

RESOLUTION NO. 2013-05

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF TUSAYAN, COCONINO COUNTY, ARIZONA ADOPTING AN ELECTRONIC COMMUNICATIONS REIMBURSEMENT POLICY; AND PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Mayor and Council of the Town of Tusayan determine that is in the public interest to provide for guidelines to govern the electronic communications reimbursement for elected officials.

NOW, THEREFORE, IT IS RESOLVED, by the Mayor and Council of the Town of Tusayan, Coconino County, Arizona as follows:

SECTION 1 POLICY

- A. The Town will reimburse Elected Officials for communication services fees such as telephone, cell phone or internet fees provided that Elected Officials present documentation and receipts for payment for the services. The amount of reimbursement is set at \$100 or less per month.
- B. Any electronic media equipment that the Town acquires for Elected Officials is considered Town's property. Council members will be able to use equipment while serving as Elected Officials. After the term is over, the council member will be required to return the equipment to Town. If an Elected Official wishes to keep the equipment, the equipment can be purchased at a price set by the Town.
- C. Electronic media equipment includes but is not limited to: telephone, cellular phone, printer/fax/scanner, camera, computer, iPad.

SECTION 2 RESPONSIBILITY OF THE TOWN MANAGER

The Town Manager is authorized and directed to withhold reimbursements until proper documentation and receipts are provided.

SECTION 3 EFFECTIVE DATE

This resolution shall become effective upon the date passed by the Mayor and Council.

PASSED AND ADOPTED BY the Mayor and Council of the Town of Tusayan, Arizona, this 1st day of May, 2013.



Greg Bryan, Mayor

ATTEST:



Melissa A. Malone, Town Clerk

APPROVED AS TO FORM:



William Sims, Town Attorney