



**NOTICE OF A REGULAR MEETING OF THE TOWN COUNCIL
OF THE TOWN OF CLARKDALE
TUESDAY, SEPTEMBER 23, 2025 AT 3:00 PM**

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

OR

Join Zoom Meeting

<https://us02web.zoom.us/j/85821770397>

Meeting ID: 858 2177 0397

Unless otherwise stated, the public will have physical access to the meeting place 15 minutes prior to the meeting start time.

Town of Clarkdale Vision

The Town of Clarkdale capitalizes on our unique history, proximity to the Verde River, and small-town charm. We cultivate an environment where residents and businesses can thrive.

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 Regular Meeting open to the public on Tuesday, September 23, 2025, at 3:00 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 three minutes unless a different amount of time is noted on the agenda or is determined by the Presiding Officer or by a majority vote of the Council.

4. REPORTS

Departmental Reports (submitted with Council packet) –
Summary of written reports from Town Departments and other agencies:

- Building Permit Report
- Grants Report
- Magistrate Court Report
- Parks and Recreation Report
- Police Department Report
- Verde Valley Humane Society
- Water and Wastewater Report
- 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 Sept. 9, 2025.

B. Resolution #1742 - Designating the Chief Fiscal Officer for 2026

Consider and act upon Resolution #1742 — Designating the Chief Fiscal Officer for officially submitting the Fiscal Year 2026 Expenditure Limitation Report to the Arizona Auditor General.

C. Town of Clarkdale Pay Schedule, Recruitment Policy and Budget Transfers for Public Safety

Consider and act upon an updated pay schedule, recruitment policy and FY2025-2026 budget transfers to be used toward Public Safety compensation.

6. NEW BUSINESS

A. Proclamation - 2025 Extra Mile Day

Discuss, consider and act upon a proclamation declaring Nov. 1, 2025 as Extra Mile Day in the Town of Clarkdale.

B. Cemetery Recharge Project

Discuss, consider, and act upon a proposal from Tiffany Construction for the Cemetery Recharge Project for an amount not to exceed \$900,000.

C. Revisions to the Human Resources Policy Manual

Discuss, consider and act upon the revisions to the Human Resources Policy

Manual.

D. AXON Enterprises Contract for Body-Worn Cameras, Tasers, and Officer Training

Discuss, consider and act upon a contract with AXON Enterprises for body-worn cameras, tasers, and Officer training in the amount of \$111,942.94.

7. FUTURE AGENDA ITEMS

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

8. 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

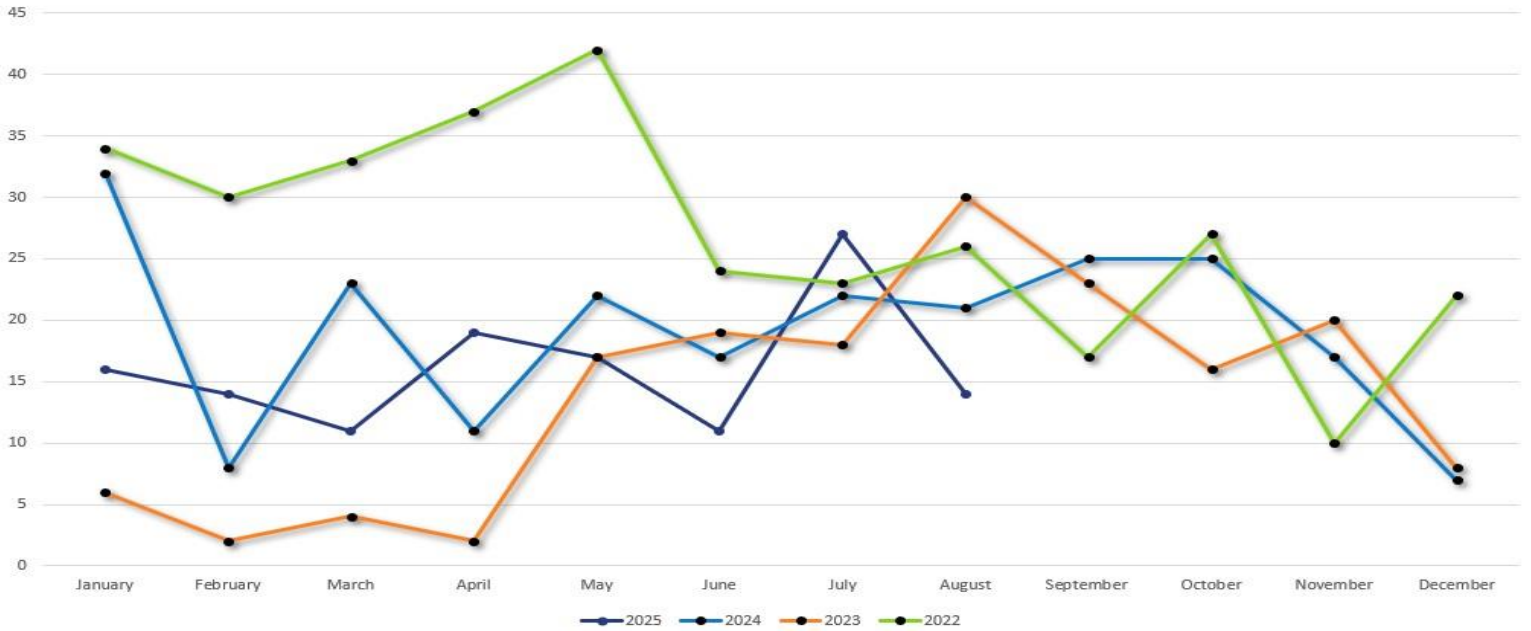
The Town of Clarkdale serves the community by providing amenities, infrastructure, services, and public safety to enhance quality of life. We are stewards of our history while we sustainably and resiliently plan for the future with an emphasis on community engagement and transparency.

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.

Building Permit Report

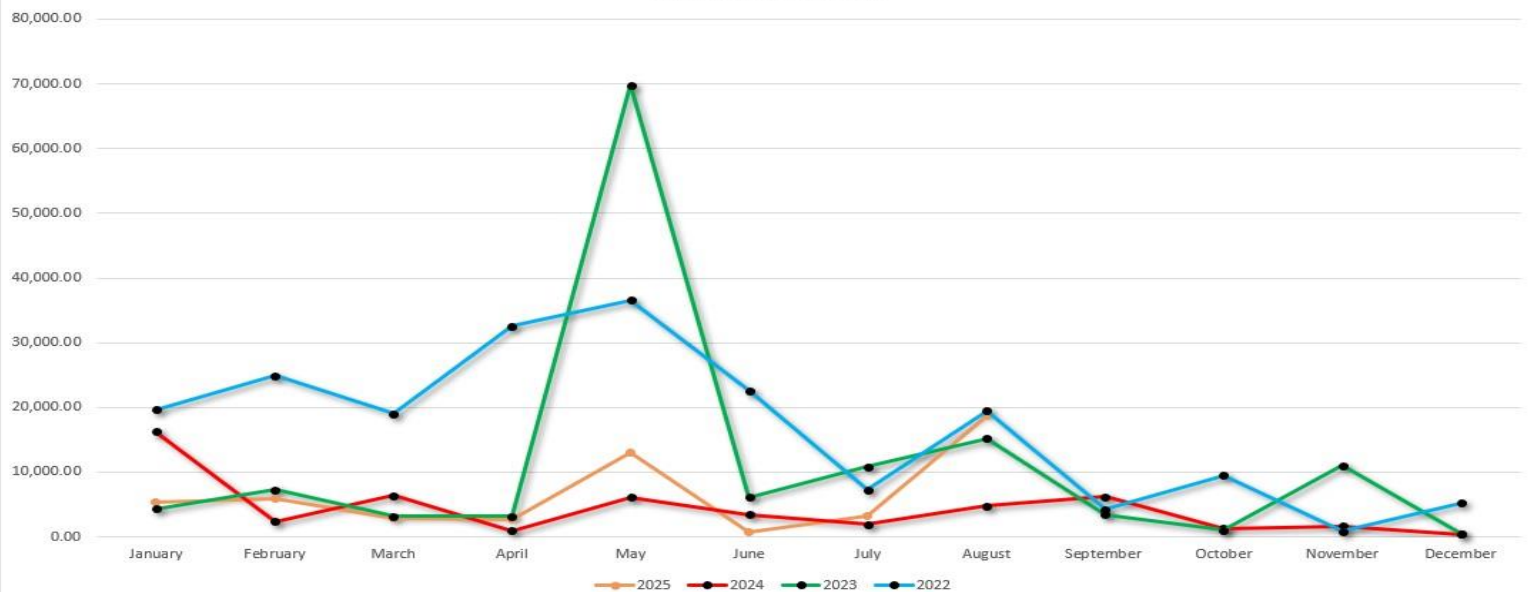
Number of Permits													
Year	January	February	March	April	May	June	July	August	September	October	November	December	
2025		16	14	11	19	17	11	27	14				
2024		32	8	23	11	22	17	22	21	25	25	17	7
2023		6	2	4	2	17	19	18	30	23	16	20	8
2022		34	30	33	37	42	24	23	26	17	27	10	22

Number of Permits



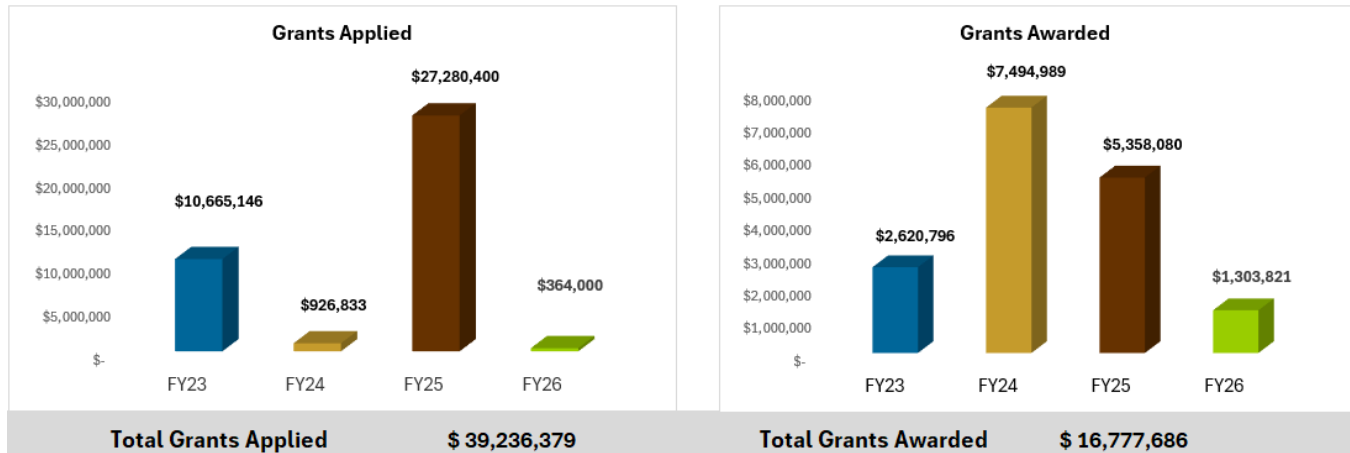
MONTHLY FEES													
Year	January	February	March	April	May	June	July	August	September	October	November	December	
2025	5,273.13	5,937.60	2,862.57	2,762.75	13,097.14	721.00	3,266.40	18,669.39					
2024	16,233.49	2,330.00	6,382.00	987.50	6,113.90	3,465.00	1,925.00	4,791.23	6,227.88	1,260.00	1,675.00	400.00	
2023	4,346.55	7,289.10	3,147.88	3,180.45	69,827.87	6,072.10	10,868.05	15,230.37	3,472.00	1,025.00	11,050.00	500.00	
2022	19,659.60	24,863.95	18,982.95	32,577.95	36,552.30	22,574.25	7,292.30	19,503.00	4,234.00	9,476.20	855.00	5,264.15	

Monthly Permit Fees



Grants and Donations as of August 2025

KPI - Donations and Grants

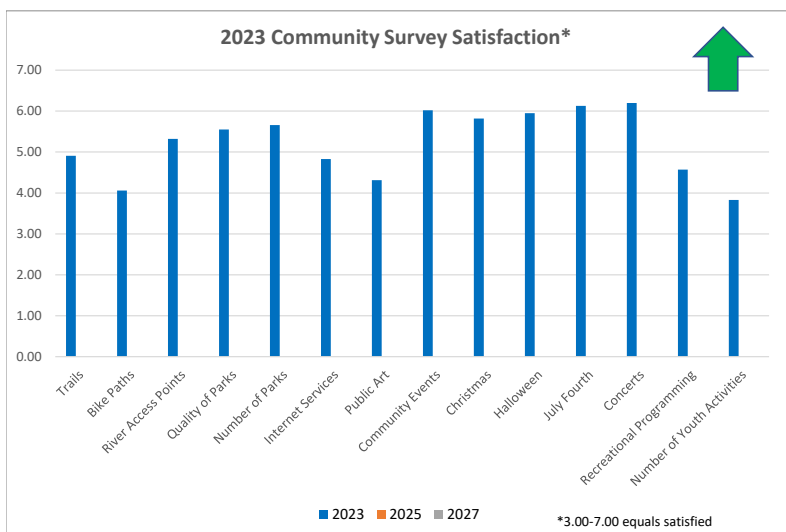
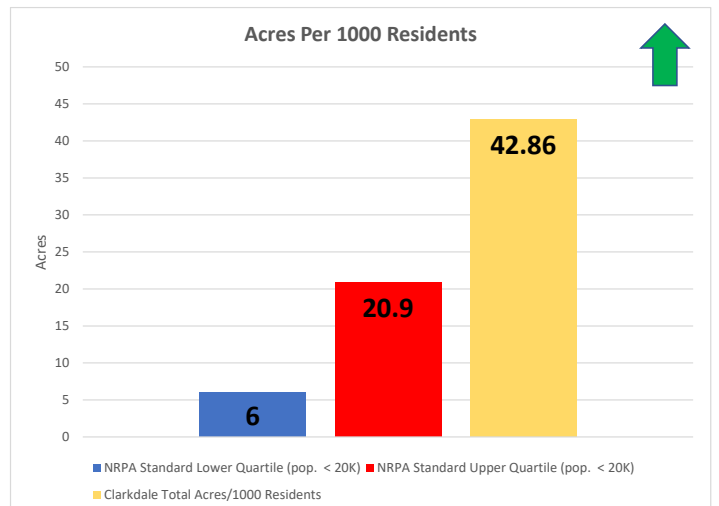
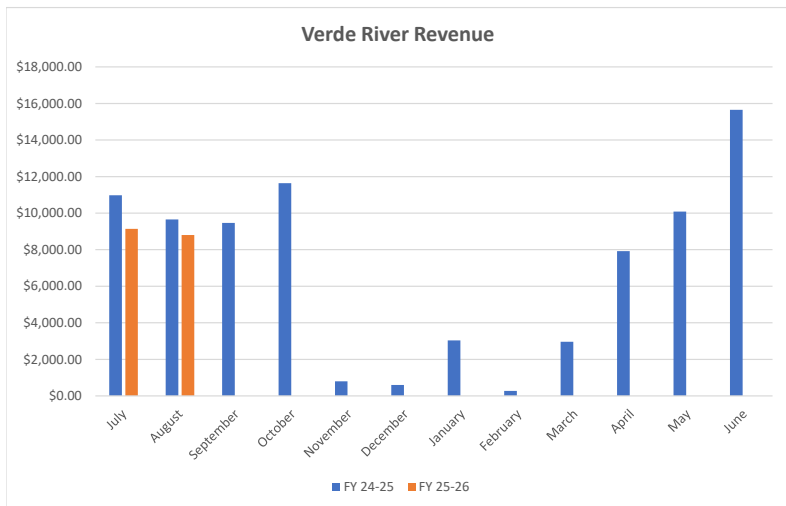
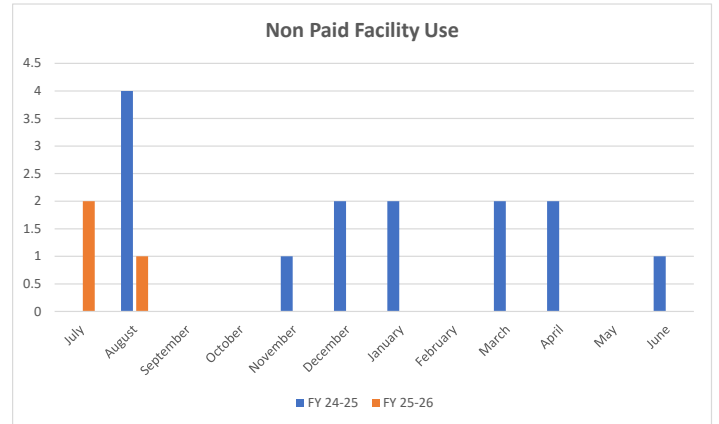
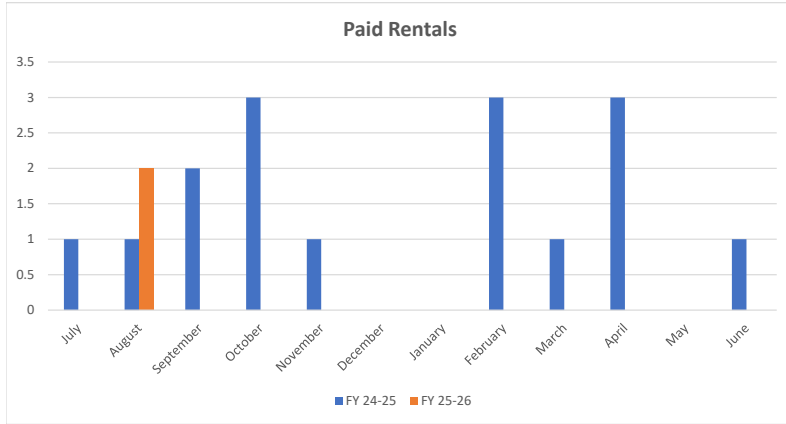


Clarkdale Magistrate Court

August 2024-2025 Comparative Stats

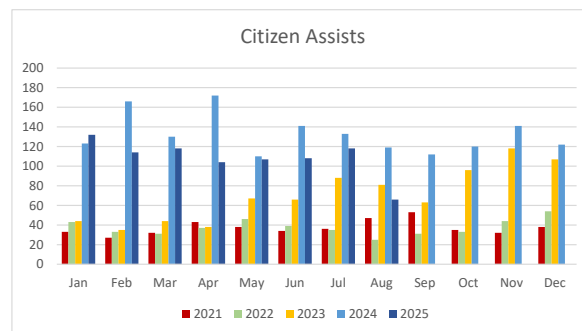
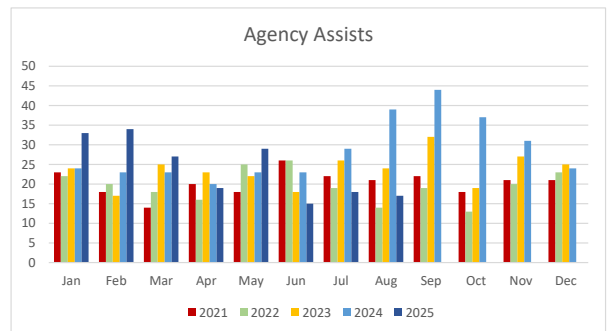
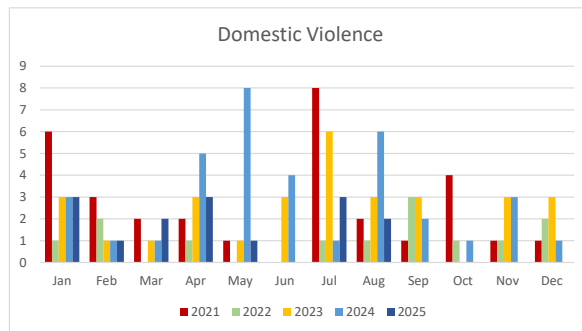
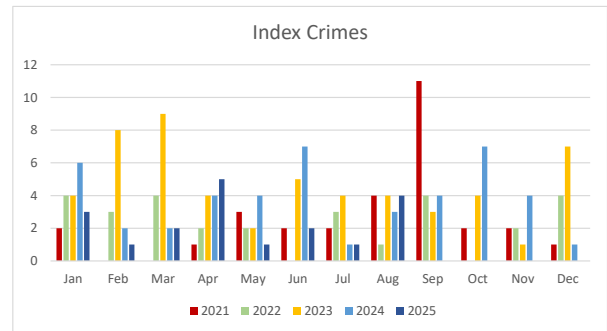
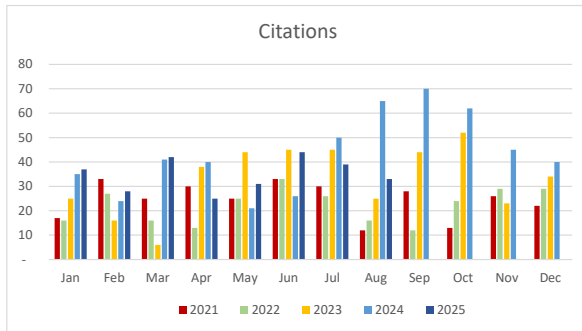
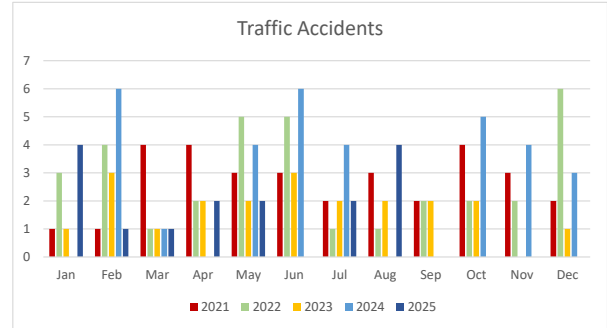
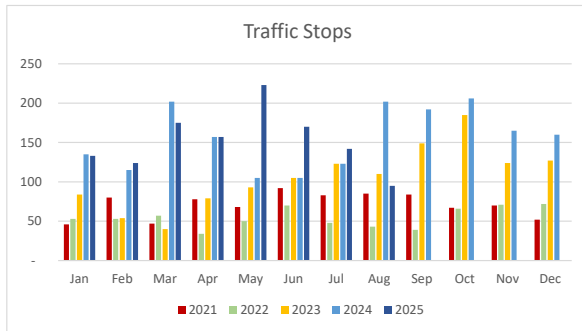
	Aug 2024	Aug 2025
Criminal Cases	14	4
Civil Traffic Cases	69	34
Total Cases	83	38
Revenue to Town	\$5,720	\$3,246

Parks Monthly Report: August 2025



NOTES

FY 2026 Outfitter Revenue is down in July and August compared to FY2025.
FY 2026 Day Use Revenue was up slightly.



Police handled four index crimes in August: two cases of fraud, one involving credit cards and the other identity theft. Both cases remain open and officers are following up on leads. Officers also investigated a case of vehicle theft, resulting in the arrest of one suspect charged with burglary, vehicle theft, and trespassing. Additionally, three separate domestic violence cases were reported. Two individuals were arrested, and one was cited and released. There were three non-injury traffic accidents, and two injury accidents. One injured individual was transported to the Flagstaff Medical Center, and another to Verde Valley Medical Center.

ACO Intake Report - CLKD (By Animal Jurisdiction)

Enter from date: 08/01/25

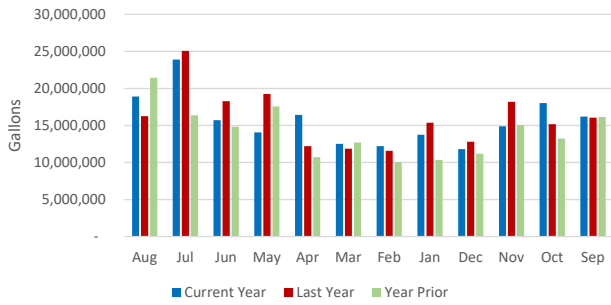
Enter to date: 08/31/25

Total ACO Intakes from Clarkdale: 3

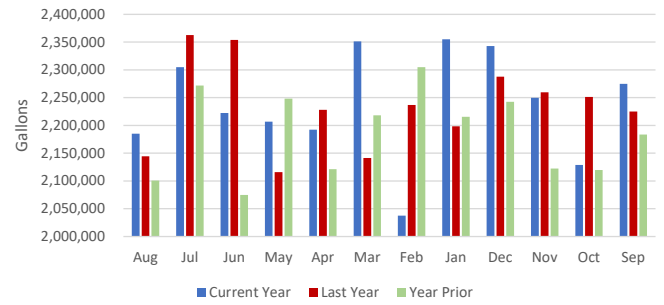
ENTRY DATE	SHELTER ID	DESCRIPTION	LOCATION FOUND	REASON	BROUGHT IN BY	DR NUMBER	OUTCOME
08/06/25	D52138-0825	Male - Dog	Found in the desert West of Mescal Spur,	Clarkdale -Stray- Public - Drop Off	Clarkdale-Stray- Public - Drop Off		On Shelter
08/10/25	D52149-0825	Male - Dog	Lincoln Dr	Clarkdale -Stray- ACO	Officer J Montijo	D25002378	Reclaimed 08/11/25
08/28/25	D52196-0825	Male - Dog	1615 Main St	Clarkdale -Stray- ACO	Officer J Montijo	D25002453	On Shelter

Total ACO Intakes from Clarkdale: 3

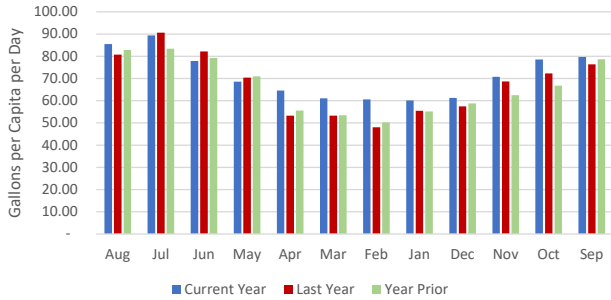
Water Production



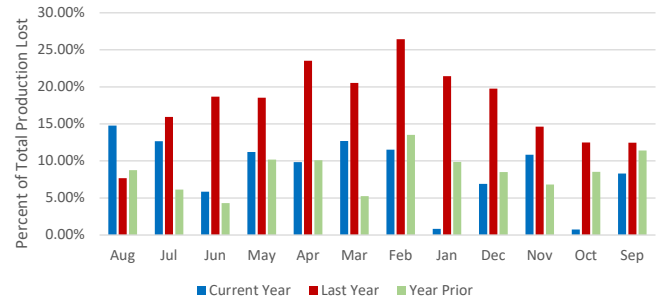
Stored Water



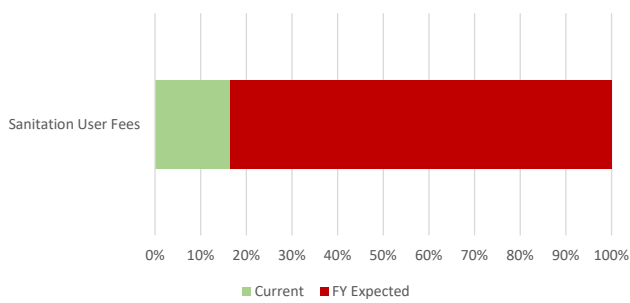
Residential GPCD



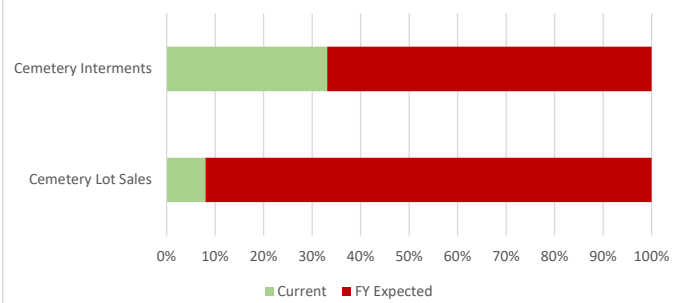
Lost/Unaccounted For Water



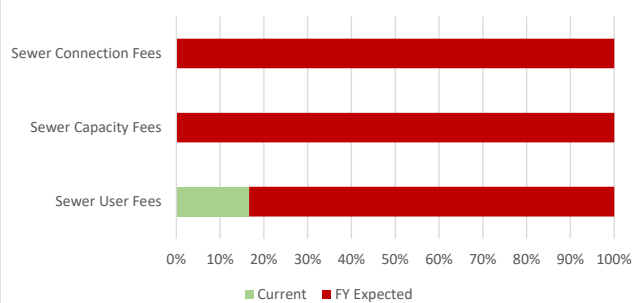
Sanitation Revenues



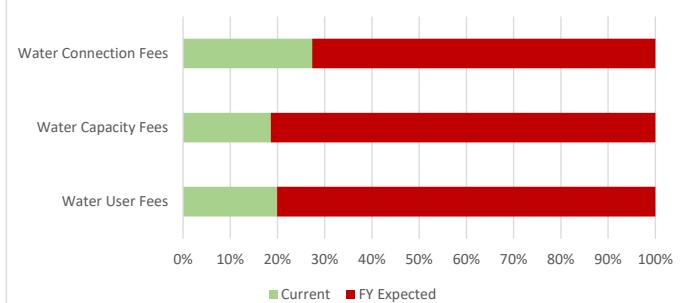
Cemetery Revenues



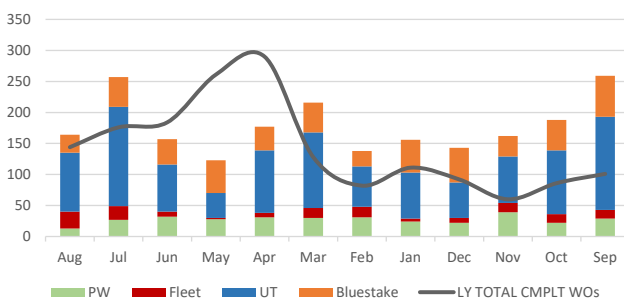
Wastewater Revenues



Water Revenues



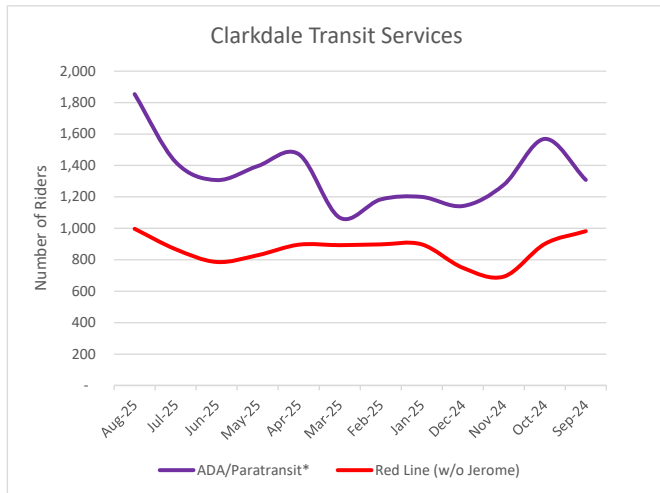
Completed Work Orders



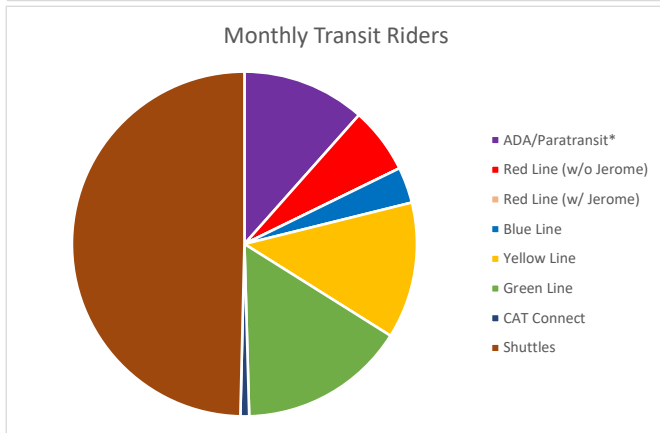
17% of FY completed as of

8/31/2025

August-25



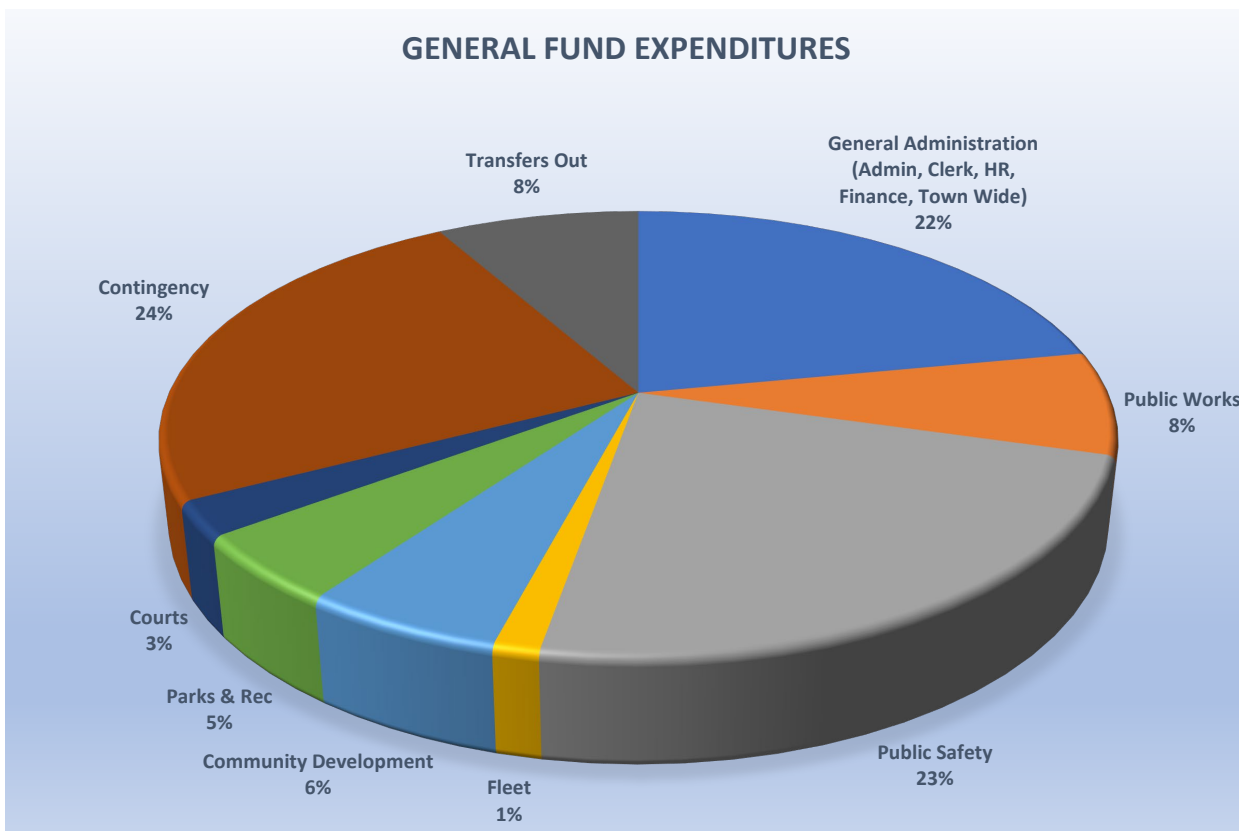
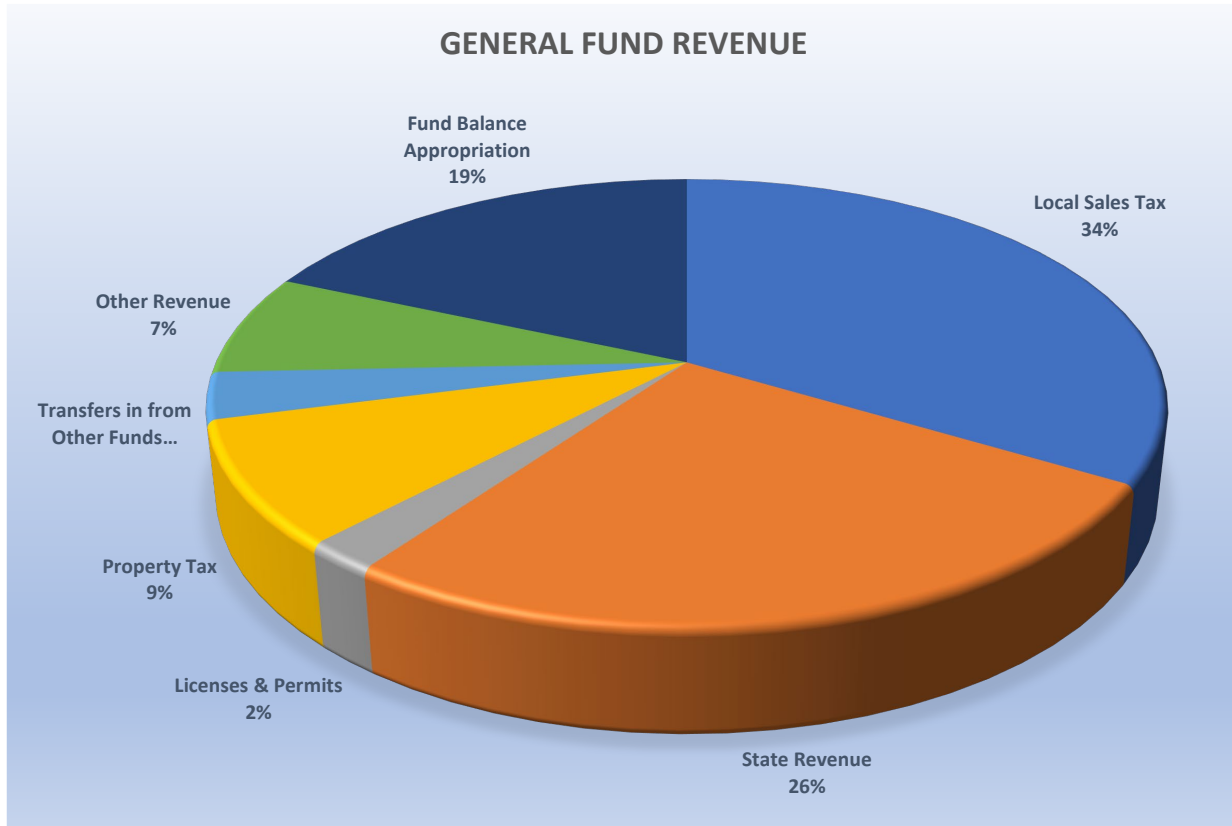
RED ROUTE		Monday – Friday		6:45 AM – 6:31 PM													
Bus Stop																	
COTTONWOOD TO CLARKDALE																	
1	Depart – Cottonwood Library	6:45	7:30	8:15	9:00	9:45	10:30	11:15	12:00	12:45	1:30	2:15	3:00	3:45	4:30	5:15	6:00
2	Cottonwood St. & 6th St.	6:47	7:32	8:17	9:02	9:47	10:32	11:17	12:02	12:47	1:32	2:17	3:02	3:47	4:32	5:17	6:02
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	3:03	3:48	4:33	5:18	6:03
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	3:08	3:53	4:38	5:23	6:08
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	3:10	3:55	4:40	5:25	6:10
6	Lisa St. / 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	3:15	4:00	4:45	5:30	6:15
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	3:22	4:07	4:52	5:37	6:22
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	3:24	4:09	4:54	5:39	6:24
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	3:26	4:11	4:56	5:41	6:26
13	N. Main St. / City HR / Finance Bldg.	7:13	7:58	8:43	9:28	10:13	10:58	11:43	12:28	1:13	1:58	2:43	3:28	4:13	4:58	5:43	6:28
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	3:31	4:16	5:01	5:46	6:31



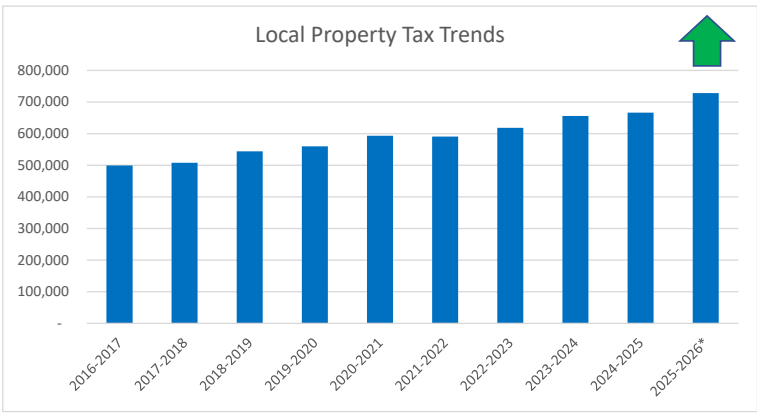
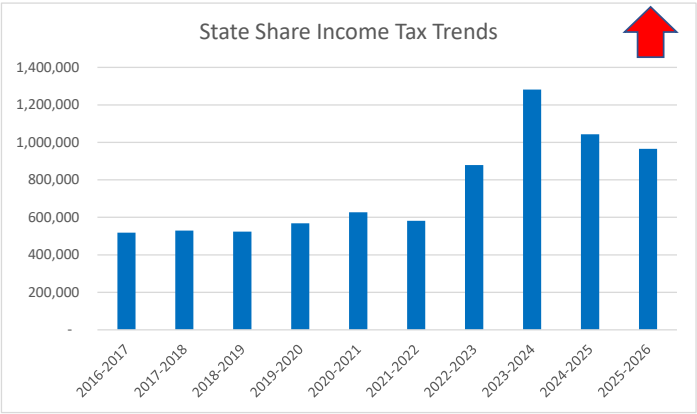
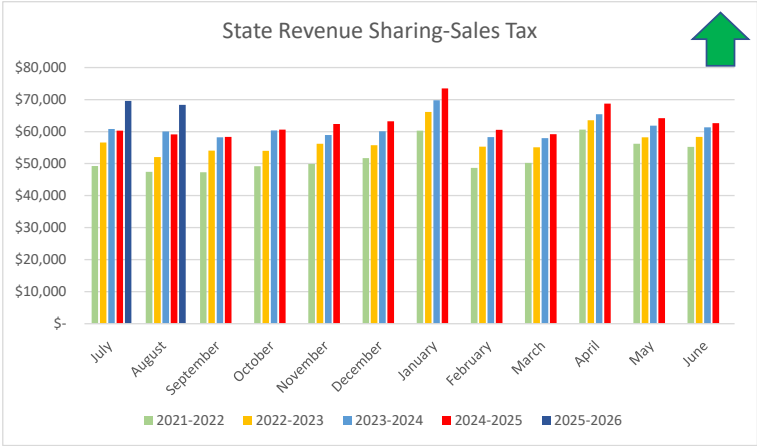
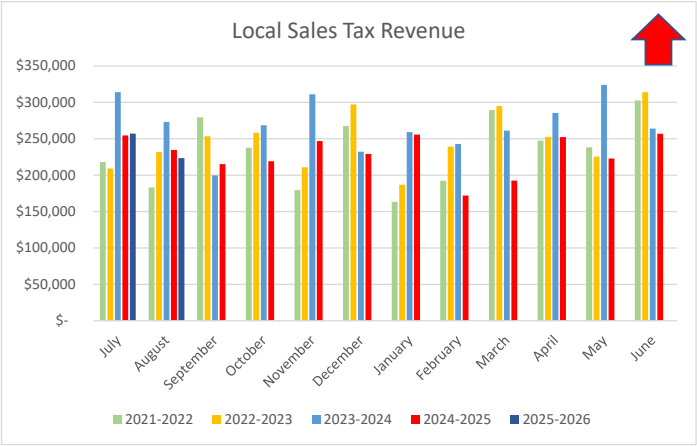
7/1/2024 Jerome route discontinued.

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

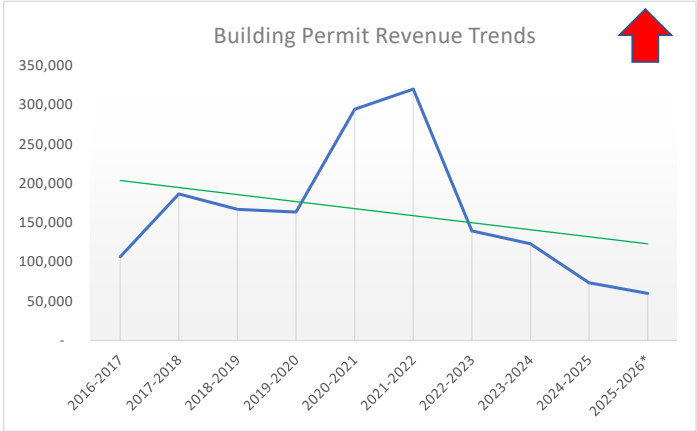
FY 2025-2026 Budgeted Revenue and Expenditures by Category



August 2025



*Projected

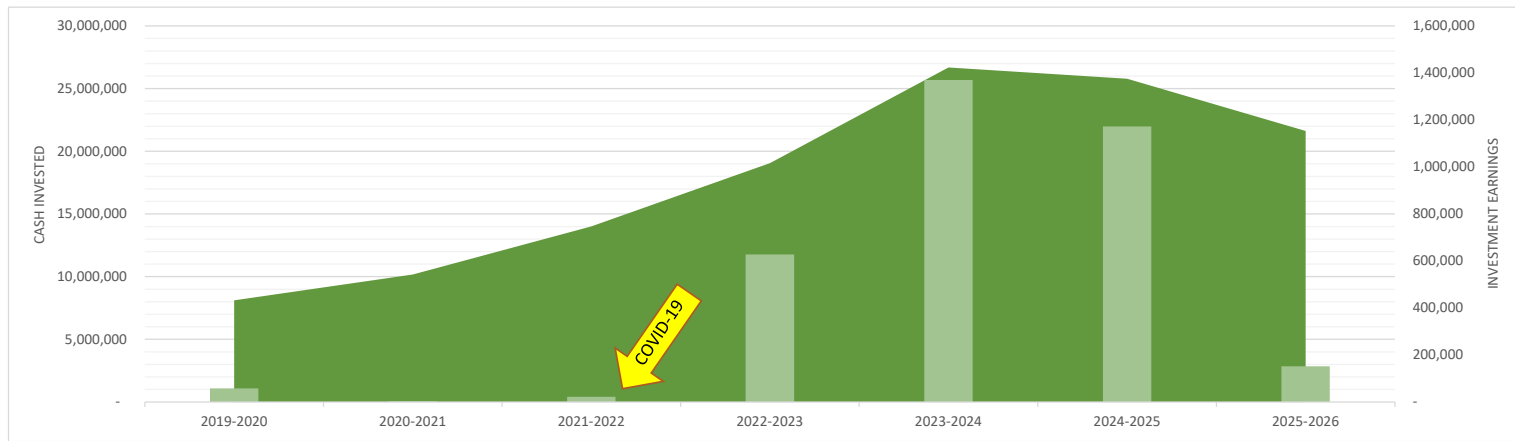


*Projected

Comments
→ Local Sales Tax receipts are down 4% when compared to FY2025.
→ Construction Sales Tax is down 63% when compared to August 2024.
→ State Revenue Sharing Sales Tax is up 16% when compared to FY2025.
→ State Income Tax Revenues are expected to reduce by 7% in FY2026.
→ Building Permit revenues are down 63% when compared to FY2025.
→ Investment earnings are 5% higher than budget estimates.
→ All data is based on pre-audit figures.

Finance Department Monthly Report Investment Earnings

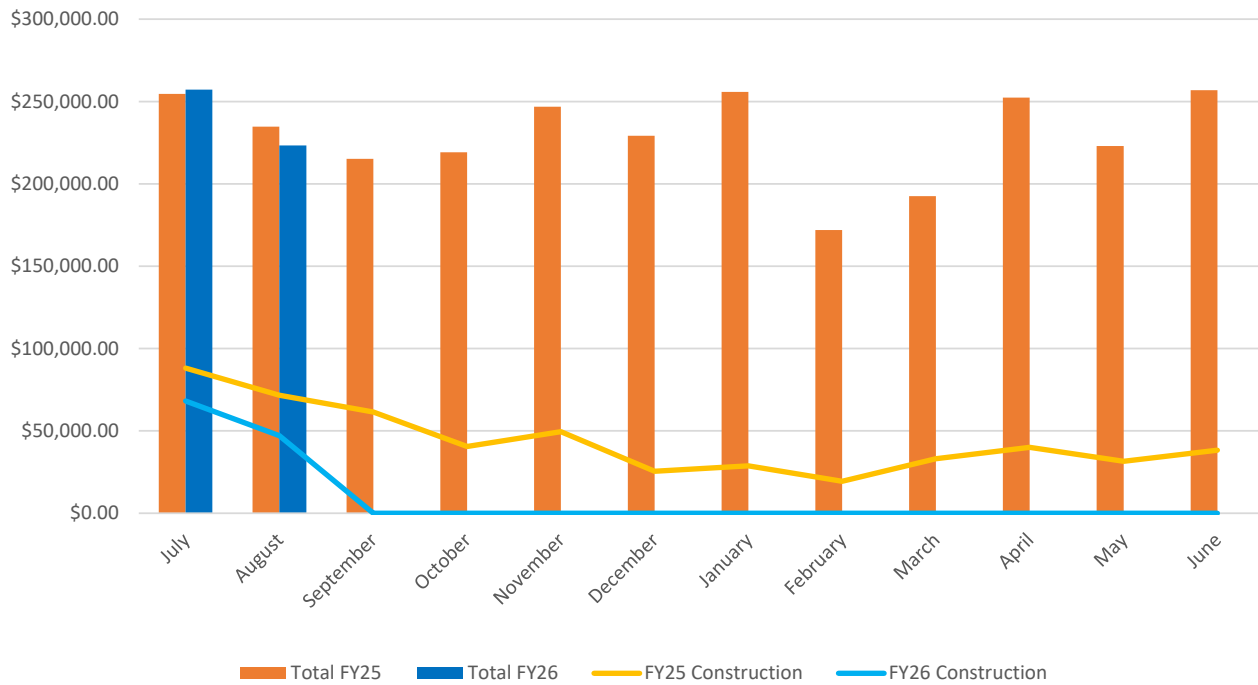
Fund	FY2025-2026													
	Budgeted (Annual)	July 2025	August 2025	September 2025	October 2025	November 2025	December 2025	January 2026	February 2026	March 2026	April 2026	May 2026	June 2026	Fiscal Year- to-Date
General Fund 01	\$ 287,000	\$ 15,376	\$ 14,692											\$ 30,069
Grants Fund (Bitter Creek Bridge) 16	\$ 100,000	\$ 26,986	\$ 23,784											\$ 50,770
Streets Fund 06	\$ 34,000	\$ 1,913	\$ 1,920											\$ 3,834
HURF Fund 03	\$ 126,400	\$ 2,331	\$ 2,501											\$ 4,832
Wastewater Fund 11	\$ 75,400	\$ 10,427	\$ 10,465											\$ 20,893
Cemetery Fund 19	\$ 9,300	\$ 1,848	\$ 1,855											\$ 3,702
Sanitation Fund 12	\$ 810	\$ 269	\$ 270											\$ 539
Water Fund 13	\$ 120,000	\$ 23,636	\$ 23,723											\$ 47,359
	\$ 752,910	\$ 82,787	\$ 79,210	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 161,997
Percent of Year Passed		8%	17%	25%	33%	42%	50%	58%	67%	75%	83%	92%	100%	
Percent Collected vs. Budgeted		11%	22%	22%	22%	22%	22%	22%	22%	22%	22%	22%	22%	



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 June 2025.

1 Month	QTD	3 Months	YTD	1 Year	3 Years	5 Years
4.29%	4.30%	4.30%	4.30%	4.44%	4.68%	2.90%

Town of Clarkdale
Total Sales Tax Revenue
FY 2026 Compared to FY 2025



TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

01 -GENERAL FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	7,057,077.00	309,253.10	273,570.42	3.88	6,783,506.58
STATE REVENUE	<u>2,174,914.00</u>	<u>185,867.24</u>	<u>315,842.05</u>	<u>14.52</u>	<u>1,859,071.95</u>
TOTAL REVENUES	<u>9,231,991.00</u>	<u>495,120.34</u>	<u>589,412.47</u>	<u>6.38</u>	<u>8,642,578.53</u>
<u>EXPENDITURE SUMMARY</u>					
CONTINGENCY & TRANSFERS	3,194,216.00	56,000.00	111,710.00	3.50	3,082,506.00
ADMINISTRATION	226,297.00	17,748.03	34,701.77	15.33	191,595.23
TOWN CLERK	182,952.00	12,285.41	27,278.77	14.91	155,673.23
HUMAN RESOURCES	170,457.00	11,125.16	23,040.93	13.52	147,416.07
FINANCE	391,743.00	21,838.38	47,314.84	12.08	344,428.16
TOWN WIDE	726,745.00	26,957.15	93,026.63	12.80	633,718.37
COMMUNITY DEVELOPMENT	701,336.00	36,108.07	69,659.02	9.93	631,676.98
PARKS & RECREATION	309,110.00	19,488.67	36,954.70	11.96	272,155.30
COURT	194,079.00	5,791.48	8,443.38	4.35	185,635.62
POLICE	1,902,395.00	166,152.09	292,645.02	15.38	1,609,749.98
FLEET	0.00	16,068.40	21,788.73	0.00	(21,788.73)
VERDE RIVER RAPS	63,957.00	6,515.47	10,246.31	16.02	53,710.69
PUBLIC WORKS	<u>678,204.00</u>	<u>44,283.89</u>	<u>79,473.78</u>	<u>11.72</u>	<u>598,730.22</u>
TOTAL EXPENDITURES	<u>8,741,491.00</u>	<u>440,362.20</u>	<u>856,283.88</u>	<u>9.80</u>	<u>7,885,207.12</u>
REVENUES OVER/(UNDER) EXPENDITURES	490,500.00	54,758.14	(266,871.41)		757,371.41

01 -GENERAL FUND

16.67% 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	120,000.00	21,991.18	0.00	0.00	120,000.00
01-4-4000-4002 BUSINESS & HOME OCC LICENSES	8,500.00	1,620.00	6,820.00	80.24	1,680.00
01-4-4000-4003 BUILDING PERMITS	125,000.00	1,796.39	4,282.79	3.43	120,717.21
01-4-4000-4004 FACILITIES RENTALS	16,000.00	0.00	2,242.50	14.02	13,757.50
01-4-4000-4005 COURT FINES	45,000.00	4,525.68	11,978.40	26.62	33,021.60
01-4-4000-4006 LOCAL SALES TAX	3,000,000.00	213,378.58	141,647.46	4.72	2,858,352.54
01-4-4000-4007 ANIMAL CONTROL	1,800.00	45.00	75.00	4.17	1,725.00
01-4-4000-4008 PROPERTY TAX	667,000.00	2,374.52	2,374.52	0.36	664,625.48
01-4-4000-4009 FORFEITURES, AUCTION, REPOSS	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4010 REIMB FOR COURT APPOINTED ATTY	500.00	0.00	0.00	0.00	500.00
01-4-4000-4012 RESTITUTION TOC AS VICTIM	1,500.00	0.00	7.50	0.50	1,492.50
01-4-4000-4013 POLICE RECORD COPIES	500.00	256.00	1,139.00	227.80 (	639.00)
01-4-4000-4016 CONSTRUCTION RELATED SALES TAX	0.00	0.00	0.00	0.00	0.00
01-4-4000-4018 INSURANCE REIMBURSEMENTS	40,000.00	0.00	0.00	0.00	40,000.00
01-4-4000-4019 GENERAL P&Z	3,000.00	350.00	1,550.00	51.67	1,450.00
01-4-4000-4030 PD POST STORAGE IMPOUND	500.00	0.00	0.00	0.00	500.00
01-4-4000-4033 LIQUOR LICENSE FEES	500.00	0.00	0.00	0.00	500.00
01-4-4000-4034 SPECIAL EVENT PERMIT-TOWN	600.00	293.00	408.00	68.00	192.00
01-4-4000-4035 REIMBURSE PW STAFF TIME	500.00	0.00	0.00	0.00	500.00
01-4-4000-4036 VERDE RIVER RAP OUTFITTER FEES	40,000.00	7,048.00	7,048.00	17.62	32,952.00
01-4-4000-4037 VR RAP DAY USE FEES&MAINT REIM	19,000.00	4,870.32	3,570.24	18.79	15,429.76
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	1,000.00	0.00	0.00	0.00	1,000.00
01-4-4000-4043 SCHOOL RESOURCE OFFICER REVENUE	10,000.00	0.00	0.00	0.00	10,000.00
01-4-4000-4051 AMBASSADOR REVENUE	300.00	77.52	116.28	38.76	183.72
01-4-4000-4060 PD OFFICER SAFETY EQUIPMENT	750.00	87.19	87.19	11.63	662.81
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	1,000.00	40.00	210.00	21.00	790.00
01-4-4000-4350 SMART & SAFE FUNDS	15,000.00	0.00	0.00	0.00	15,000.00
01-4-4000-4500 MISCELLANEOUS INCOME	5,000.00	11,777.04	11,837.04	236.74 (	6,837.04)
01-4-4000-4503 FINGER PRINTING REVENUE	3,000.00	240.00	470.00	15.67	2,530.00
01-4-4000-4504 PD VEHICLE USAGE RATE REV	10,000.00	455.00	953.00	9.53	9,047.00
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	2,500.00	202.48	419.00	16.76	2,081.00
01-4-4000-4700 INTEREST INCOME - LGIP 92147	303,243.00	14,692.20	30,068.50	9.92	273,174.50
01-4-4000-6007 ADMIN FEE TRAN IN FROM HURF	49,410.00	4,125.00	8,250.00	16.70	41,160.00
01-4-4000-6011 ADMIN FEE TRAN IN FROM SEWER	75,271.00	7,083.00	14,166.00	18.82	61,105.00
01-4-4000-6012 ADMIN FEE TRAN IN FROM SANITAT	31,783.00	3,217.00	6,434.00	20.24	25,349.00
01-4-4000-6013 ADMIN FEE TRAN IN FROM WATER	96,259.00	8,708.00	17,416.00	18.09	78,843.00
01-4-4000-6019 ADMIN FEE TRAN IN FROM CEMETER	4,706.00	0.00	0.00	0.00	4,706.00
01-4-4000-6030 TRANSFERS IN FROM OTHER FUNDS	0.00	0.00	0.00	0.00	0.00
01-4-4000-6050 OFS-FUND BALANCE APPROPRIATION	<u>2,350,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,350,000.00</u>
TOTAL LOCAL REVENUE	7,057,077.00	309,253.10	273,570.42	3.88	6,783,506.58
<u>STATE REVENUE</u>					
01-4-4200-4030 STATE SALES TAX	737,853.00	68,345.51	100,531.44	13.62	637,321.56
01-4-4200-4031 STATE REV SHARE (INCOME TAX)	1,038,584.00	80,419.44	160,838.88	15.49	877,745.12

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

01 -GENERAL FUND

16.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-4-4200-4035 STATE VEHICLE LIC TAX	<u>398,477.00</u>	<u>37,102.29</u>	<u>54,471.73</u>	<u>13.67</u>	<u>344,005.27</u>
TOTAL STATE REVENUE	2,174,914.00	185,867.24	315,842.05	14.52	1,859,071.95
TOTAL REVENUE	9,231,991.00	495,120.34	589,412.47	6.38	8,642,578.53
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01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CONTINGENCY & TRANSFERS</u>					
01-5-2000-9400 CONTINGENCY	837,666.00	0.00 (	290.00)	0.03-	837,956.00
01-5-2000-9801 TRANS OUT DES FUNDS STREETS	377,494.00	31,250.00	62,500.00	16.56	314,994.00
01-5-2000-9811 TRANSFER TO GRANT FUND	0.00	0.00	0.00	0.00	0.00
01-5-2000-9851 TRANSFER OUT TO CIP	1,979,056.00	24,750.00	49,500.00	2.50	1,929,556.00
01-5-2000-9852 TRANSFER TO GRANTS FUND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CONTINGENCY & TRANSFERS	3,194,216.00	56,000.00	111,710.00	3.50	3,082,506.00
<u>ADMINISTRATION</u>					
01-5-2100-6000 SALARIES-ADMINISTRATION	172,568.00	13,805.40	26,920.53	15.60	145,647.47
01-5-2100-6020 SOCIAL SECURITY	13,202.00	1,055.56	2,058.62	15.59	11,143.38
01-5-2100-6022 HEALTH INSURANCE	12,051.00	1,101.05	2,202.25	18.27	9,848.75
01-5-2100-6023 WORKERS COMP INSURANCE	452.00	0.00	0.00	0.00	452.00
01-5-2100-6024 STATE RETIREMENT	21,174.00	1,656.64	3,313.28	15.65	17,860.72
01-5-2100-6026 HSA EMPLOYER PORTION	0.00	0.00	0.00	0.00	0.00
01-5-2100-6030 TRAVEL & EDUCATION	3,600.00	61.44	86.44	2.40	3,513.56
01-5-2100-6035 TRANS & COMM ALLOWANCE	0.00	0.00	0.00	0.00	0.00
01-5-2100-7015 BUSINESS MEETINGS & MEALS	250.00	0.00	0.00	0.00	250.00
01-5-2100-7020 OFFICE SUPPLIES	500.00	14.65	14.65	2.93	485.35
01-5-2100-7022 DUES & ASSOCIATIONS	1,800.00	0.00	0.00	0.00	1,800.00
01-5-2100-7050 TELEPHONE & INTERNET	400.00	53.29	106.00	26.50	294.00
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	226,297.00	17,748.03	34,701.77	15.33	191,595.23
<u>TOWN CLERK</u>					
01-5-2101-6000 SALARIES-TOWN CLERK	85,422.00	7,115.20	13,874.64	16.24	71,547.36
01-5-2101-6001 SALARIES TOWN COUNCIL	14,400.00	1,200.00	2,400.00	16.67	12,000.00
01-5-2101-6020 SOCIAL SECURITY	7,325.00	611.24	1,210.00	16.52	6,115.00
01-5-2101-6022 HEALTH INSURANCE	16,827.00	1,537.23	3,074.61	18.27	13,752.39
01-5-2101-6023 WORKERS COMP INSURANCE	250.00	0.00	0.00	0.00	250.00
01-5-2101-6024 STATE RETIREMENT	9,982.00	856.83	1,713.66	17.17	8,268.34
01-5-2101-6026 HSA EMPLOYER PORTION	2,724.00	227.00	454.00	16.67	2,270.00
01-5-2101-6030 TRAVEL & EDUCATION	3,030.00	123.12	498.12	16.44	2,531.88
01-5-2101-6031 COUNCIL TRAVEL & EDUCATION	10,000.00	446.76	1,946.76	19.47	8,053.24
01-5-2101-7004 SOFTWARE AND RENEWALS	7,879.00	0.00	0.00	0.00	7,879.00
01-5-2101-7015 BUSINESS MEETINGS & MEALS	2,000.00	111.23	111.23	5.56	1,888.77
01-5-2101-7020 OFFICE SUPPLIES	700.00	0.00	0.00	0.00	700.00
01-5-2101-7021 PUBLICATIONS & ADVERTISING	2,100.00	34.05	408.60	19.46	1,691.40
01-5-2101-7022 DUES & ASSOCIATIONS	500.00	0.00	0.00	0.00	500.00
01-5-2101-7050 TELEPHONE & INTERNET	325.00	22.75	40.65	12.51	284.35
01-5-2101-7055 TOWN CODE MAINTENANCE	2,500.00	0.00	0.00	0.00	2,500.00
01-5-2101-7300 RECORDS MANAGEMENT	4,988.00	0.00	1,546.50	31.00	3,441.50
01-5-2101-9006 ELECTION COST	<u>12,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>12,000.00</u>
TOTAL TOWN CLERK	182,952.00	12,285.41	27,278.77	14.91	155,673.23
<u>HUMAN RESOURCES</u>					
01-5-2102-6000 SALARIES- HUMAN RESOURCES	91,322.00	6,508.32	13,449.44	14.73	77,872.56
01-5-2102-6020 SOCIAL SECURITY	6,986.00	470.45	989.07	14.16	5,996.93

01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2102-6022 HEALTH INSURANCE	26,130.00	1,913.05	4,193.52	16.05	21,936.48
01-5-2102-6023 WORKERS COMP INSURANCE	239.00	0.00	0.00	0.00	239.00
01-5-2102-6024 STATE RETIREMENT	11,206.00	781.00	1,657.78	14.79	9,548.22
01-5-2102-6026 HSA EMPLOYER PORTION	2,724.00	227.00	512.00	18.80	2,212.00
01-5-2102-6030 TRAVEL & EDUCATION	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2102-6032 EMPLOYEE RETENTION	5,000.00	144.21	144.21	2.88	4,855.79
01-5-2102-7020 OFFICE SUPPLIES	300.00	13.42	13.42	4.47	286.58
01-5-2102-7021 PUBLICATIONS & ADVERTISING	1,000.00	187.50	187.50	18.75	812.50
01-5-2102-7022 DUES & ASSOCIATIONS	800.00	0.00	0.00	0.00	800.00
01-5-2102-7023 HEALTH MANAGEMENT	500.00	285.00	285.00	57.00	215.00
01-5-2102-7024 EMPLOYEE TRAINING	15,000.00	125.00	125.00	0.83	14,875.00
01-5-2102-7030 NEW HIRE EXPENSE	3,000.00	449.85	1,447.70	48.26	1,552.30
01-5-2102-7050 TELEPHONE & INTERNET	250.00	20.36	36.29	14.52	213.71
01-5-2102-8000 EQUIPMENT PURCHASE	0.00	0.00	0.00	0.00	0.00
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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL HUMAN RESOURCES	170,457.00	11,125.16	23,040.93	13.52	147,416.07

FINANCE

01-5-2103-6000 SALARIES FINANCE	284,666.00	12,643.08	29,082.29	10.22	255,583.71
01-5-2103-6020 SOCIAL SECURITY	17,952.00	917.44	2,137.35	11.91	15,814.65
01-5-2103-6022 HEALTH INSURANCE	42,975.00	3,749.26	8,591.31	19.99	34,383.69
01-5-2103-6023 WORKERS COMP INSURANCE	614.00	0.00	0.00	0.00	614.00
01-5-2103-6024 STATE RETIREMENT	28,793.00	1,520.18	3,439.61	11.95	25,353.39
01-5-2103-6026 HSA EMPLOYER PORTION	6,204.00	517.00	1,266.00	20.41	4,938.00
01-5-2103-6030 TRAVEL & EDUCATION	4,735.00	1,500.00	1,500.00	31.68	3,235.00
01-5-2103-7020 OFFICE SUPPLIES	1,400.00	729.29	729.29	52.09	670.71
01-5-2103-7021 PUBLICATIONS & ADVERTISING	1,000.00	0.00	0.00	0.00	1,000.00
01-5-2103-7022 DUES & ASSOCIATIONS	879.00	80.00	80.00	9.10	799.00
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	146.00	146.00	19.47	604.00
01-5-2103-7050 TELEPHONE & INTERNET	500.00	36.13	67.99	13.60	432.01
01-5-2103-7999 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
01-5-2103-9005 CONTRACT SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FINANCE	391,743.00	21,838.38	47,314.84	12.08	344,428.16

TOWN WIDE

01-5-2300-6000 SALARIES - TOWN WIDE	114,393.00	6,668.98	13,004.51	11.37	101,388.49
01-5-2300-6010 PTO BUYBACK	0.00	0.00	0.00	0.00	0.00
01-5-2300-6020 SOCIAL SECURITY	8,751.00	501.42	983.19	11.24	7,767.81
01-5-2300-6022 HEALTH INSURANCE	20,112.00	1,836.21	3,672.57	18.26	16,439.43
01-5-2300-6023 WORKERS COMP INSURANCE	208.00	0.00	0.00	0.00	208.00
01-5-2300-6024 STATE RETIREMENT	9,742.00	800.28	1,600.56	16.43	8,141.44
01-5-2300-6026 HSA EMPLOYER PORTION	3,480.00	290.00	580.00	16.67	2,900.00
01-5-2300-6030 TRAVEL & EDUCATION	1,000.00	238.00	613.00	61.30	387.00
01-5-2300-6045 CELL PHONE STIPEND	2,400.00	225.00	450.00	18.75	1,950.00
01-5-2300-7001 EQUIPMENT REPAIR & MAINTANCE	10,900.00	338.00	338.00	3.10	10,562.00
01-5-2300-7002 INCODE MAINTANCE	18,813.00	0.00	0.00	0.00	18,813.00
01-5-2300-7004 SOFTWARE AND RENEWALS	45,815.00	1,419.61	2,059.23	4.49	43,755.77

01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2300-7005 IT HARDWARE SERVICE CONTRACTS	5,000.00	0.00	0.00	0.00	5,000.00
01-5-2300-7007 ARC GIS LICENSE & SOFTWARE	4,000.00	0.00	3,817.29	95.43	182.71
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	72.46	125.42	8.36	1,374.58
01-5-2300-7020 OFFICE SUPPLIES	1,700.00	224.96	269.96	15.88	1,430.04
01-5-2300-7022 DUES AND ASSOCIATION FEES	13,500.00	1,647.00	11,507.44	85.24	1,992.56
01-5-2300-7025 POSTAGE	1,500.00	1.90	1.90	0.13	1,498.10
01-5-2300-7910 BANK CHARGES/CREDIT CARD FEES	5,000.00	183.64	287.93	5.76	4,712.07
01-5-2300-8001 ITC EQUIPMENT	30,000.00	1,923.19	1,923.19	6.41	28,076.81
01-5-2300-9002 IT CONTRACT SERVICES	105,000.00	6,815.00	6,815.00	6.49	98,185.00
01-5-2300-9003 MFFC PAYMENT	12,790.00	0.00	12,214.87	95.50	575.13
01-5-2300-9004 LEGAL MUNICIPAL	75,000.00	0.00	0.00	0.00	75,000.00
01-5-2300-9005 CONTRACT SERVICES	0.00	2,971.50	2,971.50	0.00	(2,971.50)
01-5-2300-9007 AUDIT COSTS	30,500.00	0.00	0.00	0.00	30,500.00
01-5-2300-9008 LIABILITY & PROPERTY INSURANCE	93,788.00	0.00	26,617.71	28.38	67,170.29
01-5-2300-9010 EMERGENCY MANAGEMENT SUPPLIES	2,000.00	0.00	898.36	44.92	1,101.64
01-5-2300-9015 TOWN WEB SITE	10,053.00	0.00	0.00	0.00	10,053.00
01-5-2300-9018 INSURANCE CLAIMS	1,000.00	0.00	500.00	50.00	500.00
01-5-2300-9240 ECONOMIC DEVELOPMENT	55,000.00	0.00	0.00	0.00	55,000.00
01-5-2300-9250 TOURISM/MARKETING	<u>42,000.00</u>	<u>800.00</u>	<u>1,775.00</u>	<u>4.23</u>	<u>40,225.00</u>
TOTAL TOWN WIDE	726,745.00	26,957.15	93,026.63	12.80	633,718.37

COMMUNITY DEVELOPMENT

01-5-2500-6000 SALARIES- PLANNING & ZONING	417,511.00	25,767.43	49,454.16	11.84	368,056.84
01-5-2500-6020 SOCIAL SECURITY	31,939.00	1,944.85	3,745.02	11.73	28,193.98
01-5-2500-6022 HEALTH INSURANCE	80,292.00	3,921.38	7,843.36	9.77	72,448.64
01-5-2500-6023 WORKERS COMP INSURANCE	3,837.00	0.00	0.00	0.00	3,837.00
01-5-2500-6024 STATE RETIREMENT	51,229.00	2,985.10	5,975.25	11.66	45,253.75
01-5-2500-6026 HSA EMPLOYER PORTION	8,928.00	971.00	1,942.00	21.75	6,986.00
01-5-2500-6030 TRAVEL & EDUCATION	5,500.00	38.44	38.44	0.70	5,461.56
01-5-2500-7001 EQUIPMENT REPAIRS & MAINT	2,000.00	0.00	0.00	0.00	2,000.00
01-5-2500-7002 GASOLINE	1,500.00	99.54	99.54	6.64	1,400.46
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	3,500.00	204.28	283.72	8.11	3,216.28
01-5-2500-7021 PUBLICATIONS & ADVERTISING	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7022 DUES & ASSOCIATIONS	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7025 POSTAGE	600.00	0.00	0.00	0.00	600.00
01-5-2500-7026 PRINTING FEE	1,500.00	0.00	0.00	0.00	1,500.00
01-5-2500-7050 TELEPHONE & INTERNET	2,500.00	176.05	277.53	11.10	2,222.47
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>75,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>75,000.00</u>
TOTAL COMMUNITY DEVELOPMENT	701,336.00	36,108.07	69,659.02	9.93	631,676.98

PARKS & RECREATION

01-5-2602-6000 SALARIES - PARKS & RECREATION	189,226.00	12,907.28	24,764.58	13.09	164,461.42
01-5-2602-6002 AMBASSADOR SALARIES	6,660.00	39.31	293.32	4.40	6,366.68
01-5-2602-6020 SOCIAL SECURITY	14,986.00	929.12	1,830.16	12.21	13,155.84
01-5-2602-6022 HEALTH INSURANCE	53,318.00	3,030.37	4,327.43	8.12	48,990.57
01-5-2602-6023 WORKERS COMP INSURANCE	721.00	0.00	0.00	0.00	721.00

01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
01-5-2602-6024 STATE RETIREMENT	23,309.00	1,505.53	3,011.06	12.92	20,297.94
01-5-2602-6026 HSA EMPLOYER PORTION	6,960.00	290.00	580.00	8.33	6,380.00
01-5-2602-6030 TRAVEL & EDUCATION	2,200.00	745.00	745.00	33.86	1,455.00
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	3.53	48.53	16.18	251.47
01-5-2602-7022 DUES AND ASSOCIATIONS	380.00	0.00	0.00	0.00	380.00
01-5-2602-7050 TELEPHONE & INTERNET	700.00	38.53	72.36	10.34	627.64
01-5-2602-7300 PROGRAMMING	2,500.00	0.00	0.00	0.00	2,500.00
01-5-2602-7700 FOURTH OF JULY	1,000.00	0.00	1,282.26	128.23 (	282.26)
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	309,110.00	19,488.67	36,954.70	11.96	272,155.30

COURT

01-5-2800-6000 SALARIES- COURT	32,414.00	2,593.10	5,056.54	15.60	27,357.46
01-5-2800-6020 SOCIAL SECURITY	2,480.00	198.38	386.84	15.60	2,093.16
01-5-2800-6023 WORKERS COMP INSURANCE	85.00	0.00	0.00	0.00	85.00
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	3,000.00	3,000.00	10.00	27,000.00
01-5-2800-8052 COURT PRO TEMS	0.00	0.00	0.00	0.00	0.00
01-5-2800-9005 CONTRACT SERVICES	110,100.00	0.00	0.00	0.00	110,100.00
01-5-2800-9007 COURT AUDIT COSTS	0.00	0.00	0.00	0.00	0.00
01-5-2800-9400 CONTINGENCY	<u>5,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,000.00</u>
TOTAL COURT	194,079.00	5,791.48	8,443.38	4.35	185,635.62

POLICE

01-5-2900-6000 SALARIES- POLICE	968,921.00	87,275.46	161,562.00	16.67	807,359.00
01-5-2900-6001 OVERTIME- POLICE	45,147.00	6,559.63	11,167.68	24.74	33,979.32
01-5-2900-6004 SALARIES-RESERVE OFFICERS	22,157.00	0.00	0.00	0.00	22,157.00
01-5-2900-6020 SOCIAL SECURITY	80,555.00	7,680.85	13,692.19	17.00	66,862.81
01-5-2900-6021 PSPRS RETIREMENT	215,240.00	16,997.51	32,205.63	14.96	183,034.37
01-5-2900-6022 HEALTH INSURANCE	221,535.00	20,605.79	40,886.43	18.46	180,648.57
01-5-2900-6023 WORKERS COMP INSURANCE	50,237.00	0.00	0.00	0.00	50,237.00
01-5-2900-6024 STATE RETIREMENT	11,105.00	949.87	1,557.87	14.03	9,547.13
01-5-2900-6026 HSA EMPLOYER PORTION	30,189.00	3,266.00	6,305.00	20.89	23,884.00
01-5-2900-6029 GRANT SALARY REIMBURSEMENTS	0.00 (	9,357.37) (	9,357.37)	0.00	9,357.37
01-5-2900-6030 TRAVEL & EDUCATION	6,500.00	0.00	0.00	0.00	6,500.00
01-5-2900-6040 UNIFORM ALLOWANCE	17,400.00	8,713.48	8,713.48	50.08	8,686.52
01-5-2900-7001 EQUIPMENT REPAIRS & MAINT	12,000.00	99.72	210.20	1.75	11,789.80
01-5-2900-7002 GASOLINE & CAR WASHES	25,000.00	2,565.00	2,565.00	10.26	22,435.00
01-5-2900-7009 AMMUNITION & RANGE	3,500.00	0.00	0.00	0.00	3,500.00
01-5-2900-7015 BUSINESS MEETINGS & MEALS	3,500.00	0.00	0.00	0.00	3,500.00
01-5-2900-7020 OFFICE SUPPLIES	3,500.00	404.40	565.78	16.17	2,934.22
01-5-2900-7022 DUES & ASSOCIATIONS	1,100.00	44.00	94.00	8.55	1,006.00
01-5-2900-7023 COMMUNITY PROGRAMS	3,200.00	22.00	22.00	0.69	3,178.00
01-5-2900-7025 POSTAGE	250.00	56.89	56.89	22.76	193.11
01-5-2900-7050 TELEPHONE & INTERNET	14,000.00	1,127.56	1,437.94	10.27	12,562.06
01-5-2900-7500 POLICE SUPPLIES	4,200.00	168.16	168.16	4.00	4,031.84

01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
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
01-5-2900-7505 ANIMAL SHELTER	9,500.00	950.00	1,900.00	20.00	7,600.00
01-5-2900-8000 EQUIPMENT PURCHASE	20,000.00	0.00	0.00	0.00	20,000.00
01-5-2900-8003 RECORDS SOFTWARE SUPPORT	12,650.00	0.00	0.00	0.00	12,650.00
01-5-2900-8005 CLOUD STORAGE/CAMERA SUPPORT	19,659.00	672.80	1,541.80	7.84	18,117.20
01-5-2900-9007 DISPATCHING CONTRACT	99,225.00	17,350.34	17,350.34	17.49	81,874.66
01-5-2900-9010 EMERGENCY MANAGEMENT	<u>1,800.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>1,800.00</u>
TOTAL POLICE	1,902,395.00	166,152.09	292,645.02	15.38	1,609,749.98

FLEET

01-5-2920-6000 SALARIES - FLEET	0.00	3,521.12	6,707.17	0.00 (	6,707.17)
01-5-2920-6001 OVERTIME	0.00	0.00	0.00	0.00	0.00
01-5-2920-6020 SOCIAL SECURITY	0.00	257.80	512.96	0.00 (	512.96)
01-5-2920-6022 HEALTH INSURANCE	0.00	646.57	968.59	0.00 (	968.59)
01-5-2920-6023 WORKERS COMP INSURANCE	0.00	0.00	0.00	0.00	0.00
01-5-2920-6024 STATE RETIREMENT	0.00	422.56	804.90	0.00 (	804.90)
01-5-2920-6026 HSA EMPLOYER PORTION	0.00	113.50	170.25	0.00 (	170.25)
01-5-2920-6030 TRAVEL & EDUCATION	0.00	0.00	0.00	0.00	0.00
01-5-2920-6040 UNIFORMS	0.00	0.00	225.00	0.00 (	225.00)
01-5-2920-7001 EQUIPMENT REPAIRS & MAINTENANC	0.00	20.70	20.70	0.00 (	20.70)
01-5-2920-7002 GASOLINE	0.00	0.00	1,044.68	0.00 (	1,044.68)
01-5-2920-7012 SOFTWARE MAINTENANCE	0.00	609.00	609.00	0.00 (	609.00)
01-5-2920-7015 BUSINESS MEETINGS & MEALS	0.00	0.00	0.00	0.00	0.00
01-5-2920-7020 OFFICE SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-5-2920-7050 TELEPHONE AND INTERNET	0.00	34.84	34.84	0.00 (	34.84)
01-5-2920-7505 TOOLS	0.00	183.52	183.52	0.00 (	183.52)
01-5-2920-7550 EMPLOYEE SAFETY	0.00	0.00	0.00	0.00	0.00
01-5-2920-7600 PW/ADMIN/CD FLEET MAINT	0.00	1,741.73	1,812.70	0.00 (	1,812.70)
01-5-2920-7610 CEMETARY FLEET MAINTENANCE	0.00	0.00	0.00	0.00	0.00
01-5-2920-7620 POLICE FLEET MAINTENANCE	0.00	6,150.39	6,150.39	0.00 (	6,150.39)
01-5-2920-7630 STREET FLEET MAINT	0.00	0.00	8.66	0.00 (	8.66)
01-5-2920-7640 WATER FLEET MAINTENANCE	0.00	1,057.28	1,065.93	0.00 (	1,065.93)
01-5-2920-7650 WASTEWATER FLEET MAINTENANCE	0.00	460.18	468.83	0.00 (	468.83)
01-5-2920-7660 ROUTINE MAINT & SHOP SUPPLIES	0.00	849.21	1,000.61	0.00 (	1,000.61)
01-5-2920-9008 LIABILITY & PROPERTY INSURANCE	0.00	0.00	0.00	0.00	0.00
01-5-2920-9010 PROFESSIONAL SERVICES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL FLEET	0.00	16,068.40	21,788.73	0.00 (	21,788.73)

VERDE RIVER RAPS

01-5-2905-6000 SALARIES-VERDE RIVER RAPS	44,420.00	3,461.09	6,900.32	15.53	37,519.68
01-5-2905-6020 SOCIAL SECURITY	3,398.00	264.77	527.87	15.53	2,870.13
01-5-2905-6023 WORKERS COMP INSURANCE	1,501.00	0.00	0.00	0.00	1,501.00
01-5-2905-6024 STATE RETIREMENT	638.00	0.00	28.51	4.47	609.49
01-5-2905-6030 UNIFORM ALLOWANCE	300.00	15.32	15.32	5.11	284.68
01-5-2905-7001 EQUIPMENT REPAIR & MAINTENANC	2,000.00	590.53	590.53	29.53	1,409.47
01-5-2905-7002 GASOLINE	2,900.00	337.28	337.28	11.63	2,562.72
01-5-2905-7050 TELEPHONE & INTERNET	600.00	37.84	37.84	6.31	562.16
01-5-2905-7060 RAP RESTROOMS	7,000.00	1,298.00	1,298.00	18.54	5,702.00
01-5-2905-7500 SUPPLIES	<u>1,200.00</u>	<u>510.64</u>	<u>510.64</u>	<u>42.55</u>	<u>689.36</u>
TOTAL VERDE RIVER RAPS	63,957.00	6,515.47	10,246.31	16.02	53,710.69

01 -GENERAL FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>PUBLIC WORKS</u>					
01-5-3101-6000 SALARIES- PUBLIC WORKS	252,106.00	17,072.29	33,279.14	13.20	218,826.86
01-5-3101-6001 OVERTIME- PUBLIC WORKS	500.00	133.29	133.29	26.66	366.71
01-5-3101-6020 SOCIAL SECURITY	19,324.00	1,283.29	2,508.94	12.98	16,815.06
01-5-3101-6022 HEALTH INSURANCE	50,468.00	3,535.18	6,092.77	12.07	44,375.23
01-5-3101-6023 WORKERS COMP INSURANCE	9,506.00	0.00	0.00	0.00	9,506.00
01-5-3101-6024 STATE RETIREMENT	30,854.00	2,052.75	4,104.45	13.30	26,749.55
01-5-3101-6026 HSA EMPLOYER PORTION	10,371.00	694.00	1,444.75	13.93	8,926.25
01-5-3101-6030 TRAVEL & EDUCATION	1,000.00	72.18	72.18	7.22	927.82
01-5-3101-6040 UNIFORMS	2,700.00	515.25	515.25	19.08	2,184.75
01-5-3101-7001 EQUIPMENT REPAIRS & MAINTANCE	13,000.00	24.15	24.15	0.19	12,975.85
01-5-3101-7002 GASOLINE	6,500.00	670.00	670.00	10.31	5,830.00
01-5-3101-7004 PARK EQUIPT REPAIRS & MAINT	12,000.00	1,356.19	1,562.05	13.02	10,437.95
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	0.00	0.00	1,000.00
01-5-3101-7012 SOFTWARE MAINTENANCE	4,500.00	1,375.00	1,567.24	34.83	2,932.76
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	43.30	55.62	13.09	369.38
01-5-3101-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
01-5-3101-7022 DUES & ASSOCIATIONS	500.00	0.00	0.00	0.00	500.00
01-5-3101-7050 TELEPHONE & INTERNET	2,750.00	211.54	244.38	8.89	2,505.62
01-5-3101-7060 HEATING	7,000.00	0.00	130.21	1.86	6,869.79
01-5-3101-7061 WATER USE	37,000.00	7,922.78	12,840.09	34.70	24,159.91
01-5-3101-7062 ELECTRICAL	59,000.00	5,528.02	11,275.30	19.11	47,724.70
01-5-3101-7063 ELECTRICAL - EV CHARGING STAT	11,000.00	954.24	1,788.53	16.26	9,211.47
01-5-3101-7500 BUILDING SUPPLIES	6,000.00	167.65	167.65	2.79	5,832.35
01-5-3101-7501 PEST CONTROL	2,900.00	28.00	28.00	0.97	2,872.00
01-5-3101-7503 BUILDING MAINTENANCE	12,500.00	95.16	420.16	3.36	12,079.84
01-5-3101-7504 CLEANING SUPPLIES	0.00	0.00	0.00	0.00	0.00
01-5-3101-7505 BLDGS & GROUNDS TOOLS	4,000.00	329.52	329.52	8.24	3,670.48
01-5-3101-7550 EMPLOYEE SAFETY	750.00	92.23	92.23	12.30	657.77
01-5-3101-9010 PROFESSIONAL SERVICES	62,500.00	127.88	127.88	0.20	62,372.12
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	678,204.00	44,283.89	79,473.78	11.72	598,730.22
TOTAL EXPENDITURES	8,741,491.00	440,362.20	856,283.88	9.80	7,885,207.12
REVENUES OVER/(UNDER) EXPENDITURES	490,500.00	54,758.14	(266,871.41)		757,371.41

*** END OF REPORT ***

02 -TAX TRANSFER HOLDING ACCT
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
TRANSFER IN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
TRANSFER OUT	<u>0.00</u>	<u>0.00</u>	<u>341,716.38</u>	<u>0.00</u>	(<u>341,716.38</u>)
TOTAL EXPENDITURES	<u>0.00</u>	<u>0.00</u>	<u>341,716.38</u>	<u>0.00</u>	(<u>341,716.38</u>)
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	(341,716.38)		341,716.38

02 -TAX TRANSFER HOLDING ACCT

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>TRANSFER OUT</u>					
02-5-2000-9800 TRANSFER OUT	0.00	0.00	341,716.38	0.00 (	341,716.38)
02-5-2000-9900 OFU-FUND BALANCE APPROPRIATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRANSFER OUT	0.00	0.00	341,716.38	0.00 (	341,716.38)
TOTAL EXPENDITURES	0.00	0.00	341,716.38	0.00 (	341,716.38)
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00 (	341,716.38)		341,716.38

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

03 -HURF (STREETS)
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	1,385,001.00	2,501.20	346,548.53	25.02	1,038,452.47
STATE REVENUE	<u>494,565.00</u>	<u>38,626.20</u>	<u>38,626.20</u>	<u>7.81</u>	<u>455,938.80</u>
TOTAL REVENUES	1,879,566.00	41,127.40	385,174.73	20.49	1,494,391.27
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
HURF (STREETS)	279,566.00	4,872.87	8,997.87	3.22	270,568.13
HURF CIP	<u>1,600,000.00</u>	<u>0.00</u>	<u>23,479.04</u>	<u>1.47</u>	<u>1,576,520.96</u>
TOTAL EXPENDITURES	1,879,566.00	4,872.87	32,476.91	1.73	1,847,089.09
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	36,254.53	352,697.82	(	352,697.82)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

03 -HURF (STREETS)

16.67% 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	0.00	0.00	0.00	0.00	0.00
03-4-4000-4700 INTEREST LGIP 92148	59,170.00	2,501.20	4,832.15	8.17	54,337.85
03-4-4000-4800 TRANSFER IN	300,000.00	0.00	0.00	0.00	300,000.00
03-4-4000-4802 TRANSFER IN SANITATION FUND	200,000.00	0.00	0.00	0.00	200,000.00
03-4-4000-4804 TRANSFER IN FROM TAX HOLDING	0.00	0.00	341,716.38	0.00	(341,716.38)
03-4-4000-6050 FUND BALANCE APPROPRIATION	<u>825,831.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>825,831.00</u>
TOTAL LOCAL REVENUE	1,385,001.00	2,501.20	346,548.53	25.02	1,038,452.47
<u>STATE REVENUE</u>					
03-4-4200-4032 HIGHWAY USER (HURF)	<u>494,565.00</u>	<u>38,626.20</u>	<u>38,626.20</u>	<u>7.81</u>	<u>455,938.80</u>
TOTAL STATE REVENUE	494,565.00	38,626.20	38,626.20	7.81	455,938.80
TOTAL REVENUE	1,879,566.00	41,127.40	385,174.73	20.49	1,494,391.27
	=====	=====	=====	=====	=====

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

03 -HURF (STREETS)

16.67% 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	49,410.00	4,125.00	8,250.00	16.70	41,160.00
03-5-0100-8006 STREET SIGNS & STRIPING	5,000.00	747.87	747.87	14.96	4,252.13
03-5-0100-9400 CONTINGENCY	<u>225,156.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>225,156.00</u>
TOTAL HURF (STREETS)	279,566.00	4,872.87	8,997.87	3.22	270,568.13
<u>HURF CIP</u>					
03-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
03-5-0800-8001 PAVEMENT MANAGEMENT	<u>1,600,000.00</u>	<u>0.00</u>	<u>23,479.04</u>	<u>1.47</u>	<u>1,576,520.96</u>
TOTAL HURF CIP	1,600,000.00	0.00	23,479.04	1.47	1,576,520.96
TOTAL EXPENDITURES	1,879,566.00	4,872.87	32,476.91	1.73	1,847,089.09
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	36,254.53	352,697.82	(	352,697.82)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

06 -STREET FUND UNRESTRICTED
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
LOCAL REVENUE	<u>763,602.00</u>	<u>34,053.33</u>	<u>68,099.67</u>	<u>8.92</u>	<u>695,502.33</u>
TOTAL REVENUES	<u>763,602.00</u>	<u>34,053.33</u>	<u>68,099.67</u>	<u>8.92</u>	<u>695,502.33</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
STREETS UNRESTRICTED	443,602.00	24,607.07	53,356.29	12.03	390,245.71
CAPITAL IMPROVEMENT PLAN	20,000.00	0.00	0.00	0.00	20,000.00
OTHER FINANCING USES	<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>
TOTAL EXPENDITURES	<u>763,602.00</u>	<u>24,607.07</u>	<u>53,356.29</u>	<u>6.99</u>	<u>710,245.71</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	9,446.26	14,743.38	(	14,743.38)

06 -STREET FUND UNRESTRICTED

16.67% 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	50.00	100.00	0.00 (	100.00)
06-4-4000-4600 UVSP AGREEMENT REVENUE	16,500.00	0.00	0.00	0.00	16,500.00
06-4-4000-4709 LGIP INTEREST 93924	20,262.00	1,920.33	3,833.67	18.92	16,428.33
06-4-4000-4802 TRANS IN FR SANITATION FD	10,000.00	833.00	1,666.00	16.66	8,334.00
06-4-4000-4992 DES FD GEN STREET PROJECTS	377,494.00	31,250.00	62,500.00	16.56	314,994.00
06-4-4000-6050 FUND BALANCE APPROPRIATION	<u>339,346.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>339,346.00</u>
TOTAL LOCAL REVENUE	763,602.00	34,053.33	68,099.67	8.92	695,502.33
TOTAL REVENUE	763,602.00	34,053.33	68,099.67	8.92	695,502.33
	=====	=====	=====	=====	=====

06 -STREET FUND UNRESTRICTED

16.67% 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	186,807.00	15,457.89	29,833.81	15.97	156,973.19
06-5-0100-6001 OVERTIME- STREETS	0.00	0.00	0.00	0.00	0.00
06-5-0100-6020 SOCIAL SECURITY	14,291.00	1,171.19	2,272.80	15.90	12,018.20
06-5-0100-6022 HEALTH INSURANCE	24,470.00	1,638.81	3,281.25	13.41	21,188.75
06-5-0100-6023 WORKERS COMPENSATION	9,556.00	0.00	0.00	0.00	9,556.00
06-5-0100-6024 STATE RETIREMENT	21,941.00	1,770.77	3,503.12	15.97	18,437.88
06-5-0100-6026 HSA EMPLOYER PORTION	4,095.00	171.00	342.00	8.35	3,753.00
06-5-0100-6030 TRAVEL & EDUCATION	1,000.00	347.44	347.44	34.74	652.56
06-5-0100-6040 UNIFORM ALLOWANCE	1,300.00	257.64	347.64	26.74	952.36
06-5-0100-7001 EQUIPMENT REPAIRS & MAINT	8,000.00	0.00	89.90	1.12	7,910.10
06-5-0100-7002 GASOLINE	6,000.00	510.13	510.13	8.50	5,489.87
06-5-0100-7004 SOFTWARE PROGRAMS/MAINT	3,750.00	375.00	567.24	15.13	3,182.76
06-5-0100-7015 BUSINESS MEETINGS & MEALS	150.00	0.00	0.00	0.00	150.00
06-5-0100-7020 OFFICE SUPPLIES	275.00	17.12	29.44	10.71	245.56
06-5-0100-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
06-5-0100-7022 DUES & ASSOCIATIONS	250.00	0.00	0.00	0.00	250.00
06-5-0100-7050 TELEPHONE	1,650.00	120.58	171.32	10.38	1,478.68
06-5-0100-7062 ELECTRICAL	25,000.00	2,182.52	4,483.02	17.93	20,516.98
06-5-0100-7063 SIDEWALKS	20,000.00	0.00	0.00	0.00	20,000.00
06-5-0100-7500 STREET SUPPLIES	13,500.00	296.33	659.48	4.89	12,840.52
06-5-0100-7505 TOOLS	3,000.00	162.77	162.77	5.43	2,837.23
06-5-0100-7550 EMPLOYEE SAFETY EQUIPMENT	500.00	0.00	0.00	0.00	500.00
06-5-0100-9008 LIABILITY & PROPERTY INSURANCE	23,705.00	0.00	6,627.05	27.96	17,077.95
06-5-0100-9010 PROFESSIONAL SERVICES	12,500.00	127.88	127.88	1.02	12,372.12
06-5-0100-9400 CONTINGENCY	57,276.00	0.00	0.00	0.00	57,276.00
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	443,602.00	24,607.07	53,356.29	12.03	390,245.71
<u>CAPITAL IMPROVEMENT PLAN</u>					
06-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
06-5-0800-8001 TRAFFIC ENGINEERING STUDY	20,000.00	0.00	0.00	0.00	20,000.00
06-5-0800-8002 FUEL AND SOLVENT RELOCATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	20,000.00	0.00	0.00	0.00	20,000.00
<u>OTHER FINANCING USES</u>					
06-5-2000-9850 TRANSFERS OUT TO CIP	<u>300,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>300,000.00</u>
TOTAL OTHER FINANCING USES	300,000.00	0.00	0.00	0.00	300,000.00
TOTAL EXPENDITURES	763,602.00	24,607.07	53,356.29	6.99	710,245.71
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	9,446.26	14,743.38	(	14,743.38)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

11 -WASTEWATER FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WASTEWATER P & E IMPROVMT	657,516.00	0.00	0.00	0.00	657,516.00
WASTERWATER REVENUE	<u>2,418,117.00</u>	<u>103,031.74</u>	<u>206,256.73</u>	<u>8.53</u>	<u>2,211,860.27</u>
TOTAL REVENUES	3,075,633.00	103,031.74	206,256.73	6.71	2,869,376.27
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WASTE WATER O & M	1,752,183.00	66,077.09	124,386.14	7.10	1,627,796.86
WASTEWATER P & E IMPROVMT	218,450.00	0.00	0.00	0.00	218,450.00
CAPITAL IMPROVEMENT PLAN	<u>1,105,000.00</u>	<u>503.00</u>	<u>995.10</u>	<u>0.09</u>	<u>1,104,004.90</u>
TOTAL EXPENDITURES	3,075,633.00	66,580.09	125,381.24	4.08	2,950,251.76
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	36,451.65	80,875.49	(	80,875.49)

11 -WASTEWATER FUND

16.67% 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>657,516.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>657,516.00</u>
TOTAL WASTEWATER P & E IMPROVMT	657,516.00	0.00	0.00	0.00	657,516.00
<u>WASTERWATER REVENUE</u>					
11-4-4000-4014 SEWER USE FEES	986,657.00	88,675.14	177,451.62	17.99	809,205.38
11-4-4000-4116 SEWER LINE REPLACEMENT REVENUE	45,510.00	3,037.11	6,091.89	13.39	39,418.11
11-4-4000-4120 SEWER CAPACITY FEES	261,404.00	0.00	0.00	0.00	261,404.00
11-4-4000-4125 SEWER CONNECTION FEES	30,000.00	0.00	0.00	0.00	30,000.00
11-4-4000-4201 EFFLUENT/ RECLAIMED WATER SALE	1,000.00	0.00	0.00	0.00	1,000.00
11-4-4000-4203 SBA TOWER LEASE REVENUE	0.00	0.00	0.00	0.00	0.00
11-4-4000-4500 MISCELLANOUS REVENUE	0.00	0.00	0.00	0.00	0.00
11-4-4000-4507 CC SURCHARGE REVENUE	600.00	0.00	0.00	0.00	600.00
11-4-4000-4705 LGIP WASTEWATER 93947	46,932.00	8,574.46	17,117.70	36.47	29,814.30
11-4-4000-4709 LGIP WW BOND RESERVE 93925	7,000.00	1,890.91	3,774.93	53.93	3,225.07
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	10,000.00	854.12	1,820.59	18.21	8,179.41
11-4-4000-5000 WIFA LOAN 2025	0.00	0.00	0.00	0.00	0.00
11-4-4000-6050 FUND BALANCE APPROPRIATION	229,014.00	0.00	0.00	0.00	229,014.00
11-4-4000-7600 RECOVERY OF BAD DEBTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WASTERWATER REVENUE	2,418,117.00	103,031.74	206,256.73	8.53	2,211,860.27
TOTAL REVENUE	3,075,633.00	103,031.74	206,256.73	6.71	2,869,376.27
	=====	=====	=====	=====	=====

11 -WASTEWATER FUND

16.67% 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	182,600.00	17,021.96	33,034.43	18.09	149,565.57
11-5-0700-6001 OVERTIME	5,014.00	617.64	1,082.24	21.58	3,931.76
11-5-0700-6003 REIMBURSEMENT FEE TO GF	75,271.00	7,083.00	14,166.00	18.82	61,105.00
11-5-0700-6020 SOCIAL SECURITY	14,352.00	1,333.83	2,592.95	18.07	11,759.05
11-5-0700-6022 HEALTH INSURANCE	29,268.00	3,327.43	6,648.29	22.72	22,619.71
11-5-0700-6023 WORKERS COMPENSATION	5,241.00	0.00	0.00	0.00	5,241.00
11-5-0700-6024 STATE RETIREMENT	22,461.00	2,068.89	4,098.32	18.25	18,362.68
11-5-0700-6026 HSA EMPLOYER PORTION	7,165.00	692.22	1,382.78	19.30	5,782.22
11-5-0700-6029 GRANT SALARY REIMBURSEMENT	0.00	0.00	0.00	0.00	0.00
11-5-0700-6030 TRAVEL & EDUCATION	6,200.00	317.92	467.92	7.55	5,732.08
11-5-0700-6031 CERTIFICATIONS	2,700.00	33.30	33.30	1.23	2,666.70
11-5-0700-6040 UNIFORM ALLOWANCE	1,300.00	229.96	297.46	22.88	1,002.54
11-5-0700-7000 LIFT STATION O&M	7,000.00	0.00	0.00	0.00	7,000.00
11-5-0700-7001 FLEET MAINT.& REPAIR	5,000.00	0.00	0.00	0.00	5,000.00
11-5-0700-7002 GASOLINE	6,000.00	546.11	546.11	9.10	5,453.89
11-5-0700-7003 CHEMICALS	38,225.00	0.00	3,019.00	7.90	35,206.00
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	900.00	900.00	9.00	9,100.00
11-5-0700-7010 WWTP O&M	52,500.00	3,525.82	4,254.11	8.10	48,245.89
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	904.09	1,096.33	54.82	903.67
11-5-0700-7014 UNIFORM CLEANING SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
11-5-0700-7015 BUSINESS MEETINGS & MEALS	150.00	0.00	59.39	39.59	90.61
11-5-0700-7020 OFFICE SUPPLIES	1,250.00	61.52	66.43	5.31	1,183.57
11-5-0700-7021 FIELD SUPPLIES	300.00	14.09	14.09	4.70	285.91
11-5-0700-7022 DUES & ASSOCIATIONS	750.00	0.00	73.50	9.80	676.50
11-5-0700-7023 PUBLICATION AND ADVERTISING	0.00	0.00	0.00	0.00	0.00
11-5-0700-7025 POSTAGE	100.00	39.00	39.00	39.00	61.00
11-5-0700-7050 TELEPHONE & INTERNET	1,500.00	104.85 (	159.23)	10.62-	1,659.23
11-5-0700-7061 WATER	2,800.00	276.40	552.30	19.73	2,247.70
11-5-0700-7062 ELECTRICAL	75,000.00	8,159.97	18,037.80	24.05	56,962.20
11-5-0700-7505 TOOLS	9,000.00	1,043.36	1,043.36	11.59	7,956.64
11-5-0700-7550 EMPLOYEE SAFETY	750.00	99.68	99.68	13.29	650.32
11-5-0700-7600 BAD DEBTS	2,825.00	0.00	0.00	0.00	2,825.00
11-5-0700-7910 BANKING/CREDIT CARD EXPENSE	9,000.00	693.96	1,368.13	15.20	7,631.87
11-5-0700-7911 INCODE MAINTENANCE	1,528.00	0.00	0.00	0.00	1,528.00
11-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	861.71	861.71	43.09	1,138.29
11-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	5,500.00	502.32	502.32	9.13	4,997.68
11-5-0700-7999 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
11-5-0700-8000 EQUIPMENT PURCHASE	4,000.00	0.00	0.00	0.00	4,000.00
11-5-0700-8900 GAIN/LOSS ON ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00
11-5-0700-9001 PROF. SERVICES-COLLECTIONS	0.00	0.00	0.00	0.00	0.00
11-5-0700-9008 LIABILITY & PROPERTY INSURANCE	31,722.00	0.00	8,868.31	27.96	22,853.69
11-5-0700-9009 CONTRACTED OPERATORS	120,000.00	10,138.80	10,138.80	8.45	109,861.20
11-5-0700-9010 PROFESSIONAL SERVICES	48,550.00	2,181.83	2,181.83	4.49	46,368.17
11-5-0700-9012 REGULATORY FEES ADEQ	3,570.00	0.00	3,408.05	95.46	161.95
11-5-0700-9015 CHEMICAL TESTING	28,000.00	1,471.00	1,785.00	6.38	26,215.00

11 -WASTEWATER FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
11-5-0700-9018 SLUDGE REMOVAL	35,000.00	1,826.43	1,826.43	5.22	33,173.57
11-5-0700-9025 WW CONTINGENCY	891,091.00	0.00	0.00	0.00	891,091.00
11-5-0700-9400 CONTINGENCY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WASTE WATER O & M	1,752,183.00	66,077.09	124,386.14	7.10	1,627,796.86
<u>WASTEWATER P & E IMPROVMT</u>					
11-5-0703-9001 SEWER DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
11-5-0703-9050 WIFA LOAN INTEREST	218,450.00	0.00	0.00	0.00	218,450.00
11-5-0703-9051 WIFA LOAN INTEREST	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WASTEWATER P & E IMPROVMT	218,450.00	0.00	0.00	0.00	218,450.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
11-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
11-5-0800-8001 TREATMENT - SCAD UPGRADES	75,000.00	0.00	0.00	0.00	75,000.00
11-5-0800-8002 3RD NORTH SEWER REALIGNMENT	750,000.00	410.00	902.10	0.12	749,097.90
11-5-0800-8003 SLUDGE DRYING BEDS	110,000.00	0.00	0.00	0.00	110,000.00
11-5-0800-8004 VRIC PROPERTY REHAB	135,000.00	0.00	0.00	0.00	135,000.00
11-5-0800-8005 WASTEWATER PONDS DREDGING	35,000.00	0.00	0.00	0.00	35,000.00
11-5-0800-8014 SLUDGE DRYING BEDS	0.00	0.00	0.00	0.00	0.00
11-5-0800-8015 ALAMOS LIFT STATION WET WELL	0.00	0.00	0.00	0.00	0.00
11-5-0800-8016 VRIC IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
11-5-0800-8017 SEWER LINE ASSESSMENT	0.00	0.00	0.00	0.00	0.00
11-5-0800-8018 WWTP POWER IMPROVEMENTS	<u>0.00</u>	<u>93.00</u>	<u>93.00</u>	<u>0.00</u>	<u>(93.00)</u>
TOTAL CAPITAL IMPROVEMENT PLAN	1,105,000.00	503.00	995.10	0.09	1,104,004.90
TOTAL EXPENDITURES	3,075,633.00	66,580.09	125,381.24	4.08	2,950,251.76
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	36,451.65	80,875.49	(	80,875.49)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

12 -SANITATION FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
SANITATION REVENUE	<u>668,561.00</u>	<u>40,236.67</u>	<u>80,520.68</u>	<u>12.04</u>	<u>588,040.32</u>
TOTAL REVENUES	<u>668,561.00</u> =====	<u>40,236.67</u> =====	<u>80,520.68</u> =====	<u>12.04</u> =====	<u>588,040.32</u> =====
<u>EXPENDITURE SUMMARY</u>					
SANITATION O & M	668,561.00	34,636.66	44,965.98	6.73	623,595.02
CAPITAL IMPROVEMENT PLAN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	<u>668,561.00</u> =====	<u>34,636.66</u> =====	<u>44,965.98</u> =====	<u>6.73</u> =====	<u>623,595.02</u> =====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	5,600.01	35,554.70	(	35,554.70)

12 -SANITATION FUND

16.67% 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	462,001.00	39,562.05	79,109.07	17.12	382,891.93
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	810.00	269.80	538.62	66.50	271.38
12-4-4000-4900 TRASH LATE FEES	5,000.00	404.82	872.99	17.46	4,127.01
12-4-4000-6050 FUND BALANCE APPROPRIATION	200,000.00	0.00	0.00	0.00	200,000.00
12-4-4000-7600 RECOVERY OF BAD DEBTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SANITATION REVENUE	668,561.00	40,236.67	80,520.68	12.04	588,040.32
TOTAL REVENUE	668,561.00	40,236.67	80,520.68	12.04	588,040.32
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12 -SANITATION FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>SANITATION O & M</u>					
12-5-0700-6000 SALARIES- SANITATION O&M	60,804.00	5,076.17	9,285.94	15.27	51,518.06
12-5-0700-6001 OVERTIME- SANITATION	0.00	0.00	0.00	0.00	0.00
12-5-0700-6003 REIMBURSEMENT TO GF	31,783.00	3,217.00	6,434.00	20.24	25,349.00
12-5-0700-6020 SOCIAL SECURITY	4,652.00	388.40	710.64	15.28	3,941.36
12-5-0700-6022 HEALTH INSURANCE	12,106.00	244.62	489.29	4.04	11,616.71
12-5-0700-6023 WORKERS COMPENSATION	381.00	0.00	0.00	0.00	381.00
12-5-0700-6024 STATE RETIREMENT	7,181.00	585.44	1,092.18	15.21	6,088.82
12-5-0700-6026 HSA EMPLOYER PORTION	696.00	58.00	87.00	12.50	609.00
12-5-0700-7008 EQUIPMENT RENTAL	2,500.00	262.50	262.50	10.50	2,237.50
12-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	1,950.00	0.00	0.00	0.00	1,950.00
12-5-0700-7020 OFFICE SUPPLIES	500.00	26.19	32.33	6.47	467.67
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	0.00	0.00	25.00
12-5-0700-7050 TELEPHONE	200.00	21.57	38.48	19.24	161.52
12-5-0700-7600 BAD DEBT	4,000.00	0.00	0.00	0.00	4,000.00
12-5-0700-7910 BANKING/CREDIT CARD EXPENSE	12,500.00	971.53	1,915.38	15.32	10,584.62
12-5-0700-7911 INCODE MAINTENANCE	2,140.00	0.00	0.00	0.00	2,140.00
12-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	7,250.00	703.24	703.24	9.70	6,546.76
12-5-0700-9001 PROF. SERVICES-COLLECTIONS	0.00	0.00	0.00	0.00	0.00
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	215,000.00	22,249.00	22,249.00	10.35	192,751.00
12-5-0700-9010 PROFESSIONAL SERVICES	0.00	0.00	0.00	0.00	0.00
12-5-0700-9015 TRANSFER TO STREET FUND (NR)	10,000.00	833.00	1,666.00	16.66	8,334.00
12-5-0700-9022 TRANSFER TO HURF	200,000.00	0.00	0.00	0.00	200,000.00
12-5-0700-9400 CONTINGENCY	<u>85,268.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>85,268.00</u>
TOTAL SANITATION O & M	668,561.00	34,636.66	44,965.98	6.73	623,595.02
<u>CAPITAL IMPROVEMENT PLAN</u>					
12-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	668,561.00	34,636.66	44,965.98	6.73	623,595.02
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REVENUES OVER/(UNDER) EXPENDITURES	0.00	5,600.01	35,554.70	(	35,554.70)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

13 -WATER FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
WATER GENERAL REVENUE	5,603,663.00	240,134.09	524,431.72	9.36	5,079,231.28
WATER	<u>117,429.00</u>	<u>9,950.04</u>	<u>19,946.08</u>	<u>16.99</u>	<u>97,482.92</u>
TOTAL REVENUES	5,721,092.00	250,084.13	544,377.80	9.52	5,176,714.20
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
WATER O & M	1,784,268.00	82,525.11	165,065.46	9.25	1,619,202.54
WATER CAPITAL IMPROVEMEN	1,601,117.00	0.00	0.00	0.00	1,601,117.00
CAPITAL IMPROVEMENT PLAN	2,325,000.00	230,452.98	238,373.20	10.25	2,086,626.80
WATER CAPACITY	<u>10,707.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,707.00</u>
TOTAL EXPENDITURES	5,721,092.00	312,978.09	403,438.66	7.05	5,317,653.34
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	62,893.96)	140,939.14	(	140,939.14)

13 -WATER FUND

16.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER GENERAL REVENUE</u>					
13-4-4000-4009 SYSTEM REPLACEMENT SURCHARGE	52,614.00	8,119.85	16,275.65	30.93	36,338.35
13-4-4000-4010 WATER BASE/USAGE FEE	1,917,168.00	198,400.11	443,322.17	23.12	1,473,845.83
13-4-4000-4025 TPT ACCOUNTING CREDIT	500.00	149.52	255.13	51.03	244.87
13-4-4000-4101 NON-CELLULAR METER FEES	0.00	34.00	68.00	0.00 (	68.00)
13-4-4000-4102 ESTABLISHMENT FEES	12,000.00	1,050.00	1,800.00	15.00	10,200.00
13-4-4000-4120 WATER CAPACITY FEES	139,320.00	6,966.00	9,288.00	6.67	130,032.00
13-4-4000-4201 CONNECTION FEE - TYPE A	30,000.00	0.00	2,733.13	9.11	27,266.87
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	74,426.00	23,722.56	47,358.75	63.63	27,067.25
13-4-4000-4850 TRANSFERS IN	60,000.00	0.00	0.00	0.00	60,000.00
13-4-4000-4900 WATER LATE FEES	14,000.00	1,547.05	2,995.89	21.40	11,004.11
13-4-4000-4901 NSF FEES	800.00	70.00	210.00	26.25	590.00
13-4-4000-4999 MISC. REVENUE	0.00	75.00	125.00	0.00 (	125.00)
13-4-4000-6050 FUND BALANCE APPROPRIATION	3,301,835.00	0.00	0.00	0.00	3,301,835.00
13-4-4000-6051 FB APPROP WATER RESOURCE	0.00	0.00	0.00	0.00	0.00
13-4-4000-6052 FB APPROP REG WATER PROJECTS	0.00	0.00	0.00	0.00	0.00
13-4-4000-6053 FB APPROP WATER CAPACITY FEES	0.00	0.00	0.00	0.00	0.00
13-4-4000-6054 FB APPROP WATER ADJUDICATION	0.00	0.00	0.00	0.00	0.00
13-4-4000-7600 RECOVERY OF BAD DEBT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WATER GENERAL REVENUE	5,603,663.00	240,134.09	524,431.72	9.36	5,079,231.28
<u>WATER</u>					
13-4-4003-4570 WATER RESOURCE DEVELOPMENT FEE	94,320.00	7,992.00	16,020.94	16.99	78,299.06
13-4-4003-4571 WATER CONSERVATION	5,895.00	499.50	1,001.31	16.99	4,893.69
13-4-4003-4572 ADJUDICATION & SETTLEMENTS	9,668.00	819.18	1,642.15	16.99	8,025.85
13-4-4003-4580 REGIONAL WATER PROJECTS	<u>7,546.00</u>	<u>639.36</u>	<u>1,281.68</u>	<u>16.98</u>	<u>6,264.32</u>
TOTAL WATER	117,429.00	9,950.04	19,946.08	16.99	97,482.92
TOTAL REVENUE	5,721,092.00	250,084.13	544,377.80	9.52	5,176,714.20
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13 -WATER FUND

16.67% 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	342,441.00	27,324.94	52,605.77	15.36	289,835.23
13-5-0700-6001 OVERTIME	9,001.00	689.52	1,469.96	16.33	7,531.04
13-5-0700-6003 REIMBURSEMENT FEES TO GF	96,259.00	8,708.00	17,416.00	18.09	78,843.00
13-5-0700-6020 SOCIAL SECURITY	26,885.00	2,126.88	4,119.69	15.32	22,765.31
13-5-0700-6022 HEALTH INSURANCE	59,816.00	4,078.50	8,164.68	13.65	51,651.32
13-5-0700-6023 WORKERS COMPENSATION	9,426.00	0.00	0.00	0.00	9,426.00
13-5-0700-6024 STATE RETIREMENT	42,283.00	3,290.75	6,504.67	15.38	35,778.33
13-5-0700-6026 HSA EMPLOYER PORTION	12,173.00	856.28	1,714.22	14.08	10,458.78
13-5-0700-6029 GRANT SALARY REIMBURSEMENTS	0.00	0.00	0.00	0.00	0.00
13-5-0700-6030 TRAVEL & EDUCATION	6,200.00	212.68	362.68	5.85	5,837.32
13-5-0700-6031 CERTIFICATIONS	2,700.00	33.31	33.31	1.23	2,666.69
13-5-0700-6040 UNIFORMS/BOOTS	1,450.00	229.96	297.46	20.51	1,152.54
13-5-0700-7001 FLEET MAINT. & REPAIR	4,000.00	0.00	0.00	0.00	4,000.00
13-5-0700-7002 GASOLINE	6,000.00	607.47	607.47	10.12	5,392.53
13-5-0700-7005 LINE REPAIRS	21,000.00	4,852.18	4,852.18	23.11	16,147.82
13-5-0700-7006 WELLS O&M	18,000.00	0.00	0.00	0.00	18,000.00
13-5-0700-7007 STORAGE O&M	7,000.00	0.00	0.00	0.00	7,000.00
13-5-0700-7012 BOOSTER STATION O&M	1,000.00	0.00	4,512.00	451.20 (	3,512.00)
13-5-0700-7013 SOFTWARE MAINTENANCE/RENEWAL	1,870.00	2,254.09	2,446.32	130.82 (	576.32)
13-5-0700-7014 UNIFORM CLEANING SERVICES	2,500.00	0.00	0.00	0.00	2,500.00
13-5-0700-7015 BUSINESS MEETINGS & MEALS	300.00	0.00	59.39	19.80	240.61
13-5-0700-7020 OFFICE SUPPLIES & EXPENSE	750.00	61.52	70.11	9.35	679.89
13-5-0700-7021 PUBLICATIONS & ADVERTISING	100.00	0.00	0.00	0.00	100.00
13-5-0700-7022 DUES & ASSOCIATIONS	750.00	0.00	24.50	3.27	725.50
13-5-0700-7025 POSTAGE	400.00	39.00	112.00	28.00	288.00
13-5-0700-7049 ANSWERING SERVICE	2,600.00	232.66	450.32	17.32	2,149.68
13-5-0700-7050 TELEPHONE & INTERNET	4,000.00	404.66	585.88	14.65	3,414.12
13-5-0700-7062 ELECTRICAL	70,000.00	10,676.97	20,565.24	29.38	49,434.76
13-5-0700-7065 HYDRANTS & VALVES	35,000.00	52.69	52.69	0.15	34,947.31
13-5-0700-7070 WATER CONSERVATION	5,500.00	0.00	0.00	0.00	5,500.00
13-5-0700-7080 REGIONAL WATER PROJECT EXP	40,000.00	0.00	2,157.25	5.39	37,842.75
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	687.41	3,129.72	8.24	34,870.28
13-5-0700-7500 WATER TESTING	9,500.00	1,021.90	1,093.90	11.51	8,406.10
13-5-0700-7501 FIELD SUPPLIES	300.00	28.36	28.36	9.45	271.64
13-5-0700-7502 TOOLS	2,500.00	3,548.26	4,003.83	160.15 (	1,503.83)
13-5-0700-7505 CHEMICALS	85,000.00	1,221.71	8,971.43	10.55	76,028.57
13-5-0700-7550 EMPLOYEE SAFETY	750.00	104.92	104.92	13.99	645.08
13-5-0700-7600 BAD DEBTS	4,650.00	0.00	0.00	0.00	4,650.00
13-5-0700-7910 BANKING/CREDIT CARD EXPENSE	14,500.00	1,110.32	2,189.01	15.10	12,310.99
13-5-0700-7911 INCODE MAINTENANCE	2,445.00	0.00	0.00	0.00	2,445.00
13-5-0700-7920 FISHER HOUSE MAINTENANCE	2,000.00	861.67	861.67	43.08	1,138.33
13-5-0700-7950 BILL PRINTING&PMT PORTAL (L&R)	8,500.00	803.70	803.70	9.46	7,696.30
13-5-0700-7999 MISCELLANEOUS	0.00	0.00	0.00	0.00	0.00
13-5-0700-8001 EQUIPMENT PURCHASE	13,000.00	0.00	0.00	0.00	13,000.00
13-5-0700-8002 METER REPAIRS/REPLACEMENT	25,000.00	0.00	0.00	0.00	25,000.00
13-5-0700-8900 GAIN/LOSS ON ASSET DISPOSAL	0.00	0.00	0.00	0.00	0.00

13 -WATER FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
13-5-0700-9001 PROF. SERVICES-COLLECTIONS	0.00	0.00	0.00	0.00	0.00
13-5-0700-9005 INCODE BADGER METER MAINT	25,000.00	1,228.94	2,128.94	8.52	22,871.06
13-5-0700-9008 LIABILITY & PROPERTY INSURANCE	20,839.00	0.00	5,825.82	27.96	15,013.18
13-5-0700-9010 PROFESSIONAL SERVICES	70,200.00	5,084.43	6,423.43	9.15	63,776.57
13-5-0700-9015 ARSENIC O & M	4,000.00	91.43	316.94	7.92	3,683.06
13-5-0700-9020 ADEQ FEES	10,250.00	0.00	0.00	0.00	10,250.00
13-5-0700-9760 CONTINGENCY	<u>617,430.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>617,430.00</u>
TOTAL WATER O & M	1,784,268.00	82,525.11	165,065.46	9.25	1,619,202.54
<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
13-5-0703-9001 WATER DEPRECIATION EXPENSE	0.00	0.00	0.00	0.00	0.00
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	46,838.00	0.00	0.00	0.00	46,838.00
13-5-0703-9060 UPPER TOWN WIFA DEBT SERVICE	<u>454,279.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>454,279.00</u>
TOTAL WATER CAPITAL IMPROVEMEN	1,601,117.00	0.00	0.00	0.00	1,601,117.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
13-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
13-5-0800-8001 DISTRIBUTION - MID ZONE PRV	300,000.00	0.00	0.00	0.00	300,000.00
13-5-0800-8002 GROUNDWATER WELL & TREATMENT	500,000.00	0.00	0.00	0.00	500,000.00
13-5-0800-8003 EPA LEAD & COPPER RULE	250,000.00	0.00	0.00	0.00	250,000.00
13-5-0800-8004 INFRA WATER LINE RESEARCH	10,000.00	0.00	0.00	0.00	10,000.00
13-5-0800-8005 DIST - PANORAMA BOOSTER STATIO	50,000.00	0.00	0.00	0.00	50,000.00
13-5-0800-8006 MASTER PLAN, RATE STUDY IIP	300,000.00	0.00	0.00	0.00	300,000.00
13-5-0800-8007 HASKELL SPRINGS TANK COATING	250,000.00	0.00	0.00	0.00	250,000.00
13-5-0800-8008 CELLULAR METER PROGRAM	50,000.00	0.00	0.00	0.00	50,000.00
13-5-0800-8009 SCADA UPGRADES WATER	50,000.00	0.00	0.00	0.00	50,000.00
13-5-0800-8010 CEMENT PLANT ROAD METER BOX	5,000.00	0.00	0.00	0.00	5,000.00
13-5-0800-8011 FISCHER HOUSE WAREHOUSE	300,000.00	0.00	0.00	0.00	300,000.00
13-5-0800-8012 HASKELL SPRINGS TANK CONNECTOR	60,000.00	0.00	0.00	0.00	60,000.00
13-5-0800-8013 ENT OPERATIONS VEHICLE REPLACE	200,000.00	0.00	0.00	0.00	200,000.00
13-5-0800-8014 PW & CD BUILDING WINDOWS ROOF	0.00	0.00	0.00	0.00	0.00
13-5-0800-8015 CD, PW & POLICE FLOORS	0.00	0.00	0.00	0.00	0.00
13-5-0800-8016 FUEL AND SOLVENT RELOCATION	0.00	0.00	0.00	0.00	0.00
13-5-0800-8017 TOWN OPS DUMSTER FENCING	0.00	0.00	0.00	0.00	0.00
13-5-0800-8018 FACILITES MASTER PLAN	0.00	0.00	0.00	0.00	0.00
13-5-0800-8019 ENTERPRISE OPER VEHICLE REPLAC	0.00	0.00	0.00	0.00	0.00
13-5-0800-8020 DISTRIBUTION MID ZONE PRV	0.00	0.00	0.00	0.00	0.00
13-5-0800-8021 GROUNDWATER WELL & TREATMENT	0.00	0.00	0.00	0.00	0.00
13-5-0800-8022 EPA LEAD & COPPER RULE	0.00	0.00	0.00	0.00	0.00
13-5-0800-8024 INFRASTRUCTURE WASTER LINE RESE	0.00	0.00	0.00	0.00	0.00
13-5-0800-8025 89A RESERVOIR REPLACEMENT	0.00	0.00	0.00	0.00	0.00
13-5-0800-8026 HASKELL SPRINGS NORTH TANK REP	0.00	148,752.95	156,454.56	0.00 (	156,454.56)
13-5-0800-8027 89 WELL REPLACEMENT	0.00	78,500.00	78,500.00	0.00 (	78,500.00)
13-5-0800-8029 CEMETERY WELL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
13-5-0800-8030 2.5" FIRE HYDRANT REPLACEMENT	0.00	0.00	0.00	0.00	0.00
13-5-0800-8031 ARSENIC TREATMENT PLANT IMP	0.00	1,944.71	2,163.32	0.00 (	2,163.32)
13-5-0800-8032 CROSSROADS WATER LINE REPLACE	0.00	1,255.32	1,255.32	0.00 (	1,255.32)
13-5-0800-8033 MAIN/NORTH SEVENTH ST PRV GATE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	2,325,000.00	230,452.98	238,373.20	10.25	2,086,626.80

13 -WATER FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>WATER CAPACITY</u>					
13-5-1300-7999 WATER CAPACITY FEE	<u>10,707.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,707.00</u>
TOTAL WATER CAPACITY	10,707.00	0.00	0.00	0.00	10,707.00
TOTAL EXPENDITURES	5,721,092.00	312,978.09	403,438.66	7.05	5,317,653.34
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	62,893.96)	140,939.14	(	140,939.14)

*** END OF REPORT ***

16 -GRANTS FUND
FINANCIAL SUMMARY

16.67% 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	0.00	0.00	10,000,000.00
YAVAPAI COUNTY FLOOD CON	50,000.00	0.00	0.00	0.00	50,000.00
RICO	30,000.00	0.00	0.00	0.00	30,000.00
VEST	5,000.00	409.00	409.00	8.18	4,591.00
AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
SELINA MONGINI GRANT	0.00	0.00	0.00	0.00	0.00
SELNA MONGINE GRANT	1,500,000.00	470,576.32	(241,813.07)	16.12-	1,741,813.07
FED APPROPRIATION USDA	1,000,000.00	0.00	0.00	0.00	1,000,000.00
WIFA CELLULAR METER	562,500.00	0.00	0.00	0.00	562,500.00
SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
BITTER CREEK BRIDGE	0.00	0.00	0.00	0.00	0.00
POLICE RESCUE ATV	35,759.00	0.00	0.00	0.00	35,759.00
NATIONAL NIGHT OUT	2,500.00	0.00	0.00	0.00	2,500.00
CLUBHOUSE WINDOWS	115,000.00	0.00	0.00	0.00	115,000.00
CEMENT PLANT ROAD	280,000.00	0.00	0.00	0.00	280,000.00
CLARKDALE PARKWAY	900,000.00	0.00	0.00	0.00	900,000.00
CEMETARY RECHARGE	0.00	0.00	0.00	0.00	0.00
LOWER CONNECTOR DESIGN R	0.00	0.00	0.00	0.00	0.00
PURPLE PIPE TO SELENA	0.00	0.00	0.00	0.00	0.00
TRAILS PLANNING & DEVELOP	0.00	0.00	0.00	0.00	0.00
SMART GRANT DES LUKE LANE	0.00	0.00	0.00	0.00	0.00
ACFYC - STEAM ELEMENTS FO	0.00	0.00	0.00	0.00	0.00
TAP GRANT PAVEMENT PRES	0.00	0.00	0.00	0.00	0.00
USDA EMERGENCY COMMUNITY	0.00	0.00	0.00	0.00	0.00
AZECBG - PD EV VEHICLES	0.00	0.00	0.00	0.00	0.00
MOTOROLA POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
EPA CDS FY25 PD DOORS	0.00	0.00	0.00	0.00	0.00
CEMENT PLANT ROAD SMART	0.00	0.00	0.00	0.00	0.00
WIFA WCGF MISC WATER	0.00	0.00	0.00	0.00	0.00
ARIOZNA DEPART OF HOUSING	0.00	0.00	(0.01)	0.00	0.01
THRIVING COMM GRANT	0.00	0.00	0.00	0.00	0.00
OTHER SOURCES	<u>6,621,400.00</u>	<u>23,784.11</u>	<u>50,770.07</u>	<u>0.77</u>	<u>6,570,629.93</u>
TOTAL REVENUES	21,130,947.00	494,769.43	(190,634.01)	0.90-	21,321,581.01
	=====	=====	=====	=====	=====

EXPENDITURE SUMMARY

MISC GRANTS	10,000,000.00	0.00	0.00	0.00	10,000,000.00
YAVAPAI COUNTY FLOOD CON	50,000.00	3,981.64	3,981.64	7.96	46,018.36
RICO	30,000.00	0.00	0.00	0.00	30,000.00
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
SELINA MONGINI GRANT	1,500,000.00	397,075.31	397,075.31	26.47	1,102,924.69
FED APPROPRIATION USDA	1,000,000.00	0.00	0.00	0.00	1,000,000.00
OPIOID FUNDS	0.00	0.00	0.00	0.00	0.00
WIFA CELLULAR METER	562,500.00	30.49	3,259.97	0.58	559,240.03

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

16 -GRANTS FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
SOLAR TABLES GRANT	18,788.00	0.00	0.00	0.00	18,788.00
BITTER CREEK BRIDGE	6,621,400.00	24,758.75	24,758.75	0.37	6,596,641.25
POLICE RESCUE ATV	35,759.00	0.00	0.00	0.00	35,759.00
NATIONAL NIGHT OUT	2,500.00	0.00	0.00	0.00	2,500.00
CLUBHOUSE WINDOWS	115,000.00	0.00	0.00	0.00	115,000.00
CEMENT PLANT ROAD	280,000.00	0.00	0.00	0.00	280,000.00
CLARKDALE PARKWAY	900,000.00	0.00	0.00	0.00	900,000.00
CEMETARY RECHARGE	0.00	352.00	352.00	0.00 (	352.00)
LOWER CONNECTOR DESIGN R	0.00	0.00	0.00	0.00	0.00
PURPLE PIPE TO SELENA	0.00	25,000.00	25,000.00	0.00 (	25,000.00)
TRAILS PLANNING & DEVELOP	0.00	0.00	0.00	0.00	0.00
SMART GRANT DES LUKE LANE	0.00	0.00	0.00	0.00	0.00
ACFYC - STEAM ELEMENTS FO	0.00	0.00	0.00	0.00	0.00
TAP GRANT PAVEMENT PRES	0.00	0.00	0.00	0.00	0.00
USDA EMERGENCY COMMUNITY	0.00	31,010.21	31,010.21	0.00 (	31,010.21)
AZECBG - PD EV VEHICLES	0.00	0.00	0.00	0.00	0.00
MOTOROLA POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
EPA CDS FY25 PD DOORS	0.00	0.00	0.00	0.00	0.00
CEMENT PLANT ROAD SMART	0.00	0.00	0.00	0.00	0.00
WIFA WCGF MISC WATER	0.00	0.00	0.00	0.00	0.00
ARIOZNA DEPART OF HOUSING	0.00	82,250.00	82,250.00	0.00 (	82,250.00)
THRIVING COMM GRANT	0.00	0.00	0.00	0.00	0.00
CAPITAL IMPROVEMENTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EXPENDITURES	21,130,947.00	564,458.40	567,687.88	2.69	20,563,259.12
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	69,688.97) (	758,321.89)		758,321.89

16 -GRANTS FUND

16.67% 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>0.00</u>	<u>0.00</u>	<u>10,000,000.00</u>
TOTAL MISC GRANTS	10,000,000.00	0.00	0.00	0.00	10,000,000.00
<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>RICO</u>					
16-4-0007-4500 RICO REVENUE	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL RICO	30,000.00	0.00	0.00	0.00	30,000.00
<u>VEST</u>					
16-4-0008-4001 POLICE BULLET PROOF VEST	<u>5,000.00</u>	<u>409.00</u>	<u>409.00</u>	<u>8.18</u>	<u>4,591.00</u>
TOTAL VEST	5,000.00	409.00	409.00	8.18	4,591.00
<u>AZ DOHS RADIO GRANT</u>					
16-4-0023-4500 AZDOHS PORTABLE RADIO GRANT	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>SELINA MONGINI GRANT</u>					
16-4-0044-4500 SELNA-MONGINI GRANT	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SELINA MONGINI GRANT	0.00	0.00	0.00	0.00	0.00
<u>SELNA MONGINE GRANT</u>					
16-4-0046-4500 SELNA MOGNINI FEDERAL & STATE	<u>1,500,000.00</u>	<u>470,576.32</u>	<u>(241,813.07)</u>	<u>16.12-</u>	<u>1,741,813.07</u>
TOTAL SELNA MONGINE GRANT	1,500,000.00	470,576.32	(241,813.07)	16.12-	1,741,813.07
<u>FED APPROPRIATION USDA</u>					
16-4-0050-4500 FEDERAL APPROPRIATION/USDA	<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 FED APPROPRIATION USDA	1,000,000.00	0.00	0.00	0.00	1,000,000.00
<u>WIFA CELLULAR METER</u>					
16-4-0053-4500 WIFA CELLULAR METERS GRANT	<u>562,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>562,500.00</u>
TOTAL WIFA CELLULAR METER	562,500.00	0.00	0.00	0.00	562,500.00
<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>BITTER CREEK BRIDGE</u>					
16-4-0056-4500 BITTER CREEK BRIDGE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL BITTER CREEK BRIDGE	0.00	0.00	0.00	0.00	0.00
<u>POLICE RESCUE ATV</u>					
16-4-0058-4500 POLICE RESCUE ATV (FIREHOUSE)	<u>35,759.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,759.00</u>
TOTAL POLICE RESCUE ATV	35,759.00	0.00	0.00	0.00	35,759.00

16 -GRANTS FUND

16.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>AZECBG - PD EV VEHICLES</u>					
16-4-0080-4500 AZECBG - PD EV TRUCKS & CHARGI	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL AZECBG - PD EV VEHICLES	0.00	0.00	0.00	0.00	0.00
<u>MOTOROLA POLICE RADIOS</u>					
16-4-0081-4500 MOTOROLA POLICE RADIOS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL MOTOROLA POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
<u>EPA CDS FY25 PD DOORS</u>					
16-4-0082-4500 EPA CDS FY 25 PD DOORS & WINDO	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL EPA CDS FY25 PD DOORS	0.00	0.00	0.00	0.00	0.00
<u>CEMENT PLANT ROAD SMART</u>					
16-4-0083-4500 CEMENT PLANT ROAD (SMARTGRANT)	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CEMENT PLANT ROAD SMART	0.00	0.00	0.00	0.00	0.00
<u>WIFA WCGF MISC WATER</u>					
16-4-0084-4500 WIFA WCGF MISC WATER PROJECTS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL WIFA WCGF MISC WATER	0.00	0.00	0.00	0.00	0.00
<u>ARIOZNA DEPART OF HOUSING</u>					
16-4-0066-4500 ADOH HOUSING AFFORDABILITY	<u>0.00</u>	<u>0.00</u>	<u>(0.01)</u>	<u>0.00</u>	<u>0.01</u>
TOTAL ARIOZNA DEPART OF HOUSING	0.00	0.00	(0.01)	0.00	0.01
<u>THRIVING COMM GRANT</u>					
16-4-0085-4500 THRIVING COMMUNITIES GRANT S-M	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL THRIVING COMM GRANT	0.00	0.00	0.00	0.00	0.00
<u>OTHER SOURCES</u>					
16-4-4000-4700 INTEREST INC-BITTER CRK BRIDGE	100,000.00	23,784.11	50,770.07	50.77	49,229.93
16-4-4000-6007 TRANS IN FROM GENERAL FUND	0.00	0.00	0.00	0.00	0.00
16-4-4000-6050 FUND BALANCE APPROPRIATION	<u>6,521,400.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>6,521,400.00</u>
TOTAL OTHER SOURCES	6,621,400.00	23,784.11	50,770.07	0.77	6,570,629.93
TOTAL REVENUE	21,130,947.00	494,769.43	(190,634.01)	0.90-	21,321,581.01
	=====	=====	=====	=====	=====

16 -GRANTS FUND

16.67% 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>10,000,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000,000.00</u>
TOTAL MISC GRANTS	10,000,000.00	0.00	0.00	0.00	10,000,000.00
<u>YAVAPAI COUNTY FLOOD CON</u>					
16-5-0004-7000 YC FLOOD CONTROL PROJECT EXP	50,000.00	3,981.64	3,981.64	7.96	46,018.36
16-5-0004-7999 MISCELLANEOUS EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL YAVAPAI COUNTY FLOOD CON	50,000.00	3,981.64	3,981.64	7.96	46,018.36
<u>RICO</u>					
16-5-0007-7999 RICO- MISC EXPENSE	<u>30,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>30,000.00</u>
TOTAL RICO	30,000.00	0.00	0.00	0.00	30,000.00
<u>VEST</u>					
16-5-0008-7001 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>AZ DOHS RADIO GRANT</u>					
16-5-0023-7000 AZDOHS RADIO GRANT EXPENSES	<u>10,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>10,000.00</u>
TOTAL AZ DOHS RADIO GRANT	10,000.00	0.00	0.00	0.00	10,000.00
<u>SELINA MONGINI GRANT</u>					
16-5-0044-7000 SELNA-MONGINI	<u>1,500,000.00</u>	<u>397,075.31</u>	<u>397,075.31</u>	<u>26.47</u>	<u>1,102,924.69</u>
TOTAL SELINA MONGINI GRANT	1,500,000.00	397,075.31	397,075.31	26.47	1,102,924.69
<u>FED APPROPRIATION USDA</u>					
16-5-0050-7000 FEDERAL APPROPRIATION GRANT	<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 FED APPROPRIATION USDA	1,000,000.00	0.00	0.00	0.00	1,000,000.00
<u>OPIOID FUNDS</u>					
16-5-0052-7000 OPIOID FUNDS	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL OPIOID FUNDS	0.00	0.00	0.00	0.00	0.00
<u>WIFA CELLULAR METER</u>					
16-5-0053-7000 WIFA CELLULAR METERS GRANT	<u>562,500.00</u>	<u>30.49</u>	<u>3,259.97</u>	<u>0.58</u>	<u>559,240.03</u>
TOTAL WIFA CELLULAR METER	562,500.00	30.49	3,259.97	0.58	559,240.03
<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>BITTER CREEK BRIDGE</u>					
16-5-0056-7000 BITTER CREEK BRIDGE	<u>6,621,400.00</u>	<u>24,758.75</u>	<u>24,758.75</u>	<u>0.37</u>	<u>6,596,641.25</u>
TOTAL BITTER CREEK BRIDGE	6,621,400.00	24,758.75	24,758.75	0.37	6,596,641.25
<u>POLICE RESCUE ATV</u>					
16-5-0058-7000 POLICE RESCUE ATV (FIREHOUSE)	<u>35,759.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>35,759.00</u>
TOTAL POLICE RESCUE ATV	35,759.00	0.00	0.00	0.00	35,759.00

16 -GRANTS FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>NATIONAL NIGHT OUT</u>					
16-5-0059-7000 NATIONAL NIGHT OUT	<u>2,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,500.00</u>
TOTAL NATIONAL NIGHT OUT	2,500.00	0.00	0.00	0.00	2,500.00
<u>CLUBHOUSE WINDOWS</u>					
16-5-0060-7000 CLUBHOUSE WINDOWS (USDA/T)	<u>115,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>115,000.00</u>
TOTAL CLUBHOUSE WINDOWS	115,000.00	0.00	0.00	0.00	115,000.00
<u>CEMENT PLANT ROAD</u>					
16-5-0061-7000 CEMENT PLANT ROAD	<u>280,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>280,000.00</u>
TOTAL CEMENT PLANT ROAD	280,000.00	0.00	0.00	0.00	280,000.00
<u>CLARKDALE PARKWAY</u>					
16-5-0062-7000 CLARKDALE PARKWAY (TAP)	<u>900,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>900,000.00</u>
TOTAL CLARKDALE PARKWAY	900,000.00	0.00	0.00	0.00	900,000.00
<u>CEMETARY RECHARGE</u>					
16-5-0067-7000 CEMETARY RECHARGE - WIFA	<u>0.00</u>	<u>352.00</u>	<u>352.00</u>	<u>0.00</u>	<u>(352.00)</u>
TOTAL CEMETARY RECHARGE	0.00	352.00	352.00	0.00	(352.00)
<u>LOWER CONNECTOR DESIGN R</u>					
16-5-0069-7000 LOWER CONNECT DESIGN TRA CENTE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL LOWER CONNECTOR DESIGN R	0.00	0.00	0.00	0.00	0.00
<u>PURPLE PIPE TO SELENA</u>					
16-5-0074-7000 PURPLE PIPE TO SELNA MONGINI	<u>0.00</u>	<u>25,000.00</u>	<u>25,000.00</u>	<u>0.00</u>	<u>(25,000.00)</u>
TOTAL PURPLE PIPE TO SELENA	0.00	25,000.00	25,000.00	0.00	(25,000.00)
<u>TRAILS PLANNING & DEVELOP</u>					
16-5-0075-7000 TRAILS PLANNING AND DEVELOPMEN	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TRAILS PLANNING & DEVELOP	0.00	0.00	0.00	0.00	0.00
<u>SMART GRANT DES LUKE LANE</u>					
16-5-0077-7000 SMART - DESIGN LUKE LAND	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL SMART GRANT DES LUKE LANE	0.00	0.00	0.00	0.00	0.00
<u>ACFYC - STEAM ELEMENTS FO</u>					
16-5-0076-7000 ACFTC - STEAN EKENEBS FIR SM	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL ACFYC - STEAM ELEMENTS FO	0.00	0.00	0.00	0.00	0.00
<u>TAP GRANT PAVEMENT PRES</u>					
16-5-0078-7000 TAP - PAVEMENT PRESERVATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL TAP GRANT PAVEMENT PRES	0.00	0.00	0.00	0.00	0.00
<u>USDA EMERGENCY COMMUNITY</u>					
16-5-0079-7000 USDA EMER COMM WATER ASSIST	<u>0.00</u>	<u>31,010.21</u>	<u>31,010.21</u>	<u>0.00</u>	<u>(31,010.21)</u>
TOTAL USDA EMERGENCY COMMUNITY	0.00	31,010.21	31,010.21	0.00	(31,010.21)

16 -GRANTS FUND

16.67% OF YEAR COMP.

EXPENDITURES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>AZECBG - PD EV VEHICLES</u>					
16-5-0080-7000 AZECBF - PD EV TRUCKS AND CHAR	0.00	0.00	0.00	0.00	0.00
TOTAL AZECBG - PD EV VEHICLES	0.00	0.00	0.00	0.00	0.00
<u>MOTOROLA POLICE RADIOS</u>					
16-5-0081-7000 MOTOROLA POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
TOTAL MOTOROLA POLICE RADIOS	0.00	0.00	0.00	0.00	0.00
<u>EPA CDS FY25 PD DOORS</u>					
16-5-0082-7000 EPA CDS PD DOORS AND WINDOWS	0.00	0.00	0.00	0.00	0.00
TOTAL EPA CDS FY25 PD DOORS	0.00	0.00	0.00	0.00	0.00
<u>CEMENT PLANT ROAD SMART</u>					
16-5-0083-7000 CEMENT PLANT ROAD	0.00	0.00	0.00	0.00	0.00
TOTAL CEMENT PLANT ROAD SMART	0.00	0.00	0.00	0.00	0.00
<u>WIFA WCGF MISC WATER</u>					
16-5-0084-7000 WIFA WCGF MISC WATER PROJECTS	0.00	0.00	0.00	0.00	0.00
TOTAL WIFA WCGF MISC WATER	0.00	0.00	0.00	0.00	0.00
<u>ARIOZNA DEPART OF HOUSING</u>					
16-5-0066-7000 ADOH HOUSING AFFORDABILITY	0.00	82,250.00	82,250.00	0.00	(82,250.00)
TOTAL ARIOZNA DEPART OF HOUSING	0.00	82,250.00	82,250.00	0.00	(82,250.00)
<u>THRIVING COMM GRANT</u>					
16-5-0085-7000 THRIVING COMMUNITIES GRANT SM	0.00	0.00	0.00	0.00	0.00
TOTAL THRIVING COMM GRANT	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL IMPROVEMENTS</u>					
16-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
TOTAL CAPITAL IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
TOTAL EXPENDITURES	21,130,947.00	564,458.40	567,687.88	2.69	20,563,259.12
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00	(69,688.97)	(758,321.89)		758,321.89

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

19 -CEMETERY
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CEMETERY REVENUE	<u>229,404.00</u>	<u>5,939.58</u>	<u>11,187.40</u>	<u>4.88</u>	<u>218,216.60</u>
TOTAL REVENUES	<u>229,404.00</u>	<u>5,939.58</u>	<u>11,187.40</u>	<u>4.88</u>	<u>218,216.60</u>
<u>EXPENDITURE SUMMARY</u>					
CEMETERY O & M	59,905.00	3,323.22	6,193.82	10.34	53,711.18
CEMETERY DEPRECIATION	0.00	0.00	0.00	0.00	0.00
CAPITAL IMPROVEMENT PLAN	140,500.00	0.00	0.00	0.00	140,500.00
CEMETERY CONTINGENCY	<u>28,149.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,149.00</u>
TOTAL EXPENDITURES	<u>228,554.00</u>	<u>3,323.22</u>	<u>6,193.82</u>	<u>2.71</u>	<u>222,360.18</u>
REVENUES OVER/ (UNDER) EXPENDITURES	850.00	2,616.36	4,993.58	(	4,143.58)

19 -CEMETERY

16.67% 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	0.00	1,200.00	8.00	13,800.00
19-4-4000-4016 INTERMENTS	16,000.00	3,400.00	5,300.00	33.13	10,700.00
19-4-4000-4026 GRAVE LINER SALES	3,000.00	685.00	985.00	32.83	2,015.00
19-4-4000-4100 TRANSFER FROM PERPETUAL CARE	7,000.00	0.00	0.00	0.00	7,000.00
19-4-4000-4500 INTEREST HELEN LYNN BEQUEST	6,677.00	1,698.80	3,391.40	50.79	3,285.60
19-4-4000-4700 LGIP INTEREST 93946	1,227.00	155.78	311.00	25.35	916.00
19-4-4000-4850 TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
19-4-4000-6050 FUND BALANCE APPROPRIATION	180,500.00	0.00	0.00	0.00	180,500.00
19-4-4000-7999 CEMETERY MISC REVENUE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CEMETERY REVENUE	229,404.00	5,939.58	11,187.40	4.88	218,216.60
TOTAL REVENUE	229,404.00	5,939.58	11,187.40	4.88	218,216.60
	=====	=====	=====	=====	=====

19 -CEMETERY

16.67% 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	22,088.00	1,454.40	2,897.51	13.12	19,190.49
19-5-0700-6001 OVERTIME	987.00	116.62	116.62	11.82	870.38
19-5-0700-6003 REIMBURSEMENT TO GF	4,706.00	0.00	0.00	0.00	4,706.00
19-5-0700-6020 SOCIAL SECURITY	1,765.00	112.59	219.65	12.44	1,545.35
19-5-0700-6022 HEALTH INSURANCE	9,605.00	456.16	476.46	4.96	9,128.54
19-5-0700-6023 WORKERS COMPENSATION	562.00	0.00	0.00	0.00	562.00
19-5-0700-6024 STATE RETIREMENT	2,831.00	188.65	370.67	13.09	2,460.33
19-5-0700-6026 HSA EMPLOYER PORTION	0.00	0.00	0.00	0.00	0.00
19-5-0700-6040 UNIFORM ALLOWANCE	50.00	0.00	0.00	0.00	50.00
19-5-0700-6100 CONTRACT CANCELLED-BUY BACK	2,235.00	0.00	0.00	0.00	2,235.00
19-5-0700-7001 EQUIPMENT REPAIRS & MAINT	1,500.00	0.00	0.00	0.00	1,500.00
19-5-0700-7002 GASOLINE	800.00	0.00	0.00	0.00	800.00
19-5-0700-7008 EQUIPMENT RENTAL	1,320.00	110.00	220.00	16.67	1,100.00
19-5-0700-7013 SOFTWARE PURCH & MAINT	1,900.00	884.80	884.80	46.57	1,015.20
19-5-0700-7500 CEMETERY SUPPLIES	800.00	0.00	0.00	0.00	800.00
19-5-0700-7502 TOOLS	750.00	0.00	0.00	0.00	750.00
19-5-0700-7506 GRAVE LINERS	4,300.00	0.00	0.00	0.00	4,300.00
19-5-0700-7550 EMPLOYEE SAFETY	100.00	0.00	0.00	0.00	100.00
19-5-0700-9008 LIABILITY & PROPERTY INSURANCE	<u>3,606.00</u>	<u>0.00</u>	<u>1,008.11</u>	<u>27.96</u>	<u>2,597.89</u>
TOTAL CEMETERY O & M	59,905.00	3,323.22	6,193.82	10.34	53,711.18
<u>CEMETERY DEPRECIATION</u>					
19-5-0703-9001 CEMETERY DEPRECIATION EXPENSE	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CEMETERY DEPRECIATION	0.00	0.00	0.00	0.00	0.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
19-5-0800-8000 CAPITAL IMPROVEMENT PLAN	<u>140,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>140,500.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	140,500.00	0.00	0.00	0.00	140,500.00
<u>CEMETERY CONTINGENCY</u>					
19-5-2000-9400 CONTINGENCY	<u>28,149.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>28,149.00</u>
TOTAL CEMETERY CONTINGENCY	28,149.00	0.00	0.00	0.00	28,149.00
TOTAL EXPENDITURES	228,554.00	3,323.22	6,193.82	2.71	222,360.18
REVENUES OVER/(UNDER) EXPENDITURES	850.00	2,616.36	4,993.58	(	4,143.58)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

20 -PERPETUAL CARE
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
PERPETUAL CARE REVENUE	<u>7,000.00</u>	<u>0.00</u>	<u>965.00</u>	<u>13.79</u>	<u>6,035.00</u>
TOTAL REVENUES	<u>7,000.00</u>	<u>0.00</u>	<u>965.00</u>	<u>13.79</u>	<u>6,035.00</u>
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
PERPETUAL CARE	<u>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>
TOTAL EXPENDITURES	<u>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	0.00	965.00	(	965.00)

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

20 -PERPETUAL CARE

16.67% 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	7,000.00	0.00	965.00	13.79	6,035.00
20-4-4000-6050 FUND BALANCE APPROPRIATION	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL PERPETUAL CARE REVENUE	7,000.00	0.00	965.00	13.79	6,035.00
TOTAL REVENUE	7,000.00	0.00	965.00	13.79	6,035.00
	=====	=====	=====	=====	=====

20 -PERPETUAL CARE

16.67% 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>7,000.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>7,000.00</u>
TOTAL PERPETUAL CARE	7,000.00	0.00	0.00	0.00	7,000.00
TOTAL EXPENDITURES	7,000.00	0.00	0.00	0.00	7,000.00
REVENUES OVER/(UNDER) EXPENDITURES	0.00	0.00	965.00	(	965.00)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

24 -CAPITAL IMPROVEMENT
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
CAPITAL IMPROVEMENT REV	<u>4,130,374.00</u>	<u>24,750.00</u>	<u>49,500.00</u>	<u>1.20</u>	<u>4,080,874.00</u>
TOTAL REVENUES	<u>4,130,374.00</u> =====	<u>24,750.00</u> =====	<u>49,500.00</u> =====	<u>1.20</u> =====	<u>4,080,874.00</u> =====
<u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENTS	1,517,516.00	0.00	0.00	0.00	1,517,516.00
CAPITAL IMPROVEMENT PLAN	<u>3,103,358.00</u>	<u>2,949.48</u>	<u>5,372.03</u>	<u>0.17</u>	<u>3,097,985.97</u>
TOTAL EXPENDITURES	<u>4,620,874.00</u> =====	<u>2,949.48</u> =====	<u>5,372.03</u> =====	<u>0.12</u> =====	<u>4,615,501.97</u> =====
REVENUES OVER/ (UNDER) EXPENDITURES	(490,500.00)	21,800.52	44,127.97		(534,627.97)

24 -CAPITAL IMPROVEMENT

16.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>CAPITAL IMPROVEMENT REV</u>					
24-4-4000-4800 CAPITAL TRANSFERS IN	0.00	0.00	0.00	0.00	0.00
24-4-4000-4801 CAPITAL TRANSFER FROM GF	1,979,056.00	24,750.00	49,500.00	2.50	1,929,556.00
24-4-4000-4802 CAPITAL TRANSFER IN FROM ARPA	0.00	0.00	0.00	0.00	0.00
24-4-4000-6050 FUND BALANCE APPROPRIATION	<u>2,151,318.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>2,151,318.00</u>
TOTAL CAPITAL IMPROVEMENT REV	4,130,374.00	24,750.00	49,500.00	1.20	4,080,874.00
TOTAL REVENUE	4,130,374.00	24,750.00	49,500.00	1.20	4,080,874.00
	=====	=====	=====	=====	=====

24 -CAPITAL IMPROVEMENT

16.67% 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>717,516.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>717,516.00</u>
TOTAL CAPITAL IMPROVEMENTS	1,517,516.00	0.00	0.00	0.00	1,517,516.00
<u>CAPITAL IMPROVEMENT PLAN</u>					
24-5-0800-8000 CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
24-5-0800-8001 ADMIN BUILDING REHAB AND IMPRO	535,500.00	0.00	0.00	0.00	535,500.00
24-5-0800-8002 COMMUNITY BROADBAND INITIATIVE	225,000.00	0.00	0.00	0.00	225,000.00
24-5-0800-8003 CLARK BUILDING NORTH SOFFIT RE	45,000.00	0.00	0.00	0.00	45,000.00
24-5-0800-8004 PW & CD BUILD WIN/ROOF/PAINT	200,000.00	2,122.54	4,545.09	2.27	195,454.91
24-5-0800-8005 TOWN PARKING LOT CHIP SEAL	80,000.00	0.00	0.00	0.00	80,000.00
24-5-0800-8006 TOWN OFFICES WIRING UPGRADES	150,000.00	0.00	0.00	0.00	150,000.00
24-5-0800-8007 PW VEHICLE LIFT	25,000.00	0.00	0.00	0.00	25,000.00
24-5-0800-8008 DRONE PROGRAM	6,000.00	0.00	0.00	0.00	6,000.00
24-5-0800-8009 SELNA-MONGINI PARK IMPROVE	996,858.00	0.00	0.00	0.00	996,858.00
24-5-0800-8010 TOWN GAZEBO IMPROVEMENTS	225,000.00	0.00	0.00	0.00	225,000.00
24-5-0800-8011 PARK PLAYGROUND SAFETY	25,000.00	75.80	75.80	0.30	24,924.20
24-5-0800-8012 TRAILS PLANNING AND DEVEL	16,500.00	0.00	0.00	0.00	16,500.00
24-5-0800-8013 CENTERVILLE ROAD EXTENSION	250,000.00	751.14	751.14	0.30	249,248.86
24-5-0800-8014 ALLEYWAY IMPROVEMENTS	35,000.00	0.00	0.00	0.00	35,000.00
24-5-0800-8015 POLICE SAFETY VEHICLES	238,500.00	0.00	0.00	0.00	238,500.00
24-5-0800-8016 COMMUNITY DEVEL VEHICLE	50,000.00	0.00	0.00	0.00	50,000.00
24-5-0800-8017 LUKE LANE IMPROVEMENTS	0.00	0.00	0.00	0.00	0.00
24-5-0800-8018 TOWN HALL EXTERIOR	0.00	0.00	0.00	0.00	0.00
24-5-0800-8019 CD/PW FLOORS	0.00	0.00	0.00	0.00	0.00
24-5-0800-8020 FUEL AND SOLVENT RELOCATION	0.00	0.00	0.00	0.00	0.00
24-5-0800-8021 TOWN OPS DUMSTER FENCING	0.00	0.00	0.00	0.00	0.00
24-5-0800-8022 FACILITIES MASTER PLAN	0.00	0.00	0.00	0.00	0.00
24-5-0800-8024 INFRASTRUCT IMPROV PLAN	0.00	0.00	0.00	0.00	0.00
24-5-0800-8025 TASERS FOR BODY CAMS	0.00	0.00	0.00	0.00	0.00
24-5-0800-8026 CLARK MEMORIAL CLUBHOUSE ROOF	0.00	0.00	0.00	0.00	0.00
24-5-0800-8027 COPPER PENNY MONUMENT SIGN	0.00	0.00	0.00	0.00	0.00
24-5-0800-9400 CIP CONTINGENCY	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	3,103,358.00	2,949.48	5,372.03	0.17	3,097,985.97
TOTAL EXPENDITURES	<u>4,620,874.00</u>	<u>2,949.48</u>	<u>5,372.03</u>	<u>0.12</u>	<u>4,615,501.97</u>
REVENUES OVER/(UNDER) EXPENDITURES	(490,500.00)	21,800.52	44,127.97	(534,627.97)	

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

28 -COURT RESTRICTED
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
GENERAL	5,000.00	582.16	582.16	11.64	4,417.84
FTG REV	200.00	0.00	0.00	0.00	200.00
JCEF REV	<u>500.00</u>	<u>109.74</u>	<u>109.74</u>	<u>21.95</u>	<u>390.26</u>
TOTAL REVENUES	5,700.00	691.90	691.90	12.14	5,008.10
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
GENERAL	<u>5,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,700.00</u>
TOTAL EXPENDITURES	5,700.00	0.00	0.00	0.00	5,700.00
	=====	=====	=====	=====	=====
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	691.90	691.90	(	691.90)

28 -COURT RESTRICTED

16.67% 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>582.16</u>	<u>582.16</u>	<u>11.64</u>	<u>4,417.84</u>
TOTAL GENERAL	5,000.00	582.16	582.16	11.64	4,417.84
<u>FTG REV</u>					
28-4-0002-4500 COURT FTG REVENUE	<u>200.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>200.00</u>
TOTAL FTG REV	200.00	0.00	0.00	0.00	200.00
<u>JCEF REV</u>					
28-4-0003-4500 COURT JCEF REVENUE	<u>500.00</u>	<u>109.74</u>	<u>109.74</u>	<u>21.95</u>	<u>390.26</u>
TOTAL JCEF REV	500.00	109.74	109.74	21.95	390.26
TOTAL REVENUE	5,700.00	691.90	691.90	12.14	5,008.10
	=====	=====	=====	=====	=====

28 -COURT RESTRICTED

16.67% 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>5,700.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>5,700.00</u>
TOTAL GENERAL	5,700.00	0.00	0.00	0.00	5,700.00
TOTAL EXPENDITURES	5,700.00	0.00	0.00	0.00	5,700.00
REVENUES OVER/ (UNDER) EXPENDITURES	0.00	691.90	691.90	(	691.90)

*** END OF REPORT ***

TOWN OF CLARKDALE
REVENUE & EXPENSE REPORT (UNAUDITED)
AS OF: AUGUST 31ST, 2025

80 -DONATION FUND
FINANCIAL SUMMARY

16.67% OF YEAR COMP.

	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>REVENUE SUMMARY</u>					
YAVAPAI APACHE TRIBE	8,500.00	0.00	0.00	0.00	8,500.00
TOWN WIDE	1,262,000.00	0.00	0.00	0.00	1,262,000.00
COMM DEV	300.00	0.00	0.00	0.00	300.00
PARK & RECREATION	24,000.00	6,109.48	7,461.72	31.09	16,538.28
POLICE	9,000.00	100.00	4,052.00	45.02	4,948.00
FUND BALANCE APPROPRIATIO	46,000.00	0.00	0.00	0.00	46,000.00
HERITAGE CONSERV	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL REVENUES	1,349,800.00	6,209.48	11,513.72	0.85	1,338,286.28
	=====	=====	=====	=====	=====
<u>EXPENDITURE SUMMARY</u>					
CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
YAVAPAI APACHE TRIBE	54,500.00	0.00	0.00	0.00	54,500.00
TOWN WIDE	1,050,000.00	0.00	0.00	0.00	1,050,000.00
COMM DEV	300.00	0.00	0.00	0.00	300.00
PARK & RECREATION	236,000.00	4,164.82	8,922.83	3.78	227,077.17
POLICE	<u>9,000.00</u>	<u>3,533.26</u>	<u>5,128.10</u>	<u>56.98</u>	<u>3,871.90</u>
TOTAL EXPENDITURES	1,349,800.00	7,698.08	14,050.93	1.04	1,335,749.07
	=====	=====	=====	=====	=====
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	1,488.60) (	2,537.21)		2,537.21

80 -DONATION FUND

16.67% OF YEAR COMP.

REVENUES	CURRENT BUDGET	CURRENT PERIOD	YEAR TO DATE ACTUAL	% OF BUDGET	BUDGET BALANCE
<u>YAVAPAI APACHE TRIBE</u>					
80-4-2100-4001 GENERAL - YAN	8,500.00	0.00	0.00	0.00	8,500.00
TOTAL YAVAPAI APACHE TRIBE	8,500.00	0.00	0.00	0.00	8,500.00
<u>TOWN WIDE</u>					
80-4-2300-4004 TOWN WIDE GENERAL DONATION	50,000.00	0.00	0.00	0.00	50,000.00
80-4-2300-4006 GENERAL - DEVELOPER	1,212,000.00	0.00	0.00	0.00	1,212,000.00
TOTAL TOWN WIDE	1,262,000.00	0.00	0.00	0.00	1,262,000.00
<u>COMM DEV</u>					
80-4-2500-4001 CENTENNIAL PLAZA DONATIONS	300.00	0.00	0.00	0.00	300.00
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	0.00	0.00	5,000.00
80-4-2600-4002 CONCERTS	12,000.00	3,009.48	4,361.72	36.35	7,638.28
80-4-2600-4003 HALLOWEEN	4,500.00	0.00	0.00	0.00	4,500.00
80-4-2600-4004 NEW YEARS EVENT	0.00	0.00	0.00	0.00	0.00
80-4-2600-4010 FOURTH OF JULY	2,500.00	0.00	0.00	0.00	2,500.00
80-4-2600-4015 SELNA-MONGINI PARK IMPROVEMENT	0.00	3,100.00	3,100.00	0.00	(3,100.00)
TOTAL PARK & RECREATION	24,000.00	6,109.48	7,461.72	31.09	16,538.28
<u>POLICE</u>					
80-4-2900-4001 GENERAL - POLICE	5,000.00	0.00	1,902.00	38.04	3,098.00
80-4-2900-4006 POLICE NATIONAL NIGHT OUT	4,000.00	100.00	2,150.00	53.75	1,850.00
TOTAL POLICE	9,000.00	100.00	4,052.00	45.02	4,948.00
<u>FUND BALANCE APPROPRIATIO</u>					
80-4-4000-6050 FUND BALANCE APPROPRIATION	46,000.00	0.00	0.00	0.00	46,000.00
TOTAL FUND BALANCE APPROPRIATIO	46,000.00	0.00	0.00	0.00	46,000.00
<u>HERITAGE CONSERV</u>					
80-4-3600-4001 GENERAL	0.00	0.00	0.00	0.00	0.00
TOTAL HERITAGE CONSERV	0.00	0.00	0.00	0.00	0.00
TOTAL REVENUE	1,349,800.00	6,209.48	11,513.72	0.85	1,338,286.28

80 -DONATION FUND

16.67% 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>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>
TOTAL CAPITAL IMPROVEMENT PLAN	0.00	0.00	0.00	0.00	0.00
<u>YAVAPAI APACHE TRIBE</u>					
80-5-2100-8801 GENERAL - YAN	<u>54,500.00</u>	<u>0.00</u>	<u>0.00</u>	<u>0.00</u>	<u>54,500.00</u>
TOTAL YAVAPAI APACHE TRIBE	54,500.00	0.00	0.00	0.00	54,500.00
<u>TOWN WIDE</u>					
80-5-2300-7000 GENERAL - DEVELOPER EXP	1,000,000.00	0.00	0.00	0.00	1,000,000.00
80-5-2300-8002 FLAG PURCHASE EXPENSE	0.00	0.00	0.00	0.00	0.00
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	1,050,000.00	0.00	0.00	0.00	1,050,000.00
<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	12,000.00	3,570.37	5,983.55	49.86	6,016.45
80-5-2600-8003 HALLOWEEN	4,500.00	0.00	0.00	0.00	4,500.00
80-5-2600-8005 POOL FUNDRAISING EXPENSES	0.00	0.00	0.00	0.00	0.00
80-5-2600-8010 FOURTH OF JULY	2,500.00	0.00	2,344.83	93.79	155.17
80-5-2600-8011 SELNA-MONGINI PARK IMPROVEMENT	52,000.00	0.00	0.00	0.00	52,000.00
80-5-2600-8012 TOWN PARK RESTROOM	150,000.00	0.00	0.00	0.00	150,000.00
80-5-2600-8013 BITTER CREEK BRIDGE	10,000.00	0.00	0.00	0.00	10,000.00
80-5-2600-8015 FREEPORT-MCMORAN SM STEAM PARK	<u>0.00</u>	<u>594.45</u>	<u>594.45</u>	<u>0.00</u>	<u>(594.45)</u>
TOTAL PARK & RECREATION	236,000.00	4,164.82	8,922.83	3.78	227,077.17
<u>POLICE</u>					
80-5-2900-8001 GENERAL - POLICE	5,000.00	69.77	1,486.61	29.73	3,513.39
80-5-2900-8006 POLICE NATIONAL NIGHT OUT	<u>4,000.00</u>	<u>3,463.49</u>	<u>3,641.49</u>	<u>91.04</u>	<u>358.51</u>
TOTAL POLICE	9,000.00	3,533.26	5,128.10	56.98	3,871.90
TOTAL EXPENDITURES	<u>1,349,800.00</u>	<u>7,698.08</u>	<u>14,050.93</u>	<u>1.04</u>	<u>1,335,749.07</u>
REVENUES OVER/(UNDER) EXPENDITURES	0.00 (	1,488.60) (	2,537.21)		2,537.21

*** 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 Sept. 9, 2025.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	September 23, 2025
<u>Strategic Goal:</u>	Not applicable.
<u>Background:</u>	Review of the draft minutes from the regular meeting held on Sept. 9, 2025.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends that the Council approve the draft minutes from the regular meeting held on Sept. 9, 2025.



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

TUESDAY, SEPTEMBER 9, 2025 AT 6:00 PM

(To listen to the full audio 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 and Laura Jones

Members Absent: Council Member Marney Babbitt-Pierce

Other Municipal Officials Present: Susan Guthrie, Town Manager; Charity Brooks, Town Clerk; Joni Westcott, Parks and Recreation Director; Ruth Mayday, Assistant Town Manager; D.K. Green, Assistant to the Town Manager; Darren Ehrenburg, Police Officer

Zoom: Two members of the public were present.

Audience: Approximately ten 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 – *Council Member Marney Babbitt-Pierce absent. All other members were present.*

3. PUBLIC COMMENT

Jeanie Baird – Clarkdale resident. Can't believe what a success the new Selna-Mongini Park is!

Nathan Porter – (via Zoom) – Clarkdale resident. Does not want to see the Mountain Gate Trails get abandoned by the Town.

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:

- VVTPO – Verde Valley Transportation Planning Organization
Meeting in two weeks.
- NACOG - Northern Arizona Council of Governments
Shared notes from the Aug. 28 meeting.
- NAMWUA - Northern Arizona Municipal Water Users Association
Attended the Team Advisory Meeting.
- TPAC – Transportation Policy Advisory Council
No report.
- VFLC – Verde Front Leadership Council
Will meet at the end of October.
- Sustaining Flows Committee
Clarkdale will be a part of the Verde Watershed Legislative Tour.
- Yavapai Communities for Young Children
No report.
- Vulnerable Road Users SHSP Emphasis Area Team
No report.
- NACOG Community Action Board (CAB)
No 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

Consider and act upon the draft minutes from the regular meeting held on Aug. 26, 2025.

B. Intergovernmental Agreement Between The Town of Clarkdale and the Yavapai County Flood Control District

Consider and act upon an Intergovernmental Agreement (IGA) between the Town of Clarkdale and the Yavapai County Flood Control District for FY 25/26 in an amount not to exceed \$100,100.

Action: Approve consent agenda items A and B as presented:

Motion: Vice Mayor Hunseder

Second: Council Member O'Neill

Vote: Approved 4-0

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	Absent
Council Member Laura Jones	Aye

6. NEW BUSINESS

A. Town of Clarkdale Housing Needs Assessment

The Council received a presentation regarding the Town of Clarkdale Housing Needs Assessment by Martina Kuehl with Kuehl Enterprises.

B. National Opioid Settlement

Discuss, consider and act upon a request to participate in the "Secondary Manufacturers Settlements" with eight opioid manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus ("Settling Defendants") as part of the National Opioid Settlement.

Action: Approve in the participation of the "Secondary Manufacturers Settlements" with eight opioid manufacturers: Alvogen, Amneal, Apotex, Hikma, Indivior, Mylan, Sun, and Zydus ("Settling Defendants") as part of the National Opioid Settlement and authorize the Town Manager to execute all documents:

Motion: Council Member O'Neill

Second: Council Member Jones

Vote: Approved 4-0

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	Absent
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 Jones

Vote: Approved 4-0

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	Absent
Council Member Laura Jones	Aye

Mayor Prud'homme-Bauer adjourned the meeting without objection at 7:04 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 9th day of September 2025. I further certify that the meeting was duly called and held and that a quorum was present.

Date approved by Town Council: Sept. 23, 2025

Charity Brooks, Town Clerk



Staff Report

Item Number: 5.B.

<u>Agenda Item:</u>	Resolution #1742 - Designating the Chief Fiscal Officer for 2026 Consider and act upon Resolution #1742 — Designating the Chief Fiscal Officer for officially submitting the Fiscal Year 2026 Expenditure Limitation Report to the Arizona Auditor General.
<u>Staff Contact:</u>	Brittany Earles, Finance Director
<u>Meeting Date:</u>	September 23, 2025
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 5 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.
<u>Background:</u>	A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer, the Governing Body designated to officially submit the current year's annual expenditure limitation report (AELR) on the Governing Body's behalf. Resolution #1742 meets the requirements of the Auditor General.
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends that the Council approve Resolution # 1742, designating Brittany Earles as the Chief Fiscal Officer for officially submitting the Fiscal Year 2026 Expenditure Limitation Report to the Arizona Auditor General.

RESOLUTION #1742

**A RESOLUTION OF THE TOWN OF CLARKDALE, ARIZONA, MAYOR AND
COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR
OFFICIALLY SUBMITTING THE FISCAL YEAR 2026 EXPENDITURE LIMITATION
REPORT TO THE ARIZONA AUDITOR GENERAL**

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Arizona Auditor General by July 31 the name of the Chief Fiscal Officer the Governing Body designated to officially submit the current year's annual expenditure limitation report (AELR) on the Governing Body's behalf; and

WHEREAS, the Town of Clarkdale Mayor and Council desire to designate Brittany Earles as the Town's Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE TOWN OF CLARKDALE, ARIZONA, MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Brittany Earles is hereby designated as the Town's Chief Fiscal Officer for the purpose of submitting the fiscal year 2026 AELR to the Arizona Auditor General on the Governing Body's behalf.

PASSED AND ADOPTED by the Town of Clarkdale, Arizona Mayor and Council, this 23rd day of September 2025.

ATTEST:

Robyn Prud'homme-Bauer – Mayor

Charity Brooks, Town Clerk



Staff Report

Item Number: 5.C.

Agenda Item: **Town of Clarkdale Pay Schedule, Recruitment Policy and Budget Transfers for Public Safety**
Consider and act upon an updated pay schedule, recruitment policy and FY2025-2026 budget transfers to be used toward Public Safety compensation.

Staff Contact: Susan Guthrie, Town Manager

Meeting Date: September 23, 2025

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

- Goal Area 1 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
- Goal Area 5 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

Background: On Sept. 9, 2025, the Clarkdale Town Council hosted a work session, open to the public, to discuss compensation for Public Safety, including pay, benefits and recruitment incentives. Council reviewed benchmark data from other Public Safety agencies and discussed potential enhancements to Clarkdale's current practices to improve both retention and recruitment efforts.

At the conclusion of the work session, Council directed the Town Manager to bring to Council an item to update the pay schedule for public safety and to implement bilingual pay and recruitment pay. Attached, please find the updated pay schedules along with the details of the recruitment policy.

This Council action is to approve the budget transfers, approve the recruitment policy and the updated pay schedule.

Budget Impact:

Recommended Budgetary Transfers for the Fiscal Year Ending June 30, 2026					
Fund	Budget Item	Adjusted Budget	Transfer	Revised Budget	Reason for Transfer
General Fund (01)	Contingency	\$ 2,000,000	\$ (156,300)	\$ 1,843,700	Police Dept. Salary and Recruitment Program
General Fund (01)	Police Dept.	\$ 1,135,750	\$ 135,000	\$ 1,270,750	Increase in Personnel Cost due to Police Officer Rate Increase
General Fund (01)	Police Dept.	\$ -	\$ 21,300	\$ 21,300	New Police Dept. Recruitment Program

Recommendation: Staff recommends that the Council approve the updated pay schedule, recruitment policy and FY2025-2026 budget transfers to be used toward Public Safety compensation.

TOWN OF CLARKDALE
FY25/26 SALARY PLAN
Salary Ranges per Job Class - (Pay Range Order)

9/16/2025 -- Recommended --

Occupational Job Family / Group	Salary Range	Exempt /		Minimum Hour	Minimum	Midpoint Hour	Midpoint	Maximum Hour	Maximum
		Non-exempt							
Town Manager	35	Ex		\$60.74	\$126,333	\$78.88	\$164,069	\$97.02	\$201,804
Assistant Town Manager	31	Ex		\$49.97	\$103,934	\$64.89	\$134,980	\$79.82	\$166,025
Police Chief	30	Ex		\$53.72	\$111,741	\$69.84	\$145,264	\$85.95	\$178,785
Town Engineer	30	Ex		\$47.54	\$98,886	\$61.80	\$128,552	\$76.07	\$158,217
Senior Director Public Works	29	Ex		\$45.28	\$94,177	\$58.86	\$122,430	\$72.44	\$150,683
Administrative Services Director	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Community Development Director	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Finance Director	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Public Works Director	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Director Public Utilities	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Director of Water/Wastewater	28	Ex		\$43.12	\$89,692	\$56.06	\$116,600	\$68.99	\$143,508
Town Clerk	26	Ex		\$39.11	\$81,353	\$50.85	\$105,760	\$62.58	\$130,166
Parks & Recreation Director	26	Ex		\$39.11	\$81,353	\$50.85	\$105,760	\$62.58	\$130,166
Human Resources Director	26	Ex		\$39.11	\$81,353	\$50.85	\$105,760	\$62.58	\$130,166
Assitant Director Community Development	24	Ex		\$35.48	\$73,791	\$46.12	\$95,927	\$56.76	\$118,064
Assistant Director Public Works	24	Ex		\$35.48	\$73,791	\$46.12	\$95,927	\$56.76	\$118,064
Assistant Director Water/Wastewater Utilities	24	Ex		\$35.48	\$73,791	\$46.12	\$95,927	\$56.76	\$118,064
Chief Building Official	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Planning Manager	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Water Resources Manager	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Public Works Manager	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Public Works Superintendent	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Parks & Recreation Manager	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Assistant to Town Manager/Grants Manager	23	Ex		\$33.79	\$70,277	\$43.92	\$91,359	\$54.06	\$112,442
Finance Manager	22	Ex		\$32.18	\$66,930	\$41.83	\$87,009	\$51.48	\$107,088
Human Resources Manager	22	Ex		\$32.18	\$66,930	\$41.83	\$87,009	\$51.48	\$107,088
Grants Manager	22	Ex		\$32.18	\$66,930	\$41.83	\$87,009	\$51.48	\$107,088
Court Administrator	20	Ex		\$29.19	\$60,708	\$37.94	\$78,920	\$46.70	\$97,132
Grants Administrator	20	Ex		\$29.19	\$60,708	\$37.94	\$78,920	\$46.70	\$97,132
Project Manager	20	Ex		\$29.19	\$60,708	\$37.94	\$78,920	\$46.70	\$97,132
Public Works Administration Manager	20	Ex		\$29.19	\$60,708	\$37.94	\$78,920	\$46.70	\$97,132
Assistant Parks & Marketing Manager	20	Ex		\$29.19	\$60,708	\$37.94	\$78,920	\$46.70	\$97,132
Accounting Supervisor	17	Ex		\$25.21	\$52,441	\$32.78	\$68,173	\$40.34	\$83,907
Sr. Accountant	17	Ex		\$25.21	\$52,441	\$32.78	\$68,173	\$40.34	\$83,907
Public Works Administrative Supervisor	17	Ex		\$25.21	\$52,441	\$32.78	\$68,173	\$40.34	\$83,907
Public Works Operations Supervisor	17	Ex		\$25.21	\$52,441	\$32.78	\$68,173	\$40.34	\$83,907
Senior Planner	17	Ex		\$25.21	\$52,441	\$32.78	\$68,173	\$40.34	\$83,907
Chief Water/Wastewater Operator	16	Nex		\$24.01	\$49,944	\$31.22	\$64,928	\$38.42	\$79,910
Civilian Administrative Supervisor	16	Nex		\$24.01	\$49,944	\$31.22	\$64,928	\$38.42	\$79,910
PW Assistant Superintendent	16	Nex		\$24.01	\$49,944	\$31.22	\$64,928	\$38.42	\$79,910
Parks & Recreation Supervisor	15	Nex		\$22.87	\$47,566	\$29.73	\$61,836	\$36.59	\$76,105
Public Works Operations Foreman	15	Nex		\$22.87	\$47,566	\$29.73	\$61,836	\$36.59	\$76,105
Assistant to the Manager	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Civilian Operations Supervisor	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Deputy Town Clerk	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Management Assistant	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Planner I	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Senior Mechanic	14	Nex		\$21.78	\$45,301	\$28.31	\$58,891	\$34.85	\$72,482
Building Inspector/Plan Checker	13	Nex		\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
Community Development Technician	13	Nex		\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030

TOWN OF CLARKDALE
FY25/26 SALARY PLAN
Salary Ranges per Job Class - (Pay Range Order)

Finance/HR Specialist	13	Nex	\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
Lead Water/Wastewater Operator	13	Nex	\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
PW Ops Specialist II	13	Nex	\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
Recreation Specialist and Public Information Officer	13	Nex	\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
Associate Planner	13	Nex	\$20.74	\$43,143	\$26.96	\$56,087	\$33.19	\$69,030
Animal Control/Code Enforcement Officer	12	Nex	\$19.75	\$41,089	\$25.68	\$53,416	\$31.61	\$65,743
Finance/HR Assistant	11	Nex	\$18.81	\$39,132	\$24.46	\$50,873	\$30.10	\$62,613
Water/Wastewater Operator	11	Nex	\$18.81	\$39,132	\$24.46	\$50,873	\$30.10	\$62,613
Accounting Technician	10	Nex	\$17.92	\$37,269	\$23.29	\$48,450	\$28.67	\$59,631
Mechanic	10	Nex	\$17.92	\$37,269	\$23.29	\$48,450	\$28.67	\$59,631
Parks & Recreation Coordinator	10	Nex	\$17.92	\$37,269	\$23.29	\$48,450	\$28.67	\$59,631
Public Works Operations Specialist	10	Nex	\$17.92	\$37,269	\$23.29	\$48,450	\$28.67	\$59,631
PW Tech (merge Ops Specialist)	10	Nex	\$17.92	\$37,269	\$23.29	\$48,450	\$28.67	\$59,631
Accounting Clerk	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Administrative Assistant	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Court Clerk	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Police Aide	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Utility Clerk	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Water/Wastewater Operator Trainee	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Mechanic Trainee/Intern	8	Nex	\$16.25	\$33,804	\$21.13	\$43,946	\$26.00	\$54,087
Laborer	7	Nex	\$15.48	\$32,194	\$20.12	\$41,853	\$24.76	\$51,511
PW Ops Specialist Trainee/Intern	7	Nex	\$15.48	\$32,194	\$20.12	\$41,853	\$24.76	\$51,511
Custodian	1	Nex	\$14.70	\$27,954	\$17.55	\$36,504	\$20.41	\$42,457
Seasonal/Temp Positions	1	Nex	\$14.70	\$27,954	\$17.55	\$36,504	\$20.41	\$42,457
Verde River Ambassador	1	Nex	\$14.70	\$27,954	\$17.55	\$36,504	\$20.41	\$42,457
Police								
Police Lieutenant	P5	Ex	\$41.12	\$85,539	\$49.65	\$103,273	\$58.18	\$121,008
Police Sergeant	P4	Nex	\$39.17	\$81,465	\$47.29	\$98,356	\$55.41	\$115,248
Detective	P3	Nex	\$35.52	\$73,892	\$42.89	\$89,214	\$50.26	\$104,533
Lead Police Officer	P2	Nex	\$33.83	\$70,373	\$40.85	\$84,964	\$47.86	\$99,554
Police Officer	P1	Nex	\$30.52	\$63,478	\$36.97	\$76,889	\$43.41	\$90,298

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.10	SECTION III. BENEFITS – SIGNING AND REFERRAL BONUS	
	ORIGINATION DATE: 9/23/25	REVISION DATE(S):

PURPOSE: The purpose of this policy is to provide the framework for offering signing and referral bonuses as recruitment and retention tools when authorized by the Town Manager. These bonuses are intended to address critical hiring needs, hard-to-fill positions, or specific recruitment challenges identified by the Town.

I. POLICY

- A. The Town of Clarkdale may, at the discretion of the Town Manager, implement a signing bonus and/or referral bonus program. These programs are not permanent benefits and will only be in effect when expressly authorized.
- B. The signing and referral bonuses are considered taxable income and will be paid through payroll in accordance with applicable state and federal tax laws.
- C. These programs are temporary incentives and are not permanent employee benefits.

II. GUIDELINES

A. Signing Bonus:

1. Eligibility:

- a. Available only to new full-time, regular employees hired into positions designated by the Town Manager as eligible for a signing bonus.
- b. Temporary, seasonal, or part-time positions are not eligible for a signing bonus.

2. Amount & Payment Structure:

- a. The signing bonus amount will be set by the Town Manager at the time the program is authorized.
- b. 50% of the signing bonus is paid in a lump sum through payroll on the first full pay period after hire; subject to required withholdings.
- c. 50% of the signing bonus is paid on the first payroll after the employee completes 12 months of continuous employment in good standing; subject to required withholdings.

3. Repayment:

- a. If the employee voluntarily resigns or is terminated for cause before completing 12 months of employment, they forfeit the unpaid portion of the bonus and must repay the initial payment on a prorated basis, as outlined in the agreement.

B. Referral Bonus:

1. Eligibility:

- a. Available to current employees who refer candidates for positions designated by the Town Manager as eligible for referral bonuses.
- b. Department Heads and Human Resources Staff are not eligible for referral bonuses.

2. Referral Process:

- a. The referring employee must submit the candidate's name to Human Resources at the time of application.
- b. The candidate should cite who referred them on the application.
- c. The referred candidate must be hired and remain employed in good standing for at least 12 months for the referring employee to receive the full bonus.

3. Amount & Payment Structure:

- a. The referral bonus amount will be set by the Town Manager at the time the program is authorized.
- b. 50% of the referral bonus is paid in a lump sum through payroll on the first full pay period after hire; subject to required withholdings.
- c. 50% of the referral bonus is paid on the first payroll after the employee completes 12 months of continuous employment in good standing; subject to required withholdings.

III. RESPONSIBILITIES

A. Human Resources:

- 1. Administers the program, verifies eligibility, and prepares the required agreements.

B. Department Heads:

- 1. Recommend positions for bonus eligibility based on recruitment challenges.

C. Town Manager:

1. Authorizes program activation, establishes bonus amounts, and approves all agreements.

IV. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA).
2. Internal Revenue Code.

B. Arizona State Laws:

1. ARS § 23-350 through § 23-355 (Wage Payment Laws).

PD Wage Program (+13%)						
Wage Cost of 13%	OT Cost (based on avg. OT \$51,000)	FICA	PSPRS	Workers Comp	Total Increased Annual Cost	Adjustment for 20 Pay Periods Remaining in FY26
\$120,413.82	\$6,630.00	\$9,718.85	\$27,390.65	\$6,034.58	\$170,187.90	\$130,913.77

Recruitment Tool Proposal	
Signing bonus and Referral Bonus	Estimated Budget
For the new officer	\$8,000
For the referring officer	\$8,000
Relocation Allowance	
For the new officer	\$4,000
Bilingual Allowance	
For the bilingual officer	\$1,300
Total Annual Cost	\$21,300

Recommended Budgetary Transfers for the Fiscal Year Ending June 30, 2026						
Fund	Budget Item	Adjusted Budget	Transfer	Revised Budget	Reason for Transfer	
General Fund (01)	Contingency	\$ 2,000,000	\$ (156,300)	\$ 1,843,700	Police Dept. Salary and Recruitment Program	
General Fund (01)	Police Dept.	\$ 1,135,750	\$ 135,000	\$ 1,270,750	Increase in Personnel Cost due to Police Officer Rate Increase	
General Fund (01)	Police Dept.	\$ -	\$ 21,300	\$ 21,300	New Police Dept. Recruitment Program	



Staff Report

Item Number: 6.A.

<u>Agenda Item:</u>	Proclamation - 2025 Extra Mile Day Discuss, consider and act upon a proclamation declaring Nov. 1, 2025 as Extra Mile Day in the Town of Clarkdale.
<u>Staff Contact:</u>	Charity Brooks, Town Clerk
<u>Meeting Date:</u>	September 23, 2025
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 1 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
<u>Background:</u>	Clarkdale is a community that acknowledges a special vibrancy exists within the entire community when its individual citizens collectively "go the extra mile" in personal effort, volunteerism, and service. Our community 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. In our little Town of approximately 5000 residents, we proudly have approximately 100 volunteers that "go the extra mile" with various events, activities and administrative duties for the Town throughout the year. The Town of Clarkdale is truly grateful for their volunteers!
<u>Budget Impact:</u>	No budget impact.
<u>Recommendation:</u>	Staff recommends that the Council approve the proclamation declaring Nov. 1, 2025 as Extra Mile Day in the Town of Clarkdale and authorize the Mayor and Town Clerk to execute all documents.



PROCLAMATION

Extra Mile Day 2025

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, 2025.

NOW THEREFORE, We, the Mayor and Council of the Town of Clarkdale, do hereby proclaim Nov. 1, 2025, 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.B.

Agenda Item:**Cemetery Recharge Project**

Discuss, consider, and act upon a proposal from Tiffany Construction for the Cemetery Recharge Project for an amount not to exceed \$900,000.

Staff Contact:

Lou Andersen, Public Works Director

Meeting Date:

September 23, 2025

Strategic Goal:

This agenda item supports the following Clarkdale Strategic Goal Area:

- Goal Area 4 - Plan for the maintenance and growth of quality infrastructure that is sustainable and resilient.
- Goal Area 6 - Adopt water conservation strategies that prevent negative aquifer impacts and no degradation of Verde River flows.

Background:

During the monsoon seasons of 2022 and 2023, Foothills Terrace residents had rising concerns about the drainage and stormwater coming from Lampliter Village and Copper Mountain Apartments. The Town worked with the entities on some improvements. However, it was noted that some of the stormwater was passing through the Valley View Cemetery. Ardurra was contracted in October 2023 with the use of Yavapai County Flood funding to do an initial evaluation of the cemetery stormwater flows. Ardurra developed preliminary plans to create a network of trenches in the cemetery to retain the stormwater running from Old Jerome Highway through the parcels near Valley View Road and Linger Lane, through the cemetery, which currently continue through Lampliter Village and the apartments.

In May 2024, Montgomery and Associates, through a partnership with the Nature Conservancy, performed an evaluation of effluent, stormwater and recharge opportunities in the Town of Clarkdale. In the study, Montgomery and Associates estimated the runoff of the cemetery parcel could range from 3.5 to 12.8 acre-feet per year, which if retained on site, would mitigate flooding downstream properties and increase subsurface infiltration for aquifer recharge.

Due to the lack of funding for the cemetery, The Nature Conservancy granted the Town \$34,400 in August 2024 to complete design of the cemetery's stormwater recharge network. The Town Engineer, Arudurra, was contracted

through an additional service agreement the same month, and the design was completed in November with an estimated construction cost of \$900,000.

In September 2024, the Town applied for a Water Infrastructure Finance Authority (WIFA) Water Supply Development Grant (WSDG) for the recharge project with letters of support from Mold in Graphics, The Nature Conservancy, and Yavapai County Flood Control District. In December 2024, the Town was awarded the grant for the full construction costs and the documents were finalized in June 2025.

In May 2025, Council accepted dedication of two parcels of land directly abutting the cemetery from the Selna Revocable Trust and Selna and Mongini Investments LLP that would be necessary to complete construction.

Tiffany Construction's proposal for the Cemetery Recharge Project is \$847,981.80 under a cooperative contract from Coconino County Flood Control Districts JOC, RFQ 2023-105 with Tiffany Construction.

Budget Impact: CIP C02 Cemetery Recharge, WIFA WSDG Grant 16-5-0065-7000 for \$900,000.

Recommendation: Staff recommends that the Council approve the proposal from Tiffany Construction for the Cemetery Recharge Project for an amount not to exceed \$900,000 and authorize the Town Manager to execute all documents.

Town of Clarkdale

39 North 9th St, Clarkdale, Arizona 86324



PROPOSAL AND CONTRACT FOR THE FOLLOWING DESCRIBED WORK:

**TOWN OF CLARKDALE
VALLEY VIEW CEMETERY
STORMWATER INFILTRATION PLANS
PROJECT NO. 224294**

Prepared By:



TOWN OF CLARKDALE, ARIZONA

PROPOSAL

TO: Honorable Mayor and Council
39 North 9th St,
Clarkdale, Arizona 86324

Having carefully examined the Contract Documents and being familiar with the conditions to be met, hereby submits the following Proposal for furnishing the material, equipment, labor and all else necessary for the completion of the work listed and agrees to execute the Contract Documents and furnish the required Bonds and Certificates of Insurance for the completion of said work, at the locations and for the prices set forth on the SCHEDULE OF VALUES.

Understands that procurement of this project shall be in accordance with all applicable Standard Specifications and as otherwise required by the General Provisions and Additional Specifications included in the Contract Documents.

Agrees that upon receipt of Notice of Award from the Town of Clarkdale, they will execute the Contract Documents.

Work shall commence no later than October 1st, 2025, after the Notice to Proceed and shall be completed within 180 calendar days, beginning with the day following the starting date specified in the Notice to Proceed. The time allowed for completion of the work includes lead time for obtaining the necessary material and/or equipment.

July 25, 2025

The Town of Clarkdale retains the right to reject any or all proposals and to waive minor defects and technicalities or withhold the award, as may be deemed best for the interest of the Town.

This proposal shall be valid for a period of thirty days.

THIS PROPOSAL IS SUBMITTED BY _____, a
corporation organized under the laws of the State of _____, a partnership
consisting of _____ or individual trading as _____
_____ of the Town of _____ and is the
holder of Arizona State Contractor's License(s):

Classification(s) _____

No.(s) _____

Respectfully submitted,

Firm

Address

By (Officer & Title)

Date

ATTEST:

(Officer and Title)

Witness (if Proposer is an Individual)

SCHEDULE OF VALUES

Firm Name: _____

Mailing Address: _____

Town _____ State _____ Zip _____

Telephone _____

PURSUANT to and in compliance with the Contract Documents relating to the construction of:

**TOWN OF CLARKDALE
VALLEY VIEW CEMETERY
STORMWATER INFILTRATION PLANS
224294**

This is to certify that the above documents, as well as the site upon which work is to be performed and any and all conditions affecting the work, have been carefully examined, that the amount and nature of the work to be accomplished is thoroughly understood and that at no time will misunderstanding of the drawings, specifications or conditions to be overcome be alleged or pled as a basis for change orders, damages or non-performances,

I (We) acknowledge that the following Schedule of Values and table is for the convenience of the Town of Clarkdale to analyze the individual components of the Proposal and to provide a means for partial payments during the project. The sum of the extended unit prices shall be the final price for product procurement in accordance with the technical specifications. The total price listed on the Schedule of Values shall be the same as listed on the proposal to the Town of Clarkdale.

SCHEDULE OF VALUES INSTRUCTIONS:

1. The “ENGINEERS ESTIMATED QUANTITY” and the “CONTRACTORS UNIT PRICE” will be used as a means of computing progress payments and as a basis for any Change Orders incurred.
2. The Owner reserves the right to recalculate the following Schedules if they appear malapportioned.

SCHEDULE OF VALUES
Town of Clarkdale
VALLEY VIEW CEMETERY
STORMWATER INFILTRATION PLANS
(224294)

Item Description		Est. Quant.	Units	Unit Price	Total Price
	MOBILIZATION	1	LS		
	TRAFFIC CONTROL	1	LS		
	CONSTRUCTION STAKING	1	LS		
	SWPPP	1	LS		
	BOND	1	LS		
	QUALITY CONTROL	1	LS		
1	CONSTRUCT INFILTRATION TRENCH	39	EA		
2	CONSTRUCT ROCK CHECK DAM	21	LF		
3	CONSTRUCT TREE INFILTRATION TRENCH	21	EA		
	ALLOWANCES				
	ROCK EXCAVATION	220	CY		
1	REMOVE CLEAN OUT EXISTING CULVERT	1	EA		
	SUBTOTAL COST				
	TAX			7.0525%	
GRAND TOTAL, PRICE					

GRAND TOTAL – PRICE (in words)

NOTE: All quantities shown are approximate and are furnished solely for the contractor's convenience. The individual items are for use by the Town to analyze price, use as a basis for any supplemental agreements, and for partial progress payments.

CONTRACT DOCUMENTS

(The following documents are required for the Contract issuance)

CONTRACT

This Agreement, made and entered into this _____ day of _____ 20____ by and between the Town of Clarkdale, Arizona, party of the First Part, termed in these Contract Documents as the “Owner” and _____ party of the Second Part, termed in these Contract Documents as the “Contractor,”

WITNESSETH, that the said Contractor does hereby covenant, contract, and agree with the Owner for an in consideration of the payments made as provides for herein, to the Contractor by said organization, and under the penalties expressed in the bonds and specifications hereto attached, at his/her proper cost and expense to do all the work and furnish all materials, tools, labor, traffic control and all appliances and appurtenances called for by this Contract, free from all claims, liens and charges whatsoever, in the manner and under the conditions hereinafter specified that are necessary for the project entitled:

TOWN OF CLARKDALE: STORMWATER INFILTRATION Project # 224294

The work done and materials and equipment furnished shall be strictly pursuant to and in conformity with the specifications, general provisions, and project drawings. The Proposal Package, Specifications, project description, General Provisions and Drawings, furnished by the Owner and any addenda and written clarifications thereto, are made part of this agreement.

In consideration for the satisfactory completion of the services specified herein, the Owner shall pay the Contractor up to a proposal price of (write in words):

\$ _____

STANDARD TERMS AND CONDITIONS

1. CERTIFICATION: By signature in the Offer section of the Offer and Contract Award page, the Contractor certifies:

- a. The submission of the offer did not involve collusion or other anti-competitive practices.
- b. The Contractor has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip favor, or service to a public servant in connection with the submitted offer. Failure to sign the offer, or signing it with a false statement, shall void the submitted offer or any resulting contracts, and the vendor may be debarred.

2. INSURANCE: The Contractor shall, at all times during the process of the work, purchase and maintain with an insurance carrier (approved by the Owner) full coverage for workmen's compensation, property damage insurance in the amount of \$1,000,000, and public liability insurance in the amount of \$1,000,000, and fire, extended coverage, and theft insurance.

The Contractor's insurance carrier shall provide the Owner with the appropriate "Certificate of Insurance" for all coverage required. The certificated must include the type of coverage, the limits of coverage and the effective dates of said coverage and name the Owner as a co-insured.

In the event of cancellation of any of the required coverage, the insurance carrier must notify the Owner a minimum of ten (10) working days in advance of such cancellation.

Contractor shall provide a certification of General Liability Insurance Coverage in a minimum amount of \$1,000,000 Combined Single Limit per Occurrence and \$1,000,000 in the Annual Aggregate for Bodily Injury and Property Damage; \$1,000,000 Products/Completed Operations; and \$1,000,000 Personal & Advertising Injury. A Certificate of Insurance and Additional Insured Endorsement CG2010 shall be attached to this request. The Owner shall be named as co-insured on all insurance policies and certificates for the amount set out herein.

Contractor shall provide to the Owner a copy of the liability insurance certificate providing coverage for the Owner and naming the Owner as a co-insured in the above amount. Contractor must show proof of Worker's Compensation Insurance.

In no event shall the insurance coverages required by this Paragraph be considered or applied to limit the amount of damages that the Owner may recover from the Contractor in the event of a breach of this contract or any claim or cause of action that may arise during or from the work performed by the Contractor and/or any subcontractor with whom the Contractor contracts.

3. INDEMNIFICATION OF TOWN: Contractor shall defend, indemnify, and hold harmless the Owner, and its officers, employees, and agents from and against any and all liabilities, damages, losses and costs, including reasonable attorney fees and court costs, that may arise during or from the Contractor's performance of the work under this contract or from the Contractor's performance of its other duties and responsibilities under this contract, but only to the extent caused by the negligence, recklessness or intentional wrongful conduct of the Contractor, subcontractor, or other persons employed or used by the Contractor in the performance of the contract or any subcontract. Contractor shall include this Paragraph in contract or subcontract entered by Contractor for performance of work under this contract.

4. GRATUITIES: The Owner may, by written notice to the Contractor, cancel this contract if it is found by the Owner that gratuities in the form of entertainment, gifts, or otherwise were offered or given by the Contractor or any agent or representative of the Contractor to any officer or employee of the Owner, with a view toward securing an order, securing favorable treatment with respect to the awarding, amending, or the making of any determinations with respect to the performing of such order. In the event the Owner cancel this contract pursuant to this provision, the Owner shall be entitled, in addition to any other rights and remedies, to recover or withhold

from the Contractor the amount of the gratuity. Paying the expense of normal business meals which area available to all eligible Town government customers shall not be prohibited by this paragraph.

5. APPLICABLE LAW: In the performance of this agreement, contractors shall abide by and conform to any and all laws of the United States, State of Arizona, and the Town of Clarkdale, including but not limited to federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act, and any other federal or state laws applicable to this agreement.

Contractor specifically understands and acknowledges the applicability of the Americans with Disabilities Act, the Immigration Reform and Control Act of 1986, and the Drug Free Workplace Act of 1989. In addition, if this agreement pertains to construction, Contractor must also comply with A.R.S. § 34-301, as amended (Employment of Aliens on Public Works Prohibited) and A.R.S. § 34-302, as amended (Residence Requirements for Employees).

Under the provisions of A.R.S. § 41-4401, Contractor hereby warrants to the Owner that Contractor and each of its subcontractors ("Subcontractors") will comply with, and are contractually obligated to comply with, all Federal immigration laws and regulations that relate to their employees and A.R.S. § 23-214(A) (hereinafter, "Contractor Immigration Warranty").

A breach of the Contractor Immigration Warranty shall constitute a material breach of this agreement and shall subject Contractor to penalties up to and including termination of this agreement at the sole discretion of the Owner. The Owner may, at its sole discretion, conduct random verification of the employment records of Contractor and any Subcontractors to ensure compliance with the Contractor Immigration Warranty. Contractor agrees to assist the Owner regarding any random verifications performed.

Neither Contractor nor any Subcontractor shall be deemed to have materially breached the Contractor Immigration Warranty if Contractor or the Subcontractor establishes that it has complied with the employment verification provisions prescribed by §§ 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. §23-214(A).

The provisions of this Paragraph must be included in any contract Contractor enters with any Subcontractors who provide Services under this agreement or any subcontract. "Services" is defined as furnishing labor, time, or effort in the State of Arizona by a contractor or subcontractor. Services include construction or maintenance of any structure, utility, building or transportation facility, or any improvement to real property.

Contractor warrants for the term of this agreement and for six months thereafter that it has fully complied with the requirements of the Immigration Reform and Control Act of 1986 and all related or similar legal authorities.

This contract shall be administrated by the Owner. Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise

provided in this contract or in statutes pertaining specifically to the Owner. This contract shall be governed by the laws of the State of Arizona and suit pertaining to this contract may be brought only in courts in the State of Arizona.

This contract is subject to the provisions of ARS §38-511; the Owner may cancel this contract without penalty or further obligations by the Owner or any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the Owner or any of its departments or agencies, is at any time while the contract or any extension of the contract is in effect, an employee 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.

6. CONTRACT AMENDMENTS: This contract may be modified only by a written Contract Amendment signed by persons duly authorized to enter contracts on behalf of the Owner and the Contractor.

7. SEVERABILITY: The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the invalid provision or application.

8. RELATIONSHIP OF THE PARTIES: It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint ventures, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any of the Owner payments issued hereunder, and that the Contractor should plan to directly pay such expenses, if any.

9. INTERPRETATION-PAROL EVIDENCE: This contract represents the entire agreement of the parties with respect to its subject matter, and all previous agreements, whether oral or written, entered prior to this contract are hereby revoked and superseded by this contract. No representations, warranties, inducements, or oral agreements have been made by any of the parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this contract. This contract may not be changed, modified, or rescinded except as provided for herein, absent a written agreement signed by both parties. Any attempt at oral modification of this contract shall be void and of no effect.

10. FORCE MAJEURE: Except for payment for sums due, neither party shall be liable to the other nor deemed in default under this Contract if and to the extent that such party's performance of this Contract is prevented by reason of force majeure. The term "*force majeure*" means an occurrence that is beyond the control of the party affected and occurs without its fault or negligence. Without limiting the foregoing, force majeure includes acts of God; acts of the public enemy; war; acts of terror; hate crimes affecting public order; riots; strikes; mobilization; labor disputes; civil disorders; fire; floods; lockouts; injunctions-intervention-acts; or failures or refusals to act by government authority; events or obstacles resulting from a governmental authority's response to the foregoing; and other similar occurrences beyond the control of the party declaring

force majeure which such party is unable to prevent by exercising reasonable diligence. The force majeure shall be deemed to commence when the party declaring force majeure notifies the other party of the existence of the force majeure and shall be deemed to continue as long as the results or effects of the force majeure prevent the party from resuming performance in accordance with this Contract.

11. RIGHT TO AUDIT RECORDS: The Owner may, at reasonable times and places, audit the books and records of any Contractor as related to any contract held with the Owner. This right to audit also empowers the Owner to inspect the papers of any Contractor or Subcontractor employee who works on this contract to ensure that the Contractor or Subcontractor is complying with the Contractor Immigration Warranty made pursuant to Paragraph 3 above.

12. TITLE AND RISK OF LOSS: The title and risk of loss of material and/or service shall not pass to the Owner until the Owner receives the material or service at the point of delivery, unless otherwise provided within this Contract.

13. PUBLIC RECORD: All offers submitted in response to this solicitation shall become property of the Owner and shall become a matter of public record available for review after the award notification. However, subsequent to the award of the contract, any information and documents obtained by the Owner during the course of an audit for the purpose of determining compliance by Contractor or a Subcontractor with the Contractor Immigration Warranty mandated by Paragraph 3 above shall remain confidential and shall not be made available for public review or produced in response to a public records request, unless the Owner is ordered or otherwise directed to do so by a court of competent jurisdiction.

14. PROHIBITED LOBBYING ACTIVITIES: The Contractor or his/her agent or representative shall not contact, orally or in any written form, any Owner elected official or any Owner employee other than the District Manager, the procuring department, or Town Attorney's office (for legal issues only) regarding the contents of this solicitation or the solicitation process commencing from receipt of a copy of this request for proposals and ending upon submission of a staff report for placement on a Town Council agenda. The Contractor's proposal shall be disqualified for violation of this provision. This provision shall not prohibit a Contractor from petitioning an elected official after submission of a staff report for placement on a Town Council agenda or engaging in any other protected First Amendment activity after submission of a staff report for placement on a Town Council agenda.

15. PROHIBITED POLITICAL CONTRIBUTIONS: The Contractor during the term of this Agreement shall not make a contribution reportable under Title 16, Chapter 6, Article 1, Arizona Revised Statutes to a candidate or candidate committee for any Town elective office during the term of this Agreement. The Owner reserves the right to terminate the Agreement without penalty for any violation of this provision.

16. CONFIDENTIALITY OF RECORDS: The Contractor shall establish and maintain procedures and controls that are acceptable to the Owner for the purpose of assuring that information contained in its records or obtained from the Owner or from others in carrying out its

functions under the contract shall not be used or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the Owner. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract.

17. IDENTITY THEFT PREVENTION: The Contractor shall establish and maintain Identity Theft policies, procedures and controls for the purpose of assuring that "personal identifying information," as defined by A.R.S. § 13-2001(10), as amended, contained in its records or obtained from the Owner or from others in carrying out its responsibilities under the Contract, is protected at all times and shall not be used by or disclosed to unauthorized persons. Persons requesting such information should be referred to the Owner. Contractor also agrees that any "personal identifying information" shall not be disclosed other than to employees or officers of Contractor as needed for the performance of duties under the Contract. Contractor agrees to maintain reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft.

18. CHOICE OF LAW, VENUE, AND ATTORNEYS' FEES: This Contract shall be interpreted and applied in accordance with Arizona law, including choice of law provisions. Any litigation initiated to enforce the terms and conditions of this Contract shall be filed in the Superior Court of Arizona for Yavapai County or the United States District Court for the District of Arizona. The prevailing party shall be entitled to an award of its reasonable attorneys' fees and costs incurred, which shall include, but not be limited to, hourly compensation of all employees, officers, agents, or consultants necessary for such litigation and reasonable costs of meals, travel, and lodging.

IN WITNESS WHEREOF, two (2) identical counterparts of this Contract, each of which shall for all purposes be deemed an original thereof, have been duly executed by the parties hereinabove named, on the date and year first herein written.

CONTRACTOR

Signature

Title

Company

Address

Telephone #

STATE OF ARIZONA)) ss.
County of)

Signed before me this ____ day of _____, 2025 by who is personally known
to be the _____ of _____.

Notary Public
My Commission Expires on

GENERAL CONDITIONS

INTRODUCTION

The governing specifications for the Contract are defined in Town of Clarkdale Town Code, this Proposal package, the Maricopa Association of Governments Uniform Standard Specifications for Public Works Construction (MAG), the Arizona Department of Transportation (ADOT) Standard Specifications for Road and Bridge Construction, and Construction Standard Details. Contract requirements for the Water Infrastructure Finance of Arizona (WIFA) Funds shall be adhered to and are attached to this document. Should any criteria set forth by these documents conflict, the more stringent criteria shall be adhered to as determined by the Engineer.

MAG UNIFORM STANDARD SPECIFICATION FOR PUBLIC WORKS CONSTRUCTION ARE HEREBY AMENDED TO INCLUDE THE FOLLOWING:

SECTION 101 ABBREVIATIONS AND DEFINITIONS

101.2 DEFINITIONS AND TERMS

Revised to Include:

The following definitions have been modified or added. All other definitions and terms not mentioned below, but used in this proposal package are as defined in MAG Section 101.

- | | | |
|----|-----------------------|---|
| A. | “Town” or “Owner” | Town of Clarkdale |
| B. | “Contracting Agency” | Town of Clarkdale |
| C. | “Town Representative” | Town of Clarkdale Town Manager or Designee |
| D. | “FHWA” | Federal Highway Administration |
| E. | “District” | ADOT, North Central District |
| F. | “Inspector” | Town of Clarkdale Town Manager or Designee |
| G. | “Sub-Contractor” | Any person, firm or corporation other than any employee of the Contractor, supplying for and under agreement with the Contractor for labor and materials at the project site in connection with this Contract |
| H. | “MAG” | The Uniform Standard Specifications for Public Works Construction by the Maricopa Association of Governments, latest edition. |
| I. | “Engineer” | Town Representative as designated at the Pre-Construction meeting |

SECTION 102 PROPOSAL REQUIREMENTS AND CONDITIONS

102.4 EXAMINATION OF PLANS, SPECIAL PROVISIONS AND SITE OF WORK

Revised to Include:

The Contractor acknowledges that he/she has satisfied himself/herself as to the nature and location of the work, the general and local conditions, including but not limited to those bearing upon transportation, disposal, handling and storage of materials, availability of labor, water, electric power, sanitation facilities, roads and uncertainties of weather, the conformation and condition of the ground, the character, quality and quantity of surface and subsurface materials to be encountered, and the character of equipment and facilities needed preliminary to and during the prosecution of the work or the cost thereof under this Contract. Any failure by the Contractor to acquaint himself/herself with all the available information concerning these conditions will not relieve him/her from the responsibility of estimating properly the difficulty or cost of successfully performing the work.

The Contractor shall review any existing geotechnical or other reports available. The contractor may do such testing, including but not limited to borings or excavation of surface or sub-surface material to satisfy his obligations hereunder. Contractor is required to follow standard procedures for Blue Stake, notifications, traffic control plans, permits, etc., prior to commencing any field investigations.

Prior to submitting a Proposal, Contractors shall carefully read the specifications and other Contract Documents, visit the work sites and fully inform themselves as to all existing and local conditions and limitations. The Contract Documents show conditions as they are believed to exist, but is not intended to infer or guarantee that the conditions as shown therein constitute a representation by the Town or any of its officers that such conditions actually exist, nor shall the Town or any of its officers be liable for any loss sustained by the contractor as a result of any variance between conditions as indicated in the Contract Documents and the actual conditions revealed during the progress of the work or otherwise.

The submission of the proposal hereunder shall be considered as evidence that the Proposer has made the necessary investigation and is prima facie evidence that the Proposer is satisfied with respect to the conditions to be encountered, quantity and quality of the work or materials to be performed or furnished, and the requirements and provisions of the Contract Documents and that the Proposer agrees that, if he/she is awarded the Contract, he/she will make no claim against the Town based on mistakes, ignorance, or misunderstanding of the Contract provisions.

102.10 WITHDRAWALS OR REVISION OF PROPOSAL

Revise first Sentence:

Delete the word “telegram” and replace with “email”

END OF SECTION

SECTION 103 AWARD AND EXECUTION OF CONTRACT

103.7 EXECUTION AND APPROVAL OF CONTRACT

Revised to Include:

Once the Town Council has approved the Proposal and a Notice of Award has been given to the Contractor, the Contractor must submit the signed contract, Payment Bond, and the Performance Bond.

A Notice to Proceed will be issued to the Contractor on the date shown on the project Timeline.

The Contractor must furnish a Performance Bond and Payment Bond in the amount of one hundred percent (100%) of the total award amount, as computed on the schedule of values, from a Surety Company holding a permit from the State of Arizona.

The Contractor will sign two (2) identical Contracts with the Town of Clarkdale for the work specified herein at the price of his/her Proposal including any alternate Proposal awarded. Both signed Contracts will be returned to the Town. The Town Manager will then sign all copies and a fully executed original will be returned to the Contractor.

END OF SECTION

SECTION 104: SCOPE OF WORK

104.1 WORK TO BE DONE

104.1.1 General

Revised to Include:

RECORD DRAWINGS: The contractor is responsible for maintaining a set of as-built record drawings until the end of construction at which time the as-builts shall be turned over to the Town. Record drawings will be used to track the location of installed waterline and all appurtenances; as-built roadway improvements; and installed storm drain conveyance structures. Record Drawings are Construction drawings, documents or plans

which depict the locations of actual improvements to serve as a record of all improvements and changes to the original, approved plans.

Record Drawings shall show all changes that occurred during construction, including changes in materials, distances, lengths, locations, elevations, volumes, etc. This is to include all work performed by Subcontractors. The Contractor shall be responsible to accurately maintain records of the construction activities. This shall be provided to the Town upon completion of the work.

PRE-CONSTRUCTION VIDEO: The Contractor shall record and provide the Town with a pre-construction video (in readable format) of the full construction area prior to mobilization, paying special attention to the private property boundaries, improvements constructed on or near private property, and adequately documenting the existing conditions within the project corridor. This video will serve as a record of pre-existing conditions. It is in the best interest of the Contractor to record a thorough document for the record.

104.1.2 MAINTENANCE OF TRAFFIC

Revised To Include:

The Contractor shall perform all construction activities in a manner that allows at least 10 feet of vehicle access.

Within one week after the date of the Notice to Proceed, the selected Contractor shall submit a Traffic Control and Public Involvement Plan that shall also include temporary signage, on and offsite, to direct local and tourist vehicles and pedestrians to locations of significance.

The selected Contractor must also be responsive to additional signage which may be requested by other local businesses and should be prepared to reasonably negotiate with them on the type and location of such signage.

The Contractor shall notify the adjacent property owners, tenants, Town of Clarkdale Departments which may be affected, such as sanitation, police, fire department, etc., and any other parties which may be affected in writing and distribute the notice at least 72 hours prior to, and no earlier than one (1) week prior to performing the work that affects access to property or interrupts water or sewer service. Notification letters shall be approved by the Town. If there are any delays in the construction, the property owners shall be re-notified.

The Contractor shall coordinate with the owner and the Town prior to beginning work on private property. The Contractor shall contact the owner, in person, a minimum of 48 hours prior to commencing work on the property. If the first attempt is unsuccessful, second and third attempts shall be made in person and in writing. If the owner is

unavailable for coordination after three attempts, the Contractor may commence work after obtaining the Inspector's approval.

Any damage to or alteration of existing conditions on private or Town owned property while working outside the roadway, including markings placed during "Blue Stake" investigation, shall be repaired or replaced to the satisfaction of the owner and the Town Inspector by the Contractor at no additional cost to the Town. Existing conditions as defined herein shall include, but not be limited to: plants, rocks and other landscaping materials, plastic lining under rock, masonry walls, driveways unless otherwise noted on the Approved Plans, planters, electrical lines, lighting, septic systems, and underground sprinkler systems. Damaged irrigation or sprinkler lines shall be isolated and repaired within 24 hours. No payment for landscape restoration on private property shall be made for work not keynoted on the plans.

At least one lane of traffic is to be open at all times during the work. No open trenches shall be allowed to remain overnight. The Contractor is to receive approval from the Town on the length of lane closures to be implemented at any one time.

At all times, the selected Contractor is to maintain contact with local businesses to assure that appropriate business/customer access is preserved during the work.

All underground work must be completed to the satisfaction of the Town prior to the start of any surface work, unless the Contractor can provide a sequence of work schedule and traffic control plan which shall demonstrate, to the satisfaction of the Town, that neither traffic safety nor Contractor operations shall be adversely impacted. The Town shall have total discretion and authority to accept or reject the Contractor's proposed sequence of work schedule and traffic control plan.

104.1.3 Cleanup and Dust Control

Revised to Include:

The Contractor shall be cognizant of nuisance or inconvenience to the public and of excessive blowing of dust, dirt or refuse which can affect the adjacent properties and public areas and shall institute measures to control such, at the direction of the Town.

The Contractor shall be responsible for containing all construction activities within the limits of construction illustrated on the plans. The Contractor shall keep the site free from accumulations of waste materials, rubbish, and other debris resulting from construction operations. The Contractor shall provide on-site containers for collection and removal of waste materials in accordance with applicable regulations. The Contractor shall provide all required work and materials necessary to clean the site on a daily basis to the satisfaction of the Town Inspector.

104.2 ALTERATIONS OF WORK

104.2.1 By the Contracting Agency

Revised to Include:

The Town shall have the right to make such alterations, deletions and/or additions in or to the work herein described, or require such extra work as it shall find necessary in order to best accomplish the object and purpose hereof, and the same shall in no way affect or make void the Contract nor release the surety or sureties on any bond or bonds given to ensure the performance thereof to protect laborers or material suppliers.

The Town shall have authority to order minor changes in the work not inconsistent with the purposes thereof. However, no extra work or changes shall be made, except on written order of the Town first being obtained by the Contractor. Unless such order is first obtained, the Contractor shall not be entitled to payment for extra work. The Town shall be entitled to deductions from or credits to the Contract price for any changes reducing the costs of the work whether or not such order is first obtained.

There shall be no "extras" and/or added cost to the Contract price unless written prior approval is given by the Town three (3) working days, or more, in advance of the work being done by the Contractor. Such approval for extra cost shall be signed by the Town prior to such work being done by the Contractor.

When extra work or changes in the work are ordered by the Town, the Contractor shall furnish all labor, tools, material and equipment that may be necessary for the performance and completion thereof, and shall immediately proceed to perform or make the same. For such extra work or changes, the Contractor shall receive compensation based upon the detailed cost estimate quoted in the Contractor's proposal or upon prices previously agreed to in writing.

END OF SECTION

SECTION 105 CONTROL OF WORK

105.2 PLANS AND SHOP DRAWINGS

Revised to Include:

The Contractor shall include a cover sheet with all submittals listing the submittal items and if there are any deviations from the standard that are being requested for any item OR if they are per specification.

105.5 COOPERATION OF CONTRACTOR

Revised to Include:

The Contractors shall coordinate his/her work with other Contractors, the Town, individual property owners and other emergency service organizations within the project area.

The Contractor shall have on the project site at all times during work, a competent superintendent and any necessary assistants, all satisfactory to the Town. The superintendent shall not be changed except with the prior consent of the Town, unless the superintendent proves to be unsatisfactory to the Contractor and ceases to be in his/her employment. The superintendent shall represent the Contractor in his absence and all directions given to him/her shall be as binding as if given to the Contractor. Representations made by the Contractor's designated Superintendent shall be binding on the Contractor. Sub-contractors and/or sub-contractor personnel will not be considered as authorized superintendents for the Contractor.

PRE-CONSTRUCTION CONFERENCE: The Contractor and all subcontractors shall attend a pre-construction conference meeting at a time and location designated by the Town. The Contractor shall be prepared and ready to present to the Town all required schedules, plans, etc. as described elsewhere in these special provisions and within the MAG Standard Specifications.

WEEKLY MEETINGS: The Contractor shall plan for and attend weekly construction progress meetings with the Town at a location and designated time determined by the Town. The Contractor shall include in the construction schedule adequate time for weekly construction progress meetings. The Contractor shall submit an additional two-week schedule for future meetings at the weekly meetings.

CONSTRUCTION FIELD OFFICE: A construction field office is not required for this project by the Town of Clarkdale, but optional for the contractor.

105.12 MAINTENANCE DURING CONSTRUCTION

Revised to Include:

The Contractor assumes full responsibility for the safe keeping of all materials and equipment and for the protection of all unfinished work until final acceptance by the Town and if any of it is damaged or destroyed from any cause, he/she shall replace it at his own expense.

FLOODING PROTECTION: Contractor shall protect each construction site from flooding during storm events. The Town of Clarkdale shall not be responsible for additional cost associated with flood damage during storm events.

105.13 FAILURE TO MAINTAIN ROADWAY OR STRUCTURE

Revised to Include:

Any damages to the roadway as a result of the Contractor's work will be repaired by the Contractor. Any detours, haul roads, etc., required as a part of the Contract will be the

responsibility of the Contractor to construct and repair/restore following completion of the work.

105.15 ACCEPTANCE

105.15(B) Revised to Include:

The Contractor will provide written notice that the entire project is substantially complete. This notice indicates that the owner can occupy or utilize the work for its intended use. The Town will make a final inspection, and will notify the Contractor in writing of all incomplete or defective work. The Contractor shall immediately take measures as are necessary to remedy such deficiencies.

The Contractor shall not receive final payment until all incomplete or defective work has been completed or corrected and the entire project has been accepted by the Town.

END OF SECTION

SECTION 106 CONTROL OF MATERIALS

106.2 SAMPLES AND TESTS OF MATERIALS

Revised to Include:

Contractor is required to provide certifications and test results to the Town for all materials incorporated into the project in a timely manner.

The Town has the right to ask for literature and samples of items to be used in the construction of the project by the Contractor as noted in the Contract Documents.

The Contractor shall pay for all samples required, including but not limited to, sample, shipping and delivery charges. Materials testing and certified results shall be provided to the Town at the Contractors expense.

106.4 TRADE NAMES AND SUBSTITUTIONS

Revised to Include:

J. That the equipment, tools or materials proposed for substitution are equal to or superior to that specified in the Contract, and further, that the equipment named in the specifications cannot be delivered to the job in time to complete the work in proper sequence of work of other contractors, due to conditions beyond the control of the Contractor. To receive consideration, requests for substitutions must be accompanied by documentary proof of equality of difference in price and delivery time, if any, in the form of certified quotations from suppliers of both specified and proposed equipment.

K. In case of a difference in cost, the Town shall receive all benefits of the difference in cost involved in any substitution, and the Contract shall be altered by change order to

credit the Town with the savings so obtained. If the substituted equipment, tools, or materials are more expensive, the additional expense shall be borne by the Contractor.
END OF SECTION

SECTION 107 LEGAL REGULATIONS AND RESPONSIBILITY TO PUBLIC

107.1 LAWS TO BE OBSERVED

Revised to Include:

Where drawings, specifications, or special provisions conflict with the laws or codes the law shall be followed, but where drawings, specifications or special provisions are over and above the requirements of law, the drawings, specifications and special provisions shall be followed.

107.2 PERMITS:

Shall be replaced by the following:

The Contractor shall, at their own expense, procure all permits, certificates and licenses required of them by law for the execution of his work. The Contractor shall, at their own expense, obtain any necessary permits required by laws or codes to perform the work specified herein. It shall be the responsibility of the Contractor to obtain and provide payment for all required permits for construction.

107.5 SAFETY, HEALTH AND SANITATION PROVISIONS

Revised to Include:

The Contractor shall comply with the provisions of William Steiger Safety and Health Act of 1970 and the Occupational Safety and Health Act, 1972. The Contractor shall require all their employees to wear approved safety vests while in the Town right of way.

107.7 BARRICADES AND WARNING SIGNS

Revised to Include:

The Contractor shall design, provide, and maintain throughout the performance of the Contract work such signage, barriers and other safeguards as may be required for traffic and pedestrian safety and control, as needed.

Maintenance Roads constructed by this project should be signed “Closed” and barricaded from public access during construction until final fencing, gates and locks are installed.

107.9 PROTECTION AND RESTORATION OF PROPERTY AND LANDSCAPE

Revised to Include:

The Contractor shall be financially responsible for safe-guarding of the existing buildings, utilities and property, and persons during construction from damage or injury.

The Contractor shall be responsible for all damages to existing items, including but not limited to, roadways, piping systems, electrical systems, vegetation, or other property caused by his/her work owned by Town or other entities/individuals. He/she shall repair, at his/her expense, all damage so caused and in a manner satisfactory to the Town. It is the Contractor's responsibility to inform the Town of any needed repairs prior to start of repairs.

Contractor shall salvage and/or relocate existing landscape. Contractor will be responsible for restoring all other landscape and hardscape damaged by Contractor's work to original condition. Should perceived damages occur to private or Town property or otherwise as an apparent result of construction activities and the Contractor cannot verify or produce visual evidence of the pre-existing conditions, the Contractor shall be held responsible for the damages.

END OF SECTION

SECTION 108 COMMENCEMENT, PROSECUTION, AND PROGRESS

108.1 NOTICE TO PROCEED

Revised to Include:

The Contractor shall be issued a NOTICE TO PROCEED which sets the date the Contractor shall begin.

108.4 CONTRACTORS CONSTRUCTION SCHEDULE

Revised to Include:

This Contract requires a construction schedule. The construction schedule shall be in sufficient detail so that the Town may plan their work on the project. This schedule does not waive the requirement to provide the Town seventy-two (72) hours' notice prior to beginning work on a different section of the project. A detailed proposed construction schedule and sequence of basic operations meeting the general Contract requirements shall be submitted to the Town prior to or at the Pre-Construction meeting. The Contractor's work sequence and schedule shall be approved by the Town before any work commences.

The Contractor shall be responsible for planning, scheduling, and reporting the progress of the work as to ensure timely completion of the work called for in the contract. The Contractor shall submit a schedule of the work prior to beginning construction which shall include a list of work items and the start and stop dates of each item.

The Contractor shall make three (3) copies and submit updated schedules and reports in one-week increments commencing from the date of the Notice to Proceed in conformance with the following:

A. The Town shall determine if the schedule requires revision in whole or in part, and

shall inform the Contractor of such revisions and of non-compliance with contract schedule within five (5) calendar days of such non-compliance.

- B. The report shall show the activities or portion of activities completed during the two week period and the portion completed on the project to date. Actual start and finish dates shall be shown plus future activities for the next two (2) week period
- C. The report shall state the percentage of contract amount actually earned as of the report date.

No direct payment will be made to Contractor for costs relating to preparation and submission of schedules and reports and revisions thereto.

108.5 LIMITATION OF OPERATIONS

Revised to Include:

The Contractor shall plan construction activities between regular working hours. Regular working hours are defined as 7:00 a.m. to 7:00 p.m., Monday through Friday, excluding federal and state holidays. **Only at the Town's request or its approval will work be conducted outside of these hours.**

Work outside these hours is permissible provided a construction schedule has been prepared, submitted to and found acceptable by the Town of Clarkdale. The Town retains the right to retract approval of a revised schedule if complaints are received. The schedule shall identify the work to be performed including the location and duration of planned activities. Submittals shall be made a minimum of seven days prior to the planned work to allow sufficient time for the Town to review the request and schedule any necessary inspections.

108.8 GUARANTEE AND WARRANTEE PROVISIONS

Revised to Include:

Except as specifically provided otherwise, the Contractor shall guarantee all work against defective material for a period of one (1) year from the date of the Final Acceptance by the Town of the Contract work. Workmanship warranties will be provided for a period of two (2) years from the date of Final Acceptance.

Defective work, noticed to Contractor prior to final payment, requiring replacement or repair shall be done immediately by the Contractor at his/her own expense. In case of failure of the Contractor to make such corrections or replacements at Contractor's expense, the Town will withhold any money due the Contractor, under his/her Contract, in an amount equal to the expense so incurred. In case this expense is in excess of any balance due said Contractor under the Contract, Contractor shall pay the amount of such excess to

the Town. Contractor shall be disqualified from future Town proposals until the balance due is paid to Town.

The Town shall give notice to the Contractor, via certified mail, of work found defective within the established warranty periods. The Contractor has fourteen (14) calendar days after receipt of said notice to give a schedule as to when the defective work shall be repaired/replaced at the Contractors expense. Failure to respond and schedule the respective repair/replacement work items(s) shall disqualify the Contractor from proposing on any future Town contracts. Disqualification shall be lifted after Contractor completes the work, at his own expense or after the Town has the work completed and that work expense is paid by the Contractor to the Town.

108.11 TERMINATION OF CONTRACT

Revised to Include:

If the Contractor shall be adjudged bankrupt, or if he/she should make general assignment for the benefit of his/her creditors, or if a receiver should be appointed on account of his insolvency, or if he/she should persistently or repeatedly refuse or should fail to supply enough properly skilled workmen or proper materials, or if he/she should fail to make prompt payment to subcontractors for material for labor, or persistently disregard laws, ordinances, or the instructions of the Inspector, or otherwise be guilty of a material violation of any provision of the Contract, then the Town may without prejudice to any other right or remedy and after giving the Contractor and his surety, if any, seven (7) calendar days written notice, terminate the employment of the Contractor and take possession of the premises and all materials, tools and appliances thereon and finish the work by whatever method the Town may deem expedient. In such case, the Contractor shall not be entitled to receive any further payment until the work is finished. If the unpaid balance of the Contract price shall exceed the expense of finishing the work including compensation for additional engineering, managerial and administration expenses, such excess shall be paid the Contractor. If such expense shall exceed such unpaid balance, the Contractor shall pay the difference to the Town.

Standard termination of this Contract will occur three (3) years after the Notice of Award date, i.e., if Contractor fails to complete inspection punch-list items, call for inspection, etc. by that date. Town reserves the option to complete work and close out the project account without further payment to the Contractor.

END OF SECTION

SECTION 109 MEASUREMENTS AND PAYMENTS

109.2.1 TAXES AND FEES

Revised to Include:

The Contractor shall not include taxes and fees on exempt items, as outlined in the most

current edition of the Arizona Revised Statutes. The Contractor shall furnish the Town with a list of suppliers including materials and equipment furnished by each, which are exempt.

109.5.4.1 WORK PERFORMED BY SUBCONTRACTORS

Revised to Include:

The Contractor shall be responsible for the work of all subcontractors as stated herein.

The Contractor shall indemnify and save harmless the Town against any claims filed for non-payment of his/her bills for subcontractors, labor and/or materials used in connection with the Contract work.

109.7 PAYMENT FOR BOND ISSUE AND BUDGET PROJECTS

Revised to Include:

It is mutually agreed between the parties to the Contract that no certificate given or payment made under the Contract, except the final certification of final payment, shall be conclusive evidence of the performance of the Contract, and no payment shall be construed to be an acceptance of any defective work or improper material.

Progress payments shall be made on this Contract.

Requests for payment shall be received by the Town by the end of each month prior to the month in which payment will be made. Otherwise, the Contractor should expect at least a forty-five (45) day delay in being paid without exception. The following is the procedure to be followed in order to receive payment in a timely manner:

Submit an invoice to the Town with the following information:

1. Quantities and percentage complete by the end of each month.
2. Invoice number.
3. Pay request number.
4. Prior payments, retention amounts and change orders.

Revised to Include:

After completion of all Contract work, the Contractor shall file with the Town his/her affidavit, sworn to before a Notary Public, stating that all workmen and persons employed, all firms supplying materials, and all subcontractors on the project have been paid in full and there are no bills outstanding against the project for either labor or materials, except certain items, if any, to be set forth in such affidavit, covering disputed claims, or items in connection with which notices to withhold have been filed.

The affidavit shall also state that all completed work under this Contract is guaranteed for a period of one (1) year or as stipulated by Arizona State Law from the date of Final

Acceptance by the Town except where specified herein.

The filing of such affidavit by the Contractor shall be a prerequisite to the making of the final payment on the Contract by the Town.

END OF SECTION

COCONINO COUNTY JOC CONTRACT ADDENDUM

ADDENDUM TO AGREEMENT

This Addendum is added to that certain Contract (the "Contract") of even date herewith between the **Town of Clarkdale**, a municipal corporation of the State of Arizona (hereinafter "Town") and **Tiffany Construction Company**, an Arizona corporation (hereinafter "Contractor"), to include the following provisions, the same as if said provisions were contained in the body of said document.

RECITALS

- A. After a competitive procurement process, Coconino County Flood Control District ("CCFCD"), on behalf of itself and the Strategic Alliance for Volume Expenditures ("SAVE"), a cooperative purchasing group, finalized a Job Order Contract ("JOC Contract") with Tiffany Construction Company, an Arizona corporation, on June 6, 2023.
- B. Pursuant to A.R.S. § 41-2632 and Town Code Article 3-3, Section 3-3-9(D), the Town may bypass formal bidding if another governmental entity has contracted for the same goods or services and if it is deemed by the purchasing agent that separate bidding would not yield lower prices.
- C. The goods and services stipulated in the JOC Contract align with the Town's requirements, and the purchasing agent has determined that a formal bidding process would unlikely offer a cost advantage.
- D. As a participant in SAVE, the Town is entitled to utilize the JOC Contract for job order construction services.
- E. The Town and Contractor desire to enter into the Contract, and this Addendum, for the purpose of (i) acknowledging a cooperative purchasing contractual relationship under the JOC Contract and (ii) contracting for the job order specified herein.

ADDENDUM

- 1. Incorporation of JOC Contract. The parties acknowledge and agree that the Contract is made pursuant to and in accordance with that certain Job Order Contract ("JOC Contract") entered into between Coconino County Flood Control District and Tiffany Construction Company on June 6, 2023, through the Strategic Alliance for Volume Expenditures ("SAVE"). The terms and conditions of the JOC Contract are hereby incorporated into this Contract by reference as if fully set forth herein.
- 2. WIFA Compliance. Contractor agrees to comply with all federal, state and local laws and regulations that may affect cost, progress, performance and furnishing of the project. This compliance obligation encompasses, without limitation, all WIFA requirements placed upon the Town in its loan agreements with WIFA, including those set forth in the WIFA Contract Packet attached to the Contract, which shall be binding upon Contractor to the same extent as they are binding upon the Town. Contractor shall include such requirements in any contract with a subcontractor who will furnish labor, time or effort towards project completion on behalf of Contractor.
 - a. Debarment and Suspension. Contractor shall, on or before the date the parties enter into the Contract, provide to the Town the SAM.gov certification reflecting that Contractor is not debarred or suspended.
 - b. Compliance with Federal Regulations. For the avoidance of doubt, Contractor agrees to comply with any and all requirements placed upon the Town by way of its receipt of WIFA Funds pursuant to 2 CFR Part 200 and its Subparts, including record retention requirements.
- 3. Non-Discrimination: Contractor 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 Contractor 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.

4. Forced Labor of Ethnic Uyghurs A.R.S. § 35-394. To the extent applicable, Contractor certifies that it 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. If the Contractor becomes aware during the term of the contract that it is not in compliance with this certification, Contractor shall notify HPDWID within five days of becoming aware of the noncompliance. If Contractor 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 shall terminate.
5. Anti-Israeli Boycott A.R.S. § 35-393.01. To the extent applicable, the Contractor certifies that it does not currently, and agrees for the duration of the contract that it will not, engage in a boycott of goods or services from Israel. The Contractor further certifies that no wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Contractor (if any) are currently engaged in a boycott of Israel. The Contractor further and additionally agrees that for the duration of this Agreement, neither Contractor, nor any wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Contractor (if any) shall engage in a boycott of Israel.

"Boycott of Israel" shall mean engaging in a refusal to deal, terminating business activities, or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either: (a) in compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 U.S.C. § 4607(c) applies; or (b) in a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.

6. Subcontractors. Contractor shall provide a list of all subcontractors hired and all subcontractors used by Contractor for the performance of any responsibilities under the Contract. Contractor agrees to provide said disclosure to the Town within twenty-four (24) hours of Contractor entering into a contract with a subcontractor to provide any services under the provisions of the Contract. Contractor warrants to the Town that all subcontractors used by Contractor shall be fully prepared and capable of performing all subcontractors' responsibilities. It is agreed that all subcontractors performing work under the Contract must comply with its provisions. Further, all agreements between Contractor and its subcontractors must provide that all terms and conditions of the Contract and this Addendum be incorporated therein, namely the WIFA Contract Packet and associated requirements.
7. 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.
8. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
9. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
10. Insurance: The Contractor shall purchase (and maintain) from a company or companies lawfully authorized to do business in Arizona such insurance as will protect the Contractor and Town from claims set forth below which may arise out of or result from the Contractor's operations under the parties' Agreement and for which the Contractor may be legally liable, whether such operations be by the Contractor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:

- a. claims under Workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed. The Contractor and all subcontractors of Contractor, on request shall furnish to Town duly executed forms as prescribed by the Arizona Industrial Commission showing that Workmen's Compensation and Occupational Disease Insurance is in full force and effect;
- b. claims for damages because of bodily injury, occupational sickness or disease, or death of the Contractor's employees;
- c. claims for damages because of bodily injury, sickness or disease, or death of any person other than the Contractor's employees, where attributable to Contractor's act or omission;
- d. claims for damages as a result of personal injury, whether or not arising out of the employment with the Contractor;
- e. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom;
- f. claims for cyber incidents, including data breaches, business interruption, and network damage;
- g. claims for professional errors or omissions;
- h. claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and
- i. claims involving Contractor's obligations of indemnity under the parties' agreement.

The insurance required by this section shall be written in the amount of not less than \$1,000,000 single claim and \$2,000,000 aggregate limit of liability.

11. Limits of Liability: Notwithstanding any provision or proposal to the contrary, the Contractor's liability shall not be limited to the amount of its fees or applicable insurance coverage, but instead the Contractor shall be liable for the full amount of any damages as a result of the Contractor's breach of Agreement or negligent acts or omissions.
12. Termination for Convenience: The Town reserves the right to terminate the Agreement, in whole or in part at any time without penalty or recourse, upon thirty (30) days' written notice. Upon receipt of the written notice, the Contractor shall immediately stop all work, as directed in the notice, notify all subcontractors of the effective date of the termination and minimize all further costs to the Town. In the event of termination under this paragraph, all documents, data and reports prepared by the Contractor under the Agreement shall become the property of and be delivered to Town upon demand. The Contractor shall be entitled to receive just and equitable compensation for work completed and materials accepted before the effective date of the termination, and shall not be entitled to any further amounts.
13. Provisions Required By Law Deemed Inserted. Each and every provision of law and clause required by law to be inserted in this Addendum shall be deemed to be inserted herein, and this Addendum shall be read and enforced as though it were included therein.
14. Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of this Addendum, the Contract, and the JOC Contract, the documents shall govern in the following order: this Addendum, the Contract, then the JOC Contract.
15. Discovery of Human Remains or Burial Objects. If Contractor encounters any human remains, burial sites, funerary objects, or items of potential archaeological or cultural significance during the performance of the Work, Contractor shall immediately stop all activity in the vicinity of the discovery. Contractor shall protect the area from disturbance and shall not resume work in that area until authorized in writing by the Town. Contractor shall promptly notify the Town of the discovery. Contractor shall take reasonable measures to secure and protect the site of the discovery until the Town and applicable authorities have given clearance to resume work. Contractor shall not be entitled to additional compensation, damages, or claims for delay arising from suspension of Work due to such discovery. The Town may grant an extension of time for performance as reasonably necessary to accommodate investigation or mitigation. Contractor shall comply with all applicable federal, state, and local laws, ordinances, and regulations governing the treatment, reporting, and disposition of human remains and burial objects.
16. Discovery of Pre-Existing Conditions. If Contractor encounters any suspected hazardous material,

contamination, or environmental condition not introduced by Contractor, Contractor shall immediately cease work in the affected area and promptly notify the Town.

[Signature Page Follows]

This Addendum shall be effective on and from the date last signed below. 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.

TOWN OF CLARKDALE

Robyn Prud'homme-Bauer
Mayor

Date

ATTEST

Charity Brooks
Town Clerk

Date

Approved as to form:

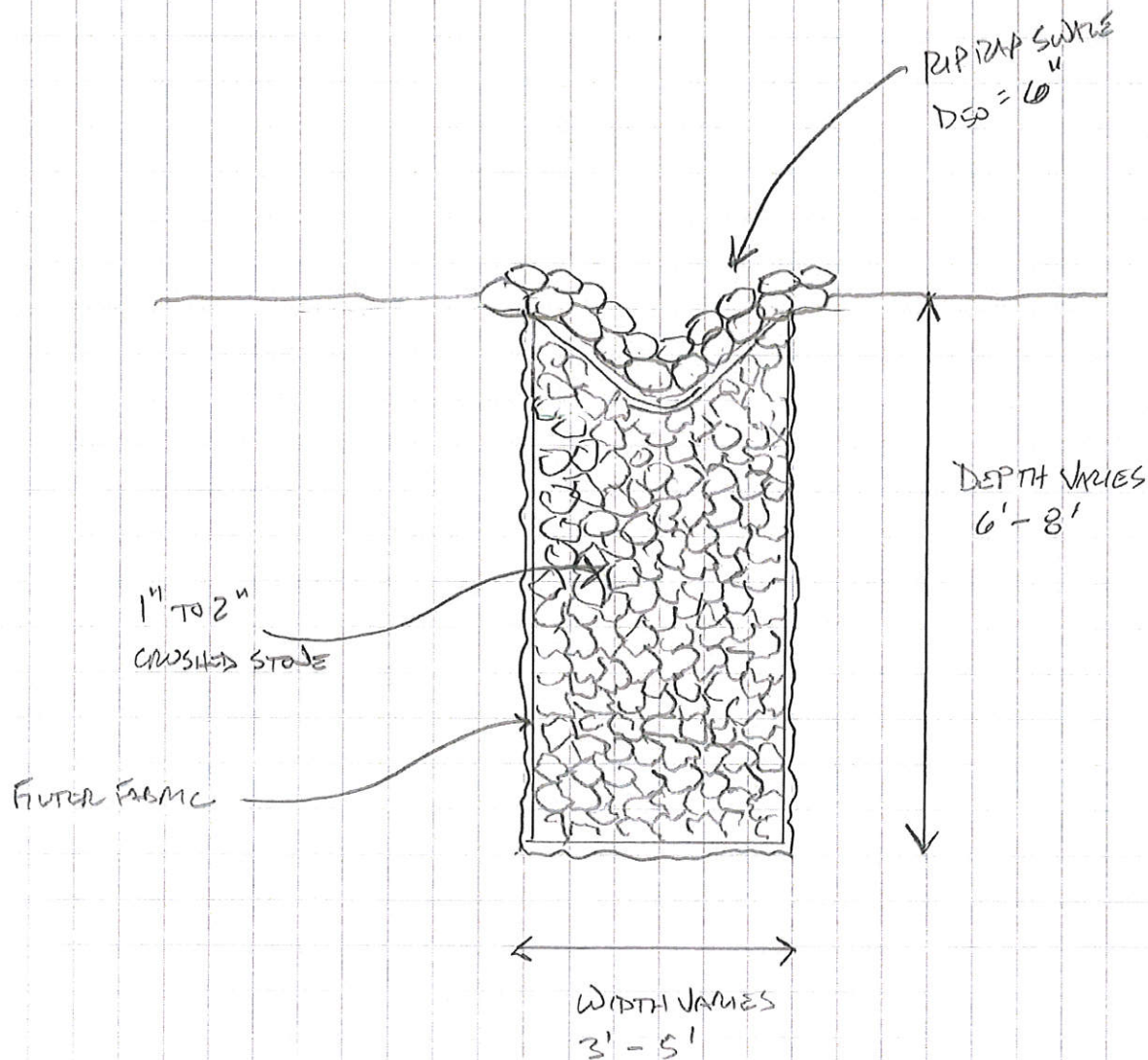
Stephen W. Polk
Town Attorney

Date

CONTRACTOR

By: Herbert C. Tiffany
Its: President

Date



* AT TRENCHES IN ROADWAY EDGE WE WILL PLACE 2" OF #57 STONE IN LIEU OF SURF.



Phoenix Office
 7122 N. 27th Ave.
 Phoenix, Arizona 85051
 Phone: 602.276.2414
 Fax: 602.268.5180

Sedona Office
 75 Kallof Place
 Sedona, Arizona 86336
 Phone: 928.204.9817
 Fax: 928.204.0084

To:	Town Of Clarkdale	Contact:	Lou Andersen
Address:	890 Main Street, P.O. Box 308 Clarkdale, AZ 86324 USA	Phone:	
		Fax:	
Project Name:	Cemetery Intercept Trench	Bid Number:	6117
Project Location:	Clarkdale Cemetery	Bid Date:	

Item #	Item Description	Estimated Quantity	Unit	Unit Price	Total Price
1	Mobilization	1.00	LS	\$8,500.00	\$8,500.00
2	3' Wide X 7' Deep Intercept Trench	3,755.00	LF	\$86.75	\$325,746.25
3	4' Wide X 7' Deep Intercept Trench	385.00	LF	\$105.85	\$40,752.25
4	5' Wide X 7' Deep Intercept Trench	2,090.00	LF	\$124.75	\$260,727.50
5	Rip Rap Swale (3' Wide) D50=6" - Rock Generated Onsite	3,755.00	LF	\$6.15	\$23,093.25
6	Rip Rap Swale (4' Wide) D50=6" - Rock Generated Onsite	385.00	LF	\$9.20	\$3,542.00
7	Rip Rap Swale (5' Wide) D50=6" - Rock Generated Onsite	2,090.00	LF	\$12.20	\$25,498.00
8	#57 Stone (3' Wide) On Trenches Within Roadway (2" Deep)	3,755.00	LF	\$4.65	\$17,460.75
9	#57 Stone (4' Wide) On Trenches Within Roadway (2" Deep)	385.00	LF	\$6.50	\$2,502.50
10	#57 Stone (5' Wide) On Trenches Within Roadway (2" Deep)	2,090.00	LF	\$8.40	\$17,556.00
11	Haul Off Excess Material (10 CY/Load)	4,224.00	CY	\$15.80	\$66,739.20

Bid Price Subtotal: **\$792,117.70**

Clarkdale 7.05%: **\$55,864.10**

Total Bid Price: **\$847,981.80**

Notes:

- Haul off assumes 30% excavated material will be utilized for rip rap and 70% will be unusable and exported
- The unforeseen and historically unique global supply chain issues are significantly impacting our ability to obtain materials and to hold prices as quoted at the time of bid proposal. Current communications from our suppliers are indicating material delays, shortages, and price increases on a regular basis. Some suppliers have sent letters declaring a Force Majeure event. Bid prices and our ability to meet construction schedules may be affected.
- Tiffany Construction will not engage in or execute any contract with Liquidated Damages.
- Bid excludes: Hard Rock Excavation, Bonds, All Permits and Permit fees, Payments for all governmental Street Pavement Cut Policies, Invoice Processing Fees such as Textura or similar, Engineering, Testing, Special Inspections (Including Concrete & Masonry construction), Survey, As-Builts, Traffic Control for Tiffany work & Traffic Control for all others, Footing Excavation & Footing Backfill, Over Excavation, Demolition Other than Specified, Concrete Sub Grade, Finish Grade for Landscape, Soil Sterilization, Structural Excavation and Backfill, Handling or Disposing of Existing Spills or Hazardous Waste, Removal of Utilities or Buried Sanitation Devices, Removal or Remediation Costs of Existing Wells, Striping, Signage, Final Adjustments of Water Valves, Cleanouts, and Manholes. Utility Installation and or Relocation, Building backfill, Chip Seal, Prime coat, Fog seal, SWPPP Prevention Plan Permit Cost and Obtaining Permit, SWPPP/N.P.D.E.S., Planter Backfill, Parkway grading, Moving or Removing Other Trades spoils and material. Parking Meter Hooding Permit and Cost. Bid explicitly excludes all items not specifically identified as a bid item.
- Bid is based on 1 mobilization additional mobilization will be at cost plus 15%.
- Material prices are good for 30 days from date of proposal any additional cost will be passed to owner or General Contractor.
- This price is subject to fuel escalations.
- Dust Control by Tiffany Construction is only for Tiffany work items and only applies when Tiffany is actively working on the project. All Dust Control mitigation is the responsibility of the General Contractor or Owner after substantial completion of the work is completed by Tiffany Construction Company.
- All materials, subs and rental equipment will be invoiced plus 15% for T & M.
- If the requirements of the contract were unavailable during the preparation of the bid, and any of these requirements contribute to unexpected additional costs this may cause the overall bid price to increase. Bid is based upon both parties reaching a mutually agreeable contract.
- This proposal and the complete terms and conditions of this proposal shall be included in any contract or subcontract prepared by owner or General Contractor.



Staff Report

Item Number: 6.C.

Agenda Item: **Revisions to the Human Resources Policy Manual**
Discuss, consider and act upon the revisions to the Human Resources Policy Manual.

Staff Contact: Angela Benavides, Human Resources/Risk Director

Meeting Date: September 23, 2025

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

- Goal Area 5 - Strategically invest in organizational development to enhance efficiency and service delivery and to attract and retain an exemplary workforce.

Background: The Town of Clarkdale has completed a comprehensive update to its Human Resources Policy Manual. The revision was undertaken to ensure that policies are:

- Legally compliant with applicable federal and Arizona employment laws.
- Aligned with municipal best practices.
- Clear, consistent, and accessible for staff and management use.

The revised manual provides employees with updated guidance on key areas including hiring, compensation, benefits, leave administration, workplace conduct, performance management, and risk management practices. It also includes improved formatting and organization closely aligned to the Finance Operation Guidelines (FOG) to make the policies easier to navigate. Policy sections include:

- Purpose
- Policy
- Guidelines
- Responsibilities
- Legal Compliance

A detailed spreadsheet summarizing each policy update and change has been

prepared and will be provided as a supporting document. This list is not included in the staff report itself to maintain clarity and focus.

Budget Impact: No direct budget impact. Implementation of the revised manual will continue within the scope of the approved Human Resources budget.

Recommendation: Staff recommends that the Council approve the revisions to the Human Resources Policy Manual as presented.

HR Policy Manual Change Tracker

09/23/25

Policy #	Policy Section	Policy Name	Date Created	Latest Revision Date	Change Explanation
	Preface				Added a preface; Explains purpose of the manual summarizing authority for making changes
1.01	General Provisions	Definitions	9/23/2025		Created policy to replace "hold" page in manual
1.02	General Provisions	EEO Statement	1/10/2006	11/27/2017	Added purpose, procedures, responsibilities, legal references for new format; expanded policy for clarity
1.03	General Provisions	Policy Amendments Statement	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; expanded policy for clarity
1.04	General Provisions	Severability Statement	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
2.01	Employment	Recruitment & Selection	9/23/2025		Created policy to replace "hold" page in manual
2.02	Employment	Oath of Office	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
2.03	Employment	Probationary Period	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
2.04	Employment	Hours of work	1/10/2006	11/27/2017	Added purpose, procedures, responsibilities, legal references for new format
2.05	Employment	ADA	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
2.06	Employment	Supervision	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; expanded policy for clarity
3.01	Classification & Compensation	Employment Status	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; expanded policy for clarity
3.02	Classification & Compensation	Overtime	1/10/2006	1/13/2015	Added purpose, procedures, responsibilities, legal references for new format; expanded policy for clarity
3.03	Classification & Compensation	Working outside of a job classification	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
3.04	Classification & Compensation	Promotions, demotions & transfers	8/9/2022		Added purpose, procedures, responsibilities, legal references for new format
3.05	Classification & Compensation	Certification Pay	10/10/2023		Added disclaimer that the Town will only pay for the initial certification exam. Added clarity for promotion/cert pay in Guidelines section C.1. Added purpose, procedures, responsibilities, legal references for new format
3.06	Classification & Compensation	On-Call/Call-Out Pay	10/10/2023		Added purpose, procedures, responsibilities, legal references for new format
3.07	Classification & Compensation	Uniform Allowance	10/10/2023		Added purpose, procedures, responsibilities, legal references for new format
3.08	Classification & Compensation	Holiday Pay Policy	12/8/2023		Added purpose, procedures, responsibilities, legal references for new format
3.09	Classification & Compensation	Compensation Policy	6/11/2024		Added purpose, procedures, responsibilities, legal references for new format; Added bilingual pay pilot program language to Guidelines
3.10	Classification & Compensation	Referral & Bonus Policy	9/23/2025		New policy
4.01	Benefits	Employee Benefits	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; moved Supplemental Benefits Plan for Public Safety Employees to its own policy for better clarity
4.02	Benefits	Supplemental Benefits Plan for Public Safety Employees	9/23/2025		New policy
4.03	Benefits	Holidays	1/10/2006	8/9/2022	Added purpose, procedures, responsibilities, legal references for new format; expanded to address religious accommodations
4.04	Benefits	Education	1/10/2006	8/9/2022	Added purpose, procedures, responsibilities, legal references for consistent format; Removed part-time employees from eligibility; removed workshops, seminars, conferences from policy as it resides in the FOG section III Travel & Training; added step in section IV Procedures "Employees must declare their intent to participate in the Tuition Assistance Program during the Town's budget planning process for the upcoming fiscal year. Employees who do not declare during this period may be ineligible for funding until the following fiscal year."; reformatted to new policy format; added updated reimbursement request form; updated forms
4.05	Benefits	Workplace Pet Policy	11/12/2024		Added purpose, procedures, responsibilities, legal references for new format
4.06	Benefits	Infants At Work_Nursing Mothers	11/12/2024		Added purpose, procedures, responsibilities, legal references for new format
5.01	Leaves	PTO	1/10/2006	11/12/2024	Added purpose, procedures, responsibilities, legal references for new format; Added note to accruals page "PTO accrual rates recorded in ADP may differ slightly from the accrual rates outlined in this policy due to system rounding protocols."
5.02	Leaves	PST	11/27/2006	11/12/2024	Added purpose, procedures, responsibilities, legal references for new format
5.03	Leaves	FMLA	1/10/2006	11/12/2024	Definitions – Calculating FMLA, current policy defines measurement of FMLA on a calendar year but section VII says rolling 12 month period. Changed definition to rolling 12 month period. The rolling 12 month period prevents back-to-back leave abuse. "Spouse" definition did not reflect the FMLA's "place of celebration" rule (covers legal same-sex marriages performed in other states/countries even if the state of residence doesn't recognize them). CHANGED TO: Spouse: A husband or wife as defined or recognized under state or local law where the marriage was entered into, including common law marriage in states where it is recognized, and same-sex marriages. "Parent" Clarifies that under FMLA, "in loco parentis" applies only to individuals who cared for the employee as a child. CHANGED TO: Parent: The biological parent of the employee, or an individual who acted in place of a parent by providing day-to-day care or financial support to the employee during the employee's childhood. This term does not include parents-in-law. "Daughter or Son" Added references to standing in loco parentis and those over 18. CHANGED TO: A biological, adopted, or foster child; a stepchild; a legal ward; or child of a person standing in the place of a parent (in loco parentis) who is under 18 years of age or is 18 years of age or older and incapable of self-care because of mental or physical disability. Section XI: Added clarification that FMLA is only permissible in the first 12 months after birth or placement, current policy leaves it open ended. Section XII - D - added "good faith" clause statement as required by FMLA. "D. Failure to provide certification to Human Resources within 15 calendar days, unless not practicable under the circumstances despite the employee's diligent, good faith efforts, may result in denial of leave designated under the FMLA until a certification is provided." Section XVIII - Recommend shortening due to repetitive information already provided in previous sections and added statement missing about Town complying with ADA regulations. Strengthened definitions of "serious health condition," "qualifying exigency," and "covered service member" to align with current DOL regulations. Clarified eligibility rules to include service time, hours worked, and municipal-specific leave accrual nuances. Added Arizona-specific compliance language addressing state-mandated leave interactions, public safety exceptions, and coordination with Workers' Compensation. Reinforced job restoration and benefits continuation provisions to ensure coverage during leave matches legal requirements. Added clear documentation and notice requirements to support enforcement and reduce ambiguity. Bulletproofed enforcement section to ensure the Town can require recertification, manage intermittent leave, and address abuse.
5.04	Leaves	Absent without leave	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; Section II-B-1 changed receiving to "being sent" vs received; section IV-B-2 added "personal email"; added requires TM approval
5.05	Leaves	Civic Duty	6/6/2022	11/24/2024	Approved 11/24/24 already in new format; Updated Section II-A-2 to clarify remitting juror pay (if accepted) to the Finance Department
5.06	Leaves	Military Leave	6/6/2022	11/24/2024	Approved 11/24/24 already in new format; Section II-C-1 revised for clear language on leave options; Section II-E revised to add clarity regarding continuation of benefits; Section V-B-1 added A.R.S. § 26-168 reference; reformatted to new policy format
5.07	Leaves	Maternity Leave	6/6/2022		Added purpose, procedures, responsibilities, legal references for new format; Clarified concurrent with FMLA
5.08	Leaves	Bereavement Leave	6/6/2022		Added purpose, procedures, responsibilities, legal references for new format; Section I-D revised sentence for clarity and changed approver to TM; Section II-C-1 changed approver to TM
6.01	Workplace Conduct & Discipline	Performance Management	10/24/2023	6/11/2024	Added purpose, procedures, responsibilities, legal references for new format; Updated ratings on form to include comments after each section
6.02	Workplace Conduct & Discipline	Standards of Conduct	10/10/2023		Added purpose, procedures, responsibilities, legal references for new format; Section II-B: added statement about Theft
6.03	Workplace Conduct & Discipline	Nepotism & Favoritism	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
6.04	Workplace Conduct & Discipline	Attendance & Punctuality	1/10/2006	12/12/2024	Added purpose, procedures, responsibilities, legal references for new format

HR Policy Manual Change Tracker

09/23/25

6.05	Workplace Conduct & Discipline	Confidentiality of Information	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; expanded information for better clarity
6.06	Workplace Conduct & Discipline	Anti-Harassment	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
6.07	Workplace Conduct & Discipline	Use of Electronic Communication	1/10/2006	6/14/2011	Added purpose, procedures, responsibilities, legal references for new format; Updated policy to reflect current technology and terminology throughout policy. Updated Section II-L to reflect current technology references, removed examples due to constant changes
6.08	Workplace Conduct & Discipline	Disciplinary Process	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
6.09	Workplace Conduct & Discipline	Customer Service & Communication Response	10/10/2023		Added purpose, procedures, responsibilities, legal references for new format ;Updated policy to reflect customers as both internal and external
6.10	Workplace Conduct & Discipline	Post Determination Hearing and Appeal	1/10/2006	1/23/2024	Added purpose, procedures, responsibilities, legal references for new format; Replaced Disciplinary Appeals Policy; added statement to the policy that the termination is effective immediately upon notice and is unpaid during the process. Additional statement of termination without pay during process is made in Section IV-B-1
6.11	Workplace Conduct & Discipline	Disciplinary Appeals	1/10/2006		Removed and replaced by Post Determination Hearing and Appeals Policy/Procedure
6.11	Workplace Conduct & Discipline	Grievances	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; Renumbered to 6.11 - Section III-A-3 added clarification for "chain of command"
6.12	Workplace Conduct & Discipline	Constructive Discharge	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
7.01	Health & Safety	Tabacco Use	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; Updated to include e-cig, vaping etc.
7.02	Health & Safety	Substance Abuse	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format; Updated to include verbiage addressing marijuana usage and compliance with AZ law
7.03	Health & Safety	Footwear Protection	10/10/2023		Added purpose, procedures, responsibilities, legal references for new format
8.01	Separation of Employment	Termination	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
8.02	Separation of Employment	Reduction in Force/Layoff	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
8.03	Separation of Employment	Resignation	1/10/2006		Added purpose, procedures, responsibilities, legal references for new format
9.01	Information Technology	Information Security Policy	10/25/2022		Added purpose, procedures, responsibilities, legal references for new format

TOWN OF CLARKDALE

HR POLICY MANUAL



**ADOPTED BY THE MAYOR AND
COMMON COUNCIL OF THE TOWN OF
CLARKDALE
ON JANUARY 10, 2006 BY RESOLUTION
#1176**

LAST AMENDED SEPTEMBER 23, 2025

TOWN OF CLARKDALE
HUMAN RESOURCES POLICY MANUAL
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TOWN OF CLARKDALE

HR POLICY MANUAL

PREFACE

This HR Policy Manual applies to all Town of Clarkdale staff. This manual is designed to provide employees with a comprehensive guide to the Town's policies, procedures, and expectations. It serves as a resource to help employees understand their rights, responsibilities, and the overall framework of their employment with the Town.

This manual is intended to ensure consistency, fairness, and legal compliance in all aspects of employment. The policies contained herein reflect the Town's commitment to fostering a professional, inclusive, and productive workplace. Employees are encouraged to familiarize themselves with the contents of this manual and direct any questions to the Human Resources Department.

This manual is for informational purposes only and does not constitute an employment contract, express or implied, between the Town of Clarkdale and its employees. Employment with the Town is at-will, meaning either the employee or the Town may terminate the employment relationship at any time, with or without cause, subject to applicable laws and regulations. Nothing in this manual shall be construed as altering an employee's at-will status unless explicitly stated in a written agreement authorized by the Town Council.

This document is a publication of the Town of Clarkdale Human Resources Department.

Issued: January 2006

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	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 1.01	SECTION I. GENERAL PROVISIONS – DEFINITIONS	
	ORIGINATION DATE: 09/23/25	REVISION DATE(S):

PURPOSE: The purpose of this guideline is to define various terms which are used in the Town of Clarkdale’s Human Resources Policy Manual. This guideline will clarify the intended meaning of the various terms and phrases used in the Town’s Manual, unless the context within which the terms or phrases appear indicates otherwise.

POLICY:

- I. Unless otherwise indicated, the following definitions apply to the below-listed terms when used in this manual.

DEFINITIONS:

Accrual - The periodic and incremental accumulation of time or wages.

Active Pay Status - The status designation for any period of time when an employee is eligible to receive pay directly from the Town including, but not limited to: hours worked, paid time off (PTO), and paid leave.

Adequate Rest Period - A period of not less than eight hours between work periods while an employee is on travel status.

Administrative Leave With Pay - Paid leave given at the discretion of the department Director and with Town Manager approval, usually granted during an investigation into improper conduct.

Appointed Official - An employee of the Town appointed by the Mayor and Town Council. Appointed Officials include the Town Manager and Town Attorney.

Arizona Revised Statutes (ARS) - Laws adopted, enacted or amended by the Arizona State Legislature, and cited in this manual as “ARS.”

Arizona State Retirement System (ASRS) - State agency created in 1953 to provide retirement benefits, long-term disability benefits, and other benefits to employees of the state, counties, municipalities, universities and community colleges, school districts and other political entities.

At-Will Employment - The status of an employee who serves at the discretion of the Town Manager and may be terminated from employment with or without notice and with or without cause, with no right of appeal.

Base Rate - The basic hourly rate (or hourly equivalent) applicable to an employee that does not include any additional or special pay that may be applicable to work performed by an employee.

Benefit(s) – Non-monetary programs made available to eligible employees, the cost of all or part of which may be borne by the Town. See [\[insert policy name w/link\]](#).

Classified Employee/Classified Service - Employee positions with the Town other than appointed/elected officials and those designated as non-classified.

Code of Federal Regulations (CFR) - Repository of regulations adopted by one or more federal agencies and codified in final form.

Consolidated Budget Reconciliation Act of 1986 (COBRA)- Federal law that provides employees and their families who lose their health benefits the right to choose to continue group health benefits provided by their group health plan for limited periods of time. See EPM 6.3 - Continuation of Health

Insurance Coverage (COBRA).

Corrective Action - The supervisory techniques of documented oral counseling, written reprimand and formal disciplinary action. See Policy 6.08 Disciplinary Process.

Day(s) - Means calendar days unless otherwise noted.

Designee - Employee authorized to perform a function with or on behalf of another employee.

Director - Means the head of a department.

Domestic Partner - An individual of the same or opposite sex who cohabitates with an employee and who is eligible for health insurance benefits on the same basis as married dependents.

Employee - A person working for the Town for compensation who occupies a position subject to appointment, promotion, demotion, or removal by an Appointed Official.

Employee Self Service (ESS) - A web-based application that allows employees to securely access personal information, pay and tax information, as well as Employee Time Entry.

Exempt Employee - An employee who, due to the nature of the duties of their position with the Town, has been determined to be exempt from the minimum wage and overtime provisions of the FLSA.

Fair Labor Standards Act of 1938 (FLSA) - Federal law that provides minimum standards for both wages and overtime entitlement and describes administrative procedures by which covered work time must be compensated.

Family and Medical Leave Act (FMLA) - Federal law which allows eligible unpaid leave related to the medical care for the employee or employee's family member. See EPM 5.7- Family and Medical Leave.

Fiscal Year - As applied to the Town, the one-year period from July 1 to the following June 30.

Hiring Authority - A management level employee who is authorized to make decisions regarding the recruitment, selection, and hiring of employees by an appointed official or designee.

Non-Exempt Employee - An employee who, due to the nature of the duties of their employment position with the Town, has been determined to be non-exempt from (covered by) the minimum wage and overtime provisions of the Fair Labor Standards Act (FLSA).

Pay Range - The numerical grouping of one or more job titles based on compensable.

Personnel File - The hard copy and/or digital file maintained by the Human Resources Department, which contains all original personnel-related information for each Town employee.

Premium Pay Rate - Hours paid at a "Premium Rate" which is at least equal to one and one-half times the base rate, is creditable toward overtime pay due under the FLSA.

Public Safety Personnel Retirement System (PSPRS) - State agency created in 1968 to provide retirement benefits to public safety personnel.

Regular Rate - The hourly rate of pay used only for the purpose of calculating overtime compensation.

Relative - Related within the third degree will be by either affinity (marriage) or consanguinity (blood). Parents (in-law), brother (in-law), sister (in-law), spouse, son (in-law), daughter (in-law), grandparents (in law), grandchildren (in-law), great grandparent, great grandchild, aunt, uncle, niece and nephew. Step relationships are considered to be the same as blood relationships.

Resignation - A separation from service initiated by the employee.

Separation From Service - Ending employment with the Town.

Supervisor - An employee whose job description includes the authority and responsibility to exercise supervision and manage work assignments of other employees.

Sworn Personnel - Individuals hired into certified public safety positions. (e.g. police officers).

Termination - A separation from service initiated by the Town.

Town - The Town of Clarkdale, Arizona.

Town Business - Business directly related to the Town, an employee's performance of job duties, or participation on boards affecting or dealing with Town functions.

Town Manager - The chief executive officer of the Town who is appointed by the Mayor and Town Council pursuant to [Municipal Code Section 2-145](#). As used in this manual, the term "Town Manager" may also mean one or more subordinate management employees designated by the Town Manager to

perform a specific management function on behalf of the Town Manager, sometimes referred to as “designees.”

Town Service - An amount of time measured from the employee’s original hire date as a regular employee, so long as there has not been a break in service greater than 30 days. Employees with breaks in service greater than 30 days, but less than one year per break, are credited only for their time actually worked (i.e., the break time is not counted unless required by law). Employees with a break in service greater than one year receive credit for service only from their most recent hire date. Employees who are rehired by the Town after separating with a regular retirement under the provisions of ASRS/PSPRS shall not receive credit for their service prior to rehire for determining Town service. An employee who has retired under the provisions of PSPRS for reasons of a Catastrophic, Accidental or Ordinary Disability Retirement, and has regained employment with the Town within 36 months of their separation date, will receive credit for their prior Town service, for time actually worked (i.e., the break time is not counted unless required by law).

Working Day – A day on which Town is open for business.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 1.02	SECTION I. GENERAL PROVISIONS – EQUAL EMPLOYMENT OPPORTUNITY STATEMENT	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 11/27/17, 09/23/25

PURPOSE: To affirm the Town of Clarkdale’s commitment to equal employment opportunity for all individuals. By implementing fair employment practices, the Town seeks to create an environment where all employees have equal access to opportunities for professional growth and success.

I. POLICY

- A. The Town of Clarkdale is committed to ensuring equal employment opportunities (EEO) and prohibits discrimination, harassment, and retaliation in the workplace. The Arizona Civil Rights Act (ACRA) protects employees from discrimination based on race, color, religion, sex (including pregnancy), national origin, age (40 years or older), physical or mental disability, and genetic information.
- B. This commitment applies to all aspects of employment, including recruitment, selection, training, promotion, compensation, benefits, termination, and other conditions of employment.

II. GUIDELINES

- A. To ensure compliance and promote a culture of inclusion, Human Resources will:
 1. Review job qualifications and descriptions to eliminate unnecessary barriers.
 2. Administer pay, benefits, and overtime policies fairly.
 3. Promote inclusive recruitment by:
 - a. Posting external and internal recruitment processes for at least five (5) working days.
 - b. Advertising job openings widely to encourage diverse applications.
 - c. Listing internal competitive opportunities on the Town’s website.
 - d. Including the EEO statement in all job postings.
 4. Provide mandatory training on EEO principles and anti-discrimination practices.
 5. Maintain clear and confidential channels for reporting discrimination concerns.

III. RESPONSIBILITIES

- A. EEO Officer (Human Resources Department)
 - 1. Serves as the primary contact for EEO matters.
 - 2. Supports staff and leadership in policy implementation.
 - 3. Reviews internal policies to remove barriers to equal opportunity.
- B. Department Heads
 - 1. Implement the policy within their teams.
 - 2. Ensure employment decisions are free from discrimination.
- C. Employees
 - 1. Uphold EEO principles and report any policy violations.

IV. COMPLAINT AND RESOLUTION PROCESS

- A. Employees should report discrimination concerns to Human Resources.
- B. Reports will be handled confidentially while ensuring a thorough investigation.
- C. The Town will investigate complaints promptly and take corrective action if necessary.
- D. Retaliation against complainants is strictly prohibited and will result in disciplinary action.

V. LEGAL REFERENCES

A. Federal Laws:

- 1. Civil Rights Act of 1964 (Title VII)
- 2. Age Discrimination in Employment Act (ADEA)
- 3. Americans with Disabilities Act (ADA)
- 4. Equal Pay Act (EPA)
- 5. Genetic Information Nondiscrimination Act (GINA)

B. Arizona State Laws:

- 1. Arizona Civil Rights Act (ACRA) – A.R.S. § 41-1463
- 2. Arizona Employment Protection Act – A.R.S. § 23-1501

3. Arizona Equal Pay Law – A.R.S. § 23-341
4. Arizona Disability Discrimination Law – A.R.S. § 41-1492

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 1.03	SECTION I. GENERAL PROVISIONS – POLICY AMENDMENTS	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To establish a clear and consistent process for reviewing, amending, and updating the Town of Clarkdale’s employee manual to ensure compliance with applicable laws, alignment with organizational needs, and adherence to municipal governance requirements.

I. POLICY

- A. The Town of Clarkdale recognizes the importance of maintaining an accurate and up-to-date employee manual.
- B. Amendments to the manual shall be made as needed and will take effect upon approval by the Town Council by majority vote.

II. GUIDELINES

- A. Periodic Review:
 - 1. The employee manual shall be reviewed at least every two years or sooner if necessitated by legal, regulatory, or operational changes.
 - 2. Human Resources, in collaboration with department heads, will oversee the review process and recommend necessary updates to the Town Manager.
- B. Proposal for Amendments:
 - 1. Employees, supervisors, or department heads may propose updates to policies by submitting written suggestions to Human Resources.
 - 2. The Town Manager evaluates proposed amendments for relevance, feasibility, and compliance before presenting them to the Town Council.
- C. Approval Process:
 - 1. The Town Manager will recommend policy amendments to the Town Council for consideration.
 - 2. Amendments take effect upon a majority vote of the Council.
- D. Interim Adjustments:
 - 1. Town Manager may implement temporary policy adjustments, subject to review and approval by the Town Council within 90 days.

III. RESPONSIBILITIES

A. Human Resources:

1. Oversee the periodic review of the employee manual.
2. Facilitate the collection and evaluation of proposed amendments.
3. Communicate approved changes to all employees.

B. Town Manager:

1. Review and evaluate proposed amendments.
2. Present recommendations to the Town Council for approval.
3. Authorize interim adjustments in urgent situations.

C. Town Council:

1. Approve/Reject amendments, revisions or additions by a majority vote.

D. Leadership and employees:

1. Propose amendments to ensure the manual remains relevant and effective.
2. Stay informed about updates and adhere to revised policies.

IV. PROCEDURES

A. Policy Review and Development:

1. Human Resources initiates the periodic review process and solicits input as appropriate.
2. Proposed changes are evaluated by the Town Manager in consultation with legal counsel, if necessary, to ensure compliance with federal, state, and local laws.

B. Policy Amendments, Revisions, or Additions:

1. The Town Manager submits proposed amendments to the Town Council with supporting documentation.
2. Any amendments to the Personnel Policies and Procedures Manual shall be presented to the Town Council for consideration and shall be adopted or rejected by a majority vote of the Council.

C. Implementation and Communication:

1. Approved changes are incorporated into the employee manual, with a revised version distributed to employees.
2. Training sessions may be conducted to ensure employees understand significant policy changes.

V. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA)
2. Americans with Disabilities Act (ADA)
3. Title VII of the Civil Rights Act
4. Family and Medical Leave Act (FMLA)

B. Arizona State Laws:

1. Arizona Revised Statutes (A.R.S.) Title 23 (Labor)
2. Arizona Revised Statutes (A.R.S.) Title 38 (Public Officers and Employees)
3. Arizona Employment Protection Act – A.R.S. § 23-1501
4. Arizona Public Employer Handbook Compliance Requirements

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 1.04	SECTION I. GENERAL PROVISIONS – SEVERABILITY	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To ensure that the Town of Clarkdale policies remain valid and enforceable even if a specific provision is deemed invalid. It establishes a process addressing such provisions while maintaining policy integrity and legal compliance.

I. POLICY

- A. If any provision of this manual, or its application to any person or circumstance, is determined to be invalid by a court or legal authority, the remainder of the manual shall remain in effect.
- B. The invalid provision will be reviewed and revised as necessary to align with applicable laws, preserving the intent of the original policy.

II. RESPONSIBILITIES

- A. Human Resources:
 1. Monitor legal and regulatory changes that could impact the validity of policies.
 2. Collaborate with legal counsel to assess and revise invalid provisions.
 3. Notify employees of updates to the policies and procedures.
- B. Town Council:
 1. Approve any revisions or replacements to invalid provisions with a majority vote.

III. PROCEDURES

- A. When a provision is deemed invalid, Human Resources will promptly assess the impact on other policies and procedures.
- B. Legal counsel will review the provision and recommend revisions or replacements when the situation warrants legal expertise or when required to ensure compliance with applicable laws.
- C. Revised provisions will be presented to the Town Council for approval and adoption.
- D. Once approved, Human Resources will update the policies and notify employees of the changes.

IV. LEGAL REFERENCES

A. Arizona State Laws:

1. A.R.S. § 1-211 – General rules for interpreting Arizona laws
2. A.R.S. Title 38 – Public Officers and Employees
3. Applicable local ordinances

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.01	SECTION II. EMPLOYMENT – RECRUITING AND SELECTION	
	ORIGINATION DATE: 09/23/25	REVISION DATE(S):

PURPOSE: To establish a fair, transparent, and legally compliant framework for recruiting and selecting qualified candidates for employment with the Town of Clarkdale. This policy ensures equal employment opportunity and promotes the selection of individuals best suited to meet the Town's operational needs.

I. POLICY

- A. The Town of Clarkdale is committed to attracting and retaining a diverse and competent workforce. All recruitment and selection activities shall be conducted in a manner that ensures equal opportunity, is free from discrimination, and is based on merit and job-related criteria.

II. GUIDELINES

A. Equal Employment Opportunity

1. All employment decisions shall be made without regard to race, color, religion, sex, age, national origin, disability, genetic information, veteran status, sexual orientation, gender identity, or any other status protected by law.

B. Recruitment Methods

1. Internal Recruitment: When feasible, positions may be filled through internal recruitment to promote career advancement opportunities for current employees.
2. Open-Competitive Recruitment: Positions may be advertised publicly to attract a broad pool of qualified candidates.

C. Job Announcements

1. All job announcements shall include the position title, salary range, essential duties, minimum qualifications, application procedures, and closing date.

D. Application Process

1. Applicants must submit a complete application or resume by the specified deadline. Incomplete or late applications may not be considered.

E. Selection Process

1. The selection process may include, but is not limited to, application screening,

written examinations, performance tests, interviews, background checks, and reference checks.

F. Confidentiality

1. All applicant information shall be treated as confidential and used solely for employment-related purposes.

III. RESPONSIBILITIES

A. Human Resources Department

1. Develop and implement recruitment strategies.
2. Ensure compliance with equal employment opportunity laws.
3. Coordinate the selection process and maintain recruitment records.
4. Notify staff of internal postings and complete external postings to website and job sites.

B. Hiring Departments

1. Identify staffing needs and initiate recruitment requests.
2. Participate in the selection process and make hiring recommendations.

C. Applicants

1. Submit complete and accurate applications by the specified deadlines.
2. Provide necessary documentation to verify qualifications.

D. Town Manager

1. Approves job postings and final offers.

IV. PROCEDURES

A. Position Request:

1. The Department Head must submit a Position Request to Human Resources.
2. The request must include a written justification that confirms the headcount is included in the current approved budget.
3. The request is then forwarded to the Town Manager for review.
4. No recruitment activities may begin until the Town Manager has reviewed and approved the position request.

B. Recruiting:

1. Once the position request is approved by the Town Manager, Human Resources initiates the recruitment process, including preparing and posting the job announcement.

C. Candidate Selection and Hiring:

1. Qualified candidates are screened and interviewed in collaboration with the hiring department.
2. The department submits its hiring recommendation to Human Resources.
3. Human Resources provides an offer review to the Town Manager for final approval.
4. Human Resources issues a conditional offer and completes all pre-employment checks. For Police Department hires, the Police Department coordinates additional background check requirements.

V. LEGAL REFERENCES

A. Federal Laws

1. Title VII of the Civil Rights Act of 1964
2. Americans with Disabilities Act of 1990
3. Age Discrimination in Employment Act of 1967
4. Equal Pay Act of 1963

B. Arizona State Laws

1. Arizona Civil Rights Act (A.R.S. § 41-1461 et seq.)
2. Veterans' Preference (A.R.S. § 38-492)
3. Arizona Employment Protection Act (A.R.S. § 23-1501)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.02	SECTION II. EMPLOYMENT – OATH OF OFFICE	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To ensure compliance with A.R.S. § 38-231, requiring all government officers and employees to affirm their loyalty through an Oath of Office or Loyalty Oath as a condition of employment.

I. POLICY

- A. In accordance with A.R.S. § 38-231(E), all officers and employees of the Town of Clarkdale are required to take a Loyalty Oath or sign an Oath of Office form as a condition of their employment.
- B. For the purpose of this policy, "officer or employee" is defined as any individual elected, appointed, or employed, either part-time or full-time, by a government entity, including municipal corporations and their agencies.

II. PROCEDURES

- A. Administration of the Oath:
 1. The Oath of Office shall be administered during the onboarding process or immediately upon appointment or election.
 2. The Town Clerk or their designee will administer the oath.
- B. Oath Text:
 1. The oath shall comply with the language required under A.R.S. § 38-231, affirming loyalty to the U.S. Constitution, the Arizona Constitution, and the state laws.
- C. Record Keeping:
 1. Signed oaths shall be filed in the employee's personnel file and retained in accordance with Arizona records retention laws.
 2. Human Resources will ensure proper documentation and compliance.
- D. Non-Compliance:
 1. Employees or appointees who fail to take or sign the Oath of Office within the required timeframe will not be permitted to assume their duties until compliance is achieved.

E. Training and Awareness:

1. New employees will be briefed on the significance of the Oath of Office during their onboarding process.

III. RESPONSIBILITIES

A. Human Resources:

1. Ensure all new employees are provided with the Oath of Office form during onboarding.
2. Maintain signed oaths in compliance with records retention laws.

B. Town Clerk:

1. Administer the Oath of Office or designate an appropriate individual to do so.

C. Employees:

1. Complete the Oath of Office as a condition of employment.

IV. LEGAL REFERENCES

A. A.R.S. § 38-231 – Oath of Office and Loyalty Oath Requirements

B. Arizona State Records Retention Guidelines

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.03	SECTION II. EMPLOYMENT – PROBATIONARY PERIOD	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To establish the guidelines and expectations for the probationary period, ensuring a structured evaluation process for new hires and employees transitioning into new roles. It supports the Town’s commitment to maintaining a high-performing workforce while recognizing the principles of at-will employment in accordance with A.R.S. § 23-1501.

I. POLICY

- A. The probationary period serves as an initial assessment phase for new employees and those transitioning into different roles within the Town of Clarkdale. During this time, performance, conduct, and overall suitability for the position are evaluated.
- B. Employment during the probationary period remains at-will, meaning that either the employee or the Town may terminate the employment relationship at any time for any legally permissible reason. Completion of the probationary period does not guarantee continued employment.

II. GUIDELINES

- A. Objectives of the Probationary Period:
 - 1. Evaluate employee performance, conduct, and adherence to Town values.
 - 2. Provide regular feedback and guidance to support employee development.
 - 3. Ensure employees successfully transition into their roles or identify necessary adjustments.
 - 4. Address any performance concerns that may lead to termination if unresolved.
- B. Probationary Periods:
 - 1. Non-Public Safety Employees: Six (6) months for new hires, three (3) months for promotions or internal transfers.
 - 2. Public Safety Employees: Twelve (12) for new hires.
 - 3. Extensions may be granted by the Town Manager for cause with written notice detailing the reasons and performance expectations.
- C. Feedback and Performance Reviews:

1. Supervisors shall provide continuous feedback and conduct at least one formal performance review during the probationary period.
2. Employees will have the opportunity to discuss their progress and address concerns.

D. Probationary Employee Dismissal:

1. Employees may be dismissed at any time during the probationary period without cause or appeal rights.
2. Written notification of dismissal will be provided and retained in the employee's personnel file.

E. Training and Onboarding:

1. Probationary employees shall participate in onboarding activities and role-specific training to support success in their positions.

F. At-Will Employment:

1. Employment remains at-will before, during, and after the probationary period.

III. RESPONSIBILITIES

- A. Supervisors: Monitor performance, provide feedback, and conduct evaluations during the probationary period.
- B. Human Resources: Oversee the onboarding and training process and ensure compliance with policy requirements.
- C. Town Manager: Approve probation extensions and terminations.

IV. PROCEDURES

A. Evaluation and Review:

1. Supervisors shall conduct performance assessments in accordance with Policy 6.01 – Performance Management.
2. If concerns arise, employees should receive documented feedback and opportunities for improvement.

B. Probationary Period Extension:

1. If additional time is needed for performance assessment, supervisors must submit a written request to the Town Manager detailing the justification and expectations for improvement.

C. Termination During Probation:

1. Supervisors may recommend termination at any point during probation.
2. All terminations must be documented and approved by the Town Manager before finalization.

V. LEGAL REFERENCES

- A. A.R.S. § 23-1501 – Employment Protection Act (At-Will Employment)
- B. A.R.S. Title 38 – Public Officers and Employees

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.04	SECTION II. EMPLOYMENT – HOURS OF WORK	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/17, 09/23/25

PURPOSE: To establish the standard workweek for employees of the Town of Clarkdale, ensuring consistency and compliance with local, state, and federal regulations while allowing flexibility to meet departmental needs.

I. POLICY

A. Standard Workweek:

1. For full-time, non-public safety employees, the standard workweek is 40 hours.
2. The workweek begins on Sunday at 12:01 a.m. and ends the following Saturday at midnight.

B. Alternative Workweeks:

1. For employees with non-standard schedules, the workweek will be determined by the Department Head in compliance with applicable laws.

C. Public Safety Employees:

1. Workweeks and schedules for public safety employees will comply with FLSA guidelines, including Section 207(k) exemptions for law enforcement and fire protection personnel.

D. Breaks and Meal Periods:

1. Employees are encouraged to take a 30-minute unpaid meal break for shifts exceeding 6 hours.
2. Departments may offer paid rest breaks as appropriate, ensuring they do not disrupt operations.

E. Overtime:

1. Non-exempt employees are eligible for overtime pay at 1.5 times their regular rate for hours worked beyond 40 in a workweek, in compliance with FLSA.
2. All overtime must be approved in advance by the employee's supervisor.

F. Flexible Scheduling:

1. Departments may implement flexible schedules, such as compressed workweeks or telework, as long as they align with operational needs and are approved by the Department Head.

II. RESPONSIBILITIES

- A. Employees: Follow assigned work schedules and notify supervisors of any deviations.
- B. Supervisors: Approve and monitor employee schedules and ensure compliance with overtime and break policies.
- C. Human Resources: Provide guidance on FLSA compliance and maintain records of approved alternative schedules.

III. PROCEDURES

- A. Supervisors will communicate work schedules to employees at the time of hire and whenever schedules change.
- B. Employees must request deviations from their schedules, including overtime or flexible work arrangements, in writing for supervisory approval.
- C. Human Resources will audit work schedules and overtime records to ensure compliance with the FLSA and internal policies.

IV. LEGAL REFERENCES

- A. Federal Law:
 1. Fair Labor Standards Act (FLSA)
- B. State Law:
 1. A.R.S. § 23-1501: Arizona's at-will employment statute.
 2. A.R.S. § 23-351: Wage payment requirements.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.05	SECTION II. EMPLOYMENT – ADA (AMERICANS WITH DISABILITIES ACT)	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To affirm the Town of Clarkdale’s commitment to full compliance with the Americans with Disabilities Act of 1990 and all applicable federal, state, and local laws. This policy ensures equal opportunity and nondiscrimination in employment for all qualified individuals with disabilities while promoting accessibility, fairness, and inclusivity in workplace practices.

I. POLICY

- A. The Town of Clarkdale is committed to providing equal employment opportunities for all qualified individuals with disabilities in compliance with the ADA and applicable laws.
- B. The Town interprets and applies the definition of disability in accordance with the ADA Amendments Act of 2008, which mandates a broad scope of coverage. The determination of whether an individual has a disability shall not require extensive analysis.
- C. No employee shall be retaliated against for asserting rights under this policy.

II. GUIDELINES

- A. Recruiting and Hiring:
 - 1. Job advertisements and application processes will be accessible to individuals with disabilities.
 - 2. Pre-employment inquiries will focus only on an applicant’s ability to perform essential job functions.
- B. Reasonable Accommodations:
 - 1. Reasonable accommodations will be provided to employees and applicants with disabilities to enable them to perform the essential functions of their positions.
 - 2. Requests for accommodations will be addressed promptly, typically within 10 working days.
- C. Confidentiality:
 - 1. Medical records and accommodation requests will be maintained separately and treated as confidential.
- D. Compensation and Benefits:

1. Individuals with disabilities will receive equal pay, benefits, and opportunities in job assignments and advancement.

E. Accessibility:

1. The Town will ensure all employment practices, facilities, training, and recreational activities are accessible.

F. Commitment to Nondiscrimination:

1. The Town does not discriminate against individuals associated with people with disabilities or those protected by state or local disability laws.

III. RESPONSIBILITIES

- A. ADA Coordinator: Ensure compliance with ADA regulations, investigate complaints, and coordinate accommodations.
- B. Supervisors and Managers: Support ADA compliance and provide employees with necessary accommodations.
- C. Supervisors and ADA Coordinator must participate in an interactive process with the employee to determine reasonable accommodations.
- D. Employees: Submit requests for accommodations and participate in the interactive process.

IV. ADA GRIEVANCE PROCEDURES

A. Filing a Complaint:

1. Complaints should be submitted to the ADA Coordinator:

Contact: Town Clerk
Address: P.O. Box 308, Clarkdale, AZ 86324
Phone: (928) 634-9591

2. Complaints must include the complainant's name, contact information, and a description of the alleged violation.
3. Filing a grievance or requesting an accommodation does not affect an employee's standing and shall not result in any form of retaliation.

B. Investigation:

1. The ADA Coordinator will conduct an informal but thorough investigation and issue a written determination within 10 working days.

C. Appeals:

1. Dissatisfied complainants may request reconsideration by the Town Manager

within 10 working days of the determination.

D. External Remedies:

1. Complainants may pursue external remedies through federal agencies, such as the EEOC, at any time.

E. Recordkeeping:

1. All complaint records will be maintained by the ADA Coordinator for a minimum of three years.

V. LEGAL REFERENCES

A. Federal Law:

1. Americans with Disabilities Act of 1990 (ADA), as amended by the ADA Amendments Act of 2008 (ADAAA).
2. Rehabilitation Act of 1973, Section 504, requiring accessibility for individuals with disabilities in federally funded programs.

B. State Law:

1. Arizona Civil Rights Act (A.R.S. § 41-1463(B)), prohibiting discrimination against individuals with disabilities.
2. Arizona Revised Statutes related to accessibility in public entities (A.R.S. § 41-1492 et seq.).

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 2.06	SECTION II. EMPLOYMENT – SUPERVISION	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 11/27/17, 09/23/25

PURPOSE: To establish clear lines of supervision and accountability for employees to ensure effective management and evaluation. This policy also provides guidelines for documenting supervisory responsibilities when an employee works across multiple programs.

I. POLICY

- A. Each employee is customarily responsible to one immediate supervisor, who is accountable for their management and evaluation.
- B. If an employee divides responsibilities among two or more programs:
 - 1. The responsibilities for supervision and evaluation must be clearly defined.
 - 2. Responsibilities shall be provided in writing to the employee to ensure transparency and avoid conflicting expectations.

II. GUIDELINES

- A. Supervisor Responsibilities:
 - 1. Set clear expectations for employee performance and conduct.
 - 2. Provide regular feedback and coaching to support employee development.
 - 3. Conduct performance evaluations in a fair and timely manner.
 - 4. Address and resolve performance or behavioral concerns in collaboration with Human Resources when necessary.
- B. Dual Supervision:
 - 1. For employees working under multiple supervisors, responsibilities for management and evaluation must be clearly divided and agreed upon in writing.
 - 2. In cases of conflicting directives, supervisors will consult with Human Resources to ensure alignment and consistency.
- C. Performance Evaluations:
 - 1. Supervisors will conduct formal evaluations at least annually and monthly check-ins as outlined in policy 6.01 Performance Management.

2. Evaluations will be documented and include measurable performance metrics.

D. Supervisor Training:

1. All supervisors will receive training on leadership, performance management, and conflict resolution to equip them for their roles.

III. RESPONSIBILITIES

A. Supervisors:

1. Ensure clear communication of job expectations and responsibilities.
2. Provide ongoing feedback and conduct evaluations.
3. Document supervisory arrangements for employees reporting to multiple programs.

B. Employees:

1. Seek clarification on supervisory roles and responsibilities if needed.
2. Engage in performance discussions and participate actively in evaluations.

C. Human Resources:

1. Provide guidance on supervisory roles and evaluation processes.
2. Facilitate conflict resolution when supervisory duties are unclear or disputed.

IV. PROCEDURES

- A. Supervisors will document and communicate their responsibilities to employees upon hire or when job duties change.
- B. For dual supervision arrangements, written agreements will be prepared, signed by all relevant parties, and filed with Human Resources.
- C. Performance evaluations will be conducted according to the established timeline and shared with employees.
- D. Supervisors will participate in training sessions to enhance their management skills.

V. LEGAL REFERENCES

A. Federal Laws:

1. Title VII of the Civil Rights Act of 1964

2. Americans with Disabilities Act (ADA)
3. Age Discrimination in Employment Act (ADEA)

B. State Laws:

1. Arizona Public Records Law (A.R.S. § 39-121 et seq.)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.01	SECTION III. CLASSIFICATION & COMPENSATION – EMPLOYMENT STATUS	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: The purpose of this policy is to define the employment classifications used by the Town and to ensure compliance with the Fair Labor Standards Act (FLSA) and other applicable laws. This policy provides clarity regarding employee status and eligibility for overtime compensation.

I. POLICY

- A. The Town classifies employees based on job duties, employment duration, and FLSA status. The Town’s Salary Schedule, approved by the Town Council, identifies positions that are FLSA-exempt and not eligible for overtime.
- B. These classifications ensure consistency and compliance with state and federal labor regulations.

II. GUIDELINES

- A. Employment Classifications:
 1. Full-Time Employee: Regularly scheduled to work 40 hours per week and eligible for full benefits.
 2. Part-Time Employee: Regularly scheduled to work less than 40 hours per week. Eligibility for benefits is determined by hours worked.
 3. Temporary Employee: Hired for a specific period or project, not eligible for benefits unless otherwise specified by law.
 4. FLSA Exempt: Positions classified as exempt under FLSA regulations are not eligible for overtime compensation.
 5. FLSA Non-Exempt: Positions not meeting FLSA exemption criteria are eligible for overtime compensation.
- B. FLSA Determination: The Human Resources Department evaluates each position to determine FLSA status based on job duties and salary thresholds established by the U.S. Department of Labor.
- C. Salary Schedule: The Town Council approves the Salary Schedule, which denotes exempt and non-exempt status for each position.

III. RESPONSIBILITIES

A. Department Heads:

1. Ensure employees are classified correctly and notify Human Resources of any job duty changes.

B. Human Resources:

1. Determine FLSA status, maintain employment classification records, and provide training on employment classifications.

C. Employees:

1. Review and understand their employment classification and raise questions with Human Resources if clarification is needed.

IV. PROCEDURE

A. FLSA Classification Review:

1. Positions are reviewed at the time of hire, during reclassification, or when job duties change to ensure compliance with FLSA regulations.

B. Approval of Salary Schedule:

1. The Town Council approves the Salary Schedule via majority vote, which reflects each position's FLSA status.

C. Employee Notification:

1. Employees are informed of their FLSA status and employment classification upon hire and when changes occur.

V. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA) – U.S. Department of Labor

B. Arizona State Laws:

1. Arizona Revised Statutes Title 23 – Labor

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.02	SECTION III. CLASSIFICATION & COMPENSATION - OVERTIME	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 1/13/15, 09/23/25

PURPOSE: To outline the Town of Clarkdale's procedures for managing overtime in compliance with the Fair Labor Standards Act (FLSA) and Arizona state laws, ensuring fair compensation and efficient use of work hours.

I. POLICY

- A. The policy of the Town of Clarkdale is to avoid the necessity of overtime whenever possible, however, when overtime is required, it must be approved by the employee's Supervisor or Department Head.
- B. In the event of hours worked beyond the normal workday, 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).

II. GUIDELINES

- A. Approval of Overtime:
 1. Overtime requires prior approval from the Supervisor or Department Head, unless an emergency necessitates retroactive approval.
 2. Overtime requests should align with budgetary constraints and operational priorities.
- B. Overtime Compensation:
 1. Non-exempt employees working over 40 hours in a workweek are entitled to overtime pay at 1.5 times their regular rate.
 2. Overtime is calculated to the nearest half-hour worked.
- C. Compensatory Time (Comp Time) Option:
 1. Non-Exempt, Non-Safety Employees: Non-exempt non-safety employees who work more than forty (40) hours in a seven (7)-day work week may opt to receive comp time at the rate of time and a half instead of overtime pay, up to a maximum accumulation of forty (40) hours at the end of the pay period. Any hours above forty (40) must be taken as overtime.
 2. Non-Exempt, Safety Employees: Non-exempt (hourly) safety employees who work in excess of the maximum authorized work period, as defined by the FLSA,

may opt to receive comp time at the rate of time and a half instead of overtime pay, up to a maximum accumulation of 115 hours at the end of the pay period. Any hours above 115 must be taken as overtime.

3. Upon termination of employment, employees will be paid for all accrued compensatory time at their regular hourly rate of pay.

D. Tracking and Reporting:

1. Overtime and comp time hours must be accurately tracked using the Town's timekeeping system.
2. Supervisors are responsible for verifying and approving reported hours.

E. Emergency Overtime:

1. In emergencies requiring immediate action, employees may work overtime without prior approval but must notify their supervisor as soon as feasible.
2. Supervisors will document and approve emergency overtime retroactively.

III. RESPONSIBILITIES

A. Supervisors:

1. Approve and monitor overtime and comp time requests to ensure policy compliance.
2. Verify the accuracy of overtime and comp time records.

B. Employees:

1. Obtain prior approval for overtime and accurately report hours worked.

C. Human Resources:

1. Ensure compliance with FLSA and state labor laws.
2. Maintain records of overtime and comp time for auditing purposes.

IV. LEGAL REFERENCES

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.

B. State Law:

1. Arizona Revised Statutes, Title 23, Ch. 2: Employment Practices and Wage Laws.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.03	SECTION III. CLASSIFICATION & COMPENSATION – WORKING OUTSIDE OF JOB CLASSIFICATION	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To provide guidelines for temporary assignments outside an employee's regular job classification, ensuring fair compensation and compliance with applicable labor laws.

I. POLICY

- A. 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.
- B. 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 their regular duties, the employee's salary will revert back to their normal rate of pay.
- C. 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.

II. GUIDELINES

A. Temporary Appointments

1. The Town Manager, or a Department Head with written approval from the Town Manager, may temporarily assign an employee to perform the duties of a vacant position.
2. Assignments are limited to six (6) months. Extensions may be approved under exceptional circumstances with written justification.

B. Compensation Adjustments

1. For assignments to a higher pay level, employees will receive at least a 5% pay increase during the assignment.
2. For assignments to a lower pay level, employees will maintain their current pay rate.
3. Upon returning to their regular duties, the employee's salary reverts to the original rate.

C. Performance Expectations and Support

1. Supervisors will provide clear performance expectations and regular feedback during the temporary assignment.
2. Departments are encouraged to provide training or resources to support employees in higher-level roles.

III. RESPONSIBILITIES

A. Supervisors and Department Heads:

1. Identify temporary staffing needs and submit written requests for assignments outside of classification.
2. Provide performance expectations and training for employees assuming higher-level roles.

B. Town Manager:

1. Approve temporary assignments and extensions as needed.
2. Ensure compliance with this policy and applicable labor laws.

C. Human Resources:

1. Ensure pay adjustments are made as necessary.
2. Monitor employee's time in new classification, request extensions as necessary.

D. Employees:

1. Perform assigned duties to the best of their ability and seek clarification or support as needed.

IV. LEGAL REFERENCES

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.

B. State Law:

1. Arizona Revised Statutes, Title 23, Chapter 2: Employment Practices and Wage Laws.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.04	SECTION III. CLASSIFICATION & COMPENSATION – PROMOTIONS, DEMOTIONS & TRANSFERS	
	ORIGINATION DATE: 08/09/2022	REVISION DATE(S): 09/23/25

PURPOSE: To establish clear guidelines for promotions, demotions, and transfers within the Town’s workforce. These guidelines ensure fair and consistent treatment of employees while supporting operational needs and maintaining compliance with applicable laws.

I. POLICY

- A. The Town of Clarkdale aims to fill vacancies by promoting qualified current employees when it serves the Town’s best interests.
- B. Employees may request voluntary demotions or transfers, subject to approval.
- C. All status changes involving salary or position adjustments require approval by the Department Head, Human Resources Manager, and Town Manager.

II. GUIDELINES

A. Promotion

1. Eligibility:

- a. Employees must have completed their probationary period and meet the requirements of the position.

2. Salary Adjustments:

- a. Upon promotion, employees will be placed at the minimum of the new range.
- b. If the new range is not a 5% increase, the employee’s salary will be adjusted to the minimum of the new range.
- c. Pay increases exceeding 5% require approval from the Town Manager.

3. Effective Dates and Probation:

- a. Promotions will be effective at the beginning of a pay period.
- b. Employees will receive a new classification date and serve a promotional probationary period.

B. Voluntary Demotion

1. Definition and Process:

- a. Employees may request a demotion to a lower classification for personal or professional reasons.
- b. Such requests are subject to approval by the Department Head and Town Manager.

2. Salary Adjustments:

- a. Employees may experience a reduction in pay upon demotion, adjusted to align with the lower classification's pay range.

C. Transfers

1. Definition and Process:

- a. Employees may transfer laterally to a position within the same pay range, either within or across departments.
- b. Transfers require approval from the Department Head and Town Manager.

2. Salary Considerations:

- a. Lateral transfers typically do not result in a change in pay.

III. TRAINING AND DEVELOPMENT

- A. The Town encourages employees to participate in training and professional development opportunities to prepare for promotional or lateral transfer opportunities.
- B. Supervisors are responsible for identifying growth opportunities and supporting employee development.

IV. APPEALS PROCESS

- A. Employees dissatisfied with decisions regarding promotions, demotions, or transfers may submit a written appeal to Human Resources within 10 business days of the decision.
- B. HR will review the appeal in consultation with the Town Manager, and a final decision will be communicated within 15 business days.

V. RESPONSIBILITIES

- A. Supervisors: Identify and recommend qualified employees for promotions and transfers.
- B. Human Resources: Oversee recruitment processes, ensure compliance, and support

employees in transitions.

- C. Employees: Engage in training opportunities and communicate preferences for career progression or role changes.

VI. LEGAL COMPLIANCE

- A. The Town adheres to all applicable federal and state laws governing promotions, demotions, and transfers, including but not limited to:

- 1. Federal Laws:

- a. Title VII of the Civil Rights Act
 - b. Age Discrimination in Employment Act (ADEA)
 - c. Americans with Disabilities Act (ADA)

- 2. State Laws:

- a. Arizona Civil Rights Act (A.R.S. § 41-1461 et seq.)
 - b. Arizona Wage Payment Laws (A.R.S. § 23-351)
 - c. Arizona Employment Protection Act (A.R.S. § 23-1501)
 - d. Arizona Equal Pay Act (A.R.S. § 23-341)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.05	SECTION III. CLASSIFICATION & COMPENSATION – CERTIFICATION PAY	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: To encourage employee development and enhance operational capabilities by providing additional compensation for obtaining specific certifications relevant to their roles.

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).
- B. The Town will cover the cost of one initial exam for each approved certification. Any retake exams required due to an unsuccessful result will be the employee's responsibility.

II. GUIDELINES

- A. Pre-Approval Process
 1. Employees must obtain pre-approval from their supervisor using the Certification Request Form.
 2. Approval is contingent upon budgetary constraints and employee performance.
 3. Subject to availability of budget funds.
- B. Certification Eligibility and Pay
 1. ADEQ Certification Programs: Employees who achieve certifications in the following areas are eligible for a \$0.50/hour increase:
 - a. Water Treatment (Grades 1-4)
 - b. Wastewater Treatment (Grades 1-4)
 - c. Water Distribution (Grades 1-4)
 - d. Wastewater Collection (Grades 1-4)
 2. CDL Compensation:

- a. \$0.50/hour for Class B CDL.
- b. \$0.75/hour for Class A CDL with Tanker Endorsement.
- c. Certification pay must be related to the employee's current position or a higher position within the same field.

C. Promotion and Certification Pay

- 1. Certification pay continues when an employee is promoted to a higher position in the department unless it is no longer relevant to their new position.
- 2. Promotions require demonstrated skills in addition to certification.

D. Retention Requirement

- 1. Employees must remain employed with the Town for at least one year after obtaining certification pay.
- 2. Employees who leave voluntarily before this period may be required to reimburse the Town for certification-related costs (e.g., tests, travel, etc.).

E. Tracking and Recordkeeping

- 1. Supervisors will submit documentation of certifications and pay adjustments to Human Resources.
- 2. Human Resources will maintain records of certifications and monitor compliance with this policy.

III. RESPONSIBILITIES

A. Employees:

- 1. Obtain pre-approval for certifications.
- 2. Provide documentation of completed certifications to supervisors.

B. Supervisors:

- 1. Approve certification requests and ensure alignment with departmental needs.
- 2. Submit documentation to Human Resources for pay adjustments.

C. Human Resources:

- 1. Maintain certification records.
- 2. Ensure compliance with FLSA and Arizona wage laws.

IV. LEGAL COMPLIANCE

A. Federal Laws:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.: Governs pay standards, including overtime and recordkeeping for non-exempt employees.

B. State Laws:

1. Arizona Wage Payment Laws (A.R.S. § 23-351): Ensures timely and accurate payment of wages, including certification pay adjustments.
2. Arizona Employment Protection Act (A.R.S. § 23-1501): Reinforces at-will employment but provides exceptions for lawful employment practices.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.06	SECTION III. CLASSIFICATION & COMPENSATION – ON-CALL / CALL-OUT PAY	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: To establish guidelines for compensating employees who are required to be available on-call or respond to call-outs outside of regular work hours. This policy ensures compliance with the Fair Labor Standards Act (FLSA) while addressing the Town's need for 24/7 readiness and emergency response capabilities.

I. POLICY

- A. To establish guidelines for compensating employees who are required to be available on-call or respond to call-outs outside of regular work hours.
- B. This policy ensures compliance with the Fair Labor Standards Act (FLSA) while addressing the Town's need for 24/7 readiness and emergency response capabilities.

II. DEFINITIONS

- A. “On-call”: Time during which an employee must remain available and ready to respond to work outside regular work hours.
- B. “Call-out”: Any occasion where an off-duty employee is physically required to report to the Town of Clarkdale to perform work outside their normal working or assigned hours.

III. GUIDELINES

- A. Designation and Responsibilities:
 1. On-call schedules and employee rotations will be established by Department Directors or their designees.
 2. Employees designated as on-call must:
 - a. Be reachable by phone and respond to the call within 10 minutes.
 - b. Arrive at an emergency site within 45 minutes of being called.
 - c. Remain unimpaired by substances that could affect their ability to perform duties effectively and safely.
 3. Failure to respond or reporting to work unfit for duty will result in disciplinary action, up to and including termination.

B. Compensation for On-Call Status:

1. Police Department: \$2 per hour above base pay for on-call hours.
2. Parks & Recreation: \$2 per hour above base pay for on-call hours.
3. Public Works:
 - a. \$248 per week for on-call assignments lasting a full week.
 - b. \$2 per hour above base pay for partial-week assignments.
4. Water and Wastewater:
 - a. \$224 per week for on-call assignments lasting a full week.
 - b. \$2 per hour above base pay for partial-week assignments.

C. On-call hours are compensated separately and will not count toward overtime calculations.

D. Compensation for Call-Outs:

1. Employees responding to a call-out will be compensated for a minimum of two hours of regular pay per call-out event.
2. After 40 hours worked in a week, overtime is paid at 1.5 times the employee's regular rate of pay.
3. Call-out time begins when the employee starts driving to the location. If the call-out overlaps the start of the regular workday, call-out time ends, and regular work hours begin.

E. Documentation and Payroll:

1. On-call time and call-out events must be recorded on separate lines of employee timesheets and payroll stubs.
2. On-call employees must document call-out events in the format designated by their department head.

F. Non-On-Call Employees:

1. Employees who are not on designated on-call status but respond to a call-out will still receive call-out compensation.

G. Violations:

1. Any violations of this policy may result in disciplinary action, up to and

including termination.

IV. RESPONSIBILITIES

A. Employees:

1. Remain available and prepared to respond during on-call periods.
2. Document all call-out events accurately.

B. Supervisors and Department Heads:

1. Establish and manage on-call schedules.
2. Ensure proper documentation of on-call and call-out events.

C. Human Resources:

1. Monitor compliance with this policy and maintain related records.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.: Governs compensation for non-exempt employees, including on-call and overtime pay.

B. State Law:

1. Arizona Wage Payment Laws (A.R.S. § 23-351): Ensures timely and accurate wage payments, including compensation for on-call and call-out duties.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.07	SECTION III. CLASSIFICATION & COMPENSATION – UNIFORM ALLOWANCE	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: To provide guidelines for the provision and use of uniform allowances for eligible employees, ensuring compliance with the Fair Labor Standards Act (FLSA) and Arizona state laws.

I. POLICY

- A. The Town of Clarkdale provides uniform allowances to eligible employees in designated positions requiring specific uniforms, clothing, or footwear.
- B. Employees are responsible for using the allowance to purchase required items and for complying with this policy.

II. GUIDELINES

A. Eligibility and Allowance Amounts:

1. Police Department:

- a. Employees receive a complete uniform upon hire.
- b. A \$700 allowance is issued twice per fiscal year, on the first pay dates in August and February.

2. Public Works:

- a. Employees receive uniform shirts and a \$450 allowance upon hire.
- b. An additional \$450 is issued annually on the first pay date in February.

B. Use of Allowance:

1. Employees must use the allowance to purchase required uniform items, including specific clothing and footwear, to meet job requirements.
1. Any unused portion of the allowance may be retained by the employee.
2. Purchases must be made outside of working hours.

C. Conditions of Use:

1. Uniforms or specific clothing purchased through the allowance may not be used for personal purposes.

2. Employees leaving employment within 30 days of receiving a uniform allowance must return the full amount via payroll deduction.
3. Employees who fail to return Town-issued uniforms upon termination will have the replacement cost deducted from their final paycheck.

III. RESPONSIBILITIES

A. Employees:

1. Use the allowance to purchase required items and comply with uniform requirements.
2. Return all Town-issued uniforms upon termination.

B. Supervisors and Department Heads:

1. Ensure employees comply with uniform requirements and monitor usage of allowances.
2. Conduct spot checks as needed to verify compliance.

C. Human Resources:

1. Maintain records of allowances issued and oversee enforcement of this policy.

IV. PROCEDURES

A. Employees must sign an acknowledgment form confirming their understanding of the uniform allowance policy upon receiving their allowance.

B. Supervisors will conduct periodic checks to ensure compliance with uniform requirements.

C. HR will process payroll deductions for employees who fail to return uniforms or comply with the policy.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.: Governs uniform-related expenses to ensure employees do not incur out-of-pocket costs that reduce wages below minimum wage.

B. State Law:

1. Arizona Wage Payment Laws (A.R.S. § 23-351): Ensures timely and accurate payments, including payroll deductions related to uniforms.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.08	SECTION III. CLASSIFICATION & COMPENSATION – HOLIDAY PAY POLICY	
	ORIGINATION DATE: 12/08/2023	REVISION DATE(S): 1/23/24, 09/23/25

PURPOSE: To provide clear and consistent guidelines regarding holiday pay for Town of Clarkdale employees. This policy outlines the process for accruing and utilizing holiday pay, including provisions for employees working on holidays or during holiday weeks.

I. POLICY

- A. The Town of Clarkdale observes a set schedule of holidays and provides holiday pay through Paid Time Off (PTO) accruals.
- B. Non-exempt employees required to work on holidays receive premium pay at double their regular hourly rate.

II. GUIDELINES

- A. The following holidays are observed by the Town of Clarkdale:

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

- B. Weekend Holidays:

1. Holidays falling on a Sunday are typically observed the following Monday.
2. Holidays falling on a Saturday are typically observed the preceding Friday.
3. The Town Manager may make exceptions regarding observed holidays.

- C. Additional Holidays:

1. Additional holidays may be declared by the Town Council.

- D. Employees on unpaid leave during a holiday are not required to take PTO for the holiday.

III. RESPONSIBILITIES

- A. Employees:

1. Accurately record PTO and holiday pay hours in ADP.

2. Seek approval from supervisors for holiday week schedules or comp time.

B. Supervisors:

1. Review and approve PTO and holiday pay entries for accuracy.
2. Ensure compliance with this policy within their teams.

C. Human Resources:

1. Monitor and maintain accurate records of holiday pay and PTO usage.
2. Ensure compliance with legal and policy requirements.

IV. PROCEDURE

- A. Employees must enter the appropriate number of PTO hours to receive pay for an observed holiday if it falls on a regularly scheduled workday.

- B. If the holiday does not fall on a regularly scheduled workday, employees do not need to enter PTO.

- C. If employees have worked 40 or more hours during the holiday week (with supervisor approval), they do not need to use PTO for the holiday

D. Examples:

1. Holiday on a Friday:

- a. Employee works Monday through Thursday (36 hours total, 9 hours/day).
- b. Employee enters 4 hours of PTO to receive holiday pay.

2. Holiday on a Friday:

- a. Employee works Monday through Thursday (40 hours total, 10 hours/day with supervisor approval).
- b. Employee does not need to enter PTO for the holiday.

3. Holiday on a Wednesday:

- a. Employee works Monday, Tuesday, Thursday (9 hours/day) and Friday (4 hours), totaling 31 hours.
- b. Employee enters 9 hours of PTO to receive holiday pay.

E. Working on a holiday (non-exempt employees):

1. Non-exempt employees who are required to work on a holiday will receive Holiday Pay at double (2x) their normal hourly rate for hours worked on the

holiday.

2. Non-exempt employees working on a holiday must use the code "Holiday Pay" when recording their time in ADP.

3. Examples:

- a. 30 Regular Hours + 10 Holiday Hours:

1. Employee works 30 hours (straight time) and 10 hours on a holiday.
 2. Receives 30 hours of straight pay and 10 hours at 2x their hourly rate.

- b. 40 Regular Hours + 10 Holiday Hours:

1. Employee works 40 hours (straight time) and 10 hours on a holiday.
 2. Receives 40 hours of straight pay and 10 hours at 2x their hourly rate.

- c. 40 Regular Hours + 10 Overtime Hours + 10 Holiday Hours:

1. Employee works 40 hours (straight time), 10 hours overtime, and 10 hours on a holiday.
 2. Receives 40 hours straight pay, 10 hours at 1.5x, and 10 hours at 2x their hourly rate.

4. Actual vs. Observed Holiday:

- a. With Department Head approval, employee working the actual holiday instead of the observed holiday will receive 2x pay for hours worked on the actual holiday. Employees will not be paid double time on the observed holiday if they received it for the actual holiday.

- F. PTO and Comp Guidelines:

1. Employees may not use PTO for a holiday if they have already reached 40 hours and are not required to work.
 2. Non-exempt employees who physically work more than 40 hours during the holiday week may choose "comp time" credit (per the Overtime Policy) with supervisor approval.

- a. Holiday pay as described above does not apply in this situation.

- G. Supervisors establish and communicate holiday schedules and PTO expectations to employees.

- H. Employees use ADP to log holiday hours, ensuring accurate timekeeping.

I. HR audits holiday pay records periodically to ensure compliance.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.

B. State Law:

2. Arizona Wage Payment Laws (A.R.S. § 23-351)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.09	SECTION III. CLASSIFICATION & COMPENSATION – COMPENSATION	
	ORIGINATION DATE: 6/11/2024	REVISION DATE(S): 09/23/25

PURPOSE: To establish a fair and equitable compensation policy that attracts, retains, and rewards qualified employees while ensuring salaries remain competitive in the labor market and aligned with the Town’s economic requirements. This policy supports internal equity, performance recognition, and fiscal responsibility.

I. POLICY

- A. The Town of Clarkdale is committed to providing salaries that are fair, internally equitable, and competitive in the labor market. Compensation decisions will be based on performance, market adjustments, and cost-of-living considerations.

II. GUIDELINES

A. Salary Administration:

1. Each position is assigned a salary range based on labor market data and internal equity.
2. Annual reviews of salary ranges will ensure competitiveness, with adjustments recommended as part of the budget process.

B. Salary Adjustments:

1. Annual wage increases, if authorized, take effect on July 1 of each year, unless otherwise designated by Council or the Town Manager.
2. Salary increases may result from Cost of Living Increase (COLA), market adjustments, or merit performance.
3. Employees promoted to higher-grade positions receive at least a 5% base pay increase or the minimum of the new range, whichever is greater.

C. Out-of-Range Salaries:

1. Green Circle: Temporary trainee rates below the salary range minimum are permitted for up to six months. Salaries must be adjusted to the minimum after this period.
2. Red Circle: Employees earning above the salary range maximum are not eligible for base pay increases and receive lump-sum payments until salaries align with the range.

D. Bilingual Pay (Pilot Program)

1. The Town of Clarkdale recognizes the value of bilingual skills in serving our community. Sworn Safety Officers who possess proficiency in a second language that is beneficial in serving the community may be eligible for bilingual pay of \$50 per pay period.
2. Eligibility is subject to Town Manager approval and will be based on the frequency of language use and the population served. This program is currently limited to the Police Department but may be expanded to other departments in the future as community needs are evaluated.

E. Performance-Based Compensation:

1. Employees on PIPs are ineligible for wage increases until they successfully complete the plan. Increases will be effective upon completion.
2. Merit increases are determined based on performance evaluations and departmental recommendations.

F. Budget and Approvals:

1. Salary budgets are proposed by the Town Manager and approved by the Town Council.
2. Discretionary pay adjustments and promotions require Town Manager approval.

III. RESPONSIBILITIES

A. Employees:

1. Engage in performance evaluations and Total Compensation discussions.
2. Ensure understanding of their salary structure and eligibility for adjustments.

B. Supervisors and Department Heads:

1. Recommend salary adjustments and promotions based on performance and market alignment.
2. Support employees in understanding their compensation and development opportunities.

C. Human Resources:

1. Monitor pay practices for equity and compliance.
2. Maintain records of salary adjustments and ensure adherence to this policy.

D. Town Manager:

1. Review and approve proposed salary adjustments, promotions, and pay changes.
2. Conduct Total Compensation discussions with employees annually.

IV. PROCEDURES

A. Annual Review:

1. HR conducts an annual salary review to assess market competitiveness and equity.
2. Proposed adjustments are submitted to the Town Manager for review and inclusion in the budget process.

B. Promotions and Adjustments:

1. Department heads submit Personnel Action Forms (PAFs) for salary adjustments or promotions to HR for review.
2. Approved PAFs are processed by HR, and employees receive pay increase letters.

C. Out-of-Range Salaries:

1. Green circle and red circle situations are evaluated by HR, and adjustments are implemented based on this policy.

V. Legal Compliance

A. This policy complies with the following laws and regulations:

1. Federal Law:

- a. Equal Pay Act of 1963: Prohibits wage discrimination based on sex.
- b. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.: Establishes minimum wage, overtime pay, and recordkeeping requirements.

2. State Law:

- a. Arizona Equal Pay Act (A.R.S. § 23-341): Mandates equal pay for equal work.
- b. Arizona Wage Payment Laws (A.R.S. § 23-351): Ensures timely payment of wages.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 3.10	SECTION III. BENEFITS – SIGNING AND REFERRAL BONUS	
	ORIGINATION DATE: 9/23/25	REVISION DATE(S):

PURPOSE: The purpose of this policy is to provide the framework for offering signing and referral bonuses as recruitment and retention tools when authorized by the Town Manager. These bonuses are intended to address critical hiring needs, hard-to-fill positions, or specific recruitment challenges identified by the Town.

I. POLICY

- A. The Town of Clarkdale may, at the discretion of the Town Manager, implement a signing bonus and/or referral bonus program. These programs are not permanent benefits and will only be in effect when expressly authorized.
- B. The signing and referral bonuses are considered taxable income and will be paid through payroll in accordance with applicable state and federal tax laws.
- C. These programs are temporary incentives and are not permanent employee benefits.

II. GUIDELINES

A. Signing Bonus:

1. Eligibility:

- a. Available only to new full-time, regular employees hired into positions designated by the Town Manager as eligible for a signing bonus.
- b. Temporary, seasonal, or part-time positions are not eligible for a signing bonus.

2. Amount & Payment Structure:

- a. The signing bonus amount will be set by the Town Manager at the time the program is authorized.
- b. 50% of the signing bonus is paid in a lump sum through payroll on the first full pay period after hire; subject to required withholdings.
- c. 50% of the signing bonus is paid on the first payroll after the employee completes 12 months of continuous employment in good standing; subject to required withholdings.

3. Repayment:

- a. If the employee voluntarily resigns or is terminated for cause before completing 12 months of employment, they forfeit the unpaid portion of the bonus and must repay the initial payment on a prorated basis, as outlined in the agreement.

B. Referral Bonus:

1. Eligibility:

- a. Available to current employees who refer candidates for positions designated by the Town Manager as eligible for referral bonuses.
- b. Department Heads and Human Resources Staff are not eligible for referral bonuses.

2. Referral Process:

- a. The referring employee must submit the candidate's name to Human Resources at the time of application.
- b. The candidate should cite who referred them on the application.
- c. The referred candidate must be hired and remain employed in good standing for at least 12 months for the referring employee to receive the full bonus.

3. Amount & Payment Structure:

- a. The referral bonus amount will be set by the Town Manager at the time the program is authorized.
- b. 50% of the referral bonus is paid in a lump sum through payroll on the first full pay period after hire; subject to required withholdings.
- c. 50% of the referral bonus is paid on the first payroll after the employee completes 12 months of continuous employment in good standing; subject to required withholdings.

III. RESPONSIBILITIES

A. Human Resources:

- 1. Administers the program, verifies eligibility, and prepares the required agreements.

B. Department Heads:

- 1. Recommend positions for bonus eligibility based on recruitment challenges.

C. Town Manager:

1. Authorizes program activation, establishes bonus amounts, and approves all agreements.

IV. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA).
2. Internal Revenue Code.

B. Arizona State Laws:

1. ARS § 23-350 through § 23-355 (Wage Payment Laws).

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.01	SECTION IV. BENEFITS – EMPLOYEE BENEFITS	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To outline the employee benefits and insurance options available to Town of Clarkdale employees, including health insurance, retirement plans, and workers’ compensation, and to establish eligibility criteria and procedures for accessing these benefits.

I. POLICY

- A. At the discretion of the Town Council, the Town of Clarkdale offers a comprehensive benefits package to support employees' well-being and financial security.
- B. Benefits are reviewed periodically to ensure competitiveness and alignment with Town goals.

II. GUIDELINES

- A. Available Benefits:
 - 1. Health insurance.
 - 2. Retirement benefits (e.g., Arizona State Retirement System and Public Safety Personnel Retirement System).
 - 3. Accident and disability insurance.
 - 4. Life insurance.
 - 5. Dependent benefits (as authorized by the Town Council).
 - 6. Workers’ compensation.
- B. Workers’ Compensation Insurance:
 - 1. Provides the following benefits to employees injured on the job:
 - a. Coverage for medical and hospitalization expenses.
 - b. Partial wage replacement.
 - 2. Employees may use Paid Sick Time (PST) and then Paid Time Off (PTO) to supplement workers’ compensation payments, maintaining their normal pay rate.
 - 3. When leave is exhausted, employees will transition to leave without pay.

4. Accrual of PST and PTO:

- a. Employees will accrue PST and PTO only on the hours of Paid Sick Time (PST) or Paid Time Off (PTO) actually used to supplement workers' compensation payments.
- b. No accrual occurs on the portion of wages replaced by workers' compensation insurance payments, or during any period of unpaid leave.

C. Social Security:

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

D. Eligibility:

1. Full-time employees are eligible for all benefits.
2. Employees on leave without pay may have restricted access to benefits, based on policy terms.

III. RESPONSIBILITIES

1. Employees:

- a. Submit required documentation for benefits in a timely manner.
- b. Adhere to all policies regarding supplemental benefits and leave usage.

2. Supervisors:

- a. Ensure employees are aware of their benefit options and leave procedures.

3. Human Resources:

- a. Provide employees with up-to-date benefit information.
- b. Administer benefit plans and monitor compliance.

4. Town Council:

- a. Approve benefit packages and any dependent benefit expansions.

IV. PROCEDURES

A. Enrollment:

1. Employees must enroll in benefits within 30 days of hire or during the annual open enrollment period.

V. LEGAL COMPLIANCE

A. This policy complies with the following laws and regulations:

1. Federal Law:

- a. Employee Retirement Income Security Act (ERISA), 29 U.S.C. § 1001 et seq.
- b. Affordable Care Act (ACA)
- c. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.

2. State Law:

- a. Arizona Workers' Compensation Laws (A.R.S. § 23-1021)
- b. Arizona Supplemental Benefits for Public Safety Employees (A.R.S. § 38-961)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.02	SECTION IV. BENEFITS – SUPPLEMENTAL BENEFITS PLAN FOR PUBLIC SAFETY EMPLOYEES	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: The purpose of this Supplemental Benefits Plan for Public Safety Employees is to ensure compliance with A.R.S. § 38-961 and provide additional economic benefits to sworn police officers injured in the line of duty. This policy establishes eligibility criteria, benefits, and procedures for participation in the plan.

I. POLICY

- A. The Town of Clarkdale is committed to supporting public safety employees who sustain duty-related injuries. Eligible employees will receive supplemental benefits to maintain their pre-injury base salary, in conjunction with workers' compensation benefits, as mandated by Arizona law.
- B. The Town has sole discretion in determining an employee's eligibility for participation and continuation in this plan.

II. GUIDELINES

- A. **ELIGIBILITY** - To qualify for this supplemental benefits plan, an employee must:
 1. Be a full-time sworn police officer enrolled in the Arizona Public Safety Personnel Retirement System (PSPRS) at the time of injury.
 2. Sustain a work-related injury and be eligible for workers' compensation benefits under A.R.S. § 23-1021.
 3. Be receiving workers' compensation lost-time wage replacement benefits under A.R.S. § 23-1021 and A.R.S. § 38-961.
 4. Submit a written request for supplemental benefits to the Human Resources Department within 30 days of receiving the first workers' compensation lost-time wage replacement payment.
 5. Comply with all Risk Management requirements, including evaluation for alternate duty assignments and participation in rehabilitation programs.
 6. Be unable to return to work in any capacity with the Town, including alternative or modified duty assignments, as determined by the Town and supported by the Town's designated physician(s) or an independent medical examination (IME).
 7. Maintain full-time employment status with the Town while receiving

supplemental benefits.

B. Disqualifications: Employees are ineligible for benefits under this plan if the injury results from or is worsened by:

1. Horseplay
2. Unapproved physical activities, as defined by department policy
3. Intentional misuse of tools or equipment
4. Dishonesty regarding the cause of injury
5. Gross negligence

III. PLAN BENEFITS

- A. Salary Continuation: The Town will pay the difference between the employee's pre-injury base salary (minus applicable taxes) and the amount received from workers' compensation.
- B. Health Insurance: The Town will continue paying the employer's portion of the health insurance premium. The employee remains responsible for their portion of the premium and any elective deductions.
- C. Retirement Contributions: The Town will pay both employer and employee contributions to PSPRS, based on the employee's pre-injury salary, to ensure continued service credit accrual.
- D. Service Credit: The employee will continue accruing PSPRS service credit at the same rate as pre-injury.
- E. Leave Balances: Existing sick, vacation, and PTO balances will be preserved, but no additional leave will accrue while participating in this plan.
- F. Adjustments: If salary or benefit changes occur during the benefit period, the employee's supplemental benefits will be adjusted accordingly. For example:
1. If Town-wide salary adjustments occur, the employee's compensation under this plan will be updated.
 2. If the Town changes health insurance contribution percentages, the employee will be responsible for any increased portion, just like other employees.

IV. DURATION OF BENEFITS

- A. Initial Period: Benefits under this plan will be provided for up to six (6) months, as long as the employee continues meeting all eligibility criteria.
- B. Extension: At the Town's sole discretion, benefits may be extended for an additional six

(6) months, based on recommendations from the Town's workers' compensation insurance carrier physician(s) or an IME.

- C. Maximum Period: Benefits will not exceed one (1) year from the date the employee became eligible for workers' compensation lost-time wage replacement benefits.

V. PROCEDURES

A. Application Process:

1. The Human Resources Department will receive all requests for plan benefits, submitted in writing by the employee within 30 days of receiving the first lost-time workers' compensation wage replacement payment.
2. Human Resources will review eligibility and provide the request to the designated Supplemental Benefits Plan (SBP) Administrator.
3. Within 30 days of receiving the request, the SBP Administrator will issue a written determination on benefits eligibility.
4. Benefit Administration
5. Approved employees will receive benefits as outlined in this policy.
6. Denied applicants may appeal the decision following the appeals process outlined below.
7. Employees granted benefits under this plan must cooperate fully with the SBP Administrator, Human Resources, and Risk Management.
8. The employee's Town leave accounts will be frozen from the date of injury until they return to full duty or exit the plan.

B. Appeals Process:

1. If an employee is denied benefits, they may appeal as follows:
 - a. Within ten (10) working days of receiving a denial letter, the employee must submit a written appeal to the Town Manager, explaining the basis for the appeal and relevant facts.
 - b. The Town Manager will review the appeal and issue a written decision within five (5) working days.
 - c. If the Town Manager is also the SBP Administrator, appeals will be submitted to the Town Council, which has up to thirty (30) days to issue a final decision.

VI. RESPONSIBILITIES

- A. Employees:
 - 1. Submit required documentation within the designated timelines.
 - 2. Participate in all evaluations, rehabilitation programs, and risk management activities.
 - 3. Maintain compliance with all Town policies and procedures.
- B. Supervisors and Department Heads:
 - 1. Ensure employees understand their rights and responsibilities under this policy.
 - 2. Work with Human Resources to monitor employees' eligibility and return-to-work status.
- C. Human Resources:
 - 1. Process applications and maintain accurate records.
 - 2. Ensure compliance with all applicable laws.
- D. Town Manager and SBP Administrator:
 - 1. Review applications and determine eligibility.
 - 2. Oversee plan administration and appeals process.

VII. LEGAL COMPLIANCE

- A. Arizona State Laws:
 - 1. A.R.S. § 23-1021 – Eligibility for workers' compensation benefits.
 - 2. A.R.S. § 38-961 – Public safety officer supplemental benefits plan.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.03	SECTION IV. BENEFITS - HOLIDAYS	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 8/9/22, 09/23/25

PURPOSE: To identify the official holidays observed by the Town of Clarkdale and provide employees with a clear reference to holiday observances and related benefits.

I. POLICY

- A. The Town observes the following official holidays and provides eligible employees with time off as outlined in this policy.
- B. Employees must use Paid Time Off (PTO) to receive pay for a holiday.

II. GUIDELINES

A. Holidays/Offices Closed:

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

B. Weekend Holiday Observance:

- 1. When a holiday falls on a Saturday, it will be observed on the preceding Friday.
- 2. When a holiday falls on a Sunday, it will be observed on the following Monday.

C. Religious or Cultural Holiday Accommodations:

- 1. Employees wishing to observe holidays not listed may request time off using Paid Time Off (PTO) or unpaid leave. Such requests must be submitted in writing to the employee's supervisor at least 10 days in advance.

D. Unpaid leave requests for a holiday must be submitted to the Town Manager for approval.

III. RESPONSIBILITIES

A. Employees:

- 1. Ensure holiday schedules are understood and comply with applicable policies.

2. Submit PTO for holiday or non-standard holiday schedules in a timely manner.

B. Supervisors:

1. Communicate holiday schedules to employees.
2. Approve or deny requests for time off for religious or cultural holidays.

C. Human Resources:

1. Maintain records of observed holidays and ensure compliance with this policy.

D. Town Manager:

1. Approves requests for unpaid holidays.

IV. PROCEDURES

- A. Supervisors will notify employees of holiday schedules and any changes.
- B. Employees must submit requests for religious or cultural holiday leave to their supervisors, who will review and approve based on departmental needs.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.

B. State Law:

1. Arizona Wage Payment Laws (A.R.S. § 23-351)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.04	SECTION IV. BENEFITS - EDUCATION	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To establish guidelines for the administration of the Town of Clarkdale's Tuition Reimbursement Program, supporting employee development through financial assistance for educational opportunities.

I. POLICY

- A. The Town of Clarkdale provides partial tuition reimbursement for post-secondary courses, that enhance job-related skills and align with organizational goals.
- B. Reimbursements are contingent upon pre-approval, budget availability, and successful course completion.

II. GUIDELINES

- A. Eligibility:
 1. Employees must:
 - a. Be full-time employees who have successfully completed probation.
 - b. Not be on a Performance Improvement Plan (PIP) at the time of the reimbursement request.
- B. Reimbursement Criteria:
 1. Reimbursement is available for tuition and mandatory textbooks for accredited college courses. Other related expenses (e.g., fees, meals, travel) are not eligible.
 2. The maximum reimbursement is \$2,500 per fiscal year.
 3. Reimbursement is contingent upon receiving one of the following grades:
 - a. A, B, C, or Pass: 100% reimbursement.
 - b. D or F: 0% reimbursement.
- C. Pre-Approval Process:
 1. Employees must complete a Tuition Reimbursement Request Form and submit it to their supervisor, Department Head, Town Manager, and HR for pre-approval.

2. Requests must align with budgetary constraints and the Town's operational needs.

D. Retention Agreement:

1. Employees who leave the Town within two years of receiving reimbursement must repay the full or prorated amount, unless waived by the Town Manager.

III. RESPONSIBILITIES

A. Employees:

1. Submit requests for pre-approval before enrolling in courses.
2. Provide proof of successful course completion and receipts for reimbursement.

B. Supervisors:

1. Review and approve employee requests based on job relevance and departmental needs.

C. Human Resources:

1. Track reimbursements and enforce repayment agreements.
2. Communicate the annual tuition reimbursement budget to employees.

D. Town Manager:

1. Approve or deny waiver requests for repayment obligations.

IV. PROCEDURES

- A. Employees must declare their intent to participate in the Tuition Assistance Program during the Town's budget planning process for the upcoming fiscal year. Employees who do not declare during this period may be ineligible for funding until the following fiscal year.
- B. Employees submit a completed Tuition Reimbursement Request Form to their supervisor for approval.
- C. Approved forms are forwarded to HR, which verifies alignment with budget availability and organizational goals.
- D. Upon course completion, employees submit final grades and itemized receipts to HR.
- E. HR processes the reimbursement request within 30 days of submission.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Internal Revenue Code, Section 127

B. State Law:

1. Arizona Wage Payment Laws (A.R.S. § 23-351)



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 be made, using 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 the financial condition of the Town.

EMPLOYEE INFORMATION					
EMPLOYEE NAME:		DEPARTMENT:			
JOB TITLE:					
Are you enrolling in a tuition-cost academic program?			Semester:		
DEGREE INFORMATION					
College/Institution Name:					
Degree Pursued:				Area of Major:	
Course Title:		Tuition: \$		Graduate Level Course?	
Starting Date:		Books: \$			
Ending Date:		Total cost: \$			
Course Title:		Tuition: \$		Graduate Level Course?	
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?					
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 Signature:				Date:	
VERIFICATION AND SIGNATURE					
Please review the following terms and conditions:					
1. Employees must be regular full-time employees of the Town of Clarkdale and employed at least one year. 2. Employees must declare their intent to participate in the Tuition Assistance Program during the Town's budget planning process for the upcoming fiscal year. Employees who do not declare during this period may be ineligible for funding until the following fiscal year.					

3. Employees must notify their supervisor of their intent to seek reimbursement prior to the submission of this form.
4. All educational related expenses are made on a reimbursement basis only.
5. Tuition reimbursement is offered for approved work-related course tuition and book costs only. Student fees and other expenses will not be included in the reimbursement amount.
6. Employees receiving grants and/or scholarship in an amount greater than or equal to the cost of the tuition are not eligible to receive Tuition Reimbursement.
7. Credit courses must be offered by an accredited institution.
8. 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.
9. The employee will retain a copy of the approved Tuition Request form until they've completed the course(s) indicated on the reimbursement form.
10. Course grades and proof of payment must be submitted to Human Resources within 45 days of the course completion to receive tuition reimbursement.
11. The Town Manager has the authority to waive these conditions if they have determined that it is in the best interest of the Town to do so.
12. Benefit paid to the employee may require repayment if the employee leaves 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.

Employee Signature:		Date:	
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POST CLASS REIMBURSEMENT TUITION REQUEST AND VERIFICATION

Total Cost of Tuition/Books this Semester: \$	
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Final Grade:	
--------------	--

Total Cost Requested: \$	
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Employee Signature:		Date:	
Supervisor Signature:		Date:	
Dept. Head Signature:		Date:	
Town Manager Signature:		Date:	
Human Resources Signature:		Date:	
Finance Signature:		Date:	

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.05	SECTION IV. BENEFITS – WORKPLACE PET POLICY	
	ORIGINATION DATE: 11/12/2024	REVISION DATE(S): 09/23/25

PURPOSE: To establish the eligibility criteria, pet behavior expectations, and procedures for bringing pets to the workplace.

I. POLICY

- A. This workplace pet policy applies to employees only.
- B. The focus of this policy is dogs. Other pets are not included at this time.
- C. The Town reserves the right to revoke permission for any dog to be brought to the workplace at any time, with or without notice, if the dog's behavior or presence becomes problematic or if circumstances change.

II. GUIDELINES

- A. Eligibility:
 1. Employees must be in good standing with the Town and have received written approval to bring their dog to work.
 2. Not all work environments are suitable for pets. Pets may only be brought into designated pet-friendly work areas as approved by the Town.
 3. Only well-trained, housebroken dogs that meet behavior criteria (outlined below) are eligible to be brought to the workplace. Dogs must be current on all vaccinations and flea prevention treatments.
- B. Criteria for Dog Behavior:
 1. Dogs must be non-aggressive, well-behaved, and socialized with both people and other animals.
 2. They must not disrupt the work environment, including excessive barking, jumping, or roaming.
 3. Dogs should remain on a leash or in a designated area (such as the employee's workspace) at all times unless otherwise allowed by a supervisor.
 4. Dogs must be housebroken and free of illness or injury that could pose a risk to other employees or pets.

5. The dog's behavior should not interfere with any employee's ability to perform their job.

C. Conditions of Privilege:

1. Bringing a dog to work is a privilege, not a right, and it can be revoked at any time at the discretion of the Town if the dog's behavior or presence is deemed disruptive or unsafe.
2. Employees who bring dogs to work must comply with all Town policies, including any restrictions or requirements for specific work areas.

D. Workplace Safety and Liability:

1. The Town is not responsible for the safety or well-being of any dog brought into the workplace. Employees bringing dogs are fully responsible for their pet's care, behavior, and safety.
2. No other employee is responsible for supervising or caring for the dog.
3. Employees must ensure that their dog does not pose a risk or inconvenience to coworkers. If any employee feels uncomfortable or unsafe due to a dog's presence, the Town will reassess the dog's eligibility to remain in the workplace.

III. RESPONSIBILITIES

A. Employee Responsibilities:

1. Maintain full control and care of their dog at all times, including cleanup and ensuring the dog does not disrupt the workplace.
2. Comply with all Town policies and respect coworkers' safety and comfort.

B. Supervisor Responsibilities:

1. Review and approve requests in consultation with Human Resources.
2. Revoke or suspend approval if a dog's behavior or presence becomes disruptive or unsafe.

C. Human Resources Responsibilities:

1. Support supervisors in evaluating requests and maintain documentation.
2. Provide guidance on policy interpretation and address concerns or disputes.

IV. PROCEDURES

- A. Employees must submit a written request for approval to bring their dog to work.

- B. Approval will be granted by the employee's supervisor in consultation with Human Resources and will be subject to the work environment and potential impact on coworkers.
- C. The Town may require a trial period to observe the dog's behavior and compatibility with the work environment before final approval is granted.

V. LEGAL – Not Applicable

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 4.06	SECTION II. BENEFITS INFANTS AT WORK AND NURSING MOTHERS	
	ORIGINATION DATE: 11/12/24	REVISION DATE(S): 09/23/25

PURPOSE: To establish the eligibility criteria, guidelines and procedures for the health and wellbeing of the Town employees who are new mothers, fathers, or legal guardians by providing a positive work environment that recognizes a parent/caregiver’s responsibility to both their job and their infant.

I. POLICY

- A. Requests for an employee to have their newborn/infant on site during work hours may be approved on a case-by-case basis.
- B. Eligibility is subject to performance, job demands, and approval from the Department Director and Town Manager.
- C. Infants are permitted in the workplace until they reach 8 months of age. Any child older than 8 months will be considered for approval on a case-by-case basis.

II. GUIDELINES

- A. Key steps to the approval process include, but are not limited to:
 - 1. Review of a work setting to ensure a safe environment such that the child may be under the visual supervision of their parent at all times.
 - 2. Office space such that the infant is not subject to extreme temperature variations while on site.
 - 3. Scheduling for the employee such that ‘care breaks’ to address infant needs aligns with work efficiencies for not only the employee, but all immediate colleagues.
 - 4. The opportunity to review the effectiveness of the onsite infant care situation on a monthly basis with the option to discontinue as needed when it is in the best interest of all concerned.
- B. Not all work environments or jobs are appropriate for this type of arrangement. In certain situations, alternative assignments may be considered while the infant is at work, or a temporary virtual office assignment may be put in place.
- C. The employee is responsible for the safety of the infant and will remain with the infant at all times. Asking a co-worker to look after the infant is prohibited. The Town will not assume responsibility for any illness or injury the infant might sustain as a result of being at work or any work-related setting, or during transportation to and from work.

Infants may not be transported in a Town vehicle.

- D. The employee will provide all supplies and equipment needed to care for the infant and will ensure that the work area is kept in a clean and sanitary condition.
- E. Breastfeeding mothers shall be provided with reasonable break times and an appropriate location to breastfeed/express milk. If possible, the lactation break time should run concurrently with any scheduled meal and rest breaks already provided to the employee. If the lactation break time cannot run concurrently with meal and rest breaks already provided or additional time is needed, the lactation break time will be unpaid for non-exempt employees, unless the additional break time is taken by the employee as General leave.

III. RESPONSIBILITIES

- A. Employees:
 - 1. Request accommodation as soon as practical.
- B. Leadership and Management:
 - 1. Provide recommendations for request.
- C. Town Manager:
 - 2. Approve/Deny request. If denied, provide reasons.

IV. PROCEDURES

- A. Written permission must be obtained from the employee's Department Head and Town Manager in advance of the employee bringing the infant to work.
- B. Where approval is granted, the employee will maintain acceptable work performance and ensure that the infant does not create office disturbances. If problems arise and cannot be resolved, the Town reserves the right to terminate the approval.
- C. Participation in the Infant at Work program is a privilege, not a right.

V. LEGAL REFERENCES

- A. Federal Laws:
 - 1. Fair Labor Standards Act (FLSA)
- B. Arizona State Laws:
 - 1. Not applicable.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.01	SECTION V. LEAVES – PAID TIME OFF (PTO)	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 1/13/2015, 7/1/2017, 11/27/2017, 8/24/2018, 10/23/2018, 08/9/2022, 1/23/24, 11/12/24, 09/23/25

PURPOSE: To establish clear guidelines for employees to take paid leave for personal, vacation, or health reasons, while maintaining operational continuity. This policy ensures that employees are aware of their entitlements and the process of requesting time off, supporting both employee well-being and the Town’s ability to plan for absences effectively.

I. POLICY

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

II. GUIDELINES

- A. PTO is a benefit accrued for each pay period as outlined in the PTO Accrual Schedule per the number of hours paid per pay period (up to a maximum of eighty (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.
- B. Accrual of PTO will begin on the first day of employment and will continue through the final day of employment as provided herein.
- C. 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.
- D. PTO time 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.
- E. 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 below the maximum, PTO will accrue at the previous rate.
- F. PTO accruals are reflected in bi-weekly paystubs issued to each employee. Employees are responsible for tracking their individual accruals.
- G. Unused PTO may be cashed out upon an employee leaving if the employee has worked

for the Town for one (1) year or more.

III. SPECIAL PROVISIONS

A. Pay advances are not granted for PTO.

B. Unpaid Time Off Requests:

1. All accrued time off (i.e., PTO, sick time, comp time) must be exhausted before an employee can request unpaid time off.
2. To request unpaid time off the employee must submit a Request for Town Manager Approval for Unpaid Time Off from their Department Head and the Town Manager for approval.
3. Once approval has been received, the form must be provided to the Finance and Human Resources Departments.

C. Discretionary Annual Payment:

1. The Town Manager may, at their sole discretion, approve an annual payment for a maximum of forty (40) hours of accumulated PTO for each employee.
2. The paid PTO hours are deducted from that employee's accumulated total.
3. To be eligible, employees must have taken at least one week of PTO (exclusive of scheduled Town holidays and comp time) during the preceding calendar year.

IV. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA)

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

*PTO accrual rates recorded in ADP may differ slightly from the accrual rates outlined in this policy due to system rounding protocols.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.02	SECTION V. LEAVES – PAID SICK TIME (PST)	
	ORIGINATION DATE: 11/27/2017	REVISION DATE(S): 6/6/22, 11/12/24, 09/23/25

PURPOSE: To ensure employees have access to Paid Sick Time (PST) for health-related needs, promoting a healthy and productive workforce while adhering to applicable laws and regulations.

I. POLICY

- A. PST is available to all Town employees, providing paid leave for personal health needs, family care, and public health emergencies. Accrual and usage are governed by this policy.

II. GUIDELINES- USE

A. Eligibility and Accrual

1. In accordance with Arizona law, all full-time, part-time, temporary, and seasonal employees accrue Paid Sick Time (PST). Temporary employees receive PST benefits directly from their employer in compliance with the Fair Wages and Healthy Families Act.
2. PST accrues at a rate of one hour for every 30 (thirty) hours worked, up to a maximum accrual of 1,040 hours.

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

B. Uses of PST

1. Employees may use PST for:
 - a. Their own illness, injury, or health condition.
 - b. A family member's illness, injury, or health condition.
 - c. Absences related to abuse, stalking, sexual violence, or domestic violence.
 - d. Workplace closures or child school closures due to public health emergencies.
2. "Family member" includes children, parents, spouses, domestic partners, grandparents, grandchildren, siblings, or individuals with equivalent family relationships.

C. Notice Requirements

1. For foreseeable absences, employees must provide notice at least 48 hours in advance.
2. For unforeseen absences, employees must notify their supervisor at least one hour before their scheduled start time.

D. Verification for Extended Absences

1. Absences of more than three consecutive workdays require a PST Verification Form signed by a healthcare provider.
2. Documentation should specify the duration of the absence without disclosing personal medical details.

III. PROCEDURES

- A. 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.
1. Example for an employee who is regularly scheduled to work 40 (forty) hours per week: One day (nine or ten hours) of PST is taken, but you actually work 35 (thirty-five) hours that same week; your PST should then be recalculated to five hours in order to equal a total of 40 (forty) hours for that work week.
 2. Example for an employee who is regularly scheduled to work 25 (twenty-five) hours per week: One day (nine or ten hours) is taken, but you actually work 20 (twenty) hours that week; your PST should then be recalculated to five hours in order equal a total of 25 (twenty-five) hours for that work week.
 3. Accrued PST is retained but may not be used during the time an employee transfers to an "on-call" status.
- B. Requests for use of earned PST should be made to an employee's supervisor or Department Head.
- C. Requests may be made orally, in writing, or by electronic means.
- D. 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.
- E. For PST absences of three or more consecutive workdays, the employee may be required to provide reasonable documentation that the earned paid sick leave time has been used for an allowable purpose. 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 their 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.

- F. 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 their position and are approved to return to duty or shall note any necessary accommodation (such as alternate duty) and the expected duration of such accommodation.

IV. SPECIAL PROVISIONS

- A. 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.

V. TERMINATIONS

- A. A maximum of 560 hours may be cashed out upon an employee leaving if the employee voluntarily resigns and has worked for the Town for five years or more.
 - 1. Employees who have worked for the Town for five through ten years will be paid \$1.00 for each hour accrued in the PST Accrual Bank upon termination.
 - 2. Employees who have worked for the Town for over 10 (ten) years through 15 (fifteen) years will be paid \$2.00 for each hour accrued upon termination.
 - 3. Employees who have worked for the Town for over 15 (fifteen) years will be paid \$3.00 for each hour accrued upon termination.

VI. LEGAL COMPLIANCE

- A. Federal Law:
 - 1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.
- B. State Law:
 - 1. Arizona Paid Sick Time Law - A.R.S. § 23-371 et seq.

	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

PURPOSE: The purpose of this policy is to provide employees with a general description of their FMLA rights. In the event of any conflict between this policy and the applicable law, employees will be afforded all rights required by law.

I. POLICY

- A. In accordance with the Family and Medical Leave Act of 1993 (FMLA), as amended, the Town provides job-protected family and medical leaves of absence without pay to the eligible employees who are temporarily unable to work due to an FMLA-qualifying reason.
- B. The provisions of this policy are not intended to conflict with or supersede federal law, nor should they be interpreted or construed to do so. If any provision of this policy conflicts with federal law, federal law shall control.

II. QUALIFYING REASONS FOR FMLA

- A. A serious health condition that renders the employee unable to perform the functions of the employee's job.
- B. The birth of a child, and the care of the newborn; or the placement of a child with the employee for adoption or foster care.
- C. To care for the employee's spouse, child or parent with a serious health condition.
- D. To care for a covered service member of the Armed Forces with a serious injury or illness.
- E. Any qualifying exigency related to the active duty or call to active duty of a covered military member.

III. DEFINITIONS

- A. For purposes of calculating FMLA entitlement, the Town of Clarkdale uses a rolling 12-month period measured backward from the date an employee uses any leave. Each time leave is taken, the remaining entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months. For military caregiver leave, a single 12-month period applies, beginning on the first day the employee takes such leave and ending 12 months after that date.
- B. Health care provider:
 - 1. Doctor of medicine or osteopathy authorized to practice medicine or surgery by the state in which the doctor practices.
 - 2. 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.

3. 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.
4. Christian Science practitioners listed with the First Church of Christ, Scientist in Boston, Massachusetts.
5. Any health care provider recognized by the employer or the employer's group health plan's benefits manager.
6. 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.

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

1. Spouse: A husband or wife as defined or recognized under state or local law where the marriage was entered into, including common law marriage in states where it is recognized, and same-sex marriages.
2. Parent: The biological parent of the employee, or an individual who acted in place of a parent (in loco parentis) by providing day-to-day care or financial support to the employee during the employee's childhood. This term does not include parents-in-law.
3. 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 (in loco parentis) who is under 18 years of age or is 18 years of age or older and incapable of self-care because of mental or physical disability.

D. 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 their nearest blood relative for purposes of military caregiver leave under the FMLA.

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

1. Any period of incapacity or treatment connected with inpatient care (i.e., an overnight stay) in a hospital, hospice, or residential medical care facility.
2. A period of incapacity requiring absences of three or more consecutive work days that also involves continuing treatment by, or under the supervision of, a health care provider.
3. 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 three calendar days, and for

prenatal care.

4. 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.

F. 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.

IV. ELIGIBILITY AND DESIGNATION OF FMLA

- A. 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 of service for the Town in the preceding 12-month period. Unpaid time is not included in consideration of eligibility.
 1. Whether an employee has worked the minimum 1,250 hours is determined according to the principles established under the Fair Labor Standards Act (FLSA) for determining compensable hours of work.
- B. Within five (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.
- C. Workers' compensation leave will be designated as FMLA leave provided the absence is due to a qualifying serious health condition; then runs concurrently with workers' compensation leave.

V. FAMILY AND MEDICAL LEAVE ENTITLEMENT

- A. Eligible employees (other than those qualifying for leave to care for a covered service member with a serious injury or illness) are entitled to up to 12 workweeks of unpaid FMLA leave in a *rolling 12-month period*.
- B. Eligible employees may take up to 26 workweeks of unpaid FMLA leave during a single 12-month period to care for a covered service member with a serious injury or illness.
- C. Married employee couples may be limited to a combined total of 12 workweeks of unpaid FMLA leave in a 12-month period for childbirth, adoption/foster placement, or caring for a parent with a serious health condition.
- D. Married employee couples may be limited to a combined total of 26 workweeks of unpaid FMLA leave in a single 12-month period to care for a covered service member.
- E. Leave may be taken intermittently or on a reduced schedule when medically necessary.

VI. QUALIFYING EXIGENCY LEAVE UNDER THE [NATIONAL DEFENSE AUTHORIZATION ACT](#) (NDAA)

- A. This section is based on the FMLA amendments made through the National Defense Authorization Act (NDAA) and implemented under DOL regulations.

- B. Eligible employees may take up to 12 workweeks of unpaid FMLA leave in a *rolling 12-month period* for certain qualifying exigencies arising from the deployment or active-duty status of a spouse, son, daughter, or parent. Qualifying exigencies include:
1. Short-notice deployment.
 2. Military events and ceremonies.
 3. Childcare and school activities.
 4. Financial or legal arrangements.
 5. Counseling related to deployment.
 6. Rest and recuperation (limited time).
 7. Post-deployment activities.
 8. Any other qualifying exigency mutually agreed upon by the Town and employee.

VII. HOW FMLA IS MEASURED

- A. Except for leave to care for a covered service member with a serious injury or illness, the Town uses a rolling 12-month period to calculate FMLA eligibility. Each time an employee uses leave, the remaining leave entitlement is the balance of the 12 weeks that has not been used during the immediately preceding 12 months.
- B. For leave to care for a covered service member with a serious injury or illness, the “single 12-month period” begins on the first day the eligible employee takes FMLA leave to care for the covered service member and ends 12 months after that date.

VIII. USE OF PAID AND UNPAID FMLA LEAVE

- A. In the case of the employee's own serious health condition, the employee shall use all accrued PST time before using accrued PTO time.
- B. All accrued leave and benefits available shall be used before unpaid leave or donated time may be used.
- C. 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. The substitution of paid leave does not extend the total entitlement beyond the 12 or 26 weeks allowed.
- D. The employee will not accrue PST or PTO time while on unpaid leave.

IX. REQUEST FOR LEAVE

- A. 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.

B. The minimum required notice under the FMLA is as follows:

1. When the need for leave is foreseeable, the employee must provide 30 days advance notice.
2. If 30 days notice is not practicable, notice must be given as soon as practicable, usually within one (1) or two (2) business days of when the need for leave becomes known to the employee.

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

D. 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.

X. DESIGNATION OF LEAVE AS FMLA LEAVE

A. In all circumstances, it is the Town's responsibility to designate leave, paid or unpaid, as FMLA-qualifying, and to give notice of the designation to the employee. If the employee's leave request gives the Town sufficient reason to consider the leave as FMLA-qualifying, the Town shall designate the leave as FMLA and inform the employee of the designation within five (5) business days after receiving the employee's request for leave.

XI. REDUCED OR INTERMITTENT LEAVE

- A. 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.
- B. 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 Human Resources, and must be taken within 12 months of the birth or placement. The use of intermittent or reduced leave shall be limited to a period of 12 consecutive weeks.
- C. 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 they are otherwise available to work.

XII. MEDICAL CERTIFICATION

- A. A medical certification form is required from a health care provider verifying the serious health condition, injury or illness or the need to provide care in the case of a serious health condition, injury or illness of an eligible family member.
- B. The Town, at its own expense, may also obtain an additional medical opinion.
- C. 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:
1. The date on which the serious health condition commenced.

2. The anticipated duration of the condition.
 3. The appropriate medical facts within the knowledge of the health care provider regarding the condition.
 4. 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 their position.
 5. 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.
 6. 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.
- D. Failure to provide certification to Human Resources within 15 calendar days, unless not practicable under the circumstances despite the employee's diligent, good faith efforts, may result in denial of leave designated under the FMLA until a certification is provided.
 - E. The Town may require the employee to obtain subsequent recertification which would be at the employee's expense. This includes situations of reduced and intermittent leave.
 - F. 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 with 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 done so.

XIII. MAINTENANCE OF GROUP HEALTH PLAN BENEFITS

- A. Subject to the terms, conditions and limitations of the applicable group health insurance plans, the Town of Clarkdale shall maintain group health plan benefits, including family coverage, for an employee on FMLA leave on the same terms as if the employee continued to work.
- B. An employee who is on paid FMLA leave via the use of paid leave balances, including donated PTO, shall continue to pay their share of the group health plan insurance premium(s), if any, through payroll deductions.
- C. An employee who is on unpaid FMLA leave shall make arrangements with the Human Resources and Finance Departments to make payments for their share of the group health plan insurance, if any. If payment is more than 30 days overdue, the Town shall provide written notice to the employee that payment has not been received and that coverage will be dropped. The notice shall be mailed to the employee at least 15 days prior to the dropping of coverage. If the Town pays any of the employee's share of the group health plan premiums, the Town may require the employee to reimburse the Town for the employee's share. If the coverage is dropped, it shall be dropped retroactively to the date the unpaid premium payment was due and the provisions of the federal COBRA law shall apply.
- D. The Town's obligation to maintain group health plan benefits under this section stops if and

when the employee informs the Town of an intent not to return to work at the end of the leave period or if the employee fails to return to work when the FMLA leave entitlement is exhausted. In some circumstances, the Town may recover its share of premiums it paid to maintain group health plan insurance coverage for an employee who fails to return to work from leave.

XIV. MAINTENANCE OF OTHER BENEFITS

- A. The Town has no obligation to maintain insurance and other benefits, such as life insurance or disability insurance, that are not considered to be a “group health plan,” while an employee is on FMLA leave. The Town will meet its responsibilities to provide equivalent benefits to the employee upon return from leave.
- B. An employee who is on paid FMLA leave via the use of paid leave balances shall continue to pay their share of any non-group health plan insurance premiums through payroll deductions.
- C. An employee who is on unpaid FMLA leave must make payment arrangements with the Human Resources and Finance Departments for their share of any non-group health plan insurance premiums. If payment is more than 30 days overdue, the Town shall provide written notice to the employee that payment has not been received and that coverage will be dropped. If the Town pays any of the employee's share of non-group health plan premiums, the Town may require the employee to reimburse the Town for the employee's share. If coverage is dropped, it shall be dropped retroactively to the date the unpaid premium payment was due.

XV. NO BREAK IN SERVICE

- A. The use of FMLA leave is not considered a break in service for purposes of determining seniority or leave accruals.

XVI. ADDITIONAL LEAVE

- A. If the employee is unable to perform the full essential functions of their position, with or without a reasonable accommodation, at the conclusion of the FMLA leave period, or if the employee needs additional time to care for a child, spouse, or parent with a serious health condition or a covered service member with a serious injury or illness, the employee may request administrative leave for medical purposes.
- B. The Town may require updated medical certifications to support the need for additional leave.
- C. The Town is not obligated to grant administrative leave for medical purposes but will review the request taking into consideration the Town's operational and staffing requirements.

XVII. RETURNING TO WORK FROM FMLA

- A. An employee shall notify the Human Resources Department with at least two days advance notice of the date they intend to return from FMLA leave before they can be reinstated to active status.
- B. Upon returning from leave an employee will be restored to their 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 them into a different job.

- C. An employee on FMLA leave for the employee's own serious health condition shall provide a certification of fitness to return to work from a health care provider to the Human Resources Department prior to or immediately upon returning to work. If the employee does not provide the certification, the Town may delay restoring the employee to employment until the certification is provided. If any work restrictions are specified, the provisions of these Human Resources Policies and Procedures related to alternative work assignments/light duty may apply.
- D. An employee need not be reinstated if the employee would not otherwise have been employed at the time reinstatement is requested.
- E. The Town may deny job restoration to a 'key employee'—a salaried FMLA-eligible employee who is among the highest paid 10% of all employees within 75 miles—if such restoration would cause substantial and grievous economic injury to the operations of the Town. The Town will provide written notice at the time the employee gives notice of the need for leave (or when the leave commences, if earlier) that they qualify as a key employee and the reasons for potential denial of reinstatement.

XVIII. FAILURE TO RETURN FROM FMLA LEAVE

- A. If an employee does not return to work after the expiration of their approved FMLA leave, the Town may consider the employee to have voluntarily resigned, unless additional leave or other accommodations are required by applicable law.
- B. The Town will comply with the Americans with Disabilities Act (ADA) and other applicable laws in determining whether an employee is entitled to additional leave or reasonable accommodations when the employee's medical condition qualifies as a disability under the ADA. Requests for additional leave or accommodations will be evaluated on a case-by-case basis, considering both the employee's medical documentation and the operational needs of the Town.
- C. If the employee fails to return to work after FMLA leave and no additional leave or accommodation is approved, employment may be terminated.

XIX. LEGAL COMPLIANCE

A. Federal Law

- 1. Family and Medical Leave Act of 1993 (FMLA), as amended
- 2. Fair Labor Standards Act (FLSA)
- 3. National Defense Authorization Act (NDAA) Amendments to FMLA
- 4. Uniformed Services Employment and Reemployment Rights Act (USERRA)
- 5. Consolidated Omnibus Budget Reconciliation Act (COBRA)

B. State Law

- 1. Arizona Fair Wages and Healthy Families Act (ARS § 23-371 et seq.)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.04	SECTION v. LEAVES – ABSENT WITHOUT LEAVE	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To establish expectations for employee attendance, outline consequences for unapproved absences, and ensure fairness and operational efficiency. This policy addresses unexcused absences that disrupt work and affect team productivity.

I. POLICY

- A. Employees who are absent from duty without approval will not receive pay for the duration of the absence and may face disciplinary actions, up to and including termination.
- B. Failure to report to work or communicate the need for an absence will be addressed per the procedures outlined in this policy.

II. GUIDELINES

- A. Unauthorized Absences:
 - 1. Employees absent without approval are considered AWOL and are subject to disciplinary action.
 - 2. Extenuating circumstances will be reviewed on a case-by-case basis by the Town Manager, with required documentation provided by the employee.
- B. Voluntary Resignation:
 - 1. Failure to return to duty within 48 hours of being sent a written notice to return will be treated as a voluntary resignation.

III. RESPONSIBILITIES

- A. Employees:
 - 1. Notify their supervisor as soon as possible if unable to report to work.
 - 2. Provide documentation for extenuating circumstances upon request.
- B. Supervisors:
 - 1. Report AWOL instances to HR within one business day.

2. Collaborate with HR to ensure consistent enforcement of this policy.

C. Human Resources:

1. Attempt to contact the employee and verify the reason for the absence.
2. Issue written notices to the employee's last known address and track responses.

IV. PROCEDURE

A. Supervisor Notification:

1. Supervisors must notify HR of AWOL instances within one business day of the missed shift.

B. HR Follow-Up:

1. HR will attempt to contact the employee to determine if there is a valid reason for the absence.
2. If contact cannot be made, HR will send a written notice to the employee's last known address and personal email, requiring a response within 48 hours.

C. Employee Response:

1. Employees must respond to the notice within 48 hours, providing documentation for any extenuating circumstances.

D. Disciplinary Actions:

1. Employees allowed to return to work after an AWOL instance will receive a final written warning.
2. Subsequent AWOL instances may result in termination.

E. Voluntary Resignation:

1. If no response is received within 48 hours, the employee will be considered to have voluntarily resigned.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq.

B. State Law:

1. Arizona Employment Protection Act (A.R.S. § 23-1501).

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.05	SECTION V. LEAVES – CIVIC DUTY	
	ORIGINATION DATE: 6/6/22	REVISION DATE(S): Replaces Jury Duty Policy 11/12/24, 09/23/25

PURPOSE: To provide employees with the ability to participate in civic duties such as jury service, witness appearances, and voting, while maintaining organizational efficiency and compliance with applicable laws.

I. POLICY

- A. The Town of Clarkdale supports employees in fulfilling their civic responsibilities by providing paid leave for jury duty, witness duty related to Town business, and voting.
- B. Employees attending court for personal matters must use paid or unpaid leave.

II. GUIDELINES

A. Jury Duty:

- 1. Employees must provide a copy of the jury duty summons to their supervisor as soon as possible.
- 2. Employees will receive their regular rate of pay for scheduled work hours missed while serving on a jury. If the employee accepts juror payments, those payments must be remitted to the Finance Department. Mileage reimbursements and per diem allowances, if received, may be retained by the employee.
- 3. Employees excused from jury duty during working hours must report to work for the remainder of their shift.
- 4. Department heads may request employees to seek a postponement if their absence creates significant operational challenges.

B. Witness Duty:

- 1. Employees subpoenaed as part of their official duties are considered on duty and receive regular pay, provided witness fees (excluding mileage and per diem) are submitted to the Finance Department.
- 2. Employees subpoenaed for personal matters or non-Town-related cases must use paid leave or unpaid leave if no paid leave is available.

C. Voting:

1. Employees who do not have three consecutive hours outside their work schedule to vote will be granted time off without pay deductions.
2. The Town reserves the right to determine when employees may be excused to vote.

III. RESPONSIBILITIES

A. Employees:

1. Notify their supervisor promptly upon receiving a jury summons or subpoena.
2. Submit voter receipts or alternative documentation after voting leave.

B. Supervisors:

1. Arrange schedules to accommodate civic duty leave.
2. Approve or deny requests for voting leave based on operational needs.

C. Finance Department:

1. Process juror and witness fee payments submitted by employees.

IV. PROCEDURES

A. Jury Duty:

1. Employees submit a copy of their summons to their supervisor.
2. Employees remit juror fees to the Finance Department within five (5) business days of receipt.

B. Witness Duty:

1. Employees provide a copy of the subpoena to their supervisor upon receipt.
2. If required to remit witness fees, employees must do so within five (5) business days.

C. Voting Leave:

1. Employees notify their supervisor at least one day before Election Day if they require voting leave.
2. Employees submit voter receipts or provide alternative documentation if a receipt is unavailable.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.

B. State Law:

1. Arizona Revised Statutes (A.R.S. § 21-236)
2. A.R.S. § 16-402

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.06	SECTION V. LEAVES – MILITARY LEAVE	
	ORIGINATION DATE: 6/6/22	REVISION DATE(S): 11/12/24

PURPOSE: To ensure that employees called to military service are supported in fulfilling their obligations through leave provisions in compliance with the Uniformed Services Employment and Reemployment Rights Act (USERRA) and applicable state laws. This policy outlines eligibility, benefits, and procedures for maintaining employment rights during and after military service.

I. POLICY

- A. The Town of Clarkdale grants military leave to eligible employees attending scheduled training, drills, or active duty.
- B. This policy aligns with federal and state laws, including USERRA. Where conflicts exist, federal or state law will take precedence.

II. GUIDELINES

- A. Eligibility:
 1. Eligibility for military leave is determined based on the requirements of applicable state and federal regulations.
- B. Paid Military Leave:
 1. Eligible employees may receive up to 240 hours of paid military leave over two consecutive fiscal years, with the "year" defined as the federal fiscal year.
 2. Military service on an employee's regular days off does not count against the 240-hour limit.
- C. Additional Leave Options:
 1. When military service exceeds 240 hours, employees may:
 - a. Use accrued PTO or compensatory leave (if applicable).
 - b. Opt for unpaid leave.
 2. Requests for paid leave beyond military leave must follow the Town's leave policies.
- D. Continuity of Service:

1. Military leave does not interrupt service time for seniority, retirement contributions, or leave accrual purposes.

E. Health Benefits:

1. Employees on military leave may continue health insurance coverage as required under USERRA for up to 24 months.
2. For leave of more than 30 days, the employer may require the employee to pay up to 102% of the full premium for the coverage — the full cost (employer share + employee share) plus up to 2% administrative fee (if applicable) as required under USERRA.

F. Reemployment Rights:

1. Employees must notify the Town of their intent to return to work within the timeframes specified by USERRA or Arizona law.
2. The Town will:
 - a. Reinstatement employees to their former position or an equivalent role.
 - b. Provide training or accommodations for employees with service-related disabilities.

III. RESPONSIBILITIES

A. Employees:

1. Provide written or verbal notice to their supervisor at least 30 days before military leave begins, if feasible.
2. Submit military orders to HR as soon as possible.

B. Supervisors:

1. Notify HR of military leave requests promptly.
2. Ensure operational needs are adjusted to accommodate the absence.

C. Human Resources:

1. Verify eligibility for military leave.
2. Coordinate health benefits and reemployment processes.

IV. PROCEDURES

- A. Notice: Employees must provide advance notice of military leave when feasible. If not possible, notice should be given as soon as circumstances allow.

- B. Military Orders: Employees must submit a copy of their military orders to HR before or during the leave period.
- C. Return to Work:
 - 1. Employees must contact HR within the timelines specified by USERRA or Arizona law to initiate the reemployment process.
 - 2. HR will coordinate reemployment, including any necessary training or accommodations.

V. LEGAL COMPLIANCE

- A. Federal Law:
 - 1. Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301 et seq.
- B. State Law:
 - 1. Arizona Revised Statutes (A.R.S. § 26-168 & A.R.S. § 38-610)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.07	SECTION V. LEAVES – MATERNITY LEAVE	
	ORIGINATION DATE: 6/6/22	REVISION DATE(S): 11/12/24, 09/23/25

PURPOSE: Provides clear guidelines for employees regarding maternity leave, ensuring compliance with the Family and Medical Leave Act (FMLA) and affirming the Town's commitment to treating pregnancy and childbirth as any other medical condition. This policy outlines employee rights, leave options, and the process for requesting and taking maternity leave, ensuring consistency and support during this important time.

I. POLICY

- A. Maternity leave will be provided in accordance with the Family and Medical Leave Act (FMLA), as outlined in the Town's FMLA Policy (5.03 Family and Medical Leave). Maternity leave will run concurrently with FMLA leave, which allows eligible employees to take up to 12 weeks of unpaid, job-protected leave for the birth and care of a newborn child. Employees may also use accrued Paid Time Off (PTO) or sick leave during their maternity leave period, in accordance with Town policy.
- B. The Town will treat pregnancy, childbirth, and related medical conditions the same as any other temporary medical disability. Reasonable accommodations may be provided for pregnant employees, including modifications to work duties or schedules as needed, in line with the Americans with Disabilities Act (ADA) and other applicable laws.
- C. Employees should provide notice of their intent to take maternity leave as soon as practicable, including anticipated dates for leave and return to work. Upon return, employees will be reinstated to their previous position or an equivalent one, in compliance with FMLA requirements.

II. GUIDELINES

- A. Maternity leave is a form of medical leave under FMLA. Eligible employees are entitled to up to 12 weeks of unpaid leave during a 12-month period.
- B. Accrued leave (e.g., PTO or sick leave) may be used to continue paid status during maternity leave, consistent with Town policy.
- C. Employees must provide advance notice of the need for maternity leave, preferably 30 days prior to the expected start of leave, or as soon as practicable.
- D. Reasonable accommodations may be requested for pregnancy-related conditions. These may include modified job duties, reassignment, ergonomic adjustments, or schedule modifications.
- E. Upon return from approved maternity leave, employees will be restored to the same

position held before the leave, or an equivalent position with the same pay and benefits.

III. RESPONSIBILITIES

A. Employees:

1. Notify their supervisor and Human Resources as early as possible of their need for maternity leave.
2. Submit a request for leave, including anticipated start and return dates.
3. Provide medical documentation as required for FMLA and/or accommodation purposes.

B. Supervisors:

1. Notify Human Resources when an employee provides maternity leave notice.
2. Work with Human Resources to coordinate scheduling and any needed adjustments.
3. Support the employee's transition and reintegration upon return.

C. Human Resources:

1. Verify FMLA eligibility and issue required FMLA notices and documentation.
2. Coordinate with the employee and department to ensure compliance with leave regulations.
3. Assist in arranging accommodations when requested under the ADA or Arizona Civil Rights Act.
4. Maintain confidentiality and ensure documentation is properly filed.

IV. PROCEDURES

A. Notification:

1. Employee notifies supervisor and Human Resources of intent to take maternity leave.
2. A minimum 30-day notice is recommended, when foreseeable.

B. FMLA Coordination:

1. Human Resources determines FMLA eligibility and provides applicable forms and instructions to the employee.

C. Use of Paid Leave:

1. Employees may use accrued sick leave and PTO to remain in paid status during part or all of their leave.

D. Reasonable Accommodation (if needed):

1. If accommodations are requested due to pregnancy-related limitations, the employee must submit documentation from a medical provider.
2. Human Resources and the supervisor will engage in an interactive process to determine reasonable accommodations.

E. Return to Work:

1. Employees must notify Human Resources and their supervisor of their intent to return at least five (5) business days before the expected return date.
2. The Town will reinstate the employee to the same or equivalent position, consistent with FMLA requirements.

F. Accrual of Sick Time and Paid Time off During Maternity Leave:

1. Maternity Leave under this policy will generally run concurrently with leave provided under the Family and Medical Leave Act (FMLA). FMLA provides up to twelve (12) weeks of unpaid, job-protected leave for the birth and care of a newborn child.
2. Employees will not accrue sick leave or Paid Time Off (PTO) during periods of unpaid Maternity Leave. However, employees who choose to use accrued PTO, sick leave, or vacation to remain in paid status through the Town's payroll system will continue to accrue sick leave and PTO during the paid portion of their leave, in the same manner as any other paid leave.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Family and Medical Leave Act (FMLA), 29 U.S.C. § 2601 et seq.
2. Pregnancy Discrimination Act, 42 U.S.C. § 2000e(k)
3. Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.

B. State Law:

1. Arizona Civil Rights Act, A.R.S. § 41-1463(B)
2. Arizona Employment Protection Act, A.R.S. § 23-1501

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 5.08	SECTION V. LEAVES – BREAVEMENT LEAVE	
	ORIGINATION DATE: 6/6/22	REVISION DATE(S): 09/23/25

PURPOSE: The purpose of the Bereavement Leave policy is to provide employees with paid time off to address responsibilities and arrangements following the loss of a close family member or loved one. This leave allows employees to manage personal matters and participate in any associated services or ceremonies.

I. POLICY

- A. Bereavement Leave: Absence to grieve and attend a funeral of a member of immediate family.
- B. 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.
- C. 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.
- D. In the event of the death of family members, other than those in the employee's immediate family, bereavement leave shall only be granted with the approval of the Town Manager.
- E. 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. GUIDELINES

- A. Definition of Immediate Family:
 - 1. Spouse, domestic partner (with affidavit on file), parents (including in-laws, stepparents, adoptive, surrogate), children (including stepchildren, adopted, foster, in utero), siblings (including in-laws), grandparents, grandchildren, aunts, uncles, nieces, nephews, or anyone residing in the household as a family member.
 - 2. Also includes domestic partner's parents and children, if a domestic partnership

affidavit is on file.

B. Amount of Leave:

1. Up to three (3) paid working days, subject to approval by the Department Head.
2. Extended leave may be approved by the Town Manager based on prevailing facts such as travel distance, weather, or other circumstances.

C. Other Family Member:

1. Bereavement leave for relatives outside the definition of immediate family may be granted at the Town Manager's discretion.

D. Leave Use Beyond Bereavement Leave:

1. Absences beyond the approved bereavement period must be charged to accrued leave (PTO or Compensatory Time).
2. Leave Without Pay (LWOP) must be approved by Human Resources and the Town Manager.

III. RESPONSIBILITIES

A. Employees:

1. Notify their supervisor or Department Head as soon as practicable following the death of a family member.
2. Indicate the anticipated leave duration and any special circumstances.

B. Supervisors:

1. Approve up to three (3) days of bereavement leave for qualifying family members.
2. Forward any extended leave requests or non-immediate family leave requests to the Town Manager.
3. Verify whether an affidavit of domestic partnership is on file if applicable.

C. Human Resources:

1. Confirm employee eligibility for leave and maintain records of affidavits on file.
2. Review and coordinate Leave Without Pay requests when needed.

D. Town Manager:

1. Approve any extension of bereavement leave beyond three (3) days.

2. Approve any unpaid leave associated with bereavement.

IV. PROCEDURES

A. Notification:

1. The employee notifies their Department Head of the need for bereavement leave.
2. The request should include the relationship to the deceased and any potential need for extended time.

B. Department Head Review:

1. The Department Head reviews and approves the request in accordance with policy.
2. Any request for extended leave or leave for non-immediate family is escalated to the Town Manager.

C. Leave Processing:

1. Human Resources is notified of the approved leave and tracks use.
2. If unpaid leave is required, HR coordinates necessary approvals and adjustments.

V. LEGAL COMPLIANCE

A. Federal Law:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.
2. Title VII of the Civil Rights Act of 1964

B. State Law:

1. A.R.S. § 23-371 et seq. – Arizona Fair Wages and Healthy Families Act.
2. A.R.S. § 23-1501 – Arizona Employment Protection Act

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.01	SECTION VI. WORKPLACE CODUCT & DISCIPLINE – PERFORMANCE MANAGEMENT	
	ORIGINATION DATE: 10/24/23	REVISION DATE(S): 6/11/24, 09/23/25

PURPOSE: To establish a structured process for evaluating employee performance to support individual growth, career advancement, and organizational effectiveness. This policy ensures continuous feedback, goal setting, and professional development while maintaining fair and objective performance assessments. Through regular one-on-one discussions, formal annual evaluations, and documentation of employee progress, the policy promotes accountability, transparency, and alignment with the Town’s strategic objectives.

I. POLICY

- A. This policy provides 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.
- B. 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 their 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.
- C. 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.
- D. Objectives:
 1. 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.
 2. To provide a means of informing an employee on how well they are doing with respect to job expectations and praising good performance.
 3. To identify performance elements, including behavior, attitude, skills and job knowledge, in which employees do well and those elements that require improvement.
 4. To establish mutually agreed upon plans to correct performance shortcomings

- and to establish goals for the following year.
- 5. To provide employees with the opportunity to ask questions and/or give comments and feedback regarding their overall employment with the Town.
- 6. To provide a means for identifying training needs required to assure that organization objectives and institutional effectiveness are being met.
- 7. 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 monthly 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.
 - 4. The Town of Clarkdale's policies and procedures shall be used as basic guidelines for performance determinations.
 - 5. 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 necessary. (see Policy No. 3.09, Classification & Compensation – Compensation Policy for further guidance

on compensation.)

- E. The Town Manager or their designee shall review and grant final approval on each evaluation prior to delivery to the employee.
- F. Performance evaluations are not disciplinary actions, nor are they appealable.
- G. All written performance evaluations shall be maintained in the employee's personnel file.

III. RESPONSIBILITIES

A. Employees:

- 1. Participate in performance evaluations, goal setting, and self-assessments.
- 2. Apply feedback to improve performance and professional development.
- 3. Communicate with supervisors about expectations, challenges, and career goals.
- 4. Engage in required one-on-one meetings and submit necessary documentation.

B. Supervisors and Department Heads:

- 1. Conduct regular performance evaluations and provide ongoing feedback.
- 2. Set clear expectations, identify areas for improvement, and recognize achievements.
- 3. Use Town-approved evaluation forms and implement Performance Improvement Plans (PIPs) when necessary.
- 4. Support employee development and training opportunities as feasible.

C. Human Resources:

- 1. Oversee the performance management process and ensure policy compliance.
- 2. Train supervisors on conducting effective evaluations.
- 3. Maintain evaluation records and monitor compliance with deadlines.
- 4. Manage the appeals process for evaluation disputes.

D. Town Manager or Designee:

- 1. Review and approve performance evaluations.
- 2. Ensure alignment with Town policies and strategic goals.
- 3. Support fair and effective performance management practices.

IV. 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 by 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.

V. PROBATIONARY EVALUATION

- A. 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.
- B. 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.
- C. 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.

VI. LEGAL REFERENCES

- A. Federal Laws:
 - 1. Americans with Disabilities Act (ADA)
 - 2. Age Discrimination in Employment Act (ADEA)

B. Arizona State Laws:

1. Arizona Administrative Code § R2-5A-702
2. Arizona Administrative Code § R13-5-317 – Performance Evaluations

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.02	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – STANDARDS OF CONDUCT	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: The purpose of the Standards of Conduct Policy is to establish clear expectations for employee behavior and performance to maintain a professional, respectful, and efficient work environment. This policy promotes accountability and ensures that all employees act in a manner that reflects positively on the Town of Clarkdale.

I. POLICY

- A. The Town of Clarkdale expects employees to always demonstrate acceptable conduct and satisfactory performance. This policy outlines examples of behaviors that may warrant disciplinary action, ensuring that employees understand the standards required to maintain their good standing within the organization. These standards are designed to protect the safety, integrity, and professionalism of the workplace.
- B. These standards are intended to guide employee behavior and performance. Violations of the above standards may result in disciplinary action, up to and including termination, based on the severity of the offense.

II. GUIDELINES

- A. Employees must maintain acceptable conduct and satisfactory performance in their roles.
- B. Disciplinary action may result from violations of the following standards, which include but are not limited to:
 1. Performance and Conduct:
 - a. Incompetence or inefficiency in performing duties.
 - b. Abusive language or conduct resulting in physical harm or injury to others.
 - c. Workplace violence is prohibited and declared unlawful under federal, state, or local law.
 2. Violations of Policies and Regulations:
 - a. Violating any official regulation, order, or Town policy.
 - b. Failure to obey lawful or reasonable directions from a supervisor.

3. Substance Abuse:

- a. Being under the influence of alcohol or illegal drugs, or misusing prescription drugs.
- b. Refer to policy **7.02 Substance Abuse** for details.

4. Criminal Conduct and Dishonesty:

- a. Conviction of a felony or a crime involving moral turpitude.
- b. Knowingly providing false, misleading, or incomplete information in any work-related matter, including verbal statements, written communications, reports, or official records.

5. Misuse of Town Property and Resources:

- a. Damaging, misappropriating, or misusing Town property through negligence or willful conduct.
- b. Wasting Town supplies or resources.

6. Theft or Unauthorized Possession:

- a. Stealing, attempting to steal, or possessing without authorization any property or funds belonging to the Town, another employee, or a member of the public while on duty or on Town premises.

7. Safety Violations:

- a. Being unsafe to oneself or others in the workplace.

8. Discrimination and Harassment:

- a. Intentional discrimination or harassment based on race, color, religion, sex, national origin, sexual orientation, or age.

9. Conduct Causing Discredit to the Town:

- a. Engaging in conduct during or outside of duty hours that discredits the Town.

10. Political Activities:

- a. Using authority or influence to interfere with an election or nomination for office.
- b. Coercing or advising others to contribute to political parties or organizations.

11. Favoritism and Workplace Disruptions:

- a. Demonstrating favoritism as a supervisory employee.
- b. Excessive non-work-related visiting with others, causing workplace disruption or unreasonable use of time.

12. Attendance and Communication:

- a. Violating attendance and leave policies.
- b. Using Town communication devices (computers, email, phones, etc.) for personal business in excess.

13. Chain of Command:

- a. Failing to follow the established chain of command in grievance procedures.

14. Driver's License Violations:

- a. Failing to notify a supervisor of a suspended driver's license when required to drive a Town vehicle as part of job duties.

III. RESPONSIBILITIES

A. Employees:

- 1. Adhere to all behavioral and performance expectations outlined in this policy.
- 2. Maintain professionalism, safety, and respect in the workplace.
- 3. Promptly report observed violations or misconduct.

B. Department Heads and Leadership:

- 1. Communicate expectations and enforce this policy consistently.
- 2. Document and address violations appropriately.
- 3. Provide coaching or corrective action when necessary.

C. Human Resources:

- 1. Support leadership in enforcing standards and determining appropriate disciplinary actions.
- 2. Ensure policies are applied fairly and consistently across the organization.

3. Maintain documentation related to conduct issues and disciplinary actions.

IV. COMPLAINT AND RESOLUTION PROCESS

- A. Identification of Misconduct: When misconduct or performance concerns arise, supervisors will document the issue and consult with Human Resources.
- B. Initial Review: The supervisor may meet with the employee to review the concern and determine if coaching or corrective action is warranted.
- C. Corrective Action: See 6.08 Disciplinary Process
- D. Documentation: All disciplinary actions shall be documented and placed in the employee's personnel file.
- E. Appeals/Grievances: See 6.11 Grievances

V. LEGAL REFERENCES

A. Federal Laws:

1. Title VII of the Civil Rights Act of 1964
2. Americans with Disabilities Act (ADA)
3. Age Discrimination in Employment Act (ADEA)
4. Occupational Safety and Health Act (OSHA)
5. Drug-Free Workplace Act of 1988

B. Arizona State Laws:

1. Arizona Civil Rights Act (ACRA) – A.R.S. § 41-1463.
2. Arizona Employment Protection Act – A.R.S. § 23-1501.
3. Arizona Drug Testing of Employees (A.R.S. § 23-493 et seq.)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.03	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – NEPOTISM & FAVORITISM	
	ORIGINATION DATE: 01/10/2006	REVISION DATE(S): 3/25/25

PURPOSE: The purpose of this policy is to ensure fairness, transparency, and professionalism in the workplace by preventing conflicts of interest or favoritism resulting from familial or intimate relationships. This policy establishes guidelines to maintain impartiality and protect the integrity of the Town's operations.

I. POLICY

- A. The Town of Clarkdale permits the employment of relatives, provided no supervisory or internal control conflicts exist.
- B. Relationships that create favoritism or conflicts of interest are addressed through changes in supervisory assignments. These measures ensure an equitable work environment and adherence to ethical standards.

II. DEFINITION OF RELATIVES

- A. Husband, Wife, Spouse
- B. Mother, Mother-in-law, Father, Father-in-law
- C. Sister, Sister-in-law, Brother, Brother-in-law
- D. Daughter, Daughter-in-law, Son, Son-in-law
- E. Stepchildren, Stepparents
- F. Grandchildren, Grandparents

III. GUIDELINES

- A. Employment of Relatives:
 - 1. Relatives may be employed by the Town, except in the following situations:
 - a. When one would directly supervise the other.
 - b. When a conflict might arise concerning internal control.
 - 2. Employees may not be promoted or transferred into a position involving supervision by or of a relative.

B. Marriage Between Employees:

1. If a marriage between employees results in a conflict as defined above:
 - a. The Department Head and Human Resources Department must be notified immediately.
 - b. A change in supervisory status for one of the employees will be required to address the conflict.

C. Avoidance of Favoritism Resulting from Close or Intimate Relationships:

1. If a close or intimate relationship develops between two employees, resulting in:
 - a. One employee supervising the other, or
 - b. A conflict concerning internal control,
 - c. A change in supervisory status for one of the employees will be required to resolve potential conflicts.

IV. RESPONSIBILITIES

A. Employees:

1. Disclose any familial, romantic, or intimate relationship that could result in a conflict of interest, supervisory concern, or internal control issue.
2. Notify their immediate supervisor and the Human Resources Department as soon as a potential conflict arises.
3. Cooperate with any actions the Town takes to address or resolve the situation, including changes in reporting relationships or job assignments.
4. Sign and comply with the Policy Compliance and Waiver Agreement when required.

B. Supervisors and Department Heads:

1. Maintain awareness of relationships that may create actual or perceived favoritism or conflict.
2. Notify Human Resources if they become aware of any relationships that could impact supervisory or internal control integrity.
3. Collaborate with Human Resources to implement appropriate resolutions that maintain fairness and compliance.

C. Human Resources Department:

1. Receive and document relationship disclosures and associated actions.
2. Evaluate potential conflicts in coordination with the relevant Department Head and Town Manager.
3. Propose and facilitate resolutions such as reassignment or transfer, ensuring alignment with operational needs.
4. Maintain documentation and conduct periodic follow-ups to ensure ongoing compliance with policy provisions.

D. Town Manager:

1. Provide guidance in cases requiring leadership oversight or where discretion is needed for unique or complex situations.
2. Review and approve conflict resolutions proposed by Human Resources and Department Heads.

V. PROCEDURE FOR ADDRESSING RELATIONSHIPS IN THE WORKPLACE

A. Notification Requirement:

1. Employees involved in a relationship that may result in a conflict of interest (such as supervision or internal control concerns) must:
 - a. Notify their direct supervisor and the Human Resources Department immediately.

B. Review Process:

1. Upon notification, the supervisor and Human Resources will:
 - a. Assess the potential conflict arising from the relationship.
 - b. Determine whether the relationship violates the Nepotism and Favoritism Policy.
 - c. Inform the Town Manager for guidance.

C. Resolution:

1. If a conflict is identified, Human Resources, in collaboration with the Department Head, will:
 - a. Propose and implement changes to resolve the conflict.
 - b. Possible resolutions may include:

1. Reassigning one employee to a different supervisor.
2. Transferring one employee to another department or position, if feasible.

c. Ensure the changes align with operational needs and policy objectives.

D. Documentation:

1. Human Resources will document:

- a. The notification of the relationship.
- b. The steps taken to assess and resolve the conflict.
- c. Any changes made to supervisory or reporting relationships.

E. Agreement Acknowledgement:

1. Both employees must sign the Policy Compliance and Waiver Agreement to acknowledge their understanding of the Nepotism and Favoritism Policy and their compliance with its terms.
2. By signing, each party agrees to the conditions outlined in this document, including maintaining professionalism and adhering to any adjustments implemented by the Town to resolve potential conflicts.
3. Failure to sign this agreement may result in further review and appropriate disciplinary action.

VI. LEGAL REFERENCES

A. Federal Law:

1. Equal Employment Opportunity Commission (EEOC) Guidelines
2. Title VII of the Civil Rights Act of 1964

B. State Law:

1. Arizona Employment Protection Act (A.R.S. § 23-1501)
2. Arizona Revised Statutes Title 38 – Public Officers and Employees
3. A.R.S. § 38-503 – Conflict of interest; exceptions; disclosures for public officers and employees.



Town of Clarkdale

(Department Name)

Post Office Box 308

Clarkdale, AZ 86324

Telephone: (928) 639-2400

Date:

Subject: Policy Compliance and Waiver Agreement:

Dear [Employee Name 1] and [Employee Name 2],

This letter serves to formalize the acknowledgment of your personal relationship as defined by the Town of Clarkdale's Nepotism and Favoritism Policy. The purpose of this acknowledgment is to ensure compliance with the policy and to outline the conditions under which your professional responsibilities will continue to align with the Town's standards of fairness and operational integrity.

By signing this letter, you affirm the following:

- You have disclosed your personal relationship to your direct supervisor and the Human Resources Department as required by the Nepotism and Favoritism Policy.
- You have read and understand the Town's Nepotism and Favoritism Policy.
- You agree to comply with any adjustments made by the Town, including supervisory or departmental changes, to resolve conflicts of interest or ensure adherence to policy guidelines.
- The Town of Clarkdale has taken reasonable steps to address potential conflicts or issues arising from your relationship.
- You waive any claims against the Town for perceived disadvantages or adverse outcomes related to changes implemented in accordance with the Nepotism and Favoritism Policy.
- Your commitment to:
 - Maintaining a professional and respectful work environment.
 - Avoiding any actions that could result in favoritism, conflicts of interest, or disruptions to Town operations.
 - Complying with the resolutions implemented by the Town to address any potential or actual conflicts related to your relationship.

Acknowledgment of Understanding

I, [Employee Name 1], acknowledge and agree to the terms outlined in this letter.

- Signature: _____
- Date: _____

I, [Employee Name 2], acknowledge and agree to the terms outlined in this letter.

- Signature: _____
- Date: _____

Approved By:

- Supervisor Name: _____
- Signature: _____
- Date: _____
- Town Manager: _____
- Signature: _____
- Date: _____

This signed acknowledgment will be retained in your personnel files. If you have any questions or need clarification, please contact Human Resources.

Sincerely,

[Name]

Human Resources Department

Town of Clarkdale

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.04	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – ATTENDANCE & PUNCTUALITY	
	ORIGINATION DATE: 01/10/2006	REVISION DATE(S): 11/27/2017, 12/12/2024, 09/23/25

PURPOSE: To outline the standards and expectations for work schedules, attendance, and breaks to ensure the Town of Clarkdale operates efficiently and effectively in providing services to the community.

I. POLICY

- A. Employees are expected to adhere to these standards to support operational continuity and teamwork.
- B. This policy addresses the regular work week, alternative schedules, attendance expectations, meal and rest breaks, and the use of leave without pay.

II. NORMAL WORK WEEK AND WORK HOURS

- A. The standard work week consists of five days within a 40-hour week.
- B. Department Directors, with Town Manager approval, may adjust employee work hours to ensure Town offices remain open as required.
- C. Full-time employees typically work from 8 a.m. and 5:30 p.m. Monday through Thursday, and 8 a.m. to 12 p.m. (noon) Fridays.
- D. Work schedules may be adjusted as needed to meet operational demands and comply with applicable laws.

III. ALTERNATIVE OR FLEXIBLE WORK SCHEDULES

- A. Alternative or flexible schedules may be allowed based on the position and business needs.
- B. Such schedules are subject to change at the Town's discretion to accommodate varying work conditions.
- C. Changes to work schedules will be announced as far in advance as practicable.
- D. Refer to Policy 2.05 Americans with Disabilities Act (ADA) for medically required alternative work assignments or light duty arrangements.

IV. ABSENCES AND TARDINESS

A. Advance Notice:

1. Scheduled absences must be communicated as far in advance as possible.
2. Unscheduled absences should be reported at least one hours before the employee's scheduled start time.

B. Tardiness:

1. Anticipated tardiness must be communicated in advance when possible.
2. Unanticipated tardiness should be reported as soon as feasible.
3. Supervisors may allow employees to make up lost work time within the same work week, use accrued leave, or take leave without pay (see below for details).

C. Notification Responsibility:

1. Employees must notify their supervisor directly of absences or tardiness.
2. Notification by a third party is only acceptable in emergencies when the employee is unable to notify directly.

D. Discipline:

1. Poor attendance or frequent tardiness disrupts Town operations and may result in disciplinary action, up to and including termination.

V. LEAVE WITHOUT PAY

A. Employees are expected to manage their PTO balances responsibly.

B. Leave without pay is generally discouraged unless required by Town policy or applicable law.

C. Requesting Leave Without Pay:

1. Employees must submit requests in writing for leave without pay in advance to their Department Director and the Town Manager.
2. Approval is granted only in emergencies or extenuating circumstances by the Town Manager.

D. Denial of Leave Without Pay:

1. Denial of leave without pay requests is at the discretion of the Town Manager.
2. Decisions to deny leave without pay are not subject to appeal or review under Town policies.

VI. RESPONSIBILITIES

A. Employees:

1. Report absences or tardiness according to the notification requirements in this policy.
2. Manage PTO balances responsibly to avoid unnecessary leave without pay.
3. Request schedule changes or alternative work arrangements in advance when possible.
4. Provide required documentation (e.g., medical notes) when absences fall under FMLA, ADA, or other protected leave laws.

B. Supervisors and Department Heads:

1. Monitor employee attendance and punctuality to ensure operational needs are met.
2. Document attendance issues and address them promptly with coaching or corrective action.
3. Approve or deny leave requests based on policy, operational requirements, and applicable laws.
4. Coordinate with Human Resources when attendance issues may be covered by FMLA, ADA, or other legal protections.

C. Human Resources Department:

1. Maintain accurate attendance records when required for compliance or payroll.
2. Provide guidance to supervisors on applying attendance policies consistently and lawfully.
3. Administer leave programs under FMLA, ADA, USERRA, and other applicable laws.
4. Assist in resolving attendance-related disputes or accommodations.

D. Town Manager:

1. Provide final approval for leave without pay requests as outlined in this policy.
2. Support enforcement of the attendance policy to maintain consistency across departments.

VII. LEGAL REFERENCES

A. Federal Law:

1. Fair Labor Standards Act (FLSA)
2. Family and Medical Leave Act (FMLA)
3. Americans with Disabilities Act (ADA).
4. Uniformed Services Employment and Reemployment Rights Act (USERRA)

B. State Law:

1. Arizona Employment Protection Act (A.R.S. § 23-1501)
2. Arizona Wage Payment Law (A.R.S. § 23-350 et seq.)
3. Arizona Civil Rights Act (A.R.S. § 41-1463)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.05	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – CONFIDENTIALITY OF INFORMATION	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To safeguard the confidentiality, security, and proper use of sensitive information acquired by employees during their employment with the Town of Clarkdale. This policy ensures that proprietary, personal, and operational data are protected from unauthorized disclosure or misuse, preserving the Town’s integrity, compliance, and public trust.

I. POLICY

- A. Employees of the Town of Clarkdale may have access to confidential information during the course of their duties. All employees are expected to maintain the confidentiality of such information both during and after their employment.
- B. Confidential information includes, but is not limited to, personal employee or resident data, legal matters, investigations, financial information, internal communications, security systems, and strategic or operational plans. Unauthorized use or disclosure of such information is strictly prohibited and may result in disciplinary action, up to and including termination and legal action.

II. GUIDELINES

- A. Ownership of Information:
 1. All confidential materials, data, documents, and designs developed or used during employment are the property of the Town of Clarkdale.
 2. Confidential information may only be disclosed externally with proper authorization and through official channels.
- B. Obligation of Confidentiality:
 1. Employees must use confidential information solely for purposes directly related to their duties.
 2. Employees are prohibited from disclosing confidential information to any unauthorized individual, inside or outside the organization.
 3. This obligation continues even after employment with the Town ends.
- C. Types of Confidential Information May Include:
 1. Personally Identifiable Information (PII) of employees, applicants, or residents.

2. Medical records, investigation materials, or legal case files.
3. Personnel records.
4. Computer system access credentials.
5. Emergency response or public safety procedures.

D. Prohibited Conduct:

1. Sharing confidential information without authorization.
2. Using confidential information for personal gain or non-business purposes.
3. Discussing confidential matters in public or unsecured environments.
4. Failing to report known breaches of confidentiality.

III. RESPONSIBILITIES

A. Employees:

1. Maintain the confidentiality of all protected or sensitive information encountered on the job.
2. Use confidential information solely in the course of authorized Town business.
3. Refrain from disclosing confidential information to unauthorized individuals.
4. Report any known or suspected breaches of confidentiality immediately.
5. Abide by confidentiality obligations even after employment ends.

B. Supervisors and Department Heads:

1. Ensure staff are trained on handling confidential information within their departments.
2. Limit access to confidential information to only those with a legitimate business need.
3. Report any known violations to Human Resources or the Town Manager.

C. Human Resources:

1. Educate employees on confidentiality obligations during onboarding and throughout employment.
2. Maintain procedures for reporting, investigating, and resolving breaches of

confidentiality.

3. Document policy violations and support appropriate disciplinary action.

IV. PROCEDURE

A. Disclosure Authorization:

1. Confidential information may only be released externally when authorized by the Department Director, Town Manager, or a designated official under established procedures.

B. Breach Reporting:

1. Employees must report any suspected or confirmed disclosure, misuse, or unauthorized access of confidential information to their supervisor or Human Resources immediately.

C. Investigation and Corrective Action:

1. Human Resources and relevant department heads will investigate reported breaches and determine appropriate corrective action, which may include written warnings, suspension, termination, or legal referral.

D. Separation of Employment:

1. Upon separation, employees must return all materials containing confidential information and sign any required documentation reaffirming their obligation to maintain confidentiality after employment.

V. LEGAL REFERENCES

1. Federal Laws:

1. Health Insurance Portability and Accountability Act (HIPAA), 45 CFR Part 160 & 164.
2. Privacy Act of 1974, 5 U.S.C. § 552a.
3. Fair Credit Reporting Act (FCRA), 15 U.S.C. § 1681
4. Computer Fraud and Abuse Act (CFAA), 18 U.S.C. § 1030

2. Arizona State Laws:

1. A.R.S. § 39-121 et seq. – Arizona Public Records Law
2. A.R.S. § 13-2001 et seq. – Criminal statutes regarding misuse of personal identifying information.

3. A.R.S. § 41-4172 – Protection of confidential proprietary information provided to government agencies.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.06	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – ANTI-HARASSMENT	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To affirm the Town of Clarkdale’s commitment to maintaining a workplace free from harassment, discrimination, and retaliation. This policy outlines prohibited conduct, reporting procedures, and the Town’s obligations under federal and Arizona law to ensure a safe, respectful, and inclusive work environment for all employees.

I. POLICY

- A. The Town of Clarkdale strictly prohibits harassment of any kind, including but not limited to harassment based on race, color, religion, sex (including pregnancy, childbirth, sexual orientation, and gender identity), national origin, age (40 or older), disability, genetic information, marital status, or any other characteristic protected by law.
- B. Harassment is unlawful and will not be tolerated. This policy applies to all employees, applicants, elected officials, contractors, volunteers, and any individuals conducting business with the Town.
- C. The Town will promptly investigate all allegations of harassment and take appropriate corrective action, up to and including termination of employment.

II. GUIDELINES

- A. Definition of Harassment:
 1. Harassment includes unwelcome conduct, whether verbal, physical, or visual, that is based on a protected characteristic and:
 - a. Has the purpose or effect of creating an intimidating, hostile, or offensive work environment;
 - b. Unreasonably interferes with an individual's work performance; or
 - c. Adversely affects an individual's employment opportunities.
- B. Examples of Prohibited Conduct:
 1. Prohibited harassment may include, but is not limited to:
 - a. Offensive jokes, slurs, epithets, or name-calling or bullying.
 - b. Physical assaults or threats.

- c. Intimidation, ridicule, or mockery.
- d. Insults or put-downs.
- e. Offensive objects or pictures.
- f. Interference with work performance.

C. Sexual Harassment:

1. Sexual harassment includes unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made a term or condition of employment.
 - b. Submission to or rejection of such conduct is used as the basis for employment decisions.
 - c. Such conduct has the purpose or effect of unreasonably interfering with work performance or creating an intimidating, hostile, or offensive work environment.

D. Retaliation:

1. Retaliation against an individual for reporting harassment or participating in an investigation is strictly prohibited and will result in disciplinary action, up to and including termination.

III. RESPONSIBILITIES

A. Employees:

1. Refrain from engaging in any form of harassment or discriminatory behavior.
2. Report any incidents of harassment or retaliation promptly to a supervisor, department head, or Human Resources.
3. Cooperate fully in any investigations of alleged harassment.

B. Supervisors and Department Heads:

1. Maintain a work environment free from harassment and discrimination.
2. Take all complaints of harassment seriously and report them immediately to Human Resources.
3. Ensure that no retaliatory actions are taken against individuals who report harassment.

C. Human Resources:

1. Provide training and resources to prevent harassment in the workplace.
2. Promptly investigate all complaints of harassment and take appropriate corrective action.
3. Maintain confidentiality to the extent possible during investigations.

IV. PROCEDURE

A. Reporting:

1. Employees should report harassment to their immediate supervisor, department head, or directly to Human Resources. If the supervisor or department head is involved in the harassment, the report should be made to Human Resources or the Town Manager.

B. Investigation:

1. Human Resources will conduct a prompt, thorough, and impartial investigation of all complaints.

C. Resolution:

1. If harassment is found to have occurred, the Town will take immediate and appropriate corrective action, which may include counseling, training, written warnings, suspension, or termination.

D. Confidentiality:

1. All complaints and investigations will be handled with the utmost confidentiality, consistent with a thorough investigation.

E. No Retaliation:

1. The Town prohibits retaliation against anyone who reports harassment or participates in an investigation.

V. LEGAL REFERENCES

1. Federal Laws:

1. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.)
2. Age Discrimination in Employment Act of 1967 (29 U.S.C. § 621 et seq.)
3. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.)

4. Genetic Information Nondiscrimination Act of 2008 (42 U.S.C. § 2000ff et seq.)
5. Equal Employment Opportunity Commission (EEOC) Enforcement Guidance on Harassment in the Workplace (2024)

2. Arizona State Laws:

1. Arizona Civil Rights Act (A.R.S. § 41-1461 et seq.)
2. Arizona Revised Statutes § 38-531 – Prohibition of Retaliation
3. Arizona Revised Statutes § 41-1463 – Unlawful Employment

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.07	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – USE OF ELECTRONIC COMMUNICATION	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 5/24/2011, 6/14/2011, 09/23/25

PURPOSE: To define appropriate standards for the use of electronic communication systems, including email or other approved messaging platforms, internet, and social media platforms, to ensure responsible, secure, and lawful use that protects the Town's resources, data integrity, and professional image. This policy is intended to safeguard confidentiality, promote transparency, and support effective communication in the Town of Clarkdale's operations.

I. POLICY

- A. This policy applies to the use of all the Town of Clarkdale's electronic devices — including computer systems, email or other approved messaging platforms accounts, internet access, and social media tools — by employees, officials, contractors, and any other users. Users waive any expectation of privacy when using the Town's electronic systems, and all content may be monitored or disclosed at any time.
- B. The policy provides a framework for acceptable and prohibited uses, outlines security and records retention responsibilities, and establishes protocols for the use of social media and web technologies in a business capacity. All users must comply with this policy as a condition of accessing Town electronic devices or communication platforms.

II. GUIDELINES

- A. Scope:
 1. 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.
- B. Philosophy:
 1. Computers, email or other approved messaging platforms, the internet and other online resources 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 or other approved messaging platforms and the internet and other online resources is provided to Town employees for the purpose of conducting official Town business. Personal use of email or other approved messaging platforms, the internet and other online resources, phones or other technology for limited family or personal communications is acceptable as long as those communications meet tests of reasonableness, such as:

- a. There is no cost to the Town associated with the use.
- b. Use is moderate in time.
- c. Use does not interfere with an employee's or co-worker's productivity at work or normal business activities.
- d. Use is primarily during non-working hours such as lunch periods and breaks.
- e. Use does not violate any Town policy or any applicable federal, state or local law.

C. General Policies:

1. Town representatives and employees shall not use the Town's internet, email or other approved messaging platforms, online platform or social media applications:
 - a. for operating a business for personal gain;
 - b. for sending chain letters, junk mail, jokes;
 - c. for soliciting money for religious and/or political causes; for any gambling, betting or gaming activity;
 - d. to view, transmit or download material that is offensive, obscene, or pornographic;
 - e. 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;
 - f. for unethical, illegal, unprofessional or disruptive activities;
 - g. for any activity that would jeopardize the legitimate interests of the Town or the citizens of the Town;
 - h. to disseminate or print copyrighted materials (including articles and software) in violation of copyright laws;
 - i. 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.
2. Town representatives and employees shall not use an Internet and other online resources, email or other approved messaging platforms or online platform account or email or other approved messaging platforms signature or profile information other than their own.

3. Town representatives and employees shall take all reasonable precautions to prevent the inadvertent dissemination of anyone else's information via the Internet and other online resources, email or other approved messaging platforms, online platforms or social media applications.
4. Internet and other online resources, email or other approved messaging platforms or online platforms usage are subject to limitations as imposed by supervisors to prevent excessive or improper use. All messages distributed via the Town email or other approved messaging platforms system are the Town's property.
5. Access to and use of the Internet and other online resources, including communication by email or other approved messaging platforms, is not confidential and no person using the Town's Electronic Devices should have any expectation of privacy with respect to such use. Internet and other online resources access on the Town's system can and will be monitored for use consistent with this policy.

D. Email or Other approved Messaging Platforms:

1. The purpose of email or other approved messaging platforms is to provide expeditious communication similar to oral conversation and voice mail.
2. 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 or other approved messaging platforms 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.

E. Email or Other approved Messaging Platforms Security, Privacy and Ownership:

1. Email or other approved messaging platforms is not secure. Email or other approved messaging platforms 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.
2. Email or other approved messaging platforms 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.
3. Employees shall not read the email or other approved messaging platforms of another employee without a legitimate business purpose consistent with the Town's policies and business communications practice.
4. No employee or Town representative shall send an email or other approved messaging platforms under another person's name without that person's authorization, and the sender shall indicate their identity in the message.

F. Email or Other Approved Messaging Platforms, Records Retention and Disposition:

1. Email or other approved messaging platforms communications may be records. Any email or other approved messaging platforms communication that meets the following definition of a record pursuant to ARS 41-1350, shall be preserved in accordance with this policy.
2. “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.”
3. Employees who transmit email or other approved messaging platforms shall determine whether to preserve or delete the email or other approved messaging platforms 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.
4. Routine Email or other approved messaging platforms - communications of a transitory value, may be deleted after being read and after the required action is taken. Examples of routine email or other approved messaging platforms include:
 - a. Messages or notes made about phone calls “Post-its” from colleagues;
 - b. Bulletins about Town social or recreational events and routine information requests;
 - c. Invitation to a business meeting; or
 - d. Messages between the email or other approved messaging platforms user and a supervisor concerning a memo drafted for their signature and various drafts of the memo itself. However, the final signed memo should be saved.

G. Email or other approved messaging platforms 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 or other approved messaging platforms system, shall be forwarded or copied to the Town’s records email or other approved messaging platforms account: records@clarkdale.az.gov The sender shall, if the email or other approved messaging platforms system allows, ensure that the message contains:

1. The time and date the message was sent and received;

2. The complete sender and receiver identification, and;
3. The message is complete.

H. Internet and Other Online Resources Use Policy:

1. The Town's connection to the Internet and other online resources primarily exists to facilitate the official work of the Town and the efficient exchange of information.
2. 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 HR Policy Manual.

I. Downloading Software:

1. Employees who wish to download software or browser extensions or add-ons must obtain authorization from their Department Head and IT.
2. Personal Responsibility:
 - a. 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 and other online resources.
 - b. Employees should be aware that there is a wide variety of information on the internet and other online resources. Some individuals may find some information on the internet and other online resources 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 and other online resources.

J. Records Retention:

1. The same policy for retention of records, set forth in the email or other approved messaging platforms use policy, shall apply to all records obtained or received via the internet and other online resources.

K. Copyrighted Material:

1. All communications and information accessible via the internet and other online resources should be assumed to be private property. Internet and other online resources users shall honor copyright laws including those protecting software and intellectual property.
2. Duplicating, transmitting, or using software not in compliance with software

license agreements is considered copyright infringement.

3. Users shall not make copies of software or literature without authorization and full legal right to do so.
4. Internet and other online resources users shall not transmit copyrighted materials belonging to others over the internet and other online resources without permission.
5. Users may download copyrighted material from the internet and other online resources, but its use must conform with restrictions posted by the author or current copyright law.

L. Social Media:

1. The Town supports the professional use of social media to enhance communication, transparency, and engagement with the public, as well as collaboration with other government agencies and community partners. Authorized use of social media should align with the Town's Vision and Mission, promote accurate information, and maintain the Town's professional image.
2. Employees and officials must:
 - a. Ensure all posted content is accurate, respectful, and consistent with Town policies.
 - b. Never disclose confidential or non-public Town information, or private information about any individual.
 - c. Use Town-authorized accounts only for official Town business, and maintain a clear separation between personal and professional accounts.
 - d. This policy applies to all social media platforms and online communication tools, regardless of format or technology

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

1. Only individuals with written authorization from the Town Manager may publish official social media content on behalf of the Town.
2. Individuals who are granted authorization to publish official social media content on behalf of the Town are ultimately responsible for what they post.
3. Individuals who are granted authorization to publish official social media content on behalf of the Town must also follow the Town's "Social Media Guidelines".

N. Social Media Security, Privacy and Ownership:

1. 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.

2. 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.
3. 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.

O. Social Media Records Retention and Disposition:

1. Social Media content may be considered a record. 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.
2. "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."
3. 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).
4. 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:
 1. General postings and comments General correspondence.
 2. Walls, feedback and related records.
 3. Non-Historic Public Information records (including press releases, photographs, public service announcements, notices of upcoming events and other related records).
5. 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.

P. Personal Use of Social Media:

1. The Town acknowledges that many elected officials, board and commission members and employees have personal social media, social media and online platforms 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.
2. Leadership team members, elected officials, and Town board and commission members should use extra care when posting on personal social media or other online platforms. Because of their positions, personal content may be perceived as representing an official Town position, even when unrelated to Town business.
3. The following guidance applies to Town employees, elected officials, and Town board and commission members who choose to comment on the Town's official social media or other online platforms from their personal accounts:
 - a. State your name and, if relevant, role, when discussing Town business.
 - b. 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."
 - c. 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 and online platforms or social media sites.
 - d. 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.
 - e. 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.

Q. Regulation and Enforcement:

1. Any person who uses the Town's electronic devices shall comply with all provisions of this 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 HR Policy Manual, including

and up to termination of employment.

2. 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.

III. RESPONSIBILITIES

A. Employees, Elected Officials, and Board/Commission Members:

1. Comply with all terms of this policy when using Town-provided or authorized electronic communication tools.
2. Use electronic communication systems professionally and in accordance with applicable laws and Town policies.
3. Refrain from using Town systems for personal gain, offensive content, or unauthorized access to confidential data.
4. Determine whether an email or social media post constitutes a record per A.R.S. § 41-1350 and follow appropriate retention procedures.
5. Acknowledge and sign consent forms upon appointment or hire regarding this policy.

B. Supervisors and Department Heads:

1. Enforce policy compliance within their departments.
2. Monitor use and ensure users are aware of acceptable communication standards.
3. Authorize software installations and oversee records management responsibilities related to digital communication.

C. Town Manager and Human Resources:

1. Investigate reported violations and impose disciplinary actions as outlined in the Town's HR Policy Manual.
2. Oversee training and communication related to this policy and ensure periodic updates as technology and laws evolve.
3. Collaborate with the Town Clerk's office to align communication practices with records retention requirements.

IV. LEGAL REFERENCES

A. Federal Laws:

1. Copyright Act of 1976 (17 U.S.C. § 101 et seq.)
2. Computer Fraud and Abuse Act (18 U.S.C. § 1030)

B. Arizona Laws:

1. Arizona Public Records Law (A.R.S. § 39-121 et seq.)
2. Records Retention A.R.S. § 41-1350
3. Arizona Open Meeting Law (A.R.S. § 38-431 et seq.)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.08	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – DISCIPLINARY PROCESS	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To establish a fair, consistent, and legally compliant disciplinary process that addresses employee misconduct or performance issues, aiming to correct behavior, maintain workplace standards, and uphold the integrity of the Town of Clarkdale's operations.

I. POLICY

- A. The Town of Clarkdale is committed to maintaining a professional and effective workforce. Disciplinary actions are intended to be corrective rather than punitive, providing employees with opportunities to improve performance or behavior. The Town adheres to the principles of progressive discipline, ensuring that actions are proportionate to the severity and frequency of the misconduct, and compliant with applicable federal and Arizona state laws.

II. GUIDELINES

A. Progressive Discipline Steps:

1. Disciplinary actions may include, but are not limited to:
 - a. Verbal Counseling: Informal discussion addressing the issue.
 - b. Written Reprimand: Formal documentation of the misconduct.
 - c. Suspension Without Pay: Temporary removal from duties without compensation.
 - d. Demotion: Reassignment to a position with reduced responsibilities or pay.
 - e. Termination: Separation from employment with the Town.

2. The Town reserves the right to bypass steps based on the severity of the offense.

B. Causes for Disciplinary Action:

1. Grounds for disciplinary action include, but are not limited to:
 - a. Incompetence or inefficiency in job performance.
 - b. Insubordination or refusal to follow lawful directives.

- c. Violation of Town policies or procedures.
- d. Misuse or unauthorized use of Town property.
- e. Unlawful or unethical conduct.
- f. Excessive absenteeism or tardiness.
- g. Being under the influence of alcohol or drugs while on duty.
- h. Harassment or discrimination against others.

III. RESPONSIBILITIES

A. Employees:

- 1. Understand and adhere to all Town policies and performance standards.
- 2. Address any performance or conduct issues promptly.
- 3. Participate in disciplinary meetings and improvement plans as required.

B. Supervisors and Department Heads:

- 1. Monitor employee performance and conduct.
- 2. Document and address issues in a timely and consistent manner.
- 3. Implement disciplinary actions in accordance with this policy.
- 4. Consult with Human Resources before proceeding with serious disciplinary actions.

C. Town Manager and Human Resources:

- 1. Provide guidance on the disciplinary process.
- 2. Ensure compliance with legal requirements and Town policies.
- 3. Maintain records of disciplinary actions.
- 4. Assist in investigations and hearings as necessary.

IV. PROCESS & PROCEDURES

- A. Upon identification of potential misconduct, an investigation will be conducted to gather relevant facts.
- B. All findings and actions taken will be documented and maintained in the employee's personnel file.

- C. Based on the investigation, appropriate disciplinary action will be determined and communicated to the employee.
- D. Employees will be given an opportunity to respond to the findings and proposed disciplinary action.
- E. Employees may appeal disciplinary actions by submitting a written request to the Town Manager within five (5) working days of the action. The Town Manager will review the appeal and make a final decision.

V. LEGAL REFERENCES

A. Federal Laws:

- 1. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e)
- 2. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101)
- 3. Fair Labor Standards Act (29 U.S.C. § 201)

B. Arizona State Laws:

- 1. Arizona Revised Statutes § 41-773 – Causes for dismissal or discipline for employees in covered service.
- 2. Arizona Revised Statutes § 23-1501 – Employment protection; public policy exceptions.

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.09	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE - CUSTOMER SERVICE & COMMUNICATION RESPONSE	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: To establish policy and procedures for the administration of effective and efficient customer service.

I. POLICY

- A. All employees of the Town of Clarkdale are expected to provide exemplary customer service to both internal and external customers by treating all individuals with respect, courtesy, and professionalism. Employees shall respond to inquiries and service requests promptly, accurately, and in a manner that reflects positively on the Town. Upholding these standards is essential to maintaining the integrity and effectiveness of Town operations.

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. 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 business hours.
 5. 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 business 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.
 6. 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.
 7. 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.

8. A substantive response should be provided no later than seven business days.

III. RESPONSIBILITIES

A. Employees:

1. Adhere to the customer service standards outlined in this policy.
2. Participate in customer service training as required.
3. Report any challenges or barriers to providing effective customer service to supervisors.

B. Supervisors and Department Heads:

1. Lead by example in demonstrating excellent customer service.
2. Provide training and resources to support employees in meeting customer service expectations.
3. Monitor and evaluate customer service performance, addressing any deficiencies prompt.

C. Human Resources Department:

1. Develop and coordinate customer service training programs.
2. Assist departments in addressing customer service issues and implementing improvements.
3. Ensure that customer service standards are integrated into performance evaluations.

IV. PROCEDURE

- A. Training: New employees will receive customer service training during orientation. Ongoing training opportunities will be provided for all staff.
- B. Feedback Mechanisms: The Town will maintain channels for customers to provide feedback, including complaints and commendations.
- C. Performance Evaluation: Customer service performance will be a component of regular employee evaluations.
- D. Addressing Deficiencies: Supervisors will work with employees to address any identified customer service issues, which may include additional training or performance improvement plans.

V. LEGAL REFERENCES

A. Federal Laws:

1. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e)
2. Americans with Disabilities Act of 1990 (42 U.S.C. § 12101 et seq.)

B. Arizona State Laws:

1. Arizona Civil Rights Act (A.R.S. § 41-1461 et seq.)
2. Arizona Public Records Law (A.R.S. § 39-121 et seq.)
3. Arizona Revised Statutes § 23-1501

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.10	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE - POST DETERMINATION HEARING AND APPEAL	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 11/27/17, 1/23/24, 09/23/25

PURPOSE: To provide regular, full-time classified employees with a fair and impartial process to appeal disciplinary actions that result in termination, demotion, or suspension without pay, and to ensure compliance with due process requirements under applicable Arizona and federal law.

I. POLICY

- A. Any regular, full-time, classified employee of the Town of Clarkdale may appeal a disciplinary action involving termination, demotion, or suspension without pay by requesting a hearing before an independent Hearing Officer. In cases of termination, the separation is effective immediately upon notice and remains in effect, without pay, during the hearing and appeal process. The appeal process is designed to ensure procedural fairness and protect employee rights. For sworn law enforcement officers, the Town shall also comply with all applicable provisions of A.R.S. § 38-1101 et seq.

II. GUIDELINES

- A. The Hearing Officer shall be neutral and possess relevant qualifications in law, personnel administration, or due process.
- B. The Town will bear the cost of the Hearing Officer's services.
- C. The Hearing Officer will review the facts of the case, assess whether policies were followed, and determine if the disciplinary action was supported by just cause based on a preponderance of the evidence.
- D. The Hearing Officer's findings will be submitted to the Town Manager, who will render the final decision.
- E. Sworn officers retain appeal rights under Arizona Peace Officer Bill of Rights statutes.

III. RESPONSIBILITIES

- A. Employee (Appellant):
 - 1. Submit a written appeal within seven (7) calendar days of receiving the disciplinary notice.
 - 2. Provide a clear statement of the appeal and the specific grounds being contested.

3. Prepare relevant evidence and witnesses for the hearing.
4. Cooperate with procedural requirements.

B. Department Head:

1. Enforce disciplinary actions in accordance with Town policy.
2. Participate in the hearing process and submit relevant documentation to Human Resources.

C. Human Resources Department:

1. Receive and log appeals.
2. Coordinate with the Hearing Officer to schedule the hearing within 45 calendar days.
3. Provide administrative support for the hearing and notify all parties of dates, times, and documentation deadlines.

D. Hearing Officer:

1. Conduct the hearing impartially.
2. Rule on objections, relevance, and conduct of participants.
3. Provide written findings within seven (7) calendar days following the hearing.

E. Town Manager

1. Review the Hearing Officer's findings.
2. Issue a final decision within fourteen (14) calendar days.

IV. PROCEDURES

A. Filing the Appeal:

1. The employee must file a written appeal with the department head and Human Resources within seven (7) calendar days of the disciplinary action.
2. The appeal must clearly state the matter being appealed and the basis for the appeal.

B. Scheduling the Hearing:

1. Human Resources will coordinate with the Hearing Officer to schedule a hearing within 45 calendar days of the effective date of the action. If the disciplinary action is termination, the employee will remain separated without pay during this

period.

C. Pre-Hearing Submissions:

1. Each party must submit exhibits and witness lists at least seven (7) calendar days before the hearing.
2. The Hearing Officer may exclude irrelevant or cumulative evidence.

D. Hearing Procedures:

1. The hearing is informal. Testimony is given under oath.
2. Each party may be represented at their own expense.
3. The order of proceedings includes:
 - a. Opening statements.
 - b. Witness testimony and cross-examination.
 - c. Rebuttal witnesses.
 - d. Closing arguments.

E. Hearing Officer's Findings:

1. Findings will determine:
 - a. Whether Town policy was followed.
 - b. Whether a preponderance of evidence supported the action.
 - c. Whether the action was justified.
2. The findings shall not include a recommendation for action.

F. Final Determination:

1. The Town Manager will review the findings and issue a final decision within fourteen (14) calendar days.
2. The Town Manager's decision is final and binding.

V. LEGAL REFERENCES

A. Federal Laws:

1. U.S. Constitution – 14th Amendment

2. Civil Rights Act of 1964 (42 U.S.C. § 2000e et seq.)
3. Americans with Disabilities Act (ADA) (42 U.S.C. § 12101)

B. Arizona State Laws:

1. A.R.S. § 38-1101 et seq.
2. A.R.S. § 23-1501(A)(3)(c)
3. A.R.S. § 38-532

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.11	SECTION VI. GENERAL PROVISIONS – GRIEVANCES	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To promote positive employer-employee relations by providing a structured grievance procedure for employees to address workplace concerns on matters not subject to separate appeal or hearing provisions.

I. POLICY

- A. The Town of Clarkdale encourages open communication between employees and supervisors to resolve workplace problems informally whenever possible. When informal efforts do not resolve a concern, employees may use the formal grievance procedure outlined in this policy.
- B. No employee shall be subject to retaliation for filing a grievance in good faith.

II. GUIDELINES

- A. The grievance procedure is intended to address issues not otherwise subject to formal appeals (such as termination or demotion, which are handled through separate policies).
- B. Employees are expected to follow the chain of command and submit grievances in writing.
- C. Supervisory staff are required to respond in writing within the specified timeframes.
- D. Time limits must be observed at each level, or the grievance may be considered waived.

III. RESPONSIBILITIES

- A. Employee:
 - 1. Attempt to resolve the issue informally with their immediate supervisor.
 - 2. Submit written grievances within required timeframes.
 - 3. Follow the appropriate chain of command. The standard chain of command is: Supervisor → Department Head → Human Resources. If the grievance involves the employee's direct supervisor, the employee may bypass that level and proceed directly to the Department Head, followed by Human Resources.
- B. Supervisors and Department Heads:
 - 1. Review and respond in writing to grievances within five (5) working days of

receipt.

2. Maintain neutrality and professionalism throughout the process.
3. Elevate the grievance if resolution is not achieved.

C. Human Resources:

1. Maintain records of filed grievances.
2. Provide procedural guidance to employees and supervisors during the grievance process.
3. Ensure the employee is protected from retaliation for filing a grievance.

D. Town Manager:

1. Review grievances at the final level, if not resolved earlier.
2. Meet with the employee and Department Head if appropriate.
3. May appoint a fact-finding committee.
4. Issue a final written decision within twenty (20) working days.

IV. PROCEDURE

A. Step 1: Informal Resolution:

1. The employee discusses the concern with their immediate supervisor and cc: Human Resources.
2. If unresolved, the employee may submit a written grievance to the supervisor.

B. Step 2: First Level Review:

1. Supervisor reviews the grievance and provides a written decision within five (5) working days.
2. If dissatisfied or no response is received, the employee may escalate the grievance.

C. Step 3: Further Review:

1. The next level of supervision (e.g., Department Head) must respond in writing within five (5) working days.
2. If unresolved, the grievance may be submitted in writing to the Town Manager.

D. Step 4: Town Manager Review:

1. The Town Manager or designee may meet with the employee and Department Head and/or appoint a fact-finding committee.
2. A final written decision will be provided within twenty (20) working days.

E. Step 5: Time Limits:

1. If the employee does not pursue the grievance within ten (10) working days after receiving any written decision, the grievance will be considered withdrawn.

V. LEGAL REFERENCES

A. Federal Laws:

1. Title VII of the Civil Rights Act of 1964 (42 U.S.C. § 2000e)
2. Americans with Disabilities Act (ADA)
3. National Labor Relations Act (29 U.S.C. § 158(a)(4))

B. Arizona State Laws:

1. Arizona Employment Protection Act – A.R.S. § 23-1501
2. Arizona Revised Statutes § 38-532

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 6.12	SECTION VI. WORKPLACE CONDUCT & DISCIPLINE – CONSTRUCTIVE DISCHARGE	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To ensure employees understand their rights and obligations under Arizona law regarding claims of constructive discharge and to encourage open communication with Town leadership about working conditions that may be perceived as intolerable.

I. POLICY

- A. Employees who believe their working conditions are intolerable and may compel them to resign are strongly encouraged to notify the Town so that concerns may be addressed. Under Arizona law (A.R.S. § 23-1502), certain steps must be followed by the employee to preserve the right to bring a claim of constructive discharge.

II. GUIDELINES

- A. A constructive discharge claim may arise when an employee resigns due to objectively intolerable working conditions.
- B. To preserve the right to bring a claim of constructive discharge against the Town, the employee may be required to provide a written communication to an appropriate representative of the Town identifying the working condition believed to be intolerable.
- C. The written communication must state that the employee believes the condition will compel them to resign or constitutes a constructive discharge.
- D. Upon such notification, the employee may be required to wait up to fifteen (15) calendar days before resigning to give the Town an opportunity to respond and correct the situation.
- E. During the 15-day period, the employee may be granted paid or unpaid leave of absence at the Town's discretion.

III. RESPONSIBILITIES

- A. Employee:
 - 1. Communicate concerns regarding working conditions to the Town in good faith.
 - 2. Provide written notice, if intending to preserve legal rights under A.R.S. § 23-1502.
 - 3. Cooperate with the Town during any evaluation or resolution process.

B. Supervisors and Department Heads:

1. Promptly inform the Town Manager and Human Resources if a complaint regarding intolerable conditions is received.
2. Maintain documentation and ensure confidentiality to the extent possible.
3. Work collaboratively to investigate and address reported concerns.

C. Town Manager:

1. Receive communications regarding potential constructive discharge claims.
2. Coordinate response efforts in a timely and appropriate manner.
3. Make determinations regarding temporary leave, investigation, and corrective action if necessary.

IV. PROCEDURE

A. Reporting:

1. Employees who believe they are experiencing intolerable working conditions should report their concern to their Department Head or directly to the Town Manager. It is recommended that communication be made in writing, although verbal reports are legally sufficient.

B. Written Notice Requirement:

1. If an employee wishes to preserve their right to file a constructive discharge claim, they must notify the Town in writing that the working conditions are intolerable and may compel them to resign.

C. Response Window:

1. Under A.R.S. § 23-1502, the employee may be required to wait up to fifteen (15) calendar days after providing the written notice before resigning, to allow the Town an opportunity to address the concern

D. Leave of Absence:

1. The employee may request a paid or unpaid leave of absence during the 15-day waiting period. Approval is subject to the Town Manager's discretion.

E. Resolution:

1. The Town Manager will coordinate any follow-up steps, which may include investigation, mediation, or other actions to address the reported condition.

V. LEGAL REFERENCES

A. Federal Laws:

1. Civil Rights Act of 1964 (Title VII)
2. Americans with Disabilities Act (ADA)
3. U.S. Constitution – 14th Amendment (Due Process Clause)

B. Arizona State Laws:

1. A.R.S. § 23-1502
2. A.R.S. § 23-1501(A)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 7.01	SECTION VII. HEALTH & SAFETY – TOBACCO USE	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To promote a healthy, safe, and productive work environment by prohibiting the use of tobacco products, electronic cigarettes, vaping devices, and other nicotine delivery systems in all Town facilities, vehicles, and designated areas, in accordance with applicable federal, state, and local laws.

I. POLICY

- A. The Town of Clarkdale is committed to maintaining a tobacco and vapor-free workplace. The use of tobacco products, including but not limited to cigarettes, cigars, pipes, electronic cigarettes, vaping devices, is prohibited in all Town-owned or leased buildings, vehicles, and within 20 feet of entrances, open windows, or ventilation systems, in compliance with the Smoke-Free Arizona Act (A.R.S. § 36-601.01) and other relevant regulations.

II. GUIDELINES

- A. Prohibited Areas: Use of tobacco and vaping products is prohibited in:
 - 1. All indoor areas of Town-owned or leased facilities.
 - 2. Town-owned or leased vehicles.
 - 3. Within 20 feet of entrances, open windows, or ventilation systems of Town buildings.
- B. Permitted Areas: Use is only permitted in designated outdoor areas that are clearly marked and comply with local ordinances.
- C. Signage: "No Smoking" and "No Vaping" signs will be posted at all building entrances and other appropriate locations to inform employees and visitors of this policy.
- D. Cessation Support: Employees seeking assistance to quit tobacco or vaping product use are encouraged to utilize resources such as the Arizona Smokers' Helpline (ASHLine) at 1-800-556-6222 or visit www.ashline.org.

III. RESPONSIBILITIES

- A. Employees:
 - 1. Refrain from using tobacco and vaping products in prohibited areas.

2. Comply with all aspects of this policy.
3. Report any violations to their supervisor or Human Resources.

B. Supervisors and Department Heads:

1. Ensure that employees are informed about this policy.
2. Monitor compliance within their departments.
3. Address any violations promptly and in accordance with disciplinary procedures.

C. Human Resources Department:

1. Provide information and resources to support tobacco cessation efforts.
2. Maintain and update this policy as needed to ensure compliance with laws and best practices.
3. Assist in the enforcement of this policy and handle related disciplinary actions.

IV. PROCEDURE

- A. All employees will be informed of this policy during orientation and through regular communications.
- B. Appropriate "No Smoking" and "No Vaping" signs will be installed and maintained at all entrances and other strategic locations.
- C. Supervisors are responsible for enforcing this policy within their areas. Violations should be addressed promptly, and repeated offenses may lead to disciplinary action as outlined in the Town's disciplinary procedures.
- D. Human Resources will provide information on cessation programs and support services to employees upon request.

V. LEGAL REFERENCES

A. Federal Laws:

1. Family Smoking Prevention and Tobacco Control Act (Public Law 111-31)
2. Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.

B. Arizona State Laws:

1. A.R.S. § 36-601.01
2. A.R.S. § 13-3622

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 7.02	SECTION VII. HEALTH & SAFETY – SUBSTANCE ABUSE	
	ORIGINATION DATE: 1/10/06	REVISION DATE(S): 09/23/25

PURPOSE: To ensure a safe, productive, and drug-free work environment by prohibiting the unauthorized use, possession, sale, transfer, or influence of drugs or alcohol in the workplace, and to outline the Town of Clarkdale’s procedures for testing, enforcement, and support related to substance abuse.

I. POLICY

- A. The Town has an obligation to its employees, customers and the public at large to reasonably ensure safety in its workplace.
- B. While Arizona law permits the use of medical and recreational marijuana, the Town maintains a drug-free workplace and prohibits employees from using, possessing, or being under the influence of marijuana during work hours, on Town premises, or while performing work-related duties.
- C. 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.

II. GUIDELINES

- A. This policy applies to all employees and applicants for employment.
- B. The policy applies on Town premises, in Town vehicles, and at all work locations during duty hours.
- C. The Town may test for drugs or alcohol under the following circumstances:
 - 1. Pre-employment;
 - 2. Reasonable suspicion;
 - 3. Random (as required for CDL holders); or
 - 4. Post-accident.
- D. The Town reserves the right to inspect or search Town property and employee property on Town premises if there is reasonable cause.

- E. Confidentiality will be maintained throughout all stages of testing and disciplinary review.
- F. Employees who are registered qualifying patients under the Arizona Medical Marijuana Act (A.R.S. § 36-2813) are prohibited from using or being under the influence of medical marijuana during work hours or on Town premises unless medical/ADA accommodation is predetermined.
- G. The Town reserves the right to take disciplinary action if there is reasonable suspicion that an employee is impaired by marijuana while on duty, even if the employee is a registered medical marijuana cardholder.

III. RESPONSIBILITIES

- A. Employees:
 - 1. Refrain from using or possessing prohibited substances in the workplace.
 - 2. Submit to testing as required under this policy.
 - 3. Notify the Town of any drug-related conviction within three (3) days.
 - 4. Seek voluntary assistance if struggling with substance abuse.
- B. Supervisors and Department Heads:
 - 1. Monitor employees for signs of substance abuse.
 - 2. Document observations when reasonable suspicion arises.
 - 3. Obtain Town Manager approval before ordering substance abuse testing.
 - 4. Report suspected violations in a timely manner.
- C. Town Manager:
 - 1. Authorize substance abuse testing when appropriate.
 - 2. Maintain confidentiality of records and inquiries.
 - 3. Support employee referrals and assist with voluntary treatment coordination.

IV. PROCEDURE

- A. Voluntary Assistance:
 - 1. Employees may voluntarily seek treatment without fear of reprisal.
 - 2. Confidentiality will be observed for all voluntary inquiries.

B. Testing Procedures:

1. All drug and alcohol testing will be performed at a licensed medical facility with proper safeguards.
2. Reasonable suspicion must be documented and approved by the Town Manager prior to testing.
3. Post-accident testing is required if the incident results in a fatality, injury, or property damage of \$500 or more.

C. Random Testing:

1. Required for employees who hold Commercial Driver's Licenses (CDLs) as mandated by federal regulations.
2. In cases where an employee tests positive for marijuana, the Town will assess whether the employee was impaired during work hours. A positive test result alone, without evidence of impairment, may not constitute grounds for disciplinary action for registered medical marijuana users.

D. Refusal to Comply:

1. Refusal to submit to a test or inspection will result in disciplinary action, including possible termination.

E. Disciplinary Action:

1. First-time violations may result in discipline up to and including termination, depending on the circumstances.
2. The Town may suspend employees with or without pay pending investigation or test results.

F. Arrest or Conviction:

1. The Town may initiate an investigation or require testing if an employee is arrested for a drug-related offense.
2. Convictions must be reported in writing within three (3) calendar days.

V. LEGAL REFERENCES

1. Federal Laws:

1. Drug-Free Workplace Act of 1988 (41 U.S.C. § 8101 et seq.)
2. Omnibus Transportation Employee Testing Act of 1991 (49 U.S.C. § 31306) –

Applies to CDL holders.

3. Americans with Disabilities Act (ADA), 42 U.S.C. § 12101 et seq.

2. Arizona State Laws:

1. A.R.S. § 23-493 et seq.

2. A.R.S. § 23-493.04

3. A.R.S. § 23-1501(A)(3)

4. A.R.S. § 36-2813

5. Smart and Safe Arizona Act (Proposition 207)

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 7.03	SECTION VII. HEALTH & SAFETY – FOOTWEAR PROTECTION	
	ORIGINATION DATE: 10/10/2023	REVISION DATE(S): 09/23/25

PURPOSE: To establish a policy for the use of protective footwear to reduce the risk of foot injuries among employees working in hazardous environments, and to ensure compliance with applicable federal and state safety standards.

I. POLICY

- A. 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, 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,
 5. Safety toe boots must have a minimum compression factor of 50 (1,750 pounds).
- C. Medical Exceptions:
 1. Employees who are unable to wear conventional safety footwear due to medical

conditions must submit documentation from a licensed medical provider and request an exception through their supervisor.

2. Even with an exception, some form of protective footwear remains required.

III. RESPONSIBILITIES

A. Employees:

1. Wear approved safety footwear when required by job duties.
2. Maintain footwear in safe, usable condition.
3. Report footwear issues or request exceptions through proper channels.

B. Supervisors and Department Heads:

1. Ensure employee compliance with the policy.
2. Review and forward exception requests with appropriate documentation to Human Resources/Risk Management.
3. Ensure department-level adherence and conduct job hazard analyses where necessary.
4. Review and approve alternative solutions for medically exempt employees when appropriate.

C. Human Resources/Risk Management:

1. Assist in evaluating exception requests..
2. Provide oversight and ensure the policy is enforced consistently.
3. Coordinate with Finance to administer uniform allowances per Policy 3.06.

IV. PROCEDURE

A. Employees assigned to roles requiring safety footwear must obtain approved shoes prior to starting in the position.

B. Exception Process:

1. Submit documentation from a personal healthcare provider outlining the medical reason.
2. Submit a formal exception request to the supervisor.

3. The Town will determine suitable alternatives while maintaining compliance with safety requirements.

C. Noncompliance:

1. Nonexempt employees not in compliance may be sent home without pay..
2. Continued failure to follow this policy may lead to formal disciplinary action.

V. LEGAL REFERENCES

1. Federal Laws:

1. Occupational Safety and Health Administration (OSHA) – 29 CFR § 1910.136:
Foot Protection Requirements:
[osha.gov/laws-regs/regulations/standardnumber/1910/1910.136](https://www.osha.gov/laws-regs/regulations/standardnumber/1910/1910.136)
2. ANSI Z41-1991 – American National Standard for Personal Protection -
Protective Footwear

2. Arizona State Laws:

1. Arizona Occupational Safety and Health Act – A.R.S. § 23-408

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 8.01	SECTION VIII. SEPARATION OF EMPLOYMENT - TERMINATION	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To outline the procedures and expectations for voluntary resignations, involuntary terminations, layoffs, and retirements to ensure clarity, fairness, and compliance with applicable regulations.

I. POLICY

- A. Any employee may be terminated at any time by the Town Manager.
- B. Employees are expected to follow the outlined procedures when resigning, being terminated, or retiring.
- C. The Town will comply with all applicable laws and regulations regarding employment termination, layoffs, and retirement.

II. GUIDELINES

- A. Voluntary Resignations:
 1. Employees are encouraged to provide a minimum of two (2) weeks notice when resigning.
 2. Employees in leadership roles (e.g., Department Heads, Lieutenants, Sergeants, Supervisors) are requested to provide at least thirty (30) calendar days notice.
 3. Resignations must be submitted in writing.
 4. Department Heads must forward the resignation notice to Human Resources within two (2) business days.
 5. Human Resources will oversee the employee exit process to ensure a smooth transition.
- B. Involuntary Resignations:
 1. Probationary employees may be terminated at any time, with or without notice or cause, as their employment is at-will.
 2. Seasonal employees may be terminated at the discretion of the Town Manager
 3. Terminations for regular employees will follow the Town's disciplinary procedures.

4. Terminated employees will receive a copy of the appeals process 6.10 Post Determination Hearing and Appeal upon termination.

C. Layoff Procedures:

1. Layoffs may occur due to budget constraints, lack of work, or organizational restructuring.
2. The Town Manager will make the final decision regarding which employees are affected by a layoff.
3. Factors considered in layoff decisions include:
 - a. The operational needs of the Town.
 - b. Employee performance evaluations.
 - c. Unique skills or expertise possessed by employees.
4. Regular employees subject to layoff will receive at least ten (10) business days written notice.
5. Employees laid off may be eligible for recall within one year from the layoff date.

D. Retirement:

1. Retirement will be administered in accordance with Arizona State Retirement System (ASRS) or Public Safety Personnel Retirement System (PSPRS) rules and regulations.
2. Employees are encouraged to consult with Human Resources at least six (6) months prior to their anticipated retirement date.
3. Human Resources will assist employees in coordinating retirement benefits, final pay, and continuation of insurance coverage where applicable.

III. RESPONSIBILITIES

A. Employees:

1. Submit timely notice of resignation or retirement in writing.
2. Complete required exit procedures, return Town property, and participate in exit interviews.

B. Supervisors and Department Heads:

1. Forward separation notices to Human Resources promptly.

2. Coordinate with HR regarding documentation, performance records, and transitional planning.

C. Human Resources:

1. Oversee separation processes and ensure legal compliance.
2. Conduct exit interviews and finalize separation documentation.
3. Notify payroll and benefits providers to ensure proper final compensation and benefit continuation.

D. Town Manager:

1. Approve final terminations and layoff decisions.
2. Ensure equity and consistency in separation decisions across departments.

IV. PROCEDURE

A. Voluntary Resignation:

1. Employee provides written notice.
2. Supervisor forwards notice to HR.
3. HR initiates offboarding checklist.

B. Involuntary Termination:

1. Department Head and Supervisor consults with HR and documents rationale.
2. HR confirms adherence to disciplinary procedures.
3. Town Manager approves termination.
4. Employee receives written termination notice and appeal rights.

C. Layoff:

1. Town Manager and Department Head identifies operational need.
2. HR and Town Manager evaluate and confirm layoff list.
3. HR notifies IT of layoff.
4. Employees receive formal layoff notice.
5. HR provides COBRA and recall information.

D. Retirement:

1. Employee notifies supervisor and HR in writing.
2. HR schedules retirement consultation.
3. HR processes final pay and benefit documents.

V. LEGAL REFERENCES

1. Federal Laws:

1. Fair Labor Standards Act (FLSA) – 29 U.S.C. § 201 et seq.
2. Age Discrimination in Employment Act (ADEA) – 29 U.S.C. § 621 et seq
3. Consolidated Omnibus Budget Reconciliation Act (COBRA) – 29 U.S.C. § 1161 et seq.
4. Older Workers Benefit Protection Act (OWBPA) – 29 U.S.C. § 626(f)

2. Arizona State Laws:

1. A.R.S. § 23-1501
2. A.R.S. § 38-611 to § 38-654
3. A.R.S. § 38-841 et seq.
4. A.R.S. § 23-621 to § 23-626

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 8.02	SECTION VIII. SEPARATION OF EMPLOYMENT – REDUCTION IN FORCE/LAYOFF	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To establish a fair and transparent process for reducing the Town’s workforce when necessary due to budget constraints, reorganization, lack of work, or other operational needs. This policy provides clear criteria and procedural steps to ensure compliance with applicable laws and consistency with public sector best practices.

I. POLICY

- A. The Town of Clarkdale may reduce its workforce through a reduction in force (RIF) or layoff due to economic hardship, changes in funding, elimination of programs or services, reorganization, or other reasons that make continued employment of certain positions impractical. These decisions will be made based on objective, job-related criteria, with respect to operational needs and equity among employees.

II. GUIDELINES

- A. Basis for Layoff or RIF:
 1. Layoffs may be initiated for the following reasons:
 - a. Budget deficits or funding changes.
 - b. Elimination or reduction of services or programs.
 - c. Organizational restructuring.
 - d. Lack of work or duties.
 2. Final approval of any reduction in force lies with the Town Manager.
- B. Considerations for Selecting Positions or Employees:
 1. Departmental needs and priorities.
 2. Employee job performance (based on documented evaluations).
 3. Specialized skills, certifications, or licensures.
 4. Interchangeable or transferable job functions.
- C. Seniority and Performance:

1. Seniority may be used as a consideration but will not be the sole determining factor unless dictated by law or contract.
2. All RIF decisions will be reviewed by Human Resources to ensure nondiscrimination and policy compliance.

D. Layoff Notice:

1. Affected employees will be provided with a minimum of ten (10) business days written notice prior to the effective layoff date, whenever feasible.

E. Job Placement Assistance:

1. The Town may assist affected employees by:
 - a. Providing internal job listings.
 - b. Offering resume support or job counseling.
 - c. Considering the employee for vacant positions for which they qualify.

F. Reemployment Consideration:

1. Laid-off employees may be considered for rehire within twelve (12) months of separation if a comparable vacancy arises.

III. RESPONSIBILITIES

A. Town Manager:

1. Approves any proposed RIF or layoff.
2. Ensures operational and financial justification for position eliminations.

B. Department Heads:

1. Identify positions potentially impacted by operational changes.
2. Collaborate with HR to determine valid business reasons and support documentation.

C. Human Resources:

1. Reviews selection criteria for fairness and compliance with applicable laws.
2. Issues official layoff notices and coordinates final pay and COBRA paperwork.
3. Maintains a layoff eligibility list for potential reemployment.

D. Employees:

1. Must return all Town property prior to final separation.

IV. PROCEDURE

- A. Department Head submits RIF justification to Human Resources, including the operational or financial need.
- B. Human Resources and Legal review for compliance with Town policy and nondiscrimination.
- C. Town Manager authorizes the RIF.
- D. Written notice is issued to affected employees with effective date, reason for layoff, and reemployment consideration window.
- E. Exit procedures are coordinated, including final paycheck, benefits, and equipment return.
- F. Documentation is retained in the employee's personnel file.
- G. IT is notified of exiting employee(s).

V. LEGAL REFERENCES

A. Federal Laws:

1. Civil Rights Act of 1964 (Title VII)
2. Age Discrimination in Employment Act (ADEA), 29 U.S.C. § 621
3. Americans with Disabilities Act (ADA), 42 U.S.C. § 12101
4. Uniformed Services Employment and Reemployment Rights Act (USERRA), 38 U.S.C. § 4301

B. Arizona State Laws:

1. A.R.S. § 23-1501
1. A.R.S. § 23-621 to § 23-626
2. A.R.S. § 38-532

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 8.03	SECTION VIII. SEPARATION OF EMPLOYMENT – RESIGNATION	
	ORIGINATION DATE: 1/10/2006	REVISION DATE(S): 09/23/25

PURPOSE: To provide a clear and consistent process for employees who voluntarily separate from employment with the Town of Clarkdale. This policy outlines expectations to ensure appropriate notice, professionalism, and operational continuity during the resignation and offboarding process.

I. POLICY

- A. Employees may resign from their positions with the Town of Clarkdale at any time. To resign in good standing, employees must provide advance written notice in accordance with this policy. Proper notice allows for transition planning and maintains eligibility for potential reemployment with the Town in the future.

II. GUIDELINES

A. Notice Period:

1. Employees are expected to submit written notice of resignation at least two (2) weeks prior to the intended last day of work.
2. Employees in supervisory or leadership roles (e.g., Department Heads, Supervisors, Captains) are encouraged to provide at least thirty (30) calendar days of notice.
3. The Town Manager may waive or modify the required notice period based on business needs.

B. Good Standing:

1. Failure to provide appropriate notice may result in the employee being classified as not eligible for rehire.
2. Departing employees are expected to work during the notice period unless otherwise agreed upon by the Department Head and Human Resources.

C. Exit Process:

1. Return of Town property and equipment.
2. Completion of an exit interview (if applicable).
3. Final timesheet and leave reconciliation.

III. RESPONSIBILITIES

A. Employees:

1. Provide written notice of resignation within the appropriate timeframe.
2. Work collaboratively during the transition period.
3. Return all Town property and complete exit requirements

B. Department Heads:

1. Immediately forward written resignations to Human Resources.
2. Coordinate transition of responsibilities and review final timesheets.

C. Human Resources:

1. Acknowledge receipt of resignation.
2. Conduct or schedule exit interviews.
3. Coordinate final paycheck and benefits processing.
4. Update employee status in all relevant systems.

IV. PROCEDURE

A. Notice Submission:

1. The resigning employee submits a written resignation to their Department Head, including:
 - a. Final working day.
 - b. Brief reason for resignation (optional but encouraged).

B. Forward to HR:

1. The Department Head forwards the resignation to Human Resources within two (2) business days.

C. Transition Planning:

1. Supervisor and HR coordinate to ensure a smooth transition and determine if any overlap, training, or interim support is needed.

D. Offboarding:

1. Employee completes return of Town assets, participates in exit interview, and receives final pay and benefit instructions. IT notified of employee departure and status of email.

V. LEGAL REFERENCES

A. Federal Laws:

1. Fair Labor Standards Act (FLSA), 29 U.S.C. § 201 et seq.
2. Employee Retirement Income Security Act (ERISA), 29 U.S.C. § 1001 et seq.

B. Arizona State Laws:

1. A.R.S. § 23-1501
1. A.R.S. § 23-1501
2. A.R.S. § 38-611 to § 38-654

	TOWN OF CLARKDALE HR POLICY MANUAL	
Policy No. 9.01	SECTION IX. INFORMATION TECHNOLOGY – INFORMATION SECURITY POLICY	
	ORIGINATION DATE: 10/25/22	REVISION DATE(S):

PURPOSE: This policy document encompasses all aspects of security surrounding confidential company information and must be distributed to all company employees. All company employees must read this document in its entirety and sign the form confirming they have read and fully understand this policy. This document will be reviewed and updated by Management on an annual basis or when relevant to include newly developed security standards in the policy and re-distributed to all employees and contractors where applicable.

I. POLICY

- A. Town of Clarkdale handles sensitive cardholder information daily. Sensitive Information must have adequate safeguards in place to protect the cardholder data, cardholder privacy, and to ensure compliance with various regulations, along with guarding the future of the organization.
- B. Town of Clarkdale commits to respecting the privacy of all its customers and to protecting any customer data from outside parties. To this end management is committed to maintaining a secure environment in which to process cardholder information.
- C. Employees handling sensitive cardholder data should ensure:
 1. Handle Town and cardholder information in a manner that fits with their sensitivity and classification;
 2. Limit personal use of Town of Clarkdale information and telecommunication systems and ensure it doesn't interfere with your job performance;
 3. Town of Clarkdale reserves the right to monitor, access, review, audit, copy, store, or delete any electronic communications, equipment, systems, and network traffic for any purpose;
 4. Do not use e-mail, internet, and other Town resources to engage in any action that is offensive, threatening, discriminatory, defamatory, slanderous, pornographic, obscene, harassing or illegal;
 5. Do not disclose personnel information unless authorized;
 6. Protect sensitive cardholder information;
 7. Keep passwords and accounts secure;

8. Request approval from IT management prior to establishing any new software or hardware, third party connections, etc.;
 9. Do not install unauthorized software or hardware, including modems and wireless access unless you have explicit IT management approval;
 10. Always leave desks clear of sensitive cardholder data and lock computer screens when unattended;
 11. Information security incidents must be reported, without delay, to Human Resources.
- D. We each have a responsibility for ensuring our Town's systems and data are protected from unauthorized access and improper use. If you are unclear about any of the policies detailed herein you should seek advice and guidance from your direct manager.

II. NETWORK SECURITY

- A. A high-level network diagram of the network is maintained and reviewed on a yearly basis. The network diagram provides a high-level overview of the cardholder data environment (CDE), which at a minimum shows the connections in and out of the CDE. Critical system components within the CDE, such as POS devices, databases, web servers, etc., and any other necessary payment components, as applicable should also be illustrated.
- B. In addition, ASV should be performed and completed by a PCI SSC Approved Scanning Vendor, where applicable. Evidence of these scans should be maintained for a period of 18 months.

III. ACCEPTABLE USE POLICY

- A. Management's intentions for publishing an Acceptable Use Policy are not to impose restrictions that are contrary to the Town's established culture of openness, trust, and integrity. Management is committed to protecting the employees, partners, and the Town of Clarkdale from illegal or damaging actions, either knowingly or unknowingly by individuals.
 1. Employees are responsible for exercising good judgment regarding the reasonableness of personal use.
 2. Employees should take all necessary steps to prevent unauthorized access to confidential data which includes card holder data.
 3. Keep passwords secure and do not share accounts. Authorized users are responsible for the security of their passwords and accounts.
 4. All PCs, laptops and workstations should be secured with a password-protected screensaver with the automatic activation feature.
 5. All Point Of Sale (POS) and Personal Identification Number (PIN) entry devices

should be appropriately protected and secured so they cannot be tampered with or altered.

6. The List of Devices in Appendix B will be regularly updated when devices are modified, added, or decommissioned. An inventory of devices will be regularly performed, and devices inspected to identify any potential tampering or substitution of devices.
7. Users should be trained in the ability to identify any suspicious behavior where any tampering or substitution may be performed. Any suspicious behavior will be reported accordingly.
8. Information contained on portable computers is especially vulnerable, special care should be exercised.
9. Postings by employees from a Town's email address to newsgroups should contain a disclaimer stating that the opinions expressed are strictly their own and not necessarily those of Town of Clarkdale, unless posting is in the course of business duties.
10. Employees must use extreme caution when opening e-mail attachments received from unknown senders, which may contain viruses, e-mail bombs, or Trojan horse code.

IV. PROTECT STORED DATA

- A. All sensitive cardholder data stored and handled by Town of Clarkdale and its employees must be securely protected against unauthorized use at all times. Any sensitive card data that is no longer required by Town of Clarkdale for business reasons must be discarded in a secure and irrecoverable manner.
- B. If there is no specific need to see the full Permanent Account Number (PAN), it must be masked when displayed.
- C. PAN'S which are not protected as stated above should not be sent to the outside network via end user messaging technologies like chats, messenger etc.,
- D. It is strictly prohibited to store:
 1. The contents of the payment card magnetic stripe (track data) on any media whatsoever.
 2. The CVV/CVC (the three (3) or four (4) digit number on the signature panel on the reverse of the payment card) on any media whatsoever.
 3. The PIN or the encrypted PIN Block under any circumstance.

V. INFORMATION CLASSIFICATION

- A. Data and media containing data must always be labelled to indicate sensitivity level.

1. Confidential data might include information assets for which there are legal requirements for preventing disclosure or financial penalties for disclosure, or data that would cause severe damage to Town of Clarkdale if disclosed or modified. Confidential data includes cardholder data.
2. Internal Use data might include information that the data owner feels should be protected to prevent unauthorized disclosure.
3. Public data is information that may be freely disseminated.

VI. ACCESS TO THE SENSITIVE CARDHOLDER DATA

- A. All Access to sensitive cardholder should be controlled and authorized. Any job functions that require access to cardholder data should be clearly defined.
 1. Any display of the card holder should be restricted at a minimum to the first 6 and the last 4 digits of the cardholder data.
 2. Access to sensitive cardholder information such as PAN's, personal information and business data is restricted to employees that have a legitimate need to view such information.
 3. No other employees should have access to this confidential data unless they have a genuine business need.
 4. If cardholder data is shared with a Service Provider (3rd party) then a list of such Service Providers will be maintained as detailed in Appendix C.
 5. Town of Clarkdale will ensure a written agreement that includes an acknowledgement is in place that the Service Provider will be responsible for the cardholder data that the Service Provider possess.
 6. Town of Clarkdale will ensure that there is an established process, including proper due diligence is in place, before engaging with a Service provider.
 7. Town of Clarkdale will have a process in place to monitor the PCI DSS compliance status of the Service provider

VII. PHYSICAL SECURITY

- A. Access to sensitive information in both hard and soft media format must be physically restricted to prevent unauthorized individuals from obtaining sensitive data.
 1. Media is defined as any printed or handwritten paper, received faxes, floppy disks, back-up tapes, computer hard drive, etc.
 2. Media containing sensitive cardholder information must be handled and distributed in a secure manner by trusted individuals.

3. Visitors must always be escorted by a trusted employee when in areas that hold sensitive cardholder information.
4. Procedures must be in place to help all personnel easily distinguish between employees and visitors, especially in areas where cardholder data is accessible. “Employee” refers to full-time and part-time employees, temporary employees and personnel, and consultants who are “resident” on Town sites. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to physically enter the premises for a short duration, usually not more than one day.
5. A list of devices that accept payment card data should be maintained.
6. The list should include make, model, and location of the device.
7. The list should have the serial number or a unique identifier of the device.
8. The list should be updated when devices are added, removed or relocated.
9. POS devices surfaces are periodically inspected to detect tampering or substitution.
10. Personnel using the devices should be trained and aware of handling the POS devices.
11. Personnel using the devices should verify the identity of any third-party personnel claiming to repair or run maintenance tasks on the devices, install new devices or replace devices.
12. Personnel using the devices should be trained to report suspicious behavior and indications of tampering of the devices to the appropriate personnel. Town of Clarkdale sites. A “visitor” is defined as a vendor, guest of an employee, service personnel, or anyone who needs to enter the premises for a short duration, usually not more than one day.
13. Strict control is maintained over the external or internal distribution of any media containing card holder data and must be approved by management.
14. Strict control is maintained over the storage and accessibility of media.
15. All computer that store sensitive cardholder data must have a password protected screensaver enabled to prevent unauthorized use.

VIII. PROTECT DATA IN TRANSIT

- A. All sensitive cardholder data must be protected securely if it is to be transported physically or electronically.
 1. Card holder data (PAN, track data, etc.) must never be sent over the internet via email, instant chat, or any other end user technologies.

2. If there is a business justification to send cardholder data via email or by any other mode then it should be done after authorization and by using a strong encryption mechanism (i.e. – AES encryption, PGP encryption, IPSEC, etc.).
3. The transportation of media containing sensitive cardholder data to another location must be authorized by management, logged and inventoried before leaving the premises. Only secure courier services may be used for the transportation of such media. The status of the shipment should be monitored until it has been delivered to its new location.

IX. DISPOSAL OF STORED DATA

- A. All data must be securely disposed of when no longer required by Town of Clarkdale, regardless of the media or application type on which it is stored.
- B. An automatic process must exist to permanently delete on-line data, when no longer required.
- C. All hard copies of cardholder data must be manually destroyed when no longer required for valid and justified business reasons. A quarterly process must be in place to confirm that all non-electronic cardholder data has been appropriately disposed of in a timely manner.
- D. Town of Clarkdale will have procedures for the destruction of hardcopy (paper) materials. These will require that all hardcopy materials are crosscut, shredded, incinerated, or pulped so they cannot be reconstructed.
- E. Town of Clarkdale will have documented procedures for the destruction of electronic media. These will require:
 1. All cardholder data on electronic media must be rendered unrecoverable when deleted e.g. through degaussing or electronically wiped using military grade secure deletion processes or the physical destruction of the media;
 2. If secure wipe programs are used, the process must define the industry accepted standards followed for secure deletion.
- F. All cardholder information awaiting destruction must be held in lockable storage containers clearly marked “To Be Shredded” - access to these containers must be restricted.

X. SECURITY AWARENESS AND PROCEDURES

- A. The policies and procedures outlined below must be incorporated into Town practice to maintain a high level of security awareness. The protection of sensitive data demands regular training of all employees and contractors.
 1. Review handling procedures for sensitive information and hold periodic security awareness meetings to incorporate these procedures into day-to- day Town practice.

2. Distribute this security policy document to all Town employees to read. It is required that all employees confirm that they understand the content of this security policy document by signing an acknowledgement form (see Appendix A).
3. All employees that handle sensitive information will undergo background checks (such as criminal and credit record checks, within the limits of the local law) before they commence their employment with Town of Clarkdale.
4. All third parties with access to credit card account numbers are contractually obligated to comply with card association security standards (PCI/DSS).
5. Town security policies must be reviewed annually and updated as needed.

XI. CREDIT CARD (PCI) SECURITY INCIDENT RESPONSE PLAN

- A. Town of Clarkdale PCI Security Incident Response Team (PCI Response Team) is comprised of the Information Security Officer and Merchant Services. Town of Clarkdale PCI security incident response plan is as follows:
 1. Each department must report an incident to the Information Security Officer (preferably) and to another member of the PCI Response Team.\
 2. The member of the team receiving the report will advise the PCI Response Team of the incident.
 3. The PCI Response Team will investigate the incident and assist the potentially compromised department in limiting the exposure of cardholder data and in mitigating the risks associated with the incident.
 4. The PCI Response Team will resolve the problem to the satisfaction of all parties involved, including reporting the incident and findings to the appropriate parties (credit card associations, credit card processors, etc.) as necessary.
 5. The PCI Response Team will determine if policies and processes need to be updated to avoid a similar incident in the future, and whether additional safeguards are required in the environment where the incident occurred, or for the institution.
- B. Town of Clarkdale PCI Security Incident Response Team
 1. IT Consultant
 2. Risk Attorney via HR and cc Town Attorney
 3. Information Security Officer/Town Manager
 4. Collections & Merchant Services (Finance Director and Manager of Administrative Services/Utilities
 5. Human Resources/Risk

C. Information Security PCI Incident Response Procedures:

1. A department that reasonably believes it may have an account breach, or a breach of cardholder information or of systems related to the PCI environment in general, must inform Town of Clarkdale PCI Incident Response Team. After being notified of a compromise, the PCI Response Team, along with other designated staff, will implement the PCI Incident Response Plan to assist and augment departments' response plans.

D. Incident Response Notification

1. Escalation Members:

a. Escalation – First Level:

1. ISO/Town Manager
2. Finance Director
3. Executive Project Director for Credit Collections and Merchant Services Legal Counsel
4. Human Resources/Risk

b. Escalation – Second Level:

1. Town of Clarkdale Mayor
2. Executive Cabinet/Council
3. Auxiliary members as needed

c. External Contacts (as needed)

1. Merchant Provider Card Brands
2. Internet Service Provider (if applicable)
3. Internet Service Provider of Intruder (if applicable)
Communication Carriers (local and long distance) Business Partners
4. Insurance Carrier
5. External Response Team as applicable (CERT Coordination Center 1, etc.) Law Enforcement Agencies as applicable in local jurisdiction

2. In response to a systems compromise, the PCI Response Team and designees will:

- a. Ensure compromised system/s is isolated on/from the network.
 - b. Gather, review and analyze the logs and related information from various central and local safeguards and security controls
 - c. Conduct appropriate forensic analysis of compromised system.
 - d. Contact internal and external departments and entities as appropriate.
 - e. Make forensic and log analysis available to appropriate law enforcement or card industry security personnel, as required.
 - f. Assist law enforcement and card industry security personnel in investigative processes, including in prosecutions.
3. The credit card companies have individually specific requirements that the Response Team must address in reporting suspected or confirmed breaches of cardholder data. See below for these requirements.

E. Incident Response notifications to various card schemes

1. In the event of a suspected security breach, alert the information security officer or your line manager immediately.
2. The security officer will carry out an initial investigation of the suspected security breach.
3. Upon confirmation that a security breach has occurred, the security officer will alert management and begin informing all relevant parties that may be affected by the compromise.

4. VISA Steps

- a. If the data security compromise involves credit card account numbers, implement the following procedure:
 1. Shut down any systems or processes involved in the breach to limit the extent and prevent further exposure.
 2. Alert all affected parties and authorities such as the Merchant Bank (your Bank), Visa Fraud Control, and the law enforcement.
 3. Provide details of all compromised or potentially compromised card numbers to Visa Fraud Control within 24 hrs.
 4. For more Information visit:
http://usa.visa.com/business/accepting Visa/ops_risk_management/cisp_if_compromised.html

5. VISA Incident Report Template

- a. This report must be provided to VISA within 14 days after initial report of incident to VISA. The following report content and standards must be followed when completing the incident report. Incident report must be securely distributed to VISA and Merchant Bank. Visa will classify the report as “VISA Secret”. This classification applies to the most sensitive business information, which is intended for use within VISA. Its unauthorized disclosure could seriously and adversely impact VISA, its employees, member banks, business partners, and/or the Brand.

Visa Incident Report Template

- I. Executive Summary
 - a. Include overview of the incident
 - b. Include RISK Level(High, Medium, Low)
 - c. Determine if compromise has been contained
- II. Background
- III. Initial Analysis
- IV. Investigative Procedures
 - a. Include forensic tools used during investigation
- V. Findings
 - a. Number of accounts at risk, identify those stores and compromised
 - b. Type of account information at risk
 - c. Identify ALL systems analyzed. Include the following:
 - Domain Name System (DNS) names
 - Internet Protocol (IP) addresses
 - Operating System (OS) version
 - Function of system(s)
 - d. Identify ALL compromised systems. Include the following:
 - DNS names
 - IP addresses
 - OS version
 - Function of System(s)
 - e. Timeframe of compromise
 - f. Any data exported by intruder
 - g. Establish how and source of compromise
 - h. Check all potential database locations to ensure that no CVV2, Track 1 or Track 2 data is stored anywhere, whether encrypted or unencrypted (e.g., duplicate or backup tables or databases, databases used in development, stage or testing environments, data on software engineers' machines, etc.)
 - i. If applicable, review VisaNet endpoint security and determine risk
- VI. Compromised Entity Action
- VII. Recommendations
- VIII. Contact(s) at entity and security assessor performing investigation

*This classification applies to the most sensitive business information, which is intended for use within VISA. Its unauthorized disclosure could seriously and adversely impact VISA, its employees, member banks, business partners, and/or the Brand.

6. MasterCard Steps:

- a. Within 24 hours of an account compromise event, notify the MasterCard Compromised Account Team via phone at 1-636-722-4100.
- b. Provide a detailed written statement of fact about the account compromise (including the contributing circumstances) via secured e-mail to: compromised_account_team@mastercard.com.
- c. Provide the MasterCard Merchant Fraud Control Department with a complete list of all known compromised account numbers.

- d. Within 72 hours of knowledge of a suspected account compromise, engage the services of a data security firm acceptable to MasterCard to assess the vulnerability of the compromised data and related systems (such as a detailed forensics evaluation).
- e. Provide weekly written status reports to MasterCard, addressing open questions and issues until the audit is complete to the satisfaction of MasterCard.
- f. Promptly furnish updated lists of potential or known compromised account numbers, additional documentation, and other information that MasterCard may request.
- g. Provide finding of all audits and investigations to the MasterCard Merchant Fraud Control department within the required time frame and continue to address any outstanding exposure or recommendation until resolved to the satisfaction of MasterCard.
- h. Once MasterCard obtains the details of the account data compromise and the list of compromised account numbers, MasterCard will:
 - 1. Identify the issuers of the accounts that were suspected to have been compromised and group all known accounts under the respective parent member IDs.
 - 2. Distribute the account number data to its respective issuers.
- i. Employees of Town of Clarkdale will be expected to report to the security officer for any security related issues. The role of the security officer is to effectively communicate all security policies and procedures to employees within Town of Clarkdale and contractors. In addition to this, the security officer will oversee the scheduling of security training sessions, monitor, and enforce the security policies outlined in both this document and at the training sessions and finally, oversee the implantation of the incident response plan in the event of a sensitive data compromise.

7. Discover Card Steps

- a. Within 24 hours of an account compromise event, notify Discover Fraud Prevention at (800) 347-3102.
- b. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances.
- c. Prepare a list of all known compromised account numbers.
- d. Obtain additional specific requirements from Discover Card.

8. American Express Steps

- a. Within 24 hours of an account compromise event, notify American Express Merchant Services at (800) 528-5200 in the U.S.
- b. Prepare a detailed written statement of fact about the account compromise including the contributing circumstances.
- c. Prepare a list of all known compromised account numbers Obtain additional specific requirements from American Express.

XII. TRANSFER OF SENSITIVE INFORMATION POLICY

- A. All third-party companies providing critical services to Town of Clarkdale must provide an agreed Service Level Agreement.
- B. All third-party companies providing hosting facilities must comply with Town of Clarkdale's Physical Security and Access Control Policy.
- C. All third-party companies which have access to Card Holder information must:
 - 1. Adhere to the PCI DSS security requirements.
 - 2. Acknowledge their responsibility for securing the Card Holder data.
 - 3. Acknowledge that the Card Holder data must only be used for assisting the completion of a transaction, supporting a loyalty program, providing a fraud control service or for uses specifically required by law.
 - 4. Have appropriate provisions for business continuity in the event of a major disruption, disaster, or failure.
 - 5. Provide full cooperation and access to conduct a thorough security review after a security intrusion by a Payment Card industry representative, or a Payment Card industry approved third party.

XIII. USER ACCESS MANAGEMENT

- A. Access to Town of Clarkdale is controlled through a formal user registration process beginning with a formal notification from HR or from a manager.
- B. Each user is identified by a unique user ID so that users can be linked to and made responsible for their actions. The use of group IDs is only permitted where they are suitable for the work carried out.
- C. There is a standard level of access; other services can be accessed when specifically authorized by HR or management.
- D. The job function of the user decides the level of access the employee has to cardholder data.

- E. A request for service must be made in writing (email or hard copy) by the newcomer's manager or by HR. The request is free format, but must state:
 - 1. Name of person making request;
 - 2. Job title of the newcomer and workgroup;
 - 3. Start date;
 - 4. Services required (default services are: MS Outlook, MS Office and Internet access).
- F. Each user will be given a copy of the IT Security Policy. The user signs the form indicating that they understand the conditions of access.
- G. Access to all Town of Clarkdale systems is provided by IT and can only be started after proper procedures are completed.
- H. As soon as an individual leaves Town of Clarkdale employment, all system logons must be immediately revoked.
- I. As part of the employee termination process HR (or managers in the case of contractors) will inform IT operations of all leavers and their date of leaving.

XIV. ACCESS CONTROL POLICY

- A. Access Control systems are in place to protect the interests of all users of Town of Clarkdale computer systems by providing a safe, secure, and readily accessible environment in which to work.
- B. Town of Clarkdale will provide all employees and other users with the information they need to carry out their responsibilities in an as effective and efficient manner as possible.
- C. Generic or group IDs shall not normally be permitted but may be granted under exceptional circumstances if sufficient other controls on access are in place.
- D. The allocation of privilege rights (e.g. local administrator, domain administrator, super-user, root access) shall be restricted and controlled, and authorization provided jointly by the system owner and IT Services. Technical teams shall guard against issuing privilege rights to entire teams to prevent loss of confidentiality.
- E. Access rights will be accorded following the principles of least privilege and need to know.
- F. Every user should attempt to maintain the security of data at its classified level even if technical security mechanisms fail or are absent.
- G. Users electing to place information on digital media or storage devices or maintaining a separate database must only do so where such an action is in accord with the data's classification.

- H. Users are obligated to report instances of non-compliance to Town of Clarkdale Town Manager.
- I. Access to Town of Clarkdale IT resources and services will be given through the provision of a unique Active Directory account and complex password.
- J. No access to any Town of Clarkdale IT resources and services will be provided without prior authentication and authorization of a user's Town of Clarkdale Windows Active Directory account.
- K. Password issuing, strength requirements, changing and control will be managed through formal processes. Password length, complexity and expiration times will be controlled through Windows Active Directory Group Policy Objects.
- L. Access to Confidential, Restricted and Protected information will be limited to authorized persons whose job responsibilities require it, as determined by the data owner or their designated representative. Requests for access permission to be granted, changed or revoked must be made in writing.
- M. Users are expected to become familiar with and abide by Town of Clarkdale policies, standards, and guidelines for appropriate and acceptable usage of the networks and systems.
- N. Access for remote users shall be subject to authorization by IT Services and be provided in accordance with the Remote Access Policy and the Information Security Policy. No uncontrolled external access shall be permitted to any network device or networked system.
- O. Access control methods include logon access rights, Windows share and NTFS permissions, user account privileges, server and workstation access rights, firewall permissions, IIS intranet/extranet authentication rights, SQL database rights, isolated networks and other methods as necessary.

Appendix A – Agreement to Comply Form – Agreement to Comply with Information Security Policies

Employee Name (printed)

Department

I agree to take all reasonable precautions to assure that company internal information, or information that has been entrusted to Town of Clarkdale by third parties such as customers, will not be disclosed to unauthorized persons. At the end of my employment or contract with Town of Clarkdale, I agree to return all information to which I have had access as a result of my position. I understand that I am not authorized to use sensitive information for my own purposes, nor am I at liberty to provide this information to third parties without the express written consent of the internal manager who is the designated information owner.

I have access to a copy of the Information Security Policies, I have read and understand these policies, and I understand how it impacts my job. As a condition of continued employment, I agree to abide by the policies and other requirements found in Town of Clarkdale security policy. I understand that non-compliance will be cause for disciplinary action up to and including dismissal, and perhaps criminal and/or civil penalties.

I also agree to promptly report all violations or suspected violations of information security policies to the designated security officer.

Employee Signature

Date

Appendix B – List of Devices

Asset / Device Name	Description	Owner/Approved User	Location



Staff Report

Item Number: 6.D.

<u>Agenda Item:</u>	AXON Enterprises Contract for Body-Worn Cameras, Tasers, and Officer Training Discuss, consider and act upon a contract with AXON Enterprises for body-worn cameras, tasers, and Officer training in the amount of \$111,942.94.
<u>Staff Contact:</u>	Randy Taylor, Police Chief
<u>Meeting Date:</u>	September 23, 2025
<u>Strategic Goal:</u>	This agenda item supports the following Clarkdale Strategic Goal Area: • Goal Area 1 - Enhance the quality of life for residents, businesses, and visitors to Clarkdale.
<u>Background:</u>	The Clarkdale Police Department is considering a contract with Axon Enterprises to modernize its body-worn camera system, replace existing taser equipment, and to provide comprehensive officer training. The Department currently utilizes LensLock for its body-worn camera program. However, the proposed agreement would provide updated body-worn cameras, new taser devices, and ongoing support through Axon. Under the proposed contract, Axon will provide annual equipment upgrades, licensing, and training for the duration of the 60-month term. The training component includes a two-day instructor certification course designed under a "train-the-trainer" model, enabling certified officers to provide instruction to the rest of the Department. This ensures sustainability and consistent application of best practices across the agency. This contract will be effective Nov. 15, 2025.
<u>Budget Impact:</u>	Total Cost for 60 months with tax is: \$111,942.94. This is budgeted in CIP Budget: \$26,500 (G38 24-5-0800-8025) and \$8,779 (01-5-2900-8005).
<u>Recommendation:</u>	Staff recommends that the Council approve the contract with AXON Enterprises for body-worn cameras, tasers, and Officer training in the amount of \$111,942.94 and authorize the Town Manager to execute all documents.



Axon Enterprise, Inc.
17800 N 85th St
Scottsdale, Arizona 85255
United States
VAT: 86-0741227
Domestic: (800) 978-2737
International: +1.800.978.2737

Q-675174-45912TF

Issued: 09/12/2025

Quote Expiration: 10/01/2025

Estimated Contract Start Date: 11/15/2025

Account Number: 108630

Payment Terms:

Mode of Delivery: UPS-GND

Credit/Debit Amount: \$0.00

SHIP TO	BILL TO
Clarkdale Police Dept. - AZ 49 N 9TH ST CLARKDALE, AZ 86324 USA	Clarkdale Police Dept. - AZ PO Box 308 Clarkdale AZ 86324-0308 USA Email:

SALES REPRESENTATIVE	PRIMARY CONTACT
Timothy Freda Phone: Email: tfreda@axon.com Fax:	Randy Taylor Phone: (928) 649-7700 Email: randy.taylor@clarkdale.az.gov Fax: (928) 634-1679

Quote Summary

Program Length	60 Months
TOTAL COST	\$103,794.78
ESTIMATED TOTAL W/ TAX	\$111,942.94

Discount Summary

Average Savings Per Year	\$16,169.44
TOTAL SAVINGS	\$80,847.19

Payment Summary

Date	Subtotal	Tax	Total
Nov 2025	\$9,631.76	\$756.12	\$10,387.88
Nov 2026	\$22,163.00	\$1,739.85	\$23,902.85
Nov 2027	\$24,000.00	\$1,884.09	\$25,884.09
Nov 2028	\$24,000.00	\$1,884.09	\$25,884.09
Nov 2029	\$24,000.02	\$1,884.01	\$25,884.03
Total	\$103,794.78	\$8,148.16	\$111,942.94

Quote Unbundled Price:	\$184,631.80
Quote List Price:	\$128,780.80
Quote Subtotal:	\$103,794.78

Pricing

All deliverables are detailed in Delivery Schedules section lower in proposal

Item	Description	Qty	Term	Unbundled	List Price	Net Price	Subtotal	Tax	Total
Program									
C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	60	\$118.47	\$86.66	\$77.99	\$60,832.20	\$4,590.40	\$65,422.60
B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	60	\$96.19	\$53.08	\$47.77	\$34,394.40	\$2,713.79	\$37,108.19
A la Carte Software									
80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	60		\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	60		\$20.61	\$8.24	\$5,935.68	\$584.67	\$6,520.35
ProLicense	Pro License Bundle	1	60		\$48.82	\$43.88	\$2,632.50	\$259.30	\$2,891.80
A la Carte Services									
101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1			\$2,700.00	\$0.00	\$0.00	\$0.00	\$0.00
80146	AXON BODY - PSO - VIRTUAL STARTER	1			\$2,500.00	\$0.00	\$0.00	\$0.00	\$0.00
Total							\$103,794.78	\$8,148.16	\$111,942.94

Delivery Schedule

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100147	AXON BODY 4 - CAMERA - NA US FIRST RESPONDER BLK RAPIDLOCK	12	1	10/15/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100206	AXON BODY 4 - 8 BAY DOCK	2	1	10/15/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	100466	AXON BODY 4 - CABLE - USB-C TO USB-C	14	1	10/15/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	11507	AXON BODY - MOUNT - RAPIDLOCK SINGLE MOLLE	14	1	10/15/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	2	1	10/15/2025
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	2	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100126	AXON VR - TACTICAL BAG	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100390	AXON TASER 10 - HANDLE - YELLOW CLASS 3R	13	2	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100393	AXON TASER 10 - MAGAZINE - LIVE DUTY BLACK	13	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100394	AXON TASER 10 - MAGAZINE - HALT TRAINING BLUE	4	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100395	AXON TASER 10 - MAGAZINE - LIVE TRAINING PURPLE	3	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100396	AXON TASER 10 - MAGAZINE - INERT RED	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100399	AXON TASER 10 - CARTRIDGE - LIVE	200	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	100	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100401	AXON TASER 10 - CARTRIDGE - INERT	10	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100591	AXON TASER - CLEANING KIT	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100611	AXON TASER 10 - SAFARILAND HOLSTER - RH	13	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100623	ENHANCED HOOK-AND-LOOP TRAINING (HALT) SUIT (V2)	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100748	AXON VR - CONTROLLER - TASER 10	1	1	10/15/2025

Hardware

Bundle	Item	Description	QTY	Shipping Location	Estimated Delivery Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	101122	AXON VR - HOLSTER - T10 SAFARILAND GRAY - RH	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101455	AXON TASER 10 - REPLACEMENT TOOL KIT - INTERPOSER BUCKET	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101456	AXON TASER 10 - REPLACEMENT INTERPOSER BUCKET	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	101751	AXON VR - HEADSET - HTC FOCUS VISION	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	13	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	20018	AXON TASER - BATTERY PACK - TACTICAL	3	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	70033	AXON - DOCK WALL MOUNT - BRACKET ASSY	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	71019	AXON BODY - DOCK POWERCORD - NORTH AMERICA	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	74200	AXON TASER - DOCK - SIX BAY PLUS CORE	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80087	AXON TASER - TARGET - CONDUCTIVE PROFESSIONAL RUGGEDIZED	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	80090	AXON TASER - TARGET FRAME - PROFESSIONAL 27.5 IN X 75 IN	1	1	10/15/2025
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	70	1	10/15/2026
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	60	1	10/15/2027
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73309	AXON BODY - TAP REFRESH 1 - CAMERA	12	1	04/15/2028
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73689	AXON BODY - TAP REFRESH 1 - DOCK MULTI BAY	2	1	04/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	101012	AXON VR - TAP REFRESH 1 - CONTROLLER	1	1	04/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	20373	AXON VR - TAP REFRESH 1 - HEADSET	1	1	04/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	70	1	10/15/2028
BUNDLE - TASER 10 CERTIFICATION STANDARD	100400	AXON TASER 10 - CARTRIDGE - HALT	60	1	10/15/2029

Software

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73686	AXON EVIDENCE - STORAGE - UNLIMITED (AXON DEVICE)	12	11/15/2025	11/14/2030
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	73840	AXON EVIDENCE - ECOM LICENSE - BASIC	12	11/15/2025	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101180	AXON TASER - DATA SCIENCE PROGRAM	13	11/15/2025	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101703	AXON VR - USER ACCESS - TASER SKILLS	13	11/15/2025	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	13	11/15/2025	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	20248	AXON TASER - EVIDENCE.COM LICENSE	1	11/15/2025	11/14/2030
Pro License Bundle	73683	AXON EVIDENCE - STORAGE - 10GB A LA CARTE	3	11/15/2025	11/14/2030
Pro License Bundle	73746	AXON EVIDENCE - ECOM LICENSE - PRO	1	11/15/2025	11/14/2030
A la Carte	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	11/15/2025	11/14/2030
A la Carte	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	11/15/2025	11/14/2030

Services

Bundle	Item	Description	QTY
BUNDLE - TASER 10 CERTIFICATION STANDARD	100751	AXON TASER 10 - REPLACEMENT ACCESS PROGRAM - DUTY CARTRIDGE	13
BUNDLE - TASER 10 CERTIFICATION STANDARD	101193	AXON TASER - ON DEMAND CERTIFICATION	13
A la Carte	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1
A la Carte	80146	AXON BODY - PSO - VIRTUAL STARTER	1

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	80464	AXON BODY - TAP WARRANTY - CAMERA	12	10/15/2026	11/14/2030
BUNDLE - AXON BODY CAMERA STARTER BUNDLE	80465	AXON BODY - TAP WARRANTY - MULTI BAY DOCK	2	10/15/2026	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	100197	AXON VR - EXT WARRANTY - HEADSET	1	10/15/2026	11/14/2030

Warranties

Bundle	Item	Description	QTY	Estimated Start Date	Estimated End Date
BUNDLE - TASER 10 CERTIFICATION STANDARD	100704	AXON TASER 10 - EXT WARRANTY - HANDLE	13	10/15/2026	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	101007	AXON VR - EXT WARRANTY - CONTROLLER	1	10/15/2026	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	3	10/15/2026	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80374	AXON TASER - EXT WARRANTY - BATTERY PACK T7/T10	13	10/15/2026	11/14/2030
BUNDLE - TASER 10 CERTIFICATION STANDARD	80396	AXON TASER - EXT WARRANTY - DOCK SIX BAY T7/T10	1	10/15/2026	11/14/2030

Shipping Locations

Location Number	Street	City	State	Zip	Country
1	49 N 9TH ST	CLARKDALE	AZ	86324	USA
2	49 N 9TH ST	CLARKDALE	AZ	86324	USA

Payment Details

Nov 2025

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct0H	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct0H	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	\$550.81	\$54.26	\$605.07
aDXRI000000ct0H	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct0H	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct0H	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	\$3,191.67	\$251.82	\$3,443.49
aDXRI000000ct0H	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	\$5,644.99	\$425.98	\$6,070.97
aDXRI000000ct0H	ProLicense	Pro License Bundle	1	\$244.29	\$24.06	\$268.35
Total				\$9,631.76	\$756.12	\$10,387.88

Nov 2026

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct1t	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1t	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	\$1,267.43	\$124.84	\$1,392.27
aDXRI000000ct1t	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1t	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1t	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	\$7,344.13	\$579.47	\$7,923.60
aDXRI000000ct1t	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	\$12,989.33	\$980.17	\$13,969.50
aDXRI000000ct1t	ProLicense	Pro License Bundle	1	\$562.11	\$55.37	\$617.48
Total				\$22,163.00	\$1,739.85	\$23,902.85

Nov 2027

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct1u	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1u	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	\$1,372.48	\$135.19	\$1,507.67
aDXRI000000ct1u	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1u	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1u	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	\$7,952.84	\$627.51	\$8,580.35
aDXRI000000ct1u	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	\$14,065.98	\$1,061.43	\$15,127.41
aDXRI000000ct1u	ProLicense	Pro License Bundle	1	\$608.70	\$59.96	\$668.66
Total				\$24,000.00	\$1,884.09	\$25,884.09

Nov 2028

Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct1v	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1v	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	\$1,372.48	\$135.19	\$1,507.67
aDXRI000000ct1v	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$0.00	\$0.00	\$0.00

Nov 2028						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct1v	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1v	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	\$7,952.84	\$627.51	\$8,580.35
aDXRI000000ct1v	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	\$14,065.98	\$1,061.43	\$15,127.41
aDXRI000000ct1v	ProLicense	Pro License Bundle	1	\$608.70	\$59.96	\$668.66
Total				\$24,000.00	\$1,884.09	\$25,884.09

Nov 2029						
Invoice Plan	Item	Description	Qty	Subtotal	Tax	Total
aDXRI000000ct1w	101208	AXON TASER 10 - 2 DAY INSTRUCTOR COURSE - INSIDE SALES	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1w	73680	AXON FUSUS - LICENSE - BWC CONNECTIVITY AND PLUS USER	12	\$1,372.48	\$135.19	\$1,507.67
aDXRI000000ct1w	80146	AXON BODY - PSO - VIRTUAL STARTER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1w	80227	AXON FUSUS - LICENSE - VIEW ONLY USER	1	\$0.00	\$0.00	\$0.00
aDXRI000000ct1w	B00047	BUNDLE - AXON BODY CAMERA STARTER BUNDLE	12	\$7,952.85	\$627.48	\$8,580.33
aDXRI000000ct1w	C00024	BUNDLE - TASER 10 CERTIFICATION STANDARD	13	\$14,065.99	\$1,061.39	\$15,127.38
aDXRI000000ct1w	ProLicense	Pro License Bundle	1	\$608.70	\$59.95	\$668.65
Total				\$24,000.02	\$1,884.01	\$25,884.03

Tax is estimated based on rates applicable at date of quote and subject to change at time of invoicing. If a tax exemption certificate should be applied, please submit prior to invoicing.

Contract NASPO OK-MA-145-21-100 (PA-Arizona #CTR074570) is incorporated by reference into the terms and conditions of this Agreement. In the event of conflict the terms of Axon's Master Services and Purchasing Agreement shall govern.

Standard Terms and Conditions

Axon Enterprise Inc. Sales Terms and Conditions

Axon Master Services and Purchasing Agreement:

This Quote is limited to and conditional upon your acceptance of the provisions set forth herein and Axon's Master Services and Purchasing Agreement (posted at <https://www.axon.com/sales-terms-and-conditions>), as well as the attached Statement of Work (SOW) for Axon Fleet and/or Axon Interview Room purchase, if applicable. In the event you and Axon have entered into a prior agreement to govern all future purchases, that agreement shall govern to the extent it includes the products and services being purchased and does not conflict with the Axon Customer Experience Improvement Program Appendix as described below.

ACEIP:

The Axon Customer Experience Improvement Program Appendix, which includes the sharing of de-identified segments of Agency Content with Axon to develop new products and improve your product experience (posted at www.axon.com/legal/sales-terms-and-conditions), is incorporated herein by reference. By signing below, you agree to the terms of the Axon Customer Experience Improvement Program.

Acceptance of Terms:

Any purchase order issued in response to this Quote is subject solely to the above referenced terms and conditions. By signing below, you represent that you are lawfully able to enter into contracts. If you are signing on behalf of an entity (including but not limited to the company, municipality, or government agency for whom you work), you represent to Axon that you have legal authority to bind that entity. If you do not have this authority, please do not sign this Quote.

Signature

Date Signed

9/12/2025



ADDENDUM TO AGREEMENT

This Addendum ("Addendum"), made and entered into effective this 12th day of September, 2025, is added to that certain Agreement between the **Town of Clarkdale**, a municipal corporation of the State of Arizona (hereinafter "Town") and **Axon Enterprise, Inc.** (hereinafter "Vendor") (the "Agreement"), to include the following provisions, the same as if said provisions were contained in the body of said document.

1. Cooperative Purchasing Agreement. This Agreement is entered into pursuant to that certain cooperative purchasing agreement consisting of: (i) Axon Master Agreement No. OK MA 145 21 100, issued by the State of Oklahoma Office of Management and Enterprise Services ("OMES") in response to Solicitation OK MA 145 21; and (ii) the Arizona Participating Addendum (PA-Arizona #CTR074570), as amended (collectively, the "Cooperative Purchasing Agreement"). The terms and conditions of the Cooperative Purchasing Agreement are hereby incorporated by reference and shall apply to this Contract. In the event of any conflict or inconsistency between this Contract and the Cooperative Purchasing Agreement, the terms and conditions of the Cooperative Purchasing Agreement shall control.
2. Termination for Conflict of Interest: As required by A.R.S. §38-511, Town hereby gives notice to Vendor 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.
3. Contract Renewal. Notwithstanding any provision to the contrary in the original Agreement or any incorporated documents, the Agreement shall not automatically renew. Any renewal must be agreed upon in writing and executed by both parties.
4. Non-Discrimination: Vendor 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 Vendor 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.
5. Legal Arizona Workers Act Compliance: Vendor 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"). If applicable, Vendor further agrees to ensure that each subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws. Vendor 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 Vendor employee or subcontract employee performing work under the terms of the Agreement to ensure compliance with the state and federal immigration laws.
6. Vendor Certification Anti-Israeli Provision: To the extent applicable, with regard to any contract with a value of \$100,000 or more, the Vendor certifies that it does not currently, and agrees for the duration of the contract that it will not, engage in a boycott of goods or services from Israel. The Vendor further certifies that no wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Vendor (if any) are currently engaged in a boycott of Israel. The Vendor further and additionally agrees that for the

duration of this Agreement, neither Vendor, nor any wholly owned subsidiaries, majority-owned subsidiaries, parent companies, or affiliates of the Vendor (if any) shall engage in a boycott of Israel.

"Boycott of Israel" shall mean engaging in a refusal to deal, terminating business activities, or performing other actions that are intended to limit commercial relations with Israel or with persons or entities doing business in Israel or in territories controlled by Israel, if those actions are taken either: (a) in compliance with or adherence to calls for a boycott of Israel other than those boycotts to which 50 U.S.C. § 4607(c) applies; or (b) in a manner that discriminates on the basis of nationality, national origin or religion and that is not based on a valid business reason.

7. Vendor Certification Forced Labor of Ethnic Uyghurs: To the extent applicable, Vendor certifies that it 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. If the Vendor becomes aware during the term of the contract that it is not in compliance with this certification, Vendor shall notify the Town within five days of becoming aware of the noncompliance. If Vendor 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 shall terminate.
8. Non-appropriation: This Agreement shall be subject to available funding of the Town, 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. This provision is subject to the terms and conditions of the MSPA.
9. Limitations: Nothing in this Agreement shall be construed as limiting or expanding the statutory responsibilities of the parties.
10. Other Agreements: This Agreement in no way restricts either party from participating in similar activities with other public or private agencies, organizations, and individuals.
11. Insurance: The Vendor shall purchase (and maintain) from a company or companies lawfully authorized to do business in Arizona such insurance as will protect the Vendor and Town from claims set forth below which may arise out of or result from the Vendor's operations under the parties' Agreement and for which the Vendor may be legally liable, whether such operations be by the Vendor or by a Subcontractor or by anyone directly or indirectly employed by any of them, or by anyone for whose acts any of them may be liable:
 - a. claims under Workers' compensation, disability benefit and other similar employee benefit acts which are applicable to the Work to be performed. The Vendor, on request shall furnish to Town duly executed forms as prescribed by the Arizona Industrial Commission showing that Workmen's Compensation and Occupational Disease Insurance is in full force and effect;
 - b. claims for damages because of bodily injury, occupational sickness or disease, or death of the Vendor's employees;
 - c. claims for damages because of bodily injury, sickness or disease, or death of any person other than the Vendor's employees, where attributable to Vendor's act or omission;
 - d. claims for damages as a result of personal injury, whether or not arising out of the employment with the Vendor;
 - e. claims for damages because of injury to or destruction of tangible property, including loss of use resulting therefrom;
 - f. claims for cyber incidents, including data breaches, business interruption, and network damage;
 - g. claims for professional errors or omissions;
 - h. claims for damages because of bodily injury, death of a person or property damage arising out of ownership, maintenance or use of a motor vehicle; and
 - i. claims involving Vendor's obligations of indemnity under the parties' agreement.

The insurance required by this section shall be written in the amount of not less than \$1,000,000 single claim and \$2,000,000 aggregate limit of liability.

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.

TOWN OF CLARKDALE

Susan Guthrie
Town Manager

Date

ATTEST

Charity Brooks
Town Clerk

Date

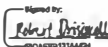
Approved as to form:

Stephen W. Polk
Town Attorney

Date

VENDOR
Axon Enterprise, Inc.

By:

Signed By:

Deputy General Counsel

9/12/2025 | 12:52 PM MST

Date

Name:

Robert Driscoll

Its:

Deputy General Counsel