



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE
Thursday, October 13, 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 September 22, 2022 and the Work Session held on September 29, 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.

E. New Business Before Council - Mayor

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E.1 Discussion and/or Action [Suzanne Harvey]: Ms. Ann Aust of the Huachuca City Community Garden, LLC, will give an update on the Community Garden.

E.2 Discussion and/or Action [Chief Thies]: Recognition of retiring Officer, Christopher Thompson, and his service to the Town.

E.3 Discussion and/or Action [Suzanne Harvey]: Appointment of Ms. Anne M. Borowiec as a Pro Tem Judge in the Magistrate Court.

E.4 Discussion and/or Action [Stephanie Fulton]: Approval of expenditure of grant funds for computers at the library.

E.5 Discussion and/or Action [Dr. Jim Johnson]: Approval to hire Grasshopper Landscaping to abate overgrown vegetation at the following three abandoned properties: 1) 303 Apache Street, 2) 217 Pima Street and 3) 115 Apache Street, for a total cost of approximately, \$6,811.

E.6 Discussion and/or Action [Mayor Wallace]: Review, reminder and update to the Council Code of Conduct.

F. Reports of Current Events by Council

G. Adjournment

Posted at 5:00 PM on October 12, 2022, at the following locations:

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

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



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
WORK SESSION
September 29, 2022 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
Mayor Wallace**

b. Roll Call and Ascertain Quorum

Roll Call.

Present: Johann Wallace, Jeffrey Ferro, Cynthia Butterworth, Keith Settlemeyer, Christy Hirshberg, Debra Trate, Jean Smelt, Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (Not voting), Town Attorney Thomas Benavidez (Not voting).

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C.1 Discussion regarding possible changes to the Town's Sign Regulations located in Chapter 18.110 of the Town Code.

Motion: Item C.1, **Action:** Open Discussion Only, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Dr. Jim Johnson: To start with the section 18.110.210 wall signs. So working in the order of the packet. The first question is, how many wall signs should be allowed. The second question is what should the maximum size of all signs in a general business?

Councilmember : What's a wall sign?

Dr. Johnson: A sign on the outside of the building. He also clarifies for Council that our General Business District is right along the highway, but also includes Coca Cola.

Councilmember Ferro: Sub subsection one I guess wall sign not to exceed 2 square feet of sign area per each five linear feet for the building or two square feet per each five linear feet of property, do we take the greater or lesser of the two?

Dr. Johnson: It would be whichever the applicant wishes to use, whichever is the biggest for them.

Councilmember Ferro: OK, whichever one is, I think we need to specify in that section. It needs to be written down so there's no, whichever way you like.

Councilmember Smelt asks for clarification as to what is linear feet. Manager Harvey and Dr. Johnson explain it to her.

There is more discussion about the reasoning behind this code.

Mayor Wallace: If I remember correctly, back when we had P&Z, we initially looked at Sierra Vista's sign code as a starting point to build ours.

Dr. Johnson gives a brief history of how this code came about due to the P&Z board and was instated in 2018.

So Councilman Ferro, like you're talking about in this one here, you know, there's actually, you know, two opportunities that we would look at. The maximum size 2 square feet of sign area for each linear foot of building frontage. OK, or two square feet of sign area for each five linear feet of property. Lot frontage, whichever works out best. Whichever can give you the bigger sign.

Manager Harvey: So this just gives options to the property owners. So the property owner may not want the bigger sign, they might want something that looks attractive. So essentially they have that choice. They can go anywhere between 2 square feet of sign per linear foot of the building or for their whole property frontage, and it's up to the business owner, property owner to decide that and so to Councilmember Ferro's question if it would make it clear or maybe

what we need to add is something here at the end of that we say further desire of or you know at the business owners option. So we can just add that to clarify, but that's a choice.

Councilmember Ferro begins to ask another question, but there is some confusion because the question is not in regards to the next slide. It is clarified that we are moving on to the next slide.

Manager Harvey: But before we go mayor and Council, I would like to ask very quickly the feedback we've got on this so far is simply to add that one line for clarification. Everyone OK with the size? Of the signs and the number of signs, yes, OK.

Councilmember Butterworth asks if this includes the glass area.

Dr. Johnson states that the glass area is extra signage. The limit is 25% of the glass per side.

There is more discussion about minimum sign size. There is currently no minimum.

Council moves on to free standing signs.

Dr. Johnson explains that currently we have a limit of 10 foot signs, to the top of the sign, not the bottom. That is measured from street grade. Max size is 32sq feet double faced. The previous code allowed 20 feet high. Pole signs were eliminated in the rewrite in 2018. He compares our current code to Sierra Vista's current code.

Mayor Wallace clarifies to Council that the inclusion of Sierra Vista's code is not to adopt their code but to give an example of what another municipality currently has.

Councilmember Ferro states that he believes the sign height is too low. He states that some businesses that sit lower than road grade have signs that are barely visible from the road.

Mayor Wallace would like to see 15 feet along the highway.

Councilmember Trate agrees.

Councilmembers bring up that there are some signs that are higher than the 10 foot limit already.

Manager Harvey states that there are a lot like that. They were erected prior to the code change.

Mayor Pro Tem asks if they were grandfathered in.

Dr. Johnson states that we don't use that term, but they are considered non conforming use. They are required to be maintained however.

Councilmember Smelt asks if it matters if they go out of business.

Dr. Johnson advises that if they don't maintain it and are out of business for 6 consecutive months it would have to be removed.

Councilmember Ferro asks where the 10 foot limit came from.

Dr. Johnson advises that P&Z settled on it because it is basically eye level from the road.

Councilmember Trate states that some signs sit back from the road and can't be seen so she thinks it should be higher than 10 feet, but she wants to know how far back from the highway they have to be.

Dr. Johnson advises that the setback varies through town between 12-15 feet. ADOT determines these setbacks, we just have to comply. They base them on what they see as possible future use.

Mayor Wallace states that when this comes for a vote, it should be between 15 and 20 feet since all of Council agrees that 10 feet is not tall enough.

Councilmember Butterworth would like a map of ADOT's setbacks to be available for prospective businesses to be able to review.

Councilmember Smelt asks how the height is measured, if it is from ground level or what because for businesses sitting down below the highway, their signs wouldn't be as visible as someone level with the highway.

Dr. Johnson states it is measured from the highway. It's confusing. It could be measured from base elevation which is looking straight down to the ground.

Mayor Wallace states it need to be the same for everyone. It might be clearer and easier for everyone to follow if measured from base.

Councilmember Butterworth states it should be based off the highway.

Discussion is had about the disadvantages to some businesses with it being based off base elevation and there signs may not be visible from the highway due to the fact that they are already lower than the highway.

Most agree that the height should be determined off highway 90.

Mayor Wallace states he believes staff has enough information on how to word it.

Moving on to wall signs in industrial areas.

Dr. Johnson states we do not have many areas that fall into this category. No number of signs is stated.

Councilmember Trate asks if Grasshopper is in compliance.

Dr. Johnson states that we can't go backward. He does not know how it was judged before he came. He can't answer that.

Councilmember Smelt asks if we can make them conforming instead of nonconforming if the business goes out of business for 6 months or if the sign gets torn down.

Dr. Johnson states that first it would have to be confirmed that it was nonconforming. He also advises that a side effect of updating/changing code is that there will be a lot of nonconforming things.

Mayor Wallace asks if there is any reason why industrial shouldn't match commercial.

None is given, Council agrees that it should.

Mayor Wallace asks that this happen for the industrial free standing signs as well.

Moving to roof signs.

Dr. Johnson states that roof signs are not mentioned as permitted so they are currently not permitted.

Councilmember Trate advises there are two of these in town currently.

Dr. Johnson asks if Council wants to allow roof signs or not.

Mayor Pro Tem Hirshberg asks if there is any liability to the town if we were to allow them and one got knocked down and damaged property or injured someone.

Attorney Benavidez advises that the town wouldn't really have any liability, however it wouldn't prevent the town from being sued if that should occur which would result in legal costs.

Council does not want to allow them.

Councilmember Butterworth asks if painting on a roof, the business name and phone number is also prohibited.

Dr. Johnson advises that it is allowed. It does not even require a permit.

It is decided to prohibit roof signs and signs that rise above roof level like Sierra Vista currently has.

Nonconforming Signs section:

Manager Harvey advises that this also prohibits signs advertising goods or services not provided at the location. She states that we have many right now and would like to know what the consequences are if people don't comply when they are contacted to remove them. She further states that there needs to be a consequence, or Doc will never be able to enforce it. Some places clearly state that if the property owner doesn't remove it, the town will and the owner will have to pay to get it back.

Councilmember Butterworth asks how that would affect painted on signs.

Dr. Johnson states they would be painted over.

Councilmembers point out that there is already a consequence in code.

Councilmember Ferro states it is in section 18.110.040.

Moving on to other prohibited signs:

Dr. Johnson advises there is just one part to draw attention to which is where it is prohibited to have a sign advertising a product or business not at that location.

This is discussed and Council decides that there should be an addition for licensed advertising of other businesses being allowed.

Councilmember Ferro asks why billboards are prohibited.

Dr. Johnson advises that has been in the code for as long as he is aware.

It is agreed that billboards will continue to be prohibited.

Mayor Wallace asks about the digital signs and that there is consistency between prohibited lighting on these and that those prohibitions are added to this section.

Councilmember Trate asks about blow up signs and where it says they are limited to 10 feet.

Dr. Johnsons advises air activated signs are only allowed up to 14 feet according to section 18.110.260c.

Mayor Wallace moves to location restrictions. He advises he likes the Sierra Vista code.

Councilmember Trate brings up that theirs doesn't include not attaching to utility poles.

There is discussion as to how confusing it is that signs can be attached to fences but not fence poles.

Mayor Wallace asks that the last bullet be replaced with Sierra Vista's. Looking at our sign code, take bullet 4 and 5 and pin to Sierra Vista's.

Mayor Wallace allows Councilmember Ferro to asks all of his questions that were not covered in the slide presentation.

Councilmember Ferro asks why sign digital and sign electronic message display are defined differently in the definitions section.

Mayor Wallace advises that a digital sign could be one that doesn't display a message, it's static. Electronic message display signs are also able to display words, images and such.

Councilmember Ferro asks about enforcement and where the notice would need to be posted if it is determined to be non compliant, should it specify occupied properties.

Dr. Johnson advises this is required by law. Even if the property is not occupied, notice must be posted on the property.

Attorney Benavidez confirms this is required by the Constitution, it is due process.

Councilmember Ferro asks why whenever someone wants to appeal, they have to go to the board of appeal when it's just the Town Council.

Attorney Benavidez advises that there is a legal requirement to have a board of adjustments.

Councilmember Ferro asks if where it says that revocation and removal of signs, notification has to be made by publication, where does it have to be published and shouldn't that be specified.

Attorney Benavidez advises there is a statute governing this, which does cover what "by publication" means.

Councilmember Ferro asks if we can mention the ARS statute in this.

Mayor Wallace advises that we try not to do that because they change and then the code would have to be updated to reflect that change and it costs a lot of money.

Councilmember Ferro wants it to be more clear what publication means.

More discussion about this.

Councilmember Smelt asks if we're done yet.

Mayor Wallace states we aren't even done with the first agenda item yet.

Councilmember Ferro asks if he is keeping her from something.

Mayor Wallace asks Councilmember Ferro to sit down.

Councilmember Ferro asks if a resident has to get a permit to install a flag pole at their residence.

Dr. Johnson advises there is a permit required for flag poles.

Councilmember Ferro asks if there is a suspense for the building official to approve or deny a sign permit application.

Dr. Johnson advises there is nothing required, but they process them as fast as possible based on completeness of the application and if any revisions are necessary.

More discussion about if there should be a timeframe on the application.

Councilmember Ferro asks what are considered required landscape material.

Dr. Johnson advises that it has to be put back in the way it was found by the contractor. The required landscape material is defined in the development code.

Councilmember Ferro asked why no wall digital signs are allowed.

Dr. Johnson advises it draws attention away from the roadway.

Mayor Wallace thinks these should be allowed if they are static.

Councilmember Ferro asks why temporary signs are only allowed for 30 cumulative days in a 6 month period.

Manager Harvey advises this would be difficult to enforce.

Concern is expressed that they are maintained.

Councilmember Ferro asks about a possible contradiction where it states that signs located in a public right-of-way shall not be closer than 10 feet from the sign post to the curb but also states that in no event shall any portion of the sign be closer than one foot to a public or private sidewalk.

Dr. Johnson will note this for further review.

Motion: 7:44pm, **Action:** Take a break until 8:00pm, **Moved by** Johann Wallace, **Seconded by** Jeffrey Ferro.

Motion Passed Unanimously.

Motion: 7:56pm, **Action:** Enter back into public session 4 minutes early, **Moved by** Johann Wallace, **Seconded by** Jeffrey Ferro.

Motion Passed Unanimously.

C.2 Discussion regarding possible changes to the Town's Business Licensing Regulations found in Chapter 5.05 of the Town Code.

Motion: Item C.1, **Action:** Open Discussion Only, **Moved by** Johann Wallace, **Seconded by** Cynthia Butterworth.

Clerk Thorpe advises Council of her proposed changes, to include removing the requirement for the building official to inspect the premises prior to license issuance, removing the Police Department from the peddlers license process, changing the requirements for photos and fingerprint cards for peddlers license, instating a peddlers license fee, selling on streets and sidewalks should be approved by the Town Clerk and not have to go before Council for

approval, and allowing prorated half year license fees. She states that the definition of a business was looked at but seems sufficient.

Councilmember Trate asks about home based businesses in the definitions and where it states that those can't be the primary source of income, that wording will be stricken.

Mayor Wallace would like to see peddlers license information posted to the website so that residents can go look and see who will be going around town.

Other issues include exclusive rights allowed to a certain person for cable television services to the town, which needs to be researched.

Further changes to be looked into:

Remove the newsboys exempt section

Look into farm products exemption and how that would impact the proposed farmer's market

Swap meet laws will be looked into to see if code follows with that

Food Trucks will be looked into-are they considered a business and need a license?

Manufactured Home Parks- are these a business?

AirB&B's- regulate them?

Change all payment due dates to the first business day.

D. Adjournment

**Motion: 8:32pm, Action: Adjourn, Moved by Johann Wallace, Seconded by Christy Hirshberg.
Motion passed unanimously.**

Approved by Mayor Johann R. Wallace on October 13, 2022.

Mr. Johann R. Wallace
Mayor

Attest: _____

Ms. Brandye Thorpe,
Town Clerk

Seal:

Certification

I hereby certify that the foregoing is a true and correct copy of the Minutes of the Meeting for the Huachuca City Town Council held on September 8, 2022. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandy Thorpe,
Town Clerk

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Ace Hardware							
1020	Ace Hardware	187204/1	Green, Blue Marking, Gray Paint,	09/23/2022	219.33	219.33	52-40-460
Total Ace Hardware:					219.33	219.33	
AFLAC							
1030	AFLAC	677266	Supplemental Employee Insuranc	08/26/2022	925.71	925.71	10-22520
Total AFLAC:					925.71	925.71	
Alicia Carstensen							
10621	Alicia Carstensen	09262022	Water Deposit Refund	09/26/2022	26.40	26.40	51-21350
10621	Alicia Carstensen	09262022	Sewer Deposit Refund	09/26/2022	25.00	25.00	52-21350
Total Alicia Carstensen:					51.40	51.40	
AlphaGraphics							
3086	AlphaGraphics	93432	Landfill Equipment Safety Inspecti	08/22/2022	261.10	261.10	55-40-460
Total AlphaGraphics:					261.10	261.10	
Amazon Capital Services, Inc							
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	Admin- Screen Protector and Pho	09/01/2022	33.99	33.99	10-43-290
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	PD- Screen Protector and Phone	09/01/2022	12.02	12.02	10-51-290
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	LB- Screen Protector and Phone	09/01/2022	12.03	12.03	10-62-290
10491	Amazon Capital Services, Inc	1NDJ-DYPP-T	AIDEA Microfiber Cleaning Cloths	09/01/2022	19.95	19.95	10-62-290
10491	Amazon Capital Services, Inc	1NDJ-DYPP-T	Kenmore DU2012 Bagless Uprigh	09/01/2022	166.08	166.08	10-62-290
10491	Amazon Capital Services, Inc	1NDJ-DYPP-T	Pampers Aqua Pure Water Wipes	09/01/2022	26.44	26.44	10-62-290
10491	Amazon Capital Services, Inc	1NDJ-DYPP-T	Seventh Generation All Purpose C	09/01/2022	17.96	17.96	10-62-290
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	Screen Protector and Phone Case	09/01/2022	4.71	4.71	51-40-290
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	Screen Protector and Phone Case	09/01/2022	3.68	3.68	52-40-460
10491	Amazon Capital Services, Inc	11J3-6TRV-QL	Screen Protector and Phone Case	09/01/2022	4.71	4.71	55-40-290
Total Amazon Capital Services, Inc:					301.57	301.57	
Antelope Run Electric, Inc.							
10129	Antelope Run Electric, Inc.	20430	Lighting stroke the Power Pole at t	09/14/2022	6,530.00	6,530.00	52-40-610
Total Antelope Run Electric, Inc.:					6,530.00	6,530.00	
Arizona Business Equipment							
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Town Hall	09/01/2022	27.66	27.66	10-43-300
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Police Dept	09/01/2022	130.23	130.23	10-51-295
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Library	09/01/2022	44.26	44.26	10-62-300
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Water	09/01/2022	96.80	96.80	51-40-300
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Sewer	09/01/2022	96.80	96.80	52-40-300
10455	Arizona Business Equipment	AR24827	Copy Machine Usage/Landfill	09/01/2022	55.32	55.32	55-40-300
Total Arizona Business Equipment:					451.07	451.07	
Arizona Municipal Risk Retention Pool							
10403	Arizona Municipal Risk Retention	40000914- 071	AZ Excess Liability 2000121-5 Pol	07/11/2022	1,250.00	1,250.00	10-43-280

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10403	Arizona Municipal Risk Retention	40000914- 090	AZ Excess Liability 2000121-5 Pol	09/06/2022	1,250.00	1,250.00	10-43-280
10403	Arizona Municipal Risk Retention	1442	BCLM CA 000000216080	09/01/2022	1,089.16	1,089.16	10-69-849
10403	Arizona Municipal Risk Retention	40000914- 071	AZ Excess Liability 2000121-5 Pol	07/11/2022	1,250.00	1,250.00	51-40-280
10403	Arizona Municipal Risk Retention	40000914- 090	AZ Excess Liability 2000121-5 Pol	09/06/2022	1,250.00	1,250.00	51-40-280
10403	Arizona Municipal Risk Retention	40000914- 071	AZ Excess Liability 2000121-5 Pol	07/11/2022	1,250.00	1,250.00	52-40-280
10403	Arizona Municipal Risk Retention	40000914- 090	AZ Excess Liability 2000121-5 Pol	09/06/2022	1,250.00	1,250.00	52-40-280
10403	Arizona Municipal Risk Retention	40000914- 071	AZ Excess Liability 2000121-5 Pol	07/11/2022	1,250.00	1,250.00	55-40-280
10403	Arizona Municipal Risk Retention	40000914- 090	AZ Excess Liability 2000121-5 Pol	09/06/2022	1,250.00	1,250.00	55-40-280
Total Arizona Municipal Risk Retention Pool:					11,089.16	11,089.16	
AT&T							
1398	AT&T	5204561080_0	Court Landline Long Distance	08/19/2022	95.20	95.20	10-43-271
1398	AT&T	5204563034_0	Police Dept Long Distance	09/09/2022	56.49	56.49	10-51-271
1398	AT&T	5204561063_0	Library Landline Long Distance	09/04/2022	2.59	2.59	10-62-271
Total AT&T:					154.28	154.28	
AZ Department of Corrections							
1315	AZ Department of Corrections	D082125 2022	Inmate Labor- PW	08/12/2022	29.81	29.81	10-43-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Admin	08/25/2022	119.26	119.26	10-43-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Admin	08/24/2022	36.00	36.00	10-43-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Admin	09/20/2022	19.50	19.50	10-43-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Admin	09/20/2022	44.72	44.72	10-43-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Admin	09/19/2022	71.55	71.55	10-43-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Admin	09/13/2022	27.00	27.00	10-43-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- PD	08/24/2022	4.00	4.00	10-51-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- PD	09/20/2022	2.17	2.17	10-51-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- PD	09/19/2022	7.95	7.95	10-51-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- PD	09/13/2022	3.00	3.00	10-51-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- PW	08/25/2022	23.85	23.85	10-57-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- PW	08/24/2022	8.00	8.00	10-57-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- PW	09/20/2022	6.49	6.49	10-57-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- PW	09/20/2022	14.91	14.91	10-57-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- PW	09/19/2022	23.85	23.85	10-57-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- PW	09/13/2022	9.00	9.00	10-57-366
1315	AZ Department of Corrections	D082125 2022	Inmate Labor- LB	08/12/2022	59.63	59.63	10-62-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- LB	08/25/2022	119.26	119.26	10-62-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- LB	08/24/2022	40.00	40.00	10-62-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- LB	09/20/2022	21.67	21.67	10-62-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- LB	09/20/2022	49.69	49.69	10-62-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- LB	09/19/2022	79.50	79.50	10-62-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- LB	09/13/2022	30.00	30.00	10-62-366
1315	AZ Department of Corrections	D082125 2022	Inmate Labor- Water	08/12/2022	134.17	134.17	51-40-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Water	08/25/2022	107.34	107.34	51-40-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Sewer	08/25/2022	107.33	107.33	51-40-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Water	08/24/2022	36.00	36.00	51-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Water	09/20/2022	29.25	29.25	51-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- PD	09/20/2022	4.97	4.97	51-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Water	09/20/2022	67.08	67.08	51-40-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Water	09/19/2022	107.35	107.35	51-40-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Water	09/13/2022	40.50	40.50	51-40-366
1315	AZ Department of Corrections	D082125 2022	Inmate Labor- Sewer	08/12/2022	134.17	134.17	52-40-366
1315	AZ Department of Corrections	D082162 2022	Inmate Labor- Sewer	08/24/2022	36.00	36.00	52-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Sewer	09/20/2022	29.25	29.25	52-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- Sewer	09/20/2022	67.08	67.08	52-40-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Sewer	09/19/2022	107.34	107.34	52-40-366

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- Sewer	09/13/2022	40.50	40.50	52-40-366
1315	AZ Department of Corrections	D082125 2022	Inmate Labor- LF	08/12/2022	119.26	119.26	55-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- LF	09/20/2022	21.67	21.67	55-40-366
1315	AZ Department of Corrections	D082166 2022	Inmate Labor- LF	09/20/2022	49.70	49.70	55-40-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- LF	09/19/2022	79.50	79.50	55-40-366
1315	AZ Department of Corrections	D082183 2022	Inmate Labor- LF	09/13/2022	30.00	30.00	55-40-366
Total AZ Department of Corrections:					2,199.27	2,199.27	
AZ Department of Environmental Quality							
10472	AZ Department of Environmental	0000368330X	WQL Water Quality	08/31/2022	2,500.00	2,500.00	51-40-516
10472	AZ Department of Environmental	0000368330X	Interest	08/31/2022	.34	.34	51-40-516
10472	AZ Department of Environmental	0000370359X	SWM Solid Waste Mangement Fe	09/01/2022	1,428.00	1,428.00	55-40-516
10472	AZ Department of Environmental	0000370583X	LNF Landfill	09/01/2022	2,309.31	2,309.31	55-40-516
10472	AZ Department of Environmental	0000370583X	Interest	09/01/2022	26.56	26.56	55-40-516
Total AZ Department of Environmental Quality:					6,264.21	6,264.21	
AZ Dept of Public Safety							
1268	AZ Dept of Public Safety	489	Monthly Conversions August 2022	09/01/2022	16.98	16.98	20-40-200
Total AZ Dept of Public Safety:					16.98	16.98	
Az State Treasurer							
1274	Az State Treasurer	491	Monthly Conversions- Aug 2022	09/01/2022	4,910.17	4,910.17	20-40-200
Total Az State Treasurer:					4,910.17	4,910.17	
Aztec Welding & Industrial Sup							
1423	Aztec Welding & Industrial Sup	RN07223213	Oxygen, Compressed 225 CF OX	07/31/2022	6.70	6.70	55-40-460
1423	Aztec Welding & Industrial Sup	RN08223212	Oxygen, Compressed 225 CF OX	08/31/2022	6.70	.00	55-40-460
Total Aztec Welding & Industrial Sup:					13.40	6.70	
Barnett's Towing L.L.C.							
1495	Barnett's Towing L.L.C.	470820	9/6/22 Barnett's responded to jum	09/06/2022	105.00	105.00	10-51-470
1495	Barnett's Towing L.L.C.	470832	Impound Tow for DR# 220913-03	09/13/2022	105.00	105.00	10-51-505
Total Barnett's Towing L.L.C.:					210.00	210.00	
Caselle, Inc							
1745	Caselle, Inc	119221	Software Management- GF	09/01/2022	201.00	201.00	10-43-480
1745	Caselle, Inc	119221	Software Management- Sewer	09/01/2022	201.00	201.00	52-40-480
1745	Caselle, Inc	119221	Software Management- LF	09/01/2022	201.00	201.00	55-40-480
1745	Caselle, Inc	119221	Software Management- Water	09/01/2022	201.00	201.00	55-40-480
Total Caselle, Inc:					804.00	804.00	
Caterpillar Financial Services Co.							
1760	Caterpillar Financial Services Co.	32882687	001-0959151-001 Model/Serial: D	09/07/2022	3,450.87	3,450.87	55-40-705
1760	Caterpillar Financial Services Co.	32882687	001-0959151-000 Model/Serial: 8	09/07/2022	3,313.82	3,313.82	55-40-705
Total Caterpillar Financial Services Co.:					6,764.69	6,764.69	
CenturyLink							
10348	CenturyLink	5204561354_0	Town Hall Phone Service	09/07/2022	304.46	304.46	10-43-271
10348	CenturyLink	5204563034_0	Police Department Phone Service	09/07/2022	160.83	160.83	10-51-271

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10348	CenturyLink	5204560374_0	Public Library Phone Service	09/30/2022	6.71	6.71	10-57-340
10348	CenturyLink	5204561063_0	Public Library Phone Service	09/30/2022	83.36	83.36	10-62-271
10348	CenturyLink	5204560374_0	Water Fax Machine	09/30/2022	30.16	30.16	51-40-340
10348	CenturyLink	5204560374_0	Sewer Fax Machine	09/30/2022	30.16	30.16	52-40-340
Total CenturyLink:					615.68	615.68	
Cintas Corporation No. 445							
10067	Cintas Corporation No. 445	4129060970	Public Works Uniforms	08/22/2022	8.58	8.58	10-57-110
10067	Cintas Corporation No. 445	4129644678	PW Uniforms	08/29/2022	8.58	8.58	10-57-110
10067	Cintas Corporation No. 445	4131015241	Public Works Uniforms	09/12/2022	8.58	8.58	10-57-110
10067	Cintas Corporation No. 445	4131706073	Public Works Uniforms	09/19/2022	8.58	8.58	10-57-110
10067	Cintas Corporation No. 445	4131015241	Water Uniform	09/12/2022	38.57	38.57	51-40-110
10067	Cintas Corporation No. 445	4131706073	Water Uniform	09/19/2022	38.57	38.57	51-40-110
10067	Cintas Corporation No. 445	4129060970	Water Uniform	08/22/2022	38.57	38.57	51-40-460
10067	Cintas Corporation No. 445	4129644678	Water Uniform	08/29/2022	38.57	38.57	51-40-460
10067	Cintas Corporation No. 445	4129060970	Sewer Uniforms	08/22/2022	38.57	38.57	52-40-110
10067	Cintas Corporation No. 445	4129644678	Sewer Uniforms	08/29/2022	38.57	38.57	52-40-110
10067	Cintas Corporation No. 445	4131015241	Sewer Uniforms	09/12/2022	38.57	38.57	52-40-110
10067	Cintas Corporation No. 445	4131706073	Sewer Uniforms	09/19/2022	38.57	38.57	52-40-110
10067	Cintas Corporation No. 445	4129060960	Landfill Uniforms	08/22/2022	74.79	74.79	55-40-110
10067	Cintas Corporation No. 445	4129061027	Landfill Uniforms	08/22/2022	38.05	38.05	55-40-110
10067	Cintas Corporation No. 445	4129644571	Landfill Uniforms	08/29/2022	38.05	38.05	55-40-110
10067	Cintas Corporation No. 445	4129644629	Landfill Uniforms	08/29/2022	86.45	86.45	55-40-110
10067	Cintas Corporation No. 445	4131015273	Landfill Uniforms	09/12/2022	38.05	38.05	55-40-110
10067	Cintas Corporation No. 445	4131705975	Landfill Uniforms	09/19/2022	38.05	38.05	55-40-110
10067	Cintas Corporation No. 445	4131705989	Landfill Uniforms	09/19/2022	74.79	74.79	55-40-110
Total Cintas Corporation No. 445:					731.11	731.11	
Cochise County Treasurer							
1867	Cochise County Treasurer	488	Fill the Gap 4th Qtr FY22	09/01/2022	255.31	255.31	20-40-200
1867	Cochise County Treasurer	488	Monthly Conversion Aug 2022	09/01/2022	14.99	14.99	20-40-200
Total Cochise County Treasurer:					270.30	270.30	
Danielle Cardella							
10612	Danielle Cardella	179668676PT	Cleaning Deposit Refund	08/27/2022	75.00	75.00	10-36-500
Total Danielle Cardella:					75.00	75.00	
David Thorpe Torres							
10615	David Thorpe Torres	08312022	Return Check Fee	08/31/2022	28.00	28.00	10-43-122
Total David Thorpe Torres:					28.00	28.00	
DE Lage Landen Financial Services							
10476	DE Lage Landen Financial Servic	77328055	Copier Lease - Town Hall	08/20/2022	167.60	167.60	10-43-840
10476	DE Lage Landen Financial Servic	77328055	Copier Lease- Police	08/20/2022	67.87	67.87	10-51-705
10476	DE Lage Landen Financial Servic	77328055	Copier Lease - Library	08/20/2022	67.87	67.87	10-62-705
Total DE Lage Landen Financial Services:					303.34	303.34	
Elite Sales and Service, LLC							
2130	Elite Sales and Service, LLC	224942	Trouble shot, no start. Repair Ch	08/25/2022	40.00	40.00	10-53-450
2130	Elite Sales and Service, LLC	30009	Replace the cable on the Roll Off	07/12/2022	3,193.59	3,193.59	55-40-846

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Elite Sales and Service, LLC:					3,233.59	3,233.59	
Empire Homes, Inc.							
2223	Empire Homes, Inc.	16375	Due to the great Monsoon Season	09/19/2022	920.63	920.63	55-40-460
Total Empire Homes, Inc.:					920.63	920.63	
Empire Southwest, LLC							
2220	Empire Southwest, LLC	EMPS5715620	Filters for 613C Scraper. Empire	08/24/2022	212.33	212.33	55-40-610
Total Empire Southwest, LLC:					212.33	212.33	
EPS Group, Inc							
10549	EPS Group, Inc	21-0745-10	CDBG Public Parks Improvement	08/22/2022	2,317.50	2,317.50	29-40-840
10549	EPS Group, Inc	21-0745-11	CDBG Public Parks Improvement	09/20/2022	2,317.50	2,317.50	29-40-840
Total EPS Group, Inc:					4,635.00	4,635.00	
General Fund(Trust)							
2364	General Fund(Trust)	490	August 2022 Monthly Conversion	09/01/2022	5,933.28	5,933.28	20-40-200
Total General Fund(Trust):					5,933.28	5,933.28	
Jennifer Lynn Coons							
10618	Jennifer Lynn Coons	493	Refund- Overpayment	09/16/2022	40.00	40.00	20-40-200
Total Jennifer Lynn Coons:					40.00	40.00	
Jessica Sharp							
10613	Jessica Sharp	06012021	Water/Sewer Account Credit	07/20/2022	49.17	49.17	51-21350
Total Jessica Sharp:					49.17	49.17	
Joseph Schlosser							
10614	Joseph Schlosser	07282022	Napa Auto Parts- Battery Cable L	07/28/2022	4.51	4.51	10-57-460
Total Joseph Schlosser:					4.51	4.51	
Keith Arnett							
1483	Keith Arnett	020	Remote Operator Fee for Sewer S	09/07/2022	400.00	400.00	52-40-650
Total Keith Arnett:					400.00	400.00	
Kristy Ramirez							
10502	Kristy Ramirez	09162022	Check Return Fee	09/16/2022	12.00	12.00	10-43-122
10502	Kristy Ramirez	09162022_1	LACT Conference- Lunch	09/16/2022	36.00	36.00	10-43-660
10502	Kristy Ramirez	09162022_1	LACT Conference- Dinner	09/16/2022	20.00	20.00	10-43-660
Total Kristy Ramirez:					68.00	68.00	
Lal Enterprises, Inc							
3220	Lal Enterprises, Inc	62185	Const. Chemical Toilet Service- La	07/31/2022	57.75	57.75	55-40-340
3220	Lal Enterprises, Inc	62258	Const. Chemical Toilet Service- La	08/31/2022	52.50	52.50	55-40-340
Total Lal Enterprises, Inc:					110.25	110.25	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Law Office of Joe Heinzl							
10225	Law Office of Joe Heinzl	2022-008	Court Case TR20220007	09/16/2022	290.00	290.00	10-45-221
10225	Law Office of Joe Heinzl	2022-009	Court Case TR202200019	09/16/2022	310.00	310.00	10-45-221
Total Law Office of Joe Heinzl:					600.00	600.00	
Lumen							
10507	Lumen	600782818	Town Hall Internet	09/01/2022	1,124.85	1,124.85	10-48-481
10507	Lumen	304760044	Current Charges 20%- Library Int	08/12/2022	298.16	298.16	10-62-481
10507	Lumen	601468756	Current Charges 20%- Library Int	09/12/2022	298.16	298.16	10-62-481
10507	Lumen	304760044	Finance Charges- Debt:Erate	08/12/2022	800.00	800.00	10-62-621
10507	Lumen	601468756	Finance Charges- Debt:Erate	09/12/2022	800.00	800.00	10-62-621
10507	Lumen	304760044	Current Charges 80%- Erate Gran	08/12/2022	1,192.64	1,192.64	10-69-810
10507	Lumen	601468756	Current Charges 80%- Erate Gran	09/12/2022	1,192.64	1,192.64	10-69-810
Total Lumen:					5,706.45	5,706.45	
McCoy's Septic Pumping Service							
10230	McCoy's Septic Pumping Service	5551	Pump Station Dump	08/16/2022	190.00	190.00	55-40-360
10230	McCoy's Septic Pumping Service	5564	Pump Station Dump	08/24/2022	190.00	190.00	55-40-360
10230	McCoy's Septic Pumping Service	5574	Pump Station Dump	09/06/2022	190.00	190.00	55-40-360
Total McCoy's Septic Pumping Service:					570.00	570.00	
Mettler Toledo							
4210	Mettler Toledo	655076535	Basic Preventive Maintenance, Sc	07/28/2022	767.50	767.50	55-40-610
Total Mettler Toledo:					767.50	767.50	
Moyes Sellers & Hendricks							
10370	Moyes Sellers & Hendricks	37286	Water Rights Attorney- Gila River	09/20/2022	26.50	26.50	51-40-650
Total Moyes Sellers & Hendricks:					26.50	26.50	
One Hour Air Conditioning							
3093	One Hour Air Conditioning	R335502	Callout fee	06/06/2022	79.00	79.00	10-57-500
3093	One Hour Air Conditioning	R335502	Fan Blade	06/06/2022	357.00	357.00	10-57-500
Total One Hour Air Conditioning :					436.00	436.00	
PITNEY BOWES BANK INC							
3187	PITNEY BOWES BANK INC	08172022	Postage- Admin	08/17/2022	173.04	173.04	10-43-440
3187	PITNEY BOWES BANK INC	08172022	Postage- Water	08/17/2022	605.63	605.63	51-40-440
3187	PITNEY BOWES BANK INC	08172022	Postage- Sewer	08/17/2022	605.63	605.63	52-40-440
3187	PITNEY BOWES BANK INC	08172022	Postage- Landfill	08/17/2022	346.08	346.08	55-40-440
Total PITNEY BOWES BANK INC:					1,730.38	1,730.38	
Richard Miller							
10498	Richard Miller	492	Restitution Case: M0248CR2017	09/07/2022	50.00	50.00	20-40-200
Total Richard Miller:					50.00	50.00	
Rick Keeling							
10324	Rick Keeling	07222022	Water Deposit Refund	07/22/2022	15.92	15.92	51-21350
10324	Rick Keeling	07222022	Sewer Deposit Refund	07/22/2022	25.00	25.00	52-21350

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Rick Keeling:					40.92	40.92	
S.S.V.E.C							
3920	S.S.V.E.C	09072022	Electric- Admin	09/07/2022	1,254.12	1,254.12	10-43-340
3920	S.S.V.E.C	09072022	Electric- PD	09/07/2022	394.57	394.57	10-51-340
3920	S.S.V.E.C	09072022	Electric- Fire	09/07/2022	394.57	394.57	10-53-340
3920	S.S.V.E.C	09072022	Electric- PW	09/07/2022	2,509.76	2,509.76	10-57-340
3920	S.S.V.E.C	09072022	Electric- City Pool	09/07/2022	617.15	617.15	10-58-340
3920	S.S.V.E.C	09072022	Electric- Parks & Rec	09/07/2022	280.51	280.51	10-60-340
3920	S.S.V.E.C	09072022	Electric- LB	09/07/2022	780.96	780.96	10-62-340
3920	S.S.V.E.C	09072022	Electric- Senior Center	09/07/2022	171.68	171.68	10-68-340
3920	S.S.V.E.C	09072022	Electric- Water	09/07/2022	4,175.87	4,175.87	51-40-340
3920	S.S.V.E.C	09072022	Electric- Sewer	09/07/2022	508.46	508.46	52-40-340
3920	S.S.V.E.C	09072022	Electric- Landfill	09/07/2022	838.07	838.07	55-40-340
Total S.S.V.E.C:					11,925.72	11,925.72	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-374156	Diesel- PW	08/11/2022	17.52	17.52	10-57-476
10215	Senergy Petroleum LLC	SEN-377503	Diesel- PW	08/18/2022	10.53	10.53	10-57-476
10215	Senergy Petroleum LLC	SEN-383821	Diesel- PW	08/29/2022	30.94	30.94	10-57-476
10215	Senergy Petroleum LLC	SEN-387968	Diesel- PW	09/06/2022	10.34	10.34	10-57-476
10215	Senergy Petroleum LLC	SEN-390036	Diesel- PW	09/09/2022	26.38	26.38	10-57-476
10215	Senergy Petroleum LLC	SEN-391514	Diesel- PW	09/12/2022	10.34	10.34	10-57-476
10215	Senergy Petroleum LLC	SEN-395879	Diesel- PW	09/19/2022	24.08	24.08	10-57-476
10215	Senergy Petroleum LLC	SEN-399783	Diesel- PW	09/30/2022	9.01	9.01	10-57-476
10215	Senergy Petroleum LLC	SEN-374156	Diesel- Road User	08/11/2022	35.05	35.05	23-40-475
10215	Senergy Petroleum LLC	SEN-377503	Diesel- Road User	08/18/2022	21.07	21.07	23-40-475
10215	Senergy Petroleum LLC	SEN-383821	Diesel- Road User	08/29/2022	61.88	61.88	23-40-475
10215	Senergy Petroleum LLC	SEN-387968	Diesel- Road User	09/06/2022	20.69	20.69	23-40-475
10215	Senergy Petroleum LLC	SEN-390036	Diesel- Road User	09/09/2022	52.76	52.76	23-40-475
10215	Senergy Petroleum LLC	SEN-391514	Diesel- Road User	09/12/2022	20.67	20.67	23-40-475
10215	Senergy Petroleum LLC	SEN-395879	Diesel- Road User	09/19/2022	48.17	48.17	23-40-475
10215	Senergy Petroleum LLC	SEN-399783	Diesel- Road User	09/30/2022	18.03	18.03	23-40-475
10215	Senergy Petroleum LLC	SEN-374156	Diesel- Water	08/11/2022	157.72	157.72	51-40-476
10215	Senergy Petroleum LLC	SEN-377503	Diesel- Water	08/18/2022	94.80	94.80	51-40-476
10215	Senergy Petroleum LLC	SEN-383821	Diesel- Water	08/29/2022	278.48	278.48	51-40-476
10215	Senergy Petroleum LLC	SEN-387968	Diesel- Water	09/06/2022	93.10	93.10	51-40-476
10215	Senergy Petroleum LLC	SEN-390036	Diesel- Water	09/09/2022	237.41	237.41	51-40-476
10215	Senergy Petroleum LLC	SEN-391514	Diesel- Water	09/12/2022	93.03	93.03	51-40-476
10215	Senergy Petroleum LLC	SEN-395879	Diesel- Water	09/19/2022	216.75	216.75	51-40-476
10215	Senergy Petroleum LLC	SEN-399783	Diesel- Water	09/30/2022	81.13	81.13	51-40-476
10215	Senergy Petroleum LLC	SEN-374156	Diesel- Sewer	08/11/2022	140.19	140.19	52-40-476
10215	Senergy Petroleum LLC	SEN-377503	Diesel- Sewer	08/18/2022	84.27	84.27	52-40-476
10215	Senergy Petroleum LLC	SEN-383821	Diesel- Sewer	08/29/2022	247.54	247.54	52-40-476
10215	Senergy Petroleum LLC	SEN-387968	Diesel- Sewer	09/06/2022	82.75	82.75	52-40-476
10215	Senergy Petroleum LLC	SEN-390036	Diesel- Sewer	09/09/2022	211.03	211.03	52-40-476
10215	Senergy Petroleum LLC	SEN-391514	Diesel- Sewer	09/12/2022	82.69	82.69	52-40-476
10215	Senergy Petroleum LLC	SEN-395879	Diesel- Sewer	09/19/2022	192.66	192.66	52-40-476
10215	Senergy Petroleum LLC	SEN-399783	Diesel- Sewer	09/30/2022	72.12	72.12	52-40-476
10215	Senergy Petroleum LLC	SEN-374156	Diesel- LF	08/11/2022	3,154.37	3,154.37	55-40-476
10215	Senergy Petroleum LLC	SEN-377503	Diesel- LF	08/18/2022	1,895.99	1,895.99	55-40-476
10215	Senergy Petroleum LLC	SEN-383821	Diesel- LF	08/29/2022	5,569.60	5,569.60	55-40-476
10215	Senergy Petroleum LLC	SEN-387968	Diesel- LF	09/06/2022	1,861.96	1,861.96	55-40-476
10215	Senergy Petroleum LLC	SEN-390036	Diesel- LF	09/09/2022	4,748.17	4,748.17	55-40-476
10215	Senergy Petroleum LLC	SEN-391514	Diesel- LF	09/12/2022	1,860.59	1,860.59	55-40-476

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10215	Senergy Petroleum LLC	SEN-395879	Diesel- LF	09/19/2022	4,334.96	4,334.96	55-40-476
10215	Senergy Petroleum LLC	SEN-399783	Diesel- LF	09/30/2022	1,622.64	1,622.64	55-40-476
Total Senergy Petroleum LLC:					27,831.41	27,831.41	
Sierra Vista Area Chamber of Commerce							
10199	Sierra Vista Area Chamber of Co	3988	Civic Level Members	08/25/2022	250.00	250.00	10-43-640
Total Sierra Vista Area Chamber of Commerce:					250.00	250.00	
Sierra Vista Fry Fire District							
10600	Sierra Vista Fry Fire District	2023-014	Stove for the Fire Station Living Q	09/16/2022	876.12	876.12	10-53-460
Total Sierra Vista Fry Fire District:					876.12	876.12	
Southern Tire Mart							
10357	Southern Tire Mart	6020039952	265/60R17 Firehawk PRST AWT	08/11/2022	470.82	470.82	10-51-470
Total Southern Tire Mart:					470.82	470.82	
Southwest Gas Corporation							
3879	Southwest Gas Corporation	910002356376	Gas Utility- Police	08/30/2022	29.53	29.53	10-51-340
3879	Southwest Gas Corporation	910002356376	Gas Utility- Fire Station	08/30/2022	29.53	29.53	10-53-340
3879	Southwest Gas Corporation	910002628087	Gas Utility- Community Center	08/30/2022	30.34	30.34	10-60-340
3879	Southwest Gas Corporation	910002504729	Gas Utility- Senior Center	08/30/2022	42.78	42.78	10-68-340
Total Southwest Gas Corporation:					132.18	132.18	
Southwest Motor Services Group							
10480	Southwest Motor Services Group	4443	blower motor resistor	09/20/2022	64.39	64.39	10-51-470
10480	Southwest Motor Services Group	4443	blower motor	09/20/2022	169.05	169.05	10-51-470
10480	Southwest Motor Services Group	4443	labor	09/20/2022	93.68	93.68	10-51-470
10480	Southwest Motor Services Group	4282	Tire Rotation	07/29/2022	165.00	165.00	10-65-470
10480	Southwest Motor Services Group	4282	Labor- Oil Change	07/29/2022	55.00	55.00	10-65-470
10480	Southwest Motor Services Group	4282	Oil	07/29/2022	39.28	39.28	10-65-470
10480	Southwest Motor Services Group	4282	Shop Fee	07/29/2022	5.00	5.00	10-65-470
Total Southwest Motor Services Group:					591.40	591.40	
Sparkletts							
3541	Sparkletts	11743448 0908	Blk Hot & Cold Cooler Rental	09/08/2022	4.31	4.31	51-40-460
3541	Sparkletts	117434480811	Blk Hot & Cold Cooler Rental	08/11/2022	4.31	4.31	51-40-460
3541	Sparkletts	11743448 0908	PWD 300LXP Series Hot & Cold	09/08/2022	4.31	4.31	55-40-460
3541	Sparkletts	117434480811	PWD 300LXP Series Hot & Cold	08/11/2022	4.31	4.31	55-40-460
Total Sparkletts:					17.24	17.24	
Sun Life Financial							
4326	Sun Life Financial	09/01/2022-09/	Employee dental - September 202	08/16/2022	20.27	20.27	10-22510
4326	Sun Life Financial	10/01/2022- 10	Employee Dental - October 2022	09/14/2022	20.27	20.27	10-22510
Total Sun Life Financial:					40.54	40.54	
Terminax Processing Center							
10459	Terminax Processing Center	3218947	Rat Bait Boxes- Town Hall	08/22/2022	10.00	10.00	10-43-340
10459	Terminax Processing Center	3218947	Rat Bait Boxes- Police Dept	08/22/2022	10.00	10.00	10-51-462
10459	Terminax Processing Center	3218949	Pest Control - Police Dept	08/22/2022	29.00	29.00	10-51-462

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10459	Terminax Processing Center	3218947	Rat Bait Boxes- Fire	08/22/2022	10.00	10.00	10-53-340
10459	Terminax Processing Center	3218949	Pest Control - Fire	08/22/2022	29.00	29.00	10-53-340
10459	Terminax Processing Center	3218947	Rat Bait Boxes- Library	08/22/2022	10.00	10.00	10-62-462
10459	Terminax Processing Center	3218949	Pest Control - Library	08/22/2022	29.00	29.00	10-62-462
10459	Terminax Processing Center	3218949	Pest Control - Town Hall	08/22/2022	29.00	29.00	10-68-340
10459	Terminax Processing Center	3218947	Rat Bait Boxes- Senior Center	08/22/2022	10.00	10.00	10-68-462
10459	Terminax Processing Center	3218949	Pest Control - Senior Center	08/22/2022	29.00	29.00	10-68-462
Total Terminax Processing Center:					195.00	195.00	
Thies, James							
2738	Thies, James	09122022	2 breakfasts	09/12/2022	16.00	16.00	10-51-660
2738	Thies, James	09122022	3 lunches	09/12/2022	36.00	36.00	10-51-660
2738	Thies, James	09122022	2 dinners	09/12/2022	40.00	40.00	10-51-660
Total Thies, James:					92.00	92.00	
Tierra Water Management							
10566	Tierra Water Management	710	Water Operator August 2022	08/29/2022	500.00	500.00	51-40-650
Total Tierra Water Management:					500.00	500.00	
TransWorld Network, Corp							
9629	TransWorld Network, Corp	15368049-A16	Internet Services- Landfill/PW	08/22/2022	86.47	86.47	55-40-480
Total TransWorld Network, Corp:					86.47	86.47	
Troy Wilde							
10617	Troy Wilde	09082022	Sewer Deposit Refund	09/08/2022	10.34	10.34	52-21350
Total Troy Wilde:					10.34	10.34	
Tucson Hispanic Chamber of Commerce							
10608	Tucson Hispanic Chamber of Com	08312022	Returned Check Fee	08/31/2022	20.00	20.00	10-43-122
Total Tucson Hispanic Chamber of Commerce:					20.00	20.00	
Turner Laboratories, Inc							
4243	Turner Laboratories, Inc	2210247	Coliform by Colilert	09/16/2022	53.00	53.00	51-40-510
4243	Turner Laboratories, Inc	2210286	Coliform by Colilert	09/19/2022	31.50	31.50	51-40-510
4243	Turner Laboratories, Inc	22H0032	BOD Waste Water, MPN	08/16/2022	110.50	110.50	52-40-702
4243	Turner Laboratories, Inc	22H0033	MPN, Nitrogen	08/17/2022	133.00	133.00	52-40-702
Total Turner Laboratories, Inc:					328.00	328.00	
Verizon Wireless							
4343	Verizon Wireless	9915205069	Cell Phone Aug 8- Sep 7, 2022	09/07/2022	1,527.51	1,527.51	10-48-275
Total Verizon Wireless:					1,527.51	1,527.51	
Wist Office Products							
4169	Wist Office Products	2256070	medium binder clips	07/22/2022	3.65	3.65	10-43-290
4169	Wist Office Products	2256070	regular paper clips	07/22/2022	5.20	5.20	10-43-290
4169	Wist Office Products	2256070	small binder clips	07/22/2022	6.90	6.90	10-43-290
4169	Wist Office Products	2256070	copy paper	07/22/2022	738.91	738.91	10-43-290
4169	Wist Office Products	2256070	perforated roll towel	07/22/2022	32.51	32.51	10-43-290
4169	Wist Office Products	2256070	hanging folders	07/22/2022	15.68	15.68	10-43-290

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
4169	Wist Office Products	2256070	box bottom hanging files	07/22/2022	18.61	18.61	10-43-290
4169	Wist Office Products	2256070	jumbo paper clips	07/22/2022	3.45	3.45	10-43-290
4169	Wist Office Products	2261344	DayMinder appointment book 202	08/08/2022	17.56	17.56	10-43-290
4169	Wist Office Products	2255173	HP copier paper	07/20/2022	608.70	608.70	10-51-290
4169	Wist Office Products	2255173	Avery Econmy View Binders, 1"	07/20/2022	8.22	8.22	10-51-290
4169	Wist Office Products	2255173	Avery Durahinge binder, 5"	07/20/2022	36.48	36.48	10-51-290
4169	Wist Office Products	2255173	Avery big tab binder dividers	07/20/2022	4.02	4.02	10-51-290
4169	Wist Office Products	2255173	Paper clips	07/20/2022	10.30	10.30	10-51-290
4169	Wist Office Products	2255173	3x3 post it notes	07/20/2022	17.78	17.78	10-51-290
4169	Wist Office Products	2255173	1.5x2 post it notes	07/20/2022	7.15	7.15	10-51-290
4169	Wist Office Products	2255173	push pins	07/20/2022	6.83	6.83	10-51-290
4169	Wist Office Products	2255173	Tape	07/20/2022	19.73	19.73	10-51-290
4169	Wist Office Products	2257418	manila file folders	07/27/2022	7.56	7.56	10-51-290
4169	Wist Office Products	2257418	packing tape, carton of 6	07/27/2022	32.79	32.79	10-51-290
4169	Wist Office Products	2257922	Bankers box, 4 ct	07/28/2022	60.41	60.41	10-51-290
4169	Wist Office Products	2255174	Genuine Joe heavy duty trash can	07/20/2022	117.76	117.76	10-51-460
4169	Wist Office Products	2255174	Ajax powder cleaner, 24 per carto	07/20/2022	66.98	66.98	10-51-460
4169	Wist Office Products	2255174	clorox clean up disinfectant clean	07/20/2022	61.62	61.62	10-51-460
4169	Wist Office Products	2255174	Clorox Wipes, 6 per carton	07/20/2022	45.67	45.67	10-51-460
4169	Wist Office Products	2255174	clorox toilet bowl cleaner, carton	07/20/2022	47.46	47.46	10-51-460
4169	Wist Office Products	2255174	Genuine Joe paper towels, carton	07/20/2022	114.36	114.36	10-51-460
4169	Wist Office Products	2255174	Livi bath tissue	07/20/2022	94.46	94.46	10-51-460
4169	Wist Office Products	2261338	Lysol spray 2pack	08/08/2022	39.15	39.15	10-51-460
4169	Wist Office Products	2264879	1 Seventh Generation All Purpose	08/16/2022	25.45	25.45	10-62-290
4169	Wist Office Products	2264879	Clorox Green Works Bathroom Cl	08/16/2022	9.63	9.63	10-62-290
4169	Wist Office Products	2264879	Clorox Green Works Glass Clean	08/16/2022	12.15	12.15	10-62-290
4169	Wist Office Products	2266544	Box 100 count Large Nitrile Glove	08/19/2022	35.67	35.67	10-62-290
4169	Wist Office Products	2267395	Genuine Joe Heavy Duty Tall Kitc	08/23/2022	23.37	23.37	10-62-290
4169	Wist Office Products	2267395	Lysol Crisp Linen Disinfectant Spr	08/23/2022	17.48	17.48	10-62-290
4169	Wist Office Products	2253220	Pen, Gel, G2, Fine, Red	07/14/2022	19.95	19.95	55-40-290
4169	Wist Office Products	2253220	Folder, 2-Pocket, Left	07/14/2022	19.64	19.64	55-40-290
4169	Wist Office Products	2253220	Liner, LD, 30x36,30G, 1	07/14/2022	93.44	93.44	55-40-290
4169	Wist Office Products	2253220	Towel, CPT, 600SH, WH	07/14/2022	44.32	44.32	55-40-290
4169	Wist Office Products	2255659	PO 90612- Paper Towel	07/21/2022	44.32	44.32	55-40-460
Total Wist Office Products:					2,595.32	2,595.32	
WM Corporate Services, Inc.							
10340	WM Corporate Services, Inc.	0042096-1571-	Trash Service	09/02/2022	13,105.25	13,105.25	54-40-360
10340	WM Corporate Services, Inc.	06152022	Landfill Credit	06/15/2022	49.30	49.30	55-30-200
10340	WM Corporate Services, Inc.	0775351-0567-	Contract Services	07/01/2022	4,574.20	4,574.20	55-40-360
Total WM Corporate Services, Inc.:					17,728.75	17,728.75	
Grand Totals:					133,943.10	133,936.40	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Detail report.

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



ORDER CONFIRMATION

JOHANN WALLACE,

Thank you for choosing CDW•G. We have received your order. Please take a moment to review it for accuracy and completeness.

View Order Online

ORDER #	ORDER DATE	PO #	CUSTOMER #
NBDJ678	10/11/2022	MZMZ249	6467629

ORDER DETAILS

ITEM	QTY	CDW#	UNIT PRICE	EXT. PRICE
<u>Dell OptiPlex 7090 - SFF - Core i5 10505 3.2 GHz - vPro - 8 GB - SSD 256 GB</u> Mfg. Part#: DGW4P Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	14	6592606	\$786.30	\$11,008.20
<u>Dell P2422H - LED monitor - Full HD (1080p) - 23.8"</u> Mfg. Part#: DELL-P2422H Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	14	6562448	\$235.62	\$3,298.68
<u>Dell MS116 - mouse - USB - black - 275-BBCB</u> Mfg. Part#: MS116-BK UNSPSC: 43211708 Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	14	3938481	\$23.06	\$322.84
<u>Dell KB216 - keyboard</u> Mfg. Part#: KB216-BK-US UNSPSC: 43211706 Contract: Sourcwell 081419-CDW Tech Catalog (081419#CDW)	14	4306011	\$26.75	\$374.50

SUBTOTAL	\$15,004.22
SHIPPING	\$0.00
SALES TAX	\$915.25
GRAND TOTAL	\$15,919.47

PURCHASER BILLING INFO	DELIVER TO
Billing Address: HUACHUCA CITY TOWN HALL ACCOUNTS PAYABLE 500 N GONZALES BLVD HUACHUCA CITY, AZ 85616-9610 Phone: (520) 456-1354 Payment Terms: Net 30 Days-Govt State/Local	Shipping Address: HUACHUCA CITY TOWN HALL JOHANN WALLACE 500 N GONZALES BLVD HUACHUCA CITY, AZ 85616-9610 Phone: (520) 456-1354 Shipping Method: UPS Ground (2-3 days)
Please remit payments to:	

CDW Government
75 Remittance Drive
Suite 1515
Chicago, IL 60675-1515



Sales Contact Info

Rashaad Boyd | (866) 461-9713 | rashaad.boyd@cdwg.com

LEASE OPTIONS		
FMV TOTAL	FMV LEASE OPTION	BO LEASE OPTION
\$15,004.22	\$410.97/Month	\$472.33/Month

Monthly payment based on 36 month lease. Other terms and options are available. Contact your Account Manager for details. Payment quoted is subject to change.

Why finance?

- Lower Upfront Costs. Get the products you need without impacting cash flow. Preserve your working capital and existing credit line.
- Flexible Payment Terms. 100% financing with no money down, payment deferrals and payment schedules that match your company's business cycles.
- Predictable, Low Monthly Payments. Pay over time. Lease payments are fixed and can be tailored to your budget levels or revenue streams.
- Technology Refresh. Keep current technology with minimal financial impact or risk. Add-on or upgrade during the lease term and choose to return or purchase the equipment at end of lease.
- Bundle Costs. You can combine hardware, software, and services into a single transaction and pay for your software licenses over time! We know your challenges and understand the need for flexibility.

General Terms and Conditions:

This quote is not legally binding and is for discussion purposes only. The rates are estimate only and are based on a collection of industry data from numerous sources. All rates and financial quotes are subject to final review, approval, and documentation by our leasing partners. Payments above exclude all applicable taxes. Financing is subject to credit approval and review of final equipment and services configuration. Fair Market Value leases are structured with the assumption that the equipment has a residual value at the end of the lease term.

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This order is subject to CDW's Terms and Conditions of Sales and Service Projects at

<http://www.cdw.com/content/terms-conditions/product-sales.aspx>

For more information, contact a CDW account manager

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Memo

To: Mayor and Council
From: Dr. Jim Johnson, Building Official
cc: Suzanne Harvey, Town Manager
Date: October 4, 2022
Re: Vegetation Abatement of 3 properties

Mayor and Council,

Attached are proposals from Grasshopper Landscaping to abate the vegetation overgrowth at three properties. The owners of each of these properties have deceased and no heirs have come forward; therefore, the Town has no one to enforce cleanup of the properties. We chose Grasshopper Landscaping because they are a local business and they are properly licensed and insured. Each of the properties are described as follows:

- 1) **303 Apache Street.** The owners have been deceased for several years. Originally, the Town abated the removal of a burned-out mobile home from the property in 2017. Then because of a complaint received from a neighbor, the vegetation overgrowth was abated in 2021. We have not received any complaints yet this year, but the property is in need of abatement again. The attached proposal for \$810.91 includes cleanup of the alleyway behind the property.
- 2) **217 Pima Street.** The owner has been deceased for a couple years now. Due to complaints received, the vegetation overgrowth was originally abated in May 2021. Due to the monsoon rains the vegetation overgrowth was abated again in November 2021. We have not received any complaints yet this year, but the property is in need of abatement again. The attached proposal for \$3,967.21 does not include the right-of-way around the property—Public Works has agreed to cut this area back.
- 3) **115 Apache Street.** The owners have been deceased for several years, and the last occupant of the property (not the owner) passed away earlier this year. Vegetation overgrowth on this property has been an issue for many years. In fact, the Lions Club has assisted the occupant the last couple of years. We received a complaint from a neighbor about the overgrowth a few weeks ago so the Town needs to abate it. The attached proposal for \$1,969.04 includes abatement of the weeds around the entire property, as well of trimming the bushes down to 4'. The home itself is in pretty rough shape and we will need to address this as well at some point in the future. Right now, I want to address the vegetation overgrowth.

Once we get clearance for these abatement cases, we will proceed with the proper onsite postings and newspaper publications and scheduling the work to be completed. If you have any questions, please do not hesitate to contact me.



Proposal

Grasshopper Landscaping and Maintenance

Client Name: Town of Huachuca City
Project Name: Town of Huachuca City- 115 East Apache Street. (2022)
Jobsite Address: 115 East Apache Street Huachuca City, Arizona 85616
Estimate ID: EST3467615
Date: Sep 20, 2022
Billing Address: 500 N Gonzales Blvd Huachuca City, Arizona 85616

Bush-hog/weed-eat and let lay and cut back bushes \$1,969.04

Grasshopper will not be responsible for utilities being run over or damaged.

Trash pick-up is additional.

Let everything lay, no raking or hauling.

Bushes- Trim the large Privet bushes down to 4' tall and let grow back.

Clean up and haul away the trimmings from the bushes.

Tree- No tree trimming at this time.

Licensed - Bonded - Insured

ROC183557

PMD 8408

By signing below, I acknowledge that I have fully read and understood the Proposal. I understand that if I have any questions or concerns about this proposal, it is my responsibility to discuss this with the office staff and/or estimator before signing the agreement. I also understand that Grasshopper will be doing the work listed. If things were discussed, but not listed on the proposal, it is my responsibility to ask for clarification and get the proposal updated. Initial _____

Warranty - Weed Control

(The following warranty is only valid if payment is received in full.)

Here are options and definitions for temporary weed removal - weeds will re-grow!

1. Weeds are not pulled, unless specifically requested by the client. In this case, it will be charged at an hourly rate.
2. Weed-eat, rake, and spray:
 1. Weeds will be cut as low as possible (they may be slightly above ground when finished).
 2. Debris from weed-eating will be raked up.
 3. Weeds will be spot sprayed with a herbicide chemical solution. Additional spray treatments may be needed.
 4. (This is a great option if you have tall weeds and a big mess. New weeds may pop up.)
3. Weed-eat and let lay:
 1. Weeds will be cut as low as possible (they may be slightly above ground when finished).
 2. Debris from weed-eating will not be raked up.
 3. (This is popular if you have a large property or area that you just need knocked down).
4. Spray only:
 1. Weeds will be spot sprayed with a herbicide chemical solution. Additional spray treatments may be needed.
 2. (We will spot-spray the weeds that are above the ground and visible. This is a post-emergent. It will not be applied to the entire area but only to the weeds that are seen).

With all of these options, additional service may be required as weeds will continue to grow (especially during the monsoon season).

<https://www.grasshopper-landscaping.com/blog/weed-control-options>

Bush-hogging

Bush-hogging: Using a walk behind machine or a tractor pulled implement that has a rotary blade that rotates parallel to the ground. It is rough cut mowing of taller grass/brush/weeds. It will typically leave the cut vegetation around 6"-8" tall. It is not a finish cut mow. There may be some grass/brush/weeds that is bent over and laid flat during this rough cut mow process. The condition and type of terrain that is being mowed may also affect the rough cut.

Bid Acceptance

This Agreement is made between **Grasshopper Landscaping & Maintenance, LLC**, herein referred to as "**Contractor**" and the above listed "**Client**", whereby Client has engaged Contractor to provide labor and subject to the terms and conditions set forth herein.

1. Client states that his/her mailing address and other contact information listed on this proposal is correct.
2. This proposal includes labor and material.

*Any additional work not listed on the proposal will be billed at \$70 per man, per hour plus the cost of any parts/materials. _____

698 N. Gonzales Blvd.
Huachuca City, Arizona 85616

p. 520-456-8945
f. 520-456-8945

www.grasshopper-landscaping.com
email: customerservice@
grasshopper-landscaping.com

7000 N. Huachuca Blvd., Suite 100, Huachuca City, AZ 85616 (520) 456-8945

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initial here

3. Customer agrees to pay Contractor as follows:

- For jobs over \$500 - 50% is due upon acceptance and scheduling confirmation, with the remainder due upon completion and receipt of invoice
- For jobs under \$500 - payment is due upon receipt of invoice
- If for some reason, a deposit has been received and the client cancels the job, there will be a 10% non-refundable fee.
- Deposits are required to reserve space on our calendar and to order materials/supplies for the job.

4. Contractor reserves the right to charge Client interest in the amount of 1 1/2% per month on any unpaid balance due Contractor if not paid within 30 days after any amount is due.

5. Upon acceptance by Client of this proposal, Client and Contractor shall modify this Agreement by signing a written proposal describing the changes and additions to the Agreement.

6. Grasshopper is not responsible for drainage. Client acknowledges that due to weather and other acts of God, unforeseen conditions may arise which require delays and/or additional labor and material services over and above those described in this proposal. Client acknowledges that Contractor is not responsible for any such unforeseen events. In the event Client desires additional labor and materials from Contractor, Contractor will execute a written work order authorizing such additional labor and materials.

7. This Agreement is governed by the laws of the State of Arizona and constitutes the entire agreement between Client and Contractor.

8. In the event Contractor is required to incur any expenses in connection with the enforcement of any of the terms and conditions of this agreement, Client agrees that the Contractor shall be entitled to be reimbursed for any such costs, including, but not limited to Contractor's reasonable collection fees, collections agencies fees, attorney's fee and Court Costs.

By signing below, I acknowledge that I have fully read and understood the Proposal. I understand that if I have any questions or concerns about this proposal, it is my responsibility to discuss this with the office staff and/or estimator before signing the agreement. I also understand that Grasshopper will be doing the work listed. If things were discussed, but not listed on the proposal, it is my responsibility to ask for clarification and get the proposal updated. Initial _____

Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____



Proposal

Grasshopper Landscaping and Maintenance

Client Name: Town of Huachuca City
Project Name: Town of Huachuca City- 115 East Apache Street. (2022)
Jobsite Address: 115 East Apache Street Huachuca City, Arizona 85616
Estimate ID: EST3467615
Date: Sep 20, 2022
Billing Address: 500 N Gonzales Blvd Huachuca City, Arizona 85616

Bush-hog/weed-eat and let lay and cut back bushes \$1,969.04

Grasshopper will not be responsible for utilities being run over or damaged.

Trash pick-up is additional.

Let everything lay, no raking or hauling.

Bushes- Trim the large Privet bushes down to 4' tall and let grow back.

Clean up and haul away the trimmings from the bushes.

Tree- No tree trimming at this time.

Licensed - Bonded - Insured

ROC183557

PMD 8408

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Warranty - Weed Control

(The following warranty is only valid if payment is received in full.)

Here are options and definitions for temporary weed removal - weeds will re-grow!

1. Weeds are not pulled, unless specifically requested by the client. In this case, it will be charged at an hourly rate.
2. Weed-eat, rake, and spray:
 1. Weeds will be cut as low as possible (they may be slightly above ground when finished).
 2. Debris from weed-eating will be raked up.
 3. Weeds will be spot sprayed with a herbicide chemical solution. Additional spray treatments may be needed.
 4. (This is a great option if you have tall weeds and a big mess. New weeds may pop up.)
3. Weed-eat and let lay:
 1. Weeds will be cut as low as possible (they may be slightly above ground when finished).
 2. Debris from weed-eating will not be raked up.
 3. (This is popular if you have a large property or area that you just need knocked down).
4. Spray only:
 1. Weeds will be spot sprayed with a herbicide chemical solution. Additional spray treatments may be needed.
 2. (We will spot-spray the weeds that are above the ground and visible. This is a post-emergent. It will not be applied to the entire area but only to the weeds that are seen).

With all of these options, additional service may be required as weeds will continue to grow (especially during the monsoon season).

<https://www.grasshopper-landscaping.com/blog/weed-control-options>

Bush-hogging

Bush-hogging: Using a walk behind machine or a tractor pulled implement that has a rotary blade that rotates parallel to the ground. It is rough cut mowing of taller grass/brush/weeds. It will typically leave the cut vegetation around 6"-8" tall. It is not a finish cut mow. There may be some grass/brush/weeds that is bent over and laid flat during this rough cut mow process. The condition and type of terrain that is being mowed may also affect the rough cut.

Bid Acceptance

This Agreement is made between **Grasshopper Landscaping & Maintenance, LLC**, herein referred to as "**Contractor**" and the above listed "**Client**", whereby Client has engaged Contractor to provide labor and subject to the terms and conditions set forth herein.

1. Client states that his/her mailing address and other contact information listed on this proposal is correct.
2. This proposal includes labor and material.

*Any additional work not listed on the proposal will be billed at \$70 per man, per hour plus the cost of any parts/materials. _____

initial here

3. Customer agrees to pay Contractor as follows:

- For jobs over \$500 - 50% is due upon acceptance and scheduling confirmation, with the remainder due upon completion and receipt of invoice
- For jobs under \$500 - payment is due upon receipt of invoice
- If for some reason, a deposit has been received and the client cancels the job, there will be a 10% non-refundable fee.
- Deposits are required to reserve space on our calendar and to order materials/supplies for the job.

4. Contractor reserves the right to charge Client interest in the amount of 1 1/2% per month on any unpaid balance due Contractor if not paid within 30 days after any amount is due.

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Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____



Proposal

Grasshopper Landscaping and Maintenance

Client Name: Town of Huachuca City
Project Name: Town of Huachuca City - 217 Pima Street (2022)
Jobsite Address: 217 Pima Street Huachuca City, Arizona 85616 **Billing Address:** 500 N Gonzales Blvd Huachuca City, Arizona 85616
Estimate ID: EST3467587
Date: Sep 20, 2022

Bush-hog/weed-eat and let lay the highlighted area \$3,967.21

Note—

We will not be responsible for utilities being run over or damaged.

Trash pick-up is additional.

No trimming of trees or larger bushes at this time.

Let everything lay, no raking or hauling.

Licensed - Bonded - Insured

ROC183557

PMD 8408

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Procedure for Extra Work and Changes

If it becomes necessary for the Contractor to make changes in any designs, drawings, plans, software, reports or specifications for any part of the project or reasons for which the Contractor has no control, or if the Contractor is submitted to any extra work, cost or expense by reason of any act or matter over which it has no control, the Client will pay to the Contractor a fee for such changes or extra work calculated on a time and materials basis. All changes to work, pricing or the terms of this Agreement will be read and understood within

698 N. Gonzales Blvd.
 Huachuca City, Arizona 85616

p. 520-456-8945
 f. 520-456-8945

www.grasshopper-landscaping.com
 email: customerservice@
 grasshopper-landscaping.com

the context and meanings of this Agreement unless stated explicitly to the contrary. Any extras added to the Contract are payable by the Client forthwith upon receipt of the Company's invoice.

Change Notice:

Any Contract change in scope and in excess of five hundred dollars (\$500.00) requires a new estimate in order for work to proceed. Work will not commence under a new estimate unless the Client approves it in writing.

For Changes in scope of less than five hundred dollars (\$500.00), the Contractor will notify the Client in person or in writing of such changes. In this instance, such notification shall be plain and clear in terms of scope and reason. Any record, telephone conversation or meeting in which such change in scope was introduced, shall be attached as supporting documentation.

Warranty - Weed Control

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Here are options and definitions for temporary weed removal - weeds will re-grow!

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<https://www.grasshopper-landscaping.com/blog/weed-control-options>

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Tax ID: 94-2111000
EIN: 94-2111000

Page 2 of 2

- If for some reason, a deposit has been received and the client cancels the job, there will be a 10% non-refundable fee.
- Deposits are required to reserve space on our calendar and to order materials/supplies for the job.

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Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____



Proposal

Grasshopper Landscaping and Maintenance

Client Name: Town of Huachuca City
Project Name: Town of Huachuca City - 303 Apache Street (2022)
Jobsite Address: 303 Apache Street Huachuca City, Arizona 85616
Billing Address: 500 N Gonzales Blvd Huachuca City, Arizona 85616
Estimate ID: EST3467594
Date: Sep 20, 2022

Bush-hog/weed-eat and let lay \$810.91

Including the alleyway to the north, and strip by the road.

And weedeat the climbing weeds out of the front fence.

Note---

The neighbors to the west are difficult to deal with. Do not interact with them.

We will not be responsible for utilities being run over or damaged.

Trash pick-up is additional.

No trimming of trees or larger bushes at this time.

Let everything lay, no raking or hauling.

Licensed - Bonded - Insured

ROC183557

PMD 8408

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Huachuca City, Arizona 85616

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email: customerservice@
grasshopper-landscaping.com

7-11-2024 10:00 AM

Page 2 of 2

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Estimate authorized by: _____
Company Representative

Estimate approved by: _____
Customer Representative

Signature Date: _____

Signature Date: _____

Town of Huachuca City Code of Conduct
For Elected Officials

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

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

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

Overview of Roles and Responsibilities

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

MAYOR

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

- Calls for special meetings (Town Code, Section 2.20.020)
- Sets agendas in consultation with the Town Manager and Town Attorney
- Recommends subcommittees as appropriate for Council approval
- Leads the Council into an effective, cohesive working team
- Signs documents on behalf of the Town of Huachuca City
- Calls upon emergency agencies for assistance
- Is advised of Town employee dismissals or suspensions
- Declare Town emergency by proclamation
- Acts as the Town representative at ceremonial functions

VICE MAYOR/MAYOR PRO-TEM

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

ALL COUNCILMEMBERS

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

All Councilmembers should:

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

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

MEETING CHAIR

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

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

FORMER COUNCILMEMBERS AND FORMER TOWN STAFF

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

Policies & Protocol Related to Conduct

Ceremonial Events

Requests for a Town representative at ceremonial events will be handled by Town staff. The Mayor will serve as the designated Town representative. If the Mayor is unavailable, then Town staff will determine if event organizers would like another representative from the Council. If yes, then the Mayor will recommend which Councilmember should be asked to serve as a substitute. Invitations received at Town Hall are presumed to be for official Town Representation. Invitations addressed to Councilmembers at their homes are presumed to be for unofficial, personal consideration.

Correspondence Signatures

Councilmembers do not need to acknowledge the receipt of correspondence, or copies of correspondence, during Council meetings. The Town Clerk will prepare official letters in response to public inquiries and concerns. These letters will carry the signature of the

Mayor unless the Mayor requests that they be signed *by* another Councilmember or the Town Clerk. Official correspondence to the public or other governmental agencies shall be coordinated through the Town Manager.

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

Endorsement of candidates

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

Public Announcements in Council Meetings

Councilmembers who want to speak during the Call to the Public or Councilmembers Report portion of the Council meeting should notify the Chair in advance. Councilmembers like members of the public who use this portion of the agenda to recognize achievements or promote an event will be limited to three minutes each, and should keep the focus on matters of community wide interest. Matters that may require Council action or direction should not be discussed and those items on the agenda should not be used for any form of campaigning.

Travel Expenses

The policies and procedures related to the reimbursement of travel expenses for official Town business by Councilmembers is regulated according to the Town of Huachuca City Employee Manual Travel Policy, Section 2.130.795. Expenditures for individual Councilmembers and the Council as a whole shall be determined in the budget process.

Conflict of Interest

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

- Ex 1- The town is proposing a grant to repave Elm Street. Councilmember Doe lives on Elm Street. Councilmember Doe should exclude themselves from any discussion or vote regarding the grant for Elm Street.
- Ex 2- Councilmember Doe is a board member of the Humane Society. The Town is setting a policy or funding the Humane Society. Councilmember Doe should recuse from any discussion or vote regarding the Humane Society.

Council Conduct with One Another

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

IN PUBLIC MEETINGS

- **Formal Titles**

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

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

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

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

It is the responsibility of the Chair to keep the comments of Councilmembers on track during public meetings. Councilmembers should honor efforts by the Chair to focus discussion on current agenda items. If there is disagreement about the agenda or the Chair's actions, those objections should be voiced politely and with reason, following procedures outlined in parliamentary procedure.

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

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

- **Demonstrate effective problem-solving approaches** councilmembers have a public stage to show how individuals with disparate points of view can find common ground and seek a compromise that benefits the community as a whole.

IN PRIVATE ENCOUNTERS

- **Continue respectful behavior in private**

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

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

- Even private conversations can have a public presence

Elected officials are always on display - their actions, mannerisms, and language are monitored by people around them that they may not know. Lunch table conversations will be eavesdropped upon, parking lot debates will be watched, and casual comments between individuals before and after public meetings noted. Remember the open meeting law prohibits conversations of four or more Councilmembers or the "linking" together through a common source of four or more individual conversations. Open records law also prohibits proposing a policy or action from one Councilmember to a quorum of Council, even if by blind copy email. Proposed actions or policies should be handled through the Town Manager's office or Town Clerk contacting Council regarding the councilmembers proposed policy or action.

Council Conduct with Town Staff

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

Treat all staff as professionals

Clear, honest communication that respects the abilities, experience, and dignity of each individual is expected. Poor behavior towards staff is not acceptable. It is preferable when possible to have questions asked prior to public meetings to allow staff adequate time to research the question and provide meaningful answers.

- **Limit contact to specific Town staff**

Consequently, remember Town staff is accountable to their supervisors. Tasks performed

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

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

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

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

- **Never publicly criticize an Individual employee**

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

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

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

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

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

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

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

- **Council request for staff support**

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

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

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

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

Council Conduct with the Public

IN PUBLIC MEETINGS

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

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

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

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

- **Give the appearance of active listening**

It is disconcerting to speakers to have Councilmembers not look at them when they are speaking. It is fine to look down at documents or to make notes, but reading for a long period of time or gazing around the room gives the appearance of disinterest. Be aware of facial expressions. Especially those that could be interpreted as "smirking," disbelief, anger or boredom.

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

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

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

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

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

IN UNOFFICIAL SETTINGS

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

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

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

It is acceptable to publicly disagree about an Issue, but it is unacceptable to make derogatory Comments about other Councilmembers, their opinions and actions.

- **Remember Huachuca City is a Small Town**

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

Council Conduct with Other Public Agencies

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

If a Councilmember appears before another governmental agency or organization to give a

statement on an issue, the Councilmember must clearly state: 1) if his or her statement reflects personal opinion or is the official stance of the Town; 2) whether this is the majority or minority opinion of the Council.

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

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

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

Town letterhead should not be used for correspondence of Councilmembers representing a personal point of view, and is best not used to express a dissenting point of view from an official Council position. However, should Councilmembers use Town letterhead to express a dissenting point of view, the official Town position must be stated clearly so the reader understands the difference between the official Town position and the viewpoint of the Councilmember?

Council Conduct with Boards and Commissions

The Town has established several Boards and Commissions as a means of gathering more community input. Citizens who serve on Boards and Commissions become more involved in government and serve as advisors to the Council. They are a valuable resource to the Town's leadership and should be treated with appreciation and respect.

- If attending a Board or Commission meeting, be careful to only express personal **Opinions**

Councilmembers may attend any Board or Commission meeting, which are always open to any member of the public. However, they should be sensitive to the way their participation especially if it is on behalf of an individual, business or developer - could be viewed as unfairly affecting the process. Any public comments by a Councilmember at a Board or Commission meeting should be clearly made as individual opinion and not a representation of the feelings of the entire Town Council.

- Council contact with Board and Commission members to questions of qualification
It is inappropriate for a Councilmember *to* contact a Board or Commission member to lobby on behalf of an individual, business, or developer. It is acceptable for Councilmembers to contact Board or Commission members in order to clarify a position taken by the Board or

Commission.

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

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

- **Be respectful of diverse opinions**

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

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

Board and Commission members may offer political support to a Councilmember, but not in a public forum while conducting official duties. Conversely, Councilmembers may support **Board** and Commission members who are running for office, but not in an official forum in their capacity as a Town Councilmember.

- **Inappropriate behavior can lead to removal**

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

Council Conduct with the Media

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

- The best advice for dealing with the **media** is to "never go off the record"

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

- **The Mayor is the official spokesperson on Town position.**

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

- **Choose words carefully and cautiously**

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

Sanctions

- **Public Disruption**

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

- **Inappropriate Staff Behavior**

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

- **Councilmembers Behavior and Conduct**

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

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

It is the responsibility of the Mayor to initiate action if a Councilmember's behavior may

warrant sanction. If no action is taken by the Mayor, the alleged violation(s) can be brought up with the full Council in a public meeting.

If violation of the Code of Conduct is outside of the observed behaviors by the Mayor or Councilmembers, the alleged violation should be referred to the Mayor. The Mayor should contact the Town Attorney regarding the proper investigative procedure to follow. It is the Mayor's responsibility to take the next appropriate action. These actions can include, but are not limited to: discussing and counseling the individual on the violations; recommending sanction to the full Council to consider in a public meeting; or forming a Council ad hoc subcommittee to review the allegation; the investigation and its findings, as well as to recommend sanction options for Council consideration. Videotaping of the complaint hearing should be used for a Council ad hoc subcommittee.

Principles of Proper Conduct

Proper conduct IS ...

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

Proper conduct IS NOT ...

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

It all comes down to respect

Respect for one another as individuals ... respect for the validity of different opinions
Respect for the democratic process ... respect for the community that we serve.

Checklist for Monitoring Conduct

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

Approved by Huachuca City Town Council, September ____, 2018.