conduct and decorum of the meeting shall be under the control of the Personnel Board by its Chairman, with due regard to the rights and privileges of the parties appearing before it. Meetings of the Personnel Board need not be conducted according to technical sections relating to evidence and witnesses. The Personnel Board may exclude from any meeting, during the examination of a witness, any or all other witnesses in the matter being investigated by the Board.

Findings and Recommendations

Within ten (10) working days after the conclusion of the meeting, the Personnel Board shall certify, in writing, its findings and recommendations to the Town Manager, and to the appellant. These recommendations shall be advisory to the Town Manager. Any member of the Personnel Board may submit a minority or supplemental findings and recommendation. The Town Manager shall review the findings and recommendations of the Personnel Board and may then affirm, revoke, or modify the action recommended as, in his/her judgment deems warranted, and the action taken by the Town Manager shall be final.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.12	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	GRIEVANCES
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: To promote employer-employee relations by establishing grievance procedures on matters for which appeal or hearing is not provided within this document.

Grievance Procedure

An employee who has a problem or complaint should first try to get it settled through discussion with the employee's immediate supervisor. If, after this discussion, the employee does not believe the problem has been satisfactorily resolved, the employee shall have the right to review it with the employee's supervisor's Department Head or the Town Manager, in accordance with the following procedure:

First Level Review:

The problem shall be presented in writing to the employee's immediate supervisor, who shall render a decision and comments in writing and return them to the employee within five (5) working days after receiving the problem. If the employee does not agree with the supervisor's decision, or if no answer has been received within the five (5) working days, the employee may then present the problem in writing to the supervisor's immediate supervisor.

Further Level or Levels of Review as Appropriate:

The subsequent level supervisors receiving the problem shall review it, render their decisions and comments in writing, and return them to the employee within five (5) working days after receiving notice of the problem. If the employee does not agree with the decision, or if no answer has been received within five (5) working days, the problem may be presented in writing to the Town Manager.

Time Limit:

Failure of the employee to take further action within ten (10) working days after receipt of any decision will constitute a waiver of any further action.

Town Manager:

Upon receiving the problem, the Town Manager, or designated representative, should discuss the matter with the employee and the Department Head. The Town Manager may designate a fact-finding committee to advise him/her concerning the problem. A decision shall be rendered in writing to the employee within twenty (20) working days after receipt of the problem.

A permanent employee has the right of appeal as set forth in Section 12 herein.

Employees shall be assured freedom from reprisal for using the grievance procedures.

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 6.13	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE	CONSTRUCTIVE DISCHARGE
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

Constructive Discharge

You are encouraged to communicate to the Town whenever you believe your working conditions have become intolerable and may cause you to resign. Under § 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 to be 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 conditions forced the employee to resign.

Under the law, an employee may be required to wait for fifteen 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 fifteen calendar days while waiting for the Town to respond to the employee's written communication about the employee's working condition.

Communication made in this regard should be to the Town Manager through the relative Department Head. It is recommended to confirm any such communication to the Town in writing, although a verbal communication is all that is required.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

**POLICY NO.
7.01**

SECTION VII. HEALTH & SAFETY

ORIGINATION DATE: 1/10/2006

TOBACCO USE

REVISION DATE(S):

POLICY: In keeping with the Town's intent to provide a safe and healthful work environment, smoking and use of all tobacco products is prohibited throughout the indoor workplace and in all Town Vehicles. Smoking and use of tobacco products is also prohibited within 20 feet of any town building entrance or exit or air handling devices (swamp coolers, etc.).

	TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL	
POLICY NO. 7.02	SECTION VII. HEALTH & SAFETY	SUBSTANCE ABUSE
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S):

POLICY: To establish the Town’s policy prohibiting use, possession, manufacture, sale, purchase, transfer, or being under the influence of alcoholic beverages, illegal drugs or other intoxicants at any time while employees are working in their official capacity as an employee for the Town of Clarkdale.

Scope

This policy applies to employees and applicants for employment.

Policy

The Town has an obligation to its employees, customers and the public at large to reasonably ensure safety in its workplace. Consequently, the following are strictly prohibited and will result in immediate disciplinary action, including but not limited to discharge: Reporting to work under the influence of intoxicating liquor or illegal drugs; or the use, possession, purchase or transfer by an employee on Town premises or property including storage in a desk, locker, car, etc., or during work time of an intoxicating liquor, controlled or illegal substance, a drug not medically authorized, or any other substances which impair job performance or pose a hazard to the safety and welfare of the employee, the public, or other employees; or the sale of such item.

Testing

Test Results. The applicant, by submitting to drug examinations, or employees by signing their receipt of the Town’s Personnel Policy, give his or her/their permission for drug/alcohol test results to be released to the Town of Clarkdale.

Pre-employment Testing. The Town may conduct pre-employment drug examinations on all applicants to detect individuals who use illegal drugs.

Reasonable Suspicion Testing. Employees may be required by their Department Head, with approval of the Town Manager, to submit to a drug/and or alcohol test based on a reasonable suspicion that their ability to perform work safely or effectively may adversely affect the job performance or the work environment.

Factors that individually or in combination could result in reasonable suspicion include, but are not limited to the following:

Direct observation of an individual engaged in a drug-related activity;

A pattern of abnormal conduct;

Unusual, irrational, or erratic behavior;

Unexplained, increased or excessive absenteeism or tardiness;

Sudden changes in work performance;

Repeated failure to follow instructions or operating procedures;

Violation of Town safety policies or failure to follow safe work practices;

Unexplained or excessive negligence or carelessness;

Discovery or presence of drugs in an employee's possession or near an employee's workplace;

Odor or residual odor peculiar to some drugs;

Arrest or conviction for a drug-related crime;

Information provided either by reliable and credible sources or independently corroborated;

Evidence that an employee has tampered with a prior drug test;

If a supervisor believes reasonable suspicion exists, the supervisor should report his or her findings and observations to the Town Manager.

Random Testing. Random testing will be conducted as required for Town employees with Certified Drivers Licenses as required by Law.

Post-accident Testing. Employees will be required to submit to a drug and/or alcohol test following an accident or other occurrence that involves one or more of the following covered events: a fatality, an injury to an employee or other individual, damage to vehicles resulting in estimated damage equal to, or above \$500, and/or damage to property resulting in estimated damage equal to, or above \$500.

Inspection of Property.

The Town reserves the right, with reasonable cause, to inspect and/or search all Town property, as well as any employee's personal property on Town premises, for intoxicating liquor, controlled or illegal substances, or any other substances which impair job performance. Refusal to submit to any such inspection or refusal to cooperate in any investigation will subject the employee to disciplinary action including, but not limited to, immediate suspension or discharge.

Procedures

Employees are encouraged to seek voluntary treatment for substance abuse. If an employee wishes assistance or referral information, he or she may contact the Town Manager.

Voluntary inquiries will be maintained in confidence.

Supervisors must receive approval from the Town Manager prior to requiring that an employee undergo substance abuse testing.

All substance abuse tests will be conducted at a licensed medical or laboratory facility, using recognized procedural safeguards and confidentiality requirements.

Disciplinary Action

In the case of a first-time violation of the Town's substance abuse policy, including a positive drug or alcohol test result (without evidence of use, sale, possession, distribution, dispensation, or purchase of drugs or alcohol on Town property or while on duty), the employee will be disciplined up to and including termination.

The Town may suspend employees with or without pay under this policy pending the results of a drug/alcohol test or investigation.

Arrest or Conviction for Drug-Related Crime

If an employee is arrested for or convicted of a drug-related crime, the Town will investigate the circumstances, and the Town may utilize the drug-testing procedure if reasonable suspicion exists as a result of the investigation. In most cases, an arrest for a drug-related crime constitutes suspicion under this policy.

As a condition of employment, an employee shall notify the Town of any criminal drug statute conviction for any plea for guilty, 'no contest' or suspended imposition of a sentence that has been entered on a criminal drug statute charge. The employee must give notice in writing to the Town within three days of such conviction.



TOWN OF CLARKDALE HUMAN RESOURCES POLICY MANUAL

**POLICY NO.
7.03**

SECTION VII. HEALTH & SAFETY

ORIGINATION DATE:

FOOTWEAR PROTECTION

REVISION DATE(S):

PURPOSE: To establish policy and procedures for the administration of protective footwear.

SCOPE: This guideline applies to all employees of the Public Works Department during business hours and when representing the Town of Clarkdale during work-related activities.

I. POLICY:

The Town of Clarkdale shall ensure that each affected employee uses protective footwear when working in areas where there is a danger of foot injuries due to falling or rolling objects, or objects piercing the sole, or when the use of protective footwear will protect the affected employee from an electrical hazard, such as a static-discharge or electric-shock hazard, that remains after the town takes other necessary protective measures.

II. GUIDELINES:

- A. This document provides instruction on appropriate foot attire and addresses personal protective equipment (PPE). This document is a guideline and does not address every working condition. It will be used in conjunction with ASTM, OSHA standards with job safety analysis, PPE hazards assessment and discretion of the Public Works Director, Human Resources/Risk Director, Assistant Town Manager or Town Manager.
- B. Employees will be required to wear approved protective footwear meeting 29 CFR Part 1910.136. All employee shoes shall include the following features:
 - 1. Substantially constructed of leather.
 - 2. Cordura fabric incorporated into the design cannot be used in hot work applications (e.g. – welding or torching) nor can it be used in applications where chemicals are used (e.g. – degreasing operations).
 - 3. Tongue closure shall be accomplished by lace or slip-on design. Buckle, zipper, Velcro, or any other type of tongue closure is not allowed.
 - 4. Lug soles are constructed of durable rubber or equivalent material. Soles with worn out and/or smooth bottoms are not allowed. Per ANSI Z41-1991 shoe standards, safety toe boots must have a minimum compression factor of 50 (1,750 pounds).
- C. Employees whose job duties require protective footwear will be required to obtain safety shoes before beginning work in any hazardous situation where foot injury is possible.

- D. Protective footwear is the responsibility of the employee. Damaged, lost or stolen footwear unrelated to the employee's job will be replaced at the employee's expense.
- E. Employees who cannot wear conventional safety shoes for medical reasons must obtain documentation from their personal medical provider and submit a formal exception request to their supervisor.
- F. A medical exception does not preclude the need for some type of protective footwear. The Town is still responsible for protecting the employee and cannot waive or transfer that obligation for any reason.
- G. Employees required to wear protective footwear will be eligible for a uniform allowance as established by policy in Section III. Classification and Compensation, 3.06 Uniform Allowance.
- H. Any employee who does not meet the standards of this policy will be required to take corrective action, which may include leaving the premises. Nonexempt employees will not be compensated for any work time missed because of failure to comply with this policy. Violations of this policy may result in disciplinary action.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

**POLICY NO.
8.01**

SECTION VIII. SEPARATION OF EMPLOYMENT

ORIGINATION DATE: 1/10/2006

TERMINATION

REVISION DATE(S):

POLICY: Any employee may be terminated at any time by the Town Manager. Any employee who has been discharged shall be furnished with a written statement of the reasons for such actions and shall be entitled to an appeal if the employee so requests, as provided within this document.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

**POLICY NO.
8.02**

SECTION VIII. SEPARATION OF EMPLOYMENT

ORINATION DATE: 1/10/2006

REDUCTION IN FORCE/LAYOFF

REVISION DATE(S):

POLICY: The Town Manager may invoke a reduction in the Town work force because of a material change in duties, or organization, or shortage of work or funds.



**TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL**

**POLICY NO.
8.03**

SECTION VIII. SEPARATION OF EMPLOYMENT

ORINATION DATE: 1/10/2006

RESIGNATION

REVISION DATE(S):

POLICY: An employee wishing to leave the Town's employment in good standing shall file with the Town Manager, through the employee's Department Head, a written resignation stating the effective date and reasons for leaving, at least two weeks before leaving the service, unless such time limit is waived. Failure to give notice as required by this Section may be cause for denying future employment by the Town.