



**HUACHUCA CITY TOWN COUNCIL**  
**PUBLIC MEETING NOTICE**  
**Thursday, January 27, 2022, 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 January 13, 2022.
- C.2 Consider approval of the Payment Approval Report.

**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.

- D.1 Discussion and/or Action [Mayor Wallace]: Direction to staff regarding the equipment maintenance plans submitted by each Department Head.

**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 [Chief Thies]: Farewell and Presentation of Plaque to Town Employee Paul Dunn.
- E.2 Discussion and/or Action [Suzanne Harvey]: Approval of a Grant Agreement with the Arizona Department of Forestry and Fire Management for improvements to the Veterans' Memorial Park to create the "Huachuca City Community Forest."
- E.3 Discussion and/or Action [Suzanne Harvey]: Administration and Animal Control Officer staffing in the Police Department.
- E.4 Discussion and/or Action [Suzanne Harvey]: Establishing priorities for all of the Town's departments.
- E.5 Discussion and/or Action [Mayor Pro Tem Hirschberg]: Direction to staff to establish a process for welcoming new residents and/or businesses to the Town.
- E.6 Discussion and/or Action [Suzanne Harvey]: Appointment of Ashley Pietro to the Public Safety Personnel Retirement System [PSPRS] Local Board; and appointment of a police officer selected by the police department to serve on the PSPRS Local Board.
- E.7 Discussion and/or Action [Suzanne Harvey]: Approval of a Facility Use Agreement with the County Elections Department to allow the County to set up a "Vote Center" at the Huachuca City Community Center for the primary and general elections in 2022.

**F. Reports of Current Events by Council**

**G. Adjournment**

Posted at 5:00 PM on January 26, 2022, at the following locations:

|  |  |  |
|--|--|--|
| <b>Town Hall Bulletin Board</b><br>500 N. Gonzales Blvd.<br>Huachuca City, AZ 85616        | <b>Town Hall Lobby Windows</b><br>500 N. Gonzales Blvd.<br>Huachuca City, AZ 85616       | <b>Huachuca City U.S. Post Office</b><br>690 N. Gonzales Blvd.<br>Huachuca City, AZ 85616  |
| <b>Town Website</b><br><a href="https://huachucacityaz.gov">https://huachucacityaz.gov</a> | <b>Huachuca City Library Windows</b><br>506 N. Gonzales Blvd.<br>Huachuca City, AZ 85616 | <b>Huachuca City Police Department</b><br>500 N. Gonzales Blvd.<br>Huachuca City, AZ 85616 |

*Ms. Brandye 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](http://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.



MEETING MINUTES OF THE  
HUACHUCA CITY TOWN COUNCIL  
January 13, 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, Jeffrey Ferro, Cynthia Butterworth, Christy Hirschberg, Debra Trate, Jean Smelt, Attorney Thomas Benavidez (not voting), Suzanne Harvey (not voting).

Absent: Keith Settemeyer, Brandye Thorpe (not voting)

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 December 9, 2021.
- C.2 Consider approval of the Payment Approval Report.
- C.3 Consider approval of the disposal of a 2003 Yamaha YFM66 Black JY4AM01Y53C044848 through Public Surplus.

**Motion:** Consent Agenda, **Action:** Open for Discussion and/or Action, **Moved by** Johann Wallace, **Seconded by** Christy Hirschberg .

**Motion:** Items listed on the Consent Agenda, **Action:** Approve, **Moved by** Johann Wallace, **Seconded by** Debra Trate .  
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.

**D.1 Discussion and/or Action [Mayor Wallace]:** Direction to staff regarding the equipment maintenance plans submitted by each Department Head.

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

Manager Harvey advises that not all of the equipment maintenance plans are as complete as they need to be but we wanted to get them back to Council.  
Mayor Wallace asks Council to read over these and ask questions of the Department Heads and Town Manager and this will be brought back at the next meeting.

**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 an agreement with Terra Water Management/J&J Waterworks for water system operator services.

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

Manager Harvey advises we lost our operator due to medical issues and Terra Water agreed to the same price that we were paying on our last contract.

**Motion:** the agreement with Terra Water Management/J&J Waterworks for water system operator services, Action: Approve, Moved by Johann Wallace, Seconded by Christy Hirschberg.

Motion passed unanimously.

**E.2 Discussion and/or Action [Suzanne Harvey]:** Update on the Community Development Block Grant "CDBG" Parks upgrade project.

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

Manager Harvey advises that during this process, it has been determined that not all of the projects previously approved by Council are going to be possible. The only park currently in the planning stage is Leftingwell. It does not look like there will be any money left after it is done. She is just sharing what has been provided as of now in the project. She advises that the Skate Park is expensive, however because of its use and the possibility of falls due to the cracks, it should be done. She describes the options and asks Council to look at this and prepare some suggestions and/or requests for this when it is brought back at the next meeting. Plans will be submitted sometime soon for Council to review. They should be finalized by the end of spring, with work beginning after the 4<sup>th</sup> of July. Mayor Wallace asks that the cost for the basketball court to be resurfaced be included in the cost estimate. Mayor Wallace states that for the next meeting, changes need to be made so the plans can be adjusted accordingly. He asks Council to prepare their suggestions for the next meeting.

**E.3 Discussion and/or Action [Brandye Thorpe]:** Presentation of current Business License administrative procedures and request for approval to begin the process of proposing changes to Title 5 of the Town Code relating to Business Licenses.

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

Manager Harvey gives a presentation of the current process and issues that have been found. She advises of some issues that staff would like to look into, to include updates to the Town Code. Mayor Wallace advises that our inadequate Business License process has gotten the Town in trouble before. Our Code does need to be fixed. Councilmember Trate advises she has looked into this and provided some information to Brandy as well. Mayor Wallace asks that this be brought back in February.

E.4 Discussion and/or Action [Stephanie Fulton]: After Action review of Polar Express and Holiday Gift Basket Program events.

Motion: Item E.4, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirschberg.

Stephanie Fulton reviews things that went well and things that could be improved upon. There were 119 attendees for the Polar Express. There is discussion of changes such as having cocoa and cookies afterward and limiting access to Santa so that families are not interrupted during their time with Santa. For the Holiday Gift Basket Program there were a couple of last minute applications that we were able to fulfill. It was terrific to include low income seniors this year and our bus driver Leslie was able to deliver to our homebound seniors. Everything went really smoothly. Mayor Wallace asks that the application window be extended for next time.

E.5 Discussion and/or Action [Mayor Wallace]: Direction to staff regarding changes to the Council meetings agenda format.

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

Mayor Wallace would like to take off item F-Department Director Reports, these are provided to Council and we should be reading them. If there are things in the reports that need to be discussed, Council should have it added to the Agenda for discussion. He would like to also remove item G-Items to be Added to Future Agendas. We all let Brandy know and she adds our items. Councilmember Trate would like to receive the Agenda sooner to provide more time to review. She would like them by Wednesdays. Mayor Wallace states he has always received them by Wednesdays. Attorney Benavidez advises these changes can be made.

Motion: Remove Items F and G from the Agenda Format, Action: Direct Staff, Moved by Johann Wallace, Seconded by Christy Hirschberg.

E.6 Discussion and/or Action [Mayor Wallace]: Direction to staff and Council regarding scheduling meetings to prevent disruption of staff time.

Motion: Item E.6, Action: Open for Discussion and/or Action, Moved by Johann Wallace, Seconded by Christy Hirschberg.

Mayor Wallace advises that Council should ensure to schedule with Department Heads and the Town Manager ahead of time to have meetings. Make sure to keep Suzanne informed of these meetings as well. I would like staff to start scheduling appointments with the public as well, instead of allowing them to pop in unannounced.  
Councilmember Ferro suggests a shared Calendar to facilitate this.

F. Department Director Reports

Jim Halterman advises of the completion of two large projects.  
Chief Jarvis advises of the success of the Holiday Events.  
Kristy Ramirez advises she was out when the reports were due, she will provide hers as soon as possible.  
Chief Thies advises of an article in the newspaper.  
Manager Harvey advises of personnel absences, please be patient with us. We are working to get the Agenda and packet out sooner. Any Councilmembers who have not scheduled a weekly meeting with me, please contact me to get that going.

G. Items to be placed on future agendas  
H. Reports of Current Events by Council

Mayor Wallace mentions a survey from SSVEC about fiber internet. Please take the time to complete this survey to show our interest.  
Councilmember Smelt advises of a CABLE meeting held at the Community Center.

I. Adjournment

Motion: 7:26pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirschberg.  
Motion passed unanimously.

Approved by Mayor Johann R. Wallace on January 27, 2022.

Mr. Johann R. Wallace  
Mayor



**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 January 13, 2022. I further certify that the meeting was duly called and a quorum was present.

Seal:

Ms. Brandye Thorpe,  
Town Clerk

Attest:

Ms. Brandye Thorpe,  
Town Clerk

## ADMINISTRATION VEHICLE USE POLICIES AND PROCEDURES

*This process relates to any and all vehicles under Administration purview. Please ensure to follow these practices to prevent restriction/revocation of use privileges.*

Administration staff must be made aware of the need for a vehicle as far in advance as possible to reserve it for you. If there is no scheduled use and an unexpected need arises, Admin may make it available. Before use of the vehicle, you are required to follow certain procedures as defined within.

When collecting the keys, you must also make sure to get a blank copy of the **DAILY INSPECTION REPORT**. This form should be completed in full and at the appropriate Pre/Post-Trip intervals. Admin staff can assist with any questions about the form. Form must be returned with the keys to Admin after each use. Falsification of this document is grounds for revocation of use privileges.

Inside the vehicle will be a **VEHICLE USAGE** form **REQUIRED** to be completed during the trip. This form should remain in the vehicle AT ALL TIMES. Each trip must be documented. Admin will be responsible for ensuring this form is replaced on a monthly basis. If the form is already full when you take possession of the vehicle, please inform Admin staff and they will provide you with another copy which should remain with the already full sheet.

All receipts for gas put into the assigned vehicle are required to be put in the collection receptacle marked for gas receipts. Vehicle should be returned with a full tank after each use. The department responsible for the use will need to use their own gas card, no card will be provided with the vehicle. Gas charges will be the responsibility of the department that uses the vehicle.

Any emergency repairs/maintenance/services should be disclosed to/approved thru the Town Clerk/Town Manager as soon as possible. Purchase Orders should be created by the Department Head, unless otherwise determined by the Town Clerk/Town Manager. All receipts for said repairs will be kept and provided to Admin. These charges will be Administration's responsibility, except where the repairs are due to fault/negligence of the driver, in which case their assigned department will be held responsible for these costs.

Admin will keep a **VEHICLE MAINTENANCE WORKSHEET** to document all regular maintenance performed on the vehicle, as well as documentation of any repairs/services that do not fall under the regular maintenance schedule. All regular maintenance will be performed at intervals as suggested by the manufacturer for the specific make/model/year of the vehicle. Documentation of these suggested maintenance schedules will be kept in the vehicles file.

|                    |                     |               |      |
|--------------------|---------------------|---------------|------|
| VEHICLE PLATE #    | DRIVER'S DEPARTMENT | DRIVER'S NAME | DATE |
| DRIVER'S SIGNATURE |                     |               |      |

**Town of Huachuca City**  
**DAILY INSPECTION**  
**REPORT**

| PRE-TRIP | POST-TRIP | GENERAL                | PRE-TRIP | POST-TRIP | FRONT/REAR           |
|----------|-----------|------------------------|----------|-----------|----------------------|
|          |           | Engine: Performance    |          |           | Windows              |
|          |           | Leaks                  |          |           | Alternating Flashers |
|          |           | Brake Test             |          |           | Turn Signals         |
|          |           | Parking Brake          |          |           | Windshield           |
|          |           | Tire Air Pressure      |          |           | Headlights           |
|          |           | Oil Level              |          |           | Stop Lights          |
|          |           | <b>RIGHT/LEFT SIDE</b> |          |           | License Plates       |
|          |           | Rear View Mirror       |          |           | <b>DRIVER AREA</b>   |
|          |           | Front Tires/Wheels     |          |           | Horn                 |
|          |           | Rear Tires/Wheels      |          |           | Fuel Gauge           |
|          |           | Fuel Cap               |          |           | Windshield Wiper     |
|          |           | Windows                |          |           | Windshield Washer    |
|          |           | Battery Compartment    |          |           | Speedometer/Tac      |
|          |           | Fuel Cap               |          |           | hometer              |
|          |           |                        |          |           | Driver's Seat Belt   |
|          |           |                        |          |           | Vehicle              |
|          |           |                        |          |           | Registration/Insur   |
|          |           |                        |          |           | ance                 |
|          |           | <b>INTERIOR</b>        |          |           | Ignition/Master      |
|          |           | Seat Frames/Cushions   |          |           | Switch               |
|          |           |                        |          |           | Mirror               |
|          |           | Condition of Floor     |          |           | Adjustments          |
|          |           | Cleanliness            |          |           |                      |
|          |           |                        |          |           |                      |
|          |           |                        |          |           |                      |

Month: \_\_\_\_\_

Year: \_\_\_\_\_

### TRANSPORTATION Vehicle Usage

Vehicle Plate # \_\_\_\_\_

To be filled out by Driver (failure to accurately and completely fill out this form may result in use restrictions):

| Date | Starting Mileage | Beginning Location | Destination | Ending Mileage | Driver |
|------|------------------|--------------------|-------------|----------------|--------|
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |
|      |                  |                    |             |                |        |

To be filled out by Admin:

Start Mileage: \_\_\_\_\_

End Mileage: \_\_\_\_\_

Total Miles: \_\_\_\_\_

Total Fuel Cost \$ \_\_\_\_\_

|    | A  | B    | C                | D                   | E                        | F               | G              | H                  | I      | J | K |
|----|--|------|------------------|---------------------|--------------------------|-----------------|----------------|--------------------|--------|---|---|
| 1  | <b>Vehicle Maintenance Scheduling Worksheet</b>  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 2  | Enter the mileage interval at which you want to be notified that a PM is due:  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 3  | Vehicle Plate  | Year | Make/Model       | Inspection Interval | Mileage Interval Last PM | Current Mileage | Mileage PM Due | Mileage to Next PM | Status |   |   |
| 4  | G900JD   | 2010 | Hyundai Santa Fe | 7,500               | 80,000                   | 82,500          | 87,500         | 5,000              | OK     |   |   |
| 5  |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 6  |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 7  |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 8  |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 9  |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 10 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 11 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 12 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 13 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 14 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 15 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 16 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 17 |  |      |                  |                     |                          |                 |                | 0                  | 0      |   |   |
| 18 | Columns A-C: Enter descriptive information. Insert more columns if necessary.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 19 | Column D Inspection interval: Enter the mileage interval between inspections.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 20 | Column E Mileage Interval Last PM: Enter either the actual mileage the PM was conducted (e.g., 15,241) or the last PM interval completed (e.g., 15,000). |      |                  |                     |                          |                 |                |                    |        |   |   |
| 21 | Column F Current Mileage: Enter the current mileage at least weekly.   |      |                  |                     |                          |                 |                |                    |        |   |   |
| 22 | Column G Mileage PM Due is the inspection interval (column D) + mileage interval last PM (Column E).   |      |                  |                     |                          |                 |                |                    |        |   |   |
| 23 | Column H Mileage to Next PM is mileage PM due less the current mileage. Displays the numbers in red when they are < 0.                                   |      |                  |                     |                          |                 |                |                    |        |   |   |
| 24 | Column I Status:   |      |                  |                     |                          |                 |                |                    |        |   |   |
| 25 | OK and green: mileage to the next PM is greater than the mileage scheduling interval.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 26 | SCHEDULE and yellow: Mileage to next PM is between the mileage scheduling interval and 0.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 27 | PAST DUE and red: Mileage to next PM is between 0 and 500 miles past due.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 28 | LATE and red: Mileage to next PM is more than 500 miles past due.  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 29 |  |      |                  |                     |                          |                 |                |                    |        |   |   |
| 30 | <b>Note: The default mileage notification interval is 500 but any mileage can be put in according to the agency's requirements.</b>                      |      |                  |                     |                          |                 |                |                    |        |   |   |
| 31 | The current default is hard coded that any PM over 500 miles past due is late.   |      |                  |                     |                          |                 |                |                    |        |   |   |

**Town of Huachuca City  
LIBRARY VAN  
INSPECTION REPORT**

|                    |              |               |
|--------------------|--------------|---------------|
| PURPOSE OF TRIP:   | DESTINATION: | DATE:         |
| DRIVER'S NAME      |              | FUEL GAGE     |
| DRIVER'S SIGNATURE |              | START MILEAGE |
|                    |              | END MILEAGE   |

- In the columns provided, enter the appropriate inspection codes for each trip taken  
X = OK  
O = DEFECTIVE  
If (O) is entered for any item, please explain in the comment section below.
- THIS FORM IS FOR BOTH PRE-TRIP AND POST-TRIP INSPECTIONS. IF THERE IS ANY SIGN OF TROUBLE, NOTIFY LIBRARY DIRECTOR IMMEDIATELY.

|          |           |         |          |           |            |          |           |             |
|----------|-----------|---------|----------|-----------|------------|----------|-----------|-------------|
| PRE-TRIP | POST-TRIP | GENERAL | PRE-TRIP | POST-TRIP | FRONT/REAR | PRE-TRIP | POST-TRIP | DRIVER AREA |
|----------|-----------|---------|----------|-----------|------------|----------|-----------|-------------|

|                            |                      |                                |
|----------------------------|----------------------|--------------------------------|
| Engine: Performance        | Windows              | Horn                           |
| Engine: Excessive Smoke    | Alternating Flashers | Fuel Gauge                     |
| Leaks                      | Turn Signals         | Air Pressure                   |
| Steering System/Front Axle | Windshield           | Oil Pressure                   |
| Parking Brake              | Crossover Mirror     | Amp meter                      |
| Drive Line/Rear Axle       | Tail Pipe            | Voltmeter                      |
| Key Fob                    | Headlights           | Windshield Wiper               |
| Exhaust System             | Stop Lights          | Windshield Washer              |
| Outside Windows            | License Plates       | Defroster Fans                 |
| Transmission               | <b>INTERIOR</b>      | Heater Fans                    |
| Annual Inspection          | Fire Extinguisher    | Shelving Units                 |
| <b>RIGHT/LEFT SIDE</b>     | Locks                | Mirror Adjustments             |
| Side Convex Mirror         | Reflectors           | Water Temperature              |
| Rear View Mirror           | First Aid Kit        | Ignition/Master Switch         |
| Front Tires/Wheels         | Windshield           | Brake Test                     |
| Rear Tires/Wheels          | Seat Frames/Cushions | Speedometer/Tachometer         |
| Windows                    | Rear Doors & Locks   | Passenger Seatbelt             |
| Battery                    | Handles              | Vehicle Registration/Insurance |
| Entrance Door              | Cleanliness          | Driver's Seatbelt              |
| Fuel Cap                   | Condition of Floor   | Air Conditioner                |
| Passenger Door             | Side Slide Doors     | Travel Log                     |

DRIVER'S COMMENTS:

PRE-TRIP DRIVER CERTIFICATION: By signing below, I attest that I have reviewed the previous inspections report and performed a pre-trip maintenance inspection for each item listed above. I have noted those found to have defects.

POST-TRIP DRIVER CERTIFICATION: By signing below, I attest that I have reviewed the previous inspections report and performed a pre-trip maintenance inspection for each item listed above. I have noted those found to have defects.

NO DEFECTS  DEFECTS AS NOTED

MECHANIC'S COMMENTS:

ABOVE DEFECTS HAVE BEEN CORRECTED  ABOVE DEFECTS NOT NECESSARY FOR SAFE OPERATION OF VEHICLE

DATE \_\_\_\_\_ SIGNATURE \_\_\_\_\_



# MAINTENANCE INTERVAL SCHEDULE

## 112F Motor Grader

|                                  |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
|----------------------------------|--|----------------------------------|--|----|--|-----|---------------------------------|--------------------------|--|----|--|--------------------------------|--|----|-------------------------|----|-----------------------------|----|--|
| 81                               | Air Tank Moisture and Sediment – Drain .....                               |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 82                               | Backup Alarm – Test .....  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 84                               | Brakes, Indicators and Gauges – Test .....                                 |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 91                               | Circle Drive Pinion Teeth – Lubricate .....                                |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 92                               | Circle Top – Lubricate .....   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 97                               | Cooling System Coolant Level – Check .....                                 |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 103                              | Engine Air Filter Service Indicator – Inspect .....                        |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 105                              | Engine Air Pre-cleaner – Clean .....                                       |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 106                              | Engine Oil Level – Check .....   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 114                              | Fuel System Water Separator – Drain .....                                  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 127                              | Seat Belt – Inspect .....  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 133                              | Transmission and Differential Oil Level – Check .....                      |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| <b>Initial 100 Service Hours</b> |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 131                              | Transmission and Differential Oil Filter and Screens – Replace/Clean ..... |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| <b>Every 100 Service Hours</b>   |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 81                               | Articulation Bearings – Lubricate .....                                    |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 81                               | Axle Oscillation Bearings – Lubricate .....                                |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 82                               | Belt – Inspect .....   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 84                               | Blade Lift Cylinder Socket – Lubricate .....                               |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 86                               | Cab Air Filter – Clean/Replace .....                                       |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 87                               | Center-shift Cylinder Socket – Lubricate .....                             |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 87                               | Center-shift Lock Bar – Clean/Lubricate .....                              |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 100                              | Drawbar Ball and Socket – Lubricate .....                                  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 116                              | Fuel Tank Water and Sediment – Drain .....                                 |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 120                              | Hydraulic System Oil Level – Check .....                                   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 121                              | Kingpin Bearings – Lubricate .....   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 125                              | Ripper Cylinder Bearings – Lubricate .....                                 |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 126                              | Scarifier Lift Link Socket – Lubricate .....                               |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 129                              | Tandem Drive Oil Level – Check .....                                       |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 130                              | Tire Inflation – Check .....   |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 134                              | Wheel Bearing Oil Level (Front) – Check .....                              |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 134                              | Wheel Lean Bar Bearings – Lubricate .....                                  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 135                              | Wheel Lean Bearings – Lubricate .....                                      |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 135                              | Wheel Lean Cylinder Bearings – Lubricate .....                             | <b>Initial 500 Service Hours</b> |  | 82 | Battery or Battery Cable – Inspect/Replace ..... | 110 | Engine Valve Lash – Check ..... | <b>Initial 500 Hours</b> |  | 94 | Cooling System Coolant Sample (Level 2) – Obtain ..... | <b>Every 500 Service Hours</b> |  | 80 | Air Dryer – Check ..... | 85 | Braking System – Test ..... | 93 | Cooling System Coolant Sample (Level 1) – Obtain ..... |
| <b>Initial 500 Service Hours</b> |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 82                               | Battery or Battery Cable – Inspect/Replace .....                           |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 110                              | Engine Valve Lash – Check .....  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| <b>Initial 500 Hours</b>         |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 94                               | Cooling System Coolant Sample (Level 2) – Obtain .....                     |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| <b>Every 500 Service Hours</b>   |  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 80                               | Air Dryer – Check .....  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 85                               | Braking System – Test .....  |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |
| 93                               | Cooling System Coolant Sample (Level 1) – Obtain .....                     |                                  |  |    |  |     |                                 |                          |  |    |  |                                |  |    |                         |    |                             |    |  |



|  |  |
|--|--|
| 104  | Engine Air Filter Service Indicator – Inspect/Replace .....                |
| 106  | Engine Oil Sample – Obtain .....   |
| 107  | Engine Oil and Filter – Change .....                                       |
| 113  | Fuel System Secondary Filter – Replace .....                               |
| 114  | Fuel System Water Separator Element – Replace .....                        |
| 115  | Fuel Tank Cap and Strainer – Clean .....                                   |
| 119  | Hydraulic System Oil Filter – Replace .....                                |
| 121  | Hydraulic System Oil Sample – Obtain .....                                 |
| 123  | Parking Brake – Drain .....  |
| 128  | Tandem Breather – Clean/Replace .....                                      |
| 129  | Tandem Drive Oil Sample – Obtain .....                                     |
| 131  | Transmission and Differential Oil Filter and Screens – Replace/Clean ..... |
| 133  | Transmission and Differential Oil Sample – Obtain .....                    |
| <b>Every 1000 Service Hours</b>  |  |
| 83   | Blade Cushion Accumulator – Check .....                                    |
| 83   | Rollover Protective Structure (ROPS) – Inspect .....                       |
| 126  | Steering Accumulator – Check .....   |
| 128  | Transmission and Differential Oil – Change .....                           |
| 130  | Transmission and Differential Oil – Change .....                           |
| <b>Every 2000 Service Hours</b>  |  |
| 80   | Air Drier Desiccant – Replace .....  |
| 82   | Battery or Battery Cable – Inspect/Replace .....                           |
| 90   | Circle Drive Oil – Change .....  |
| 92   | Condenser (Refrigerant) – Clean .....                                      |
| 97   | Cooling System Pressure Cap – Clean/Replace .....                          |
| 99   | Crankshaft Vibration Damper – Inspect .....                                |
| 110  | Engine Valve Lash – Check .....  |
| 110  | Engine Valve Rotators – Inspect .....                                      |
| 110  | Evaporator Coil and Heater Coil – Clean .....                              |
| 111  | Final Drive Preload – Check .....  |
| 124  | Refrigerant Dryer – Replace .....  |
| 128  | Tandem Drive Oil – Change .....  |
| 134  | Wheel Bearing Oil (Front) – Change .....                                   |
| <b>Every Year</b>  |  |
| 94   | Cooling System Coolant Sample (Level 2) – Obtain .....                     |
| <b>Every 3 Years After Date of Installation or Every 5 Years After Date of Manufacture</b> |  |
| 127  | Seat Belt – Replace .....  |
| <b>Every 3000 Service Hours</b>  |  |
| 98   | Water Temperature Regulator – Replace .....                                |
| <b>Every 4000 Service Hours</b>  |  |
| 118  | Hydraulic System Oil – Change .....  |

# MAINTENANCE INTERVAL SCHEDULE

## 613C Elevator Scraper

Every 10 Service Hours

- Air Cleaner Dust Valve – Clean/Inspect .....126
- Axle Bearings – Lubricate .....128
- Backup Alarm – Test .....128
- Cooling System Level – Check .....139
- Engine Oil Level – Check .....144
- Equipment Lowering Control Valve – Check .....146
- Fuel System Primary Filter (Water Separator) – Drain .....149
- Hydraulic System Oil Level – Check .....158
- Hitch Linkage – Lubricate .....159
- Quick Coupler – Clean/Inspect .....161
- Seat Belt – Inspect .....164
- Every 250 Service Hours
- Engine Oil Sample – Obtain .....144
- Final Drive Oil Level – Check .....148
- Every 250 Service Hours or Monthly
- Belts – Inspect/Adjust/Replace .....129
- Every 500 Service Hours
- Cooling System Coolant Sample (Level 1) - Obtain .....137
- Final Drive Oil – Change .....147
- Hydraulic System Oil Sample – Obtain .....158
- Every 500 Service Hours or 6 Months
- Fuel System Primary Filter (Water Separator) Element – Replace .....149
- Hydraulic System Oil Filter – Replace .....157
- Every 500 Service Hours or 1 Year
- Engine Oil and Filter – Change .....145
- Hydraulic Tank Breather – Replace .....159
- Every 1000 Service Hours
- Engine Valve Lash – Check .....146
- Every 1000 Service Hours or 6 Months
- Rollover Protective Structure (ROPS) and Falling Object Protective Structure (FOPS) – Inspect .....163
- Every 2000 Service Hours
- Refrigerant Dryer – Replace .....163
- Every 2000 Service Hours or 1 Year
- Fuel Injection Timing – Check .....148
- Hydraulic System Oil – Check .....155
- Every Year
- Cooling System Coolant Sample (Level 2) – Obtain .....138
- Every 3000 Service Hours or 2 Years
- Cooling System Water Temperature Regulator – Replace .....139
- Every 3 Years After Date of Installation
- Seat Belt – Replace .....164
- Every 6000 Service Hours or 3 Years
- Cooling System Coolant Extender (ELC) – Add .....136
- Cooling System Coolant Extender (ELC) – Change .....134

# MAINTENANCE INTERVAL SCHEDULE

## 816K Landfill Compactor

### Every 10 Service Hours

- Axle Guard – Clean .....125
- Backup Alarm – Test .....126
- Compactor Wheel Chopper Blades – Inspect/Replace .....133
- Compactor Wheel Tips – Inspect/Replace .....133
- Compactor Wheel Plus Tips – Inspect/Replace .....133
- Cooling System Coolant Level – Check .....137
- Cutting Edges and End Bits – Inspect/Replace .....139
- Engine Compartment – Inspect/Clean .....154
- Engine Oil Level – Check .....159
- Fuel System Primary Filter (Water Separator) – Drain .....168
- Hydraulic System Oil Level – Check .....183
- Seat Belt – Inspect .....186
- Transmission Oil Level – Check .....191
- Turbocharger – Inspect .....192

### Every 50 Service Hours

- Steering Cylinder Bearings – Lubricate .....187
- Fuel Tank Water and Sediment – Drain .....172
- Fire Suppression System – Check .....165
- Cab Filter (Recirculation) – Clean/Inspect/Replace .....132
- Cab Filter (Fresh Air) – Clean/Inspect/Replace .....131
- Axle Oscillation Bearings – Lubricate .....125

### Initial 250 Service Hours

- Cooling System Coolant Sample (Level 2) – Obtain .....138
- Transmission Oil Filter – Replace .....190

### Every 250 Service Hours

- Battery – Clean .....126
- Battery or Battery Cable – Inspect/Replace .....127
- Belt – Inspect/Adjust/Replace .....128
- Brake Accumulator – Check .....129
- Braking System – Test .....129
- Crankcase Guard Compartment and Power Train Guard Compartment – Clean .....139
- Differential and Final Drive Oil Level – Check .....147
- Drive Shaft Spline – Lubricate .....149
- Engine Oil (High Speed) and Oil Filter – Change .....158
- Engine Oil Sample – Obtain .....160
- Engine Oil and Filter – Change .....163

### Initial 500 Service Hours

- Transmission Oil Filter – Replace .....190

### Every 500 Service Hours

- Cooling System Coolant Sample (Level 1) – Obtain .....137
- Differential and Final Drive Oil Sample – Obtain .....147
- Engine Oil (High Speed) and Oil Filter – Change .....155

|  |  |
|--|--|
| 161  | • Engine Oil and Filter – Change                                       |
| 165  | • Fuel Filter (In-Line) – Replace                                      |
| 169  | • Fuel System Primary Filter (Water Separator) Element – Replace       |
| 171  | • Fuel System Secondary Filter – Replace                               |
| 172  | • Fuel Tank Cap and Strainer – Clean                                   |
| 181  | • Hydraulic System Oil Filter (Steering and Implement Pilot) – Replace |
| 182  | • Hydraulic System Oil Filter – Replace                                |
| 183  | • Hydraulic System Oil Sample – Obtain                                 |
| 192  | • Transmission Oil Sample – Obtain                                     |
| <b>Every 1000 Service Hours</b>              |  |
| 125  | • Articulation Bearings – Lubricate                                    |
| 127  | • Battery Hold-Down – Tighten  |
| 149  | • Drive Shaft Support Bearing – Lubricate                              |
| 186  | • Rollover Protective Structure (ROPS) – Inspect                       |
| 187  | • Service Brake Wear Indicator – Check                                 |
| 188  | • Transmission Magnetic Screen – Clean                                 |
| 188  | • Transmission Oil – Change  |
| 190  | • Transmission Oil Filter – Replace                                    |
| <b>Every 2000 Service Hours</b>              |  |
| 129  | • Brake Discs – Check  |
| 138  | • Cooling System Cooling Sample (Level 2) – Obtain                     |
| 146  | • Differential and Final Drive Oil – Change                            |
| 173  | • Fumes Disposal Filter Element – Replace                              |
| 179  | • Hydraulic System Oil – Change  |
| 184  | • Hydraulic Tank Breaker Relief Valve – Clean                          |
| 185  | • Receiver Dryer (Refrigerant) – Replace                               |
| <b>Every 3 Years</b>                         |  |
| 186  | • Seat Belt – Replace  |
| <b>Every 5000 Service Hours</b>              |  |
| 130  | • Breather (DEF Filter) – Replace                                      |
| 144  | • Diesel Exhaust Fluid Filter – Replace                                |
| 145  | • Diesel Exhaust Fluid Injector – Replace                              |
| 141  | • DEF Manifold Filters – Replace                                       |
| <b>Every 6000 Service Hours or 3 Years</b>   |  |
| 135  | • Cooling System Coolant Extender (ELC) – Add                          |
| <b>Every 12 000 Service Hours or 6 Years</b> |  |
| 134  | • Cooling System Coolant (ELC) – Change                                |

## MAINTENANCE INTERVAL SCHEDULE

### 966D Wheel Loader

|  |  |
|--|--|
| 92   | Backup Alarm – Test .....  |
| 96   | Brake Air Tank Moisture and Sediment – Drain .....                   |
| 97   | Bucket Cutting Edges – Inspect/Replace .....                         |
| 98   | Bucket Tips – Inspect/Replace .....                                  |
| 103  | Cooling System Level – Check .....                                   |
| 109  | Engine Air Filter Service Indicator – Inspect .....                  |
| 110  | Engine Air Pre-cleaner – Clean .....                                 |
| 112  | Engine Oil Level – Check .....                                       |
| 116  | Fuel System Primary Filter (Water Separator) – Drain .....           |
| 125  | Hydraulic System Oil Level – Check .....                             |
| 132  | Transmission Oil Level – Check .....                                 |
| 133  | Walk-Around – Inspection .....                                       |
| 134  | Windows – Clean .....  |
| <b>Every 50 Service Hours or Weekly</b>    |  |
| 98   | Bucket Pivot Bearings – Lubricate .....                              |
| 99   | Cab Air Filter – Clean/Replace .....                                 |
| 122  | Fuel Tank Water and Sediment – Drain .....                           |
| 130  | Tire Inflation – Check .....   |
| <b>Every 100 Service Hours or 2 Weeks</b>  |  |
| 91   | Axle Oscillation Bearings – Lubricate .....                          |
| 126  | Lift Arm and Cylinder Linkage – Lubricate .....                      |
| 126  | Logging Fork Clamp – Lubricate .....                                 |
| 129  | Steering Cylinder Bearings – Lubricate .....                         |
| 129  | Tilt Cylinder Bearings and Bucket Linkage Bearings – Lubricate ..... |
| <b>Every 250 Service Hours or Monthly</b>  |  |
| 91   | Air Conditioner – Test .....   |
| 92   | Battery – Clean .....  |
| 93   | Battery Electrolyte Level – Check .....                              |
| 94   | Belts – Inspect/Adjust/Replace .....                                 |
| 95   | Brake Accumulator – Check .....                                      |
| 96   | Brake Oil Reservoir – Clean/Replace .....                            |
| 96   | Braking System – Test .....  |
| 102  | Cooling System Coolant Additive (DEAC) – Add .....                   |
| 105  | Differential and Final Drive Oil Level – Check .....                 |
| 106  | Drive Shaft Spline (Center) – Lubricate .....                        |
| 110  | Engine Air Filter Service Indicator – Inspect/Replace .....          |
| 113  | Engine Oil and Filter – Change .....                                 |
| <b>Every 500 Service Hours or 3 Months</b> |  |
| 110  | Engine Crankcase Breather – Clean .....                              |
| 117  | Fuel System Primary Filter (Water Separator) Element – Replace ..... |
| 118  | Fuel System Primary Filter – Clean/Replace .....                     |
| 119  | Fuel System Secondary Filter – Replace .....                         |
| 119  | Fuel System Secondary Filter Number One – Replace .....              |
| 122  | Fuel Tank Cap and Strainer – Clean .....                             |

|   |   |
|---|---|
| 125   | Hydraulic System Oil Filter – Replace .....                     |
| 132   | Transmission Oil Filter – Replace .....                         |
| <b>Every 1000 Service Hours or 6 Months</b> |   |
| 91  | Articulation Bearings – Lubricate .....                         |
| 93  | Battery Hold-Down – Tighten .....                               |
| 106   | Drive Shaft Support Bearing – Lubricate .....                   |
| 106   | Drive Shaft Universal Joints – Lubricate .....                  |
| 106   | Fuel System Secondary Filter Number Two – Replace .....         |
| 121   | Roading Fender Hinges – Lubricate .....                         |
| 128   | Rollover Protective Structure (ROPS) – Inspect .....            |
| 128   | Transmission Oil – Change .....                                 |
| 130   | .....   |
| <b>Every 2000 Service Hours or 1 Year</b>   |   |
| 104   | Differential and Final Drive Oil – Change .....                 |
| 111   | Engine Governor Oil Supply Screen – Clean/Inspect/Replace ..... |
| 114   | Engine Valve Lash – Check .....                                 |
| 115   | Fuel Injection Timing – Check .....                             |
| 124   | Hydraulic System Oil – Check .....                              |
| 126   | Hydraulic Tank Breaker Relief Valve – Clean .....               |
| 129   | Service Brake Disc Wear – Check .....                           |
| <b>Every 3000 Service Hours or 2 Years</b>  |   |
| 100   | Cooling System Coolant (DEAC) – Change .....                    |
| 102   | Cooling System Coolant Extender (ELC) – Add .....               |
| <b>Every 5000 Service Hours or 3 Years</b>  |   |
| 129   | Seat Belt – Replace .....                                       |
| <b>Every 6000 Service Hours or 4 Years</b>  |   |
| 101   | Cooling System Coolant (ELC) – Change .....                     |
| 104   | Cooling System Water Temperature Regulator – Replace .....      |

# MAINTENANCE INTERVAL SCHEDULE

## D6T Track Dozer

### Every 10 Service Hours

- Backup Alarm – Test .....153
- Brakes, Indicators and Gauges – Test .....155
- Bulldozer – Lubricate .....157
- Cab Filter (Fresh Air) – Clean/Inspect/Replace .....158
- Cooling System Coolant Level – Check .....163
- Engine Oil Level – Check .....179
- Fuel System Primary Filter/Water Separator – Drain .....191
- Hydraulic System Oil Level – Check .....199
- Power Train System Oil Level – Check .....205
- Seat Belt – Inspect .....210
- Undercarriage – Clean .....216

### Every 50 Service Hours

- Cab Filter (Recirculation) – Clean/Inspect/Replace .....159
- Equalize Bar Center Pin – Lubricate .....184
- Lift Cylinder Yoke Bearing – Lubricate .....201
- Ripper Cylinder Bearings – Lubricate .....209
- Track Pins – Inspect .....213

### Every 250 Service Hours

- Belt – Inspect/Replace .....154
- Engine Oil Sample – Obtain .....181
- Equalizer Bar End Pins Oil Level – Check .....184
- Final Drive Oil Level – Check .....187
- Fuel Tank Water and Sediment – Drain .....194
- Pivot Shaft Oil Level – Check .....201
- Track – Check/Adjust .....212
- Winch Fairlead Rollers – Lubricate .....217
- Winch Oil Level – Check .....218

### Every 500 Service Hours

- Cooling System Coolant Sample (Level 1) – Obtain .....164
- Engine Oil and Filter – Change .....181
- Final Drive Oil Sample – Obtain .....187
- Fuel System Primary and Secondary Filters – Replace .....192
- Fuel Tank Strainer – Clean .....194
- Hydraulic System Oil Sample – Obtain .....200
- Power Train System Oil Sample – Obtain .....206
- Recoil Spring Compartment Oil Level – Check .....208
- Steering Charge Filter – Replace .....211
- Window Wipers – Inspect/Replace .....220

### Every 1000 Service Hours

- Battery – Inspect .....153
- Fuel Tank Cap Filter – Replace .....193
- Power Train Breather – Clean .....202
- Power Train System Oil and Screens – Change/Clean .....202

|   |     |
|---|-----|
| • Rollover Protective Structure (ROPS) and Falling Object Protective Structure (FOPS) – Inspect ..... | 209 |
| • Torque Converter Scavenge Screen – Clean .....  | 211 |
| <b>Every 2000 Service Hours</b>   |     |
| • Cooling System Coolant Sample (Level 2) – Obtain .....  | 166 |
| • Final Drive Oil – Change .....  | 186 |
| • Final Drive Seal Guard – Inspect/Clean .....  | 188 |
| • Hydraulic System Oil – Change .....   | 197 |
| • Refrigerant Dryer – Replace .....   | 208 |
| • Track Roller Frame Guides – Inspect .....   | 214 |
| <b>Every 2500 Service Hours</b>   |     |
| • Engine Valve Lash – Check/Adjust .....  | 183 |
| <b>Every 3 Years After Date of Installation or Every 5 Years After Date of Manufacture</b>            |     |
| • Seat Belt – Replace .....   | 210 |
| <b>Every 5000 Service Hours</b>   |     |
| • ARD Spark Plug – Clean .....  | 153 |
| • Diesel Exhaust Fluid Filter – Replace .....   | 171 |
| • Diesel Exhaust Fluid Injector – Replace .....   | 173 |
| • Diesel Particulate Filter – Clean .....   | 173 |
| <b>Every 6000 Service or 3 Years</b>  |     |
| • Cooling System Coolant Extender (ELC) – add .....   | 162 |
| <b>Every 10 000 Service Hours</b>   |     |
| • DEF Manifold Filter – Replace .....   | 168 |
| <b>Every 12 000 Service Hours or 6 Years</b>  |     |
| • Cooling System Coolant (ELC) – Change .....   | 160 |



# MAINTENANCE INTERVAL SCHEDULE

## D8R Track Dozer

### Every 10 Service Hours

- Air Conditioner In-Line Dryer – Inspect .....97
- Air Filter Restriction Indicator – Check .....99
- Backup Alarm – Test .....101
- Braking System – Test .....104
- Cab Filter (Fresh Air) – Clean/Inspect/Replace .....104
- Cooling System Level – Check .....113
- Engine Oil Level – Check .....119
- Fuel Tank Water and Sediment – Drain .....131
- Horn – Test .....134
- Hydraulic System Oil Level – Check .....138
- Indicators and Gauges – Test .....139
- Pivot Shaft Oil Level – Check .....141
- Seat Belt – Inspect .....144
- Transmission System Oil Level – Check .....153
- Walk-Around Inspection .....155

### Every 50 Service Hours

- Cab filter (Recirculation) – Clean/Inspect/Replace .....105
  - Ripper Linkage and Cylinder Bearings – Lubricate .....143
  - Track Pins – Inspect .....147
- ### Initial 250 Service Hours
- Cooling System Coolant Sample (Level 2) – Obtain .....138
  - Transmission Oil Filter – Replace .....190

### Every 250 Service Hours

- Air Conditioner Belt – Inspect/Adjust/Replace .....97
  - Alternator and Fan Belts – Inspect/Adjust/Replace .....99
  - Angle Blade Manual Tilt Brace – Lubricate .....100
  - Coolant Sample (DEAC) – Obtain .....105
  - Cooling System (DEAC) Additive – Add .....107
  - Engine Oil Sample – Obtain .....120
  - Engine Oil and Filter – Change .....120
  - Equalizer Bar and End Pins Oil Level – Check .....123
  - Fan (Variable Pitch) – Inspect .....125
  - Fan (Variable Pitch) – Lubricate .....125
  - Fan (Variable Pitch) Oil Level – Check .....126
  - Fan Drive Pulley and Idler – Lubricate .....127
  - Final Drive Oil Level – Check .....127
  - Track – Check/Adjust .....145
  - Winch Fairlead Rollers – Lubricate .....157
  - Winch Oil Level – Check .....158
- ### Initial 500 Service Hours
- Winch Oil and Breather – Change/Clean .....159

|   |     |
|---|-----|
| • Engine Crankcase Breather – Clean .....   | 118 |
| • Fuel System Primary Filter – Clean/Replace .....  | 129 |
| • Fuel System Secondary Filter – Replace .....  | 130 |
| • Fuel Tank Cap Filter and Strainer – Replace/Clean .....   | 131 |
| • Hydraulic System Oil Filters – Replace .....  | 136 |
| • Hydraulic System Oil Sample – Obtain .....  | 138 |
| • Recoil Spring Compartment Oil Level – Check .....   | 142 |
| • Transmission System Oil Filter – Replace .....  | 152 |
| • Transmission System Oil Sample – Obtain .....   | 154 |
| • Winch Filter and Magnetic Strainer (57H) – Replace/Clean .....                                      | 157 |
| <b>Initial 1000 Service Hours</b>   |     |
| • Engine Valve Lash – Adjust .....  | 122 |
| <b>Every 1000 Service Hours</b>   |     |
| • Battery – Inspect .....   | 101 |
| • Lift Cylinder Yoke Bearings – Lubricate .....   | 140 |
| • Rollover Protective Structure (ROPS) And Falling Object Protective Structure (FOPS) – Inspect ..... | 144 |
| • Transmission Breather – Clean .....   | 149 |
| • Transmission Oil and Screen – Change/Clean .....  | 149 |
| • Winch Oil and Breather – Change/Clean .....   | 159 |
| <b>Every 2000 Service Hours</b>   |     |
| • Final Drive Oil – Change .....  | 127 |
| • Hydraulic System Oil – Change .....   | 135 |
| • Radiator Guard Pin Joint – Inspect .....  | 141 |
| • Track Roller Frame Guides – Inspect .....   | 147 |
| <b>Every Year</b>   |     |
| • Air Conditioner In-Line Dryer – Replace .....   | 98  |
| • Coolant Sample (Level 2) – Obtain .....   | 107 |
| • Engine Air Filter Primary Element – Replace .....   | 117 |
| • Engine Air Filter Secondary Element – Replace .....   | 117 |
| <b>Every 3000 Service Hours</b>   |     |
| • Cooling System (DEAC) Coolant – Change .....  | 109 |
| • Cooling System (ELC) Extender – Add .....   | 112 |
| • Cooling System Water Temperature Regulator – Replace .....  | 114 |
| • Engine Valve Lash – Adjust .....  | 122 |
| • Engine Valve Rotators – Inspect .....   | 123 |
| • Fan (Variable) Oil (Mineral) – Change .....   | 125 |
| <b>Every 3 Years</b>  |     |
| • Seat Belt – Replace .....   | 145 |
| <b>Every 6000 Service Hours</b>   |     |
| • Cooling System (ELC) Coolant – Change .....   | 111 |
| • Fan (Variable) Oil (Synthetic) – Change .....   | 125 |

**OPERATIONS & MAINTENANCE  
MANUAL**

**MUNICIPAL WATER SYSTEM  
TOWN OF HUACHUCA CITY  
ARIZONA**

**1984**

**MORRIS, CLESTER, ABEGGLEN & ASSOCIATES, INC.  
5025 EAST WASHINGTON STREET  
PHOENIX, ARIZONA 85034  
(602) 244-8100**

# JOSLYN

Mfg. and Supply Co.

ELECTRICAL APPARATUS DIVISION

309 WEST 37TH PLACE • CHICAGO, ILLINOIS 60609

(312) 927-5618

Part No. 10535607  
October 1978

## INSTALLATION INSTRUCTIONS FOR JOSLYN 650 VOLT SECONDARY SURGE ARRESTERS

The Joslyn 650-volt (J9200-7, -8 and -9 series) secondary surge arresters are designed for lightning surge protection of electrical equipment and wiring where the maximum line-to-ground voltage does not exceed 650 volts RMS. The units are available in one, two or three pole models depending on the type of electrical system. All units have a black line lead for each pole of the arrester and a single, white ground lead. When properly installed in accordance with the following instructions, the J9200-7, -8 or -9 will quickly divert to ground the lightning surges attempting to enter your electrical system. The unit is capable of repeated operation and requires no maintenance.

**NOTE:** Secondary surge arresters do not prevent lightning strokes to the buildings or lines on which they are installed. They are not intended as replacements for lightning rods, air terminals, or other grounding/shielding devices. Heavy, direct lightning strokes may exceed the unit's capacity and cause some equipment insulation damage. For complete protection of sensitive electronic equipment, Joslyn recommends the electronic equipment should be disconnected during electrical storms.

**DANGER: High Voltage** — Inexperienced installers should not attempt installation of the product because of the 60-hertz voltage involved. Joslyn recommends that the secondary surge arrester should be installed by a licensed electrician.

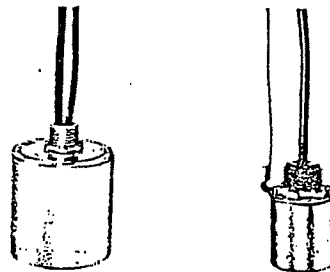
### INSTALLATION

**Knockout Mounting** — The J9200-7, -8 and -9 are most conveniently installed on the service panel or fuse box through a half-inch knockout. To install, insert the threaded bushing through the knockout and thread the conduit locknut onto the bushing inside the box. Tighten the locknut securely. Study the wiring diagrams on the reverse side before making the lead connections. For maximum protection, it is very important to keep the unit's leads as short as possible; cut to minimum required length. Connect the ground (white) lead first, line (black) leads next. Make clean, tight, permanent connections.

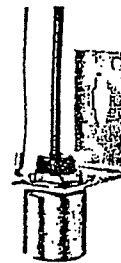
**Alternate Methods** — The unit can also be bracket-mounted on the side of the service panel. Secure the bracket to the mounting surface, then use the locknut to fasten the arrester to the bracket. Make all electrical connections as previously indicated. Remember to trim lead wires as short as possible.

Be sure to obtain permission from your local electric utility before installing this unit outdoors on the utility side of the watt-hour meter. Also, make sure to follow the local electrical codes. Make certain that the ground circuit is solidly grounded to water pipes, adjacent ground, lightning rods, etc.

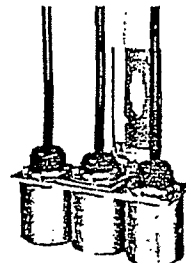
Incorrect installation of the arrester will make it ineffective.



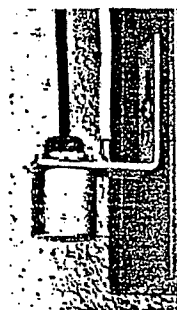
J9200-7



J9200-8, -9  
(With Bracket)



J9200-8B, -9B



Joslyn's 650-volt Secondary Surge Arresters are available in several mounting arrangements to satisfy various application requirements.

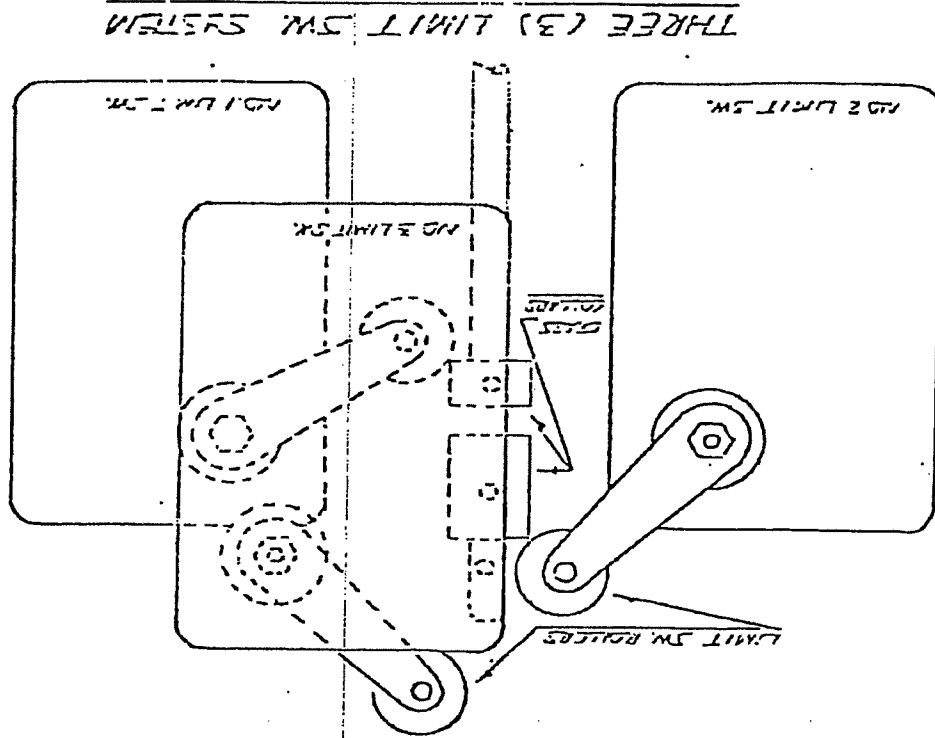
The J9200-7, -8 or -9 Series can be knockout or bracket mounted.

LIMIT SWITCH NUMBER THREE WITH TWO PUMPS:

Open the greatest number of sprinkler heads that the main pump can handle, and run both pumps in the "Hand" position. When the clavalve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the top of the large cam dropping beneath the roller. If the pump cycles on and off with the switch in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch, not the cam.

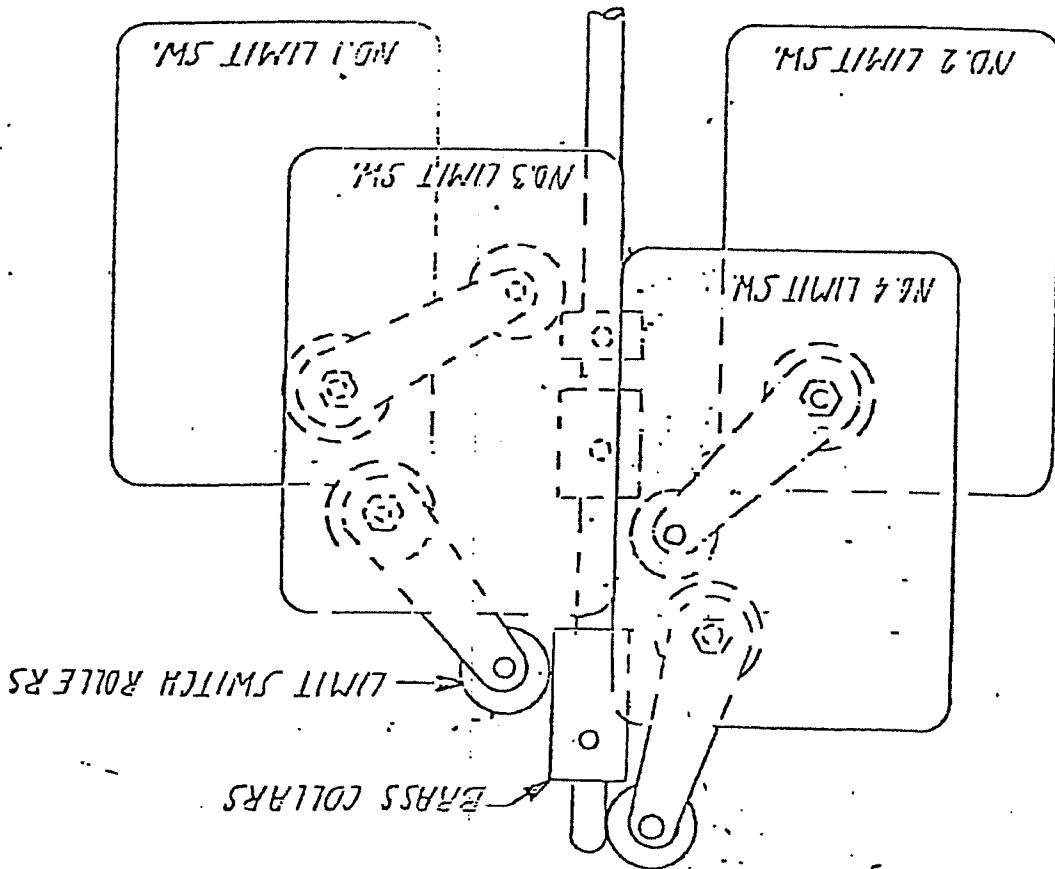
WITH THREE PUMPS:

Open the greatest number of heads that one main pump can handle, and run both pumps in the "Hand" position. When the clavalve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the top of the large cam drop-ping beneath the roller. If the pump cycles on and off with the switch in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch and not the cam.



THREE (3) LIMIT SW. SYSTEM

FOUR (4) LIMIT SW. SYSTEM



Limit Switch Number Four:

Open the greatest number of heads that pump No. 2 can handle and run pumps 2 & 3 in the "Hand" position. When the cla-valve stops hunting and all pressures are stable, adjust the third limit switch so that it is just barely actuated by the lower large cam dropping away beneath it (so that the limit switch roller just barely rides up over the top of the cam). If the pump cycles on and off in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust the switch and not the cam.

Open the greatest number of heads that pumps 2 and 3 can handle, and run the three largest pumps in "Hand" position. Adjust the fourth limit switch so the top of the upper large cam just barely actuates it as it descends. If the pump cycles on and off in the "Auto" position, the limit switch is too high. Readjust it until cycling stops. Be sure only to adjust switch and not the upper large cam.

Turn all pump selector switches to the "Auto" position and place the "Override/Normal" switch in the "Normal" position. Observe the pressure at which the pumps turn on, and the delay between starting of the pumps. Compare this to the settings of the original start-up, and adjust if necessary.

ADJUSTING ADDITIONAL LIMIT SWITCHES

Limit Switch Number Two:

Open the greatest number of sprinkler heads that the jockey pump can handle, start the number two pump in "Hand", and turn the jockey pump off. When the cla-valve stops hunting and pressures have stabilized, adjust the large cam on the limit switch assembly so that the limit switch roller just barely actuates the limit switch. The limit switch roller should just start to roll up over the top of the large cam. If the main pump cycles on and off in the auto position the cam is too low. Readjust it until cycling stops.

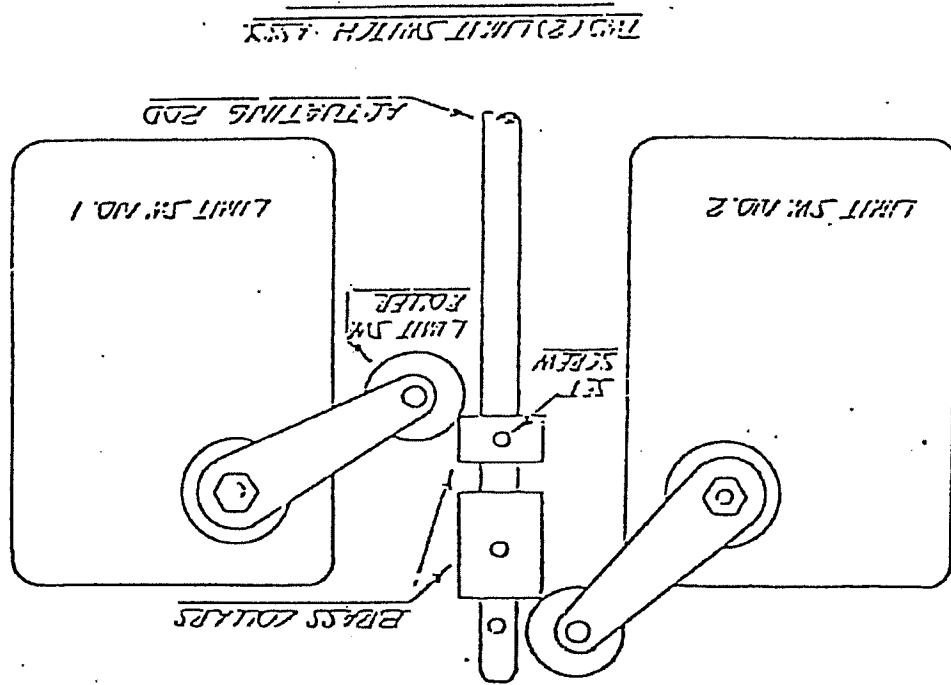


FIG. 2 (2) LIMIT SWITCH ASSEMBLY

INSTALLING THE DISCHARGE

The connection between the station discharge and irrigation system inlet may now be made. It should be installed to prevent the transmission of stress from the piping system to the pump station. After the connection is made the angles provided with the station should be anchored to the concrete to hold the station in place. This will prevent the station from "walking" and putting stress on the discharge line.



## STARTING PRECAUTIONS

Prior to starting the pump station, it is necessary to make a thorough check of a number of items. These checks will prevent damage and make the system last longer.

Insure the motors are properly lubricated. Manufacturers instructions are enclosed and should be complied with to insure maximum life.

Check incoming voltage. If the voltage is significantly different than what you are supposed to have, ask the power company to correct the voltage.

Check all fuses. If any are bad, replace them.

Kill power to the station and tighten all power terminals that are not energized. Through normal operation, the wire will shift beneath the terminals and requires periodic tightening to prevent excessive heating and component failure. Then restore power.

Place all switches and disconnects in the "Off" position to prevent pumps from starting unexpectedly.

Reset all safeties, and place the "override/normal" switch in the "override" position.

"Bump" each motor in turn and note direction of rotation, if direction is not correct, kill power and exchange two leads at the load side of the fuse block. Restore power and check rotation again.

Insure all isolation valves are open, and any drain valves are closed. Insure that there is sufficient water in the wet well.

FOR PSI PUMP STATIONS  
MAINTENANCE INSTRUCTIONS

I. Oil Lubrication of Electrical Motors:

A. As a general rule all electric motors, 50 HP or higher,

have an oil lubricated upper bearing. The time between

oil changes depends on the severity of operating condi-

tions and, hence, must be determined by the motor user.

Two (2) changes a year is average, but special condi-

tions such as high ambient temperature may require more

frequent changes. Avoid operating motor with oxidized

oil.

A good grade, oxidation-corrosion inhibited turbine

oil having a viscosity of 150 SUS at 100°F and 45 SUS

at 210°F is specified.

B. Grease - Lubrication of Electrical Motors:

All electric motors have grease lubricated bearings

on bottom of frame. All electric motors 40 HP and

lower also have grease lubrication on top of frame

versus oil, as referred to in paragraph I, A above.

C. Definition of Thrust and Guide Bearings:

1. On 50 HP or above motors, guide bearing is design-

nated as lower bearing.

2. On 40 HP or lower motors, guide bearings is design-

nated as upper bearing.

D. Greasing Schedule is as Follows:

1. Guide bearing requires regreasing every six months

as guide bearing in vertical motors carry relatively

light loads.

1  
P. ... (some handwritten notes)

DESCRIPTION OF WATERWORKS FACILITIES

SECTION TWO

2.1 SERVICE AREA

As shown on the attached Plate No. 1, the service area of the waterworks facilities at Huachuca City covers the entire township of Huachuca City plus the unincorporated subdivision of Babocomari Vista and Babocomari Vista No. 2, Cochise County, Arizona.

Due to the various sources of supply and the nature of the existing topography, the service area is divided into three separate zones: the Upper Zone (Area A), the Middle Zone (Area B), and the Lower Zone (Area C). The water-supply sources and distribution functions in each service zone are discussed in the following paragraphs.

2.1.1 The Upper Zone - This service zone virtually covers the entire area south of the 750,000 gallon storage tank. The source of supply for this zone is from Wells No. 4 and No. 5 and is backed by the booster pumping station at the Storage Tank Site. The service relationship between the well pumps and the booster station is presented in detail under subsection 2.3: Storage Facilities.

2.1.2 The Middle Zone - This service zone basically covers the subdivision of Huachuca Heights and its vicinity. The water in this zone is supplied by Well No. 4 and is backed by the booster pumping station at the Storage Tank Site. The Middle Zone is separated from the Upper Zone by a 4-inch and a 12-inch check valve located in the Valve Building at the Storage Tank Site.

2.1.3 The Lower Zone - This service zone includes the subdivisions along the Babocomari Wash. The average ground elevation in this zone is approximately 120 feet below the base elevation of the 750,000 gallon storage tank. The water in the Lower Zone is supplied by Well No. 2 and is "gravitationally" supplemented by the storage tank through a 10-inch main along Gonzales Boulevard. The flow from the storage tank to the Lower Zone is controlled by an 8-inch solenoid valve at Well Site No. 2. The electrically operated solenoid valve is normally closed to prevent the Lower Zone from using the water in the storage tank. However, this valve will automatically open to ensure the water supply to the Lower Zone in case of a power failure. An electrical timer is provided at the well site to de-energize the power system and exercise the solenoid valve twice a week.

The opening and closing of the solenoid valve is also controlled by the water system pressure of the Lower zone through a pressure switch mounted at the downstream side of the solenoid valve. When the system pressure drops below 30 psi, the pressure switch will activate to de-energize the power system and the solenoid valve will automatically open to provide water supply to the Lower zone with adequate pressure from the storage tank. The valve will be closed automatically when the system pressure rises to 48 psi. A 10-inch bypass line with a 10-inch isolation valve is provided near the solenoid valve. In the event the solenoid valve fails to open when the power system is de-energized, this 10-inch bypass valve can be opened manually to ensure the water supply to the Lower zone.

Originally, the Lower zone was also served by Well No. 3 located near the northeast corner of Pima Street and Mohave Avenue. However, the well was capped and abandoned permanently due to siltation problems.

There is an 8-inch main from Ridgeway Place to Kavapai Avenue that links the Middle zone and the Lower zone. Because of the difference in pressure between these two zones, a pressure sustaining and reducing station is provided at the end of the Ridgeway Place cul-de-sac to ensure these two service zones operating independently.

## 2.2 SOURCES OF SUPPLY

The service area of the waterworks facilities at Huachuca City receives its water supply entirely from underground wells. The well depths, static levels and well pump capacities are recorded in Table 2-1 on the next page. The locations of these wells are identified on both plates No. 1 and No. 2.

At each well site, the well pump works in conjunction with a hydro-pneumatic tank while discharging to the distribution system. The primary function of a hydro-pneumatic tank is to provide a continuous and adequate supply of water to all outlets in the distribution system, meeting varying water demands at a stable pressure range. A hydro-pneumatic tank also serves as a cushion to protect the pump equipment from dangerous pressure surges caused by rapid changes of flow velocity within a pipeline.

## 2.3 STORAGE FACILITIES

Storage within the service area is provided by a 750,000 gallon welded steel tank located at the southwest corner of Gila Street and Skyline Avenue, immediately north of the Town's tennis courts. This tank provides storage for emergency water supply and fire

TABLE 2-1  
EXISTING WATER WELLS

| Identification No.              | Well Depth (ft)      | Approximate Static Level (ft) | Well Pump Capacity (gpm) | Pump Motor Horsepower (HP) |
|---------------------------------|----------------------|-------------------------------|--------------------------|----------------------------|
| Well No. 2<br>(Cochise Well)    | 316                  | 86                            | 500 gpm @ 300 ft TDH     | 50                         |
| Well No. 2<br>(LaSombre Well)   | 311                  | 197                           | 326 gpm @ 478 ft TDH     | 50                         |
| Well No. 3                      | Capped and Abandoned |                               |                          |                            |
| Well No. 4<br>(Skyline Well)    | 400                  | 199                           | 400 gpm @ 340 ft TDH     | 50                         |
| Well No. 5<br>(Howard St. Well) | 502                  | 297                           | 300 gpm @ 500 ft TDH     | 60                         |

NOTE: The locations of these wells are indicated on the attached Plate No. 1

PRESSURE TROUBLESHOOTING

- 1) Leaks in irrigation system.
- Pressure in tank drops causing jockey pump to restart frequently.

1) Close downstream isolation valve on Cl-a-valve. If upstream pressure stays constant and downstream pressure drops there is a leak in the system, and jockey pump is operating normally. Stop leak in the system.

- 2) Leak in pump check valve.

2) Repeat the procedure in step 1 above. If upstream pressure drops and no water is leaking from tubing or connections, one or more check valves are leaking. Tighten flange bolts, if seepage stops, remove check valve and tighten seat hold down screws. Reinstall check valve. If seepage continues repair or replace check valve(s).

- 3) Air release valve has failed.

3) If water flows continuously from air release valve needs to be repaired or replaced.

- 4) Connections are loose.

4) Tighten connections.

Low pressure safety is actuated frequently.

- 1) Too much demand is placed on pump station by irrigation system.

1) Reprogram controller or repair leaks in system.

- 2) A pump is not starting.

2) Troubleshoot pump and motor.

- 3) Low pressure safety pressure switch is set too high.

3) Consult factory for proper setting and recalibrate pressure switch.

CONTROLLER TROUBLESHOOTING (cont.)

- |  |   |                               |
|--|---|-------------------------------|
| 3) Probe has become detached.                  | 1) Sustained low pressure                       | Low pressure light comes on.  |
| 1) Sustained high pressure in system.          | 1) Sustained high pressure in system.           | High pressure light comes on. |
| 1) Troubleshoot low pressure and reset safety. | 1) Troubleshoot high pressure and reset safety. |                               |

OPTION TROUBLESHOOTING

- |                                 |   |                                       |
|---------------------------------|---|---------------------------------------|
| 1) Voltage is too low.          | 1) Check voltage. If too low contact power company to correct it.   | Phase failure light comes on.         |
| 2) Single phase condition.      | 2) Check incoming power, if one leg is dead, contact power company to correct. Check loadside of motor fuses. If any fuses are blown, replace them. Check to insure wire terminals are tight. |                                       |
| 3) Phase sequence reversed.     | 3) Insure lines are connected in A-B-C sequence. If they are not, reverse any two incoming wires to correct the condition.  |                                       |
| 4) Phase monitor fuse is blown. | 4) Replace fuse.  |                                       |
| 5) Phase monitor is bad.        | 5) Replace phase monitor.   |                                       |
| 1) Pump has over-heated.        | 1) Check to insure water is available for pumping. Check to insure discharge isolation valve is open.   | High pump temperature light comes on. |
| 1) See low level symptoms.      | 1) See low level corrections.   | Loss of prime light comes on.         |

OPTION TROUBLESHOOTING (cont.)

- |   |   |  |  |
|---|---|--|--|
| 3) Fuses are blown.                       | 3) Fuses are blown.                       | 3) Fuses are blown.  | 3) Fuses are blown.  |
| 4) Overloads are tripping.                | 4) Overloads are tripping.                | 4) Determine cause for trip and correct, reset overloads.  | 4) Determine cause for trip and correct, reset overloads.  |
| 1) Fuses are blown.                       | 1) Fuses are blown.                       | 1) Replace fuses.  | 1) Replace fuses.  |
| 2) Overloads are tripped.                 | 2) Overloads are tripped.                 | 2) Determine cause for trip and correct, reset overloads.  | 2) Determine cause for trip and correct, reset overloads.  |
| 3) Water in compressor head.              | 3) Water in compressor head.              | 3) Replace check valve in discharge line, drain compressor head and change oil.  | 3) Replace check valve in discharge line, drain compressor head and change oil.  |
| 1) Internal circuit breaker has tripped.  | 1) Internal circuit breaker has tripped.  | 1) Reset circuit breaker and reduce load.  | 1) Reset circuit breaker and reduce load.  |
| 2) Transformer has failed.                | 2) Transformer has failed.                | 2) Replace power pack basic unit.  | 2) Replace power pack basic unit.  |
| 3) Low line voltage to power pack.        | 3) Low line voltage to power pack.        | 3) If all connections are tight, check voltage, if it is below normal, contact power company to correct it. Contact PSI if power company cannot correct fault. | 3) If all connections are tight, check voltage, if it is below normal, contact power company to correct it. Contact PSI if power company cannot correct fault. |
| 1) No water is required.                  | 1) No water is required.                  | 1) Normal situation.   | 1) Normal situation.   |
| 2) No power to lake pump.                 | 2) No power to lake pump.                 | 2) Restore power to lake pump.   | 2) Restore power to lake pump.   |
| 3) Control circuit wires broken.          | 3) Control circuit wires broken.          | 3) Repair control circuit wires.   | 3) Repair control circuit wires.   |
| 4) Probes disconnected from probe holder. | 4) Probes disconnected from probe holder. | 4) Replace probes.   | 4) Replace probes.   |

Lake pump does not start.

Power pack does not deliver 120V.

Air compressor will not start in "Hand".



---

Prepared by: K and L Consulting  
Date: August, 2013

---

**OPERATIONS & MAINTENANCE MANUAL**

**FORT HUACHUCA – TOWN OF HUACHUCA CITY**

**EFFLUENT TRANSFER PROJECT**



| Version # | Implemented By | Revision Date | Approved By  | Approval Date | Reason |
|-----------|----------------|---------------|--------------|---------------|--------|
| 1.0       | Larry Tysiac   | 08/13/13      | Louie Valdez | 08/13/13      |        |
|           |                |               |              |               |        |
|           |                |               |              |               |        |
|           |                |               |              |               |        |

## VERSION HISTORY

## TABLE OF CONTENTS

|     |   |    |
|-----|---|----|
| 1   | INTRODUCTION.....   | 4  |
| 1.1 | Purpose.....  | 4  |
| 1.2 | Audience.....   | 4  |
| 2   | SYSTEM DESCRIPTION.....                                   | 4  |
| 2.1 | Key Features.....   | 4  |
| 2.2 | System Operations.....                                    | 4  |
| 3   | SYSTEM MANAGEMENT.....                                    | 7  |
| 3.1 | Instructions.....   | 7  |
| 3.2 | Emergency Management.....                                 | 8  |
| 4   | SYSTEM MAINTENANCE.....                                   | 8  |
| 5   | DATABASE ADMINISTRATION AND MAINTENANCE.....              | 8  |
| 6   | KEY CONTACTS AND RESPONSIBILITIES.....                    | 8  |
| 7   | REGULATORY REQUIREMENTS.....                              | 8  |
| 8   | FAQS.....   | 8  |
| 9   | APPENDIX A: OPERATIONS & MAINTENANCE MANUAL APPROVAL..... | 9  |
| 10  | APPENDIX B: REFERENCES.....                               | 10 |

The system stores sewage during the daytime hours and under computer control from Fort Huachuca the sewage is pumped to Fort Huachuca for treatment and effluent recharge each evening. The Town of Huachuca City has no control over the operation of the holding ponds or the pumping of sewage. Fort Huachuca has the ability to monitor flow into the holding ponds and water level in the ponds via a telemetry link.

Normal system operation utilizes a single pond, with the second pond providing emergency storage.

The Fort Huachuca Effluent Transfer System consists of 3-pump stations, 6.5 miles of pipeline, and a treatment plant.

## 2.2 SYSTEM OPERATIONS

- Flow Meter
- 2 - Level Sensors
- 4 - Manual Slide Gate Valves
- 2 - Sewage Holding Ponds
- 2 - Static Trash Racks
- 1 - Overflow Weir
- 3 - Floating Mechanical Aerators (with 3 spare Aerators)
- 1 - Electrical Control Building
- 12-inch Sewer Lines
- 4-inch Conduit w/Fiber Optic Control Cable

The system consists of the following components:

## 2.1 KEY FEATURES

## 2 SYSTEM DESCRIPTION

This manual is to be used by Town Administration and the Public Works Department employees.

### 1.2 AUDIENCE

This manual provides operation and maintenance information for the Sewage Holding Ponds constructed in 2013 in conjunction with the Fort Huachuca Pumping System.

### 1.1 PURPOSE

## 1 INTRODUCTION

The following is a description of the electrical operation of the facility:

### **AUTOMATIC OPERATION**

Once startup is complete the facility should remain in AUTO mode for all operational controls.

NO CONTROL CHANGES SHOULD BE MADE UNLESS AUTHORIZED BY THE PUBLIC WORKS DIRECTOR.

VARIIFY ALL SWITCHES IS AUTO POSITION AFTER MONTHLY TESTS.

### **AREA LIGHTING**

The three area light poles are controlled by a photo cell in the lights and a switch in the Control Building. In the Control Building a three position switch controls the lights with the auto position allowing the photo cell to operation the lights dusk to dawn. The exterior light above the Control Building door is operated by a photo cell.

### **AERATORS**

The three installed aerators for POND 1 (west pond) are identified as AERATOR No.1 on the control panel with each motor having a separate disconnect. With the aerators in the AUTO position the PLC (Programmable Logic Controller) will start and stop the motors based on a signal from Fort Huachuca. The aerator will normally operate for 15-minutes when the Fort Huachuca pumps begin their daily operation. The aerator motor operation can be checked by placing the motor switch in the ON position to verify proper operation.

The uninstalled aerators for POND 2 are identified as AERATOR No.2 on the control panel with each motor having a separate disconnect. All the AERATOR No.2 disconnects should be in the off position. The POND 2 (east pond) aerators are stored in the site conex storage unit, along with cables, floats, and wiring.

At the edge of each pond are located disconnect switches for each of the aerators. For the active pond the disconnect switches should remain in the ON position. At the backup pond where the aerator have not been installed the disconnect switches should remain in the OFF position.

### **FLOW METER**

The FLOW METER is located in the west manhole adjacent to POND No.1. Located in the Control Building is a meter removal tool. The flow meter should be checked each month and removed and cleaned each quarter or as needed. The flow meter records flow data in the Control Building to be downloaded each month. The flow meter comes with software to be loaded in the Operators laptop computer.

There are 4-slide gates to control sewage flow at the facility. There are two slide gates located in the west manhole adjacent to POND No.1 to control flow into each pond. One of these gates must be open at all times. The normal operation is for the slide gate leading to POND No.1 to be open and the slide gate leading to POND No.2 to be closed.

In the outlet structure of each pond is a slide gate. The normal operation is for the slide gate at the outlet of POND No.1 to be open and the slide gate at the outlet of POND No.2 to be closed.

### SLIDE GATES

Each POND has a level sensor located behind the outlet trash rack. The level sensor control units are located in the Control Building.

### LEVEL SENSORS

### 3 SYSTEM MANAGEMENT

#### 3.1 INSTRUCTIONS

The following are the daily, weekly, monthly, quarterly, and yearly tasks to be performed:

##### DAILY

- Visit site
- Check site security
- Check electric controls
- Verify flow meter operation
- Check trash racks and remove debris
- Check holding pond sewage level

##### WEEKLY

- Remove stored trash and debris
- Exercise all slide gate valves
- Site weed control
- Mosquito control in backup pond

##### MONTHLY

- Download flow meter data
- Verify aerator operation
- Check lighting

##### QUARTERLY

- Groundwater samples
- Clean flow meter
- Meet with Fort Huachuca personnel

##### YEARLY

- Complete AZDEQ Yearly Report
- Check condition of cable floats
- Check liner condition

## 8 FAQs

## 7 REGULATORY REQUIREMENTS

- Public Works Director, Larry Tysiac 602-568-7571
- Public Works Supervisor, Jim Halterman, 520-249-5241
- Sewer System Operator, Carlos S. Valenzuela Jr.
- Fort Huachuca Operator, Harold Colby, 520-538-2479
- Fire Chief, Jon Almond, 520-678-0651
- Police, 520-456-1353

The following are the key facility contacts:

## 6 KEY CONTACTS AND RESPONSIBILITIES

Maintain electronic backups of flow meter data.  
Check flow meter data against Fort Huachuca data.

## 5 DATABASE ADMINISTRATION AND MAINTENANCE

- Maintain the site in a weed free condition
- Follow manufacturers recommendations for equipment maintenance.

The following are regular system maintenance items:

## 4 SYSTEM MAINTENANCE

Under the emergency condition where Fort Huachuca is unable to pump sewage from the holding ponds both ponds are able to store a total of 1,084,000 gallons, which represents 8 days of flow at the current average flow rate, and 3 days at the maximum design flow rate of 360,000 gallons per day.  
Beyond the above storage volume the use of water in Town would need to be severely restricted and/or sewage trucked to a treatment facility.

## 3.2 EMERGENCY MANAGEMENT



## Appendix A: Manufacturers Operations & Maintenance Manuals

The following is a list of the manufacturers operations and maintenance manuals and equipment references that are available in the onsite electrical control building.

- Floating aerators
- Hand operated lifts
- Flow meter
- Slide gate valves
- Electrical control building
- Level monitoring controls

## APPENDIX B: REFERENCES

The following table summarizes the documents that relate to this facility design and permitting:

| Document Name and Version         | Description                           | Location  |
|-----------------------------------|---------------------------------------|---|
| >Document Name and Version Number | [Provide description of the document] | <URL or Network path where document is located> |

## Public Works Drinking Water Standard Operating Procedure

### Storage Tank and Well Sites:

Daily at all Well Sites record all Meter and Rounds Readings.

Daily at Emergency Generators record all Rounds Readings and Check

Diesel Fuel Level at the Main Storage Tank.

Every Friday checks the Oil Level's and Operate all Emergency

Generators.

Clean all Chlorine Injectors every Monday, Wednesday, and Friday.

Repair or Replace Chlorine Injectors, Lines and Pumps as needed.

Maintain Chlorine Levels at Maximum 40 Gallons to 5 Gallons Minimum.

At Cochise Well Site, maintain the Type 32 Food Grade Oil at a Maximum

Level.

The racial of Chlorine is One Scoop (24 oz.) per 8 Gallon of Water.

Maintain Water Depths and Pressure Setting for Hydropneumatics Tanks as listed on Table 3-1.

Replace and Repair all Copper Tubing and Braided Hose as needed in the Clay Valve and Booster Pump Buildings.

Inspect all Booster Pumps Daily and Grease all Booster Pumps Weekly.

Cut and Clean all Well Sites and Water Storage Tank as needed.

Test all Fire Hydrants and Standpipes Once a Year for ISO Rating.

## Public Works Wastewater Standard Operating Procedure

### Holdng Ponds and Wastewater Mains:

Daily at the Holding Ponds take your Ph, Dissolve Oxygen and Water Temperature Readings. Document in the Daily Maintenance Logbook. Maintain visible levels of each Holding Pond with Fort Huachuca.

Emergency Numbers are Posted on the Panel Control Building.

Operate the Agitators either in Auto or Manually Daily.

Reverse Wiring to run any Agitator to clear for any Blockage of Rags or Debris to clear the Discharge Outlets. Reset wiring for Normal Operation.

Clean and Grease all Agitators and Muffin Monster as needed.

Inspect and Maintain the Holding Pond Facility for any root growing brush, trees, or weeds. Cut and clean with the Brush Hog and Weed Eat as needed.

Take Flow Ware Readings every Thursday, print and file as require in the Quarterly Folder.

Inspect all Wastewater Mains every Friday for anytime of Blockage. If needed snake the Wastewater Main with the Mongoose Jeter.

At any SLIDE GATE ASSEMBLY, to Open Position, "(No More than 15 Count Turns)". To the Close Position, "(Turn the Slide Gate "Stops")".

## Public Works Sample Standard Sample Procedure

### Drinking Water:

Follow the Yearly Sample Chart as require by ADEQ and Safe Drinking Water Act.

Daily at all Well Sites and Main Storage Tank take Chlorine Free Levels.

Maintain a Chlorine Free .3+ at all Well Sites. Require Maintaining .1 to 4.0 Chlorine Levels for Drinking Water.

Take Monthly Total Coliform Sample on the First Monday of each Month.

Follow the Revised Total Coliform Rule (RTCR) if any Sample Result of Positive. Notified ADEQ as Require.

### Ground Water and Wastewater:

Follow the Yearly Sample Chart as require by ADEQ and Safe Drinking Water Act.

Take all Monthly, Quarterly, Semi Annual Sample form Monitor Well One at the Wastewater Holding Facility on the First Monday each Month.

All Wastewater Samples are taking at the Point of Entry "(POI)" at each Holding Pond.

Take all Semi-Annual Samples from Monitoring Well One and Monitoring Well Two from the Landfill on any first Monday or Tuesday of each Month.

As required by ADEQ on Monitoring Well One and Monitoring Well Two in the Landfill. Record Static Water Level before you pull your Samples.

## Public Works Monthly Reports

### Monthly Reports:

Dailey Rounds from all Well Sites, Storage Tank, Wastewater are documented to Public Works Laptop. Filed for minimum of Eight Years. The Maximum Residual Disinfectant Level "(MRDL)" report is due to ADEQ within from receiving the results.

Every Quarter, the Self Monitor Report of all Documentation and Samples taken from the Wastewater Holding Facility must be filed by the 27<sup>th</sup> of the following month of the Quarter.

The SMR is filed through MYADEQ program through the Public works Supervisor.

All Samples for Drinking Water, Ground Water, and Wastewater are logged in Sampled Logged Book of the date of taken and the date when the results are completed.

### Equipment Service and Repairs:

Are documented in the Drinking Water Maintenance Logbook.

Public works weekly or any road trips outside Cochise County all fluids are checked.

Documentation of Equipment are recorded and file under PW Equipment and Drinking Water / Maintenance Log.

### Watermain Repairs:

Repairs go in work, once a complete Blue stake is completed.

Notified Town Hall and SEACOM from start to finish.

Documents all repairs steps with pictures and filed under the Water

Repair File.

Any Watermain repairs with a open pipe require have a scoop of power chlorine from the on stock used in the Water Distribution System.

Flush Watermain as needed.

# TOWN OF HUACHUCA CITY



The Sunset City

500 NORTH GONZALES BOULEVARD, HUACHUCA CITY, ARIZONA 85616 • (602) 456-1354

## HUACHUCA CITY WATER SYSTEM

5 Pumps  
 2 20 Horse Power - Gallon per minute 260 each  
 3 60 Horse Power - Gallon per minute 875 each

A - Pump A starts at 45 PSI, stops at 67 PSI when tank in fill mode, runs at 67 PSI when in pump mode.  
 B - Pump B starts at 42 PSI in 5 to 10 seconds, stops at 60 PSI.

C - Pump C starts at 40 PSI in 20 to 30 seconds.

D - Pump D starts at 40 PSI if pump C has been running for 15 to 20 seconds.

Total plus 4 wells at 400 GPM each.

D - Pump E starts 5 seconds after either pumps B, C, or D, has received the start signal, but has failed to start.  
 Diesel Powered Generator - starts at loss of power by automatic transfer.

12" Main running from upper business to tank.

10" Main feeds lower business.

All hydrants are on 6" and 8" main. Feeds all residential. All these mains are looped to 12" and 10" mains.

We have 4 wells flowing 400+ GPM.

NOTES:

MTR1 10 MIN  
 MTR2 10 MIN  
 MTR3 15 MIN  
 MTR4 15 MIN  
 MTR5 15 MIN  
 MTR6 15 MIN  
 MTR7 15 MIN

ST1 25  
 ST2 10  
 ST3 25  
 ST3A 5  
 ST3B 10  
 ST3C 20  
 ST4 15  
 ST5 10  
 ST6 20  
 ST7 15  
 ST8 15  
 ST9 15  
 ST10 50

SP1  
 SP2  
 SP3  
 SP4  
 SP5  
 SP6  
 SP7  
 SP8  
 SP9  
 SP10

TIMING RELAYS

TIMERS

PRESSURE SWITCHES

SETTING OF CONTROL PANEL COMPONENTS:

PUMP SHUTOFF PRESSURE: #1 103 #2 103 #3 117 #4 117 #5 117  
 SETTING OF C/A-VALVE PIPES: C/A SUSTAINING 4/5 C/A SURGE 6/5 CRD 6/0

| MOTOR #  | TP   | A  | B  | C  | TP | A  | B  | C  | TP | A  | B  | C  |
|----------|------|----|----|----|----|----|----|----|----|----|----|----|
| MOTOR #1 | 12   | 12 | 12 | 12 | 14 | 14 | 14 | 14 |    |    |    |    |
| MOTOR #2 | 14   | 15 | 15 | 15 | 22 | 22 | 22 | 22 |    |    |    |    |
| MOTOR #3 | 10.5 | 32 | 32 | 34 | 44 | 44 | 44 | 44 | 80 | 80 | 80 | 80 |
| MOTOR #4 | 10.5 | 32 | 32 | 34 | 44 | 44 | 44 | 44 | 80 | 80 | 80 | 80 |
| MOTOR #5 | 10.5 | 32 | 32 | 34 | 44 | 44 | 44 | 44 | 80 | 80 | 80 | 80 |



START-UP SHEET

JOB NAME HUACHUCA CITY CITY 176 R. Supt. TERRY McGRIF PHONE # 602/456-1356

MOTOR CONNECTIONS: FUSES,  HRS,  LUGS,  MTR. LEADS,  TIGHT

CONTROL WIRING CONNECTIONS TIGHT  PSI REP F.J. TUCKER DATE 7-12-83

PACKING BOX DRAIN LINES INS. SEALS

MOTOR NAMEPLATE DATA

| MOTOR #  | I.D. #                       | FRAME # | FULL LOAD AMP | HP | MAKE          | HEATERS |
|----------|------------------------------|---------|---------------|----|---------------|---------|
| MOTOR #1 | SK254 JL1270<br>PUMP SN 3806 | 254TCZ  | 24.5          | 20 | G R / CORNELL | W63     |
| MOTOR #2 | SK254 JL1770<br>PUMP SN 3807 | 254TCZ  | 14.5          | 20 | G R / CORNELL | W63     |
| MOTOR #3 | SK226 JL1187<br>PUMP SN 3808 | 226TCZ  | 16.5          | 60 | G R / CORNELL |         |
| MOTOR #4 | SK226 JL1107<br>PUMP SN 3805 | 226TCZ  | 16.5          | 60 | G R / CORNELL |         |
| MOTOR #5 | SK326 JL1107<br>PUMP SN 3808 | 326TCZ  | 60            | 60 | G R / CORNELL |         |

LINE VOLTAGE: AB 500 BC 500 AC 500 CONTROL VOLTAGE 127

A-GRND 290 B-GRND 290 C-GRND 290

AMPERAGE OF MOTORS UNDER LOAD

The storage tank receives its water from Well No. 2 (La Sombra Well) and Well No. 5 (Howard St. Well) through a 12-inch main on the south side and from Well No. 4 (Skyline Well) through an 8-inch main on the north side. At the Valve Building, both the 12-inch and 8-inch

3.3.1 Tank Filling

The routing operation procedures for the ground storage tank are discussed in the following paragraphs:

3.3 STORAGE TANK

| Well Site                | No. 1  | No. 2  | No. 4  | No. 5  |
|--------------------------|--------|--------|--------|--------|
| Pressure Switch Settings | 43 psi | 43 psi | 63 psi | 33 psi |
| "ON"                     | 43 psi | 43 psi | 63 psi | 33 psi |
| "OFF"                    | 45 psi | 45 psi | 65 psi | 35 psi |

The pressure settings for the air compressors on the well sites are listed below:

The predetermined water levels and their corresponding pressure settings are listed in Table 3-1.

- A. Fill the hydropneumatic tank with water to the predetermined low water, then isolate the tank from the distribution system by closing the isolation valve in the inlet/outlet pipe.
  - B. Turn on the air compressor to introduce air into the tank until the pressure inside the tank reaches the predetermined pressure reading corresponding to the low water level.
  - C. Open the isolation valve and let the tank "float" with the distribution system.
- The following steps shall be used for the start-up of a hydropneumatic tank:

3.2.5 Start-up Operation

- E. Liquid Level Control Bottle - The liquid level control bottle is used for setting the electrodes, which control the on/off operation of the well pump based on the predetermined water levels in the tank.

03

95

23

TABLE 3-1  
WATER DEPTHS AND PRESSURE SETTINGS  
FOR HYDRO-PNEUMATIC TANKS

| Well Site             | Location  | Approx. Tank Elevation | High Water Level |          | Low Water Level |          |
|-----------------------|-----------|------------------------|------------------|----------|-----------------|----------|
|                       |           |                        | Depth            | Pressure | Depth           | Pressure |
| No. 1<br>Cochise Ave. | La Sombra | 4393                   | 40 1/2"          | 65 psi   | 24"             | 45 psi   |
| No. 4<br>Skyline Ave. | La Sombra | 4334                   | 29 1/2"          | 85 psi   | 18"             | 65 psi   |
| No. 5<br>Howard St.   | La Sombra | 4429                   | 29 1/2"          | 55 psi   | 18"             | 35 psi   |

- NOTES:
1. The depth of water is measured from the bottom of the hydro-pneumatic tank.
  2. The base elevation of the ground storage tank is 4363.00.

**Huachuca City Wastewater Treatment Plant Facility**

**Aquifer Protection Permit 100832**

**Solid Waste Plan Approval Number 02011000.01**

**2022**

| Monitoring  | January | February | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|---|---------|----------|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| Wastewater Influent/POD/ Holding Ponds Monthly          | X       | X        | X     | X     | X   | X    | X    | X      | X    | X   | X   | X   |
| Wastewater Influent/ POD/ Holding Ponds Quarterly       |         |          | X     |       |     | X    |      |        | X    |     |     | X   |
| Wastewater Influent/ POD Annual                         |         |          |       |       |     |      |      |        |      |     |     | X   |
| Facility Inspection                                     |         |          | X     |       |     | X    |      |        | X    |     |     | X   |
| Groundwater Ponds MW1 Monthly / Quarterly / Siml-Annual | X       | X        | X     | X     | X   | X    | X    | X      | X    | X   | X   | X   |
| Groundwater Landfill MW 1 & 2                           |         |          |       |       |     | X    |      |        |      |     |     | X   |

# Huachuca City Water System

I.D. 02019

## Drinking Water 2022

| Monitoring                              | January | February | March | April | May | June | July | August | Sept | Oct | Nov | Dec |
|---|---------|----------|-------|-------|-----|------|------|--------|------|-----|-----|-----|
| Coilform (bact)                         | X       | X        | X     | X     | X   | X    | X    | X      | X    | X   | X   | X   |
| Karen Hartwell                          |         |          |       |       |     |      |      |        |      |     |     |     |
| Lead & Copper                           |         |          |       |       |     | X    |      |        |      |     |     |     |
| Nitrate / Nitrites (MAP)                |         |          |       | X     |     |      |      |        |      |     |     |     |
| TTHMS (Disinfection) HAAS (Bl-Products) |         |          |       |       |     | X    |      |        |      |     |     |     |
| Radionuclide's                          |         |          |       |       |     |      |      |        |      |     |     |     |
| POE#2 2022 POE#4/5 2029                 |         |          |       |       |     |      |      |        |      |     |     |     |
| Total Coilform Water Zones              | X       | X        | X     | X     | X   | X    | X    | X      | X    | X   | X   | X   |

Teri: (520) 625-1671 Coilform / Bacteria

Donna Calteron, State: (602) 771-4741 Lead & Copper 3 year and TTHMS & HAAS 1 Year.

Genneal Goatson, State: (602) 771-4572 Confirm Radionuclide's to be Schedule.

(MAP) Monitoring Assistance Program: Grace Environmental-MWH Laboratories  
 Grace (480) 778-1558 MWH (626) 386-1100

# Public Works Equipment Service Record

| PW ID | Make                      | Hours / Milage | Description  | Date             | Due Date |
|-------|---------------------------|----------------|--------------|------------------|----------|
| PW1   | 2008 GMC SIERRA 1500      | 159,731        | PUBLIC WORKS | 20211223         | Mar-22   |
| PW2   | 2001 CHEVY DURAMAC HD2500 | 265460         | PUBLIC WORKS | 20211005         | Mar-22   |
| PW3   | 2004 CHEVY SILVERADO 1500 | 145262         | PUBLIC WORKS | 20210605         | Mar-22   |
| PW5   | 1999 CHEVY CREWCAB        | 54730          | PUBLIC WORKS | 20210605         | Feb-22   |
| D1    | CHEVY DUMP TRUCK 3500     | 94293          | PUBLIC WORKS | 20210605         | Jan-22   |
| D2    | DODGE DUMP TRUCK          | 182199         | PUBLIC WORKS | 20210605         | Jan-22   |
| B1    | FORD BRUSH HOG            | 5240           | ELITE SALES  | Awaiting Filters | Apr-22   |
| M1    | 2014 CRAFTSMAN            | 647            | PUBLIC WORKS | 20210509         | Apr-22   |
| M2    | 2008 HUSQVAK              | 125            | PUBLIC WORKS | 20210509         | Apr-22   |
| M3    | 2002 POULON PRO           | No Meter       | PUBLIC WORKS | 20210509         | Apr-22   |
| LT1   | MAGNUM LIGHT TOWER        | 1190           | PUBLIC WORKS | 2020110          | Mar-22   |
| AC1   | ATLAS AIR COMPRESSOR      | 46             | ELITE SALES  | 20211108         | Mar-22   |
| F1    | YALE FORK LIFT            | 2625           | PUBLIC WORKS | 20201110         | Jan-22   |
| E234  | CEMENT MIXER              | 47             | PUBLIC WORKS | 20200110         | Jan-22   |
| M1    | MONGOOSE JETWE            | 1564           | PUBLIC WORKS | 20200324         | Jan-22   |
| JD1   | JOHN DEERE 310D           | 21000          | ELITE SALES  | 20211025         | Mar-22   |
| SB1   | WALDON BROOM 250          | 915            | ELITE SALES  | 20210816         | Mar-22   |

- 8) Be aware of weather conditions and how it may impact your vehicle operations.
- 7) If driver license status changes, notify your supervisor immediately.
- 6) Report a vehicle collision to your supervisor immediately, Private or Public property.
- 5) Turn in your Preventive Maintenance Checks and Services PMCS as outlined. This form shall be filled out in its entirety. The form shall be completed per the timelines outlined on the form.
- 4) Follow the Fleet Safety rules.
- 3) Always procure a quote before requesting a purchase requisition.
- 2) Purchase Order number acquired before vehicle repairs or maintenance commences.
- 1) Vehicle keys not in use will be labeled and placed in the key box located in the Records Office.

\*This process relates to all vehicles under the Police Department's responsibility and span of control. Please ensure you follow these practices to prevent restriction/revocation or your license, which may result in disciplinary action related to the improper use of Town vehicles\*.  
 This document is subject to change based upon the needs or direction of the organization.

The Huachuca City Police Department (HCPD)  
VEHICLE USE POLICIES AND PROCEDURES

The Sunсет City  
 500 N Gonzales Blvd • Huachuca City, Arizona 85616  
 Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-9208



**Town of Huachuca City**



9) Maintain control of your Town issued gas card. Notify your supervisor immediately if your card or one you are responsible for, gets lost.

10) Security of your police vehicle or Administration vehicle is your responsibility.

11) Report any damage or break-in of your vehicle, immediately, to your supervisor.

12) If operating an Administration vehicle, you are responsible to understand and follow their process and policies. Request to view this from the Town Clerk in advance of your use of an Administration vehicle.

13) Officers may not use their assigned vehicles for the purpose of purchasing alcoholic beverages or operate their assigned vehicle while under the influence of alcohol or with the odor of alcohol on their breath. No illegal drugs shall be in your system while operating a town vehicle. Review the requirements of any over the counter, legal medications before operating a town vehicle.

14) No family member shall be permitted to ride in the patrol vehicle during off-duty hours, unless approved by the Chief of Police or his designee.

15) Any vehicle that is owned by the Town of Huachuca City is applicable to the rules above.

### VEHICLE PARKING WHILE OFF-DUTY

While on off-duty time and officers are at their residence, the patrol vehicle will be parked in such a manner as to be visible from the street. Vehicles should be parked either in the driveway, side, or front of their residence:

1) Officers will ensure that the vehicle is locked while not in use.

2) Equipment located within the vehicle, e.g., radios, scanners, etc., will be turned off during off-duty time and when not in use.

3) During vacations where the officer leaves the City for more than five (5) days out of town, the patrol vehicle will be parked at the HCPD parking lot until the assigned officer returns.



**OFF-DUTY USE GUIDELINES**

1) Officers residing outside the Huachuca City Town limits will use their assigned vehicle only for work - related activities when off-duty.

2) While operating a patrol vehicle off-duty, officers will have in their possession the HCPD issued badge, ID card, and their regular duty or off-duty weapon.

3) Department radio procedures shall be followed whenever patrol vehicles are in use. Officers shall advise the dispatcher by saying, "HC XXX, available off-duty", indicating that the officer is off-duty and in a patrol vehicle. Notify SEACOM when On or Off Duty.

4) When operating an assigned vehicle while off-duty, the officer must be neat, presentable, and fully clothed. If not in uniform, clothing will consist of a shirt, pants, and closed toe shoes:

a. Presentable physical training attire such as sweatpants, shirt and tennis shoes will be acceptable for wear only when traveling to or from a physical training activity.

5) When officers leave their residence and are reporting to work for normal shift assignment, the officers shall notify Communications that they are available. Officers will arrive at the Department for briefing by the start of their shift assignment unless dispatched on a call for service, or some other situation arises that requires immediate police action on their part.

6) Any officer operating an assigned marked patrol vehicle while off-duty will attempt to render assistance that may be necessary to motorists in distress or to any officer needing assistance with an assigned call for service:

a. Officers shall be prepared to act on any serious violation of the law that endangers the public, while in the vehicle on off-duty time.

b. Under normal circumstances, officers will not be compensated for activities or assists performed while off-duty and using an assigned vehicle, unless authorized by a supervisor.

7) Officers shall not use the individual assigned vehicle for travel to activities such as shopping, laundry, and barber shop. Assigned vehicles may be used for the following work-related activities while on off-duty time (notify SEACOM that you are in transit):

a. Department meetings, in-service training and other department mandated training or activities.

8) Reference your Town of Huachuca City Employee Handbook and its policies within.

\*STAY SAFE - IT MATTERS\*

*James L. Thies HQ-1*

Chief James L. Thies  
jthies@huachucactiyaz.gov

|    | A  | B    | C                   | D                   | E                        | F               | G              | H                  | I        | J | K    |
|----|--|------|---------------------|---------------------|--------------------------|-----------------|----------------|--------------------|----------|---|------|
| 1  | <b>Vehicle Maintenance Scheduling Worksheet for HCPD Vehicles</b>  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 3  | Enter the mileage interval at which you want to be notified that a PM is due:  |      |                     |                     |                          |                 |                |                    |          |   | 3000 |
| 4  | Vehicle Plate Number   | Year | Make/Model          | Inspection Interval | Mileage Interval Last PM | Current Mileage | Mileage PM Due | Mileage to Next PM | Status   |   |      |
| 5  | ENA4FB   | 2020 | Chevrolet Tahoe     | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 6  | EVA76B   | 2020 | Chevrolet Tahoe     | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 7  | G-525GN  | 2012 | Jeep Grand Cherokee | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 8  | G949FS   | 2012 | Dodge Charger       | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 9  | G208JD   | 1991 | Chevrolet 1 Ton PU  | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 10 | G743GW   | 2012 | Dodge Charger       | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 11 | G894GT   | 2012 | Dodge Charger       | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 12 | G276GZ   | 2014 | Ford Explorer       | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 13 | G360HF   | 2007 | Ford Crown Vic      | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 14 | 169347   | 1998 | AM General Humvee   | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 15 |  |      | OPEN                | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 16 |  |      | OPEN                | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 17 |  |      | OPEN                | 3,000               |                          |                 | 3,000          | 3,000              | SCHEDULE |   |      |
| 18 |  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 19 | Columns A-C: Enter descriptive information. Insert more columns if necessary.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 20 | Column D Inspection interval: Enter the mileage interval between inspections.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 21 | Column E Mileage Interval Last PM: Enter either the actual mileage the PM was conducted (e.g., 15,241) or the last PM interval completed (e.g., 15,000). |      |                     |                     |                          |                 |                |                    |          |   |      |
| 22 | Column F Current Mileage: Enter the current mileage at least weekly.   |      |                     |                     |                          |                 |                |                    |          |   |      |
| 23 | Column G Mileage PM Due is the Inspection Interval (column D) + mileage interval last PM (Column E).   |      |                     |                     |                          |                 |                |                    |          |   |      |
| 24 | Column H Mileage to Next PM is mileage PM due less the current mileage. Displays the numbers in red when they are < 0.                                   |      |                     |                     |                          |                 |                |                    |          |   |      |
| 25 | Column I Status: Formula will Track column I   |      |                     |                     |                          |                 |                |                    |          |   |      |
| 26 | OK and green: mileage to the next PM is greater than the mileage scheduling interval.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 27 | SCHEDULE and yellow: Mileage to next PM is between the mileage scheduling interval and 0.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 28 | PAST DUE and red: Mileage to next PM is between 0 and 500 miles past due.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 29 | LATE and red: Mileage to next PM is more than 500 miles past due.  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 30 |  |      |                     |                     |                          |                 |                |                    |          |   |      |
| 31 | Note: The default mileage notification interval is 3000 but any mileage can be put in according to the agency's requirements.                            |      |                     |                     |                          |                 |                |                    |          |   |      |
| 32 | The current default is hard coded that any PM over 3000 miles past due is late.  |      |                     |                     |                          |                 |                |                    |          |   |      |

| Item Checked     | 1st Day | 2nd Day | 3rd Day | 4th Day | Comments/Actions Taken |
|------------------|---------|---------|---------|---------|------------------------|
| Driving Lights   |         |         |         |         |                        |
| Horn             |         |         |         |         |                        |
| Emergency Lights |         |         |         |         |                        |
| Siren            |         |         |         |         |                        |
| Radio            |         |         |         |         |                        |
| Radars           |         |         |         |         |                        |
| Lidars           |         |         |         |         |                        |
| Hot Spot         |         |         |         |         |                        |
| Computer         |         |         |         |         |                        |
| Warning Lights   |         |         |         |         |                        |
| Tire Pressure    |         |         |         |         |                        |
| Fuel             |         |         |         |         |                        |
| Traffic Vest     |         |         |         |         |                        |
| Spotlight        |         |         |         |         |                        |
| Mounted Camera   |         |         |         |         |                        |
| Under Back Seat  |         |         |         |         |                        |
| Back Floor       |         |         |         |         |                        |

**Daily Checks**

Fuel: Gallons \_\_\_\_\_ > \$ Cost per Gallon \_\_\_\_\_  
 Fuel: Gallons \_\_\_\_\_ > \$ Cost per Gallon \_\_\_\_\_  
 Fuel: Gallons \_\_\_\_\_ > \$ Cost per Gallon \_\_\_\_\_

Vehicle Registration Number (VIN): \_\_\_\_\_  
 Vehicle Registration (Plate number): \_\_\_\_\_  
 Driver Name: \_\_\_\_\_

This document is subject to changed based upon the needs or direction of the organization.

**Huachuca City Police Department  
 Preventive Maintenance Checks and Services (PMCS)**

The Sunset City  
 500 N Gonzales Blvd • Huachuca City, Arizona 85616  
 Phone: (520) 456-1354 • TDD: (520) 456-1353 • Fax: (520) 456-2230



**Town of Huachuca City**



**Weekly Checks**

| Item               | Date | Checked By | Passed | Failed | Actions Taken |
|--------------------|------|------------|--------|--------|---------------|
| Oil                |      |            |        |        |               |
| Transmission Fluid |      |            |        |        |               |
| Coolant            |      |            |        |        |               |
| Washer Fluid       |      |            |        |        |               |
| Tire Wear          |      |            |        |        |               |
| Steering Play      |      |            |        |        |               |
| Brake Play         |      |            |        |        |               |
| Spare Tire         |      |            |        |        |               |
| Jack               |      |            |        |        |               |
| Lug Wrench         |      |            |        |        |               |
| Fire Extinguisher  |      |            |        |        |               |
| Flares             |      |            |        |        |               |
| First Aid Bag      |      |            |        |        |               |
| Rolling Tape       |      |            |        |        |               |
| Crime Scene Tape   |      |            |        |        |               |
| Marking Paint      |      |            |        |        |               |
| Damage to Vehicle  |      |            |        |        |               |
| Noises             |      |            |        |        |               |
| Other (specify)    |      |            |        |        |               |

Beginning Mileage: \_\_\_\_\_  
Ending Mileage: \_\_\_\_\_

Last Oil Change Date:

Oil Change Due Date:

Officer/Badge:

Supervisor/Date:

**Turn Completed Form in to Supervisor each week.**

*James L. Thies #10-1*

Chief James L. Thies  
jthies@hualacountyaz.gov

Chief James Thies  
Huachuca City Police Department  
500 N Gonzales Blvd  
Huachuca City, AZ 85616

Dear Jim,

It is with deep regret and great joy that I send you this letter. I have very much enjoyed working for the Huachuca City Police Department for the past 13+ years but at this time I have decided to retire from this agency and from ever working again. I plan to work through the end of the last full week of January 2022. Therefore, my last scheduled day of employment with the city will be the 28<sup>th</sup> day of January, 2022 at 4:30pm. It has been a great experience working with you and ultimately for you but the time for me to retire has arrived. Please take care of yourself and be safe out there.

Sincerely,

*Original signed*

Paul H. Dunn

Dispatcher/Records/Administration

21 January 2022

**Arizona Department of Forestry and Fire Management**  
**Grant Agreement No. CCG 21-101**  
**Community Challenge Grant**

This grant agreement ("Agreement") is entered into by and between the ("Grantee") Arizona Department of Forestry and Fire Management ("State Forestry" or "State") and ("Sub-grantee"), Town of Huachuca City (DUNS #002467413), pursuant to the Cooperative Forestry Assistance Act of 1978, Public Law 95-313, as amended; Food, Agriculture, Conservation, and Trade Act of 1990, as amended, Public Law 101-624.

**I. PURPOSE OF AGREEMENT**

State Forestry is a primary recipient of grant funds provided by the USDA Forest Service to assist in the advancement of forest resources management; forest insect and disease management, urban and community forestry, development and transfer of new and improved fire control technologies, organization of shared fire suppression resources, forestry resources planning, conservation of forest land, and achievement of a number of other goals for the use and protection of forest lands. This agreement is a sub-award of those federal grant funds authorized under Arizona Revised Statute 37-1302.

Subaward of Federal Award # 21DG-11030000-014, dated 08/19/21  
The Catalog of Federal Domestic Assistance (CDFA) Number is 10.664, Cooperative Forestry Assistance, U.S. Department of Agriculture, Forest Service.

**II. SCOPE OF WORK**

Compensation is contingent upon Sub-grantee fulfilling the Scope of Work and project commitments as identified in the Grant Application (Attachment A) and as amended by the approved Detailed Project Plan (Attachment B).

**III. PROGRAMATIC CHANGES**

Sub-grantee shall obtain prior approval for any changes to the scope of objectives of the approved project, key personnel, or transfer of substantive programmatic work to another party.

**IV. TERM OF AGREEMENT**

This Agreement shall be effective immediately upon signature by all parties and will terminate on December 31, 2022 unless otherwise terminated or modified pursuant to the terms herein.

**V. COMPENSATION AND MATCHING INVESTMENT**

Grant funds may be utilized for up to 50% of the total cost of this program. A contribution by the Sub-grantee for an additional Cost Share Match of 50% of the total cost of the program is required (including contributions of third parties). Support documentation outlining project costs including cost share match is required. Compensation under this agreement shall be on a reimbursement basis, shall not exceed the total eligible costs of the project, and total compensation (federal portion) shall not exceed \$22,500.00

In the event that an audit determines that unallowable costs have been charged to the grant and funds have been disbursed to the Sub-grantee, then the Sub-grantee accepts full liability and must pay back all costs incurred and deemed unallowable. Any audit involving a Federally-funded grant shall provide a copy of the audit report to the Federal Audit Clearinghouse within 30 days after receipt from auditor or nine months from the close of the sub-grantee's fiscal year, whichever is earlier.

ARS 35-181.03. Sub-grantee must also comply with applicable ARS 35-181.03 provisions for financial and compliance audits.

**SINGLE AUDIT ACT OF 1984:** All project expenditures are subject to the Single Audit act of 1984 and all relevant Office of Management and Budget (OMB) guidance including 2 CFR 200, Subpart F. Sub-grantees are subject to audit if their share of federal financial assistance is \$750,000 or more for a single fiscal year. Federal financial assistance includes reimbursements under this award and all other financial assistance originating from any agency of the federal government during the Sub-grantee's fiscal year. Sub-grantee will be required annually to report compliance with this requirement.

**VIII. AUDIT REQUIREMENTS**

It shall be the responsibility of the Sub-grantee to establish and document both accounting and administrative control procedures for their organization. Such procedures shall be followed to ensure grant funds are being tracked and spent in accordance with all applicable laws and within the terms of the grant agreement/award. Sub-grantee accepts full liability for resources administered through the grant.

**VII. ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS**

This is an award of Federal financial assistance and is subject to the Office of Management and Budget (OMB) guidance in Subparts A through F of 2 CFR Part 200 as adopted and supplemented by the USDA in 2 CFR Part 400. All Federal and Sub-grantee matching/cost-share contributions are subject to applicable guidance. All project expenditures are subject to the Single Audit act of 1984 and payments shall adhere to the Federal Cash Management Improvement Act (CMIA).

Purchase of Capital Equipment (equipment costing more than \$5,000 per unit price) is **NOT allowed** under this agreement.

Eligible costs must be incurred during the Term of the Agreement, conform with the General Provisions of this Grant Agreement (Attachment C) and all other provisions identified herein, and be submitted to State Forestry along with detailed supporting documentation. This is a reimbursable grant program. Support documentation must show dates and amounts of all expenses (See Attachment D).

**VI. ELIGIBLE COSTS**

Only costs for those project activities approved in (1) the initial award, or (2) approved modifications thereto, are allowable. All payments are contingent upon the availability of funds and reimbursement by the United States Department of Agriculture, Forest Service. Reimbursement payments will be made to the Sub-grantee normally within ninety days after receipt of the reimbursement request and required documentation.

Sub-grantee shall monitor the performance of the grant activities to ensure that performance goals are being achieved. Sub-grantee shall provide detailed grant/project accomplishments in quarterly reports to State Forestry no later than 30 days after the end of each calendar quarter, or as requested by State Forestry. Quarterly performance reports shall follow the format identified in Attachment E or as may be revised by State Forestry. Reports (quarterly and final reporting) will contain information on the following: (1) A comparison of actual accomplishments to the goals established for the period and for the entire program or project, (2) Output of the project that can be readily expressed in numbers, such as acres of forest treatment, number of citizens served, or other similar activities. A computation of cost per unit of output may be required where applicable, (3) Reason(s) for delay if established goals were not met. (4) Additional pertinent information including, when appropriate, analysis and explanation of cost overruns or high unit costs. (5) Before and after pictures (required for final report and optional for quarterly reporting). (6) Mapping in the form of a pdf / paper map to be included in the final reporting and shapefiles (see GIS section below)

Financial/Reimbursement requests may be held for processing until quarterly Financial/Reimbursement/Performance reports are current. A final accomplishment report and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after end of grant term. Final financial reimbursement may be held until all accomplishments reporting is complete and submitted to State Forestry. GIS (Geographic Information System) polygon data is required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefile, File Geodatabase, or KML polygons) created using GIS applications, must be submitted showing treatment/project area(s) and their name(s) or parcel number(s).

All accomplishment and financial reports shall be submitted to the State Forestry contact as identified below in Section XII (NOTICES)

Sub-grantee shall immediately notify State Forestry of developments that have a significant impact on the activities supported under this grant. Also, notification shall be given in case of problems, delays or adverse conditions that materially impair the ability to

Financial/Reimbursement requests may be held for processing until quarterly Financial/Reimbursement/Performance reports are current. A final accomplishment report and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after end of grant term. Final financial reimbursement may be held until all accomplishments reporting is complete and submitted to State Forestry. GIS (Geographic Information System) polygon data is required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefile, File Geodatabase, or KML polygons) created using GIS applications, must be submitted showing treatment/project area(s) and their name(s) or parcel number(s).

Financial/Reimbursement requests may be held for processing until quarterly Financial/Reimbursement/Performance reports are current. A final accomplishment report and all financial/reimbursement requests and required documentation shall be provided at completion of the grant project, but no later than 30 days after end of grant term. Final financial reimbursement may be held until all accomplishments reporting is complete and submitted to State Forestry. GIS (Geographic Information System) polygon data is required prior to project start date and at the time of final accomplishment report submission. Data files (Shapefile, File Geodatabase, or KML polygons) created using GIS applications, must be submitted showing treatment/project area(s) and their name(s) or parcel number(s).

**X. REPORTING REQUIREMENTS**

All procurement activities shall be in compliance with State, Federal, and local laws including Office of Management and Budget (OMB) guidance in subparts A through F of 2 CFR Part 200, Subpart D as adopted and supplemented by the USDA in 2 CFR Part 400. All Sub-grantees are responsible for developing, documenting, and adhering to their own established procurement processes that include both administrative and accounting controls.

**IX. PROCUREMENT REQUIREMENTS**



**Principal Arizona State Forestry Contact:**  
 Lorianne Barnett Warren, Urban Forestry Specialist  
 AZ Department of Forestry and Fire Management  
 1110 W. Washington Street, Suite 500  
 Phoenix, AZ 85007  
 602-399-9447  
 lbarnett@dfm.az.gov

**Principal Sub-grantee Programmatic Contact:**  
 Caleb Weaver, Youth Education Program Manager  
 Borderlands Restoration Network  
 P. O. Box 121  
 Patagonia, AZ 85624  
 cweaver@borderlandsrestoration.org  
 860-237-0381

**Principal Sub-grantee Fiscal Contact:**  
 Kristy Ramirez, Finance Clerk  
 Town of Huachuca City  
 500 Gonzalez Blvd  
 Huachuca City, AZ 85616  
 kramirez@huachucacityaz.gov  
 520-216-0960

Each party certifies that the individuals listed below are authorized to act in their respective areas for matters related to this instrument.

NOTE: Principal contact should be one contact person responsible for overseeing all elements of the grant project including but not limited to accounting, administrative and field portions of the project.

**XII. PRINCIPAL CONTACTS**

Grantee agrees that it is responsible for acquiring prior to treatment all permits required by applicable federal, state, and local jurisdictions. Grantee also agrees that is responsible for adherence to all applicable statutes, regulations, ordinances, and codes promulgated by applicable federal, state, and local jurisdictions, including but not limited to environmental regulations concerning the presence, existence, discharge, emission, or removal of any substances such as by-products, wastes, pollutants, and hazardous and toxic materials.

**XI. COMPLIANCE AND PERMITS**

Any change to the original grant application scope of work or approved detailed project plan must have prior written State approval. Incurring costs without prior written approval may result in loss of funds reimbursed.

meet the objectives of the agreement. This notification shall include a statement of the action taken or contemplated, and any assistance needed to resolve the situation.

AD1048 - USDA Form AD-1048 Debarment Certification  
Lobbying - USDA Lobbying Certification

Additional Certifications (require separate signatures):

- A. Project Application
- B. Detailed Project Plan
- C. General Provisions
- D. Documentation of Expenses
- E. Quarterly Report and Invoice Format

The following Attachments are part of this Agreement:

**XVI. ATTACHMENTS**

Sub-grantee shall have the legal authority to enter into this agreement, and shall have the institutional, managerial, and financial capability to ensure proper planning, management, accounting and completion of the project, which includes funds sufficient to pay the nonfederal share of project costs, when applicable.

**XV. AUTHORITY**

Sub-grantee shall close out the grant within 30 days after expiration or notice of termination. If this award is closed out without audit, Arizona State Forestry and the U.S. Forest Service reserve the right to disallow and recover an appropriate amount after fully considering any recommended disallowances resulting from an audit which may be conducted later.

**XIV. AWARD CLOSEOUT**

|  |   |
|--|---|
| <p><b>STATE FORESTRY</b></p> <p>Cori Dolan<br/>Program Manager – UCF   FH<br/>Arizona Department of Forestry<br/>and Fire Management<br/>1110 West Washington, Suite 500<br/>Phoenix, AZ 85007<br/>cdolan@dfm.az.gov</p> | <p><b>SUB-GRANTEE</b></p> <p>Suzanne Harvey<br/>Town Manager<br/>Town of Huachuca City<br/>Huachuca City Town Hall<br/>500 N. Gonzalez Blvd<br/>Huachuca City, Arizona 85616<br/>sharvey@huachucacityaz.gov</p> |
|--|---|

Any and all reports, notices, requests or demands given or made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person or sent by United States Mail, postage prepaid, to the parties at their respective addresses as set forth immediately below:

**XIII. NOTICES**

Assistant State Forester for Forestry Programs

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

\_\_\_\_\_  
Print

Arizona State Forester

\_\_\_\_\_  
Signature

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

\_\_\_\_\_  
Print or Type Name

\_\_\_\_\_  
Signature

|  |  |
|--|--|
| <p><b>STATE FORESTRY</b></p> <p>Arizona Department of Forestry<br/>and Fire Management<br/>1110 West Washington, Suite 500<br/>Phoenix, AZ 85007</p> | <p><b>ACCEPTED BY SUB-GRANTEE</b></p> <p>Town of Huachuca City<br/>500 N. Gonzalez Blvd<br/>Huachuca City, Arizona 85616</p> |
|--|--|

XVII. IN WITNESS WHEREOF, the parties agree to execute this agreement as of the last date written below.

**ATTACHMENT A**

**Project Application  
(Cover Sheet)**

### Applicant Information

Tell us about you.

**Linked Applicant**  
sharvey@huachucaityaz.gov

**First name**  
Suzanne

**Last name**  
Harvey

**Email**

sharvey@huachucaityaz.gov

**Title**

Town Manager

**Company**

Town of Huachuca City

**Company Website**

**City**

**State**

### Organization Information

Tell us about your organization.

**Organization Name**  
Town of Huachuca City

**Employer Identification Number (EIN)**

**DUNS**

**Authorized Representative**

Suzanne Harvey

**Business/Finance Representative**

### Organization Address

**Address**

**Address 2**

**City**

State

County

Congressional District/Region

Zip

Phone

Phone Extension

Fax

Authorized Representative (if different from above)

Name

Title

Email

Phone

Business/Finance Contact (if required)

Name

Title

Email

Phone

Applicants: sharvey@huachuacactiyaz.gov

---

**Email**

sharvey@huachuacactiyaz.gov

**Dummy Applicant**

# Applications: Community Wellness, Nature, and Rainwater Harvesting: the Huachuca City Community Forest

| Name   | Attachments |
|--|-------------|
| Community Wellness, Nature, and Rainwater Harvesting: the Huachuca City Community Forest | Yes         |

**Profile**  
sharvey@huachucacityaz.gov

**1. Application/Project Title**  
Community Wellness, Nature, and Rainwater Harvesting: the Huachuca City Community Forest

**2. Org Name**  
Town of Huachuca City

**3. Program/Project Congressional District (check all that apply)**  
2

**4. Program/Project Legislative District (check all that apply)**  
14

**5. Tree City USA (Yes/No)**  
No

## 6. Fitting this year's theme

With the goal of creating a new community forest in the heart of Huachuca City, this project has two major components: an ecological master plan and a new irrigation system. The ecological master plan will be the product of community stakeholders and certified Rainwater Harvesting and Permaculture designers from Borderlands Restoration Network, and used to leverage further community, agency, and foundational support to implement this new community forest. The irrigation system will be installed once the ecological master plan has been finished, and lay the groundwork for more than 50 new trees to be planted in the community forest.

## 7. Project Need & Justification

A new community forest in the heart of Huachuca City will benefit residents, visitors, wildlife, and the watershed for generations into the future. In 2017, Huachuca City had 34.8% of residents living below poverty level with 44.5% of children living in poverty. Without public transportation, many residents are unable to access shady natural spaces. With predictions of hotter summers, the urban forest will support recreation and wellbeing for one of Arizona's most underprivileged populations.

## 8. Project Outcomes

The first deliverable will be an AutoCAD ecological master plan for Veterans Memorial Wellness Park that includes a rainwater harvesting plan, 50 new native trees, community wellness features, and an irrigation plan. This ecological master plan will be the result of 5 stakeholder meetings and listening sessions. Once the ecological master plan is completed and approved, irrigation for the 50 trees will then be installed by licensed contractors in the park. Trees will be donated by the community.



## 9. Scope of Work

Veterans Memorial Wellness Park is a 3-acre public park located in the heart of Huachuca City, Arizona. Elements remain from previous development of the park - a crumbling asphalt footpath, a small footbridge, and a recently installed gazebo. The Park adjacent to municipal buildings - the Library, Senior Center, the Elementary School, and Town Hall. The Park is also nearby to public outdoor recreation spaces - Leflingwell Park, the Huachuca City Community Garden, a skatepark, a basketball court, and a tennis court. With crumbling pathways and little shade cover, the park is never used. Pedestrians opt to walk on the road rather than through the inaccessible park.

Three organizations have come together to develop a new vision for the Park. The Town of Huachuca City, the Huachuca City Community Garden, and Borderlands Restoration Network (BRN) envision a beautiful, natural, and accessible space, designed to accommodate all corners of the Huachuca City community. Huachuca City residents and visitors alike will connect with nature and foster individual and community wellness in this tranquil oasis in the middle of the community. ADA Accessible concrete pathways will replace crumbling asphalt.

A Steering Committee comprised of Town of Huachuca City, the Huachuca City Community Garden, and BRN representatives, along with community stakeholders, will first develop an AutoCAD Ecological Master Plan for the Park. The Ecological Master Plan - which will be drawn by BRN - will include irrigation, ADA Accessible pathways, native tree cover, rainwater harvesting, wellness features (such as a labyrinth) and community gathering spaces.

After the Town Council approves the plan, the irrigation system will go out to bid. With water accessible to the park, a fundraiser will purchase trees and memorial plaques. Funding sources have been identified for new pathways and structures in the Park, but require an Ecological Master Plan to implement.

## 10. Project Timeline

First Quarter (January - March 2022)  
- Ecological Park Plan steering committee formed  
- Community stakeholder meetings and public listening sessions held

Second Quarter (April - June 2022)  
- Ecological Park Plan finalized and approved  
- Bids solicited for irrigation in Park  
- Social media posts

Third Quarter (July - September 2022)  
- Irrigation installation in Park begins  
- Grant written for infrastructure improvements in Park  
- Social media posts

Fourth Quarter (October - December 2022)  
- Irrigation in Park completed  
- Funding secured for trees and infrastructure in Park  
- Final report  
- Social media posts

## 11. Collaborative Elements

Three entities will come together to complete this project: the Town of Huachuca City, Huachuca City Community Garden, and Borderlands Restoration Network. Each partner will contribute a necessary element to the completion of the project. The Town of Huachuca City will manage the grant and coordinate on-the-ground project implementation. Huachuca City Community Garden will manage volunteer labor and support tree health. Borderlands Restoration Network will provide design and implementation expertise to ensure the successful completion of the project. These three groups will work together on the Ecological Master Plan and acquiring and documenting match. Local citizens will provide volunteer labor and donate trees.

## 12. Results and Evaluation Plan

The outcomes - an Ecological Master Plan and functioning irrigation system - will be the ultimate measure of success for this project. That being said, community input and engagement will also be key to success. The number of community members involved in the planning process, and the number of community members who offer input during listening sessions will be markers of success. Results and impacts will be shared in reporting and to the public via social media. We will contact the Sierra Vista Herald Review in the hopes of highlighting this project in the local newspaper.

**13. Sustainability Plan**  
 The Town of Huachuca City and Huachuca City Community Garden will maintain this project over time. Huachuca City Community Garden will care for trees for the first 2-3 years until establishment. Town of Huachuca City maintenance staff will prune trees, cut grass, and maintain irrigation in the park indefinitely. All three entities will work together to ensure the Ecological Master Plan is funded and implemented within 3 years of approval of the plan.

**14. Project Budget Narrative and Financials**

The supply section of the budget is \$5,000 and covers all irrigation parts and supplies. Prices for irrigation parts and supplies were priced in nearby Sierra Vista, including: 1,000ft of ¼" PVC, 2,500ft of ½" PVC, PVC couplings for ½" and ¾" PVC, 12 irrigation boxes, 5 battery-operated timer/valves, 6 shutoff valves, 6 spigots, 50 threaded ½" PVC nipples, 50 Orbit mushroom bubbler sprinkler heads.

Irrigation will be installed by a licensed contractor for \$10,000. This figure came from an irrigation project of similar scope in Patagonia's Doc Mock Park. The irrigation contract will go out to bid.

The Ecological Master Plan will be completed by project partner, Borderlands Restoration Network, for \$7,500. Borderlands Restoration Network has designed multiple plans of similar scope, and quoted this figure.

The Town of Huachuca City will accrue \$2,500 in overhead expenses, namely administration, which is 10% of the overall budget.

In terms of match:

- \$2,500 from Town of Huachuca City for maintenance of Park in 2022
- \$2,500 from Huachuca City Community Garden for volunteer labor oversight, including tree maintenance and project design
- \$2,500 from Borderlands Restoration Network for design project management
- \$2,500 in community in-kind support for tree purchase
- \$15,000 in grants from Arizona Parks and Trails Association (pending) for accessible park infrastructure

**Upload Budget Worksheet**

Budget Worksheet - 10.18.21.docx

**Upload Letters of Partner Support (optional)**

Letters of Support - HCCG.DFFM - Oct.18.2021.pdf

**Upload Maintenance/Management Plan (optional)**

Maintenance and Management Plan.docx

Average Score

81.40

# of Reviews

10

# of Denials

0

**Applications: Community Wellness, Nature, and Rainwater Harvesting: the Huachuca City Community Forest File Attachments**

**Upload Budget Worksheet**

Budget Worksheet - 10.18.21.docx

**Upload Letters of Partner Support (optional)**

Letters of Support - HCCG.DFFM - Oct.18.2021.pdf

**Upload Maintenance/Management Plan (optional)**

Maintenance and Management Plan.docx

| Total Project Budget (by expense type) |                                   |                 |                 |
|--|-----------------------------------|-----------------|-----------------|
| Budget Detail                          | Grant Share (\$ Amount Requested) | Match           | TOTAL           |
|  | Dollars                           | In-Kind         |                 |
| Administrative Labor:                  | \$                                | \$0             | \$1,144.84      |
| Project Labor:                         | \$                                | \$0             | \$12,056.00     |
| Fringe Benefits:                       | \$                                | \$0             | \$1,499.33      |
| Travel:                                | \$                                | \$0             | \$224.00        |
| Equipment:                             | \$                                | \$0             | \$0             |
| Supplies:                              | \$5,000.00                        | \$0             | \$14,575.83     |
| Contractual:                           | \$17,500.00                       | \$0             | \$500           |
| Other:                                 | \$2,500.00                        | \$0             | \$0             |
| <b>TOTAL:</b>                          | <b>\$25,000.00</b>                | <b>\$10,000</b> | <b>\$30,000</b> |

| Budget Narrative  |  |
|---|--|
| <p>Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).</p> <p>Supplies: All supplies will support the new irrigation system</p> <ul style="list-style-type: none"> <li>• 1,000 ft of ¾" PVC</li> <li>• 2,500 ft of ½" PVC</li> <li>• PVC couplings</li> <li>• 12 irrigation boxes</li> <li>• 5 battery-operated timer/valves</li> <li>• 6 shutoff valves</li> <li>• 6 spigots</li> <li>• 50 threaded ½" PVC nipples</li> <li>• 50 Orbit mushroom bubbler sprinkler heads</li> </ul> <p>Contractual:</p> <ul style="list-style-type: none"> <li>• \$10,000 for irrigation installation contractor, which will go out to bid</li> <li>• \$7,500 for Community Forest planning and water line installation coordination - Borderlands Restoration Network 501(c)(3)</li> </ul> <p>Other:</p> <ul style="list-style-type: none"> <li>• 10% Overhead for Administration - \$2,500</li> </ul> |  |

**MATCH**

\$2,500 from Town of Huachuca City for maintenance  
\$2,500 from Huachuca City Community Garden for volunteer labor oversight  
\$2,500 from Borderlands Restoration Network for design project management  
\$2,500 in community in-kind support for tree purchase  
\$15,000 in grants from Arizona Parks and Trails Association (pending)

*Heartbeat of our community*



October 15, 2021

RE: Letter of Support for Huachuca City's DFFM Community Challenge Proposal

Dear Arizona Department of Forestry and Fire Management Representatives:

I am very pleased and excited to write this letter of support for the Town of Huachuca City's application for the 2021 Community Challenge Grant. Our organization is located immediately adjacent to the Veterans Memorial Wellness Park that is proposed to be developed. Our mission is to promote health, wellbeing and community in Huachuca City by working together to develop gardens to grow fruits and vegetables at no cost to those in need, teach healthy eating and home gardening, and provide creative outdoor gardens for children. We have now grown and supplied almost 8,000 pounds of organic vegetables to the community and are beginning the teaching program for healthy eating in collaboration with a dietitian Alison Ozgur and Benson Hospital. However, an important part of our teaching program is to encourage an overall healthy lifestyle, to include exercise and inner peace. We have long wanted to replace the crumbling asphalt pathways in the immediately adjacent park to provide ADA accessible paths with trees and benches facing the beautiful vistas, to connect through our portion of the Park for this teaching program. In this way we can add mindful walking, tai chi, and yoga and create an even greater sense of wellness in a peaceful, beautiful community forest in the center of the Town. We are deeply committed to this project and will contribute \$2,500 in volunteer labor tracking and oversight.

We have successfully collaborated with Huachuca City and Borderlands Restoration Network on other projects to develop a Production Garden and a Teaching Garden in this location which provides an inspiring connection with nature. Living in a desert, we have great respect for responsible use of water. We have added berms around the trees in the Teaching Garden and installed a rainwater collection tank to provide water to the trees from the roof of the Huachuca City Library. Collaborating with Huachuca City and Borderlands Restoration we have also developed a series of 14 interconnected infiltration basins with a total capacity of 35,000 gallons which redirects rainwater runoff from a 2.5-acre parking lot and Town building complex away from the Garden. We have planted this area with native walnut, velvet ash, hackberry, elderberry, and native pollinator plants, which are benefiting from the redirected rainwater, supporting wildlife and providing a windbreak for the community garden. From the rains this year, these basins have captured approximately 750,000 gallons of rainwater runoff, benefiting the native pollinator garden and refilling the aquifer. We have also recently completed French drains with a holding capacity of 2,500 gallons to further protect our Production Garden. We will be planting pomegranate and fig trees around these drains to convert hazardous stormwater runoff into fruit for the residents we serve. These basins and berms teach, as well as, provide rainwater for trees and native plants so that visitors and volunteers may learn how to

make use of rainwater to grow fruits, vegetables, trees, and native pollinators in our desert environment.

I enthusiastically support this project and look forward to a time when residents of Huachuca City can enjoy this space for better health and community as much as I have seen the residents of Patagonia enjoy Doc Mock Park, the inspiration for Veterans Memorial Wellness Park.

Sincerely,



Ann E. Aust, Ph.D.

President, Huachuca City Community Garden  
PO Box 4724, Huachuca City, AZ 85616



Caleb Weaver  
cweaver@borderlandsrestoration.org  
P.O. Box 121  
1 School Street  
Paragonia, AZ 85624

September 27, 2021

RE: Letter of Support for Huachuca City's DFFM Community Challenge Proposal

Dear Arizona Department of Forestry and Fire Management representatives:

I am writing to offer my full support of the Town of Huachuca City's application for the 2021 Community Challenge Grant. Having spent over a decade developing, planning, and coordinating community gardens and urban natural spaces across Southern Arizona, I am impressed by the Town of Huachuca City's approach to supporting the health and wellbeing of the Huachuca City community. The project that Huachuca City proposes brings together the community on many levels - from creating accessible pathways, to planting a new community forest, to fostering a space that human and non-human life can thrive together. And the site for this new community forest couldn't be better - it's centrally located next to the library, community garden, school, senior center, and multiple parks.

Borderlands Restoration Network shares a strong history of collaboration with the Town of Huachuca City and the Huachuca City Community Garden. We worked with the entities on the design and implementation of an ecological master plan for Huachuca City Community Garden, including the construction of 14 infiltration basins and over 200 native pollinator-attracting plants. We also have a history of successfully designing and implementing community forests, such as Doc Mock Park in Patagonia. With support from DFFM, we will lend our expertise to ensure successful implementation of this project.

This project fits directly into Borderlands Restoration Network's (BRN) mission "to foster ecological and cultural place-based learning and leadership, restore and support healthy, regenerating water sources and flourishing plant and animal communities, and support prosperous borderland communities by expanding a vibrant restoration economy." BRN intends to support this project by providing rainwater harvesting consultation and design, based on our experience with the successful establishment of Doc Mock Park in Patagonia - the inspiration for the community forest in Huachuca City. We will provide \$2,500 in match for this project. It is with great enthusiasm that I lend my support to this project.

Respectfully,



Caleb Weaver, Fellow Education Program Manager  
Borderlands Restoration Network

**Town of Huachuca City**

**Veterans Memorial Wellness Park**

**Maintenance and Management Plan**

The Town of Huachuca City and the Huachuca City Community Garden will maintain this project from 2021 through 2025. Town of Huachuca City maintenance staff will prune trees and cut grass in the park indefinitely. Huachuca City Community Garden, with support from Borderlands Restoration Network and the Town of Huachuca City, will maintain irrigation for three years until trees become established and supplemental water is no longer needed. With help from Borderlands Restoration Network, the Patagonia Tree and Park Committee will support the trees as needed through 2025.



**ATTACHMENT B**  
**(Cover Sheet)**

**Detailed Project Plan – Subject to State Approval**  
(Include specific planned accomplishments, detailed project budget, and time line)

| Total Project Budget (by expense type) |                                   |                 |                 |
|--|-----------------------------------|-----------------|-----------------|
| Budget Detail                          | Grant Share (\$ Amount Requested) | Match           | TOTAL           |
| Administrative Labor:                  | \$                                | \$2,500         | \$2,500         |
| Project Labor:                         | \$                                | \$5,000         | \$7,500         |
| Fringe Benefits:                       | \$                                | \$0             | \$0             |
| Travel:                                | \$325                             | \$0             | \$325           |
| Equipment:                             | \$                                | \$0             | \$0             |
| Supplies:                              | \$5,000                           | \$10,000        | \$15,000        |
| Contractual:                           | \$15,130                          | \$2,500         | \$17,425        |
| Other:                                 | \$2,045                           | \$0             | \$2,250         |
| <b>TOTAL:</b>                          | <b>\$22,500</b>                   | <b>\$17,500</b> | <b>\$45,000</b> |

| Budget Narrative   |  |
|--|--|
| <p>Provide a brief explanation of each budget item. Include an explanation for items that will be reimbursed by grant funds and those that will be provided as project match (add additional pages if needed).</p> <p>Travel: Grantee Showcase</p> <ul style="list-style-type: none"> <li>\$174 for mileage (300 mi at \$0.58/mi)</li> <li>\$151 per diem (federal rate)</li> </ul> <p>Supplies: All supplies will support the new irrigation system</p> <ul style="list-style-type: none"> <li>\$1,100 for 1,000 ft of ¾" PVC</li> <li>\$1,780 for 2,500 ft of ½" PVC</li> <li>\$275 for PVC couplings</li> <li>\$520 for 12 irrigation boxes</li> <li>\$1,000 for 5 battery-operated timer/valves</li> <li>\$50 for 9V batteries</li> <li>\$50 for 6 shutoff valves</li> <li>\$125 for 6 spigots</li> <li>\$125 for 50 threaded ½" PVC nipples</li> <li>\$75 for 50 Orbit mushroom bubbler sprinkler heads</li> </ul> <p>Contractual:</p> <ul style="list-style-type: none"> <li>\$7,630 for irrigation installation contractor, which will go out to bid</li> </ul> |  |

|   |  |
|---|--|
| <p> <ul style="list-style-type: none"> <li>• \$7,500 for Community Forest planning and water line installation coordination – figure quoted by Borderlands Restoration Network 501(c)(3)</li> <li>• <u>Other:</u> <ul style="list-style-type: none"> <li>• 10% Overhead for Administration and Payroll Services - \$2,045</li> </ul> </li> </ul> </p> | <p> <b>MATCH</b><br/>                 \$2,500 from Town of Huachuca City for maintenance and water<br/>                 \$2,500 from Huachuca City Community Garden for volunteer labor oversight<br/>                 \$2,500 from Borderlands Restoration Network for design project management<br/>                 \$5,000 in volunteer &amp; professional planning and project coordination<br/>                 \$10,000 in community in-kind support for tree purchase             </p> |
|---|--|

# The Current Estimated National Value of Each Volunteer Hour Is

# \$28.54

Updated April 2021

Volunteers in the United States hold up the foundation of civil society. They help their neighbors, serve their communities, and provide their expertise. No matter what kind of volunteer work they do, they are contributing in invaluable ways.

**Revised Timeline and Measurable Objectives for 2021 Urban & Community Forestry Grants (CCG)**  
 Project Title: Community Wellness, Nature, and Rainwater Harvesting: The Huachuca City Community Forest  
 Name of Applicant: Town of Huachuca City

**Revised Timeline**

| Quarter                 | Task   |
|-------------------------|--|
| January – March 2022    | - Ecological Park Plan steering committee formed<br>- Community stakeholder meetings and public listening sessions held            |
| April – June 2022       | - Ecological Park Plan finalized and approved<br>- Bids solicited for irrigation in Park<br>- Social media posts                   |
| July – September 2022   | - Irrigation installation in Park begins<br>- Grant written for infrastructure improvements in Park<br>- Social media posts        |
| October – December 2022 | - Irrigation in Park completed<br>- Funding secured for trees and infrastructure in Park<br>- Final report<br>- Social media posts |

**Alternative Revised Timeline**

| Task                     | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
|--------------------------|-----|-----|-----|-----|-----|-----|-----|-----|------|-----|-----|-----|
| Ecological Park Planning |     |     |     |     |     |     |     |     |      |     |     |     |
| Stakeholder Meetings     |     |     |     |     |     |     |     |     |      |     |     |     |
| Irrigation in Park       |     |     |     |     |     |     |     |     |      |     |     |     |
| Social Media Posts       |     |     |     |     |     |     |     |     |      |     |     |     |
| Fundraising efforts      |     |     |     |     |     |     |     |     |      |     |     |     |
| Program Evaluation       |     |     |     |     |     |     |     |     |      |     |     |     |

**List of Measurable Outcomes**

- Formation of Ecological Park Steering Committee with a minimum of 5 members meeting a minimum of 4 times
- Huachuca City community stakeholder meeting and listening session, minimum of one Creation of an Ecological Park Plan including: existing site plan, contour map, rainwater harvesting plan, irrigation and infrastructure plan, and planting plan
- Irrigation installed to each site of a future tree
- 3 social media posts
- Community fundraiser to purchase trees
- Final Report

**ATTACHMENT C  
General Provisions**

**COVENANT AGAINST CONTINGENT FEES**

The Sub-grantee warrants that it has not employed or retained any company or person, other than a bona fide employee working for the Sub-grantee, to solicit or secure this agreement, and that it has not paid or agreed to pay any company or person, other than a bona fide employee, any fee, commission, percentage, brokerage fee, gift, or any other consideration, contingent upon or resulting from the award or making of this agreement. For breach or violation of this warranty, the State shall have the right to annul this agreement without liability, or, in its discretion to deduct from the agreement price or consideration, or otherwise recover, the full amount of such fee, commission, percentage, brokerage fee, gift, or contingent fee.

**MODIFICATIONS**

Modifications within the scope of this award shall only be made by mutual consent of both parties, by issuance of a written amendment signed and dated by all properly authorized officials prior to any changes being performed. Requests for modification shall be made, in writing, at least thirty (30) days prior to the implementation of the requested change. Any change to the original grant application scope of work or approved detailed project plan must have prior written State approval. Incurring costs without prior written approval may result in loss of funds reimbursed.

**EXTENSIONS**

Timely completion of this project is required. If this agreement is extended by mutual written consent of the parties, all terms, conditions and provisions of the original agreement shall remain in full force and effect and apply during any extension period. Any extension of time granted shall not constitute or operate as a waiver by the State of any of its rights herein. Extensions will only be considered and/or made if the Sub-grantee has demonstrated reasonable efforts to complete the grant project as defined in the original detailed project plan and has a clear and specific plan for completion of the project within the extended time period.

**RESPONSIBILITY FOR CLAIMS AND LIABILITIES**

The Sub-grantee agrees to assume all risk of loss to indemnify and hold the State, its officers, agents and employees, harmless from and against any and all liabilities, demands, claims, suits, losses, damages causes or action, fines or judgments, including costs, attorney's and witnesses' fees and expenses incident thereto, for injuries or death to persons and for loss of, damage to, theft of or destruction of any property including loss of use thereof arising out of or in connection with the performance of duties required by agreement, all whether or not authorized or agreed to by Sub-grantee.

**RETENTION OF RECORDS**

The Sub-grantee and any subcontractor shall maintain and store all documents, papers, accounting records, other evidence pertaining to costs incurred for this work, and shall make all such materials available at any reasonable time during the term of work and for five (5) years from the date of final payment to the Sub-grantee. The Sub-grantee may be required to provide such records as necessary to any auditing agent. Inability to provide such records may result in unallowable costs to the grant and any funds disbursed to the Sub-grantee may have to be paid back to the State and/or Federal government.

**COMPLIANCE WITH ARIZONA EXECUTIVE ORDERS 75-5 and 2009-09**

The Sub-grantee shall comply with Arizona Executive Order 75-5 and as amended by Arizona Executive Order 2009-09 relating to non-discrimination in employment by government contractors and subcontractors. These regulations are herein incorporated by reference and made a part of this agreement.

Upon termination of an award, the Sub-grantee shall not incur any new obligations for the terminated portion of the award after the effective date, and shall cancel as many outstanding obligations as possible. The State shall allow full credit to the Sub-grantee for the United States Federal share of the non-cancelable obligations properly incurred by the Sub-grantee up to the effective date of termination. Excess funds shall be refunded within sixty (60) days after the effective date of termination.

- When the State and Sub-grantee agree upon the termination conditions, including the effective date and, in the case of partial termination, the portion to be terminated.
- By thirty (30) days written notification by the Sub-grantee to the State setting forth the reasons of termination, effective date, and in the case of partial termination, the portion to be terminated.
- If, in the case of a partial termination, the State determines that the remaining portion of the award will not accomplish the purpose for which the award was made, the State may terminate the award in its entirety.

This award may be terminated, in whole or part, as follows:

#### TERMINATION BY MUTUAL AGREEMENT

The Office of the State Forester, by written notice, may terminate this contract, in whole or in part, when it is deemed in the best interest of the State. If this agreement is so terminated, Sub-grantee will be compensated for work performed up to the time of the termination notification. In no event shall payment for such costs exceed the current grant amount.

#### TERMINATION FOR CONVENIENCE

Pursuant to 41 U.S.C. 22, no United States member of, or United States delegate to, Congress shall be admitted to any share or part of this award, or benefit that may arise there from, either directly or indirectly.

#### MEMBERS OF U.S. CONGRESS

Public access to grant or agreement records shall not be limited, except when such records must be kept confidential and would have been exempted from disclosure pursuant to "Freedom of Information" regulations (5 U.S.C. 552).

#### FREEDOM OF INFORMATION ACT

If any program income is generated as a result of this grant/agreement, the income earned during the term of this agreement shall be applied using the deductive method as described in 2 CFR 200.307; the deductive alternative is the preferred method, unless specifically authorized by the Signatory Official. Costs incident to the generation of program income may be deducted from gross income to determine program income provided these costs have not been charged to the award/agreement and they comply with the applicable Cost Principles.

CFR (Code of Federal Regulations) – <http://www.ecfr.gov>. If grantee needs assistance in obtaining any of these documents in electronic or printed form, please contact your Arizona State Forestry representative.

It is the Sub-grantee's responsibility to develop, document, administer and manage the grant in accordance with all applicable Federal and State laws. Sub-grantee is subject to the OMB requirements and guidance in subparts A through F of 2 CFR 200 as adopted and supplemented by USDA in 2 CFR part 400.

#### ADMINISTRATIVE AND ACCOUNTING REQUIREMENTS

Pursuant to Code of Federal Regulations 2 CFR part 180, grantees and sub grantees must not make an award or permit any award (subgrant or contract) at any tier to any party which is debarred or suspended or is otherwise excluded from or ineligible for participation in Federal assistance programs under Executive Order 12549, "Debarment and Suspension". By entering into this agreement sub-grantee agrees to comply with all relevant codes including 2 CFR part 180, subpart C, "Responsibilities of Participants

CONTRACTS AND SUBAWARDS TO DEBARRED AND SUSPENDED PARTIES

Submission of an offer or execution of a contract shall attest that the sub-grantee or contractor is not currently suspended or debarred. If the Sub-grantee or any of its contractors become suspended or debarred, the Sub-grantee shall immediately notify the State. The State may, by written notice to the Sub-grantee, immediately terminate this Agreement if the State determines that the Sub-grantee or their contractors have been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body.

SUSPENSION OR DEBARMENT

The Sub-grantee and the State recognize that in actual economic practice overcharges resulting from antitrust violations are in fact borne by the purchaser or ultimate user. Therefore, Sub-grantee acting as a vendor, hereby assigns to State any and all claims for such overcharges.

ANTITRUST VIOLATIONS

To the extent required by A.R.S. §12-1518, the parties agree to use arbitration, after exhausting applicable administrative review, to resolve disputes arising out of this agreement.

ARBITRATION

The State may request verification of compliance for any Sub-grantee, contractor or subcontractor performing work under the Grant. Should the State suspect or find that the Sub-grantee or any of its contractors are not in compliance, the State may pursue any and all remedies allowed by law, including, but not limited to: suspension of work, termination of the Agreement for default, and suspension and/or debarment of the Sub-grantee or Contractor. All costs necessary to verify compliance are the responsibility of the Sub-grantee. The parties agree to comply with A.R.S. §41-4401, the provisions of which are hereby incorporated.

By entering into the Agreement, the Sub-grantee warrants compliance with the Federal Immigration and Nationality Act (FINA) and all other Federal immigration laws and regulations related to the immigration status of its employees. The Sub-grantee shall obtain statements from its contractors certifying compliance and shall furnish the statements to the Procurement Officer upon request. These warranties shall remain in effect through the term of the Contract. The Contractor and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U.S. Department of Labor's Immigration and Control Act, for all employees performing work under the Grant. I-9 forms are available for download at USCIS.GOV.

FEDERAL IMMIGRATION AND NATIONALITY ACT

Pursuant to A.R.S. §38-511, the state, its political subdivisions or any department or agency of either may, within three years after its execution, cancel any contract, without penalty or further obligation, made by the state, its political subdivisions, or any of the departments or agencies of either if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the state, its political subdivisions or any of the departments or agencies of either is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to the contract in any capacity or a consultant to any other party of the contract with respect to the subject matter of the contract.

CANCELLATION FOR CONFLICT OF INTEREST



Regarding Transactions”: When entering into a covered transaction with another person at the next lower tier, sub-grantee must verify that the person with whom you intend to do business is not excluded or disqualified. You do this by:

- (a) Checking the SAM Exclusions: System for Award Management (SAM) – [www.sam.gov](http://www.sam.gov)
- (b) Collecting a certification from that person
- (c) Adding a clause or condition to the covered transaction with that person.

#### TITLE VI of CIVIL RIGHTS ACT of 1964

Sub-grantee agrees to comply with Title VI of the Civil Rights Act of 1964 (P.L. 88-352, 42 U.S.C. 200d). In accordance with Title VI of that Act, no person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity for which the applicant receives Federal financial assistance and Sub-grantee will immediately take any measures necessary to effectuate this agreement.

#### UNIVERSAL IDENTIFIER AND SYSTEM FOR AWARD MANAGEMENT REGISTRATION REQUIREMENT (SAM)

Sub-grantee agrees to provide a DUNS number to State Forestry prior to award, and to maintain all related information through the full term of this agreement. A Data Universal Numbering System (DUNS) Number is a nine-digit number established and assigned by Dun and Bradstreet, Inc. (D&B) to uniquely identify business entities. A DUNS number may be obtained from D&B by telephone (currently 866-705-5711) or the Internet (currently at <http://fedgov.dnb.com/webform>).

Sub-grantee shall maintain current information in the System for Award Management (SAM) until receipt of final payment. This requires review and update to the information at least annually after the initial registration, and more frequently if required by changes in information or award term(s). For purposes of this award, System for Award Management (SAM) means the Federal repository into which an entity must provide information required for the conduct of business as a Cooperative. Additional information about registration procedures may be found at the SAM Internet site at [www.sam.gov](http://www.sam.gov).

#### PUBLICATION REQUIREMENTS

**A. ACKNOWLEDGEMENT IN PUBLICATIONS.** Sub-grantee shall acknowledge Arizona Department of Forestry and Fire Management and U.S. Forest Service support in any publications, audiovisuals, and electronic media developed as a result of this award, per 2 CFR 41.52.

**B. NONDISCRIMINATION STATEMENT IN PUBLICATIONS.** Sub-grantee shall include the following statement, in full, in any printed, audiovisual material, or electronic media for public distribution developed or printed with any Federal funding.

*“In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age, or disability. (Not all prohibited basis apply to all programs.)”*

*To file a complaint of discrimination, write USDA, director, Office of Civil Rights, Room 326-W, Whitten Building, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call (202) 720-5964 (voice and TDD). USDA is an equal opportunity provider and employer.”*

If the material is too small to permit the full statement to be included, the material must, at minimum, include the following statement, in print size no smaller than the text: *“This institution is an equal opportunity provider.”*

**C. COPYRIGHTS.** No original text or graphics produced and submitted by the U.S. Forest Service shall be copyrighted. The U.S. Forest Service reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, and to authorize others to use the work for federal government purposes. This right shall be transferred to any sub-agreements or subcontracts. This provision includes the copyright in any work developed by Sub-grantee under this agreement. And any right of copyright to which Sub-grantee purchases ownership with any federal contributions.

#### REPORTING OF SUBRECIPIENT EXECUTIVES

Unless exempt from this requirement of 2CFR 170, Sub-grantee agrees to report the names and total compensation of each of the sub-grantee's five most highly compensated executives for the sub-grantee's preceding completed fiscal year if:

1. in the sub-grantee's preceding fiscal year, the sub-grantee received—

- (A) 80 percent or more of its annual gross revenues from Federal procurement contracts (and subcontracts) and Federal financial assistance subject to the Transparency Act, as defined at 2CFR 170.320 (and subawards); and
- (B) \$25,000,000 or more in annual gross revenues from Federal procurement contracts (and subcontracts), and Federal financial assistance subject to the Transparency Act (and subawards); and

2. The public does not have access to information about the compensation of the executives through periodic reports filed under section 13(a) or 15(d) of the Securities Exchange Act of 1934 (15 U.S.C. 78m(a), 78o(d)) or section 6104 of the Internal Revenue Code of 1986.

#### TRAFFICKING IN PERSONS.

Section 106 of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), include provisions applicable to federal support recipients. By entering into this agreement, you agree to terms set forth in the primary award from the US Forest Service as documented below. This Agreement may be unilaterally terminated, without penalty, if a subrecipient is determined to have violated an applicable prohibition in this award term. (See 22 U.S.C. 7104 and 2CFR175 for more details)

#### A. Provisions applicable to a Recipient that is a private entity.

1. You as the Recipient, your employees, subrecipients under this award, and subrecipients' employees may not-
  - (i) Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
  - (ii) Procure a commercial sex act during the period of time that the award is in effect; or
  - (iii) Use forced labor in the performance of the award or subawards under the award.
2. This award may be unilaterally terminated, without penalty, if you or a subrecipient that is a private entity -
  - (i) Is determined to have violated a prohibition in paragraph A.1 of this award term; or
  - (ii) Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph A.1 of this award term through conduct that is either-

- 1. "Employee" means either:
  - (1) An individual employed by you or a subrecipient who is engaged in the performance of the project or program under this award; or
  - (2) Another person engaged in the performance of the project or program under this award and not compensated by you including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.
- 2. "Forced labor" means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subsection to involuntary servitude, peonage, debt bondage, or slavery.
- 3. "Private entity":
  - (1) Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 CFR 175.25.
  - (2) Includes:

D. Definitions. For purposes of this award term:

- 1. You must inform us immediately of any information you receive from any source alleging a violation of a prohibition in paragraph A.1 of this award term.
- 2. Our right to terminate unilaterally that is described in paragraph A.2 or B of this section:
  - (1) Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. 7104(g)), and
  - (2) Is in addition to all other remedies for noncompliance that are available to us under this award.
- 3. You must include the requirements of paragraph A.1 of this award term in any subaward you make to a private entity.

C. Provisions applicable to any recipient.

- a. Associated with performance under this award; or
  - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)".
1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either-
- (i) Associated with performance under this award; or
  - (ii) Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)".
- B. Provision applicable to a recipient other than a private entity. This award may be unilaterally terminated, without penalty, if a subrecipient:

- 1. Is determined to have violated an applicable prohibition in paragraph A.1 of this award term; or
  - 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph A.1 of this award term through conduct that is either-
- a. Associated with performance under this award; or
  - b. Imputed to you or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 CFR part 180, "OMB Guidelines to Agencies on Government wide Debarment and Suspension (Nonprocurement)".

This AGREEMENT contains the entire agreement and understanding of the parties hereto. There are no representations or provisions other than those contained herein, and this AGREEMENT supersedes all prior agreements between the parties, whether written or oral, pertaining to the same subject matter of this AGREEMENT.

ENTIRE AGREEMENT

This AGREEMENT is made under, and is to be construed in accordance with, the laws of the State of Arizona.

GOVERNING LAW

The paragraph headings in this AGREEMENT are for convenience of reference only and do not define, limit, enlarge, or otherwise affect the scope, construction, or interpretation of this AGREEMENT or any of its provisions.

PARAGRAPH HEADINGS

This AGREEMENT is not to be construed or interpreted for or against either of the parties on the grounds of sole or primary authorship or draftsmanship.

INTERPRETATION

This AGREEMENT may be executed in any number of duplicate originals, photocopies or facsimiles, all of which (once each party has executed at least one such duplicate original, photocopy, or facsimile) will constitute one and the same document.

COUNTERPARTS

The parties agree that should any part of this AGREEMENT be held to be invalid or void, the remainder of the AGREEMENT shall remain in full force and effect and shall be binding upon the parties.

INVALIDITY OF PART OF THIS AGREEMENT

Compliance with the Drug-Free Workplace Act of 1988 (Public Law 100-690, Title V, Subtitle D, as amended) requires that all organizations receiving grants from any federal agency agree to maintain a drug-free workplace.

DRUG-FREE WORKPLACE

- i. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 CFR 175.25(b).
  - ii. A for-profit organization.
4. "Severe forms of trafficking in persons," "commercial sex act," and "coercion" have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. 7102).

- Expenses not included in an approved project plan or are unnecessary for the completion of the project are ineligible for reimbursement or as match.
  - NO FOOD or BEVERAGE purchases or donations are eligible for reimbursement or as match, unless included in the project plan as budgeted travel costs, and pre-approved by State.
  - NO purchase of equipment or supplies for individuals are eligible for reimbursement or as match, (though purchase of supplies and small equipment by the Sub-grantee organizations for ongoing community use may be eligible)
  - Poorly documented match or volunteer hours with insufficient support documentation will not count towards the required match. It is the Sub-grantees responsibility to keep all project/grant records pertaining to matching requirements. In the event an audit determines that ineligible match was credited to the project, the Sub-grantee accepts full liability for such costs
- INELIGIBLE COSTS** – Any expenses submitted for reimbursement that are not properly documented shall not qualify for reimbursement. It shall be the Sub-grantee's sole responsibility to submit the required and accurate support documentation for all project costs. In the event an audit determines that ineligible costs were charged to the project, the Sub-grantee accepts full liability for such costs.

All reimbursements to Sub-grantees shall be calculated from the "Grant Reimbursement Form". By signing the form, the Sub-grantee assumes full and implied responsibility for all grant costs incurred and submitted on the form. By signature, the Sub-grantee accepts full liability that the work and costs incurred were in accordance with the agreed scope of work and/or approved detailed project plan and in accordance with all applicable Federal and State laws. By signing the "Grant Reimbursement Form", the Sub-grantee is claiming that costs were incurred following the established procurement process for its own organization and that their process is documented, administered and managed with the correct accounting and administrative procedures and is in accordance with all applicable Federal and State laws.

All documentation submitted for reimbursement must have the correct project name and/or State Forestry grant number, date work was completed, and proof of payment from the Sub-grantee.

Only project expenses incurred during the term of the signed grant agreement are eligible. (See Term of Agreement)

Arizona Department of Forestry and Fire Management grants are federally funded and are based on reimbursement for actual costs incurred. Sub-grantees are typically required to provide a portion of the total project cost as MATCH contribution to show local investment in the project or program. Match investment must not originate from a federal source and cannot be used as a match for any other federal cost-share program. Specific match amount is identified in each grant agreement. All costs and match should conform to the approved project plan and budget contained in the grant agreement – and all reimbursements are subject to Arizona State Forestry approval. All project expenses must meet the applicable Cost Principles (2CFR200, subpart E)

**Grant Reimbursement and Documentation Requirements**

Grant Reimbursement and Documentation Requirements

**REIMBURSABLE PROJECT EXPENSES** – are direct, out-of-pocket expenditures for eligible project activities that are supported by paid invoices, cancelled checks, signed receipts, or official payroll records. Examples include:

**Labor** - may include paid staff, contracted labor, or documented reimbursement from Sub-grantee to others for services. Related expenses such as employee benefits or required travel costs are also eligible if properly documented.  
- All staff/labor hours must be accompanied by an employee time sheet detailing the hours worked on the grant project. The time sheet must clearly have the State grant ID number, an employee signature, and the dates work hours were contributed towards the grant. A supervisor's approval signature should also be included. Note, for auditing purposes, an auditor will most likely want to see all hours worked in addition to those charged to the grant.  
- Required documentation can include payment receipts, timesheets, payroll records, job sheets, cancelled checks, or signed letters detailing paid staff time, dates, and services or work provided.

**Supplies** - may include operating supplies, office supplies, and small equipment purchased by the Sub-grantee and necessary for the completion of the project.  
- Required documentation can include payment receipts, cancelled checks, or official accounting records detailing expenses and goods and service provided.

**Equipment Purchases (small)** – small equipment necessary for the completion of the project may be purchased by the Sub-grantee organization if included in the approved project plan and budget. Purchases of equipment or supplies for individuals is not eligible. Purchase of necessary equipment totaling less than \$5,000 will be considered as supplies (above).  
- Required documentation will include purchase receipts detailing costs and equipment details.

**Equipment Purchases (large)** - Any single piece of capital equipment costing more than \$5,000 must be included in the original project plan and preapproved. Because funding originates from the federal government, they may retain an ongoing vested ownership in the equipment. Additional details will be provided for approved purchases. If an audit determines that excessive equipment was purchased, the Sub-grantee accepts full liability for cost reimbursement back to the State/Federal government. Please limit your liability by purchasing only items listed in the original grant application and detailed project plan. Please only purchase what is necessary to complete the specific grant/project approved.  
- Required documentation will include purchase receipts detailing costs and equipment details.

**Equipment Rental** – Rental of equipment necessary for completion of the project may be reimbursed if included in the approved project plan and budget.  
- Required documentation will include rental receipts detailing costs, dates of use, and equipment details.

**Contracted Services** – Contracting for services from outside organizations or businesses is permitted if included in the approved project plan and budget. Such services could include contracted fuels crews, arborists, trucking, waste disposal, and other costs.  
- Required documentation will include receipts detailing costs, dates and details of services provided.

**Equipment Operating Costs** - Operating costs for owned, rented, or donated equipment may be permitted if included in the project plan and properly documented. Methods for cost determination must be specifically documented and approved. Use of Sub-grantee owned equipment may be charged to the grant if prior approval is granted. A Sub-grantee may submit a rate agreement that is typical of rate charges established for all agencies utilizing the equipment including their own. Under no circumstances shall the grant be charged for use of equipment purchased with Federal funds, beyond operating costs.  
- Required documentation can include receipts detailing costs, dates and details of equipment usage, payment receipts, mileage logs, shift tickets, etc. Any operating costs that are not paid for directly and do not have corresponding payment receipts, must be specifically documented as to method of cost determination.

Grant Reimbursement and Documentation Requirements

**ELIGIBLE MATCH** – All grants require some level of MATCH investment from the Sub-grantee organization. Matching investment may only be included if goods or services are provided or paid for during the term of the agreement and are necessary for the completion of the project. The matching investment may be in the form of cash and/or in-kind contributions. The Sub-grantee share (match) cannot originate from a federal source and must not be used as a match for any other federal cost-share program. As with reimbursable costs, eligible match expenses only include those that are reasonable and necessary for the completion of the grant-funded program or project and must meet the applicable Cost Principles (2CFR200, subpart E)

Matching investments will not be directly reimbursed.

Examples of possible match include:

**Cash** - Matching investment can include actual costs as documented above.  
- Required documentation will include payment receipts, cancelled checks, or official accounting records detailing expenses and related goods and service provided.

**In-kind Contributions** - include on-hand supplies, third party donations of supplies or equipment, the value of professional services provided at the professional rate, or time spent by employees on eligible project activities.  
- An in-kind contribution of goods or services from another business or organization may be counted as community match with proper documentation. This typically consists of a letter on the donating organization's letterhead, signed by the proper person and showing the amount and type of donation. Property or use thereof shall be assigned a fair market value per applicable federal Cost Principles and should include a letter of documentation from the donating party.

**Volunteer** - Volunteer labor hours shall conform to standard documented operating procedures for the Sub-grantee organization with established pay rates.  
- Required documentation for volunteers will include signed time logs/sign-in sheets with volunteer name, date, time, place, and type of volunteer service provided. Volunteer time may be valued at the local market rate for equivalent work (children at minimum wage). Hourly rates exceeding \$20 per hour will require specific support documentation for justification and approval. If you use consultants, forestry professionals, planners, etc., who donate their professional services, appropriate hourly rates may be documented in a letter from the individual or their organization.







# Quarterly Performance Report

**NARRATIVE REPORT / THIS QUARTER:** What progress has been made THIS QUARTER in accomplishing the project objectives? Describe activities for the quarter to support the status reported in the tables above. Include comments regarding accomplishments for employees, contractors, and volunteers; and describe the status of planning or purchasing activity if applicable. (MAX: 1400 Characters – attach additional materials if needed)

**NARRATIVE REPORT / OVERALL PROJECT:** What is the success in meeting the OVERALL measurement criteria identified in the Project Plan? Describe the overall project status to support the numbers listed in the tables above. What major milestones have been achieved and what are the next major activities planned? If the project is not on track or goals are not being met, please provide an explanation. If there are any factors that have, or will have, a significant impact on the successful project completion, provide details and explain the actions being taken or assistance that may be needed. (MAX: 1400 Characters – attach additional materials if needed)

*(Empty space for narrative report content)*

**NOTE:** Reimbursements may take 60-90 days  
 and volunteer hours are being tracked, with support documentation on file and available to any auditing agent.  
 sheets submitted are in fact for work completed on this project. All charges have been reviewed and verified by a supervisor and all employee  
 All work performed on this grant/project was completed in conformance with all applicable laws and established procedures. Charges and time  
 By signing the "Grant Reimbursement Form", the signing agent is verifying that:

**SIGNATURE LINE STATEMENT** (Required for Processing)  
 Authorized Signature \_\_\_\_\_  
 Title \_\_\_\_\_  
 Date \_\_\_\_\_

\* As long as the Cumulative MATCH meets the required amount, this Reimbursement Period's REIMBURSABLE amount should qualify for payment  
 (provided all items are properly documented and all other grant requirements are met.)

|  |              |              |
|--|--------------|--------------|
| <b>Cumulative Project Totals (This period request added to all previous reimbursement requests):</b> |              |              |
| <b>Reimbursable Costs</b>  | <b>Match</b> | <b>Total</b> |
| _____  | _____        | _____        |

| <b>This Reimbursement Period:</b> |                    |              |
|-----------------------------------|--------------------|--------------|
| Item                              | Reimbursable Costs | Match        |
| Administration                    | _____              | _____        |
| Personnel                         | _____              | _____        |
| Contracted Services               | _____              | _____        |
| Supplies                          | _____              | _____        |
| Other                             | _____              | _____        |
| Other                             | _____              | _____        |
| Volunteer time                    | _____              | _____        |
| In-Kind Contributions             | _____              | _____        |
| <b>Total:</b>                     | _____              | _____        |
| <b>Reimbursable Costs</b>         | <b>Match</b>       | <b>Total</b> |

|  |              |              |
|--|--------------|--------------|
| <b>Previous Project Totals (Sum of all previous reimbursement requests):</b> |              |              |
| <b>Reimbursable Costs</b>  | <b>Match</b> | <b>Total</b> |
| _____  | _____        | _____        |

Grant Number: \_\_\_\_\_

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

Total Grant Amount: \_\_\_\_\_

Grant Expiration/End Date: \_\_\_\_\_

Total Match Required: \_\_\_\_\_

(Grant \$ + Match \$ = Total Project Cost)

**NOTE:** It is the Sub-grantee's responsibility to develop, document, administer and manage the correct accounting and administrative procedures for administering the grant in accordance with all applicable Federal and State laws. It is the Sub-grantee's sole responsibility to maintain all grant records and provide them as necessary to any auditing agent. Inability to provide such records may result in unallowable costs to the grant and any funds disbursed to the Sub-grantee may have to be paid back to the State and/or Federal government.





United States Department of Agriculture

AD 1048

**Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion  
Lower Tier Covered Transactions**

The following statement is made in accordance with the Privacy Act of 1974 (5 U.S.C. § 552(a)), as amended. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, and 2 C.F.R. §§ 180.300, 180.355. Participants' responsibilities. The Department of Agriculture agency offering the proposed covered transaction.

According to the Paperwork Reduction Act of 1995 an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0505-0027. The time required to complete this information collection is estimated to average 15 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. The provisions of appropriate criminal and civil fraud privacy, and other statutes may be applicable to the information provided.

*(Read Instructions On Page Two Before Completing Certification)*

A. The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency;

B. Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

|   |  |
|---|--|
| <b>ORGANIZATION NAME</b>                                    | <b>PR/AWARD NUMBER OR PROJECT NAME</b> |
| <b>NAME(S) AND TITLE(S) OF AUTHORIZED REPRESENTATIVE(S)</b> |  |
| <b>SIGNATURE(S)</b>   |  |
| <b>DATE</b>   |  |

The U.S. Department of Agriculture (USDA) prohibits discrimination in all of its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, political beliefs, genetic information, reprisal, or because all or part of an individual's income is derived from any public assistance program. (Not all prohibited bases apply to all programs). Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at (202) 720-2600 (voice and TDD). To file a complaint of discrimination, write to USDA, Assistant Secretary for Civil Rights, Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, S.W., Stop 9410, Washington, DC 20250-9410, or call toll-free at (866) 632-9992 (English) or (800) 877-8339 (TDD) or (866) 377-8642 (English Federal-relay) or (800) 845-6136 (Spanish Federal-relay). USDA is an equal opportunity provider and employer.

***Instructions for Certification***

- (1) By signing and submitting this form, the prospective lower tier participant is providing the certification set out on page 1 in accordance with these instructions.
- (2) The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension or debarment.
- (3) The prospective lower tier participant shall provide immediate written notice to the person(s) to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- (4) The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549, at 2 C.F.R. Parts 180 and 417. You may contact the department or agency to which this proposal is being submitted for assistance in obtaining a copy of those regulations.
- (5) The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- (6) The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- (7) A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the System for Award Management (SAM) database.
- (8) Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- (9) Except for transactions authorized under paragraph (5) of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.



**CERTIFICATION REGARDING LOBBYING**

Applicants should also review the instructions for certification included in the regulations before completing this form. Signature on this form provides for compliance with certification requirements under 4 CFR Part 418 Appendix A, Certification Regarding Lobbying. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Forest Service determines to award the covered transaction, grant, or cooperative agreement.

**Lobbying**

The undersigned certifies, to the best of his or her knowledge and belief, that:

- (1) No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the making of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
- (2) If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, or an officer or employee of Congress in connection with this Federal contract, grant, loan, or cooperative agreement:

The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above applicable certification.

|                  |                            |  |
|------------------|----------------------------|--|
| <b>SIGNATURE</b> |                            |  |
|                  | APPLICANT'S SIGNATURE (BY) | TITLE/RELATIONSHIP OF THE INDIVIDUAL IF SIGNING IN A REPRESENTATIVE CAPACITY |
|                  | DATE SIGNED (MM-DD-YYYY)   |  |



Burden Statement

According to the Paperwork Reduction Act of 1995, an agency may not conduct or sponsor, and a person is not required to respond to a collection of information unless it displays a valid OMB control number. The valid OMB control number for this information collection is 0596-0217. The time required to complete this information collection is estimated to average 9 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information.

The U.S. Department of Agriculture (USDA) prohibits discrimination in all its programs and activities on the basis of race, color, national origin, age, disability, and where applicable, sex, marital status, familial status, parental status, religion, sexual orientation, genetic information, political beliefs, reprisal, or because all or part of an individual's income is derived from any public assistance. (Not all prohibited bases apply to all programs.) Persons with disabilities who require alternative means for communication of program information (Braille, large print, audiotape, etc.) should contact USDA's TARGET Center at 202-720-2600 (voice and TDD).

To file a complaint of discrimination, write USDA, Director, Office of Civil Rights, 1400 Independence Avenue, SW, Washington, DC 20250-9410 or call toll free (866) 632-9992 (voice). TDD users can contact USDA through local relay or the Federal relay at (800) 877-8339 (TDD) or (866) 377-8642 (relay voice). USDA is an equal opportunity provider and employer.

**TOWN MANAGER TOP TEN PRIORITIES**

1. **Fiscal sustainability – continue to develop policies/procedures to improve our financial health.**
  - Collect more accurate cost data
  - Create a culture of excellent stewardship of taxpayers' money
  - Find additional sources of revenue and reduce costs
  - Build reserve funds and develop a capital improvement plan
2. **Provide a safe, secure community with good quality of life for our residents.**
  - Road and park improvements; standardize and document weekly/monthly inspections
  - Improve Broadband Accessibility
  - Library Services in Lower HC
  - Improve the communication process between Town Hall and the Community
  - Contract for quality fire services
  - Improve PD morale and standardize operations; pursue accreditation; encourage community policing
3. **Improve operational effectiveness of town departments**
  - Clearly define roles, responsibilities, and expectations for department heads and ensure they do the same for their subordinate staff
  - Review existing SOPs in each department and help Department heads develop/improve SOPs
  - Ensure that all operations are executed safely—paying proper attention to safe operation of equipment and following OSHA and other federal/state guidelines.
  - Ensure that municipal projects are executed successfully; delegate responsibility to the staff who are best suited for specific projects and jobs
  - Reward employees who find better ways of doing things or who significantly improve operational effectiveness in their areas.
  - Encourage learning, professional development and adoption of “best practices”.
  - Improve work order process and timeliness
  - Automate processes that can be automated
4. **Maintain and improve town facilities/infrastructure: roadway improvement; parks improvement; improve the maintenance of town buildings and grounds**
  - Develop and execute at least one minor project from the Roadway Assessment; prioritize the remaining projects
  - Find funds for the execution of one major roadway project: skyline and/or school drive
  - Work with PW to develop a parks maintenance program that includes weekly inspections
  - Work with PW to develop an inspection and maintenance plan for Town property (parks & buildings)
5. **H/R – Improve employee moral; make the Town a more desirable place to work so that we can attract and retain better high-quality employees.**
  - Have employee functions (i.e. lunches/birthdays/breakfasts)
  - Employee recognition program
  - Rewards for excellent performance – 59 minutes and other rewards that don't cost \$.
  - Encourage professional development by making it part of annual evaluations; help employees find opportunities and give them the time to take advantage of those opportunities.
6. **Strengthen Community Connections**
  - Work with members of the community on projects; actively seek community input on prioritization of

projects

-Be responsive to community concerns; be a conduit of information between community & staff/council

-Establish quarterly community meetings

-Ensure that complaints are handled expeditiously and honestly

-Find additional means of community outreach

-Be present and visible to community groups in HC and the surrounding area by attending meetings and events

-Emphasize excellent customer service; require it from all staff

-Ensure that public information requests are responded to promptly

## 7. Develop policies and maximize opportunities for sustainable growth and development.

-Increase town visibility in the business community

-Build relationships with surrounding business community

-Ensure our codes support and encourage economic development

-Broadband expansion

-Brownfield mitigation & other abatement measures

## 8. Implement pro-active management of utility services.

-Get staff members certified (water and sewer)

-Identify potential infrastructure failures before they happen; proactive management of water/sewer infrastructure

-Modernize our water system

-Streamline work order process for water and improve two-way communication between front desk & PW

-Consider implementing a process through which residents can communicate requests for service

-online instead of via telephone; direct flow of information to PW

-Seek funding for the replacement of aging infrastructure and make 5, 10, 20 year plans

## 9. Funding Opportunities – look for partnerships and grants to further town goals; look for opportunities to maximize our dollars.

### 10. Build positive relationships with other organizations and the surrounding communities.

-Represent the Town at social functions as well as more formal meetings with municipalities and

government officials

-Actively participate in SEAGO, SVMPO, SEACOM and other government and community groups; liaison with officials from those organizations



## Town Clerk Top Ten Priorities

- Ensure that Agenda's and Minutes for all Council meetings, Ordinances and Resolutions are completed and posted as required:
- This ensures that we remain compliant with A.R.S. statutes and the Open Meeting Law. Failure to comply could result in legal and financial ramifications that the Town can not afford and need not have to deal with.
- Ensure that the CDBG Parks project stays on track and gets completed in a way that makes the best use of the funds available:
- These funds have a deadline in which they must be expended and we also need to take our resident's best interests and desires into consideration. While we do not have enough available to complete each item that the residents and Council wanted done, through this project, we will have the plans on hand in the event we have another option for funding in the future. We will prioritize the projects that will have the most value to the majority of our citizens and the Town. Complete Elections training to ensure our elections follow all laws and regulations:
- Many new laws have recently passed legislation and we must be prepared to comply and follow all regulations. This too can prevent serious ramifications against the Town.
- Complete a policies and procedures manual for front desk operations:
- This will streamline processes and guarantee equality of treatment to each individual who needs to have any interaction with the front desk, no matter which staff member assists them. Clear policies and procedures prevent misunderstandings and miscommunication of information and ensures that no conflicting answers are provided to the public. The goal is to build the level of trust the public has in our Town and its staff.
- Accurately sort all Town files, to include destruction of non-necessary documents and proper storage of permanent records:
- The Town currently has no records management system in place, and prior staff failed to properly store and destroy files. I am working to develop a records management system and get it implemented, while also sorting through the old files and determining what is needed and preparing for the destruction of files no longer necessary. We have a legislative requirement upcoming, which requires us to inform them of all permanent and necessary files in our possession. In order to comply with this requirement, we need these files sorted and inventoried.
- Streamline the process for residents to access, fill out and submit forms (new water service applications, building permit applications, complaint forms, etc.) online:
- Our forms need to be updated and made fillable to make the process easier for the public. Another part of this would be to get our updated forms translated to Spanish in order to make our services more accessible to our Spanish speaking residents. During this pandemic, the need for these to be easily accessed and submitted online has been made clear.
- Audit and submit to collections past due water/sewer/trash and landfill accounts. Determine and implement a policy/procedure for past due accounts from both types of accounts:
- We are responsible for all Town funds, and as such, we must be consistent and timely with our efforts to collect money owed to the Town. Having a set policy ensures a smooth transition into collections and submitting past due accounts in a timely manner helps with collection efforts.
- Determine and implement an updated fee schedule for water/sewer services:

As prices of equipment and supplies go up, we have a need to adjust our fees so that we are not operating at a loss. A policy needs to be set regarding how often we review these costs so that we remain current with our pricing.

- Get the Tombstone bus service running and secure funding to continue to provide bus service to our residents:  
Part of our Legacy grant funding included starting the service in Tombstone as well. In order to keep the terms of the funding, we need to ensure that happens. The bus service is vital to many of our residents as their only access to services in Sierra Vista including groceries, medicine and doctors. In order to continue providing this service, we will need to acquire funding through a grant.

- Ensure proper processing of new Business Licenses and renewals, to include sending out renewal letters. Updates should be made to Town Code regarding fees/penalties and or legal processes for businesses found to be operating without a license:  
It is our responsibility to make sure that each business follows all proper channels to obtain and maintain a business license. In Town Code, it is made clear that a business license is required, however, there are no penalties laid forth. While most business owners readily comply, some may believe that if there are no repercussions, they don't need to. This needs to be resolved so that everything is clear and concise for both Town staff and potential business owners.

GOALS FOR BUILDING/ZONING/CODE ENFORCEMENT

|    |  |   |
|----|--|---|
| 1  | Consolidate departments (Building, Zoning, Planning, Code Enforcement & Floodplain into one "Community Development" Department | Information about development within the Town.  |
| 2  | Improve "Community Development" presence on website  | This would include adding pertinent information, forms, common questions/answers, etc.  |
| 3  | Create fillable forms to add to website and allow them to be emailed directly to the Building Official                         | This will help to streamline access for Customers to file applications for building permits, conditional use permits, rezoning, etc.  |
| 4  | Would like to have a complaint portal on the Town website for code enforcement, rather than current call-in system             | This will allow customers to report a property issue at any time, without having to talk to anyone, and will provide all information necessary to respond to the complaint. |
| 5  | Initiate a grant program to assist in the removal of old vacant mobile homes in lower HC.                                      | Suzanne and I are currently researching a possibility for this.   |
| 6  | Increase Town abatement of problem properties  | This will require an increase of the annual abatement budget. Recommend a minimum of \$25,000 annually  |
| 7  | Adopt a newer version of the Building Codes  | This will help us stay in line with the area jurisdictions  |
| 8  | Adopt updated street design standards  | This has not been reviewed in many years  |
| 9  | Review Town Code and make updates and changes as necessary   | This is an ongoing task   |
| 10 | Implement the Vacant Building Registry, as outlined in Title 16 of Town Code   | Previous Town Manager put the implementation of this Registry on hold due to COVID issues   |

# Finance Department

## Priority List

### Priorities

#### 1. Fraud Prevention

Town assets such as cash and cash equivalents, equipment, vehicles, and other related assets are critical to the operation of the town and allows the town to provide a number of services to its citizens. As the finance officer, I have a duty and moral obligation to safeguard the assets of the Town which essentially belong to the taxpayers.

My goal is to avoid incidents for potential fraud by having policies and procedures in place that helps us respond to these incidents appropriately. Additionally, I plan to safe guard the town's assets by

- The implementation of effective internal controls
- Reevaluating existing internal controls such as segregation of duties, physical controls, reconciliations, transaction and activity reviews, procurement approval processes, to ensure that they maintain their effectiveness. Internal examples include
- Adding fraud prevention features and services on our bank accounts.

#### 2. Creating highly effective Policies and Procedures

Policy and procedure implementation creates a more structured organization, provides clear guidelines, and direction. This allows our organization to run smoothly with reduced delays in operation and increases productivity. Additionally, policies and procedures ensure that we are in compliance with local, state and federal laws and regulations.

A few policies and procedures that will be developed this year include:

- Credit Card
- Vehicle Usage
- Payroll
- Procurement
- Training
- Expense Report

### 3. Proper Documentation and Record Keeping

Accurate and consistent records are essential to an efficient and effective government for many reasons:

- Providing information for researching discrepancies
- Ensuring IRS and auditors compliance
- Assessing our financial situation
- Aiding in fraud prevention and detection

My goal is to increase transparency and confidence with our tax payers by demonstrating responsible practices like proper documentation that leads to reliable financial decisions. Additionally, I plan to actively look for opportunities to prove our transparency by inviting independent outside entities to review our financial statements. My goal for this next fiscal year is to qualify for certifications such as the GFOA Certification of achievement for excellence in financial reporting.

### 4. Identify Professional Development Opportunities

Professional development and training programs increase competency, enhance performance, and helps employees respond to ongoing technological changes. Some benefits for employers include:

- Boosts productivity
- Reduce employee turnover
- Maximizes return on investment (employees)
- Higher production standards

My goal is to find a cost effective training opportunities every quarter to better assist my colleagues and Mayor and Council to achieve their goals.

### **5. Continue Learning and Researching the Current Budget**

It is important to have a financial plan such as a budget to better manage our financial resources and support many projects and programs that better our town. Our budget is also responsible for the current day-to-day operation and services provided by the town. I plan to closely monitor our budget to ensure that we optimize our resources by using our assets responsibly. I also intend on making sure we are taking advantage of discounts, promotions, and special pricing available to us in regard to our vendors. I will also encourage department heads to continue to look for grant opportunities. My goal is that in doing so we will better manage our budget and meet our targets.

### **6. Ensure Financial Compliance**

Financial compliance is important because it protects tax payers, employees, vendors, and the town as a whole. It is also helps us gain the confidence of our stakeholders by providing transparency and demonstrating integrity.

My goal is to file local, state, and federal reports in a timely fashion. In addition to keeping detailed documentation of all our affiliations. In an effort to maintain financial compliance, I plan to use our resources such as the AZ league of towns and cities to stay in the know of all the latest financial legislation to avoid penalization and maintain a good reputation.

### **7. Payroll**

A timely and consistent payroll is important as it establishes trust between an employee and employer. Payroll also makes sure that our organization is following local, state, and federal laws when it comes to paying taxes. I plan to the tools available to us (Caselle) to maintain an accurate and timely payroll. I also intend on paying attention to detail to ensure that all changes have been documented and processed accordingly.

**8. Contributing to a Productive, Innovative, and Positive Workplace**

Positive workplace culture attracts talent, drives engagement, impacts happiness and satisfaction, and affects performance.”

Dr. Maria Church, CEO of Government Leadership Solutions, highlights that, “71% of... State and Local Government workers are unhappy and disengaged... costing an additional \$8k to \$15k for every employee earning \$40k-\$80k.” She also highlights that according to Forbes, “95% of candidates believe workplace culture is more important than compensation.”

My goal is not only to think of ways to boost morale but also pitch my ideas during our weekly staff meeting. In hopes of inspiring our department heads to do the same and also come up with ideas of their own. Some examples include birthday celebrations, a workplace assessment, and communicating a job well done.

**9. Making the Most out of the Technology Available to us**

Streamlining our processes is important because it saves us time and resources. This also reduces error and provides us with the ability to quantify processes. I plan to work closely with Caselle to learn how to best utilize the tool to its potential. I will also try to keep my eye open for other cost effective tools that can help us with other processes.

**10. Collaboration**

A major benefit to collaboration is that it improves the way a team works together. This can also lead to efficient processes, improved communication, stronger relationships, and innovation. I plan to collaborate not only with my team but other finance teams in different cities to see if there are more efficient ways of doing things and also for the educational opportunity.

## Top Ten Priorities

### Huachuca City Landfill

- 1.) Safety:** Safety is our primary concern. We must ensure a safe work environment for staff and customers alike. We are trained to operate in a constant state of caution and vigilance in every situation.
- 2.) Compliance:** We must maintain compliance standards at all times; not only for safety reasons but also as it pertains to quality of work and keeping the landfill looking nice.
- 3.) Equipment Maintenance:** We must keep the machinery in proper working order. To help insure this, not only do we inspect each machine before use and fill out inspection forms, but we also do everything in our power to maintain the equipment ourselves. This includes greasing everything, replacing filters, maintaining fluids, and cleaning the machines regularly. Additionally, we have successfully completed many repairs on the equipment ourselves, saving countless dollars and hours of downtime.

**4.) Road Maintenance:** We must maintain haul roads at all times, to provide customers a safe route to the working face in any weather conditions. We maintain roads with several key pieces of equipment to maintain the profile and contour of the road as well as trucking in various aggregates to ensure compaction and traction.

**5.) Cell Construction and Slope Maintenance:** Compaction and geometry of each cell is critical to this operation, as compaction and geometry is not only a safety point, but it is also key to extending the life of the landfill as well as our dirt supply. We work hard to ensure the structural integrity of the cell. Slope maintenance is equally important, not only for structural reasons, but also to keep things looking nice from the community's perspective. We work hard to ensure that this landfill looks as good as it can possibly look to the community as well as ADEQ.

**6.) Litter Control:** We must be ready to recover windblown litter every day. Not only have we found creative ways on an operator level to mitigate this issue at the source, but we have even hired a part time employee whose sole purpose is to retrieve windblown litter that can accumulate around the site. Inmates assist us in this area as well.

**7.) Staffing:** We must have a full crew to operate the landfill safely effectively. This means we must have four operators, two scale shack attendants, one litter control employee and at least one inmate to help with a variety of tasks around the landfill.

**8.) Training:** We must ensure that our staff is properly trained on all tasks, equipment, safety, and workplace etiquette. This helps to ensure a safe, positive, and productive work environment.

**9.) Teamwork:** We must maintain a culture of comradery and positivity to communicate freely and openly, always, no matter the situation. This not only ensures safety, but it also works to keep morale high and relations strong amongst our customers, our crew, and other departments alike. Hearts and minds.

**10.) Strong Business and New Contracts:** We must consistently do good business and be taking every opportunity to attract new customers. This will help keep our reputation strong as well as make the town more money over time.



**Top 10 Priorities for 2021/2022 Stephanie Fulton – Director of Library and Community Services**

- 1. Get WiFi established down at the Community Center on Yuma Street**
  - For expansion of free digital services.
  - We will use American Recovery Act Funds to purchase a satellite, a three-year contract with Clark Information Systems for internet service, router equipment, outdoor WiFi access points, wall-mounted lockable equipment rack.
  - WiFi will be available to residents 24/7 and can be accessed from outside of the community center.
  - A lot of our citizens down in lower HC are economically disadvantaged and this will go some way to alleviating some of their issues. They will be able to file for unemployment, apply for jobs or benefits, complete homework and also offer recreational opportunities.
- 2. Establish 1 day a week library services at the Community Center on Yuma Street**
  - Purchase lockable cabinets to hold a rotating book collection and other library materials that will be available for checkout.
  - Establish a home location of HCCC (Huachuca City Community Center) in our integrated library system working with Cochise County Library District Staff.
  - Purchase laptop devices that will be available for patron checkout along with a hotspot. Offer printing services at low cost.
  - Renew current hotspot service and purchase some more to go with laptops.
  - Establish a staff and procedure plan for starting library services at the community center, to include choosing a date, day, and time that services will be open to the community.
  - This is bringing the library to those citizens who cannot, for whatever reason, cannot get to the physical library.
  - We are committed to providing access to library resources which inform and enlighten all people in our community.
- 3. Create a Policies & Procedures Book for Library Staff**
  - Develop a written policies book for library staff. This will ensure consistent and fair customer service to all library patrons as well as protecting staff should conflict arise.
  - Develop a Library/Senior Center Procedure Book. This will help facilitate training of new staff members as well as keeping current staff up to speed on State, District and Local library procedures. It will be a very useful reference tool for the staff.
  - Create a Huachuca City Library Building Book and a Huachuca City Senior Center Building Book. These will help document and maintain equipment and repairs and record any minor or major projects in the building. It establishes a baseline of what each building contains and will be useful for inventory purposes as well as being accountable for how tax-payers' monies are spent.
  - All of these items will be very useful for those who work for the library and/or city in the future and will have documented reasons as to why, how, and when certain things were set in place.

4. To plan with Town Hall Administration Staff at least 1 free community event per month
  - Town Celebrations such as July 4<sup>th</sup>, Creepy Candy Cruise, Polar Express, Back to School/National Night Out etc....
  - Purchase an indoor and outdoor movie license and equipment so we can start to host Family movies nights in the park and in the senior center.
  - This will help boost morale for our citizens and show that we care since there are currently few recreational opportunities in the town.
5. Hold a Senior Expo/Health Fair in 2022 at the Senior Center
  - Work with local businesses and non-profits to provide resources and information to our seniors.
  - Topic will include Health, Estate Planning, Care Services etc....
  - After the Expo has taken place, the library will create resource guide that will list all the providers and their contact details.
  - This will provide a one stop information opportunity for those in our communities who need connections with service providers but are not sure where to start. The fact that it will be in one place will be beneficial for those citizens who do not have access to transportation or have disabilities that prevent them from physically visiting the library.
6. Create a 5 Year strategic plan for the library and senior center with mid to long term goals
  - Strategic plans are helpful tools for libraries because they can focus the library's programs and services and help with decisions on allocating resources based on community needs and how the library can meet those needs.
  - A strategic plan is a document that sets the goals that a library, network, or other organization wants to focus on during a multi-year timeframe, usually 3 to 5 years. It is intended to help the institution move towards meeting its overall mission and vision.
  - Why a strategic plan?
    - ❖ Planning empowers your library to make the greatest impact possible by developing a mission, vision, goals, and objectives to guide your activities.
    - ❖ Planning helps you tailor services to meet the specific needs of your community.
    - ❖ Planning cultivates devoted and enthusiastic champions for your library.
7. To offer free monthly classes or workshops in conjunction with Cochise College/Small Business Development Center and/or other area agencies for our citizens, and more specifically, offer classes that will target our older community members or local businesses.
  - Free educational classes help our citizens to help improve our town and their personal wellbeing.
  - Part of a library's core service is facilitation of life-long learning.
  - Living in an economically deprived area, we want to show potential citizens and businesses that the town cares about their needs and can help them by offering free to low-cost classes in a variety of topics.
  - We want to make Huachuca City an attractive place to live, visit or trade in.

- Historically the library has had a zero to little budget to purchase library materials. We have relied on a small bi-monthly amount from the Cochise County Library District to purchase a wide variety of library materials. That means that is has not been possible to keep the collections as up to date as we would like.
- A library's collection should meet the current needs of the community by providing reliable, up-to-date, and attractive materials and other information sources. In subject areas that are controversial, it also assures that a variety of opinions are represented. In order to meet the changing needs of their patrons, librarians must constantly evaluate their collections. When they find a weakness in a subject area of interest to their community, they must find a way to strengthen that part of their collection. If they have a number of out-of-date materials about a subject, they must remove them and replace them with sources that are more up to date.
- One important side benefit of performing a continuous collection assessment is that it helps library staff members know the collection better. By looking at the collection and evaluating it, staff members will learn more about the kinds of information that are and are not available in their library, and therefore will provide better customer service to their patrons.

**10. To write grants so we can update our book collections.**

- Offer a free 2-part Linux computer class and each participant will receive a free refurbished laptop with Linux programming.
- Develop a free beginners computer class.
- This will enable some of our citizens who do not have funds to purchase a home computer system to receive one for free.
- As more and more sections of daily life move to the digital side, such as homework, filing taxes, job applications, accessing health care portals, it is important for our citizens to become knowledgeable in using a computer in order to benefit themselves.
- Working with youth programs is a long-term approach to develop a technical workforce for our area as well as preparing student for the digital workplace of the future.

**9. Digital Literacy**

- Collaboration with the HCCG to help expand their space that will be available to all citizens.
- Continue to help facilitate delivery of free fruits and vegetables to low-income households in our community.
- To provide a dedicated space in the library to host a curated collection of books based on both physical and mental wellness.
- To help design and implement a series of classes about agriculture and health and wellness to both adults and local school children.

**8. To help and support the HC Community Garden**

---

---

---

---

➤ Recommended Changes:

- a) Continue to drive spending down through Grant activities.
- b) Communicate regularly with Town Manager and Finance Department, 80% Personnel, 10% Fleet, 10% Operations.
- c) Set up Fleet Maintenance for vehicles to maintain record of each vehicles cost to operate.
- d) Focus on what makes our operation safer and inexpensive.
- e) This will leverage our limited resources for the unexpected costs And allows HCPD to continue operating efficiently and safely.

2) Fiscal Responsibility

---

---

---

---

➤ Recommended Changes:

- a) Cochise County Sheriff's Office (CCSO).
- b) Sierra Vista Police Department (SVPD).
- c) Department of Public Safety (DPS).
- d) Examples will be, physical fitness test, firearms training, Field Training Officer, general instructor, high risk stops, clearing a residence.

1) Training Activities (In-house / External sources)

**3) Policies and Procedures – Animal Control, Evidence, Records, Police**

- a) Complete SOP for all areas with supporting documentation, Police, Animal Control, Records, Evidence.
- b) Create Fitness Standard.
- c) Create Firearms Standard.
- d) Standardize daily activities.
- e) Arizona Law Enforcement Accreditation Program through Arizona Association of Chiefs of Police.
- f) Title 16 and applicable documents to support and continued Town cleanup efforts.
- g) MOU with Arizona Rangers completed and extend the use of the AZ Rangers to support the police department activities, Town events.
- h) Complete evidence processing center, Equipment room, Armory.
- i) Continue developing webinar, in-house and external training opportunities for all staff.

➤ Recommended Changes:

---

---

---

---

---

---

---

---

➤ Recommended Changes:

- a) 2 to 3 new police vehicles (next three years).
- b) Animal Control Officer's truck will no longer be cost effective.
- c) Procure a Pepper ball gun to increase the officer's ability to end a violent situation safely.
- d) Upgrade Body Worn Camera, add front facing vehicle camera's

5) Continue Equipment Replacement and Up-Grade Technology

---

---

---

---

➤ Recommended Changes:

- a) Adapt to the changing technology, cross train both records personnel to do each other's jobs.
- b) Complete records department procedures.
- c) Continue to update training through webinars when possible.
- d) Continue to learn Caselle Electronic Timesheets and Purchase Orders.

4) Accurate and Timely Records Keeping/Tracking/Dissemination.

---



---



---



---

➤ Recommended Changes:

- a) Transportable Static Displays  
(Table, canopy, trinkets to pass out) National Night Out / Christmas Parade / Halloween / Polar Express / Tree Lighting
- b) Meet with town business owners to develop documented awareness, for tracking purposes, of their needs and how their police department can better serve their businesses. Build verbal and physical cooperation between HCPD and town businesses to promote a better and more direct relationship between Police Officers and business owners.
- c) Create Shop with a Cop (Huachuca City sponsored event), within our town boundaries (Gift cards from local businesses).
- d) Create a Neighborhood Watch Program (for those interested in participating) for the town to assist in monitoring the activities of our potential criminal element. Police will do the enforcement. Create Town ownership and involvement.
- e) Educate the public for known problems (examples include but are not limited to: drugs, city code violations, reckless driver) using social media, (tall grass, illegally parked vehicles, town speed limits), on Town website, Police website, library website and connect with surrounding agencies to increase visibility by sharing our materials and receiving other agencies materials.

6) Community Based Involvement for Town Events

---

---

---

---

➤ Recommended Changes:

- a) Use Police Department / Town Facebook pages
- b) Involve the newspaper and other social media platforms that will assist in getting our activities to the public in a positive and timely manner.

8) Promote HCPD to our Town and Surrounding Communities

---

---

---

---

➤ Recommended Changes:

- a) Get one patrol bicycle and equipment, promotes officer fitness, greater visibility for extended amount of time spent in the public view
- b) When two officers are on duty, one gets dropped off and walks a beat.
- c) Knock on doors, listen to the town people's concerns. Compile a list and provide this to the appropriate town staff.
- d) Volunteering in community events is a cost-effective opportunity that presents a great way to assist the community to flourish and prosper, while gaining valuable insight into the unspoken needs of the Town.

7) Proactive - on the ground policing (Drive, Walk or Ride the Town)



**9) Animal Control Options**

- a) Build a Dog Park by clearing the Impound Yard.
- b) Create a mobile registration/vaccinations program to the town citizens
- c) Replace Animal Control vehicle
- d) Track the location of wildlife.

➤ Recommended Changes:

---

---

---

---

**10) School Resources Program for Huachuca City Elementary School**

- a) Hire SRO (School Resources Officer) through a grant, New Hire Cost include, Academy, Equipment, Salary.
- b) Creative scheduling for immediate support of our school during hours of operation with the AZ Rangers.
- c) Set up an office within the school.
- d) Provide a presence at on campus activities, when possible.

➤ Recommended Changes:

---

---

---

---

*James L. Thies #0-1*

Chief James L. Thies  
jthies@huachucacityaz.gov

To: Town Manager and Mayor

From: Public Works Supervisor

Subj: Public Works Goals

Safety First is our Huachuca City Public Works Department program that is the foundation of employee safety, and it gives each employee the responsibility to conduct themselves in a manner that promotes safety and health throughout the workplace and in the public domain.

Work involves responsibility for an operator monitors equipment, gauges, and charts. Record data related to water/wastewater quality, repairs damage to equipment, operates pumps and valves to control distribution and treatment process. Ensures the quality of water consumed and used by the public through monitoring. Uses various tools and equipment to test the water/wastewater for contaminants and inconsistencies.

Expedite all aspects of waterline replacements and sewer system improvements, road and drainage construction projects including right away acquisition, utility relocation, plan preparation, bidding, construction administration and inspection; and ensure that all infrastructure is of the highest quality.

An equipment operator is responsible for manning in an effective and safe way. This equipment can include trucks, wheel broom, backhoe, dump trucks, roll off truck's tractors, mowers, trimmers, and hand tools. Duties to regrade land, drive piles, lay covers and other task. To maximize safe and productive operations. This job is critical to all recreational area maintenance, public buildings, grounds, and roads maintenance.

Show great care for our people, building team spirit, encouraging continues improvement for the individual, and fostering a sense of personal worth for each employee. Make the best use of taxpayer money by doing the right things, by focusing our resources on those services that have the greatest positive impact on quality of life.

Participates personally in all crisis situations or loss such as flooding, snow operations, down trees, disasters, or loss of power. Can serve as a member of local emergency preparedness team and attend meetings and disaster preparedness training as required.

Improve the condition and functionality of places where people work and where equipment and materials are stored. Reestablish all information concerning the handling of all

blueprints, titles, permits, in a proper storage. Which they will be identified for easy access for all employees.

Utilize multiple pathways to transfer information between the citizens of the Town of Huachuca City and the Public Works Staff.

Increase the contribution of Public Works personnel to the overall process of city government.

# COCHISE COUNTY ELECTIONS FACILITY USE AGREEMENT

Date Issued: 11/22/2021

Election Dates (Elections are ALWAYS on a Tuesday):

Tuesday, August 2, 2022 – Primary Election

Tuesday, November 8, 2022 – General Election

VOTE CENTER NAME & NUMBER: 6

FACILITY NAME: Huachuca Community Center

NAME OF ROOM ELECTION TO BE HELD IN (as known to the public):

FACILITY ADDRESS:

MAILING ADDRESS:

PHONE NUMBER:

FAX NUMBER:

E-MAIL:

FACILITY CONTACT PERSON:

CELL #:

*Cochise County will provide proof of liability insurance for your facility.*

*Permission is hereby granted to Cochise County Elections for access and use of our facility as a Vote Center as follows:*

PRINTED NAME/TITLE OF AUTHORIZED AGENT:

Please Print Name & Title

AUTHORIZATION FOR USE OF FACILITY AS A VOTE CENTER:

Authorized Signature & Date

Please indicate if you have the following available for use by Elections:

- Have there been any structural changes to your facility in the last 2 years which would affect voter accessibility to the location? Yes/No
- Six foot tables available # \_\_\_\_\_
- Chairs available # \_\_\_\_\_
- Restroom facilities available for Election Board use only? Yes/No
- Restroom facilities available to voters? Yes/No
- Telephone available to Election Board for outgoing local calls? Yes/No
- If yes, phone # \_\_\_\_\_ Location of phone \_\_\_\_\_

## Access/Use of Facility:

- **Equipment Delivery:** Facility will be available for delivery of elections equipment and supplies Monday through Friday the week preceding the date of the election between the hours of 8 am – 5 pm. The date and time of delivery will be confirmed with you prior to each Election. \_\_\_\_\_ (Please Initial)
- **Security:** Equipment and supplies will be secured at the facility by the delivery driver and will remain secured until control of these items is turned over to the Inspector during setup (day prior to election). \_\_\_\_\_ (Please Initial)
- **Set Up:** Facility will be available for Election Board setup on Monday prior to the election date sometime between noon and 7:00 p.m. Setup takes approximately 2 hours. \_\_\_\_\_ (Please Initial)
- **Security:** Facility managers will ensure that the facility, and the room where the election is to be held, will remain secured following setup by the Election Board with no other use in the room. \_\_\_\_\_ (Please Initial)

Lisa M. Marra 520-432-8975  
 Cell 520-727-1390  
 Lmarra@cochise.az.gov  
 520-432-8970 – Main Office  
 mrodriquez@cochise.az.gov  
 1415 Melody Lane, Bldg E, Bisbee AZ 85603  
 www.cochise.az.gov/elections  
 Martha L. Rodriguez 520-432-8972  
 Cell 520-508-3609

Cochise County on Election Day.

We greatly appreciate your cooperation and civic-minded spirit in allowing use of your facility to facilitate voting in

Facility Use Fee/Donation (per election): \$ \_\_\_\_\_ Waive Facility Use Fee: \_\_\_\_\_ (Please Initial)

if you wish to WAIVE a facility use fee as a community service?  
 Cochise County Elections has a small budget to pay for use of privately owned facilities, if required (such as a church,  
 recreation center, clubhouse, etc.). Please indicate if you will require payment or donation for the use of your facility, or  
 Payment, Donation or Waiver:

Authorized Signature

The authorized agent understands that the acquisition of a facility for use as a Vote Center is a significant undertaking by  
 the Elections Staff and requires Board of Supervisor approval. In addition, staff must ascertain that the facility is ADA  
 compliant, has sufficient wireless capability, has ample parking (including handicap access), room for voters to move  
 through the voting process, etc. All of the above has been accomplished and the signature of the authorized agent  
 indicates an understanding of the extreme hardship that would be placed on Elections Staff and voters alike if the  
 Facility revokes their permission for use after signing this agreement and agrees not to revoke permission except in  
 emergency situations (i.e., facility becomes unusable due to fire, flood or other damage, etc.)

Authorized Signature

**Signs & Engineering:**  
 (ARS §16-411 H) The Facility Owner/Agent agrees that on election day, if the Owner/Agent permits signs or allows private  
 persons to conduct election related activities on Facility premises outside the 75-foot polling place perimeter (ARS §16-515), the  
 Owner/Agent agrees that such signs and activities on Facility property will be allowed on an impartial and nondiscriminatory first  
 come, first served basis, in accordance with any regulations or directions given by the Owner/Agent. Owner/Agent further agrees  
 to advise the Elections Department at least 45 days prior to the election so that the election board workers can be aware of the  
 Facility's signage/activity restrictions. Elections will provide a sign for posting indicating that the Facility does not endorse any  
 specific candidate or position on an election matter.

*Reminder: Election Board must have access on Election Day no later than 5:00 a.m.; Closing Times are estimated.*

Staff person onsite at specified entry & closing times to open & lock facility

Keys provided for entry

Access to Facility will be provided by: \_\_\_\_\_ (Please Initial ONE of the below)

- Safety: Facility agrees to leave outside lighting turned on for parking on the morning and evening of the election. All alarm systems and sprinkler systems must be shut off. The location should be free of hazards that may injure poll workers or voters.
- Election Day Access: Facility will be available for full right of entry and use by Election Board from 5:00 a.m. until approximately 9:00 p.m. on Election Day and Facility agrees that Election Board has the sole use of the facility on Election Day \_\_\_\_\_ (Please Initial)
- Equipment Pick Up: Drivers will pick up any remaining elections equipment and supplies within 3 business days following the election between the hours of 8 am – 5 pm \_\_\_\_\_ (Please Initial)
- The required ADA inspection will be conducted at the facility in early February 2022. This takes less than 1 hour and will be scheduled at your convenience in advance.