

AGENDA

AGENDA OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, FEBRUARY 16, 2016, AT 7:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING CALLED TO ORDER BY _____ AT _____.

ROLL CALL

COUNCIL

Councilmember Eugene Conners, Ward I
Councilmember Joan Hansen, Ward II
Councilmember Shirley Doughty, Ward III
Mayor Ronald Oertle
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Douglas Dunn, Ward II
Councilmember Serena Sullivan, Ward I

STAFF

Jestin Johnson, City Manager
Ashlee Coronado, City Clerk
Sharon Buono, Finance Director
Albert Echave, Police Chief
Marc Burneleit, Fire Chief
Andy Haratyk, Interim Public Works Director

CITY ATTORNEY

Britt Hanson

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- Service Awards

CALL TO THE PUBLIC

"During the proper time on the agenda, taxpayers or residents of the city, or their authorized representatives, may address the council on any matter concerning the City's business or any matter over which the council has control (oral presentations shall not be repetitious and shall be confined to 3 minutes maximum duration.)" Ordinance O-91-29.

THE FOLLOWING ITEMS WILL BE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds.
2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Work Session of Mayor and Council held on December 8, 2015 at 5:30PM.
Ashlee Coronado, City Clerk
- B. Approval of the Minutes of the Regular Session of Mayor and Council held on January 19, 2016 at 7:00PM.
Ashlee Coronado, City Clerk
- C. Approval of the Appointment of Audrey Giacomino to the Youth Council as the Adult Advisor with a Waiver of Number of Commissions Served.
Ashlee Coronado, City Clerk
- D. Approval of the Appointment of Susan Mathews to the Library Advisor Board.
Ashlee Coronado, City Clerk
- E. Approval of the Appointment of Eric Fahrner to the Airport Advisory Committee.
Ashlee Coronado, City Clerk
- F. Approval of the Special Event Liquor License Application Submitted by the Friends of Warren Ballpark for an Event to be held at Warren Ballpark Located at 300 Ruppe Avenue, Bisbee, Arizona on Saturday, April 16, 2016 and Sunday, April 17, 2016 from 9:00AM to 6:00PM each day, Judith Lee Anderson, Applicant.
Ashlee Coronado, City Clerk

OLD BUSINESS

NEW BUSINESS

- 3. Presentation on Proposed Gateway Signs that were Designed by Maude Viola and Presented to the City of Bisbee by Freeport McMoran.
Jestin Johnson, City Manager
- 4. Discussion and Possible Approval to Enter into a Contract with Huber Technology Wastewater Solutions for the Maintenance of the Huber at the San Jose Wastewater Treatment Plant for a Period of three (3) years. Total cost of Contract is \$5,100.00.
Andy Haratyk, Interim Public Works Director
- 5. Discussion and Possible Approval to Enter into an Agreement with Water Infrastructure Finance Authority of Arizona (WIFA) to accept Funding for the Planning and Design of the Tintown Drainage Project in the amount of \$31,960.00.
Andy Haratyk, Interim Public Works Director
- 6. Discussion and Possible Approval of an Intergovernmental Agreement between the City of Bisbee and the Arizona State Forestry Division.
Marc Burneleit, Fire Chief
- 7. Discussion and Possible Approval of the Administrative Services Director Job Description.
Jestin Johnson, City Manager

8. Discussion and Possible Approval of the Library Manager Job Description.
Jestin Johnson, City Manager
9. City Manager's Report:
 - Other current events

COUNCIL COMMENTS OR FUTURE AGENDA ITEM SUGGESTIONS: (Council members may suggest topics for future meeting agendas, but Council will not here discuss, deliberate or take any action on these topics.):

- Councilmember Doughty would like to thank the Bisbee Fire Department for helping her.

ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 118 Arizona St., Bisbee.

Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
216					
GENERAL FUND					
10-2021002 ADDITIONAL LIFE INSUR PAYABLE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	Employer Pd. Life Ins.	01/15/2016	550.81
GENERAL FUND	MUTUAL OF OMAHA	469095342	VOLUNTARY LIFE & AD&D	01/15/2016	388.40
GENERAL FUND	MUTUAL OF OMAHA	469095342	BALANCE FORWARD	01/15/2016	45.50
Total 10-2021002 ADDITIONAL LIFE INSUR PAYABLE:					984.71
10-2021005 AFLAC INSURANCE PAYABLE					
GENERAL FUND	AFLAC	16-0130	AFLAC INS	01/30/2016	1,269.80
Total 10-2021005 AFLAC INSURANCE PAYABLE:					1,269.80
10-2021006 PREPAID LEGAL SVCS PAYABLE					
GENERAL FUND	LEGAL SHIELD	16-0209	Pre-Paid Legal Services PPE02/05/16	02/09/2016	185.35
Total 10-2021006 PREPAID LEGAL SVCS PAYABLE:					185.35
10-2021007 VISION CARE INSUR PAYABLE					
GENERAL FUND	VISION SERVICE PLAN	16-0202	VISION CARE	02/02/2016	688.99
Total 10-2021007 VISION CARE INSUR PAYABLE:					688.99
CITY MANAGER					
10-51-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-CITY MGR	01/15/2016	20.70
Total 10-51-11501 STANDARD DISABILITY INSURANCE:					20.70
10-51-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-CITY MGR	01/13/2016	82.69
Total 10-51-24000 TELEPHONE & FAX:					82.69
FINANCE DEPARTMENT					
10-52-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-FINANCE	01/15/2016	67.50
Total 10-52-11501 STANDARD DISABILITY INSURANCE:					67.50
10-52-13400 EDUCATION & TRAINING					
GENERAL FUND	BANK OF AMERICA	16-0109	GFOAZ CONFERENCE	01/09/2016	165.00
Total 10-52-13400 EDUCATION & TRAINING:					165.00
10-52-13500 SUBSCRIPTIONS & DUES					
GENERAL FUND	BANK OF AMERICA	16-0109	LOGMEIN	01/09/2016	99.00
Total 10-52-13500 SUBSCRIPTIONS & DUES:					99.00
10-52-36000 MAINTENANCE & SUPPORT AGREEMNTS					
GENERAL FUND	LEXISNEXIS RISK SOLUTIONS	1622061-2016	JANUARY CHARGES	02/08/2016	50.00
Total 10-52-36000 MAINTENANCE & SUPPORT AGREEMNTS:					50.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-52-43500 POSTAGE & METER TAPES					
GENERAL FUND	POSTMASTER - BISBEE MAIN O	20216	MAIL S&G	02/02/2016	777.92
Total 10-52-43500 POSTAGE & METER TAPES:					777.92
CITY CLERK					
10-53-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-CITY CLERK	01/15/2016	30.24
Total 10-53-11501 STANDARD DISABILITY INSURANCE:					30.24
10-53-46000 OPERATIONAL EXPENSES					
GENERAL FUND	FUNFLICKS, INC	1276751	MOVIE SCREEN	02/02/2016	2,340.00
Total 10-53-46000 OPERATIONAL EXPENSES:					2,340.00
COMMUNITY DEVELOPMENT					
10-54-21000 ELECTRIC - SHELTER					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	335801287-01-	ELEC- 938 TOVERYVILLE RD KENNEL	02/01/2016	132.89
Total 10-54-21000 ELECTRIC - SHELTER:					132.89
10-54-22550 SEWER & GARBAGE - SHELTER					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/ANIMAL SHELTER	02/03/2016	49.31
Total 10-54-22550 SEWER & GARBAGE - SHELTER:					49.31
10-54-31000 PROFESSIONAL FEES					
GENERAL FUND	M. GREENE PLANNING &	2016-4	TRANSIT TRAINING & TECH ASSISTANCE	02/01/2016	585.00
Total 10-54-31000 PROFESSIONAL FEES :					585.00
10-54-34000 CONTRACT SERVICES					
GENERAL FUND	FLOOD, KATHLEEN BELLE	59	ANIMAL SHELTER ADMINSTRATOR	02/01/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	60	ANIMAL SHELTER ADMINSTRATOR	02/08/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	61	ANIMAL SHELTER ADMINSTRATOR	02/15/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	62	ANIMAL SHELTER ADMINSTRATOR	02/22/2016	250.00
GENERAL FUND	FLOOD, KATHLEEN BELLE	63	ANIMAL SHELTER ADMINSTRATOR	02/29/2016	250.00
Total 10-54-34000 CONTRACT SERVICES:					1,250.00
10-54-46000 OPERATIONAL EXPENSES					
GENERAL FUND	BANK OF AMERICA	16-0109	SAFES	01/09/2016	355.81
Total 10-54-46000 OPERATIONAL EXPENSES:					355.81
10-54-46542 ANIMAL SHELTER EXPENSES					
GENERAL FUND	BANK OF AMERICA	16-0109	ANIMAL FOOD	01/09/2016	77.77
GENERAL FUND	BANK OF AMERICA	16-0109	VACCINES	01/09/2016	179.97
GENERAL FUND	BANK OF AMERICA	16-0109	ANIMAL FOOD	01/09/2016	49.68
GENERAL FUND	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/RUSTY/CREDIT	02/04/2016	92.00-
GENERAL FUND	CORONADO VETERINARY HOS	295711	VETERINARY SERVICES/KITTEN REFERRAL	02/03/2016	25.00-
GENERAL FUND	CORONADO VETERINARY HOS	295711	VETERINARY SERVICES/PRINCESS GISELLE	02/03/2016	100.55
GENERAL FUND	OLANDER PEST CONTROL SER	AS-116	PEST CNTRL SRVCS	01/27/2016	40.00
Total 10-54-46542 ANIMAL SHELTER EXPENSES:					330.97

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
ADMINISTRATION & GENERAL GOV'T					
10-55-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/CITY HALL	02/03/2016	379.37
Total 10-55-22550 SEWER AND GARBAGE SERV.:					379.37
10-55-31000 PROFESSIONAL FEES					
GENERAL FUND	B.A.S.I.C.	06-56762	HRA MONTHLY ADMIN FEE	02/05/2016	280.50
Total 10-55-31000 PROFESSIONAL FEES:					280.50
10-55-34000 CONTRACT SERVICES					
GENERAL FUND	XEROX CORPORATION	8324117	FEBRUARY COPY CHARGES	02/01/2016	654.15
Total 10-55-34000 CONTRACT SERVICES:					654.15
10-55-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	820870674001	OFFICE SUPPLIES	01/28/2016	26.85
GENERAL FUND	OFFICE DEPOT	82087099001	ENVELOPES	01/28/2015	3.14
Total 10-55-41500 OFFICE SUPPLIES:					29.79
10-55-43500 POSTAGE					
GENERAL FUND	BANK OF AMERICA	16-0109	STAMPS	01/09/2016	24.99
GENERAL FUND	BANK OF AMERICA	16-0109	STAMPS	01/09/2016	100.00
Total 10-55-43500 POSTAGE:					124.99
10-55-46000 OPERATIONAL EXPENSES					
GENERAL FUND	FUNFLICKS, INC	1278751	MOVIE SCREEN	02/02/2016	2,500.00
Total 10-55-46000 OPERATIONAL EXPENSES:					2,500.00
PERSONNEL					
10-56-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-PERSONNEL	01/15/2016	20.70
Total 10-56-11501 STANDARD DISABILITY INSURANCE:					20.70
LEGAL SERVICES					
10-57-31100 PROFESSIONAL FEES - LEGAL					
GENERAL FUND	CDCHISE COUNTY ATTORNEY	107	IGA-LEGAL FEES	02/01/2016	5,000.00
Total 10-57-31100 PROFESSIONAL FEES - LEGAL:					5,000.00
INFORMATION SYSTEMS					
10-59-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	216M-02-16	T1-CITY HALL	02/08/2016	364.56
GENERAL FUND	CENTURY LINK	251M-02-16	PHONE SERVICES-CITY CLERK	02/08/2016	274.14
GENERAL FUND	CENTURY LINK QCC	1364707526	LONG DISTANCE ALL DEPTS	02/01/2016	85.00
Total 10-59-24000 TELEPHONE & FAX:					723.70
10-59-31000 PROFESSIONAL FEES					
GENERAL FUND	TRACHTMAN, SEAN	16-0202	IT SUPPORT	02/02/2016	975.00
GENERAL FUND	TRACHTMAN, SEAN	16-0209	IT SUPPORT	02/09/2016	600.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-59-31000 PROFESSIONAL FEES:					1,575.00
10-59-46000 OPERATIONAL EXPENSES					
GENERAL FUND	BANK OF AMERICA	16-0109	REGISTER BISBEEAZ GOV	01/09/2016	125.00
GENERAL FUND	BANK OF AMERICA	16-0109	GODADDY/LIBRARY REGISTRATION	01/09/2016	18.34
Total 10-59-46000 OPERATIONAL EXPENSES:					143.34
10-59-55200 NON CAP EQUIP PURCHASES					
GENERAL FUND	BANK OF AMERICA	16-0109	CABLES, PORT HUB	01/09/2016	29.80
GENERAL FUND	BANK OF AMERICA	16-0109	AC ADAPTER	01/09/2016	84.47-
GENERAL FUND	BANK OF AMERICA	16-0109	DESKTOP SWITCH	01/09/2016	38.99
GENERAL FUND	BANK OF AMERICA	16-0109	AC ADAPTER POWER CHAGER	01/09/2016	87.77-
GENERAL FUND	BANK OF AMERICA	16-0109	DIGHANDY	01/09/2016	31.40
GENERAL FUND	BANK OF AMERICA	16-0109	CHANNEL RECEIVER/TRANSMITTER	01/09/2016	45.98
Total 10-59-55200 NON CAP EQUIP PURCHASES:					26.07-
POLICE DEPARTMENT					
10-62-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-POLICE (NON-OFFICERS)	01/15/2016	46.82
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-POLICE	01/15/2016	338.86
Total 10-62-11501 STANDARD DISABILITY INSURANCE:					385.68
10-62-12300 UNIFORMS & CLOTHING					
GENERAL FUND	ASR - PIMA UNIFORMS	IVC9104115	UNIFORMS	01/14/2016	169.75
Total 10-62-12300 UNIFORMS & CLOTHING :					169.75
10-62-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	444908283-01-	ELEC- 938 B TOVERYVILLE RD IMPOUND LOT	02/01/2016	44.84
Total 10-62-21000 ELECTRIC:					44.84
10-62-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/POLICE	02/03/2016	139.27
Total 10-62-22550 SEWER AND GARBAGE SERV.:					139.27
10-62-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472015946302	GAS-W. HWY 92-POLICE	02/01/2016	275.35
Total 10-62-23000 GAS:					275.35
10-62-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-POLICE	01/13/2016	584.75
GENERAL FUND	VERIZON	9758848195	CELL PHONE-POLICE AIR CARDS	01/13/2016	600.15
Total 10-62-24000 TELEPHONE & FAX:					1,164.90
10-62-34000 CONTRACT SERVICES					
GENERAL FUND	OLANDER PEST CONTROL SER	CP-116	PEST CONTROL SERVICES/BPD	01/27/2016	40.00
GENERAL FUND	RICOH USA, INC	96182745	COPIER MAINT AGRMNT	01/18/2016	188.13

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-62-34000 CONTRACT SERVICES:					228.13
10-62-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLX-DOU	16-0112BPD	DOC LABOR CREW/BPD	01/12/2016	24.00
GENERAL FUND	AZ STATE PRISON CMLX-DOU	16-0129BPD	DOC LABOR CREW/BPD	01/29/2016	24.00
Total 10-62-34100 DOC WORKERS:					48.00
10-62-41500 OFFICE SUPPLIES					
GENERAL FUND	BANK OF AMERICA	16-0109	KEY CABINET	01/09/2016	89.59
GENERAL FUND	SIRCHIE	0240542-IN	BLOOD/URINE SPECIMEN KIT/BPD	02/04/2016	142.30
GENERAL FUND	WIST OFFICE PRODUCTS	1424997	OFFICE SUPPLIES	01/20/2016	57.25
Total 10-62-41500 OFFICE SUPPLIES:					289.14
10-62-46623 CITY AUCTION EXPENSES					
GENERAL FUND	WILLIAM BAGBY	16-0128	TITLES REIMBURSEMENT	01/28/2016	53.00
Total 10-62-46623 CITY AUCTION EXPENSES:					53.00
10-62-46624 MOVING, TOWING, STORAGE EXP					
GENERAL FUND	BARNETT'S TOWING & OXYGE	15091	TOWING SVC/BPD	01/03/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15092	TOWING SVC/BPD	01/04/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15094	TOWING SVC/BPD	01/05/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15096	TOWING SVC/BPD	01/20/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15097	TOWING SVC/BPD	01/24/2016	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15104	TOWING SVC/BPD	01/31/2016	95.00
Total 10-62-46624 MOVING, TOWING, STORAGE EXP:					570.00
10-62-46626 ANIMAL CONTROL EXPENSE					
GENERAL FUND	ACE HARDWARE	16909	SUPPLIES	01/14/2016	21.91
Total 10-62-46626 ANIMAL CONTROL EXPENSE:					21.91
10-62-55000 EQUIPMENT REPAIR & MAINT					
GENERAL FUND	DURHAM COMMUNICATIONS, I	46298	RADIO REPAIR	01/11/2016	92.14
Total 10-62-55000 EQUIPMENT REPAIR & MAINT:					92.14
10-62-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	COCHISE LOCK & SAFE INC	109571	KEYS	01/27/2016	8.64
GENERAL FUND	W R RYAN - FIRESTONE	T04522	FRONT END ALIGNMENT	01/13/2016	89.95
GENERAL FUND	WILLCOX AUTO PARTS INC.	100319	AUTO PARTS	01/21/2016	28.89
GENERAL FUND	WILLCOX AUTO PARTS INC.	100677	AUTO PARTS	01/26/2016	402.42
GENERAL FUND	WILLCOX AUTO PARTS INC.	100682	AUTO PARTS	01/26/2016	46.97
GENERAL FUND	WILLCOX AUTO PARTS INC.	100726	AUTO PARTS	01/26/2016	13.14
GENERAL FUND	WILLCOX AUTO PARTS INC.	100777	AUTO PARTS	01/27/2016	38.20
GENERAL FUND	WILLCOX AUTO PARTS INC.	99445	AUTO PARTS	01/11/2016	23.91
GENERAL FUND	WILLCOX AUTO PARTS INC.	99572	AUTO PARTS	01/12/2016	5.96
GENERAL FUND	WILLCOX AUTO PARTS INC.	99594	AUTO PARTS	01/12/2016	180.50
Total 10-62-61000 VEHICLE PARTS & LABOR:					818.58

FIRE DEPARTMENT

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-64-11400 A.P.S.P.R.S.					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	16-0130	Fire Ins Premium Tax Cr	01/30/2016	488.79-
Total 10-64-11400 A.P.S.P.R.S.:					488.79-
10-64-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	489095342	STD/LTD-FIRE	01/15/2016	504.74
Total 10-64-11501 STANDARD DISABILITY INSURANCE:					504.74
10-64-13400 EDUCATION & TRAINING					
GENERAL FUND	BANK OF AMERICA	16-0109	FIRE INSPECTION CODE BOOK	01/09/2016	107.46
GENERAL FUND	BANK OF AMERICA	16-0109	FIRE INSPECTION CODE BOOK	01/09/2016	101.77
GENERAL FUND	COCHISE COLLEGE	23585	PMD203 10 CREDITS	01/26/2016	770.00
GENERAL FUND	COCHISE COLLEGE	23585	LAB FEE	01/26/2016	255.00
GENERAL FUND	COCHISE COLLEGE	23585	CERTIFICATION FEE	01/26/2016	100.00
GENERAL FUND	COCHISE COLLEGE	23585	TUITION/FIRE FIGHTERS	01/26/2016	303.00
GENERAL FUND	COCHISE COLLEGE	23585	SIM LAB FEE	01/26/2016	50.00
Total 10-64-13400 EDUCATION & TRAINING:					1,687.23
10-64-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	580862281-02-	ELEC-FIRE STATION	02/01/2016	615.87
Total 10-64-21000 ELECTRIC:					615.87
10-64-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03102028351-	WATER/FIRE ST #1	02/08/2016	55.50
GENERAL FUND	AZ WATER COMPANY	03117013803-	WATER/192 HWY 92 FIRE	02/01/2016	59.12
Total 10-64-22000 WATER:					114.62
10-64-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/FIRE STATION	02/03/2016	103.10
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/FIRE STATION #1	02/03/2016	103.10
Total 10-64-22550 SEWER AND GARBAGE SERV.:					206.20
10-64-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472017056702	GAS-HWY 92 FIRE	02/01/2016	438.48
Total 10-64-23000 GAS:					438.48
10-64-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758640607	CELL PHONE-FIRE	01/13/2016	478.53
Total 10-64-24000 TELEPHONE & FAX:					478.53
10-64-24001 INTERNET ACCESS FEES					
GENERAL FUND	CABLE ONE	16-0217/FS1	INTERNET SRVC/FS1	02/08/2016	59.50
Total 10-64-24001 INTERNET ACCESS FEES:					59.50
10-64-43500 POSTAGE					
GENERAL FUND	FEDERAL EXPRESS CORPORA	5-301-87589	PRIORITY OVERNIGHT	01/28/2016	5.92

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-64-43500 POSTAGE:					5.92
10-64-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ACE HARDWARE	16853	FASTENERS	01/08/2016	31.46
GENERAL FUND	ACE HARDWARE	16986	SUPPLIES	01/24/2016	55.85
GENERAL FUND	ACE HARDWARE	17001	SUPPLIES	01/26/2016	54.91
GENERAL FUND	ACE HARDWARE	17087	BATTERIES	02/02/2016	59.14
GENERAL FUND	ACE HARDWARE	17092	FASTENERS	02/02/2016	1.69
GENERAL FUND	B&D LUMBER & HARDWARE	141974	BOTTLE	01/19/2016	7.23
GENERAL FUND	BANK OF AMERICA	16-0109	NAME TAGS	01/09/2016	42.99
GENERAL FUND	BANK OF AMERICA	16-0109	NAME TAGS	01/09/2016	52.92
GENERAL FUND	FREIGHTLINER OF ARIZONA, L	X004111866.0	FACESHIELD	01/21/2016	208.93
GENERAL FUND	GROUP MOBILE	31500	VEHICLE KIT	02/01/2016	369.58
GENERAL FUND	SOUTHEAST AZ EMS COUNCIL	HEMS-0001	EPCRS	01/14/2016	1,441.55
Total 10-64-46000 OPERATIONAL EXPENSES:					2,326.25
10-64-46641 MEDICAL SUPPLIES					
GENERAL FUND	BARNETT'S TOWING & OXYGE	1601	OXYGEN & TANK RENTAL	01/01/2016	177.66
GENERAL FUND	BOUND TREE MEDICAL, LLC	81981675	MEDICAL SUPPLIES/BFD	11/30/2015	912.89
GENERAL FUND	BOUND TREE MEDICAL, LLC	82031939	MEDICAL SUPPLIES/BFD	01/20/2016	338.29
GENERAL FUND	BOUND TREE MEDICAL, LLC	82037327	MEDICAL SUPPLIES/BFD	01/26/2016	827.17
GENERAL FUND	BOUND TREE MEDICAL, LLC	82039055	MEDICAL SUPPLIES/BFD	01/27/2016	24.95
GENERAL FUND	BOUND TREE MEDICAL, LLC	82044611	MEDICAL SUPPLIES/BFD	02/02/2016	338.06
Total 10-64-46641 MEDICAL SUPPLIES:					2,619.02
10-64-55000 EQUIPMENT REPAIR & MAINT					
GENERAL FUND	XEROX CORPORATION	83241124	BASE CHARGE/FD	02/01/2016	233.24
Total 10-64-55000 EQUIPMENT REPAIR & MAINT:					233.24
10-64-61000 VEHICLE PARTS & LABOR					
GENERAL FUND	BARNETT'S TOWING & OXYGE	15090	TOWING SVC/BFD	01/03/2016	190.00
GENERAL FUND	CITY OF SIERRA VISTA	1188	SERVICE TRAN	01/27/2016	396.14
GENERAL FUND	CITY OF SIERRA VISTA	1190	ENGINE REPAIR	01/06/2016	935.78
GENERAL FUND	CITY OF SIERRA VISTA	1193	ENGINE REPAIR	01/28/2016	754.01
GENERAL FUND	WILLCOX AUTO PARTS INC.	100015	AUTO PARTS	01/18/2016	84.89
GENERAL FUND	WILLCOX AUTO PARTS INC.	100106	AUTO PARTS	01/19/2016	4.91
GENERAL FUND	WILLCOX AUTO PARTS INC.	100401	AUTO PARTS	01/22/2016	121.04
GENERAL FUND	WILLCOX AUTO PARTS INC.	100521	AUTO PARTS	01/23/2016	16.26
GENERAL FUND	WILLCOX AUTO PARTS INC.	99493	AUTO PARTS	01/11/2016	16.26
GENERAL FUND	WILLCOX AUTO PARTS INC.	99558	AUTO PARTS	01/12/2016	54.82
GENERAL FUND	WILLCOX AUTO PARTS INC.	99597	AUTO PARTS	01/12/2016	18.48
GENERAL FUND	WILLCOX AUTO PARTS INC.	99857-1	AUTO PARTS	01/15/2016	197.01
GENERAL FUND	WILLCOX AUTO PARTS INC.	99876	AUTO PARTS	01/15/2016	255.31
GENERAL FUND	WILLCOX AUTO PARTS INC.	99914	AUTO PARTS	01/15/2016	158.77
Total 10-64-61000 VEHICLE PARTS & LABOR:					3,203.68
CITY MAGISTRATE					
10-68-31000 PROFESSIONAL FEES					
GENERAL FUND	AMBRQSE, ADAM	29	CONTRACT SERVICES	02/01/2016	500.00
GENERAL FUND	AMBROSE, ADAM	30	CONTRACT SERVICES	02/15/2016	500.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-68-31000 PROFESSIONAL FEES:					1,000.00
CEMETERY					
10-70-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/CEMETARY	02/03/2016	49.31
Total 10-70-22550 SEWER AND GARBAGE SERV.:					49.31
BUILDING & MAINTENANCE					
10-74-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-01298M	DOC LABOR CREW/BM	01/29/2016	32.00
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-01298M2	DOC LABOR CREW/BM	01/29/2016	60.00
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-01298M3	DOC LABOR CREW/BM	01/29/2016	97.75
Total 10-74-34100 DOC WORKERS:					189.75
10-74-46000 OPERATIONAL EXPENSES					
GENERAL FUND	B&D LUMBER & HARDWARE	142014	STEEL WOOL	01/21/2016	5.78
GENERAL FUND	B&D LUMBER & HARDWARE	142031	BATTERY	01/21/2016	7.72
GENERAL FUND	B&D LUMBER & HARDWARE	142098	LUMBER	01/26/2016	52.32
GENERAL FUND	B&D LUMBER & HARDWARE	142192	BATTERY	02/01/2016	57.98
Total 10-74-46000 OPERATIONAL EXPENSES:					123.80
10-74-50100 BLDG REPAIR & MAINT					
GENERAL FUND	DAN VETTER	16-0131	REPAIRS	01/31/2016	25.00
Total 10-74-50100 BLDG REPAIR & MAINT:					25.00
PUBLIC WORKS ADMINISTRATION					
10-75-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-PW ADMIN	01/15/2016	24.20
Total 10-75-11501 STANDARD DISABILITY INSURANCE:					24.20
10-75-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/PUBLIC WORKS	02/03/2016	82.79
Total 10-75-22550 SEWER AND GARBAGE SERV.:					82.79
10-75-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-PW	01/13/2016	73.52
Total 10-75-24000 TELEPHONE & FAX:					73.52
10-75-41500 OFFICE SUPPLIES					
GENERAL FUND	OFFICE DEPOT	816313004001	OFFICE SUPPLIES	01/06/2016	87.22
GENERAL FUND	OFFICE DEPOT	816313445001	OFFICE SUPPLIES	01/07/2016	116.38
GENERAL FUND	OFFICE DEPOT	816313446001	OFFICE SUPPLIES	01/07/2016	5.96
GENERAL FUND	OFFICE DEPOT	816617446001	OFFICE SUPPLIES	01/08/2016	71.09
Total 10-75-41500 OFFICE SUPPLIES:					280.65
10-75-42020 PRINTING & REPRODUCTION					
GENERAL FUND	COPPER QUEEN PUBLISHING	18760	WORK ORDERS	01/26/2016	144.83

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-75-42020 PRINTING & REPRODUCTION:					144.83
GARAGE					
10-77-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-GARAGE	01/15/2016	36.12
Total 10-77-11501 STANDARD DISABILITY INSURANCE:					36.12
10-77-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	994591260-01-	ELEC - TOVREAVILLE RD WAREHOUSE	02/01/2016	290.68
Total 10-77-21000 ELECTRIC:					290.68
10-77-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/GARAGE	02/03/2016	85.48
Total 10-77-22550 SEWER AND GARBAGE SERV.:					85.48
10-77-23000 GAS					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472100101800	GAS-GARAGE	02/01/2016	291.03
Total 10-77-23000 GAS:					291.03
10-77-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-GARAGE	01/13/2016	27.50
Total 10-77-24000 TELEPHONE & FAX:					27.50
10-77-34000 CONTRACT SERVICES					
GENERAL FUND	CULLIGAN OF TUCSON	112X28182706	DRINKING WATER/GARAGE	12/31/2015	323.22
GENERAL FUND	OLANDER PEST CONTROL SER	CG-116	PEST CNTRL SRVCS /GARAGE	01/27/2016	50.00
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210787565	UNIFORMS/GARAGE	01/07/2016	24.10
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210790382	UNIFORMS/GARAGE	01/14/2016	24.10
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210796011	UNIFORMS/GARAGE	01/28/2016	24.10
Total 10-77-34000 CONTRACT SERVICES:					445.52
10-77-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-0129GAR	DOC LABOR CREW/GAR	01/29/2016	32.00
Total 10-77-34100 DOC WORKERS:					32.00
10-77-55000 EQUIPMENT REPAIR & MAINT					
GENERAL FUND	COPPER STATE BOLT & NUT C	101495553	FLAT HEAD TORX SCREW, TORX BIT	01/22/2016	54.36
Total 10-77-55000 EQUIPMENT REPAIR & MAINT:					54.36
BUILDING INSPECTOR					
10-79-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-BLDG INSPECTOR	01/15/2016	20.70
Total 10-79-11501 STANDARD DISABILITY INSURANCE:					20.70
10-79-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-BLDG INSP	01/13/2016	18.47

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-79-24000 TELEPHONE & FAX:					18.47
PARKS					
10-80-11501 STANDARD DISABILITY INSURANCE					
GENERAL FUND	MUTUAL OF OMAHA	469095342	STD/LTD-PARKS	01/15/2016	14.59
Total 10-80-11501 STANDARD DISABILITY INSURANCE:					14.59
10-80-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	021462288-01-	ELEC-VISTA PARK	02/01/2016	25.72
Total 10-80-21000 ELECTRIC:					25.72
10-80-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03102062101-	WATER/GARFIELD PARK	02/08/2016	55.50
Total 10-80-22000 WATER:					55.50
10-80-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/VISTA PARK	02/03/2016	49.31
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/GARFIELD PARK	02/03/2016	17.59
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/POOL	02/03/2016	55.19
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/MAIN STREET PARK	02/03/2016	65.19
Total 10-80-22550 SEWER AND GARBAGE SERV.:					197.28
10-80-24000 TELEPHONE & FAX					
GENERAL FUND	VERIZON	9758840607	CELL PHONE-PARKS	01/13/2016	45.97
Total 10-80-24000 TELEPHONE & FAX:					45.97
10-80-34000 CONTRACT SERVICES					
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210793195	UNIFORMS/PARKS	01/21/2016	27.03
GENERAL FUND	PRUDENTIAL OVERALL SUPPL	210796007	UNIFORMS/PARKS	01/28/2016	27.03
Total 10-80-34000 CONTRACT SERVICES:					54.06
10-80-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON Cmplx-DOU	16-0129PKS1	DOC LABOR CREW/PKS1	01/29/2016	121.50
GENERAL FUND	AZ STATE PRISON Cmplx-DOU	16-0129PKS2	DOC LABOR CREW/PKS2	01/29/2016	108.00
GENERAL FUND	AZ STATE PRISON Cmplx-DOU	16-0129PKS3	DOC LABOR CREW/PKS3	01/29/2016	180.25
Total 10-80-34100 DOC WORKERS:					409.75
10-80-46000 OPERATIONAL EXPENSES					
GENERAL FUND	B&D LUMBER & HARDWARE	141872	DUCT TAPE	01/14/2016	5.43
GENERAL FUND	B&D LUMBER & HARDWARE	141947	LOPPER, SAW, SAW BLADE	01/19/2016	27.52
GENERAL FUND	B&D LUMBER & HARDWARE	141976	AMMONIUM PHOSPHATE	01/20/2016	30.52
GENERAL FUND	B&D LUMBER & HARDWARE	141981	KOTE GRAY PREMIX	01/20/2016	23.61
GENERAL FUND	B&D LUMBER & HARDWARE	142007	BLEACH, LOPPER, PRUNER	01/21/2016	47.32
GENERAL FUND	B&D LUMBER & HARDWARE	142008	CHOKE KNOB	01/21/2016	39.73
GENERAL FUND	B&D LUMBER & HARDWARE	142009	AIR FILTER	01/21/2016	32.43
GENERAL FUND	B&D LUMBER & HARDWARE	142118	POP UP HEAD	01/27/2016	4.43
Total 10-80-46000 OPERATIONAL EXPENSES:					210.99

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
10-80-46801 REC PROGRAMS/SPECIAL EVENTS					
GENERAL FUND	FUNFLICKS, INC	1276751	MOVIE SCREEN	02/02/2016	2,500.00
Total 10-80-46801 REC PROGRAMS/SPECIAL EVENTS:					2,500.00
SWIMMING POOL					
10-81-46000 OPERATIONAL EXPENSES					
GENERAL FUND	ALPHAGRAPHICS	71169	POOL PLAN	12/16/2015	8.84
Total 10-81-46000 OPERATIONAL EXPENSES:					8.84
10-81-47000 PERMITS & LICENSES					
GENERAL FUND	COCHISE HEALTH & SOCIAL S	27637	ANNUAL POOL/ FOOD HAN. PERMIT	01/11/2016	100.00
Total 10-81-47000 PERMITS & LICENSES:					100.00
LIBRARY					
10-83-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/LIBRARY	02/03/2016	103.10
Total 10-83-22550 SEWER AND GARBAGE SERV.:					103.10
10-83-24000 TELEPHONE & FAX					
GENERAL FUND	CENTURY LINK	855M-02-16	PHONE SERVICES-LIBRARY	02/01/2016	215.20
Total 10-83-24000 TELEPHONE & FAX:					215.20
10-83-34000 CONTRACT SERVICES					
GENERAL FUND	IRONHAWK ELEVATOR, LLC	20161223	MONTHLY MAINT/JAN 16	01/22/2016	110.00
GENERAL FUND	RICOH USA, INC	5040118522	COPIER MAINT AGRMNT/LIB	01/20/2016	1,754.64
GENERAL FUND	XEROX CORPORATION	082999462	BASE CHARGE/ LIBRARY	01/20/2016	53.25
Total 10-83-34000 CONTRACT SERVICES:					1,918.09
10-83-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-0129LIB	DOC LABOR CREW/LIB	01/29/2016	32.00
Total 10-83-34100 DOC WORKERS:					32.00
10-83-41500 OFFICE SUPPLIES					
GENERAL FUND	JMR ENGINEERING	382547	WALL MAP OF COCHISE COUNTY	01/20/2016	114.98
Total 10-83-41500 OFFICE SUPPLIES:					114.98
10-83-46000 OPERATIONAL EXPENSES					
GENERAL FUND	TRACHTMAN, SEAN	16-0209	IT SUPPORT/LIBRARY	02/09/2016	200.00
Total 10-83-46000 OPERATIONAL EXPENSES:					200.00
SENIOR CITIZENS CENTER					
10-85-21000 ELECTRIC					
GENERAL FUND	AZ PUBLIC SERVICE (2 of 3)	818422284-01-	ELEC - 300 COLLINS RD	02/01/2016	465.47
Total 10-85-21000 ELECTRIC:					465.47
10-85-22000 WATER					
GENERAL FUND	AZ WATER COMPANY	03117021951-	WATER/COLLINS RD - SC	02/01/2016	82.79

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-85-22000 WATER:					82.79
10-85-22550 SEWER AND GARBAGE SERV.					
GENERAL FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/SENIOR CENTER	02/03/2016	65.19
Total 10-85-22550 SEWER AND GARBAGE SERV.:					65.19
10-85-23000 GAS					
GENERAL FUND	AMERIGAS-SIERRA VISTA	3048365406	PROPANE GAS/SR CENTER	01/22/2016	1,089.24
Total 10-85-23000 GAS:					1,089.24
10-85-34000 CONTRACT SERVICES					
GENERAL FUND	OLANDER PEST CONTROL SER	SC-116	PEST CNTRL SRVCS/SENIOR CTR	01/27/2016	50.00
GENERAL FUND	OLANDER PEST CONTROL SER	SO-116	PEST CNTRL SRVCS/SEAGO	01/27/2016	35.00
Total 10-85-34000 CONTRACT SERVICES:					85.00
10-85-34085 COORDINATOR CONTRIBUTIONS					
GENERAL FUND	BISBEE SENIOR ASSOCIATION	45	MONTHLY CONTRIBUTION	02/01/2016	616.63
Total 10-85-34085 COORDINATOR CONTRIBUTIONS:					616.63
10-85-34100 DOC WORKERS					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	16-0129SC	DOC LABOR CREW/SC	01/29/2016	80.00
Total 10-85-34100 DOC WORKERS:					80.00
TRANSIENT ROOM TAX FUND EXPENDITURES					
20-40-11501 STANDARD DISABILITY INSURANCE					
TRANSIENT ROOM TAX	MUTUAL OF OMAHA	469095342	STD/LTD-VISITOR CENTER	01/15/2016	16.23
Total 20-40-11501 STANDARD DISABILITY INSURANCE:					16.23
20-40-13100 BUSINESS TRAVEL					
TRANSIENT ROOM TAX	LURIA, JENNIFER	16-0131	REIMBURSEMENT/MILEAGE	01/31/2016	100.44
Total 20-40-13100 BUSINESS TRAVEL:					100.44
20-40-24000 TELEPHONE & FAX					
TRANSIENT ROOM TAX	VERIZON	9758840607	CELL PHONE-VC	01/13/2016	18.47
Total 20-40-24000 TELEPHONE & FAX:					18.47
20-40-42040 ADVERTISING					
TRANSIENT ROOM TAX	MADDEN MEDIA	201600348	TUCSON GUIDE/COB	01/29/2016	1,980.50
Total 20-40-42040 ADVERTISING:					1,960.50
STREETS FUND EXPENDITURES					
21-40-11501 STANDARD DISABILITY INSURANCE					
STREETS	MUTUAL OF OMAHA	469095342	STD/LTD-STREET O&M	01/15/2016	35.82

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 21-40-11501 STANDARD DISABILITY INSURANCE:					35.82
21-40-13400 EDUCATION & TRAINING					
STREETS	HIDALGO, RAUL	16-0202	REIMBURSEMENT/GAS	02/02/2016	20.00
Total 21-40-13400 EDUCATION & TRAINING:					20.00
21-40-21000 ELECTRIC					
STREETS	AZ PUBLIC SERVICE (2 of 3)	250501288-01-	ELEC-HWY 92 DD	02/01/2016	12.29
STREETS	AZ PUBLIC SERVICE (2 of 3)	564251281-02-	Electric Service-AZ STREET LIGHTS	02/08/2016	4,759.76
STREETS	AZ PUBLIC SERVICE (2 of 3)	601982282-01-	ELEC- 951 NACO HWY	02/01/2016	92.16
STREETS	AZ PUBLIC SERVICE (2 of 3)	690982286-01-	ELEC-170 HWY 92	02/01/2016	130.93
STREETS	AZ PUBLIC SERVICE (2 of 3)	994591280-01-	ELEC - TOVREAVILLE RD WAREHOUSE - STREET	02/01/2016	145.34
STREETS	AZ PUBLIC SERVICE (3 of 3)	AR0480004881	STREET LIGHTS/STREETS	01/19/2016	1,784.29
Total 21-40-21000 ELECTRIC:					6,904.77
21-40-23000 GAS					
STREETS	SOUTHWEST GAS CORPORATI	472100101800	GAS-STREETS	02/01/2016	145.51
Total 21-40-23000 GAS:					145.51
21-40-24000 TELEPHONE & FAX					
STREETS	VERIZON	9756840607	CELL PHONE-STREETS	01/13/2016	36.94
Total 21-40-24000 TELEPHONE & FAX:					36.94
21-40-34000 CONTRACT SERVICES					
STREETS	PRUDENTIAL OVERALL SUPPL	210787566	UNIFORMS STREETS	01/07/2016	18.49
STREETS	PRUDENTIAL OVERALL SUPPL	210790383	UNIFORMS STREETS	01/14/2016	20.65
STREETS	PRUDENTIAL OVERALL SUPPL	210798012	UNIFORMS STREETS	01/28/2016	20.65
Total 21-40-34000 CONTRACT SERVICES:					59.79
21-40-46000 OPERATIONAL EXPENSES					
STREETS	ACE HARDWARE	16692	TORCH KIT	01/13/2016	71.23
STREETS	ACE HARDWARE	16959	ACQ TREATED	01/20/2016	412.01
STREETS	ACE HARDWARE	16972	SOCKET FUSE, SHARPENING	01/21/2016	32.47
STREETS	ACE HARDWARE	17012	SHARPENING	01/26/2016	10.80
STREETS	ACE HARDWARE	17063	FASTENERS	01/29/2016	27.39
STREETS	B&D LUMBER & HARDWARE	141956	FORM STAKE, HILLMAN SPEC ITEM	01/19/2016	93.10
STREETS	B&D LUMBER & HARDWARE	141957	LUMBER	01/19/2016	54.70
STREETS	B&D LUMBER & HARDWARE	142069	KWIK MIX MORTAR	01/25/2016	26.52
STREETS	B&D LUMBER & HARDWARE	142074	WIRE	01/25/2016	3.88
STREETS	B&D LUMBER & HARDWARE	142081	MASONRY BIT	01/25/2016	69.40
STREETS	B&D LUMBER & HARDWARE	142085	PREMIX CONCRETE	01/26/2016	40.29
STREETS	B&D LUMBER & HARDWARE	142088	WIRE RUBBER PLUG, WIRE	01/26/2016	7.10
STREETS	B&D LUMBER & HARDWARE	142106	WIRE, ELECTRICAL TAPE	01/26/2016	77.00
STREETS	B&D LUMBER & HARDWARE	142114	PREMIX CONCRETE	01/27/2016	80.58
STREETS	B&D LUMBER & HARDWARE	142143	MASKING TAPE	01/28/2016	14.49
STREETS	B&D LUMBER & HARDWARE	142152	LUMBER	01/28/2016	1,488.17
STREETS	B&D LUMBER & HARDWARE	142153	PRESERVATIVE	01/28/2016	47.91
STREETS	B&D LUMBER & HARDWARE	142156	SPRAYER	01/28/2016	10.62
STREETS	B&D LUMBER & HARDWARE	142162	PRESERVATIVE	01/29/2016	69.56
STREETS	BANK OF AMERICA	16-0109	MOTORCYCLE STENCIL/ADDED EXPENSE	01/09/2016	25.00
STREETS	BANK OF AMERICA	16-0109	MOTORCYCLE STENCIL	01/09/2016	43.50

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
STREETS	ROADSAFE TRAFFIC SYSTEMS	41301	TELESPAR POST, SLEEVE, ANCHOR	01/05/2016	6,810.30
Total 21-40-46000 OPERATIONAL EXPENSES:					9,516.00
21-40-46211 STREET REPAIR MATERIAL					
STREETS	EADS CONSTRUCTION	5535	CONCRETE	01/19/2016	397.88
Total 21-40-46211 STREET REPAIR MATERIAL:					397.88
21-40-46213 CONTRACT ST REPAIR - SALES TAX					
STREETS	CONCRETE DICK	16-0121	WALL STABILIZED	01/21/2016	2,100.00
Total 21-40-46213 CONTRACT ST REPAIR - SALES TAX:					2,100.00
21-40-62003 GASOLINE					
STREETS	SENERGY PETROLEUM	257781	STREETS FUEL/UNLEADED	01/25/2016	1,609.65
Total 21-40-62003 GASOLINE:					1,609.65
21-40-62004 DIESEL					
STREETS	SENERGY PETROLEUM	257781	STREETS FUEL/DIESEL	01/25/2016	1,814.12
Total 21-40-62004 DIESEL:					1,814.12
MISC. DONATIONS					
FUND EXPENDITURES					
48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFAR					
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/JUDE	02/04/2016	132.84
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/OSO	02/04/2016	46.50
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/RUSTY	02/04/2016	167.04
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/TAX	02/04/2016	8.63
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/JESUS	02/04/2016	28.00
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/RUSTY	02/04/2016	139.90
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/TANSY	02/04/2016	52.43
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/FRODO	02/04/2016	46.50
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/RUSTY	02/04/2016	81.40
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/JESSIE	02/04/2016	389.69
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/ANGEL	02/04/2016	96.83
MISC. DONATIONS	COCHISE ANIMAL HOSPITAL	22106	VETERINARY SERVICES/STRAY	02/04/2016	30.94
MISC. DONATIONS	CORONADO VETERINARY HOS	295711	VETERINARY SERVICES/RUGER	02/03/2016	85.01
MISC. DONATIONS	CORONADO VETERINARY HOS	295711	VETERINARY SERVICES/OSO	02/03/2016	124.90
MISC. DONATIONS	CORONADO VETERINARY HOS	295711	VETERINARY SERVICES/OSO	02/03/2016	73.45
MISC. DONATIONS	CORONADO VETERINARY HOS	295713	VETERINARY SERVICES/RUGER	02/03/2016	53.46
MISC. DONATIONS	GEIGER MOBILE VETERINARY	16-0121	VETERINARY SERVICES/BIJOU	01/21/2016	140.00
Total 48-40-22504 RYAN MIELE ENDOW/ANIMAL WELFAR:					1,697.52
48-40-22517 HOLIDAY LIGHTS					
MISC. DONATIONS	BANK OF AMERICA	16-0109	KEYLESS SOCKETS	01/09/2016	276.97
MISC. DONATIONS	BANK OF AMERICA	16-0109	SOCKET KEYLESS	01/09/2016	275.07
MISC. DONATIONS	DEKRA-LITE	INVO38834	CHRISTMAS LIGHTS	12/18/2015	1,349.83
Total 48-40-22517 HOLIDAY LIGHTS:					1,901.87
AIRPORT FUND					
FUND EXPENDITURES					

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
50-40-21000 ELECTRIC					
AIRPORT FUND	AZ PUBLIC SERVICE (2 of 3)	468101283-02-	ELEC-AIRPORT	02/01/2016	371.65
Total 50-40-21000 ELECTRIC:					371.65
50-40-22550 SEWER AND GARBAGE SERV.					
AIRPORT FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/AIRPORT	02/03/2016	19.34
Total 50-40-22550 SEWER AND GARBAGE SERV.:					19.34
50-40-23000 GAS					
AIRPORT FUND	SOUTHWEST GAS CORPORATI	472016093602	GAS-AIRPORT RD	02/08/2016	148.05
Total 50-40-23000 GAS:					148.05
50-40-46000 OPERATIONAL EXPENSES					
AIRPORT FUND	BANK OF AMERICA	16-0109	WINDSOCKS	01/09/2016	116.58
AIRPORT FUND	DALE W STONE	18-0128	HANGAR REIMBURSEMENT	01/28/2016	120.00
Total 50-40-46000 OPERATIONAL EXPENSES:					236.58
POLICE SPECIAL REVENUE& GRANTS					
FUND EXPENDITURES					
53-40-30004 TOHONO O'ODHAM NATION GRANT					
POLICE SPECIAL REVENUE& GRANTS	CDW GOVERNMENT, INC.	BVW6709	COMPUTER	01/28/2016	921.11
POLICE SPECIAL REVENUE& GRANTS	CDW GOVERNMENT, INC.	BWF1328	COMPUTER	01/28/2016	1,385.08
Total 53-40-30004 TOHONO O'ODHAM NATION GRANT:					2,306.19
SEWER FUND					
FUND EXPENDITURES					
54-40-11501 STANDARD DISABILITY INSURANCE					
SEWER FUND	MUTUAL OF OMAHA	469095342	STD/LTD-SEWER	01/15/2016	74.51
Total 54-40-11501 STANDARD DISABILITY INSURANCE:					74.51
54-40-21000 ELECTRIC					
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	625035286-02-	ELEC-940 W. PURDY LN.	02/08/2016	3,340.02
Total 54-40-21000 ELECTRIC:					3,340.02
54-40-24000 TELEPHONE & FAX					
SEWER FUND	VERIZON	9758840607	CELL PHONE-SEWER	01/13/2016	105.80
SEWER FUND	VERIZON	9758840607	CELL PHONE-SEWER ON CALL	01/13/2016	18.47
Total 54-40-24000 TELEPHONE & FAX:					124.07
54-40-34000 CONTRACT SERVICES					
SEWER FUND	CULLIGAN OF TUCSON	112X28192805	DRINKING WATER/WW	01/20/2016	296.14
SEWER FUND	OLANDER PEST CONTROL SER	TP-116	PEST CNTRL SRVCS/WW	01/27/2016	60.00
SEWER FUND	PRUDENTIAL OVERALL SUPPL	210793196	UNIFORMS/WW	01/21/2016	89.37
SEWER FUND	PRUDENTIAL OVERALL SUPPL	210798008	UNIFORMS/WW	01/28/2016	89.37
SEWER FUND	WASTE DISPOSAL, LLC.	47722	ROLL OFF	03/04/2015	1,050.00
SEWER FUND	WASTE DISPOSAL, LLC.	53460	ROLL OFF	06/02/2015	1,050.00
SEWER FUND	WASTE DISPOSAL, LLC.	64823	ROLL OFF	11/25/2015	1,260.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 54-40-34000 CONTRACT SERVICES:					3,894.88
54-40-34100 DOC WORKERS					
SEWER FUND	AZ STATE PRISON CMLPX-DOU	16-0129WW	DOC LABOR CREW/WW	01/29/2016	63.00
Total 54-40-34100 DOC WORKERS:					63.00
54-40-41500 OFFICE SUPPLIES					
SEWER FUND	OFFICE DEPOT	816618171001	OFFICE SUPPLIES	01/08/2016	45.91
SEWER FUND	OFFICE DEPOT	816937441001	OFFICE SUPPLIES	01/12/2016	22.45
SEWER FUND	OFFICE DEPOT	817432898001	OFFICE SUPPLIES	01/12/2016	63.81
SEWER FUND	OFFICE DEPOT	819030738001	OFFICE SUPPLIES	01/20/2016	33.44
SEWER FUND	OFFICE DEPOT	819030813001	OFFICE SUPPLIES	01/20/2016	6.19
Total 54-40-41500 OFFICE SUPPLIES:					171.80
54-40-45100 DISPOSABLE EQUIP & TOOLS					
SEWER FUND	ACE HARDWARE	16893	SUPPLIES	01/13/2016	103.90
SEWER FUND	ACE HARDWARE	16969	PAINT, BOLT CUTTER	01/21/2016	131.42
SEWER FUND	ACE HARDWARE	16970	TOOLBOX	01/21/2016	6.57
SEWER FUND	ACE HARDWARE	17021	FASTENERS, LIME REMOVER, WRENCH	01/27/2016	91.42
SEWER FUND	USA BLUEBOOK	839171	ROLLER HEAD ATTACHMENT	01/06/2016	78.42
Total 54-40-45100 DISPOSABLE EQUIP & TOOLS:					411.73
54-40-45200 SAFETY EQUIP & SUPPLIES					
SEWER FUND	OFFICE DEPOT	815594806001	POSTER LABEL	01/06/2016	117.27
SEWER FUND	OFFICE DEPOT	816172605001	FED/STATE POSTER	01/08/2016	59.55
Total 54-40-45200 SAFETY EQUIP & SUPPLIES:					176.82
54-40-46000 OPERATIONAL EXPENSES					
SEWER FUND	ACE HARDWARE	16998	AIR HOSE, PLUG	01/26/2016	61.30
SEWER FUND	B&D LUMBER & HARDWARE	141857	ROOT KILLER	01/13/2016	18.99
SEWER FUND	B&D LUMBER & HARDWARE	141897	ABS TEST, PLUG, CEMENT	01/15/2016	125.99
SEWER FUND	B&D LUMBER & HARDWARE	141950	WINDSHIELD WASH	01/19/2016	1.92
SEWER FUND	B&D LUMBER & HARDWARE	141985	MANURE FORK	01/20/2016	54.10
SEWER FUND	B&D LUMBER & HARDWARE	141998	SILICONE GASKET	01/20/2016	10.64
SEWER FUND	B&D LUMBER & HARDWARE	142003	AUTO VENT, FLEXIBLE COUPLING	01/20/2016	11.92
SEWER FUND	B&D LUMBER & HARDWARE	142010	WIRE RUBBER PLUG	01/21/2016	77.02
SEWER FUND	B&D LUMBER & HARDWARE	142026	RESPIRATOR	01/21/2016	43.48
SEWER FUND	B&D LUMBER & HARDWARE	142030	NUT, SLEEVE, PQLY TUBE	01/21/2016	7.55
Total 54-40-46000 OPERATIONAL EXPENSES:					412.91
54-40-46541 CHEMICALS					
SEWER FUND	POLYDYNE INC	1019205	CHEMICALS	01/08/2016	540.00
Total 54-40-46541 CHEMICALS:					540.00
54-40-46542 LAB SUPPLIES & TESTING					
SEWER FUND	CONNEY SAFETY PRODUCTS	5075022	GLV SHW NDX	01/12/2016	100.45
SEWER FUND	LEGEND TECHNICAL SERVICE	1600678	WW- CHEMICALS	01/14/2016	218.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1600716	WW- CHEMICALS	01/18/2016	90.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1600717	WW- CHEMICALS	01/18/2016	50.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1600979	WW- CHEMICALS	01/21/2016	616.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
SEWER FUND	LEGEND TECHNICAL SERVICE	1601305	CHEMICALS	01/28/2016	771.00
SEWER FUND	LEGEND TECHNICAL SERVICE	1601321	CHEMICALS	01/29/2016	200.00
SEWER FUND	USA BLUEBOOK	844182	INCUBATOR	01/12/2016	1,300.99
SEWER FUND	USA BLUEBOOK	846428	STIRRING BAR	01/14/2016	81.56
Total 54-40-46542 LAB SUPPLIES & TESTING:					3,428.00
54-40-46544 SLUDGE REMOVAL					
SEWER FUND	ACE HARDWARE	16931	FILM POLY	01/19/2016	106.49
Total 54-40-46544 SLUDGE REMOVAL:					106.49
54-40-50100 BLDG REPAIR & MAINT					
SEWER FUND	JIM'S ELECTRIC INC.	9691	ELECTRICAL WORK	01/20/2016	190.00
Total 54-40-50100 BLDG REPAIR & MAINT:					190.00
54-40-55000 EQUIPMENT REPAIR & MAINT					
SEWER FUND	ALFA LAVAL, INC.	276001290	PARTS	12/29/2015	2,637.83
SEWER FUND	FERGUSON ENTERPRISES, IN	WT004954	WINCH, WIRE ROPE	01/12/2016	3,648.99
SEWER FUND	UV DOCTOR SYSTEMS LLC	15	TOUCHSCREEN PANEL	01/15/2016	4,360.00
Total 54-40-55000 EQUIPMENT REPAIR & MAINT:					10,646.82
SANITATION FUND					
FUND EXPENDITURES					
56-40-11501 STANDARD DISABILITY INSURANCE					
SANITATION FUND	MUTUAL OF OMAHA	469095342	STD/LTD-SANITATION	01/15/2016	104.15
Total 56-40-11501 STANDARD DISABILITY INSURANCE:					104.15
56-40-12500 RECRUITMENT/EMPLOYEE TESTING					
SANITATION FUND	RIVERA, SERGIO	15-1211	CDL PHYSICAL	12/11/2015	75.00
Total 56-40-12500 RECRUITMENT/EMPLOYEE TESTING:					75.00
56-40-21000 ELECTRIC					
SANITATION FUND	AZ PUBLIC SERVICE (2 of 3)	994591280-01-	ELEC - TOVREAVILLE RD WAREHOUSE - SANITAT	02/01/2016	145.34
Total 56-40-21000 ELECTRIC:					145.34
56-40-23000 GAS					
SANITATION FUND	SOUTHWEST GAS CORPORATI	472100101800	GAS-SANITATION	02/01/2016	145.52
Total 56-40-23000 GAS:					145.52
56-40-24000 TELEPHONE & FAX					
SANITATION FUND	VERIZON	9758840607	CELL PHONE-SANITATION	01/13/2016	206.10
Total 56-40-24000 TELEPHONE & FAX:					206.10
56-40-34000 CONTRACT SERVICES					
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210787567	UNIFORMS/SANITATION	01/07/2016	49.74
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210790384	UNIFORMS/SANITATION	01/14/2016	61.63
SANITATION FUND	PRUDENTIAL OVERALL SUPPL	210796013	UNIFORMS/SANITATION	01/28/2016	49.74

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 56-40-34000 CONTRACT SERVICES:					161.11
56-40-34100 DOC WORKERS					
SANITATION FUND	AZ STATE PRISON CMLPX-DOU	16-0129REC	DOC LABOR CREW/REC	01/29/2016	126.00
SANITATION FUND	AZ STATE PRISON CMLPX-DOU	16-0129SAN	DOC LABOR CREW/SAN	01/29/2016	63.00
Total 56-40-34100 DOC WORKERS:					189.00
56-40-46000 OPERATIONAL EXPENSES					
SANITATION FUND	B&D LUMBER & HARDWARE	141864	20' BAR	01/13/2016	69.57
Total 56-40-46000 OPERATIONAL EXPENSES:					69.57
56-40-61000 VEHICLE PARTS & LABOR					
SANITATION FUND	BANK OF AMERICA	16-0109	R STRAT AXL	01/09/2016	107.16
SANITATION FUND	BANK OF AMERICA	16-0109	BLACK MESH TARPS	01/09/2016	1,956.16
SANITATION FUND	SOUTHWESTERN EQUIPMENT	32068	VEHICLE PARTS/SANITATION	01/18/2016	601.15
SANITATION FUND	WILLCOX AUTO PARTS INC.	100611	LUBRICANT	01/25/2016	7.66
SANITATION FUND	WILLCOX AUTO PARTS INC.	99774	OIL & AIR FILTER	01/14/2016	22.69
Total 56-40-61000 VEHICLE PARTS & LABOR:					2,694.82
QUEEN MINE FUND FUND EXPENDITURES					
59-40-11501 STANDARD DISABILITY INSURANCE					
QUEEN MINE FUND	MUTUAL OF OMAHA	469095342	STD/LTD-QUEEN MINE	01/15/2016	68.73
Total 59-40-11561 STANDARD DISABILITY INSURANCE:					68.73
59-40-22000 WATER					
QUEEN MINE FUND	AZ WATER COMPANY	03109024701-	WATER/QUEEN MINE	02/01/2016	166.90
Total 59-40-22000 WATER:					166.90
59-40-22550 SEWER AND GARBAGE SERV.					
QUEEN MINE FUND	BISBEE PUBLIC WORKS	16-0203	UTILITIES/QUEEN MINE	02/03/2016	379.37
Total 59-40-22550 SEWER AND GARBAGE SERV.:					379.37
59-40-24000 TELEPHONE & FAX					
QUEEN MINE FUND	VERIZON	9758840607	CELL PHONE-QM	01/13/2016	18.47
Total 59-40-24000 TELEPHONE & FAX:					18.47
59-40-24001 INTERNET ACCESS FEE					
QUEEN MINE FUND	BANK OF AMERICA	16-0109	INTERNET SERVICE	01/09/2016	78.77
Total 59-40-24001 INTERNET ACCESS FEE :					78.77
59-40-46030 CONCESSION SUPPLIES					
QUEEN MINE FUND	BANK OF AMERICA	16-0109	CANDY BARS	01/09/2016	23.22
QUEEN MINE FUND	BANK OF AMERICA	16-0109	CANDY BARS	01/09/2016	7.12
Total 59-40-46030 CONCESSION SUPPLIES:					30.34

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
59-40-46591 MERCHANDISE					
QUEEN MINE FUND	BANK OF AMERICA	16-0109	GOLD & SILVER BOTTLES	01/09/2016	423.99
QUEEN MINE FUND	BANK OF AMERICA	16-0109	JEWELRY	01/09/2016	293.48
QUEEN MINE FUND	BANK OF AMERICA	16-0109	PAPER	01/09/2016	126.00
QUEEN MINE FUND	ENTER THE EARTH	19948	ROCK, MINERALS	02/05/2016	870.00
QUEEN MINE FUND	VILLAGE ORIGINALS, inc	19449	VARIOUS MINERALS & FOSSILS, BOOK ENDS	01/27/2016	11,585.96
QUEEN MINE FUND	VILLAGE ORIGINALS, inc	80314	VARIOUS MINERALS & FOSSILS, JEWELRY	02/01/2016	3,604.95
QUEEN MINE FUND	VILLAGE ORIGINALS, inc	80314ADJ	ADJUSTMENT	02/01/2016	402.38
Total 59-40-46591 MERCHANDISE:					17,308.76
BISBEE BUS FUND FUND EXPENDITURES					
96-40-41505 ADMIN MISC EXPENSES					
BISBEE BUS FUND	VERIZON	9758848195	CELL PHONE-BISBEE BUS	01/13/2016	52.76
Total 96-40-41505 ADMIN MISC EXPENSES:					52.76
96-40-41606 CCS OPERATING EXPENSES					
BISBEE BUS FUND	CITY OF DOUGLAS	20151211305	BUS OPERATING SERVICES/NOVEMBER	12/11/2015	17,123.93
Total 96-40-41606 CCS OPERATING EXPENSES:					17,123.93
96-40-41607 CITY OPERATING EXPENSE					
BISBEE BUS FUND	DIAMOND MANUFACTURING, I	30978	KEYS	02/05/2016	21.00
BISBEE BUS FUND	TRACHTMAN, SEAN	16-0209	IT SUPPORT/BUS	02/09/2016	75.00
Total 96-40-41607 CITY OPERATING EXPENSE:					96.00
116 GENERAL FUND					
10-2020801 PUBLIC SAFETY RETIRE PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0130161	Retirement Fire Pay Period: 1/30/2016	02/03/2016	31,872.60
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0130161	Retirement Police Pay Period: 1/30/2016	02/03/2016	2,361.78
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0130161	Retirement Police Pay Period: 1/30/2016	02/03/2016	19,088.72
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0130161	Retirement Fire Pay Period: 1/30/2016	02/03/2016	4,235.87
Total 10-2020801 PUBLIC SAFETY RETIRE PAYABLE:					57,558.97
10-2020802 DEFERRED COMPENSATION PAYABLE					
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0130161	Deferred Comp Buy Up Pay Period: 1/30/2016	02/03/2016	1,066.06
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0130161	Deferred Comp Core Pay Period: 1/30/2016	02/03/2016	665.00
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0130161	Deferred Comp Core Pay Period: 1/30/2016	02/03/2016	2,299.08
GENERAL FUND	NATIONWIDE RETIREMENT SO	PR0130161	Deferred Comp Buy Up Pay Period: 1/30/2016	02/03/2016	964.50
Total 10-2020802 DEFERRED COMPENSATION PAYABLE:					4,994.64
10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE					
GENERAL FUND	PUBLIC SAFETY PERSONNEL	PR0130161	PSPRS-Alternate Contribution Pay Period: 1/30/2016	02/03/2016	84.26
Total 10-2020804 P.S.R.P.S. - ALT CONTR PAYABLE:					84.26
10-2020818 UNION DUES PAYABLE					
GENERAL FUND	AZ COPS	PR0130161	Union Dues Pol/Fire Pay Period: 1/30/2016	02/03/2016	180.00
GENERAL FUND	BISBEE FIREFIGHTERS LOCAL	PR0130161	Union Dues-Fire Pay Period: 1/30/2016	02/03/2016	360.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-2020818 UNION DUES PAYABLE:					540.00
10-2024000 PAYROLL GARNISHMENTS PAYABLE					
GENERAL FUND	SUPPORT PAYMENT CLEARIN	PR0130161	Support Clearing-Child Support Pay Period: 1/30/2016	02/03/2016	1,485.62
Total 10-2024000 PAYROLL GARNISHMENTS PAYABLE:					1,485.62
COMMUNITY DEVELOPMENT					
10-54-34000 CONTRACT SERVICES					
GENERAL FUND	FLOOD, KATHLEEN BELLE	64	ANIMAL SHELTER ADMINSTRATOR	01/25/2016	250.00
Total 10-54-34000 CONTRACT SERVICES:					250.00
Grand Totals:					208,184.53

Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 10, 2016</u>			
REGULAR	<input type="checkbox"/>	CONSENT	<input checked="" type="checkbox"/>
TYPE OF ACTION:			
RESOLUTION	<input type="checkbox"/>	ORDINANCE	<input type="checkbox"/>
		FORMAL ACTION	<input checked="" type="checkbox"/>
		OTHER	<input type="checkbox"/>
SUBJECT: APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON DECEMBER 8, 2015 AT 5:30PM			

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve Minutes

PROPOSED MOTION: I move to approve the Minutes of the Work Session of Mayor and Council held on December 8, 2015 at 5:30PM

DISCUSSION:

FISCAL IMPACT: No Impact.

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado,
City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle,
Mayor

MINUTES

MINUTES OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, HELD ON TUESDAY, DECEMBER 8, 2015, AT 5:30 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR OERTLE AT 5:30 PM.

ROLL CALL

COUNCIL

Councilmember Eugene Conners, Ward I

Councilmember Joan Hansen, Ward II

Excused

Councilmember Shirley Doughty, Ward III

Excused

Mayor Ronald Oertle

Councilmember Anne Cline, Ward III, Mayor Pro Tempore

Councilmember Douglas Dunn, Ward II

Councilmember Serena Sullivan, Ward I

STAFF

Jestin Johnson, City Manager

Ashlee Coronado, City Clerk

Sharon Buono, Finance Director

Peg White, Library Director

CITY ATTORNEY

Britt Hanson

COMMENTS FROM THE PUBLIC WILL BE ALLOWED AT THIS MEETING. A SIGNUP SHEET WILL BE AVAILABLE.

THE FOLLOWING ITEM WAS DISCUSSED AT THIS MEETING:

1. Comprehensive Budget Discussion.

Jestin Johnson, City Manager

Mayor Oertle invited the public to speak on this budget item.

Susan Blackford, Bisbee resident was glad to be able to have the discussion this evening on these budget issues. She wanted to discuss and put to rest the talk about a fire district. She spoke on the need for additional ambulances for inter- facility transfers. We were giving money to outside agencies. She referred to the article in the Bisbee review. She spoke about the money being made by inter-facilities transfers. She said that she had read that the City could not disband the Police and Fire Departments because it would be against the Charter. She spoke about the elder senior housing. She felt that the federal government would want a place with Police and Fire.

Eric Farhner, Bisbee resident said that it was important to have an open discussion. Nothing needed to be left off of the table. He spoke about the proposed tax increase and said that that alone might not save the town. He said that people need an idea of what the town would look like if services were turned over to the County and what things would look like if the City dissolved.

Mr. Johnson said that this was an opportunity to present the ideas that Council and the Community wanted to discuss about a month ago.

Councilmember Dunn gave some background information into this discussion. He spoke about the use of reserves to balance the budget and the implementation of budget cuts (furloughs, employment, 4 day work week, etc.). Councilmember Dunn went on to discuss the possibility of reform of Public Safety Personnel Retirement (PSPRS). He hoped for relief with the Public Safety Retirement, but there would be no silver bullet. He appreciated this opportunity to have this discussion. He said one option that was being discussed was foreclosure, and we need to remove that from our vocabulary and discussion. We are committed to being here for the long haul. He wanted to convey to the citizens that we will be here. Bisbee will continue to be a rewarding, secure place to work.

Mayor Oertle appreciated what Councilmember Dunn said about foreclosure or bankruptcy that was not a reality for the City. We are still bringing in revenue that will continue to come in. The PSPRS has created a problem. He spoke about discussions with State Senator Griffin and Stevens regarding this dilemma hurting the communities and the possibility of relief. He went on to discuss a backup in case the City does not receive relief from the legislature; he said his contingency plan would be to propose a one half cent sales tax increase.

Councilmember Dunn discussed his proposals to bring in additional revenues. He discussed the following Bisbee Public Safety Funding Alternatives (full handout is attached as Exhibit A):

- Sales Tax Increase
- Inter-Facility Transfers
- Form a Fire District
- County Fire District Assessment Tax
- Community Fund Raising
- Establish and “Income Tax Credit” for donations made to the Police and Fire Departments
- Annual (Voluntary) Subscriptions
- Offer an ambulance insurance policy
- Pursue Grants
- Sell City Property
- Explore Options for Managing/Controlling costs
- Cut Personnel

He also gave the following other funding alternatives:

- Garbage Service
- Implement Economic Development Strategies to Increase Tax Revenues
- Identify Alternative Funding Sources
- Privatize out City Services
- Cut “Non-Essential Services”

Mayor Oertle said that he was opposed to forming a Fire District. He spoke about the increase in revenue from the Inter-Facility Transfers, due to the fact that the hospital in Douglas had closed.

Councilmember Sullivan thanked the Mayor for the subtle pressure he had been putting on the legislature. She thanked the City Manager and Staff for all their sacrifices. Councilmember Sullivan asked if it was true that a Charter City could not go without a Municipal Police and Fire Department.

Mayor Oertle said again he was opposed to a Fire District. He spoke about what a wonderful Fire Department we currently had.

Councilmember Cline spoke about the possible reductions in the Police and Fire Departments. She said that at the current staffing levels the departments are having a hard time now and to reduce them even more would be ludicrous. She went on to say that if we had our own part time personnel running the Inter Facility Transfers we would reap the benefits from that in a large way. We would not have to share the revenues with another agency. She addressed the suggestion of a Fire District. We have the oldest Fire Department in the State, but if a Fire District was the only way to preserve the Department then we need to look into it. However, we would not be guaranteed to have the same staff and Fire Chief. The Fire District will have its own board, and they will decide who the staff was. The City of Bisbee will have no say in what services they provide. We would also lose the revenue from the transfers. We need some sort of emergency medical service here. Councilmember Cline addressed the non-essential services. She said things like emergency medical services were essential; things like the library and the pool are not a life and death matter.

Councilmember Conners spoke about the non-essential. He said that what he had not heard about was partnering. He asked why we were not talking about partnerships. We have a lot of responsibility here. We cannot keep adding to the debt we currently have.

Councilmember Sullivan said that we needed to look into some of the items discussed during the strategic planning. She spoke about partnership for the Lyric Theater. It could be turned into a revenue stream. She wanted to discuss ways to create revenue.

Councilmember Dunn stated we needed to focus on ways to increase tax revenue. He spoke about the iBisbee Committee. He talked about the need and importance of Sales and Property tax. The City of Bisbee is very dependent on visitor generated Sales Tax. He hoped that additional research would be done on some of the items he suggested.

MOTION: Councilmember Dunn moved to adjourn the meeting.

SECOND: Councilmember Conners

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 7:28pm

Ronald Oertle, Mayor

Bisbee Public Safety Funding Alternatives: City Council work session, December 8, 2015—presentation by Councilman Douglas Dunn

1. City Sales Tax: .5 % increase would raise approximately \$375,000 (to cover what we budgeted his year from reserves). To cover our annual PSPRS obligation of \$1,332,007 would require a sales tax increase of 1.8 % (from current 9.6% to 11.4%). This increase would need to be in force for 23 years to pay off our current “net unfunded accrued liability” of \$17,671,261. Sales tax alone can not remedy our situation. A September 22, 2015 article in the Bisbee Review indicated that Arizona ranks 41st out of 50 states in “tax fairness.” Arizona has one of the most regressive tax structures in the nation due to its heavy reliance on sales tax revenue.
2. Inter-facility Transfers (IFT's): Last year, BFD provided 411 IFT's; Arizona Ambulance provided 295. With the closing of the Douglas hospital the number of IFT's out of Bisbee have increased this year. Back in 2013 the City Council analyzed the profit return possible from increasing the number of IFT's. There were differences of opinion. My assessment of the numbers at that time convinced me that we were receiving a net income/profit of \$500 per transfer after subtracting fuel costs, equipment depreciation, personnel, overtime, retirement and other costs from the \$1,500 per transfer collected. Using that number, if we increased the number of transfers by 100 next year, it would bring in an additional \$50,000 in net revenue (profit) over cost. City of Bisbee could also contract with private ambulance provider and share revenues received, as we are now doing with Palominas Fire District. I challenge staff to identify ways to cut costs and increase profit on inter-facility transfers, i.e. hire additional staff to avoid paying overtime.
3. Form a Fire District. The fire district would be funded by a Secondary Property Tax Assessment on all property within the District. The District could be restricted to the current city limits of Bisbee, or it could be expanded to include outlying areas, i.e. Freeport properties, and could with the agreement of all parties include the current San Jose Fire District. The use of a property tax to fund a fire department makes sense in that the primary benefit is the protection of property. A fire district is a funding mechanism; it does not prescribe level of service. Level of service would be determined by the fire district's publically elected governing board. The impact of a fire district on homeowner insurance rates would be determined by the level of service provided. A series of articles that appeared in the January 28 and 30, 2015 issues of the Sierra Vista Herald provided a comparative analysis of fire departments in southern Cochise County along with a comparison of homeowner insurance rates. The Fry Fire District and the Whetstone Fire District both have an ISO fire insurance rating of 4, as does the City of Sierra Vista. Bisbee currently has an ISO of 6 (higher ISO leads to higher insurance premiums). Interesting, the Whetstone Fire District is staffed with nine (9) full-time personnel and 20 volunteers. What would be the cost? The Fry Fire District is currently funded through a property tax assessment of \$2.97 per \$100 of assessed valuation (\$297/year for a \$100,000 home). Fire district levies are currently capped by state law at \$3.25 per \$100 of assessed valuation. A Fire District is established through a petition to the Cochise County Board of Supervisors with signatures of a majority (at least 51%) of all property owners in the delineated district PLUS a majority (at least 51%) of the assessed valuation of the proposed district. (Chief Burnleit has received offers from several experienced

individuals on fire districts to work with Bisbee in assessing options and understanding the ins and outs of a fire district. I would urge us to take advantage of those offers.) I would be particularly curious to see if it would be legally possible for a newly created fire district to contract with the existing Bisbee Fire Department for services? Or would it be possible to separate on paper only the fire department from the ambulance service, one funded through property tax and the other through our General Fund? Current PEPRS obligation would remain with the City of Bisbee.

4. The establishment of a Bisbee Fire District would also qualify Bisbee to receive a small amount of funding from the "County Fire District Assessment Tax" that is currently levied on taxable property county-wide to support fire districts.
5. Community fund raising: In the rural communities in which I have lived most of my life, fire departments are funded significantly through community fund raising activities. An example is the recently held Bisbee Vogue Fireman Iceman Challenge. Other examples include: (a) Friends of Copper Queen Library who just held their annual "Altered Books" fund raiser. (b) Friends of Bisbee Animal Shelter who recently put together a Mariachi Festival fund raiser. (c) Evergreen Cemetery Fund under The Bisbee Foundation has so far raised over \$55,000 through local donations. (d) Bisbee Arts Commission. Each year the American Legion holds a public safety personnel appreciation. That event has been largely limited to public safety personnel, the mayor and city council. Why not expand that into a huge Public Safety Personnel Appreciation Day and fund raiser that could also give citizens an on-site, hands-on orientation to equipment and services provided? Another fund raising idea would be a "Guys and Gals at City Hall" calendar (*).
6. An idea I'd like to explore with our district AZ state Legislators is to establish a state "income tax credit" for donations made to police and fire departments, i.e. tax credit now available for contributions made to BUSB, Bisbee Boys & Girls Club, tuition paid to private schools (and 70 other items for which you can now get a Tax Credit on your Income Tax). (* See notice in Sierra Vista Herald.)
7. Annual (voluntary) Subscription: During an earlier City Council Call to the Public, Robert Nutti recommended that a method be established whereby those of us who support the fire department can show our support through a financial contribution. Early Fire departments were largely supported through subscription. I would like to pursue the establishment of such a (voluntary) subscription program ...possibly in lieu of a property tax for fire protection. This could involve an annual mailing to property owners with suggested minimum levels of support depending on size of property. Subscribers would receive a decal indicating that they are a supporter of the Bisbee Fire Department. The subscription could entitle them to certain free services, i.e. home/business inspections, public assists, 911 telephone service. Other cities are doing this.
8. Offer an ambulance insurance policy: Copper Queen Hospital now offers an insurance policy to cover Air-Vac helicopter transport. Bisbee could offer something similar that would cover any co-pay or other out-of-pocket costs of a 911 ambulance call not covered by Medicare or your insurance carrier. Such an insurance policy could also be offered as part of my suggested subscription program.
9. Pursue grants (FEMA, Homeland Security, etc.): Bisbee recently received grant for purchase of new ambulance and fire truck. But to receive a grant you have to apply

for it. Is there an opportunity to tap Howard Buffet who has funded other public safety needs in the county? Can we get used equipment through the "Federal Excess Property Program?"

10. Sell city property, i.e. City of Douglas: Several years ago a list of city owned properties was developed. Most of those properties had very little public value. In the past two months the City has sold three small parcels for a total of \$15,000. Every little bit counts. The former fire station on Bisbee Road is not being used. Fire Stations #81 and #82 could be consolidated with the Tombstone Canyon station sold to a rich person looking for a unique residential property. (*)
11. Explore options for managing/controlling costs: (1) Assess different staffing arrangements and use of personnel to reduce overtime. (2) Utilize Reserve Firefighters and volunteers. (3) Contract with Cochise County Regional Communication Center for dispatch service. (4) Investigate joint service arrangements with Palominas Fire District and other entities. (5) Charge for services, i.e. required fire inspections. (6) Require paramedics and other public safety personnel to pay for their own certification training to be reimbursed after two years of service. Evaluate possible cost cutting measures with their impact on response time and department effectiveness.
12. Cut personnel: Bisbee Police Department is currently operating on two person shifts. To cut further could leave a single officer without back up when multiple calls are received or when calls require more than one officer, i.e. domestic disturbance calls or when confrontational behavior is encountered. Likewise, if Fire Department would reduce shifts below current four fire fighters, the shift would be below the minimum number required by law to be present before anyone can enter a burning building. Rescue operations would be delayed until an on-call firefighter could arrive. Some people say we have more public safety personnel than we need, or can afford. Yet we complain of a delayed response, and we continue to ask for more services (*).

Other Funding Alternatives:

1. Garbage service: Adopt an automatic 0.5% annual increase in garbage fee, rather than waiting to increase fee by a larger amount later.
2. Identify and implement economic development strategies to increase tax revenues, i.e. development and promotion of Bisbee as an overnight visitor destination. Get behind the new Tourism Marketing Plan. Tap the growing demand for outdoor adventure tourism. Attract senior housing development.
3. Identify alternative funding sources: The City of Bisbee is currently very dependent on visitor generated sales tax revenue. Of the \$5 million received by the city in tax revenue, 62% comes from sales tax (\$2.5 million from city sales tax, \$121,000 in bed tax, and \$534,000 in state income tax rebate). \$975,000 is generated through the city property tax (19%) and \$670,000 is received in state income tax revenue sharing (13%). (Bisbee's primary funding strategy has been "get a grant; tax the tourists" vs. property tax supported Improvement District.)
4. Privatize/contract out City services, operate as Enterprise Funds.
5. Identify and cut "non-essential services" (in each department).



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 10, 2016</u>			
REGULAR	<input type="checkbox"/>	CONSENT	<input checked="" type="checkbox"/>
TYPE OF ACTION:			
RESOLUTION	<input type="checkbox"/>	ORDINANCE	<input type="checkbox"/>
FORMAL ACTION	<input checked="" type="checkbox"/>	OTHER	<input type="checkbox"/>
SUBJECT: APPROVAL OF THE MINUTES OF THE REGULAR SESSION OF MAYOR AND COUNCIL HELD ON JANUARY 19, 2016 AT 7:00PM			

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve Minutes

PROPOSED MOTION: I move to approve the Minutes of the Regular Session of Mayor and Council held on January 19, 2016 at 7:00PM

DISCUSSION:

FISCAL IMPACT: No Impact.

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: *Nina Williams*
Nina Williams,
Deputy City Clerk

Reviewed by: *Ronald Oertle*
Ronald Oertle,
Mayor

- A. Approval of the Re-Appointment of Keith Dennis to the Board of Adjustment with a Waiver of Number of Commissions Served.
Ashlee Coronado, City Clerk
- B. Approval of the Appointment of Michael McPartlin to the Design Review Board with a Waiver of Number of Commissions Served.
Ashlee Coronado, City Clerk
- C. Approval of the Appointment of Robert Page to the iBisbee Committee.
Ashlee Coronado, City Clerk
- D. Approval of the Re-Appointment of Keith Dennis to the Planning and Zoning Commission with a Waiver of Number of Commissions Served.
Ashlee Coronado, City Clerk
- E. Approval of the Appointment of Sharon Buono to the Public Safety Personnel Retirement Board with a Waiver for Residency Requirement.
Ashlee Coronado, City Clerk
- F. Approval of the Appointment of Audrey Giacomino to the Streets and Infrastructure Committee with a Waiver of Number of Commissions Served.
Ashlee Coronado, City Clerk
- G. Approval of Special Event Liquor License Application Submitted by the Bisbee Radio Project, Inc (KBRP) for an Event to be held at the Bisbee Royale Located at 94 Main Street, Bisbee, Arizona Saturday, February 6, 2016 from 3:00PM to 11:59PM; Ryan Bruce, Applicant.
Ashlee Coronado, City Clerk

MOTION: Councilmember Cline moved to approve the Consent Agenda items 2A-2M.
SECOND: Councilmember Hansen

ROLL CALL VOTE:

AYES: Councilmember Conners, Hansen, Cline, Dunn, Sullivan and Mayor Oertle

NAYS: 0

MOTION PASSED: AYES-5; NAYS-0

OLD BUSINESS

NEW BUSINESS

- 3. Presentation by Commissioner Pat Call and County Manager Jim Vlahovich about an Aquifer Recharge Project using Treated Effluent from our Wastewater Treatment Facility.
Jestin Johnson, City Manager

Mayor Oertle introduced County Supervisor Pat Call. Mr. Pat Call introduced the people with him and stated that this project wouldn't cost the City of Bisbee anything. He began his detailed presentation on the recharge project using treated effluent from our wastewater treatment facility. Two issues; keeping water in the river and cone management increasing the surface flows.

Councilmember Hansen asked about water coming to the San Pedro; treatment of water or no treatment. Mr. Call said that they were detaining it not retaining it. She asked if it was to keep the river a constant level. Mr. Call said it was to increase the flow of the river.

Mr. Call continued with his presentation. He said that this was all conceptual at this point and time. Everything seems to be falling into place in the possibility of doing this, but that they were at the beginning of this project. If they don't get access to the City of Bisbee effluent there was no need to go any further. If they get access to the effluent they do have approximately \$230,000 of money left over from the Palominas recharge project that they could put towards an engineering study.

Mayor Oertle asked about Horse Shoe Draw was it on the same aquifer where it was currently going into Green Bush Draw or was that different. Mr. Call said that it was in the Sierra sub watershed aquifer "Yes". Mayor Oertle said for clarification where the water goes in just off of Naco Highway that was the same aquifer. Mr. Call had his associate answer and said that essentially it was the same aquifer and explained what the difference was. Mayor Oertle also asked about the law regarding moving large amounts of water from one aquifer area to another. Mr. Call said that you couldn't do inter basin transfers.

Councilmember Hansen asked if the ground water was considered the San Pedro, so basically we are doing a recharge into ground water. Mr. Call said that it basically uses ground water, it doesn't replenish it. They are recharging the aquifer next to the river. Councilmember Hansen also asked if there was any concern with health issues, contamination or anything by doing that. Mr. Call said "No" none at all. He explained B+ effluent.

Councilmember Conners asked about urban enhanced water. Mr. Call explained urban enhanced water was. Councilmember Conners also asked if this did happen would that water exclusively be delivered to Horse Shoe Draw or could we sell it. Mr. Call said that ideally not. This project, if we take it to its conclusion the pipe line could cost anywhere in the three (3) to five (5) million dollars. They would have to have a full commitment on that water for a significant amount of time. Mr. Call clarified that if they were able to get the funding for this project they would have to have a full commitment of the effluent for a significant amount of time.

Mayor Oertle asked if they had received any questions or comments from the Arizona Water Company on this. Mr. Call said "No" He said that this was a relatively new project this was the first time they really have been out in public to address this. Mayor Oertle asked if ADEQ would have a say in the matter. Mr. Call said absolutely.

Mr. Johnson said that ADEQ would have to do an amendment to the current discharge permit.

Councilmember Dunn asked for clarification on alternative uses of B+ water would this be a liability or a potential asset to the City of Bisbee. Mr. Call said that the uses for B+ were many. Councilmember Sullivan stated the alternative uses. Mr. Call said that no ideas came to his mind with the city making money on the effluent.

Sharon Rock, Bisbee resident asked that if the Ladd's had a considerable concern about why they don't want the water on their grazing land why it would be better to have it in the aquifer. Mr. Call said that B+ was used for that, but for what he understood that the grass that grows there doesn't get as green as when they have monsoon rain. Nitrogen in effluent could be having an effect on their grass. She also asked if the effluent was recharging the Naco wells. Mr. Call said that he was not sure of the answer. She spoke regarding articles that she had read, concerns that she had and the risks not known. She felt it would be a green light to development in the area.

Mayor Oertle said that this was a long process to get it done and that the federal EPA would probably have a say in the area.

Jeb-Henry Witkowski, Bisbee resident agreed with Ms. Rock that if this does go through the short term / long term that it may a green light for development felt that it would affect local environment. He was more concerned about long term.

Susan Blackford, Bisbee resident said that wouldn't it have been nice if we still had Tom Klimek public works director to advise the city manager and the council of what the concerns are and you could have directed him to look into this since he was a public certified engineer.

Mr. Wallace, Bisbee resident said that Mr. Klimek would have asked what the operators thought of what was going on because that was the type of engineer he was, he wasn't certified as a wastewater operator. Mr. Wallace was. He thought they had the plant fine-tuned and it will be the best water you will ever saw without it being drinking water. He said that if Arizona had a problem with the way the water was they would let us know.

Mayor Oertle thanked Mr. Call and Mr. Vlahovich and the other county people who came here this evening.

4. Discussion and Possible Direction Regarding Arizona Ambulance's Request for Expanded CON (Certificate of Necessity) in the City of Bisbee.
Pursuant to A.R.S. § 38-431.03, the City Council may vote to go into executive session for discussion or consultation for legal advice with the attorney or attorneys of the public body or for discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding pending or contemplated litigation.

Justin Johnson, City Manager

Mr. Johnson explained that a CON(Certificate of Necessity) was administered by the Arizona Department of Health Services to regulate ambulance service in the state of Arizona and that every place has adequate coverage. We were here to talk about some pending litigation as it relates to this particular item. He said that our CON (Certificate of Necessity) covers about 400 square miles.

Mayor Oertle stated that the Certificate of Necessity (CON) would be decided by the Arizona Department of Health Services. Mr. Johnson said yes and stated that recently our CON (Certificate of Necessity) was renewed in August of 2015. Mayor Oertle asked if there was any indication of the time frame of this happening or not happening. Mr. Johnson said that those details would be discussed in executive session.

Susan Blackford, Bisbee resident spoke regarding the voting down of an ambulance purchase in past years. She also spoke about a Fire District. She talked about the agreement we have with Palominas and that Arizona Ambulance was not making the money they once were. She gave information regarding Arizona Ambulance. Safety for our citizens should be the first concern. She said we have one of the best fire departments in the state. She thanked both the police and fire for all they do.

Ken Budge, Bisbee resident said that he was not here tonight with figures and facts, but to give a little history. He talked about his career and what he dealt with, with private ambulance services.

Mayor Oertle said that this was an important issue.

MOTION: Councilmember Cline moved to go into Executive Session.

SECOND: Councilmember Hansen

MOTION PASSED: UNANIMOUSLY

MOTION: Councilmember Conners moved to come out of Executive Session.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

5. City Manager's Report:

- Other current events

Mayor Oertle stated that the City Manager was called away so there will be no report given.

MOTION: Councilmember Conners moved to adjourn the meeting.

SECOND: Councilmember Sullivan

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 10:02PM

Ronald Oertle, Mayor



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 8, 2016</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: APPROVAL OF THE APPOINTMENT OF AUDREY GIACOMINO TO THE YOUTH COUNCIL AS THE ADULT ADVISOR WITH A WAIVER OF NUMBER OF COMMISSIONS SERVED.	

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Appointment of Audrey Giacomino to the Youth Council as the Adult Advisor with a Waiver of number of Commissions Served.

DISCUSSION:

Ms. Giacomino has submitted her application to serve as the Adult Advisor for the Youth Council.

If approved, Ms. Giacomino will serve on the board until January 2019.

FISCAL IMPACT: NA

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado, City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle, Mayor



BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 2-3-16

FFR 03 2016

*** Board interested to serve:**

CITY CLERK'S OFFICE
CITY OF BISBEE

- | | | |
|---|---|---|
| <input type="checkbox"/> Airport Advisory Committee | <input type="checkbox"/> Bisbee Arts Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> Committee on Disability Issues | <input type="checkbox"/> Community Sustainability Commission | <input type="checkbox"/> Design Review Board |
| <input type="checkbox"/> Employee Council | <input type="checkbox"/> Evergreen Cemetery Committee | <input type="checkbox"/> iBisbee Committee |
| <input type="checkbox"/> Judicial Selection Committee | <input type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Municipal Property Corporation |
| <input type="checkbox"/> Parks and Recreation Committee | <input type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Police and Fire Advisory Committee |
| <input type="checkbox"/> Public Safety Retirement Board | <input type="checkbox"/> Streets and Infrastructure Committee | <input type="checkbox"/> Transit Advisory Committee |
| <input checked="" type="checkbox"/> Youth Council Adult Advisor | | |

*** Complete One (1) Application for each Board / Commission you wish to serve.**

Biscomino Audrey L.
 Last Name First Name Middle Initial

611 Yuma Trail Bisbee Az 85603
 Mailing Address Number Street City State Zip Code

Residential Street Address: 611 Yuma Trail, Bisbee, AZ 85603

Telephone Number(s): 520/432-5084 Cell 520-471-3212

Email Address: luca@9638@earthlink.net

* I have been a resident of Bisbee for 77 years * Are you currently on any Boards? Yes

**(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)*

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates)

Employed: Bisbee High School Grad 1956 - 30 Credit (Cochise College) Accounting I+2 Corporate Accounting - Personnel - Data Processing - Art - Conversational Spanish - Computer Programming - Cochise County Superior Courtroom Clerk - Div I + Div II - Admin Sec to Purchasing Agent & Control of White Pine Branches of Phelps Dodge Corp - Southwest Area Payroll Clerk - Dispatchers - Credit and Collections Forestry Clerk - Construction Clerk

Please provide a brief summary of Civic/Volunteer Experience:

Inventor of Youth Skate for Kids - Fund raiser for City Pool - Fund raiser for skate Park Committee - Bisbee High School Alumna - Took testimony at all ball games for proceeds to go back into Athletic fund for 14 years. Have been involved in helping kids - Coaching kids and was Council Advisor for the Bisbee Youth Council for 12 years

Other Background Information Relevant to Serving in this Position:

Have been working with children for over 50 years teaching them about Civic responsibilities - Coaching Ponytail Softball - Supported our local Zoo from 1960 until the closing

I am qualified and interested in serving on this Board because:

I am in true belief that every man, woman and child should take the responsibility to contribute to their City - help the unfortunate. It develops children into responsible young adults.

Have you ever been convicted of a felony or misdemeanor by any court or do you have any pending criminal charges against you? Yes No If yes, please Explain:

WAIVER REQUEST (If Applicable):

I am requesting that the following rule(s) be waived in order to serve on the Commission:

- _____ Residency Requirement (Bisbee Resident for less than 1 year)
- _____ Length of Service (I have served _____ terms)
- Number of Commission Memberships currently served. I also serve on the:
Evergreen Cemetery Committee - Parks and Recreation Committee and Streets and Infrastructure Committee

I am requesting this/these waivers for the following reasons for consideration:

I have lived in all three Wards in the City of Bisbee. I love this town and want to see responsible, caring young adults to do the same.

I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work with the City of Bisbee. I understand that the Mayor and Members of the Council must approve any waiver request.

Signature: *Andrey L. Szymoniak* Date: 02/03/16

When complete, please return to:
City Clerk Office 118 Arizona Street Bisbee, Arizona 85603 Fax 520.432.6069 E-mail: acoronado@cityofbisbee.com
nwilliams@cityofbisbee.com



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 8, 2016</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: APPROVAL OF THE APPOINTMENT OF SUSAN MATHEWS TO THE LIBRARY ADVISORY BOARD	

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Appointment of Susan Mathews to the Library Advisory Board.

DISCUSSION:

Ms. Mathews has submitted her application to serve on the Library Advisory Board.

If approved, Ms. Mathews will serve on the board until January 2019.

FISCAL IMPACT: NA

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado, City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle, Mayor



BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 1/29/2016

FEB 01 2016

*** Board interested to serve:**

CITY CLERK'S OFFICE
CITY OF BISBEE

- | | | |
|---|---|---|
| <input type="checkbox"/> Airport Advisory Committee | <input type="checkbox"/> Bisbee Arts Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> Committee on Disability Issues | <input type="checkbox"/> Community Sustainability Commission | <input type="checkbox"/> Design Review Board |
| <input type="checkbox"/> Employee Council | <input type="checkbox"/> Evergreen Cemetery Committee | <input type="checkbox"/> iBisbee Committee |
| <input type="checkbox"/> Judicial Selection Committee | <input checked="" type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Municipal Property Corporation |
| <input type="checkbox"/> Parks and Recreation Committee | <input type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Police and Fire Advisory Committee |
| <input type="checkbox"/> Public Safety Retirement Board | <input type="checkbox"/> Streets and Infrastructure Committee | <input type="checkbox"/> Transit Advisory Committee |
| <input type="checkbox"/> Youth Council | | |

*** Complete One (1) Application for each Board / Commission you wish to serve.**

<u>Mathews</u>	<u>Susan</u>	<u>J</u>
Last Name	First Name	Middle Initial
<u>PO Box 1821</u>	<u>Bisbee</u>	<u>AZ</u>
Mailing Address	City	State
<u>1821</u>	<u>85603</u>	<u>85603</u>
Number	Zip Code	Zip Code

Residential Street Address: 47 Wood Canyon

Telephone Number(s): 520-432-7375, 520-508-1215 (cell)

Email Address: smathews@talus.com

* I have been a resident of Bisbee for 30 years * Are you currently on any Boards? no
**(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)*

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): 1993-2008 Cochise County Library District, Technical Services Librarian 1989-1993 Fort Huachuca Main Library, Public Services Librarian, 1987-1989 University of Arizona received Masters of Library Science

Please provide a brief summary of Civic/Volunteer Experience:
Treasurer and Board Member of Bisbee Bloomers
Member of the Bisbee Women's Club
previously volunteered at the Bisbee Animal Shelter

Other Background Information Relevant to Serving in this Position:

I am qualified and interested in serving on this Board because:

I have been involved in Libraries both in paraprofessional and professional capacities. I retired in 2008 but would like to continue to be involved in libraries.

Have you ever been convicted of a felony or misdemeanor by any court or do you have any pending criminal charges against you? Yes No If yes, please Explain: _____

WAIVER REQUEST (If Applicable):

I am requesting that the following rule(s) be waived in order to serve on the Commission:

- _____ Residency Requirement (Bisbee Resident for less than 1 year)
- _____ Length of Service (I have served _____ terms)
- _____ Number of Commission Memberships currently served. I also serve on the:

I am requesting this/these waivers for the following reasons for consideration:

I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work with the City of Bisbee. I understand that the Mayor and Members of the Council must approve any waiver request.

Signature: Susan J Mathers

Date: 1/29/16

When complete, please return to:

**City Clerk Office 118 Arizona Street Bisbee, Arizona 85603 Fax 520.432.6069 E-mail: acoronado@bisbeeaz.gov
nwilliams@bisbeeaz.gov**



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 8, 2016</u>			
REGULAR	<input type="checkbox"/>	CONSENT	<input checked="" type="checkbox"/>
TYPE OF ACTION:			
RESOLUTION	<input type="checkbox"/>	ORDINANCE	<input type="checkbox"/>
		FORMAL ACTION	<input checked="" type="checkbox"/>
		OTHER	<input type="checkbox"/>
SUBJECT: APPROVAL OF THE APPOINTMENT OF ERIC FAHRNER TO THE AIRPORT ADVISORY COMMITTEE			

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Appointment of Eric Fahrner to the Airport Advisory Committee.

DISCUSSION:

Mr. Fahrner has submitted his application to serve on the Airport Advisory Committee.

If approved, Mr. Fahrner will serve on the board until January 2019.

FISCAL IMPACT: NA

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado, City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle, Mayor



BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: February 4, 2016

FFR 0 4 2016

*** Board interested to serve:**

CITY CLERK'S OFFICE
CITY OF BISBEE

- | | | |
|--|---|---|
| <input checked="" type="checkbox"/> Airport Advisory Committee | <input type="checkbox"/> Bisbee Arts Commission | <input type="checkbox"/> Board of Adjustment |
| <input type="checkbox"/> Board of Appeals | <input type="checkbox"/> Charter Review Committee | <input type="checkbox"/> Civil Service Commission |
| <input type="checkbox"/> Committee on Disability Issues | <input type="checkbox"/> Community Sustainability Commission | <input type="checkbox"/> Design Review Board |
| <input type="checkbox"/> Employee Council | <input type="checkbox"/> Evergreen Cemetery Committee | <input type="checkbox"/> iBisbee Committee |
| <input type="checkbox"/> Judicial Selection Committee | <input type="checkbox"/> Library Advisory Board | <input type="checkbox"/> Municipal Property Corporation |
| <input type="checkbox"/> Parks and Recreation Committee | <input type="checkbox"/> Planning and Zoning Commission | <input type="checkbox"/> Police and Fire Advisory Committee |
| <input type="checkbox"/> Public Safety Retirement Board | <input type="checkbox"/> Streets and Infrastructure Committee | <input type="checkbox"/> Transit Advisory Committee |
| <input type="checkbox"/> Youth Council | | |

*** Complete One (1) Application for each Board / Commission you wish to serve.**

<u>Fahrner, Eric C.</u>		
Last Name	First Name	Middle Initial

<u>609 Bisbee Road, Bisbee, AZ 85603</u>					
Mailing Address	Number	Street	City	State	Zip Code

Residential Street Address: 609 Bisbee Road, Bisbee, AZ 85603

Telephone Number(s): 520-366-1066

Email Address: ECFahrner@gmail.com

* I have been a resident of Bisbee for 28 years * Are you currently on any Boards? No

**(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)*

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates

Employed): B.S. Criminal Justice Administration, Northern Arizona University, 1995
A.G.S. Cochise Community College Psychology/Political Science/Professional Pilot Program
Self-employed real estate agent since 2008

Please provide a brief summary of Civic/Volunteer Experience:

Active in advocating for youth & families in various employment & volunteer capacities since 1988.

Other Background Information Relevant to Serving in this Position:

I obtained my Pilot's Certificate from Cochise Community College and used to fly quite frequently out of the Bisbee Municipal Airport. In addition, the current committee chairperson is Chuck Perry, who was a flight instructor of mine, and it would be an honor to serve with him on this committee.

I am qualified and interested in serving on this Board because:

I enjoy everything about General Aviation as well as community economic development. Serving on this Board would be an opportunity to pursue both of those interests while serving the community at the same time.

Have you ever been convicted of a felony or misdemeanor by any court or do you have any pending criminal charges against you? Yes No If yes, please Explain: _____

WAIVER REQUEST (If Applicable): N/A

I am requesting that the following rule(s) be waived in order to serve on the Commission:

- _____ Residency Requirement (Bisbee Resident for less than 1 year)
- _____ Length of Service (I have served _____ terms)
- _____ Number of Commission Memberships currently served. I also serve on the: _____

I am requesting this/these waivers for the following reasons for consideration:

I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work with the City of Bisbee. I understand that the Mayor and Members of the Council must approve any waiver request.

Signature: 

Date: 02/04/2016

When complete, please return to:

City Clerk Office 118 Arizona Street Bisbee, Arizona 85603 Fax 520.432.6069 E-mail: acoronado@cityofbisbee.com
nwilliams@cityofbisbee.com



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: February 8, 2016

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL OF A SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY THE FRIENDS OF WARREN BALLPARK FOR AN EVENT TO BE HELD AT WARREN BALLPARK LOCATED AT 300 RUPPE AVENUE, BISBEE, ARIZONA ON SATURDAY, APRIL 16, 2016 AND SUNDAY APRIL 17, 2016 FROM 9:00AM TO 6:00PM EACH DAY, JUDITH LEE ANDERSON, APPLICANT**

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve the Special Event Liquor License Application

PROPOSED MOTION: I move to approve the Special Event Liquor License Application Submitted by the Friends of Warren Ballpark for an Event to be held at Warren Ballpark Located at 300 Ruppe Avenue, Bisbee, Arizona on Saturday, April 16, 2016 and Sunday, April 17, 2016 from 9:00AM to 6:00PM each day, Judith Lee Anderson, Applicant.

DISCUSSION:

Ms. Anderson has requested approval of a Special Event Liquor License Application to hold an Event at Warren Ballpark, 300 Ruppe Avenue, Bisbee, Arizona. The Event will be held on Saturday, April 16, 2016 and Sunday, April 17, 2016 from 9:00AM to 6:00PM each day.

Ms. Anderson has indicated that there will be three (3) Security Personnel and that members of the six (6) baseball teams will also serve as security between their games.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado
Ashlee Coronado,
City Clerk

Reviewed by: Ronald Oertle
Ronald Oertle
Mayor

Arizona Department of Liquor Licenses and Control
800 W Washington 5th Floor
Phoenix AZ 85007-2934
www.azliquor.gov
(602) 542-5141

FOR DLIC USE ONLY

Event date(s):

Event time start/end:

APPLICATION FOR SPECIAL EVENT LICENSE

Fee= \$25.00 per day for 1-10 days (consecutive)
A service fee of \$25.00 will be charged for all dishonored checks (A.R.S. §44-8852)

IMPORTANT INFORMATION: This document must be fully completed or it will be returned.

The Department of Liquor Licenses and Control must receive this application ten (10) business days prior to the event. 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 government before submission to the Department of Liquor Licenses and Control (see Section 15).

SECTION 1 Name of Organization: Friends of Warren Ballpark

SECTION 2 Non-Profit/IRS Tax Exempt Number: EIN #23-7042402

SECTION 3 The organization is a: (check one box only)

- Charitable (501.C) Fraternal (must have regular membership and have been in existence for over five (5) years)
 Religious Civic (Rotary, College Scholarship) Political Party, Ballot Measure or Campaign Committee

SECTION 4 Will this event be held on a currently licensed premise and within the already approved premises?
 Yes No

Name of Business

License Number

Phone (include Area Code)

SECTION 5 How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation (look in special event planning guide) and check one of the following boxes.

- Place license in non-use
 Dispense and serve all spirituous liquors under retailer's license
 Dispense and serve all spirituous liquors under special event
 Split premise between special event and retail location

(If not using retail license, submit a letter of agreement from the agent/owner of the licensed premise to suspend the license during the event. If the special event is only using a portion of premise, agent/owner will need to suspend that portion of the premise.)

SECTION 6 What is the purpose of this event? On-site consumption Off-site (auction) Both

SECTION 7 Location of the Event: Warren Ballpark

Address of Location: 300 Ruppe Avenue Cochise County, Bisbee, Arizona 85603

Street

City

County/State

Zip

SECTION 8 Will this be stacked with a wine festival/craft distiller festival? Yes No

SECTION 9 Applicant must be a member of the qualifying organization and authorized by an Officer, Director or Chairperson of the Organization named in Section 1. (Authorizing signature is required in Section 13.)

1. Applicant: Anderson, Judith Lee

6/26/46

Last

First

Middle

Date of Birth

2. Applicant's mailing address: 611 Hoatson Avenue, Bisbee, Arizona 85603

Street

City

State

Zip

3. Applicant's home/cell phone: (520) 432-3813 Applicant's business phone: () NA

4. Applicant's email address: judithlee46@cableone.net

SECTION 10

- 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 explanation.)
- How many special event licenses have been issued to this location this year? 2
 (The number cannot exceed 12 events per year; exceptions under A.R.S. §4-203.02(D).)
- Is the organization using the services of a promoter or other person to manage the event? Yes No
 (if yes, attach a copy of the agreement.)
- List all people and organizations who will receive the proceeds. Account for 100% of the proceeds. The organization applying must receive 25% of the gross revenues of the special event liquor sales. Attach an additional page if necessary.

Name Friends of Warren Ballpark Percentage 100%
 Address 611 Hoatson Avenue Bisbee, AZ 85603
Street City State Zip

Name _____ Percentage _____
 Address _____
Street City State Zip

5. Please read A.R.S. §4-203.02 Special event license; rules and R19-1-205 Requirements for a Special Event License.
Note: ALL ALCOHOLIC BEVERAGE SALES MUST BE FOR CONSUMPTION AT THE EVENT SITE ONLY.
"NO ALCOHOLIC BEVERAGES SHALL LEAVE SPECIAL EVENT UNLESS THEY ARE IN AUCTION SEALED CONTAINERS OR THE SPECIAL EVENT LICENSE IS STACKED WITH WINE /CRAFT DISTILLERY FESTIVAL LICENSE"

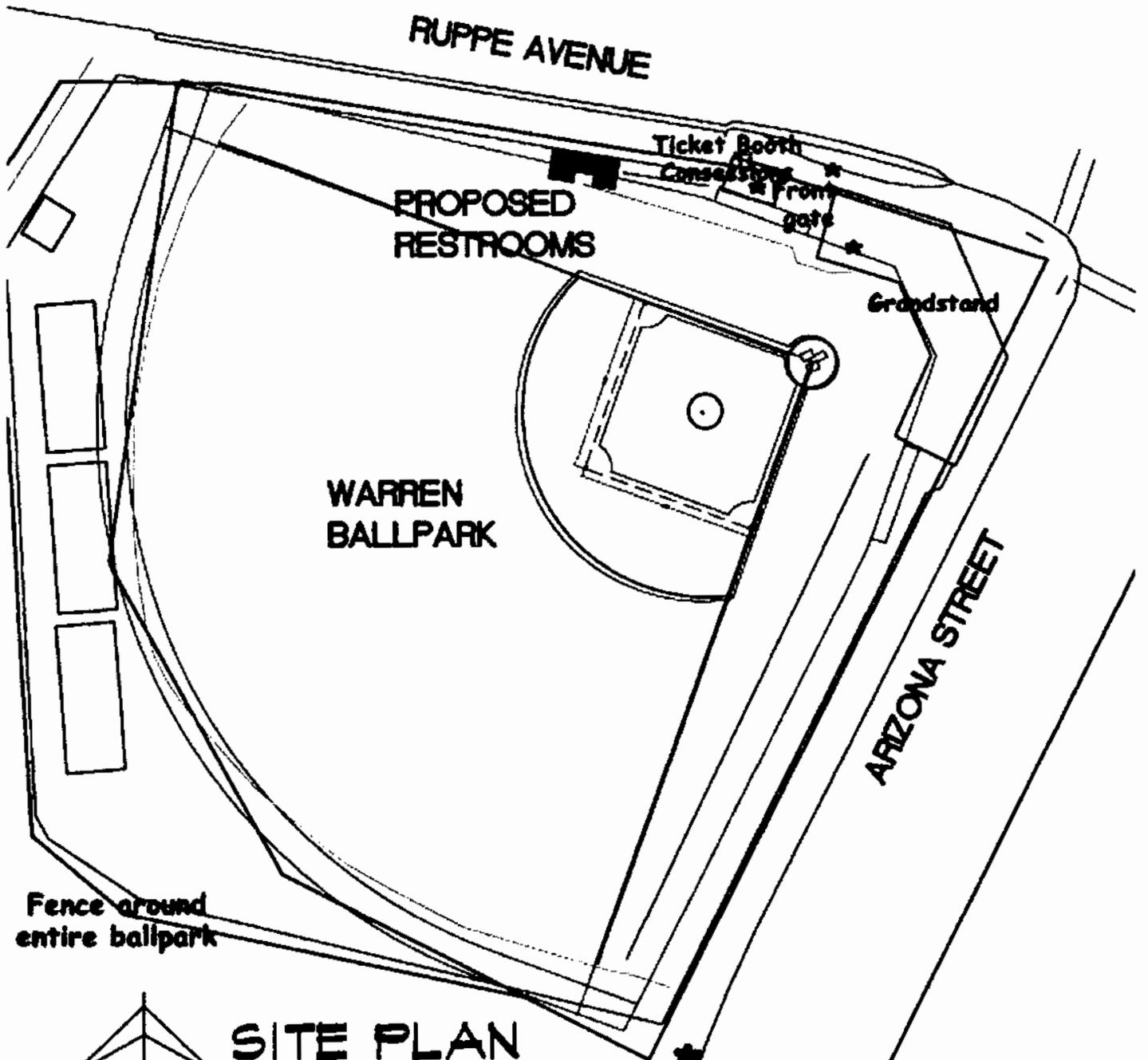
6. What type of security and control measures will you take to prevent violations of liquor laws at this event?
 (List type and number of police/security personnel and type of fencing or control barriers, if applicable.)

_____ Number of Police 3 _____ Number of Security Personnel Fencing Barriers

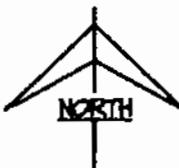
Explanation: After six years holding this tournament, the Friends have never experienced any beer related problems using three volunteers for security. Members of the six baseball teams also serve as security between their games.

SECTION 11 Date(s) and Hours of Event. May not exceed 10 consecutive days.
 See A.R.S. §4-244(15) and (17) for legal hours of service.

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	<u>April 16, 2016</u>	<u>Saturday</u>	<u>9:00 am</u>	<u>6:00 pm</u>
DAY 2:	<u>April 17, 2016</u>	<u>Sunday</u>	<u>9:00 am</u>	<u>6:00 pm</u>
DAY 3:	_____	_____	_____	_____
DAY 4:	_____	_____	_____	_____
DAY 5:	_____	_____	_____	_____
DAY 6:	_____	_____	_____	_____
DAY 7:	_____	_____	_____	_____
DAY 8:	_____	_____	_____	_____
DAY 9:	_____	_____	_____	_____
DAY 10:	_____	_____	_____	_____



Fence around entire ballpark

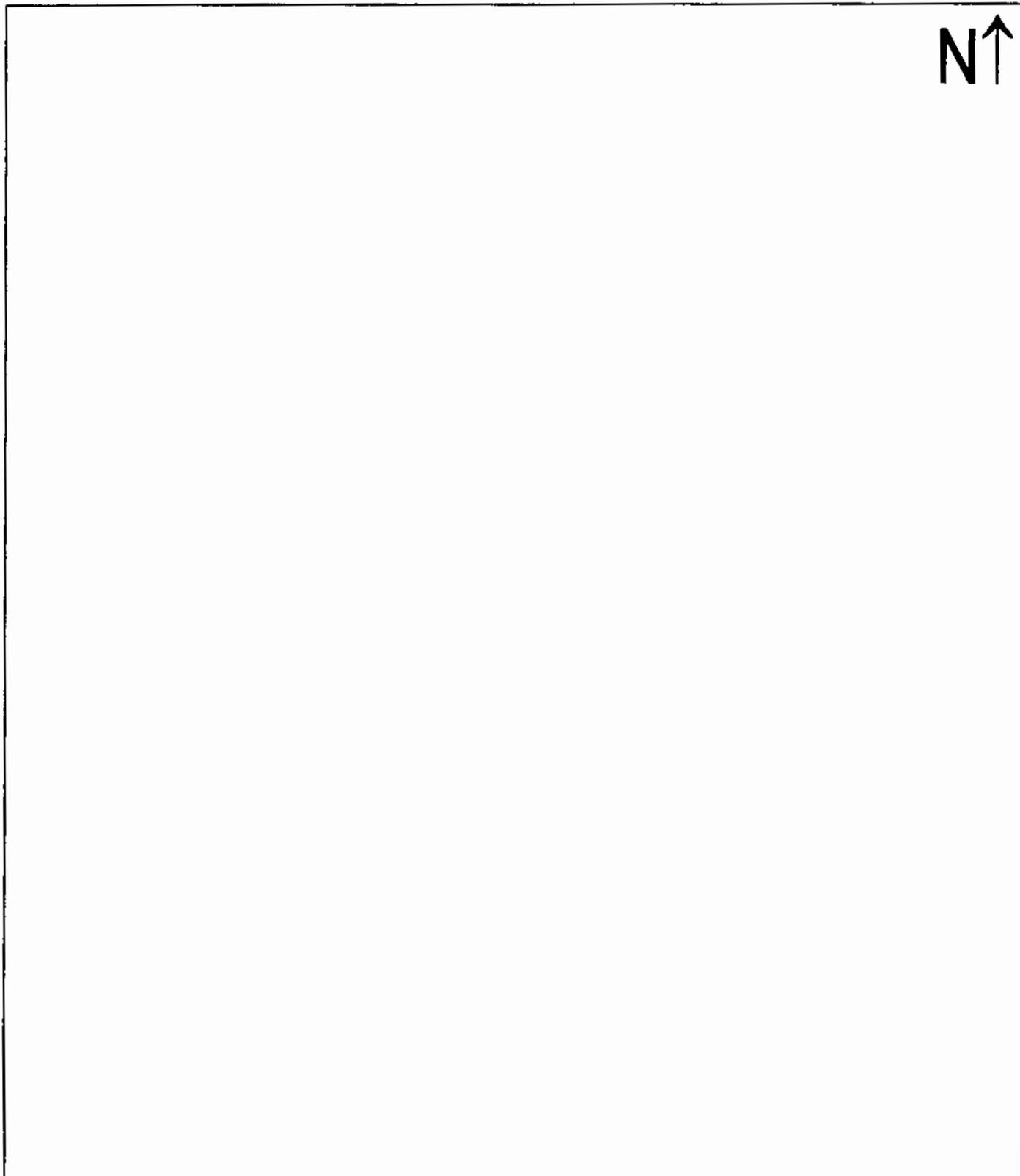


SITE PLAN
SCALE: 1" = 70'-0"

* Three Volunteer Security guards by front gate, in grandstands by concessions

NEW RESTROOM BUILDING FOR THE WARREN BALLPARK
FRIENDS OF THE WARREN BALLPARK
OCTOBER 1, 2013

SECTION 12 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. The following space is to be used to prepare a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.

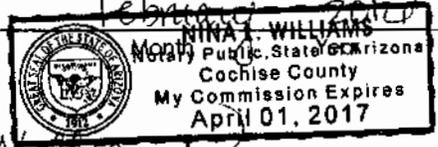


SECTION 13 This section is to be completed only by an Officer, Director or Chairperson of the organization named in Section 1.

I, Judith Lee Anderson declare that I am an OFFICER, DIRECTOR, or CHAIRPERSON
(Print full name)
appointing the applicant listed in Section 9, to apply on behalf of the foregoing organization for a Special Event
Liquor License.

X *Judith Lee Anderson* Chair, Friends of Warren Ballpark 2/8/2016 520 432-3813
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this 8th
Day
State Arizona County of Cochise



My Commission Expires on: 4-1-2017 Date
Nina L. Williams Signature of Notary Public

SECTION 14 This section is to be completed only by the applicant named in Section 9.

I, Judith Lee Anderson declare that I am the APPLICANT filing this application as
(Print full name)
listed in Section 9. I have read the application and the contents and all statements are true, correct and
complete.

X *Judith Lee Anderson* Chair Friends of Warren Ballpark 2/8/16 520 432-3813
(Signature) Title/ Position Date Phone #

The foregoing instrument was acknowledged before me this 8th
Day
State Arizona County of Cochise



My Commission Expires on: 4-1-2017 Date
Nina L. Williams Signature of Notary Public

The local governing body 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. For more information, please contact your local jurisdiction: http://www.azliquor.gov/assets/documents/homepage_docs/spec_event_links.pdf.

SECTION 15 Local Governing Body Approval Section

I, _____ recommend APPROVAL DISAPPROVAL
(government official) (Title)
on behalf of _____
(City, Town, County) Signature Date Phone

FOR DEPARTMENT OF LIQUOR LICENSES AND CONTROL USE ONLY

APPROVAL DISAPPROVAL BY: _____ DATE: _____



611 Hoatson Avenue ~ Bisbee, Arizona 85603

February 8, 2016

Subject: Special Event Permit, Copper City Classic Vintage Base Ball
Tournament

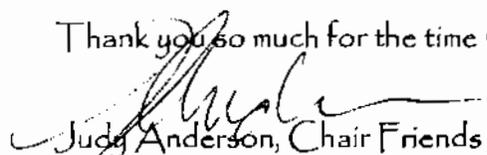
Dear Mayor Oertle and Council Members:

The attached Special Event Liquor License is for your consideration. The license is for the 7th annual *Friends of Warren Ballpark Copper City Classic Vintage Base Ball Tournament* scheduled for April 15 and 17, 2016 at Warren Ballpark. *Friends of Warren Ballpark* is a non-profit organization dedicated to restoration of the 107-year-old Warren Ballpark. Proceeds from this year's tournament will be used as matching funds for grants to replace restrooms at the ballpark which are currently under construction.

The contact person for this license is Judy Anderson *Friends of Warren Ballpark* (520 432-3813). The Friends will purchase liquor liability insurance prior to the tournament. We will serve beer only at this event.

We would be delighted if the Mayor and Council Members and City Staff attend the event. Please let us know if you would like to throw out a first pitch at one of the games.

Thank you so much for the time taken to consider this request.


Judy Anderson, Chair Friends of Warren Ballpark



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: February 10, 2016

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **PRESENTATION ON PROPOSED GATEWAY SIGNS THAT WERE DESIGNED BY MAUDE VIOLA AND PRESENTED TO THE CITY OF BISBEE BY FREEPORT MCMORAN**

FROM: **Jestin Johnson, City Manager**

RECOMMENDATION: N/A

PROPOSED MOTION: **Presentation Only**

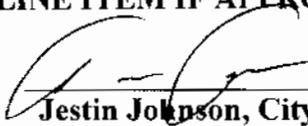
DISCUSSION:

Councilmember Shirley Doughty, Jennifer Luari and Robert Quintanar have been an integral part in the gateway signs for the City of Bisbee.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: 
Jestin Johnson, City Manager

Reviewed by: 
Ashlee Coronado, City Clerk



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: 2/16/16

Regular Special

DATE ACTION SUBMITTED: 2/9/16

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL TO ENTER INTO A CONTRACT WITH HUBER TECHNOLOGY WASTEWATER SOLUTIONS FOR THE MAINTENANCE OF THE HUBER AT THE SAN JOSE WASTEWATER TREATMENT PLANT FOR A PERIOD OF THREE (3) YEARS. TOTAL COST OF CONTRACT IS \$5,100.00.**

FROM: Andy Haratyk, Interim Public Works Director

RECOMMENDATION: Recommend Approval.

PROPOSED MOTION: I move to approve the Contract with Huber Technology Wastewater Solutions for the Maintenance of the Huber at the San Jose Wastewater Treatment Plant for a period of three (3) years. Total Cost of Contract is \$5,100.00.

DISCUSSION: Andy Haratyk, Interim Public Works Director recommends approval to enter into contract with Huber Technology Solutions for the Maintenance of the Huber at the San Jose Wastewater Treatment Plant for a period of three (3) years. The Huber has not worked properly since it was installed over 10 years ago. There are parts of it that have never been connected because no one at the City has ever had proper training on it. This contract will train our staff on proper usage and proper installation of parts. The total cost of this contract is \$5,100.00

FISCAL IMPACT: \$5,100.00

DEPARTMENT LINE ITEM ACCOUNT: 54-40-55000

BALANCE IN LINE ITEM IF APPROVED: 47,878.00

Prepared by: Andy Haratyk
Andy Haratyk, Interim Public Works Director

Reviewed by: Jestin Johnson
Jestin Johnson, City Manager

January 12, 2016

City of Bisbee WWTP
118 Arizona St
Bisbee, AZ 85603

Subject: 3-Year Maintenance Contract for City of Bisbee

Enclosed is our offer for a Huber maintenance and service contract for your Huber Technology unit listed below.

With the purchase of the Huber Technology equipment you already made the decision to use one of the highest quality manufactured machines for the wastewater treatment industry.

This high quality and achievement we apply to our goal for the Huber service contract.

High achievements with minimum wear means the following for the operator:

- On a long term basis low operating cost.
- No surprising high repair expenses.
- On time recognizing of wear parts so they can be replaced on time by our field service specialist or scheduled for the next service trip.
- Your machine is always in perfect and reliable condition.
- Continued training of plant personnel with transfer of knowledge.
- 24/7 response for emergency response 877-US-HUBER (877-874-8237) Toll Free

For any questions or additional information do not hesitate to contact me.

Kind regards,

Joshua Dobbs
Aftermarket Sales Manager

1.0. HUBER 3-Year Maintenance Contract:

City of Bisbee, AZ WWTP	
Ro5 (285271)	1
Duration of Contract	3 Years
Days on site per visit	1
Visits Annually	1
5% Discount on parts with 3-year contract	

\$1,700/year
Total PO Amount: \$5,100*

We provide the convenience of a qualified field service specialist for regular inspection for the working reliability of your Huber products. The Field Service specialist will inspect the above specified machinery. The maintenance and inspection will be done through a manufacturer specific check list. For every check point the condition will be evaluated and recorded into a service report.

The conclusion of the inspection and recommended spare parts or needed wear parts for your machine will be listed separately. No parts or shipping costs are included in this contract.

The customer will receive a copy of the findings of the maintenance and inspection work.

The Service specialist will arrive on site the morning of the scheduled visit and will remain on site the entirety of the day or until the inspection is completed. After inspection of your Huber equipment the technician will observe and confirm if equipment is in compliance and the performance is as expected, Service specialist will finalize his report/findings to the customer prior to departure.

Huber will arrange a service date with the customer at least 4 weeks before actual inspection is scheduled. Customer must provide lifting equipment to pivot or pull machine from channel for proper inspection.

By signing below, City of Bisbee agrees to all stipulations within this three (3) year contract. After the contract has been fulfilled, there will be an option to renew at a new rate.

For Maintenance Contract, service, or parts related questions you may contact Mike Suddreth at 704.990.2410 or email at mike.suddreth@hhusa.net

*Amount to be billed up-front on the date of original purchase order. Payment must be made within thirty (30) days of visit. Huber Technology reserves the right to change costs at any time due to fluctuations in travel costs.

mike.
suddreth
@huber.
de

Digitally signed by: mike.
suddreth@huber.de
DN: CN = mike.suddreth@huber.
de
Date: 2016.01.12 08:47:54 -05'00'

Printed Name: _____

Title: _____

Signature: _____

Date: __/__/__

Lorena Valdez

From: Hanson, Britt W <BHanson@cochise.az.gov>
Sent: Wednesday, January 27, 2016 10:38 AM
To: Lorena Valdez
Cc: Andy Haratyk
Subject: RE: HUBER 3 YR MAINT CONTRACT

Andy,

Thanks for the info. I'm good with your proposed contract. And I definitely would like to get a plant tour sometime soon!

Britt

-----Original Message-----

From: Lorena Valdez [<mailto:LValdez@bisbeeaz.gov>]
Sent: Wednesday, January 27, 2016 9:24 AM
To: Hanson, Britt W
Subject: FW: HUBER 3 YR MAINT CONTRACT

Britt:

This is Andy's response, however, it looks like he sent the email to me only. Here you go.

-----Original Message-----

From: Andy Haratyk
Sent: Wednesday, January 13, 2016 2:55 PM
To: Lorena Valdez
Subject: RE: HUBER 3 YR MAINT CONTRACT

Britt, Thanks for the questions.

1. The Huber has not worked properly since it was installed over 10 years ago, There are parts of it that have never been connected because NO ONE at the City has ever had proper training on it. When the plant was built the City fell short of money and put a different control panel then a HUBER. All I heard from staff was that the Huber is a piece of junk. Amazingly enough when the right control panel was installed the HUBER was at last automated. I am requesting the service agreement so we can finish the installation of this piece of equipment and actually learn how to operate it. We have not had a svc contract. Thus the lack of knowledge to operate it properly.

2. This machine is made in Germany and should be serviced by HUBER , we have tried in the past with other companies and been told you need to call HUBER.

3. We can pay yearly for this maintenance agreement, the reason I am requesting three years is so I have a chance to teach every employee in WW to operate and diagnose this piece of equipment. The importance of this machine is this. All sewage that comes to the plant must enter thru the HUBER. The HUBER is the machine that separates non biological matter from the sewage stream, Styrofoam cups syringes, tee shirts and the like. When these object enter the sludge basins they need to be removed manually, this is a dangerous practice. We have been performing with pool skimmers. The sludge basins are 80 feet deep and I have caught men standing on the basin walls without harnesses for tie down,

skimming the basins. A practice I abruptly ended. I asked the men why are you doing this and the reply was always the same the HUBER doesn't work. They are right it was never installed right.

4. Britt I would like to tour you on the WW plant so you can see how it works, it is really amazing that every part of this plant which I refer to as a machine is critical, and part that doesn't work as automated has to be operated manually. In the past I have noticed that employees that didn't know something was broken or even if they did, wouldn't say I don't know how to fix it. Instead they just jury-rigged it to get by. Currently we have a plant that is totally automated in design, but not in reality. I have several other issues with the plant for the same reason. NO BODY in WW really has a comprehensive idea how to operate all of the equipment.

-----Original Message-----

From: Lorena Valdez
Sent: Wednesday, January 13, 2016 2:20 PM
To: Andy Haratyk
Subject: FW: HUBER 3 YR MAINT CONTRACT

-----Original Message-----

From: Hanson, Britt W [<mailto:BHanson@cochise.az.gov>]
Sent: Tuesday, January 12, 2016 4:40 PM
To: Lorena Valdez
Cc: Sharon Buono
Subject: RE: HUBER 3 YR MAINT CONTRACT

Yikes, I don't know what a Huber is! A couple of questions:

1. Who has been maintaining it, and on what terms?
2. Is this sole source since it's a Huber machine? Or are there other companies that maintain them?
3. Is there any compelling reason for a 3 year contract?

Thanks,

Britt

-----Original Message-----

From: Lorena Valdez [<mailto:LValdez@bizbeeaz.gov>]
Sent: Tuesday, January 12, 2016 4:29 PM
To: Hanson, Britt W
Cc: Sharon Buono
Subject: FW: HUBER 3 YR MAINT CONTRACT

Britt:

Sharon suggested that Andy submit this contract for your review. We currently do not have a maintenance contract to maintain our Huber at our Wastewater plant. Andy would like to enter into a maintenance contract with Huber because they are the proprietor. Huber is not a state contractor.

-----Original Message-----

From: noreplypw@bizbeeaz.gov [<mailto:noreplypw@bizbeeaz.gov>]
Sent: Tuesday, January 12, 2016 4:25 PM
To: Lorena Valdez

Subject: HUBER 3 YR MAINT CONTRACT

Please open the attached document. It was scanned and sent to you using a Xerox Multifunction Device.

Attachment File Type: pdf, Multi-Page

Multifunction Device Location:

Device Name: XRX9C934E5F2BFA

For more information on Xerox products and solutions, please visit <http://www.xerox.com>



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: 2/16/16

Regular Special

DATE ACTION SUBMITTED: 2/9/16

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL TO ENTER INTO AN AGREEMENT WITH WATER INFRASTRUCTURE FINANCE AUTHORITY OF ARIZONA (WIFA) TO ACCEPT FUNDING FOR THE PLANNING AND DESIGN OF THE TINTOWN DRAINAGE PROJECT IN THE AMOUNT OF \$31,960.00.**

FROM: Andy Haratyk, Interim Public Works Director

RECOMMENDATION: Recommend Approval.

PROPOSED MOTION: Recommend approval to enter into an agreement with Water Infrastructure Finance Authority of Arizona (WIFA) to accept funding for the Planning and Design of the Tintown Drainage project in the amount of \$31,960.00.

DISCUSSION: Andy Haratyk, Interim Public Works Director, recommends approval to enter into an agreement with Water Infrastructure Finance Authority of Arizona (WIFA) to accept funds for the Planning and Design of the Tintown Drainage Project in the amount of \$31,960.00.

FISCAL IMPACT: \$31,960.00

DEPARTMENT LINE ITEM ACCOUNT: 57-30-22511

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by:
Andy Haratyk, Interim Public Works Director

Reviewed by:
Justin Johnson, City Manager

Lorena Valdez

From: Melanie Ford <mford@azwifa.gov>
Sent: Tuesday, February 02, 2016 4:22 PM
To: Andy Haratyk; Lorena Valdez
Subject: WIFA TA Agreement
Attachments: Bisbee TA agreement 810054-16.pdf

Hello Andy, Lorena,

Thank you for working with me to finalize the scope of work and budget for your WIFA planning and design technical assistance. I have attached the Planning and Design Technical Assistance Agreement which includes the scope of work and budget as Exhibits A and B.

Please review and if all is agreeable, print **two copies** of the Agreement for signature, and return both signed copies, along with the completed vendor authorization form, by US mail to the address below. Upon receipt, our Director will sign, and we will mail one copy back to you along with your Notice to Proceed letter.

Please feel free to contact me with any questions or concerns.

Melanie

Melanie Ford Technical Program Supervisor
Water Infrastructure Finance Authority of Arizona



1110 W. Washington St. #290, Phoenix, AZ 85007
direct: 602.364.1321 | fax: 602.364.1327 | mford@azwifa.gov

Arizona's water and wastewater funding source 

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**WATER INFRASTRUCTURE FINANCE AUTHORITY
PLANNING AND DESIGN TECHNICAL ASSISTANCE AGREEMENT**

BETWEEN City of Bisbee

AND

**The Water Infrastructure Finance
Authority of Arizona (WIFA)**

THIS AGREEMENT is made and entered into on this ____ day of _____, 20__ , by and between the City of Bisbee, herein after referred to as (“Applicant/Recipient”), and the Water Infrastructure Finance Authority of Arizona (“WIFA”).

0.0 Introduction

- 0.1 WIFA is a body corporate and politic, created by A.R.S. § 49-1201 et seq. WIFA has the authority to provide funding to political subdivisions, any county of less than five hundred thousand persons, Indian tribes and community water systems in connection with the development or financing of waste water, drinking water, water reclamation or related water infrastructure per A.R.S. § 49-1203(B)(16).
- 0.2 The issuance of the technical assistance shall conform to the Arizona grant statutes A.R.S. § 41-2701 et seq.
- 0.3 This document, including agreement terms, Scope of Work (Exhibit A), Budget (Exhibit B), appendices, amendments, the request for grant application (“RFGA”), the application, the WIFA Grant Applicants’ Guide, and any modifications approved in accordance herewith, shall constitute the entire contract between the parties and supersede all other understandings, oral or written.

IN WITNESS WHEREOF, the parties hereto agree to carry out the terms of this agreement.

Signature
Printed Name
Executive Director, Water Infrastructure Finance Authority
Title
Date

Signature
Printed Name
Title
Date

Technical Assistance Agreement Terms and Conditions

1.0 **Definition of Terms**

- 1.1 “***Applicant***” means a person, firm, or other organization that submits or is considering submitting an application.
- 1.2 “***Application***” means a response submitted pursuant to a Request for Grant Applications (RFGA).
- 1.3 “***Authority***” means the Water Infrastructure Finance Authority (WIFA).
- 1.4 “***Days***” means calendar days unless otherwise specified.
- 1.5 “***Director***” means the Executive Director of WIFA.
- 1.6 “***Gratuity***” means a payment, loan, subscription, advance, deposit of money, services, or anything of more than nominal value, present or promised, unless consideration of substantially equal or greater value is received.
- 1.7 “***Manual***” means the WIFA Grant Applicants’ Guide.
- 1.8 “***Recipient***” means an applicant that is awarded a Technical Assistance Agreement.
- 1.9 “***Records***” means all books, accounts, reports, files and other records relating to this Technical Assistance Agreement.
- 1.10 “***Request for Grant Applications***” (RFGA) means the document the Authority utilizes to request applications.
- 1.11 “***Subcontract***” means any contractual Technical Assistance Agreement, express or implied, between the Recipient and another party or between a subcontractor and another party delegating or assigning, in whole or in part, the making or furnishing of any material or any service required for the performance of the Technical Assistance Agreement.
- 1.12 “***Technical Assistance Agreement***” means a written document, signed by an authorized representative of both parties, including the RFGA (including the manual referenced in the RFGA) and the application (including any revisions requested by the Authority) and any Technical Assistance Agreement Amendments.
- 1.13 “***Technical Assistance Agreement Amendment***” means a written document, signed by an authorized representative of both parties for the purpose of making changes to the Technical Assistance Agreement.

2.0 **Technical Assistance Agreement Interpretation**

- 2.1 **Arizona Law.** This Technical Assistance Agreement shall be interpreted under Arizona law and, if applicable, under federal law. The Authority is authorized to enter into Technical Assistance Agreements by Arizona Revised Statutes (A.R.S.) Title 49. The Authority is soliciting applications using the process given in A.R.S. Title 41, Chapter 24.
- 2.2 **Implied Terms.** Each provision of law and any terms required by law to be in this Technical Assistance Agreement are a part of this Technical Assistance Agreement as if fully stated in it.
- 2.3 **Language and Marginal Headings.** Language as used in this Technical Assistance Agreement shall include the plural as well as the singular and the masculine, feminine and neuter genders. Marginal headings are included for ease of reading only and shall have no effect on the construction or interpretation of this Technical Assistance Agreement.
- 2.4 **Relationship of Parties.** Neither party to this Technical Assistance Agreement shall be deemed to be the employee or agent of the other party.
- 2.5 **Lobbying.** Recipient shall comply with federal lobbying requirements pursuant to 40 CRF 34.100 and Office of Management and Budget (OMB) Circulars A-87 and A-122. Federal grant funds may not be used to influence (or attempt to influence) a federal employee. If non-federal funds have been used to influence (or attempt to influence) a federal employee, the Recipient must submit Standard Form LLL (“Disclosure of Lobbying Activities”).
- 2.6 **Severability.** The provisions of this Technical Assistance Agreement are severable. Any term or condition deemed illegal or invalid shall not affect any other term or condition of the Technical Assistance Agreement.
- 2.7 **No Parol Evidence.** This Technical Assistance Agreement is intended by the parties as a final and complete expression of their agreement. No course of prior dealings between the parties and no usage of the trade shall supplement or explain any terms used in this document.
- 2.8 **No Waiver.** Either party’s failure to insist on strict performance of any term or condition of the Technical Assistance Agreement shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

3.0 **Technical Assistance Agreement Administration and Operation**

- 3.1 **Drug-free Workplace.** Recipients are required to certify that they maintain a drug-free workplace. By signing the Technical Assistance Agreement, the Recipient certifies that he or she will not engage in the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance in conducting any technical assistance -related activity.
- 3.2 **Project Period.** The Authority agrees to reimburse Recipients for work activities performed during the project period ending **April 30, 2017**. The Authority is not required to reimburse Recipient for any work activities initiated prior to execution of this Technical Assistance Agreement or after the project period has elapsed. The Recipient understands that the Authority may terminate this Technical Assistance Agreement (see paragraph 8.5 of this Technical Assistance Agreement), if the project is not initiated within 3 months after entering into this Technical Assistance Agreement. The Authority may extend the project period, if requested by the Recipient by executing a Technical Assistance Agreement Amendment (see 5.1, Technical Assistance Agreement Amendments).

- 3.3 **Points of Contact.** WIFA designates the individual listed below as the Project Manager for budgeting, deliverable, and scheduling issues. Technical correspondence, invoices and reports from the Recipient shall be sent to the person below or a replacement identified by WIFA.

WIFA Project Manager

Melanie Ford
Water Infrastructure Finance Authority
1110 W. Washington St., Suite 290
Phoenix, AZ 85007
Phone: 602-364-1321

Recipient Project Manager

Tom Klimek, Public Works Director
City of Bisbee
118 Arizona Street
Bisbee, AZ 85603
Phone: 520-432-6002

- 3.4 **Recipient's Representatives.** The Recipient shall designate a "Project Manager" as its Representative. Any proposed changes that are requested for either project contacts or project team members for the awarded technical assistance shall be requested in writing to WIFA. Changes shall not be made without WIFA approval.
- 3.5 **Reports.** No later than 30 calendar days after the completion of the project, the final deliverable identified in the Scope of Work (Exhibit A) must be submitted to the Authority for approval. The Authority will not disburse final payment until the final report and all requirements of the Technical Assistance Agreement have been fulfilled. All remaining technical assistance funds or outstanding technical assistance funds must be reconciled.
- 3.6 **Records and Audit.** Under A.R.S. § 35-214 and § 35-215, the Recipient shall retain and shall contractually require each subcontractor to retain all Records for a period of five years after the completion of the Technical Assistance Agreement. Upon request, the Recipient shall produce a legible copy of any or all such Records. All Records shall be subject to inspection and audit by the Authority, and where applicable the Federal Government, at reasonable times.
- 3.7 **Printing Credit.** Items such as brochures, advertisements, videos, maps, and technical reports developed for the project must be approved by the WIFA Project Manager prior to printing or displaying information.
- 3.8 **Recycled Materials.** To the extent possible, printed materials shall be on recycled paper with the statement, "Printed on Recycled Paper," printed on the cover sheet.
- 3.9 **Nondiscrimination.** Recipient and all subcontractors shall comply with Executive Order 2009-9, which mandates that all persons, regardless of race, color, religion, sex, age, or national origin not mentioned in Order 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, Code 40 of Federal Regulations (CFR) 7.30, and State Executive Order No. 99-4. Recipient and all subcontractors shall take affirmative action to ensure that applicants for employment and employees are not discriminated against due to race, creed, color, religion, sex, national origin or disability.
- 3.10 **Inspection.** The Recipient agrees to permit access to its facilities and subcontractor facilities at reasonable times for inspection of the materials covered under this Technical Assistance Agreement.

- 3.11 ***Advertising and Promotion of Technical Assistance Agreement.*** The Recipient shall not advertise or publish information for commercial benefit concerning this Technical Assistance Agreement without the prior written approval of the Authority.
- 3.12 ***Ownership of Information.*** Title to all documents, reports and other materials prepared by the Recipient in performance of this Technical Assistance Agreement shall rest in the Authority, except for copyrighted material prepared in advance of this Technical Assistance Agreement by the Recipient at the expense of the Recipient. WIFA and the U.S. Environmental Protection Agency shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Technical Assistance Agreement, except for copyrighted material as provided in 6.1.3 of this Technical Assistance Agreement. The Recipient shall have full and complete rights to reproduce, duplicate, disclose, perform and otherwise use all information prepared under this Technical Assistance Agreement.
- 3.13 ***Small, Women/Minority Owned Business Utilization.*** Recipients are encouraged to make every effort to utilize subcontractors that are small, women-owned and/or minority owned business enterprises. This could include subcontractors for a percentage of deliverables made under this and subsequent agreements. Recipients who are committing a portion of their work to such subcontractors shall do so by identifying the type of service and work to be performed by providing detail concerning your organization's utilization of small, women-owned and/or minority owned business enterprises. Emphasis should be placed on specific areas that are subcontracted and percentage of agreement utilization and how this effort will be administered and managed, including reporting requirements.
- 3.14 ***Offshore Performance of Work Prohibited.*** Due to security and identity protection concerns, all services under this Contract shall be performed within the borders of the United States. All storage and processing of information shall be performed within the borders of the United States. This provision applies to work performed by subcontractors at all tiers.
- 3.15 ***Immigration Laws and E-Verify Requirement.*** Compliance requirements for A.R.S. § 41-4401
- a. The Recipient and any subcontractor warrants compliance with the Federal Immigration and Nationality Act and all other Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the e-verify program."). The Recipient and its subcontractors shall also maintain Employment Eligibility Verification forms (I-9) as required by the U. S. Authority of Labor's immigration and Control Act, for all employees performing work under the agreement
 - b. A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the Recipient may be subject to penalties up to and including termination of the Agreement.
 - c. The Authority retains the legal right to inspect the papers of any employee who works on the Agreement to ensure that the Recipient or subcontractor is complying with the warranty under paragraph 8(a).
- 4.0 **Technical Assistance Funding**
- 4.1 ***Use of Technical Assistance Funds.*** Awarded technical assistance funds shall be used solely for eligible purposes as approved by the Authority. Line item funding is considered estimates of costs, however, the total project cost is considered exact and shall not be exceeded by the Recipient unless otherwise amended.

4.2 ***Funding Disbursement.***

- 4.2.1 Transferred technical assistance funds shall be deposited by the Recipient in a separate project account carrying the name and number of the project and the funds shall be expended from the account only as authorized under the terms of this Technical Assistance Agreement.
- 4.2.2 All requests for reimbursement shall be accompanied by reasonable assurance (documentation, receipts, invoices, etc.) that the goods and services for which payment is requested were actually received and performed. The Authority has the right to disallow contributions determined inappropriate or unreasonable.
- 4.2.3 Payments will be made upon approval by the Authority.

4.3 ***Applicable Taxes.***

- 4.3.1 Recipient and all subcontractors shall pay all Federal, state and local taxes applicable to its operation and any persons employed by the Recipient. The Recipient shall require all subcontractors to hold the Authority harmless from any responsibility for taxes, damages and interest, if applicable, contributions required under Federal, and/or state and local laws and regulations and any other costs including transaction privilege taxes, unemployment compensation insurance, Social Security and Worker's Compensation.
- 4.3.2 In order to receive payment under any resulting Technical Assistance Agreement, the Recipient shall have a current IRS-W9 Form on file with the Authority.

- 4.4 ***Non-Availability of Funds.*** Every payment obligation of the Authority under this Technical Assistance Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not appropriated, allocated, or available for the continuance of this Technical Assistance Agreement, this Technical Assistance Agreement may be terminated by the Authority at the end of the period for which funds are available. No liability shall accrue to the Authority in the event this provision is exercised, and the Authority shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

5.0 **Technical Assistance Agreement Changes**

- 5.1 ***Technical Assistance Agreement Amendments.*** The Technical Assistance Agreement shall be modified only through a Technical Assistance Agreement Amendment. Unauthorized changes to this Technical Assistance Agreement shall be void and without effect, and the Recipient shall not be entitled to any claim under this Technical Assistance Agreement based on those changes.
- 5.2 ***Subcontracts.*** The Recipient shall not enter into any Subcontract under this Technical Assistance Agreement without consideration for impact on the project. Recipient shall report any Subcontract awards or changes as part of that calendar quarter's narrative report (see 3.5, Reports). The Subcontract shall incorporate by reference the terms and conditions of this Technical Assistance Agreement. The Authority maintains the ability to deny any subcontract such that it does not conform to any term of this agreement.
- 5.3 ***Assignment and Delegation.*** The Recipient shall not assign any right nor delegate any duty under this Technical Assistance Agreement without the prior written consent of the Authority. The State shall not unreasonably withhold consent. Both parties agree that it is reasonable to withhold consent where the Authority determines that an assignment or delegation would not be advantageous to the State of Arizona or would be contrary to the purposes of the Authority.

6.0 **Indemnification**

6.1 **Indemnification:**

Each party (as "Indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "Indemnatee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnatee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers.

6.1.1 ***Professional Liability (Errors and Omissions Liability)***

Each Claim	\$ 500,000
Annual Aggregate	\$1,000,000

- a. When using a contractor for professional services, the contractor shall provide professional liability insurance. In the event that the professional liability insurance is written on a claims-made basis, the contractor shall warrant that any retroactive date under the policy shall precede the effective date of the contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this contract is completed.
- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of the contract.

6.1.2 ***No Obligation in Excess of Appropriations.*** Nothing in this Technical Assistance Agreement shall be construed as obligating the Authority in the expenditure of funds or as involving the Authority in any contract or other obligation of the future payment of money in excess of appropriations authorized by law and budgeted and approved by the Authority.

6.1.3 ***Patent and Copyright.*** The Recipient shall indemnify and hold harmless the State against any liability, including costs and expenses, for infringement of any patent, trademark or copyright arising out of Technical Assistance Agreement performance or use by the State of materials furnished or work performed under this Technical Assistance Agreement. The State shall reasonably notify the Recipient of any claim for which it may be liable under this paragraph. The United States Federal Government does not have the authority to indemnify and hold harmless the State of Arizona.

6.1.4 ***Third Party Antitrust Violations.*** The Recipient assigns to the State of Arizona any claim for overcharges resulting from antitrust violations to the extent that those violations concern materials or services supplied by third parties to the Recipient, toward fulfillment of this Technical Assistance Agreement.

6.2 ***Indemnification of Contractors.*** Notwithstanding any provision of the Agreement to the contrary, the Authority is not authorized to indemnify a Contractor.

7.0 **Authority's Contractual Remedies**

7.1 ***Right to Assurance.*** If the Authority in good faith has reason to believe that the Recipient does not intend to, or is unable to perform or continue performing under this Technical Assistance Agreement, the Authority may demand in writing that the Recipient give a written assurance of intent to perform. Failure by the Recipient to provide written assurance within the number of days specified in the demand may, at the Authority's option, be the basis for terminating the Technical Assistance Agreement.

- 7.2 ***Suspension or Termination.*** The Director may suspend or terminate this Agreement for failure by Recipient or its agents, including its engineering firm(s), contractor(s) or subcontractor(s) to perform. The Agreement may be suspended or terminated for good cause including but not limited to the terms specified in Paragraphs 8.1 to 8.6 herein.
- 7.3 ***Continuation of Work Activities after Termination.*** Termination of this Technical Assistance Agreement does not prohibit the Recipient from independently continuing work on the project, but any such independent continuation is solely the responsibility of the Recipient.
- 7.4 ***Review.*** The Recipient shall be entitled to appeal any suspension or termination to the Director within 15 days after notice of the suspension or termination is received. The Director shall make a determination within 30 days after Recipient's appeal date. Should the Director uphold the suspension or termination, the Recipient shall be entitled to appeal to the Board of WIFA within 15 days after the Directors determination. The Board's determination shall be a final administrative decision that is subject to judicial review.
- 8.0 **Technical Assistance Agreement Termination**
- 8.1 ***Conflict of Interest.*** The Recipient shall comply with standards of conduct pursuant to 40 CFR 31.36 to avoid conflict of interest. Recipients of federal funds may not participate in the selection, award, or administration of a contract if real or apparent conflict of interest would result.
- 8.2 ***Cancellation for Conflict of Interest.*** Pursuant to A.R.S. § 38-511, the State may cancel this Technical Assistance Agreement without penalty or further obligation if any person significantly involved in initiating, negotiating, securing, drafting or creating the Technical Assistance Agreement on behalf of the State is or becomes at any time while the Technical Assistance Agreement or an extension of the Technical Assistance Agreement is in effect an employee of or a consultant to any other party to this Technical Assistance Agreement with respect to the subject matter of the Technical Assistance Agreement. The cancellation shall be effective when the Recipient receives written notice of the cancellation unless the notice specifies a later time. If the Recipient is a political subdivision of the State of Arizona, it may also cancel this Technical Assistance Agreement as provided in A.R.S. § 38-511.
- 8.3 ***Gratuities.*** The Authority may, by written notice, terminate this Technical Assistance Agreement, in whole or in part, if the Authority determines the Recipient or a representative of the Recipient offered employment or a Gratuity to any officer or employee of the State of Arizona for the purpose of receiving favorable treatment, including the making of any determination or decision, concerning this Technical Assistance Agreement. The Authority, in addition to any other rights or remedies, shall be entitled to recover exemplary damages in the amount of three times the value of the Gratuity offered by the Recipient.
- 8.4 ***Suspension or Debarment.*** The State may, by written notice to the Recipient, immediately terminate this Technical Assistance Agreement if the State determines that the Recipient has been debarred, suspended or otherwise lawfully prohibited from participating in any public procurement activity, including but not limited to, being disapproved as a subcontractor of any public procurement unit or other governmental body. Execution of a Technical Assistance Agreement shall attest that the Recipient is not currently suspended or debarred. If the Recipient becomes suspended or debarred, the Recipient shall immediately notify the Authority.
- 8.5 ***Termination for Convenience.*** The Authority reserves the right to terminate the Technical Assistance Agreement in whole or in part at any time, when in the best interests of the State of Arizona without penalty or recourse. In the event of termination under this paragraph, all documents, data and reports

prepared by the Recipient under the Technical Assistance Agreement shall become the property of and be delivered to the Authority. The Recipient shall be entitled to receive reimbursement for work completed and materials accepted before notification of termination. The Authority is under no obligation to continue reimbursement for any work activities undertaken after notification of termination.

8.6 ***Termination for Default.*** The Authority reserves the right to terminate the Technical Assistance Agreement in whole or in part due to the failure of the Recipient to comply with any term or condition of the Technical Assistance Agreement or to acquire and maintain all required insurance policies, bonds, licenses and permits. The Authority shall provide written notice of the termination and the reasons for it to the Recipient.

9.0 **Disputes**

9.1 ***Disputes.*** The parties to this Technical Assistance Agreement agree to resolve all disputes arising out of or relating to this Technical Assistance Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable state or federal statutes and laws. As appropriate, Arbiters of disputes involving an Indian Nation must have jurisdiction in the State of Arizona and on Indian lands.

Exhibit A
Scope of Work

City of Bisbee

Tintown Drainage Study

SCOPE OF WORK

General

Currently, stormwater flows through a small subdivision known as the Tintown Community located south of Highway 92 in Bisbee, AZ. History of the area shows that high velocity storm water surface flows erode the gravel surfaces and floods residents and commercial establishments with low finish floor elevations. The intent of this project is to identify the flow rates and impact points and to determine alternative solutions to the erosion and flooding using "green" design methods, where possible.

Floodplain Status

A significant portion of the Tintown Community area is subjected to flooding and is identified on the FIRM Flood Insurance Rate Map Panel 2517 of 3000 as Zone "A" (No Base Flood Determined).

Associated Community Development Block Grant Efforts

A Community Development Block Grant (CDBG) has been approved for construction of inverted crown streets, slotted drains, outfall storm drains and/or channels; but no funds were identified for alternatives allowing for "green" planning and design investigations. Detention/retention basins intercept and allow for settling of the sediments found with the intense stormwater runoff experienced in this locale. Outfall flows can be metered at a rate that no longer erodes the surface roads and floods buildings. The basins become a logical location for collection and treatment of stormwater. Methods identified in "Green Infrastructure for Southwestern Neighborhoods" – WMG, 2012, will be reviewed and implemented where possible.

Right of Way Considerations

With the CDBG project proposed to start in early 2016, the City of Bisbee has begun discussions with Freeport McMoran (FMI) who owns significant real estate within and adjacent to the Tintown community. FMI has indicated its willingness to dedicate land fee title to the City of Bisbee to be used for stormwater detention basins; such improvements could possibly remove any and all flood areas within the community of Tintown.

Associated Community Garden Concepts

The City of Bisbee has worked closely with Water Wise which is part of the University of Arizona Cooperative Extension located at the Sierra Vista campus. The City has also work with the Citizen's Science Center of the U of A in the evaluation of irrigating food crops from urban stormwater runoff. Proposal letters from these entities are attached and included in this proposal.

Study Components

The consultant will prepare a study outlining existing hydrologic conditions of the site and provide technical support for the initial study concept and alternatives. This includes calculation of contributory discharges, establishment of flood limits, initial concepts of retention/detention basins, and hydraulic conveyance including storm drain and channels.

Attached is a preliminary layout which shows conceptually the required lands, basin locations, piping, community garden, and stormwater filtration system location.

The project will include the following tasks:

Task 1. Project Management and Coordination

1.1. Kick-Off Meeting and Site Visit: Upon Notice to Proceed, The EEC team will schedule a kick-off meeting with the design team, City of Bisbee and WIFA. The purpose of this meeting will be to orient the design team and to identify project requirements. The EEC team will arrange a field review of the project site with the design team, City of Bisbee, and WIFA.

1.2. Progress Meetings: Schedule progress meetings with City of Bisbee, WIFA and some members of the design team on a regular basis. The purpose of the meetings will be to assign project work tasks, monitor project progress and resolve conflicts. We anticipate a total of four meetings.

1.3. Project Schedule: The EEC team will develop a project schedule that shows major project milestones. The schedule will allocate resources to each activity, specify the duration of each activity and define the critical path for project execution. The EEC team will submit the schedule to City of Bisbee for review within ten days after Notice to Proceed.

Task 2. Survey and Mapping

2.1. Survey and Mapping: Record information will be provided by the City of Bisbee.

Task 3. Environmental

General

Federal funds will be used for construction and, therefore, the project will require environmental approval. WIFA will prepare any required documents for environmental clearance.

Task 4. Drainage Study and Report

The Drainage Study and Report will be prepared in accordance with City of Bisbee standards.

The Drainage Study will include the following components:

- Compile Data and Background Information
- Estimate Offsite Discharges
- Estimate Onsite Discharges
- On Site Hydraulics (including alternatives)
- Prepare Study Report
- Respond to Comments
- QA/QC and Report Production
- Community Involvement/ Participation
- Miscellaneous (management, correspondence, mobilization,...)

The Drainage Report will include the following:

- A. Title Page
- B. Introduction
- C. Back ground Data
- D. Project Scope
- E. Project Development Considerations

- Design Criteria
 - Hydrology and Hydraulic Computations
 - Alternative Drainage Solutions
 - Environmental Requirements
 - Critical outside Agency Involvement
 - Community Garden Investigation Results
 - Right-of-Way Requirements
 - Utility Relocation Requirements
 - Seasonal Consideration
- F. Other Requirements
- G. Estimated Cost
- H. Itemized Estimate
- I. Vicinity Map
- J. Typical Sections
- K. Schedule
- L. 15% Concept Plans

The Initial Drainage Report will be submitted to WIFA and City of Bisbee for review and comment. Review Comments from the Drainage Report will be incorporated into the Final Drainage Report. The Final Drainage Report will be submitted for Agency approval.

Task 4 Deliverables: Initial and Final Drainage Report

EEC Scope and Cost Estimate

Bisbee Tintown Drainage Study
Project No. TACW-006-2016

Scope and Estimated Fee

The following are the estimated costs to complete the scope of work.

Task	Sub-Task	Description	Hours	Staff Type	Rate	Fee
A	Compile Data and Background Information					
	1	Site Visit	8	Professional Engineer	\$125.00	1,000.00
	2	Retrieve and compile applicable site plans etc.	4	Engineering Designer	\$100.00	400.00
	3	Retrieve and compile applicable rainfall and soils data	2	Engineering Designer	\$100.00	200.00
Totals			14			1,600.00
B	Estimate Offsite Discharges					
	1	Delineate watersheds	4	Professional Engineer	\$125.00	500.00
	2	Calculate discharges (Rational)	6	Professional Engineer	\$125.00	750.00
	3	Prepare watershed map	8	Engineering Designer	\$100.00	800.00
Totals			18			2,050.00
C	Estimate Onsite Discharges					
	1	Delineate watersheds	6	Professional Engineer	\$125.00	750.00
	2	Calculate discharges (Rational)	6	Professional Engineer	\$125.00	750.00
	3	Prepare watershed map	8	Engineering Designer	\$100.00	800.00
Totals			20			2,300.00
D	Onsite Hydraulics (including alternatives)					
	1	Identify existing flood limits (HEC-RAS)	8	Professional Engineer	\$125.00	1,000.00
	2	Sizing and routing of basins (PondPack)	16	Professional Engineer	\$125.00	2,000.00
	3	Sizing of channels/swales (FlowMaster)	10	Professional Engineer	\$125.00	1,250.00
	4	Sizing storm drain (StomCAD)	12	Professional Engineer	\$125.00	1,500.00
	5	Misc. culvert analysis (CulvertMaster)	10	Professional Engineer	\$125.00	1,250.00
	6	Prepare onsite figure	22	Engineering Designer	\$100.00	2,200.00
Totals			78			9,200.00
E	Prepare Study Report					
	1	Narrative of Report	20	Professional Engineer	\$125.00	2,500.00
	2	Site Map and other misc. figures	8	Engineering Designer	\$100.00	800.00
	3	Appendices and tables	4	Engineering Designer	\$100.00	400.00
Totals			32			3,700.00
F	Respond to Comments					
	1	Respond to Comments From Reviewing Agency	16	Professional Engineer	\$125.00	2,000.00
Totals			16			2,000.00
G	QA/QC and Report Production					
	1	Printing and Assembly	8	Engineering Designer	\$100.00	800.00
	2	QA/QC	6	Professional Engineer	\$125.00	750.00
Totals			14			1,550.00
H	Community Involvement/Participation					
	1	Water Wise and Citizens Science Center Coordination	6	Professional Engineer	\$125.00	750.00
	2	Individual Property Meetings/Discussions	6	Professional Engineer	\$125.00	750.00
Totals			12			1,500.00
I	Miscellaneous (15%)					
	1	Management, Correspondence, Mobilization, Mileage, Meetings etc.				4,560.00
Totals						4,560.00
J	Outside Services					
	1	U of A Citizens Science Center				2,500.00
	2	U of A Water Wise Program				1,000.00
	3	City of Bisbee staff - 50 hrs at \$60.00/hr				3,000.00
Totals						6,500.00

Total Estimated Cost

192

34,960.00

This proposed fee includes EEC's hydrology staff time to prepare a Study Report summarizing the recommendations and initial study for the proposed Tintown project. This does not include environmental permitting or cost for survey. The best available survey will be used in this planning phase

11/10/2015

***WATER WISE PROGRAM
PROPOSAL***



450 S. Haskell Avenue, Willcox AZ 85643-2790 • 520-384-3594 • Fax: 520-384-3681

1140 N. Colombo, Sierra Vista AZ 85635-2390 • 520-458-8278 ext. 2141 • Fax: 520-458-5823 • extension.arizona.edu/cochise

EDUCATIONAL ASSISTANCE TO THE CITY OF BISBEE FOR WIFA CLEAN WATER
(WASTEWATER OR STORMWATER) PROJECT IN TIN TOWN

University of Arizona Cochise County Cooperative Extension Water Wise Program

November 9, 2015

Craig Allison, PE

Sr. Vice President | Public Works

Engineering and Environmental Consultants, Inc. (EEC)

4625 E. Fort Lowell Road, Tucson, AZ 85712

Dear Mr. Allison,

The University of Arizona Cochise County Cooperative Extension Water Wise Program will provide the following in assisting the City of Bisbee with their WIFA clean water (wastewater or stormwater) project in Tin Town.

Services: for assisting with technical information and education on stormwater and rooftop rainwater harvesting for Tin Town residents, and for assistance on securing other grant funds for water harvesting systems. If needed, we would contribute some our expertise and time as in-kind donation.

Cost:

- 10.5% (\$105) will be deducted payment for University of Arizona for processing
- 41.67 hours for UA Cochise County Cooperative Extension Water Wise Instructional Specialist, Sr. @ \$15.95/hr +34.7% ERE (\$5.53/hr) = \$21.48/hr = \$895

Total: \$1000

If you have further questions, please don't hesitate to contact me.

Cado Daily
Cado Daily

Water Resources Coordinator

UA Cochise County Cooperative Extension

cdaily@email.arizona.edu

520.458.8278. 2139

***CITIZENS SCIENCE CENTER
PROPOSAL***



Department of Soil, Water and
Environmental Science
College of Agriculture and Life Sciences

1177 E. Fourth Street
P.O. Box 210038
Tucson, AZ 85721-0038
Tel: (520) 621- 1646
Fax: (520) 621- 1647
<http://swes.cals.arizona.edu/>

November 6, 2015

Craig Allison, PE
Sr. Vice President/Public Works
Engineering and Environmental Consultants, Inc. (EEC)
4625 E. Fort Lowell Road
Tucson, AZ 85712

Re: Tintown, Bisbee Arizona Drainage Study and Community Garden Project

Dear Mr. Allison,

My lab, the Integrated Environmental Science and Health Risk Laboratory within the Department of Soil, Water and Environmental Science at the University of Arizona - College of Agriculture & Life Science is excited to work with you on the Tintown Drainage Study. My research team has been allocated \$2,500 to:

- Support 50 hours of labor for a Associate-level Graduate Research Student to interpret soil quality data and select appropriate crops for the Community Garden
- Travel, lodging, meals and incidentals for a two people for a total of three trips to Bisbee AZ
- Conduct soil sampling and analysis

My laboratory will not exceed \$2,500 and we plan on working with your office starting in January 2016. Please feel free to keep me updated regarding your schedule and we will do our best to support your needs.

Sincerely,

A handwritten signature in black ink, appearing to read 'M. R.' followed by a long horizontal stroke.

Mónica Ramírez-Andreotta, M.P.A., Ph.D.
College of Agriculture & Life Sciences Department of Soil, Water and Environmental Science (home)
College of Public Health's Division of Community, Environment & Policy (joint)
University of Arizona
1177 E Fourth Street, Rm. 429, Tucson, AZ 85721
mdramire@email.arizona.edu

cc: Thomas J. Klimek

PRELIMINARY CONCEPT LAYOUT



TIN TOWN STREET AND DRAINAGE IMPROVEMENTS

Legend

-  Filter for Irrigation
-  Existing Culvert
-  Proposed Slotted Drain
-  Proposed Storm Drain
-  Community Garden
-  Sewer Lift Station
-  Proposed Basin
-  FEMA-ZONE A



118 Arizona Street
Bisbee Arizona 85603

Date: 8/11/2015

Path: J:\Hydrology\JLome\Proposals\Tin Town\Site Figure.mxd



LOCATION MAP-NOT TO SCALE

Exhibit B
Budget

WIFA and Recipient Project Budget and Deliverables
Green Projects

Project Name: Tintown Drainage and Green Infrastructure Study
Recipient: City of Bisbee

Tasks to be funded by WIFA

Task	Description of Task	Budget
1	Compile Data and Background Information, Estimate Discharges, Onsite Hydraulics (Tasks A – D)	\$15,150
2	Report Preparation (Tasks E – G)	\$7,250
3	Community Involvement and Miscellaneous (Tasks H – I)	\$6,060
4	U of A services (Task J)	\$3,500
	Total	\$31,960

Tasks to be funded by Recipient

Not required to report – match requirement waived for green projects

Total Budget: \$34,960

WIFA Portion: **\$31,960**
Recipient Match: \$3,000 (city staff time)

List of Project Deliverables:

1. Tintown Drainage and Green Infrastructure Report



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: February 9, 2016

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF AN INTERGOVERNMENTAL AGREEMENT BETWEEN THE CITY OF BISBEE AND THE ARIZONA STATE FORESTRY DIVISION

FROM: Marc Burneleit, Fire Chief

RECOMMENDATION: Approve IGA

PROPOSED MOTION: I move to approve the Intergovernmental Agreement between the City of Bisbee and the Arizona State Forestry Division

DISCUSSION:

This IGA would activate our state contract for our wildland vehicles to be used on assignments inside and outside of our jurisdiction. There is no cost to the City for the agreement. Overtime and manpower is paid for by the Federal Government.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Marc Burneleit
Marc Burneleit
Fire Chief

Reviewed by: Jestin Johnson
Jestin Johnson
City Manager

**ARIZONA STATE FORESTRY DIVISION
COOPERATIVE INTERGOVERNMENTAL AGREEMENT**

This Cooperative Agreement ("Agreement") is made by and between City of Bisbee hereinafter referred to as the Cooperator, and the State Forester (collectively the "Parties"). This Agreement supersedes all previous Memorandums of Understanding and Cooperative Agreements and will become effective upon the final signature, and will continue (10) ten years from effective date, unless terminated by either party by (30) thirty days written notice to the other.

WITNESSETH:

WHEREAS the Cooperator wishes to enter into a Cooperative Agreement with the State Forester for the protection of its forests and wildlands as authorized under A.R.S. Sections 37-623(F), 9-220 (8) and 48-805(B)(16) and; the protection of forest, wild and agricultural lands, and rural structures as provided for within the Cooperative Forestry Assistance Act, 16 U.S.C. Section 2106; and

WHEREAS this is an Intergovernmental Agreement entered into pursuant to A.R.S. § 11-952; and

WHEREAS it is in the best interest of the State of Arizona to have wildland fires detected and suppressed quickly before they become large and more difficult to control; and

WHEREAS the Cooperator represents that it is a duly constituted fire department, fire district, or political subdivision of the State authorized to provide fire protection within the boundaries of the map attached hereto and by reference made a part hereof (Appendix A); and

WHEREAS the Cooperator may have a limited number of units of firefighting equipment that can be made available to the State Forester for fire suppression work; and

WHEREAS the Cooperator may have the capability to respond and suppress fires under the jurisdiction of the State Forester on a more timely and effective basis than any other assets or resources in the state; and

WHEREAS the Cooperator can more adequately carry out this function if additional equipment and technical assistance is available; and

WHEREAS the State Forester may have a limited number of units of firefighting equipment that can be made available to fire associations, fire districts, and incorporated fire departments involved in fire suppression; and

WHEREAS it has been determined to be advantageous to the State Forester in the proper discharge of his responsibilities to make certain equipment available to the Cooperator;

NOW THEREFORE, the parties to this Agreement do hereby agree as follows:

THE STATE FORESTER AGREES:

1. To make available organizational assistance, technical training and other expertise as available on his staff;
2. To provide State Forester's and other wildland fire training resources and funding when deemed available by the State Forester;
3. To provide State resources and resources under State agreement to the Cooperator for wildland fire suppression, pre-suppression, and for unplanned all-risk emergencies within the Cooperator's

boundary or service area when requested by the Cooperator and deemed available by the State Forester. Per A.R.S. 37-623.02.H, the State Forester may require reimbursement for cost incurred for these requested resources. The State Forester will determine as soon as practical after each request, the need for reimbursement. This determination will be based upon one or more of the following factors; the type of request, resources furnished, jurisdiction, land ownership, threat, state or federal emergency declaration status, and the actual costs of those resources to the State.;

4. To pay and reimburse the Cooperator, out of State Forestry allocated funding, for fire suppression activities, equipment and manpower at the rates established per the Cooperative Fire Rate Agreement (FM104) on file with the State Forester; provided, however, that payment shall be made only for such activities on lands outside the Cooperator's established boundaries or service area when requested by the State Forester;
5. That the Cooperator may refuse to furnish manpower and equipment when requested by the State Forester if by so doing it would reduce the Cooperator's resources to a level where he could no longer maintain an adequate level of fire protection on lands within his boundary or service area;
6. To make available such firefighting and training equipment as can be obtained and is suitable for the use of the Cooperator in fire management work and wildland fire training;
7. That title to all accessories, tools, equipment, sirens, etc., which the Cooperator adds or attaches to state equipment provided by the State Forester will remain the property of the Cooperator and the Cooperator shall remove same prior to returning same equipment to the State Forester;
8. To pay and reimburse the Cooperator, out of State Forestry allocated funding, for instructors conducting approved fire training instruction, at the State Forester's request and at the rate for instructors included in the Arizona State Forester's Emergency Pay Plan plus travel expenses, if applicable, at the approved state rates;
9. That no reimbursement for loss, damage or destruction of equipment due to ordinary wear and tear will be made;
10. To provide necessary forms as needed by the Cooperator in executing his responsibilities under this Agreement;
11. To the extent possible, to assist the Cooperator in ordering and obtaining fire training material and equipment through the federal supply system (GSA, NWCG, & NIFC);
12. That the Cooperator may purchase wildland firefighting equipment and supplies through the State Forester's procurement system.

THE COOPERATOR AGREES:

1. To respond to and engage in fire suppression actions on all wildland fires on State and Private lands within the Cooperator's boundary or service area as set forth in attached Appendix A at the Cooperator's expense;
2. To respond and engage in fire suppression and other activities upon lands under the jurisdiction of the State Forester located outside the Cooperator's boundary or service area as set forth in attached Appendix A at such time and with equipment and manpower available as requested by the State Forester;
3. To maintain and make available for use at the request of the State Forester manpower and equipment subject to the provisions of Cooperative Fire Rate Agreement (FM 104);
4. To accept direction and supervision by the State Forester or his duly authorized representatives while engaged in suppression or other activities at the State Forester's request;

5. To submit a State Forester's Arizona Individual Wildland Fire Report (Wild-RPT-1) within 15 days, for each wildland fire that the Cooperator responds to outside their jurisdiction, on which they are the incident commander;
6. To provide the State Forester with a summary report on all known wildland fires inside their jurisdiction on a calendar year basis by February 1st of each year;
7. That if the Cooperator agrees to provide approved wildland firefighting training courses at the State Forester's request, the courses will meet the standards set by the National Wildfire Coordinating Group for the Wildland and Prescribed Fire Qualification System;
8. To provide to the State Forester, for approved training courses, a summary report on courses provided, number of students trained, and number of fire departments represented on a calendar year on a quarterly basis;
9. To participate to the extent possible in fire prevention activities within their boundary or service area as requested by the State Forester;
10. To submit claims for reimbursement to the State Forester within thirty (30) days after release of its manpower and/or equipment in the manner and form prescribed by the State Forester;
11. To submit claims for reimbursement to the State Forester within thirty (30) days after completion of authorized training courses in the manner and form prescribed by the State Forester;
12. To maintain wildland fire training qualifications as set forth by the State Forester;
13. To accept and use equipment obtained from the State Forester pursuant to this agreement ("Assigned Equipment");
14. To maintain the Assigned Equipment in operable condition and state of readiness, and promptly report any loss or damage of such equipment to the State Forester;
15. To obtain prior approval for any planned alterations of the Assigned Equipment from the State Forester;
16. To provide adequate shelter from the weather elements for the Assigned Equipment;
17. Upon request, to promptly provide the State Forester with a report of the condition of Assigned Equipment;
18. That the Assigned Equipment may not be sold, transferred, loaned or otherwise disposed of, or traded, but must be returned to the State Forester unless part of the Firefighter Program (FFP) through the Department of Defense and US Forest Service and the agreement there of;
19. To maintain, and to require any sub-Cooperators operating under this Agreement to maintain, the following minimum insurance coverage.

Insurance Requirements for Any Contractors Used by a Party to the Intergovernmental Agreement:

The *insurance requirements* herein are minimum requirements and in no way limit the indemnity covenants contained in the Intergovernmental Agreement. The State of Arizona in no way warrants that the minimum limits contained herein are sufficient to protect the governmental entity or Contractor from liabilities that might arise out of the performance of the work under this Contract by the Contractor, his agents, representatives, employees or subcontractors, and Contractor and the governmental entity are free to purchase additional insurance.

A. MINIMUM SCOPE AND LIMITS OF INSURANCE: Contractor shall provide coverage with limits of liability not less than those stated below.

1. Commercial General Liability – Occurrence Form

Policy shall include bodily injury, property damage, personal and advertising injury and broad form contractual liability.

- General Aggregate \$2,000,000
- Products – Completed Operations Aggregate \$1,000,000
- Personal and Advertising Injury \$1,000,000
- Damage to Rented Premises \$ 50,000
- Each Occurrence \$1,000,000

a. The policy shall be endorsed **(Blanket Endorsements are not acceptable)** to include the following additional insured language: **“The State of Arizona, and its departments, agencies, boards, commissions, universities, 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 Contractor.”** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

b. Policy shall contain a waiver of subrogation endorsement **(Blanket Endorsements are not acceptable)** in favor of the **“State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees”** for losses arising from work performed by or on behalf of the Contractor.

2. Business Automobile Liability

Bodily Injury and Property Damage for any owned, hired, and/or non-owned vehicles used in the performance of this Contract.

- Combined Single Limit (CSL) \$1,000,000

a. The policy shall be endorsed **(Blanket Endorsements are not acceptable)** to include the following additional insured language: **“The State of Arizona, and its departments, agencies, boards, commissions, universities, 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 Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.** Such additional insured shall be covered to the full limits of liability purchased by the Contractor, even if those limits of liability are in excess of those required by this Contract.

b. Policy shall contain a waiver of subrogation endorsement **(Blanket Endorsements are not acceptable)** 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 Contractor.

c. Policy shall contain a severability of interest provision.

3. Worker's Compensation and Employers' Liability

- Workers' Compensation Statutory
- Employers' Liability
 - Each Accident \$1,000,000
 - Disease – Each Employee \$1,000,000
 - Disease – Policy Limit \$1,000,000

a. Policy shall contain a waiver of subrogation endorsement **(Blanket Endorsements are not acceptable)** 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 Contractor.

- b. This requirement shall not apply to: Separately, EACH contractor or subcontractor exempt under A.R.S. § 23-901, AND when such contractor or subcontractor executes the appropriate waiver (Sole Proprietor/Independent Contractor) form.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies are to contain, or be endorsed (**Blanket Endorsements are not acceptable**) to contain, the following provisions:

1. The Contractor's policies shall stipulate that the insurance afforded the Contractor 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 provided by A.R.S § 41-621 (E).
2. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of its Contract with the other governmental entity(ies) party to the IGA.

C. NOTICE OF CANCELLATION: With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the State of Arizona. Such notice shall be sent directly to the Department and shall be sent by certified mail, return receipt requested.

D. ACCEPTABILITY OF INSURERS: Contractors insurance shall be placed with companies licensed in the State of Arizona. Insurers shall have an "A.M. Best" rating of not less than A- VII or 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 Contractor from potential insurer insolvency.

E. VERIFICATION OF COVERAGE: Contractor shall furnish the State of Arizona with certificates of insurance (ACORD form or equivalent approved by the State of Arizona) as required by this Contract. The certificates for each insurance policy are to be signed by an authorized representative.

All certificates and endorsements (**Blanket Endorsements are not acceptable**) are to be received and approved by the State of Arizona before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract, or to provide evidence of renewal, is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Department. The State of Arizona project/contract number and project description are to 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 this Contract at any time.

F. SUBCONTRACTORS: Contractor's certificate(s) shall include all subcontractors as insureds under its policies or Contractor shall furnish to the State of Arizona separate certificates for each subcontractor. All coverages for subcontractors shall be subject to the minimum requirements identified above.

G. APPROVAL: Any modification or variation from the *insurance requirements* in any Intergovernmental Agreement must have prior approval from the State of Arizona Department of Administration, Risk Management Division, whose decision shall be final. Such action will not require a formal contract amendment, but may be made by administrative action.

H. EXCEPTIONS: In the event the Contractor or sub-contractor(s) is/are a public entity, then the

Insurance Requirements shall not apply. Such public entity shall provide a Certificate of Self-Insurance. If the contractor or sub-contractor(s) is/are a State of Arizona agency, board, commission, or university then none of the above shall apply.

INDEMNIFICATION:

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

In addition, City of Bisbee shall cause its contractor(s) and subcontractors, if any, to defend, indemnify, and hold harmless the State of Arizona, any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and their respective directors, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, 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 City of Bisbee's contractor or any of the directors, officers, agents, or employees or subcontractors of such contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor 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 Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense and judgment costs where this indemnification is applicable.

IT IS MUTUALLY AGREED:

1. That every obligation of either Party under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation; if funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by either Party at the end of the period for which funds are available. No liability shall accrue to either Party in the event this provision is exercised, and neither Party shall be obligated or liable for any future payments for any damages as a result of termination under this paragraph.
2. That the Cooperator will be hired and reimbursed, for suppression or other activities, as set forth in the "Cooperative Fire Rate Agreement" (FM104) as agreed to and attached as exhibit "B". This Cooperative Fire Rate will be part of the master Agreement and attached at a later date and prior to hiring.
3. The equipment issued by the State Forester will be painted and identified and marked in a manner that will indicate the cooperation between the Cooperator and the State Forester, unless the equipment was acquired through the Firefighter Program and the title has been passed to the cooperator;
4. If the equipment is not used as provided by this agreement, the State Forester may remove said equipment upon written notification.
5. **Amendments:** This agreement may be modified only by a written amendment signed by both parties. However, if mutually agreed, the parties may enter into specific supplemental, written agreements, subject to appropriate approvals, to accomplish the goals of this agreement and to carry out its terms and conditions.
6. **Dispute Resolution:** In the event of a dispute, the parties agree to arbitrate the dispute to the extent required by A.R.S. Section 12-1518.
7. **Inspection and Audit of Records:** Pursuant to A.R.S. Sections 35-214 and -215, the Cooperator shall

retain all books, accounts, reports, files and other records ("Records") relating to this agreement for a period of five years after completion of the contract. All records shall be subject to inspection and audit by the State Forester at all reasonable times. Upon request, the Cooperator shall produce the original of any and all such records at the offices of the State Forester.

8. **Cancellation for Conflict of Interest:** Pursuant to A.R.S. Section 38-511, the State may, within three years after its execution, cancel this contract, without penalty or further obligation, if any person significantly involved in initiating, negotiating, securing, drafting or creating the contract on behalf of the State is, at any time while the contract or any extension of the contract is in effect, an employee or agent of any other party to this contract in any capacity, or a consultant to any other party to this contract with respect to the subject matter of the contract. The cancellation shall be effective when written notice from the Governor is received by all other parties to the contract of the cancellation, unless the notice specifies a later time.
9. **Nondiscrimination:** The parties agree to comply with Arizona Governor's Executive Order 2009-09 - "Prohibition of Discrimination in Contracts Non-Discrimination in Employment by Government Cooperators and Subcontractors, Superseding Executive Order 99-4 and Amending Executive Order 75-5."
10. **Third-Party Antitrust Violations:** The Cooperator assigns to the State any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to the Cooperator toward fulfillment of this Agreement.
11. **Notices:** All notices required by this agreement shall be in writing delivered to the person and addresses specified below or to such other persons or addresses as either party may designate to the other party by written notice.

State Forester:

Office of the State Forester
Arizona State Forestry Division
1110 West Washington, Suite 100
Phoenix, AZ 85007
602-771-1400
602-771-1421 fax

Cooperator:

City of Bisbee
404 Bisbee Rd.
Bisbee, AZ 85603
520-432-2261

12. **Immigration Compliance:** The parties agree to comply with A.R.S. §41-4401, the provisions of which are hereby incorporated by reference.

In WITNESS WHEREOF the parties by and through their duly qualified acting officials have hereunto set their hands.

COOPERATOR:

(Print Name)

Signature

Title

Witness

Witness

Date

STATE FORESTER:

Jeff Whitney
Print Name

Signature

State Forester
Title

Date

INTERGOVERNMENTAL AGREEMENT DETERMINATION

In accordance with A.R.S. § 11-952, this Agreement has been reviewed by the undersigned who have determined that this Agreement is in appropriate form and is within the powers and authority of the respective parties.

Attorney General

Attorney for the Fire Department, District or City

By: _____
Assist. Attorney General
Attorney for State Forester

By: _____

Date: _____

Date: _____



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 16, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 9, 2016</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE ADMINISTRATIVE SERVICES DIRECTOR JOB DESCRIPTION.	

FROM: JESTIN JOHNSON, CITY MANAGER

RECOMMENDATION: Approve the Administrative Services Director Job Description

PROPOSED MOTION: I move that we approve the Administrative Services Director Job Description.

DISCUSSION: This agenda item was tabled during the February 2, 2016 City Council Meeting.

Currently, the City of Bisbee's Finance Department operates with (1.0 FTE) Finance Director, (1.0 FTE) Accountant/Pay Roll Representative, (.5 FTE) Accountant, and (2.0 FTE) Wastewater Customer Service Representatives.

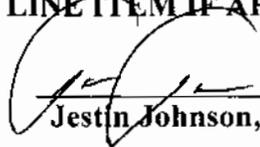
Although we have a decentralized procurement process, we have needed improvements in how we procure goods and services, and I firmly believe we need to have a single source for direction and information during the procurement process. With the creation of this description, I foresee more focus placed on the National Institute of Government Purchasing guiding principles, specialization in understanding the new Affordable Care Act requirements, as well as a more customer centric approach to the acquisition of goods and services.

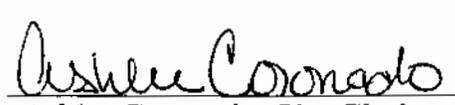
As previously stated, there is significant responsibility in the area of risk management and I would like this position title to not only reflect the true responsibility of this position, but also provide the individuals within the Finance Department an avenue for professional growth with the City of Bisbee.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: 
Jestin Johnson, City Manager

Reviewed by: 
Ashlee Coronado, City Clerk



Job Description
Administrative Services Director

TITLE:	Administrative Services Director	JOB CODE:	
DEPARTMENT:	Finance Department	FLSA:	Exempt
SALARY RANGE:	\$58,244 - \$87,366	CLASSIFICATION:	Non-classified
PREPARED:	January 2016	UPDATED:	January 2016

Summary: Under administrative direction, plans, organizes and directs the operations and staff of the Finance Department; serves as the Chief Financial Officer and Treasurer for the City; ensures the integrity of the City's financial condition, records and reporting; develops and implements policies, procedures and internal controls; ensures compliance with all laws and regulations.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops and implements Department objectives, policies and procedures; schedules operations based on fiscal priorities and community needs; ensures the integrity of the accounting system and compliance with GAAP, GASB statements, applicable state and federal laws and requirements, and sound internal controls.
- Directs Department operations; provides leadership, direction and coaching to employees; evaluates Department issues, and recommends and implements solutions; prioritizes and assigns tasks and projects; trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Troubleshoots financial operating problems; analyzes financial transactions to resolve problems and improve processes and controls; coordinates with departments to improve their financial processes and financial controls.
- Manages general accounting functions including financial reporting, account coding, account balancing and reconciliation, accounts payable, accounts receivable, payroll and collections; maintains accounting records, ledgers and controls.
- Assists in the development and maintenance of the City operating and capital budgets; works with department heads to troubleshoot financial transactions and budgets; prepares special and recurring reports; recommends and implements changes to existing policies.
- Projects and forecasts budget, revenue and expenditures; assists in the preparation of the draft budget document and ordinance for presentation to City Council for budgetary and appropriation decisions, and reviews budget items prepared by other staff members.
- Coordinates annual external audit; compiles and prepares materials to support auditors; evaluates and responds to audit recommendations.
- Oversees cash and debt management; coordinates debt issuances; prepares revenue and expenditure projections and analysis for determining property tax and utility rate recommendations for City Council.
- Reviews revenues and expenditures to ensure compliance with the appropriation ordinance; monitors shifts in revenue trends and communicates to the City Manager, supervisors, City Council and other parties.
- Prepares year-end close of financial records, researches proper accounting methods and prepares general ledger entries for accounting issues.

Job Description
Administrative Services Director

- Invests cash and maintains required cash levels in City Bank accounts; wires and transfers funds, and acts as liaison with banking institutions for various services.
- Plans, prioritizes and reviews work of assigned department staff and resolves administrative issues.
- Attends budget related Council meetings and work sessions, management staff meetings, conferences and training classes, and other required functions.
- Serves on Boards and Commissions as assigned.
- Performs related duties as assigned.

Required Knowledge and Skills:

- In depth knowledge of Generally Accepted Accounting Principles and Generally Accepted Auditing Principles related to municipal budgetary administration and program development.
- In depth knowledge of State of Arizona procurement code and working knowledge of the National Institute of Government Purchasing guidelines.
- In depth knowledge of City policies and procedures or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- In depth knowledge of public administration with particular emphasis on the principles, methods, and practices of municipal finance.
- In depth knowledge of laws governing medical benefits.
- In depth knowledge of management and supervisory principles and practices.
- In depth knowledge of budget management methods and techniques.
- In depth knowledge of basic laws, ordinances and regulations underlying municipal finance.
- In depth knowledge and understanding of cash management, investment, and banking relationships.
- High level of skill in assessing municipal programs and proposed policies in terms of their financial and administrative implications.
- High level of skill in analyzing a variety of financial problems and making sound recommendations and preparing working procedures.
- High level of skill in formulating and administering broad accounting and financial policies.
- High level of skill in effectively managing, supervising and evaluating assigned staff.
- High level of skill in effective oral and written communications.
- High level of skill in establishing and maintaining effective working relationships with associate personnel, other City employees and the general public.
- High level of skill in the use of a personal computer and standard business and project management software.
- High level of skill in following and effectively communicating verbal and written instructions.

Education, Experience, and Certifications:

- Bachelor's Degree in Accounting, Finance, or Public or Business Administration and five (5) years of municipal accounting or finance experience, including three (3) years in a supervisory capacity or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license. (preferred)

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.

Job Description
Administrative Services Director

- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to extended periods of intense concentration in the review of fiscal and accounting reports.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and general ledgers.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approved by Mayor and Council on



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: February 9, 2016

Regular Special

DATE ACTION SUBMITTED: <u>February 2, 2016</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE LIBRARY MANAGER JOB DESCRIPTION.	

FROM: JESTIN JOHNSON, CITY MANAGER

RECOMMENDATION: Approve the Library Manager Job Description

PROPOSED MOTION: I move that we approve the Library Manager Job Description.

DISCUSSION:

This agenda item was tabled during the February 2, 2016 City Council Meeting.

Currently, the city of Bisbee operates with (1.0) Library Director- Vacant, (1.0) Library Services Coordinator, (.5) Library Programmer- Recently Filled, and (.5) Library Assistant. In the case of creating a Library Manager position, I am asking the approval by Mayor and Council to consider creating this position due to the reality of library operations.

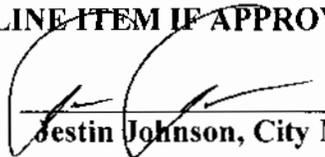
In the case of Bisbee, due to our budget constraints, patrons served, number of volunteers, and existing staff, the City would serve itself well by having a Library Manager, who has similar responsibilities as a Director, but still meets the Professional Exemption Test as outlined by the Fair Labor and Standards Act.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:


Justin Johnson, City Manager

Reviewed by:


Ashlee Coronado, City Clerk



Job Description
Library Manager

TITLE:	Library Manager	JOB CODE:	1810
DEPARTMENT:	Library	FLSA:	Exempt
SALARY RANGE:	\$24,542 - \$44,390	CLASSIFICATION:	Non-Classified
PREPARED:	Feb 2016	UPDATED:	Feb 2016

Summary: Under administrative direction, plans, organizes and directs the operations and staff of the Library; prioritizes and schedules major projects; and develops and manages the operating and grant budgets; serves as Librarian.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops and implements short and long term goals, objectives and policies for the Library; allocates resources to achieve these goals; schedules activities based on established priorities and community needs; ensures operations are in compliance with City policies and objectives.
- **Manages** Library operations; provides leadership, direction and coaching to employees; evaluates Library issues; determines and implements solutions; prioritizes and assigns tasks and projects; trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Responsible for volunteer management operations such as recruiting, training and overseeing volunteers.
- Develops and monitors Library operating and grant budgets; monitors and oversees departmental expenditures; prepares special and recurring reports, grants, proposals and contracts; recommends and implements changes to existing policies.
- Prepares quarterly and annual reports to the City and the State; maintains and analyzes operating statistics; updates programs to continually improve services to the patrons and the community.
- Manages and directs all of the Library's activities, including reference, circulation, collection development, cataloguing and community programs; oversees and approves special events, adult programs and children's activities.
- Researches funding opportunities for programs and facilities development; prepares and reviews grant requests and approves submittals as appropriate; oversees and performs grant reporting.
- Directs and provides reference services; responds to requests for information, researches questions, and provides general and complex information to the general public and library patrons.
- Selects and acquires materials to satisfy the informational and recreational needs of the patrons; manages and oversees collection development; responds to requests from the public for purchases; reviews materials for purchase; and approves additions and deletions to collection.
- Serves as liaison with the Friends of the Library Group and Library Advisory Board; provides and ensures a high level of customer service to patrons in specific and to the community in general.
- Coordinates operations with the Cochise County Library District and with other libraries in the County.
- Approves and accepts gifts and donations to the Library.
- Conducts analysis and determines programming changes as needed.
- **Oversees** programs to promote Library services to the community; reviews and authorizes all Library publicity.

Job Description

Library Manager

- Oversees and maintains hardware, software, and website related to library network operations.
- Attends meetings on library and citywide issues relating to the library; represents department to internal and external agencies and professional associations.
- Oversees Department of Correction (DOC) inmate labor.
- Performs and participates in special projects as assigned.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- In depth knowledge of professional Library principles, practices and administration.
- In depth knowledge of Library programs and services.
- In depth knowledge of personal computers, standard business software and specialized software for library applications.
- In depth knowledge of City policies and procedures or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- In depth knowledge of management and supervisory principles, practices and methods.
- In depth knowledge of personnel training principles, practices and methods.
- In depth knowledge of budget administration methods and techniques.
- High level of skill in effective oral and written communications.
- High level of skill in establishing and maintaining effective working relationships with City staff and the community.
- High level of skill in library collection development.
- High level of skill in developing, implementing and interpreting City personnel policies and procedures.
- High level of skill in conducting analysis, developing recommendations and preparing comprehensive reports.
- High level of skill in planning, developing and implementing Library policies, procedures and objectives.
- High level of skill in effectively supervising and delegating duties to assigned staff.
- High level of skill in resolving customer complaints and concerns.

Education, Experience, and Certifications:

- **Bachelor's Degree** and five (5) years library experience, including two (2) years in a supervisory capacity or an equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and reports.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approved by Mayor and Council on