



**MEMBERS OF THE PUBLIC MAY ATTEND VIA ZOOM BY CLICKING ON THE FOLLOWING LINK:**  
<https://us06web.zoom.us/j/88081040175?pwd=ejJgdEo3Q21YVmtSOFVkakw0RWdiZz09> **OR**  
**BY CALLING 1-669-900-6833 (OR 1-346-248-7799) AND ENTERING MEETING ID NUMBER 880 8104 0175 FOLLOWED BY PASSCODE 738703.**

**MEMBERS OF THE PUBLIC CAN ALSO LISTEN TO THE MEETING BY LOGGING ONTO THE CITY'S WEBSITE USING THIS LINK:** [http://www.winslowaz.gov/government/agendas\\_and\\_minutes/index.php](http://www.winslowaz.gov/government/agendas_and_minutes/index.php)

**AGENDA  
NOTICE OF REGULAR MEETING  
OF THE WINSLOW CITY COUNCIL**

**APRIL 23, 2024 – 6:30 P.M.  
DOORS OPEN AT 6:00 P.M.**

Pursuant to A.R.S. § 38-431.02, notice is hereby given to the members of the City Council of the City of Winslow, Arizona and to the general public that the Winslow City Council will hold a regular meeting on Tuesday, April 23, 2024 at 6:30 p.m. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona. Members of the City Council will attend either in person or via Zoom. The public may be asked to temporarily relocate if an executive session occurs and will be invited back in when the City Council returns from executive session.

- 1. PLEDGE OF ALLEGIANCE**
- 2. INVOCATION/MOMENT OF SILENCE** *The Invocation may be offered by a person of any religion, faith, belief or non-belief, as well as by councilmembers or staff. Interested persons should contact the clerk for further information.*
- 3. ROLL CALL - EXCUSE ABSENT MEMBERS**
- 4. CALL TO THE PUBLIC (see description and limitations section below)**  
Those wishing to address the City Council need not request permission in advance. Public comments are limited to matters within the legal authority and jurisdiction of the City. Speakers shall state their name before speaking, and comments shall be limited to three minutes. Citizens are expected to address the Council with civility rather than personal attacks upon the Mayor & Council, staff, personnel or other persons in attendance or absent. The City Council may not address or discuss the comment other than to 1) direct the matter to staff for follow up; 2) place the matter on a future agenda for discussion; or 3) respond to criticism at the end of Call to the Public.
- 5. MAYOR AND COUNCILMEMBERS REPORTS**
  - A. Current Events and Announcements
  - B. Future Agenda Items

**6. SCHEDULED PRESENTATIONS AND PROCLAMATIONS**

- A. Proclamation – Proclaiming May 5 – 11, 2024 as National Correctional Officers & Employees Week
- B. Proclamation – Proclaiming May 5 – 11, 2024 as Municipal Clerks Week
- C. Quarterly Report from Navajo County Supervisor Fern Benally

**7. STATUS REPORTS**

- A. Verbal Status Report on Current City Activities by City Manager Which May Include Lobbying Activities and Federal Funding
- B. Monthly Financial Report by Finance Director Which May Include Balances, Expenditures and Revenues in All Funds and Various Sales Tax Comparisons by Category
- C. Quarterly Report from Librarian Which May Include Information Regarding Statistical Information, Past Events and Announcements for Upcoming Events
- D. Report from Animal Control Supervisor Which May Include Statistics and General Operating Information for Animal Control

**8. CONSENT CALENDAR –** The following items on the Consent Calendar will be acted on by one vote unless members of the Council, staff request the item to be discussed and/or removed from the Consent Calendar for separate action.

- A. Discussion and/or Action to Approve the Check Register (Margaret Dyer)
- B. Discussion and/or Action to Approve Minutes of the City Council City Council Regular Meeting of March 26, 2024 and City Council Regular Meeting of April 9, 2024 (Suzy Wetzel)
- C. Discussion and/or Action Regarding Reappointment of Members to the Historic Preservation Commission (David Coolidge)
- D. Discussion and/or Action to Approve Cooperative Purchasing Agreement with Arizona Recreation Design, Inc. and J.P. & Sons Contracting, Inc. for Purchase of Ramada Shade Structure for Hayden Walton Park (Tim Westover)
- E. Discussion and/or Action to Approve Transit Drug & Alcohol Policy (Margaret Dyer)
- F. Discussion and/or Action to Approve Procurement Policy Revisions (Margaret Dyer)
- G. Discussion and/or Action to Approve Resolution No. 1940 Adopting a Notice of Intent to Increase Water and Wastewater User Charges, Setting a Public Hearing on the Proposed Increase and Filing a Written Report Supporting the Proposed Increase with the City Clerk (Margaret Dyer)

- H. Discussion and/or Action to Approve Ordinance No. 1410 Approving the Lease Agreement Between the City of Winslow and M.L. Romo & Company, LLC dba Romo's Mexican Grill, Related to the Lease of Real Property at the Winslow-Lindbergh Regional Airport for Restaurant Purposes; Authorizing the City Manager to Execute and Deliver Said Lease; and Declaring an Emergency (David Coolidge)

**9. MOTION TO MOVE INTO EXECUTIVE SESSION**

**10. EXECUTIVE SESSION**

- A. Under authority of A.R.S. § 38-431.03(A)(1), the City Council may hold an executive session for annual performance evaluation of the City Manager
- B. Under authority of A.R.S. § 38-431.03(A)(3) and (A)(4), the City Council may hold an executive session for legal advice and contract negotiations related to the Memorandum of Agreement with the New Mexico Environment Department and I-40 Transportation Corridor Coalition

**11. DISCUSSION AND/OR ACTION REGARDING ABOVE EXECUTIVE SESSION ITEMS**

**12. ADJOURNMENT**

*The City Council reserves the right to move into executive session for legal advice under authority of A.R.S. 38-431.03(A)(3) on any of the above agenda items. A copy of the agenda background materials already made available to the City Council is available at City Hall, 21 Williamson Avenue, Winslow, Arizona between the hours of 7:30 a.m. and 4:30 p.m., Monday through Friday and at the Winslow Public Library, 420 West Gilmore, Winslow, Arizona during regular library hours.*

*Pursuant to the Americans with Disabilities Act (ADA) the City Council endeavors to ensure the accessibility of its meetings to all persons with disabilities. Assistive listening devices are available for the public's use for meetings. Reasonable accommodations will be made upon request for persons with disabilities or for those who speak English other than very well. If you need an accommodation for a meeting, please call the City Clerk's Office at 928-289-1416 TDD # 928-289-4784 at least 48 hours prior to the meeting so that an accommodation can be arranged.*

*Notice is hereby given that pursuant to A.R.S. 1-602.A.9, subject to certain specified statutory exceptions, parents have a right to consent before the State or any of its political subdivisions make a video or audio recording of a minor child. Meetings of the City Council are audio and/or video recorded, and, as a result, proceedings in which children are present may be subject to such recording. Parents in order to exercise their rights may either file written consent with the City Clerk to such recording, or take personal action to ensure that their child or children are not present when a recording may be made. If a child is present at the time a recording is made, the City will assume that the rights afforded parents pursuant to A.R.S. 1-602.A.9 have been waived.*

— Office of the Mayor —



# Proclamation

**A PROCLAMATION OF THE MAYOR & COUNCIL  
OF THE CITY OF WINSLOW, ARIZONA  
PROCLAIMING MAY 5 - 11, 2024 AS NATIONAL  
CORRECTIONAL OFFICERS & EMPLOYEES WEEK**

**WHEREAS**, National Correctional Officers and Employees Week is an opportunity to honor, praise and recognize all of the men and women serving in corrections; and

**WHEREAS**, on the first Saturday in May 1984, President Ronald Reagan issued a proclamation calling upon all counties to pay tribute to corrections professionals; and

**WHEREAS**, in 1996, Congress changed the name of National Correctional Officers Week to National Correctional Officers and Employees Week to rightfully credit all of the women and men who serve by working in corrections and bring awareness to the importance and significance of the profession; and

**WHEREAS**, correctional officers and employees serve admirably in many different capacities, including jail administrators, wardens, chaplains, nurses, supervisors, social workers, teachers, managers and directors; and

**WHEREAS**, correctional officers and employees are responsible for the maintenance of safe and secure facilities; and

**WHEREAS**, correctional officers and employees teach, train, mentor, counsel while providing direction, hope and a new focus while assisting with reentry and life outside corrections; and

**WHEREAS**, correctional officers and employees rise to meet any challenge and serve this honorable profession nobly and admirably.

**NOW, THEREFORE, BE IT RESOLVED**, that the Mayor and Council do hereby proclaim May 5 - 11, 2024, as **National Correctional Officers & Employees Week** in Winslow and commend correctional professionals for the tremendous job they do.

**DATED** this 23<sup>rd</sup> day of April, 2024.

\_\_\_\_\_  
Mayor

ITEM 6A



Office of the Mayor



# Proclamation

PROCLAMATION OF THE CITY COUNCIL  
OF THE CITY OF WINSLOW, ARIZONA  
PROCLAIMING MAY 5 - 11, 2024  
AS MUNICIPAL CLERKS WEEK

**WHEREAS**, the City Clerk position in the City of Winslow is one of the few named charter officers for the City, as well as a time honored and vital part of local government; and

**WHEREAS**, the Winslow City Clerk is responsible to keep all permanent records of the City, including but not limited to ordinances, resolutions, contracts, deeds, maps and other important records, and to maintain those records so that they are accessible to the public; and

**WHEREAS**, the Winslow City Clerk serves as the professional information center on functions of local government, community and is a link between the citizens, the local governing bodies and agencies of government at other levels; and

**WHEREAS**, the Winslow City Clerk is responsible to support the City Council by keeping them informed of key information to be considered at City Council meetings, and by posting and advertising City Council agendas for the benefit of the public, and preparing minutes for approval by the City Council of all City Council meetings and making such minutes available to the public for review; and

**WHEREAS**, the Winslow City Clerk is also responsible to insure that the local elections are called in a timely manner by the Winslow City Council, and that the elections are properly posted, advertised and conducted for the benefit of the citizens of Winslow, and is responsible to work with the Navajo County Elections Department regarding said elections, and is further responsible to provide voter registration material to the public for the benefit of the citizens of Winslow; and

**WHEREAS**, the Winslow City Clerk, in her official capacity, assures the accuracy of public documents and signatures of City officers, the Winslow City Clerk shoulders critical and substantial ongoing responsibilities for the operation of the City of Winslow; and

**WHEREAS**, it is most appropriate that we recognize the accomplishments of the Winslow City Clerk and extend our gratitude for the outstanding service and dedication provided.

**NOW, THEREFORE, THE WINSLOW CITY COUNCIL PROCLAIMS** the week of May 5 - 11, 2024, as Municipal Clerks Week, and recognizes the significant contributions and responsibilities of the Winslow City Clerk as set out heretofore. The Winslow City Council further invites all City residents to express their appreciation to Suzy Wetzel, our Winslow City Clerk, for her excellent performance of her many responsibilities and her valuable contributions to the well being of the citizens of the City of Winslow.

**DATED** this 23<sup>rd</sup> day of April, 2024.

Mayor

ITEM 6B

**CITY OF WINSLOW**  
**MONTHLY FINANCIAL REPORT**  
*Month Ending March 31, 2024*

**CITYWIDE:**

Citywide revenues for the month of March were \$2,049,939 bringing the City's total year-to-date revenues to \$18,083,825.

Citywide expenditures for the month of March were \$2,400,028 bringing the City's total year-to-date expenditures to \$18,637,772.

**REVENUES:**

- General Fund revenues for the month totaled \$1,222,931 bringing YTD total to \$8,131,874 or 70% of the budget.
- HURF revenues for the month of March totaled \$115,012 bringing YTD total to \$1,660,761 or 76% of the budget.

In the Enterprise Funds,

- Water revenues year to date are \$2,844,795 or 61% of the projected budget.
- Sanitation revenues year to date are \$816,660 or 83% of the projected budget.
- Wastewater revenues year to date are \$1,666,598 or 49% of the projected budget.

**REVENUES**



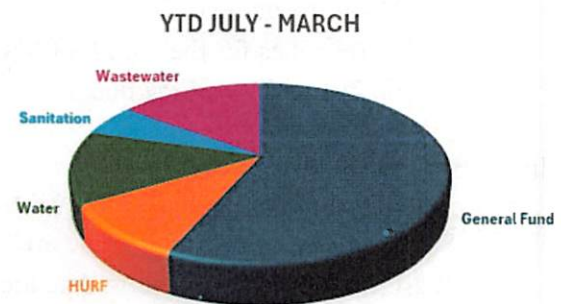
## EXPENDITURES:

- General Fund expenditures for the period were \$870,860 bringing YTD total to \$9,008,432 or 75% of the projected budget.
- HURF expended \$243,010 for the month, bringing YTD expenditures to \$1,582,270 or 77% of the projected budget.

In the Enterprise Funds,

- Water expenditures year to date are \$2,043,677 or 38% of the projected budget.
- Sanitation expenditures year to date are \$897,161 or 77% of the projected budget.
- Wastewater expenditures year to date are \$2,356,568 or 53% of the projected budget.

## EXPENDITURES



## CASH AND INVESTMENTS:

Cash balance on March 31, 2024, in combined checking account was \$3,965,589. Investment balances for all funds \$14,610,807 including a restricted balance of \$3,729,970.

Respectfully,

*Margaret Dyer*

Margaret Dyer  
Finance Director

## CITY OF WINSLOW

## Operational Budget Report

75% of the fiscal year has expired

01 General Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Taxes	3,348,192	271,959	3,494,192	4,873,567	1,379,375	71.7%
Total Intergovernmental revenue	2,835,995	378,015	3,244,002	4,417,771	1,173,769	73%
Total all Other Revenue	1,552,049	572,957	1,393,680	2,315,157	921,477	60%
<b>Total Revenue:</b>	<b>7,736,235</b>	<b>1,222,931</b>	<b>8,131,874</b>	<b>11,606,495</b>	<b>3,474,621</b>	<b>70%</b>
Expenditures:						
Total Mayor and Council	98,726	8,746	118,371	141,250	22,879	84%
Total Court	131,458	-2,345	123,005	136,550	13,545	90%
Total City Manager's Office	195,579	-2,110	337,687	535,350	197,663	63%
Total City Clerk	115,099	10,151	113,642	241,450	127,808	47%
Total Attorney	113,070	33,036	110,777	175,500	64,723	63%
Total Finance	400,020	28,858	326,852	448,950	122,098	73%
Total Administrative Services	246,650	14,116	202,562	245,100	42,538	83%
Total Facilities	253,537	24,628	263,462	402,950	139,489	65%
Total Non-Departmental	425,850	88,273	724,349	1,193,000	468,651	61%
<b>Total General government</b>	<b>1,979,989</b>	<b>203,352</b>	<b>2,320,707</b>	<b>3,520,100</b>	<b>1,199,393</b>	<b>66%</b>
Total Civilian	576,387	87,420	775,282	1,038,200	262,918	75%
Total Sworn Officers	2,709,972	279,242	3,118,287	3,756,150	637,863	83%
Total Code Enforcement	70,559	9,044	80,279	126,500	46,221	63%
Total Animal Control	199,489	20,413	235,364	289,700	54,336	81%
Total 207	19,464	0	6,538	93,000	86,462	7%
<b>Total Police</b>	<b>3,575,871</b>	<b>396,119</b>	<b>4,215,750</b>	<b>5,303,550</b>	<b>1,087,800</b>	<b>79%</b>
<b>Total Fire</b>	<b>909,778</b>	<b>112,018</b>	<b>1,046,726</b>	<b>1,241,850</b>	<b>195,124</b>	<b>84%</b>
<b>Total Public safety</b>	<b>4,485,649</b>	<b>508,137</b>	<b>5,262,476</b>	<b>6,545,400</b>	<b>1,282,924</b>	<b>80%</b>
Total Library	201,558	21,148	237,014	319,255	82,241	74%
Total Recreation	296,331	23,394	330,309	371,875	41,566	89%
Total Parks	611,424	38,992	440,158	691,590	251,432	64%
<b>Total Parks, recreation, and public property</b>	<b>1,109,314</b>	<b>83,533</b>	<b>1,007,481</b>	<b>1,382,720</b>	<b>375,239</b>	<b>73%</b>
Total Community and economic development	398,457	75,838	417,767	614,550	196,783	68%
<b>Total Expenditures:</b>	<b>7,973,408</b>	<b>870,860</b>	<b>9,008,432</b>	<b>12,062,770</b>	<b>3,054,338</b>	<b>75%</b>
<b>Total Change In Net Position</b>	<b>-237,173</b>	<b>352,071</b>	<b>-876,557</b>	<b>-456,275</b>	<b>420,282</b>	<b>192%</b>



02 Airport Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Operating income	113,172	42,172	319,174	2,751,000	2,431,826	12%
Total Operating expense	247,338	110,909	648,817	3,009,415	2,360,598	22%
<b>Total Income From Operations:</b>	<b>-134,167</b>	<b>-68,737</b>	<b>-329,643</b>	<b>-258,415</b>	<b>71,228</b>	<b>128%</b>

03 Water Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Operating income	1,459,006	162,425	2,844,795	4,676,000	1,831,205	61%
Total Operating expense	1,485,439	378,872	2,043,677	5,408,401	3,364,724	38%
<b>Total Income From Operations:</b>	<b>-26,433</b>	<b>-216,447</b>	<b>801,118</b>	<b>-732,401</b>	<b>-1,533,519</b>	<b>-109%</b>

04 Sanitation Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Operating income	753,797	94,989	816,660	982,000	165,340	83%
Total Operating expense	887,560	216,774	897,161	1,166,150	268,989	77%
<b>Total Income From Operations:</b>	<b>-133,763</b>	<b>-121,785</b>	<b>-80,502</b>	<b>-184,150</b>	<b>-103,648</b>	<b>44%</b>

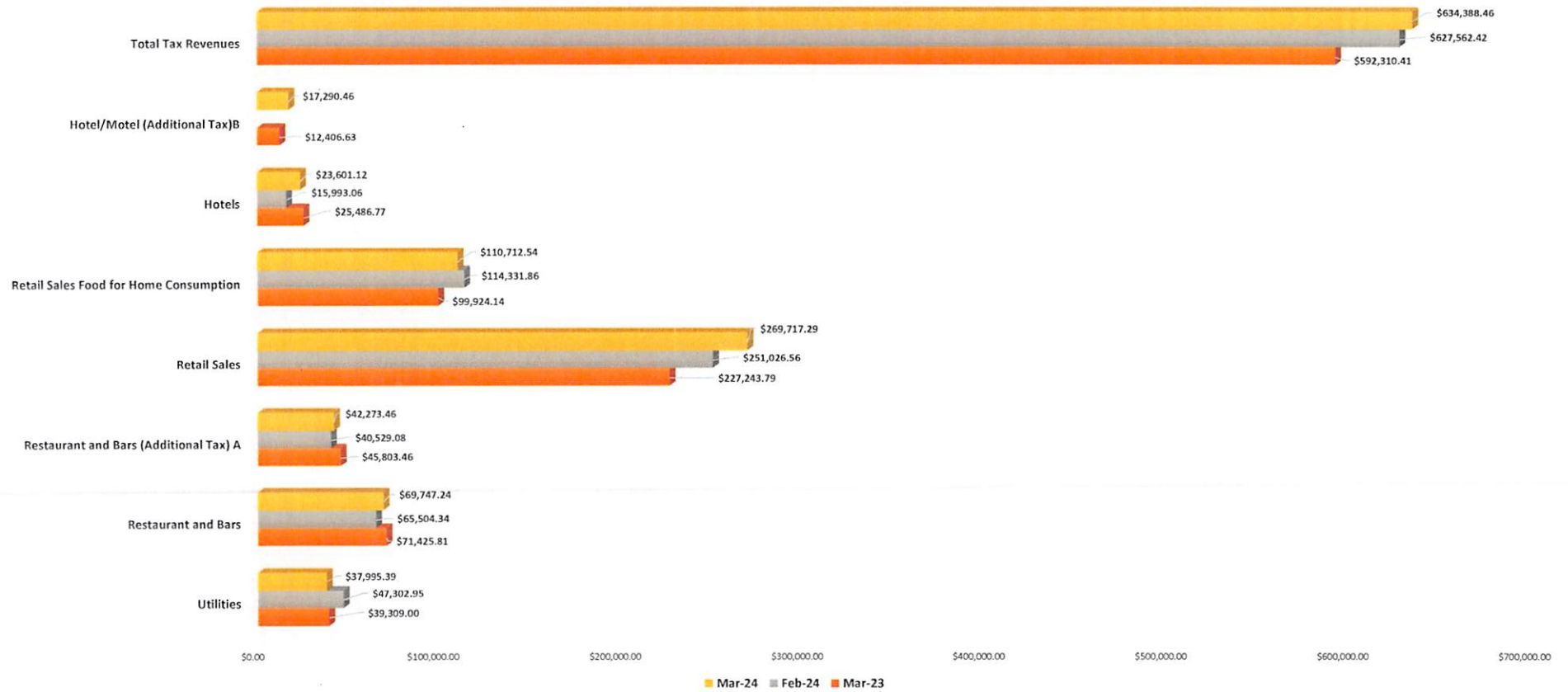
05 Wastewater Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Operating income	1,903,328	157,348	1,666,598	3,436,550	1,769,952	49%
Total Operating expense	1,814,510	372,654	2,356,568	4,441,088	2,084,520	53%
<b>Total Income From Operations:</b>	<b>88,818</b>	<b>-215,306</b>	<b>-689,970</b>	<b>-1,004,538</b>	<b>-314,568</b>	<b>69%</b>

07 Highway User Rev Fund (HURF) - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Revenue:	2,174,141	115,012	1,660,761	2,198,269	537,509	76%
Total Expenditures:	1,921,295	243,010	1,582,270	2,053,200	470,930	77%
<b>Total Change In Net Position</b>	<b>252,846</b>	<b>-127,998</b>	<b>78,490</b>	<b>145,069</b>	<b>66,579</b>	<b>54%</b>

12 Fleet Maintenance Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Revenue:	137,351	20,476	202,800	156,500	-46,300	130%
Total Expenditures:	232,295	13,713	293,638	348,900	55,262	84%
<b>Total Change In Net Position</b>	<b>-94,943</b>	<b>6,764</b>	<b>-90,838</b>	<b>-192,400</b>	<b>-101,562</b>	<b>47%</b>

13 Capital Projects Fund - 07/01/2023 to 03/31/2024	Prior YTD	Current Month	Current YTD	Annual Budget	Unearned/ Unexpended	% Earned/ Used
Total Revenue:	2,149,109	234,586	2,441,163	2,535,000	93,837	96%
Total Expenditures:	2,302,896	193,236	1,807,208	5,288,890	3,481,682	34%
<b>Total Change In Net Position</b>	<b>-153,788</b>	<b>41,350</b>	<b>633,955</b>	<b>-2,753,890</b>	<b>-3,387,845</b>	<b>-23%</b>

## Tax Revenue Comparison



**CITY OF WINSLOW**  
**Check Register**  
**All Bank Accounts - 04/06/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
A-1 Glass & Mirror	108193	A32654	04/11/2024	04/11/2024	502.13	AIRPORT RESTAURANT BATHROOM	02900.001.80.4100 - Land & Buildings	
					<b>\$502.13</b>			
Adam Christopher Leyvas	108230	L0067	04/18/2024	04/18/2024	9,649.31	PAINTING AND PREP/MATERIALS & LABOR	07871.055.20.2039 - other prof.service	
					<b>\$9,649.31</b>			
AQUAVIDA	108194	AV4924	04/11/2024	04/11/2024	77,768.00	POOL RENOVATIONS PER AGREEMENT	13001.001.80.4104 - Capital - General	009
					<b>\$77,768.00</b>			
AREND, PRESTON	108231	04102024	04/18/2024	04/18/2024	479.80	TRAVEL REIMBURSEMENT 04/28/24 - 05/02/24	01850.034.25.2151 - travel/lodging/me	
					<b>\$479.80</b>			
ARIZONA STATE RETIREMENT SY	108232	PR040724-221	04/11/2024	04/18/2024	60.06	Arizona State Retirement Misc	0107065 - Payroll - AZ State Retirement	
ARIZONA STATE RETIREMENT SY	108232	PR040724-221	04/11/2024	04/18/2024	568.22	Arizona State Retirement LTD	0107065 - Payroll - AZ State Retirement	
ARIZONA STATE RETIREMENT SY	108232	PR040724-221	04/11/2024	04/18/2024	2,112.54	Arizona State Retirement OT	0107065 - Payroll - AZ State Retirement	
ARIZONA STATE RETIREMENT SY	108232	PR040724-221	04/11/2024	04/18/2024	43,811.56	Arizona State Retirement	0107065 - Payroll - AZ State Retirement	
					<b>\$46,552.38</b>			
ARIZONA STATE RETIREMENT SY	ACH	PPE 4.7.24	04/11/2024	04/11/2024	46,552.18	ASRS PPE 4.7.24	0107065 - Payroll - AZ State Retirement	
					<b>\$93,104.56</b>			
ARIZONA STATE RETIREMENT SY	108233	PR040724-6124	04/11/2024	04/18/2024	116.81	Arizona State Retirement ACR	0107065 - Payroll - AZ State Retirement	
ARIZONA STATE RETIREMENT SY	ACH	PPE 4.7.24	04/11/2024	04/11/2024	116.81	ASRS ACR	0107065 - Payroll - AZ State Retirement	
					<b>\$233.62</b>			
AZ Department of Environmental Qu	108195	0000406275X	04/11/2024	04/11/2024	8,646.19	MAP-DRINKING WATER COMPLIANCE	03922.001.20.2010 - testing services	
					<b>\$8,646.19</b>			
AZ DEPARTMENT OF REVENUE	108234	PR040724-5765	04/11/2024	04/18/2024	6,541.46	State Income Tax	0107061 - Payroll - State Withholding	
AZ DEPARTMENT OF REVENUE	ACH	PPE 4.7.24	04/11/2024	04/11/2024	6,541.44	State taxes	0107061 - Payroll - State Withholding	
					<b>\$13,082.90</b>			
AZ DEPT. OF ECONOMIC SECURI	108235	PR040724-21	04/11/2024	04/18/2024	782.27	Child Support AZ1	0107025 - Payable - ChildSupport/Gam	
AZ DEPT. OF ECONOMIC SECURI	ACH	PPE 4.7.24	04/10/2024	04/10/2024	782.27	AZ Child Support	0107025 - Payable - ChildSupport/Gam	
					<b>\$1,564.54</b>			
BELL RECYCLERS	108196	7617	04/11/2024	04/11/2024	7.64	TANK RENTAL - MARCH 2024	01830.022.20.2039 - other prof.service	
					<b>\$7.64</b>			
BROWN & BROWN LAW OFFICES	108197	ADJ-LCR-3919	04/11/2024	04/11/2024	49,291.91	LEGAL SERVICES 03/01 - 03/31/24	03922.001.20.2039 - other prof service	
BROWN & BROWN LAW OFFICES	108197	WINSLOW-3915	04/11/2024	04/11/2024	4,365.00	LEGAL SERVICES 03/01 - 03/31/24	03922.001.20.2039 - other prof service	
					<b>\$53,656.91</b>			
CA VISIONS LLC	108236	90 03/05/24	04/18/2024	04/18/2024	675.00	INSTALL DOOR - AIRPORT RESTAURANT FINAL	02900.001.80.4100 - Land & Buildings	
CA VISIONS LLC	108236	99	04/18/2024	04/18/2024	150.00	COUNTER TOP FOR AIRPORT RESTAURANT	02900.001.80.4100 - Land & Buildings	
					<b>\$825.00</b>			
					<b>\$825.00</b>			
CALDWELL, FRANKLIN	108198	Refund: 1001688	04/08/2024	04/11/2024	6.42	Refund: 1001688 - CALDWELL, FRANKLIN	0306043 - Accounts Receivable	
					<b>\$6.42</b>			

ITEM  
8A

**CITY OF WINSLOW**  
**Check Register**  
**All Bank Accounts - 04/08/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
CALIFORNIA STATE	108237	PR040724-5766	04/11/2024	04/18/2024	251.06	Child Support CA1	0107025 - Payable - ChildSupport/Gam	
CALIFORNIA STATE	ACH	PPE 4.7.24	04/10/2024	04/10/2024	251.06	Califomia Child Support	0107025 - Payable - ChildSupport/Gam	
					<b>\$502.12</b>			
CASEY'S	108199	CITYWIDE	04/11/2024	04/11/2024	30.36	ROADSIDE MARCH 2024	02900.001.80.4100 - Land & Buildings	
CASEY'S	108199	FACILITIES MAR.	04/11/2024	04/11/2024	11.72	FACILITIES MARCH 2024	01825.040.50.3299 - other supplies	
CASEY'S	108199	FACILITIES MAR.	04/11/2024	04/11/2024	183.21	FACILITIES MARCH 2024	01830.022.20.2041 - General Repairs	
CASEY'S	108199	FACILITIES MAR.	04/11/2024	04/11/2024	199.18	FACILITIES MARCH 2024	01830.022.50.3299 - other supplies	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	42.64	PARKS MARCH 2024	01825.032.50.3299 - other supplies	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	116.58	PARKS MARCH 2024	01825.001.50.3100 - small tools/minor	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	122.28	PARKS MARCH 2024	01825.032.20.2041 - General repairs	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	192.86	PARKS MARCH 2024	01825.032.50.3100 - small tools/minor	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	209.08	PARKS MARCH 2024	01825.001.20.2041 - General Repairs	
CASEY'S	108199	PARKS - MAR.24	04/11/2024	04/11/2024	302.39	PARKS MARCH 2024	01825.001.50.3299 - other supplies	
CASEY'S	108199	ROADSIDE MAR	04/11/2024	04/11/2024	222.43	ROADSIDE MARCH 2024	07871.018.50.3100 - small tools/minor	
CASEY'S	108199	ROADSIDE MAR	04/11/2024	04/11/2024	445.00	ROADSIDE MARCH 2024	07871.018.50.3299 - other supplies	
CASEY'S	108199	STREETS MARC	04/11/2024	04/11/2024	72.32	STREETS MARCH 2024	07871.055.50.3299 - other supplies	
CASEY'S	108199	STREETS MARC	04/11/2024	04/11/2024	96.30	STREETS MARCH 2024	07871.055.20.2041 - General Repairs	
CASEY'S	108199	STREETS MARC	04/11/2024	04/11/2024	148.52	STREETS MARCH 2024	07871.055.50.3100 - small tools/minor	
CASEY'S	108199	WATER MARCH	04/11/2024	04/11/2024	47.19	WATER MARCH 2024	01825.032.20.2041 - General repairs	
CASEY'S	108199	WATER MARCH	04/11/2024	04/11/2024	210.57	WATER MARCH 2024	03922.001.50.3299 - other supplies	
CASEY'S	108199	WATER MARCH	04/11/2024	04/11/2024	372.37	WATER MARCH 2024	03922.001.20.2041 - General Repairs	
CASEY'S	108199	WW MARCH.202	04/11/2024	04/11/2024	7.10	WW MARCH 2024	05929.001.50.3299 - other supplies	
					<b>\$3,032.10</b>			
					<b>\$3,032.10</b>			
CINTAS	108200	4188838105	04/11/2024	04/11/2024	52.28	UNIFORMS - 04/08/24	07871.018.50.3084 - uniforms/related it	
CINTAS	108200	4188838105	04/11/2024	04/11/2024	74.87	UNIFORMS - 04/08/24	01830.022.50.3084 - uniforms & related	
CINTAS	108200	4188838105	04/11/2024	04/11/2024	127.54	UNIFORMS - 04/08/24	07871.055.50.3084 - uniforms/related it	
CINTAS	108200	4188838105	04/11/2024	04/11/2024	159.41	UNIFORMS - 04/08/24	01825.001.50.3084 - uniforms & related	
CINTAS	108200	4188838182	04/11/2024	04/11/2024	25.40	UNIFORMS - 04/08/24	04921.001.50.3084 - uniforms & related	
CINTAS	108200	4188838182	04/11/2024	04/11/2024	68.85	UNIFORMS - 04/08/24	12940.065.50.3084 - uniforms/related it	
CINTAS	108200	4188838182	04/11/2024	04/11/2024	137.43	UNIFORMS - 04/08/24	03922.001.50.3084 - uniforms & related	
CINTAS	108200	4188838182	04/11/2024	04/11/2024	147.94	UNIFORMS - 04/08/24	05929.001.50.3084 - uniforms & related	
					<b>\$793.72</b>			
					<b>\$793.72</b>			
CITY OF WINSLOW	108201	1001101 MORA	04/11/2024	04/11/2024	192.74	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	1001371 KEELE	04/11/2024	04/11/2024	395.95	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	1001417 AMICH	04/11/2024	04/11/2024	1,138.78	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	1001503 YAZZIE	04/11/2024	04/11/2024	493.92	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	1001573 DOMIN	04/11/2024	04/11/2024	281.15	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	10464001 WHITE	04/11/2024	04/11/2024	59.35	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	10629000 ELLIS	04/11/2024	04/11/2024	274.14	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	1528002 BOLLIN	04/11/2024	04/11/2024	688.77	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	2324201 YAZZIE	04/11/2024	04/11/2024	177.83	UTILITY ASSISTANCE 04/05/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	2580004 NEZ	04/11/2024	04/11/2024	244.97	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	3238000 THOMP	04/11/2024	04/11/2024	898.00	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	327001 VANDER	04/11/2024	04/11/2024	75.61	UTILITY ASSISTANCE 400 W CHERRY ST	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	4122000 STAGO	04/11/2024	04/11/2024	115.33	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	5164002 GARCIA	04/11/2024	04/11/2024	1,682.22	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	6334009 PRITCH	04/11/2024	04/11/2024	1,016.36	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	8132004 HILLS	04/11/2024	04/11/2024	311.50	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108201	9144010 HART	04/11/2024	04/11/2024	423.59	UTILITY ASSISTANCE 04/04/24	2107306 - Utility Assistance ARPA Fun	
					<b>\$8,470.21</b>			



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CITY OF WINSLOW	108238	1001009 KUEMM	04/18/2024	04/18/2024	212.83	UTILITY ASSISTANCE 1001009 KUEMMEL	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	10524000 GOME	04/18/2024	04/18/2024	62.55	UTILITY ASSISTANCE 10524000 GOMEZ	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	10527000 GOME	04/18/2024	04/18/2024	65.50	UTILITY ASSISTANCE 10527000 GOMEZ	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	13458003 WILSO	04/18/2024	04/18/2024	493.30	UTILITY ASSISTANCE 13458003 WILSON	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	1362010 KEAMS	04/18/2024	04/18/2024	591.80	UTILITY ASSISTANCE 1362010 KEAMS	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	14319003 WILKI	04/18/2024	04/18/2024	143.90	UTILITY ASSISTANCE 14319003 WILKIE	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	14402001 BACA	04/18/2024	04/18/2024	182.15	UTILITY ASSISTANCE 14402001 BACA	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	2476008 TSINIJ	04/18/2024	04/18/2024	432.14	UTILITY ASSISTANCE 2476008 TSINIJINNIE	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	3306008 TOM	04/18/2024	04/18/2024	256.43	UTILITY ASSISTANCE 3306008 TOM	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	3478005 CORON	04/18/2024	04/18/2024	267.06	UTILITY ASSISTANCE 3478005 CORONA	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	4158004 WILSO	04/18/2024	04/18/2024	1,128.20	UTILITY ASSISTANCE 4158004 WILSON	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	4168000 PETRA	04/18/2024	04/18/2024	659.58	UTILITY ASSISTANCE 4168000 PETRANO	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	5504004 TEVIA	04/18/2024	04/18/2024	87.83	UTILITY ASSISTANCE 5504004 TEVIA	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	5560500	04/18/2024	04/18/2024	293.00	UTILITY ASSISTANCE ACCT# 5560500	2107306 - Utility Assistance ARPA Fun	
CITY OF WINSLOW	108238	7268005 CRAYT	04/18/2024	04/18/2024	100.00	UTILITY ASSISTANCE 7268005 CRAYTON	2107306 - Utility Assistance ARPA Fun	
					<b>\$4,976.27</b>			
					<b>\$13,446.48</b>			
COLONIAL	108239	PR040724-53	04/11/2024	04/18/2024	17.33	Colonial Post Tax	0107073 - Payroll - Elective Benefits	
					<b>\$17.33</b>			
COURT	108240	612	04/18/2024	04/18/2024	499.20	TAX R#H0000036	0107011 - Court Fees and Fines Payab	
					<b>\$499.20</b>			
Crisp, Stephen	108202	04/05/24	04/11/2024	04/11/2024	134.00	TRAVEL REIMBURSEMENT 04/07 - 04/09/24	01850.063.25.2151 - travel/lodging/me	
Crisp, Stephen	108202	04/05/24B	04/11/2024	04/11/2024	134.00	TRAVEL REIMBURSEMENT 03/31 - 04/02/24	01850.063.25.2151 - travel/lodging/me	
					<b>\$268.00</b>			
					<b>\$268.00</b>			
CROSS U WILL SERVICE LLC	108203	INV0258	04/11/2024	04/11/2024	700.00	WELL WATER DETERMINATION	03922.001.20.2039 - other prof service	
					<b>\$700.00</b>			
DAVID SETALLA	108241	1700	04/18/2024	04/18/2024	1,150.00	CITY HALL REPAINTING CHANGE ORDER	13001.001.80.4100 - Capital - Building I	
DAVID SETALLA	108241	2000	04/18/2024	04/18/2024	2,900.00	AIRPORT PAINTING FINAL PAYMENT	02900.001.80.4100 - Land & Buildings	
					<b>\$4,050.00</b>			
					<b>\$4,050.00</b>			
DICKSON, DEE	108204	04/08/24	04/11/2024	04/11/2024	50.00	GSH DEPOSIT REFUND 04/07/24	0107040 - Deposits	
					<b>\$50.00</b>			
DIY RANCH LLC	108205	297 01/10/24	04/11/2024	04/11/2024	27,750.09	Labor & Materials for Median Project	07871.534.80.4200 - street improveme	
DIY RANCH LLC	108242	309 03/19/24	04/18/2024	04/18/2024	3,918.00	LANDSCAPE AT LEE MEDICAL - FINAL PAYMENT	13001.001.80.4100 - Capital - Building I	030
					<b>\$31,668.09</b>			
FAIR, CATHERINE J	108243	04/15/24	04/18/2024	04/18/2024	40.00	OVERCHARGED R#D00000030	0107011 - Court Fees and Fines Payab	
					<b>\$40.00</b>			
FITCHETT JACK	108206	04/02/24	04/11/2024	04/11/2024	196.50	TRAVEL REIMBURSEMENT 03/27/24	01836.061.25.2151 - travel/lodging/me	
					<b>\$196.50</b>			
FOY, SHEILA	108207	RFD 1001687.04	04/05/2024	04/11/2024	83.86	Deposit Refund: 1001687 - FOY, SHEILA	0307040 - Utility Customer Deposits	
					<b>\$83.86</b>			
GARCIA, ANTONIO	108208	Refund: 1001441	04/05/2024	04/11/2024	63.89	Refund: 1001441 - GARCIA, ANTONIO	0306043 - Accounts Receivable	
					<b>\$63.89</b>			

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GONZALES, SENAIDA	108209	04/08/24	04/11/2024	04/11/2024	50.00	GSH DEPOSIT REFUND 04/06/24	0107040 - Deposits	
					<b>\$50.00</b>			
GWR LLC	108210	AIRPORT 04/01/2	04/11/2024	04/11/2024	200.00	PORTABLE TOILETS - AIRPORT	02900.001.20.2039 - other prof service	
GWR LLC	108210	DOWNTOWN 04/	04/11/2024	04/11/2024	400.00	PORTABLE TOILETS - DOWNTOWN	01888.001.20.2039 - other prof.service	
GWR LLC	108210	TRANSFER STA	04/11/2024	04/11/2024	200.00	PORTABLE TOILETS - TRANSFER STATION	04921.001.20.2039 - other prof service	
					<b>\$800.00</b>			
					<b>\$800.00</b>			
HENLING TECH CONSULTING	108211	111 03/25/24	04/11/2024	04/11/2024	2,000.00	CONTRACT WORK - MAR 2024	01888.044.20.2039 - other prof.service	
HENLING TECH CONSULTING	108211	112 03/25/24	04/11/2024	04/11/2024	338.27	APC BATTERY BACKUP	01888.044.50.3299 - other supplies	
					<b>\$2,338.27</b>			
HENLING TECH CONSULTING	108244	113 04/17/24	04/18/2024	04/18/2024	2,000.00	CONTRACT WORK - APR 2024	01888.044.20.2039 - other prof.service	
HENLING TECH CONSULTING	108244	114 04/17/24	04/18/2024	04/18/2024	1,328.27	APC BATTERY /CAMERA	01888.044.50.3299 - other supplies	
					<b>\$3,328.27</b>			
					<b>\$5,666.54</b>			
HSA BANK	108245	PR040724-5769	04/11/2024	04/18/2024	716.06	HSA ES	0107082 - Payroll- Health Savings Acct	
HSA BANK	108245	PR040724-5769	04/11/2024	04/18/2024	880.62	HSA EF	0107082 - Payroll- Health Savings Acct	
HSA BANK	108245	PR040724-5769	04/11/2024	04/18/2024	1,590.83	HSA EC	0107082 - Payroll- Health Savings Acct	
HSA BANK	108245	PR040724-5769	04/11/2024	04/18/2024	1,872.00	HSA EE	0107082 - Payroll- Health Savings Acct	
					<b>\$5,059.51</b>			
HSA BANK	EFT	PPE 4.7.24	04/09/2024	04/09/2024	5,536.53	HSA PPE 4.7.24	0107082 - Payroll- Health Savings Acct	
					<b>\$10,596.04</b>			
INTERNAL REVENUE SERVICE	108246	PR040724-5764	04/11/2024	04/18/2024	8,475.28	Medicare Tax	0107063 - Payroll - FICA	
INTERNAL REVENUE SERVICE	108246	PR040724-5764	04/11/2024	04/18/2024	17,326.96	Federal Income Tax	0107060 - Payroll - Federal Withholding	
INTERNAL REVENUE SERVICE	108246	PR040724-5764	04/11/2024	04/18/2024	31,999.60	Social Security Tax	0107063 - Payroll - FICA	
					<b>\$57,801.84</b>			
INTERNAL REVENUE SERVICE	ACH	PPE 4.7.24	04/11/2024	04/11/2024	8,475.26	IRS PPE 4.7.24	0107063 - Payroll - FICA	
INTERNAL REVENUE SERVICE	ACH	PPE 4.7.24	04/11/2024	04/11/2024	17,326.91	IRS PPE 4.7.24	0107060 - Payroll - Federal Withholding	
INTERNAL REVENUE SERVICE	ACH	PPE 4.7.24	04/11/2024	04/11/2024	31,999.40	IRS PPE 4.7.24 SS	0107063 - Payroll - FICA	
					<b>\$57,801.57</b>			
					<b>\$115,603.41</b>			
JEAN, CHEREE	108212	04/08/24	04/11/2024	04/11/2024	50.00	GSH DEPOSIT REFUND 04/05/24	0107040 - Deposits	
					<b>\$50.00</b>			
JENKINS, ALBERT & PENNY	108213	RFD 3292002.04	04/05/2024	04/11/2024	5.25	Deposit Refund: 3292002 - JENKINS, ALBERT & P	0307040 - Utility Customer Deposits	
					<b>\$5.25</b>			
JLA Contracting, Inc	108214	11770	04/11/2024	04/11/2024	7,200.00	Demolition component of project per quote	13001.001.80.4100 - Capital - Building I	030
JLA Contracting, Inc	108214	11771	04/11/2024	04/11/2024	8,525.02	Electrical component of project per quote	13001.001.80.4100 - Capital - Building I	030
					<b>\$15,725.02</b>			
JLA Contracting, Inc	108247	11719	04/18/2024	04/18/2024	7,863.27	Construction/Remodel component of project per quo	13001.001.80.4100 - Capital - Building I	030
					<b>\$23,588.29</b>			
JOHNNY MARTINEZ PLUMBING	108215	138931	04/11/2024	04/11/2024	5,808.70	CAP REMAINING LINES LEE MEDICAL	13001.001.80.4100 - Capital - Building I	
					<b>\$5,808.70</b>			
JPMORGAN CHASE BANK NA	EFT	April 2024	04/12/2024	04/12/2024	1,326.76	RAGHT Vision	0107066 - Payroll - Vision Insurance	
JPMORGAN CHASE BANK NA	EFT	April 2024	04/12/2024	04/12/2024	1,670.44	Retiree Medical RAGHT	0106055 - Retiree Insurance	

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JPMORGAN CHASE BANK NA	EFT	April 2024	04/12/2024	04/12/2024	3,813.99	RAGHT Life	0107093 - Payroll - Employer Life/STD	
JPMORGAN CHASE BANK NA	EFT	April 2024	04/12/2024	04/12/2024	8,119.18	RAGHT Dental	0107070 - Payroll - Dental Insurance	
JPMORGAN CHASE BANK NA	EFT	April 2024	04/12/2024	04/12/2024	101,074.66	RAGHT Medical	0107072 - Payroll - Medical Insurance	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-20.66	return wrong steer wheel cover	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-17.50	Return wrong charger	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-6.19	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-4.30	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-3.94	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-3.83	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-3.26	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-0.02	pre-order price refund	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	-0.02	refund for pre-order price	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	4.69	CASEY'S COLOR CENTER	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	5.60	Monthly language translation services	01850.034.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	5.99	WAL-MART #1328	01804.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	6.38	Market Purchase at Hotel 03/10/2024	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	8.00	Auction vehicle titles	12940.065.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	8.71	WAL-MART #1328	01850.063.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	8.72	gift bag purchased	01801.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	8.73	USPS PO 0395830845	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	9.60	AAA batteries for keyboards	01820.036.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	9.77	WAL-MART #1328	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	10.01	Supplies to organize storage closet at PD	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	11.04	WM SUPERCENTER #1328	01850.063.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	11.58	SRP Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	13.39	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	13.99	CASEY'S COLOR CENTER	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	14.30	CASEY'S COLOR CENTER	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	14.34	Adobe Acrobat Pro Membership Fee	01810.020.25.2152 - membership/dues	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	14.57	Acct# 71894411 - 03/25/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	14.99	Transportation WED 11AM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.75	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.75	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.87	Fire station # 1 new ice machine circuit breaker	01830.022.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.99	1 months subscription	01819.001.23.2082 - Annual Support/W	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.99	RWAA Spring Conference	03922.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	15.99	Transportation WED 1PM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	16.04	SRP Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	16.35	Transportation to the conference Sunday 7PM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	16.68	Transportation WED 9AM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	16.95	oil for 2 cycle mix	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	16.96	oil for 2 cycle mix	01825.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	17.50	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	17.50	SRP Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	17.71	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	18.05	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	18.13	WM SUPERCENTER #1328	08818.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	18.30	Local transportation to conference	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	18.56	FLAG STAMP AND ENGRAVING	01860.001.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	18.70	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	19.15	replacement ink pads for public notice stamp	01806.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	19.20	Water Dept BVD booster station fuses	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	19.69	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	20.06	Transportation MON 12PM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	20.66	Bought a steering wheel	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	20.78	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	21.38	CHATGPT SUBSCRIPTION	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	21.43	book	01819.001.50.3202 - library books/subs	

**CITY OF WINSLOW**  
**Check Register**  
**All Bank Accounts - 04/06/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	22.73	Transportation WED 5PM	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	22.80	Monthly G-Suite membership	01888.044.23.2082 - Annual Support/WV	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	22.85	WAL-MART #1328	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	22.96	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	22.97	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	23.49	FEDEX	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	24.33	blue coat	26850.125.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	24.40	AMAZON.COM*RN3GV26U0	01850.063.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	24.61	sprinkler nozzals	07871.018.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	24.62	Mushroom Growing Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	25.00	NATIONAL REGISTRY EMT	01860.001.25.2152 - membership/dues	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	25.48	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	26.76	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	27.57	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	27.60	WAL-MART #1328	01860.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	28.02	Supplies for Public Works	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	28.55	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	29.03	SRP Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	29.17	Local transportation to conference	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	29.41	WAL-MART #1328	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	29.99	WM SUPERCENTER #1328	01804.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	30.17	Little Chef Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	30.18	Gift for President Biden	01801.001.29.2904 - city public relation	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	30.60	CASEY'S COLOR CENTER	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	32.06	book	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	32.69	Supplies for Public Works	05929.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	32.70	Supplies for Public Works	07871.055.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	32.82	steer wheel cover	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	33.78	Little Chef Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	34.53	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	35.17	Young Chef Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	36.11	Transportation THU 7am	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	37.12	manila file folders with fasteners for city court case fi	01807.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	37.15	CASEY'S COLOR CENTER	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	37.94	Acct 333500593 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	39.29	Charger for laptop	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	39.41	928-289-1096 544B - 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	39.99	Fuel for City vehicle to take federal agencies on tour	01836.061.50.3062 - fuel/oil	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	41.03	AMZN MKTP US	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	41.54	WM SUPERCENTER #1328	08818.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	41.85	nitrile gloves for trash pickup	01825.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	41.85	nitrile gloves for trash pickup	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	42.54	Acct 333920147 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	42.54	Acct 333923837 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	44.17	water bottles	01825.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	44.34	WAL-MART #1328	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	47.14	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	47.32	AMZN MKTP US	01860.001.50.3084 - uniforms & related	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	50.00	CODE ENF LEAGUE AZ	01850.063.25.2152 - memberships/dues	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	50.18	spray nozzles and brackets for gator boom sprayer	01825.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	50.18	spray nozzles and brackets for gator boom sprayer	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	50.54	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	52.80	WM SUPERCENTER #1328	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	53.41	MEDLINE INDUSTRIES, LP	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	54.05	TURQUOISE ROOM LLC	08818.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	54.94	nitrile rubber gloves	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	55.71	lanyards	01819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	55.75	books	01819.001.50.3202 - library books/subs	

**CITY OF WINSLOW**  
**Check Register**  
**All Bank Accounts - 04/06/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	56.55	publication of ordinance no. 1409	01806.001.20.2008 - advertising	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	57.74	Adhesive for sweeper seals, wrench for broom adjus	07871.055.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	57.83	SRP Shirts	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	58.24	LINDE GAS & EQUIPMENT INC	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	59.06	mosquito fogging chemical	01825.001.50.3290 - chemical supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	59.07	mosquito fogging chemical	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	59.09	Desk riser	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	59.61	Heat gun a scraper to remove stickers from street si	07871.055.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	63.49	Milwaukee tools set.	05929.001.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	64.32	AMZN MKTP US	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	64.54	Kneepads for guys	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	65.00	HS Yearbook	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	65.00	Unit 205 towed from parks shop to fleet shop.	12940.065.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	68.00	stamps for when postage machine was down	01888.001.50.3005 - postage	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	68.49	lunch - 03/11/24	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	68.75	lunch - 03/10/2024	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	68.93	Desk riser	07871.055.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	68.94	Desk riser	05929.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	70.58	keenex	01819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	75.51	Square for Transit appointments	21835.401.20.2082 - Annual Support/WV	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	76.48	Ink for printer	03922.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	78.06	FLAG STAMP AND ENGRAVING	01860.001.50.3084 - uniforms & related	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	80.23	lysol wipes	01819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	80.25	Lunch Meeting with developers 03/20/24	01801.001.29.2904 - city public relation	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	81.75	FREIGHTLINER OF ARIZON	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	83.06	Acct 928C890172724 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	89.03	service award	01888.001.29.2915 - employee recog/a	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	89.95	Front End alignment on unit 132 PD vehicle.	12940.065.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	89.95	Front End Alignment on Unit 27	12940.065.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	93.67	Dinner Purchase - 03/12/24	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	95.11	Inflatables for Easter Egg Hunt	01820.036.29.2995 - special events	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	95.57	WAL-MART #1328	08818.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	95.64	WAL-MART #1328	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	96.27	Inflatables for the Easter Egg Hunt	01820.036.29.2995 - special events	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	97.28	AMZN MKTP US	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	98.11	Bolt Extractor set.	05929.001.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	98.32	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	99.56	VISTAPRINT	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	100.00	Annual AMCA Membership	01806.001.25.2152 - membership/dues	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	100.76	Annual E-Fax support fee	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	104.54	New wall Chart for Micro Biology in waste water pla	05929.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	109.40	gloves	26850.125.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	109.66	weed and grass ground kill	01825.001.50.3290 - chemical supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	109.67	weed and grass ground kill	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	110.00	ASDD Document Destruction 02/02/24	01810.020.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	110.00	IN *PRICKER PATCH LLC	01860.001.50.3084 - uniforms & related	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	119.99	CANVA* I04094-78587493	01860.001.25.2152 - membership/dues	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	129.18	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	132.16	AMZN MKTP US	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	133.33	Gifts for Senators and Congressmen	01801.001.29.2904 - city public relation	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	133.40	QUILL CORPORATION	08818.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	145.47	books	01819.001.50.3202 - library books/subs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	146.55	Acct 333757373 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	147.98	928-289-3321-466 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	148.94	SP FIRE BY TRADE	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	150.00	2024 AZBO Spring Education Institute - 40263 IBC	01835.060.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	154.50	IN *KINO RADIO	01850.125.20.2008 - advertising	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	160.85	Pressure washer hose for when we take down the o	05929.001.50.3299 - other supplies	

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Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	161.50	Meeting w/ Federal agencies and Real AZ (7 Attend	01836.061.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	163.73	Supplies for General Plan Meeting.	01836.061.50.3100 - Small Tools/Minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	168.67	paper and tape	01819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	175.00	AZBO 2024 Spring Education Institute - 40264 Fire	01835.060.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	175.00	Employee perks program.	01811.001.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	175.50	AMAZON RETAI	01850.034.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	180.52	Dinner Purchase - 03/13/24	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	181.18	928-C89-9304-8556 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	183.82	Arts council banners, budget for the grant funds	28808.800.29.2904 - city public relation	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	189.54	aprons & labels	01819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	190.82	scissor lift for stage cover installation.	13001.001.80.4104 - Capital - General	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	190.95	Lunch Purchase - 03/13/24	01801.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	194.65	sprinkler clock	07871.018.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	198.44	HUGHES FIRE EQUIPMENT	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	210.00	Spring Conference	03922.001.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	216.67	Light Bulbs	01820.036.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	220.84	Writing harness for blower motor on ztrak.	12940.065.50.3063 - equipment parts &	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	225.50	THE EMBLEM AUTHORITY	01850.034.50.3084 - Uniforms & Relate	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	238.98	Acct 92828992431029 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	244.31	SRP Supplies	20819.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	252.58	WAL-MART #1328	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	261.22	THOMSON WEST	01850.034.23.2082 - Annual Support/W	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	282.31	battery for new pressure washer	26850.125.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	310.74	Strategies for Managing Conflict with Colleagues an	01819.001.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	318.50	publication of candidate election notice	01806.004.20.2008 - advertising	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	321.31	WM SUPERCENTER #1328	08818.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	321.70	Water head for water truck.	12940.065.50.3063 - equipment parts &	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	361.02	RWAA Spring Conference	03922.001.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	370.55	supplies for office trash bags , cleaner, tp , cat litter,	26850.125.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	381.43	AMAZON RET* 113-692522	26850.125.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	420.29	IN *JC CULLEN INCORPORATE	01860.001.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	439.23	JOHNNY MARTINEZ PLUMBI	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	444.00	Police department front fence privacy slats.	01830.022.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	445.94	MY PLACE AVONDALE	01850.063.25.2151 - travel/lodging/me	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	449.55	water line parts	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	454.13	Acct 928 C89 0171-543 02/22/24 - 03/21/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	455.00	Mohave Samples for plant	05929.001.20.2010 - testing services	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	475.00	PayPal - For Airport	02900.001.80.4100 - Land & Buildings	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	514.54	PVC pipe to finish repairs on cemetery irrigation whi	01825.032.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	530.68	grass seed for ramada area	01825.001.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	537.50	Diagnose and Travel for Airport Generator.	12940.065.20.2039 - other prof.service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	537.62	printer for water offices	03922.001.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	589.21	Meter Lease 01/23/24 - 04/22/24	01888.001.29.2082 - Annual Support/W	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	590.92	Annual support Dropbox	01888.044.23.2082 - Annual Support/W	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	597.29	TERRYBERRY	01888.001.29.2915 - employee recog/a	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	607.70	IN *KINO RADIO	01801.001.20.2008 - advertising	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	618.75	Installation of parking signage at the Airport	02900.001.80.4100 - Land & Buildings	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	622.00	City Hall Internet 03/14/24 - 04/13/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	622.00	City Hall Internet 02/24/24 - 03/13/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	622.00	Police Dept Internet 02/11/23 - 03/10/24	01888.044.21.2060 - Phone/Internet	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	703.44	HUGHES FIRE EQUIPMENT	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	703.44	HUGHES FIRE EQUIPMENT	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	703.44	HUGHES FIRE EQUIPMENT	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	703.44	HUGHES FIRE EQUIPMENT	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	731.84	water parts for the distribution system	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	748.00	Replacement Globes for decorative street lights aro	07871.055.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	749.97	2 year SSL Certificate.	01888.044.23.2082 - Annual Support/W	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	755.00	outdoor movie license	20819.001.50.3299 - other supplies	

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JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	814.33	water parts for trailer park change out with miller wat	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	849.31	WINSLOW TRUCK REPAIR LLC	01860.001.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,146.00	Work and Trouble shoot and check PLC in NOVA flit	05929.001.20.2039 - other prof service	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,310.06	Parts for vehicles and equipment	12940.065.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,606.27	water line matinees parts	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,610.22	Steer tires for FD truck.	12940.065.50.3060 - automotive parts	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,679.65	Supplies for Easter Egg Hunt goodie bags	01820.036.29.2995 - special events	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,688.95	water line matiances	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	1,906.70	Water line parts	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	2,169.27	IN *JC CULLEN INCORPORATE	01860.001.25.2159 - training & seminar	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	2,361.87	parts for the water system	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	2,874.59	water line parts	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	3,027.16	small tools we needed	03922.001.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	3,282.89	DR Push Mower for weeds around plant.	05929.001.50.3100 - small tools/minor	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	4,866.00	water parts distribution parts	03922.001.23.2093 - water line maint	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	5,811.10	Pickleball court light poles.	13001.001.80.4104 - Capital - General	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	7,802.70	Crack seal material	07871.055.50.3299 - other supplies	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	8,755.25	Repair to radios	01860.001.20.2041 - General Repairs	
JPMORGAN CHASE BANK NA	EFT	MAR.2024	04/17/2024	04/17/2024	9,903.87	IN *JC CULLEN INCORPORATE	01850.034.50.3100 - small tools/minor	
					<b>\$211,079.19</b>			
					<b>\$211,079.19</b>			
LEGAL SHIELD	108248	PR040724-6114	04/11/2024	04/18/2024	317.50	Legalshield	0107073 - Payroll - Elective Benefits	
					<b>\$317.50</b>			
MILLER MENDEL, INC	108216	5518	04/11/2024	04/11/2024	6,037.03	VOICE ANALYSIS SYSTEM/TRAINING	01850.034.50.3100 - small tools/minor	
					<b>\$6,037.03</b>			
MISSION LINEN SUPPLY	108217	521378867	04/11/2024	04/11/2024	44.13	FACILITY FLOOR MATS 04/10/24	01830.022.20.2039 - other prof.service	
MISSION LINEN SUPPLY	108217	521378868	04/11/2024	04/11/2024	141.60	FACILITY FLOOR MATS 04/10/24	01830.022.20.2039 - other prof.service	
					<b>\$185.73</b>			
					<b>\$185.73</b>			
NATIONWIDE ASRS 457	108249	PR040724-6120	04/11/2024	04/18/2024	1,420.00	Nationwide ASRS 457	0107090 - Payroll - Deferred Comp	
NATIONWIDE ASRS 457	ACH	PPE 4.7.24	04/10/2024	04/10/2024	1,420.00	Nationwide ASRS 457	0107090 - Payroll - Deferred Comp	
					<b>\$2,840.00</b>			
NATIONWIDE ASRS ROTH	108250	PR040724-6122	04/11/2024	04/18/2024	170.00	Nationwide ASRS Roth	0107090 - Payroll - Deferred Comp	
NATIONWIDE ASRS ROTH	ACH	PPE 4.7.24	04/10/2024	04/10/2024	170.00	Nationwide ASRS Roth	0107090 - Payroll - Deferred Comp	
					<b>\$340.00</b>			
NATIONWIDE RETIREMENT SOLU	108251	PR040724-6126	04/11/2024	04/18/2024	1,952.14	PSPRS FD T2 DCH	0107068 - Payroll - PSPRS Fire	
NATIONWIDE RETIREMENT SOLU	108251	PR040724-6126	04/11/2024	04/18/2024	1,090.78	PSPRS FD T3 DCH	0107068 - Payroll - PSPRS Fire	
					<b>\$2,142.92</b>			
NATIONWIDE RETIREMENT SOLU	EFT	PPE 4.7.24	04/10/2024	04/10/2024	2,142.92	Nationwide FD	0107090 - Payroll - Deferred Comp	
					<b>\$4,285.84</b>			
NATIONWIDE WINSLOW 457	108252	PR040724-6121	04/11/2024	04/18/2024	1,619.00	Nationwide Winslow 457	0107090 - Payroll - Deferred Comp	
NATIONWIDE WINSLOW 457	ACH	PPE 4.7.24	04/10/2024	04/10/2024	1,619.00	Nationwide Winslow 457	0107090 - Payroll - Deferred Comp	
					<b>\$3,238.00</b>			
NATIONWIDE WINSLOW ROTH	108253	PR040724-6123	04/11/2024	04/18/2024	125.00	Nationwide Winslow Roth	0107090 - Payroll - Deferred Comp	

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NATIONWIDE WINSLOW ROTH	ACH	PPE 4.7.24	04/10/2024	04/10/2024	125.00	Nationwide Winslow Roth	0107090 - Payroll - Deferred Comp	
					<b>\$260.00</b>			
NELSON, MELISSA	108218	04/03/24	04/11/2024	04/11/2024	397.59	TRAVEL REIMBURSEMENT 03/09 - 03/14/24	01801.001.25.2151 - travel/lodging/me	
					<b>\$397.59</b>			
NORTHLAND PIONEER COLLEGE	108219	7920	04/11/2024	04/11/2024	694.00	REGISTRATION FEES - A.SIDNEY/T.LEONARD	01850.034.25.2159 - training & seminar	
					<b>\$694.00</b>			
OFFICE DEPOT	108254	30905966	04/18/2024	04/18/2024	970.65	SUPPLIES FOR COURT	01803.001.50.3299 - other supplies	
OFFICE DEPOT	108254	360900266	04/18/2024	04/18/2024	1,032.10	SUPPLIES FOR COURT	01803.001.50.3299 - other supplies	
OFFICE DEPOT	108254	360905984	04/18/2024	04/18/2024	41.22	SUPPLIES FOR COURT	01803.001.50.3299 - other supplies	
OFFICE DEPOT	108254	360905965	04/18/2024	04/18/2024	26.70	SUPPLIES FOR COURT	01803.001.50.3299 - other supplies	
					<b>\$2,070.67</b>			
					<b>\$2,070.67</b>			
PARSONS, LAURA	108220	04092024	04/11/2024	04/11/2024	1,000.00	ASSISTANCE WITH WINSLOW PRIDE EVENT	01801.001.29.2995 - special events	
					<b>\$1,000.00</b>			
Pierce Coleman PLLC	108255	28250	04/18/2024	04/18/2024	55.00	ABATEMENT - 03/31/24	01807.001.20.2039 - other prof.service	
Pierce Coleman PLLC	108255	28251	04/18/2024	04/18/2024	1,473.00	ATLAS DEVELOPMENT AGREEMENT	01807.001.20.2039 - other prof.service	
Pierce Coleman PLLC	108255	28252	04/18/2024	04/18/2024	15,596.00	CITY ATTORNEY MARCH 2024	01807.001.20.2039 - other prof.service	
					<b>\$17,124.00</b>			
					<b>\$17,124.00</b>			
PLAY IT SAFE PLAYGROUNDS	108221	4428	04/11/2024	04/11/2024	312.60	Sales Tax	13001.001.80.4104 - Capital - General	040
PLAY IT SAFE PLAYGROUNDS	108221	4428	04/11/2024	04/11/2024	600.00	Trip Charge	13001.001.80.4104 - Capital - General	040
PLAY IT SAFE PLAYGROUNDS	108221	4428	04/11/2024	04/11/2024	1,800.00	Labor to Install shade fabric	13001.001.80.4104 - Capital - General	040
PLAY IT SAFE PLAYGROUNDS	108221	4428	04/11/2024	04/11/2024	2,700.00	Shade Fabric front 30'x18'x2" / back 10'x10'x2"	13001.001.80.4104 - Capital - General	040
					<b>\$5,412.60</b>			
					<b>\$5,412.60</b>			
PUBLIC SAFETY PERSONNEL	108256	PR040724-139	04/11/2024	04/18/2024	1,633.39	PSPRS PD ACR	0107067 - Payroll - PSPRS Police	
					<b>\$1,633.39</b>			
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	279.86	PSPRS FD ACR	0107068 - Payroll - PSPRS Fire	
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	1,341.47	PSPRS FD T2 DB	0107068 - Payroll - PSPRS Fire	
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	3,475.98	PSPRS FD T3 DB	0107068 - Payroll - PSPRS Fire	
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	6,232.17	PSPRS PD T2 DB	0107067 - Payroll - PSPRS Police	
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	14,090.86	PSPRS PD T1 DB	0107067 - Payroll - PSPRS Police	
PUBLIC SAFETY RETIREMENT	108257	PR040724-6113	04/11/2024	04/18/2024	15,737.67	PRPRS PD T3 DB	0107067 - Payroll - PSPRS Police	
					<b>\$41,158.01</b>			
PUBLIC SAFETY RETIREMENT	ACH	PPE 04072024	04/11/2024	04/11/2024	37,694.13	PSPRS PD	0107067 - Payroll - PSPRS Police	
PUBLIC SAFETY RETIREMENT	ACH	PPE 4724	04/11/2024	04/11/2024	385.31	PSPRS FD Credit	01860.001.02.1103 - public safety retire	
					<b>\$37,307.82</b>			
PUBLIC SAFETY RETIREMENT	EFT	PPE 4.7.24	04/11/2024	04/11/2024	5,097.31	PSPRS FD	0107068 - Payroll - PSPRS Fire	
					<b>\$83,563.14</b>			
QUAIL CONSTRUCTION LLC	108222	FG14633	04/11/2024	04/11/2024	3,186.59	EQUIPMENT - 01/18/24	01801.001.29.2995 - special events	
QUAIL CONSTRUCTION LLC	108222	FG14889	04/11/2024	04/11/2024	559.43	EQUIPMENT - 01/05/24	07871.055.50.3299 - other supplies	
QUAIL CONSTRUCTION LLC	108222	FG15006	04/11/2024	04/11/2024	564.89	EQUIPMENT - 01/19/24	07871.055.50.3299 - other supplies	
					<b>\$4,310.91</b>			
					<b>\$4,310.91</b>			



**CITY OF WINSLOW**  
**Check Register**  
**All Bank Accounts - 04/06/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
SANKS AND ASSOCIATES, LLC	EFT	4-2021	04/11/2024	04/11/2024	3,378.61	ZHO SERVICES - MAR.24	01835.060.20.2039 - other prof.service	
					<b>\$3,378.61</b>			
SCOTT ANIMAL HOSPITAL	108223	76288	04/11/2024	04/11/2024	2,631.93	VETERINARY SERVICES MAR 2024	01850.125.20.2039 - other prof.service	
					<b>\$2,631.93</b>			
SECURITY BENEFIT	108258	PR040724-5768	04/11/2024	04/18/2024	95.00	Security Benefit 457	0107090 - Payroll - Deferred Comp	
SECURITY BENEFIT	ACH	PPE 4.7.24	04/10/2024	04/10/2024	95.00	Security Benefit	0107090 - Payroll - Deferred Comp	
					<b>\$190.00</b>			
SERIOUS, BRANDI	108224	04/08/24	04/11/2024	04/11/2024	100.00	GSH RENTAL CANCELLED 04/13/24	0107040 - Deposits	
					<b>\$100.00</b>			
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	11.66	WC 1st Quarter	01803.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	12.36	WC 1st Quarter	01801.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	30.46	WC 1st Quarter	21836.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	61.71	WC 1st Quarter	01836.061.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	74.56	WC 1st Quarter	01806.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	88.88	WC 1st Quarter	01811.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	151.35	WC 1st Quarter	01819.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	172.47	WC 1st Quarter	01810.020.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	219.87	WC 1st Quarter	01804.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	333.25	WC 1st Quarter	01860.015.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	370.45	WC 1st Quarter	01820.306.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	569.67	WC 1st Quarter	21835.401.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	749.51	WC 1st Quarter	01820.036.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	823.70	WC 1st Quarter	01835.060.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	845.20	WC 1st Quarter	04921.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	864.42	WC 1st Quarter	12940.065.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	1,109.75	WC 1st Quarter	01850.125.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	1,254.71	WC 1st Quarter	01850.063.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	1,342.53	WC 1st Quarter	08818.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	1,367.11	WC 1st Quarter	01830.022.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	1,397.18	WC 1st Quarter	01820.040.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	2,656.77	WC 1st Quarter	01825.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	3,245.19	WC 1st Quarter	05929.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	3,518.06	WC 1st Quarter	03922.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	3,894.83	WC 1st Quarter	01850.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	10,742.12	WC 1st Quarter	07871.055.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	13,717.13	WC 1st Quarter	01860.001.02.1105 - workers comp	
SOUTHWEST RISK SERVICES	Wire	QRT 1	04/16/2024	04/16/2024	29,493.35	WC 1st Quarter	01850.034.02.1105 - workers comp	
					<b>\$79,118.25</b>			
					<b>\$79,118.25</b>			
STATE OF AZ	EFT	MAR.2024	04/11/2024	04/11/2024	-63.94	MARCH 2024 WATER BILLS	0309151 - Miscellaneous	
STATE OF AZ	EFT	MAR.2024	04/11/2024	04/11/2024	10,766.20	MARCH 2024 WATER BILLS	0307055 - State Sales Tax Payable	
					<b>\$10,702.26</b>			
					<b>\$10,702.26</b>			
THE BANK OF NEW YORK MELLO	WIRE	4.08.24	04/08/2024	04/08/2024	15,920.84	WTR Bond payment	05929.001.26.2201 - WWTP BOND IN	
THE BANK OF NEW YORK MELLO	WIRE	4.08.24	04/08/2024	04/08/2024	19,583.34	WTR Bond payment	05929.001.26.2200 - WWTP BOND PRI	
					<b>\$35,504.18</b>			
					<b>\$35,504.18</b>			
U.S. BANK	Wire	April 2024	04/16/2024	04/16/2024	652.50	Water bond payment	03922.001.26.2201 - bond interest	

**CITY OF WINSLOW  
Check Register  
All Bank Accounts - 04/06/2024 to 04/20/2024**

Payee Name	Reference Number	Invoice Number	Invoice Ledger Date	Payment Date	Amount	Description	Ledger Account	Activity Code
U.S. BANK	Wire	April 2024	04/16/2024	04/16/2024	9,416.67	Water bond payment	03922.001.26.2200 - bond principal	
					\$10,069.17			
					\$10,069.17			
VICKI'S VISIONS LLC	108259	103 04/17/24	04/18/2024	04/18/2024	1,636.50	AIRPORT COUNTER TOP - FINAL PAYMENT	02900.001.80.4100 - Land & Buildings	
					\$1,636.50			
WESTERN TECHNOLOGIES INC.	108225	25830349	04/11/2024	04/11/2024	1,400.00	AIR QUALITY TESTING - 11/30/23	13001.001.80.4104 - Capital - General	
					\$1,400.00			
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	62.00	CITYWIDE FUEL MAR 2024	01888.001.50.3062 - fuel / oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	110.00	CITYWIDE FUEL MAR 2024	12940.065.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	119.15	CITYWIDE FUEL MAR 2024	04921.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	126.31	CITYWIDE FUEL MAR 2024	01835.060.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	155.00	CITYWIDE FUEL MAR 2024	08818.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	301.79	CITYWIDE FUEL MAR 2024	01850.063.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	312.37	CITYWIDE FUEL MAR 2024	21835.401.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	436.86	CITYWIDE FUEL MAR 2024	01830.022.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	513.16	CITYWIDE FUEL MAR 2024	01825.032.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	537.95	CITYWIDE FUEL MAR 2024	01850.125.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	657.18	CITYWIDE FUEL MAR 2024	07871.018.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	1,228.94	CITYWIDE FUEL MAR 2024	01825.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	1,255.18	CITYWIDE FUEL MAR 2024	03922.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	1,497.67	CITYWIDE FUEL MAR 2024	01860.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	1,704.84	CITYWIDE FUEL MAR 2024	05929.001.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	1,937.53	CITYWIDE FUEL MAR 2024	07871.055.50.3062 - fuel/oil	
WEX BANK	EFT	96127370	04/08/2024	04/08/2024	5,968.57	CITYWIDE FUEL MAR 2024	01850.063.50.3062 - fuel/oil	
					\$16,924.50			
					\$16,924.50			
WILKIE, MATTHEW	108226	149	04/11/2024	04/11/2024	120.00	DJ FOR EASTER EGG EVENT	01820.036.29.2995 - special events	
					\$120.00			
WILLDAN	108227	002-29347	04/11/2024	04/11/2024	152.50	INSPECTION SERVICES 02/06/24	01835.060.20.2039 - other prof.service	
WILLDAN	108227	002-31220	04/11/2024	04/11/2024	417.50	WINSLOW WALMART REMODEL REVISION	01835.060.20.2039 - other prof.service	
					\$570.00			
					\$570.00			
WINSLOW CHAMBER OF COMME	108228	03.31.24	04/11/2024	04/11/2024	17,290.46	BED TAX MAR 2024	0107206 - Bed Taxc Payable	
					\$17,290.46			
WINSLOW FORD	108229	15	04/11/2024	04/11/2024	46.89	MAR.2024 CAR WASH SERVICES	03922.001.20.2039 - other prof service	
WINSLOW FORD	108229	15	04/11/2024	04/11/2024	62.52	MAR.2024 CAR WASH SERVICES	05929.001.20.2039 - other prof service	
WINSLOW FORD	108229	15	04/11/2024	04/11/2024	78.15	MAR.2024 CAR WASH SERVICES	07871.055.20.2039 - other prof.service	
WINSLOW FORD	108229	15	04/11/2024	04/11/2024	812.44	MAR.2024 CAR WASH SERVICES	01888.001.20.2039 - other prof.service	
					\$1,000.00			
					\$1,000.00			
					\$1,002,519.99			

Minutes of the regular meeting of the Winslow City Council held on March 26, 2024 at 6:30 P.M. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

**MEMBERS PRESENT:**

Mayor Cano, Councilmember Cake, Councilmember Crisp, Councilmember MacLean, Councilmember McKee, Councilmember Nelson, Councilmember Tafoya

**MEMBERS ABSENT:**

None

**STAFF:**

David Coolidge City Manager, Trish Stuhan City Attorney, Suzy Wetzel City Clerk, Margaret Dyer Finance Director, Tim Westover Public Works Director, Franklin Caldwell Police Chief, Michael Duran Fire Chief, Jack Fitchett Economic Development Director, Kim Salazar Public Housing Director, Kevin Fowler Project Manager, Trevor Eltsosie IT Specialist

Mayor Cano called the meeting to order at 6:55 p.m. The Pledge was given and the Invocation was offered by Councilmember McKee. Roll call was taken and all members were present.

**CALL TO THE PUBLIC**

Julia Sells referred to the special meeting to discuss the General Plan Land Use Map and requested that more meetings be held so that additional input can be provided before a decision is made.

Gabe Martinez, who resides on West Aspinwall, spoke regarding the CDBG item on the agenda and encouraged the Council to consider the improvements that include Aspinwall Street.

Judy Howell spoke regarding the condition and lack of space at the animal shelter. Ms. Howell also requested information regarding who authorized the decision that she not be allowed to foster or adopt dogs from the shelter.

Lula Stago discussed her concerns regarding Winslow's image and thanked the Council for selecting an experienced police chief. Ms. Stago also discussed the Police Department PERF Study and the recent public forum related to fentanyl in our community.

Sean Gravier suggested that a committee be created to help small businesses be successful. Mr. Gravier also suggested that the city consider allowing container homes in Winslow.

Theresa Del Mar encouraged the Council to have independent impact analysis' done as opposed to those required from developers. Ms. Del Mar also spoke regarding information in the General Plan related to home ownership.

Holly Wagner commented on the special meeting to discuss the General Plan Land Use map. Ms. Wagner referred to container homes and stated that she is a fan of them if they are done right. After stating that she will foster the two dogs mentioned by Judy Howell, Ms. Wagner discussed the need for a Planning & Zoning Commission.

Karen Colon spoke regarding planning in small communities and the need for balanced development.

Grace Butler spoke regarding the city's Request for Proposals for janitorial services and the need to ensure transparency throughout the RFP process.

Mayor Cano responded to comments made as follows:

- The city will look into conducting more meetings with additional maps related to the General Plan
- Consideration will be given to the CDBG projects later in the meeting
- Staff will look into the question from Ms. Howell regarding her being able to foster/adopt dogs from the shelter
- Thank you to Lula Stago for her comments and input; will look into additional community meetings regarding fentanyl
- The City Manager will work with the Economic Development Director regarding a committee to assist small businesses; the city will also look into the feasibility of including container homes in the code
- Thank you to Ms. Del Mar for her comments and diligence on behalf of the community
- Thank you to Ms. Wagner for volunteering to foster the two dogs; the city is still looking into the possibility of bringing back the Planning & Zoning Commission
- Welcomed Ms. Colon to Winslow; appreciate the input on how to proceed with development
- The janitorial services contract will be pulled from the Consent Calendar for further discussion

Councilmember Nelson noted that she has previously spoken to the City Manager about container businesses.

## **MAYOR AND COUNCILMEMBERS REPORTS**

### **A. Current Events and Announcements**

Councilmember Crisp announced details regarding the following items:

- Third Annual Arts Festival on April 27<sup>th</sup>
- Farmers Market opening day on April 27<sup>th</sup>
- Too Broke for Sturgis Motorcycle Rally June 20<sup>th</sup> – 23<sup>rd</sup>
- Free movie night at the theater hosted by Winslow Ford on March 27<sup>th</sup>
- Law Enforcement Torch Run for Special Olympics on April 19<sup>th</sup>
- Rotary/St. Mary's food distribution on March 28<sup>th</sup>
- Upcoming Growing on 66 garden classes
- Moonshot event on March 30<sup>th</sup>
- Student Union renaming ceremony on March 30<sup>th</sup>
- Easter Egg Hunt on March 30<sup>th</sup>

Councilmember McKee provided information regarding the Walmart Easter Egg Hunt, also being held on March 30<sup>th</sup>, and announced that adult swimming lessons are now being offered by the Recreation Department. Councilmember McKee also announced that the Winslow Council on Aging will begin serving meals every Tuesday from 12:00 – 12:45 for a small donation.

Mayor Cano referred to the National League of Cities Conference in Washington D.C. that she and Councilmembers MacLean, McKee and Nelson recently attended and highlighted various projects that they were able to advocate for while in Washington including funding in the amount of \$2.5 million for a new water tank. Mayor Cano stated that she was one of 20 that got to meet President Biden.

In conclusion, Mayor Cano commented on the recent mural reveal held at the Sacred Heart Park and thanked the Arts Council for sponsoring the event.

### **B. Future Agenda Items**

Councilmember Nelson referred to the comment made under Call to the Public and asked what the city is doing to help small businesses. The City Attorney reminded the Council that discussion cannot take place tonight but the item can be included on a future agenda.

Mayor Cano requested that a report from the Animal Control Supervisor be included on a future agenda.

Councilmember MacLean requested that an update regarding the Habitat for Humanity Housing Program be provided at a future meeting.

### **SCHEDULED PRESENTATIONS AND PROCLAMATIONS**

**A. Proclamation – Proclaiming the Month of March 2024 as National Social Work Month**

After Councilmember McKee read the proclamation, it was presented to Lucinda Yazzie, Medical Social Worker at the Winslow Indian Health Care Center.

**B. Proclamation – Declaring April as Fair Housing Month**

After Mayor Cano read the proclamation, it was presented to the Public Housing Director.

**C. Presentation of Employee Service Awards**

The Human Resources Manager announced the names of the employees who were receiving an award and presented them to those in attendance.

**D. Presentation from Navajo County Sheriff's Department Including Update on Major Crimes Apprehension Team (MCAT) and Recap of 2023 Activities**

After commenting on the partnership between the Sheriff's Department and the Winslow Police Department through the Major Crimes Apprehension Team (MCAT), Sheriff Clouse introduced members of his department who were in attendance. Sheriff Clouse also discussed funding of the MCAT program through the Local Border Support Fund.

Chief Deputy Brian Swanty provided a PowerPoint Presentation detailing 2023 annual statistics for drug/currency seizures and discussed the addition of fentanyl powder and liquid to the list. Chief Deputy Swanty also discussed proactive enforcement successes and local MCAT activity that included information regarding arrests and agency assists.

Mayor Cano commented on the possibility of coordinating another public forum related to fentanyl in hopes that more citizens can attend. After Chief Deputy Swanty responded to questions from the Council, Councilmember McKee thanked the sheriff and his staff for the information that was provided in their presentation.

**STATUS REPORTS****A. Verbal Status Report on Current City Activities by City Manager Which May Include Planning & Zoning Commission and Economic Development Update**

The City Manager began by providing an update regarding the application that will be made available on the city website on April 1<sup>st</sup> for those who are interested in serving on the Planning and Zoning Commission. After announcing that the first Elevate Winslow entrepreneurial course graduation was held on March 21<sup>st</sup> with 16 graduates, the City Manager discussed the Moonshot Pitch Event that will be held on March 30<sup>th</sup> at the Winslow Theater.

The City Manager also provided information regarding a program that was developed in Yavapai County related to free house plans that are stamped and ready for potential homeowners. The City Manager stated that staff is working with Yavapai County to see if the city can join the program that will result in a savings of \$15,000 to \$20,000 in design fees for any participant.

After the City Manager responded to questions from the Council regarding the Planning and Zoning Commission, the City Attorney stated that additional questions will be answered when the item is brought back to the Council for further discussion as an agenda item.

**B. Monthly Financial Reports by Finance Director Which May Include Balances, Expenditures and Revenues in All Funds and Various Sales Tax Comparisons by Category**

The Finance Director highlighted information from her written report through the end of February including cash and investment balances for the General Fund, the HURF Fund and the Enterprise Funds.

The Finance Director provided detail information regarding citywide revenues and expenditures and stated that the General Fund is currently operating at a \$1.2 million deficit due in part to the State's flat tax income tax rate enacted in 2022 and the lower-than-normal city sales tax revenues. The Finance Director stated that spending has been limited in the General Fund to help reduce the deficit.

The Finance Director responded to questions from the Council and the City Manager clarified that capital projects do not affect the General Fund.

**CONSENT CALENDAR**

Councilmember McKee requested that Item F be pulled for discussion and Mayor Cano requested that Items B, I and J be pulled for discussion. Motion: Moved by Councilmember Cake, seconded by Councilmember Tafoya, to approve the Consent Calendar minus Items B, F, I and J. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

- A. Discussion and/or Action to Approve the Check Register**
- B. Discussion and/or Action to Approve Minutes of the City Council Work Session of February 27, 2024 and the City Council Regular Meeting of February 27, 2024**

After noting that the motion for the Because We Care item on the regular meeting minutes should state Vice Mayor Crisp instead of Mayor Cano, Councilmember Tafoya made a motion to approve Item B as corrected. The motion was seconded by Councilmember Nelson and passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

- C. Discussion and/or Action Regarding Reappointment of Member, and Appointment of New Member, to the Board of Adjustment**
- D. Discussion and/or Action Regarding Reappointment of Member, and Appointment of New Member, to the Arts Council**
- E. Discussion and/or Action to Approve Financial Auditing Services Agreement and Authorize City Manager to Execute the Necessary Documents**
- F. Discussion and/or Action to Approve Janitorial Services Contract and Authorize City Manager to Execute the Necessary Documents**

After Mayor Cano referred to the spreadsheet showing a breakdown of the proposal submittals that was included in the packet, the Public Works Director responded to various questions and comments from the Council related to the responses that were received. Mayor Cano expressed concerns regarding the fact that the recommended vendor is not a local company.

The City Attorney discussed the process that is followed when staff solicits a Request for Proposals (RFP) for cost based services including staff review of all submittals to make sure they are responsive. After the City Manager stated that all information for this particular RFP is



included on the spreadsheet, there was discussion regarding inclusion of RFP/bid responses in the packet. Staff responded to additional questions and comments from the Council and the City Attorney advised the Council that they can go into executive session for legal advice if they would like to discuss local preference. Councilmember MacLean stated that the process should be consistent and recommendations by staff should be trusted when they come to the Council.

After Councilmember McKee explained that the reason she pulled the item was to find out why staff was recommending a company outside of Winslow, Councilmember Crisp made a motion to table this item. The motion was seconded by Councilmember Nelson and failed by roll call vote with Mayor Cano and Councilmembers Crisp and Nelson voting yes and Councilmembers Cake, MacLean, McKee and Tafoya voting no. Prior to voting on the motion, the City Attorney confirmed that the submittals are a public record and can be reviewed by the Council at any time.

Motion: Moved by Councilmember MacLean, seconded by Councilmember Cake, to accept the recommendation to approve the janitorial services contract and authorize the City Manager to execute the necessary documents. Motion passed with Councilmembers Cake, Crisp, MacLean, McKee and Tafoya voting yes and Mayor Cano and Councilmember Nelson voting no.

- G. Discussion and/or Action to Award Bid and Approve Payment for Swimming Pool Remodeling Project, Waive Permit Fees and Authorize City Manager to Execute the Necessary Documents**
- H. Discussion and/or Action to Approve Job Order Contract Services with McCauley Construction for Splash Pad Parking Project and Approve Payment**
- I. Discussion and/or Action to Approve Equipment Ownership Transfer Agreement Between Navajo County and the City of Winslow**

After Chief Caldwell explained that this agreement involves the transfer of radios from Navajo County, Lieutenants Cano and Blass provided additional details regarding the portable and mobile radios that were purchased by Navajo County through a grant. Lieutenant Cano also expressed thanks to Sheriff Clouse and his team.

Motion: Moved by Councilmember Tafoya, seconded by Councilmember Nelson, to approve Item I. Motion passed

unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

**J. Discussion and/or Action to Approve Accountability Contract Between the City of Winslow and the Leatherback Boxing Club for USA Boxing Membership Program**

Speaking on behalf of the Leatherback Boxing Club, Sean Gravier thanked the city for their support of this program. Mr. Gravier provided details regarding their program, specifically the impact that the program has already had and will continue to have on the youth in the community.

Motion: Moved by Mayor Cano, seconded by Councilmember Nelson, to approve Item J. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

**K. Discussion and/or Action Regarding Resolution No. 1935 to Approve a Property Split of Real Property Identified as Navajo County Assessor's Parcel No. 103-31-010B, Located North of I-40 on the East and West Sides of Transcon Lane**

**COUNCIL CONSIDERATION AND POSSIBLE ACTION**

**A. Public Hearing Regarding Use of Community Development Block Grant (CDBG) Funds**

Mayor Cano opened the public hearing.

The City Manager referred to previous action taken by the Council regarding the CDBG process and explained that it is necessary to redo the public hearing and adoption of the resolution authorizing submission of the application.

Mayor Cano identified the following projects that were presented at the previous public hearing:

- Winslow Neighborhood Walks – curbs, gutters, sidewalks and pavement west of North Alfred between Aspinwall Street and Oak Street
- Southside Walkway Improvements – curbs, gutters and sidewalks along Jefferson Street between James Avenue and Robert Avenue
- Coopertown Sidewalk – curbs, gutters and sidewalks south of Central Street in the Coopertown neighborhood

- Hayden Walton Sports Complex All-Inclusive Playground  
– surfacing and equipment well designed inclusive playground to enable children of all abilities to develop physically, cognitively, socially and emotionally

The City Manager recognized that Kevin Goss, NACOG CDBG Program Manager, was attending via Zoom. The following individuals spoke and requested additional information, which was provided by Mayor Cano and members of the Council, regarding the proposed projects:

Theresa Del Mar      Karen Colon      Roger Hangen

The Public Works Director discussed the CDBG program and process for qualifying for funds that includes a low income survey requirement. The Public Works Director also reminded the Council that the projects need to be prioritized.

Mayor Cano closed the public hearing.

**B. Discussion and/or Action to Approve Resolution No. 1933 Authorizing Submission of Application for FY 2024 State CDBG Funds, Certifying that Said Application Meets the Community's Previously Identified Housing and Community Development Needs and the Requirements of the State CDBG Program and Authorizing all Actions Necessary to Implement and Complete the Activities Outlined in Said Application**

After a brief discussion regarding the projects, the following motion was made:

Motion: Moved by Councilmember Crisp, seconded by Mayor Cano, to rank the Winslow Neighborhood Walks as number one and the All-Inclusive Playground as number two. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes. The City Attorney clarified that the intent of the motion was to also approve Resolution No. 1933.

**C. Discussion and/or Action to Approve Resolution No. 1934 Committing Local Funds as Leverage for a FY 2024 CDBG Grant Application**

The City Manager explained that although a final amount is not known at this time, this resolution is needed to allow the city to commit additional capital funds to complete the project.

Motion: Moved by Mayor Cano, seconded by Councilmember McKee, to approve Resolution No. 1934 committing local funds as leverage for a FY 2024 CDBG Grant Application. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

**D. Discussion and/or Action to Approve Letter of Intent to Join New Mexico's Clean I-40 Transportation Corridor Coalition Application in Order to Possibly Receive EPA Grant Funding**

Mayor Cano briefly commented on the presentation that will be provided by Global Logistics Development (GLD) Partners related to this item.

Adam Wasserman and Lois Yates provided a PowerPoint presentation that included background information regarding GLDPartners. The presentation also included information regarding the I-5 Corridor, the I-40 Corridor and the I-10 Corridor, all of which are designated by USDOT. Public objectives of the corridor system included are as follows:

1. Contribute to a more efficient national supply chain system;
2. Significantly increase economic competitiveness, especially in rural areas;
3. Advance Collaboration and Partnership across public and private sectors;
4. Reduce VMT, road congestion, maintenance and increase traffic safety; and
5. Substantially reduce GHG and air criteria pollutants

Mr. Wasserman and Ms. Yates discussed phase 1 of the I-40 TradePort Corridor that begins in the Port of Los Angeles and includes hubs in Kingman, Winslow and Albuquerque. Ms. Yates highlighted attributes for TradePort Winslow and discussed current federal funding proposals.

Following the presentation, the City Attorney provided information regarding the action item that is on the agenda to approve the Letter of Intent to join New Mexico's Clean I-40 Transportation Corridor.

Mr. Wasserman responded to a question from Councilmember Crisp regarding matching funds. Mr. Wasserman, the City Attorney and members of the Council also responded to various questions and comments from members of the audience. Prior to the following motion being made, the City Attorney reiterated that the I-40

Transportation Corridor and Atlas Global Development are two separate projects:

Motion: Moved by Councilmember Crisp, seconded by Mayor Cano, to approve the Letter of Intent to join New Mexico's Clean I-40 Transportation Corridor Coalition Application. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

**E. Discussion and/or Direction Regarding Library Project, Project Budget and Possible Change Orders**

The City Manager referred to previous discussions with the Council regarding placement of planters and trees in the library parking lot and explained why staff is recommending that the parking lot not include these items. After stating that trees and shrubs will be included in the areas where there is no pavement, the City Manager explained that due to the hard rock, the cost to cut in six planters is \$48,000.

The City Manager responded to questions and comments from the Council that included additional options for shade structures since APS will be sun setting their solar panel program. There was also discussion regarding the project budget.

Motion: Moved by Councilmember McKee, seconded by Councilmember Nelson, to forego the trees at the present time and revisit the option at a later date. Motion passed with Mayor Cano and Councilmembers Cake, McKee, Nelson and Tafoya voting yes and Councilmembers Crisp and MacLean voting no.

**F. Discussion and/or Direction Regarding Land Use Map for General Plan**

The City Attorney stated that this item can be brought back for discussion at a future meeting to enable staff to provide additional options related to the land use map. The City Attorney also asked the Council to provide comments that they received during the special meeting to the City Manager. Mayor Cano clarified that no motion is necessary since staff is being directed to bring this item back on a future agenda.

**ADJOURNMENT**

Motion: Moved by Councilmember Cake, seconded by Councilmember Nelson, to adjourn at 10:20 p.m. Motion passed unanimously with Mayor

Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

\_\_\_\_\_  
Mayor

Attest:

\_\_\_\_\_  
City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Winslow City Council held on March 26, 2024 at 6:30 P.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this 23<sup>rd</sup> day of *April*, 2024.

Suzy Wetzel  
\_\_\_\_\_  
City Clerk

Minutes of the regular meeting of the Winslow City Council held on April 9, 2024 at 6:30 P.M. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

**MEMBERS PRESENT:**

Mayor Cano, Councilmember Cake, Councilmember Crisp, Councilmember MacLean, Councilmember McKee, Councilmember Nelson, Councilmember Tafoya

**MEMBERS ABSENT:**

None

**STAFF:**

David Coolidge City Manager, Michelle Stinson City Attorney, Suzy Wetzel City Clerk, Tim Westover Public Works Director, Franklin Caldwell Police Chief, Jack Fitchett Economic Development Director, Trevor Eltsosie IT Specialist

Mayor Cano called the meeting to order. The Pledge was given and the Invocation was offered by Mayor Cano. Roll call was taken and all members were present.

**CALL TO THE PUBLIC**

Ann Schmidt referred to the recent General Plan meeting and gave kudos to the Council for their efforts in making sure that citizens were made aware of the meeting. Ms. Schmidt also commented on the Letter of Intent item on the last agenda related to the New Mexico Clean I-40 Transportation Corridor that did not mention a presentation from GLD.

Navajo County District II Supervisor Alberto Peshlakai provided information regarding the Winslow Levee project and stated that the county has now received the entire \$20 million that was allocated by the State for the project. Supervisor Peshlakai also invited Winslow residents to participate in the county's 5K event on April 15<sup>th</sup> at the High School Track Field.

Heather Pruett referred to the GLD presentation at the last meeting and stated that since it lacked critical information, additional details should be provided for the public's benefit.

Julia Sells stated that she agrees that additional information is needed regarding GLD and the I-40 Transportation Corridor. Ms. Sells also referred to the Economic Development Survey that is being conducted and stated that it

should include more local businesses instead of outside corporations as well as more local festivals.

Daniel Tafoya, speaking on behalf of the Catholic community, thanked the police department for their assistance with their Good Friday procession.

### **MAYOR AND COUNCILMEMBERS REPORTS**

#### **A. Current Events and Announcements**

Councilmember Crisp provided information regarding the following items:

- Little League Opening Day on April 13<sup>th</sup>
- Junior High Arts Club Empty Bowls event on May 1<sup>st</sup>
- Details regarding the economic development survey
- Borderland Produce Rescue on April 17<sup>th</sup>
- Winslow High School Track & Field 91<sup>st</sup> Annual Invite on April 19<sup>th</sup>, including a request for hospitality room donations
- The Navajo County broadband survey
- Business Expo/Job Fair at the Chamber on April 20<sup>th</sup>
- Farmers Market opening day on April 27<sup>th</sup>
- Final Farmers Market Winter Bazaar on April 13<sup>th</sup>

Councilmember Crisp also encouraged residents to start addressing weeds in their alleys before they receive a letter from the Code Compliance Department.

Councilmember MacLean commented on the recent Easter Egg Hunt and thanked the Recreation Manager, the Parks Department and all of those who volunteered at the event. Councilmember MacLean also read a citizen's input form that was recently received through the city's website complimenting the condition of the downtown area.

After announcing details regarding the Fluffy Therapy event that will take place at the library on April 11<sup>th</sup>, Councilmember McKee provided information regarding the Navajo County 5K Run.

At the request of a member of the audience, Councilmember Nelson announced details of the Annual Arts Festival that will take place at the Route 66 Plaza on April 27<sup>th</sup>.

#### **B. Future Agenda Items**



Councilmember Nelson referred to adult swimming lessons being offered by the Recreation Department and requested that discussion regarding night swim lessons be placed on a future agenda.

In response to a question from Mayor Cano, the City Manager indicated that the Tom Harris Field will be ready for the upcoming season. Councilmember Nelson also inquired about the date that bleachers will be installed at the field.

### **SCHEDULED PRESENTATIONS AND PROCLAMATIONS**

**A. Proclamation – Proclaiming the Month of April as Sexual Assault Awareness Month**

Mayor Cano read the proclamation and stated that it will be sent to Alice's Place.

**B. Quarterly Court Report Which May Include Justice Court and Municipal Court Case Filings by Category**

Prior to giving his quarterly report, Judge Little referred to the warmer weather and reminded citizens to be neighborly and police each other with their animals to avoid dog bite incidents.

Judge Little then provided his report covering the months of January – March 2024. The report included the number of cases filed in both the Justice Court and the Municipal Court for the following:

Civil & Criminal Traffic	Criminal Petty Offense
Local Ordinance	Criminal Misdemeanor
Criminal Felony	Parking Violations
Initial Appearances	Small Claims
Civil Lawsuits	Eviction Actions
Order Protection/Harassment	Search Warrants

Judge Little also discussed the collaboration between the police department and the school district in an effort to reduce vaping use. After Judge Little responded to a question from Councilmember Nelson regarding the parking violations that were included in his report, Councilmember McKee thanked Judge Little for everything that he does for the community.

**C. Quarterly Old Trails Museum Report Which May Include Discussion of Museum Operations, Hours, Staffing and Events**

Ann-Mary Lutzick, Director of the Old Trails Museum, highlighted information from her report including 2023 statistics for in-house

visitors, which were up from 2022, and off-site exhibits. Ms. Lutzick also discussed the electronic Winter Newsletter that went out on February 29<sup>th</sup> and announced information regarding the 2024 History Highlight event that will take place on April 20<sup>th</sup>.

At the conclusion of her report, Ms. Lutzick responded to questions from the Council.

## **STATUS REPORTS**

### **A. Verbal Status Report on Current City Activities by City Manager Which May Include Capital Project Update**

The City Manager referred to the deficit in the General Fund that was discussed at the last council meeting and provided detailed information regarding both revenue and expenditure cycles. The City Manager clarified that estimates indicate that the deficit will be less than what was actually budgeted and the fund balance will remain greater than the fund reserve by the close of the fiscal year.

The City Manager then discussed a breakdown of capital projects that have been completed, what projects are underway and what projects are being deferred to next fiscal year. The report included information regarding Tom Harris Field that addressed questions raised under Future Agenda Items. The City Manager also discussed grant requests to fund upgrades at the 9/11 Memorial and playgrounds at Henderson Park, Triangle Park and Father Seramur Park.

With regard to the new library, the City Manager stated that due to some minor savings, a culvert will be installed for the drainage ditch and the landscape will also be leveled out.

After the City Manager responded to a question regarding the grant funded project for playgrounds, Mayor Cano stated that she appreciated the clarification regarding the budget deficit. There was discussion regarding the cost for the Council to attend the NLC Conference and it was suggested that information be provided to the public regarding the benefits of attending the conference, specifically funding that has been received as a result of advocating that takes place with our legislators at the conference.

### **B. Quarterly Economic Development Update Which May Include Program and Development Updates and Additional Events and Incentives Pertinent to Economic Development**

The Economic Development Director stated that he has spent his first several months getting to know the community by meeting with major

employers and other governmental and non-profit organizations. The Economic Development Director also stated that the economic development page on the city's website has been updated to include the mission, visions and objections of his office.

After discussing the Elevate Winslow entrepreneurial course and the Moonshot Pitch Event, the Economic Development Director reported that the city has submitted approximately six project information forms through the Arizona Commerce Authority to attract major employers to Winslow.

The Economic Development Director also provided an update regarding on-going development projects and business attraction/retention incentives and encouraged participation in the retail survey.

### **CONSENT CALENDAR**

Councilmember Nelson requested that Item D be pulled for discussion. Motion: Moved by Councilmember Nelson, seconded by Councilmember Tafoya, to approve the Consent Calendar minus Item D. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

- A. Discussion and/or Action to Approve the Check Register**
- B. Discussion and/or Action to Approve Minutes of the City Council Special Meeting of March 26, 2024**
- C. Discussion and/or Action to Approve Little League Agreement for the 2024 Season**
- D. Discussion and/or Action to Approve the Liquor License Application Series #12 (Restaurant) for Mi Pueblo located at 1942 West Third Street**

Councilmember Nelson referred to the time that it took Mi Pueblo to open at the new location and thanked the owners for their patience and efforts throughout the process. Mayor Cano also commented on the new location and encouraged the owners to contact the city regarding the Façade Program.

Motion: Moved by Mayor Cano, seconded by Councilmember Cake, to approve letter D. Motion passed unanimously with Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

**COUNCIL CONSIDERATION AND POSSIBLE ACTION****A. Discussion and/or Action Regarding Request for Financial Assistance for the Winslow Pride Event Scheduled for June 28 & 29, 2024**

Laura Parsons, who was attending via Zoom, referred to previous Pride events and stated that this is the first time that she has requested monetary assistance. At the request of Mayor Cano, the City Manager provided information regarding the special events account that currently has a remaining balance of approximately \$6900.

After explaining that the amount of \$1000 that is being requested will help feed those who attend, Ms. Parsons provided additional details regarding the event. There was a brief discussion regarding upcoming requests and events that will require allocations from the special events account.

Prior to the following motion being made, members of the Council referred to the event and thanked Ms. Parsons for her dedication to sponsor this event on her own:

Motion: Moved by Councilmember McKee, seconded by Councilmember Crisp, to donate \$1000 for the Pride Festival on June 28<sup>th</sup> & 29<sup>th</sup>. Motion passed with Mayor Cano and Councilmembers Cake, Crisp, McKee, Nelson and Tafoya voting yes and Councilmember MacLean voting no.

**B. Discussion and/or Action Regarding Request for Financial Assistance for the Arizona Alpine Trail**

Mayor Cano referred to the letter of request included in the packet and stated that the Arizona Alpine Trail will encompass two separate loop trails between Payson and Hannagan Meadow. Clarification was provided that the city previously approved an allocation of \$2000 to this organization to be included in the trail and there was discussion regarding the fact that Winslow is not currently included on their website or social media page.

It was the consensus of the Council that this item be tabled and staff was directed to reach out to Mr. Smith to invite him to a future meeting to discuss his request.

**MOTION TO ADJOURN TO EXECUTIVE SESSION**

Motion: Moved by Councilmember McKee, seconded by Councilmember Nelson, to move into executive session. Motion passed unanimously with

Mayor Cano and Councilmembers Cake, Crisp, MacLean, McKee, Nelson and Tafoya voting yes.

### **EXECUTIVE SESSION**

- A. Under authority of A.R.S. § 38-431.03(A)(3), the City Council may hold an executive session for legal advice with the City Attorney regarding the City's Invocation Policy**
- B. Under authority of A.R.S. § 38-431.03(A)(3) and (A)(4), the City Council may hold an executive session for legal advice and contract negotiations related to the Memorandum of Agreement with the New Mexico Environment Department and I-40 Transportation Corridor Coalition**

Councilmember Cake left the meeting at 8:25 p.m. Councilmember Nelson left the meeting at 9:25 p.m.

Motion: Moved by Mayor Cano, seconded by Councilmember Tafoya, to move back into regular session. Motion passed unanimously with Mayor Cano and Councilmembers Crisp, MacLean, McKee and Tafoya voting yes.

### **DISCUSSION AND/OR ACTION REGARDING ABOVE EXECUTIVE SESSION ITEMS**

After returning from executive session, Mayor Cano made a motion to approve Resolution No. 1939. The motion was seconded by Councilmember Tafoya and passed unanimously with Mayor Cano and Councilmembers Crisp, MacLean, McKee and Tafoya voting yes. In response to a question from a member of the audience, Mayor Cano stated that the resolution is related to the Invocation Policy. The City Attorney also stated that the resolution is available for review in the public packet.

Mayor Cano stated that direction was provided to staff for Item B wherein no action will be taken.

### **ADJOURNMENT**

Motion: Moved by Councilmember Crisp, seconded by Councilmember MacLean, to adjourn at 9:45 p.m. Motion passed unanimously with Mayor Cano and Councilmembers Crisp, MacLean, McKee and Tafoya voting yes.

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Mayor

Attest:

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City Clerk

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the regular meeting of the Winslow City Council held on April 9, 2024 at 6:30 P.M. I further certify that the meeting was duly called and that a quorum was present.

Dated this *23<sup>rd</sup>* day of *April*, 2024.

*Suzy Wetzel*  
City Clerk

**Mayor**  
Roberta W. Cano

(928) 289-2422



*Discover Winslow-A City in Motion*

**Council Members**  
Peter Cake  
Samantha Crisp  
Jim MacLean  
Darcey McKee  
Melissa Nelson  
Daniel T. Tafoya

AGENDA DATE: April 23, 2024  
TO: Honorable Mayor and City Council  
FROM: City Manager  
SUBJECT: Reappointment of Members to the Historic Preservation Commission

**RECOMMENDED MOTION**

That the Mayor and Council, by motion, approve the reappointment of Dave Hartman and Kim Tsosie to the Historic Preservation Commission until May 1, 2027.

**DISCUSSION**

The terms of Dave Hartman and Kim Tsosie on the Historic Preservation Commission will expire on May 1, 2024. Mr. Hartman was originally appointed to the commission on April 25, 2023 and Ms. Tsosie was originally appointed on April 26, 2022. Both members have indicated that they would like to continue to serve on the Historic Preservation Commission.

**IMPACT ON BUDGET**

None.

Respectfully submitted,

*David Coolidge*

David Coolidge  
City Manager

Reviewed by:

City Attorney \_\_\_\_\_

Finance Director \_\_\_\_\_

CA/REAPPOINT HPC

**Mayor**  
Roberta W. Cano

(928) 289-2422



*Discover Winslow-A City in Motion*

**Council Members**

Peter Cake  
Samantha Crisp  
Jim MacLean  
Darcey McKee  
Melissa Nelson  
Daniel T. Tafoya

AGENDA DATE: April 23, 2024  
TO: Honorable Mayor and City Council  
FROM: Public Works Director  
SUBJECT: Approve of Purchase and Payment of Hayden Walton Park Ramada Shade Structures from Arizona Recreation Design, Inc.

**RECOMMENDED MOTION**

That Mayor and City Council, by motion, approve the purchase and payment of Hayden Walton Park ramada shade structures in the amount of \$207,906.38 from Arizona Recreation Design, Inc. and authorize the City Manager to execute the necessary documents.

**DISCUSSION**

By way of background, in October 2015, Mayor and Council approved the use of several cooperatives for City's procurement of goods and services. Since then, the City has saved a considerable amount of money and time by piggybacking on contracts competitively awarded by these cooperatives to qualified and responsive vendors and contractors.

The City and the vendor desire to enter into a Cooperative Purchasing Agreement for the purpose of acknowledging their cooperative contractual relationship under the 1GPA contract and this agreement.

The Hayden Walton Park ramada shade structure replacement project, previously approved by Council, will provide updated shade structures at the park adjacent to the splash pad. The ramadas are utilized by the community for gatherings such as birthday parties and will provide shade for those visiting the splash pad and playground as well.

**IMPACT ON BUDGET**

Funds are available in account 13.001.001.80.4104

Respectfully submitted,

*Tim Westover*

Tim Westover  
Public Works Director

Reviewed by:

City Manager

City Attorney

Finance Director

City Hall ~ 21 Williamson Avenue ~ Winslow, Arizona 86047 ~ (928) 289-2422

[www.winslowaz.gov](http://www.winslowaz.gov)

ITEM 8D



**COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE CITY OF WINSLOW  
AND  
ARIZONA RECREATION DESIGN, INC. &  
J.P. & SONS CONTRACTING, INC.  
FOR PLAYGROUND, SPLASH PAD,  
OUTDOOR FITNESS AND RELATED EQUIPMENT**

THIS COOPERATIVE PURCHASING AGREEMENT (this "Agreement") is entered into between the City of Winslow, an Arizona municipal corporation (the "City"), and jointly Arizona Recreation Design, Inc. an Arizona Corporation and J.P. & Sons Contracting, Inc., an Arizona Corporation, (collectively, the "Contractor").

**RECITALS**

A. After a competitive procurement process, Mohave Cooperative ("Mohave") entered into Contract No. 190-ARJP-0221 Arizona Recreation JP & Sons Mohave IFP 190-1121 Joint Venture, dated February 21, 2020 as amended, and renewed on February 21, 2024 (collectively, the "Mohave Contract"), with the Contractor for the purchase and installation of playground, splash pad, outdoor fitness and related equipment. A copy of the Mohave Contract is attached hereto as **Exhibit A** and incorporated herein by reference, to the extent not inconsistent with this Agreement.

B. The City is permitted, pursuant to Article VII of the City Charter, to purchase such goods and services under the Mohave Contract, at its discretion and with the agreement of the awarded Contractor.

C. The City and the Contractor desire to enter into this Agreement for the purpose of (i) acknowledging their cooperative contractual relationship under the Mohave Contract and this Agreement, (ii) establishing the terms and conditions by which the Contractor may provide the City playground, splash pad, outdoor fitness and related equipment as more particularly set forth in Section 2 below (the "Services") and (iii) setting the maximum aggregate amount to be expended pursuant to this Agreement related to the Services.

**AGREEMENT**

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which are hereby acknowledged, the City and the Contractor hereby agree as follows:

1. **Term of Agreement.** This Agreement shall be effective as of the date first set forth below and shall remain in full force and effect until February, 21, 2025 (the "Initial Term"), unless terminated as otherwise provided in this Agreement or the Mohave Contract.

2. Scope of Work. Contractor shall provide to the City the Services under the terms and conditions of the Mohave Contract and in the configuration set forth in the Scope of Work attached hereto as Exhibit B and incorporated herein by reference.

3. Compensation. The City shall pay Contractor for the Initial Term and for each subsequent Renewal Term, if any, an annual amount not to exceed \$250,000 for Services at the unit rates set forth in the Mohave Contract.

4. Payments. The City shall pay the Contractor monthly, based upon Services performed and completed to date, and upon submission and approval of invoices. Each invoice shall (i) contain a reference to this Agreement and the Mohave Contract and (ii) document and itemize all work completed to date. The invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment. Additionally, invoices submitted without referencing this Agreement and the Mohave Contract will be subject to rejection and may be returned.

5. Agreement Subject to Appropriation. The City is obligated only to pay its obligations set forth in this Agreement as may lawfully be made from funds appropriated and budgeted for that purpose during the City's then current fiscal year. The City's obligations under this Agreement are current expenses subject to the "budget law" and the unfettered legislative discretion of the City concerning budgeted purposes and appropriation of funds. Should the City elect not to appropriate and budget funds to pay its Agreement obligations, this Agreement shall be deemed terminated at the end of the then-current fiscal year term for which such funds were appropriated and budgeted for such purpose and the City shall be relieved of any subsequent obligation under this Agreement. The parties agree that the City has no obligation or duty of good faith to budget or appropriate the payment of the City's obligations set forth in this Agreement in any budget in any fiscal year other than the fiscal year in which this Agreement is executed and delivered. The City shall be the sole judge and authority in determining the availability of funds for its obligations under this Agreement. The City shall keep Contractor informed as to the availability of funds for this Agreement. The obligation of the City to make any payment pursuant to this Agreement is not a general obligation or indebtedness of the City. Contractor hereby waives any and all rights to bring any claim against the City from or relating in any way to the City's termination of this Agreement pursuant to this section.

6. Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the terms of this Agreement, any amendments, any City-approved Work Orders, the Mohave Contract and invoices, the documents shall govern in the order listed herein.

7. Rights and Privileges. To the extent provided under the Mohave Contract, the City shall be afforded all of the rights and privileges afforded to members under the Mohave Cooperative and shall be a "Member" (as defined in the Mohave Contract) for the purposes of the portions of the Mohave Contract that are incorporated herein by reference.

8. Indemnification; Insurance. The City shall be afforded all of the insurance coverage and indemnifications to the extent provided under the Mohave Contract, and such insurance coverage and indemnifications shall inure and apply with equal effect to the City under

this Agreement including, but not limited to, the Contractor's obligation to provide the indemnification and insurance.

9. Notices and Requests. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

If to the City:           City of Winslow  
                                  21 N. Williamson Avenue  
                                  Winslow, Arizona 86047  
                                  Attn: David Coolidge, City Manager

With copy to:           Pierce Coleman PLLC  
                                  7730 E Greenway Drive, Suite 105  
                                  Scottsdale, Arizona 85260  
                                  Attn: Trish Stuhan

If to Contractor:       JP & Sons Contracting  
                                  3802 E. LaSalle Street  
                                  Phoenix, Arizona 85070  
                                  Attn: Tim Nolan

If to Contractor:       Arizona Recreation Design  
                                  P.O. Box 93398  
                                  Phoenix, AZ 85070  
                                  Attn: Dean Swingle

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (i) when delivered to the party, (ii) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

[SIGNATURES ON FOLLOWING PAGES]

IN WITNESS WHEREOF, the parties hereto have executed this Agreement as of the date and year last set forth below.

**“City”**

CITY OF WINSLOW,  
an Arizona municipal corporation

\_\_\_\_\_  
David Coolidge, City Manager

Date: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
Suzy Wetzel, City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
Trish Stuhan, City Attorney  
Pierce Coleman PLLC

**"Contractor"**

ARIZONA RECREATION DESIGN, INC.  
an Arizona corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

**"Contractor"**

J.P. & SONS CONTRACTING, INC.,  
an Arizona corporation

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

EXHIBIT A  
TO  
COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE CITY OF WINSLOW  
AND  
ARIZONA RECREATION DESIGN, INC. &  
J.P. & SONS CONTRACTING, INC.

[Mohave Contract]

On File with the City Clerk

EXHIBIT B  
TO  
COOPERATIVE PURCHASING AGREEMENT  
BETWEEN  
THE CITY OF WINSLOW  
AND  
ARIZONA RECREATION DESIGN, INC. &  
J.P. & SONS CONTRACTING, INC.

[Work Orders]

See following pages (to be attached subsequent to execution).

## Arizona Recreation Design

PO Box 93398

Phoenix, AZ 85070

4807883177

info@arizonarec.com

www.arizonarec.com



**ARIZONA RECREATION DESIGN, INC.**

## Estimate

### ADDRESS

Tim Westover  
City of Winslow

### SHIP TO

VARGAS PARK -  
REPLACE SHELTERS  
2 x 3030  
1 x 306015

### ESTIMATE

10759DS

### DATE

03/20/2024

### ESTIMATOR

Dean Swingle

ITEM	QTY	RATE	AMOUNT
411 - RAMADA Coverworx - shelters - 30X30 SQ 30 SW VT / 30 sq with vented top all steel roof list 47,852.00 less 1GPAcontract	2	43,066.00	86,132.00T
411 - RAMADA Coverworx - Cross Gable shelter 30X60 w 15' cross CGA306015 BB SB GABLE ROOF 15' EXTENSION CROSS LIST 105,633.33 LESS 1gpa contract	1	95,070.00	95,070.00T
402 - ENGIN engineering calculations and footing design	2	850.00	1,700.00
401 - CONST SERV This proposal does not include the gable end ornamentation shown in attached drawings ALL ornamentation to be supplied by City.	1	0.00	0.00
403 - OTHER FEES proposal per 1GPA contract # 23-07P-02	1	0.00	0.00

SUBTOTAL	182,902.00
TAX (0.086)	15,583.38
SHIPPING	9,421.00
<b>TOTAL</b>	<b>\$207,906.38</b>

Accepted By

Unless specified in the proposal the following items are EXCLUDED: Off-loading, storage, permits, Security temporary fencing during construction and 48 hour curing period. Clearing, grading, engineering and excavation of work area. Concrete pads and curbing, and certified payroll.

Deposit is due at time of order and balance is due per specific terms listed 3.5% surcharge for credit card payment.



**Mayor**  
Roberta W. Cano

(928) 289-2422



*Discover Winslow-A City in Motion*

**Council Members**  
Peter Cake  
Samantha Crisp  
Jim MacLean  
Darcey McKee  
Melissa Nelson  
Daniel T. Tafoya

AGENDA DATE: April 23, 2024

TO: Honorable Mayor and City Council  
FROM: Margaret Dyer, Finance Director  
SUBJECT: Approval of Transit Drug & Alcohol Policy revisions as presented.

**RECOMMENDED MOTION**

That the Mayor and Council, by motion, approve the Transit Drug & Alcohol Policy revisions as presented.

**DISCUSSION**

As noted in the recent compliance audit, the City Transit drug and alcohol policy does not meet all the newly released USDOT-FTA regulations. The proposed revisions are required policy changes needed to address the 06/01/2023 update to 49 CFR Part 40 which describes procedures for conducting workplace drug and alcohol testing for the Federally regulated transportation industry.

The proposed revision is inclusive of and consistent with Section IV Health and Welfare of the City personnel policies and procedures manual.

**IMPACT ON BUDGET**

No impact on the budget.

Respectfully submitted,

Margaret Dyer,  
Finance Director

Reviewed by:

City Manager

City Attorney

# City of Winslow- Winslow Public Transit

# Drug and Alcohol Policy

Effective as of [03/25/2024]

Adopted by: City of Winslow

Date Adopted: [dd/mm/yyyy]

Last Revised: [03/25/2024]

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## I. Purpose of Policy

This policy complies with 49 CFR Part 655, as amended and 49 CFR Part 40, as amended. Copies of Parts 655 and 40 are available in the drug and alcohol program manager's office and can be found on the internet at the Federal Transit Administration (FTA) Drug and Alcohol Program website

<http://transit-safety.fta.dot.gov/DrugAndAlcohol/>.

All covered employees are required to submit to drug and alcohol tests as a condition of employment in accordance with 49 CFR Part 655.

Portions of this policy are not FTA-mandated but reflect City of Winslow- Winslow Public Transit 's policy. These additional provisions are identified by **bold text**.

In addition, DOT has published 49 CFR Part 32, implementing the Drug-Free Workplace Act of 1988, which requires the establishment of drug-free workplace policies and the reporting of certain drug-related offenses to the FTA.

**All City of Winslow- Winslow Public Transit employees are subject to the provisions of the Drug-Free Workplace Act of 1988.**

**The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance is prohibited in the covered workplace. An employee who is convicted of any criminal drug statute for a violation occurring in the workplace shall notify Pamela Tsinijinnie, Transit Manager no later than five days after such conviction.**

## 2. Covered Employees

This policy applies to every person, including an applicant or transferee, who performs or will perform a "safety-sensitive function" as defined in Part 655, section 655.4.

You are a covered employee if you perform any of the following:

- Operating a revenue service vehicle, in or out of revenue service
- Operating a non-revenue vehicle requiring a commercial driver's license
- Controlling movement or dispatch of a revenue service vehicle
- Maintaining (including repairs, overhaul and rebuilding) of a revenue service vehicle or equipment used in revenue service
- Carrying a firearm for security purposes

See Attachment A for a list of covered positions by job title.

### 3. Prohibited Behavior

Use of illegal drugs is prohibited at all times. Prohibited drugs include:

- marijuana
- cocaine
- phencyclidine (PCP)
- opioids
- amphetamines

All covered employees are prohibited from performing or continuing to perform safety-sensitive functions while having an alcohol concentration of 0.04 or greater.

All covered employees are prohibited from consuming alcohol while performing safety-sensitive job functions or while on-call to perform safety-sensitive job functions. If an on-call employee has consumed alcohol, they must acknowledge the use of alcohol at the time that they are called to report for duty. If the on-call employee claims the ability to perform his or her safety-sensitive function, he or she must take an alcohol test with a result of less than 0.02 prior to performance.

All covered employees are prohibited from consuming alcohol within four (4) hours prior to the performance of safety-sensitive job functions.

All covered employees required to take a post-accident test are prohibited from consuming alcohol for eight (8) hours following involvement in an accident or until he or she submits to the post-accident drug and alcohol test, whichever occurs first.

### 4. Consequences for Violations

Following a positive drug or alcohol (BAC at or above 0.04) test result or test refusal, the employee will be immediately removed from safety-sensitive duty and provided with contact information for Substance Abuse Professionals (SAPs).

Following a BAC of 0.02 or greater, but less than 0.04, the employee will be immediately removed from safety-sensitive duties until the start of their next regularly scheduled duty period (but for not less than eight hours) unless a retest results in the employee's alcohol concentration being less than 0.02.

#### Zero Tolerance

**Per City of Winslow- Winslow Public Transit policy, any employee who tests positive for drugs or alcohol (BAC at or above 0.04) or refuses to test will be terminated from employment.**

## 5. Circumstances for Testing

### Pre-Employment Testing

Pre-employment alcohol tests are conducted after making a contingent offer of employment or transfer. All pre-employment alcohol tests will be conducted using the procedures set forth in 49 CFR Part 40. An alcohol test result of less than 0.02 is required before an employee can first perform safety-sensitive functions. If a pre-employment alcohol test is cancelled, the individual will be required to undergo another test with a result of less than 0.02 before performing safety-sensitive functions.

A negative pre-employment drug test result is required before an employee can first perform safety-sensitive functions. If a pre-employment test is cancelled, the individual will be required to undergo another test and successfully pass with a verified negative result before performing safety-sensitive functions.

If a covered employee has not performed a safety-sensitive function for 90 or more consecutive calendar days and has not been in the random testing pool during that time, the employee must take and pass a pre-employment test before he or she can return to a safety-sensitive function.

A covered employee or applicant who has previously failed or refused a DOT drug and/or alcohol test must provide proof of having successfully completed a referral, evaluation, and treatment plan meeting DOT requirements.

### Reasonable Suspicion Testing

All covered employees shall be subject to a drug and/or alcohol test when City of Winslow- Winslow Public Transit has reasonable suspicion to believe that the covered employee has used a prohibited drug and/or engaged in alcohol misuse. A reasonable suspicion referral for testing will be made by a trained supervisor or other trained company official on the basis of specific, contemporaneous, articulable observations concerning the appearance, behavior, speech, or body odors of the covered employee.

Covered employees may be subject to reasonable suspicion drug testing any time while on duty. Covered employees may be subject to reasonable suspicion alcohol testing while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions.

### Post-Accident Testing

Covered employees shall be subject to post-accident drug and alcohol testing under the following circumstances:

#### Fatal Accidents

As soon as practicable following an accident involving the loss of a human life, drug and alcohol tests will be conducted on each surviving covered employee operating the public transportation vehicle at the time of the accident. In addition, any other covered employee whose performance

could have contributed to the accident, as determined by City of Winslow- Winslow Public Transit using the best information available at the time of the decision, will be tested.

#### Non-fatal Accidents

As soon as practicable following an accident not involving the loss of a human life, drug and alcohol tests will be conducted on each covered employee operating the public transportation vehicle at the time of the accident if at least one of the following conditions is met:

- (1) The accident results in injuries requiring immediate medical treatment away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident
- (2) One or more vehicles incurs disabling damage and must be towed away from the scene, unless the covered employee can be completely discounted as a contributing factor to the accident

In addition, any other covered employee whose performance could have contributed to the accident, as determined by City of Winslow- Winslow Public Transit using the best information available at the time of the decision, will be tested.

A covered employee subject to post-accident testing must remain readily available, or it is considered a refusal to test. Nothing in this section shall be construed to require the delay of necessary medical attention for the injured following an accident or to prohibit a covered employee from leaving the scene of an accident for the period necessary to obtain assistance in responding to the accident or to obtain necessary emergency medical care.

## Random Testing

Random drug and alcohol tests are unannounced and unpredictable, and the dates for administering random tests are spread reasonably throughout the calendar year. Random testing will be conducted at all times of the day when safety-sensitive functions are performed.

Testing rates will meet or exceed the minimum annual percentage rate set each year by the FTA administrator. The current year testing rates can be viewed online at [www.transportation.gov/odapc/random-testing-rates](http://www.transportation.gov/odapc/random-testing-rates).

The selection of employees for random drug and alcohol testing will be made by a scientifically valid method, such as a random number table or a computer-based random number generator. Under the selection process used, each covered employee will have an equal chance of being tested each time selections are made.

A covered employee may only be randomly tested for alcohol misuse while the employee is performing safety-sensitive functions, just before the employee is to perform safety-sensitive functions, or just after the employee has ceased performing such functions. A covered employee may be randomly tested for prohibited drug use anytime while on duty.

Each covered employee who is notified of selection for random drug or random alcohol testing must immediately proceed to the designated testing site.

## 6. Testing Procedures

All FTA drug and alcohol testing will be conducted in accordance with 49 CFR Part 40, as amended.

### Dilute Urine Specimen

If there is a negative dilute test result, City of Winslow- Winslow Public Transit will accept the test result and there will be no retest, unless the creatinine concentration of a negative dilute specimen was greater than or equal to 2 mg/dL, but less than or equal to 5 mg/dL.

Dilute negative results with a creatinine level greater than or equal to 2 mg/dL but less than or equal to 5 mg/dL require an immediate recollection under direct observation (see 49 CFR Part 40, section 40.67).

### Split Specimen Test

In the event of a verified positive test result, or a verified adulterated or substituted result, the employee can request that the split specimen be tested at a second laboratory. City of Winslow- Winslow Public Transit guarantees that the split specimen test will be conducted in a timely fashion.

### Test Refusals

As a covered employee, you have refused to test if you:

- (1) Fail to appear for any test (except a pre-employment test) within a reasonable time, as determined by City of Winslow- Winslow Public Transit .
- (2) Fail to remain at the testing site until the testing process is complete. An employee who leaves the testing site before the testing process commences for a pre-employment test has not refused to test.
- (3) Fail to provide a specimen for a drug or alcohol test. An employee who does not provide a specimen because he or she has left the testing site before the testing process commenced for a pre-employment test has not refused to test.
- (4) In the case of a directly observed or monitored urine drug collection, fail to permit monitoring or observation of your provision of a specimen.
- (5) Fail to provide a sufficient specimen for a drug or alcohol test without a valid medical explanation.
- (6) Fail or decline to take a second drug test as directed by the collector or City of Winslow- Winslow Public Transit .
- (7) Fail to undergo a medical evaluation as required by the MRO or City of Winslow- Winslow Public Transit 's Designated Employer Representative (DER).
- (8) Fail to cooperate with any part of the testing process.
- (9) Fail to follow an observer's instructions to raise and lower clothing and turn around during a directly observed urine drug test.



- (10) Possess or wear a prosthetic or other device used to tamper with the collection process.
- (11) Admit to the adulteration or substitution of a specimen to the collector or MRO.
- (12) Refuse to sign the certification at Step 2 of the Alcohol Testing Form (ATF).
- (13) Fail to remain readily available following an accident.

As a covered employee, if the MRO reports that you have a verified adulterated or substituted test result, you have refused to take a drug test.

As a covered employee, if you refuse to take a drug and/or alcohol test, you incur the same consequences as testing positive and will be immediately removed from performing safety-sensitive functions and provided with contact information for SAPs.

## 7. Voluntary Self-Referral

**Any employee who has a drug and/or alcohol abuse problem and has not been notified of the requirement to submit to reasonable suspicion, random or post-accident testing or has not refused a drug or alcohol test may voluntarily refer her or himself to the Transit Manager or Human Resource Director, who will refer the individual to a substance abuse counselor for evaluation and treatment.**

**The substance abuse counselor will evaluate the employee and make a specific recommendation regarding the appropriate treatment. Employees are encouraged to voluntarily seek professional substance abuse assistance before any substance use or dependence affects job performance.**

**Any safety-sensitive employee who admits to a drug and/or alcohol problem will immediately be removed from his/her safety-sensitive function and will not be allowed to perform such function until successful completion of a prescribed rehabilitation program.**

## 8. Contact Person

For questions about City of Winslow- Winslow Public Transit 's anti-drug and alcohol misuse program, contact Pamela Tsinijinnie, Transit Manager.

## Attachment A: Covered Positions

Transit Manager

Transit Dispatch

Transit Driver- CDL

Transit Driver- NON-CDL

Lead Mechanic

Mechanic

**Mayor**  
Roberta W. Cano

(928) 289-2422



*Discover Winslow-A City in Motion*

**Council Members**  
Peter Cake  
Samantha Crisp  
Jim MacLean  
Darcey McKee  
Melissa Nelson  
Daniel T. Tafoya

AGENDA DATE: April 23, 2024

TO: Honorable Mayor and City Council  
FROM: Margaret Dyer, Finance Director  
SUBJECT: Approval of Procurement Policy revisions as presented.

**RECOMMENDED MOTION**

That the Mayor and Council, by motion, approve the Procurement Policy revisions as presented.

**DISCUSSION**

Currently, the City does not have a pre-award protest policy that provides procedural guidance in the event a solicitation above the formal procurement threshold (\$100,000 or greater) is conducted. The proposed revisions to policy will address the administrative process and identify the requirements to resolve protests made after the submission of bids/proposals but before contract award.

The proposed Procurement Policy is consistent with Section 2.040.070 and Section 2.040.075 of the Winslow City Code.

**IMPACT ON BUDGET**

No impact on the budget.

*Margaret Dyer*  
Respectfully submitted,

Margaret Dyer,  
Finance Director

Reviewed by:

City Manager *[Signature]*

City Attorney *[Signature]*

# **City of Winslow**

## **Procurement Policy**

### **City of Winslow Procurement Policy**

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## City of Winslow Procurement Policy

1. **City of Winslow Policy.** It is the policy of the City of Winslow (the "City") to promote and facilitate economical and timely acquisitions from sources of supplies, equipment, and services necessary for City Departments to accomplish their assigned responsibilities, while ensuring a fair and open process that maximizes competition. It is the policy of the City that the acquisition process is carried out in compliance with the Section 2.040.070 and Section 2.040.075 of the Winslow City Code (the "Procurement Code") and ordinances, and the administrative policies and procedures set forth herein (the "Procurement Policy"). The City Manager or authorized designee (the "Finance Director") is charged with the responsibility of implementing the Procurement Code and this Procurement Policy. Capitalized terms used in this Procurement Policy and not otherwise defined shall have the meaning set forth in the Procurement Code.
2. **Employee Responsibility.** Each City Employee involved in the procurement process is responsible for reviewing, understanding, and complying with the Procurement Code, applicable ordinances, and this Procurement Policy. If there are any questions or concerns relative to either the applicable policies or procedures, or the ability of the Employee to respond effectively to the requirements of the procedures, then it is the responsibility of the Employee to bring such matters to the attention of the City Manager immediately. Any purchase utilizing City funds, regardless of dollar amount, must be for a valid public purpose.
3. **General Procurement Provisions.**
  - 3.1 **Finance Director Responsible.** The Finance Director shall be informed and involved in all Formal Solicitation discussions and decisions. The Finance Director shall review all contracts and forward them to the City Attorney.
  - 3.2 **Applicability of Procurement Regulations.** All City purchases and contracts for goods and services shall be subject to the rules and regulations of the Procurement Code and this Procurement Policy.
  - 3.3 **Competition.** All reasonable attempts shall be made to obtain competitive bids or proposals by appropriate solicitation method, as prescribed in this Procurement Policy.
  - 3.4 **Budget.** Purchases shall not be contracted for or made unless sufficient funds have been budgeted in the year in which the term of the contract commences. Funds must be re-appropriated for each subsequent year or part of a year within the term of the contract.
  - 3.5 **IT Purchase.** Purchase of any technology or communications goods or services must undergo review and approval of the Network and Information Technology Administrator.

## City of Winslow Procurement Policy

- 3.6 Fragmentation Prohibited. There shall be no fragmentation or division of contracts or purchase orders in order to circumvent the provisions of the Procurement Code or this Procurement Policy.
- 3.7 Special Conditions. The Finance Director must be notified of any specific procurement requirements of any grant, gift bequest or cooperative agreement by the procuring Department.
- 3.8 Publicity. All reasonable attempts shall be made to promote wide-spread awareness of anticipated purchases or contract opportunities to applicable vendors, contractors, and suppliers.
- 3.9 Multi-department Contracts. When it is advantageous to the City, City-wide contracts should be initiated for use by one or multiple City Departments for those services or supplies routinely purchased.
- 3.10 City Attorney Preparation. All contracts are to be drawn under the supervision of the City Attorney.
- 3.11 City Attorney Review. Contracts for services and labor require review by the City Attorney, regardless of dollar amount. Procurement of commodities by Open Market Purchase may be made without additional City Attorney review so long as the vendor accepts a purchase order containing the City of Winslow's standard terms and conditions prepared by the City Attorney.
- 3.12 On-going Contracts. The City shall fully justify and directly negotiate a reasonable price for the services for instances in which either (A) maintenance, support or membership is required and there is no possibility of price competition; or (B) continuity of services is deemed in the best interest of the City and continuity cannot be ensured with a competitive process.
- 3.13 Revenue Contracts. Generally, a competitive process shall be used to solicit offers from interested parties for no-cost or revenue-producing arrangements.
- 3.14 Department Monitoring. Contracts shall be monitored by the requesting Department for compliance, which Department shall be responsible for expiration and renewal requirements. Departments shall ensure that fully executed copies of their respective contracts, including all amendments, bonds, and certificates of insurance, are on file with the City Clerk.
- 3.15 Trials; Demonstrations. Vendor demonstrations, free trials or testing of products or services shall require a vendor's signed Statement of Vendor Understanding Form with approval from the requesting Department director. Demonstration or trials of products with an estimated purchase price exceeding \$5,000 must be approved by the City Manager. The City shall not be obligated to purchase any equipment, product or services provided through demonstrations or testing periods.

## City of Winslow Procurement Policy

- 3.16 Requisition; Purchase Order. Orders for goods and/or services shall not be placed without a requisition and purchase order in place unless the purchase: (A) has been made utilizing an approved alternative procurement method such as Credit Card or emergency purchase; and (B) follows the applicable portions of the Procurement Code and this Procurement Policy for such purchases.
- 3.17 Point of Contact. The Employee listed on the cover page of a solicitation shall be the single point of contact for inquiries regarding such City solicitation.
- 3.18 Confidentiality of Evaluation. Completion of a confidentiality statement is required of all solicitation evaluation team members.

### 4. Items Not Subject to Competitive Selection Requirements.

- 4.1 Utilities. Utilities, communications, and other public services that are not subject to competition are exempt from this Procurement Policy; provided, however, that any agreements for such services shall be reviewed and approved by the City Attorney.
- 4.2 Ancillary Goods and Services. Goods or services that are not specifically provided for in an agreement entered into pursuant to this Procurement Policy may be provided according to such agreement only if: (A) the City Manager or authorized designee determines, in writing, that such unspecified goods or services are clearly necessary and incidental or ancillary to the goods or services provided for in the agreement; and (B) the agreement is amended to clearly include the incidental or ancillary services within the scope of work.

### 5. Informal Procurement Methods (Under \$100,000).

- 5.1 Open Market Purchases (Less than \$10,000). Open market purchases do not require competitive quotations or bids; however, competitive quotations and bids should be obtained when practical. Usually, these purchases are routine in nature and obtaining quotations generally consumes more time than is worthwhile expending and shall, to the extent applicable.
  - A. This procurement method does not apply to the procurement of Professional Services, Construction or Exempt Construction.
  - B. Except as set forth in this Section 5.2, Open Market Purchases must be made in conformance with the City's Procurement Code and this Procurement Policy.
- 5.2 Small Purchases (\$10,000 – \$99,999).
  - A. Subject to the provisions of Section 7 below, the procuring Department shall obtain at least three written competitive quotations for small purchases. A

## City of Winslow Procurement Policy

lesser number of quotations may be acceptable, provided there are insufficient numbers of competitive vendors, as approved by the Department director and the Finance Director. The shortage of potential bidders available shall be supported by written notification and/or specifications provided to each vendor and written "No Bid" response. The Finance Director or designee may require Departments to obtain formal competitive bids or proposals for some small purchases.

- B. Departments shall comply with the public notice and legal advertising requirements. The posting must include detailed specifications of product or services requested.
- C. The method in this Section 5.3 does not apply to the procurement of Construction or Exempt Construction, which shall be procured according to Section 8 below.

### 5.3 No-Cost Procurement.

- A. Revenue producing or "no-cost" contracts that involve the provision of commodities or services provided to the City in support of City operations, functions, or programs through which the provider will benefit monetarily, are considered business opportunities, and must be awarded using a competitive process that is appropriate to the value, complexity, and profile of the business opportunity.
- B. The City has the authority to assist the contractor in designing, implementing, and maintaining the standards of the provider's program.

### 5.4 Purchase Orders.

- A. Each Department shall submit an electronic request for purchase order which shall be used for the purchase of all Materials and Services for or on behalf of the City.
- B. Open purchase orders may be provided by the Finance Director for the routine purchase of regularly supplied items. An open purchase order shall be limited to a single source and shall not be valid for more than \$49,999 in the aggregate. All open Purchase Orders shall expire at the end of the fiscal year of issuance and the expiration date shall be plainly stated on the face thereof.

### 5.5 Credit Cards.

- A. City Departments are authorized to use the Credit Card for certain purchases. The individual purchase transaction limit and monthly spending limit are set based on the types of purchases an individual may need to make. Credit Card spending limits apply to the total transaction, including



## City of Winslow Procurement Policy

taxes, delivery, and installation. A Department wishing to increase Credit Card spending limit for purchases should submit a request to the Finance Director including a justification for the request, the purpose for which the card will be used, the spending limit requested and a description of internal controls in effect to prevent misuse.

- B. All Credit Card transactions shall be in accordance with applicable law, the City Procurement Code, this Policy and any other applicable accounting and budgeting rules, policies and procedures established by the Finance Department.
- C. The use of a Credit Card by anyone other than the authorized cardholder is prohibited.
- D. The Credit Card may only be used to acquire or pay for goods or services related to a valid public purpose. The Credit Card is to be used solely for authorized City expenditures incurred while conducting City business during authorized duty hours. **Use of the Credit Card for personal expenditures is prohibited.** Using the Credit Card for any of the following is strictly prohibited:
  - 1. To withdraw cash from ATMs or other sources.
  - 2. To purchase traveler's checks or any other negotiable instrument.
  - 3. To purchase alcoholic beverages or any illegal substance.
  - 4. To make purchases exceeding the applicable spending limits.
- E. Dividing purchase transactions to circumvent purchase limits is prohibited.
- F. The Credit Card may be used for travel-related expenses when such expenses are directly related to a conference attended by the Credit Card holder. Hotel rooms may also be booked on the Credit Card for meetings, conferences, and other City-authorized events.
- G. Unless otherwise prohibited, the Credit Card may be used to conduct procurements by way of telephone or the Internet.
- H. Department responsibilities.
  - 1. The Department director is responsible for all Credit Card activity in her/his Department. The Department director shall:
    - a. Review and approve the issuance of any Credit Card to an employee. Submit approved requests to the Finance Director

## City of Winslow Procurement Policy

for issuance of the Credit Card. Credit Card request forms may be obtained from the Finance Director.

- b. Ensure that any employee to whom a Credit Card is issued has been sufficiently trained to be familiar with the City's Credit Card and Purchasing policies and procedures.
- c. Distribute Credit Card applications to candidates for Credit Cards along with a copy of this Policy and the Credit Card Agreement; receive and distribute new and replacement Credit Cards.
- d. Monitor compliance with City Credit Card policies and procedures. It is the responsibility of the Department director to pursue full restitution, including penalties and interest from the cardholder, in the event of a cardholder's misuse of a Credit Card. In the event of misuse, the Department director will report the incident to Human Resources for other disciplinary actions, up to and including dismissal.
- e. Review cardholder records monthly to verify compliance with rules and policies and to confirm the appropriate use of Credit Cards
- f. Review and approve charges made by the cardholders. This must be done within three (3) days of receipt of billing statements.
- g. If an employee to whom a Credit Card has been issued leaves the City for any reason:
  - i. Recover the Credit Card prior to employee leaving City property.
  - ii. Notify the Finance Director to cancel that Credit Card.
  - iii. Request that the Finance Director place a hold on wages (up to the maximum limit of the Credit Card issued to the employee) if the employee leaves the City employment and fails to surrender the Credit Card.
  - iv. Document all appropriate files and forward the documentation to the Finance Director to review for possible legal action.

## City of Winslow Procurement Policy

- v. If not previously resolved by the cardholder, resolve any disputed transactions, and document the resolution thereof.
  - 2. The Department director may appoint a Departmental Credit Card Administrator who will have the responsibility for reconciling, on a monthly or more frequent basis, all charges against statements of activity.
  - 3. Late fees, delinquency charges and interest accrued are the responsibility of the Department.
- I. Cardholder Responsibilities.
- 1. A cardholder shall be an employee of the City of Winslow.
  - 2. Before receiving a Credit Card, employees must sign an affidavit of acknowledgement and understanding of these policies and procedures for use of the Credit Card. This document authorizes withholding of money from wages if the card is misused or not returned upon separation from City employment.
  - 3. A cardholder shall:
    - a. Maintain all receipts that document charges, credits or adjustments incurred on the Credit Card. If original receipts are lost, the cardholder will contact the vendors to obtain duplicate receipts.
    - b. Review purchases and account coding for accuracy.
    - c. Unless the employee's Department delegates this task to another employee, reconcile the monthly statement of activity against the purchasing activity conducted on the Credit Card during that time frame (i.e., match receipts to statement of activity). Cardholders shall resolve any discrepancies on the monthly statement of activity, including charges for items returned to vendors, credit vouchers not appearing on the statement of activity, and disputes with either the vendor or the City Credit Card contractor. Any unresolved discrepancies shall be communicated to the Finance Department for resolution.

## City of Winslow Procurement Policy

- d. Forward the reconciled statement of activity and the original receipts to the Department director for final approval and submission to the Finance Department for payment.
    - e. Adhere to the limitations imposed upon the use of the Credit Card.
    - f. Immediately surrender the Credit Card upon resignation, retirement, or termination from City service. If the Credit Card is not surrendered upon such separation, the employee consents, in writing by signing the Credit Card agreement, to the withholding of the amount of the Credit Card limit from any wages or other amounts due the employee pending the reconciliation by the City of the final monthly statement of activity for the Credit Card. Use of a Credit Card issued by the City after separation from City service is prohibited.
  - 4. Except as otherwise herein provided, Credit Cards are assigned to individual employees. It is the cardholder's responsibility to ensure the security of the Credit Card and to ensure the use of the Credit Card complies with this Policy.
  - 5. If a Credit Card is lost, misplaced, stolen, or destroyed, this fact must be reported immediately to the Finance Director. In the case of a card that has been destroyed or otherwise rendered inoperative, the card to be replaced is to be returned to the Finance Director. Employees will be assessed a \$5.00 fee for replacement of lost, stolen, or misplaced Credit Cards.
  - 6. The cardholder may be personally liable for Credit Card charges and may be required to reimburse the City for Credit Card transactions that are contrary to any applicable laws, rules, policies, or procedures.
  - 7. Improper use of the Credit Card is subject to the appropriate disciplinary actions (up to and including dismissal and prosecution).
- J. Compliance Reviews.
- 1. Periodically, the Finance Department may perform compliance audits of all Departments. All Credit Card-related information, including but not limited to the following, will be reviewed:
    - a. Department policy and procedure documents.

## City of Winslow Procurement Policy

- b. Documents supporting any appointments or delegation of duties.
- c. Cardholder agreements and related employee information.
- d. Reconciled detailed statements of activity.
- e. Transactional information.
- f. Adherence to limits.
- g. All supporting documents and receipts.

- 2. A report of the findings resulting from a compliance audit will be issued to the Department director and the City Manager.

### 6. **Formal Procurement Processes (\$100,000 or Greater).**

#### 6.1 **General Provisions.**

- A. Except as permitted in Section 7 below, there must be a formal solicitation process for expenditures or when the total contract value for a singular item, service or commodity will exceed \$100,000 either as a one-time purchase or the aggregate cost or value over the contract term.
- B. The Finance Director shall ensure that Vendors are informed that they are responsible for reading all solicitation documents in their entirety, and that offering a bid or proposal in response to a solicitation is an offer to contract under the terms and conditions of the solicitation.
- C. The Finance Director and the applicable Department director are jointly responsible for (1) tabulating and verifying all bids to determine compliance with the specifications; and (2) preparing the necessary materials for City Council action.
- D. The City will not reimburse any cost incurred by a vendor in preparing a bid, proposal, or statement of qualifications.
- E. Pre-Award Protests

With respect to protests made after the deadline for submission of bids/proposals but before contract award by the City of Winslow, protests shall be limited to those protests alleging a violation of Federal or State law, a challenge to the bids/proposal's evaluation and award process, the City's failure to have or follow its protest procedures or its failure to review a complaint or protest. Such protests shall be submitted in writing (defined as

## City of Winslow Procurement Policy

being sent or received via letter on official firm/agency letterhead or by electronic mail) to the Finance Director as specified below not later than five (5) business days after the Recommendation for Contract Award announcement.

The Finance Director may, within his or her discretion, postpone the award of the contract, but in any case, shall provide a written response to all protests not later than three (3) business days prior to the date that of announcement of the contract award.

The decision by the Finance Director shall be the final agency decision on the matter but shall be subject to review.

### F. Protest Response

The Procurement Officer shall issue written responses to all protests received by the required protest response dates. All protest responses shall be transmitted by first-class U.S. Postal Service to the address indicated in the protest letter.

For convenience, The City of Winslow will also send a copy of the response to a protest to the Protester by electronic mail if an electronic mail address is indicated in the protest letter. The protest response transmitted by U.S. Postal Service shall be the official City response to the protest and The City of Winslow will not be responsible for the failure of the Protester to receive the protest response by electronic mail.

### G. Requirements for Protests

All protests must be submitted to the Finance Director in writing (defined as being sent or received via letter on official firm/agency letterhead or by electronic mail), with sufficient documentation, evidence and legal authority to demonstrate that the Protestor is entitled to the relief requested. The protest must be certified as being true and correct to the best knowledge and information of the Protestor and be signed by the Protestor. The protest must also include a mailing address to which a response should be sent.

Protests received after the deadlines for receipt of protests specified above are subject to denial without any requirement for review or action.

## 6.2 Sealed Bidding – Invitation for Bids.

- A. The sealed bid method is preferred when it maximizes price competition by basing the selection among responsive, responsible bidders on price alone.

## City of Winslow Procurement Policy

- B. The procuring Department shall contact the Finance Director to establish an Invitation for Bids (IFB). The Finance Director shall provide a solicitation number.
- C. The procuring Department shall determine the appropriate public release period and outreach based upon the nature of the solicitation. In making the determination, the procuring Department shall ensure compliance with requirements of applicable law.
- D. The procuring Department shall provide the Finance Director with all information necessary to produce a complete IFB package, in a form suitable for public release.
- E. After public opening, bids shall be checked and analyzed for compliance with bid requirements and law by the Finance Director or the City Clerk
- F. The Finance Director and the applicable Department director are jointly responsible for: (1) tabulating and verifying all bids to determine compliance with the specifications; and (2) preparing the necessary materials for City Council action.
- G. Omissions on any item on the bid price sheet shall be deemed a "No Bid."
- H. A full record of submissions, bid tabulations, disqualifications, and notices of intent to award shall be kept on file according to the City's adopted records management policy.

6.3 Request for Proposals. The Request for Proposals method is primarily intended to permit competition on quality and other factors, as well as on price. Requests for proposals shall not be solicited from Technical Registrants, which shall only be procured through the Request for Qualifications process in Section 6.4.

- A. The procuring Department shall contact the Finance Director to establish a Request for Proposals (RFP). The Finance Director shall provide a solicitation number.
- B. The procuring Department shall determine the appropriate public release period and outreach based upon the nature of the solicitation. In making the determination, the procuring Department shall ensure compliance with requirements of applicable law.
- C. The procuring Department shall provide the Finance Director with all information necessary to prepare a complete RFP, in a form suitable for public release.

## City of Winslow Procurement Policy

- D. After public opening, Proposals shall be checked and analyzed for compliance with solicitation requirements and law by the Finance Director or City Clerk and distributed to the members of the Selection Committee with a comparison matrix and evaluation instructions.
- E. Firms under consideration will be evaluated by the Selection Committee composed of the Finance Director, the Department director procuring the services (or his/her designee), and any other staff that the Department director and Finance Director feel possess sufficient knowledge or relevant experience that would materially contribute to the evaluation. The Selection Committee may include outside professionals who can provide expertise not available from City staff and shall include such professionals who are required by State law. Such outside professionals cannot represent a firm under consideration.
- F. Evaluations shall be tabulated by the Finance Director. Discussions and/or negotiations may be opened at this time with the firm selected to be the most qualified by the Selection Committee according to the scope of work.
- G. Original Proposal(s) of successful vendors shall be forwarded to the procuring Department for preparation of the item for City Council action.
- H. The full record of submissions, summary of evaluations, disqualifications, and notices of intent to award shall be kept on file according to the City's adopted records management policy.

6.4 Request for Qualifications. The Request for Qualifications (RFQ) method is similar to the Request for Proposal method, except that qualifications are the determining factor in selection; price is not allowed to be considered. The RFQ is a request by the City for detailed information concerning the qualifications of firms to provide professional services to the City.

- A. The RFQ process is the preferred method for the selection of professional, Services, unless such services are direct selected as permitted in Section 7 below.
- B. The procuring Department shall determine the appropriate public release period and outreach based upon the nature of the solicitation. In making the determination, the procuring Department shall ensure compliance with requirements of applicable law.
- C. The procuring Department shall provide the Finance Director with all information necessary to prepare a complete RFQ, in a form suitable for public release.
- D. The Finance Director shall assist the Department in completing a Request for Qualifications.



## City of Winslow Procurement Policy

- E. The procuring Department may request that RFQ specifications be prepared by contracted consulting firms. Contractors who are working on specifications to be used for competitive procurements shall be precluded from submitting qualifications on the resulting procurement.
  - F. After public opening, statements of qualifications shall be checked and analyzed for compliance with solicitation requirements and law by the Finance Director and distributed to the members of the Selection Committee with a comparison matrix and evaluation instructions.
  - G. Firms under consideration will be evaluated by a Selection Committee composed of the Finance Director, the Department director procuring the services (or his/her designee), and any other staff who the Department director and the Finance Director feel possess sufficient knowledge or relevant experience to materially contribute to the evaluation. The Selection Committee may include outside professionals as necessary or as required by State law. The outside professional cannot represent a firm that has responded to the RFQ.
  - H. Evaluations shall be tabulated by the Finance Director. Discussions and/or negotiations shall be opened at this time with the firm selected to be the most qualified by the Selection Committee.
  - I. If negotiations with the first firm do not result in an agreement, negotiations shall be conducted with the next ranked firm, and so forth.
7. **Exceptions for Professional Services.** Professional services should, unless direct selection is deemed to be in the City's best interest, be awarded using the competitive process pursuant to Section 6 above that is appropriate to the value, complexity, and profile of the business opportunity.
- 7.1 **Amount of \$99,000 or Less.** Professional Services in an amount of \$99,000 or less may be procured by direct selection of qualified vendor. However, competitive proposals, quotations and/or bids should be obtained when practical and permitted by law.
  - 7.2 **Amount Greater than \$99,000.** Professional Services in an amount greater than \$99,000 shall be procured only through a Request for Proposals (RFP) or a Request for Qualifications (RFQ), as applicable.
8. **Construction Services.** Construction is governed by ARIZ. REV. STAT. Title 34. The Procuring Department is responsible for the development of the solicitation in accordance with requirements of Title 34 and the Procurement Code for all Construction services. Exempt Construction services may be direct selected according to the process set forth in Section 7 above.

9. **Pre-Qualification Lists/Register.** A list of qualified professionals may be established for use in selection of service providers by following all the same actions applied in the RFQ process set forth above. Qualified lists are normally used to streamline future contracting processes for consultant services, thus eliminating the need for multiple RFQs for the same discipline. Qualified lists are usually for the benefit of the procuring Department(s), but unless expressly precluded by the RFQ, Council action or State law, the lists may be used by any Department. Departments are required to solicit proposals from multiple firms on a qualified list prior to making a contract recommendation. Pre-qualification of Technical Registrants must comply with the requirements of ARIZ. REV. STAT. § 34-101 *et seq.*

9.1 **Dollar Thresholds for Pre-Qualified List.**

- A. Anticipated Contract Amount Less than \$99,000: The Contractor may be directly selected from the list. The selected Contractor must submit updated resumes and current project lists before contract is executed.
- B. Anticipated Contract Amount Between \$100,000 - \$250,000: A Selection Committee shall be formed, including, at a minimum, the Department project manager, and other individuals with technical expertise to evaluate proposals. Staff shall request and evaluate updated resumes, project lists and proposals based on the scope of services for the project before entering into negotiation for the final selection. A minimum of three proposals should be requested, and each proposal ranked. The selection process may include interviews and discussion from the highest-ranked firm. The Selection Committee shall select the highest qualified firm based on written and/or oral evaluations. If negotiations with the first firm do not result in an agreement, negotiations shall be conducted with the next ranked firm, and so forth.
- C. Anticipated Contract Amount Exceeds \$250,000: The Prequalified Consultants List may not be used, and the normal procurement process must be followed according to the Procurement Code and this Procurement Policy.

- 9.2 **Equity Standards.** Departments utilizing the Prequalified List shall ensure equitable treatment of all Contractors prequalified for City projects.

10. **Cooperative Procurement.**

- 10.1 **Described.** Cooperative Purchasing is a method of inter-governmental purchasing in which a public purchaser has competitively selected and awarded a contract and allows other public purchasing agencies to purchase from the selected vendor under the same terms and conditions as the original contracting agency.

## City of Winslow Procurement Policy

- 10.2 **Equally Stringent.** The City is authorized to take advantage of purchasing contracts initiated, sponsored, conducted, or administered by another public procurement unit, provided: (A) the program has been authorized by the governing body of the procurement unit; and (B) the procurement has been conducted by a competitive process at least as stringent as the City's policy.
- 10.3 **Form of Agreement.** In order to utilize a cooperative contract, a City Cooperative Purchase Agreement or Professional Services Agreement must first be in place. The procuring Department is responsible for verifying the existence of a valid underlying contract to which the City's Cooperative Purchase Agreement or Professional Services Agreement may attach. If a cooperative agreement is already in place between the City and the vendor in accordance with this Procurement Policy, the procuring Department may request an extension of the cooperative agreement so long as the underlying agreement is extended for at least the same term.
- 10.4 **Legal Requests.** Requests to the City Attorney for use of a cooperative agreement must include all information necessary for the City Attorney to draft the cooperative purchasing agreement including, but not limited to, the underlying contract, a scope of work and verification that the vendor is authorized to do business in Arizona.
11. **Noncompetitive Procurement.** In general, noncompetitive procurement methods should be avoided. In rare cases a needed purchase may fall into one or more noncompetitive categories. In these instances, a contract may be awarded, or purchase made, provided the method appropriate to the procurement is properly documented.
- 11.1 **Sole Source Procurement.** Sole Source procurement shall be used only under circumstances where there is clear and convincing evidence that there is only one source available for the needed commodity or service. Any request by a Department that procurement be restricted to one potential Contractor shall be accompanied by an explanation as to why no other would be suitable or acceptable to meet the need. The Department requesting sole source procurement shall provide written evidence to support a sole source determination.
- A. In all instances the requesting Department must demonstrate that there was a serious, diligent effort to identify potential sources, test alternatives available, and provide adequate notice to potential vendors of the City's need for a commodity or service.
- B. Upon the Department's determination that a sole source is necessary and appropriate, the Sole Source Justification Form must be submitted for each sole source request. Requests received that do not include the completed Sole Source Justification Form will be returned to the requesting Department. The justification information must be (1) submitted with all requests and (2) provided in sufficient detail to allow an informed decision on the request.

## City of Winslow Procurement Policy

- C. All sole source requests must be sent to the Finance Director, who will review the sole source request and decide whether the sole source is adequately justified.
- D. The procuring Department shall determine the appropriate public release period and outreach based upon the nature of the solicitation. In making the determination, the procuring Department shall ensure compliance with requirements of applicable law.
- E. Sole source requests that have been denied will be returned to the originating Department with instructions to prepare specifications for issuance of a competitive solicitation or to provide additional justification.

11.2 Competition Impractical Determination. Competition Impractical Determination (CID) Form shall be used only under circumstances where there is clear and convincing evidence that competitive solicitation is not in the best interests of the City.

- A. In all instances the requesting Department must demonstrate that there was a serious, diligent effort to identify potential sources, test alternatives available, and provide adequate notice to potential vendors of the City's need for a commodity or service or that costs exceed the benefit of open competition.
- B. Upon the Department's conclusion that a CID is necessary and appropriate, the CID justification form must be submitted. Requests received that do not include the completed CID justification form will be returned to the requesting Department. The justification information submitted must be provided in sufficient detail to allow an informed decision on the request to be made.
- C. All CID justifications must be sent to the Finance Director, who will review the CID and decide whether it is adequately justified.
- D. A CID that has been denied will be returned to the originating Department with instructions to prepare specifications for issuance of a competitive solicitation or to provide additional justification.

11.3 Emergency Procurement. Emergency Procurement shall be utilized only under circumstances when the delay in receiving needed products or services would seriously threaten: (i) the functioning of government; (ii) the preservation or protection of property; or (iii) the health or safety of any person. Although typical bidding procedures can be avoided, competition should be utilized to the extent practical and a contract, in a form approved by the City Attorney, shall be executed.

## City of Winslow Procurement Policy

- A. An Emergency Procurement exceeding \$50,000 shall be supported by a declaration of an emergency by the Mayor or the City Council, which may be, if necessary, in the form of ratification of a prior action of the City Manager.
  - B. Emergency Procurements under \$50,000 may be approved by the City Manager.
  - C. A written determination of the basis for the emergency procurement shall be forwarded to the Finance Director for inclusion with the procurement and/or payment file.
  - D. The City Department seeking an Emergency Procurement shall prepare a written requisition, which may occur after the emergency procurement, if necessary, documenting the existence of an Emergency condition and explaining the Procurement need. The requisition shall be signed by the Department director.
  - E. An Emergency Procurement shall be limited to those Materials, Services or Construction reasonably necessary to satisfy the Emergency need.
12. **Amendments to Solicitations – Addenda.** Prior to award of a Contract, Addenda may be issued due to changes in quantity, specifications, scope of work, delivery schedules, opening dates or plans/drawings. Addenda may also be required for correcting an ambiguous provision or resolving conflicting provisions.
- 12.1 **Changes following Pre-bid.** A change or correction required as a result of a discussion during a pre-bid/pre-proposal conference requires an addendum to the Solicitation. A change to the written terms of the Solicitation must be made formally in writing through an addendum to the solicitation document.
  - 12.2 **Process for Changes.** The procuring Department shall notify the Finance Director of the solicitation to be amended, identifying specific areas of the document that will be changed, deleted, or added.
  - 12.3 **Extensions of Time.** An important matter to consider when issuing an addendum is whether to extend the time and date for receipt of offers. The impact of the changes must be carefully considered in light of the time it will take a prudent offeror to incorporate those changes. This includes the time impact on the work already done in preparing the bid or proposal.
  - 12.4 **City Attorney Preparation.** The Finance Director will authorize the procuring Department to submit the request for an Addendum to the City Attorney's Office for drafting.

13. **Receipt and Opening of Bids, Proposals, and Statements of Qualifications.**

- 13.1 **Bid Receipt.** Sealed Bids received, Proposals and Statements of Qualifications shall be time-stamped on the envelope or shipping label (not box), recorded on the solicitation log, and kept in a safe place by the City Clerk until the appointed day and time when they are publicly opened and read. It is important to note that Sealed Bids shall not be submitted only by facsimile or in an electronic format even though an electronic copy may be required as part of the hard copy submitted.
- 13.2 **Late Bids.** Late Bids shall not be accepted and shall be returned, unopened, to the bidder.
- 13.3 **Bid Security.** Certified checks and bid bonds, if required by the Department as bid or performance security, shall be received, examined for accuracy, and recorded by the City Clerk.
- 13.4 **Public Opening.** Responses to Solicitations shall be opened publicly at the time, date and location as designated in the Solicitation document. Bid/proposal openings are generally scheduled for Wednesdays at 3:00 p.m. (local time, Phoenix, Arizona), but may be scheduled at such other time as determined by the Finance Director.
- A. Sealed Bids shall be opened at the appointed date and time by an Employee from the procuring Department. The respondent's name, bid price, and other information deemed appropriate by the Finance Director shall be read aloud. All other bid information terms and conditions will not be read at this time.
- B. Sealed Proposals shall be opened at the appointed date and time by an Employee from the procuring Department. Only the names of the proposers submitting information are to be read. Prices, if included as part of the proposal, shall not be provided, or read at that time.
- 13.5 **File Keeping.** Envelopes and/or shipping labels from boxes shall be kept in the procurement file until after the protest period for that solicitation has passed. For projects using federal funds (i.e. HUD), all competitive Sealed Bids must be date and time stamped upon receipt. These time and date stamped bid envelopes must be retained with the project files as required by federal guidelines to document compliance for audit purposes.

14. **Contract Management and Vendor Payment.** The procuring Department is responsible for ensuring commodities or service deliverables are in compliance with the scope and terms of the contract. The procuring Department director serves as the City representative in determining the acceptance/rejection of goods and services and the conditions of acceptance or rejection and payment of the deliverables. Responsibilities include, but are not limited to the following:

## City of Winslow Procurement Policy

- 14.1 Monitoring. Monitoring contract performance and ensuring compliance with all contract terms and conditions.
- 14.2 Renewals/Extensions. Ensuring timely renewal/extension and managing amendments to the contract through City Attorney approved amendments signed by the persons duly authorized to enter into contracts on behalf of the City and Contractor.
- 14.3 Updates. Maintaining current contact information and ensuring that all contract documents are correctly updated and deposited with the City Clerk's Office.

## **RESOLUTION NO. 1940**

A RESOLUTION OF THE COUNCIL OF THE CITY OF WINSLOW, ARIZONA, ADOPTING A NOTICE OF INTENT TO INCREASE WATER AND WASTEWATER USER CHARGES, SETTING A PUBLIC HEARING ON THE PROPOSED INCREASE AND FILING A WRITTEN REPORT SUPPORTING THE PROPOSED INCREASE WITH THE CITY CLERK.

**WHEREAS**, pursuant to the provisions of ARIZ. REV. STAT. § 9-511.01, the Council of the City of Winslow (the "City Council") may increase water and wastewater rates if (i) a written report supporting the increased rate or rate component, fee or service charge has been prepared and made available to the public by filing a copy in the office of the City Clerk at least 60 days before the public hearing, (ii) a notice of intention to increase water and wastewater rates or rate components has been adopted, (iii) a public hearing is held on the proposed increase, which shall be held not less than 60 days after adoption of the notice of intention and (iv) a copy of the notice of intention showing the date, time and place of such hearing shall be published one time in a newspaper of general circulation within the boundaries of the municipality not less than 20 days before the public hearing date; and

**WHEREAS**, City Staff has (i) performed a revenue sufficiency and cost of service analysis, (ii) determined that the City of Winslow's water and wastewater rates or rate components need to be increased and (iii) documented their findings in a written report (the "Report"); and

**WHEREAS**, a copy of the Report was filed with the City Clerk prior to the adoption of this Resolution, and made available to the public; and

**WHEREAS**, the City Council desires to declare its intention to increase water and wastewater rates consistent with the findings of the Report; and

**WHEREAS**, a public hearing will be held to receive input from Winslow citizens regarding possible increase in water and wastewater user charges; and

**WHEREAS**, a copy of this Resolution/Notice of Intention, showing the date, time and place of such hearing, shall be published one time in a newspaper of general circulation at least 20 days before the public hearing.

**NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF WINSLOW** as follows:

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

**SECTION 2.** Upon adoption, this Resolution shall serve as the Notice of Intention to increase water and wastewater user charges.



**SECTION 3.** A public hearing on the proposed increase shall be held before the City Council on June 25, 2024, at 6:30 p.m. in the main hall of the Winslow Visitor's Center, 523 West Second Street, Winslow, Arizona.

**SECTION 4.** The Report supporting the proposed increase in water and wastewater user charges shall remain in the office of the City Clerk for public use and inspection.

**SECTION 5.** The City Clerk is hereby directed to publish a copy of this Notice in a newspaper of general circulation in the City not less than 20 days prior to June 25, 2024.

**SECTION 6.** The Mayor, the City Manager, the City Clerk and the City Attorney are hereby authorized and directed to execute all documents and take all steps necessary to carry out the purpose and intent of this Resolution.

**PASSED AND ADOPTED** by the Council of the City of Winslow, this 23<sup>rd</sup> day of April 2024.

---

Roberta W. Cano, Mayor

**ATTEST:**

---

Suzy Wetzel, City Clerk

**APPROVED AS TO FORM:**

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Trish Stuhan, City Attorney

**ORDINANCE NO. 1410**

AN ORDINANCE OF THE COUNCIL OF THE CITY OF WINSLOW APPROVING THE LEASE AGREEMENT BETWEEN THE CITY OF WINSLOW AND M.L. ROMO & COMPANY, LLC DBA ROMO'S MEXICAN GRILL, RELATED TO THE LEASE OF REAL PROPERTY AT THE WINSLOW LINDBERGH REGIONAL AIRPORT FOR RESTAURANT PURPOSES; AND AUTHORIZING THE CITY MANAGER TO EXECUTE AND DELIVER SAID LEASE; AND DECLARING AN EMERGENCY FOR THE IMMEDIATE OPERATION OF THIS ORDINANCE IN ACCORDANCE WITH LAW.

**WHEREAS**, the City of Winslow owns, controls, and operates the Winslow Lindbergh Regional Airport (the "Airport") in Winslow, Navajo County, Arizona; and

**WHEREAS**, the Airport currently lacks any food, beverage, or restaurant services despite regular use by the traveling public and government operations; and

**WHEREAS**, the City desires to enter into a Lease Agreement with M.L. Romo & Company, LLC dba Romo's Mexican Grill to provide these necessary services in furtherance of public health, safety, and the general welfare of the City, its residents, and any operators who may use the Airport on a day-to-day basis or require access to fight wildfires or otherwise serve the public.

**NOW, THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF WINSLOW, ARIZONA**, the following:

**SECTION 1.** The Lease Agreement between the City of Winslow and M.L. Romo & Company, LLC dba Romo's Mexican Grill, is hereby approved in substantially the form and substance attached hereto as Exhibit A and incorporated herein by reference.

**SECTION 2.** The Mayor, the City Manager, the City Attorney and the City Clerk are hereby authorized and directed to take all steps and execute all documents necessary to carry out the purpose and intent of this Ordinance.

**SECTION 3.** The City has determined that it is in the best interest of the City and the public to have this Ordinance take immediate effect and declares that adoption of this Ordinance shall be on an emergency basis and immediately effective upon approval.

**PASSED AND ADOPTED** by the Council of the City of Winslow, Arizona, this 23rd day of April, 2024.

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Roberta Cano, Mayor

ATTEST:

---

Suzy Wetzel, City Clerk

APPROVED AS TO FORM:

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Trish Stuhan, City Attorney  
Pierce Coleman PLLC

EXHIBIT A  
TO  
ORDINANCE NO. 1410

Airport Restaurant Lease Agreement

[See following pages.]

LEASE AGREEMENT  
WINSLOW LINDBERGH REGIONAL AIRPORT  
RESTAURANT

THIS LEASE AGREEMENT (this "Agreement") is made and entered into by and between the City of Winslow, an Arizona municipal corporation (the "Landlord" or the "City"), and M.L. Romo & Company, LLC dba Romo's Mexican Grill ("Lessee").

RECITALS

A. The City owns, controls, and operates the Winslow Lindbergh Regional Airport (the "Airport") in Winslow, Navajo County, Arizona.

B. The Airport contains approximately 1900 square feet of space, as described and depicted in the attached **Exhibit A**, which the parties believe is suitable for a restaurant (the "Premises").

C. Lessee desires to operate a restaurant in the Premises on the terms and conditions of this Agreement and acknowledges that any restaurant in the Airport is subject to FAA regulations and requirements as an airport establishment.

D. The City Council is willing to lease the Premises to Lessee for the purpose of operating a restaurant at the Airport, subject to the terms and conditions of this Agreement, and compliance with FAA regulations and requirements for airport establishments.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing introduction and recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and Lessee hereby agree as follows:

1. Term. The lease term shall be for a period of five (5) years commencing on April 24, 2024 and expiring on April 24, 2029 (the "Term"), unless terminated sooner in accordance with Paragraph 5 of this Agreement.

2. Rent. Lessee shall pay rent to the City for the Premises in the amount of \$750.00 per month commencing on November 1, 2024, and continuing throughout the Term, except that on an annual basis the Rent may be adjusted by the City as provided in subsection 2.1 below.

2.1 Annually, the City may adjust the amount of the lease payment based on the consumer price index ("CPI"). For purposes of this Agreement, CPI means the United States Department of Labor, Bureau of Statistics Consumer Price Index for all Urban Consumers (CPI-U), U.S. City Average (1982-1984=100). If at any time CPI ceases to exist, Landlord may substitute any official index published by the Bureau of Labor Statistics or by a successor or similar

government agency as may then exist and which in Landlord's reasonable business judgment shall be most nearly equivalent to the CPI.

2.2 Lessee shall pay rent to Landlord at 21 Williamson Avenue, Winslow, Arizona 86047, for the Premises in advance and without any set off of any kind commencing on the first day of the effective day of the lease, and monthly thereafter.

2.3 Lessee agrees that it is responsible for all taxes levied or assessed upon Lessee, its fixtures, furnishings, equipment, or other personal property in or upon the Premises and/or arising out of the operation of this Agreement.

2.4 Lessee hereby acknowledges that late payments by Lessee to Landlord will cause Landlord to incur costs not contemplated by this Agreement and that the City may charge late penalties in accordance with City policy. Acceptance of any such late charges by Landlord shall in no event constitute a waiver of any default nor prevent Landlord from exercising any other rights or privileges of this Agreement.

2.5 Lessee shall not be required to pay any security deposit to Landlord at the inception of this Agreement provided however that if Lessee defaults hereunder, as a condition to cure such default, the City may require Lessee to provide a security deposit at least equal to two times the then-current monthly rental payment due under this section.

3. Use of Premises. The Premises shall only be used for restaurant purposes. Any other uses not directly incidental to the permitted use require written consent of the City. Any sale of alcoholic beverages in or upon the Premises shall require proper state licensure, and approval by the City and FAA, as applicable.

3.1 As an additional consideration for the lease of the Premises, the restaurant shall be open for business to the flying public at least from Sunday through Monday from 8:00 a.m. until 3:00 p.m., unless prior written approval has been obtained by the City for modified hours or emergency conditions exist requiring temporary closure, in which case Lessee shall notify the City to coordinate such closure and reopening plans. Lessee shall insure that the door on the airport side of the restaurant is open to the flying public and other members of the public during the hours set out herein.

3.2 Lessee shall have the exclusive right to occupy and use the Premises while in compliance with the terms and conditions of this Agreement. All other rights granted to Lessee under this Lease are nonexclusive. Landlord may, in its sole discretion and at any time, permit third parties to conduct any and all business activities at the Airport that Landlord deems appropriate, or conduct such activities itself, provided that such activities do not require or materially interfere with Lessee's use of the Premises.

4. Option to Renew. Provided Lessee is not then in default of this Agreement and subject to approval of the City, Lessee may have the option of extending the Term for one (1) additional period of five (5) years (an "Extension"). Lessee may exercise the Extension by giving written notice to the City of its desire to do so no later than sixty (60) days prior to the expiration

of the Term. If Lessee has properly notified the City of its desire to exercise the Extension and the City approves in writing, then Lessee's Extension of the Term of this Lease shall become effective and all references herein to the "Term" shall mean the initial term as extended.

5. Default & Termination of Lease.

5.1 The Lessee may terminate this Agreement upon ninety (90) days written notice to the City if the Lessee identifies an alternative restaurant location in City limits and provides written evidence of a lease or purchase of such location to the City, in which case the parties agree that this Agreement may be terminated to allow Lessee to relocate its operations.

5.2 The City shall have the right to terminate this Agreement in the event of a default as provided in this section.

5.3 Each of the following shall constitute a material default of this Lease by Lessee (an "Event of Default"):

- A. The failure of Lessee to pay any installment of Rent or any other amount due from Lessee hereunder, provided that Lessee does not cure such failure within ten (10) business days after delivery by Landlord of a written notice of such failure.
- B. The failure of Lessee to perform any of its other obligations under this Agreement, provided that Lessee does not cure such failure within thirty (30) calendar days after delivery of a written notice of such default; provided, however, if a cure of the default reasonably requires more than thirty (30) calendar days to complete, then the time to cure shall be extended so long as the cure is being diligently pursued.
- C. The filing of any mechanic's, materialmen's or other lien of any kind against the Premises because of any act or omission of Lessee which lien is not discharged, by bonding or otherwise, within thirty (30) days of receipt of actual notice thereof by Lessee.

5.4 Upon the occurrence of an Event of Default under this Lease, the City may, without prejudice to any other rights and remedies available, exercise one or more of the following remedies, all of which shall be construed and held to be cumulative and non-exclusive:

- A. Terminate this Lease and re-enter and take possession of the Premises; or
- B. Without terminating this Lease, re-enter and take possession of the Premises and terminate Lessee's right of access or occupancy to the Premises; or
- C. Without such re-entry, recover possession of the Premises in the manner prescribed by any statute relating to summary process, and any demand for Rent, re-entry for condition broken, and any and all notices to quit, or other

formalities of any nature to which Lessee may be entitled, are hereby specifically waived to the extent permitted by law; or

D. With or without terminating this Lease, the City may re-let the Premises or any portion thereof.

5.5 The City shall not be deemed to have terminated this Agreement unless the City shall have notified Lessee in writing that it has so elected to terminate this Lease. Lessee hereby waives all claims based on the City reentering and taking possession of the Premises or removing and storing the property of Lessee and shall save the City harmless from all losses, costs or damages occasioned thereby. No such reentry shall be considered or construed to be a forcible entry by the City.

5.6 No waiver of any breach or default by Lessee in the performance of its obligations under this Lease shall be deemed to be a waiver of any subsequent default by Lessee in the performance of any of such obligations, and no express waiver shall affect an Event of Default in a manner other than as specified in said waiver.

6. Maintenance of Lease Premises.

6.1 Lessee shall be responsible for any and all repairs necessary for the Premises or the surrounding land and shall maintain, at its expense, the improvements on the Premises in good repair and condition. Lessee shall deliver the Premises to the City in good repair and condition, reasonable wear and term excepted. In addition to the provisions herein, Lessee shall be required to place proper signage identifying the purpose of the establishment in locations agreed upon by the parties. The signage itself shall be coordinated with the FBO signage and approved by the Airport Commission and City Council before installation.

6.2 The City retains the right (but not the obligation) to substitute comparable areas for all or any portion of the Premises, and any additions, alternations, or improvements thereon, should the City, in its reasonable discretion, determine that taking of the Premises, any portion thereof or any improvement thereon, is required for other Airport purposes, and there exists no appropriate alternative, or in the case of damage to the Premises warranting relocation of the restaurant at the Airport. In the event the City makes the determination to exercise its rights to substitute, all title, right and interest to any portion of the Premises taken shall immediately vest in the City. Furthermore, the City may require Lessee to vacate any portion or all of the Premises taken. For the purposes of this section, the term "comparable areas" is defined to mean other facilities at the Airport, or any additions or extensions thereof, similar in size to the Premises, brought to the same level of improvement as the Premises and having the same or similar usefulness to Lessee as the portion taken. Landlord shall bear all expenses of bringing the substituted area to the same level of improvement as the Premises, and of moving Lessee's improvements, equipment, furniture and fixtures to the substituted area. If any of Lessee's improvements, equipment, furniture or fixtures cannot be relocated, Landlord shall replace, at Landlord's expense, such non-relocatable improvements and other property with comparable property in the Premises, and Landlord shall be deemed the owner of the non-relocated improvements and other property, free and clear of all claims of any interest or title therein by



Lessee, or any other third party whomsoever. It is the specific intent of this section that Lessee be placed, to the extent possible, in the same position it would have been, had Landlord not substituted new premises for the Premises; provided, however, that the City shall not be obligated to reimburse Lessee for any damages, including lost profits or revenues, due to such substitution. Notwithstanding the foregoing, the City shall use reasonable efforts to avoid disruption to Lessee's rights under this Agreement.

7. Alterations, Additions and Improvements. Lessee shall not create any opening in the roof or exterior walls, nor make any major alterations, additions or improvements to the Premises without prior written consent of the City.

8. Utility Services. Lessee shall pay all charges for gas, water, sewer and electricity used on the Premises and for all electric light, lamps or tubes, and all other customary utility services, including but not limited to telephone, cable, and television, and shall make the requisite deposits for all said utilities.

9. Compliance with Laws. Lessee agrees that this Agreement is subject to continuing review by the FAA, the Airport Commission, and the City Council for compliance with all relevant federal, state, and local rules and regulations.

10. Lawful Use of Premises. The Premises shall be used by Lessee as an eating establishment without regard to race, religion, gender or disability. Lessee agrees that it shall comply with all governmental laws and ordinances applicable to the use of the Premises, including all FAA rules and regulations, and shall promptly comply with all lawful orders and directives for the correction, prevention and abatement of nuisances in or upon or connected with the Premises, all at the Lessee's sole expense.

11. City's Right of Entry. The City shall have the right to enter the Premises at any reasonable time for the purpose of inspecting the general conditions and the state of repair of the Premises, or for any other purpose.

12. Assignment. This Agreement is not assignable or transferrable without the written consent of the City.

13. Construction of Agreement. This Agreement shall not be construed more strictly against either party.

14. Choice of Law & Forum. This Agreement shall be governed by Arizona law with any dispute brought in Navajo County, Arizona.

15. Attorney's Fees. In the event of any litigation or arbitration arising out of this Agreement, the substantially prevailing party in such litigation or arbitration shall be entitled to recover its attorneys' fees, expert witness fees and other costs of litigation.

16. Insurance and Indemnity.

16.1 Lessee shall obtain and keep in full force and effect public liability insurance against claims for personal injury, death or property damage occurring in, upon or about the Premises, including but not limited to any liability for the preparation of food or beverage, all in an amount of not less than \$1,000,000.00 and the City will be named as an additional insured in such liability policy procured by Lessee. Lessee shall provide a certificate of said coverage amounts to the City in a form approved by the City Manager.

16.2 To the fullest extent permitted by law, Lessee hereby agrees to defend, indemnify and hold harmless the City and its members, elected or appointed officials, agents, contractors, subcontractors, boards, commissions and employees (hereinafter referred to collectively as the "Landlord" for purposes of this section) for, from and against any and all claims, causes of action, liability, suits, litigation (including reasonable attorney's fees and other costs of investigation and litigation), actions, losses, damages or claims of any nature whatsoever which arise out of or in connection with (i) any accident, injury or damages occurring within the Premises, or (ii) any negligent act or omission of Lessee or its agents, employees, contractors, or subcontractors (hereinafter referred to collectively as "Lessee" for purposes of this section) in connection with Lessee's operations hereunder and which result directly or indirectly in the injury to or death of any persons or the damage to or loss of any property, or (iii) the failure of Lessee to comply with any provisions of this Lease, including any claims related to Lessee's use of, and operations on, the Premises. This indemnification shall exclude responsibility for any consequential damages and for claims arising by reason of the negligent or wrongful act of the City or its employees, contractors, or agents.

16.3 Lessee shall comply with all present and future laws relating to environmental laws including the Comprehensive Environmental Response, Compensation, and Liability Act, 42 USC § 9601 et seq.; the Resource Conservation and Recovery Act, 42 USC § 6901, et seq.; the Toxic Substances Control Act, 15 USC § 2601 et seq.; the Safe Drinking Water Act, 42 USC § 300h et seq.; the Clean Water Act, 33 USC § 1251 et seq.; the Clean Air Act, 42 USC § 7401 et seq.; the Arizona Hazardous Waste Management Act, A.R.S. § 49-921 et seq., the Arizona Environmental Quality Act, Title 49 of the Arizona Revised Statutes, as amended; and all regulations thereunder and any other laws, regulations and ordinances (whether enacted by the local, state or federal government) now in effect or hereafter enacted that deal with the regulation or protection of the environment, including the ambient air, ground water, surface water, and land use, including substrata land, or that govern the use of hazardous or radioactive materials, hazardous or radioactive waste or emissions and hazardous substances and petroleum products (collectively, "Environmental Laws"). Lessee shall not cause or permit any hazardous material to be brought upon, kept or used in or about the Airport by Lessee, its agents, employees, contractors or invitees in violation or threatened or suspected violation of any Environmental Law, and to the fullest extent permitted by law, Lessee shall indemnify and defend the City and its employees, contractors or agents from any violation of these Environmental Laws.

17. Notices. Any notice or other communication required or permitted to be given under this Agreement shall be in writing and shall be deemed to have been duly given if (i) delivered to the party at the address set forth below, (ii) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below or (iii) given to a recognized and reputable overnight delivery service, to the address set forth below:

City: City of Winslow  
21 Williamson Avenue  
Winslow, Arizona 86047  
Attn: City Manager

Lessée: Mark A. Romo  
211 West Buffalo Street  
Holbrook, Arizona 86025

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this Section. Notices shall be deemed received (i) when delivered to the party, (ii) five business days after being placed in the U.S. Mail, registered or certified, properly addressed, with sufficient postage or (iii) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

18. Conflict. The City may cancel this Agreement pursuant to A.R.S. § 38-511.

[SIGNATURES ON THE FOLLOWING PAGE(S)]

IN WITNESS WHEREOF, the parties have executed this Agreement as of the date and year set forth below.

**"City"**

**"Lessee"**

CITY OF WINSLOW  
an Arizona municipal corporation

By: \_\_\_\_\_  
David Coolidge, City Manager

Date: \_\_\_\_\_

By: \_\_\_\_\_

Its: \_\_\_\_\_

Date: \_\_\_\_\_

**ATTEST:**

\_\_\_\_\_  
Suzy Wetzel, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Trish Stuhan, City Attorney  
Pierce Coleman PLLC

