

The Finance Department is responsible to ensure that the town is fiscally secured in order to meet the needs of the Town. The Department is also responsible for the administration of utility hookups and payments.

Staff Contacts

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Cash Receipting & Utility Billing

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Finance Director

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Accounts Payable

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Payroll Clerk

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Utility Billing/Payment Procedures

Town Code, Title 13 will be followed, but the following is provided for further explanation.

A. Billing & Payment

All billings shall be sent to customer on a monthly basis as close to the beginning of the month as possible.

B. Late Fees

Late fees are assessed on the 25th of each month as approved by Town Council.

C. Payment Arrangements

Payment arrangements may be made on a utility account for extenuating circumstances and will be done by signing an agreement that sets the amount to pay per payment and the frequency of the payments. The account holder shall sign the agreement. If the customer does not comply with the agreement, late fees and shut off of service could follow.

1. Payment arrangements will not exceed 6 months and will include 10% interest.

D. Closed Accounts Left Unpaid

1. If customer has another open utility account, the balance left at the closed account will be transferred over.
2. Service will not be turned on for a customer with an unpaid account until payment of unpaid account is paid in full.
3. Accounts sent to collections per Title B of the town municipal code will be charged a 35% fee on account balance.

Payroll: (928) 333-4128

Notice of Pending Financial Statement

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