



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE
THURSDAY, December 9, 2021, at 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor

- a. Pledge of Allegiance
- b. Roll Call and Ascertain Quorum
- c. Invocation

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.

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 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 Regular Council Meeting held on November 18, 2021.
- C.2 Consider approval of the Payment Approval Report.
- C.3 Consider approval of the disposal of a 2019 Greely 9 Series Vin# LB2G9TAA4K1005612, a 2006 Mitsubishi Eclipse VIN # 4A3AK24F66E039063, a 2001 Dodge Grand Caravan VIN# 2B8GP4466IRI07274, a 1998 Toyota Tacoma VIN# 4TAWM72N4WZ080225, and a 2011 Jeep Patriot VIN# 1J4NT1GA5BD130797 through Public Surplus.

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 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 [Suzanne Harvey]: Approval of the proposed Council Meeting Schedule for the months, January through December, 2022; and approval of a specific day of the week being used for Council's special meeting sessions.

E.2 Discussion and/or Action [Suzanne Harvey]: Update on the annual Christmas Parade.

E.3 Discussion and/or Action [Stephanie Fulton]: Update on the Holiday Gift Basket and Polar Express Programs.

E.4 Discussion and/or Action [Mayor Pro Tem Hirshberg]: Review of administration and Animal Control Officer staffing in the Police Department.

E.5 Discussion and/or Action [Suzanne Harvey]: After Action Review of the Thanksgiving meal provided to the community.

E.6 Discussion and/or Action [Suzanne Harvey]: Approval of the Town's Highway User Revenue Fund "HURF" funding strategy.

E.7 Discussion and/or Action [Suzanne Harvey]: Update on drinking water for employees of public works and landfill.

E.8 Discussion and/or Action [Town Attorney]: Approving participation and authorizing the Mayor to sign the Master Settlement Agreements with certain manufacturers and distributors of opioid prescription drugs, settling legal claims filed by the State Attorney General on behalf of

state and local governmental entities. These agreements recover financial damages that will be apportioned between the various levels and units of state government. The Town will receive its proportionate share as set forth in the previously-approved "ONE ARIZONA OPIOID SETTLEMENT DISTRIBUTION AGREEMENT." The two settlement agreements may be viewed here: [https://nationalopioidsettlement.com/wp-content/uploads/2021/11/Final-Distributor-Settlement-Agreement-10.22.2021-Exhibit-Updates .pdf](https://nationalopioidsettlement.com/wp-content/uploads/2021/11/Final-Distributor-Settlement-Agreement-10.22.2021-Exhibit-Updates.pdf) and <https://nationalopioidsettlement.com/wp-content/uploads/2021/11/Janssen-agreement-20211105.pdf> The ONE ARIZONA OPIOID SETTLEMENT DISTRIBUTION AGREEMENT can be viewed here: <https://nationalopioidsettlement.com/wp-content/uploads/2021/08/2020-10-15-One-Arizona-MOU-FULLY-EXECUTED-BY-COUNTIES-TBE-by-cities-and-AG.pdf>

E.9 Discussion and/or Action [Suzanne Harvey]: Approval to make a deposit into the Town's Landfill Recovery Assurance Trust account for future closure/remediation of the landfill.

E.10 Discussion and/or Action [Matthew Doty]: Approval of expenditures for the repair of the Caterpillar 816k landfill compactor in the approximate amount of \$56,436.42.

- F. Department Director reports
- G. Items to be placed on future agendas
- H. Reports of Current Events by Council
- I. Adjournment

Posted by 5:00 PM on December 8, 2021, at the following locations:

Town Hall Bulletin Board 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Hall Lobby Windows 500 N. Gonzales Blvd. Huachuca City, AZ 85616	Town Website https://huachucacityaz.gov
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library Windows 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Ms. Brandy Thorpe
Town Clerk

Note: This meeting is open to the public. All interested people are welcome to attend. A copy of agenda background material provided to the Councilmembers, with the exception of confidential material relating to possible executive sessions, is available for public inspection at the Town Clerk's Office, 500 N. Gonzales Blvd., Huachuca City, AZ 85616, Monday through Friday from 8:00 a.m. to 5:00 p.m. or online at www.huachucacityaz.gov

Individuals with disabilities who need a reasonable accommodation to attend or communicate at a town meeting, or who require this information in alternate format, may contact the Town at 456-1354 (TTY 456-1353) to make their needs known. Requests should be made as early as possible so there is sufficient time to respond.



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
November 18, 2021 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

AGENDA

A. Call to Order – Mayor 6:00pm

- a. Pledge of Allegiance

Led by Mayor Wallace.

- b. Roll Call and Ascertain Quorum

Roll Call.

Present: Johann Wallace, Cynthia Butterworth, Christy Hirshberg, Debbie Trate, Suzanne Harvey (Not voting), Thomas Benavidez, Attorney (Not voting).

Absent: Keith Settlemeyer, Jean Smelt, Jeffrey Ferro, Brandye Thorpe.

- c. Invocation

Led 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.

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 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 Regular Council Meeting held on October 28, 2021 and the Special Session held on November 12, 2021.

C.2 Consider approval of the Payment Approval Report.

Motion: Items listed on the Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion: Items listed on the Consent Agenda, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.
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 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 [Spencer Forsberg]: Mr. Forsberg will review the Town's finances for the month of October.

Mayor Wallace advises Mr. Forsberg is running late so we will come back to this item.

Motion: Item E.1, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Spencer Forsberg goes over finances for the month of October. General fund for the month was in the red. All other funds are performing as expected.

E.2 Discussion and/or Action [Suzanne Harvey]: Approval of the prioritization of recommended roadway improvement projects.

Motion: Item E.2, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Manager Harvey discusses the top four projects that were identified during the roadway study. Staff has reviewed everything and makes the same recommendations that were provided during the study. The top two would be submitted for funding to the SVMPO in January/February.

The other two would be submitted in April.

Dr. Jim Johnson speaks on this as well and the importance of each of these projects.

Jim Halterman advises of problems already occurring and the efforts to maintain these roads, especially Skyline Drive.

Mayor Wallace advises that he doesn't see the walking path as a priority, the only selling point is that there are no other projects that have been submitted and there is money available for it. He believes that Gila and School Drive would both be more important because of the school buses and all of the traffic to and from the school.

Motion: The prioritization as listed for the roadway improvements projects, **Action:** Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.

E.3 Discussion and/or Action [Chief Thies]: Approval of road closures for the annual Christmas Parade.

Motion: Item E.3, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Chief Thies advises of the parade route and the closures. No changes from last year.

Motion: The road closures for the Christmas Parade, **Action:** Approve, Moved by Johann Wallace, Seconded by Debbie Trate.

Motion passed unanimously.

Mayor Wallace takes us back to item E.1.

E.4 Discussion Only [Stephanie Fulton]: Update on the Polar Express/Tree lighting holiday events.

Motion: Item E.4, **Action:** Open for Discussion Only, Moved by Johann Wallace, Seconded by Debbie Trate.

Stephanie Fulton provides an update on the Holiday Events.

E.5 Discussion and/or Action [Town Attorney]: Update concerning House Bill 2381, making changes to the Public Safety Personnel Retirement System [PSPRS] and specific changes affecting the Town's PSPRS Local Board, including hiring independent legal counsel, mandatory training, and potential for consolidating the Town's Local Board with the local board of another jurisdiction.

Motion: Item E.5, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Attorney Benavidez advises of changes to statutes that effect the Town. He details the changes and mentions the potential to consolidate with another local board.

Mayor Wallace explains that the most recent action the board took was with Officer Bear and getting her into the system.

Councilmember Butterworth asks if it were consolidated, would the costs be split.

Attorney Benavidez advises they would.

Mayor Wallace asks if there is a limit to how many jurisdictions can be represented by a single board.

Attorney Benavidez advises that the State would have to approve it. It should be 2-3 entities so that each could have representation on the board.

Councilmember Trate asks how many are on our board currently.

Attorney Benavidez advises there should be five.

Mayor Wallace confirms there are five.

Motion: to reach out to other communities to begin looking at possible consolidation, **Action:** Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.

E.6 Discussion and/or Action [Mayor Pro Tem Hirshberg]: Discussion of drinking water sources for Town staff and/or volunteers.

Motion: Item E.6, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Pro Tem Hirshberg advises she requested this item because on one day we spent over \$100.00 on water so it should be looked at.

Mayor Wallace advises that because of what happened with the Census and the fact that we are going to start having less money coming in, we are going to start to look at where we are spending money now, and how we can start reducing now to help offset that impact. We are looking at a \$40,000.00 reduction, so anything we can do to start reducing costs should be done. The first place to start is why are we paying for water when we own water. It's good water. He doesn't believe there is a need to be outsourcing our water consumption. It's a waste of money. Mayor Wallace asks how much we spend on water per month.

Kristy Ramirez advises it went up from \$66 to \$91 just recently.

Manager Harvey advises that this is happening at Public Works and Landfill. They do not have a drinking fountain, and they work outside. One thing to look at would be a one time purchase of water bottles, which could be filled from the faucet in the breakroom. This would be reusable, which is also kinder to the environment. They do have a faucet, ice and a refrigerator out there. I think this is very doable.

Councilmember Butterworth reminds everyone that we are not able to gift anything to the inmates, to include cups or tumblers.

Manager Harvey states that those would stay with us.

Motion: To stop the water service, Action: Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Mayor Pro Tem Hirshberg asks if it can be discussed further. She wants to know if there is something else that could be done besides stopping it altogether.

Jim Halterman advises that he can fill up 5 gallon jugs with water, but he was told that he can't purchase paper cups anymore. Manager Harvey advises that is an ongoing expense whereas if a water bottle was purchased, they are refillable and used for a much longer period of time as opposed to being thrown away several times a day.

Mayor Pro Tem asks about filling the bottles at a machine instead of having Sparklets come and exchange them. There is discussion of purchasing a cooler for the 5 gallon water bottles instead of renting one.

Attorney Benavidez advises that since there was already a motion and a second it has to be completed.

Motion: To stop the water service, Action: Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion Failed.

Motion: Direct staff to look into the options as discussed, Action: Table, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.7 Discussion and/or Action [Suzanne Harvey]: Approval of a rental agreement with the Huachuca City Lion's Club for the use of their building on November 24, 2021, to cook and serve a Thanksgiving meal for Town residents.

Motion: Item E.7, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Manager Harvey advises this is just to use the building and have documentation.

Motion: the rental agreement with the Huachuca City Lion's Club, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.8 Discussion and/or Action [Suzanne Harvey]: Approval of the annual 3% increase to the Town's water and sewer fees.

**Motion: Item E.8, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Cynthia Butterworth.
Item E.7 was skipped and will be returned to.**

Attorney Benavidez advises no action is required, this was already approved when the rate study was done.

E.9 Discussion and/or Action [Suzanne Harvey]: Authorization for payment and decision as to which general ledger account the fee for the Fire Fighters' Presumptive Cancer payment should be charged to.

Motion: Item E.9, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

**Manager Harvey explains that this was an unfunded mandate that came out of the legislature this year. This was not planned for because we did not know about it. We do have a line item for the fire department so I recommend it be put here. It is line item 10-53-366.
Attorney Benavidez advises each municipality has to pay this no matter if they have a fire department or not.**

**Motion: Payment as stated earlier and direct the charge to the general ledger account 10-53-366, Action: Authorize, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.**

E.10 Discussion and/or Action [Matthew Doty]: Update on the landfill expansion and consent order compliance status, and approval of related expenditures.

Motion: Item E.10, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Debbie Trate.

Manager Harvey advises that the landfill expansion was approved previously by council and Hugh Walker has submitted it and ADEQ came back with some additional requirements that are not covered in his contract or fees. There is a new one in the packet for Council to review. It is going to cost us more to continue through with this however since we have already invested a significant amount of money, it wouldn't be a good idea to walk away now. Mayor Wallace states we just have to carry on.

**Motion: the additional expenses as noted to continue with the landfill expansion and consent order, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.**

E.11 Discussion and/or Action [Matthew Doty]: Approval of expenditures for the repair of the Caterpillar 816k landfill compactor in the amount up of \$22,800.45.

Motion: Item E.11, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Matthew Doty explains that the left wheel of the compactor was locking up. The operator immediately moved it to a safe location and it was parked. It was discovered that there was a drain plug that had fallen out of the rear differential. The machine has been down since. Initial thoughts were that maybe it was not torqued to spec during the last major repair. I doesn't seem that it would come loose like that to me. Empire advised that there is no way it wasn't tightened to spec, and that there appeared to be a place where the equipment was struck that could have loosened the plug. This damage could have happened at any time, but we are going to have to pay for the repairs either way.

Discussion about the possibility of further damage being discovered during the repair process, which could make the cost even higher.

Mayor Wallace clarifies that if another vendor works on this, the warranty with Caterpillar would not be valid anymore.

Motion: Approval of expenditures for the repair of the Caterpillar 816k landfill compactor in the amount up to \$35,000.00, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

E.12 DISCUSSION AND/OR ACTION [MAYOR WALLACE]: RESOLUTION 2021-20. A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, APPROVING AND AUTHORIZING A LEASE WITH OPTION TO PURCHASE AGREEMENT FOR DISPOSAL OF SURPLUS REAL PROPERTY [830 ARIZONA STREET ALONG WITH THE ADJACENT PARCEL (TAX PARCELS 106-48-143 AND 106-47-02D); APPROVING EXECUTION OF THE AGREEMENT AND ALL RELATED DOCUMENTS; AND AUTHORIZING EXPENDITURE OF THE FUNDS REQUIRED TO CLOSE THE TRANSACTION. THE COUNCIL MIGHT VOTE TO ENTER EXECUTIVE [CLOSED] SESSION, PURSUANT TO A.R.S. 38-431.03 (A) (1), (4) AND (7), FOR LEGAL ADVICE AND DISCUSSION CONCERNING THE PROPOSED AGREEMENT.

Motion: Item E.12, **Action:** Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Debbie Trate.

No need for Executive Session is determined.

Attorney Benavidez advises it is a 5 year lease with option to buy in the first 3 years.

Mayor Wallace asks how long it would be before the first payment would be made to us.

Attorney Benavidez advises a compulsory commencement date is needed.

Mayor Wallace would like staff to set that.

Motion: Resolution 2021-20 and allow staff to establish the compulsory commencement date,

Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

F. Department Director Reports

Dr. Jim Johnson will not be at the December meeting.

Jim Halterman advises of a water leak repair.

Kristy Ramirez advises that deficiencies and errors have been being found enabling improvement.

Stephanie Fulon advises the Arizona State Librarian and the grants coordinator from the state library. They are looking into a potential program for virtual reality for seniors.

Chief Thies advises grant tracking has been improved upon. More information to come.

G. Items to be placed on future agendas

H. Reports of Current Events by Council

Councilmember Butterworth attended the global economic luncheon.

Mayor Wallace advises he spoke with Mr. Beaman about an initiative he is looking at to encourage kids to come to school.

I. Adjournment

Motion: 7:32pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on December 9, 2021.

Mr. Johann R. Wallace
Mayor

Attest: _____
Ms. Brandye Thorpe,
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 November 18, 2021. I further certify that the meeting was duly called and a quorum was present.

Report Criteria:

Detail report.
Invoices with totals above \$0.00 included.
Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Ace Hardware							
1020	Ace Hardware	181777/1	Motomix Gallon for the Chop Saw	11/12/2021	100.45	100.45	23-40-460
Total Ace Hardware:					100.45	100.45	
AFLAC							
1030	AFLAC	284167	Supplemental Employee Insuranc	11/30/2021	490.60	490.60	10-22520
Total AFLAC:					490.60	490.60	
Amazon Capital Services, Inc							
10491	Amazon Capital Services, Inc	1J9C-VKH4-1P	Scotch Termal Laminating Pouche	12/01/2021	30.16	30.16	10-62-290
10491	Amazon Capital Services, Inc	1J9C-VKH4-1P	Mjunm 24 Rolls Transparent Tape	12/01/2021	37.96	37.96	10-62-290
10491	Amazon Capital Services, Inc	1J9C-VKH4-1P	Amazon Basics Multiple Purpose	12/01/2021	106.22	106.22	10-62-290
10491	Amazon Capital Services, Inc	17GV-MRCQ-1	California Costumes - Elf in Charg	12/01/2021	39.64	39.64	10-69-802
10491	Amazon Capital Services, Inc	17GV-MRCQ-1	Amazon Basics LCD 8 digit desk	12/01/2021	10.18	10.18	10-69-802
10491	Amazon Capital Services, Inc	1VY6-MDT3-X	Jingle Bells- Linch Silver 50pcs	12/01/2021	43.66	43.66	10-69-802
10491	Amazon Capital Services, Inc	1VY6-MDT3-X	1/8" Dable Faced Satin Ribbon-R	12/01/2021	4.00	4.00	10-69-802
10491	Amazon Capital Services, Inc	1VY6-MDT3-X	Train Conductor Shirt Costume Ad	12/01/2021	15.97	15.97	10-69-802
10491	Amazon Capital Services, Inc	1QVN-YPGV-1	144 pk AAA Battery	12/01/2021	132.60	132.60	10-69-847
10491	Amazon Capital Services, Inc	1XWR-GJMN-	Streamlight 85177 CR123A Lithiu	11/01/2021	23.48-	23.48-	10-69-847
Total Amazon Capital Services, Inc:					396.91	396.91	
Arthur Cummings							
10552	Arthur Cummings	11082021	Water Deposit Refund	11/08/2021	47.27	47.27	51-21350
10552	Arthur Cummings	11082021	Sewer Deposit Refund	11/08/2021	25.00	25.00	52-21350
Total Arthur Cummings:					72.27	72.27	
AT&T							
1398	AT&T	030602745600	Court Landline Long Distance	11/19/2021	8.71	8.71	10-43-271
1398	AT&T	5204561063_1	Library Landline Long Distance	11/04/2021	40.71	40.71	10-62-271
1398	AT&T	5204563034_1	Police Dept Long Distance	11/09/2021	.23	.23	51-40-340
Total AT&T:					49.65	49.65	
AZ Department of Corrections							
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- Admin	12/01/2021	30.20	30.20	10-43-360
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- Admin	12/29/2021	30.40	30.40	10-43-360
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- Admin	11/15/2021	184.31	184.31	10-43-360
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- PW	12/01/2021	18.12	18.12	10-57-360
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- PW	12/29/2021	18.12	18.12	10-57-360
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- PW	11/15/2021	129.02	129.02	10-57-360
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- Library	12/01/2021	30.20	30.20	10-62-366
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- Library	12/29/2021	30.40	30.40	10-62-366
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- Library	11/15/2021	184.31	184.31	10-62-366
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- Water	12/01/2021	81.54	81.54	51-40-360
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- Water	12/29/2021	83.04	83.04	51-40-360
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- Water	11/15/2021	580.58	580.58	51-40-360
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- Sewer	12/01/2021	81.54	81.54	52-40-360
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- Sewer	12/29/2021	82.04	82.04	52-40-360

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- Sewer	11/15/2021	580.58	580.58	52-40-360
1315	AZ Department of Corrections	D082276 20211	Inmate Labor- LF	12/01/2021	60.40	60.40	55-40-360
1315	AZ Department of Corrections	D082290 20211	Inmate Labor- LF	12/29/2021	60.00	60.00	55-40-360
1315	AZ Department of Corrections	D08HC 202111	Inmate Labor- LF	11/15/2021	368.62	368.62	55-40-360
Total AZ Department of Corrections:					2,633.42	2,633.42	
Az State Treasurer							
1274	Az State Treasurer	442	November 2021 Monthly Conversi	12/01/2021	5,587.12	5,587.12	20-40-200
Total Az State Treasurer:					5,587.12	5,587.12	
Benavidez Law Group, P.C.							
1667	Benavidez Law Group, P.C.	72188	Attorney Fees- July and August 2	11/15/2021	6,625.00	6,625.00	10-42-220
1667	Benavidez Law Group, P.C.	72188	Prosecution Fees- July and August	11/15/2021	1,969.00	1,969.00	10-45-120
Total Benavidez Law Group, P.C.:					8,594.00	8,594.00	
Benjamin Supply							
1543	Benjamin Supply	126340	Urinal Parts for Town Hall	11/10/2021	91.10	91.10	10-57-500
Total Benjamin Supply:					91.10	91.10	
BOK Financial							
10426	BOK Financial	500000	ADEQ Annual Financial Assuranc	12/08/2021	40,000.00	.00	55-40-338
Total BOK Financial:					40,000.00	.00	
Caterpillar Financial Services							
1760	Caterpillar Financial Services	31672635M	001-0959151-001 Model/Serial: D	11/24/2021	3,450.87	3,450.87	55-40-705
1760	Caterpillar Financial Services	31672635M	001-0959151-000 Model/Serial: 8	11/24/2021	3,313.82	3,313.82	55-40-705
Total Caterpillar Financial Services:					6,764.69	6,764.69	
Cintas Corporation No. 445							
10067	Cintas Corporation No. 445	4101654912	Public Works Uniforms	11/15/2021	8.13	8.13	10-57-110
10067	Cintas Corporation No. 445	4102454004	Public Works Uniforms	11/22/2021	8.13	8.13	10-57-110
10067	Cintas Corporation No. 445	4103039803	Public Works Uniforms	11/29/2021	8.13	8.13	10-57-110
10067	Cintas Corporation No. 445	4101654912	Water Uniform	11/15/2021	36.56	36.56	51-40-110
10067	Cintas Corporation No. 445	4102454004	Water Uniform	11/22/2021	36.56	36.56	51-40-110
10067	Cintas Corporation No. 445	4103039803	Water Uniform	11/29/2021	36.56	36.56	51-40-110
10067	Cintas Corporation No. 445	4101654912	Sewer Uniforms	11/15/2021	36.56	36.56	52-40-110
10067	Cintas Corporation No. 445	4102454004	Sewer Uniforms	11/22/2021	36.56	36.56	52-40-110
10067	Cintas Corporation No. 445	4103039803	Sewer Uniforms	11/29/2021	36.56	36.56	52-40-110
10067	Cintas Corporation No. 445	4101654798	Landfill Uniforms	11/15/2021	72.01	72.01	55-40-110
10067	Cintas Corporation No. 445	4101654845	Landfill Uniforms	11/15/2021	67.65	67.65	55-40-110
10067	Cintas Corporation No. 445	4102453911	Landfill Uniforms	11/22/2021	58.93	58.93	55-40-110
10067	Cintas Corporation No. 445	4102453948	Landfill Uniforms	11/22/2021	78.72	78.72	55-40-110
10067	Cintas Corporation No. 445	4103039755	Landfill Uniforms	11/29/2021	67.65	67.65	55-40-110
10067	Cintas Corporation No. 445	4103039788	Landfill Uniforms	11/29/2021	58.93	58.93	55-40-110
Total Cintas Corporation No. 445:					647.64	647.64	
Cochise County Superior Court							
1792	Cochise County Superior Court	441	November 2021 Monthly Conversi	12/01/2021	19.50	19.50	20-40-200

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Cochise County Superior Court:					19.50	19.50	
Code Publishing, Inc.							
1897	Code Publishing, Inc.	71299	Updates to Code due to New Ordi	11/09/2021	573.75	573.75	10-43-703
Total Code Publishing, Inc.:					573.75	573.75	
D&M Tire & Wheel							
1974	D&M Tire & Wheel	50948	Spin Balancing	11/12/2021	72.00	72.00	10-57-470
1974	D&M Tire & Wheel	50948	EPA Fee	11/12/2021	8.00	8.00	10-57-470
1974	D&M Tire & Wheel	50948	D-1 Dump Truck Tire Repair LT21	11/12/2021	730.42	730.42	10-57-610
Total D&M Tire & Wheel:					810.42	810.42	
DE Lage Landen Financial Services							
10476	DE Lage Landen Financial Servic	74533429	Copier Lease - Town Hall	11/20/2021	167.61	167.61	10-43-840
10476	DE Lage Landen Financial Servic	74533429	Copier Lease Police	11/20/2021	67.87	67.87	10-51-705
10476	DE Lage Landen Financial Servic	74533429	Copier Lease - Library	11/20/2021	67.87	67.87	10-62-705
Total DE Lage Landen Financial Services:					303.35	303.35	
Elite Sales and Service, LLC							
2130	Elite Sales and Service, LLC	27208	310D Repair/Replace Radiator, H	11/23/2021	2,837.14	2,837.14	51-40-610
2130	Elite Sales and Service, LLC	27181	Remove / Replace Ejector Rollers	11/23/2021	3,617.81	3,617.81	55-40-610
Total Elite Sales and Service, LLC:					6,454.95	6,454.95	
Empire Homes, Inc.							
2223	Empire Homes, Inc.	15476	Tons 3/4 " Minus Driveway Rock F	11/15/2021	375.65	375.65	51-40-460
2223	Empire Homes, Inc.	15476	Delivery Charge	11/15/2021	50.00	50.00	51-40-460
Total Empire Homes, Inc.:					425.65	425.65	
Empire Southwest, LLC							
2220	Empire Southwest, LLC	EMWK322758	Repair DEF Module, Travel Time	11/18/2021	789.54	789.54	55-40-610
Total Empire Southwest, LLC:					789.54	789.54	
General Fund(Trust)							
2364	General Fund(Trust)	443	November 2021 Monthly Conversi	12/01/2021	7,018.74	7,018.74	20-40-200
Total General Fund(Trust):					7,018.74	7,018.74	
Haymore & Forsberg CPA							
10052	Haymore & Forsberg CPA	3646	Accounting Services- General Ad	11/08/2021	3,250.00	3,250.00	10-43-650
10052	Haymore & Forsberg CPA	3646	Accounting Services- Water- Augu	11/08/2021	812.50	812.50	51-40-650
10052	Haymore & Forsberg CPA	3646	Accounting Services- Sewer- Aug	11/08/2021	812.50	812.50	52-40-650
10052	Haymore & Forsberg CPA	3646	Accounting Services- Landfill- Aug	11/08/2021	1,625.00	1,625.00	55-40-650
Total Haymore & Forsberg CPA:					6,500.00	6,500.00	
KE & G Construction, Inc							
10193	KE & G Construction, Inc	21-149	Cold Mix 14 Tons- Street and Poth	11/12/2021	1,820.00	1,820.00	23-40-490
Total KE & G Construction, Inc:					1,820.00	1,820.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Keith Arnett							
1483	Keith Arnett	010	Remote Operator Fee for Sewer S	11/17/2021	400.00	400.00	52-40-360
Total Keith Arnett:					400.00	400.00	
Kimball Midwest							
10431	Kimball Midwest	9382959	Restock Hardware: screws, ties,	11/15/2021	227.91	227.91	51-40-460
10431	Kimball Midwest	9381987	Hardware Restock: Drill Bit, Nippl	11/12/2021	360.46	360.46	55-40-460
Total Kimball Midwest:					588.37	588.37	
KMS ENTERPRISES LLC							
10553	KMS ENTERPRISES LLC	11152021	Water Deposit Refund	11/15/2021	10.51	10.51	51-21350
10553	KMS ENTERPRISES LLC	11152021	Sewer Deposit Refund	11/15/2021	25.00	25.00	52-21350
Total KMS ENTERPRISES LLC:					35.51	35.51	
Lumen							
10507	Lumen	250770148	Current Service Charges	11/12/2021	1,491.22	1,491.22	10-62-481
10507	Lumen	250770148_1	Finance Charges (E-Rate)	11/12/2021	1,273.90	1,273.90	10-69-810
Total Lumen:					2,765.12	2,765.12	
Manuel Alvarez							
10544	Manuel Alvarez	440	Restitution Case No: M0248CR20	11/18/2021	50.00	50.00	20-40-200
Total Manuel Alvarez:					50.00	50.00	
McCoy's Septic Pumping Service							
10230	McCoy's Septic Pumping Service	5234	Pump Station Dump	11/15/2021	190.00	190.00	55-40-360
Total McCoy's Septic Pumping Service:					190.00	190.00	
Moyes Sellers & Hendricks							
10370	Moyes Sellers & Hendricks	35790	Water Rights Attorney- Gila River	11/16/2021	1,150.00	1,150.00	51-40-650
Total Moyes Sellers & Hendricks:					1,150.00	1,150.00	
Patrick K Greene							
4527	Patrick K Greene	11112021	Court Appointed Attorney Services	11/11/2021	620.00	620.00	10-45-221
Total Patrick K Greene:					620.00	620.00	
Phoenix Welding Supply Co.							
10011	Phoenix Welding Supply Co.	SV 116876	Nitrogen Bottle MW1 & MW2 Lan	11/15/2021	40.94	40.94	55-40-460
Total Phoenix Welding Supply Co.:					40.94	40.94	
Quest Diagnostics							
1070	Quest Diagnostics	9196116571	Rebecca S., Patricia Harris Drug T	11/24/2021	69.00	69.00	10-43-102
Total Quest Diagnostics:					69.00	69.00	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-222969	Road User Clear-ULSD #2/Dyed-	11/16/2021	36.43	36.43	23-40-475
10215	Senergy Petroleum LLC	SEN-225705	Road User Clear-ULSD #2/Dyed-	11/22/2021	40.53	40.53	23-40-475
10215	Senergy Petroleum LLC	SEN-229115	Road User Clear-ULSD #2/Dyed-	11/30/2021	19.46	19.46	23-40-475

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10215	Senergy Petroleum LLC	SEN-222969	Water Clear-ULSD #2/Dyed-ULS	11/16/2021	72.85	72.85	51-40-475
10215	Senergy Petroleum LLC	SEN-225705	Water Clear-ULSD #2/Dyed-ULS	11/22/2021	81.07	81.07	51-40-475
10215	Senergy Petroleum LLC	SEN-229115	Water Clear-ULSD #2/Dyed-ULS	11/30/2021	38.93	38.93	51-40-475
10215	Senergy Petroleum LLC	SEN-222969	Sewer Clear-ULSD #2/Dyed-ULS	11/16/2021	36.43	36.43	52-40-475
10215	Senergy Petroleum LLC	SEN-225705	Sewer Clear-ULSD #2/Dyed-ULS	11/22/2021	40.53	40.53	52-40-475
10215	Senergy Petroleum LLC	SEN-229115	Sewer Clear-ULSD #2/Dyed-ULS	11/30/2021	19.46	19.46	52-40-475
10215	Senergy Petroleum LLC	SEN-222969	Landfill Clear-ULSD #2/Dyed-ULS	11/16/2021	1,311.37	1,311.37	55-40-475
10215	Senergy Petroleum LLC	SEN-225705	Landfill Clear-ULSD #2/Dyed-ULS	11/22/2021	1,459.19	1,459.19	55-40-475
10215	Senergy Petroleum LLC	SEN-229115	Landfill Clear-ULSD #2/Dyed-ULS	11/30/2021	700.71	700.71	55-40-475
Total Senergy Petroleum LLC:					3,856.96	3,856.96	
SIRCHIE							
3706	SIRCHIE	0513216-IN	PO 90217 Fingerprint Ink Tube, E	09/15/2021	121.56	121.56	10-51-460
Total SIRCHIE:					121.56	121.56	
Sun Life Financial							
4326	Sun Life Financial	9007910001_1	Employee dental - December 202	11/11/2021	20.27	20.27	10-22510
Total Sun Life Financial:					20.27	20.27	
Terracon Consultants, Inc							
4047	Terracon Consultants, Inc	TF96110	3rd Qtr Methan Monitoring Landfill	11/12/2021	1,661.45	1,661.45	55-40-855
Total Terracon Consultants, Inc:					1,661.45	1,661.45	
TransWorld Network, Corp							
9629	TransWorld Network, Corp	15192044-A16	Internet Services- Landfill/PW	11/22/2021	50.48	50.48	55-40-480
Total TransWorld Network, Corp:					50.48	50.48	
Turner Laboratories, Inc							
4243	Turner Laboratories, Inc	21K0035	MPN, Fecal Nitrogen Total Calcula	11/29/2021	120.00	120.00	52-40-630
4243	Turner Laboratories, Inc	21K0036	BOD, MPN, Total coliform and E.	11/12/2021	97.50	97.50	52-40-630
Total Turner Laboratories, Inc:					217.50	217.50	
Verizon Wireless							
4343	Verizon Wireless	9892267573	Oct 8- Nov 7, 2021 Cell Phone Bill	11/07/2021	1,305.19	1,305.19	10-48-275
Total Verizon Wireless:					1,305.19	1,305.19	
WEX BANK							
10401	WEX BANK	75836405	Fuel- Admin	11/15/2021	47.42	47.42	10-43-475
10401	WEX BANK	75836405	Fuel- BS	11/15/2021	226.12	226.12	10-43-475
10401	WEX BANK	75836405	Fuel- PD	11/15/2021	1,083.78	1,083.78	10-51-475
10401	WEX BANK	75836405	Fuel- PW	11/15/2021	111.04	111.04	10-57-475
10401	WEX BANK	75836405	Fuel- Water	11/15/2021	460.95	460.95	51-40-475
10401	WEX BANK	75836405	Fuel- Sewer	11/15/2021	185.07	185.07	52-40-475
10401	WEX BANK	75836405	Fuel- LF	11/15/2021	181.00	181.00	55-40-475
Total WEX BANK:					2,295.38	2,295.38	
Grand Totals:					105,581.48	65,581.48	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
--------	-------------	----------------	-------------	--------------	-----------------------	-------------	-------------------

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Suggested Council

Calendar 2022

January

S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

February

Nº	S	M	T	W	T	F	S
5			1	2	3	4	5
6	6	7	8	9	10	11	12
7	13	14	15	16	17	18	19
8	20	21	22	23	24	25	26
9	27	28					

March

Nº	S	M	T	W	T	F	S
9			1	2	3	4	5
10	6	7	8	9	10	11	12
11	13	14	15	16	17	18	19
12	20	21	22	23	24	25	26
13	27	28	29	30	31		

April

Nº	S	M	T	W	T	F	S
13						1	2
14	3	4	5	6	7	8	9
15	10	11	12	13	14	15	16
16	17	18	19	20	21	22	23
17	24	25	26	27	28	29	30

May

S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

June

Nº	S	M	T	W	T	F	S
22			1	2	3	4	
23	5	6	7	8	9	10	
24	12	13	14	15	16	17	
25	19	20	21	22	23	24	
26	26	27	28	29	30		

July

Nº	S	M	T	W	T	F	S
26						1	2
27	3	4	5	6	7	8	9
28	10	11	12	13	14	15	16
29	17	18	19	20	21	22	23
30	24	25	26	27	28	29	30
31	31						

August

Nº	S	M	T	W	T	F	S
31		1	2	3	4	5	6
32	7	8	9	10	11	12	13
33	14	15	16	17	18	19	20
34	21	22	23	24	25	26	27
35	28	29	30	31			

September

S	M	T	W	T	F	S
		1	2	3		
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

October

Nº	S	M	T	W	T	F	S
39							1
40	2	3	4	5	6	7	8
41	9	10	11	12	13	14	15
42	16	17	18	19	20	21	22
43	23	24	25	26	27	28	29
44	30	31					

November

Nº	S	M	T	W	T	F	S
44			1	2	3	4	5
45	6	7	8	9	10	11	12
46	13	14	15	16	17	18	19
47	20	21	22	23	24	25	26
48	27	28	29	30			

December

Nº	S	M	T	W	T	F	S
48					1	2	3
49	4	5	6	7	8	9	10
50	11	12	13	14	15	16	17
51	18	19	20	21	22	23	24
52	25	26	27	28	29	30	31

wheniscalendars.cc

United States Federal Holidays 2022

1 : New Year's Day	May 30 : Memorial Day	Sept. 5 : Labor Day	Nov. 24 : Thanksgiving
17 : Martin Luther King Day	Jul. 4 : Independence Day	Oct 10 : Columbus Day	Dec. 25 : Christmas Day
21 : Presidents Day	June 19 : Juneteenth	Nov. 11 : Veterans' Day	Dec. 26 : 'Christmas Day' observed

Chief,

Thanks for talking to me.... I still am very unclear on a few things...we have no more shelter, yet have a full time ACO. I didn't get an answer on **how many tickets we've initiated for citizens not having their pets registered and tagged**. I understand he may be giving a citation for free roaming animals, but **does the officer make any attempt to get folks to tag their dogs-ie. knock on doors to check status of pets?** I think we need to add in the newsletter that we need to register our pets.....the cost is XXX and can be accomplished by stopping at the police station M-F from XXXX to XXXX. The ACO could be at the police station from say 1200-1600 daily to issue pet tags. We could have a push for that and that would bring in much needed revenue to support that one full time position. **How many pet tags do we have on hand for 2021 (how many did we order all together for 2021) and also for 2022?** The other half of the day (mornings for instance 0700-1100) they could assist the records clerk. **How many records requests are processed monthly by the records clerk? How many FOIA requests are filed monthly?**

You mentioned a large part of his duties are cleaning surplused vehicles. Detailers (local) are only \$70.00 per vehicle and yet half of the ACO officer's time seems to be doing that-we could save a HUGE amount of money by having someone cleaning these vehicles versus having a full time person doing this duty half-time (or have other city employees take over those duties-cleaning the vehicles and listing for instance could be two different departments to free up the ACO to do records duties). **How many vehicles have we salvaged in the past 12 months (doesn't seem to be worth it to pay him half time to clean vehicles). How much money have we made in surplused vehicles in the past year?**

Do they have the ACO position (job) description I could look at? Do you have a position description for the new person you wish to hire-detailing what they will really do may help ease my mind...? I think one full-time records clerk is enough and they should be able to do FOIA requests, ticket registry with the court and FOIA records requests, with coverage for that positions vacation time coming from the ACO (who will have to be trained in all records duties). When the records clerk is there, the ACO could be assisting them half-time at the station and answering calls for animals from there when they do come in. How many pet calls have we received in the past 3 months and 12 months to pick up stray or loose animals-that would probably help? I don't need the number of calls for tags-not looking for the number of calls from dispatch, just the honest to goodness calls the ACO goes out on. Could we perhaps initiate an agreement with Sierra Vista or Cochise County for ACO services in the absence of our ACO?

I sincerely hope you do not see this as an attack on you or your department, I also brought up the \$1000.00 drinking water bill at the public works section. We all need to cut, and I can't wrap my mind around the fact that the federal government with all of our additional regulations and reporting has only one and yet we need 2 in Huachuca City. I guess I really need more information so I've highlighted my requests in bold to see if I can understand your position.....

Thanks,

Christy Hirshberg

INFORMATION SHEET

Administration & Animal Control Officer Staffing In The Police Department

This report is being provided to answer questions raised by Councilmember Hirshberg regarding Administration and Animal Control Staffing in the Huachuca City Police Department. Her email is part of the council packet. This report contains answers to her questions as well as some additional information that may be beneficial to Council.

Current PD staff (all positions are full-time):

1-Records Clerk

1-Senior Records/Administration Clerk

1-Animal Control Officer (ACO)

5-Officers (2 position are currently vacant but we are actively recruiting to fill one of those. The other position has been vacant for 5 years.)

1-Police Chief

Other pertinent payroll information: The ACO is on-call approximately 80 hours per week. On-call pay is \$1.25 per hour. Total on-call cost per week is \$100 for a total annual cost of **\$5,200**. He was called out **14 times** in the last 12 months and has answered approximately **15 phone calls** while on standby.

In accordance with our call-out policy, each time an employee is called out he/she is paid a minimum of 2 hours of overtime. (Just as an FYI, night shift police officers are also on call for approximately 4 hours each day they are scheduled for work. The exact same policy/pay is applicable to them.)

In addition to animal control duties, the ACO also handles the Town's Public Surplus (all town equipment) and actions associated with impounded/salvaged vehicles. A total of 18 vehicles were surplus and 54 impounded

Questions asked:

Q. How many tickets/citations have been issued for citizens' not having their pets registered and tagged?

A: 17 Citations have been issued in the past 12 months. 6 of those citations were for tags. In addition, there were 10 written warnings and 3 verbal warnings.

Q: Does the officer make any attempt to get folks to tag their dog? Knock on doors to check status of pets?

A: No. Most are initiated by calls for service for dog at large. ACO does not randomly knock-on doors.

Q. How many pet tags do we have on hand for 2021? How many did we order all together for 2021 and also for 2022?

A. *200 Tags purchased are purchased each year because that is the minimum order.*

Q. How many pet tags issued in the past 12 months?

A. *48*

Q. How many records requests are processed monthly by the records clerk?

A. *approximately 6 per month*

Q. How many FOIA requests are filed monthly?

A. *Approximately 2 per year.*

Q. How many vehicles have we salvaged in the past 12 months?

A. *18 vehicles*

Q. How much money have we made in surplused vehicles in the past year?

A. *\$ 30,258.60*

Q. Do you have the ACO position (job) description I could look at?

A. *Draft job descriptions are attached.*

Q. Do you have a position description for the new person you wish to hire detailing what they will be doing?

A. *This position will be a combination of existing capabilities that will support the police department as well as the Town overall. It will overlay the Animal Control Officer functions with the Records Clerk. Responsibilities will be adjusted based on the experience level of the individuals and the needs of the department to create a final multi-functional job description.*

Q. How many pet calls have we received in the past 12 months to pick up stray or loose animals? Not looking for calls from dispatch or requests for tags/information, just the calls that the ACO actually goes out on.

A. *There has been a total of 204 animal calls for a variety of issues. See below. There is also an excel spreadsheet attached that consolidates this information and has some additional pertinent data.*

Animal Calls of Service – 204 with the following break down

- : Barking Dogs - 4*
 - : Animal Bites -5*
 - : Animal Cruelty -1*
 - : Animal Found – 6*
 - : Animal Lost – 6*
 - : Animal Problem – 127*
 - : Animal Sick/Injured – 3*
 - : Stray Animal – 13*
 - : Animal Vicious – 4*
 - : Information – 18*
 - : Agency Assist – 7*
 - : Public Assist Animal calls – 10*
-

Q. Could we perhaps initiate an agreement with Sierra Vista or Cochise County for ACO services in the absence of our ACO?

A. The Town currently has an IGA to house the animals from the Town. Every effort is made to return the animals to their owners. If they must be transported to Sierra Vista Animal Shelter, a cost is incurred for processing and housing. There is no opportunity to have Sierra Vista conduct Animal Control Operations within the Town Limits per the IGA and previous discussions.

All data is from 12-1-2020 to 12-1-2021

Description	QTY	Description	QTY	Description	QTY	Description	QTY
Barking Dogs	4	Citations	17	Animals Sent to Rescues	3	Impound Assist.	54
Animla Bites	5	Written Warning	10	Animals sent to SV	15	Vehicles surplusd	18
Animal Cruelty	1	Verbal Warning	3	901 Animals dealt with	8		
Animal Found	6						
Animal Lost	6						
Animal Problem	127						
Animal Sick/Injured	3						
Stray Animal	13						
Vicious Animal	4						
Information	18						
Agent Assist	7						
Public Assist Animal	10						
	204		30		26		72

Tags issued: 48

200 Tags purchased yearly (minimal vendor order) for \$ 96.49

Income From Public Surplus \$ 30, 258.60



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) 456-9208



Animal Control Officer

Job Description:

Under the supervision of the Chief of Police for the Huachuca City Police Department, The Animal Control Officer (ACO) will enforce the applicable Town codes and Arizona Revised Statute. ACO will perform functions necessary to care for all animals within the Town limits and assist other agencies as necessary. Assist in the day-to-day operations of the Huachuca City Police Department. Job responsibilities include, but are not limited to:

List of Duties:

- Enforce Town Code and Arizona Revised Statute.
- Complete reports and processing of violations identified and acted upon.
- Euthanize animals as needed (DEA certified).
- Operate and maintain the ACO vehicle and the office space behind the police department.
- Operate a radio using established SEACOM and HCPD protocols.
- Safely capture all animals with no harm to the animal, citizens, and employee.
- Be available for on call (nights, weekends and holidays as directed).
- Order and maintain all equipment utilized by the Animal Control Officer.
- Operate both business systems, Spillman and ShelterPro.
- Surplus of Town equipment, process, and track items with winning bids.
- Work towards achieving your NACA 1, 2, 3 certifications.
- Follow up on all Calls for Service, voicemail, and e-mail requests.
- Ability to lift and carry 50 pounds or more if needed.
- Cross train as a Records Clerk

Under the supervision of the Chief of Police for the Huachuca City Police Department, The Records Clerk will perform the following functions per applicable Town codes and Arizona Revised Statute. The Records Clerk will perform functions necessary during the day-to-day operations of the Huachuca City Police Department. Job responsibilities include, but are not limited to:

Records Clerk

- Compiles, types, records, and files a wide variety of records, reports and materials including memoranda, letters, reports, complaints, citations, and crime and traffic reports. Types from rough draft, verbal instructions, or transcribing machine recordings. Composes correspondence related to assigned responsibilities.
- Assists Department personnel and the public in person and by telephone to include retrieving information and files. Mails requested reports to outside agencies in accordance with established regulations. Provides general information regarding Department policies, procedures, and regulations.
- Screens office and telephone callers. Responds to requests for information.
- Performs general clerical work.
- Organizes and maintains filing system. Maintains records related to specific area of assignment.
- Operates a variety of office equipment including computers and computer software. Inputs and retrieves data and text. Organizes and maintains disk storage and filing.
- Performs matron duties as required. Assists sworn officers
- Assist walk in traffic.
- Cross train for Senior Records / Administration Clerk

Under the supervision of the Chief of Police for the Huachuca City Police Department, The Senior Records / Administration Clerk will perform the following functions per applicable Town codes and Arizona Revised Statute. The Senior Records / Administration Clerk will perform functions necessary during the day-to-day operations of the Huachuca City Police Department. Job responsibilities include, but are not limited to:

Senior Records/Administration Clerk

GRANTS:

Oversee the application process to procure grants for equipment and overtime wages for the police department, as well as tracking said grants, writing progress reports as required, requesting reimbursement as required, and attending required meetings/trainings, keeping records of all trainings/meetings/transactions for each individual grant.

INVENTORY:

Oversee the usage of items necessary for the efficient operations of the police department daily. Find and procure as needed. This would include police specific items such as gloves, fingerprint ink, citations, victims' rights, and other forms, as well as batteries and other standard office needs.

RECORDS:

Edit reports for officers in preparation for release of said reports upon requests from victims, defendants, lawyers, and courts; organization of case folders, prepare video footage for release; process requests for case releases; redaction of cases before release, when necessary; organizing and overseeing the storage and destruction of case files; fulfilling requests for reports from outside agencies in a timely and professional manner when required.

ACCESS INTEGRITY:

Working closely with the State of Arizona DPS/Access Integrity Unit to ensure that all ACJIS files held by HCPD are entered and removed in a timely fashion as outlined by the AIU (Access Integrity Unit), and accurately kept while in the system. This includes all warrants, missing persons, stolen vehicles, stolen guns, stolen articles, stolen plates and impounded vehicles; also compiling information and entering it into the Uniform Crime Reporting (UCR) system, as required by the State of Arizona monthly, which entails breaking down each reported criminal incident by criteria such as type of crime, age, and race of involved parties, violent and nonviolent crimes, drug involvement, gang involvement, and LEO involved violence, undergoing monthly validations of ACJIS files, and participating in bi-annual audits of the ACJIS and UCR files to ensure that files are being accurately kept and removed from the system as needed.

ADMINISTRATION:

Overseeing the daily workflow of records and administration; creating purchase orders as necessary, organizing and keeping track of said purchase orders.
creating and editing fillable pdf forms for the chief. assisting in information gathering; standing in during staff meetings when necessary; assisting in background investigations and interviews for new hires as well as
cases: gathering statistical data as required; general problem solving for the chief, police personnel, and other town staff as needed, organizing, and keeping
track of vital data, such as hours worked and taken off by police personnel via the use of spreadsheets



Town of Huachuca City



Chief James L. Thies
HUACHUCA CITY POLICE DEPARTMENT
500 North Gonzales Boulevard
Telephone (520) 456-1353
Fax (520) 456-9208
HUACHUCA CITY, ARIZONA 85616

Items that belong to the Town of Huachuca City

All information will be put together by the department supervisor or designee and sent to Gerald Hursh via email.

ghursh@huachucacityaz.gov Work Cell: 520-678-3582

1. ID the item, Make, model, Serial number
2. Description of item size, color.
3. Does it have all accessories that came with it-power cord, any remotes, batteries
4. If brand new what is the cost?
5. Do you have a reserve price you want to get for the item? (I can set this price as the starting point on the auction).
6. If NO reserve price do you have a starting point in mind to start the auction at?
7. Pictures-Front, back, any damage, side view, information plaque,
8. If item is a cell phone it will need to be factory reset and sim card and memory card removed
9. Any electronics IE tablets, computers etc., need to be factory reset and on computers hard drives need to be removed.

Town of Huachuca City Staff Car
(follow applicable steps above)

10. Title, All keys
11. Get Vin number
12. Get mileage
13. Does it run
14. Picture's-Front of car, both driver side and passenger side with doors closed and doors open, interior front and back, dash board (If running look for any warning lights and take a picture of it), under the hood, odometer reading, all 4 tires, note if any tires are flat.
15. What is your reserve price?
16. Note any damage to vehicle scratches, dents, paints missing or fading, windows busted or cracked, windows will not go up or down, any rust.

Public Surplus Items
Police Impound Vehicle's

All information will be put together by the department supervisor and sent to Gerald Hursh via email

1. Wait the mandated impound length 30 days
2. Send out letter of intent to apply for abandoned title (within 3 business days)
3. If held on a 30 day impound, Abandoned Vehicle Report may be submitted on the 31st day. <http://www.azdot.gov/docs/default-source/mvd-forms-pubs/46-4402.pdf?sfvrsn=10> Abandoned Vehicle Report

- 4. If held for any other reason (i.e. no proof of ownership, abandoned on side of road), vehicle must be held for 10 days, Abandoned Vehicle report may be submitted on the 11th day. <http://www.azdot.gov/docs/default-source/mvd-forms-pubs/46-4402.pdf?sfvrsn=10> Abandoned Vehicle Report**
- 5. If owner does not come get vehicle after 30 days, apply for abandoned title with AZDMV**
- 6. DMV will send out a letter letting the owner know this, the MVD gives 30 days to respond or fix the situation with the DMV**
- 7. Once we are notified that we can apply for title go to Gingers Auto title service and apply for said title.**
- 8. Clean out vehicle off all trash**
- 9. Do we have keys**
- 10. Get Vin number**
- 11. Get mileage**
- 12. Does it run**
- 13. Picture's-Front of car, both driver side and passenger side with doors closed and doors open, interior front and back, dash board (If running look for any warning lights and take a picture of it), under the hood, odometer reading, all 4 tires, note if any tires are flat.**
- 14. What is your reserve price?**
- 15. Note any damage to vehicle scratches, dents, paints missing or fading, windows busted or cracked, windows will not go up or down, any rust.**
- 16. Send item to counsel for approval**
- 17. Once approved list on Public Surplus under Town of Huachuca City with all information gathered.**

18. Go to <https://www.azdot.gov/motor-vehicles/mvd-forms-library> and search for Form number 46-4402 for the Abandoned Vehicle Report and 48-4503 for the Level I Vehicle Inspection. Print after completion, retain one copy for your records and submit one copy to MVD.

19. <http://www.azdot.gov/docs/default-source/mvd-forms-pubs/46-4402.pdf?sfvrsn=10> Abandoned Vehicle Report

20. <http://www.azdot.gov/docs/default-source/mvd-forms-pubs/48-4503.pdf?sfvrsn=12> Vehicle Inspection Report

All transactions will be conducted during business hours

Chapter 3.20 SURPLUS PROPERTY

Sections:

3.20.010 Property tracking – Disposal – Proceeds.

- A. The town manager shall be responsible for the tracking and management of town supplies and property during their entire life cycle.
- B. The town manager may sell, lease, transfer, or dispose of surplus supplies and property (but excluding real property interests) with a value of \$500.00 or less, in accordance with state law, in the best interests of the town, and in as competitive a manner as the town manager determines to be practicable.
- C. The town manager shall make recommendations and present for council approval all transfers and disposals of real property interests, and surplus supplies and other property, with a value of \$501.00 or more.
- D. No town employee or his immediate family shall be entitled or permitted to purchase or otherwise acquire any surplus supplies or property from the town.
- E. Unless otherwise provided by law or council direction, all proceeds from the sale of surplus supplies and property will be deposited into the town's general fund. Proceeds from sale of enterprise, federal or state grant or other special designation property will be reimbursed, less prorated selling expenses, to the appropriate fund, after completion of each sale. (Ord. 18-01 § 1, 2018)

Suzanne Harvey

From: Kristy Ramirez
Sent: Tuesday, December 7, 2021 2:38 PM
To: Suzanne Harvey
Cc: Brandy Thorpe
Subject: Sparkletts Alternative

Hello Suzanne,

Please see the images below for the sparkletts alternative:

This is a \$90 onetime cost compared to the \$1,092.36 cost per year. Which would be a \$1,002.36 saving.



Sports Squeeze Water Bottle with One-Way Valve - Bulk Pack of 24 Water Bottles - Leak Proof - 28 ounces - Made in USA - Perfect for Teams, Company Events, Party Favors (Red)

Price: \$90.00

Buy Here, pay HERE with 0% financing. Terms of Fin. See below for details.

Color: Red

Material: BPA Free Polypropylene

Capacity: 28 Ounces

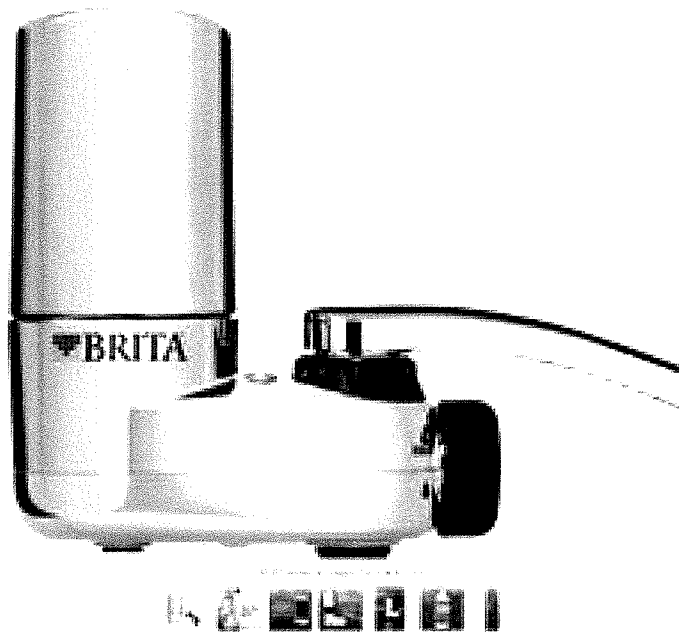
Weight: 1.50 Lbs

Sport: Baseball, Softball, Soccer, Basketball, Football, Hockey

Price: \$3.75

Quantity: 24

Add to Cart



Brita Basic Faucet Water Filter System, Chrome, 1 Count

Price: \$90.00

Color: Chrome

Material: Plastic

Capacity: 100 Gallons

Price: \$90.00

Quantity: 1

Add to Cart

Suzanne Harvey

From: Kristy Ramirez
Sent: Tuesday, December 7, 2021 2:40 PM
To: Suzanne Harvey
Cc: Brandye Thorpe
Subject: RE: Sparkletts Alternative

Review Your Order



Quantity

28

Item Total

\$53.00

TSBT00B - 20 oz. Colored Plastic Sports and Bike Bottle-Blank

Production Time: 1 Standard Production

Product Color(s):

Lid Color(s):

Design: blank/usa

Summary

Sub Total: \$53.00

Delivery Fee: \$0.00

Total: \$53.00

Tax: \$0.00

Order Total \$53.00

Kristy Ramirez | Finance Clerk
kramirez@huachucacityaz.gov
Ph: (520) 456-1354
Cell: (520) 216-0960

Settlement Participation Form

Governmental Entity: Huachuca City town	State: AZ
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Janssen Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Janssen Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Janssen Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Janssen Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Janssen Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Janssen Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Janssen Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Janssen Settlement.
7. The Governmental Entity has the right to enforce the Janssen Settlement as provided therein.



8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Janssen Settlement, including but not limited to all provisions of Section IV (Release), and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Janssen Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Janssen Settlement shall be a complete bar to any Released Claim.
9. In connection with the releases provided for in the Janssen Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:
- General Release; extent.** A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.
- A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Janssen Settlement.
10. Nothing herein is intended to modify in any way the terms of the Janssen Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Janssen Settlement in any respect, the Janssen Settlement controls.



I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



Settlement Participation Form

Governmental Entity: Huachuca City town	State: AZ
Authorized Signatory:	
Address 1:	
Address 2:	
City, State, Zip:	
Phone:	
Email:	

The governmental entity identified above (“Governmental Entity”), in order to obtain and in consideration for the benefits provided to the Governmental Entity pursuant to the Settlement Agreement dated July 21, 2021 (“Distributor Settlement”), and acting through the undersigned authorized official, hereby elects to participate in the Distributor Settlement, release all Released Claims against all Released Entities, and agrees as follows.

1. The Governmental Entity is aware of and has reviewed the Distributor Settlement, understands that all terms in this Election and Release have the meanings defined therein, and agrees that by this Election, the Governmental Entity elects to participate in the Distributor Settlement and become a Participating Subdivision as provided therein.
2. The Governmental Entity shall, within 14 days of the Reference Date and prior to the filing of the Consent Judgment, dismiss with prejudice any Released Claims that it has filed.
3. The Governmental Entity agrees to the terms of the Distributor Settlement pertaining to Subdivisions as defined therein.
4. By agreeing to the terms of the Distributor Settlement and becoming a Releasor, the Governmental Entity is entitled to the benefits provided therein, including, if applicable, monetary payments beginning after the Effective Date.
5. The Governmental Entity agrees to use any monies it receives through the Distributor Settlement solely for the purposes provided therein.
6. The Governmental Entity submits to the jurisdiction of the court in the Governmental Entity’s state where the Consent Judgment is filed for purposes limited to that court’s role as provided in, and for resolving disputes to the extent provided in, the Distributor Settlement.
7. The Governmental Entity has the right to enforce the Distributor Settlement as provided therein.



8. The Governmental Entity, as a Participating Subdivision, hereby becomes a Releasor for all purposes in the Distributor Settlement, including but not limited to all provisions of Part XI, and along with all departments, agencies, divisions, boards, commissions, districts, instrumentalities of any kind and attorneys, and any person in their official capacity elected or appointed to serve any of the foregoing and any agency, person, or other entity claiming by or through any of the foregoing, and any other entity identified in the definition of Releasor, provides for a release to the fullest extent of its authority. As a Releasor, the Governmental Entity hereby absolutely, unconditionally, and irrevocably covenants not to bring, file, or claim, or to cause, assist or permit to be brought, filed, or claimed, or to otherwise seek to establish liability for any Released Claims against any Released Entity in any forum whatsoever. The releases provided for in the Distributor Settlement are intended by the Parties to be broad and shall be interpreted so as to give the Released Entities the broadest possible bar against any liability relating in any way to Released Claims and extend to the full extent of the power of the Governmental Entity to release claims. The Distributor Settlement shall be a complete bar to any Released Claim.
9. The Governmental Entity hereby takes on all rights and obligations of a Participating Subdivision as set forth in the Distributor Settlement.
10. In connection with the releases provided for in the Distributor Settlement, each Governmental Entity expressly waives, releases, and forever discharges any and all provisions, rights, and benefits conferred by any law of any state or territory of the United States or other jurisdiction, or principle of common law, which is similar, comparable, or equivalent to § 1542 of the California Civil Code, which reads:

General Release; extent. A general release does not extend to claims that the creditor or releasing party does not know or suspect to exist in his or her favor at the time of executing the release that, if known by him or her, would have materially affected his or her settlement with the debtor or released party.

A Releasor may hereafter discover facts other than or different from those which it knows, believes, or assumes to be true with respect to the Released Claims, but each Governmental Entity hereby expressly waives and fully, finally, and forever settles, releases and discharges, upon the Effective Date, any and all Released Claims that may exist as of such date but which Releasors do not know or suspect to exist, whether through ignorance, oversight, error, negligence or through no fault whatsoever, and which, if known, would materially affect the Governmental Entities' decision to participate in the Distributor Settlement.

11. Nothing herein is intended to modify in any way the terms of the Distributor Settlement, to which Governmental Entity hereby agrees. To the extent this Election and Release is interpreted differently from the Distributor Settlement in any respect, the Distributor Settlement controls.



I swear under penalty of perjury that I have all necessary power and authorization to execute this Election and Release on behalf of the Governmental Entity.

Signature: _____

Name: _____

Title: _____

Date: _____



Suzanne Harvey

From: Robertson, Ty <Ty.Robertson@empire-cat.com>
Sent: Wednesday, December 8, 2021 7:40 AM
To: Matthew Doty
Cc: Suzanne Harvey
Subject: 816K Rear Axle Quote
Attachments: 816K 3537975.pdf

[CAUTION] This message was sent by someone outside of your organization. Please verify the sender, and always be cautious when following links or opening attachments.

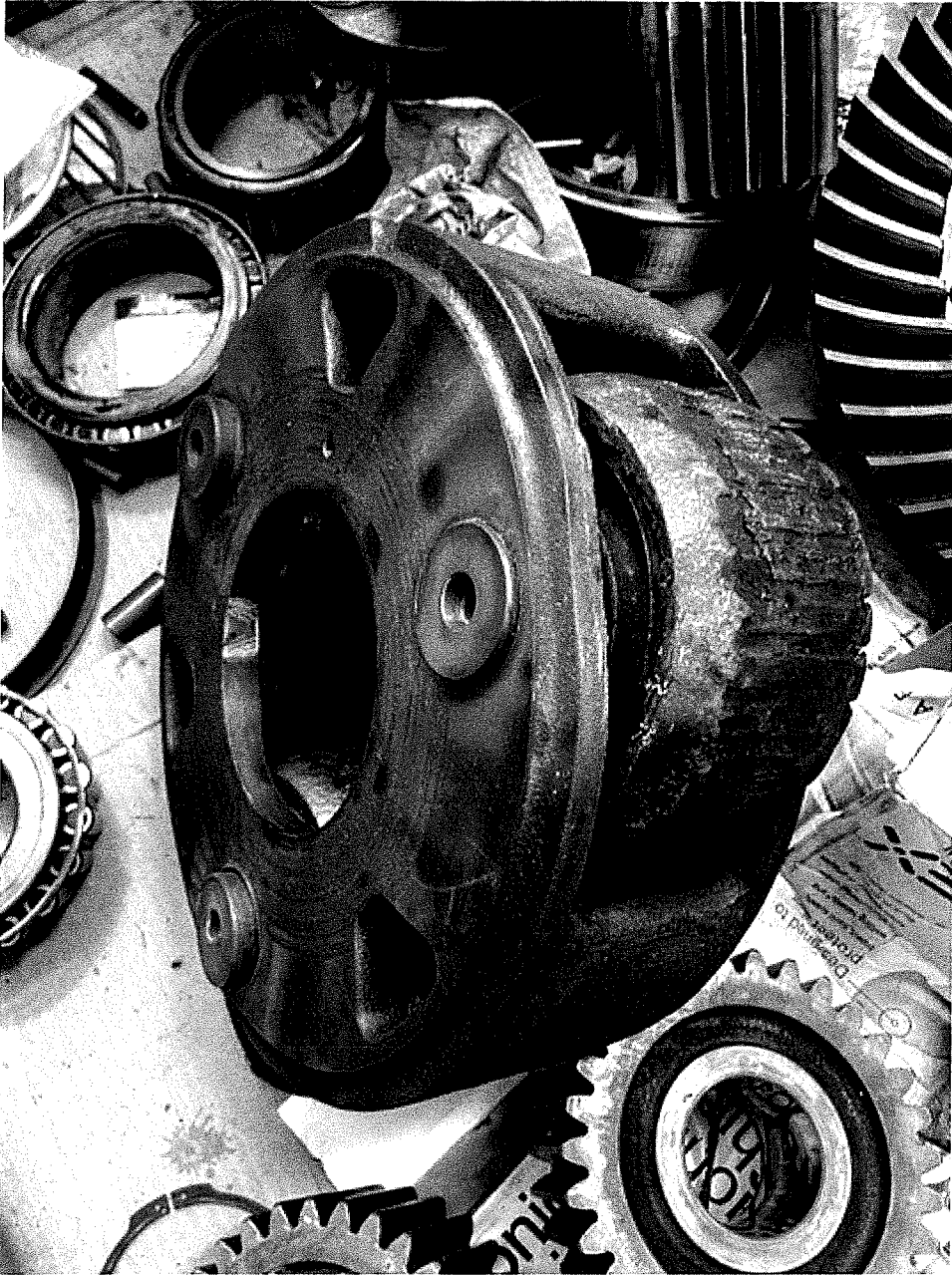
Good Morning Matt,

Attached is the rear axle quote. Like we discussed on the phone it was a lot worse than expected. I attached some pictures below of some of the gears. In the estimates we sent you we included some gears (hard parts) anticipating this but no way of knowing how bad it was until it was torn down for inspection. There is no new axle available and would need to be piece parted together. Those cost were up over 100K. We have searched for used axles but nothing was found.

We have applied some additional discounts to this quote. You will see a 20% parts discount and I will be covering the travel charges to and from the landfill.

As far as time frame to get this completed we would need about 3 days in the shop once we get parts. Then it would be scheduled to be installed in the machine onsite.

Please let me know if you have any questions



Thank you,
Ty Robertson
Product Support Sales Representative
Empire Machinery
Office 520-746-8226
Cell 520-269-1171
Ty.robertson@empire-cat.com

Our Corporate Values:

Safety. Respect. Integrity. Teamwork. Excellence. Stewardship. Astonishment.

NOTICE: This email and any attachments are for the intended recipient(s) only and may contain information that is privileged, confidential and/or proprietary. If you are not the intended recipient, please be advised that any reading, distribution, copying, or other use of this e-mail is prohibited. If you have received this e-mail in error, please delete this e-mail immediately. Thank you.



SAFETY • RESPECT • INTEGRITY • TEAMWORK
 EXCELLENCE • STEWARDSHIP • ASTONISHMENT

ESTIMATE NUMBER	68733 A1
CLIENT ORDER	90361
CLIENT NUMBER	0054171
DATE	12/07/2021
AGMT/PSO/WO #	3537975
EXPIRATION DATE	01/06/2022
REVISION TITLE	A

SOLD TO

TOWN OF HUACHUCA CITY
 500 NORTH GONZALES BLVD
 HUACHUCA CITY AZ 85616-9610

SHIP TO

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	816K	OWNB00251		2474	E144369
QUANTITY	ITEM	DESCRIPTION			

THANK YOU FOR THE OPPORTUNITY TO BE YOUR SERVICE SOLUTIONS PROVIDER. WE VALUE YOUR BUSINESS. IF YOU HAVE ANY QUESTIONS OR CONCERNS ON THIS QUOTE, PLEASE CONTACT YOUR EMPIRE PRODUCT SUPPORT SALES REPRESENTATIVE.

00 TRAVEL TO FROM JOB SITE
 TOWN OF HUACHUCA CITY
 600 N. SKYLINE DR
 HUACHUCA CITY, AZ

MISC: REFLECTS FUEL SURGE CHARGES

TRAVEL CHARGES TO COVERED BY TY ROBERTSON.

TOTAL PARTS	0.00
TOTAL LABOR	1052.70
TOTAL MISC	-1052.70
SEGMENT 00 TOTAL	0.00

30 REMOVE & INSTALL AXLE
 REMOVE AND INSTALL REAR AXLE GROUP.

PARTS INCLUDE: AXLE MOUNTING HARDWARE.

TOTAL PARTS	0.00
TOTAL LABOR	2982.65
TOTAL MISC	0.00
SEGMENT 30 TOTAL	2982.65

32 RECONDITION AXLE REAR
 INCLUDES: DIFFERENTIAL, FINAL DRIVES, BRAKES AND FRONT AND REAR TRUNNION HOUSINGS. AXLE HOUSING WILL BE DYE CHECKED FOR CRACKS.

PARTS INCLUDE: BRAKE FRICTION DISC'S, BEARINGS, SEALS AND HARDWARE.

MISC: REFLECTS FREIGHT



SAFETY • RESPECT • INTEGRITY • TEAMWORK
 EXCELLENCE • STEWARDSHIP • ASTONISHMENT

ESTIMATE NUMBER	68733 A1
CLIENT ORDER	90361
CLIENT NUMBER	0054171
DATE	12/07/2021
AGMT/PSO/WO #	3537975
EXPIRATION DATE	01/06/2022
REVISION TITLE	A

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	816K	OWNB00251		2474	E144369

QUANTITY	ITEM	DESCRIPTION	
		TOTAL PARTS	11071.53
		TOTAL LABOR	6166.40
		TOTAL MISC	150.78
		SEGMENT 32 TOTAL	17388.71

33 HARD PARTS AXLE REAR

HARD PARTS INCLUDE: BEVEL GEAR SET, DIFF CASE, PLANETARY GEARS, SUN GEARS, RING GEARS, CARRIERS, AND AXLE SHAFT.

TOTAL PARTS	37264.85
TOTAL LABOR	0.00
TOTAL MISC	1749.87
SEGMENT 33 TOTAL	39014.72

3A RECONDITION DIFFERENTIAL CASE

MAG FOUND NO INDICATIONS.
 3.545+- .0006 BEARING JOURNAL MEASURES AT 3.545 GOUGES ON SURFACE.
 4.503+- .0006 BEARING JOURNAL MEASURES AT 4.503 SURFACE HAS FRETTING.
 2.783+- .010 INNER THRUST FACE (P.E.) MEASURES AT 2.784.
 2.923+- .010 INNER THRUST FACE (F.E.) MEASURES AT 2.922.
 HALF BORES FOR SPIDER LOOK GOOD FOR REUSE ON BOTH HALVES.
 7.187+- .002 SPHERICAL BORE MEASURES AT 7.186.

REPAIRS:
 PRE-MACHINE BOTH BEARING JOURNALS AND SEATS, NOT TO EXCEED .125 ON DIA.
 METAL SPRAY BOTH BEARING JOURNALS AND SEATS.
 PROTECT ALL OTHER MACHINED SURFACES.
 MACHINE BOTH BEARING JOURNALS AND SEATS TO SPEC.
 SHIP BACK TO CLIENT WITH SPIDER AND BOLTS



SAFETY • RESPECT • INTEGRITY • TEAMWORK
 EXCELLENCE • STEWARDSHIP • ASTONISHMENT

ESTIMATE NUMBER	68733 A1
CLIENT ORDER	90361
CLIENT NUMBER	0054171
DATE	12/07/2021
AGMT/PSO/WO #	3537975
EXPIRATION DATE	01/06/2022
REVISION TITLE	A

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	816K	OWNB00251		2474	E144369

QUANTITY	ITEM	DESCRIPTION	
----------	------	-------------	--

TOTAL PARTS	0.00
TOTAL LABOR	1665.00
TOTAL MISC	100.00
SEGMENT 3A TOTAL	1765.00

6A INSPECT WHEEL SPINDLE BOTH ENDS

INSPECT REAR SPINDLE, AXLE HOUSINGS AND DIFF HOUSING.

BOTH REAR SPINDLES:

BRG JOURNAL 4.752+-0.0006, 4.752
 BRG JOURNAL 5.502+-0.0006, 5.502

NO MT OR UT INDICATIONS

REMOVED OVERLAPPED METAL FROM SPINDLES AND
 CONDITIONED HIGH SPOTS. OK TO RUN

BOTH REAR AXLE HOUSINGS:

NO MT INDICATIONS.
 REMOVED HIGH SPOTS FROM GOUGES IN BRG JOURNAL, OK
 TO RUN.

DIFF HOUSINGS:

NO MT INDICATIONS.OK TO RUN. CUP WILL NEED
 REPLACED.

TOTAL PARTS	0.00
TOTAL LABOR	525.00
TOTAL MISC	0.00
SEGMENT 6A TOTAL	525.00

LU REFILL MACHINE
 REFILL REAR AXLE

TOTAL PARTS	257.64
TOTAL LABOR	87.73
TOTAL MISC	0.00
SEGMENT LU TOTAL	345.37



SAFETY • RESPECT • INTEGRITY • TEAMWORK
 EXCELLENCE • STEWARDSHIP • ASTONISHMENT

ESTIMATE NUMBER	68733 A1
CLIENT ORDER	90361
CLIENT NUMBER	0054171
DATE	12/07/2021
AGMT/PSO/WO #	3537975
EXPIRATION DATE	01/06/2022
REVISION TITLE	A

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	816K	OWNB00251		2474	E144369

QUANTITY	ITEM	DESCRIPTION
----------	------	-------------

20% PARTS DISCOUNT COVERED BY MAJOR COMPONENT
 REBUILD INCENTIVE PROGRAM.

TOTAL PARTS	0.00
TOTAL LABOR	0.00
TOTAL MISC	-9183.91
SEGMENT PC TOTAL	-9183.91

TA TEST/CHECK & ADJUST MACHINE
 TEST AND ADJUST MACHINE AFTER REPAIR

TOTAL PARTS	0.00
TOTAL LABOR	87.73
TOTAL MISC	0.00
SEGMENT TA TOTAL	87.73

ENVIRON. FEE	0.00
STATE/COUNTY TAX	2,461.84
CITY/OTHER TAX	1,049.31

TOTAL ESTIMATE	56,436.42
EXPIRATION DATE	01/06/2022

Client Approval: _____
 Signature

 Date

TERMS:
 CLIENT ACKNOWLEDGES THAT THIS QUOTATION IS SUBJECT TO PRICE CHANGES AND AVAILABILITY OF GOODS. MACHINE SALES PAYMENTS ARE DUE NET 10; ALL OTHERS NET 30. UNLESS OTHERWISE AGREED IN WRITING BY A VICE PRESIDENT OF EMPIRE SOUTHWEST, LLC ("EMPIRE"), THE PURCHASE OF GOODS (INCLUDING, BUT NOT LIMITED TO, NEW AND USED EQUIPMENT, ATTACHMENTS, PARTS AND TECHNOLOGY) OR SERVICES FROM EMPIRE WILL BE GOVERNED SOLELY BY EMPIRE'S TERMS AND CONDITIONS OF SALES AND SERVICE (THE "SALES AND SERVICE TERMS"), WHICH ARE AVAILABLE AT WWW.EMPIRE-CAT.COM/SALESSERVICETERMS, AND THE RENTAL OF EQUIPMENT FROM EMPIRE WILL BE GOVERNED SOLELY BY EMPIRE'S RENTAL TERMS AND CONDITIONS (THE "RENTAL TERMS"), WHICH ARE AVAILABLE AT WWW.EMPIRE-CAT.COM/RENTALTERMS, OR SUCH OTHER SUCCESSOR WEBSITES AT WHICH EMPIRE POSTS ITS SALES AND SERVICE TERMS AND ITS RENTAL TERMS (COLLECTIVELY, THE "TERMS") FROM TIME TO TIME. A HARD COPY OF THE TERMS IS AVAILABLE UPON WRITTEN REQUEST TO TERMS.CONDITIONS@EMPIRE-CAT.COM. EMPIRE'S TERMS ARE HEREBY INCORPORATED BY REFERENCE INTO THIS DOCUMENT AND ALL OTHER DOCUMENTS RELATED TO YOUR PURCHASE OF GOODS OR SERVICES FROM EMPIRE OR THE RENTAL OF EQUIPMENT FROM EMPIRE. BY PURCHASING GOODS OR SERVICES FROM EMPIRE, DELIVERING EQUIPMENT TO EMPIRE FOR SERVICE, OR RENTING EQUIPMENT FROM EMPIRE, YOU AGREE TO BE BOUND BY EMPIRE'S TERMS EXACTLY AS WRITTEN. UNLESS OTHERWISE AGREED IN WRITING BY A VICE PRESIDENT OF EMPIRE, CLIENT IS RESPONSIBLE FOR ALL DISASSEMBLY AND REASSEMBLY CHARGES. BECAUSE IT IS IMPOSSIBLE TO DETERMINE THE EXTENT OF WEAR ON INTERNAL COMPONENTS, ADDITIONAL LABOR AND PARTS MAY BE REQUIRED FOLLOWING DISASSEMBLY.

Town Manager's Report – November 2021

H/R Update:

- The Police Department has a job opening for Police Officer and is currently looking to fill an upcoming vacancy in the Records Department.
- The Landfill has just hired an operator. They have another vacant position
- We hired a bus driver for Tombstone (per the legacy grant we received last FY). She is currently being trained.

Other Updates

Grant for Wellness Park: Exciting news! The Forestry Department has approved our *2021 Community Challenge Grant* application for the Community Wellness, Nature, and Rainwater Harvesting project (northwest of the garden where the gazebo is) in the amount of \$22,500. This is our first Forestry grant so we will be meeting with them for training on their reporting requirements and to finalize the details of the grant agreement. The agreement will come to council for approval when it is complete.

Huachuca City Community Garden: Congratulations to the Huachuca City Community Garden (HCCG). They received a \$44,750 grant for “Teaching Wellness in a Community Garden Park” from the Legacy Foundation to complete the work on the learning portion of the Community Garden behind the library. The Town’s partnership with this organization continues to benefit the community in a myriad of ways. Council’s wiliness to create this partnership is truly commendable and something the Town should be very proud of! With the learning garden complete, the HCCG will be able, through the library, offer classes to teach folks to grow their own food.

Community thanksgiving: This was a fantastic event! We served approximately 130 people. Great teamwork on the part of staff—nearly every department helped make this a success. Huge thanks also to Council for their support, from dishwashing, to food prep, to food donations, we couldn’t have done it without Council support. We also need to thank all the businesses that donated money and food as well as the Lion’s Club for allowing us to use their facility. The biggest kudos go to our Town Clerk, Brandye Thorpe, it was here idea and she organized the whole thing!

Community meeting: This was a great meeting facilitate by the University of Arizona, Cooperative Extension. We had approximately 20 people and 10 staff/community reps. The information that come from the meeting was very interesting. Most of the attendees were retirees and seniors. We will have another meeting in January that includes an activity for children in the hopes of attracting some working families as we would like to have their feedback. The number one priority that the group identified for the town was to have a grocery store.

Audit progress: Auditors were here Nov 29 – Dec 1st. They were pleased with the responsiveness of staff and indicated that it was an improvement from last year. I want to commend staff as everyone worked together to get the auditors the information they needed in a timely manner. It was great teamwork. Of course, the audit is not yet complete as they continue

to review our records from afar. Their praise was for our responsiveness and not an indicator of the quality of our financial records which remains to be seen.

Sewer Ponds: ADEQ has not yet issued a permit for the closure of the natural ponds. We had a meeting in November with several members of ADEQ, along with our project Engineer Allan Converse. At that time, one of the representatives indicated that we would need to remove the sludge from the ponds. We produced the letter from ADEQ stating that we could close the ponds in-place, ADEQ abruptly ended the meeting. It appears that there is some internal miscommunication within their organization. They scheduled an internal meeting for the first week in December. They will meet with us again on Dec 14, 2021 after they have had a chance to clarify things internally.

CDBG Project: Planning work continues. An update on this project will be provided to council at the first council meeting in January. I believe that council will need to prioritize the projects based on actual costs at that time.

Upcoming Events:

- Sat, Dec 4 Red Iron Toy Run Breakfast @ Lion's Club
- Thu, Dec 9 Council Meeting @ 6 pm
- Fri, Dec 10 Polar Express and Tree Lighting
- Sat, Dec 18 Christmas Parade
- Mon, Dec 20 Distribution of Holiday Gift Baskets
- Fri, Dec 24 Christmas Eve – Town Offices Closed
- Sat, Dec 25 Merry Christmas
- Mon, Dec 27 Christmas Holiday Observed – Town Offices Closed
- Fri, Dec 31 New Year's Observed – Town Offices Closed



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



Attention Town Manager Harvey

Date: 12/01/2021

Managers' Report - Reporting Period: 11-01-2021 thru 11-30-2021

Note-All subjects are innocent until proven guilty in a court of law.

Stolen vehicle recovered in upper Huachuca City, turned over to SVPD – search warrant conducted on house of interest. Two suspects outstanding.

Juvenile problems at the school are being dealt with.

4 adult and one 4-year-old Undocumented Aliens turned over to USBP. Vehicle impounded; driver cited for speed. (Operation Stonegarden).

Subject arrested for Criminal Speed within Town Limits.

A second subject arrested for Criminal Speed within Town Limits.

Introduction to the Caselle Timecards.

Introduction to the Caselle Purchase Order (Requisition) process.

Subject arrested and charged with Violate a Court Order, taken to Bisbee jail

Subject arrested on a valid warrant and taken to Bisbee jail.

Subject arrested on Felony Forgery/Fraudulent Schemes. Taken to Sierra Vista jail.

Traffic Stops resulting in multiple civil violations.

Thank you!

James L. Thies HC-1

Chief James L. Thies
jthies@huachucacityaz.gov

NAME/SUBRECIPIENT #	Total Awarded	Town Paid	Reimbursed	Outstanding	Remaining Amt Allocated	End Date	Status
GOHS/DUI Impaired Driving 2021-AL-016	\$6,262.54	\$5,568.07	\$5,568.07	\$0.00	\$594.47	9/30/2021	We have submitted the Final Report and Reimbursement Request on 10/15/21 for \$736.57. I checked Venpay this morning, 11/18/21, and it shows that \$736.57 posted yesterday, 11/17/21, as having been disbursed. I believe it takes three to five business days to go from the status of disbursed to paid. At this time, the funds are being released to Huachuca City. This Grant is closed.
Stone Garden 200415-01	\$53,491.00	\$24,031.54	\$21,568.80	\$2,462.74	\$29,459.46	3/31/2022	Currently working; 2 Reimbursements outstanding - one sent via mail November 15 plus another request that will be sent on or before Dec 7, for a total of \$3548.94 outstanding. Some background: It is preferred by Homeland Security that reimbursement requests for the Stone Garden grant are sent in approximately every 4 weeks, so that they cover two pay periods. It usually takes approximately 60 to 90 days for the reimbursement to be released, but members of their finance department are still working from home on a regular basis, so the process has slowed considerably.
GOHS/DUI Impaired Driving 2022-405D-024	\$7,013.00					9/30/2022	Currently working; GOHS OT Grants are reimbursed after each quarterly report is received; these details only occur on specific days, which are mostly holiday related. Therefore, except for the current quarter which includes details for Halloween, Thanksgiving, Christmas and New Years Eve, the amount that we use per quarter is generally less than \$1,000.00. The first reimbursement request for this grant cycle will go out between January 1 and January 15.
100 Club Stipend	\$2,138.15	\$2,246.38	\$0.00	\$2,138.15	-\$108.23		Items were ordered and paid for by credit card; the items have been received and evidence processing station assembled; the requirements for reimbursement are: a Letter from Chief, pictures of the station, a copy of the invoice and a copy of the check used to pay for the items. All of these have been acquired and sent to Patti Ballentine @ 100 Club (on Monday 11/15) and we are currently waiting for their processing. As this is my first time working with this grant, I cannot give you an approximate time frame for the reimbursement. I have reached out to Patti, and she advised that the person who will be reviewing the submission is out this week, therefore they will not start the process until that person is back in the office. As most grant reimbursements, in my limited experience, take approximately 60 days, I will go out on a limb as state that I believe this is the same. I will, however, keep you updated as I learn more.
GOHS PROP 207 2021-207-067	\$17,000.00	\$13,439.59	\$0.00	\$13,439.59	\$3,560.41	12/31/2021	Many items (roadside emergency kits for accident response that consist of: reflective safety vests, lighted collapsible traffic cones, rechargeable flashlights, LED roadside safety flares and the batteries that are needed for them for each officer; portable intoxilyzer kits with mouthpieces for each officer; 3 stationary handheld radar units, and one raptor radar unit) have been purchased. Needed for reimbursement: Pictures of the items, invoices for the items, and copies of checks used to pay for the items. As these items were purchased from several different vendors, copies of the checks used to pay for these items have been requested from finance. I am currently waiting for one invoice and check. The item was purchased in November, so it will not be invoiced until this month. I have completed the necessary reimbursement sheet in anticipation of receiving the last check, and will file for reimbursement for these items as soon as I receive it. As with other GOHS run grants, it is my belief that it will take approximately 60 days for the processing of the request.
AZDOHS Radio Grant	\$30,000.00	\$29,694.93	\$0.00	\$29,694.93	\$305.47	9/30/2022	The funds from this grant were allocated so that HCPD could upgrade from our current radios to 4 dual band mobile radio units, to include programming and installation of these units. Currently, the units have been ordered through Canyon State Wireless. An invoice for these radios has been provided to finance. As soon as a copy of the check(s) paying for said radios is received, I will complete all necessary reports and forms and submit the reimbursement request. As this is an Arizona Dept of Homeland Security grant, it would follow that, in accordance with their standards on other grants, the reimbursement request processing and release of funds would be between 60 and 90 days.

BUILDING OFFICIAL/ZONING ADMINISTRATOR REPORT92021

BUILDING DEPARTMENT

A total of 9 permits were issued for month of October 2021 for a total valuation of \$151,538 and \$4,248.90 collected in permit fees. The break-down of the permits are as follows:

WORK COMPLETED	# ISSUED	VALUATION	PERMIT FEES
Residential			
Roof Replacements	3	\$29,810.00	\$704.00
Solar	1	\$24,055.00	\$815.10
Commercial			
New Metal Building	1	\$55,000.00	\$1,412.40
Roof Replacements	1	\$7,000.00	\$176.00
Commercial HVAC Review/Install	2	\$3,300.00	\$158.00
Installation of Gas Lines to Apartments	1	\$32,373.00	\$983.40
TOTALS	9	\$151,538.00	\$4,248.90

ZONING/CODE ENFORCEMENT

As of November 15, 2021, a total of 109 code enforcement cases have been opened. A majority of these cases are for high weeds from the summer monsoon rains. The following is a breakdown of the status of these cases:

- 70 Closed (one by Town abatement)
- 3 Work underway
- 10 Pending Notification
- 11 Pending further review/investigation
- 12 NOV's in various stages of preparation.
- 2 Moving towards Town abatement in December. Postings completed, awaiting bid from Contractor.
- 1 Moving towards possible citation

Please note that the status of each of these cases are fluid and may be moved between categories as the enforcement process progresses. Also, additional cases are continually being added.

Respectfully submitted,

Dr. Jim Johnson, PhD, CBO, CCI
Building Official/Zoning Administrator

Town of Huachuca City

The Sunset City

500 North Gonzales Boulevard, Huachuca City, Arizona 85616

Phone (520) 456-1354, TDD (520) 456-1353, E-mail jhalterman@huachucacityaz.gov

Fax: (520) 456-0374

December 6th, 2021

To: Town Manager, Town clerk

From: Public works Supervisor.

Subj: *Workload Report*

1. Public works, Town Manager and Team Converse have started the task of the new Permit needed with the Natural Ponds Project in the stages of being completed, December 14th we have schedule meeting ADEQ.
2. *An operation changes with Fort Huachuca pumping out of the Holding Facility, November 6th, 2021.*
As of right now they have a broken fiber optic line that is being search for. Their Auto Pumping System is offline till further notice. Which they must operate manually, their Three Pumping Station.
 - A. *Both Holding Ponds will be in an open position on the discharge side.*
 - B. *One Holding Pond will remain open on the point of entry to fill both Holding Ponds.*
 - C. *They will pump every Wednesday to maintain a medium level in both ponds.*
3. *Each Holding Pond is designed to hold over a week each of total Sewage Water, Public Works will be closing working with Fort Huachuca on all operations.*
4. While setting the Holding Ponds for Fort Huachuca, the discharge Slide Gate was over torque in the open position on Holding Pond One. Not allowing the Slide Gate to rotate to a close position. We Closed down Holding Pond Two to allow Holding Pond One to be completely drain for repairs. With Fort Huachuca pumping out Holding Pond One and Public Works set our Mud Pump to empty Pond One into Holding Pond Two at the same time. ALL SEWAGE WATER WAS CONTAIN WITH THIS OPERATION.
Public works remove the Slide Gate, repair the Slide Gate. Holding Pond One is back to Normal Operations.

5. To prevent the Slide Gate to be over torque, while testing the repair to the Slide Gate's. Turns were counted to 15 turns for a half position for open, the completely stop to the close position. That will not affect normal operations. The behind scenes we work in Sewage Water, Great Job by your Public Works Crew!!!!



James A Halterman
Public Works Supervisor

CC File:

Landfill Directors Report for November 2021

Financial:

Total tonnage: - 3,018.88
Total collected or billed: - \$ 119,481.20

Largest customers in November 2021:

Waste Management: - tons: 969.31 - \$ 33,928.70 - (\$35.00 / ton.)
Waste Disposal: - tons: 923.08 - \$ 32,307.80 - (\$35.00 / ton.)
JP Finley: - tons: 202.82 - \$ 7,101.90 - (\$35.00 / ton.)
San Pedro Valley Sanitation: - tons: 297.74 - \$ 10,420.90 - (\$35.00 / ton.)
LDI: - tons: 133.67 - \$ 7,485.52 - (\$56.00 / ton.)

CASH Commercial: - tons: 165.49 - \$ 9,292.72 - (\$56.00 / ton.)
CASH Residential: - tons: 104.75 - \$ 6,482.16 - (\$56.00 / ton.)

Top 7 customers generated: 2,796.86 Tons and \$107,019.07 or 92.65% of tonnage and 89.57% cash for the month of November 2021. (First 4 customers are paying bulk rate of \$35.00/ton)

Border wall tonnage for November 2021: 1.30 X \$51.00 / ton = \$66.30

Year to date: FY-22 (July 1st through November 30th, 2021)

Total Tonnage: - 15,865.38
Total collected or billed to date: - \$ 639,091.24 or 42.68% of projected revenue.

Equipment:

- **D8R Dozer** - Status: **Down.** - Thermostat replacement. No major issues to report.
- **D6T Dozer** - Status: **Active.** - Minor repairs needed. No major issues to report.
- **816K Compactor** - Status: **Down.** - Rear Axle Repairs.
- **613 Scraper** - Status: **Active.** - Will need new cutting edges soon. No major issues to report.
- **966D Loader** - Status: **Active.** - Currently usable for light duties.
- **RO1 Roll-off truck:** - Status: **Active.** - Will need several repairs over time, as budget allows. Currently usable.
- **112F Motor Grader:** - Status: **Active.** - This is an old machine (1960's). Currently usable for light duties.

Operations:

- ADEQ consent order in process, many issues have been resolved, only a few remain. Updates to follow.
- MSW cells are now stacking North as we have filled and covered the once exposed portion of the southern face through which our working face was visible from the school up until we closed it off last month.
- We are progressing with our slope maintenance projects around the landfill, not only to repair rain damage, but also to make things look nicer from the roads, this is an ongoing process and will take a long time.
- We have hired a new operator and we look forward to bringing him on the crew very soon. We still need to fill one more position before our crew will be back at full strength.
- Being shorthanded and having a critically important machine down for repair has made November a challenging month overall. Nevertheless, morale is high, and our resolve is unwavering. We are hopeful that December will go much smoother.

Submitted December 3rd, 2021.

By Matthew Doty

Director of Operations at Huachuca City Landfill.

Finance Department

Manager Report

November 2021

1. This month I initiated the implementation of the Caselle Online Financials. This automated process streamlines requisitions/purchase orders for more of an effective and efficient procurement process. The Caselle Online Financial tool allows the department head not only to submit their requisitions online but it also provides them with the ability to look up A/P information, monitor their budgets in real time, lookup their GL account details, and more. This tool helps management closely monitor their budgets to ensure that they are staying on track of their budgeted goal.
2. Set up a meeting with our Wells Fargo fraud prevention coordinator and Caselle to speed up the positive pay file process. We found that our format was incorrect and were able to create a new format that would cut the time down by at least an hour. The Positive Pay File feature in Wells Fargo helps prevent fraud by systematically compares checks presented for payment to our issued-check files to detect serial numbers and dollar amounts that don't match. Payee validation and payee match identifies payee names that have been altered.
3. Revised and added GL accounts to the Cash Receipting module in Caselle. This allows the front desk clerk to allocate revenue and other deposits to the right accounts at the time of the transaction. This also cuts down the number of journal entries which makes the auditors very happy during auditing season.
4. We purchased (\$2,184.14) the PIUSI Cube (Fuel Management System) for the landfill on 8/26/2020. This fuel monitor's primary function is to track fuel usage for each department and allows for accurate (GL) allocation and billing. The fuel monitor stopped working within 5-6 months of purchase and has been out of service since May of 2021. This impeded our ability to accurately track and bill. The fuel monitor gives us accurate usage and therefore eliminates human error and possible fraud. I gathered the purchase information from the Landfill director and contacted the

FINANCE DEPARTMENT

Manager Report

manufactures warranty department and was able to get the entire unit replaced at no cost to the town.

5. Attended the Hispanic Chamber of Commerce Mixer in Tombstone. Gathered information about the upcoming events and businesses that are coming to our area and passed the information to our Town Manager for insight. Made a great connection with a business owner that will (hopefully) positively impact the children in our community.

 6. Prepared for our audit and assisted our auditors with pulling requested information. Will continue to provided our auditors with requested information in the month of December.
-

Director of Library and Community Services November 2021 Report – SJF

Senior Center

- We had 82 individual patrons attend Social Hours. We are currently looking for a new and permanent volunteer on Wednesdays. In the meantime, we have people who are filling in.
- We had 9 groups use the center (Community Garden, Wellness Class, SEAGO, Medicare Help, Community Meeting, Game Night, Food Distribution/Salvation Army, Friends of the Library, Healthy Huachuca)
- Senior Center Christmas Meal Party is going ahead. We have 23 confirmed so far. Landmark Café kindly dropped the price significantly on the meals as a donation for the party and we have had 4 people drop off cash donations so the cost to participants remains at \$5 per person. Please do feel free to drop in and meet our users. I am sure they would be glad to see you. I have also asked Department Heads to drop in and say hello.
- Medicare counselor has helped another 6 people so far. Will be at the senior center on Wednesdays at 11am until December 15th.
- A member of the Friends of the Library bought and donated a Christmas Tree for the senior center. A senior Center Social Hours volunteer also bought and donated lots of Christmas ornaments and decorations for the senior center.

Library

❖ Patron and Circulation Statistics

Adult Patrons	Youth Patrons	New Library Cards	Reference Questions	Adult Computer Users	Youth Computer Users	Fax & Copy Patrons	Outreach & Programs	
543	56	14	429	123	15	40	4 Programs 162 people	
Books Adult	Books YA/Juv	Blu-Ray	DVDs Adult	DVDs Juvenile	Audio Books	Music	Inter-Library Loan	Hotspots
295	107	11	286	32	33	2	2	43

❖ Facebook Statistics – Library

People Reached	Page Engagement	Likes	Post Shares
10,443	868	386	95

- ❖ Facebook was very lively this month thanks to all the great things happening in our town.
- ❖ We have had lots of very positive verbal feedback from library patrons who attended the town Thanksgiving meal.

General Library Information

- SEAGO/Area Agency on Aging Matter of Balance Class begins next week. We have 11 out of 14 spots confirmed. People are VERY excited about this class.
- The Wellness Classes were a big hit with people. The Community Garden have already arranged a series of classes for next year with 13 spread throughout the year and are organizing a New Years Day Walk around town for anybody who cares to join in.
- We have planned 3 more free classes to the community from the Small Business Development Center Cochise College for January, February, and March covering: Preparing a Professional Business Plan, Marketing Plans and Understanding Important Financial Statements. We hope to continue with more classes later on in the year.
- The visit of the Bisbee Science Lab to Huachuca City School has been postponed till February as the HC Community Garden, after consultation with school administrators, were concerned about rising COVID numbers as well as not having enough volunteer help.
- We will be interviewing a potential new Project Ayuda participant to work in the library on Tuesday December 7th. We sure do miss having an extra pair of hands since Leena left for a permanent job.
- Stuff the Bus went very well. We had approximately 50 people stop by with toy and food donations for our Holiday Gift Basket program. We have also received lots of toys and food donated at the library and at Dollar General (where we have a donation box), as well as generous monetary donations.
- I visited my old library at Elfrida as well as visiting my colleague at Sunsites Library and got lots of great information about how to start a seed library. I have also spoken with Bisbee and Benson libraries and have made a contact in Graham County about seed libraries so I am hoping that we can get this going in the springtime.

Upcoming Events:

December

Saturday December 4th, Red Iron Motorcycle Club Toy Run, Breakfast at the Lions Club 9:30am, parade in front of Fire Station in HC at 11:30 where it will proceed to Whetstone.

Matter of Balance Class every Tuesday and Thursday 1:30-3:30 starting December 7 through January 6 (no classes last week of December).

Friday December 10th, Polar Express and Town Tree Lighting, 6pm, Bandstand, Fire Department and Library.

Friday December 15th, Senior Center Christmas Party, 11am-1pm.

Friday December 17th, Monthly Food Distribution

Friday December 17th, Friends of the Library are giving the library staff a potluck meal 😊

Monday December 20th, Holiday Gift Basket handout, 6pm-8pm at the library.

I will be out of the office for the last week in December.

January

Saturday January 1, 9:30-1:00, Walk Your Way to Wellness. A town walk organized by the HC Community Garden. Gather at the Senior Center.

Tuesday and Thursday, January 4/6 final A Matter of Balance classes at Senior Center.

Wednesday January 12, 5:30pm, Continuation of Healthy Community Meeting, Library, open to all (youth activity will be provided to attract families).

Wellness Classes: (All Saturdays at the Senior Center from 9:00-1:00)

January 22 – Revitalize and Restore – Optimal Wellness

February 19 – Mindfulness & Medication for Beginners

March 19 – Nutrition Prescription for Chronic Disease

April 23 – The Anti-Inflammatory Diet

October 1-November 19: Growing Wellness in Huachuca City Community Garden

Small Business Development Center, Cochise College Classes: (All Tuesdays at the Senior Center from 10-11:30am)

January 11 – Preparing Your Professional Business Plan

February 8 – Your Place in the Marketplace: Preparing Your Marketing Plan

March 8 – Understanding Important Financial Statements