

CITY OF BENSON CITY COUNCIL NOVEMBER 14, 2022 – 7:00 P.M. REGULAR MEETING

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
WILL BE HELD ON NOVEMBER 14, 2022 AT 7:00 P.M.,
AT THE BENSON COUNCIL CHAMBERS,
599 S. DRAGOON STREET, BENSON, ARIZONA

BECAUSE OF THE CURRENT COVID – 19 PUBLIC HEALTH EMERGENCY, THE BENSON COUNCIL CHAMBERS WILL HAVE LIMITED OCCUPANCY FOR COUNCIL MEETINGS. HOWEVER, THE LIVE MEETING MAY BE WATCHED VIA FACEBOOK ONLINE AT <HTTPS://WWW.FACEBOOK.COM/BENSONAZ> (NO FACEBOOK ACCOUNT IS NEEDED).

FOR HELP WITH TECHNICAL DIFFICULTIES, PLEASE CALL 520-720-6331.

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.

CALL TO THE PUBLIC – AGENDA-RELATED COMMENTS ONLY: 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 at the discretion of the Mayor or Council. **

CITY MANAGER'S SUMMARY OF CURRENT EVENTS 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 June 26, 2018 Worksession *
 - 1b. Minutes of the October 11, 2021 Worksession *
 - 1c. Minutes of the October 10, 2022 Regular Meeting *
 - 1d. Minutes of the October 24, 2022 Special Meeting *
 - 1e. Resignation of Elaine Rinnert from the Benson Historic Preservation Commission *
 - 1f. Resolution 32-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing the City to enter into an agreement with Scenic Electric, LLC for the Removal and Replacement of Edge Lighting, Signs, Circuit Cables, and a Runway Vault Regulator for the Benson Municipal Airport in the amount not to exceed \$140,110
 - 1g. Authorization of Genesis Consulting Group, LLC to develop new General Aviation Commercial Airport Minimum Standards for the Benson Municipal Airport for the amount of \$29,839.80 *
 - 1h. Invoices processed for the period from September 30, 2022 through October 31, 2022 *
2. Discussion and possible direction to Staff regarding a Mountain Bike Development Proposal – **Vicki Vivian, CMC, City Manager/City Clerk** *
3. Discussion and possible action regarding Resolution 33-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager and/or the Police Chief to apply for a Grant from the Arizona Department of Emergency and Military Affairs Division of Emergency Management, Borders Security Fund to support Anti-Human Trafficking efforts – **Greg Volker, Chief of Police** *
4. Discussion and possible action regarding Resolution 34-2022 of the Mayor and Council of the City of Benson, Arizona, (“City”) approving and authorizing the execution of an Intergovernmental Agreement between the City

and the Benson Unified School District (“District”) to authorize joint action to place a school Resource Office in the District – **Greg Volker, Chief of Police** *

5. Discussion and possible action regarding additional time off for the holidays in recognition of City Employee Service – **Vicki Vivian, CMC, City Manager/Clerk**
6. Discussion during and/or after presentation by City Staff of City Finances, with emphasis on September 30, 2022 financial results and the City’s financial position on September 30, 2022. All revenues and expenses of the City may be discussed – **Megan Moreno, Finance Director** *

CALL TO THE PUBLIC – NON-AGENDA-RELATED COMMENTS: 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 at the discretion of the Mayor or Council. **

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 10th day of November, 2022

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

Denise Tapia

This Certificate of Appreciation is to commemorate the completion of

*5 YEARS OF SERVICE
WITH THE CITY OF BENSON
October 30, 2017*



Vicki Vivian, City Manager

Joe Konrad., Mayor

Certificate of Appreciation

AWARDED TO

Leon Vassar

This Certificate of Appreciation is to commemorate the completion of

*40 YEARS OF SERVICE
WITH THE CITY OF BENSON
November 23, 1982*



Vicki Vivian, City Manager

Joe Konrad, Mayor

Meetings

Monday, December 12, 2022 – City Council Meeting, 7:00 p.m., Benson Council Chambers

Events

Wednesdays in November – Benson Public Library, 3:00 p.m. - 5:30 p.m.
Family History Hour - Get assistance with searching your genealogy

**Thursday & Friday
November 24 & 25, 2022** – Thanksgiving Holiday, City Offices Closed

Saturday, December 3, 2022 – The Benson Chamber of Commerce hosts the annual Christmas off Main Celebration at Apache Park with live entertainment, food, and craft vendors from 10:00 a.m.- 5:30 p.m.

Saturday, December 3, 2022 – Festival of Lights - Light Parade, Floats that best represent the theme “The Magic of Christmas” will be awarded 1st, 2nd, and 3rd place prizes!

Win prizes by donating non-perishable food items for the Benson Food Bank - Drop off items anytime at City Hall, the Community Center, and the Tree Lighting.

The Light Parade starts at 6:00 p.m.

The Christmas Tree Lighting will be at Benson City Hall, 120 W. 6th Street. It will start immediately following the Light Parade.

Saturday, December 17, 2022 – Kartchner Wonderland – Kartchner Vistas in Benson

Admission is Free! Come enjoy a night of Christmas lights from 5:00 p.m. - 9:00 p.m. There will be live entertainment, food, and vendors. Come visit Santa at his workshop. Canned food donations are appreciated to support the Benson Community Food Bank. The event will be fundraising for Our Amazing Owen – a local charity that supports children and families with pediatric cancer.

NOVEMBER 2022

FOR MORE INFORMATION VISIT WWW.CITYOFBENSON.COM

Sun	Mon	Tue	Wed	Thu	Fri	Sat
		1	2 Benson Family History hour 3:00 p.m.	3	4	5
6	7	8	9 Benson Family History hour 3:00 p.m.	10	11  Veterans Day - City Offices Closed	12
13	14 City Council Meeting 7:00 p.m.	15	16 Benson Family History hour 3:00 p.m.	17	18	19
20	21	22	23 Benson Family History hour 3:00 p.m.	24 Thanksgiving - City Offices Closed 		25 City Offices Closed
27	28	29	30 Benson Family History hour 3:00 p.m.			

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1a

From: Vicki Vivian, CMC, City Clerk

Subject:

Minutes of the June 26, 2018 Worksession

Discussion:

Attached are the minutes of the June 26, 2018 Worksession.

Staff Recommendation:

Council pleasure

**WORKSESSION
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD JUNE 26, 2018 AT 6:00 P.M.
AT CITY HALL, 120 W. 6TH STREET, BENSON, ARIZONA**

CALL TO ORDER:

Mayor King called the meeting to order at 6:16 p.m. with the Pledge of Allegiance.

ROLL CALL:

Present were: Mayor Toney D. King, Sr., Vice Mayor Joe Konrad, Councilmembers Pat Boyle, Larry Dempster, Lupe Diaz, Levi Garner, and David Lambert.

NEW BUSINESS:

1. **Budget Worksession for the City of Benson, Fiscal Year 2018-2019; all revenues and expenditures of the City may be discussed**

Mayor King requested Council refrain from asking questions until the completion of the slide show presentation.

City Manager Vicki Vivian explained Finance Consultant Pat Walker was unable to attend due to unforeseen circumstances, therefore, she would be presenting the slideshow in her absence, noting questions that were unable to be answered during the meeting would later be directed to Ms. Walker. She then gave a brief introduction and overview of the slide show. Ms. Vivian stated upon examination, it was discovered the auditors had not separated bond proceeds, accounts payable, and receivable from the unrestricted cash amount in General Fund Revenues, and Ms. Walker would be speaking to them to correct the issue in order to provide more definite figures.

Ms. Vivian then described the budget process stating after each Department Head submitted their budget, it was analyzed in depth. She then stated a lot of strategic budget forecasting is done with the Department of Revenue which provides the forecasts to the League of Arizona Cities and Towns to estimate state shared revenue, income tax revenue, HURF (Highway User Revenue Fund) money, and state sales tax. Ms. Vivian explained that the City looks at trends and history to project local sales tax estimates.

Ms. Vivian then covered funds: General Funds (Fire and Police Departments, Library, Recreation, Administration, City Clerk, Finance Department), Special Revenue Funds (restricted funds such as HURF), Capital Projects Funds, which are kept separate and often funded by construction sales tax and grants) and the Enterprise Fund, which consists of utility funds (water, gas, wastewater, sanitation) and ideally should be self-supporting. Ms. Vivian noted Council made the tough decision to implement a five-year increase in water and wastewater last year and will be looking at doing a rate study that would be more comprehensive and thorough.

Ms. Vivian stated the General Fund revenues could be used for any municipal purpose, and the fund contains most of the departments in the City that are not self-sustaining. She explained revenues in the General Fund come from state shared income tax and revenue, local and state sales tax, property tax, and bed tax. Ms. Vivian stated that Special Revenue Funds are collected for a specific purpose and are restricted in their use, such as the Highway User Revenue Fund (HURF), Transit, and Capital Projects. She then reiterated that Enterprise Funds need to be self-supporting adding revenues should cover the cost of providing the service. Ms. Vivian noted Enterprise Fund revenues are a user based versus tax based.

Ms. Vivian stated Capital Budgets, which is the Capital Improvement Plan, are multi-year and of considerable value as an asset. She then stated long-term financing is sometimes utilized and associated ongoing costs often impact the operating budget.

Ms. Vivian displayed a chart titled “Cash Reserves Outlook,” depicting Cash Reserve totals over several years. She stated the unrestricted cash balance was \$1.71 million in 2016 and \$1 million at the end of 2017, then pointed out the years shown in blue included bond proceeds and debts owed by and to the City while the years shown in green did not. Ms. Vivian stated the City has consistently dipped into reserves every year since 2008, with the balance reaching a critical level last fiscal year. She continued explaining that last year’s goal was to reduce the reliance on cash reserves as much as possible by cutting expenses drastically, thus, preserving remaining cash. Ms. Vivian stated this included a temporary cut to personnel in the form of furloughs and as a result of those cuts, cash reserves climbed back up.

Ms. Vivian stated significant variances in General Fund Revenues include: a \$200,000 (1%) increase in sales tax due to an improved economy, planning, and building fees remained the same in anticipation of the Villages at Vigneto development, state shared revenues decreased by \$6,062 and overall estimates were finely tuned to reflect the prior year receipts more closely. She then stated significant variances in Special Fund Revenues include: a decrease in HURF funds of \$6,340 and an increase of \$9,563 in Transit due in part to additional grant money. Ms. Vivian reported CIP, Grants, and Debt Service Fund Revenues are anticipated to be similar to the previous year’s budget.

Ms. Vivian then went over each fund, pointing out significant variances in expenditures beginning with the General Fund. She stated in the City Council budget, Personnel stayed the same while Contracts and Services went up slightly due to the Employee Council. She noted Operating Supplies went up by about \$3,000 partially because the Youth Council was previously funded for \$3,500 but they are hoping to generate revenue, so \$1,000 in revenue was accounted for, and their expenses were bumped up to \$4,500.

Ms. Vivian reported the City Manager/Administration budget increased by about \$13,000, some of which is due to increases in retirement and insurance. She stated Contracts and Services include Professional Services and Human Resources in order to carry out compensation and personnel studies at about \$50,000. She then pointed out that the Strategic Plan indicates the studies will be completed in Fiscal Year 2020, so Council may decide to remove funding for them from the current budget. Ms. Vivian reported Total Supplies were increased to \$6,000 for Vehicle Repairs and Maintenance due to wear and tear on City vehicles.

Ms. Vivian stated Community Enrichment increased slightly: Butterfield Rodeo was increased from \$4,650 to \$5,000 because their costs have gone up, and the Historic Preservation Commission was raised to reflect potential income they may generate from the sale of photographs. She then noted Youth Council was moved from this line item to City Council.

Ms. Vivian stated significant variances in the Miscellaneous Fund include: contributions to the CIP and Streets Funds. She then stated the reserve set aside is \$946,804 and explained this is the amount that will be put into the contingency at the end of the 2019 Fiscal Year and to do that the City would need to use \$424,000 of the General Fund which is the carry forward amount.

Ms. Vivian then covered the City Clerk budget noting a significant variance to Personnel under Salary and Wages. She stated they had funded the City Clerk position for six months in the event that she should return to that position in January. She then stated Contracts and Services were going up to \$10,700 while Professional Services were going up to \$3,400 for social media record keeping. She explained they found a company that would store up to 1,000 records a month for up to 10 accounts, including deleted comments, for \$2400 a year. She noted it has a really simple search engine. Ms. Vivian stated Office and Operating Supplies will be combined into one category and would be budgeted at \$2,000. She pointed out the City Clerk’s budget went down by nearly \$20,000.

Ms. Vivian stated the Tourism budget is nearly identical to last year’s budget, and the only significant difference was a long-time employee retired and was replaced with someone who was lower on the pay scale.

Ms. Vivian stated the Finance budget had been increased primarily due to Ms. Walker’s services and the ESG contract that will fall under Professional Services. She noted some of the benefits of ESG include: administration of FSA, HRA, and COBRA, employees get a Visa card for their HSA or HRA that the company keeps track of as well as reporting to the government for the Affordable Healthcare Act.

She continued stating that Education and Training was bumped up to \$9,000 for onsite Caselle training. Ms. Vivian noted the Finance Office would close for two days for training which will be widely publicized. She suggested time could be saved in the Finance Department if they knew how to use the Caselle processes for what they are designed for. She then stated bank charges went down, and there is a new phone system for which the City is charged per line. Ms. Vivian noted a slight decrease in Repairs and Maintenance. She stated \$6,500 was also budgeted for a new computer.

Ms. Vivian stated the Police Department budget went up about \$43,000 due to salary compression in hopes of better officer retention. She stated the training academy has gone up to \$15,000. Ms. Vivian then stated a phone system compatible with the 911 system was budgeted at \$32,000 under Telecommunications. She then noted the Building Equipment Repairs and Maintenance line was increased by \$10,000. Ms. Vivian stated the increase in Uniforms was due to replacement bullet-proof vests, and there was also an increase in Vehicle Fuel and Oil due to rising gas prices. Ms. Vivian then stated Vehicle Repairs and Maintenance were increased by \$5,000, and while the Police Department is completing a three-year lease on five vehicles, Chief Moncada has requested a new three-year lease on five more vehicles. Ms. Vivian explained the new vehicles would come bare and they would need to be outfitted with equipment, so \$49,200 was budgeted for it. She then explained the Security Upgrade did not increase, although it appears that way; \$10,000 was simply carried over from last year so that the equipment could be purchased and installed simultaneously.

Ms. Vivian stated the Fire Department budget went down due to overtime and insurance reductions. Professional Services and Contracts and Services decreased by about \$23,000. Ms. Vivian explained it encompassed the Benson Volunteer Fire Department payment of \$6,600 per month (times 12 equals \$79,200) to which they added in \$12,000 for Wild Land Fires. She stated rather than have the income come in from the State to fight Wild Land Fires and then have negative revenue to pay the firefighters, it will go into this budgeted line item. She stated Education and Training dropped from \$10,000 to \$5,000 while grant matches were dropped to \$45,000 to better match grant applications Operating Supplies dropped from \$12,000 to \$10,800, and Vehicle Repairs and Maintenance dropped from \$45,000 to \$30,000. She stated they are trying to be as accurate as possible.

Ms. Vivian reported there was a big change in the City Attorney budget, and while personnel costs stayed about the same, there was a big drop in outside legal fees under Contracts and Services from \$80,000 to \$20,000 and Professional Services (provided by Mesch, Clark, Rothschild) went from \$120,000 to \$100,000.

Ms. Vivian stated there was also a big drop in the Magistrate Division. She further explained the \$36,000 in Professional Services was a Consolidated Court Agreement with the County. She stated they gave a credit for a certain percentage of revenue and then charged the City for what percentage of the expenses it is responsible for. She explained that since the City has an employee and a half (the Prosecutor and her assistant) it receives a credit for that in addition to revenues. She stated last year the City was owed \$19,000 due to the revenue plus the credit; however, it was not received due to the person in charge of making those calculations being on maternity leave. Once it was all worked out, the County did not charge the City last year or in the current year to make up for the credit that was not issued, accounting for the \$36,000 drop.

Ms. Vivian stated there was an increase to the Library's Personnel budget again due to salary compression. She pointed out under Contracts and Services, there was another slight increase and in Utilities as well. Ms. Vivian then stated Supplies are \$36,500 vs. \$20,700. She pointed out an error in Computer Supplies and informed Council \$700 should have been \$10,000 instead. Ms. Vivian stated Operating Supplies were inadvertently left out and should be \$5,500. Ms. Vivian stated the Library Manager is looking for a new surveillance camera that has been budgeted at \$5,000. Mayor King asked what the new total should be with those changes. Ms. Vivian answered it was an increase of \$20,500 for a total of \$251,466, and they would put it in writing and get it out to Council the next day.

Ms. Vivian stated there was an increase in the Parks Department of about \$36,000; \$11,000 in Personnel for salary compression adjustments noting a proposition went into effect changing the minimum wage law. She then stated Contracts and Services were going from \$62,800 to \$71,400, and Repairs and Maintenance would go from \$25,000 to \$35,000 to be more aggressive in doing maintenance at the park that had been delayed. Supplies have been decreased from \$66,750 to \$50,750. Ms. Vivian stated Operating Supplies were taken down from \$35,000 to \$25,000 to accurately reflect what the City was really going to spend. She then stated Vehicle Fuel and Oil were bumped up,

however, Vehicle Repairs and Maintenance was lowered. She then listed CIPs, including a mower at \$12,500, adding some small ramadas at the park, and the new scoreboard project, which is also being funded by donations.

Ms. Vivian stated there was a \$1,500 increase to the Recreation Department salaries due to health insurance, State retirement, and minimum wage increases. She stated there was a decrease in Contracts and Services from \$41,685 to \$37,800 and also in Utilities due to Catholic Community Services removing their refrigerators from the Community Center. She reported no changes to Pool Repairs and Maintenance, but the Uniforms line was increased because more lifeguards were hired. Dues and Licenses stayed the same, but Supplies were increased for pool supplies.

Ms. Vivian stated the Building Department salaries went down, noting an employee retirement. She explained they do not plan on hiring on the same pay level to help offset increases to health insurance and State retirement. Contracts and Services went up about \$10,000 and were put in under Professional Services to accurately reflect what the City is spending. She stated the City would weigh out the possibility of El Dorado coming in and the cost of hiring a full-time employee, and they would wait and see at what point it benefits the City to hire. Ms. Vivian then stated it would be nice to have somebody five days a week, but on the other hand, monies and availability, and staffing would need to be considered. She continued stating Supplies went down \$250 and the overall Building budget went down about \$3,500.

Ms. Vivian stated that Planning and Zoning were similar to Building, decreasing by about \$4,000. Contracts and Services went up from \$33,750 to \$35,250, while Repairs and Maintenance increased by \$500, and Public Notices and Advertising increased by \$1000 due to increased activity in the Planning and Zoning area. She then stated that Computer Supplies increased to \$17,500 while Operating Supplies increased to \$2,500 and noted the GIS software and equipment were not in the Planning and Zoning Fund; it is located under the CIP Fund in the amount of \$40,000. Ms. Vivian stated insurance went down from \$17,899 to \$12,610, and wages went down by \$600. She noted insurance was being funded for vacant positions, and they felt that was no longer necessary, and they did not want to tie up monies that could be used for something else.

Ms. Vivian then moved on to the Public Works Department, stating the overall budget went down by about \$38,000. Contracts and Services remained the same. Ms. Vivian pointed out that Kathe Williams was moved out of the Public Works Department and is now funded 100% by the Transit Department. She stated Supplies increased by \$2,000 in Vehicle Repairs and Maintenance.

Ms. Vivian began the Enterprise Fund with the golf course budget stating there was a contribution from the General Fund in the amount of \$133,065. She then stated she believes the projections for the upcoming fiscal year are realistic and they would be for monitoring both revenues and expenses. She stressed the importance of Department Heads being aware of budget trends in their department and the City as a whole; therefore, Finance Manager Seth Judd would be meeting with Department Heads quarterly. Ms. Vivian stated that \$675,565 is the amount of the budgeted revenue and the actual projected amount is \$694,330. She noted Outside Events has been added to Revenues in the amount of \$20,000, and anything above that will simply go into green and cart fees. Ms. Vivian stated there is a decrease from \$227,541 to \$199,000 in Personnel due to decreasing some full-time positions to part-time. She then stated that Contacts and Services went down slightly from \$85,200 to \$84,938, and Supplies went from \$57,300 to \$28,650 due to the golf carts being paid off in December, with remaining supplies going from \$11,700 to \$8,920 due to dropping the fuel and oil for golf carts.

Ms. Vivian pointed out there is no revenue for the golf course in Maintenance. She stated that Personnel also dropped in that department from \$206,000 to \$198,257 due to a reduction in insurance. Contracts and Services went from \$51,100 to \$68,400 due to an increase in Utilities. Repairs and Maintenance were also increased to make repairs to the irrigation system. Ms. Vivian noted a very slight difference in Supplies stating fertilizer went down, but chemicals went up while seed stayed the same, and there was an increase in sand and gravel and a decrease in fuel and oil. Ms. Vivian stated Capital Projects would be \$23,970 less due to the completion of payments. She then stated that the Food and Beverage revenue was increased by a total of \$455,000 due to the anticipation of additional events and weddings taking place at the golf course. Personnel was increased in this department from \$189,000 to \$229,000 to fund the addition of employees. She stated that Contracts and Services went from \$150,000 to \$185,000 due to an

increase in food, beer, wine, and hard liquor costs. Ms. Vivian stated that advertising was increased from \$500 to \$2,000. She then stated total Supplies were increased as kitchen supplies and restaurant supplies both increased.

Ms. Vivian stated that revenues were coming down in the Natural Gas Utility due to the very mild winter. Revenues were projected at \$915,000, whereas the previous year was \$1,038,000, which included a carry forward fund balance which is now gone in the Gas Fund. With the gas rate increase, Ms. Vivian projected \$1,400,549 in gas sales. She stated Personnel went up by about \$60,000 due to filling some vacant positions in Public Works and slight salary adjustments due to the minimum wage increase. Ms. Vivian then listed the following changes: Contracts and Services went up from \$104,700 to \$122,950, and Professional Services went up to \$30,000 from \$25,000 for the scope and design of the Benson regulator station. Utilities changed from \$2,000 to \$4,000, and the telephone went up from \$1,500 to \$1,600. The insurance payment went from \$50,000 to \$57,500. Dues and Licenses went up slightly. Bad debt right off went up to \$2,000. Supplies went down from \$437,000 to \$384,000 as the natural gas purchase is expected to be \$50,000 less. Operating Supplies are \$5,000 more since office supplies are now included in that total. In Capital Projects, \$25,000 has been budgeted for a truck and \$20,000 for the construction of the Benson regulator station.

Ms. Vivian stated revenues in the Water Utility Fund went from \$882,000 down to \$811,000 and noted that the City is going into the second year of the rate increase. She stated that personnel went down from \$457,000 to \$403,000. Contracts and Services went from \$192,300 to \$232,800. There was a \$15,000 increase in Professional Services for more hookups if construction of the proposed development begins. Utilities went from \$100,000 to \$135,000. Supplies went up from \$47,300 to \$53,460 as Vehicle Repairs, and Maintenance increased by \$5,000. She reported that total expenditures had gone down by about \$70,000. She added that the Capital Projects Fund still has the truck that is split between utilities and the Hillcrest Street waterline for \$25,000. Insurance dropped \$16,000, possibly due to an allocation that was changed.

Ms. Vivian stated Wastewater Utility Fund Revenues were budgeted at \$897,000 last year and \$804,000 for the upcoming year. Personnel went down slightly, which was possibly due to an allocation correction. She stated Professional Services went from \$340,000 to \$289,000. Ms. Vivian stated significant variances included: adding \$5,000 to Professional Services and \$10,000 to Utilities, decreasing Repairs and Maintenance from \$150,000 to \$100,000 and a \$35,000 increase in the insurance premium, a reduction in Dues and Licenses from \$25,000 to \$12,000, a \$22,000 increase in Supplies and an increase in Vehicle Fuel and Oil from \$7,500 to \$10,000 and Vehicle Repairs and Maintenance was bumped up to \$20,000. She then stated the only change to the Capital Improvement Plan was the truck for \$25,000, which was allocated between the utilities.

Ms. Vivian stated Sanitation Fund revenues were decreased by \$100,000 to take into consideration a slight increase due to the RFP that is going to have to go out for sanitation services. She then stated Personnel increased from \$26,400 to \$27,200 while Contracts and Services went from \$692,000 to \$623,000, noting significant variances include \$2,500 in bank charges, decreasing the residential service contract to \$220,000 and decreasing the commercial service contract from \$213,000 to \$150,000.

Ms. Vivian stated revenues under the Airport Fund are budgeted at \$121,700, down from \$150,030. The contribution from the General Fund dropped down to \$99,430. She stated that in anticipation of the self-serve tanks, the following was budgeted: \$1,000 for business revenue, \$10,270 for the land lease, tie-down revenue of \$1,000, and flowage revenue at \$10,000. Professional Contracts and Services went from \$110,300 to \$121,700, and significant variances include Supplies which went from \$4,500 to \$10,000 and an increase in insurance of \$2,000. She stated there is a \$30,000 grant match for the fuel tank loan.

Ms. Vivian stated Streets Fund revenues come from a one-time gas tax, and it appears as though the State lottery has gone away. She stated revenues decreased by about \$6,000; Personnel costs went down by about \$2,000, which is likely due to an allocation, Contracts and Services went down from \$203,050 to \$196,750. She continued stating that Professional Services went from \$45,000 to \$40,000, contract labor with the Department of Correction was dropped down to \$42,050, and Education and Training was dropped to \$500. Ms. Vivian then stated that Insurance went down from \$15,000 to \$12,000, Material and Supplies dropped to \$7,500, and Vehicle Fuel and Maintenance and Repairs remained at \$10,000. She stated the decrease in the Streets Fund was due to insurance and due to the fact that since open enrollment had already taken place, they were able to more precisely predict insurance costs.

Ms. Vivian stated that notable changes to the Transit Fund included Kathe Williams' position being fully moved to Transit, and total revenues were projected at \$234,721, up from \$209,000. She then stated there is an FTA 5311 capital grant reimbursement in the amount of \$65,800, and the operating 5311 went down from \$75,000 to \$52,200. Ms. Vivian stated that the Administrative budget went up from \$36,272 to \$68,000 while the SEAGO grant went up from \$18,650 to \$25,000, and fair revenue is anticipated at around \$7,000 instead of \$8,000. She stated there is no contribution from the General Fund, and there would be a carry-forward fund balance of \$15,221. Ms. Vivian stated it really does take more than one person to run the Transit Department, and now that Ms. Williams is dedicated to the department full-time, it will allow her to explore grant opportunities. She then stated Personnel went from \$123,986 to \$144,000 and noted employee insurance went up \$100. Contracts and Services stayed almost the same at \$29,736, up slightly from \$29,150; Supplies went from \$41,800 to \$40,540. Ms. Vivian stated the Vehicle Repairs and Maintenance, and Preventative Maintenance would be split between \$7,240 and \$12,500. She also stated there was a contingency of \$20,000, and there would be no Capital Expenses.

Ms. Vivian stated there was about a \$200,000 increase in the Capital Projects Fund with Construction Sales Tax budgeted at \$102,000, a General Fund transfer of \$652,600, and potential bonds in the amount of \$150,000. She stated there is \$150,000 allocated to go toward the quiet zone railroad crossing, whether it is in design or actual construction, \$80,000 for the wastewater plant software upgrade, street signage upgrades in the amount of \$20,000, slum and blight abatement (amount not specified), Airport Phase I improvements in the amount of one million in order to have a shelf ready project in place should FAA funds become available. She continued stating there is a pavement management allocation for \$200,000, the 5th Street and Ocotillo waterline in the amount of \$118,600, \$200,000 for the City Hall replacement, \$50,000 for telemeters, \$25,000 for gas telemeters, \$200,050 for the UV system upgrade, \$80,000 for the wastewater plant, \$25,000 for gas detection equipment due to the fact that replacement parts for the current equipment are no longer available, a jet router for \$75,000, and \$443,000 for Golf Course Equipment and Improvements which would have to be approved by Council. Ms. Vivian noted that many of the projects in the Capital Project Fund are pushed back year after year. She stated they would be trying to evaluate better, each project in future budgeting rather than continuing to push them back.

Ms. Vivian stated that the Debt Service Fund has gone up slightly from \$396,444 to \$402,625, which is bond and interest payments based on an amortization schedule. Ms. Vivian noted that the Walmart payment was no longer in the CIP program as it was paid off for a savings of \$250,000.

Ms. Vivian stated that the Grants Fund revenues and expenditures were \$5,355,000. Ms. Vivian went on to explain that when you start looking at the City's operating budget, the Grants Fund is more or less around \$10 million each year and noted that if the grant money doesn't come in, there is no expenditure.

Ms. Vivian stated that the Fireman's Pension Fund revenues dropped from \$36,000 to \$30,200, which is sometimes due to retired firefighters passing away.

Ms. Vivian moved on to the Capital Improvement Plan, explaining that it covers the City's CIP plan, modest commercial and residential growth, and the criteria of Capital Improvement Projects (a minimum of \$10,000 and a useful life of at least three years). She stated that when the City looks at financing CIPs, they examine different plans that are in place, grants and contributions, long-term debts and bonds, and construction sales tax. She then stated that the City no longer collects development impact fees due to a change made by the State legislature. Ms. Vivian stated that General Fund and Enterprise Fund Revenues could be used. She then elaborated on long-term debts and bonds, explaining the life of the project and who will be using it should be considered when weighing good vs. bad debt. She stated she would consider the bond payment good debt as the City was able to put in a pool by refinancing that money, noting the City was bussing children to Cochise Terrace for two years after the school closed their pool. Ms. Vivian informed Council where they could find the five-year plan in their budget materials and stated this is where Capital Improvement projects are planned out. She reiterated that they would be more closely examining projects rather than keeping a wish list and pushing them back.

At this time, Ms. Vivian asked Council if they had any questions. Councilmember Dempster stated he had questions regarding the overall process. Councilmember Diaz stated he was able to spend some time going over the budget with Ms. Vivian and Mr. Judd, and they were able to explain quite a bit, but as the discussion opens up, he would like to have an opportunity to present additional questions. Councilmember Garner stated he did not have any pressing questions at the moment.

Mayor King inquired about COLAs (Cost Of Living Adjustment). Ms. Vivian replied they did the same thing as they did last year and built them into the formula, but they did not build them into the budget and calculated a 1%, 2 %, and 2.5% COLA to give Council options. Mr. Judd stated the COLA increases would cost the following amounts: \$52,224 for a 1% increase, \$104,449 for a 2% increase, and \$130,561 for a 2.5% increase. He stated this would affect the carry-forward amount. Ms. Vivian added this is where it would be paid from if Council chose to elect a COLA. Mayor King asked if the COLA was something that should be discussed at this time. Ms. Vivian stated it should be to get a consensus on what changes the Council would like to make. Ms. Vivian reminded Council the Compensation and Personnel Studies were in Administration and were in the current budget at \$50,000, however in the Strategic Plan, they were budgeted for in Fiscal Year 2020, so Council may choose to reduce that to increase the carry forward amount or use it for something else. She added the study for the water and wastewater master plan system was also in the Strategic Plan for the current fiscal year and was about \$50,000 each, but they were not funded. Ms. Vivian stated that Mr. Hamilton could easily push them back one more year.

Councilmember Boyle asked how a COLA would balance out with the upcoming minimum wage increase. Ms. Vivian explained Council approved a 2% COLA last year that was given to every employee across the board, including those that went to \$10.50/hr. She stated that when they looked at salary compression, they looked at those that would be going to \$11.00/hr. completely on its own merit and a 2% COLA on \$11.00/hr. was minimal, so they just went ahead and did 2% across the board. Councilmember Lambert stated he believed the COLA should be a 2% increase. Vice Mayor Konrad stated they approved 2% last year and 3% the year before. Mayor King asked Councilmember Garner what percentage increase he would prefer. Councilmember Garner stated he would prefer a 2% increase. Mayor King asked Councilmember Diaz what percentage increase he would prefer. Councilmember Diaz stated he would also prefer a 2% increase. Mayor King asked Councilmember Dempster what percentage increase he would prefer. Councilmember Dempster asked how it would compare to other costs of living indexes. Mr. Judd stated the last CPI index he checked was 2.1%. Councilmember Dempster asked if that was the cost of living percentage. Mr. Judd replied that it was inflation or the Consumer Price Index. Councilmember Dempster asked if the choices were 2% or 3%. Mayor King replied it was 2% or 2.5%. He then stated he thinks Council should make it 2.1% to match the CPI and asked how Council felt about it. Vice Mayor Konrad stated he was good with that.

Ms. Vivian requested to go back to the studies in Administration for personnel and compensation and asked if Council wanted to leave them in this fiscal year and address them as part of the Strategic Plan or put them back one year. Mayor King asked how Staff felt about it. He asked Ms. Vivian if it was something that was urgent that she felt the City needed now or if it was something they could look at doing later. He acknowledged the utility increase needs to be examined. Ms. Vivian stated that is a rate study and explained that in 2005 they had Mr. Rick McCroy come in to look at all of their job descriptions and the job market and to classify the City employees, which was a study Council had decided upon. She stated that after reviewing the Strategic Plan, she realized a new study was planned for the next fiscal year, but it would be entirely up to Council: they could leave it in or take it out and push it back a year. Mayor King stated he felt Council should move it out one year. Councilmember Dempster asked what was included in the study and if it was a scoping study of a lot of other towns. Ms. Vivian confirmed it was and stated she had a quote from an organization that has done several other municipalities. She continued stating they would come in and look at the services the City provides and the population to determine staffing needs then an independent study would determine what the job market was. She then stated a lot of times Council would receive an annual salary survey from the League of Cities, which would show, for example, how much a Clerk would generally earn in a town with a population of under 5,000. Ms. Vivian explained the salary study analyzes what the City's competition may be for somebody who could be a Clerk, such as an Executive Secretary at AEPSCO. They also weigh in factors such as the short distance to Tucson, which may attract potential employees to work there instead. She stated they would look at the number of personnel needed to provide services and a separate study to do a salary market survey.

Councilmember Dempster stated he believes it is important that everything is based on an outside study, so the City has real data to go by; however, he wonders if it would be premature to do it now with El Dorado looming overhead. Ms. Vivian stated she would have to ask if they can take El Dorado into account, but again, that is based on projection, and she would be a little nervous making a recommendation based on her own projections. She added she would be more comfortable waiting because if the development started to ramp up, they would have a better idea of the amount

of work coming in after the ground is broken. Vice Mayor Konrad asked if the last rate study was done in 2005. Ms. Vivian confirmed it was.

Mayor King stated a census was coming up in 2020, and with the development coming in, the City will see increases in taxes; his concern is that if the study is done now and it becomes public, it may upset people. He then stated that Benson is a community of 5,000, and there will be a better sense of security once the City has grown. Ms. Vivian stated her concern is the actual jobs that are being performed because, presently, they are able to delay hiring a Building Official, for instance, and instead use someone on a contract basis. She asked how you determine what a person's job is and what their worth is if they are not doing a job they will be doing in a year and a half from now and added her opinion is it would be better to wait.

Vice Mayor Konrad suggested taking a look at doing an organizational study if they decide to postpone the personnel and compensation studies. He stated that this study would help determine how efficiently your organization is laid out, which may be beneficial going forward. Ms. Vivian stated she believes the personnel study will take a look at the services the City provides and the most efficient way to provide them, but she would make sure an organizational study is included.

Councilmember Dempster stated he believes it is really important to perform the study quickly because he has no idea how many policemen the City should have, for example, and based on what criteria. He also stated he would be curious to know what criteria are used when the City adds or subtracts staff and what logic is used for pay increases. He asked if the City has job descriptions available for the study or if they would be developed through interviews. Ms. Vivian answered it would be a bit of both; when the study was done in 2005, they actually sat with every employee to find out what they did then they drafted accurate job descriptions. She noted employees might be assigned other duties, but they didn't always go back and change the job description. She stated the HR Coordinator has been trying to make more accurate descriptions. Ms. Vivian stated Council could decide to go ahead with an organizational study and a personnel study this year then do a comp and class study next year. She reiterated her hesitation in trying to project what life would be like in 18 months.

Councilmember Dempster stated he has conducted quite a few of these studies, and if Council elected to do one now and the City grows by 300% the study could be updated in increments. Mayor King stated he doesn't have an issue with that, rather his concern is looking out waiting to see growth come. He stated it could be done with the projection of 5,000/7,500/10,000/12,500/15,000 as population growth is going to take place over a few years because the first home won't be move-in ready for two years once the development breaks ground. He stated the 2020 census should help, but it is all a balancing act right now and he doesn't mind if it can be done in real-time growth, although he doesn't know how much more that will cost the City. Mayor King stated there would be a lot of projections that are not 100% valid because we don't know what the future is going to bring.

Councilmember Dempster stated if money is the issue, they could make a mistake on one person, and they've paid for the \$50,000 study. He added the City doesn't have experts on building job descriptions and departments that he is aware of, and the experts conducting the study can do that. He added it is also good politically as there would be documentation of how big a department should be and how much each one should be paid. Mr. Dempster stated they would also find inefficiencies in departments. Councilmember Dempster reiterated he is in favor of doing the study as soon as possible. Ms. Vivian asked if Mr. Dempster was referring to both studies. He replied they almost had to go together and asked if different groups would be conducting each study. Ms. Vivian stated the same group would be conducting both studies. Councilmember Dempster asked if the cost would be \$50,000 for both studies. Ms. Vivian confirmed it would be. Councilmember Dempster stated that is a good bargain.

Vice Mayor Konrad inquired about the League's annual salary survey asking if it is an average for all cities and towns. Ms. Vivian replied the League simply lists them; they would have to be added and divided to reach an average.

Mayor King stated they have been trying to increase certain employees' wages over the years to try to hold onto people, and unfortunately, people have walked away because the City could not pay them what they expected to be paid. He reiterated he would support the study if it were done in increments. Ms. Vivian asked if Council would like to leave the studies in the budget for this fiscal year. Council confirmed they would.

Mayor King requested a short break at 8:01 p.m. The meeting reconvened at 8:11 p.m.

Mayor King asked if the County was going to raise the sanitation fee. Ms. Vivian stated she believes they are not raising it, adding the County has implemented dumpster rentals, which has generated additional revenue to help keep their rates down.

Mayor King asked if a utility rate study was still planned. Ms. Vivian confirmed it was, and it would include all of the components.

Vice Mayor Konrad asked what types of things are lacking from park maintenance and if they were trying to catch up on things that have been pushed back in the past. Mr. Hamilton confirmed some of the maintenance were things that had been left behind and also updated some of the equipment, such as mowers noting one of the mowers that would be replaced was a 1994 model. He stated they are also looking at replacing one small ramada. Vice Mayor Konrad asked if they were Capital Improvements. Mr. Hamilton confirmed they are and added they are also components of Maintenance, noting they have replaced some fences and there was also some work done on the sprinkler systems. He stated they also want to replace trees that have died over the years to provide more shade at the park.

Vice Mayor Konrad pointed out there is a line for Dues and Licenses and also Fees and Licenses and questioned why licenses were listed twice. Ms. Vivian replied that is something they should have caught and would take a look at combining. She then listed some examples of different dues, licenses, and fees the City pays.

Councilmember Lambert asked why the Fireman's Pension Fund showed negative \$200 in Other Income. Ms. Vivian stated that, more than likely, it was because something was done incorrectly and was later corrected with a journal entry, but they would look into it. She then stated she was also going to find out why \$5,000 was budgeted under Other Income. Mr. Judd informed Council last year, Interest Income was mistakenly listed under Other Income, and this year it would be moved. Councilmember Lambert next pointed out that Grant Funds for Revenues do not match on two pages and noted there were other inconsistencies as well. Ms. Vivian stated they attempted to remove and replace some pages before the meeting and likely missed one. Councilmember Lambert replied that the 2016-2017 budgets are missing numbers and there are inconsistencies. Ms. Vivian stated they would correct it. Councilmember Lambert then noted that the CDBG Park Grant was missing from a page and other errors. Ms. Vivian assured him they would be corrected. Mr. Judd added that a full copy was emailed out yesterday, and some of the mistakes should be corrected in that version.

Councilmember Dempster asked if the format they use for the budget is mandated or if the City can choose its own process. Ms. Vivian replied she believed they could use their own and she would verify it. Councilmember Dempster stated he would really like Council to receive one with less detail and would rather see a version with projected actuals for the major categories and any significant differences. He stated Council could make their recommendation, for instance, the budget has to be the same as the actual, or it can be 5% more or 10% less, then Staff would go back and work through the details with Department Heads to make it happen. Councilmember Dempster stated he did not see depreciation anywhere, and he assumes it is because the city does not work with depreciation. Mr. Judd stated it is configured in the audit because it is not an actual cash expense.

Councilmember Dempster asked how secure the grants are individually or as a whole. Ms. Vivian explained that the Federal Government runs on a different fiscal year. Mr. Hamilton stated he knows the City has received some award letters already. Councilmember Dempster asked if they would be prepared to cut back Transit if the grants were not received. Mr. Hamilton stated they would definitely have to cut it back if they did not receive the grants. Councilmember Dempster asked how frequently the funds are awarded. Mr. Hamilton and Ms. Vivian responded that they are funded annually.

Councilmember Dempster asked if there was a specific plan for things at the golf course. Mr. Hamilton explained that projects were divided into different categories, and they would have to decide on them. Councilmember Dempster asked if they had the money to fund the projects. Ms. Vivian stated they are part of the Capital Projects Fund, and they would have to look at how they are funded. She then gave a breakdown stating that Construction Sales Tax accounted for \$102,000, a General Fund transfer at \$652,000, loan lease financing of \$1 million, and bond proceeds of 1,067,000 and a potential bond of \$150,000. She stated that if they decided to move forward on any of

these projects, they would come back to Council with all of the funding options so they could choose how to fund them.

Councilmember Dempster asked if there was a way to invest funds such as the million-dollar reserve. Mr. Judd replied they have in the past, but they cannot touch the money until the CD expires, and he does not want to lock too much up in case of an emergency that requires immediate funding. Councilmember Dempster asked Mr. Judd if he was the person who keeps track of that. Mr. Judd stated he was. Ms. Vivian stated they had looked at how little interest the Fire Pension Fund has accrued, and it was decided they needed to get their money back into local government.

Councilmember Diaz stated after meeting with Mr. Judd regarding the budget, he learned the budget has actually come down about 5%. Mr. Judd stated after adjustments, it is about 3.5%. Councilmember Diaz stated that it is commendable to all of the departments. Councilmember Diaz asked if the money budgeted for advertising the golf course and Visitor Center was enough and asked if it would be prudent to increase those line items by 50%. He stated the more people we can get into the community; the more sales tax income would go up.

Mayor King asked if the money would be split between the restaurant and the golf course. Mr. Judd stated Operations and Food and Beverage have their own line items for the golf course so they could spend those funds independently. Mayor King asked how the golf course would use extra advertising monies to do something different. Golf Course Manager Joe Delvecchio replied they would love more money to advertise and their new agreement with EZ Links is probably equivalent to 10 to 20 thousand dollars' worth of advertising labor with their marketing arm noting it is all digital. He stated a commercial ad was shot, but never aired and he suggested doing radio or commercials in the Tucson area. Mr. Delvecchio then stated he would have to talk to a company there to see if it would be worth it. He stated he saw a commercial for a Tucson course when the Stanley Cup was on television.

Mr. Delvecchio stated word about San Pedro has increased among clubs in Tucson over the past few months and they booked three clubs the other day that hadn't played at San Pedro in years. Mayor King stated he doesn't have a problem with putting more money into advertising as long as they start seeing an increase. He also stated Tucson shut down another golf course recently. Mr. Delvecchio replied it was actually two courses. He then stated the digital market seems to be where everybody is going for advertising and over the past five years results from newspaper advertising have been like an arrow pointing straight down. He stated if anything, it would be nice to have money to do a television spot maybe. Mayor King asked for Ms. Vivian's opinion. Ms. Vivian stated there is \$10,000 in the budget for advertising and they have projected spending \$256,000 so any advertising that would be done using that \$10,000 would increase in advertising. She stated she doesn't know that more than \$10,000 would need to be budgeted, and perhaps they would need to find out the cost of doing a commercial or radio ads, but she thinks they could come up with something nice with the budgeted amount. Mr. Delvecchio stated he was going to spend the whole budget due to the options available now.

Vice Mayor Konrad stated there has to be somewhere they can go to readily find out the rate of return for different media to get the best bang for their buck. Ms. Vivian stated she could certainly gather information on that.

Councilmember Diaz asked where the advertising is coming out for events they are going to do at the golf course. Ms. Vivian stated it would come out of the advertising budget and also be done on social media. She added she realizes ticket sales for the event in September have been slow, but she spoke to an event planner and was told she would begin to see ticket sales increase in July.

Mayor King asked Council if they thought they should increase the advertising budget. Councilmember Lambert stated he believes it is fine where it is because the City Manager can approve for it to go over budget if necessary and they can increase it next year. He stated he doesn't see any reason to go out of the way to increase it at this point. Vice Mayor Konrad stated if they haven't approached the \$10,000 already budgeted, they should be good and if there is an event that requires the dedication of advertising funds, they can certainly work around it to make it happen. He suggested leaving it where it is. Councilmember Garner stated it sounds as though there is a good plan for the money already budgeted. Councilmember Dempster stated he would rather see any additional money be put into the product. Mayor King stated there is such a big budget, but they are spending so little, and he wants to see the golf course really prosper. He stated it sounds like Mr. Delvecchio has some good ideas, and right now, we don't know what the cost of it is. Mr. Delvecchio stated there are six people dedicated to marketing the golf course. Mayor King stated

he hoped they could take advantage of the courses that have recently closed, and he didn't realize it was true that they had closed. Councilmember Diaz stated he was good with keeping the advertising budget the same.

Councilmember Garner expressed that he was impressed they were able to bring the budget down by 3.5%. Mayor King thanked the Department Heads and Staff for their hard work and stated he looked forward to getting the budget approved. Ms. Vivian stated they would get all of the information to Council and make all of the changes they allocated. She then stated the tentative adoption meeting would be July 9th which would set the ceiling then the only changes they could make after that would be to lower it at the adoption on July 26th.

ADJOURNMENT:

Councilmember Boyle moved to adjourn at 8:44 p.m. Seconded by Vice Mayor Konrad. Motion passed 7-0.

ATTEST:

Vicki L. Vivian, CMC, City Clerk

Joe A. Konrad, Mayor

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1b

From: Vicki Vivian, CMC, City Clerk

Subject:

Minutes of the October 11, 2021 Worksession

Discussion:

Attached are the minutes of the October 11, 2021 Worksession.

Staff Recommendation:

Council pleasure

**WORKSESSION
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD OCTOBER 11, 2021 AT 6:00 P.M.
AT THE BENSON CITY COUNCIL CHAMBERS
599 SOUTH DRAGOON STREET, BENSON, ARIZONA**

CALL TO ORDER:

Mayor Konrad called the meeting to order at 6:00 p.m. with the Pledge of Allegiance.

ROLL CALL:

Present were: Mayor Joe A. Konrad, Vice Mayor Larry Dempster, Councilmembers: Pat Boyle, Lupe Diaz, Nick Maldonado, and Barbara Nunn. Absent was: Councilmember Toney D. King Sr. Deputy City Clerk Denise Tapia stated a quorum was established.

NEW BUSINESS:

1. Presentation on the Enterprise Fleet Management Option

City Manager Vicki Vivian stated many of the City's vehicles are older, and while purchasing vehicles as they are needed has served its purpose, the benefits of a newer fleet would not only include fuel and repair savings but provide safety features, such as driver assistance.

Ms. Vivian stated Staff met with Mr. John Bell, from Enterprise Fleet Management, Inc. to look at the services Enterprise could offer and determine if it would be advantageous to the City. Mr. Bell will present information on the fleet management program and answer any questions Council may have.

Ms. Vivian then stated Staff is seeking Council input and direction regarding the program and if directed to do so, will bring an action item to Council at a future meeting.

Mayor Konrad introduced Mr. Bell and told Council that if they have any questions, to write them down.

Mr. Bell stated Council could ask questions as the presentation is presented.

Mr. Bell started off by speaking about himself; he's been with Enterprise for 13 years and was born and raised in Tucson. Mr. Bell started the presentation by stating Enterprise has 40 partners that are government entities in the state of Arizona. They partner with and are an approved Cooperative Purchasing Contracts with Sourcewell, formerly NJPA noting the City of Benson is already buying off that cooperative purchasing agreement. If the City decides to move forward, there is no reason for an RFP (Request For Proposal) as the due diligence is already satisfied by the cooperative purchasing agreement. Mr. Bell stated he was going to talk about the effective vehicle lifecycle and how Enterprise finds the right time to get in and out of the vehicles. Enterprise has a fleet of 2 million vehicles, so they are in a position to do this on average. They buy a million vehicles and sell a million vehicles a year. Mr. Bell stated they take all that data and give recommendations on what is the best life cycle for the vehicles.

Mayor Konrad asked whether Enterprise would take care of the maintenance while they are being leased. Mr. Bell stated there is an option to do that, or the City can do it the same way they have been. Every partnership has options to fulfill the needs of the City. Mr. Bell stated they look at the effective vehicle life cycle for the first couple of years. He stated all the City would have to do are some oil changes and, eventually, new tires noting the goal is never to have to make a choice to put more money into a vehicle that is worth the same amount of the repairs.

Mr. Bell stated governments get a great deal when buying vehicles. Ram, Ford, and Chevrolet have very good incentives, and they would get the same incentives through Enterprise nothing would change that and that is not where Enterprise will save the City money or bring value. He stated Enterprise will work with the City and give

insights on when to sell. On average, the vehicle sells for more than what it is purchased for. Councilmember Boyle asked would it still hold true if it was based on the current situation with the chip shortage and lack of vehicles. Mr. Bell stated the presentation reflects the current situation with the chip shortage; currently, Enterprise is doing one-year cycles. Enterprise gets data every day and keeps updated on the trends. Vice Mayor Dempster asked if it was only for cars and pickups, no specialty equipment. Mr. Bell stated they do anything that you do not need a CDL (Commercial Driver's License) to drive and cannot go above 2,600 GVW (Gross Vehicle Weight), no yellow iron.

Mr. Bell stated that there are 700 dedicated remarketing employees who sell lease and rental vehicles. There are 150 lots in North America, so the benefit would be that the team would look at where the vehicles would sell for the highest dollar. There are over 20,000 + unique buyers that Enterprises sells to throughout the Nation. They only use auctions and 15% of the time it is a smaller audience. Mr. Bell stated in 2020 Enterprise sold over 1,000,000 vehicles.

Mayor Konrad asked if market management is part of the service Enterprise provides. Mr. Bell stated the City would get a whole team along with getting a fleet plan for the whole year. Mayor Konrad asked if Enterprise could make the Enterprise program coincide with the City's budget season. Mr. Bell stated yes, but even more, they would help figure out what vehicles are needed. He did receive a copy of the fleet list created by the City and put it through their system, and it came up with a plan that will give the City a holistic view at least once a year and help tailor the plan to the City.

Councilmember Nunn asked who the contact person for the City would be. Mr. Bell stated once there is a program in place, it would be a person close to the operation side of things and a person in Finance, along with an administrative person to help orchestrate with the City Manager; it would all depend on how the City would like to set it up they can tailor fit to however the City would like to manage it.

Mr. Bell stated that there are 48 vehicles from the City's fleet that fall into their niche; it would be like a middle-duty truck all the way down to a sedan if ever needed and they could do golf carts as well. Mayor Konrad stated the City's vehicles would be pretty desirable considering the mileage that is put on the vehicles every year. Mr. Bell stated that is correct; the City of Benson has a dual attack that includes the government incentives and the low mileage that makes it a perfect used car.

Mr. Bell stated they would start off by ripping off the band-aid and getting rid of the vehicles that were ten years old or over 100,000 miles noting there is no safety net or warranties if they're over 10 years old, so if anything were to happen it would be on the City. There wouldn't be a large resale value on them. Mr. Bell stated that because most cities do not have the data, the resale process would be based on time and miles. Mr. Bell said the capital budgets that are needed are not necessarily there every year, so the ability to pull the equity out and to have a lease structure and not to pay cash to help lower the capital expense is what Enterprise would bring to the table along with newer safer vehicles.

Mr. Bell stated the City has 48 vehicles in its fleet and it will take about 24 years to get a fresh fleet at the rate of the current cycle. The current maintenance based on the age and the miles is about \$95 a month, which does not include any labor, so it breaks down to \$0.20 to \$0.25 a mile, so the City is right there in the middle. Councilmember Diaz asked if the average was for the City or for Enterprise. Mr. Bell stated that would be an average with all of the Enterprise clients. Councilmember Boyle asked if it was \$95 a month per vehicle. Mr. Bell stated that would be per vehicle per month, which would include brakes and tires; it also includes the labor. Mr. Bell stated the size of the fleet that the City currently has would be the size they stay with; if there are any special needs, they could also be addressed. Mr. Bell stated the average mileage is 5,000 miles a year which is in line with all the other cities that they work with that are of similar geographical size.

Mr. Bell stated that based on the age and type of the vehicle, the current estimate is 10 gallons per mile; the newer vehicles are getting 12-15 gallons per mile, so the current City fleet is in line. Mr. Bell stated he proposed to stick with the 48 vehicles, and they would take the cycle to 3 1/2 years, which would be on average, but if the data suggests selling it within a year to keep the same payment and extend the warranty, Enterprise would recommend

that. Mr. Bell stated that with the police vehicles, they look for the model change, which is about every five years, because the cost of pulling out and putting in the additional equipment in the back would be more costly. Mr. Bell stated that because the vehicles are traded every couple of years, the maintenance on them would be low and would still carry the warranty.

Mr. Bell stated that the City currently gets about two vehicles a year; the City owns all 48 vehicles. The purchase price would be about \$30,000 per vehicle, the maintenance on the vehicles is about \$54,000 for the 48 vehicles, and the City spends about \$60,000 on fuel a year, so the City is spending about \$176,000 a year to run the fleet year in and year out.

Mr. Bell stated the numbers would be off the fleet vehicles the City currently has; their recommendation is to start off by getting four new vehicles that are already approved in the budget, which would be the administrative vehicle, three police vehicles, and an animal control vehicle; that's how Enterprise would tailor the step process. Ms. Vivian stated the administrative car was not in the budget. When they discussed doing the PD vehicles, the administrative vehicle was discussed. Mr. Bell stated that when they get started with their partnerships, they try and get a little bit of a mix on the fleet, so that's how the administrative vehicle came up. Mr. Bell stated the lease payments would be \$35,000 for all four vehicles for the first year. Enterprise would be selling four vehicles the City currently owns; the estimate is low at \$18,000, but it all would depend on the type and mileage of the vehicles. They're estimating about \$4,000 per vehicle and the estimates are for vehicles that are right above poor condition then from there they get the true estimate. Mr. Bell stated the budget for the maintenance of the four new vehicles would be \$126,000, so there would be a savings of \$50,000. Mr. Bell stated if the City approved the partnership with Enterprise, they're only approving the four vehicles right now; after that it would have to come back to Council during budget time then Enterprise would provide the numbers and let Council decide. The City of Benson would not saying yes to a 10-year plan; they would be agreeing to a partnership to meet with Enterprise and take recommendations.

Councilmember Diaz asked if Enterprise would be working with the City's present fleet because currently the City purchases from Valley Telecom, and asked if it would roll into the management plan if the City were to purchase from them. Mr. Bell stated any vehicles that the City gets or operates would be given an analysis. Enterprise will never tell you to turn away a good deal; Enterprise is not asking to be exclusive.

Mr. Bell stated if the City was in the position in year 2 to rip off the band-aid, it would be 39 vehicles leased, and 39 vehicles would be sold; the lease payment would go up to \$255,000, the equity in the City vehicles would be \$140,000, and the City would get \$100,000 back on the vehicles that would be leased and resold within the 12 months. This is where the big drop in maintenance would come in; it would be half of what the City is currently paying in maintenance, so the City would take in new leased vehicles and get rid of the pre-owned vehicles. Over the first ten years the savings would be about \$60,000 and overall the City would be saving \$4,000 a year with the program; it is not a ton of money but the City would be going from a 24-year cycle to a four-year cycle and would be cutting the fleet age by 1/5. Mr. Bell stated the City's fleet currently has 38 vehicles in the red for safety because they are older than 2012 due to not having the electronic stability control. There were nine vehicles from the year 2013 to 2016 when the newer airbags came in, and there's only one vehicle in the 2017 range with all the safety features which includes a rear camera where most accidents happen. Everything Enterprise purchases is required to have a backup camera included in the safety feature. Mayor Konrad stated the rearview camera seemed insignificant on the surface, but it makes a huge difference. Mr. Bell stated safety is a very big priority.

Councilmember Diaz asked if the contract agreement was an agreement forever. Mr. Bell stated they're pretty easy to break up with; there is a master lease agreement which is like the rules. It will sit there forever, it doesn't cost the City any money, and the City doesn't have to promise anything. Enterprise would quote the City for a single vehicle at a time. You have to keep the first fleet for 12 months, but after that, the City can purchase it outright; you can cut a check and walk away. If the City doesn't want the vehicle, Enterprise will sell it and give the City the difference and the City can walk away. It is not like a dealership lease where you're locked in.

Councilmember Boyle asked what the initial cost would be to start the program. Mr. Bell stated depending on what route the City would like to take, the City could do all four vehicles that were discussed, each would have its own separate quote detailing the monthly costs, and it could be paid month-by-month, quarterly or yearly. Whichever

is convenient. Councilmember Boyle stated it's a pay-as-you-go type thing, so the City wouldn't need a large chunk of money upfront.

Councilmember Nunn asked how Enterprise could find cars for the City, but she could not rent a car from Enterprise for less than \$100 a day. Mr. Bell stated the vehicle market is very difficult and Enterprise purchases vehicles directly from the manufacturer. Enterprise sends the manufacturers what the City wants, and they would build it for you; the lead time right now is four months, and it may be more depending on how the microchip shortages go. Enterprise goes directly to the manufacturer and has them built specifically for the City. Councilmember Nunn asked if the price that is quoted is locked in. Mr. Bell stated that was correct, the City would pay the invoice price. The lease would start a month after the vehicle arrives and that is when the City would write the check.

Mayor Konrad asked Mr. Bell for his contact information so he could reach out to other associates in towns and see how they liked the program.

ADJOURNMENT:

Councilmember Boyle moved to adjourn at 6:45 p.m. Seconded by Councilmember Maldonado. Motion passed 6-0.

Joe A. Konrad, Mayor

ATTEST:

Vicki L. Vivian, CMC, City Clerk

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1c

From: Vicki Vivian, CMC, City Clerk

Subject:

Minutes of the October 10, 2022 Regular Meeting

Discussion:

Attached are the minutes of the October 10, 2022 Regular Meeting.

Staff Recommendation:

Council pleasure

**THE REGULAR MEETING
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD OCTOBER 10, 2022 AT 7:00 P.M.
AT THE BENSON COUNCIL CHAMBERS
599 S. DRAGOON STREET, BENSON, ARIZONA**

CALL TO ORDER:

Mayor Konrad called the meeting to order at 7:00 p.m., asking Julian Herrera of the Benson City Youth Council to lead the Pledge of Allegiance.

ROLL CALL:

Present were: Mayor Joe A. Konrad, Vice Mayor Larry Dempster, Councilmembers: Pat Boyle, Toney D. King Sr. (via phone), Nick Maldonado, Barbara Nunn, and Cindy Tapia.

EMPLOYEE RECOGNITION: None

PROCLAMATION:

Mayor Konrad read a proclamation proclaiming October 13, 2022 as “Teri Braatz Day.” Mayor King then presented the proclamation to Ms. Braatz.

Mayor Konrad then read a proclamation proclaiming November 1, 2022 as “Extra Mile Day” followed by his reading a proclamation proclaiming November 11, 2022 as “Veterans Day.”

PUBLIC HEARING: The Mayor and Council will be available to receive comments from the public regarding a proposed annexation into the City of Benson of approximately 246 acres located northwest and northeast corners of Interstate 10 and Hwy 90; parcels 123-11-001X and 123-11-001Y, inclusive of Hwy 90 and Dark Star rights-of-way.

Mayor Konrad opened the public hearing at 7:08 p.m. stating that Ms. Christine O’Hara had signed up to speak at the Public Hearing. Ms. O’Hara stated she signed up to speak at the Call to the Public and was instructed to complete the Call to the Public form.

Mr. Ernie Graves then spoke regarding his application for annexation, stating he would also be bringing a master plan and zoning application to Council. Mr. Graves stated he knows that water tests need to be done and will work on that issue; then stated the master plan has 150 acres for residential use and about 75 acres for commercial use. Mr. Graves then stated that it uses existing roads, and he’s aware that ADOT has some questions and issues. Mr. Graves then stated he would like to move forward and gain approval tonight or in the coming weeks; then asked Council what they were shooting for and how much detail they would like, noting he believes Council has a series of documents before them amending the General Plan and the letter to establish how to work with the City Council and the Commission. Mr. Graves then stated he has no changes he’d like to make, but he is open to suggestions the Council, City, Commission, and/or public may have and see what, if any, changes need to be made to make it acceptable to the City of Benson. Mr. Graves said primary for him is to open up the 4 corners of SR90 and I10 but to bring in a residential element, so he is proposing 3,000 residential units in 15 buildings that will take up about 26 acres and then leave 100+ acres in open space and roadways. Mr. Graves stated he looks forward to comments and thoughts on the proposal and can answer any questions the Council may have.

Mayor Konrad stated the purpose of the public hearing was to look for input from the public and asked if there would be an additional public hearing. City Attorney Paul Loucks stated the next step would be the circulation of the petition to the property owners, and then the annexation ordinance would be back before Council. Mayor Konrad confirmed that no additional public hearing would be held. Mr. Graves stated he was confused about the Council processing the annexation and the master plan as separate issues, with

Mr. Loucks stating the only thing before the Council is the annexation. Mr. Graves then stated he could answer questions on the annexation, or the Mayor could open it to the public if he wished to. Mayor Konrad stated the public hearing is currently open for the public to comment; then stated no one else had signed up to speak and asked if there was anyone present who wished to speak on the matter. After no responses, Mayor Konrad closed the public hearing at 7:15 p.m.

CALL TO THE PUBLIC – AGENDA-RELATED COMMENTS ONLY: 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 at the discretion of the Mayor or Council.

Ms. Christine O’Hara addressed Council, stating she wanted to read something on her phone, noting she knew she was on the agenda for Better Bucks but wanted to read this. Ms. O’Hara then stated she tried to contact Mayor Konrad to discuss the Better Bucks via some communications they used to have in the past on his cell phone, adding she wanted to discuss it with him before bringing it to the Council level. She said she tried on 2 different occasions to do that, asking to discuss it with him, and got a response back twice that read, “This is a personal cell phone number and is not to be used for City business. Please delete it from your contact list. If you’re attempting to contact Benson Mayor Joe Konrad, you will need to contact Benson City Hall to obtain the contact information. There is no need for you to contact Mayor Konrad for anything unrelated to City of Benson business.” Ms. O’Hara then stated that Better Bucks is the City of Benson’s business, adding she understands that the Mayor received \$800 for a cell phone for the City to communicate with taxpayers such as herself.

Mayor Konrad stated Ms. O’Hara had contacted his personal cell phone, not the City phone he uses for City business.

City Manager Vicki Vivian then stated she had received a letter for the Call to the Public, and she confirmed with the City Attorney that she could read the letter at this time. Ms. Vivian then stated the letter was from Mr. Tim Furnas, the CEO of Avalanche Security Solutions located at 298 E. 4th Street, adding Mr. Furnas resides in Tombstone. The letter expressed concerns about criminal and transient activity and the extreme jump in crime in cities that have a “transient-friendly” mentality and encouraged the Council to reject the Better Bucks program and adopt a policy that supports the City residents by taking steps to reduce the number of transients and drug addicts within the community, which will result in a reduction of crime. Mr. Furnas’ complete letter will be retained with the Council packet.

CITY MANAGER’S SUMMARY OF CURRENT EVENTS REPORT:

City Manager Vicki Vivian addressed Council, stating the Herald Review’s annual “Best Of” dinner event was recently held, and the City of Benson’s Lantern Festival won second place in the Festival or Event category, with the City’s 4th of July celebration winning first place. Ms. Vivian then gave the dates of upcoming meetings and events.

- Monday, November 14, 2022 – City Council Meeting, 7:00 p.m., Benson Council Chambers
- Tuesday, October 18, 2022 – Benson High School Homecoming Bonfire, behind the Benson Football field, 6:30 p.m. – 8:30 p.m.
- Friday, October 21, 2022 – Run for Life – Zombie 5K run, 10:00 a.m. – 2:00 p.m.
Registration begins at 9:00 a.m., Run starts at 10:00 a.m. at the Benson High School Football Field
Walk – Creep – Crawl to benefit the Lions Park Expansion
You can register at <https://www.eventbrite.com/e/run-for-your-life-zombie-5k-registration>
- Friday, November 11, 2022 – **Veterans Day Holiday – City Offices will be closed**

NEW BUSINESS:

1. Discussion and possible action on the Consent Agenda

- 1a. Minutes of the May 23, 2022 Worksession
- 1b. Minutes of the August 22, 2022 Special Meeting
- 1c. Minutes of the September 12, 2022 Regular Meeting
- 1d. Invoices processed for the period from September 1, 2022 through September 29, 2022
- 1e. Resolution 31-2022 of the Mayor and Council of the City of Benson Arizona, regarding the SunZia Southwest Transmission project

Councilmember Maldonado moved to approve the Consent Agenda. Seconded by Councilmember Boyle. Motion passed 7-0.

2. Discussion and possible action regarding sponsorship of the Kartchner Wonderland Christmas Event to be held Saturday, December 17, 2022

City Manager Vicki Vivian stated the Kartchner Wonderland Christmas Event is an event for people to enjoy a wonderful night of Christmas Lights and Celebration, noting the inaugural event was held in 2020. Ms. Vivian then stated last year, there was a live band as well as the Benson High School Band and Choir performances, adding Santa was also present for people to visit. Ms. Vivian then stated the event grows each year and provides an opportunity for our residents as well as encourages visitors to enjoy the lights and festive atmosphere.

Ms. Vivian then stated sponsorship had been requested to assist with the costs and prizes for those who participate in decorating their homes for the event, adding the requested amount is \$525.00, but additional funding to help with advertising/printing or other costs could also be considered by the Council. Ms. Vivian then stated should Council approve a sponsorship, the funding would be taken from the Community Enrichment budget.

Councilmember King stated this is becoming our own Winterhaven, and he would recommend attending this wonderful event, adding it's good for our community and it brings people together.

Ms. Vivian then stated Rochelle Sackett, who was instrumental in creating and organizing this event, was present should the Council have any questions. Ms. Sackett came forward, and Mayor Konrad stated he had no questions but would like to commend her on the event. Ms. Sackett then gave a brief overview of the event and how it had grown larger each year, adding it's all done with non-paid volunteers. Ms. Sackett then stated they have a lot of new residents, and this year, she would like to offer prizes for the best decorations. Mayor Konrad asked Ms. Sackett if she knew how many people attended with Ms. Sackett stating she didn't but she knew people from Benson, Sierra Vista, Tucson, and Pomerene attended, adding it grows each year. Councilmember Nunn stated she was at the event last year for about 2 hours, and it was a lot of fun. Council applauded her efforts and commented on how successful and well-attended the event was and that they were looking forward to it again. Mayor Konrad asked what the suggestion was for funding with Ms. Vivian stated the requested amount was \$525, and she was thinking a total sponsorship of \$750 would help advertise the event, adding Staff could work with Ms. Sackett to place those ads.

Councilmember Maldonado moved to approve sponsorship in the amount of \$750.00. Seconded by Councilmember King. Motion passed 7-0.

3. Discussion and possible action regarding a request from The Community Food Pantry of Benson for services support of their Craft and Vendor Extravaganza event to be held Saturday, November 12, 2022

City Manager Vicki Vivian stated the Community Food Pantry is planning a Craft and Vendor Extravaganza fundraiser at Apache Park on Saturday, November 12, and are requesting the following assistance: making sure the grass is mowed, the ant hills being cleared out, the water is turned off, and supplying multiple trash cans.

Ms. Vivian then stated should Council approve; Staff would complete the request.

Ms. Najayah Many Horses came forward, stating she didn't have anything to add but would be happy to answer questions. Councilmember King commented that the Food Pantry feeds about ¼ of our residents every week and encouraged everyone to come out, noting that this is a good fundraiser for them before the holidays. Mayor Konrad moved to approve the assistance as requested. Seconded by Councilmember Tapia. Motion passed 7-0.

4. **Discussion and possible action regarding a request to sponsor and support the Better Bucks Program for Benson**

City Manager Vicki Vivian stated at the Council meeting held in September, the Council heard a presentation on the "Better Bucks" program, which allows donors to buy a Better Bucks booklet that contains vouchers for non-alcoholic and non-tobacco related goods to be used at participating/authorized businesses. The donor then can give the booklets or vouchers to those they see in need.

Ms. Vivian stated Christine O'Hara is interested in implementing a Better Bucks program in Benson and has had the 501(c)3 approval, and is forming a Board of Directors, noting she would like to kick the program off with a block party where she will have at least six organizations present to inform people of their services for assistance in combatting drug use. Ms. Vivian then stated that when Ms. O'Hara gave the presentation to Council, she was asking for support and sponsorship of the program consisting of a monetary sponsorship, the inclusion of a bus pass, and the support of the Benson Police Department and after the Council discussion, Staff was directed to coordinate with Ms. O'Hara and other Staff members concerning the logistics and bring it back to Council at the October meeting.

Ms. Vivian then stated Staff met with Ms. O'Hara, letting her know that any transportation voucher would need to be reimbursed, as well as meeting with Sierra Vista Police Department personnel concerning how the program was operated in Sierra Vista. Ms. Vivian then stated the item is now before Council for their consideration.

Mayor Konrad stated he did a lot of research and reached out to Sierra Vista Councilmembers, who advised him that they looked at Flagstaff, and as it was, it would not work for them, so they retooled it to fit Sierra Vista, and they said what they have in Sierra Vista would probably not be a good fit for Benson. Mayor Konrad said it took them 2 years to work through it and put it in place, adding he feels it's premature to offer financial assistance now and compared it to offering money for a business startup. Mayor Konrad then stated as far as endorsing the program, it hasn't been formed yet, so he's reluctant to do so. Mayor Konrad then stated other non-profits aren't financially supported by the City, although we do support them with services, as we do for the Food Pantry and the Diaper Bank, but he thinks it's foolish to commit financial resources to something that hasn't even been formed yet.

Ms. O'Hara asked if she could speak with Mayor Konrad stating she was not on the agenda. She countered, saying she was on the agenda to talk about the Better Bucks program, adding the Council had questions and she now had answers. Mayor Konrad told her that Councilmember Boyle had the floor with Ms. O'Hara continuing to speak, saying that each of the Council could ask her questions and she had statistics she would like to discuss. Mayor Konrad told Ms. O'Hara that the Council listened to her presentation before, and she said she didn't understand how the Council could make a decision without the statistics.

Councilmember Boyle then stated from a moral standpoint, he has come to the conclusion that the City or any government should not be involved in spending money on the citizens for a cause like this, which

is better served by local churches and community organizations. Councilmember Boyle stated this is one of those feel-good things people spend other people's money on when it should be done personally through someone's church, synagogue, or organization; again, stating he didn't feel it was something taxpayer money should be spent on. Councilmember Boyle then stated City staff would also be required to stock, advertise, sell, handle, and restock booklets, adding someone would have to buy the booklet, put it in their glovebox and then remember to use it if they were approached. Councilmember Boyle then stated for all these reasons, he is opposed to it.

Councilmember King stated he spoke with Chuck in Sierra Vista and was told the program is working well. Councilmember King then stated it would be difficult to get statistics regarding the homeless and how they spend money that is given to them, but the program is not just about the homeless; it is also about people who are down and out. Councilmember King then stated we are all one step from being homeless, and the program is for low-income people too. Councilmember King then stated Sierra Vista started a program that helps put lower-income people back to work, and again, this isn't just about the homeless; it's about helping our community. Councilmember King then stated the Better Bucks couldn't be spent on alcohol or tobacco, noting if you give someone cash, you can't stop them from spending money on something like that, but you can give them Better Bucks to help them out. Councilmember King then stated he understands that there isn't enough information, but to try and find out how this would affect a city our size is hard. Councilmember King then stated the Council should have done more research, and the City should have done more research, but it's hard to evaluate because homeless people come and go. Councilmember King then stated he is not sure he agrees that the program will attract homeless people or cause homelessness to grow but thinks it will stop some of them from panhandling. Councilmember King then stated he feels the program would be good for our community and the Council should consider supporting it.

Mayor Konrad then stated he was not saying there's not a need for social programs, but his position is that this is not something the City is in a position to finance, adding he is not saying it shouldn't come to town, but it is just something he doesn't think the City should commit resources to, financial or other. Mayor Konrad then stated it's not even formed yet and then moved not to commit any financial resources to the program.

Ms. O'Hara interjected, asking if she could give the statistics the Council asked for, adding she had them and would like to share them.

Mayor Konrad recognized Vice Mayor Dempster who asked Ms. O'Hara what sponsorship and support she was asking for with Ms. O'Hara stating she is seeking \$5,000 to start the program, adding the foundation should start with the City, noting that is how it has been done in Flagstaff and Sierra Vista. Ms. O'Hara then stated the Food Pantry served 704 people last week, adding those were low-income families, not just homeless. She then stated Benson has a 25% poverty level, not counting J6, Pomerene, or St. David; then stated Benson has a 52% poverty level and a lot of low-income families could use Better Bucks to get by and get help. Ms. O'Hara then said the Council is missing the point because the program is not just for the homeless but for low-income families to give them that little extra they need, such as parents who both work and spend \$500 in gas but need to buy their child a new coat.

Mayor Konrad asked Vice Mayor Dempster if his question was answered, with Vice Mayor Dempster stating it was not. Ms. O'Hara then stated she is seeking \$5,000 for the trademark that comes from the Shadow Foundation and the watermarked paper with serial numbers for security and is asking for one resource from the City; the bus, which would be paid back every month from the Better Bucks funds for any fare vouchers used, adding the voucher would be for \$2.00, enabling those who use it to go to their destination and then return. Ms. O'Hara then stated the businesses downtown, if they participate, will also be making money, so it's a win/win for everyone.

Mayor Konrad stated there was a motion on the floor. Seconded by Councilmember Boyle. Mayor Konrad restated the motion was not to commit financial resources to Better Bucks at this time. Motion passed 6-1 with Councilmember King voting nay.

As the vote concluded, Ms. O'Hara continued to speak about the vote affecting low-income people and stated "you are going to pay for this" before leaving the Council chambers.

5. **Discussion and possible action regarding Ordinance 617 of the Mayor and Council of the City of Benson, Arizona, suspending City Amendments to Chapter 7, "Building", Adopted through Ordinance 588**

City Manager Vicki Vivian stated in 2017, the Council adopted building codes as amended by Resolution 36-2017 and the amendments included a sprinkler requirement for anything more than 0 sq. ft. with a few exceptions. Ms. Vivian then stated in the past Council has expressed their desire to make the building codes a "code of minimums," and on holding worksessions on the adopted amendments to go through them to examine those that are warranted for our City, but with Staff changes at both the City and County levels, this project has not moved forward. Ms. Vivian then stated in discussions at both the Staff level and with the County, work will begin on reviewing the amendments and providing recommendations for Council to consider at future worksessions and meetings.

Ms. Vivian then stated that the ordinance only addresses fire sprinkling requirements and only suspends the amendments to the 2015 International Fire Code (IFC), which were adopted by Council in 2017, noting that the ordinance reduces the sprinkling requirements back to the original 2015 IFC. Ms. Vivian then stated, she heard the ordinance removes all sprinkling requirements, but that is not the case, stating in the 2015 IFC, there were certain requirements that mandate sprinklers, and those requirements will remain in place. Ms. Vivian then stated the ordinance only deals with the more restrictive amendments, adding Staff will go through all the Council-adopted amendments with the County and will bring recommendations on the amendments should they feel any are warranted for Benson.

Mayor Konrad stated he and Councilmember Boyle met with several contractors in town, and none of them ever asked for anything other than to be reasonable. Mayor Konrad then stated currently, any building more than 0 sq. ft. must be sprinkled, and he feels this is a reasonable move in the right direction. Mayor Konrad stated there is a lot of work to be done in this area to make additional improvements, but this deals strictly with fire sprinkler systems. Ms. Vivian stated she would like to reiterate that this ordinance does not remove the requirements for sprinkler systems entirely; it just puts the 2015 IFC requirements for them back in place.

Councilmember Nunn verified the City would be adhering to the 2015 IFC and not be more restrictive with Mayor Konrad stating that was the case with the fire sprinkler systems, adding he considers the 2015 IFA a reasonable realm. Councilmember Nunn then asked about requiring sprinkler systems at a certain sq. ft., with Mayor Konrad stating the 2015 IFC will mandate it, and there will still be some cases that will still require sprinkler systems.

Councilmember King stated he agreed with the Mayor and that has had people approach him complaining that the City's amendments were too restrictive, adding the Council has been needing to look at this, and he appreciates it being on the agenda. Councilmember King then stated he understands that this will simply go back to the 2015 IFC, and while it won't remove the requirements for sprinkling systems completely, the code will not be as restrictive.

Councilmember Tapia asked if the 2015 edition is the current edition, with Ms. Vivian stating some cities have adopted the 2018 editions of the building codes, noting most cities typically adopt codes 3-6 years behind the most current edition, but in speaking with the County, it has been recommended not to adopt the 2018 editions at this time.

Councilmember Boyle moved to approve Ordinance 617. Seconded by Councilmember Maldonado. Motion passed 7-0.

6. **Presentation of new “Pay by Text” option for utility customers**

Finance Director Megan Moreno stated she wanted to introduce a new feature for utility customers, offered through Xpress bill pay, adding Xpress bill pay is a way to opt-in for paperless billing, autopay, and/or to pay your bill online, which the City started offering in 2013. Ms. Moreno then stated the added feature provides utility customers a more convenient option to pay their bill via text, noting customers will need to log in to Xpress bill pay and set up this option, but once they do, they will receive their billing notification via text and pay the bill simply by replying with the word “pay.” Ms. Moreno then stated should someone wish to pay at a different time, they simply need to keep the text they receive and reply to it when they want the payment to be drafted from their account. Ms. Moreno stated the customer can also re-request their account balance by replying to the text with the word “balance,” adding this option is already live, and a mailer will be going out to customers to advertise the program.

Councilmember Maldonado asked if this was similar to what SSVEC (Sulphur Springs Valley Electric Cooperative, Inc.) offers with an automated call that requires the customer to put in their account information with Ms. Moreno stating this is a little different in that it requires the customer to log in and put that information on the front end so when they get the text notification, they could simply reply “pay” to pay their utility bill.

Mayor Konrad asked about security and where the servers reside with Ms. Moreno stating the program has all the same security features they offer online and that the program and information are cloud-based; then offered to assist Council in signing up for the program.

7. **Discussion during and/or after presentation by City Staff of City Finances, with emphasis on August 31, 2022 financial results and the City’s financial position on August 31, 2022. All revenues and expenses of the City may be discussed**

Finance Director Megan Moreno stated she would be going over the financial information for August, which will include the results for July, so the Council is current and will see monthly presentations moving forward. Ms. Moreno then stated we are in FY 2023 and will compare back to FY 2022, noting these figures are unaudited and are subject to change. Ms. Moreno then stated citywide revenues for August were \$1,020,000, which is a slight decrease from last August of about \$6,000. Ms. Moreno then stated year-to-date revenue is up about \$144,000 from last year at this time, adding this is citywide and includes all funds.

Ms. Moreno then addressed expenses, stating citywide expenses decreased from last August by about \$67,000 but are up year-to-date up about \$75,000 from last August; then noted some of the increase can be attributed to the one-time payroll expense of the 7% payout Council approved along with the 3% COLA, adding the payout was done in July.

Ms. Moreno then stated the City’s net position citywide for the month of August was about \$319,000, which is an increase of about \$60,000 over last August. Ms. Moreno then stated that year-to-date, the City is up about \$68,000 from last August, with a net position of about \$783,000. Ms. Moreno then stated she would like to mention the City did receive its second ARPA (American Rescue Plan Act) payment of about \$815,000, which is a good portion of revenues received this fiscal year. Ms. Moreno then stated she could answer any questions the Council had. There were none.

CALL TO THE PUBLIC – NON-AGENDA-RELATED COMMENTS: 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 at the discretion of the Mayor or Council.

None

DEPARTMENT REPORTS: No comments from Council.

ADJOURNMENT

Councilmember Maldonado moved to adjourn at 8:04 p.m. Seconded by Vice Mayor Dempster. Motion passed 7-0.

Joe A. Konrad, Mayor

ATTEST:

Vicki L. Vivian, CMC, City Clerk

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1d

From: Vicki Vivian, CMC, City Clerk

Subject:

Minutes of the October 24, 2022 Special Meeting

Discussion:

Attached are the minutes of the October 24, 2022 Special Meeting.

Staff Recommendation:

Council pleasure

**SPECIAL MEETING
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD OCTOBER 24, 2022 AT 4:00 P.M.
AT THE BENSON COUNCIL CHAMBERS
599 S. DRAGOON STREET, BENSON, ARIZONA**

CALL TO ORDER:

Mayor Konrad called the meeting to order at 4:00 p.m. with the Pledge of Allegiance.

ROLL CALL:

Present were: Mayor Joe A. Konrad, Vice Mayor Larry Dempster, Councilmembers: Pat Boyle, Toney D. King Sr., Nick Maldonado (arrived at 4:08 p.m.), Barbara Nunn, and Cindy Tapia (via phone). Deputy City Clerk Denise Tapia stated that a quorum was established.

City Manager Vicki Vivian called Councilmember Maldonado to remind him of the meeting; she stated he was on his way. Ms. Vivian then called Councilmember Tapia, who would be participating via phone.

Mayor Konrad stated he would like to take a 5-minute intermission to get everything sorted out and will restart the meeting at 4:08 p.m.

NEW BUSINESS:

1. **Discussion and possible action regarding the Benson Municipal Airport Land Lease Agreement (Modular space) between the City of Benson and respondent to the PW-Airport 2022-02 Request for Proposals**

Public Works Director Brad Hamilton stated the City released a Request for Proposal (RFP) for short-term land leases for a modular office building for aviation-related business at the Benson Municipal Airport on October 12, 2022. The RFP was advertised in the Herald/Review County Edition and placed on the City's website. Mr. Hamilton then stated a draft contract was in the packet and that a final contract would be presented at the meeting.

Councilmember King asked what the term of the lease was. City Manager Vicki Vivian asked if Councilmember King received the newest addition to the agreement. Councilmember King apologized for not having it and asked Ms. Vivian to state it publicly; Ms. Vivian stated that the term is for one year with four one-year renewal periods. Councilmember King then asked how much the lease would be for. Ms. Vivian stated the proposal was for .23 cents a square foot which would be \$371.80 per month. Councilmember King then asked if it was only for the land, with Ms. Vivian stating it was. Councilmember King asked what the building would be used for. Ms. Vivian stated it was advertised for aviation-related business. Councilmember King stated he had several calls from public individuals that had questions about the lease and wanted to take any suspicions away by asking questions. Councilmember King then asked who the lease would be with. Ms. Vivian stated the lease would be with Job Aire Group, Inc.

Councilmember Nunn asked if any representatives for the Job Aire Group were present. Mayor Konrad stated there was a representative present. Ms. Vivian stated that Courtney Jordan was available for questions. Councilmember Nunn stated in the last 6 weeks, Job Aire had come to the Benson Airport stating they would have parachute jumpers there, so the City spent money on porta pots; nothing happened, so the City wasted money on both instances. Councilmember Nunn stated she was not impressed with their response. Ms. Jordan stated that was not relevant to the RFP and that it was a

completely different agenda. Councilmember King asked if the City Attorney was available; he was present via phone. City Attorney Paul Loucks stated the character of the company is not at question; it only involved the terms of the contract.

Mayor Konrad moved to approve the lease agreement with the Job Aire Group and the City of Benson. Seconded by Councilmember Boyle. Motion passed 6-1 with Councilmember Nunn voting nay.

ADJOURNMENT

Vice Mayor Dempster moved to adjourn at 4:15 p.m. Seconded by Councilmember King. Motion passed 7-0.

ATTEST:

Joe A. Konrad, Mayor

Vicki L. Vivian, CMC, City Clerk

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1e

From: Abbie King, Permit Technician/Engineering Aide

Subject:

Resignation of Elaine Rinnert from the Benson Historic Preservation Commission

Discussion:

The Historic Preservation Commission creates criteria to identify historic landmarks or districts, nominates properties to the National Registrar, and otherwise promotes the historic character of the City of Benson.

Elaine Rinnert has been a member since 2021 and has announced her intent to resign. Her term would have ended in July 2023, and the remainder of her term remains open until filled.

Member 1 Term 2020-2023 – Ruth Wilson
Member 2 Term 2020-2023 – VACANT
Member 3 Term 2021-2024 – Amanda Jansen
Member 4 Term 2022-2025 – Cindy Allen
Member 5 Term 2022-2025 – Bryan Huffman

Attachments: Resignation notice from Elaine Rinnert.

Staff Recommendation:

Council pleasure

From:

Sent: Monday, October 31, 2022 10:40 AM

To: Abbie King <aking@bensoaz.gov>

Subject: Good morning abby, I don't know how this is done but I'm formally resigning my position as part of the Benson preservation Commission. I have other things going on right now and I don't really have the time to participate in this. I think it's the best...

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1f

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

Subject:

Resolution 32-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing the City to enter into an agreement with Scenic Electric, LLC for the removal and replacement of edge lighting, signs, circuit cables, and a runway vault regulator for the Benson Municipal Airport in the amount not to exceed \$140,110

Discussion:

This contract is for removing and replacing edge lighting, signs, circuit cables, and a runway vault regulator at the Benson Municipal Airport. The City and its consultant have advertised a competitive bid for this project. The lowest qualified bidder was Scenic Electric LLC, with a bid of \$140,110. This project is fully funded by the Federal Aviation Administration Grant (3-04-0077-021-2021) that Council approved on May 24, 2021.

Staff Recommendation:

Approval of Resolution 32-2022

RESOLUTION 32-2022

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AUTHORIZING THE CITY TO ENTER INTO AN AGREEMENT WITH SCENIC ELECTRIC, LLC FOR THE REMOVAL AND REPLACEMENT OF EDGE LIGHTING, SIGNS, CIRCUIT CABLES, AND A RUNWAY VAULT REGULATOR FOR THE BENSON MUNICIPAL AIRPORT IN AN AMOUNT NOT TO EXCEED \$140,110

WHEREAS, the Mayor and Council of the City of Benson have determined that it is necessary to complete the Removal and Replacement of Edge Lighting, Signs, Circuit Cables, and Runway Vault Regulator at the Benson Municipal Airport; and

WHEREAS, the City of Benson has submitted to the Federal Aviation Administration Project Application dated April 20, 2021, for a grant of Federal funds for a project at or associated with the Benson Municipal Airport/Planning Area for the Removal and Replacement of Edge Lighting, Signs, Circuit Cables, and Runway Vault Regulator at the Benson Municipal Airport; and

WHEREAS, the City of Benson has been awarded a grant by the Federal Aviation Administration for the Removal and Replacement of Edge Lighting, Signs, Circuit Cables, and Runway Vault Regulator at the Benson Municipal Airport; and

WHEREAS, Scenic Electric LLC is qualified to provide construction services and construct the above-mentioned improvements at the Benson Municipal Airport and has presented an agreement (the "Agreement") to the staff of the City for such construction services, attached hereto as Exhibit "A" and incorporated herein by this reference; and

WHEREAS, the City Council has reviewed the terms and conditions of the Agreement and determined that the proposed Agreement with Scenic Electric LLC represents the best and most cost-effective method to provide this service to the City and its residents, and entering into it is in the best interests of the City and its residents.

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

- Section 1. The City is hereby authorized to enter into the Agreement between American Road Maintenance and the City of Benson, attached hereto as Exhibit "A."
- Section 2. The Mayor of the City of Benson is hereby authorized and directed to execute said Agreement on behalf of the City of Benson, and the City staff is hereby authorized and directed to take all steps necessary and proper to implement said Agreement and give it effect.

- Section 3. The various City officers and employees are authorized and directed to perform all acts necessary or desirable to give effect to this Resolution.
- Section 4. All ordinances, resolutions, or motions and parts of ordinances, resolutions, or motions of the Council in conflict with the provisions of this Resolution are hereby repealed, effective as of the effective date of this Resolution.
- Section 5. If any section, subsection, sentence, clause, phrase, or portion of this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 14th day of November, 2022.

JOE A. KONRAD, Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

DeCONCINI McDONALD YETWIN & LACY, PC
By Paul A. Loucks
City's Attorney

EXHIBIT “A”

The Agreement

EQUAL EMPLOYMENT OPPORTUNITY STATEMENT

A Bidder must have properly completed this form to be considered an eligible Bidder.

The Bidder shall complete the following statement by checking the appropriate boxes.

The Bidder *has* *has not*
participated in a previous contract subject to the equal opportunity clause prescribed by Executive Order 11246.

The Bidder *has* *has not*
submitted all compliance reports in connection with any such contract due under the applicable filing requirements; and that representations indicating submission of required compliance reports signed by Proposed Subcontractors will be obtained prior to Award of Subcontracts.

If the Bidder has participated in a previous Contract subject to the equal opportunity clause and has not submitted compliance reports due under applicable filing requirements, the Bidder shall submit a compliance report on Standard Form 100, 'Employee Information Report EEO-1' prior to the Award of Contract.

9/26/2022

Date


Signature

Scenic Electric LLC

Company Name

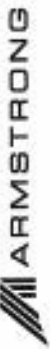
Owner

Title

BIDDER'S LIST COLLECTION FORM

Project Title: LED Lighting Improvements-Benson Municipal Airport Date: 9/26/2022
 Prime Contractor: Scenic Electric LLC Phone: 702-345-2555
 Address: PO Box 2355 Mesquite, Nv 89024

Name of Firm	Address/ Phone #	Type of Work to be Performed on Contract	Dollar Amount of Contract	Certified DBE		Age of Firm	Annual Gross Receipts
				YES	NO		
Scenic Electric LLC	PO Box 2355 Mesquite, Nv 89024	Electrical	\$140,110.00		X	<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input checked="" type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input checked="" type="checkbox"/> Greater than \$5 million
						<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
						<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
						<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million
						<input type="checkbox"/> Less than 1 year <input type="checkbox"/> 1-3 years <input type="checkbox"/> 4-7 years <input type="checkbox"/> 8-10 years <input type="checkbox"/> More than 10 years	<input type="checkbox"/> Less than \$500K <input type="checkbox"/> \$500K - \$1 million <input type="checkbox"/> \$1-2 million <input type="checkbox"/> \$2-5 million <input type="checkbox"/> Greater than \$5 million



Certification requirements for procurement of steel or manufactured products.

If steel, iron, or manufactured products (as defined in §§661.3 and 661.5 of this part) are being procured, the appropriate certificate as set forth below shall be completed and submitted by each bidder or offeror in accordance with the requirement contained in §661.13(b) of this part.

[71 FR 14117, Mar. 21, 2006, as amended at 72 FR 53696, Sept. 20, 2007]

Buy American Certification
(Title 49 USC Section 50101)

Airport Name:	Benson Municipal Airport
AIP No.	3-04-0077-021-2021
Schedule I	Remove and Replace Edge Lighting, Signs and Circuit Cables
Schedule II	Remove and Replace Runway Vault Regulator

The contractor agrees to comply with 49 USC § 50101, which provides that Federal funds may not be obligated unless all steel and manufactured goods used in AIP-funded projects are produced in the United States, unless the FAA has issued a waiver for the product; the product is listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation subpart 25.108; or is included in the FAA Nationwide Buy American Waivers Issued list.

A bidder or offeror must submit the appropriate Buy America certification included herein with their bids or offer. The Owner will reject as nonresponsive any bid or offer that does not include a completed Certificate of Buy America Compliance

Type of Certification is based on Type of Project:

There are two types of Buy American certifications.

- For projects for a facility, the Certificate of Compliance Based on Total Facility (Terminal or Building Project) must be submitted.
- For all other projects, the Certificate of Compliance Based on Equipment and Materials Used on the Project (Non-building construction projects such as runway or roadway construction; or equipment acquisition projects) must be submitted.

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR TOTAL FACILITY

(NOTE: For construction of a facility, the sponsor may submit the waiver request after bid opening, but prior to contract execution. Examples of facility construction include terminal buildings, terminal renovation, and snow removal equipment buildings.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one of the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (i.e. not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC. 50101 by:
- a) Only installing steel and manufactured products produced in the United States; or
 - b) Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing; or
 - c) Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing US domestic products.
 3. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- a) To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
 - b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may results in rejection of the proposal.
 - c) To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
 - d) To furnish US domestic product for any waiver request that the FAA rejects.
 - e) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of components and subcomponents produced in the United States is more that 60% of the cost of all components and subcomponents of the "facility". The required documentation for a Type 3 Waiver is:

1. Listing of all manufactured products that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued listing and

products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety).

2. Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly and installation at project location.
3. Percentage of non-domestic component and subcomponent cost as compared to total "facility" component and subcomponent costs, excluding labor costs associated with final assembly and installation at project location.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a Type 4 waiver is:

1. Detailed cost information for total project using US domestic product
2. Detailed cost information for total project using non-domestic product

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

9/26/2022

Date

Signature

Scenic Electric LLC

Company Name

Owner

Title

CERTIFICATE OF BUY AMERICAN COMPLIANCE FOR MANUFACTURED PRODUCTS

(NOTE: For construction projects, the sponsor may submit the waiver request after bid opening, but prior to contract execution. Examples of construction projects include runway or equipment acquisition. This should not be used for building projects.)

As a matter of bid responsiveness, the bidder or offeror must complete, sign, date, and submit this certification statement with their proposal. The bidder or offeror must indicate how they intend to comply with 49 USC § 50101 by selecting one on the following certification statements. These statements are mutually exclusive. Bidder must select one or the other (not both) by inserting a checkmark (✓) or the letter "X".

- Bidder or offeror hereby certifies that it will comply with 49 USC § 50101 by:
1. Only installing steel and manufactured products produced in the United States, or;
 2. Installing manufactured products for which the FAA has issued a waiver as indicated by inclusion on the current FAA Nationwide Buy American Waivers Issued listing, or;
 3. Installing products listed as an Excepted Article, Material or Supply in Federal Acquisition Regulation Subpart 25.108.

By selecting this certification statement, the bidder or offeror agrees:

1. To provide to the Owner evidence that documents the source and origin of the steel and manufactured product.
 2. To faithfully comply with providing US domestic product.
 3. To furnish US domestic product for any waiver request that the FAA rejects.
 4. To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.
- The bidder or offeror hereby certifies it cannot comply with the 100% Buy American Preferences of 49 USC § 50101(a) but may qualify for either a Type 3 or Type 4 waiver under 49 USC § 50101(b). By selecting this certification statement, the apparent bidder or offeror with the apparent low bid agrees:
- a) To submit to the Owner within 15 calendar days of the bid opening, a formal waiver request and required documentation that support the type of waiver being requested.
 - b) That failure to submit the required documentation within the specified timeframe is cause for a non-responsive determination may result in rejection of the proposal.
 - c) To faithfully comply with providing US domestic products at or above the approved US domestic content percentage as approved by the FAA.
 - d) To refrain from seeking a waiver request after establishment of the contract, unless extenuating circumstances emerge that the FAA determines justified.

Required Documentation

Type 3 Waiver - The cost of the item components and subcomponents produced in the United States is more than 60% of the cost of all components and subcomponents of the "item". The required documentation for a Type 3 Waiver is:

1. Listing of all product components and subcomponents that are not comprised of 100% US domestic content (Excludes products listed on the FAA Nationwide Buy American Waivers Issued

listing and products excluded by Federal Acquisition Regulation Subpart 25.108; products of unknown origin must be considered as non-domestic products in their entirety)

2. Cost of non-domestic components and subcomponents, excluding labor costs associated with final assembly at place of manufacture.
3. Percentage of non-domestic component and subcomponent cost as compared to total "item" component and subcomponent costs, excluding labor costs associated with final assembly at place of manufacture.

Type 4 Waiver – Total cost of project using US domestic source product exceeds the total project cost using non-domestic product by 25%. The required documentation for a Type 4 Waiver is:

1. Detailed cost information for total project using US domestic product.
2. Detailed cost information for total project using non-domestic product.

False Statements: Per 49 USC § 47126, this certification concerns a matter within the jurisdiction of the Federal Aviation Administration and the making of a false, fictitious or fraudulent certification may render the maker subject to prosecution under Title 18, United States Code.

9/26/2022

Date

Signature



Scenic Electric LLC

Company Name

Owner

Title

CERTIFICATION OF OFFERER/BIDDER REGARDING DEBARMENT

By submitting a bid/proposal under this solicitation, the bidder or offeror certifies that neither it nor its principals are presently debarred or suspended by any Federal department or agency from participation in this transaction.

CERTIFICATION OF LOWER TIER CONTRACTORS REGARDING DEBARMENT

The successful bidder, by administering each lower tier subcontract that exceeds \$25,000 as a "covered transaction", must verify each lower tier participant of a "covered transaction" under the project is not presently debarred or otherwise disqualified from participation in this federally assisted project. The successful bidder will accomplish this by:

1. Checking the System for Award Management at website: <http://www.sam.gov>.
2. Collecting a certification statement similar to the Certificate of Offeror/Bidder Regarding Debarment, above.
3. Inserting a clause or condition in the covered transaction with the lower tier contract.

If the Federal Aviation Administration later determines that a lower tier participant failed to disclose to a higher tier participant that it was excluded or disqualified at the time it entered the covered transaction, the FAA may pursue any available remedies, including suspension and debarment of the non-compliant participant.

TRADE RESTRICTION CERTIFICATION

By submission of an offer, the Offeror certifies that with respect to this solicitation and any resultant contract, the Offeror –

- a. is not owned or controlled by one or more citizens of a foreign country included in the list of countries that discriminate against U.S. firms as published by the Office of the United States Trade Representative (USTR);
- b. has not knowingly entered into any contract or subcontract for this project with a person that is a citizen or national of a foreign country included on the list of countries that discriminate against U.S. firms as published by the USTR; and
- c. has not entered into any subcontract for any product to be used on the Federal project that is produced in a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR.

This certification concerns a matter within the jurisdiction of an agency of the United States of America and the making of a false, fictitious, or fraudulent certification may render the maker subject to prosecution under Title 18 USC Section 1001.

The Offeror/Contractor must provide immediate written notice to the Owner if the Offeror/Contractor learns that its certification or that of a subcontractor was erroneous when submitted or has become erroneous by reason of changed circumstances. The Contractor must require subcontractors provide immediate written notice to the Contractor if at any time it learns that its certification was erroneous by reason of changed circumstances.

Unless the restrictions of this clause are waived by the Secretary of Transportation in accordance with 49 CFR 30.17, no contract shall be awarded to an Offeror or subcontractor:

- a. who is owned or controlled by one or more citizens or nationals of a foreign country included on the list of countries that discriminate against U.S. firms published by the USTR or
- b. whose subcontractors are owned or controlled by one or more citizens or nationals of a foreign country on such USTR list or
- c. who incorporates in the public works project any product of a foreign country on such USTR list.

Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render, in good faith, the certification required by this provision. The knowledge and information of a contractor is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

The Offeror agrees that, if awarded a contract resulting from this solicitation, it will incorporate this provision for certification without modification in all lower tier subcontracts. The Contractor may rely on the certification of a prospective subcontractor that it is not a firm from a foreign country included on the list of countries that discriminate against U.S. firms as published by USTR, unless the Offeror has knowledge that the certification is erroneous.

This certification is a material representation of fact upon which reliance was placed when making an award. If it is later determined that the Contractor or subcontractor knowingly rendered an erroneous certification, the Federal Aviation Administration (FAA) may direct through the Owner cancellation of the contract or subcontract for default at no cost to the Owner or the FAA.

BIDDER acknowledges receipt of the following ADDENDUM:

1, 2,

The submission of a BID will constitute an incontrovertible representation by the BIDDER that he is familiar with conditions of the site as well as with the work required.

BIDDER agrees to perform all the work described in the CONTRACT DOCUMENTS for unit prices or lump sum as shown on the BID SCHEDULE. The Bidder further agrees that no Bid may either be changed or withdrawn without consent of the Owner for a period of ninety (90) days after the scheduled time for opening the Bids.

The undersigned Bidder hereby agrees to be ready and to appear at the office of the City Engineer to execute the attached Agreement in conformity with this Bid and also to have ready and furnish the required Proofs of Insurance and Bonds, executed by a Surety Company acceptable to the Owner's Attorney at any time within fifteen (15) days from the date of a Notice of Award, mailed to the address hereinafter given.

Enclosed herewith is a Bid Security as defined in the attached Instructions to Bidders in the amount of 10% of total bid, which Bid Security the undersigned Bidder agrees is to be paid to and become the property of the Owner as liquidated damages and not as a penalty, for the delay and extra work caused hereby, should the Bidder prevent an award as defined in the Instructions to Bidders, or should the Proposal be accepted and Contract awarded him and he fails to enter into Agreement in the form prescribed and to furnish the required proofs of insurance and bonds within fifteen (15) days as stipulated.

SIGNATURE OF BIDDER

Dated at 1:44 PM this 26th day of September, 2022.

IF AN INDIVIDUAL:

Name: _____

By: _____
(Signature of Individual)

Doing Business as: _____

Business Address: _____

Telephone Number: _____

IF A CORPORATION:

Corporation Name: Scenic Electric LLC

By: *Kendall Anderson*
(Authorized Signature)

Name and Title: Kendall Anderson, Owner

Business Address: PO Box 2355 (CORPORATE SEAL)
Mesquite, Nv. 89024

Telephone Number: 702-345-2555

ATTEST:

By: *Michelle Woods*
(Authorized Signature)

Name and Title: Michelle Woods, Office Manager

IF A JOINT VENTURE:

Joint Venture Name: _____

By: _____
(Authorized Signature)

Name and Title: _____

Business Address: _____

Telephone Number: _____

Joint Venture Name: _____

By: _____
(Authorized Signature)

Name and Title: _____

Business Address: _____

Telephone Number: _____

NON-COLLUSION AFFIDAVIT

I certify that this bid is genuine and is not in any way collusive or sham; that the bid is not with the intent to restrict or prohibit competition; that this firm has not revealed the contents of the bid to, or in any way colluded with, any other firm which may compete for the contract; and that no other firm which may compete for the contract has revealed the contents of a bid to, or in any way colluded with, this firm.

Name of Firm Submitting Bid: Scenic Electric LLC

Address: PO Box 2355
Mesquite, Nv. 89024

Telephone Number: 702-345-2555


Authorized Signature

This affidavit is required pursuant to Arizona Revised Statute 34-253 and 41-2549. Failure to submit this affidavit signed at the time of bid opening is grounds for disqualification of the bid.

Bond No. _____

BID BOND
The American Institute of Architects,
AIA Document No. A310 (February, 1970 Edition)

KNOW ALL MEN BY THESE PRESENTS, that we Scenic Electric LLC

as Principal hereinafter called the Principal, and Old Republic Surety Company

a corporation duly organized under the laws of the state of Wisconsin as Surety, hereinafter called the Surety,
are held and firmly bound unto City of Benson, 120 West 6Th Street, Benson, AZ 85602

as Obligee, hereinafter called the Obligee, in the sum of Ten Percent of the Bid

Dollars (\$ 10% of bid), for the payment of which sum well and truly to be made, the said Principal and the
said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly
by these presents.

WHEREAS, the Principal has submitted a bid for Lights and Lighted Signs

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the
bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for
the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the
Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference
not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the
Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation
shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 26th day of September, 2022

Michelle Wood
Witness

Scenic Electric LLC Principal (Seal)
By: Kendall Anderson Managing Member Name/Title

Joanna Gonzalez
Witness

Old Republic Surety Company Surety
By: Jennifer Glanmeyer Attorney-in-Fact





OLD REPUBLIC SURETY COMPANY

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC SURETY COMPANY, a Wisconsin stock insurance corporation, does make, constitute and appoint:

JARON L. HUNT, DANA KAYE BENSON, ADAM CHRISTENSEN, SHAUNA JOHNSON, MITCHELL LANE BRINGHURST, JENNIFER M. GLAMMEYER, KATLIN M. WINN, ALYSSA POLLOCK, ALICIA A. VEST, OF CEDAR CITY, UT

its true and lawful Attorney(s)-in-Fact, with full power and authority, for and on behalf of the company as surety, to execute and deliver and affix the seal of the company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds, self-insurance workers compensation bonds guaranteeing payment of benefits or black lung bonds), as follows:

ALL WRITTEN INSTRUMENTS

and to bind OLD REPUBLIC SURETY COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This appointment is made under and by authority of the board of directors at a special meeting held on February 18, 1982. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC SURETY COMPANY on February 18, 1982.

RESOLVED that, the president, any vice-president, or assistant vice president, in conjunction with the secretary or any assistant secretary, may appoint attorneys-in-fact or agents with authority as defined or limited in the instrument evidencing the appointment in each case, for and on behalf of the company to execute and deliver and affix the seal of the company to bonds, undertakings, recognizances, and suretyship obligations of all kinds; and said officers may remove any such attorney-in-fact or agent and revoke any Power of Attorney previously granted to such person.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the president, any vice president or assistant vice president, and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by the president, any vice president or assistant vice president, secretary or assistant secretary, and countersigned and sealed (if a seal be required) by a duly authorized attorney-in-fact or agent; or (iii) when duly executed and sealed (if a seal be required) by one or more attorneys-in-fact or agents pursuant to and within the limits of the authority evidenced by the Power of Attorney issued by the company to such person or persons.

RESOLVED FURTHER, that the signature of any authorized officer and the seal of the company may be affixed by facsimile to any Power of Attorney or certification there of authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the company; and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC SURETY COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 3RD day of AUGUST, 2021.

Karen J. Haffner
Assistant Secretary



OLD REPUBLIC SURETY COMPANY

Alan Pavlic
President

STATE OF WISCONSIN, COUNTY OF WAUKESHA-SS

On this 3RD day of AUGUST, 2021, personally came before me, Alan Pavlic and Karen J. Haffner, to me known to be the individuals and officers of the OLD REPUBLIC SURETY COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are the said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said corporation.



Kathy R. Pearson
Notary Public
My commission expires: 9/28/2022

(Expiration of notary commission does not invalidate this instrument)

CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC SURETY COMPANY, a Wisconsin corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

48-6005



Signed and sealed at the City of Brookfield, WI this 21st day of September 2022

Karen J. Haffner
Assistant Secretary

DIXIE LEAVITT AGENCY

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Consent Agenda Item # 1g

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

Subject:

Authorization of Genesis Consulting Group, LLC to develop new General Aviation Commercial Airport Minimum Standards for the Benson Municipal Airport for the amount of \$29,839.80

Discussion:

The Genesis Consulting Group, LLC (Consultant) have been requested by the City of Benson, (Sponsor) to develop new Commercial Airport Minimum Standards documents and procedures, along with all necessary activities required to prepare said document. It is the intent of the City of Benson to plan, manage, operate, finance, and develop the Benson Municipal Airport (E95), for the long-term financial health and safety of the Airport consistent with accepted airport practices and applicable Federal, State, and local policies and regulations.

The Benson Municipal Airport General Aviation Commercial Minimum Standards (GAMS) will be prepared in accordance with FAA AC No. 150/5190-7, Minimum Standards for Commercial Aeronautical Activities and Airport Sponsors Guide to Minimum Standards & Airport Rules and Regulations (NATA).

The primary tasks include:

1. The Consultant will assure the coordination and exchange of information between Airport Management, FAA, and all other contacts as the work progresses.
2. The Consultant will provide recommendations for document content and operational procedures.
3. The Consultant will prepare and present draft findings to the City of Benson governing body.
4. The Consultant will prepare final documents, suitable for City of Benson adoption.
5. The Consultant will present finding and recommendations to the governing body, as required.

Staff Recommendation:

Authorization of Genesis Consulting Group, LLC to develop new General Aviation Commercial Airport Minimum Standards for the Benson Municipal Airport for the amount of \$29,839.80



**CITY OF BENSON, ARIZONA
ENGINEERING SERVICES
AGREEMENT OF SERVICES**

THIS CONTRACT is made and entered into this 14th day of November 2022 by and between the City of Benson, Arizona, a municipal corporation (hereinafter “City”), and Genesis Consulting Group, LLC, an Arizona limited liability company (hereinafter “Contractor”).

WHEREAS, City desires to employ a Consultant to assist the City Airport Manager and staff to develop policies and procedures to promote the more efficient use of the airport; and

WHEREAS, Contractor represents itself to have extensive experience in the development and design of complex aviation projects, including aviation planning and project implementation programs; and

WHEREAS, Contractor desires to enter into this Agreement for the provision of Consulting services, and City desires to employ Contractor for these services, under the terms and conditions set forth hereinafter.

NOW, THEREFORE, in consideration of the mutual covenants and promises hereinafter contained, and other good and valuable consideration, the receipt and sufficiency of which is mutually agreed, the City does hereby employ Contractor, and Contractor does hereby accept employment, in accordance with the provisions of this Agreement.

1. Effective Date; Term; Renewal.

This Agreement shall be effective from November 14, 2022, and shall continue through November 1, 2023 or until sooner terminated as provided herein.

This Agreement may only be renewed by the approval of the City Airport Manager, executed with the same formality as this Agreement. Under this renewal, all existing terms and conditions will remain the same and will apply during the renewal period with the possible exception of price and minor scope additions and/or deletions. Under no circumstances will the term of this Contract be greater than five (5) consecutive years.

2. Scope of Work.

The work to be performed under this Agreement is that work which is requested pursuant to the Scope of Work attached hereto as Exhibit "A" and incorporated herein by this reference. This Agreement is not intended to cover services rendered by contractor for City pursuant to any other Agreement.

The design or performance of architectural, structural, mechanical, electrical, civil, surveying, or other engineering features of the services described in this Agreement shall be under the direct supervision of professionals, registered to practice in the pertaining field or endeavor in the State of Arizona.

Contractor shall be responsible for the completeness and accuracy of all services rendered and correction of all negligent errors of omission or commission on the drawings, specifications, and other documents, notwithstanding approval of or acceptance by City.

Contractor agrees to maintain books, records, reports, research notes, charts, graphs, comments, computations, analyses, recordings, photographs, computer programs and documentation thereof, and other graphic or written data generated in connection with the work performed. All said information and documentation shall become the property of City, and upon expiration or termination of this Agreement for any reason whatsoever, shall be promptly delivered to City.

Contractor agrees to render professional services promptly and diligently upon receipt of notice to proceed with services on any specific project. City will not be liable to pay contractor for any work performed without a request to perform such work by the City Engineer.

Contractor warrants that it has all personnel and professional capacity required in performing the services pursuant to this Agreement.

3. Fees.

In consideration for the performance of the services set forth pursuant to Section 2 of this Agreement, Contractor shall be compensated according to the rates set forth in Exhibit "B" attached hereto and incorporated herein by this reference.

No work beyond the scope outline in Exhibit A shall be performed until Contractor provides an hourly-rate schedule reflecting rates commensurate with other professionals. In addition to its established rates, Contractor shall be reimbursed the out-of-pocket direct costs incurred, such as materials, printing, reproductions, long distance telephone, and the like, at the exact cost of such out-of-pocket costs. There shall be no mark-up of out-of-pocket costs.

There shall be no mileage charge or charge for any time spent traveling, except travel outside the Pima and Cochise Counties which has been previously approved by the City Engineer.

Contractor shall provide City with monthly billing statements in a form acceptable to City, listing specifically each task undertaken, the identity of the person performing the task, the time expended, and the cost of such task. Each invoice must bear a written certification by an authorized employee of Contractor confirming the professional services for which payment is requested. City shall pay each invoice within thirty (30) days of its approval for payment by the City Engineer.

4. Status of Contractor; Officers and Employees.

It is not intended by this Agreement to, and nothing contained in this Agreement shall be construed to, create any partnership, joint venture or employment relationship between parties or create any employer-employee relationship between City and any contractor employee, or between Contractor and any City employee. Neither party shall be liable for any debts whatsoever of the other, including (without limitation) the other party's obligation to withhold Social Security and income tax for any of its employees.

City shall grant Contractor's officials and employees whatever rights are necessary to accomplish Contractor's obligations under this Agreement.

5. Hold Harmless; Indemnification.

Contractor agrees to indemnify and save harmless the City, its Mayor and Council, appointed boards and commissions, officials, officers, and employees, individually and collectively from, for and against all losses, claims, suits, demands, expenses, attorney's fees, or actions of any kind and nature resulting from personal injury to any person (including bodily injury and death) or damages to any property, but only to the extent they arise or are alleged to have arisen out of either (1) Contractor's negligent performance of the terms of this Agreement, or (2) any of Contractor's acts or omissions. The amount and type of insurance requirements set forth in Section 6 will in no way be construed as limiting the scope of indemnity in this Section.

6. Insurance Provisions.

Contractor agrees to obtain insurance coverage of the types and amounts required in this Section and keep such insurance coverage in force throughout the life of this Agreement. All policies will contain an endorsement providing that written notice be given to City at least ten (10) days prior to termination, cancellation, or material reduction in coverage in any policy.

The Comprehensive General Liability Insurance and Comprehensive Automobile Liability Insurance policies will include City as an additional insured with respect to liability arising out of performance out of this Agreement. Contractor agrees that the insurance required hereunder will be primary and that any insurance carried by the City will be excess and not contributing.

Contractor shall provide City with proof of compliance with the insurance provisions and requirements of this Section within ten (10) days of the date of this Agreement. Failure of Contractor to comply with the insurance requirements of this Section at any time shall result in a breach of this Agreement, and shall, among other things, allow immediate termination of this Agreement.

Contractor shall provide and maintain minimum insurance limits as follows:

INSURANCE PROVISIONS

COVERAGE AFFORDED

Worker's Compensation

Commercial General Liability Insurance Including:

LIMITS OF LIABILITY

Statutory

\$1,000,000 – Bodily Injury Combined Single Limit \$1,000,000 Property Damage

- A. Products & Completed Operations
- B. Blanket Contractual
- C. Premises-Operations-Personal Injury

Professional Liability Insurance (Errors and Omissions) (See Special Conditions) \$500,000 (Minimum) Combined Single Limit

The following Automobile Liability Insurance coverage will also be required for all professional services contracts which include surveying and/or construction surveillance.

(X) checked if applicable

Comprehensive Automobile Liability Insurance including: non-owned, and Hired vehicles \$1,000,000-Bodily Injury Combined Single Limit \$250,000Property Damage

7. Suspension or Discontinuation of Services; Termination.

This Agreement may be terminated by either party at will by giving thirty (30) days prior written notice of termination to the other party. Such termination shall not relieve either party from those liabilities or costs already incurred under this Agreement. This Agreement may be canceled by the City for conflict of interest pursuant to A.R.S. section 38-511.

This Agreement and all obligations upon City arising therefrom shall be subject to any limitation imposed by budget law. The City represents that it has within its budget sufficient funds to discharge the obligations and duties assumed under this Agreement. If for any reason the Benson City Council does not appropriate sufficient monies for the purpose of maintaining this Agreement, this Agreement shall be deemed to terminate by operation of law on the date of expiration of funding. In the event of such cancellation, Contractor and City shall have no further obligation to the other party other than for payment for services rendered prior to cancellation.

8. Miscellaneous Provisions.

If this Agreement is determined, in whole or in part, to be void by court action brought by third persons, there shall be no liability on the part of Contractor or City to the other by reason of such action or by reason of this Agreement.

Nothing in this Agreement, whether express or implied, is intended to confer any rights or remedies under or by reason of this Agreement on any person other than the parties to it and their respective successors and permitted assigns.

Each of the parties, through their respective counsel, officers and employees, agree to take such actions as may be necessary to carry out the terms of this Agreement, and to cause such documents as may be necessary to be executed with reasonable promptness.

Each party to this Agreement shall comply with all applicable federal and state statutes and regulations. Each party shall comply with all applicable legal requirements relating to civil rights and non-discrimination in employment including, but not limited to, the Immigration Reform and Control Act of 1986 and the Americans with Disabilities Act.

Any assignment or attempted assignment of this Agreement by either party without the written consent of the other party shall be void.

Any and all notices, requests or demands made upon the parties hereto, pursuant to or in connection with this Agreement, unless otherwise noted, shall be delivered in person or sent by United States Mail, postage prepaid, to the parties at their respective addresses as agreed by both parties.

This Agreement constitutes the entire Agreement between the parties pertaining to the subject matter hereof and correctly sets forth the rights, duties and obligations of each to the other as of this date. All prior or contemporaneous agreements and understandings oral and written are hereby superseded and merged herein. The provisions hereof may be abrogated, modified, rescinded or amended in whole or in part only by written instrument executed by the parties with the same formality as this document.

The failure of either party to insist, in any one or more instances, upon the full and complete performance of any of the terms and provisions of this Agreement to be performed on the part of the other, or to take action permitted as a result thereof, shall not be construed as a waiver or relinquishment of the right to insist upon full and complete performance of the same, or any other covenant or condition, either in full or in part or in the future. The acceptance by either party of sums less than that may be due and owing it at any time shall not be construed as an accord and satisfaction.

In the event that any provision, or any portion of any provision, of this Agreement, or the application thereof, is held invalid, illegal or unenforceable, such invalidity, illegality or unenforceability shall have no effect on the remaining portion of any provision or any other provision, or their application, which can be given effect without the invalid provision or application and to this end the provisions of this Agreement shall be deemed to be severable.

Forced Labor of Ethnic Uyghurs. Pursuant to A.R.S. S 35-394, if Lessee engages in for-profit activity and has 10 or more employees, Lessee certifies it is not currently using, and agrees for the duration of this Lease to not use (1) the forced labor of ethnic Uyghurs in the People's Republic of China; (2) any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China; and (3) any contractor, subcontractor or supplier that use the forced labor or any goods or services produced by the forced labor of ethnic Uyghurs in the People's Republic of China. If Lessee becomes aware during the term of the Contract that the Company is not in compliance with A.R.S, 5 35-394, Lessee must notify the City within five business days and provide a written certification to City regarding compliance within one hundred eighty days.

[Signature Page Follows.]

In witness whereof, the parties hereto enter into this Agreement on the date first written above.

ATTEST:

CITY OF BENSON

Vicki Vivian
City Clerk

Joe A. Konrad
Mayor

Approved as to form:

Paul A. Loucks
City Attorney

Genesis Consulting Group, LLC

By: _____

Its _____



City of Benson
Benson Municipal Airport - E95
General Aviation Commercial Minimum Standards (GAMS)
Revised Scope of Work
10.02.2022

The Genesis Consulting Group, LLC (Consultant) have been requested by the City of Benson, (Sponsor) to develop new Commercial Airport Minimum Standards documents and procedures, along with all necessary activities required to prepare said document. It is the intent of the City of Benson to plan, manage, operate, finance, and develop the Benson Municipal Airport (E95), for the long-term financial health and safety of the Airport consistent with accepted airport practices and applicable Federal, State, and local policies and regulations.

The Benson Municipal Airport General Aviation Commercial Minimum Standards (GAMS) will be prepared in accordance with FAA AC No. 150/5190-7, Minimum Standards for Commercial Aeronautical Activities and Airport Sponsors Guide to Minimum Standards & Airport Rules and Regulations (NATA).

The primary tasks include:

1. The Consultant will assure the coordination and exchange of information between Airport Management, FAA, and all other contacts as the work progresses.
2. The Consultant will provide recommendations for document content and operational procedures.
3. The Consultant will prepare and present draft findings to the City of Benson governing body.
4. The Consultant will prepare final documents, suitable for City of Benson adoption.
5. **The Consultant will present finding and recommendations to the governing body, as required.**

ELEMENT 1

PROJECT MANAGEMENT AND ADMINISTRATION

Task 1.1 Project Management and Administration

Description: Consultant will provide and direct project management and coordination between team members, the Sponsor, and other interested stakeholders, as necessary. Administration shall include tasks such as file coordination and organization and on-going miscellaneous project communications throughout the course of the program phase. Monthly invoicing shall be submitted to the Sponsor in a format acceptable to the Sponsor.

ELEMENT 2 AIRPORT FAMILIARIZATION

Task 2.1 Site Visit and Review of Operations

Description: Consultant will conduct a site visit to the Benson Municipal Airport to observe its airfield operations, layout, facilities, business locations and structures for incorporation into the Airport Minimum Standards.

Task 2.2 Collection, Review of Current Managing Documents and Procedures

Description: Consultant will collect copies of all current airport operational plans and documents such as Airport Master Plan and ALP, Rules and Regulations, and other pertinent documents for review, and reference in the Airport Minimum Standards.

ELEMENT 3 ESTABLISH AIRPORT OPERATIONAL CATEGORIES

Task 3.1 Business and Operational Categories

Description: The Consultant will provide a list of all business, operational, and service categories to be addressed within the Minimum Standards development for Sponsor agreement before starting the development process.

ELEMENT 4 PRIMARY DOCUMENT DEVELOPMENT

Task 4.1 Commercial Airport Minimum Standards Document Development

Description: Utilizing an agreed upon format the Consultant will develop a detailed General Aviation Commercial Airport Minimum Standards document addressing each of the approved business, operational, and service categories. Each category will be descriptive in nature, and reflect currently approved City processes, procedures, and financial structures.

ELEMENT 5 DRAFT MINIMUM STANDARDS

Task 5.1 Prepare Draft Airport Minimum Standards Document

Description: Based on the information gathered to date, a draft General Aviation Commercial Airport Minimum Standards document will be developed and submitted to the Sponsor and other appropriate agencies for review.

Task 5.2 Presentation of Draft Airport Minimum Standards Document to Benson City Council

Description: One meeting will be held to present the Draft General Aviation Commercial Airport Minimum Standards document to the Sponsor and other interested government officials for comment. Any comments received will be incorporated as applicable into the final standards document.

ELEMENT 6 FINAL MINIMUM STANDARDS AND DOCUMENTATION

Task 6.1 Submission of Final Airport Minimum Standards Document

Description: Based on comments received, Consultant will prepare the final General Aviation Commercial Airport Minimum Standards document and associated media. The Consultant will provide one complete electronic copy of the final document and four complete notebooks. All electronic copies of the final Analysis will be provided in Adobe Acrobat (PDF) format.

ELEMENT 7 PRESENTATION MATERIALS

Task 7.1 Associated video and printed materials development

Presentation Materials for all client meetings including PowerPoint presentations and associated informational materials and publications will be developed and distributed by the Consultant, as necessary.

ELEMENT 8

Task 8.1 Schedule

Description: The draft Analysis will be submitted for review to the Sponsor, twelve weeks after Notice to Proceed or upon other agreed date.

EXPENSES

Expenses to cover cost of printing, presentations, and travel.

DELIVERABLES AND MEETINGS	TASK	MEETINGS
DELIVERABLES		
Consultant will provide recommendations for study content for approval	3.1	1
Draft Minimum Standards to Sponsor for Internal Review	5.1	1
Final Airport Minimum Standards Document	6.1	1
MEETINGS		
Presentation of the Draft Minimum Standards to the Sponsor and City Council	5.2	1

End of Scope of Work

**BENSON MUNICIPAL AIRPORT
AIRPORT MINIMUM STANDARDS**

	A	B	C	D	E	H	I
1							
2	ELEMENTS AND TASKS BENSON MUNICIPAL AIRPORT MINIMUM STANDARDS	Project Principal 199.58		Senior Planner 184.14		Administration 59.40	
3		Hours	Cost	Hours	Cost	Hours	Cost
4	ELEMENT 1 - PROJECT MANAGEMENT						
5	<i>Task 1.1 Project Management and Administration</i>	24.00					
6	<i>Sub Total</i>	24.00	\$ 4,789.92	0.00		0.00	
7							
8	ELEMENT 2 - AIRPORT FAMILARIZATION						
9	<i>Task 2.1 - Site visit and review of operations</i>	8.00		8.00			
10	<i>Task 2.2 - Collection, Managing Documents and Procedures</i>			4.00			
11	<i>Sub Total</i>	8.00	\$ 1,596.64	12.00	\$ 2,209.68	0.00	
12							
13	ELEMENT 3 - BUSINESS AND OPERATIONAL CATEGORIES						
14	<i>Task 3.1 - Business and Operational Category Development</i>	4.00		8.00			
15	<i>Sub Total</i>	4.00	\$ 798.32	8.00	\$ 1,473.12	0.00	
16							
17	ELEMENT 4 - AIRPORT MINIMUM STANDARDS DEVELOPMENT						
18	<i>Task 4.1 - Commercial Airport Minimum Standards Document Development</i>	10.00		46.00			
19	<i>Sub Total</i>	10.00	\$ 1,995.80	46.00	\$ 8,470.44	0.00	
20							
21	ELEMENT 5 - PREPARE DRAFT MINIMUM STANDARDS DOCUMENT						
22	<i>Task 5.1 - Prepare Draft Minimum Standards document for review</i>	4.00		8.00		8.00	
23	<i>Sub Total</i>	4.00	\$ 798.32	8.00	\$ 1,473.12	8.00	\$ 475.20
24							
25	ELEMENT 6 - PRESENTATION OF DRAFT MINIMUM STANDARDS DOCUMENT						
26	<i>Task 6.1 - Meeting/Presentation of Draft Airport Minimum Standards Document</i>	8.00		8.00			
27	<i>Sub Total</i>	8.00	\$ 1,596.64	8.00	\$ 1,473.12		
28							
29	ELEMENT 7- SUBMIT FINAL AIRPORT MINIMUM STANDARDS DOCUMENT						
30	<i>Task 7.1 - Prepare and submit final document to Sponsor and FAA Civil Rights Connect</i>	2.00		4.00		16.00	\$ 950.40
31	<i>Sub Total</i>	2.00	\$ 399.16	4.00	\$ 736.56	16.00	\$ 950.40
32							
33	Subtotal Hours and Fees	52.00	\$ 10,378.16	86.00	\$ 15,836.04	24.00	\$ 1,425.60
34							
35	Total Fees		\$ 27,639.80				
36	Expenses		\$ 1,200.00				
37	Printing/Presentations to Council		\$ 1,000.00				
38	Total Program - (Lump Sum)		\$ 29,839.80				

City of Benson City Council Communication

Regular Meeting

November 14, 2022



To: Mayor and Council

Consent Agenda Item # 1h

From: Megan Moreno, Finance Director

Subject:

Invoices processed for the period from September 30, 2022, through October 31, 2022

Discussion:

AZ Dept of Revenue	Sales Tax	21,469.27
AZ Mun Risk Retention Pool	City of Benson Insurance	35,288.00
Benson Volunteer Fire Dept Inc	Monthly Payment Volunteer Fire Dept.	6,600.00
CDW Government Inc	Micro Soft License	18,986.85
Cochise County Treasurer	Monthly Transfer Station Expense	20,373.80
OB Sports Golf Management, LLC	Management Fee August - October 2022	16,500.00
Prologic Technology Group	IT Services - Mo. Fee & GOTO.Com Yearly License	6,623.97
Progressive Roofing	Roof Repairs Friends of the Library	17,305.00
Shell Energy	Monthly Natural Gas Purchase	31,375.24
Southeastern Arizona Gov. Org.	Benson Route Efficiency Study IGA - Transit	6,539.13
Southwest Disposal	Monthly Garbage Collection	33,769.30
Sulphur Springs Valley Elec	Electricity	42,256.81
Troon Golf LLC	Golf Course Funding - Wire Transfers	90,953.76
Voyager	Monthly Fuel for City Fleet	13,256.81

Attached is a list of large and/or unusual invoices processed by the Finance Department during the period from September 30, 2022, through October 31, 2022. The total of the invoices is \$361,297.94

Staff Recommendation:

Approval of invoices processed for the period from September 30, 2022, through October 31, 2022

Report Criteria:

Report type: GL detail

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

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
10/22	10/14/2022	5444	2663	CHASE	2663	CHASE	762.20	M
10/22	10/14/2022	5445	2663	CHASE	2663	CHASE	459.08	M
10/22	10/14/2022	5445	2663	CHASE	2663	CHASE	459.07	M
10/22	10/14/2022	5445	2663	CHASE	2663	CHASE	459.07	M
10/22	10/14/2022	5445	2663	CHASE	2663	CHASE	459.07	M
10/22	10/21/2022	5635	3078	SHELL ENERGY NORTH AMERICA	3078	SHELL ENERGY NORTH AMERI	31,375.24	M
10/22	10/28/2022	5953	6075	PURCHASE POWER	6075	PURCHASE POWER	198.09	M
10/22	10/14/2022	7235	3649	ESG CORP	3649	ESG CORP	3,808.33	M
10/22	10/14/2022	7642	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	17,184.38	M
10/22	10/14/2022	7642	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	125.50	M
10/22	10/14/2022	7642	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	4,136.96	M
10/22	10/14/2022	7642	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	22.43	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	672.06	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	231.24	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	654.71	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	144.09	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	606.65	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	1,476.46	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	1,310.27	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	438.20	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	76.76	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	73.62	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	2,577.61	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	168.87	M
10/22	10/14/2022	7678	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	4,826.27	M
10/22	10/21/2022	7862	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	190.77	M
10/22	10/21/2022	7862	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	190.77	M
10/22	10/21/2022	7862	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	190.77	M
10/22	10/21/2022	7862	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	190.76	M
10/22	10/21/2022	7862	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	190.76	M
10/22	10/01/2022	60815	7790	BRANDT, WILLIAM	7790	BRANDT, WILLIAM	100.00	
10/22	10/01/2022	60816	3050	COMMUNITY FOOD PANTRY OF	3050	COMMUNITY FOOD PANTRY OF	130.00	
10/22	10/01/2022	60817	11367	DAVID THOMPSON	11367	DAVID THOMPSON	2,111.00	
10/22	10/01/2022	60818	3240	FOSTER, DARRELL	3240	FOSTER, DARRELL	100.00	
10/22	10/01/2022	60819	3975	GEOFFREY MCGOFFIN	3975	GEOFFREY MCGOFFIN	100.00	
10/22	10/01/2022	60820	7895	JAMES HANSEN JR.	7895	JAMES HANSEN JR.	100.00	
10/22	10/01/2022	60821	4505	JERRY FINK	4505	JERRY FINK	100.00	
10/22	10/01/2022	60822	6144	JOHNSON II, RAY	6144	JOHNSON II, RAY	100.00	
10/22	10/01/2022	60823	5551	MALDONADO, ANICLETO D	5551	MALDONADO, ANICLETO D	100.00	
10/22	10/01/2022	60824	5238	MERRILL, SHANE	5238	MERRILL, SHANE	100.00	
10/22	10/01/2022	60825	4840	NAPIER, LARRY	4840	NAPIER, LARRY	100.00	
10/22	10/01/2022	60826	4573	RODRIGUEZ, JOE	4573	RODRIGUEZ, JOE	100.00	
10/22	10/01/2022	60827	8914	ROTHERMICH, JOE	8914	ROTHERMICH, JOE	100.00	
10/22	10/01/2022	60828	5786	TEAGUE, PATRICK	5786	TEAGUE, PATRICK	100.00	
10/22	10/01/2022	60829	8907	THELANDER, JAMES	8907	THELANDER, JAMES	100.00	
10/22	10/01/2022	60830	7312	TRUJILLO, FRED	7312	TRUJILLO, FRED	100.00	
10/22	10/06/2022	60832	2160	BENSON VOLUNTEER FIRE DEPT INC	2160	BENSON VOLUNTEER FIRE DE	6,600.00	
10/22	10/07/2022	60833	1026	AMBER RYDZAK	1026	AMBER RYDZAK	246.60	
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	139.50	
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	272.23	
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	24.08	
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	36.15	
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	19.53	

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	43.81
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	18.11
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	18.10
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	18.10
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	36.15
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	53.10
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	247.66
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	295.79
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	109.50
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	296.91
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	289.41
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	92.53
10/22	10/07/2022	60834	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	32.27
10/22	10/07/2022	60835	2608	CERTIFIED LABORATORIES	2608	CERTIFIED LABORATORIES	173.75
10/22	10/07/2022	60835	2608	CERTIFIED LABORATORIES	2608	CERTIFIED LABORATORIES	173.75
10/22	10/07/2022	60835	2608	CERTIFIED LABORATORIES	2608	CERTIFIED LABORATORIES	173.75
10/22	10/07/2022	60836	3121	COX MEDIA LLC	3121	COX MEDIA LLC	670.00
10/22	10/07/2022	60837	3215	DANIEL NAEGLER	3215	DANIEL NAEGLER	404.00
10/22	10/07/2022	60838	4268	HILL BROTHERS CHEMICAL CO	4268	HILL BROTHERS CHEMICAL CO	5,735.43
10/22	10/07/2022	60839	13036	LACY HAMILTON	13036	LACY HAMILTON	825.80
10/22	10/07/2022	60840	5212	MCI COMM SERVICE	5212	MCI COMM SERVICE	22.55
10/22	10/07/2022	60841	5628	OB SPORTS GOLF MANAGEMENT, LL	5628	OB SPORTS GOLF MANAGEME	5,500.00
10/22	10/07/2022	60841	5628	OB SPORTS GOLF MANAGEMENT, LL	5628	OB SPORTS GOLF MANAGEME	5,500.00
10/22	10/07/2022	60841	5628	OB SPORTS GOLF MANAGEMENT, LL	5628	OB SPORTS GOLF MANAGEME	5,500.00
10/22	10/07/2022	60842	7307	TROON GOLF LLC	7307	TROON GOLF LLC	30,000.00
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	.91
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	7.56
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	7.55
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.87
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.87
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.87
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	13.00
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	12.99
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.83
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.84
10/22	10/07/2022	60843	5211	VERIZON BUSINESS	5211	VERIZON BUSINESS	5.83
10/22	10/14/2022	60844	1490	AZ STATE RETIREMENT ACC REC	1490	AZ STATE RETIREMENT ACC	12.72
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	54.51
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	185.36
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	185.36
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	242.19
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	257.54
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	33.60
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	204.01
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	66.20
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	81.66
10/22	10/14/2022	60845	2075	BENSON NAPA	2075	BENSON NAPA	1.50
10/22	10/14/2022	60846	1970	BENSON SPV CHAMBER OF COMMER	1970	BENSON SPV CHAMBER OF CO	15.00
10/22	10/14/2022	60847	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	77.90
10/22	10/14/2022	60847	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	93.99
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	37.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	47.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	32.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	35.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	37.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	29.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	62.00

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	34.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	34.00
10/22	10/14/2022	60848	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	807.00
10/22	10/14/2022	60849	2554	CDW GOVERNMENT, INC	2554	CDW GOVERNMENT, INC	18,986.85
10/22	10/14/2022	60850	3210	DANA KEPNER COMPANY INC	3210	DANA KEPNER COMPANY INC	1,908.45
10/22	10/14/2022	60851	3340	DEMCO INC.	3340	DEMCO INC.	100.84
10/22	10/14/2022	60852	13068	DESTINY L MAYS	13068	DESTINY L MAYS	272.70
10/22	10/14/2022	60853	3596	ELITE SALES & SERVICE	3596	ELITE SALES & SERVICE	122.29
10/22	10/14/2022	60854	3648	ESG CORP	3648	ESG CORP	1,960.25
10/22	10/14/2022	60854	3648	ESG CORP	3648	ESG CORP	367.50
10/22	10/14/2022	60854	3648	ESG CORP	3648	ESG CORP	427.75
10/22	10/14/2022	60854	3648	ESG CORP	3648	ESG CORP	144.50
10/22	10/14/2022	60855	3831	FORD MOTOR CREDIT COMPANY LLC	3831	FORD MOTOR CREDIT COMPA	5,967.27
10/22	10/14/2022	60856	4111	GREATAMERICA FINANCIAL SVCS.	4111	GREATAMERICA FINANCIAL SV	197.32
10/22	10/14/2022	60857	13069	LARRY W DUNN JR	13069	LARRY W DUNN JR	71.92
10/22	10/14/2022	60858	13070	LEONA SMOLINSKI	13070	LEONA SMOLINSKI	100.00
10/22	10/14/2022	60859	4924	LESLIE'S SWIMMING POOL SUPPLIES	4924	LESLIE'S SWIMMING POOL SUP	581.09
10/22	10/14/2022	60859	4924	LESLIE'S SWIMMING POOL SUPPLIES	4924	LESLIE'S SWIMMING POOL SUP	591.95
10/22	10/14/2022	60859	4924	LESLIE'S SWIMMING POOL SUPPLIES	4924	LESLIE'S SWIMMING POOL SUP	591.95-
10/22	10/14/2022	60860	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	6.03
10/22	10/14/2022	60860	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	36.50
10/22	10/14/2022	60860	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	15.81
10/22	10/14/2022	60861	5426	PROLOGIC TECHNOLOGY GROUP LL	5426	PROLOGIC TECHNOLOGY GRO	1,623.97
10/22	10/14/2022	60861	5426	PROLOGIC TECHNOLOGY GROUP LL	5426	PROLOGIC TECHNOLOGY GRO	5,000.00
10/22	10/14/2022	60862	6052	PSOMAS	6052	PSOMAS	2,795.00
10/22	10/14/2022	60862	6052	PSOMAS	6052	PSOMAS	544.00
10/22	10/14/2022	60863	7731	PURCELL WESTERN STATES TIRE	7731	PURCELL WESTERN STATES TI	1,110.61
10/22	10/14/2022	60864	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	1,367.48
10/22	10/14/2022	60864	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	540.29
10/22	10/14/2022	60864	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	101.36
10/22	10/14/2022	60865	13067	TERRY D MARKLEY	13067	TERRY D MARKLEY	37.14
10/22	10/14/2022	60866	7536	USA BLUEBOOK	7536	USA BLUEBOOK	218.17
10/22	10/14/2022	60866	7536	USA BLUEBOOK	7536	USA BLUEBOOK	69.61
10/22	10/14/2022	60866	7536	USA BLUEBOOK	7536	USA BLUEBOOK	33.70
10/22	10/14/2022	60866	7536	USA BLUEBOOK	7536	USA BLUEBOOK	100.36
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	26.37
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	18.20
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	18.20
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	24.18
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	719.16
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	202.04
10/22	10/14/2022	60867	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	104.22
10/22	10/14/2022	60868	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	360.24
10/22	10/17/2022	60869	1727	AZ MUNI RISK RETENTION POOL - W/	1727	AZ MUNI RISK RETENTION PO	35,288.00
10/22	10/17/2022	60870	6750	SOUTHEASTERN ARIZONA	6750	SOUTHEASTERN ARIZONA	6,539.13
10/22	10/21/2022	60871	1023	A1 PORT A POTS	1023	A1 PORT A POTS	221.54
10/22	10/21/2022	60872	1095	AIRGAS USA, LLC	1095	AIRGAS USA, LLC	457.79
10/22	10/21/2022	60873	1140	AMERICAN FENCE CO, INC	1140	AMERICAN FENCE CO, INC	319.58
10/22	10/21/2022	60874	1209	AMERICANA POLYGRAPH &	1209	AMERICANA POLYGRAPH &	175.00
10/22	10/21/2022	60875	1517	ARMSTRONG	1517	ARMSTRONG	4,814.50
10/22	10/21/2022	60876	2220	BIO -ONE OF TUCSON	2220	BIO -ONE OF TUCSON	600.00
10/22	10/21/2022	60877	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	73.89
10/22	10/21/2022	60877	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	126.98
10/22	10/21/2022	60878	1910	BLUE 360 MEDIA	1910	BLUE 360 MEDIA	208.85
10/22	10/21/2022	60879	2289	BORDER STATES ELECTRIC SUPPLY	2289	BORDER STATES ELECTRIC SU	619.03
10/22	10/21/2022	60879	2289	BORDER STATES ELECTRIC SUPPLY	2289	BORDER STATES ELECTRIC SU	1,267.32
10/22	10/21/2022	60880	13077	BRANDY DURGIN	13077	BRANDY DURGIN	100.00

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/21/2022	60881	2304	BROWN & ASSOCIATES	2304	BROWN & ASSOCIATES	225.00
10/22	10/21/2022	60881	2304	BROWN & ASSOCIATES	2304	BROWN & ASSOCIATES	180.00
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	407.14
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	56.60
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	74.67
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	74.67
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	74.67
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	114.02
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	93.87
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	62.34
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	327.28
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	78.20
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	98.16
10/22	10/21/2022	60882	2599	CENTURYLINK	2599	CENTURYLINK	58.13
10/22	10/21/2022	60883	2781	CLEAR VIEW GLASS AND TINT	2781	CLEAR VIEW GLASS AND TINT	357.84
10/22	10/21/2022	60883	2781	CLEAR VIEW GLASS AND TINT	2781	CLEAR VIEW GLASS AND TINT	382.65
10/22	10/21/2022	60883	2781	CLEAR VIEW GLASS AND TINT	2781	CLEAR VIEW GLASS AND TINT	382.62
10/22	10/21/2022	60884	2895	COCHISE COUNTY TREASURER	2895	COCHISE COUNTY TREASURE	1,781.25
10/22	10/21/2022	60884	2895	COCHISE COUNTY TREASURER	2895	COCHISE COUNTY TREASURE	1,125.00
10/22	10/21/2022	60884	2895	COCHISE COUNTY TREASURER	2895	COCHISE COUNTY TREASURE	3,248.70
10/22	10/21/2022	60885	13059	ENTERPRISE FM TRUST	13059	ENTERPRISE FM TRUST	653.85
10/22	10/21/2022	60885	13059	ENTERPRISE FM TRUST	13059	ENTERPRISE FM TRUST	705.75
10/22	10/21/2022	60886	3983	GEORGE'S AUTOMOTIVE	3983	GEORGE'S AUTOMOTIVE	120.00
10/22	10/21/2022	60887	4240	HEATH CONSULTANTS, INC.	4240	HEATH CONSULTANTS, INC.	485.94
10/22	10/21/2022	60888	4340	IBCCES	4340	IBCCES	1,398.50
10/22	10/21/2022	60889	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	32.00
10/22	10/21/2022	60889	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	128.00
10/22	10/21/2022	60889	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	128.00
10/22	10/21/2022	60889	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	32.00
10/22	10/21/2022	60890	5338	MILES PARTNERSHIP LLLP	5338	MILES PARTNERSHIP LLLP	2,175.00
10/22	10/21/2022	60891	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	178.25
10/22	10/21/2022	60891	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	92.84
10/22	10/21/2022	60892	5668	O'RIELLY CHEVROLET	5668	O'RIELLY CHEVROLET	165.00
10/22	10/21/2022	60893	5940	PIONEER TITLE AGENCY INC	5940	PIONEER TITLE AGENCY INC	1,530.60
10/22	10/21/2022	60893	5940	PIONEER TITLE AGENCY INC	5940	PIONEER TITLE AGENCY INC	1,188.55
10/22	10/21/2022	60894	6038	PROGRESSIVE ROOFING	6038	PROGRESSIVE ROOFING	9,950.00
10/22	10/21/2022	60894	6038	PROGRESSIVE ROOFING	6038	PROGRESSIVE ROOFING	7,355.00
10/22	10/21/2022	60895	6570	SHANNON'S AUTO PARTS	6570	SHANNON'S AUTO PARTS	120.00
10/22	10/21/2022	60895	6570	SHANNON'S AUTO PARTS	6570	SHANNON'S AUTO PARTS	28.22
10/22	10/21/2022	60895	6570	SHANNON'S AUTO PARTS	6570	SHANNON'S AUTO PARTS	28.84
10/22	10/21/2022	60895	6570	SHANNON'S AUTO PARTS	6570	SHANNON'S AUTO PARTS	9.00
10/22	10/21/2022	60895	6570	SHANNON'S AUTO PARTS	6570	SHANNON'S AUTO PARTS	9.00
10/22	10/21/2022	60896	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	208.24
10/22	10/21/2022	60896	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	230.16
10/22	10/21/2022	60897	6830	STAPLES	6830	STAPLES	141.42
10/22	10/21/2022	60897	6830	STAPLES	6830	STAPLES	13.29
10/22	10/21/2022	60897	6830	STAPLES	6830	STAPLES	32.29
10/22	10/21/2022	60897	6830	STAPLES	6830	STAPLES	7.82
10/22	10/21/2022	60897	6830	STAPLES	6830	STAPLES	169.65
10/22	10/21/2022	60898	1415	STOTZ EQUIPMENT	1415	STOTZ EQUIPMENT	26.77
10/22	10/21/2022	60898	1415	STOTZ EQUIPMENT	1415	STOTZ EQUIPMENT	26.78
10/22	10/21/2022	60898	1415	STOTZ EQUIPMENT	1415	STOTZ EQUIPMENT	71.22
10/22	10/21/2022	60898	1415	STOTZ EQUIPMENT	1415	STOTZ EQUIPMENT	71.22
10/22	10/21/2022	60899	7536	USA BLUEBOOK	7536	USA BLUEBOOK	69.57
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	370.70
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	381.16
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	572.17

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	58.87
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	588.18
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	33.07
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	33.07
10/22	10/26/2022	60900	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	33.06
10/22	10/26/2022	60901	2592	CENTRAL ALARM INC	2592	CENTRAL ALARM INC	57.00
10/22	10/26/2022	60901	2592	CENTRAL ALARM INC	2592	CENTRAL ALARM INC	57.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	150.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	315.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	140.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.66
10/22	10/26/2022	60902	2784	CNG	2784	CNG	140.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	46.66
10/22	10/26/2022	60902	2784	CNG	2784	CNG	280.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	151.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	151.67
10/22	10/26/2022	60902	2784	CNG	2784	CNG	151.66
10/22	10/26/2022	60902	2784	CNG	2784	CNG	105.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	140.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	1,120.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	50.00
10/22	10/26/2022	60902	2784	CNG	2784	CNG	105.00
10/22	10/26/2022	60903	12680	CNR TRUCKING AND CATTLE COMPA	12680	CNR TRUCKING AND CATTLE C	658.06
10/22	10/26/2022	60904	2870	COCHISE COUNTY TREASURER	2870	COCHISE COUNTY TREASURE	20,082.44
10/22	10/26/2022	60904	2870	COCHISE COUNTY TREASURER	2870	COCHISE COUNTY TREASURE	10.00
10/22	10/26/2022	60904	2870	COCHISE COUNTY TREASURER	2870	COCHISE COUNTY TREASURE	5.00
10/22	10/26/2022	60904	2870	COCHISE COUNTY TREASURER	2870	COCHISE COUNTY TREASURE	276.36
10/22	10/26/2022	60905	3334	DECONCINI MCDONALD YETWIN & LA	3334	DECONCINI MCDONALD YETWI	1,771.14
10/22	10/26/2022	60906	12896	ESRI	12896	ESRI	2,365.00
10/22	10/26/2022	60907	4100	GRANITE CONSTRUCTION CO	4100	GRANITE CONSTRUCTION CO	4,512.63
10/22	10/26/2022	60908	4268	HILL BROTHERS CHEMICAL CO	4268	HILL BROTHERS CHEMICAL CO	692.85
10/22	10/26/2022	60909	13079	OPENDOOR LABS INC	13079	OPENDOOR LABS INC	86.81
10/22	10/26/2022	60910	13078	RON OR PATRICIA WLOSZCZYNSKI	13078	RON OR PATRICIA WLOSZCZYN	5.27
10/22	10/26/2022	60911	6774	SOUTHWEST DISPOSAL	6774	SOUTHWEST DISPOSAL	14,958.65
10/22	10/26/2022	60911	6774	SOUTHWEST DISPOSAL	6774	SOUTHWEST DISPOSAL	18,810.65
10/22	10/26/2022	60912	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	252.08
10/22	10/26/2022	60913	7040	TEXAS CANYON ROCK & SAND, INC.	7040	TEXAS CANYON ROCK & SAND	662.06
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	38.72
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	116.20
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	177.67
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	177.67
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	177.68
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	154.96
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	27.07
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	27.07
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	27.06
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	71.76
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	57.84
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	28.28
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	17.40
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	26.61
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	26.61
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	26.61

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	90.59
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	90.59
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	90.58
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	90.58
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	90.58
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	45.29
10/22	10/26/2022	60914	7493	UNIFIRST CORPORATION	7493	UNIFIRST CORPORATION	45.29
10/22	10/26/2022	60915	7536	USA BLUEBOOK	7536	USA BLUEBOOK	368.15
10/22	10/26/2022	60915	7536	USA BLUEBOOK	7536	USA BLUEBOOK	87.37
10/22	10/26/2022	60915	7536	USA BLUEBOOK	7536	USA BLUEBOOK	520.49
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	1,716.81
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	588.57
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	349.79
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	101.82
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	90.92
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	103.29
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	81.58
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	80.02
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	187.04
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	187.04
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	187.05
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	40.01
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	36.28
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	95.39
10/22	10/26/2022	60916	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	154.63
10/22	10/28/2022	60918	1103	ALPHA HVAC	1103	ALPHA HVAC	120.00
10/22	10/28/2022	60919	1327	ARIZONA DEPARTMENT OF REVENUE	1327	ARIZONA DEPARTMENT OF RE	3,552.00
10/22	10/28/2022	60920	1908	BASSCO SERVICES INC	1908	BASSCO SERVICES INC	3,201.25
10/22	10/28/2022	60921	2598	CENTURY LINK	2598	CENTURY LINK	54.75
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	63.99
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	55.38
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	64.44
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	149.31
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	13.05
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	28.66
10/22	10/28/2022	60922	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	27.33
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	178.95
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	193.79
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	81.14
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	529.55
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	378.29
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	283.91
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	66.07
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	230.71
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	75.00
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	264.91
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	169.51
10/22	10/28/2022	60923	6130	RAPID TOWING & RECOVERY	6130	RAPID TOWING & RECOVERY	388.65
10/22	10/28/2022	60924	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	167.46
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	3,610.57 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	698.82 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	698.82 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	2,911.75 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	582.35 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	1,747.05 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	465.88 M
10/22	10/17/2022	101722	1728	AMRRP	1728	AMRRP	931.76 M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
10/22	10/21/2022	10172022	7307	TROON GOLF LLC	7307	TROON GOLF LLC	60,953.76	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13072	SHEIN.COM	39.50	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13073	THREADSY.COM	291.51	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	2,173.28	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	61.05	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	88.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	1,600.54	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	1,600.55	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	181.15	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6881	STATE OF ARIZONA	200.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	34.25	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	34.25	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	34.25	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	34.25	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	60.27	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	55.76	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	55.76	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	55.76	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2749	CITY OF BENSON	31.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2749	CITY OF BENSON	31.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2749	CITY OF BENSON	31.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2749	CITY OF BENSON	31.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2749	CITY OF BENSON	31.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3712	FERGUSON WATERWORKS INC	67.40	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	30.68	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	30.68	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	30.68	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	15.33	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	15.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	15.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	15.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12601	SPEEDWAY	30.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13071	ELLIOTT ELECTRONIC SUPPLY	27.29	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	143.66	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	837.68	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	837.68	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	418.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	418.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	418.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	418.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	10.27	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5980	U.S. POSTAL SERVICE	50.90	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12955	STARLINK INTERNET	110.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6354	SAEDG	120.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12136	Mobile mini Storage Solutions	177.79	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13061	SPRINKLER WAREHOUSE	18.50	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	98.97	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	49.97	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	57.42	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12879	WONDER WORLD JUMPING	1,073.95	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	744.18	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12328	Otc Brands Inc.	212.51	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	31.63	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	78.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	427.48	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	233.46	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	23.33	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	250.46	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	211.08	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	330.12	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	209.16	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	187.24	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	192.96	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	114.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12183	RingCentral	2,312.47	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	178.15	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	290.01	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	122.10	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	61.05	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	1,645.29	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	3,307.52	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	54.93	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	33.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	110.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	211.15	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12183	RingCentral	24.73	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12214	APPLE STORE	108.50	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	119.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	487.14	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	12.57	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	16.61	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	16.61	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	51.07	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	56.86	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	72.52	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	75.61	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	76.09	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	123.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	133.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	48.66	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	48.66	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	48.65	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	147.83	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	159.53	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	160.93	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	230.94	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	280.45	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	140.85	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	140.86	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	445.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	528.40	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	8,567.98	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,971.10	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,472.46	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	399.52	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	888.60	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	480.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,016.22	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,016.22	M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	81.61	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	81.60	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	81.60	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	491.84	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,425.37	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	759.72	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	804.39	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	485.95	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	14,719.50	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	7,512.49	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	302.19	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	1950	BENSON ACE HARDWARE	5.02	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	16.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	21.92	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	27.77	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	34.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12354	PCH INTELIIUS	29.95	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13075	OMG NATIONAL IMPRINT	817.28	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	22.27	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	169.86	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	39.80	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12172	Eventbrite	99.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13074	BLUE TO GOLD LLC	225.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13074	BLUE TO GOLD LLC	225.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13074	BLUE TO GOLD LLC	225.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4885	LEADSONLINE	2,261.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12215	C-A-L RANCH STORES	749.85	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13075	OMG NATIONAL IMPRINT	486.77	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13054	STERICYCLE INC	36.28	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	1228	ANDERSON'S OFFICE FURNITU	1,684.69	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	77.64	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4954	LN CURTIS & SONS	512.62	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4954	LN CURTIS & SONS	569.19	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4954	LN CURTIS & SONS	310.57	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4954	LN CURTIS & SONS	43.20	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12800	G.W.I.S. CORP	509.33	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3379	DETROIT INDUSTRIAL TOOLS	257.95	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12206	ARIZONA PPE RECON, INC	450.12	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4094	H & E EQUIPMENT SERVICES	27.15	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	4094	H & E EQUIPMENT SERVICES	224.13	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	157.65	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	86.22	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	35.36	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	22.49	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	122.56	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	13.14	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	129.13	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	5980	U.S. POSTAL SERVICE	12.75	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	62.66	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	22.77	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13047	VCA ANIMAL HOSPITAL	48.15	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	19.65	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12141	MVP	4.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12452	AMSTERDAM PRINT & LITHOG	536.27	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	3190	DAKOTAPRO	158.00	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12434	Indeed	478.32	M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	79.40	M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	161.93 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	376.59 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	125.53 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	125.53 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	502.12 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12175	Super Suds Car Wash	10.00 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	13076	MOVING FORWARD MARKETIN	78.00 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	28.72 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	119.46 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	107.09 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12718	ZOOM.US	14.99 M
10/22	10/25/2022	10252022	5454	NATIONAL BANK OF ARIZONA	12434	Indeed	550.31 M
Grand Totals:							<u>524,460.80</u>

Report Criteria:

Report type: GL detail

Check.Type = {<>} "Adjustment"

Report Criteria:

Invoices with totals above \$0.00 included.

Only paid invoices included.

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
COMBINED CASH FUND							
01-10170 CASH CLEARING - UTILITIES							
COMBINED CASH FUND	CNR TRUCKING AND CATTLE C	CNR TRUCKING AND CATTLE COMPANY	12680	101422	10/14/2022	REFUND HYD METER DEPOSIT	658.06
COMBINED CASH FUND	DESTINY L MAYS	DESTINY L MAYS	13068	093022	09/30/2022	REFUND CREDIT BALANCE	272.70
COMBINED CASH FUND	LARRY W DUNN JR	LARRY W DUNN JR	13069	100322	10/03/2022	REFUND GAS & WATER DEPOSIT	71.92
COMBINED CASH FUND	OPENDOOR LABS INC	OPENDOOR LABS INC	13079	101722	10/17/2022	REFUND GAS & WATER DEPOSIT	86.81
COMBINED CASH FUND	RON OR PATRICIA WLOSZCZYN	RON OR PATRICIA WLOSZCZYNSKI	13078	101722	10/17/2022	REFUND CREDIT BALANCE	5.27
COMBINED CASH FUND	TERRY D MARKLEY	TERRY D MARKLEY	13067	100422	10/04/2022	REFUND CREDIT BALANCE	37.14
Total 01-10170 CASH CLEARING - UTILITIES:							1,131.90
Total COMBINED CASH FUND:							1,131.90
GENERAL FUND							
10-21600 SALES TAX							
GENERAL FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	09/22	09/30/2022	RETAIL SALES TAX - VC	22.43
Total 10-21600 SALES TAX:							22.43
10-22250 RETIREMENT PAYABLE							
GENERAL FUND	AZ STATE RETIREMENT ACC	AZ STATE RETIREMENT ACC REC	1490	100322	10/03/2022	LATE FEE FILING PPE 090922	12.72
Total 10-22250 RETIREMENT PAYABLE:							12.72
10-22292 FSA PAYABLE							
GENERAL FUND	ESG CORP	ESG CORP	3649	100122	10/01/2022	MONTHLY FUNDING	3,808.33
Total 10-22292 FSA PAYABLE:							3,808.33
10-22295 WORKERS COMP PAYABLE							
GENERAL FUND	AZ MUNI RISK RETENTION PO	AZ MUNI RISK RETENTION POOL - W/C	1727	093022	09/30/2022	3RD QUARTER WORKER COMPENSA	35,288.00
Total 10-22295 WORKERS COMP PAYABLE:							35,288.00
10-301-71 PROPERTY RENTALS							
GENERAL FUND	BRANDY DURGIN	BRANDY DURGIN	13077	101422	10/14/2022	CENTER RENTAL CLEANING DEPOSI	100.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	LEONA SMOLINSKI	LEONA SMOLINSKI	13070	100822	10/08/2022	REFUND CENTER RENTAL DEPOSIT	100.00
Total 10-301-71 PROPERTY RENTALS:							200.00
10-41-230 EMPLOYEE INSURANCE							
GENERAL FUND	ESG CORP	ESG CORP	3648	43299	10/07/2022	COBRA ADMINISTRATION	144.50
Total 10-41-230 EMPLOYEE INSURANCE:							144.50
10-41-330 IT SERVICES							
GENERAL FUND	CDW GOVERNMENT, INC	CDW GOVERNMENT, INC	2554	MZXG722	10/04/2022	MS EA SOFTWARE	18,986.85
GENERAL FUND	PROLOGIC TECHNOLOGY GRO	PROLOGIC TECHNOLOGY GROUP LLC	5426	5078	09/30/2022	GOTO.COM CENTARL BASE ANNUAL	1,623.97
GENERAL FUND	PROLOGIC TECHNOLOGY GRO	PROLOGIC TECHNOLOGY GROUP LLC	5426	5079	09/30/2022	IT SERVICE - 10/2022	5,000.00
Total 10-41-330 IT SERVICES:							25,610.82
10-41-335 INTERGOVERNMENTAL RELATIONS							
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAEDG	6354	093022	09/04/2022	Monthly Credit Card Charges	120.00
Total 10-41-335 INTERGOVERNMENTAL RELATIONS:							120.00
10-41-340 EDUCATION & TRAINING							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12
GENERAL FUND	NATIONAL BANK OF ARIZONA	Indeed	12434	093022	09/04/2022	Monthly Credit Card Charges	550.31
Total 10-41-340 EDUCATION & TRAINING:							1,052.43
10-41-410 UTILITIES							
GENERAL FUND	CENTRAL ALARM INC	CENTRAL ALARM INC	2592	1271910	10/01/2022	ALARM SERVICE - 10/1-10/30/22 - NE	57.00
GENERAL FUND	CENTRAL ALARM INC	CENTRAL ALARM INC	2592	1271954	10/01/2022	ALARM SERVICE - 10/1-10/30/22 - COU	57.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	230.94
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	133.64
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	487.14
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	110.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	491.84
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	1,425.37
Total 10-41-410 UTILITIES:							2,992.93

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-41-415 TELEPHONE							
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	62.34
GENERAL FUND	NATIONAL BANK OF ARIZONA	RingCentral	12183	093022	09/04/2022	Monthly Credit Card Charges	2,312.47
GENERAL FUND	NATIONAL BANK OF ARIZONA	RingCentral	12183	093022	09/04/2022	Monthly Credit Card Charges	24.73
GENERAL FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	.91
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	349.79
Total 10-41-415 TELEPHONE:							2,750.24
10-41-430 REPAIRS & MAINTENANCE							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330921	09/07/2022	EXTERMINATING - ADMIN	62.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330990	09/23/2022	EXTERMINATING - ADMIN CHAMBER	34.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330991	09/23/2022	EXTERMINATING - ADMIN	34.00
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	719.16
Total 10-41-430 REPAIRS & MAINTENANCE:							849.16
10-41-520 INSURANCE							
GENERAL FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	3,610.57
Total 10-41-520 INSURANCE:							3,610.57
10-41-540 PUBLIC NOTICES, ADVERTISING							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022	09/04/2022	Monthly Credit Card Charges	3,307.52
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022	09/04/2022	Monthly Credit Card Charges	122.10
Total 10-41-540 PUBLIC NOTICES, ADVERTISING:							3,429.62
10-41-542 ADVERTISING - HR							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022	09/04/2022	Monthly Credit Card Charges	290.01
GENERAL FUND	NATIONAL BANK OF ARIZONA	Indeed	12434	093022	09/04/2022	Monthly Credit Card Charges	478.32
Total 10-41-542 ADVERTISING - HR:							768.33
10-41-580 TRAVEL							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12
Total 10-41-580 TRAVEL:							502.12

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-41-620 POSTAGE & SHIPPING							
GENERAL FUND	PURCHASE POWER	PURCHASE POWER	6075	101422	10/16/2022	POSTAGE - ADMIN	198.09
Total 10-41-620 POSTAGE & SHIPPING:							198.09
10-41-640 OPERATING SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	ZOOM.US	12718	093022	09/04/2022	Monthly Credit Card Charges	14.99
GENERAL FUND	NATIONAL BANK OF ARIZONA	MOVING FORWARD MARKETING	13076	093022	09/04/2022	Monthly Credit Card Charges	78.00
GENERAL FUND	STAPLES	STAPLES	6830	8067664618	09/23/2022	OFFICE SUPPLIES- ADMIN	32.29
GENERAL FUND	STAPLES	STAPLES	6830	8067909121A	10/14/2022	OFFICE SUPPLIES- ADMIN	169.65
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS	71.76
Total 10-41-640 OPERATING SUPPLIES:							366.69
10-41-660 VEHICLE FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	168.87
Total 10-41-660 VEHICLE FUEL & OIL:							168.87
10-41-670 VEHICLE REPAIR & MAINT							
GENERAL FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	330.12
GENERAL FUND	NATIONAL BANK OF ARIZONA	Super Suds Car Wash	12175	093022	09/04/2022	Monthly Credit Card Charges	10.00
Total 10-41-670 VEHICLE REPAIR & MAINT:							340.12
10-41-708 CIP CM 16-01 CITY MGR VEHICLE							
GENERAL FUND	ENTERPRISE FM TRUST	ENTERPRISE FM TRUST	13059	FBN4568484	10/05/2022	FORD EXPLORER - ADMIN/PD	653.85
Total 10-41-708 CIP CM 16-01 CITY MGR VEHICLE:							653.85
10-42-580 TRAVEL							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	79.40
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	161.93
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	376.59
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	502.12

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-42-580 TRAVEL:							2,626.40
10-42-592 YOUTH COUNCIL							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	27.77
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	093022	09/04/2022	Monthly Credit Card Charges	21.92
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	093022	09/04/2022	Monthly Credit Card Charges	34.64
Total 10-42-592 YOUTH COUNCIL:							84.33
10-42-640 OPERATING SUPPLIES							
GENERAL FUND	BENSON SPV CHAMBER OF CO	BENSON SPV CHAMBER OF COMMERCE	1970	2667	10/07/2022	PARADE ENTRY FEE - BUTTERFIELD	15.00
Total 10-42-640 OPERATING SUPPLIES:							15.00
10-42-685 LEAGUE OF CITIES BOOTH							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	125.53
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	125.53
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	093022	09/04/2022	Monthly Credit Card Charges	107.09
GENERAL FUND	NATIONAL BANK OF ARIZONA	AMSTERDAM PRINT & LITHOGRAPH	12452	093022	09/04/2022	Monthly Credit Card Charges	536.27
GENERAL FUND	NATIONAL BANK OF ARIZONA	SPEEDWAY	12601	093022	09/04/2022	Monthly Credit Card Charges	30.00
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL - LEAGUE OF CITIES	144.09
Total 10-42-685 LEAGUE OF CITIES BOOTH:							1,068.51
10-43-300 PROFESSIONAL SERVICES							
GENERAL FUND	BROWN & ASSOCIATES	BROWN & ASSOCIATES	2304	37700	09/14/2022	PLAN REVIEW - BENSON HOSPITAL C	225.00
GENERAL FUND	BROWN & ASSOCIATES	BROWN & ASSOCIATES	2304	37729	09/23/2022	PLAN REVIEW - BENSON HOSPITAL C	180.00
GENERAL FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2895	101122	10/11/2022	PLAN REVIEWS - SEPT 2022	3,248.70
Total 10-43-300 PROFESSIONAL SERVICES:							3,653.70
10-43-340 EDUCATION & TRAINING							
GENERAL FUND	DANIEL NAEGLER	DANIEL NAEGLER	3215	093022	09/30/2022	PER DIEM /MILEAGE AZBO TRAINING	404.00
Total 10-43-340 EDUCATION & TRAINING:							404.00
10-43-415 TELEPHONE							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	90.92

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-43-415 TELEPHONE:							90.92
10-43-430 REPAIRS & MAINTENANCE							
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	18.20
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	18.20
Total 10-43-430 REPAIRS & MAINTENANCE:							36.40
10-43-470 UNIFORMS							
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	38.72
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	45.29
Total 10-43-470 UNIFORMS:							84.01
10-43-630 COMPUTER SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	093022	09/04/2022	Monthly Credit Card Charges	418.84
Total 10-43-630 COMPUTER SUPPLIES:							418.84
10-43-640 OPERATING SUPPLIES							
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90011833	09/29/2022	COB GREEN TAGS AND FIRE INSPEC	101.36
Total 10-43-640 OPERATING SUPPLIES:							101.36
10-43-660 VEHICLE FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	76.76
Total 10-43-660 VEHICLE FUEL & OIL:							76.76
10-43-670 VEHICLE REPAIR & MAINT							
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	54.51
GENERAL FUND	SHANNON'S AUTO PARTS	SHANNON'S AUTO PARTS	6570	093022	09/30/2022	PARTS	120.00
Total 10-43-670 VEHICLE REPAIR & MAINT:							174.51
10-43-702 PERMIT TRACKING DATABASE							
GENERAL FUND	ESRI	ESRI	12896	94339637	10/06/2022	ARCGIS DESKTOP BASIC/SUBSCRIPT	2,365.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-43-702 PERMIT TRACKING DATABASE:							2,365.00
10-45-136 GOHS GRANT EQUIPMENT							
GENERAL FUND	NATIONAL BANK OF ARIZONA	C-A-L RANCH STORES	12215	093022	09/04/2022	Monthly Credit Card Charges	749.85
Total 10-45-136 GOHS GRANT EQUIPMENT:							749.85
10-45-300 PROFESSIONAL SERVICES							
GENERAL FUND	AMERICANA POLYGRAPH &	AMERICANA POLYGRAPH &	1209	100122	10/01/2022	NEW EMPLOYEE POLYGRAPH - PD	175.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330912	09/06/2022	EXTERMINATING - PD	29.00
GENERAL FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2870	28735	09/30/2022	DOMESTIC ANIMALS	10.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	PCH INTELIIUS	12354	093022	09/04/2022	Monthly Credit Card Charges	29.95
GENERAL FUND	NATIONAL BANK OF ARIZONA	LEADSONLINE	4885	093022	09/04/2022	Monthly Credit Card Charges	2,261.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	VCA ANIMAL HOSPITAL	13047	093022	09/04/2022	Monthly Credit Card Charges	48.15
GENERAL FUND	NATIONAL BANK OF ARIZONA	STERICYCLE INC	13054	093022	09/04/2022	Monthly Credit Card Charges	36.28
Total 10-45-300 PROFESSIONAL SERVICES:							2,589.38
10-45-340 EDUCATION & TRAINING							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Eventbrite	12172	093022	09/04/2022	Monthly Credit Card Charges	99.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	BLUE TO GOLD LLC	13074	093022	09/04/2022	Monthly Credit Card Charges	225.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	BLUE TO GOLD LLC	13074	093022	09/04/2022	Monthly Credit Card Charges	225.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	BLUE TO GOLD LLC	13074	093022	09/04/2022	Monthly Credit Card Charges	225.00
Total 10-45-340 EDUCATION & TRAINING:							774.00
10-45-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	140.85
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	56.86
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	119.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	399.52
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	1,016.22
Total 10-45-410 UTILITIES:							1,732.45
10-45-415 TELECOMMUNICATIONS							
GENERAL FUND	CENTURY LINK	CENTURY LINK	2598	612447267	10/08/2022	MONTHLY LUMEN BILLING - PD - #153	54.75
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	56.60
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	407.14

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE - AC	93.87
GENERAL FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
GENERAL FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	7.56
GENERAL FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09355361	09/25/2022	LONG DISTANCE SERVICE	13.00
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	1,716.81
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	101.82
Total 10-45-415 TELECOMMUNICATIONS:							2,529.87
10-45-640 OPERATING SUPPLIES							
GENERAL FUND	BLUE 360 MEDIA	BLUE 360 MEDIA	1910	IN2208166166	09/23/2022	AZ CRIMINAL & TRAFFIC LAW BOOK -	208.85
GENERAL FUND	GREATAMERICA FINANCIAL SV	GREATAMERICA FINANCIAL SVCS.	4111	32511028	09/26/2022	COPIER LEASE - PD	197.32
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	22.77
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	77.64
GENERAL FUND	NATIONAL BANK OF ARIZONA	ANDERSON'S OFFICE FURNITURE	1228	093022	09/04/2022	Monthly Credit Card Charges	1,684.69
GENERAL FUND	NATIONAL BANK OF ARIZONA	U.S. POSTAL SERVICE	5980	093022	09/04/2022	Monthly Credit Card Charges	12.75
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	093022	09/04/2022	Monthly Credit Card Charges	19.65
GENERAL FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	62.66
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	169.86
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	39.80
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	22.27
GENERAL FUND	NATIONAL BANK OF ARIZONA	OMG NATIONAL IMPRINT	13075	093022	09/04/2022	Monthly Credit Card Charges	486.77
GENERAL FUND	NATIONAL BANK OF ARIZONA	OMG NATIONAL IMPRINT	13075	093022	09/04/2022	Monthly Credit Card Charges	817.28
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	265033186001	09/16/2022	OFFICE SUPPLIES - PD	178.25
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	265089039001	09/16/2022	OFFICE SUPPLIES - PD	92.84
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	266515124001	09/13/2022	OFFICE SUPPLIES - PD	6.03
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	266515187001	09/13/2022	OFFICE SUPPLIES - PD	36.50
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	266515188001	09/12/2022	OFFICE SUPPLIES - PD	15.81
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	267567745001	10/03/2022	OFFICE SUPPLIES - PD	63.99
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	268623522001	09/26/2022	OFFICE SUPPLIES - PD	55.38
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	268623593001	09/27/2022	OFFICE SUPPLIES - PD	64.44
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	269180546001	09/30/2022	OFFICE SUPPLIES - PD	149.31
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	269354847001	09/30/2022	OFFICE SUPPLIES - PD	13.05
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	269354848001	10/02/2022	OFFICE SUPPLIES - PD	28.66
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	269354849001	09/30/2022	OFFICE SUPPLIES - PD	27.33
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS	17.40
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22821	10/17/2022	CHARGE FOR COPIES - PD	167.46
Total 10-45-640 OPERATING SUPPLIES:							4,738.76

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-45-660 FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	4,826.27
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL - AC	73.62
Total 10-45-660 FUEL & OIL:							4,899.89
10-45-670 VEHICLE REPAIRS & MAINT							
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	81.66
GENERAL FUND	CLEAR VIEW GLASS AND TINT	CLEAR VIEW GLASS AND TINT	2781	101822	10/18/2022	CREDIT ON ACCOUNT - PD	357.84
GENERAL FUND	CLEAR VIEW GLASS AND TINT	CLEAR VIEW GLASS AND TINT	2781	768-2310666	08/31/2022	2016 CHEVROLET TAHOE WINDSHIEL	382.65
GENERAL FUND	CLEAR VIEW GLASS AND TINT	CLEAR VIEW GLASS AND TINT	2781	768-2310687	08/31/2022	2019 FORD EXPLORER WINDSHIELD	382.62
GENERAL FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	187.24
GENERAL FUND	NATIONAL BANK OF ARIZONA	MVP	12141	093022	09/04/2022	Monthly Credit Card Charges	4.00
GENERAL FUND	O'RIELLY CHEVROLET	O'RIELLY CHEVROLET	5668	16636	09/27/2022	VEHICLE REPAIRS 2016 IMPALA - PD	165.00
GENERAL FUND	PURCELL WESTERN STATES TI	PURCELL WESTERN STATES TIRE	7731	61027595	09/29/2022	TIRES - PD	1,110.61
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4065	09/08/2021	#11 - OIL CHANGE, TIRE MT AND BALA	178.95
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4383	05/13/2022	#9 - OIL PRESSURE TEST, REPLACED	193.79
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4516	09/08/2022	#31 - OIL CHANGE - PD	81.14
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4520	09/14/2022	#9 - OIL CHANGE, REPLACED HEADLI	529.55
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4528	09/28/2022	#9 - REPLACED BATTERY, HEATER H	378.29
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4529	09/28/2022	#1 - REPLACED BATTERY - PD	283.91
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4530	09/29/2022	#18 - REPLACED TIRE - PD	66.07
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4544	10/12/2022	#23 - REPLACED BATTERY - PD	230.71
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	4546	10/17/2022	#14 - REPLACED BATTERY - PD	75.00
Total 10-45-670 VEHICLE REPAIRS & MAINT:							3,973.35
10-45-675 IMPOUND AND TOWING FEES							
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	5715	09/26/2022	TOWING - 1993 JEEP CHROKEE - PD	264.91
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	5792	10/17/2022	TOWING - 1998 FORD F150 - PD	169.51
GENERAL FUND	RAPID TOWING & RECOVERY	RAPID TOWING & RECOVERY	6130	5836	10/12/2022	TOWING - 2006 CHRYSLER - PD	388.65
Total 10-45-675 IMPOUND AND TOWING FEES:							823.07
10-45-775 VEHICLE LEASE							
GENERAL FUND	ENTERPRISE FM TRUST	ENTERPRISE FM TRUST	13059	FBN4568484	10/05/2022	FORD EXPLORER - PD	705.75
Total 10-45-775 VEHICLE LEASE:							705.75

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-46-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	140.86
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	31.63
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	1,016.22
Total 10-46-410 UTILITIES:							1,188.71
10-46-415 TELEPHONE							
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	98.16
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	58.13
GENERAL FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	7.55
GENERAL FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09355361	09/25/2022	LONG DISTANCE SERVICE	12.99
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9916495615	09/23/2022	MONTHLY AIR CARDS - FD	360.24
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	588.57
Total 10-46-415 TELEPHONE:							1,125.64
10-46-430 EQUIP REPAIRS & MAINT							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	157.65
GENERAL FUND	NATIONAL BANK OF ARIZONA	LN CURTIS & SONS	4954	093022	09/04/2022	Monthly Credit Card Charges	310.57
GENERAL FUND	NATIONAL BANK OF ARIZONA	LN CURTIS & SONS	4954	093022	09/04/2022	Monthly Credit Card Charges	43.20
GENERAL FUND	NATIONAL BANK OF ARIZONA	G.W.I.S. CORP	12800	093022	09/04/2022	Monthly Credit Card Charges	509.33
Total 10-46-430 EQUIP REPAIRS & MAINT:							1,020.75
10-46-431 TURNOUT MAINTENANCE							
GENERAL FUND	NATIONAL BANK OF ARIZONA	ARIZONA PPE RECON, INC	12206	093022	09/04/2022	Monthly Credit Card Charges	450.12
Total 10-46-431 TURNOUT MAINTENANCE:							450.12
10-46-432 STATION REPAIRS & MAINT							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	109.50
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330905	09/04/2022	EXTERMINATING - FD	37.00
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS, SHOP TOWELS	28.28
Total 10-46-432 STATION REPAIRS & MAINT:							174.78
10-46-433 TURNOUT REPLACEMENTS							
GENERAL FUND	NATIONAL BANK OF ARIZONA	LN CURTIS & SONS	4954	093022	09/04/2022	Monthly Credit Card Charges	512.62

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-46-433 TURNOUT REPLACEMENTS:							512.62
10-46-640 OPERATING SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DETROIT INDUSTRIAL TOOLS	3379	093022	09/04/2022	Monthly Credit Card Charges	257.95
GENERAL FUND	NATIONAL BANK OF ARIZONA	LN CURTIS & SONS	4954	093022	09/04/2022	Monthly Credit Card Charges	569.19
Total 10-46-640 OPERATING SUPPLIES:							827.14
10-46-660 FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	438.20
Total 10-46-660 FUEL & OIL:							438.20
10-46-670 VEHICLE REPAIRS & MAINT							
GENERAL FUND	NATIONAL BANK OF ARIZONA	H & E EQUIPMENT SERVICES	4094	093022	09/04/2022	Monthly Credit Card Charges	27.15
GENERAL FUND	NATIONAL BANK OF ARIZONA	H & E EQUIPMENT SERVICES	4094	093022	09/04/2022	Monthly Credit Card Charges	224.13
Total 10-46-670 VEHICLE REPAIRS & MAINT:							251.28
10-46-741 COMMAND VEHICLE - FD							
GENERAL FUND	FORD MOTOR CREDIT COMPA	FORD MOTOR CREDIT COMPANY LLC	3831	1772230	09/27/2022	FIRE COMMAND VEHICLE	5,967.27
Total 10-46-741 COMMAND VEHICLE - FD:							5,967.27
10-49-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	280.45
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	72.52
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	211.15
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	888.60
Total 10-49-410 UTILITIES:							1,452.72
10-49-430 REPAIRS & MAINTENANCE							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330890	09/02/2022	EXTERMINATING - LIBRARY	47.00
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	202.04
Total 10-49-430 REPAIRS & MAINTENANCE:							249.04

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-49-640 OPERATING SUPPLIES							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	19.53
GENERAL FUND	DEMCO INC.	DEMCO INC.	3340	7187543	09/19/2022	SUPPLIES - LIBRARY	100.84
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	22.49
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	86.22
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	35.36
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS	57.84
Total 10-49-640 OPERATING SUPPLIES:							322.28
10-49-696 BOOKS							
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2064392	09/20/2022	BOOKS ON CD- LIBRARY	77.90
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2064549	09/20/2022	BOOKS ON CD- LIBRARY	93.99
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2066518	09/30/2022	BOOKS ON CD- LIBRARY	73.89
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2067028	10/04/2022	BOOKS ON CD- LIBRARY	126.98
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	122.56
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	13.14
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	129.13
Total 10-49-696 BOOKS:							637.59
10-50-300 PROFESSIONAL SERVICES							
GENERAL FUND	A1 PORT A POTS	A1 PORT A POTS	1023	8517	10/17/2022	PORT-A-POTS - 9/19/22-10/16/22 - PAR	221.54
Total 10-50-300 PROFESSIONAL SERVICES:							221.54
10-50-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	160.93
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	16.61
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	178.15
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	1,971.10
Total 10-50-410 UTILITIES:							2,326.79
10-50-415 TELEPHONE							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	81.58
Total 10-50-415 TELEPHONE:							81.58

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-50-430 REPAIRS & MAINTENANCE							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	295.79
GENERAL FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	381.16
GENERAL FUND	NATIONAL BANK OF ARIZONA	FERGUSON WATERWORKS INC #3083	3712	093022	09/04/2022	Monthly Credit Card Charges	67.40
Total 10-50-430 REPAIRS & MAINTENANCE:							744.35
10-50-470 UNIFORMS							
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	154.96
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	90.58
Total 10-50-470 UNIFORMS:							245.54
10-50-640 OPERATING SUPPLIES							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	247.66
GENERAL FUND	ELITE SALES & SERVICE	ELITE SALES & SERVICE	3596	225166	09/19/2022	COMM LINE - PARKS	122.29
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON	2749	093022	09/04/2022	Monthly Credit Card Charges	31.75
Total 10-50-640 OPERATING SUPPLIES:							401.70
10-50-660 VEHICLE FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	672.06
Total 10-50-660 VEHICLE FUEL & OIL:							672.06
10-50-670 VEHICLE REPAIRS & MAINT							
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	33.60
GENERAL FUND	GEORGE'S AUTOMOTIVE	GEORGE'S AUTOMOTIVE	3983	51975	10/04/2022	TIRE MT & BALANCE - PARKS	120.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	427.48
Total 10-50-670 VEHICLE REPAIRS & MAINT:							581.08
10-56-300 PROFESSIONAL SERVICES							
GENERAL FUND	ESG CORP	ESG CORP	3648	43299	10/07/2022	MONTHLY ADMINISTRATION	1,960.25
GENERAL FUND	ESG CORP	ESG CORP	3648	43299	10/07/2022	MONTHLY FSA ADMINISTRATION	367.50
GENERAL FUND	ESG CORP	ESG CORP	3648	43299	10/07/2022	MONTHLY HRA ADMINISTRATION	427.75
GENERAL FUND	LACY HAMILTON	LACY HAMILTON	13036	100722	10/07/2022	PROFESSIONAL SERVICES - FINANC	825.80
Total 10-56-300 PROFESSIONAL SERVICES:							3,581.30

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-56-350 BANK CHARGES							
GENERAL FUND	CHASE	CHASE	2663	100422	10/04/2022	CC FEES - FINANCE	762.20
GENERAL FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	68261	09/30/2022	MONTHLY BILLING FOR ONLINE PAYM	190.76
Total 10-56-350 BANK CHARGES:							952.96
10-56-415 TELEPHONE							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	40.01
Total 10-56-415 TELEPHONE:							40.01
10-56-430 REPAIRS & MAINTENANCE							
GENERAL FUND	ALPHA HVAC	ALPHA HVAC	1103	I-2070-1	10/25/2022	SERVICE CALL - FINANCE	120.00
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	26.37
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	104.22
Total 10-56-430 REPAIRS & MAINTENANCE:							250.59
10-56-540 PUBLIC NOTICES, ADVERTISING							
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90011828	09/29/2022	CITY OF BENSON FINAL BUDGET 22-2	540.29
Total 10-56-540 PUBLIC NOTICES, ADVERTISING:							540.29
10-56-590 DUES							
GENERAL FUND	ARIZONA DEPARTMENT OF RE	ARIZONA DEPARTMENT OF REVENUE	1327	2023-103	09/26/2022	INTEGRATED TAX SYSTEM MODERNI	3,552.00
Total 10-56-590 DUES:							3,552.00
10-57-312 SUMMER EVENTS							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	98.97
Total 10-57-312 SUMMER EVENTS:							98.97
10-57-410 UTILITIES - POOL							
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	804.39
Total 10-57-410 UTILITIES - POOL:							804.39
10-57-412 UTILITIES - COMM CENTER							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	528.40

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	123.84
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	192.96
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	485.95
Total 10-57-412 UTILITIES - COMM CENTER:							1,331.15
10-57-415 TELEPHONE - POOL							
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	33.64
Total 10-57-415 TELEPHONE - POOL:							33.64
10-57-417 TELEPHONE - COMM CENTER							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	36.28
Total 10-57-417 TELEPHONE - COMM CENTER:							36.28
10-57-430 REPAIRS & MAINTENANCE - POOL							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	53.10
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	744.18
Total 10-57-430 REPAIRS & MAINTENANCE - POOL:							797.28
10-57-432 REPAIRS & MAINT - COMM CENTER							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330891	09/02/2022	EXTERMINATING - COMMUNITY CEN	32.00
Total 10-57-432 REPAIRS & MAINT - COMM CENTER:							32.00
10-57-630 COMPUTER SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	49.97
Total 10-57-630 COMPUTER SUPPLIES:							49.97
10-57-640 OPERATING SUPPLIES							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	43.81
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	57.42
Total 10-57-640 OPERATING SUPPLIES:							101.23
10-57-642 POOL SUPPLIES							
GENERAL FUND	LESLIE'S SWIMMING POOL SUP	LESLIE'S SWIMMING POOL SUPPLIES	4924	00888-01-0569	09/20/2022	POOL SUPPLIES - REC	581.09

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	LESLIE'S SWIMMING POOL SUP	LESLIE'S SWIMMING POOL SUPPLIES	4924	03017-01-0399	09/22/2022	POOL CHEMICALS	591.95
GENERAL FUND	LESLIE'S SWIMMING POOL SUP	LESLIE'S SWIMMING POOL SUPPLIES	4924	03017-01-0402	10/03/2022	CREDIT	591.95-
Total 10-57-642 POOL SUPPLIES:							581.09
10-58-530 HISTORICAL COMMISSION							
GENERAL FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2895	100422	10/04/2022	GHOST TOUR PROFESSIONAL SERVI	1,125.00
GENERAL FUND	STAPLES	STAPLES	6830	8067909121	10/14/2022	INDEX CARDS - GHOST TOUR	7.82
Total 10-58-530 HISTORICAL COMMISSION:							1,132.82
10-58-546 FOOD BANK							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	75.61
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	759.72
Total 10-58-546 FOOD BANK:							835.33
10-58-570 FOURTH OF JULY							
GENERAL FUND	COX MEDIA LLC	COX MEDIA LLC	3121	2612490	06/27/2022	ADVERTISING - 4TH OF JULY	670.00
Total 10-58-570 FOURTH OF JULY:							670.00
10-58-582 HOLIDAY TREE & LIGHTING							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Otc Brands Inc.	12328	093022	09/04/2022	Monthly Credit Card Charges	212.51
Total 10-58-582 HOLIDAY TREE & LIGHTING:							212.51
10-60-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	76.09
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	093022	09/04/2022	Monthly Credit Card Charges	114.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	480.64
Total 10-60-410 UTILITIES:							670.73
10-60-415 TELEPHONE							
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	327.28
Total 10-60-415 TELEPHONE:							327.28

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-60-430 REPAIRS & MAINTENANCE							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330886	09/01/2022	EXTERMINATING - VISITOR'S CENTE	37.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	ELLIOTT ELECTRONIC SUPPLY	13071	093022	09/04/2022	Monthly Credit Card Charges	27.29
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR22542	10/03/2022	CHARGE FOR COPIES	24.18
Total 10-60-430 REPAIRS & MAINTENANCE:							88.47
10-60-540 PUBLIC NOTICES, ADVERTISING							
GENERAL FUND	IBCCES	IBCCES	4340	300357	10/13/2022	COOP ADVERTISING - VC	1,398.50
GENERAL FUND	MILES PARTNERSHIP LLLP	MILES PARTNERSHIP LLLP	5338	69680	09/15/2022	ADVERTISING - VISITORS CENTER	2,175.00
Total 10-60-540 PUBLIC NOTICES, ADVERTISING:							3,573.50
10-61-300 PROFESSIONAL SERVICES							
GENERAL FUND	DECONCINI MCDONALD YETWI	DECONCINI MCDONALD YETWIN & LACY PC	3334	289228	09/30/2022	ATTORNEY FEES - SEPTEMBER 2022	1,771.14
Total 10-61-300 PROFESSIONAL SERVICES:							1,771.14
10-64-300 PROFESSIONAL & TECHNICAL SERV							
GENERAL FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2895	100422	10/04/2022	DEVELOPMENT PROFESSIONAL SER	1,781.25
Total 10-64-300 PROFESSIONAL & TECHNICAL SERV:							1,781.25
10-64-540 PUBLIC NOTICES, ADVERTISING							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022	09/04/2022	Monthly Credit Card Charges	61.05
Total 10-64-540 PUBLIC NOTICES, ADVERTISING:							61.05
10-64-630 COMPUTER SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	093022	09/04/2022	Monthly Credit Card Charges	418.84
Total 10-64-630 COMPUTER SUPPLIES:							418.84
10-64-640 OPERATING SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	BENSON ACE HARDWARE	1950	093022	09/04/2022	Monthly Credit Card Charges	5.02
Total 10-64-640 OPERATING SUPPLIES:							5.02
10-65-300 PROFESSIONAL SERVICES							
GENERAL FUND	PSOMAS	PSOMAS	6052	187425	08/24/2022	W 9TH STREET & REDWOOD DR PLA	2,795.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-65-300 PROFESSIONAL SERVICES:							2,795.00
10-65-410 UTILITIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 093022	09/04/2022	Monthly Credit Card Charges	16.61
Total 10-65-410 UTILITIES:							16.61
10-65-415 TELEPHONE							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS		7667 9918082150	10/12/2022	MONTHLY CHARGES	103.29
Total 10-65-415 TELEPHONE:							103.29
10-65-470 UNIFORMS							
GENERAL FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION		7493 092622	09/26/2022	HATS	45.29
Total 10-65-470 UNIFORMS:							45.29
10-65-630 COMPUTER SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP		3333 093022	09/04/2022	Monthly Credit Card Charges	418.84
Total 10-65-630 COMPUTER SUPPLIES:							418.84
10-65-640 OPERATING SUPPLIES							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS		7675 093022	09/04/2022	Monthly Credit Card Charges	10.27
Total 10-65-640 OPERATING SUPPLIES:							10.27
10-65-645 FACILITIES REPAIR & MAINT							
GENERAL FUND	PROGRESSIVE ROOFING	PROGRESSIVE ROOFING		6038 471449	09/20/2022	FIXED ROOF FRIENDS OF THE LIBRA	9,950.00
GENERAL FUND	PROGRESSIVE ROOFING	PROGRESSIVE ROOFING		6038 471450	09/20/2022	FIXED ROOF FRIENDS OF THE LIBRA	7,355.00
Total 10-65-645 FACILITIES REPAIR & MAINT:							17,305.00
10-65-660 VEHICLE FUEL & OIL							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC		7671 869208801223	09/24/2022	FUEL	231.24
Total 10-65-660 VEHICLE FUEL & OIL:							231.24

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
10-65-670 VEHICLE REPAIRS & MAINT							
GENERAL FUND	CNG	CNG	2784	1071866	10/17/2022	#131 FIXED DOOR HANDLE - PW	140.00
Total 10-65-670 VEHICLE REPAIRS & MAINT:							140.00
Total GENERAL FUND:							182,895.3
TRANSIT FUND							
14-40-415 TELEPHONE							
TRANSIT FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	154.63
Total 14-40-415 TELEPHONE:							154.63
14-40-470 UNIFORMS							
TRANSIT FUND	AMBER RYDZAK	AMBER RYDZAK	1026	713	10/03/2022	SHIRTS - TRANSIT	246.60
TRANSIT FUND	NATIONAL BANK OF ARIZONA	SHEIN.COM	13072	093022A	09/12/2022	Monthly Credit Card Charges -TRANSIT	39.50
TRANSIT FUND	NATIONAL BANK OF ARIZONA	THREADSY.COM	13073	093022A	09/12/2022	Monthly Credit Card Charges -TRANSIT	291.51
Total 14-40-470 UNIFORMS:							577.61
14-40-520 INSURANCE- VEHICLES							
TRANSIT FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	698.82
Total 14-40-520 INSURANCE- VEHICLES:							698.82
14-40-540 PUBLIC NOTICES & ADVERTISING							
TRANSIT FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022A	09/12/2022	Monthly Credit Card Charges -TRANSIT	61.05
TRANSIT FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90011795	09/29/2022	BAT ALUMINUM SIGNS	1,367.48
Total 14-40-540 PUBLIC NOTICES & ADVERTISING:							1,428.53
14-40-640 OPERATING SUPPLIES							
TRANSIT FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022A	09/12/2022	Monthly Credit Card Charges -TRANSIT	88.75
Total 14-40-640 OPERATING SUPPLIES:							88.75
14-40-660 VEHICLE FUEL & OIL							
TRANSIT FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	2,577.61

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 14-40-660 VEHICLE FUEL & OIL:							2,577.61
14-40-675 VEHICLE PREVENTIV MAINTENANCE							
TRANSIT FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	204.01
TRANSIT FUND	CNG	CNG	2784	1071865	10/01/2022	#0687 - REPLACED BRAKE PADS, INS	315.00
TRANSIT FUND	CNG	CNG	2784	1071873	09/24/2022	#7007 - COMPLETE SERVICE, TOPPE	105.00
TRANSIT FUND	CNG	CNG	2784	1071874	10/15/2022	#7006 - REPLACED BATTERIES, VARI	140.00
TRANSIT FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022A	09/12/2022	Monthly Credit Card Charges -TRANSIT	2,173.28
Total 14-40-675 VEHICLE PREVENTIV MAINTENANCE:							2,937.29
14-40-685 PLANNING							
TRANSIT FUND	SOUTHEASTERN ARIZONA	SOUTHEASTERN ARIZONA	6750	348-03	10/10/2022	BENSON ROUTE EFFICIENCY STUDY	6,539.13
Total 14-40-685 PLANNING:							6,539.13
Total TRANSIT FUND:							15,002.37
CAPITAL PROJECTS FUND							
15-40-029 SPLASH PAD							
CAPITAL PROJECTS FUN	PSOMAS	PSOMAS	6052	188334	09/26/2022	LIONS PARK - SPLASH PAD - 7/29-8/2	544.00
Total 15-40-029 SPLASH PAD:							544.00
15-40-091 CITY HALL REPLACEMENT							
CAPITAL PROJECTS FUN	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	572.17
Total 15-40-091 CITY HALL REPLACEMENT:							572.17
15-40-120 MODULAR STRUCTURE RELOC-REMOD							
CAPITAL PROJECTS FUN	AMERICAN FENCE CO, INC	AMERICAN FENCE CO, INC	1140	2426125	09/30/2022	FENCING AROUND CITY HALL REPLA	319.58
CAPITAL PROJECTS FUN	NATIONAL BANK OF ARIZONA	SPRINKLER WAREHOUSE	13061	093022	09/04/2022	Monthly Credit Card Charges	18.50
CAPITAL PROJECTS FUN	STAPLES	STAPLES	6830	8066884064A	07/15/2022	CHAIR FOR NEW CITY HALL	141.42
Total 15-40-120 MODULAR STRUCTURE RELOC-REMOD:							479.50
15-40-127 LION'S PARK MAIN RAMADA REPLAC							
CAPITAL PROJECTS FUN	TEXAS CANYON ROCK & SAND	TEXAS CANYON ROCK & SAND, INC.	7040	C24208	09/28/2022	39 TONS RIP RAP - PARKS	662.06

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 15-40-127 LION'S PARK MAIN RAMADA REPLAC:							662.06
15-40-143 REMODEL OLD LIONS CLUB PW22-10							
CAPITAL PROJECTS FUN	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	36.15
CAPITAL PROJECTS FUN	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	588.18
CAPITAL PROJECTS FUN	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	181.15
Total 15-40-143 REMODEL OLD LIONS CLUB PW22-10:							805.48
Total CAPITAL PROJECTS FUND:							3,063.21
STREET FUND							
20-40-300 PROFESSIONAL SERVICES							
STREET FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	331127	09/27/2022	WEED CONTROL - STREET	807.00
STREET FUND	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	83988	09/27/2022	PORT A POTS - 9/27/22-10/25/22 - STR	230.16
Total 20-40-300 PROFESSIONAL SERVICES:							1,037.16
20-40-410 UTILITIES							
STREET FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	48.65
STREET FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	7,512.49
STREET FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	81.60
Total 20-40-410 UTILITIES:							7,642.74
20-40-415 TELEPHONE							
STREET FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	74.67
STREET FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
STREET FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	5.87
STREET FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09355361	09/25/2022	LONG DISTANCE SERVICE	5.83
STREET FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	95.39
Total 20-40-415 TELEPHONE:							260.08
20-40-435 REPAIRS & MAINTENANCE-STREETS							
STREET FUND	GRANITE CONSTRUCTION CO	GRANITE CONSTRUCTION CO	4100	2337647	09/28/2022	25.3 TONS ASPHALT	4,512.63
Total 20-40-435 REPAIRS & MAINTENANCE-STREETS:							4,512.63

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
20-40-470 UNIFORMS							
STREET FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	116.20
STREET FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	90.58
Total 20-40-470 UNIFORMS:							206.78
20-40-520 INSURANCE							
STREET FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	698.82
Total 20-40-520 INSURANCE:							698.82
20-40-640 MATERIALS & SUPPLIES							
STREET FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	36.15
STREET FUND	CNG	CNG	2784	1071686	10/16/2022	WALK BEHIND MOWER NEW SETUP -	150.00
STREET FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2870	28735	09/30/2022	YARD WASTE	5.00
STREET FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON	2749	093022	09/04/2022	Monthly Credit Card Charges	31.75
STREET FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	30.68
STREET FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	15.32
STREET FUND	NATIONAL BANK OF ARIZONA	PayPal	12176	093022	09/04/2022	Monthly Credit Card Charges	1,600.54
STREET FUND	STOTZ EQUIPMENT	STOTZ EQUIPMENT	1415	P60925	09/22/2022	PARTS - ST/WW	26.77
STREET FUND	STOTZ EQUIPMENT	STOTZ EQUIPMENT	1415	P60926	09/22/2022	PARTS	71.22
STREET FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS, SHOP TOWELS - YARD	27.06
Total 20-40-640 MATERIALS & SUPPLIES:							1,994.49
20-40-660 VEHICLE FUEL & OIL							
STREET FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	654.71
Total 20-40-660 VEHICLE FUEL & OIL:							654.71
20-40-670 VEHICLE MAINTENANCE & REPAIRS							
STREET FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	242.19
STREET FUND	CNG	CNG	2784	1071867	10/16/2022	#2007 - LUBE, TOP OFF FLUIDS, GAG	46.66
STREET FUND	CNG	CNG	2784	1071877	10/08/2022	#171 - FIXED BEACON LIGHT - STREE	105.00
STREET FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	233.46
STREET FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	34.25
Total 20-40-670 VEHICLE MAINTENANCE & REPAIRS:							661.56

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total STREET FUND:							17,668.97
GRANTS FUND							
46-41-759 CIP AIR 22-8 RUNWAY LIGHTING							
GRANTS FUND	ARMSTRONG	ARMSTRONG	1517	22-216779-02	08/31/2022	LIGHTING - AIRPORT GRANT	4,814.50
Total 46-41-759 CIP AIR 22-8 RUNWAY LIGHTING:							4,814.50
Total GRANTS FUND:							4,814.50
GAS FUND							
50-24500 SALES TAX PAYABLE							
GAS FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	09/22	09/30/2022	UTILITY SALES TAX	17,184.38
Total 50-24500 SALES TAX PAYABLE:							17,184.38
50-40-300 PROFESSIONAL SERVICES							
GAS FUND	OB SPORTS GOLF MANAGEME	OB SPORTS GOLF MANAGEMENT, LLC	5628	ARINV-1081-00	09/01/2022	MANAGEMENT FEE - 9/22 - GOLF COU	5,500.00
Total 50-40-300 PROFESSIONAL SERVICES:							5,500.00
50-40-351 BANK CHARGES							
GAS FUND	CHASE	CHASE	2663	100422A	10/04/2022	CC FEES - PUBLIC WORKS	459.08
GAS FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	68261	09/30/2022	MONTHLY BILLING FOR ONLINE PAYM	190.77
Total 50-40-351 BANK CHARGES:							649.85
50-40-410 UTILITIES							
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	445.32
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	159.53
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	48.66
GAS FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	81.61
Total 50-40-410 UTILITIES:							735.12
50-40-415 TELEPHONE							
GAS FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	74.67
GAS FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
GAS FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	5.87
GAS FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09355361	09/25/2022	LONG DISTANCE SERVICE	5.83

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GAS FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	187.04
Total 50-40-415 TELEPHONE:							351.73
50-40-440 RENTALS							
GAS FUND	AIRGAS USA, LLC	AIRGAS USA, LLC	1095	9991969257	09/30/2022	CYLINDER RENTAL - GAS	457.79
Total 50-40-440 RENTALS:							457.79
50-40-470 UNIFORMS							
GAS FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	177.67
GAS FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	90.59
Total 50-40-470 UNIFORMS:							268.26
50-40-520 INSURANCE							
GAS FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	2,911.75
Total 50-40-520 INSURANCE:							2,911.75
50-40-602 NATURAL GAS PURCHASED							
GAS FUND	SHELL ENERGY NORTH AMERI	SHELL ENERGY NORTH AMERICA	3078	3616723	10/17/2022	COST OF GAS PURCHASED	31,375.24
Total 50-40-602 NATURAL GAS PURCHASED:							31,375.24
50-40-620 PRINTING & POSTAGE							
GAS FUND	NATIONAL BANK OF ARIZONA	U.S. POSTAL SERVICE	5980	093022	09/04/2022	Monthly Credit Card Charges	50.90
Total 50-40-620 PRINTING & POSTAGE:							50.90
50-40-630 COMPUTER SUPPLIES							
GAS FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	093022	09/04/2022	Monthly Credit Card Charges	418.84
Total 50-40-630 COMPUTER SUPPLIES:							418.84
50-40-640 OPERATING SUPPLIES							
GAS FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	139.50
GAS FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	18.11
GAS FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	370.70
GAS FUND	BORDER STATES ELECTRIC SU	BORDER STATES ELECTRIC SUPPLY	2289	925031978	09/28/2022	PARTS - GAS DEPT	619.03

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GAS FUND	BORDER STATES ELECTRIC SU	BORDER STATES ELECTRIC SUPPLY		2289 925051548	10/01/2022	PARTS - GAS DEPT	1,267.32
GAS FUND	CERTIFIED LABORATORIES	CERTIFIED LABORATORIES		2608 7951562	09/23/2022	STING X PRO	173.75
GAS FUND	CNG	CNG		2784 1071870	10/16/2022	VACTRON POT HOLE MACHINE REPAI	46.67
GAS FUND	HEATH CONSULTANTS, INC.	HEATH CONSULTANTS, INC.		4240 1111456	09/28/2022	ODORATOR #481 - ANNUAL CALIBRAT	485.94
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON		2749 093022	09/04/2022	Monthly Credit Card Charges	31.75
GAS FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co		12138 093022	09/04/2022	Monthly Credit Card Charges	30.68
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com		12151 093022	09/04/2022	Monthly Credit Card Charges	55.76
GAS FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION		7493 092622	09/26/2022	SUPPLIES	26.61
GAS FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION		7493 092622	09/26/2022	MATS, SHOP TOWELS - YARD	27.07
Total 50-40-640 OPERATING SUPPLIES:							3,292.89
50-40-660 VEHICLE FUEL & OIL							
GAS FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC		7671 869208801223	09/24/2022	FUEL	1,476.46
Total 50-40-660 VEHICLE FUEL & OIL:							1,476.46
50-40-670 VEHICLE REPAIRS & MAINT							
GAS FUND	BENSON NAPA	BENSON NAPA		2075 093022	09/30/2022	PARTS	185.36
GAS FUND	CNG	CNG		2784 1071872	10/11/2022	#133 - REPLACED BATTERY, REPLAC	151.67
GAS FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC		5661 093022	09/04/2022	Monthly Credit Card Charges	211.08
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com		12151 093022	09/04/2022	Monthly Credit Card Charges	34.25
GAS FUND	SHANNON'S AUTO PARTS	SHANNON'S AUTO PARTS		6570 093022	09/30/2022	PARTS	9.00
Total 50-40-670 VEHICLE REPAIRS & MAINT:							591.36
50-40-853 CITY YARD IMPROVEMENT GAS 22-9							
GAS FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC		2071 101422	10/14/2022	PARTS	33.07
GAS FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co		12138 093022	09/04/2022	Monthly Credit Card Charges	15.33
Total 50-40-853 CITY YARD IMPROVEMENT GAS 22-9:							48.40
Total GAS FUND:							65,312.97
WATER FUND							
51-40-301 CHEMICAL ANALYSIS							
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES		4907 2214707	10/12/2022	TESING - WATER	128.00
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES		4907 2214711	10/12/2022	TESING - WATER	32.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 51-40-301 CHEMICAL ANALYSIS:							160.00
51-40-350 BANK CHARGES							
WATER FUND	CHASE	CHASE	2663	100422A	10/04/2022	CC FEES - PUBLIC WORKS	459.07
WATER FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	68261	09/30/2022	MONTHLY BILLING FOR ONLINE PAYM	190.77
Total 51-40-350 BANK CHARGES:							649.84
51-40-410 UTILITIES							
WATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	48.66
WATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	14,719.50
WATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	81.60
Total 51-40-410 UTILITIES:							14,849.76
51-40-415 TELEPHONE							
WATER FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	74.67
WATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
WATER FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09235439	08/25/2022	LONG DISTANCE SERVICE	5.87
WATER FUND	VERIZON BUSINESS	VERIZON BUSINESS	5211	09355361	09/25/2022	LONG DISTANCE SERVICE	5.84
WATER FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	187.05
Total 51-40-415 TELEPHONE:							351.75
51-40-430 REPAIRS & MAINTENANCE							
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	272.23
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	32.27
WATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	58.87
WATER FUND	SHANNON'S AUTO PARTS	SHANNON'S AUTO PARTS	6570	093022	09/30/2022	PARTS	28.22
Total 51-40-430 REPAIRS & MAINTENANCE:							391.59
51-40-470 UNIFORMS							
WATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	177.67
WATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	90.59
Total 51-40-470 UNIFORMS:							268.26

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
51-40-520 INSURANCE							
WATER FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	582.35
Total 51-40-520 INSURANCE:							582.35
51-40-590 DUES & LICENSES							
WATER FUND	NATIONAL BANK OF ARIZONA	STATE OF ARIZONA	6881	093022	09/04/2022	Monthly Credit Card Charges	200.00
Total 51-40-590 DUES & LICENSES:							200.00
51-40-630 COMPUTER SUPPLIES							
WATER FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	093022	09/04/2022	Monthly Credit Card Charges	837.68
Total 51-40-630 COMPUTER SUPPLIES:							837.68
51-40-640 OPERATING COSTS							
WATER FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	09/22	09/30/2022	MUNI WATER SALES TAX	125.50
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	24.08
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	18.10
WATER FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	CREDIT	1.50
WATER FUND	CERTIFIED LABORATORIES	CERTIFIED LABORATORIES	2608	7951562	09/23/2022	STING X PRO	173.75
WATER FUND	CNG	CNG	2784	1071870	10/16/2022	VACTRON POT HOLE MACHINE REPAI	46.67
WATER FUND	DANA KEPNER COMPANY INC	DANA KEPNER COMPANY INC	3210	8189052-00	08/19/2022	PARTS - WATER DEPT	1,908.45
WATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON	2749	093022	09/04/2022	Monthly Credit Card Charges	31.75
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	55.76
WATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	SUPPLIES	26.61
WATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	MATS, SHOP TOWELS - YARD	27.07
WATER FUND	USA BLUEBOOK	USA BLUEBOOK	7536	131685	10/04/2022	HYDRANT SAFETY FLG REPAIR KIT -	368.15
WATER FUND	USA BLUEBOOK	USA BLUEBOOK	7536	141253	10/12/2022	WATER PARTS #71229 - WATER DEPT	87.37
Total 51-40-640 OPERATING COSTS:							2,891.76
51-40-660 FUEL & OIL							
WATER FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801223	09/24/2022	FUEL	1,310.27
Total 51-40-660 FUEL & OIL:							1,310.27
51-40-670 VEHICLE REPAIRS & MAINT							
WATER FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	185.36
WATER FUND	CNG	CNG	2784	1071867	10/16/2022	#2007 - LUBE, TOP OFF FLUIDS, GAG	46.67

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WATER FUND	CNG	CNG	2784	1071871	10/12/2022	#176 - REPLACED RADIATOR & SERP	280.00
WATER FUND	CNG	CNG	2784	1071872	10/11/2022	#133 - REPLACED BATTERY, RADIATO	151.67
WATER FUND	CNG	CNG	2784	1071875	10/10/2022	#194 - VARIOUS REPAIRS - WATER	1,120.00
WATER FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	209.16
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	093022	09/04/2022	Monthly Credit Card Charges	34.25
WATER FUND	SHANNON'S AUTO PARTS	SHANNON'S AUTO PARTS	6570	093022	09/30/2022	PARTS	28.84
WATER FUND	SHANNON'S AUTO PARTS	SHANNON'S AUTO PARTS	6570	093022	09/30/2022	PARTS	9.00
Total 51-40-670 VEHICLE REPAIRS & MAINT:							2,064.95
51-40-719 CITY YARD IMPROVEMENT WA 22-14							
WATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	101422	10/14/2022	PARTS	33.07
WATER FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	15.32
Total 51-40-719 CITY YARD IMPROVEMENT WA 22-14:							48.39
Total WATER FUND:							24,606.60
WASTEWATER FUND							
52-40-301 CHEMICAL ANALYSES							
WASTEWATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2213530	09/21/2022	TESING - WASTEWATER	32.00
WASTEWATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2213531	09/21/2022	TESING - WASTEWATER	128.00
Total 52-40-301 CHEMICAL ANALYSES:							160.00
52-40-350 BANK CHARGES							
WASTEWATER FUND	CHASE	CHASE	2663	100422A	10/04/2022	CC FEES - PUBLIC WORKS	459.07
WASTEWATER FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	68261	09/30/2022	MONTHLY BILLING FOR ONLINE PAYM	190.77
Total 52-40-350 BANK CHARGES:							649.84
52-40-410 UTILITIES							
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	51.07
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	8,567.98
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	54.93
Total 52-40-410 UTILITIES:							8,673.98
52-40-415 TELEPHONE							
WASTEWATER FUND	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	114.02

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WASTEWATER FUND	MCI COMM SERVICE	MCI COMM SERVICE	5212	409084324	09/09/2022	LONG DISTANCE - WWTP	22.55
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
WASTEWATER FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	187.04
Total 52-40-415 TELEPHONE:							401.93
52-40-430 REPAIRS & MAINTENANCE							
WASTEWATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	PARTS	289.41
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	257.54
Total 52-40-430 REPAIRS & MAINTENANCE:							546.95
52-40-470 UNIFORMS							
WASTEWATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	UNIFORMS	177.68
WASTEWATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION	7493	092622	09/26/2022	HATS	90.58
Total 52-40-470 UNIFORMS:							268.26
52-40-520 INSURANCE							
WASTEWATER FUND	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	1,747.05
Total 52-40-520 INSURANCE:							1,747.05
52-40-630 COMPUTER SUPPLIES							
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	093022	09/04/2022	Monthly Credit Card Charges	837.68
Total 52-40-630 COMPUTER SUPPLIES:							837.68
52-40-640 OPERATING SUPPLIES							
WASTEWATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	296.91
WASTEWATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	18.10
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	093022	09/30/2022	PARTS	66.20
WASTEWATER FUND	CERTIFIED LABORATORIES	CERTIFIED LABORATORIES	2608	7951562	09/23/2022	STING X PRO - PUBLIC WORKS	173.75
WASTEWATER FUND	CNG	CNG	2784	1071870	10/16/2022	VACTRON POT HOLE MACHINE REPAI	46.66
WASTEWATER FUND	HILL BROTHERS CHEMICAL CO	HILL BROTHERS CHEMICAL CO	4268	07144496	09/06/2022	12.5% LIQUID BLEACH	5,735.43
WASTEWATER FUND	HILL BROTHERS CHEMICAL CO	HILL BROTHERS CHEMICAL CO	4268	07148280	10/10/2022	CALCIUM HYPOCHLORITE - WWTP	692.85
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON	2749	093022	09/04/2022	Monthly Credit Card Charges	31.75
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	23.33
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	093022	09/04/2022	Monthly Credit Card Charges	250.46
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	60.27

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com		12151 093022	09/04/2022	Monthly Credit Card Charges	55.76
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	PayPal		12176 093022	09/04/2022	Monthly Credit Card Charges	1,600.55
WASTEWATER FUND	STOTZ EQUIPMENT	STOTZ EQUIPMENT		1415 P60925	09/22/2022	PARTS	26.78
WASTEWATER FUND	UNIFIRST CORPORATION	UNIFIRST CORPORATION		7493 092622	09/26/2022	SUPPLIES	26.61
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 092633	08/26/2022	#71229 - SUPPLIES, GLOVES, SAFETY	218.17
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 118740	09/21/2022	#71229 - SUPPLIES, GLOVES - WWTP	69.61
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 119717	09/22/2022	#71229 - YELLOW VEST - WWTP	33.70
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 120302	09/22/2022	#71229 - SUPPLIES, GLOVES - WWTP	100.36
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 127685	09/29/2022	#71229 GLOVES - WW	69.57
WASTEWATER FUND	USA BLUEBOOK	USA BLUEBOOK		7536 148993	10/19/2022	PARTS - WW #71229	520.49
Total 52-40-640 OPERATING SUPPLIES:							10,117.31
52-40-660 FUEL & OIL							
WASTEWATER FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC		7671 869208801223	09/24/2022	FUEL	606.65
Total 52-40-660 FUEL & OIL:							606.65
52-40-670 VEHICLE REPAIRS & MAINT							
WASTEWATER FUND	CNG	CNG		2784 1071867	10/16/2022	#2007 - LUBE, TOP OF FLUIDS, GAGE	46.67
WASTEWATER FUND	CNG	CNG		2784 1071869	10/15/2022	#195 - LUBE, ADJUST BRAKES, CHEC	140.00
WASTEWATER FUND	CNG	CNG		2784 1071872	10/11/2022	#133 - REPLACED BATTERY, RADIATO	151.66
WASTEWATER FUND	CNG	CNG		2784 1071876	10/06/2022	JOHN DEERE RIDING MOWER - INSTA	50.00
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com		12151 093022	09/04/2022	Monthly Credit Card Charges	34.25
WASTEWATER FUND	STOTZ EQUIPMENT	STOTZ EQUIPMENT		1415 P60926	09/22/2022	PARTS - ST/WW	71.22
Total 52-40-670 VEHICLE REPAIRS & MAINT:							493.80
52-40-723 CITY YARD IMPROVEMENTS WW22-11							
WASTEWATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC		2071 101422	10/14/2022	PARTS	33.06
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co		12138 093022	09/04/2022	Monthly Credit Card Charges	15.32
Total 52-40-723 CITY YARD IMPROVEMENTS WW22-11:							48.38
Total WASTEWATER FUND:							24,551.83
SANITATION FUND							
53-40-350 BANK CHARGES							
SANITATION FUND	CHASE	CHASE		2663 100422A	10/04/2022	CC FEES - PUBLIC WORKS	459.07
SANITATION FUND	XPRESS BILL PAY	XPRESS BILL PAY		7856 68261	09/30/2022	MONTHLY BILLING FOR ONLINE PAYM	190.76

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 53-40-350 BANK CHARGES:							649.83
53-40-665 COUNTY SOLID WASTE							
SANITATION FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2870	28735	09/30/2022	TRANSFER STATION EXPENSES	20,082.44
Total 53-40-665 COUNTY SOLID WASTE:							20,082.44
53-40-667 RESIDENTIAL SERVICE CONTRACT							
SANITATION FUND	SOUTHWEST DISPOSAL	SOUTHWEST DISPOSAL	6774	3511919D220	09/30/2022	RESIDENTAL/COMMERCIAL PICKUP	18,810.65
Total 53-40-667 RESIDENTIAL SERVICE CONTRACT:							18,810.65
53-40-668 COMMERCIAL SERVICE CONTRACT							
SANITATION FUND	SOUTHWEST DISPOSAL	SOUTHWEST DISPOSAL	6774	3511919D220	09/30/2022	RESIDENTAL/COMMERCIAL PICKUP	14,958.65
Total 53-40-668 COMMERCIAL SERVICE CONTRACT:							14,958.65
53-40-675 NEIGHBORHOOD CLEAN UP PROGRAM							
SANITATION FUND	BIO -ONE OF TUCSON	BIO -ONE OF TUCSON	2220	4397	10/14/2022	HOMELESS CAMP CLEAN UP - 10/14/2	600.00
SANITATION FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2870	28735	09/30/2022	BRIGHEN THE PATH	276.36
Total 53-40-675 NEIGHBORHOOD CLEAN UP PROGRAM:							876.36
Total SANITATION FUND:							55,377.93
SAN PEDRO GOLF COURSE							
55-24500 SALES TAX PAYABLE							
SAN PEDRO GOLF COUR	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	09/22	09/30/2022	RETAIL SALES TAX - GC	4,136.96
Total 55-24500 SALES TAX PAYABLE:							4,136.96
55-40-300 PROFESSIONAL SERVICES							
SAN PEDRO GOLF COUR	OB SPORTS GOLF MANAGEME	OB SPORTS GOLF MANAGEMENT, LLC	5628	ARINV-1081-00	08/01/2022	MANAGEMENT FEE - 8/22 - GOLF COU	5,500.00
SAN PEDRO GOLF COUR	OB SPORTS GOLF MANAGEME	OB SPORTS GOLF MANAGEMENT, LLC	5628	ARINV-1081-00	10/01/2022	MANAGEMENT FEE - 10/22 - GOLF CO	5,500.00
SAN PEDRO GOLF COUR	TROON GOLF LLC	TROON GOLF LLC	7307	100522	10/05/2022	PAYROLL FUNDING REQUEST WIRE T	30,000.00
SAN PEDRO GOLF COUR	TROON GOLF LLC	TROON GOLF LLC	7307	101722	10/17/2022	FUNDING REQUEST WIRE TRANSFER	60,953.76
Total 55-40-300 PROFESSIONAL SERVICES:							101,953.7

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
55-40-410 UTILITIES							
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	12.57
Total 55-40-410 UTILITIES:							12.57
55-40-415 TELEPHONE							
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	093022	09/04/2022	Monthly Credit Card Charges	78.32
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	DAKOTAPRO	3190	093022	09/04/2022	Monthly Credit Card Charges	158.00
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	093022	09/04/2022	Monthly Credit Card Charges	1,645.29
SAN PEDRO GOLF COUR	VERIZON WIRELESS	VERIZON WIRELESS	7667	9918082150	10/12/2022	MONTHLY CHARGES	80.02
Total 55-40-415 TELEPHONE:							1,961.63
55-40-440 RENTALS							
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	Mobile mini Storage Solutions	12136	093022	09/04/2022	Monthly Credit Card Charges	177.79
Total 55-40-440 RENTALS:							177.79
55-40-520 INSURANCE							
SAN PEDRO GOLF COUR	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	465.88
Total 55-40-520 INSURANCE:							465.88
55-40-590 DUES & LICENSES							
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	APPLE STORE	12214	093022	09/04/2022	Monthly Credit Card Charges	108.50
Total 55-40-590 DUES & LICENSES:							108.50
55-40-615 LANTERN FESTIVAL							
SAN PEDRO GOLF COUR	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	093022	09/30/2022	SUPPLIES	92.53
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	28.72
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	119.46
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	16.64
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	302.19
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	093022	09/04/2022	Monthly Credit Card Charges	143.66
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	WONDER WORLD JUMPING	12879	093022	09/04/2022	Monthly Credit Card Charges	1,073.95
SAN PEDRO GOLF COUR	STAPLES	STAPLES	6830	8067664618	09/23/2022	OFFICE SUPPLIES - LANTERN FESTIV	13.29
Total 55-40-615 LANTERN FESTIVAL:							1,790.44

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total SAN PEDRO GOLF COURSE:							110,607.5
AIRPORT							
56-40-300 PROFESSIONAL SERVICES							
AIRPORT	BASSCO SERVICES INC	BASSCO SERVICES INC	1908	63355	10/13/2022	CALIBRATED METERS - AIRPORT	3,201.25
AIRPORT	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	83987	09/27/2022	PORT A POTS - 9/27/22-10/25/22 - AIRP	208.24
AIRPORT	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	84600	10/04/2022	PORT A POST AT AIRPORT EVENT 10/	252.08
Total 56-40-300 PROFESSIONAL SERVICES:							3,661.57
56-40-410 UTILITIES							
AIRPORT	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	093022	09/04/2022	Monthly Credit Card Charges	147.83
AIRPORT	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	093022	09/04/2022	Monthly Credit Card Charges	1,472.46
AIRPORT	NATIONAL BANK OF ARIZONA	STARLINK INTERNET	12955	093022	09/04/2022	Monthly Credit Card Charges	110.00
Total 56-40-410 UTILITIES:							1,730.29
56-40-415 TELEPHONE							
AIRPORT	CENTURYLINK	CENTURYLINK	2599	100122	10/01/2022	MONTHLY SERVICE	78.20
Total 56-40-415 TELEPHONE:							78.20
56-40-430 REPAIRS & MAINTENANCE							
AIRPORT	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	330895	09/02/2022	EXTERMINATING - AIRPORT	35.00
Total 56-40-430 REPAIRS & MAINTENANCE:							35.00
56-40-520 INSURANCE							
AIRPORT	AMRRP	AMRRP	1728	40000749-090	09/06/2022	AZ COMMERCIAL/AZ EXCESS LIABILI	931.76
Total 56-40-520 INSURANCE:							931.76
56-40-540 DEBT SERVICE							
AIRPORT	PIONEER TITLE AGENCY INC	PIONEER TITLE AGENCY INC	5940	100522	10/05/2022	FUEL FARM - 20020070902994	1,530.60
AIRPORT	PIONEER TITLE AGENCY INC	PIONEER TITLE AGENCY INC	5940	100522A	10/05/2022	ACCOUNT # 20020170902994 LAND - F	1,188.55
Total 56-40-540 DEBT SERVICE:							2,719.15
56-40-640 SUPPLIES							
AIRPORT	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	093022	09/04/2022	Monthly Credit Card Charges	30.68

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 56-40-640 SUPPLIES:							30.68
Total AIRPORT:							9,186.65
Grand Totals:							<u>514,219.8</u>

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

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Agenda Item # 2

From: Vicki Vivian, CMC, City Clerk

Subject:

Discussion and possible action on a Mountain Bike Development Proposal

Discussion:

This item is on the agenda at the request of Councilmember Tapia. She was approached by Mrs. Christy Crowley to see if this was a possible project/area that could be developed in future City plans.

Mrs. Crowley has provided information regarding the Mountain Bike Development proposal and Mr. Nick Dallaportas will be the main presenter to Council. Also in attendance will be Ms. Jen Harrelson, President of the Arizona Interscholastic Cycling League, along with Mrs. Crowley.

The purpose of mountain biking is to create opportunities for healthy activities for families, increase economic sources for Benson, preserve land spaces, and have epic trails to ride close to home and consists of two parts: 1 – to create a pump track and skills park at the city park to build skills and safely expose people to mountain biking techniques and 2 – to create a trail system that provides rides for all skill levels and can host mountain bike races.

Their request is 3-fold:

- 1) They would like permission for use at Lion's Park for the Skills Park.
- 2) Financial commitment to make the Skills Park and Trail System take place.
- 3) Establish a committee to establish a project budget with the City contributing, apply for grants, and even buy the land for the trails.

There are many steps in the process of this project, beginning with discovery, defining the project and scope, to pursue the support of the various government stakeholders and any related budget. Grant funding with Arizona State Parks through their Recreational Trails Program (RTP) Grants is a possibility, and Staff has contacted their office for more information.

Should the Council desire, they could direct Staff to form a committee to explore the proposed project and bring back additional information and recommendations to the Council for consideration.

Staff Recommendation:

Council pleasure

Bike Benson

Mountain Bike Development Proposal



Who are we and why we are here?

We are Benson locals who love to mountain bike. We want to share the stoke and grow the sport in Benson and establish our community as a “must stop” destination for mountain bikers.

So, who has ever ridden a bicycle?



Why Mountain Biking?



What is the impact of developing trail systems on a local community regarding economics, health, character, relationships, etc

- Inclusive, healthy outdoor activity for most age groups
- Measurable physical and mental health benefits through activity and participation of an unscripted sport
- Fun the whole family can have together, at the same time, no other sport offers this
- Gets kids outside!
- Builds community
- Presents an option for those not participating in traditional sports
- Land conservation through public parks and preserves
- Mountain biking has similar environmental impact to hiking trails
- Low maintenance playgrounds, skills park typically cost less than a ballpark, no mowing
- Local economic growth

Why Benson?

- Up and coming Benson High School Mountain Bike Team
- Local riders/racers currently must travel far to ride and race including students
- Community Needs Assessments identified health activities, economic development, and mental health resources as areas needing improvement
- Positive impact on community
- Benson's unique location, topography and excellent weather are huge advantages, currently there are no flow trails in southern AZ! We have the dirt!
- Positive economic impact while maintaining community values, similar to a weekend rodeo
- Controlled growth through strategic planning
- Outside experts aid in properly building toward city goals while maintaining its values. We are not in this alone!



Economic and Social Impacts of Becoming an Adventure Tourist Destination

- New community building through volunteerism
- Quantifiable Physical and Mental health benefits community wide
- Positive economic impact while maintaining community values, similar to a weekend rodeo
- Mountain Bikers in AZ spend an average of \$95 per day per person.(Oakridge OR average 30k visitors per year in 2014!)
- Race event revenue (NICA)
- New businesses/job creation
- Increased tax revenue for the city
- AZ residents spend an estimated \$8.5 **billion** per year on non-motorized outdoor recreation



Where do we start?

-We need a “Dream Team” or committee. The Dream Team will find the grant writers, developers, trail designers and all the best minds to strategically make this a reality that benefits the people of Benson.

Low hanging fruit.

1- Assemble a high school mountain bike race team to compete at the state level.
(in process!)

2- Build a highly visible, easily accessible pump track, skills area and a trail in the existing Lions Park. See GPX map.

3- Allocate property to build a mountain bike park trail system. See GPX map for a pipe dream example.

4- Build more trails closer to home!

Pump Track & Skills Park - At City Park

What is a pump track, skills park or bike playground?!

-Pump tracks and skills parks are to mountain biking what the local basketball court is to the NBA.

-A Pump track is a small undulating track that allows basic to advanced bike handling skills to be developed. Skills obstacles can be set up around the track for progressive skills development. These learned skills transfer over to actual mountain bike trails.

-Community involvement (especially students) with trail building and maintenance fosters local ownership and positive stewardship of the public pump track and local trails.

Purpose: Visible central access point, a place to gather and build community, provides exposure to beginner riders and offers practical skills progression

Size Desired: MINIMUM of 5,000 sq ft for pump track/skills area and trail space paralleling existing wash

Tools Needed: Skid Steer, excavator, shovels, water, possibly dirt/asphalt

Workers for the labor: Community Members, students, local business leaders

Time frame (depends on number of volunteers): 2 weeks - 2 months

Cost: Estimate under \$10k for basic dirt to \$100k for IMA competition asphalt track

Maintenance needs: Small shed for tools & access to water, training for local stewards

Benson Bike Park

Pump track with skills/bike playground area with trail paralleling wash.

8 views

Last edit was yesterday at 4:48 PM

 Add layer  Share  Preview

Proposed Trail

 Individual styles

 Wash trail 1

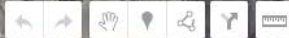
Proposed Bike Skills area

 Individual styles

 Proposed Pump track, Bike pl...

Untitled layer

Base map



Proposed wash trail,
paralleling wash.



Proposed Pump track and skills Area



Google My Maps

Trails System, Bike Park

This is the crown jewel. A unique, visible, accessible, and inclusive trail system that is rideable year round will bring visitors from all parts of the U.S. !

Size Desired: minimum 100 acres

Land aspects needed: Hills, parking area, accessible, *visible*

Various levels of skill - green, blue, black

A trail system is only as good as its best beginner trail!

Professional Trail Builder input, IMBA, to estimate costs and design

Considerations: water direction, access road, water access for maintenance, safety, environmental impact studies

Tools needed: Excavator, dozer, shovels, water

Start small and smart, then expand!

Benson Bike Park Reserve

Example of undeveloped area that would have great access and is highly visible

2 views

Last edit was yesterday at 4:47 PM

Add layer Share Preview

Parking lot

Individual styles

Parking

Skills Park

Individual styles

Skills Park

Return Trail

Individual styles

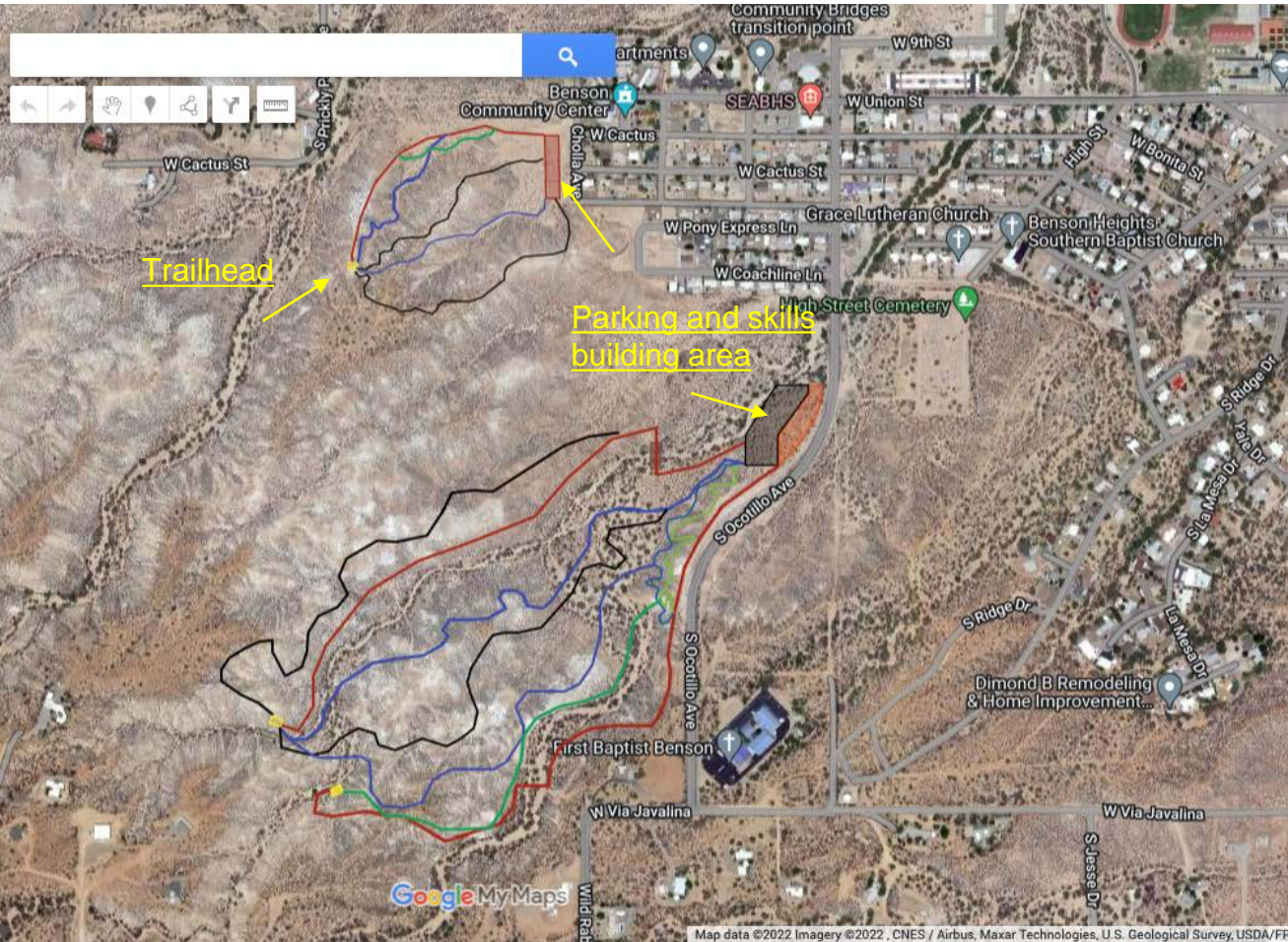
Return Trail

Bridge over wash

Return Trail

Hub 2

Trail



Mountain Biking Benson Notes (handout)

- Biking gets children off the couch and moving. It instills confidence, helps moderate emotion, improves focus and concentration, and combats obesity, depression and mental disorders. Riding bikes at a bike park can help children work through these issues and improve quality of life. (sarisfoundation.org; outride.org)
- Biking is an all inclusive, healthy outdoor activity for most age groups including those disabled
- Fun the whole family can have together, at the same time, no other sport offers this
- Builds community through volunteerism and activity
- Presents an option for those not participating in traditional sports
- Opportunities for Land conservation through public parks and preserves
- Trails are very low maintenance
- Measurable physical and mental health benefits through activity and participation of an unscripted sport
- Positive economic impact (increased local spending) while maintaining community values
- Similar economic/social impact as a weekend rodeo yet more inclusive, the community can participate at a higher level rather than primarily spectate. Community involvement does not end at the conclusion of an event.

- As an economic stimulator, the outdoor recreation sector as a whole, including all manufacturing, retail and service sector jobs related to hiking, bicycling, hunting, fishing, and other sports, provides more jobs than any other sector in the country, and grew at an annual growth rate of 5% over the last five years (OIA, 2012). As many of the rural communities surrounding mountain biking destinations have historically had natural resource based economies, they are starting to see the effect that recreation, and mountain bikers specifically, can have on their revenue streams. As communities develop economic strategies, facets of recreation are often left out due to their unknown impact. Struggling cities and towns must be made aware of the positive impact mountain biking has on their economy.

Mountain bike tourism is a proven aspect of the New Natural Resource Economy, it allows controllable growth and increased local spending while maintaining community values.

(Excerpt from “The impacts of mountain biking tourism on Oakridge, Oregon”)

-Outdoor recreation supports the quality of life and health of individuals, communities, and local economies. The median economic value of non-motorized trail use in Arizona by Arizona residents is \$8.3 billion per year.

Mountain Bikers spend more money per day than hiking, backpacking, and off road vehicle use.

-In Arizona and national surveys, 77% of people surveyed who regularly use recreational trails say recreational trail systems are important in where they choose to live, 85% of people surveyed who regularly use recreational trails say recreational trail systems are important when choosing where to visit.

(The economic Value of Trails in Arizona, Technical report)

Benson can be grown into a Mountain Bike destination that will positively affect the community while growing the economy through outdoor recreation.

Resources- nationalmtb.org (NICA) imba.com (Economic studies,advocacy,everything!) velosolutions.com (track design)

[The Economic Value of Trails in Arizona](https://economics.arizona.edu)<https://economics.arizona.edu> › file › download

Got questions?





Got questions?

Got questions?

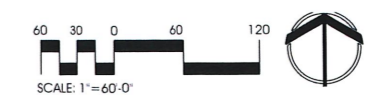


Got Questions?





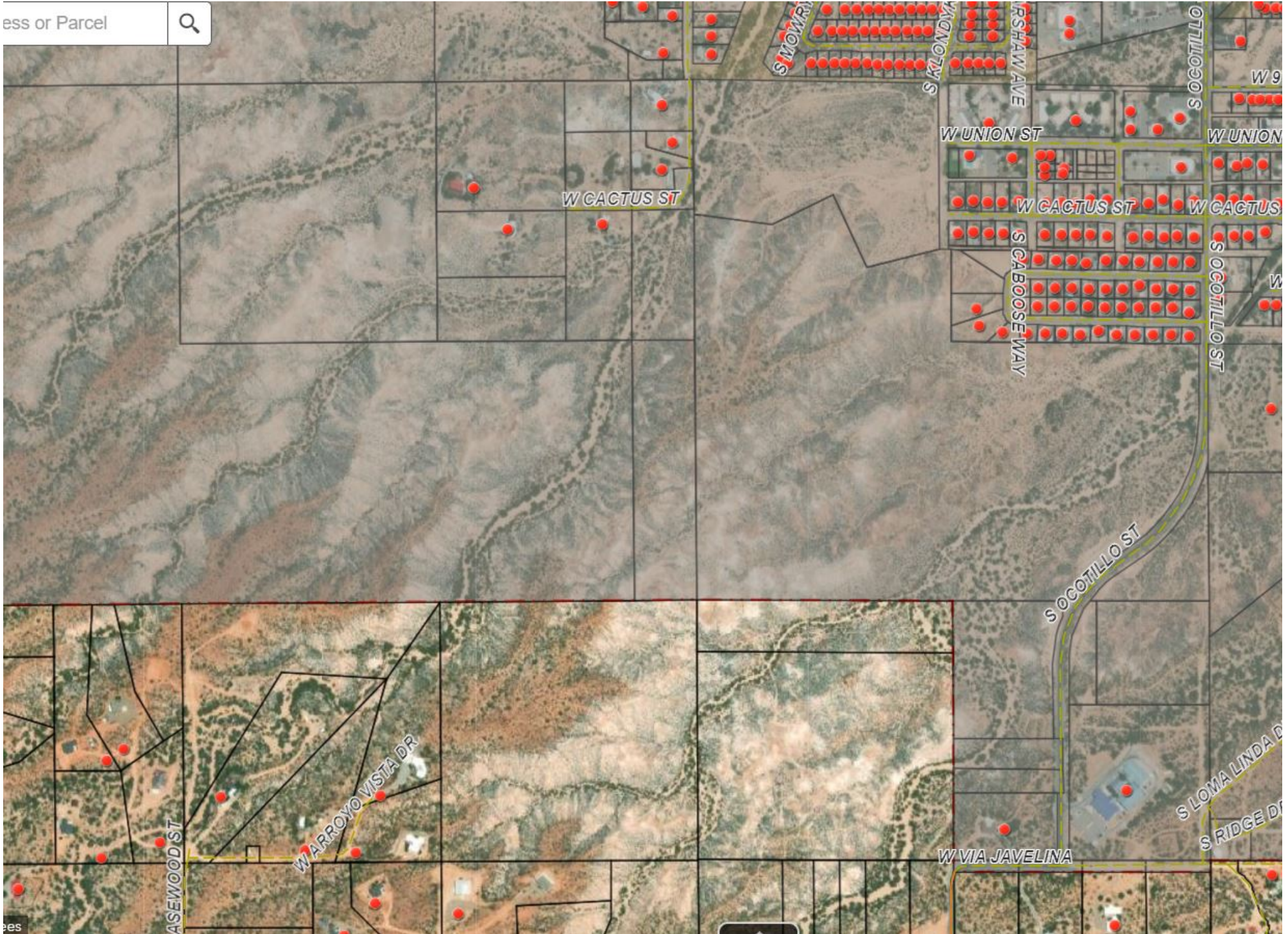
LIONS PARK - BENSON, ARIZONA



NE Novak Environmental, Inc.
4574 North First Avenue #100 Tucson, AZ 85718
Phone 520.206.0591 Fax 520.882.3006
Landscape Architecture • Natural Resources • Planning • Mitigation

NE Project #21013
May 10, 2021

Address or Parcel



City of Benson City Council Communication

Regular Meeting

November 14, 2022



To: Mayor and Council

Agenda Item # 3

From: Gregory Volker, Chief of Police

Subject:

Discussion and possible action regarding Resolution 33-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager and/or the Police Chief to apply for a Grant from the Arizona Department of Emergency and Military Affairs Division of Emergency Management, Borders Security Fund to support Anti-Human Trafficking efforts

Discussion:

The Arizona Department of Emergency and Military Affairs will decide on funding awards to new applicants based upon an evaluation that is in accordance with established Border Security Fund guidance and coordination with an established review panel's assessment of the funding request.

On October 1, 2022, HB 2862 authorized the Arizona Department of Emergency and Military Affairs to allow eligible applicants to apply with a detailed scope of work narrative outlining the priorities and objectives in alignment with the information below.

Arizona Revised Statutes 26-105 Established the Border Security Fund

The Police Department is asking for two fully funded police officers, vehicles, training funds, radios, and equipment to support HB 2862 and reduce the effects of human trafficking. The funding request is for two police officers for five years.

The total grant package being requested is \$1,575,957. There is no grant match from the City of Benson.

Staff Recommendation:

Approval of Resolution 33-2022

RESOLUTION 33-2022

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AUTHORIZING THE CITY MANAGER AND/OR THE POLICE CHIEF TO APPLY FOR A GRANT FROM THE ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS DIVISION OF EMERGENCY MANAGEMENT, BORDERS SECURITY FUND TO HIRE TWO OFFICERS TO SUPPORT ANTI-HUMAN TRAFFICKING EFFORTS

WHEREAS, the Department of Emergency and Military Affairs has determined that in 2022 it will provide grant funding to support local government's anti-human trafficking; and

WHEREAS, the Chief of Police for the City of Benson has identified the need for two additional police officers to address human trafficking through the area of Southeastern Arizona, including attendant vehicles, radios, and equipment; and

WHEREAS, the City plans to hire additional officers to support anti-human trafficking efforts if funding sources are available.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the City Manager and/or Chief of Police are hereby authorized and directed to apply to and, if awarded, accept grant funding through the Arizona Department of Emergency and Military Affairs, Division of Emergency Management, Border Security Fund to hire two additional police officers, vehicles, radios, and equipment in support of anti-human trafficking efforts, and are further directed to prepare funding and budget proposals and projections for inclusion in the City's future budget that set for the means of acquiring the personnel and equipment.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 14th day of November, 2022.

JOE A. KONRAD, Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

DeCONCINI McDONALD YETWIN & LACY, PC
By Paul A. Loucks
City's Attorney

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

Check One:

<u>x</u>	Anti-Human Trafficking Fund (HB 2862)
	Prosecution and Imprisonment (HB 2862)
	Border Fencing and Technology (HB 2317)

Primary Contact:

Gregory Volker	Chief of Police
_____	_____
Name	Title
520-586-6524	gvolker@bensoaz.gov
_____	_____
Phone Number	Email

Secondary Contact:

Deborah Ray	Analyst
_____	_____
Name	Title
520-586-2211	dray@bensoaz.gov
_____	_____
Phone Number	Email

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

Provide a Scope of Work/Plan of Action specific to the Fund checked above: *(Reference Budget Instructions for narrative description)*

The City of Benson, Arizona is nestled in the middle of the San Pedro Valley and located as a direct confluence of Arizona State Route (SR) 80 and Arizona State Route (SR) 90 that are directly connected to Interstate 10 at four locations. While Benson is located approximately seventy-six miles from the Southern Arizona, Mexico border, SR's 80 and 90 bring forth numerous vehicles containing U.S. Citizens, committing human trafficking of undocumented aliens numbering between three and ten to multiple locations within Arizona and the surrounding states.

During my five-month tenure as the new Chief of Police in Benson, Arizona, I have seen my department's vehicle stops increase from below one hundred a month to over two hundred a month with an average of one out of three vehicle stops including undocumented aliens or U.S. Citizens occupying an empty vehicle that is set up for human trafficking. My agency has directly been involved in the investigation of a human trafficking fatality accident and weekly injury accidents involving U.S. Citizens driving vehicles containing undocumented aliens.

The City of Benson, Arizona is like most small cities within Arizona, where the city budget is dependent upon taxes collected from our citizens as well as from tourism dollars. Tourism dollars, in most part, are from traveling "snowbirds" who stay for extended periods in Recreational Vehicle Resorts. As recent sales tax projections have shown, tax dollars are declining over previous years funding, due in large part to the fear of accidents from citizens conducting human trafficking and speeding in thirty-five mile an hour zones at over one hundred miles an hour. The safety and security of the citizens of Benson, Arizona are at stake.

What I propose as a plan of action is the deployment of two additional officers, coupled with one of my existing detectives to operate a full-time human trafficking interdiction team. The area of operation will be the confluences of the city limits of Benson, Arizona along SR 80 and SR 90 as they intersect Interstate 10. To assist the human trafficking interdiction team, the use of Automated License Plate Readers (ALPR), fixed digital cameras, two unmarked police interceptor vehicles and two upgraded radio system repeaters.

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

The ALPR and fixed cameras would work in conjunction with our communication specialist to determine the location of known felony vehicles and the unmarked police interceptors would allow for observation of suspected human trafficking, while still be used to legally stop potential suspect vehicles.

The City of Benson, Arizona has a land mass of forty-two square miles where the geography is a mix of rugged terrain, low valleys, and elevated grades where elevation can change six hundred to one thousand feet within minutes of travel. The current radio system repeaters are over thirty years old, outdated, and non-replaceable. Due to the age of the repeaters, officers are required to operate on two separate radio channels between the east side of Benson to the westside of Benson.

Listed below are the personnel, fringe benefits, travel, equipment and supplies needed to support the human trafficking interdiction team.

A. Personnel:

Position (1)	Name (2)	Key Staff (3) Not Applicable	Annual Salary/Rat e (4)	Level of Effort (5)	Total Salary (6)
Police Officer	Vacant		\$65,628	100%	\$65,628
Police Officer	Vacant		\$65,628	100%	\$65,628
TOTAL REQUEST					\$131,256

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

JUSTIFICATION:

The request for 2 officers for a total of five years salary is to ensure the success of the Human Trafficking Interdiction Team. Creating a proactive blanket approach to reducing human trafficking will take time to establish as well as sustaining effort will also take time. The results of the Human Trafficking Interdiction Team will be utilized to request funding from the City of Benson, Arizona to continue the project at the conclusion of the grant. The funding requested for these positions is at the level that would allow for experienced officers to apply for the position and have cost of living increases included in the request.

B. Fringe Benefits:

Position (1)	Name (2)	Rate (3)	Total Salary (4)	Total Fringe (5)
Police Officer	Vacant	100% See Justification	\$65,628	\$48,817.37
Police Officer	Vacant	100% See Justification	\$	\$48,817.37
TOTAL REQUEST				\$97,634.74

JUSTIFICATION:

The personnel requested are for two police officers for a total of five years to ensure the success of the Human Trafficking Interdiction Team. The fringe benefit for these personnel will include FICA, Retirement (Tier 3) Health Insurance, Life Insurance and Workers compensation.

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

Fringe Category	Rate
Retirement	21.7%
FICA	7.65%
Insurance	6%
Social Security	6%
Total	41.35%

C. Travel:

Please note: All travel expenditures require itemized receipts and will not exceed the State allowable rates which can be found in the State of Arizona Accounting Manual (SAAM) <https://gao.az.gov/publications/saam>.

Purpose (1)	Destination (2)	Item (3)	Calculation (4)	Travel Cost
Interdiction Training	Phoenix, AZ	Vehicle Mileage	322 Miles/.58 mile	\$186.76
		Hotel	180/night x 2 person x 3 nights	\$1080
		Per Diem	\$69 x 2 person x 3 days	\$414
Local Travel		Mileage	2000 miles @ .58/mile	\$1,160
TOTAL REQUEST				\$2,840.76

JUSTIFICATION:

Specialized interdiction training is offered periodically in Phoenix, Arizona. The course is normally 3 days and the attendance of both officers for this training would enhance their skill set for the Human Trafficking Interdiction. As well, the officers will be required to travel to different projects and meetings during the five-year tenure of the project. The local travel cost is for this activity.

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

Equipment (Over \$5,000 per item):

Item(s) (1)	Quantity (2)	Amount (3)	% Charged (4)	Total Cost (5)
Police Interceptor	2	\$58,000	100%	\$116,000
ALPR	10	\$2,500	100%	\$25,000
Fixed Roadway Cameras	8	\$2,000	100%	\$16,000
Motorola Radio Repeater	2	\$100,000	100%	\$200,000
Vehicle Motorola Radio	2	\$15,000	100%	\$30,000
Handheld Motorola Radio	2	\$10,000	100%	\$20,000
TOTAL REQUEST				\$407,000

JUSTIFICATION:

The purchase of two police interceptors will be utilized by the two Police Officers for interdiction purposes. The 10 ALPR's and 8 fixed roadway cameras would be utilized to assist the Human Trafficking Interdiction Team in early identification of felony vehicles entering the Benson, Arizona jurisdiction. The Motorola radio repeaters would replace the outdated, non-replaceable repeaters so officers could operate on one radio frequency in the entire 42 square mile jurisdiction. Each police interceptor vehicle (2) would need a fixed police radio and each officer would need a hand held radio (2).

D. Supplies (Items costing less than \$5,000 per unit):

Item(s)	Rate	Cost
Mobile Data Terminal/Computer/tough book version	2 x \$3,000	\$6000
Vehicle Docking Station	2 x \$1000	\$2000
Ticket Printer	2 x \$700	\$1400
Driver's License Scanner	2 x \$450	\$900

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

TOTAL REQUEST	\$10,300
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JUSTIFICATION:

Each police interceptor vehicle will be required to have a Mobile Data Terminal/computer as well as a docking station for each MDT. Electronic ticketing is utilized by the agency and printers and driver's license scanners would be required for operation.

E. Contractual:

COSTS FOR CONTRACTS MUST BE BROKEN DOWN IN DETAIL AND A NARRATIVE JUSTIFICATION PROVIDED.

Name (1)	Service (2)	Rate (3)	Other	Cost (4)
TOTAL REQUEST				\$0

JUSTIFICATION:

F. Construction: NOT ALLOWED

JUSTIFICATION:

**G. Other:
(Include Other Consultants):**

Item	Rate	Cost

**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

Item	Rate	Cost
TOTAL REQUEST		\$0

JUSTIFICATION:

H. Total Direct Charges:

TOTAL DIRECT CHARGES -	\$649,031.50
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I. Administration (See Footnote below):

Calculation (1)	Total Cost (2)
	\$0
TOTAL REQUEST	\$0

JUSTIFICATION:

FOOTNOTE: For administrative overhead, please provide a justification of costs included in administration.

J. Total Project Costs:

TOTAL REQUEST – TOTAL PROJECT COSTS – (Sum of Total Direct Costs and Admin Costs)	\$649,031.50
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**FY 2023 Border Security Fund
Budget and Justification
November 1, 2022, to October 31, 2027**

A. BUDGET SUMMARY (should include future years, as applicable):

Category	Year 1	Year 2*	Year 3*	Year 4*	Year 5*	Total Project Costs
Personnel	\$131,256	\$131,256	\$131,256	\$131,256	\$131,256	\$656,280
Fringe	\$97,634.74	\$97,634.74	\$97,634.74	\$97,634.74	\$97,634.74	\$488,173.7
Travel	\$2,840.76	\$2,840.76	\$2,840.76	\$2,840.76	\$2,840.76	\$14,203.8
Equipment	\$407,000	0	0	0	0	\$407,000
Supplies	\$10,300	0	0	0	0	\$10,300
Contractual	0	0	0	0	0	\$0
Other	0	0	0	0	0	\$0
Total Direct Charges	\$649,031.5	\$231,731.5	\$231,731.5	\$231,731.5	\$231,731.5	\$1,575,957
Administration	0	0	0	0	0	0
Total Project Costs	\$649,031.5	\$231,731.5	\$231,731.5	\$231,731.5	\$231,731.5	\$1,575,957

*FOR REQUESTED FUTURE YEARS:

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Agenda Item # 4

From: Gregory Volker, Chief of Police

Subject:

Discussion and possible action regarding Resolution 34–2022 of the Mayor and Council of the City of Benson, Arizona, (“City”) approving and authorizing the execution of an Intergovernmental Agreement between the City and the Benson Unified School District (“District”) to authorize joint action to place a School Resource Officer in the District

Discussion:

The Benson Unified School District was awarded a School Safety Program grant from the Arizona Department of Education for the placement of a School Resource Officer in the Benson Unified School District. This School Safety Program Grant affords the Benson Police Department the ability to hire an Arizona Certified Police Officer to fulfill the role of a School Resource Officer.

An Intergovernmental Agreement between the Benson Unified School District and the City of Benson will also be presented for review.

Staff Recommendation:

Approval of Resolution 34-2022

RESOLUTION 34-2022

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, (“CITY”) APPROVING AND AUTHORIZING THE EXECUTION OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY AND THE BENSON UNIFIED SCHOOL DISTRICT (“DISTRICT”) TO AUTHORIZE JOINT ACTION TO PLACE A SCHOOL RESOURCE OFFICE IN THE DISTRICT

WHEREAS, the City believes that would be in the public interest to enter into an Intergovernmental Agreement with the District to allow for and authorize a sworn law enforcement officer employed by the City Police Department to be placed in District schools; and

WHEREAS, the staffs of the City and the District have developed an Intergovernmental Agreement (the “Agreement”), which is attached hereto as Exhibit “A” and incorporated herein by this reference; and

WHEREAS, the City and the District desire to avail themselves of all provisions of law applicable to the Agreement and desire to jointly exercise their powers as provided for in A.R.S. § 11-952 *et seq.*; and

WHEREAS, the Mayor and Council of the City have reviewed the terms and conditions of the Agreement and have determined that approval of the Intergovernmental Agreement is in the best interests of the City and its residents.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the City hereby approves the Intergovernmental Agreement between the City of Benson and the Benson Unified School District, attached hereto as Exhibit “A,” and the Mayor is hereby directed to execute said Agreement on behalf of the City of Benson.

BE IT FURTHER RESOLVED that the staff of the City is hereby directed to take all actions necessary and proper to implement the Intergovernmental Agreement and further its purposes.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 14th day of November, 2022.

JOE A. KONRAD, Mayor

ATTEST:

APPROVED AS TO FORM:

VICKI L. VIVIAN, CMC, City Clerk

DeCONCINI McDONALD YETWIN & LACY, PC
By Paul A. Loucks
City’s Attorney

Exhibit "A"
Intergovernmental Agreement

INTERGOVERNMENTAL AGREEMENT

Between
Benson School District and
City of Benson

This intergovernmental agreement ("Agreement") is entered into as of the last date of execution (signing), (the "Effective Date"), by and between the City of Benson, a municipal corporation duly organized and existing under the laws of the State of Arizona, through its Police Department (the "City"), and Benson Unified School District, a political subdivision of the State of Arizona (the "District").

RECITALS

WHEREAS, the District desires the City to assign police officers to the District to provide certain services as School Resource Officers ("SROs"), or to assist in the development and implementation of a school safety program and a law related education program (referred to collectively as the "School Safety Program"), or both, and the City is willing to assign police officers to the District for such purposes under the terms and conditions of this Agreement; and

WHEREAS, the District is authorized by A.R.S. § 15-342(13), A.R.S. § 11-952, and the approval of its governing board to enter into this Agreement and the City is authorized by A.R.S. § 11-952, and the approval of its City Council to enter into this Agreement; NOW, THEREFORE,

In consideration of the mutual promises set forth herein, the parties agree as follows:

1. **Assignment.** The City shall assign a total of two police officers, one of which will serve as a supervisor to the campus SRO, within 7 days of the effective day of this Agreement, until the end of that school year to perform services as follows:

One Officer SRO and One Supervisor assigned to the School Safety Program at Benson High School.

2. **Term and Termination.** This Agreement shall commence on the Effective Date and shall continue until June 30, 2023, unless otherwise terminated in accordance with this Agreement. This Agreement may be terminated without cause by either party upon thirty (30) days' prior written notice.

3. **Relationship of Parties.**

A. The City shall have the status of an independent contractor for purposes of this Agreement. This Agreement is not intended to and will not constitute, create, give rise to, or otherwise recognize a joint venture, partnership, or formal business association or organization

of any kind between the parties, and the rights and obligations of the parties shall only be those expressly set forth in this Agreement. The parties agree that no person supplied by the District to accomplish the goals of this Agreement is a City employee and that no rights under the City's civil service, retirement, or personnel rules accrue to such person.

B. The SROs assigned to the District shall be considered employees of the City and shall be subject to its control and supervision. The assigned SROs will be subject to current procedures in effect for Benson police officers, including attendance at all mandated training and testing to maintain state peace officer certification. The assigned SROs shall fulfill their duties as law enforcement officers as certified by Arizona Police Officers Standards and Training Bureau ("AZ POST"). The District shall not interfere with the assigned SROs' duties as sworn law enforcement officers.

C. The City understands that the District is responsible for the safety of students on campus during the school day. If the District receives information indicating that any police officer assigned to perform services for the District may have engaged in unprofessional, illegal, or immoral conduct, the District will immediately provide such information to the City. If the City receives information from any credible source indicating that any police officer assigned to perform services for the District may have engaged in unprofessional, illegal, or immoral conduct that would affect the officer's ability to safely and/or professionally perform duties for the District, the City will immediately provide such information, as allowed by law, to the District.

D. If any alleged unprofessional, illegal, or immoral conduct might affect the police officer's ability to safely and/or professionally perform duties for the District, the City will immediately remove the officer from the District and reassign the officer in accordance with City policies and procedures to allow the City and/or the District to investigate the allegations. The City agrees to assign a replacement officer to provide services to the District under this Agreement. If a replacement officer cannot be provided, the District will be credited for each day an officer is not assigned to the campus. The District, at its sole discretion, may refuse the assignment to the District of any officer who has been previously removed from the District because of allegations of unprofessional, illegal, or immoral conduct.

E. The City shall be responsible for the police officer's compensation on days schools are in session and the officer is *not* at the officer's assigned school unless the officer's absence is due to attendance at an off campus activity at the school's request, activity stemming from action taken by the officer while in service of the District, including attendance at Court, or if the officer is working an alternative work schedule as agreed upon by the City and the District.

4. Costs and Payment.

A. The District agrees to pay the City a total of **\$68,019.36** in consideration for the services provided by the City under this Agreement.

B. SROs must seek approval from the Principal, or the Principal's Designee, and the appropriate Benson Police Department supervisor before working on SRO-related overtime (*i.e.*, those matters pertaining to the school, its students, or its employees). The District shall pay one hundred percent (100%) of any SRO overtime worked as the result of SRO-related functions. The City shall pay one hundred percent (100%) of any SRO overtime that result from City-

related activities (*i.e.*, those matters that do not involve the school, its students, or its employees). The SRO and City shall make every reasonable effort to ensure that SROs do not incur overtime costs in any given week.

C. Payment to the City from the District is due within thirty (30) days of the District's receipt of a monthly itemized invoice. The City may charge, and the District agrees to pay interest ("late fees") in the amount of ten percent (10%) per annum on any balance that remains unpaid more than fifteen days after the due date. The City and the District understand that late fees will not be paid from School Safety Grant funds.

D. Each party will establish and maintain a budget according to its established rules and regulations.

5. **School Resource Officer's (SRO's) Responsibilities and Goals.**

A. An SRO shall have the following responsibilities:

1. Establish and maintain a professional working relationship with school officials.
2. Provide appropriate police and enforcement services at school.
3. Work cooperatively with school administrators and parents to identify students exhibiting high truancy rates.
4. Attempt to locate and return to school all students who are identified as absent from school without an acceptable excuse.
5. Contact a parent or guardian of each truant student to advise him or her of the incident and determine the parent's or guardian's awareness of the situation.
6. Investigate all reported child abuse incidents within the school.
7. Contact the parent or guardian of students who have not provided the school with proof of identification in accordance with A.R.S. § 15-828.
8. Prepare and maintain such records of their activities as are required by the operational needs of the Benson Police Department.

B. An SRO shall use good faith efforts to achieve the following goals:

1. Work cooperatively with District school administrators to establish an effective administrative review of truancy and abuse incidents, with the objective of reducing truancy and abuse rates.
2. Contact at least ninety-five percent (95%) of reported truant students and one hundred percent (100%) of reported abused students during each month that this Agreement is in effect.

3. Refer juveniles or their families, or both, to appropriate social service agencies for assistance when a need is determined.
4. Instruct District school administrators and faculty members in (a) the identification of abused or neglected children, (b) the reporting of abuse or neglect, and (c) the actions that can be taken to prevent further abuse or neglect.
5. Provide counseling and educational programs in truancy, abuse, or any other topic mutually agreed upon by the parties in writing.
6. Take appropriate steps, including enforcement and reporting action, consistent with a police officer's duty, upon the discovery of child abuse, drug use, or any other crime.

6. **School Safety Program; Duties and Responsibilities.**

- A. The parties agree to participate in the School Safety Program as established by A.R.S. § 15-154 and as described more fully in the School Safety Program Guidance Manual, which is attached here as Exhibit A and incorporated into this Agreement by this reference.
- B. Each party agrees to assume the roles and responsibilities assigned to that party by the School Safety Program Guidance Manual.
- C. An officer assigned to the School Safety Program for a ten (10) month school year shall have the following duties:
 1. Establish liaison with school administrators, staff, students and parents.
 2. Inform students of their rights and responsibilities as lawful citizens through presentation of law-related education in the classroom. Each officer shall complete 180 hours of classroom law related education instruction per year as outlined in Exhibit A.
 3. Network with community agencies that may or do provide services to the school.
 4. Act as a resource in the investigation of school related criminal activities.
 5. Participate in the Parent-Teacher Association as requested.
 6. Participate in campus activities, student organizations, and athletic events when feasible and appropriate.
 7. Provide a visible deterrence to crime while presenting a positive impression of a law enforcement officer.

8. Provide information when requested to students, parents, and staff in law related situations.
9. Attend annual training provided by the Arizona Department of Education, with all related travel expenses to be paid by the District as provided in the grant.
10. Maintain an activity log that tracks law related education classroom instruction, law enforcement activity and any situations that takes the officer off his or her assigned campus.
11. Collaborate with school personnel on school-wide safety strategies and participate as a member of the School Safety Assessment and Prevention Team.

D. An officer assigned to the School Safety Program for a twelve (12) month school year, in addition to the duties specified in subsection C, shall have additional duties when school is not in session that may include any of the following activities as mutually agreed upon in writing by the parties through an amendment to this Intergovernmental Agreement:

1. Plan school security improvements.
2. Prepare law-related education lessons.
3. Develop collaborations with community resources, identifying services offered that could benefit students.
4. Conduct school safety assessments.
5. Work with the school safety team to review and update the school safety plan and conduct school wide exercises to test the plan.
6. Plan in-service training.
7. Collaborate with school administration to analyze criminal incident reports and disciplinary records as a means of identifying patterns and developing strategies to address problems.
8. Work with community-based and youth recreational and leadership development activities that complement and reinforce the School Safety Program.
9. Attend training opportunities.

7. **Time and Place of Performance.**

A. The City will ensure that the police officers assigned to the District as SROs will be available for duty at their assigned school forty (40) hours each week that school is in

session during the term of this Agreement. The parties agree that officers assigned to the School Safety Program will serve a ten (10) or twelve (12) month, full-time, forty (40) hour a week assignment as specified by the District's grant application. The assigned officers will wear uniforms as authorized by the applicable Benson Police Department Operations Orders.

B. The officers' activities will be restricted to their assigned school grounds except for:

1. Follow-up home visits when needed as a result of school related problems.
2. Incentive programs approved in writing (for example by e-mail) between the Benson Police Department Supervisor and the school's Principal, or the Principal's designee.
3. In response to off campus, but school related, criminal activity.
4. Attendance at off-campus events or meetings at the school's request.
5. Attendance at training.
6. In response to emergency police activities.
7. As directed by any Phoenix Police Supervisor.

C. During days that schools are not in session, the police officers assigned as SROs shall perform their regular duties at a duty station as determined by the Police Chief or the Police Chief's designee.

8. **District Responsibilities.**

A. The District will provide the police officers with an office at the officers' assigned school and such equipment and office supplies as is necessary for performance of the officers' duties, including a desk, chair, telephone, computer and e-mail linkages, and filing space capable of being secured.

B. Upon termination, all property or equipment used by the parties in the performance of their responsibilities under this Agreement shall remain the property of the party that purchased the property or equipment.

9. **Status Meetings.** By mutual agreement, the parties may meet from time to time for purposes of discussing the status and conduct of the work being performed under this Agreement, and addressing any problems that have come to the parties' attention and their views as to how such problems may be resolved, including amending the terms and conditions of this Agreement.

10. **Entire Agreement; Modification.** This Agreement constitutes the full and complete understanding and agreement of the parties. It supersedes and replaces any and all previous representations, understandings, and agreements, written or oral,

relating to its subject matter. There shall be no oral alteration or modification of this Agreement; this Agreement and its terms may not be modified or changed except in writing signed by both parties.

11. **Notices.** Formal notices, demands and communication between the City and the District shall be deemed sufficiently given if hand delivered or dispatched by registered or certified mail, return receipt requested, postage prepaid, and addressed as follows:

CITY: Chief Greg Volker
City of Benson Police Department
360 Gila Street
Benson AZ 85602
(520)586-3011

DISTRICT: Micah Mortensen
Benson Unified School District Superintendent
360 S. Patagonia St
Benson, AZ 85602

12. **Fingerprinting and Background Check.** The City represents and warrants that it will ensure that each officer assigned to perform services on District property pursuant to this Agreement will be fingerprinted and successfully complete a background check performed by the City before such assignment.

13. **Legal Worker Requirements.** The parties warrant their respective compliance with all federal immigration laws and regulations relating to their respective employees and each party respectively warrants its respective compliance with Arizona Revised Statutes § 23-214, subsection A. Any breach of the warranties under this paragraph will be deemed a material breach of the Agreement and is subject to penalties up to and including termination of the Agreement.

14. **Resolution of Disputes.** In the event a dispute for any reason arises and pursuant to A.R.S. § 15-154(F), the parties shall meet and discuss within three (3) business days. Any dispute not resolved by mutual agreement of the parties shall be decided in accordance with the applicable Arizona laws.

15. **Cancellation.** The City and the District acknowledge that this Agreement is subject to cancellation by either party pursuant to the provisions of A.R.S. § 38-511.

16. **Nonappropriation.** Each party recognizes that the performance by either party under this Agreement may be dependent upon the appropriation of funds to or by that party. Should either party fail to appropriate the necessary funds, that party may terminate this Agreement as stated herein without further duty or obligation. Each party agrees to give notice to the other party as soon as reasonably possible after the unavailability of funds comes to the party's attention.

17. **Compliance with Applicable Laws.** Each party shall comply with all applicable laws, ordinances, Executive Orders, rules, regulations, standards, and codes of federal, state and local governments whether or not specifically referenced in this Agreement.

18. **Indemnification.** Each party (as “Indemnitor”) agrees to the extent permissible under Arizona law to indemnify, defend, and hold harmless the other party (as “Indemnitee”) from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorneys’ fees) (collectively referred to as “Claims”) arising out of bodily injury of any person, including death, or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

19. **Workers’ Compensation.** An employee of either party shall be deemed to be an “employee” of both public agencies while performing pursuant to this Agreement solely for purposes of A.R.S. § 23-1022 and the Arizona Workers’ Compensation laws. The primary employer shall be solely liable for any workers’ compensation benefits, which may accrue. Each party shall post a notice pursuant to the provisions of A.R.S. § 23-1022 in substantially the following form:

“All employees are hereby further notified that they may be required to work under the jurisdiction or control or within the jurisdictional boundaries of another public agency pursuant to an intergovernmental agreement or contract, and under such circumstances they are deemed by the laws of Arizona to be employees of both public agencies for the purposes of worker’s compensation.”

20. **FERPA Compliance.** Both parties will ensure that the dissemination and disposition of educational records complies at all times with the Family Educational Rights and Privacy Act of 1974 and any subsequent amendments thereto.

21. **Applicable Law.** This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

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SIGNATURES FOLLOW

The parties have caused this Agreement to be executed on the dates indicated below.

CITY OF BENSON, a municipal corporation

By: _____

Name: Joe A. Konrad

Title: Mayor

Date: _____

ATTEST:

City Clerk

BENSON UNIFIED SCHOOL DISTRICT

By: _____

Name: __ Micah Mortensen

Title: _Superintendent_____

Date: _____

This Agreement is in proper legal form and is within the powers and authority granted under the laws of this state to those parties represented by the undersigned legal counsel.

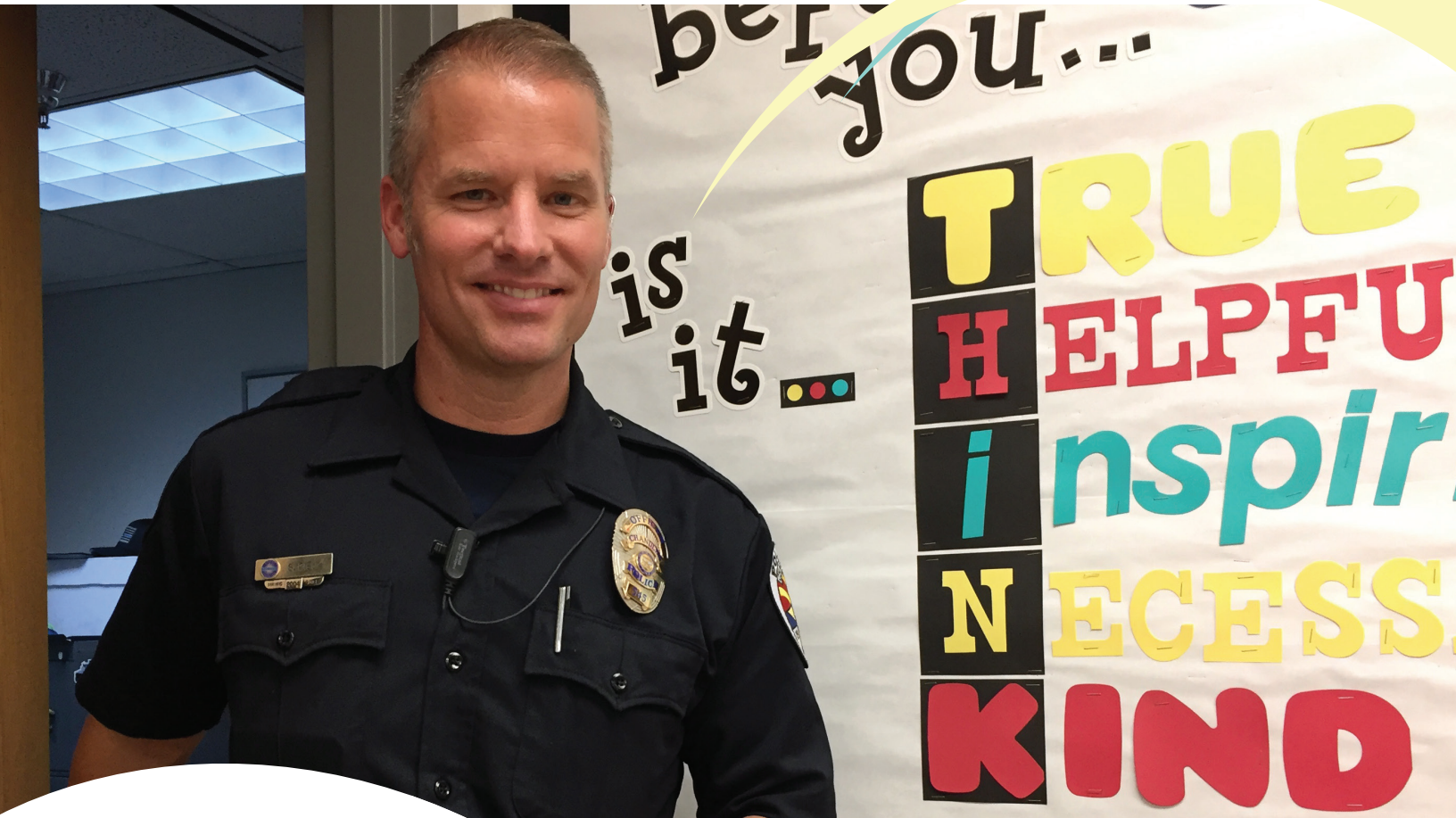
This Agreement is in proper legal form and is within the powers and authority granted under the laws of this state to those parties represented by the undersigned legal counsel.

Attorney for City

Attorney for District

Arizona Department of Education

SCHOOL SAFETY PROGRAM GUIDANCE MANUAL



Updated July 31, 2017







The Arizona Department of Education (ADE) is pleased to provide the *School Safety Program Guidance Manual*. The manual is intended for use by all those involved in the program. The *School Safety Program Guidance Manual* is intended to provide information on the intent of the grant, the responsibilities of all parties, requirements for grant compliance, assistance with administrative issues, and the elements of an effective School Safety Program.

For clarification on issues, or to provide feedback on the content, contact the School Safety Program Lead at (602) 542-7112. The guidance manual is a living document that will go through change as needed to meet the needs of the program. The ADE will continue to revise the manual as needed; therefore, comments from those using the manual are appreciated.

The presence of our School Resource Officer has increased our students' feeling of safety. Many students indicate on our school safety survey that they feel safe due to the School Resource Officer (SRO) being on campus. Our SRO provides meaningful instruction to students on focus topics such as bullying, healthy choices, and internet safety.

*Arizona Desert Elementary School
Tolleson Elementary School District*

TABLE OF CONTENTS

	<p>SECTION 1: INTRODUCTION TO THE SCHOOL SAFETY PROGRAM 3</p> <ul style="list-style-type: none"> Overview Goals and Objectives
	<p>SECTION 2: APPLYING FOR THE SCHOOL SAFETY PROGRAM 4</p> <ul style="list-style-type: none"> Eligibility Application Process Award Process Appeal Procedure
	<p>SECTION 3: PROGRAM REQUIREMENTS 6</p> <ul style="list-style-type: none"> Service Agreement School Safety Assessment and Prevention Team Operational Plan Law Related Education Instruction Officer Weekly Activity Log Officer Time on Campus Officer Continuity Officer Performance Assessment Training Program Evaluation
	<p>SECTION 4: LAW RELATED EDUCATION 10</p> <ul style="list-style-type: none"> Why Law Related Education Cohort and Universal Law Related Education and Classroom Instruction Classroom Instruction Law Related Education Best Practices
	<p>SECTION 5: KEY PARTNERS AND THEIR ROLES 15</p> <ul style="list-style-type: none"> Arizona State Board of Education Arizona Department of Education Law Related Education Provider District Administrator Site Administrator Agency Supervisor School Safety Officer Teacher
	<p>SECTION 6: FREQUENTLY ASKED QUESTIONS (FAQs), GLOSSARY, AND TOOLS & RESOURCES 23</p> <ul style="list-style-type: none"> FAQs Tools and Resources (27) <ul style="list-style-type: none"> Websites Reference Documents Templates Checklists



SECTION 1: INTRODUCTION TO THE SCHOOL SAFETY PROGRAM

Overview

The School Safety Program (SSP) was established by ARS 15-154 in 1994 for the purpose of placing School Resource Officers (SRO) and Juvenile Probation Officers (JPO) on school grounds to contribute to safe school environments that are conducive to teaching and learning. Through comprehensive prevention and intervention approaches, School Safety Program funded officers maintain a visible presence on campus; deter delinquent and violent behaviors; serve as an available resource to the school community; and provide students and staff with Law-Related Education (LRE) instruction and training. Officers develop positive interactive relationships with the students, the staff, and the community that they serve. This proactive, prevention-based program is cultivated through collaborative working partnerships between officers, school administration, teachers, and police and juvenile probation departments.

Goals and Objectives

- **Goal 1: The School Safety Program contributes to an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning.**
 - Objective 1: Staff feels that the school is safe, and administration supports and monitors the consistency of actions/strategies/policies that will improve or maintain that feeling of safety.
 - Objective 2: Students feel that the school is safe. They feel free from the threat of physical harm and verbal abuse. They feel they have an adult to go to with their safety concerns, and they feel their concerns are taken seriously and addressed.
 - Objective 3: Staff and students have a positive view of the SRO/JPO.
- **Goal 2: To teach Law-Related Education that promotes a safe, orderly environment, and good citizenship.**
 - Objective 1: The Arizona State Board of Education oversees the process to ensure the continuous review and provision of instructional materials that promote a safe, orderly environment, and good citizenship.
 - Objective 2: Officers conduct 180 hours of Law-Related Education instruction per year.
 - Objective 3: Officers annually attend a Law-Related Education academy/class to enhance their classroom skills and knowledge of appropriate LRE lessons.



SECTION 2: APPLYING FOR THE SCHOOL SAFETY PROGRAM

The School Safety Program is a competitive grant that operates in three-year cycles. Each funding year begins on July 1st and ends on June 30th.

Eligibility

The authorizing statute for the School Safety Program, ARS 15-154, allows Arizona school districts or charter schools to apply to participate in the School Safety Program for up to three fiscal years through a competitive application process. Public schools interested in applying for this three-year grant must go through their district/charter holder.

Application Process

Applications are submitted for a three-year cycle through the ADE's on-line grants management enterprise. The application due date, established in ARS 15-154, is April 15th each year. Late applications are not accepted.

Award Process

The ADE, subject to review and approval of the State Board of Education, distributes monies to the school districts and charters that are in compliance with program requirements and whose plans have been approved by the State Board of Education.

Appeal Procedure

- **Who May File an Appeal:** A school/district or charter denied a grant or renewal of their School Safety Program Grant.
- **Definition of an Appeal:** A written request for an appeal committee to review a denied grant application. The request shall be signed and dated by the school site administrator and the district superintendent or charter holder. The request must state the nature of the appeal and include detailed factual support.
- **Request for Hearing:** A notice of appeal or request for a hearing must be received by the ADE within 30 calendar days from the postmarked date of the grant denial letter. The request shall contain your school site, district, address, the action being appealed, a concise statement of the facts asserted and relief sought along with any supplemental documentation. In accordance with ADE policies and procedures for competitive discretionary grants, ARS 41-2701– 2704, and ARS 41-2611, each application was reviewed and scored by three reviewers and the scores were averaged. Requests to dispute the score given by the review team, and requests to modify, reintroduce or expand upon original information provided in the application, cannot be considered.
The request shall be sent by certified mail to:

Arizona Department of Education
Attention: Melissa Conner, Associate Superintendent
Health and Nutrition Services Division
1535 W. Jefferson Street, Bin #7
Phoenix, Arizona 85007

- **Hearing Panel:** Upon receipt of formal written request, ADE will schedule a hearing panel of ADE employees who are independent and impartial from the School Safety Program.
- **Schedule of Hearing:** A hearing shall be scheduled within 30 days of receipt of formal written request. The requestor shall be notified at least 10 business days prior to hearing date and location. The requestor may submit written materials no later than five business days prior to the scheduled hearing date.
- **Hearing Process:** At the hearing the requestor may present the submitted written documentation. The panel may request additional supporting evidence and/or supportive documentation. If the requestor or authorized representative fails to appear at the designated date, time, and location of the hearing, the appeal shall be considered closed and the process terminated.
- **Decision:** The requestor shall be notified of the final decision determined by the hearing panel via certified mail post marked within 5 business days of hearing date.

VOID

Students at Atkinson have exposure to Law Related Education that is specifically developed based on the needs of our community. This allows students to gain skills to handle the most recent challenges in their lives from a seasoned officer, and in turn they feel comfortable with the officer enough to go to her with any concern that they may have in their lives.

*Marc T. Atkinson Middle School
Cartwright Elementary School District*



SECTION 3: PROGRAM REQUIREMENTS

The following are the requirements of the School Safety Program. Noncompliance with program requirements could result in loss of current and/or future grant funding.

Service Agreement

For each site receiving funding under the School Safety Program, a Service Agreement must be developed between your district/charter and the law enforcement agency/probation department. This essential document is an important step toward implementing a successful School Safety Program. The document shall be completed annually, within 30 days of when the officer begins work at the school. The agreement shall be kept on file at each funded site for review during a site visit conducted by the ADE.

REMEMBER: ARS 15-154 requires that the Service Agreement include a dispute resolution process between the district/charter and the law enforcement agency.

TIP: A Service Agreement Template with all required elements is provided in Section 6.

School Safety Assessment and Prevention Team

The formation and implementation of a School Safety Assessment and Prevention Team (SSAPT) is a requirement of the School Safety Program. The purpose of this team is to conduct a safety needs assessment, use the needs assessment data on an on-going basis to determine the use of the officer consistent with program requirements, coordinate efforts of this program with other safety and prevention programs and activities to achieve greater effectiveness, and make recommendations for continuous improvement of the program. A team may be formed specifically to meet this requirement, or an existing appropriate team may be utilized.

The team membership must consist of:

- School principal or assistant principal
- School Safety Program officer
- School prevention coordinator or school mental/behavioral health expert, or similar role
- Other members as needed

Other members recommended for inclusion on the team are:

- District prevention coordinator
- District transportation representative
- Teacher representative
- Parent representative

The team is required to meet at a minimum on a quarterly basis. For the purpose of the School Safety Program, quarterly is defined as three month intervals (July-September, October-December, January-March, and April-June). Monthly meetings are recommended. At each meeting the team should review needs assessment data and the operational plan, make appropriate revisions to the operational plan based on the needs assessment, discuss completed and upcoming activities and milestones, and identify the person(s) responsible for ensuring the activities are achieved.

TIP: An SSAPT Agenda Template is provided in Section 6.

Operational Plan

Under the direction of the school administrator, each school is required to develop and utilize an operational plan that incorporates program requirements and illustrates their site-specific program design in a succinct and logical manner. Specific activities and milestones, responsible personnel, and projected timelines should be delineated. The plan is a fluid document that should be used by the school administrator, officer, and SSAPT to monitor program implementation and provide continuous improvement throughout the school year.

TIP: An Operational Plan Template is provided in Section 6.

Law Related Education Instruction

LRE is the teaching of rules, laws, and the legal system that actively involves students to prepare them for responsible citizenship. It also provides instructions in legal rights, responsibilities, and the role of the citizen and requires students to practice the application of LRE in potential real-life situations. (*Adopted by the Arizona Center for Law-Related Education from the Virginia Institute for Law and Citizenship Studies.*)

Each officer is required to complete at least 180 hours of LRE instruction per year. The development and implementation of LRE must be **based on a needs assessment** (see Glossary of Terms). The 180 hour LRE instruction requirement must include:

- At least 80 hours of LRE classroom instruction to ongoing cohort groups of students
 - Three to five classrooms, six sessions per classroom within one quarter to the same group of students
- At least 100 hours of universal LRE instruction
 - 60 hours or more of universal LRE classroom instruction
 - Up to 20 hours for LRE planning and preparation
 - Up to 20 hours for LRE instruction to school staff and school community

TIPS: LRE does NOT include one-on-one or group counseling.
An LRE Best Practices Tool Template is provided in Section 6.

Officer Weekly Activity Log

Officers are required to complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.

The following information is required for grant compliance:

- Total hours of Universal LRE classroom instruction
- Total hours of Cohort LRE classroom instruction
- Teacher /subject or staff/community group
- Time spent per LRE lesson
- Total hours for planning and preparation
- LRE topic taught for each class
- Total time spent off campus

- Total hours for staff and school community training

Officers may develop their own log that tracks required items or may use ADE's recommended activity log. The activity log must be shared with the agency supervisor and the site administrator. The agency supervisor and site administrator must support, oversee, and review the officer activity log to ensure fulfillment of grant requirements. The data from the logs shall be used for reporting to ADE. The logs must be available upon ADE's request.

TIP: A Weekly Activity Log Template is provided in Section 6.

Officer Time on Campus

When school is in session, an SRO is required to be on campus 80% of the time, and a JPO is required to be on campus 90% of the time.

Officer Continuity

Under no situation can a site have more than three officers in a three-year grant cycle.

Officer Performance Assessment

The site administrator is required to complete an officer performance assessment twice a year. The assessment must be shared with the officer's supervisor. The evaluation is meant to assist the officer and his/her supervisor in meeting the intent of the grant and effectively carrying out their duties. It is not meant to supplant the official evaluation process used by the officer's department or agency. It is at the discretion of the law enforcement agency or probation department to include the school's evaluation in the officer's official folder. Only officers who have performed in a satisfactory manner should be considered for further service in the School Safety Program.

Recommended factors to consider are as follows:

- Does the officer have a clear sense of his/her role?
- Does the officer understand the operational policies and procedures of the school necessary to perform effectively in the position?
- Has the officer attended or is scheduled to take a law-related education class in the current year?
- How does the officer relate to staff, students, and parents?
- Does the officer work well independently?
- Has the officer attempted to meet the requirements of the grant?
- Does the officer perform his/her duties effectively?
- How effective is the officer with classroom presentations?

Informal evaluations that provide the officer and supervisor with feedback regarding the officer's performance should occur frequently.

If a problem occurs, it should first be addressed at the site level between the officer and administration. If a resolution is not reached, the grievance should then move through the process as established by the officer's department and school's policy. The problem should attempt to be resolved at a level nearest the school as possible.

TIP: An Officer Performance Assessment Template is provided in Section 6.

Training

Specific training requirements are provided by ADE to the district administrator at the start of each grant year. It is the responsibility of the district administrator to share that information with all pertinent individuals in a timely manner so that all can register for appropriate training. The training requirements are as follows:

- The district administrator is required to attend training provided by the ADE. *
- The agency supervisor is required to attend training provided by the ADE. *
- The school principal and/or principal's designee (assistant principal, dean of students, or similar) is required to attend annual training provided by the ADE. *
- The officer is required to attend annual training provided by the ADE. *
 - New Officer Training: All officers new to the School Safety Program are required to attend an in-depth training which covers community oriented policing, the role of school based officers, and an introduction to LRE. This training, sponsored by ADE, meets the School Safety Program LRE training requirement.
 - School Safety Program LRE Training: Officers are required to attend an LRE Academy training provided by the AZFLSE, annually. LRE Academy courses address grade level specific topics and programs identified by officers as critical to meeting the learning needs of diverse student populations. Courses are relevant to the needs of schools with topics updated on an annual basis. The School Safety Program provides each officer with travel funds to cover travel expenses for one training per year. Officers receive a curriculum and resource package at each training. The AZFLSE is the contracted training agency for LRE. Training in LRE is essential to successfully achieve the LRE teaching requirement. Academies are approved for credit by the Arizona Peace Officers Standards and Training Board (AZPOST) and the Arizona Judicial Council (COJET).

* Specific training requirements are provided by ADE to the District Administrator at the start of each school year.

Program Evaluation

ARS 15-154 requires the ADE to evaluate the effectiveness of the School Safety Program and report on the activities of the program and the participants in the School Safety Program to the President of the Arizona Senate, the Speaker of the Arizona House of Representatives, and the Governor of Arizona on or before November 1 of each year. The ADE shall provide a copy of this report to the Secretary of State. The evaluation and report shall include survey results from participating schools and data from participating schools on the impact of participating in the School Safety Program. The ADE shall establish data guidelines for School Safety Program participants to follow. By applying for School Safety Program funding, grant recipients agree to participate in the ADE School Safety Program evaluations.

Our JPO teaches LRE classes that are in alignment with the needs of the school and address current behavior issues.

Creighton Elementary School - Creighton Elementary School District



SECTION 4: LAW RELATED EDUCATION

Why Law-Related Education?

Law-related education is the teaching of rules, laws, and the legal system that actively involves students to prepare them for responsible citizenship. LRE is required as a component of the School Safety Program because it

- promotes problem-solving skills,
- actively involves students, teachers and the community,
- increases students' knowledge of the law, making them better informed citizens and consumers,
- discourages delinquent behavior,
- promotes positive self-image in students, and
- encourages students to respect rules, laws, and persons in authority when exposed to a "balanced" view of "democratic" society.

Since LRE is being recommended as a violence prevention strategy, then it is important to have some common notion of what law-related education is and what it encompasses. LRE is instruction about rules, laws, and the legal system that actively involves students in the instruction in order to prepare them for responsible citizenship. (Definition developed by the Virginia Institute for Law and Citizenship Studies) It is instruction that teaches the legal rights, responsibilities, and role of the citizen. Students practice application of that teaching to potential real-life situations.

The approach consists of high-interest content and interactive instructional strategies. This type of instruction provides students at all levels the following opportunities:

- to explore and reflect on theirs and others' perspectives,
- to express and defend their views, to listen to the views of others,
- to develop arguments for both sides of an issue, to mediate, and
- to formulate decisions and resolutions based on multiple and often conflicting concerns.

In primary grades, students might consider a rule they don't like, explore why it was made, examine, the consequence for breaking it, and discover who acts as judge when the rule is broken. They might evaluate existing or hypothetical rules to determine whether or not they are clear, consistent, fair, and enforceable. They could listen to and analyze rules in stories, and they could create and enforce their own set of classroom rules.

Intermediate students might role play a law officer encountering a criminal dilemma. They might work in cooperative groups to offer solutions to problems that arise when a law is too general or vague. Older students might use the case study method of analysis to examine legal conflicts throughout history. Information from this exercise could then apply this information to current dilemmas. Simulations of trials, known as mock trials or moot court, legislative hearings, constitutional conventions, police procedures, role playing, conflict resolution, mediation, formal and informal debate, cooperative group problem-solving, outside speakers, from the legal community typify LRE classes at all levels.

Since rules and laws affect all aspects of life, all subject areas, and all ages, the content of LRE can be as varied as the students and teacher need it to be. The methods, however, are characteristically open-ended and participatory in nature. Although some LRE instructional materials have been written for specific topics or age groups, there is no one way to teach LRE and no set LRE curriculum.

LRE offers application possibilities at all grade levels as well as in many subject areas. It is most commonly used in social studies to promote civic understanding. However, it regularly incorporates the use of reading, writing, and speaking skills. It has the potential for application in literature, math, science, technology, foreign language, physical education, sports, and other subject areas. It need not be limited to a particular grade, subject, or time frame. The LRE approach to instruction is flexible enough to be applied as a system-wide, on-going prevention strategy, and an added benefit of such a strategy is the increased likelihood that students will better understand the rules, laws, and legal processes that govern their lives.

One of the cornerstones of LRE is the use of an outside resource such as school safety officers, attorneys, and other legal professionals. These resource people visit classrooms regularly, provide insight into how and why the system operates the way it does, and develops on-going positive, non-adversarial relationships with students in the class. Though typically not individualized as in mentoring, these relationships often hold meaning for the students and provide an opportunity for them to develop bonds or attachment with representatives of "the system".

LRE deals with issues that are meaningful to students and their views are valued. LRE provides students the opportunity to get involve and participate. The crux of LRE is problem solving, both as a part of a group process and on an individual basis. Social conflict lies at the heart of legal issues. Therefore, all LRE is some form of conflict resolution or problem solving. The regular inclusion of LRE- in the course of instruction will provide steady opportunities to develop and practice the information processing steps that must be developed in aggressive students if they are to acquire non-aggressive social problem solving skills. Further, the conflicts that characteristically surround rules and laws offer good practice in content which is hypothetical in nature yet directly related to students' lives. (See figure 1)

While not a panacea for violence prevention, LRE offers a promising strategy for schools to implement as part of their overall prevention plan. If that plan includes closer work with parents and the community, LRE might also be incorporated into after-school programs, community center programs for children and adolescents, and parent programs. In this way, the approach lends itself to a close interface with home and community.

Modified from "*Law-Related Education and Violence Prevention: Making the Connection*" By: Robin Haskell McBee

Cohort LRE and Universal LRE

Each officer must complete 180 hours of LRE instruction per year. The development and implementation of LRE must be based on a needs assessment. The 180 hours must include **80 hours of cohort LRE** and **100 hours of universal LRE** as follows:

Cohort LRE: Minimum of 80 hours each year

- Cohort LRE is the delivery of LRE classroom instruction on a pre-identified 'target problem' to a pre-identified 'target population' over a period of time.
- Cohort LRE must be comprised of six hours of instruction (6 lessons) to the same group (cohort) of students within one quarter. Delivery of comprehensive LRE classroom instruction to an

ongoing cohort group of students can increase students' negative perception of delinquent behavior and improve their problem solving, decision making, and communication skills.

Universal LRE: Minimum of 100 hours each year

- Universal LRE is the delivery of LRE instruction to the general school community to build awareness and knowledge of a particular subject.
- Officers may utilize up to 20 hours of the 100-hour requirement for planning and preparing LRE lesson plans for either group.
- In addition, up to 20 hours of the 100-hour requirement may be used to deliver LRE instruction to school staff and the school community (e.g. parents, PTA/PTO) on a particular subject that is relevant to the school's violence and delinquency prevention needs.

Classroom instruction:

A teacher must be present in the classroom, at all times, while the officer implements LRE classroom instruction. LRE best practices suggest that the teacher and the officer co-present.

The LRE classroom instruction component should be completed during the school day's regular scheduled instruction periods. However, the building administrator has the discretion to approve the use of time spent before or after school on structured law-related instructional activities.

LRE Best Practices

The following are 8 guidelines for effective LRE:

1. Sessions should utilize law-related content
 - Civil, criminal, and constitutional themes
 - Practical information about the law and public policy
 - Concepts underlying a constitutional democracy
 - Student rights and responsibilities
 - Choices and legal consequences (not moral consequences)
 - Citizenship
 - Use of Power and authority
 - Justice
 - Liberty
 - Civil Rights
 - Equality
 - Illegal Drug Use
 - Drinking and Driving
2. Law-related education provides practice for skill development
 - Critical Thinking
 - Decision-Making
 - Problem Solving
 - Communication

- Cooperation & Participation
 - Managing conflict
 - Reasoning
3. Instructors present multiple points of view or perspective
 - Balanced view of the judicial system & other aspects of the political system
 - Controversial issues should be discussed often to motivate student interest and broaden understanding and tolerance
 - Allow for a safe voicing of viewpoints
 - Debate and free flow of ideas are crucial elements of effective civic participation
 - Many times there is no one correct answer
 4. A sufficient quantity of instruction is provided
 - Students should have ample opportunities to practice skills and gain confidence in defending their points of view, making presentations, etc.
 - Look for opportunities for classroom teachers to continue teaching LRE
 - Connect your involvement in the classroom to larger learning goals
 - Try to avoid making officer's involvement in isolated subjects (ex: LRE can be taught not only in Social Studies or Government, but in Health, English, Math, etc...)
 - Seek opportunities to teach many sessions with one class (minimally, a semester long)
 5. Interactive teaching strategies
 - Strategies that foster true student-to-student interaction (are the heart of the session)
 - Role Plays
 - Simulations (Mock Trials, Moot Courts, model legislatures)
 - Group Work Activities
 - Group Research Projects
 - Community-based learning (including service learning, lobbying, mentoring)
 - Sharing outcomes with students
 - Drawing on their existing knowledge
 - Giving them appropriate time to answer questions
 - Involving as many students as possible in all aspects of the class
 6. Opportunities for students to interact with Community Resource People (CRP)
 - CRPs offer expertise in areas that you are less familiar with, connects you to new community resources and ensure that your learning time is dynamic and continually fresh
 - The community resource person is well prepared and integrated into the interactive session
 - Content presented by the CRP is part of the course content
 - Allow students sufficient contact with community resource people in order to bond
 - Bonding takes place when students develop positive relationships with an adult
 - Research in LRE indicates that this adult-student bonding is a key to overcoming risk factors
 - SROs and JPOs are a built in CRP
 7. Administrators are actively involved in providing needed support
 - Officers should feel that the principal and education officials support their endeavors

- The administrators must be able to address questions raised by family members, other teachers or the community about Law-Related Education
- Involvement of the administrators also can serve to reduce the gap between school policies, rules and ideas about justice that may be generated by a class
- Remember that your role is to link to standards and topics covered in a given discipline, not to create a whole new topic
- Draw support from administrators and department heads
- Inform the school community about the valuable resources you can provide
- Solicit feedback on how you can be an asset in the classroom

8. Networks to support teacher/officer innovation are available through joint planning sessions, training sessions and social events

- Strengthens teacher/officer commitments to use interactive methods and practical legal information
- The involvement of more than one teacher from a site in trainings, helps enhance law-related education
- Invite teachers to LRE trainings
- Keep them abreast of law-related materials you receive
- Alert them to special security concerns at school

Sources:

- ❖ Caliber Associates (2002). “The Promise of Law-Related Education and Delinquency Prevention”.
- ❖ McKinney-Browning, Mabel, Ellis, Al, Kaplan, Howard & Johnson, Seva (1995). “Essentials of Law Related Education”.
- ❖ Street Law, Inc. & National Crime Prevention Council (1999). “Community Works: Smart Teens Making Safer Communities”.
- ❖ Street Law, Inc. & Office of Juvenile Justice & Delinquency Prevention (2003) “Street Law for School Resource Officers”.

TIP: An LRE Best Practices Checklist is provided in Section 6.

Our students have learned about making positive choices in their lives. The SRO has taught this by working on drug, alcohol, and gang prevention with the older students and bike safety, home safety, and anti-bullying strategies with the younger students.

*Campo Bello Elementary School
Paradise Valley School District*



SECTION 5: KEY PARTNERS AND THEIR ROLES

Below are the key partners in the School Safety Program and their respective roles.

Arizona State Board of Education

ARS 15-154 directs the Arizona State Board of Education to review and approve School Safety Program proposals.

Arizona Department of Education

ARS 15-154 directs the ADE to administer the School Safety Grant. ADE conducts the following duties:

- Provides the application to each district and charter holder.
- Prepares the applications for review by the State Board of Education to determine awards.
- Announces awards to districts and charters.
- Distributes the grant payments to the awardees.
- Conducts site visits.
- Monitors sites for compliance with the grant.
- Logs completion reports, due September 30th, for the previous program year.
- Collects money not spent by grantees at the end of the program year.
- Withholds payment to grantees that have not returned money due.
- Provides technical assistance.
- Conducts a program evaluation as specified by ARS 15-154.
- Monitors the training contract.
- Accepts complaints and acts as a liaison with the grantees and law enforcement/probation department to resolve problems.

Law Related Education Provider

The AZFLSE, under contract with the ADE, conducts the statewide LRE Academy. The Academy offers School Safety Officers quality LRE training and teaching materials. To accomplish these objectives, the Foundation:

- Utilizes nationally recognized law-related education experts as faculty for the Academy.
- Develops a tracking system to track Academy hours of each school safety officer.
- Integrates the use of technology into training classes.
- Creates a School Safety Listserv to disseminate information and encourage networking opportunities.
- Secures education credits for officers who attend and complete the Academy.
- Provides Certificates of Completion for Academies.
- Provides ongoing consultation and technical assistance with regard to implementing and teaching law-related education, within budget limitations.
- Visits schools to observe law-related education teaching and provide feedback, within budget limitations.
- Provides quantitative and qualitative data to the ADE.
- Provides financial mid-year and year-end reporting to the ADE.

- Conducts periodic surveys of school safety officers to determine changing LRE needs and level of customer satisfaction.

The AZFLSE provides the following expanded services to School Safety Officers:

- LRE Academy Web page: Maintains a web page on the AZFLSE website at www.azflse.org/Academy dedicated to serving School Safety Officers. The site will provide up-to-date information about LRE research, links to other LRE related sites, professional development opportunities, publications and articles.
- Free Materials: School Safety Program Officers can access free publications and materials for their LRE classroom instruction. Materials include: Pocket Constitutions, Constitution Posters, Law for Kids Cards and Posters, Gavel Pencils, Teen Court Starter Kits and When You Turn 18 Brochures.
- LRE Technical Online Resources: The AZFLSE tracks School Safety Program Officers' professional development credit hours on an online database.

District Administrator

The district administrator's support of the School Safety Program is vital to the program's success. The district administrator performs the following duties:

- Supports and communicates the School Safety Program philosophy to all site staff.
- Identifies those sites that would benefit and support the School Safety Program.
- Understands the School Safety Program requirements.
- Develops a Service Agreement between the school(s) and the police or juvenile probation department.
- Attends required training provided by the ADE.
- Provides for an annual evaluation of the School Safety Program.
- Develops and keeps open communication with local law enforcement.
- * Provides communications from ADE to site-level participants as required

TIP: Are all participants aware of their training requirement and are scheduled to attend training?

Site Administrator

The site administrator's support of the School Safety Program is vital to the program's success. The site administrator performs the following duties:

- General:
 - Supports and communicates the School Safety Program philosophy to all staff, students and parents on their campus.
 - Understands and agrees with all program guidelines and requirements.
 - Attends annual training provided by the ADE.
 - Provides access to appropriate educational records and data to officers in accordance with FERPA.
 - Provides for the annual evaluation of the School Safety Program.
 - Understands that the site administrator, not the officer, is responsible for school discipline.

- School Safety Assessment and Prevention Team:
 - Establishes a multidisciplinary SSAPT that meets quarterly to conduct school needs assessment, use the needs assessment data on an on-going basis to determine the use of the officer consistent with program requirements, coordinate prevention programming, and make recommendations for continuous improvement of the program.
 - Ensures the team utilizes needs assessment data to design clear and appropriate strategies and activities to support a successful School Safety Program to include:
 - Use of law enforcement or juvenile probation expertise and resources, including strategic placement of officer, for intervention and prevention of potential crime.
 - Use of LRE instruction to students, staff, and the school community.

TIP: Is the officer teaching LRE that ties back to the needs assessment identified by the SSAPT?

- Operational Plan
 - Leads the development and utilization of an operational plan that incorporates program requirements and illustrates their site-specific program design in a succinct and logical manner.

TIP: Is the SSAPT reviewing the Operational Plan at each of its quarterly meetings?

- Works closely with the Officer
 - Administrators should take the lead on school policy violations. The SRO should be involved when a student's conduct violates a law. If possible the SRO should be back up to an arrest rather than the principal officer.
 - Meets with the officer before the first day of duty to review the Service Agreement, school operational procedures and specifics of the program on campus.
 - Introduces the officer to staff and students and integrates officer into the school community.
 - Monitors the officer's activity logs to ensure progress is made toward achieving program requirements.
 - Completes an officer performance assessment once per semester and shares the information with the officer's supervisor including discussion of successes and concerns.
 - Facilitates collaboration between officer and other school personnel on school-wide safety strategies such as staff trainings, emergency response planning, needs assessment, and prevention programming.
 - Develops a collaborative relationship with the officer while allowing the officer to function independently. The officer serves as a resource to the students and staff.

TIP: Are the administrator and SSO clear on who takes the lead on school policy violations?

- Law-Related Education
 - Promotes the integration of LRE into the classrooms and directs staff development of teachers and officer involved in the delivery of LRE.

- Ensures a teacher is present in the classroom at all times during LRE instruction.
- Provides time at regular staff meetings and trainings for the officer to deliver LRE instruction relevant to school-wide prevention safety related updates.
- Collaborates with the Law Enforcement or Juvenile Probation Partners
 - Ensures a successful partnership with law enforcement or juvenile probation partners through ongoing proactive and positive communication.
 - Formally meets with the officer’s supervisor at least once per semester.
 - Participates in the selection process of their officer.
 - The site administrator and the agency supervisor are responsible for ensuring the officer is able to meet all grant requirements.

Agency Supervisor

The supervisor’s support of the School Safety Program is vital to the success of the program. The supervisor performs the following duties:

- General:
 - Communicates to staff, and carries out the philosophy and goal of the School Safety Program.
 - Provides written information on the philosophy and operation of the School Safety Program to appropriate supervisory/management personnel.
 - Attends required training provided by the ADE.
 - Conducts on-going visits to sites under his/her supervision.
 - Attempts to observe established, successful School Safety Programs outside his/her supervision.
- Works Closely with the Officer:
 - Ensures officer continuity over the three year grant cycle, to the best of their ability.
 - Ensures the SRO/JPO officer is able to meet all grant requirements.
 - Motivates officer and provides positive reinforcement.
- Assists with Documentation:
 - Plays a key role in the development, review, and revision of the Service Agreement.
 - Ensures the officer keeps an activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason. Refer to instructions on page 19.
 - Amends or supplements evaluation forms to include performance criteria specific to the school officer’s role.
- Collaborates with the Site Administrator:
 - Formally meets with the site administrator at least once per semester.
 - Accepts officer assessment forms completed by the site administrator and meets to discuss successes and concerns.
 - The agency supervisor and the site administrator are responsible for ensuring the officer is able to meet all grant requirements.

School Safety Officers (SRO and JPO)

Officers may only serve the site(s) specified on the award letter. The officer should only assist at a school that is not on the program if a crisis occurs. Spreading the officer among schools weakens

the program, as the officer does not have the time to build the relationship with the students needed for an effective program. An officer providing services at a school not authorized by the State Board of Education may result in a loss of the grant.

The officer must be present and accessible on the school campus that they are assigned to by the grant. The grant pays the salary of a 10, 11, or 12 month, full-time position, at 40 hours per week. Absent an emergency, the SRO/JPO shall not be called away from their designated school. If the officer is called away for police or juvenile probation business (not including mandatory training, meetings, or crisis), the district shall not be invoiced for that time.

Additional activities shall not overwhelm the officer, jeopardize their ability to meet the minimum requirements of this grant (e.g. excessive law enforcement/probation activity), or go against the intent of this program (e.g. disciplinarian, detention monitor, lunch duty, fill-in for teacher)

The School Resource Officer

The SRO's support of the School Safety Program is vital to the success of the program. SROs are expected to spend most of their time on campus; at least 80 percent of time should be on site. The SRO has three basic roles:

1. Law Enforcement Officer/Public Safety Specialist

The SRO is, first of all, a sworn law-enforcement officer. When necessary the SRO has the authority to intervene as a law-enforcement officer. Once order is restored, however, the SRO's other roles as law-related educator and role model are the more typical day to day roles.

- Utilizes expertise and agency resources for intervention and prevention of potential crime.
- Collaborates with school personnel on school-wide safety strategies (e.g. staff trainings, emergency response planning, needs assessment, and prevention programming).
- Builds relationships with students, parents and staff that promote a positive image of law enforcement.
- Serves as a member of the SSAPT.

REMINDERS:

- Administrators should take the lead on school policy violations. The SRO should be involved when a student's conduct violates a law. If possible the SRO should be back up to an arrest rather than the principal officer.
- As partners in school safety, SROs and administrators shall work together to develop procedures for ongoing communication to ensure timely and uniform reporting of criminal activities.

2. Law-Related Educator*

- The officer is required to provide a minimum of 180 hours of LRE per year that must include:
 - At least 80 hours of LRE classroom instruction to ongoing cohort groups of students

- Three to five classrooms, six sessions per classroom within one quarter to the same group of students
- At least 100 hours of universal LRE instruction
 - 60 hours or more of universal LRE classroom instruction
 - Up to 20 hours for LRE planning and preparation
 - Up to 20 hours for LRE instruction to school staff and school community
- Collaborates with classroom teachers to integrate law-related education into their curriculum. The teacher must be present in the classroom during LRE classroom instruction.
- Attends a new officer training sponsored by the ADE.
- Upon completion of the new officer training, attends an annual advanced LRE workshop each subsequent grant year.
- Follows the best practices of LRE.
- Keeps a weekly activity log that tracks LRE instruction hours, teacher and subject or staff/community group, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.

* Exceptions may occur on the Native American reservations. “Positive Role Model” adapted from *The Successful School Resource Officer Program* by Anne J. Atkinson, PhD.

3. Positive Role Model

As a positive role model for students and the school community, the SRO should:

- Set limits by being clear about what is acceptable and what is not; letting students know the consequences of unacceptable behavior and the rewards for acceptable behavior.
- Set an example by modeling how to handle stress, resolve conflicts, celebrate successes, and be a friend.
- Be honest by providing accurate information.
- Be consistent with students, staff, and parents in applying rules and regulations.
- Encourage responsibility by helping students think through options and consequences of decisions, set personal goals, and develop a plan to make the desired changes.
- Show respect by treating students with respect and expressing high expectations for them.
- Always strive to be a positive role model because students learn from every observation of or interaction with the SRO.

The Juvenile Probation Officer

The juvenile probation officer’s support of the School Safety Program is vital to the program’s success. JPO are expected to spend most of their time on campus; approximately 90 percent of time should be on site. The Juvenile Probation Officer (JPO) has three basic roles:

1. Court Officer

The JPO is, first of all, a sworn court appointed officer and when necessary must act in that function.

- Provides the court with school information that can be instrumental in the determination if a juvenile is to be detained or returned to the community.

- Networks with other agencies that may or do serve the school community in an effort to meet the needs of the students and school.
- Maintains a working knowledge of services available within the court system and community to meet the needs of the students and school.
- Supports and contributes to the Juvenile Probation Department, school, and community.
- Serves as a member of the SSAPT.
- Utilizes expertise and agency resources for intervention and prevention of potential crime.
- Collaborates with school personnel on school-wide safety strategies (e.g. staff trainings, emergency response planning, needs assessment, and prevention programming).
- Builds a relationship with students, parents and staff that promote a positive image of the juvenile court system. The JPO should not carry a caseload. If it becomes necessary to take on a caseload, it is recommended that the least number of cases be assigned as possible. Only cases at the officer's site(s) can be assigned. A full caseload should never be carried.

2. Law-Related Educator*

- The officer is required to provide a minimum of 180 hours of LRE per year that must include:
 - At least 80 hours of LRE classroom instruction to ongoing cohort groups of students
 - Three to five classrooms, six sessions per classroom within one quarter to the same group of students
 - At least 100 hours of universal LRE instruction
 - 60 hours or more of universal LRE classroom instruction
 - Up to 20 hours for LRE planning and preparation
 - Up to 20 hours for LRE instruction to school staff and school community
- Collaborates with classroom teachers to integrate law-related education into their curriculum. The teacher must be present in the classroom during LRE classroom instruction.
- Attends a new officer training sponsored by the ADE.
- Upon completion of the new officer training, attends an annual advanced LRE workshop each subsequent grant year.
- Follows the best practices of LRE.
- Keeps a weekly activity log that tracks LRE instruction hours, teacher and subject or staff/community group, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason.

* Exceptions may occur on the Native American reservations. "Positive Role Model" adapted from The Successful School Resource Officer Program by Anne J. Atkinson, PhD.

3. Positive Role Model

As a positive role model for students and the school community, the SRO should:

- Set limits by being clear about what is acceptable and what is not; letting students know the consequences of unacceptable behavior and the rewards for acceptable behavior.
- Set an example by modeling how to handle stress, resolve conflicts, celebrate successes, and be a friend.
- Be honest by providing accurate information.
- Be consistent with students, staff, and parents in applying rules and regulations.
- Encourage responsibility by helping students think through options and consequences of decisions, set personal goals, and develop a plan to make the desired changes.
- Show respect by treating students with respect and expressing high expectations for them.
- Always strive to be a positive role model because students learn from every observation of or interaction with the SRO.

Teacher

- Supports and communicates information about the School Safety Program in their classrooms to students and parents.
- Understands and agrees to the program guidelines.
- Teams with the officer in planning and delivery of law-related education units in their classroom. A teacher must be present in the classroom at all times during LRE instruction.
- Cooperates in the annual evaluation of the School Safety Program.

TIP: Did you know that teachers can attend an LRE Academy with their SRO?

The relationship of trust that exists between the SRO and students is profound. The senior class has asked the SRO to be the keynote speaker at graduation. The culture of the school is safe and calm and the SRO has a great deal to do with this outcome.

*Mayer High School/Mayer Junior High School
Mayer Unified School District*



SECTION 6: FREQUENTLY ASKED QUESTIONS (FAQs) AND TOOLS & RESOURCES

FAQs

GENERAL

1. **How long has the School Safety Program (SSP) been in existence?**
 - The SSP was established in 1994 by ARS 15-154 for the purpose of placing School Resource Officers (SROs) and Juvenile Probation Officers (JPOs) on school grounds to contribute to safe school environments that are conducive to teaching and learning.
2. **What laws govern the School Safety Program?**
 - Arizona Revised Statutes (ARS) 15-154 and 15-155.
3. **What agency administers the School Safety Program?**
 - Per ARS 15-154, the Department of Education administers the School Safety Program in cooperation with the courts, law enforcement agencies, and Law-Related Education (LRE) provider (the Arizona Foundation for Legal Services & Education). The Department of Education (ADE), subject to the review and approval of the State Board of Education, distributes monies to the school districts and charter schools that are in compliance with program requirements and whose plans have been approved by the State Board of Education.
4. **Who can apply for the School Safety Program?**
 - The SSP is a state-funded, competitive grant that runs in three year cycles. A school district or charter school may apply to participate in the SSP for up to three fiscal years by submitting a program proposal on April 15 of the first year of the grant cycle via the Department of Education's grants management system. Late applications are not accepted. Awarded districts or charter schools submit a renewal application on April 15 of the second and third year of the three-year cycle.
5. **What does the School Safety Program grant pay for?**
 - The grant pays for the salary and benefits of a 10, 11, or 12-month, full-time (at 40 hours per week) SRO or a JPO. The grant also provides \$100 each year for classroom supplies for each officer.
6. **Where can I find out about the requirements of the School Safety Program?**
 - The requirements of the SSP are explained in the SSP Guidance Manual, which you can download on the SSP website (see Tools & Resources tab): <http://www.azed.gov/shs/ssp/>
7. **Where can I find the tools and resources we need for the School Safety Program?**
 - Tools and resources can be downloaded from the School Safety Program website (see Tools & Resources tab): <http://www.azed.gov/shs/ssp/>
8. **Who can I contact if I have other questions about the School Safety Program?**
 - Please contact the School Safety Program Lead, Dr. Jenny Walker, at 602-542-7112, or email her at jenny.walker@azed.gov

USE OF A SCHOOL SAFETY PROGRAM OFFICER

1. **Is the officer responsible for school discipline?**
 - No. The school administrator, not the officer is responsible for school discipline.
2. **Can an officer be used as a school crossing guard?**
 - No. The officer may assist a school crossing guard with traffic control issues, but the officer cannot be used to replace school personnel, such as a crossing guard.
3. **Can an officer be used as a lunch time monitor?**
 - The officer cannot be used to replace school personnel, such as a lunch time monitor. However, through collaboration with school personnel, an officer may utilize strategic visibility and be present at a location at a specific time on campus (such as the cafeteria at lunch time) to build relationships and improve school safety.
4. **Can an officer be used as a substitute teacher?**
 - No. The officer is not a certified teacher and cannot be used as a substitute teacher.
5. **Is there a way to interact with other officers who are part of the School Safety grant program?**
 - Yes! Please visit the Online Communication Forum by logging on at: <http://lawforkids.org/lre-academy> click on the Online Forum button on the left side.
6. **How does the officer find out how to spend the \$100 yearly grant fund for classroom resources?**
 - See your purchasing department or front office staff for the correct forms to purchase from an approved school vendor. Inform the purchaser to utilize the School Safety Program grant funds.

AN OFFICER'S TIME

1. **How much time is an officer required to spend on campus each school year?**
 - A SRO is required to spend at least 80 percent of his/her time on campus each year. Based on a 180-day school year, this equates to 144 days on campus.
 - A JPO is required to spend at least 90 percent of his/her time on campus each year. Based on a 180-day school year, this equates to 162 days on campus.
2. **What counts as time off campus?**
 - Time off campus is **any time the officer is on duty but is not on campus during the regularly scheduled school day**. Off campus time includes both school and non-school related events. Being off campus is not necessarily considered inappropriate. It is understood that there will be activities that constitute an officer being away from school, such as picking up the police car, attending mandatory trainings, attending briefings, or joining on school field trips.
3. **What does not count as time off campus?**
 - Vacation time, comp time, and sick time are not counted as time off-campus.
 - Officers are encouraged to schedule vacation time when school is not in session.
4. **When might it be appropriate for an officer to flex his/her hours?**
 - If an officer is providing universal LRE instruction to school staff and/or the school community after the regularly scheduled school day, it would be appropriate for the officer

to flex his/her hours to allow for this instruction. The officer can use up to 20 of the required 100 universal LRE hours to provide instruction to school staff and the community. Please note that the grant does not pay for overtime.

5. **Can an officer flex school day hours to attend sporting events, school dances, competitions or performances?**
 - Although attendance by the officer at events outside of the regularly scheduled school day is encouraged as it can help the officer build relationships with students, staff, and the community, these are not grant required activities and flexing hours to attend same would not be considered appropriate use of School Safety Program funds. Please note that the grant does not pay for overtime. If the school asks the officer to participate in events outside of the school day, the school district or the police department will need to pay for the officer's time.
6. **Can field trips qualify as an acceptable off campus time activity?**
 - Yes. However, it does not count as LRE instruction time because the officer is not providing direct instruction.

LAW-RELATED EDUCATION

1. **What is Law Related Education?**
 - LRE is the instruction about rules, laws, and the legal system in a manner that actively involves students. The goal of LRE is to prepare students for responsible citizenship by promoting the development of characteristics (such as critical thinking, decision making, problem solving, and communication skills) that lead to healthy behaviors.
 - The development and delivery of LRE must be based on a needs assessment. A needs assessment is the collection and analysis of objective data regarding the conditions, consequences, and incidences of violent and criminal behavior, illegal substance use, and other high risk behaviors in the school and school community.
2. **What is the difference between cohort LRE and universal LRE?**
 - Cohort LRE is the delivery of LRE classroom instruction on a pre-identified target problem (e.g. bullying) to a pre-identified target population (e.g. Mrs. Smith's 6th grade class). The instruction is taught over six hours (e.g. 6 lessons) to the same group of students (e.g. Mrs. Smith's 6th grade class) within one quarter. Each of the six lessons builds upon each other to improve students' problem solving, decision making, and communication skills and to increase their negative perception of the delinquent behavior.
 - Universal LRE is the delivery of LRE instruction to the general school community (e.g. the entire 7th grade) to build awareness and knowledge of a particular subject (e.g. graffiti). The officer teaches one lesson on the subject to each class of 7th graders.
3. **How many hours of LRE is a School Safety Program officer required to teach each year?**
 - At least 80 hours of cohort LRE (this approximates 4 hours of classroom instruction per week)
 - At least 100 hours of universal LRE
 - 60 hours or more of universal classroom instruction
 - Up to 20 hours for LRE planning and preparation
 - Up to 20 hours for LRE instruction to the school staff and school community

4. **Does a teacher need to be present when the officer is teaching LRE?**
 - Yes. A certified teacher (or certified substitute teacher) must be present in the classroom when the officer is teaching.
5. **Are there best practices for teaching LRE?**
 - Yes. You can download the LRE Best Practices Tool from the School Safety Program website (see Tools & Resources tab): <http://www.azed.gov/shs/ssp/>
6. **Where can officers find lessons that address campus issues and meet the Best Practices?**
 - Please visit: <http://lawforkids.org/document-center2> and click on Downloadable Lessons
7. **If an officer needs assistance with LRE curriculum or lesson planning, whom can the officer contact?**
 - The officer can contact Diana Strouth, Instruction Specialist (Arizona Foundation for Legal Services & Education), at 602-773-3431 or by email at Diana.Strouth@azflse.org

SCHOOL SAFETY PROGRAM TRAININGS

1. **How do I register for Leadership, Advanced Leadership, New Officer, and LRE Advanced Academy Trainings?**
 - Please visit <http://lawforkids.org/school-safety-program>
 - On the right side of the page under login, select “create an account”
 - After creating an account, you will receive an email to activate your account
 - Then you will be able to log-in to your account and register for a training
2. **I have previously attended a training, but I can’t remember my username/password to register for an upcoming training.**
 - Please visit <http://lawforkids.org/school-safety-program>
 - Click on the link below “log in” that states “forgot your username” or “forgot your password”
 - Follow the steps to retrieve you username/password
3. **How do I access my training attendance history?**
 - Please visit <http://lawforkids.org/school-safety-program>
 - Log-in to your account
 - Select “view my events” located on the left side of the page
 - View your training attendance history
4. **I have misplaced my training certificate, how do I obtain another copy?**
 - Please visit <http://lawforkids.org/school-safety-program>
 - Log-in to your account
 - Select “view my events” located on the left side of the page
 - Print out a screen shot of your training attendance history
 - The Arizona Department of Education will accept a printed screen shot of your training history in lieu of a certificate

TOOLS AND RESOURCES

The following tools and resources are provided for your information and use. The reference documents, templates, and checklists are available as downloads on the School Safety Program [website](#) under the Tools & Resources tab.

WEBSITES

- [Arizona Department of Education School Safety Program](#)
- [Arizona Foundation for Legal Services & Education](#)
- [Law for Kids](#)

Reference Documents

- The Service Agreement: Developing the Partnership
- The Hiring Process: Selecting the Right Officer
- Recommended Qualifications/Job Description
 - School Resource Officer
 - Juvenile Probation Officer
- When School is Not in Session: Summer Break and Intersession

Templates

- School Safety Assessment and Prevention Team Agenda
- Data Story
- Operational Plan
- School Safety Officer Weekly Activity Log and Instructions
- Officer Performance Assessment Tool for Administrators

Checklists

- Operational Plan
- Law-Related Education Best Practices
- District Administrator
- Agency Supervisor
- Site Administrator
- School Safety Officer

REFERENCE DOCUMENTS

The Service Agreement: Developing the Partnership

The Service Agreement (SA) is a general term for a contract that is developed jointly and agreed upon by the district/charter, site administrator, and law enforcement or probation department. This written agreement outlines the purpose of the partnership and the fundamental responsibilities of each entity. The terms set forth in the SA shall be in accordance with the established guidelines of the School Safety Program.

The SA shall contain a statement that:

- The SRO/JPO shall fulfill their duties as a sworn law enforcement officer for the State of Arizona.
- No district/charter/or site administrator shall interfere with the duties of the SRO/JPO as a sworn law enforcement officer.
- The district or charter and partnering law enforcement agency shall define a dispute resolution process.
- All entities shall accept the School Safety Program guidelines.
- The roles and responsibilities of all entities shall be accepted as established by the School Safety Program guidelines.
- The SA shall also reference the following School Safety Program guidelines:
 - SRO Recommended Qualifications and Recommended Job Description
 - JPO Recommended Qualifications and Recommended Job Description
 - The Hiring Process
 - Officer Training
 - 10 or 12 Month Position
 - Summer/Intersession Activities
 - The Appeal Procedure
 - Performance Evaluation
- The district shall pay within 30 days of receipt of the invoice from the law enforcement or juvenile probation department.
- The district shall pay late fees as established between the district and law enforcement/probation department and denoted in the SA. Late fees shall not be paid from School Safety Grant funds.
- The district, charter, or school shall provide office space that provides privacy for the SRO/JPO to conduct confidential business. The office shall include the necessary equipment for an officer to effectively perform their duties, i.e. telephone, desk, chair, filing cabinet, up-to-date computer and printer as provided in the grant.

- The administration shall provide a complete copy of the grant application and award to each officer by July 31st or as soon as the officer begins service at the site(s).
- Administrators shall send officers annually to School Safety Program required trainings and provide for all related travel expenses as provided in the grant.
- Officers, administrators, law enforcement and juvenile probation departments shall have a written document describing the general chain of command and channels of communication.
- The term of the SA and the schedule for updating and renewing the agreement shall be specified.

The SA shall be signed and dated by the Superintendent, site administrators, and law enforcement agency and/or probation department.

A more comprehensive SA contains the above items in addition to any or all of the following:

- Assignment of SRO/JPO
- Conditions of employment
- Duty hours
- Duties of SRO/JPO
- Training/briefing
- Dress code
- Supplies and equipment
- Policy/procedure for transporting students
- Operating procedures (SOP)
- Requirements for reporting crimes and threats to police as required by A.R.S. 13-2911 and 15-341
- Arrest procedures for school-related crimes and crimes committed off campus
- Procedure for handling critical incidents
- Access to education records
- Specific items to the district and law enforcement/probation department

THE HIRING PROCESS

Selecting the right officer is one of the most important aspects of making the School Safety Program successful. A minimum of a three-year assignment at the same school(s), in conjunction with the School Safety Program grant cycle, is recommended. Under no situation, can a site have more than three officers in a three-year grant cycle. The effectiveness and continuity of the officer significantly contributes to the quality of the program.

The selection process should identify officers who are best suited to the work as school resource officer or juvenile probation officer. That officer should be committed to the goals of the School Safety Grant.

Because the School Safety Program is a partnership between the school and law enforcement/probation department, involving the school administration in the selection process is necessary. After the final candidates, have been selected by the department/agency, a school administrator becomes a part of the selection. It is important that the school becomes involved because:

- The school administrator brings to the selection the needs of the school.
- The school administrator brings to the selection the type of personality that will work best in a specific school environment.
- The school administrator brings to the selection process insights into what is required to be effective in the school community.
- The correct applicant is more likely to be selected with the school's involvement.
- There is more of a buy-in from the school to successfully integrate the officer into the school community when they have been part of the selection process.
- The school administration brings to the selection process a critical understanding of the School Safety Program.

In situations when only one officer is available for the position, the school still should have the opportunity to review the candidate before the decision is made.

Candidates should meet the minimum qualifications recommended in this guidance to ensure an effective collaboration between the school, officer, and agency. Exceptions may occur. Under mitigating circumstances and with the ADE's grant manager's approval, the position may be filled through an alternative option.

Recommended Qualifications/Job Description - School Resource Officer

SROs are expected to spend most of their time on campus; approximately 80 percent of time should be on site.

Recommended Qualifications

- Desire to work with students, educators, and parents
- Willingness to teach law-related education
- Supportive of prevention strategies
- Satisfactory employment history with supporting documentation
- Demonstrated effectiveness in working with youth
- Oral and written communication skills
- Ability to effectively interact and communicate with diverse sets of individuals
- Supportive of the philosophy of the School Safety Program
- Willingness to serve on the School Safety Assessment and Prevention Team
- Willingness to attend law-related education training to implement and maintain LRE programs to meet the needs of the students
- Member of a law enforcement agency *
- AZPOST certified general instructor*

* May be different on Native American reservations, contact the Arizona Department of Education, School Safety Grant manager for additional information.

Recommended Job Description

- Establish liaison with school administrators, staff, students, and parents
- Inform students of their rights and responsibilities as lawful citizens through presentation of law-related education in the classroom
- Network with community agencies that may or do provide services to the school
- Act as a resource in the investigation of school related criminal activities
- Participate in the Parent-Teacher association as requested
- Participate in campus activities, student organizations, and athletic events when feasible and appropriate
- Provided a visible deterrence to crime while presenting a positive impression of a law enforcement officer
- Provide information when requested to students, parents, and staff in law-related situations
- 10, 11 or 12 month, full-time, 40 hour a week job assignment as specified by school's grant application
- Minimum three year assignment at the same school, in conjunction with the School Safety Program grant cycle.
- Maintain tracking system of statistical information required by supervisor and school administration

Recommended Qualifications/Job Description – Juvenile Probation Officer

Juvenile probation officers assigned to a school on a School Safety Grant shall not carry a full caseload. Officers shall handle only those intake cases that are directly related to the School Safety Program and/or student volunteers. JPO are expected to spend most of their time on campus; approximately 90 percent of time should be on site. If it is necessary to carry cases due to staffing problems, it is strongly recommended that only a minimum number be assigned.

Recommended Qualifications

- Desire to work with students, educators, and parents
- Willingness to teach law-related education
- Satisfactory employment history with supporting documentation
- Demonstrated effectiveness in working with youth
- Ability to act as a liaison with the school in the area of prevention and intervention of juvenile delinquency
- Supportive of the philosophy of the School Safety Program
- Willingness to serve on the School Safety Assessment and Prevention Team
- Willingness to attend law-related education training to implement and maintain LRE programs to meet the needs of the students
- Ability to effectively interact and communicate with diverse sets of individuals
- Possess the knowledge of court process and communicate information to students, parents, and staff as requested
- Employee of a juvenile probation department

Recommended Job Description

- Serve as a liaison between the school and supervising probation officer, providing information to the JPO as requested
- Keeps a record of student contacts for personal and supervising JPO use only
- Inform students of their rights and responsibilities as lawful citizens through presentation of law-related education in the classroom
- Provide assistance to the school administration identifying at-risk students for intervention/prevention services as needed
- Collaborate with school administrators to make decisions and bring about actions that effect the safety of individuals and the school environment
- Network with community agencies that may or do provide services to the school
- Meets with students to resolve conflicts
- Refer students to outside agencies that could provide services as needed
- Implement and maintain tracking system of statistical information required by supervisor and school administration
- Monitor compliance and non-compliance of students involved with the juvenile court system
- Participate in the Parent-Teacher Association or Organization as requested
- Participate in campus activities, student organizations, and athletic events when feasible and appropriate
- 10, 11 or 12 month, full-time, 40 hour a week job assignment as specified by school's grant

- Minimum three-year assignment at the same school in conjunction with the School Safety Program grant cycle.

When School is not in Session: Summer Break and Intersession

The School Safety Grant is awarded for a typical 10-month school year. The site administrator, officer, and police/probation department have the option of extending services for 12 months - when school is not in session. This may include intersession and summer break. Applications should reflect a 10-month salary unless the 11 or 12-month salary is specifically referenced and supported on the application. To maintain the integrity of the program, teachers and students are present on campus during intersession or summer break.

Terms of an 11 or 12-month position shall be established on the application as well as the Service Agreement.

Possible Activities

- Plan school security improvements
- Prepare law-related education lessons
- Develop collaborations with community resources, identifying services offered that could benefit students
- Conduct school safety assessments
- Work with the school safety team to review and update the school safety plan, and conduct school wide exercises to test the plan
- Plan in-service training
- Collaborate with school administration to analyze criminal incident reports and disciplinary records to identify patterns and develop strategies to address problems
- Work with community-based and youth recreational and leadership development activities that complement and reinforce the School Safety Program
- Attend training opportunities

Our SRO is a positive and productive member of our campus community. Students benefit greatly from his presence on campus. They develop positive relationships with the officer, and they know he can be trusted.

This strengthens their perception with law enforcement in general, as many of our students grow up fearing police officers rather than working with them to make our communities safer. In addition, students learn so much from our officer. Through LRE as well as through informal interactions throughout the day, students learn how their choices have consequences. They learn about law-related career options. They learn how to be responsible citizens. The list could go on and on. Students gain so much from their interactions with our officer, and I know they will be more positive and productive citizens thanks to his presence on our campus.

*Whittier Elementary School
Phoenix Elementary School District*

School Safety Assessment and Prevention Team Agenda

Purpose: Our SSAPT meets *at least quarterly* to review multiple sources of data to identify **(1)** school safety issues, **(2)** our top 3 priority focus areas (PFAs), **(3)** the target populations (cohort and/or universal) for LRE instruction, **(4)** the appropriate LRE to address the PFAs, and **(5)** the strategic visibility of the officer/others to help prevent or intervene with the PFAs. We determine how best to coordinate the efforts of the School Safety Program with other safety and prevention programs, activities, and services to help address the identified PFAs. We regularly update our Operational Plan to reflect the above.

Leader:

Date:

Recorder:

Title/Position (*Required):	Staff Present	Title/Position (*Required):	Member Present:
*Principal (or)		*Mental/Behavioral Health Expert	
*Assistant Principal		Key Staff:	
*School Safety Officer		Key Staff:	

Operational Plan/Calendar Review (note revisions/completed activities/milestones/Impact on School Climate):



What will you Learn? What will you do/change? Why? How will it impact School Climate?



1. Data Reviewed:
2. Safety Concerns Identified by Data:
3. Top 3 PFAs:
4. Cohort Groups Identified by Data:
5. Appropriate LRE to Address the Identified Safety Concerns (cohort and universal):
6. Coordinate with Campus Programs and Services:
7. Strategic Visibility – Who? Where?
8. How is the officer building positive interactive relationships with students, staff, and community ?

Review Previous Action Items:

1.
2.
3.
4.

Action Items for Next Meeting:	Person Responsible	Expected Completion Date
1.		
2.		

Notes and Reminders:

Data Story

What story does the data tell you about the climate on your campus? Does your campus have an orderly, purposeful atmosphere, which promotes the feeling of safety conducive to teaching and learning? Do staff and students feel safe, welcome, respected and able to teach and learn? Or, are there problems, and issues on the campus that create a climate of concern, frustration and possibly fear that limit the connectedness to the campus and the academic achievement that could be occurring?

As you work through the following questions, consider risk behaviors that the students engage in, youth development concerns, along with perceptions of safety on the campus by staff, students and parents.

1. What do the problems, concerns or issues appear to be on campus?

2. What led you to believe these are problems or issues on campus?

3. Your School Safety and Prevention Team (SSAPT) is expected to review data regularly to determine what the school climate issues are on your campus. What data will your team use to support your hypothesis? For example, will you gather anecdotal information or Office Discipline Referrals (ODRs), incident data from your Student Management System (SMS) or responses from campus climate surveys, etc.? It is recommended to use two or more types of data.

4. After looking at multiple sources of data, what does the data tell you?

5. Does the data support the identified problems, concerns or issues that you identified in #1, above?

If **YES**, skip to #7 below.

6. If **NO**, what is/are the new identified problem(s), concern(s) or issue(s) on campus identified by a review of multiple data sources?

7. Based on the actual, identified problems, how will you best address these issues on campus?

- **Priority Focus Area:** Of the problems identified, what are your top 3 Priority Focus Areas (PFAs)?

1.

2.

3.

- **Coordination:** What other campus or community resources, programs, services, interventions do you have available to address these PFAs? (Tier 2 & Tier 3 interventions such as check-in/check-out, mediation, and prevention/intervention support or education groups such as anger management, grief and loss support groups, wrap-around, etc.)

- **Strategic Visibility:** Describe where and when an officer will be visible to students to prevent or intervene with these PFAs

- **Target Population:** Identify the target population that will receive the LRE

- **LRE:** Identify the type of LRE instruction that will address these PFAs

8. At each SSAPT meeting, include these PFAs on your agenda and review multiple data sources to determine whether or not the problems have been appropriately addressed and what type of impact this has made on the campus.

School Safety Program Officer Weekly Activity Log

Officer: SRO JPO Week Of: Thru:

District: _____ School(s): _____

<p>Law Related Education Instruction Universal</p> <p>Classroom Instruction _____</p> <p>Staff and Community Training _____</p> <p>Planning and Preparation _____</p> <p>Total minutes: _____ Total hours: _____</p>	<p>Law Related Education Cohort Groups</p> <p>Group 1 _____ Group 2 _____</p> <p>Group 3 _____ Group 4 _____</p> <p>Group 5 _____ Group 6 _____</p> <p>Total minutes: _____ Total hours: _____</p>	<p>Time Off Campus</p> <p>Total minutes _____</p> <p>Total hours _____</p> <p>Departmental Recap</p> <p>Law Enforcement/ Juvenile Probation Activity (optional)</p> <p>Total minutes: _____</p> <p>Total hours: _____</p>
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UNIVERSAL HOURS – CLASSROOM INSTRUCTION

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

UNIVERSAL HOURS – STAFF AND COMMUNITY TRAINING

Date	# of Participants	Time Spent (mins)	Staff/Community Group	LRE Topic

UNIVERSAL HOURS – PLANNING AND PREPARATION

Date	Time Spent (mins)	Group (Classroom/Staff/Community)	LRE Topic

COHORT – GROUP 1

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 2

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 3

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 4

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 5

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

COHORT – GROUP 6

Date	# of Students	Time Spent (mins)	Teacher/Subject	LRE Topic

TIME OFF CAMPUS

Date	Time Spent (mins)	Activity	Date	Time Spent (mins)	Activity

DEPARTMENTAL RECAP

Date	Time Spent	Activity	Date	Time Spent	Activity

School Safety Program Officer Weekly Activity Log Instructions

Officers must complete a weekly activity log that tracks LRE instruction hours, teacher and subject, the topic of each LRE lesson, and the time the officer is off their assigned campus during their duty hours, regardless of the reason. Shaded categories on the Activity Log are required. Please enter the information described in each of the following steps:

Step 1: Officer Information

- Name
- SRO or JPO
- Week (beginning and end dates)
- District and School (select from the drop down boxes)

The shaded, double-lined table automatically calculates the totals in hours for each section (LRE Universal Instruction; LRE Cohort Groups; Time Off Campus; Departmental Recap Box) using the minutes you enter in Time Spent in Steps 3-7 described below. No action required.

Step 2: Universal Hours – Classroom Instruction AND Staff and Community Training

- Date
- # of Students (total number of students in the class or involved in the contact) **OR** # of Participants for Staff and Community Trainings
- Time Spent (select minutes 1-75 from the drop down box). Total time spent for the week will automatically total.
- Teacher Subject (list teacher name and the usual subject taught in that class; e.g. Mrs. Smith, Social Studies) **OR** Staff and Community Group addressed
- LRE Topic (list the LRE topic taught; e.g. Gangs, We the People, etc.)

Step 3: Planning and Preparation

- Date
- Time spent (select minutes 1-75 from the drop down box). Total time spent for the week will automatically total.
- Student, Staff, or Community Group
- LRE Topic

Step 4: Cohort – Groups 1 to 6 (complete for Cohort Groups 1-6 as applicable)

- Date
- # of students
- Time Spent (select minutes 1-75 from the drop down box). Total time spent for the week will automatically total.
- Teacher/Subject
- LRE Topic

Step 5: Time Off Campus*

- Date
- Time spent (select minutes 1-75 from the drop down box). Total time spent for the week will automatically total.
- Activity

Step 6: Departmental Recap (optional – complete according to your departmental tracking needs, e.g., departmental reports, gang incidents)

- Date
- Time spent (select minutes 1-75 from the drop down box). Total time spent for the week will automatically total.
- Activity

* *Time off campus* is any time the officer is not on school grounds during their duty hours. Off campus time shall include both school and no-school related events. Being off campus is not necessarily considered inappropriate; it is understood there will be activities that constitute an officer being away from school, e.g., briefings, picking up police car, mandatory trainings, and field trips.

SRO/JPO Performance Assessment

School Administrator - School Safety Program

This assessment is meant to assist the officer and his/her supervisor in meeting the intent of the grant and effectively carrying out their duties. It is not meant to supplant the official review process used by the officer's department or agency. It is at the discretion of the law enforcement agency to include the school's assessment in the officer's official file.

Officer: _____ School: _____ Date: _____

School Administrator: _____ Title: _____

Police/Probation Supervisor: _____ Agency/Department: _____

School Administrator	Strongly Agree	Agree	Unsure	Disagree	Strongly Disagree
1. The officer has a clear sense of his/her role as stated in the Guidance Manual.					
2. The officer understands the operational policies and procedures of the school necessary to perform effectively in the position.					
3. The officer attended or is scheduled to take a law-related education class in the current year.					
4. *The officer relates to the staff, students and parents effectively.					
5. The officer works well independently.					
6. The officer attempts to meet the requirements of the grant.					
7. The officer performs his/her duties effectively.					
8. The officer is effective with his/her classroom presentations.					
Please provide explanation to support question #4:					
Additional comments:					

School Safety Program Operational Plan Checklist*

- Required School Safety Program trainings are planned as appropriate:
 - District administrator
 - School principal
 - Agency supervisor
 - Officer

- Introduction of the officer to staff, students, and general school community is scheduled by the school administrator.

- Quarterly School Safety Assessment and Prevention Team (SSAPT) meetings are scheduled by school administrator.

- Officer performance assessments are planned by school administrator twice a year.

- The operational plan is periodically reviewed by the SSAPT.

- Agency supervisor and school administrator are scheduled to meet at least once per semester.

- School administrator is scheduled to review officer's activity logs to determine progress made toward LRE instruction and monitor time off campus.

- Collaboration between the officer and school personnel on school-wide safety and prevention is planned.

- Officer is scheduled to implement Cohort LRE instruction according to requirements and needs identified by SSAPT's review and assessment of data.

- Officer is scheduled to implement Universal LRE instruction according to requirements and needs identified by SSAPT's review and assessment of data.

*Please note this is not an exhaustive list. For all program requirements, please refer to the School Safety Program Guidance Manual.

LRE Best Practices Tool

Officer: Topic: Approximate # of students:	School Name: Class/Subject: Grade:	District Name: Teacher: Priority Focus Area (Issue):
Effective Implementation of LRE - Use of Best Practices: <ul style="list-style-type: none"> • <u>Law-Related Education</u> <ul style="list-style-type: none"> <input type="checkbox"/> Content directly related to the law (Ex: Illegal use of drugs) <input type="checkbox"/> Content in-directly related to the law (Ex: Bill of Rights) • <u>Focus on Real Life Issues & Situations</u> <ul style="list-style-type: none"> <input type="checkbox"/> Relevant to students' everyday life <input type="checkbox"/> Topic selection based on demographics <input type="checkbox"/> Derived from data (Ex: School climate surveys, discipline and crime reports) • <u>Student Centered</u> <ul style="list-style-type: none"> <input type="checkbox"/> Student led activities, such as debates, role plays and group brainstorming <input type="checkbox"/> Encourages student discussion (not Q & A), such as small groups and continuums • <u>Interactive Teaching Strategies</u> <ul style="list-style-type: none"> <input type="checkbox"/> Non-lecture (student to student interaction) <input type="checkbox"/> Hands on lessons, such as role play and small group work activities • <u>Balanced View Point/Multiple Points of View</u> <ul style="list-style-type: none"> <input type="checkbox"/> Presentation of all sides of the issue <input type="checkbox"/> Unbiased presentation • <u>Problem Solving Oriented Approach</u> <ul style="list-style-type: none"> <input type="checkbox"/> Solution reached through student discovery <input type="checkbox"/> Facilitator guides discussion to enable students to find answer • <u>Utilization of a CRP</u> <ul style="list-style-type: none"> <input type="checkbox"/> Use of community resource person (e.g. Attorney, Judge, Detective) 		
Comments:		

CHECKLIST

School Safety Program District Administrator

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
<u>General</u>		
1. I have read the School Safety Program (SSP) Guidance Manual (GM) and understand/support the requirements of the SSP.		
2. I have developed the Service Agreement between the school(s) and the police or juvenile probation department (see Section 3 of the GM). Each site has a copy of their Service Agreement.		
3. I understand that mid- and year-end reports, which capture SSP programmatic information, must be completed and submitted to the Arizona Department of Education (ADE) in a timely fashion.		
4. I understand that a completion report, which captures SSP financial information, must be submitted to ADE via the ADE Grants Management System at the end of each fiscal year.		
5. I will provide for an annual evaluation of the SSP, as required by ARS 15-154.		
<u>Trainings</u>		
1. I understand that I have an annual training requirement to meet, and I know that I register for the training at http://lawforkids.org/school-safety-program .		
2. I know what training the school principal (and the designee, if applicable) has to attend and will confirm with him/her that he/she has signed up for the appropriate training.		
3. I know what training the SRO or JPO has to attend and will confirm with him/her that that he/she has signed up for the appropriate training.		
4. I know what training the SRO or JPO supervisor has to attend and will confirm with him/her that that he/she has signed up for the appropriate training.		
5. I understand that if we (the district administrator, the site administrator, officer, and the agency supervisor) do not meet our training requirements each year, funds will be withheld for the entire district at the beginning of the following year until the training requirements have been met.		
<u>Communication</u>		
1. I communicate the SSP philosophy to all site staff.		
2. I understand that it is my responsibility to forward information received from ADE to all SSP participants as appropriate and in a timely fashion.		
3. I will develop and keep open communication with local law enforcement.		
4. I know that if I have any questions about the SSP, I can contact the ADE School Safety Team.		

CHECKLIST

School Safety Program Agency Supervisor

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
<u>General</u>		
1. I have read the School Safety Program (SSP) Guidance Manual (GM) and understand/support the requirements of the SSP.		
2. I have provided written information on the philosophy and operation of the SSP to appropriate supervisory/management personnel.		
3. I know what training I need to attend and that I register for the training at http://lawforkids.org/school-safety-program .		
4. I understand that if we (the agency supervisor, site administrator, officer, and district administrator) do not meet our training requirements each year, funds will be withheld for the entire district at the beginning of the following year until the training requirements have been met.		
<u>Work with the Officer</u>		
1. To the best of my ability, I will ensure officer continuity over the three years of the grant cycle so that students, staff, and the community are given the best opportunity to build relationships with the officer.		
2. I will work with the officer to ensure he/she is able to meet all the grant requirements.		
3. I will motivate the officer and provide positive reinforcement.		
<u>Collaborate with the Site Administrator</u>		
1. I am scheduled to meet with the site administrator at least once per semester.		
2. I will accept the officer assessment forms completed by the site administrator and will meet to discuss successes and concerns. I am aware that the an Officer Performance Assessment Tool is available on the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
3. I am working with the site administrator to ensure the officer is able to meet all grant requirements.		
<u>Documentation</u>		
1. I will help develop, review, and revise the Service Agreement.		
2. I will ensure the officer keeps an activity log that tracks the following: <ol style="list-style-type: none"> a. LRE instruction hours b. The teacher and subject or staff/community group c. The topic of each LRE lesson d. The time the officer is off campus during his/her duty hours, regardless of the reason. 		
3. I will amend or supplement evaluation forms to include performance criteria specific to the school officer's role.		

CHECKLIST

School Safety Program Site Administrator

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
<u>General</u>		
1. I have read the School Safety Program (SSP) Guidance Manual (GM) and understand/support the requirements of the SSP.		
2. I know what training I need to attend and that I register for the training at http://lawforkids.org/school-safety-program .		
3. I understand that if we (site administrator, the officer, district administrator, and agency supervisor) do not meet our training requirements each year, funds will be withheld for the entire district at the beginning of the following year until the training requirements have been met.		
<u>Work with the Officer</u>		
1. I understand that the site administrator, not the officer, is responsible for school discipline.		
2. I have reviewed the Service Agreement and school operational procedures and specifics with our officer.		
3. I have introduced the officer to staff and students and helped integrate the officer into our school community.		
4. I am monitoring the officer's activity logs to ensure progress is made toward program requirements.		
5. I have scheduled an officer performance assessment once each semester and will share that information with the officer's supervisor. I know that I can download an Officer Performance Assessment Tool for Administrators from the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
6. I am facilitating collaboration between the officer and other school personnel on school-wide safety strategies, such as staff trainings, emergency response planning, needs assessment, and prevention programming.		
<u>Collaborate with the Officer's Supervisor</u>		
1. I have established proactive and positive communication with our law enforcement or juvenile probation partners.		
2. I have scheduled to meet with the officer's supervisor at least once per semester.		
3. I am working with the officer's supervisor to ensure the officer is able to meet all the grant requirements.		
<u>Establish a School Safety Assessment & Prevention Team (SSAPT)</u>		
1. I understand that I need to establish a multi-disciplinary SSAPT that meets at least quarterly (monthly is recommended).		
2. I know that the SSAPT must consist of the following: <ol style="list-style-type: none"> a. School principal or assistant principal b. School Safety Program officer c. School prevention coordinator or school mental/behavioral health expert, or similar role d. Other members as needed. 		

CHECKLIST

School Safety Program Site Administrator

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
3. I understand that at each meeting the SSAPT should, at a minimum, accomplish the following: <ol style="list-style-type: none"> a. Review needs assessment data and the operational plan b. Make appropriate revisions to the operational plan based on the needs assessment c. Discuss completed and upcoming activities and milestones d. Identify the person(s) responsible for ensuring the activities are achieved. 		
4. I understand that the SSAPT utilizes needs assessment data to design clear and appropriate strategies and activities to support a successful SSP, to include: <ol style="list-style-type: none"> a. Use of law enforcement or juvenile probation expertise and resources, including strategic placement of the officer, for intervention and prevention of potential crime; b. Use of Law Related Education (LRE) instruction to students, staff, and the school community. 		
5. I understand that our site will be out of compliance if our SSAPT: <ol style="list-style-type: none"> a. Does not meet at least quarterly b. Does not have the required people in attendance at each meeting c. Does not discuss/document SSP-specific items at each meeting. 		
6. I know that our SSAPT can download an SSAPT Agenda Template from the SSP website: (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
7. I know that if our SSAPT needs assistance, the ADE School Safety Team will provide support.		
<u>Develop and Utilize the Operational Plan</u>		
1. I understand that it is my responsibility to lead the development and utilization of an operational plan that incorporates program requirements and illustrates our site-specific program design in a succinct and logical manner.		
2. I understand that our SSAPT should review the Operational Plan at each SSAPT meeting.		
3. I know that we can download an Operational Plan Template and an Operational Plan Checklist from the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
<u>Promote Law-Related Education (LRE)</u>		
1. I understand that I must ensure a teacher is present in the classroom with the officer at all times during the LRE instruction.		
2. I will provide time at regular staff meetings and trainings for the officer to deliver LRE instruction relevant to school-wide prevention safety related updates.		
3. I will promote the integration of LRE into the classrooms and assist the officer with gaining access to classrooms as required.		
4. I know that if the officer needs assistance with curriculum or lesson planning, he/she can contact Diana Strouth, Instruction Specialist, at the Arizona Foundation for Legal Services & Education: Diana.Strouth@azflse.org		

CHECKLIST

School Safety Program Officer (SRO/JPO)

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
General		
1. I have read the School Safety Program (SSP) Guidance Manual (GM) and understanding/support the requirements of the SSP.		
2. I understand that I may only serve the site(s) that was awarded SSP funding, and that I should only assist at a school that is not on the program if a crisis occurs.		
3. I know what training I need to attend and how to register for the training (see Section 3 of the GM).		
4. I understand that if we (the officer, the site administrator, district administrator, and the agency supervisor) do not meet our training requirements each year, funds will be withheld for the entire district at the beginning of the following year until the training requirements have been met.		
5. I understand that I am required to serve as a member of the SSAPT.		
6. I understand that our site will be out of compliance if our SSAPT does not meet the following requirements: <ul style="list-style-type: none"> a. Meets at least quarterly b. Has the required people in attendance at each meeting: <ul style="list-style-type: none"> i. School principal or assistant principal ii. School Safety Program officer iii. School prevention coordinator or school mental/behavioral health expert, or similar role iv. Other members as needed. c. Discusses/documents SSP-specific items at each meeting. 		
7. I know that our SSAPT can download an SSAPT Model Agenda template from the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
Law Enforcement (SRO) or Court Appointed (JPO) Officer: Work with the Site Administrator		
1. The site administrator and I have discussed that it is the site administrator, not the officer, who is responsible for school discipline. As such, the administrator should take the lead on school policy violations, but the administrator should call on me when a student's conduct violates a law.		
2. As a sworn law-enforcement or court-appointed officer, I will utilize my expertise and agency resources for intervention and prevention of potential crime.		
3. The site administrator has reviewed the Service Agreement and school operational procedures and specifics with me.		
4. The site administrator has introduced me to staff and students and helped integrate me into our school community.		
5. I am providing my activity logs to the site administrator on a regular basis.		
6. I understand that the site administrator will schedule an officer performance assessment once each semester and will share that information with my supervisor. I know that an Officer Performance Assessment Tool for Administrators is available on the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		

CHECKLIST
School Safety Program Officer (SRO/JPO)

<u>Responsibilities</u>	<u>Complete</u>	<u>Need to Complete</u>
7. I am collaborating with the site administrator and other school personnel on school-wide safety strategies, such as staff trainings, emergency response planning, needs assessment, and prevention programming.		
<u>Role Model</u>		
1. I set limits by being clear about what is acceptable and what is not, and I let students know the consequences of unacceptable behavior and the rewards for acceptable behavior.		
2. I am setting an example for the students and the school community by modeling how to handle stress, resolve conflicts, celebrate successes, and be a friend.		
3. I am encouraging responsibility by helping students think through options and consequences of decisions, set personal goals, and develop a plan to make the desired changes.		
4. I show respect by treating student with respect and expressing high expectations for them.		
5. I am consistent with students, staff, and parents in applying rules and regulations.		
<u>Law Related Educator</u>		
1. I understand that I am required to provide a minimum of 180 hours of LRE per year and this must include the following: <ul style="list-style-type: none"> a. At least 80 hours of classroom instruction to ongoing cohorts of students b. AT least 100 hours of universal LRE instruction <ul style="list-style-type: none"> i. 60 hours or more of universal LRE classroom instruction ii. Up to 20 hours for LRE planning and preparation iii. Up to 20 hours for LRE instruction to school staff and school community 		
2. I know that my LRE instruction must follow best practices, and I can download the LRE Best Practices Tool from the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		
3. I know that if I need assistance with curriculum or lesson planning, I can contact Diana Strouth, Instruction Specialist, at the Arizona Foundation for Legal Services & Education: Diana.Strouth@azflse.org		
4. I am keeping a weekly activity log that tracks the following: <ul style="list-style-type: none"> a. My LRE instruction hours b. The teacher and subject or staff/community group c. The topic of teach LRE lesson d. The time I am off my assigned campus during my duty hours, regardless of the reason 		
5. I understand that I can use my agency’s activity log as long as it tracks the above information, or I can download the Weekly Activity Log & Instructions template from the SSP website (Tools & Resources tab): http://www.azed.gov/shs/ssp/		

School Health & Safety
Arizona Department of Education
1535 West Jefferson Street, Bin 29
Phoenix, Arizona 85007
Phone: (602) 542-8730
Email: Davidson.Riggs@azed.gov

The Arizona Department of Education is an Equal Opportunity Employer

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Agenda Item # 5

From: Vicki Vivian, CMC, City Clerk

Subject:

Discussion and possible action regarding additional time off for the holidays in recognition of City Employee Service

Discussion:

During this holiday time of year, the City Council gives direction on how to thank Staff for their service to the City of Benson and the service they provide to the Community. In recent years, the City Council has recognized Staff's service with an additional day off at Christmas and New Year's. As normal, the essential services would still be covered. This year Christmas Day and New Year's Day fall on Sunday, which means City offices will be closed on both Mondays after the holidays. A possibility would be to approve Friday, December 23rd and Friday January 2nd, as additional time off.

Staff Recommendation:

Council pleasure

City of Benson City Council Communication



Regular Meeting

November 14, 2022

To: Mayor and Council

Agenda Item # 6

From: Megan Moreno, Finance Director

Subject:

Discussion during and/or after presentation by City staff of City Finances, with emphasis on September 30, 2022 financial results and the City's financial position on September 30, 2022. All revenues and expenses of the City may be discussed.

Discussion:

Staff will present the attached PowerPoint slideshow to summarize the results of City operations and the City's financial position on September 30, 2022. It should be noted that these results are unaudited and are subject to change based on the auditor's findings.

Staff Recommendation:

Information only



City of
Benson
Financial
Presentation

Fiscal Year 2023

Month Ended September
2022





Overview

City's financial position
at September 30, 2022

Compare FY 23 & FY 22

Figures are unaudited
and subject to change



Citywide Financial State - Revenue

September 2022

- September 2021– \$1,055,107
- September 2022– \$1,025,234
 - **Decrease** of \$29,873

Year-to-Date

- FY 2022– \$3,412,300
- FY 2023– \$3,568,724
 - **Increase** of \$156,424



Citywide Financial State - Expenses

September 2022

- September 2021– \$889,571
- September 2022– \$957,600
 - **Increase** of \$68,029

Year-to-Date

- FY 2022– \$2,545,868
- FY 2023– \$2,685,919
 - **Increase** of \$140,051



Citywide Financial State – Net Position

September 2022

- September 2021– \$165,536
- September 2022– \$67,633
 - **Decrease** of \$97,903

Year-to-Date

- FY 2022– \$866,432
- FY 2023– \$882,805
 - **Increase** of \$16,373



Questions

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: November 14, 2022
TO: Mayor and Council
CC: Vicki Vivian, City Manager
FROM: Megan Moreno, Finance Director
SUBJECT: September 2022 Financial Report

I am pleased to present you the September Financial/Budget Report. The purpose of this report is to give the Mayor and Council a summary of revenues and expenditures to date and to report if there are any financial concerns at this point in the fiscal year.

The tables at the end of this report will show a comparison of the current year to the prior year. Additionally, the table will compare our unaudited FY23 actuals to FY23 budget amounts.

As of September, 25% of the fiscal year has elapsed.

Major Revenue Categories

Local Sales Tax – We are continuing to see a decline in our City Sales Tax. Collections thru September are down by \$179K compared to last September. Bed taxes collections thru September increased by \$1.6k over last September.

State Shared Revenues – These revenues include the City’s portion of the State Urban Revenue Sharing (Income Tax), Auto Lieu (Vehicle) License Tax, and State-Shared Sales Tax. The City saw an increase in State Shared Sales Tax of \$17.7k compared to FY22. State Urban Revenue Sharing increased by \$88k and Auto Lieu Tax increased by \$4.3k over FY22.

Citywide Revenue and Expenditures

Citywide revenues thru September were approximately \$3.57 million, up from \$3.4 million for FY22. City-wide expenditures thru September were \$2.69 million compared to \$2.55 million for FY22. Something to note is the increase we have seen in interest income. Rates on the LGIP Investment Pool have increased this fiscal year and we are seeing better returns than we have in a while.

Net Position

The Citywide net position was \$68K for September and \$883K for the fiscal year.

GENERAL FUND REVENUE CHART

General Fund Revenue - thru September 30, 2022						
Account Code	Account Name	FY 22	FY 23	FY 23 Budget	Remaining	% of Budget
10-301-10	GENERAL PROPERTY TAX	\$ 6,461	\$ 5,145	\$ 372,517	\$ 367,372	1%
10-301-15	CITY SALES TAX	\$ 745,482	\$ 566,395	\$ 5,914,360	\$ 5,347,965	10%
10-301-17	BED TAX COLLECTED	\$ 12,760	\$ 14,445	\$ 101,292	\$ 86,847	14%
10-301-20	STATE SALES TAX	\$ 142,864	\$ 160,546	\$ 766,488	\$ 605,942	21%
10-301-25	FRANCHISE TAX	\$ 18,669	\$ 47,954	\$ 226,502	\$ 178,548	21%
10-301-30	AUTO LIEU TAX	\$ 64,047	\$ 68,409	\$ 354,901	\$ 286,492	19%
10-301-35	BUSINESS LICENSE	\$ 2,620	\$ 2,075	\$ 18,835	\$ 16,760	11%
10-301-45	STATE REVENUE SHARING	\$ 164,973	\$ 253,963	\$ 1,033,562	\$ 779,599	25%
10-301-50	INTEREST INCOME	\$ 252	\$ 41,464	\$ 2,500	\$ (38,964)	1659%
10-301-55	COPIES AND NOTARY FEES	\$ 2	\$ 23	\$ 30	\$ 7	77%
10-301-65	MISCELLANEOUS	\$ 4,555	\$ 339	\$ 40,000	\$ 39,661	1%
10-301-67	ROYALTIES REVENUE	\$ -	\$ -	\$ 2,000	\$ 2,000	0%
10-301-70	SALE OF FIXED ASSETS	\$ -	\$ 7,623	\$ 15,000	\$ 7,377	51%
10-301-71	PROPERTY RENTALS	\$ 1,680	\$ 1,810	\$ 5,000	\$ 3,190	36%
10-301-80	EMPLOYEE COUNCIL VENDING MACHI	\$ 340	\$ 174	\$ 500	\$ 326	35%
10-303-10	PLANNING & ZONING FEES	\$ 1,080	\$ 50	\$ 7,500	\$ 7,450	1%
10-303-15	BUILDING PERMITS & FEES	\$ 42,222	\$ 45,092	\$ 500,000	\$ 454,908	9%
10-303-16	BUILDING PLAN REVIEW FEES	\$ 19,415	\$ 10,520	\$ 200,000	\$ 189,480	5%
10-303-17	PUBLIC WORKS REVIEW FEES	\$ -	\$ -	\$ 50,000	\$ 50,000	0%
10-305-11	POLICE IMPOUND	\$ 150	\$ 1,565	\$ 1,000	\$ (565)	157%
10-305-12	30 DAY IMPOUND	\$ -	\$ 320	\$ -	\$ (320)	#DIV/0!
10-305-20	REPORT INCOME	\$ 342	\$ 495	\$ 1,000	\$ 505	50%
10-305-21	FINGERPRINT REVENUE	\$ 20	\$ 105	\$ 500	\$ 395	21%
10-305-30	DOG LICENSES/SHELTER FEES	\$ 815	\$ 185	\$ 4,000	\$ 3,815	5%
10-305-31	PROJECT DONATIONS AC	\$ 365	\$ -	\$ 5,000	\$ 5,000	0%
10-305-32	ANIMAL MEDICAL DONATIONS	\$ 1,705	\$ 600	\$ 5,500	\$ 4,900	11%
10-305-39	STONEGARDEN GRANT	\$ -	\$ -	\$ 20,000	\$ 20,000	0%
10-305-42	GOHS GRANT FOR OT	\$ -	\$ -	\$ 15,000	\$ 15,000	0%
10-305-43	DPS DRUG TASK FORCE -OT	\$ -	\$ -	\$ 2,000	\$ 2,000	0%
10-305-50	RICO SEIZURE REVENUE	\$ -	\$ -	\$ 106,000	\$ 106,000	0%
10-305-76	SMART AND SAFE AZ FUND - PD	\$ -	\$ -	\$ 17,000	\$ 17,000	0%
10-305-80	OFFICER SAFETY EQUIPMENT	\$ 46	\$ 26	\$ 500	\$ 474	5%
10-305-95	OTHER INCOME	\$ 3,401	\$ 424	\$ 5,000	\$ 4,576	8%
10-306-10	FIREMEN'S REVENUE	\$ -	\$ -	\$ 50,000	\$ 50,000	0%
10-306-25	SMART AND SAFE AZ FUND - FIRE	\$ -	\$ -	\$ 1,500	\$ 1,500	0%
10-307-10	CITATIONS FROM BENSON PD	\$ -	\$ -	\$ 500	\$ 500	0%
10-309-10	LIBRARY FINES	\$ 804	\$ 1,050	\$ 5,500	\$ 4,450	19%
10-310-10	POOL FEES	\$ 345	\$ 817	\$ 4,200	\$ 3,383	19%
10-310-20	SUMMER PROGRAM FEES	\$ 310	\$ -	\$ 4,200	\$ 4,200	0%
10-310-25	PARK USER FEES	\$ 1,139	\$ 934	\$ 5,700	\$ 4,766	16%
10-310-60	JULY 4 REVENUES/DONATIONS	\$ 75	\$ 110	\$ 7,000	\$ 6,890	2%
10-310-65	TOURISM SALES	\$ 760	\$ 543	\$ 2,300	\$ 1,757	24%
10-310-95	OTHER EVENTS	\$ 5	\$ -	\$ 100	\$ 100	0%
10-312-10	CITY CEMETERY	\$ 910	\$ 1,650	\$ 2,000	\$ 350	83%
10-314-80	HISTORICAL PRESERV DONATIONS	\$ -	\$ -	\$ 200	\$ 200	0%
10-317-46	BINGO REVENUE	\$ 243	\$ 314	\$ 800	\$ 486	39%
10-399-30	ARPA AMERICAN RESCUE PLAN ACT	\$ 0	\$ -	\$ 814,912	\$ 814,912	0%
10-399-60	SALE OF PROPERTY	\$ -	\$ -	\$ 200,000	\$ 200,000	0%
10-399-99	CARRYFORWARD BALANCE	\$ -	\$ -	\$ 824,723	\$ 824,723	0%
		\$1,238,857	\$ 1,235,215	\$ 11,717,122	\$10,481,907	11%

GENERAL FUND EXPENDITURES CHART

General Fund Expenditures - thru September 30, 2022					
Department	FY 22	FY 23	FY22 Budget	Remaining	% of Budget
Total Administration	233,540	125,823	560,893	435,070	22%
Total Council	21,642	25,651	63,840	38,189	40%
Total Building	37,648	46,572	322,309	275,737	14%
Total Police	573,024	675,008	2,989,457	2,314,449	23%
Total Fire Department	76,739	89,146	586,252	497,106	15%
Total Magistrate	10,977	8,333	37,532	29,199	22%
Total Library	70,002	76,548	324,058	247,510	24%
Total Parks	69,283	83,568	390,913	307,345	21%
Total Finance	62,788	124,577	321,327	196,750	39%
Total Recreation	62,662	47,006	260,876	213,870	18%
Total Community Enrichment	33,272	24,201	86,800	62,599	28%
Total Tourism	57,733	58,893	228,398	169,505	26%
Total City Attorney	43,319	47,622	269,891	222,269	18%
Total City Clerk	36,424	47,936	172,975	125,039	28%
Total Planning & Zoning	28,863	27,206	237,150	209,944	11%
Total Public Works	11,524	16,880	212,099	195,219	8%
Total Misc Expenses	-	-	4,652,352	4,652,352	0%
	1,429,439	1,524,971	11,717,122	10,192,151	13%

CITY-WIDE REVENUE CHART

City-wide REVENUE September 1 - September 30, 2022							
Fund Name	Sept FY22	FY22 YTD	Sept FY23	FY23 YTD	FY23 Budget	Remaining	% of Budget
General Fund	\$ 618,071	\$ 1,238,857	\$ 528,127	\$ 1,235,215	\$ 10,255,903	\$ 9,020,688	12%
Transit	\$ 13,957	\$ 43,656	\$ 780	\$ 57,425	\$ 323,188	\$ 265,763	18%
Capital Projects	\$ 9,205	\$ 33,956	\$ 35,260	\$ 161,966	\$ 3,336,115	\$ 3,174,149	5%
Streets (HURF)	\$ 39,747	\$ 78,853	\$ 37,503	\$ 77,376	\$ 808,561	\$ 731,185	10%
Grants	\$ -	\$ 814,912	\$ -	\$ 819,726	\$ 4,314,250	\$ 3,494,524	19%
Gas Fund	\$ 67,177	\$ 190,107	\$ 83,017	\$ 245,991	\$ 1,577,345	\$ 1,331,354	16%
Water Fund	\$ 91,303	\$ 337,348	\$ 108,228	\$ 363,510	\$ 1,192,744	\$ 829,234	30%
Wastewater Fund	\$ 105,416	\$ 351,471	\$ 122,443	\$ 366,869	\$ 1,798,915	\$ 1,432,046	20%
Sanitation	\$ 41,310	\$ 144,139	\$ 53,670	\$ 160,568	\$ 670,000	\$ 509,432	24%
Golf Course	\$ 68,168	\$ 178,198	\$ 33,241	\$ 40,954	\$ 1,562,422	\$ 1,521,468	3%
Airport	\$ 753	\$ 803	\$ 22,965	\$ 39,125	\$ 411,401	\$ 372,276	10%
	\$ 1,055,107	\$ 3,412,300	\$ 1,025,234	\$ 3,568,724	\$ 26,250,844	\$ 22,682,120	14%

CITY-WIDE EXPENSES CHART

City-wide EXPENSES September 1 - September 30, 2022							
Fund Name	Sept FY22	FY22 YTD	Sept FY23	FY23 YTD	FY23 Budget	Remaining	% of Budget
General Fund	\$ 508,566	\$ 1,429,439	\$ 413,674	\$ 1,524,971	\$ 10,888,211	\$ 9,363,240	14%
Transit	\$ 17,411	\$ 54,196	\$ 38,775	\$ 97,363	\$ 323,188	\$ 225,825	30%
Capital Projects	\$ 16,900	\$ 30,542	\$ 98,745	\$ 122,755	\$ 3,336,115	\$ 3,213,360	4%
Streets (HURF)	\$ 28,226	\$ 77,595	\$ 31,329	\$ 75,713	\$ 808,561	\$ 732,848	9%
Grants	\$ -	\$ 17,976	\$ -	\$ 5,999	\$ 4,314,250	\$ 4,308,251	0%
Gas Fund	\$ 40,737	\$ 180,079	\$ 68,224	\$ 206,035	\$ 1,577,345	\$ 1,371,310	13%
Water Fund	\$ 61,918	\$ 171,174	\$ 68,064	\$ 175,213	\$ 1,192,744	\$ 1,017,531	15%
Wastewater Fund	\$ 55,143	\$ 173,825	\$ 70,828	\$ 187,528	\$ 1,772,915	\$ 1,585,387	11%
Sanitation	\$ 54,168	\$ 110,690	\$ 62,815	\$ 122,223	\$ 670,000	\$ 547,777	18%
Golf Course	\$ 94,607	\$ 266,541	\$ 93,222	\$ 135,379	\$ 1,562,422	\$ 1,427,043	9%
Airport	\$ 11,893	\$ 33,812	\$ 11,925	\$ 32,740	\$ 411,401	\$ 378,661	8%
	\$ 889,571	\$ 2,545,868	\$ 957,600	\$ 2,685,919	\$ 26,857,152	\$ 24,171,232	10%

CITY-WIDE NET POSITION CHART

	City-wide Net Position			
	Sept FY22	FY22 YTD	Sept FY23	FY23 YTD
Revenue	\$ 1,055,107	\$ 3,412,300	\$ 1,025,234	\$ 3,568,724
Expenses	\$ 889,571	\$ 2,545,868	\$ 957,600	\$ 2,685,919
Net Position	\$ 165,536	\$ 866,432	\$ 67,633	\$ 882,805

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: **October 31, 2022**
TO: **Mayor and Council**
FROM: **Abbie King**
SUBJECT: **Development Services**

Total number of permits issued **OCTOBER 2022:** 26 as of 10/31/2022 with a construction value of \$2,821,929.00

 Residential Total: 8
 Total New Residential Dwelling Units: 8
 SFR:8
 Multi-Family DU: 0
 Manufactured Homes: 0
 Commercial Total : 0
 New Commercial Structures : 0
 Infrastructure Total : 0

Number of Permits Under Review: 21

Total Inspection Stops Performed **October 31, 2022:** 184 as of 10/28/2022

 Construction Inspections: 167
 Courtesy Fire (includes inspections and re-inspections): 14
 Courtesy Gas (includes inspections and re-inspections): 1
 Courtesy New Business (includes inspections and re-inspections): 0
 Violation/Complaint Inspections (includes inspections and re-inspections): 2

Total number of permits issued **YEAR TO DATE:** 275 as of 10/31/2022 with a construction value of \$29,152,027.00

 Residential Total: 222
 Total New Residential Dwelling Units: 98
 SFR: 79
 Multi-Family DU: 10 dwellings in 3 structures
 Manufactured Homes: 7

 Commercial Total: 26
 New Commercial Structures: 2
 Demolition: 1 (Wild Dogs)

Infrastructure Permits: 6

Total Inspection Stops Performed **YEAR TO DATE**: 1,437 as of 10/31/2022

Construction Inspections: 1,118

Courtesy Fire (includes inspections and re-inspections): 252

Courtesy Gas (includes inspections and re-inspections): 15

Courtesy New Business (includes inspections and re-inspections): 2

Violation/Complaint Inspections (includes inspections and re-inspections): 50

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: November 7, 2022
TO: Vicki Vivian, City Manager
FROM: Megan Moreno, Finance Director
CC: Benson City Council Members
SUBJECT: Finance Department Monthly Report for October 2022

Past and Current Department Projects:

- FY20-21 audit fieldwork is completed. We are on track to issue results before December 31st. Fieldwork for the FY22 audit is tentatively scheduled for the end of January to ensure we can issue our audited financial statements by the required March 31st deadline.
- Pay by Text is now live. Flyers have been put on Facebook, emailed out to Utility customers, and put inside paper bills sent out on Friday.
- Real-time payment processing is now live and has been working great this past week.

Upcoming:

- Future project to streamline Accounts Payable process. Work on the possible implementation of Purchase Orders within the Caselle database.
- Future project to implement the Caselle Service Orders and Maintenance Orders.
- Consideration of implementing online forms for utility applications that allow the customer to apply for new services and pay online.

Finance Department Statistics for August 2022:

➤ Utility payments processed	2,727
➤ Other payments processed	281
➤ Accounts Payable checks issued	119
➤ New Business License Applications taken	7
➤ Customers enroll on Xpress Bill Pay*	47
➤ Customers signed up for Paperless Billing*	17

**I recently found that the report we ran for total customers enrolled on Xpress Bill Pay and signed up for Online Statements, includes customers that no longer have services with us. This is not a helpful report. Until I can contact Xpress Bill Pay to find a better report, I will present monthly sign-ups instead.*

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: 11/7/2022
TO: Vicki Vivian, City Manager
FROM: Keith Spangler, Fire Chief
SUBJECT: October 2022 Department Head Report

Operations

During October, Benson Fire Department received 104 calls for service. The average number of Firefighters responding to the calls for the month was 02. The lowest number was 01, and the highest number was 06. The average response time from page to on-scene was 15 minutes. The average time from page to en-route was 08 minutes, and the average time from en-route to on-scene was 07 minutes. The average time on scene was 34 minutes. The breakdown of calls is listed below.

<u>Type</u>	<u>Number</u>
Structure Fire	1
Vehicle Fire	1
Brush Fire	1
EMS	16
Rescue	1
Haz-Mat	1
Service Calls	3
Good Intent Calls	80
False Alarms	0
Miscellaneous Calls	0

Benson Fire Department received Mutual Aid for two separate accidents and provided mutual aid to both departments for structure fires.

Meetings and Trainings

Benson Fire Department held two Training Meetings.

Vehicle Maintenance

Eng. 711 is in for annual maintenance and pump test.

Miscellaneous

Benson Fire Participated in the Butterfield Day Parade. The Fire Department helped with the Bon Fire for Homecoming Week at the High School.

Manager's Report

For the period ending: October 2022
Name of Facility: San Pedro
Name of GM: David Nikitas

I. General Summary:

Monthly Revenue by Department:

1. F&B revenue was behind budgeted plan by \$406 or (2%)
2. Retail sales revenue was behind budgeted plan by \$465 or (32%)
3. Course Services revenue was ahead of budgeted plan by \$3,226 or 21%
4. Membership Revenue was ahead of budgeted plan by \$8,291 or 105%
5. Total Revenue was ahead of budgeted plan by \$11,426 or 23%

Fiscal Yearly Revenue by Department:

1. F&B revenue was behind budgeted plan by \$17,424 or (15%)
2. Retail sales revenue was behind budgeted plan by \$2,663 or (34%)
3. Course Services revenue was behind budgeted plan by \$3,095 or (4%)
4. Membership Revenue was behind budgeted plan by \$1,734 or (7%)
5. Total Revenue behind budgeted plan by \$26,268 or (11%)

Monthly Rounds

Category	Actual	Budget	var	Prior Yr.	var
Regular	282	324	-42	109	173
Group	0	15	-15	0	0
Cardholder	111	222	-111	37	74
Special/Promo	5	43	-38	0	5
Twilight/9Hole	119	111	8	0	119
Senior	0	9	-9	0	0
Miscellaneous	103	0	103	65	38
Member	163	202	-39	40	123
TOTAL	783	926	-143	251	532

Golf

We were all set to reopen from overseed on 10/10 but mother nature had other plans. We took over an inch and a half of rain overnight on the 9th and were forced to remain closed 1 additional day. Once open, golfers were excited to see the course and were pleased with the results. The overseed went very well. It took a little time to get all our regulars back out, being that we were path only for a couple weeks after reopening. The numbers look good for being open only 2/3 of the month. The new pass program was introduced and is doing quite well. Here are the numbers sold of each to date:

RIVER CARD – 14
6 MONTH PASS – 6
ANNUAL PASS – 3

A total of 23 passes sold for the month, totaling \$17,017 (Pre-tax)

Food & Beverage

1. Welcomed 3 new employees to the team, Aliya King (Server/Refreshment Car), Debra Thostenson (Server), and Joshua Shockley (Line Cook)
2. Hosted the Medicare briefing 3 times in the month
3. Hosted the Neptune briefing 3 times in the month
4. Hosted the SSVEC Community Leaders Luncheon on 10/6
5. Hosted a Halloween/Costume Contest event on 10/28
6. Hosted the silent auction for the Bobcat Booster Club on 10/29

Maintenance

1. Remained closed for overseed through 10/9
2. Remained path only until 10/21 at which time we went to 90 degree
3. Dropping the height of the fairways down slowly each week
4. Aerified 12 & 16 greens, also seeded 12 green
5. Continued to seed & mulch thin areas on tees & fairways from overseed
6. Sprayed all greens & tees with iron, micro and macro nutrients

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: November 7, 2022
TO: Vicki Vivian, City Manager/City Clerk
FROM: Margaret Dirks, HR Coordinator
SUBJECT: October Monthly Report

Employee Relations:

- Prepared and called applicants for interviews
- Helping and working on getting Employee Set up with Retirement 401(a)
- Faxing Insurance company Information for Employees
- Enrolling employees in Insurance

Employment

- Did two payrolls for the month.
- Did New Hire paperwork for two new employees
- We had three employees resign getting paperwork and jobs listed.
- Zoom meeting with Indeed advertising Company.
- Worked on Insurance Reconciliation
- Did the Salary and Benefit Survey

Goals:

- Interview and fill Internal Posting positions
- Update job postings as needed.
- Do spreadsheets on Salary Rate Plan
- Get prepared for Annual OSHA Report

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: October 31, 2022
TO: Vicki Vivian - City Manager
Cc:
FROM: Kelli Jeter – Library Branch Manager
SUBJECT: End of the month report – October - 2022

October 5th – Storytime begins. This is for 3–5-year-olds and their parents/guardians. Crafts and stories are read to the children. Lots of fun!

October 19 - Arizona at Work put on a Resume/job search class at the library. This helps patrons with their resumes and safe websites to look for a job.

I was able to participate in two webinars, on October 19th – Why kids should pick their own books (and how to explain this to parents) and on October 26th - Using Graveyard Genealogy for Frightfully Good Results. Both of these are sponsored by Arizona State Library.

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: November 2, 2022

TO: City Manager Vicki Vivian

FROM: Chief of Police Gregory A. Volker

CC:

SUBJECT: Benson Police Department – October 2022 monthly report

The month of October 2022 was a steady month for calls for service that usually stemmed from criminal mischief from indigent homeless individuals. 911 calls for service were average for most months in Benson with 328, although 911 calls did increase to 259. Non-Emergency calls increased during the month of October from 2,268 to 2,486. Our dispatchers continue to field emergency calls that are made to our non-emergency phone line. There was a total of 24 incidents within the city limits that required a report, compared to 20 for September 2022. Included in the crimes were assault, domestic violence assault, property damage, theft, shoplifting, and sexual assault. Accident reports and hit-and-runs totaled 10 of the 24 reported incidents. As we move into the cooler months of the year and the influx of “snowbirds” residing in Benson increases, accident reports will continue to rise. Three of the accident reports occurred along SR 90 that resulted from vehicles fleeing Border Patrol and becoming involved in accidents.

On Saturday, October 8, 2022, the Benson Police Department sponsored a DUI prevention detail with representatives from the Arizona Department of Public Safety, Cochise County Sheriff’s Office, Sierra Vista Police Department, and Willcox Police Department assisting. A total of 66 vehicles were stopped during the event, resulting in 11 citations issued, 1 misdemeanor DUI charge, and 1 Felony DUI charge. The felony DUI driver was operating the motor vehicle with alcohol content two times over the legal limit while having 3 children in the vehicle. With fatality accidents continuing to rise and alcohol being the number one contributing factor to the accidents, we will continue to work on traffic details to stop DUI drivers.

The Benson School District applied for and received a School Resource Officer Grant from the Arizona Department of Education, School Safety Program. Superintendent Micah Mortensen and I are working toward the hiring of a School Resource Officer (SRO), funded by this grant, who will become a member of the Benson Police Department with a full-time dedication to the Benson Unified School District. School Resource Officers’ roles have changed since their initial placement in schools. SROs are now more educationally driven, establishing positive relationships with students and school staff rather than mere enforcement arms of the school district. We are looking forward to a long-term relationship with the School Resource officer Program at the Benson Unified School District.

We continue to assist DPS and the Border Patrol in their efforts to reduce the transportation of undocumented aliens through State Routes 90 and 80. Our relationship with these two agencies continues to improve, and I appreciate their effort within our jurisdiction. Border Patrol Area Officer in Charge Alex Blaze and I have established a solid relationship, which has enhanced our partnership in working toward stopping illegal human trafficking through Benson.

The Arizona Department of Emergency and Military Affairs (DEMA) has offered a grant opportunity to assist the southeastern border cities in the reduction of human trafficking. The Benson Police Department will be applying for grant funding to assist us in this endeavor.

On October 15, the Benson Police Department had an internal award ceremony, where Officer Thomas Edsall received two awards, 1 for Statistical Officer of the Year and another for a peer-voted Officer of the year. Communications Specialist McKayla Williams received an award for dispatcher of the year, while Audrey Traywick received the award for Civilian Employee of the Year. I am very proud of the Benson Police Department staff. We will continue to have these yearly internal award ceremonies, celebrating each of our department member's contributions to the safety and security of our city.

The Benson Police Department is still accepting applications for Police Officers, Dispatch/Communications Specialists, and Senior Animal Control Officers. Applications for these positions have been increasing, and I am hopeful that successful candidates will be available soon.

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: October 28, 2022
TO: MAYOR AND CITY COUNCIL
FROM: Ann P. Roberts, City Prosecutor
CC: Vicki Vivian, City Manager
SUBJECT: Prosecutorial Statistics for October 2022

Statistics for prosecutorial activity in the Benson Magistrate/Justice of the Peace, Precinct No. III:

TRIALS:

City Ordinance	00
Criminal Traffic Trials:	00
Commercial Vehicle Traffic Trials:	00
General Crime Trials:	01
Drug-Related Trials:	00
Domestic Violence Trials:	02
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	<u>00</u>
Total Trials	03

PRETRIAL CONFERENCES:

City Ordinance	01
Criminal Traffic Pretrial Conference Hearings:	30
Commercial Motor Vehicle Violations	31
General Crime Pretrial Conference Hearings:	26
Drug-Related Pretrial Conference Hearings:	01
Domestic Violence Pretrial Conference Hearings:	12
D.U.I. Pretrial Conference Hearings:	08
Contracting without a License	00
Animal Control/Game and Fish Pretrial Conference Hearings:	<u>00</u>
Total Pretrials	109

HEARINGS:

Restitution/OSC and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture/Bail Review Hearings:	00
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing/Extradition Hearing	00
Vicious Dog Hearing	01
Planning and Zoning Violations/Health Code Hearings	<u>00</u>
Total Hearings	01

PROSECUTORIAL TIME SPENT IN COURT 15.00 HRS
PROSECUTORIAL TIME SPENT OUTSIDE OF COURT* 78.00 HRS

*TIME SPENT DEALING WITH THE DEFENSE COUNCIL, VICTIMS, DEFENDANTS, AND ON OTHER MATTERS SUCH AS ISSUING WARRANTS, CASE PREPARATION, LEGAL RESEARCH, AND REVIEW OF PENDING CRIMINAL CHARGES.

CITY OF BENSON

INTEROFFICE MEMORANDUM

DATE: November 1, 2022

TO: Vicki Vivian, City Manager / City Clerk

FROM: Bradley J. Hamilton, P.E., Public Works Director

SUBJECT: Department Report for Public Works

1. Gas Department.

- Performed regular maintenance and compliance matters on the gas system as required by the Arizona Corporation Commission and PHMSA.
- Check chart boxes weekly and perform monthly calibrations on gas detection equipment.
- Perform meter inspections and perform maintenance as needed.
- Meter readers are performing upgrades to gas meters.
- Preparing for Annual ACC Gas Audit for the week of November 28, 2022

2. Water Department.

- Continued daily monitoring and maintenance on wells/tank sites, including painting and meter/valve maintenance.
- Meter readers are performing upgrades to water meters.
- General maintenance and repairs on meters and hydrants.
- Monthly water sampling of the water quality as required by the Arizona Department of Environmental Quality.
- Conducts maintenance of the City swimming pool.
- Installing new water services for incoming construction at the Bluffs and Hickory.

3. Wastewater Department.

- Continued maintenance and repair at the treatment plant.
- Staff continues the "vault and hauls" activity at the Whetstone Ranch Water Reclamation Facility.
- Daily and monthly monitoring of samples as required by ADEQ permits. Monthly submittal of reports to the Arizona Department of Environmental Quality.
- Wastewater Department continues the scheduled sewer main and manhole maintenance, including spraying for roaches and cleaning.

4. Streets Department:

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming, and curbing.

5. Parks Department:

Parks Department continues maintenance of fields, parks, and landscaping along 4th Street and the area around the overpass of Highway 80.
Parks are preparing for the Fall sports events at the parks.

6. Airport:

Fuel tanks have been installed and are in working order. October sales: 79 – sale total \$17,269.62 - unit total 2837.700
Average 35-40 aircraft a day.
All hangers are 100% occupied.
Airport Operations is Dave Thompson (503) 519-1101 if you have any questions or would like a tour of the Airport.

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: November 2, 2022

TO: Vicki Vivian, City Manager

FROM: Dorthey Moncada, Senior Recreation Leader

SUBJECT: Department Report

Met with Samantha from the Red Cross and scheduled the blood drives through December 2022. The next blood Drive is Dec. 15, 2022

Bingo.

Collect fees for Park, Community Center, and Ramadas.

Meet and greet public members either by phone or in person as they contact the Recreation Department with inquiries or for services.

Perform monthly maintenance inspections.

Perform weekly eyewash station inspections and chemical checks for the pool twice weekly.

Do records destruction as needed.

Maintain and update Community Center and Pool SDS Sheets.

Maintain recreation calendar.

Did three special permits - Pantry Craft Fair Saturday, Nov. 12, 2022 – all-day Apache Park, Christmas off Main, Saturday, Dec 3, 2022, all day Apache Park, Benson Clean and Beautiful, Saturday, March 18, 2022, Lions Park, Ramada 1, 2, 3, 4, Field and SB field 6 am – 2 pm.

Weekly Sweep, mop, and sanitize the community room, bathrooms, kitchen, and office area.

Wipe and sanitize the tables, chairs, and counters after every use.

Maintaining the Pool

Working on the Light Parade and Tree Lighting, Theme is The Magic of Christmas, sent out parade applications, requested prizes from SSVEC, booked Santa, requested 1st graders to write Santa letters, and booked announcer Micah Mortensen.

Center Rental

15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
97	90	98	133	119	75	111	24

Center Income

15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
\$4,360.00	\$3,945.00	3,720.00	\$4,090.00	3,595.00	\$2,610.00	\$ 3,415.00	1135.00

Park Reservation

15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
348	224	258	435	223	407	441	315

Park Income

15/16	16/17	17/18	18/19	19/20	20/21	21/22	22/23
\$6,362.50	\$3,755.00	\$2,600.00	\$3,370.00	1700	\$1,840.00	\$2,730.00	875.00

CITY OF BENSON INTEROFFICE MEMORANDUM

DATE: November 1, 2022
TO: Vicki Vivian, City Manager
FROM: Bob Nilson, Tourism Supervisor
SUBJECT: Tourism Report for October 2022

- Our Visitor count in October 2022 was 369. Our Visitor count in October 2021 was 319, up by 53 from last year.
- We gave out 55 Benson Train Operator Certificates for the month of October
- We are still waiting for our HVAC system to be replaced. Hopefully, they will get it replaced before the weather gets too cold.
- The composite decking material has been delivered to the City Yard on Madison Street. I will see about getting the 20-foot boards cut to the appropriate sizes sometime next week.
- We will be hosting John Greene, an Irish travel writer sent by the Arizona Office of Tourism. We will send him on a tour of the Mescal Movie set as well as a Kartchner Caverns tour.
- Our LED board is still not working. I talked to Mike of High Desert Signs in Sierra Vista on Wednesday the 26th. He made an appointment for Monday, October 31st, and for the fourth time, he did not show up. I guess I will call Daktronics myself and see what they would charge to diagnose the problem.
- Our new computer equipment came in two weeks ago, and we are still waiting for Billy to come in and install it. Kathy's old computer is so slow that sometimes she has to go home and upload FACEBOOK additions there.
- We are still implementing our AOT Rural COOP advertising for FY2022/2023.
- We have been awarded \$73,000 for our VAI grant. We were told we might get the check sometime in December 2022.
- Jeff Rossi of Rail Fan AZ has started a "go fund me" for a Rail Cam for the Benson Visitor Center. The equipment is about \$2,500. He told us last week that we only need another \$ 850 to complete our go fund me account.

- We met with Tom Moulton of the Arizona Attractions Alliance on Thursday, 10/20/2022, and the Benson Visitor Center has been added to the list of attractions to visit. The attractions list is distributed throughout the state by Certified Folder. (See Below)



27. Tucson Improv Movement

We perform live improv comedy shows on a weekly basis and teach improv comedy classes on Historic Fourth Avenue! Come laugh with us and join the movement!

tucsonimprov.com · 520-314-7299



28. Tucson Museum of Art & Historic Block

The Tucson Museum of Art and Historic Block has permanent and feature exhibitions focusing on Modern and Contemporary, Native American, American West, Latin American, pre-Columbian, European and Asian art.

tucsonmuseumofart.org · 520-624-2333



29. University of Arizona Museum of Art

The UJAMA has a year-round schedule of exhibitions, programming, and events designed to engage diverse audiences, and champion art as essential to our lives.

artmuseum.arizona.edu · 520-621-7567



35. Benson Visitor Center

Come try the new free train simulator at the Benson Visitor Center. Our Replica AAR Control Stand actually operates our "G" Scale train around 96 feet of track around the inside of our Visitor Center.

bensonvisitorcenter.com · 520-586-4293



36. Bisbee Mining & Historical Museum

Discover history and explore Bisbee's past today! The copper mining heritage of Bisbee, a town with a history worthy of national landmark status, is captured in this one-of-a-kind museum. A Smithsonian Affiliate.

bisbeemuseum.org · 520-432-7071



37. Boothill Graveyard

Because of our wild and wooly boomtown days, the cemetery became known as Boothill Graveyard. Come see where the earliest pioneers of Tombstone have been laid to rest.

discovertombstone.com · 520-457-2540



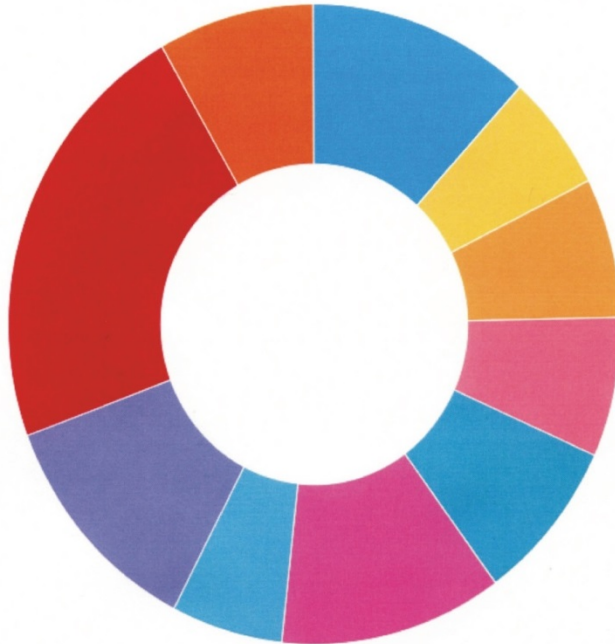
Visitor Center Travel Planner Report for October 2022

Benson, AZ

Top 10 Request Locations

October 1st through October 31

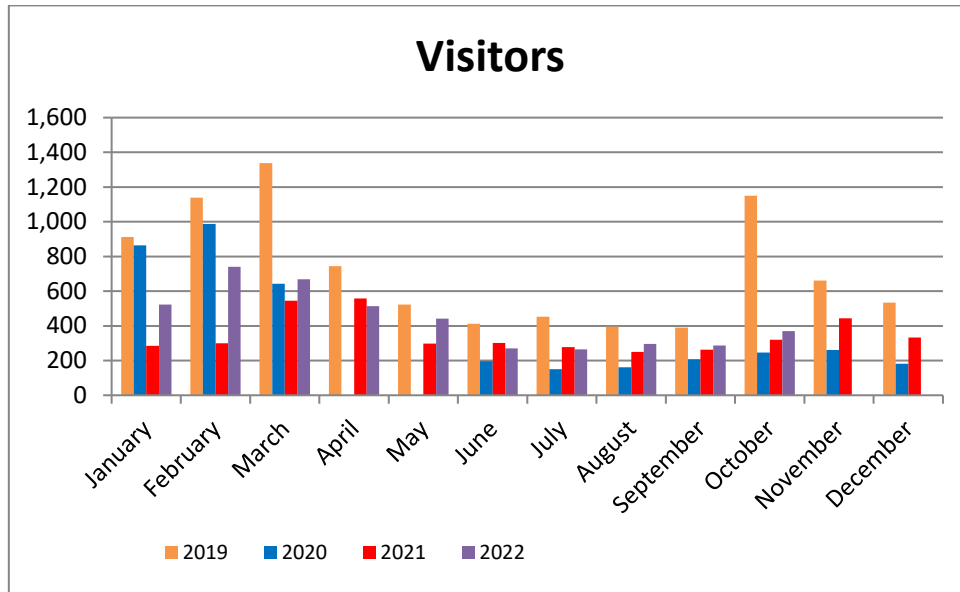
IA NY IN FL WI IL OH CA AZ ON



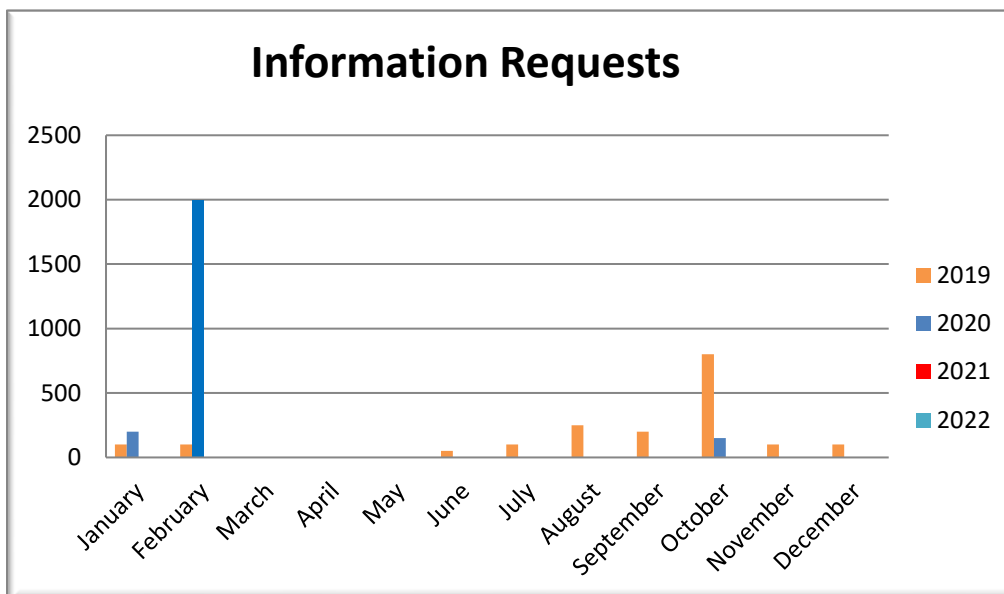
State Requests

AZ	19
IA	10
IL	10
CA	10
WI	7
ON	7
IN	6
FL	6
KY	5
OH	5

Visitor Center Headcount Comparisons October 2022



Visitor Center Information Requests Comparisons by Graph October 2022



RETAIL REPORT/ SOCIAL MEDIA

- Our Visitor count in October 2022 was 369. Our Visitor count in October 2021 was 319 up by 53 from last year.
- We had \$270.00 in Gift Shop sales (\$135.00 Credit Cards, \$135.00 in Cash)

Google Business Report for the month of October 2022

- Website visits 38 +22.6%
 - Calls 7 -50.0%
 - Photo views 31.3K +67.4%
 - Direction requests 122 +34.1%
-

- Performance over the past 28 days
 - Direct Customers who find your listing searching for your business name or address 40K (-19%)
 - Discovery Customers who find your listing searching for a service 10.4K (-25%)

As of October 1, 2022,

Total views 31.3K Total Searches- 38K Total Activity- 69.3K

We are rated at 4.9 with 85 reviews.

Facebook Report- Followers-
City of Benson Visitor Center- 565 Likes 671 Followers
Instagram- 440 Followers

**CITY OF BENSON
INTEROFFICE MEMORANDUM**

DATE: November 7, 2022
TO: Vicki Vivian, City Manager
FROM: Kathe Williams, Transit Specialist
cc: Benson City Council Members
SUBJECT: Transit Monthly Report for October 2022

Past and Current department Projects:

- Benson Area Transit assisted the Historic Preservation Committee in presenting a Ghost Tour of Benson.
- The Benson Area Transit efficiency study continues; a draft will be available to the public for comment until November 11, 2022

Upcoming:

- The 5311 Drug and Alcohol Review should be happening in the next few months.
- As part of the efficiency study, new policies and rider guides are in planning.

Transit Statistics for October 2022:

- Ridership 927
- Annual first-time SEAGO/AAA riders 4