



TOWN OF HUACHUCA CITY

The Sunset City

**HUACHUCA CITY TOWN COUNCIL
PUBLIC MEETING NOTICE**
Thursday, December 12, 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 November 14, 2024 and the Special Meeting held on November 21, 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]: Swearing in of newly elected Councilmember Nallely Arreola.

E.2 Discussion and/or Action [Suzanne Harvey]: Consideration of renaming the Community Garden as “Annie’s Community Garden” in honor of Ann Aust, President of HUACHUCA CITY COMMUNITY GARDEN, INC., a nonprofit that manages the garden. The Council may direct staff concerning the process for pursuing the name change.

E.3 Discussion and/or Action [Gerald Hursh]: A South-Eastern Arizona Governments Organization (SEAGO) representative will present a new mobile telehealth initiative called a “Potluck Program.”

E.4 Discussion and/or Action [Gerald Hursh]: Consultant, Michael Baker International, will present a public transit feasibility study that has been completed over the last year to explore public transit needs, options and potential funding through federal grant programs.

E.5 Discussion and/or Action [Suzanne Harvey]: Resolution 2024-13 - Approving increases to the garbage fee schedule.

E.6 Discussion and/or Action [Chief Berry]: Resolution 2024-14 - Approval of new and increased fees for public records and Animal Control-related services, including fees for video records, animal euthanasia and disposal, and pet licensing/registration.

E.7 Discussion and/or Action [Jim Halterman/Manager Harvey]: Approval to rent a scraper [tractor] for the landfill.

E.8 Discussion and/or Action [Jim Halterman/Manager Harvey]: Approval of repairs to the Caterpillar D8 Dozer in the amount of \$24,628.57.

E.9 Discussion and/or Action [Stephanie Fulton]: After Action Review of the Town’s annual Creepy Candy Crawl.

E.10 Discussion and/or Action [Brandye Thorpe]: After Action Review of the Town’s annual Thanksgiving meal.

E.11 Discussion and/or Action [Brandye Thorpe]: Approval of the Council Meeting schedule for calendar year 2025.

E.12 Discussion and/or Action [Mayor Wallace]: PROCLAMATION NO. 2024-20 - A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, DECLARING THE MONTH OF JANUARY, 2025, AS “HUMAN TRAFFICKING PREVENTION MONTH” IN THE TOWN OF HUACHUCA CITY.

F. Reports of Current Events by Council

G. Adjournment

Posted at 5:00 PM on December __, 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. 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
November 14, 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, Christy Hirshberg (via phone), Cynthia Butterworth, Danielle Cardella (via phone), Town Manager Suzanne Harvey (Not voting), Town Clerk Brandye Thorpe (not voting), Town Attorney Thomas Benavidez (Not voting).

Absent: Debra Trate,

- c. Invocation

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B. Call to the Public – Mayor

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C. Consent Agenda - Mayor

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C.1 Consider approval of the Minutes of the Regular Council meeting held on October 24, 2024.

C.2 Consider approval of the Payment Approval Report.

Motion: Items listed on the consent agenda Action: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion: Approval of the items on the Consent Agenda, Action: Approve, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion passed unanimously.

D. Unfinished Business before the Council – Mayor

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

E. New Business Before Council - Mayor

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

E.1 Discussion and/or Action [Suzanne Harvey]: Approval of a contract with Judge Barth to continue to serve as the Town’s Magistrate.

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

Manager Harvey explains that there were very few minor changes to the previous contract, which include taking out wording about additional pay if the court were to go back to 4 days per month.

Motion: the contract with Judge Barth to continue to serve as the Town's Magistrate Action: Approve, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E.2 Discussion and/or Action [Suzanne Harvey]: Update on the projects [infrastructure improvements, including parking lot, tennis court, and swimming pool rehabilitation] and expenditures from the Town's share of American Rescue Plan Act [ARPA] funding; and authorization for additional expenditures of any uncommitted ARPA funds for additional improvements at Hunt Park and/or to pay for the Town's fire and emergency medical services.

Motion: Item E.2 Action: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Manager Harvey explains that there will be extra funds after the projects Council decided on are completed and she would like to spend them on Hunt Park. The funds may not be able to be obligated by the December 31st deadline, so she would like permission to use the funds to pay for the Fire services if needed, which then frees up money from the General Fund to complete the projects.

Motion: Proceed with the procurement as discussed to include those additional upgrades down at Hunt Park and if necessary redirect those funds to pay the fire bill so we can free that up from a time constraint perspective Action: Direct staff, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E.3 Discussion and/or Action [Suzanne Harvey]: Approval of the purchase of a Type 6 wildland firefighting truck and brush hog mower/cutter.

Motion: Item E.3 Action: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Manager Harvey explains that we are finally able to spend the grant money received for these items and she would like permission to proceed with the purchase of the equipment, which includes funds from the ARPA funding as our match amount.

Motion: the purchase of a Type 6 wildland firefighting truck and brush hog mower/cutter
Action: Approve, moved by Johann Wallace, Seconded by Cynthia Butterworth.
Motion passed unanimously.

E.4 Discussion and/or Action [Brandye Thorpe]: Update on plans for the Town's annual Thanksgiving meal.

Motion: Item E.4 Action: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Clerk Thorpe updates on the plans for the annual Thanksgiving Meal, including the fact that the Buena High culinary arts students will be preparing the food this year in the Buena High kitchen under the supervision of their teacher and our Councilmember Danielle Cardella. The students will also help with serving the meal.

E.5 Discussion and/or Action [Stephanie Fulton]: Update on the plans for the Town's annual Polar Express, Tree Lighting and Holiday Gift Basket events.

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

Stephanie Fulton provides information regarding the Polar Express which will be held on December 13th along with the Tree Lighting. Holiday food drive will be in upper Huachuca City on December 2nd and Lower Huachuca City on December 3rd. Gift baskets will be handed out on December 20th.

E.6 Discussion and/or Action [Brandye Thorpe]: Update on plans for the Town's annual Christmas Parade and approval of the proposed road closures.

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

Clerk Thorpe updates on the Christmas Parade to be held on December 14th. Road closures will remain the same as in prior years.

E.8 Discussion and/or Action [Mayor Wallace]: RESOLUTION No. 2024-12 - A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, CANVASSING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 5, 2024.

Motion: Item E.8 Action: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace advises we will need to have a special meeting on November 21st to canvass the results as we do not have the information from Cochise County yet due to their issues with equipment.

F. Reports of Current Events by Council

Councilmember Butterworth- Missed Trunk or treat. Food distribution is tomorrow morning.

Mayor Wallace- 20th of October went to the dedication of the County Regional Border Operations Center to the Valensky brothers. 28th went to a FEMA risk map meeting in Benson where FEMA is working on redoing their floodplain mapping. Thursday went to AllPro Pest management grand opening. Monday was the Veteran's Day Ceremony. Mayor Manager Luncheon was yesterday.

Councilmember Cardella- Excited to participate in the Thanksgiving.

Councilmember Trate-

Mayor ProTem Hirshberg- Trunk or treat went great. Will help hand out gifts and stuff. Will be at the Thanksgiving at the Lion's Club.

G. Adjournment

Motion: To Adjourn, **Action:** Adjourn, **Moved by** Johann Wallace, **Seconded by Cynthia Butterworth.**

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on December 12, 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 November 14, 2024. I further certify that the meeting was duly called and a quorum was present.

Ms. Brandye Thorpe,
Town Clerk



TOWN OF HUACHUCA CITY

The Sunset City

**MEETING MINUTES OF THE
HUACHUCA CITY TOWN COUNCIL
Special Session
November 21, 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
- Roll Call.**

Roll Call.

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

Absent: Debra Trate,

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C.1 Discussion and/or Action [Mayor Wallace]: RESOLUTION No. 2024-12 - A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, CANVASSING THE RESULTS OF THE GENERAL ELECTION HELD ON NOVEMBER 5, 2024, which resulted in the election of Christy Hirshberg, Danielle Cardella and Nallely Arreola to the Town Council and authorized Prop 424 [the Town's Home Rule extension proposal].

Motion: Item C.1: Open for Discussion and/or Action, moved by Johann Wallace, Seconded by Cynthia Butterworth.

Mayor Wallace reads the results of the election as follows:

Votes cast for Proposition 424, extension of the Home Rule Option, were as follows:

Vote Total

Yes 411

No 183

Home Rule Option Passed.

Votes cast for the candidates for the three councilmember seats, were as follows:

Danielle Cardella 417

Christy Hirshberg 412

Official Write-in, Nallely Arreola 16

Unofficial Write-in 58

Motion: The results of the General Election held on November 5, 2024: Action: Accept, moved by Johann Wallace, Seconded by Cynthia Butterworth.

D. Adjournment

Motion: To Adjourn, Action: Adjourn, Moved by Johann Wallace, Seconded by Cynthia Butterworth.

Motion passed unanimously.

Approved by Mayor Johann R. Wallace on December 12, 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 November 21, 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
A T & T							
1415	A T & T	11192024	Phone Service	11/19/2024	84.26	84.26	10-62-271
Total A T & T:					84.26	84.26	
Aaron Parr							
1022	Aaron Parr	112124	Arraignments at jail	11/21/2024	120.00	120.00	10-45-250
Total Aaron Parr:					120.00	120.00	
Ace Hardware							
1020	Ace Hardware	198054/1	Four Foot Bulbs to replace on a s	10/15/2024	292.90	292.90	10-57-500
Total Ace Hardware:					292.90	292.90	
AFLAC							
1030	AFLAC	864125	Supplemental Employee Insuranc	10/26/2024	1,575.68	1,575.68	10-22520
Total AFLAC:					1,575.68	1,575.68	
AlphaGraphics							
3086	AlphaGraphics	100130	Water service (Yellow) door hange	11/07/2024	138.16	138.16	51-40-300
Total AlphaGraphics:					138.16	138.16	
Amazon Capital Services, Inc							
10491	Amazon Capital Services, Inc	1GF1-HX1P-7	Office Supplies.	12/01/2024	15.52	15.52	10-43-290
10491	Amazon Capital Services, Inc	1GF1-HX1P-7	Office Supplies.	12/01/2024	230.95	230.95	10-43-460
10491	Amazon Capital Services, Inc	1GF1-HX1P-7	Supplies	12/01/2024	8.57	8.57	10-51-290
10491	Amazon Capital Services, Inc	1GF1-HX1P-7	Supplies	12/01/2024	12.60	12.60	65-40-660
10491	Amazon Capital Services, Inc	1KN7-G4CC-7	Thanksgiving Supplies/Decoration	12/01/2024	119.17	119.17	86-40-100
10491	Amazon Capital Services, Inc	1CK3-1HFF-9L	C9 christmas lights	12/01/2024	1,742.80	1,742.80	88-40-100
10491	Amazon Capital Services, Inc	1CK3-1HFF-9L	Christmas lights for Community C	12/01/2024	119.94	119.94	88-40-100
10491	Amazon Capital Services, Inc	1QXF-L91P-DK	Strand Lights and Shephards Hoo	12/01/2024	131.98	131.98	88-40-100
10491	Amazon Capital Services, Inc	1QXF-L91P-DK	Strand Lights and Shephards Hoo	12/01/2024	91.98	91.98	88-40-100
10491	Amazon Capital Services, Inc	1QXF-L91P-DK	Sales tax	12/01/2024	19.04	19.04	88-40-100
10491	Amazon Capital Services, Inc	1XK4-3VX1-7K	C9 christmas lights	12/01/2024	534.72	534.72	88-40-100
Total Amazon Capital Services, Inc:					3,027.27	3,027.27	
Arizona Business Equipment							
10455	Arizona Business Equipment	AR41528	Copy Machine Usage/Town Hall	12/01/2024	361.06	361.06	10-43-705
10455	Arizona Business Equipment	AR41528	Copy Machine Usage/Police Dept	12/01/2024	92.39	92.39	10-51-705
10455	Arizona Business Equipment	AR41528	Copy Machine Usage/Library	12/01/2024	81.93	81.93	10-62-705
Total Arizona Business Equipment:					535.38	535.38	
AT&T							
1398	AT&T	11424	Library Landline	11/04/2024	3.06	3.06	10-62-271
Total AT&T:					3.06	3.06	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Axon Enterprise, Inc.							
10144	Axon Enterprise, Inc.	INUS160395	25 ft smart cartridge	05/25/2023	984.09	984.09	10-51-466
10144	Axon Enterprise, Inc.	INUS160395	TPPM Tactical battery pack	05/25/2023	627.84	627.84	10-51-466
10144	Axon Enterprise, Inc.	INUS303866	BODY CAMERA MOUNTS, USB-	12/04/2024	584.06	584.06	10-51-856
Total Axon Enterprise, Inc.:					2,195.99	2,195.99	
AZ Department of Corrections Labor							
1315	AZ Department of Corrections Lab	D082241 2024	Labor AD	11/26/2024	50.06	50.06	10-43-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor AD	11/13/2024	24.00	24.00	10-43-366
1315	AZ Department of Corrections Lab	D084872 2024	Labor AD	11/05/2024	24.19	24.19	10-43-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor PD	11/26/2024	5.56	5.56	10-51-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor PD	11/13/2024	2.66	2.66	10-51-366
1315	AZ Department of Corrections Lab	D084872 2024	Labor PD	11/05/2024	2.69	2.69	10-51-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor PW	11/26/2024	22.25	22.25	10-57-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor PW	11/13/2024	10.67	10.67	10-57-366
1315	AZ Department of Corrections Lab	D084872 2024	Labor PW	11/05/2024	10.75	10.75	10-57-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor LB	11/26/2024	55.62	55.62	10-62-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor LB	11/13/2024	26.67	26.67	10-62-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor Water	11/26/2024	100.13	100.13	51-40-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor Water	11/13/2024	48.00	48.00	51-40-366
1315	AZ Department of Corrections Lab	D084872 2024	Labor Water	11/05/2024	48.38	48.38	51-40-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor Sewer	11/26/2024	100.13	100.13	52-40-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor Sewer	11/13/2024	48.00	48.00	52-40-366
1315	AZ Department of Corrections Lab	D084872 2024	Inmate Labor- Sewer	11/05/2024	48.38	48.38	52-40-366
1315	AZ Department of Corrections Lab	D082241 2024	Labor LF	11/26/2024	111.25	111.25	55-40-366
1315	AZ Department of Corrections Lab	D082356 2024	Labor LF	11/13/2024	80.00	80.00	55-40-366
1315	AZ Department of Corrections Lab	D084872 2024	Labor LF	11/05/2024	80.61	80.61	55-40-366
Total AZ Department of Corrections Labor:					900.00	900.00	
AZ Department of Corrections Mileage							
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- AD	11/20/2024	61.44	61.44	10-43-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	105.32	105.32	10-43-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	90.27	90.27	10-43-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- PD	11/20/2024	6.83	6.83	10-51-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	11.71	11.71	10-51-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	10.03	10.03	10-51-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- PW	11/20/2024	27.31	27.31	10-57-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	23.41	23.41	10-57-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	20.06	20.06	10-57-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- LB	11/20/2024	68.26	68.26	10-62-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	117.03	117.03	10-62-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	100.31	100.31	10-62-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- Water	11/20/2024	122.88	122.88	51-40-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	105.32	105.32	51-40-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	90.28	90.28	51-40-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- Sewer	11/20/2024	122.88	122.88	52-40-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	105.32	105.32	52-40-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	90.28	90.28	52-40-366
10743	AZ Department of Corrections Mil	D082356 2024	Mileage- LF	11/20/2024	204.79	204.79	55-40-366
10743	AZ Department of Corrections Mil	JCN240603002	Replace Check 191843	04/18/2024	234.05	234.05	55-40-366
10743	AZ Department of Corrections Mil	JCN240628002	Replace Check 191907	05/14/2024	300.93	300.93	55-40-366
Total AZ Department of Corrections Mileage:					2,018.71	2,018.71	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Benavidez Law Group, P.C.							
1667	Benavidez Law Group, P.C.	75839	Attorney Fees	12/04/2024	8,382.00	8,382.00	10-42-220
Total Benavidez Law Group, P.C.:					8,382.00	8,382.00	
Bestway Electric Motor Service Co. Inc.							
10046	Bestway Electric Motor Service C	42409079	Cochise Well Site has started to g	09/27/2024	1,903.80	1,903.80	51-40-650
Total Bestway Electric Motor Service Co. Inc.:					1,903.80	1,903.80	
Caterpillar Financial Services Corp.							
10620	Caterpillar Financial Services Cor	36138783	816K/WNB00251	11/07/2024	3,313.82	3,313.82	55-40-705
10620	Caterpillar Financial Services Cor	36138783	D6T/NDY00479	11/07/2024	3,450.87	3,450.87	55-40-705
Total Caterpillar Financial Services Corp.:					6,764.69	6,764.69	
Cathryn Kaltenmeyer							
10813	Cathryn Kaltenmeyer	11224	Water Refund	11/12/2024	22.33	22.33	51-21350
10813	Cathryn Kaltenmeyer	11224	Sewer Refund	11/12/2024	25.00	25.00	52-21350
Total Cathryn Kaltenmeyer:					47.33	47.33	
CDW Government							
1553	CDW Government	AB5264A	Microsoft Intune License	11/15/2024	430.45	430.45	10-48-210
1553	CDW Government	AB5264A	Microsoft Defender for Endpoint P	11/15/2024	1,153.41	1,153.41	10-48-210
1553	CDW Government	AB5264A	M365	11/15/2024	22,906.85	22,906.85	10-48-210
1553	CDW Government	AB5264A	Microsoft Intune Suite	11/15/2024	4,566.74	4,566.74	10-48-210
Total CDW Government:					29,057.45	29,057.45	
CenturyLink							
4280	CenturyLink	2648-1124	Local Phone Service - Town Hall	11/07/2024	349.95	349.95	10-43-271
4280	CenturyLink	79728-1124	Local Phone Service - Police Dept	11/07/2024	187.41	187.41	10-51-271
4280	CenturyLink	90501-1124	Local Phone Service - Public Wor	11/07/2024	67.12	67.12	10-57-271
4280	CenturyLink	6652-1124	Local Phone Service - Library	11/07/2024	94.63	94.63	10-62-271
Total CenturyLink:					699.11	699.11	
Cintas Corporation No. 445							
10067	Cintas Corporation No. 445	4211015943	Office Supplies	11/11/2024	51.36	51.36	10-43-460
10067	Cintas Corporation No. 445	4211765329	Office Supplies	11/18/2024	73.28	73.28	10-43-460
10067	Cintas Corporation No. 445	4212628094	Office Supplies	11/25/2024	60.49	60.49	10-43-460
10067	Cintas Corporation No. 445	4211015849	Uniforms- PW	11/11/2024	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4211765447	Uniforms- PW	11/18/2024	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4212628027	Uniforms- PW	11/25/2024	11.66	11.66	10-57-410
10067	Cintas Corporation No. 445	4211015849	Uniforms- Water	11/11/2024	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4211765447	Uniforms- Water	11/18/2024	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4212628027	Uniforms- Water	11/25/2024	52.52	52.52	51-40-410
10067	Cintas Corporation No. 445	4211015849	Uniforms- Sewer	11/11/2024	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4211765447	Uniforms- Sewer	11/18/2024	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4212628027	Uniforms- Sewer	11/25/2024	52.52	52.52	52-40-410
10067	Cintas Corporation No. 445	4211015882	Landfill Supplies	11/11/2024	13.29	13.29	55-40-290
10067	Cintas Corporation No. 445	4211765316	Landfill Supplies	11/18/2024	13.29	13.29	55-40-290
10067	Cintas Corporation No. 445	4212628034	Landfill Supplies	11/25/2024	13.49	13.49	55-40-290
10067	Cintas Corporation No. 445	4211015882	Landfill Uniforms	11/11/2024	24.76	24.76	55-40-410
10067	Cintas Corporation No. 445	4211015943	Uniforms- LF	11/11/2024	88.46	88.46	55-40-410
10067	Cintas Corporation No. 445	4211765316	Landfill Uniforms	11/18/2024	24.76	24.76	55-40-410

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
10067	Cintas Corporation No. 445	4211765329	Uniforms- LF	11/18/2024	79.82	79.82	55-40-410
10067	Cintas Corporation No. 445	4212628034	Landfill Uniforms	11/25/2024	24.56	24.56	55-40-410
10067	Cintas Corporation No. 445	4212628094	Landfill Uniforms	11/25/2024	102.90	102.90	55-40-410
Total Cintas Corporation No. 445:					920.56	920.56	
City of Sierra Vista							
1702	City of Sierra Vista	5095	Fuel PD	11/04/2024	1,297.81	1,297.81	10-51-475
1702	City of Sierra Vista	5095	Fuel HC	11/04/2024	218.86	218.86	10-65-475
1702	City of Sierra Vista	5122	Need a replace tire for Bus 9	11/25/2024	2,684.04	2,684.04	10-65-480
1702	City of Sierra Vista	5095	Fuel Post Bus	11/04/2024	1,095.75	1,095.75	65-40-475
Total City of Sierra Vista:					5,296.46	5,296.46	
COX Business							
10695	COX Business	11/1/24	Internet Town Hall	11/01/2024	1,000.00	1,000.00	10-48-481
Total COX Business:					1,000.00	1,000.00	
D&M Tire & Wheel							
1974	D&M Tire & Wheel	70323	Mount and Balance Six Tires on D	11/18/2024	195.00	195.00	10-57-470
Total D&M Tire & Wheel:					195.00	195.00	
DE Lage Landen Financial Services							
10476	DE Lage Landen Financial Serv	588811061	Copier Lease- Admin	12/15/2024	168.37	168.37	10-43-840
10476	DE Lage Landen Financial Serv	588811061	Copier Lease- Police	12/15/2024	68.19	68.19	10-51-705
10476	DE Lage Landen Financial Serv	588811061	Copier Lease- Library	12/15/2024	68.19	68.19	10-62-705
Total DE Lage Landen Financial Services:					304.75	304.75	
Desert Rain Detail							
10816	Desert Rain Detail	11122024	Water Refund	11/19/2024	42.18	42.18	51-21350
Total Desert Rain Detail:					42.18	42.18	
Elite Sales and Service, LLC							
2130	Elite Sales and Service, LLC	INV-47341	Service and repair three FS70 We	11/07/2024	109.64	109.64	10-57-540
2130	Elite Sales and Service, LLC	INV-47342	Service and repair three FS70 We	11/07/2024	132.17	132.17	10-57-540
2130	Elite Sales and Service, LLC	INV-47343	Service and repair three FS70 We	11/07/2024	132.17	132.17	10-57-540
2130	Elite Sales and Service, LLC	INV-47506	While loading scrap metal, the tra	11/21/2024	6,928.42	6,928.42	23-40-610
2130	Elite Sales and Service, LLC	INV-47507	Trouble shoot and repair charging	11/21/2024	2,630.97	2,630.97	55-40-610
Total Elite Sales and Service, LLC:					9,933.37	9,933.37	
Empire Southwest, LLC							
2220	Empire Southwest, LLC	EMPS6614426	(2) Covers for the Battery Boxes o	11/19/2024	652.42	652.42	23-40-610
2220	Empire Southwest, LLC	EMWK376991	Travel time as Proforma 3841086	09/24/2024	728.38	728.38	55-40-610
2220	Empire Southwest, LLC	EMWK381619	Trouble shot and repair code E-36	11/14/2024	8,987.93	8,987.93	55-40-610
2220	Empire Southwest, LLC	EMWK381941	transmission leaking trouble shoot	11/19/2024	14,250.87	14,250.87	55-40-610
2220	Empire Southwest, LLC	EMWK382569	pm2 on D6 Dozer	11/26/2024	3,358.80	3,358.80	55-40-610
Total Empire Southwest, LLC:					27,978.40	27,978.40	
ESG Corp							
10787	ESG Corp	43439	COBRA Monthly	11/11/2024	38.95	38.95	10-43-122

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total ESG Corp:					38.95	38.95	
Hook Engineering							
10786	Hook Engineering	10806	Locate the top of existing landfill a	09/30/2024	3,550.00	3,550.00	55-40-650
Total Hook Engineering:					3,550.00	3,550.00	
Huachuca Plumbing							
2571	Huachuca Plumbing	805: D	1/2 court basketball court-hunt par	11/22/2024	9,429.18	9,429.18	88-40-100
Total Huachuca Plumbing:					9,429.18	9,429.18	
Jack Furrier Tire & Auto Care							
10395	Jack Furrier Tire & Auto Care	315936	full synthetic oil change	11/21/2024	69.99	69.99	10-51-470
10395	Jack Furrier Tire & Auto Care	315936	waste oil disposal fee	11/21/2024	2.25	2.25	10-51-470
10395	Jack Furrier Tire & Auto Care	315944	full synthetic oil change	11/21/2024	69.99	69.99	10-51-470
10395	Jack Furrier Tire & Auto Care	315944	waste oil disposal fee	11/21/2024	8.23	8.23	10-51-470
Total Jack Furrier Tire & Auto Care:					150.46	150.46	
July							
10728	July	0931821	Form Extension	09/27/2024	250.00	250.00	10-43-122
10728	July	0932775	Deadline Fees 2023	09/30/2024	250.00	250.00	10-43-122
10728	July	0935292	Plan fees 4Q 2024	10/03/2024	600.00	600.00	10-43-122
Total July:					1,100.00	1,100.00	
K E & G							
2760	K E & G	240001-48	15 Tons of Cold Mix for Pot Holes	11/11/2024	3,086.86	3,086.86	23-40-490
Total K E & G:					3,086.86	3,086.86	
Legend Technical Services of Arizona Inc							
10774	Legend Technical Services of Ariz	2417975	Drinking Water Sample	11/12/2024	54.00	54.00	51-40-510
10774	Legend Technical Services of Ariz	2418173	GW Monitoring	11/14/2024	127.00	127.00	51-40-510
Total Legend Technical Services of Arizona Inc:					181.00	181.00	
Mac's Towing LLC							
9867	Mac's Towing LLC	10872	DR241123-17 2018 Audi towed as	11/23/2024	274.09	274.09	10-51-505
Total Mac's Towing LLC:					274.09	274.09	
McCoy's Septic Pumping Service							
10230	McCoy's Septic Pumping Service	6314	Pump Station Dump	09/04/2024	190.00	190.00	55-40-360
Total McCoy's Septic Pumping Service:					190.00	190.00	
McCoys Septic Services LLC							
10819	McCoys Septic Services LLC	5963	Pump Station Dump	11/22/2024	190.00	190.00	55-40-360
10819	McCoys Septic Services LLC	6409	Pump Station Dump	11/08/2024	190.00	190.00	55-40-360
10819	McCoys Septic Services LLC	6421	Pump Station Dump	12/04/2024	190.00	190.00	55-40-360
Total McCoys Septic Services LLC:					570.00	570.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Mountain View Air Conditioning & Heating							
10513	Mountain View Air Conditioning &	118238	Repair and trouble shoot the AC/	11/19/2024	135.00	135.00	10-57-500
Total Mountain View Air Conditioning & Heating:					135.00	135.00	
Moyes Sellers & Hendricks							
10370	Moyes Sellers & Hendricks	41471	Gila River Adjudication Proceedin	11/07/2024	159.00	159.00	51-40-650
Total Moyes Sellers & Hendricks:					159.00	159.00	
Patrick K Greene							
4527	Patrick K Greene	NOV2024	Prosecution fees Nov 20254	11/22/2024	1,455.00	1,455.00	10-45-650
Total Patrick K Greene:					1,455.00	1,455.00	
Perry Management Corporation							
10800	Perry Management Corporation	THC-24-002	Refuse Collection and Disposal	09/30/2024	46,002.68	46,002.68	67-40-840
10800	Perry Management Corporation	THC24-003	Solide Waste Management Servic	10/31/2024	45,480.40	45,480.40	67-40-840
Total Perry Management Corporation:					91,483.08	91,483.08	
PITNEY BOWES BANK INC							
3187	PITNEY BOWES BANK INC	1026386227	Postage- Admin	11/07/2024	8.79	8.79	10-43-440
3187	PITNEY BOWES BANK INC	1026386227	Postage- Water	11/07/2024	30.76	30.76	51-40-440
3187	PITNEY BOWES BANK INC	1026386227	Postage- Sewer	11/07/2024	30.76	30.76	52-40-440
3187	PITNEY BOWES BANK INC	1026386227	Postage- Landfill	11/07/2024	17.58	17.58	55-40-440
Total PITNEY BOWES BANK INC:					87.89	87.89	
Principal Life Insurance Co							
4121	Principal Life Insurance Co	11/1-11/30	employee benefit	10/18/2024	693.75	693.75	10-22530
4121	Principal Life Insurance Co	12/1-12/31	employee benefit	11/15/2024	693.75	693.75	10-22530
Total Principal Life Insurance Co:					1,387.50	1,387.50	
Richard Miller							
10498	Richard Miller	640	Case: M0248CR20170016	11/08/2024	2,124.33	2,124.33	20-40-200
Total Richard Miller:					2,124.33	2,124.33	
Ruben A. Villa							
4360	Ruben A. Villa	H-026-111024	Consulting Services- Admin	11/10/2024	1,307.85	1,307.85	10-43-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Admin	11/29/2024	1,307.85	1,307.85	10-43-650
4360	Ruben A. Villa	H-026-111024	Consulting Services- Magistrate	11/10/2024	109.02	109.02	10-45-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Magistrate	11/29/2024	109.02	109.02	10-45-650
4360	Ruben A. Villa	H-026-111024	Consulting Services- Road User	11/10/2024	163.53	163.53	23-40-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Road User	11/29/2024	163.53	163.53	23-40-650
4360	Ruben A. Villa	H-026-111024	Consulting Services- Water	11/10/2024	980.79	980.79	51-40-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Water	11/29/2024	980.79	980.79	51-40-650
4360	Ruben A. Villa	H-026-111024	Consulting Services- Sewer	11/10/2024	734.70	734.70	52-40-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Sewer	11/29/2024	734.70	734.70	52-40-650
4360	Ruben A. Villa	H-026-111024	Consulting Services- Landfill	11/10/2024	654.11	654.11	55-40-650
4360	Ruben A. Villa	H-027-112424	Consulting Services- Landfill	11/29/2024	654.11	654.11	55-40-650
Total Ruben A. Villa:					7,900.00	7,900.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Rugged Solutions America, LLC							
10666	Rugged Solutions America, LLC	74886T	2 docking stations for the toughbo	10/07/2024	453.39	453.39	11-40-810
10666	Rugged Solutions America, LLC	82622	Running board and pillar lights wit	11/07/2024	4,512.64	4,512.64	11-40-810
Total Rugged Solutions America, LLC:					4,966.03	4,966.03	
S.S.V.E.C							
3920	S.S.V.E.C	11/5	Returned Payment Fee	12/03/2024	26.57	26.57	10-43-122
3920	S.S.V.E.C	36100-11/5	Electricity- City Hall	11/05/2024	635.53	635.53	10-43-340
3920	S.S.V.E.C	9100-11/5	Electricity Sign Meter	11/05/2024	76.56	76.56	10-43-340
3920	S.S.V.E.C	12200-11/5	Electricity-Fire	11/05/2024	618.06	618.06	10-53-340
3920	S.S.V.E.C	68300-11/5	Electricity City pool	11/05/2024	484.17	484.17	10-58-340
3920	S.S.V.E.C	2300-11/5	Electricity Comm Center	11/05/2024	107.20	107.20	10-60-340
3920	S.S.V.E.C	37200-11/5	Electricity Tennis Courts	11/05/2024	190.11	190.11	10-60-340
3920	S.S.V.E.C	46101-11/5	Electricity Keeline Park	11/05/2024	38.78	38.78	10-60-340
3920	S.S.V.E.C	46200-11/5	Electricity Keeline Park Skyline	11/05/2024	50.39	50.39	10-60-340
3920	S.S.V.E.C	31100-11/5	Electricity Library	11/05/2024	456.60	456.60	10-62-340
3920	S.S.V.E.C	31300-11/5	Electricity Senior Center	11/05/2024	137.48	137.48	10-68-340
3920	S.S.V.E.C	72200-11/5	Electricity Streetlight	11/05/2024	2,244.89	2,244.89	23-40-340
3920	S.S.V.E.C	36000-11/5	Electricity Well at Gila	11/05/2024	604.57	604.57	51-40-340
3920	S.S.V.E.C	41400-11/5	Electricity Well at Skyline	11/05/2024	456.71	456.71	51-40-340
3920	S.S.V.E.C	61800-11/5	Electricity Well at Cochise	11/05/2024	564.01	564.01	51-40-340
3920	S.S.V.E.C	70500-11/5	Electricity Well at Howard	11/05/2024	837.48	837.48	51-40-340
3920	S.S.V.E.C	500500-11/5	Hunt Rd Sewer	11/05/2024	97.57	97.57	52-40-340
3920	S.S.V.E.C	52500-11/5	Scales at Landfill	11/05/2024	61.36	61.36	55-40-340
3920	S.S.V.E.C	56800-11/5	Electricity Landfill	11/05/2024	866.56	866.56	55-40-340
Total S.S.V.E.C:					8,554.60	8,554.60	
Seneca Enterprises LLC							
10796	Seneca Enterprises LLC	42549.	Community Center Blinds	11/21/2024	908.42	908.42	88-40-100
Total Seneca Enterprises LLC:					908.42	908.42	
Senergy Petroleum LLC							
10215	Senergy Petroleum LLC	SEN-907330	DYED-ULSD #2	10/07/2024	3,043.12	3,043.12	55-40-476
10215	Senergy Petroleum LLC	SEN-914046	DYED-ULSD #2	10/16/2024	2,248.86	2,248.86	55-40-476
10215	Senergy Petroleum LLC	SEN-921669	DYED-ULSD #2	10/28/2024	2,190.68	2,190.68	55-40-476
10215	Senergy Petroleum LLC	SEN-923510	Diesel Exhaust Fluid	11/30/2024	552.63	552.63	55-40-476
10215	Senergy Petroleum LLC	SEN-925965	P66 Powerdrive Fluid	11/07/2024	2,822.66	2,822.66	55-40-476
Total Senergy Petroleum LLC:					10,857.95	10,857.95	
Sierra Vista NAPA							
3597	Sierra Vista NAPA	371782	Air Filter	01/24/2024	194.58	194.58	55-40-610
3597	Sierra Vista NAPA	905503	Two Batteries with core, 4DGA He	11/18/2024	641.92	641.92	55-40-610
Total Sierra Vista NAPA:					836.50	836.50	
Southern Tire Mart							
10357	Southern Tire Mart	6020093875	Invoice 6020093876, Remount Tir	10/31/2024	1,099.85	1,099.85	55-40-610
Total Southern Tire Mart:					1,099.85	1,099.85	
Southwest Desert Images LLC							
10640	Southwest Desert Images LLC	3117	200 Pima Landscape Estimate 31	10/10/2024	1,378.75	1,378.75	10-54-801

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
Total Southwest Desert Images LLC:					1,378.75	1,378.75	
Southwest Gas Corporation							
3879	Southwest Gas Corporation	11686-10/29	Gas Utility- Town Hall	10/29/2024	48.25	48.25	10-43-340
3879	Southwest Gas Corporation	6376-11/26	Gas Utility- Fire Station	12/02/2024	734.81	734.81	10-53-340
3879	Southwest Gas Corporation	8087-11/26	Gas Utility- Community Center	12/02/2024	38.73	38.73	10-60-340
3879	Southwest Gas Corporation	89520-10/29	Gas Utility- Library	10/29/2024	30.51	30.51	10-62-340
3879	Southwest Gas Corporation	04729-10/29	Gas Utility- Senior Center	10/29/2024	36.73	36.73	10-68-340
Total Southwest Gas Corporation:					889.03	889.03	
SW Building Inspection Service							
4025	SW Building Inspection Service	10800	Code Enforcement/Zoning	11/30/2024	4,500.00	4,500.00	10-54-360
Total SW Building Inspection Service:					4,500.00	4,500.00	
Tierra Water Management							
10566	Tierra Water Management	1484	Operator of Record Water	12/02/2024	500.00	500.00	51-40-650
10566	Tierra Water Management	1484	Operator of Record Sewer	12/02/2024	1,000.00	1,000.00	52-40-650
Total Tierra Water Management:					1,500.00	1,500.00	
Verizon Wireless							
4343	Verizon Wireless	9978129899	Cell Phone	11/07/2024	1,684.98	1,684.98	10-48-275
Total Verizon Wireless:					1,684.98	1,684.98	
Waste Management of AZ							
10207	Waste Management of AZ	0055289-1571-	Trash Service	11/03/2024	14,512.42	14,512.42	54-40-360
Total Waste Management of AZ:					14,512.42	14,512.42	
Wells Fargo Remittance Center							
4377	Wells Fargo Remittance Center	10/13/24	finance Charges	11/07/2024	243.01	243.01	10-43-122
4377	Wells Fargo Remittance Center	10/13/24	Office Supplies	11/07/2024	328.03	328.03	10-43-290
4377	Wells Fargo Remittance Center	10/13/24	Office Supplies	11/07/2024	28.74	28.74	10-43-290
4377	Wells Fargo Remittance Center	10/13/24	4 night hotel stay for Tracs SDK Tr	11/07/2024	838.01	838.01	10-51-660
4377	Wells Fargo Remittance Center	10/13/24	Lowes	11/07/2024	46.72	46.72	10-57-460
4377	Wells Fargo Remittance Center	10/13/24	Ace Hardware	11/07/2024	42.27	42.27	10-57-500
4377	Wells Fargo Remittance Center	10/13/24	Harbor Freight	11/07/2024	57.66	57.66	10-57-540
4377	Wells Fargo Remittance Center	10/13/24	Ace Hardware and HArbor Freight	11/07/2024	252.50	252.50	10-60-460
4377	Wells Fargo Remittance Center	10/13/24	Office Supplies	11/07/2024	327.51	327.51	10-62-460
4377	Wells Fargo Remittance Center	10/13/24	Membership renewal AZ Library	11/07/2024	50.00	50.00	10-62-660
4377	Wells Fargo Remittance Center	10/13/24	Jack Furrier	11/07/2024	92.32	92.32	10-65-480
4377	Wells Fargo Remittance Center	10/13/24	Home Depot	11/07/2024	36.32	36.32	10-68-290
4377	Wells Fargo Remittance Center	10/13/24	Story Book walk books	11/07/2024	259.56	259.56	10-69-802
4377	Wells Fargo Remittance Center	10/13/24	Philips HeartStart Online Complet	11/07/2024	1,614.00	1,614.00	10-69-806
4377	Wells Fargo Remittance Center	10/13/24	Physio Control LIFEPAK Complet	11/07/2024	2,231.86	2,231.86	10-69-806
4377	Wells Fargo Remittance Center	10/13/24	Telehealth supplies	11/07/2024	1,263.98	1,263.98	10-69-806
4377	Wells Fargo Remittance Center	10/13/24	Ace Hardware	11/07/2024	148.70	148.70	23-40-460
4377	Wells Fargo Remittance Center	10/13/24	PVC Supplies	11/07/2024	114.37	114.37	51-40-460
4377	Wells Fargo Remittance Center	10/13/24	Tire Lube	11/07/2024	56.00	56.00	51-40-470
4377	Wells Fargo Remittance Center	10/13/24	10 ml Dispenser	11/07/2024	110.15	110.15	51-40-510
4377	Wells Fargo Remittance Center	10/13/24	Napa Switch Containers	11/07/2024	47.69	47.69	51-40-610
4377	Wells Fargo Remittance Center	10/13/24	Ice For cooler	11/07/2024	46.21	46.21	55-40-290
4377	Wells Fargo Remittance Center	10/13/24	Porta Pot	11/07/2024	63.00	63.00	55-40-340

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	GL Account Number
4377	Wells Fargo Remittance Center	10/13/24	Amazon Tape and Lights	11/07/2024	68.31	68.31	55-40-460
4377	Wells Fargo Remittance Center	10/13/24	fluid/funnel	11/07/2024	102.48	102.48	55-40-470
4377	Wells Fargo Remittance Center	10/13/24	WALKTHROUGH, Replace Gener	11/07/2024	745.21	745.21	55-40-610
4377	Wells Fargo Remittance Center	10/13/24	Retuen Core/Breather	11/07/2024	125.23	125.23	55-40-610
4377	Wells Fargo Remittance Center	10/13/24	Love's Meals	11/07/2024	32.73	32.73	55-40-660
4377	Wells Fargo Remittance Center	10/13/24	ford Parts	11/07/2024	44.53	44.53	65-40-480
4377	Wells Fargo Remittance Center	10/13/24	5310/5311 implantation workshop,	11/07/2024	268.27	268.27	65-40-660
4377	Wells Fargo Remittance Center	10/13/24	Trunk or Treat Candy	11/07/2024	92.24	92.24	86-40-100
Total Wells Fargo Remittance Center:					9,777.61	9,777.61	
WEX BANK							
10401	WEX BANK	100939105	Fuel- Admin	11/15/2024	6.91	6.91	10-43-475
10401	WEX BANK	100939105	Unassigned	11/15/2024	23.16	23.16	10-43-475
10401	WEX BANK	100939105	Fuel- PD	11/15/2024	849.31	849.31	10-51-475
10401	WEX BANK	100939105	Fuel Fire	11/15/2024	6.91	6.91	10-53-475
10401	WEX BANK	100939105	Fuel- PW	11/15/2024	126.45	126.45	10-57-475
10401	WEX BANK	100939105	Fuel- LB	11/15/2024	2.91	2.91	10-62-476
10401	WEX BANK	100939105	Fuel- BS	11/15/2024	4.91	4.91	10-65-475
10401	WEX BANK	100939105	Fuel- Water	11/15/2024	189.23	189.23	51-40-475
10401	WEX BANK	100939105	Fuel- Sewer	11/15/2024	314.77	314.77	52-40-475
10401	WEX BANK	100939105	Fuel- LF	11/15/2024	270.31	270.31	55-40-475
10401	WEX BANK	100939105	Fuel Transit	11/15/2024	4.91	4.91	65-40-475
Total WEX BANK:					1,799.78	1,799.78	
Whetstone Church of Christ							
10814	Whetstone Church of Christ	11324	CC Deposit	11/13/2024	75.00	75.00	10-36-500
Total Whetstone Church of Christ:					75.00	75.00	
Wist Office Products							
4169	Wist Office Products	2490241	Floor stripper, Polish, Buffing Pad,	11/07/2024	30.83	30.83	10-57-500
4169	Wist Office Products	2492827	Contractor Bags, Spray Bottles, F	11/19/2024	199.09	199.09	51-40-290
4169	Wist Office Products	2492828	Trash Bags, Diary 2025, Mop Hea	11/19/2024	192.53	192.53	51-40-290
4169	Wist Office Products	2492829	Diary 2025, Dry Markers, Rubber	11/19/2024	116.64	116.64	52-40-460
Total Wist Office Products:					539.09	539.09	
Xpress Bill Pay							
4441	Xpress Bill Pay	INV-XPR01863	Credit/Debit Card Web Transactio	11/30/2024	91.09	91.09	51-40-483
4441	Xpress Bill Pay	INV-XPR01863	Credit/Debit Card Web Transactio	11/30/2024	91.09	91.09	52-40-483
4441	Xpress Bill Pay	INV-XPR01863	Credit/Debit Card Web Transactio	11/30/2024	273.25	273.25	55-40-483
Total Xpress Bill Pay:					455.43	455.43	
Grand Totals:					291,054.29	291,054.29	

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.



TOWN OF HUACHUCA CITY

The Sunset City

TOWN OF HUACHUCA CITY

OATH OF OFFICE

I, Nallely Arreola, do solemnly swear or affirm that I will support the Constitution of the United States of America, the Constitution and laws of the State of Arizona, and the ordinances and written policies of the Town of Huachuca City; that I will bear true faith and allegiance to the same and defend them against all enemies, foreign and domestic, and that I will faithfully and impartially discharge the duties of the office of Councilmember for the Town of Huachuca City to the best of my ability, so help me God.

Subscribed and sworn before me this _____ day of _____, 2024

Brandy Thorpe

Town Clerk

Signature and Date

PEOPLE-ORIENTED TRANSPORTATION LINKAGES FOR UNDERSERVED COMMUNITIES (POTLUCK)

Presented By: Chris Vertrees
Transportation Program Administrator



**SouthEastern Arizona
Governments Organization**

Project History

- Arizona, like many other states in the country, is experiencing challenges in ensuring older adults maintain access to medical care, particularly when they can no longer drive.
- Technology can provide solutions, but these become less viable when older adults do not have access to good internet connectivity and/or they do not feel comfortable using technology.
- Nonprofit, public, and private partners throughout the state have rallied together to create **People-Oriented Transportation Linkages for Underserved Communities**, a new statewide initiative to connect older adults with rides and telemedicine options in underserved areas.
- Age Friendly Arizona was the grant applicant.
- Humana funded the grant in the amount of \$252,000.

Age Friendly Arizona

- Age Friendly Arizona is a statewide, multidisciplinary partnership hosted by the Maricopa Association of Governments, a regional planning agency serving the Greater Phoenix area.
- Age Friendly Arizona fosters collaboration between local governments, nonprofit agencies, academic institutions and community groups to promote healthy aging. Our network promotes strategies that enable people age 65 years plus to live their best lives.
- Project Partners include: Maricopa Association of Governments (MAG), Humana, SouthEastern Arizona Governments Organization (SEAGO), Northern Arizona Council of Governments (NACOG), Arizona State Library, Sun Corridor MPO, City of Phoenix, Winslow Indian Health Care Center (WIHCC), Town of Wickenburg, Valley Assistance Services (VAS), and Douglas Library.
- Huachuca City Library is scheduled for a telemedicine kit.

Current Conditions

According to the Maricopa Association of Governments (MAG) Demographic Viewer, data indicates that:

- 26% of Huachuca City's population is age 65 plus.
- An additional 5.9% are approaching age 65
- State average is 17.1%
- 42.2% of Huachuca City households have access to 1 vehicle or less.
- According to state averages 9 percent for households with older adults do not have internet access. Nearly 16 percent of older adults in rural areas do not have a computer.
- Aging and Transit surveys conducted by SEAGO have found that almost 60% of seniors (65+) in the Region do not know how to use a smart phone.

Project Objectives

The objectives of POTLUCK are as follows:

- Utilize the expanded Unite Us platform to streamline communication among healthcare and transportation providers, resulting in greater access to care, increased organizational capacity, and fewer appointments being missed.
- Reduce the need for rides to medical appointments by providing telemedicine appointments at community locations such as libraries with support from digital navigators.
- When older adults cannot access these community locations, bring telemedicine appointments to their homes using vehicles equipped with the equipment and staffing needed to assist older adults in participating in virtual appointments.
- Provide rides when in-person medical appointments are needed.

Huachuca City & POTLUCK

- Huachuca City will receive an older mini-van to be used for the project.
- Vehicle is a retired FTA vehicle that was owned by Douglas ARC. The vehicle was well-maintained to ADOT standards.
- Vehicle will be inspected and repaired before being placed in service including new tires, brakes, front end alignment/cv joints, tune-up, full safety inspection.
- Huachuca City will receive a annual stipend of \$1,500 for insurance and registration.
- Huachuca City will receive a mobile telemedicine kit with high-speed internet to be utilized in the field
- Transportation Coordination is a significant component of the FTA/ADOT 5310/5311 grant applications. This partnership would allow Huachuca City to maximize application scoring.

What's Next

- Finalize partnership agreement with the Maricopa Association of Governments.
- Develop a service plan (no significant changes to current transit program scope/mission).
- Register and utilize the Unite Us platform to track medical appointments.
- Report on progress bi-annually.



Southeast Arizona Mobility

COCHISE - GRAHAM



GREENLEE - SANTA CRUZ

For More Information

www.seago.org

www.seagomobility.org

SIERRA VISTA METROPOLITAN
PLANNING ORGANIZATION

Town of Huachuca City Transit Feasibility Study



December 2024

Michael Baker
INTERNATIONAL



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1.0 INTRODUCTION

A significant portion of the Town of Huachuca City's residents are seniors (over 65 years of age) and/or people living with disabilities. These Town residents, as well as able-bodied and non-elderly populations, experience transportation challenges due to limited access to essential services creating a continuous demand for a reliable public transportation system. As a result, the Town has partnered with the Sierra Vista Metropolitan Planning Organization (SVMPO) to commission this Transit Feasibility Study (TFS) to explore public transportation options that meet the needs of the residents today and into the future.

Currently, the Town operates a publicly funded on-demand transportation service, and since 2004, a public shuttle has served the Town's municipal limits, Fort Huachuca, and Sierra Vista catering primarily to seniors over 65 and residents living with disabilities. However, it also services typical and low-income users. Currently the shuttle service lacks federal funding and is entirely funded through the Town's General Fund.

The Town previously received federal funding through the Federal Transit Administration's (FTA) Chapter 49 U.S.C. Section 5310 Grant Program. Federal funding ceased in 2014, and as a result, the Town self-funded the service from 2015 to 2018, but discontinued funding in 2019 due to financial constraints. In 2019/2020, the Town secured a start-up grant from the Legacy Foundation of Southeast Arizona to restart the transit service as a pilot program for three years. Despite delays caused by the COVID-19 pandemic, the Town is back to self-funding the service through its General Fund.

Increased ridership is prompting interest in expanding services to a broader resident base and neighboring communities such as Whetstone. To sustain and expand the transit route service, the Town seeks supplemental federal grant funding, with the primary options being the FTA Section 5310 and 5311 Grant Programs.

1.1 Study Objectives

The four primary objectives of this study are as follows:

- Identify eligibility requirements for FTA 5310 and 5311 programs;
- Determine a high-level, context-sensitive, and fiscally feasible route and operations plan;
- Outline the steps needed to apply for an FTA 5310 and/or 5311 program funds; and
- Develop forms and checklists to maintain eligibility of FTA 5310 program funds.



2.0 TOWN OF HUACHUCA CITY COMMUNITY PROFILE

2.1 Demographics & Socioeconomic

Understanding the demographic and socioeconomic characteristics of Huachuca City is essential for ensuring that the transit feasibility study reflects the community's unique needs. In addition, the FTA requires the collection and reporting of Title VI demographic and socioeconomic information in order to receive funding.

Analyzing population data alongside housing, income, and other socioeconomic factors helps identify gaps and opportunities within the transportation network. The data reported in this section come from two sources: the U.S. Census Bureau's 2018-2022 American Community Survey (ACS) and Huachuca City's 2017 General Development Plan.

This analysis offers a comprehensive overview of the Town's demographic composition, emphasizing the key population groups that may experience challenges and would benefit from improved transportation access. These insights will guide the development of transit opportunities that meet the specific needs of the community, particularly those who may be underserved by the lack of existing transportation options.

2.1a Population & Housing

Existing Population

The Town of Huachuca City's municipal limits include a compact area of 2.7 square miles and is home to 1,865 residents as of 2022. This results in a population density of approximately 690.7 residents per square mile, indicating a relatively concentrated living environment. The median age of residents is 42.3 years, slightly older than Cochise County's median age of 41.4 years. Approximately 24.3% of the population is aged 65 and older, reflecting a significant senior demographic.

Minority Populations

Minority populations make up about 28.8% of Huachuca City's total population, a smaller proportion compared to Cochise County as a whole, where minorities represent 46.3% of the total population. According to Huachuca City's 2017 General Development Plan, the Town's racial composition is predominantly white, with Hispanic residents accounting for about 20% of the population. The Town's demographic profile reflects its small size and rural setting, with minority groups representing a more modest share of the population compared to the larger more diverse Cochise County.

Disabled Population

Over one-quarter (27.7%) of Huachuca City's residents identify as having a disability, significantly higher than Cochise County and the Sierra Vista MPO overall who each have 17.9% of residents who identify as having a disability. Among residents in Huachuca City ages 65 to 74, 41.6% identify as having a disability. Of those aged 75 and older, 44.8% have identified as having a disability. With a higher



percentage of residents identifying as having a disability and an aging population, Huachuca City is recognizably more affected by disabled populations than other parts of Cochise County and the Sierra Vista MPO.

Low-Income Populations

Approximately 19.5% of Huachuca City's residents live below the poverty line, higher than both Cochise County at 14.7% and the Sierra Vista MPO at 11.4%. The median household income in Huachuca City is \$44,360, which is lower than Cochise County's \$58,421. The lower median household income coupled with the higher percentage of households living below the poverty line suggests that the population of Huachuca City is less affluent than other parts of Cochise County and the Sierra Vista MPO.

Households

Huachuca City is comprised of 832 households, equating to a little over 2 people per household on average. Renters make up a significant portion of households, comprising 41.7% of the Town's households. This is a significantly higher percentage of renters than both Cochise County and the Sierra Vista MPO whose renter's make up 29.8% and 31.9% of the households respectively. Mobile homes represent 11.6% of the housing stock, a smaller portion than Cochise County's 20.1%. Female-headed households account for 13.8% of families in Huachuca City, slightly higher than the county's 10.6% and the MPO's 9.4%. Additionally, Huachuca City has a vacancy rate of 13.7%, which is lower than Cochise County's 15.9%, indicating relatively stable housing occupancy in the Town.

Households with No or Limited Access to Vehicles

In Huachuca City, 10.8% of households do not have access to a vehicle and 40.5% have only one vehicle, indicating that more than half of households may face limitations to personal transportation. This is notably higher compared to Cochise County as a whole, where 6% of households have no vehicle and 31% only have one vehicle. These figures support a higher dependency on limited personal transportation within Huachuca City, which may present challenges for residents.

Table 1 provides an inventory and comparison of all Title VI factors within Huachuca City relative to Cochise County and Sierra Vista MPO averages. Title VI and the associated Code of Federal Regulations for Transportation (49 CFR, Subtitle A, Part 21) upholds that any program or activity receiving federal funding may not exclude or discriminate against groups or individuals based on their race, color, national origin, sex, age, and disability. The percent of no-vehicle households in the study area is lower than both the Pinal and Maricopa County averages, equating to a lesser demand for public transportation.



Table 1: Demographic and Socioeconomic Conditions Comparison

Demographic and Socioeconomic Conditions	Huachuca City	Cochise County	Sierra Vista MPO
Population			
Size (square miles)	2.7	6,219	614
Total Population	1,865	125,504	68,715
Population Density (per square mile)	690.7	20.2	11.9
Median Age	42.3	41.4	41.8
Housing & Households			
Median Household Income	\$44,360	\$58,421	\$47,882
Households	832	49,680	28,509
Renters	41.7%	29.8%	31.9%
Mobile Homes	11.6%	20.1%	15.6%
Families with Female-Only Head of Household	13.8%	10.6%	9.4%
Vacant Homes	13.7%	15.9%	9.1%
No-Vehicle Households	10.8%	6.0%	5.5%
One-Vehicle Households	40.5%	31.0%	33%
Title VI			
Minority (% of total population)	28.8%	46.3%	39.6%
Age 65 Plus (% of total population)	24.3%	23.2%	22.3%
Income Below Poverty	19.5%	14.7%	11.4%
Population with a disability	27.7%	17.9%	17.9%
Limited English Proficiency (% of population 5 years old +)	3.0%	8.1%	4.9%
Commuting			
Workforce (16 years and over)	723	46,755	28,335
Car or Truck- drive alone	78.8%	76.8%	77%
Car or Truck- carpool	15.1%	8.7%	9.2%
Public Transportation	0%	0.1%	0.1%
Bicycle	0%	0.4%	0.4%
Walked	3.3%	2.7%	1.8%
Other means (taxicab, motorcycle, etc.)	0%	2.5%	2.8%
Work at home	2.8%	8.8%	8.6%

Source: U.S. Census Bureau, 2018-2022 American Community Survey (ACS) 5-Year Estimates.

2.1b Existing Land Use

The existing land use composition in Huachuca City reflects a predominantly rural and semi-rural environment, characterized by a diverse mix of land uses. As of the data published in the Town of Huachuca City's General Development Plan Update, published in May of 2017, vacant land comprised approximately 70.4% of the total area, covering about 1.9 of the Town's 2.7 square miles. Residential land uses, including single-family and multi-family homes account for 10% of the Town's land area. Specifically, single-family residential uses occupy 0.26 square miles, representing 9.6% of the total area,



while multi-family residential uses cover 0.01 square miles, contributing to only 0.4% of the Huachuca City's total land area.

Commercial uses are concentrated along key thoroughfares, covering 0.14 square miles, or about 5.2% of the Town's total area. Additionally, municipal and institutional land uses play a role in the city's landscape, with municipal general uses covering 0.16 square miles and municipal parks occupying 0.02 square miles, accounting for 5.9% and 0.7% of the total land area respectively. Right-of-way areas, which facilitate transportation and access, cover about 0.2 square miles of the Town.

Understanding existing land uses in Huachuca City is crucial for assessing transportation needs, as it identifies areas with potential demand for public transit services, such as residential and commercial zones. Additionally, recognizing the proportion of vacant land can help in anticipating future growth areas where transportation infrastructure may be needed to enhance accessibility for residents.

Table 2 shows a distribution of existing land uses in Huachuca City.

Table 2: Existing Land Use Composition

Land Use Category	Acres	Square Miles	Percent of Town's Total Area
<i>Vacant Land</i>	1214.91	1.9	70.4%
<i>Single-Family Residential</i>	164.95	0.26	9.6%
<i>Right-of-Way</i>	131.16	0.2	7.4%
<i>Municipal- General</i>	99.27	0.16	5.9%
<i>Commercial</i>	92.16	0.14	5.2%
<i>Municipal- Park</i>	13.91	0.02	0.7%
<i>Institutional</i>	7.43	0.01	0.4%
<i>Multi-Family Residential</i>	6.51	0.01	0.4%
Total Area	1730.3	2.7	100%

Source: Town of Huachuca City General Development Plan, 2017



2.2 Existing Transit System

2.2a Huachuca City Existing Transit Service

The Town currently runs a publicly funded transportation service. Since 2004, a public shuttle has been serving the Town's municipal limits, Fort Huachuca, and Sierra Vista, primarily catering to seniors over 65 and residents with disabilities. However, it also accommodates typical and low-income users. At present, the shuttle service lacks federal funding and is mainly supported by the Town's General Fund.

The Town previously received federal funding through the Federal FTA 5310 Grant Program. Due to compliance issues and administrative errors, federal funding ceased in 2014. The Town self-funded the service from 2015 to 2018, but discontinued funding in 2019 due to financial constraints. In 2019/2020, the Town secured a start-up grant from the Legacy Foundation of Southeast Arizona to restart the transit service as a pilot program for three years. Despite delays caused by the COVID-19 pandemic, the Town is back to self-funding the service through its General Fund.

As shown in Figure 1, the Town's shuttle service provides access to services within the Town and within the City of Sierra Vista, where riders can transfer to one of the three Vista Transit Routes that serve the city of Sierra Vista. In addition, the Cochise Connection also operates within the City of Sierra Vista where riders of the Huachuca Shuttle can transfer to at the Vista Transit Center. While transportation services are provided primarily to the elderly and disabled, low-income residents are invited to use the service as well.

Although the Huachuca shuttle service appears to be shown as a fixed route public transit service in **Figure 1**, the current shuttle service operates more similarly to an on-demand or paratransit service where riders are provided door-to-door service from their home and dropped off at a destination of choice. The stops shown on the map are the most frequent stops riders are dropped off at as the shuttle provides regular trips to Sierra Vista for grocery and general shopping, medical appointments, and connections to the Vista Transit program. The program also transports riders to the City Senior Center in Sierra Vista for daily meals and activities.

There is currently no fare to use the shuttle that operates twice a week, every Tuesday and Thursday each and every week of the year. The shuttle typically makes two trips between the Town of Huachuca City and the City of Sierra Vista during each operational day. This trip includes one morning trip and one afternoon trip.

Drivers are paid transit staff and administrative and operations staff often have other primary job duties within the Town. Huachuca City staff regularly participates in the quarterly Cochise County Coordination meeting. Staff attends all 5311 TAC meetings in Cochise County.

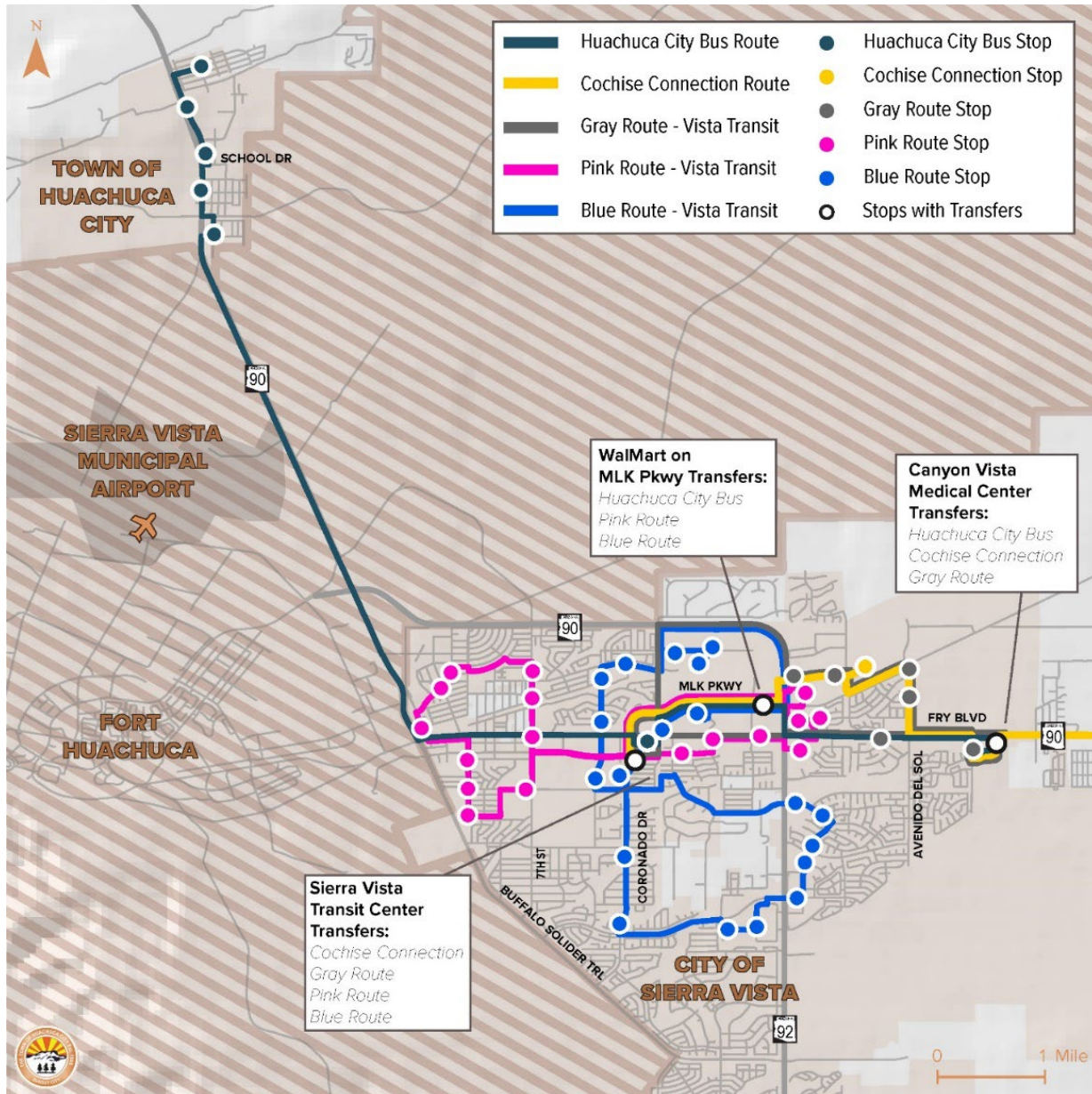
Currently Huachuca City is also providing service to Fort Huachuca with transporting student soldiers around the installation for medical appointments, out processing, classes, as well as to the dining facility.



Some of the observed needs currently include:

- Increase service area to include the neighboring unincorporated community of Whetstone.
- Federal funding to support capital and operation costs.
- Fleet replacement of older and high-mileage vehicles.
- Purchase of a 15 passenger vehicles for service area increase.

Figure 1: Existing Huachuca City Transit System Map





Ridership

The Huachuca City shuttle service is a much-utilized program with significant growth potential. Currently the Shuttle serves as many as 12 riders each operational day and has been averaging around 1,700 passenger trips each year since 2015 when the Town began to self-fund the transit service.

Existing Fleet & Assets

The Town is currently using Town General Funds for vehicle acquisition to support operations above and beyond the ADA requirements. **Table 3** shows the inventory of the Towns transit-related fleet vehicles. Currently, the Town has seven vehicles under the transit/administrative fleet, which includes four passenger vehicles and three support vehicles. All seven vehicles are over 10 years old while less than one-third of them have over 100,000 miles. Of the four passenger vehicles, half of the, have over 100,000 miles. Only one of the Town’s vehicles within the fleet is under an ADOT lien.

Table 3: Huachuca City Transit and Admin Fleet Inventory

Vehicle ID Number	Year	Make/Model	Mileage	Seats	Status	Bus Number	ADOT Lien?	FTA TERM Scale	FTA Condition Code
9655	2002	Chevrolet/Bus	50,875	10	Active	1	No	6	4
5672	2004	Ford Bus/Van	62,735	8	Active	8	No	5	4
9929	2011	Ford Bus	106,701	9	Active	9	Yes	6	3
8339	2003	Eldor	141,005	8	Active	10	No	5	3
5784	2010	Hyundai/Santa Fe	97,670	0	Active	Admin 1	No	9	4
8807	2013	Ford Transit	16,040	0	Active	Library Van	No	9	4
8970	2012	Jeep Grand Cherokee	89,463	0	Active	Admin 2	No	9	4

Source: Town of Huachuca City, 2024

As a recipient of FTA funding, the Town would be required to track and report the condition of vehicles as part of the useful life benchmarking (ULB) when reporting Transit Asset Management (TAM) Plan updates (required every four years).

The vehicle type and condition are indicated through a coding system as determined through the FTA Transit Economic Requirements Model (TERM) Scale. As noted, almost all of vehicles are in Excellent or Good condition per FTA’s TERM Scale Transit agencies are required to track and report the condition of vehicles as part of the useful life benchmarking (ULB) when reporting TAM Plan updates (required every four years). The ULB metrics are used in gauging performance measures as outlined in a TAM



Plan. **Table 4** and **Table 5** provide a description of the vehicle type and vehicle condition code as outlined in **Table 3**.

Table 4: FTA TERM Scale Vehicle Type/Class Coding

FTA TERM Scale Vehicle Type/Class Coding	
Code	Description
1	Heavy duty buses/coaches (including over the road coach): 40+ feet in length
2	Heavy duty buses: 30 to 40 feet in length, up to 40 ambulatory passengers
5	Light duty medium size cutaways (body on chassis): 15-25 feet in length, up to 25 ambulatory passengers
6	Light duty small size cutaways (body on chassis): 10-20 feet in length, up to 9 ambulatory passengers
7	Maxi vans/standard vans up to 8 ambulatory with lift or up to 12-15 ambulatory passengers without lift/ramp
8	Minivans: up to 5 ambulatory with ramp or 7 ambulatory passengers without lift/ramp
9	Support vehicles (sedans, station wagons, SUV's, Pickups, etc.)
10	Other (trolleys, etc.)

Source: Federal Transit Administration (FTA)

Table 5: FTA TERM Scale Fleet and Equipment Condition Coding

FTA TERM Scale Fleet & Equipment Condition Coding	
Code	Description
1	FAILURE - Is impossible or unsafe to use, using as spare or for parts.
2	POOR - Becoming unsafe and unreliable to operate, frequent breakdowns, excessive repair costs.
3	FAIR - At midpoint of useful life, signs of wear, regular maintenance keeps it safe and operable, but costs exceed norm.
4	GOOD - Well-maintained, no ongoing mechanical problems, shows minor wear.
5	EXCELLENT - Relatively new, no mechanical problems.

Source: Federal Transit Administration (FTA)

Financial Overview

Huachuca City shuttle service is administered within the Town's Public Works Department, which owns, operates and manages capital assets while also operating the transit services. As previously mentioned, the operations, maintenance, and capital assets in order to provide the shuttle service are currently solely funded through the Town's General Fund. Historically, the Town has been budgeting



approximately \$24,000 annually to cover all operations and maintenance costs. The Town currently does not have any capital revenues or expenditures.

Table 6 provides a summary of the operational revenues and expenditures from Fiscal Year (FY) 2021-2022 through FY 2023-2024.

Table 6: Current Financial Overview

	FY 2021-22	FY 2022-23	FY 2023-24
Revenues	\$2,000	\$24,016	22,677
Operating	\$2,000	\$24,016	22,677
Town General Fund	\$2,000	\$24,016	\$22,677
Expenditures	\$4,327	\$39,452	\$22,677
Operating	\$4,327	\$39,452	\$22,677
Employee Benefits	\$0	\$5,165	\$0
Personnel Services	\$35	\$135	\$14,836
Vehicle expenses	\$2,143	\$21,336	\$1,841
Fuel Expenses	\$1,334	\$3,289	\$4,000
Vehicle Repair/Maintenance	\$814	\$9,527	2,000
Capitol	\$0	\$0	\$0
Balance	(\$2,327)	(\$15,436)	\$0

Source: Town of Huachuca City

2.2b Other Transit Providers & Connections

Currently, within the SVMPO region, there are three public transportation services available, while there are several other transportation services offered within Cochise County that are available by transferring from one of the three services provided within the SVMPO region. The three services provided in the SVMPO region include Sierra Vista Transit, Huachuca City Transit, and the Cochise Connection.

Transit service is available through transfer from the Cochise Connection at Benson (Benson Area Transit) and Douglas (Douglas Bus), which both offer both fixed-route and paratransit services to residents, while Bisbee (Bisbee Bus) offers a deviated fixed-route service.

Regional transportation providers offering service within the study area include daily interstate bus service offered by Greyhound Lines, with a service point in Benson, and connections to Tucson and Phoenix, among others. Also available at the terminal in Benson is Amtrak, with connections similar to Greyhound. In addition, Volunteer Interfaith Caregiver Program (VICaP) and HOPE Inc. are non-profit



501 (C) 3 organizations that serves seniors and people with disabilities with a regional public transit service on a limited basis through a reservation structure.

Table 7 provides a summary of each public transportation service available in more detail.

Table 7: Other Public Transit Providers

Provider	Service	Service Area	Notes
<i>Vista Transit</i>	Fixed Route	City of Sierra Vista	Monday-Friday service
			3 fixed routes
			Free service for all riders
	Paratransit	City of Sierra Vista	Eligibility-based: Seniors (60+) and disabled Monday-Friday service 24-hour advanced reservation
<i>Cochise Connection</i>	Fixed Route	Douglas, Bisbee, Sierra Vista, Huachuca City, and Benson	Free service for seniors and disabled
			Monday-Saturday service
			Deviated route options upon request
<i>Bisbee Bus</i>	Deviated Fixed Route	Bisbee, Old Bisbee, San Jose, Naco, Saginaw, and Warren	Managed by Douglas Rides
			Monday-Saturday service
			Deviation request must be made in advance
<i>Benson Area Transit</i>	Fixed Route	Benson, Pomerane	Monday-Friday service
	Paratransit	Benson, Pomerene, St. David, and J-Six-Mescal	Eligibility-based: Seniors (60+) and disabled
			Monday-Friday service 24-hour advanced reservation
<i>Douglas Rides</i>	Fixed Route	Douglas, Pirtleville, and Bay Acres	Two routes with service Monday-Saturday Deviations permitted on Saturday
		Douglas and Bisbee	Monday-Thursday service during school year
	Elfrida Service	Douglas and Elfrida	Service runs every other Friday
	Paratransit	Douglas, Pirtleville, and Bay Acres	Eligibility-based: Seniors (60+) and disabled 24-hour advanced reservation
<i>Greyhound</i>	Reservation-based	Benson, Tucson, Phoenix, Yuma, and Flagstaff	Service provided twice daily to specific cities.
			Service suspended from Sierra Vista to Tucson due to reduction in ridership from COVID-19
<i>Amtrak</i>	Reservation-based	Benson, Tucson, Phoenix, Yuma, Kingman, Maricopa, Flagstaff, and Winslow	Service provided every day out of the Benson, AZ Train Depot



Provider	Service	Service Area	Notes
<i>VICaP</i>	Non-profit paratransit	SEAGO Region	Eligibility-based: Seniors (60+) and disabled
<i>HOPE, Inc.</i>	Non-profit paratransit	Cochise County	Eligibility-based: Seniors (60+) and disabled

As funding resources become increasingly scarce, the challenge of setting funding priorities becomes more complex and demanding. It is universally acknowledged that there is limited FTA funding available for all of these providers that each offer immense value and are crucial for maintaining essential services. These programs not only ensure the basic mobility needs of the community are met but also significantly enhance the quality of life for riders who depend on them daily.

As a result, new initiatives – such as the Town of Huachuca City shuttle - will likely be carefully evaluated and ultimately recommended for funding only if program demonstrates a collaborative approach, creates operational efficiencies, avoiding redundancies and overlaps of transit services, serves multiple client bases, and creates critical connections.

3.0 FTA TRANSIT FEASIBILITY

One of the four primary objectives of this Transit Feasibility Study is to identify eligibility requirements for FTA 5310 and 5311 programs and determine if the Town is eligible for either or both programs. In addition, another primary objective is to determine a high-level, context-sensitive, and fiscally constrained route and operations plan depending on which FTA program was selected.

This section provides an overview of the FTA 5310 and 5311 eligibility and application requirements and a high-level operations plan and financial forecast.

3.1 FTA 5310 and 5311 Application and Agency Process and Requirements

As mentioned, ADOT is the primary recipient of Arizona’s FTA funding and distributes the funding to transportation providers across the state. This includes both the 5310 and 5311 Grant Programs, commonly referred to as the Coordinated Mobility Program and the Rural Public Transit Program, respectively.

At their core, both programs provide funding support for transportation services and share a common objective of removing barriers to transportation services and expanding mobility options. Funds are distributed through a competitive application process so it is critical that the Town understands how grant funding can be leveraged to meet resident needs.

Generally speaking, the 5310 program eligibility requirements are not as complicated as 5311 and the Town is likely eligible to receive both 5310 and 5311 funding as is. The two application timelines differ for 5310 and 5311. The FTA distributes 5310 grant program funding annually, however, ADOT has a two-year grant agreement cycle with the 5310-application window occurring on odd years (2025 is the next



opening). The FTA distributes the 5311 funding on a two-year timeline, and ADOT also has a two-year grant agreement in place for 5311 sub-recipients with the application window occurring on even years (2026 is the next opening).

The timeline for the application submittal processes are similar for both grant programs. FTA and ADOT publish the application window in the month of January each calendar year with an application submittal deadline at the end of February. ADOT typically hosts a workshop in the fall of every year leading up to the application window to assist transportation providers with the reimbursements, applications, and provides an update from any changes from the previous years.

The key to being successfully awarded FTA funds is to understand the application cycle and the project evaluation criteria set by ADOT. Even though FTA awards funds annually, ADOT's application cycles are due typically every two years with the next opening in early-2025. ADOT first reviews applications to ensure that all basic eligibility requirements are met, such as:

- Timely submission of application materials.
- The applicant addressed all questions and provided the necessary documentation.
- Attendance at the ADOT Section 5310 program workshop or webinar was confirmed.
- The applicant certified and verified compliance with agency eligibility requirements.
- The applied-for project(s) align with FTA guidelines for eligibility.
- The applied-for project(s) are in accordance with and listed in the Regional Coordination Plan.

After basic eligibility requirements are confirmed, all submitted FTA 5310/5311 applications undergo an assessment by a panel of reviewers at the state level, who evaluate them based on three primary project evaluation criteria categories, each containing several subcategories. A synopsis of the evaluation criteria include:

- Project Management Criteria
 - Fulfillment of scope requirements and submitting timely, complete, and accurate project reimbursement requests and expending funds during the grant agreement period.
 - Applicants have the staff, resources, and accounting systems necessary to manage federal funds. Applicants properly document the availability, source, and commitment of local match.
- Coordination Criteria
 - Participation in regional coordination activities.
 - Applicant's level of involvement in coordinating services or resources with other agencies.
 - The service effectively transports seniors over the age of 65 and persons with disabilities and fits with the regional needs.
- Project Specific Criteria
 - Mobility Management processes and strategies.
 - Capital Equipment investments.
 - Transit service operations expenditures.



Exact requirements delineated by the FTA for both grant applications and agency participation in the 5310 and 5311 programs are identified and compiled into a competitive matrix, as shown in **Table 8**. The FTA 5310 and 5311 Application and Agency Requirements Comparative Matrix includes a program overview, application guidelines, required documentation, eligibility criteria, statutory references, funding availability and requirements, and supplementary materials mandated by the FTA or ADOT to ensure the success of application submissions. The comparative analysis matrix will also include the review and document the obligations and responsibilities imposed on transit agencies participating in the FTA 5310 and 5311 programs, documenting reporting requirements, compliance measures, and any other stipulations that agencies must adhere to during and after the grant award period – this element can inform corrective action for continued compliance. This matrix can proactively mitigate and overcome negative compliance management perceptions.

The results of the comparative matrix analysis determined that the Town is technically eligible to apply and potentially receive federal funding to support the shuttle service under both FTA 5310 and 5311 funding programs. The results of the comparative matrix analysis were presented and reviewed by Town, SVMPO, SEAGO, and ADOT staff to determine which FTA funding program to apply for. It was determined that 5310 is the most viable solution to fit local needs because people currently using transit have mobility issues, so taking them to catch 3 other buses to transfer doesn't serve them efficiently nor effectively. The group also discussed with a 5311 funded fixed route, there is a requirement to provide paratransit within .75-mile of fixed route.

Ultimately, the group decided that the FTA 5310 program appear to contain more flexibility than a 5311 fixed route program and could potentially scale up to 5311 once the ridership and support is there. Applying for FTA 5311 funding would require a separate effort under a 5311 Implementation Plan and the following subsection provide a high-level operations plan and financial forecast under the assumption of the Town applying for, and successfully receiving FTA 5310 funding.



Table 8: FTA Section 5310 and Section 5311 Eligibility, Application, and Agency Requirements Comparative Matrix

COMPONENTS	SECTION 5310 - COORDINATED MOBILITY PROGRAM	SECTION 5311 - RURAL PUBLIC TRANSIT PROGRAM																					
PROGRAM OVERVIEW	<ul style="list-style-type: none"> FTA grant program that provides funding to assist with costs for mobility management activities, the purchase of capital equipment, and operations to meet the mobility needs of seniors (sixty-five years and over) and individuals with disabilities of any age. The goal is to improve mobility for these demographics by removing barriers to transportation services and expanding the transportation mobility options available. 	<ul style="list-style-type: none"> FTA grant program that provides funds for public transportation and intercity bus projects serving rural areas. The purpose of these funds is to address the mobility needs of Arizona's rural population and provide access to employment, education, health care, shopping, and recreation. Program funding supports the administrative, operating, capital, planning, and intercity operating and capital costs of operating public transit services in rural areas. 																					
ELIGIBILITY REQUIREMENTS	<ul style="list-style-type: none"> Entities in Arizona wishing to apply must do so through ADOT's online application process. Public and private agencies are eligible in circumstances where a non-profit does not exist to provide service. 1. Agency must submit documentation to ADOT to identify agency type and verify eligibility, followed by an evaluation and certification of said documentation by ADOT 2. Eligible Section 5310 projects must be identified through a regional coordinated planning effort, prioritized according to the regional plan's goals and objectives, and included annually in the Regional Transportation Coordination Plan <ul style="list-style-type: none"> a. For the Town of Huachuca City (THC), this document is the 2023-2024 Regional Transportation Coordination Plan created by the Arizona Council of Governments (COG) Region VI (see page 20, Strategy #5) b. Projects identified in the regional coordination planning process and selected for FTA funding must be incorporated into the Statewide Transportation Improvement Program (STIP) for rural areas 	<ul style="list-style-type: none"> Funds may be used for public transit services operating: <ul style="list-style-type: none"> a. Within rural communities, b. Among rural communities, and/or c. Between rural communities and Urbanized Areas. 1. General Public Service: The transportation services funded under Section 5311, including those providing special needs transportation such as for seniors or people with disabilities, must be open to the general public and marketed to the general public 2. Rural Service Area: Rural service area outside of an urbanized area with a population under 50,000 3. Planning: Successful applicants will have been historically involved in multimodal transportation planning processes <ul style="list-style-type: none"> a. Contact ADOT Section 5311 Program Manager if unsure of status in terms of meeting planning requirements 4. Coordination: Section 5311 Program participants are required to coordinate their services with other transportation providers in their areas, including potential purchase-of-service arrangements 																					
FUNDING	<p>Funds can be formula-based, competitive, or discretionary</p> <ul style="list-style-type: none"> Formula funds apportioned to each State are based on number of older adults and people with disabilities and are allocated by area: <ul style="list-style-type: none"> » Rural (under 50,000 population) areas get 20% » Town of Huachuca City = rural <p>Federal share & local match requirements</p> <ul style="list-style-type: none"> Capital projects: 80% federal share and 20% local share <ul style="list-style-type: none"> » ADA accessible projects may be eligible for higher federal match (85% or 90%) » Additional admin fee of 2% added for vehicle capital equipment procurements conducted by ADOT on behalf of sub-recipient Operating assistance: 50% federal share and 50% local share 	<p>Funds are apportioned to States based on a legislative formula that includes:</p> <ul style="list-style-type: none"> Land area, population, revenue vehicle miles, and low-income individuals in rural areas <p>Federal share & local match requirements</p> <table border="1" data-bbox="1199 1114 1780 1287"> <thead> <tr> <th>Eligible Expense</th> <th>Federal Reimbursement</th> <th>Local Match</th> </tr> </thead> <tbody> <tr> <td>Operations of transit services</td> <td>58%</td> <td>42%</td> </tr> <tr> <td>Administration of transit services</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>Planning</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>Preventative maintenance</td> <td>80%</td> <td>20%</td> </tr> <tr> <td>Capital items</td> <td>80% - 90%</td> <td>20% - 10%</td> </tr> <tr> <td>Complementary paratransit</td> <td>58% - 80%</td> <td>42% - 20%</td> </tr> </tbody> </table>	Eligible Expense	Federal Reimbursement	Local Match	Operations of transit services	58%	42%	Administration of transit services	80%	20%	Planning	80%	20%	Preventative maintenance	80%	20%	Capital items	80% - 90%	20% - 10%	Complementary paratransit	58% - 80%	42% - 20%
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COMPONENTS	SECTION 5310 - COORDINATED MOBILITY PROGRAM	SECTION 5311 - RURAL PUBLIC TRANSIT PROGRAM
<p style="text-align: center;">ELIGIBLE PROJECTS</p>	<p>Operating projects must be for public transportation services that address the mobility needs of seniors and individuals with disabilities when public transportation is insufficient, inappropriate, or unavailable, and meet at least one of the following three purposes:</p> <ol style="list-style-type: none"> 1. Exceed the minimum requirements of the Americans with Disabilities Act (ADA) 2. Improve access to fixed-route service and decrease reliance by individuals with disabilities on complementary ADA paratransit service 3. Provide alternatives to public transportation that assist seniors and individuals with disabilities with transportation <p>ADOT prioritizes operating funds to sub-recipients that serve the general public as well as their client base. There is no federal requirement to spend any program funds on operating projects, and only a maximum of 35% of the formula apportionment may be awarded to operating.</p>	<p>Pilot Projects: ADOT will consider pilot projects that are intended to meet critical gaps in transit service between locales and nearby urban centers for critical-purpose trips such as medical, employment, and nutrition needs:</p> <ul style="list-style-type: none"> • Need to contact an ADOT Program Manager to request pilot project status. Based on unmet transit needs and budget availability, ADOT may be able to assist applicants in developing necessary plans to support the funding request. • Must meet all requirements in the Section 5311 program for initial funding. Once beyond pilot status, transit service must be managed by a local governmental agency if funded by ADOT through the 5311 Program. <p>Intercity Bus Services: 15% of annual Section 5311 state apportionment is required to address unmet intercity bus service needs (i.e., regularly scheduled public bus service that operates with limited stops over fixed routes connecting 2+urban areas not in close proximity)</p>
<p style="text-align: center;">APPLICANT RESPONSIBILITIES</p>	<ul style="list-style-type: none"> • Work directly with local Council of Governments (COG; Southeastern Arizona Governments Organization - SEAGO) or metropolitan planning organization (MPO; Sierra Vista MPO - SVMPO) staff on Section 5310 program requirements • Participate actively in a regional coordinating council for projects to be considered for funding • Utilize awarded vehicles and capital equipment from ADOT to increase mobility for seniors and/or people with disabilities for the useful life of the item • Expend awarded funds in the grant agreement period according to ADOT guidelines <ul style="list-style-type: none"> » Sub-recipients must submit reimbursement requests and grant agreement and expenditure reports to ADOT at least quarterly, bi-monthly, or monthly • Maintain accurate financial, operating and maintenance records and make them available for audit and site visits • Maintain collision and comprehensive insurance on awarded vehicles • Commit to coordinating with other transportation providers in the area of proposed/existing service with awarded vehicles • Commit to leveraging vehicle usage and other assets between regional partners during peak and non-peak times • Integrate coordination into transportation program activities through policies, budget, and staffing authorizations • Establish transit operating policies and procedures manual (identified as missing item in THC May 2014 Section 5310 Corrective Action Letter) • Note: ADOT's Fleet Rules (Section F2) stipulate that the minimum utilization standard of state vehicles is 8,000 miles per rolling 12-month period or 10 trips per week (identified in THC May 2014 Section 5310 Corrective Action Letter that THC services, indicated as 3,000-10,000 miles annually, did not meet threshold) 	<ul style="list-style-type: none"> • Local Stakeholder Involvement: Establishment of a Transit Advisory Committee (TAC) <ul style="list-style-type: none"> » TAC advises grantee on operation of system and more; members should include the elderly, persons with disabilities, local business, and other key stakeholders » Must conduct at least quarterly meetings and submit meeting minutes to ADOT • Local Financial Support: Local match needed • Planning: Early, coordinated and comprehensive planning alongside stakeholders required for any new service or expansion of service <ul style="list-style-type: none"> » Short- and long-range planning (i.e., a route analysis, short-range transit plan, or transit feasibility study) must be in place for capital, service, coordination, revenue, and marketing initiatives • Coordination: <ul style="list-style-type: none"> » Regional Transportation Coordination Plan: Must have project included in this plan » Public Involvement: Must provide ways for active public involvement in the transit decision-making process » Safety: Must have a driver training program » Record Retention: Must retain and provide grant-related financial records and supporting documentation as needed for up to seven (7) years



COMPONENTS	SECTION 5310 - COORDINATED MOBILITY PROGRAM	SECTION 5311 - RURAL PUBLIC TRANSIT PROGRAM
<p style="text-align: center;">ADOT'S APPLICATION PROCESS</p>	<ul style="list-style-type: none"> • ADOT's 5310 application is a 2-year application cycle (next open cycle will be in 2025) <ul style="list-style-type: none"> » FTA awards annually; grantees in good standing will be offered funding for Year 2 • Applicant must register and be granted access to ADOT's E-grants online program <ul style="list-style-type: none"> » All forms in the E-Grants system must be completed and all required supporting documentation uploaded by grant deadline in the Notice of Funding Agreement (NOFA) • Applicant must establish and maintain an entity registration on the federal System for Award Management (SAM) website (ADOT will use entity's registration to confirm eligibility for funds) • Online application requires agencies to locate their primary area(s) of service via an ADOT map website link and to provide information regarding what percentage of their service is located in either the non-urbanized, small-urbanized, or large-urbanized areas of the state 	<ul style="list-style-type: none"> • ADOT's 5311 application is a 2-year application cycle and will be open in even years <ul style="list-style-type: none"> » FTA awards annually, ADOT awards biannually » Grantees in good standing will be offered funding for Year 2 • Applicant must register and be granted access to ADOT's E-grants online program • Each applicant is required to: <ol style="list-style-type: none"> 1. Be registered in the federal System for Award Management (SAM) website before submitting an application 2. Maintain an active SAM registration with current information at all times during which grantee has an active grant award, application, or plan under consideration
<p style="text-align: center;">ADOT'S PROJECT EVALUATION & SELECTION PROCESS</p>	<p>Project Threshold Criteria: Used for review and selection of applications for funding</p> <ul style="list-style-type: none"> » Applications reviewed for eligibility, then sent to ADOT Evaluation Review Committee » Application materials submitted on time » All questions and attached required documentation completed » Attended ADOT Section 5310 program workshop or webinar (Next One: October 2024) » Applicant verified agency eligibility requirements » Projects are considered eligible per FTA guidelines » Projects are consistent with and listed in the Regional Coordination Plan <p>Project Evaluation Criteria: Three main evaluation categories, with subcategories, used by panel of reviewers to rank and assign an overall project score to statewide applications for funds</p> <ul style="list-style-type: none"> » Project Management: <ol style="list-style-type: none"> a. Sub-recipients on track to fulfill ADOT Grant Agreement requirements, are submitting timely, complete, and accurate project reimbursement requests, and expending funds during the agreement period b. Applicants have the staff, resources, and accounting systems necessary to manage federal funds c. Applicants properly document availability, source, and commitment of local match d. Applicants describe their mission and the transportation services fit their mission » Coordination: <ol style="list-style-type: none"> a. Participation in regional coordination activities, level of involvement in coordinating services and resources with other agencies b. Effectively serves seniors and persons with disabilities, fits with regional needs » Project Specific Criteria: <ol style="list-style-type: none"> a. <i>Mobility Management (MM):</i> demonstrated support for MM among stakeholders, demonstrated coordination and relationship building; regional prioritization process in place; MM activities/strategies carried out to benefit region b. <i>Capital Equipment:</i> Replacement of Vehicles/Equipment; New/Expansion of Service Vehicles/Equipment; Other Capital c. <i>Operating:</i> documentation of need/project benefits; project effectiveness and performance indicators; service implementation plan 	<ul style="list-style-type: none"> • Project Evaluation Criteria: Appropriateness and Effectiveness of Service; Benefit to Rural Community; Financial and Managerial Capability; Local Commitment to Transit Accessibility; Safety and Training; Coordination <ul style="list-style-type: none"> » If an existing program, also based on current system performance, financial management, and contract deliverables • Review panel uses evaluation criteria to rank applicants and submit recommendations to ADOT, which must fund, in order of sequence, preservation, modernization, then the expansion of systems, while considering Title VI and Environmental Justice (EJ) factors • ADOT determines a fair and equitable distribution of available funding based on: <ul style="list-style-type: none"> » Program Maintenance: Maintain investment in administration and operations at least at the previous year's level recognizing economic factors » Program Growth: Capacity for individual program growth to meet local community needs as well as state program growth » Capital Investment: Provide long term program capacity to meet annual variations in capital purchases without impacting administration and operations budgets



COMPONENTS	SECTION 5310 - COORDINATED MOBILITY PROGRAM	SECTION 5311 - RURAL PUBLIC TRANSIT PROGRAM																																					
<p>EXAMPLE GRANT TIMELINE</p>	<table border="1"> <thead> <tr> <th>5310 Grant Cycle</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>ADOT posts 2023 NOFA and Guidebook</td> <td rowspan="2">February 7, 2023</td> </tr> <tr> <td>ADOT opens E-Grants applications - https://egrants.azdot.gov</td> </tr> <tr> <td>Applications due in E-Grants sytem</td> <td>March 21, 2023 by 4PM</td> </tr> <tr> <td>Coordination Plan updates due</td> <td>March 31, 2023</td> </tr> <tr> <td>Preliminary awards announced</td> <td>May / June 2023</td> </tr> <tr> <td>Appeals due 10 days after awards released</td> <td>May / June 2023</td> </tr> <tr> <td>New contracts executed</td> <td>September 20, 2023</td> </tr> <tr> <td>Award begins</td> <td>October 1, 2023</td> </tr> <tr> <td>First reimbursement eligible</td> <td>November 1, 2023</td> </tr> <tr> <td>Budget reviews for Year 2</td> <td>Spring 2024</td> </tr> <tr> <td>Year 2 preliminary awards announced</td> <td>May 2024</td> </tr> <tr> <td>Exhibit A's signed / Year 2 funds available for expenditure</td> <td>October 2024</td> </tr> <tr> <td>2023 contracts end</td> <td>September 30, 2025</td> </tr> </tbody> </table>	5310 Grant Cycle	Timeline	ADOT posts 2023 NOFA and Guidebook	February 7, 2023	ADOT opens E-Grants applications - https://egrants.azdot.gov	Applications due in E-Grants sytem	March 21, 2023 by 4PM	Coordination Plan updates due	March 31, 2023	Preliminary awards announced	May / June 2023	Appeals due 10 days after awards released	May / June 2023	New contracts executed	September 20, 2023	Award begins	October 1, 2023	First reimbursement eligible	November 1, 2023	Budget reviews for Year 2	Spring 2024	Year 2 preliminary awards announced	May 2024	Exhibit A's signed / Year 2 funds available for expenditure	October 2024	2023 contracts end	September 30, 2025	<table border="1"> <thead> <tr> <th>5311 Grant Cycle</th> <th>Timeline</th> </tr> </thead> <tbody> <tr> <td>2024 5311 Guidebook posted</td> <td>December 2023</td> </tr> <tr> <td>5311 Application Opens in E-Grants - https://egrants.azdot.gov</td> <td>December 20, 2023</td> </tr> <tr> <td>Application Deadline</td> <td>February 21, 2024</td> </tr> <tr> <td>2024 Contract Reimbursements Begin</td> <td>October 1, 2024</td> </tr> </tbody> </table>	5311 Grant Cycle	Timeline	2024 5311 Guidebook posted	December 2023	5311 Application Opens in E-Grants - https://egrants.azdot.gov	December 20, 2023	Application Deadline	February 21, 2024	2024 Contract Reimbursements Begin	October 1, 2024
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Year 2 preliminary awards announced	May 2024																																						
Exhibit A's signed / Year 2 funds available for expenditure	October 2024																																						
2023 contracts end	September 30, 2025																																						
5311 Grant Cycle	Timeline																																						
2024 5311 Guidebook posted	December 2023																																						
5311 Application Opens in E-Grants - https://egrants.azdot.gov	December 20, 2023																																						
Application Deadline	February 21, 2024																																						
2024 Contract Reimbursements Begin	October 1, 2024																																						
<p>PROJECT MANAGEMENT, MONITORING, & REPORTING</p>	<p>Grantees are required to maintain records of ridership, service characteristics, maintenance activities, expenses, and revenues on a daily basis. Grant sub-recipients must provide ADOT with the following information on a regular basis:</p> <ul style="list-style-type: none"> • Monthly: <ul style="list-style-type: none"> » Reimbursement requests » Performance Data (passenger trips, vehicle miles, etc.) » DBE contracting activities (required monthly at https://adot.dbesystem.com) » Capital milestones • Quarterly: <ul style="list-style-type: none"> » TAC meeting minutes and/or agendas • Annually: <ul style="list-style-type: none"> » Complementary Paratransit Plan Updates (Certifications) » Single Audit Report (only if above \$750,000 in federal grants) » National Transit Database (NTD) Report » Insurance Certificates » Federal Certs and Assurances » Title VI Plan • Other: <ul style="list-style-type: none"> » Propose scheduling for fare changes must be reported to Program Manager and the public prior to implementation » Accident reporting to Program Manager within 24 hours » Asset management/vehicle records must be maintained and updates shared with Program Manager <div style="border: 1px solid black; padding: 5px; margin-top: 10px;"> <p>Note: These procedures were not provided in ADOT's Section 5310 guide; the below is borrowed from the Section 5311 program's procedures.</p> </div>	<p>Grantees are required to maintain records of ridership, service characteristics, maintenance activities, expenses, and revenues on a daily basis. Grant sub-recipients must provide ADOT with the following information on a regular basis:</p> <ul style="list-style-type: none"> • Monthly: <ul style="list-style-type: none"> » Reimbursement requests » Performance Data (passenger trips, vehicle miles, etc.) » DBE contracting activities (required monthly at https://adot.dbesystem.com) » Capital milestones • Quarterly: <ul style="list-style-type: none"> » TAC meeting minutes and/or agendas • Annually: <ul style="list-style-type: none"> » Complementary Paratransit Plan Updates (Certifications) » Single Audit Report (only if above \$750,000 in federal grants) » National Transit Database (NTD) Report » Insurance Certificates » Federal Certs and Assurances » Title VI Plan • Other: <ul style="list-style-type: none"> » Propose scheduling for fare changes must be reported to Program Manager and the public prior to implementation » Accident reporting to Program Manager within 24 hours » Asset management/vehicle records must be maintained and updates shared with Program Manager 																																					

Source: FTA Circular 9070.1H - Enhanced Mobility of Seniors and Individuals with Disabilities Program Guidance (2024), FTA Circular 9040.1H - Rural Areas Formula Grants: Program Guidance (2024), ADOT Coordinated Mobility Program Section 5310 Enhanced Mobility of Seniors and Individuals with Disabilities Grant Guidebook FY 24, and ADOT Section 5311 Guidebook for Rural Public Transit Program FY24



3.2 FTA 5310 Implementation

The implementation of the FTA 5310 program is a strategic initiative designed to enhance mobility for elderly individuals and those with disabilities. This comprehensive plan encompasses both administrative and operational aspects, ensuring efficient and effective service delivery.

The Administrative and Operations Plan outlines the key components necessary for the successful launch and ongoing management of the transit service, including route planning, fleet management, staffing, safety, and compliance. Complementing this, the Financial Plan provides a detailed roadmap for funding and budgeting over a five-year period, addressing initial setup costs, operational expenses, and potential revenue sources.

Together, these plans form a robust framework aimed at meeting the transportation needs of the community while ensuring financial sustainability and scalability for future growth.

3.2a Administrative and Operations Plan

Under a FTA 5310 funded transit service, the Huachuca Shuttle should be designed to provide essential transportation for elderly individuals and those with disabilities. However, 5310 funded vehicles are permitted to also provide trips to the general public on an incidental basis if such service does not interfere with transportation services for seniors and people with disabilities.

Operating twice a week, on Tuesdays and Thursdays, this service aims to enhance mobility and independence for its target populations. The service area encompasses key urban, suburban, and rural regions, ensuring broad accessibility.

All FTA 5310 sub-recipients must continuously demonstrate fiscal and managerial capabilities to effectively implement and manage transit services -this includes:

- Showing financial and technical capacity to execute the program, including safety and security aspects.
- Providing administrative and management support to ensure proper vehicle maintenance and safe operation.
- Ensuring personnel are adequately trained in equipment operation.
- Maintaining control over the use of project property.
- Preparing and submitting accurate and timely reports.
- Complying with FTA and ADOT requirements.
- Ensuring availability of local match and operating funds for the project's duration.
- Keeping updated reports and records for audits or reviews.
- Documenting that equipment is well-maintained according to manufacturer recommendations.
- Conducting periodic reviews to ensure maintenance procedures are followed.
- Ensuring ADA equipment is in good working order and properly documented.
- Implementing sound financial procedures and maintaining an adequate financial system.
- Keeping expenditures within the approved budget and project guidelines.



The following sub-section provides more details on the administrative and operational needs to implement a 5310 transit system.

Operational Days and Hours

The service is assumed to operate on Tuesdays and Thursdays from 9:00 AM to 4:00 PM. This schedule allows for comprehensive coverage throughout the day, accommodating various needs such as medical appointments, grocery shopping, and social activities. Driver breaks and vehicle maintenance are strategically scheduled to ensure continuous and reliable service.

Service Area

The Huachuca City Shuttle Service Area is depicted in **Figure 2**. As shown, the service area primarily runs along or adjacent to US 90 covering all of the Town of Huachuca City, the City of Sierra Vista, and expanding service to Whetstone which currently is not served with public transit.

Fleet Management

The fleet should consist of ADA-compliant vehicles equipped with essential accessibility features like ramps, lifts, and securement devices. Regular maintenance checks should be scheduled to ensure the safety and reliability of the vehicles. Detailed maintenance logs need to be kept for each vehicle to track service history and anticipate future needs. Ensure efficient fueling schedules are planned to minimize downtime, and furthermore, alternative fuel options should also be considered to reduce the environmental impact of the fleet.

See *Section 2.2a* for a summary of the Town's existing fleet.

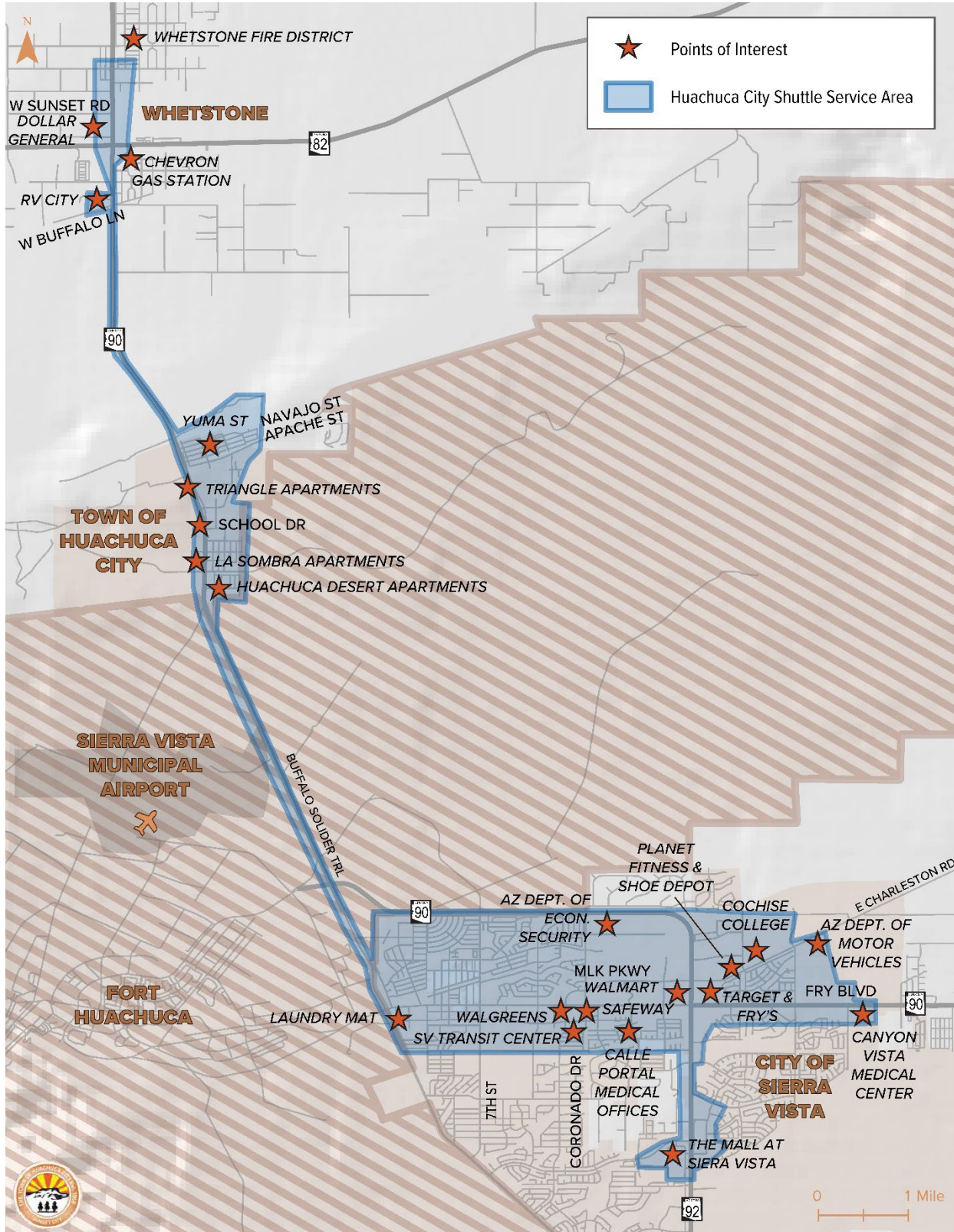
Staffing

The success of the service will heavily hinge on well-trained and dedicated staff. Drivers should be selected based on their experience with ADA-compliant vehicles and their ability to assist passengers with special needs. All drivers should receive ongoing training in customer service, safety protocols, and emergency procedures.

Support staff, including dispatchers and customer service representatives, are employed to manage scheduling, handle inquiries, and address any issues that arise. Maintenance staff are responsible for the upkeep and repair of the vehicles, ensuring they remain in useful condition.



Figure 2: Huachuca City Shuttle Proposed Service Area Map





Safety and Compliance

All staff should undergo continuous training on safety protocols, ADA regulations, and emergency procedures. Regular safety drills and refreshers are conducted to keep everyone prepared. Vehicles and equipment are subject to frequent safety inspections to ensure they meet all regulatory standards. The service should adhere to all FTA regulations and local laws, staying updated on any changes and adjusting operations accordingly.

For instance, FTA published the Public Transportation Agency Safety Plan (PTASP) Final Rule (2019), which requires operators of public transportation systems that receive federal funds to develop safety plans that include the processes and procedures to implement Safety Management Systems (SMS).

Marketing and Outreach

Effective marketing and outreach will be essential to inform the Town residents about the service. Partnerships with local organizations help promote the service and reach potential users. Information is distributed through flyers, social media, and community events. A user-friendly website should be created that provides detailed service information, schedules, and contact details. A feedback mechanism should be implemented to collect and address rider feedback, ensuring continuous improvement in service quality. In addition, annual surveys should be conducted to gauge rider satisfaction and identify areas for enhancement.

Funding and Budgeting

A comprehensive budget should be developed to cover operational costs, including salaries, vehicle maintenance, fuel, and marketing; as well as capital expenses. The FTA and the National Rural Transit Assistance Program (RTAP) have comprehensive

Expenses need to be closely monitored, and the budget should be adjusted as needed to ensure financial sustainability. It is important to implement cost-saving measures are implemented without compromising service quality. Additional funding sources outside of FTA 5310, such as local government support and private donations, should be explored.

Sub-recipients must maintain accurate financial records for grant fund reimbursement. Effective financial management requires robust systems to properly use and account for grant funds. Existing sub-recipients should be in good standing with ADOT, have a history of successfully managing grants, and submit timely progress reports.

Key elements of a strong financial system include:

- Financial Reports: Disclose all allowable expenses.
- Accounting Records: Track daily expenses and revenue.
- Internal Control: Ensure assets are used for authorized purposes.
- Budget Control: Align expenses with the budget and performance measures.
- Allowable Costs: Submit reimbursements only for federally defined allowable costs.



- Source Documentation: Support records with documents like canceled checks, paid bills, and timesheets.

To maintain a strong financial management system, sub-recipients must develop internal controls for accounting and compliance with grant terms. They should track receipts, disbursements, assets, liabilities, balances, and program income. Internal control procedures should cover cash management, fixed assets, procurement, accounts payable, payroll, overhead, budget controls, grants management, project management, and information technology.

Record Keeping

Records must be maintained in an auditable manner during the grant agreement period with ADOT and for five years after the agreement's completion or vehicle disposal. Sub-recipients may be audited without notice at any time during this period.

Required records include all documents related to the agreement, especially those needed for financial audits. These records encompass application materials, executed agreement documents, forms from ADOT, reimbursement requests and backup information, audits, procurement files, DBE LPA records/submissions, Title VI complaint logs, and EEO complaint logs.

Furthermore, the SVMPO as the MPO in the region must keep a current copy of the Coordination Plan on their website.

For awarded vehicle equipment, required records include:

- Vehicle delivery/acceptance documents
- Vehicle registration
- ADOT annual vehicle inspection documents (Third Party Vehicle Inspection Form or EQS report)
- Insurance certificates
- Exhibit A awarding the funding
- Ridership data/trip logs
- Vehicle pre/post trip inspections
- Driver training records/incidents
- Vehicle maintenance and repair files, including service dates and purchase orders/invoices, and any warranty work
- Site reviews will assess record retention capacity by reviewing source documents and records kept by the sub-recipient

Performance Monitoring

Performance monitoring is key to maintaining high service standards. Key performance indicators such as ridership numbers, on-time performance, and customer satisfaction are tracked regularly. Vehicle usage and maintenance costs are monitored to ensure efficient operations. Performance data is reported to stakeholders and funding agencies, providing transparency and accountability. This data is used to identify trends and areas for improvement, driving continuous enhancement of the service.



Staff are encouraged to provide feedback and suggestions, fostering a culture of continuous improvement.

Sub-recipients awarded project funds must meet various reporting requirements. The federal government mandates annual performance data from state DOTs on each sub-recipient, including the number of trips provided, service areas, and operational costs. Additionally, sub-recipients must submit quarterly performance reports to ADOT, which are included with grant reimbursement requests.

Operating and Mobility Management Projects

Sub-recipients receiving operating funds must submit a Performance and Progress Report with their reimbursement invoice. This report, completed in an ADOT-provided Excel template, includes budget and ride data. For mobility management funds, a Progress Report detailing quarterly project progress against goals and objectives is required.

Capital Equipment Projects

Sub-recipients receiving capital equipment, such as vehicles, must submit a quarterly Performance Report. This report includes data on one-way passenger trips, service miles, client types, and geographic areas served. All sub-recipients must submit quarterly performance reports for all vehicles in use, regardless of ADOT funding status.

National Transit Database

The National Transit Database (NTD) program's Asset Inventory Module (AIM) collects basic information on assets and infrastructure used by U.S. transit agencies. This nationwide inventory helps the Federal Transit Administration (FTA) plan for the replacement and renewal of transit assets, supporting the FTA's biennial report to Congress on transit capital cost estimates, which influence the FTA's annual budget request.

Sub-recipients must submit yearly asset information to their Mobility Manager, regardless of whether the assets were procured with FTA grant funds. Required information includes:

- Agency Identification
- Administrative and Maintenance Facilities
- Passenger and Parking Facilities
- Service Vehicle Inventory
- Revenue Vehicle Inventory

Reports must be completed in the form prescribed by ADOT. ADOT maintains an inventory of all vehicles funded under the Coordinated Mobility Program, promoting proper maintenance and identifying issues related to fleet defects or improper management.



3.2b Financial Plan

This section provides a brief financial plan projected through FY 2029-2030 supporting implementation of the recommended service plan, which assumes the operations of the prospective on-demand service as previously described.

Table 9 provides a high-level financial plan with a twofold purpose: it allows the Town of Huachuca City to determine how much service can be provided in a fiscally constrained manner, and it provides the Town with a forecast of the operating and capital funding needs necessary to support those transit services. All cost and revenue projections are provided in year of expenditure dollars.

This financial plan represents the adjustment of projected annual operating and capital costs into alignment with identified financial resources. Consequently, it is through the Town to determine which service can be realistically achieved and when the FTA-funded shuttle should implemented.

Implementation of the shuttle service will involve three types of costs and revenues – administrative, operating, and capital. The financial analysis considers all of these as described below:

- Operating expenses are those costs directly related to system operations. At a minimum, this includes salaries and fringe benefits for drivers, dispatchers, and transit supervisors; fuel, oil, and parts; vehicle maintenance; and licenses. Section 5310 covers 50% of net operating costs while there is a 50% local match.
- Capital expenses include the acquisition and improvement of public transit equipment and facilities needed for an efficient public transit system. FTA Section 5311 covers 80% of capital costs while there is a 20% match. The major capital expense for a Huachuca City will be procurement of 15 passenger bus. Other capital costs include bus stops, bus shelters, accessibility improvements, other equipment, and capitol preventive maintenance.



Table 9: Huachuca City Shuttle Financial Plan: FY2025/2026 - FY2029/2030

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Revenues	\$2,000	\$24,016	\$22,677	\$24,000	\$24,000	\$169,926	\$51,703	\$53,280	\$54,857
Operating	\$2,000	\$24,016	\$22,677	\$24,000	\$24,000	\$29,760	\$30,720	\$31,680	\$32,640
Town General Fund	\$2,000	\$24,016	\$22,677	\$24,000	\$12,000	\$14,880	\$15,360	\$15,840	\$16,320
FTA 5310 – Admin/Operations					\$12,000	\$14,880	\$15,360	\$15,840	\$16,320
Capitol	-	-	-	-	-	\$140,166	\$20,983	\$21,600	\$22,217
Town General Fund						\$28,033	\$4,197	\$4,320	\$4,443
FTA 5310 – Vehicle Purchase						\$95,840			
FTA 5310 – Preventative Maintenance						\$16,292	\$16,786	\$17,280	\$17,774
Expenditures	\$4,327	\$39,452	\$22,677	\$27,468	\$27,354	\$149,040	\$30,126	\$31,012	\$31,899
Operating	\$4,327	\$39,452	\$22,677	\$27,468	\$27,354	\$29,240	\$30,126	\$31,012	\$31,899
Employee Benefits	\$0	\$5,165	\$0	\$2,135	\$2,204	\$2,273	\$2,341	\$2,410	\$2,479
Personnel Services	\$35	\$135	\$14,836	\$6,202	\$5,402	\$6,602	\$6,802	\$7,002	\$7,202
Vehicle expenses	\$2,143	\$21,336	\$1,841	\$10,466	\$10,803	\$11,141	\$11,478	\$11,816	\$12,154
Fuels Expenses	\$1,334	\$3,289	\$4,000	\$3,564	\$3,679	\$3,794	\$3,909	\$4,024	\$4,139
Vehicle Repair/Maintenance	\$814	\$9,527	2,000	\$5,101	\$5,266	\$5,430	\$5,595	\$5,759	\$5,924
Capitol	\$0	\$0	\$0	\$0	\$0	\$119,800	\$0	\$0	\$0
						\$119,800			
Balance	(\$2,327)	(\$15,436)	\$0	(\$3,468)	(\$3,354)	\$20,885	\$21,576	\$22,267	\$22,958



Other Potential Funding Sources

Common funding sources for rural transit systems include both FTA grant programs and non-federal sources. The following funding program descriptions are based on the programs as authorized under the Fixing America's Surface Transportation (FAST) Act, which funded these programs through FY 2021. The Bipartisan Infrastructure Law, enacted as the Infrastructure Investment and Jobs Act, was signed into law on November 15, 2021, reauthorizing surface transportation programs for Fiscal Year (FY) 2022 through FY 2026. FTA has posted a series of fact sheets on its programs under the Bipartisan Infrastructure Law.

FTA Grant Programs

Section 5339 - Buses and Bus Facilities Program

The Section 5339 - Buses and Bus Facilities Program provides funding for capital bus and bus-related projects that will support the continuation and expansion of public transportation services. FTA awards grants to designated recipients in large urban areas and states and territories for rural and small urbanized areas. The federal program allows public agencies and private non-profit organizations engaged in public transportation to be subrecipients, and states determine how Section 5339 funds are distributed among subrecipients. The Section 5339 program includes both formula-based and competitive portions, including competitive grants for Low or No Emissions. The best sources of information on applying for FTA funding as a subrecipient is the State DOT and/or RTAP program. For examples of projects previously awarded under the program, please visit FY23 FTA Bus and Low- and No-Emission Grant Awards.

Areas of Persistent Poverty Program (AoPP)

Previously known as the Helping Obtain Prosperity for Everyone (HOPE) Program, Areas of Persistent Poverty Program (AoPP) funding is authorized under 49 USC 6702: Local and Regional Project Assistance. AoPP supports projects to improve transit services or facilities within areas of persistent poverty. Eligible recipients include states and federally recognized Indian Tribes. Grants are intended for eligible recipients or sub-recipients for Sections 5307, 5310, or 5311. Eligible projects include planning, engineering, technical studies, or financing plans in locations where poverty is persistent. An area of persistent poverty is defined as a county in which at least 20% of the population has been living in poverty for at least the past 30 years. Applicants may use FTA's mapping tool to determine if a proposed project is in an Area of Persistent Poverty or Historically Disadvantaged Community. FTA's mapping tool allows applicants to map their project areas, determine eligibility, and identify their census tract numbers. Application opportunities are posted in the form of a Notice of Funding Opportunity (NOFO). For examples of projects previously awarded under the program, visit Fiscal Year 2023 Areas of Persistent Poverty (AoPP) Project Selections.



Innovative Coordinated Access and Mobility (ICAM) Pilot Program

This funding program, established by Section 3006(b) of the FAST Act, funds capital projects to improve coordination and enhance access and mobility to vital community services for older adults, people with disabilities, and people of low income. More information about this program is provided in the Coordination and Mobility Management section of the Toolkit under FTA Funding for Mobility Management, as well as the FTA Fact Sheet on Innovative Coordinated Access & Mobility Pilot Program under the Bipartisan Infrastructure Law.

Emergency Relief Programs

The Federal Transit Administration's (FTA) Emergency Relief Program (Section 5324) enables FTA to provide assistance to public transit operators in the aftermath of an emergency or major disaster. The program relies on emergency and disaster declarations to extend certain flexibilities to public transportation providers during an emergency. Capital projects needed to protect, repair, or replace facilities or equipment that are in danger of suffering serious damage, or have suffered serious damage as a result of an emergency can be funded by this program. Operating costs can also be funded when they are associated with evacuation, rescue operations, temporary public transportation service, or reestablishing, expanding, or relocating service.

Other U.S. DOT Programs

Other U.S. DOT programs may fund rural transit services. For example, as explained in the FTA Section 5311 circular, states can transfer funds from certain Federal Highway Administration (FHWA) programs to FTA transit programs, often referred to as flexible funds or "flex funds."

Flex funding is defined as the broad authority to transfer funding between federal agencies. The funding can be used for access improvements to and around transit such as:

- Pedestrian access and walkways
- Bicycle/pedestrian access
- Signage
- Enhanced access for persons with disabilities to public transportation
- Bus shelters
- Lighting
- Catchment area: any pedestrian improvements within a half-mile and any bicycle improvement within 3 miles of a transit station are considered transit related (improvements must be physically or functionally related to transit services)
- "Complete trip" network design and project planning

Rebuilding American Infrastructure with Sustainability and Equity (RAISE)

The Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Discretionary Grant program (Previously known as the Better Utilizing Investments to Leverage Development (BUILD) and



the Transportation Investment Generating Economic Recovery (TIGER) Discretionary Grant program) The RAISE program funds investments in transportation infrastructure, including transit.

- “The eligibility requirements of RAISE allow project sponsors at the State and local levels to obtain funding for multi-modal, multi-jurisdictional projects that are more difficult to support through traditional DOT programs. The program objectives are to produce a positive local or regional impact in the areas of safety, environmental sustainability, quality of life, mobility and community connectivity, economic competitiveness and opportunity, state of good repair, partnership, and innovation. These are also the selection criteria for the competitive award process.” U.S. DOT RAISE Website Application opportunities are posted in the form of a Notice of Funding Opportunity (NOFO). For examples of projects previously awarded under the program, visit RAISE/BUILD/TIGER 2009-2023 Awarded Projects.

Non-Federal Sources

Other Local Government Funds

The counties, cities, and/or towns served by a rural public transit system often provide funding for the service as a public service benefiting residents as well as customers and employees of local businesses. Cochise County is a primary candidate to source additional transit funds from.

Advertising Revenue

Transit agencies can sell advertising space to other organizations on and in buses, and this is a common source of additional revenue. Advertising space could also be sold on printed brochures, within passenger facilities, and on benches and shelters at bus stops, for example.

Public/Private Partnerships and Sponsorships

Some rural transit systems have partnered with local community organizations, businesses, or employers to sponsor transportation services that benefit their customers and employees, and transit managers can sometimes use an entrepreneurial approach to leveraging support. Hospitals sometimes sponsor a transit route to ensure that their patients can get to and from their appointments. A major employer, such as Coca Cola, may be interested in sponsoring a transit route connecting their work site to residential areas at shift start and end times.

Volunteers and In-Kind Support

In addition to cash revenues, rural transit agencies can also be partially supported by volunteer and in-kind services. Some rural transit systems rely on volunteer drivers to provide cost-effective services. It may be possible to enlist local college or university classes or student interns to conduct planning studies, develop marketing materials, or to conduct outreach efforts. Other types of in-kind support



can include facility use, utility services, or donated staff time. Note that to be eligible as local match for an FTA grant, the value of volunteers and in-kind support must be documented.

TRANSIT FEASIBILITY STUDY

Town Council Briefing
December 12, 2024



Michael Baker
INTERNATIONAL

AGENDA

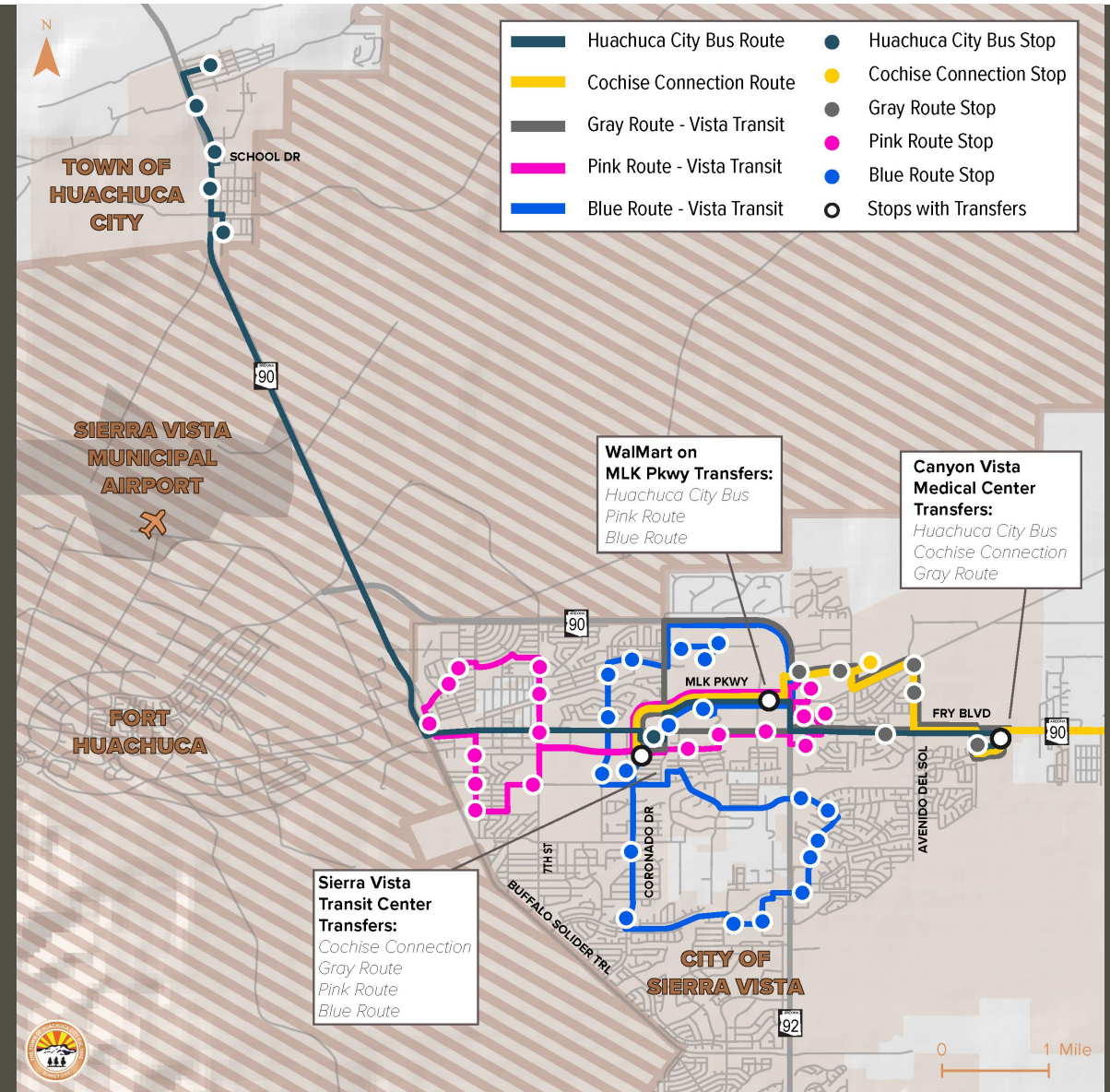
- Study Purpose, Goals & Objectives
- FTA 5310 and 5311 Grant Programs 101
- Existing Transit System
- FTA Transit Grant Program Feasibility Results
- FTA 5310 Implementation Plan



STUDY PURPOSE, GOALS & OBJECTIVES

The four primary objectives of this study are as follows:

- 1) Identify eligibility requirements for FTA 5310 and 5311 programs;
- 2) Determine a high-level, context-sensitive, and fiscally feasible route and operations plan;
- 3) Outline the steps needed to apply for an FTA 5310 and/or 5311 program funds; and
- 4) Develop forms and checklists to maintain eligibility of FTA 5310 program funds.



FTA 5310 & 5311 GRANT PROGRAMS 101

5310 - COORDINATED MOBILITY PROGRAM OVERVIEW

- A program designed to improve mobility for users over 65 and/or living with disabilities.
- Funds can be used for mobility management, purchasing capital equipment, and operations.
- ADOT's 5310 application is a 2-year application cycle
 - Next open cycle will be in 2025

5311 - RURAL PUBLIC TRANSIT PROGRAM OVERVIEW

- A program designed to build effective transit services in rural communities with populations less than 50,000.
- Funds can be used for administration, operations, capital and planning of transit services.
- ADOT's 5310 application is a 2-year application cycle
 - Next open cycle will be in 2026

FTA 5310 & 5311 GRANT PROGRAMS 101

5310 - ELIGIBILITY REQUIREMENTS

- Must be identified through a regional coordinated planning effort
 - SEACOG 2023-2024 Regional Transportation Coordination Plan
 - Town of Huachuca City Transit Feasibility Study
- Services prioritize elderly and disabled, but can service the general public
- Eligible Section 5310 projects must be identified through a regional coordinated planning effort
- Funds can be used for mobility management, purchasing capital equipment, and operations

5311 - ELIGIBILITY REQUIREMENTS

- Transit services (including paratransit) must be available to the general public
- Rural service area outside of an urbanized area with a population under 50,000
- Required to coordinate their services with other transportation providers in their areas, including potential purchase-of-service arrangements
- Historically involved in multimodal transportation planning processes

FTA 5310 & 5311 GRANT PROGRAMS 101

5310 - FUNDING

- Funds distributed through a competitive formula-based process
 - Limited operational funds available
- Services prioritize elderly and disabled, but can service the general public
- Federal share & local match requirements
 - Capital projects: 80%/20% split
 - Operating assistance: 50%/50% split

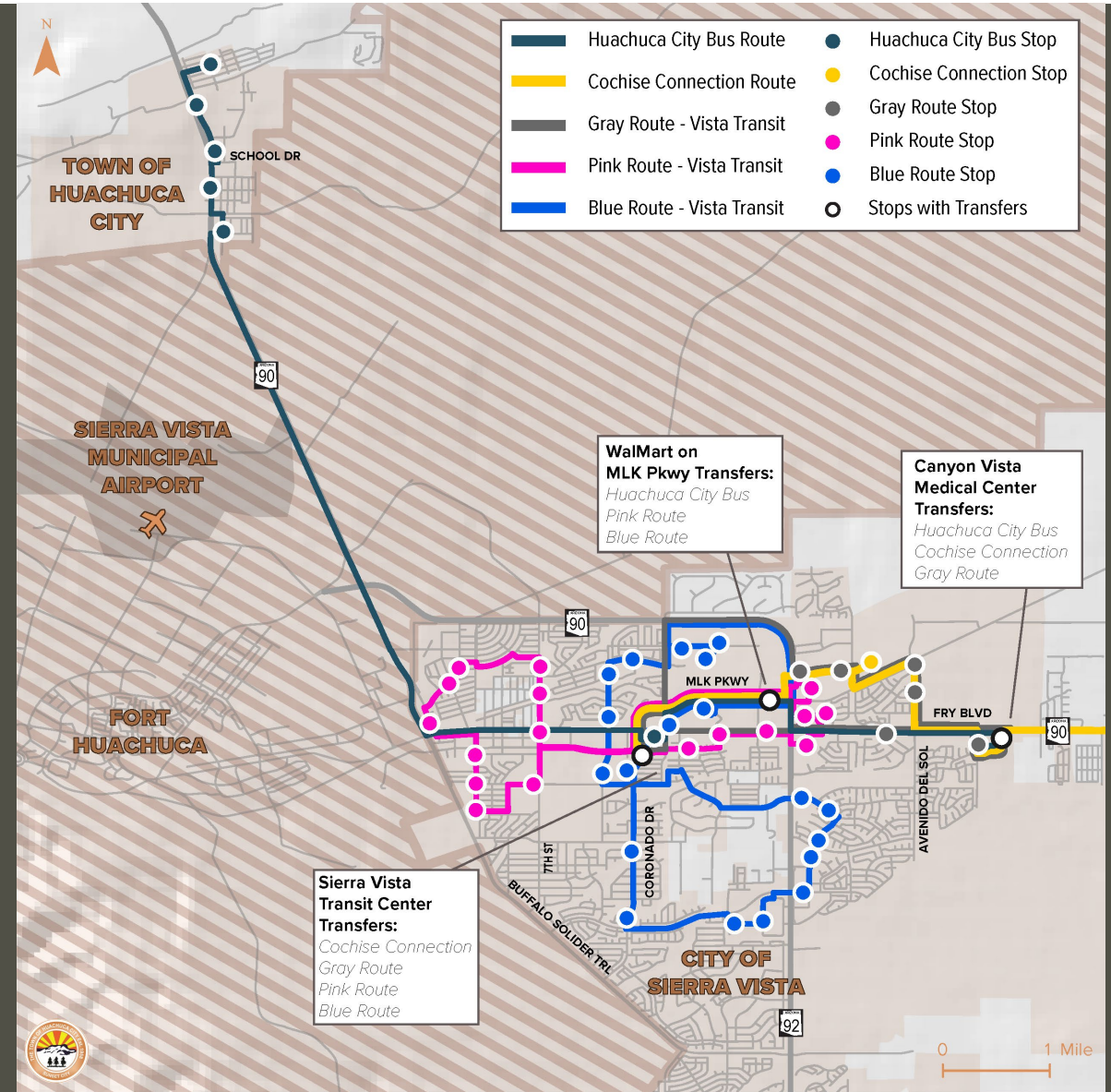
5311 - FUNDING

- Funds distributed through a competitive formula-based process
 - More operational funds available

Eligible Expense	Federal Reimbursement	Local Match
Operations of transit services	58%	42%
Administration of transit services	80%	20%
Planning	80%	20%
Preventative maintenance	80%	20%
Capital items	80% - 90%	20% - 10%
Complementary paratransit	58% - 80%	42% - 20%

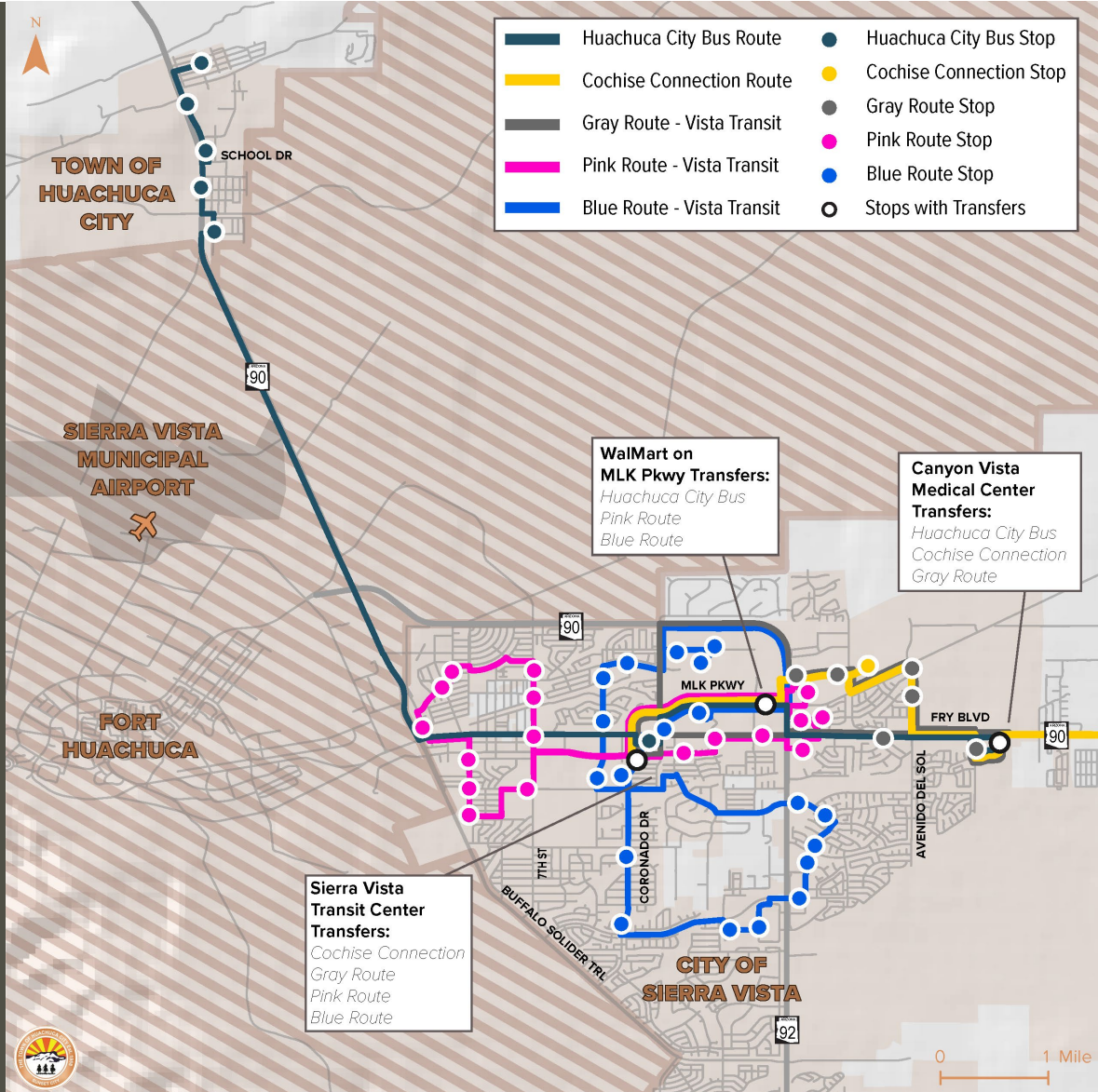
EXISTING TRANSIT SYSTEM

- Since 2004, the shuttle has been serving the Town Fort Huachuca, and Sierra Vista
- FTA 5310 recipient from 2004-2014
 - Shuttle funded through the Town's General Fund 2015-2018 and 2024
 - Legacy Foundation of Southeast Arizona Grant 2019,2021, and 2023
- Shuttle provides a hybrid service of fixed route and on-demand service



EXISTING TRANSIT SYSTEM

- Separate service to Fort Huachuca with transporting student soldiers around the installation for medical appointments, out processing, classes, as well as to the dining facility
- Some of the observed needs currently include:
 - Increase service area to include the neighboring unincorporated community of Whetstone
 - Federal funding to support capital and operation costs
 - Fleet replacement of older and high-mileage vehicles
 - Purchase of a 15 passenger vehicles for service area increase

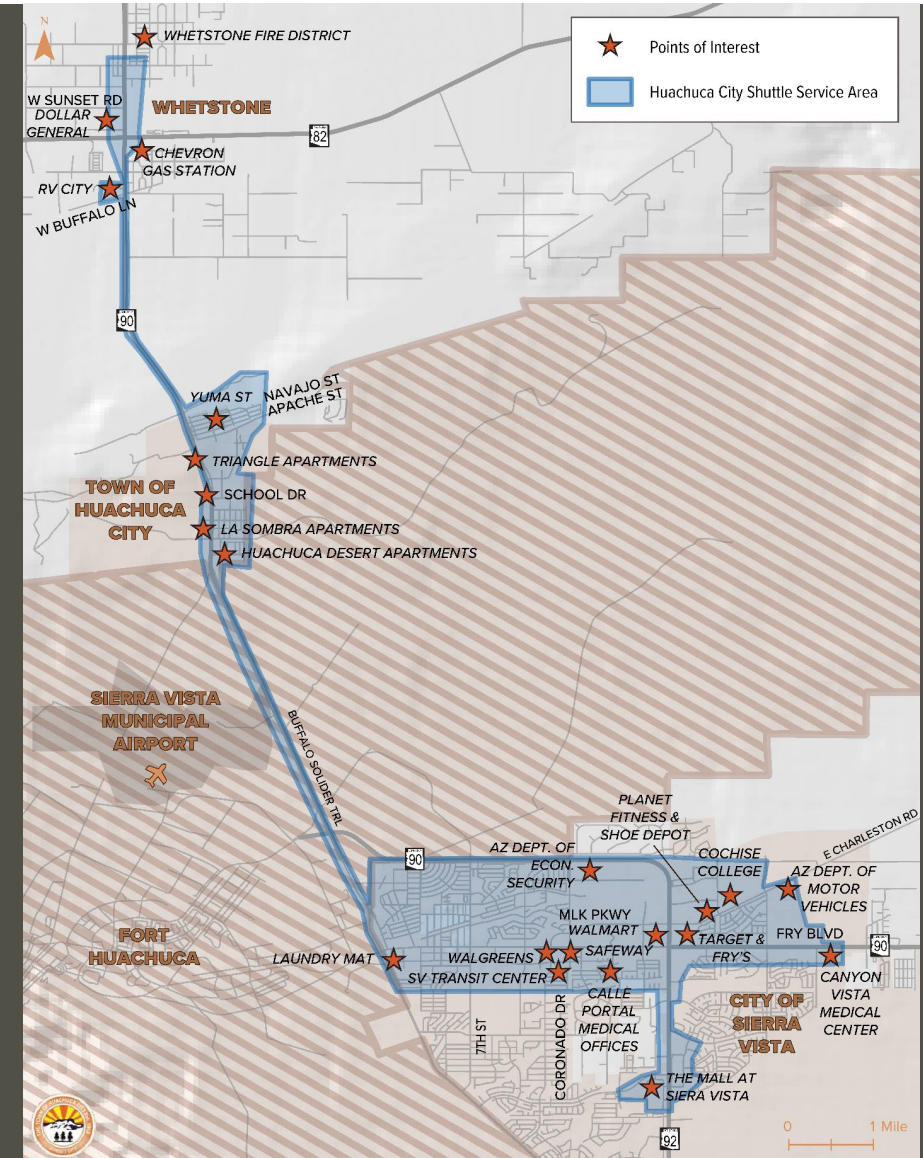


FTA 5310 & 5311 FEASIBILITY RESULTS

- Eligibility for Federal Funding
 - Town eligible for FTA 5310 and 5311 funding programs
 - Comparative matrix analysis reviewed by Town, SVMPO, SEAGO, and ADOT staff
- Decision on Funding Program
 - FTA 5310 chosen as most viable due to local transit users' mobility issues
 - FTA 5311 will be considered as a long-term pursuit
- Advantages of FTA 5310
 - More flexibility compared to FTA 5311 fixed route program
 - Potential to scale up to FTA 5311 with increased ridership and support
- Future Planning
 - Separate effort needed for FTA 5311 Implementation Plan
 - High-level operations plan and financial forecast based on FTA 5310 funding application

FTA 5310 IMPLEMENTATION PLAN

- The service is assumed to operate on Tuesdays and Thursdays from 9:00 AM to 4:00 PM
- Service area primarily runs along or adjacent to US 90 covering all of the Town of Huachuca City, the City of Sierra Vista, and expanding service to Whetstone which currently is not served with public transit
- The success of the service will heavily hinge on well-trained and dedicated staff
- Ensure safety and compliance, marketing and outreach, performance monitoring, record keeping, and detailed funding and budgeting



FTA 5310 IMPLEMENTATION PLAN

	FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	FY 2026-27	FY 2027-28	FY 2028-29	FY 2029-30
Revenues	\$2,000	\$24,016	\$22,677	\$24,000	\$24,000	\$169,926	\$51,703	\$53,280	\$54,857
Operating	\$2,000	\$24,016	\$22,677	\$24,000	\$24,000	\$29,760	\$30,720	\$31,680	\$32,640
Town General Fund	\$2,000	\$24,016	\$22,677	\$24,000	\$12,000	\$14,880	\$15,360	\$15,840	\$16,320
FTA 5310 – Admin/Operations					\$12,000	\$14,880	\$15,360	\$15,840	\$16,320
Capitol	-	-	-	-	-	\$140,166	\$20,983	\$21,600	\$22,217
Town General Fund						\$28,033	\$4,197	\$4,320	\$4,443
FTA 5310 – Vehicle Purchase						\$95,840			
FTA 5310 – Preventative Maintenance						\$16,292	\$16,786	\$17,280	\$17,774
Expenditures	\$4,327	\$39,452	\$22,677	\$27,468	\$27,354	\$149,040	\$30,126	\$31,012	\$31,899
Operating	\$4,327	\$39,452	\$22,677	\$27,468	\$27,354	\$29,240	\$30,126	\$31,012	\$31,899
Employee Benefits	\$0	\$5,165	\$0	\$2,135	\$2,204	\$2,273	\$2,341	\$2,410	\$2,479
Personnel Services	\$35	\$135	\$14,836	\$6,202	\$5,402	\$6,602	\$6,802	\$7,002	\$7,202
Vehicle expenses	\$2,143	\$21,336	\$1,841	\$10,466	\$10,803	\$11,141	\$11,478	\$11,816	\$12,154
Fuels Expenses	\$1,334	\$3,289	\$4,000	\$3,564	\$3,679	\$3,794	\$3,909	\$4,024	\$4,139
Vehicle Repair/Maintenance	\$814	\$9,527	2,000	\$5,101	\$5,266	\$5,430	\$5,595	\$5,759	\$5,924
Capitol	\$0	\$0	\$0	\$0	\$0	\$119,800	\$0	\$0	\$0
						\$119,800			
Balance	(\$2,327)	(\$15,436)	\$0	(\$3,468)	(\$3,354)	\$20,885	\$21,576	\$22,267	\$22,958

QUESTIONS & COMMENTS



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. 2024-13

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, ESTABLISHING A NEW FEE SCHEDULE FOR TRASH SERVICES.

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

WHEREAS, pursuant to the Code section 8.05.040, the Town Council may establish fees for trash collection services; and

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

WHEREAS, the Town staff has reviewed the costs of providing trash collection services and has determined that the fee schedule, attached hereto as Exhibit “A” and incorporated herein by this reference, is necessary and appropriate to recover those costs; and

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

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

SECTION 1. The Fee Schedule, attached hereto as Exhibit “A,” is hereby adopted.

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

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF DECEMBER, 2024.

Johann Wallace, Mayor

ATTEST:

Approved as to Form:

Brandy Thorpe, Town Clerk

Thomas Benavidez, Town Attorney

EXHIBIT A

[Trash Collection Fee Schedule must be attached]

NOTICE OF PROPOSED GARBAGE FEE INCREASES

The Town Council of Huachuca City will consider increasing its garbage fees at its meeting on Dec 12, 2024, at 6:00p.m., at Town Hall located at 500 N. Gonzales Blvd, Huachuca City, Arizona. The increase proposals and fee establishments are as follows:

**Rate Exhibit
Effective December 13, 2024**

	Current Rate	CPI Adjustment 5.40%	New Rate
Residential Service			
Weekly Refuse and Recycling	\$ 14.10	\$ 0.76	\$ 14.86
Additional Container Rate	\$ 8.27	\$ 0.45	\$ 8.72
Overage Charge			\$ 5.00
Commercial Service - 1x Pickup Per Week			
Overage Charge			\$ 100.00
City Commercial Unit 96 Gallon Container	\$ 14.10	\$ 0.76	\$ 14.86
Commercial Dumpster 2 Yard	\$ 51.07	\$ 2.76	\$ 53.83
Commercial Dumpster 4 Yard	\$ 86.81	\$ 4.69	\$ 91.50
Commercial Dumpster 6 Yard	\$ 122.66	\$ 6.62	\$ 129.28
Commercial Service - 2x Pickup Per Week			
City Commercial Unit 96 Gallon Container	\$ 23.88	\$ 1.29	\$ 25.17
Commercial Dumpster 2 Yard	\$ 91.88	\$ 4.96	\$ 96.84
Commercial Dumpster 4 Yard	\$ 156.29	\$ 8.44	\$ 164.73
Commercial Dumpster 6 Yard	\$ 220.81	\$ 11.92	\$ 232.73
Commercial Service - 3x Pickup Per Week			
Commercial Dumpster 8 Yard	\$ 441.72	\$ 23.85	\$ 465.57
Roll Off Service			
Haul	\$ 141.54	\$ 7.64	\$ 149.18
Disposal Per Ton	\$ 41.28	\$ 2.23	\$ 43.51
Delivery	\$ 58.98	\$ 3.18	\$ 62.16

Town administrative/billing fee

\$2.00 monthly on each garbage bill commercial or residential

Note: Roll-off containers are only allowed for up to 30 days, 3 times per year; residentially.

This proposed increase is authorized by A.R.S. 49-704; 49-742 and 9-500.35, and Huachuca City Town Code section 8.05.040. Additional information concerning this proposal is also available on the Town’s website: www.huachucacityaz.gov



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. 2024-14

A RESOLUTION OF THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, ARIZONA, INCREASING FEES FOR CERTAIN SERVICES FROM THE POLICE DEPARTMENT AND ANIMAL CONTROL.

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

WHEREAS, pursuant to Arizona Revised Statutes, Title 39 Article 2, and the Code section 6.20.010, the Town Council may establish fees for public records and animal control services; and

WHEREAS, pursuant to A.R.S. section 9-499.15, the Town Council published notice on its website, sixty days in advance, of its intent to consider adopting and increasing its fees for police department video records and services related to animal control; and

WHEREAS, the Town staff has reviewed the costs of providing video records and animal control services and has determined that the fee schedule changes, attached hereto as Exhibit “A” and incorporated herein by this reference, are necessary and appropriate to recover those costs; and

WHEREAS, the Town Council has determined that it would be in the best interests of the Town and its residents to adopt the fee schedule changes, attached hereto as Exhibit “A.”

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

SECTION 1. The fee schedule changes, attached hereto as Exhibit “A,” are hereby adopted.

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

PASSED AND ADOPTED BY THE MAYOR AND TOWN COUNCIL OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, THIS 12th DAY OF DECEMBER, 2024.

Johann Wallace, Mayor

ATTEST:

Approved as to Form:

Brandy Thorpe, Town Clerk

Thomas Benavidez, Town Attorney

EXHIBIT A

[Fee schedule changes must be attached.]

NOTICE OF INTENT TO INCREASE POLICE DEPARTMENT FEES

The Town Council will consider increasing its police department fees at its meeting on December 12, 2024 at 6 pm, at Town Hall located at 500 N. Gonzales Blvd, Huachuca City, AZ. The increase proposals will be as follows:

- Video Footage on Disc or Thumb Drive \$46 per video hour (**new fee**)
+ cost of storage devices
- Increase animal euthanization fee from \$35 to \$50.00
- Increase deceased animal disposal fee from \$15 to \$20.00
- Dog/Cat Registration/License
 - 1 Year Fixed from \$8.00 to \$10.00
 - 1 Year Not Fixed from \$17.00 to \$20.00
 - 3 Year Fixed from \$22.00 to \$25.00
 - 3 Year Not Fixed from \$50.00 to \$55.00

This proposed increase is authorized by A.R.S. section 49-742, and the Town's Code section 8.30.030 (A).

Agreement for Services

This agreement for services is made effective as of 12/07/2024, by and between Huachuca City Landfill and P&M Construction Services Inc 1291 E Desert Sky Ln Benson AZ, 85602.

1. Description of Services: P&M Construction Services Inc will provide to Huachuca City Landfill:

Equipment will be directed by the project supervisor or other representative of Huachuca Landfill.

2. Payment for Services: In exchange for services, Huachuca Landfill will pay P&M Construction Services Inc:

\$7,680 per 48 hour work-week, operated 623 scraper with the guarantee of P&M Construction moving at least 3450 cubic yards of material each week.

P&M Construction will provide transportation of the machine at a rate of \$5200 for mobilization and de-mobilization.

Total charges 2 work weeks and transportation: \$20,560.00

This price is based on a full work week, stand-by time will be negotiable between both parties. Machine rental is not intended for part-time use.

Huachuca Landfill will provide fuel and grease.

All invoices are net 15 days from the invoice date.

3. Hold Harmless: Contractor/Owner shall at all times protect, defend, indemnify and save P&M Construction Services Inc harmless from any damage, claims, loss or expense arising by virtue of Contractor/Owner's negligence, in whole or in part, including that of it's agents, employees, representatives or contractors in connection with grading operations undertaken by P&M Construction Services Inc. P&M Construction Services Inc will not be responsible for density of the soil, including but not limited to subsidence or expansion of land or soil.

Huachuca Landfill

Signature: _____

Printed: _____

Title: _____

P&M Construction Services Inc

Paul Price Owner

P&M Construction Services Inc



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

ESTIMATE NUMBER	95395 A
CLIENT ORDER	
CLIENT NUMBER	0054171
DATE	11/21/2024
AGMT/PSO/WO #	
EXPIRATION DATE	12/31/2024
REVISION TITLE	

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

SHIP TO

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	D8R	07XM02302		NOT CURRENT	
QUANTITY	ITEM	DESCRIPTION			

EMPIRE THANKS YOU FOR THE OPPORTUNITY TO ESTIMATE THIS REPAIR. THIS IS ONLY AN ESTIMATE, A FIRM QUOTE WILL BE GIVEN AFTER DISASSEMBLY AND INSPECTION OF PARTS AND REUSE GUIDELINES APPLIED.

ANY QUESTIONS OR CONCERNS PLEASE CONTACT YOUR PRODUCT SUPPORT REPRESENTATIVE.

00 TRAVEL TO FROM JOB SITE
LOCATION: 600 SKYLINE DR, HUACHUCA CITY, AZ 85616

2 TRUCKS.

MISC CHARGES REFLECT FUEL SURCHARGE.

TOTAL PARTS	0.00
TOTAL LABOR	1537.50
TOTAL MISC	49.00
SEGMENT 00 TOTAL	1586.50

40 REMOVE & INSTALL FINAL DRIVE
PARTS INCLUDE: SEALS AND HARDWARE.

TOTAL PARTS	22.38
TOTAL LABOR	3075.00
TOTAL MISC	0.00
SEGMENT 40 TOTAL	3097.38

41 INSPECT FINAL DRIVE LEFT
PULL OIL SAMPLE AND INSPECT FINAL DRIVE.

PARTS INCLUDE: SEALS, MAGNETIC DRAIN PLUG AND OIL SAMPLE KIT.



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

ESTIMATE NUMBER	95395 A
CLIENT ORDER	
CLIENT NUMBER	0054171
DATE	11/21/2024
AGMT/PSO/WO #	
EXPIRATION DATE	12/31/2024
REVISION TITLE	

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	D8R	07XM02302		NOT CURRENT	
QUANTITY	ITEM	DESCRIPTION			

TOTAL PARTS	181.43
TOTAL LABOR	906.58
TOTAL MISC	0.00
SEGMENT 41 TOTAL	1088.01

43 RECONDITION FINAL DRIVE RIGHT
 FINAL DRIVE, BRAKE & WHEEL RECONDITION (TRUCKS)

INCLUDES ESTIMATED SALVAGE MACHINE WORK.

PARTS INCLUDE: BEARINGS, SEALS, SHIMS, RETAINER,
 SEALS AND HARDWARE.

TOTAL PARTS	13799.50
TOTAL LABOR	3103.60
TOTAL MISC	0.00
SEGMENT 43 TOTAL	16903.10

LU REFILL MACHINE

DRAIN AND FILL LEFT FINAL.
 REFILL RIGHT FINAL AFTER INSTALATION.

PARTS INCLUDE: 50WT.

TOTAL PARTS	189.00
TOTAL LABOR	410.00
TOTAL MISC	0.00
SEGMENT LU TOTAL	599.00

TA TEST/CHECK & ADJUST MACHINE

TEST MACHINE AFTER REPAIRS ARE COMPLETE.



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

ESTIMATE NUMBER	95395 A
CLIENT ORDER	
CLIENT NUMBER	0054171
DATE	11/21/2024
AGMT/PSO/WO #	
EXPIRATION DATE	12/31/2024
REVISION TITLE	

MAKE	MODEL	SERIAL #	EQUIP #	METER READING	ID NUMBER
CATERPILLAR	D8R	07XM02302		NOT CURRENT	

QUANTITY	ITEM	DESCRIPTION
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TOTAL PARTS	0.00
TOTAL LABOR	205.00
TOTAL MISC	0.00
SEGMENT TA TOTAL	205.00

ENVIRON. FEE	0.00
STATE/COUNTY TAX	865.73
CITY/OTHER TAX	283.85

TOTAL ESTIMATE	24,628.57
EXPIRATION DATE	12/31/2024

Client Approval: _____
Signature

Date

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

ELITE SALES & SERVICE LLC
 670 S HIGHWAY 80
 BENSON, AZ 85602
 TRAVIS@ELITESSAZ.COM
 520-586-3339



Estimate **SO-3507**
 Date: **11/22/2024**
 Description:

Bill To
 HUACHUCA CITY LANDFILL
 500 N. GONZALES BLVD
 HUACHUCA CITY, AZ 85616
 P: 520-255-3549

Remit Payment To
 ELITE SALES AND SERVICE
 670 S HIGHWAY 80
 BENSON, AZ 85602

	Service Order	Purchase Order	Authorizer		
	SO-3507				
Item	Description	Quantity	Rate	Amount	
Labor	R & I FINAL DRIVE-FINAL DRIVE CORE CREDIT DEPENDS ON SHAPE OF OLD FINAL DRIVE	25.00000	\$165.00	\$4,125.00	
Parts	FINAL DRIVE	1	\$16,817.60	\$16,817.60	
Parts	CORE -FINAL DRIVE	1	\$10,000.00	\$10,000.00	
			Subtotal	\$30,942.60	
	Shop Supplies				\$330.00

Unit: D8R VIN: 7XM02302
 CATD8R
 Chassis: 963 Miles

Labor	\$4,125.00
Parts	\$26,817.60
Subtotal	\$31,272.60
STATE & LOCAL (10.1% of \$27,147.60)	\$2,741.91
Total	\$34,014.51

*: Core charges not included in total. You will be charged for any core that is not in returnable condition. This charge may be applied on a separate invoice.

The details and the estimate for the repairs provided above are based on our first inspection and do not constitute a guarantee that no further work or parts will be required. The estimate is not a guarantee of the final price of the repairs. The total bill of work and final price will be as per the details available on completion of the repairs. Other terms and conditions as applicable. If you authorize us to perform the above repairs, either verbally or in writing, you agree to pay in full for the work performed and parts required.

Customer Signature: _____

Printed Name: _____ Date: _____

TOWN OF HUACHUCA CITY

ANNUAL THANKSGIVING MEAL

AFTER ACTION REVIEW





WHAT WENT WELL

- PLENTY OF DONATIONS TO COVER THE COST
- BUENA HIGH SCHOOL CULINARY STUDENTS/COUNCILMEMBER CARDELLA
- ENOUGH FOOD
- 144 TOTAL MEALS SERVED
- 22 DELIVERIES TO SENIORS/HOMEBOUND
- 15 STAFF AND STUDENTS ALSO ATE



WHAT COULD BE BETTER

- LESS SHOPPING TRIPS
- MORE SEATING/SPACE



PHOTOS





QUESTIONS/COMMENTS?



PROPOSED COUNCIL MEETING SCHEDULE FOR CALENDAR YEAR 2025

January 9th

January 23rd

February 13th

February 27th

March 13th

March 27th

April 10th

April 24th

May 8th

May 22nd

June 12th

June 26th

July 10th

July 24th

August 14th

August 28th

September 11th

September 25th

October 9th

October 23rd

November 13th

December 11th

Town of Huachuca City

PROCLAMATION NO. 2024-20

A PROCLAMATION OF THE MAYOR OF THE TOWN OF HUACHUCA CITY, COCHISE COUNTY, ARIZONA, DECLARING THE MONTH OF JANUARY, 2025, AS “HUMAN TRAFFICKING PREVENTION MONTH” IN THE TOWN OF HUACHUCA CITY.

WHEREAS, human trafficking is a form of slavery that can affect anyone and particularly victimizes vulnerable populations and negatively impacts our communities; and

WHEREAS, the average age that at-risk youth are lured into human trafficking in Arizona is just 13 years old in 2020; and

WHEREAS, the National Human Trafficking Hotline reported 240 cases in Arizona during 2021; and

WHEREAS, children spend an average of 154 days trapped in human trafficking before being recovered; and

WHEREAS, we all have an important role to play in preventing human trafficking and protecting its many victims; and

WHEREAS, during National Human Trafficking Prevention Month, we reaffirm our commitment to ending this inhumane and immoral practice in all its forms.

NOW, THEREFORE, I, Johann R. Wallace, Mayor of the Town of Huachuca City, Arizona, by the authority vested in me by the laws of the State of Arizona and Town Code and by this Proclamation hereby declare January, 2025, as “Human Trafficking Prevention Month” in the Town of Huachuca City. **I urge every resident** to learn more about the signs of human trafficking and share the National Human Trafficking Hotline (1-888-373-7888) – an important resource to report a tip or ask for help.

PROCLAIMED by the Mayor of the Town of Huachuca City, Cochise County, Arizona, this 12th day of December, 2024.

Johann R. Wallace, Mayor

ATTEST:

Brandye Thorpe, Town Clerk

Thomas Benavidez, Town Attorney