

# CITY OF BENSON CITY COUNCIL FEBRUARY 12, 2024 – 7:00 P.M. REGULAR MEETING

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
WILL BE HELD ON FEBRUARY 12, 2024 AT 7:00 P.M.,  
AT THE BENSON COUNCIL CHAMBERS,  
599 S. DRAGOON STREET, BENSON, ARIZONA

---

Vicki L. Vivian, CMC, City Clerk

## AGENDA

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

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

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

**PUBLIC HEARING:** The Mayor and Council will receive comments from the public regarding the City applying for federal financial assistance to provide public transportation service as follows: deviated fixed-route and demand responsive services in Benson and the surrounding area of St. David, J-6/Mescal, and Pomerene for October 2024 through September 2026.

**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 January 22, 2024 Regular Meeting \*
  - 1b. Minutes of the January 31, 2024 Retreat \*
  - 1c. Minutes of the May 22, 2023 Worksession \*
  - 1d. Minutes of the May 16, 2023 Worksession \*
  - 1e. Letter to the Governor regarding the Border Crisis \*
  - 1f. Approval of amendments to the Title VI Plan for the City of Benson/Benson Area Transit program \*
  - 1g. Invoices processed for the period from January 1, 2024, through January 31, 2024 \*
2. Discussion and possible action regarding Resolution 4-2024 of the Mayor and Council of the City of Benson, Arizona, approving a Special Event Liquor License for One Event at A Time for March 23, 2024 at Lions Park, 435 North Adams Street, Benson, Arizona – **Vicki Vivian, CMC, City Manager/City Clerk** \*
3. Discussion and possible action regarding Resolution 5-2024 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager to apply for Arizona Department of Transportation Section 5311 Funds to operate a Rural Public Transit System – **Bradley J. Hamilton, P.E./City Engineer, Public Works Director** \*
4. Discussion and possible action regarding Resolution 6-2024 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager and/or the Fire Chief to participate in a regional grant application to purchase firefighting equipment for City Firefighters – **Keith Spangler, Fire Chief** \*
5. Discussion and possible action regarding Resolution 7-2024 of the Mayor and Council of the City of Benson, Arizona, designating the Election Date and Purpose of Election, designating the deadline for Voter Registration and designating the place and the last date to file Nomination Papers – **Vicki Vivian, CMC, City Manager/City Clerk** \*

6. Discussion and possible action regarding a contract with BridgeGroup LLC for an Organization Efficiency and Staffing Study for the City of Benson – **Vicki Vivian, CMC, City Manager/City Clerk \***
7. Update on the Strategic Plan Projects – **Vicki Vivian, CMC, City Manager/City Clerk \***
8. Discussion during and/or after presentation by City staff of City Finances, with emphasis on December 2023 financial results, and the City’s financial position on December 31, 2023. 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 9th day of February, 2024

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.

# **CITY OF BENSON CITY COUNCIL PUBLIC HEARING FEBRUARY 12, 2024 – 7:00 P.M.**

**THE CITY COUNCIL WILL HOLD A PUBLIC HEARING FOR THE PURPOSE APPLYING FOR THE 5311 GRANT FROM THE U.S. DEPARTMENT OF TRANSPORTATION. THE PUBLIC HEARING WILL BE ON FEBRUARY 12, 2024 AT 7:00 P.M. AT THE COUNCIL CHAMBERS, 599 S. DRAGOON ST., BENSON, ARIZONA 85602.**

---

**Vicki L. Vivian, CMC, City Clerk**

The City of Benson's City Council will hold a Public Hearing on February 12, 2024 at 7:00 p.m. at the Community Center, 599 S. Dragoon Rd, Benson, Arizona, 85602.

The purpose of this public hearing will be to receive comments from the public regarding the City applying for federal financial assistance to provide public transportation service as follows: deviated fixed-route and demand responsive services in Benson and the surrounding area of St. David, J-6/Mescal, and Pomerene for October 2024 through September 2026.

The project is expected to be financed by FTA Section 5311 Rural Program public transportation funds. The total federal share for administrative, operating, and capital projects is estimated to be \$300,000.

City of Benson/Benson Area Transit ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964 and with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. For more information regarding our Title VI/ADA obligations or to file a complaint, please contact us at the address given below.

Comments on the proposed project are invited from the general public, private bus and taxi companies, other public transportation providers and human service agencies. Interested parties may comment on the project or obtain more details about the project by writing to:

Mariza Nikitas, Transit Supervisor  
101 E. 6th St.  
520-720-6323, [mnikitas@bensonz.gov](mailto:mnikitas@bensonz.gov)

Human service agencies that receive assistance from other Federal agencies for non-emergency transportation services are encouraged to participate and coordinate with the provider in the planning, design, and delivery of transportation services. Agencies may obtain copies of the service description and submit proposals for service coordination. Private bus and taxi operators

may request copies of the project service description from the above-named person and may submit comments on the service as described.

If you wish to comment on any aspect of the proposed project, submit a proposal or a request for service coordination or request a public hearing on this project, you must make your interest known in writing within fifteen calendar days of the date of this publication and provide your comments within fifteen calendar days of your receipt of the project service description. Your requests and/or comments must be forwarded to the above person.

A Public Hearing will be held on February 12, 2024, at 7:00 p.m. at the City of Benson Council Chambers, 599 S. Dragoon Street, Benson, AZ 85602 to discuss these changes.

To review project documents, file grievances, or learn more about the BAT program contact the following:

Mariza Nikitas, Transit Supervisor  
101 E. 6th Street  
Benson, AZ 85602  
Phone (520) 720-6323  
Fax (520) 720-6323

All facilities are handicapped-accessible. If you have a special accessibility need, please contact Vicki L. Vivian, City Clerk, at (520) 720-6311 or TDD: (520) 586-3624, no later than eight (8) hours before the scheduled meeting time.

Published January 17, 2024  
Published January 24, 2024  
Posted January 19, 2024

# *Certificate of Appreciation*

*AWARDED TO*

## *Guadalupe Varela*

*This Certificate of Appreciation is to commemorate the completion of*

*30 YEARS OF SERVICE  
WITH THE CITY OF BENSON  
February 25, 1994*



*Vicki Vivian*  
Vicki Vivian, City Manager

*Joe Konrad*  
Joe Konrad., Mayor



Presented to

**Bob Nilson**

In Appreciation  
for 20 years of  
Dedicated Service



February 16, 2024

## Meetings

---

- Monday, March 11, 2024** – City Council Regular Meeting, 7:00 p.m., Benson Council Chambers

## Events

---

- Thursdays in February** – Library Adult Speaker Series 10:30 a.m. in the Whetstone Room

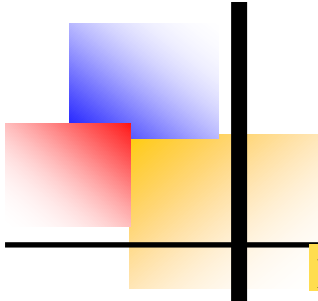
- Thursday, March 14, 2024** – Volunteer Income Tax Assistance (VITA) Free Tax Preparation Services, by appointment only, Benson Community Center. Please contact Melanie Hernandez to schedule an appointment at (520) 720-6044.

- Saturday, March 16, 2023** – Benson Clean & Beautiful presents Classic Cars off Main, at Lion's Park, 8:00 a.m. – 2:00 p.m. Food Vendors on site. For more information contact Cindy Allen at 520-631-5507.

- Friday, Saturday, and Sunday  
March 15, 16, and 17, 2024** – Cochise County Music Festival at the 4EVR Ranch in Benson. It's a 3-day event. Gates open at 11:00 a.m. and music starts at 1:00 p.m. daily. For more information, please visit the country music festival website at [www.cochisecountryfest.com](http://www.cochisecountryfest.com).

- Saturday, March 23, 2024** – Opening Day for the San Pedro Little League at Lions Park 420 N. Adams St., Benson, AZ


- Saturday, March 23, 2024** – Worldwide Food Truck Tour Benson Food Truck Festival 11 a.m. to 8 p.m. at Lions Park 420 N. Adams St., Benson, AZ. For more information and tickets, please visit [www.oneeventatatime.com](http://www.oneeventatatime.com).



City of Benson

# FEBRUARY 2024

FOR MORE INFORMATION VISIT [WWW.BENSONAZ.GOV](http://WWW.BENSONAZ.GOV)

Sun	Mon	Tue	Wed	Thu	Fri	Sat
				1 Library Adult Speaker Series 10:30 a.m. Whetstone Room	2	3
4	5	6	7	8 Library Adult Speaker Series 10:30 a.m. Whetstone Room	9	10
11	12 City Council Meeting 7:00 p.m.	13	14 <b>Valentine's Day</b>	15 Library Adult Speaker Series 10:30 a.m. Whetstone Room	16	17
18	19 Presidents' Day - City Offices Closed 	20	21	22	23	24
25	26	27	28	29		



# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Consent Agenda Item # 1a

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

Subject:

Minutes of the January 22, 2024 Regular Meeting

Discussion:

Attached are the minutes of the January 22, 2024 Regular Meeting.

Staff Recommendation:

Council pleasure

**THE REGULAR MEETING  
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
HELD JANUARY 22, 2024 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 7:04 p.m. with the Pledge of Allegiance.

**ROLL CALL:**

Present were: Mayor Joe A. Konrad, Vice Mayor Pat Boyle, Councilmembers Levi Johnson, Seth Judd, Toney D. King Sr., Nick Maldonado, and Cindy Tapia. Deputy City Clerk Mandy Konrad stated a quorum was established.

**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.

Mayor Konrad stated there was no one signed up to speak on agenda-related topics.

**CITY MANAGER’S SUMMARY OF CURRENT EVENTS REPORT:**

City Manager Vicki Vivian addressed Council, giving the dates of upcoming meetings and events.

- Monday, February 12, 2024 – City Council Regular Meeting, 7:00 p.m., Benson Council Chambers
- Thursdays in January – Library Adult Speaker Series 10:30 a.m. in the Whetstone Room
- Saturday, January 27, 2024 – Benson Municipal Airport, Paul Kerchum Field Dedication Ceremony 2:00 p.m.

**NEW BUSINESS:**

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

- 1a. Minutes of the December 11, 2023 Regular Meeting
- 1b. Minutes of the May 8, 2023 Worksession
- 1c. Contract with Shell Energy North America for the supply of Natural Gas and related services
- 1d. Resolution 1-2024 of the Mayor and Council of the City of Benson, Arizona, approving a contract for the purchase of real property within the City of Benson and authorizing the City Manager to execute said contract and any other documents necessary to complete the transaction
- 1e. Invoices processed for the period from December 1, 2023, through December 31, 2023

Mayor Konrad noted the many pages of the consent agenda was due in part to information provided about the consulting firm (for Item 1d). He then asked Public Works Director Brad Hamilton for an update on hedging to avoid potentially significant increases in gas prices. Mr. Hamilton answered City staff are working with Arizona G&T on hedging, but it is more complicated than they thought it would be because the City is a government organization. He continued stating the recommendation at this time is to continue with Shell as the City’s broker, noting Arizona G&T could assist with the financial side of buying and

selling, but not so much the programming and delivery that Shell does. Mr. Hamilton stated at this point they would like to move forward with the renewal of the Shell contract.

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

2. **Presentation on and possible discussion of the City’s Christmas Decorating Contest, including but not limited to the presentation of prizes for 1st, 2nd and 3rd place decorations**

City Manager Vicki Vivian stated the City held its inaugural Christmas Decorating Contest as part of the 2023 Festival of Lights, adding there were 18 residential entries and one commercial entry. She stated a map of the entries was posted on the City’s website and short videos of each entry were posted on social media with winner being determined by the number of votes they received on Facebook as well as in person at City offices between December 14 and December 25, 2023. She then stated the honorees for 2023 are:

Winner – Joshua Horney (S. Martin’s Pass Pl.)

Winner – Michael Fenn (N. Pomerene Rd.)

Winner – Brittney Batten (W. Pony Express Ln.)

Honorable Mention – Tim Cesolini (E. Comstock St.)

Honorable Mention – Sandy Steger (S. San Pedro St.)

Honorable Mention – Cindy Allen, Zearing’s Mercantile (the only commercial entry)

Ms. Vivian stated the City is grateful for all who participated and would like to make this an annual event with prizes being presented at the Council meeting the following January each year. Ms. Vivian then introduced Recreation Supervisor Melanie Hernandez, who with Mayor Konrad, presented trophies and gift cards to the winners. Mayor Konrad then thanked everyone who decorated and voted for their participation.

3. **Discussion and possible action regarding request from Benson Clean & Beautiful for services support for the “Classic Cars OFF Main” event to be held March 16, 2024**

City Manager Vicki Vivian stated Benson Clean & Beautiful has been holding a car show since 2017; first in assisting the Chamber of Commerce with the Butterfield Stage Days event, before moving it to a separate event in September. She stated this year, they would like to hold two car shows and have reserved Lion’s Park for the first Classic Cars OFF Main to be held on March 16 and for the event they are requesting that the water sprinklers be turned off, for the electricity to be working at the first ramada and at the row of outlets near the bathroom, and for traffic cones to control traffic and block off access as needed. Ms. Vivian stated the Special Event permit was applied for and issued; however, it contained the caveat that due to the cost of the repairs/upgrades to the electrical service, they would need to rent generators.

Councilmember King moved to approve the item. Seconded by Councilmember Maldonado. Mayor Konrad clarified that the motion was to approve the water sprinklers being turned off and for traffic cones to control traffic and block off access as needed with Councilmember King confirming that was his motion. Motion passed 7-0.

4. **Discussion and possible action regarding Resolution 2-2024 of the Mayor and Council of the City of Benson, Arizona accepting Benson Municipal Airport Improvement Grant Agreement – E3M4L between the Arizona Department of Transportation and the City of Benson for Taxilane Pavement Surface/Joints Crack Seal and Remark Taxilane A at the Benson Municipal Airport in the amount of \$14,584.00**

Public Works Director Brad Hamilton explained the project is complete, noting this grant will allow the City to receive matching funds for the project from the state, with ADOT.

Vice Mayor Boyle moved to approve Resolution 2-2024. Seconded by Councilmember Tapia. Motion passed 7-0.

5. **Purchase of Vermeer VAC-TRON Vacuum Excavation System for \$111,099.38 under Sourcewell contract # 110421-VRM**

Public Works Director Brad Hamilton explained this is for the replacement of the current trailer mounted vacuum excavation system, used for emergency excavation of broken water, sewer, and gas distribution lines and for general maintenance and repair of the lines. He then gave a brief description of how the system works. Mr. Hamilton stated the current system is 14 years old and is developing age-related mechanical issues that are driving up its maintenance costs.

Mayor Konrad stated this piece of equipment is money well spent as it would be very costly if they were to nick a gas line with a backhoe bucket.

Vice Mayor Boyle moved to approve the purchase of a Vermeer VAC-TRON Vacuum Excavation System for \$111,096.38 under Sourcewell contract # 110421-VRM. Seconded by Councilmember Tapia. Mayor Konrad noted for the record the purchase amount was \$111,099.38. an incorrect digit in the contract number which was acknowledged and corrected. Motion passed 7-0.

6. **Discussion and possible action regarding Procurement of leasing services for a commercial modular building for the Benson Municipal Airport to serve as a Terminal building until a new Terminal building is constructed**

Public Works Director Brad Hamilton stated Staff would like to place a temporary terminal building where the former FBO building was located until a new terminal building can be constructed. The new terminal would be constructed using FAA funding and planning is currently underway. Mr. Hamilton stated a building with a restroom and pilots' lounge would be well used and well received.

Mayor Konrad asked if the plan was to build the permanent structure in a different location. Mr. Hamilton confirmed it would be constructed in a different location. Mayor Konrad then asked if the temporary building would serve in its capacity up to and including when the permanent structure would be commissioned. Mr. Hamilton confirmed it would and explained that the location would allow access to both the land side to the air side through the terminal.

Councilmember Tapia asked Mr. Hamilton if he felt a one-year contract was best, opposed to other options. Mr. Hamilton answered they have looked into purchasing in the past, but due to the size of the building he isn't sure what use the City would have for it after serving its purpose at the airport. He stated they have also entertained the idea of moving offices from the yard, but they would not offer adequate space. Councilmember Tapia asked Mr. Hamilton if he could recall the cost of the buildings he priced that were similar in size. Mr. Hamilton replied part of the problem is companies typically want to lease buildings of that size rather than sell them unless they are in need of a lot of repairs.

Councilmember Maldonado asked who would maintain the building and what types of facilities it would have. Mr. Hamilton answered it would be very basic and include a restroom, two small rooms and a middle section that would serve as a pilots' lounge; much like what was there before, but smaller. Councilmember Maldonado asked if refreshments would be offered. Mr. Hamilton replied there would be space for a soda machine and the Airport Manager would likely work out of it once it is in place.

Vice Mayor Boyle asked if a one-year lease would be adequate with Mr. Hamilton stating the terminal building is a federal project, so by paying month-to-month, the term of the lease can be extended if

necessary. Mayor Konrad reiterated there would be no recurring costs; there would be a monthly rate until it was no longer needed.

Councilmember Judd moved to approve the lease of a commercial modular building for the Benson Municipal Airport to serve as a Terminal building until a new Terminal building is constructed. Seconded by Mayor Konrad. Motion passed 7-0.

7. **Discussion and possible action regarding Resolution 3-2024 of the Mayor and Council of the City of Benson, Arizona, approving changes to the City Council Policies and Procedures Manual**

City Manager Vicki Vivian stated at the Council retreat held on May 25 of last year, Council discussed the Council Policies and Procedures and directed Staff to make some amendments. She then stated after hiring Deputy City Manager Peter Smith, he was tasked with listening to the meeting and making those changes as directed in the Council discussion. She stated a red-lined version has been provided to show the proposed amendments. Ms. Vivian then stated Resolution 3-2024 approves the amendments and if the resolution is passed, the revised Council Policies and Procedures will be sent to all Councilmembers.

Councilmember Johnson pointed out an error in numbering in the Table of Contents. Ms. Vivian noted the error and stated it would be corrected.

Councilmember Tapia pointed out an error in the pluralization of the word recording in section 6c. Ms. Vivian stated it had been corrected in the proposed changes.

Mayor Konrad moved to approve Resolution 3-2024. Seconded by Councilmember King. Motion passed 7-0.

8. **Discussion and possible action regarding Ordinance 628 of the Mayor and Council of the City of Benson, Arizona, amending portions of the Benson City Code within Chapter 2, "Mayor and Council"**

City Manager Vicki Vivian stated after the Deputy City Manager reviewed the Council retreat held last May, he reviewed Chapter 2 of the City Code and suggested a few changes as well as some grammar and spelling corrections, adding a red-lined version has been provided to show the proposed amendments. Ms. Vivian then stated Ordinance 628 approves the amendments and if passed, the new Chapter will be sent to all Councilmembers. In addition, the City Code will be updated to reflect the changes.

Councilmember Tapia moved to approve item number 8. Seconded by Councilmember Judd. Motion passed 7-0.

9. **Discussion and possible direction to Staff regarding Billing for Out of City Limits Fire Response**

Fire Chief Keith Spangler stated in the Fiscal 24-25 Strategic Plan, the Fire Department has an item in the Fiscal Sustainability Focus Area to investigate the possibility of having a third-party vendor do billing for out of City limits responses for accidents, extrication, vehicle fires, structure fires and HazMat responses, noting this would not include mutual aid responses.

Chief Spangler then stated during the 2023 calendar year, the Benson Fire Department responded to 62 calls for service outside City limits, adding while these were necessary, they are a drain on our limited resources and a third-party vendor would assist the budget with required maintenance costs and required equipment purchases.

Chief Spangler stated his suggestion would be to have a third-party vendor take care of all the administrative tasks such as billing, to include contact with insurance companies, as opposed to our already overtaxed City staff. He noted he did speak with a department that billed in-house at one time, but it was too much work to follow up with the insurance companies.

Chief Spangler then explained that a third-party vendor would take a percentage of what is collected at the end of the month then mail a check to the City. He stated he is looking for direction to prepare a request for proposals (RFP) to find the best fit for the City of Benson.

Mayor Konrad stated the question on everybody's mind is what the amount of the percentage would be, but he believed Chief Spangler had already answered that it would be determined through the RFP process. Chief Spangler concurred, noting some companies have different percentages as well as rates of return.

Councilmember Maldonado asked if other fire departments in other cities use third-party vendors for out of City limits billing. Chief Spangler answered there are a lot of districts that rely on third-party vendors for billing as well as some cities. Councilmember Maldonado then asked if the Highway Department would pay a portion. Chief Spangler replied stating the insurance companies pay and then gave instances of circumstances they would cover such as vehicle fires.

Councilmember Tapia asked Chief Spangler if he knew of any cities similar to Benson's population that use third-party vendors for billing. Chief Spangler stated he believes Bullhead City does, but they are a bit larger than Benson, noting mainly smaller rural departments use this option because they can't afford to do it in-house. Councilmember Tapia asked if Benson would be the only City in Cochise County that would be outsourcing billing, if approved. Chief Spangler replied he believes so.

Councilmember Johnson asked who currently does this billing for the City. Chief Spangler stated nobody does. Councilmember Johnson asked if the City is absorbing the cost. Chief Spangler confirmed. Councilmember Johnson asked Chief Spangler if he knows how many man-hours it takes to complete a single billing. Chief Spangler stated he does not. Councilmember Johnson asked Chief Spangler how long he anticipates using a third-party vendor for billing, if implemented. Chief Spangler replied he believes they would know if it is worth continuing within the first year and gave examples of services third-party vendors provide, such as finding alternative ways to identify vehicles that may no longer have recognizable VIN numbers due to fires and accidents in order to bill insurance carriers. Councilmember Johnson asked Chief Spangler if he knows how much the City is losing by not billing for out of city limits responses annually. Chief Spangler stated he does not know because each incident could be charged differently.

Councilmember King stated Benson is in a unique position compared to surrounding cities due to its proximity to the interstate and he believes this option would allow the City to be paid back for providing services outside of city limits. He then pointed out nobody likes dealing with insurance companies and they should allow a third-party vendor to do it.

Councilmember Maldonado asked how this would affect the mutual aid agreements and if the City is able to charge the railroad. Chief Spangler replied this would not apply to mutual aid calls and the railroad typically pays for anything that occurs in town, so they would only be charged for incidents outside of city limits, depending on what it is.

Councilmember Judd asked for clarification on what types of incidents would be billed for outside of city limits responses and where mutual aid agreements do not apply. Chief Spangler stated there are some areas that are not in the districts, such as North Ocotillo Road as well as a couple areas south of town off Hwy. 80, so the department would have the ability to charge a homeowners' insurance company for a structure fire in those areas.

Councilmember Tapia thanked Chief Spangler for identifying where money is being lost and finding a solution.

Vice Mayor Boyle moved to direct Staff to proceed with the procurement of a third-party to implement and to administer billing for Out of City Limits Fire Response. Seconded by Councilmember King. Mayor Konrad suggested the item is brought back to Council in the form of a contract after the RFP process to touch on some of the questions that were not able to be answered and the estimated financial

impact. Chief Spangler agreed, stating the process will address specific amounts for charges, and once he has that, he can look back and see the financial impact had this been in place for 2023 so the Council could see an estimate of what could be made. Councilmember Judd asked if there is a current billing schedule for out of city limits responses with Chief Spangler stating there is not one for vehicle or structure fires and accidents, but the City does bill the Arizona Department of Forestry and Fire Management for apparatus and personnel for calls they request our services on. Chief Spangler then stated this new fee schedule would be a flat rate for apparatus that would go out for other out of City limits calls. Councilmember Judd asked Chief Spangler if he would come up with the rates or if it would be left to the billing company. Chief Spangler replied they would work together, looking at standards and fees throughout Arizona to make a determination. Councilmember Judd asked if the fee schedule would be brought back to Council with the contract. Chief Spangler confirmed it would be part of the contract that would come before the Council for consideration. Motion passed 7-0.

10. **Update on the Strategic Plan Projects**

City Manager Vicki Vivian stated this item was requested by Council and was first presented at the November meeting. Discussion at that time asked about the frequency of presenting this item with City Manager Vicki Vivian stating she would present it monthly but only discuss updates from the previous month. Ms. Vivian noted Since December, there are two items of note: The RFP for the Organizational Study was issued November 9 with responses due December 15. She continued stating a contract for services will be brought to Council once negotiations are complete.

Ms. Vivian then noted Billing for Out of City Limits Fire Response was just acted on and direction was given to Staff to pursue this option.

Ms. Vivian then listed other items not in the Strategic Action Plan including:

- Hosting the Mayor/Manager Luncheon
- Moving into the City Hall Annex building/Finishing sidewalks and ramps around the building
- The ceremony to unveil the plaque renaming the airport to Benson Municipal Airport – Paul Kerchum Field
- The purchase of property to add additional multi-use fields to the City’s infrastructure – Before Council for action
- Significant amendment to the Aquifer Protection Permit for the Wastewater Treatment Plant as required by ADEQ – Submitted December 2023
- Possible changes to the Arizona Pollutant Discharge Elimination System (AZPDES) permit – Met with ADEQ on the AZPDES and possible abandonment of the permit
- Working on Temporary Terminal building at airport
- Replacement of Vacuum Excavator equipment
- Completing the ADOT Grant for the Pavement work at the airport
- Implementing electronic W2s and 1099s as required by the IRS this year

Ms. Vivian concluded updates on these items will be communicated to Council and will be placed on future agendas as needed.

11. **Discussion during and/or after presentation by City staff of City Finances, with emphasis on November 2023 financial results, and the City’s financial position on October 31, 2023. All revenues and expenses of the City may be discussed**

Finance Director Megan Moreno presented a PowerPoint slideshow summarizing the results of City operations and the City’s financial position on November 30, 2023, noting that the results are unaudited and are subject to change based on the auditor’s findings.

Ms. Moreno stated revenues have increased for the month, and the year-to-date revenues have increased

by \$1.1 million. She noted significant revenue increases can be attributed to city and state sales tax, auto lieu tax and urban revenue sharing which are all up over the prior year. Ms. Moreno stated there are also increases in construction sales tax, funding the CIP Fund and the HURF Fund which funds the streets.

Ms. Moreno stated expenses have also increased for the month, and the year-to-date expenses have increased by about \$1.2 million. She stated significant expense increases can be seen in the Capital Projects Fund, noting the City has spent just over \$750,000 for projects such as the splash pad, the City Hall Annex, the purchase of the modular building for the new City Hall, updates to the Lions Park Master Plan and much needed improvements to the animal shelter. She stated some money was also spent on necessary pump upgrades and new meters for the Water Department in the Utility Fund.

Ms. Moreno stated the net position increased for the month of November explaining net position is revenues minus expenses; how much money is coming in versus how much is being spent. She stated it has decreased from where it was last year, but it is still a positive number. Ms. Moreno stated the net position is currently \$1.396 million. She stated all of the funds are operating in the positive with the exception of the following: the CIP Fund, Airport Fund, Transit Fund, and the Golf Course Fund.

Councilmember Judd asked why there was such a large increase under miscellaneous revenue in the General Fund. Ms. Moreno responded she did not have that information at the moment but would get back to Councilmember Judd with an answer. Councilmember Judd then asked if any of the golf course's net position could be attributed to improvements that were made. Ms. Moreno replied the figures for the Clubhouse improvements are not in the report, so she would add that in as well. Councilmember Judd asked if it was because the improvements hadn't happened yet. Ms. Moreno stated she was going to look into it because they had them in the CIP Fund at first, but they were transferred back to the Golf Course Fund. Councilmember Judd asked if there was any explanation as to why the city and state sales tax were much higher than usual. Ms. Moreno answered while it looks like a really big increase, it is due to timing, noting they weren't accruing monthly last year; they were only accruing year end. Councilmember Judd asked when it was changed to monthly with Ms. Moreno stating she would look into it. Councilmember Judd asked if the state sales tax increase was because the state had a great year. Ms. Moreno confirmed this was the case, stating the state collections have been up.

**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.

Dan Sprenkle, Cottonwood Lane, Pomerene, stated he spoke with Mayor Konrad a few months ago and expressed his concern for the potential of rapid growth. He continued stating there has been mass exodus from other parts of the country where people are leaving urban congestion and crime then trying to replicate what they just left where they relocate. Mr. Sprenkle stated he does not want Benson to grow unchecked like Vail has and expressed opposition for having big box stores in town. Mr. Sprenkle concluded we cannot stop people from coming here, but let's not make it more attractive for people who don't want to assimilate to Benson's culture.

Bob Nilson, Ocotillo Road, stated he has been with the City of Benson for 20 years and has decided it might be time for him to retire. Mr. Nilson praised the crew at the Visitor Center, Gay Spivey and Kathy Lara. Mr. Nilson then gave two weeks' notice of his resignation and recommended Ms. Lara as his replacement, noting it takes several years to train somebody for the position. He then gave examples of Ms. Lara's qualifications and knowledge of the position. Mr. Nilson stated Ms. Lara ran the Visitor Center for three months when he broke his leg. Mr. Nilson expressed his belief that there is friction between Ms. Lara and Ms. Vivian and he would like to see it straightened out. Mr. Nilson stated he would be available by phone if anybody needs something down the road.



Kathy Lara, Orr Avenue, corrected Mayor Konrad on the pronunciation of her last name then stated it has been an honor to work alongside Bob Nilson and offered a quote about leadership. Ms. Lara then gave two weeks' notice of her resignation.

Gay Spivey, Thunderbird Trail, introduced herself as the part-time clerk at the Visitor Center and noted she did not intend to resign. Ms. Spivey stated she would like to speak from the heart without retaliation. She continued stating working with Ms. Lara and Mr. Nilson at the Visitor Center has been one of her favorite jobs and listed awards and recognition the Visitor Center has received. She stated it was a wonderful two and a half years until Deputy City Manager Peter Smith was hired, noting his criticisms of Mr. Nilson's appearance and the condition of his office. Ms. Spivey stated Mr. Nilson has worked with a passion for Benson tourism for the past 21 years and has put together the best Visitor Center in Arizona. Ms. Spivey then stated Mr. Smith destroyed the morale at the Visitor Center and broke a good man who is respected and appreciated in the community.

**DEPARTMENT REPORTS:** No comments from Council.

**ADJOURNMENT**

Councilmember King moved to adjourn at 8:02 p.m. Seconded by Councilmember Tapia. Motion passed 7-0.

ATTEST:

\_\_\_\_\_  
Joe A. Konrad, Mayor

\_\_\_\_\_  
Vicki L. Vivian, CMC, City Clerk

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Consent Agenda Item # 1b

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

Subject:

Minutes of the January 31, 2024 Retreat

Discussion:

Attached are the minutes of the January 31, 2024 Retreat.

Staff Recommendation:

Council pleasure

**RETREAT  
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
HELD JANUARY 31, 2024 AT 9:00 A.M.  
AT WESTIN LA PALOMA RESORT,  
3800 E. SUNRISE DRIVE, TUCSON, ARIZONA**

**CALL TO ORDER:**

Mayor Konrad called the meeting to order at 9:07 a.m. with the Pledge of Allegiance.

**ROLL CALL:**

Present were: Mayor Joe A. Konrad, Vice Mayor Pat Boyle, Councilmembers: Levi Johnson, Seth Judd, Toney D. King Sr., Nick Maldonado, and Cindy Tapia. Deputy City Clerk Mandy Konrad stated a quorum was established.

**NEW BUSINESS:**

1. **Discussion regarding the Council-Manager form of government; discussion to include but not limited to review of the Government Relations System, Roles of Council and Staff, and Council communication with Staff; discussion may also include limitations on communications imposed by Arizona's Open Meetings Law**

City Attorney Paul Loucks stated City day-to-day operations are supervised by the City Manager including departments that directly provide services to the public such as Public Safety, Public Works and Utilities, Planning and Building, leisure activities and administrative support. He continued stating the City is constrained within the boundaries of state law, but within those boundaries the Mayor and Council determine the City's policies and set its direction; what Arizona courts refer to as exercising a legislative function. Mr. Loucks explained State law also directs Mayor and Council in overseeing the administrative actions of the City as such that Council may effectively and efficiently convey their goals and concerns to the City Manager, facilitated by the City Attorney.

Mr. Loucks then stated he would be sharing a PowerPoint presentation, noting it is an overview of topics and he would be touching on state law, Governance Relations System (GRS), and Open Meeting Laws; he encouraged Council to interject with any questions they may have. Mayor Konrad noted questions typically go through the Chair per Robert's Rules of Order, but he would be waiving that to allow for an open discussion.

Mr. Loucks began his presentation by providing a brief history of how cities, towns and Charter Cities in Arizona are/were formed as many cities were established before the state was admitted to the Union in the nineteen-tens. He went on to explain one of the statutes in Title 9 is the ability to form a City or Town-Manager form of government in which Mayor and Council set the policies, but all the activities of the town are run by the City Manager. Mr. Loucks then referred to Chapter 3 of the City Code, emphasizing section F.1 which details the duties and powers of the City Manager in the City Manager form of government. Mr. Loucks next referred to a publication produced by the Arizona League of Cities and Towns titled "Council-Manager Government in Arizona" to provide further detail and encouraged Council to review it.

Mr. Loucks then moved on to the GRS explaining it defines how Mayor and Council expect City operations to run as well as how each member of Mayor and Council are expected to interact with each other and with the public. He stated he would be focusing on interaction between elected officials and the City Manager and pointing out the GRS declares there will be no operational interference; City Council Members will not direct the work of Staff and if they have issues or questions related to

operations, they will be directed to the City Manager or Designee. Mr. Loucks asked how Council can get their point across with all these constraints stating the answer is through open meetings. He noted the agenda controls what can be discussed at open meetings, however once an item is on the agenda, the obvious intent is to discuss it.

Mr. Loucks stated another section of the GRS outlines the members of Mayor and Council are to be well informed about the issues being discussed before the meeting so if there are questions that require research they can be addressed beforehand and Staff can be prepared to give good advice or information.

Mayor Konrad asked if they could discuss the period of time between the agenda being posted and the meeting because it has been problematic. He stated in order to be well informed they need to have the agendas in a timely manner so Council can review, research and ask questions ahead of the meeting. He continued stating it becomes awkward at meetings when they have unanswered questions because there wasn't time to ask them prior to the meeting. Ms. Vivian stated the current SOP put in place by a former City Manager specifies the agenda should be available to Council by 4:00 p.m. on Thursdays before the meetings. Ms. Vivian continued stating the deadline could be changed if Council prefers, noting there may be some growing pains in implementing a new deadline. Mayor Konrad stated since they reduced the number of meetings to one a month it would give them a longer timeline to review the agenda. He added there are other things going on at the City offices that require attention, so this would help balance it out. Councilmember King asked if Council received agendas on Mondays in the past. Ms. Vivian replied no; the agenda items came in on Mondays. Councilmember Johnson stated he believed changing the deadline would help because everyone has jobs and they aren't always able to make it to City Hall in time to gather information before the meetings. Councilmember Judd stated the City is growing and they have made some big strides; he believes having a firm deadline is part of the process of becoming a more mature governing body. Mr. Loucks stated the point of this isn't to alter the SOP, but it has been identified that the SOP isn't constrained. Councilmember King recommended advertising a potential change in the deadline to request items to be placed on the agenda.

Mr. Loucks then touched upon what constitutes a quorum and the constraints of a quorum. He reviewed the GRS expectation that any written information provided to one City Council Member will be provided to all members. Mr. Loucks acknowledged it can be difficult to navigate the balance of being informed and proactive in making decisions while being constrained to not making that decision in any place other than an open meeting, adding the public has a right to know what Council's decision making process is.

Mr. Loucks stated the last slide contained a list of additional resources and concluded his presentation.

## 2. **Discussion regarding sitting Council and the upcoming City Council election**

City Manager Vicki Vivian stated with the upcoming 2024 elections coming she wanted to discuss some of the things that could not be done by candidates. She referred to and outlined ARS 9-500.14 regarding use of city or town resources or employees to influence an election. Ms. Vivian used the Home Rule bond election as an example of how the City can provide information, but they cannot advertise or influence an election.

Ms. Vivian went on to explain the City Attorney represents Council as a whole; he cannot provide advice on a candidacy. She further explained the City Attorney must treat current Councilmembers the same as any other candidate running for Council and they cannot use the attorney as a resource in running for reelection.

Ms. Vivian stated Council Policies and Procedures designate the Mayor as the Ceremonial Spokesman for events. For example, the "Monday With the Mayor" segment provides information on upcoming events in the community; however, the Mayor cannot use the segment as a political platform.

Mayor Konrad noted requesting advice from the City Attorney goes for Staff as well. He used the Financial Disclosure Statement explaining Councilmembers may not ask Ms. Vivian for assistance in completing it. Ms. Vivian added she looks to see if they are basically complete and signed once they are submitted, but does not review them.

Referring to an election proposed by Goulder Ranch Fire Department to expand its boundaries, City Attorney Paul Loucks demonstrated how using staff and district vehicles to distribute information can lead to legal issues. Finance Director Megan Moreno asked if Mayor and Council can ask for volunteers from the community to form an independent committee to distribute information. Mr. Loucks confirmed they may as long as it is for informational purposes only and it is not to advocate. Ms. Vivian shared her concern that someone serving on a committee to distribute information would likely want to advocate for it as well. Councilmember King stated it would need to be a group that is not tied to Council and asked if employees were also prohibited from advocating. Mr. Loucks replied that aside from some employment issues, such as compelling employees to speak or remain silent on an issue, employees are free to advocate on their own time. Mr. Loucks noted political materials may not be displayed by City employees at the workplace. He stated Mayor and Council may not ask employees to sign their petitions or display their political signs because it qualifies as asking Staff to make an overstatement about their political position. Ms. Vivian asked if Mayor and Council may provide a statement using their title and names for publicity pamphlets if they pay the fee for the space in the publication. Mr. Loucks confirmed that is correct. Mayor Konrad asked for clarification. Mr. Loucks explained you typically see a summary of the issue, an analysis of the effect of what is being proposed and arguments in favor of/opposed to in an informational packet. He stated Mayor and Council may submit an argument in favor of/opposed to a measure. Mayor Konrad used the hospital's recent bond election as an example, explaining a Resolution was drafted in support of the hospital, but not necessarily the initiative. Referring back to Councilmember King's question, Ms. Vivian asked if Mayor and Council could independently advocate for a measure. Mr. Loucks answered any member of Council can advocate for or against a measure independently, but they may not advocate as a quorum. Councilmember Maldonado asked if Council is prohibited from giving their personal opinion on an issue, if asked. Mr. Loucks confirmed. Ms. Moreno asked if the same also applies to Staff. Mr. Loucks confirmed, adding Staff should not advocate from City facilities or during work hours as City resources may not be used to advocate for or against. He stated any individual staff member has the same rights as anybody else and may advocate on their own time.

Mr. Loucks then touched upon Open Meeting Laws and the constraints imposed on Council's free speech with respect to Council meetings, noting outside of Council meetings they are a member of the public. Ms. Vivian brought up a complaint she hears regularly regarding Council not responding to speakers during Call to the Public, noting she explains an issue has to be on the agenda in order for them to discuss it. She continued stating she tries not to think of the agenda as constraining and limiting, but as a way to advertise what is being discussed so everyone can come participate.

Councilmember Tapia asked if a member of Council is allowed to give their title during a forum or debate. Mr. Loucks confirmed, adding the City is not allowed to host a forum for candidates.

Mayor Konrad requested a break at 9:50 a.m. The meeting reconvened at 10:17 a.m.

Ms. Vivian provided examples of policies Tucson and Scottsdale have in place prohibiting use of city resources. She then referred to a City policy regarding Councilmember requests for public records and written produced material, explaining filled requests will be given to all Councilmembers. She stated she would be incorporating this procedure if candidates request information and materials as well, ensuring transparency. Mayor Konrad asked if it would brush up against the City Manager creating policy if Ms.

Vivian were to institute this procedure as it is currently not in the policy, adding it is a good idea and he agrees with it, but doesn't want to get into a gray area. Mr. Loucks stated sometimes issues are not defined in existing policy, so the City Manager has to make a decision. He continued stating Mayor and Council are free to make a policy about it, but in the absence of one the City Manager is free to do what she thinks is best for the City as a whole. Councilmember King asked if adding it to the policy could be included on a future agenda. Ms. Vivian stated it is Council's pleasure. Councilmember Johnson stated it could be added as a policy for all future City Managers and Councils to follow or it could be granted as Ms. Vivian's internal control that ceases when she leaves.

Ms. Vivian announced there will be a potential candidate forum on February 5, 2024 at 6:00 p.m. to go over due dates, City government operations, services provided by the City, and the Mayor-Manager form of government.

3. **Discussion regarding the planning of the Strategic Plan for Fiscal Year 25-26; discussion may include the planning process and potential projects**

City Manager Vicki Vivian stated this item will allow discussion concerning the process of updating the Strategic Plan for the upcoming fiscal year and potential projects. Ms. Vivian then stated there will be a Strategic Financial Plan at the worksession to see projections for finances, so limitations are realized. She stated there will be some new expenses born out of the Market Study and the Staffing and Efficiency Study, so they will try to build those projections into the financial plan, noting rate studies will be done based on the results. Ms. Vivian stated the Strategic Plan encompasses a lot of items in the CIP and the Council will be involved in the CIP process rather than just Staff bringing forward things they see that need to be done.

Mayor Konrad asked if they would be discussing items that have already been identified and are moving forward with or projects that aren't currently identified. Ms. Vivian answered projects to update the Strategic Plan and incorporate more into it. City Attorney Paul Loucks added he believes they could also discuss projects that require reprioritizing. Councilmember Tapia asked if they are the projects that were identified with the facilitator. Ms. Vivian confirmed.

Councilmember King stated they really needed to start to focus on Fire and Police due to the growth of the City. He then asked if someone could explain insurance once the City grows beyond a certain point. Fire Chief Spangler stated he believes Councilmember King is referring to the City's ISO rating for insurance explaining a portion of it declares cities should have a Fire Department within five road miles of residences. He stated anything south of Meritage on Hwy. 90 falls out of that range, causing insurance premiums to go up. Councilmember Tapia asked who determines the five-mile radius. Chief Spangler answered ISO and it has to be road miles. Councilmember Judd asked if the homes being built on the Whetstone property fall outside of the five-mile range. Chief Spangler confirmed. He noted the rating is adjusted if there are fire hydrants. Councilmember King stated once you have a certain number of people in town you also have to have a certain number of police officers and Council needs to begin to focus on that. Councilmember Tapia asked if this is a law or regulation or if it is for the satisfaction of the community. Police Chief Volker replied it is always nice to look at personnel versus population and the standard is 1.5 officers per 1,000 people adding he has roughly 4 officers per 1,000 people at this time. Councilmember Tapia asked if the City would have liability if a structure was destroyed outside of the five-mile radius. Chief Spangler replied not any that he is aware of. Ms. Vivian asked if an insurance company can deny a claim if you've paid the premium assessed by them. Chief Spangler answered they can determine you were not paying the correct premium and deny a claim. Chief Volker added they can also cancel a policy. Mayor Konrad pointed out this is something they have no control over as a City; the responsibility is on the homeowner and the City can't govern around everybody's property. Councilmember Judd asked if a study needs to be done. Councilmember King stated they need to start looking into it. Councilmember Maldonado asked if it is the City's responsibility. Councilmember King stated the City is issuing permits for homes to be built and asked if that makes the City liable.

Councilmember Johnson suggested the matter should be looked into by Staff to provide a holistic view on where to add things if the future allows it.

Councilmember Judd stated they need to add the build out of the property purchased on Ocotillo Road to the Strategic Plan. Mayor Konrad asked Staff if they were able to set up a meeting with Mark Anderson. Public Works Director Brad Hamilton answered they are still trying to coordinate dates. Mayor Konrad stated a meeting would give them a better idea of where to set their expectations when planning park construction.

Councilmember Johnson stated they need to do something about the roads. Councilmember Judd asked if keeping the utility systems upgraded and a new rate study need to be considered. Mr. Hamilton stated some are under permitting and some need to be started, noting a lot of the focus has been on other projects and staffing has been an issue. Councilmember King said they need to be serious about getting money to get stuff done. Councilmember Judd stated there was a rate study built into the Strategic Plan. Mr. Hamilton stated he believes it is coming up next year. Councilmember Tapia asked Mr. Hamilton if he was able to complete his thought about staffing. Mr. Hamilton stated it is going to be a big issue; recruiting has been very difficult, and the Baby Boomers are retiring which is the bulk of his staff. He continued stating there are currently three Utility Operator positions open. Councilmember Judd pointed out plans to expand the parks will require added personnel. He then inquired about contracting with the County. Mr. Hamilton stated the County has stopped doing that because they are also experiencing staffing issues. Councilmember Maldonado stated they need to consider water concerns in planning expansions. Mr. Hamilton replied that the nice thing about water for the park expansion is an existing well that couldn't be used for drinking water was converted to irrigation. Councilmember Johnson suggested looking into what types of incentives are being offered by other cities to recruit and retain employees. Councilmember Judd agreed it would be a good idea to have a discussion about an incentive program. Mr. Loucks interjected Council was getting off topic.

Vice Mayor Boyle asked how to budget for projects when costs continue to rise exponentially, such as the splash pad project. Ms. Vivian stated every city is dealing with that and Council will have to prioritize using the Strategic Financial Plan and when things change, they may have to reprioritize. Councilmember Judd stated they may have to budget higher in the Strategic Financial Plan. Ms. Vivian stated when they do the Strategic Financial Plan, they are conservative in projecting revenues. Vice Mayor Boyle asked if there was any way to hedge to lock in prices on projects. Councilmember Johnson stated in his experience with contracting he has never seen that; a contractor will always come back and say they want more. Mr. Hamilton replied most price quotes are only good for so many days. Councilmember King suggested budgeting projects for double or triple the anticipated cost. Ms. Vivian stated on one hand it is good to budget more, but on the other hand it ties up money that could be used for another project. She stated it is a tough balancing act, but they would try to get Council the best information possible to come as close as they can. Councilmember Johnson asked if they were applying a percentage for inflation increase when planning projects. Mr. Hamilton explained in the past, the much lower inflation rates didn't affect the contingency much, but the doubling of construction prices has entirely blown contingencies. Vice Mayor Boyle inquired about the possibility of purchasing materials well in advance of beginning projects. Mr. Hamilton stated it would have to be on a case-by-case basis. Ms. Vivian stated she doesn't think they have ever built in an inflation cost in the past, but she believes they should. Councilmember Maldonado pointed out they could not have predicted the concrete shortage. Councilmember Tapia stated they could use this practice for items they commonly use.

Mayor Konrad asked if there was any more input on projects Council would like to see in the next Strategic Plan. Councilmember Judd suggested the tear down of the old City Hall. Mr. Hamilton stated they are in the process of the next phase noting there was a cancellation for a survey for asbestos and lead. Once they receive the results, they can figure out the abatement. He continued stating they are working with the County on a Brownfield grant to pay for both the testing and the abatement. Mr. Hamilton noted there is still a lot of furniture to be moved and boxes of documents that require shredding in the building.

Councilmember King stated they need to focus on tearing down the old building because they have already purchased the new building and they need to finish the projects they have started. He then spoke about seeking additional funding. Councilmember Johnson stated he went to grant training on behalf of the City, and he is willing to write grants.

Councilmember Judd stated the playground equipment needs to be addressed. Ms. Moreno stated money was budgeted last year, but it is not in the Strategic Plan. Vice Mayor Boyle asked if it was for repairs or replacement of old equipment. Ms. Moreno answered replacement. Councilmember King asked if the playground was still being moved. Mr. Hamilton replied that the relocation of the playground has been delayed by the splash pad project. Councilmember King asked if the casita was being torn down and put back up. Mr. Hamilton replied there are plans for the ramada to be torn down and a new ramada to be constructed.

Ms. Vivian stated they will be having a Strategic Planning Worksession and Council may present other ideas they think of at that time. Ms. Moreno asked Council if they would prefer to complete a survey such as the one the facilitator sent out before the last strategic planning session or if they would prefer to hash it out at the worksession. Councilmember Judd asked if they could update and reuse the same survey they completed last year. Ms. Vivian confirmed. Councilmember King asked if that was something they could do in-house instead of going out for bid. Ms. Vivian answered they could do it in-house.

Councilmember Maldonado stated he has been approached by a lot of parents who are concerned with traffic safety at the school. Mr. Hamilton stated they are aware and looking into that. Councilmember Johnson asked if that would be a shared project between the City and the school. Ms. Vivian stated it could be an opportunity for partnership.

Councilmember Tapia asked if they would prioritize at the worksession and if Staff would then give Council expected or estimated deadlines for those projects. Ms. Vivian stated they could do that once they know which projects Council wants to go ahead with. Councilmember Judd stated realistically they aren't going to be able to get everything budgeted and paid for and it is Council's responsibility to prioritize which projects they want to work on. Councilmember King stated the reality of a timeline is projects are going to take longer than anticipated due to unforeseen delays. Councilmember Judd pointed out they can also remove projects that are no longer a priority at the worksession. Councilmember Tapia stated Staff input will help with prioritizing, but if a project is being put off she would like Staff to inform Council of the reason. Ms. Moreno explained they typically start planning the budget in February and Staff examines CIP projects so she can get them back to Council by the beginning of March, adding it would be good to have an idea of Council's perspective by the March distribution date. Councilmember Tapia asked if it would be better for Council to know where Staff is so they can adjust. Ms. Vivian suggested holding two worksessions.

## **ADJOURNMENT**

Councilmember Judd moved to adjourn at 11:09 a.m. Seconded by Councilmember Maldonado. Motion passed 7-0.

ATTEST:

\_\_\_\_\_  
Joe A. Konrad, Mayor

\_\_\_\_\_  
Vicki L. Vivian, CMC, City Clerk



# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Consent Agenda Item # 1c

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

Subject:

Minutes of the May 22, 2023 Worksession

Discussion:

Attached are the minutes of the May 22, 2023 Worksession.

Staff Recommendation:

Council pleasure

**WORKSESSION  
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
HELD MAY 22, 2023 AT 6:00 P.M.  
AT THE BENSON COUNCIL CHAMBERS  
599 S. DRAGOON, 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 Pat Boyle, Councilmembers: Levi Johnson, Seth Judd, Toney D. King Sr., Nick Maldonado, and Cindy Tapia. Deputy City Clerk Denise Tapia stated a quorum was established.

**NEW BUSINESS:**

1. **Budget Worksession for the City of Benson, Fiscal Year 2023-2024; all revenues, expenditures, liabilities, and reserves of the City may be discussed**

Finance Director Megan Moreno stated she has gone through the changes recommended by Council and outlined them on the Council Communications page. She stated she would go over the changes then open the floor for discussion and questions.

Ms. Moreno began by noting a few small changes to the Personnel figures in the Magistrate, City Attorney, Police, and Building Departments. She continued listing the following changes, offering a brief explanation of each:

- Updated the 2022-23 Estimated Columns throughout budget
- Updated all 2023-24 columns from “proposed” to “tentative”
- Added *Assistant to the City Manager/Project Manager* to the Salary Rate Plan. Also removed *Finance Manager*
- Added \$200,000 in revenue to Sale of Property for the planned sale of 4th St. Property
- A line item for Council Retreat was added to the Council department budget for \$6,000
- Assistant to the City Manager position added to position chart
- Professional Services was increased by \$6,000 to account for the cost of our City App
- Changed position title to Tourism Clerk/Social Media Coordinator
- Increased Professional Services by \$50,000 for a route study for Highway 90 to the Airport
- Moved CIP Projects from Capital Projects fund to Golf Fund. This increased the general fund contribution shown in the golf fund.
- Changes to transit revenues based on route changes and ADOT grant requests for FY24. We will no longer be eligible for ADA Paratransit capital funds, thus reduced revenues from \$84,000 down to \$22,000 for that. Increased revenues for operating and admin.
- Removed Golf CIP Projects, added Bike Path project
- CIP: Added in Golf Course CIPs to our 5-year CIP plan
- CIP: Added Bike Path Environmental Study

Ms. Moreno stated with the approval of the tentative budget, it sets the cap, or ceiling, and it cannot be increased after approval; however, it can be decreased. She noted the total amount is \$31,640,952.

Councilmember King inquired about the cost of employee healthcare benefits. Ms. Moreno stated Human Resources Coordinator Margaret Dirks has not yet heard back from Blue Cross Blue Shield. Councilmember King stated he looked it up and they're expecting it to be a lot higher. City Manager Vicki Vivian stated she spoke with ESG Representative Jon Stewart who is hoping to come back with 4% to 6%, noting they began negotiating at 8.5% and other cities are seeing double digit increases.

Councilmember King stated he believes employee wage increases should be a standard 10% rather than merit raises based on performance. He stated he would like to see it in the form of a 7% cost of living adjustment (COLA) and a 3% one-time bonus pay out or a 5% COLA and 5% one-time bonus pay out. Councilmember King noted the rising costs of gas, groceries and healthcare are causing hardships. Councilmember King stated City of Benson employees make less than employees in other municipalities and the upcoming compensation study would confirm that.

Councilmember Judd asked if utility workers were specifically being looked at as far as compression adjustments and bringing them up to a more competitive wage compared to surrounding areas and if all pay rates have been looked at and brought up as needed. Ms. Vivian stated she believes the study will find the City's wages are lower and will have to be increased in the futures, but Staff did look and make at everybody making under \$16 per hour and proposed changes included in the budget. Councilmember Judd asked if a COLA or merit increase would be in addition to the newly adjusted rate of pay. Ms. Vivian confirmed the COLA would be in addition to those changes. Councilmember Judd expressed his thoughts on merit increases versus standard bonuses. He then stated his recommendation is to implement a 5% COLA and up to a 3% merit increase based on performance evaluations and explained his reasoning based on research he had done.

Councilmember Judd asked if the golf course capital plan that was implemented into the City's plan was recommended by Troon. Mr. Hamilton confirmed.

Councilmember King reiterated his views on merit raises, expressing his belief that they can be biased and suggested a standard 8% pay raise instead. Councilmember Judd pointed out two of the largest employers in the area still implement merit raises and he trusts the City Manager and Department Heads enough to know they would not be or discriminatory or retaliatory in any way and he believes merit raises are motivating.

Mayor Konrad referred to a remark Councilmember Judd made in regard to setting the City up for the future, noting it is an important part of what they are doing. He asked Ms. Moreno what the City can afford, stating they want to do what they can without setting the City up for failure in the future, ensuring what they do is prudent. Ms. Moreno stated with what they hope to see based on reliable estimates received from the League of Arizona Cities and Towns, and in being conservative in local sales tax projections, a 10% COLA would bring the City's buffer down to about \$350,000. She continued stating she does not believe it would be prudent to go with a 10% COLA this fiscal year and she would be comfortable with a 5% COLA. Ms. Vivian noted in an uncertain economy, she would echo being comfortable with a 5% COLA. Mayor Konrad stated his recommendation is a 5% COLA and 5% one-time bonus pay out if it is feasible.

Vice Mayor Boyle asked how merit raises are budgeted. Ms. Moreno replied she's never budgeted for merit increases, but she believes they would conservatively budget the entire 5% as though everyone were to receive the entire merit increase. Vice Mayor Boyle asked if a potential surplus would be rolled over to the next year. Ms. Moreno stated they would have to reevaluate every year and extra budgeted monies would go back to the General Fund or Utilities. Vice Mayor Boyle stated he was in agreement with a 5% COLA and 5% one-time bonus pay out.

Ms. Moreno stated it would be good if Staff had a consensus of Council's preference. Councilmember Judd stated he was in agreement with a 5% COLA and 5% one-time bonus pay out and made suggestions for budgeting in the next fiscal year. Councilmember Tapia stated she was in agreement with a 5% COLA and 5% one-time bonus pay out. Councilmember Maldonado asked how a 5% COLA is determined. Ms. Moreno stated the COLA is added to what everybody is making in their current positions and explained how they budget for positions that are currently vacant, in the event they were to be filled. Councilmember Maldonado stated he was in agreement with a 5% COLA and 5% one-time bonus pay out. Vice Mayor Boyle reiterated he was in agreement with a 5% COLA and 5% one-time bonus pay out. Councilmember Johnson asked Ms. Vivian how much she believes employee pay rates need to be adjusted. Ms. Vivian explained they looked at the market and CPI which was 8.1% last year when they determined the 10% increase. She noted if Council should elect another 10% increase in this budget, she doesn't know that an increase as high as 10% would be necessary next year, but the market study that is going to be conducted would determine that number. Councilmember Johnson stated he was in agreement with a 5% COLA and 5% one-time bonus pay out but would also be supportive of an 8% COLA and 2% one-time bonus pay out. Councilmember King stated he was in agreement with a 5% COLA and 5% one-time bonus pay out.

Mayor Konrad noted Council elected to conduct a wage and comp survey in the next year, so next year when they're having these discussions, they will have some good numbers to work with. He then expressed Council's appreciation of City employees.

Ms. Moreno asked if Council would like to discuss any of the changes noted on the Council Communications sheet in further detail. Mayor Konrad stated he would like to discuss the golf course and asked what the bottom line was going to be for the upcoming year. Ms. Moreno answered that the contribution from the General Fund is now showing \$569,498, noting Clubhouse improvements in the amount of \$90,000 were added to allow for replacement of the storage facility. She stated replacement of the pump house roof was also budgeted in at \$25,000 as well as an additional \$25,000 for irrigation repairs and maintenance. Councilmember Judd asked if Clubhouse improvements included anything for curb appeal. Mr. Hamilton answered they listed that as a future project; this would be strictly for replacement of the storage facility. Ms. Moreno directed Council to the page detailing the five-year plan and briefly went over some of the projects and items listed on it.

Councilmember Judd made a comment in reference to seeing plans ahead of expenditures as he was not pleased that the General Fund contribution to the golf course was over \$500,000 again. Ms. Moreno agreed and reminded Council any expenditures over \$20,000 would come back to them for approval.

Mayor Konrad stated while he knows the golf course is important and he has been an advocate for it over the years, he believes Council needs to begin prioritizing the repair and replacement of outdated City facilities for the safety of employees. Councilmember King stated he is unhappy with the amount being contributed to the golf course and they need to figure out what they're going to do. Councilmember Tapia noted the golf course said they would report monthly at the last meeting.

Councilmember King asked if sufficient funds were budgeted for training. Mr. Hamilton confirmed, adding funding for training was increased and opportunities such as the Supervisor's Academy were coming up this year. Councilmember Judd asked if training opportunities could be budgeted so the City pays the fees, rather than reimbursing employees after attending so it doesn't have to come out of their pockets initially. Mr. Hamilton replied the City pays for Utility Operators' first training session, but if the employee doesn't pass the test, they have to pay the fee for additional sessions until they do, at which time they are reimbursed. Councilmember Judd asked if the City is out of compliance if Utility Operators do not have certifications or if there is any type of repercussion. Mr. Hamilton answered it could result in that if not enough are certified. Councilmember Judd asked if the City needs to make certain employees are receiving training. Mr. Hamilton stated they are working on bringing training to Benson.

Councilmember Judd asked Mr. Hamilton if he feels enough was budgeted. Mr. Hamilton confirmed. Councilmember Judd stated he would feel more comfortable if employees were certified.

Councilmember King asked if an employee could be certified to become a training facilitator. Mr. Hamilton stated they would probably have to look at adding a position because anyone who carries the licenses are in critical roles and likely wouldn't have time to teach classes. City Attorney Loucks stated they were beginning to get off topic from expenditures. Councilmember King asked if it was something they could look into before passing the budget. Mr. Hamilton stated it wasn't something he planned for and he would suggest reexamining it next year.

### **ADJOURNMENT**

Councilmember Judd moved to adjourn at 6:50 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

February 12, 2024

To: Mayor and Council

Consent Agenda Item # 1d

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

Subject:

Minutes of the May 16, 2023 Worksession

Discussion:

Attached are the minutes of the May 16, 2023 Worksession.

Staff Recommendation:

Council pleasure

**WORKSESSION  
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
HELD MAY 16, 2023 AT 6:00 P.M.  
AT THE BENSON COUNCIL CHAMBERS  
599 S. DRAGOON STREET, BENSON, ARIZONA**

**CALL TO ORDER:**

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

**ROLL CALL:**

Present were: Mayor Joe A. Konrad, Vice Mayor Pat Boyle, Councilmembers: Seth Judd, Levi Johnson, Toney D. King Sr., Nick Maldonado, and Cindy Tapia. Deputy City Clerk Denise Tapia stated a quorum was established.

**NEW BUSINESS:**

1. **Discussion regarding the San Pedro Golf Course and the Benson City Grille; discussion may include operations, maintenance, proposed events to be held, and possible operational alternatives and their effect on general fund contributions**

City Manager Vicki Vivian stated the worksession is the result of a request by Council during their March 29 Strategic Plan Meeting. Golf Course Management Staff will be present to discuss the golf course as noted on the agenda and answer questions Council may have. Public Works Director Brad Hamilton then introduced Troon staff: Matt Molloy, Rob Palmgren and David Nikitas.

Mayor Konrad asked Mr. Molloy to provide an overview of the City's relationship with Troon. Mr. Molloy stated they were contacted in 2021 to look at the operations of the golf course. Shortly after they entered into a maintenance only agreement to help stabilize the maintenance team, assess the golf course conditions, pump stations and irrigation. A full management contract was signed in November 2021 which included all maintenance, human resources, food and beverage operations, and golf shop operations. Mr. Molloy stated it was plain to see the golf course had been neglected and maintenance was deferred over the years and listed several examples of such.

Mayor Konrad then asked Mr. Nikitas to provide an overview of the City's relationship with Troon. Mr. Nikitas echoed Mr. Molloy's sentiment that there had been neglect and issues that needed to be addressed when Troon first assessed the situation. He shared his belief that the golf course has been on an upward trajectory since Troon took over management, particularly on the golf course itself. Mr. Molloy added when you come into an operation like this, the first item you address is the golf course noting the order of importance is the greens, tees, then fairways. He stated the number one struggle at the moment is with breaks in the irrigation system.

Mayor Konrad asked Mr. Palmgren if he had anything to add before Council began asking questions. Mr. Molloy explained his role is in the corporate office and Mr. Palmgren is a regional general manager. Mr. Palmgren stated word is traveling and they are hearing lots of compliments about San Pedro Golf Course and he believes it is poised to make gains in the next couple of years, but it is already in a much better place than before they assumed management. Mr. Molloy provided a brief history of the turnaround they were able to accomplish with Tucson City Golf and explained it takes time and reinvestment in the property.

Mayor Konrad stated Council's goal is to bring the \$400,000 plus contribution from the General Fund down as rapidly as possible.

Councilmember King shared his concerns regarding the restaurant and the failing Food Establishment Inspection Report from Cochise County. City Attorney Paul Loucks redirected Councilmember King, explaining he was off topic. Councilmember King argued his concerns are related to operations and maintenance and he cannot believe an agenda was set up that wouldn't allow for discussion on the inspection. Mayor Konrad stated this worksession came as a result of discussion that was had at the strategic planning session. Councilmember King stated he spoke to Ms. Vivian before the meeting and the inspection was supposed to be included in the agenda. He then stated they need to know what's going on with the restaurant. Mayor Konrad stated he does not disagree, but they are looking at this from an overall approach on what they are going to do to reduce the General Fund contribution to the golf course. Councilmember King stated financially it would help if they were following health inspection criteria, to get people out there and bring in money. Councilmember King told Ms. Vivian she knew the inspection was supposed to be on the agenda. Mr. Loucks again redirected Councilmember King, noting discussion as to how the restaurant can stay open would relate to operations and maintenance. Councilmember King stated maybe he should say it differently then asked if employees were going to be made to wash their hands so the restaurant can stay open and asked Mr. Loucks if that phrasing was acceptable. Mr. Loucks stated it is appropriate. Councilmember King commented in regard to employees eating in the kitchen, washing their hands, and wearing gloves. Mayor Konrad stated the Health Department inspections are daily business within the food industry and while he does not condone the violations or conditions, they are getting to a point where the conversation no longer relates to the overall operations or the contribution from the General Fund; it relates to a witch hunt that a former employee cast upon the restaurant. Councilmember King stated he has a right to ask and was being prohibited from speaking. Mayor Konrad stated Councilmember King was not being prohibited from speaking, but he would ask that he stays on topic. Councilmember King argued he was staying on topic. Mayor Konrad redirected Councilmember King to the agenda item as it reads on the Council Communications sheet. Councilmember King stated Mr. Loucks said he could speak about it if he relates it to the restaurant. Mayor Konrad asked him to please do so. Councilmember King stated Mayor Konrad violated him from being able to speak and he would be filing a complaint. Councilmember King went on to say they need to focus more on the restaurant and suggested opening five days a week. Mr. Molloy stated he would be happy to comment on the measures taken since the last inspection. Mayor Konrad reiterated they have lost the focus of the meeting which was to discuss the overall operations of the golf course, how they relate to the contribution from the General Fund and how to relieve the burden of that contribution on the taxpayers. Mayor Konrad continued stating it is unfortunate there was a violation, noting he personally eats there, but it doesn't make an impact on the General Fund. Mr. Molloy stated food and beverage operations are a vital part of overall operations at the golf course, but there wouldn't be a restaurant out there without the golf course, so they are focused on that. He continued stating reducing the contribution begins with getting the golf course into marketable condition; the next step is to drive traffic noting last year they only sold 60% of the number of rounds a typical 18-hole golf course sells. Mr. Molloy briefly explained the economics of operating a golf course noting there is a certain cost to operate the golf course each day regardless of the number of golfers, reiterating the next step for Troon is to drive traffic to San Pedro.

Councilmember Judd stated when the restaurant is forced to close it loses money, which affects the bottom line and asked if additional procedures have been put in place to ensure this doesn't happen again. Mr. Molloy confirmed. Councilmember Judd asked if increased hours of operation have been discussed. Mr. Molloy confirmed. Mayor Konrad asked if the Troon staff could explain this from an overall perspective to help Council understand what the plan is to bring the golf course in line. Councilmember Judd stated that is where he was headed with his questioning, asking if they have looked at other alternatives to help bring in more customers and allow for more time for customers to be there. He then stated he does not believe this agenda item was broad enough to allow Council to address their concerns. Mayor Konrad reiterated the intent during the strategic planning session was to look at this on a broader spectrum and he



would like to get to a point where they can reach an understanding that there is a plan in place and that plan involves bringing costs down. Councilmember Judd reiterated his concern that loss of revenue from the restaurant being shut down is a big issue and ultimately does affect money going from the General Fund to the golf course contribution.

Councilmember Tapia stated Mr. Molloy's explanation of priorities were helpful to her and allowed her to see what their vision is for San Pedro. She continued stating Troon staff are the experts on golf course operations; Councilmembers are not experts and she would like to hear what their plan is. Mr. Molloy stated in addition to the first priority (improving the condition of the golf course) and second priority (driving traffic), their focus is on developing a marketing plan and assessing the operation which includes hours of operation which is currently an ongoing analysis. Mr. Molloy continued stating early on they had struggles with staffing and COVID continues to impact hiring. He noted they have reopened the restaurant on Saturdays. Mr. Nikitas added dining hours are 9:00 a.m. to 4:00 p.m. Wednesday through Sunday and until 8:00 p.m. Friday and Saturday and they are constantly trying to dial in what days and times are best for business. Councilmember Judd commented changes in the schedule make it difficult for people to know when the restaurant is open.

Vice Mayor Boyle asked if they can foresee an estimated timeframe for breaking even. Mr. Molloy stated operations are currently \$135,000 ahead of last year's revenue and they have good momentum, but it is hard to predict when. He then noted they are in the process of rebuilding the golf course's reputation, which takes time.

Councilmember King asked how they plan to rebuild the restaurant's reputation and what means they will use to do so. Mr. Molloy stated on the golf side they have been relying mostly on word of mouth and their email database adding their big push will come in the fall. He stated they haven't put pen to paper but have a lot of ideas in the works. Mr. Molloy explained they do not want to spend a bunch of marketing money on advertising going into the slow season. Councilmember King stated that is for the golf course and asked about plans for the restaurant. Mr. Molloy answered they are launching a new menu and they will be employing different marketing strategies such as discount cards. Councilmember King asked if he could request a marketing report that keeps Council informed on operations. Mr. Molloy replied he will be happy to share the marketing plan once its completed.

Councilmember King asked when they anticipate the golf course will be profitable. Mr. Molloy stated it took Tucson City Golf five years, but there are capital improvements that need to take place after years of neglect and deferred maintenance to make that happen.

Councilmember Johnson asked if Troon has examined reducing the course to a nine-hole course. He then noted there is little marketing for the golf course and asked if they could expand on food and beverage ideas. Mr. Molloy agreed, noting the lack of curb appeal. He stated they would likely lose more money with a nine-hole model.

Councilmember Maldonado stated a lot of people go out of town to play nine holes and asked if there was a way to offer a nine-hole option. Mr. Nikitas stated the ninth hole is about as far away from the Clubhouse as you can possibly get and logistically it would be a nightmare. He added they could possibly create a nine-hole rate, but there really isn't an easy way to space out nine holes within the existing 18-hole course.

Mayor Konrad stated to put things into perspective, they paid City staff to run a golf course and watched a downward spiral for 10 years. He continued stating eighteen months ago, a company was hired for roughly what they were paying staff to run it and the quality of play has come up, the number of rounds has nearly doubled, Mr. Hamilton's and Ms. Vivian's time isn't tied up worrying about the golf course; there is a lot of value in what Troon has brought to the City. Mayor Konrad stated he doesn't want anybody to lose track of the mission and why Council made the decision to hire Troon to run the golf

course, reiterating after 10 years of watching it decline, they finally did something about it. He continued stating he thought the intent of the worksession was to set goals to reduce the contribution from the General Fund and have an understanding of the relationship between Troon and the City of Benson.

Councilmember King provided a scenario and asked about the possibility of having a nine-hole game. Mr. Molloy answered it would be possible if they had returning nines, but logistically it would create a lot of problems. Mr. Nikitas repeated they could offer a nine-hole rate then pointed out anyone could pay for nine holes but play the whole course and asked how they would regulate that.

Councilmember King asked if they make a profit from having parties. Mr. Nikitas confirmed, adding it is part of the marketing plan moving forward. Councilmember King asked if there are profits from Lantern Festival alcohol sales. Mr. Nikitas confirmed. Councilmember King asked if they would be willing to host other events to make more profits from alcohol sales. Mr. Molloy stated that is certainly something they would be open to, but it has to make logistical and financial sense.

Councilmember Tapia asked if Troon could report to Council quarterly in order to be better partners. Mr. Nikitas confirmed. Mr. Molloy added the Capital Plan is key and they typically review it quarterly with operations, management, and ownership to prioritize needs.

Councilmember Tapia noted there was interest in having an event there last year, but it felt as though there was resistance from Troon management. She continued, stating if something is not in line with the plan she understands, but she needs to be in the know on what that plan is. Mr. Molloy stated there are many different approaches and ideas they can look at for event planning and it is all going to be part of the marketing plan.

Councilmember Johnson encouraged bringing frisbee golf to the golf course. Mr. Molloy stated there is an initial investment of approximately \$11,000 and gave a breakdown of some of the costs associated. He added the great thing about frisbee golfers is they eat and drink a lot. Mr. Molloy stated they are trying it out at El Rio to see how frisbee golfers co-exist with traditional golfers.

Councilmember Maldonado shared some positive feedback he received about the golf course and expressed appreciation.

Mayor Konrad noted the City of Benson has made a commitment and he would like Troon to help them better understand how to get from \$460,000 in General Fund contributions to something more palatable, reiterating they are spending taxpayer money to keep it afloat, so they have to be diligent. Mayor Konrad pointed out there are expenses associated with hosting events and they shouldn't be used just to fill space. He then asked what the plan is to correct issues with the irrigation system so they can put it behind them in order to move closer to their goal. Mr. Molloy stated irrigation system life is 25-30 years, so short of ripping it out and replacing it with a new system at about a \$4 million cost, they are going to have to manage breaks as they occur. He noted the maintenance team is made up of only five people and some 18-hole courses have upwards of 20 maintenance employees, noting as they increase revenue they are going to add staff.

Mr. Molloy stated long term he believes they are in a really good spot to continue the momentum noting they had a very good overseed last year; however, it was a bad winter weatherwise. Mr. Molloy went on to briefly explain Facebook advertising and its effectiveness.

Councilmember Johnson asked if it would be possible to get a wish list from Troon to give Council an overall picture of what they envision. Mr. Molloy answered they have the Capital Plan and they can put a labor model together.

Councilmember Judd requested the Capital Plan then noted he played the course for the first time the other day, expressing appreciation for the work Troon is doing and the experience they bring. Councilmember Judd agreed with the thought that it would be beneficial for Council to be provided with plans in written form. He then stated he also thinks disc golf would be a great addition. Councilmember Judd concluded ultimately, he would like to see the course run as efficiently as possible and as long as there is communication, he doesn't foresee issues.

Councilmember Tapia thanked Troon for their time and for answering Council's questions. She then expressed appreciation for the improvements they have brought to the course. Councilmember Johnson echoed her sentiments.

Mr. Palmgren stated he is in communication with the disc golf association in Tucson and he will recommend they have a tournament at San Pedro.

Mr. Molloy stated he is open to having quarterly, monthly, or more frequent meetings to get up to speed. He stated he hopes to eventually move into a yield management or dynamic pricing model similar to hotels and airlines. Mr. Palmgren pointed out that as revenues for rounds increase, so do ancillary revenues such as merchandise and food and beverage.

Mayor Konrad expressed his appreciation.

## **ADJOURNMENT**

Councilmember Judd moved to adjourn at 7:12 p.m. Seconded by Councilmember Tapia. Motion passed 7-0.

\_\_\_\_\_  
Joe A. Konrad, Mayor

ATTEST:

\_\_\_\_\_  
Vicki L. Vivian, CMC, City Clerk

# City of Benson City Council Communication

Regular Meeting

February 12, 2024



To: Mayor and Council

Consent Agenda Item # 1e

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

Subject:

Letter to the Governor regarding the Border Crisis

Discussion:

This item is on the agenda at the request of Vice Mayor Boyle. If approved, Council will execute the letter, which will then be sent to Governor Hobbs.

Staff Recommendation:

Approval of the letter to the Governor regarding the Border Crisis



February 9, 2024

The Honorable Katie Hobbs  
Governor of Arizona  
1700 W. Washington Street  
Phoenix, AZ 85007

Dear Governor Hobbs:

Governor, please consider doing what Governor Abbott of Texas has done by declaring an invasion at the Arizona border. This action will allow our State to use whatever means necessary to stop this destruction of the United States which will be the end result if nothing is done.

This is not a Democrat or Republican issue; this transcends all political considerations and is a life and death of our Nation matter.

I know that this action by you would be very difficult and tremendous pressure would be aimed at you by your party and others but the benefits to our nation would be more than worth it. By doing this you would help unite the more centrist Democrats, most of the Republicans and independent voters which would elevate your standing among all Americans and help heal the divide we are experiencing.

For what it's worth, remember the founders of our Nation pledged their lives, their fortunes, and their sacred honor to the founding of our country and many actually did pay that price.

Sincerely,

Joe A. Konrad,  
Mayor

Pat Boyle,  
Vice Mayor

Levi Johnson  
Councilmember

Seth Judd  
Councilmember

Toney D. King, Sr.  
Councilmember

Nick Maldonado  
Councilmember

Cindy Tapia  
Councilmember

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 1f

From: Mariza Nikitas, BAT Transportation Specialist

Subject:

Approval of amendments to the Title VI Plan for the City of Benson/Benson Area Transit program

Discussion:

The Benson Area Transit system (BAT) receives funding through the Arizona Department of Transportation by the Federal Government. As such, the Federal Government requires that BAT adopt policies notifying members of the public that it prohibits discrimination in providing transportation services. With the change in personnel and an upcoming grant-funding cycle, non-substantive amendments to the BAT Title VI Plan are proposed, including by way of example, updating contact information and updating some statistical data.

Staff Recommendation:

Approval of the proposed changes to the BAT Title VI Plan

# **Title VI Plan Cover Page**

---

## **City of Benson/Benson Area Transit 2024**

**Title VI Contact: Mariza Nikitas, Transit Supervisor**

**Title VI Contact Phone: 520-720-6323**

**Title VI Contact Email: [mnikitas@bensonaz.gov](mailto:mnikitas@bensonaz.gov)**

**TDD Number: 520-586-3624**

**Address: 101 E. 6th St., Benson, AZ 85602**

**Web Address: [CityofBenson.com](http://CityofBenson.com)**

**Para Información en Español: Mariza Nikitas**

# Title VI Plan Table of Contents

---

Title VI Plan Cover Page.....	1
Title VI Plan Table of Contents .....	2
Executive Summary .....	3
Non Discrimination Notice to the Public .....	4
Non Discrimination Notice to the Public - Spanish .....	5
Non Discrimination ADA/Title VI Complaint Procedures .....	6
Discrimination ADA/Title VI Complaint Form.....	8
Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits .....	10
Public Participation Plan.....	11
Limited English Proficiency Plan.....	12
Non-elected Committees Membership Table .....	16
Monitoring for Subrecipient Title VI Compliance.....	17
Title VI Equity Analysis.....	18
Fixed Route Transit Provider Analysis .....	19
Board Approval for the Title VI Plan.....	20



# Executive Summary

Benson Area Transit has been in operation since 2010. The BAT system has two separate components. It provides a fixed route service in town with extended deviations to the surrounding areas available to the general public, and para-transit service that focuses on the elderly and disabled riders whose needs cannot be met by the fixed route service. Benson Area Transit currently services the City of Benson and surrounding areas. Benson Area Transit is operated by the City of Benson under the direction of the Public Works Director. Our mission is to build capacity with our transit system and partners to enhance Southeastern Arizona Mobility.

## What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) \_\_\_\_\_

## Type of Funding Requests? (Check all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) Administrative and Planning Funds

## Is your agency receiving direct funds from FTA?

- If yes, please attach a copy of your FTA letter of approval of Title VI Plan.
- No

# Non Discrimination Notice to the Public

## Notifying the Public of Rights Under Title VI and ADA City of Benson/Benson Area Transit

**City of Benson/Benson Area Transit** operates its programs and services without regard to race, color, national origin or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the **City of Benson/Benson Area Transit**.

For more information on the **City of Benson/Benson Area Transit's** civil rights program, and the procedures to file a complaint, contact **Mariza Nikitas, Transit Supervisor, 520-720-6323, (TTY 520-586-3624); email [mnikitas@bensonaz.gov](mailto:mnikitas@bensonaz.gov)**; or visit our administrative office at **101 E. 6th St., Benson, AZ 85602**. For more information, visit **CityofBenson.com**.

Complaints may be filed directly with the Arizona Department of Transportation (**ADOT**) **Civil Rights Office**. ATTN: Title VI Program Coordinator 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 or with the Federal Transit Administration (**FTA**). ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact **520-586-2245**. \*Para información en Español llame: **Mariza Nikitas**

# Non Discrimination Notice to the Public - Spanish

## Aviso Público Sobre los Derechos Bajo el Título VI Y ADA City of Benson/Benson Area Transit

**City of Benson/Benson Area Transit** (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de **City of Benson/Benson Area Transit**, y los procedimientos para presentar una queja, contacte **Mariza Nikitas, Transit Supervisor 520-720-6323, (TTY 520-586-3624)**; o visite nuestra oficina administrativa en **101 E. 6th St., Benson, AZ 85602**. Para obtener más información, visite **CityofBenson.com**

Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (**ADOT**). Atención: Title VI Program Manager, 206 S. 17th Ave MD 155A Phoenix AZ, 85007 o con la Administración Federal de Transporte (**FTA**). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

The above notice is posted in the following locations: Buses, Transit Office and Online.

This notice is posted online at **CityofBenson.com**

# Non Discrimination ADA/Title VI Complaint Procedures

---

These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by **City of Benson/Benson Area Transit** including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within **180** calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted **City of Benson/Benson Area Transit** will review the complaint form to determine jurisdiction. All complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the **City of Benson/Benson Area Transit** or submitted to the State or Federal authority for guidance.

- (7) **City of Benson/Benson Area Transit** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at [civilrightsoffice@azdot.gov](mailto:civilrightsoffice@azdot.gov).
- (8) **City of Benson/Benson Area Transit** has 20 business days to investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has 20 business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within 20 business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within **72** hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with **City of Benson/Benson Area Transit** decision may file a complaint with the Arizona Department of Transportation (**ADOT**) or the Federal Transit Administration (**FTA**) offices of Civil Rights: **ADOT**: ATTN ADA/Title VI Program Coordinator 206 S. 17<sup>TH</sup> Ave MD 155A RM: 183 Phoenix AZ, 85007 **FTA**: Attention Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: **CityofBenson.com**.

If information is needed in another language, contact **520-586-2245**. \*Para información en Español llame: **Mariza Nikitas**

# Discrimination ADA/Title VI Complaint Form

<b>Section I:</b>		
Name:		
Address:		
Telephone (Home):	Telephone (Work):	
Electronic Mail Address:		
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other
<b>Section II:</b>		
Are you filing this complaint on your own behalf?	<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>		
If not, please supply the name and relationship of the person for whom you are complaining.		
Please explain why you have filed for a third party:		
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.	<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>		
I believe the discrimination I experienced was based on (check all that apply):		
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin <input type="checkbox"/> Disability
Date of Alleged Discrimination (Month, Day, Year): _____		
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.		
_____		
_____		
_____		
<b>Section VI:</b>		
Have you previously filed a Discrimination Complaint with this agency?	<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

---

---

**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_       State Agency: \_\_\_\_\_

State Court : \_\_\_\_\_       Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI:**

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint. Your signature and date are **required** below:

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Please submit this form in person at the address below, or mail this form to:**

**City of Benson/Benson Area Transit  
Mariza Nikitas, Transit Supervisor  
101 E. 6th St., Benson, AZ 85602  
520-720-6323  
mnikitas@benzonaz.gov**

A copy of this form can be found online at **CityofBenson.com**

# Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

---

If no investigations, lawsuits, or complaints were filed select the option below.

**City of Benson/Benson Area Transit** has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in 2023-current.

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
<b>Investigations</b>						
1)						
2)						
<b>Lawsuits</b>						
1)						
2)						
<b>Complaints</b>						
1)						
2)						



# Public Participation Plan

---

**City of Benson/Benson Area Transit** is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys.

As an agency receiving federal financial assistance, **City of Benson/Benson Area Transit** made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

- Expanded the distribution of agency brochures
- Advertised public announcements through newspapers, fliers, or radio
- Posted the Nondiscrimination Public Notices to the following locations:
  - Within transportation vehicles
  - Pick up and drop off stations
  - Lobby of agency
- Partnered with other local agencies to advertise services provided
- Hosted public information meetings and or hearings (Please insert the dates these meetings occurred below)
- Updated agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures
  
- List other: Passenger survey

**City of Benson/Benson Area Transit** will make the following community outreach efforts for the **upcoming year**:

- Expand the distribution of agency brochures
- Advertise public announcements through newspapers, fliers, or radio
- Post the Nondiscrimination Public Notices to the following locations:
  - Within transportation vehicles
  - Pick up and drop off stations
  - Lobby of agency
- Partner with other local agencies to advertise services provided.
- Host public information meetings and or hearings.
- Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.
- Host an information booth at a community event
- Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.
- List other: Passenger survey

Public notice is hereby made that the **City of Benson/Benson Area Transit** is applying for federal financial assistance to provide public transportation service as follows: fixed-route and demand responsive service in Benson and the surrounding area of St. David, J-6/Mescal, and Pomerene for October 2022 through September 2024.

The transportation service will be available to the general public during all hours of operation. The project is expected to be financed by FTA Section 5311 Rural Program public transportation funds. The total federal share for operating and capital projects is expected to be **\$236,000**.

**City of Benson/Benson Area Transit** ensures that the level and quality of transportation service is provided without regard to race, color, or national origin in accordance with Title VI of the Civil Rights Act of 1964 and with the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973. For more information regarding our Title VI/ADA obligations or to file a complaint, please contact us at the address given below.

Comments on the proposed project are invited from the general public, private bus and taxi companies, other public transportation providers and human service agencies. Interested parties may comment on the project or obtain more details about the project by writing to:

Mariza Nikitas, Transit Supervisor  
101 E. 6<sup>th</sup> St. Benson, AZ 85602  
520-720-6323  
[mnikitas@bensonaz.gov](mailto:mnikitas@bensonaz.gov)

Human service agencies that receive assistance from other Federal agencies for non-emergency transportation services are encouraged to participate and coordinate with the provider in the planning, design and delivery of transportation services. Agencies may obtain copies of the service description and submit proposals for service coordination. Private bus and taxi operators may request copies of the project service description from the above-named person and may submit comments on the service as described.

If you wish to comment on any aspect of the proposed project, submit a proposal or a request for service coordination or request a public hearing on this project, you must make your interest known in writing within fifteen calendar days of the date of this publication and provide your comments within fifteen calendar days of your receipt of the project service description. Your requests and/or comments must be forwarded to the above person.

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

There have been no requests received for additional information or details regarding Title IV. No Public comments have been received.

# Limited English Proficiency Plan

**City of Benson/Benson Area Transit** has developed the following Limited English Proficiency Plan (LEP) to help identify reasonable steps to provide language assistance for LEP persons seeking meaningful access to **City of Benson/Benson Area Transit** services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English.

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining the **City of Benson/Benson Area Transit**'s extent of obligation to provide LEP services, the **City of Benson/Benson Area Transit** undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in the **City of Benson/Benson Area Transit** service area who may be served or likely to encounter by **City of Benson/Benson Area Transit** program, activities, or services;

*\* Demographic data can be found at : [S1601: Language Spoken at Home - Census Bureau Table](#); United States Census Bureau, American Community Survey Language Spoken at Home; Table S1601 for 2022*

PERSONS WITH LIMITED ENGLISH PROFICIENCY (LEP)	ESTIMATE	% OF PERSONS 5 YRS & OLDER
Total Persons 5 years & older	5,033	100.00%
English Speaking Only	4,563	90.70%
<i>Limited English Proficiency</i>		
Spanish with LEP	470	9.3%
Other Indo-European languages with LEP	413	8.2%
Asian & Pacific Island languages with LEP	26	0.5%
Other languages with LEP	31	0.6%
	0	0%

- 2) The frequency with which LEP individuals come in contact with an **City of Benson/Benson Area Transit** services;

**City of Benson/Benson Area Transit**'s staff reviewed the frequency with which office staff, dispatchers and drivers have, or could have, contact with LEP persons for **2023-current** . **City of Benson/Benson Area Transit** averages **1** contacts per **YEAR**.

- 3) The nature and importance of the program, activities or services provided by the **City of Benson/Benson Area Transit** to the LEP population.

The City of Benson/Benson Area Transit's service allows residents to be able to accomplish basic needs such as shopping, attending medical appointments, and socializing.

- 4) The resources available to **City of Benson/Benson Area Transit** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

**The City of Benson** has Spanish speaking staff available to assist passengers and others who may have limited English proficiency. Every effort will be made to provide vital information to LEP individuals in the language requested all this at no cost to City of Benson Transit Department.

**City of Benson/Benson Area Transit** provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

#### **Safe Harbor Provision for written translations**

**City of Benson/Benson Area Transit** complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non-Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

1) **City of Benson/Benson Area Transit** provides language assistance services through the below methods:

- Staff is provided a list of what written and oral language assistance products and methods the agency has implemented and how agency staff can obtain those services.

2) **City of Benson/Benson Area Transit** has a process to ensure the competency of interpreters and translation service through the following methods:

**City of Benson/Benson Area Transit** will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. **City of Benson/Benson Area Transit** will train the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities. **City of Benson/Benson Area Transit** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from interpreting or translator. **City of Benson/Benson Area Transit** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **City of Benson/Benson Area Transit** provides notice to LEP persons about the availability of language assistance through the following methods:

- Statements in outreach documents that language services are available from the agency.

4) **City of Benson/Benson Area Transit** monitors, evaluates and updates the LEP plan through the following process:

**City of Benson/Benson Area Transit** will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **City of Benson/Benson Area Transit** will make changes to the language assistance plan based on feedback received. **City of Benson/Benson Area Transit** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **City of Benson/Benson Area Transit** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **City of Benson/Benson Area Transit** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **City of Benson/Benson Area Transit** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **City of Benson/Benson Area Transit** will implement processes for training of staff through the following procedures:

**City of Benson/Benson Area Transit** will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **City of Benson/Benson Area Transit** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **City of Benson/Benson Area Transit** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. **City of Benson/Benson Area Transit** will implement LEP training to be provided for agency staff. **City of Benson/Benson Area Transit** staff training for LEP to include:

- A summary of the **City of Benson/Benson Area Transit** responsibilities under the DOT LEP Guidance;

- A summary of the **City of Benson/Benson Area Transit** language assistance plan;
- A summary of the number and proportion of LEP persons in the **City of Benson/Benson Area Transit** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of the **City of Benson/Benson Area Transit** cultural sensitivity policies and practices.

## Non-elected Committees Membership Table

---

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

<b>Body</b>	<b>Caucasian</b>	<b>Latino</b>	<b>African American</b>	<b>Asian American</b>	<b>Native American</b>
<b>Population (4857)</b>	<b>68.3%</b>	<b>19.6%</b>	<b>1.21%</b>	<b>.93%</b>	<b>2.02%</b>
<b>TAC (Transit Advisory Committee)</b>	<b>66.6%</b>	<b>33.3%</b>	<b>0%</b>	<b>0%</b>	<b>0%</b>

The Transit Advisory Committee is appointed by Mayor with the consent of the Council. The committee membership shall also include representation from the elderly and disabled community, local businesses, and the medical community. Along with publishing notices, notices for public meetings are posted on buses and by word of mouth the drivers notify riders of meetings and encourage them to participate. Members of all represented demographic groups are encouraged to express interest in being appointed to this committee by completing an interest card, which is available on our website and Transit office.

# **Monitoring for Subrecipient Title VI Compliance**

Describe how you monitor your subrecipients. This can be through site visits, submissions of Title VI Plans annually, or training and surveys.

**City of Benson/Benson Area Transit** does not monitor subrecipients for Title VI compliance.

# Title VI Equity Analysis

---

A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be



displaced from their homes or businesses. “Facilities” in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

Note: Even if facility construction is financed with non-FTA funds, if the subrecipient organization receives any FTA dollars, it must comply with this requirement.

**City of Benson/Benson Area Transit** has no current or anticipated plans to develop new transit facilities covered by these requirements

## Fixed Route Transit Provider Analysis

---

Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A subrecipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The subrecipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators: (can be expressed in writing or in table format – see Circular Appendix G & H pp. 87-91)

1) Vehicle Load for Each Mode

Benson Area Transit load standard is a maximum vehicle load factor of 1.00

2) Vehicle Headway for Each Mode

Our Fixed Route is a single bus route. We have no other buses traveling this route.

3) On Time Performance for Each Mode

Benson Area transit defines a bus as late if it departs the bus stop five or more minutes past the scheduled time. Buses are considered early if they depart the bus stop before the scheduled time.

4) Service Availability for Each Mode

Benson Area transit buses are available Monday-Friday 8:00 a.m.-4:00 p.m. Our service is provided throughout Benson and the surrounding area a maximum of 15 miles from City of Benson City Hall

5) Transit amenities for each mode

Benson Area Transit has several shelters, benches, and waste receptacles throughout our bus route. Schedules are located City Hall and on our website at [www.cityofbenson.com/bensonareatransit](http://www.cityofbenson.com/bensonareatransit). These amenities are distributed system wide throughout the City of Benson and the surrounding areas.

6) Vehicle assignments for each mode

All of our buses have the same level of amenities (air conditioning, wheel chair lift, etc.) available to our riders. Our smaller bus is used for paratransit and our bigger buses are used for our fixed routes.

## Board Approval for the Title VI Plan

---

---

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

---

A REGULAR MEETING OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
WILL BE HELD ON MARCH 14, 2022 AT 7:00 P.M.,  
AT THE BENSON COMMUNITY CENTER,  
705 W. UNION STREET, BENSON, ARIZONA

BECAUSE OF THE CURRENT COVID – 19 PUBLIC HEALTH EMERGENCY, THE BENSON  
COMMUNITY CENTER 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

**A G E N D A**

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

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

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

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

**PROCLAMATION:** None

**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 in 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: \*\*\* **APPROVED**
  - 1a. Minutes of the February 14, 2022 Regular Meeting \*
  - 1b. Resolution 5-2022 of the Mayor and Council of the City of Benson, Arizona, designating the Chief Fiscal Officer for officially submitting the Fiscal Year 2022 Expenditure Limitation Report to the Arizona Auditor General \*
  - 1c. Invoices processed for the period from February 1, 2022 through February 28, 2022 \*
2. Discussion and possible action regarding Resolution 6-2022 of the Mayor and Council of the City of Benson, Arizona, recommending approval of the issuance of a Series 10 (beer and wine store) Liquor License at Unlit Vapor Shoppe LLC, 600 W. 4th Street, Benson, Arizona – **Vicki Vivian, CMC, City Manager** \* **APPROVED**
3. Discussion and possible direction to Staff regarding the presentation on the Cochise County Tourism and Economic Council (CCTEC) and the subsequent renewal of the Intergovernmental Agreement – **Vicki Vivian, CMC, City Manager** **PRESENTATION ONLY – NO ACTION TAKEN**
4. Discussion and possible action regarding Resolution 7-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing Bob Nilson as the City’s Tourism Supervisor to execute an Intergovernmental Agreement with the Arizona Office of Tourism concerning the Visit Arizona Initiative Marketing Grant Agreement – **Vicki Vivian, CMC, City Manager** \* **APPROVED**
5. Discussion and possible action regarding Resolution 8-2022 of the Mayor and Council of the City of Benson, Arizona, authorizing the Mayor to execute an Intergovernmental Agreement with the Southeastern Arizona Government Organization to assist Benson in conducting a route efficiency study for the Benson Area Transit System – **Bradley J. Hamilton, P.E./City Engineer, Public Works Director** \* **APPROVED**
6. Discussion and possible action regarding the Adoption of the Benson Area Transit Program Civil Rights Policies (Title VI) – **Bradley J. Hamilton, P.E./City Engineer, Public Works Director** \* **APPROVED**
7. Discussion and possible action regarding Resolution 9-2022 of the Mayor and Council, of the City of Benson, Arizona, authorizing the Fire Chief to execute a Cooperative Fire Rate Agreement with the Arizona Department of Forestry and Fire Management – **Keith Spangler, Fire Chief** \* **APPROVED**

8. Discussion and possible action regarding Resolution 10-2022 of the Mayor and Council of the City of Benson, Arizona, designating the Election Date and Purpose of the Election, designating the Deadline for Voter Registration, and designating the place and the last date for Candidates to file Nomination Papers – **Vicki Vivian, CMC, City Manager** \* **APPROVED**
  
9. Discussion and possible action regarding authorization of Armstrong Consulting Inc. under the City of Benson On-call Engineering Contract to conduct Design and Construction Services for the Benson Municipal Airport for the crack seal, fog seal, re-marking of the taxiway, taxilanes, apron pavements and replacement of the PAPIs (Precision Approach Path Indicators) and authorizing Brad Hamilton as the City Engineer to execute – **Bradley J. Hamilton, P.E./City Engineer, Public Works Director** \* **APPROVED**

**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 in 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 11th day of March, 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.

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Consent Agenda Item # 1g

From: Megan Moreno, Finance Director

**Subject:**

Invoices processed for the period from January 1, 2024, through January 31, 2024

**Discussion:**

AZ Dept of Revenue	Monthly Sales Tax Remittance	30,454.51
AZ Wastewater Industries Inc	High Pressure Jet Router-Wastewater	107,403.26
Cochise County Treasurer	Monthly Transfer Station Expense	19,477.76
Cochise County Treasurer	Court Consolidation Agreement	13,168.00
Dana Kepner Company Inc	Meters and Parts - Water and Gas	10,490.14
Empire Southwest LLC	Repairs to Gannon- Public Works	8,970.23
Glock, Inc	Firearms Purchase-Police Department	16,615.32
Grasshopper Landscaping	Landscaping- City Hall Annex	57,327.12
High Desert Sign Company	Signage- City Hall Annex	8,114.14
M Anderson Construction Corp	Splash Pad Construction	206,714.39
Motorola Solutions Inc	Portable Radios - Fire Department (Grant Funded)	108,345.43
Prologic Technology Group	IT Services - Monthly Fee; Offsite Backup Service	10,300.00
Psomas	Lions Park Master Plan; Bike Path Plans	20,403.23
Shell Energy	Monthly Natural Gas Purchase	54,878.18
Southwest Disposal	Monthly Garbage Collection	37,951.06
Troon Golf LLC	Golf Course Funding - Wire Transfers	28,301.23
Vermeer Mountain West, Inc	Vacuum Excavator- Public Works	107,771.58
Voyager	Monthly Fuel for City Fleet	9,952.99
Willdan	Code Enforcement; Plan Reviews	23,781.00
<b>TOTAL LARGE INVOICES</b>		<b>906,556.90</b>
Invoices listed above as a percentage of all invoices processed		79%

Attached is a list of large and/or unusual invoices processed by the Finance Department during the period from January 1, 2024, through January 31, 2024. The total of all invoices is \$1,141,598.

**Staff Recommendation:**

Approval of invoices processed for the period from January 1, 2024, through January 31, 2024



Report Criteria:

Report type: GL detail  
 Check.Type = {<->} "Adjustment"

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
01/24	01/16/2024	7657	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	23,438.45	M
01/24	01/16/2024	7657	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	123.25	M
01/24	01/16/2024	7657	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	6,861.07	M
01/24	01/16/2024	7657	1690	AZ DEPT OF REVENUE - SALES TAX	1690	AZ DEPT OF REVENUE - SALES	31.74	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	378.80	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	674.73	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	169.92	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	505.14	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	762.13	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	958.55	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	4,040.21	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	383.52	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	48.88	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	249.02	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	1,581.68	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	92.26	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	50.52	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	43.23	M
01/24	01/24/2024	7693	7671	VOYAGER FLEET SYSTEMS INC	7671	VOYAGER FLEET SYSTEMS IN	14.40	M
01/24	01/24/2024	61030	3649	ESG CORP	3649	ESG CORP	4,577.27	M
01/24	01/24/2024	61751	2663	CHASE	2663	CHASE	469.61	M
01/24	01/24/2024	61751	2663	CHASE	2663	CHASE	469.61	M
01/24	01/24/2024	61751	2663	CHASE	2663	CHASE	469.61	M
01/24	01/24/2024	61751	2663	CHASE	2663	CHASE	469.62	M
01/24	01/24/2024	61751	2663	CHASE	2663	CHASE	1,257.23	M
01/24	01/16/2024	62717	1687	AZC DRUG TESTING	1687	AZC DRUG TESTING	140.00	V
01/24	01/16/2024	62717	1687	AZC DRUG TESTING	1687	AZC DRUG TESTING	116.65	V
01/24	01/01/2024	62755	1779	AZ DEPT OF PUBLIC SAFETY	1779	AZ DEPT OF PUBLIC SAFETY	22.00	
01/24	01/01/2024	62756	2160	BENSON VOLUNTEER FIRE DEPT INC	2160	BENSON VOLUNTEER FIRE DE	6,600.00	
01/24	01/01/2024	62757	7790	BRANDT, WILLIAM	7790	BRANDT, WILLIAM	100.00	
01/24	01/01/2024	62758	3050	COMMUNITY FOOD PANTRY OF	3050	COMMUNITY FOOD PANTRY OF	130.00	
01/24	01/01/2024	62759	3240	FOSTER, DARRELL	3240	FOSTER, DARRELL	100.00	
01/24	01/01/2024	62760	3975	GEOFFREY MCGOFFIN	3975	GEOFFREY MCGOFFIN	100.00	
01/24	01/01/2024	62761	7895	JAMES HANSEN JR.	7895	JAMES HANSEN JR.	100.00	
01/24	01/01/2024	62762	4505	JERRY FINK	4505	JERRY FINK	100.00	
01/24	01/01/2024	62763	6144	JOHNSON II, RAY	6144	JOHNSON II, RAY	100.00	
01/24	01/01/2024	62764	4975	LOREN JAY SHELDON	4975	LOREN JAY SHELDON	1,400.00	
01/24	01/01/2024	62765	5551	MALDONADO, ANICLETO D	5551	MALDONADO, ANICLETO D	100.00	
01/24	01/01/2024	62766	5238	MERRILL, SHANE	5238	MERRILL, SHANE	100.00	
01/24	01/01/2024	62767	4840	NAPIER, LARRY	4840	NAPIER, LARRY	100.00	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	39.37	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	310.56	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	29.53	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	98.43	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	198.51	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	186.82	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	115.65	
01/24	01/01/2024	62768	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	17.92	
01/24	01/01/2024	62769	5426	PROLOGIC TECHNOLOGY GROUP LL	5426	PROLOGIC TECHNOLOGY GRO	5,000.00	
01/24	01/01/2024	62769	5426	PROLOGIC TECHNOLOGY GROUP LL	5426	PROLOGIC TECHNOLOGY GRO	5,300.00	
01/24	01/01/2024	62770	4573	RODRIGUEZ, JOE	4573	RODRIGUEZ, JOE	100.00	
01/24	01/01/2024	62771	8914	ROTHERMICH, JOE	8914	ROTHERMICH, JOE	100.00	
01/24	01/01/2024	62772	6790	SPECTRA ASSOCIATES INC	6790	SPECTRA ASSOCIATES INC	262.50	

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/01/2024	62773	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	207.29
01/24	01/01/2024	62773	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	229.11
01/24	01/01/2024	62773	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	114.56
01/24	01/01/2024	62774	6948	STRONGHOLD AVIATION SERVICES, L	6948	STRONGHOLD AVIATION SERVI	3,808.33
01/24	01/01/2024	62775	5786	TEAGUE, PATRICK	5786	TEAGUE, PATRICK	100.00
01/24	01/01/2024	62776	7291	TREJO REFRIGERATION AND	7291	TREJO REFRIGERATION AND	245.00
01/24	01/01/2024	62776	7291	TREJO REFRIGERATION AND	7291	TREJO REFRIGERATION AND	122.50
01/24	01/01/2024	62776	7291	TREJO REFRIGERATION AND	7291	TREJO REFRIGERATION AND	122.50
01/24	01/01/2024	62777	7312	TRUJILLO, FRED	7312	TRUJILLO, FRED	100.00
01/24	01/05/2024	62779	13334	BENTON P STEPHENS	13334	BENTON P STEPHENS	61.84
01/24	01/05/2024	62779	13334	BENTON P STEPHENS	13334	BENTON P STEPHENS	50.00
01/24	01/05/2024	62780	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	100.60
01/24	01/05/2024	62780	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	34.95
01/24	01/05/2024	62781	2289	BORDER STATES ELECTRIC SUPPLY	2289	BORDER STATES ELECTRIC SU	75.94
01/24	01/05/2024	62782	2475	C & S SWEEPING SERIVES, INC	2475	C & S SWEEPING SERVICES, IN	4,347.00
01/24	01/05/2024	62782	2475	C & S SWEEPING SERIVES, INC	2475	C & S SWEEPING SERVICES, IN	976.50
01/24	01/05/2024	62783	2530	CASELLE INC	2530	CASELLE INC	100.00
01/24	01/05/2024	62783	2530	CASELLE INC	2530	CASELLE INC	25.00
01/24	01/05/2024	62783	2530	CASELLE INC	2530	CASELLE INC	25.00
01/24	01/05/2024	62783	2530	CASELLE INC	2530	CASELLE INC	25.00
01/24	01/05/2024	62783	2530	CASELLE INC	2530	CASELLE INC	25.00
01/24	01/05/2024	62784	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	2,595.76
01/24	01/05/2024	62785	3700	FIRE CATT LLC	3700	FIRE CATT LLC	3,872.54
01/24	01/05/2024	62786	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	128.00
01/24	01/05/2024	62786	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	32.00
01/24	01/05/2024	62786	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	16.00
01/24	01/05/2024	62786	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	6,528.00
01/24	01/05/2024	62787	4970	LOGAN SIMPSON	4970	LOGAN SIMPSON	5,700.00
01/24	01/05/2024	62788	5299	MCKAYLA WILLIAMS	5299	MCKAYLA WILLIAMS	206.50
01/24	01/05/2024	62789	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	24.97
01/24	01/05/2024	62789	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	17.37
01/24	01/05/2024	62790	6052	PSOMAS	6052	PSOMAS	9,034.17
01/24	01/05/2024	62790	6052	PSOMAS	6052	PSOMAS	11,369.06
01/24	01/05/2024	62791	6583	SESAC INC	6583	SESAC INC	581.00
01/24	01/05/2024	62792	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	207.20
01/24	01/05/2024	62792	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	128.09
01/24	01/05/2024	62793	7002	TAMMY MARBLE	7002	TAMMY MARBLE	114.28
01/24	01/05/2024	62794	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	8.41
01/24	01/05/2024	62794	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	90.47
01/24	01/05/2024	62794	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	366.62
01/24	01/05/2024	62794	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	243.89
01/24	01/05/2024	62794	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	147.02
01/24	01/05/2024	62795	7770	WILLDAN	7770	WILLDAN	347.50
01/24	01/05/2024	62795	7770	WILLDAN	7770	WILLDAN	347.50
01/24	01/05/2024	62795	7770	WILLDAN	7770	WILLDAN	11,118.00
01/24	01/05/2024	62795	7770	WILLDAN	7770	WILLDAN	500.50
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62796	1060	ADRIANNA J VILLA	1060	ADRIANNA J VILLA	20.82
01/24	01/16/2024	62797	1095	AIRGAS USA, LLC	1095	AIRGAS USA, LLC	494.01
01/24	01/16/2024	62798	1116	ALL CREATURES VETERINARY SERVI	1116	ALL CREATURES VETERINARY	45.00
01/24	01/16/2024	62798	1116	ALL CREATURES VETERINARY SERVI	1116	ALL CREATURES VETERINARY	45.00
01/24	01/16/2024	62799	1209	AMERICANA POLYGRAPH &	1209	AMERICANA POLYGRAPH &	175.00
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	143.53

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	72.20
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	72.30
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	23.51
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	802.14
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	270.56
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	191.30
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	55.17
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	155.81
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	136.99
01/24	01/16/2024	62800	1950	BENSON ACE HARDWARE	1950	BENSON ACE HARDWARE	48.15
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	228.41
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	103.46
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	38.93
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	142.71
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	57.39
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	17.51
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	8.76
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	8.76
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	71.23
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	91.24
01/24	01/16/2024	62801	2075	BENSON NAPA	2075	BENSON NAPA	21.78
01/24	01/16/2024	62802	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	175.58
01/24	01/16/2024	62802	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	85.90
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	47.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	32.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	37.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	29.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	62.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	34.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	34.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	37.00
01/24	01/16/2024	62803	2350	BUG-WISER EXTERMINATING CO	2350	BUG-WISER EXTERMINATING C	807.00
01/24	01/16/2024	62804	2598	CENTURY LINK	2598	CENTURY LINK	29.97
01/24	01/16/2024	62805	3090	CORE & MAIN LP	3090	CORE & MAIN LP	425.52
01/24	01/16/2024	62806	3340	DEMCO INC.	3340	DEMCO INC.	233.05
01/24	01/16/2024	62807	3454	DUKE'S ROOT CONTROL, INC	3454	DUKE'S ROOT CONTROL, INC	3,963.12
01/24	01/16/2024	62808	3596	ELITE SALES & SERVICE	3596	ELITE SALES & SERVICE	33.31
01/24	01/16/2024	62809	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	310.00
01/24	01/16/2024	62810	3648	ESG CORP	3648	ESG CORP	1,952.90
01/24	01/16/2024	62810	3648	ESG CORP	3648	ESG CORP	374.85
01/24	01/16/2024	62810	3648	ESG CORP	3648	ESG CORP	427.75
01/24	01/16/2024	62810	3648	ESG CORP	3648	ESG CORP	144.50
01/24	01/16/2024	62811	3699	FX TACTICAL	3699	FX TACTICAL	1,928.04
01/24	01/16/2024	62811	3699	FX TACTICAL	3699	FX TACTICAL	2,121.52
01/24	01/16/2024	62812	3973	GEOTAB USA INC	3973	GEOTAB USA INC	44.58
01/24	01/16/2024	62813	4085	GRAINGER	4085	GRAINGER	153.97
01/24	01/16/2024	62814	4105	GRASSHOPPER LANDSCAPING	4105	GRASSHOPPER LANDSCAPING	57,327.12
01/24	01/16/2024	62815	4111	GREATAMERICA FINANCIAL SVCS.	4111	GREATAMERICA FINANCIAL SV	146.58
01/24	01/16/2024	62815	4111	GREATAMERICA FINANCIAL SVCS.	4111	GREATAMERICA FINANCIAL SV	97.19
01/24	01/16/2024	62816	4569	JOHN LAWSON	4569	JOHN LAWSON	595.00
01/24	01/16/2024	62816	4569	JOHN LAWSON	4569	JOHN LAWSON	12.50-
01/24	01/16/2024	62817	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	128.00
01/24	01/16/2024	62818	5040	M ANDERSON CONSTRUCTION CORP	5040	M ANDERSON CONSTRUCTION	206,714.39
01/24	01/16/2024	62819	5620	OAKLEY'S GARAGE, INC.	5620	OAKLEY'S GARAGE, INC.	3,797.38
01/24	01/16/2024	62820	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	286.32
01/24	01/16/2024	62821	5940	PIONEER TITLE AGENCY INC	5940	PIONEER TITLE AGENCY INC	1,188.55
01/24	01/16/2024	62821	5940	PIONEER TITLE AGENCY INC	5940	PIONEER TITLE AGENCY INC	1,530.60

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/16/2024	62822	5978	POSTAL PROS SOUTHWEST INC	5978	POSTAL PROS SOUTHWEST IN	414.87
01/24	01/16/2024	62822	5978	POSTAL PROS SOUTHWEST INC	5978	POSTAL PROS SOUTHWEST IN	414.87
01/24	01/16/2024	62822	5978	POSTAL PROS SOUTHWEST INC	5978	POSTAL PROS SOUTHWEST IN	414.87
01/24	01/16/2024	62822	5978	POSTAL PROS SOUTHWEST INC	5978	POSTAL PROS SOUTHWEST IN	414.86
01/24	01/16/2024	62822	5978	POSTAL PROS SOUTHWEST INC	5978	POSTAL PROS SOUTHWEST IN	541.00
01/24	01/16/2024	62823	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	111.94
01/24	01/16/2024	62823	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	111.94
01/24	01/16/2024	62823	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	117.38
01/24	01/16/2024	62823	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	55.28
01/24	01/16/2024	62824	6774	SOUTHWEST DISPOSAL	6774	SOUTHWEST DISPOSAL	21,093.78
01/24	01/16/2024	62824	6774	SOUTHWEST DISPOSAL	6774	SOUTHWEST DISPOSAL	16,857.28
01/24	01/16/2024	62825	7712	THOMSON REUTERS - WEST	7712	THOMSON REUTERS - WEST	7,505.40
01/24	01/16/2024	62826	7291	TREJO REFRIGERATION AND	7291	TREJO REFRIGERATION AND	180.50
01/24	01/16/2024	62827	7399	US BANK - CORPORATE TRUST	7399	US BANK - CORPORATE TRUST	1,100.00
01/24	01/16/2024	62828	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	129.08
01/24	01/22/2024	62829	7307	TROON GOLF LLC	7307	TROON GOLF LLC	28,301.23 M
01/24	01/22/2024	62830	1023	A1 PORT A POTS	1023	A1 PORT A POTS	221.54
01/24	01/22/2024	62831	1297	ARIZONA BLUE STAKE INC	1297	ARIZONA BLUE STAKE INC	746.22
01/24	01/22/2024	62832	1687	AZC DRUG TESTING	1687	AZC DRUG TESTING	190.00
01/24	01/22/2024	62833	2224	BLACKSTONE PUBLISHING	2224	BLACKSTONE PUBLISHING	149.36
01/24	01/22/2024	62834	2253	BLUE MOON GLASS SERVICES, LLC	2253	BLUE MOON GLASS SERVICES,	1,122.75
01/24	01/22/2024	62835	3210	DANA KEPNER COMPANY INC	3210	DANA KEPNER COMPANY INC	520.06
01/24	01/22/2024	62835	3210	DANA KEPNER COMPANY INC	3210	DANA KEPNER COMPANY INC	1,781.34
01/24	01/22/2024	62835	3210	DANA KEPNER COMPANY INC	3210	DANA KEPNER COMPANY INC	8,188.74
01/24	01/22/2024	62836	3334	DECONCINI MCDONALD YETWIN & LA	3334	DECONCINI MCDONALD YETWI	1,862.00
01/24	01/22/2024	62837	3333	DELL MARKETING LP	3333	DELL MARKETING LP	6,243.80
01/24	01/22/2024	62838	4230	HEALTH TECHNOLOGY PROFESSION	4230	HEALTH TECHNOLOGY PROFE	1,546.34
01/24	01/22/2024	62839	4259	HIGH DESERT SIGN COMPANY	4259	HIGH DESERT SIGN COMPANY	8,114.14
01/24	01/22/2024	62840	4907	LEGEND TECHNICAL SERVICES	4907	LEGEND TECHNICAL SERVICE	32.00
01/24	01/22/2024	62841	4929	LEXISNEXIS RISK SOLUTIONS FL INC.	4929	LEXISNEXIS RISK SOLUTIONS	228.06
01/24	01/22/2024	62841	4929	LEXISNEXIS RISK SOLUTIONS FL INC.	4929	LEXISNEXIS RISK SOLUTIONS	114.03
01/24	01/22/2024	62842	3550	MAYRA MORENO	3550	MAYRA MORENO	610.00
01/24	01/22/2024	62843	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	37.21
01/24	01/22/2024	62844	5835	PETER SMITH	5835	PETER SMITH	31.67
01/24	01/22/2024	62845	7731	PURCELL WESTERN STATES TIRE	7731	PURCELL WESTERN STATES TI	2,740.02
01/24	01/22/2024	62846	6354	SOUTHEAST ARIZONA ECONOMIC	6354	SOUTHEAST ARIZONA ECONO	160.00
01/24	01/22/2024	62847	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	207.29
01/24	01/22/2024	62847	6802	STAMBACK SEPTIC SERVICE	6802	STAMBACK SEPTIC SERVICE	229.11
01/24	01/22/2024	62848	5663	WIST OFFICE PRODUCTS	5663	WIST OFFICE PRODUCTS	65.36
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	111.38
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	5.28
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	10.29
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	61.65
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	10.95
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	6.14
01/24	01/24/2024	62849	2071	BENSON LUMBER & SUPPLY LLC	2071	BENSON LUMBER & SUPPLY LL	42.33
01/24	01/24/2024	62850	2256	BOB LOGAN	2256	BOB LOGAN	101.19
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	420.33
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	59.53
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	79.68
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	79.68
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	79.68
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	120.04
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	63.17
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	105.06
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	81.04
01/24	01/24/2024	62851	2599	CENTURYLINK	2599	CENTURYLINK	61.14

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/24/2024	62852	13346	CITY OF TOMBSTONE	13346	CITY OF TOMBSTONE	2,343.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	280.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	280.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	58.33
01/24	01/24/2024	62853	2784	CNG	2784	CNG	58.34
01/24	01/24/2024	62853	2784	CNG	2784	CNG	58.33
01/24	01/24/2024	62853	2784	CNG	2784	CNG	420.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	170.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	350.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	78.75
01/24	01/24/2024	62853	2784	CNG	2784	CNG	78.75
01/24	01/24/2024	62853	2784	CNG	2784	CNG	78.75
01/24	01/24/2024	62853	2784	CNG	2784	CNG	78.75
01/24	01/24/2024	62853	2784	CNG	2784	CNG	140.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	385.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	140.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	105.00
01/24	01/24/2024	62853	2784	CNG	2784	CNG	70.00
01/24	01/24/2024	62854	2870	COCHISE COUNTY TREASURER	2870	COCHISE COUNTY TREASURE	19,477.76
01/24	01/24/2024	62855	2842	COCHISE COUNTY TREASURER	2842	COCHISE COUNTY TREASURE	13,168.00
01/24	01/24/2024	62856	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	870.39
01/24	01/24/2024	62856	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	870.40
01/24	01/24/2024	62857	13341	GOODMAN ENTERPRISES	13341	GOODMAN ENTERPRISES	666.86
01/24	01/24/2024	62858	4268	HILL BROTHERS CHEMICAL CO	4268	HILL BROTHERS CHEMICAL CO	1,443.31
01/24	01/24/2024	62859	4569	JOHN LAWSON	4569	JOHN LAWSON	2,100.00
01/24	01/24/2024	62860	13340	MARIE ARNOLD	13340	MARIE ARNOLD	100.00
01/24	01/24/2024	62861	5299	MCKAYLA WILLIAMS	5299	MCKAYLA WILLIAMS	224.99
01/24	01/24/2024	62862	13342	NORMA J RAPP	13342	NORMA J RAPP	54.58
01/24	01/24/2024	62863	6115	R&R ELECTRIC, LLC	6115	R&R ELECTRIC, LLC	2,226.20
01/24	01/24/2024	62864	6583	SESAC INC	6583	SESAC INC	581.00
01/24	01/24/2024	62865	1424	STATE OF ARIZONA	1424	STATE OF ARIZONA	100.00
01/24	01/24/2024	62866	7250	TIMS WRECKER & ROAD SERVICE	7250	TIMS WRECKER & ROAD SERVI	3,668.42
01/24	01/24/2024	62866	7250	TIMS WRECKER & ROAD SERVICE	7250	TIMS WRECKER & ROAD SERVI	100.00
01/24	01/25/2024	62868	4566	JOE KONRAD	4566	JOE KONRAD	207.70
01/24	01/25/2024	62868	4566	JOE KONRAD	4566	JOE KONRAD	148.70
01/24	01/26/2024	62869	2738	CINDY TAPIA	2738	CINDY TAPIA	148.70
01/24	01/26/2024	62870	2923	COCHISE LOCK & SAFE, INC	2923	COCHISE LOCK & SAFE, INC	1,920.85
01/24	01/26/2024	62871	4928	LEVI JOHNSON	4928	LEVI JOHNSON	148.70
01/24	01/26/2024	62872	5551	MALDONADO, ANICLETO D	5551	MALDONADO, ANICLETO D	148.70
01/24	01/26/2024	62873	5784	PATRICK BOYLE	5784	PATRICK BOYLE	147.36
01/24	01/26/2024	62874	6574	SETH JUDD	6574	SETH JUDD	150.04
01/24	01/26/2024	62875	7270	TONEY KING	7270	TONEY KING	148.70
01/24	01/29/2024	62876	1024	AAA DESERT CONTAINER LLC	1024	AAA DESERT CONTAINER LLC	2,765.40
01/24	01/29/2024	62877	1116	ALL CREATURES VETERINARY SERVI	1116	ALL CREATURES VETERINARY	15.00
01/24	01/29/2024	62877	1116	ALL CREATURES VETERINARY SERVI	1116	ALL CREATURES VETERINARY	65.00
01/24	01/29/2024	62877	1116	ALL CREATURES VETERINARY SERVI	1116	ALL CREATURES VETERINARY	65.00
01/24	01/29/2024	62878	1238	AQUAFLOW SOLUTIONS INC	1238	AQUAFLOW SOLUTIONS INC	2,307.63
01/24	01/29/2024	62879	1406	ARIZONA LAW ENFORCEMENT	1406	ARIZONA LAW ENFORCEMENT	1,203.53
01/24	01/29/2024	62880	1797	AZ WASTEWATER INDUSTRIES, INC	1797	AZ WASTEWATER INDUSTRIES,	107,403.26
01/24	01/29/2024	62881	1966	BENSON ANIMAL HOSPITAL	1966	BENSON ANIMAL HOSPITAL	345.90
01/24	01/29/2024	62882	2289	BORDER STATES ELECTRIC SUPPLY	2289	BORDER STATES ELECTRIC SU	454.91
01/24	01/29/2024	62883	2598	CENTURY LINK	2598	CENTURY LINK	25.14
01/24	01/29/2024	62884	3490	EAGLE PLUMBING	3490	EAGLE PLUMBING	305.00
01/24	01/29/2024	62885	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	2,242.56
01/24	01/29/2024	62885	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	2,242.56
01/24	01/29/2024	62885	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	2,242.56
01/24	01/29/2024	62885	3610	EMPIRE SOUTHWEST LLC	3610	EMPIRE SOUTHWEST LLC	2,242.55

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/29/2024	62886	3710	FEDEX	3710	FEDEX	35.91
01/24	01/29/2024	62887	3699	FX TACTICAL	3699	FX TACTICAL	583.61
01/24	01/29/2024	62887	3699	FX TACTICAL	3699	FX TACTICAL	171.72
01/24	01/29/2024	62887	3699	FX TACTICAL	3699	FX TACTICAL	171.72
01/24	01/29/2024	62887	3699	FX TACTICAL	3699	FX TACTICAL	190.21
01/24	01/29/2024	62887	3699	FX TACTICAL	3699	FX TACTICAL	38.03
01/24	01/29/2024	62888	4051	GLOCK INC.	4051	GLOCK INC.	16,615.32
01/24	01/29/2024	62889	4085	GRAINGER	4085	GRAINGER	119.29
01/24	01/29/2024	62890	5222	MEGAN MORENO	5222	MEGAN MORENO	558.70
01/24	01/29/2024	62891	5396	MOTOROLA SOLUTIONS INC	5396	MOTOROLA SOLUTIONS INC	6,532.47
01/24	01/29/2024	62891	5396	MOTOROLA SOLUTIONS INC	5396	MOTOROLA SOLUTIONS INC	1,790.64
01/24	01/29/2024	62891	5396	MOTOROLA SOLUTIONS INC	5396	MOTOROLA SOLUTIONS INC	108,345.43
01/24	01/29/2024	62892	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	43.32
01/24	01/29/2024	62892	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	16.28
01/24	01/29/2024	62892	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	55.26
01/24	01/29/2024	62892	5645	OFFICE DEPOT, INC	5645	OFFICE DEPOT, INC	59.87
01/24	01/29/2024	62893	7731	PURCELL WESTERN STATES TIRE	7731	PURCELL WESTERN STATES TI	1,003.34
01/24	01/29/2024	62894	6123	RAILROAD MANAGEMENT CO , LLC	6123	RAILROAD MANAGEMENT CO ,	657.82
01/24	01/29/2024	62894	6123	RAILROAD MANAGEMENT CO , LLC	6123	RAILROAD MANAGEMENT CO ,	657.82
01/24	01/29/2024	62894	6123	RAILROAD MANAGEMENT CO , LLC	6123	RAILROAD MANAGEMENT CO ,	657.82
01/24	01/29/2024	62895	6620	SIERRA SOUTHWEST COOP SVCS IN	6620	SIERRA SOUTHWEST COOP SV	135.79
01/24	01/29/2024	62896	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	250.00
01/24	01/29/2024	62896	7598	VALLEY IMAGING SOLUTIONS	7598	VALLEY IMAGING SOLUTIONS	89.55
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	350.87
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	507.04
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	2,066.88
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	80.02
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	82.29
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	101.90
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	103.38
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	36.35
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	54.79
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	165.52
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	90.96
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	40.01
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	125.10
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	267.59
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	190.03
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	54.79
01/24	01/29/2024	62897	7667	VERIZON WIRELESS	7667	VERIZON WIRELESS	96.12
01/24	01/29/2024	62898	7668	VERMEER MOUNTAIN WEST, INC.	7668	VERMEER MOUNTAIN WEST, I	35,923.86
01/24	01/29/2024	62898	7668	VERMEER MOUNTAIN WEST, INC.	7668	VERMEER MOUNTAIN WEST, I	35,923.86
01/24	01/29/2024	62898	7668	VERMEER MOUNTAIN WEST, INC.	7668	VERMEER MOUNTAIN WEST, I	35,923.86
01/24	01/29/2024	62899	7770	WILLDAN	7770	WILLDAN	347.50
01/24	01/29/2024	62899	7770	WILLDAN	7770	WILLDAN	347.50
01/24	01/29/2024	62899	7770	WILLDAN	7770	WILLDAN	10,191.50
01/24	01/29/2024	62899	7770	WILLDAN	7770	WILLDAN	581.00
01/24	01/30/2024	62900	2160	BENSON VOLUNTEER FIRE DEPT INC	2160	BENSON VOLUNTEER FIRE DE	6,600.00
01/24	01/30/2024	62901	7790	BRANDT, WILLIAM	7790	BRANDT, WILLIAM	100.00
01/24	01/30/2024	62902	3050	COMMUNITY FOOD PANTRY OF	3050	COMMUNITY FOOD PANTRY OF	130.00
01/24	01/30/2024	62903	3240	FOSTER, DARRELL	3240	FOSTER, DARRELL	100.00
01/24	01/30/2024	62904	3975	GEOFFREY MCGOFFIN	3975	GEOFFREY MCGOFFIN	100.00
01/24	01/30/2024	62905	7895	JAMES HANSEN JR.	7895	JAMES HANSEN JR.	100.00
01/24	01/30/2024	62906	4505	JERRY FINK	4505	JERRY FINK	100.00
01/24	01/30/2024	62907	6144	JOHNSON II, RAY	6144	JOHNSON II, RAY	100.00
01/24	01/30/2024	62908	4975	LOREN JAY SHELDON	4975	LOREN JAY SHELDON	1,400.00
01/24	01/30/2024	62909	5551	MALDONADO, ANICLETO D	5551	MALDONADO, ANICLETO D	100.00

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/30/2024	62910	5238	MERRILL, SHANE	5238	MERRILL, SHANE	100.00
01/24	01/30/2024	62911	4840	NAPIER, LARRY	4840	NAPIER, LARRY	100.00
01/24	01/30/2024	62912	4573	RODRIGUEZ, JOE	4573	RODRIGUEZ, JOE	100.00
01/24	01/30/2024	62913	8914	ROTHERMICH, JOE	8914	ROTHERMICH, JOE	100.00
01/24	01/30/2024	62914	5786	TEAGUE, PATRICK	5786	TEAGUE, PATRICK	100.00
01/24	01/30/2024	62915	7312	TRUJILLO, FRED	7312	TRUJILLO, FRED	100.00
01/24	01/16/2024	1122024	3078	SHELL ENERGY NORTH AMERICA	3078	SHELL ENERGY NORTH AMERI	54,878.18 M
01/24	01/16/2024	1132024	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	277.03 M
01/24	01/16/2024	1132024	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	277.03 M
01/24	01/16/2024	1132024	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	277.02 M
01/24	01/16/2024	1132024	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	277.02 M
01/24	01/16/2024	1132024	7856	XPRESS BILL PAY	7856	XPRESS BILL PAY	277.02 M
01/24	01/24/2024	12220241	1727	AZ MUNI RISK RETENTION POOL - W/	1727	AZ MUNI RISK RETENTION PO	26,137.33 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13006	B2B PRIME	65.40 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13006	B2B PRIME	65.39 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13006	B2B PRIME	65.39 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5670	OREMUS MATERIALS INC	1,675.84 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1024	AAA DESERT CONTAINER LLC	2,750.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12549	MACKS AUTO PARTS WILLCOX	6.68 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12549	MACKS AUTO PARTS WILLCOX	6.68 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12549	MACKS AUTO PARTS WILLCOX	6.67 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12549	MACKS AUTO PARTS WILLCOX	6.67 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	35.62 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	35.62 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	35.61 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	294.34 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	294.34 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	294.34 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	98.11 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	98.11 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	98.11 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	235.39 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	64.64 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	117.02 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	97.52 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	17.91 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	193.12 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	193.12 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	193.12 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	193.12 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	52.58 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12176	PayPal	876.78 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13329	HARDWARE SOURCE	77.72 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	118.77 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13335	PK SAFETY	2,005.68 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	1,415.96 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	4.66 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3333	DELL MARKETING LP	208.92 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	180.73 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	45.45 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13336	GLOBAL TEST SUPPLY	366.96 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1053	ADEQ	31.25 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13168	ARIZONA LIVESCAN FINGERPR	109.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	25.20 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	63.53 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	34.50 M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	34.50	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	34.51	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	34.51	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	34.51	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13337	AUTUMN SUPPLY	390.60	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12974	AZC DRUG TEST	391.65	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13335	PK SAFETY	860.90	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12179	Uline.com	409.48	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	59.44	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	76.71	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12178	Northern Tools	188.47	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	493.05	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	17.87	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	17.86	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	849.20	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	31.72	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3190	DAKOTAPRO	158.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	111.64	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	40.33	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	40.33	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	120.30	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	41.67	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	121.65	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	116.99	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	35.97	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12183	RingCentral	2,622.47	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2592	CENTRAL ALARM INC	57.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2592	CENTRAL ALARM INC	57.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	119.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	19.38	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	48.49	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	23.32	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	136.38	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	50.43	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5661	O'REILLY AUTOMOTIVE INC	94.58	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	66.14	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	223.86	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	66.14	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12237	Sierra Vista Herald	198.42	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7279	TRANSWORLD NETWORK COR	54.93	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	178.44	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12183	RingCentral	332.15	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	110.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	211.96	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	33.76	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12955	STARLINK INTERNET	120.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	119.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3119	COX COMMUNICATIONS	487.14	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,167.55	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	410.33	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	262.72	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	723.01	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	723.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	304.81	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	373.22	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	570.62	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	329.51	M



GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount	
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	83.27	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	83.26	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	83.26	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	6,829.55	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	8,564.44	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	8,548.74	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	1,392.23	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6970	SULPHUR SPRINGS VALLEY EL	936.75	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	16.46	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	16.61	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	16.61	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	70.58	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	76.73	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	126.71	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	127.88	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	131.24	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	136.76	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	147.34	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	147.83	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	190.57	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	353.73	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	406.71	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	445.19	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	530.26	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	281.32	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	281.32	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	338.92	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	338.92	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	2750	CITY OF BENSON - UTILITIES	338.91	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	33.60	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	69.60	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	32.67	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12262	DOLLAR TREE	43.42	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12880	TJ MAXX	29.33	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	3110	COSTCO MEMBERSHIP	49.08	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	30.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12275	FRY'S FOOD	25.93	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13338	MARSHALLS	50.73	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	51.92	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12202	FOOD CITY	315.03	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	69.38	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12356	THE COWBOY WAY	97.68	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12881	CALIBRE PRESS	199.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12262	DOLLAR TREE	17.26	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12262	DOLLAR TREE	52.06	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	140.65	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	165.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12972	MAGALYS MEXICAN RESTAURA	99.70	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	71.75	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12881	CALIBRE PRESS	159.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7758	WICKED LIMITZ GRAPHICS & E	144.52	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12259	LOWE'S HOME CENTERS, LLC	327.02	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	7.65	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12256	HORSESHOE CAFE	37.48	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12282	INTERNATIONAL ASSOC OF CH	190.00	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	94.68	M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12784	BADGEAND WALLET.COM	928.50	M

GL Period	Check Issue Date	Check Nu	Vendor Number	Payee	Merchant V	Merchant Name	Amount
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13148	INTELIUS	29.95 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13054	STERICYCLE INC	163.30 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12654	US POSTMASTER	332.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13343	ARIZONA DEPARTMENT OF TR	288.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	189.39 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12137	Hotels - Travel	121.87 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12654	US POSTMASTER	39.60 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13344	DAYNES EYE CARE	90.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	373.02 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	5.70- M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	6.23- M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	29.99 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13345	ACTION TARGET	81.93 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7000	STOPSTICK LTD	275.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	4126	GUARDIAN EMS	244.40 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1350	AZ FIRE CHIEFS ASSOCIATION	75.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12206	ARIZONA PPE RECON, INC	549.40 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12640	INFINITY FIRE COMMUNITY	498.63 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	5460	NATIONAL FIRE PROTECTION A	175.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	196.82 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13136	THE ASSOCIATION FOR RURAL	150.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1170	AMERICAN LIBRARY ASSN.	183.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	63.42 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1910	BLUE 360 MEDIA	74.95 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	4076	GOVERNMENT FINANCE OFFIC	190.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	1023	A1 PORT A POTS	886.16 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12258	SAM'S CLUB	716.67 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	19.71 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	61.50 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	6380	SAFEWAY #1275	42.53 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13326	MICHAEL'S	132.39 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12258	SAM'S CLUB	324.74 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7675	WAL-MART BUSINESS	133.36 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13325	CHRISTMAS CENTRAL	84.78- M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	35.27 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12200	HOBBY LOBBY	32.36 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12259	LOWE'S HOME CENTERS, LLC	139.24 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	22.93 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13116	THE EMBLEM AUTHORITY	411.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	91.98 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	94.17 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	7674	WALMART	97.54 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13324	COURTNEY MEDICAL GROUP	150.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12654	US POSTMASTER	66.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12262	DOLLAR TREE	10.96 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12138	Tractor Supply Co	44.91 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13139	ARIZONA CITYCOUNTY	400.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12569	GRANTWRITING USA	445.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12151	Amazon.Com	5.98 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	13339	BOB LOGAN, FIND YOUR PATH,	1,560.00 M
01/24	01/26/2024	12620241	5454	NATIONAL BANK OF ARIZONA	12259	LOWE'S HOME CENTERS, LLC	31.29 M

Grand Totals:

1,141,597.74

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
<b>COMBINED CASH FUND</b>							
<b>01-10170 CASH CLEARING - UTILITIES</b>							
COMBINED CASH FUND	NORMA J RAPP	NORMA J RAPP	13342	011224	01/12/2024	REFUND CREDIT BALANCE	54.58
Total 01-10170 CASH CLEARING - UTILITIES:							54.58
Total COMBINED CASH FUND:							54.58
<b>GENERAL FUND</b>							
<b>10-20300 RENTAL DEPOSITS</b>							
GENERAL FUND	MARIE ARNOLD	MARIE ARNOLD	13340	012324	01/23/2024	REFUND CLEANING DEPOSIT	100.00
Total 10-20300 RENTAL DEPOSITS:							100.00
<b>10-21600 SALES TAX</b>							
GENERAL FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	12/23	12/31/2023	RETAIL SALES TAX - VC	31.74
Total 10-21600 SALES TAX:							31.74
<b>10-22292 FSA PAYABLE</b>							
GENERAL FUND	ESG CORP	ESG CORP	3649	010324	01/03/2024	MONTHLY CONTRIBUTIONS	4,577.27
Total 10-22292 FSA PAYABLE:							4,577.27
<b>10-22295 WORKERS COMP PAYABLE</b>							
GENERAL FUND	AZ MUNI RISK RETENTION PO	AZ MUNI RISK RETENTION POOL - W/C	1727	012224	01/22/2024	4TH QUARTER WORKER'S COMPENS	26,137.33
GENERAL FUND	AZ MUNI RISK RETENTION PO	AZ MUNI RISK RETENTION POOL - W/C	1727	093023	09/30/2023	3RD QUARTER WORKER COMPENSA	40,728.17
Total 10-22295 WORKERS COMP PAYABLE:							66,865.50
<b>10-41-230 EMPLOYEE INSURANCE</b>							
GENERAL FUND	ESG CORP	ESG CORP	3648	45167	01/10/2024	COBRA ADMINISTRATION	144.50
Total 10-41-230 EMPLOYEE INSURANCE:							144.50

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-41-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	BOB LOGAN, FIND YOUR PATH, LLC	13339	123123	12/05/2023	Monthly Credit Card Charges	1,560.00
Total 10-41-300 PROFESSIONAL SERVICES:							1,560.00
<b>10-41-310 PROFESSIONAL SERVICES - HR</b>							
GENERAL FUND	AZ DEPT OF PUBLIC SAFETY	AZ DEPT OF PUBLIC SAFETY	1779	010124	01/01/2024	FINGERPRINT FEES - RECREATION	22.00
GENERAL FUND	AZC DRUG TESTING	AZC DRUG TESTING	1687	124902	01/15/2024	PRE PLACEMENT DRUG TESTING - A	190.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	AZC DRUG TEST	12974	123123	12/05/2023	Monthly Credit Card Charges	391.65
Total 10-41-310 PROFESSIONAL SERVICES - HR:							603.65
<b>10-41-330 IT SERVICES</b>							
GENERAL FUND	PROLOGIC TECHNOLOGY GRO	PROLOGIC TECHNOLOGY GROUP LLC	5426	5129	12/31/2023	IT SERVICE - 1/2024	5,000.00
GENERAL FUND	PROLOGIC TECHNOLOGY GRO	PROLOGIC TECHNOLOGY GROUP LLC	5426	5131	12/29/2023	OFFSITE BACKUP SERVICE 1/1/23-12/	5,300.00
Total 10-41-330 IT SERVICES:							10,300.00
<b>10-41-335 INTERGOVERNMENTAL RELATIONS</b>							
GENERAL FUND	BOB LOGAN	BOB LOGAN	2256	1045	01/17/2024	SUPPLIES FOR LEADERSHIP MTG - 1/	101.19
GENERAL FUND	JOHN LAWSON	JOHN LAWSON	4569	011624	01/16/2024	MAYOR MANAGER LUNCHEON BENS	595.00
GENERAL FUND	JOHN LAWSON	JOHN LAWSON	4569	011624	01/16/2024	BUSINESS LICENSE FEE	12.50-
GENERAL FUND	SOUTHEAST ARIZONA ECONO	SOUTHEAST ARIZONA ECONOMIC	6354	01-25-24-G	01/18/2024	NETWORK LUNCHEON - 1/25/24	160.00
Total 10-41-335 INTERGOVERNMENTAL RELATIONS:							843.69
<b>10-41-340 EDUCATION &amp; TRAINING</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	GRANTWRITING USA	12569	123123	12/05/2023	Monthly Credit Card Charges	445.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	ARIZONA CITYCOUNTY	13139	123123	12/05/2023	Monthly Credit Card Charges	400.00
GENERAL FUND	PETER SMITH	PETER SMITH	5835	011424	01/14/2024	REIMBURSE FUEL FOR CLASS - ADMI	31.67
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	43.23
Total 10-41-340 EDUCATION & TRAINING:							919.90
<b>10-41-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	530.26
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	127.88
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	110.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	1,167.55
GENERAL FUND	NATIONAL BANK OF ARIZONA	CENTRAL ALARM INC	2592	123123	12/05/2023	Monthly Credit Card Charges	57.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	NATIONAL BANK OF ARIZONA	CENTRAL ALARM INC	2592	123123	12/05/2023	Monthly Credit Card Charges	57.00
Total 10-41-410 UTILITIES:							2,049.69
<b>10-41-415 TELEPHONE</b>							
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY SERVICE	63.17
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	487.14
GENERAL FUND	NATIONAL BANK OF ARIZONA	RingCentral	12183	123123	12/05/2023	Monthly Credit Card Charges	2,622.47
GENERAL FUND	NATIONAL BANK OF ARIZONA	RingCentral	12183	123123	12/05/2023	Monthly Credit Card Charges	332.15
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	350.87
Total 10-41-415 TELEPHONE:							3,855.80
<b>10-41-430 REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335242	12/06/2023	EXTERMINATING - ADMIN	62.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335336	12/22/2023	EXTERMINATING - ADMIN	34.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335363	12/27/2023	EXTERMINATING - CHAMBER/ADMIN	34.00
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32029	01/02/2024	CHARGE FOR COPIES	366.62
Total 10-41-430 REPAIRS & MAINTENANCE:							496.62
<b>10-41-540 PUBLIC NOTICES, ADVERTISING</b>							
GENERAL FUND	POSTAL PROS SOUTHWEST IN	POSTAL PROS SOUTHWEST INC	5978	12711	12/08/2023	INSERT FOR UTILITY BILL	541.00
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012654	12/28/2023	PAUL KERCHUM FIELD DEDICATION -	55.28
Total 10-41-540 PUBLIC NOTICES, ADVERTISING:							596.28
<b>10-41-542 ADVERTISING - HR</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	123123	12/05/2023	Monthly Credit Card Charges	223.86
Total 10-41-542 ADVERTISING - HR:							223.86
<b>10-41-630 COMPUTER SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	123123	12/05/2023	Monthly Credit Card Charges	1,415.96
Total 10-41-630 COMPUTER SUPPLIES:							1,415.96
<b>10-41-640 OPERATING SUPPLIES</b>							
GENERAL FUND	GREATAMERICA FINANCIAL SV	GREATAMERICA FINANCIAL SVCS.	4111	35564194	12/22/2023	COPIER LEASE - ADMIN & FINANCE	146.58
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	5.98

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	343583231001	12/08/2023	OFFICE SUPPLIES - ADMIN	186.82
Total 10-41-640 OPERATING SUPPLIES:							339.38
<b>10-41-660 VEHICLE FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	14.40
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	48.88
Total 10-41-660 VEHICLE FUEL & OIL:							63.28
<b>10-42-580 TRAVEL</b>							
GENERAL FUND	JOE KONRAD	JOE KONRAD	4566	012224	01/22/2024	REIMBURSE MILEAGE FROM 1/18, 1/1	207.70
Total 10-42-580 TRAVEL:							207.70
<b>10-42-583 COUNCIL RETREAT</b>							
GENERAL FUND	CINDY TAPIA	CINDY TAPIA	2738	012424	01/24/2024	PER DIEM & MILEAGE - COUNCIL RET	148.70
GENERAL FUND	JOE KONRAD	JOE KONRAD	4566	012424	01/24/2024	PER DIEM/MILEAGE - COUNCIL RETR	148.70
GENERAL FUND	LEVI JOHNSON	LEVI JOHNSON	4928	012424	01/24/2024	PER DIEM & MILEAGE - COUNCIL RET	148.70
GENERAL FUND	MALDONADO, ANICLETO D	MALDONADO, ANICLETO D	5551	012424	01/24/2024	PER DIEM & MILEAGE - COUNCIL RET	148.70
GENERAL FUND	PATRICK BOYLE	PATRICK BOYLE	5784	012424	01/24/2024	PER DIEM & MILEAGE - COUNCIL RET	147.36
GENERAL FUND	SETH JUDD	SETH JUDD	6574	012424	01/24/2024	PER DIEM & MILEAGE - COUNCIL RET	150.04
GENERAL FUND	TONEY KING	TONEY KING	7270	012424	01/24/2024	PER DIEM & MILAGE - COUNCIL RETR	148.70
Total 10-42-583 COUNCIL RETREAT:							1,040.90
<b>10-42-591 EMPLOYEE COUNCIL</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	COSTCO MEMBERSHIP	3110	123123	12/05/2023	Monthly Credit Card Charges	49.08
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	51.92
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	69.38
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	32.67
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	123123	12/05/2023	Monthly Credit Card Charges	30.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	123123	12/05/2023	Monthly Credit Card Charges	45.45
GENERAL FUND	NATIONAL BANK OF ARIZONA	FOOD CITY	12202	123123	12/05/2023	Monthly Credit Card Charges	315.03
GENERAL FUND	NATIONAL BANK OF ARIZONA	DOLLAR TREE	12262	123123	12/05/2023	Monthly Credit Card Charges	43.42
GENERAL FUND	NATIONAL BANK OF ARIZONA	FRY'S FOOD	12275	123123	12/05/2023	Monthly Credit Card Charges	25.93
GENERAL FUND	NATIONAL BANK OF ARIZONA	TJ MAXX	12880	123123	12/05/2023	Monthly Credit Card Charges	29.33
GENERAL FUND	NATIONAL BANK OF ARIZONA	MARSHALLS	13338	123123	12/05/2023	Monthly Credit Card Charges	50.73

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-42-591 EMPLOYEE COUNCIL:							742.94
<b>10-42-592 YOUTH COUNCIL</b>							
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012626	12/28/2023	COB YOUTH LOGOS- BANNER - YOUT	135.79
Total 10-42-592 YOUTH COUNCIL:							135.79
<b>10-42-640 OPERATING SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	LOWE'S HOME CENTERS, LLC	12259	123123	12/05/2023	Monthly Credit Card Charges	31.29
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012648	12/28/2023	CHRISTMAS CARDS- ADMIN	117.38
Total 10-42-640 OPERATING SUPPLIES:							148.67
<b>10-43-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	ADRIANNA J VILLA	ADRIANNA J VILLA	1060	011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.82
GENERAL FUND	WILLDAN	WILLDAN	7770	002-29259	11/06/2023	FIRE ALARM DEFERRED SUBITTAL - B	347.50
GENERAL FUND	WILLDAN	WILLDAN	7770	002-29292	12/12/2023	KITCHEN FIRE SUPPRESSION SYSTEM	347.50
GENERAL FUND	WILLDAN	WILLDAN	7770	002-29333	01/19/2024	SPRINKLER PROJECT SEABHS - BLD	347.50
GENERAL FUND	WILLDAN	WILLDAN	7770	002-29334	01/19/2024	FIRE CODE - LOVES - BLDG	347.50
GENERAL FUND	WILLDAN	WILLDAN	7770	00230493	12/19/2023	BENSON SR CODE ENFORCEMENT -	11,118.00
GENERAL FUND	WILLDAN	WILLDAN	7770	00231031	01/23/2024	SENIOR CODE ENFORCEMENT 12/31/	10,191.50
GENERAL FUND	WILLDAN	WILLDAN	7770	00626962	01/22/2024	CIVIL PLAN REVIEWS THROUGH 1/18/	581.00
Total 10-43-300 PROFESSIONAL SERVICES:							23,301.32
<b>10-43-415 TELEPHONE</b>							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	90.96
Total 10-43-415 TELEPHONE:							90.96
<b>10-43-640 OPERATING SUPPLIES</b>							
GENERAL FUND	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS RISK SOLUTIONS FL INC.	4929	7036289-20231	11/30/2023	CODE ENFOREMENT SERCH INFORM	228.06
GENERAL FUND	LEXISNEXIS RISK SOLUTIONS	LEXISNEXIS RISK SOLUTIONS FL INC.	4929	7036789-2023	10/31/2023	CODE ENFOREMENT SERCH INFORM	114.03
Total 10-43-640 OPERATING SUPPLIES:							342.09
<b>10-43-660 VEHICLE FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	92.26



Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-43-660 VEHICLE FUEL & OIL:							92.26
<b>10-45-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	AMERICANA POLYGRAPH &	AMERICANA POLYGRAPH &		1209 010124	01/01/2024	PRE EMPLOYMENT EXAMINATION - P	175.00
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO		2350 335235	12/05/2023	EXTERMINATING - PD	29.00
GENERAL FUND	CASELLE INC	CASELLE INC		2530 129604	12/15/2023	SOURCE CODE ESCROW - 2024	25.00
GENERAL FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC		3610 EPWK0593775	01/19/2024	PERFORM FULL OIL SERVICE & LOAD	870.40
GENERAL FUND	NATIONAL BANK OF ARIZONA	US POSTMASTER		12654 123123	12/05/2023	Monthly Credit Card Charges	332.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	STERICYCLE INC		13054 123123	12/05/2023	Monthly Credit Card Charges	163.30
GENERAL FUND	NATIONAL BANK OF ARIZONA	DAYNES EYE CARE		13344 123123	12/05/2023	Monthly Credit Card Charges	90.00
GENERAL FUND	TREJO REFRIGERATION AND	TREJO REFRIGERATION AND		7291 13027	12/20/2023	REPLACED BELTS & FILTER - PD	180.50
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS		7598 AR31845	12/19/2023	CHARGE FOR COPIES - PD	129.08
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS		7598 AR32370	01/17/2024	CHARGE FOR COPIES - PD	89.55
Total 10-45-300 PROFESSIONAL SERVICES:							2,083.83
<b>10-45-340 EDUCATION &amp; TRAINING</b>							
GENERAL FUND	MCKAYLA WILLIAMS	MCKAYLA WILLIAMS		5299 012324	01/23/2024	MILEAGE - TRAINING OFFICER PROG	224.99
GENERAL FUND	MCKAYLA WILLIAMS	MCKAYLA WILLIAMS		5299 122023	12/20/2023	PER DIEM TRAINING OFFICER PROG	206.50
GENERAL FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel		12137 123123	12/05/2023	Monthly Credit Card Charges	121.87
GENERAL FUND	NATIONAL BANK OF ARIZONA	CALIBRE PRESS		12881 123123	12/05/2023	Monthly Credit Card Charges	199.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	CALIBRE PRESS		12881 123123	12/05/2023	Monthly Credit Card Charges	159.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	ACTION TARGET		13345 123123	12/05/2023	Monthly Credit Card Charges	81.93
Total 10-45-340 EDUCATION & TRAINING:							993.29
<b>10-45-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 123123	12/05/2023	Monthly Credit Card Charges	281.32
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 123123	12/05/2023	Monthly Credit Card Charges	445.19
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS		3119 123123	12/05/2023	Monthly Credit Card Charges	119.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS		3119 123123	12/05/2023	Monthly Credit Card Charges	119.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC		6970 123123	12/05/2023	Monthly Credit Card Charges	723.01
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC		6970 123123	12/05/2023	Monthly Credit Card Charges	373.22
GENERAL FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP		7279 123123	12/05/2023	Monthly Credit Card Charges	121.65
Total 10-45-410 UTILITIES:							2,182.39
<b>10-45-415 TELECOMMUNICATIONS</b>							
GENERAL FUND	CENTURY LINK	CENTURY LINK		2598 668470892	12/08/2023	153732922 BENSON SWITCHED LD	29.97

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	CENTURY LINK	CENTURY LINK	2598	672335560	01/08/2024	153732922 BENSON SWITCHED LD	25.14
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY TELEPHONE SERVICE	420.33
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY TELEPHONE SERVICE	59.53
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	2,066.88
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	101.90
Total 10-45-415 TELECOMMUNICATIONS:							2,703.75
<b>10-45-470 UNIFORMS</b>							
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10031992	12/13/2023	UNIFORM - AC -EHRMATRAUT	583.61
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10031993	12/13/2023	UNIFORM - M INGRAM	171.72
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10031994	12/13/2023	UNIFORM - AC - MARBLE	171.72
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10032420	12/22/2023	UNIFORMS & SUPPLIES - NEW OFFIC	1,928.04
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10032421	12/22/2023	UNIFORMS & SUPPLIES - NEW OFFIC	2,121.52
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10032730	01/09/2024	SL TLR-1 HL LIGHT - HAMMONS	190.21
GENERAL FUND	FX TACTICAL	FX TACTICAL	3699	11-10032945	01/16/2024	SAF QUICK LOCKING SYSTEM KIT - H	38.03
GENERAL FUND	NATIONAL BANK OF ARIZONA	WICKED LIMITZ GRAPHICS & EMBROIDERY LLC	7758	123123	12/05/2023	Monthly Credit Card Charges	144.52
Total 10-45-470 UNIFORMS:							5,349.37
<b>10-45-590 DUES &amp; LICENSES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	INTERNATIONAL ASSOC OF CHEIFS OF POLICE	12282	123123	12/05/2023	Monthly Credit Card Charges	190.00
Total 10-45-590 DUES & LICENSES:							190.00
<b>10-45-592 AC PROJECT DONATION</b>							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	72.20
GENERAL FUND	HEALTH TECHNOLOGY PROFE	HEALTH TECHNOLOGY PROFESSIONAL PRODUCT	4230	INV43830	11/29/2023	PET BOARDING SANITATION SYSTEM	1,546.34
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	97.54
GENERAL FUND	NATIONAL BANK OF ARIZONA	LOWE'S HOME CENTERS, LLC	12259	123123	12/05/2023	Monthly Credit Card Charges	327.02
Total 10-45-592 AC PROJECT DONATION:							2,043.10
<b>10-45-593 ANIMAL CONTROL MEDICAL</b>							
GENERAL FUND	ALL CREATURES VETERINARY	ALL CREATURES VETERINARY SERVICE	1116	200268	01/25/2024	CANINE NEUTER - AC	65.00
GENERAL FUND	ALL CREATURES VETERINARY	ALL CREATURES VETERINARY SERVICE	1116	200269	01/25/2024	CANINE NEUTER - AC	65.00
Total 10-45-593 ANIMAL CONTROL MEDICAL:							130.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-45-594 ANIMAL MEDICAL FROM DONATIONS</b>							
GENERAL FUND	ALL CREATURES VETERINARY	ALL CREATURES VETERINARY SERVICE	1116	199481	12/20/2023	FELINE NEUTER/ RABIES - AC	45.00
GENERAL FUND	ALL CREATURES VETERINARY	ALL CREATURES VETERINARY SERVICE	1116	199482	12/20/2023	FELINE NEUTER/ RABIES - AC	45.00
GENERAL FUND	ALL CREATURES VETERINARY	ALL CREATURES VETERINARY SERVICE	1116	199978	01/15/2024	CANINE RABIES - AC	15.00
GENERAL FUND	BENSON ANIMAL HOSPITAL	BENSON ANIMAL HOSPITAL	1966	166216	01/16/2024	CANINE - SPAY, NEUTER X2, RABIES	345.90
Total 10-45-594 ANIMAL MEDICAL FROM DONATIONS:							450.90
<b>10-45-640 OPERATING SUPPLIES</b>							
GENERAL FUND	ARIZONA LAW ENFORCEMENT	ARIZONA LAW ENFORCEMENT	1406	24-1004	01/05/2024	REPAIRS & MAINTENANCE RADAR UN	1,203.53
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	143.53
GENERAL FUND	FEDEX	FEDEX	3710	8-368-25886	01/04/2024	EXPRESS MAIL - PD	35.91
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	94.17
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	22.93
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	123123	12/05/2023	Monthly Credit Card Charges	140.65
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	123123	12/05/2023	Monthly Credit Card Charges	165.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	123123	12/05/2023	Monthly Credit Card Charges	373.02
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	123123	12/05/2023	Monthly Credit Card Charges	7.65
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	123123	12/05/2023	Monthly Credit Card Charges	29.99
GENERAL FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	123123	12/05/2023	Monthly Credit Card Charges	44.91
GENERAL FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	123123	12/05/2023	Monthly Credit Card Charges	91.98
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	189.39
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	5.70-
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	6.23-
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	94.68
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	71.75
GENERAL FUND	NATIONAL BANK OF ARIZONA	HOBBY LOBBY	12200	123123	12/05/2023	Monthly Credit Card Charges	32.36
GENERAL FUND	NATIONAL BANK OF ARIZONA	HORSESHOE CAFE	12256	123123	12/05/2023	Monthly Credit Card Charges	37.48
GENERAL FUND	NATIONAL BANK OF ARIZONA	LOWE'S HOME CENTERS, LLC	12259	123123	12/05/2023	Monthly Credit Card Charges	139.24
GENERAL FUND	NATIONAL BANK OF ARIZONA	DOLLAR TREE	12262	123123	12/05/2023	Monthly Credit Card Charges	17.26
GENERAL FUND	NATIONAL BANK OF ARIZONA	DOLLAR TREE	12262	123123	12/05/2023	Monthly Credit Card Charges	52.06
GENERAL FUND	NATIONAL BANK OF ARIZONA	DOLLAR TREE	12262	123123	12/05/2023	Monthly Credit Card Charges	10.96
GENERAL FUND	NATIONAL BANK OF ARIZONA	US POSTMASTER	12654	123123	12/05/2023	Monthly Credit Card Charges	66.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	US POSTMASTER	12654	123123	12/05/2023	Monthly Credit Card Charges	39.60
GENERAL FUND	NATIONAL BANK OF ARIZONA	STOPSTICK LTD	7000	123123	12/05/2023	Monthly Credit Card Charges	275.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	BADGEAND WALLET.COM	12784	123123	12/05/2023	Monthly Credit Card Charges	928.50
GENERAL FUND	NATIONAL BANK OF ARIZONA	MAGALYS MEXICAN RESTAURANT	12972	123123	12/05/2023	Monthly Credit Card Charges	99.70
GENERAL FUND	NATIONAL BANK OF ARIZONA	THE EMBLEM AUTHORITY	13116	123123	12/05/2023	Monthly Credit Card Charges	411.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	INTELIUS	13148	123123	12/05/2023	Monthly Credit Card Charges	29.95
GENERAL FUND	NATIONAL BANK OF ARIZONA	COURTNEY MEDICAL GROUP	13324	123123	12/05/2023	Monthly Credit Card Charges	150.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	339605645001	11/30/2023	OFFICE SUPPLIES - PD	286.32
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	350276974001	01/12/2024	OFFICE CLEANING SUPPLIES - PD	59.87
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012621	11/30/2023	PRINT JOB 911 DISPATCH COMMUNIC	111.94
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012622	11/30/2023	ANIMAL SHELTER BANNERS	111.94
GENERAL FUND	TAMMY MARBLE	TAMMY MARBLE	7002	122623	12/26/2023	REIMBURSE SUPPLIES FOR AC	114.28
Total 10-45-640 OPERATING SUPPLIES:							5,670.62
<b>10-45-660 FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	4,040.21
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	383.52
Total 10-45-660 FUEL & OIL:							4,423.73
<b>10-45-670 VEHICLE REPAIRS &amp; MAINT</b>							
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	228.41
GENERAL FUND	NATIONAL BANK OF ARIZONA	ARIZONA DEPARTMENT OF TRANSPORTATION MV	13343	123123	12/05/2023	Monthly Credit Card Charges	288.00
GENERAL FUND	PURCELL WESTERN STATES TI	PURCELL WESTERN STATES TIRE	7731	61042713	01/17/2024	TIRES - PD	2,740.02
GENERAL FUND	PURCELL WESTERN STATES TI	PURCELL WESTERN STATES TIRE	7731	61042917	01/22/2024	TIRES - PD	1,003.34
Total 10-45-670 VEHICLE REPAIRS & MAINT:							4,259.77
<b>10-45-730 SMART &amp; SAFE AZ FUND - POLICE</b>							
GENERAL FUND	CITY OF TOMBSTONE	CITY OF TOMBSTONE	13346	011124	01/11/2024	BENSON PD SHARED CELLEBRITE E	2,343.00
Total 10-45-730 SMART & SAFE AZ FUND - POLICE:							2,343.00
<b>10-45-731 PD 24-1 HANDGUNS</b>							
GENERAL FUND	GLOCK INC.	GLOCK INC.	4051	SI-0845154	12/01/2023	HOLOSUN SIGHTS - PD	16,615.32
Total 10-45-731 PD 24-1 HANDGUNS:							16,615.32
<b>10-46-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	BENSON VOLUNTEER FIRE DE	BENSON VOLUNTEER FIRE DEPT INC	2160	194	01/01/2024	MONTHLY PAYMENT	6,600.00
GENERAL FUND	BENSON VOLUNTEER FIRE DE	BENSON VOLUNTEER FIRE DEPT INC	2160	195	02/01/2024	MONTHLY PAYMENT	6,600.00
GENERAL FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EPWK0593775	01/19/2024	PERFORM FULL OIL SERVICE & LOAD	870.39
Total 10-46-300 PROFESSIONAL SERVICES:							14,070.39

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-46-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	281.32
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	723.00
Total 10-46-410 UTILITIES:							1,004.32
<b>10-46-415 TELEPHONE</b>							
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY SERVICE	105.06
GENERAL FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY TELEPHONE SERVICE	61.14
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	31.72
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	507.04
Total 10-46-415 TELEPHONE:							704.96
<b>10-46-430 EQUIP REPAIRS &amp; MAINT</b>							
GENERAL FUND	FIRE CATT LLC	FIRE CATT LLC	3700	13446	11/19/2023	FIRE HOSE TESTING/ LABOR - FD	3,872.54
GENERAL FUND	NATIONAL BANK OF ARIZONA	INFINITY FIRE COMMUNITY	12640	123123	12/05/2023	Monthly Credit Card Charges	498.63
Total 10-46-430 EQUIP REPAIRS & MAINT:							4,371.17
<b>10-46-431 TURNOUT MAINTENANCE</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	ARIZONA PPE RECON, INC	12206	123123	12/05/2023	Monthly Credit Card Charges	549.40
Total 10-46-431 TURNOUT MAINTENANCE:							549.40
<b>10-46-432 STATION REPAIRS &amp; MAINT</b>							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335229	12/12/2023	EXTERMINATING - FD	37.00
Total 10-46-432 STATION REPAIRS & MAINT:							37.00
<b>10-46-590 DUES &amp; LICENSES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	AZ FIRE CHIEFS ASSOCIATION	1350	123123	12/05/2023	Monthly Credit Card Charges	75.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	NATIONAL FIRE PROTECTION ASSN	5460	123123	12/05/2023	Monthly Credit Card Charges	175.00
Total 10-46-590 DUES & LICENSES:							250.00
<b>10-46-630 COMPUTER SUPPLIES</b>							
GENERAL FUND	DELL MARKETING LP	DELL MARKETING LP	3333	10724117026	01/11/2024	COMPUTERS - FD	6,243.80

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-46-630 COMPUTER SUPPLIES:							6,243.80
<b>10-46-640 OPERATING SUPPLIES</b>							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	48.15
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	344201671001	12/15/2023	OFFICE CLEANING SUPPLIES - FD	43.32
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	344203851001	12/15/2023	OFFICE CLEANING SUPPLIES - FD	16.28
Total 10-46-640 OPERATING SUPPLIES:							107.75
<b>10-46-650 EMS SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	GUARDIAN EMS	4126	123123	12/05/2023	Monthly Credit Card Charges	244.40
Total 10-46-650 EMS SUPPLIES:							244.40
<b>10-46-660 FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	378.80
Total 10-46-660 FUEL & OIL:							378.80
<b>10-46-670 VEHICLE REPAIRS &amp; MAINT</b>							
GENERAL FUND	OAKLEY'S GARAGE, INC.	OAKLEY'S GARAGE, INC.	5620	27635	11/06/2023	REPAIRS TO FORD F350 - FD	3,797.38
Total 10-46-670 VEHICLE REPAIRS & MAINT:							3,797.38
<b>10-47-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2842	23-JP3	01/23/2024	COURT CO-LOCATION AGREEMENT F	13,168.00
Total 10-47-300 PROFESSIONAL SERVICES:							13,168.00
<b>10-49-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	353.73
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	70.58
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	211.96
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	410.33
Total 10-49-410 UTILITIES:							1,046.60
<b>10-49-430 REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	155.81

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335214	12/01/2023	EXTERMINATING - LIBRARY	47.00
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32029	01/02/2024	CHARGE FOR COPIES	243.89
Total 10-49-430 REPAIRS & MAINTENANCE:							446.70
<b>10-49-540 PUBLIC NOTICES, ADVERTISING</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	123123	12/05/2023	Monthly Credit Card Charges	66.14
Total 10-49-540 PUBLIC NOTICES, ADVERTISING:							66.14
<b>10-49-590 DUES &amp; LICENSES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	AMERICAN LIBRARY ASSN.	1170	123123	12/05/2023	Monthly Credit Card Charges	183.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	THE ASSOCIATION FOR RURAL & SMALL	13136	123123	12/05/2023	Monthly Credit Card Charges	150.00
Total 10-49-590 DUES & LICENSES:							333.00
<b>10-49-640 OPERATING SUPPLIES</b>							
GENERAL FUND	DEMCO INC.	DEMCO INC.	3340	7417355	01/03/2024	LIBRARY SUPPLIES	233.05
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	345033405001	12/08/2023	OFFICE SUPPIES - LIBRARY	115.65
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	347726746001	01/02/2024	OFFICE CLEANING SUPPLIES - LIBRA	55.26
Total 10-49-640 OPERATING SUPPLIES:							403.96
<b>10-49-696 BOOKS</b>							
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2132190	12/12/2023	BOOKS ON CD- LIBRARY	100.60
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2132469	12/13/2023	BOOKS ON CD- LIBRARY	34.95
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2134934	01/03/2024	BOOK ON CD - LIBRARY	175.58
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2135195	01/04/2024	BOOKS ON CD- LIBRARY	85.90
GENERAL FUND	BLACKSTONE PUBLISHING	BLACKSTONE PUBLISHING	2224	2135861	01/08/2024	BOOKS ON CD- LIBRARY	149.36
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	196.82
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	63.42
Total 10-49-696 BOOKS:							806.63
<b>10-50-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	A1 PORT A POTS	A1 PORT A POTS	1023	10552	01/08/2024	PORT-A-POTS - 12/11/23- 1/7/24 - PAR	221.54
GENERAL FUND	NATIONAL BANK OF ARIZONA	A1 PORT A POTS	1023	123123	12/05/2023	Monthly Credit Card Charges	886.16
Total 10-50-300 PROFESSIONAL SERVICES:							1,107.70

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-50-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	147.34
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	16.61
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	1,392.23
Total 10-50-410 UTILITIES:							1,556.18
<b>10-50-415 TELEPHONE</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	178.44
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	82.29
Total 10-50-415 TELEPHONE:							260.73
<b>10-50-430 REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	72.30
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	142.71
Total 10-50-430 REPAIRS & MAINTENANCE:							215.01
<b>10-50-640 OPERATING SUPPLIES</b>							
GENERAL FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	23.51
GENERAL FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	6.14
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	38.93
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	97.52
Total 10-50-640 OPERATING SUPPLIES:							166.10
<b>10-50-660 VEHICLE FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	249.02
Total 10-50-660 VEHICLE FUEL & OIL:							249.02
<b>10-56-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	CASELLE INC	CASELLE INC	2530	129604	12/15/2023	SOURCE CODE ESCROW - 2024	100.00
GENERAL FUND	ESG CORP	ESG CORP	3648	45167	01/10/2024	MONTHLY ADMINISTRATION	1,952.90
GENERAL FUND	ESG CORP	ESG CORP	3648	45167	01/10/2024	MONTHLY FSA ADMINISTRATION	374.85
GENERAL FUND	ESG CORP	ESG CORP	3648	45167	01/10/2024	MONTHLY HRA ADMINISTRATION	427.75
Total 10-56-300 PROFESSIONAL SERVICES:							2,855.50



Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-56-340 EDUCATION &amp; TRAINING</b>							
GENERAL FUND	MEGAN MORENO	MEGAN MORENO	5222	122623	12/26/2023	PER DIEM & MILEAGE - GFOAZ WINT	558.70
GENERAL FUND	NATIONAL BANK OF ARIZONA	GOVERNMENT FINANCE OFFICERS	4076	123123	12/05/2023	Monthly Credit Card Charges	190.00
Total 10-56-340 EDUCATION & TRAINING:							748.70
<b>10-56-350 BANK CHARGES</b>							
GENERAL FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	LATE FEE	21.78
GENERAL FUND	CHASE	CHASE	2663	010324	01/03/2024	CREDIT CARD CHARGES - FINANCE	1,257.23
GENERAL FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	INV-XPR00742	12/31/2023	MONTHLY BILLING FOR ONLINE PAYM	277.02
Total 10-56-350 BANK CHARGES:							1,556.03
<b>10-56-415 TELEPHONE</b>							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	40.01
Total 10-56-415 TELEPHONE:							40.01
<b>10-56-430 REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32029	01/02/2024	CHARGE FOR COPIES	8.41
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32029	01/02/2024	CHARGE FOR COPIES	147.02
Total 10-56-430 REPAIRS & MAINTENANCE:							155.43
<b>10-56-540 PUBLIC NOTICES, ADVERTISING</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	123123	12/05/2023	Monthly Credit Card Charges	66.14
Total 10-56-540 PUBLIC NOTICES, ADVERTISING:							66.14
<b>10-56-630 COMPUTER SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	DELL MARKETING LP	3333	123123	12/05/2023	Monthly Credit Card Charges	208.92
Total 10-56-630 COMPUTER SUPPLIES:							208.92
<b>10-56-640 OPERATING SUPPLIES</b>							
GENERAL FUND	GREATAMERICA FINANCIAL SV	GREATAMERICA FINANCIAL SVCS.	4111	35564194	12/22/2023	COPIER LEASE - FINANCE	97.19
GENERAL FUND	NATIONAL BANK OF ARIZONA	THE COWBOY WAY	12356	123123	12/05/2023	Monthly Credit Card Charges	97.68
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	346736626001	12/14/2023	OFFICE CLEANING SUPPLIES - FINAN	17.92
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	346737050001	12/14/2023	OFFICE SUPPLIES - FINANCE	24.97
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	346737051001	12/14/2023	OFFICE SUPPLIES - FINANCE	17.37

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	347446598001	01/11/2024	OFFICE SUPPLIES - FINANCE	37.21
Total 10-56-640 OPERATING SUPPLIES:							292.34
<b>10-57-410 UTILITIES - POOL</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	304.81
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	570.62
Total 10-57-410 UTILITIES - POOL:							875.43
<b>10-57-412 UTILITIES - COMM CENTER</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	406.71
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	76.73
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	116.99
Total 10-57-412 UTILITIES - COMM CENTER:							600.43
<b>10-57-415 TELEPHONE - POOL</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	33.76
GENERAL FUND	NATIONAL BANK OF ARIZONA	COX COMMUNICATIONS	3119	123123	12/05/2023	Monthly Credit Card Charges	35.97
Total 10-57-415 TELEPHONE - POOL:							69.73
<b>10-57-417 TELEPHONE - COMM CENTER</b>							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	36.35
Total 10-57-417 TELEPHONE - COMM CENTER:							36.35
<b>10-57-432 REPAIRS &amp; MAINT - COMM CENTER</b>							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335215	12/12/2023	EXTERMINATING - RECREATION	32.00
GENERAL FUND	R&R ELECTRIC, LLC	R&R ELECTRIC, LLC	6115	17855	01/17/2024	REPLACE FIXTURES, VARIOUS REPAI	2,226.20
Total 10-57-432 REPAIRS & MAINT - COMM CENTER:							2,258.20
<b>10-57-590 DUES &amp; LICENSES</b>							
GENERAL FUND	SESAC INC	SESAC INC	6583	10703614	01/01/2024	MUSIC LICENSE - 1/1/24 -12/31/24 #74	581.00
GENERAL FUND	SESAC INC	SESAC INC	6583	79857 - 74700	01/01/2024	MUSIC LICENSE	581.00
Total 10-57-590 DUES & LICENSES:							1,162.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>10-57-640 OPERATING SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	WAL-MART BUSINESS	7675	123123	12/05/2023	Monthly Credit Card Charges	133.36
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	123123	12/05/2023	Monthly Credit Card Charges	42.53
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	35.27
Total 10-57-640 OPERATING SUPPLIES:							211.16
<b>10-57-660 VEHICLE FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	50.52
Total 10-57-660 VEHICLE FUEL & OIL:							50.52
<b>10-57-670 VEHICLE REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	CNG	CNG	2784	1147814	01/13/2024	FORD EXPLORER - COMPLETE SERVI	140.00
Total 10-57-670 VEHICLE REPAIRS & MAINTENANCE:							140.00
<b>10-58-545 FOOD PANTRY</b>							
GENERAL FUND	COMMUNITY FOOD PANTRY OF	COMMUNITY FOOD PANTRY OF	3050	190	01/01/2024	MONTHLY ASSISTANCE	130.00
GENERAL FUND	COMMUNITY FOOD PANTRY OF	COMMUNITY FOOD PANTRY OF	3050	191	02/01/2024	MONTHLY ASSISTANCE	130.00
Total 10-58-545 FOOD PANTRY:							260.00
<b>10-58-546 FOOD BANK</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	136.76
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	329.51
Total 10-58-546 FOOD BANK:							466.27
<b>10-58-582 HOLIDAY TREE &amp; LIGHTING</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAM'S CLUB	12258	123123	12/05/2023	Monthly Credit Card Charges	324.74
GENERAL FUND	NATIONAL BANK OF ARIZONA	CHRISTMAS CENTRAL	13325	123123	12/05/2023	Monthly Credit Card Charges	84.78-
Total 10-58-582 HOLIDAY TREE & LIGHTING:							239.96
<b>10-58-583 HOLIDAY LIGHT PARADE</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	19.71
GENERAL FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	61.50
GENERAL FUND	NATIONAL BANK OF ARIZONA	Sierra Vista Herald	12237	123123	12/05/2023	Monthly Credit Card Charges	198.42
GENERAL FUND	NATIONAL BANK OF ARIZONA	SAM'S CLUB	12258	123123	12/05/2023	Monthly Credit Card Charges	716.67

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GENERAL FUND	NATIONAL BANK OF ARIZONA	MICHAEL'S	13326	123123	12/05/2023	Monthly Credit Card Charges	132.39
Total 10-58-583 HOLIDAY LIGHT PARADE:							1,128.69
<b>10-60-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	126.71
GENERAL FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	262.72
Total 10-60-410 UTILITIES:							389.43
<b>10-60-430 REPAIRS &amp; MAINTENANCE</b>							
GENERAL FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335374	12/27/2023	EXTERMINATING - VISITORS CENTE	37.00
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	118.77
GENERAL FUND	NATIONAL BANK OF ARIZONA	HARDWARE SOURCE	13329	123123	12/05/2023	Monthly Credit Card Charges	77.72
GENERAL FUND	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32029	01/02/2024	CHARGE FOR COPIES	90.47
Total 10-60-430 REPAIRS & MAINTENANCE:							323.96
<b>10-60-540 PUBLIC NOTICES, ADVERTISING</b>							
GENERAL FUND	STATE OF ARIZONA	STATE OF ARIZONA	1424	20231018-02	10/18/2023	AVIC RENEWAL FEE - VC	100.00
Total 10-60-540 PUBLIC NOTICES, ADVERTISING:							100.00
<b>10-60-630 COMPUTER SUPPLIES</b>							
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	342491089001	12/13/2023	LASER CARTRIDGES - VC	310.56
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	342662026001	12/13/2023	LASER CARTRIDGES - VC	98.43
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	342662042001	12/13/2023	LASER CARTRIDGES - VC	198.51
Total 10-60-630 COMPUTER SUPPLIES:							607.50
<b>10-60-640 OPERATING SUPPLIES</b>							
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	342491089001	12/13/2023	OFFICE SUPPLIES/ LASER CARTRIDG	39.37
GENERAL FUND	OFFICE DEPOT, INC	OFFICE DEPOT, INC	5645	342662026001	12/13/2023	OFFICE SUPPLIES - VC	29.53
GENERAL FUND	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012576	11/30/2023	TRAIN OPERATOR CERTIFICATES - V	207.20
Total 10-60-640 OPERATING SUPPLIES:							276.10
<b>10-61-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	DECONCINI MCDONALD YETWI	DECONCINI MCDONALD YETWIN & LACY PC	3334	299601	12/31/2023	ATTORNEY FEES - 12/23	1,862.00
GENERAL FUND	THOMSON REUTERS - WEST	THOMSON REUTERS - WEST	7712	849579124	01/01/2024	SUBSCRIPTION PROD. CHARGES - Y	7,505.40

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-61-300 PROFESSIONAL SERVICES:							9,367.40
<b>10-61-640 OTHER OPERATING SUPPLIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	BLUE 360 MEDIA	1910	123123	12/05/2023	Monthly Credit Card Charges	74.95
GENERAL FUND	WIST OFFICE PRODUCTS	WIST OFFICE PRODUCTS	5663	2409956	01/17/2024	OFFICE SUPPLIES - ATTY	65.36
Total 10-61-640 OTHER OPERATING SUPPLIES:							140.31
<b>10-62-640 OPERATING SUPPLIES</b>							
GENERAL FUND	SPECTRA ASSOCIATES INC	SPECTRA ASSOCIATES INC	6790	43075-E	12/13/2023	MINUTE BOOKS/LINEN RECORD PAP	262.50
Total 10-62-640 OPERATING SUPPLIES:							262.50
<b>10-64-300 PROFESSIONAL &amp; TECHNICAL SERV</b>							
GENERAL FUND	ADRIANNA J VILLA	ADRIANNA J VILLA	1060	011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.82
Total 10-64-300 PROFESSIONAL & TECHNICAL SERV:							20.82
<b>10-65-300 PROFESSIONAL SERVICES</b>							
GENERAL FUND	ADRIANNA J VILLA	ADRIANNA J VILLA	1060	011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.82
GENERAL FUND	WILLDAN	WILLDAN	7770	00626746	12/12/2023	CIVIL PLAN REVIEWS - 10/23	500.50
Total 10-65-300 PROFESSIONAL SERVICES:							521.32
<b>10-65-410 UTILITIES</b>							
GENERAL FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	16.61
Total 10-65-410 UTILITIES:							16.61
<b>10-65-415 TELEPHONE</b>							
GENERAL FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	103.38
Total 10-65-415 TELEPHONE:							103.38
<b>10-65-640 OPERATING SUPPLIES</b>							
GENERAL FUND	GRAINGER	GRAINGER	4085	9957370761	01/09/2024	SUPPLIES - CITY HALL ANNEX	153.97
GENERAL FUND	GRAINGER	GRAINGER	4085	9972405600	01/23/2024	PAPER PRODUCTS - PW	119.29
GENERAL FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	34.50

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 10-65-640 OPERATING SUPPLIES:							307.76
<b>10-65-645 FACILITIES REPAIR &amp; MAINT</b>							
GENERAL FUND	AAA DESERT CONTAINER LLC	AAA DESERT CONTAINER LLC	1024	RNP58387927	12/11/2023	STORAGE CONTAINER- RECREATION	2,765.40
GENERAL FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	5.28
GENERAL FUND	NATIONAL BANK OF ARIZONA	AAA DESERT CONTAINER LLC	1024	123123	12/05/2023	Monthly Credit Card Charges	2,750.00
Total 10-65-645 FACILITIES REPAIR & MAINT:							5,520.68
<b>10-65-660 VEHICLE FUEL &amp; OIL</b>							
GENERAL FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	169.92
Total 10-65-660 VEHICLE FUEL & OIL:							169.92
<b>10-65-670 VEHICLE REPAIRS &amp; MAINT</b>							
GENERAL FUND	GEOTAB USA INC	GEOTAB USA INC	3973	IN366513	12/31/2023	PRO PLAN SUPPORT - PW	44.58
Total 10-65-670 VEHICLE REPAIRS & MAINT:							44.58
<b>10-79-695 CONTRIBUTION TO DEBT SERVICE</b>							
GENERAL FUND	US BANK - CORPORATE TRUST	US BANK - CORPORATE TRUST	7399	7168538	12/22/2023	ADMINISTRATIVE FEES - 12/1/23-11/30	1,100.00
Total 10-79-695 CONTRIBUTION TO DEBT SERVICE:							1,100.00
Total GENERAL FUND:							254,808.0
<b>TRANSIT FUND</b>							
<b>14-40-300 PROFESSIONAL SERVICES</b>							
TRANSIT FUND	NATIONAL BANK OF ARIZONA	ARIZONA LIVESCAN FINGERPRINTING NETWORK	13168	123123	12/05/2023	Monthly Credit Card Charges	109.00
Total 14-40-300 PROFESSIONAL SERVICES:							109.00
<b>14-40-415 TELEPHONE</b>							
TRANSIT FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	165.52
Total 14-40-415 TELEPHONE:							165.52
<b>14-40-640 OPERATING SUPPLIES</b>							
TRANSIT FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	76.71

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 14-40-640 OPERATING SUPPLIES:							76.71
<b>14-40-660 VEHICLE FUEL &amp; OIL</b>							
TRANSIT FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	1,581.68
Total 14-40-660 VEHICLE FUEL & OIL:							1,581.68
<b>14-40-670 VEHICLE MAINTENANCE &amp; REPAIRS</b>							
TRANSIT FUND	CNG	CNG	2784	1147815	01/20/2024	#0695 - REPAIRS TO RAMP, VARIOUS	385.00
TRANSIT FUND	CNG	CNG	2784	1147816	01/13/2024	#7007 - SERVICE CALL WHEEL CHAIR	140.00
TRANSIT FUND	CNG	CNG	2784	1147817	01/03/2024	#7006 - INSTALLED GEO TRACKER - T	105.00
TRANSIT FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	94.58
Total 14-40-670 VEHICLE MAINTENANCE & REPAIRS:							724.58
Total TRANSIT FUND:							2,657.49
<b>CAPITAL PROJECTS FUND</b>							
<b>15-40-029 SPLASH PAD</b>							
CAPITAL PROJECTS FUN	M ANDERSON CONSTRUCTION	M ANDERSON CONSTRUCTION CORPORATION	5040	27-2023-3	01/05/2024	SPLASH PAD	206,714.3
Total 15-40-029 SPLASH PAD:							206,714.3
<b>15-40-091 CITY HALL REPLACEMENT</b>							
CAPITAL PROJECTS FUN	LOREN JAY SHELDON	LOREN JAY SHELDON	4975	010124	01/01/2024	STORAGE - CITY HALL PROJECT	1,400.00
Total 15-40-091 CITY HALL REPLACEMENT:							1,400.00
<b>15-40-096 LIONS PARK MASTER PLAN DEVELOP</b>							
CAPITAL PROJECTS FUN	PSOMAS	PSOMAS	6052	203245	12/13/2023	LIONS PARK MASTER PLAN 10/27-11/2	9,034.17
Total 15-40-096 LIONS PARK MASTER PLAN DEVELOP:							9,034.17
<b>15-40-120 MODULAR STRUCTURE RELOC-REMOD</b>							
CAPITAL PROJECTS FUN	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	136.99
CAPITAL PROJECTS FUN	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	42.33
CAPITAL PROJECTS FUN	COCHISE LOCK & SAFE, INC	COCHISE LOCK & SAFE, INC	2923	128365	01/09/2024	KEYS, LOCKS FOR CITY HALL ANNEX	1,920.85
CAPITAL PROJECTS FUN	EAGLE PLUMBING	EAGLE PLUMBING	3490	12090	01/16/2024	REPAIRS TO TOILET - CITY HALL ANN	305.00
CAPITAL PROJECTS FUN	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EMRA0039224	12/15/2023	SKIPLOADER - CITY HALL ANNEX PR	2,595.76

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
CAPITAL PROJECTS FUN	GRASSHOPPER LANDSCAPING	GRASSHOPPER LANDSCAPING	4105	395091	01/06/2024	LANDSCAPING - CITY HALL ANNEX	57,327.12
CAPITAL PROJECTS FUN	HIGH DESERT SIGN COMPANY	HIGH DESERT SIGN COMPANY	4259	3666	01/15/2024	SIGNAGE - CITY HALL ANNEX	8,114.14
CAPITAL PROJECTS FUN	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	23.32
CAPITAL PROJECTS FUN	NATIONAL BANK OF ARIZONA	OREMUS MATERIALS INC	5670	123123	12/05/2023	Monthly Credit Card Charges	1,675.84
CAPITAL PROJECTS FUN	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	121045	12/19/2023	PORT A POTS - 12/19/23-1/16/24 - CITY	114.56
CAPITAL PROJECTS FUN	VALLEY IMAGING SOLUTIONS	VALLEY IMAGING SOLUTIONS	7598	AR32121	01/08/2024	MOVE PRINTER/COPIER = CITY HALL	250.00
Total 15-40-120 MODULAR STRUCTURE RELOC-REMOD:							72,505.91
<b>15-40-152 PR 24-2 BIKE PATH</b>							
CAPITAL PROJECTS FUN	PSOMAS	PSOMAS	6052	203246	12/13/2023	BIKE PATH PROFESSIONAL SERVICE	11,369.06
Total 15-40-152 PR 24-2 BIKE PATH:							11,369.06
Total CAPITAL PROJECTS FUND:							301,023.5
<b>STREET FUND</b>							
<b>20-40-300 PROFESSIONAL SERVICES</b>							
STREET FUND	BUG-WISER EXTERMINATING C	BUG-WISER EXTERMINATING CO	2350	335398	12/26/2023	MONTHLY WEED CONTROL	807.00
STREET FUND	C & S SWEEPING SERVICES, IN	C & S SWEEPING SERVICES, INC	2475	CS 116473	10/31/2023	SWEEP STREETS VARIOUS LOCATON	4,347.00
STREET FUND	C & S SWEEPING SERVICES, IN	C & S SWEEPING SERVICES, INC	2475	CS 116635	11/05/2023	SWEEP STREETS OCT 2023	976.50
STREET FUND	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	121039	12/19/2023	PORT A POTS - 12/19/23-1/16/24 - STR	229.11
STREET FUND	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	123759	01/17/2024	PORT A POTS - 1/16/24-2/13/24 - STRE	229.11
Total 20-40-300 PROFESSIONAL SERVICES:							6,588.72
<b>20-40-410 UTILITIES</b>							
STREET FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	338.91
STREET FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	83.26
STREET FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	8,564.44
STREET FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	123123	12/05/2023	Monthly Credit Card Charges	41.67
Total 20-40-410 UTILITIES:							9,028.28
<b>20-40-415 TELEPHONE</b>							
STREET FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY TELEPHONE SERVICE	79.68
STREET FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	96.12
Total 20-40-415 TELEPHONE:							175.80



Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>20-40-430 REPAIRS &amp; MAINTENANCE-EQUIP</b>							
STREET FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	57.39
STREET FUND	ELITE SALES & SERVICE	ELITE SALES & SERVICE	3596	228435	01/11/2024	SPARK PLUG FOR EQUIPMENT - STR	33.31
STREET FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	48.49
Total 20-40-430 REPAIRS & MAINTENANCE-EQUIP:							139.19
<b>20-40-640 MATERIALS &amp; SUPPLIES</b>							
STREET FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	34.51
STREET FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	193.12
STREET FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	35.62
STREET FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	CELL PHONE - STREETS	54.79
Total 20-40-640 MATERIALS & SUPPLIES:							318.04
<b>20-40-660 VEHICLE FUEL &amp; OIL</b>							
STREET FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	505.14
Total 20-40-660 VEHICLE FUEL & OIL:							505.14
<b>20-40-670 VEHICLE MAINTENANCE &amp; REPAIRS</b>							
STREET FUND	CNG	CNG	2784	1147813	01/06/2024	430 & 450 BACKHOE COMPLETE SER	78.75
STREET FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EMPS6216015	12/22/2023	REPAIRS TO GANNON - PW/ST	2,242.56
STREET FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	19.38
STREET FUND	NATIONAL BANK OF ARIZONA	MACKS AUTO PARTS WILLCOX	12549	123123	12/05/2023	Monthly Credit Card Charges	6.67
Total 20-40-670 VEHICLE MAINTENANCE & REPAIRS:							2,347.36
Total STREET FUND:							19,102.53
<b>GRANTS FUND</b>							
<b>46-41-712 HISTORIC PRESERVATION GRANT</b>							
GRANTS FUND	LOGAN SIMPSON	LOGAN SIMPSON	4970	33169	12/12/2023	PROFESSIONAL SERVICES - HISTORI	5,700.00
Total 46-41-712 HISTORIC PRESERVATION GRANT:							5,700.00
<b>46-41-807 FD 23-4 PORTABLE RADIOS</b>							
GRANTS FUND	MOTOROLA SOLUTIONS INC	MOTOROLA SOLUTIONS INC	5396	8281674075	07/20/2023	PORTABLE RADIOS - FD	6,532.47
GRANTS FUND	MOTOROLA SOLUTIONS INC	MOTOROLA SOLUTIONS INC	5396	8281705127	08/31/2023	PORTABLE RADIOS - FD	1,790.64
GRANTS FUND	MOTOROLA SOLUTIONS INC	MOTOROLA SOLUTIONS INC	5396	8281766034	11/24/2023	PORTABLE RADIOS - FD	108,345.4

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 46-41-807 FD 23-4 PORTABLE RADIOS:							116,668.5
Total GRANTS FUND:							122,368.5
<b>GAS FUND</b>							
<b>50-22900 METER DEPOSITS - GAS</b>							
GAS FUND	BENTON P STEPHENS	BENTON P STEPHENS		13334 010524	01/05/2024	REFUND GAS DEPOSIT	61.84
Total 50-22900 METER DEPOSITS - GAS:							61.84
<b>50-24500 SALES TAX PAYABLE</b>							
GAS FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX		1690 12/23	12/31/2023	UTILITY SALES TAX	23,438.45
Total 50-24500 SALES TAX PAYABLE:							23,438.45
<b>50-40-300 PROFESSIONAL SERVICES</b>							
GAS FUND	ADRIANNA J VILLA	ADRIANNA J VILLA		1060 011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.82
GAS FUND	CASELLE INC	CASELLE INC		2530 129604	12/15/2023	SOURCE CODE ESCROW - 2024	25.00
GAS FUND	TREJO REFRIGERATION AND	TREJO REFRIGERATION AND		7291 13028	12/20/2023	CLEAN AND SANITIZE ICE MACHINE -	122.50
Total 50-40-300 PROFESSIONAL SERVICES:							168.32
<b>50-40-351 BANK CHARGES</b>							
GAS FUND	CHASE	CHASE		2663 010324	01/03/2024	CREDIT CARD CHARGES - PW	469.61
GAS FUND	XPRESS BILL PAY	XPRESS BILL PAY		7856 INV-XPR00742	12/31/2023	MONTHLY BILLING FOR ONLINE PAYM	277.03
Total 50-40-351 BANK CHARGES:							746.64
<b>50-40-410 UTILITIES</b>							
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 123123	12/05/2023	Monthly Credit Card Charges	338.92
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 123123	12/05/2023	Monthly Credit Card Charges	131.24
GAS FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES		2750 123123	12/05/2023	Monthly Credit Card Charges	16.46
GAS FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC		6970 123123	12/05/2023	Monthly Credit Card Charges	83.27
GAS FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP		7279 123123	12/05/2023	Monthly Credit Card Charges	40.33
Total 50-40-410 UTILITIES:							610.22
<b>50-40-415 TELEPHONE</b>							
GAS FUND	CENTURYLINK	CENTURYLINK		2599 010124	01/01/2024	MONTHLY TELEPHONE SERVICE	79.68

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GAS FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	125.10
Total 50-40-415 TELEPHONE:							204.78
<b>50-40-440 RENTALS</b>							
GAS FUND	AIRGAS USA, LLC	AIRGAS USA, LLC	1095	5505040750	12/31/2023	CYLINDER RENTAL - GAS	494.01
Total 50-40-440 RENTALS:							494.01
<b>50-40-590 DUES &amp; LICENSES</b>							
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	193.12
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	35.62
GAS FUND	NATIONAL BANK OF ARIZONA	B2B PRIME	13006	123123	12/05/2023	Monthly Credit Card Charges	65.40
GAS FUND	RAILROAD MANAGEMENT CO ,	RAILROAD MANAGEMENT CO , LLC	6123	495117	11/03/2023	6-INCH NATURAL GAS PIPELINE - RE	657.82
Total 50-40-590 DUES & LICENSES:							951.96
<b>50-40-602 NATURAL GAS PURCHASED</b>							
GAS FUND	SHELL ENERGY NORTH AMERI	SHELL ENERGY NORTH AMERICA	3078	374827	01/12/2024	COST OF GAS PURCHASED	54,878.18
Total 50-40-602 NATURAL GAS PURCHASED:							54,878.18
<b>50-40-620 PRINTING &amp; POSTAGE</b>							
GAS FUND	POSTAL PROS SOUTHWEST IN	POSTAL PROS SOUTHWEST INC	5978	12710	12/08/2023	UTILITY BILLS	414.86
Total 50-40-620 PRINTING & POSTAGE:							414.86
<b>50-40-640 OPERATING SUPPLIES</b>							
GAS FUND	ARIZONA BLUE STAKE INC	ARIZONA BLUE STAKE INC	1297	2024-A A0118	01/01/2024	BLUE STAKE FEE - ANNUAL ASSESSE	746.22
GAS FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	270.56
GAS FUND	BORDER STATES ELECTRIC SU	BORDER STATES ELECTRIC SUPPLY	2289	927589521	12/21/2023	GAS METER PARTS	454.91
GAS FUND	BORDER STATES ELECTRIC SU	BORDER STATES ELECTRIC SUPPLY	2289	927612352	12/28/2023	PLEX - TEE'S - GAS DEPT	75.94
GAS FUND	DANA KEPNER COMPANY INC	DANA KEPNER COMPANY INC	3210	8198272-00	01/11/2024	GAS METER PARTS	1,781.34
GAS FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	34.51
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	294.34
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	98.11
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	59.44
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	493.05
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	17.87
GAS FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	849.20

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
GAS FUND	NATIONAL BANK OF ARIZONA	Uline.com		12179 123123	12/05/2023	Monthly Credit Card Charges	409.48
GAS FUND	NATIONAL BANK OF ARIZONA	PK SAFETY		13335 123123	12/05/2023	Monthly Credit Card Charges	2,005.68
GAS FUND	NATIONAL BANK OF ARIZONA	PK SAFETY		13335 123123	12/05/2023	Monthly Credit Card Charges	860.90
GAS FUND	NATIONAL BANK OF ARIZONA	GLOBAL TEST SUPPLY		13336 123123	12/05/2023	Monthly Credit Card Charges	366.96
GAS FUND	NATIONAL BANK OF ARIZONA	AUTUMN SUPPLY		13337 123123	12/05/2023	Monthly Credit Card Charges	390.60
Total 50-40-640 OPERATING SUPPLIES:							9,209.11
<b>50-40-660 VEHICLE FUEL &amp; OIL</b>							
GAS FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC		7671 869208801235	12/24/2023	FUEL	762.13
Total 50-40-660 VEHICLE FUEL & OIL:							762.13
<b>50-40-670 VEHICLE REPAIRS &amp; MAINT</b>							
GAS FUND	BENSON NAPA	BENSON NAPA		2075 120123	12/01/2023	PARTS	8.76
GAS FUND	CNG	CNG		2784 0977238	01/19/2024	#107- VARIOUS REPAIRS - NEW METE	280.00
GAS FUND	CNG	CNG		2784 1147809	01/12/2024	ON CALL TRUCK - COMPLETE SERVIC	58.34
GAS FUND	CNG	CNG		2784 1147813	01/06/2024	430 & 450 BACKHOE COMPLETE SER	78.75
GAS FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC		3610 EMPS6216015	12/22/2023	REPAIRS TO GANNON - PW/ST	2,242.56
GAS FUND	NATIONAL BANK OF ARIZONA	MACKS AUTO PARTS WILLCOX		12549 123123	12/05/2023	Monthly Credit Card Charges	6.68
Total 50-40-670 VEHICLE REPAIRS & MAINT:							2,675.09
<b>50-40-710 HEAVY EQUIPMENT PURCHASE</b>							
GAS FUND	VERMEER MOUNTAIN WEST, I	VERMEER MOUNTAIN WEST, INC.		7668 20019716	01/26/2024	VACUUM EXCAVATOR - PW	35,923.86
Total 50-40-710 HEAVY EQUIPMENT PURCHASE:							35,923.86
Total GAS FUND:							130,539.4
<b>WATER FUND</b>							
<b>51-22900 METER DEPOSITS - WATER</b>							
WATER FUND	BENTON P STEPHENS	BENTON P STEPHENS		13334 010524	01/05/2024	REFUND WATER DEPOSIT	50.00
WATER FUND	GOODMAN ENTERPRISES	GOODMAN ENTERPRISES		13341 011824	01/18/2024	REFUND HYDRANT METER DEPOSIT	666.86
Total 51-22900 METER DEPOSITS - WATER:							716.86
<b>51-40-300 PROFESSIONAL SERVICES</b>							
WATER FUND	ADRIANNA J VILLA	ADRIANNA J VILLA		1060 011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.82
WATER FUND	CASELLE INC	CASELLE INC		2530 129604	12/15/2023	SOURCE CODE ESCROW - 2024	25.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WATER FUND	TREJO REFRIGERATION AND	TREJO REFRIGERATION AND	7291	13028	12/20/2023	CLEAN AND SANITIZE ICE MACHINE	122.50
Total 51-40-300 PROFESSIONAL SERVICES:							168.32
<b>51-40-301 CHEMICAL ANALYSIS</b>							
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2318943	12/12/2023	TESTING - WATER	128.00
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2318944	12/12/2023	TESTING - WATER	32.00
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2318945	12/12/2023	TESING - WATER	16.00
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2400632	01/11/2024	TESING - WATER	128.00
WATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2400834	01/17/2024	TESTING - WATER	32.00
Total 51-40-301 CHEMICAL ANALYSIS:							336.00
<b>51-40-340 EDUCATION &amp; TRAINING</b>							
WATER FUND	NATIONAL BANK OF ARIZONA	SAFEWAY #1275	6380	123123	12/05/2023	Monthly Credit Card Charges	4.66
Total 51-40-340 EDUCATION & TRAINING:							4.66
<b>51-40-350 BANK CHARGES</b>							
WATER FUND	CHASE	CHASE	2663	010324	01/03/2024	CREDIT CARD CHARGES - PW	469.61
WATER FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	INV-XPR00742	12/31/2023	MONTHLY BILLING FOR ONLINE PAYM	277.03
Total 51-40-350 BANK CHARGES:							746.64
<b>51-40-410 UTILITIES</b>							
WATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	338.92
WATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	8,548.74
WATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	123123	12/05/2023	Monthly Credit Card Charges	40.33
Total 51-40-410 UTILITIES:							8,927.99
<b>51-40-415 TELEPHONE</b>							
WATER FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY SERVICE	79.68
WATER FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	267.59
Total 51-40-415 TELEPHONE:							347.27
<b>51-40-430 REPAIRS &amp; MAINTENANCE</b>							
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	191.30
WATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	10.95

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 51-40-430 REPAIRS & MAINTENANCE:							202.25
<b>51-40-540 PUBLIC NOTICES, ADVERTISING</b>							
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	294.34
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	98.11
Total 51-40-540 PUBLIC NOTICES, ADVERTISING:							392.45
<b>51-40-590 DUES &amp; LICENSES</b>							
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	35.62
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	193.12
WATER FUND	NATIONAL BANK OF ARIZONA	B2B PRIME	13006	123123	12/05/2023	Monthly Credit Card Charges	65.39
WATER FUND	RAILROAD MANAGEMENT CO ,	RAILROAD MANAGEMENT CO , LLC	6123	495102	11/03/2023	12' WATER LINE - RENT PRESET	657.82
WATER FUND	RAILROAD MANAGEMENT CO ,	RAILROAD MANAGEMENT CO , LLC	6123	495103	11/03/2023	8" WATER LINE - RENT PRESET	657.82
Total 51-40-590 DUES & LICENSES:							1,609.77
<b>51-40-620 PRINTING &amp; POSTAGE</b>							
WATER FUND	POSTAL PROS SOUTHWEST IN	POSTAL PROS SOUTHWEST INC	5978	12710	12/08/2023	UTILITY BILLS	414.87
Total 51-40-620 PRINTING & POSTAGE:							414.87
<b>51-40-640 OPERATING COSTS</b>							
WATER FUND	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	12/23	12/31/2023	MUNI WATER SALES TAX	123.25
WATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	55.17
WATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	61.65
WATER FUND	CORE & MAIN LP	CORE & MAIN LP	3090	U095081	12/18/2023	WATER PARTS	425.52
WATER FUND	DANA KEPNER COMPANY INC	DANA KEPNER COMPANY INC	3210	8194198-01	01/11/2024	PARTS - WATER DEPT	520.06
WATER FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	34.50
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	117.02
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	25.20
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	63.53
WATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	17.86
WATER FUND	NATIONAL BANK OF ARIZONA	PayPal	12176	123123	12/05/2023	Monthly Credit Card Charges	17.91
WATER FUND	NATIONAL BANK OF ARIZONA	PayPal	12176	123123	12/05/2023	Monthly Credit Card Charges	52.58
WATER FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	EQUIPMENT CHARGE	54.79
Total 51-40-640 OPERATING COSTS:							1,569.04

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>51-40-660 FUEL &amp; OIL</b>							
WATER FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	958.55
Total 51-40-660 FUEL & OIL:							958.55
<b>51-40-670 VEHICLE REPAIRS &amp; MAINT</b>							
WATER FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	17.51
WATER FUND	CNG	CNG	2784	0977238	01/19/2024	#107- VARIOUS REPAIRS - NEW METE	280.00
WATER FUND	CNG	CNG	2784	1147809	01/12/2024	ON CALL TRUCK - COMPLETE SERVIC	58.33
WATER FUND	CNG	CNG	2784	1147813	01/06/2024	430 & 450 BACKHOE COMPLETE SER	78.75
WATER FUND	CNG	CNG	2784	1147818	12/31/2023	#176 - REPLACED DRIVERS SIDE LO	70.00
WATER FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EMPS6216015	12/22/2023	REPAIRS TO GANNON - PW/ST	2,242.56
WATER FUND	NATIONAL BANK OF ARIZONA	MACKS AUTO PARTS WILLCOX	12549	123123	12/05/2023	Monthly Credit Card Charges	6.68
Total 51-40-670 VEHICLE REPAIRS & MAINT:							2,753.83
<b>51-40-702 WATER TELEMETERS CIP WA 22-1</b>							
WATER FUND	AQUAFLOW SOLUTIONS INC	AQUAFLOW SOLUTIONS INC	1238	7458	12/06/2023	3" FIRE HYDRANT METERS W/STAND	2,307.63
WATER FUND	DANA KEPNER COMPANY INC	DANA KEPNER COMPANY INC	3210	8198873-00	12/20/2023	WATER METERS	8,188.74
Total 51-40-702 WATER TELEMETERS CIP WA 22-1:							10,496.37
<b>51-40-711 HEAVY EQUIPMENT REPLACEMENT</b>							
WATER FUND	VERMEER MOUNTAIN WEST, I	VERMEER MOUNTAIN WEST, INC.	7668	20019716	01/26/2024	VACUUM EXCAVATOR - PW	35,923.86
Total 51-40-711 HEAVY EQUIPMENT REPLACEMENT:							35,923.86
Total WATER FUND:							65,568.73
<b>WASTEWATER FUND</b>							
<b>52-40-300 PROFESSIONAL SERVICES</b>							
WASTEWATER FUND	ADRIANNA J VILLA	ADRIANNA J VILLA	1060	011224	01/12/2024	SCANNING - 01/04/24-1/12/24	20.83
WASTEWATER FUND	CASELLE INC	CASELLE INC	2530	129604	12/15/2023	SOURCE CODE ESCROW - 2024	25.00
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	ADEQ	1053	123123	12/05/2023	Monthly Credit Card Charges	31.25
WASTEWATER FUND	TREJO REFRIGERATION AND	TREJO REFRIGERATION AND	7291	13026	12/20/2023	CLEAN AND SANITIZE ICE MACHINE	245.00
Total 52-40-300 PROFESSIONAL SERVICES:							322.08
<b>52-40-301 CHEMICAL ANALYSES</b>							
WASTEWATER FUND	LEGEND TECHNICAL SERVICE	LEGEND TECHNICAL SERVICES	4907	2400197	12/31/2023	TESTING - WASTEWATER	6,528.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 52-40-301 CHEMICAL ANALYSES:							6,528.00
<b>52-40-340 EDUCATION &amp; TRAINING</b>							
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Hotels - Travel	12137	123123	12/05/2023	Monthly Credit Card Charges	180.73
Total 52-40-340 EDUCATION & TRAINING:							180.73
<b>52-40-350 BANK CHARGES</b>							
WASTEWATER FUND	CHASE	CHASE	2663	010324	01/03/2024	CREDIT CARD CHARGES - PW	469.61
WASTEWATER FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	INV-XPR00742	12/31/2023	MONTHLY BILLING FOR ONLINE PAYM	277.02
Total 52-40-350 BANK CHARGES:							746.63
<b>52-40-410 UTILITIES</b>							
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	190.57
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	83.26
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	6,829.55
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	123123	12/05/2023	Monthly Credit Card Charges	120.30
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	123123	12/05/2023	Monthly Credit Card Charges	54.93
Total 52-40-410 UTILITIES:							7,278.61
<b>52-40-415 TELEPHONE</b>							
WASTEWATER FUND	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY SERVICE	120.04
WASTEWATER FUND	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	190.03
Total 52-40-415 TELEPHONE:							310.07
<b>52-40-430 REPAIRS &amp; MAINTENANCE</b>							
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	71.23
WASTEWATER FUND	CNG	CNG	2784	1147810	12/22/2023	REPAIRS TO JET ROUTER - WW	420.00
WASTEWATER FUND	DUKE'S ROOT CONTROL, INC	DUKE'S ROOT CONTROL, INC	3454	19371	12/27/2023	6" & 8" PIPE SEWER ROOT CONTROL	3,963.12
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	PayPal	12176	123123	12/05/2023	Monthly Credit Card Charges	235.39
Total 52-40-430 REPAIRS & MAINTENANCE:							4,689.74
<b>52-40-590 DUES &amp; LICENSES</b>							
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	35.61
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	193.12



Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	B2B PRIME	13006	123123	12/05/2023	Monthly Credit Card Charges	65.39
Total 52-40-590 DUES & LICENSES:							294.12
<b>52-40-620 PRINTING &amp; POSTAGE</b>							
WASTEWATER FUND	POSTAL PROS SOUTHWEST IN	POSTAL PROS SOUTHWEST INC	5978	12710	12/08/2023	UTILITY BILLS	414.87
Total 52-40-620 PRINTING & POSTAGE:							414.87
<b>52-40-640 OPERATING SUPPLIES</b>							
WASTEWATER FUND	BENSON ACE HARDWARE	BENSON ACE HARDWARE	1950	123123	01/02/2024	SUPPLIES	802.14
WASTEWATER FUND	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	10.29
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	103.46
WASTEWATER FUND	HILL BROTHERS CHEMICAL CO	HILL BROTHERS CHEMICAL CO	4268	INV116345	01/15/2024	CALCIUM HYPOCHLORITE - WWTP	1,443.31
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	33.60
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	69.60
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	WALMART	7674	123123	12/05/2023	Monthly Credit Card Charges	34.51
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	136.38
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Tractor Supply Co	12138	123123	12/05/2023	Monthly Credit Card Charges	64.64
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	294.34
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	Amazon.Com	12151	123123	12/05/2023	Monthly Credit Card Charges	98.11
Total 52-40-640 OPERATING SUPPLIES:							3,090.38
<b>52-40-660 FUEL &amp; OIL</b>							
WASTEWATER FUND	VOYAGER FLEET SYSTEMS IN	VOYAGER FLEET SYSTEMS INC	7671	869208801235	12/24/2023	FUEL	674.73
Total 52-40-660 FUEL & OIL:							674.73
<b>52-40-670 VEHICLE REPAIRS &amp; MAINT</b>							
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	8.76
WASTEWATER FUND	BENSON NAPA	BENSON NAPA	2075	120123	12/01/2023	PARTS	91.24
WASTEWATER FUND	CNG	CNG	2784	1147809	01/12/2024	ON CALL TRUCK - COMPLETE SERVIC	58.33
WASTEWATER FUND	CNG	CNG	2784	1147811	12/23/2023	COMPLETE SERVICE TO SKID STEER	170.00
WASTEWATER FUND	CNG	CNG	2784	1147812	01/20/2024	#127 - REPLACED FUEL PUMP - WW	350.00
WASTEWATER FUND	CNG	CNG	2784	1147813	01/06/2024	430 & 450 BACKHOE COMPLETE SER	78.75
WASTEWATER FUND	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EMPS6216015	12/22/2023	REPAIRS TO GANNON - PW/ST	2,242.55
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	O'REILLY AUTOMOTIVE INC	5661	123123	12/05/2023	Monthly Credit Card Charges	50.43
WASTEWATER FUND	NATIONAL BANK OF ARIZONA	MACKS AUTO PARTS WILLCOX	12549	123123	12/05/2023	Monthly Credit Card Charges	6.67
WASTEWATER FUND	TIMS WRECKER & ROAD SERVI	TIMS WRECKER & ROAD SERVICE	7250	SAM010924	01/10/2024	REPAIRS TO SEMI - VOLVO	3,668.42

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
WASTEWATER FUND	TIMS WRECKER & ROAD SERVI	TIMS WRECKER & ROAD SERVICE	7250	TOM011024	01/11/2024	TOWING - WW	100.00
Total 52-40-670 VEHICLE REPAIRS & MAINT:							6,825.15
<b>52-40-708 HIGH PRESSURE JET ROUTER</b>							
WASTEWATER FUND	AZ WASTEWATER INDUSTRIES,	AZ WASTEWATER INDUSTRIES, INC	1797	51471	01/22/2024	HIGH PRESSURE JET ROUTER - WW	107,403.2
Total 52-40-708 HIGH PRESSURE JET ROUTER:							107,403.2
<b>52-40-717 HEAVY EQUIPMENT REPLACEMENT</b>							
WASTEWATER FUND	VERMEER MOUNTAIN WEST, I	VERMEER MOUNTAIN WEST, INC.	7668	20019716	01/26/2024	VACUUM EXCAVATOR - PW	35,923.86
Total 52-40-717 HEAVY EQUIPMENT REPLACEMENT:							35,923.86
Total WASTEWATER FUND:							174,682.2
<b>SANITATION FUND</b>							
<b>53-40-350 BANK CHARGES</b>							
SANITATION FUND	CHASE	CHASE	2663	010324	01/03/2024	CREDIT CARD CHARGES - PW	469.62
SANITATION FUND	XPRESS BILL PAY	XPRESS BILL PAY	7856	INV-XPR00742	12/31/2023	MONTHLY BILLING FOR ONLINE PAYM	277.02
Total 53-40-350 BANK CHARGES:							746.64
<b>53-40-620 POSTAGE &amp; PRINTING</b>							
SANITATION FUND	POSTAL PROS SOUTHWEST IN	POSTAL PROS SOUTHWEST INC	5978	12710	12/08/2023	UTILITY BILLS	414.87
Total 53-40-620 POSTAGE & PRINTING:							414.87
<b>53-40-665 COUNTY SOLID WASTE</b>							
SANITATION FUND	COCHISE COUNTY TREASURE	COCHISE COUNTY TREASURER	2870	29996	12/31/2023	TRANSFER STATION EXPENSES	19,477.76
Total 53-40-665 COUNTY SOLID WASTE:							19,477.76
<b>53-40-667 RESIDENTIAL SERVICE CONTRACT</b>							
SANITATION FUND	SOUTHWEST DISPOSAL	SOUTHWEST DISPOSAL	6774	3849571D220	01/01/2024	RESIDENTAL/COMMERCIAL PICKUP	21,093.78
Total 53-40-667 RESIDENTIAL SERVICE CONTRACT:							21,093.78
<b>53-40-668 COMMERCIAL SERVICE CONTRACT</b>							
SANITATION FUND	SOUTHWEST DISPOSAL	SOUTHWEST DISPOSAL	6774	3849571D220	01/01/2024	COMMERCIAL PICK UP	16,857.28

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
Total 53-40-668 COMMERCIAL SERVICE CONTRACT:							16,857.28
Total SANITATION FUND:							58,590.33
<b>SAN PEDRO GOLF COURSE</b>							
<b>55-12501 DUE FROM MANAGEMENT COMPANY</b>							
SAN PEDRO GOLF COUR	TROON GOLF LLC	TROON GOLF LLC	7307	011724	01/17/2024	PAYROLL FUNDING REQUEST WIRE T	28,301.23
Total 55-12501 DUE FROM MANAGEMENT COMPANY:							28,301.23
<b>55-24500 SALES TAX PAYABLE</b>							
SAN PEDRO GOLF COUR	AZ DEPT OF REVENUE - SALES	AZ DEPT OF REVENUE - SALES TAX	1690	12/23	12/31/2023	RETAIL SALES TAX - GC	6,861.07
Total 55-24500 SALES TAX PAYABLE:							6,861.07
<b>55-40-415 TELEPHONE</b>							
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	TRANSWORLD NETWORK CORP	7279	123123	12/05/2023	Monthly Credit Card Charges	111.64
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	DAKOTAPRO	3190	123123	12/05/2023	Monthly Credit Card Charges	158.00
SAN PEDRO GOLF COUR	VERIZON WIRELESS	VERIZON WIRELESS	7667	9954107737	01/02/2023	MONTHLY CHARGES	80.02
Total 55-40-415 TELEPHONE:							349.66
<b>55-40-686 GOLF 23-4 CLUBHOUSE IMPROVEMEN</b>							
SAN PEDRO GOLF COUR	BLUE MOON GLASS SERVICES,	BLUE MOON GLASS SERVICES, LLC	2253	SVC-5012-02	10/05/2023	FINAL PAYMENT - REPAIR GOLF COU	1,122.75
SAN PEDRO GOLF COUR	NATIONAL BANK OF ARIZONA	PayPal	12176	123123	12/05/2023	Monthly Credit Card Charges	876.78
Total 55-40-686 GOLF 23-4 CLUBHOUSE IMPROVEMEN:							1,999.53
Total SAN PEDRO GOLF COURSE:							37,511.49
<b>AIRPORT</b>							
<b>56-40-300 PROFESSIONAL SERVICES</b>							
AIRPORT	EMPIRE SOUTHWEST LLC	EMPIRE SOUTHWEST LLC	3610	EPWK0592413	01/03/2024	PERFORM FULL SYSTEM INSPECTIO	310.00
AIRPORT	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	121029	12/19/2023	PORT A POTS - 12/19/23-1/16/24 - AIRP	207.29
AIRPORT	STAMBACK SEPTIC SERVICE	STAMBACK SEPTIC SERVICE	6802	123732	01/16/2024	PORT A POTS - 1/16/24-2/13/24 - AIRP	207.29
AIRPORT	STRONGHOLD AVIATION SERVI	STRONGHOLD AVIATION SERVICES, LLC	6948	010124	01/01/2024	AIRPORT MANAGEMENT SERVICES -	3,808.33
Total 56-40-300 PROFESSIONAL SERVICES:							4,532.91

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
<b>56-40-410 UTILITIES</b>							
AIRPORT	NATIONAL BANK OF ARIZONA	CITY OF BENSON - UTILITIES	2750	123123	12/05/2023	Monthly Credit Card Charges	147.83
AIRPORT	NATIONAL BANK OF ARIZONA	SULPHUR SPRINGS VALLEY ELEC	6970	123123	12/05/2023	Monthly Credit Card Charges	936.75
AIRPORT	NATIONAL BANK OF ARIZONA	STARLINK INTERNET	12955	123123	12/05/2023	Monthly Credit Card Charges	120.00
Total 56-40-410 UTILITIES:							1,204.58
<b>56-40-415 TELEPHONE</b>							
AIRPORT	CENTURYLINK	CENTURYLINK	2599	010124	01/01/2024	MONTHLY TELEPHONE SERVICE	81.04
Total 56-40-415 TELEPHONE:							81.04
<b>56-40-430 REPAIRS &amp; MAINTENANCE</b>							
AIRPORT	SIERRA SOUTHWEST COOP SV	SIERRA SOUTHWEST COOP SVCS INC	6620	90012643	12/28/2023	AIRPORT SIGNS FUEL	128.09
Total 56-40-430 REPAIRS & MAINTENANCE:							128.09
<b>56-40-540 DEBT SERVICE</b>							
AIRPORT	PIONEER TITLE AGENCY INC	PIONEER TITLE AGENCY INC	5940	010524	01/05/2024	ACCOUNT # 20020170902994 LAND - F	1,188.55
AIRPORT	PIONEER TITLE AGENCY INC	PIONEER TITLE AGENCY INC	5940	010524A	01/05/2024	ACCOUNT # 20020070902994 LAND F	1,530.60
Total 56-40-540 DEBT SERVICE:							2,719.15
<b>56-40-640 SUPPLIES</b>							
AIRPORT	BENSON LUMBER & SUPPLY LL	BENSON LUMBER & SUPPLY LLC	2071	011524	01/15/2024	PARTS	111.38
AIRPORT	JOHN LAWSON	JOHN LAWSON	4569	002	01/22/2024	CATERING FOR KERCHUM DEDICATI	2,100.00
AIRPORT	MAYRA MORENO	MAYRA MORENO	3550	877	01/11/2024	SET UP CHAIRS - AIRPORT DEDICATI	610.00
AIRPORT	NATIONAL BANK OF ARIZONA	Northern Tools	12178	123123	12/05/2023	Monthly Credit Card Charges	188.47
Total 56-40-640 SUPPLIES:							3,009.85
Total AIRPORT:							11,675.62
<b>FIREMEN'S PENSION FUND</b>							
<b>70-40-660 PENSION PAYMENTS</b>							
FIREMEN'S PENSION FU	BRANDT, WILLIAM	BRANDT, WILLIAM	7790	100	01/01/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	BRANDT, WILLIAM	BRANDT, WILLIAM	7790	101	02/01/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	FOSTER, DARRELL	FOSTER, DARRELL	3240	101	01/01/2024	Pension Payment	100.00
FIREMEN'S PENSION FU	FOSTER, DARRELL	FOSTER, DARRELL	3240	102	02/01/2024	Pension Payment	100.00
FIREMEN'S PENSION FU	GEOFFREY MCGOFFIN	GEOFFREY MCGOFFIN	3975	194	01/15/2024	FIREMEN'S PENSION	100.00

Fund	Vendor Name	Merchant Name	Merchant V	Invoice Number	Invoice Date	Description	Net Invoice A
FIREMEN'S PENSION FU	GEOFFREY MCGOFFIN	GEOFFREY MCGOFFIN	3975	195	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	JAMES HANSEN JR.	JAMES HANSEN JR.	7895	194	01/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	JAMES HANSEN JR.	JAMES HANSEN JR.	7895	195	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	JERRY FINK	JERRY FINK	4505	204	01/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	JERRY FINK	JERRY FINK	4505	205	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	JOHNSON II, RAY	JOHNSON II, RAY	6144	191	01/15/2024	FIREPENSION	100.00
FIREMEN'S PENSION FU	JOHNSON II, RAY	JOHNSON II, RAY	6144	192	02/15/2024	FIREPENSION	100.00
FIREMEN'S PENSION FU	MALDONADO, ANICLETO D	MALDONADO, ANICLETO D	5551	133	01/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	MALDONADO, ANICLETO D	MALDONADO, ANICLETO D	5551	134	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	MERRILL, SHANE	MERRILL, SHANE	5238	30	01/15/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	MERRILL, SHANE	MERRILL, SHANE	5238	31	02/15/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	NAPIER, LARRY	NAPIER, LARRY	4840	177	01/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	NAPIER, LARRY	NAPIER, LARRY	4840	178	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	RODRIGUEZ, JOE	RODRIGUEZ, JOE	4573	107	01/01/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	RODRIGUEZ, JOE	RODRIGUEZ, JOE	4573	108	02/01/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	ROTHERMICH, JOE	ROTHERMICH, JOE	8914	194	01/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	ROTHERMICH, JOE	ROTHERMICH, JOE	8914	195	02/15/2024	FIREMEN'S PENSION	100.00
FIREMEN'S PENSION FU	TEAGUE, PATRICK	TEAGUE, PATRICK	5786	90	01/01/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	TEAGUE, PATRICK	TEAGUE, PATRICK	5786	91	02/01/2024	FIRE PENSION PAYMENT	100.00
FIREMEN'S PENSION FU	TRUJILLO, FRED	TRUJILLO, FRED	7312	73	01/15/2024	FIRE PENSION	100.00
FIREMEN'S PENSION FU	TRUJILLO, FRED	TRUJILLO, FRED	7312	74	02/15/2024	FIRE PENSION	100.00
Total 70-40-660 PENSION PAYMENTS:							2,600.00
Total FIREMEN'S PENSION FUND:							2,600.00
Grand Totals:							1,181,182.

Report Criteria:

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

# City of Benson City Council Communication

Regular Meeting

February 12, 2024



To: Mayor and Council

Agenda Item # 2

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

## Subject:

Discussion and possible action regarding Resolution 4-2024 of the Mayor and Council of the City of Benson, Arizona, approving a Special Event Liquor License for One Event at A Time for March 23, 2024 at Lions Park, 435 North Adams Street, Benson, Arizona

## Discussion:

The organization One Event at A Time applied for a Special Event Liquor License which “allows a charitable, civic, fraternal, political or religious organization to sell and serve spirituous liquor for consumption only on the premises where the spirituous liquor is sold, and only for the period authorized on the license.”

As per ARS §4-203.02, the application is sent to the Arizona Department of Liquor Licenses & Control, where the director may “subject to the approval of...the governing body of a city or town...” issue the license temporarily.

It is further stipulated that “qualifying” organizations will be granted a special event license for no more than ten (10) days in a calendar year. A special event may be held for more than one (1) day, but it must be held on consecutive days and at the same location, or additional licenses will be required”. If approved, this will be their first special event held in 2024.

One Event at A Time is requesting the permit for a Worldwide Food Truck Tour to be held at Lions Park on March 23, 2024 from 11:00 a.m. to 8:00 p.m.

## Staff Recommendation:

Approval of Resolution 4-2024

**RESOLUTION 4-2024**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, APPROVING A SPECIAL EVENT LIQUOR LICENSE FOR ONE EVENT AT A TIME FOR MARCH 23, 2024 AT LIONS PARK, 435 NORTH ADAMS STREET, BENSON, ARIZONA**

WHEREAS, One Event at A Time has applied to the City of Benson for a special event license to allow selling and serving spirituous liquor for consumption at Lions Park on March 23, 2024; and

WHEREAS, a qualifying organization may be granted a special event license for no more than ten (10) days in a calendar year with the Council’s approval; and

WHEREAS, the Mayor and Council of the City of Benson have reviewed the One Event at A Time application and have determined that its approval 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 Application for One Event at A Time is hereby approved, and the Mayor is authorized to execute the same on behalf of the City.
- Section 2.** All orders or resolutions in conflict herewith are, to the extent of such conflict, hereby repealed, and this resolution shall be in full force and effect upon its adoption.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 12th day of February, 2024.

\_\_\_\_\_  
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

CSR:
Amount:



## SPECIAL EVENT LICENSE

### APPLICATION FEE \$25.00 PER DAY

Arizona Department of Liquor Licenses and Control  
 800 W. Washington St. 5<sup>th</sup> Floor Phoenix, AZ 85007  
 (602) 542-5141

<b>DLLC USE ONLY</b>
Job #:
Date Accepted:
CSR:
License #:

Application **MUST** be submitted to the Department of Liquor 10 days prior to the event.

**SECTION 1** Applicant must be a member of a qualifying nonprofit organization, political party, or Government entity and authorized by an Officer, Director, or Chairperson of the Organization.

1. Applicant: Dunham, Jennifer Naomi  
(Must be an Officer/Member of the Non Profit Entity) Last First Middle
2. Applicant's mailing address: ██████████ Dakota Dr, West Des Moines, IA 50265  
Street City State Zip
3. Applicants home/cell phone: ██████████ Applicant's business phone: \_\_\_\_\_
4. Applicant's email address: JenDunham@oneeventatatime.com
5. Special Event Name: Worldwide Food Truck Tour
6. Name of Non-Profit Organization, Candidate or Political Party/Gov.: One Event at A Time
7. Non-Profit/IRS Tax Exempt Number: 93-4209423
8. Arizona Corporation Commission File #: \_\_\_\_\_ If out of State please specify: \_\_\_\_\_  
(Attach letter of good standing)
9. Event Location Name: Lions Park
10. Event Address: NW Adams/W Pearl

**Dates and Hours of Event - Days must be consecutive and may not exceed 10 consecutive days.**

**\*\*SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY\*\***

Days	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>3/23/2024</u>	<u>Saturday</u>	<u>11am</u>	<u>8pm</u>
DAY 2:	_____	_____	_____	_____
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____



**SECTION 2** What type of security and control measures will you take to prevent violations of liquor laws at this event?  
(List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

2 \_\_\_\_\_ Number of Police 4 \_\_\_\_\_ Number of Security Personnel  Fencing  Barriers

**Must** explain security measures: Will have security at each entrance and near the beer tent along with a couple security walking around keeping an eye out

**SECTION 3** What is the purpose of this event?

On-site consumption  Off-site (auction/wine/distilled spirits pull)  Both

How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors?  
Check one of the following boxes. (R-19-318)

- A)  Special Event being held on an **unlicensed** premises will require approval and signature by the Local Governing Body on page 3. (If checked move to section 4)
- B)  Will this event be held on a currently licensed premises and within the already approved and licensed area?  
(**Must attach a letter from the licensed premises with an explanation of the option checked below**)

\_\_\_\_\_ Name of Business \_\_\_\_\_ License Number \_\_\_\_\_ Phone (Include Area Code)

- Place license in non-use - *Special Event Licensee selling all alcohol without retailer involvement*  
**Must attach letter from the location suspending license for duration of special event**
- Dispense and serve all spirituous liquors under retailer's license - *Business operates normally, minimum of 25% of gross revenue from alcohol sales is donated to licensee*
- Dispense and serve all spirituous liquors under special event - *The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be separated from any alcohol used during the special event. Must attach letter from the location suspending license for duration of special event*
- Split premise between special event and retail location - *Both the special event licensee and the retailer will conduct sales of alcohol. (These sales will be done in separate areas. If alcohol is donated or purchased by the special event licensee it must be in a separate area than the alcohol that is dispensed by the licensed retailer.)*
- Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions** - *Retailer will still be permitted to conduct all normal sale and service of alcohol.*

**SECTION 4**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No If yes, attach letter of explanation.
2. How many special event days have been issued to this organization during the calendar year? 0
3. Is the Organization using the services of a Special Event Contractor? (A licensee can utilize the services of a special event contractor who may purchase and sell alcohol on behalf of the licensee. If no special event contractor is listed, the licensee is responsible for the sales and service of alcohol.)  
 Yes  No If yes, please provide the Name of the Special Event Contractor: \_\_\_\_\_
4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol? (Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be the special event contractor)  
 Yes  No if yes, please provide the Name of Licensee: \_\_\_\_\_ License #: \_\_\_\_\_
5. List the name of the Individual or Organization that will receive revenues, **MUST EQUAL 100 PERCENT.**

**Attach additional sheet if necessary.**

Name: One Event At a Time Percentage: 100

Address: 4807 Dakota Dr, West Des Moines, IA 50265  
Street City State Zip

Name: \_\_\_\_\_ Percentage: \_\_\_\_\_

Address: \_\_\_\_\_  
Street City State Zip

Please read A.R.S. § 4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.

**ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.**

**NO ALCOHOLIC BEVERAGES SHALL LEAVE A SPECIAL EVENT UNLESS THEY ARE IN AUCTION WINE OR DISTILLED SPIRITS PULL SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE.**

**SECTION 5** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



If the special event will be held at a location without a permanent liquor license or if the event will be on any portion of a location that is not covered by the existing liquor license, this application must be approved by the local governing body before submitting to the Department of Liquor Licenses and Control. Please contact the local governing board for additional information.

**APPLICANT SIGNATURE**

**Declaration:**

I, (Print Name) Jennifer Dunham, declare under penalty of perjury that I am authorized to submit this application. I have read the contents of this application, and to the best of my knowledge believe all statements made on this application to be true, correct and complete.

Signature

**LOCAL GOVERNING BODY**

Date Received: \_\_\_\_\_

I, \_\_\_\_\_ recommend  APPROVAL  DISAPPROVAL  
(Government Official) (Title)

On behalf of \_\_\_\_\_ Signature \_\_\_\_\_ Date \_\_\_\_\_ Phone \_\_\_\_\_  
(City, Town, County)

The local governing body (city, town or municipality where the fair/festival will take place) may require additional applications to be completed and submitted. Please check with local government as to how far in advance they require these applications to be submitted. Additional licensing fees may also be required before approval may be granted.

**AZDLIC USE ONLY**

APPROVAL  DISAPPROVAL BY: \_\_\_\_\_ DATE: \_\_\_\_\_

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 3

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

## Subject:

Discussion and possible action regarding Resolution 5-2024 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager to apply for Arizona Department of Transportation Section 5311 Funds to operate a Rural Public Transit System

## Discussion:

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

## Staff Recommendation:

Approval of Resolution 5-2024

**RESOLUTION 5-2024**

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

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

WHEREAS, the local elderly/disabled transportation and fixed route programs are currently operated by the City as the Benson Area Transit system (or “BAT”); and

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

WHEREAS, on February 12, 2024, the Mayor and Council held a public hearing to gather public input on the operation and continued operation of the BAT, including to help ensure that the BAT is addressing the mobility needs of Benson area’s rural population to health care, shopping, education, employment, public services and recreation.

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council of the City of Benson, Arizona, that the City Manager is hereby authorized and directed to apply to the Arizona Department of Transportation for section 5311 funding to operate a local public transit system as of October 1, 2024, and is further directed to prepare funding and budget proposals and projections for inclusion in the City's FY2024-2025 budget that set forth the means for acquiring the assets and personnel needed to operate a local transportation service.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 14th of February, 2024.

\_\_\_\_\_  
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

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Information**

**1. Program Contact Information**

Agency Name: City of Benson  
Primary Contact Person's Name: Mariza Nikitas  
Title: Transit Supervisor  
Transit Agency Address, City, Zip: 120 W. 6th Street Benson, Arizona  
85602-6514  
Contact Office Phone: (520) 720-6323  
Contact Cell Phone or alternative phone (if applicable) :  
Contact Email: mnikitas@bensonaz.gov  
Agency Website Address: www.cityofbenson.com

Secondary Contact (if applicable)

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

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

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

3. Application Category: Continuing 5311

**Organization**

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

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

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

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

- Senior Citizen
- Disabled Citizen
- Council of Governments (SEAGO) Representative
- City of Douglas Representative
- City of Benson Representative

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Information**

- City of Bisbee Representative
- City of Wilcox Representative
- City of Huachuca City Representative
- Benson Hospital Representative

- 6a. Are you sending your TAC agendas or minutes to your ADOT program manager at least quarterly? Yes
- 6b. What is the date of your last transmittal? 8/30/2023
- 6c. Please provide a copy of a recent TAC agenda.  
[https://egrants.azdot.gov/\\_Upload/56499\\_912920-9-14-2023TACAgenda.docx](https://egrants.azdot.gov/_Upload/56499_912920-9-14-2023TACAgenda.docx)

**COORDINATION OF SERVICE**

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

7. Is your system included in a Regional Transportation Coordination Plan?  Yes  No \*
8. Please explain your coordination efforts:

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

**FUNDING REQUESTS**

9. Please check the box next to the types of funding requested in this application. Questions will follow in other portions of the application depending on your selection. If you requested a vehicle or rehabilitation in the last application, but not this year, please first go to the vehicle page and delete the vehicle request before unselecting Capital Funds.

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

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Information**

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

For Vehicle Requests, additional questions will show on the Vehicles page. Provide additional information for all other capital requests on the Other Capital Request page which will only appear if other capital is requested. If you requested a vehicle or rehabilitation in the last application, but not this year, please first go to the vehicle page and delete the vehicle request before unselecting Vehicle or Vehicle Rehabilitation.

Vehicle (Revenue Rolling Stock)

Vehicle Rehabilitation

Other Capital Requests

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Management**

**FINANCIAL MANAGEMENT**

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

1. Briefly describe your organization's budgeting process.

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

2. Describe your procurement process for purchasing operating supplies, services, and capital items such as vehicles. Please include thresholds for purchasing. (Refer to 5311 Guidebook for procurement threshold.)

The City of Benson has an adopted procurement code. Citywide, all purchases over \$1,000.00 must be approved by the City Manager and purchases over \$20,000 must be approved by the City Council. For purchases greater than \$10,000, 3 written price quotations must be obtained. For purchases over \$250,000, a formal bid or Request for Proposal (RFP) must be issued.

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

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

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

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

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

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

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

The City of Benson has received federal funds in prior years for transit as well as many other programs. Our Accounting Specialist has attended multiple training sessions on federal funding requirements as



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Management**

well as financial coordination meetings. The City has undergone audits on our federal grants and have made any recommended changes as soon as possible.

4c. If you provide more than one mode of service, how do you track expenses based on mode?

Direct costs are tracked through the general ledger and invoices. Allocated costs are based on ridership and unit numbers.

5. Do you have a current approved indirect cost allocation plan?      Yes     No \*

5a. What is your approved indirect cost rate?      %

5b. Who is your cognizant agency for indirect cost rate?

5c. Dates of indirect cost rate approval or de minimis rate:

**Effective Date:**

**End Date:**

5d. In your cost allocation plan, did you elect to charge the de minimis rate of 10% of modified total direct costs?

5e. Upload your current indirect cost allocation plan.

**MARKETING AND COMMUNICATION**

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

6. Describe your agency's marketing plan.

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

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

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Management**

7a. If yes, provide the URL / web address for the transit program.  
[https://www.bensonaz.gov/community/benson\\_area\\_transit/index.php](https://www.bensonaz.gov/community/benson_area_transit/index.php)

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

Information on proposed service or fare changes are communicated in our local newspaper, on our City of Benson website, and public hearings are held. Adequate notice of at least one month is given before any major changes are made. Comments and concerns are always encouraged by contacting City Hall and our Transit department directly, or by attending public hearings.

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

9a. If yes, when was your last survey conducted? 7/3/2023

9b. Please provide a copy of your last survey.  
[https://egrants.azdot.gov/\\_Upload/56500\\_911910-BATCustomerServiceSurvey7-2023.docx](https://egrants.azdot.gov/_Upload/56500_911910-BATCustomerServiceSurvey7-2023.docx)

9c. Provide a summary of responses you received.

The majority of those riding the DAR ride 1-2 times per week while those riding the fixed/flex route ride 3-4 times per week. Most of the people ride the bus because they don't drive or don't have a car; a few wrote in that they can't drive temporarily due to medical reasons. All rated the customer service, helpfulness, and performance as either good or excellent and the buses as clean. Recommendations included longer hours, running on weekends, and more frequent stops.

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

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

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

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

11. Attach your Public meeting notices for notice of intent to apply for 5311 funds.

11a. Identify the date your Public Meeting was held, list the location(s) where Public meeting notices were posted, and the dates that they were posted.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Program Management**

City Hall, 120 W 6th St., Benson AZ 85602  
Benson Public Library, 300 S Huachuca, Benson AZ 85602  
Benson Post Office, 250 S. Ocotillo Ave, Benson AZ 85602  
Herald Review Newspaper  
Posted on City of Benson Website  
Posted on Facebook  
Posted at the above locations X/XX/2024 and XX/XX/2024

11.b. If listed on website, please provide copy of link.

11c. Resolution may also be attached here.

Sample Notice of Public Hearing

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**System Characteristics**

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

1a. If yes, please explain.

We have changed the route to follow the guidance of the efficiency study that was completed . Benson Area Transit now runs a deviated fixed route with additional demand response . Willow Lakes was removed from the Service Area.

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

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

3a. If yes, please explain.

**Performance Data**

4. Annual Passengers Trips Anticipated: 10,500

4a. Annual Passengers Trips Last Year: 10,254

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

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

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

5b. Fare Box Last Year: \$2,248

6. Average cost per passenger trip using the last year's data: \$21.73

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

8. How much is your anticipated net advertising revenue? \$0

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

City of Benson has had several changes in staff and the numbers presented in this grant application are the most up to date based upon the information new staff has been able to collect.

**5311 Application 2024  
 Organization: City of Benson  
 5311-2024-Benson Area Transit-00013  
 System Characteristics**

**Service Types**

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

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

Hybrid or Other should only be used for routes that do not fit one of these definitions.

(See Help above for explanations of Service Types.)

Local / Regional	Intercity
✓ Demand Response	Intercity Fixed Route
✓ Deviated / Flex Route	Intercity Feeder Route
Fixed Route with Complementary Paratransit	
Commuter	
Vanpool or Other	

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

**Demand Response**

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

In a rural area such as ours where residence are spaced widely, demand response allows service to outlying areas as needed saving time and fuel when services are not needed. This was proven to be the best option as outlined in our feasibility study.

**Deviated / Flex Route**

11. How far will the service deviate off of the route?

BAT deviates up to .5 miles on the deviated fixed route.

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

Anyone that is 1/2 mile from the deviated fixed route.

13. How are deviations requested?

All deviations must be scheduled the prior business day using the dispatch line either with voice or text.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**System Characteristics**

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

The current deviated route system has 22 unique stops, such as Walmart, Safeway, and City Hall. This is helpful as they are the primary destinations for most riders using the system. A full route is scheduled every one and a half hours with five complete routes scheduled between 8:00 a.m. and 4:00 p.m., Monday through Friday.

**Fixed Route with Complementary Paratransit**

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

15a. Please Describe

16. Date of the last update of your Complementary Paratransit Plan

16a. Please upload a copy of your Complementary Paratransit Plan

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

**Commuter**

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

**Intercity Service: Feeder and/or Fixed Route**

18. Describe the intercity service provided.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**System Characteristics**

19. Please list your service connections with intercity providers.

20. Do you offer package service? No

**Vanpool or Other**

21. Describe the service you provide in your community.

22. Please explain how this fits the needs of your community.

**All Applicants Answer the Following**

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

At this time we do not connect with other modes of transportation.

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

BAT services the areas of Pomerene, St. David, Mescal and J-6 as these are unincorporated county areas.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Route Service Characteristics: Deviated Fixed Route**

<b>TOTAL ROUTES:</b>	<b>5</b>
----------------------	----------

1.	<b>Route Name:</b>	Deviated Fixed Route	Demand Response	Food Pantry
2.	Select the Days each route operates:	M T W Th F	M T W Th F	W
3.	Route Type:	Year-Round	Year-Round	Year-Round
4.	Service Type:	Deviated / Flex Route	Demand Response	Demand Response
5.	# Daily Hours of Operation:	8	8	2
6.	Start Time:	8:00 AM	8:00 AM	8:30 AM
7.	End Time:	4:00 PM	4:00 PM	12:00 PM
8.	Does the route operate continuously other than short breaks for the driver?	Yes	Yes	No
9.	Number of times route is run daily	5	1	1
10.	Round Trip Miles per route cycle	13		35
11.	Annual Passenger trips (actuals 12 months):	5,776	3,905	573
12.	Does the route accommodate baggage?	No	No	No
13.	Is this a new or existing route?	Existing	Existing	Existing
14a.	Is the service changing?	No	No	No
14b.	Are your transit schedules published in GTFS?	Yes	No	No
15.	<b>Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.</b>			
15a.	Medical	✓	✓	✓
15b.	Employment	✓	✓	✓
15c.	Education	✓	✓	✓
15d.	Residential	✓	✓	✓
15e.	Shopping	✓	✓	✓
15f.	Entertainment	✓	✓	✓
15g.	Other			
16.	Busiest activity center for this route?	Wal-Mart	Wal-Mart	Food Pantry
17.	System Connections?	Yes	Yes	Yes
17a.	List the other mode it connects to	Demand Response	Deviated Fixed Route	Deviated Fixed Route or Demand Response



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Route Service Characteristics: Deviated Fixed Route**

<b>18.</b>	<b>Please identify the jurisdiction(s) that each route operates in:</b>			
18a.	County	Cochise County	Cochise County	Cochise County
18b.	City(ies) (If the route operates outside the city limits, please type unincorporated):	Benson	Pomerene, St. David & J-Six/Mescal, Benson	Pomerene, St. David & J-Six/Mescal, Benson

19. Upload a user guide for this Route Service Area. Upload a map showing your community and highlight the areas served by your transit system.

If you only have one user guide, please upload it only once.  
[https://egrants.azdot.gov/ Upload/56502\\_912039-RidersGuide2023.pdf](https://egrants.azdot.gov/Upload/56502_912039-RidersGuide2023.pdf)

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

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

BAT started a special seasonal Christmas Light tour in December 2017 and anticipates it growing in the years to come.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Route Service Characteristics: Special Event Route**

<b>TOTAL ROUTES:</b>	<b>5</b>
----------------------	----------

1.	<b>Route Name:</b>	Special Event Route	Christmas Lights Tour	
2.	Select the Days each route operates:	M T W Th F Sa Su	M T W Th F Sa	
3.	Route Type:	Seasonal	Seasonal	
4.	Service Type:	Demand Response	Demand Response	
5.	# Daily Hours of Operation:	8	4	
6.	Start Time:	8:00 AM	6:00 PM	:
7.	End Time:	8:00 PM	10:00 PM	:
8.	Does the route operate continuously other than short breaks for the driver?	No	Yes	No
9.	Number of times route is run daily	10	1	
10.	Round Trip Miles per route cycle	20	20	
11.	Annual Passenger trips (actuals 12 months):		60	
12.	Does the route accommodate baggage?	No	No	No
13.	Is this a new or existing route?	Existing	Existing	
14a.	Is the service changing?	No	No	No
14b.	Are your transit schedules published in GTFS?	No	No	No
15.	<b>Check the types of key activity centers the route serves and indicate which are the busiest in the text box provided.</b>			
15a.	Medical			
15b.	Employment			
15c.	Education			
15d.	Residential			
15e.	Shopping			
15f.	Entertainment	✓	✓	
15g.	Other			
16.	Busiest activity center for this route?			
17.	System Connections?	No	No	No
17a.	List the other mode it connects to			

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Route Service Characteristics: Special Event Route**

<b>18.</b>	<b>Please identify the jurisdiction(s) that each route operates in:</b>			
18a.	County	Cochise County	Cochise County	
18b.	City(ies) (If the route operates outside the city limits, please type unincorporated):	Benson	Benson, Pomerene, Mescal, J6	

19. Upload a user guide for this Route Service Area. Upload a map showing your community and highlight the areas served by your transit system.

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

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

When city sponsored events happen within the city outside of regular operating hours, Benson Area Transit may provide bus service to the general public to attend these events .

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

**Vehicles**

**AGENCY VEHICLE INVENTORY**

**Total Vehicles in Inventory: 5**

**Spare Vehicle Ratio: 30%**

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

Vehicle Identification Number (VIN)	Funding Src (i.e.: 5310, 5311, local, etc.)	Vehicle Classification	Actual Vehicle Length	Manf Year	Mileage	# of Amb. Seats	# of W/C Positions	Lift or Ramp?	Requesting Rehab?	Route Served (Spare can also be listed)	Is the Vehicle On ADOT Lien?
											Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1GBJG31K191157887	5311	Cutaway bus	23	2009	184,906	13	2	Ramp	No	Spare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1FBAX6284LKA89016	5311	Van		2020	17,625	4	2	Lift	No	Dial-a-Ride	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
											Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>
1FDDE4FS6GDC40695	5311	Cutaway bus	27	2016	61,949	10	2	Ramp	No	Fixed Route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
0687	5311	Cutaway bus	27	2016	74,028	10	2	Ramp	No	Fixed Route	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
1FDEE3FSXHDC68376	5311	Cutaway bus	22	2018	95,948	10	2	Lift	No	Spare	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
											Yes <input type="checkbox"/> No <input type="checkbox"/>
											Yes <input type="checkbox"/> No <input type="checkbox"/>
											Yes <input type="checkbox"/> No <input type="checkbox"/>

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

**INSTRUCTIONS: SAVE this form prior to filling out this section and the system will automatically copy the VIN numbers from**

**Vehicles**

**Question 1 into the table below for Question 2.**

Vehicle Identification Number (VIN)	Condition Code	In Service?	Original Cost	Make	Model	Fuel Type	Chassis	Anticipated Replacement Year
1GBJG31K191157887	3 FAIR	Spare	\$120,339	Ford	Arboc	Gas	Light Duty	2017
1FBAX6284LKA89016	5 EXCELLENT	Yes	\$57,741	Ford	Transit	Gas	Light Duty	2030
1FDDE4FS6GDC40695	4 GOOD	Yes		Chevy	Champ	Gas	Light Duty	2025
0687	4 GOOD	Yes		Chevy	Champ	Gas	Light Duty	2025
1FDEE3FSXHDC68376	4 GOOD	Spare	\$62,745	Ford	Starcraft	Gas	Light Duty	2021

**VEHICLE STORAGE**

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

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

**MAINTENANCE**

- All agencies receiving FTA funded vehicles must provide a vehicle maintenance plan . See Transit resources page for sample maintenance plans. [Transit Resources Web Link](#)

Plan should include preventive maintenance intervals and specific service requirements.

[https://egrants.azdot.gov/\\_Upload/49976\\_906841-batvehiclemaintenanceplan2-4-2013-djeditsc.doc](https://egrants.azdot.gov/_Upload/49976_906841-batvehiclemaintenanceplan2-4-2013-djeditsc.doc)

**Vehicles**

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

In-house

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

✓ Outside vendor via contract

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

CNG does all preventive maintenance and minor repairs. Major repairs, if needed, usually go to the appropriate dealer.

Other

Please explain.

**NEW / REPLACEMENT VEHICLES AND VEHICLE REHABILITATION**

6. If you are requesting a new or replacement vehicle, please answer the following:

If you are requesting an expansion, VIN not applicable.

VEHICLE SPECIFICATIONS													
Expansion or Replacement ?	Vehicle Length	Vehicle Type	Seating Capacity	Wheel chair Positions	Chassis	Fuel Type	VIN of vehicle being replaced or Rehab (last 4)	FAIN of Vehicle Being Replaced or Rehab	Vehicle Priority #	Replaced vehicle disposal?	Used for Inter city Route?	Request Year	Request Amount

**Vehicles**

												Year 1	
												Year 2	
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0
													\$0

<b>VEHICLE REQUESTS TOTAL:</b>	<b>\$0</b>
--------------------------------	------------

**NEW OR EXPANSION VEHICLE JUSTIFICATION**

7. Please explain your justification for a new vehicle. Include the route it will serve and the ridership or projected ridership for a new route.
  
8. If the vehicle is not being retired from service, what is your justification for increasing your fleet size?  
Explain why a back-up vehicle or existing fleet cannot accommodate this expansion.
  
9. If you are retiring a vehicle, please explain why rehabilitation is not a better option than purchasing a new vehicle.
  
10. Please identify the contract you will be using to purchase the vehicle. Specify ADOT, Self-Procure, Joint Procure, or Other. Please name the lead agency which procured or will procure the vehicle. If you are using the ADOT or State contract, you must have created a build with an ADOT vendor prior to submitting this application.

**Vehicles**

---

10a. Please upload your Build Sheet Documentation.

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

11a. If No, Please explain

11b. If No, upload a Certificate of Equivalent Service form.

**Vehicle Rehabilitation**

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

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

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

**ALL CAPITAL VEHICLE REQUESTS**

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

Estimated Completion Date
---------------------------



**Vehicles**

---

<b>Project Title</b>	<b>RFP Issued</b>	<b>Contract Awarded</b>	<b>First Vehicle Delivered</b>	<b>All Vehicles Delivered</b>	<b>Contract Complete</b>

**Other Capital Requests**

**1. OTHER CAPITAL REQUESTS**

Capital Category	Capital Description	Phase (if Applicable)	Title	Req Year	Prty #	QTY	Cost \ Item	Total	Federal	Local
Bus Other Capital	Preventive Maintenance		Preventive Maintenance	Year 1	1	1	\$25,000	\$25,000	\$20,000	\$5,000
Bus Other Capital	Preventive Maintenance		Preventive Maintenance	Year 2	1	1	\$26,000	\$26,000	\$20,800	\$5,200
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
								\$0	\$0	\$0
<b>TOTAL OTHER CAPITAL REQUEST:</b>								<b>\$51,000</b>		

2. For each request provide thorough justification for the purchase answering all of the application questions.

TITLE: Preventive Maintenance

REQUEST YEAR: 1

JUSTIFICATION:

2a. Please answer the following questions:

## Other Capital Requests

---

- **Description of the capital equipment / facility project.**
- **Explanation for why this equipment or facility is essential for the operation of your transit service.**
- **Is this a replacement of an older unit(s) or an addition?**
- **How will this equipment interact with existing equipment you use and operate?  
Please detail any modifications that will be needed to accommodate this equipment.**
- **What is your alternative option if this is not awarded?**
- **Please describe your preventive maintenance program.**

Benson Area Transit is requesting Preventive Maintenance capital funds to maintain the conditions of the buses at a good or higher level and to extend the life use of the vehicles. If we do not receive capital funds, operation funds will pay for preventive maintenance.

### **2b. For larger projects, please answer the following questions:**

- **Provide details for other funding sources you are pursuing (or have obtained).**
- **What is the next step in the process? Please outline what you've completed so far and upload any applicable studies.**
- **If applying for an ITS project, please identify how your project fits into the AZ Statewide ITS Architecture\Project Management Plan or please upload your local\regional ITS Plan.**

**2c. If undertaking a capital design or construction project you must provide a map and back up documents identifying the specific location of your project, whether or not land or right of way will need to be acquired, location of project in relationship to other passenger amenities and information regarding environmental issues in the project area. Failure to provide the**

**Other Capital Requests**

---

**details identified above will limit the availability of funding.**

**TITLE:** Preventive Maintenance

**REQUEST YEAR:** 2

**JUSTIFICATION:**

**2a. Please answer the following questions:**

- **Description of the capital equipment / facility project.**
- **Explanation for why this equipment or facility is essential for the operation of your transit service.**
- **Is this a replacement of an older unit(s) or an addition?**
- **How will this equipment interact with existing equipment you use and operate?  
Please detail any modifications that will be needed to accommodate this equipment.**
- **What is your alternative option if this is not awarded?**
- **Please describe your preventive maintenance program.**

**2b. For larger projects, please answer the following questions:**

- **Provide details for other funding sources you are pursuing (or have obtained).**

**Other Capital Requests**

---

- **What is the next step in the process? Please outline what you've completed so far and upload any applicable studies.**
- **If applying for an ITS project, please identify how your project fits into the AZ Statewide ITS Architecture\Project Management Plan or please upload your local\regional ITS Plan.**

**2c. If undertaking a capital design or construction project you must provide a map and back up documents identifying the specific location of your project, whether or not land or right of way will need to be acquired, location of project in relationship to other passenger amenities and information regarding environmental issues in the project area. Failure to provide the details identified above will limit the availability of funding.**

**3. Please answer the following questions for outstanding capital (Over 1 Year):**

- **What is your plan for expending it?**
- **Why are you requesting new capital when old capital has not yet been expended?**

Benson Area Transit is not expecting to have outstanding Capital.

**ALL CAPITAL REQUESTS**

**NOTE: REQUESTS WITHOUT MILESTONE DATES WILL NOT BE AWARDED.**

**Other Capital Requests**

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

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

Project Title	Estimated Completion Date		
	RFP Issued	Contract Awarded	Contract Complete
Preventive Maintenance	10/1/2024	10/1/2024	9/30/2025
Preventive Maintenance	10/1/2024	10/1/2025	9/30/2026

5. If you would like to provide letters of support from your stakeholders and community members, please upload them below.

Please only provide if the capital items exceed \$50K. (As discretionary grant opportunities are available, ADOT may apply on your behalf).

**Budget**

REQUESTED BUDGET SUMMARY	Match Ratio	Total Request	Federal Request	Local Match
Administration Request (2 Years)	80/20	\$222,504	\$178,003	\$44,501
Operating (2 Years)	58/42	\$444,273	\$257,678	\$186,595
Intercity Request (2 Years)	58/42	\$0	\$0	\$0
Capital Request	80/20	\$51,000	\$40,800	\$10,200
Planning Request	80/20	\$0	\$0	\$0
CARES Act: Operating	100/0	\$0	\$0	\$0
CARES Act: Intercity	100/0	\$0	\$0	\$0
CARES Act: Capital	100/0	\$0	\$0	\$0
ARP: Operating	100/0	\$0	\$0	\$0
ARP: Intercity	100/0	\$0	\$0	\$0
<b>Total Request</b>		<b>\$717,777</b>	<b>\$476,482</b>	<b>\$241,296</b>

Admin Ratio: 30.99%

ADMINISTRATION BUDGET	Year 1 Request	Year 2 Request	Final Budget (Awarded)	Federal Request	Local Match	Subcontracted?
Administrative Staff	\$53,040	\$55,692		\$42,432	\$10,608	Yes No
Fringe Benefits (Admin)	\$24,357	\$25,210		\$19,486	\$4,871	Yes No
Phones/Internet	\$5,382	\$5,570		\$4,306	\$1,076	Yes No
Marketing/Advertising	\$3,000	\$3,000		\$2,400	\$600	Yes No
Printing	\$1,000	\$1,000		\$800	\$200	Yes No
Professional Services	\$1,350	\$1,350		\$1,080	\$270	
Insurance	\$19,780	\$20,473		\$15,824	\$3,956	
Administrative Supplies	\$300	\$300		\$240	\$60	
Computer	\$0	\$1,700		\$0	\$0	

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

**Budget**

<b>Total Administration Costs</b>	<b>\$108,209</b>	<b>\$114,295</b>	<b>\$0</b>	<b>\$91,436</b>	<b>\$22,859</b>
-----------------------------------	------------------	------------------	------------	-----------------	-----------------

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

<b>OPERATING BUDGET</b>	<b>Year 1 Request</b>	<b>Year 2 Request</b>	<b>Final Budget (Awarded)</b>	<b>Federal Request</b>	<b>Local Match</b>	<b>Subcontracted?</b>
Software Maintenance	\$4,312	\$4,464		\$2,501	\$1,811	Yes No
Driver Salaries	\$98,800	\$103,740		\$57,304	\$41,496	Yes No
Fringe Benefits	\$41,400	\$42,849		\$24,012	\$17,388	Yes No
Fuel	\$26,450	\$27,375		\$15,341	\$11,109	Yes No
Operating Supplies	\$5,000	\$5,175		\$2,900	\$2,100	Yes No
Dispatcher(s)	\$19,760	\$20,748		\$11,461	\$8,299	
Tires/Parts/Maintenance	\$20,000	\$20,700		\$11,600	\$8,400	
Uniforms	\$1,500	\$1,500		\$870	\$630	
Vehicle Licenses	\$0	\$2,500		\$0	\$0	
<b>Total Operating Costs</b>	<b>\$217,222</b>	<b>\$229,051</b>	<b>\$0</b>	<b>\$132,850</b>	<b>\$96,201</b>	
<b>Deductions including Fares Earned</b>	<b>\$1,000</b>	<b>\$1,000</b>	<b>\$1,000</b>			
<b>Net Operating Costs</b>	<b>\$216,222</b>	<b>\$228,051</b>	<b>(\$1,000)</b>	<b>\$132,270</b>	<b>\$95,781</b>	

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

<b>CARES ACT/ARP</b>	<b>Request Amount</b>
<b>Operating (CARES Act)</b>	
<b>Intercity (CARES Act)</b>	



**Budget**

<b>Capital (CARES Act)</b>	
<b>Operating (ARP)</b>	
<b>Intercity (ARP)</b>	
<b>TOTAL</b>	<b>\$0</b>

<b>CAPITAL REQUEST</b> This section autopopulates and will not reflect the final award, only the request. The final award for Capital will appear on your Exhibit A and in the reimbursement requests.	<b>Request Year</b>	<b>Request Amount</b>	<b>Federal Request</b>	<b>Local Match</b>	<b>QTY</b>	<b>Unit Cost</b>
<b>Preventive Maintenance</b>	Year 1	\$25,000	\$20,000	\$5,000	1	\$25,000
<b>Preventive Maintenance</b>	Year 2	\$26,000	\$20,800	\$5,200	1	\$26,000
<b>Total Capital Costs</b>		<b>\$51,000</b>	<b>\$40,800</b>	<b>\$10,200</b>		

<b>PLANNING REQUEST</b>	<b>Request Year</b>	<b>Request Amount</b>	<b>Federal Request</b>	<b>Local Match</b>
			\$0	
<b>Total Planning Costs</b>		<b>\$0</b>	<b>\$0</b>	<b>\$0</b>

**2-Year Budget Form**

Are you a tribal entity that transfers their ADOT award to FTA?

**Budget**

If yes, please upload your current budget and expenditures.

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

<b>Job Title / Category</b>	<b>Transit Hours per week</b>	<b>\$ Wage per Hour</b>	<b>Total</b>
Transit Supervisor	40	\$25.50	<b>\$1,020.00</b>
Transit Driver - Demand Response	40	\$19.00	<b>\$760.00</b>
Transit Drivers- AM Route	25	\$19.00	<b>\$475.00</b>
Transit Drivers- On Call	10	\$19.00	<b>\$190.00</b>
Transit Driver- PM Route	25	\$19.00	<b>\$475.00</b>
Dispatcher	20	\$19.00	<b>\$380.00</b>
<b>Weekly Total:</b>			<b>\$3,300.00</b>
<b>Annual Total:</b>			<b>\$171,600.00</b>

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

Fringe benefit increase due to improper calculations on last grant cycle. Cost is to include proper healthcare cost.  
 General Liability cost is included within Insurance category.  
 Phones and internet cost increase due to the addition of routing software to support (5) tablets.  
 Software maintenance to include Trillium (GIS subscription) and NetCraft Dispatching Software monthly cost.  
 Operating Supplies was underbudgeted at last grant cycle. Currently we are exceeding the budget. New number to reflect increase.  
 Maintenance and Repairs cost has increased greatly with the age of the buses. 5339 Grant allows us to get two new buses however the build time is expected to be 18-24 months after ordering them, so we expect to have our current buses for the entirety of the 2024 grant.

**Local Match**

<b>REQUESTED BUDGET SUMMARY</b>			
	<b>Total Request</b>	<b>Federal Request</b>	<b>Local Match</b>
<b>Total</b>	<b>\$717,777</b>	<b>\$476,482</b>	<b>\$241,296</b>

**RESTRICTIONS ON LOBBYING CERTIFICATION**

The subrecipient agrees to comply with the provisions of Section 1352 of Title 31, U.S. Code (Public law 101.121) as codified in Title 48, Federal Acquisition Regulations Subpart 3.8 and Subpart 52.203-11, 23 CFR 630.112(c)(5) , and 49 CFR part 20 and 2 CFR 200.450. The legislation prohibits Federal appropriated funds from being expended by a recipient or any lower tier sub-recipients of a Federal contract, grant, loan, or cooperative agreement to pay any person for influencing or attempting to influence a Federal agency or Congress in connection with the award of any Federal contract, the making of any Federal grant or loan, or entering into any cooperative agreement, including the extension, continuation, renewal, amendments or modification of any Federal contract, grant, loan or cooperative agreement. Certification is required to indicate compliance with 49 CFR 20.100(a).

Please complete the LOBBYING CERTIFICATION Form. If you answered 'Yes' on the LOBBYING CERTIFICATION Form and meet the criteria for Line Item 2, also complete the DISCLOSURE OF LOBBYING ACTIVITIES Form.

The subrecipient agrees to require all contractors and subcontractors to also comply with above form requirements.

LOBBYING CERTIFICATION

DISCLOSURE OF LOBBYING ACTIVITIES (Standard Form-LLL)

**LOCAL MATCH**

<b>LOCAL MATCH</b>			
<b>Match Amount</b>	<b>Name of Match Contributor</b>	<b>Contribution Source</b>	<b>Please Describe</b>
\$25,000	SEAGO AAA	Other	SEAGO AAA Funding
\$241,296	City of Benson	City	General Fund
<b>Total: \$266,296</b>			

**Local Match**

---

**IN-KIND**

Are you planning to use in-kind funds/services for local match? Yes  No

**Match Additional Information**

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Transportation Providers and Union Classification**

Agency Name: City of Benson  
 Agency Contact Name: Mariza Nikitas  
 Agency Phone: (520) 720-6323  
 Agency Email: mnikitas@bensonaz.gov  
 Agency Address: 120 W. 6th Street Benson, Arizona 85602-6514

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

\*This table is populated from the System Characteristics form after you click SAVE .

1. Please list the labor organization by name and local number that represent your transit employees.

none

2. Describe your transit system's service area and include cities and counties served by your transit system.

Benson Area Transit serves the city of Benson, including the J-6 and Mescal area; Pomerene; and St. David in the Cochise county.

3. If you contract out your operations, provide your Contractor's name.

n/a

4. Please list labor organization by name and local number that represent your Contractor's transit employees.

n/a

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Transportation Providers and Union Classification**

5. Please list eligible surface public transit providers including address and union representation including their local number for (13c) that operate in or partially operate within your service area. Also, identify whether the transit provides public transportation.

**Note: Public Transit does not include school bus, charter or seasonal service, exclusive ride taxi, or service to individuals or groups that excludes use by the general public.**

Agency / Transportation Provider Name	Agency / Transportation Provider Address City, State, Zip	Union Representation of Employees Name (if applicable)	Union Representation of Employees (13c) Local Number (if applicable)	Public Transportation
Greyhound	6008 60th Loop SE, Olympia, WA 98513	Amalgamated National Union	ATU National 1600	Yes
Amtrack	1 Massachusetts Avenue NW, Washington, DC 20001			Yes

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Safety and Training Programs**

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

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

1. **INDICATE ALL TRAINING YOUR AGENCY PROVIDES:**

- Yes Do your drivers receive training that covers the above ADA areas?
- Yes Defensive Driving training?
- Yes PASS (Passenger Service and Safety - CTAA)
- No START (Safety Training and Rural Transit – National RTAP)
- Yes Customer Service
- Yes Emergency Evacuation (covered by PASS)
- Yes Biohazard Training
- Yes First Aid
- Yes CPR
- Yes Safety
- Yes Reasonable Suspicion (Drug & Alcohol Training for Supervisors)
- Yes Dispatcher Training
- Yes 24 hour behind the wheel training for drivers with experienced driver
- Yes Vehicle Pre/Post Trip Inspection Training
- Yes Transit Operations Policies & Procedures

Other

Describe:

Other

Describe:

Other

Describe:

No 2. Is your training program offered in house?

If no, where and by whom does your agency staff receive training

SEAGO Transit Training Program

**SAFETY**

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

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Safety and Training Programs**

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



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Substance Abuse**

1. Do you have a substance abuse program in place that meets current Federal, State and Local regulations and practices? Yes
  2. Do you have a clearly written substance abuse policy statement and procedures that describe your agency's policy and plans for complying with the FTA regulations? Yes
- 2.a. If yes, attach your policy to this checklist.**  
[https://egrants.azdot.gov/\\_Upload/56508\\_912125-TransitSubstanceAbusePolicy.pdf](https://egrants.azdot.gov/_Upload/56508_912125-TransitSubstanceAbusePolicy.pdf)
3. If your program includes more than what is mandated by the FTA regulations, is this reflected in the written policies? Yes
  4. Have you made the necessary provisions for recordkeeping and reporting? Yes
  5. Do these provisions include procedures to protect the individual's right to privacy and the prevention of unauthorized release of test result information? Yes
  6. Have you selected qualified personnel who will be responsible for implementing and monitoring the program? Yes
  7. Have these individuals been provided with the required trainings including reasonable suspicion? Yes
  8. Have you informed your employees in writing of your agency's substance abuse policy and its implementation requirements? Yes
  9. Have you established and documented a minimum of 60 minutes of drug awareness training for safety sensitive employees and 2 hours of supervisory awareness training (one hour on drugs and one hour of alcohol signs, symptoms and effects). Yes
  10. Are enough employees trained in reasonable suspicion that the transit agency is covered at all times and shifts? Yes
  11. Are these training programs held regularly to account for staff turnover and other changes? Yes
  12. Does your program include testing for the five prohibited classes of substances, marijuana, cocaine, opiates, amphetamines, and PCP? Yes
  13. Does your program have provisions for testing for the following events: pre-employment, random, post-accident, reasonable suspicion, and (return to duty, follow-up testing in the event of a second chance policy) according to the standards defined in the federal regulations? Yes

**5311 Application 2024  
Organization: City of Benson  
5311-2024-Benson Area Transit-00013  
Signature Page for Grant Agreement**

**SIGNATURE PAGE FOR  
GRANT AGREEMENT**

BETWEEN  
THE ARIZONA DEPARTMENT OF TRANSPORTATION  
MULTIMODAL PLANNING DIVISION acting for and on behalf of  
THE STATE OF ARIZONA  
AND

City of Benson

**E-Grant Application Number: 5311-2024-Benson Area Transit-00013**

IN WITNESS WHEREOF, the parties have executed this Agreement the day and year first above written.

**City of Benson**

**STATE OF ARIZONA**

**Arizona Department of Transportation**

**By** \_\_\_\_\_

**By** \_\_\_\_\_

Signatory Name(Printed):

Paul V. Patane, PE.

Director, Multimodal Planning Division

Vicki Vivian

Signatory Title(Printed):

City Manager

**Date Signed:** \_\_\_\_\_

**Date Signed:** \_\_\_\_\_

**5311 Application 2024  
Organization: City of Benson  
5311-2024-Benson Area Transit-00013  
Attorney Determination**

**ATTORNEY DETERMINATION FOR  
GRANT AGREEMENT**

**BETWEEN  
THE ARIZONA DEPARTMENT OF TRANSPORTATION  
MULTIMODAL PLANNING DIVISION acting for and on behalf of  
THE STATE OF ARIZONA  
AND**

APPROVAL OF City of Benson

**E-Grant Application Number: 5311-2024-Benson Area Transit-00013**

{This page must be signed by either an attorney or by a legally authorized agency signatory.}

I have reviewed this Grant Agreement BETWEEN the STATE OF ARIZONA, by and through its ARIZONA DEPARTMENT OF TRANSPORTATION, MULTIMODAL PLANNING DIVISION and City of Benson and declare this Agreement to be in proper form and within the powers and authority granted to the City of Benson under the laws of the State of Arizona. No opinion is expressed as to the authority of the State to enter into this Agreement.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

---

Attorney for the City of Benson

Option for Private or Not-for-Profit Agencies Only:

I herein state that the agency is a Private or Not-for-Profit Agency, and that as a legally-authorized signatory, by signing below, I Acknowledge and Waive attorney review of this Agreement. I further acknowledge that ADOT recommends an attorney review this Agreement even if not mandatory.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

---

Agency Signature

---

Print Name and Title of Signatory

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit A**

**EXHIBIT A**  
**PROJECT AWARD DESCRIPTION**

During the application cycle, the application budget details represent Exhibit A information .

All contractual terms should be reviewed, approved, and accepted as if the entire application will be approved.

Once the application review cycle is completed and actual awards are issued, Exhibit A will be updated to reflect the award.

✓ I certify that I have read and understand this page.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit B 5311**

**EXHIBIT B**  
**PROGRAM DESCRIPTION**  
**and**  
**COMMUNICATIONS and CONTACT INFORMATION**  
**49 USC 5311**  
**REV 12/12/2023**

49 U.S.C. 5311 provides funding for the purpose of supporting public transportation in rural areas, with a population of less than 50,000. The goal is to enhance access of people in non-urbanized areas to health care, shopping, education, employment, public services, and recreation; to assist in the maintenance, development, improvement, and use of public transportation systems in non-urbanized areas; to encourage and facilitate the most efficient use of all transportation funds used to provide passenger transportation in non-urbanized areas through the coordination of programs and services; to assist in the development and support of intercity bus transportation; and to provide for the participation of private transportation providers in non-urbanized transportation.

49 U.S.C. 5311 is authorized under the provisions set forth in the Infrastructure Investment and Jobs Act (IIJA) designates eligible sub-recipients of the program to include a State or local governmental authority, nonprofit organization, or an operator of public transportation or intercity bus service that receives federal transit program grant funds indirectly through a recipient. Private Bus Operators are eligible as contractors to subrecipients or to receive funds as a subrecipient under the 49 U.S.C. 5311(f) Intercity bus Program. 49 U.S.C. 5311(c) designates only Federally-recognized tribes as eligible recipients under the Tribal Transit Program. However, Federally-recognized tribes and tribes which are not federally recognized remain eligible to apply to the State as a sub-recipient for funding under the State's 49 U.S.C. 5311 apportionment.

The STATE and the RECIPIENT desire to secure funding for planning, capital, operating, intercity, planning, and/or administrative expenses using the expenditure of FTA funds to meet the transportation needs of rural communities in the State of Arizona within the RECIPIENT's service area which will be carried out according to this Agreement and under the applicable section (s) of 49 USC Chapter 5311.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit B 5311**

The 5311 Guidebook outlines program requirements and is incorporated herein.

**COMMUNICATIONS AND CONTACT INFORMATION:**

All notices or demands upon any party relating to this Agreement shall be in writing delivered through the Electronic Grant Management System whenever possible or via email. When electronic submission is not feasible, delivery in person or sent by mail addressed as follows is required:

	<b>STATE Agreement Contact</b>	<b>STATE Manager of Transit Services</b>
<b>Name</b>	Sally J. Palmer	Jill Dusenberry
<b>Title</b>	Contracts and Compliance Group Manager	Transit Group Manager
<b>Email</b>	SPalmer@azdot.gov	JDusenberry@azdot.gov
<b>Phone</b>	602-712-6732	602-712-8243
<b>STATE Program Manager Contacts</b>		
<b>Region/Program</b>	<b>5311 for Regions</b> Bullhead City, Kingman, Hualapai Tribe, Greyhound, Quartzsite, YCIPTA, RPTA, Salt River Pima Maricopa Indian Community, RTA of Pima County	
<b>Name</b>	Shatawn Reed	
<b>Email</b>	SReed2@azdot.gov	
<b>Phone</b>	602-712-7318	
<b>Region/Program</b>	<b>5311 for Regions</b> Helping Hands, NAIPTA, YRT, Cottonwood, Sedona, Navajo Nation, Hopi Tribe, Winslow, Show Low	
<b>Name</b>	Luke Taylor	
<b>Email</b>	LTaylor3@azdot.gov	
<b>Phone</b>	602-712-7106	
<b>Region/Program</b>	<b>5311 for Regions</b> GRIC, Maricopa, Coolidge, Benson, Willcox, Bisbee, Douglas, Miami, San Carlos Apache Tribe, Town of Payson	
<b>Name</b>	Jesse Zaragoza	
<b>Email</b>	JZaragoza2@azdot.gov	
<b>Phone</b>	602-712-4498	
<b>Mailing Address</b> <b>All Regions</b>	Arizona Department of Transportation MultiModal Planning Division Mail Drop 310B 206 S. 17th Avenue Phoenix, AZ 85007	
<b>OTHER LINKS</b>		
<b>Program Guidebooks</b>	<a href="https://azdot.gov/planning/transit-programs-and-grants/5311-rural-public-transportation-program">https://azdot.gov/planning/transit-programs-and-grants/5311-rural-public-transportation-program</a>	

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit B 5311**

<b>Excluded Parties Listing System</b>	<a href="https://sam.gov/search/?index">https://sam.gov/search/?index</a>
<b>FTA Charter Registration Website</b>	<a href="http://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx?p=%2fCharterRegistration%2fCharterService%2fCharterServiceSearchResults.aspx">http://ftawebprod.fta.dot.gov/CharterRegistration/Default.aspx?p=%2fCharterRegistration%2fCharterService%2fCharterServiceSearchResults.aspx</a>
<b>FTA Master Agreement MA</b>	<a href="https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements">https://www.transit.dot.gov/funding/grantee-resources/sample-fta-agreements/fta-grant-agreements</a>
<b>Uniform Guidance (2 CFR Part 200)</b>	<a href="https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200">https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200</a>

✓ I certify that I have read and understand this page.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit C Responsibility Matrix**

**EXHIBIT C**  
**RESPONSIBILITY MATRIX**  
 Last Updated 10/31/2023

<b>Actions (not all-inclusive list)</b>	<b>SUBRECIPIENT Responsibility</b>	<b>STATE / ADOT Responsibility</b>
Ensure Transit Services Provided	Provide transit services to service area	Oversight / Review Performance
Procurements by SUBRECIPIENT	Submit procurement documentation as specified in Exhibit D and Guidebook	Timely Review and Approve/Reject
Progress Reports/Performance Reports	Submit as instructed within deadlines established	Review progress reports for program compliance
Reimbursement Requests	Submit invoice, budget spreadsheet, and system generated documentation in E-Grants	PM - Review and Approve/Reject within 7 days; Grant Accountant - process payments within 15 days
DBE Reporting	Submit reporting of contracts/expenditures as applicable through <a href="https://arizonalpa.dbesystem.com/">https://arizonalpa.dbesystem.com/</a>	Analyze & Report to FTA
Compliance	Comply with all applicable terms and conditions as stipulated in the Agreement and explained in the applicable Guidebook(s)	Oversight & Contract Administration

✓ I certify that I have read and understand this page.



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit D Procurement**

**EXHIBIT D**

**PROCUREMENT AND THIRD PARTY CONTRACT PROVISIONS**

**(EFFECTIVE 1/4/2023)**

In the event the SUBRECIPIENT is authorized to procure Project equipment or services, SUBRECIPIENT is responsible for following all procurement requirements established in the Agreement, the Grant program, and in the current FTA Procurement Circular 4220.1 titled "Third Party Contracting Guidance".

The SUBRECIPIENT shall communicate contractual requirements to contractors and subcontractors and ensure all the requirements of this Agreement are incorporated by means of a contract or other legally binding documents stipulating the contractor and/or subcontractor's responsibility to comply with this Agreement.

Pursuant to the authority granted in 2 CFR 1201.317 for States to determine the policies and procedures for SUBRECIPIENTS of the State to follow when procuring property and services under a Federal award, ADOT Multimodal Planning Division herein establishes this procurement rule:

1. All SUBRECIPIENTS of MPD shall follow 2 CFR 200.317 through 200.327, including Appendix II to Part 200, and other CFR references required in 2 CFR part 200 et seq.
2. Subrecipients shall follow the standard work located here for all procurements under this Agreement : [https://docs.google.com/document/d/e/2PACX-1vT\\_dAIJMuntk7kDr4yxJtEo73AhaZYclas14iNgw63cler5IvvWuSo2ewIIIMxOvOumXbKFdVpyvH3-C/pub](https://docs.google.com/document/d/e/2PACX-1vT_dAIJMuntk7kDr4yxJtEo73AhaZYclas14iNgw63cler5IvvWuSo2ewIIIMxOvOumXbKFdVpyvH3-C/pub). The Standard Work provides a link to the Subrecipient Procurement Compliance Checklist that includes 6 tabs of information to assure compliance with 2 CFR 200 et seq. and FTA Circular 4220.1.
3. The SUBRECIPIENT is responsible for providing all statutory / contractual references, explanatory comments, and additional forms and certifications that may be required.

Procurement Pro from National RTAP provides an excellent resource for the required federal language . However, the State DBE and Title VI required language must also be included (See Exhibits E & F). Using Procurement Pro does not relieve the SUBRECIPIENT from the responsibility of ensuring that all the terms and conditions are complete and in compliance with Federal, State, and Local requirements and regulations.

4. Procurement contracts for rolling stock or rolling stock replacement parts are limited to five years pursuant to 49 USC 5325(e)(1). In all other procurement efforts, the SUBRECIPIENT must use sound business judgment and be judicious in establishing reasonable contract periods of performance (Circular 4220.1F). Time extensions must be considered in the light of whether they are permissible

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit D Procurement**

changes or impermissible cardinal changes. Once awarded, extension of the contract term length that amounts to a cardinal change will require sole source justification.

✓ I certify that I have read and understand this page.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

<p><b>EXHIBIT E</b> <b>DISCRIMINATION &amp; TITLE VI REQUIREMENTS</b> <b>(REV 1/4/2023)</b></p>
---

**Discrimination:** This Agreement is subject to all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 USC. 12101-12213) and all applicable Federal regulations under the ACT. SUBRECIPIENT or its CONTRACTORS shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, Arizona State Executive Order 2009-09, or A.R.S. 41-1461 through 1465, which mandates that all persons, regardless of race, color, religion, sex, age, national origin or political affiliation shall have equal access to employment opportunities, and all other applicable state and federal employment laws, rules and regulations, including the Americans With Disabilities Act. The SUBRECIPIENT shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, age, national origin or political affiliation or disability.

The "SUBRECIPIENT", HEREBY AGREES THAT, as a condition to receiving any Federal financial assistance from the U.S. Department of Transportation (DOT), through Federal Transit Administration, is subject to and will comply with the following:

**Statutory/Regulatory Authorities**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin);
- 49 C.F.R. Part 21 (entitled Non-discrimination In Federally-Assisted Programs Of The Department Of Transportation—Effectuation Of Title VI Of The Civil Rights Act Of 1964);
- 28 C.F.R. section 50.3 (U.S. Department of Justice Guidelines for Enforcement of Title VI of the Civil Rights Act of 1964)

The preceding statutory and regulatory cites hereinafter are referred to as the "Acts" and "Regulations," respectively.

**General Assurances**

In accordance with the Acts, the Regulations, and other pertinent directives, circulars, policy, memoranda, and/or guidance, the SUBRECIPIENT hereby gives assurance that it will promptly take any measures necessary to ensure that:

“No person in the United States shall, on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination under any program or activity,” for which the SUBRECIPIENT receives Federal financial assistance from DOT, including the Federal Transit Administration.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

The Civil Rights Restoration Act of 1987 clarified the original intent of Congress, with respect to Title VI and other Non-discrimination requirements (The Age Discrimination Act of 1975, and Section 504 of the Rehabilitation Act of 1973), by restoring the broad, institutional-wide scope and coverage of these non-discrimination statutes and requirements to include all programs and activities of the SUBRECIPIENT, so long as any portion of the program is Federally assisted.

**Specific Assurances**

More specifically, and without limiting the above general Assurance, the SUBRECIPIENT agrees with and gives the following Assurances with respect to its Federal Transit Program.

1. The SUBRECIPIENT agrees that each "activity," "facility," or "program," as defined in §§ 21.23 (b) and 21.23 (e) of 49 C.F.R. § 21 will be (with regard to an "activity") facilitated, or will be (with regard to a "facility") operated, or will be (with regard to a "program") conducted in compliance with all requirements imposed by, or pursuant to the Acts and the Regulations.
2. The SUBRECIPIENT will insert the following notification in all solicitations for bids, Requests For Proposals for work, or material subject to the Acts and the Regulations made in connection with all Federal Transit Program and, in adapted form, in all proposals for negotiated agreements regardless of funding source:

"The SUBRECIPIENT, in accordance with the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252, 42 U.S.C. §§ 2000d to 2000d-4) and the Regulations, hereby notifies all bidders that it will affirmatively ensure that any contract entered into pursuant to this advertisement, disadvantaged business enterprises will be afforded full and fair opportunity to submit bids in response to this invitation and will not be discriminated against on the grounds of race, color, or national origin in consideration for an award."

3. The SUBRECIPIENT will insert the clauses of Appendix A and E of this Assurance in every contract or agreement subject to the Acts and the Regulations.
4. The SUBRECIPIENT will insert the clauses of Appendix B of this Assurance, as a covenant running with the land, in any deed from the United States effecting or recording a transfer of real property, structures, use, or improvements thereon or interest therein to a SUBRECIPIENT.
5. That where the SUBRECIPIENT receives Federal financial assistance to construct a facility, or part of a facility, the Assurance will extend to the entire facility and facilities operated in connection therewith.
6. That where the SUBRECIPIENT receives Federal financial assistance in the form, or for the acquisition of real property or an interest in real property, the Assurance will extend to rights to space on, over, or under such property.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

7. That the SUBRECIPIENT will include the clauses set forth in Appendix C and Appendix D of this Assurance, as a covenant running with the land, in any future deeds, leases, licenses, permits, or similar instruments entered into by the SUBRECIPIENT with other parties:
  - a. for the subsequent transfer of real property acquired or improved under the applicable activity, project, or program; and
  - b. for the construction or use of, or access to, space on, over, or under real property acquired or improved under the applicable activity, project, or program.
  
8. That this Assurance obligates the SUBRECIPIENT for the period during which Federal financial assistance is extended to the program, except where the Federal financial assistance is to provide, or is in the form of, personal property, or real property, or interest therein, or structures or improvements thereon, in which case the Assurance obligates the SUBRECIPIENT, or any transferee for the longer of the following periods:
  - a. the period during which the property is used for a purpose for which the Federal financial assistance is extended, or for another purpose involving the provision of similar services or benefits; or
  - b. the period during which the SUBRECIPIENT retains ownership or possession of the property.
  
9. The SUBRECIPIENT will provide for such methods of administration for the program as are found by the Secretary of Transportation or the official to whom he/she delegates specific authority to give reasonable guarantee that it, other sub-recipients, sub-grantees, contractors, subcontractors, consultants, transferees, successors in interest, and other participants of Federal financial assistance under such program will comply with all requirements imposed or pursuant to the Acts, the Regulations, and this Assurance.
  
10. The SUBRECIPIENT agrees that the United States has a right to seek judicial enforcement with regard to any matter arising under the Acts, the Regulations, and this Assurance.

The SUBRECIPIENT also agrees to comply (and require any sub-grantees, contractors, successors, transferees, and/or assignees to comply) with all applicable provisions governing Federal Transit Administration access to records, accounts, documents, information, facilities, and staff. You also recognize that you must comply with any program or compliance reviews, and/or complaint investigations conducted by the Federal Transit Administration. You must keep records, reports, and submit the material for review upon request to the Federal Transit Administration, or its designee in a timely, complete, and accurate way. Additionally, you must comply with all other reporting, data collection, and evaluation requirements, as prescribed by law or detailed in program guidance.

The SUBRECIPIENT gives this ASSURANCE in consideration of and for obtaining any Federal grants, loans, contracts, agreements, property, and/or discounts, or other Federal-aid and Federal financial assistance extended after the date hereof to the recipients by the U.S. Department of Transportation under the Federal

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

Transit Administration. This ASSURANCE is binding on other sub-recipients, sub-grantees, contractors, subcontractors and their subcontractors', transferees, successors in interest, and any other participants in the Federal Aid Transit Program.

**APPENDIX A**

**Title VI Agreement / Contract Requirements**

During the performance of this contract, the contractor, for itself, its assignees and successors in interest (hereinafter referred to as the "contractor") agrees as follows:

1. **Compliance with Regulations:** The contractor (hereinafter includes consultants) will comply with the Acts and the Regulations relative to Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Federal Transit Administration, as they may be amended from time to time, which are herein incorporated by reference and made a part of this contract.
2. **Non-discrimination:** The contractor, with regard to the work performed by it during the contract, will not discriminate on the grounds of race, color, or national origin in the selection and retention of subcontractors, including procurements of materials and leases of equipment. The contractor will not participate directly or indirectly in the discrimination prohibited by the Acts and the Regulations, including employment practices when the contract covers any activity, project, or program set forth in Appendix B of 49 CFR Part 21.
3. **Solicitations for Subcontracts, Including Procurements of Materials and Equipment:** In all solicitations, either by competitive bidding, or negotiation made by the contractor for work to be performed under a subcontract, including procurements of materials, or leases of equipment, each potential subcontractor or supplier will be notified by the contractor of the contractor's obligations under this contract and the Acts and the Regulations relative to Non-discrimination on the grounds of race, color, or national origin.
4. **Information and Reports:** The contractor will provide all information and reports required by the Acts, the Regulations, and directives issued pursuant thereto and will permit access to its books, records, accounts, other sources of information, and its facilities as may be determined by the Recipient or the Federal Transit Administration to be pertinent to ascertain compliance with such Acts, Regulations, and instructions. Where any information required of a contractor is in the exclusive possession of another who fails or refuses to furnish the information, the contractor will so certify to the Recipient, the Federal Transit Administration, as appropriate, and will set forth what efforts it has made to obtain the information.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

5. **Sanctions for Noncompliance:** In the event of a contractor's noncompliance with the Non-discrimination provisions of this contract, the Recipient will impose such contract sanctions as it or the Federal Transit Administration, may determine to be appropriate, including, but not limited to:
- a. withholding payments to the contractor under the contract until the contractor complies; and/or
  - b. canceling, terminating, or suspending a contract, in whole or in part.
6. **Incorporation of Provisions:** The contractor will include the provisions of paragraphs one through six in every subcontract, including procurements of materials and leases of equipment, unless exempt by the Acts, the Regulations and directives issued pursuant thereto.

The contractor will take action with respect to any subcontract or procurement as the SUBRECIPIENT, the Federal Transit Administration may direct as a means of enforcing such provisions including sanctions for noncompliance. Provided that if the contractor becomes involved in, or is threatened with litigation by a subcontractor, or supplier because of such direction, the contractor may request the SUBRECIPIENT to enter into any litigation to protect the interests of the SUBRECIPIENT. In addition, the contractor may request the United States to enter into the litigation to protect the interests of the United States.

**APPENDIX B**

**CLAUSES FOR DEEDS TRANSFERRING UNITED STATES PROPERTY**

**The following clauses will be included in deeds effecting or recording the transfer of real property, structures, or improvements thereon, or granting interest therein from the United States pursuant to the provisions of Assurance 4:**

NOW, THEREFORE, the U.S. Department of Transportation as authorized by law and upon the condition that the SUBRECIPIENT will accept title to the lands and maintain the project constructed thereon in accordance with Title 23, United States Code the Regulations for the Administration of Federal Transit, and the policies and procedures prescribed by the Federal Transit Administration of the U.S. Department of Transportation in accordance and in compliance with all requirements imposed by Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation pertaining to and effectuating the provisions of Title VI of the Civil Rights Act of 1964 (78 Stat. 252;42 U.S.C. § 2000d to 2000d-4), does hereby remise, release, quitclaim and convey unto the SUBRECIPIENT all the right, title and interest of the U.S. Department of Transportation in and to said lands described in Exhibit A attached hereto and made a part hereof.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

**(HABENDUM CLAUSE)**

TO HAVE AND TO HOLD said lands and interests therein unto the SUBRECIPIENT and its successors forever, subject, however, to the covenants, conditions, restrictions and reservations herein contained as follows, which will remain in effect for the period during which the real property or structures are used for a purpose for which Federal financial assistance is extended or for another purpose involving the provision of similar services or benefits and will be binding on the SUBRECIPIENT, its successors and assigns.

The SUBRECIPIENT, in consideration of the conveyance of said lands and interests in lands, does hereby covenant and agree as a covenant running with the land for itself, its successors and assigns, that:

1. no person will on the grounds of race, color, or national origin, be excluded from participation in, be denied the benefits of, or be otherwise subjected to discrimination with regard to any facility located wholly or in part on, over, or under such lands hereby conveyed [,] [and]\*
2. the SUBRECIPIENT will use the lands and interests in lands and interests in lands so conveyed, in compliance with all requirements imposed by or pursuant to Title 49, Code of Federal Regulations, U.S. Department of Transportation, Subtitle A, Office of the Secretary, Part 21, Non-discrimination in Federally-assisted programs of the U.S. Department of Transportation, Effectuation of Title VI of the Civil Rights Act of 1964, and as said Regulations and Acts may be amended[, and
3. in the event of breach of any of the above-mentioned non-discrimination conditions, the Department will have a right to enter or re-enter said lands and facilities on said land, and that above described land and facilities will thereon revert to and vest in and become the absolute property of the U.S. Department of Transportation and its assigns as such interest existed prior to this instruction].\*

**(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary in order to make clear the purpose of Title VI.)**

**APPENDIX C**

**CLAUSES FOR TRANSFER OF REAL PROPERTY ACQUIRED OR IMPROVED UNDER THE ACTIVITY,  
FACILITY, OR PROGRAM**

**The following clauses will be included in deeds, licenses, leases, permits, or similar instruments entered into by the SUBRECIPIENT pursuant to the provisions of Assurance 7(a):**

- A. The (grantee, lessee, permittee, etc. as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree [in the case of deeds and leases add "as a covenant running with the land"] that:



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

1. In the event facilities are constructed, maintained, or otherwise operated on the property described in this (deed, license, lease, permit, etc.) for a purpose for which a U.S. Department of Transportation activity, facility, or program is extended or for another purpose involving the provision of similar services or benefits, the (grantee, licensee, lessee, permittee, etc.) will maintain and operate such facilities and services in compliance with all requirements imposed by the Acts and Regulations (as may be amended) such that no person on the grounds of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities.
  
- B. With respect to licenses, leases, permits, etc., in the event of breach of any of the above Non-discrimination covenants, the SUBRECIPIENT will have the right to terminate the (lease, license, permit, etc.) and to enter, re-enter, and repossess said lands and facilities thereon, and hold the same as if the (lease, license, permit, etc.) had never been made or issued.\*
  
- C. With respect to a deed, in the event of breach of any of the above Non-discrimination covenants, the SUBRECIPIENT will have the right to enter or re-enter the lands and facilities thereon, and the above described lands and facilities will there upon revert to and vest in and become the absolute property of the SUBRECIPIENT and its assigns\*.

**(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)**

**APPENDIX D**

**CLAUSES FOR CONSTRUCTION/USE/ACCESS TO REAL PROPERTY  
ACQUIRED UNDER THE ACTIVITY, FACILITY OR PROGRAM**

**The following clauses will be included in deeds, licenses, permits, or similar instruments/agreements entered into by the SUBRECIPIENT pursuant to the provisions of Assurance 7(b):**

- A. The (grantee, licensee, permittee, etc., as appropriate) for himself/herself, his/her heirs, personal representatives, successors in interest, and assigns, as a part of the consideration hereof, does hereby covenant and agree (in the case of deeds and leases add, "as a covenant running with the land") that:
  1. no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or be otherwise subjected to discrimination in the use of said facilities,
  2. in the construction of any improvements on, over, or under such land, and the furnishing of services thereon, no person on the ground of race, color, or national origin, will be excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination,
  3. the (grantee, licensee, lessee, permittee, etc.) will use the premises in compliance with all other requirements imposed by or pursuant to the Acts and Regulations, as amended, set forth in this Assurance.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

- B. With respect to (licenses, leases, permits, etc.), in the event of breach of any of the above Non-discrimination covenants, the SUBRECIPIENT will have the right to terminate the (license, permit, etc., as appropriate) and to enter or re-enter and repossess said land and the facilities thereon, and hold the same as if said (license, permit, etc., as appropriate) had never been made or issued.\*
- C. With respect to deeds, in the event of breach of any of the above Non-discrimination covenants, the SUBRECIPIENT will there upon revert to and vest in and become the absolute property of the SUBRECIPIENT and its assigns.\*

**(\*Reverter clause and related language to be used only when it is determined that such a clause is necessary to make clear the purpose of Title VI.)**

**APPENDIX E**

**PERTINENT NON-DISCRIMINATION AUTHORITIES**

**During the performance of this contract, the contractor, for itself, its assignees, and successors in interest (hereinafter referred to as the "contractor") agrees to comply with the following non-discrimination statutes and authorities; including but not limited to:**

**Pertinent Non-Discrimination Authorities:**

- Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21.
- The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects);
- Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex);
- Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;
- The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age);
- Airport and Airway Improvement Act of 1982, (49 U.S.C. § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex);
- The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms "programs or activities" to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not);

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit E Civil Rights**

- Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131-12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38;
- The Federal Aviation Administration's Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex);
- Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations;
- Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100);
- Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

✓ I certify that I have read and understand this page.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

**EXHIBIT F**  
**DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS**  
**(REV 10/31/2023)**

The SUBRECIPIENT receiving DOT-assisted transportation funds through ADOT must adopt and implement ADOT's DBE Program Plan, ADOT's DBE policy, DBE contract specifications and forms as a condition of receiving federal funds. ADOT SUBRECIPIENTS of federal funds must comply with ADOT DBE Plan and may not have a plan independent from ADOT unless they receive funds in excess of \$250,000 excluding transit vehicles purchases under Sections 5309, 5307, 5310, and 5311 or planning funds in excess of \$100,000 under Sections 5303, 5313, or 5307. Evidence of an FTA approved DBE plan must be submitted. Contracting and payment audits using USDOT funds via ADOT must be reported in the LPA DBE System.

The ADOT DBE Program Plan and LPA/SUBRECIPIENT DBE Guidelines are located online at:

<https://azdot.gov/business/business-engagement-and-compliance/dbe-contract-compliance/guides-and-policies-dbe-contract>.

**Non-Discrimination**

The SUBRECIPIENT will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, age, or disability.

In compliance with the ADOT DBE Program Plan, the SUBRECIPIENT shall not, directly or through contractual or other arrangements, use criteria or methods of administration that have the effect of defeating or substantially impairing accomplishment of the objectives of the DBE program. The SUBRECIPIENT will not exclude any person from participation in, deny any person the benefits of, or otherwise discriminate against anyone in connection with the award and performance of any contract covered by 49 CFR Part 26 on the basis of race, color, sex, national origin, age, or disability.

The SUBRECIPIENT shall take all necessary actions required under 49 CFR Part 26 to ensure nondiscrimination in the award and administration of DOT-assisted contracts.

By executing this Agreement, the SUBRECIPIENT, agrees to perform the following minimum DBE Program Compliance Required Activities:

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

---

**REQUIREMENTS FOR FTA FUNDED PROJECTS**

---

<b>Item #</b>	<b>DBE Program Compliance Required Activities</b>
1.	Designate a Disadvantaged Business Enterprise Liaison Officer (DBELO), responsible for adopting and implementing ADOT's DBE Program Plan; acting as the single point of contact for DBE compliance.
2.	Adhere to the ADOT DBE Program Plan and concomitant procedures.
3.	Follow ADOT's guidelines and procedures, and use the forms developed by ADOT to implement its DBE program.
4.	Participate in training conducted by ADOT related to DBE requirements and program regulations .
5.	Require firms that work on DOT-assisted contracts to register in AZ UTRACS.
6.	Encourage small firms to register as an SBC (Small Business Concern) via the AZ UTRACS web portal.
7.	Utilize certified DBEs found in the AZ UTRACS web portal.
8.	Include the DBE contract goal as provided by ADOT BECO for FHWA-funded (and Race-Neutral Agency Voluntary Participation Goal for FTA-funded) contract bid advertisement, bid package, statement of qualification, request for proposal or other solicitation documents.
9.	Include applicable DBE contract specifications as provided by ADOT in all DOT-assisted contract bid advertisements, bid packages, statements of qualification, requests for proposal or other solicitation documents.
10.	The SUBRECIPIENT shall confirm good faith by the contractor or determine any action required in response to the contractor submission of a verifiable explanation of the discrepancy in the DBE System as early as practicable but in no case later than seven calendar days after reviewing relevant documentation.
11.	No later than 15 calendar days after Notice of Procurement Award to a Vendor/Contractor, the SUBRECIPIENT shall enter the name, contact information, and subcontract amounts for all Contracts with federal funding participation associated with this Grant Agreement .
12.	No later than 15 calendar days after the end of each month, report payments to prime contractors within the ADOT Local Public Agencies DBE Reporting System located at <a href="https://arizonalpa.dbesystem.com/">https://arizonalpa.dbesystem.com/</a>

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

---

**REQUIREMENTS FOR FTA FUNDED PROJECTS**

---

<b>item #</b>	<b>DBE Program Compliance Required Activities</b>
13.	Submit contract data in support of monthly, semi-annual and annual federal reporting submission made by ADOT. SUBRECIPIENTS, Certification Acceptance Agencies and LPAs are required to use the ADOT Local Public Agencies DBE System, via <a href="https://arizonalpa.dbesystem.com/">https://arizonalpa.dbesystem.com/</a>
14.	Monitor and enforce that contractors enter and report subcontractor payments by the last day of each month for the previous month in the LPA DBE System and that Prompt Payment of DBEs and other subcontractors are monitored and enforced. Monitoring is accomplished through the LPA audit process and its notifications.
15.	Monitor and ensure Contractor compliance with DBE policies and regulations, including with the ADOTs concurrence, deems appropriate, which may include, but is not limited to: <ul style="list-style-type: none"><li>- Withholding payments;</li><li>- Assessing sanctions;</li><li>- Liquidated damages; and/or</li><li>- Disqualifying the contractor from future bidding on the grounds of being non-responsible.</li></ul>
16.	ADOT may conduct project site visits to ensure all DBEs are meeting a Commercially Useful Function (CUF) on each DOT-assisted contract. Any DBE determined to not be performing a commercially useful function will be notified by the SUBRECIPIENT within seven calendar days of the decision. In the event that the DBE appeals the decision to ADOT's Business Engagement and Compliance Office, the decision remains in effect unless and until ADOT BECO reverses or modifies Grantee's decision. ADOT BECO will promptly consider any appeals and notify the contractor of the ADOT BECO findings and decisions. Decisions on CUF matters are not administratively appealable to USDOT.
17.	Implement monitoring and enforcement mechanisms to enforce the terms of the contract, including application of applicable sanctions, as needed, for payment reporting, prompt payment, DBE termination/substitution and not meeting the DBE contract goal.
18.	Follow DBE contract specification to notify ADOT BECO and ADOT PM in writing to secure ADOT BECO's approval prior to any termination, substitution, or reduction of work of a committed DBE firm used to meet the contract goal.
19.	Monitor DBE utilization on projects and notifying ADOT BECO as soon as SUBRECIPIENT is aware of a potential issue that may affect DBE commitments made at award.
20.	Ensure that all DBE Certification of Final Payment Forms are submitted by contractors within 30 calendar days of subcontractor completing the work and submit a copy to ADOT BECO.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

---

**REQUIRED FOR FTA FUNDED PROJECTS**

---

<b>Item #</b>	<b>DBE Program Compliance Required Activities</b>
---------------	---

---

- |      |  |
|------|--|
| 21.  | Ensure timely contract closeout by ensuring all subcontractor payments are reported in the DBE System, closeout contracts in the LPA DBE reporting system, and complete all mandatory reporting requirements in the LPA DBE system by April 1st and October 1st of each year.  |
| 22.  | Part of the proposal submission during a formal procurement (RFP, IFB, etc.), the Grantee must incorporate receipt of a bidder's list into the responsiveness / susceptible for award determination. FAILURE TO SUBMIT THE REQUIRED BIDDERS/PROPOSERS LIST TO THE GRANTEE PROCUREMENT OFFICE BY THE STATED TIME AND IN THE MANNER HEREIN SPECIFIED SHALL BE CAUSE FOR THE BIDDER BEING DEEMED INELIGIBLE FOR AWARD OF THE CONTRACT.  |
| 23.  | Cooperate with ADOT or DOT audits and site visits for DBE regulation and contract compliance; providing access to procedures; project files; and enabling onsite interviews with contracting, financial, DBE compliance, and project staff.  |
| 24.  | Each contract you sign with a contractor or consultant and each subcontract a prime signs with a subcontractor must include the following assurance:   |
| 24.a | <i>A vendor/contractor/consultant/subcontractor/subconsultant (herein after referred to as "contractor") shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of USDOT assisted contracts. Failure by the contractor to carry out these requirements represents a material breach of this contract, which may result in the termination of this contract or such other remedy as the Grantee, with the Department's concurrence, deems appropriate, which may include, but is not limited to:</i> <ul style="list-style-type: none"><li>- Withholding payments;</li><li>- Assessing sanctions;</li><li>- Liquidated damages; and/or</li><li>- Disqualifying the contractor from future bidding on the grounds of being non-responsible.</li></ul> |
| 24.b | <i>Each contractor shall establish a program that will ensure nondiscrimination in the award and administration of contracts and subcontracts.</i>   |
| 24.c | <i>Each contractor shall designate a full time employee who shall be responsible for the administration of the contractor's DBE program.</i>   |
| 24.d | <i>Each contractor shall prohibit agreements in which a DBE promises not to provide subcontracting quotations to other bidders.</i>  |

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

---

**REQUIRED FOR FTA FUNDED PROJECTS**

---

<b>Item #</b>	<b>DBE Program Compliance Required Activities</b>
---------------	---

---

24.e      *Subcontract Payment Reporting in the DBE system:*

24.e.1      *The Arizona Department of Transportation (the Department) is required to collect data on DBE and non-DBE participation, including lower tier subcontracts, to report to FTA on Federal-aid projects. The contractor is notified that such record keeping is required by the Department for tracking DBE participation on both race neutral and race conscious projects (i.e. projects with and without DBE goals).*

24.e.2      *The contractor shall respond to SUBRECIPIENT payment audits reported each month electronically through the Department's web-based payment tracking system (<https://arizonalpa.dbesystem.com/>), reporting its payments to all DBEs and non-DBE subcontractors working on the project. In addition, the contractor shall require that all DBE and non-DBE subcontractors, shall also respond to its audits and report lower-tier subcontractor payments in the same manner.*

24.e.3      *If, by the DBE system audit deadline, the contractor has not submitted the required report for work performed during the preceding month, or the submitted report failed to include all amounts earned by and paid to all DBEs and non-DBEs, including all lower-tier DBE and non-DBE subcontractors, the Project Manager will work with the ADOT MPD Program Manager to determine if sanctions should be assessed. These liquidated damages shall be in addition to all other reductions or liquidated damages provided for elsewhere in the contract.*

24.f      *The contractor is herein notified that it shall not withhold retainage from any subcontractor payments pursuant to 49 CFR 26.29.b(1) and shall comply with Prompt Payment requirements. Contractors must pay subcontractors for satisfactory performance (i.e., all the tasks called for in the subcontract for the invoicing period have been accomplished and documented as required and any deliverables are approved) no later than 7 days from receipt of each payment made to the contractor. The prompt payment provision applies to all subcontractors at all tiers, not just DBEs.*

*In the event the contractor fails to invoice according to its scheduled invoicing activities, and in any case where a contractor's invoice has been rejected through no fault of the subcontractor's performance, the contractor shall pay each subcontractor for satisfactory work completed in no more than 30 calendar days from receipt of invoice for that work.*

24.g      *The contractor shall include these provisions in all of its subcontracts, and ensure that its subcontractors include these provisions in any lower-tier subcontracts.*



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit F DBE**

---

**REQUIRED FOR FTA FUNDED PROJECTS**

---

<b>Item #</b>	<b>DBE Program Compliance Required Activities</b>
24.h	<i>Any language provided in this Agreement DBE Section supersedes language provided by ProcurementPro for FTA-funded contracting requirements.</i>

---

**ADDITIONAL REQUIREMENTS FOR FHWA FUNDED PROJECTS**

---

<b>Item #</b>	<b>DBE Program Compliance Required Activities</b>
1.	Submit by the 8th of each month, a completed Business Engagement Compliance Office (BECO) form reporting all new awards and modification to awards for projects funded by FHWA.
2.	Submit all FHWA DOT-assisted contracts to ADOT to be assessed for a DBE goal.
3.	Notify the ADOT PM and ADOT Business Engagement and Compliance Office (BECO) in writing immediately following DOT-assisted project a) bid opening of architect & engineering, design, or construction low bidder or b) selected professional services when the contractor and/or consultant indicates on the DBE Assurance Form that the DBE contract goal cannot be met.
4.	Submit all Good Faith Effort documentation to ADOT BECO for review and concurrence prior to awarding of DOT-assisted contracts.
5.	Collect DBE Affidavits (FHWA-funded contracts only), bidder/proposer list confirmation email and all other ADOT required forms and submit to ADOT BECO in accordance with the applicable FHWA Compliance Checklist.
6.	Ensure the receipt of Bid Verification Notice from ADOT BECO prior to contract award.
7.	Prior to final payment on any Project with a designated DBE goal, the SUBRECIPIENT shall determine whether the consultant met the designated DBE goal. Where the goal was not met, the SUBRECIPIENT must forward the written determination document and a copy of the final invoice to the ADOT MPD DBE Liaison and Regional Planner/Project Manager, who will work with the BECO compliance office to determine if a sanction is required. In the event a sanction is required, the SUBRECIPIENT will reduce the final payment on the Project by the fee, copying the vendor with the sanction notice provided by ADOT.

---

✓ I certify that I have read and understand this page.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

<p><b>EXHIBIT G</b> <b>MPD INDEMNIFICATION AND INSURANCE REQUIREMENTS</b> <b>5310 AND 5311 PROGRAMS</b> <b>(EFFECTIVE 1/4/2023)</b></p>
---

**INDEMNIFICATION**

To the fullest extent permitted by law, the SUBRECIPIENT shall indemnify, defend, and hold harmless the State of Arizona, ADOT and its officers, officials, agents and employees (hereinafter referred to in this section as "indemnatee") from and against any and all claims, actions, liabilities, damages, losses or expenses, including court costs, reasonable attorneys' fees and costs of claim processing, investigation and litigation (hereinafter referred to as "claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the SUBRECIPIENT or any of its owners, officers, directors, agents, employees or subcontractors. This indemnity includes any claim or amount arising out of, or recovered under, the Workers' Compensation Law or arising out of the failure of the SUBRECIPIENT to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the indemnatee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the indemnatee, be indemnified by the SUBRECIPIENT from and against any and all claims. It is agreed that the SUBRECIPIENT will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable. In consideration of the award of this contract, the SUBRECIPIENT agrees to waive all rights of subrogation against the State of Arizona, ADOT and its officers, officials, agents and employees for losses arising from the work performed by the SUBRECIPIENT under this Agreement. This indemnity clause shall not apply if the SUBRECIPIENT or its subcontractor(s) is/are an agency, board, commission or University of the State of Arizona.

**INSURANCE REVIEW REQUIREMENTS**

SUBRECIPIENT must complete and sign the ADOT 5310/5311 GRANT AGREEMENT INSURANCE CHECKLIST and submit to [mlb\\_mpd@azdot.gov](mailto:mlb_mpd@azdot.gov) with the required evidence of insurance or self-insurance. Risk Management will review for compliance and notify the SUBRECIPIENT and MPD Transit of acceptance or deficiencies.

**INSTRUCTIONS FOR SUBMITTAL OF THE INSURANCE PACKAGE:**

**Email Subject Line to Read:**

- Review of Insurance for {insert "XXXXXXXX" and the Contract Number and the name of

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

SUBRECIPIENTRECIPIENT}

**Body of Email:**

- "Please review the attached Checklist and evidence of insurance for compliance with MPD 5310/5311 Grant Program requirements."
- "Requested Turn Around: 1 Week"

**Attach:**

- ADOT 5310/5311 GRANT AGREEMENT INSURANCE CHECKLIST
- Completed and signed Insurance Certificate(s) and endorsements/relevant policy sections, or evidence of self-insurance. (include language that indicates self-insurance is primary/non-contributory, ADOT and the State of Arizona are additional insured under the self-insurance program, and subrogation is waived as required under the Agreement).

**INSURANCE REQUIREMENTS**

The SUBRECIPIENT and/or any subcontractor shall procure and maintain, until all of their obligations have been discharged, including any warranty periods under the Agreement, insurance against claims for injury to persons or damage to property arising from, or in connection with, the performance of the work hereunder by the SUBRECIPIENT, its agents, representatives, employees and/or contractors/subcontractors.

The Insurance Requirements herein are minimum requirements for the Agreement and in no way limit the indemnity covenants contained in the Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the SUBRECIPIENT from liabilities that arise out of the performance of work under the Agreement by the SUBRECIPIENT, its agents, representatives, employees and/or contractors/subcontractors, and the SUBRECIPIENT is free to purchase additional insurance.

**A. MINIMUM SCOPE AND LIMITS OF INSURANCE**

The SUBRECIPIENT shall provide coverage with limits of liability not less than those stated below. Deductible(s), Self Insurance, and Self-Insured Retention (SIR) amounts are subject to review and approval by ADOT Safety and Risk Management.

**1. Commercial Automobile Liability and Physical Damage Coverage**

The policy shall contain Bodily Injury and Property Damage coverage for any owned, leased, hired, and/or non-owned vehicles used in the performance of the Agreement.

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

**Combined Single Limit Auto Liability (CSL)**

**\$1,000,000** Vehicles carrying four (4) or fewer passengers  
**\$2,000,000** Vehicles carrying five (5) up to fifteen (15) passengers  
**\$5,000,000** Vehicles carrying sixteen (16) or more passengers

**Physical Damage Coverage (Collision/Comprehensive Coverage)**

**\$5,000** Maximum Comprehensives Deductible  
**\$5,000** Maximum Collision Deductible

- a. The policy shall be endorsed, as required by written agreement, to name the **“The State of Arizona and/or ADOT”** as loss payee(s) as their interests may appear.
- b. The policy shall be endorsed, as required by written agreement, to include the **“The State of Arizona, ADOT/MVD and its officers, officials, agents, and employees”** to be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the SUBRECIPIENT involving automobiles owned, leased, hired or borrowed by the SUBRECIPIENT.
- c. The policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the SUBRECIPIENT.
- d. The SUBRECIPIENT’s policies shall stipulate and/or be endorsed that the insurance afforded the SUBRECIPIENT shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as prescribed by A.R.S. § 41-621 (E).

**2. Commercial General Liability – Occurrence Form (AS APPLICABLE)**

The policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability coverage.

<b>General Aggregate</b>	<b>\$2,000,000</b>
<b>Personal and Advertising Injury</b>	<b>\$1,000,000</b>
<b>Blanket Contractual Liability – Written and Oral</b>	<b>\$1,000,000</b>
<b>Damage to Rented Premises</b>	<b>\$50,000</b>
<b>Each Occurrence</b>	<b>\$1,000,000</b>

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

- a. The policy shall be endorsed, as required by written agreement, to include the “**The State of Arizona, ADOT/MVD and its officers, officials, agents, and employees**” shall be named as additional insureds with respect to liability arising out of the activities performed by or on behalf of the SUBRECIPIENT.
- b. The policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, the Department and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the SUBRECIPIENT.
- c. The SUBRECIPIENT’s policies shall stipulate and/or be endorsed that the insurance afforded the SUBRECIPIENT shall be primary insurance and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and not contributory insurance, as prescribed by A.R.S. § 41-621 (E).

**3. Workers’ Compensation and Employers’ Liability (AS APPLICABLE)**

<u>Workers' Compensation</u>	<u>Statutory Limits</u>
<b>Employers' Liability</b>	
<b>Each Accident</b>	<b>\$500,000</b>
<b>Disease – Each Employee</b>	<b>\$500,000</b>
<b>Disease – Policy Limit</b>	<b>\$1,000,000</b>

- a. The policy shall contain a waiver of subrogation endorsement in favor of the State of Arizona, its departments, agencies, boards, commissions, universities and its officers, officials, agents, and employees for losses arising from work performed by or on behalf of the SUBRECIPIENT.
- b. This requirement shall not apply to a SUBRECIPIENT or contractor/subcontractor exempt under A.R.S. § 23-901, if such SUBRECIPIENT or contractor/subcontractor executes the ADOT Workers’ Compensation Waiver for Sole Proprietors and Independent Contractors form.

**B. ADDITIONAL INSURANCE REQUIREMENTS**

- 1. The SUBRECIPIENT's policies, as applicable, shall stipulate that the insurance afforded the Company shall be primary and that any insurance carried by the Department, its agents, officials, employees or the State of Arizona shall be excess and non-contributory insurance, as prescribed by A.R.S. § 41-621 (E).

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

2. Insurance provided by the SUBRECIPIENT shall not limit SUBRECIPIENT's liability assumed under the indemnification provisions of this Agreement.

**C. NOTICE OF CANCELLATION**

With the exception of ten (10)-day notice of cancellation for non-payment of premium, any changes material to compliance with the Agreement in the insurance coverages above shall require sixty (60) days written notice to the State of Arizona. Such notice(s) shall be sent directly to the ADOT Risk Management, Insurance & Indemnification Section and shall be sent by certified mail, return receipt requested.

**D. ACCEPTABILITY OF INSURERS**

The SUBRECIPIENT's insurance shall be placed with insurance companies duly licensed in the State of Arizona or which hold approved non-admitted status on the Arizona Department of Insurance's List of Qualified Unauthorized Insurers. Insurers shall have an "A.M. Best" rating of not less than A- VII or be duly authorized to transact Workers' Compensation insurance in the State of Arizona. The State of Arizona in no way warrants that the above-required minimum insurer rating is sufficient to protect the SUBRECIPIENT from potential insurer insolvency.

**E. VERIFICATION OF COVERAGE**

1. The SUBRECIPIENT shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Agreement. The certificates for each insurance policy are to be signed by an authorized representative.
2. All insurance certificates and endorsements are to be received and approved by the State of Arizona before work commences under the Agreement.
3. Insurance coverage must be in effect at or prior to commencement of work under the Agreement and must remain in effect for its duration. Failure to maintain the required insurance coverages or provide timely evidence of coverage renewal is a material breach of the Agreement.
4. All certificates required by this Contract shall be uploaded to the Arizona Grant Management System. The State of Arizona project/contract number and project description shall be noted on the certificate of insurance. The State of Arizona reserves the right to require complete, certified copies of all insurance policies required by the grant agreement at any time.

**F. SUBCONTRACTORS**

SUBRECIPIENT's Certificate(s) shall include all contractors/subcontractors as insured under its policies or SUBRECIPIENT shall be responsible for ensuring and/or verifying that all contractors/subcontractors have valid and collectable insurance as evidenced by the Certificates of Insurance and endorsements for

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**Exhibit G Insurance**

each contractor/subcontractor. **All coverage for contractors/subcontractors shall be subject to the minimum Insurance Requirements identified above.** The Department reserves the right to require, at any time throughout the life of this contract, proof from the SUBRECIPIENT that its contractors/subcontractors have the required coverage.

**G. APPROVAL**

Any modification or variation from the insurance requirements in this Agreement shall be made in consultation with ADOT, Safety & Risk Management Division. Such action will not require a formal amendment to this Agreement, but may be made by administrative action.

**H. EXCEPTIONS**

If the SUBRECIPIENT or contractor(s)/sub-contractor(s) is/are a State of Arizona agency, board, commission, or university, none of the above insurance requirements shall apply.

✓ I certify that I have read and understand this page.

**5311 Application 2024  
Organization: City of Benson  
5311-2024-Benson Area Transit-00013  
Exhibit H NonTribal**

**EXHIBIT H  
LANGUAGE MODIFICATIONS  
Federally Recognized Tribes  
Revised 12/2020**

Exhibit H only applies to federally recognized tribes.

All applicants are required to acknowledge this page by checking the box below.

I certify that I have read and understand this page.



**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**CIVIL RIGHTS**

**Title VI Implementation**

1. No Does your Agency receive funds directly from the Federal Transit Administration (FTA)?
2. Please upload your complete Title VI Implementation Plan. See [Title VI Implementation Plan Template](#).

[https://egrants.azdot.gov/\\_Upload/56961\\_910028-FTATitleVIPlan2024.pdf](https://egrants.azdot.gov/_Upload/56961_910028-FTATitleVIPlan2024.pdf)

3. No Did you have any Title VI complaints this last year?
- 3a. Please upload your Complaint Log describing any ADA/Title VI Investigations, Complaints, and Lawsuits. If there have been no complaints, please upload your log indicating the year and stating no complaints.

[https://egrants.azdot.gov/\\_Upload/56961\\_910051-CityofBensonComplaintlog2023.pdf](https://egrants.azdot.gov/_Upload/56961_910051-CityofBensonComplaintlog2023.pdf)

**Equal Employment Opportunity (EEO)**

4. Yes\* Does your agency have an Equal Opportunity Employment (EEO) policy?

- 4a. If yes, attach a copy of the EEO policy.

[https://egrants.azdot.gov/\\_Upload/56961\\_910015-EEO.PNG](https://egrants.azdot.gov/_Upload/56961_910015-EEO.PNG)

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

- 5a. If yes, attach a copy of the notice.

[https://egrants.azdot.gov/\\_Upload/56961\\_910010-EEOPUBLICANNOUNCEMENT.pdf](https://egrants.azdot.gov/_Upload/56961_910010-EEOPUBLICANNOUNCEMENT.pdf)

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

Name:

Vicki Vivian

Phone:

(520) 720-6311

Email Address:

[vvivian@bensonaz.gov](mailto:vvivian@bensonaz.gov)

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**CIVIL RIGHTS**

7. Yes\* Does your agency include an EEO statement in all job announcements?
8. Yes\* Does your agency post EEO information in places where employees congregate?

**Americans with Disabilities Act  
(ADA)**

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

- 9a. If yes, attach a copy of your ADA policy.

[https://egrants.azdot.gov/\\_Upload/56961\\_910006\\_1-FTASection5311ADABATPolicies.pdf](https://egrants.azdot.gov/_Upload/56961_910006_1-FTASection5311ADABATPolicies.pdf)

**IF YOUR AGENCY DOES NOT PROVIDE TRANSPORTATION SERVICE, SKIP DOWN TO  
QUESTION 18.**

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

- 10a. If no, please explain if and how your agency maintains equivalent service for persons with disabilities if service is requested and an accessible vehicle is needed to provide service?

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

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

- 12a. If yes, explain the circumstances.

13. Yes\* Is information on your service provided in accessible formats if requested?

- 13a. If yes, explain how both a hearing impaired person and a visually impaired person would request a ride on your service?

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**CIVIL RIGHTS**

A hearing impaired person may request a ride via text or email to the dispatch line. A visually impaired person may request a ride verbally over the phone using the dispatch line or in person at City Hall.

13b. If no, please provide explanation.

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

14a. If yes, explain the circumstances surrounding the incident(s) and why the request(s) was denied?

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

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

16a. If no, explain how these items of equipment are being checked on a regular basis to ensure safe and reliable use?

16b. When equipment failures or deficiencies are found during inspections, what is your agency's policies and procedures to immediately address the problem?

If any deficiency is found, the driver reports the deficiency to the mechanic and the Transit Supervisor. If the deficiency is easily repaired or replace the correction is made and the driver continues. If the deficiency correction requires more time, another bus may be used.

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

17a. Yes Lift vehicle availability?

17b. Yes Maintenance of accessible features on vehicle(s)?

17c. Yes Adequate time for vehicle boarding and disembarking?

17d. Yes Use of portable oxygen/respirator equipment?

17e. Yes Service Animals?

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**CIVIL RIGHTS**

17f. Yes Reasonable Accommodation/Modification Requests?

17g. If you answered Yes to any of the above questions and you have separate written policies , procedures, or information from your ADA policy, please attach copies here:

18. Yes Does your agency have written policies, procedures, or information regarding ADA personnel training? (wheelchair securement, sensitivity to passengers, effective communication, etc.)

18a. If yes, attach copies.

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

Mariza Nikitas  
101 E 6th St  
Benson, AZ 85602  
520-720-6323  
mnikitas@bensonaz.gov

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

20a. If no, please explain the circumstances.

**Disadvantaged Business Enterprise (DBE)**

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

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

22a. Yes If yes, does your agency report these contracted services and vendors through the AZ LPA Contract Management System at <https://arizonalpa.dbesystem.com/> at the time of submitting the reimbursement request to ADOT?

**5311 Application 2024**  
**Organization: City of Benson**  
**5311-2024-Benson Area Transit-00013**  
**CIVIL RIGHTS**

23. Yes Have you adopted or do you agree to adopt ADOT's DBE plan? [ADOT FTA DBE Plan](#)

23a. If not adopting ADOT's DBE plan, does your agency have an approved FTA Disadvantaged Business Enterprise (DBE) program plan?

23b. If yes on 23a, Attach a copy of your DBE program plan.

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

Benson Area Transit uses local vendors as much as possible. When not possible, vendors are vetted through the DBE website and when possible, state contracts are used.

**Drug/Alcohol Free Workplace & Safe Environment**

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

25a. If yes, attach a copy of your policy.

[https://egrants.azdot.gov/\\_Upload/56961\\_910030-TransitSubstanceAbusePolicy.pdf](https://egrants.azdot.gov/_Upload/56961_910030-TransitSubstanceAbusePolicy.pdf)

25b. If no, please provide the date your agency will be approving a Drug / Alcohol Free Workplace & Safe Environment policy.

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 4

From: Keith Spangler, Fire Chief

## Subject:

Discussion and possible action regarding Resolution 6-2024 of the Mayor and Council of the City of Benson, Arizona, authorizing the City Manager and/or the Fire Chief to participate in a regional grant application to purchase firefighting equipment for City Firefighters

## Discussion:

Every year FEMA opens funds for fire departments to apply for equipment, vehicles etc. This year the Benson Fire Department will be applying for funds for a regional project to replace Self Contained Breathing Apparatus (SCBA). Benson Fire will be the lead agency for the grant.

The Fire Departments in the San Pedro Valley work very closely with each other; it makes sense that they all have the same type of SCBAs. The grant will be for a total of 66 SCBAs and 7 Rapid Intervention Team (RIT) Packs.

This is a 5% match grant. The total of the requested funds is \$980,945.30. The 5% match will be \$49,047.27. The Grant Federal share will be \$931,898.04. The partnering departments will be paying their 5% of the total cost for their specific number of SCBAs they are getting. Below is what each department will be getting and their associated costs. The matching funds for this grant are in the current budget.

Benson Fire Department	26 SCBA Packs, 52 Bottles, 26 Masks and 3 RIT Packs. Total Cost \$388,113.38 and 5% Match is \$19,405.67
Mescal J-Six Fire District	14 SCBA Packs, 28 Bottles, 14 Masks and 1 RIT Pack Total Cost \$204,718.54 and 5% Match is \$10,235.93
St David Fire District	14 SCBA Packs, 28 Bottles, 14 Masks and 2 RIT Packs Total Cost \$211,650.12 and 5% Match \$10,582.51
Pomerene Fire District	12 SCBA Packs, 24 Bottles, 12 Masks and 1 RIT Pack Total Cost \$176,463.26 and 5% match \$8,823.16.

Note: This cost is an estimate, the exact cost could change due to cost and amount awarded.

## Staff Recommendation:

Approval of Resolution 6-2024

**RESOLUTION 6-2024**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, AUTHORIZING THE CITY MANAGER AND/OR THE FIRE CHIEF TO PARTICIPATE IN A REGIONAL GRANT APPLICATION TO PURCHASE FIRE FIGHTING EQUIPMENT FOR CITY FIRE FIGHTERS**

WHEREAS, the federal agency FEMA has announced an Assistance to Firefighters Grant opportunity available to provide grant funding to support local fire agency efforts to purchase Self-Contained Breathing Apparatus (SCBA) and Rapid Intervention Team (RIT) Packs, which if the City is able to buy will enhance first responders' health and safety while responding to incidents; and

WHEREAS, the Chief of the City's Fire Department believes that the City qualifies for this grant; and

WHEREAS, the Fire Chief has engaged in discussions with other regional Fire Districts and believes that filing a regional Grant application will increase the chances that the region receives Grant funding; and

WHEREAS, the terms of this Grant require a matching contribution by the City; and

WHEREAS, the Mayor and Council agree that enhancing the ability of its first responders to safely and effectively respond to emergency incidents is in the best interest of City residents and of City first responders.

NOW, THEREFORE BE IT RESOLVED by Mayor and Council for the City of Benson that collectively applying for this FEMA Assistance to Firefighters Grant together with other jurisdictions is in the best interests of the residents of the City of Benson.

AND BE IT FURTHER RESOLVED that the City will accept the role as the Lead applicant to apply for this regional grant with participating local Fire and specifically to request \$388,113.38 for the purchase of District SCBA equipment and RIT Packs.

AND BE IT FURTHER RESOLVED that the District Chairman is hereby authorized and directed, if awarded, to accept grant funding for equipment and to pay required matching funds (estimated to be \$19,405.67).

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 12th day of February, 2024.

\_\_\_\_\_  
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

Item	Cost per item	Benson	Mescal J6	Pomerene	St. David	Total Items	Total Cost
Pack	\$ 9,215.00	26	14	12	14	66	\$ 608,190.00
Air Bottle	\$ 1,590.00	52	28	24	28	132	\$ 209,880.00
RIT Pack**	\$ 6,290.00	3	1	1	2	7	\$ 44,030.00
Face Mask	\$ 425.00	26	14	12	14	66	\$ 28,050.00
Compressor and Cascade Bottles							
Tax on Compressor							
<b>Sub total</b>		\$ 352,190.00	\$ 185,770.00	\$ 160,130.00	\$ 192,060.00		
<b>Tax 10.2 %</b>		\$ 35,923.38	\$ 18,948.54	\$ 16,333.26	\$ 19,590.12		
<b>Grand total</b>		\$ 388,113.38	\$ 204,718.54	\$ 176,463.26	\$ 211,650.12		<b>Total SCBA Grant \$ 980,945.30</b>
<b>10% match</b>		\$ 38,811.34	\$ 20,471.85	\$ 17,646.33	\$ 21,165.01		
<b>5% Match</b>		\$ 19,405.67	\$ 10,235.93	\$ 8,823.16	\$ 10,582.51		\$ 49,047.27 Grantee share
							\$ 931,898.04 Fed Share

\*\* Includes RIT System, Bag and 60 min bottle



# City of Benson City Council Communication

Regular Meeting

February 12, 2024



To: Mayor and Council

Agenda Item # 5

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

## Subject:

Discussion and possible action regarding Resolution 7-2024 of the Mayor and Council of the City of Benson, Arizona, designating the Election Date and Purpose of the Election, designating the Deadline for Voter Registration, and designating the place and the last date for Candidates to file Nomination Papers

## Discussion:

This item is being brought to Council to Call the Election, and to inform the public of the 2024 City Election details.

Important dates to note are as follows:

March 2, 2024	Candidates begin filing
April 1, 2024	Candidate forms due by 5:00 p.m.
June 20, 2024	Write-in Candidates forms due by 5:00 p.m.
July 1, 2024	Voter Registration closes for Primary Election
July 30, 2024	Primary Election Day
August 19, 2024	Council deadline to canvass votes
September 26, 2024	Write-in Candidates forms due by 5:00 p.m.
October 7, 2024	Voter Registration closes for General Election
November 5, 2024	General Election Day
November 25, 2024	Council deadline to canvass votes

## Staff Recommendation:

Approval of Resolution 7-2024

**RESOLUTION 7-2024**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, DESIGNATING THE ELECTION DATE AND PURPOSE OF ELECTION, DESIGNATING THE DEADLINE FOR VOTER REGISTRATION AND DESIGNATING THE PLACE AND THE LAST DATE FOR CANDIDATES TO FILE NOMINATION PAPERS**

BE IT RESOLVED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, as follows:

Section 1. Designation of Election Date, Purpose.

That July 30, 2024 has been set as the time for holding the Primary Election in the City of Benson, Arizona, for the purpose of nominating candidates for Mayor and Councilmembers whose names shall appear on the ballot at the General Election to be held on November 5, 2024. Any candidates receiving a majority of all the votes cast at the Primary Election will be declared elected without running at the General Election.

A proposal to adopt a local alternative expenditure limitation – home rule option will be considered at the Benson City Primary Election to be held on Tuesday, July 30, 2024.

Section 2. Designating Deadline for Voter Registration

Cochise County registration and voting lists will be used for municipal election. In order to be qualified to vote in the primary election, a Benson resident must be registered by July 1, 2024. The last day to register to vote in the General Election will be October 7, 2024.

Section 3. Designating Date and Place to File Candidate Nomination Forms

Candidates seeking municipal office may obtain nomination papers and other materials which must be filed by candidates at City Hall beginning March 2, 2024. Candidates must file nomination papers and other forms by 5:00 P.M. on April 1, 2024 at City Hall in order for their names to appear on the Primary Election Ballot.

PASSED AND ADOPTED BY THE MAYOR AND COUNCIL OF THE CITY OF BENSON, ARIZONA, this 12th day of February, 2024.

\_\_\_\_\_  
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

## RESOLUCIÓN 7-2024

### UNA RESOLUCIÓN DEL ALCALDE Y DEL CONSEJO DE LA CIUDAD DE BENSON, ARIZONA, SEÑALANDO LA FECHA DE LA ELECCIÓN Y EL PROPÓSITO DE LA ELECCIÓN, SEÑALANDO EL PLAZO PARA EL REGISTRO DEL VOTANTE Y SEÑALANDO EL LUGAR Y LA FECHA PASADA PARA QUE CANDIDATOS ARCHIVEN LOS PAPELES DEL NOMBRAMIENTO

ES RESUELTO POR EL ALCALDE Y EL CONSEJO DE LA CIUDAD DE BENSON, ARIZONA, como sigue:

#### Sección 1. Designación de la fecha de la elección, propósito.

Que el 30 de julio de 2024 se ha fijado como la época para celebrar la elección primaria en la ciudad de Benson, Arizona, con el fin de los candidatos que nominaban al alcalde y miembros de consejo, que nombres aparecerán en la balota en la elección general que se sostendrá el 5 de noviembre de 2024. Cualquier candidato que reciba la mayoría de todos los votos en forma en la elección primaria será declarado eligió sin el funcionamiento en la elección general.

Una propuesta para adoptar una alternativa sobre el límite del gasto local - una opción de auto reglamento sera considerada en la ciudad de Benson elección primaria que se celebrará el martes, 30 de julio de 2024.

#### Sección 2. Señalar el plazo para el registro del votante

Las listas del registro y de la votación del condado de Cochise serán utilizadas para la elección municipal. En la orden que se calificará para votar en la elección primaria, un residente de Benson debe ser colocado antes el 1 de julio de 2024. El día pasado a colocarse para votar en la elección general será el 7 de octubre de 2024.

#### Sección 3. Señalar la fecha y el lugar para archivar el nombramiento del candidato forma

Los candidatos que buscan la oficina municipal pueden obtener los papeles del nombramiento y otros materiales que se deben archivar por los candidatos en el ayuntamiento de la ciudad que comienza el 2 de marzo de 2024. Los candidatos deben archivar los papeles del nombramiento y otras formas para las 5:00 P.M. el 1 de abril de 2024 en el ayuntamiento de la ciudad para que sus nombres aparezcan en la balota primaria de la elección.

PASADO Y ADOPTADO POR EL ALCALDE Y EL CONSEJO DE LA CIUDAD DE BENSON, ARIZONA, este 12 de febrero de 2024.

\_\_\_\_\_  
JOE A. KONRAD, Alcalde

ATESTIGÜE:

APROBADO EN CUANTO A FORMA:

\_\_\_\_\_  
VICKI L. VIVIAN, CMC  
Vendedor de la ciudad

\_\_\_\_\_  
DeConcini, McDonald, Yetwin, & Lacy, PC  
by PAUL A. LOUCKS  
Abogado de la ciudad

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 6

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

## Subject:

Discussion and possible action regarding a contract with BridgeGroup LLC for an Organization Efficiency and Staffing Study for the City of Benson

## Discussion:

Council directed Staff through the approved Strategic Plan to have an Organizational study conducted to evaluate the current organizational structure.

Staff advertised for proposals seeking qualified and experienced individuals or businesses to conduct the study. After the responses were received, they were forwarded to a committee who reviewed and scored them. BridgeGroup LLC received the highest overall score, resulting in the contract with BridgeGroup LLC now being before Council for consideration.

## Staff Recommendation:

Approval of the contract with BridgeGroup LLC for an Organization Efficiency and Staffing Study for the City of Benson

## PROFESSIONAL SERVICES CONTRACT

THIS CONTRACT is entered into between City of Benson, a body politic and corporate (the “City”), and Bridge Group (the “Consultant”).

### RECITALS

WHEREAS, Arizona law authorizes cities, including the City of Benson, to conduct numerous types of activities that promote the general health, safety, and welfare of its residents and the orderly development of areas lying with the City’s corporate boundaries;

WHEREAS, pursuant to that authority, the City has undertaken numerous specific programs and has chosen to implement those programs by hiring a City Manager who in turn is responsible to the Mayor and Council for the successful implementation of the identified programs, mostly through staff hired to perform various duties;

WHEREAS, the City Manager has identified the need for an Organizational Efficiency and Staffing Study to advise her on her efforts properly staffing the respective City programs and in ensuring that the organization is in turn responsive to the needs of its staff;

WHEREAS, the City issued Request for Proposal No. 2023-003, ADM-Organization asking for qualified parties interested in working with the City to conduct an Organizational Efficiency and Staffing Study, and following an evaluation process the review panel recommended that the City contract with Consultant to provide such a study; and

WHEREAS, the City is willing to contract with Consultant to perform the designated scope of work and Consultant is willing to perform that work in accord with the following terms and conditions.

NOW, THEREFORE, the parties hereto agree as follows:

### ARTICLE I - TERM AND EXTENSION/RENEWAL

This Contract shall commence on February 15, 2024 and shall terminate on February 14, 2025 unless sooner terminated or further extended pursuant to the provisions of this Contract. Any modification or extension shall be by formal written amendment executed by the parties hereto.

### ARTICLE II - SCOPE

Consultant shall perform the scope of services set forth Exhibit A, attached hereto. Consultant shall perform all its work in accordance with the terms of the contract and to the best of the Consultant’s ability. Consultant shall employ suitably-trained and skilled professional personnel to perform all consultant services under this Contract.

### ARTICLE III - PAYMENT

In consideration of the services specified in this Contract, the City agrees to pay Consultant the fees listed on Exhibit B, inclusive of all services listed in Consultant's scope, which also constitutes a not-to-exceed amount.

### ARTICLE IV -INSURANCE

Consultant shall obtain and maintain at its own expense, during the entire term of this Contract the following type(s) and amounts of insurance:

- a) Commercial General Liability in the amount of \$1,000,000.00 combined, single limit Bodily Injury and Property Damage. City of Benson is to be named as an additional insured for all operations performed within the scope of the Agreement between City of Benson and Consultant;
- b) Commercial or Business automobile liability coverage for owned, non-owned and hired vehicles used in the performance of this Agreement with limits in the amount of \$1,000,000.00 combined single limit or \$1,000,000.00 Bodily Injury, \$1,000,000.00 Property Damage;
- c) If this Agreement involves professional services, professional liability insurance in the amount of \$1,000,000.00; and,
- d) If required by law, workers' compensation coverage including employees liability coverage. Consultant shall provide City with current certificates of insurance. All certificates of insurance must provide for guaranteed thirty (30) days written notice of cancellation, non-renewal or material change.

### ARTICLE V -INDEMNIFICATION

Consultant shall indemnify, defend, and hold harmless City, its elected officials, officers, employees and agents from and against any and all suits, actions, legal administrative proceedings, claims or demands and costs attendant thereto arising out of any act, omission, fault or negligence by the Consultant, its agents, employees or anyone under its direction or control or on its behalf in connection with performance of this Contract. The amount and type of insurance requirements separately set forth in this agreement will in no way be construed as limiting the scope of indemnity in this Section. Consultant's duty to defend shall be a separate and distinct obligation from the duty to indemnify the City and is enforceable regardless of fault or negligence. Consultant's indemnification and defense obligations shall survive the termination of this agreement.

## ARTICLE VI -COMPLIANCE WITH LAWS

Consultant shall comply with all federal, state, and local laws, rules, regulations, standards and Executive Orders, without limitation to those designated within this Contract. The laws and regulations of the State of Arizona shall govern the rights of the parties, the performance of this Contract, and any disputes hereunder. Any action relating to this Contract shall be brought in a court of the State of Arizona in Cochise County. Any changes in the governing laws, rules, and regulations during the terms of this Contract shall apply but do not require an amendment.

## ARTICLE VII -INDEPENDENT CONTRACTOR

The status of the Consultant shall be that of an independent Consultant. Neither Consultant, nor Consultant's officers agents or employees shall be considered employees of City of Benson or be entitled to receive any employment-related fringe benefits under the City of Benson employment or merit system. Consultant shall be responsible for payment of all federal, state and local taxes associated with the compensation received pursuant to this Contract and shall indemnify and hold City harmless from any and all liability which City may incur because of Consultant's failure to pay such taxes. Consultant shall be solely responsible for program development and operation.

## ARTICLE VIII -SUBCONTRACTORS AND SUBCONSULTANTS

Consultant will be fully responsible for all acts and omissions of any subcontractor or subconsultant (each a "Subcontractor") and of persons directly or indirectly employed by any such third party and of persons for whose acts any of them may be liable to the same extent that the Consultant is responsible for the acts and omissions of persons directly employed by it. Nothing in this contract shall create any obligation on the part of City to pay or see to the payment of any money due any subcontractor or consultant, except as may be required by law.

## ARTICLE IX -ASSIGNMENT

Consultant shall not assign its rights to this Contract, in whole or in part, without prior written approval of the City. Approval may be withheld at the sole discretion of City, provided that such approval shall not be unreasonably withheld.

## ARTICLE X -NON-DISCRIMINATION; ADA

Consultant agrees to comply with all provisions and requirements of Arizona Executive Order 2009-09 which is hereby incorporated into the Construction Agreement as if set forth in full herein, including flow down of all provisions and requirements to each of its Subcontractors. During the performance of its duties under the Construction Agreement, Consultant shall not discriminate against any employee, client or other individual in any way because of that person's age, race, creed, color, religion, sex, national origin, or disability.

## ARTICLE XI - AUTHORITY TO CONTRACT

Consultant warrants its right and power to enter into this Contract. If any court or administrative agency determines that City does not have authority to enter into this Contract, City shall not be liable to Consultant or any third party by reason of such determination or by reason of this Contract.

## ARTICLE XII - FULL AND COMPLETE PERFORMANCE

The failure of either party to insist on one or more instances upon the full and complete performance with any of the terms or conditions of this Contract to be performed on the part of the other, or to take any 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 the past or in the future. The acceptance by either party of sums less than may be due and owing it at any time shall not be construed as an accord and satisfaction.

## ARTICLE XIII - TERMINATION; CANCELLATION

City reserves the right to terminate this Contract at any time and without cause by serving upon Consultant 30 days' advance written notice of such intent to terminate. In the event of such termination, the City's only obligation to Consultant shall be payment for services rendered prior to the date of termination.

This Contract may be terminated at any time without advance notice and without further obligation to the City when the Consultant is found by City to be in default of any provision of this Contract.

Notwithstanding any other provision in this Contract, this Contract may be terminated if for any reason, there are not sufficient appropriated and available monies for the purpose of maintaining City or other public entity obligations under this Contract. In the event of such termination, City shall have no further obligation to Consultant, other than to pay for services rendered prior to termination.

This Contract is subject to cancellation for conflict of interest pursuant to ARS § 38-511, the pertinent provisions of which are incorporated into this Contract by reference.

## ARTICLE XIV – LEGAL ARIZONA WORKERS ACT

For the procurement of services in the State of Arizona, Consultant hereby warrants that it will at all times during the term of this Contract comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214 (A) (together the "State and Federal Immigration Laws").



Consultant will further ensure that each Subcontractor who performs any Project work for Consultant likewise complies with the State and Federal Immigration Laws. City has the right at any time to inspect the books and records of Consultant and any Subcontractor in order to verify such party's compliance with the State and Federal Immigration Laws. Any breach of Consultant's or any Subcontractor's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, is a material breach of this Contract subjecting Consultant to penalties up to and including suspension or termination of this Contract. If the breach is by a Subcontractor, and the subcontract is suspended or terminated as a result, Consultant will take such steps as may be necessary to either self-perform the services that would have been provided under the subcontract or retain a replacement Subcontractor as soon as possible so as not to delay project completion.

Consultant will advise each Subcontractor of City's rights, and the Subcontractor's obligations, under this Section by including a provision in each subcontract substantially in the following form:

"Subcontractor hereby warrants that it will at all times during the term of this contract comply with all federal immigration laws applicable to Subcontractor's employees, and with the requirements of A.R.S. § 23-214 (A). Subcontractor further agrees that City may inspect the Subcontractor's books and records to ensure that Subcontractor is in compliance with these requirements. Any breach of this paragraph by Subcontractor is a material breach of this contract subjecting Subcontractor to penalties up to and including suspension or termination of this contract."

Any additional costs attributable directly or indirectly to remedial action under this Section is the responsibility of Consultant. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of Consultant's approved construction or critical milestones schedule, such period of delay will be excusable delay for which Consultant is entitled to an extension of time, but not costs

#### ARTICLE XV -NOTICE

Any notice required or permitted to be given under this Contract shall be in writing and shall be served by delivery or by certified mail upon the other party as follows:

CITY:

City Manager, Vicki Vivian  
City of Benson  
P.O. Box 2223  
Benson AZ 85602  
(520) 586-2245  
[www.cityofbenson.com](http://www.cityofbenson.com)

Consultant:

Mike Letcher  
BridgeGroup LLC  
10434 E. Wayne Moody Lane  
Tucson AZ 85747  
(520) 891-1953  
[bridgegroupllc@gmail.com](mailto:bridgegroupllc@gmail.com)

## ARTICLE XVI - NON-EXCLUSIVE CONTRACT

Consultant understands that this Contract is nonexclusive and is for the sole convenience of City. The City reserves the right to obtain like services from other sources for any reason.

## ARTICLE XVII - OTHER DOCUMENTS

Consultant and City in entering into this Contract have relied upon information provided in Consultant's proposal. This document together with the City's Request for Proposal are hereby incorporated into and made a part of this Contract as if set forth in full herein, to the extent not inconsistent with the provisions of this Contract or the Request for Proposal.

## ARTICLE XVIII - REMEDIES

Either party may pursue any remedies provided by law for the breach of this Contract. No right or remedy is intended to be exclusive of any other right or remedy and each shall be cumulative and in addition to any other right or remedy existing at law or at equity or by virtue of this Contract.

## ARTICLE XIX - SEVERABILITY

Each provision of this Contract stands alone, and any provision of this Contract found to be prohibited by law shall be ineffective to the extent of such prohibition without invalidating the remainder of this Contract.

## ARTICLE XX - BOOKS AND RECORDS

Consultant shall keep and maintain proper and complete books, records and accounts, which shall be open at all reasonable times for inspection and audit by duly authorized representatives of City.

In addition, Consultant shall retain all records relating to this contract at least 5 years after termination or cancellation or, if later, until any related pending proceeding or litigation has been closed.

## ARTICLE XXI – STATE LAW REQUIREMENTS

A. Fraud And Collusion. Contractor certifies that no officer or employee of City or of any subdivision thereof: 1) has aided or assisted Contractor in securing or attempting to secure a contract to furnish labor, materials or supplies at a higher price than that proposed by any other Contractor; 2) has favored one Contractor over another by giving or withholding information or by willfully misleading a party as bidder in regard to the character of the material or supplies called for or the conditions under which the proposed work is to be done; 3) will knowingly

accept materials or supplies of a quality inferior to those called for by any contract; 4) has any direct or indirect financial interest in the proposal or resulting contract. Additionally, during the conduct of business with City, Contractor will not knowingly certify, or induce others to certify, to a greater amount of labor performed than has been actually performed, or to the receipt of a greater amount or different kind of material or supplies that has been actually received. If City finds at any time that Contractor has in presenting any proposal(s) colluded with any other party or parties for the purpose of preventing any other proposal being made, then City will terminate any contract so awarded and that person or entity will be liable for all damages that City sustains.

B. Israel Boycott Certification. Pursuant to A.R.S. § 35-393.01, if Contractor engages in for-profit activity and has 10 or more employees, and if this Contract has a value of \$100,000.00 or more, Contractor certifies it is not currently engaged in, and agrees for the duration of this Contract to not engage in, a boycott of goods or services from Israel. This certification does not apply to a boycott prohibited by 50 U.S.C. § 4842 or a regulation issued pursuant to that section.

C. Forced Labor of Ethnic Uyghurs. Pursuant to A.R.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. § 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.

## ARTICLE XXII - ENTIRE AGREEMENT

This document constitutes the entire agreement between the parties pertaining to the subject matter hereof, and all prior or contemporaneous understandings or agreements, whether oral or written, are hereby superseded and merged herein. This Contract may be modified, amended, altered, or extended only by a written amendment executed by the parties. Although the terms of this contract may vary from those contained in the Proposal or solicitation, the parties agree that all such variances were the product of negotiations following award.

IN WITNESS WHEREOF, the parties hereto have executed this Contract as of the date of the City's execution below.

CONSULTANT

*Mike Letcher*  
\_\_\_\_\_  
By:

DATE: \_\_\_\_\_

CITY OF BENSON

\_\_\_\_\_  
JOE A. KONRAD, Mayor

ATTEST:

APPROVED AS TO FORM:

\_\_\_\_\_  
VICKI L. VIVIAN, CMC, City Clerk

\_\_\_\_\_  
Paul A. Loucks, City Attorney  
DeConcini, McDonald, Yetwin & Lacy, PC

## Exhibit A

### Scope of Work

1. Consultant shall provide the following services:
  - Assessment of current organizational structure and hierarchy.
  - Evaluation of departmental functions, processes, and workflows.
  - Workload analysis to ensure staffing levels align with demand.
  - Identification of bottlenecks, redundancies, and inefficiencies.
  - Review of technology and automation opportunities for process improvement.
  - Benchmarking against best practices and similar municipalities.
  - Development of recommendations to enhance efficiency and service quality.
2. Using the information gathered while completing those tasks, Consultant shall draft the following:
  - A comprehensive report detailing findings, analysis, and recommendations.
  - Organizational charts reflecting proposed structural changes.
  - A workload analysis report.
  - Visualizations, charts, and diagrams to illustrate key points.
  - Presentation to key stakeholders, including the City Council, summarizing the study's results and recommendations
3. Consultant shall meet with the City Manager to review Consultant's findings and recommendations.
4. Consultant shall finalize the deliverables and deliver them to the City Manager.

Exhibit B  
Payment

<u>Phase</u>	<u>Service</u>	<u>Cost</u>
Phase 1	Objective setting and Survey	\$9,000
Phase 2	Discussion of Survey Results	\$11,000
Phase 3	Project Development, Implementation	\$16,000
Phase 4	Final Report	<u>\$7,000</u>

TOTAL not to exceed \$43,000

Invoices will be submitted for each phase; however, Phase 3 will be billed as work is completed on Step 1 and 2 for a total of Five Invoices. All travel costs are included in the above-stated fees.

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 7

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

Subject:

Update on the Strategic Plan Projects

Discussion:

This item was requested by Council and was first presented at the November meeting. Discussion at that time asked about the frequency of presenting this item with City Manager Vicki Vivian stating she would present it monthly but only discuss updates from the previous month.

Since December, there are two items of note:

Action Item:	Status:
Organizational Study  FY24 City Manager	RFP was issued November 9 with responses due December 15. Contract will be brought to Council during first quarter of 2024. Responses received, Evaluations received and a contract for services will be presented to Council when contract negotiations are complete <b>UPDATE – Contract before Council for action</b>
Action Item:	Status:
Evaluate new ERP Systems  FY25 Finance	Had had demos with 2 companies so far <b>UPDATE – Scheduled and attended virtual module worksession for Accounts Payable with current ERP system – Will be working to assess the current ERP system capabilities to make a recommendation to Council</b>
Action Item:	Status:
Evaluate Street Repaving Program  FY25 Public Workds	SEAGO is completing a street assessment program the City will utilize to prioritize roadways for resurfacing and repair. <b>UPDATE – SEAGO furnished the street assessment program for Staff to utilize. Staff is currently creating a report from the program that will be used to give Council a recommendation for prioritizing repairs</b>

Other items not in the Strategic Action Plan include:

- Moving into the City Hall Annex building/Finishing sidewalks and ramps around the building **New Connex purchased to store City Christmas decorations, Staff constructed shelving and is moving decorations**
- The purchase of property to add additional multi-use fields to the City's infrastructure – **Completed**
- Working on Temporary Terminal building at airport – **State permit and contract in process**
- Working on paving solicitation and Job Order Contract to recruit a contractor and bring to Council
- Implementing electronic W2s and 1099s as required by the IRS this year – **Completed**
- Council retreat held end of January
- Attended the ACMA Winter Conference

Staff Recommendation:

Information only

## STRATEGIC PLAN PROGRESS REPORT

**Fiscal Sustainability – The City of Benson will implement innovative and responsible policies and business practices to effectively manage its fiscal and human resources. The City will maintain a stable financial environment that is transparent and that maintains an outstanding quality of life for our citizens. Business practices will be efficient and ensure exceptional customer service to all stakeholders and citizens. Every effort will be made to cultivate, protect and strengthen existing and new sources of City revenue.**

Action Item:	Status:
Utility Rate Study  FY24 Finance, Public Works	Will be conducted after Organizational Efficiency & Staffing Study and the Compensation Study. (RFP for OES study issues, Responses and Evaluations received - Contract for services will be presented to Council when contract negotiations are complete) <b>UPDATE – Contract is before Council for action.</b>
Evaluate the Golf Course  FY25 Finance, Public Works	The Finance Director has been reviewing Golf Course financials quarterly to look for progress over the prior year. Quarterly reports are given to Council. Will present final evaluation in conjunction with the budget process for FY26.
Update City Investment Policy  FY25 Finance	
Extend the 1% TPT  FY24 Finance	Completed
Update City Purchasing Code  FY24 Finance, City Manager	Tabled until Financial Audits are completed, will update Council  <b>UPDATE – Portions were updated due to FAA audit. Still in progress.</b>
Examine budget transparency options for public understanding  FY25 Finance	Finance Director has met with 2 companies to see demos of their software.
Evaluate new ERP Systems  FY25 Finance	Had had demos with 2 companies so far <b>UPDATE – Scheduled and attended virtual module worksession for Accounts Payable with current ERP system – Will be working to assess the current ERP system capabilities to make a recommendation to Council</b>
Conduct Compensation and Classification Study  FY25 City Manager, Finance	Needs to follow the Organizational Efficiency & Staffing Study. (RFP for OES study issues, Responses and Evaluations received - Contract for services will be presented to Council when contract negotiations are complete) <b>Contract is before Council for action</b>



<p>Billing for out of area rescue and fire responses</p> <p>FY24 Fire</p>	<p>Chief Spangler has investigated and gathered information on having a third-party company bill for emergency responses outside City Limits. Billing would be done for responses i.e., accidents, extrication, vehicle fires, structure fires, etc. (Fees for service would need to be adopted prior to implementation.) Brush fires would not get billed as they fall under the jurisdiction of AZ Department of Forestry and Fire Management. Mutual aid calls would also not be billed. Staff will be placing this item before Council for further direction.</p> <p>Before Council for direction to Staff – Direction given to pursue RFP to contract with a third-party to implement (In progress)</p>
<p>Evaluate skill-based pay (incentives)</p> <p>FY25 City Manager, Finance</p>	

**Economic Growth – The City of Benson will seek diverse, high-quality growth that supports local businesses, fosters local jobs, and attracts mixed-use developments. Business investment and sustainability will be fostered through streamlined processes, technology and ongoing partnerships and relationships. The City will support a strong business community and business identity.**

<b>Action Item:</b>	<b>Status:</b>
<p>Update Business Licenses – include Vendor Licenses</p> <p>FY25 Finance</p>	<p>Process was started but put on hold when our account clerk left. Will pick up after new clerk is properly trained.</p>
<p>Develop a program to promote Benson as a destination</p> <p>FY25 Tourism, City Manager</p>	
<p>Examine City codes and incentives that promote economic development</p> <p>FY25 Development Services</p>	
<p>Economic Development Strategic Plan</p> <p>FY24 City Manager</p>	

**City Organization – The City of Benson will provide a working environment and benefits to attract and retain a workforce that is committed to providing outstanding service in the most efficient manner to its citizens. The City’s policies and procedures will follow best practices. Our focus will be on creating systems, processes, programs and an organizational structure that ensures strong and principled leadership for Benson. Everyone will foster a mindset of bold innovation that further encourages/enables Benson to “think outside the box” to address the challenges and opportunities facing municipal government in the 21st century.**

Action Item:	Status:
Organizational Study  FY24 City Manager	RFP was issued November 9 with responses due December 15. Contract will be brought to Council during first quarter of 2024. Update – RFP for OES study issues, Responses and Evaluations received - Contract for services will be presented to Council when contract negotiations are complete <b>UPDATE – Contract before Council for action</b>
Update Employee Handbook  FY26 HR	In progress, obtained 1 quote and currently gathering more
Create Succession Plan  FY26 HR	

**Community Quality of Life – The City of Benson will provide programs, gathering places, and events where the community can come together to participate in opportunities of learning and recreation. Sustainable relationships with the community will be cultivated through citizen engagement, outstanding customer service, and clear, accessible communication. Our community’s history and environment will be protected for future generations. Benson will implement programs and projects that create a clean, safe (public safety), and sustainable environment that provide citizens with opportunities for an engaged, healthy, and active lifestyle.**

Action Item:	Status:
Lions Park Phase I Improvements  FY25 Public Works	Phase I design & engineering was approved by Council on October 9. Once back, Staff will proceed with procurement for construction services.
Construct Splash Pad  FY24 Public Works	Currently under construction.
Evaluate Best Practices for Blight Removal  FY24 Public Works	Contracted with Willdan for part-time employee to enforce code compliance. The priority has been the properties with the oldest complaints, but he also addressed complaints as they come in. Several properties have come into compliance.
Evaluate Reserve Firefighter Program  FY24 Fire	In researching this, Chief Spangler has been told that if people got paid, they would come and do shifts. He is conducting a study on how many hours a week are worked to include current members for calls. Once this study is complete, he will meet with Finance to look at costs. He has also talked to the City Attorney about hours worked, compensation plus benefits to see what is required. (His goal is to have members not work more than 20 hrs. per week.) He is looking at calls from July 1 through December 31 of this year to get an idea of hours worked and the issue will be brought to Council when the study is complete.

**Infrastructure and Facilities – The City of Benson will strategically plan, construct and maintain current and future infrastructure, equipment and facilities that support the community’s quality of life, economic viability and protect the environment.**

<b>Action Item:</b>	<b>Status:</b>
Conduct Airport Master Plan  FY25 Airport	Currently working with FAA for grant funding for the project.  <a href="#">Grant application has been submitted.</a>
Evaluate Airport Improvements  FY26 Airport	New Master plan will be utilized for this.
Evaluate Street Repaving Program  FY25 Public Works	SEAGO is completing a street assessment program the City will utilize to prioritize roadways for resurfacing and repair. <b>UPDATE – SEAGO furnished the street assessment program for Staff to utilize. Staff is currently creating a report from the program that will be used to give Council a recommendation for prioritizing repairs</b>
Evaluate Utility upgrade or replacement options  FY26 Public Works	
Evaluate fiber optic partnerships  FY26 City Manager, Public Works	
Evaluate Capital Project Planning  FY25 Finance	
New City Hall  FY26 Public Works	Modular Buildings have been purchased. BWS is currently working on a conceptual site plan for Council. Once complete, will come to Council for action and once approved, Staff will move forward with design & engineering and demo of the current City Hall.

# City of Benson City Council Communication



Regular Meeting

February 12, 2024

To: Mayor and Council

Agenda Item # 8

From: Megan Moreno, Finance Director

## Subject:

Discussion during and/or after presentation by City staff of City Finances, with emphasis on December 2023 financial results, and the City's financial position on December 31, 2023. 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 December 31, 2023. 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 2024

Month Ended December  
2023





## Overview

City's financial position  
at December 31, 2023

Compare FY 24 & FY 23

Figures are unaudited  
and subject to change



# Citywide Financial State - Revenue

## December 2023

- December 2022– \$1,620,017
- December 2023– \$1,550,978
  - **Decrease** of \$69,039

## Year-to-Date

- FY 2023– \$8,304,505
- FY 2024– \$9,370,844
  - **Increase** of \$1,066,339



# Citywide Financial State - Expenses

## December 2023

- December 2022– \$1,249,033
- December 2023– \$1,407,171
  - **Increase** of \$158,138

## Year-to-Date

- FY 2023– \$6,427,864
- FY 2024– \$7,818,031
  - **Increase** of \$1,390,167





# Citywide Financial State – Net Position

## December 2023

- December 2022– \$370,984
- December 2023– \$143,807
  - **Decrease** of \$227,177

## Year-to-Date

- FY 2023– \$1,876,641
- FY 2024– \$1,552,813
  - **Decrease** of \$323,828



# Questions

**CITY OF BENSON  
INTEROFFICE MEMORANDUM**

**DATE:** February 5, 2024  
**TO:** Mayor and Council  
**CC:** Vicki Vivian, City Manager  
**FROM:** Megan Moreno, Finance Director  
**SUBJECT:** December 2023 Financial Report

I am pleased to present to you the December 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 were any financial concerns for 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 FY24 actuals to FY24 budget amounts.

As of December, **50%** of the fiscal year has elapsed. Again, these are unaudited figures and subject to change.

**Citywide Revenue and Expenditures**

Citywide revenues through December were \$9,370,844. This is an increase of \$1,066,339 from the prior fiscal year. Revenues from all funds represent 30% of our budgeted revenues. City-wide expenditures through December were \$7,818,031. This was an increase of \$1,390,167 over the prior fiscal year. Year to Date Expenditures represent about 26% of budgeted expenditures.

City-wide REVENUE December 1 -December 31, 2023								
Fund Name	Dec FY23	FY23 YTD	Dec FY24	FY24 YTD	FY24 Budget	Remaining	% of Budget	
General Fund	\$ 747,891	\$ 3,717,822	\$ 916,339	\$ 5,683,805	\$11,390,879	\$ 5,707,074	50%	
Transit	\$ 15,487	\$ 145,804	\$ 56	\$ 41,331	\$ 352,077	\$ 310,746	12%	
Capital Projects	\$ 154,120	\$ 412,792	\$ 46,338	\$ 333,932	\$ 4,685,634	\$ 4,351,702	7%	
Streets (HURF)	\$ 41,269	\$ 196,098	\$ 49,042	\$ 269,334	\$ 910,356	\$ 641,022	30%	
Grants	\$ 96,852	\$ 969,567	\$ -	\$ 157,027	\$ 4,558,973	\$ 4,401,946	3%	
Gas Fund	\$ 216,401	\$ 648,943	\$ 148,416	\$ 492,339	\$ 2,131,127	\$ 1,638,788	23%	
Water Fund	\$ 99,777	\$ 672,611	\$ 113,072	\$ 713,948	\$ 1,606,167	\$ 892,219	44%	
Wastewater Fund	\$ 123,110	\$ 738,674	\$ 127,799	\$ 750,895	\$ 2,787,524	\$ 2,036,629	27%	
Sanitation	\$ 54,970	\$ 324,594	\$ 56,313	\$ 338,525	\$ 744,802	\$ 406,277	45%	
Golf Course	\$ 53,563	\$ 384,863	\$ 69,533	\$ 461,894	\$ 1,736,912	\$ 1,275,018	27%	
Airport	\$ 16,577	\$ 92,737	\$ 24,070	\$ 127,814	\$ 458,440	\$ 330,626	28%	
	<b>\$ 1,620,017</b>	<b>\$ 8,304,505</b>	<b>\$ 1,550,978</b>	<b>\$ 9,370,844</b>	<b>\$31,362,891</b>	<b>\$21,992,047</b>	<b>30%</b>	

City-wide EXPENSES December 1 - December 31, 2023							
Fund Name	Dec FY23	FY23 YTD	Dec FY24	FY24 YTD	FY24 Budget	Remaining	% of Budget
General Fund	\$ 604,285	\$ 3,357,760	\$ 741,197	\$ 3,712,833	\$12,023,187	\$ 8,310,353	31%
Transit	\$ 28,305	\$ 163,422	\$ 25,341	\$ 142,232	\$ 352,077	\$ 209,845	40%
Capital Projects	\$ 26,302	\$ 201,554	\$ 16,368	\$ 786,327	\$ 4,105,634	\$ 3,319,307	19%
Streets (HURF)	\$ 42,651	\$ 179,689	\$ 48,816	\$ 209,267	\$ 910,356	\$ 701,090	23%
Grants	\$ 20,819	\$ 105,494	\$ -	\$ 232,511	\$ 3,115,000	\$ 2,882,489	7%
Gas Fund	\$ 172,860	\$ 539,533	\$ 131,726	\$ 471,694	\$ 2,131,127	\$ 1,659,433	22%
Water Fund	\$ 80,211	\$ 375,853	\$ 74,305	\$ 511,203	\$ 1,606,167	\$ 1,094,964	32%
Wastewater Fund	\$ 93,565	\$ 394,224	\$ 86,817	\$ 409,368	\$ 2,787,524	\$ 2,378,156	15%
Sanitation	\$ 58,657	\$ 299,898	\$ 80,238	\$ 311,902	\$ 744,802	\$ 432,900	42%
Golf Course	\$ 104,943	\$ 676,843	\$ 115,122	\$ 799,515	\$ 1,736,912	\$ 937,397	46%
Airport	\$ 16,435	\$ 133,593	\$ 87,240	\$ 231,180	\$ 458,440	\$ 227,260	50%
	<b>\$ 1,249,033</b>	<b>\$ 6,427,864</b>	<b>\$ 1,407,171</b>	<b>\$ 7,818,031</b>	<b>\$29,971,226</b>	<b>\$ 22,153,195</b>	<b>26%</b>

### City-Wide Net Position

The Citywide net position was \$143,807 for December and \$1,552,813 for the fiscal year to date.

City-wide Net Position				
	Dec FY23	FY23 YTD	Dec FY24	FY24 YTD
Revenue	\$ 1,620,017	\$ 8,304,505	\$ 1,550,978	\$ 9,370,844
Expenses	\$ 1,249,033	\$ 6,427,864	\$ 1,407,171	\$ 7,818,031
Net Position	<b>\$ 370,984</b>	<b>\$ 1,876,641</b>	<b>\$ 143,807</b>	<b>\$ 1,552,813</b>

### General Fund Revenues

Overall General Fund Revenues were \$5,683,805 YTD. Notable changes are highlighted in green and orange in the table below.

**Local Sales Tax** –City Sales Tax collections recorded for the month of December were \$440,369.

*\*There can be timing issues of when we receive money from ADOR and record it in Caselle. For better comparison purposes, please refer to the separate sales tax comparison chart at the end of this report that will show you the sales tax collected for each period based on the month of the sales. This information comes directly from ADOR each month.*

**Bed Tax**- We continue to see decreases in our local bed tax. YTD our bed tax collected is \$26,347 which is down **(\$5,259)** from the prior year.

**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. All three revenue streams showed an increase over the prior year.

State Sales Tax increased \$43,395

Auto Lieu Tax increased \$12,109

Urban Revenue Sharing increased \$201,191

**Interest Income**- We continue to see a tremendous increase in our interest income. This is interest earned on the City’s reserves in our bank accounts and the Local Government Investment Pool (LGIP). Interest collected in December was \$99,594.

**General Fund Revenue - thru December 31, 2023**

Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
GENERAL PROPERTY TAX	\$ 209,231	\$ 227,224	\$ 384,984	\$ 157,760	59%
CITY SALES TAX	\$ 2,028,429	\$ 3,118,884	\$ 5,990,753	\$ 2,871,869	52%
BED TAX COLLECTED	\$ 31,607	\$ 26,347	\$ 107,613	\$ 81,266	24%
STATE SALES TAX	\$ 350,471	\$ 393,865	\$ 806,137	\$ 412,272	49%
FRANCHISE TAX	\$ 122,439	\$ 147,523	\$ 253,138	\$ 105,615	58%
AUTO LIEU TAX	\$ 143,211	\$ 155,320	\$ 342,987	\$ 187,667	45%
BUSINESS LICENSE	\$ 3,425	\$ 4,275	\$ 18,240	\$ 13,965	23%
URBAN REVENUE SHARING	\$ 507,926	\$ 709,117	\$ 1,436,029	\$ 726,912	49%
INTEREST INCOME	\$ 119,159	\$ 578,346	\$ 500,000	\$ (78,346)	116%
COPIES AND NOTARY FEES	\$ 38	\$ 27	\$ 50	\$ 24	53%
MISCELLANEOUS	\$ 2,553	\$ 96,127	\$ 40,000	\$ (56,127)	240%
ROYALTIES REVENUE	\$ -	\$ -	\$ 2,000	\$ 2,000	0%
SALE OF FIXED ASSETS	\$ 17,202	\$ 2,285	\$ 25,000	\$ 22,715	9%
PROPERTY RENTALS	\$ 2,640	\$ 2,415	\$ 5,000	\$ 2,585	48%
YOUTH COUNCIL	\$ 273	\$ 20	\$ 500	\$ 480	4%
EMPLOYEE COUNCIL VENDING MACHI	\$ 288	\$ 148	\$ 500	\$ 352	30%
PLANNING & ZONING FEES	\$ 50	\$ 6,400	\$ 5,000	\$ (1,400)	128%
BUILDING PERMITS & FEES	\$ 94,466	\$ 95,693	\$ 400,000	\$ 304,307	24%
BUILDING PLAN REVIEW FEES	\$ 28,394	\$ 23,661	\$ 200,000	\$ 176,339	12%
PUBLIC WORKS REVIEW FEES	\$ 31	\$ 31	\$ 10,000	\$ 9,969	0%
POLICE IMPOUND	\$ 3,970	\$ 1,740	\$ 5,000	\$ 3,260	35%
30 DAY IMPOUND	\$ 470	\$ 150	\$ -	\$ (150)	#DIV/0!
REPORT INCOME	\$ 1,427	\$ 565	\$ 1,500	\$ 935	38%
FINGERPRINT REVENUE	\$ 265	\$ 70	\$ 500	\$ 430	14%
DISPATCH REVENUE	\$ -	\$ 942	\$ -	\$ (942)	#DIV/0!
DOG LICENSES/SHELTER FEES	\$ 980	\$ 7,016	\$ 4,000	\$ (3,016)	175%
PROJECT DONATIONS AC	\$ 303	\$ 3,007	\$ 5,000	\$ 1,993	60%
ANIMAL MEDICAL DONATIONS	\$ 1,310	\$ 45	\$ 5,500	\$ 5,455	1%
POLICE REIMBURSEMENT SRO	\$ -	\$ 23,230	\$ -	\$ (23,230)	#DIV/0!
STONEGARDEN GRANT	\$ 5,056	\$ 7,273	\$ 20,000	\$ 12,727	36%
STONEGARDEN GRANT EQUIPMENT	\$ 6,776	\$ -	\$ -	\$ -	0%
GOHS GRANT FOR OT	\$ 5,184	\$ 8,732	\$ 15,000	\$ 6,268	58%
DPS DRUG TASK FORCE -OT	\$ 1,408	\$ -	\$ -	\$ -	#DIV/0!
RICO SEIZURE REVENUE	\$ -	\$ -	\$ 2,000	\$ 2,000	0%
SMART AND SAFE AZ FUND - PD	\$ 15,663	\$ 19,834	\$ 18,500	\$ (1,334)	0%
OFFICER SAFETY EQUIPMENT	\$ 131	\$ 239	\$ 500	\$ 261	48%
OTHER INCOME	\$ 2,168	\$ 2,002	\$ 10,000	\$ 7,998	20%
FIREMEN'S REVENUE	\$ -	\$ 3,207	\$ 50,000	\$ 46,793	6%
SMART AND SAFE AZ FUND - FIRE	\$ 1,305	\$ 1,322	\$ 2,500	\$ 1,178	0%
CITATIONS FROM BENSON PD	\$ -	\$ -	\$ 500	\$ 500	0%
LIBRARY FINES	\$ 3,007	\$ 2,775	\$ 5,500	\$ 2,725	50%
POOL FEES	\$ 817	\$ 1,160	\$ 4,200	\$ 3,040	28%
SUMMER PROGRAM FEES	\$ -	\$ -	\$ 4,200	\$ 4,200	0%
PARK USER FEES	\$ 1,327	\$ 1,742	\$ 5,500	\$ 3,758	32%
JULY 4 REVENUES/DONATIONS	\$ 110	\$ 55	\$ 7,000	\$ 6,945	1%
TOURISM SALES	\$ 1,448	\$ 1,470	\$ 2,500	\$ 1,030	59%
OTHER EVENTS	\$ 55	\$ 6,649	\$ 100	\$ (6,549)	6649%
MISCELLANEOUS	\$ 151	\$ 249	\$ 200	\$ (49)	124%
CITY CEMETERY	\$ 1,650	\$ 1,200	\$ 2,000	\$ 800	60%
HISTORICAL PRESERV DONATIONS	\$ 152	\$ -	\$ 200	\$ 200	0%
VENDOR LICENSE FEE	\$ 280	\$ 125	\$ 400	\$ 275	31%
BINGO REVENUE	\$ 578	\$ 1,299	\$ 900	\$ (399)	144%
ARPA AMERICAN RESCUE PLAN ACT	\$ -	\$ -	\$ -	\$ -	#DIV/0!
SALE OF PROPERTY	\$ -	\$ -	\$ 200,000	\$ 200,000	0%
CARRYFORWARD BALANCE	\$ -	\$ -	\$ 1,945,967	\$ 1,945,967	0%
	<b>\$3,717,822</b>	<b>\$ 5,683,805</b>	<b>\$ 12,852,098</b>	<b>\$ 7,168,293</b>	<b>44%</b>

## General Fund Expenditures

Expenditures for the month of December were \$741,197. This is an increase from the prior December by \$136,912. YTD, expenditures were up \$355,073.

General Fund Expenditures - thru December 31, 2023					
Department	FY 23	FY 24	FY22 Budget	Remaining	% Budget
Total Administration	289,015	340,891	853,363	512,472	40%
Total Council	43,508	43,117	77,433	34,316	56%
Total Building	83,213	89,189	375,569	286,380	24%
Total Police	1,322,616	1,677,515	3,200,418	1,522,903	52%
Total Fire Department	169,612	183,700	565,592	381,892	32%
Total Magistrate	19,249	19,001	55,539	36,538	34%
Total Library	143,930	153,950	347,329	193,379	44%
Total Parks	154,478	134,345	415,967	281,622	32%
Total Finance	224,065	162,748	337,412	174,664	48%
Total Recreation	70,530	80,445	281,860	201,415	29%
Total Community Enrichment	45,539	39,661	136,100	96,439	29%
Total Tourism	118,366	106,559	307,145	200,586	35%
Total City Attorney	100,034	109,644	265,018	155,374	41%
Total City Clerk	86,269	84,624	169,319	84,695	50%
Total Planning & Zoning	60,046	35,421	243,257	207,836	15%
Total Public Works	61,540	30,889	286,911	256,022	11%
Total Misc Expenses	365,750	421,133	4,933,866	4,512,733	9%
	<u>3,357,760</u>	<u>3,712,833</u>	<u>12,852,098</u>	<u>9,139,265</u>	<u>29%</u>

## General Fund Net Position

The General Fund net position was \$175,142 for December.

General Fund Net Position				
	Dec FY23	FY23 YTD	Dec FY24	FY24 YTD
Revenue	\$ 747,891	\$ 3,717,822	\$ 916,339	\$ 5,683,805
Expenses	\$ 604,285	\$ 3,357,760	\$ 741,197	\$ 3,712,833
Net Position	\$ 143,606	\$ 360,062	\$ 175,142	\$ 1,970,972

## Capital Projects Fund

Construction Sales Tax for December was \$46,338 and \$333,432 YTD.

Construction projects we focused on this fiscal year totaling \$770,095 were:

- City Hall Annex \$132,924
- Animal Shelter Improvements \$16,527
- Lions Park Master Plan \$42,221
- City Hall Replacement \$285,600
- Splash Pad \$292,823

CIP Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
MISC. PROJECT DONATION	5,829	500	-	(500)	
CONSTRUCTION SALES TAX	354,487	333,432	500,000	166,568	67%
GENERAL FUND TRANSFER	-	-	1,207,634	1,207,634	0%
SERIES 2010 BOND PROCEEDS	52,476	-	-	-	0%
ANTICIPATED GRANT	-	-	1,300,000	1,300,000	0%
SERIES 2010 BOND	-	-	1,678,000	1,678,000	0%
<b>Total Revenue</b>	<b>412,792</b>	<b>333,932</b>	<b>4,685,634</b>	<b>4,351,702</b>	<b>7%</b>
<b>Total Expenses</b>	<b>201,554</b>	<b>786,327</b>	<b>4,105,634</b>	<b>3,319,307</b>	<b>19%</b>
<b>Net Position</b>	<b>211,238</b>	<b>(452,394)</b>	<b>580,000</b>	<b>1,032,394</b>	

### Streets (HURF)

We are required to account for Highway User Revenue Funds (HURF) in a separate fund. We refer to these revenues as gasoline tax. In December, the City collected \$49,042 in Gasoline Tax. YTD we have collected \$269,334.

Streets Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
GASOLINE TAX	196,098	269,334	544,275	274,941	49%
MISCELLANEOUS INCOME	-	-	-	-	0%
CARRY FORWARD BALANCE	-	-	366,081	366,081	0%
<b>Total Revenue</b>	<b>196,098</b>	<b>269,334</b>	<b>910,356</b>	<b>641,022</b>	<b>30%</b>
<b>Total Expenses</b>	<b>179,689</b>	<b>209,267</b>	<b>910,356</b>	<b>701,090</b>	<b>23%</b>
<b>Net Position</b>	<b>16,409</b>	<b>60,068</b>			

### Utility Funds

Our utility funds include Gas, Water, Waste Water, and Sanitation.

Gas Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
RESIDENTIAL GAS REVENUE	435,433	334,685	1,200,000	865,315	28%
MULTI-USER GAS REVENUE	6,602	5,442	17,500	12,058	31%
COMMERCIAL GAS REVENUE	186,399	140,624	440,000	299,376	32%
UTILITY SERVICE CHARGES	6,827	6,125	15,000	8,875	41%
NEW GAS HOOKUPS	10,421	2,593	15,000	12,407	17%
PENALTY AND INTEREST FEES	3,200	2,871	6,000	3,129	48%
OTHER INCOME	60	-	-	-	
CARRY FORWARD BALANCE	-	-	437,627	437,627	100%
<b>Total Revenues</b>	<b>648,943</b>	<b>492,339</b>	<b>2,131,127</b>	<b>1,638,788</b>	<b>23.1%</b>
<b>Total Expenses</b>	<b>539,533</b>	<b>471,694</b>	<b>2,131,127</b>	<b>1,659,433</b>	<b>22.1%</b>
<b>Net Position</b>	<b>109,409</b>	<b>20,646</b>			

Water Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
RESIDENTIAL WATER REVENUE	314,191	360,219	595,000	234,781	61%
COMMERCIAL WATER REVENUE	298,395	293,316	575,000	281,684	51%
NEW WATER HOOKUPS	29,263	35,113	60,000	24,887	59%
WATER TANK RENTAL	21,911	14,365	33,000	18,635	44%
WATER ACCOMODATION FEES	8,106	6,860	15,000	8,140	46%
OTHER INCOME	745	4,075	-	(4,075)	
CARRY FOWARD BALANCE	-	-	328,167	328,167	0%
Total Revenue	672,611	713,948	1,606,167	892,219	44.5%
Total Expenses	375,853	511,203	1,606,167	1,094,964	32%
Net Position	296,758	202,745			

Wastewater Fund Revenue & Expense -thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
RESIDENTIAL WASTEWATER FEES	437,918	452,119	910,000	457,881	50%
MULTI-USER WASTEWATER FEES	5,918	5,826	14,000	8,174	42%
COMMERCIAL WASTEWATER FEES	278,207	275,048	560,000	284,952	49%
NEW WASTEWATER HOOKUPS	16,632	17,902	50,000	32,098	36%
CARRY FORWARD BALANCE	-	-	1,253,524	1,253,524	0%
Total Revenue	738,674	750,895	2,787,524	2,036,629	26.9%
Total Expenses	394,224	409,368	2,787,524	2,378,156	14.7%
Net Position	344,450	341,526			

Sanitation Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
RESIDENTIAL SANITATION FEES	172,566	182,141	360,000	177,859	51%
COMMERCIAL SANITATION FEES	152,028	156,383	320,000	163,617	49%
CONTRIBUTION FROM GENERAL F	-	-	64,802	64,802	0%
Total Revenue	324,594	338,525	744,802	406,277	45.5%
Total Expenses	299,898	311,902	744,802	432,900	41.9%
Net Position	24,696	26,622			



## Airport

The airport has been bringing in revenue from the self-serve fuel farm. YTD, we collected \$115,815 in fuel revenue. The costs associated with the fuel farm (Jet fuel purchases, debt service payments, and credit card processing fees) totaled \$150,607.

Airport Fund Revenue & Expense - Thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
CONTRIBUTION GENERAL FUND	-	-	70,440.00	70,440.00	0%
AVIATION FUEL - JET-A	49,447.48	44,493.42	180,000.00	135,506.58	25%
AVIATION FUEL - AVGAS	42,925.99	71,321.08	180,000.00	108,678.92	40%
JET FUEL USE TAX	253.93	553.32	1,000.00	446.68	55%
BUSINESS REVENUE	110.00	9,099.00	3,500.00	(5,599.00)	260%
LAND LEASE PAYMENTS	-	2,005.22	22,000.00	19,994.78	9%
TIE DOWN REVENUE	-	342.00	1,000.00	658.00	34%
FLOWAGE REVENUE	-	-	500.00	500.00	0%
<b>Total Revenue</b>	<b>92,737.40</b>	<b>127,814.04</b>	<b>458,440.00</b>	<b>330,625.96</b>	<b>28%</b>
<b>Total Expenses</b>	<b>133,593.47</b>	<b>231,179.63</b>	<b>458,440.00</b>	<b>227,260.37</b>	<b>50%</b>
<b>Net Position</b>	<b>(\$40,856)</b>	<b>(\$103,366)</b>	<b>\$0</b>		

## Transit

Our transit fund houses all the revenues and expenses related to the Benson Area Transit (BAT) system. This system is mostly grant funded with a portion of the cost covered through a transfer from our General Fund. While it shows a negative net position of **\$100,901**, we are still waiting for our grant reimbursement for September, October, November, and December. Our new transit supervisor was able to submit her first reimbursement request for August and is actively working on the rest to get us back up to date. You will also notice that we have not received any Capital revenue. We will not receive any this year due to the route changes we made in line with our efficiency study.

Transit Fund Revenue & Expense - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	Remaining	% of Budget
FTA 5311- CAPITAL	43,615	83	17,600	17,517	0%
FTA 5311- OPERATING	28,224	18,039	65,000	46,961	28%
FTA 5311- ADMIN	33,460	12,974	73,600	60,626	18%
SEAGO AAA	29,532	8,145	25,000	16,855	33%
FARE REVENUE	2,443	402	5,200	4,798	8%
MISCELLANEOUS INCOME	-	1,688	-	(1,688)	#DIV/0!
CONTRIBUTION FROM GENERAL FUND	-	-	135,677	135,677	200%
GRANT REVENUE	8,287	-	25,000	25,000	100%
RTAP	243	-	5,000	5,000	0%
<b>Total Revenues</b>	<b>145,804</b>	<b>41,331</b>	<b>352,077</b>	<b>310,746</b>	<b>12%</b>
<b>Total Expenses</b>	<b>163,422</b>	<b>142,232</b>	<b>352,077</b>	<b>209,845</b>	<b>40%</b>
<b>Net Position</b>	<b>(17,618)</b>	<b>(100,901)</b>	<b>0</b>	<b>100,901</b>	

## Golf Course

The Golf Course revenues and expenses come from Troon monthly financial statements. YTD revenues were \$461,894 which was an increase over the prior year of \$77,031. YTD expenses were \$799,515, which was an increase over the previous year of \$122,672. Overall, total expenses for the year represent 46% of budgeted expenses. The net position of the Golf Course is **\$(337,621)** YTD. As Councilmember Judd had asked during the last financial report, Troon has capitalized the improvements for the clubhouse and the capital leases for golf equipment. You will notice that there are no expenses tied to those line items below. Instead, depreciation associated with those capital assets are included. These depreciation costs hit the *General and Administrative* line item below. While this makes it more difficult to see how much cash has been spent this year, we can also look in simplest terms. We cut a check to cover expenses each month and some things we pay ourselves. Total of checks sent to Troon this year along with our direct paid expenses were \$403,276.

Golf Course Revenues - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	FY 23 Remaining	% of Budget
OUTSIDE EVENTS	43,116	69,192	50,000	(19,192)	138%
COURSE SERVICES	186,380	206,713	603,939	397,226	34%
FOOD & BEVERAGE	148,162	177,694	484,617	306,923	37%
GOLF SHOP	7,205	8,295	28,858	20,563	29%
CONTRIBUTION FROM GENERAL FUND			569,498	569,498	0%
<b>Total Golf Revenue</b>	<b>384,863</b>	<b>461,894</b>	<b>1,736,912</b>	<b>1,275,018</b>	<b>27%</b>

Golf Course Expenses - thru December 31, 2023					
Account Name	FY 23	FY 24	FY 23 Budget	FY 23 Remaining	% of Budget
GOLF SHOP			600	600	0%
COURSE MAINTENANCE	115,299	129,484	235,340	105,856	55%
GENERAL AND ADMINISTRATIVE	37,678	101,180	107,931	6,751	94%
COURSE SERVICES	38,464	2,738	17,750	15,012	15%
FOOD AND BEVERAGE	15,914	18,566	43,031	24,465	43%
FOOD & BEVERAGE COST OF SALES	84,868	78,714	162,629	83,915	48%
LEASE PAYMENT - GOLF CARTS	-	27,432	54,864	27,432	50%
INVENTORY- PRO SHOP	4,309	5,927	20,865	14,938	28%
IRRIGATION REPAIRS & MAINT			25,000	25,000	0%
MANAGEMENT FEES	33,000	29,453	69,000	39,547	43%
LEASE PAYMENT - GOLF EQUIP	3,246	(15,901)	38,400	54,301	-41%
LANTERN FESTIVAL	-	41,753	35,000	(6,753)	119%
GOLF 23-4 CLUBHOUSE IMPROVEMEN			90,000	90,000	0%
GOLF 24-1 PUMP ROOF REPLACEMEN			25,000	25,000	0%
GOLF OPS PERSONNEL COST	74,809	90,609	183,279	92,670	49%
MAINTENANCE PERSONNEL COST	152,813	163,625	372,792	209,167	44%
FOOD & BEV PERSONNEL COST	116,443	125,935	255,431	129,496	49%
<b>Total Golf Expenses</b>	<b>676,843</b>	<b>799,515</b>	<b>1,736,912</b>	<b>937,397</b>	<b>46%</b>

	FY23	FY24
Revenue	384,863	461,894
Expenses	676,843	799,515
<b>Net Position</b>	<b>(291,980)</b>	<b>(337,621)</b>

## Sales Tax Collection by Month

Total City Sales Tax			
	FY23	FY24	Variance
July	571,200	627,700	56,500
August	483,963	577,409	93,446
September	548,631	582,194	33,563
October	599,374	603,578	4,204
November	532,404	578,759	46,355
December	725,165	644,747	(80,418)
January	774,812		
February	621,422		
March	597,733		
April	681,983		
May	638,915		
June	622,640		
<b>Total</b>	<b>7,398,242</b>	<b>3,614,387</b>	<b>153,650</b>

Bed Tax			
	FY23	FY24	Variance
July	4,967	4,565	(403)
August	4,897	4,219	(678)
September	4,581	3,357	(1,224)
October	4,577	4,342	(236)
November	6,460	4,319	(2,140)
December	6,125	5,545	(580)
January	23,919		
February	17,190		
March	7,994		
April	9,017		
May	8,610		
June	5,551		
<b>Total</b>	<b>103,886</b>	<b>26,346</b>	<b>(5,260)</b>

Construction Sales Tax			
	FY23	FY24	Variance
July	34,167	87,505	53,338
August	38,655	35,981	(2,674)
September	34,760	56,799	22,039
October	88,748	73,018	(15,730)
November	5,038	33,780	28,742
December	146,995	41,833	(105,162)
January	90,663		
February	19,854		
March	36,894		
April	63,735		
May	19,357		
June	44,839		
<b>Total</b>	<b>623,705</b>	<b>328,917</b>	<b>(19,446)</b>

General Fund Sales Tax			
	FY23	FY24	Variance
July	532,066	535,630	3,565
August	440,412	537,209	96,797
September	509,290	522,038	12,748
October	506,049	526,218	20,169
November	520,906	540,660	19,754
December	572,045	597,369	25,323
January	660,230	-	
February	584,378	-	
March	552,845	-	
April	609,231	-	
May	610,948	-	
June	572,251	-	
<b>Total</b>	<b>6,670,651</b>	<b>3,259,124</b>	<b>178,356</b>



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

# AIRPORT STATUS REPORT – January 2024

Daniel Mosier, Airport Manager

## Airport Operations

Valard Construction of Canada is basing a helicopter at Benson for a long term construction project. We will be allowing them use of the ramp for their service trailer and fuel truck. Their truck is used at the remote work site to allow onsite refueling and they will be filling their truck from the airport self-service pump. We expect in excess of 300 gallons of Jet A per week when they are operating. They have been granted a waiver from ramp fees for a commitment to purchase in excess of 500 gallons of Jet Fuel per month. During January, Vallard purchased 2,712 gallons of Jet-A.



January 11 at 2:00 pm, high winds blew the port-a-potty normally positioned inside the fence at the base of the rotating beacon across the ramp and into the grass/dirt area south of the self-serve fuel tanks. No aircraft were damaged and no damage occurred to the port-a-potty. The path it took across the ramp crossed the tie-down normally occupied by the Plane Folks trainer plane but fortunately that aircraft has been kept in a hangar this month. The port-a-potty has been relocated and anchored to the ground near the fuel tanks. This new location is expected to better serve the refueling customers which is the majority of ramp activity.



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane  
Tucson, AZ 85730



At about noon on January 19, Benson Police and Fire Department came to the airport in response to a cell phone distress signal emanating from near the runway. The Airport Manager knew the owner of the phone and what aircraft he was using and was able to determine via ADSb tracking that the plane was safely in the air. The phone was located on centerline of the east end of the runway and retrieved. Presumably, the pilot left the phone on the wing or tail of the aircraft and it dropped on the runway during takeoff acceleration, triggering the distress signal. A side note, the responding officers were unable to enter the airport ramp area with their gate cards. New gate cards have been issued to both Fire Department and Police Department.

Two charter jets arrived this month for brief stays on the ramp. Neither purchased fuel. The operators indicate that they have to stay light because of the runway length, and it is difficult to service this class of aircraft without either a fuel truck or a tug.



The airport office now has a computer installed by the city IT contractor. A credit card reader is still needed to complete the facility for collecting ramp and gate card fees.

A transient training aircraft from CAE Flight School was unable to purchase avgas this month due to the fact that the self serve paypoint system does not accept AVFuel charge card. There was also a similar circumstance with a pilot wanting to use an American Express card. The paypoint system only accepts Visa and Mastercard. There was a phone inquiry received whether Mult-Service card was accepted which we do not. Estimate about 110 gallons of sales were lost this month to this issue.



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane  
Tucson, AZ 85730

The L3/Harris mobile office has been removed from the UAV operations area. As of this writing AREDF is not certain what their plans are to return.

The first quarterly Airport Stakeholders Meeting was held Saturday, January 20 in a hangar in Building C. There were 19 participants in attendance that included most of the airport business operators and the rest were tenant aircraft owners. The summary minutes are attached at the end of this report.

This is the first complete month of operations data recording. Analysis of Motion Info Aircraft Tracking data shows the following for air operations:

### **Airport Operations 1/1/24 – 1/31/24**

Total: 1,211 operations (landing or take-off)

Composed of-

Single Engine: 947

Multi engine: 54

Helicopter: 186

Jet: 4

Unknown: 20

Data is a low side estimate as non-ADSb aircraft are typically not detected.

## Tie Down, Gate Card & Special Operation Fees

Tie-down fee payments of \$550 have been received of \$491 owed for the month. Some operators have pre-paid several months accounting for the overcollection. There are \$794 in delinquent tie-down fees not including late fees from this and prior months.

Five gate cards were issued for a total of \$50 fee (\$40 cash and \$10 collected by City Finance), 22 cards were issued without fee to Benson City Fire and Police Departments. One was issued without fee to a city maintenance worker to replace his broken card.

Roy Jones asked if he could place a lock box near the west gate with a gate card so that his customers could drive in to the Hanger F area. The request was denied after considering that it would reduce the level of security regarding vehicle access by allowing unregistered vehicles to access the airport and the likely proliferation of access via an uncontrolled cipher lock combination. Instead, it was suggested that he can provide his cards to his customers if each customer fills out a gate card application which would retain the same level of security in force.

No special operations fees have been collected by the Airport Manager.



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### Maintenance / FOD

FOD inspections have been completed not less than once per day the entire month. No FOD damage has been reported. In spite of it being a wet month, there have not been significant run-off issues on the ramp, taxiway, or runway. A survey marker cap broke loose on the runway generating a minor FOD hazard. It was likely a freeze-thaw casualty during a week of freezing temperatures with heavy rain.

A report was received of low flow-rate and unusual machinery noise at the jet fuel pump. The airport manager contacted Bassco and conducted troubleshooting over the phone. The problem was not replicated and no further complaints or adverse observations have been reported regarding low flow rate. On January 30, daily inspection revealed a minor weep of jet fuel from the base of the pump body. Bassco has been contacted and am awaiting further instruction.

Minimal maintenance is being conducted on the airport grounds due to the Airport Service Coordinator contract termination. Minor upkeep is in scope of the Airport Management contract but am unable to complete more major work such as weed and brush control along the runway and taxiways. Fortunately it has been a low growth month and no issues remain unresolved. By March, this will become an issue as the grass and brush will start growing.

### Airport Development

A draft Airport Business Development Plan was delivered last month to the City (City Manager and Public Works Director) for review and comment. No feedback has been received yet from city staff. The final draft was planned to be released at the end of January but am holding back for comment and prioritizing preparation of Uniform Commercial Operating Standards. The goal is to complete a draft of the operating standards mid-February.

### Fuel Sales

January fuel sales are: Jet-A \$23,675 (4,535 gallons) Avgas \$19,034 (3703 gallons)



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

Fuel sales showed a monthly all time high for sales and product flowage for both Jet-A and AvGas. Sales of AvGas are driven by regionally low price. Southwestern Aviation is advertising \$4.95 but doesn't appear to be present or carrying inventory and choosing the City self-serve as an alternative. State-wide, Benson price is competitive, but now higher than Ak Chin (\$4.99) and Casa Grande (\$4.95). Jet fuel sales increase is driven by a temporary helicopter tenant operator that is purchasing more than 100 gallons daily. We expect that operator to be present for about another year. The price on Jet fuel is \$5.22 which is the lowest in the 50 mile radius market, but higher than some wider region airports such as Eloy (\$4.80). Since the Benson Jet Fuel market is predominantly local area helicopters, sales are not lost to Eloy.





## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

# Benson Airport Self-Serve Fuel Sales & Status Report 2/1/2023

## STATUS

### Inventory (Fuel Remaining)

**100LL: 46.6 inches – 4,350 gallons (order threshold < 2500)**

**Jet A: 51.0 inches – 4,902 gallons (order threshold < 3000)**

### Sales Prices

AvGas: \$5.14 per gallon (changed from \$6.01 12/7/2023)

Jet A: \$5.22 per gallon (changed from \$5.95 11/10/2022)

### Cost of Inventory per gallon

Avgas (11/29/2023)

Pretax Delivered- \$3.79961

Tax Included- \$4.05965

Jet (11/29/2023)

Pretax Delivered- \$3.92738

Tax Included- \$4.24597

No Fuel Deliveries this month



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### Fuel Sales Metrics

#### Month Ending 1/31/2024

Product	Total Sales	Total Gallons	#sales
100LL	\$19,033.57	3,703.03	122
Jet A	\$23,675.28	4,535.49	58
Total	\$42,708.85	8,238.52	180

**Vs. Prior month sales -**

- Total Fuel sales up 96%*
- 100 LL Sales up 36%*
- 100 LL Flowage up 39%*
- Jet A Sales up 206%*
- Jet A Flowage up 206%*
- Transaction Count up 48%*

#### Prior Month Ending 12/31/2023

Product	Total Sales	Total Gallons	#sales
100LL	\$14,004.07	2,660.96	95
Jet A	\$7,737.50	1,482.28	27
Total	\$21,741.57	4,143.24	122

**Vs. Prior Year same month sales -**

- Total Fuel sales up 138%*
- 100 LL Sales up 152%*
- 100 LL Flowage up 159%*
- Jet A Sales up 159%*
- Jet A Flowage up 159%*
- Transaction Count up 100%*

#### Prior Year Month Ending 12/31/2023

Product	Total Sales	Total Gallons	#sales
100LL	\$8,822.98	1,468	58
Jet A	\$9,135.97	1,750.18	32
Total	\$17,958.95	3,218.23	90



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### Fiscal year to date - 7/1/2023 –1/31/2024

Product	Total Sales	Total Gallons	#sales
100LL	\$93,917.98	16,493.82	587
Jet A	\$73,136.32	14,010.79	230
Total	\$167,054.30	30,504.61	817

**Vs Prior Fiscal Year to date -**

- Total Fuel Sales up 35%**
- 100 LL Sales up 76%**
- 100 LL Flowage up 92%**
- Jet A Sales up 3%**
- Jet A Flowage up 12%**
- Transactions up 40%**

### Prior Fiscal year to date - 7/1/2022 –1/31/2023

Product	Total Sales	Total Gallons	#sales
100LL	\$53,428.85	8,612.67	341
Jet A	\$70,684.79	12,531.25	241
Total	\$124,113.64	21,143.92	582



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### Calendar Year Sales to date 1/1/2024 – 1/31/2024

Product	Total Sales	Total Gallons	#sales
100LL	\$19,033.57	3,703.03	122
Jet A	\$23,675.28	4,535.49	58
Total	\$42,708.85	8,238.52	180

**Vs. Prior year same period**

- Total Fuel sales up 138%*
- 100 LL Sales up 152%*
- 100 LL Flowage up 159%*
- Jet A Sales up 159%*
- Jet A Flowage up 159%*
- Transaction Count up 100%*

### Prior year Sales 1/1/2023 – 1/31/2023

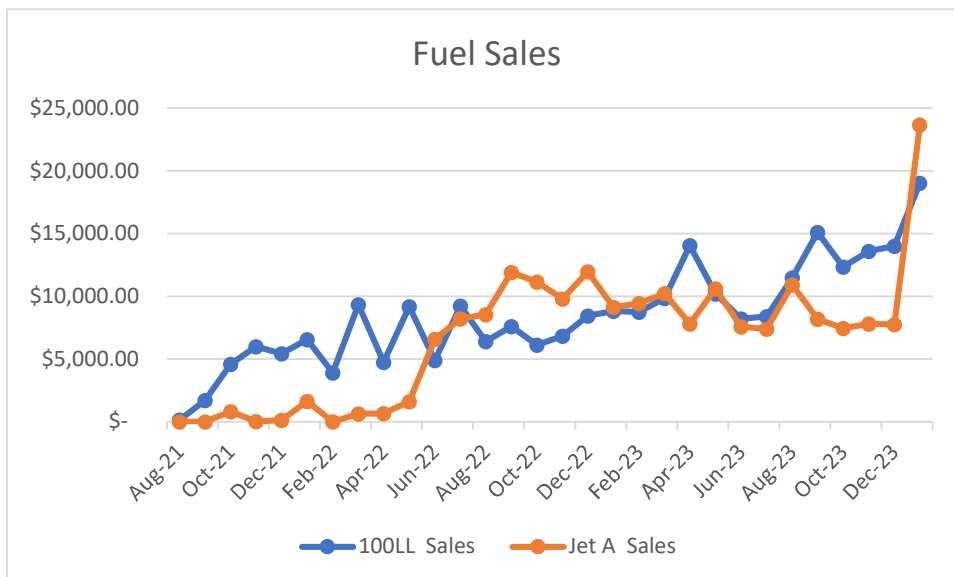
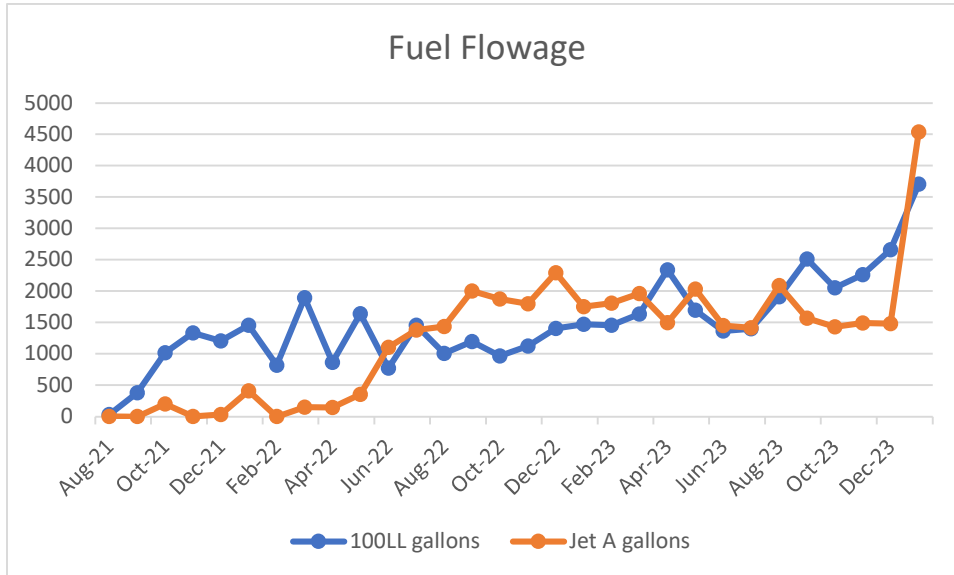
Product	Total Sales	Total Gallons	#sales
100LL	\$8,822.98	1,468	58
Jet A	\$9,135.97	1,750.18	32
Total	\$17,958.95	3,218.23	90



# Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730





## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### Tank Inventory Correlation

#### Current Month

100LL: 4,350 gallons

Jet A: 4,902 gallons

#### Prior Month

100LL: 8,022 gallons

Jet A: 9,401 gallons

#### Deliveries

100LL: 0

Jet A:

### Estimated Flowage:

#### 100LL:

1/1 stick reading: 8,022

Jan sales: -3,703

Est. inventory: 4,319

2/1 stick reading: -4,350

Discrepancy: 31 gallons (1/4")

#### Jet A:

1/1 stick reading: 9,401

Jan Sales: -4,535

Est. inventory: 4,865

2/1 stick reading: 4,902

Discrepancy: 36 gallons (1/4")



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

### **Stakeholder Meeting Minutes – Recorded by Christine Mosier, Stronghold Aviation**

January 20, 2024 | 11:00 – 12:00 am

Stronghold Aviation held its first stakeholder meeting on January 20<sup>th</sup>, 2024. The purpose of the meeting was to introduce the new airport manager, share policy changes & updates, review services provided by the airport, and address stakeholder questions & concerns. Participation was high and included hangar tenants, businesses, and other interested parties.

The airport manager introduced himself and shared his primary focus as airport manager. His top priorities are to keep the airport from declining in condition and to develop the airport in a way that makes it a better environment for businesses.

In support of that charter the airport manager reinforced existing airport policies that will be enforced beginning November 1, 2023 including tiedown fees, overnight parking, access on paved and unpaved surfaces, and speed limits. Dan shared that elected officials take a different view of fees. By seeing those fees consistently come in, officials are more likely to fund other activities like a pilot's lounge and other amenities. The details of these policies are listed below. The airport manager stressed that he should be contacted if stakeholders have a need to violate any of the policies.

- Tie Down Fees: Anyone parked overnight or is a permanent tenant will be charged. Fees to be collected back to November 1<sup>st</sup>, anything before not considered.
- Parking: Vehicles should not park on paved ramp areas overnight. Parking on Lot A or in the dirt north of the hangars is acceptable. Vehicles should not be parked in front of row hangars unless they have cleared it through the hangar owner.
- Vehicle requirements: Off highway vehicles, golf carts, minibikes, etc. are permitted. Operate like any other vehicle and ALWAYS yield to aircraft.
- Paved Roads: Minimize activity on Taxi-way Alpha, off the paved roads, and stay off the runway. The exception being flight instructors in the course of conducting training. Additionally, don't drive up the hillside or by the well.
- Emergencies: All rules and regulations are suspended in the event of an emergency in order to mitigate the hazard.
- Speed Limits: Speeds above 15 mph are excessive. No drag racing on the runway.
- Reporting requirements: Number of based aircraft and operations (land and take-off) must be reported quarterly.
- Business license requirements: All business owners operating on the airport are required to have a license.

The airport manager also introduced the following guidelines:

- Events: Please coordinate with the airport manager to allow time to post notices (AWOS, NOTAM, etc. ) and deconflict with any scheduled large operations.
- Complaints: anonymous complaints will not be considered. A form has been created to facilitate relevant information. Forms will be logged in and addressed on a priority basis.
- Gate security: Stay to let gate close and do not allow tailgating if you don't recognize the vehicle.



## Stronghold Aviation Services, LLC

2625 S. Mario Ranch Lane

Tucson, AZ 85730

•

The airport manager then provided a rundown of the services offered on the airport and asked the stakeholders to share any gaps in information. Several free lance flight instructors notified the airport manager of their operations on the airport and the airport manager requested that they provide their contact information. The airport manager reiterated the commitment to provide information about all service providers in good standing when asked. The objective is to try to minimize any conflicts of interest, so no services will be promoted or denounced, just informed of their presence and provide contact information.

The briefing then shifted to future development activities. Near term the city will be providing a portable mobile office building pending (at that time) city council approval. This office building will serve as a pilot's lounge and will have a public bathroom. It will also serve as the airport manager's office.

Long term there is a plan to construct a terminal building east of rotating beacon. This project is in the environmental study phase (funded by federal grant) to determine if any restrictions exist and then will progress to the architecture phase.

The City has also released a request for proposal to develop Pad A and residual portion of Pad E for development. This request for proposal will be re-released every 6 months.

The airport manager shared that Stronghold Aviation turned in a draft business development plan which focused on increasing the breadth of services available to airport stakeholders by providing infrastructure. The plan is in review by the city now.

The agenda then shifted to policy updates and new policies under consideration. The biggest update will be the release of commercial minimum standards. The purpose of the commercial minimum standards is to increase the breadth of services while maintaining quality of service, safety and fair business practices for existing and future businesses. Once drafted it will be reviewed by city staff and will be codified as a rule after notice requirements.

The policy regarding camping on the airport grounds was revisited. The guidance provided is if you want to camp, contact the airport manager so a uniform policy can be developed.

The airport manager then polled the participants regarding interest in additional amenities that could be offered in the future depending on funding. These included:

- Waste Oil repository
- Reserved Tie Downs
- Pilot Supplies
- Instrument Approach
- Welcome sign at entrance to airport
- Courtesy car

Of these, waste oil repository and retail pilot supplies (such as oil) earned the most interest of the group. All the flight school operators and instructors present were keen on getting an instrument approach.





Stronghold Aviation Services, LLC  
2625 S. Mario Ranch Lane  
Tucson, AZ 85730

The meeting concluded with a commitment to meet again in Q2.

---

**CITY OF BENSON  
INTEROFFICE MEMORANDUM**

---

---

**DATE:** January 31, 2024  
**TO:** Mayor and Council  
**FROM:** Abbie King  
**SUBJECT:** Development Services

---

---

Total number of permits issued **January 2024:** 41 as of 01/31/2024 with a construction value of \$5,254,431.00

Residential Total: 21  
Total New Residential Dwelling Units: 21  
SFR: 21  
Multi-Family DU: 0  
Manufactured Homes: 0  
Residential Demolition Total: 1  
Commercial Total: 0  
New Commercial Structures: 1  
Commercial Remodel: 0  
Commercial Demolition: 0  
Infrastructure Total: 0

Number of Permits Under Review This Month: 5  
Number of Permit that are Approved but Waiting on Payment: 3

Total Inspection Stops Performed **January 2024:** 89 as of 1/31/2024

Construction Inspections: 84  
Courtesy Fire (includes inspections and re-inspections): 0  
Courtesy Gas (includes inspections and re-inspections): 5  
Courtesy New Business (includes inspections and re-inspections): 0  
Violation/Complaint Inspections (includes inspections and re-inspections): 0

Total number of permits issued **YEAR TO DATE:** 41 as of 1/31/2024 with a construction value of \$5,254,431.00

Residential Total: 21  
Total New Residential Dwelling Units: 21  
SFR: 21  
Multi-Family DU: 0  
Manufactured Homes: 0  
Demolitions :1

Commercial Total: 1  
 New Commercial Structures: 1  
 Commercial Remodel: 0  
 Demolition: 0

Infrastructure Permits: 0

Total Inspection Stops Performed **YEAR TO DATE**: 89 as of 1/31/2024

Construction Inspections: 84  
 Courtesy Fire (includes inspections and re-inspections): 0  
 Courtesy Gas (includes inspections and re-inspections): 5  
 Courtesy New Business (includes inspections and re-inspections): 0  
 Violation/Complaint Inspections (includes inspections and re-inspections): 0

<b>Category</b>	<b>2023</b>	<b>2024</b>	<b>Reason for Difference</b>
Number of Permits	31	41	
Construction Value	\$1,185,475.00	\$5,254,431.00	20 more SFRs were built in 2024
New Residential Total	1	21	
New Commercial Total	0	1	
Inspection Stops	175	89	

---

## CITY OF BENSON INTEROFFICE MEMORANDUM

---

---

**DATE:** February 2, 2024  
**TO:** Vicki Vivian, City Manager  
**FROM:** Megan Moreno, Finance Director  
**CC:** Benson City Council Members  
**SUBJECT:** Finance Department Monthly Report for January 2024

---

---

### **Past and Current Department Projects:**

- Quarterly Payroll Taxes, 1099s and W2s were submitted by January 31<sup>st</sup>. This was our first year to submit electronically.
- Moved to new City Hall on January 8-10<sup>th</sup>.
- Processed Annual Liquor License renewals
- Finance processed two payrolls.
- Financial Audit continues.

### **Upcoming:**

- Looking to schedule another shred event in March.
- The Alternative Expenditure Limitation, or “Home Rule”, is up for election this year. We will be working on all posting requirements starting in January.
- FY23 Audit preparation will begin in February.
- FY25 CIP and Budget season is coming soon! We will kick off the season with an update to our Financial Strategic Plan in February.

**Finance Department Statistics for January 2024 vs January 2023:**

	2024	2023
<b><i>Payments</i></b>		
Utility Payments Processed	749	903
Other Payments Processed	127	159
Total Check and Cash Transactions	<u>876</u>	<u>875</u>
Utility Xpress Bill Payments	2333	2203
Other Bill Payments	181	128
Total Xpress Bill Payments Processed	<u>2514</u>	<u>2331</u>
<b>Total Transactions</b>	<b><u>3390</u></b>	<b><u>3206</u></b>
<b><i>Xpress Bill Pay Customer Information</i></b>		
New Customers Enrolled	42	34
Customers Currently Enrolled in Paperless Billing	637	
New Customers Enrolled in Paperless Billing	44	39
Customers Enrolled in Autopay	863	802
New Customers Enrolled in Auto Pay	42	34
Customers Paying by Text	7	5
<b><i>Other Statistics</i></b>		
Accounts Payable Checks Issued	168	139
New Business Licenses	11	4
Total Active Businesses	895	

---

**CITY OF BENSON  
INTEROFFICE MEMORANDUM**

---

---

**DATE:** 02/05/2024  
**TO:** Vicki Vivian, City Manager  
**FROM:** Keith Spangler, Fire Chief  
**SUBJECT:** January 2024 Department Head Report

---

---

**Operations**

During the month of January, Benson Fire Department received 148 calls for service. The average number of Firefighters responding to the calls for the month was 03. The lowest number was 01 and the highest number was 07. The average response time from page to on scene was 08 minutes. The average time from page to en-route was 03 minutes and the average time from en-route to on scene was 05 minutes. The average time on scene was 19 minutes. The breakdown of calls is listed below.

<b>Type</b>	<b>January 2024</b>	<b>Last Year</b>
Structure Fire	00	01
Vehicle Fire	02	01
Brush Fire	01	00
EMS	99	06
Rescue	00	00
Haz-Mat	06	01
Service Calls	00	00
Good Intent Calls	35	81
False Alarms	04	00
Miscellaneous Calls	01	00

Benson Fire Department participated in 3 Mutual aid calls for the month of January. Giving mutual aid once and receiving mutual aid twice.

**Meetings and Trainings**

Benson Fire Department held 2 training meetings.

**Vehicle Maintenance**

Engine 711 is expected to return from repairs within the month of February.

**Miscellaneous**

Benson Fire Department participated in the airport dedication on 01/27/2024.

---

**CITY OF BENSON  
INTEROFFICE MEMORANDUM**

---

---

**DATE:** February 2, 2024  
**TO:** Vicki Vivian - City Manager  
**FROM:** Kelli Jeter – Library Branch Manager  
**SUBJECT:** End of the Month Report – January - 2024

---

---

Adult Speaker Series was held in January:

- 11<sup>th</sup> – “What About Bats” with Susan Chappel from Arizona State Parks
- 18<sup>th</sup> – “Benson, Now and Then” with Bob Nilson from Benson Visitor Center
- 25<sup>th</sup> – “Ancient Ocean in Southern Arizona” with Tom Olson, a local paleontologist and geologist

This will continue in February. This was also held in January and February 2023.

On January 11<sup>th</sup> I was able to participate in a webinar on Human Trafficking with Ryan Dowd. This is sponsored by Arizona State Library.

---

## **CITY OF BENSON INTEROFFICE MEMORANDUM**

---

---

**DATE: February 5, 2024**

**TO: City Manager Vicki Vivian**

**FROM: Chief of Police Gregory A. Volker**

**SUBJECT: Benson Police Department – January 2024 Monthly Report**

---

---

The month of January 2024 was a consistent month for calls for service, although lower than January of 2023. When the State of Arizona switched dispatching modules to the new E911 system, previous calls for service that were received by the Benson Communications system, were received incorrectly and transferred to the appropriate agency. We are still having issues with the new 911 system as some 911 calls are going to towers in the SEACOM area. We are working with SEACOM to get those calls transferred back to the Benson Communications Center in a timelier fashion. The calls are still being worked on by Benson.

In discussing 911 and non-emergency calls for service, a discussion of the REACH (Relational Engagement and Community Health) program is warranted here. The REACH program began on December 4, 2023. While the initial month was not as noteworthy as January, due to the initial administrative set up, the month of January is beginning to show the need for the REACH program in the community. REACH referrals are averaging about 1 per day and significant gains are being made with the homeless (unsheltered), elderly and youth. One type of crime related issue in Benson is crimes against family members or children. In the past, the Benson Police Department worked on these cases and submitted cases for prosecution with extreme effort and efficiency. Now, victims of these types of crime are part of the REACH program to begin counseling and behavior therapy through the Easterseals – Blake Foundation, if they are interested. This is not a forced requirement. This has been a definitive need in the community and the community is responding to the outreach.

One of the other reasons the REACH program was instituted was to reduce repeated calls for service. One citizen is a perfect example of reducing repeated calls. An elderly lady moved to Benson in August of 2019. Since this time and December of 2023, 92 calls for service have been received from this citizen. I conducted an analysis of these calls and only 2 of these calls for service were for a possible criminal incident (Internet Fraud). Every other call for service was a request for the police to help find lost keys, lost dog, lost medication or items moved in her residence. While repeated calls for assistance to social workers and the different aging agencies in Arizona were made, no change occurred. The REACH program was initiated on January 10, 2024. Since that time, no calls for service have been received as the behavioral health system is now in contact with her for proper aging related services.

Overall reported crime appears to be reducing as there were 32 reported crimes in January 2024 as compared to 40 in January 2023. The 32 reported crimes in January is consistent with the previous 4 months of 2023. The homeless population continues to be the biggest drain on resources. Traffic accidents continue to remain consistent as well, averaging about 7 per month. This is tremendous compared to the beginning of 2022 when there were 25-30 motor vehicle accidents every month.



Benson Police Department Patrol officers continue to work with the US Border Patrol regarding US Drivers, traveling with UDAs through Benson. Wintertime is normally very slow with this type of activity, but the period of activity does appear to be increasing to a couple per week now. We continue to work keeping the citizens of Benson safety during this time of limited border security.

911 calls for service were a little lower for January 2024, totaling 244 as compared to 246 for the month of December. Non-Emergency calls were higher with 1472 as compared to 1141 for the month of December.

Comparing 911 and non-emergency calls for January of 2024 and January of 2023, the below listed numbers show that our 911 calls did decrease from the previous year. There is also a correlation between the reduced calls and the problem-solving activity of our officers.

Communications Unit	Column1	Column2
	911 Calls	Non-Emergency Calls
January 2024	244	1472
January 2023	355	2050

There was a total of 32 criminal incidents within the city limits of Benson, Arizona that required a report for January 2024, compared to 40 for January 2023. Most of the reported crime this month appears to be random and not related to multiple individuals.

Listed below is a comparison of reported crime from January 2024 and January 2023.

Reported Crime in Benson Arizona	Column1	Column2
	January 24	January 23
Aggravated Assault	0	0
Assault	2	2
Domestic Violence Assault	0	0
Burglary	2	0
Offenses against Family/Children	8	9
Criminal Damage	3	6
Stolen Auto	0	2
Fraud	3	2
Theft	9	8
Shoplifting	1	4
Motor Vehicle Accident	7	7
Total	32	40

The Benson Police Department had two Police Officers enter the Southeastern Arizona Police Academy on January 16, Allysa Prescott and Dakota Ronduen. They are both doing great, passing their first written test and have passed their physical testing requirements. We are looking forward to their successful return.

Dispatcher applicants continue to filter into the department. We have 2 additional applicants finalizing background and they should start in the middle of February, bring the Communications Center fully staffed.

---

**CITY OF BENSON  
INTEROFFICE MEMORANDUM**

---

---

**DATE:** January 31, 2024  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Ann P. Roberts, City Prosecutor  
**CC:** Vicki Vivian, City Manager  
**SUBJECT:** Prosecutorial Statistics for January, 2024.

---

---

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:	00
Drug Related Trials:	00
Domestic Violence Trials:	00
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	<u>00</u>
Total Trials	00

**PRETRIAL CONFERENCES:**

City Ordinance	01
Criminal Traffic Pretrial Conference Hearings:	27
Commercial Motor Vehicle Violations	22
General Crime Pretrial Conference Hearings:	23
Drug Related Pretrial Conference Hearings:	03
Domestic Violence Pretrial Conference Hearings:	13
D.U.I. Pretrial Conference Hearings:	08
Contracting without a License	01
Animal Control/Game and Fish Pretrial Conference Hearings:	<u>01</u>
Total Pretrials	96

**HEARINGS:**

Restitution/OSC and Sentencing Hearings:	00
Probation Revocation Hearings:	00
Bond Forfeiture/Bail Review Hearings/Conditions of Release:	01
Rule Eleven (Incompetency) Hearings:	00
DUI Status/Suppression/Evidentiary Hearing/Status	00
Change of Plea Hearing/Extradition Hearing	00
Vicious Dog Hearing	00
Planning and Zoning Violations/Health Code Hearings	<u>00</u>
Total Hearings	01

**PROSECUTORIAL TIME SPENT IN COURT 14.00 HRS**  
**PROSECUTORIAL TIME SPENT OUTSIDE OF COURT\* 67.00 HRS**

\*TIME SPENT DEALING WITH 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:** January 30, 2023  
**TO:** MAYOR AND CITY COUNCIL  
**FROM:** Ann P. Roberts, City Prosecutor  
**CC:** Vicki Vivian, City Manager  
**SUBJECT:** Prosecutorial Statistics for January, 2023

---

---

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:	09
General Crime Trials:	01
Drug Related Trials:	00
Domestic Violence Trials:	00
D.U.I. Jury Trials:	00
Animal Control/Game and Fish Trials/Registrar of Contractors:	<u>00</u>
Total Trials	10

**PRETRIAL CONFERENCES:**

City Ordinance	01
Criminal Traffic Pretrial Conference Hearings:	32
Commercial Motor Vehicle Violations	36
General Crime Pretrial Conference Hearings:	23
Drug Related Pretrial Conference Hearings:	01
Domestic Violence Pretrial Conference Hearings:	16
D.U.I. Pretrial Conference Hearings:	10
Contracting without a License	03
Animal Control/Game and Fish Pretrial Conference Hearings:	<u>01</u>
Total Pretrials	123

**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	00
Planning and Zoning Violations/Health Code Hearings	<u>00</u>
Total Hearings	00

**PROSECUTORIAL TIME SPENT IN COURT 10.00 HRS**  
**PROSECUTORIAL TIME SPENT OUTSIDE OF COURT\* 77.00 HRS**

\*TIME SPENT DEALING WITH 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:** February 5, 2024

**TO:** Vicki Vivian, City Manager / City Clerk

**FROM:** Olivia Beemer, Public Works Administrative Assistant

**SUBJECT:** Department Report for Public Works

---

---

### **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 performed monthly calibrations on gas detection equipment
- Perform meter inspections and perform maintenance as needed
- Meter readers are performing upgrades to gas meters
- Olivia to obtain quote from Paradigm for assistance with Public Outreach and quote from Veriforce to replace outdated OQ Trainings
- Assisted with Christmas light take down at City Hall
- Performed Annual O&M Trainings with all task essential employees
- Assisted in the move to new City Hall
- Installed two new services

### **Water Department**

- Continued daily monitoring and maintenance on wells/tanks sites including painting and meter/valve maintenance
- General maintenance and repairs on meters and hydrants
- Monthly water sampling of the water quality as required by Arizona Department of Environmental Quality
- Installing new water services for incoming construction at the Cottonwood Canyons
- Assisted with Christmas light take down at City Hall
- Installed ten meters at Canyons and one off of Jennella
- Repaired frozen backflows at park and golf course
- Assisted in the move to new City Hall
- Controls repaired at Jennella Well

### **Wastewater Department**

- Continued maintenance and repair at the treatment plant.
- Staff continues the "vault and haul" activity at the Whetstone Ranch Water Reclamation Facility
- Daily and monthly monitoring samples as required by ADEQ permits. Monthly submittal of reports to Arizona Department of Environmental Quality
- Wastewater Department continues the scheduled sewer main and manhole maintenance including spraying for roaches and cleaning
- Incoming Waste 13.134 MGM
- Golf Course used 2.515 MGM

### **Streets Department**

Street department continues to regularly maintain the streets by filling the potholes, weed control, sign maintenance, tree trimming and maintain curbing.

- Ordered street signs

- Patched potholes on Aviation Drive

**Parks Department**

Parks Department continues maintenance of fields, parks, landscaping along 4<sup>th</sup> Street and the area around the overpass of Highway 80

**Airport**

**January Fuel Sales**

Product	Total Sales	Total Gallons	#sales
100LL	\$19,033.57	3,703.03	122
Jet A	\$23,675.28	4,535.49	58
Total	\$42,708.85	8,238.52	180

**Inventory (Fuel Remaining)**

**100LL: 4,350 gallons (order threshold < 3000)**

**Jet A: 4,902 gallons (order threshold < 3000)**

1,211 Total Operations (landing or take-off)

---

## CITY OF BENSON INTEROFFICE MEMORANDUM

---

**DATE:** February 2, 2024  
**TO:** Vicki Vivian, City Manager  
**FROM:** Melanie Hernandez, Recreation Supervisor  
**SUBJECT:** Recreation Department Activity Report – Month Ending 01/31/2024

---

### **General Activity:**

Responded to general Recreation Department inquiries, held weekly BINGO games, processed Special Event Permit applications and collected fees for park, community center and ramada rentals.

### **Tax Help:**

VITA (Volunteer Income Tax Assistance) will offer free tax preparation services at the Community Center on the following dates: February 15, March 14, and April 4. The Recreation Department Supervisor has completed the 18 hours of mandatory training and passed the 4 required exams to act as Site Coordinator for VITA at these events.

### **Special Event Permits:**

The Recreation Department processed the following Special Event Permits during the month of January:

Benson Clean & Beautiful Spring Classic Cars Off Main (March 16, 2024)  
One Event at a Time Worldwide Food Truck Festival (March 23, 2024)  
Our Lady of Lourdes Parish Spring Fiesta (April 6, 2024)

### **Centennial Celebration:**

January's Facebook Celebration giveaway was a City of Benson Merchandise basket. The January drawing received 225 entries. The winner is Amanda Tucker.

This year's parade theme is 100 Years of Benson. Parade and vendor applications will be sent out to previous years' participants and made available on the City's website in February.

The Centennial 4<sup>th</sup> of July Planning Committee held its first meeting and has a number of ideas for this year's celebration. (See separate "Meeting Notes" for details.)

Contact was made with Fireworks Productions of Arizona, Cox Media and two bands (Nightlife and Sunset Red). Responses from two DJ services have not yet been received.

Sponsorship information from previous years as well as a list of current City of Benson Business License holders was compiled and supplied to the Advertising/Sponsorship Subcommittee (led by Jason Zibart, Benson Hospital).

### **Scams, Schemes & Seniors:**

Recreation staff is working with the Police Department and National Bank of Arizona to put on two informational sessions to the public of how to protect themselves from various types of fraud. They will be held on Monday, February 5 and Monday, February 12 at the Community Center.

## Bingo Activity:

### Bingo Statistics:

January	2024	2023
Attendance	53	46
Cards Sold	263	226

Possible reason(s) for the difference:

- Attendance and sales are up from last year. There are several new patrons who have become “regulars”, as well some ex-patrons who have returned due to the change in management.

## Park Activity:

Park usage remains consistent with previous year’s winter months.

### Reservations:

January	2024	2023
Ramadas	0	0
League Usage	19	13
Apache Park	0	0
Union Street Park	0	0
<b>Totals:</b>	<b>19</b>	<b>13</b>

## Community Center Activity:

Cleaned and maintained the Center, Recreation Office, kitchen, and restrooms between rentals.

- The coin-operated Pepsi soda machine was moved to back patio. It is dated and unattractive. Recreation Staff is working with our Pepsi distributor to have it refurbished.
- The installation of a drinking fountain/water bottle refill station to increase functionality and rental appeal is highly recommended.
- The installation of a handrail the handicap access ramp from parking lot to sidewalk is requested.

## Community Center Rentals:

January	2024	2023
Private Party	11	7
Non-Profit	2	0
City Use	6	0
No Charge	12	1
Deposits Kept:	0	0
<b>Totals:</b>	<b>31</b>	<b>8</b>

## Community Center Revenue:

January	2024	2023
Private Party	\$825	\$525
Non-Profit	\$40	\$0
<b>Totals:</b>	<b>\$865</b>	<b>\$525</b>

Possible reason(s) for the difference:

- The increase in “No Charge” use from last year is due to Salvation Army usage now being included in the report.
- The increase in “City Use” is due to Centennial Planning, REACH Aging, and Scams, Schemes & Seniors planning meetings.

**Community Committee Activity:**

The Recreation Supervisor (as well as a representative from the Police Department) currently serve on the Community Committee. This is a joint-action group that meets monthly to discuss community needs and how various organizations involved can work together to serve them. Monthly meetings are held at the BUSD District Office and/or the Community Center. The Recreation Department is working the with Committee on how the “My Benson” app can be used to support the committee’s efforts.

**Pool Activity:**

- The pool is closed for the season. Regular pool maintenance (vacuuming, emptying filter baskets, etc.) continues throughout the off season.
- A new chlorine generator and modernized control equipment was installed in January.
- The installation of new drinking fountain/water bottle refill stations before the pool reopens next season is **STRONGLY** recommended. Neither of the drinking fountains at the pool were functioning for patrons the previous summer.
- Private rental fees need to be adjusted to reflect City’s operating cost. Present charges do not cover adequate lifeguard labor. This must be addressed before pool opening next season.



## Manager's Report

**For the period ending:** January 2024  
**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 (\$18,715) or (41%)
2. Retail sales revenue was behind budgeted plan by (\$1,537) or (56%)
3. Course Services revenue was behind budgeted plan by (\$19,091) or (42%)
4. Membership Revenue was behind budgeted plan by (\$9,251) or (78%)
5. Total Revenue was behind budgeted plan by (\$48,814) or (44%). Total Revenue was ahead of January 2023 by \$4,612 or 8%

Fiscal Yearly Revenue by Department:

1. F&B revenue was behind budgeted plan by (\$32,448) or (13%)
2. Retail sales revenue was behind budgeted plan by (\$4,687) or (31%)
3. Course Services revenue was behind budgeted plan by (\$58,162) or (23%)
4. Membership Revenue was behind budgeted plan by (\$8,843) or (16%)
5. Total Revenue was behind budgeted plan by (\$45,184) or (7%). Total Revenue YTD was ahead of 2023 by \$156,433 or 39%

### Monthly Rounds

Category	Actual	Budget	var	Prior Yr.	var
Regular	240	535	-295	218	22
Group	76	95	-19	39	37
Cardholder	185	381	-196	252	-67
Special/Promo	44	2	42	1	43
Twilight/9Hole	53	135	-82	78	-25
Senior	0	0	0	0	0
Miscellaneous	136	70	66	138	-2
Member	291	432	-141	285	6
<b>TOTAL</b>	<b>1,025</b>	<b>1,650</b>	<b>-625</b>	<b>1,011</b>	<b>14</b>

### Golf

Weather impacted rounds for the month. We had 5 closures due to weather, along with path restrictions on days following the closures. There were a few solid weekends when the sun was out, to include walk-on traffic because of the better weather. Rounds are below budget in most categories but slightly above the rounds listed in 2023. We did host a few decent-sized groups during the month, and all have stated that they will be booking with us again soon.

We received 4 new credit card readers, 3 of which were set up in the restaurant, and the other in the golf shop. This equipment came to us through EZ Links/GolfNow as part of our agreement to be set up with GolfNow Payments. This now gives customers the ability to use tap-to-pay, as well as Apple Pay. New gift cards were ordered to be used more efficiently with the new system. Older gift cards can still be used but will have to be entered manually.

This month brought with it our new, and returning, Food & Beverage Manager, Elisia Rodriguez. It is extremely refreshing to have a person in the position with her knowledge, leadership, vision,

drive, and overall passion for her job. She has immediately impacted the climate of the restaurant and all employees are genuinely excited about the way forward. Her work ethic is commendable and the questions she's asked about the overall operation since arriving reassure me that we made the right decision in bringing her in. I am more confident than ever that we will now have this restaurant reach new heights and never look back.

I anticipate a great February, starting with a tournament on Super Bowl Sunday, a Valentine's Day Dinner, and other large gatherings on the books for both the restaurant and golf course.

Below are the passes sold under the 2024 card program

RIVER CARD – 102  
6-MONTH PASS – 20  
ANNUAL PASS – 8

### **Food & Beverage**

1. Implemented and began to strictly enforce "everything requires a lid" in the walk-in
2. Observed that many food items were being ordered in already prepped. We began prepping a lot of the food items being that there is time to do so and will in turn save us on costs.
3. Recognized that we currently have a great team of staff that are just in need of proper guidance and clear-cut practices and policies
4. Immediate focus was placed on reducing product waste, fine tuning food orders with better quality product, and training the kitchen with recipes and prep
5. Reduced/Updated portion sizes on a few menu items
6. Focused on plate presentation with staff for all meals
7. Spent time organizing freezer, refrigeration units, and dry stock
8. Revised daily prep lists, prioritizing items based on service
9. Setting up an expo station to ensure all food goes out hot
10. Reviewing applications for a couple of positions needed

### **Maintenance**

1. Sprayed all tees, including range, with liquid nutrients
2. Sprayed 17 fairway with triple rate duck/bird repellent
3. Irrigation system repairs as needed
4. Washed and waxed Pro Gator Spray Rig, Pro Gator Utility Rig, and Toro Workman to preserve equipment
5. Fertilized all tees and range tee with 15-15-15 fertilizer
6. Fertilized all greens with 10-4-16 greens grade fertilizer
7. Replaced irrigation heads on holes 17 and 18
8. Replaced isolation valves on holes 12 and 15
9. Added potassium permanganate to the irrigation system
10. Added copper sulfate to upper and lower irrigation ponds
11. Pumped out standing water on holes 13 and 17
12. Drug 17 and 18 fairways with a chain mat to disperse duck droppings
13. Sprayed fungicide on the fairways of holes 5, 9, and 13
14. Repaired cart path on both sides of hole 15 tee box

---

## CITY OF BENSON INTEROFFICE MEMORANDUM

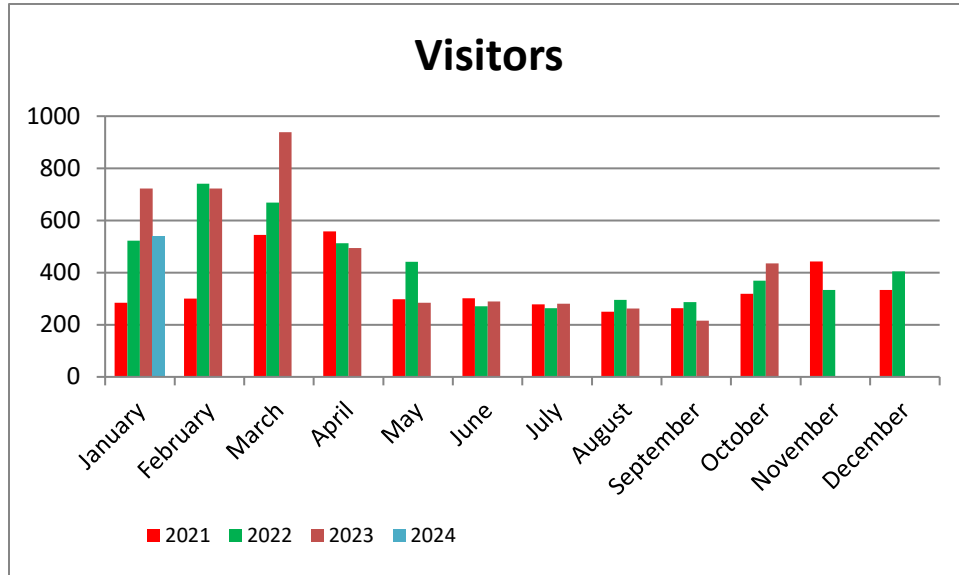
---

**DATE:** February 02, 2024  
**TO:** Vicki Vivian, City Manager  
**FROM:** Bob Nilson, Tourism Supervisor  
**SUBJECT:** Tourism Report for January 2024

---

- Our Visitor count in January 2024 was 531. Our Visitor count in January of 2023 was 722, down 191 from last year.
- We gave out 94 Benson Train Operator Certificates for the month of January.
- Our Highway 80 video is now at 59,699 views. It has picked up again once we boosted it again over Thanksgiving week in some of the states the snowbirds visit from such as Washington, Wisconsin, Minnesota, and Michigan.
- We attended a meeting with the National Parks people in Tucson on January 25<sup>th</sup>, 2024. They are in charge of putting together the Butterfield National Trail through Arizona. The Butterfield National Trail will come through Benson City limits. The trail will cross Ocotillo Road just north of the Frontier Fitness Center and goes East through Lions Park and east through the Pato Blanco RV park across the interstate and across the San Pedro Golf Course and crosses the San Pedro River about where the El Paso Gas lines cross the river. This could be a big draw for tourism for the City of Benson.
- We will be getting a reimbursement check of over \$20,000 from Kathy's part of the Visit Arizona Initiative (VAI). They will be sending a check to Finance in a few weeks.
- This will be my last monthly report as I will be retiring on February 16<sup>th</sup>, 2024. It has been a great twenty years!

## Visitor Center Headcount Comparisons January 2024



---

## RETAIL REPORT/ SOCIAL MEDIA

---

There will be no Social Media Report for January.

---

## CITY OF BENSON INTEROFFICE MEMORANDUM

---

---

**DATE:** February 2, 2024  
**TO:** Vicki Vivian, City Manager  
**FROM:** Mariza Nikitas, Transit Supervisor  
**cc:** Benson City Council Members  
**SUBJECT:** Transit Monthly Report for January 2024

---

---

### Past and Current department Projects:

- Transit Drug & Alcohol ADOT audit 01/29/2024, results/report pending
- Jessica Parkinson, Transit Driver, changed status from Part-time to On-call
- Melissa Minker, Transit Driver, changed status from On-call to Part-time
- On-call Transit Driver position is open/posted
- Quarterly TAC (Transit Advisory Committee) meeting was held 01/30/2024
- Vacancy on TAC, member Karen Rhodes has left the Benson area
- 5311 Grant application in process, due February 21, 2024 @ 3pm
- Driver and Dispatcher training is ongoing
- August 2023 5311 Reimbursement request has been submitted for payment

### Upcoming:

- File monthly invoices sequentially when able via ADOT website (only one accepted at a time)
- Fill TAC vacancy
- Quarterly TAC meeting will be in April, date and time to be announced
- Public Hearing for 5311 Grant to be held February 12, 2024 @ 7:00pm
- 5339 Grant funding to be allocated April 2024
- Mariza will be attending AZTA statewide transit conference April 2024

### Transit Statistics for January 2024:

- Ridership **838** compared to 2022: **843**
- Annual first time SEAGO/AAA riders **8** compared to 2022: **8**