

CITY OF BENSON CITY COUNCIL MARCH 12, 2018 – 7:00 P.M. REGULAR MEETING

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
WILL BE HELD ON MARCH 12, 2018 AT 7:00 P.M.,
AT BENSON CITY HALL,
120 W. 6TH STREET, BENSON, ARIZONA

Vicki L. Vivian, CMC, City Clerk

AGENDA

The Council may discuss, direct, consider and take possible action as indicated below pertaining to the following:

CALL TO ORDER: The Call to Order will consist of the Mayor calling the Council to order. The Mayor or his designee shall then lead those present in the Pledge of Allegiance before introducing the invocation speaker, who will offer the invocation.

ROLL CALL: The City Clerk shall call the roll of the members, and the names of those present shall be entered in the minutes.

EMPLOYEE RECOGNITION: The Mayor shall use this time to present employment awards to those City employees or to present recognition awards for specific acts regarding public service, if any.

PROCLAMATION: None

PUBLIC HEARING: The Mayor and Council will be available to receive comments from the public regarding a change in the transit schedule and a project for which financial assistance is being sought from the U.S. Department of Transportation. Grant funds will be used to provide general public transit to the residents and visitors of the City of Benson and the surrounding communities.

CALL TO THE PUBLIC: Communications and comments from the citizens regarding the City of Benson or other matters properly addressed to the City Council shall be heard by the Council. Such remarks shall be addressed to the Council as a whole and shall be limited to five (5) minutes unless this time is adjusted in the discretion of the Mayor or Council. **

CITY MANAGER REPORT: The City Manager will announce meetings and events taking place regarding matters involving or related to the City of Benson.

NEW BUSINESS:

1. Discussion and possible action on the Consent Agenda: ***
 - 1a. Minutes of the October 23, 2017 Regular Meeting *
 - 1b. Invoices processed for the period from February 15, 2018 through March 1, 2018 *
2. Discussion and possible action regarding Resolution 8-2018 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager to apply for Arizona Department of Transportation Section 5311 Funds to operate a Rural Public Transit System – **Bradley J. Hamilton, P.E./City Engineer, Public Works Director** *
3. Discussion and possible action regarding Resolution 9-2018 of the Mayor and Council of the City of Benson, Arizona, approving an Arizona State Forestry Division Cooperative Intergovernmental Agreement, for the protection of its forests and wildlands – **Keith Spangler, Fire Chief** *

DEPARTMENT REPORTS: Written Department Reports will be provided to Councilmembers as part of the Council packet monthly, discussion and direction to Staff, if any, may ensue.

ADJOURNMENT

POSTED this 8th of March, 2018

Material related to the City Council meeting is available for public review the day before and the day of the meeting, during office hours, at the City Clerk's Office located at 120 W. 6th Street, Benson, Arizona, 520-586-2245 x 2011.

All facilities are handicapped accessible. If you have a special accessibility need, please contact Vicki L. Vivian, City Clerk, at (520) 586-2245 or TDD: (520) 586-3624, no later than eight (8) hours before the scheduled meeting time.

Any 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 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.

Executive Sessions – Upon a vote of the majority of the City Council, the council may enter into Executive Sessions pursuant to Arizona Revised Statutes §38-431.03 (A)(3) to obtain legal advice on matters listed on the Agenda.

* Denotes an Exhibit in addition to the Council Communication

** Call to the Public

Arizona Revised Statutes §38-431.01(H) provides that “A 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.” As such, a Call to the Public, if on the agenda, is provided as a courtesy.

In order to speak during the Call to the Public, please complete the Call to the Public form requesting to do so.

*** Consent Agenda

The Consent Agenda will be the first item under New Business and shall list separately distinct items requiring action by the City Council that are generally routine items not requiring Council discussion. A single motion will approve all items on the Consent Agenda, including any resolutions or ordinances, or claims/invoices that are of a routine nature. A Councilmember may remove any issue from the Consent Agenda, and that issue will be discussed and voted upon separately, immediately following the Consent Agenda under its proper regular category of New Business.

NOTICE TO PARENTS: Parents and legal guardians have the right (with certain exceptions) to consent before the City of Benson makes a video or voice recording of a minor child. A.R.S. §1-602(A)(9). Regular and Special Meetings of the Mayor and Council for the City of Benson are recorded, and that recording is usually posted on the City’s website. If you permit your child to participate in a Regular or Special Meeting of the Mayor and Council for the City of Benson, a recording will be made. If your child is seated in the audience your child may be recorded, but you may request that your child be seated in a designated area to avoid recording. Please submit your request to the City Clerk.

Certificate of Appreciation

AWARDED TO

Asher Arnold

This Certificate of Appreciation is to commemorate the completion of

*15 YEARS OF SERVICE
WITH THE CITY OF BENSON
March, 15 2018*



Vicki Vivian

*Vicki Vivian, Interim City Manager
City Clerk*

Toney D. King Sr.

Toney D. King Sr., Mayor

Certificate of Appreciation

AWARDED TO

Kenneth Buckner

This Certificate of Appreciation is to commemorate the completion of

*5 YEARS OF SERVICE
WITH THE CITY OF BENSON
March, 9 2018*



Vicki Vivian

*Vicki Vivian, Interim City Manager
City Clerk*

A blue ink signature of Toney D. King Sr., consisting of several overlapping loops and a long horizontal stroke.

Toney D. King Sr., Mayor

LEGAL NOTICE

CITY OF BENSON CITY COUNCIL PUBLIC HEARING MARCH 12, 2018 – 7:00 P.M.

THE CITY COUNCIL WILL HOLD A PUBLIC HEARING FOR THE PURPOSE OF CONSIDERING A TRANSIT SCHEDULE CHANGE AND PROJECT FOR WHICH FINANCIAL ASSISTANCE IS BEING SOUGHT FROM THE U.S. DEPARTMENT OF TRANSPORTATION. THE PUBLIC HEARING WILL BE ON MARCH 12, 2018 AT 7:00 P.M. AT BENSON CITY HALL, 120 W. 6TH STREET, BENSON, ARIZONA.

Vicki L. Vivian, CMC, City Clerk

The City of Benson's City Council will hold a Public Hearing on March 12, 2018 at 7:00 p.m. at the Benson City Council Chambers, 120 W. 6th Street, Benson, Arizona, 85602.

The purpose of this public hearing will be to receive comments from the public regarding a change in the transit schedule and a project for which financial assistance is being sought from the U.S. Department of Transportation. Grant funds will be used to provide general public transit to the residents and visitors of the City of Benson and the surrounding communities.

At the hearing, the City of Benson will afford an opportunity for interested persons or agencies to be heard with respect to the social, economic and environmental aspects of the project. Interested persons may submit oral or written evidence and recommendations with respect to said project. A copy of the grant proposal is currently available for public inspection at City Hall, 120. W. 6th Street, Benson, AZ.

All facilities are handicap accessible. If you have a special accessibility need, please contact Ms. Vicki Vivian, City Clerk, at 520-586-2245 or TDD 586-3624 no later than eight (8) hours before the scheduled meeting time.

Vicki L. Vivian, CMC
City Clerk

Posted this 14th and 21st day of February, 2018

MARCH 2018

FOR MORE INFORMATION VISIT WWW.CITYOFBENSON.COM

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1	2	3
4	5	6 Planning & Zoning 7:00 p.m.	7	8	9	10
11	12 City Council Meeting 7:00 p.m.	13	14	15	16	17  Historic Preservation Commission 9:00 a.m.
18	19	20 	21	22	23	24
25	26 City Council Meeting 7:00 p.m.	27 Community Watershed Alliance 6:30 p.m.	28	29	30	31 Benson Firemates Easter Egg Hunt 10:00 a.m.

Meetings

- Saturday, March 17, 2018** – Historic Preservation Commission, 9:00 a.m., City Hall
- Monday, March 26, 2018** – City Council Meeting, 7:00 p.m., City Hall
- Tuesday, March 27, 2018** – Community Watershed Alliance, 6:30 p.m., City Hall
- Tuesday, April 3, 2018** – Planning & Zoning Meeting, 7:00 p.m., City Hall
- Monday, April 9, 2018** – Council Meeting, 7:00 p.m., City Hall

Events

- Saturday, March 17, 2018** – Benson City Grille, San Pedro Golf Course will be hosting a St. Patrick's Day dinner from 5:00 p.m.- 8:00 p.m. Corned Beef and Cabbage
- Saturday, March 24, 2018** – Benson City Grille, San Pedro Golf Course will be having a Wine Tasting from 5:00 p.m.- 7:00 p.m. Golden Rule Vineyards from Cochise, AZ
- Saturday, March 31, 2018** – Annual Easter Egg Hunt, 10:00 a.m. at Lions Park, sponsored by the Benson Firemates and the Jr. Women's Club.

Gather at the large ramada where the kids will be separated by age groups. There will also be a free Easter basket raffle and free Eegees after the hunt.

The Jr. Women's Club is trying something new this year and will be doing a carnival on the east side of the soccer field from 10:30 am to 12:30 pm. They are having games in which you can win prizes (similar to their Halloween carnival). The games will include a cupcake walk. The tickets are .25¢ or 5 for \$1.00. They will also be selling raffle tickets for a chance to win a bike and they have 4 bikes to raffle off.

For other events happening in Benson go to www.cityofbenson.com under "What to do Today"

City of Benson City Council Communication

Regular Meeting

March 12, 2018



To: Mayor and Council

Consent Agenda Item # 1a

From: Vicki Vivian, CMC, Interim City Manager / City Clerk

Subject:

Minutes of the October 23, 2017 Regular Meeting

Discussion:

Attached are the minutes of the October 23, 2017 Regular Meeting.

Staff Recommendation:

Council pleasure

**THE REGULAR MEETING
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD OCTOBER 23, 2017 AT 7:00 P.M.
AT CITY HALL, 120 W. 6TH STREET, BENSON, ARIZONA**

CALL TO ORDER:

Mayor King called the meeting to order at 7:02 p.m. with the Pledge of Allegiance. Mayor King then introduced Dan from the New Life Church who offered the invocation.

ROLL CALL:

Present were: Mayor Toney D. King, Sr., Vice Mayor Joe Konrad, Councilmembers Pat Boyle, Levi Garner, Larry Dempster and Lori McGoffin. Absent was: Councilmember David Lambert.

EMPLOYEE RECOGNITION: None

PROCLAMATION: None

PUBLIC HEARING: None

CALL TO THE PUBLIC:

Jeff Cook, N. Huachuca Street, Benson, stated when he attempted to view Council packets online, he was unable to. Mr. Cook then addressed the Council regarding New Business Item 3, stating he would suggest that the item be tabled until another time when the Council has all had a fair chance to look at and consider everything. Mr. Cook then stated he understands there is a fair amount of intent from various people to form a private board for the special districts, which would give that private board a taxing authority. Mr. Cook then stated he has a copy of an article covering an Arizona appeals court, that shot down a government agency giving a private board taxing authority, adding the Council needs to look into that before they decide whether or not to approve the item.

Tricia Gerrodette, Eagle Ridge Drive, Sierra Vista spoke about the City Manager's Report and that it should be more than just a reading of the calendar, which, to her, is incredibly frustrating. Ms. Gerrodette then stated at the Benson Economic Luncheon, the City Manager gave a report and she would like something like that being given to Council on a monthly or quarterly basis to include what is happening, what is being planned, if the Mayor has meetings with El Dorado principals and all the information from those meetings, what was discussed or decided, and if it has been shared with all members of the Council and if it has been shared with the public. Ms. Gerrodette then stated she understands there is a requirement for the Council to get additional training on the Open Meeting Laws, adding the Council is doing public business, so the business should be shared not only between the Mayor and Council, but with the public. Ms. Gerrodette then spoke about errors in the special districts application including numbers not adding up in the CFD (Community Facilities Districts), noting the resolution reads there will be 12,167 acres, identified in the petition, but the application acre numbers add up to 12,817 acres. Ms. Gerrodette then stated there are other errors and she will present them to the City Clerk, adding she would like this noted in her comments for the record. Ms. Gerrodette then asked if the Council could move forward on an application that has an error, what the procedure would be for correcting the error and if the Council would need a new application or a new action item. Ms. Gerrodette then stated there is very misleading language about qualified electors, noting it is true there are no residents, but the letter from the Recorder says there are no registered voters and the letter doesn't attest to qualified electors, adding those are two different things and it's important for the Council to address that. Ms. Gerrodette then stated she would be happy to address the Council during the hearing and gave her list of application and resolution comments to the City Clerk, which will be retained with the Council packet.

Brandii Carrillo, Stallion Ranch, Benson addressed the Council regarding homeless people and her concerns. Ms. Carrillo gave her comments to the City Clerk and asked for them to be distributed to the Council. Ms. Carrillo's comments will be retained with the Council packet.

Scott Sinclair, S. Lee Street, St. David addressed the Council regarding news articles about the Corps of Engineers' public notice of the re-evaluation of the 404 permit and the deadline of November 4 for public comments. Mr. Sinclair then stated everyone should comment on how they feel about the water permit and the proposed development. Mr. Sinclair then stated the Corps of Engineers doesn't work by popular vote; they work under the National Environment Policy Law and there are evaluation factors, such as the impact on public interests and protection and utilization of important resources, that are used in the decision to reinstate, modify or evaluate permits. Mr. Sinclair then stated the benefit must be balanced to detriments, and all factors, such as conservation, economic, aesthetics, will be considered. Mr. Sinclair stated he has worked for federal agencies in the past, including Naval agencies and the USDA Forest Land Management Plan agency, in addition to assisting the BLM. Mr. Sinclair then stated he believes the re-evaluation of the permit is going to open up a completely new environmental impact statement and the Corps of Engineers want all the information they can get, including letters from the public, before they proceed. Mr. Sinclair then encouraged everyone to write a letter and explain why or why not the proposed development should or should not be allowed to continue and be built.

Stephen Insalaco, W. Pinto Place, J6, addressed the Council regarding the changes to the Council Policies & Procedures saying the City Attorney did a great job. Mr. Insalaco then stated he would like to add his comments, stating if the number of the Council willing to vote on an issue falls below the minimum quorum, due to attendance or abstention, the item should be tabled to a later date until the attending can vote. Mr. Insalaco then stated the Council receives a stipend to appear and participate, and should a Councilmember wish to abstain, the people are owed an explanation on why, adding a Councilmember should never refuse to vote without vocalizing why. Mr. Insalaco then stated since a conflict of interest is the only viable reason to not vote, he was not sure why that notion isn't added to the amendments. Mr. Insalaco then spoke about the Call to the Public, and that it should be reinforced that comments to the Mayor and City Council should be limited to jurisdiction under the City, adding too many times, comments are about the newspaper, radio station, etc. and that is not what the Call to the Public is for. Mr. Insalaco then stated if comments are not limited to items under the City's jurisdiction, the speaker's time should be terminated. Mr. Insalaco then stated if a group of people wish to address the Council regarding the same issue, time should be granted for all the people in that group and no one should advise the Mayor about a group speaker's time limit because it could hinder the fair expression of the group. Mr. Insalaco then asked the Council to defer this item until verbiage on his comments could be added.

CITY MANAGER REPORT:

Acting City Manager Brad Hamilton addressed Council, giving the dates of the upcoming meetings and events.

Tuesday, October 24, 2017 – Community Watershed Alliance, 6:30 p.m., City Hall
Tuesday, November 7, 2017 – Planning & Zoning Commission, 7:00 p.m., City Hall
Monday, November 13, 2017 – City Council Meeting, 7:00 p.m., City Hall
Tuesday, November 14, 2017 – Library Advisory Board, 4:00 p.m., City Library
Saturday, November 18, 2017 – Historic Preservation Commission, 9:00 a.m., City Hall
Monday, November 27, 2017 – City Council Meeting, 7:00 p.m., City Hall
Tuesday, November 28, 2017 – Community Watershed Alliance, 6:30 p.m., City Hall

Friday, November 10, 2017 – Veterans Day Observed, City Offices Closed
Saturday, November 11, 2017 – Please join us at Veterans Park, 249 E. 4th Street for the Veterans Day Ceremony

Thursday & Friday
November 23 & 24, 2017 – Thanksgiving Holiday, City Offices Closed

Mayor King then stated the Veterans Day ceremony will start at 10:30 a.m. with City Clerk Vicki Vivian confirming the time. Ms. Vivian then stated the time was not known when the Council packets were distributed.

NEW BUSINESS:

1. **Discussion and possible action on the Consent Agenda**

- 1a. Appointment of Bruce Botts to the Planning & Zoning Commission
- 1b. Resignation of Tawn Tripp from the Benson Library Advisory Board
- 1c. Appointment of Kathleen Bushman to the Benson Library Advisory Board
- 1d. Reappointment of Marion Buchanan to the Benson Library Advisory Board
- 1e. Reappointment of Janet Hearn to the Benson Library Advisory Board
- 1f. Invoices processed for the period from September 20, 2017 through October 15, 2017

Councilmember McGoffin moved to approve the Consent Agenda. Seconded by Councilmember Garner. Motion passed 6-0.

2. **Discussion and possible action regarding amending the City Council Policies & Procedures Manual**

City Attorney Gary Cohen spoke about the proposed amendments to the City Council Policies & Procedures Manual, noting that he made the revisions after the Council adopted changes to Chapter 2 of the City Code. Mr. Cohen stated the modifications he made enhance the manual and give the Council the maximum flexibility, which is the philosophy of the attorney's office. Mr. Cohen then stated he thinks the document accomplished everything that needs to be done, then added he appreciated the speakers at the Call to the Public and they are welcome to call him at any time, noting he would be happy to listen to their comments. Mr. Cohen then stated he is not always able to answer questions from the public due to his responsibilities, then added he is not adverse to admitting a mistake or that he could do something better. Mr. Cohen then briefly discussed the manual stating he didn't think the Council wanted to narrow or define the City Manager's report, but if they wanted more information, they could talk to the City Manager and ask him to give more information at the Council meetings, then noted to define or restrict the City Manager's report shouldn't be done in the manual. Mr. Cohen continued stating he specifically quoted the State law in the manual regarding the Call to the Public and left the Mayor the maximum discretion regarding a speaker for a group of people at the Call to the Public. Mr. Cohen then stated the manual addresses abstentions, adding the language is based on a lot of Council discussion and allows abstentions, adding if a Councilmember is absent or abstains, they are not considered as a member of the quorum. Mr. Cohen then stated the manual is an evolving document and staff can always try to make it a better document with changes in the future; then added the Council could make adjustments to the proposed document if they would like. Mr. Cohen then stated he would like to thank City Clerk Vicki Vivian for her assistance, adding he sent multiple drafts, but the final draft is the document before Council.

Mayor King stated he felt the revisions were appropriate.

Councilmember Boyle moved to adopt the revisions to the City Council Policies & Procedures Manual. Seconded by Vice Mayor Konrad. Motion passed 6-0.

3. **Discussion and possible action regarding Resolution 33-2017 of the Mayor and Council of the City of Benson, Arizona, declaring intent to form Revitalization Districts**

Acting City Manager Brad Hamilton stated City Attorney Paul Loucks and the counsel for special taxing districts, Mr. Ken Gukenberger would be addressing this item and answer any questions the Council may have. Mr. Loucks stated the City received an application to form 7 Revitalization Districts in the proposed Vigneto development, and as part of the process, the Council needs to consider and act on a resolution declaring the

intent to form the districts, adding if the Council approves the resolution, the process will go forward. Mr. Loucks then stated Mr. Guckenberger is the expert in this area and is available on the phone for questions.

Vice Mayor Konrad confirmed the resolution declares the intent to form districts, but does not actually form the districts with Mr. Gukenberger stating under the state statutes, the Council has to take action to start the formation process, adding the resolution also sets the public hearing date, which will be November 27 at 7:00 p.m. Vice Mayor Konrad then stated during this time, the Council could address concerns brought to them with Mr. Gukenberger stating the Council could address concerns and questions, such as why there are multiple districts, the acreage amounts, etc.

Councilmember Dempster asked about the public hearing date in Section 5 of the resolution with Mr. Loucks stating the public hearing was originally planned earlier, but due to the publication requirements, the public hearing would be on November 27. Mr. Loucks then stated should the Council decide, the public hearing could be held at a later date, but not an earlier date. Councilmember Dempster then asked if the public hearing would be done at a special meeting with Mr. Loucks stating the public hearing would be held during the November 27 regular Council meeting.

Mayor King stated some Councilmembers had questions and spoke directly to legal counsel to get them answered. Vice Mayor Konrad agreed, stating it's time for the Council to move forward and then moved to approve Resolution 33-2017. Seconded by Councilmember Garner. Mayor King agreed that it was time to move forward in this process and called for a vote. Motion passed 5-1 with Councilmember McGoffin voting nay.

DEPARTMENT REPORTS: No comments from Council.

ADJOURNMENT:

Councilmember McGoffin moved to adjourn at 7:42 p.m. Seconded by Vice Mayor Konrad. Motion passed 6-0.

ATTEST:

Toney D. King, Sr., Mayor

Vicki L. Vivian, CMC, City Clerk

City of Benson City Council Communication

Regular Meeting

March 12, 2018



To: Mayor and Council

Consent Agenda Item #1b

From: Debra Trate, Finance Director

Subject:

Invoices processed for the period from February 15, 2018 through March 1, 2018

Discussion:

Arizona State Retirement	Bi-weekly retirement contribution	23,690.16
Blue Cross Blue Shield	Monthly Health Insurance Premium Payment	6,713.77
Cochise County Treasurer	Monthly Transfer Expense	19,830.68
Dana Kepner	Meters & Regulators	20,530.84
Hilltop Securities	Villages at Vigneto Review	10,000.00
National Bank of Arizona	Credit Card Invoice - Various Supplies, Parts, etc	45,384.80
Shell Energy	Monthly Natural Gas Purchase	40,416.00
Southwest Disposal	Monthly Garbage Collection	29,685.12
Trench Shore Rentals	Equipment Rental Ocotillo Project	7,512.14

Attached is a list of large and/or unusual invoices processed by the Finance Department during the period from February 15, 2018 through March 1, 2018. The total of the invoices is \$203,763.51.

Staff Recommendation:

Approval of invoices processed for the period from February 15, 2018 through March 1, 2018

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount	
02/18	02/15/2018	601	6756	SOUTHERN ARIZONA DISTRIBUTING	1,405.35	M
02/18	02/22/2018	602	5910	PIERCE WINES ARIZONA LLC	1,086.60	M
02/18	02/22/2018	603	6756	SOUTHERN ARIZONA DISTRIBUTING	380.65	M
02/18	02/15/2018	5226	3651	ETS CORPORATION	1,643.05	M
02/18	02/15/2018	7429	5454	NATIONAL BANK OF ARIZONA	45,384.80	M
02/18	02/22/2018	7430	5496	NATIONWIDE RETIREMENT SOLUTIONS	300.00	M
02/18	02/22/2018	7431	5495	NATIONWIDE RETIREMENT SOLUTION	570.00	M
02/18	02/22/2018	7432	1490	AZ STATE RETIREMENT ACC REC	23,690.16	M
02/18	02/15/2018	51160	1041	ACCUMULATED AIR TECHNOLOGIES LLC	329.09	
02/18	02/15/2018	51161	1095	AIRGAS USA, LLC	249.39	
02/18	02/15/2018	51162	1116	ALL CREATURES VETERINARY SERVICE	343.60	
02/18	02/15/2018	51163	1132	ALL WEATHER INC	1,750.00	
02/18	02/15/2018	51164	1327	ARIZONA DEPARTMENT OF REVENUE	27.93	
02/18	02/15/2018	51165	2250	BLUE CROSS-BLUE SHIELD	6,713.77	
02/18	02/15/2018	51166	2289	BORDER STATES ELECTRIC SUPPLY	2,609.59	
02/18	02/15/2018	51167	2350	BUG-WISER EXTERMINATING CO	1,181.00	
02/18	02/15/2018	51168	2592	CENTRAL ALARM INC	95.00	
02/18	02/15/2018	51169	2599	CENTURYLINK	2,030.65	
02/18	02/15/2018	51170	2750	CITY OF BENSON - UTILITIES	2,212.45	
02/18	02/15/2018	51171	2870	COCHISE COUNTY TREASURER	19,830.68	
02/18	02/15/2018	51172	3090	CORE & MAIN LP	566.34	
02/18	02/15/2018	51173	3119	COX COMMUNICATIONS	979.55	
02/18	02/15/2018	51174	3129	CREATIVE COMMUNICATIONS	82.29	
02/18	02/15/2018	51175	3210	DANA KEPNER COMPANY INC	20,530.84	
02/18	02/15/2018	51176	3596	ELITE SALES & SERVICE	75.00	
02/18	02/15/2018	51177	3610	EMPIRE SOUTHWEST, LLC	6,179.07	
02/18	02/15/2018	51178	3648	ESG CORP	2,900.00	
02/18	02/15/2018	51179	3704	FARMER BROTHERS COFFEE	672.32	
02/18	02/15/2018	51180	3983	GEORGE'S AUTOMOTIVE	1,335.70	
02/18	02/15/2018	51181	4100	GRANITE CONSTRUCTION CO	2,348.44	
02/18	02/15/2018	51182	4270	HILLTOP SECURITIES INC.	10,000.00	
02/18	02/15/2018	51183	5989	LEGALSHIELD	112.60	
02/18	02/15/2018	51184	4907	LEGEND TECHNICAL SERVICES	538.00	
02/18	02/15/2018	51185	4954	LN CURTIS & SONS	2,326.18	
02/18	02/15/2018	51186	5121	MARLIN BUSINESS BANK	1,854.91	
02/18	02/15/2018	51187	5219	MED-TECH RESOURCE INC	202.09	
02/18	02/15/2018	51188	5265	MESCAL HEATING AND	110.00	
02/18	02/15/2018	51189	5645	OFFICE DEPOT, INC	89.71	
02/18	02/15/2018	51190	5823	PEPSI COLA OF SAFFORD	60.00	
02/18	02/15/2018	51191	5852	PETHEALTH SERVICES (USA) INC	9.70	
02/18	02/15/2018	51192	6115	R&R ELECTRIC, LLC	1,080.02	
02/18	02/15/2018	51193	6180	RECORDED BOOKS, LLC	207.76	
02/18	02/15/2018	51194	6337	RWC INTERNATIONAL	347.97	
02/18	02/15/2018	51195	6620	SIERRA SOUTHWEST COOP SVCS INC	635.58	
02/18	02/15/2018	51196	6659	SIMPSON NORTON CORP	342.20	
02/18	02/15/2018	51197	6774	SOUTHWEST DISPOSAL	29,685.12	
02/18	02/15/2018	51198	12040	TAMERA K FORD	30.26	
02/18	02/15/2018	51199	7040	TEXAS CANYON ROCK & SAND, INC.	3,523.71	
02/18	02/15/2018	51200	12039	THE HARLAN TRUST	39.73	
02/18	02/15/2018	51201	7969	THE TORO COMPANY - NSN	435.00	
02/18	02/15/2018	51202	7291	TREJO REFRIGERATION AND	90.00	
02/18	02/15/2018	51203	7296	TRENCH SHORE RENTALS	7,512.14	
02/18	02/15/2018	51204	7510	UNITED FIRE EQUIPMENT COMPANY	240.00	

GL Period	Check Issue Date	Check Number	Vendor Number	Payee	Amount
02/18	02/16/2018	51205	1779	AZ DEPT OF PUBLIC SAFETY	22.00
02/18	02/16/2018	51206	2630	CG CREATIONS EMBROIDERY	531.32
02/18	02/22/2018	51207	1170	AMERICAN LIBRARY ASSN.	175.00
02/18	02/22/2018	51208	1231	ANGELO J FRATTAROLE	130.00
02/18	02/22/2018	51209	2599	CENTURYLINK	47.11
02/18	02/22/2018	51210	3057	COMPLETE CARPET CLEANING LLC	70.00
02/18	02/22/2018	51211	3090	CORE & MAIN LP	959.71
02/18	02/22/2018	51212	3119	COX COMMUNICATIONS	475.42
02/18	02/22/2018	51213	3340	DEMCO INC.	110.88
02/18	02/22/2018	51214	3449	DRAYSON HARRIS	147.50
02/18	02/22/2018	51215	11729	ELEANOR OR LYNN ARCHER	159.00
02/18	02/22/2018	51216	3677	EXECUTECH	1,186.30
02/18	02/22/2018	51217	3678	E-Z-GO	88.02
02/18	02/22/2018	51218	4005	GILDA GOMEZ	88.50
02/18	02/22/2018	51219	12042	JOE D HINTON	94.37
02/18	02/22/2018	51220	5161	JOHNSON MARK LLC	53.36
02/18	02/22/2018	51221	4760	KEITH SPANGLER	88.50
02/18	02/22/2018	51222	5157	MARYLAND CHILD SUPPORT ACCOUNT	69.81
02/18	02/22/2018	51223	5212	MCI COMM SERVICE	33.92
02/18	02/22/2018	51224	5224	MERIT FOODS OF ARIZONA	2,417.38
02/18	02/22/2018	51225	5645	OFFICE DEPOT, INC	146.09
02/18	02/22/2018	51226	5927	PIONEER CREDIT RECOVERY INC	96.34
02/18	02/22/2018	51227	7731	PURCELL WESTERN STATES TIRE	710.14
02/18	02/22/2018	51228	6119	R&R PRODUCTS INC	254.20
02/18	02/22/2018	51229	12041	RACHEL L OLIVER	97.75
02/18	02/22/2018	51230	6547	SEABREEZE FLOOR CARE	1,212.00
02/18	02/22/2018	51231	3078	SHELL ENERGY NORTH AMERICA	40,416.00
02/18	02/22/2018	51232	6809	STANDARD RESTAURANT EQUIPMENT CO	837.49
02/18	02/22/2018	51233	2791	SUPPORT PAYMENT CLEARINGHOUSE	330.38
02/18	02/22/2018	51234	7279	TRANSWORLD NETWORK CORP	223.72
02/18	02/22/2018	51235	7291	TREJO REFRIGERATION AND	250.00
02/18	02/22/2018	51236	7385	TUCSON TALLOW CO INC	380.00
02/18	02/22/2018	51237	7402	US FOODS	1,734.92
02/18	02/22/2018	51238	7667	VERIZON WIRELESS	3,342.71
02/18	02/27/2018	51239	2755	CITY OF SIERRA VISTA	2,502.75
02/18	02/27/2018	51240	3331	DEBRA TRATE	587.71
02/18	02/27/2018	51241	6480	SAN PEDRO VALLEY NEWS	593.82
Grand Totals:					267,610.11

Report Criteria:

Report type: Summary

Check.Type = {<->} "Adjustment"

Report Criteria:

Invoices with totals above \$0.00 included.
Only paid invoices included.

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
GENERAL FUND					
10-22250 RETIREMENT PAYABLE					
GENERAL FUND	AZ STATE RETIREMENT ACC	021618	02/22/2018	RETIREMENT CONTRIBUTION	23,690.16
GENERAL FUND	NATIONWIDE RETIREMENT SO	021618	02/22/2018	DEFERRED COMPENSATION	300.00
GENERAL FUND	NATIONWIDE RETIREMENT SO	021618	02/22/2018	DEFERRED COMPENSATION	570.00
Total 10-22250 RETIREMENT PAYABLE:					24,560.16
10-22265 GARNISHMENTS PAYABLE					
GENERAL FUND	JOHNSON MARK LLC	021618	02/22/2018	GARNISHMENT	53.36
GENERAL FUND	MARYLAND CHILD SUPPORT A	L-021618	02/22/2018	#340002729	69.81
GENERAL FUND	PIONEER CREDIT RECOVERY I	021618	02/22/2018	GARNISHMENT	96.34
GENERAL FUND	SUPPORT PAYMENT CLEARIN	A-021618	02/22/2018	#0002160133-00	52.93
GENERAL FUND	SUPPORT PAYMENT CLEARIN	B-021618	02/22/2018	0001716217-00	140.77
GENERAL FUND	SUPPORT PAYMENT CLEARIN	L-021618	02/22/2018	#000508942900	136.68
Total 10-22265 GARNISHMENTS PAYABLE:					549.89
10-22280 HEALTH INSURANCE PAYABLE					
GENERAL FUND	BLUE CROSS-BLUE SHIELD	021318	02/13/2018	HEALTH INSURANCE	6,713.77
Total 10-22280 HEALTH INSURANCE PAYABLE:					6,713.77
10-22293 PRE-PAID LEGAL SERVICES					
GENERAL FUND	LEGALSHIELD	020518	02/05/2018	PRE-PAID LEGAL SERVICE	112.60
Total 10-22293 PRE-PAID LEGAL SERVICES:					112.60
10-41-310 PROFESSIONAL SERVICES - HR					
GENERAL FUND	AZ DEPT OF PUBLIC SAFETY	021618	02/16/2018	FINGERPRINT FEES - FINANCE	22.00
Total 10-41-310 PROFESSIONAL SERVICES - HR:					22.00
10-41-330 IT SERVICES					
GENERAL FUND	EXECUTECH	44599	01/31/2018	IT MAINTENANCE	1,186.30
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	COMPUTER TREND MICRO	677.33
Total 10-41-330 IT SERVICES:					1,863.63
10-41-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	550.82
GENERAL FUND	COX COMMUNICATIONS	020118	02/01/2018	CABLE	2.99
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	575.17
Total 10-41-410 UTILITIES:					1,128.98
10-41-415 TELEPHONE					
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	60.82
GENERAL FUND	COX COMMUNICATIONS	020118	02/01/2018	MONTHLY INTERNET SERVICES	214.00
GENERAL FUND	COX COMMUNICATIONS	020118	02/01/2018	TELEPHONE	537.63
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	383.77
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	282.74
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	99.51

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	178.20
Total 10-41-415 TELEPHONE:					1,756.67
10-41-430 REPAIRS & MAINTENANCE					
GENERAL FUND	BUG-WISER EXTERMINATING	126066	01/02/2018	EXTERMINATING	62.00
GENERAL FUND	COMPLETE CARPET CLEANING	6541159	01/30/2018	CARPET CLEANING	70.00
GENERAL FUND	TREJO REFRIGERATION AND	10974	01/22/2018	LIGHT REPAIRS	90.00
Total 10-41-430 REPAIRS & MAINTENANCE:					222.00
10-41-540 PUBLIC NOTICES, ADVERTISING					
GENERAL FUND	SAN PEDRO VALLEY NEWS	013118A	01/31/2018	#6 - NEW YEAR AD	148.78
Total 10-41-540 PUBLIC NOTICES, ADVERTISING:					148.78
10-41-542 ADVERTISING - HR					
GENERAL FUND	SAN PEDRO VALLEY NEWS	013118A	01/31/2018	COUNCIL VACANCY ADS	119.03
Total 10-41-542 ADVERTISING - HR:					119.03
10-41-610 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT, INC	103102916001	01/31/2018	OFFICE SUPPIES	30.33
GENERAL FUND	OFFICE DEPOT, INC	103103308001	01/31/2018	OFFICE SUPPIES	23.32
GENERAL FUND	OFFICE DEPOT, INC	103482747001	02/01/2018	OFFICE SUPPIES	5.80
GENERAL FUND	OFFICE DEPOT, INC	103482966001	02/01/2018	OFFICE SUPPIES	86.64
Total 10-41-610 OFFICE SUPPLIES:					146.09
10-42-640 OPERATING SUPPLIES					
GENERAL FUND	CG CREATIONS EMBROIDERY	020918	02/09/2018	JACKETS - COUNCIL	499.56
Total 10-42-640 OPERATING SUPPLIES:					499.56
10-42-685 LEAGUE OF CITIES BOOTH					
GENERAL FUND	CG CREATIONS EMBROIDERY	020818	02/08/2018	SHIRTS CLERK	31.76
Total 10-42-685 LEAGUE OF CITIES BOOTH:					31.76
10-43-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINSTRATION	138.10
Total 10-43-230 EMPLOYEE INSURANCE:					138.10
10-45-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINSTRATION	138.10
Total 10-45-230 EMPLOYEE INSURANCE:					138.10
10-45-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	218.41
GENERAL FUND	COX COMMUNICATIONS	020118A	02/01/2018	MONTHLY INTERNET SERVICES	194.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	598.58
Total 10-45-410 UTILITIES:					1,010.99

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
10-45-415 TELECOMMUNICATIONS					
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	166.24
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	384.11
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	72.19
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	1,404.38
GENERAL FUND	TRANSWORLD NETWORK COR	14275695-034	02/10/2018	INTERNET SVC	54.93
GENERAL FUND	VERIZON WIRELESS	9801591495	02/12/2018	PD DATA LINK	400.10
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE - MONTHLY	1,297.95
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	87.23
Total 10-45-415 TELECOMMUNICATIONS:					3,867.13
10-45-430 BLDG & EQUIP REPAIRS & MAINT					
GENERAL FUND	BUG-WISER EXTERMINATING	126067	01/08/2018	EXTERMINATING	29.00
Total 10-45-430 BLDG & EQUIP REPAIRS & MAINT:					29.00
10-45-593 ANIMAL CONTROL MEDICAL					
GENERAL FUND	COCHISE COUNTY TREASURE	25608	01/31/2018	DOMESTIC ANIMALS	5.00
Total 10-45-593 ANIMAL CONTROL MEDICAL:					5.00
10-45-594 ANIMAL MEDICAL FROM DONATIONS					
GENERAL FUND	ALL CREATURES VETERINARY	149930	01/24/2018	SPAY FELINE X 2, RABIES X 2, MEDS	170.00
GENERAL FUND	ALL CREATURES VETERINARY	149983	01/29/2018	MEDS	28.60
GENERAL FUND	ALL CREATURES VETERINARY	150034	01/31/2018	CANINE SPAY, RABIES & MEDS	130.00
GENERAL FUND	ALL CREATURES VETERINARY	150047	02/01/2018	RABIES	15.00
GENERAL FUND	PETHEALTH SERVICES (USA) I	SIUN11122785	12/31/2017	ADOPTION	9.70
Total 10-45-594 ANIMAL MEDICAL FROM DONATIONS:					353.30
10-45-610 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT, INC	10052955001	01/23/2018	SUPPLIES	59.86
GENERAL FUND	OFFICE DEPOT, INC	100529609001	01/23/2018	SUPPLIES	29.85
Total 10-45-610 OFFICE SUPPLIES:					89.71
10-45-640 OPERATING SUPPLIES					
GENERAL FUND	MED-TECH RESOURCE INC	84645	01/30/2018	GLOVES	55.28
GENERAL FUND	MED-TECH RESOURCE INC	84651	01/30/2018	GLOVES	146.81
GENERAL FUND	SIERRA SOUTHWEST COOP SV	90009232	01/31/2018	TRAFFIC TICKET FORMS	635.58
Total 10-45-640 OPERATING SUPPLIES:					837.67
10-45-670 VEHICLE REPAIRS & MAINT					
GENERAL FUND	CREATIVE COMMUNICATIONS	405921	01/19/2018	PARTS	82.29
GENERAL FUND	GEORGE'S AUTOMOTIVE	41940	01/18/2018	#16 - SHOCKS/STRUTS	989.59
GENERAL FUND	GEORGE'S AUTOMOTIVE	42029	02/05/2018	#27 - BATTERY, FUEL FILTER, AC CHARGE	346.11
Total 10-45-670 VEHICLE REPAIRS & MAINT:					1,417.99
10-46-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 10-46-230 EMPLOYEE INSURANCE:					138.10

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
10-46-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	218.41
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	632.13
Total 10-46-410 UTILITIES:					850.54
10-46-415 TELEPHONE					
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	164.20
GENERAL FUND	COX COMMUNICATIONS	020618	02/06/2018	TELEPHONE	30.93
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	359.04
Total 10-46-415 TELEPHONE:					554.17
10-46-430 EQUIP REPAIRS & MAINT					
GENERAL FUND	LN CURTIS & SONS	INV156335	01/24/2018	EXHALATION VALVE ASSY	386.87
GENERAL FUND	LN CURTIS & SONS	INV158024	01/31/2018	FILTER	1.09
GENERAL FUND	LN CURTIS & SONS	INV158172	01/31/2018	UNIFORMS	1,938.22
GENERAL FUND	UNITED FIRE EQUIPMENT COM	678927	01/25/2018	AIR QUALITY REPORT	240.00
Total 10-46-430 EQUIP REPAIRS & MAINT:					2,566.18
10-46-432 STATION REPAIRS & MAINT					
GENERAL FUND	BUG-WISER EXTERMINATING	126072	01/04/2018	EXTERMINATING	37.00
Total 10-46-432 STATION REPAIRS & MAINT:					37.00
10-46-580 TRAVEL					
GENERAL FUND	GILDA GOMEZ	022218	02/22/2018	PER DIEM - NFPA 1851 CLASS PHOENIX 2/2	88.50
GENERAL FUND	KEITH SPANGLER	022218	02/22/2018	PER DIEM - NFPA 1851 CLASS PHOENIX 2/2	88.50
Total 10-46-580 TRAVEL:					177.00
10-49-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 10-49-230 EMPLOYEE INSURANCE:					138.10
10-49-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	459.84
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	547.41
Total 10-49-410 UTILITIES:					1,007.25
10-49-415 TELEPHONE					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	61.06
Total 10-49-415 TELEPHONE:					61.06
10-49-430 REPAIRS & MAINTENANCE					
GENERAL FUND	BUG-WISER EXTERMINATING	126074	01/04/2018	EXTERMINATING	47.00
Total 10-49-430 REPAIRS & MAINTENANCE:					47.00
10-49-590 DUES & LICENSES					
GENERAL FUND	AMERICAN LIBRARY ASSN.	020718	02/07/2018	#MEMBERSHIP RENEWAL 0148689	175.00

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-49-590 DUES & LICENSES:					175.00
10-49-640 OPERATING SUPPLIES					
GENERAL FUND	DEMCO INC.	6279365	01/02/2018	SUPPILES	110.88
Total 10-49-640 OPERATING SUPPLIES:					110.88
10-49-696 BOOKS					
GENERAL FUND	RECORDED BOOKS, LLC	75706968	01/25/2018	BOOKS ON CD	172.77
GENERAL FUND	RECORDED BOOKS, LLC	75712414	01/26/2018	BOOKS ON CD	34.99
Total 10-49-696 BOOKS:					207.76
10-50-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINSTRATION	138.10
Total 10-50-230 EMPLOYEE INSURANCE:					138.10
10-50-410 UTILITIES					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	440.34
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	1,417.41
Total 10-50-410 UTILITIES:					1,857.75
10-50-415 TELEPHONE					
GENERAL FUND	COX COMMUNICATIONS	021318	02/13/2018	MONTHLY INTERNET SERVICES	114.00
GENERAL FUND	COX COMMUNICATIONS	021318	02/13/2018	TELEPHONE	60.91
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	59.66
Total 10-50-415 TELEPHONE:					234.57
10-56-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINSTRATION	138.10
Total 10-56-230 EMPLOYEE INSURANCE :					138.10
10-56-300 PROFESSIONAL SERVICES					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINSTRATION	138.10
Total 10-56-300 PROFESSIONAL SERVICES:					138.10
10-56-340 EDUCATION & TRAINING					
GENERAL FUND	DEBRA TRATE	021518	02/15/2018	PER DIEM - FINANCE TRAINING CHICAGO 3/	587.71
Total 10-56-340 EDUCATION & TRAINING:					587.71
10-56-415 TELEPHONE					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	427.42
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	124.95
Total 10-56-415 TELEPHONE:					552.37
10-57-410 UTILITIES - POOL					
GENERAL FUND	COX COMMUNICATIONS	020918	02/09/2018	CABLE	2.99
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	605.07

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-57-410 UTILITIES - POOL:					608.06
10-57-412 UTILITIES - COMM CENTER					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	250.84
Total 10-57-412 UTILITIES - COMM CENTER:					250.84
10-57-415 TELEPHONE - POOL					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	61.06
Total 10-57-415 TELEPHONE - POOL:					61.06
10-57-417 TELEPHONE - COMM CENTER					
GENERAL FUND	COX COMMUNICATIONS	020918	02/09/2018	MONTHLY INTERNET SERVICES	114.00
GENERAL FUND	COX COMMUNICATIONS	020918	02/09/2018	TELEPHONE	69.52
GENERAL FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	158.96
Total 10-57-417 TELEPHONE - COMM CENTER:					342.48
10-57-432 REPAIRS & MAINT - COMM CENTER					
GENERAL FUND	BUG-WISER EXTERMINATING	126075	01/04/2018	EXTERMINATING	32.00
GENERAL FUND	SEABREEZE FLOOR CARE	6341	01/23/2018	CLEAN AND WAX FLOORS	1,212.00
Total 10-57-432 REPAIRS & MAINT - COMM CENTER:					1,244.00
10-57-680 BINGO QUALIFIED EXPENSE					
GENERAL FUND	ARIZONA DEPARTMENT OF RE	021518	02/15/2018	2016 BINGO TAX	27.93
Total 10-57-680 BINGO QUALIFIED EXPENSE:					27.93
10-58-546 FOOD BANK					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	207.11
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	431.10
Total 10-58-546 FOOD BANK:					638.21
10-60-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 10-60-230 EMPLOYEE INSURANCE:					138.10
10-60-410 UTILITIES					
GENERAL FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	97.50
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	256.29
Total 10-60-410 UTILITIES:					353.79
10-60-415 TELEPHONE					
GENERAL FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	294.48
GENERAL FUND	COX COMMUNICATIONS	021218	02/12/2018	MONTHLY INTERNET SERVICES	114.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	122.12
Total 10-60-415 TELEPHONE:					530.60
10-60-430 REPAIRS & MAINTENANCE					
GENERAL FUND	BUG-WISER EXTERMINATING	126081	01/04/2018	EXTERMINATING	37.00

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-60-430 REPAIRS & MAINTENANCE:					37.00
10-60-540 PUBLIC NOTICES, ADVERTISING					
GENERAL FUND	SAN PEDRO VALLEY NEWS	013118A	01/31/2018	TOURISM AD	55.63
Total 10-60-540 PUBLIC NOTICES, ADVERTISING:					55.63
10-60-550 COUNTY TOURISM COUNCIL					
GENERAL FUND	CITY OF SIERRA VISTA	2020	10/12/2017	ADVERTISING - CCTC 10/17-12/17	2,502.75
Total 10-60-550 COUNTY TOURISM COUNCIL:					2,502.75
10-61-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 10-61-230 EMPLOYEE INSURANCE:					138.10
10-62-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 10-62-230 EMPLOYEE INSURANCE:					138.09
10-62-415 TELEPHONE					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	282.74
Total 10-62-415 TELEPHONE:					282.74
10-64-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 10-64-230 EMPLOYEE INSURANCE:					138.09
10-64-300 PROFESSIONAL & TECHNICAL SERV					
GENERAL FUND	HILLTOP SECURITIES INC.	14399	02/02/2018	VILLAGES AT VIGNETTO REVIEW CFD APPL	10,000.00
Total 10-64-300 PROFESSIONAL & TECHNICAL SERV:					10,000.00
10-64-540 PUBLIC NOTICES, ADVERTISING					
GENERAL FUND	SAN PEDRO VALLEY NEWS	013118A	01/31/2018	BOARDS AND COMMISSIONS AD	29.75
Total 10-64-540 PUBLIC NOTICES, ADVERTISING:					29.75
10-65-230 EMPLOYEE INSURANCE					
GENERAL FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 10-65-230 EMPLOYEE INSURANCE:					138.09
10-65-415 TELEPHONE					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	366.36
Total 10-65-415 TELEPHONE:					366.36
10-65-640 OTHER OPERATING SUPPLIES					
GENERAL FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	DESK	412.67

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 10-65-640 OTHER OPERATING SUPPLIES:					412.67
Total GENERAL FUND:					73,912.99
TRANSIT FUND					
14-40-230 EMPLOYEE INSURANCE					
TRANSIT FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 14-40-230 EMPLOYEE INSURANCE:					138.10
14-40-415 TELEPHONE					
TRANSIT FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	262.81
TRANSIT FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	119.60
Total 14-40-415 TELEPHONE:					382.41
14-40-640 OPERATING SUPPLIES					
TRANSIT FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	DESK	412.68
Total 14-40-640 OPERATING SUPPLIES:					412.68
Total TRANSIT FUND:					933.19
CAPITAL PROJECTS FUND					
15-40-059 CIP WW 10-1 OCOTILLO SEWER LIN					
CAPITAL PROJECTS FUN	CORE & MAIN LP	I331852	01/25/2018	PARTS	485.09
CAPITAL PROJECTS FUN	CORE & MAIN LP	I360235	01/24/2018	PARTS	81.25
CAPITAL PROJECTS FUN	EMPIRE SOUTHWEST, LLC	EMRA0017324	01/29/2018	EQUIPMENT RENTAL 1/6-1/22/18	2,159.57
CAPITAL PROJECTS FUN	EMPIRE SOUTHWEST, LLC	EPRA0001789	02/02/2018	EQUIPMENT RENTAL 1/1-1/28/18	3,208.60
CAPITAL PROJECTS FUN	TEXAS CANYON ROCK & SAND	023043	01/31/2018	301.92 TONS CRUSHER FINES OCOTILLO P	3,523.71
CAPITAL PROJECTS FUN	TRENCH SHORE RENTALS	160787A-2	02/07/2018	EQUIPMENT RENTAL OCOTILLO PROJECT	2,479.88
CAPITAL PROJECTS FUN	TRENCH SHORE RENTALS	1619642	02/02/2018	EQUIPMENT RENTAL OCOTILLO PROJECT	5,032.26
Total 15-40-059 CIP WW 10-1 OCOTILLO SEWER LIN:					16,970.36
Total CAPITAL PROJECTS FUND:					16,970.36
STREET FUND					
20-40-230 EMPLOYEE INSURANCE					
STREET FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 20-40-230 EMPLOYEE INSURANCE:					138.09
20-40-300 PROFESSIONAL SERVICES					
STREET FUND	BUG-WISER EXTERMINATING	126339	01/22/2018	WEED CONTROL	807.00
STREET FUND	COCHISE COUNTY TREASURE	25608	01/31/2018	YARD WASTE	95.12
Total 20-40-300 PROFESSIONAL SERVICES:					902.12
20-40-410 UTILITIES					
STREET FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	7,222.73
STREET FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	135.27
STREET FUND	TRANSWORLD NETWORK COR	14275697-035	02/10/2018	INTERNET SVC	19.64
Total 20-40-410 UTILITIES:					7,377.64

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
20-40-415 TELEPHONE					
STREET FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	54.13
STREET FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	89.49
Total 20-40-415 TELEPHONE:					143.62
20-40-430 REPAIRS & MAINTENANCE-EQUIP					
STREET FUND	ELITE SALES & SERVICE	211641	01/25/2018	REPAIRS TO EQUIPMENT	75.00
Total 20-40-430 REPAIRS & MAINTENANCE-EQUIP:					75.00
20-40-435 REPAIRS & MAINTENANCE-STREETS					
STREET FUND	GRANITE CONSTRUCTION CO	1336160	01/24/2018	24.87 TONS COLD MIX	2,348.44
Total 20-40-435 REPAIRS & MAINTENANCE-STREETS:					2,348.44
20-40-670 VEHICLE MAINTENANCE & REPAIRS					
STREET FUND	EMPIRE SOUTHWEST, LLC	EMPS4299756	01/31/2018	PARTS	202.73
STREET FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	PAINT TRUCK	2,600.00
Total 20-40-670 VEHICLE MAINTENANCE & REPAIRS:					2,802.73
Total STREET FUND:					13,787.64
GAS FUND					
50-22900 METER DEPOSITS - GAS					
GAS FUND	ELEANOR OR LYNN ARCHER	021518	02/15/2018	REFUND GAS DEPOSIT	109.00
GAS FUND	JOE D HINTON	022118	02/21/2018	REFUND GAS DEPOSIT	44.37
GAS FUND	RACHEL L OLIVER	022018	02/20/2018	REFUND GAS DEPOSIT	97.75
GAS FUND	TAMERA K FORD	020718	02/07/2018	REFUND GAS DEPOSIT	30.26
Total 50-22900 METER DEPOSITS - GAS:					281.38
50-40-230 EMPLOYEE INSURANCE					
GAS FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 50-40-230 EMPLOYEE INSURANCE:					138.09
50-40-340 EDUCATION & TRAINING					
GAS FUND	DRAYSON HARRIS	120417	12/04/2017	PER DIEM CGA EXCAVATION SAFETY CONF	49.17
Total 50-40-340 EDUCATION & TRAINING:					49.17
50-40-410 UTILITIES					
GAS FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	188.93
GAS FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	135.27
GAS FUND	TRANSWORLD NETWORK COR	14275697-035	02/10/2018	INTERNET SVC	19.65
Total 50-40-410 UTILITIES:					343.85
50-40-415 TELEPHONE					
GAS FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	54.13
GAS FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	146.91
Total 50-40-415 TELEPHONE:					201.04

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
50-40-440 RENTALS					
GAS FUND	AIRGAS USA, LLC	9951240098	01/31/2018	CYLINDER RENTAL	249.39
Total 50-40-440 RENTALS:					249.39
50-40-640 OPERATING SUPPLIES					
GAS FUND	ACCUMULATED AIR TECNOLO	170809A	08/18/2017	REGULATOR	329.09
GAS FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	DESK	275.12
Total 50-40-640 OPERATING SUPPLIES:					604.21
50-40-660 VEHICLE FUEL & OIL					
GAS FUND	SHELL ENERGY NORTH AMERI	3041489	02/13/2018	COST OF GAS PURCHASED	40,416.00
Total 50-40-660 VEHICLE FUEL & OIL:					40,416.00
50-40-670 VEHICLE REPAIRS & MAINT					
GAS FUND	EMPIRE SOUTHWEST, LLC	EMPS4299756	01/31/2018	PARTS	202.73
Total 50-40-670 VEHICLE REPAIRS & MAINT:					202.73
50-40-702 CIP TELEMETERS					
GAS FUND	BORDER STATES ELECTRIC S	914621977	01/31/2018	METERS	2,609.59
GAS FUND	DANA KEPNER COMPANY INC	8151792-02	01/29/2018	MXU'S SINGLE/DUAL PORT	5,172.08
GAS FUND	DANA KEPNER COMPANY INC	8151795-00	01/25/2018	MXU'S SINGLE/DUAL PORT	1,455.24
GAS FUND	DANA KEPNER COMPANY INC	8151795-01	01/25/2018	MXU'S SINGLE/DUAL PORT	3,638.10
Total 50-40-702 CIP TELEMETERS:					12,875.01
Total GAS FUND:					55,360.87
WATER FUND					
51-22900 METER DEPOSITS - WATER					
WATER FUND	ELEANOR OR LYNN ARCHER	021518	02/15/2018	REFUND WATER DEPOSIT	50.00
WATER FUND	JOE D HINTON	022118	02/21/2018	REFUND WATER DEPOSIT	50.00
WATER FUND	THE HARLAN TRUST	021518	02/15/2018	REFUND WATER DEPOSIT	39.73
Total 51-22900 METER DEPOSITS - WATER:					139.73
51-40-230 EMPLOYEE INSURANCE					
WATER FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 51-40-230 EMPLOYEE INSURANCE:					138.09
51-40-301 CHEMICAL ANALYSIS					
WATER FUND	LEGEND TECHNICAL SERVICE	1801910	02/07/2018	TESTING	153.00
WATER FUND	LEGEND TECHNICAL SERVICE	1801911	02/07/2018	TESTING	32.00
WATER FUND	LEGEND TECHNICAL SERVICE	1801912	02/07/2018	TESTING	16.00
Total 51-40-301 CHEMICAL ANALYSIS:					201.00
51-40-340 EDUCATION & TRAINING					
WATER FUND	DRAYSON HARRIS	120417	12/04/2017	PER DIEM CGA EXCAVATION SAFETY CONF	49.17
Total 51-40-340 EDUCATION & TRAINING:					49.17

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
51-40-410 UTILITIES					
WATER FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	135.72
WATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	135.27
WATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	7,727.81
WATER FUND	TRANSWORLD NETWORK COR	14275697-035	02/10/2018	INTERNET SVC	19.64
Total 51-40-410 UTILITIES:					8,018.44
51-40-415 TELEPHONE					
WATER FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	54.13
WATER FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	110.60
Total 51-40-415 TELEPHONE:					164.73
51-40-640 OTHER OPERATING COSTS					
WATER FUND	CORE & MAIN LP	1429029	02/09/2018	PARTS	876.91
WATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	DESK	275.12
Total 51-40-640 OTHER OPERATING COSTS:					1,152.03
51-40-670 VEHICLE REPAIRS & MAINT					
WATER FUND	EMPIRE SOUTHWEST, LLC	EMPS4299756	01/31/2018	PARTS	202.72
Total 51-40-670 VEHICLE REPAIRS & MAINT:					202.72
51-40-702 TELEMETERS					
WATER FUND	DANA KEPNER COMPANY INC	8151792-02	01/29/2018	MXU'S SINGLE/DUAL PORT	5,172.08
WATER FUND	DANA KEPNER COMPANY INC	8151795-00	01/25/2018	MXU'S SINGLE/DUAL PORT	1,455.24
WATER FUND	DANA KEPNER COMPANY INC	8151795-01	01/25/2018	MXU'S SINGLE/DUAL PORT	3,638.10
Total 51-40-702 TELEMETERS:					10,265.42
Total WATER FUND:					20,331.33
WASTEWATER FUND					
52-40-230 EMPLOYEE INSURANCE					
WASTEWATER FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 52-40-230 EMPLOYEE INSURANCE:					138.09
52-40-301 CHEMICAL ANALYSES					
WASTEWATER FUND	LEGEND TECHNICAL SERVICE	1801650	01/31/2018	TESTING	337.00
Total 52-40-301 CHEMICAL ANALYSES:					337.00
52-40-340 EDUCATION & TRAINING					
WASTEWATER FUND	DRAYSON HARRIS	120417	12/04/2017	PER DIEM CGA EXCAVATION SAFETY CONF	49.16
Total 52-40-340 EDUCATION & TRAINING:					49.16
52-40-410 UTILITIES					
WASTEWATER FUND	CITY OF BENSON - UTILITIES	020218	02/02/2018	UTILITIES	135.71
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	6,526.37
WASTEWATER FUND	TRANSWORLD NETWORK COR	14272130-024	02/06/2018	INTERNET SVC	54.93
WASTEWATER FUND	TRANSWORLD NETWORK COR	14275698-036	02/10/2018	INTERNET SVC	54.93

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 52-40-410 UTILITIES:					6,771.94
52-40-415 TELEPHONE					
WASTEWATER FUND	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	105.62
WASTEWATER FUND	MCI COMM SERVICE	021118	02/11/2018	LONG DISTANCE	33.92
WASTEWATER FUND	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	99.80
Total 52-40-415 TELEPHONE:					239.34
52-40-430 REPAIRS & MAINTENANCE					
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	SEWER MANHOLES	4,779.69
WASTEWATER FUND	R&R ELECTRIC, LLC	14992	12/21/2017	REPAIRS AT WWTP	1,080.02
Total 52-40-430 REPAIRS & MAINTENANCE:					5,859.71
52-40-640 OPERATING SUPPLIES					
WASTEWATER FUND	CORE & MAIN LP	1420417	02/09/2018	PARTS	82.80
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	013118	01/31/2018	DESK	275.11
Total 52-40-640 OPERATING SUPPLIES:					357.91
52-40-670 VEHICLE REPAIRS & MAINT					
WASTEWATER FUND	EMPIRE SOUTHWEST, LLC	EMPS4299756	01/31/2018	PARTS	202.72
WASTEWATER FUND	PURCELL WESTERN STATES TI	6113515	02/05/2018	TIRES	710.14
WASTEWATER FUND	RWC INTERNATIONAL	120857T	01/30/2018	HOSE	347.97
Total 52-40-670 VEHICLE REPAIRS & MAINT:					1,260.83
Total WASTEWATER FUND:					15,013.98
SANITATION FUND					
53-40-230 HEALTH INSURANCE BENEFITS					
SANITATION FUND	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.10
Total 53-40-230 HEALTH INSURANCE BENEFITS:					138.10
53-40-665 COUNTY SOLID WASTE					
SANITATION FUND	COCHISE COUNTY TREASURE	25608	01/31/2018	TRANSFER STATION EXPENSES	19,730.56
Total 53-40-665 COUNTY SOLID WASTE:					19,730.56
53-40-667 RESIDENTIAL SERVICE CONTRACT					
SANITATION FUND	SOUTHWEST DISPOSAL	1677622	01/31/2018	RESIDENTIAL / COMMERCIAL PICK UP	17,374.46
Total 53-40-667 RESIDENTIAL SERVICE CONTRACT:					17,374.46
53-40-668 COMMERCIAL SERVICE CONTRACT					
SANITATION FUND	SOUTHWEST DISPOSAL	1677622	01/31/2018	COMMERCIAL PICK UP	12,310.66
Total 53-40-668 COMMERCIAL SERVICE CONTRACT:					12,310.66
Total SANITATION FUND:					49,553.78
SAN PEDRO GOLF COURSE					
55-40-230 EMPLOYEE INSURANCE					
SAN PEDRO GOLF COUR	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 55-40-230 EMPLOYEE INSURANCE:					138.09
55-40-300 PROFESSIONAL SERVICES					
SAN PEDRO GOLF COUR	CENTRAL ALARM INC	983847	02/01/2018	ALARM SERVICE - 2/18	67.00
Total 55-40-300 PROFESSIONAL SERVICES:					67.00
55-40-350 BANK CHARGES					
SAN PEDRO GOLF COUR	ETS CORPORATION	1/18	01/31/2018	CREDIT CARD FEES	926.07
Total 55-40-350 BANK CHARGES:					926.07
55-40-410 UTILITIES					
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	1,191.77
Total 55-40-410 UTILITIES:					1,191.77
55-40-415 TELEPHONE					
SAN PEDRO GOLF COUR	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	551.99
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	013118	01/31/2018	RING CENTRAL	244.24
SAN PEDRO GOLF COUR	VERIZON WIRELESS	9801619755	02/12/2018	CELL PHONE	110.22
Total 55-40-415 TELEPHONE:					906.45
55-40-430 REPAIRS & MAINT - BUILDING					
SAN PEDRO GOLF COUR	TREJO REFRIGERATION AND	10990	02/06/2018	REPAIRS TO WIRE LIGHTS	250.00
Total 55-40-430 REPAIRS & MAINT - BUILDING:					250.00
55-50-230 EMPLOYEE INSURANCE					
SAN PEDRO GOLF COUR	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 55-50-230 EMPLOYEE INSURANCE:					138.09
55-50-300 PROFESSIONAL SERVICES					
SAN PEDRO GOLF COUR	BUG-WISER EXTERMINATING	126070	01/03/2018	EXTERMINATING	35.00
SAN PEDRO GOLF COUR	CENTRAL ALARM INC	983848	02/01/2018	ALARM SERVICE - 2/18	28.00
SAN PEDRO GOLF COUR	THE TORO COMPANY - NSN	010118	01/01/2018	SOFTWARE SUPPORT	145.00
SAN PEDRO GOLF COUR	THE TORO COMPANY - NSN	110117	11/01/2017	SOFTWARE SUPPORT	145.00
SAN PEDRO GOLF COUR	THE TORO COMPANY - NSN	120117	12/01/2017	SOFTWARE SUPPORT	145.00
Total 55-50-300 PROFESSIONAL SERVICES:					498.00
55-50-410 UTILITIES					
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	1,879.71
Total 55-50-410 UTILITIES:					1,879.71
55-50-415 TELEPHONE					
SAN PEDRO GOLF COUR	CENTURYLINK	021018	02/10/2018	MONTHLY TELEPHONE	47.11
Total 55-50-415 TELEPHONE:					47.11
55-50-430 REPAIRS & MAINT - IRRIGATION					
SAN PEDRO GOLF COUR	MESCAL HEATING AND	05033	01/10/2018	REPAIRS TO HEATER	110.00
SAN PEDRO GOLF COUR	R&R PRODUCTS INC	CD2196909	01/31/2018	PARTS	254.20

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 55-50-430 REPAIRS & MAINT- IRRIGATION:					364.20
55-50-670 REPAIRS & MAINT- EQUIPMENT					
SAN PEDRO GOLF COUR	E-Z-GO	91325280	02/05/2018	PARTS	58.02
SAN PEDRO GOLF COUR	SIMPSON NORTON CORP	1523208-00	01/29/2018	PARTS	342.20
Total 55-50-670 REPAIRS & MAINT- EQUIPMENT:					400.22
55-50-711 GC 17-01 CHEMICAL APPLICATOR					
SAN PEDRO GOLF COUR	MARLIN BUSINESS BANK	15675778	02/05/2018	CHEMICAL APPLICATOR	618.31
Total 55-50-711 GC 17-01 CHEMICAL APPLICATOR:					618.31
55-50-712 GC 17-02 UTILITY MAINT VEHICLE					
SAN PEDRO GOLF COUR	MARLIN BUSINESS BANK	15675778	02/05/2018	UTILITY MAINTENANCE VEHICLE	618.30
Total 55-50-712 GC 17-02 UTILITY MAINT VEHICLE:					618.30
55-50-713 GC 17-03 FAIRWAY UNIT MOWER					
SAN PEDRO GOLF COUR	MARLIN BUSINESS BANK	15675778	02/05/2018	FAIRWAY UNIT MOWER	618.30
Total 55-50-713 GC 17-03 FAIRWAY UNIT MOWER:					618.30
55-60-230 EMPLOYEE INSURANCE					
SAN PEDRO GOLF COUR	ESG CORP	37640	02/09/2018	MONTHLY FSA ADMINISTRATION	138.09
Total 55-60-230 EMPLOYEE INSURANCE:					138.09
55-60-300 PROFESSIONAL SERVICES					
SAN PEDRO GOLF COUR	BUG-WISER EXTERMINATING	126092	01/03/2018	EXTERMINATING	60.00
SAN PEDRO GOLF COUR	TUCSON TALLOW CO INC	13237	02/24/2017	SERVICE TO GREASE TRAP	380.00
Total 55-60-300 PROFESSIONAL SERVICES:					440.00
55-60-310 FOOD COST					
SAN PEDRO GOLF COUR	FARMER BROTHERS COFFEE	66771011SO	01/10/2018	FOOD	320.04
SAN PEDRO GOLF COUR	FARMER BROTHERS COFFEE	66771165SO	01/24/2018	FOOD	228.26
SAN PEDRO GOLF COUR	FARMER BROTHERS COFFEE	66771312SO	02/07/2018	FOOD	124.02
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	325647C	02/03/2018	FOOD	1,109.11
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	326190A	02/07/2018	FOOD	550.81
SAN PEDRO GOLF COUR	MERIT FOODS OF ARIZONA	326892B	02/09/2018	FOOD	757.46
SAN PEDRO GOLF COUR	PEPSI COLA OF SAFFORD	221603	02/01/2018	DRINKS	60.00
SAN PEDRO GOLF COUR	US FOODS	4211192	02/04/2018	FOOD	1,489.77
Total 55-60-310 FOOD COST:					4,639.47
55-60-315 BEER COSTS					
SAN PEDRO GOLF COUR	SOUTHERN ARIZONA DISTRIB	369687	02/02/2018	BEER COSTS	773.50
SAN PEDRO GOLF COUR	SOUTHERN ARIZONA DISTRIB	370551	02/09/2018	BEER COSTS	631.85
SAN PEDRO GOLF COUR	SOUTHERN ARIZONA DISTRIB	371402	02/16/2018	BEER COSTS	380.65
Total 55-60-315 BEER COSTS:					1,786.00
55-60-316 WINE COSTS					
SAN PEDRO GOLF COUR	PIERCE WINES ARIZONA LLC	369	02/11/2018	WINE	868.20
SAN PEDRO GOLF COUR	PIERCE WINES ARIZONA LLC	370	02/11/2018	WINE	218.40

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
Total 55-60-316 WINE COSTS:					1,086.60
55-60-350 BANK CHARGES					
SAN PEDRO GOLF COUR	ETS CORPORATION	1/18A	01/31/2018	CREDIT CARD FEES	716.98
Total 55-60-350 BANK CHARGES:					716.98
55-60-430 REPAIRS & MAINTENANCE					
SAN PEDRO GOLF COUR	ANGELO J FRATTAROLE	021318	02/13/2018	RECHARGE SYSTEM, CLEANED COIL	130.00
Total 55-60-430 REPAIRS & MAINTENANCE:					130.00
55-60-540 ADVERTISING					
SAN PEDRO GOLF COUR	SAN PEDRO VALLEY NEWS	013118	01/31/2018	#1934 - ADVERTISING	240.63
Total 55-60-540 ADVERTISING:					240.63
55-60-603 KITCHEN SUPPLIES					
SAN PEDRO GOLF COUR	STANDARD RESTAURANT EQU	1964604	02/06/2018	SUPPLIES	837.49
Total 55-60-603 KITCHEN SUPPLIES:					837.49
55-60-605 RESTAURANT SUPPLIES					
SAN PEDRO GOLF COUR	US FOODS	4211193	02/05/2018	SUPPLIES	245.15
Total 55-60-605 RESTAURANT SUPPLIES:					245.15
Total SAN PEDRO GOLF COURSE:					18,922.03
AIRPORT					
56-40-300 PROFESSIONAL SERVICES					
AIRPORT	ALL WEATHER INC	661934	01/27/2018	SERVICE AGREEMENT - AWOS	1,750.00
Total 56-40-300 PROFESSIONAL SERVICES:					1,750.00
56-40-410 UTILITIES					
AIRPORT	NATIONAL BANK OF ARIZONA	013118	01/31/2018	POWER	970.33
Total 56-40-410 UTILITIES:					970.33
56-40-415 TELEPHONE					
AIRPORT	CENTURYLINK	020118	02/01/2018	MONTHLY TELEPHONE	68.61
Total 56-40-415 TELEPHONE:					68.61
56-40-430 REPAIRS & MAINTENANCE					
AIRPORT	BUG-WISER EXTERMINATING	126084	01/04/2018	EXTERMINATING	35.00
Total 56-40-430 REPAIRS & MAINTENANCE:					35.00
Total AIRPORT:					2,823.94
Grand Totals:					267,610.11

Fund	Vendor Name	Invoice Number	Invoice Date	Description	Net Invoice Amount
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Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

City of Benson City Council Communication



Regular Meeting

March 12, 2018

To: Mayor and Council

Agenda Item # 2

From: Bradley J. Hamilton, P.E. Director of Public Works/City Engineer
Kathe Williams, Transit Specialist

Subject:

Discussion and possible action regarding Resolution 8-2018 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager to apply for Arizona Department of Transportation Section 5311 Funds to operate a Rural Public Transit System

Discussion:

Staff is seeking approval and authorization from the City Council to apply for the Arizona Department of Transportation Grant for rural transit (i.e. BAT). The public hearing has been held fulfilling the requirements of the grant application. The grant funding will be used for the continued operation of the City's Dial-a-Ride service and fixed-route programs, benefitting the area residents.

Staff Recommendation:

Approval of Resolution 8-2018

RESOLUTION 8-2018

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AUTHORIZING THE CITY MANAGER TO APPLY FOR ARIZONA DEPARTMENT OF TRANSPORTATION SECTION 5311 FUNDS TO OPERATE A RURAL PUBLIC TRANSIT SYSTEM

WHEREAS, the Arizona Department of Transportation provides funding to rural communities with a population of less than 50,000 through its Section 5311 program to fund rural public transit systems that provide rides for elderly and disabled persons on an as-requested basis as well as Fixed Routes open to the general public on a fare basis; and

WHEREAS, the local elderly/disabled transportation and fixed route programs are currently operated by the City; and

WHEREAS, the City plans to operate the local elderly/disabled transportation and fixed route programs, provided that funding sources are available.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the City Manager is hereby authorized and directed to apply to the Arizona Department of Transportation for section 5311 funding to operate a local public transit system as of October 1, 2018, and is further directed to prepare funding and budget proposals and projections for inclusion in the City's FY2018-19 budget that set forth the means for acquiring the assets and personnel needed to operate a local transportation service, both a Dial-a-Ride service for the benefit of the region's elderly and disabled persons and for a Fixed Route System for the Fare-paying general public.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 12th of March, 2018.

TONEY D. KING, SR., Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

MESCH, CLARK & ROTHSCHILD
By GARY J. COHEN
City's Attorney

5311 Application 2018
Organization: City of Benson
5311-2018-Benson Area Transit-00036
Program Information

1. Program Contact Information

Agency Name: City of Benson
Primary Contact Person's Name: Kathe Williams
Title: Accounting Specialist
Transit Agency Address, City, Zip: 120 W. 6th Street Benson, Arizona
85602
Contact Office Phone: (520) 720-6315
Contact Cell Phone or alternative phone (if applicable) :
Contact Email: kwilliams@bensoaz.gov
Agency Website Address: www.cityofbenso.com

Secondary Contact (if applicable)

Name:
Title:
Contact Office Phone:
Contact Cell Phone or alternative phone (if applicable):
Contact Email:

2. Is this a joint application (multiple agencies)? Yes No *

2a. Please list all the local agency(ies) jointly applying.

3. Application Category: Continuing 5311

Organization

4. 5311 Public Transit services are required to be open to the general public. Does your transit service meet this criteria? No *

5. In what department will your transit program be located? Public Works

6. Describe your Transit Advisory Committee (TAC) memberships and the members' positions in your community.

Our TAC committee is comprised of seven members. They were approved by the Benson City Council. The members hold the following positions in our community.

- Local Pastor
- Senior Citizen
- Disabled Citizen
- Behavioral Health Case Manager
- Council of Governments (SEAGO) Representative
- City of Douglas Representative
- City of Benson Representative

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-City of Bisbee Representative

COORDINATION OF SERVICE

This section provides an opportunity to document your attempts to coordinate with other agencies, e.g.: DES, Department of Human Services, Senior Centers, One-Stop Centers for employment assistance, training programs and/or other transportation operators in the service area (including 5310 providers).

7. Is your system included in a Regional Transportation Coordination Plan? Yes No *

8. Please explain your coordination efforts:

The City of Benson coordinates with several agencies. We work with our local St. Vincent de Paul, local Cochise County Health Department, local DES office, Benson Hospital, ViCAP, and local food pantry. We coordinate services, offer bus vouchers and/or free bus passes. We also work with local hotels/motels to coordinate services for residents and visitors.

FUNDING REQUESTS

9. Please check the box next to the types of funding requested in this application. Questions will follow in other portions of the application depending on your selection.

- Administrative Funds
- Operating Funds
- Capital Funds
- Intercity Funds
- Planning Funds
- Other Please Explain
- Other Capital

9a. Please identify the type of capital needed by checking all capital types requested in this application.

For Vehicle Requests, additional questions will show on the Vehicles page. Provide additional information for all other capital requests on the Other Capital Request page which will only appear if other capital is requested.

- Vehicle (Revenue Rolling Stock)
- Vehicle Rehabilitation
- Other Capital Requests

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Program Management

FINANCIAL MANAGEMENT

This section explores the internal controls and processes/procedures that your agency has in place and preparation/experience in managing a federal grant.

1. Briefly describe your organization's budgeting process.

The budget is developed by the transit manager with input from the Finance Director. It is reviewed by our TAC committee for approval and/or recommendations. It is then approved by the City Manager and City Council.

2. Describe your procurement process for purchasing operating supplies, services, and capital items such as vehicles. Please include thresholds for purchasing. (Grant Procurement requirements are \$3,000 and below, Small purchases are \$3,001-\$100,000, and Large purchases are \$100K and above.)

The City of Benson has an adopted procurement code. Citywide, all purchases over \$1,000.00 must be approved by the City Manager and purchases over \$20,000 must be approved by the City Council. For purchases greater than \$5,000, 3 written price quotations must be obtained. For purchases over \$20,000, a formal bid or Request for Proposal (RFP) must be issued. For Transit, all purchases over \$3,000.00 using 5311 monies require 3 written price quotations.

3. How is the budget monitored for the organization as a whole?

The City of Benson uses Caselle Connect software for accounting purposes. Financial statement budget to actual reports are generated thru Caselle and reviewed by Finance and Management each month. Warnings are set up in Caselle to notify Finance when budgets have been exceeded.

4. How will the transit budget be monitored including revenues and expenditures?

In addition to the processes in place for City-wide budget monitoring, transit budget lines are reviewed monthly by management when submitting reimbursement requests. The transit manager also receives detailed reports of expenditures that hit transit specific line items during the month. These reports are reviewed for accuracy and budget implications.

- 4a. Who will prepare and monitor the transit budget?

The budget will be prepared and monitored by a joint effort between the Transit Manager and the City Finance Director. Additional oversight will be provided by the City Manager.

- 4b. Describe your organization's experience in managing programs that include Federal funds and the associated requirements.

The City of Benson has received federal funds in prior years for transit as well as many other programs.

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Our Accounting Specialist has attended multiple training sessions on federal funding requirements and well as coordination meetings. The City has undergone audits on our federal grants and have made any recommended changes as soon as possible. Our most current Single Audit showed no deficiencies in any of our federal grants.

5. Do you have a current approved indirect cost allocation plan? Yes No *
- 5a. What is your approved indirect cost rate? %
- 5b. Who is your cognizant agency for indirect cost rate?
- 5c. Date of approval:
- 5d. Upload your current indirect cost allocation plan.
- 5e. In your approved plan, did you elect to charge the de minimis rate of 10% of modified total direct costs?

MARKETING AND COMMUNICATION

Marketing your transit program to potential riders is a requirement of the grant. National RTAP has a marketing toolkit for rural transit agencies.

6. Describe your agency's marketing plan.

Although the City does not have an official marketing plan, we advertise heavily on our City of Benson website and at physical locations around the City. We supply pamphlets and bus route schedules at Benson City Hall, Benson Public Library, Benson Community Center, Benson Visitor Center, local hotels/motels, restaurants, apartment complexes, and various local community resources. Additionally, we advertise specials and general information in our local newspaper.

7. Does your agency maintain a website page for transit? Yes No

- 7a. If yes, provide the URL / web address for the transit program.
www.cityofbenson.com/bensonareatransit

8. How and when is information on proposed service or fare changes communicated to riders and the general public?

Information on proposed service or fare changes are communicated in our local newspaper, on our City of Benson website, and by distributing informative brochures to major locations around the City. Adequate notice of at least one month is given before any major changes are made. Comments and concerns are always encouraged by contacting City Hall and our Transit department directly.

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9. Do you conduct a ridership survey of your passengers? Yes No

9a. If yes, when was your last survey conducted? 2/1/2018

9b. Please provide a copy of your last survey.

https://egrants.azdot.gov/_Upload/7091-BATsurvey2-28-2013.docx

9c. How do you collect feedback from your riders on your system needs?

We take suggestions via phone and email. Surveys and suggestions are also collected by the drivers.

10. Has there been any service disruption in the past year including for inclement weather? Yes No

10a. If yes, please explain the service disruption and how the public was notified of the service disruption?

11. Attach your Public meeting notice(s) with date(s) of meeting(s) for notice of intent to apply for 5311 funds.

https://egrants.azdot.gov/_Upload/34823-CityofBensonPublicNoticeTransit.pdf

11a. Resolution may also be attached here.

Sample Notice of Public Hearing

MAINTENANCE

12. Attach a Vehicle Maintenance Plan.

https://egrants.azdot.gov/_Upload/28102-BATVehicleMaintenancePlan2-4-2013-DJEditsC.doc

Plan should include preventive maintenance intervals and specific service requirements.

13. How is maintenance provided for your transit service vehicles?

In-house

If in-house, provide a list of services provided.

Outside vendor via contract

If by contract, list the vendors you use and what services they provide.

Benson Area Transit in Southeastern Arizona utilizes CNG REPAIR at 828 E. Whiskey Road in Pomerene, Arizona, as the primary provider for vehicle maintenance needs. Responsibilities include all scheduled preventive maintenance duties, repairs, as well as applicable government mandated inspections and certifications.. All vehicle records are properly maintained and a spreadsheet is used to

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track maintenance data on each vehicle. Approved vendors will provide additional work and major engine repair, including warranty service. The CNG REPAIR technician is ASE certified and properly trained on government related vehicle inspection requirements. For all other maintenance, safety and mechanical service specific to bus operations, such as wheelchair lift maintenance, the Benson Area Transit works closely with Vista Transit to ensure all buses are certified and inspected.

Other
Please Explain.

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System Characteristics

1. Have you made or are you planning any significant changes to your routes or transit program this year?
 Yes No*

1a. If yes, please explain.

BAT is starting a Deviated FLEx route to the outlying areas to better serve our citizens. BAT is also teaming up with the Community Center this summer with a seasonal route to help students participate in summer programs. This past year BAT started a seasonal Christmas Light Tour which we expect to expand in the years to come.

2. How many routes does your service offer that will be funded by this grant? 9

3. Do you have a contingency plan and / or agreement in place with other transportation providers to ensure the delivery of transit services when there are insufficient back-up vehicles or drivers at your agency?
 Yes No *

3a. If yes, please explain.

We have a MOU with other agencies under the SEAGO Region Transit Coordination plan.

Performance Data

4. Annual Passengers Trips Anticipated: 18000

4a. Annual Passengers Trips Last Year: 14552

5. Anticipated Year 1 Revenue: \$14,000

NOTE: This will populate as fare on the Budget page.

5a. Anticipated Year 2 Revenue:
Do Not Complete Until Year 2.

5b. Fare Box Last Year: \$4,867

6. Average cost per passenger trip using the last year's data: \$10.80

7. Will your net advertising revenue be deducted in your operating costs? Yes No *

8. How much is your anticipated net advertising revenue?

8a. Please explain any significant changes in anticipated ridership or funding from the previous year's performance.

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System Characteristics

Service Types

9. Systems with multiple routes may have several different types of service.

Please check ALL of the types of service that your system provides and then Save so that the appropriate questions appear.

Hybrid or Other should only be used for routes that do not fit one of these definitions. (See Help above for explanations of Service Types.)

Local / Regional	Intercity
<input checked="" type="checkbox"/> Demand Response	Intercity Fixed Route
<input checked="" type="checkbox"/> Deviated / Flex Route	Intercity Feeder Route
<input checked="" type="checkbox"/> Fixed Route with Complementary Paratransit	
Commuter	
Vanpool or Other	

Please respond to the questions as appropriate for the transit service.

Demand Response

10. Please explain how the demand response service is the appropriate model for your community?

Benson has many seniors and disabled who require curb to curb service due to their limited mobility and special needs.

Deviated / Flex Route

11. How far will the service deviate off of the route?
Up to 1 mile

12. Who is eligible for deviated service in your system?

Those living in the more rural areas where homes are too far apart to have practical bus stops. Also, those who have limited mobility.

13. How are deviations requested?

Deviations are requested at least the previous business day by phone or email.

14. Please explain how this service model works for your community.

With the Deviated Flex route, BAT will be able to service the outlying areas to ease the burden on our Demand Response program which is currently the only service in the outlying areas. The Flex route will

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System Characteristics

bring riders into Benson where they can then use the fixed route around town.

Fixed Route with Complementary Paratransit

15. How far from the fixed route does complementary paratransit serve?
City Limits +

15a. Please Describe

The paratransit service extends to surrounding areas outside of Benson City Limits including: Pomerene, St. David, Willow Lakes, Mescal and J6 Ranch.

16. Date of the last update of your Complementary Paratransit Plan
8/1/2014

16a. Please upload a copy of your Complementary Paratransit Plan
https://egrants.azdot.gov/_Upload/28103-ParatransitPlanRevised8-2014.docx

16b. Please explain how this service model works for your community.

Our Complementary paratransit service for Benson and surrounding communities residents and visitors offers curb side service to seniors 60+ or eligible disabled who have a documented disability that prevents them the use of regular bus stops. This service offers next day appointments for shopping, doctor appointments, and physical therapy.

Commuter

17. Please explain why this is a commuter route and how well this service model fits this community?

Intercity Service: Feeder and/or Fixed Route

18. Describe the intercity service provided.

19. Please list your service connections with intercity providers.

20. Do you offer package service?

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System Characteristics

Vanpool or Other

21. Describe the service you provide in your community.
22. Please explain how this fits the needs of your community.

All Applicants Answer the Following

23. Does the system connect with other modes of transportation, if so describe how you connect and are they timely?

Our system makes connections with Amtrak and the Cochise Connection by coordinating our route stops to be in line with scheduled stops. We strive to make these transitions as timely as possible within our own control. Our goal is to increase our connections with other modes of transportation in the coming year.

24. In what jurisdictions, does this system operate outside of the primary applicant community? Please list the routes that go outside of the community limits and identify the specific community whether unincorporated county or other.

The system operates within Benson City Limits and unincorporated areas of Cochise County. The system does not operate within any other incorporated city limits.

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Route Service Characteristics: Fixed Route

TOTAL ROUTES:	10
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1.	Route Name:	Fixed Route	Dial A Ride	Mescal/J6 Flex Route
2.	Select the Days each route operates:	M T W Th F	M T W Th F	T Th
3.	Route Type:	Year-Round	Year-Round	Year-Round
4.	Service Type:	Fixed Route with Comp. Paratransit	Demand Response	Deviated / Flex Route
5.	# Daily Hours of Operation:	8	8	2
6.	Start Time:	8:00 AM	8:00 AM	8:00 AM
7.	End Time:	4:00 PM	4:00 PM	4:00 PM
8.	Does the route operate continuously other than short breaks for the driver?	Yes	Yes	No
9.	Number of times route is run daily	4		2
10.	Round Trip Miles per route cycle	35		14
11.	Annual Passenger trips (actuals 12 months):	11059	5430	
12.	Does the route accommodate baggage?	No	No	No
13.	Is this a new or existing route?	Existing	Existing	New
14.	Is the service changing?	Yes	No	Yes
15.	Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.			
15a.	Medical	✓	✓	✓
15b.	Employment	✓	✓	✓
15c.	Education	✓	✓	✓
15d.	Residential	✓	✓	✓
15e.	Shopping	✓	✓	✓
15f.	Entertainment	✓	✓	✓
15g.	Other			
16.	Busiest activity center for this route?	Wal Mart	Wal Mart	Wal Mart
17.	System Connections?	Yes	Yes	Yes
17a.	List the other mode it connects to	Amtrak Cochise Connection	Amtrak Cochise Connection	Fixed Route
18.	Please identify the jurisdiction(s) that each route operates in:			
18a.	County	Cochise County	Cochise County	Cochise County

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Route Service Characteristics: Fixed Route

18b.	City(ies) (If the route operates outside the city limits, please type unincorporated):	Benson	Pomerene, St. David & J-Six/Mescal, Benson	J-Six/Mescal, Benson
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19. Upload a user guide for this Route Service Area. Please include a map if it is available.

If you only have one user guide, please upload it only once.
[https://egrants.azdot.gov/Upload/6081-BATRidersGuide13\(2\).pdf](https://egrants.azdot.gov/Upload/6081-BATRidersGuide13(2).pdf)
<https://egrants.azdot.gov/Upload/6081-BensonDARCard01.pdf>

20. Please explain any service changes that you are making and the reasons for making these changes.

To be more efficient and better service our customers, BAT is shortening the fixed route and adding 4 deviated flex route. The Fixed route will no longer include Pomerene, the Cochise College loop, and the South Hwy 80 loop. However, the Deviated Fixed route will be a call for service to all of the areas including St. David, J-Six/Mescal, and Willow Lake.

21. Any additional comments about your routes and the service your agency provides including seasonal and special event routes.

BAT started a special seasonal Christmas Light tour in December 2017 and anticipates it growing in the years to come. BAT also anticipates starting a seasonal summer route to the pool/community center.

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Route Service Characteristics: Food Box Route

TOTAL ROUTES: 10

1.	Route Name:	Food Box Route	St. David Flex Route	Willow Lakes Flex Route
2.	Select the Days each route operates:	W	M W F	F
3.	Route Type:	Year-Round	Year-Round	Year-Round
4.	Service Type:	Deviated / Flex Route	Deviated / Flex Route	Deviated / Flex Route
5.	# Daily Hours of Operation:	1	2	2
6.	Start Time:	10:00 AM	8:00 AM	8:00 AM
7.	End Time:	11:30 AM	4:00 PM	4:00 PM
8.	Does the route operate continuously other than short breaks for the driver?	Yes	No	No
9.	Number of times route is run daily	1	2	2
10.	Round Trip Miles per route cycle	10		
11.	Annual Passenger trips (actuals 12 months):	40		
12.	Does the route accommodate baggage?	No	No	No
13.	Is this a new or existing route?	Existing	New	New
14.	Is the service changing?	No		
15.	Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.			
15a.	Medical			
15b.	Employment			
15c.	Education			
15d.	Residential		✓	✓
15e.	Shopping			
15f.	Entertainment			
15g.	Other	✓		
16.	Busiest activity center for this route?			
17.	System Connections?	No	Yes	Yes
17a.	List the other mode it connects to		Fixed Route	Fixed Route
18.	Please identify the jurisdiction(s) that each route operates in:			
18a.	County	Cochise County	Cochise County	Cochise County
18b.	City(ies) (If the route operates outside the	Benson	Benson, St. David	Benson, Willow

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Route Service Characteristics: Food Box Route

city limits, please type unincorporated):

Lakes

19. Upload a user guide for this Route Service Area. Please include a map if it is available.

If you only have one user guide, please upload it only once.

20. Please explain any service changes that you are making and the reasons for making these changes.

21. Any additional comments about your routes and the service your agency provides including seasonal and special event routes.

5311 Application 2018
Organization: City of Benson
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Route Service Characteristics: Pomerene Flex Route

TOTAL ROUTES:	10
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1.	Route Name:	Pomerene Flex Route	Christmas Lights Tour	Summer Pool
2.	Select the Days each route operates:	T Th	F Sa	M T W Th F
3.	Route Type:	Year-Round	Seasonal	Seasonal
4.	Service Type:	Deviated / Flex Route	Fixed Route with Comp. Paratransit	Deviated / Flex Route
5.	# Daily Hours of Operation:	2	4	2
6.	Start Time:	8:00 AM	6:00 PM	10:00 AM
7.	End Time:	4:00 PM	10:00 PM	4:00 PM
8.	Does the route operate continuously other than short breaks for the driver?	No	Yes	No
9.	Number of times route is run daily	2	2	2
10.	Round Trip Miles per route cycle		20	
11.	Annual Passenger trips (actuals 12 months):		47	
12.	Does the route accommodate baggage?	No	No	No
13.	Is this a new or existing route?	New	Existing	New
14.	Is the service changing?		No	
15.	Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.			
15a.	Medical			
15b.	Employment			
15c.	Education			
15d.	Residential	✓		✓
15e.	Shopping			
15f.	Entertainment		✓	✓
15g.	Other		✓	
16.	Busiest activity center for this route?			Community Center
17.	System Connections?	Yes	No	Yes
17a.	List the other mode it connects to	Fixed Route		Fixed Route
18.	Please identify the jurisdiction(s) that each route operates in:			
18a.	County	Cochise County	Cochise County	Cochise County
18b.	City(ies) (If the route operates outside the	Benson, Pomerene	Benson, Pomerene	Benson,

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Route Service Characteristics: Pomerene Flex Route

city limits, please type unincorporated):

Pomerene, St. David, J6/Mescal

19. Upload a user guide for this Route Service Area. Please include a map if it is available.

If you only have one user guide, please upload it only once.

20. Please explain any service changes that you are making and the reasons for making these changes.

21. Any additional comments about your routes and the service your agency provides including seasonal and special event routes.

Vehicles

AGENCY VEHICLE INVENTORY

Total Vehicles in Inventory: 7

Spare Vehicle Ratio: 34%

1. Please provide the information requested in the table below for all vehicles in your transit fleet whose routes utilize 5311 funding.

Vehicle Identification Number (VIN)	Funding Source (i.e.: 5310, 5311, local, etc.)	Vehicle Classification	Actual Vehicle Length	Model Year	Mileage	# of Amb. Seats	# of W/C Positions	Lift or Ramp?	Requesting Rehab?	Route Served (Spare can also be listed)	Is the Vehicle On ADOT Lien?	
1GB9G5AG4A1163861	5311	Cutaway bus		10	113702	21	2	Ramp	No	Spare	✓ Yes	No
1GBJG31K191157887	5311	Cutaway bus		9	111764	15	2	Ramp	No	Para-Transit	✓ Yes	No
1GB9G5AG8A1163877	5311	Cutaway bus		10	114146	21	2	Ramp	Yes	Fixed Route	✓ Yes	No
1FTSS34L24HB45668	CCS	Van		4	130184	6	1	Lift	No	Spare	Yes	✓ No
1FDDE4FS6GDC40695	5311	Cutaway bus		16	16720	10	2	Ramp	No	Fixed Route	✓ Yes	No
0687	5311	Cutaway bus		16	18174	10	2	Ramp	No	Fixed Route	✓ Yes	No
1FDEE3FSXHDC68376	5311	Cutaway bus		10	2186	10	2	Lift	No	Dial-a-Ride	✓ Yes	No
											Yes	No
											Yes	No
											Yes	No

2. Please provide the information requested in the table below for all vehicles in your transit fleet whose routes utilize 5311 funding.

INSTRUCTIONS: SAVE this form prior to filling out this section and the system will automatically copy the VIN numbers from Question 1 into the table below for Question 2.

Vehicle Identification	Condition	In	Original Cost	Make	Model	Fuel Type	Chassis	Anticipated
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Vehicles

Number (VIN)	Code	Service?						Replacement Year
1GB9G5AG4A1163861	2 POOR	Yes	\$125,174	ARBOC	21 PASS 2 W/C	Gas	Medium Duty	2016
1GBJG31K191157887	3 FAIR	Yes	\$120,339	ARBOC	15 PASS 2 W/C	Gas	Light Duty	2017
1GB9G5AG8A1163877	2 POOR	Yes	\$125,174	ARBOC	21 PASS 2 W/C	Gas	Medium Duty	2016
1FTSS34L24HB45668	3 FAIR	Yes					Light Duty	
1FDDE4FS6GDC40695	4 GOOD	Yes						
0687	4 GOOD	Yes						
1FDEE3FSXHDC68376	5 EXCELLENT	Yes						

VEHICLE STORAGE

3. Please list the address of the vehicle storage. If there is more than one location, please list the last 4 VIN's of the vehicles with each address.

City of Benson Yard - 898 N. Madison Benson, AZ 85602

NEW / REPLACEMENT VEHICLES AND VEHICLE REHABILITATION

4. If you are requesting a new or replacement vehicle, please answer the following:
If you are requesting an expansion, VIN not applicable.

VEHICLE SPECIFICATIONS

Expansion or	Vehic	Vehicle Type	Seat	Wheel	Chassis	Fuel	VIN of	Vehic	Replaced	Used	QTY	Cost/Item	Total
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Vehicles

replacement?	le Length	ing Capa city	chair Posi tions	Type	vehic le being replac ed or Rehabi litated (last 4)	le Priori ty #	vehicle disposal?	for Inter city Route?					
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0

TOTAL CAPITAL VEHICLE REQUEST:	\$0
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NEW OR EXPANSION VEHICLE JUSTIFICATION

5. Please explain your justification for a new vehicle. Include the route it will serve and the ridership or projected ridership for a new route.

Our Para-transit bus is at this time 7 years old. It was originally purchased in 2009 and currently has 111,764 miles on it. Although we currently have not had any issues with the bus, due to the age of the bus and the amount of miles it travels within a month (approximately 2400) we are requesting funds to acquire a new bus.

6. If the vehicle is not being retired from service, what is your justification for increasing your fleet size? Explain why a back-up vehicle or existing fleet cannot accommodate this expansion.

The vehicle will be used to replace our current back up vehicle which is the van we acquired from CCS which has over 130,000 miles on it and is over 10 years old.

Vehicles

7. If you are retiring a vehicle, please explain why rehabilitation is not a better option than purchasing a new vehicle.

8. Please identify the contract you will be using to purchase the vehicle. Specify ADOT, Self-Procure, Joint Procure, or Other. Please name the lead agency which procured or will procure the vehicle. If you are using the ADOT or State contract, you must have created a build with an ADOT vendor prior to submitting this application.

We plan on using ADOT's contract. We plan on acquiring this bus the first year of this grant cycle.

8a. Please upload your Build Sheet Documentation.
https://grants.azdot.gov/_Upload/28106-BusBuildSheet-7004.pdf

9. Will your requested vehicle be fully accessible to persons with disabilities, in accordance with ADA guidelines? Yes No

9a. If No, Please explain

9b. If No, upload a Certificate of Equivalent Service form.

Vehicle Rehabilitation

If you are requesting a vehicle rehabilitation, please answer the following:

10. Please identify the VIN of the vehicle being rehabilitated, the parts of the vehicle that are planned for rehab, and what will be done as part of this funding request.

11. Please explain why rehabilitation is the best option for this vehicle.

Vehicles

ALL CAPITAL VEHICLE REQUESTS

12. Please estimate the following dates for milestones. If more than one procurement contract will be needed, please enter the milestone dates in the appropriate column. They are reported to FTA and will need to be confirmed if the award is made.
Project Title should be (Expansion or Replacement) - (Vehicle Type). e.g. Expansion - Vans

Project Title	Estimated Completion Date				
	RFP Issued	Contract Awarded	First Vehicle Delivered	All Vehicles Delivered	Contract Complete
Replacement - Bus	3/17/2014	3/17/2014	12/31/2016	12/31/2016	9/30/2017

Other Capital Requests

- What is your alternative option if this is not awarded?
- For larger projects, please detail other funding sources you are pursuing (or have obtained).
- For larger projects, what is the next step in the process? Please outline what you've completed so far and upload any applicable studies.
- Provide a map for any location specific requests such as facilities, passenger shelters, etc...

Title:

Justification:

2a. TBD

BAT has a dedicated Dial-a-Ride bus and driver. We have many riders that require curb to curb service due to limited mobility and special needs. This is a reclassification of our On Demand Service. If do not receive this award, the funds will revert back to operations as in previous years.

Map and / or backup documentation

Title:

Justification:

2a. TBD

This is a request for preventative maintenance for our vehicles

Map and / or backup documentation

Title:

Justification:

2a. TBD

One of the BAT buses can be rehabbed and used on our seasonal routes and back-up. Some seats need to be removed to put it under the CDL limit. We feel this is more efficient that requesting a new vehicle.

Map and / or backup documentation

ALL CAPITAL REQUESTS

NOTE: REQUESTS WITHOUT MILESTONE DATES WILL NOT BE AWARDED.

3. Please estimate the following dates for milestones. If more than one procurement contract will be needed, please enter the milestone dates in the appropriate column. They are reported to FTA and will need to be confirmed if the award is made.

For each Capital item or project requested, please fill out the proposed Milestone dates.

Other Capital Requests

	Estimated Completion Date		
Project Title	RFP Issued	Contract Awarded	Contract Complete
Preventative Maintenance			

4. If you would like to provide letters of support from your stakeholders and community members, please upload them below. Please only provide if the capital items exceed \$50K. (As discretionary grant opportunities are available, ADOT may apply on your behalf).

Budget

REQUESTED BUDGET SUMMARY	Match Ratio	Total Request (2 YEARS)	Federal Request	Local Match	
Administration Request	80/20	\$178,818	\$143,054	\$35,764	Admin Ratio: 37.63%
Operating	58/42	\$161,851	\$93,874	\$67,977	
Intercity Request	58/42	\$0	\$0	\$0	
Capital Request	80/20	\$146,521	\$117,217	\$29,304	
Planning Request	80/20	\$0	\$0	\$0	
Total Request		\$487,190	\$354,145	\$133,045	

ADMINISTRATION BUDGET	Year 1 Request	Year 2 Request	Final Budget (Awarded)	Federal Request	Local Match	Subcontracted?
Administrative Supplies	\$200	\$200		\$160	\$40	Yes <input checked="" type="checkbox"/> No
Fringe Benefits (Admin)	\$14,206	\$15,626		\$12,501	\$3,125	Yes <input checked="" type="checkbox"/> No
In-Kind (Administration)	\$6,250	\$6,250		\$5,000	\$1,250	Yes <input checked="" type="checkbox"/> No
Marketing/Advertising	\$2,000	\$1,000		\$800	\$200	Yes <input checked="" type="checkbox"/> No
Phones/Internet	\$500	\$500		\$400	\$100	Yes <input checked="" type="checkbox"/> No
Professional Services	\$2,500	\$2,500		\$2,000	\$500	Yes <input checked="" type="checkbox"/> No
Transit Manager/Coordinator	\$38,760	\$42,636		\$34,109	\$8,527	Yes <input checked="" type="checkbox"/> No
Travel - non training	\$400	\$400		\$320	\$80	Yes <input checked="" type="checkbox"/> No
Insurance	\$21,376	\$23,514		\$18,811	\$4,703	Yes <input checked="" type="checkbox"/> No
Total Administration Costs	\$86,192	\$92,626	\$0	\$74,101	\$18,525	

Please specify other:
 Please specify other:
 Please specify other:
 Please specify other:
 Please specify other:

If applying for Intercity funds, what percentage of your Operating Budget is for Intercity Operations? %

Budget

OPERATING BUDGET	Year 1 Request	Year 2 Request	Final Budget (Awarded)	Federal Request	Local Match	Subcontracted?
Dispatcher(s)	\$26,663	\$29,330		\$17,011	\$12,319	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Driver Training & Certifications	\$1,000	\$1,000		\$580	\$420	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Driver Salaries	\$40,778	\$44,856		\$26,016	\$18,840	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fringe Benefits	\$8,157	\$8,971		\$5,203	\$3,768	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Fuel	\$8,772	\$9,649		\$5,596	\$4,053	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Operating Supplies	\$325	\$350		\$203	\$147	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Radio Services/Equipment	\$2,000	\$2,000		\$1,160	\$840	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Tires/Parts/Maintenance	\$2,500	\$2,500		\$1,450	\$1,050	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Uniforms	\$500	\$500		\$290	\$210	Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
Total Operating Costs	\$90,695	\$99,156	\$0	\$57,510	\$41,646	
Deductions including Fares Earned	\$14,000	\$14,000	\$14,000			
Net Operating Costs	\$76,695	\$85,156	(\$14,000)	\$49,390	\$35,766	

Please specify other:

CAPITAL REQUEST	Total Request (2 YEARS)	Federal Request	Local Match	QTY	Unit Cost
This section autopopulates and will not reflect the final award, only the request. The final award for Capital will appear on your Exhibit A and in the reimbursement requests.					
ADA Complementary Paratransit	\$109,521	\$87,617	\$21,904	1	\$109,521

Budget

Preventive Maintenance	\$25,000	\$20,000	\$5,000	1	\$25,000
Rehab bus	\$12,000	\$9,600	\$2,400	1	\$12,000
Total Capital Costs	\$146,521	\$117,217	\$29,304		

PLANNING REQUEST	Total Request (2 YEARS)	Federal Request	Local Match
Total Planning Costs	\$0	\$0	\$0

2-Year Budget Form

https://egrants.azdot.gov/_Upload/34849

-5311_2-Year_Budget_Form_v22018-2

020(1).xlsx

For all Personnel (full time and part time) who are paid using this grant, list the following:
 Please list the average number of hours / week the employee will be dedicated to transit. Based on a forty hour work week.
 To get to a Wage per hour, calculate full-time salary divided by 2080.
 Similar job title and wage per hour can be combined onto a single line (denote # of employees referenced in the job title)

Job Title / Category	Transit Hours per week	\$ Wage per Hour	Total
Part Time Driver x2	60	\$13.10	\$786.00
Full Time Driver	40	\$13.10	\$524.00
Dispatcher	40	\$13.10	\$524.00
Transit Manager	40	\$19.00	\$760.00
		Weekly Total:	\$2,594.00
		Annual Total:	\$134,888.00

Budget

Comment (Please provide any other information you feel is pertinent to the application.)

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(This column is for the applicant to provide any other information you feel is pertinent to the application. Please provide any other information you feel is pertinent to the application.)

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Local Match

REQUESTED BUDGET SUMMARY			
	Total Request	Federal Request	Local Match
Total	\$146,521	\$117,217	\$29,304

LOCAL MATCH			
Match Amount	Name of Match Contributor	Contribution Source	Please Describe
\$37,000	AAA	Other	Triple A Funding
\$127,959	City of Benson	City	General Funds
Total: \$164,959			

Are you planning to use in-kind funds/services for local match? Yes No
 (Capital not eligible for In-Kind)

All In-Kind match must be documented at the time of the contribution.
 Except for a land donation, in-kind match cannot be used towards capital projects / purchases.
 If your marketing revenues are going towards local match, please document it separately and label it in the description box.

In-kind must also be documented in the local match above.

See IRS Mileage Reimbursement Rates.

IN-KIND MATCH			
		Value of Service /	

Local Match

Budget Type	Source of Donations / Service	Unit of Measure	Total In-Kind
Administration	Advertising and Marketing Personnel	\$25.00 per hour	\$6,250.00
TOTAL:			\$6,250

Upload Backup Documentation:

Match Additional Information

Line Item	Description	Amount	Match Type
1	City of Benson	6,250.00	Local Match
TOTAL MATCH			

Line Item	Description	Amount	Match Type
1	City of Benson	6,250.00	Local Match

5311 Application 2018
Organization: City of Benson
5311-2018-Benson Area Transit-00036
Safety and Training Programs

The following are components of a required Americans with Disabilities Act (ADA) training program:

- Operate vehicles and equipment safely
- Appropriate attention to the differences among persons with disabilities
- Treat persons with disabilities in a respectful and courteous way
- Assist passengers properly

1. INDICATE ALL TRAINING YOUR AGENCY PROVIDES:

- Yes Do your drivers receive training that covers the above ADA areas?
- Yes Defensive Driving training?
- Yes PASS (Passenger Service and Safety - CTAA)
- Yes START (Safety Training and Rural Transit – National RTAP)
- Yes Customer Service
- Yes Emergency Evacuation (covered by PASS)
- Yes Biohazard Training
- Yes First Aid
- Yes CPR
- Yes Safety
- Yes Reasonable Suspicion (Drug & Alcohol Training for Supervisors)
- Yes Dispatcher Training
- Yes 24 hour behind the wheel training for drivers with experienced driver
- Yes Vehicle Pre/Post Trip Inspection Training
- Yes Transit Operations Policies & Procedures

Other
Describe:

Other
Describe:

Other
Describe:

No 2. Is your training program offered in house?
If no, where and by whom does your agency staff receive training

Vista Transit

SAFETY

3. Please answer the following questions. The transportation program or agency....:

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Organization: City of Benson
5311-2018-Benson Area Transit-00036
Safety and Training Programs

- Yes Obtains a copy of a driving record before hiring a new driver?
- No Makes a road test part of the driver applicant review process?
- Yes Performs criminal history checks on new hires?
- Yes Has a Federal Transit Administration approved Drug & Alcohol Testing Policy and Program?
- Yes Formally investigates accidents and incidents, maintains an accident log, and prepares a report for the files?
- Yes Has a file in which records of all accidents are kept?
- No Has a specific safety/risk management manual?
- No Developed a written transit safety and security policy?
- Yes Takes ADOT funded vehicles in for annual inspection?
- Yes Has a documented vehicle maintenance program?
- 0 How many accidents did the transportation program have last year that met the Federal Transportation Administration (FTA) thresholds for reporting?

5311 Application 2018
Organization: City of Benson
5311-2018-Benson Area Transit-00036
Substance Abuse

1. Do you have a substance abuse program in place that meets current Federal, State and Local regulations and practices? Yes
2. Do you have a clearly written substance abuse policy statement and procedures that describe your agency's policy and plans for complying with the FTA regulations? Yes
2.a. If yes, attach your policy to this checklist.
https://egrants.azdot.gov/_Upload/28109-DrugAlcoholPolicy2016.docx
3. If your program includes more than what is mandated by the FTA regulations, is this reflected in the written policies? Yes
4. Have you made the necessary provisions for recordkeeping and reporting? Yes
5. Do these provisions include procedures to protect the individual's right to privacy and the prevention of unauthorized release of test result information? Yes
6. Have you selected qualified personnel who will be responsible for implementing and monitoring the program? Yes
7. Have these individuals been provided with the required trainings including reasonable suspicion? Yes
8. Have you informed your employees in writing of your agency's substance abuse policy and its implementation requirements? Yes
9. Have you established and documented a minimum of 60 minutes of drug awareness training for safety sensitive employees and 2 hours of supervisory awareness training (one hour on drugs and one hour of alcohol signs, symptoms and effects). Yes
10. Are enough employees trained in reasonable suspicion that the transit agency is covered at all times and shifts? Yes
11. Are these training programs held regularly to account for staff turnover and other changes? Yes
12. Does your program include testing for the five prohibited classes of substances, marijuana, cocaine, opiates, amphetamines, and PCP? Yes
13. Does your program have provisions for testing for the following events: pre-employment, random, post-accident, reasonable suspicion, and (return to duty, follow-up testing in the event of a second chance policy) according to the standards defined in the federal regulations? Yes

5311 Application 2018
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CIVIL RIGHTS

Title VI Implementation

1. No Does your Agency receive funds directly from the Federal Transit Administration (FTA)?
2. Yes Does your agency have a Title VI Implementation Plan (including the required elements from the FTA Circular C 4702. 1B see Title VI Implementation Plan Template) that can be uploaded as one file?

2a. If yes, attach the complete Title VI Implementation Plan.

https://egrants.azdot.gov/_Upload/28100-FinalTitleVIPlan250416.docx

2b. If no, attach the following documents:

Title VI Notice to the Public:

Public Participation Plan:

Limited English Proficiency (LEP) Policy:

2c. No* Is your Notice to the Public posted online?

If yes, attach copy.

3. No* Does your agency provide FTA Transit funds to subrecipients?

If yes, see additional requirements in the Title VI Implementation Plan Template.

4. No* Has your agency constructed a facility as defined in the FTA Circular C 4702.1B?

5. Yes Does your Agency select the membership of non-elect committees?

6. Yes* Are you a Fixed Route Transit Provider as defined in FTA Circular C 4702.1B?

If yes, see additional requirements in the Title VI Implementation Plan Template.

6a. Please attach a copy of your service standards.

https://egrants.azdot.gov/_Upload/28100-ServicePlanUpdated042116.docx

5311 Application 2018
Organization: City of Benson
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CIVIL RIGHTS

Complaint Process and Procedures

7. Yes Does the agency have nondiscrimination complaint process/procedures?
8. Yes Do the procedures provide guidance under the Americans with Disabilities Act of 1990, Section 504 of the Rehabilitation Act of 1973, and Title VI of the Civil Rights Act of 1964?
9. No* Has there been any civil rights related complaints, lawsuits, allegations, or legal actions filed against your agency in the last two years?
- 9a. If yes, briefly explain the nature of the complaint(s), as well as how and when they were rectified.
10. Yes Does the Agency have a Discrimination Complaint Process in their Implementation Plan?
- 10a. If no, attach a copy.
11. (rdbComplaintProcessOnline) Is your Complaint process posted online?
12. If yes, please provide the URL.
13. Yes Does the Agency have a Discrimination Complaint Form in their Implementation Plan?
14. If no, attach a copy.
15. No Does the Agency have a Discrimination Complaint Log describing any ADA/Title VI Investigations, Complaints, and Lawsuits?
16. If yes, attach a copy.

Equal Employment Opportunity (EEO)

- 17a. Yes* Does your agency have an Equal Opportunity Employment (EEO) policy?

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Organization: City of Benson
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CIVIL RIGHTS

17b. If yes, attach a copy of the EEO policy.

https://egrants.azdot.gov/_Upload/23928-COB-EEO.pdf

17c. Yes Does your agency have an EEO public notice document?

17d. If yes, attach a copy of the notice.

https://egrants.azdot.gov/_Upload/23928-EEO-PublicAnnouncement.pdf

17e. Identify the name, phone number, and email address of the EEO coordinator.

Name:

Lori McGoffin

Phone:

(520) 720-6324

Email Address:

lmcgoffin@bensonaz.gov

17f. Yes* Does your agency include an EEO statement in all job announcements?

17g. Yes* Does your agency post EEO information in places where employees congregate?

**Americans with Disabilities
Act (ADA)**

18a. Yes Does your agency have a ADA policy statement?

18b. If yes, attach a copy of your ADA policy.

https://egrants.azdot.gov/_Upload/23928-ADAPolicy.docx

19a. Yes FTA requires that if your agency has any non-ADA accessible vehicles in your fleet, your agency must be able to provide "equivalent service" through some other means, such as sufficient other accessible vehicles or a written agreement with another provider in your service area to provide a lift-equipped vehicle when needed. Does your agency have at least one fully operable wheelchair accessible vehicle meeting ADA standards, with available qualified driver(s), for each of your primary service areas?

19b. If no, please explain if and how your agency maintains equivalent service for persons with disabilities if

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CIVIL RIGHTS

service is requested and an accessible vehicle is needed to provide service?

19c. Yes Does your agency have alternative methods to provide equivalent service should the only accessible vehicle(s) or available driver(s) be rendered out-of-service for more than a few days.

19d. No Are there special charges for individuals with disabilities, including individuals who use wheelchairs?

19e. If yes, explain the circumstances.

20a. Yes* Is information on your service provided in accessible formats if requested?

20b. If yes, explain how both a hearing impaired person and a visually impaired person would request a ride on your service?

For hearing impaired persons we offer a TTY designated phone line. For visually impaired we offer personal service with scheduling and questions. We currently have several passengers who are visually impaired using the paratransit service and have worked through any issues that have come up.

20c. If no, please provide explanation.

21a. No* Has your agency ever turned down a request for transportation from a person with a disability?

21b. If yes, explain the circumstances surrounding the incident(s) and why the request(s) was denied?

22. No* Is your turndown rate higher for people with a disability than for non-disabled?

23a. Yes* Are inspections of ADA equipment including lifts, ramps, securement devices, signage, and communication systems, part of your agency's pre-trip and post-trip inspection checklists?

23b. If no, explain how these items of equipment are being checked on a regular basis to ensure safe and reliable use?

Drivers perform pre-trip and post trip inspections. If a failure is detected, the driver contacts the transit manager immediately. The transit manager will coordinate a back up ADA compliant vehicle and will

5311 Application 2018
Organization: City of Benson
5311-2018-Benson Area Transit-00036
CIVIL RIGHTS

contact our mechanic for repairs.

- 23c. When equipment failures or deficiencies are found during inspections, what is your agency's policies and procedures to immediately address the problem?

If a failure is detected, the driver contacts the transit manager immediately. The transit manager will coordinate a back up ADA compliant vehicle and will contact our mechanic for repairs.

24. Does your agency have in place written policies, procedures, and information regarding the following requirements of the ADA?

24a. Yes Lift vehicle availability?

24b. No Maintenance of accessible features on vehicle(s)?

24c. No Adequate time for vehicle boarding and disembarking?

24d. Yes Use of portable oxygen/respirator equipment?

24e. If you answered Yes to any of the above questions and you have separate written policies, procedures, or information from your ADA policy, please attach copies here:

24f. No Does your agency have written policies, procedures, or information regarding ADA personnel training? (wheelchair securement, sensitivity to passengers, effective communication, etc.)

24g. If yes, attach copies.

24h. Please identify the name, address, phone number, and email address of the responsible employee designated to coordinate ADA compliance.

Kathe Williams
120 W 6th St.
Benson, AZ 85602
520-720-6315
kwilliams@bensonaz.gov

24i. Yes Does your agency maintain in operative condition features of facilities and vehicles (e.g. lighting, lifts, ramps, signage, securement systems) that are required to make the facility and vehicle readily accessible to and usable by individuals with disabilities?

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24j. If no, please explain the circumstances.

Disadvantaged Business Enterprise (DBE)

25. Yes During the past four (4) years, has your agency received or are you applying for FTA funds other than rolling stock- including Mobility Management, and/or Operating funding from ADOT?

26a. Yes Does your agency contract out or plan to contract out or procure services using ADOT awarded funds including operating or mobility management funds or have other outside service contracts using federal funds, other than vehicle purchases?

26b. Yes If yes, does your agency report these contracted services and vendors through the AZ LPA Contract Management System at <http://arizonalpa.dbesystem.com> at the time of submitting the reimbursement request to ADOT?

27a. Yes Have you adopted or do you agree to adopt ADOT's DBE plan? ADOT FTA DBE Plan

27b. No If no, does your agency have an approved FTA Disadvantaged Business Enterprise (DBE) program plan?

27c. If yes, Attach a copy of your DBE program plan.

28. Please describe the methods your agency uses to include or recruit certified DBE's for contracting opportunities (services and vendors).

Before any project, the City will examine the DBE website for any appropriate vendors or service providers that are available in our area.

Drug/Alcohol Free Workplace & Safe Environment

29a. Yes Does your agency have a Drug / Alcohol Free Workplace & Safe Environment Policy?

29b. If yes, attach a copy of your policy.

https://egrants.azdot.gov/_Upload/28100-DrugAlcoholPolicy2016.docx

29c. If no, please provide the date your agency will be approving a Drug / Alcohol Free Workplace & Safe Environment policy.

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CIVIL RIGHTS

City of Benson City Council Communication

Regular Meeting

March 12, 2018



To: Mayor and Council

Agenda Item # 3

From: Keith Spangler, Fire Chief

Subject:

Discussion and possible action regarding Resolution 9-2018 of the Mayor and Council of the City of Benson, Arizona, approving an Arizona State Forestry Division Cooperative Intergovernmental Agreement, for the protection of its forests and wildlands

Discussion:

This Cooperative Fire Rate Agreement from the AZ Dept. of Forestry and Fire Management (DFFM) is to replace the existing rate agreement that will expire the end of the month. The agreement is for two years. This agreement allows the Fire Department to request funds "bill" the AZ DFFM for wildland fires it responds to outside the City Limits. The Fire Department can "bill" for personnel and equipment that responds to initial attack fires and for responding to fires for extended attack throughout the State and out-of-State fires as well.

Staff Recommendation:

Council pleasure

RESOLUTION 9-2018

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING AN ARIZONA STATE FORESTRY DIVISION COOPERATIVE INTERGOVERNMENTAL AGREEMENT, FOR THE PROTECTION OF ITS FORESTS AND WILDLANDS

WHEREAS, the City of Benson, Arizona is a political subdivision of the State of Arizona; and

WHEREAS, the City of Benson has a Volunteer Fire Department that provides fire prevention and fire protection services; and

WHEREAS, the City desires to enter into a mutually beneficial agreement Arizona State Forestry Cooperative – as it is authorized to do by A.R.S. §11-951 *et seq* – to protect its forests and wildlands; and

WHEREAS, the Mayor and Council of the City of Benson have reviewed the terms and conditions of the proposed Agreement between the City of Benson and the Arizona State Forestry Cooperative, and find that entering into it is in the best interests of the City and its residents.

NOW THEREFORE, BE IT RESOLVED by the City of Benson Mayor and Council that the City agrees to the terms of “*Agreement*” Cooperative Fire Rate Agreement Number 03-0105-18, IGA Reference Agreement Number FD-16-0018ASF-A3S, attached hereto as Exhibit A.

BE IT FURTHER RESOLVED that the City’s officers and staff are authorized to take all steps necessary and proper to implement that Contract and carry out its intents and purposes.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 12th day of March, 2018.

TONEY D. KING, SR., Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

MESCH, CLARK & ROTHSCHILD
By GARY J. COHEN
City’s Attorney

Exhibit A

Cooperative Fire Rate Agreement Number 03-0105-18,
IGA Reference Agreement Number FD-16-0018ASF-A3S

ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT

Cooperative Fire Rate Agreement

COOPERATIVE FIRE RATE AGREEMENT NUMBER						IGA REFERENCE AGREEMENT NUMBER			
03-0105-18						FD-16-0018ASF-A3S			
(1) FIRE DEPARTMENT NAME (COOPERATOR)						(6) STATE DISTRICT OFFICE			
Benson Fire Department						Southeast District Office 3740 E. 43rd Place Tucson, Arizona 85713 Main Office Number: 520-628-5480 Fax: 520-628-5847 smillert@dffm.az.gov			
(2) PHYSICAL ADDRESS			(3) MAILING ADDRESS						
375 E 7th St			375 E 7th St						
(4) CITY, STATE, ZIP CODE		(4a) DISPATCH NUMBER		(4b) FAX NUMBER					
Benson, AZ, 85602		520-586-3333		520-720-6192					
(4c) FIRE CHIEF NAME		(4d) EMERGENCY PHONE		(4e) EMAIL ADDRESS		www.dffm.az.gov aidclogistics@dffm.az.gov			
Keith Spangler		520-586-3333		kspangler@bensoaz.gov					
(4f) WILDLAND CONTACT NAME				(4g) CONTACT NUMBER		(7) FEDERAL EMPLOYER ID NUMBER			
Keith Spangler				520-265-0032		86-6000234			
(5) EFFECTIVE DATES OF AGREEMENT				BEGINNING:		ENDING:			
(8) Equipment work rates listed below are based on all operating supplies being furnished by cooperator (WET).				(9) Resources assigned under this Agreement remain employees or property of the cooperator and are subject to cooperators supervision and control and are covered by Cooperators workman's compensation and insurance.					
(10) EQUIPMENT DESCRIPTION							(11) RATES		
NWCG MINIMUM EQUIPMENT STANDARDS	LICENSE PLATE NUMBER	YEAR	MAKE	MODEL	VEHICLE IDENTIFIER	(12) RATE	(13) UNIT HR./DAY	(14) MILEAGE	
a. Engine T1 Minimum 300 GALS 1000 GPM Min Staffing 4	LG-99F9	1991	E-One		Eng 71	\$118.00	Hour		
b. Engine T3 Minimum 500 GALS 150 GPM W/CAFS Min Staffing 3	G-735HG	2015	E-One	Int	Eng 711	\$145.00	Hour		
c. Engine T6 Minimum 150 GALS 50 GPM W/CAFS Min Staffing 2	G-292EK	2012	Ford	F-550	Brush 711	\$98.00	Hour		
d. Engine T6 Minimum 150 GALS 50 GPM Min Staffing 2	LG-613R	1982	Chevy	3500	Brush 711	\$72.00	Hour		
e. Tender Support T2 2500 GALS 200 GPM Staffing 1	G-393EM	2012	International		Tender 71	\$113.00	Hour		
f. Tender Support T2 2500 GALS 200 GPM Staffing 1	LG-882W	1978	White		Tender 711	\$96.00	Hour		
(15) SPECIAL PROVISIONS: Cooperator will adhere to terms set to on the General Provisions to Cooperative Rate Agreement FM104A(03/16) attached hereto.									
Workman's Comp # 2000039			Insurance Carrier: Arizona Municipiple Risk Retention Pool # 2000037-1						
(16) FIRE DEPARTMENT/AGENCY REPRESENTATIVE SIGNATURE				(17) NAME AND TITLE (PLEASE PRINT)			(18) DATE		
				Keith Spangler - Fire Chief					
(19) STATE AGENCY REPRESENTATIVE SIGNATURE				(20) NAME AND TITLE (PLEASE PRINT)			(21) DATE		

ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT

CFR Continuation Sheet

COOPERATIVE FIRE RATE AGREEMENT NUMBER	IGA REFERENCE AGREEMENT NUMBER
03-0105-18	FD-16-0018-ASF-A3S
(1) FIRE DEPARTMENT / AGENCY NAME (COOPERATOR)	(6) STATE DISTRICT OFFICE
Benson Fire Department	Southeast District Office

(10) EQUIPMENT DESCRIPTION						(11) RATES		
NWCG MINIMUM EQUIPMENT STANDARDS	LICENSE PLATE NUMBER	YEAR	MAKE	MODEL	VEHICLE IDENTIFIER	(12) RATE	(13) UNIT HR./DAY	(14) MILEAGE
g. Tender Tactical T1 2000 GALS 250 GPM Staffing 2 ENGB	G-393EM	2012	International		Tender 71	\$125.00	Hour	
h. Pickup 4 X 2 3/4 Ton All Body Styles	G-322AZ	1997	Ford	F-250	Support 71	\$65.00	Day	\$0.65
i. SUV 4 X 4 3/4 Ton	G-546EH	2002	Ford	Excur	Command 71	\$63.00	day	\$0.63
j.								
k.								
l.								
m.								
n.								
o.								
p.								

(15) SPECIAL PROVISIONS: Cooperator will adhere to terms set to on the General Provisions to Cooperative Rate Agreement FM104A(03/16) attached hereto.

(16) FIRE DEPARTMENT/AGENCY REPRESENTATIVE SIGNATURE **(17) NAME AND TITLE (PLEASE PRINT)** **(18) DATE**

Keith Spangler - Fire Chief

(19) STATE AGENCY REPRESENTATIVE SIGNATURE **(20) NAME AND TITLE (PLEASE PRINT)** **(21) DATE**

ARIZONA DEPARTMENT OF FORESTRY AND FIRE MANAGEMENT

CFR Continuation Sheet

COOPERATIVE FIRE RATE AGREEMENT NUMBER						IGA REFERENCE AGREEMENT NUMBER		
(1) FIRE DEPARTMENT / AGENCY NAME (COOPERATOR)						(6) STATE DISTRICT OFFICE		
(10) EQUIPMENT DESCRIPTION						(11) RATES		
NWCG MINIMUM EQUIPMENT STANDARDS	LICENSE PLATE NUMBER	YEAR	MAKE	MODEL	VEHICLE IDENTIFIER	(12) RATE	(13) UNIT HR./DAY	(14) MILEAGE
q.								
r.								
s.								
t.								
u.								

v.								
w.								
x.								
y.								
z.								

(15) SPECIAL PROVISIONS: Cooperator will adhere to terms set to on the General Provisions to Cooperative Rate Agreement FM104A(03/16) attached hereto.

(16) FIRE DEPARTMENT/AGENCY REPRESENTATIVE SIGNATURE **(17) NAME AND TITLE (PLEASE PRINT)** **(18) DATE**

(19) STATE AGENCY REPRESENTATIVE SIGNATURE **(20) NAME AND TITLE (PLEASE PRINT)** **(21) DATE**

GENERAL PROVISIONS TO STATE FORESTER'S COOPERATIVE RATE AGREEMENT FORM FM 104A (01/18)

This Cooperative Fire Rate Agreement is entered into pursuant to the Cooperative Intergovernmental Agreement currently in effect between the State Forester and the Cooperator. The following terms and provisions apply, but in the event of a conflict between this Rate Agreement and the Cooperative Intergovernmental Agreement, the Cooperative Intergovernmental Agreement shall prevail.

1. Reimbursement for expenses incurred under this Agreement follows the most recent version of the Interagency Incident Business Management Handbook (the "Yellow Book"). Cooperators under this Agreement are treated as Cooperators under the Handbook. In the event of a conflict between the Handbook, this Rate Agreement, and/or the Cooperative Intergovernmental Agreement ("IGA"), the IGA shall prevail, followed by this Rate Agreement.

2. Resources assigned under this Agreement remain employees or property of the Cooperator and are subject to Cooperators supervision and control and are covered by Cooperators workers' compensation and insurance.

3. **Safety.** Resources assigned under this Agreement are expected to follow National Wildland Coordinating Group standards ("NWCG Standards"). This includes training, qualifications, and the expectation that resources assigned will be expected to operate unsupported for the first 24 hours of an assignment. Failure to follow these standards may result in resources being removed from the fire line, sent home prior to the end of the assignment, and/or refusal to dispatch such resources to other incidents until the deficiencies are remedied.

(a) The Cooperator must comply with all applicable rules and regulations covered by the Arizona Industrial Commission Occupational Safety Codes, Title 23, Chapter 2, Article 10.

(b) Current NWCG Qualification standards apply. During initial response actions, minimum firefighter qualifications are completion of NWCG FFT2 qualifications. Individuals that are training at or above, or are qualified at or above single resource boss or unit leader level, must have been approved by the State Qualifications Committee.

(c) Fire department personnel must be a minimum of 18 years of age and in adequate physical condition to meet the NWCG Standard 310-1 designated work capacity test physical requirements for the position for which they were ordered. Fire department personnel will carry a current, approved Incident Qualification Card showing the position for which they were ordered.

4. **Equipment Requirements.** Failure to follow these standards may result in resources being removed from the fire line, sent home prior to the end of the assignment, and/or refusal to dispatch such resources to other incidents until the deficiencies are remedied.

(a) **Personal Protective Equipment.** Cooperators must supply and utilize the following minimum required personal protective equipment for wildfire response: hardhat, eye protection, long sleeve fire resistant shirt, fire resistant trousers, leather lace up boots with a minimum 8" top and non-skid soles, leather work gloves, hearing protection, and a fire shelter. Personal protective equipment shall meet current NFPA standards where applicable.

(b) **Condition of Equipment.** Equipment furnished under this Agreement will be equipped to the standards listed in the State Required Equipment Guide 2014. Equipment determined at the time of check in or inspection to be not in safe and operative condition or not compliant with the State Required Equipment Guide 2014 may be rejected by the incident. The incident may allow the Cooperator to correct deficiencies within 24 hours. No reimbursement will be made for rejected equipment.

(c) **Standard Staffing.** Staffing for equipment is determined by capacity of the equipment and the number of personnel needed to effectively operate the equipment. Arizona DFFM expects equipment to be staffed to the capacity allowed by the equipment. Maximum allowable staffing levels for a type 3 engine shall be 5 persons. A Type 6 engine will have a maximum staffing level of 4 persons. All watertenders will be staffed with 2 persons. Arizona DFFM recognizes that not all cooperators may be able to staff at maximum levels. Minimum staffing levels will be at least NWCG minimum staffing plus 1 body for engines and NWCG minimum staffing for water tenders. Chase trucks to allow for maximum staffing levels ARE NOT automatically authorized. Chase trucks must be authorized on the Resource order to be reimbursed.

(d) **Operating Supplies.** Operating supplies are to be provided by the Cooperator. Operating supplies may include but are not limited to fuel, oil, filters, lube/oil changes. Though all operating supplies are to be furnished by the Cooperator, the State may, at its option, elect to furnish such supplies when necessary to keep the equipment operating. The cost of such supplies will be deducted from reimbursement to the Cooperator.

5. Equipment Damage.

(a) **Repairs.** Repairs to equipment shall be made and paid by the Cooperator. The State may, at its option, elect to make such repairs when necessary to keep the equipment operating. The cost of such repairs will be deducted from reimbursement to the Cooperator.

(b) **Equipment Damaged on Incident.** Equipment that cannot be repaired at the site of work by the Cooperator or by the incident, within 24 hours, may be considered as being withdrawn by the Cooperator. Cooperator may be reimbursed for the normal costs of returning equipment and/or personnel to the Home Unit as promptly as emergency conditions will allow. Personnel

assigned to inoperable equipment are limited to 8 hours of compensation per shift unless otherwise dictated by home unit shift schedule.

(c) Loss, Damage or Destruction. Equipment furnished under this agreement may be operated and subjected to extreme environmental and/or strenuous operating conditions which could include but is not limited to unimproved roads, steep, rocky, hilly terrain, dust, heat, and smoky conditions. As a result, by entering into this agreement, the Cooperator agrees that what is considered wear and tear under this Agreement is in excess of what the equipment is subjected to under normal operations and is reflected in the rates paid for the equipment. No reimbursement will be made for loss, damage or destruction when (a) it is due to normal wear and tear, or (b) negligence of the Cooperator or the Cooperator's agents which caused or contributed to the loss, damage or destruction, or (c) damages caused by equipment defects unless such defects are caused by negligence of the State or its employees. Vehicular damage claims, not directly related to incident activity, particularly prior to check-in or after demob, should be submitted through the owning agency's insurance prior to submission to the state. Loss, damage, or destruction claims will be evaluated on a case by case basis and evaluated for extraordinary circumstances outside of normal conditions.

(d) Claims. Claims for reimbursement for damage, loss, or destruction of equipment should be submitted separately from the invoice (FM122). Claims documentation must include an S-number, copies of any paperwork submitted to the fire to obtain the S-number, a written description on an ICS Form 213, General Message Form, of how the loss, damage or destruction occurred (who, what, when, where and why), and a copy of the paid receipt. The written description must be signed by incident supervisory personnel, the Logistics Section Chief or designee, and the Incident Business Advisor (IBA). In the absence of an IBA, the signature of the Finance Section Chief or designee is required. On a State jurisdiction incident compensation for loss, damage or destruction is at the discretion of the State, even if an S-number has been issued by the incident.

6. **Time Eligible for Reimbursement.** The Cooperator may seek reimbursement for personnel and equipment furnished under this Agreement starting at the time the resource leaves its Home Unit, and ending when that resource returns to its Home Unit, unless an allowance for refurbishment and/or rest and recuperation applies.

(a) Home Unit. For travel to and from the incident, the Home Unit for equipment and personnel is the place where that equipment or personnel is normally stationed. For personnel who do not have a normal place they are stationed, the Home Unit shall be the Cooperator's station located closest to their place of residence. When equipment or personnel are moved from one incident directly to another incident, Cooperator must submit separate bills for each incident, and

will be reimbursed for travel between the incidents.

(b) Refurbishment/Rehabilitation. Refurbishment/rehabilitation ("rehab") will be allowed but will be restricted to the time it takes to bring the resource back to fire readiness. The State Forester anticipates that most rehab will occur prior to the resource leaving the incident. However, Cooperators may be reimbursed for personnel time only for rehab after return to the home station. Cooperators will not be reimbursed for rehab time that exceeds 1 hour for engines, water tenders, and vehicular medical/rescue resources and 2 hours for crews. Equipment rates will not be paid for rehab time. Vehicle types not listed above are not eligible for rehab time. Reimbursement for rehab time that exceeds these time frames must be approved by the Arizona State Forester's representative in advance and in writing, and such approval must be presented with the invoice.

(c) Rest and Recuperation (R & R). Cooperator will be reimbursed for personnel R & R after return home from a 14 day assignment (exclusive of travel), under the following conditions: 1) Cooperating agency must have a Policy that allows for R & R and that policy must comply with NWCG Standards as laid out in the Incident Business Management Handbook and filed with the DFFM Office before the beginning of the incident to be considered and 2) the work calculator sheet shall be submitted with the invoice. Comparable costs for backfill are reimbursable.

(d) R & R In Place: For R & R that occurs in place on an incident, Cooperator will be reimbursed personnel costs, meals and hotel costs, if any, and the daily equipment rate. Costs of previously rented and authorized rental vehicles will also be covered. Backfill for additional hours is permitted.

(e) Excessive Work Hours. Work shifts exceeding sixteen (16) hours after the first shift of the incident will not be paid unless accompanied by a written justification on the CTR or other incident documentation completed by the incident commander or immediate incident supervisor.

Excessive work hour limitations do not apply while in travel status (before checking in at the incident or after checking out). Note that excessive travel hours may be subject to agency or incident driving regulations or other limitations. All excessive hours must be mitigated by adequate rest as soon as possible.

7. **Equipment.** Cooperator may be reimbursed only for equipment listed on the Cooperative Fire Rate Agreement and at the rates listed on that Agreement. Vehicles will be reimbursed at the rates set in the current "Equipment Rates for Cooperative Fire Rate Agreements". Equipment may be designated to be paid an hourly rate or a daily rate on the Cooperative Fire Rate Agreement. Alternatively, Cooperator may designate equipment under an all-inclusive rate as described in 11(f) below.

- (a) Transportation of Equipment. When apparatus is being transported (lowboy), Cooperator may seek reimbursement for the costs of transportation and for the hourly/daily rate for that equipment while it is being moved. Cooperator must provide a copy of the transporter's log showing what hours the vehicle was underway. Cooperator will not be reimbursed additional amounts for trailers used to transport equipment that normally must be moved by trailer (i.e. ATVs and UTVs).
- (b) The hourly rate is intended to reimburse the Cooperator for the costs of operating the vehicle, including the costs of fuel and maintenance. If indicated on the Cooperative Fire Rate Agreement, equipment listed under the daily rate may charge a mileage rate in addition to the daily rate. Equipment does not take a break, and time will not be deducted for breaks when equipment is reimbursed with an hourly rate. However, Cooperator will not be reimbursed for days that equipment reimbursed with a daily rate is not transported or used.
- (c) The hourly/daily rate is not intended to include the cost of personnel used to operate the equipment. Cooperator may seek reimbursement for the costs of assigned personnel, pursuant to this agreement.
- (d) Daily Rate Equipment. Daily Work Rates/Mileage Rates should be documented in column 16-17 of FM 104. Daily rates shall be used for light duty non-tactical vehicles, command vehicles, ATVs/UTVs and miscellaneous equipment. Agency vehicles, included on a resource order, will be reimbursed for the duration of the assignment. Reimbursement will be made on the basis of calendar days for vehicles and equipment included on resource orders. Personally Owned Vehicles (POVs), listed on a CFRA, will be compensated the daily rate only when utilized for line assignments. For fractional days at the beginning and end of the invoiced time, Cooperator will be reimbursed for 50% of the daily rate for periods of less than 8 hours, and the full daily rate for periods of more than 8 hours. Current State equipment rate sheets will be utilized to set these rates.
- (e) Inoperable Equipment. Hourly/daily rates for equipment will not be reimbursed when such equipment is inoperable due to damage, loss, destruction, or lack of qualified personnel.
- (f) If the Cooperator withdraws equipment prior to being released by the incident, Cooperator shall bear all costs of returning equipment to the Home Unit, unless prior written approval is obtained from the Arizona State Forester's representative, and such approval is submitted with the invoice.
- (g) Airport Travel: Travel to and from airports in relation to an incident assignment is reimbursable. Agency vehicles left at the airport for the duration of the assignment will be reimbursed only for the cost of long term parking and mileage (State travel policy, Topic 50, Section 95, Title 3 Airport Parking). No hourly/daily rate will be paid.
- (h) Crew Swaps. Equipment is assigned with the understanding that it may be on assignment for 14 days. Cooperator will not be reimbursed for travel related to a staffing swap that is required before the completion of 14 days unless prior approval by the Arizona State Forester's representative is obtained. If reimbursement for the swap is approved, appropriate vehicles used for crew swaps will be compensated at the daily/hourly rate for that vehicle.
- (i) Additional Equipment including ALS and BLS Kits. Cooperator will be reimbursed for additional equipment when such equipment is ordered on the resource order and listed on the Cooperator's Cooperative Fire Rate Agreement.
- 8. Personally Owned Vehicles (POVs).** POVs not signed up on the Cooperative Fire Rate Agreement may not be used to transport personnel to an incident. POVs signed up on the Cooperative Fire Rate Agreement will be reimbursed pursuant to section 7 above. POVs not signed up on the Cooperative Fire Rate Agreement may be used to transport personnel to the airport if this is the most economical method of travel. POVs used to transport to and from airports will be reimbursed for mileage only at the current state mileage rate. Cooperator may also be reimbursed for reasonable costs of parking pursuant to the State travel policy (Topic 50, Section 95, Title 3 Airport Parking). No parking fees will be reimbursed if return travel occurs on the same day. POVs used must carry the state minimum insurance, and Cooperator certifies that the vehicle is adequately insured when it submits a claim for reimbursement for these vehicles.
- 9. Timekeeping.** Time will be recorded in military time and to the nearest quarter hour.
- 10. Invoices.** Cooperator must submit an invoice to the State to receive reimbursement for expenses incurred pursuant to this Agreement. Invoices must be submitted electronically in the form provided by the State and must be signed by an authorized Cooperator's representative. Invoices must be submitted to the State within the time frame specified in the Intergovernmental Agreement. Invoices received outside this timeframe may be subject to refusal. Separate invoices should be completed for each incident or change in P-Code. Invoices must contain the following information and attachments:
- (a) Unique invoice number, three letter fire district code and incident number. Cooperator should assign the invoice a unique invoice number. Cooperator must include Cooperator's three letter ID and, the P-code.
- (b) Time information. Fire Time Reports (Federal Form OF288) and/or Emergency Equipment Use Invoices (Federal Form OF286) must be submitted. Any hours submitted for reimbursement not documented on an OF-288 or OF-286 must be supported by Crew Time Reports and/or Emergency Equipment Shift Tickets. If the incident does not supply OF288s or OF286s, completed Crew Time Reports (Federal Form SF261) and/or Emergency Equipment Shift Tickets (Federal Form OF297), signed by the Incident Commander, Immediate Supervisor or

Arizona State Forester's representative must be submitted to qualify time for reimbursement, along with a filled-out work calculator sheet. Travel time from the incident to the Home Unit may be documented on Crew Time Reports and/or Emergency Equipment Shift Ticket signed by the Cooperator's authorized representative.

- (c) Meals and Lodging information. Cooperator will be reimbursed for meals and lodging pursuant to State of Arizona Accounting Manual Topic 50, Section 65 on Vendor and other Non-employee Travel. Cooperator should submit a spreadsheet showing meal and lodging expenses. Cooperator must keep meal receipts but these should not be submitted. Lodging receipts must be submitted. See additional information below.
- (d) Supply purchases. Itemized receipts and resource order form with order #'s for authorized supply purchases are required and subject to state review.
- (e) Resource orders. Cooperators must include a copy of the resource order(s) showing all equipment and personnel for which the Cooperator seeks reimbursement.
- (f) Claims. Claims for damages to equipment should be submitted separately.
- (g) DFFM Approval. Where this agreement requires approval from an Arizona State Forester's Representative, such approval may be obtained from the DFFM Representative assigned to the fire, or from the Arizona DFFM District Manager for the area where the Cooperator is located, or from the Arizona DFFM Fire Management Officer. Such approval should be documented in writing (email is sufficient) and must be included with the invoice.
- (h) Unusual Circumstances. If Cooperator encounters unusual circumstances that make compliance with the terms of these General Provisions impossible, Cooperator should consult with an Arizona State Forester Representative as to how to accommodate the situation.

11. Reimbursements.

- (a) Special Work Rates. If a specific work rate or work rate amendment is not in place for planned events within Arizona such as preparedness patrols, prescribed burns, and various non-emergency activities, the default equipment rate will be 50% of standard hourly rate. In-State planned event default personnel rates will be as provided in this section without allowance for excess costs due to backfill or coverage.
- (b) Career Personnel Rates. Cooperator shall charge actual labor expenses including eligible overtime and employer related expenses in accordance with each department's pre-existing labor contracts and pay schedules. A copy of the pay schedule with grade ranges shall accompany this Agreement. Pay schedule revisions occurring during the agreement period will be provided to the State. Non budgeted costs incurred by fire departments for required backfill or coverage will

be eligible for reimbursement up to the limits imposed by the following section.

- (c) Backfill: Costs accrued as a result of backfill of assigned personnel or those personnel on R&R as a result of assignment are potentially reimbursable. Reimbursable costs are those costs incurred when an individual's backfill rate exceeds the base rate of the individual on assignment. DFFM will reimburse the difference in the two rates up to the rate of the top step of the rank of the individual on assignment. Backfill costs above the top step of the rank of the individual on assignment will not be reimbursable.
- (d) Volunteer and Supplemental Personnel Rates. Cooperator will charge the State for volunteer and supplemental fire personnel at the current rates outlined in the Arizona State Forester's Emergency Pay Plan for Seasonal Hires for the position for which they were ordered. Supplemental Fire employees are defined per NWCG Memo #004-2009. The pay period is defined as a seven day work week beginning the first day of the incident, e.g., Monday through Sunday. Overtime will be paid for hours in excess of 40 hours.
- (e) Employer Related Expenses (ERE). Employer Related Expenses covered for time while on the assignment will be as follows:
 - Workers Compensation
 - Unemployment Insurance
 - FICA taxes
 - Retirement
 - Long term disabilityNote that when calculating the rate for overtime, fixed rate insurance expenses are not included.
- (f) Wildland Fire Incentive. Rates applied out of district will be the same as applied in district for similar services and responses.
- (g) All Inclusive Rates. If agreed to by AZDFFM and Cooperator and included on the Cooperator's "Cooperative Fire Rate Agreement", Cooperator may charge an all-inclusive rate that would include the costs of equipment, personnel and backfill (as applicable). Cooperator agrees that the billing method included in the "Cooperative Fire Rate Agreement" is binding for the year it is applicable and must be used unless the "Cooperative Fire Rate Agreement" is amended.
- (h) Administrative fees. Cooperator will be reimbursed for reasonable administrative costs incurred preparing invoices. If there are issues with the invoice and it is returned to the Cooperator for a revision, hours incurred to revise the invoice will not be reimbursed. Cooperator may not seek reimbursement for overtime pay incurred to prepare wildland invoices. Cooperator may seek reimbursement for reasonable costs incurred if Cooperator's invoices are prepared by Cooperator's contractor (for instance, an accountant or CPA).

(i) Meal and Lodging Expense Reimbursement.

Arizona DFFM is governed by State Policy in how it reimburses non-State employees for travel expenses incurred while on State related business. State of Arizona Accounting Manual Topic 50, Section 65 on Vendor and other Non-employee Travel provides the direction that DFFM is required to follow. Stated meal and lodging reimbursement rates are for maximum reimbursement for actual costs incurred, and are not per-diem rates.

(i) Meals. Cooperators are expected to be self-sufficient during initial attack. Cooperators will not be reimbursed for meals incurred during the first 12 hours of deployment, whether in travel status or on an incident in state. After the first 12 hours, meals may be reimbursed if: 1) the request complies with applicable portions of the State travel policy (Topic 50, Section 95,); 2) the allowed amount of gratuity for reimbursement must not exceed 20% of the total cost of meal before taxes, and when combined with the total cost of the meal plus taxes it does not exceed the state allowed maximum rate in order to be fully reimbursed; 3) the incident is not providing meals; 4) receipts are kept on file by the Cooperator and produced for audit as requested by DFFM; and 5) if meals are on individual receipts Cooperator will be reimbursed for the actual cost of the meal or the maximum allowable amount, whichever is less; if meals for multiple crew members are on the same receipt, Cooperator will be reimbursed for the actual cost of the meal or maximum allowable amount times the number of crew members, whichever is less.

(ii) Lodging. A Cooperator may only be allowed in-state lodging reimbursement by DFFM if their resource order allows lodging. Any approved lodging (in-state or out of state) shall be reimbursed according to current State travel policy and only for actual costs incurred up to the stated maximum rate for that geographic area. Utilizing lodging above the stated maximum is at the Cooperator's own risk as the overage shall not be reimbursed by DFFM. For any reimbursement of lodging, an itemized receipt signed by the occupants of the room must be submitted with the invoice.

(j) Rental Vehicles. Cooperator may seek reimbursement for rental vehicles, when listed on the Resource Order. For in-state vehicle use, Cooperator will not be reimbursed for additional insurance purchased. For out of state only, Cooperator will be reimbursed for the costs of the rental vehicle and CDW insurance. Please note that at all times resources ordered under this Agreement remain the employees of Cooperator, and Cooperator's insurance coverage is responsible. For this reason, Cooperator may wish to obtain additional rental vehicle insurance coverage, even though this coverage will not be reimbursed by the State.

Rental vehicles should be commensurate with position requested on resource order. 4x4 and high clearance vehicles are appropriate for fire line positions. SUVs above the Full size class must be approved by the incident or Arizona DFFM unless no other vehicles are available due to activity in the area.

(k) Miscellaneous. Reimbursement for miscellaneous costs listed on the resource order will be at the discretion of the State.

12. General provisions.

(a) Disputes. In the event of a dispute, the parties agree to arbitrate the dispute to the extent required by A.R.S. § 12-1518.

(b) Termination. The State may cancel this agreement without penalty or further obligation pursuant to A.R.S. § 38-511.

(c) Failure to adhere to these provisions may result in the Cooperator forfeiting all rights to reimbursement.

(d) Audit. Within a 5 year period of invoice submittal, the state at its discretion may request a review of fire invoicing documentation.

(e) The Parties agree to comply with all applicable Federal or State laws relating to equal opportunity and non-discrimination.

(f) Pursuant to A.R.S. § 35-214, the Cooperator shall retain all data, books and other records ("records") relating to this Contract for a period of five years after completion of the Contract. All records shall be subject to inspection and audit by the State at reasonable times. Upon request, the Cooperator shall produce the original of any or all such records.

(g) This agreement shall be subject to available funding, and nothing in this agreement shall bind the State to expenditures in excess of funds appropriated and allotted for the purposes outlined in this agreement.

(h) The Cooperator assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplies by third parties to the Cooperator toward fulfillment of this Contract.