



**PUBLIC NOTICE**  
**HUACHUCA CITY TOWN COUNCIL**  
**MEETS FOR A WORK SESSION**  
**THURSDAY, SEPTEMBER 13, 2018 AT 6:00PM**  
**HUACHUCA CITY TOWN HALL-500 N. GONZALES BLVD. HUACHUCA CITY,**  
**AZ 85616**

**AGENDA**

**A. Call to Order**

Meeting was called to order at 6:00 by Donna Johnson.

• **Roll Call.**

**Present: Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Johann Wallace, Walt Welsch, Matthew Williams (Not voting), Jennifer Fuller (Not voting).**

**Absent: Ken Taylor.**

• **Pledge of Allegiance**

**B. Business before the Council**

Mayor

**B.1 Discussion Only [Mayor Taylor]: Discussion of Huachuca City's Bus Line. Discussion may include such topics as fees, an Intergovernmental Agreement with Sierra Vista and dedicated routes and will include a presentation by Town Manager Matthew Williams. Guest Speakers will be Chris Vertrees of SEAGO and Mike Normand, Sierra Vista's Transit Director.**

Town Manager Matthew Williams presented to the Council regarding the current state of the Huachuca City Bus Line and the potential for grant funding and partnering with the Sierra Vista Transit Service.

Mike Normand addressed the Council regarding the possibility of partnering with the Sierra Vista Transit Service and what that would mean in terms of stops and ticket fares.

Chris Vertrees addressed the Council regarding the terms under which Huachuca City would be eligible for grant funding and the terms under which it would not, i.e., redundancy in bus stops, etc.

Terry Beasley and Dave Perry addressed the Council regarding their concerns for the citizens if the Town decided to partner with the Sierra Vista Transit Service.

**C. Adjournment**

Motion to adjourn moved by Donna Johnson, seconded by Joy Banks.

Motion passed unanimously.

Meeting adjourned at 7:02pm.

Approved by Mayor Taylor on September 27, 2018

\_\_\_\_\_  
Kenneth Taylor, Mayor

Attest: \_\_\_\_\_  
Jennifer A. Fuller, Town Clerk

Seal:

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Work Session for the Huachuca City Town Council held on September 13, 2018. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
Jennifer A. Fuller, Town Clerk



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**AGENDA**

**A. Call to Order**

Mayor

- Pledge of Allegiance
- Roll Call and Ascertain Quorum

**Roll Call.**

**Present:** Ken Taylor, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Johann Wallace, Walt Welsch, Matthew Williams (Not voting), Jennifer Fuller (Not voting), Thomas Benavidez - Attorney (Not voting).

- Invocation

Offered by Elder Thomas

*Any prayer/invocation that may be offered before the start of regular Council business shall be the voluntary offering of a private citizen, for the benefit of the Council and the citizens present. The views or beliefs expressed by the prayer/invocation speaker have not been previously reviewed or approved by the Council, and the Council does not endorse the religious beliefs or views of this, or any other speaker. A list of volunteers is maintained by the Town Clerk's Office and interested persons should contact the Town Clerk's Office for further information.*

**B. Call to the Public**

Mayor

*A.R.S. 38-431.01 states the Public Body may make an open call to the public during a public meeting, subject to reasonable time, place and manner restrictions, to allow individuals to address the public body on any issue within the jurisdiction of the Public Body. At the conclusion of an open call to the public, individual members of the Public Body may respond to criticism made by those who have addressed the Public Body, may ask staff to review a matter or may ask that a matter be put on a future agenda. However, members of the Public Body shall not discuss or take legal action on matters raised during an open call to the public unless the matters are properly noticed for discussion and legal action.*

Karen Lamberton of the SVMPO introduced herself to the Council.

Dave Perry addressed the Council regarding his concerns about the trash ordinances and the possible privatization of trash pick-up in town.

**C. Consent Agenda**

Mayor

*All items listed in the Consent Agenda are considered routine matters and will be enacted by one motion of the Council. There will be no separate discussion of these items unless a Member of the Town Council requests that an item or items be removed for discussion. Council Members may ask questions without the removal of the item from the Consent Agenda. Items removed from the Consent Agenda are considered in their normal sequence as listed on the agenda, unless called out of sequence.*

- C.1 Consider approval of the minutes of the Public Hearing held on August 16, 2018.
- C.2 Consider approval of the minutes of the Work Session held on August 16, 2018.
- C.3 Consider approval of the minutes of the Regular Council Meeting held on August 16, 2018.
- C.4 Consider approval of the Payment Approval Report in the amount of \$ 85,915.15
- C.5 Consider approval of a Special Event Liquor License for the Nomaden Motorcycle Club, located at 137 N. Huachuca Blvd., Huachuca City AZ 85616, Series #15, Nomaden MC Christmas Toy Drive on October 7, 2018

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**

**Motion:** Consent Agenda as presented, **Action:** Approve, **Moved by Ken Taylor, Seconded by Donna Johnson.**

**Motion passed unanimously.**

**D. Unfinished Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

**E. New Business before the Council**

Mayor

*Public comment will be taken at the beginning of each agenda item, after the subject has been announced by the Mayor and explained by staff. Any citizen who wishes, may speak one time for five minutes on each agenda item before or after Council discussion. Questions from Council Members, however, may be directed to staff or a member of the public through the Mayor at any time.*

- E.1 Discussion and/or Action [Manager Williams]: Consider Adoption of Resolution 2018-28, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH SIERRA VISTA FOR COOPERATION IN OPERATING AN INTERCITY BUS ROUTE. Discussion

and action will include establishing a dedicated bus route, and establishment of designated bus stops in Huachuca City, Whetstone and Sierra Vista.

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**

**Motion:** Postpone, **Moved by Ken Taylor, Seconded by Joy Banks.**

**Motion passed unanimously.**

- E.2 Discussion and/or Action [Manager Williams]: Consider Adoption of Resolution 2018-24, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A BUS FARE SCHEDULE.

**Motion:** Postpone, **Moved by Ken Taylor, Seconded by Cynthia Butterworth**

**Motion passed unanimously.**

- E.3 Discussion and/or Action [Manager Williams]: Discussion and action to approve a quote from CenturyLink to move the Town's two 911 Dispatch seats to other agencies. Discussion and action might include a proposed intergovernmental dispatch services agreement with Cochise County and the City of Sierra Vista for dispatch services.

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**

**Motion:** Approve to quote to move the two dispatch seats, **Moved by Ken Taylor, Seconded by Donna Johnson.**

**Motion passed unanimously.**

- E.4 Discussion and/or Action [Chief Bidon]: Discussion and review of the contract performance of Whetstone Fire District and Fire Chief, Peter Bidon, under the terms of the intergovernmental agreement between the Town and the Fire District.

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Joy Banks.**

Chief Peter Bidon and Whetstone Fire District Chairperson Michelle Bell addressed the Council.

Johann Wallace commented, praising Chief Bidon and The Whetstone Fire Department. Walt Welsch commented the only complaint he has heard is regarding the ambulance service, that Whetstone Fire should service the area rather than Fry Fire.

**No Council Vote or Action Required.**

- E.5 Discussion and/or Action [Director Harvey]: Consider approval of a quarterly payment to a consultant (K12 Hands) to develop curriculum for a Digital Literacy Center. The payment would come from a Library Service and Technology Act grant the library was awarded.

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Cynthia Butterworth.**

**Motion:** Approval of quarterly payments to K12 Hands, **Seconded by Christy Hirshberg.**

**Motion passed unanimously.**

- E.6 Discussion and/or Action [Manager Williams]: Consider adoption of RESOLUTION 2018-25, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, CANVASSING THE RESULTS OF THE PRIMARY ELECTION HELD ON AUGUST 28, 2018.

**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Joy Banks.**

7:59pm Walt Welsch left the Council Chambers.

**Motion:** Adopt Resolution 2018-25, Moved by Ken Taylor, Seconded by Joy Banks.

**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6).

**Yes:** Ken Taylor, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Johann Wallace.

**Absent:** Walt Welsch.

8:02 Walt Welsch returned to the Council Chambers.

- E.7 Discussion and/or Action [Councillor Banks]: Appointment of Council member Joy Banks to the Upper San Pedro Partnership Technical Advisory Committee (TAC).  
**Motion:** Open for Discussion and/or Action, Moved by Joy Banks, Seconded by Ken Taylor.  
**Motion:** Appoint Ms. Banks to the Upper San Pedro TAC, Moved by Ken Taylor, Seconded by Donna Johnson.  
**Motion passed unanimously.**
- E.8 Discussion and/or Action [Manager Williams]: Consider Adoption of Resolution 2018-23, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A MUNICIPAL COURT FEE SCHEDULE.  
**Motion:** Open for Discussion and/or Action, Moved by Ken Taylor, Seconded by Donna Johnson.  
**Motion:** adoption of Resolution 2018-23, **Action:** Approve, Moved by Ken Taylor, Seconded by Donna Johnson.  
**Vote:** Motion passed (summary: Yes = 6, No = 1, Abstain = 0).  
**Yes:** Ken Taylor, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Johann Wallace.  
**No:** Walt Welsch.
- E.9 Discussion and/or Action [Manager Williams]: Consider approval of the purchase of a Roll-Off Truck and/or request the blanket approval of the Council for the purchase of a similar vehicle.  
**Motion:** Open for Discussion and/or Action, Moved by Ken Taylor, Seconded by Joy Banks.  
**Motion:** purchase of Roll-Off Truck in the amount of \$30,000., **Action:** Approve, Moved by Ken Taylor, Seconded by Donna Johnson.  
**Motion passed unanimously.**
- E.10 Discussion and/or Action [Manager Williams]: Consider Adoption of Resolution 2018-29, A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH COCHISE COUNTY FOR OPERATION OF THE HUACHUCA CITY ANIMAL SHELTER. Discussion and action will also include the terms of the current agreement and staff coverage For the Animal Shelter.  
**Motion:** Open for Discussion and/or Action, Moved by Ken Taylor, Seconded by Donna Johnson.  
Walt Welsch recommended opting out of the agreement with Cochise County. Johann Wallace requested actual numbers of County animals brought in to the shelter for the next meeting.  
**Motion:** Postpone, Moved by Ken Taylor, Seconded by Cynthia Butterworth.  
**Motion passed unanimously.**

- E.11 Discussion and/or Action [Mayor Taylor]: Second Reading and Adoption of Ordinance 2018-18, AN ORDINANCE OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, RELATING TO THE PRIVILEGE TAX; AMENDING THE TOWN TAX CODE BY CHANGING THE RATES OF TAXATION; PROVIDING PENALTIES FOR THE VIOLATION THEREOF; PROVIDING FOR SEVERABILITY AND DESIGNATING AN EFFECTIVE DATE.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Johann Wallace.**  
**Motion: adoption of Ordinance 2018-18, Action: Approve, Moved by Ken Taylor, Seconded by Donna Johnson.**  
**Motion passed unanimously.**
- E.12 Discussion and/or Action [Councillor Welsch]: Second Reading and Adoption of Ordinance 2018-19, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE CHAPTER 2.20 "COUNCIL PROCEDURE" SECTION 2.20.060 "ORDER OF BUSINESS" TO REMOVE THE ORDER OF BUSINESS FROM THE TOWN CODE AND ALLOW THE COUNCIL TO SET THE ORDER OF BUSINESS AT MEETINGS OF THE TOWN COUNCIL BY RESOLUTION OF THE COUNCIL.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Joy Banks.**  
**Motion: adoption of Ordinance 2018-19, Action: Approve, Moved by Walt Welsch, Seconded by Ken Taylor.**  
**Motion passed unanimously.**
- E.13 Discussion and/or Action [Manager Williams]: Second Reading and Adoption of Ordinance 2018-20, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 8 "HEALTH AND SAFETY," CHAPTER 8.10 "PREPARATION OF REFUSE FOR COLLECTION," SECTIONS 8.10.010 "PREPARATION OF REFUSE," 8.10.020 "LOCATION FOR PICK-UP," 8.10.050 "ALTERNATIVE DISPOSAL OF REFUSE" AND 8.10.090 "DUMPING REFUSE" TO IMPROVE THE HEALTH AND WELFARE OF THE TOWN, IMPROVE THE TOWN'S TRASH COLLECTION EFFORTS AND TO ALLOW FOR THE POSSIBILITY OF ENGAGING A PRIVATE ENTERPRISE TO PROVIDE TRASH COLLECTION SERVICE.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**  
**Motion: adoption of Ordinance 2018-20, Action: Approve, Moved by Ken Taylor, Seconded by Donna Johnson.**  
**Motion passed unanimously.**
- E.14 Discussion and/or Action [Manager Williams]: Second Reading and Adoption of Ordinance 2018-21, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 8 "HEALTH AND SAFETY," CHAPTER 8.10 "PREPARATION OF REFUSE FOR COLLECTION," SECTION 8.10.050 "ALTERNATIVE DISPOSAL OF REFUSE" TO IMPROVE THE HEALTH AND WELFARE OF THE TOWN BY REQUIRING RESIDENTS TO USE THE TRASH COLLECTION SERVICES PROVIDED BY OR CONTRACTED BY THE TOWN.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Johann Wallace.**

It was decided there needed to be an amendment to the Ordinance. Under section B, the phrase "Town Code subsection 8.10.010(H), does supersede this subsection regarding recyclables and natural compost."

**Motion:** adoption of Ordinance 2018-21, with the included amendment, **Action:** Approve, **Moved by Ken Taylor, Seconded by Johann Wallace.**

**Motion passed unanimously.**

- E.15 Discussion and/or Action [Councillor Wallace]: Second Reading and Adoption of Ordinance 2018-22, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE CHAPTER 2.85 "TOWN FACILITY USE POLICY," SECTION 2.85.050 "CHARGES" AND CHAPTER 10.30 "PARKS, RECREATION AND TRANSPORTATION FACILITIES," SECTION 10.30.030 "USE OF COMMUNITY CENTER," TO REMOVE THE OPTION FOR CERTAIN PRIVATE ORGANIZATIONS TO USE TOWN FACILITIES FREE OF CHARGE.  
**This item was postponed.**
- E.16 Discussion and/or Action [Chief Thies]: First Readings of Ordinance 2018-23, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING AMENDMENTS TO THE TOWN CODE, TITLE 6 "ANIMALS," WHICH AMENDMENTS PROVIDE FOR SPECIFIC AND VARYING PENALTIES FOR VIOLATIONS OF THE TOWN'S ANIMAL CODE, and Ordinance 2018-24, AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 1, CHAPTER 1.05 "GENERAL PROVISIONS", SECTION 1.05.110 "PENALTY," TO CLARIFY THAT NOT ALL VIOLATIONS OF THE TOWN CODE ARE MISDEMEANORS AND THAT SPECIFIC PENALTY PROVISIONS MIGHT BE PROVIDED THROUGHOUT THE CODE.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Cynthia Butterworth.**  
**No Council Vote or Action Required.**
- E.17 Discussion and/or Action [Manager Williams]: Consider adoption of the Council Code of Ethics.  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**  
Mr. Welsch would like to see a New Councilmember Guide and believes that item should come before the Code of Ethics.  
**Motion:** Postpone, **Moved by Ken Taylor, Seconded by Cynthia Butterworth.**  
**Vote:** Motion passed (summary: Yes = 6, No = 1, Abstain = 0).  
**Yes:** Ken Taylor, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Johann Wallace.  
**No:** Walt Welsch.
- E.18 Discussion and/or Action [Manager Williams]: Authorize staff to declare as surplus the following item(s) to be sold by auction or otherwise disposed of in accordance with Town Policy:  
Tiger mowers  
**Motion:** Open for Discussion and/or Action, **Moved by Ken Taylor, Seconded by Donna Johnson.**



**Motion:** sale of surplus items, **Action:** Approve, **Moved by** Ken Taylor, **Seconded by** Donna Johnson.

**Motion passed unanimously.**

E.19 Discussion and/or Action [Manager Williams]: Council Decision Request for approval of the purchase of groundwater pumps from QED at a cost of \$23,533.55  
**This Item was postponed.**

E.20 Discussion and/or Action [Manager Williams]: Acceptance or rejection of bid proposals for Internet Technology "IT" Managed Services for the Town. Discussion and action might include awarding of a contract.  
Mr. Wallace recused himself from the discussion and left the Council Chambers at 8:53pm.  
**Motion:** Open for Discussion and/or Action, **Moved by** Ken Taylor, **Seconded by** Joy Banks. Both bids were presented and discussed.  
Mr. Welsch left the Council Chamber at 8:85pm, returning at 8:59pm.  
**Motion:** acceptance of the IT Managed Services bid from Sentinel, **Action:** Approve, **Moved by** Ken Taylor, **Seconded by** Joy Banks.  
**Vote:** Motion carried by unanimous roll call vote (summary: Yes = 6).  
**Yes:** Ken Taylor, Donna Johnson, Joy Banks, Cynthia Butterworth, Christy Hirshberg, Walt Welsch.  
**Excused:** Johann Wallace.

Mr. Jeffrey Ferro addressed the Council regarding the next item.

E.21 Discussion and/or Action [Mayor Taylor]: Executive [closed] session, pursuant to A.R.S. 38-431.03(A)(1), for discussion and six month evaluation of the Town Clerk, Jennifer Fuller's, job performance. Any formal action on this item will be taken in open session.  
**Motion:** Enter Closed Session, **Moved by** Ken Taylor, **Seconded by** Donna Johnson.  
**Motion passed unanimously.**  
Council entered into closed session at 9:13pm.  
**Motion:** Return to open session, **Moved by** Ken Taylor, **Seconded by** Joy Banks.  
**Motion passed unanimously.**  
Council returned to open session at 9:36pm.

F. Town Manager's Report

G. Items to be placed on future agendas.

H. Adjournment.

**Motion:** Adjourn, **Moved by** Ken Taylor, **Seconded by** Donna Johnson.

**Motion passed unanimously.**

Meeting was adjourned at 9:41pm.

Approved by Mayor Taylor on September 27, 2018

\_\_\_\_\_  
**Kenneth Taylor, Mayor**

**Attest:** \_\_\_\_\_  
**Jennifer A. Fuller, Town Clerk**

**Seal:**

**Certification**

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on September 13, 2018. I further certify that the meeting was duly called and a quorum was present.

\_\_\_\_\_  
**Jennifer A. Fuller, Town Clerk**

## Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1022520</b>							
AFLAC	087451	Payroll Deduction	09/12/2018	585.78	585.78	09/12/2018	
Total 1022520:				585.78	585.78		
<b>1022630</b>							
UNUM Life Ins. Co. of America	0012/09102018	Employee Life/AD&D Ins./080830	09/10/2018	234.90	234.90	09/12/2018	
UNUM Life Ins. Co. of America	0013/09102018	Voluntary Life/AD&D/0808295-00	09/10/2018	185.79	185.79	09/12/2018	
Total 1022630:				420.69	420.69		
<b>1042110</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,283.84	.00		
Total 1042110:				2,283.84	.00		
<b>1042220</b>							
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	384.73	384.73	09/12/2018	
Total 1042220:				384.73	384.73		
<b>42860</b>							
Wells Fargo Remittance Center	ELCON319	Hotel League Of AZ Cities-Johnso	08/24/2018	587.38	587.38	09/18/2018	
Wells Fargo Remittance Center	ELCON319	Hotel League Of AZ Cities-Johnso	08/24/2018	187.90	187.90	09/18/2018	
Wells Fargo Remittance Center	TNMER498	Hotel League Of AZ Cities-Taylor	08/24/2018	587.38	587.38	09/18/2018	
Total 1042860:				1,302.62	1,302.62		
<b>1043220</b>							
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	384.73	384.73	09/12/2018	
Total 1043220:				384.73	384.73		
<b>1043271</b>							
AT&T	9001/09042018	Phone Service	09/04/2018	871.91	871.91	09/12/2018	
Total 1043271:				871.91	871.91		
<b>1043280</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,283.83	.00		
Total 1043280:				2,283.83	.00		
<b>1043290</b>							
TransAct Technologies Inc.	1317259	Printer Paper For ITHACA	09/10/2018	119.24	119.24	09/12/2018	
Total 1043290:				119.24	119.24		
<b>1043340</b>							
S.V.E.C	09082018	Town Hall	09/08/2018	615.18	615.18	09/12/2018	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Total 1043340:</b>				<b>815.16</b>	<b>815.16</b>		
<b>1043360</b>							
AZ Department of Corrections	D08105201808	Inmate Labor	09/17/2018	7.60	.00		
<b>Total 1043360:</b>				<b>7.60</b>	<b>.00</b>		
<b>1043480</b>							
Wells Fargo Remittance Center	E01008GIEY	Email	08/29/2018	103.32	103.32	09/18/2018	
<b>Total 1043480:</b>				<b>103.32</b>	<b>103.32</b>		
<b>1043680</b>							
Wells Fargo Remittance Center	JARUD381	Hotel League Of AZ Cities-William	08/24/2018	425.52	425.52	09/18/2018	
<b>Total 1043680:</b>				<b>425.52</b>	<b>425.52</b>		
<b>1043705</b>							
Copygraphix	23319918	Copy Machine Lease/Town Hall	09/06/2018	499.94	499.94	09/17/2018	
<b>Total 1043705:</b>				<b>499.94</b>	<b>499.94</b>		
<b>1045810</b>							
Benavidez Law Group, P.C.	67902	Prosecution Fees	09/05/2018	759.00	759.00	09/12/2018	
Cochise County Sheriff's Dept	REFHUAPD08	Inmate Housing	09/13/2018	636.12	636.12	09/17/2018	
<b>Total 1045810:</b>				<b>1,395.12</b>	<b>1,395.12</b>		
<b>1048275</b>							
Verizon Wireless	9814154185	cell phones	09/07/2018	1,757.28	1,757.28	09/18/2018	
<b>Total 1048275:</b>				<b>1,757.28</b>	<b>1,757.28</b>		
<b>1051230</b>							
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
<b>Total 1051230:</b>				<b>364.72</b>	<b>364.72</b>		
<b>1051271</b>							
AT&T	9001/09042018	Phone Service	09/04/2018	144.95	144.95	09/12/2018	
CenturyLink	09072018	Phone Service	09/07/2018	309.19	309.19	09/18/2018	
<b>Total 1051271:</b>				<b>454.14</b>	<b>454.14</b>		
<b>1051290</b>							
Wist Office Products	1795450	DVD & Sleeves	09/10/2018	80.56	.00		
Wist Office Products	1795451	Janitorial & Office Supplies	09/10/2018	118.56	.00		
<b>Total 1051290:</b>				<b>199.12</b>	<b>.00</b>		
<b>1051340</b>							
S.S.V.E.C	09062018	Police Dept	09/06/2018	557.10	557.10	09/12/2018	
<b>Total 1051340:</b>				<b>557.10</b>	<b>557.10</b>		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1051460</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	7.60	.00		
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.63	.00		
<b>Total 1051460:</b>				<b>2,271.23</b>	<b>.00</b>		
<b>1051470</b>							
Gardner's Garage	03033	Vehicle Maint	09/08/2018	45.00	45.00	09/12/2018	
Gardner's Garage	03054	Vehicle Maint	09/15/2018	22.50	.00		
<b>Total 1051470:</b>				<b>67.50</b>	<b>45.00</b>		
<b>1051480</b>							
Wells Fargo Remittance Center	E01008GIEY	Email	08/29/2018	131.66	131.66	09/18/2018	
<b>Total 1051480:</b>				<b>131.66</b>	<b>131.66</b>		
<b>1051505</b>							
Macs Towing	5748	Vehicle Tow Fee	09/12/2018	80.00	.00		
<b>Total 1051505:</b>				<b>80.00</b>	<b>.00</b>		
<b>1051620</b>							
Spillman Technologies, Inc.	39957	Annual Maintenance	09/11/2018	2,615.17	2,615.17	09/12/2018	
Wells Fargo Remittance Center	114-2408806-5	Two Batteries For Portable Radios	08/31/2018	111.12	111.12	09/18/2018	
<b>Total 1051620:</b>				<b>2,726.29</b>	<b>2,726.29</b>		
<b>1051705</b>							
Copygraphix	23336168	Copy Machine Lease/Police Dept	09/10/2018	218.30	218.30	09/18/2018	
<b>Total 1051705:</b>				<b>218.30</b>	<b>218.30</b>		
<b>1052340</b>							
S.S.V.E.C	09062018	Animal Shelter	09/06/2018	439.70	439.70	09/12/2018	
<b>Total 1052340:</b>				<b>439.70</b>	<b>439.70</b>		
<b>1052460</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	30.40	.00		
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.63	.00		
Sierra Vista Herald	0818489184	Ad	08/31/2018	36.81	36.81	09/12/2018	
<b>Total 1052460:</b>				<b>2,330.84</b>	<b>36.81</b>		
<b>1052462</b>							
Truly Nolen Exterminating, Inc	250125678	Pest Control	09/12/2018	48.00	.00		
<b>Total 1052462:</b>				<b>48.00</b>	<b>.00</b>		
<b>1052480</b>							
Wells Fargo Remittance Center	E01008GIEY	Email	08/29/2018	25.22	25.22	09/18/2018	
<b>Total 1052480:</b>				<b>25.22</b>	<b>25.22</b>		
<b>1053340</b>							
S.S.V.E.C	09062018	Fire Station	09/06/2018	1,062.36	1,062.36	09/12/2018	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Total 1053340:</b>				<b>1,062.36</b>	<b>1,062.36</b>		
<b>1053480</b>							
Wells Fargo Remittance Center	E01006GIEY	Email	08/29/2018	8.61	8.61	09/18/2018	
<b>Total 1053480:</b>				<b>8.61</b>	<b>8.61</b>		
<b>1057340</b>							
S.S.V.E.C	09082018	street lights	09/06/2018	2,560.44	2,560.44	09/12/2018	
<b>Total 1057340:</b>				<b>2,560.44</b>	<b>2,560.44</b>		
<b>1058270</b>							
CenturyLink	09072018	Phone Service	09/07/2018	51.59	51.59	09/18/2018	
<b>Total 1058270:</b>				<b>51.59</b>	<b>51.59</b>		
<b>1058340</b>							
S.S.V.E.C	09082018	Pool	09/06/2018	622.74	622.74	09/12/2018	
<b>Total 1058340:</b>				<b>622.74</b>	<b>622.74</b>		
<b>1058460</b>							
Ace Hardware	159701/1	Ceramic Tile	09/14/2018	8.47	.00		
Leslee Swimming Pool Supplies	649-001-9239	3" Tablets	09/14/2018	133.70	.00		
<b>Total 1058460:</b>				<b>140.17</b>	<b>.00</b>		
<b>1062271</b>							
AT&T	3001/09042018	Phone Service	09/04/2018	56.14	56.14	09/12/2018	
CenturyLink	09072018	Phone Service	09/07/2018	114.87	114.87	09/18/2018	
<b>Total 1062271:</b>				<b>171.01</b>	<b>171.01</b>		
<b>1062290</b>							
Wells Fargo Remittance Center	06388	Office Supplies & Smoke Detector	08/31/2018	119.86	119.86	09/18/2018	
<b>Total 1062290:</b>				<b>119.86</b>	<b>119.86</b>		
<b>1062340</b>							
S.S.V.E.C	09082018	Library	09/06/2018	970.93	970.93	09/12/2018	
<b>Total 1062340:</b>				<b>970.93</b>	<b>970.93</b>		
<b>1062460</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	15.20	.00		
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.63	.00		
<b>Total 1062460:</b>				<b>2,278.83</b>	<b>.00</b>		
<b>1062480</b>							
Wells Fargo Remittance Center	E01006GIEY	Email	08/29/2018	15.25	15.25	09/18/2018	
<b>Total 1062480:</b>				<b>15.25</b>	<b>15.25</b>		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>1082840</b>							
Wells Fargo Remittance Center	300002325	1 Year Membership AZLA	08/21/2018	65.00	65.00	09/18/2018	
<b>Total 1082840:</b>				65.00	65.00		
<b>1082802</b>							
Suzanne Harvey	09042018	Per Diem To Prescott Training	09/04/2018	80.00	80.00	09/12/2018	
<b>Total 1082802:</b>				80.00	80.00		
<b>1085140</b>							
Benavidez Law Group, P.C.	87902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
<b>Total 1085140:</b>				364.72	364.72		
<b>1085280</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,283.84	.00		
<b>Total 1085280:</b>				2,283.84	.00		
<b>1088140</b>							
Benavidez Law Group, P.C.	87902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.84	.00		
<b>Total 1088140:</b>				2,628.38	364.72		
<b>1088271</b>							
CenturyLink	09072018	Phone Service	09/07/2018	53.01	53.01	09/18/2018	
<b>Total 1088271:</b>				53.01	53.01		
<b>1088290</b>							
Gralinger, Inc	9888165108	Exit Lights	09/05/2018	86.55	86.55	09/12/2018	
<b>Total 1088290:</b>				86.55	86.55		
<b>1088340</b>							
S.S.V.E.C	09062018	Senior Center	09/08/2018	455.60	455.60	09/12/2018	
<b>Total 1088340:</b>				455.60	455.60		
<b>1088482</b>							
Truly Nolen Exterminating, Inc	250125868	Pest Control	09/12/2018	44.00	.00		
<b>Total 1088482:</b>				44.00	.00		
<b>1089802</b>							
Wells Fargo Remittance Center	112-7391007-8	STEAM Supplies & Equipment	08/18/2018	2,552.11	2,552.11	09/18/2018	
Wells Fargo Remittance Center	499188480962	STEAM Supplies & Equipment	08/18/2018	347.57	347.57	09/18/2018	
Wells Fargo Remittance Center	739800	STEAM Supplies & Equipment	08/17/2018	89.00	89.00	09/18/2018	
Wells Fargo Remittance Center	9385297	Early Childhood Literacy Classes	08/21/2018	175.00	175.00	09/18/2018	
<b>Total 1089802:</b>				3,163.68	3,163.68		
<b>170901</b>							
AZ Mun Risk Retention Pool P&C	13014768/AM4	AMRRP Claim-Fall Outside TH	02/21/2018	10,000.00	10,000.00	09/17/2018	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Total 1070901:</b>				<b>10,000.00</b>	<b>10,000.00</b>		
<b>2040200</b>							
AZ Dept of Public Safety	08312018	Additional Assessment	08/31/2018	16.00	16.00	09/12/2018	
Az State Treasurer	5135/08312018	monthly conversions	09/05/2018	6,546.53	6,546.53	09/12/2018	
Cochise County Superior Court	08312018	court revenue/\$1 Assessment	08/31/2018	31.06	31.06	09/12/2018	
Cochise County Superior Court	08312018	Fill the Gap	08/31/2018	177.38	177.38	09/12/2018	
General Fund(Trust)	08312018	monthly court conversions	08/31/2018	8,083.17	8,083.17	09/12/2018	
<b>Total 2040200:</b>				<b>14,854.14</b>	<b>14,854.14</b>		
<b>2040400</b>							
Katrina Sutton	M000023117	Restitution	09/13/2018	15.00	.00		
<b>Total 2040400:</b>				<b>15.00</b>	<b>.00</b>		
<b>2340480</b>							
Gralnger, Inc	9895165108-A	Parking Lot-Curved Arrow Stencils	09/05/2018	216.85	216.85	09/12/2018	
<b>Total 2340480:</b>				<b>216.85</b>	<b>216.85</b>		
<b>5140110</b>							
Cintas Corporation No. 445	4009704280	Uniform and Rentals/Public Works	09/12/2018	98.40	98.40	09/17/2018	
<b>Total 5140110:</b>				<b>98.40</b>	<b>98.40</b>		
<b>5140280</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.84	.00		
<b>Total 5140280:</b>				<b>2,263.84</b>	<b>.00</b>		
<b>5140340</b>							
S.S.V.E.C	09082018	Wells	09/08/2018	4,250.87	4,250.87	09/12/2018	
<b>Total 5140340:</b>				<b>4,250.87</b>	<b>4,250.87</b>		
<b>5140360</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	46.60	.00		
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
<b>Total 5140360:</b>				<b>410.32</b>	<b>364.72</b>		
<b>5140460</b>							
Wist Office Products	1794323	Cleaning Supplies	09/08/2018	82.97	.00		
Wells Fargo Remittance Center	0095	Weedeaters	08/16/2018	432.18	432.18	09/18/2018	
Westway Power EQ	POS2660/0907	String & Head	09/07/2018	43.52	43.52	09/17/2018	
<b>Total 5140460:</b>				<b>558.67</b>	<b>475.70</b>		
<b>5140470</b>							
Merle's Automotive Supply	16249973	Free Plug 1947 Fire Truck	09/12/2018	12.67	.00		
<b>Total 5140470:</b>				<b>12.67</b>	<b>.00</b>		
<b>5140475</b>							
Senergy Petroleum LLC	475719	Diesel #2	09/07/2018	521.50	521.50	09/12/2018	



Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
Senergy Petroleum LLC	477238	Diesel #2	09/13/2018	891.00	.00		
Total 5140475:				1,412.50	521.50		
<b>5140480</b>							
Wells Fargo Remittance Center	E01006GIEY	Email	08/29/2018	8.61	8.61	09/18/2018	
Total 5140480:				8.61	8.61		
<b>5140510</b>							
YL Technology, LLC	31985	Sampling Fee	09/12/2018	92.00	92.00	09/18/2018	
Total 5140510:				92.00	92.00		
<b>5240340</b>							
S.S.V.E.C	09052018	Sewer Ponds	09/08/2018	637.04	637.04	09/12/2018	
Total 5240340:				637.04	637.04		
<b>5240360</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	45.60	.00		
Total 5240360:				45.60	.00		
<b>5240460</b>							
Z Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.64	.00		
Total 5240460:				2,263.64	.00		
<b>5240650</b>							
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
Total 5240650:				364.72	364.72		
<b>5440280</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,263.64	.00		
Total 5440280:				2,263.64	.00		
<b>5440380</b>							
Benavidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
Total 5440380:				364.72	364.72		
<b>5440450</b>							
Phoenix Welding Supply Co.	RN08183220	Cylinder Rental	08/31/2018	13.39	13.39	09/12/2018	
Total 5440450:				13.39	13.39		
<b>5440610</b>							
Merle's Automotive Supply	16249389	Hydraulic Fittings	09/08/2018	91.27	91.27	09/12/2018	
Total 5440610:				91.27	91.27		
<b>540110</b>							
Cintas Corporation No. 445	4009704280	Uniform and Rentals/Landfill	09/12/2018	189.51	189.51	09/17/2018	

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
<b>Total 5540110:</b>				<b>189.51</b>	<b>189.51</b>		
<b>5540280</b>							
AZ Mun Risk Retention Pool P&C	40000914-090	AMRRP Insurance 40000914	09/04/2018	2,283.84	.00		
<b>Total 5540280:</b>				<b>2,283.84</b>	<b>.00</b>		
<b>5540340</b>							
AT&T	9001/09042018	Phone Service	09/04/2018	98.21	98.21	09/12/2018	
S.S.V.E.C	09082018	Landfill Scales	09/08/2018	901.12	901.12	09/12/2018	
CenturyLink	09072018	Phone Service	09/07/2018	81.94	81.94	09/18/2018	
<b>Total 5540340:</b>				<b>1,081.27</b>	<b>1,081.27</b>		
<b>5540360</b>							
AZ Department of Corrections	D08105201809	Inmate Labor	09/17/2018	76.00	.00		
<b>Total 5540360:</b>				<b>76.00</b>	<b>.00</b>		
<b>5540460</b>							
Empire Southwest, LLC	EMPS4465431	Filters	09/08/2018	201.84	201.84	09/12/2018	
GCR Tucson Truck Tire Center	827-71832	Tire Repair	09/12/2018	2,718.32	.00		
Wist Office Products	1784323	Cleaning Supplies	09/08/2018	82.97	.00		
Phoenix Welding Supply Co.	SV99824	Mig Welder	09/08/2018	80.09	80.09	09/12/2018	
Waste Management of AZ	0869449-0567-	Relocate	09/04/2018	1,680.00	1,680.00	09/12/2018	
Christal Wallace	101246	Refund Dump Truck Deposit	09/17/2018	41.28	.00		
<b>Total 5540460:</b>				<b>4,804.80</b>	<b>1,962.03</b>		
<b>5540476</b>							
Senergy Petroleum LLC	475719	Red Dyed Diesel #2	09/07/2018	1,735.75	1,735.75	09/12/2018	
Senergy Petroleum LLC	477238	Red Dyed Diesel #2	09/13/2018	2,222.11	.00		
<b>Total 5540476:</b>				<b>3,957.86</b>	<b>1,735.75</b>		
<b>5540480</b>							
Wells Fargo Remittance Center	E01006GIEY	Email	08/28/2018	17.22	17.22	09/18/2018	
<b>Total 5540480:</b>				<b>17.22</b>	<b>17.22</b>		
<b>5540500</b>							
Wells Fargo Remittance Center	R321410	A/C Repair	08/15/2018	715.00	715.00	09/18/2018	
<b>Total 5540500:</b>				<b>715.00</b>	<b>715.00</b>		
<b>5540610</b>							
Home Depot Credit Services	WA29265234	Gas Pressure Washer	08/16/2018	407.80	407.80	09/12/2018	
<b>Total 5540610:</b>				<b>407.80</b>	<b>407.80</b>		
<b>5540650</b>							
Benevidez Law Group, P.C.	67902	Attorney Fees	09/05/2018	364.72	364.72	09/12/2018	
<b>Total 5540650:</b>				<b>364.72</b>	<b>364.72</b>		

Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid	Voided
7340850 APS	1283280000/09	electric bill	09/10/2018	110.11	110.11	09/17/2018	
Total 7340850:				110.11	110.11		
Grand Totals:				94,504.48	62,778.37		

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

City Recorder: \_\_\_\_\_

City Treasurer: \_\_\_\_\_

Report Criteria:

Detail report.

Invoices with totals above \$0 included.

Paid and unpaid invoices included.

July 14, 2018

Mary Coon  
P.O. Box 4858  
Huachuca City, Arizona  
85616

To Whom it May Concern;

It is with great regret that I must submit my letter of resignation effective October 8, 2018.

It has been a privilege serving on the committee of Parks and Recreation with such a fine group of individuals.

I have enjoyed this experience very much and owe all that I have learned from my fellow members.

Most sincerely,

  
Mary Coon





TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<u>TAXES</u>					
10-31-100 AUTO LIEU TAX	9,157.39	15,547.83	98,062.00	82,514.17	15.9
10-31-200 REAL PROPERTY TAXES	402.58	2,583.65	83,000.00	80,416.35	3.1
10-31-240 FRANCHISE TAXES	571.43	2,096.06	14,156.00	12,059.94	14.8
10-31-250 CITY SALES TAXES	11,806.74	31,588.44	195,966.00	164,077.56	16.1
10-31-252 USE TAX PURCHASES	.00	.00	50,000.00	50,000.00	.0
10-31-254 USE TAX INVENTORY	.00	.00	25,000.00	25,000.00	.0
10-31-260 STATE SALES TAXES	14,724.40	27,243.34	172,379.00	145,135.66	15.8
<b>TOTAL TAXES</b>	<b>36,652.51</b>	<b>79,059.32</b>	<b>639,263.00</b>	<b>559,203.68</b>	<b>12.4</b>
<u>LICENSES AND PERMITS</u>					
10-32-100 BUILDING PERMITS	663.70	1,390.70	12,000.00	10,609.30	11.6
10-32-110 BUSINESS LICENSES	179.50	334.50	16,000.00	15,665.50	2.1
10-32-120 P&Z FEES	35.00	535.00	175.00	( 390.00)	305.7
<b>TOTAL LICENSES AND PERMITS</b>	<b>878.20</b>	<b>2,260.20</b>	<b>28,175.00</b>	<b>25,914.80</b>	<b>8.0</b>
<u>INTERGOVERNMENTAL REVENUE</u>					
10-33-100 STATE REVENUE SHARING	17,447.89	34,895.78	217,000.00	182,104.22	16.1
<b>TOTAL INTERGOVERNMENTAL REVENUE</b>	<b>17,447.89</b>	<b>34,895.78</b>	<b>217,000.00</b>	<b>182,104.22</b>	<b>16.1</b>
<u>CHARGES FOR SERVICE</u>					
10-34-100 ZONING FEES	.00	.00	500.00	500.00	.0
10-34-131 POLICE PROTECTION EQUIPMENT	14.82	31.92	250.00	218.08	12.8
10-34-132 POST TRAINING REIMBURSMENTS	.00	.00	500.00	500.00	.0
10-34-140 AUCTION PROCEEDS	5,437.57	32,010.42	10,000.00	( 22,010.42)	320.1
10-34-150 ANIMAL SHELTER REIMBURSEMENT	.00	.00	250.00	250.00	.0
10-34-160 KENNEL FEES	.00	100.00	16,000.00	15,900.00	.8
10-34-530 CITY BUS FEES/DONATIONS	.00	.00	5,000.00	5,000.00	.0
10-34-923 BUS TICKET SALES SIERA VISTA	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL CHARGES FOR SERVICE</b>	<b>5,452.19</b>	<b>32,142.34</b>	<b>33,500.00</b>	<b>1,357.68</b>	<b>98.0</b>
<u>FINES</u>					
10-35-100 POLICE FINES	6,941.25	18,499.63	150,000.00	131,500.37	12.3
10-35-110 IMPOUND FEES	420.00	495.00	5,500.00	5,005.00	9.0
10-35-112 TOWING FEES	234.00	422.00	3,150.00	2,728.00	13.4
10-35-120 LIBRARY FEES & FINES	317.97	770.97	5,000.00	4,229.03	15.4
<b>TOTAL FINES</b>	<b>7,913.22</b>	<b>20,187.60</b>	<b>163,650.00</b>	<b>143,462.40</b>	<b>12.3</b>

TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEARNED	PCNT
<b>MISCELLANEOUS REVENUE</b>					
10-36-100 INTEREST	.00	.00	6,000.00	6,000.00	.0
10-36-200 UNREALIZED GAIN	.00	.00	2,000.00	2,000.00	.0
10-36-455 DONATIONS	.00	.00	1,400.00	1,400.00	.0
10-36-500 PARKS & REC REVENUE & FEES	186.60	692.25	1,000.00	307.75	69.2
10-36-515 YOUTH SPONSERSHIP REVENUE	.00	.00	100.00	100.00	.0
10-36-900 MISCELLANEOUS	445.00	17,938.75	.00	( 17,938.75)	.0
10-36-902 WORKERS' COMP REIMBURSEMENTS	.00	.00	100.00	100.00	.0
10-36-903 DIESEL SALES (FIRE, SCHOOL)	.00	.00	22,000.00	22,000.00	.0
10-36-904 WILDLAND REVENUE	.00	.00	10,000.00	10,000.00	.0
10-36-907 INSURANCE CLAIMS	.00	.00	100.00	100.00	.0
10-36-910 LANDFILL LAND LEASE	47,600.00	95,200.00	571,193.00	475,993.00	16.7
10-36-915 COUNTY ANIMAL SHELTER REVENUE	.00	10,500.00	50,000.00	39,500.00	21.0
10-36-922 EMPLOYEE INSUR CONTRIBUTION	3,938.90	3,938.90	9,750.00	5,811.10	40.4
10-36-950 RICO REVENUE(ASSET FORFEITURE)	.00	.00	8,400.00	8,400.00	.0
10-36-965 ROLL-OFF TRUCK (SURPLUS SALES)	.00	.00	50,000.00	50,000.00	.0
10-36-970 WF SAVINGS TRANSFER IN	.00	.00	158,879.00	158,879.00	.0
10-36-999 DAILY CASH REC OVER/SHORT ACCT	.00	.00	10.00	10.00	.0
<b>TOTAL MISCELLANEOUS REVENUE</b>	<b>52,169.40</b>	<b>128,269.90</b>	<b>890,932.00</b>	<b>762,662.10</b>	<b>14.4</b>
<b>TOWN GRANTS</b>					
10-37-165 DONATIONS - ANIMAL SHELTER	70.00	70.00	5,000.00	4,930.00	1.4
10-37-169 ANIMAL SHELTER GRANTS	.00	.00	65,000.00	65,000.00	.0
10-37-456 DONATIONS - LIBRARY	275.00	650.00	2,000.00	1,150.00	42.5
10-37-457 LIBRARY GRANT	.00	.00	100,000.00	100,000.00	.0
10-37-459 SENIOR CENTER GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-459 SUMMER SPLASH	.00	1,830.00	5,000.00	3,170.00	36.6
10-37-467 POLICE DONATIONS	.00	.00	10,000.00	10,000.00	.0
10-37-906 GRANTS - POLICE AZDOHS	.00	.00	120,426.00	120,426.00	.0
10-37-908 GRANTS - IT	.00	.00	15,000.00	15,000.00	.0
10-37-909 BUILDING REGULATION GRANT	.00	.00	25,000.00	25,000.00	.0
10-37-911 GRANTS - POLICE AZGOHS	.00	.00	99,000.00	99,000.00	.0
10-37-919 CITY BUS GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-920 GENERAL ADMIN GRANT	.00	.00	75,000.00	75,000.00	.0
10-37-921 POLICE GRANT	.00	.00	100,000.00	100,000.00	.0
10-37-963 E-RATE	.00	.00	175,000.00	175,000.00	.0
10-37-964 CONTINGENCY FUND	.00	.00	200,000.00	200,000.00	.0
<b>TOTAL TOWN GRANTS</b>	<b>345.00</b>	<b>2,760.00</b>	<b>1,066,426.00</b>	<b>1,093,676.00</b>	<b>.3</b>
<b>TOTAL FUND REVENUE</b>	<b>120,698.41</b>	<b>299,565.14</b>	<b>3,067,946.00</b>	<b>2,768,368.66</b>	<b>9.8</b>



TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>COUNCIL</b>					
10-42-100 PERSONNEL SERVICES	1,450.00	2,200.00	11,340.00	9,140.00	19.4
10-42-110 PROFESSIONAL SERVICES	3,434.64	3,434.64	6,021.00	2,586.36	57.0
10-42-130 EMPLOYEE BENEFITS	119.35	181.10	930.00	748.90	19.5
10-42-220 ATTORNEY FEES	438.82	4,683.62	65,772.00	51,088.38	8.4
10-42-250 ADVERTISING	572.97	572.97	100.00	( 472.97)	573.0
10-42-260 OFFICE SUPPLIES	73.47	73.47	800.00	726.53	9.2
10-42-530 COMMUNITY RELATIONS	100.00	100.00	700.00	600.00	14.3
10-42-640 MEMBERSHIP LEAGUE	.00	.00	5,720.00	5,720.00	.0
10-42-660 TRAVEL AND TRAINING	220.00	220.00	2,000.00	1,780.00	11.0
<b>TOTAL COUNCIL</b>	<b>6,409.05</b>	<b>11,465.60</b>	<b>83,363.00</b>	<b>71,917.20</b>	<b>13.8</b>
<b>GENERAL ADMINISTRATION</b>					
10-43-100 PERSONNEL SERVICES	5,217.15	10,239.06	70,000.00	59,760.04	14.6
10-43-102 NEW HIRE	.00	.00	150.00	150.00	.0
10-43-105 OVERTIME	3.02	3.72	100.00	96.28	3.7
10-43-122 MISCELLANEOUS	.00	30.00	.00	( 30.00)	.0
10-43-130 EMPLOYEE BENEFITS	1,324.27	2,531.07	29,105.00	26,573.93	8.7
10-43-220 ATTORNEY FEES	438.61	438.61	10,000.00	9,561.39	4.4
10-43-250 ADVERTISING	393.16	473.76	7,500.00	7,026.24	6.3
10-43-271 TELEPHONE	602.41	1,208.43	10,500.00	9,291.57	11.5
10-43-280 INSURANCE	3,434.83	3,462.34	12,100.00	8,647.66	28.5
10-43-290 OFFICE SUPPLIES	879.78	975.92	3,000.00	2,024.08	32.5
10-43-300 PRINTING	.00	43.03	1,000.00	956.97	4.3
10-43-340 UTILITIES	601.97	1,237.09	19,700.00	18,462.91	6.3
10-43-360 CONTRACT LABOR	453.89	880.14	.00	( 880.14)	.0
10-43-440 POSTAGE	250.00	741.26	3,500.00	2,758.72	21.2
10-43-470 VEHICLE EXPENSE	.00	162.14	500.00	337.86	32.4
10-43-475 FUEL EXPENSE	206.33	206.33	600.00	393.67	34.4
10-43-490 COMPUTER EXPENSE	905.27	1,894.46	11,400.00	9,505.54	16.6
10-43-500 BUILDING MAINTENANCE	79.58	123.58	12,300.00	12,176.42	1.0
10-43-610 EQUIPMENT MAINTENANCE	.00	48.40	200.00	151.60	24.3
10-43-640 MEMBERSHIP	.00	.00	975.00	975.00	.0
10-43-650 AUDIT	.00	.00	14,821.00	14,821.00	.0
10-43-680 TRAVEL AND TRAINING	1,071.42	1,183.42	4,850.00	3,666.58	24.4
10-43-690 ELECTION SUPPLIES	.00	.00	8,000.00	8,000.00	.0
10-43-691 ROLL-OFF TRUCK EXP	.00	.00	50,000.00	50,000.00	.0
10-43-703 CODIFYING/DIGITIZING	.00	252.45	3,500.00	3,247.55	7.2
10-43-705 CAPITAL LEASE EXPENSE	839.66	1,287.94	5,000.00	3,712.06	25.8
10-43-840 CAPITAL OUTLAY - EQUIPMENT	.00	.00	3,700.00	3,700.00	.0
<b>TOTAL GENERAL ADMINISTRATION</b>	<b>16,701.15</b>	<b>27,414.16</b>	<b>262,301.00</b>	<b>254,886.84</b>	<b>9.7</b>

TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>MAGISTRATE</u>					
10-45-100 PERSONNEL SERVICES	3,830.40	8,291.20	43,136.00	34,844.80	19.2
10-45-105 OVERTIME	105.00	105.00	100.00	( 5.00)	105.0
10-45-120 PROSECUTION FEES	.00	1,298.00	.00	( 1,298.00)	.0
10-45-130 EMPLOYEE BENEFITS	1,283.64	2,514.64	17,881.00	15,366.36	14.1
10-45-221 COURT APPT ATTORNEYS	.00	4,820.00	.00	( 4,820.00)	.0
10-45-260 CONTRACT LABOR-PRO TEM	.00	100.00	1,500.00	1,400.00	8.7
10-45-290 OFFICE SUPPLIES	.00	9.50	450.00	440.50	2.1
10-45-360 CONTRACT LABOR-JUDGE	1,200.00	2,400.00	14,400.00	12,000.00	16.7
10-45-361 CONTRACT LABOR - SECURITY	252.00	384.00	2,800.00	2,216.00	14.8
10-45-480 COMPUTER EXPENSE	1,125.00	1,125.00	2,500.00	1,375.00	45.0
10-45-860 TRAVEL/TRAINING	.00	388.14	500.00	111.86	77.6
10-45-810 JAIL FEES	2,368.85	2,809.33	6,000.00	3,190.67	46.8
<b>TOTAL MAGISTRATE</b>	<b>10,144.89</b>	<b>24,244.81</b>	<b>89,067.00</b>	<b>64,822.19</b>	<b>27.2</b>
<u>IT</u>					
10-48-101 CONTRACT LABOR	.00	.00	41,000.00	41,000.00	.0
10-48-210 SUBSCRIPTIONS	.00	.00	8,890.00	8,890.00	.0
10-48-276 CELL PHONE	1,743.08	3,427.19	.00	( 3,427.19)	.0
10-48-804 SOFTWARE LICENSING	.00	.00	2,500.00	2,500.00	.0
10-48-840 CAPITAL OUTLAY	681.43	1,362.86	8,250.00	6,887.14	1.0
<b>TOTAL IT</b>	<b>2,424.51</b>	<b>4,790.05</b>	<b>80,640.00</b>	<b>55,849.95</b>	<b>7.9</b>

TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>POLICE</u>					
10-51-100 PERSONNEL SERVICES	25,285.09	50,700.74	313,880.00	282,879.28	16.2
10-51-102 NEW HIRE	2.10	2.10	.00	( 2.10)	.0
10-51-106 OVERTIME	1,484.21	3,580.38	10,000.00	6,439.62	35.6
10-51-110 UNIFORM EXPENSE	250.00	500.00	3,800.00	3,100.00	13.9
10-51-130 EMPLOYEE BENEFITS	7,863.35	16,103.38	234,774.00	218,670.64	6.9
10-51-136 PUBLIC SAFETY RETIREMENT	4,288.10	8,990.05	.00	( 8,990.05)	.0
10-51-221 PSRS BOARD ATTORNEY	.00	.00	100.00	100.00	.0
10-51-222 CCSO CONTRACT	.00	.00	50,000.00	50,000.00	.0
10-51-230 PROFESSIONAL SERVICES	438.61	438.61	6,021.00	5,582.39	7.3
10-51-271 TELEPHONE	509.11	898.94	5,200.00	4,301.06	17.3
10-51-290 OFFICE SUPPLIES	.00	.00	1,000.00	1,000.00	.0
10-51-295 PRINTING EXPENSE	.00	43.03	1,500.00	1,456.97	2.9
10-51-340 UTILITIES	547.53	1,125.64	.00	( 1,125.64)	.0
10-51-360 CONTRACT LABOR	448.29	852.54	.00	( 852.54)	.0
10-51-365 SHREDDING SERVICES	.00	93.59	900.00	806.41	10.4
10-51-460 MAINTENANCE AND SUPPLIES	4,320.16	7,019.68	3,500.00	( 3,519.68)	200.6
10-51-466 WEAPONS AND AMMUNITION	.00	.00	2,000.00	2,000.00	.0
10-51-470 VEHICLE EXPENSE	208.59	515.67	8,000.00	7,484.33	8.5
10-51-475 POLICE FUEL EXPENSE	1,198.16	2,051.55	12,000.00	9,948.45	17.1
10-51-480 COMPUTER EXPENSE	137.88	266.76	1,200.00	933.24	22.2
10-51-500 BUILDING MAINTENANCE	35.58	35.58	.00	( 35.58)	.0
10-51-506 POLICE VEHICLE IMPOUND FEE	310.00	822.00	4,250.00	3,628.00	14.6
10-51-510 IMPOUND ADMIN	( 450.00)	( 736.00)	.00	736.00	.0
10-51-620 EQUIP REPAIR AND MAINTENANCE	.00	225.37	8,500.00	8,274.63	2.7
10-51-640 MEMBERSHIP	.00	.00	400.00	400.00	.0
10-51-660 TRAVEL AND TRAINING	.00	.00	1,000.00	1,000.00	.0
10-51-665 COMMUNITY RELATIONS	.00	.00	750.00	750.00	.0
10-51-705 CAPITAL LEASE	210.76	402.72	2,300.00	1,897.28	17.5
10-51-840 POLICE CAPITAL OUTLAY	.00	2,459.57	8,250.00	3,790.43	39.4
10-51-845 OFFICE FURNITURE	.00	.00	100.00	100.00	.0
10-51-856 BODY WORN CAMERA PROGRAM	.00	.00	3,388.00	3,388.00	.0
10-51-857 ASSET FORFEITURE EXPENSES	.00	.00	8,500.00	8,500.00	.0
<b>TOTAL POLICE</b>	<b>47,159.31</b>	<b>96,171.88</b>	<b>686,891.00</b>	<b>592,719.14</b>	<b>14.0</b>

TOWN OF HUACHUCA CITY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<u>ANIMAL SHELTER</u>					
10-52-100 PERSONNEL SERVICES	2,934.34	6,558.21	45,760.00	39,201.79	14.3
10-52-102 NEW HIRE	50.00	140.00	.00	( 140.00)	.0
10-52-105 OVERTIME	3.02	3.72	.00	( 3.72)	.0
10-52-110 ANIMAL SHELTER UNIFORMS	.00	.00	200.00	200.00	.0
10-52-130 EMPLOYEE BENEFITS	422.77	912.23	5,480.00	4,547.77	18.7
10-52-140 PROFESSIONAL SERVICES	.00	.00	6,021.00	6,021.00	.0
10-52-290 OFFICE SUPPLIES	118.70	118.70	200.00	83.30	68.4
10-52-340 UTILITIES	353.36	708.56	.00	( 708.56)	.0
10-52-360 CONTRACT LABOR	566.43	972.68	.00	( 972.68)	.0
10-52-450 EQUIPMENT AND SUPPLIES	.00	.00	2,000.00	2,000.00	.0
10-52-460 MAINTENANCE AND SUPPLIES	3,486.03	3,597.03	3,850.00	262.97	93.4
10-52-461 ANIMAL FOOD	.00	.00	2,050.00	2,050.00	.0
10-52-462 PEST CONTROL	92.00	138.00	560.00	412.00	25.1
10-52-463 MEDICE/VACCINE	.00	309.12	3,000.00	2,690.88	10.9
10-52-465 HEALTH AND SAFETY	.00	.00	300.00	300.00	.0
10-52-470 VEHICLE EXPENSE	.00	717.69	1,000.00	282.31	71.8
10-52-471 VEHICLE LEASE	.00	.00	10,800.00	10,800.00	.0
10-52-475 FUEL EXPENSE	135.98	252.17	.00	( 252.17)	.0
10-52-480 COMPUTER EXPENSE	90.03	180.06	1,000.00	819.94	18.0
10-52-660 TRAVEL & TRAINING	.00	.00	1,500.00	1,500.00	.0
10-52-665 COMMUNITY RELATIONS	.00	.00	400.00	400.00	.0
10-52-800 MISC	.00	295.00	.00	( 295.00)	.0
<b>TOTAL ANIMAL SHELTER</b>	<b>8,249.66</b>	<b>14,901.17</b>	<b>84,091.00</b>	<b>69,189.83</b>	<b>17.7</b>

TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>FIRE</b>					
10-53-100 PERSONNEL SERVICES	24.84	102,547.65	317,800.00	215,252.35	32.3
10-53-101 VOLUNTEER FIREFIGHTERS	.00	.00	7,000.00	7,000.00	.0
10-53-105 OVERTIME	3.02	3.72	.00	( 3.72)	.0
10-53-110 UNIFORM EXPENSE	.00	.00	3,200.00	3,200.00	.0
10-53-130 EMPLOYEE BENEFITS	11.97	23.10	5,000.00	4,976.90	.5
10-53-290 OFFICE SUPPLIES	.00	.00	5,000.00	5,000.00	.0
10-53-340 UTILITIES	1,014.53	2,027.04	.00	( 2,027.04)	.0
10-53-368 JANITORIAL SERVICES	.00	.00	1,200.00	1,200.00	.0
10-53-450 EQUIPMENT/TRUCK MAINTENANCE	.00	898.88	5,000.00	4,101.12	18.0
10-53-460 MAINTENANCE AND SUPPLIES	35.58	35.58	15,000.00	14,964.42	.2
10-53-482 PEST CONTROL	.00	.00	10,000.00	10,000.00	.0
10-53-470 VEHICLE EXPENSE	48,800.37	48,800.37	54,000.00	5,399.63	90.0
10-53-475 FIRE FUEL EXPENSE	.00	.00	8,000.00	9,000.00	.0
10-53-480 COMPUTER EXPENSE	279.06	287.68	1,800.00	1,512.34	18.0
10-53-600 TRAVEL AND TRAINING	.00	.00	3,500.00	3,500.00	.0
10-53-665 COMMUNITY RELATIONS	.00	.00	1,000.00	1,000.00	.0
10-53-670 FIRE SAFETY EQUIP	.00	.00	7,000.00	7,000.00	.0
10-53-700 WILDLAND EXPENSES	.00	.00	2,500.00	2,500.00	.0
10-53-702 MEDICAL SUPPLIES	.00	.00	6,000.00	6,000.00	.0
10-53-705 CAPITAL LEASE	( 4,987.02)	.00	.00	.00	.0
<b>TOTAL FIRE</b>	<b>44,982.34</b>	<b>154,424.00</b>	<b>454,000.00</b>	<b>299,576.00</b>	<b>34.0</b>
<b>BUILDING REGULATION</b>					
10-54-290 OFFICE SUPPLIES	.00	48.03	.00	( 48.03)	.0
10-54-300 PROFESSIONAL SERVICES	.00	.00	8,021.00	8,021.00	.0
10-54-360 CONTRACT LABOR	3,950.00	8,300.00	54,000.00	46,700.00	15.4
10-54-760 BLDG REGULATION SUPPLIES	.00	.00	540.00	540.00	.0
10-54-801 ABATEMENT	.00	.00	8,600.00	8,600.00	.0
<b>TOTAL BUILDING REGULATION</b>	<b>3,950.00</b>	<b>8,348.03</b>	<b>69,161.00</b>	<b>60,812.97</b>	<b>12.1</b>
<b>PUBLIC WORKS</b>					
10-57-340 UTILITIES	2,520.47	5,608.88	.00	( 5,608.88)	.0
10-57-380 CONTRACT LABOR	408.25	812.50	.00	( 812.50)	.0
10-57-480 MAINTENANCE AND SUPPLIES	.00	74.03	250.00	175.97	29.6
<b>TOTAL PUBLIC WORKS</b>	<b>2,928.72</b>	<b>6,495.41</b>	<b>250.00</b>	<b>( 6,248.41)</b>	<b>2598.6</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>CITY POOL</b>					
10-58-100 PERSONNEL SERVICES	703.97	4,322.67	10,395.00	8,072.33	41.6
10-58-105 OVERTIME	3.02	3.72	.00 (	3.72)	.0
10-58-130 EMPLOYEE BENEFITS	114.79	670.36	1,500.00	829.64	44.7
10-58-270 PHONE	53.01	103.44	600.00	496.56	17.2
10-58-340 UTILITIES	599.18	1,102.82	7,500.00	6,397.18	14.7
10-58-460 MAINTENANCE AND SUPPLIES	100.00	536.24	5,000.00	4,463.76	10.7
10-58-660 CERTIFYING	.00	.00	300.00	300.00	.0
10-58-705 SUMMER SPLASH	.00	212.23	.00 (	212.23)	.0
<b>TOTAL CITY POOL</b>	<b>1,543.97</b>	<b>6,951.48</b>	<b>25,295.00</b>	<b>18,343.52</b>	<b>27.5</b>
<b>SUMMER SPLASH</b>					
10-59-100 PERSONNEL SERVICES	.00	3,000.00	3,000.00	.00	100.0
10-59-460 SUPPLIES	.00	.00	600.00	600.00	.0
<b>TOTAL SUMMER SPLASH</b>	<b>.00</b>	<b>3,000.00</b>	<b>3,600.00</b>	<b>600.00</b>	<b>83.3</b>
<b>PARKS &amp; RECREATION</b>					
10-60-100 PERSONNEL SERVICES	496.64	952.68	.00 (	952.68)	.0
10-60-105 OVERTIME	60.53	74.50	.00 (	74.50)	.0
10-60-130 EMPLOYEE BENEFITS	239.47	482.16	.00 (	482.16)	.0
10-60-450 EQUIPMENT AND SUPPLIES	172.77	172.77	.00 (	172.77)	.0
10-60-460 MAINTENANCE AND SUPPLIES	.00	165.68	4,000.00	3,834.32	4.1
10-60-530 COMMUNITY RELATIONS	.00	.00	250.00	250.00	.0
10-60-704 SPECIAL ACTIVITIES	114.01	560.92	10,000.00	9,439.08	5.6
<b>TOTAL PARKS &amp; RECREATION</b>	<b>1,083.42</b>	<b>2,388.71</b>	<b>14,250.00</b>	<b>11,861.29</b>	<b>16.8</b>

TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018

GENERAL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>LIBRARY AND COMMUNITY SERVICES</b>					
10-82-100 PERSONNEL SERVICES	8,366.26	13,069.12	86,500.00	73,430.88	15.1
10-82-102 NEW HIRE	.00	.00	100.00	100.00	.0
10-82-130 EMPLOYEE BENEFITS	673.25	1,379.59	10,000.00	8,620.41	13.8
10-82-250 ADVERTISING	.00	.00	250.00	250.00	.0
10-82-271 TELEPHONE	169.49	340.61	2,000.00	1,659.39	17.0
10-82-290 OFFICE SUPPLIES	10.50	217.25	2,500.00	2,282.75	8.7
10-82-340 UTILITIES	1,018.58	2,091.85	.00	( 2,091.85)	.0
10-82-360 CONTRACT LABOR	408.25	812.50	.00	( 812.50)	.0
10-82-366 INMATE/JANITORIAL SERVICES	95.28	95.28	1,265.00	1,169.72	7.4
10-82-440 POSTAGE	.00	.00	200.00	200.00	.0
10-82-460 MAINTENANCE AND SUPPLIES	3,434.63	3,434.63	1,500.00	( 1,934.63)	229.0
10-82-478 FUEL	.00	.00	360.00	360.00	.0
10-82-480 COMPUTER EXPENSE	( 3,974.05)	.00	500.00	500.00	.0
10-82-481 INTERNET	94.95	284.85	2,300.00	2,015.15	12.4
10-82-610 EQUIPMENT MAINTENANCE	.00	74.69	.00	( 74.69)	.0
10-82-620 EQUIP REPAIR AND MAINTENANCE	.00	.00	400.00	400.00	.0
10-82-640 MEMBERSHIP	.00	.00	195.00	195.00	.0
10-82-680 TRAVEL AND TRAINING	.00	.00	1,000.00	1,000.00	.0
10-82-703 SPECIAL ACTIVITIES	( 233.25)	.00	500.00	500.00	.0
10-82-705 CAPITAL LEASE	483.56	1,373.40	3,900.00	2,526.60	35.2
<b>TOTAL LIBRARY AND COMMUNITY SERVICES</b>	<b>8,524.45</b>	<b>23,173.57</b>	<b>113,490.00</b>	<b>90,316.43</b>	<b>20.4</b>
<b>CITY BUS</b>					
10-65-100 PERSONNEL SERVICES	1,976.31	3,871.80	28,534.00	24,662.40	13.6
10-65-130 EMPLOYEE BENEFITS	272.13	533.11	3,976.00	3,442.89	13.4
10-65-140 PROFESSIONAL SERVICES	438.61	438.61	6,021.00	5,582.39	7.3
10-65-280 INSURANCE	3,434.64	3,434.64	12,060.00	8,616.36	28.5
10-65-470 VEHICLE EXPENSE	.00	.00	4,965.00	4,965.00	.0
10-65-475 FUEL EXPENSE	509.12	820.34	6,732.00	5,911.66	12.2
10-65-482 BUS STOP CONSTRUCTION	.00	.00	5,000.00	5,000.00	.0
10-65-483 SIERRA VISTA BUS FARES	.00	.00	1,000.00	1,000.00	.0
<b>TOTAL CITY BUS</b>	<b>6,630.81</b>	<b>9,098.30</b>	<b>68,278.00</b>	<b>59,179.70</b>	<b>13.3</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GENERAL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>SENIOR CENTER</b>					
10-88-100 PERSONNEL SERVICES	878.81	1,827.30	9,200.00	7,372.70	19.9
10-88-105 OVERTIME	3.02	3.72	.00	( 3.72)	.0
10-88-130 EMPLOYEE BENEFITS	97.98	205.29	1,200.00	994.71	17.1
10-88-140 PROFESSIONAL SERVICES	3,873.25	3,873.25	6,021.00	2,147.75	64.3
10-88-271 TELEPHONE	54.47	108.28	650.00	543.72	18.4
10-88-290 SUPPLIES	445.13	445.13	200.00	( 245.13)	222.6
10-88-340 UTILITIES	448.08	914.51	5,000.00	4,085.49	18.3
10-88-341 INTERNET SERVICES	.00	165.78	800.00	634.24	20.7
10-88-482 PEST CONTROL	44.00	88.00	550.00	462.00	18.0
10-88-800 AUTHORIZED EXPENDITURES	.00	.00	10,000.00	10,000.00	.0
<b>TOTAL SENIOR CENTER</b>	<b>5,844.72</b>	<b>7,829.24</b>	<b>33,821.00</b>	<b>25,991.78</b>	<b>22.7</b>
<b>TOWN GRANTS</b>					
10-88-480 BUS LINE EXPENDITURES	.00	.00	75,000.00	75,000.00	.0
10-88-801 ANIMAL SHELTER GRANT EXP	.00	.00	70,000.00	70,000.00	.0
10-88-802 LIBRARY DONATIONS EXP	4,681.68	4,681.68	132,000.00	127,338.34	3.5
10-88-803 IT GRANT EXP	.00	.00	190,000.00	190,000.00	.0
10-88-804 MISC EXP	.00	.00	75,000.00	75,000.00	.0
10-88-805 BUILDING REGULATION EXP	.00	.00	25,000.00	25,000.00	.0
10-88-845 POLICE GRANT EXP	.00	.00	10,000.00	10,000.00	.0
10-88-846 AZDOHS GRANT EXPENDITURES	.00	.00	99,000.00	99,000.00	.0
10-88-847 AZGOHS GRANT EXPENDITURES	.00	.00	120,428.00	120,428.00	.0
10-88-851 CONTINGENCY FUND EXP	.00	.00	200,000.00	200,000.00	.0
<b>TOTAL TOWN GRANTS</b>	<b>4,681.68</b>	<b>4,681.68</b>	<b>998,428.00</b>	<b>991,784.34</b>	<b>.5</b>
<b>NON-DEPARTMENTAL</b>					
10-70-801 INSURANCE CLAIMS	1,450.72	1,450.72	1,202.00	( 248.72)	120.7
<b>TOTAL NON-DEPARTMENTAL</b>	<b>1,450.72</b>	<b>1,450.72</b>	<b>1,202.00</b>	<b>( 248.72)</b>	<b>120.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>172,887.38</b>	<b>408,609.87</b>	<b>3,087,948.00</b>	<b>2,861,338.03</b>	<b>13.3</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 51,818.97)</b>	<b>( 107,044.83)</b>	<b>.00</b>	<b>107,044.83</b>	<b>.0</b>



**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**POLICE - DHS GRANT - BP OT**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b><u>REVENUE</u></b>					
<b>12-30-800 DHS GRANT BP O/T</b>	<b>.00</b>	<b>.00</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>.0</b>
<b>TOTAL REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>.00</b>	<b>.00</b>	<b>135,000.00</b>	<b>135,000.00</b>	<b>.0</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**POLICE - DHS GRANT - BP OT**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b><u>EXPENDITURES</u></b>					
12-40-130 EMPLOYEE BENEFITS	127.49	91.76	135,000.00	134,908.24	.1
<b>TOTAL EXPENDITURES</b>	<b>127.49</b>	<b>91.76</b>	<b>135,000.00</b>	<b>134,908.24</b>	<b>.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>127.49</b>	<b>91.76</b>	<b>135,000.00</b>	<b>134,908.24</b>	<b>.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 127.49)</b>	<b>( 91.76)</b>	<b>.00</b>	<b>91.76</b>	<b>.0</b>

TOWN OF HUACHUCA CITY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

FIRE TRUCK FUND

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<u>REVENUE</u>						
14-30-800	GRANT REVENUE	( 4,246.68)	.00	.00	.00	.0
14-30-801	TRIBAL CASINO GRANT FUND	.00	.00	300,000.00	300,000.00	.0
14-30-802	FIRE ACT GRANT	.00	.00	450,000.00	450,000.00	.0
<b>TOTAL REVENUE</b>		<b>( 4,246.68)</b>	<b>.00</b>	<b>750,000.00</b>	<b>750,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>		<b>( 4,246.68)</b>	<b>.00</b>	<b>750,000.00</b>	<b>750,000.00</b>	<b>.0</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**FIRE TRUCK FUND**

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b><u>EXPENDITURES</u></b>						
14-40-840	<b>CAPITAL OUTLAY</b>	( 43,883.79)	.00	750,000.00	750,000.00	.0
	<b>TOTAL EXPENDITURES</b>	( 43,883.79)	.00	750,000.00	750,000.00	.0
	<b>TOTAL FUND EXPENDITURES</b>	( 43,883.79)	.00	750,000.00	750,000.00	.0
	<b>NET REVENUE OVER EXPENDITURES</b>	39,637.21	.00	.00	.00	.0

**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**TRUST FUND**

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
20-30-200 FINES AND BAILS	18,243.08	30,863.12	268,000.00	237,136.88	11.5
20-30-300 BONDS	.00	.00	250.00	250.00	.0
20-30-400 RESTITUTION	.00	.00	100.00	100.00	.0
20-30-500 JCEF	.00	.00	100.00	100.00	.0
<b>TOTAL REVENUE</b>	<b>18,243.08</b>	<b>30,863.12</b>	<b>268,450.00</b>	<b>237,586.88</b>	<b>11.5</b>
<b>TOTAL FUND REVENUE</b>	<b>18,243.08</b>	<b>30,863.12</b>	<b>268,450.00</b>	<b>237,586.88</b>	<b>11.5</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**TRUST FUND**

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>EXPENDITURES</b>						
20-40-200	FINES AND BAILS	10,868.59	30,026.68	268,204.00	238,177.32	11.2
20-40-400	RESTITUTION	.00	.00	48.00	48.00	.0
20-40-401	BOND	.00	.00	100.00	100.00	.0
20-40-500	JCEF	.00	.00	100.00	100.00	.0
<b>TOTAL EXPENDITURES</b>		<b>10,868.59</b>	<b>30,026.68</b>	<b>268,450.00</b>	<b>238,423.32</b>	<b>11.2</b>
<b>TOTAL FUND EXPENDITURES</b>		<b>10,868.59</b>	<b>30,026.68</b>	<b>268,450.00</b>	<b>238,423.32</b>	<b>11.2</b>
<b>NET REVENUE OVER EXPENDITURES</b>		<b>7,374.49</b>	<b>836.44</b>	<b>.00</b>	<b>( 836.44)</b>	<b>.0</b>

**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**ROAD USER FUND**

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>REVENUE</b>						
23-30-300	GAS TAX REVENUES - HURF	11,793.13	25,157.20	147,652.00	122,494.80	17.0
23-30-800	MISCELLANEOUS REVENUE	.00	.00	100.00	100.00	.0
<b>TOTAL REVENUE</b>		<b>11,793.13</b>	<b>25,157.20</b>	<b>147,752.00</b>	<b>122,594.80</b>	<b>17.0</b>
<b>TOTAL FUND REVENUE</b>		<b>11,793.13</b>	<b>25,157.20</b>	<b>147,752.00</b>	<b>122,594.80</b>	<b>17.0</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**ROAD USER FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b><u>ROAD USERS ADMIN</u></b>					
23-40-100 PERSONNEL SERVICES	.00	.00	45,888.00	45,888.00	.0
23-40-105 OVERTIME	.00	.00	1,000.00	1,000.00	.0
23-40-120 PROFESSIONAL SERVICES	.00	.00	6,021.00	6,021.00	.0
23-40-130 EMPLOYEE BENEFITS	.00	( 7.08)	24,558.00	24,565.08	.0
23-40-460 MAINTENANCE AND SUPPLIES	855.22	855.22	6,000.00	5,144.78	14.3
23-40-470 VEHICLE EXPENSE	.00	.00	2,500.00	2,500.00	.0
23-40-475 FUEL	.00	.00	1,080.00	1,080.00	.0
23-40-490 ROAD REPAIR	.00	.00	30,000.00	30,000.00	.0
23-40-610 EQUIPMENT REPAIR	.00	.00	5,000.00	5,000.00	.0
23-40-831 CAPITAL OUTLAY	.00	.00	25,725.00	25,725.00	.0
<b>TOTAL ROAD USERS ADMIN</b>	<b>855.22</b>	<b>848.14</b>	<b>147,752.00</b>	<b>146,903.86</b>	<b>.8</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>855.22</b>	<b>848.14</b>	<b>147,752.00</b>	<b>146,903.86</b>	<b>.8</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>10,937.91</b>	<b>24,309.08</b>	<b>.00</b>	<b>( 24,309.08)</b>	<b>.0</b>



**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GRANT OPPORTUNITY**

		<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>GRANT REVENUE</b>						
<b>29-30-800</b>	<b>GRANT REVENUE CDBG</b>	.00	3,400.00	.00	( 3,400.00)	.0
<b>29-30-801</b>	<b>MISCELLANEOUS GRANTS</b>	.00	.00	100,000.00	100,000.00	.0
<b>TOTAL GRANT REVENUE</b>		<b>.00</b>	<b>3,400.00</b>	<b>100,000.00</b>	<b>96,600.00</b>	<b>3.4</b>
<b>TOTAL FUND REVENUE</b>		<b>.00</b>	<b>3,400.00</b>	<b>100,000.00</b>	<b>96,600.00</b>	<b>3.4</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GRANT OPPORTUNITY**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>GRANT EXPENDITURES</b>					
<b>29-40-840 AUTHORIZED EXPENDITURES</b>	.00	.00	100,000.00	100,000.00	.0
<b>TOTAL GRANT EXPENDITURES</b>	.00	.00	100,000.00	100,000.00	.0
<b>TOTAL FUND EXPENDITURES</b>	.00	.00	100,000.00	100,000.00	.0
<b>NET REVENUE OVER EXPENDITURES</b>	.00	3,400.00	.00	( 3,400.00)	.0

**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**WATER FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>REVENUE</b>					
51-30-200 WATER SALES	14,813.98	29,954.67	158,910.00	128,955.33	19.1
51-30-202 RC: RECONNECT FEE	125.00	175.00	500.00	325.00	35.0
51-30-300 CONNECTION FEES	25.00	25.00	500.00	475.00	5.0
51-30-400 PENALTIES & FORFEITURES	888.49	1,798.38	12,000.00	10,201.84	15.0
51-30-900 MISCELLANEOUS	.00	.00	600.00	600.00	.0
51-30-950 WF SAVINGS TRANSFERS IN	.00	.00	47,334.00	47,334.00	.0
<b>TOTAL REVENUE</b>	<b>15,652.45</b>	<b>31,953.03</b>	<b>217,844.00</b>	<b>185,890.97</b>	<b>14.7</b>
<b>TOTAL FUND REVENUE</b>	<b>15,652.45</b>	<b>31,953.03</b>	<b>217,844.00</b>	<b>185,890.97</b>	<b>14.7</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**WATER FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>WATER EXPENDITURES</b>					
51-40-100 PERSONNEL SERVICES	6,017.97	12,197.64	70,835.00	.58,437.36	17.3
51-40-105 OVERTIME	168.48	261.66	1,000.00	748.34	25.2
51-40-110 UNIFORM EXPENSE	377.57	783.92	4,500.00	3,716.08	17.4
51-40-130 EMPLOYEE BENEFITS	2,100.59	4,032.78	24,558.00	20,525.22	16.4
51-40-280 INSURANCE	3,434.64	3,434.64	11,000.00	7,565.36	31.2
51-40-290 OFFICE SUPPLIES	10.50	10.50	.00	( 10.50)	.0
51-40-340 UTILITIES	4,100.12	8,666.40	31,000.00	22,133.60	28.6
51-40-360 CONTRACT LABOR	724.48	826.48	5,000.00	4,173.52	16.5
51-40-370 SALES TAX	.00	4,147.63	13,200.00	9,052.37	31.4
51-40-440 POSTAGE	250.00	741.29	1,000.00	258.71	74.1
51-40-460 MAINTENANCE & SUPPLIES	1,432.95	4,977.35	14,000.00	9,022.65	35.6
51-40-470 VEHICLE EXPENSE	.00	1,184.16	2,500.00	1,335.84	48.6
51-40-475 FUEL EXPENSE	( 389.41)	1,518.68	4,320.00	2,801.32	35.2
51-40-480 COMPUTER EXPENSE	8.81	17.22	610.00	592.78	2.8
51-40-510 WATER TESTS	309.50	2,901.50	7,500.00	4,598.50	38.7
51-40-610 EQUIPMENT MAINTENANCE	28.88	28.88	20,000.00	19,973.32	.1
51-40-650 AUDIT	.00	.00	6,021.00	6,021.00	.0
51-40-660 TRAVEL	.00	.00	700.00	700.00	.0
51-40-900 BAD DEBT EXPENSE	.00	.00	300.00	300.00	.0
<b>TOTAL WATER EXPENDITURES</b>	<b>18,590.68</b>	<b>45,898.53</b>	<b>217,844.00</b>	<b>171,945.47</b>	<b>21.1</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>18,590.68</b>	<b>45,898.53</b>	<b>217,844.00</b>	<b>171,945.47</b>	<b>21.1</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 2,938.23)</b>	<b>( 13,945.50)</b>	<b>.00</b>	<b>13,945.50</b>	<b>.0</b>

**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**SEWER FUND**

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
52-30-200 SEWER SERVICES	10,251.92	20,404.44	113,658.00	93,253.56	18.0
52-30-300 CONNECTION FEES	.00	.00	500.00	500.00	.0
52-30-950 WF SAVINGS TRANSFERS IN	.00	.00	45,281.00	45,281.00	.0
<b>TOTAL REVENUE</b>	<b>10,251.92</b>	<b>20,404.44</b>	<b>159,439.00</b>	<b>139,034.56</b>	<b>12.8</b>
<b>TOTAL FUND REVENUE</b>	<b>10,251.92</b>	<b>20,404.44</b>	<b>159,439.00</b>	<b>139,034.56</b>	<b>12.8</b>

TOWN OF HUACHUCA CITY  
 EXPENDITURES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

SEWER FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>SEWER EXPENDITURES</b>					
52-40-100 PERSONNEL SERVICES	4,482.24	8,157.23	70,835.00	61,477.77	13.0
52-40-105 OVERTIME	80.53	121.28	1,000.00	878.72	12.1
52-40-130 EMPLOYEE BENEFITS	1,416.14	3,018.71	41,863.00	38,644.29	7.3
52-40-340 UTILITIES	507.32	897.88	.00 (	897.88)	.0
52-40-380 CONTRACT LABOR	1,582.12	2,898.37	3,800.00	701.83	80.5
52-40-480 MAINTENANCE AND SUPPLIES	3,533.04	3,538.64	10,000.00	6,481.48	35.4
52-40-470 VEHICLE EXPENSE	.00	.00	2,500.00	2,500.00	.0
52-40-475 FUEL	.00	.00	4,320.00	4,320.00	.0
52-40-480 COMPUTER EXPENSE	.00	.00	500.00	500.00	.0
52-40-518 ADEQ FEES	.00	.00	3,000.00	3,000.00	.0
52-40-810 EQUIPMENT MAINTENANCE	18.84	18.84	5,000.00	4,981.38	.4
52-40-830 SEWER CHEMICALS	97.50	97.50	.00 (	97.50)	.0
52-40-850 PROFESSIONAL SERVICES	438.81	438.81	7,021.00	6,582.39	8.3
52-40-702 SEWAGE POND COMPLIANCE	.00	1,582.50	10,000.00	8,407.50	15.9
52-40-900 BAD DEBT EXPENSE	.00	.00	200.00	200.00	.0
<b>TOTAL SEWER EXPENDITURES</b>	<b>12,125.14</b>	<b>21,779.24</b>	<b>159,439.00</b>	<b>137,859.78</b>	<b>13.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>12,125.14</b>	<b>21,779.24</b>	<b>159,439.00</b>	<b>137,859.78</b>	<b>13.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 1,873.22)</b>	<b>( 1,374.80)</b>	<b>.00</b>	<b>1,374.80</b>	

**TOWN OF HUACHUCA CITY  
REVENUES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GARBAGE FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>REVENUE</b>					
54-30-200 SALES RECEIPTS	11,003.13	22,052.63	126,746.00	104,695.37	17.4
54-30-950 WF SAVINGS TRANSFERS IN	.00	.00	44,515.00	44,515.00	.0
<b>TOTAL REVENUE</b>	<b>11,003.13</b>	<b>22,052.63</b>	<b>171,263.00</b>	<b>149,210.37</b>	<b>12.9</b>
<b>TOTAL FUND REVENUE</b>	<b>11,003.13</b>	<b>22,052.63</b>	<b>171,263.00</b>	<b>149,210.37</b>	<b>12.9</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**GARBAGE FUND**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>GARBAGE EXPENDITURES</b>					
54-40-100 PERSONNEL SERVICES	3,227.99	6,694.79	40,166.00	33,471.21	16.7
54-40-105 OVERTIME	.00	.00	250.00	250.00	.0
54-40-130 EMPLOYEE BENEFITS	1,257.23	2,710.69	12,436.00	9,725.31	21.8
54-40-280 INSURANCE	3,434.84	3,434.84	10,000.00	6,565.16	34.4
54-40-380 CONTRACT LABOR	844.86	1,251.11	.00	( 1,251.11)	.0
54-40-460 EQUIPMENT/SUPPLIES	1,475.15	1,475.15	15,000.00	13,524.85	9.8
54-40-460 SUPPLIES	.00	95.78	1,000.00	904.22	9.8
54-40-470 VEHICLE EXPENSE	1,180.97	1,205.24	2,500.00	1,294.76	48.2
54-40-475 FUEL	480.90	895.14	1,900.00	1,004.86	47.1
54-40-810 EQUIPMENT MAINTENANCE	1,485.43	1,485.43	.00	( 1,485.43)	.0
54-40-850 AUDIT	.00	.00	6,021.00	6,021.00	.0
54-40-821 LANDFILL PAYMENT	5,638.08	10,961.68	42,000.00	31,038.32	28.1
54-40-840 GARBAGE CAPITAL OUTLAY	.00	.00	40,000.00	40,000.00	.0
<b>TOTAL GARBAGE EXPENDITURES</b>	<b>19,005.25</b>	<b>30,199.65</b>	<b>171,263.00</b>	<b>141,083.35</b>	<b>17.6</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>19,005.25</b>	<b>30,199.65</b>	<b>171,263.00</b>	<b>141,083.35</b>	<b>17.6</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>( 8,002.12)</b>	<b>( 8,147.02)</b>	<b>.00</b>	<b>8,147.02</b>	<b>.0</b>



TOWN OF HUACHUCA CITY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

LANDFILL FUND

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>REVENUE</b>					
55-30-100 INTEREST EARNINGS	.00	.00	250.00	250.00	.0
55-30-200 SALES - LANDFILL	144,704.32	212,257.12	1,274,912.00	1,062,654.88	16.7
55-30-201 LATE PENALTIES	.00	.00	1,000.00	1,000.00	.0
55-30-205 MISC.REVENUE	235.00	355.00	600.00	245.00	59.2
55-30-206 ROLL-OFF TRUCK FUND	.00	.00	50,000.00	50,000.00	.0
55-30-210 TIPPING FEES	9,146.00	22,909.98	130,000.00	107,090.04	17.6
<b>TOTAL REVENUE</b>	<b>154,085.32</b>	<b>235,522.08</b>	<b>1,456,762.00</b>	<b>1,221,239.92</b>	<b>16.2</b>
<b>SOURCE 36</b>					
55-36-400 SALE OF FIXED ASSETS	.00	.00	120,000.00	120,000.00	.0
55-36-405 RECYCLE	.00	.00	2,000.00	2,000.00	.0
<b>TOTAL SOURCE 36</b>	<b>.00</b>	<b>.00</b>	<b>122,000.00</b>	<b>122,000.00</b>	<b>.0</b>
<b>TOTAL FUND REVENUE</b>	<b>154,085.32</b>	<b>235,522.08</b>	<b>1,578,762.00</b>	<b>1,343,239.92</b>	<b>14.9</b>

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**LANDFILL FUND**

	PERIOD ACTUAL	YTD ACTUAL	BUDGET	UNEXPENDED	PCNT
<b>LANDFILL EXPENDITURES</b>					
55-40-100 PERSONNEL SERVICES	20,054.20	40,357.83	369,838.00	329,480.37	10.9
55-40-102 NEW HIRE	50.00	70.00	.00 (	70.00)	.0
55-40-105 OVERTIME	.00	48.19	8,000.00	7,951.81	.6
55-40-110 UNIFORM EXPENSE	734.72	1,167.09	7,000.00	5,842.91	18.5
55-40-130 EMPLOYEE BENEFITS	9,747.99	18,390.09	147,105.00	128,714.91	12.5
55-40-250 ADVERTISING	.00	400.00	250.00 (	150.00)	160.0
55-40-285 BANK COSTS/FEEs	.00	3,099.90	15,000.00	11,900.10	20.7
55-40-280 INSURANCE	3,434.84	3,434.84	36,000.00	32,565.36	9.5
55-40-290 OFFICE SUPPLIES	10.50	204.93	250.00	45.07	82.0
55-40-337 PROPERTY LEASE	47,600.00	95,200.00	571,193.00	475,993.00	16.7
55-40-340 UTILITIES	1,021.16	2,123.06	13,000.00	10,676.94	16.3
55-40-360 SAFETY EQUIPMENT	.00	.00	250.00	250.00	.0
55-40-360 CONTRACT LABOR	1,182.51	9,836.51	28,000.00	18,163.49	35.1
55-40-385 CONTRACT SERVICES ENTEC	57.75	418.82	25,000.00	24,581.36	1.7
55-40-460 MAINTENANCE & SUPPLIES	6,935.67	9,308.73	35,000.00	25,691.27	28.6
55-40-470 VEHICLE EXPENSE	80.00	80.00	500.00	420.00	16.0
55-40-475 FUEL EXPENSE	224.36	436.28	77,855.00	77,418.72	.8
55-40-476 FUEL DEISEL	7,543.91	13,994.51	.00 (	13,994.51)	.0
55-40-480 COMPUTER EXPENSE	828.53	694.56	2,000.00	1,305.44	34.7
55-40-500 BUILDING MAINTENANCE	.00	45.00	250.00	205.00	18.0
55-40-510 LAB FEES	.00	2,316.00	5,000.00	2,684.00	46.3
55-40-515 ENGINEERING SERVICES	.00	900.00	5,000.00	4,100.00	17.5
55-40-516 ADEQ FEES	.00	.00	15,000.00	15,000.00	.0
55-40-610 EQUIPMENT MAINTENANCE	4,902.87	56,510.97	60,000.00	3,489.03	94.2
55-40-650 PROFESSIONAL SERVICES	438.81	438.81	6,021.00	5,582.39	7.3
55-40-660 TRAVEL - TRAVEL/TRAINING	.00	.00	250.00	250.00	.0
55-40-705 CAPITAL LEASE	.00	.00	95,000.00	95,000.00	.0
55-40-840 LANDFILL CAPITAL OUTLAY	9,431.50	18,863.00	3,000.00 (	15,863.00)	628.8
55-40-841 ROLL-OFF TRUCK G.F. REIMBURSE	.00	.00	50,000.00	50,000.00	.0
55-40-855 METHANE MONITORING	.00	732.12	3,000.00	2,267.88	24.4
<b>TOTAL LANDFILL EXPENDITURES</b>	<b>114,079.14</b>	<b>279,060.44</b>	<b>1,578,762.00</b>	<b>1,299,701.56</b>	<b>17.7</b>
<b>TOTAL FUND EXPENDITURES</b>	<b>114,079.14</b>	<b>279,060.44</b>	<b>1,578,762.00</b>	<b>1,299,701.56</b>	<b>17.7</b>
<b>NET REVENUE OVER EXPENDITURES</b>	<b>40,006.16 (</b>	<b>43,538.36)</b>	<b>.00</b>	<b>43,538.36</b>	<b>.0</b>

TOWN OF HUACHUCA CITY  
 REVENUES WITH COMPARISON TO BUDGET  
 FOR THE 2 MONTHS ENDING AUGUST 31, 2018

CAMP NACO

<u>REVENUE</u>	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
73-30-850 GRANT REVENUES	.00	.00	10,000.00	10,000.00	.0
TOTAL REVENUE	.00	.00	10,000.00	10,000.00	.0
TOTAL FUND REVENUE	.00	.00	10,000.00	10,000.00	.0

**TOWN OF HUACHUCA CITY  
EXPENDITURES WITH COMPARISON TO BUDGET  
FOR THE 2 MONTHS ENDING AUGUST 31, 2018**

**CAMP NACO**

	<u>PERIOD ACTUAL</u>	<u>YTD ACTUAL</u>	<u>BUDGET</u>	<u>UNEXPENDED</u>	<u>PCNT</u>
<b>EXPENDITURES</b>					
<b>73-40-850 AUTHORIZED EXPENDITURES</b>	110.20	220.40	10,000.00	9,779.60	2.2
<b>TOTAL EXPENDITURES</b>	110.20	220.40	10,000.00	9,779.60	2.2
<b>TOTAL FUND EXPENDITURES</b>	110.20	220.40	10,000.00	9,779.60	2.2
<b>NET REVENUE OVER EXPENDITURES</b>	( 110.20)	( 220.40)	.00	220.40	.0



was used when the transaction was sent for authorization and we are unable to match them. In those cases, you may be charged an overdraft fee if the transaction is paid into overdraft.

In addition, in the "Available balance, posting order, and overdrafts" section of the Deposit Account Agreement under the heading "IMPORTANT INFORMATION ABOUT FEES," we added the following:

We track transactions that reduced your available balance while pending and caused overdraft fees on other transactions. If these transactions are presented for payment within 10 business days after they first appeared as pending, we will waive any overdraft fees on those transactions. In rare circumstances, the merchant presents transactions for payment with a different identification code than was used when the transaction was sent for authorization and we are unable to match them.

**Activity summary**

Beginning balance on 8/1	\$33,191.66
Deposits/Credits	7.05
Withdrawals/Debits	- 0.00
<b>Ending balance on 8/31</b>	<b>\$33,198.71</b>
 Average ledger balance this period	 \$33,193.33

Account number [REDACTED]  
**TOWN OF HUACHUCA CITY**  
 Arizona account terms and conditions apply  
 For Direct Deposit use  
 Routing Number (RTN) [REDACTED]  
 For Wire Transfers use  
 Routing Number (RTN) [REDACTED]

**Interest summary**

Interest paid this statement	\$7.05
Average collected balance	\$33,193.33
Annual percentage yield earned	0.25%
Interest earned this statement period	\$7.05
Interest paid this year	\$37.59

**Transaction history**

Date	Check Number	Description	Deposits/ Credits	Withdrawals/ Debits	Ending daily balance
8/13		Interest Payment			
8/31		Interest Payment	2.73		33,194.39
<b>Ending balance on 8/31</b>			<b>4.32</b>		<b>33,198.71</b>
<b>Totals</b>			<b>\$7.05</b>	<b>\$0.00</b>	

The Ending Daily Balance does not reflect any pending withdrawals or holds on deposited funds that may have been outstanding on your account when your transactions posted. If you had insufficient available funds when a transaction posted, fees may have been assessed.

**Monthly service fee summary**

For a complete list of fees and detailed account information, see the Wells Fargo Account Fee and Information Schedule and Account Agreement applicable to your account (EasyPay Card Terms and Conditions for prepaid cards) or talk to a banker. Go to [wellsfargo.com/feefaq](http://wellsfargo.com/feefaq) for a link to these documents, and answers to common monthly service fee questions.

Fee period 08/01/2018 - 08/31/2018

Standard monthly service fee \$10.00

You paid \$0.00

We waived the fee this fee period to allow you to meet the requirements to avoid the monthly service fee.

**How to avoid the monthly service fee**

Have any ONE of the following account requirements

- Average ledger balance

Minimum required

This fee period

\$500.00

\$33,193.00

008172





# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## **RESOLUTION NO. 2018-29**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO ENTER INTO AN INTERGOVERNMENTAL AGREEMENT WITH COCHISE COUNTY FOR OPERATION OF THE TOWN'S ANIMAL SHELTER.

**WHEREAS**, the Town of Huachuca City ("Town") and the County of Cochise ("County") have been cooperating in the financing, construction and operation of an Animal Shelter ("Shelter") owned by the Town, pursuant to the terms of an agreement between them dated July 1, 2003; and

**WHEREAS**, Town staff provides for the operation and maintenance of the Shelter and enforces the animal control laws in the Town; and

**WHEREAS**, it is in the best interests of both parties to continue to operate the Shelter and to conduct these activities jointly to maximize the public benefits that can result from the cooperative use of the resources that are available to each; and

**WHEREAS**, the parties have developed a new Intergovernmental Agreement, which is attached hereto as Exhibit "A" and incorporated herein by this reference; and

**WHEREAS**, A.R.S. section 11-952 grants the parties the authority to enter into intergovernmental agreements; and

**WHEREAS**, the Mayor and Council have determined that approval of the Intergovernmental Agreement is in the best interest of the Town and its residents.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

**Section 1.** The Town is hereby authorized to enter into the Intergovernmental Agreement between Cochise County and the Town of Huachuca City for operation of the Town's Animal Shelter, attached hereto as Exhibit "A" and incorporated herein by this reference.

**Section 2.** The Mayor of the Town of Huachuca City is hereby authorized and directed to execute said Intergovernmental Agreement on behalf of the Town of Huachuca City.

**Section 3.** The Town staff is hereby authorized to take all steps necessary and proper to implement said Intergovernmental Agreement and give it effect.

**Section 4.** All orders or resolutions in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect immediately upon its adoption.

**PASSED AND ADOPTED** by the Mayor and Council of the Town of Huachuca City, Arizona, this 27<sup>th</sup> day of September, 2018.

ATTEST:

\_\_\_\_\_  
Kenneth Taylor, Mayor

Approved as to Form:

\_\_\_\_\_  
Jennifer Fuller, Town Clerk

\_\_\_\_\_  
Thomas Benavidez, Town Attorney

*[Intergovernmental Agreement must be attached.]*

**FIRST AMENDED**  
**INTERGOVERNMENTAL AGREEMENT BETWEEN THE TOWN OF**  
**HUACHUCA CITY AND COCHISE COUNTY FOR THE OPERATION OF AN**  
**ANIMAL SHELTER**

RECITALS

**WHEREAS**, the Town of Huachuca City ("Town") and the County of Cochise ("County") have been cooperating in the financing, construction and operation of an Animal Shelter ("Shelter") owned by the Town, pursuant to the terms of an agreement between them dated July 1, 2003; and

**WHEREAS**, Town staff provides for the operation and maintenance of this facility and enforces the animal control laws in the Town; and

**WHEREAS**, the parties hereby agree to continue cooperating in the financing, operation and maintenance of the Shelter, subject to the terms and conditions provided in this First Amended Agreement ("Agreement"), as authorized by A.R.S. §§ 11-1013; 9-240(B)(16) and A.R.S. § 11-952; and

**WHEREAS**, it is in the best interests of both parties to continue to operate the Shelter and to conduct these activities jointly to maximize the public benefits that can result from the cooperative use of the resources that are available to each.

**NOW THEREFORE**, it is mutually agreed that the Town and the County shall continue to operate and maintain the Shelter upon the following terms and conditions:

1. The Town agrees to continue to assume responsibility for operating the Shelter and providing all the staff required in order to operate the Huachuca City Animal Shelter in accordance with Cochise County Animal Control Ordinance 039-10, Section 10.2 and Section 14.10. This responsibility includes, but is not limited to, providing food, water, sanitation services, daily outdoor exercise, and other requirements for the animals sheltered there; for providing all necessary utility services; and for providing all the administrative services required for this Shelter. The Town also agrees to use proper pest control to prevent the spread of pests to the animals in the Shelter.

a. **Staffing:** The Town agrees that the Shelter will be staffed at least 7 hours each day of the week, excluding legal holidays.

b. **Refusal for Lack of Capacity:** The Town may refuse any County animals when the Town determines that it does not have adequate capacity at the Shelter to house the animals humanely. The Town shall notify County ACO's in advance when the Shelter is at or near capacity.



2. The Town agrees to accept the dogs and cats that are delivered to the Shelter by County staff and County residents, in the same manner as such animals from the Town are accepted, subject to the availability of adequate space for County animals. The County agrees that if its representatives are unwilling to allow the Town time to find placement for County animals, that the County's agents will dispose of those animals at the County's expense. The County agrees that if its representatives are unwilling to allow the Town time to find placement for County animals, that the County's agents will dispose of those animals at the County's expense. County staff using the Shelter shall follow all policies, procedures and guidelines established by the Town for the operation of the Shelter, including specifically completing paperwork and following established procedures for incoming animals.

3. The Town shall be entitled to compensation from the County for the animal care services that it provides pursuant to this Agreement. For fiscal year 2018, the amount of compensation will be paid by the County in the amount of \$45,000, per year, paid in 4 quarterly installments. The County agrees to an annual 3% increase for these services beginning with the 2019 fiscal year.

4. The Town shall be responsible for maintaining the facility in good and safe condition.

5. This Agreement shall be in effect upon its approval by the respective governing bodies. This Agreement shall be automatically renewed for three (3) successive fiscal years, unless either party provides written notice of its intent to terminate the Agreement, which must be provided not less than ninety days prior to the start of the next fiscal year.

6. This Agreement may be cancelled for conflict of interest as provided in A.R.S. § 38-511, pursuant to the terms of that statute.

7. Each party may at any time request an amendment to this Agreement. This Agreement is subject to amendment upon the mutual consent of the respective governing bodies, by the approval of a formal written amendment to this Agreement. On at least an annual basis, the parties shall meet, through their respective representatives, to discuss the operations of this Shelter and the needs of each party for any changes to this Agreement or the applicable procedures, as may be necessary to best accomplish the purposes of this Agreement.

8. The County shall defend, hold harmless, and indemnify the Town, its officers, agents and employees, from all claims, demands, suits, damages or loss ("claims") that result from the negligence or intentional acts of the County, its agents, officers and employees, in the performance of this Agreement, but only to the extent that such claims arise from such negligence or intentional acts. The Town shall defend, hold harmless and indemnify the County, its officers, agents and employees, from all claims, demands, suits, damages or loss ("claims") that result from the negligence or intentional acts of the Town, its agents, officers,

and employees, in the performance of this Agreement, but only to the extent that such claims arise from such negligence or intentional acts. The extent of the foregoing liabilities shall be limited to and determined by the respective fault of the parties, their agents, officers and employees, in comparison with others (including, but not limited to, the other party) who may have contributed to or in part caused any such claim to arise. This duty to defend, indemnify and hold harmless is not negated or otherwise limited by the characterization of the underlying duty as a "non-delegable duty" for which either party may be vicariously liable, as a matter of law.

9. Neither party shall discriminate against any employee or client of either party or any other individual in any way because of that person's age, race, creed, color, religion, sex, genetic information, disability, familial status, political affiliation or national origin in the course of carrying out the duties pursuant to this Agreement. Both parties shall comply with applicable provisions of Executive Order 75-5, as amended by Executive Order 2009-09 of the Governor of Arizona, which are incorporated into this Agreement by reference as if set forth in full herein, and of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and all applicable federal regulations under the Act, including 28 CFR Parts 35 and 36, as well as the Genetic Information Nondiscrimination Act of 2008.

10. The parties are required to comply with A.R.S. § 41-4401, and hereby warrants that they will, at all times during the term of this Agreement, comply with all federal immigration laws applicable to the employment of their respective employees, the requirements of A.R.S. § 41-4401, and with the e-verification requirements of A.R.S. § 23-214(A) (together the "state and federal immigration laws"). The parties further agree to ensure that any subcontractor that performs any work under this Agreement likewise complies with the state and federal immigration laws.

11. Each party shall comply with the notice provisions of A.R.S. § 23-1022(E). For purposes of A.R.S. § 23-1022, each party shall be considered the primary employer of all personnel currently or hereafter employed by that party, irrespective of the incident command protocol in place, and said party shall have the sole responsibility for the payment of workers' compensation benefits or other fringe benefits of said employees.

**IN WITNESS WHEREOF**, the parties have authorized the designated officials indicated below to execute this Agreement indicating their respective approval.

**COCHISE COUNTY SHERIFF**

\_\_\_\_\_  
**Mark Dannels**  
Sheriff

**COCHISE COUNTY:**

\_\_\_\_\_  
**Peggy Judd**  
Chair, Cochise County Board of Supervisors

**ATTEST:**

\_\_\_\_\_  
**Arlethe G. Rios**  
Clerk, Board of Supervisors

**TOWN OF HUACHUCA CITY:**

\_\_\_\_\_  
**Ken Taylor**  
Mayor, Huachuca City

**ATTEST:**

\_\_\_\_\_  
**Jennifer Fuller**  
Clerk, Huachuca City

Pursuant to A.R.S. § 11-952(D), the undersigned attorneys have reviewed the foregoing Agreement, and confirm the Agreement is in proper form, and is within the powers and authority granted to each party under Arizona law.

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Britt Hanson**  
Chief Civil Deputy, County Attorney  
Cochise County

**APPROVED AS TO FORM:**

\_\_\_\_\_  
**Thomas Benavidez**  
Town Attorney, Huachuca City

**ANIMAL CONTROL ORDINANCE 039-10**

**Sections**

**2010-09196**

Page 1 of 17

Requested By: BOARD OF SUPERVISORS

Christine Rhodes - Recorder

Cochise County, AZ

04-27-2010 02:12 PM Recording Fee \$0.00

**SECTION 1: SHORT TITLE**

**SECTION 2: PURPOSE**

**SECTION 3: APPLICATION**

**SECTION 4: DEFINITIONS**

**SECTION 5: ENFORCEMENT AUTHORITY**

**SECTION 6: DOGS AT LARGE PROHIBITED; EXCEPTIONS; PENALTIES**

**SECTION 7: COMPLAINTS OF CATS AT LARGE; PENALTIES; COLONY CARE GIVER PROGRAM**

**SECTION 8: BARKING OR HOWLING DOGS; PENALTIES**

**SECTION 9: HARBORING OF VICIOUS OR DESTRUCTIVE ANIMALS; PENALTIES; PROCEDURE; DEFENSES**

**SECTION 10: CRUELTY TO AND NEGLECT OF ANIMALS**

**SECTION 11: AUTHORITY TO IMPOUND "AT LARGE" ANIMAL**

**SECTION 12: AUTHORITY TO REMOVE AN ANIMAL FROM A HOME'S CURTILAGE AND IMPOUND ANIMAL**

**SECTION 13: AUTHORITY TO REMOVE AN ANIMAL FROM A DWELLING AND IMPOUND; PROCEDURE FOR EX PARTE ORDER TO SEIZE AND IMPOUND**

**SECTION 14: RABIES MANAGEMENT; VACCINATION REQUIRED; EXCEPTIONS**

**SECTION 15: IDENTIFICATION REQUIRED**

**SECTION 16: ANIMAL CONTROL ENFORCEMENT AUTHORITY AND ALLOCATION OF PROCEEDS FROM FINES**

**SECTION 17: POLICY EXEMPTION: WILDLIFE SPECIALIST**

**SECTION 18: OTHER REMEDIES**

**SECTION 19: REPEAL**

**SECTION 10: CRUELTY TO AND NEGLECT OF ANIMALS**

- 10.1 Criminal violations for cruelty and neglect of animals is governed by A.R.S. § 13-2910.
- 10.2 For purposes of enforcing this statute, the following guidelines shall apply in providing necessary food, water or shelter:
- a. That the animal receives daily food that is free from contamination and is of sufficient quantity and nutritive value to maintain the animal in good health; and
  - b. That potable water is accessible to the animal at all times, either free-flowing or in a clean receptacle; and
  - c. That, except for livestock, all animals have convenient access to natural or artificial shelter throughout the year. Any such artificial shelter shall be structurally sound and maintained in good repair to protect the animal from injury and from the elements, and of sufficient size to permit the animal to enter, stand, turn around and lie down in a natural manner. Any shelter which does not protect the animal from temperature extremes or precipitation, or which does not provide adequate ventilation or drainage, is in violation of this ordinance. Any shelter, all bedding and any spaces accessible to the animal shall be maintained in a manner which minimizes the risk of the animal contracting disease, being injured, or becoming infested with parasites; and
  - d. That the animal receives care and medical treatment for debilitating injuries, parasites and diseases, sufficient to maintain the animal in good health and minimize suffering; and
  - e. That the animal is given adequate exercise space either:
    - i. Within an enclosure that shall be constructed of material, and in a manner to minimize the risk of injury to the animal, and shall encompass sufficient usable space to keep the animal in good condition; or
    - ii. On a tie out, consisting of a chain, leash, wire cable or similar restraint attached to a swivel or pulley. A tie out shall be so located as to keep the animal exclusively on the secured premises. Tie outs shall be so located that they cannot become entangled with other objects. Collars used to attach an animal to a tie out shall not be of a choke type. No tie out shall employ a restraint which is less than ten (10) feet in length; and
  - f. That the animal has access to adequate ventilation and is protected from temperature extremes at all times. It is unlawful for any person to keep any animal in a vehicle or other enclosed space in which the temperature is either so high or so low, or the ventilation is so inadequate, as to endanger the animal's life or health. An Animal Control Officer is authorized to use whatever force is reasonable and necessary to remove any animal from vehicle or other enclosed

space whenever it appears that the animal's life or health is endangered by extreme temperatures or lack of ventilation within the vehicle or other enclosed space. No Animal Control Officer shall be liable for damages to property caused by the use of reasonable force to remove an animal from such a vehicle or other enclosed space under such circumstances.

- 10.3 An Animal Control Officer who believes that any animal within the county limits has been or is being subject to cruelty or neglect as defined in A.R.S. § 13-2910, or that an animal is not being cared for as prescribed in Subsection 10.2, may impound the animal as provided in Sections 11, 12 or 13 of this ordinance.
- 10.4 Upon a finding that an animal has been the victim of cruelty or neglect, the Justice of the Peace may order one or both of the following:
- a. That the animal be forfeited to the Cochise County Animal Control Division.
  - b. That the owner not be permitted to own or control an animal within the unincorporated areas of Cochise County for a period not to exceed three years.

#### SECTION 11: AUTHORITY TO CAPTURE AND IMPOUND "AT LARGE" ANIMAL

- 11.1 An Animal Control Officer is authorized to capture and impound any animal found to be "at large" in accordance with Sections 6 and 7.
- 11.2 Captured "at large" animals will be checked for tags and scanned for microchip identification. In every case where a captured animal can be identified and the owner's whereabouts are known, an attempt will be made to contact the owner at the time of capture.
- 11.3 Captured "at large" animals who exhibit any of the following symptoms may immediately be humanely euthanized:
- o Having any untended sickness or injury causing protracted suffering;
  - o Having obvious infection, where the infection is so well-seated that the animal's survival is doubtful;
  - o Having obvious and highly communicable disease;
  - o Being newborn, not weaned from its mother's milk, and being unable to consume dry food.
- 11.4 Unless an "at large" animal exhibits any of the symptoms set forth in Subsection 11.3 or is otherwise suffering or risks spreading disease, it must be maintained for a minimum period as required by State law, which as of the enactment of this Ordinance is a minimum of seventy-two (72) hours, except that if the animal is wearing identification as required in Section 15, in which case it must be maintained for a minimum of one

Enforcement Agent or Public Health Official. At the very least, however, owner should comply with Section 14.7.

- 14.9 Management of other animals that have potentially been exposed to rabies: Animals other than dogs, cats, or livestock that have been bitten by or otherwise potentially exposed to a rabid or suspect rabid animal should be euthanized immediately or evaluated on a case-by-case basis by the County Enforcement Agent or Public Health Official. If a suspect rabid animal is available for testing, an animal that was bitten by or otherwise potentially exposed to the suspect rabid animal will be isolated pending the rabies testing result on the suspect animal. If the testing results are negative, the bitten or otherwise potentially exposed animal shall be released with the approval of the County Enforcement Agent or Public Health Official.
- 14.10 Management of Animals that Bite a Person: Anyone knowing of an animal bite to a human shall immediately report the bite to the County Enforcement Agent or Public Health Official.
- A) A dog or cat that is currently vaccinated against rabies and that bites or reportedly bites a human will be, if the animal shows clear clinical signs of rabies or the animal's owner consents to its destruction, humanely euthanized and tested for rabies. Otherwise, the animal will be, at the owner's expense with payment upfront, checked for signs of illness compatible with rabies. If no signs are detected, the animal will be quarantined at the home of the owner or wherever the dog or cat is harbored and observed for ten (10) days from the date of the bite. Home quarantine will require an escape-proof enclosure from which the dog or cat may only be removed on a leash and under supervision of a responsible adult. Rabies vaccine should not be administered to the animal until the quarantine period is complete. At the end of ten (10) days, the dog or cat shall be reexamined by a veterinarian or the County Enforcement Agent. If at the end of the quarantine period, the dog or cat shows no signs of illness compatible with rabies, it may be released from quarantine. If at any time during quarantine or upon examination, the dog or cat shows signs of illness compatible with rabies, the animal shall be humanely euthanized and tested for rabies.
- B) Dogs or cats that are not currently vaccinated against rabies, and bite or reportedly bite a human, will be considered rabies suspect and will be seized by the County Enforcement Agent or Public Health Official. If the animal shows clear clinical signs of rabies or the animal's owner consents to its destruction, it shall be humanely euthanized and tested for rabies. Otherwise, the animal will be, at the owner's expense with payment upfront, impounded and quarantined for a period of not less than ten (10) days from the date of the bite. Rabies vaccine should not be administered to the animal until the quarantine period is complete. At the end of ten (10) days, the dog or cat shall be reexamined by a licensed veterinarian or the County Enforcement Agent. If at the end of the quarantine period, the dog or cat shows no signs of illness compatible with rabies, and the requirements of ARS § 11-1014.B are met, it may be vaccinated at the owner's expense and then released from quarantine. If at any time during quarantine or upon examination,

the dog or cat shows signs of illness compatible with rabies, the animal shall be humanely euthanized and tested for rabies.

- C) Domestic companion animals other than dogs or cats, with the exception of pet rodents or rabbits, that bite or reportedly bite a human will, at the expense of the owner, be confined and quarantined in a pound or veterinary hospital for not less than fourteen (14) days.
  - D) Other animals shall be either seized immediately, humanely euthanized for rabies testing, or treated according to the circumstances of exposure, the species, and the presence of rabies in the area.
- 14.11 Dogs or cats found at large that bite a person or may have been exposed to a potentially rabid animal will be checked for identification and clear clinical signs of rabies. In the event the animal exhibits clear clinical signs of rabies, the animal will be immediately humanely euthanized. For a dog or cat without identification as required in Section 15, in the event the owner remains unknown or unreachable for seventy-two (72) hours after time of capture, the animal shall be automatically deemed to be forfeited.
- 14.12 Wolves and wolf-hybrids: Because the rabies vaccination is considered ineffective in these animals, any dog that falls into this category shall be treated as if unvaccinated.
- 14.13 Exotic animals will be managed on a case-by-case basis, depending on the animal and what is known or presumed about that animal.
- 14.14 Rabies quarantine area: If the County Board of Supervisors has declared a rabies quarantine area, an emergency program for the control of rabies within that area shall be in effect. For the duration of that program, the County Enforcement Officer or Public Health Officer shall consider any at large mammal besides a human who is found within that area, a suspect rabid animal, and treat the animal accordingly, whether the animal was vaccinated or not.

#### **SECTION 15: IDENTIFICATION REQUIRED**

- 15.1 Licenses for dogs and other animals are not required. However, every dog must have some form of durable identification. For these purposes, durable identification includes a microchip identification, a durable metal or plastic rabies tag issued pursuant to Section 14 or a durable metal or plastic tag inscribed with the name and contact information of the owner; provided, however, that the durable identification requirement does not apply when a dog is on its owner's property or participating in a kennel club performance event, conformation show or a hunt under the control of the owner or another person.
- 15.2 The identification requirement also applies to wolves and wolf-hybrids.

#### **SECTION 16: ANIMAL CONTROL ENFORCEMENT AUTHORITY AND ALLOCATION OF PROCEEDS FROM FINES**





# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## RESOLUTION NO. 2018-27

**A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, DECLARING AS A PUBLIC RECORD OF THE TOWN A CERTAIN DOCUMENT KNOWN AS “2018 AMENDMENTS TO TITLE 6 ANIMALS.”**

**WHEREAS**, the Town of Huachuca City is required to preserve the official records of the Town, according to standards for the storage of permanent public records established by the director of the Arizona state library, archives and public records, pursuant to A.R.S. 39-101 and 39-121.01; and

**WHEREAS**, attached hereto and incorporated herein by this reference is a certain document known as the “2018 Amendments to Title 6 Animals;” and

**WHEREAS**, the Mayor and Council wish to declare this document a public record of the Town.

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Huachuca City, “2018 Amendments to Title 6 Animals,” three copies of which are on file in the office of the Town Clerk, is hereby declared to be a public record, and said copies are ordered to remain on file with the Town Clerk.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, THIS 27<sup>TH</sup> DAY OF SEPTEMBER, 2018.**

\_\_\_\_\_  
Kenneth Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Fuller, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Thomas Benavidez, Town Attorney

[“2018 Amendments to Title 6 Animals,” *must be attached.*]

**[2018 Amendments to Title 6 ANIMALS]**

**[Amendments are reflected in ~~strikeout~~ and underlined text]**

## **Title 6 ANIMALS**

### **Chapters:**

- 6.05 Dogs and Cats**
- 6.10 Impounding Generally**
- 6.15 Rules and Regulations**
- 6.20 Fees and Enforcement**
- 6.25 Cleaning Up After Pets**
- 6.30 Animal Capture**
- 6.35 Exotics, Hybrids, and Wildlife**

## **Chapter 6.05 DOGS AND CATS**

### **Sections:**

- [6.05.010 Definitions.](#)
- [6.05.020 Licenses and tags generally.](#)
- [6.05.030 Vaccination required.](#)
- [6.05.040 Dogs at large prohibited.](#)
- [6.05.050 Confinement of animals in a motor vehicle.](#)
- [6.05.060 Cruelty to animals.](#)
- [6.05.070 Dogs and cats in city parks prohibited.](#)

### **6.05.010 Definitions.**

In this chapter unless the context otherwise requires:

"At large" means off the premises of the owner, not under the control of the owner, or other persons acting for the owner.

"Cat" means a member of the feline family.

"Chemical immobilization" means any humane use of a tranquilizer to immobilize any animal for capture, relocation or treatment.

"Collar" means a band, chain, harness or suitable device worn around the neck and/or shoulders of a dog or cat to which a license tag must be affixed.

"Dog" means a member of the Canis familiaris family.

"Owner" means any person owning, keeping, possessing, harboring or maintaining a dog or cat.

"Pound, animal shelter, or animal control center" means any establishment authorized by the town for the confinement, maintenance, safekeeping and control of animals that come into the custody of the town.

"Vaccination" means an anti-rabies vaccination using a type of vaccine approved by the state veterinarian.

"Vicious animal" means any animal of the order Carnivora that has a propensity to attack, to cause injury to or to otherwise endanger the safety of human beings or domestic animals without provocation, or that has been so declared after a hearing before a justice of the peace or a city magistrate.

"Wild animal" means any animals which are nondomesticated or the offspring of any nondomesticated animal crossbred to a domestic animal. These are considered to be wild animals and will be managed as wild animals in the event of a bite.

"Wildlife management" means the Department of Game and Fish or an agent will act to humanely capture, relocate, monitor or destroy wildlife for the interest of public and animal safety. (Ord. 07-02, 2007; Ord. 01-011 § 1, 2001; prior code § 7-1-1)

**6.05.020 Licenses and tags generally.**

A. All dogs and cats kept, harbored or maintained in the town must be licensed and registered if over four months of age. Dog and cat licenses shall be issued by the police department upon payment of license fees as prescribed in Section [6.20.010](#). All licenses shall expire on December 31st of each year. The owner shall state, at the time application is made for such license, his/her name and address, telephone number, the name, breed, color, sex and, if applicable, proof of spay or neuter, for each dog and cat owned or kept by him/her. Penalties for violations of this subsection shall be as provided in subsection [6.20.040 \(A\)](#).

B. If the license is not obtained by the owner prior to April 1st of any year, or within 60 days of the date of the first possession of any dog or cat, or upon its becoming four months old, or within 60 days from the arrival of the dog or cat in the town, the license payment shall be deemed delinquent and a penalty as provided in the fee schedule set forth in Section [6.20.010](#) shall be paid.

C. A guide dog belonging to a blind person or to any bona fide nonprofit organization which is in the business of breeding, raising or training dogs that are used for guiding the blind shall not be required to be licensed. Also, any handicapped person who owns a dog which is specifically trained and used to guide or assist that person shall not be required to pay a dog license fee.

D. Each dog or cat licensed under the terms of this chapter shall receive, at the time of licensing, a tag on which shall be inscribed the name of the town, the number of the license and the year in which it expires. The tag shall be attached to a collar, harness or other device, which shall be worn by the dog or cat at all times except as otherwise provided in this chapter. Penalties for violations of this subsection shall be as provided in subsection [6.20.040 \(A\)](#).

E. Any person who knowingly fails within 15 days after written notification from the police department to obtain a license for a dog or cat required to be licensed, or counterfeits an official tag, or removes such tag from any dog or cat for the purpose of intentional and malicious mischief or places a tag upon a dog or cat unless the tag was issued for that particular dog or cat is guilty of a misdemeanor, as provided in subsection [6.20.040 \(B\)](#).

F. Whenever the ownership of a dog or cat has been changed, the new owner shall secure a transfer of license to such owner. A transfer fee shall be paid as prescribed in Section [6.20.010](#).

G. Dogs, while being used for hunting or dogs or cats while being exhibited at shows or dogs while engaged in races approved by the Arizona Racing Commission and such dogs or cats while being transported to and from such events need not have the license tag affixed to the animal; provided, that the animals are properly vaccinated and licensed.

H. The police department can apprehend and impound any dog or cat found without a current valid license tag. (Ord. 01-011 § 2, 2001; prior code § 7-1-2)

**6.05.030 Vaccination required.**

A. Before a license is issued for any dog or cat, the owner must present a vaccination certificate signed by a veterinarian stating the owner's name and address and giving the dog's or cat's description, date of the vaccination and type, manufacturer and serial number of the vaccine and date revaccination is due. A duplicate of each rabies vaccination certificate issued shall be transmitted to the town on or before the tenth day of the month following the month during which the dog or cat was vaccinated. No dog or cat shall be licensed unless it is vaccinated in accordance with the provisions of this chapter and the regulations promulgated hereunder.

B. A dog or cat vaccinated in any other place prior to entry into the town may be licensed in the town; provided, that at the time of licensing, the owner of such dog or cat presents a vaccination certificate, signed by a veterinarian licensed to practice in that place or a veterinarian employed by a governmental agency in that place, stating the owner's name and address and giving the dog's or cat's description, date of vaccination and type, manufacturer and serial number of the vaccine used. The vaccination must be in conformity with the provisions of this chapter and the regulations promulgated hereunder.

C. The police department shall make provisions for low-cost vaccination clinics as deemed necessary. The vaccination shall be performed by a veterinarian.

D. If a dog or cat is impounded and found to be unvaccinated, the police department is hereby authorized to cause such dog or cat to be vaccinated at a cost to be borne by the owner. The vaccination shall be performed by a veterinarian, who shall issue a certificate of vaccination.

E. All vaccination requirements will conform automatically with the changes contained in the Compendium of Animal Rabies Control Vaccine prepared by the National Association of Public Health Veterinarians, Inc. (Prior code § 7-1-3)

**6.05.040 Dogs at large prohibited.**

A. It is unlawful for the owner of a dog to allow such animal to be at large in the town limits. Cats are considered to be a free roaming animal unless they become a nuisance and then may be captured.

Penalties for violations of this subsection shall be as provided in subsection 6.20.040 (A).

B. A dog shall not be deemed at large:

1. If said dog is restrained by a leash, chain, rope or cord of not more than 10 feet in length and of sufficient strength to control the action of said dog.
2. While said dog is actively engaged in obedience training, accompanied by and under the control of his/her owner or trainer; provided, that the person training said dog has, in his/her possession, a leash, chain, rope or cord of not more than 10 feet in length and of sufficient strength to control said dog, and, further, that said dog is actually enrolled in or has graduated from an obedience training school.
3. While said dog is being used for hunting purposes.
4. While said dog is being exhibited at any approved animal show.
5. While said dog is engaged in races approved by the Arizona Racing Commission.
6. While on the owner's property when physically confined to the property.

C. No person in charge of any dog shall permit such dog in a public park or upon any public school property unless the dog is physically restrained by a leash, chain, rope or cord, enclosed in a car, cage or similar enclosure, or being exhibited or trained at a recognized and approved event, public school or park sponsored event. Penalties for violations of this subsection shall be as provided in subsection 6.20.040

(A) (Ord. 01-011 § 3, 2001; prior code § 7-1-4)

**6.05.050 Confinement of animals in a motor vehicle.**

A. In this section only, unless the context otherwise requires:

"Animal" means all species of mammals, except humans, and all species of birds.

B. No person having charge or custody of an animal, as owner, caretaker, or otherwise, shall place or confine such animal or allow such animal to be placed or confined or to remain in a motor vehicle under such conditions or for such period of time as may endanger the health or well-being of such animal to cause suffering, disability or death. Violations of this subsection are criminal and shall be penalized as provided in subsection 6.20.040 (B).

C. No person having dominion or control over a motor vehicle, as owner or otherwise, shall place or confine an animal or allow an animal to be placed or confined or to remain in a motor vehicle under such conditions or for such periods of time as may endanger the health or well-being of such animal due to lack of food or drink, or such other circumstances as may reasonably be expected to cause suffering, disability or death. Violations of this subsection are criminal and shall be penalized as provided in subsection 6.20.040 (B).

D. Nothing in this section shall be deemed to prohibit the transportation of horses, cattle, sheep, poultry or other agricultural livestock in trailers or other vehicles designed and constructed for such purpose.

E. A member of the police department who finds an animal in a motor vehicle in violation of this section may break and enter the motor vehicle if necessary to remove the animal. Neither the officer nor the police department shall be held responsible for damages. The officer removing the animal shall take the animal to an animal shelter or other place of safe keeping and shall, in the event the person having custody cannot be otherwise contacted, leave in a prominent place in the motor vehicle a written notice bearing his name and office and the address where the animal may be reclaimed by the owner thereof. The animal will be surrendered to the owner if the owner claims the animal within five working days from the time the animal was removed from the motor vehicle and pays all charges that have accrued for the maintenance of the animal. (Ord. 01-011 § 4, 2001; prior code § 7-1-5)

#### **6.05.060 Cruelty to animals.**

A. A person is guilty of cruelty to animals if, except as otherwise authorized by law, such person recklessly:

1. Subjects any animals under human custody or control to cruel mistreatment; or
2. Kills, maims or wounds any animal under the custody or control of another without either legal privilege or consent of the owner.

B. Any No person who abandons shall abandon an animal, or drops drop or leaves leave an animal on a street, road or highway, in a public place or on private property with the intent to abandon it is guilty of a class one misdemeanor. An animal is also abandoned when the owner, possessor or custodian fails to

claim it from a boarding facility or veterinarian within five days of the date a registered letter is received by such person from the boarding facility or veterinarian requesting that the owner, possessor or custodian reclaim the animal.

C. Any person who conducts a shooting event at which any person uses a firearm to shoot, kill or wound a live bird or animal that is tied, staked out, caged, held or restrained in any manner and used as a target to be fired at in such event is guilty of a class one misdemeanor.

D. Any person owning or having care, control or custody of any animal shall ensure:

1. That the animal receives daily, food that is free from contamination and is of sufficient quantity and nutritive value to maintain the animal in good health; and
2. That potable water is accessible to the animal at all times, either free flowing or in a clean receptacle; and
3. That all animals have convenient access to natural or artificial shelter throughout the year. Any such artificial shelter shall be structurally sound and maintained in good repair to protect the animal from injury and from the elements and of sufficient size to permit the animal to enter, stand, turn around and lie down in a natural manner. Any shelter which does not protect the animal from temperature extremes or precipitation, or which does not provide adequate ventilation or drainage, is in violation of this chapter. Any shelter, all bedding and any space accessible to the animal shall be maintained in a manner which minimizes the risk of the animal contracting disease, being injured or becoming infested with parasites; and
4. That the animal receives care and medical treatment for debilitating injuries, parasites and diseases, sufficient to maintain the animal in good health and minimize suffering; and
5. That the animal is given adequate exercise space either:
  - a. Within an enclosure that shall be constructed of material, and in a manner to minimize the risk of injury to the animal, and shall encompass sufficient usable space to keep the animal in good condition; or
  - b. On a tie-out, consisting of a chain, leash, wire cable or similar restraint attached to a swivel or pulley. Tie-outs shall be so located as to keep the animal exclusively on the secured premises. Tie-outs shall be so located that they cannot become entangled with other objects. Collars used to attach an animal to a tie-out shall not be of a choke type. No tie-out shall employ a restraint which is less than 10 feet in length. (Prior code § 7-1-6)



E. Violations of this section are criminal and shall be penalized as provided in subsection 6.20.040 (B).

**6.05.070 Dogs and cats In city parks prohibited.**

A. Dogs and cats are prohibited from Keeline Park, Hunt Park and Leffingwell Park. Penalties for violations of this subsection shall be as provided in subsection 6.20.040 (A).

B. Dogs and cats are not prohibited from other city parks but shall abide by the requirements established in Chapter [6.25](#).

C. Dogs and cats being exhibited in any approved animal show are exempt from this section. Pursuant to this section, exhibitors shall abide by the requirements established in Chapter [6.25](#).

D. Certified guide dogs that assist blind and/or handicapped people are exempt from this section. (Ord. 01-011 § 5, 2001; prior code § 7-1-7)

## Chapter 6.10 IMPOUNDING GENERALLY

### Sections:

[6.10.010 Impounding of animals at large.](#)

[6.10.020 Notice to owners of impoundment.](#)

[6.10.030 Report of impounded animals.](#)

[6.10.040 Conditions and duration of impoundment.](#)

[6.10.050 Redemption of impounded animals.](#)

[6.10.060 Adoption of unredeemed animals.](#)

[6.10.070 Disposition of unredeemed or unadopted animals.](#)

[6.10.080 Impeding enforcement.](#)

[6.10.090 Sterilization.](#)

#### **6.10.010 Impounding of animals at large.**

It shall be the duty of the police department to impound all dogs and cats found at large in the streets, alleys or other public places or unimproved lots in the town or not in the charge or under the care or control of some person. (Prior code § 7-2-1)

#### **6.10.020 Notice to owners of impoundment.**

If the owner of any dog or cat impounded shall be known to the police department and shall reside or have a known business in the town, a member of the police department may attempt to notify the owner of such animal if possible. (Prior code § 7-2-2)

#### **6.10.030 Report of impounded animals.**

The police department shall, within 24 hours after impounding a dog or cat, make a report stating the kind of dog or cat and describing it in color or otherwise or by any marks or brands that may be on it, and when it was impounded. Each report shall be maintained at the animal shelter or police department record storage area for not less than six months. (Ord. 01-011 § 6, 2001; prior code § 7-2-3)

#### **6.10.040 Conditions and duration of impoundment.**

The police department shall provide for the keeping of all dogs and cats impounded in a safe, convenient and comfortable place within or conveniently near the town limits and shall feed and water such animals once every 24 hours and treat them in a humane manner during the time they are impounded, which shall not be less than five working days, unless claimed sooner by the owner, or unless the animal is diseased. The five-day period shall start once the animal has been impounded. (Prior code § 7-2-4)

#### **6.10.050 Redemption of impounded animals.**

If the owner of a dog or cat shall within five working days after such animal has been impounded, apply to the police department and pay the fees and charges provided by this chapter, the police department shall return said animal to the rightful owner. (Prior code § 7-2-5)

**6.10.060 Adoption of unredeemed animals.**

A. Any dog or cat impounded under the provisions of this chapter which has not been claimed and the fees and charges have not been paid by the owner within five days, may be released for adoption, based upon its suitability, as determined by the animal control officer or his designee.

B. Any party adopting a dog and/or cat pursuant to this section shall abide by the requirements established in Section [6.10.090](#).

C. Any cat shall be eligible for adoption when deemed appropriate by the animal control officer. The town shall collect a \$5.00 adoption fee for each dog or cat adopted. (Ord. 01-011 § 7, 2001; Ord. 90-09, 1990; prior code § 7-2-6)

**6.10.070 Disposition of unredeemed or unadopted animals.**

Any animal unredeemed or not adopted after the appropriate detention period as provided in this chapter may be disposed of in a manner provided by law. (Prior code § 7-2-7)

**6.10.080 Impeding enforcement.**

It is unlawful for any person in any manner to intervene, impede, prevent, obstruct or intimidate any member of the police department in the discharge of his/her duties in impounding or attempting to impound any dog or cat. It shall be illegal to rescue or attempt to rescue any dog or cat so taken up or to release any dog or cat so impounded or trapped in a live cage. Violations of this section are criminal and shall be penalized as provided in subsection 6.20.040 (B) (Ord. 01-011 § 8, 2001; prior code § 7-2-8)

**6.10.090 Sterilization.**

A. Any person adopting a dog and/or cat shall be entitled to a rebate provided the adopted animal is sterilized within the established time frame.

B. Adopted animals shall be sterilized within 30 days of the adoption date, or within 30 days from the date the animal reaches the spay/neuter age, or on a date set by a veterinarian.

C. Any person adopting an animal shall be required to complete and fully execute the spay/neuter certificate. The failure of an adopting party to comply with the terms of this certificate shall result in forfeiture of the rebate funds to the town, and may require return of the adopted animal.

D. It shall be the responsibility of the adopting party to contact a veterinarian for an appointment and deliver the animal to the veterinarian on that date. The veterinarian may disqualify the animal from surgery if he or she finds medical contraindications for surgery such as estrus, pregnancy or medical disorders. If the date for sterilization must be changed due to medical contraindications, the certificate may be altered with the consent of the veterinarian and the animal control officer or his/her designee. Upon completion, the certificate shall be completed by the veterinarian who performed the sterilization.

E. The adopting party shall reclaim the animal following surgery as directed by the veterinarian. Failure to comply will result in a charge for extra board; unclaimed animals may be declared abandoned.

F. The adopting party shall return the completed certificate to the town for a rebate.

G. The spay/neuter certificate shall require the adopting party to hold harmless and defend the town of Huachuca City, its officers and employees from any loss, injury or damages arising out of or in connection with services of this program.

H. Any person found guilty of violating any provision of this section shall be guilty of a class three misdemeanor. Penalties for violations of this section shall be as provided in subsection 6 20 040 (A)

(Ord. 01-011 § 9, 2001; Ord. 90-09, 1990; prior code § 7-2-12)

## Chapter 6.15 RULES AND REGULATIONS

### Sections:

[6.15.010 Vicious animals.](#)

[6.15.020 Noises.](#)

[6.15.030 Keeping of livestock prohibited.](#)

[6.15.040 Diseased animals.](#)

[6.15.050 Housing.](#)

[6.15.060 Maximum amount of animals per household.](#)

[6.15.070 Procedures as to animals that have bitten a person.](#)

[6.15.080 Dog and cat breeders/rescuers.](#)

#### **6.15.010 Vicious animals.**

A. It is unlawful to permit any dangerous or vicious animals to run at large within the town, and such animals shall be immediately impounded by a member of the police department.

B. Vicious animals shall be destroyed in a manner provided by law.

C. Exhibitions or parades of animals which are *ferae naturae* in the eyes of the law may be conducted only upon securing a permit from the town clerk.

D. Any dog or cat can be considered a vicious animal after an attack.

E. Anyone owning or keeping an animal having been deemed to be vicious within the town limits shall ensure that the animal is contained in such a manner that it cannot leave the property of said owner or keeper. The owner(s) or keepers of vicious animals maintained in compliance of this code will, annually, provide proof to the animal control officer that an insurance policy with a minimum amount of \$1,000,000 to cover losses, damages, claims, etc., caused by the vicious animal. Vicious animals maintained without the required liability insurance shall be immediately impounded in accordance with subsection A of this section. Vicious animals that are not properly contained as required shall be immediately impounded in accordance with subsection A of this section. (Ord. 07-02, 2007; prior code § 7-3-1)

F. Violations of this section are criminal and shall be penalized as provided in subsection 6.20.040 (B).

#### **6.15.020 Noises.**

A. It is unlawful to harbor or keep any animal which disrupts the peace by loud noises at any time of the day or night.

B. Any dog or cat which disrupts the peace by loud noises at any time of the day or night is hereby declared a nuisance, and any such animal shall be impounded by the police department unless the owner of such animal provides for the proper control of such animal in a manner that provides for the abatement of the nuisance. (Prior code § 7-3-2)

C. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).

**6.15.030 Keeping of livestock prohibited.**

A. It is unlawful for any person to keep or cause to be kept any horses, mules, cattle, burros, goats, sheep, swine, geese, turkeys, chickens, guinea hens, pigeons, rabbits, ducks or other livestock or poultry or fowl within the corporate limits of the town except on parcels of four acres or more. Anyone in possession of animals mentioned in this section prior to February 22, 1990, shall fall under a grandfather clause and shall not be punished. Once said animals have been removed from the property, or the property changes owners, they can no longer fall under the grandfather clause.

B. The police department and town clerk must approve livestock being exhibited in any animal show. (Ord. 04-004, 2004; Ord. 01-011 § 11, 2001; Ord. 97-011, 1997; prior code § 7-3-3)

C. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).

**6.15.040 Diseased animals.**

It is unlawful to allow any domestic animal afflicted with a contagious or infectious disease to run at large, or to be exposed in any public place whereby the health of man or beast may be infected. It is unlawful for such diseased animal to be shipped or removed from the premises of the owner, except under the supervision of a member of the police department. Violations of this section are criminal and shall be penalized as provided in subsection 6.20.040 (B). (Prior code § 7-3-4)

**6.15.050 Housing.**

A. It is unlawful to cause or allow any kennel, pet shop or other place where any animal is or may be kept to become unclean or unwholesome.

B. Every person maintaining a pet shop, veterinary hospital or veterinary facility shall post a notice in the window of the pet shop, veterinary hospital or veterinary facility which is visible from the outside. It shall be framed and enclosed in glass, containing the names, addresses and telephone numbers of persons to be notified during any hour of the day or night who can be contacted and who can proceed immediately to that location so as to permit contact by the police department. (Prior code § 7-3-5)

C. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).

**6.15.060 Maximum amount of animals per household.**

All residents of the town will be limited to a maximum of four animals per household, which can be any combination of dogs or cats. This limitation will exclude animals which bear offspring, but such offspring must either be given away, sold or turned in to the animal shelter when old enough to thrive on their own. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A). (Ord. 90-03, 1990; prior code § 7-3-6)

**6.15.070 Procedures as to animals that have bitten a person.**

A. Whenever a dog or cat bites a person, the person so bitten and any person having knowledge of a person having been bitten shall immediately notify the police department, which shall have said animal impounded for a period of not less than 10 days. If it is determined that the animal is infected with rabies or other dangerous, contagious or infectious diseases, it shall be the duty of the police department to destroy such animal in a manner provided by law.

B. If at the end of the quarantine or impoundment the animal is found free from such disease, it shall be released. If the animal dies during the period of quarantine or impoundment, its head shall be sent to the state department of health services for examination. The owner shall bear any and all costs involved in the quarantine or impoundment of the animal, including boarding costs. (Prior code § 7-3-7)

**6.15.080 Dog and cat breeders/rescuers.**

Dog and cat breeders/rescuers are not permitted to own, keep, possess, harbor or maintain within the corporate limits of the town any dog or cat which is used for the production of animals for sale unless:

A. Breeders/rescuers comply with Title 5.

B. Breeders/rescuers have the breeding/rescue facility approved by the police department.

C. Veterinary records for all animals are to be made available upon request to the police department.

D. Every person maintaining a breeder/rescue facility shall post a notice in the window of the facility, which is visible from the outside. It shall be framed and enclosed in glass, containing the names, addresses, and telephone numbers of persons to be notified during any hours of the day or night who can be contacted and who can proceed immediately to that location so as to permit contact by the police department.

E. The police department and town clerk approve breeders/rescuers exhibiting dogs and/or cats in any animal show. (Ord. 01-011 § 12, 2001; prior code § 7-3-8)

F. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).

## Chapter 6.20 FEES AND ENFORCEMENT

### Sections:

[6.20.010 Fee schedule.](#)

[6.20.020 Duty of police department.](#)

[6.20.030 Dispatching of dangerous animals.](#)

[6.20.040 Magistrate court and penalties.](#)

### **6.20.010 Fee schedule.**

A. The town council shall establish, by resolution, a schedule of fees for adopting, registering, impounding, spaying, neutering, quarantining and euthanizing animals, and the council may amend the fee schedule from time to time as the council deems appropriate.

B. All fees collected shall be paid into the general fund of the town. (Ord. 15-09 § 1, 2015; Ord. 08-01, 2008; Ord. 06-13, 2006; Ord. 01-015 § 4, 2001; Ord. 01-011 § 13, 2001; Ord 90-03, 1990; prior code § 7-4-1)

### **6.20.020 Duty of police department.**

A. The police chief and members of the police department shall be charged with enforcing the provisions of this **chapter Title**, except as may be otherwise provided by the mayor and council.

B. Animal control officers are specifically responsible for enforcing the provisions of this **chapter Title**, including investigating incidents and issuing citations.

C. The police department shall make the animal shelter available to the public from Monday through Friday, 1:00 p.m. to 5:00 p.m., except observed city holidays or other closures.

1. Nonemergency requests for assistance during nonduty hours must be left on the answering machine and will be addressed on the next working day.

2. Emergency requests for assistance during nonduty hours must be made through the on-duty communications officers at (520) 456-1353. (Ord. 01-011 § 14, 2001; prior code § 7-4-2)

### **6.20.030 Dispatching of dangerous animals.**

A. The members of the police department are authorized to kill any dangerous or vicious animal of any kind when it is necessary for the protection of any person or property or when public safety is at risk.

B. Animal control officers will have available for the dispatching of animals:



1. Tranquilizers and euthanasia solutions.

2. Firearms or tools to deliver chemicals, snake-shot, and/or bullets. (Ord. 01-011 § 15, 2001; prior code § 7-4-3)

**6.20.040 Magistrate court and penalties.**

The magistrate court of the town shall have jurisdiction over all misdemeanor and civil violations of this chapter Title. A violation Unless otherwise provided in this Title, penalties for violations of this chapter Title shall be punishable as a class one misdemeanor as provided in this section. In situations where animal cruelty may be a class six felony, charges will be filed with the justice court, precinct five, or in Cochise County Superior Court. (Ord. 01-015 § 4, 2001; Ord. 01-011 § 16, 2001; prior code § 7-4-4)

A. First offense: \$50 fine; Second offense: \$100.00 fine; Third and subsequent offenses: criminal class 1 misdemeanor, punishable as determined by the court, not to exceed \$2,500 fine, six months in jail and three years' probation.

B. Each offense: criminal class 1 misdemeanor, punishable as determined by the court, not to exceed \$2,500 fine, six months in jail and three years' probation.

## Chapter 6.25 CLEANING UP AFTER PETS

**Sections:**

[6.25.010 Duty of citizens.](#)

[6.25.020 Penalty.](#)

**6.25.010 Duty of citizens.**

Any person owning, keeping, possessing or harboring any dog or cat shall promptly remove and dispose of all feces left by the dog or cat on any public property and on any private property not owned by such person or lawfully occupied by such person. (Ord. 97-004, 1997; prior code § 7-5-1)

**6.25.020 Penalty.**

~~Any person, firm or corporation violating any provision of this chapter shall be fined not less than \$5.00 nor more than \$100.00 for each offense. Penalties for violations of this Chapter shall be as provided in subsection 6.20.040 (A).~~ (Ord. 01-015 § 4, 2001; Ord. 97-004, 1997; prior code § 7-5-2)

## **Chapter 6.30 ANIMAL CAPTURE**

**Sections:**

**6.30.010 Restraint devices.**

**6.30.020 Traps.**

**6.30.030 Chemical Immobilization.**

**6.30.010 Restraint devices.**

A member of the police department can use a humane restraint device for the safety of the officer and the animal when dogs, cats, and wildlife are being captured. The lead, snappy snare, loop stick or catch pole, cat tongs and snake tongs are the preferred methods of restraint. (Ord. 01-011 § 17, 2001; prior code § 7-6-1)

**6.30.020 Traps.**

A. All dogs, cats and wildlife which are being trapped by a trained member of the police department can be captured with a humane live trap or humane pull trap.

B. Small animal live traps are squirrel, rabbit, raccoon, and cat traps.

1. The police department will provide small animal live traps to the town. In the event that a trap is not available, a priority list will be maintained at the animal shelter.

2. Persons requesting the borrowing of a small animal live trap are required to make a \$50.00 deposit on each live trap borrowed. A receipt describing the make, model and added accessories, date of issue, date of return and user responsibilities will be maintained at the animal shelter. The borrower forfeits his/her refund and the live trap will be retrieved by a police department member if not returned within 15 days after the scheduled return date.

3. Persons borrowing a police department small animal live trap are required to secure the live trap with the provided security devices. Any theft or destruction of a live trap is the responsibility of the requester.

a. All wildlife will be removed by the police department or on-call public works employees only.

b. All cats will be transported to the animal shelter during normal business hours by the requester. It is the responsibility of the requester to provide food, water and shelter for the animal until it is brought to the animal shelter.

C. Large animal traps are commonly used only for the capture of dogs.

1. The police department will provide large animal live traps to the town. In the event that a trap is not available, a priority list will be maintained at the animal shelter.
2. Persons requesting the borrowing of a large animal live trap are required to make a \$150.00 deposit on each live trap borrowed. A receipt describing the make, model, and added accessories, date of issue, date of return and user responsibilities will be maintained at the animal shelter. The borrower forfeits his/her refund and the live trap will be retrieved by a police department member if not returned within 15 days after the scheduled return date.
3. Persons borrowing a police department large animal live trap are required to secure the live trap with the provided security devices. Any theft or destruction of a live trap is the responsibility of the requester.
4. Any dogs, wildlife, or livestock that may be trapped can only be removed by the police department or an on-call public works department employee.

D. Pull traps are used by police department personnel only to capture dogs, coyotes, and foxes in the outlying areas of the town. (Ord. 01-011 § 17, 2001; prior code § 7-6-2)

**6.30.030 Chemical Immobilization.**

The use of chemical immobilization techniques by a trained member of the police department as a last resort is limited to the safety of the public, animal, and the officer. (Ord. 01-011 § 17, 2001; prior code § 7-6-3)

## Chapter 6.35 EXOTICS, HYBRIDS, AND WILDLIFE

### Sections:

[6.35.010 Exotic animals.](#)

[6.35.020 Hybrid animals.](#)

[6.35.030 Wild animals.](#)

[6.35.040 Feeding and attracting wildlife prohibited.](#)

### **6.35.010 Exotic animals.**

A. Exotic animals are not allowed to be owned, kept, possessed, harbored, or maintained within the corporate limits of the town. Exotic mammals have no licensed rabies vaccines and no quarantine times have been established.

B. Nonhuman primates are not permitted to enter the corporate limits of the town unless they are being transported in a manner in accordance with state and federal law.

C. Reptiles, amphibians, birds and fish are not susceptible to natural rabies infections and are, therefore, allowed within the corporate limits of the town.

D. The police department and town clerk must approve exotic animals being exhibited in any animal show. (Ord. 01-011 § 18, 2001; prior code § 7-7-1)

~~E. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).~~

### **6.35.020 Hybrid animals.**

A. Canine/wolf hybrids are not permitted to be owned, kept, possessed, harbored, or maintained within the corporate limits of the town. Owners and or caretakers shall be required at their own expense to have an animal evaluated for breed by an authorized veterinarian or veterinary hospital if the police department suspects a canine is a canine/wolf hybrid mix.

B. Feline hybrids are not permitted to be owned, kept, possessed, harbored, or maintained within the corporate limits of the town. Owners and/or caretakers shall be required at their own expense to have an animal evaluated for breed by an authorized veterinarian or veterinary hospital if the police department personnel suspects the feline is a feline hybrid mix. (Ord. 01-011 § 18, 2001; prior code § 7-7-2)

~~C. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).~~

**6.35.030 Wild animals.**

A. Bats, skunks, foxes, coyotes, bobcats, ringtails, raccoons, coatimundi, javelinas, bears, and mountain lions have all tested positive for rabies virus variant. No person shall hand feed, pet or attempt to domesticate any wild animal. There is still no rabies vaccine for these species and no known quarantine period of observation.

B. Wild rodents and rabbits have never tested positive for rabies virus variant. No person shall hand feed, pet or attempt to domesticate any wild rodent or rabbit. There is still no rabies vaccine for these species and no known quarantine period of observation.

C. Wildlife rescuers are not permitted to own, keep, possess, harbor or maintain any wild animal within the corporate limits of the town unless:

1. Wildlife rescuers are certified with the Arizona Department of Game and Fish, R-12-4-423.
2. Wildlife rescuers must have the holding facility approved by the police department.
3. Veterinary records for all animals must be made available upon request by the police department.

D. The police department and town clerk must approve wildlife being exhibited in any animal show. (Ord. 01-011 § 18, 2001; prior code § 7-7-3)

E. Penalties for violations of this section shall be as provided in subsection 6.20.040 (A).

**6.35.040 Feeding and attracting wildlife prohibited.**

A. Definitions.

1. For purposes of this section, "feed" is defined as the intentional provision of water, animal or human food, animal carcasses, or edibles to wildlife.
2. For purposes of this section, "attracting" is defined as placing water, animal or human food, edibles, animal parts or carcasses, garbage or refuse in an area where a reasonable person would be aware of the potential presence of wildlife.

B. It is unlawful for any person to intentionally feed bears, javelina, coyotes or mountain lions, or to attract them by intentionally, negligently or recklessly placing water, garbage, refuse, human or animal food or edibles in a place that is physically accessible to such wildlife.

C. These prohibitions apply to all areas within the town's corporate limits.

D. These prohibitions do not apply to any of the following:

1. Public employees and their agents acting within the scope of their authority for public safety or wildlife management purposes.
2. Taking wildlife, as permitted by Arizona law and any Arizona Game and Fish Commission rule or order.
3. Food or edibles that are being transported to an approved landfill or disposal facility.
4. Garbage or refuse that is being transported to an approved landfill or disposal facility.
5. Water, food, edibles, garbage or refuse located in a residence, sealed vehicle or storage building, or in a camping storage unit that is constructed of solid, nonpliable material.
6. Food, edibles, garbage or refuse stored in a covered and locked container made of sturdy, nonpliable material; provided, however, refrigerators and freezers that are placed outside, even if locked, are not exempt under this section.
7. Municipal and commercial zoos or Arizona Game and Fish Department licensed wildlife rehabilitation providers.
8. Provision of appropriate food and water exclusively for livestock, horses, swine, poultry or fowl.
9. Feeders placed to attract birds or other wildlife that do not pose a public safety problem, and do not attract bears, mountain lions, javelina, or coyotes.

E. Any animal control officer or any state-certified peace officer may issue a citation for the violation of this section, subject to the following:

1. Upon the first contact with a person suspected of violating this section, the officer shall issue a verbal warning and provide the person with a copy of this section.
2. Upon the second contact with a person suspected of violating this section, the officer shall issue a citation to the person.
3. Each violation, after the first contact, shall constitute a separate offense and each day a violation remains unabated may be treated as a separate offense.

F. Violation of this section is a class one misdemeanor, punishable by six months in jail, \$2,500 fine, and three years probation. Penalties for violations of this section shall be as provided in subsection 6.20.040

A. (Ord. 14-05 § 1, 2014; prior code § 7-7-4)





# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## ORDINANCE NO. 2018-23

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ADOPTING AMENDMENTS TO THE TOWN CODE, TITLE 6 “ANIMALS,” WHICH AMENDMENTS PROVIDE FOR SPECIFIC AND VARYING PENALTIES FOR VIOLATIONS OF THE TOWN’S ANIMAL CODE.**

**WHEREAS**, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the “Code”], and has amended and republished the Code from time to time, as authorized by A.R.S. section 9-240 (B) (28); and

**WHEREAS**, pursuant to section 1.05.110 most violations of the Code are classified as criminal misdemeanors; and

**WHEREAS**, the Town Council wishes to amend the Code to specifically designate certain Code violations within Title 6 “ANIMALS” as either criminal or civil violations; and

**WHEREAS**, the Town Council previously adopted Resolution No. 2018-27 declaring the “2018 Amendments to Title 6 ANIMALS,” a public record of the Town; and

**WHEREAS**, as required by the Code, section 2.25.040, this Ordinance was first read at a public meeting of the Town Council on September 13, 2018, and at a subsequent meeting on September 27, 2018.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

**SECTION 1.** The “2018 Amendments to Title 6 ANIMALS,” a public record of the Town, three copies of which are on file in the office of the Town Clerk, are hereby adopted.

**SECTION 2.** The Code, Title 6 “Animals” is hereby amended as indicated in the “2018 Amendments to Title 6 ANIMALS.”

**SECTION 3.** All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

**SECTION 4.** If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

**SECTION 5.** As provided in the Code, Section 6.20.040, penalties for Animal Code violations may be civil or criminal, and may be punished as follows:

- A. First offense: \$50 fine; Second offense: \$100.00 fine; Third and subsequent offenses: criminal class 1 misdemeanor, punishable as determined by the court, not to exceed \$2,500 fine, six months in jail and three years' probation.
- B. Each offense: criminal class 1 misdemeanor, punishable as determined by the court, not to exceed \$2,500 fine, six months in jail and three years' probation.

**SECTION 6.** The Town Clerk is hereby directed, pursuant to the Code, sections 2.25.080 and 2.25.090, to post this Ordinance in three or more public places within the Town, and to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 27th DAY OF SEPTEMBER, 2018.**

---

Kenneth Taylor, Mayor

ATTEST:

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Jennifer Fuller, Town Clerk

Approved as to Form:

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Thomas Benavidez, Town Attorney



# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## ORDINANCE NO. 2018-24

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE, TITLE 1, CHAPTER 1.05 "GENERAL PROVISIONS", SECTION 1.05.110 "PENALTY," TO CLARIFY THAT NOT ALL VIOLATIONS OF THE TOWN CODE ARE MISDEMEANORS AND THAT SPECIFIC PENALTY PROVISIONS MIGHT BE PROVIDED THROUGHOUT THE CODE.**

**WHEREAS**, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. section 9-240 (B) (28); and

**WHEREAS**, pursuant to section 1.05.110 most violations of the Code are classified as criminal misdemeanors; and

**WHEREAS**, the Town Council wishes to amend the Code to clarify that not all violations of the Code are criminal misdemeanors and there might be specific penalty provisions provided for throughout the Code; and

**WHEREAS**, as required by the Code, section 2.25.040, this Ordinance was first read at a public meeting of the Town Council on September 13, 2018, and at a subsequent meeting on September 27, 2018.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

**SECTION 1.** The Code, Chapter 1.05 "GENERAL PROVISIONS," Section 1.05.110 "Penalty," subsection (A), is amended as follows, with deletions in ~~striketrough~~ and additions in underlined text:

### **1.05.110 Penalty.**

A. Except as otherwise specifically provided in this Code. A any person found guilty of violating any provision of this code, and except as provided in subsection B of this section, shall be guilty of a misdemeanor, and upon conviction thereof shall be punished by a fine of not to exceed \$1,000 or by imprisonment for a period not to exceed six months, or by

both such fine and imprisonment. Each day that a violation continues shall be a separate offense punishable as hereinabove described.

**SECTION 2.** All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

**SECTION 3.** If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

**SECTION 4.** The Town Clerk is hereby directed, pursuant to the Code, sections 2.25.080 and 2.25.090, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 27th DAY OF SEPTEMBER, 2018.**

---

Kenneth Taylor, Mayor

ATTEST:

---

Jennifer Fuller, Town Clerk

Approved as to Form:

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Thomas Benavidez, Town Attorney



# Town of Huachuca City

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## RESOLUTION NO. 2018-24

### **A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A MUNICIPAL BUS FARE SCHEDULE.**

**WHEREAS**, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. 9-240 (B) (28) and Town Ordinance No. 15-02; and

**WHEREAS**, pursuant to the Code section 10.30.010, the Town Council may establish fees for its municipal bus transportation programs and services; and

**WHEREAS**, pursuant to A.R.S. section 9-499.15, the Town Council published notice on its website, sixty days in advance, of its intent to consider adopting and increasing its bus fares; and

**WHEREAS**, the Town Manager has reviewed the costs of operating the municipal bus service and has determined that the fare schedule, attached hereto as Exhibit "A" and incorporated herein by this reference, is necessary and appropriate to recover those costs; and

**WHEREAS**, the Town Council has determined that it would be in the best interests of the Town and its residents to adopt the fare schedule, attached hereto as Exhibit "A."

**NOW, THEREFORE, BE IT RESOLVED** by the Mayor and Council of the Town of Huachuca City, as follows:

**SECTION 1.** The Bus Fare Schedule, attached hereto as Exhibit "A," is hereby adopted.

**SECTION 2.** All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Resolution, or any part hereof, are hereby repealed.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 27<sup>th</sup> DAY OF SEPTEMBER, 2018.**

**ATTEST:**

\_\_\_\_\_  
**Ken Taylor, Mayor**

**Approved as to Form:**

\_\_\_\_\_  
**Jennifer Fuller, Town Clerk**

\_\_\_\_\_  
**Thomas Benavidez, Town Attorney**

**EXHIBIT A**

*[Municipal bus fare schedule must be attached]*

## Proposed Bus Line Fee Schedule

• In Town (In HC City limits)	\$ .50
• Regular Fare (1-way to SV)	\$1.50
• Elderly & disabled to SV (1 way)	\$ .75
• All Day Pass	\$3.00
• Deviation Pickup (1-way)	\$2.00
• 10 ride pass	\$10.00
• Monthly pass	\$40.00
• Children (under 5 with adult)	Free

**Town of Huachuca City Code of Ethics**  
**For Elected Officials**

This Code of Ethics is designed to describe the manner in which Councilmembers should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Huachuca City. It is meant to describe more clearly the behavior, manners and courtesies that are suitable for various occasions in order to make public meetings and the process of governance run more smoothly.

The content of this Code of Ethics includes:	Pages
• Overview of Roles and Responsibilities	1-3
• Policies and Protocol Related to Conduct	3-4
• Council Conduct with One Another	4-6
• Council Conduct with Town Staff	6-7
• Council Conduct with the Public	8-9
• Council Conduct with Other Public Agencies	9-10
• Council Conduct with Boards and Commissions	10-11
• Council Conduct with the Media	11
• Sanctions	12
• Principles of Proper Conduct	13
• Checklist for Monitoring Conduct	13-14
• Glossary of Terms	14

**The object of this document is to facilitate that all considerations are made for the benefit of the community as a whole.**

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience stress in making decisions that could impact hundreds of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

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**Overview of Roles and Responsibilities**

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Town of Huachuca City Code and in the Elected Officials Guide published by the League of Arizona Cities and Towns.

**MAYOR**

- Elected as Mayor (Town Code, Section 2.10.010)
- Serves as Chief Executive Officer of the Town
- Chairs Council meetings (Town Code, Section 2.10.040)



- Calls for special meetings (Town Code, Section 2.20.020)
- Sets agendas in consultation with the Town Manager and Town Attorney
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- Leads the Council into an effective, cohesive working team
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- Declares Town emergency by proclamation
- Acts as the Town representative at ceremonial functions

#### **VICE MAYOR/MAYOR PRO-TEM**

- Serves at the pleasure of the Council
- Performs the duties of the Mayor if the Mayor is absent (Town Code, Section (2.10.020)
- Chairs Council meetings in the absence of the Mayor
- Represents the Town at ceremonial functions at the request of the Mayor

#### **ALL COUNCILMEMBERS**

All members of the Town Council shall subscribe an oath stating they will bear true faith and allegiance to the Constitution of the State of Arizona and the Constitution of the United States, and defend them against all enemies, foreign and domestic, and will faithfully and impartially discharge their duties to the best of their abilities. All members of the Town Council, including those serving as Mayor and Vice Mayor, have equal votes. No Councilmember has more power than any other Councilmember, and all should be treated with equal respect.

All Councilmembers should:

- Fully participate in Town Council meetings and other public forums while demonstrating kindness, consideration, and courtesy to others
- Prepare in advance of Council meetings and be familiar with issues on the agenda
- Represent the Town at ceremonial functions at the request of the Mayor
- Place activities and events on the Council's monthly activities calendar that invite official participation of all Councilmembers. A list of the activities of individual Councilmembers may also be submitted for public record at the option of the Councilmember.
- Be respectful of other people's time. Stay focused and act efficiently during public meetings.
- Serve as a model of leadership and civility to the community
- Inspire public confidence in **Huachuca City government**

- Provide contact information to the Town Clerk in case an emergency or urgent situation arises while the Councilmember is out of town
- Demonstrate honesty and integrity in every action and statement
- Participate in scheduled activities to increase team effectiveness and review Council procedures such as this Code of Conduct
- Be strongly encouraged to participate in professional development, networking opportunities, and sharing what they've learned

### **MEETING CHAIR**

The Mayor will chair official meetings of the Town Council, unless the Vice Mayor or another Councilmember is designated as Chair of a specific meeting. The Meeting Chair:

- Maintains order, decorum, and the fair and equitable treatment of all speakers
- Keeps discussion and questions focused on specific agenda items under consideration
- Makes parliamentary rulings with advice, if requested, from the Town Attorney who acts as an advisory parliamentarian. Chair rulings may be overturned if a Councilmember makes a motion as an individual and the majority of the Council votes to overrule the Chair.

### **FORMER COUNCILMEMBERS AND FORMER TOWN STAFF**

Past members of the Town Council and former staff who speak to the current Town Council about a pending issue should be encouraged to disclose whom they are speaking on behalf of (individual or organization).

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## **Policies & Protocol Related to Conduct**

### **Ceremonial Events**

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If correspondence is addressed only to one Councilmember, the Councilmember should coordinate with the Town Manager on the best way to respond to the sender.

## **Endorsement of candidates**

Councilmembers have the right to endorse candidates for all council seats or other elected offices. It is inappropriate to mention endorsements during Council meetings or other official Town meetings.

## **Public Announcements in Council Meetings**

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## **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official Town business by Councilmembers are regulated according to the Town of Huachuca City Employee Manual Travel Policy, Section 2.130.795. Town employee travel policies apply to Councilmembers in relation to use of Town vehicles, however the Town employee travel policy regarding per diem payment does not apply to Councilmembers; as Councilmembers monthly stipend covers that type of expense. Expenditures for individual Councilmembers and the Council as a whole shall be determined in the budget process. *(As recommended by Councilmen Welsch, Council travel under 65 miles one way will be covered by monthly stipend; travel over 65 miles one way travel expenses will be paid at IRS standards for mileage. This will only apply if a city vehicle is not available.)*

## **Conflict of Interest**

Councilmembers as citizens are often involved in multiple facets of the community. Any Councilmember who has a conflict of interest with a Council issue being discussed or voted upon should recuse themselves from the discussion and from the room, until the discussion is finished. Furthermore, a Councilmember may not speak on call to the public regarding the issue that presents a conflict of interest. A conflict of interest can arise from multiple issues, for example:

- Ex 1- The town is proposing a grant to repave Elm Street. Councilmember Doe lives on Elm Street. Councilmember Doe should exclude him or herself from any discussion or vote regarding the grant for Elm Street.
- Ex 2- Councilmember Doe is a board member of the Humane Society. The Town is setting a policy for funding the Humane Society. Councilmember Doe should recuse from any action item or vote regarding the Humane Society. As long as a resource person is available to answer questions for said committee.

### **Council Liason to Community Organizations**

Town Councilmembers often serve on or are members of various community organizations such as the Humane Society, Masonic Lodge, or Friends of the Library. This is an important part of community engagement and helps keep the Town staff and other Councilmembers aware of the many events and projects these various groups bring to our community. However, as a Councilmember certain practices should be honored while serving as a Town Councilmember and a group member.

A Councilmember should never say "The Town feels this way" or promise that a Town department such as Public Works can "take care of that for you". While it is perfectly acceptable to say "you should contact Public Works about this issue", it is not acceptable to say "Public Works can make that repair for you". You are one councilmember and cannot speak for the Town as a whole, or explain that a department will take care of an organization issue. The only times this is acceptable is when the Council has voted on an issue, or when you have spoken to the Town Manager about a project and you are aware it is on the Town department's list to repair.

Councilmembers should report on organization events or projects to Council so that the Town staff and Council can be aware. This is part of department reports. However, while a Councilmember may make a request for an organization to Town staff or request it be placed on the Council agenda; the Councilmember should recuse themselves from voting on the issue regarding the organization due to conflict of interest or a sense of impropriety.

## Council Conduct with One Another

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. This common goal should be acknowledged, even as Council may “agree to disagree” on contentious issues, and to the extent possible will honor decisions of the Council.

### IN PUBLIC MEETINGS

- **Formal Titles**

The Council should refer to one another formally during public meetings as Mayor, Vice Mayor or Councilmember followed by the individual’s last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the

Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

- **Avoid personal comments that could offend other Councilmembers**

If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Councilmembers have a public stage to show how people with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

#### IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the lack of security of written notes, social media, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially public communication.

- **Even private conversations can have a public presence**

Elected officials are always on display - their actions, mannerisms, and language are monitored by people around them. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more Councilmembers or the "linking" together through a common source of four or more individual conversations. Open records law also prohibits proposing a policy or action from one Councilmember to a quorum of Council, even if by blind copy email. Proposed actions or policies should be handled

by the Town Manager's office or Town Clerk contacting Council regarding the proposed policy or action.

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#### Council Conduct with Town Staff

Governance of a Town relies on the cooperative efforts of elected officials, who set policy,

and Town staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect and acknowledgment for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that demonstrates respect for the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. When possible, it is preferable to ask questions prior to public meetings to allow staff adequate time to research the question and provide meaningful answers.

- **Limit contact to specific Town staff**

Remember Town staff are accountable to their supervisors. Taskings or work assignments from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Attorney, Town Clerk, or Department Heads. The Office of the Town Manager should be copied on any request.

Requests for follow-up directions to staff should be made only through the Town Manager, or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the Town Manager for direction. Materials supplied to an individual Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Town staff from their jobs**

Councilmembers should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager privately. Staff should not hesitate to avail themselves of Council expertise where appropriate.

- **Do not get involved in administrative functions**

Councilmembers should not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

- **Check with Town staff on correspondence before taking action**

Before sending correspondence, Councilmembers should check with the Town Manager to see if an official Town response has already been sent or is in progress.

- **Do not attend meetings with Town staff unless requested by staff**

Even if the Councilmember does not say anything the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. Council may request, through the Town Manager, to attend specific meetings. They should honor the Manager's decision once given.

- **Council request for staff support**

Routine secretarial support will be provided to all Councilmembers. All mail for Councilmembers is opened by the Town Clerk, unless other arrangements are requested by a Councilmember.

Requests for additional staff support - even in high priority or emergency situations - should be made to the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

- **Do not solicit political support from staff**

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace. Employees should be aware of how political support of councilmembers may appear to other councilmembers, even away from the workplace.

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### Council Conduct with the Public

#### **IN PUBLIC MEETINGS**

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers toward a person participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with respect
- Be fair and equitable in allocating public hearing time to individual speakers

The Council will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.



No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, looking at or checking at our phone, gazing around the room gives the appearance of disinterest. Be aware of facial expressions--especially those that could be misinterpreted in a negative way.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Mayor--not individual Councilmembers--can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the topic or exhibiting behavior or language the Councilmember finds disturbing.

If speakers become flustered or defensive because of Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstances**

Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

### IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book, plant new trees, etc.) It is important to remember that you are one vote. It takes a quorum of Council to make any Council decision or action.

- **Make no personal comments about other Councilmembers**

It is acceptable to publicly disagree about an issue; but it is unacceptable to make derogatory comments about other Councilmembers, their opinions, or their actions. This also applies when talking with staff about other Councilmembers.

- **Remember Huachuca City is small town**

Councilmembers in the public eye every day that they serve in office. They are constantly being observed by the community. Their behaviors and comments serve as models for proper behavior in the Town of Huachuca City. Honesty and respect for the dignity of each individual should be

reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

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### Council Conduct with Other Public Agencies

- **Be open about representing the Town or personal Interests**

If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

If the Councilmember is representing another organization whose position is different from the Town, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Councilmembers should be open about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence should be equally clear about representation**

Town letterhead may be used when the Councilmember is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

- Town letterhead should not be used for correspondence of Councilmembers representing a personal point of view, and is best not used to express a dissenting point of view from an official Council position. However, should Councilmembers use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly so the reader understands the difference between the official Town position and the viewpoint of the Councilmember. It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions serve the community, not individual Councilmembers**

The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward." Boards and committees should always remember they are advisory to Council, and often require Council

action or approval for their recommendations.

- **Be respectful of diverse opinions**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. While Councilmembers may have a closer working relationship with some specific individuals serving on Boards and Commissions, they must be fair and respectful of all citizens serving on Boards and Commissions.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support

Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Councilmember.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Commission member should be communicated to the Mayor, and the Mayor and Vice Mayor, with prior consultation with the Town Manager, should counsel the offending member. If inappropriate behavior continues, the Mayor and Vice Mayor should bring the situation to the attention of the Council. Conflicts should be resolved at the lowest possible level.

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### **Council Conduct with the Media**

**Councilmembers are frequently contacted by the media for background and quotes.**

- The best advice for dealing with the media is to “never go off the record.”

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

**The Mayor is the official spokesperson on the town position.**

The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official Town position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear

words when talking with the media.

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### Sanctions

- **Public Disruption**

Members of the public who do not follow proper conduct in a public meeting may be barred from further testimony at that meeting or removed from the Council Chambers. Severe disruptions shall be dealt with immediately.

- **Inappropriate Staff Behavior**

Councilmembers should refer any Town staff who does not follow proper conduct in their dealings with Councilmembers, other Town staff, or the public to the Town Manager. These employees may be disciplined in accordance with standard Town procedures for such actions.

- **Councilmembers Behavior and Conduct**

Town Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Huachuca City and with Inter-government agencies) or have official travel restricted. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out infractions of the Code of Conduct to the offending Councilmember. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior warrants sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If an alleged violation of the Code of Conduct occurs without being witnessed by Mayor or Council, it should be referred to the Mayor. The Mayor should then contact the Town Attorney regarding the proper investigative procedure to follow. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation, the investigation, and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

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## **Principles of Proper Conduct**

### **Proper conduct IS ...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping Integrity intact
- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

### **Proper conduct IS NOT ...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect.

Respect for one another as individuals ... respect for the validity of different opinions ...

Respect for the democratic process ... respect for the community that we serve.

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## **Checklist for Monitoring Conduct**

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?  
Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?

- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

Approved by Huachuca City Town Council, September \_\_\_\_, 2018.

**Town of Huachuca City Code of Ethics**  
**For Elected Officials**

This Code of Ethics is designed to describe the manner in which Councilmembers should treat one another, Town staff, constituents, and others they come into contact with in representing the Town of Huachuca City. It is meant to describe more clearly the behavior, manners and courtesies that are suitable for various occasions in order to make public meetings and the process of governance run more smoothly.

The content of this Code of Ethics includes:

	Pages
• Overview of Roles and Responsibilities	1-3
• Policies and Protocol Related to Conduct	3-4
• Council Conduct with One Another	4-6
• Council Conduct with Town Staff	6-7
• Council Conduct with the Public	8-9
• Council Conduct with Other Public Agencies	9-10
• Council Conduct with Boards and Commissions	10-11
• Council Conduct with the Media	11
• Sanctions	12
• Principles of Proper Conduct	13
• Checklist for Monitoring Conduct	13-14
• Glossary of Terms	14

**The object of this document is to facilitate that all considerations are made for the benefit of the community as a whole.**

The constant and consistent theme through all of the conduct guidelines is "respect." Councilmembers experience stress in making decisions that could impact hundreds of lives. Despite these pressures, elected officials are called upon to exhibit appropriate behavior at all times. Demonstrating respect for each individual through words and actions is the touchstone that can help guide Councilmembers to do the right thing in even the most difficult situations.

#### Council Agenda Deadlines

**Huachuca City Town Council meets on 2<sup>nd</sup> & 4<sup>th</sup> Thursday of the month normally scheduled at 7pm. Workshops are normally held prior to the regular Council meeting at 6pm or 6:30pm according to the subject. Emergency meetings may held at any time as necessary. Notification will be made as soon as possible.**

**Council agenda items need to be to the Town Clerk by the Tuesday the week prior to the Council meeting to be listed on the agenda. Documentation for the Council agenda item must be given to the Town Clerk by noon Thursday the week prior to the Council meeting.**

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## Overview of Roles and Responsibilities

Other resources that are helpful in defining the roles and responsibilities of elected officials can be found in the Town of Huachuca City Code and in the Elected Officials Guide published by the League of Arizona Cities and Towns.

### **MAYOR**

- Elected as Mayor (Town Code, Section 2.10.010)
- Serves as Chief Executive Officer of the Town
- Chairs Council meetings (Town Code, Section 2.10.040)
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  - Sets agendas in consultation with the Town Manager and Town Attorney
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Councilmembers who want to speak during the Call to the Public or Councilmembers Report portion of the Council meeting should notify the Chair in advance. Councilmembers, like members of the public, who use this portion of the agenda to recognize achievements or promote an event will be limited to three minutes each, and should keep the focus on matters of community-wide interest. Matters that may require Council action or direction should not be discussed and those items on the agenda should not be used for any form of campaigning.

## **Travel Expenses**

The policies and procedures related to the reimbursement of travel expenses for official Town business by Councilmembers are regulated according to the Town of Huachuca City Employee

Manual Travel Policy, Section 2.130.795. Town employee travel policies apply to Councilmembers in relation to use of Town vehicles, however the Town employee travel policy regarding per diem payment does not apply to Councilmembers; as Councilmembers monthly stipend covers that type of expense. Expenditures for individual Councilmembers and the Council as a whole shall be determined in the budget process.*(As recommended by Councilmen Welsch, Council travel under 65 miles one way will be covered by monthly stipend; travel over 65 miles one way travel expenses will be paid at IRS standards for mileage. This will only apply if a city vehicle is not available.)*

### **Conflict of Interest**

Councilmembers as citizens are often involved in multiple facets of the community. Any Councilmember who has a conflict of interest with a Council issue being discussed or voted upon should recuse themselves from the discussion and from the room, until the discussion is finished. Furthermore, a Councilmember may not speak on call to the public regarding the issue that presents a conflict of interest. A conflict of interest can arise from multiple issues, for example:

- Ex 1- The town is proposing a grant to repave Elm Street. Councilmember Doe lives on Elm Street. Councilmember Doe should exclude him or herself from any discussion or vote regarding the grant for Elm Street.
- Ex 2- Councilmember Doe is a board member of the Humane Society. The Town is setting a policy for funding the Humane Society. Councilmember Doe should recuse from any action item or vote regarding the Humane Society. *As long as a resource person is available to answer questions for said committee.*

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### **Council Conduct with One Another**

Councils are composed of individuals with a wide variety of backgrounds, personalities, values, opinions, and goals. Despite this diversity, all have chosen to serve in public office in order to preserve and protect the present and the future of the community. This common goal should be acknowledged, even as Council may “agree to disagree” on contentious issues, and to the extent possible will honor decisions of the Council.

### **IN PUBLIC MEETINGS**

- **Formal Titles**

The Council should refer to one another formally during public meetings as Mayor, Vice Mayor or Councilmember followed by the individual's last name.

- **Practice civility and decorum in discussions and debate**

Difficult questions, tough challenges to a particular point of view, and criticism of ideas and information are legitimate elements of a free democracy in action. This does not allow, however, Councilmembers to make belligerent, personal, impertinent, slanderous, threatening, abusive, or disparaging comments. No shouting or physical actions that could be construed as threatening will be tolerated.

- **Honor the role of the Chair in maintaining order**

It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the

Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in **Robert's Rules of Order**.

- **Avoid personal comments that could offend other Councilmembers**

If a Councilmember is personally offended by the remarks of another Councilmember, the offended Councilmember should make notes of the actual words used and call for a "point of personal privilege" that challenges the other Councilmember to justify or apologize for the language used. The Chair will maintain control of this discussion.

- **Demonstrate effective problem-solving approaches**

Councilmembers have a public stage to show how people with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

## IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

The same level of respect and consideration of differing points of view that is deemed appropriate for public discussions should be maintained in private conversations.

- **Be aware of the lack of security of written notes, social media, voicemail messages, and email**

Technology allows words written or said without much forethought to be distributed wide and far. Would you feel comfortable to have this note faxed to others? How would you feel if this voicemail message were played on a speakerphone in a full office? What would happen if this e-mail message were forwarded to others? Written notes, voicemail messages and e-mail should be treated as potentially public communication.

- **Even private conversations can have a public presence**

Elected officials are always on display - their actions, mannerisms, and language are monitored by people around them. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more Councilmembers or the "linking" together through a common source of four or more individual conversations. Open records law also prohibits proposing a policy or action from one Councilmember to a quorum of Council, even if by blind copy email. Proposed actions or policies should be handled

by the Town Manager's office or Town Clerk contacting Council regarding the proposed policy or action. For a Councilmember to do so (not thru staff) or during a Council meeting would be a violation of open records law.

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### **Council Conduct with Town Staff**

Governance of a Town relies on the cooperative efforts of elected officials, who set policy, and Town staff, who implement and administer the Council's policies. Therefore, every effort should be made to be cooperative and show mutual respect and acknowledgment for the contributions made by each individual for the good of the community.

- **Treat all staff as professionals**

Clear, honest communication that demonstrates respect for the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. When possible, it is preferable to ask questions prior to public meetings to allow staff adequate time to research the question and provide meaningful answers.

- **Limit contact to specific Town staff**

Remember Town staff are accountable to their supervisors. Taskings or work assignments from outside the normal chain of supervision could cause staff confusion, inadequate work product and inefficient performance. Questions of Town staff and/or requests for additional background information should be directed only to the Town Manager, Town Attorney,

Town Clerk, or Department Heads. The Office of the Town Manager should be copied on any request.

Requests for follow-up directions to staff should be made only through the Town Manager, or the Town Attorney when appropriate. When in doubt about what staff contact is appropriate, Councilmembers should ask the Town Manager for direction. Materials supplied to an individual Councilmember in response to a request will be made available to all members of the Council so that all have equal access to information.

- **Do not disrupt Town staff from their jobs**

Councilmembers should not disrupt Town staff while they are in meetings, on the phone, or engrossed in performing their job functions in order to have their individual needs met.

- **Never publicly criticize an individual employee**

Council should never express concerns about the performance of a Town employee in public, to the employee directly, or to the employee's manager. Misdirected comments could violate the Town's personnel rules and limit the Town's ability to deal fairly and efficiently with personnel matters. Comments about staff performance should only be made to the Town Manager privately. Staff should not hesitate to avail themselves of Council expertise where appropriate.

- **Do not get involved in administrative functions**

Councilmembers **should** not attempt to influence Town staff on the making of appointments, awarding of contracts, selecting of consultants, processing of development applications, or granting of Town licenses and permits.

- **Check with Town staff on correspondence before taking action**

Before sending correspondence, Councilmembers should check with the Town Manager to see if an official Town response has already been sent or is in progress.

- **Do not attend meetings with Town staff unless requested by staff**

Even if the Councilmember does not say anything the Councilmember's presence implies support, shows partiality, intimidates staff, and hampers staff's ability to do their job objectively. Council may request, through the Town Manager, to attend specific meetings. They should honor the Manager's decision once given.

- **Council request for staff support**

Routine secretarial support will be provided to all Councilmembers. All mail for Councilmembers is opened by the Town Clerk, unless other arrangements are requested by a Councilmember. Councilmembers who receive important mail documents such as legal documents, or mail requiring signatures should discuss these with the Town Manager. This is the Councilmember's responsibility.

Requests for additional staff support - even in high priority or emergency situations - should

be made to the Town Manager who is responsible for allocating Town resources in order to maintain a professional, well-run Town government.

- **Do not solicit political support from staff**

Councilmembers should not solicit any type of political support (financial contributions, display of posters or lawn signs, name on support list, etc.) from Town staff; to do so could violate the law. Town staff may, as private citizens with constitutional rights, support political candidates for other government entities but all such activities must be done away from the workplace. Employees should be aware of how political support of councilmembers may appear to other councilmembers, even away from the workplace.

---

### Council Conduct with the Public

#### IN PUBLIC MEETINGS

Making the public feel welcome is an important part of the democratic process. No signs of partiality, prejudice or disrespect should be evident on the part of individual Councilmembers toward a person participating in a public forum. Every effort should be made to be fair and impartial in listening to public testimony.

- Be welcoming to speakers and treat them with respect
- Be fair and equitable in allocating public hearing time to individual speakers

The Council will determine and announce limits on speakers at the start of the public hearing process. Generally, each speaker will be allocated three minutes. If many speakers are anticipated, the Mayor may shorten the time limit and/or ask speakers to limit themselves to new information and points of view not already covered by previous speakers.

No speaker will be turned away unless he/she exhibits inappropriate behavior. After the close of the public hearing, no more public testimony will be accepted unless the Mayor reopens the public hearing for a limited and specific purpose.

- **Give the appearance of active listening**

It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time, looking at or checking at our phone, gazing around the room gives the appearance of disinterest. Be aware of facial expressions--especially those that could be misinterpreted in a negative way.

- **Ask for clarification, but avoid debate and argument with the public**

Only the Mayor--not individual Councilmembers--can interrupt a speaker during a presentation. However, a Councilmember can ask the Mayor for a point of order if the speaker is off the topic

or exhibiting behavior or language the Councilmember finds disturbing.

If speakers become flustered or defensive because of Council questions, it is the responsibility of the Mayor to calm and focus the speaker and to maintain the order and decorum of the meeting. Questions by Councilmembers to members of the public testifying should seek to clarify or expand information. It is never appropriate to belligerently challenge or belittle the speaker. Councilmembers' personal opinions or inclinations about upcoming votes should not be revealed until after the public hearing is closed.

- **No personal attacks of any kind, under any circumstances**

Councilmembers should be aware that their body language and tone of voice, as well as the words they use, can appear to be intimidating or aggressive.

### IN UNOFFICIAL SETTINGS

- **Make no promises on behalf of the Council**

Councilmembers will frequently be asked to explain a Council action or to give their opinion about an issue as they meet and talk with constituents in the community. It is appropriate to give a brief overview of Town policy and to refer to Town staff for further information. It is inappropriate to overtly or implicitly promise Council action, or to promise Town staff will do something specific (fix a pothole; remove a library book, plant new trees, etc.) It is important to remember that you are one vote. It takes a quorum of Council to make any Council decision or action.

- **Make no personal comments about other Councilmembers**

It is acceptable to publicly disagree about an issue; but it is unacceptable to make derogatory comments about other Councilmembers, their opinions, or their actions. This also applies when talking with staff about other Councilmembers.

- **Remember Huachuca City is small town**

Councilmembers in the public eye every day that they serve in office. They are constantly being observed by the community. Their behaviors and comments serve as models for proper behavior in the Town of Huachuca City. Honesty and respect for the dignity of each individual should be reflected in every word and action taken by Councilmembers, 24 hours a day, seven days a week. It is a serious and continuous responsibility.

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### Council Conduct with Other Public Agencies

- **Be open about representing the Town or personal Interests**

If a Councilmember appears before another governmental agency or organization to give a statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.



If the Councilmember is representing another organization whose position is different from the Town, the Councilmember should withdraw from voting on the issue if it significantly impacts or is detrimental to the Town's interest. Councilmembers should be open about which organizations they represent and inform the Mayor and Council of their involvement.

- **Correspondence should be equally clear about representation**

Town letterhead may be used when the Councilmember is representing the Town and the Town's official position. A copy of official correspondence should be given to the Town Clerk to be filed as part of the permanent public record.

- Town letterhead should not be used for correspondence of Councilmembers representing a personal point of view, and is **best not used to express a dissenting point of view from an official Council position**. However, should Councilmembers use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly so the reader understands the difference between the official Town position and the viewpoint of the Councilmember. It is inappropriate for a Councilmember to contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or Commission.

- **Remember that Boards and Commissions serve the community, not individual Councilmembers**

The Town Council appoints individuals to serve on Boards and Commissions, and it is the responsibility of Boards and Commissions to follow policy established by the Council. But Board and Commission members do not report to individual Councilmembers, nor should Councilmembers feel they have the power or right to threaten Board and Commission members with removal if they disagree about an issue. Appointment and re-appointment to a Board or Commission should be based on such criteria as expertise, ability to work with staff and the public, and commitment to fulfilling official duties. A Board or Commission appointment should not be used as a political "reward." Boards and committees should always remember they are advisory to Council, and often require Council action or approval for their recommendations.

- **Be respectful of diverse opinions**

A primary role of Boards and Commissions is to represent many points of view in the community and to provide the Council with advice based on a full spectrum of concerns and perspectives. While Councilmembers may have a closer working relationship with some specific individuals serving on Boards and Commissions, they must be fair and respectful of all citizens serving on Boards and Commissions.

- **Keep political support away from public forums**

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support

Board and Commission members who are running for office, but not in an official forum in their capacity as a Town Councilmember.

- **Inappropriate behavior can lead to removal**

Inappropriate behavior by a Board or Commission member should be communicated to the Mayor, and the Mayor and Vice Mayor, with prior consultation with the Town Manager, should counsel the offending member. If inappropriate behavior continues, the Mayor and Vice Mayor should bring the situation to the attention of the Council. Conflicts should be resolved at the lowest possible level.

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### **Council Conduct with the Media**

**Councilmembers are frequently contacted by the media for background and quotes.**

- The best advice for dealing with the media is to “never go off the record.”

Most members of the media represent the highest levels of journalistic integrity and ethics and can be trusted to keep their word. But one bad experience can be catastrophic. Words that are not said cannot be quoted.

**The Mayor is the official spokesperson on the town position.**

The Mayor is the designated representative of the Council to present and speak on the official Town position. If an individual Councilmember is contacted by the media, the Councilmember should be clear about whether their comments represent the official Town position or a personal viewpoint.

- **Choose words carefully and cautiously**

Comments taken out of context can cause problems. Be especially cautious about humor, sardonic asides, sarcasm, or word play. It is never appropriate to use personal slurs or swear words when talking with the media.

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### **Sanctions**

- **Public Disruption**

Members of the public who do not follow proper conduct in a public meeting may be barred from further testimony at that meeting or removed from the Council Chambers. Severe disruptions shall be dealt with immediately.

- **Inappropriate Staff Behavior**

Councilmembers should refer any Town staff who does not follow proper conduct in their dealings with Councilmembers, other Town staff, or the public to the Town Manager.

These employees may be disciplined in accordance with standard Town procedures for such actions.

- **Councilmembers Behavior and Conduct**

Town Councilmembers who intentionally and repeatedly do not follow proper conduct may be reprimanded or formally censured by the Council, lose seniority or committee assignments (both within the Town of Huachuca City and with Inter-government agencies) or have official travel restricted. Serious infractions of the Code of Conduct could lead to other sanctions as deemed appropriate by Council.

Councilmembers should point out infractions of the Code of Conduct to the offending Councilmember. If the offenses continue, then the matter should be referred to the Mayor in private. If the Mayor is the individual whose actions are being challenged, then the matter should be referred to the Vice Mayor.

It is the responsibility of the Mayor Councilmember to initiate action if a Councilmember's behavior warrants sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If an alleged violation of the Code of Conduct occurs without being witnessed by Mayor or Council, it should be referred to the Mayor. The Mayor should then contact the Town Attorney regarding the proper investigative procedure to follow. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation, the investigation, and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

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### **Principles of Proper Conduct**

#### **Proper conduct IS ...**

- Keeping promises
- Being dependable
- Building a solid reputation
- Participating and being available
- Demonstrating patience
- Showing empathy
- Holding onto ethical principles under stress
- Listening attentively
- Studying thoroughly
- Keeping Integrity intact

- Overcoming discouragement
- Going above and beyond, time and time again
- Modeling a professional manner

**Proper conduct IS NOT ...**

- Showing antagonism or hostility
- Deliberately lying or misleading
- Speaking recklessly
- Spreading rumors
- Stirring up bad feelings, divisiveness
- Acting in a self-righteous manner

It all comes down to respect.

Respect for one another as individuals ... respect for the validity of different opinions ...

Respect for the democratic process ... respect for the community that we serve.

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**Checklist for Monitoring Conduct**

- Will my decision/statement/action violate the trust, rights or good will of others?
- What are my interior motives and the spirit behind my actions?
- If I have to justify my conduct in public tomorrow, will I do so with pride or shame?
- How would my conduct be evaluated by people whose integrity and character I respect?
- Even if my conduct is not illegal or unethical, is it done at someone else's painful expense?  
Will it destroy their trust in me? Will it harm their reputation?
- Is my conduct fair? Just? Morally right?
- If I were on the receiving end of my conduct, would I approve and agree, or would I take offense?
- Does my conduct give others reason to trust or distrust me?
- Am I willing to take an ethical stand when it is called for? Am I willing to make my ethical beliefs public in a way that makes it clear what I stand for?
- Do I exhibit the same conduct in my private life as I do in my public life?
- Can I take legitimate pride in the way I conduct myself and the example I set?
- Do I listen and understand the views of others?
- Do I question and confront different points of view in a constructive manner?
- Do I work to resolve differences and come to mutual agreement?
- Do I support others and show respect for their ideas?
- Will my conduct cause public embarrassment to someone else?

**Useful References**

- Quorums- Chapter 2, page 16. Robert Rules of Order, 2014
- Item Presentation-Chapter 3, page 27. Robert Rules of Order, 2014

- Meeting Procedure-Chapter 16, page 207. Robert Rules of Order, 2014.
- Councilmember Discipline- Chapter 15, page 195. Robert Rules of Order, 2014.
- Voting-Chapter 18, page 267. Robert Rules of Order, 2014.

Other Reference Sources:

- Robert's Rules of Order
- Anatomy of a Council Meeting-Arizona League of Cities and Towns
- Council-Manager Government-Arizona League of Cities and Towns
- So your elected, now what- Arizona League of Cities and Towns
- ABC'S of Parliamentary Procedure
- You as a public official
- What you as a public official need to know

Approved by Huachuca City Town Council, September \_\_\_\_, 2018.

**NOTICE OF PROPOSED SENIOR CENTER RENTAL FEE SCHEDULE ESTABLISHMENT**

The Town Council will consider establishing a Senior Center Rental Fee Schedule at its meeting on December 13, 2018, at 7:00 pm, at Town Hall located at 500 N. Gonzales Blvd, Huachuca City, AZ. The Senior Center Fee schedule proposal will be as follows:

**SENIOR CENTER RENTAL FEE SCHEDULE**

	<b><u>RESIDENTS</u></b>	<b><u>NON-RESIDENTS</u></b>
<b><u>SENIOR CENTER:</u></b>		
<b>PER DAY:</b>	<b>\$50.00</b>	<b>\$75.00</b>
<b>CLEANING DEPOSIT (REFUNDABLE):</b>	<b>\$75.00</b>	<b>\$75.00</b>
<b>REPLACEMENT PER TABLE:</b>	<b>\$50.00</b>	<b>\$50.00</b>
<b>REPLACEMENT PER CHAIR:</b>	<b>\$25.00</b>	<b>\$25.00</b>

This proposed Fee Schedule is authorized by A.R.S. section 9-499.15, and the Town's Code Chapter 10.30. Additional information concerning this proposal is available on the homepage of the Town's website.



# Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230

## ORDINANCE NO. 2018-22

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AMENDING THE TOWN CODE CHAPTER 2.85 "TOWN FACILITY USE POLICY," SECTION 2.85.050 "CHARGES" AND CHAPTER 10.30 "PARKS, RECREATION AND TRANSPORTATION FACILITIES," SECTION 10.30.030 "USE OF COMMUNITY CENTER," TO REMOVE THE OPTION FOR CERTAIN PRIVATE ORGANIZATIONS TO USE TOWN FACILITIES FREE OF CHARGE; AND TO PROVIDE FOR RENTAL OF THE SENIOR CENTER.**

**WHEREAS**, the Town Council of the Town of Huachuca City has adopted by Resolution No. 84-002 a code known as the Town Code of the Town of Huachuca City, Arizona [the "Code"], and has amended and republished the Code from time to time, as authorized by A.R.S. section 9-240 (B) (28); and

**WHEREAS**, pursuant to the Code, Chapters 2.85 and 10.30, the Town establishes regulations and fees for use of its facilities; and

**WHEREAS**, the Town Council wishes to amend the Code, to remove the option of allowing certain private organizations to use town facilities free of charge and to authorize rental of the Senior Center; and

**WHEREAS**, as required by the Code, section 2.25.040, this Ordinance was first read at a public meeting of the Town Council on September 27, 2018, and at a subsequent meeting on October 11, 2018.

**NOW, THEREFORE, BE IT ORDAINED** by the Mayor and Council of the Town of Huachuca City, Arizona, as follows:

**SECTION 1.** The Code, Chapter 2.85 "TOWN FACILITY USE POLICY," Section 2.85.020 "Applicability," is amended as follows, with additions in underlined text:

### **2.85.020 Applicability.**

This policy applies to all persons and/or organizations requesting use of the town facilities. This policy does not apply to the city council chambers nor does it include the use of town equipment/furniture other than what is available in the Community Center and kitchen. Town facilities include use of the Community Center, Senior Center, town parks and athletic fields.

**SECTION 2.** The Code, Chapter 2.85 “TOWN FACILITY USE POLICY,” Section 2.85.050 “Charges,” is amended as follows, with deletions in ~~strike through~~ and additions in underlined text:

**2.85.050 Charges.**

The mayor and council recognize that certain costs are associated with usage of the facilities and have developed the following guidelines:

A. All residents, nonresidents and/or ~~organizations~~, all organizations and clubs will be required to pay the scheduled fee ~~except the following who shall be allowed free or reduced fee use of the facilities~~ with the exception of the following:

1. ~~Nonprofit organizations, but only under special circumstances as determined by the mayor and council on a case-by-case basis~~ Governmental jurisdictions conducting town-related business will have no fee assessed.

2. ~~Governmental jurisdictions conducting town-related business.~~

B. Any organization denied ~~free use~~ under this policy as defined in this section may appeal to the city council.

**SECTION 3.** The Code, Chapter 2.85 “TOWN FACILITY USE POLICY,” Section 2.85.060 “Rules and regulations,” subsection (A), is amended as follows, with additions in underlined text:

**2.85.060 Rules and regulations.**

A. The Community Center, restrooms, and kitchen shall be available for use under this policy. The Senior Center and restrooms, excluding the kitchen, shall be available for use under this policy.

**SECTION 4.** The Code, Chapter 10.30 “PARKS, RECREATION AND TRANSPORTATION FACILITIES” is retitled as follows, with deletions in ~~strike through~~ and additions in underlined text:

**Chapter 10.30**

**PARKS, RECREATION, AND TRANSPORTATION AND OTHER TOWN FACILITIES**

**SECTION 5.** The Code, Chapter 10.30, Section 10.30.030 “Use of Community Center,” is retitled and amended as follows, with deletions in ~~strike through~~ and additions in underlined text:

**10.30.030 Use of Community Center and Senlor Center.**



A. Huachuca City residents, nonresidents and all organizations and clubs desiring to use the Community Center or Senior Center building must submit a written request to use the center, to include dates and times. The request should be given to town staff for approval.

B. A ~~Community Center~~ use calendar is kept by the town staff and requests will be considered in the order in which they are received. The town may consider proposals for long-term, regular and recurring usage of town facilities.

C. Except as provided in Chapter 2.85, Section 2.85.050, A a use fee and a cleaning deposit are required. ~~in most instances; however, the council, upon request, may take into consideration whether or not to waive or reduce the use fee for governmental organizations, or nonprofit organizations, under special circumstances. It is in the discretion of the council to determine whether to waive or reduce the fee.~~ All users will pay the refundable cleaning deposit which shall be refunded if, upon inspection by a town staff member, the building is clean. The town council shall adopt, by resolution, a schedule of fees for use of the Community Center and Senior Center. The town's facility use policy which contains additional rules and procedures for using town facilities may be found in Chapter 2.85.

D. [*Unchanged*].

E. The purpose of the Community Center and Senior Center is to provide a low cost building for residents, nonresidents, all organizations and clubs to use for different functions. Operating expenses will be deducted from any revenues received from the for their use of the center.

F. A copy of the rules and regulations will be given to all individuals requesting the use of the ~~Community Center~~ town facilities. The keys to the ~~Community Center~~ will be given out by the ~~police department~~ town personnel and a log will be kept stating the identity of the person who signed them out.

**SECTION 6.** All ordinances, parts of ordinances, resolutions, parts of resolutions, policies, and parts of policies in conflict with the provisions of this Ordinance, or any part hereof, are hereby repealed.

**SECTION 7.** If any section, subsection or portion of this Ordinance is for any reason held to be invalid or unenforceable by the decision of a court of competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

**SECTION 8.** The Town Clerk is hereby directed, pursuant to the Code section 2.25.080, to publish this Ordinance as required by A.R.S. 9-812 and 39-204.

**PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 11th DAY OF OCTOBER, 2018.**

\_\_\_\_\_  
Kenneth Taylor, Mayor

ATTEST:

\_\_\_\_\_  
Jennifer Fuller, Town Clerk

Approved as to Form:

\_\_\_\_\_  
Thomas Benavidez, Town Attorney

**From:** Ha Vu

**Sent:** Wednesday, September 19, 2018 1:14 PM

**To:** Matthew Williams <[mwilliams@huachucacityaz.gov](mailto:mwilliams@huachucacityaz.gov)>; [pbidon@whetstonefire.org](mailto:pbidon@whetstonefire.org)

**Subject:** RE: Wildland truck

\$43,883.79

Ha Vu

Finance Clerk

500 N Gonzales Blvd

Huachuca City, AZ 85616

[hvu@huachucacityaz.gov](mailto:hvu@huachucacityaz.gov)

Office: 520-456-1354

**From:** Matthew Williams

**Sent:** Wednesday, September 19, 2018 1:12 PM

**To:** Ha Vu; [pbidon@whetstonefire.org](mailto:pbidon@whetstonefire.org)

**Subject:** RE: Wildland truck

Ha,

How much is the exact payment annually? \$48,000?

*Matthew C. Williams*

City Manager

Town of Huachuca City, Arizona

[mwilliams@huachucacityaz.gov](mailto:mwilliams@huachucacityaz.gov)

Phone: 520-456-1354

Cell: 520-678-1849

**From:** Ha Vu

**Sent:** Thursday, September 13, 2018 11:50 AM

**To:** Matthew Williams <[mwilliams@huachucacityaz.gov](mailto:mwilliams@huachucacityaz.gov)>; [pbidon@whetstonefire.org](mailto:pbidon@whetstonefire.org)

**Subject:** RE: Wildland truck

Matthew,

Original Balance: \$365,097.85

Principal balance as of 9/13/18: \$304,316.68

Principal paid in 2018: \$32,792.89

Interest paid in 2018: \$11,090.90

Thank you.

Ha

**Chapter 2.120**  
**NAMING AND RENAMING OF PUBLIC MEMORIALS**

**Sections:**

**2.120.010 Purpose.**

**2.120.020 Composition of the board – Terms of office – Vacancies.**

**2.120.030 Powers and duties of the board.**

**2.120.040 Meetings.**

**2.120.050 Compensation of board members.**

**2.120.060 Procedures.**

**2.120.010 Purpose.**

The purpose of this chapter is to provide a citizen board, called the memorial review board, to receive, review and make recommendations on proposals to name and rename public memorials. The board shall serve as a facilitator and shall encourage dialogue on such proposals; hold public hearings; conduct focus groups, discussions and surveys; and balance the public's sense of place, history and identity with special recognition for a particular community, leader or history. (Ord. 02-003 § 1, 2002; prior code § 3-8-1)

**2.120.020 Composition of the board – Terms of office – Vacancies.**

A. The memorial review board shall consist of five residents of the town of Huachuca City who are appointed by the town council.

B. Appointments to the board for the first term shall be for one-, two- and three-year terms. Thereafter, there shall be four-year terms, commencing July 1st. The chairperson shall be elected annually by a majority vote of the membership of the board. (Ord. 02-003 § 1, 2002; prior code § 3-8-2)

**2.120.030 Powers and duties of the board.**

The memorial review board shall be informed of, and review and advise upon, all matters pertaining to the naming or renaming of the public areas, such as streets, buildings or structures, or other public objects. (Ord. 02-003 § 1, 2002; prior code § 3-8-3)

**2.120.040 Meetings.**

A. The memorial review board shall hold regular meetings once a month unless it has no agenda items, and shall consider applications for a public memorial on the agenda

of the next regular meeting of the memorial review board, when an application for naming or renaming a public memorial has been filed with the town clerk.

**B. The business conducted by the memorial review board shall be open to the public and held in compliance with the Open Meetings Act. Public notice of the time, date and place of such meetings shall be given in the manner required by the Act. (Ord. 02-003 § 1, 2002; prior code § 3-8-4)**

**2.120.050 Compensation of board members.**

The memorial review board members shall not receive compensation for their service on the board. (Ord. 02-003 § 1, 2002; prior code § 3-8-5)

**2.120.060 Procedures.**

**A. An application shall be filed with the town clerk requesting the following information:**

- 1. The proposed name and the basis for the proposal;**
- 2. The object or site that is the subject of the proposal;**
- 3. The current name, if applicable;**
- 4. The effect of the proposed name change upon residents and businesses;**
- 5. The projected cost of the proposal; and**
- 6. Anticipated support or opposition to the proposal.**

**B. The town clerk shall refer the application to the memorial review board upon receipt.**

**C. When a petition is required, the town clerk shall verify the petition and refer it to the memorial review board.**

**D. Within 90 days of receiving the application, the memorial review board shall review all proposals and make a recommendation and pass its recommendation on to the town council.**

**E. The memorial review board shall notify the applicant of the initial scheduled meeting to review the application. At such meeting, the board shall determine how to proceed to review the application.**

- 1. The board may require the applicant to provide such additional information as is determined to be necessary for the board to make an informed recommendation and which can reasonably be produced by the applicant in a timely manner. Failure of the applicant to provide such information shall not**

relieve the board of its obligation to make a recommendation to town council within 90 days.

2. The board shall make a determination of the accuracy of the information presented in the application and include such determination in the recommendation forwarded to town council.

3. The board shall determine appropriate language to be included in public notices and notifications to affected parties under this chapter, subject to the approval of the town attorney. At a minimum, such notices and notifications shall include the location to be named or renamed and the cost of such naming or renaming to the city, together with the time, date and location of any subsequently scheduled public hearings or meetings of the board at which the proposed naming or renaming is to be discussed.

F. If the proposed naming or renaming is of a street, the applicant shall be responsible for, and bear the cost of, printing and delivering to affected businesses and residences notice of the name change for which an application has been submitted. Such notification shall be made to all businesses and residences with mailing addresses on the street in question and to all businesses and residences on the immediate corners of each street transversed by such street. As part of the notification process, the applicant shall make a reasonable effort to present to such residences and businesses written notice as described in subsection (E)(3) of this section.

1. Such notification shall also include information as prepared by the board and approved by the town attorney, describing the town's process for naming and renaming public objects and streets as public memorials.

2. Further, the applicant shall request that the occupant of a residence or business sign a statement, in a form acceptable to the board and the town attorney, acknowledging receipt of the notification. If such occupant is not available or chooses not to sign the statement, the applicant should list the address of such occupant on the statement and the date and time notification was attempted, and indicate that the occupant was not available or chose not to sign. A signature on the petition submitted by the applicant shall be considered to fulfill this requirement for acknowledgment of notification. A copy of all acknowledgments or petitions shall be forwarded to the board for its review within 60 days of the submission of the application.

G. If the proposed naming or renaming is of a local street, a petition indicating support for the proposed change and bearing the signatures of one percent of the town's registered voters must be submitted within 60 days of the application. If the proposed

naming or renaming is of a major street, a petition bearing the signatures of three percent of the town's registered voters must be submitted within 60 days of the application. If the applicant fails to submit valid petitions as verified by the town clerk, the memorial review board shall report to town council that the applicant has failed to collect sufficient signatures and the application is invalid. Town council shall not be obligated to hold public hearings or to vote on the proposed naming or renaming, should sufficient valid signatures not be collected by the applicant.

H. Town council shall hold a public hearing on the proposal. At least 30 days prior to such public hearing, notification shall be published in a newspaper of general circulation within the town. If the proposal is to name or rename a street, the town clerk shall cause to be mailed to the owners of record of properties with mailing addresses on such street, and on the street corners of streets immediately transversing such street, notification of the proposal and the date, place and time of the proposed public hearing.

I. Town council shall vote on the proposal within 90 days of the memorial review board's recommendation to council.

J. The actual naming or renaming shall be done within 90 days after the proposal has been passed by resolution or ordinance. (Ord. 02-003 § 1, 2002; prior code § 3-8-6)

*Hugh A. Walker, Enterprises, Inc. (An Arizona Corporation)*

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August 29, 2018

File No. HCL2018-01, Change Order#1

Mr. Matthew Williams  
City Manager  
Town of Huachuca City  
500 N. Gonzales Blvd.  
Huachuca City, AZ 85616

**Subject: Request for Change Order#1, Replace Groundwater Pumps MW-1,  
MW-2**

Dear Matthew:

On February 14, 2018 the City of Huachuca (HC) authorized HAWE to conduct a groundwater study to collect data, as requested by ADEQ, to determine the current hydrology, groundwater historical flow and depth to groundwater. This information was to be used to determine the new location of MW-1 (Currently MW-1 is located in the middle of the expansion new liner) and if a new cross-gradient well will be needed to confirm to ADEQ's requirements to horizontally expand the landfill under a new landfill permit.

However, while attempting to measure the depth to groundwater, HAWE and Hoque and Associates (HA) discovered that the 30-year-old groundwater wells contained pumps that would require their removal before the measurement could be taken. Because of the age of the pumps, it was determined that if they were removed they would, more-than-likely be damaged and would need repair, thereby rendering the pumps unusable until repaired. (Assuming parts availability of 30-year-old pumps). Upon consultation with City, it was determined that the new style replacement pumps (QED) would be preferable to the existing pumps. The QED pumps, once installed, would allow City personnel to collect all necessary groundwater data, without pump removal.

HAWE/HA proposes to retain the services of Southlands Engineering, an AZ qualified well construction firm, to remove the existing pumps and assist in the installation of the QED replacement pumps. Mr. Enamul Hoque of HA will observe the installation of the new pumps in MW-1 and MW-2 and measure the ADEQ required water levels and prepare a well completion report to submit to ADEQ.

HAWE/HA proposes to purchase, on behalf of the City of Huachuca two (2) QED Micropurge pumps and the necessary monitoring equipment. QED will assist the City with the installation. In addition, new style electronic groundwater monitoring equipment necessary to collect groundwater samples will also be purchased. Included in this purchase will be a one-day QED training program for City Staff to ensure that the Staff will be familiar with groundwater sampling techniques using the new equipment:



**Estimated Cost to complete:**

- |  |                     |
|--|---------------------|
| 1. MW-1 and MW-2 pump removal and replacement and reporting... | \$13,945.00         |
| 2. QED Micropurge Pumps (See Attachment 1).....                | \$ 7,047.00         |
| 3. QED Electronic Controllers (See Attachment 2) .....         | \$ <u>16,487.00</u> |
| <b>TOTAL</b>   | <b>\$ 37,479.00</b> |

If you agree to the change order, please sign in the space provided below and return the signed page to me. As always, if you should have any questions, please call the undersigned at (602) 885-8323.

Regards,



Hugh A. Walker

Principal  
HAWE

Enclosures:

AGREED:

\_\_\_\_\_ Date \_\_\_\_\_  
Matthew Williams



Quote No: W-17621, Jun 21, 2018  
Rev 0, 08/22/18

Site Reference: Town of Huachuca City  
(Downwell Equlpt)  
Represented By:  
Dave Corder, QED Regional Sales Mgr

Prepared For:  
Hugh Walker  
602-885-8323  
zapper1@roadrunner.com

HUGH A WALKER ENTERPRISES  
7231 BOULDER AVE  
PMB 700  
HIGHLAND, CA 92346-3313  
USA

Prepared By:

QTY	PART NO.	DESCRIPTION (ATTACHEMENT 1)	UM	UNIT PRICE	EXTENSION
2	P1101HM	MicroPurge bladder pump, high pressure, PVC construction with Dura-Flex Teflon bladder. Flow tested and lab certified for purity, 600 maximum depth. 3/8" discharge.	EA		
2	37789	PVC inlet screen for P1101 and P1101M bladder pumps. 6" in length, 10 slot (.010) opening size. The use of the inlet screen extends the pump warranty, including the bladder to 10 years.	EA		
479	PT5000	Teflon-lined polyethylene tubing, twin bonded design. 3/8" OD sample tube with 1/4" OD air line.	FT		
2	C46H	4" well cap, designed for 1/4" air supply and 3/8" discharge tubing. Standard cap is constructed of anodized aluminum, with vertical clearance of less than 1/4". Includes high pressure air fitting (2301) and dust cover.	EA		
2	40990	1/4" MicroPurge discharge adapter, 6' length, with reusable lock ring.	EA		
1	TECH SITE ASSIST/TRAINING	<p>Tech site assistance and training. \$600.00/day + expenses/per diem.</p> <p>Note, the per diem expense will be in addition to the \$600.00 shown on quote.</p>			
				<b>TOTAL</b>	<b>7,046.55</b>

TERMS & CONDITIONS: Payment Terms: NET 30



Quote No: W-17620, Jun 21, 2018  
Rev 0, 06/22/18

Site Reference: Town of Huachuca City  
(Surface Controls)  
Represented By:  
Dave Corder, QED Regional Sales Mgr

Prepared For:  
Hugh Walker  
602-885-8323  
zapper1@roadrunner.com

HUGH A WALKER ENTERPRISES  
7231 BOULDER AVE  
PMB 700  
HIGHLAND, CA 92346-3313  
USA

QTY	PART NO.	DESCRIPTION (ATTACHMENT 2)	UM	UNIT PRICE	EXTENSION
1	MP10H	High Pressure MicroPurge Basics Controller. Advanced electronic controller for applications to 300 PSI, 600 maximum lift. Microprocessor-based logic simplifies MicroPurge sampling. Eliminate excessive drawdown by linking with optional MP30 Drawdown Meter. Controls allows for easy flow rate adjustment and include manual mode for sample collection. Powered by 3 "AA" batteries (provides up to 400 hours use). Includes Nitrogen regulator (CGA-580) and (2) air hoses.	EA		
1	MP20D	MicroPurge Basics Flow Cell with Download. Water analyzer and engineered flow cell package with PurgeScan technology. PurgeScan provides automatic notification of parameter stabilization, with visible/audible signals. Single sonde reads pH, dissolved oxygen (DO), conductivity, ORP (redox), and temperature. Meter can store up to 200 frames of data, and shows five parameters at once, includes software for data download. Entire package, including sensors, is covered by a full, 3 year warranty.	EA		
1	37657	Conductivity fluid, 6868 uS/cm (1 pint).	EA		
1	37660	Buffer fluid pH 10 (pint).	EA		
1	MP30-300	MicroPurge Basics Drawdown / Level Meter. 300 ft model connects to the MP10 / MP15 / MP50 controls to prevent excessive drawdown during low-flow purging (based on limits you set). If drawdown reaches the limit, system alerts the user visually and audibly and signals the controller to standby until the well recovers. Meter also functions as a standard water level meter with visual and audible signals.	EA		



Quote No: W-17620, Jun 21, 2018  
Rev 0, 06/22/18

1      MP40C      Compact gas engine powered, oil-less air compressor. Compressor puts out a maximum of 155 psi, includes a 4 gal. receiver, and is powered by a 5 HP Honda engine. The self contained unit has a frame with 2 lifting handles. Overall weight is 70 lbs. 2 year warranty.

EA

**TOTAL      18,487.00**