



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE**
Thursday, August 22, 2024, 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 August 8, 2024.
- 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

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

E.1 Discussion and/or Action [Mayor Wallace]: State of the Town presentation. The Mayor will make a presentation concerning the Town’s current status and accomplishments over the preceding fiscal year, as well as a look forward.

E.2 Discussion and/or Action [Stephanie Fulton]: Approval to accept Libraries as Telehealth Access Points grant of \$10,000 from the Arizona State Library.

E.3 Discussion and/or Action [Suzanne Harvey]: Resolution No. 2024-11 – Approving participation in the Local Government Investment Pool “LGIP.” The LGIP allows local governments in Arizona to deposit money with the state treasurer for investment. The treasurer’s office pools the LGIP investments with other funds to provide greater liquidity and yield.

E.4 Discussion and/or Action [Suzanne Harvey]: Approval to begin pavement preservation projects within the Town.

E.5 Discussion and/or Action [Suzanne Harvey]: Update on Town projects using American Rescue Plan Act “ARPA” funds.

E.6 Discussion and/or Action [Suzanne Harvey]: Approval of contracts with KE&G Construction, Inc., to complete ARPA funded projects previously approved by Council.

E.7 Discussion and/or Action [Dr. Jim Johnson]: The Town’s Building Official will make a presentation of typical building projects which are likely to require a building permit from the Town.

E.8 Discussion and/or Action [Mayor Wallace]: Cooperation with Huachuca City School to erect a marquee sign.

E.9 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2024-14 - A PROCLAMATION OF THE MAYOR DECLARING THE MONTH OF SEPTEMBER, 2024, AS “CHILDHOOD CANCER AWARENESS MONTH.”

F. Reports of Current Events by Council

G. Adjournment

Posted at 5:00 PM on August 21, 2024, 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
Huachuca City U.S. Post Office 690 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Library 506 N. Gonzales Blvd. Huachuca City, AZ 85616	Huachuca City Police Department 500 N. Gonzales Blvd. Huachuca City, AZ 85616

Ms. Brandy Thorpe

Town Clerk

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

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



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
August 8, 2024 AT 6:00 PM
COUNCIL CHAMBERS
500 N. GONZALES BLVD.
HUACHUCA CITY, AZ 85616**

A. Call to Order – Mayor

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

B. Roll Call.

Roll Call.

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

Absent: Town Manager Suzanne Harvey (Not voting)

- a. Invocation

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C.1 Consider approval of the Minutes of the Regular Council meeting held on July 25, 2024, and the Special Meeting held on August 1, 2024.

C.2 Consider approval of the Payment Approval Report.

Motion: Approval of the items on the Consent Agenda, **Action:** Open for Discussion and/or Action, **moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion: Approval of the items on the Consent Agenda, **Action:** Approve, **moved by** Johann Wallace, **Seconded by** Christy Hirshberg.
Motion passed unanimously.

E. Unfinished Business before the Council – Mayor

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E.1 Discussion and/or Action [Chief Berry]: Approval of the purchase of police vehicles, already included in the budget, for an amount not to exceed \$26,994.00.

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

Chief Berry explains that there is such a limited supply of vehicles that it is a struggle to acquire one. If he has prior authorization to purchase he would stand a better chance when one does become available. He has the funds in the budget since the lease for the other vehicle was paid off last fiscal year, which was a year earlier than required.

Motion: The purchase of police vehicles, already included in the budget, for an amount not to exceed \$26,994.00, **Action:** Approve, moved by Johann Wallace, Seconded by Christy Hirshberg.

E.2 Discussion and/or Action [Chief Berry]: After Action Review of the Town's National Night Out event.

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

Chief Berry shows some slides and speaks about the event and its success.

E.3 Discussion and/or Action [Stephanie Fulton]: After Action Review of the Town's Back to School event.

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

Stephanie Fulton shows some slides and speaks about the event and its success.

E.4 Discussion and/or Action [Stephanie Fulton]: Approval to accept Libraries as Telehealth Access Points grant of \$10,000 from the Arizona State Library.

Motion: Item E.4, **Action:** Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Christy Hirshberg.

Stephanie Fulton advises this is a grant to purchase equipment and supplies to allow patrons to complete Telehealth appointments.

Councilmember Cardella asks some questions about HIPPA, cleaning/sanitizing, staff requirements and policies.

Mayor Wallace asks about Privacy Notices per the Privacy Act 1974 for patrons.

Mayor Wallace also asks which space would be used for this service.

Stephanie Fulton states that the Maker's Space would be used. Mayor Wallace disagrees and states that there would need to be a different space used. The Maker's Space is not to be used for this, it has its own purpose. Stephanie Fulton states there is a room in the Activity Center that could be used instead. She further states staff would have the responsibility to sanitize equipment even though there will be cards asking users to clean after themselves.

Attorney Benevidez asks if a HIPPA Adjacent Business Associate agreement would be required.

Motion: Go back and ask the questions, get answers to these questions and bring this back at the next meeting, **Action:** Direct Staff, moved by Johann Wallace, Seconded by Christy Hirshberg.

E.5 Discussion and/or Action [Clerk Thorpe]: Approval to rent a Caterpillar 623 Scraper for landfill operations.

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

Michael Fox advises of the current state of the scraper owned by the Town. Repairs time is undetermined at this time.

Brandye Thorpe advises that Manager Harvey approved the rental for one week as an emergency measure, but would like to get approval for the full 4 weeks based on the problems with ours.

Motion: The rental of a Caterpillar 623 Scraper for 4 weeks in the amount of \$22,855.00 not including tax and freight costs, Action: Approve, moved by Johann Wallace, Seconded by Christy Hirshberg.

F. Reports of Current Events by Council

Councilmember Butterworth- Food distribution next Friday. Helped hand out backpacks at Back to School. On the 15th there is a joint TAC/SVMPO meeting.

Mayor Wallace- Attended the Change of Command yesterday. Hispanic Chamber is next week. Lots of things going on this month.

Councilmember Ferro- No report

Councilmember Cardella- No report

Councilmember Trate- So far the Upper San Pedro Meeting is still on for next Wednesday.

Mayor Pro Tem Hirshberg- Handed out backpacks at Back to School event. Will be at the Hispanic Chamber event this month.

G. Adjournment

Motion: To Adjourn, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by** Christy Hirshberg.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on August 22, 2024.

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 August 8, 2024. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye 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	197138/1	Flashing Tape for vent repairs and	08/08/2024	116.39	116.39	10-57-460
1020	Ace Hardware	197218/1	bump heads for weed eaters for p	08/13/2024	69.45	.00	10-57-460
1020	Ace Hardware	197119/1	Marking Paint Blue for Blue Stake	08/07/2024	115.70	115.70	51-40-610
1020	Ace Hardware	197121/1	Marking Paint Green for Blue Stak	08/07/2024	64.37	64.37	52-40-460
Total Ace Hardware:					365.91	296.46	
AFLAC							
1030	AFLAC	509778	Supplemental Employee Insuranc	06/26/2024	1,232.72	1,232.72	10-22520
1030	AFLAC	849006	Supplemental Employee Insuranc	07/26/2024	2,363.52	2,363.52	10-22520
Total AFLAC:					3,596.24	3,596.24	
Arizado Realty							
10730	Arizado Realty	8-13-24	Water Refund	08/13/2024	24.29	24.29	51-21350
10730	Arizado Realty	8-13-24	Sewer Refund	08/13/2024	25.00	25.00	52-21350
Total Arizado Realty:					49.29	49.29	
AZ Department of Corrections Labor							
1315	AZ Department of Corrections Lab	D082113 2024	Labor AD	07/25/2024	14.99	14.99	10-43-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor AD	08/09/2024	28.90	.00	10-43-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor PD	07/25/2024	1.67	1.67	10-51-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor PD	08/09/2024	3.10	.00	10-51-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor PW	07/25/2024	8.34	8.34	10-57-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor PW	08/09/2024	15.50	.00	10-57-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor LB	07/25/2024	16.66	16.66	10-62-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor LB	08/09/2024	31.00	.00	10-62-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor Water	07/25/2024	37.51	37.51	51-40-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor Water	08/09/2024	69.75	.00	51-40-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor Sewer	07/25/2024	37.51	37.51	52-40-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor Sewer	08/09/2024	69.75	.00	52-40-366
1315	AZ Department of Corrections Lab	D082113 2024	Labor LF	07/25/2024	33.32	33.32	55-40-366
1315	AZ Department of Corrections Lab	D082339 2024	Labor LF	08/09/2024	92.00	.00	55-40-366
Total AZ Department of Corrections Labor:					460.00	150.00	
AZ Department of Corrections Mileage							
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- AD	08/06/2024	63.20	63.20	10-43-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- PD	08/06/2024	7.02	7.02	10-51-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- PW	08/06/2024	35.11	35.11	10-57-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- LB	08/06/2024	70.22	70.22	10-62-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- Water	08/06/2024	157.99	157.99	51-40-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- Sewer	08/06/2024	157.99	157.99	52-40-366
10743	AZ Department of Corrections Mil	D082339 2024	Mileage- LF	08/06/2024	210.63	210.63	55-40-366
Total AZ Department of Corrections Mileage:					702.16	702.16	
Benavidez Law Group, P.C.							
1667	Benavidez Law Group, P.C.	75393	Attorney Fees	08/09/2024	2,475.00	.00	10-42-220

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Benavidez Law Group, P.C.:					2,475.00	.00	
Caselle, Inc							
1745	Caselle, Inc	134489	Contract Support and Maintenanc	08/01/2024	857.87	857.87	10-48-210
1745	Caselle, Inc	134489	Contract Support and Maintenanc	08/01/2024	47.66	47.66	51-40-480
1745	Caselle, Inc	134489	Contract Support and Maintenanc	08/01/2024	51.47	51.47	52-40-480
1745	Caselle, Inc	134489	Contract Support and Maintenanc	08/01/2024	61.00	61.00	55-40-480
Total Caselle, Inc:					1,018.00	1,018.00	
CenturyLink							
10348	CenturyLink	2648-8/7/24	Town Hall Phone Service	08/07/2024	320.04	320.04	10-43-271
10348	CenturyLink	9728-8/7/24	Police Department Phone Service	08/07/2024	169.52	169.52	10-51-271
10348	CenturyLink	90501-8/7/24	Public Works Fax	08/07/2024	66.77	66.77	10-57-271
10348	CenturyLink	46652-8/7/24	Library Phone Service	08/07/2024	88.00	88.00	10-62-271
Total CenturyLink:					644.33	644.33	
Cintas Corporation No. 445							
10067	Cintas Corporation No. 445	4201639129	Uniforms- PW	08/12/2024	8.14	8.14	10-57-110
10067	Cintas Corporation No. 445	4202356525	Uniforms- PW	08/19/2024	8.65	.00	10-57-110
10067	Cintas Corporation No. 445	4201639129	Uniforms- Water	08/12/2024	36.63	36.63	51-40-110
10067	Cintas Corporation No. 445	4202356525	Uniforms- Water	08/19/2024	38.91	.00	51-40-110
10067	Cintas Corporation No. 445	4201639129	Uniforms- Sewer	08/12/2024	36.63	36.63	52-40-110
10067	Cintas Corporation No. 445	4202356525	Uniforms- Sewer	08/19/2024	38.91	.00	52-40-110
10067	Cintas Corporation No. 445	4201639108	Uniforms- LF	08/12/2024	38.05	38.05	55-40-110
10067	Cintas Corporation No. 445	4201639129	Uniforms- LF	08/12/2024	32.52	32.52	55-40-110
10067	Cintas Corporation No. 445	4201639140	Uniforms- LF	08/12/2024	102.73	102.73	55-40-110
10067	Cintas Corporation No. 445	4202356438	Uniforms- LF	08/19/2024	38.05	.00	55-40-110
10067	Cintas Corporation No. 445	4202356524	Uniforms- LF	08/19/2024	108.13	.00	55-40-110
10067	Cintas Corporation No. 445	4202356525	Uniforms- LF	08/19/2024	27.45	.00	55-40-110
Total Cintas Corporation No. 445:					514.80	254.70	
City of Sierra Vista							
1702	City of Sierra Vista	4983	PD Fuel Charge	08/07/2024	1,206.65	1,206.65	10-51-475
1702	City of Sierra Vista	4983	HC	08/07/2024	245.80	245.80	10-65-475
1702	City of Sierra Vista	4983	Transit	08/07/2024	1,230.23	1,230.23	65-40-475
Total City of Sierra Vista:					2,682.68	2,682.68	
Cochise Auto Service							
10738	Cochise Auto Service	195-226	DR#240708-06 Impound tow 200	08/07/2024	85.00	.00	10-51-505
10738	Cochise Auto Service	227	DR#240809-10 Impound Tow 200	09/08/2024	113.00	.00	10-51-505
Total Cochise Auto Service:					198.00	.00	
Elite Sales and Service, LLC							
2130	Elite Sales and Service, LLC	INV-46130	Estimate Cost to Repair the Pass	08/07/2024	1,355.36	1,355.36	51-40-470
2130	Elite Sales and Service, LLC	INV-46197	Service all filters and fluids on the	08/14/2024	1,829.90	1,829.90	55-40-610
Total Elite Sales and Service, LLC:					3,185.26	3,185.26	
Empire Homes, Inc.							
2223	Empire Homes, Inc.	17819	Gravel -3/4" for Mustang Road. 4	08/20/2024	912.05	.00	23-40-490

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Empire Homes, Inc.:					912.05	.00	
Empire Southwest, LLC							
2220	Empire Southwest, LLC	EMWK374453	Trouble shoot D6 dozer leaking de	08/12/2024	876.86	876.86	55-40-610
Total Empire Southwest, LLC:					876.86	876.86	
ESG Corp							
10787	ESG Corp	46096	COBRA Monthly	08/09/2024	38.95	.00	10-43-122
Total ESG Corp:					38.95	.00	
Haymore & Forsberg CPA							
10052	Haymore & Forsberg CPA	4847	Accounting Services Admin	08/01/2024	1,076.07	1,076.07	10-43-650
10052	Haymore & Forsberg CPA	4847	Accounting Services Magistrate	08/01/2024	89.70	89.70	10-45-650
10052	Haymore & Forsberg CPA	4847	Accounting Services Road User	08/01/2024	134.55	134.55	23-40-650
10052	Haymore & Forsberg CPA	4847	Accounting Services Water	08/01/2024	806.98	806.98	51-40-650
10052	Haymore & Forsberg CPA	4847	Accounting Services Sewer	08/01/2024	604.50	604.50	52-40-650
10052	Haymore & Forsberg CPA	4847	Accounting Services Landfill	08/01/2024	538.20	538.20	55-40-650
Total Haymore & Forsberg CPA:					3,250.00	3,250.00	
Herald Review Media							
3680	Herald Review Media	0724489340	Advertising	07/31/2024	36.37	36.37	10-43-250
Total Herald Review Media:					36.37	36.37	
Jennifer Root							
10785	Jennifer Root	081324	Water Refund	08/13/2024	20.33	20.33	51-21350
10785	Jennifer Root	081324	Sewer Refund	08/13/2024	25.00	25.00	52-21350
Total Jennifer Root:					45.33	45.33	
Legend Technical Services of Arizona Inc							
10774	Legend Technical Services of Ariz	2411322	GW Monitoring	07/25/2024	133.00	133.00	51-40-510
10774	Legend Technical Services of Ariz	2411330	GW Monitoring	07/25/2024	347.00	347.00	51-40-510
10774	Legend Technical Services of Ariz	2411827	GW Monitoring	07/31/2024	600.00	600.00	51-40-510
Total Legend Technical Services of Arizona Inc:					1,080.00	1,080.00	
Lumen							
10507	Lumen	700227065	Town Hall Internet	08/01/2024	1,792.05	1,792.05	10-48-481
Total Lumen:					1,792.05	1,792.05	
Mac's Towing LLC							
9867	Mac's Towing LLC	10610	DR#240801-06 Impound Tow of w	08/01/2024	204.31	204.31	10-51-505
Total Mac's Towing LLC:					204.31	204.31	
McCoy's Septic Pumping Service							
10230	McCoy's Septic Pumping Service	6346	Pump Landfill Septic Tank	07/30/2024	190.00	190.00	55-40-360
Total McCoy's Septic Pumping Service:					190.00	190.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Mettler Toledo							
4210	Mettler Toledo	655321341	Basic Preventive Maintenance, Sc	07/31/2024	887.03	887.03	55-40-610
Total Mettler Toledo:					887.03	887.03	
Michael Fox							
2749	Michael Fox	080824	ICE	08/08/2024	6.11	6.11	55-40-290
Total Michael Fox:					6.11	6.11	
PITNEY BOWES							
3192	PITNEY BOWES	1025834828	Postage- Admin	08/07/2024	8.79	.00	10-43-440
3192	PITNEY BOWES	1025834828	Postage- Water	08/07/2024	30.76	.00	51-40-440
3192	PITNEY BOWES	1025834828	Postage- Sewer	08/07/2024	30.76	.00	52-40-440
3192	PITNEY BOWES	1025834828	Postage- Landfill	08/07/2024	17.58	.00	55-40-440
Total PITNEY BOWES:					87.89	.00	
RDO Equipment Co.							
3322	RDO Equipment Co.	P0482832	Replace Muffler Assembly and ac	08/02/2024	939.66	.00	23-40-610
Total RDO Equipment Co.:					939.66	.00	
Ruben A. Villa							
4360	Ruben A. Villa	H-020-081824	Consulting Services- Admin	08/18/2024	869.13	.00	10-43-360
4360	Ruben A. Villa	H-020-081824	Consulting Services- Magistrate	08/18/2024	72.45	.00	10-45-650
4360	Ruben A. Villa	H-020-081824	Consulting Services- Road User	08/18/2024	108.68	.00	23-40-650
4360	Ruben A. Villa	H-020-081824	Consulting Services- Water	08/18/2024	651.79	.00	51-40-650
4360	Ruben A. Villa	H-020-081824	Consulting Services- Sewer	08/18/2024	488.25	.00	52-40-650
4360	Ruben A. Villa	H-020-081824	Consulting Services- Landfill	08/18/2024	434.70	.00	55-40-650
Total Ruben A. Villa:					2,625.00	.00	
S.S.V.E.C							
3920	S.S.V.E.C	2036100-0806	Electricity- City Hall	08/06/2024	914.31	914.31	10-43-340
3920	S.S.V.E.C	7449100-0806	Electricity- Sign Meter	08/06/2024	69.83	69.83	10-43-340
3920	S.S.V.E.C	2031200-0806	Electricity- Fire	08/06/2024	716.88	716.88	10-53-340
3920	S.S.V.E.C	5668300-0806	Electricity- Pool	08/06/2024	484.93	484.93	10-58-340
3920	S.S.V.E.C	1872300-0806	Electricity- Parks	08/06/2024	158.18	158.18	10-60-340
3920	S.S.V.E.C	2037200-0806	Electricity- Parks	08/06/2024	178.35	178.35	10-60-340
3920	S.S.V.E.C	2046200-0806	Electricity- Parks	08/06/2024	224.84	224.84	10-60-340
3920	S.S.V.E.C	417-8/6/24	Electricity- Parks	08/06/2024	123.86	123.86	10-60-340
3920	S.S.V.E.C	2031100-08062	Electricity- Library	08/06/2024	535.60	535.60	10-62-340
3920	S.S.V.E.C	2031300-0806	Electricity- Senior Center	08/06/2024	335.19	335.19	10-68-340
3920	S.S.V.E.C	1872200-0806	Electricity- Streetlight	08/06/2024	2,169.31	2,169.31	23-40-340
3920	S.S.V.E.C	1861800-0806	Electricity- Water	08/06/2024	732.04	732.04	51-40-340
3920	S.S.V.E.C	2036000-0806	Electricity- Water	08/06/2024	599.74	599.74	51-40-340
3920	S.S.V.E.C	2041400-0806	Electricity- Water	08/06/2024	931.59	931.59	51-40-340
3920	S.S.V.E.C	2070500-0806	Electricity- Water	08/06/2024	888.86	888.86	51-40-340
3920	S.S.V.E.C	7500500-0806	Electricity- Sewer	08/06/2024	232.21	232.21	52-40-340
3920	S.S.V.E.C	417-8/6/24	Electricity-Landfill	08/06/2024	65.81	65.81	55-40-340
3920	S.S.V.E.C	417-8/6/24	Electricity-Landfill	08/06/2024	785.84	785.84	55-40-340
Total S.S.V.E.C:					10,147.37	10,147.37	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-850051	Optisorb	07/11/2024	4,029.71	4,029.71	55-40-460

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10215	Senergy Petroleum LLC	SEN-837699	CLEAR- ULSD #2	06/21/2024	3,044.08	3,044.08	55-40-476
10215	Senergy Petroleum LLC	SEN-843306	DYED-ULSD #2	07/01/2024	2,051.18	2,051.18	55-40-476
10215	Senergy Petroleum LLC	SEN-853000	DYED-ULSD #2	07/16/2024	2,304.90	2,304.90	55-40-476
10215	Senergy Petroleum LLC	SEN-862215	DYED-ULSD #2	07/30/2024	3,133.46	3,133.46	55-40-476
Total Senergy Petroleum LLC:					14,563.33	14,563.33	
Stephanie Fulton							
10509	Stephanie Fulton	SERVSAFE	payment for 3 library staff to take t	08/02/2024	45.00	45.00	10-62-660
Total Stephanie Fulton:					45.00	45.00	
Verizon Wireless							
4343	Verizon Wireless	9970869434	cell phones	08/07/2024	1,772.83	.00	10-48-275
Total Verizon Wireless:					1,772.83	.00	
Wist Office Products							
4169	Wist Office Products	2464857	Office Supplies	08/07/2024	170.36	170.36	10-43-290
4169	Wist Office Products	2468370	Office and Cleaning Supplies	08/19/2024	345.18	.00	10-43-290
4169	Wist Office Products	2464892	Toner, Paper Freshener, Disinfecti	08/07/2024	360.63	360.63	51-40-290
4169	Wist Office Products	2464893	Restock LF Supplies, Marking Bo	08/07/2024	434.47	434.47	55-40-290
Total Wist Office Products:					1,310.64	965.46	
Grand Totals:					56,702.45	46,668.34	

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

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

Telehealth Access Point Grant Questions

Mala from the AZ State Library is happy to join the next council meeting by video. (Her brief answers are in red).

How to protect staff and residents' health & safety

- Who cleans the equipment after use? A card will be present asking patrons to clean equipment before and after use, but staff will do a cleaning too at the end of the session.
- Who sets the equipment up? Staff.
- Purchase of PPE in grant? What to do after the grant money is spent? Apply for another LSTA grant or other local grant (Legacy...)
- Who will train staff in the correct use of PPE?
- Who will train staff in procedures to clean equipment?
You mentioned that you will be partnering with Cochise College Nursing Program, and the local Health Dept to come and demo best practices. It is always a good idea to partner with the local Health Dept so that they don't feel that you are a competition but complement their work to keep the Community Healthy. You can invite them to come and give talks or do programs.

Privacy

- Staff training on privacy issues – County Health Department
- The town attorney would like to see HIPPA Adjacent Business Associate agreement – Pima County did not do one
- Who creates Privacy Notices per the Privacy Act 1974 for patrons?
See the Attachment from Pima County

Equipment

- How to protect patron privacy?
- Who is responsible for setting up and maintaining equipment?
- Can we purchase Deepfreeze software from grant money?
- Is our WIFI secure enough for this type of use?
It would be good to install DeepFreeze or something similar for the Telehealth laptops so that if the patron puts any file on the laptop, it can be wiped out. MS Office, Edge, Firefox, and a wired or wireless mouse or whatever you do on your regular PACs. As Ken mentioned the library books the appointment /laptop/equipment /room in the last name, date, and time of appointment, and after use this is deleted except for statistics of usage.

Other Facilities

- Is it possible to tour another library who is already providing this service?

- ❖ Steph and Mala will reach out to Arrivaca Library in Pima County to arrange a visit by Steph, as they currently provide this service. Steph met with Ken Zambos, lead on the Pima County Library Pilot. A good discussion was had about lessons learned and what went right. Ken will share any other resources that he has if we move forward.

Miscellaneous

- Who will create SOPs for this project? - Steph
- What happens when there is only one library staff member on duty? They cannot leave the library to go to another building to set up. – Schedule one day a week to begin with 2 members of staff on duty. If usage is high, then go to two days a week for appointments.
- Who is responsible for marketing the program? Steph and Library Staff

New Points

- We only have to transfer the money this financial year. Budgeted \$50,000 for library grants in FY 24/25 so the \$10,000 will not affect it. Mala says we will be given until September 2025 to actually set up and run the program.
 - ❖ This will now give Library Staff time to set up SOP, reach out to class instructors, purchase equipment, get training, and form partnerships with County Health Department and Cochise College nursing program.
- A Health Fair will be held in January/February with providers and the County Health Department to do simulated appointments, education on how to use equipment, etc...



Award Notification for LSTA Subgrants

Library: Huachuca City Public Library	State Project Number: 2023-0230-TEL-02	
Project Name: See Your Doctor @ The Library!	Project Manager: Stephanie Fulton	
Assistance Listing (CFDA) Number: 45.310	Amount Awarded: \$10,000	
UEI: JVPA4V8QFNHD7	Indirect Cost Rate:	
Period of Performance: May 12, 2023 to August 2, 2024	Final Report Due: September 6, 2024	
Contact for LSTA grant questions: Chris Guerra, Grants Coordinator	Phone: 602-542-6267	Email: cguerra@azlibrary.gov

Enclosures:

- General Assurances and Certifications
- Internet Safety Certification
- Non-Construction Assurances
- Grant Recipient Information Packet

Holly Henley

Holly Henley, State Librarian & Director

8/9/2024

Date



**INTERNET SAFETY CERTIFICATION FOR APPLICANT PUBLIC LIBRARIES,
PUBLIC ELEMENTARY AND SECONDARY SCHOOL LIBRARIES, and CONSORTIA WITH
PUBLIC AND/OR PUBLIC SCHOOL LIBRARIES**

As the duly authorized representative of the applicant library, I hereby certify that the library is (*check only **one** of the following boxes*)

A. CIPA Compliant (*The applicant library has complied with the requirements of 20 U.S.C. § 9134(f).*)

OR

B. The CIPA requirements do not apply because no funds made available under the LSTA Grants to States program are being used to purchase computers to access the Internet or to pay for direct costs associated with accessing the Internet.

Signature of Authorized Representative

Printed Name of Authorized Representative

Title of Authorized Representative

Date

Name of Applicant Library/Program

ASSURANCES - NON-CONSTRUCTION PROGRAMS

Public reporting burden for this collection of information is estimated to average 15 minutes per response, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Send comments regarding the burden estimate or any other aspect of this collection of information, including suggestions for reducing this burden, to the Office of Management and Budget, Paperwork Reduction Project (0348-0040), Washington, DC 20503.

PLEASE DO NOT RETURN YOUR COMPLETED FORM TO THE OFFICE OF MANAGEMENT AND BUDGET. SEND IT TO THE ADDRESS PROVIDED BY THE SPONSORING AGENCY.

NOTE: Certain of these assurances may not be applicable to your project or program. If you have questions, please contact the awarding agency. Further, certain Federal awarding agencies may require applicants to certify to additional assurances. If such is the case, you will be notified.

As the duly authorized representative of the applicant, I certify that the applicant:

1. Has the legal authority to apply for Federal assistance and the institutional, managerial and financial capability (including funds sufficient to pay the non-Federal share of project cost) to ensure proper planning, management and completion of the project described in this application.
2. Will give the awarding agency, the Comptroller General of the United States and, if appropriate, the State, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the award; and will establish a proper accounting system in accordance with generally accepted accounting standards or agency directives.
3. Will establish safeguards to prohibit employees from using their positions for a purpose that constitutes or presents the appearance of personal or organizational conflict of interest, or personal gain.
4. Will initiate and complete the work within the applicable time frame after receipt of approval of the awarding agency.
5. Will comply with the Intergovernmental Personnel Act of 1970 (42 U.S.C. §§4728-4763) relating to prescribed standards for merit systems for programs funded under one of the 19 statutes or regulations specified in Appendix A of OPM's Standards for a Merit System of Personnel Administration (5 C.F.R. 900, Subpart F).
6. Will comply with all Federal statutes relating to nondiscrimination. These include but are not limited to: (a) Title VI of the Civil Rights Act of 1964 (P.L. 88-352) which prohibits discrimination on the basis of race, color or national origin; (b) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§1681-1683, and 1685-1686), which prohibits discrimination on the basis of sex; (c) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. §794), which prohibits discrimination on the basis of handicaps; (d) the Age Discrimination Act of 1975, as amended (42 U.S.C. §§6101-6107), which prohibits discrimination on the basis of age; (e) the Drug Abuse Office and Treatment Act of 1972 (P.L. 92-255), as amended, relating to nondiscrimination on the basis of drug abuse; (f) the Comprehensive Alcohol Abuse and Alcoholism Prevention, Treatment and Rehabilitation Act of 1970 (P.L. 91-616), as amended, relating to nondiscrimination on the basis of alcohol abuse or alcoholism; (g) §§523 and 527 of the Public Health Service Act of 1912 (42 U.S.C. §§290 dd-3 and 290 ee 3), as amended, relating to confidentiality of alcohol and drug abuse patient records; (h) Title VIII of the Civil Rights Act of 1968 (42 U.S.C. §§3601 et seq.), as amended, relating to nondiscrimination in the sale, rental or financing of housing; (i) any other nondiscrimination provisions in the specific statute(s) under which application for Federal assistance is being made; and, (j) the requirements of any other nondiscrimination statute(s) which may apply to the application.
7. Will comply, or has already complied, with the requirements of Titles II and III of the Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970 (P.L. 91-646) which provide for fair and equitable treatment of persons displaced or whose property is acquired as a result of Federal or federally-assisted programs. These requirements apply to all interests in real property acquired for project purposes regardless of Federal participation in purchases.
8. Will comply, as applicable, with provisions of the Hatch Act (5 U.S.C. §§1501-1508 and 7324-7328) which limit the political activities of employees whose principal employment activities are funded in whole or in part with Federal funds.

9. Will comply, as applicable, with the provisions of the Davis-Bacon Act (40 U.S.C. §§276a to 276a-7), the Copeland Act (40 U.S.C. §276c and 18 U.S.C. §874), and the Contract Work Hours and Safety Standards Act (40 U.S.C. §§327-333), regarding labor standards for federally-assisted construction subagreements.
10. Will comply, if applicable, with flood insurance purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973 (P.L. 93-234) which requires recipients in a special flood hazard area to participate in the program and to purchase flood insurance if the total cost of insurable construction and acquisition is \$10,000 or more.
11. Will comply with environmental standards which may be prescribed pursuant to the following: (a) institution of environmental quality control measures under the National Environmental Policy Act of 1969 (P.L. 91-190) and Executive Order (EO) 11514; (b) notification of violating facilities pursuant to EO 11738; (c) protection of wetlands pursuant to EO 11990; (d) evaluation of flood hazards in floodplains in accordance with EO 11988; (e) assurance of project consistency with the approved State management program developed under the Coastal Zone Management Act of 1972 (16 U.S.C. §§1451 et seq.); (f) conformity of Federal actions to State (Clean Air) Implementation Plans under Section 176(c) of the Clean Air Act of 1955, as amended (42 U.S.C. §§7401 et seq.); (g) protection of underground sources of drinking water under the Safe Drinking Water Act of 1974, as amended (P.L. 93-523); and, (h) protection of endangered species under the Endangered Species Act of 1973, as amended (P.L. 93-205).
12. Will comply with the Wild and Scenic Rivers Act of 1968 (16 U.S.C. §§1271 et seq.) related to protecting components or potential components of the national wild and scenic rivers system.
13. Will assist the awarding agency in assuring compliance with Section 106 of the National Historic Preservation Act of 1966, as amended (16 U.S.C. §470), EO 11593 (identification and protection of historic properties), and the Archaeological and Historic Preservation Act of 1974 (16 U.S.C. §§469a-1 et seq.).
14. Will comply with P.L. 93-348 regarding the protection of human subjects involved in research, development, and related activities supported by this award of assistance.
15. Will comply with the Laboratory Animal Welfare Act of 1966 (P.L. 89-544, as amended, 7 U.S.C. §§2131 et seq.) pertaining to the care, handling, and treatment of warm blooded animals held for research, teaching, or other activities supported by this award of assistance.
16. Will comply with the Lead-Based Paint Poisoning Prevention Act (42 U.S.C. §§4801 et seq.) which prohibits the use of lead-based paint in construction or rehabilitation of residence structures.
17. Will cause to be performed the required financial and compliance audits in accordance with the Single Audit Act Amendments of 1996 and OMB Circular No. A-133, "Audits of States, Local Governments, and Non-Profit Organizations."
18. Will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

SIGNATURE OF AUTHORIZED CERTIFYING OFFICIAL	TITLE	
APPLICANT ORGANIZATION		DATE SUBMITTED

Telehealth Acknowledgement Form
Pima County Free Library District

The purpose of this telehealth kit is to provide library patrons with access to technology and devices that can be used in conjunction with telehealth appointments.

By signing this form, I understand and agree with the following:

1. Telehealth appointments may be conducted by videoconferencing, video images, still (high-resolution photo) images, or by telephone conference. I understand that this appointment will not be the same as a direct patient/health care provider visit due to the fact that I will not be in the same room as my health care provider.
2. I understand there exist potential risks to this technology, including interruptions, unauthorized access, and other technical difficulties. I understand that my healthcare provider or I can discontinue the telehealth appointment if it is felt that the videoconferencing connections are not adequate for the situation. I understand that I can discontinue the telehealth appointment at any time. Pima County, the Pima County Free Library District, any/all individual Libraries, their employees, contractors, volunteers, agents, affiliates, and other personnel will not be liable for any claims or damages with respect to or arising from the discontinuation of a telehealth appointment due to a failure of technology or the patient discontinuing the appointment.
3. In an emergency situation, I understand that the healthcare provider may direct me to emergency medical services, including, but not limited to calling an ambulance or directing me to go to the emergency room. The healthcare provider's responsibility will end upon the termination of the telehealth connection. Pima County, the Pima County Free Library District, individual Libraries, and their employees, contractors, volunteers, and other personnel are not responsible for summoning emergency medical services. Should an employee, contractor, agent, or affiliate of Pima County, the Pima County Free Library District, or one of the individual Libraries, at my request, choose to contact emergency medical services, said personnel will not be liable for any claims or damages with respect to or arising from that action.
4. I understand that the Pima County Free Library District does not employ medical personnel, and they will not answer any medical questions.
5. I understand that billing for the telehealth consultation may occur from the healthcare specialist or provider. Billing is at the discretion of the provider. Pima County, the Pima County Free Library District, individual Libraries, their employees, contractors, volunteers, and other personnel are not responsible for validating patient health insurance information and are not liable for any charges that result from this telehealth visit.
6. I understand that the Pima County Free Library District is simply providing a location to take a telehealth appointment and are not responsible for any breaches of confidentiality or unauthorized disclosure of individually identifiable health information or personal identifying

information due to the use of non-HIPAA compliant hardware or software during my appointment with my telehealth specialist.

7. By using this telehealth kit, I permanently waive any claim I might have against Pima County, the Pima County Free Library District, any/all individual Libraries, their employees, contractors, volunteers, agents, affiliates, or other personnel with respect to, or arising out of any action or failure to act or any error of judgment, negligence, mistake, or oversight whatsoever on their part with respect to any exercise of rights, responsibilities, or remedies under the hosting of the telehealth kit.
8. Pima County, the Pima County Free Library District, any/all individual Libraries, their employees, contractors, volunteers, agents, affiliates, and other personnel are not liable for failure to act or for any error of judgment, negligence, mistake, or oversight whatsoever on their part with respect to any exercise of rights, responsibilities, or remedies by hosting the telehealth kit.
9. I understand my use of the telehealth kit is at the discretion of the individual library in which it resides, and that the library may withdraw that privilege at any time with or without reason. I also understand that the procedures and scheduling of the kit may vary and/or change from library to library, without notice.
10. I have read this document carefully and understand the risks and benefits of the telehealth appointment.
11. I have had my questions regarding the procedure explained and I hereby consent to participate in a telehealth appointment visit under the terms described herein.

Patient Name - printed

Patient Signature

Date



Assurances and Certifications for 2023 Arizona LSTA Subgrant Award

1. Nondiscrimination

The applicant shall comply with the following nondiscrimination statutes and their implementing regulations:

- a) Title VI of the Civil Rights Act of 1964, as amended (42 U.S.C. § 2000 *et seq.*), which prohibits discrimination on the basis of race, color, or national origin (note: as clarified by Executive Order 13166, the applicant must take reasonable steps to ensure that limited English proficient (LEP) persons have meaningful access to the applicant's programs (see IMLS guidance at 68 Federal Register 17679, April 10, 2003);
- b) Section 504 of the Rehabilitation Act of 1973, as amended (29 U.S.C. § 701 *et seq.*, including § 794), which prohibits discrimination on the basis of disability (note: IMLS applies the regulations in 45 C.F.R part 1170 in determining compliance with Section 504 as it applies to recipients of federal assistance);
- c) Title IX of the Education Amendments of 1972, as amended (20 U.S.C. §§ 1681–83, 1685–86), which prohibits discrimination on the basis of sex in education programs;
- d) The Age Discrimination in Employment Act of 1975, as amended (42 U.S.C. § 6101 *et seq.*), which prohibits discrimination on the basis of age; and
- e) The requirements of any other nondiscrimination statute(s) which may apply to the application.

2. Debarment and Suspension

The applicant will comply with 2 C.F.R. part 3185 and 2 C.F.R. part 180, as applicable. The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that neither the applicant nor any of its principals:

- a) are presently excluded or disqualified;
- b) have been convicted within the preceding three years of any of the offenses listed in 2 C.F.R. §180.800(a) or had a civil judgment rendered against it or them for one of those offenses within that time period;
- c) are presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses listed in 2 C.F.R. §180.800(a); or
- d) have had one or more public transactions (federal, state, or local) terminated within the preceding three years for cause or default.

Where the applicant is unable to certify to any of the statements in this certification, the authorized representative shall attach an explanation to this form.

The applicant is required to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other

Persons) as a condition of participation in the award. The applicant is also required to communicate the requirement to comply with 2 C.F.R. part 180 (Subpart C) (Responsibilities of Participants Regarding Transactions Doing Business with Other Persons) to persons at the next lower tier with whom the applicant enters into covered transactions.

3. Federal Debt Status

The authorized representative, on behalf of the applicant, certifies to the best of his or her knowledge and belief that the applicant is not delinquent in the repayment of any federal debt, including but not limited to unpaid federal tax liability.

4. Drug-Free Workplace

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will or will continue to provide a drug-free workplace by complying with the requirements in 2 C.F.R. part 3186 (Requirements for Drug-Free Workplace (Financial Assistance)). In particular, the applicant must comply with drug-free workplace requirements in Subpart B of 2 C.F.R. part 3186, which adopts the Government-wide implementation (2 C.F.R. part 182) of Sections 5152-6158 of the Drug-Free Workplace Act of 1988 (Pub. L. 100-690, Title V, Subtitle D; 41 U.S.C. §§ 701-707).

This includes, but is not limited to: making a good faith effort, on a continuing basis, to maintain a drug-free workplace; publishing a drug-free workplace statement; establishing a drug-free awareness program for employees; taking actions concerning employees who are convicted of violating drug statutes in the workplace; and identifying (either at the time of application or upon award, or in documents that the applicant keeps on file in its offices) all known workplaces under Federal awards.

5. Trafficking in Persons

The authorized representative, on behalf of the applicant, certifies, as a condition of the award, that the applicant will comply with the trafficking in persons requirements that are set out in Appendix A.

6. Prohibitions Against Lobby, Publicity and Propaganda

In accordance with Federal appropriations law, no IMLS funds may be used for publicity or propaganda purposes for the preparation, distribution, or use of any kit, pamphlet, booklet, publication, electronic communication, radio, television, or video presentation designed to support or defeat the enactment of legislation before the Congress or any State or local legislature or legislative body or designed to support or defeat any proposed or pending regulation, administrative action, or order issued by the executive branch of any State or local government. No IMLS funds may be used to pay the salary or expenses of any grant or contract recipient, or agent acting for such recipient, related to any activity designed to influence the enactment of legislation, appropriations, regulation, administrative action or Executive order proposed or pending before the Congress or any State government, State legislature or local legislature or legislative body.

7. Certification Regarding Lobbying Activities (Applies to Applicants Requesting Funds in Excess of \$100,000) (31 U.S.C. §1352)

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

- a) No federal appropriated funds have been paid or will be paid, by or on behalf of the authorized representative, to any person for influencing or attempting to

influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any federal contract, the making of any federal grant, the making of any federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any federal contract, grant, loan, or cooperative agreement.

- b) If any funds other than federal appropriated funds have been paid or will be paid to any person (other than a regularly employed officer or employee of the applicant, as provided in 31 U.S.C. § 1352) for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this federal contract, grant, loan, or cooperative agreement, the authorized representative shall complete and submit Standard Form LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- c) The authorized representative shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance is placed when the transaction is made or entered into. Submission of this certification is a prerequisite for making or entering into the transaction imposed by 31 U.S.C. § 1352. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

8. Criminal Disclosures and Reporting of Matters Related to Recipient Integrity and Performance

As a non-Federal entity, the applicant must disclose, in a timely manner, in writing to the Arizona State Library, all violations of Federal criminal law involving fraud, bribery, or gratuity violations potentially affecting the Federal award. (See also 2 C.F.R. § 200.113 and 2 C.F.R. part 3185)

9. Acknowledgement of IMLS Support

All materials publicizing or resulting from grant activities must contain an acknowledgement of IMLS support, unless IMLS advises otherwise. This includes invitations, brochures, and signage; audio/video programming for radio, television, or web broadcast; and websites, social media, PowerPoint presentations, and e-mail announcements. (See Grantee Communications Kit, available at www.imls.gov, for specific guidance).

The type of recognition varies according to the type of activity. Please use the following guidelines for acknowledgement:

- Written materials must include a credit line indicating IMLS as a source of support;
- Graphic items such as posters or brochures should include the IMLS logo (see Grantee Communications Kit, available at www.imls.gov) displayed in accordance with the Logo Standards Guide;
- Online products, digital publications, and websites should include links to the IMLS website, www.imls.gov;
- Audio/video broadcasts must include a tagline indicating IMLS as a source of support. Video broadcasts should display the IMLS logo.

In materials that contain or present substantive project content, such as an exhibition, article, catalogue, or other publication, video documentary, or online exhibition or website, the acknowledgement must also include the following statement:

"The views, findings, conclusions or recommendations expressed in this (publication) (program) (exhibition) (website) (article) do not necessarily represent those of the Institute of Museum and Library Services."

If you have any question about whether your product requires this statement, contact the IMLS Office of Communications.

10. Acknowledgement of Federal Support

When issuing statements, press releases, requests for proposals, bid solicitations and other documents describing projects or programs funded in whole or in part with Federal money, all awardees receiving IMLS appropriated funding, including but not limited to State and local governments and recipients of Federal research grants, shall clearly state:

- a) The percentage of the total costs of the program or project which will be financed with Federal money;
- b) The dollar amount of Federal funds for the project or program; and
- c) Percentage and dollar amount of the total costs of the project or program that will be financed by non-governmental sources.

11. General Certification

The authorized representative, on behalf of the applicant, certifies that the applicant will comply with all applicable requirements of all other Federal laws, executive orders, regulations, and policies governing this program.

These assurances and certifications are provided in connection with any and all financial assistance from the Institute of Museum and Library Services after the date this form is signed. This includes payments after such date for financial assistance approved before such date. The applicant recognizes and agrees that any such assistance will be extended in reliance on the representations and agreements made in this assurance, and that the U.S. shall have the right to seek judicial enforcement of this Statement of Program Assurances and Certifications. These assurances and certifications are binding on the applicant, its successors, transferees, and assignees, and on the Authorized Certifying Official whose signature appears below.

The undersigned further provides assurances that it will include, as applicable, the language of the assurances and certifications in all subawards and that all subrecipients shall certify and disclose accordingly.

As the duly authorized representative of the applicant, I hereby certify that the applicant will comply with the above assurances and certifications.

Signature of Authorized Certifying Official

Library Name

Print Name and Title of Authorized Certifying Official

Date

Appendix A Trafficking in Persons

The applicant must comply with Federal law pertaining to trafficking in persons. Under 22 U.S.C. §7104(g), any grant, contract, or cooperative agreement entered into by a Federal agency under which funds are to be provided to a private entity shall include a condition that authorizes the Federal agency (IMLS) to terminate the grant, contract, or cooperative agreement, or take other authorized actions, if the grantee or any subgrantee, or the contractor or any subcontractor, engages in, or uses labor recruiters, brokers, or other agents who engage in trafficking in persons, the procurement of a commercial sex act, the use of forced labor, or acts that directly support or advance trafficking in persons. 2 C.F.R. part 175 requires IMLS to include the following award term, which is made a part of these General Terms and Conditions:

- a. Provisions applicable to a recipient that is a private entity.
 1. The applicant, as the recipient, its employees, subrecipients under this award, and subrecipients' employees may not—
 - i. Engage in severe forms of trafficking in persons during the period of time that the award is in effect;
 - ii. Procure a commercial sex act during the period of time that the award is in effect; or
 - iii. Use forced labor in the performance of the award or subawards under the award.
 2. IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if the applicant or a subrecipient that is a private entity —
 - i. Is determined to have violated a prohibition in paragraph a.1 of this award term; or
 - ii. Has an employee who is determined by the agency official authorized to terminate the award to have violated a prohibition in paragraph a.1 of this award term through conduct that is either—
 - A. Associated with performance under this award; or
 - B. Imputed to the applicant or the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. Chapter XXXI, part 3185.
- b. Provision applicable to a recipient other than a private entity.

IMLS as the Federal awarding agency may unilaterally terminate this award, without penalty, if a subrecipient that is a private entity—

1. Is determined to have violated an applicable prohibition in paragraph a.1 of this award term; or
 2. Has an employee who is determined by the agency official authorized to terminate the award to have violated an applicable prohibition in paragraph a.1 of this award term through conduct that is either—
 - i. Associated with performance under this award; or
 - ii. Imputed to the subrecipient using the standards and due process for imputing the conduct of an individual to an organization that are provided in 2 C.F.R. part 180, “OMB Guidelines to Agencies on Governmentwide Debarment and Suspension (Nonprocurement),” as implemented by our agency at 2 C.F.R. part 3185.
- c. Provisions applicable to any recipient.
1. The applicant must inform IMLS immediately of any information the applicant receives from any source alleging a violation of a prohibition in paragraph a.1 of this award term.
 2. IMLS’s right to terminate unilaterally that is described in paragraph a.2 or b of this section:
 - i. Implements section 106(g) of the Trafficking Victims Protection Act of 2000 (TVPA), as amended (22 U.S.C. §7104(g)), and
 - ii. Is in addition to all other remedies for noncompliance that are available to us under this award.
 3. The applicant must include the requirements of paragraph a.1 of this award term in any subaward the applicant makes to a private entity.
- d. Definitions. For purposes of this award term:
1. “Employee” means either:
 - i. An individual employed by the applicant or a subrecipient who is engaged in the performance of the project or program under this award; or
 - ii. Another person engaged in the performance of the project or program under this award and not compensated by the applicant including, but not limited to, a volunteer or individual whose services are contributed by a third party as an in-kind contribution toward cost sharing or matching requirements.

2. “Forced labor” means labor obtained by any of the following methods: the recruitment, harboring, transportation, provision, or obtaining of a person for labor or services, through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.
3. “Private entity”:
 - i. Means any entity other than a State, local government, Indian tribe, or foreign public entity, as those terms are defined in 2 C.F.R. § 175.25.
 - ii. Includes:
 - A. A nonprofit organization, including any nonprofit institution of higher education, hospital, or tribal organization other than one included in the definition of Indian tribe at 2 C.F.R. § 175.25(b).
 - B. A for-profit organization.
 - iii. “Severe forms of trafficking in persons,” “commercial sex act,” and “coercion” have the meanings given at section 103 of the TVPA, as amended (22 U.S.C. § 7102).



Town of Huachuca City

The Sunset City

500 N Gonzales Blvd • Huachuca City, Arizona 85616

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

RESOLUTION NO. 2024-11

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, AUTHORIZING THE TOWN TO PARTICIPATE IN THE ARIZONA LOCAL GOVERNMENT INVESTMENT POOL “LGIP.”

WHEREAS, local governments in Arizona are authorized to participate in the LGIP, established pursuant to Arizona Revised Statutes 35-326 and 35-326.01, operated by the State Treasurer of Arizona; and

WHEREAS, the Mayor and Council find that it would be in the best interests of the Town and its residents to have the Town of Huachuca City participate in the LGIP.

NOW THEREFORE BE IT RESOLVED BY THE MAYOR AND COUNCIL THAT the Town of Huachuca City does hereby authorize the deposit, transfer, and withdrawal of monies in the LGIP operated by the State Treasurer of Arizona in accordance with Arizona Revised Statutes Sections 35-326 and 41-177, and the Town Manager, Suzanne Harvey, or her designated representative, is authorized to deposit, transfer, and withdraw monies from the LGIP on behalf of the Town.

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 22nd DAY OF AUGUST, 2024.

Johann Wallace, Mayor

ATTEST:

Brandye Thorpe, Town Clerk

Approved as to Form:

Thomas Benavidez, Town Attorney

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis Ste. 101

Sierra Vista, Arizona

Contact: Jesus Quiroz

Phone: (520) 651 - 9825

Email: jquiroz@kegtus.com

Quote To: Huachuca City Public Works
Suzanne Harvey
500 N Gonzales Blvd, Huachuca City
Phone: (520) 456 - 1354
Fax:

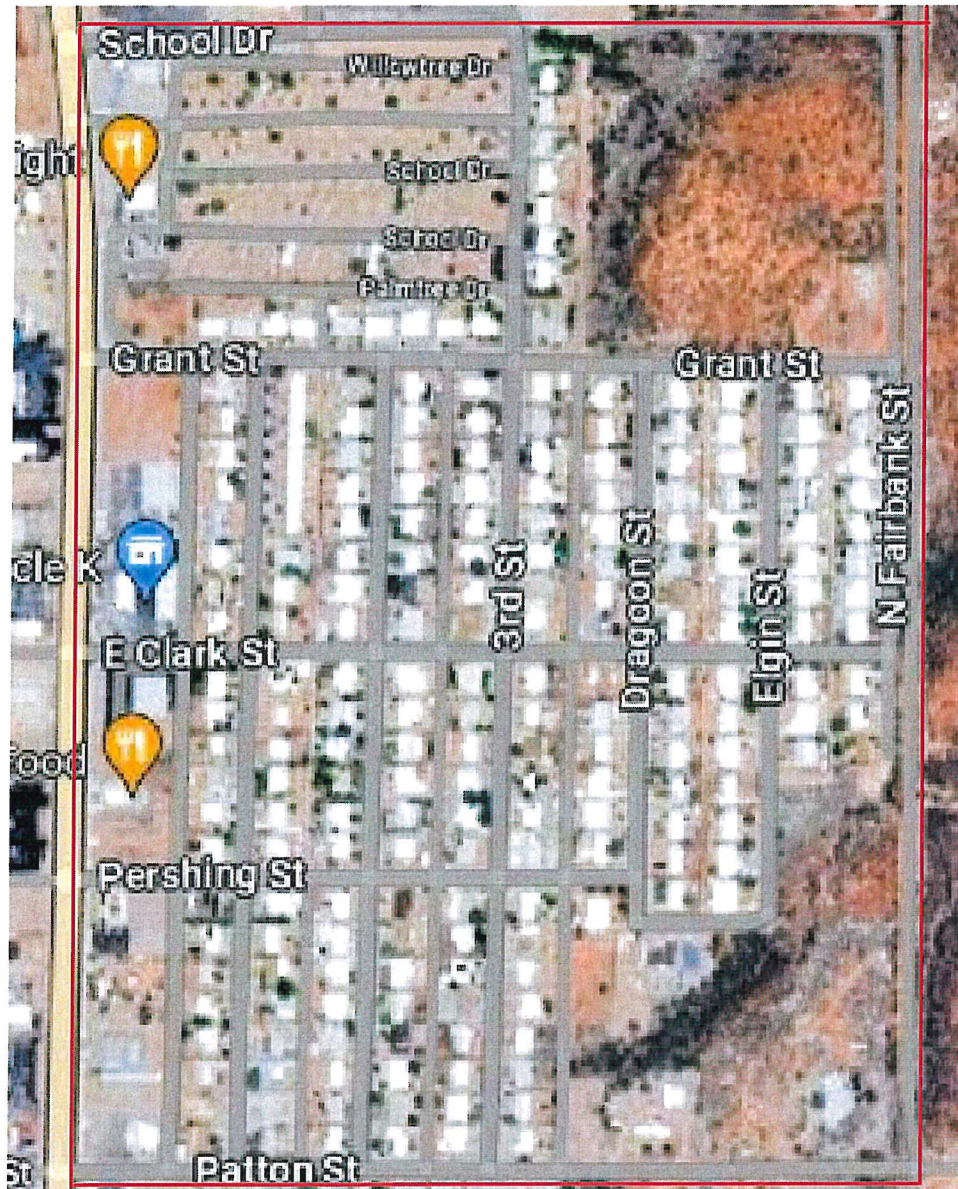
Job Name: Huachuca City Street Maintenance
Date of Plans: 4/26/2024
Estimate No.:
Revision Date:

Our proposal follows:

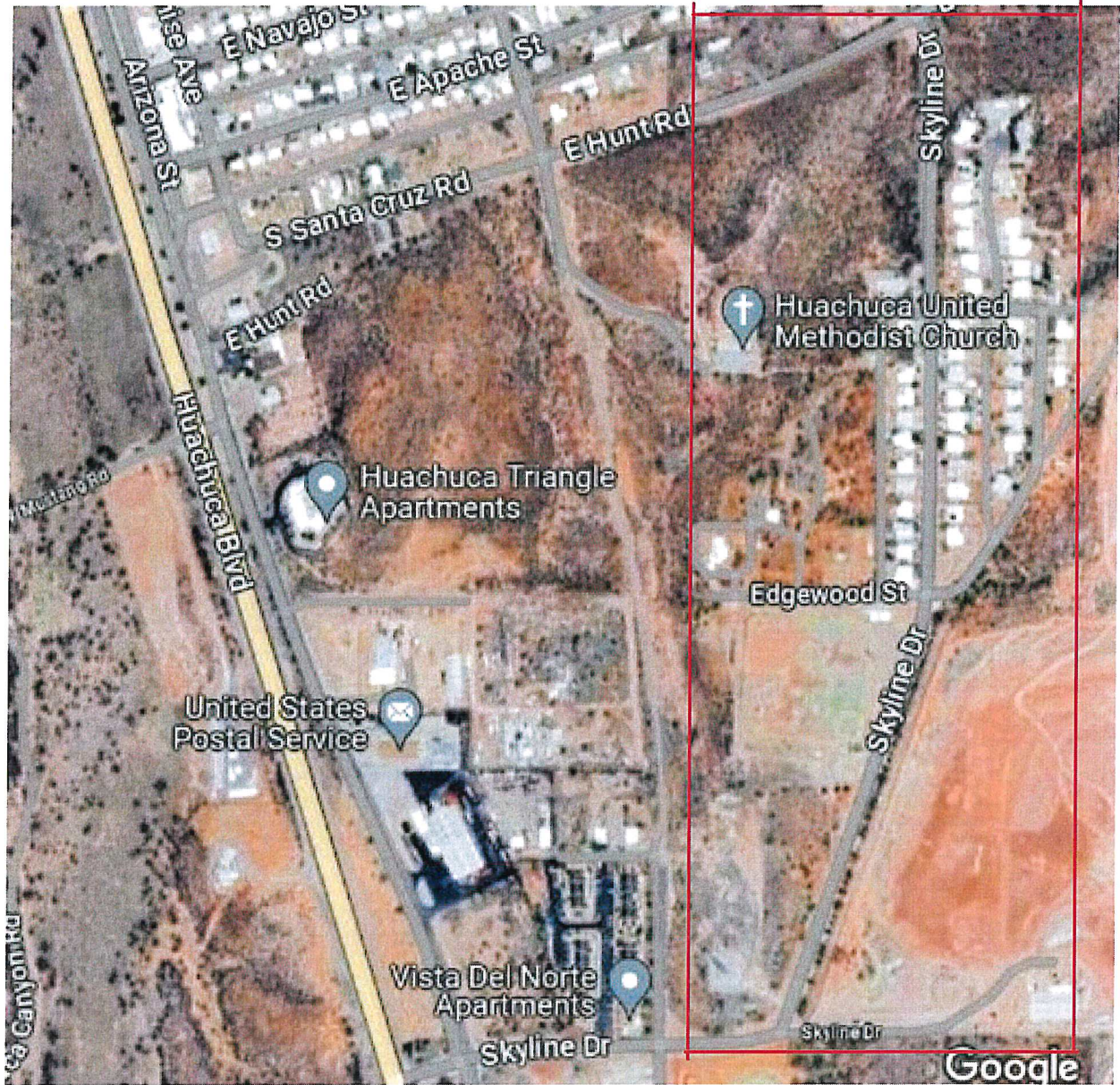
ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
10	Howard St. Crackseal	7,850.00	LF	0.90	7,065.00
20	Howard St. Asphalt Patches	60.00	SY	22.00	1,320.00
	Howard St. Total				8,385.00
110	Mccray St. Crackseal	6,750.00	LF	0.90	6,075.00
120	Mccray St. Asphalt Patches	140.00	SY	22.00	3,080.00
	Mccray St. Total				9,155.00
210	Buffalo Dr. Crackseal	6,150.00	LF	0.90	5,535.00
220	Buffalo Dr. Asphalt Patches	200.00	SY	22.00	4,400.00
	Buffalo Dr. Total				9,935.00
310	Tomahawk Dr. Crackseal	3,150.00	LF	0.90	2,835.00
320	Tomahawk Dr. Asphalt Patches	60.00	SY	22.00	1,320.00
	Tomahawk Dr. Total				4,155.00
410	Arrowhead Dr. Crackseal	4,200.00	LF	0.90	3,780.00
420	Arrowhead Dr. Asphalt Patches	50.00	SY	22.00	1,100.00
	Arrowhead Dr. Total				4,880.00
510	Seminole Pl. Crackseal	5,200.00	LF	0.90	4,680.00
520	Seminole Pl. Asphalt Patches	650.00	SY	22.00	14,300.00
	S Seminole Pl. Total				18,980.00
610	Buckskin Dr. Crackseal	1,460.00	LF	0.90	1,314.00
620	Buckskin Dr. Asphalt Patches	8.50	SY	22.00	187.00
	Buckskin Dr. Total				1,501.00
GRAND TOTAL					\$56,991.00

NOTES:

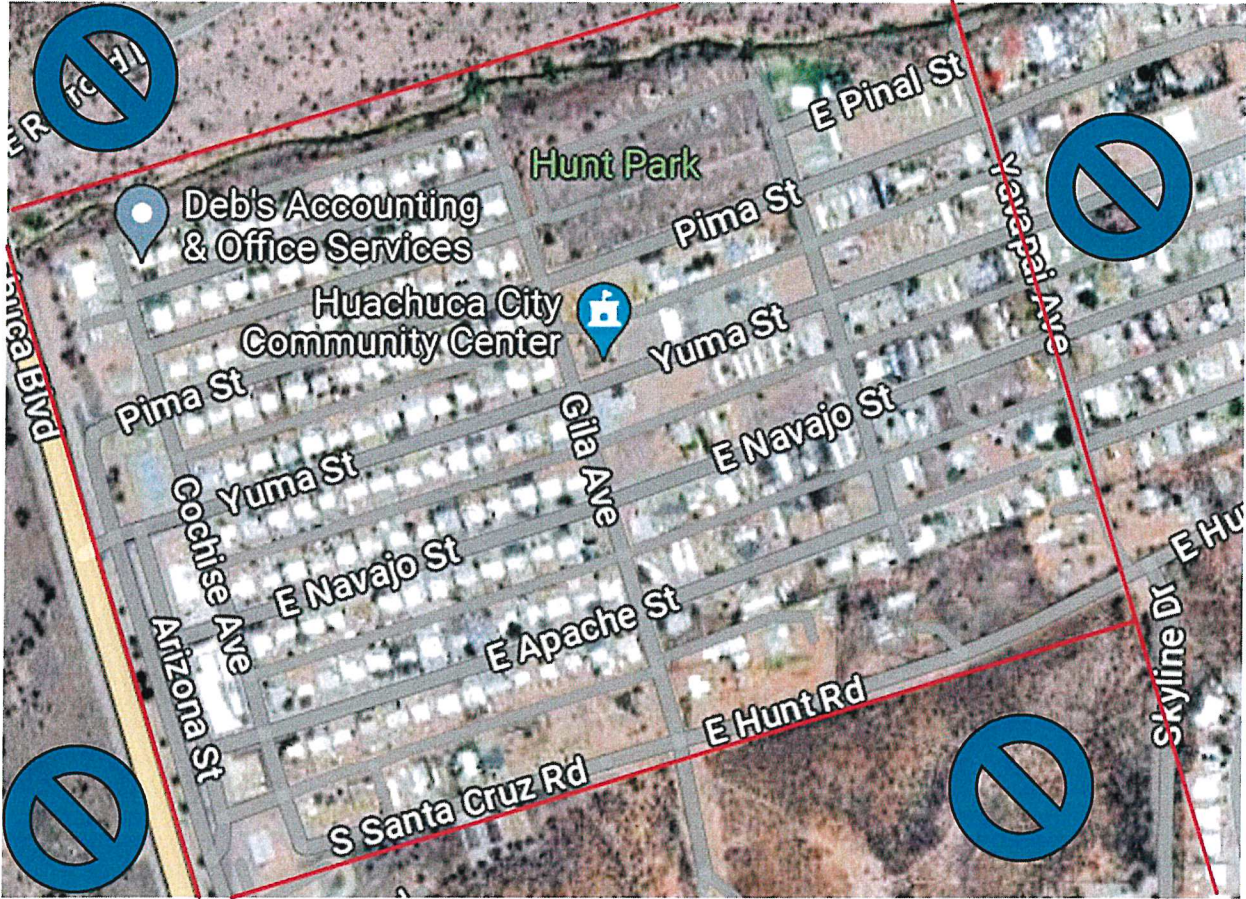
- Proposal is based upon the following Scope of Work:
- Option 1 for every road is the cost of sealing all the cracks on each respective road.
- Option 2 for every road is the cost of removing poor asphalt and replacing it with brand new asphalt patches.
- Option 3 is the grand total for every road to crack seal and replace all the patches along every respective road.
- Prices are based upon execution of a mutually acceptable Contract
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Over-Excavation, Off-Site Export, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes Labor, Equipment, Materials, Supervision, and Taxes.
- Due to existing grades and conditions, we will not be responsible for 100% drainage of surface water following resurfacing.
- Pricing is valid for 60 days



2



#3



4



Late R

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis, Suite #202

Sierra Vista, Arizona

Contact: Kevin Wilusz

Phone: 520-955-4305

Email: kwilusz@kegtus.com

Quote To:

Job Name:

Huachuca City Library Parking Lot

Date of Plans:

Estimate No.:

240327-SV-2

Revision Date:

Phone:

Fax:

Our proposal follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LS.	4,300.00	4,300.00
2	Crack Seal	5,100.00	LF	1.00	5,100.00
3	Seal Coat w/Liquid Road	5,000.00	SY	3.75	18,750.00
4	Striping	1.00	LS	8,200.00	8,200.00

GRAND TOTAL

\$36,350.00

NOTES:

- Proposal is based upon the following Scope of Work:
- This is for crack sealing, sealing with Liquid Road and re-striping the Library parking lot front & back.
- If both this and the handicap are constructed the striping will go down in cost between the two
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Traffic Control, Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Pavement Removal, Pavement Replacement, Over-Excavation, Off-Site Export, Cost of Construction Water, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes: Labor, Equipment, Materials, Supervision, and Taxes.
- Price shown DOES NOT include Performance and Payment Bond. Add 1% if bond is required.
- Pricing is valid for 60 days

[Handwritten Signature]
88-40-100

PO#
91688

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis, Suite #202

Sierra Vista, Arizona

Contact: Kevin Wilusz

Phone: 520-955-4305

Email: kwilusz@kegtus.com

Quote To:

Job Name: Handicap ramp

Date of Plans:

Estimate No.: 240327-SV-1

Phone:

Fax:

Revision Date:

Our proposal follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LS.	2,100.00	2,100.00
2	Demo Concrete	25.00	SF	78.00	1,950.00
3	Handicap ramp w/wings	1.00	EA	4,370.00	4,370.00
4	Re-stripe Handicap Ramp Parking	8.00	EA	1,050.00	8,400.00
GRAND TOTAL					\$16,820.00

NOTES:

- Proposal is based upon the following Scope of Work:
- Remove concrete at the back of the building to install a handicap ramp.
- Re-stripe eight handicap parking spots in the back parking lot
- Cover existing handicap parking markings in front of building
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Traffic Control, Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Pavement Removal, Pavement Replacement, Over-Excavation, Off-Site Export, Cost of Construction Water, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes: Labor, Equipment, Materials, Supervision, and Taxes.
- Price shown DOES NOT include Performance and Payment Bond. Add 1% if bond is required.
- Pricing is valid for 60 days

[Handwritten Signature]

88-40-100

PO#
91687

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis, Suite #202

Sierra Vista, Arizona

Contact: Kevin Wilusz

Phone: 520-955-4305

Email: kwilusz@kegtus.com

Quote To:

Job Name:

Huachuca City Re-build Tennis Court

Date of Plans:

Estimate No.:

240327-Sv-4

Revision Date:

Phone:

Fax:

Our proposal follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LS.	10,500.00	10,500.00
2	Remove & Re-pave BBall Court w/2" AC	700.00	SY	58.00	40,600.00
3	Remove & Re-pave Tennis Court w/2" AC + 2 bollard	700.00	SY	62.00	43,400.00

GRAND TOTAL

\$94,500.00

NOTES:

- Proposal is based upon the following Scope of Work:
- Remove asphalt and subgrade to fit 4" AB and 2" MAG 3/8" Asphalt Mix
- Tennis court has two bollards for the net
- Does not include striping
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Traffic Control, Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Over-Excavation, Off-Site Export, Cost of Construction Water, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes: Labor, Equipment, Materials, Supervision, and Taxes.
- Price shown DOES NOT include Performance and Payment Bond. Add 1% if bond is required.
- Pricing is valid for 60 days

POTT
91686

88-40-100

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis, Suite #202

Sierra Vista, Arizona

Contact: Kevin Wilusz

Phone: 520-955-4305

Email: kwilusz@kegtus.com

Quote To:

Job Name:

Huachuca City Park Concrete Driveway

Date of Plans:

Estimate No.:

240327-SV-3

Revision Date:

Phone:

Fax:

Our proposal follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LS.	1,000.00	1,000.00
2	Concrete pad 10x20x10" for path	1.00	LS	8,500.00	8,500.00
GRAND TOTAL					\$9,500.00

NOTES:

- Proposal is based upon the following Scope of Work:
- Remove 20 ft long section of path, dig 1.5 ft toe downs on all four sides, 10" concrete with #4 rebar @ 12" OC on 4" Agg Base
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Traffic Control, Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Pavement Replacement, Over-Excavation, Off-Site Export, Cost of Construction Water, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes: Labor, Equipment, Materials, Supervision, and Taxes.
- Price shown DOES NOT include Performance and Payment Bond. Add 1% if bond is required.
- Pricing is valid for 60 days

[Handwritten Signature]
 PO#
 91685

88-40-100

Bid Proposal



100% Employee Owned

KE&G Construction, Inc.

1601 Paseo San Luis, Suite #202

Sierra Vista, Arizona

Contact: Kevin Wilusz

Phone: 520-955-4305

Email: kwilusz@kegtus.com

Quote To:

Job Name:

Huachuca City Community Center Lot

Date of Plans:

Estimate No.:

240327-SV-6

Revision Date:

Phone:

Fax:

Our proposal follows:

ITEM	DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	AMOUNT
1	Mobilization	1.00	LS.	3,950.00	3,950.00
2	Crack Seal	2,240.00	LF	1.25	2,800.00
3	Seal Coat w/Liquid Road	1,615.00	SY	4.00	6,460.00
4	Striping	1.00	LS	3,000.00	3,000.00
GRAND TOTAL					\$16,210.00

NOTES:

- Proposal is based upon the following Scope of Work:
- This is for crack sealing, sealing with Liquid Road and re-striping the Community Center parking lot
- Any increases in materials pricing included in this proposal, which is beyond our control, will be passed on to the owner.
- Price excludes: Traffic Control, Engineering, Survey, Material (QA/QC) Testing, SWPPP, Site Stabilization, Pavement Removal, Pavement Replacement, Over-Excavation, Off-Site Export, Cost of Construction Water, Landscape Establishment, Seeding, Herbicide, Permits, and Bond.
- Proposal includes: Labor, Equipment, Materials, Supervision, and Taxes.
- Price shown DOES NOT include Performance and Payment Bond. Add 1% if bond is required.
- Pricing is valid for 60 days

Building Permit Questions and Answers:

1. What type of work at my home requires a building permit?

Whenever you construct, enlarge, alter, repair, move, demolish, or if you repair, remove, convert or replace any electrical, mechanical or plumbing system, a building permit is required.

2. What type of project at my home does not require a building permit?

- You can do the following without a building permit:
- Install onsite walkways and patio slabs
- Install playground equipment
- Install flooring, cabinets, countertops, trim, tile surrounds, painting and similar finish work

3. Can energy efficient windows and doors be added without obtaining a building permit?

Yes, if the existing window and door opening width and corresponding window and door header does not change. If the window and/or door width opening needs to be increased to accommodate the new replacement window/door, a building permit is required.

4. What electrical work can I do that does not require a building permit?

You can do minor repair work, including the replacement of lamps, switches, receptacles, GFI's, or the connection of approved portable electrical equipment to approved permanently installed receptacles.

5. What plumbing work can I do that does not require a building permit:

Replacement of sinks and toilets and clearing of stoppages and/or repair of leaks in pipes, valves, or fixtures, provided such repairs do not involve or require the replacement and/or rearrangement of the valves, pipes or fixtures.

Projects requiring a building permit:

Building permits are necessary to safeguard health, property, safety, and welfare of citizens. Homeowners, contractors, or developers who build or undertake some structural improvements, repairs, or demolition must obtain a building permit. Permits are required for most residential construction work, ranging from the construction of a new house to the construction of a fence and replacement of some electrical and mechanical systems and equipment. Examples include, but not limited to:

PROJECT TYPES	WHY PERMIT IS REQUIRED
New home from the ground up	Confirm home is built in accordance to approved blueprints and adopted building codes. Areas inspected include sewer connections, foundation (footings, rebar placement, compaction), rough framing, rough electric wiring, rough plumbing, HVAC ductwork, exterior wall cladding (such as stucco lath or siding), roof decking, insulation, drywall, installation of electric finish and lighting, installation of plumbing finish and fixtures, installation of HVAC finish and units, interior and exterior finish (cabinets, countertops, flooring).
Attached or detached garage or carport structure	Confirm setbacks, foundation (footings, rebar placement, compaction), rough framing, anchor bolts to foundation, truss connections, electric wiring if present.
Sheds	Confirm setbacks, reviewing rough framing and attachment hardware for roof.
Room additions	Same as new construction, with special emphasis on windows, doors, lights, ventilation, smoke detectors.
Porches/patios	Review column footings, rough framing and roof attachments.
Fences	Review setbacks, heights, and post footings.
Home remodeling. Refer to list for work exempted from building permit	Varies per project. Common area includes the review of rough framing, new electric, new plumbing lines, new gas piping and new HVAC.
Close-in of patios and carports	Same as room additions, with special emphasis on confirming existing concrete is capable of handling additional weight of new exterior walls.
Conversions of garages to living area	Same as room additions.
Solar systems	Review roof attachment, electrical panel and confirming roof can carry additional weight of equipment.
Roof replacement	Review new roof decking materials and attachment.

Installation of new electrical wiring or electrical circuits	Review electrical wiring size vs breaker size, grounding, conduit
Electrical panel upgrades	Review installation height of panel, load capacity, grounding and conduit.
Installation of new plumbing piping within the home	Review proper piping material is used, correct size of piping and stack vents, property drainage/flow.
Installation of new or repair of existing onsite piping for plumbing	Review proper piping material is used, size and depth of lateral pipes.
Installation of new gas piping	Review proper piping materials is used, pipe supports. Requires a gas pressure test.
Replacement of water heaters	Review proper installation of unit and temperature/relief valve. Gas units also require a gas pressure test. Electric units also require confirmation of proper electrical connections.
Installation of new HVAC units and systems	Review roof stand, appropriate size of electric disconnects.
Installation of new HVAC ductwork	Review duct sizing and connections.

Projects not requiring a building permit:

While most home improvement projects require a building permit (which helps to ensure safety standards), there are some projects that do NOT require a residential building permit. Examples include:

PROJECT TYPES	PERMIT EXEMPTION REQUIREMENTS
Above ground pools	Prefabricated pool that are 24 inches or less in depth and hold 5,000 gallons or less.
Water tanks	If supported directly on grade and if capacity is not greater than 5,000 gallons.
Swings and playground equipment	Must be properly secured per manufacture specifications.
Patio slabs and onsite sidewalks	Not over 30 inches above grade.
Replacement of evaporative coolers	Like for like replacement only.
Window awnings supported on an exterior wall	Not projecting more than 54 inches from the exterior wall and does not require additional support. Must verify the minimum side or rear yard setbacks are met with the installation.
Window replacement	Like for like in size. If larger windows are to be installed, a building permit is required for the structural review.
Roofing repairs and coatings	If it does not involve the removal of the roofing materials to the deck. Full replacement of roofing materials and deck replacement requires a building permit.
Stucco repairs	If it does not involve the installation of new lath material.
Repairs to existing landscape watering system	If it does not include pipe replacement.
Replacement of interior finish work	Including painting, drywall repair, wallpaper, floor coverings, trim, cabinets, countertops, tile surrounds.
Replacement of kitchen appliances, washers and dryers	Like for like replacement. If installation of new electric circuit, plumbing or gas piping is needed, a building permit is required.
Replacement of an electrical switch, receptacle, GFI, lamps	Must be in the same location.
Replacement of a circuit breaker or fuse	Must be of the same rating and in the same location.
Temporary decorative lighting	Must utilize the factory cord and plug assembly to an electrical receptacle suitable for exterior exposure.

Portable electrical equipment	Must utilize the factory cord and plug assembly to an approved permanently installed receptacle.
Low voltage electrical, such as doorbell or security system	Must operate at less than 25 volts and is not capable of supplying more than 50 watts.
Stopping plumbing leaks in a drain, soil, water, waste or vent piping	Does not include pipe replacement.
Clearing of stoppages or repairing of leaks in plumbing pipes, valves, or fixtures	Does not include replacement or rearrangement of valves, pipes or fixtures.
Replacement of sinks and toilets	In the same location. If installation of new plumbing or electric is needed, a building permit is required.
Portable heating appliance, portable ventilating equipment, or portable cooling unit.	Must utilize factory cord and plug assembly
Replacement of any minor part in gas equipment, such as stove, furnace, water heater	Provided it does not alter its original appliance approval or make it unsafe.
Replacement of any mechanical part	Provided it does not alter its original approval or make it unsafe.
Self-contained refrigeration system	Contains 10 pounds or less of refrigerant and actuated by motors of 1 horsepower or less

Brandye Thorpe

From: Suzanne Harvey
Sent: Wednesday, August 21, 2024 9:05 AM
To: Brandye Thorpe
Subject: FW: City exterior sign

From: Sarah Cox <SCox@tombstone.k12.az.us>
Sent: Monday, July 1, 2024 12:25 PM
To: Mayor Johann R. Wallace <jwallace@huachucacityaz.gov>; Suzanne Harvey <sharvey@huachucacityaz.gov>
Subject: City exterior sign

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

Good Morning,

I hope this email finds you both going well. I am currently preparing a plan to raise funds for HCS.

My goal is \$75,000. We definitely need some upgrades here on campus along with items just to make some of our new changes complete. I am looking into upgrading the gym, because as Johann and I both know it is pretty much exactly the same when we were here minus the carpet. Also, we are hoping to get scoreboards for the softball and baseball field, scoreboard for the football field. These are just some of the things we are planning for.

One of the items that I was interested in is an electronic/digital marquee. Similar to the one that the city has currently next to the road.

Due to HCS location it would be ideal to have the sign near the road. During this thought process, I thought I would reach out with an idea.

Would the city be interested in partnering with the school to purchase a new digital marquee that would service a dual purpose for city and school, and also would upgrade your current sign.

I think that it would be beneficial for us and helps us increase communication with the community.

Thanks,

Dr. Sarah Cox, EdD
Principal- Huachuca City School
Grants Coordinator- TUSD #1