

**TOWN CLERK ISABEL BLANCARTE
REGULAR MEETING 5:00 PM
AUGUST 11, 2021**

**REGULAR MEETING AGENDA
DUNCAN COMMON COUNCIL
WEDNESDAY, AUGUST 11, 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. APPROVAL OF MINUTES

- a. **APPROVAL OF JUNE 11, 2021 WORKSHOP MEETING MINUTES**
- b. **APPROVAL OF JUNE 21, 2021 REGULAR MEETING MINUTES** Pages 7– 26
- c. **APPROVAL OF JULY 2, 2021 SPECIAL MEETING MINUTES** Pages 79–81
- d. **APPROVAL OF JULY 6, 2021 SPECIAL MEETING MINUTES** Pages 82–84
- e. **APPROVAL OF JULY 28, 2021 REGULAR MEETING MINUTES** Pages 27–78

2. CONSENT AGENDA: ALL ITEMS ON THE AGENDA LISTED BELOW ARE CONSIDERED TO BE ROUTINE, NON-CONTROVERSIAL IN NATURE AND ARE GROUPED TOGETHER FOR A SINGLE VOTE WITHOUT COUNCIL DISCUSSION. THE CONSENT AGENDA IS A TIME SAVING DEVICE AND ANY MATTER ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED AS A REGULAR AGENDA ITEM UPON THE REQUEST OF A COUNCIL MEMBER

- a. **APPROVAL OF JULY 2021 LAB REVENUE AND EXPENDITURE REPORT FOR TOWN OF DUNCAN LABORATORY *** Pages 85–90
- b. **APPROVAL OF JULY 2021 TOWN EXPENDITURE REPORT*** Pages 91–94
- c. **APPROVAL OF PAYROLL JULY 2021*** Pages 95–107
- d. **APPROVAL OF INCOME REPORT JULY2021*** Pages 108–109

3. **CALL TO THE PUBLIC:** THIS IS THE TIME FOR THE PUBLIC TO COMMENT. THOSE WISHING TO ADDRESS THE COUNCIL SHOULD FILL OUT A "REQUEST TO ADDRESS THE COUNCIL" FORM AND PRESENT IT TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING. THE MAYOR WILL RECOGNIZE THE PERSON WISHING TO SPEAK DURING THE CALL TO THE PUBLIC ITEM SHOWN ON THE AGENDA. EACH MEMBER OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK. THE COUNCIL IS PROHIBITED FROM DISCUSSING ITEMS THAT ARE NOT ON THE AGENDA PURSUANT TO A.R.S. § 38-431-01(H). ACTIONS TAKEN AS A RESULT OF PUBLIC COMMENT WILL BE LIMITED TO DIRECTING STAFF TO STUDY THE MATTER, SCHEDULING THE MATTER FOR FURTHER CONSIDERATION AND DECISION ON A FUTURE AGENDA, OR RESPONDING TO DIRECT CRITICISM MADE BY THOSE WHO HAVE ADDRESSED A COUNCIL MEMBER.

CURRENT EVENT SUMMARIES: PURSUANT TO A.R.S § 38-431-02 (K). THE MANAGER, MAYOR, OR ANY COUNCIL MEMBER MAY PRESENT A BRIEF SUMMARY OF CURRENT EVENTS WITHOUT LISTING IN THE AGENDA THE SPECIFIC MATTERS TO BE SUMMARIZED, PROVIDED THAT THE SUMMARY IS LISTED ON THE AGENDA AND THAT THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION AT THE MEETING ON ANY MATTER IN THE SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

4. **MAYOR'S REPORT:**
5. **COUNCIL REPORTS:**
6. **TOWN MANAGER'S REPORT: CURRENT EVENTS**

REGULAR AGENDA ITEMS

7. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY**
DISCUSSION ONLY.....COMMON COUNCIL
8. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNTY BOARD OF SUPERVISORS**
DISCUSSION ONLY.....COMMON COUNCIL
9. **APPROVE ADOPTION OF ORDINANCE 21-08-11 FOR PROPERTY TAX LEVY** Pages 4-6
DISCUSSION AND ACTION.....COMMON COUNCIL
10. **CONSIDERATION ON PURCHASING A REBUILT MOTOR GRADER**
DISCUSSION AND ACTION.....COMMON COUNCIL
11. **APPROVAL TO ADD TOWN CLERK ISABEL BLANCARTE AND COUNCILMEMBER JILL WEARNE AND/OR COUNCIL MEMBER ALEX BLAKE TO THE ACCOUNTS OF NATIONAL BANK OF ARIZONA**
DISCUSSION AND ACTION.....COMMON COUNCIL
12. **DATE AND TIME OF THE NEXT MEETING:**
DISCUSSION AND ACTION.....COMMON COUNCIL

13. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:

DISCUSSION ONLY.....COMMON COUNCIL

14. ADJOURNMENT:

DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

Agenda Items

ORDINANCE NO. 21-08-11

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF DUNCAN, ARIZONA, LEVYING UPON THE ASSESSED VALUATION OF THE PROPERTY WITHIN THE TOWN OF DUNCAN ARIZONA, SUBJECT TO TAXATION, A CERTAIN SUM UPON EACH ONE HUNDRED DOLLARS (\$100.00) OF ASSESSED VALUATION SUFFICIENT TO RAISE THE AMOUNT ESTIMATED TO BE REQUIRED IN THE ANNUAL BUDGET, LESS THE AMOUNT ESTIMATED TO BE RECEIVED FROM OTHER SOURCES OF REVENUE; PROVIDING FUNDS FOR GENERAL MUNICIPAL EXPENSES, ALL FOR THE FISCAL YEAR BEGINNING JULY 1, 2021 AND ENDING ON JUNE 30, 2022.

WHEREAS, the Mayor and Town Council of the Town of Duncan (the “Town Council”) is required by ARIZ. REV. STAT §§ 42-17151 and 42-17253 to adopt an annual tax levy based upon the rate to be assessed per each one hundred dollars (\$100.00) of valuation of real and personal property within the corporate limits of the Town of Duncan (the “Town”); and

WHEREAS, by the provisions of State Law, an ordinance levying the property taxes for fiscal year 2021-22 is required to be finally adopted on or before the third Monday in August and not less than fourteen days after a hearing on the tax levy is held; and

WHEREAS, the Town Council held a public hearing on the tax levy and adopted the Town’s annual budget by Resolution 21-07-06 on July 28, 2021; and

WHEREAS, the County of Greenlee is the assessing and collecting authority for the Town of Duncan, the Clerk is hereby directed to transmit a certified copy of this ordinance to the County Assessor and the Board of Supervisors of the County of Greenlee, Arizona.

NOW, THEREFORE, BE IT ORDAINED BY THE TOWN COUNCIL OF THE TOWN OF DUNCAN, as follows:

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

SECTION 2. There is hereby levied on each one hundred dollars (\$100.00) of assessed valuation of all property, both real and personal, within the corporate limits of the Town of Duncan, except such property as may be by law exempt from taxation, a primary property tax rate of \$ 0.9371 to be sufficient to raise the sum of \$14,226, for the fiscal year ending on June 30 2022 for the Town’s operations. If this tax rate exceeds the maximum levy allowed by law, the Board of Supervisors of the County of Greenlee is hereby authorized to reduce the levy to the maximum allowable by law after providing notice to the Town.

SECTION 3. Failure by the officials of Greenlee County, Arizona, to properly return the delinquent list, any irregularity in assessments or omissions in the same, or any irregularity in any proceedings shall not invalidate such proceedings or invalidate any title conveyed by any tax deed; failure or neglect of any officer or officers to timely perform any of the duties assigned to him or to them shall not invalidate any proceedings or any deed or sale pursuant thereto, the validity of the assessment or levy of taxes or of the judgment or sale by which the collection of the same may be enforced shall not affect the lien of the Town of Duncan upon such property for the delinquent taxes unpaid thereon, and no overcharge as to part of the taxes or of costs shall invalidate any proceedings for the collection of taxes or the foreclosure of the lien thereon or a sale of the property under such foreclosure; and all acts of officers de facto shall be valid as if performed by officers de jure.

SECTION 4. The Town Clerk is hereby authorized and directed to transmit a certified copy of this Ordinance to the Greenlee County Board of Supervisors.

SECTION 5. If any provision of this Ordinance is for any reason held by any court of competent jurisdiction to be unenforceable, such provision of portion hereof shall be deemed separate, distinct, and independent of all other provisions and such holding shall not affect the validity of the remaining portions of this Ordinance.

SECTION 6. The Mayor, the Town Manager, the Town Clerk, and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Ordinance.

SECTION 7: This ordinance shall be in full force and effect from and after its passage by the Council and approval by the Mayor.

PASSED AND ADOPTED by the Mayor and Council of the Town of Duncan, Arizona, on this 11th day of August, 2021.

FOR THE TOWN OF DUNCAN:

ATTESTED TO:

Anne Thurman, Mayor

Isabel Blancarte, Town Clerk

REVIEWED BY:

APPROVED AS TO FORM:

John Basteen, Town Manager

Pierce Coleman PLLC, Town Attorney

CERTIFICATION

I, Isabel Blancarte, the duly appointed Clerk of the Town of Duncan, do hereby certify that the above and foregoing Ordinance No. 21-08-11 was duly passed by the Mayor and Council of the Town of Duncan, at a regular meeting held on August 11, 2021, and that a quorum was present thereat and the roll call of the vote thereon was ____Ayes and Nays.

Isabel Blancarte, Town Clerk
Town of Duncan

REGULAR MEETING MINUTES

**REGULAR MEETING AGENDA
DUNCAN COMMON COUNCIL
MONDAY, JUNE 21 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

AS INDICATED IN THE AGENDA, THE COUNCIL MAY VOTE TO GO INTO EXECUTIVE SESSION, WHICH WILL NOT BE OPEN TO THE PUBLIC, TO DISCUSS CERTAIN MATTERS.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. **CONSENT AGENDA:** ALL ITEMS ON THE AGENDA MARKED WITH AN ASTERISK ARE CONSIDERED TO BE ROUTINE, NON-CONTROVERSIAL IN NATURE AND ARE GROUPED TOGETHER FOR A SINGLE VOTE WITHOUT COUNCIL DISCUSSION. THE CONSENT AGENDA IS A TIME SAVING DEVICE AND ANY MATTER ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED AS A REGULAR AGENDA ITEM UPON THE REQUEST OF A COUNCIL MEMBER
 1. **APPROVAL OF MAY 12, 2021 REGULAR MEETING MINUTES***
 2. **APPROVAL OF MAY 12, 2021 EXECUTIVE SESSION MEETING MINUTES***
 3. **APPROVAL OF MAY 25, 2021 SPECIAL MEETING MINUTES***
 4. **APPROVAL OF JUNE 11, 2021 WORKSHOP MEETING MINUTES***
 5. **APPROVAL OF MAY 2021 LAB REVENUE AND EXPENDITURE REPORT FOR TOWN OF DUNCAN LABORATORY ***
 6. **APPROVAL OF MAY 2021 TOWN EXPENDITURE REPORT***
 7. **APPROVAL OF PAYROLL MAY 2021***
 8. **APPROVAL OF INCOME REPORT MAY 2021***

2. **CALL TO THE PUBLIC:** THIS IS THE TIME FOR THE PUBLIC TO COMMENT. THOSE WISHING TO ADDRESS THE COUNCIL SHOULD FILL OUT A "REQUEST TO ADDRESS THE COUNCIL" FORM AND PRESENT IT TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING. THE MAYOR WILL RECOGNIZE THE PERSON WISHING TO SPEAK DURING THE CALL TO THE PUBLIC ITEM SHOWN ON THE AGENDA. EACH MEMBER OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK. THE COUNCIL IS PROHIBITED FROM DISCUSSING ITEMS THAT

ARE NOT ON THE AGENDA PURSUANT TO A.R.S. § 38-431-01(H). TAKEN AS A RESULT OF PUBLIC COMMENT WILL BE LIMITED TO DIRECTING STAFF TO STUDY THE MATTER, SCHEDULING THE MATTER FOR FURTHER CONSIDERATION AND DECISION ON A FUTURE AGENDA, OR RESPONDING TO DIRECT CRITICISM MADE BY THOSE WHO HAVE ADDRESSED A COUNCIL MEMBER.

CURRENT EVENT SUMMARIES: PURSUANT TO A.R.S § 38-431-02 (K). THE MANAGER, MAYOR, OR ANY COUNCIL MEMBER MAY PRESENT A BRIEF SUMMARY OF CURRENT EVENTS WITHOUT LISTING IN THE AGENDA THE SPECIFIC MATTERS TO BE SUMMARIZED, PROVIDED THAT THE SUMMARY IS LISTED ON THE AGENDA AND THAT THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION AT THE MEETING ON ANY MATTER IN THE SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

3. **MAYOR'S REPORT:**
4. **COUNCIL REPORTS:**
5. **TOWN MANAGER'S REPORT: CURRENT EVENTS**
6. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY**
DISCUSSION ONLY..... COMMON COUNCIL
7. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNT BOARD OF SUPERVISORS**
DISCUSSION ONLY..... COMMON COUNCIL
8. **CONSIDERATION OF APPROVAL FOR LETTER OF INTENT FOR VEREGY/MIDSTATE ENERGY. THE COUNCIL MAY DISCUSS THIS MATTER IN EXECUTIVE SESSION PURSUANT TO A.R.S § 38-431-03(A)(3) AND (4) FOR LEGAL ADVICE AND CONSULTATION OF CONTRACTS SUBJECT TO NEGOTIATIONS WITH THE TOWN ATTORNEY.**
DISCUSSION AND ACTION..... COMMON COUNCIL
9. **CONSIDERATION OF FORMING A SUBCOMMITTEE TO CREATEA JOB DESCRIPTION, AND SOLICIT AND REVIEW APPLICATIONS FOR TOWN MANAGER POSITION**
DISCUSSION AND ACTION..... COMMON COUNCIL
10. **UPDATE FROM PAT WALKER FOR THE TOWN BUDGET FY2022**
DISCUSSION AND ACTION..... COMMON COUNCIL
11. **REMAINING BALANCE OF USDA LOANS LOAN NO. 91-01 AND LOAN NO. 91-04**
DISCUSSION AND ACTION..... COMMON COUNCIL
12. **CONSIDERATION AND APPROVAL OF MEMBERSHIP AGREEMENT TO JOIN 1GPA**
DISCUSSION AND ACTION..... COMMON COUNCIL
13. **Acceptance of Cindy Nichols resignation as Town Clerk**

DISCUSSION AND ACTION.....COMMON COUNCIL

- 14. Removal of Cindy Nichols, and appointment of Isabel Blancarte, as authorized agent for Town bank account

DISCUSSION AND ACTION.....COMMON COUNCIL

- 15. CONSIDERATION AND APPOINTMENT OF BILLING CLERK AS TOWN CLERK. THE COUNCIL MAY DISCUSS THIS MATTER IN EXECUTIVE SESSION PURSUANT TO A.R.S § 38-431-03(1) AND (3) TO DISCUSS AND CONSIDER THE APPOINTMENT OF TOWN CLERK AND RECEIVE LEGAL ADVICE PERTAINING TO THE APPOINTMENT.

DISCUSSION AND ACTION.....COMMON COUNCIL

- 16. CONSIDERATION OF DATE AND TIME OF THE NEXT MEETING:

DISCUSSION AND ACTION.....COMMON COUNCIL

- 17. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:

DISCUSSION ONLY.....COMMON COUNCIL

- 18. ADJOURNMENT:

DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

**REGULAR MEETING MINUTES
DUNCAN COMMON COUNCIL
MONDAY, JUNE 21, 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER: MAYOR THURMAN CALLED THE TO ORDER AT 5:00 PM.

ROLL CALL: COUNCILMEMBER ALEX BLAKE, VICE-MAYOR VALERIE SMITH, MAYOR ANNE THURMAN, TOWN MANAGER JOHN BASTEEN, JR. ARE PRESENT. COUNCILMEMBER DEBORAH MENDELSON AND COUNCILMEMBER JILL WEARNE WILL BE PRESENT VIA ZOOM. TOWN ATTORNEY CHRISTINA ESTES-WERTHER IS PRESENT BY PHONE. QUORUM PRESENT.

PLEDGE: LED BY MAYOR THURMAN.

PRAYER: LED BY MAYOR THURMAN.

1. CONSENT AGENDA:

ON THE NEXT AGENDA, THE EXECUTIVE MINUTES WILL BE MOVED TO THE NEXT MEETING. COUNCILMEMBER BLAKE MADE A MOTION TO MOVE ITEM #2 ON THE CONSENT AGENDA BE MOVED TO THE NEXT MEETING TO REVIEW IT. VICE-MAYOR SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

COUNCILMEMBER DEBORAH MENDELSON MADE A MOTION TO ACCEPT THE CONSENT AGENDA. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

2. CALL TO THE PUBLIC: DUSTIE ROBINETTE WOULD LIKE TO TALK ABOUT VEREGY. MOVED TO ITEM #8

3. MAYOR'S REPORT: MAYOR THURMAN HAS BEEN IN TOWN HALL TO REVIEW PREVIOUS MINUTES FOR THE WATER LOAN.

4. COUNCIL REPORTS:

COUNCILMEMBER MENDELSON HAD NOTHING TO REPORT
COUNCILMEMBER WEARNE HAD NOTHING TO REPORT.
VICE-MAYOR VALERIE SMITH HAD NOTHING TO REPORT.
COUNCILMEMBER BLAKE SAID THEY MET WITH SEAGO AND UNITED WAY.

5. TOWN MANAGER'S REPORT: CURRENT EVENTS

CREW HAS BEEN WORKING ON SEWER LINES ON FAIRGROUNDS AND WILKINS ROAD. WILL BE MEETING WITH THE GROUP FOR THE CULTURE RESOURCES FOR CDBG. THEY HAVE BEEN WORKING ON CLEANING THE WEEDS UP.

6. DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY

THERE WAS NO REPRESENTATIVE PRESENT.

7. DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNT BOARD OF SUPERVISORS

THERE WAS NO REPRESENTATIVE PRESENT.

8. CONSIDERATION OF APPROVAL FOR LETTER OF INTENT FOR VEREGY/MIDSTATE ENERGY. THE COUNCIL MAY DISCUSS THIS MATTER IN EXECUTIVE SESSION PURSUANT TO A.R.S § 38-431-03(A)(3) AND (4) FOR LEGAL ADVICE AND CONSULTATION OF CONTRACTS SUBJECT TO NEGOTIATIONS WITH THE TOWN ATTORNEY.

DUSTIE ROBINETTE SAID SHE WOULD LIKE TO PUBLICLY SPEAK ABOUT VEREGY AND FEELS THEY HAVEN'T REALLY GOTTEN A GOOD HANDLE ON EACH SPECIFIC AND HOW MUCH THEY WILL BE. SHE SAID SHE DOESN'T THINK IT IS ADVISABLE TO DECOMMISSION THE WELLS OUT AT HUNTER. ESPECIALLY WITH ALL THE LEGALITY ON THE WELLS. SHE DOESN'T REALLY BELIEVE THE METERS WILL LAST THE 20 YEARS. SHE SAID REALISTICALLY WILL THEY BE ABLE TO MAINTENANCE THE METERS ONCE CHANGED. THE CHALLENGE WITH THE ELECTRICAL CHARGES IS IT'S A FIXED CHARGE. THEY SHOULD GET WITH DUNCAN ELECTRIC COMPANY AND TALK ABOUT THOSE.

COUNCILMEMBER BLAKE MADE A MOTION TO GO INTO EXECUTIVE SESSION INTO THE OTHER ROOM. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

VICE-MAYOR SMITH MADE A MOTION TO APPROVE LETTER OF INTENT FOR VEREGY/MIDSTATE ENERGY. COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.

9. CONSIDERATION OF FORMING A SUBCOMMITTEE TO CREATEA JOB DESCRIPTION, AND SOLICIT AND REVIEW APPLICATIONS FOR TOWN MANAGER POSITION

IN THE WORK SHOP THEY DECIDED ON A LETTER OF INTENT FOR ANYONE INTERESTED IN BEING ON THE COMMITTEE. IT WAS DECIDED TWO COUNCILMEMBERS, ONE RESIDENT, ONE BUSINESS OWNER, AND ONE EMPLOYEE WOULD MAKE UP THE COMMITTEE. COUNCIL SHOULD HAVE THE CRITERIA FOR THE PROFILE BASED ON THE LEAGUE OF ARIZONA CITIES AND TOWNS INFORMATION. COUNCILMEMBER MENDELSON SHE WOULD LIKE THE COMMITTEE DRAW UP A JOB DESCRIPTION FOR REVIEW. MAYOR THURMAN AGREES WITH THAT AND THE COMMITTEE DO THE DESCRIPTION AND PROFILE. THEY CAN MOVE FORWARD FOR INDIVIDUALD TO SUBMIT THE LETTERS. TOWN ATTORNEY SAID IT WOULD BE UP TO THE COUNCIL WHEN THEY WOULD LIKE THEM TO HAVE THE TIMELINE SET. COUNCIL DISCUSSED WHICH DATE WOULD WORK BEST. THEY ARE NOT EVEN AT STEP ONE. VICE-MAYOR THOUGHT THIS WAS STEP ONE.

COUNCILMEMBER BLAKE SAID THEY COULD CREATE THE SUBCOMMITTEE AND THEY COULD SUBMIT THE CRITERIA TO THE SUBCOMMITTEE AND THEY WILL HAVE TO DEBATE IT.

COUNCILMEMBER MENDELSON WOULD LIKE TO NOMINATE VICE-MAYOR SMITH AND COUNCILMEMBER BLAKE TO SERVE IN THE TWO SEATS. **COUNCILMEMBER MENDELSON MADE A MOTION TO VICE-MAYOR SMITH AND COUNCILMEMBER BLAKE SERVE AS THE COUNCIL REPRESENTATIVES ON THE SEARCH COMMITTEE FOR TOWN MANAGER. MAYOR THURMAN SECONDED. ALL IN FAVOR. MOTION CARRIED.**

TO SOLICIT FOR LETTERS DOES NOT HAVE TO BE FORMAL JUST POSTED ON THE WEBSITE AND THE TOWN FACEBOOK PAGE. LETTERS NEED TO BE TURNED IN BY JULY 1, 2021. THEY WILL DRAW A RESOLUTION CREATING THE SUBCOMMITTEE.

10. UPDATE FROM PAT WALKER FOR THE TOWN BUDGET FY2022

COUNCILMEMBER MENDELSON ASKED IF PAT IS WORKING FOR THE TOWN NOW AND DOES SHE HAVE THE ACCESS. MAYOR THURMAN SAID THEY SIGNED EVERYTHING, THEY HAVE A SCOPE OF WORK, AND THEY EMAILED EVERYTHING THAT HAS BEEN REQUESTED. MANAGER BASTEEN SAID HE WILL GET A HOLD OF MS. WALKER, THAT WAS THE ONLY THING THAT WAS ASKED OF HIM WAS TO SIGN THE SCOPE OF WORK AND HE HASN'T BEEN CONTACTED FOR ANY INFORMATION. HE WILL GIVE HER A CALL IN THE MORNING. VICE-MAYOR SMITH MADE A MOTION TO TABLE THE UPDATE FROM PAT WALKER UNTIL THE NEXT MEETING COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED

11. REMAINING BALANCE OF USDA LOANS LOAN NO. 91-01 AND LOAN NO. 91-04

MAYOR THURMAN SAID SHE DID FIND PAPERWORK FOR THE LOAN. SHE HASN'T BEEN ABLE TO REALLY RESEARCH ALL OF IT. SHE WOULD REALLY LIKE TO BE ABLE TO FULLY LOOK AT IT. PAT WALKER SAID SHE WOULD BE ABLE TO HELP AND THEY WILL SCAN THE INFORMATION TO HER. MANAGER BASTEEN SAID HE CONTACTED USDA AND THEY NEEDED A LETTER FROM THE TOWN TO SEND INFORMATION ON THE LOAN. THEY DO ONE PAYMENT FOR THE PRINCIPLE AND ONE FOR THE INTEREST. VICE-MAYOR SMITH SAID HER MAIN CONCERN IS THERE WAS NO LEVY PUT ON THE LOAN. SHE SAID IT'S NICE TO SEE THE UPDATE. COUNCILMEMBER MENDELSON SAID SHE HAS BEEN IN CONTACT WITH THE FIELD DIRECT OF THE OFFICE OF CONGRESSMEN O'HALLORAN AND THEY ARE PUTTING TOGETHER A MEETING WITH SENIOR AID IN WASHINGTON. SHE'S WORKING HARD TO GET THAT FINALIZED. THE FIELD DIRECTOR WAS EAGER TO HELP TO SEE IF IT COULD BE PARTIALLY OR COMPLETELY FORGIVEN OR RESTRUCTURED IN ANYWAY.

12. CONSIDERATION AND APPROVAL OF MEMBERSHIP AGREEMENT TO JOIN 1GPA

COUNCIL LOOKED OVER THE AGREEMENT AND DIDN'T HAVE ANYTHING THEY WANTED TO ADD. COUNCILMEMBER BLAKE MADE A MOTION TO APPROVE MEMBERSHIP AGREEMENT TO JOIN 1GPA FOR THE TOWN OF DUNCAN AND HAVE THE MANAGER COMPLETE THAT PROCESS AS SOON AS POSSIBLE. MAYOR THURMAN SECONDED. ALL IN FAVOR. MOTION CARRIED.

13. ACCEPTANCE OF CINDY NICHOLS RESIGNATION AS TOWN CLERK

MAYOR THURMAN APPRECIATES ALL THE YEARS OF SERVICES MS. NICHOLS HAS PROVIDED FOR THE TOWN. SHE WOULD LIKE TO PUBLICLY THANK HER. VICE-MAYOR SMITH WOULD LIKE TO THANK HER AND APPRECIATES HER. COUNCILMEMBER BLAKE IS GRATEFUL FOR HER MANY YEARS OF SERVICE FOR THE TOWN. THE LOSS OF KNOWLEDGE WILL BE FELT. HE WISHES HER RELAXATION. COUNCILMEMBER MENDELSON SAID SHE ENJOYED KNOWING AND WORKING WITH CINDY. SHE'D LIKE TO THANK HER FOR ALL OF HER GOOD WORK OVER THE YEARS. COUNCILMEMBER WEARNE WOULD LIKE TO THANK HER FOR HER SERVICES AND HOPES SHE ENJOYS RETIREMENT. MAYOR THURMAN MADE A MOTION TO ACCEPTANCE RESIGNATION OF CINDY NICHOLS AS TOWN CLERK. COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.

- 14. REMOVAL OF CINDY NICHOLS, AND APPOINTMENT OF ISABEL BLANCARTE, AS AUTHORIZED AGENT FOR TOWN BANK ACCOUNT**
MAYOR THURMAN SAID SHE HAD BEEN AT TOWN HALL THIS WEEK AND WAS ABLE TO SIGN CHECKS. MS. BLANCARTE WAS NOT AUTHORIZED. VICE-MAYOR SMITH MADE A MOTION TO REMOVE OF CINDY NICHOLS, AND APPOINTMENT OF ISABEL BLANCARTE, AS AUTHORIZED AGENT FOR TOWN BANK ACCOUNT COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.
- 15. CONSIDERATION AND APPOINTMENT OF BILLING CLERK AS TOWN CLERK. THE COUNCIL MAY DISCUSS THIS MATTER IN EXECUTIVE SESSION PURSUANT TO A.R.S § 38-431-03(1) AND (3) TO DISCUSS AND CONSIDER THE APPOINTMENT OF TOWN CLERK AND RECEIVE LEGAL ADVICE PERTAINING TO THE APPOINTMENT**

COUNCILMEMBER BLAKE MADE A MOTION TO ADJOURN INTO EXECUTIVE SESSION INTO THE OTHER ROOM TO DISCUSS ITEM #15. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

VICE-MAYOR SMITH MADE A MOTION TO APPOINTMENT OF BILLING CLERK AS TOWN CLERK. COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.
- 16. CONSIDERATION OF DATE AND TIME OF THE NEXT MEETING:** THE NEXT MEETING IS A SPECIAL MEETING SCHEDULED FOR THURSDAY, JULY 2ND AT 11:00 AM.
- 17. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:** Resolution, Budget, Hiring Committee
- 18. ADJOURNMENT:** COUNCILMEMBER BLAKE MADE A MOTION TO ADJOURN. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE REGULAR MEETING MINUTES OF THE DUNCAN TOWN COUNCIL HELD ON THE 21ST DAY OF JUNE, 2021. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND HELD AND THAT A QUORUM WAS PRESENT.

DATED THIS 7th DAY OF AUGUST, 2021.

ISABEL BLANCARTE, TOWN CLERK

Regular Meeting

21-Jun-21

	Name	Organization	Phone
1	Bob Hey	Bob's High Desert Park	575-358-2422
2	Dwaine Robinson	Towner County	909-908-4622
3			
4			
5			
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Call to the Public

**Town of Duncan
Duncan Town Council Meeting**

Name Dustin Robinette
Address # 97 Campbell
Phone Number 909 208-4622
Topic to be addressed Item #8
Veregy

ADMIPC01

ADPS

OPR ID V02005

INQUIRY CODE PC

COMMUNITY PROGRAM PAYOFF BALANCE BY LOAN

06/16/21

16:01:46

CASE NUMBER 02 006 [REDACTED] 3431 NAME DUNCAN, TOWN OF

FUND CODE 9120 PAYOFF DATE 06/16/21 TYPE ASSOC CODE 5

LOAN NUMBER 01 DATE OF LOAN 04/13/00 BOND CODE 2

SUSPEND CODE 0 DATE LAST PAYMENT 01/04/21

INTEREST RATE 4.5000 DATE LAST NONCASH CR 00/00/00

FLAG

----- LOAN ----- ADVANCE ----- TOTAL -----

AMOUNT 725,000.00 725,000.00

DAILY ACCRUAL 61.1604 61.1604

UNPAID PRINCIPAL 496,079.00 496,079.00

UNPAID INTEREST 10,290.58 10,290.58

PAYOFF AMOUNT 506,369.58 506,369.58

SCREEN CDE: PC SELECTION ID: 02 006 [REDACTED] 3431 LOAN: 01 ACCRUAL DTE: 061621
PRESS SHFT & F10 FOR FUNCTION KEY HELP (ALT & PF22 ON ADM OR CTRL & F2 ON GRD)

ADMIPC01

ADPS

OPR ID V02005

INCENTIVE CODE PC

COMMUNITY PROGRAM PAYOFF BALANCE BY LOAN

06/16/21

5:52:21

CASE NUMBER 02 006 [REDACTED] 3431 NAME DUNCAN, TOWN OF
 FUND CODE 9120 PAYOFF DATE 06/16/21 TYPE ASSOC CODE 5

LOAN NUMBER 04 DATE OF LOAN 04/13/00 BOND CODE 2
 SUSPEND CODE 0 DATE LAST PAYMENT 01/04/21
 INTEREST RATE 4.5000 DATE LAST NONCASH CR 00/00/00
 FLAG

	LOAN	ADVANCE	TOTAL
AMOUNT	75,000.00		75,000.00
DAILY ACCRUAL	6.3268		6.3268
UNPAID PRINCIPAL	51,317.00		51,317.00
UNPAID INTEREST	1,064.34		1,064.34
PAYOFF AMOUNT	52,381.34		52,381.34

SCREEN CDE: PC SELECTION ID: 02 006 [REDACTED] 3431 LOAN: 04 ACCRUAL DTE: 061621
 PRESS SHFT & F10 FOR FUNCTION KEY HELP (ALT & PF22 ON ADM OR CTRL & F2 ON GRD)

LETTER OF INTENT
Between
The Town of Duncan and Veregy

This Letter of Intent (LOI) dated June 21, 2021 expresses the intention of the Town of Duncan ("Town") to enter into an agreement with Veregy for purposes of structuring, organizing and setting forth the terms for the implementation of a project for mechanical and electrical system improvements in various town facilities and infrastructure, lighting improvements, street lighting upgrades, building envelope improvements, temperature control improvements, automated water metering system, water conservation improvements, and waste water/water system improvements.

The Town and Veregy (collectively known as "Parties") acknowledge that this LOI is non-binding and is only an expression of the basic terms and conditions to be incorporated into one or more agreements that must be approved at a properly noticed Town Council meeting. The Parties shall not be bound unless and until they mutually approve and execute the agreements, in form and content satisfactory to each Party and its counsel in their sole discretion. This LOI supersedes all prior written or verbal agreements between the Parties regarding this subject matter.

This LOI reflects the general terms and conditions which may form the basis for the agreements necessary to finalize the project.

ASSISTANCE WITH PROCURING PROJECT FUNDING

- Veregy provides the Town with a funding program that will include grants, rebates, principal forgiveness, and possible water/wastewater rate increases.
- The Town applies for these funding opportunities in compliance with federal, state, and local laws.

CONTRACT DEVELOPMENT

- Veregy provides an implementation agreement that outlines the next phase of development, including the In Depth Engineering and Contract Development and payment terms for Veregy's work to-date, not to exceed \$82,324, if the Town determines it will not move forward with the project or the Town receives insufficient funding for the project.
- Upon approval of the implementation agreement, the Town agrees to negotiate solely with Veregy for this energy savings performance contract.

PROPOSED SCOPE OF WORK

- Veregy's proposed scope of work includes the following:

Water System Upgrades

1. De-commission Hunter Wells to reduce water distribution system pipe scaling.
2. Replace poly tanks with a 100 K gal, 34 ft high glass fused, bolted tank.
3. Install hydropneumatics tank and pumps for upper Hunter pressure zone (and Elementary School).
4. Provide pipe and money for Town workers to connect Duncan proper and Hunter water systems.
5. Install low cost Supervisory Control and Data Acquisition (SCADA) system for Riverside wells, new Hunter tank, and wastewater treatment plan.
6. Install Automatic Meter Reading (AMR) water meter reading system, repair meter boxes and lids.
7. Install water softener at Riverside wells.
8. Budget for various work (pain hydro tanks, fix tank level indicators, new booster controls).

Wastewater System Upgrades

1. Retro-commission wastewater treatment plant with recycle pumps and bio-separator in lagoon 2.
2. Replace 37-year old electric system with new stainless steel switchgear and control cabinets.
3. Install 100 to 180 kW of PV solar at wastewater treatment plan to qualify for the Green Project Reserve.

Building Upgrades

1. Replace older condensing units with R-22 at Town buildings.
 2. Replace doors, windows, and roof at Town Hall.
 3. Install LED lamps and fixtures at all Town buildings.
 4. Provide long life LED lamps (50 K hrs) for Town decorative streetlight fixtures.
 5. Replace Duncan Valley Electric Cooperative streetlight fixtures with long life (150 K hrs) LED light fixtures.
- Town understands that the scope of work is a proposal and final terms will be outlined in the subsequent agreements and the financing for the project is dependent on the amount awarded from grants and related funding measures.

TOWN OF DUNCAN

Attested to:

Mayor Anne Thurman

Isabel Blancarte, Acting Town Clerk

Reviewed by:

Approved as to Form:

John Basteen, Town Manager

Christina Estes-Werther, Town Attorney

Membership Agreement

- This Agreement is entered on 6/21/2021, between the 1 Governmental Procurement Alliance (1GPA), on behalf of its lead government agencies, as identified in Exhibit A ("Lead Agencies" and individually a "Lead Agency") and:
- By executing this Agreement, governmental entities and agencies, eligible school districts, charter schools, colleges, universities, tribes, cities, counties, all other public entities, and nonprofit organizations may participate in any bid or proposal issued by 1GPA on behalf of one or more of the Lead Agencies identified in Exhibit A. If Participating Entity is a governmental entity, this Agreement shall constitute an interlocal or intergovernmental agreement between Participating Entity and the Lead Agencies identified in Exhibit A. As permitted by law, 1GPA has designated by said Lead Agencies as the administrator of the purchasing cooperative sponsored by the Lead Agencies, and has been delegated authority by the Lead Agencies to execute interlocal or intergovernmental agreements on behalf of the governing bodies of the Lead Agencies.

In consideration of the mutual promises contained in this Agreement and the mutual benefits to result therefrom, the parties agree as follows:

1. The specifications, terms, and conditions for products, materials and services to be purchased under this cooperative shall be determined by

1GPA, or as requested by a Lead Agency.

2. 1GPA shall conduct all procurement in strict accordance with the procurement laws applicable to the Lead Agency sponsoring the particular procurement.

3. The Participating Entity shall:

1. a. Insure that purchase orders issued against 1GPA contracts are in accordance with terms and prices established in the 1GPA contract.

2. b. The Participating Entity shall provide 1GPA with a copy of any purchase order based on a 1GPA contract, at the time the purchase order is issued. Purchase orders may be faxed or emailed (see contact information below).

3. c. Make timely payment to the contractor for all products, materials, and services in accordance with the terms and conditions of the 1GPA contract, or other payment arrangements negotiated between the Participating Entity and the 1GPA vendor. Payment, inspection and acceptance of

products, materials, and services ordered by the eligible school district or public entity shall be the exclusive obligation of the Participating Entity.

- d. Be responsible for the ordering of materials or services under this Agreement. 1GPA shall not be liable in any fashion for any violation by Participating Entity of the terms of this Agreement, and the Participating Entity shall hold 1GPA harmless, to the extent permitted by law, from any liability which may arise from the acts or omissions of the Participating Entity relating to this Agreement or its subject matter.
 - e. Be responsible for compliance with applicable state or federal laws in determining which goods and services Participating Entity may lawfully procure through a government purchasing cooperative, and shall further be responsible for taking all actions required under applicable state or federal law in connection with the use of interlocal cooperation agreements and purchasing cooperatives.
4. The exercise of any rights or remedies by the Participating Entity shall be the exclusive obligation of Participating Entity; however, 1GPA, as the contract administrator, may, but shall not be obligated to unless required by applicable law, join in the resolution of any dispute between Participating

Entity and a 1GPA vendor. Failure of the Participating Entity to secure performance from the 1GPA vendor in accordance with the terms and conditions of any issued purchase order does not necessarily require 1GPA to exercise its own rights and remedies.

5. 1GPA may terminate this Agreement immediately, upon written notice, if the Participating Entity fails to comply with the terms of this Agreement, applicable state or federal law, or any provision of a 1GPA contract that is binding on Participating Entity.
6. The Participating Entity may terminate this Agreement immediately, upon written notice, if 1GPA fails to comply with the terms of this Agreement.
7. This Agreement shall take effect upon execution by the parties and shall continue until it is terminated in accordance with its terms. This Agreement supersedes any and all previous purchase agreements.
8. Except as provided in paragraphs 5 and 6, either party may terminate this Agreement with at least thirty (30) days written notice to the other party.
9. There shall be no charge to the Participating Entity for membership in 1GPA.

IN WITNESS WHEREOF, the parties of this Agreement have caused their names to be
affixed hereto.



Government Procurement Alliance

Exhibit A

Lead Agencies

Arizona

Paradise Valley Unified School District
15002 N. 32nd Street
Phoenix, AZ 85032
602.449.2071

Pinal County ESA
75 N. Bailey
Florence, AZ 85132
520.450.4477

Scottsdale Unified School District
7575 E. Main Street
Scottsdale, AZ 85251
30.484.6154

Yavapai County Accommodation School District
6325 Baja Circle
Prescott Valley, AZ 86314
928.759.8126

Oregon

Portland Public Schools
501 N. Dixon Street
Portland, OR 97227
503.916.3315

Texas

Deer Park ISD
2800 Texas Ave.
Deer Park, TX 77536
832.668.7061

*** THE PARTIES AGREE AND ACKNOWLEDGE THAT THIS EXHIBIT A MAY BE SUPPLEMENTED OR AMENDED, FROM TIME TO TIME, AND WITHOUT NEED FOR WRITTEN CONTRACT AMENDMENT, AS NECESSARY TO ADD OR REMOVE THE NAMES OF ELIGIBLE LEAD AGENCIES

**SPECIAL AND REGULAR MEETING AGENDA
DUNCAN COMMON COUNCIL
WEDNESDAY, JULY 28 2021; 5:30 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

AS INDICATED IN THE AGENDA, THE COUNCIL MAY VOTE TO GO INTO EXECUTIVE SESSION, WHICH WILL NOT BE OPEN TO THE PUBLIC, TO DISCUSS CERTAIN MATTERS.

CALL TO ORDER - SPECIAL MEETING: COUNCIL WILL CONVENE INTO A SPECIAL MEETING PURSUANT TO A.R.S. § 42-17101 ET SEQ. FOR ADOPTION OF THE FINAL BUDGET.

ROLL CALL:

1. **PUBLIC HEARING:** COUNCIL WILL HOLD A PUBLIC HEARING FOR THE ADOPTION OF THE FY 2022. BUDGET. COUNCIL WILL OPEN THE PUBLIC HEARING, RECEIVE COMMENTS FROM THE PUBLIC, AND CLOSE THE PUBLIC HEARING. COMMON COUNCIL
2. **PRESENTATION AND RECOMMENDATIONS FROM PAT WALKER FOR THE TOWN'S FINANCES** DISCUSSION AND ACTION COMMON COUNCIL
3. **APPROVE RESOLUTION 21-07-08 ADOPTING A FY 2022 BUDGET** DISCUSSION AND ACTION COMMON COUNCIL
4. **ADJOURNMENT OF SPECIAL MEETING:** DISCUSSION AND ACTION COMMON COUNCIL

CALL TO ORDER - REGULAR MEETING: COUNCIL WILL CONVENE INTO A REGULAR MEETING.

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. **CONSENT AGENDA:** ALL ITEMS ON THE AGENDA MARKED WITH AN ASTERISK ARE CONSIDERED TO BE ROUTINE, NON-CONTROVERSIAL IN NATURE AND ARE GROUPED TOGETHER FOR A SINGLE VOTE WITHOUT COUNCIL DISCUSSION. THE CONSENT AGENDA IS A TIME SAVING DEVICE AND ANY MATTER ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED AS A REGULAR AGENDA ITEM UPON THE REQUEST OF A COUNCIL MEMBER

- a. **APPROVAL OF JUNE 2021 LAB REVENUE AND EXPENDITURE REPORT FOR TOWN OF DUNCAN LABORATORY ***
- b. **APPROVAL OF JUNE 2021 TOWN EXPENDITURE REPORT***
- c. **APPROVAL OF PAYROLL JUNE 2021***
- d. **APPROVAL OF INCOME REPORT JUNE 2021***

2. **CALL TO THE PUBLIC:** THIS IS THE TIME FOR THE PUBLIC TO COMMENT. THOSE WISHING TO ADDRESS THE COUNCIL SHOULD FILL OUT A "REQUEST TO ADDRESS THE COUNCIL" FORM AND PRESENT IT TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING. THE MAYOR WILL RECOGNIZE THE PERSON WISHING TO SPEAK DURING THE CALL TO THE PUBLIC ITEM SHOWN ON THE AGENDA. EACH MEMBER OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK. THE COUNCIL IS PROHIBITED FROM DISCUSSING ITEMS THAT ARE NOT ON THE AGENDA PURSUANT TO A.R.S. § 38-431-01(H). TAKEN AS A RESULT OF PUBLIC COMMENT WILL BE LIMITED TO DIRECTING STAFF TO STUDY THE MATTER, SCHEDULING THE MATTER FOR FURTHER CONSIDERATION AND DECISION ON A FUTURE AGENDA, OR RESPONDING TO DIRECT CRITICISM MADE BY THOSE WHO HAVE ADDRESSED A COUNCIL MEMBER.

3. **CURRENT EVENT SUMMARIES:** PURSUANT TO A.R.S § 38-431-02 (K). THE MANAGER, MAYOR, OR ANY COUNCIL MEMBER MAY PRESENT A BRIEF SUMMARY OF CURRENT EVENTS WITHOUT LISTING IN THE AGENDA THE SPECIFIC MATTERS TO BE SUMMARIZED, PROVIDED THAT THE SUMMARY IS LISTED ON THE AGENDA AND THAT THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION AT THE MEETING ON ANY MATTER IN THE SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

4. **MAYOR'S REPORT:**

5. **COUNCIL REPORTS:**

6. **TOWN MANAGER'S REPORT: CURRENT EVENTS**

7. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY**
DISCUSSION ONLY.....COMMON COUNCIL

8. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNTY BOARD OF SUPERVISORS**
DISCUSSION ONLY.....COMMON COUNCIL

9. **PRESENTATION ON TOWN'S HEALTH INSURANCE BY NELSON HARRIS**
DISCUSSION AND ACTION.....COMMON COUNCIL

10. CONSIDERATION OF OPTIONS OF PURCHASING OR CONTRACTING SERVICES FOR TOWN GRADER:

DISCUSSION AND ACTION..... COMMON COUNCIL

11. DATE AND TIME OF THE NEXT MEETING:

DISCUSSION AND ACTION..... COMMON COUNCIL

12. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:

DISCUSSION ONLY..... COMMON COUNCIL

13. ADJOURNMENT:

DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

**SPECIAL MEETING MINUTES
DUNCAN COMMON COUNCIL
FRIDAY, JULY 2, 2021; 11:00 AM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER: MAYOR THURMAN CALLED THE MEETING TO ORDER.

ROLL CALL: COUNCILMEMBER ALEX BLAKE, COUNCILMEMBER DEBORAH MENDELSON, COUNCILMEMBER JILL WEARNE, MAYOR ANNE THURMAN, AND TOWN MANAGER JOHN BASTEEN JR. ARE PRESENT. VICE-MAYOR SMITH PRESENT VIA ZOOM. TOWN ATTORNEY CHRISTINA ESTES-WERTHER PRESENT VIA PHONE. QUORUM PRESENT.

PLEDGE OF ALLEGIANCE: LED BY MAYOR ANNE THURMAN.

OPENING PRAYER: LED BY MAYOR ANNE THURMAN.

1. PAT WALKER FOR THE TENTATIVE TOWN BUDGET FY2022

COUNCILMEMBER MENDELSON SAID PAT WALKER WAS HAVING ISSUES GETTING INTO THE SERVER. AT THIS TIME, THEY DO NOT HAVE A REPORT BECAUSE OF SAID ISSUES. THEY WILL MEET EARLIER IN THE WEEK TO STAY ON SCHEDULE. IT WILL BE MOVED TO TUESDAY, JULY 6, 2021 AT 4 PM. COUNCILMEMBER MENDELSON MADE A MOTION TO TABLE THIS ITEM. COUNCILMEMBER BLAKE SECONDED. ALL FAVORED. MOTION CARRIED.

2. CONSIDERATION OF APPROVAL OF RESOLUTION NO 21-07-02 FOR THE HIRING COMMITTEE

MAYOR THURMAN READ RESOLUTION NO 21-07-02. COUNCILMEMBER MENDELSON MADE A MOTION TO APPROVE RESOLUTION NO 21-07-02 COUNCILMEMBER BLAKE SECONDED. ALL FAVORED. MOTION CARRIED.

TWO LETTERS WERE RECEIVED FOR THE COMMITTEE AND ONE EMPLOYEE, JT MAHER, WHO IS AN EMPLOYEE SHOWED INTEREST IN BEING ON THE COMMITTEE.

3. ADJOURNMENT: COUNCILMEMBER WEARNE MADE A MOTION TO ADJOURN. COUNCILMEMBER MENDELSON SECONDED. ALL FAVORED. MOTION CARRIED.

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE SPECIAL MEETING MINUTES OF THE DUNCAN TOWN COUNCIL HELD ON THE 2ND DAY OF JULY, 2021. I FURTHER CERTIFY THAT THE MEETING WAS CALLED AND HELD AND THAT A QUORUM WAS PRESENT.

DATED THIS 7TH DAY OF AUGUST, 2021.

ISABEL BLANCARTE, TOWN CLERK

**SPECIAL MEETING AGENDA
DUNCAN COMMON COUNCIL
Tuesday, JULY 6, 2021; 4:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

AS INDICATED IN THE AGENDA, THE COUNCIL MAY VOTE TO GO INTO EXECUTIVE SESSION, WHICH WILL NOT BE OPEN TO THE PUBLIC, TO DISCUSS CERTAIN MATTERS.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

- 1. PRESENTATION AND RECOMMENDATIONS FROM PAT WALKER FOR THE TOWN BUDGET FY2022:**
DISCUSSION AND ACTION.....COMMON COUNCIL

- 2. ADOPTION OF THE TENTATIVE BUDGET FY2022:**
DISCUSSION AND ACTION.....COMMON COUNCIL

- 3. ADJOURNMENT:**
DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

**SPECIAL MEETING MINUTES
DUNCAN COMMON COUNCIL
FRIDAY, JULY 6, 2021; 4:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER: MAYOR THURMAN CALLED THE MEETING TO ORDER.

ROLL CALL: COUNCILMEMBER ALEX BLAKE, COUNCILMEMBER DEBORAH MENDELSON, COUNCILMEMBER JILL WEARNE, MAYOR ANNE THURMAN, AND TOWN MANAGER JOHN BASTEEN JR. ARE PRESENT. VICE-MAYOR SMITH IS ABSENT. QUORUM PRESENT.

PLEDGE OF ALLEGIANCE: LED BY MAYOR ANNE THURMAN.

OPENING PRAYER: LED BY MAYOR ANNE THURMAN.

1. PAT WALKER FOR THE TENTATIVE TOWN BUDGET FY2022

PAT WALKER SENT MAYOR THURMAN AN EMAIL AND MAYOR THURMAN READ THE EMAIL TO THE COUNCIL. THEY ARE JUST LOOKING AT SCHEDULE A. THEY ARE DISCUSSING WHEN IT NEEDS TO BE IN FOR PUBLICATION FOR PUBLIC NOTICE. THEY NEED TO DETERMINE THE DATES TO HAVE THE FINAL BUDGET MEETING AND PUBLIC HEARING. THEY WILL BE MOVING THE REGULAR MEETING FROM JULY 8, 2021 TO JULY 28, 2021 AT 6PM WITH THE PUBLIC HEARING AT 5:30 PM with July 27, 2021 as a fall back.

COUNCILMEMBER MENDELSON MADE A MOTION TO TABLE AGENDA ITEM #1 PRESENTATION OF RECOMMENDATION FROM PAT WALKER FOR THE TENTATIVE TOWN BUDGET FY2022 . COUNCILMEMBER BLAKE SECONDED. ALL FAVORED. MOTION CARRIED.

MANAGER BASTEEN WILL TALK WITH PAT WALKER AND SEE IF THEY HAVE TO ADD SOMETHING, BUT IT IS NOT EXPECTED TO CHANGE MUCH. QUESTION ON WHAT THEY ARE ADOPTING AND IS IT THE \$10,000,000.00 AMOUNT? THEY ARE LOOKING AT EXPECTED REVENUES COMPARED TO LAST FISCAL YEAR. WHERE DOES THE DONATIONS GO TO? WHICH ORGANIZATIONS? THE NEW RECOVERY FUNDS IS UNDER SPECIAL REVENUE. THEY WILL ASK PAT IF THEY COULD CHANGE THE AMOUNT IF NEEDED. THEY DO NOT HAVE AN EXACT FIGURE FOR THE EMPLOYEE HEALTH CARE.

2. ADOPTION OF THE TENTATIVE BUDGET FY2022:

COUNCILMEMBER BLAKE MADE A MOTION TO ADOPT THE TENTATIVE TOWN BUDGET OF 10,667,373 AS LISTED IN FRONT OF THEM ON SCHEDULE A FOR FY2022 . COUNCILMEMBER WEARNE SECONDED. ALL FAVORED. MOTION CARRIED.

3. ADJOURNMENT:

COUNCILMEMBER WEARNE MADE A MOTION TO ADJOURN. COUNCILMEMBER MENDELSON SECONDED. ALL FAVORED. MOTION CARRIED.

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE SPECIAL MEETING MINUTES OF THE DUNCAN TOWN COUNCIL HELD ON THE 6ND DAY OF JULY, 2021. I FURTHER CERTIFY THAT THE MEETING WAS CALLED AND HELD AND THAT A QUORUM WAS PRESENT.

DATED THIS 5TH DAY OF AUGUST, 2021.

ISABEL BLANCARTE, TOWN CLERK

Lab Revenue & Expenditures

Report Criteria:

Actual amounts

All accounts

Account.Account number = "31664000"."31669900"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance	
31-66-4000 Miscellaneous						
		07/01/2021 (00/21) Balance			.00	
		07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
31-66-5000 Trip Charge						
		07/01/2021 (00/21) Balance			.00	
CR	12	Trip Charges		50.00-		
		07/31/2021 (07/21) Period Totals and Balance	.00 *	50.00- *	50.00-	
YTD Encumbrance	.00	YTD Actual	50.00- Total	50.00- YTD Budget	.00 Unearned	50.00-
31-66-5100 Hardness Test						
		07/01/2021 (00/21) Balance			.00	
		07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
31-66-5200 HA55 Testing						
		07/01/2021 (00/21) Balance			.00	
		07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
31-66-6000 Bac T Sample Fees						
		07/01/2021 (00/21) Balance			.00	
CR	13	Bac-T		185.00-		
CR	36	Bac-T		350.00-		
CR	41	Bac-T		70.00-		
CR	68	Bac-T		150.00-		
		07/31/2021 (07/21) Period Totals and Balance	.00 *	755.00- *	755.00-	
YTD Encumbrance	.00	YTD Actual	755.00- Total	755.00- YTD Budget	.00 Unearned	755.00-
31-66-7000 Chorine Residuals						
		07/01/2021 (00/21) Balance			.00	
		07/31/2021 (07/21) Period Totals and Balance	.00 *	.00 *	.00	
YTD Encumbrance	.00	YTD Actual	.00 Total	.00 YTD Budget	.00 Unearned	.00
31-66-8000 Operator Fee						
		07/01/2021 (00/21) Balance			.00	
CR	14	Operator Fee		95.00-		
		07/31/2021 (07/21) Period Totals and Balance	.00 *	95.00- *	95.00-	
YTD Encumbrance	.00	YTD Actual	95.00- Total	95.00- YTD Budget	.00 Unearned	95.00-

31-66-9000 Nitrate/Nitrite

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9100 Langlier Index

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9200 Flouride

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9300 Radio Chem

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9400 Metals

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9500 Metals/Pesticides

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9600 Prep Metals

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9700 Soil Testing

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9800 Copper & Lead Testing

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-66-9900 TTHM Testing

07/01/2021 (00/21) Balance							00
07/31/2021 (07/21) Period Totals and Balance	.00	*		.00	*		00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

Number of transactions: 6 Number of accounts: 17

<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
.00	900.00-	900.00-

Number of transactions: 20 Number of accounts: 17

<u>Debit</u>	<u>Credit</u>	<u>Proof</u>
.00	900.00-	900.00-

Grand Totals:

Report Criteria:

Actual amounts

All accounts

Account.Account number = "31664000"."31669900"

Report Criteria:

Actual amounts
 All accounts
 Account Account number = "31800110"."31800980"

Journal	Reference Number	Payee or Description	Debit Amount	Credit Amount	Balance
31-800-110 Salaries & Wages					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-120 FICA (Employers Share)					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-140 Retirement					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-150 Worker's Compensation					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-160 Health Insurance					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-180 Unemployment Insurance					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-190 Uniform Allowance					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00
31-800-210 Office Supplies					
	07/01/2021 (00/21)	Balance			00
	07/31/2021 (07/21)	Period Totals and Balance	.00 *	.00 *	00
YTD Encumbrance	.00	YTD Actual	.00	Total	.00
		YTD Budget	.00	Unearned	.00

31-800-220 Supplies

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-240 Computer Equip/Software

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-320 Consultants/Contractors

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-330 Printing & Advertising

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-350 Other Services

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-360 Testing

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-380 Chemicals

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-420 Postage

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-430 Travel/Meetings/Training

07/01/2021 (00/21) Balance .00
07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-610 Capital Outlay

07/01/2021 (00/21) Balance .00
 07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-970 Interest Expense

07/01/2021 (00/21) Balance .00
 07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

31-800-980 Depreciation

07/01/2021 (00/21) Balance .00
 07/31/2021 (07/21) Period Totals and Balance .00 * .00 * .00

YTD Encumbrance .00 YTD Actual .00 Total .00 YTD Budget .00 Unearned .00

Number of transactions: 0 Number of accounts: 20

Debit	Credit	Proof
.00	.00	.00

Total Laboratory Fund:

Number of transactions: 20 Number of accounts: 20

Debit	Credit	Proof
.00	.00	.00

Grand Totals:

Report Criteria:

- Actual amounts
- All accounts
- Account.Account number = "31800110"."31800980"

Expenditure Reports

Report Criteria:
Detail report type printed

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
5	Utility Deposit Refund	11603	Utility Deposit Refund	1	07/21/2021	59.07	.00	59.07	22529	07/21/2021
Total 5:						59.07	.00	59.07		
38	GREENLE COUNTY BOA	179	Law Enforcement Agreeeme	1	05/11/2021	5,000.00	.00	5,000.00	22478	07/02/2021
Total 38:						5,000.00	.00	5,000.00		
130	LEAGUE OF AZ CITIES A	021121	ANNUAL DUES	1	02/11/2021	4,733.00	.00	4,733.00	22190	02/22/2021
Total 130:						4,733.00	.00	4,733.00		
139	VISTA RECYCLING	9517312	Monthly garbage service	1	06/25/2021	5,121.00	.00	5,121.00	22502	07/07/2021
Total 139:						5,121.00	.00	5,121.00		
290	CASELLE	110419	COMPUTER SOFTWARE	1	07/01/2021	575.00	.00	575.00	22491	07/07/2021
Total 290:						575.00	.00	575.00		
310	CHAPARRAL	05212021	GAS	1	05/21/2021	451.11	.00	451.11	22475	07/02/2021
Total 310:						451.11	.00	451.11		
326	CARDMEMBER SERVICE	07220221A	Interest Charge	1	06/29/2021	77.43	.00	77.43	22522	07/21/2021
		07220221B	Penalties/Fees	1	06/29/2021	39.00	.00	39.00	22522	07/21/2021
		1293	Office	1	06/29/2021	98.69	.00	98.69	22522	07/21/2021
		2926	Clerk Training	1	06/29/2021	868.42	.00	868.42	22522	07/21/2021
		3857A	Hunter Estates Water	1	06/29/2021	85.07	.00	85.07	22522	07/21/2021
		6843	POOL Supplies	1	06/29/2021	288.25	.00	288.25	22522	07/21/2021
		9023	Fuel	1	06/29/2021	232.40	.00	232.40	22522	07/21/2021
Total 326:						1,689.26	.00	1,689.26		
330	DUNCAN VALLEY ELECT	063021	New Sewer Plant	1	06/30/2021	740.07	.00	740.07	22494	07/07/2021
		063021B	New Shop	1	06/30/2021	84.45	.00	84.45	22494	07/07/2021
		063021C	Town House Electric/Gas	1	06/30/2021	387.51	.00	387.51	22494	07/07/2021
		063021D	Parks	1	06/30/2021	187.25	.00	187.25	22494	07/07/2021
		063021E	Pool Hall Electric	1	06/30/2021	33.52	.00	33.52	22494	07/07/2021
		063021F	OUTPOST ELECTRIC	1	06/30/2021	279.36	.00	279.36	22494	07/07/2021
		063021G	City Hall Rental Electric/Ga	1	06/30/2021	93.82	.00	93.82	22494	07/07/2021
		063021H	CITY HALL ELECTRIC/GA	1	06/30/2021	297.31	.00	297.31	22494	07/07/2021
		063021I	Nutrition Center	1	06/30/2021	72.91	.00	72.91	22494	07/07/2021
		063021J	Swimming Pool Electric	1	06/30/2021	75.05	.00	75.05	22494	07/07/2021
		063021K	Water System Electric	1	06/30/2021	1,057.82	.00	1,057.82	22494	07/07/2021
		063021L	Street Lights	1	06/30/2021	1,195.57	.00	1,195.57	22494	07/07/2021
Total 330:						4,504.64	.00	4,504.64		
410	HILL BROTHERS CHEMIC	07095744	CHEMICALS/BLEACH	1	06/08/2021	2,658.58	.00	2,658.58	22479	07/02/2021
Total 410:						2,658.58	.00	2,658.58		
414	VALLEY TELECOM	06152021	Office Phone Bill	1	06/15/2021	199.92	.00	199.92	22469	06/29/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
		06152021-B	Police & Fire Phone Bill	1	06/15/2021	5.41	.00	5.41	22469	06/29/2021
		19992	Office Phone Bill	1	07/01/2021	79.55	.00	79.55	22501	07/07/2021
Total 414:						284.88	.00	284.88		
473	NCE SECURITY MANAGE	63728	Still Saw	1	04/21/2021	20.00	.00	20.00	22435	06/17/2021
		63729	Still Saw	1	04/21/2021	20.00	.00	20.00	22435	06/17/2021
		63731	Tiller	1	04/21/2021	419.00	.00	419.00	22435	06/17/2021
Total 473:						459.00	.00	459.00		
540	SEAGO	0707202101	SEMI-ANNUAL DUES	1	07/01/2021	834.00	.00	834.00	22497	07/07/2021
Total 540:						834.00	.00	834.00		
561	THE STAGE STOP MINIM	23	Gas & Oil	1	06/07/2021	81.17	.00	81.17	22482	07/02/2021
		27	Gas & Ice	1	07/05/2021	392.58	.00	392.58	22527	07/21/2021
Total 561:						473.75	.00	473.75		
565	XEROX CORPORATION	013539228	Copy Machine Meter Usag	1	06/01/2021	82.50	.00	82.50	22470	06/29/2021
		013765443	Monthly Copy Machine Pay	1	07/01/2021	103.00	.00	103.00	22503	07/07/2021
Total 565:						185.50	.00	185.50		
586	PINNACLE DATA SYSTEM	146528	postage deposit -utility bills	1	06/15/2021	258.23	.00	258.23	22468	06/29/2021
Total 586:						258.23	.00	258.23		
598	VERIZON WIRELESS	9882337859	Cell Phone Bill	1	06/20/2021	301.71	.00	301.71	22485	07/02/2021
Total 598:						301.71	.00	301.71		
629	USDA - RURAL DEVELOP	061121	91-01Semi - Annual Bond	1	06/11/2021	11,161.77	.00	11,161.77	22448	06/23/2021
		061121-B	91-04Semi - Annual Bond	1	06/11/2021	1,154.63	.00	1,154.63	22448	06/23/2021
Total 629:						12,316.40	.00	12,316.40		
722	HARTFORD FIRE INSURA	16768880-14	Flood Insurance for Water	1	06/25/2021	5,697.00	.00	5,697.00	22525	07/21/2021
Total 722:						5,697.00	.00	5,697.00		
787	HOME DEPOT CREDIT S	2613150	Pool Supplies	1	06/07/2021	425.31	.00	425.31	22400	06/02/2021
		3511483	Pool Supplies	1	06/11/2021	91.92	.00	91.92	22466	06/29/2021
		3511483-B	Supplies for Sewer Dept.	1	06/11/2021	54.07	.00	54.07	22466	06/29/2021
Total 787:						571.30	.00	571.30		
813	TRANSWORLD NETWOR	15100706	Internet Services Charges	1	06/28/2021	91.72	.00	91.72	22498	07/07/2021
Total 813:						91.72	.00	91.72		
874	TURNER LABORATORIES	21E0709	Arizona Pistachio - Langlier	1	06/14/2021	128.00	.00	128.00	22484	07/02/2021
		21E0710	Monitoring Well Flouride	1	06/09/2021	85.00	.00	85.00	22484	07/02/2021
		21E0711	Wastewater monthly Testin	1	06/09/2021	217.00	.00	217.00	22484	07/02/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 874:						430.00	.00	430.00		
901	COLORADO ELECTRIC S	SAF/045825	Electrical fuse for Riverside	1	06/14/2021	79.20	.00	79.20	22476	07/02/2021
Total 901:						79.20	.00	79.20		
929	DOHENY'S WATER WARE	247006	Pool Supplies	1	05/13/2021	2,974.13	.00	2,974.13	22493	07/07/2021
		247070	Pool Supplies	1	05/28/2021	349.42	.00	349.42	22493	07/07/2021
Total 929:						3,323.55	.00	3,323.55		
938	CATERPILLAR FINANCIA	31131944	Caterpillar Excavator	1	06/18/2021	9,178.20	.00	9,178.20	22523	07/21/2021
Total 938:						9,178.20	.00	9,178.20		
950	EMPIRE SOUTHWEST	EMPS53122	Skidsteer/Backhoe420	1	06/29/2021	172.57	.00	172.57	22495	07/07/2021
Total 950:						172.57	.00	172.57		
961	U.S. BANK EQUIPMENT F	447028291	Equipment	1	07/01/2021	1,223.94	.00	1,223.94	22500	07/07/2021
Total 961:						1,223.94	.00	1,223.94		
977	TOWN & COUNTRY SUPP	91880	Supplies	1	06/13/2021	2.33	.00	2.33	22483	07/02/2021
		91923	Supplies	1	06/13/2021	17.80	.00	17.80	22483	07/02/2021
		92201	Supplies	1	06/13/2021	32.55	.00	32.55	22483	07/02/2021
		92313	Supplies	1	06/13/2021	5.18	.00	5.18	22483	07/02/2021
Total 977:						57.86	.00	57.86		
983	DANA KEPNER COMPAN	8179308-00A	Supplies for Sewer Dept.	1	06/03/2021	2,501.49	.00	2,501.49	22492	07/07/2021
		8179308-00B	Supplies for Water Dept	1	07/03/2021	466.86	.00	466.86	22492	07/07/2021
		8179308-01	Supplies for Water Dept	1	06/07/2021	179.78	.00	179.78	22477	07/02/2021
		8179308-02	Supplies for Water Dept	1	06/28/2021	725.00	.00	725.00	22492	07/07/2021
Total 983:						3,873.13	.00	3,873.13		
1173	AL SUMMER	06242021	Contract Wastewater Rem	1	06/24/2021	500.00	.00	500.00	22463	06/29/2021
Total 1173:						500.00	.00	500.00		
1212	PAYMENT PROCESSING	06242021	2018 GMC Sierra	1	06/24/2021	1,500.00	.00	1,500.00	22467	06/29/2021
Total 1212:						1,500.00	.00	1,500.00		
1270	NIELSON TRUCKING	18	Road Grading Services	1	06/09/2021	1,980.00	.00	1,980.00	22480	07/02/2021
Total 1270:						1,980.00	.00	1,980.00		
1290	PIERCE COLEMAN PLLC	24168	Town Attorney Services	1	06/04/2021	2,000.00	.00	2,000.00	22481	07/02/2021
		24247	Legal Fees	1	07/02/2021	2,075.63	.00	2,075.63	22496	07/07/2021
Total 1290:						4,075.63	.00	4,075.63		
1296	Tierra Right of Way	2100821	Cultural Resource Report	1	07/22/2021	3,177.13	.00	3,177.13	22546	07/22/2021

Vendor Number	Name	Invoice Number	Description	Seq	Invoice Date	Invoice Amount	Discount Amount	Check Amount	Check Number	Check Issue Date
Total 1296:						3,177.13	00	3,177.13		
Grand Totals:						75,836.36	00	75,836.36		

Report Criteria:
Detail report type printed

Report Criteria:
Including employee hash and count

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net								
391	Basteen Jr., John Keith	11	22514		07/08/2021	07/08/2021	1,876.92-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	1-00 Regular	80.00	33.9300	2,714.40		01-874-110			50-02 ASRS Retireme	.00	.0000	326.81-		90-314000	
	50-03 LONG TERM D	.00	.0000	4.89-		90-314000			65-01 AFLAC Acciden	.00	.0000	19.02-		90-318000	
	65-02 AFLAC Cancer	.00	.0000	32.52-		90-318000			74-00 Social Security	.00	.0000	168.29-		90-310000	
	75-00 Medicare	.00	.0000	39.36-		90-310000			76-00 Federal Withhol	.00	.0000	148.59-		90-311000	
	77-00 State Withhold	.00	.0000	98.00-		90-312000			85-00 Net	.00	.0000	1,876.92-		90-101000	
926	Basteen, Lauren	18	22521		07/08/2021	07/08/2021	739.74-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	1-00 Regular	70.50	12.5000	881.25		01-884-110			74-00 Social Security	.00	.0000	54.64-		90-310000	
	76-00 Federal Withhol	.00	.0000	79.87-		90-311000			77-00 State Withhold	.00	.0000	7.00-		90-312000	
	85-00 Net	.00	.0000	739.74-		90-101000									
438	Basteen, Logan Keith	14	22517		07/08/2021	07/08/2021	738.80-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	1-00 Regular	64.00	.0000	800.00		01-884-110			74-00 Social Security	.00	.0000	49.60-		90-310000	
	75-00 Medicare	.00	.0000	11.60-		90-310000			85-00 Net	.00	.0000	738.80-		90-101000	
64	Blake, Alex	5	22508		07/08/2021	07/08/2021	46.17-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	8-00 Councilmember	.00	.0000	50.00		01-871-110			74-00 Social Security	.00	.0000	3.10-		90-310000	
	75-00 Medicare	.00	.0000	73-		90-310000			85-00 Net	.00	.0000	46.17-		90-101000	
345	Biancarte, Maria Isabel	10	22513		07/08/2021	07/08/2021	1,254.68-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	1-00 Regular	27.50	.0000	1,755.20		27-800-110			5-00 Sick Pay	52.50	.0000	.00		27-800-110	
	20-01 Uniform Allowa	.00	.0000	30.00		27-800-190			50-02 ASRS Retireme	.00	.0000	230.60-		90-314000	
	50-03 LONG TERM D	.00	.0000	2.87-		90-314000			74-00 Social Security	.00	.0000	110.68-		90-310000	
	75-00 Medicare	.00	.0000	25.89-		90-310000			76-00 Federal Withhol	.00	.0000	140.48-		90-311000	
	77-00 State Withhold	.00	.0000	20.00-		90-312000			85-00 Net	.00	.0000	1,254.68-		90-101000	
440	Cano, Ivanna Ramona	15	22518		07/08/2021	07/08/2021	565.64-								
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
	1-00 Regular	49.00	12.5000	612.50		01-884-110			74-00 Social Security	.00	.0000	37.98-		90-310000	
	75-00 Medicare	.00	.0000	8.88-		90-310000			85-00 Net	.00	.0000	565.64-		90-101000	

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
436 Garner, Jarrett 12 22515 07/08/2021 07/08/2021 311.68-															
1-00	Regular	27.00	12.5000	337.50		01-884-110		74-00	Social Security	00	.0000	20.93-		90-310000	
75-00	Medicare	.00	.0000	4.89-		90-310000		85-00	Net	00	.0000	311.68-		90-101000	
142 Lacey, Joseph Keith 8 22511 07/08/2021 07/08/2021 1,307.43-															
1-00	Regular	80.00	22.5000	1,800.00		03-800-110		50-02	ASRS Retireme	.00	.0000	216.72-		90-314000	
50-03	LONG TERM D	.00	.0000	3.24-		90-314000		74-00	Social Security	.00	.0000	111.60-		90-310000	
75-00	Medicare	.00	.0000	26.10-		90-310000		76-00	Federal Withhol	.00	.0000	91.91-		90-311000	
77-00	State Withhold	.00	.0000	43.00-		90-312000		85-00	Net	.00	.0000	1,307.43-		90-101000	
141 Lacey, Kendall K. 7 22510 07/08/2021 07/08/2021 995.46-															
1-00	Regular	80.00	.0000	1,440.00		01-880-110		50-02	ASRS Retireme	00	.0000	171.94-		90-314000	
50-03	LONG TERM D	.00	.0000	2.45-		90-314000		74-00	Social Security	.00	.0000	89.28-		90-310000	
75-00	Medicare	.00	.0000	20.88-		90-310000		76-00	Federal Withhol	.00	.0000	125.99-		90-311000	
77-00	State Withhold	.00	.0000	34.00-		90-312000		85-00	Net	.00	.0000	995.46-		90-101000	
437 Lacey, Kierra Suzanne 13 22516 07/08/2021 07/08/2021 686.86-															
1-00	Regular	59.50	12.5000	743.75		01-884-110		74-00	Social Security	.00	.0000	46.11-		90-310000	
75-00	Medicare	.00	.0000	10.78-		90-310000		85-00	Net	00	.0000	686.86-		90-101000	
187 Maher, James T. 9 22512 07/08/2021 07/08/2021 1,665.52-															
1-00	Regular	77.00	.0000	2,249.60		27-800-110		5-00	Sick Pay	3.00	.0000	.00		27-800-110	
20-01	Uniform Allowa	.00	.0000	30.00		27-800-190		50-02	ASRS Retireme	.00	.0000	270.85-		90-314000	
50-03	LONG TERM D	.00	.0000	4.05-		90-314000		74-00	Social Security	.00	.0000	141.34-		90-310000	
75-00	Medicare	.00	.0000	33.05-		90-310000		76-00	Federal Withhol	.00	.0000	128.79-		90-311000	
77-00	State Withhold	.00	.0000	36.00-		90-312000		85-00	Net	.00	.0000	1,665.52-		90-101000	
137 McGrath, Jason R. 6 22509 07/08/2021 07/08/2021 834.38-															
1-00	Regular	69.50	13.0000	903.50		01-880-110		74-00	Social Security	.00	.0000	56.02-		90-310000	
75-00	Medicare	.00	.0000	13.10-		90-310000		85-00	Net	.00	.0000	834.38-		90-101000	

443	McGrath, Kiley Grace		16	22519	07/08/2021	07/08/2021	507.92-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	1-00 Regular	44.00	12.5000	550.00		01-884-110			74-00 Social Security	00	.0000	34.10-		90-310000		
	75-00 Medicare	.00	.0000	7.98-		90-310000			85-00 Net	00	.0000	507.92-		90-101000		
58	Mendelsohn, Deborah		2	22505	07/08/2021	07/08/2021	46.17-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	8-00 Councilmember	.00	.0000	50.00		01-871-110			74-00 Social Security	00	.0000	3.10-		90-310000		
	75-00 Medicare	.00	.0000	.73-		90-310000			85-00 Net	00	.0000	46.17-		90-101000		
61	Smith, Valene		3	22506	07/08/2021	07/08/2021	46.17-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	8-00 Councilmember	.00	.0000	50.00		01-871-110			74-00 Social Security	00	.0000	3.10-		90-310000		
	75-00 Medicare	.00	.0000	.73-		90-310000			85-00 Net	00	.0000	46.17-		90-101000		
444	Strain, Kaysie Lynne		17	22520	07/08/2021	07/08/2021	502.86-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	1-00 Regular	46.00	13.5000	621.00		01-884-110			74-00 Social Security	00	.0000	38.50-		90-310000		
	75-00 Medicare	.00	.0000	9.00-		90-310000			76-00 Federal Withhol	00	.0000	48.64-		90-311000		
	77-00 State Withholdi	.00	.0000	22.00-		90-312000			85-00 Net	00	.0000	502.86-		90-101000		
57	Thurman, Anne F.		1	22504	07/08/2021	07/08/2021	92.35-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	8-00 Councilmember	.00	.0000	100.00		01-871-110			74-00 Social Security	00	.0000	6.20-		90-310000		
	75-00 Medicare	.00	.0000	1.45-		90-310000			85-00 Net	00	.0000	92.35-		90-101000		
63	Wearne, Jill		4	22507	07/08/2021	07/08/2021	46.17-									
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
	8-00 Councilmember	.00	.0000	50.00		01-871-110			74-00 Social Security	00	.0000	3.10-		90-310000		
	75-00 Medicare	.00	.0000	.73-		90-310000			85-00 Net	00	.0000	46.17-		90-101000		

Total 07/08/2021: Employee Hash: 5210 Employee Count: 18

07/08/2021 Hours Units Types Summary

PC	Pay Code Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	Regular	774.00	.00	Direct Deposit Net	.00		Informational	.00
5-00	Sick Pay	55.50	.00	Net	12,264.92-		Info Tips Reported	.00
							Fringe Benefit	.00
Totals:		829.50	.00		12,264.92-			.00

07/08/2021 Pay Code Summary

PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount
1-00	Regular	15,408.70	5-00	Sick Pay	.00	8-00	Councilmember	300.00	20-01	Uniform Allowa	60.00
50-02	ASRS Retireme	1,216.92-	50-03	LONG TERM D	17.50-	65-01	AFLAC Acciden	19.02-	65-02	AFLAC Cancer	32.52-
74-00	Social Security	977.67-	75-00	Medicare	215.88-	76-00	Federal Withhol	764.27-	77-00	State Withholdi	260.00-
85-00	Net	12,264.92-							Totals:		.00

07/08/2021 GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
01-871-110	300.00	.00	01-874-110	2,714.40	.00
01-880-110	2,343.50	.00	01-884-110	4,546.00	.00
03-800-110	1,800.00	.00	27-800-110	4,004.80	.00
27-800-190	60.00	.00	90-101000	.00	12,264.92-
90-310000	.00	1,193.55-	90-311000	.00	764.27-
90-312000	.00	260.00-	90-314000	.00	1,234.42-
90-318000	.00	51.54-			
Totals			Totals		
				15,768.70	15,768.70-

07/08/2021 Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
01	9,903.90	.00	03	1,800.00	.00	27	4,064.80	.00
90	.00	15,768.70-						
Totals:			Totals:			Totals:		
							15,768.70	15,768.70-

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
391	Basteen Jr., John Keith	7	22537		07/22/2021	07/22/2021	1,868.84-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	.00	.0000	2,714.40		01-874-110		50-02	ASRS Retireme	.00	.0000	336.59-		90-314000	
50-03	LONG TERM D	.00	.0000	5.43-		90-314000		65-01	AFLAC Acciden	.00	.0000	19.02-		90-318000	
65-02	AFLAC Cancer	.00	.0000	32.52-		90-318000		74-00	Social Security	.00	.0000	168.29-		90-310000	
75-00	Medicare	.00	.0000	39.36-		90-310000		76-00	Federal Withhol	.00	.0000	147.35-		90-311000	
77-00	State Withhold	.00	.0000	97.00-		90-312000		85-00	Net	.00	.0000	1,868.84-		90-101000	

926	Basteen, Lauren	14	22550		07/22/2021	07/22/2021	960.36-
-----	-----------------	----	-------	--	------------	------------	---------

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	12.5000	1,000.00		01-884-110		2-00	Overtime	11.00	18.7500	206.25		01-884-110	
74-00	Social Security	.00	.0000	74.79-		90-310000		75-00	Medicare	.00	.0000	42.23-		90-310000	
76-00	Federal Withhol	.00	.0000	118.87-		90-311000		77-00	State Withhold	.00	.0000	10.00-		90-312000	
85-00	Net	.00	.0000	960.36-		90-101000									

438	Basteen, Logan Keith	16	22548		07/22/2021	07/22/2021	900.41-
-----	----------------------	----	-------	--	------------	------------	---------

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	78.00	12.5000	975.00		01-884-110		74-00	Social Security	.00	.0000	60.45-		90-310000	
75-00	Medicare	.00	.0000	14.14-		90-310000		85-00	Net	.00	.0000	900.41-		90-101000	

345	Blancarte, Maria Isabel	6	22536		07/22/2021	07/22/2021	1,241.17-
-----	-------------------------	---	-------	--	------------	------------	-----------

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	10.00	21.9400	219.40		27-800-110		5-00	Sick Pay	70.00	21.9400	1,535.80		27-800-110	
50-02	ASRS Retireme	.00	.0000	217.65-		90-314000		50-03	LONG TERM D	.00	.0000	3.79-		90-314000	
74-00	Social Security	.00	.0000	108.82-		90-310000		75-00	Medicare	.00	.0000	25.45-		90-310000	
76-00	Federal Withhol	.00	.0000	138.32-		90-311000		77-00	State Withhold	.00	.0000	20.00-		90-312000	
85-00	Net	.00	.0000	1,241.17-		90-101000									

440	Cano, Ivanna Ramona	11	22541		07/22/2021	07/22/2021	409.81-
-----	---------------------	----	-------	--	------------	------------	---------

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	35.50	12.5000	443.75		01-884-110		74-00	Social Security	.00	.0000	27.51-		90-310000	
75-00	Medicare	.00	.0000	6.43-		90-310000		85-00	Net	.00	.0000	409.81-		90-101000	

436	Gamer, Jarrett	15	22547		07/22/2021	07/22/2021	502.16-
-----	----------------	----	-------	--	------------	------------	---------

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	43.50	12.5000	543.75		01-884-110		74-00	Social Security	.00	.0000	33.71-		90-310000	
75-00	Medicare	.00	.0000	7.88-		90-310000		85-00	Net	.00	.0000	502.16-		90-101000	

139 Jensen, Conlan 2 22532 07/22/2021 07/22/2021 692.62-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	60.00	12.5000	750.00		01-884-110		74-00	Social Security	.00	.0000	46.50-		90-310000	
75-00	Medicare	.00	.0000	10.88-		90-310000		85-00	Net	.00	.0000	692.62-		90-101000	

142 Lacey, Joseph Keith 4 22534 07/22/2021 07/22/2021 1,302.41-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	.0000	1,800.00		03-800-110		50-02	ASRS Retireme	.00	.0000	223.20-		90-314000	
50-03	LONG TERM D	.00	.0000	3.60-		90-314000		74-00	Social Security	.00	.0000	111.60-		90-310000	
75-00	Medicare	.00	.0000	26.10-		90-310000		76-00	Federal Withhol	.00	.0000	91.09-		90-311000	
77-00	State Withholdi	.00	.0000	42.00-		90-312000		85-00	Net	.00	.0000	1,302.41-		90-101000	

141 Lacey, Kendall K. 3 22533 07/22/2021 07/22/2021 987.86-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	18.0000	1,440.00		01-880-110		50-02	ASRS Retireme	.00	.0000	180.00-		90-314000	
50-03	LONG TERM D	.00	.0000	3.03-		90-314000		74-00	Social Security	.00	.0000	89.28-		90-310000	
75-00	Medicare	.00	.0000	20.88-		90-310000		76-00	Federal Withhol	.00	.0000	124.95-		90-311000	
77-00	State Withholdi	.00	.0000	34.00-		90-312000		85-00	Net	.00	.0000	987.86-		90-101000	

437 Lacey, Kierra Suzanne 9 22539 07/22/2021 07/22/2021 733.03-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	63.50	12.5000	793.75		01-884-110		74-00	Social Security	.00	.0000	49.21-		90-310000	
75-00	Medicare	.00	.0000	11.51-		90-310000		85-00	Net	.00	.0000	733.03-		90-101000	

187 Maher, James T. 5 22535 07/22/2021 07/22/2021 1,634.89-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	72.50	.0000	2,249.60		27-800-110		5-00	Sick Pay	7.50	.0000	.00		27-800-110	
50-02	ASRS Retireme	.00	.0000	278.95-		90-314000		50-03	LONG TERM D	.00	.0000	4.49-		90-314000	
74-00	Social Security	.00	.0000	139.48-		90-310000		75-00	Medicare	.00	.0000	32.62-		90-310000	
76-00	Federal Withhol	.00	.0000	124.17-		90-311000		77-00	State Withholdi	.00	.0000	35.00-		90-312000	
85-00	Net	.00	.0000	1,634.89-		90-101000									

137 McGrath, Jason R 1 22531 07/22/2021 07/22/2021 948.44-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	79.00	13.0000	1,027.00		01-880-110		74-00	Social Security	.00	.0000	63.67-		90-310000	
75-00	Medicare	.00	.0000	14.89-		90-310000		85-00	Net	.00	.0000	948.44-		90-101000	

443 McGrath, Kiley Grace 12 22542 07/22/2021 07/22/2021 698.39-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	60.50	12.5000	756.25		01-884-110		74-00	Social Security	.00	.0000	46.89-		90-310000	
75-00	Medicare	.00	.0000	10.97-		90-310000		85-00	Net	.00	.0000	698.39-		90-101000	

444 Strain, Kaysie Lynne 17 22549 07/22/2021 07/22/2021 657.56-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	61.00	13.5000	823.50		01-884-110		74-00	Social Security	.00	.0000	51.06-		90-310000	
75-00	Medicare	.00	.0000	11.94-		90-310000		76-00	Federal Withhol	.00	.0000	72.94-		90-311000	
77-00	State Withhold	.00	.0000	30.00-		90-312000		85-00	Net	.00	.0000	657.56-		90-101000	

Total 07/22/2021: Employee Hash: 5046 Employee Count: 14

07/22/2021 Hours Units Types Summary

PC	Pay Code Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	Regular	803.50	.00	Direct Deposit Net	.00		Informational	.00
2-00	Overtime	11.00	.00	Net	13,537.95-		Info Tips Reported	.00
5-00	Sick Pay	77.50	.00				Fringe Benefit	.00
Totals:		892.00	.00		13,537.95-			.00

07/22/2021 Pay Code Summary

PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount
1-00	Regular	15,536.40	2-00	Overtime	206.25	5-00	Sick Pay	1,535.80	50-02	ASRS Retirement	1,236.39-
50-03	LONG TERM D	20.34-	65-01	AFLAC Acciden	19.02-	65-02	AFLAC Cancer	32.52-	74-00	Social Security	1,071.26-
75-00	Medicare	275.28-	76-00	Federal Withhol	817.69-	77-00	State Withholdi	268.00-	85-00	Net	13,537.95-
										Totals:	.00

07/22/2021 GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
01-874-110	2,714.40	.00	01-880-110	2,467.00	.00
01-884-110	6,292.25	.00	03-800-110	1,800.00	.00
27-800-110	4,004.80	.00	90-101000	.00	13,537.95-
90-310000	.00	1,346.54-	90-311000	.00	817.69-
90-312000	.00	268.00-	90-314000	.00	1,256.73-
90-318000	.00	51.54-			
			Totals:	17,278.45	17,278.45-

07/22/2021 Fund Summary

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
01	11,473.65	.00	03	1,800.00	.00	27	4,004.80	.00
90	.00	17,278.45-				Totals:	17,278.45	17,278.45-

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
391	Basteen Jr., John Keith	12	22585		08/05/2021	08/05/2021	1,872.38-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	.00	.0000	2,714.40		01-874-110	
50-03	LONG TERM D	.00	.0000	5.16-		90-314000	
65-02	AFLAC Cancer	.00	.0000	32.52-		90-318000	
75-00	Medicare	.00	.0000	39.36-		90-310000	
77-00	State Withhold	.00	.0000	98.00-		90-312000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
50-02	ASRS Retireme	.00	.0000	331.70-		90-314000	
65-01	AFLAC Acciden	.00	.0000	19.02-		90-318000	
74-00	Social Security	.00	.0000	168.29-		90-310000	
76-00	Federal Withhol	.00	.0000	147.97-		90-311000	
85-00	Net	.00	.0000	1,872.38-		90-101000	

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
926	Basteen, Lauren	20	22593		08/05/2021	08/05/2021	1,030.29-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	12.5000	1,000.00		01-884-110	
74-00	Social Security	.00	.0000	78.28-		90-310000	
76-00	Federal Withhol	.00	.0000	125.62-		90-311000	
85-00	Net	.00	.0000	1,030.29-		90-101000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
2-00	Overtime	14.00	18.7500	262.50		01-884-110	
75-00	Medicare	.00	.0000	18.31-		90-310000	
77-00	State Withhold	.00	.0000	10.00-		90-312000	

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
438	Basteen, Logan Keith	15	22588		08/05/2021	08/05/2021	975.44-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	12.5000	1,000.00		01-884-110	
74-00	Social Security	.00	.0000	65.49-		90-310000	
85-00	Net	.00	.0000	975.44-		90-101000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
2-00	Overtime	3.00	18.7500	56.25		01-884-110	
75-00	Medicare	.00	.0000	15.32-		90-310000	

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
64	Blake, Alex	5	22578		08/05/2021	08/05/2021	46.17-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
8-00	Councilmember	.00	.0000	50.00		01-871-110	
75-00	Medicare	.00	.0000	.73-		90-310000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
74-00	Social Security	.00	.0000	3.10-		90-310000	
85-00	Net	.00	.0000	46.17-		90-101000	

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
345	Biancarte, Maria Isabel	11	22584		08/05/2021	08/05/2021	1,265.67-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	32.50	21.9400	713.05		27-800-110	
20-01	Uniform Allowa	.00	.0000	30.00		27-800-190	
50-03	LONG TERM D	.00	.0000	3.33-		90-314000	
75-00	Medicare	.00	.0000	25.89-		90-310000	
77-00	State Withhold	.00	.0000	20.00-		90-312000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
5-00	Sick Pay	47.50	21.9400	1,042.15		27-800-110	
50-02	ASRS Retireme	.00	.0000	217.65-		90-314000	
74-00	Social Security	.00	.0000	110.68-		90-310000	
76-00	Federal Withhol	.00	.0000	141.98-		90-311000	
85-00	Net	.00	.0000	1,265.67-		90-101000	

Employee Number	Payee	Reference Number	Check Number	M	Pay Period End Date	Check Issue Date	Net
440	Cano, Ivanna Ramona	16	22589		08/05/2021	08/05/2021	369.40-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	32.00	12.5000	400.00		01-884-110	
75-00	Medicare	.00	.0000	5.80-		90-310000	
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
74-00	Social Security	.00	.0000	24.80-		90-310000	
85-00	Net	.00	.0000	369.40-		90-101000	

436 Garner, Jarrett 13 22586 08/05/2021 08/05/2021 632.03-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	54.75	12.5000	684.38		01-884-110		74-00	Social Security	.00	.0000	42.43-		90-310000	
75-00	Medicare	.00	.0000	9.92-		90-310000		85-00	Net	.00	.0000	632.03-		90-101000	

139 Jensen, Conlan 7 22580 08/05/2021 08/05/2021 761.89-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	66.00	12.5000	825.00		01-884-110		74-00	Social Security	.00	.0000	51.15-		90-310000	
75-00	Medicare	.00	.0000	11.96-		90-310000		85-00	Net	.00	.0000	761.89-		90-101000	

142 Lacey, Joseph Keith 9 22582 08/05/2021 08/05/2021 1,304.42-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	22.5000	1,800.00		03-800-110		50-02	ASRS Retireme	.00	.0000	219.96-		90-314000	
50-03	LONG TERM D	.00	.0000	3.42-		90-314000		74-00	Social Security	.00	.0000	111.60-		90-310000	
75-00	Medicare	.00	.0000	26.10-		90-310000		76-00	Federal Withhol	.00	.0000	91.50-		90-311000	
77-00	State Withholdi	.00	.0000	43.00-		90-312000		85-00	Net	.00	.0000	1,304.42-		90-101000	

141 Lacey, Kendall K. 8 22581 08/05/2021 08/05/2021 1,014.76-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	80.00	18.0000	1,440.00		01-880-110		20-01	Uniform Allowa	.00	.0000	30.00		01-880-110	
50-02	ASRS Retireme	.00	.0000	175.97-		90-314000		50-03	LONG TERM D	.00	.0000	2.74-		90-314000	
74-00	Social Security	.00	.0000	91.14-		90-310000		75-00	Medicare	.00	.0000	21.32-		90-310000	
76-00	Federal Withhol	.00	.0000	129.07-		90-311000		77-00	State Withholdi	.00	.0000	35.00-		90-312000	
85-00	Net	.00	.0000	1,014.76-		90-101000									

437 Lacey, Kierra Suzzanne 14 22587 08/05/2021 08/05/2021 398.26-

PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	34.50	12.5000	431.25		01-884-110		74-00	Social Security	.00	.0000	26.74-		90-310000	
75-00	Medicare	.00	.0000	6.25-		90-310000		85-00	Net	.00	.0000	398.26-		90-101000	

187	Maher, James T.							10	22583	08/05/2021	08/05/2021	1,661.76-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
1-00	Regular	23.00	28.1200	646.76		27-800-110		4-01	Vacation	27.00	28.1200	759.24		27-800-110		
5-00	Sick Pay	30.00	28.1200	843.60		27-800-110		20-01	Uniform Allowa	.00	.0000	30.00		27-800-190		
50-02	ASRS Retireme	.00	.0000	274.90-		90-314000		50-03	LONG TERM D	.00	.0000	4.27-		90-314000		
74-00	Social Security	.00	.0000	141.34-		90-310000		75-00	Medicare	.00	.0000	33.05-		90-310000		
76-00	Federal Withhol	.00	.0000	128.28-		90-311000		77-00	State Withhold	.00	.0000	36.00-		90-312000		
85-00	Net	.00	.0000	1,661.76-		90-101000										

137	McGrath, Jason R.							6	22579	08/05/2021	08/05/2021	948.44-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
1-00	Regular	79.00	13.0000	1,027.00		01-880-110		74-00	Social Security	.00	.0000	63.67-		90-310000		
75-00	Medicare	.00	.0000	14.89-		90-310000		85-00	Net	.00	.0000	948.44-		90-101000		

443	McGrath, Kiley Grace							17	22590	08/05/2021	08/05/2021	461.75-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
1-00	Regular	40.00	12.5000	500.00		01-884-110		74-00	Social Security	.00	.0000	31.00-		90-310000		
75-00	Medicare	.00	.0000	7.25-		90-310000		85-00	Net	.00	.0000	461.75-		90-101000		

58	Mendelsohn, Deborah							2	22575	08/05/2021	08/05/2021	46.17-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
8-00	Councilmember	.00	.0000	50.00		01-871-110		74-00	Social Security	.00	.0000	3.10-		90-310000		
75-00	Medicare	.00	.0000	.73-		90-310000		85-00	Net	.00	.0000	46.17-		90-101000		

450	Skinner, Wyatt John							19	22592	08/05/2021	08/05/2021	756.12-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
1-00	Regular	65.50	12.5000	818.75		01-884-110		74-00	Social Security	.00	.0000	50.76-		90-310000		
75-00	Medicare	.00	.0000	11.87-		90-310000		85-00	Net	.00	.0000	756.12-		90-101000		

61	Smith, Valerie							3	22576	08/05/2021	08/05/2021	46.17-				
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT	
8-00	Councilmember	.00	.0000	50.00		01-871-110		74-00	Social Security	.00	.0000	3.10-		90-310000		
75-00	Medicare	.00	.0000	.73-		90-310000		85-00	Net	.00	.0000	46.17-		90-101000		

444	Strain, Kaysie Lynne		18	22591	08/05/2021	08/05/2021	461.47-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
1-00	Regular	42.00	13.5000	567.00		01-884-110	
75-00	Medicare	.00	.0000	8.22-		90-310000	
77-00	State Withholdi	.00	.0000	20.00-		90-312000	
74-00	Social Security	.00	.0000	35.15-		90-310000	
76-00	Federal Withhol	.00	.0000	42.16-		90-311000	
85-00	Net	.00	.0000	461.47-		90-101000	

57	Thurman, Anne F.		1	22574	08/05/2021	08/05/2021	92.35-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
8-00	Councilmember	.00	.0000	100.00		01-871-110	
75-00	Medicare	.00	.0000	1.45-		90-310000	
74-00	Social Security	.00	.0000	6.20-		90-310000	
85-00	Net	.00	.0000	92.35-		90-101000	

63	Wearne, J		4	22577	08/05/2021	08/05/2021	46.17-
PC	Pay Code Title	Hr/Un	Rate	Amount	D	GL Account	FT
8-00	Councilmember	.00	.0000	50.00		01-871-110	
75-00	Medicare	.00	.0000	.73-		90-310000	
74-00	Social Security	.00	.0000	3.10-		90-310000	
85-00	Net	.00	.0000	46.17-		90-101000	

Total 08/05/2021: Employee Hash: 5799 Employee Count: 20

08/05/2021 Hours Units Types Summary

PC	Pay Code Title	Hours	Units	Net Type	Amount	D	Info Type	Amount
1-00	Regular	789.25	.00	Direct Deposit Net	.00		Informational	.00
2-00	Overtime	17.00	.00	Net	14,191.11-		Info Tips Reported	.00
4-01	Vacation	27.00	.00				Fringe Benefit	.00
5-00	Sick Pay	77.50	.00					
Totals:		910.75	.00		14,191.11-			.00

08/05/2021 Pay Code Summary

PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount	PC	Pay Code Title	Amount
1-00	Regular	14,567.59	2-00	Overtime	318.75	4-01	Vacation	759.24	5-00	Sick Pay	1,885.75
8-00	Councilmember	300.00	20-01	Uniform Allowa	90.00	50-02	ASRS Retireme	1,220.18-	50-03	LONG TERM D	18.92-
65-01	AFLAC Acciden	19.02-	65-02	AFLAC Cancer	32.52-	74-00	Social Security	1,111.12-	75-00	Medicare	259.88-
76-00	Federal Withhol	806.58-	77-00	State Withholdi	262.00-	85-00	Net	14,191.11-	Totals:		.00

08/05/2021 GL Account Summary

GL Account	Debit	Credit	GL Account	Debit	Credit
01-871-110	300.00	.00	01-874-110	2,714.40	.00
01-880-110	2,497.00	.00	01-884-110	6,545.13	.00
03-800-110	1,800.00	.00	27-800-110	4,004.80	.00
27-800-190	60.00	.00	90-101000	.00	14,191.11-
90-310000	.00	1,371.00-	90-311000	.00	806.58-
90-312000	.00	262.00-	90-314000	.00	1,239.10-
90-318000	.00	51.54-	Totals:		17,921.33
					17,921.33-

08/05/2021 Fund Summary

M = Manual Check D = Direct Deposit Net T = Tips Reported F = Fringe Benefits

Fund	Debit	Credit	Fund	Debit	Credit	Fund	Debit	Credit
01	12,056.53	.00	03	1,800.00	.00	27	4,064.80	.00
90	.00	17,921.33-						
						Totals:	17,921.33	17,921.33-

• 0 8



RECEIPT REGISTER:

Journal	Payee or Description	Date	Receipt Number	Receipt Amount
CR	Utilities	07/01/2021	1	409.43-
CR	Copies/Fax	07/01/2021	2	75-
CR	CC:Utilities	07/01/2021	4	622.72-
CR	WIRE:City Sales Tax	07/06/2021	6	261.06-
CR	WIRE:City Sales Tax	07/06/2021	8	1,340.83-
CR	Utilities	07/06/2021	10	789.57-
CR	Rent of Building	07/06/2021	11	100.00-
CR	Trip Charges	07/06/2021	12	50.00-
CR	Bac-T	07/06/2021	13	185.00-
CR	Operator Fee	07/06/2021	14	95.00-
CR	Fourth of July donation	07/06/2021	15	100.00-
CR	CC:Utilities	07/06/2021	17	1,290.92-
CR	Utilities	07/07/2021	19	294.36-
CR	Copies/Fax	07/07/2021	20	4.55-
CR	CC:Utilities	07/07/2021	22	629.11-
CR	Utilities	07/08/2021	24	451.48-
CR	CC:Utilities	07/08/2021	26	544.69-
CR	Utilities	07/12/2021	28	4,000.97-
CR	Copies/Fax	07/12/2021	29	85-
CR	CC:Utilities	07/12/2021	31	897.38-
CR	Utilities	07/13/2021	33	1,809.03-
CR	Copies/Fax	07/13/2021	34	10.00-
CR	Cemetery Plots	07/13/2021	35	400.00-
CR	Bac-T	07/13/2021	36	350.00-
CR	CC:Utilities	07/13/2021	38	353.30-
CR	Utilities	07/14/2021	40	1,113.55-
CR	Bac-T	07/14/2021	41	70.00-
CR	CC:Utilities	07/14/2021	43	843.17-
CR	Utilities	07/15/2021	45	2,116.29-
CR	CC:Utilities	07/15/2021	47	1,019.58-
CR	Utilities	07/19/2021	49	4,338.43-
CR	Franchise	07/19/2021	50	1,459.56-
CR	Property Tax	07/19/2021	51	689.91-
CR	CC:Utilities	07/19/2021	53	1,096.79-
CR	Utilities	07/20/2021	55	3,611.00-
CR	Rent	07/20/2021	56	200.00-
CR	Franchise	07/20/2021	57	200.35-
CR	Copies/Fax	07/20/2021	58	1.00-
CR	CC:Utilities	07/20/2021	60	1,692.69-
CR	Utilities	07/21/2021	62	1,850.30-
CR	CC:Utilities	07/21/2021	64	481.83-
CR	American Recovery Act	07/22/2021	66	131,588.17-
CR	Bac-T	07/22/2021	68	150.00-
CR	CC:Utilities	07/22/2021	70	574.56-
CR	Utilities	07/26/2021	72	2,424.67-
CR	Copies/Fax	07/26/2021	73	3.10-
CR	CC:Utilities	07/26/2021	75	309.60-
CR	CC:Water Deposit	07/26/2021	76	150.00-
CR	Utilities	07/27/2021	78	367.67-
CR	Rental of Utilities	07/27/2021	79	387.51-
CR	CC:Utilities	07/27/2021	81	409.72-
CR	Utilities	07/28/2021	83	179.61-
CR	CC:Utilities	07/28/2021	85	359.42-
CR	Utilities	07/28/2021	87	85.00-
CR	Copies/Fax	07/28/2021	88	10-
CR	CC:Utilities	07/28/2021	90	606.90-

Journal	Payee or Description	Date	Receipt Number	Receipt Amount
Grand Totals:				<u>173,371.48-</u>

**SPECIAL & REGULAR MEETING MINUTES
DUNCAN COMMON COUNCIL
MONDAY, JULY 28, 2021; 5:30 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER SPECIAL MEETING: MAYOR THURMAN CALLED THE TO ORDER AT 5:32 PM.

ROLL CALL: COUNCILMEMBER ALEX BLAKE, COUNCILMEMBER JILL WEARNE, VICE-MAYOR VALERIE SMITH, MAYOR ANNE THURMAN, TOWN MANAGER JOHN BASTEEN, JR. ARE PRESENT. COUNCILMEMBER DEBORAH MENDELSON IS PRESENT VIA ZOOM. TOWN ATTORNEY CHRISTINA ESTES-WERTHER IS PRESENT BY PHONE. QUORUM PRESENT.

PLEDGE: LED BY MAYOR THURMAN.

PRAYER: LED BY MAYOR THURMAN.

1. **PUBLIC HEARING:** TOWN ATTORNEY STATED TO THE COUNCIL IT WOULD BE FINE TO MOVE PUBLIC HEARING TO ITEM #2 SO THEY COULD HAVE THE PRESENTATION AND RECOMMENDATIONS FROM PAT WALKER.

PUBLIC HEARING BEGAN AT 6:33 PM. MAYOR THURMAN TOLD TOWN ATTORNEY THERE WAS NO ONE INTERESTED IN SPEAKING. TOWN ATTORNEY SAID TO MAKE A NOTE OF IT AND THEY COULD CLOSE THE PUBLIC HEARING

AT 6:34 PM COUNCILMEMBER BLAKE MADE A MOTION TO CLOSE PUBLIC HEARING PORTION OF THE MEETING. VICE-MAYOR SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

2. **PRESENTATION AND RECOMMENDATIONS FROM PAT WALKER FOR THE TOWN'S FINANCES**

PAT WALKER HAS A POWERPOINT THAT WAS HANDED OUT TO THE COUNCIL. SHE PREPARED AN ANALYSIS BASED ON THE FINANCIAL STATEMENTS. ARIZONA REQUIRES TOWNS TO HAVE A BALANCED BUDGET. REVENUES HAVE TO EQUAL EXPENDITURES. HOWEVER, COUNCIL STILL HAS THE ABILITY TO MOVE ANYTHING AROUND ON THE BUDGET. GENERAL FUND REVENUE IS LOCAL SALES TAXES, FRANCHISE TAXES, PROPERTY TAXES, AND STATE SHARED REVENUES. THEY CAN RAISE TAXES YEARLY AS LONG AS THE PROPER NOTIFICATION ARE PERFORMMED. LEVY THIS YEAR WAS \$20,348.00. \$142,000 GENERAL FUND TO WATER. TOTAL FY22 FINAL BUDGET TOTAL IS REMAINING THE SAME \$10,667,373. PROPERTY TAX LEVY APPROVAL WILL BE AUGUST 12, 2021 AT THE NEXT MEETING. AMERICAN RELIEF FUND WILL NEED TO BE VOTED ON BY COUNCIL ON HOW IT IS SPENT. THERE ARE GUIDELINES FOR THAT. PAT MOVED EVENT FUNDS TO SPECIAL REVENUE FUNDS FROM PERMANENT FUNDS. 2019 CDBG WAS CODED INCORRECTLY AND NEEDS TO BE PUT IN GENERAL LEDGER. TOWN NEEDS TO RAISE REVENUE, CUT EXPENDITURES OR DO BOTH. WATER FUND IS IN THE NEGATIVE. GENERAL FUND EXPENDITURES EXCEEDED REVENUES BY \$18,387 AND WATER OVER BY \$67,931. FOR THE USDA WATER BOND IS COMING OUT OF THE WATER FUND. THE COUNCIL NEEDS TO DO A PROJECTION ON REVENUES. POLICE PROTECTION WAS PAID FROM CORONAVIRUS GRANT/ AZCARES FUND. TOWN HOUSE HAS A \$2,038 CREDIT. TOWN CLERK IS OVER BY \$1089 AND BAKERY IS OVER BY \$681.

COUNCILMEMBER BLAKE ASKED IF THE ADJUSTMENT FOR \$146,000 IS GOING TO HAVE TO BE

DONE THE SAME AS \$67,931 FOR SHORT FALL? PAT WALKER SAID IT DOES SOUND LIKE THE SAME THING AND THAT IS WHAT IT IS LOOKING LIKE. BECAUSE THE WATER IS OVER BY \$67,931, THEY NEED TO BE GENERATING AT LEAST \$67,931 MORE FOR THE WATER. REVENUE WENT UP ON MARCH OR APRIL. THERE WASN'T A SECONDARY LEVY ON THE BOND. CAN THEY GO TO THE VOTERS FOR THAT? PAT WALKER SAID THEY COULD GO OUT TO THE VOTERS FOR THAT. CAN THEY SEE IF THEY CAN GET A FORGIVENESS ON THE BOND? COUNCILMEMBER MENDELSON SAID THEY NEED MORE TRAINING FOR THE BUDGET NOT JUST ON THIS ONE, BUT FOR FUTURE BUDGET. PAT WALKER SAID SHE DOES TRAINING ON THE BUDGET FOR NEWLY ELECTED OFFICIALS, EVERY FEBRUARY ON THE LEAGUE, OR WOULD GO TO A WORK MEETING TO THE COUNCIL. COUNCIL ASKED WOULD THEY BE ABLE TO ADOPT THIS BUDGET TONIGHT? PAT WALKER SAID THEY COULD. THE MAIN GOAL IS TO GET THE FORMS IN BETTER SHAPE TO REFLECT WHAT THE BUDGET IS THAT WAS ADOPTED TONIGHT. THE BANK RECONCILIATION HASN'T BEEN DONE SINCE JANUARY. COUNCILMEMBER MENDELSON SAID SHE WOULD LIKE THEM TO KNOW THAT WHAT PAT WALKER JUST DID WASN'T PART OF THE CONTRACT, BUT SHE DID THIS TO HELP THE TOWN. PAT WALKER SAID SHE SEES WHERE THEY ARE SPENDING TOO MUCH AND WHERE THEY ARE NOT. VICE-MAYOR ASKED WHY THEY WERE WAY OVER WITH THE SPECIAL FUNDS LIKE THE FORTH OF JULY? WHERE DO THEY GET THOSE FUNDS? MANAGER BASTEEN SAID THOSE ARE JUST BY DONATIONS. THEY HAVE BEEN TRANSITIONING TO THE MERCHANTS. PEOPLE HAD THE OPTION ON WHERE THEIR DONATIONS WOULD GO, TO THE FIREWORKS OR THE EVENT. BEFORE THE TOWN WOULD GET A GRANT FROM FREEPORT. THEY WOULD GET IT ALL, BUT THEY DID MORE. COUNCILMEMBER MENDELSON SAID IN THE POOL THEY DON'T GET THE REVENUE AND THEY LOST MONEY ON IT. THEY NEED TO REVISIT ALL THOSE THINGS. MANAGER BASTEEN SAID THEY GOT \$44 ONE DAY AND \$59 ON THE POOL ANOTHER DAY. VICE-MAYOR SMITH SAID SHE WOULD MUCH RATHER HAVE THE POOL OPE, N THAN A DAY WHERE THE TOWN SPEND \$7,000. MAYOR THURMAN THANKED PAT WALKER. **AT 6:33 PM, COUNCILMEMBER BLAKE MADE A MOTION TO MOVE TO A PUBLIC HEARING. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.**

1. APPROVE RESOLUTION 21-07-08 ADOPTING A FY 2022 BUDGET

MAYOR THURMAN READ RESOLUTION 21-07-06 ADOPTING FY 2022 BUDGET. DATE NEEDS TO BE CORRECTED FROM JULY 2, 2021 TO JULY 6, 2021.

AT 6:35 PM, VICE-MAYOR SMITH MADE A MOTION TO APPROVE RESOLUTION 21-07-08 WITH THE CHANGE TO THE THIRD STANZA READING JULY 2ND TO BE READ JULY 6TH ADOPTING FY 2022 BUDGET. COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.

2. ADJOURNMENT OF SPECIAL MEETING:

AT 6:39 P.M COUNCILMEMBER WEARNE MADE A MOTION TO ADJOURN SPECIAL MEETING. VICE-MAYOR SECONDED. ALL IN FAVOR. MOTION CARRIED.

CALL TO ORDER REGULAR MEETING: MAYOR THURMAN CALLED THE TO ORDER AT 6:39 PM.

ROLL CALL: COUNCILMEMBER ALEX BLAKE, COUNCILMEMBER JILL WEARNE, VICE-MAYOR VALERIE SMITH, MAYOR ANNE THURMAN, TOWN MANAGER JOHN BASTEEN, JR. ARE PRESENT. COUNCILMEMBER DEBORAH MENDELSON IS PRESENT VIA ZOOM. TOWN ATTORNEY CHRISTINA ESTES-WERTHER IS PRESENT BY PHONE. QUORUM PRESENT.

PLEDGE: LED BY COUNCILMEMBER BLAKE.

PRAYER: LED BY MAYOR THURMAN.

1. **CONSENT AGENDA:** COUNCILMEMBER WEARNE ASKED ABOUT THE SKIT STEER. MANAGER BASTEEN SAID THAT IS A NEW PIECE OF EQUIPMENT THAT WE HAVE HAD BEFORE, BUT IT IS A ONE TIME PAYMENT. COUNCILMEMBER BLAKE ASKED ABOUT THE MINUTES, IF THEY WERE INCLUDED IN THE PACKET. MANAGER BASTEEN SAID THEY WOULD BE IN AUGUST MEETING. COUNCILMEMBER WEARNE ASKED ABOUT POOL EMPLOYEES GOING OVER 80 HOURS. MANAGER BASTEEN SAID IT WAS ONLY ONE EMPLOYEE WHO WENT OVER AND THAT EMPLOYEE WAS WORKING IN THE OFFICE AS WELL.

COUNCILMEMBER WEARNES MADE A MOTION TO ACCEPT THE CONSENT AGENDA. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

2. **CALL TO THE PUBLIC:** LINDSEY BASTEEN TO ADDRESS TOWN'S HEALTH INSURANCE. SHE WILL WAIT UNTIL THEY GET TO THAT PART OF THE AGENDA.
3. **CURRENT EVENTS**
4. **MAYOR'S REPORT:** WOULD LIKE TO THANK COUNCILMEMBER MENDELSON FOR HER HELP WITH VEREGY AND WORKING ON USDA GRANT. WOULD LIKE TO THANK THE TOWN MANAGER FOR GOING OUT ON A WEEKEND AND PICKING UP TRASH CANS, BECAUSE VISTA MISSED THEM. THEY WILL GET A CREDIT DUE TO NEW DRIVER.
5. **COUNCIL REPORTS:** VICE-MAYOR SAID SHE WOULD ALSO LIKE TO THANK MANAGER BASTEEN AND SHE ALSO WOULD LIKE THE COMMUNITY TO SEE THE DEPTHS THAT HE DOES. COUNCILMEMBER MENDELSON SAID HER AND COUNCILMEMBER BLAKE TALKED WITH THE FIELD DIRECTOR WITH THE OFFICE OF CONGRESSMAN O'HALLORAN TO TALK ABOUT THE DEPARTMENT OF AGRICULTURE LOANS (1HR 17 MIN). THEY CAME UP WITH A PLAN TO TALK WITH DEPARTMENT OF AGRICULTURE STATE DIRECTOR TO ASK ALL OR PART OF THE LOAN TO BE FORGIVEN. IF THEY CAN'T GET ANY RELIEF, THEN THEY CAN GO TO THE CONGRESS OR EVEN WHITE HOUSE. SHE WILL DRAFT THAT EMAIL TO PURSUE THAT. SHE WILL BE WORKING WITH COUNCILMEMBER BLAKE.
COUNCILMEMBER WEARNE HAD NOTHING TO REPORT.
COUNCILMEMBER BLAKE HAD NOTHING TO REPORT.
6. **TOWN MANAGER'S REPORT:** POOL IS A HIT AND FULLY FUNCTIONAL. THERE ARE ROADS IN HUNTER ESTATES THAT WILL BE WORKED ON DUE TO THE RAINS. CHAPARRAL TOOK 15 LOADS.

CDBG CULTURAL RESOURCES WAS DONE BY THE CONSULTANTS, WE CAN NOW PROCEED. BILLING CLERK WILL BE LOOKED AT. THERE ARE EIGHT APPLICANTS. PARK WAS VANDALIZED AND SO WAS THE ROAD GOING TOWARDS POOL. THERE WAS ALSO BROKEN WINDOW AT THE CHURCH NEXT TO THE PARK. VICE-MAYOR SMITH ASKED IF THEY COULD GET A COST ESTIMATE FOR THOSE. STANDPIPE HAS BEEN BRINGING IN MONEY SINCE IT WAS LOCKED.

7. DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY

THERE WAS NO REPRESENTATIVE PRESENT

8. DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNTY BOARD OF SUPERVISORS

THERE WAS NO REPRESENTATIVE PRESENT

9. PRESENTATION ON TOWN'S HEALTH INSURANCE BY NELSON HARRIS

FROM CALL TO THE PUBLIC: LENDSEY BASTEEN SAID SHE HAS BEEN TOLD TO CANCEL HER INSURANCE OR REMOVE HER HUSBAND. HER AND HER FAMILY WERE A BURDEN TO THE TOWN AND COSTING THE TOWN \$60,000. SHE'S BEEN ASKED WHY IS SHE INSURING HER CHILD IF HE IS WORKING. SHE'S BEEN HARASSED NOT JUST AT MEETINGS, BUT PUBLIC EVENTS. SHE'S HAD TWO DIFFERENT CALLS ASKING PERSONAL INFORMATION. SHE QUESTIONED WHO THEY WERE AND SHE HADN'T GIVEN HER INFORMATION OUT. SHE RECEIVED A STATEMENT IN THE MAIL FOR THE INSURANCE. SHE'S TALKED WITH HER EMPLOYER INSURANCE AND THEY TOLD THEM NOT TO CANCEL. SHE SAID IT HAS BEEN VERY TRYING ON HER AND CONFUSING. SHE SAID THIS HASN'T BEEN BROUGHT TO COUNCIL OR APPROVED, SO HOW IS THIS HAPPENING? SHE WOULD LIKE TO THANK THE COUNCIL FOR WHAT THEY HAVE DONE. SHE SAID SHE IS GLAD IT IS BEING PRESENTED, BUT DOESN'T THINK IT SHOULD BE APPROVED TONIGHT.

NELSON HARRIS HANDED OUT HIS PRESENTATION HANDOUT. HE SAID A MEMBER OF THE COUNCIL APPROACHED HIM TO SEE IF HE COULD PROVIDE SERVICE FOR THE TOWN. HE SHOWED A MONTHLY SAVING OF \$5,381.70. MONTHLY COST OF \$8,323.30 TO \$2,941.60. WITH AN ANNUAL SAVING OF \$64,580.35. THE TOWN PAYS FOR IT AND IT WILL NO LONGER BE A GROUP PLAN. INDIVIDUALS TOOK A LOOK AND CHOSE THEIR PLANS. HE DISCUSSED THE DEDUCTIBLES, THE PREMIUMS, MAX OUT OF POCKET, AND CO PAYS. THIS WILL BE RENEWED IN JANUARY, BUT THE SAME PLAN MIGHT NOT BE AVAILABLE. MANAGER BASTEEN SAID WHAT THEY HAD TALKED ABOUT WITH COUNCILMEMBER WEARNE AND MAYOR THURMAN, ABOUT IF THE EMPLOYEES CHOOSE TO NOT TAKE THE TOWN INSURANCE WOULD THE COUNCIL BE WILLING TO SET MONEY ASIDE. HE SAID THE EMPLOYEES WERE GIVEN THREE OPTIONS ON THE INSURANCE AND THE EMPLOYEES SAID THEY DID NOT FIT THEIR NEEDS. IF THE TOWN SET MONEY TO THE SIDE IN A POT, BASED ON PART OF THE SAVING, COULD THEY GO TO THE COUNCIL FOR SOME OF THAT FOR THE PART THESE INSURANCES DON'T COVER LIKE THE ONES BEFORE. VICE-MAYOR SMITH ASKED IF THEY ONLY HAVE TWO INSURANCE COMPANIES? THOSE TWO COMPANIES ARE WHO MR. HARRIS WORKS WITH. COUNCILMEMBER BLAKE SAID THESE TWO ARE GUARANTEED APPROVED IN ARIZONA. COUNCILMEMBER BLAKE SAID HE ONLY HAD 3 TO CHOOSE FROM WHEN HE WAS EMPLOYED ELSEWHERE. THERE IS NO INCENTIVE FOR THEM TO DO THAT. COUNCILMEMBER WEARNE SAID THEY COULD KEEP UNITED HEALTH CARE FOR JUST THE EMPLOYEE, AND THE EMPLOYEE COULD GET INSURANCE ELSEWHERE FOR THE FAMILY. SHE ASKED WHO HAS BEEN

COMING UP WITH THIS PLAN? VECTOR WAS THE ONE WHO HAS BEEN. COUNCILMEMBER WEARNE SAID NO ONE HAS WORKED WHERE IT IS FREE. COUNCILMEMBER WEARNE SAID IF AN EMPLOYEE CAN GET A BETTER PLAN, MAYBE THEY CAN DO THAT. FOR EXAMPLE, GO WITH THEIR SPOUSE'S OR GO ONTO THE MARKETPLACE. MR. HARRIS EXPLAINED WHAT THE SET ASIDE AFTER THE SUPPLEMENTAL WAS AND TAKE IT FROM THE SAVINGS FROM THE MONTHLY HEALTH INSURANCE SAVINGS. COUNCILMEMBER WEARNE SAID THERE IS NO POT TO DO THAT AS THEY LEARNED TONIGHT. VICE-MAYOR SMITH SAID SHE JUST SEES A LOT OF LITIGATION WITH THAT. THEY NEED TO REDUCE THEIR COST. COUNCILMEMBER WEARNE ASKED IF THE EMPLOYEES WERE HAPPY CHOOSING THEIR OWN PLAN? MANAGER BASTEEN SAID THEY WERE HAPPIER WHEN THEY DID GET TO CHOOSE THEIR OWN PLAN. MANAGER BASTEEN ASKED WILL THE EMPLOYEES HAVE TO PAY FOR THE INSURANCE OR DOES THE EMPLOYER HAVE TO COLLECT THOSE STATEMENT? COUNCIL WILL LOOK AT RATES IN OCTOBER WHEN THE RATES WILL CHANGE. VICE-MAYOR SMITH SAID IF THERE IS A OPTION FOR THEM EMPLOYEES TO PAY A PORTION OF IT, POLICY WOULD HAVE TO BE REDONE, BUT IT IS AN OPTION. **AT 8:00 PM COUNCILMEMBER BLAKE MADE A MOTION TO CANCEL THEIR UNITED HEALTH CARE GROUP INSURANCE PLAN AND MOVE THE INDIVIDUAL MARKETPLACE AS RECOMMENDED BY VECTOR INSURANCE THEY HAVE ASKED TO DO THIS. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.**

10. CONSIDERATION OF OPTIONS OF PURCHASING OR CONTRACTING SERVICES FOR TOWN GRADER:

THIS WAS BROUGHT UP AGAIN BY THE PERSON THAT IS ON THE HANDOUT. THE LEASE WOULD BE UNDER \$2,000 A MONTH. THE PERSON WHO DOES THE ROADS, THEY HAVE HAD COMPLAINTS ON HOW BAD THE ROADS WERE AFTER BEING GRADED. GREENLEE HAS A GRADER COMING UP. THE PERSON WE HAVE COMING TO DO THE ROAD HAVE HAD ISSUES WITH THEIR GRADER. THE COUNTY EQUIPMENT THAT IS LEASED IS IN DUNCAN, AND WOULD BE GOING BACK TO CAT. MANAGER BASTEEN EXPLAINED HOW LEASING WORKS WITH CAT AND HOW THE COUNTY LEASES WITH CAT. CAT IS THE ONES WHO MAINTAIN THE EQUIPMENT WHILE BEING LEASED WITH THEM. CAT WOULDN'T KNOW HOW MUCH THEY WOULD SELL IT UNTIL THEY GET IT BACK. THE TOWN IS LOOKING FOR A PART FOR THE WATER TRUCK, IT IS DOWN. WITH THE RAIN, THE ROADS SHOULD BE BLADED. BID FOR SERVICES OVER \$2,000 REQUIRES A BIDDING PROCESS. TOWN ATTORNEY SAID SHE COULD HELP WITH THOSE. COUNCIL FEELS THEY SHOULD GO OUT FOR BID SINCE THE PERSON THAT DOES THE SERVICES CAN'T WITH THEIR EQUIPMENT BEING DOWN. COUNCILMEMBER BLAKE DOESN'T THINK IF THE CURRENT BLADER IS INOPERABLE, THEN HE DOESN'T THINK THEY HAVE A CONTRACT ANYMORE. HE SEES THE CURRENT BLADER TAKING THREE TIMES AS LONG AND CAUSING PROBLEMS. HE'S SEEN SOME HAZARD FROM IT AS WELL. COUNCIL SAID THEY SHOULD GO OUT FOR BID. MANAGER BASTEEN SAID THEY HAD HAULED MATERIAL WHEN MR. WHITE WORKED WITH US 20 TO 30 DUMP LOADS AND NOW ALL THAT MATERIAL IS ALL GONE. THERE IS A RESIDENT THAT HAS PERSONALLY GONE, FIXED PART OF IT, AND OFFERED TO HELP. **AT 8:14 PM COUNCILMEMBER BLAKE MADE A MOTION TO PUT ROAD GRADING SERVICES OUT FOR BID. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.**

11. CONSIDERATION OF DATE AND TIME OF THE NEXT MEETING: THE NEXT REGULAR MEETING IS SCHEDULED FOR WEDNESDAY, AUGUST 11, 2021 AT 5:00PM.

- 12. **CONSIDERATION OF ITEMS FOR THE NEXT MEETING:** ANNEXATION, MINUTES, BUDGET, COMPLIANCE OF MINUTES AND BUDGET (DOES NOT NEED TO BE ON AGENDA, BUT SENT ASAP). THE MINUTES WITH OUR SIZE, THEY DON'T NECESSARILY HAVE TO BE ON THE WEBSITE, BUT THE BUDGET DOES NEED TO BE ON THE WEBSITE.

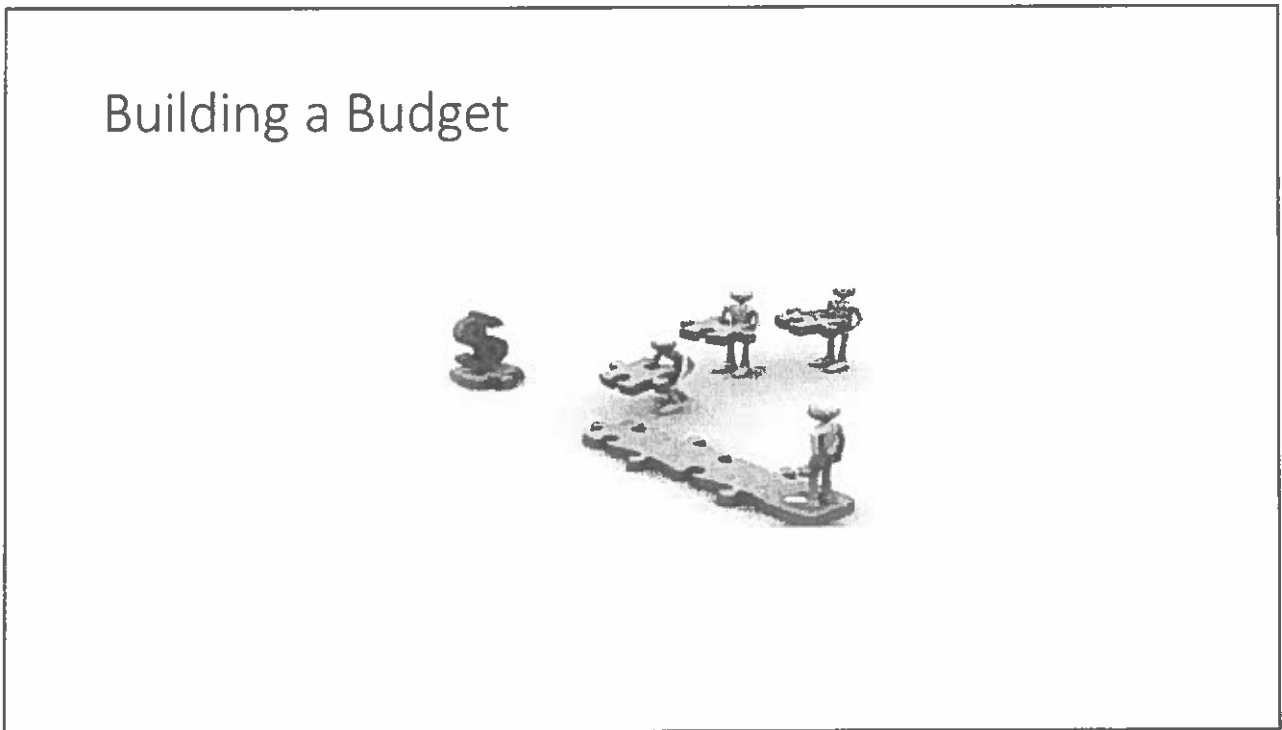
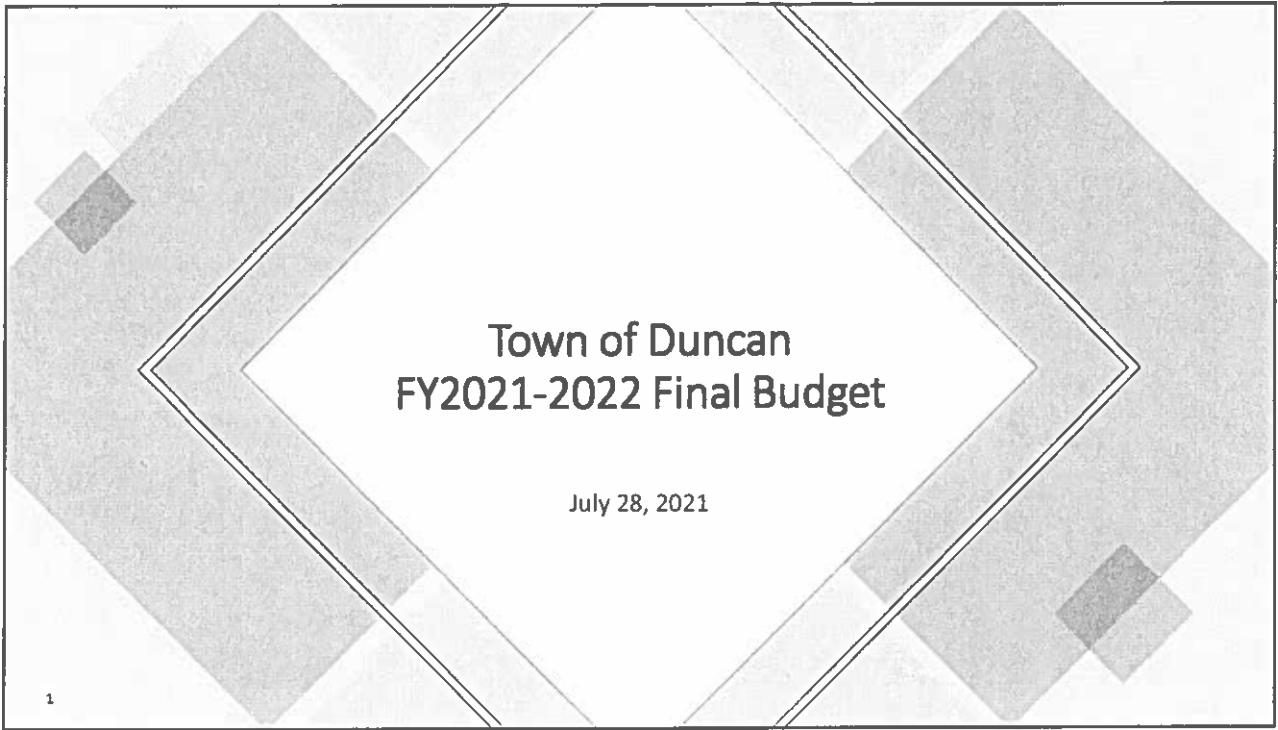
- 13. **ADJOURNMENT:** AT 8:21 PM COUNCILMEMBER JILL WEARNE MADE A MOTION TO ADJOURN. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE REGULAR MEETING MINUTES OF THE DUNCAN TOWN COUNCIL HELD ON THE 28TH DAY OF JULY, 2021. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND HELD AND THAT A QUORUM WAS PRESENT.

DATED THIS 9TH DAY OF AUGUST, 2021.

ISABEL BLANCARTE, TOWN CLERK



FUND	Adopted 2020-21 Budget	Estimated 2020-21 Expenditures	Proposed 2021-22 Budget	% increase (-decrease)
GENERAL	\$ 2,001,623	\$ 1,798,102	\$ 2,140,848	6.96%
COURT ENHANCEMENT	\$ 2,300		\$ 76,967	100.00%
HIGHWAY USERS	\$ 266,948	\$ 107,241	\$ 228,450	-14.42%
TRANSPORTATION SALES TAX	\$ 1,303,700	\$ 334,794	\$ 1,410,064	8.16%
MISCELLANEOUS GRANTS	\$ 4,061,800	\$ 32,224	\$ 4,635,956	-12.38%
UTILITIES	\$ 2,410,558	\$ 724,606	\$ 3,200,039	32.75%
SANITATION	\$ 246,826	\$ 288,564	\$ 282,672	14.52%
AMBULANCE SERVICE	\$ 513,774	\$ 513,774	\$ 11,168	-97.83%
FIREFIGHTER'S PENSION	\$ 3,200	\$ 2,484	\$ 3,200	0.00%
USDA LOAN	\$ 311,000	\$ 215,611	\$ 23,376	-92.48%
TOTAL ALL FUNDS	\$ 11,121,729	\$ 4,017,420	\$ 12,014,739	8.03%

3

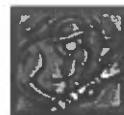
Preparation of Budget

- Revenue Forecasting
- Producing a “balanced budget”
- Reviewing department/fund requests
 - Discuss what services are to be provided
 - What level of service
 - Line item budgets in each department
 - Department participation in budget process

Funds

- General Fund
 - Special Revenue Funds
 - Enterprise Funds
- HURF

General Fund



- Revenues to be used for any municipal purpose
- Contains most departments in the Town



General Fund Revenue



7

Local Sales Taxes

- Major Revenue Categories:
 - Retail
 - Construction
 - Utilities
 - Restaurant & Bar
 - Hotel/Motel

Local Sales Taxes

- FY20 Audited Revenues \$593,499
- FY21 Estimated Revenues \$709,829
- FY22 Estimated Revenues \$728,212



Franchise Taxes

- Permission for utilities to use City/Town's right-of-way for underground lines
- Must be approved by vote of the people
- Usually based on % of gross sales
- Cannot exceed 25 years



Property Taxes

- FY22 Budget proposes to slightly lower property tax as tax rate was kept the same
- Town had the ability to raise to maximum allowable levy of \$20,348 but you can't now because of statute notices.



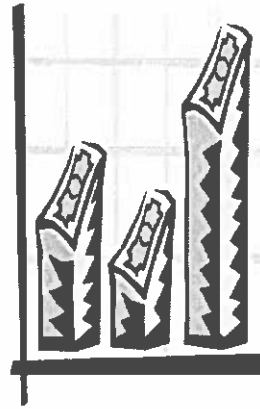
State Shared Revenues

- State Sales tax
- Income tax
- Auto Lieu
- Highway User Revenue



Interfund Transfers FY21

- Water Utility Fund
- Debt Service



Walker
consulting

Total Final Budget FY2021-2022

- Total FY22 Final Budget totals \$10,667,373
- Will need to come back to Council to approve movement of appropriations that need to be made
- Will discuss through this presentation
- Property Tax Levy approval will be August 12, 2021

14

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: General Fund

- State Shared Sales Tax number was increased by State in June to \$97,966 but ok because there is \$750K of "unexpected revenues" appropriated.
- Auto Lieu tax estimate for FY21-April 2021 payment was put in as a debit instead of a credit and another payment for June 2021 has not been recorded.
- Insurance dividend was received not as cash but a credit to offset insurance payment (\$15,871)
- Taking out the FY21 Budget of \$2,000,000 for unexpected revenues, the comparison of FY21 Budget to Estimated is around 86% and will probably land closer to 88% when year end entries are booked.
- As results are just under budget potentially 12%, could be underrealized and the budget will need to be monitored closely on the expenditure side.

15

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Special Revenue Fund

- HURF revenue within less than \$2K than FY21 Budget. FY22 estimate comes from League & ADOR
- American Relief Fund- \$131,588 in July and will receive another \$131,588 in May 2022.
- Grants added to Special Revenues
- Need to look for expenditures that qualify and preferably GF expenditures that would free up funds in the GF.

16

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Special Revenue Fund (Cont'd)

- Moved Event funds (i.e. 4th of July, Small Town Christmas, Annual Car Show) to special revenue funds from "Permanent Funds."
- 4th of July took in \$850 in revenue and spent over that amount by \$7,514
- Small Town Christmas took in \$50 and spent over that amount by \$2,538

17

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Capital Projects

- From my understanding, these are all grants and really should be under Special Revenue Fund. I have moved these to Special Revenue Category and kept the amounts the same.
- There is a 2019 CDBG expense of around \$47K, reimbursement request in? \$55K received for FY20 CDBG and around \$14K spent.

18



FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Enterprise Funds

- Water utility revenues are less than budget but expenditures are over with a net deficit of \$67,931

19

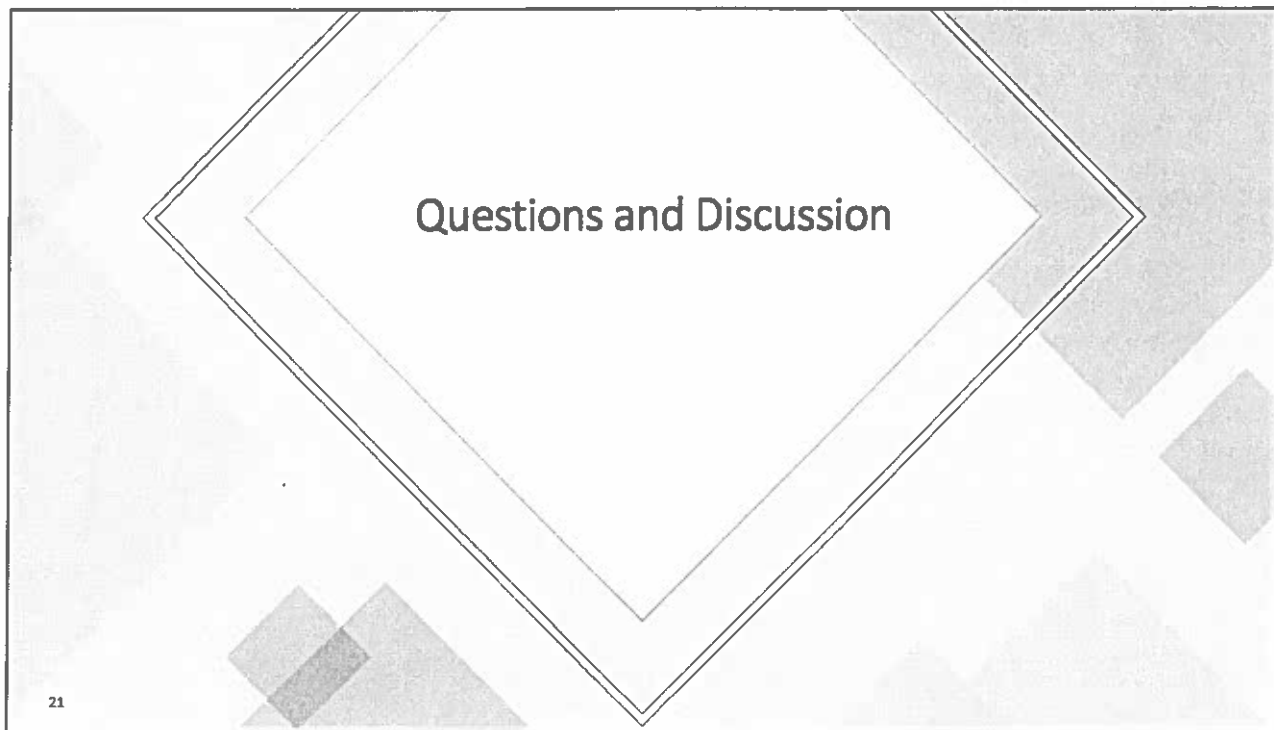


FY22 Budget Schedules

Expenditure Schedules E:

- Expenditure limit is set, need to go back and still fix form but final budget can be adopted tonight.
- General Fund expenditures exceeded revenues by \$18,387. Water is over by \$67,931, Debt Service payment is over by \$74,875 so need to reconcile where transfers will be coming from.

20



TOWN OF DUNCAN FINAL BUDGET
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal Year 2022

Fiscal Year	Description	FUNDS							Total All Funds	
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds		
2021	Adopted/Adjusted Budgeted Expenditures/Expenses*	1	2,835,277	110,147	50,000	3,292,905	11,900	300,000	0	6,600,229
2021	Actual Expenditures/Expenses**	2	636,117	106,128	32,449	72,313	4,953	254,206	0	1,106,166
2022	Fund Balance/Net Position at July 1***	3	10,790							10,790
2022	Primary Property Tax Levy	4	14,100							14,100
2022	Secondary Property Tax Levy	5								0
2022	Estimated Revenues Other than Property Taxes	6	1,486,610	8,976,056	125	0	0	315,000	0	10,777,791
2022	Other Financing Sources	7	0	0	0	0	0	0	0	0
2022	Other Financing (Uses)	8	0	0	0	0	0	0	0	0
2022	Interfund Transfers In	9	0	0	0	0	0	0	0	0
2022	Interfund Transfers (Out)	10	0	0	0	0	0	0	0	0
2022	Reduction for Amounts Not Available:	11								
	LESS: Amounts for Future Debt Retirement:									0
	Future Capital Projects									0
	Maintained Fund Balance for Financial Stability									0
2022	Total Financial Resources Available	12	1,511,500	8,976,056	125	0	0	315,000	0	10,802,681
2022	Budgeted Expenditures/Expenses	13	1,511,500	8,775,073	75,000	0	10,800	295,000	0	10,667,373

EXPENDITURE LIMITATION COMPARISON

	2021	2022
1 Budgeted expenditures/expenses	\$ 6,600,229	\$ 10,667,373
2 Add/subtract: estimated net reconciling items		
3 Budgeted expenditures/expenses adjusted for reconciling items	6,600,229	10,667,373
4 Less: estimated exclusions		
5 Amount subject to the expenditure limitation	\$ 6,600,229	\$ 10,667,373
6 EEC expenditure limitation	\$ 3,153,891	\$ 3,296,480

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

- * Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.
- ** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.
- *** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

TOWN OF DUNCAN FINAL BUDGET

TABLE OF CONTENTS

Fiscal Year 2022

Resolution for the Adoption of the Budget

Schedule A—Summary Schedule of Estimated Revenues and Expenditures/Expenses

Schedule B—Tax Levy and Tax Rate Information

Schedule C—Revenues Other Than Property Taxes

Schedule D—Other Financing Sources/(Uses) and Interfund Transfers

Schedule E—Expenditures/Expenses by Fund

Schedule F—Expenditures/Expenses by Department (as applicable)

Schedule G—Full-Time Employees and Personnel Compensation

TOWN OF DUNCAN FINAL BUDGET

Resolution for the Adoption of the Budget

Fiscal Year 2022

WHEREAS, in accordance with the provisions of Title 42, Ch. 17, Art. 1-5, Arizona Revised Statutes (A.R.S.), the City/Town Council did, on _____, _____, make an estimate of the different amounts required to meet the public expenditures/expenses for the ensuing year, also an estimate of revenues from sources other than direct taxation, and the amount to be raised by taxation upon real and personal property of the City/Town of _____, and

WHEREAS, in accordance with said chapter of said title, and following due public notice, the Council met on _____, _____, at which meeting any taxpayer was privileged to appear and be heard in favor of or against any of the proposed expenditures/expenses or tax levies, and

WHEREAS, it appears that publication has been duly made as required by law, of said estimates together with a notice that the City/Town Council would meet on _____, _____, at the office of the Council for the purpose of hearing taxpayers and making tax levies as set forth in said estimates, and

WHEREAS, it appears that the sums to be raised by taxation, as specified therein, do not in the aggregate exceed that amount as computed in A.R.S. §42-17051(A), therefore be it

RESOLVED, that the said estimates of revenues and expenditures/expenses shown on the accompanying schedules, as now increased, reduced, or changed, are hereby adopted as the budget of the City/Town of _____ for the fiscal year _____.

Passed by the _____ City/Town Council, this _____ day of _____.

APPROVED:

Mayor

ATTEST:

Clerk

**TOWN OF DUNCAN FINAL BUDGET
Tax Levy and Tax Rate Information
Fiscal Year 2022**

	2021	2022
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 19,615	\$ 20,348
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	\$ _____
3. Property tax levy amounts		
A. Primary property taxes	\$ 14,100	\$ 14,100
B. Secondary property taxes	\$ 14,100	\$ 14,100
C. Total property tax levy amounts	\$ _____	\$ _____
4. Property taxes collected*		
A. Primary property taxes	\$ _____	\$ _____
(1) Current year's levy	\$ _____	\$ _____
(2) Prior years' levies	\$ _____	\$ _____
(3) Total primary property taxes	\$ _____	\$ _____
B. Secondary property taxes	\$ _____	\$ _____
(1) Current year's levy	\$ _____	\$ _____
(2) Prior years' levies	\$ _____	\$ _____
(3) Total secondary property taxes	\$ _____	\$ _____
C. Total property taxes collected	\$ _____	\$ _____
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.9371	0.9371
(2) Secondary property tax rate	0.9371	0.9371
(3) Total city/town tax rate	0.9371	0.9371
B. Special assessment district tax rates		

Secondary property tax rates - As of the date the proposed budget was prepared, the town was operating no special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

TOWN OF DUNCAN FINAL BUDGET
Revenues Other Than Property Taxes
Fiscal Year 2022

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
DEBT SERVICE FUNDS			
Interest earned on Water Bond & LGIP Accts	\$ 125	\$ 35	\$ 125
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ 125	\$ 35	\$ 125
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
Total Debt Service Funds	\$ 125	\$ 35	\$ 125
CAPITAL PROJECTS FUNDS			
CDBG 2020	\$ 100,000	\$ 47,764	\$ _____
CDBG 2021	100,000	None	_____
WIFA Grant	235,000	None	_____
USDA Grant	2,200,000	None	_____
_____	\$ 2,635,000	\$ 47,764	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Tohono O'Odham	\$ 50,000	None	\$ _____
FMI	None	None	_____
Apache Gold	50,000	None	_____
United Way	350,000	None	_____
_____	\$ 450,000	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Colonias Grant	\$ 2,200,000	None	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ 2,200,000	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
_____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____
_____	_____	_____	_____
Total Capital Projects Funds	\$ 5,285,000	\$ 47,764	\$ _____

* actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared. _____ is estimated revenues for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET
Revenues Other Than Property Taxes
Fiscal Year 2022**

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
PERMANENT FUNDS			
Fourth of July Fund	\$ 6,000	\$ 850	\$
Small Town Christmas Fund	4,000	50	
Donations to Organizations	None	None	
Annual Car Show	1,000	600	
	\$ 11,000	\$ 1,500	\$
Total Permanent Funds	\$ 11,000	\$ 1,500	\$
ENTERPRISE FUNDS			
Duncan Wastewater Treatment Plant	\$ 90,000	\$ 90,698	\$ 95,000
Hunter and Duncan Water Operations	180,000	171,066	180,000
Laboratory	50,000	32,061	40,000
	\$ 320,000	\$ 293,825	\$ 315,000
Total Enterprise Funds	\$ 320,000	\$ 293,825	\$ 315,000

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**TOWN OF DUNCAN FINAL BUDGET
Revenues Other Than Property Taxes
Fiscal Year 2022**

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
INTERNAL SERVICE FUNDS			
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
TOTAL ALL FUNDS	\$ <u>8,555,755</u>	\$ <u>1,173,420</u>	\$ <u>10,777,791</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF DUNCAN FINAL BUDGET
Revenues Other Than Property Taxes
Fiscal Year 2022

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
GENERAL FUND			
Local taxes			
City Sales Tax	\$ 195,000	\$ 188,145	\$ 195,000
Licenses and permits			
Business, Mobile Home & Building Permits	8,000	2,425	5,000
Dog Tags	580	180	500
Dog Impound	1,500	170	1,000
Franchise Fees	20,000	16,593	20,000
Intergovernmental			
State Sales Tax	71,433	90,750	92,523
Urban Revenue Sharing	214,371	196,507	195,714
Auto Lieu Taxes	82,127	75,402	85,502
Charges for services			
Refuse & Tipping Fees	85,000	59,271	75,000
Cemetery	30,000	7,380	15,000
Swimming Pool	10,000	4,876	7,500
Rental Property	20,000	19,999	20,000
Fines and forfeits			
Magistrate Court	None	None	None
Interest on investments			
In-lieu property taxes			
Contributions			
Miscellaneous			
Fax,Copies, Notary Services	4,000	(7,194)	8,000
Insurance Dividend	20,000		15,871
Unexpected Revenues	2,000,000	None	750,000
Total General Fund	\$ 2,762,011	\$ 654,504	\$ 1,486,610

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF DUNCAN FINAL BUDGET
Revenues Other Than Property Taxes
Fiscal Year 2022

SOURCE OF REVENUES	ESTIMATED REVENUES 2021	ACTUAL REVENUES* 2021	ESTIMATED REVENUES 2022
SPECIAL REVENUE FUNDS			
Highway User Revenue Fund	\$ 87,151	\$ 85,323	\$ 87,151
1- Time Streets & Highways	None		
	\$ 87,151	\$ 85,323	\$ 87,151
AZCares Fund Allocation	\$ 90,468	\$ 90,468	None
American Recovery Act			190,000
	\$ 90,468	\$ 90,468	\$ 190,000
CDBG 2020	\$	\$	None
CDBG 2021			142,905
WIFA Grant			3,000,000
USDA Grant			2,200,000
	\$	\$	\$ 5,342,905
Tohono O'Odham	\$	\$	\$ 50,000
FMI			500,000
Apache Gold			50,000
United Way			750,000
	\$	\$	\$ 1,350,000
Colonias Grant	\$	\$	\$ 2,000,000
	\$	\$	\$ 2,000,000
Fourth of July Fund	\$	\$	\$ 3,000
Small Town Christmas Fund			3,000
Donations to Organizations			None
Annual Car Show			None
	\$	\$	\$ 6,000
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
Total Special Revenue Funds	\$ 177,619	\$ 175,791	\$ 8,976,056

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

TOWN OF DUNCAN FINAL BUDGET

Other Financing Sources/(Uses) and Interfund Transfers

Fiscal Year 2022

OTHER FINANCING

2022

INTERFUND TRANSFERS

2022

FUND	SOURCES	(USES)	IN	(OUT)
	2022		2022	
GENERAL FUND	\$	\$	\$	\$
Total General Fund	\$	\$	\$	\$
SPECIAL REVENUE FUNDS	\$	\$	\$	\$
Total Special Revenue Funds	\$	\$	\$	\$
DEBT SERVICE FUNDS	\$	\$	\$	\$
Total Debt Service Funds	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS	\$	\$	\$	\$
Total Capital Projects Funds	\$	\$	\$	\$
PERMANENT FUNDS	\$	\$	\$	\$
Total Permanent Funds	\$	\$	\$	\$
ENTERPRISE FUNDS	\$	\$	\$	\$

TOWN OF DUNCAN FINAL BUDGET
Other Financing Sources/(Uses) and Interfund Transfers
Fiscal Year 2022

FUND	OTHER FINANCING		INTERFUND TRANSFERS	
	SOURCES	(USES)	IN	(OUT)
	2022		2022	
Total Enterprise Funds	\$	\$	\$	\$
INTERNAL SERVICE FUNDS	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$	\$	\$	\$

TOWN OF DUNCAN FINAL BUDGET
Expenditures/Expenses by Fund
Fiscal Year 2022

FUND/DEPARTMENT	ADOPTED BUDGETED EXPENDITURES/ EXPENSES 2021	EXPENDITURE/ EXPENSE ADJUSTMENTS APPROVED 2021	ACTUAL EXPENDITURES/ EXPENSES* 2021	BUDGETED EXPENDITURES/ EXPENSES 2022
GENERAL FUND				
Animal Control	\$ 2,500	\$	\$ 676	\$ 2,500
Cemetery	2,500		47	2,500
Financial Administration	260,000	9,688	269,688	250,000
Mayor and Council	15,000		4,201	15,000
Public Works/Roads & Streets	150,000		94,785	125,000
Refuse & Tipping Fees	84,000		75,069	84,000
Swimming Pool	10,000		8,170	10,000
Police Protection	60,000		55,000	60,000
Town Clerk	90,000	1,089	91,089	90,000
Senior Center	4,000		1,460	4,000
Town House	15,000		2,480	15,000
Office Complex	5,000		1,971	5,000
Bakery	3,500	681	4,181	5,000
Pool Hall	15,000		399	20,000
Town Equipment Depreciation	20,000			20,000
Veterans and Centennial Parks	28,000		26,900	25,000
Library	35,000			3,500
Fire Department	None		None	None
Magistrate Court	25,000		None	25,000
Unexpected Expenses	2,000,000	(10,777)	None	750,000
Total General Fund	\$ 2,824,500	\$ 10,777	\$ 636,117	\$ 1,511,500
SPECIAL REVENUE FUNDS				
Highway User Fund	\$ 87,151	\$	\$ 106,128	\$ 84,572
1- Time Streets & Highways	22,996		None	None
Total Special Revenue Funds	\$ 110,147	\$	\$ 106,128	\$ 84,572
DEBT SERVICE FUNDS				
2000 Water Bonds P&I	\$ 50,000	\$	\$ 32,449	\$ 75,000
Total Debt Service Funds	\$ 50,000	\$	\$ 32,449	\$ 75,000
CAPITAL PROJECTS FUNDS				
CDBG 2020	\$ None	\$	\$ 57,095	\$ None
CDBG 2021 Chaparall & McGrath	142,905		2,404	140,501
WIFA Grant	235,000		None	3,000,000
Tohono O'Odham	50,000		None	50,000
FMI	165,000		12,814	500,000
Apache Gold	50,000		None	50,000
USDA Grant	2,200,000		None	2,200,000
United Way	450,000		None	750,000
Colonias Grant	None		None	2,000,000
Total Capital Projects Funds	\$ 3,292,905	\$	\$ 72,313	\$ 8,690,501
PERMANENT FUNDS				
Fourth of July Fund	\$ 6,300	\$	\$ 2,364	\$ 7,800
Small Town Christmas	2,000		2,589	3,000
Donations for Organizations	3,000		None	None
Annual Car Show	600		None	None
Total Permanent Funds	\$ 11,900	\$	\$ 4,953	\$ 10,800
ENTERPRISE FUNDS				
Duncan Wastewater Treatment	\$ 80,000	\$	\$ 31,019	\$ 75,000
Duncan & Hunter Water Systems	200,000		205,981	200,000
Laboratory	20,000		17,206	20,000
Total Enterprise Funds	\$ 300,000	\$	\$ 254,206	\$ 295,000
INTERNAL SERVICE FUNDS				
Total Internal Service Funds	\$	\$	\$	\$
TOTAL ALL FUNDS	\$ 6,589,452	\$ 10,777	\$ 1,106,166	\$ 10,667,373

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

TOWN OF DUNCAN FINAL BUDGET
Full-Time Employees and Personnel Compensation
Fiscal Year 2022

FUND	Full-Time Equivalent (FTE) 2022	Employee Salaries and Hourly Costs 2022	Retirement Costs 2022	Healthcare Costs 2022	Other Benefit Costs 2022	Total Estimated Personnel Compensation 2022
GENERAL FUND	2	\$ 124,654	\$ 15,233	\$ 47,902	\$ 360	\$ 188,149
SPECIAL REVENUE FUNDS		\$	\$	\$	\$	\$
Total Special Revenue Funds		\$	\$	\$	\$	\$
DEBT SERVICE FUNDS		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
CAPITAL PROJECTS FUNDS		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
PERMANENT FUNDS		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
ENTERPRISE FUNDS						
Duncan Wastewater	1	\$ 33,280	\$ 4,067	\$ None	\$ 360	\$ 37,707
Duncan & Hunter Water System	2	\$ 97,760	\$ 11,946	\$ 27,217	\$ 720	\$ 137,643
Total Enterprise Funds	3	\$ 131,040	\$ 16,013	\$ 27,217	\$ 1,080	\$ 175,350
INTERNAL SERVICE FUND		\$	\$	\$	\$	\$
Total Internal Service Fund	5	\$ 255,694	\$ 31,246	\$ 75,119	\$ 1,440	\$ 363,499

TOWN OF DUNCAN FINAL BUDGET
Full-Time Employees and Personnel Compensation
Fiscal Year 2022

FUND	Full-Time Equivalent (FTE) 2022	Employee Salaries and Hourly Costs 2022	Retirement Costs 2022	Healthcare Costs 2022	Other Benefit Costs 2022	Total Estimated Personnel Compensation 2022
------	---------------------------------------	---	--------------------------	--------------------------	--------------------------------	--

Schedule	Reference	Instructions
Instructions	General Requirements	<p>Arizona Revised Statutes (A.R.S.) §§42-17101 and 42-17102 require cities and towns to prepare annual budgets on forms the Auditor General's Office developed.</p> <p>Cities and towns must prepare an annual budget for each department, public office, or official indicating the amount proposed to be spent from each fund. Budgets include estimated revenues and expenditures/expenses for the fiscal year and other information statute requires. For consistency, the budget should be prepared on the same basis used to prepare the fund financial statements. Fund financial statements are prepared on the modified accrual basis of accounting for the General, Special Revenue, Debt Service, Capital Projects, and Permanent Funds. Fund financial statements are prepared on the accrual basis of accounting for Enterprise and Internal Service Funds. Cities and towns are not required to prepare budgets for the Fiduciary Funds (Agency, Investment Trust, and Private-Purpose Trust Funds) because these funds represent assets the city or town holds for others. Annual budgets for Fiduciary Funds, while not required, may be prepared for internal management purposes.</p> <p>Some cities and towns under a voter-approved alternative expenditure limitation (home rule) should budget for Internal Service and Fiduciary Funds to include these expenditures in the expenditure limitation. <i>The Uniform Expenditure Reporting System</i> (UERS) allows cities and towns to exclude expenses paid from Internal Service Fund charges for services to other funds of the government as quasi-external interfund transactions on Part II of the Annual Expenditure Limitation Report (AELR). Likewise, expenses reported in Fiduciary Funds are excludable as trustee or custodian on Part II of the AELR. However, cities and towns operating under a home rule may not take exclusions unless specifically included in the voter-approved resolution adopting the home rule. Therefore, such expenses would be subject to the city's or town's expenditure limitation. For most cities and towns operating under home rule, the expenditure limitation equals the total budgeted expenditures/expenses for all funds as reported in the last column on Schedule A of the budget forms.</p> <p>Flexible budgets are frequently used for Enterprise and Internal Service Funds to provide dollar estimates that vary according to demand for the goods or services provided. Cities and towns that employ flexible budgeting for Enterprise and Internal Service Funds should include on Schedule A estimated financial resources and expenses at maximum expected activity levels to provide a "worst-case" expenditure limitation comparison in order to help ensure that the city's or town's total actual expenditures/expenses do not exceed its expenditure limitation. Likewise, Schedules C, D, E, F, and G should include amounts at maximum expected activity levels; and, budgets for reduced, present, or expanded levels of activity may also be incorporated in these schedules for use in internal financial planning and budgetary control.</p> <p>Enter the city/town name and fiscal year data on the cover sheet. This information will be automatically transferred to the resolution and subsequent schedules.</p> <p>The resolution is recommended to support the final adopted budget. It is not required by statute and does not have to be published. Cities and towns not imposing property taxes should revise the resolution to omit references to property tax levies.</p>
Cover	Heading	
Resolution	General	
Resolution	First paragraph	Enter the date the Council proposed the budget estimate and the city/town name.
Resolution	Second Paragraph	Enter the date the budget was adopted.

Schedule	Reference	Instructions
Resolution	Third Paragraph	Enter the date the Council set the primary and secondary tax levies.
Resolution	Fifth Paragraph	Enter the city/town name and the fiscal year.
Resolution	Sixth Paragraph	Enter the city/town name and the date the budget was adopted.
Resolution	Closing	Obtain the signatures of the Mayor and Clerk on the resolution.
A	Summary Schedule of Estimated Revenues and Expenditures/Expenses	This schedule should be completed after Schedules B through E are completed. The appropriate information from Schedules B through E will automatically populate Schedule A. After entering all amounts on Schedules B through E, use the Tab key to enter amounts in the remaining cells on Schedule A (Fund Balance/Net Position at July 1 of the budget year, secondary property taxes, and any other reductions such as any amounts for future debt retirement). Cities/towns should verify the final amounts for accuracy. The amounts from Schedules F and G are not carried forward to Schedule A because that information is already included in amounts on Schedule E by fund.
A	Line: Adopted/Adjusted Budgeted Expenditures/Expenses Current Year	Equals the total amounts for each fund type in the Adopted Budgeted Expenditures/Expenses Current Year column and the Expenditure/Expense Adjustments Approved Current Year columns on Schedule E.
A	Line: Actual Expenditures/Expenses Current Year	Equals the total amounts for each fund type in the Actual Expenditures/Expenses Current Year column on Schedule E.
A	Line: Fund Balance/Net Position at July 1 of the Budget Year	Enter the fund balance/net position for each fund type at July 1. Obtain fund balance/net position at July 1 from the accounting records to include all resources the city/town estimates it will have available at the beginning of the year such as cash, and receivables it expects to collect in the budget year. Fund balance should not include amounts that are not in spendable form (e.g., prepaids, inventories, and capital assets, net of related debt), or amounts legally or contractually required to be maintained intact (e.g., principal of a permanent fund).
A	Line: Primary Property Tax Levy Budget Year	The entire estimated revenue from the primary property tax levy in the General Fund is pulled from Schedule B.
A	Line: Secondary Property Tax Levy Budget Year	Enter the estimated secondary property tax revenues in the appropriate fund types. Record secondary property taxes for payment of principal and interest on general obligation bonds in the Debt Service Funds. Total property taxes to be levied in the budget year must agree with the corresponding amount on line 3.C on Schedule B. If the city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied, check the box provided at the bottom of Schedule A and omit Schedule B.
A	Line: Estimated Revenues Other Than Property Taxes Budget Year	Equals the total amounts for each fund type in the Estimated Revenues Budget Year column on Schedule C.

Schedule	Reference	Instructions
A	Line: Other Financing Sources and (Uses) Budget Year	Equals the estimated amounts of other financing sources and other financing uses for the budget year for each fund type on Schedule D.
A	Line: Interfund Transfers In and (Out) Budget Year	Fund transfers in and out are the estimated amounts that will be transferred in or out of the fund type during the budget year. Interfund transfers are not expenditures, and the totals of transfers in and out for all funds must agree with the corresponding totals on Schedule D.
A	Line: Reduction for Amounts Not Available in the Budget Year	Resources may be reduced by certain amounts that will not be available to finance expenditures of the budget year. For illustrative purposes, Amounts for Future Debt Retirement, Future Capital Projects, and Maintained Fund Balance for Financial Stability have been included. Include a description on the blank lines provided to explain any additional reduction amount(s). Reductions must be entered as POSITIVE numbers for the formulas to calculate correctly.
A	Line: Total Financial Resources Available Budget Year	Equals the total of amounts available to be spent in the budget for the current fiscal year, in accordance with A.R.S. §42-17151(A)(1).
A	Line: Budgeted Expenditures/Expenses Budget Year	Equals the amount of money required for each item of expenditure necessary for city/town purposes, in accordance with A.R.S. §42-17102.
A	Line 1: Expenditure Limitation Comparison	Equals the total budgeted expenditures/expenses for the current year and budget year from the summary schedule above. The budget year also includes total other financing uses in the calculation.
A	Line 2: Expenditure Limitation Comparison	Enter the estimated net reconciling items for the current year and the budget year. Estimated net reconciling items for the current year may be obtained from that year's adopted budget. Estimated net reconciling items for the budget year may be determined by preparing an estimated AELR as part of the budgeting process. Enter estimated net reconciling items and estimated exclusions as positive or negative numbers, as appropriate. The <i>Uniform Expenditure Reporting System</i> Forms and FAQs on our Office's website includes examples of reconciling items and forms for preparing an AELR.
A	Line 3: Expenditure Limitation Comparison	Calculates budgeted expenditures/expenses adjusted for reconciling items.
A	Line 4: Expenditure Limitation Comparison	Enter the estimated exclusions from budgeted expenditures/expenses for the current year and budget year. If the city/town is operating under a voter-approved alternative expenditure limitation, only voter-approved exclusions may be used. Estimated exclusions may be obtained in the same manner as reconciling items described in line 2.
A	Line 5: Expenditure Limitation Comparison	Calculates the amount subject to the expenditure limitation adjusted for estimated exclusions.
A	Line 6: Expenditure Limitation Comparison	Enter the expenditure limitation provided by the Economic Estimates Commission (EEC) or the voter-approved alternative expenditure limitation, if applicable. The total amount subject to the expenditure limitation on line 5 must not exceed this amount.

Schedule	Reference	Instructions
B	Tax Levy and Tax Rate Information	NOTE: If the city/town has checked the box on Schedule A, it may omit Schedule B.
B	Line 1	Enter the maximum allowable primary property tax levies for the current year and budget year. The amount for the current year may be obtained from that year's adopted budget. Calculate the amount for the budget year in accordance with A.R.S. §42-17051(A).
B	Line 2	Enter the amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy in accordance with A.R.S. §42-17102(A)(18). Such excess taxes collected must be used to reduce the primary property tax levy in the following fiscal year. Do not include amounts received in the current year from the payment of delinquent taxes assessed in prior years, in accordance with A.R.S. §42-17051(B).
B	Line 3.A	Enter the amount of primary property taxes levied in the current year and the estimated amount of primary property taxes to be levied for the budget year. The estimated amount of primary property taxes to be levied for the budget year must not exceed the maximum allowable primary property tax levy for the budget year recorded on line 1.
B	Line 3.B	Enter the amount of secondary property taxes levied in the current year and the estimated amount of secondary property taxes to be levied for the budget year. Also, A.R.S. §35-458 requires that the levy for bond principal and interest payments must be net of all cash remaining in the bond interest and redemption fund(s) in excess of 10% of the annual principal and interest payments.
B	Line 3.C	Calculates the total amount of property taxes levied for the current year and estimated total property tax levy amount for the budget year.
B	Line 4.A	<p>1) Enter the amount of primary property taxes actually collected from the tax roll of the current year. If the actual amount of primary property taxes collected is not available, enter the actual amount collected as of the date the proposed budget was prepared, plus an estimate of primary property tax collections for the remainder of the fiscal year.</p> <p>2) Enter the amount of delinquent taxes collected from the tax rolls of fiscal years prior to the current year.</p> <p>3) Calculates the total primary property taxes collected.</p>
B	Line 4.B	<p>1) Enter the amount of secondary property taxes actually collected from the tax roll of the current year. If the actual amount of secondary property taxes collected is not available, enter the actual amount collected as of the date the proposed budget was prepared plus an estimate of secondary property tax collections for the remainder of the fiscal year.</p> <p>2) Enter the amount of delinquent taxes collected from the tax rolls of fiscal years prior to the current year.</p> <p>3) Calculates the total secondary property taxes collected.</p>
B	Line 4.C	Calculates the total property taxes collected.

Schedule	Reference	Instructions
B	Line 5.A	<p>1) Enter the primary property tax rate for the current year and the estimated primary property tax rate for the budget year. Calculate the estimated budget year tax rate by dividing the proposed tax levy for the budget year on line 3.A. by the assessed valuation, then multiplying by 100.</p> <p>2) Enter the secondary property tax rate for the current year and the estimated secondary property tax rate for the budget year applicable to city/town taxpayers for payment of principal and interest on general obligation bonds. Calculate the estimated budget year tax by dividing the proposed tax levy for the budget year on line 3.B. by the assessed valuation, then multiplying by 100.</p> <p>3) Calculates the total city/town tax rate for the current year and the estimated total city/town tax rate for the budget year.</p>
B	Line 5.B	<p>On the line provided, enter the number of special assessment districts within the city/town for which secondary property taxes are levied.</p>
C	Revenues Other Than Property Taxes	<p>All estimated revenues other than property taxes must be identified on this schedule by source of revenue within each fund type.</p> <p>Enter the title of each fund and its revenue sources other than property taxes. All funds must be included within the appropriate fund type. Disclose assessments received from special assessment districts that are treated as revenues of the city/town as a revenue source in the applicable fund.</p> <p>Categorize intergovernmental revenues by source as well as by fund. List federal, state, and county sources separately. Categorize motor vehicle license taxes as county revenue under intergovernmental revenues.</p> <p>In-lieu property taxes should include amounts paid by governments exempt from paying property taxes, such as the federal government, and those governments A.R.S. §48-242 does not cover, which provides for voluntary contributions.</p>
C	Column: Source of Revenues	<p>Voluntary contributions received under A.R.S. §48-242 must be recorded on the applicable line in the General Fund. Voluntary contributions consist of contributions from any irrigation, power, electrical, or agricultural improvement district engaged in the sale of electric power, which is located within the city/town and elects to make a voluntary contribution to the city/town. Contributions from the Salt River Project fall into this category. Base the amount of the contributions on information prepared by the Arizona Department of Revenue and transmitted to the city/town by the County Assessor.</p>

Schedule	Reference	Instructions
		<p>Special Revenue Funds are used to account for the proceeds of specific revenue sources (other than for major capital projects) that are legally restricted to expenditures for specified purposes.</p> <p>Use Permanent Funds to account for monies that are legally restricted to the extent that only earnings, and not principal, may be used to support city/town government or citizens programs; for example, the Fire Fighters' Relief and Pension Fund.</p>
C	Column: Estimated Revenues Current Year	Enter the amounts from the Estimated Revenues column on Schedule C from the prior year's adopted budget.
C	Column: Actual Revenues Current Year	Enter the amounts of revenues other than property taxes for the current year. These amounts include actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.
C	Column: Estimated Revenues Budget Year	Enter the estimated revenues other than property taxes for the budget year. Do not include proceeds from other financing sources such as the sale or refunding of bonds and interfund transfers on this schedule; include them on Schedule D.
D	Other Financing Sources/(Uses) and Interfund Transfers	Include receipt of monies, such as those from the sale or refunding of bonds, loans, or installment sales of city/town property; payments to a refunded bond escrow agent; and interfund transfers on this schedule. not on Schedule C. Also include proceeds from sources such as bonds expected to be received in the Enterprise Funds on this schedule.
D	Column: Fund	Enter all funds within the appropriate fund type.
D	Column: Other Financing Sources Budget Year	Enter the amounts expected to be received in the budget year from other financing sources by fund and in total for each fund type.
D	Column: Other Financing (Uses) Budget Year	Disclose bond proceeds of special assessment districts, which are considered to be other financing sources of the city/town, in the applicable fund.
D	Column: Other Financing (Uses) Budget Year	Enter the amounts expected to be paid in the budget year as other financing uses by fund and in total for each fund type. Other financing uses must be entered as POSITIVE numbers in order for the formulas in the spreadsheet to calculate correctly.
D	Column: Interfund Transfers Budget Year	Enter estimated transfers in and out for the budget year for each fund and the totals for each fund type. Transfers out must be entered as POSITIVE numbers in order for the formulas in the spreadsheet to calculate correctly. Transfers in must equal transfers out on the TOTAL ALL FUNDS line.
		NOTE: Interfund transfers are not expenditures and should not be entered on any other schedules.
E	Column: Fund/Department	Enter titles of funds and departments within each fund. All funds must be included within the appropriate fund type. Several departments of the General Fund have been listed for illustrative purposes.
		An amount must be budgeted for unanticipated contingencies or emergencies in accordance with A.R.S. §42-17102(A)(4). An example line item is provided in each fund type.

Schedule	Reference	Instructions
E	Column: Adopted Budgeted Expenditures/Expenses Current Year	Enter the amounts from the Budgeted Expenditures/Expenses column on Schedule E from the prior year's adopted budget.
E	Column: Expenditure/Expense Adjustments Approved Current Year	Enter the amounts of each departmental transfer the Council approved during the current year, in accordance with A.R.S. §42-17106(B).
E	Column: Actual Expenditures/Expenses Current Year	Enter the amounts of the current year actual expenditures/expenses, if available. If the actual expenditures/expenses are not available, enter the actual amounts as of the date the proposed budget was prepared, plus the estimated expenditures/expenses for the remainder of the fiscal year.
E	Column: Budgeted Expenditures/Expenses Budget Year	Enter the amounts of estimated expenditures/expenses for the budget year by department, fund, and total. Although budgets for Enterprise Funds should be prepared on the accrual basis, to comply with A.R.S. §42-17102(A) include estimated payments for capital acquisitions, and principal and interest payments on long-term debt in the Enterprise Funds.
F	Expenditures/Expenses by Department	Schedule F helps facilitate budgetary comparison reporting at the department level (the statutorily required legal level of budgetary control) when a single department is budgeted in more than 1 fund. Total expenditures on Schedule F should agree to total expenditures on Schedule E. Please note, if a city/town budgets each department in only 1 fund, Schedule F may be omitted.
F	Column: Department/Fund	Enter the titles of each department and each fund in which the department is budgeted.
F	Column: Adopted Budgeted Expenditures/Expenses Current Year	Enter the amounts from the Budgeted Expenditures/Expenses column on Schedule F from the prior year's adopted budget. If Schedule F was not used in the prior year, these amounts may be determined from the prior year's Schedule E for the departments that are budgeted in more than 1 fund.
F	Column: Expenditure/Expense Adjustments Approved Current Year	Enter the amounts of each departmental transfer the Council approved during the current year, in accordance with A.R.S. §42-17106(B).
F	Column: Actual Expenditures/Expenses Current Year	Enter the amounts of the current year actual expenditures/expenses, if available. If the actual expenditures/expenses are not available, enter the actual amounts as of the date the proposed budget was prepared, plus the estimated expenditures/expenses for the remainder of the fiscal year.
F	Column: Budgeted Expenditures/Expenses Budget Year	Enter the amounts of estimated expenditures/expenses for the budget year for each department by fund. Although budgets for Enterprise Funds should be prepared on the accrual basis, to comply with A.R.S. §42-17102(A) include estimated payments for capital acquisitions, and principal and interest payments on long-term debt in the Enterprise Funds.
G	Full-Time Employees and Personnel Compensation Column: Fund	Schedule G helps facilitate reporting the estimated number of full-time equivalent employees and the total estimated personnel compensation at the fund level as required by A.R.S. §42-17102(A)(1). Enter the title of each fund. All funds must be included within the appropriate fund type.

Schedule	Reference	Instructions
G	Column: Full-Time Equivalent (FTE)	Enter the estimated number of full-time equivalent employees for the budget year by fund.
G	Column: Employee Salaries and Hourly Costs	Enter the amounts of estimated expenditures/expenses for the budget year for all employee salaries and hourly costs by fund, including amounts budgeted for employee salary increases in the budget year.
G	Column: Retirement Costs	Enter the amounts of estimated expenditures/expenses for the budget year for employee retirement costs by fund.
G	Column: Healthcare Costs	Enter the amounts of estimated expenditures/expenses for the budget year for employee healthcare costs by fund.
G	Column: Other Benefit Costs	Enter the amounts of estimated expenditures/expenses for the budget year for all other employee benefit costs not included in the previous columns by fund.
G	Column: Total Estimated Personnel Compensation	Sum the amounts in the columns titled Employee Salaries and Hourly Costs, Retirement Costs, Healthcare Costs, and Other Benefit Costs.

Special & Regular Meeting

28-Jul-21

	Name	Organization	Phone
1	Kim Smith	Copper ERA	520-668-7396
2	Nelson Harris	Vector Employer Solutions	980-332-2662
3	Donna Show	Rock-H-Buy	520-720-8371
4	Lindsay Basten	Citizen	928-792-0293
5	Louanne White	Citizen	928-235-1000
6			
7			
8			
9			
10			
11			
12			
13			
14			
15			
16			
17			
18			
19			
20			
21			
22			
23			
24			
25			
26			
27			
28			
29			
30			
31			
32			
33			
34			
35			
36			
37			
38			
39			
40			

Call to the Public

**Town of Duncan
Duncan Town Council Meeting**

Name Lindsay Bosteen

Address PO Box 294

Phone Number 928-292-0293

Topic to be addressed Towns Health Insurance

RESOLUTION NO. 21-07-08

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF DUNCAN, ARIZONA SETTING FORTH THE FINAL BUDGET FOR FISCAL YEAR 2021-2022.

WHEREAS, pursuant to the provisions of the laws of the State of Arizona and the Town's Code, the Council of the Town of Duncan (the "Town Council") is required to adopt an annual budget for the Town of Duncan (the "Town"); and

WHEREAS, the governing body of the municipality shall make annual statements and estimates of the expenses of the Town, shall publish notice thereof, shall have hearings thereon and adopt said statements and estimates as provided in title 42, chapter 17, article 3 (Sections 42-17101 *et seq.*), Arizona Revised Statutes; and

WHEREAS, on July 6, 2021, the Town Council adopted the estimates of expenditures for the fiscal year beginning July 1, 2021 and ending June 30, 2022, as the tentative budget for the Town; and

WHEREAS, the Town Manager or designee made available at Town Hall a complete copy of the tentative budget, and posted the tentative budget on the Town's website; and

WHEREAS, due notice has been given by the Town Manager as required by law that the Town Council would meeting on July 28, 2021 at Town Hall for the purposes of (i) hearing taxpayers on the proposed expenditures and proposed tax levies as set forth in said estimates and (ii) adopting the tentative budget as final;

WHEREAS, on July 28, 2021, the Town Council held a public hearing on the final budget and proposed tax levy as required by law.

NOW, THEREFORE, BE IT RESOLVED BY THE MAYOR AND COMMON COUNCIL OF THE TOWN OF DUNCAN, ARIZONA,

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

Section 2. The Statement and Estimates of Expenses of the Town of Duncan for Fiscal Year 2021-2022, attached hereto and incorporated herein as Exhibit "A", is hereby approved.

Section 3. If any section, subsection, sentence, clause, phrase or portion of this Resolution or any part of the statements and schedules or fee schedule incorporated herein by reference are for any reason to be held invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

Section 4. The Mayor, the Town Manager, the Town Clerk and the Town Attorney are hereby authorized and directed to take all steps necessary to carry out the purpose and intent of this Resolution.

RESOLVED by the Mayor and Council this ___ day of _____, 2021.

Anne Thurman, Mayor

ATTEST:

John Basteen, Town Manager

APPROVED AS TO FORM:

Christina Estes-Werther, Town Attorney

EXHIBIT A
TO
RESOLUTION No. _

[Budget Statements and Schedules]

See following pages.

Employee 44 Yrs Old + Family

A

HEALTH INSURANCE Major Even	
Deductible	0
Max Out of Pocket	\$6,750
Dr. Visit Co-Pay	\$30
Premium	\$392

B

ASSURITV PKG Supplemental	
Hospitalization	\$3000/ \$300
Critical Illness	\$ 10,000
Accident	56 Items
Premium	\$238

C

MANHATTAN Out of Pocket	
1st Hospital Admission	\$6,350
Daily Hospital	\$200
Outpatient Surgery	\$1,000
Premium	\$237

D

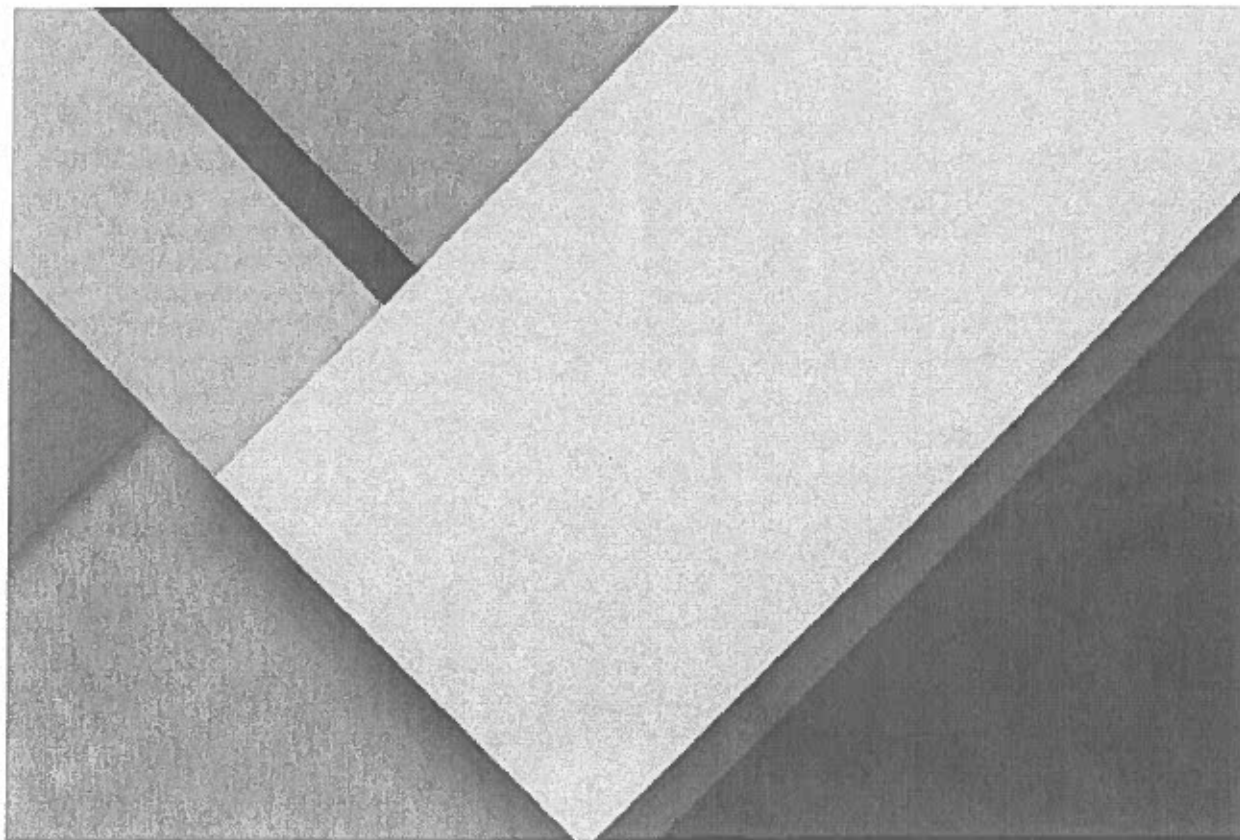
HEALTHIEST YOU	
Teledoc	24/7/365
Rx Discounts	75-90%
Procedure Shopping + Premium	\$9

UHC	
Deductible	\$750
Co-Insurance	80/20
Out of Pocket	\$3,750
Dr. Visit, Rx	\$40/25
Premium	\$2,792

VECTOR	
A-Medical Ins	\$392
B-Supplement	\$238
C-Out of Pocket	\$237
D-Dr. Visit, Rx	\$25/25
TOTAL	\$867

SAVINGS	\$1,925
----------------	----------------

<input checked="" type="checkbox"/>	Essentially no Out of Pocket for Catastrophic events
<input checked="" type="checkbox"/>	Increased Benefits
<input checked="" type="checkbox"/>	Reduced Costs
<input checked="" type="checkbox"/>	Wellness Benefits (Paid Directly to you)



Road Grader Leasing

11.02.2020

Lacey Dirtworks LLC.
739 St HWY 92
Virden, NM 88045

Overview

This is a proposal to the Town of Duncan concerning the community road grading services. In order to lower the overhead costs acquired by the town and reduce overall maintenance costs, Lacey Dirtworks LLC. proposes a leasing agreement.

Goals

1. To decrease the overall costs of operation for the Town of Duncan's road grading services.
2. To establish a leasing agreement and service schedule to improve roads utilized by the community.

Specifications

Lacey Dirtworks LLC. will be purchasing a road grader for personal ownership, maintenance and use while entering a leasing agreement with the Town of Duncan to be reevaluated and renewed every 24 months. This piece of equipment will be available to the Town of Duncan for regular usage for the purpose of road maintenance as well as unforeseen emergency situations that may occur.

Finances

I. Equipment Purchasing

Lacey Dirtworks LLC. will be purchasing the equipment for personal usage without the aid of the Town of Duncan and all maintenance will be handled by Lacey Dirtworks LLC.

II. Equipment Leasing

A 48 month leasing agreement at the rate of \$1600.00 per month between the Town of Duncan and Lacey Dirtworks LLC. will be agreed upon if approved and lawfully upheld for the entirety of the contract.

III. Equipment Operation

Operation of the mentioned equipment will be determined and compensated at the discretion of the Town of Duncan.

SPECIAL MEETING MINUTES

Call to the Public

Town of Duncan
Duncan Town Council Meeting

Name Dustie Robinson

Address 97 Campbell

Phone Number 909 208 4621

Topic to be addressed call to the

Public
Review of Manager

Call to the Public

Town of Duncan
Duncan Town Council Meeting

Name Amanda Alloway

Address PO Box 726

Phone Number 928-651-2535

Topic to be addressed

Review of
Manager

Call to the Public

Town of Duncan
Duncan Town Council Meeting

Name Lindsay Rusten

Address PO Box 294

Phone Number 928-292-0293

Topic to be addressed Towns Health Insurance

Call to the Public

Town of Duncan
Duncan Town Council Meeting

Name Dustie Robinson

Address 97 Campbell

Phone Number 909 208-4621

Topic to be addressed Item #8

Veregy

**SPECIAL MEETING AGENDA
DUNCAN COMMON COUNCIL
FRIDAY, JULY 2, 2021; 11:00 AM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

AS INDICATED IN THE AGENDA, THE COUNCIL MAY VOTE TO GO INTO EXECUTIVE SESSION, WHICH WILL NOT BE OPEN TO THE PUBLIC, TO DISCUSS CERTAIN MATTERS.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. **PAT WALKER FOR THE TENTATIVE TOWN BUDGET FY2022**
DISCUSSION AND ACTION COMMON COUNCIL

2. **CONSIDERATION OF APPROVAL OF RESOLUTION NO 21-07-02 FOR THE HIRING COMMITTEE**
DISCUSSION AND ACTION COMMON COUNCIL

3. **ADJOURNMENT:**
DISCUSSION AND ACTION COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

**REGULAR MEETING AGENDA
DUNCAN COMMON COUNCIL
WEDNESDAY, AUGUST 11, 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. APPROVAL OF MINUTES

- a. **APPROVAL OF JUNE 11, 2021 WORKSHOP MEETING MINUTES**
- b. **APPROVAL OF JUNE 21, 2021 REGULAR MEETING MINUTES**
- c. **APPROVAL OF JULY 2, 2021 SPECIAL MEETING MINUTES**
- d. **APPROVAL OF JULY 6, 2021 SPECIAL MEETING MINUTES**
- e. **APPROVAL OF JULY 28, 2021 REGULAR MEETING MINUTES**

2. CONSENT AGENDA: ALL ITEMS ON THE AGENDA LISTED BELOW ARE CONSIDERED TO BE ROUTINE, NON-CONTROVERSIAL IN NATURE AND ARE GROUPED TOGETHER FOR A SINGLE VOTE WITHOUT COUNCIL DISCUSSION. THE CONSENT AGENDA IS A TIME SAVING DEVICE AND ANY MATTER ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED AS A REGULAR AGENDA ITEM UPON THE REQUEST OF A COUNCIL MEMBER

- a. **APPROVAL OF JULY 2021 LAB REVENUE AND EXPENDITURE REPORT FOR TOWN OF DUNCAN LABORATORY ***
- b. **APPROVAL OF JULY 2021 TOWN EXPENDITURE REPORT***
- c. **APPROVAL OF PAYROLL JULY 2021***
- d. **APPROVAL OF INCOME REPORT JULY2021***

3. **CALL TO THE PUBLIC:** THIS IS THE TIME FOR THE PUBLIC TO COMMENT. THOSE WISHING TO ADDRESS THE COUNCIL SHOULD FILL OUT A "REQUEST TO ADDRESS THE COUNCIL" FORM AND PRESENT IT TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING. THE MAYOR WILL RECOGNIZE THE PERSON WISHING TO SPEAK DURING THE CALL TO THE PUBLIC ITEM SHOWN ON THE AGENDA. EACH MEMBER OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK. THE COUNCIL IS PROHIBITED FROM DISCUSSING ITEMS THAT ARE NOT ON THE AGENDA PURSUANT TO A.R.S. § 38-431-01(H). ACTIONS TAKEN AS A RESULT OF PUBLIC COMMENT WILL BE LIMITED TO DIRECTING STAFF TO STUDY THE MATTER, SCHEDULING THE MATTER FOR FURTHER CONSIDERATION AND DECISION ON A FUTURE AGENDA, OR RESPONDING TO DIRECT CRITICISM MADE BY THOSE WHO HAVE ADDRESSED A COUNCIL MEMBER.

CURRENT EVENT SUMMARIES: PURSUANT TO A.R.S § 38-431-02 (K). THE MANAGER, MAYOR, OR ANY COUNCIL MEMBER MAY PRESENT A BRIEF SUMMARY OF CURRENT EVENTS WITHOUT LISTING IN THE AGENDA THE SPECIFIC MATTERS TO BE SUMMARIZED, PROVIDED THAT THE SUMMARY IS LISTED ON THE AGENDA AND THAT THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION AT THE MEETING ON ANY MATTER IN THE SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

4. **MAYOR'S REPORT:**
5. **COUNCIL REPORTS:**
6. **TOWN MANAGER'S REPORT: CURRENT EVENTS**

REGULAR AGENDA ITEMS

7. **REPORT ON TOWN FINANCES FROM PATRICIA WALKER**
DISCUSSION ONLY.....COMMON COUNCIL
8. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY**
DISCUSSION ONLY.....COMMON COUNCIL
9. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNTY BOARD OF SUPERVISORS**
DISCUSSION ONLY.....COMMON COUNCIL
10. **APPROVE ADOPTION OF ORDINANCE 21-08-11 FOR PROPERTY TAX LEVY**
DISCUSSION AND ACTION.....COMMON COUNCIL
11. **CONSIDERATION ON PURCHASING A REBUILT MOTOR GRADER**
DISCUSSION AND ACTION.....COMMON COUNCIL
12. **APPROVAL TO ADD TOWN CLERK ISABEL BLANCARTE AND COUNCILMEMBER JILL WEARNE AND/OR COUNCIL MEMBER ALEX BLAKE TO THE ACCOUNTS OF NATIONAL BANK OF ARIZONA**
DISCUSSION AND ACTION.....COMMON COUNCIL

13. DATE AND TIME OF THE NEXT MEETING:

DISCUSSION AND ACTION.....COMMON COUNCIL

14. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:

DISCUSSION ONLY.....COMMON COUNCIL

15. ADJOURNMENT:

DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.

Northwest Casting Service, Inc.
 11618 NE Sumner Street
 Portland, OR 97220
 USA

Quotatio:

Quote Numbe
 13753H

Quote Dat
 Aug 3, 202

503-548-4125

Pag

Quoted to: JT Maher/ John Basteen
 11618 NE Sumner Street
 928-965-1833
 Portland, OR 97220

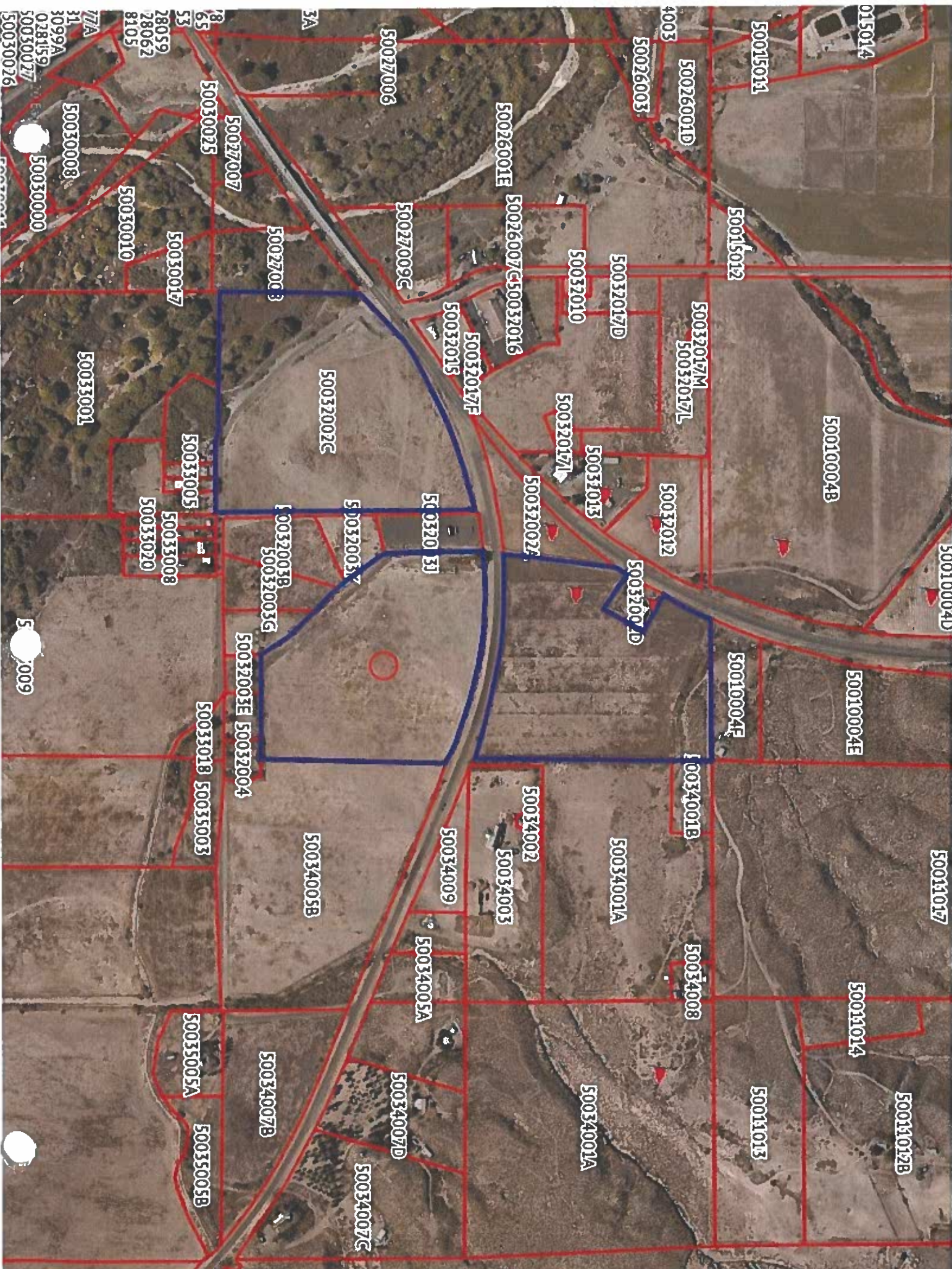
Customer ID	Good Thru	Payment Terms	Sales Rep
nor99	9/2/21	C.O.D.	gra01

Quantity	Description	Unit Price	Extension
1.00	Caterpillar Long Block DI 129-0358 07207490 ESN 2W0822	6,815.00	6,815.00
1.00	Core Charges	3,500.00	3,500.00
1.00	MCB3304081NWC	370.00	370.00
	Long block will consist of cylinder block, crankshaft, connecting rods, piston assemblies, camshaft, lifters, and cylinder head, all installed together. All bearings and pistons are brand new aftermarket parts. If you would like to order, please email me directly at Hillary@northwestcastingservice.com <mailto:Hillary@northwestcastingservice.com> or call 503-548-4125 NWC to pay freight down on OD, customer to pay coming back		

Subtotal	10,685.00
Sales Tax	
Total	10,685.00

ESTIMATE OF TAX ASSESSED IN 2020 IF PARCELS LOCATED IN TOWN OF DUNCAN AREA CODE

PARCEL NUMBER	OWNER	2020 ASSESSED VALUE	AMOUNT OF TAX TO TOWN OF DUNCAN IF ASSESSED IN AREA CODE 0220
500-32-012	DUNCAN VALLEY ELECTRIC CO-OP	743	\$6.96
960-40-230T 500-32-033	DUNCAN VALLEY ELECTRIC CO-OP	204,800	\$1,919.18
500-32-002D	ARCP FD 2014 SLB PORTFOLIO VI LLC	101,828	\$954.23
500-32-002A	MARK DUBOISE	454	\$4.25
500-10-004D	SHAY FAMILY TRUST	804	\$7.53
500-32-002C	FREEPORT-MCMORAN SAFFORD INC	5739	\$53.78
500-10-004B	FREEPORT-MCMORAN SAFFORD INC	2848	\$26.69
TOTAL			\$2,972.63



015014

50015011

50015012

50026001D

50026003

50026001E

50026007G

50032016

50032010

50032017D

50032017M

50032017L

50010004B

50010004D

50010004E

50010004F

50032012

50032001D

50032002

50034002

50034003

50034001A

50034001B

50034008

5001017

5001014

5001012B

5001013

50034001A

50034009

50034005A

50034007D

50034007C

50027006

50027009C

50032002C

50032003

50032031

50032003B

50032003G

50032003E

50032004

50034005B

50034007B

50035005A

50035005B

50030025

50030025

50030017

50030010

50033001

50033005

50033008

50033020

50033018

50033003

50030008

50030000

5003009

78
65
53
28059
28062
8105

31
3099A
028159
50030077
50030026

77A
31
3099A
028159
50030077
50030026

**SPECIAL MEETING MINUTES
DUNCAN COMMON COUNCIL
TUESDAY, MAY 25, 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER:

ROLL CALL: COUNCILMEMBER ALEX BLAKE, COUNCILMEMBER DEBORAH MENDELSON, COUNCILMEMBER JILL WEARNE, VICE-MAYOR VALERIE SMITH, MAYOR ANNE THURMAN, AND TOWN MANAGER JOHN BASTEEN JR. ARE PRESENT. A QUORUM WAS PRESENT.

PLEDGE:

PRAYER: MAYOR THURMAN

1. FINANCIAL BUDGET

VEREGY IS STATING ABOUT 2.7 MILLION LOAN AND 1.8 IN FORGIVENESS. TOTAL AMOUNT \$4.5 MILLION, FMI GRANT THEY APPLIED FOR \$500,000 THEY DID LETTER OF INTENT. THEY SAID THEY WOULD APPLY FOR OTHER GRANTS. UNEXPECTED REVENUE IS \$750,000. ARIZONA CARES ACT IS ON SCHEDULE C AND WAS SPENT. \$190,000 IS FOR NEW CARES FUND ALLOCATION. MAYOR THURMAN SAID SHE RECEIVED FROM OFFICE OF SENATOR SINEMA ON HOW TO DO IT. SHE WAS AT A MEETING ON HOW TO USE IT. VEREGY COULD APPLY FOR LESS THROUGH FMI. MANAGER BASTEEN WANTS TO KNOW WHAT GRANTS THEY ARE APPLYING FOR. CLERK NICHOLS AND MANAGER BASTEEN ARE WORKING ON IT AND THAT IS WHY IT IS PENCIL IT IS A DRAFT. HIGHWAY USER FUND IS GIVEN TO THEM. THEY NEED TO APPLY FOR THE TOHONO O'ODHAM IS JUNE 11, 2021. THEY TALKED ABOUT WHAT THEY HAD APPLIED FOR IN THE PAST WITH THAT GRANT. ONE IDEA WOULD BE ON TOWN BUILDING, FOR ECONOMIC DEVELOPMENT. THE POOL IS A ECONOMIC DEVELOPMENT. UNTIED WAY SHOULD BE CHANGED TO \$750,000 TO BE ON THE SAFE SIDE. CDBG THEY SENT \$57,005. THE REST WENT TO NEXT GRANT. IT IS STILL FOR THE ROADS STILL. COLONIAS GRANT IS COMING FOR \$2MILLION IT IS COMING UP. FOURTH OF JULY WAS TURN OVER, BUT STILL ACCEPTING DONATIONS, SAME GOES WITH SMALL TOWN CHRISTMAS. WASTE WATER AND HUNTER WAS RAISED DUE TO RAISED RATES. THESE ARE PULMONARY NUMBERS. THEY DISCUSSED WHEN TO DO THE WORKSHOP FOR THE BUDGET. WORKSHOP ON THE 11TH AT 1PM AND THE MEETING ON THE 21ST AT 5PM. AT THE WORKSHOP THEY WILL TALK ABOUT THEIR WATER BOND. THEY NEED TO GET LEGAL ADVICE IF THEY DEFAULT SO THEY CAN BE EDUCATED ON IT. POOL HALL THEY CHANGED TO \$20,000 IF THEY DECIDED TO FIX THE ROOF. VETERAN'S PARK AND CENTENNIAL BECAUSE THEY HAD TALK ABOUT DOING SOME WORK. HE NEEDS TO FIX UNITED WAY GRANT. ON FOURTH OF JULY THEY HAD THE FLAGS ON THERE. HE HAS A MEETING TOMORROW WITH MR HARRIS TO SEE WHERE THE INSURANCE SAVINGS WILL BE. THEY WANT A BREAKOUT OF WHAT THEY ARE LOOKING AT AFTER THEY TALKED ABOUT PAYROLL AND FINANCIAL ADMINISTRATION. UNDER THE ENTERPRISE, SCHEDULE E THEY ARE THE EXPENSES, IT IS HUNTER AND TOWN. MOST OF THE EXPENSES IS ON MATERIAL AND MAKING SURE IT WAS STOCKED. PIPES ARE GOING UP IN PRICE BY A LOT. AREA OF CONCERN, FLAT TAX PASSES SMALL TOWN WILL BE IN TROUBLE. THEY SENT A LETTER IN APPOSING IT. MAYOR THURMAN WILL SEND THEM THE INFORMATION THE LEAGUE SENT. REFUSE THEY ADJUST THEIR FEE SCHEDULE. MANAGER WILL WORK WITH CLERK NICHOLS ON LOOKING AT THE REVENUE WITH REFUSE.

MAYOR THURMAN MADE A MOTION TO MOVE THIS TO A WORK SHOP TO JUNE 11TH COUNCILMEMBER BLAKE'S SECOND. ALL IN FAVOR. MOTION CARRIED.

2. LAB REVENUE AND EXPENDITURE

THEY WERE ONLY ABLE TO GET THE LATEST REPORT FOR APRIL. IT DOES NOT INCLUDE SALARY AND BENEFITS. TIME IS ALLOTTED BY EMPLOYEES THAT TAKES AWAY FROM OTHER JOBS. ARE THEY RUNNING AT A LOSS? TODAY ALONE, THE LAB OVER \$2,500. FMI IS TAKEN TO TUCSON AND ARIZONA PISTACHIO. IF THEY TOOK THAT AWAY THEY WOULD STILL HAVE TO GO TO TUCSON TO TAKE OUR OWN. THEY NEED TO GET MORE INFORMATION ON EMPLOYEE TIME AND DO A BUSINESS PLAN. THEY DISCUSSED THE DIFFERENT TESTING THAT IS DONE AND NEEDED. THEY WOULD LIKE TO SEE WHAT IT GENERATES. MAYBE SELL TO AN INDIVIDUAL. THEY SHOULD SEE IF THEY CAN EXPAND THIS AND HIRE A PART TIME EMPLOYEE. RAISE RATES MAY NEED TO BE DONE AGAIN. GAS, EMPLOYEE TIME IS A FACTOR. IT LOOKS LIKE IT IS NOT BRINGING REVENUE. THEY NEED TO EXPLORE WAYS TO NOT TAKE SOME SAMPLES TO TUCSON. WHAT IS A WELL INSPECTION AND WHAT DOES IT REQUIRE? IT'S NOT A LAB BENEFIT. THIS IS FOR REAL ESTATE. THEY REQUIRE A WATER TEST AND WELL INSPECTION. IF THEY SELL THE WATER LAB, COULD THEY KEEP THE STILL RECEIVE FUNDS FOR THE WELL INSPECTION? IF THEY CONTINUE THAT THEY WILL STILL HAVE THE COST OF GOING AND DOING THAT. THERE IS A LAG WHEN WE PAY TURNER AND THEN WE SEND IT TO THE INDIVIDUALS. FOR PRIVATE THEY DON'T GET THEIR RESULTS IF THEY DON'T PAY. THE HOURS AND ATTENDED COST OF EMPLOYEE TIME IN FISCAL 2020 AND TAKE WELL INSPECTION OUT. MILES, HOURS, MAINTENANCE, PROJECT WHAT GASOLINE PRICE IS, ARE WHAT THEY WOULD LIKE TO SEE.

COUNCILMEMBER MENDELSON MADE A MOTION TO MOVE TABLE THIS ITEM UNTIL JULY REGULAR MEETING. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

3. MIDSTATE ENERGY/ VEREGY CONSIDERATION OF APPROVAL OF RESOLUTION NO 21-05-25 COUNCIL

THIS IS TO GET THE PROCESS STARTED BUT DOESN'T TIE THEM TO WIFA. MAYOR THURMAN READ THE RESOLUTION. PART OF THE RESOLUTION NEEDS TO BE CORRECTED.

COUNCILMEMBER MENDELSON MADE A MOTION TO APPROVE RESOLUTION NO 21-05-25 WITH THE SPECIFIC CHANGES IN SECTION 2 OF REMOVING THE BRACKETS AROUND DRINKING WATER/WASTE WATER AND DELETING /WASTEWATER. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

4. MIDSTATE ENERGY/ VEREGY CONSIDERATION OF APPROVAL OF RESOLUTION NO 21-05-26

MAYOR THURMAN READ THE RESOLUTION. IN THE MIDDLE IT SHOULD SAY "PROPER OFFICERS AND AGENTS OF THE TOWN OF DUNCAN ARE HEREBY AUTHORIZED AND DIRECTED" IS WHAT IT SHOULD BE. IF THEY CAN'T SHOW AN IMPROVEMENT OVER A TWENTY YEAR PERIOD, THEN THEY CAN'T DO IT.

COUNCILMEMBER BLAKE MADE A MOTION TO APPROVE RESOLUTION NO 21-05-26 WITH ADDITION OF THE WORD "ARE" IN SECTION 3 VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

5. SWIMMING POOL

THEY MET WITH MATT BOLINGER AND LAURA DORRELL YESTERDAY. THEY DID A TOUR OF THE POOL WITH THEM. THEY WERE PRETTY IMPRESSED. THEY STILL NEED AN INSPECTION. THEY SAID TO APPLY FOR A UNITED WAY GRANT FOR A TOTAL UPGRADE. UNITED WAY DID REACH OUT TO THEM ON IT FOR HEALTH. THEY WERE REALLY IMPRESSED WITH THE RESTROOMS AND CHANGING ROOMS. THEY TALKED ABOUT SOME OF THE THINGS THAT NEEDED TO DO. EXPANDING CEMENT PAD TO MAKE A BIGGER FOOTPRINT AND A SPLASH PAD WHERE THE SOLAR PANELS WERE, A SHADING COVER. ONCE THEY DO THIS SEASON THEN THEY CAN DO AN OVERHAUL. THEY TALKED ABOUT EXPANDING THE DEEP END AND SHALLOW END. THE BIGGEST ISSUE IS THE WAY THE PLUMBING IS IN THAT ROOM. THE OUTDOOR BATHROOMS ROTTED OUT BY THE SKYLIGHT. THEY WILL STAY LOCKED UP UNTIL IT IS FIXED. THEY TALKED ABOUT THE PARK WITH VOLLEYBALL AND PLAY EQUIPMENT. THEY ASKED FOR A BUDGET. THEY WILL BRING IT TO THE COUNCIL ONCE THEY GET A COST. THEY TALKED ABOUT RESURFACING THE POOL AND THE DECK. THEY ARE HAVING ISSUES WITH THE SUCTION THE FLOW ISN'T CORRECT AND IT IS HEATING THE MOTORS. THEY SWITCHED THE MOTORS TO MAKE SURE IT ISN'T IT. THEY ARE FLUSHING THAT OUT. PROPOSAL ISN'T UNTIL AFTER THE SEASON, THEN START WORKING ON IT BEFORE NEXT SEASON. THEY'RE GOING TO BOTH COUNTIES AND FIND THE NEED IS. THEY CAME TO THE POOL FOR THE HEALTHY PART FOR THE KIDS. THEY SHOULD DO A COST ESTIMATE TO CLOSE IT OFF AND HAVE IT AS A YEAR-ROUND POOL. THEY HAVE THE RAMADA THERE THAT ISN'T USED IT COULD BE ENCLOSED AND USED AS A GYM. PART OF THE PROPOSAL OF UNITED WAY IS TO DO A HEATER IN THE POOL. CAN THEY GET A COST ESTIMATE ON SOLAR PANELS FOR HEATING? THEY NEED TO MAKE THE APPLICATION BY THE END OF AUGUST. THEY WANT THEM NOT TO DO THE OWN WORK, BUT GO OUT FOR CONTRACT.

COUNCILMEMBER MENDELSON MADE A MOTION TO PROCEED TOWARD MAKING A UNITED WAY GRANT APPLICATION FOR THE SWIMMING POOL COMPLEX AT THE END OF THE CURRENT POOL SEASON. VICE-MAYOR SMITH SECONDED. ALL IN FAVOR. MOTION CARRIED.

6. EXECUTIVE SESSION: CONSIDERATION AND POSSIBLE ACTION TO CONVENE INTO EXECUTIVE SESSION PURSUANT TO §38-431.03 FOR TOWN MANAGER TRANSITION

THE ARE NOT DISCUSSING THIS IN EXECUTIVE SESSION BUT OUT IN PUBLIC. THE WORDING WAS VERY VAGUE. ATTORNEY SAID THEY COULD GO INTO E-SESSION. THEY HAVE A RECRUITMENT GUIDE BY THE LEAGUE. MANAGER BASTEEN DID NOT GET THE EMAIL. IT WAS REJECTED. THEY NEED A SPECIFIC JOB DESCRIPTION. THE LEAGUE IS A REQUIREMENT FOR THEM TO POST IT. COMMITTEE OF THE TOWN COUNCIL, EMPLOYEES, AND MEMBER OF THE COMMUNITY. THEN AN INTERVIEW COMMITTEE. THERE IS A SAMPLE PROFILE THEY NEED TO DECIDED WHAT THEIR COMMENTS ARE. WHAT THEY FEEL IT NEEDS TO LOOK LIKE. THE FINANCIAL IS A BIG ISSUE AND THEY NEED TWO PHASES. FIND SOMEONE TO HELP SOMEONE HELP THEIR PROBLEMS, A CONSULTANT PART TIME. IF THEY COULD ATTRACT A MANAGER WITH THAT KIND OF EXPERTISE. THEY ARE TALKING ABOUT HOW LONG OF A PROCESS WOULD BE BEST TO RESOLVE SOME OF THIS. THEY NEED TO HAVE SOMEONE THAT UNDERSTANDS AND CAN OPERATE DAY TO DAY. IF SOMEONE WAS TO COME IN AND TRY AND FIX IT WOULD BE A LOT MORE. THEY CAN REACH OUT TO THE LEAGUE TO SEE IF THERE ARE INDIVIDUALS THAT WOULD BE WILLING TO DO THIS AS MENTORSHIP TYPE. OUTREACH IS FIRST ORDER OF BUSINESS. WHERE DOES THIS LEAVE JOHN AT THIS POINT? HE WILL STAY AS THE INTERIM TOWN MANAGER UNTIL THEY HIRE A NEW TOWN MANAGER. THEY CAN GET STARTED ON STEP 2 PREPARE ADVERTISEMENT. DO THEY WANT A COMMITTEE TO START THAT PROCESS? HOW WOULD THEY CHOSE THOSE PEOPLE? IT DOES HAVE TO BE POSTED 24 HOURS BEFORE. COMMITTEE WITH RELEVANCE SKILLS. THEY CAN DO IT WITH LETTERS OF

INTENT WITH JUSTIFICATION. THEY WILL PUBLISH WITH SOLICITATION OF THOSE LETTERS. CURRENT EMPLOYEE WOULD BE VOLUNTARY. HIRING SUB COMMITTEE IS WHAT THEY ARE THINKING IT SHOULD BE CALLED. IT SHOULD ONLY BE TWO COUNCIL MEMBERS SO THERE WOULDN'T BE A QUORUM. COMMITTEE WILL START FROM SCRATCH. COUNCIL CAN GIVE A SCOPE OF WORK AHEAD OF TIME. THEY SHOULD DO A DRAFT SCOPE OF WORK. VICE-MAYOR SMITH EXPLAINED HER LOW, MEDIUM, AND HIGH. SHE WOULD LIKE TO COME UP WITH A WAY TO EVOLUTE THE TOWN MANAGER AND SECTION OUT THEIR JOB DESCRIPTION. THEY ARE GOING TO HAVE TO KNOW THEIR RESPONSIBILITIES. THEY HAVE TO KEEP THAT IN MIND THEY WILL HAVE LITTLE BIT MORE THAT IS ASKED OF THEM BECAUSE OF THE TOWN SIZE. THEY SHOULD SEE WHAT OTHER TOWNS HAVE. JOHN'S AGREEMENT WAS NEVER UPDATED FOR MORE THAN A DECADE. THE COMMITTEE CAN CREATE THE ACTUAL JOB DESCRIPTION. PROFILE CAN BE FAIRLY BASIC. THEY SHOULD EACH FILL OUT THE LOWS, MEDIUMS, AND HIGH. THEY WILL BRING THOSE TO THE NEXT MEETING SO THEY CAN KNOW WHAT THE PROFILE WILL LOOK LIKE. IT DOESN'T NEED TO BE RECONVENED INTO REGULAR SESSION SINCE IT DID NOT GO INTO EXECUTIVE SESSION.

7. ADJOURNMENT

MAYOR THURMAN MADE A MOTION TO ADJOURN. COUNCILMEMBER BLAKE SECONDED. ALL IN FAVOR. MOTION CARRIED.

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE SPECIAL MEETING OF THE DUNCAN TOWN COUNCIL HELD ON THE 25TH DAY OF MAY, 2021. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND A QUORUM WAS PRESENT.

THIS 20TH DAY OF JUNE, 2021.

ISABEL BLANCARTE, ACTING TOWN CLERK

Town of Duncan, Arizona
High-Level Financial Review
August 11, 2021



★ Designed by TownMapsUSA.com

TABLE OF CONTENTS

I.	EXECUTIVE SUMMARY	1
II.	OVERVIEW	2
III.	UTILITY CASH RECEIPTING	3

I.Executive Summary

The Town of Duncan (Town) contracted with Pat Walker Consulting to complete a high level review of the financial status/processes for the Town of Duncan.

The following areas are included in PWC's review:

- Bank statement and reconciliation review
- Review of Payroll reports
- Review of FY20 Financial Audit
- Review of FY21 Financial Statement
- Review of daily deposit activity recorded in financial system
- Review of Unpaid Invoice report compared to GL
- Review of outstanding receivables
- Review of prior budget auditor general forms

These areas will also be reviewed for effectiveness of internal controls, whether existing policies and procedures are being followed in practice, and recommendations for improvement.

After completion of review of the other areas outlined in this Executive Summary, a summary of the weaknesses along with the recommendations for improvements will be presented in the Executive Summary with details in the various sections of the report.

II. Overview

The Town of Duncan (City) Contracted with Pat Walker Consulting, to complete a In this review, any operational or organizational weaknesses will be identified with recommendations for improvements.

The following areas are included in our review:

- Bank statement and reconciliation review
- Review of Payroll reports
- Review of FY20 Financial Audit
- Review of FY21 Financial Statement
- Review of daily deposit activity recorded in financial system
- Review of Unpaid Invoice report compared to GL
- Review of outstanding receivables
- Review of prior budget auditor general forms

Each area reviewed has been presented in a separate section within the following report and includes a discussion of the current policies and procedures, a discussion of the review and analysis performed a list of noted weaknesses, and the recommendations for improvement. We have also included a separate section addressing general weaknesses not specific to a particular area.

III. Bank Statement Reconciliation and Review

The Town of Duncan has 3 bank accounts at National Bank of Arizona and one account with the Local Government Investment Pool. PWC started work on this task by reviewing the Caselle financial system bank reconciliations. None of the bank accounts have been reconciled since January. There is an account for the "Stockman's Water Fund" with a bank balance of \$3,458.30 in Caselle for the bank statement but none on the general ledger side. I received no statements from the Town, talked to the auditors and they don't show this account so this needs further research.

The main checking account at National Bank in Caselle show \$231,172.01 as of 1-31-21 reconciled. Caselle now shows through June 2021 a negative balance on the bank statement side of (\$76,660.05) and on the General Ledger side of (\$28,851.53) but this is unreconciled balances. The good news is that the bank shows a positive \$348,745.88 at the end of July 2021 but we do not know how many checks are outstanding that would bring down that balance. This is why bank statements need to be reconciled monthly otherwise you won't know if you have too little funds in the bank or additional funds that could be invested in LGIP.

Speaking of the LGIP, I never did receive the statements for this account. Per the Auditor, the balance as of 6/30/20 was \$2,593.59. This needs to be followed up on.

The Town also has a "Pool Account" that showed a balance in Caselle as of 1-31-21 of \$22,851.53 reconciled and a Caselle balance of \$1,903.54 as of 6-30-21 unreconciled. However, the National Bank statement shows \$33,437.78 but again we do not know how many outstanding checks are there to bring down that balance.

The Town also has a CD with National Bank of Arizona that just came up for renewal on 8/12/21 in the amount of \$80,956.39

Summary

Overall, it is always disconcerting to see unreconciled bank statements in a City or Town as that is the best way to protect the Town from fraud and know what the cash flow is for investment and spending purposes.

Observations/Weaknesses Identified: Unreconciled bank statements as well as an account not accounted for. In this review there was a payroll check made out to Cynthia Nichols in August 2020 for \$2,737.25 and her net is usually around \$1450 so not sure why it appears to be a double check. There was also a payroll check made out to John Basteen on 12/10/20 but then another payroll check was made out to John Basteen on 12/17/20 that only had the signature of the Mayor (not two signatures per Town Code) and it was only a week apart so not sure why that was paid early as all other employees received their check on 12-23-20.

There was also a two payroll checks made out to John Basteen on 2-4-21 that were cashed and then he cashed another one on 2-18-21 so not sure what happened there. It appears that on the payroll that 4 payroll checks in total were written to John Basteen on 2-4-21 but two appear voided but then two cashed.

There was a large check made out Midco Diving & Marine Services for \$6,589.00 on April 7, 2021 and is just a service that I was not familiar with. It may be a legitimate expense but this needs to be reviewed.

There was a check made out to Cynthia Winters on 8-20-20 in the amount of \$2,737.25 but again not sure what it was for without looking at the backup.

The Town does not use the cash receipting system in Caselle so I could not trace deposits to the system. For some reason it appears there were 4 manual deposits prepared in November of 2020 and all were posted at the same time on 12-2-21 totaling \$5,248.44. There were a group of manual deposits made in June 2021 and all deposited at one time on 6-19-20 totaling \$9,433.29. I am not sure how the daily deposits are prepared, who prepares them and then who signs off on the daily reconciliation of cash but this needs to be done. The Town should not let that much cash be on sight without depositing it into the bank.

On July 8, 2021 a payroll check was made out to John Basteen and Jason McGrath, signed by John Basteen and no other signature. The same happened on checks made out on 7-22-21 to Lauren Basteen, Jarrett Garner, Logan Keith Basteen and Kayse Lynne Strain. The Town Code requires two signatures on every check and also does not allow someone to sign their own check let alone being the only one signing their own check.

Lastly there are checks that appear to be on an account set up at Home Depot where you spend anywhere from \$1,200 a month up to over \$2,000 a month, but without looking at the invoices I cannot tell what they were for. This as well as Chaparell, Stage Stop Mini-Mart and Cardholder Services for the credit card. Without a review it is hard to determine if all of these are for town purchases as I know there was a finding in the FY20 Audit on credit card charges that I will be discussing later in this report.

Recommendations: The Main Checking Account as well as the Pool Account and LGIP account needs to be reconciled as soon as possible to determine the cash position of the Town. The reason the July statement is so high is because the Town received the American Relief Funds for FY22. Hopefully there are enough funds to cover any outstanding checks.

Compliance with the Town Code on check signing must be implemented immediately for internal control and segregation of duties. I also recommend a reconciliation be

performed on the payroll system compared to the payroll checks written and cashed as there appears to be some issues that need to be resolved.

Just as the recommendation came from the auditors on the credit card receipts be attached to each invoice, the same should happen with every vendor such as the ones mentioned because it leads to possibly personal expenses with Town funds if there no checks or balances or once again, internal controls.

Lastly, I think due to the large amount of missing receipts on the credit card, the Risk Pool (AMRRP) should be contacted for a review since you may be able to collect that amount through your insurance.

IV. Financial Statement Review

PWC reviewed the audited financial statements for FY2020. This is where the finding from the auditor for the credit card charges so I did some additional follow up with the auditors so that Council is clear on the magnitude of this issue.

There was a total of \$45,058.66 in credit card charges in FY20 that did not have receipts. Of this total, there were 208 charges. After the Auditor ask for receipts from the Town Manager, 5 were produced and 12 were listed as “reasonable charges” by the Town Manager and Town Clerk. That left a balance of \$19,497 that had no supportable receipt or reasonable explanation as to what the charges were for. It is my understanding that the receipts are now being requested with each charge card payment the Town makes but I am not sure if the Town went back and did the same from July 2020 through the time they started this process.

In FY20, the General Fund had an unassigned fund balance of \$64,099 which is very low and that is after transferring \$142,753 to the Water Fund because the operating costs are not covered by user fees.

In FY21, this information was already briefed to the Council with the FY22 budget adoption. To recap, as of 6-30-21 unaudited balances, the General Fund is at 84% of the budget for revenues for state shared revenues and refuse fees are down but there may still be some Journal Entries (JE) that have not been completed since the Town is so behind no bank reconciliations. There is also a debit to a miscellaneous revenue account that is then credited to cash for \$8,576.55 on 12-31-20. That is bringing the revenue amount down too and is concerning that cash is being adjusted that way but needs to be further reviewed as to why the JE was made. The good news though is that expenditures are only at 77% of budget but again, that is not knowing what has or has not been recorded in your general ledger.

In the “Town House” department, there is a credit balance in the utility expenditure account of \$2,828.08 so not sure what is causing that other than what the auditors noted as an outstanding amount of \$11,316 for gas and electric that the Town Manager owes the Town however it should be put into a revenue account called “Recovery of Prior Year Expense” and not credited to an expense account. I also looked up in the Town’s utility system and there is no water, sewer or refuse being billed to the address of Town House. This may be an agreement the Town has with the Town Manager but needs to be verified.

The Water fund is projected to spend \$67,931 more than it brings in revenue for F21. Rates will need to be looked at as this will need to be subsidized by the General or Sewer fund.

There appears to be \$47,764.40 of expenditures spent for a CDBG grant and I did not see a receivable booked so I hope the reimbursement has been requested.

The Town has overspent 4th of July expenditures over revenues by \$7,514 and Small Town Christmas By \$2,538.

Summary

Overall, there are concerns moving forward for the financial status of the Town as outlined above and need to be addressed sooner than later.

Observations/Weaknesses Identified: There needs to be a complete review of all the financials for FY21 as it was noted in the auditor recommendations for a “clean” trial balance that they can audit. The utility funds also need to be carefully reviewed as it will continue to go further into deficit I am afraid.

Recommendations: The Town needs to be to the answer of why \$8,576.55 was credited to cash (in other words taken out) as well as all other accounts reviewed and corrected if necessary. A review on whether the Town needs to pay for the water, sewer and refuse charges or the Town Manager needs to be decided but either way, the charges should be there in the utility billing system. A review to determine if an increase in water rates will cover the expenditures over the next five years and also to conduct a 5-year financial forecast for all funds but especially for the general and utility funds. If there has been no request to CDBG then one needs to be requested and a receivable booked.

Council needs to also decide as a policy decision whether they want to continue subsidizing the special events in the Town.

V. Unpaid Invoice Report

Caselle produces a report called the "Unpaid Invoice Report" and this should tie to the General Ledger account payable accounts. Currently, it does not and this needs to be reconciled before the auditors come out. I would also suggest a more thorough look at the checks written and sampled back to the check register under the "Paid Invoice" report from July 1, 2020, to period 13/21 in Caselle. Not only to make sure that the amounts tie but to also make sure there are all legitimate expenditures to the vendors I mentioned in the bank reconciliation section. PWC printed out both the Check Register and Unpaid Invoice report but ran out of time to do any thorough review that needs to be done.

Recommendation: The tasks described above need to be completed prior to the auditors coming out.

VI. Review of Utility Account Receivables

PWC reviewed the Aging Report in your Caselle Utility Management system and here is the amount of utility receivables outstanding for the Town of Duncan.

- There is a total of \$137,321.87 of which \$98,589.61 is over 90 days plus due.
- There is \$20,740.70 for the current period, \$13,390.56 for 30 days, and \$4,592 for 60 days.

Recommendation: Due to the fact the utility accounts need these revenues to continue to serve the citizens of Duncan, a collection effort should be made. Also, a reconciliation of utility billing compared to revenues must be conducted to determine if the outstanding amount is correct. This definitely needs further follow up as well as a look at adjustments made in the system.

VII. Review of Auditor General Forms

This review was completed during the FY21 budget adoption as there were numerous items that were corrected for the FY22 Auditor General Forms.

Assistance for Updating Policies and Procedures to Prevent Fraud

There is an organization called the Committee of Sponsoring Organizations of the Treadway Commission (COSO) which is a joint initiative of the five private sector organizations that are the American Institute of CPA's, the American Accounting Association, the Institute of Internal Auditors, Financial Executives International and the Association of Accountants and Business Financial Professionals that is dedicated to providing thought leadership through the development of frameworks and guidance on enterprise risk management, internal control and fraud deterrence. The COSO's mission is to provide thought leadership through the development of comprehensive frameworks and guidance on enterprise risk management, internal control and fraud deterrence designed to improve organizational performance and governance and to reduce the extent of fraud in organizations.

The COSO has an Internal Control Certificate Program that offers financial professionals, including internal auditors and CPAs, the opportunity to earn a professional certificate in the 2013 *COSO Internal Control-Integrated Framework*.

The program is a combination of self-paced learning and a hands-on workshop, followed by an online examination. Upon successful completion of all three components, candidates will receive an official COSO certificate that demonstrates their ability to design and implement an effective system of internal control utilizing the *COSO Internal Control-Integrated Framework*. This may be very useful to the Town of Duncan and their website is COSO.org.

Also, PWC will be glad to provide policies and procedures adopted by various entities in the State of Arizona.

Town of Durcan
Summary Schedule of Estimated Revenues and Expenditures/Expenses
Fiscal year 2022

Fiscal Year	Description	Funds							Total All Funds
		General Fund	Special Revenue Fund	Debt Service Fund	Capital Projects Fund	Permanent Fund	Enterprise Funds Available	Internal Service Funds	
2021	Adopted/Adjusted Budgeted Expenditures/Expenses*	2,793,000	110,147	50,000	5,184,723	11,900	300,000	0	8,449,770
2021	Actual Expenditures/Expenses**	488,623	78,783	32,449	2,404	4,953	254,206	0	861,419
2022	Fund Balance/Net Position at July 1***								0
2022	Primary Property Tax Levy	0							0
2022	Secondary Property Tax Levy								0
2022	Estimated Revenues Other than Property Taxes	373,739	84,572	0	0	0	0	0	458,311
2022	Other Financing Sources	0	0	0	0	0	0	0	0
2022	Other Financing (Uses)	0	0	0	0	0	0	0	0
2022	Interfund Transfers In	0	0	0	0	0	0	0	0
2022	Interfund Transfers (Out)	0	0	0	0	0	0	0	0
2022	Line 11: Reduction for Fund Balance Reserved for Future Budget Year Expenditures								0
	Maintained for Future Debt Retirement								0
	Maintained for Future Capital Projects								0
	Maintained for Future Financial Stability								0
2022	Total Financial Resources Available	373,739	84,572	0	0	0	0	0	458,311
2022	Budgeted Expenditures/Expenses	0	0	0	0	0	0	0	0

Expenditure Limitation Comparison

	2021	2022
1 Budgeted expenditures/expenses	\$ 8,449,770	\$
2 Add/subtract: estimated net reconciling items		
3 Budgeted expenditures/expenses adjusted for reconciling items	\$ 8,449,770	
4 Less: estimated exclusions		
5 Amount subject to the expenditure limitation	\$ 8,449,770	\$
6 EEC expenditure limitation		

The city/town does not levy property taxes and does not have special assessment districts for which property taxes are levied. Therefore, Schedule B has been omitted.

Includes Expenditure/Expense Adjustments Approved in the current year from Schedule E.

** Includes actual amounts as of the date the proposed budget was prepared, adjusted for estimated activity for the remainder of the fiscal year.

*** Amounts on this line represent Fund Balance/Net Position amounts except for amounts not in spendable form (e.g., prepaids and inventories) or legally or contractually required to be maintained intact (e.g., principal of a permanent fund).

**Town of Duncan
Tax Levy and Tax Rate Information
Fiscal year 2022**

	2021	2022
1. Maximum allowable primary property tax levy. A.R.S. §42-17051(A)	\$ 19,615	\$ _____
2. Amount received from primary property taxation in the current year in excess of the sum of that year's maximum allowable primary property tax levy. A.R.S. §42-17102(A)(18)	\$ _____	\$ _____
3. Property tax levy amounts		
A. Primary property taxes	\$ 14,100	\$ _____
<u>Property tax judgment</u>	_____	_____
B. Secondary property taxes	_____	_____
<u>Property tax judgment</u>	_____	_____
C. Total property tax levy amounts	\$ 14,100	\$ _____
4. Property taxes collected*		
A. Primary property taxes		
(1) Current year's levy	\$ _____	\$ _____
(2) Prior years' levies	\$ _____	\$ _____
(3) Total primary property taxes	\$ _____	\$ _____
B. Secondary property taxes		
(1) Current year's levy	\$ _____	\$ _____
(2) Prior years' levies	\$ _____	\$ _____
(3) Total secondary property taxes	\$ _____	\$ _____
C. Total property taxes collected	\$ _____	\$ _____
5. Property tax rates		
A. City/Town tax rate		
(1) Primary property tax rate	0.9371	_____
<u>Property tax judgment</u>	_____	_____
(2) Secondary property tax rate	_____	_____
<u>Property tax judgment</u>	_____	_____
(3) Total city/town tax rate	0.9371	_____
B. Special assessment district tax rates		
Secondary property tax rates—As of the date the proposed budget was prepared, the city/town was operating _____ no _____ special assessment districts for which secondary property taxes are levied. For information pertaining to these special assessment districts and their tax rates, please contact the city/town.		

* Includes actual property taxes collected as of the date the proposed budget was prepared, plus estimated property tax collections for the remainder of the fiscal year.

**Town of Duncan
Revenues Other than Property Taxes
Fiscal Year 2022**

Source of revenues	Estimated revenues 2021	Actual revenues* 2021	Estimated revenues 2022
General Fund			
Local taxes			
City Sales Tax	\$ 195,000	\$ 141,680	\$ 195,000
Licenses and permits			
Business, Mobile Home & Building Permits	8,000	2,100	5000
Dog Tags	580	109	500
Dog Impound	1,500	170	1000
Franchise Fees	20,000	14,395	20,000
Intergovernmental			
State Sales Tax	71,433	11,877	92,523
Urban Revenue Sharing	214,371	196,507	195,714
Auto Lieu Taxes	82,127	61,669	85,502
Charges for services			
Refuse & Tipping Fees	85,000	47,646	75,000
Cemetery	30,000	1,600	15,000
Swimming Pool	10,000	4,420	7,500
Rental Property	20,000	16,160	20,000
Fines and forfeits			
Magistrate Court	None	None	
Interest on investments			
In-lieu property taxes			
Contributions			
Voluntary contributions			
Miscellaneous			
Fax, Copies, Notary Services	4,000	7,271	8000
Insurance Dividend	20,000	None	15,871
Unexpected Revenues	2,000,000	None	75,000
Total General Fund	\$ 2,762,011	\$ 505,602	\$ 373,739

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Duncan
Revenues Other than Property Taxes
Fiscal Year 2022**

Source of revenues	Estimated revenues 2021	Actual revenues* 2021	Estimated revenues 2022
Permanent Funds			
Fourth of July Fund	\$ 6,000	\$ 800	\$ 1,000
Small Town Christmas Fund	4,000	50	2,500
Donations to Organizations	None	None	0
Annual Car Show	1,000	None	0
	\$ 11,000	\$ 850	\$
Total Permanent Funds	\$ 11,000	\$ 850	\$
Enterprise Funds			
Duncan Wastewater Treatment Plant	\$ 90,000	\$ 69,714	\$ 95,000
Hunter and Duncan Water Operations	180,000	127,329	160,000
Laboratory	50,000	25,052	40,000
	\$ 320,000	\$ 222,094	\$
Total Enterprise Funds	\$ 320,000	\$ 222,094	\$

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

**Town of Duncan
Revenues Other than Property Taxes
Fiscal Year 2022**

Source of revenues	Estimated revenues 2021	Actual revenues* 2021	Estimated revenues 2022 -
Internal Service Funds			
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
	\$ _____	\$ _____	\$ _____
	_____	_____	_____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____
Total all Funds	\$ <u>8,455,755</u>	\$ <u>903,210</u>	\$ <u>458,311</u>

* Includes actual revenues recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated revenues for the remainder of the fiscal year.

Town of Duncan
Other Financing Sources/(Uses) and Interfund Transfers
Fiscal year 2022

Fund	Other financing 2022		Interfund transfers 2022	
	Sources	(Uses)	In	(Out)
General Fund	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total General Fund	\$ _____	\$ _____	\$ _____	\$ _____
Special Revenue Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Special Revenue Funds	\$ _____	\$ _____	\$ _____	\$ _____
Debt Service Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Debt Service Funds	\$ _____	\$ _____	\$ _____	\$ _____
Capital Projects Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Capital Projects Funds	\$ _____	\$ _____	\$ _____	\$ _____
Permanent Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Permanent Funds	\$ _____	\$ _____	\$ _____	\$ _____
Enterprise Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Enterprise Funds	\$ _____	\$ _____	\$ _____	\$ _____
Internal Service Funds	\$ _____	\$ _____	\$ _____	\$ _____
_____	_____	_____	_____	_____
_____	_____	_____	_____	_____
Total Internal Service Funds	\$ _____	\$ _____	\$ _____	\$ _____
Total all Funds	\$ _____	\$ _____	\$ _____	\$ _____

**Town of Duncan
Expenditures/Expenses by Fund
Fiscal year 2022**

Fund/Department	Adopted Budgeted Expenditures/ Expenses 2021	Expenditure/ Expense adjustments approved 2021	Actual Expenditures/ Expenses* 2021	Budgeted Expenditures/ Expenses 2022
General Fund				
Animal Control	\$ 2,500	\$	\$ 676	\$ 2,500
Cemetery	2,500		40	2,500
Financial Administration	260,000		229,777	250,000
Mayor and Council	15,000		3,875	15,000
Public Works/Roads & Streets	150,000		82,936	125,000
Refuse & Tipping Fees	84,000		64,017	84,000
Swimming Pool	10,000		324	10,000
Police Protection	60,000		5,000	55,000
Town Clerk	90,000		72,649	90,000
Senior Center	4,000		1,318	4,000
Town House	15,000		4,064	15,000
Office Complex	5,000		1,873	5,000
Bakery	3,500		4,181	7,500
Pool Hall	15,000		332	20,000
Town Equipment Depreciation	20,000			20,000
Veterans and Centennial Parks	28,000		17,561	25,000
Library	3,500		None	3,500
Fire Department	None		None	0
Magistrate Court	25,000		None	25,000
Unexpected Expenses	2,000,000			750,000
Total General Fund	\$ 2,793,000	\$	\$ 488,623	\$
Special Revenue Funds				
Highway User Fund	\$ 87,151	\$	\$ 78,783	\$ 84,572
1- Time Streets & Higways	22,996		106,123	
Total Special Revenue Funds	\$ 110,147	\$	\$ 78,783	\$
Debt Service Funds				
2000 Water Bonds P&I	\$ 50,000	\$	\$ 32,449	\$ 75,000
Total Debt Service Funds	\$ 50,000	\$	\$ 32,449	\$
Capital Projects Funds				
CDBG 2015/16- FY 20	None	\$	\$ 57,045	None
CDBG 2016/17- FY 21	None		None	142,905
CDBG 2020/21 Chaparfall & McGrat	-99,723	142,905	2,404	0
WIFA Grant	235,000		None	140,051
Tohono O'Odham	None		None	50,000
FMI	50,000		None	100,000
Apache Gold	50,000		None	50,000
USDA Grant	2,200,000		None	2,200,000
United Way	350,000		None	250,000
Colonias Grant	2,200,000		None	2,200,000
Total Capital Projects Funds	\$ 5,184,723	\$	\$ 2,404	\$
Permanent Funds				
Fourth of July Fund	\$ 6,300	\$	\$ 2,364	\$ 6,300
Small Town Christmas	2,000		2,589	3,000
Donations for Organizations	3,000		None	0
Annual Car Show	600		None	0
Total Permanent Funds	\$ 11,900	\$	\$ 4,953	\$
Enterprise Funds				
Duncan Wastewater Treatment	\$ 80,000	\$	\$ 31,019	\$ 75,000
Duncan & Hunter Water Systems	200,000		205,981	200,000
Laboratory	20,000		17,206	20,000
Total Enterprise Funds	\$ 300,000	\$	\$ 254,206	\$
Internal Service Funds				
Contingency	\$	\$	\$	\$
Total Internal Service Funds	\$	\$	\$	\$
Total all Funds	\$ 8,449,770	\$	\$ 861,419	\$

* Includes actual expenditures/expenses recognized on the modified accrual or accrual basis as of the date the proposed budget was prepared, plus estimated expenditures/expenses for the remainder of the fiscal year.

**Town of Duncan
Full-Time Employees and Personnel Compensation
Fiscal year 2022**

Fund	Full-Time Equivalent (FTE) 2022	Employee Salaries and Hourly Costs 2022	Retirement Costs 2022	Healthcare Costs 2022	Other Benefit Costs 2022	Total Estimated Personnel Compensation 2022
General Fund		\$	\$	\$	\$	\$
Special Revenue Funds		\$	\$	\$	\$	\$
Total Special Revenue Funds		\$	\$	\$	\$	\$
Debt Service Funds		\$	\$	\$	\$	\$
Total Debt Service Funds		\$	\$	\$	\$	\$
Capital Projects Funds		\$	\$	\$	\$	\$
Total Capital Projects Funds		\$	\$	\$	\$	\$
Permanent Funds		\$	\$	\$	\$	\$
Total Permanent Funds		\$	\$	\$	\$	\$
Enterprise Funds		\$	\$	\$	\$	\$
Duncan Wastewater						
Duncan & Hunter Water System						
Total Enterprise Funds		\$	\$	\$	\$	\$
Internal Service Funds		\$	\$	\$	\$	\$
Total Internal Service Fund		\$	\$	\$	\$	\$
Total all Funds		\$	\$	\$	\$	\$

Employee Data			ASSURTY							MEDICAL						TOTAL	
Surname	First		AE	CI	HI	Life	STD	PP	Medical	Dental	Vision	ML HI	HYou	PP	PP	Monthly	
1	BASTEEN	John, Jr.	34.38	17.30	58.11	14.12	0.00	123.91	180.77	128.13	4.13	109.59	4.15	426.77	550.68	1193.05	
2	BLANCARTE	Isabel	22.99	3.21	39.20	8.26	0.00	73.66	53.56	18.05	5.53	22.64	4.15	103.94	177.60	384.77	
3	LACEY	Joseph	22.99	8.20	39.20	11.24	0.00	81.63	57.61	40.91	5.53	40.97	4.15	149.17	230.80	500.03	
4	LACEY	Kendall	0.00	0.00	0.00	4.25	0.00	4.25	0.00	0.00	0.00	0.00	0.00	0.00	4.25	9.21	
5	MAHER	JT	34.38	24.21	58.11	8.98	0.00	125.68	133.29	59.14	8.27	63.90	4.15	268.75	394.43	854.54	
6			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
7			0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	
PRODUCT TOTAL			114.74	52.92	194.62	46.85	0.00	409.13	425.23	246.23	23.47	237.10	16.60	948.63	1357.77	2941.60	

Vector Pkg & Ameritas

886.3905

921.27

533.45

50.85

513.68

35.96

2,941.60

UHC & Ameritas

45.50

7693.5

533.45

50.845

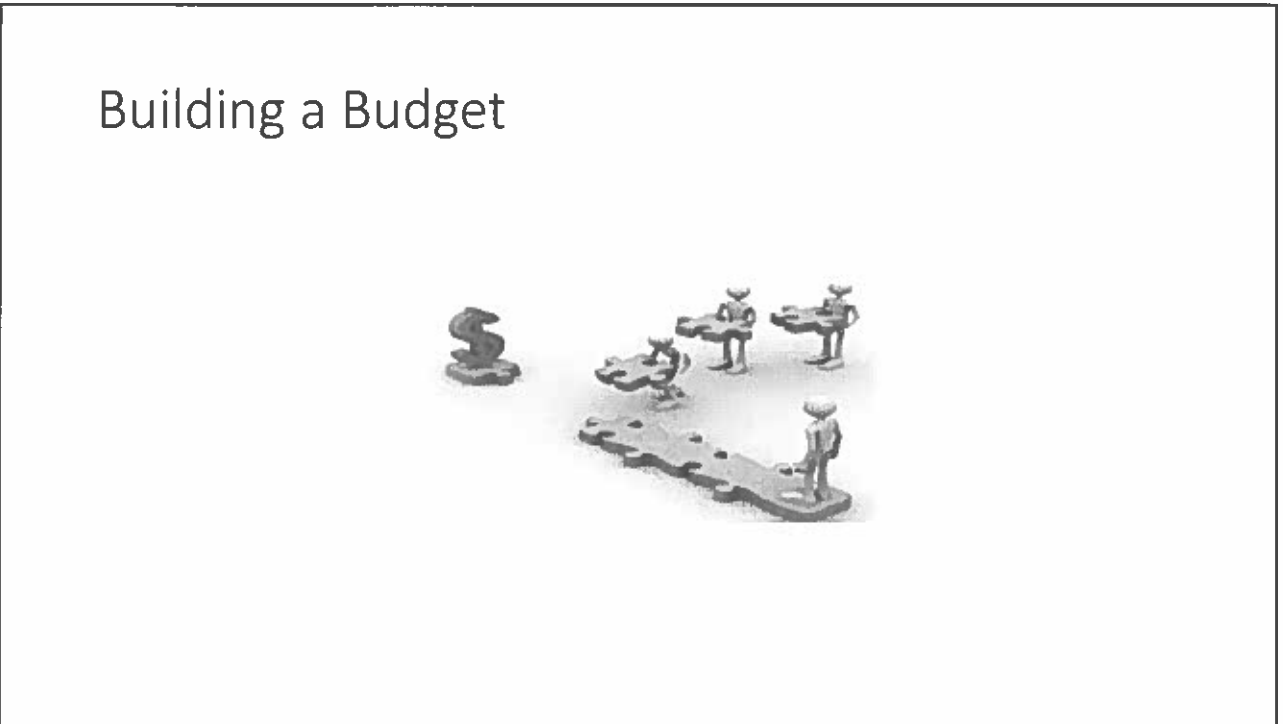
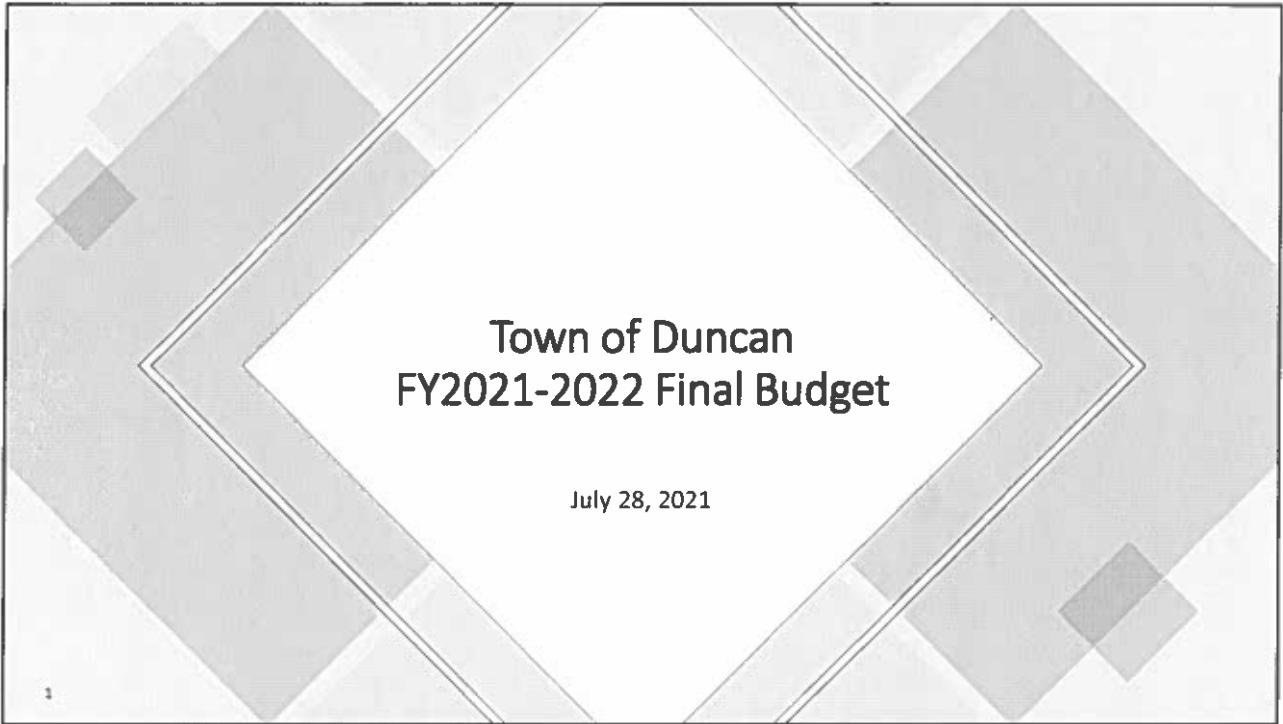
8,323.30

Net Difference MONTHLY

5,381.70

ANNUALLY

64,580.35



FUND	Adopted 2020-21 Budget	Estimated 2020-21 Expenditures	Proposed 2021-22 Budget	% Increase (-decrease)
GENERAL	\$ 2,001,623	\$ 1,798,102	\$ 2,140,848	6.96%
COURT ENHANCEMENT	\$ 2,300		\$ 78,967	100.00%
HIGHWAY USERS	\$ 266,948	\$ 107,241	\$ 228,450	-14.42%
TRANSPORTATION SALES TAX	\$ 1,303,700	\$ 334,794	\$ 1,410,064	8.16%
MISCELLANEOUS GRANTS	\$ 4,061,800	\$ 32,224	\$ 4,635,956	-12.38%
UTILITIES	\$ 2,410,558	\$ 724,606	\$ 3,200,039	32.75%
SANITATION	\$ 246,826	\$ 288,584	\$ 282,672	14.52%
AMBULANCE SERVICE	\$ 513,774	\$ 513,774	\$ 11,168	-97.83%
FIREFIGHTER'S PENSION	\$ 3,200	\$ 2,484	\$ 3,200	0.00%
USDA LOAN	\$ 311,000	\$ 215,611	\$ 23,376	-92.48%
TOTAL ALL FUNDS	\$ 11,121,729	\$ 4,017,420	\$ 12,014,739	8.03%

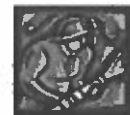
Preparation of Budget

- Revenue Forecasting
- Producing a "balanced budget"
- Reviewing department/fund requests
 - Discuss what services are to be provided
 - What level of service
 - Line item budgets in each department
 - Department participation in budget process

Funds

- General Fund
- Special Revenue Funds
- Enterprise Funds

General Fund



- Revenues to be used for any municipal purpose
- Contains most departments in the Town



General Fund Revenue



7

Local Sales Taxes

- Major Revenue Categories:
 - Retail
 - Construction
 - Utilities
 - Restaurant & Bar
 - Hotel/Motel

Local Sales Taxes

- FY20 Audited Revenues \$593,499
- FY21 Estimated Revenues \$709,829
- FY22 Estimated Revenues \$728,212



Franchise Taxes

- Permission for utilities to use City/Town's right-of-way for underground lines
- Must be approved by vote of the people
- Usually based on % of gross sales
- Cannot exceed 25 years



Property Taxes

- FY22 Budget proposes to slightly lower property tax as tax rate was kept the same
- Town had the ability to raise to maximum allowable levy of \$20,348 but you can't now because of statute notices.



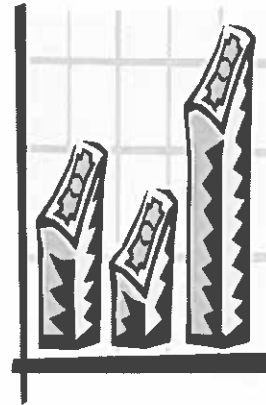
State Shared Revenues

- State Sales tax
- Income tax
- Auto Lieu
- Highway User Revenue



Interfund Transfers FY21

- Water Utility Fund
- Debt Service



Walker
Consulting

Total Final Budget FY2021-2022

- Total FY22 Final Budget totals \$10,667,373
- Will need to come back to Council to approve movement of appropriations that need to be made
- Will discuss through this presentation
- Property Tax Levy approval will be August 12, 2021

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: General Fund

- State Shared Sales Tax number was increased by State in June to \$97,966 but ok because there is \$750K of "unexpected revenues" appropriated.
- Auto Lieu tax estimate for FY21-April 2021 payment was put in as a debit instead of a credit and another payment for June 2021 has not been recorded.
- Insurance dividend was received not as cash but a credit to offset insurance payment (\$15,871)
- Taking out the FY21 Budget of \$2,000,000 for unexpected revenues, the comparison of FY21 Budget to Estimated is around 86% and will probably land closer to 88% when year end entries are booked.
- As results are just under budget potentially 12%, could be underrealized and the budget will need to be monitored closely on the expenditure side.

15

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Special Revenue Fund

- HURF revenue within less than \$2K than FY21 Budget. FY22 estimate comes from League & ADOR
- American Relief Fund- \$131,588 in July and will receive another \$131,588 in May 2022.
- Grants added to Special Revenues
- Need to look for expenditures that qualify and preferably GF expenditures that would free up funds in the GF.

16

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Special Revenue Fund (Cont'd)

- Moved Event funds (i.e. 4th of July, Small Town Christmas, Annual Car Show) to special revenue funds from "Permanent Funds."
- 4th of July took in \$850 in revenue and spent over that amount by \$7,514
- Small Town Christmas took in \$50 and spent over that amount by \$2,538

17

FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Capital Projects

- From my understanding, these are all grants and really should be under Special Revenue Fund. I have moved these to Special Revenue Category and kept the amounts the same.
- There is a 2019 CDBG expense of around \$47K, reimbursement request in? \$55K received for FY20 CDBG and around \$14K spent.

18



FY22 Budget Schedules

Updated Revenues (Schedule C) Findings: Enterprise Funds

- Water utility revenues are less than budget but expenditures are over with a net deficit of \$67,931

19



FY22 Budget Schedules

Expenditure Schedules E:

- Expenditure limit is set, need to go back and still fix form but final budget can be adopted tonight.
- General Fund expenditures exceeded revenues by \$18,387. Water is over by \$67,931, Debt Service payment is over by \$74,875 so need to reconcile where transfers will be coming from.

20



Employee 44 Yrs Old + Family

A B C D

HEALTH INSURANCE Major Even		ASSURITY PKG Supplemental		MANHATTAN Out of Pocket		HEALTHIEST YOU	
Deductible	0	Hospitalization	\$3000/ \$300	1st Hospital Admission	\$6,350	Teledoc	24/7/365
Max Out of Pocket	\$6,750	Critical Illness	\$ 10,000	Daily Hospital	\$200	Rx Discounts	75-90%
Dr. Visit Co-Pay	\$30	Accident	56 Items	Outpatient Surgery	\$1,000	Procedure Shopping +	
Premium	\$392	Premium	\$238	Premium	\$237	Premium	\$9

UHC	
Deductible	\$750
Co-Insurance	80/20
Out of Pocket	\$3,750
Dr. Visit, Rx	\$40/25
Premium	\$2,792

VECTOR	
A-Medical Ins	\$392
B-Supplement	\$238
C-Out of Pocket	\$237
D-Dr. Visit, Rx	\$25/25
TOTAL	\$867

SAVINGS	\$1,925
----------------	----------------

<input checked="" type="checkbox"/>	Essentially no Out of Pocket for Catastrophic events
<input checked="" type="checkbox"/>	Increased Benefits
<input checked="" type="checkbox"/>	Reduced Costs
<input checked="" type="checkbox"/>	Wellness Benefits (Paid Directly to you)

ESTIMATE OF TAX ASSESSED IN 2020 IF PARCELS LOCATED IN TOWN OF DUNCAN AREA CODE

PARCEL NUMBER	OWNER	2020 ASSESSED VALUE	AMOUNT OF TAX TO TOWN OF DUNCAN IF ASSESSED IN AREA CODE 0220
500-32-012	DUNCAN VALLEY ELECTRIC CO-OP	743	\$6.96
960-40-230T 500-32-013	DUNCAN VALLEY ELECTRIC CO-OP	204,800	\$1,919.18
500-32-002D	ARCP FD 2014 SLB PORTFOLIO VI LLC	101,828	\$954.23
500-32-002A	MARK DUBOISE	454	\$4.25
500-10-004D	SHAY FAMILY TRUST	804	\$7.53
500-32-002C	FREEPOR-T-MCMORAN SAFFORD INC	5739	\$53.78
500-10-004B	FREEPOR-T-MCMORAN SAFFORD INC	2848	\$26.69
TOTAL			\$2,972.63

**REGULAR MEETING AGENDA
DUNCAN COMMON COUNCIL
WEDNESDAY, AUGUST 11, 2021; 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

PURSUANT TO TITLE II OF THE AMERICANS WITH DISABILITIES ACT (ADA) THE TOWN OF DUNCAN DOES NOT DISCRIMINATE ON THE BASIS OF DISABILITY IN THE ADMINISTRATION OF ITS PROGRAMS OR SERVICES.

INDIVIDUALS WITH DISABILITY WHO REQUIRE ACCOMMODATIONS, INCLUDING AUXILIARY AIDS OF SERVICES FOR EFFECTIVE COMMUNICATION, SHOULD CONTACT THE TOWN OF DUNCAN ADA COMPLIANCE COORDINATOR AT LEAST 24 HOURS IN ADVANCE AT (928) 359-2791, MONDAY – THURSDAY, 7-5, TO MAKE KNOWN THEIR NEEDS AND PREFERENCES.

CALL TO ORDER:

ROLL CALL:

PLEDGE OF ALLEGIANCE:

OPENING PRAYER:

1. APPROVAL OF MINUTES

- a. **APPROVAL OF JUNE 11, 2021 WORKSHOP MEETING MINUTES**
- b. **APPROVAL OF JUNE 21, 2021 REGULAR MEETING MINUTES**
- c. **APPROVAL OF JULY 2, 2021 SPECIAL MEETING MINUTES**
- d. **APPROVAL OF JULY 6, 2021 SPECIAL MEETING MINUTES**
- e. **APPROVAL OF JULY 28, 2021 REGULAR MEETING MINUTES**

2. CONSENT AGENDA: ALL ITEMS ON THE AGENDA LISTED BELOW ARE CONSIDERED TO BE ROUTINE, NON-CONTROVERSIAL IN NATURE AND ARE GROUPED TOGETHER FOR A SINGLE VOTE WITHOUT COUNCIL DISCUSSION. THE CONSENT AGENDA IS A TIME SAVING DEVICE AND ANY MATTER ON THE CONSENT AGENDA MAY BE REMOVED AND DISCUSSED AS A REGULAR AGENDA ITEM UPON THE REQUEST OF A COUNCIL MEMBER

- a. **APPROVAL OF JULY 2021 LAB REVENUE AND EXPENDITURE REPORT FOR TOWN OF DUNCAN LABORATORY ***
- b. **APPROVAL OF JULY 2021 TOWN EXPENDITURE REPORT***
- c. **APPROVAL OF PAYROLL JULY 2021***
- d. **APPROVAL OF INCOME REPORT JULY2021***

3. **CALL TO THE PUBLIC:** THIS IS THE TIME FOR THE PUBLIC TO COMMENT. THOSE WISHING TO ADDRESS THE COUNCIL SHOULD FILL OUT A "REQUEST TO ADDRESS THE COUNCIL" FORM AND PRESENT IT TO THE CLERK PRIOR TO THE BEGINNING OF THE MEETING. THE MAYOR WILL RECOGNIZE THE PERSON WISHING TO SPEAK DURING THE CALL TO THE PUBLIC ITEM SHOWN ON THE AGENDA. EACH MEMBER OF THE PUBLIC WILL BE GIVEN THREE (3) MINUTES TO SPEAK. THE COUNCIL IS PROHIBITED FROM DISCUSSING ITEMS THAT ARE NOT ON THE AGENDA PURSUANT TO A.R.S. § 38-431-01(H). ACTIONS TAKEN AS A RESULT OF PUBLIC COMMENT WILL BE LIMITED TO DIRECTING STAFF TO STUDY THE MATTER, SCHEDULING THE MATTER FOR FURTHER CONSIDERATION AND DECISION ON A FUTURE AGENDA, OR RESPONDING TO DIRECT CRITICISM MADE BY THOSE WHO HAVE ADDRESSED A COUNCIL MEMBER.

CURRENT EVENT SUMMARIES: PURSUANT TO A.R.S § 38-431-02 (K). THE MANAGER, MAYOR, OR ANY COUNCIL MEMBER MAY PRESENT A BRIEF SUMMARY OF CURRENT EVENTS WITHOUT LISTING IN THE AGENDA THE SPECIFIC MATTERS TO BE SUMMARIZED, PROVIDED THAT THE SUMMARY IS LISTED ON THE AGENDA AND THAT THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION AT THE MEETING ON ANY MATTER IN THE SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION.

4. **MAYOR'S REPORT:**
5. **COUNCIL REPORTS:**
6. **TOWN MANAGER'S REPORT: CURRENT EVENTS**

REGULAR AGENDA ITEMS

7. **REPORT ON TOWN FINANCES FROM PATRICIA WALKER**
DISCUSSION ONLY COMMON COUNCIL
8. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF DUNCAN PUBLIC LIBRARY**
DISCUSSION ONLY COMMON COUNCIL
9. **DISCUSSION AND UPDATE FROM REPRESENTATIVE OF GREENLEE COUNTY BOARD OF SUPERVISORS**
DISCUSSION ONLY COMMON COUNCIL
10. **APPROVE ADOPTION OF ORDINANCE 21-08-11 FOR PROPERTY TAX LEVY**
DISCUSSION AND ACTION COMMON COUNCIL
11. **CONSIDERATION ON PURCHASING A REBUILT MOTOR GRADER**
DISCUSSION AND ACTION COMMON COUNCIL
12. **APPROVAL TO ADD TOWN CLERK ISABEL BLANCARTE AND COUNCILMEMBER JILL WEARNE AND/OR COUNCIL MEMBER ALEX BLAKE TO THE ACCOUNTS OF NATIONAL BANK OF ARIZONA**
DISCUSSION AND ACTION COMMON COUNCIL

13. DATE AND TIME OF THE NEXT MEETING:

DISCUSSION AND ACTION.....COMMON COUNCIL

14. CONSIDERATION OF ITEMS FOR THE NEXT MEETING:

DISCUSSION ONLY.....COMMON COUNCIL

15. ADJOURNMENT:

DISCUSSION AND ACTION.....COMMON COUNCIL

NOTE: PURSUANT TO A.R.S § 38-431-03(A)(3). THE COUNCIL MAY VOTE TO HOLD AN EXECUTIVE SESSION FOR THE PURPOSE OF OBTAINING LEGAL ADVICE FROM THE TOWN ATTORNEY CONCERNING ANY MATTER LISTED ON THIS AGENDA. THE INFORMATION DISCUSSED AT ANY EXECUTIVE SESSION AND THE MINUTES THEREOF ARE CONFIDENTIAL.

COPIES OF THE AGENDA MAY BE REQUESTED AT THE TOWN OF DUNCAN 928-359-2791.