

## 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, JUNE 19, 2018 AT 7:00 PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM, 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY \_\_\_\_\_ AT \_\_\_\_\_.

### ROLL CALL

#### COUNCIL

Councilmember Anna Cline, Ward III  
Councilmember Joan Hansen, Ward II  
Councilmember Frank Davis, Ward I  
Mayor David M. Smith  
Councilmember Bill Higgins, Ward I  
Councilmember Douglas Dunn, Ward II, Mayor Pro Tempore  
Councilmember Gabe Lindstrom, Ward III

#### STAFF

Robert Smith, City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
Daniel Duchon, Personnel Director  
Andy Haratyk, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

#### 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 Special Session of Mayor and Council held on April 25, 2018 at 6:15PM.  
Ashlee Coronado, City Clerk
- B. Approval of the Minutes of the Work Session of Mayor and Council held on April 18, 2018 at 6:30PM.  
Ashlee Coronado, City Clerk
- C. Approval of the Resignation of Ken Budge from the Board of Adjustment.  
Ashlee Coronado, City Clerk
- D. Approval of the recommendation from the Parks and Recreation Committee to dismiss Luche Giacomino from the Parks and Recreation Committee due to in excess of three unexcused absences.  
Ashlee Coronado, City Clerk
- E. Approval of the Appointment of Ken Budge to the Civil Service Commission.  
Ashlee Coronado, City Clerk
- F. Approval of the Park Facility and Right of Way Use Permit for the Use of Cole Ave, Bisbee Road and Arizona Street for the 4<sup>th</sup> of July Parade on Tuesday, July 4, 2018 from 9:00am to 1:00pm; Bisbee Rotary Club, Applicant.  
Ashlee Coronado, City Clerk
- G. Approval of the Park Facility and Right of Way Use Permit for the use of Brewery Gulch for the 4<sup>th</sup> of July Hard Rock Drilling and Mucking Events; Dominic Moots, Applicant.  
Ashlee Coronado, City Clerk
- H. Approval of an Special Event Liquor License Application submitted by Bisbee Vogue Inc., for an event to be held at St. Patrick's Church located at 100 Quality Hill Road, Bisbee, AZ on Saturday, October 20, 2018 from 11:00am to 4:00pm; Cynthia Conroy, Applicant.  
Ashlee Coronado, City Clerk

**OLD BUSINESS**

**NEW BUSINESS**

- 3. Presentation by the Utility Service Partners Private Label, Inc, d/b/a/ Service Line Warranties of America regarding Sewer Line Warranty.  
Andy Haratyk, Public Works Director
- 4. Discussion and Possible Approval of an Engagement Letter with Willdan Financial Services/Economists.com for a Sewer Rate Study.  
Robert Smith, City Manager
- 5. City Manager's Report:
  - Other current events (No Discussion)

**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 Lindstrom would like to comment on the Library Programs for the summer and he would like to announce the need for volunteers for July 4<sup>th</sup> Park Activities.

**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 1415 W. Melody Lane. Bldg. G, 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
<b>718</b>					
<b>GENERAL FUND</b>					
<b>BUILDING &amp; MAINTENANCE</b>					
<b>10-74-46100 FIRE EXPENSE</b>					
GENERAL FUND	COCHISE COUNTY TREASURE	18/19JULY	USE OF SPACE/100-1400-341.910 JULY	06/12/2018	4,200.00
Total 10-74-46100 FIRE EXPENSE:					4,200.00
<b>618</b>					
<b>GENERAL FUND</b>					
<b>10-2020802 DEFERRED COMPENSATION PAYABLE</b>					
GENERAL FUND	NATIONWIDE RETIREMENT SO	53018*	Deferred Comp - 05/30/18	05/30/2018	1,882.42
GENERAL FUND	NATIONWIDE RETIREMENT SO	60718*	Deferred Comp - 06/07/18	06/07/2018	8,197.02
Total 10-2020802 DEFERRED COMPENSATION PAYABLE:					9,889.44
<b>10-2020805 DEFERRED COMP PAYABLE ICMA-RC</b>					
GENERAL FUND	VANTAGEPOINT TRANS. AGEN	18-0407	PLAN # 307528	06/07/2018	500.00
GENERAL FUND	VANTAGEPOINT TRANS. AGEN	18-0421	PLAN # 307528	06/07/2018	500.00
GENERAL FUND	VANTAGEPOINT TRANS. AGEN	18-0505	PLAN # 307528	06/07/2018	500.00
GENERAL FUND	VANTAGEPOINT TRANS. AGEN	18-0519	PLAN # 307528	06/07/2018	500.00
GENERAL FUND	VANTAGEPOINT TRANS. AGEN	18-0602	PLAN # 307528	06/07/2018	500.00
Total 10-2020805 DEFERRED COMP PAYABLE ICMA-RC:					2,500.00
<b>10-2020818 UNION DUES PAYABLE</b>					
GENERAL FUND	AZ COPS	60718*	Union Dues Pol/Fire Pay Period: 6/07/2018	06/07/2018	165.00
GENERAL FUND	BISBEE FIREFIGHTERS LOCAL	60718*	Union Dues-Fire Pay Period: 6/07/2018	06/07/2018	348.77
Total 10-2020818 UNION DUES PAYABLE:					513.77
<b>10-2021001 HEALTH INSURANCE PAYABLE</b>					
GENERAL FUND	UNITEDHEALTHCARE INSURAN	683279404244	HEALTH INSURANCE PREMIUM/JUNE 18	05/15/2018	41,873.37
Total 10-2021001 HEALTH INSURANCE PAYABLE:					41,873.37
<b>10-2024000 PAYROLL GARNISHMENTS PAYABLE</b>					
GENERAL FUND	NEW MEXICO CHILD SUPPORT	60718*	CHILD SUPPORT 06/07/18	06/07/2018	200.77
GENERAL FUND	SUPPORT PAYMENT CLEARIN	60718*	Support Clearing-Child Support Pay Period: 6/07/2018	06/07/2018	1,811.70
Total 10-2024000 PAYROLL GARNISHMENTS PAYABLE:					2,012.47
<b>10-34-40066 AMBULANCE FEES</b>					
GENERAL FUND	UNITED HEALTHCARE COMMU	18-0607	REFUND AMBULANCE PAYMENT	06/07/2018	411.37
Total 10-34-40066 AMBULANCE FEES:					411.37
<b>FINANCE DEPARTMENT</b>					
<b>10-52-36000 MAINTENANCE &amp;SUPPORT AGREEMNTS</b>					
GENERAL FUND	CASELLE INCORPORATION	88512	CONTRACT SUPPORT-7/1/18-06/30/19	06/01/2018	12,144.00
Total 10-52-36000 MAINTENANCE &SUPPORT AGREEMNTS:					12,144.00
<b>10-52-43500 POSTAGE &amp; METER TAPES</b>					
GENERAL FUND	POSTMASTER - BISBEE MAIN O	18-0606	MAIL S&G	06/06/2018	806.56

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 10-52-43500 POSTAGE & METER TAPES:					806.56
<b>10-52-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	BANK OF AMERICA	18-0509INT	INTEREST	06/04/2018	158.97
Total 10-52-46000 OPERATIONAL EXPENSES:					158.97
<b>CITY CLERK</b>					
<b>10-53-42040 ADVERTISING</b>					
GENERAL FUND	BISBEE OBSERVER	1074	PUBLIC NOTICE/CALL OF ELECTION	05/23/2018	164.15
Total 10-53-42040 ADVERTISING:					164.15
<b>COMMUNITY DEVELOPMENT</b>					
<b>10-54-22550 SEWER &amp; GARBAGE - SHELTER</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/ANIMAL SHELTER	06/07/2018	57.20
Total 10-54-22550 SEWER & GARBAGE - SHELTER:					57.20
<b>10-54-46542 ANIMAL SHELTER EXPENSES</b>					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D08133201805	DOC LABOR CREW/AS	05/29/2018	16.00
Total 10-54-46542 ANIMAL SHELTER EXPENSES:					16.00
<b>ADMINISTRATION &amp; GENERAL GOV'T</b>					
<b>10-55-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	ACE HARDWARE	23711	TRASH BAGS, GLOVES, VESTS	05/31/2018	92.12
GENERAL FUND	B&D LUMBER & HARDWARE	160245	GLOVES, VESTS	05/31/2018	61.84
GENERAL FUND	DISTINGUISHED PRODUCTS	18126	FLAGS/AGG	05/25/2018	205.00
Total 10-55-46000 OPERATIONAL EXPENSES:					358.96
<b>10-55-46100 FIRE REPLACEMENT EXPENSE</b>					
GENERAL FUND	STAPLES ADVANTAGE	3379439201	PAPER	05/24/2018	144.70
Total 10-55-46100 FIRE REPLACEMENT EXPENSE:					144.70
<b>PERSONNEL</b>					
<b>10-56-12500 RECRUITMENT/EMPLOYEE TESTING</b>					
GENERAL FUND	DUCHON, DANIEL	18-0322	SHRM-CP TEST FEES	03/22/2018	300.00
Total 10-56-12500 RECRUITMENT/EMPLOYEE TESTING:					300.00
<b>10-56-42040 ADVERTISING</b>					
GENERAL FUND	BISBEE OBSERVER	1107	DISPLAY AD/EMPLOYMENT AD	05/31/2018	33.22
Total 10-56-42040 ADVERTISING:					33.22
<b>LEGAL SERVICES</b>					
<b>10-57-31100 PROFESSIONAL FEES - LEGAL</b>					
GENERAL FUND	COCHISE COUNTY ATTORNEY	135	IGA-LEGAL FEES	06/01/2018	5,000.00
Total 10-57-31100 PROFESSIONAL FEES - LEGAL:					5,000.00
<b>INFORMATION SYSTEMS</b>					

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>10-59-24000 TELEPHONE &amp; FAX</b>					
GENERAL FUND	CENTURY LINK QCC	1441492660	LONG DISTANCE	05/23/2018	64.47
Total 10-59-24000 TELEPHONE & FAX:					64.47
<b>POLICE DEPARTMENT</b>					
<b>10-62-12300 UNIFORMS &amp; CLOTHING</b>					
GENERAL FUND	FX TACTICAL	11-10007623	UNIFORMS	06/05/2018	986.88
GENERAL FUND	JERI'S OLD TOWN UNIFORMS	29744	UNIFORM-SILVA	05/29/2018	88.21
Total 10-62-12300 UNIFORMS & CLOTHING:					1,075.09
<b>10-62-13500 SUBSCRIPTIONS &amp; MEMBERSHIPS</b>					
GENERAL FUND	TRANSUNION RISK AND ALTER	50118	PERSON SEARCH DATA	06/01/2018	25.00
Total 10-62-13500 SUBSCRIPTIONS & MEMBERSHIPS:					25.00
<b>10-62-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/POLICE	06/07/2018	153.56
Total 10-62-22550 SEWER AND GARBAGE SERV.:					153.56
<b>10-62-23000 GAS</b>					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472015946302	GAS-W. HWY 92-POLICE	06/05/2018	38.21
Total 10-62-23000 GAS:					38.21
<b>10-62-34000 CONTRACT SERVICES</b>					
GENERAL FUND	RICOH USA INC	100576925	COPIER RENT & MAINT/BPD	05/18/2018	188.13
GENERAL FUND	RICOH USA, INC	5053617649	BASE CHARGES/BPD	06/06/2018	52.69
Total 10-62-34000 CONTRACT SERVICES:					240.82
<b>10-62-34100 DOC WORKERS</b>					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D08130201806	DOC LABOR CREW/BPD	06/11/2018	28.00
Total 10-62-34100 DOC WORKERS:					28.00
<b>10-62-41500 OFFICE SUPPLIES</b>					
GENERAL FUND	SIRCHIE	0351393-IN	EVIDENCE SUPPLIES/BPD	06/01/2018	161.15
Total 10-62-41500 OFFICE SUPPLIES:					161.15
<b>10-62-46623 CITY AUCTION EXPENSES</b>					
GENERAL FUND	WILLIAM BAGBY	18-0530	REIMBERSMENT TITLE FEES/BPD	05/30/2018	80.00
Total 10-62-46623 CITY AUCTION EXPENSES:					80.00
<b>10-62-46624 MOVING, TOWING, STORAGE EXP</b>					
GENERAL FUND	BARNETT'S TOWING & OXYGE	15815	TOWING SVC/BPD	05/10/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15819	TOWING SVC/BPD	05/14/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15824	TOWING SVC/BPD	05/21/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15827	TOWING SVC/BPD	05/22/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15831	TOWING SVC/BPD	05/23/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15833	TOWING SVC/BPD	05/25/2018	95.00
GENERAL FUND	BARNETT'S TOWING & OXYGE	15834	TOWING SVC/BPD	05/25/2018	95.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 10-62-46624 MOVING, TOWING, STORAGE EXP:</b>					<b>665.00</b>
<b>10-62-50100 BLDG REPAIR &amp; MAINT</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	160028	PAINT, BRUSH	05/22/2018	38.51
GENERAL FUND	B&D LUMBER & HARDWARE	160226	SCREWS, SEALANT	05/31/2018	14.14
GENERAL FUND	UNITED FIRE	537602	REFILL AND INSPECT	05/25/2018	111.96
<b>Total 10-62-50100 BLDG REPAIR &amp; MAINT:</b>					<b>164.61</b>
<b>10-62-61000 VEHICLE PARTS &amp; LABOR</b>					
GENERAL FUND	BISBEE AUTO PARTS	168555	RADIATOR	04/26/2018	195.09
GENERAL FUND	BISBEE AUTO PARTS	170810	BLSTR MINIATURES	05/24/2018	4.66
GENERAL FUND	BISBEE AUTO PARTS	170888	BATTERY, HOSE CLAMP	05/25/2018	168.03
GENERAL FUND	BISBEE AUTO PARTS	171669	OIL	06/05/2018	9.84
GENERAL FUND	BISBEE AUTO PARTS	172111	AIR FILTER, AIR FILTER	06/11/2018	64.18
GENERAL FUND	RICHWELD STEEL FABRICATIO	158	REPAIR TRAILER	05/02/2018	2,000.00
GENERAL FUND	W R RYAN - FIRESTONE	T11876	TIRE	05/18/2018	176.69
<b>Total 10-62-61000 VEHICLE PARTS &amp; LABOR:</b>					<b>2,618.49</b>
<b>FIRE DEPARTMENT</b>					
<b>10-64-13400 EDUCATION &amp; TRAINING</b>					
GENERAL FUND	BARNES AND NOBLE COLLG B	695379	BOOKS	06/01/2018	143.50
<b>Total 10-64-13400 EDUCATION &amp; TRAINING:</b>					<b>143.50</b>
<b>10-64-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/FIRE STATION #2	06/07/2018	110.99
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/FIRE STATION #1	06/07/2018	110.99
<b>Total 10-64-22550 SEWER AND GARBAGE SERV.:</b>					<b>221.98</b>
<b>10-64-23000 GAS</b>					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472017056702	GAS-HWY 92 FIRE	06/05/2018	87.75
<b>Total 10-64-23000 GAS:</b>					<b>87.75</b>
<b>10-64-34000 CONTRACT SERVICES</b>					
GENERAL FUND	MMPC	19199	PEST CONTROL-STA#1	06/01/2018	30.00
GENERAL FUND	MMPC	19200	PEST CONTROL-STA#2	06/01/2018	30.00
<b>Total 10-64-34000 CONTRACT SERVICES:</b>					<b>60.00</b>
<b>10-64-45300 CUSTODIAL SUPPLIES</b>					
GENERAL FUND	ACE HARDWARE	23773	GLASS CLEANER, PINE SOL	06/06/2018	30.71
GENERAL FUND	SAFEWAY INC.	2035865	CASCADE	05/25/2018	6.57
<b>Total 10-64-45300 CUSTODIAL SUPPLIES:</b>					<b>37.28</b>
<b>10-64-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	ACE HARDWARE	23741	FASTENERS	06/04/2018	12.85
GENERAL FUND	ACE HARDWARE	23745	COOLER PUMP, BASKET	06/04/2018	46.09
<b>Total 10-64-46000 OPERATIONAL EXPENSES:</b>					<b>58.94</b>

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>10-64-46641 MEDICAL SUPPLIES</b>					
GENERAL FUND	BARNETT'S TOWING & OXYGE	1809	OXYGEN & TANK RENTAL	05/31/2018	32.99
GENERAL FUND	BOUND TREE MEDICAL, LLC	82871448	MEDICAL SUPPLIES/BFD	05/21/2018	100.74
GENERAL FUND	BOUND TREE MEDICAL, LLC	82872855	MEDICAL SUPPLIES/BFD	05/22/2018	1,406.22
GENERAL FUND	BOUND TREE MEDICAL, LLC	82879856	MEDICAL SUPPLIES/BFD	05/30/2018	602.03
Total 10-64-46641 MEDICAL SUPPLIES:					2,141.98
<b>10-64-50100 BLDG REPAIR &amp; MAINT</b>					
GENERAL FUND	ACE HARDWARE	23774	HOSE SHUT OFF	06/06/2018	5.58
GENERAL FUND	ACE HARDWARE	23779	BRASS SHUT OFF, BRASS CAP	06/06/2018	5.58
Total 10-64-50100 BLDG REPAIR & MAINT:					11.16
<b>10-64-55200 NON CAP EQUIP PURCHASES</b>					
GENERAL FUND	BISBEE COMPUTERS/MUSIC, L	498	A/C ADAPTER	05/26/2018	29.97
Total 10-64-55200 NON CAP EQUIP PURCHASES:					29.97
<b>10-64-61000 VEHICLE PARTS &amp; LABOR</b>					
GENERAL FUND	BARNETT'S TOWING & OXYGE	15823	TOWING SVC/BFD	05/18/2018	300.00
GENERAL FUND	BISBEE AUTO PARTS	171191	A/C COMPRESSOR	05/30/2018	322.40
GENERAL FUND	W R RYAN - FIRESTONE	T11871	FRONT END ALIGNMENT	05/17/2018	109.95
GENERAL FUND	W R RYAN - FIRESTONE	T11879	TIRE REPAIR	05/18/2018	61.44
Total 10-64-61000 VEHICLE PARTS & LABOR:					793.79
<b>10-64-62004 DIESEL</b>					
GENERAL FUND	SKY ISLAND FUELS	1013865	FUEL	05/24/2018	32.00
GENERAL FUND	SKY ISLAND FUELS	1013910	FUEL	05/25/2018	43.00
GENERAL FUND	SKY ISLAND FUELS	1014067	FUEL	05/25/2018	79.74
GENERAL FUND	SKY ISLAND FUELS	1014157	FUEL	05/26/2018	42.07
GENERAL FUND	SKY ISLAND FUELS	1014634	FUEL	05/03/2018	33.00
GENERAL FUND	SKY ISLAND FUELS	1014636	FUEL	05/30/2018	30.61
GENERAL FUND	SKY ISLAND FUELS	1014661	FUEL	05/30/2018	40.42
GENERAL FUND	SKY ISLAND FUELS	1014662	FUEL	05/30/2018	56.00
Total 10-64-62004 DIESEL:					356.84
<b>CITY MAGISTRATE</b>					
<b>10-68-31000 PROFESSIONAL FEES</b>					
GENERAL FUND	AMBROSE, ADAM	85	CONTRACT SERVICES	06/01/2018	500.00
GENERAL FUND	AMBROSE, ADAM	86	CONTRACT SERVICES	06/15/2018	500.00
Total 10-68-31000 PROFESSIONAL FEES:					1,000.00
<b>CEMETERY</b>					
<b>10-70-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/CEMETARY	06/07/2018	57.20
Total 10-70-22550 SEWER AND GARBAGE SERV.:					57.20
<b>BUILDING &amp; MAINTENANCE</b>					
<b>10-74-34000 CONTRACT SERVICES</b>					
GENERAL FUND	CULLIGAN OF TUCSON	112X35940204	DRINKING WATER/BM	05/31/2018	5.98

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 10-74-34000 CONTRACT SERVICES:</b>					<b>5.98</b>
<b>10-74-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	160037	SOLAR FLEX SH, PREMIX CONCRETE	05/23/2018	95.97
GENERAL FUND	B&D LUMBER & HARDWARE	160039	CREDIT	05/23/2018	164.24-
<b>Total 10-74-46000 OPERATIONAL EXPENSES:</b>					<b>68.27-</b>
<b>10-74-46100 FIRE EXPENSE</b>					
GENERAL FUND	COCHISE COUNTY TREASURE	17/18-JUNE	USE OF SPACE/100-1400-341.910 JUNE	05/11/2018	4,200.00
GENERAL FUND	STRUCTURAL CONCEPTS, INC.	9002	ENGINEER SERVICES	04/30/2018	2,478.00
<b>Total 10-74-46100 FIRE EXPENSE:</b>					<b>6,678.00</b>
<b>10-74-50100 BLDG REPAIR &amp; MAINT</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	160363	PUMP	06/06/2018	33.63
GENERAL FUND	GRASP HEATING & COOLING , I	14175	COOLER SERVICE	05/15/2018	495.00
<b>Total 10-74-50100 BLDG REPAIR &amp; MAINT:</b>					<b>528.63</b>
<b>PUBLIC WORKS ADMINISTRATION</b>					
<b>10-75-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/PUBLIC WORKS	06/07/2018	87.43
<b>Total 10-75-22550 SEWER AND GARBAGE SERV.:</b>					<b>87.43</b>
<b>10-75-42040 ADVERTISING</b>					
GENERAL FUND	BISBEE OBSERVER	1071	PUBLIC NOTICE/DEDICATION	05/23/2018	7.80
GENERAL FUND	BISBEE OBSERVER	1073	PUBLIC NOTICE/TINTOWN DRAINAGE	05/23/2018	28.94
GENERAL FUND	BISBEE OBSERVER	1090	PUBLIC NOTICE/UPDATE ON VISTA PARK PROJEC	05/29/2018	3.79
<b>Total 10-75-42040 ADVERTISING:</b>					<b>40.53</b>
<b>10-75-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	160359	BATTERIES	06/06/2018	12.67
GENERAL FUND	COCHISE COUNTY TREASURE	17/18APRA	COPYGRAPHIX CHARGE 100-132.000 APRIL	05/11/2018	252.83
GENERAL FUND	COCHISE COUNTY TREASURE	17/18MAYA	COPYGRAPHIX CHARGE 100-132.000 MAY	05/11/2018	187.80
<b>Total 10-75-46000 OPERATIONAL EXPENSES:</b>					<b>453.30</b>
<b>GARAGE</b>					
<b>10-77-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/GARAGE	06/07/2018	99.77
<b>Total 10-77-22550 SEWER AND GARBAGE SERV.:</b>					<b>99.77</b>
<b>10-77-23000 GAS</b>					
GENERAL FUND	SOUTHWEST GAS CORPORATI	472100101800	GAS-GARAGE	06/05/2018	54.78
<b>Total 10-77-23000 GAS:</b>					<b>54.78</b>
<b>10-77-34000 CONTRACT SERVICES</b>					
GENERAL FUND	BARNETT'S TOWING & OXYGE	1810	OXYGEN & TANK RENTAL	05/31/2018	37.70
GENERAL FUND	CULLIGAN OF TUCSON	112X35923903	DRINKING WATER/GARAGE	05/31/2018	329.90
GENERAL FUND	UNIFIRST CORPORATION	3100901794	UNIFORMS/GAR	05/30/2018	17.91

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 10-77-34000 CONTRACT SERVICES:</b>					<b>385.51</b>
<b>10-77-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	BISBEE OFFICE SUPPLY	110586	SHIPPING	05/29/2018	17.87
<b>Total 10-77-46000 OPERATIONAL EXPENSES:</b>					<b>17.87</b>
<b>10-77-61000 VEHICLE PARTS &amp; LABOR</b>					
GENERAL FUND	BISBEE AUTO PARTS	171218	REFRIGERANT	05/30/2018	180.83
<b>Total 10-77-61000 VEHICLE PARTS &amp; LABOR:</b>					<b>180.83</b>
<b>10-77-62007 OTHER FLUIDS &amp; LUBRICANTS</b>					
GENERAL FUND	SENERGY PETROLEUM	447535	P86 FLEET SPRM EC-4	05/10/2018	1,389.05
<b>Total 10-77-62007 OTHER FLUIDS &amp; LUBRICANTS:</b>					<b>1,389.05</b>
<b>BUILDING INSPECTOR</b>					
<b>10-79-41500 OFFICE SUPPLIES</b>					
GENERAL FUND	BISBEE OFFICE SUPPLY	110833	GREEN CARD STOCK/INSPECTION CHECKLIST	06/06/2018	48.20
<b>Total 10-79-41500 OFFICE SUPPLIES:</b>					<b>48.20</b>
<b>PARKS</b>					
<b>10-80-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/POOL	06/07/2018	68.00
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/VISTA PARK	06/07/2018	57.20
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/GARFIELD PARK	06/07/2018	20.40
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/MAIN STREET PARK	06/07/2018	68.00
<b>Total 10-80-22550 SEWER AND GARBAGE SERV.:</b>					<b>213.60</b>
<b>10-80-34000 CONTRACT SERVICES</b>					
GENERAL FUND	UNIFIRST CORPORATION	3100901795	UNIFORMS/PARKS	05/30/2018	17.22
<b>Total 10-80-34000 CONTRACT SERVICES:</b>					<b>17.22</b>
<b>10-80-34100 DOC WORKERS</b>					
GENERAL FUND	AZ STATE PRISON CMPLX-DOU	D08134201805	DOC LABOR CREW/PKS	05/29/2018	288.00
<b>Total 10-80-34100 DOC WORKERS:</b>					<b>288.00</b>
<b>10-80-45100 DISPOSABLE EQUIP &amp; TOOLS</b>					
GENERAL FUND	ACE HARDWARE	23708	SCREWDRIVER SET, BROOM, COMBO KIT	05/31/2018	268.26
GENERAL FUND	B&D LUMBER & HARDWARE	160000	ENGINE OIL, SPOOL INSERT	05/22/2018	86.36
<b>Total 10-80-45100 DISPOSABLE EQUIP &amp; TOOLS:</b>					<b>354.62</b>
<b>10-80-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	160221	SCREWS, WASHERS	05/31/2018	21.37
GENERAL FUND	B&D LUMBER & HARDWARE	160227	AUTOCUT COVER, PADLOCK	05/31/2018	62.25
GENERAL FUND	B&D LUMBER & HARDWARE	160329	RUBING, FLAG PK, WET SET CEMENT	06/05/2018	79.35
GENERAL FUND	B&D LUMBER & HARDWARE	160343	COUPLING COMP, ELBOW COMP	06/05/2018	28.32
GENERAL FUND	BISBEE ELECTRIC	201023	FIX JUNCTION WIRING IN W/P BOX	05/18/2018	190.00
GENERAL FUND	GRAINGER	9803970046	SHACKLES, PULLEY	05/31/2018	104.62
GENERAL FUND	RAUL VILLASENOR	11041	UNPLUGGED TOILET	05/20/2018	100.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 10-80-46000 OPERATIONAL EXPENSES:</b>					<b>585.91</b>
<b>10-80-46801 REC PROGRAMS/SPECIAL EVENTS</b>					
GENERAL FUND	ACE HARDWARE	23647	WIRE, EARBUDS	05/23/2018	9.29
GENERAL FUND	B&D LUMBER & HARDWARE	180283	PLIERS, DUCT TAPE	06/01/2018	25.27
GENERAL FUND	HIGH JUMP PARTY RENTALS	6129	JUMPING CASTLES & WATER SLIDES/FINAL PAYM	12/05/2017	1,269.86
GENERAL FUND	LAL ENTERPRISES, INC	28026	PORTA POTS	05/28/2018	120.00
<b>Total 10-80-46801 REC PROGRAMS/SPECIAL EVENTS:</b>					<b>1,424.42</b>
<b>10-80-46802 LANDSCAPING MATERIALS</b>					
GENERAL FUND	ACE HARDWARE	23746	TOP SOIL, GARDEN SOIL	06/05/2018	281.67
<b>Total 10-80-46802 LANDSCAPING MATERIALS:</b>					<b>281.67</b>
<b>SWIMMING POOL</b>					
<b>10-81-34000 CONTRACT SERVICES</b>					
GENERAL FUND	UNITED FIRE	537610	ANNUAL SERVICE	05/30/2018	50.00
<b>Total 10-81-34000 CONTRACT SERVICES:</b>					<b>50.00</b>
<b>10-81-45100 DISPOSABLE EQUIP &amp; TOOLS</b>					
GENERAL FUND	B&D LUMBER & HARDWARE	159997	HAND TRUCK	05/22/2018	53.64
<b>Total 10-81-45100 DISPOSABLE EQUIP &amp; TOOLS:</b>					<b>53.64</b>
<b>10-81-46000 OPERATIONAL EXPENSES</b>					
GENERAL FUND	ACE HARDWARE	23646	SWINGER CAN, MARINE EPOXY	05/23/2018	30.72
GENERAL FUND	ACE HARDWARE	23656	ACID, FASTENERS, KEY	05/24/2018	44.28
GENERAL FUND	ACE HARDWARE	23677	ACID	05/28/2018	55.61
GENERAL FUND	ACE HARDWARE	23713	5 WAY STRIP, TEST KITS	05/31/2018	24.20
GENERAL FUND	B&D LUMBER & HARDWARE	160009	FLOOD BULB	05/22/2018	21.90
GENERAL FUND	B&D LUMBER & HARDWARE	160052	YELLOW & RED FLAGGING TAPE	05/23/2018	11.68
GENERAL FUND	LESLIE'S POOL SUPPLY , INC	649-001-5123	FLOW METER, TLR DPD RGT, STRIP TEST	05/25/2018	90.26
GENERAL FUND	RAUL VILLASENOR	11042	INSTALL EYE WASH STATION, RELOCATED CHLO	05/21/2018	425.00
<b>Total 10-81-46000 OPERATIONAL EXPENSES:</b>					<b>703.87</b>
<b>10-81-50100 BLDG REPAIR &amp; MAINT</b>					
GENERAL FUND	BISBEE ELECTRIC	201024	INSTALLED LIGHTS, INSTALLED GFI	05/24/2018	345.00
GENERAL FUND	BISBEE ELECTRIC	201029	FIX BAD FIXTURE	05/24/2018	74.00
<b>Total 10-81-50100 BLDG REPAIR &amp; MAINT:</b>					<b>419.00</b>
<b>LIBRARY</b>					
<b>10-83-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/LIBRARY	06/07/2018	110.99
<b>Total 10-83-22550 SEWER AND GARBAGE SERV.:</b>					<b>110.99</b>
<b>10-83-34000 CONTRACT SERVICES</b>					
GENERAL FUND	IRONHAWK ELEVATOR, LLC	20186448	MONTHLY MAINT/JUNE 18	06/04/2018	113.30
GENERAL FUND	RICOH USA, INC	5053562988	COPIER MAINT AGRMNT/LIB	06/01/2018	69.84
GENERAL FUND	XEROX CORPORATION	93417855	BASE CHARGE/LIB	06/01/2018	196.93
GENERAL FUND	XEROX CORPORATION	93417856	BASE CHARGE/LIB	06/01/2018	53.30

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>Total 10-83-34000 CONTRACT SERVICES:</b>					<b>433.37</b>
<b>10-83-43500 POSTAGE</b>					
GENERAL FUND	PITNEY BOWES	18-0520	POSTAGE METER RENTAL/LIB	05/20/2018	148.98
<b>Total 10-83-43500 POSTAGE:</b>					<b>148.98</b>
<b>10-83-46835 ELECTRONIC MEDIA</b>					
GENERAL FUND	SWANK MOVIE LICENSING, US	2515988	MOVIE LICENSING	06/01/2018	436.21
<b>Total 10-83-46835 ELECTRONIC MEDIA:</b>					<b>436.21</b>
<b>SENIOR CITIZENS CENTER</b>					
<b>10-85-22550 SEWER AND GARBAGE SERV.</b>					
GENERAL FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/SENIOR CENTER	06/07/2018	68.00
<b>Total 10-85-22550 SEWER AND GARBAGE SERV.:</b>					<b>68.00</b>
<b>10-85-34085 COORDINATOR CONTRIBUTIONS</b>					
GENERAL FUND	BISBEE SENIOR ASSOCIATION	73	MONTHLY CONTRIBUTION	06/01/2018	616.63
<b>Total 10-85-34085 COORDINATOR CONTRIBUTIONS:</b>					<b>616.63</b>
<b>10-85-34100 DOC WORKERS</b>					
GENERAL FUND	AZ STATE PRISON CMLPX-DOU	D08132201805	DOC LABOR CREW/SC	05/29/2018	48.00
<b>Total 10-85-34100 DOC WORKERS:</b>					<b>48.00</b>
<b>GENERAL GOVERNMENT GRANTS</b>					
<b>GRANT EXP - GENERAL GOVT</b>					
<b>11-40-22522 TINTOWN PAVING &amp; IMPR PHASE 1</b>					
GENERAL GOVERNMENT GRANTS	SOUDER, MILLER & ASSOC	972607906	CDBG GRANT/ENGINEERING	05/09/2018	8,476.92
<b>Total 11-40-22522 TINTOWN PAVING &amp; IMPR PHASE 1:</b>					<b>8,476.92</b>
<b>TRANSIENT ROOM TAX</b>					
<b>FUND EXPENDITURES</b>					
<b>20-40-34000 CONTRACT SERVICES</b>					
TRANSIENT ROOM TAX	XEROX CORPORATION	93497120	BASE CHARGE/VC	06/02/2018	57.68
<b>Total 20-40-34000 CONTRACT SERVICES:</b>					<b>57.68</b>
<b>20-40-34001 CONTRACT SER- OVERNIGHT DEST</b>					
TRANSIENT ROOM TAX	BISBEE MINING & HISTORICAL	18-0601	SHARED EMPLOYEE	06/01/2018	1,077.57
<b>Total 20-40-34001 CONTRACT SER- OVERNIGHT DEST:</b>					<b>1,077.57</b>
<b>20-40-42041 ADVERTISING-OVERNIGHT DEST</b>					
TRANSIENT ROOM TAX	ARIZONA DAILY STAR	26395302	BANNER ADS FOR WEBSITE	05/31/2018	500.00
TRANSIENT ROOM TAX	KVOA COMMUNICATIONS, INC.	18-0423	COMMERCIAL PROMOTING/AD	04/23/2018	500.00
TRANSIENT ROOM TAX	MADDEN MEDIA	201709544	VIDEO MARKETING DISTRIBUTION	05/31/2018	500.00
TRANSIENT ROOM TAX	THE ARIZONA REPUBLIC	26321808	BANNER ADS/WEBSITE	05/31/2018	2,083.33
<b>Total 20-40-42041 ADVERTISING-OVERNIGHT DEST:</b>					<b>3,583.33</b>

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>STREETS</b>					
<b>FUND EXPENDITURES</b>					
<b>21-40-13100 BUSINESS TRAVEL</b>					
STREETS	HIDALGO, RAUL	18-0524	REIMBURSEMENT/GAS	05/24/2018	40.00
Total 21-40-13100 BUSINESS TRAVEL:					40.00
<b>21-40-23000 GAS</b>					
STREETS	SOUTHWEST GAS CORPORATI	472100101800	GAS-STREETS	06/05/2018	27.39
Total 21-40-23000 GAS:					27.39
<b>21-40-34000 CONTRACT SERVICES</b>					
STREETS	UNIFIRST CORPORATION	3100901785	UNIFORMS/STR	05/30/2018	29.28
Total 21-40-34000 CONTRACT SERVICES:					29.28
<b>21-40-34100 DOC WORKERS</b>					
STREETS	AZ STATE PRISON CMLX-DOU	D08117201805	DOC LABOR CREW/STR	05/29/2018	140.00
Total 21-40-34100 DOC WORKERS:					140.00
<b>21-40-37100 INSURANCE CLAIMS &amp; DEDUCTIBLES</b>					
STREETS	AZ MUNICIPAL RISK RTNTN PO	640	INSURANCE CLAIM/ALLEY	05/29/2018	150.00
STREETS	AZ MUNICIPAL RISK RTNTN PO	645	INSURANCE CLAIM/SAMUELS	06/04/2018	205.00
Total 21-40-37100 INSURANCE CLAIMS & DEDUCTIBLES:					355.00
<b>21-40-45100 DISPOSABLE EQUIP &amp; TOOLS</b>					
STREETS	B&D LUMBER & HARDWARE	160310	FILE HANDLE, FILE CHAIN SAW	06/04/2018	12.49
STREETS	B&D LUMBER & HARDWARE	160318	NYLON LINE, FILE CHAIN SAW	06/05/2018	40.40
Total 21-40-45100 DISPOSABLE EQUIP & TOOLS:					52.89
<b>21-40-46000 OPERATIONAL EXPENSES</b>					
STREETS	ACE HARDWARE	23651	LIQUID NAILS	05/23/2018	83.83
STREETS	B&D LUMBER & HARDWARE	159991	SUPER GLUE	05/22/2018	1.46
STREETS	B&D LUMBER & HARDWARE	160040	PREMIX CONCRETE, BLOCK C	05/23/2018	164.24
STREETS	B&D LUMBER & HARDWARE	160058	PREMIX CONCRETE, MASKING TAPE	05/23/2018	52.68
STREETS	B&D LUMBER & HARDWARE	160084	ENGINE OIL	05/24/2018	41.63
STREETS	B&D LUMBER & HARDWARE	160103	CREDIT	05/24/2018	9.36
STREETS	B&D LUMBER & HARDWARE	160157	PAINT	05/29/2018	4.19
STREETS	B&D LUMBER & HARDWARE	160181	NYLON LINE, ROUND LINE	05/30/2018	77.90
STREETS	B&D LUMBER & HARDWARE	160191	FENDER WASHER, SCREWS	05/30/2018	92.71
STREETS	B&D LUMBER & HARDWARE	160337	PULLEY, MOTOR CLAMPS, CORD PLUG	06/05/2018	31.59
STREETS	B&D LUMBER & HARDWARE	160344	FEMALE DISCONNECT	06/05/2018	6.12
STREETS	B&D LUMBER & HARDWARE	160348	COMP SLEEVE, NUT, INSERT ADAPTER	06/05/2018	27.64
STREETS	B&D LUMBER & HARDWARE	160349	MOTOR PLUG 1 SPEED	06/05/2018	7.43
STREETS	BISBEE ELECTRIC	201030	INSTALLED POLE 123 OK ST	05/29/2018	380.00
STREETS	GRAINGER	9804397371	LANYARD, FULL BODY HARNESS	05/03/2018	521.13
STREETS	REED BOOTH	18-0531	BEE REMOVAL/LIGHT POLE	05/31/2018	400.00
STREETS	TURQUOISE VALLEY	201854397	PROPANE	05/21/2018	67.20
STREETS	TURQUOISE VALLEY	201854398	PROPANE	05/21/2018	53.28
Total 21-40-46000 OPERATIONAL EXPENSES:					2,003.67

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>21-40-61000 VEHICLE PARTS &amp; LABOR</b>					
STREETS	BARNETT'S TOWING LLC	410405	TOWING	05/24/2018	1,250.00
STREETS	BISBEE AUTO PARTS	170715	INNER TIE ROD END	05/23/2018	98.75
STREETS	BISBEE AUTO PARTS	171391	TRANFLU, FREON, O RING, FITTING, HOSE	08/01/2018	59.01
STREETS	BISBEE AUTO PARTS	171406	THROTTLE SENSOR	06/01/2018	36.68
STREETS	BISBEE AUTO PARTS	171818	HTR HOSE, CONNECTOR	06/04/2018	3.57
Total 21-40-61000 VEHICLE PARTS & LABOR:					1,446.01
<b>21-40-62002 TIRES</b>					
STREETS	W R RYAN - FIRESTONE	T11912	TIRES	05/22/2018	79.95
Total 21-40-62002 TIRES:					79.95
<b>21-40-62003 GASOLINE</b>					
STREETS	SENERGY PETROLEUM	444079	STREETS FUEL/UNLEADED	05/01/2018	5,202.91
STREETS	SENERGY PETROLEUM	450612	STREETS FUEL/UNLEADED	05/29/2018	4,871.57
Total 21-40-62003 GASOLINE:					10,074.48
<b>21-40-62004 DIESEL</b>					
STREETS	SENERGY PETROLEUM	444079	STREETS FUEL/DIESEL	05/01/2018	999.85
Total 21-40-62004 DIESEL:					999.85
<b>AIRPORT FUND FUND EXPENDITURES</b>					
<b>50-40-21000 ELECTRIC</b>					
AIRPORT FUND	AZ PUBLIC SERVICE (2 of 3)	9662440000-0	ELEC-AIRPORT	06/05/2018	182.26
Total 50-40-21000 ELECTRIC:					182.26
<b>50-40-22550 SEWER AND GARBAGE SERV.</b>					
AIRPORT FUND	BISBEE PUBLIC WORKS	18-0607	UTILITIES/AIRPORT	06/07/2018	22.43
Total 50-40-22550 SEWER AND GARBAGE SERV.:					22.43
<b>50-40-23000 GAS</b>					
AIRPORT FUND	SOUTHWEST GAS CORPORATI	472016093802	GAS-AIRPORT RD	06/05/2018	56.50
Total 50-40-23000 GAS:					56.50
<b>50-40-46000 OPERATIONAL EXPENSES</b>					
AIRPORT FUND	SOUTHWEST RISK SERVICE	47839	AIRPORT LIABILITY	05/11/2018	3,486.00
Total 50-40-46000 OPERATIONAL EXPENSES:					3,486.00
<b>50-40-46501 FUEL FOR RESALE</b>					
AIRPORT FUND	ASCENT AVIATION GROUP, INC	526572	AVIATION FUEL	05/22/2018	15,911.42
Total 50-40-46501 FUEL FOR RESALE:					15,911.42
<b>SEWER FUND</b>					
<b>54-1019900 CLEARING ACCT-SEWER/TRASH A/R</b>					
SEWER FUND	JIM VLAHOVICH	18-0611	OVERPAYMENT ON 101.070576.01	06/11/2018	68.00

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 54-1019900 CLEARING ACCT--SEWER/TRASH A/R:					68.00
<b>FUND EXPENDITURES</b>					
<b>54-40-21000 ELECTRIC</b>					
SEWER FUND	AZ PUBLIC SERVICE (2 of 3)	1002920000-0	ELEC- 940 W. PURDY LN.	06/05/2018	3,867.59
Total 54-40-21000 ELECTRIC:					3,867.59
<b>54-40-34000 CONTRACT SERVICES</b>					
SEWER FUND	XEROX CORPORATION	93417854	BASE CHARGE/WW	06/01/2018	199.41
Total 54-40-34000 CONTRACT SERVICES:					199.41
<b>54-40-41600 OFFICE SUPPLIES</b>					
SEWER FUND	OFFICE DEPOT	137660130001	USB'S	05/11/2018	24.64
Total 54-40-41500 OFFICE SUPPLIES:					24.64
<b>54-40-45100 DISPOSABLE EQUIP &amp; TOOLS</b>					
SEWER FUND	ACE HARDWARE	23697	DDRILL KIT, CABLE TIES, HEAD LAMP	05/30/2018	211.48
SEWER FUND	ACE HARDWARE	23737	HAMMER, TOWELS, CM CUTOFF	06/04/2018	36.29
SEWER FUND	ACE HARDWARE	23762	SHOVEL, PLASTIC DIP SPRAY	08/06/2018	31.18
Total 54-40-45100 DISPOSABLE EQUIP & TOOLS:					278.95
<b>54-40-46000 OPERATIONAL EXPENSES</b>					
SEWER FUND	ACE HARDWARE	23642	WHEEL BUFF, BRASSO	05/23/2018	10.23
SEWER FUND	ACE HARDWARE	23649	CLOTHSLINE WIRE, TIE DOWN	05/23/2018	29.79
SEWER FUND	ACE HARDWARE	23661	CABLE, CLAMP, WIRE ROPE	05/24/2018	14.71
SEWER FUND	ACE HARDWARE	23663	BOLT, WIRE ROPE CLIP	05/24/2018	6.03
SEWER FUND	ACE HARDWARE	23702	CABLE TIES	05/31/2018	18.61
SEWER FUND	ACE HARDWARE	23759	SHOCK TREATMENT, MOUNTING TAPE	06/05/2018	43.75
SEWER FUND	B&D LUMBER & HARDWARE	160065	SHOVEL	05/23/2018	9.74
SEWER FUND	B&D LUMBER & HARDWARE	160360	PAINT, GLOVES	06/06/2018	20.46
SEWER FUND	BISBEE AUTO PARTS	170613	BODY MITT, AUTO CLOTHS	05/22/2018	14.41
SEWER FUND	BISBEE AUTO PARTS	170803	SUPER CLEAN DEGREASER, FAST ORANGE XTR	05/24/2018	44.74
Total 54-40-46000 OPERATIONAL EXPENSES:					212.47
<b>54-40-46541 CHEMICALS</b>					
SEWER FUND	POLYDYNE INC	1242270	CLARIFLOC	05/18/2018	1,080.00
Total 54-40-46541 CHEMICALS:					1,080.00
<b>54-40-46542 LAB SUPPLIES &amp; TESTING</b>					
SEWER FUND	IDEXX LABORATORIES, INC.	3031397583	QUANTI TRAY, VESSELS	05/17/2018	365.20
SEWER FUND	LEGEND TECHNICAL SERVICE	1807397	EFFLUENT TEST	05/22/2018	65.00
SEWER FUND	OFFICE DEPOT	135068036001	STEP CAN 50L	05/04/2018	32.89
Total 54-40-46542 LAB SUPPLIES & TESTING:					483.09
<b>54-40-46543 MANHOLE, PIPE &amp; FITTINGS</b>					
SEWER FUND	ACE HARDWARE	23654	DWC PVC CAP, BOLT EYE, PVC PIPE	05/24/2018	15.16
Total 54-40-46543 MANHOLE, PIPE & FITTINGS:					15.16

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
<b>54-40-46544 SLUDGE REMOVAL</b>					
SEWER FUND	COCHISE COUNTY TREASURE	24110	TIPPING FEES	05/31/2018	754.20
Total 54-40-46544 SLUDGE REMOVAL:					754.20
<b>54-40-55000 EQUIPMENT REPAIR &amp; MAINT</b>					
SEWER FUND	JCH JAMES COOKE & HOBSON	357888	BLOWER	05/15/2018	209.30
Total 54-40-55000 EQUIPMENT REPAIR & MAINT:					209.30
<b>54-40-61000 VEHICLE PARTS &amp; LABOR</b>					
SEWER FUND	BISBEE AUTO PARTS	171566	ARMOR ALL, AUTO CLOTHS, DEGREASER	06/04/2018	43.25
Total 54-40-61000 VEHICLE PARTS & LABOR:					43.25
<b>SANITATION FUND</b>					
<b>FUND EXPENDITURES</b>					
<b>56-40-12300 UNIFORMS &amp; CLOTHING</b>					
SANITATION FUND	GASTELUM, MIKE	18-0526	REIMBURSEMENT-BOOTS	05/26/2018	100.00
SANITATION FUND	RIVERA, SERGIO	18-0524	BOOT REIMBURSEMENT	05/24/2018	100.00
SANITATION FUND	TAPIA, MIGUEL	18-0524	REIMBURSEMENT/BOOTS	05/24/2018	100.00
Total 56-40-12300 UNIFORMS & CLOTHING:					300.00
<b>56-40-23000 GAS</b>					
SANITATION FUND	SOUTHWEST GAS CORPORATI	472100101800	GAS-SANITATION	06/05/2018	27.39
Total 56-40-23000 GAS:					27.39
<b>56-40-34000 CONTRACT SERVICES</b>					
SANITATION FUND	UNIFIRST CORPORATION	3100901796	UNIFORMS/SAN	05/30/2018	51.66
Total 56-40-34000 CONTRACT SERVICES:					51.66
<b>56-40-34100 DOC WORKERS</b>					
SANITATION FUND	AZ STATE PRISON CMLPX-DOU	D08132018052	DOC LABOR CREW/REC	05/29/2018	72.00
SANITATION FUND	AZ STATE PRISON CMLPX-DOU	D08135201805	DOC LABOR CREW/SAN	05/29/2018	56.00
Total 56-40-34100 DOC WORKERS:					128.00
<b>56-40-46561 COUNTY TIPPING FEE</b>					
SANITATION FUND	COCHISE COUNTY TREASURE	24109	HOUSEHOLD, YARD WASTE	05/31/2018	19,302.28
Total 56-40-46561 COUNTY TIPPING FEE:					19,302.28
<b>56-40-61000 VEHICLE PARTS &amp; LABOR</b>					
SANITATION FUND	BISBEE AUTO PARTS	170833	FLASHER ELCTRONIC	05/24/2018	12.38
SANITATION FUND	BISBEE AUTO PARTS	170889	WIPER BLADE	05/25/2018	28.69
SANITATION FUND	BISBEE AUTO PARTS	171287	TOGGLE	05/31/2018	7.57
SANITATION FUND	BISBEE AUTO PARTS	171551	BLUE DEF	06/04/2018	85.76
SANITATION FUND	INTERSTATE BILLING SERVICE	3010730006	CENTER SPRING	05/30/2018	8.69
SANITATION FUND	SOUTHWESTERN EQUIPMENT	35652	PRESSURE FILTER ASSY	05/28/2018	363.16
Total 56-40-61000 VEHICLE PARTS & LABOR:					486.25
<b>56-40-62002 TIRES</b>					
SANITATION FUND	W R RYAN - FIRESTONE	T11795	TIRES	05/10/2018	2,062.22

Fund	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount
Total 56-40-62002 TIRES:					2,062.22
<b>QUEEN MINE FUND</b>					
<b>FUND EXPENDITURES</b>					
<b>59-40-22550 SEWER AND GARBAGE SERV.</b>					
QUEEN MINE FUND	BISBEE PUBLIC WORKS	18-0807	UTILITIES/QUEEN MINE	06/07/2018	401.97
Total 59-40-22550 SEWER AND GARBAGE SERV.:					401.97
Grand Totals:					184,953.17

Dated: \_\_\_\_\_

Mayor: \_\_\_\_\_

City Council: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City Recorder: \_\_\_\_\_



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 19, 2018**

Regular    Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2018</u>			
<b>REGULAR</b> <input type="checkbox"/>	<b>CONSENT</b> <input checked="" type="checkbox"/>		
<b>TYPE OF ACTION:</b>			
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>	<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT: APPROVAL OF THE MINUTES OF THE SPECIAL SESSION OF MAYOR AND COUNCIL HELD ON APRIL 25, 2018 AT 6:15PM</b>			

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve Minutes

**PROPOSED MOTION:**        I move to approve the Minutes of the Special Session of Mayor and Council held on April 25, 2018 at 6:15PM

**DISCUSSION:**

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**FISCAL IMPACT:**        N/A

**DEPARTMENT LINE ITEM ACCOUNT:**        N/A

**BALANCE IN LINE ITEM IF APPROVED:**        N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: David M. Smith  
David M. Smith, Mayor

## MINUTES

MINUTES OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON WEDNESDAY, APRIL 25, 2018, AT 6:15 PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM 1415 MELDOY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 6:19PM.

### ROLL CALL

Councilmember Anna Cline, Ward III

### COUNCIL

Councilmember Joan Hansen, Ward II

Councilmember Frank Davis, Ward I

Mayor David M. Smith

Councilmember Bill Higgins, Ward I

Councilmember Douglas Dunn, Ward II, Mayor Pro Tempore

Councilmember Gabe Lindstrom, Ward III

Absent

### STAFF

Robert Smith, City Manager

Ashlee Coronado, City Clerk

George Castillo, Fire Chief

### CITY ATTORNEY

Elda Orduno

THE FOLLOWING ITEM WAS DISCUSSED AND/OR CONSIDERED AT THIS MEETING:

1. Discussion and Possible Approval of a Memorandum of Understanding/Funding Agreement between the City of Bisbee and Firehouse Subs for a grant in the amount of \$24,758.87.  
George Castillo, Fire Chief

Fire Chief George Castillo stated that he was requesting approval of a Firehouse Subs grant that the Fire Department was awarded in the amount of \$24,758.87 this would be used for direct purchase of one (1) Cascade System, two (2) Fill Stations, one (1) TNT Rescue STORM Extrication tool and Rope Rescue Equipment.

Mayor Smith asked if there were any questions, and if everyone knew what a Cascade System was.

Chief Castillo said that a Cascade System was the tanks for the compressed air for their air packs.

Councilmember Hansen asked if the old station had the Cascade in it. Chief Castillo said "No". Chief Castillo said they have a system now it was just outdated the new one will be more compliant.

Mayor Smith stated that Council appreciates the work that Chief Castillo had done in securing this and the work that Ms. Coronado did in writing it.

Chief Castillo stated that the Fire Department would like to present to Ashlee Coronado, City Clerk with an appreciation award for helping the Fire Department.

MOTION: Councilmember Davis moved to approve the Memorandum of Understanding / Funding Agreement between the City of Bisbee and Firehouse Suns for a grant in the amount of \$24,758.87.

SECOND: Councilmember Hansen

ROLL CALL VOTE:

AYES: Councilmember Cline, Hansen, Davis, Higgins, Dunn, and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -6; NAYS -0

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Davis

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 6:24PM

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David M. Smith, Mayor



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 19, 2018**

Regular    Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2018</u>			
<b>REGULAR</b> <input type="checkbox"/>	<b>CONSENT</b> <input checked="" type="checkbox"/>		
<b>TYPE OF ACTION:</b>			
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>	<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT: APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON APRIL 18, 2018 AT 6:30PM</b>			

**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 April 18, 2018 at 6:30PM

**DISCUSSION:**

**FISCAL IMPACT:**        N/A

**DEPARTMENT LINE ITEM ACCOUNT:**        N/A

**BALANCE IN LINE ITEM IF APPROVED:**        N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: David M. Smith  
David M. Smith, Mayor

## MINUTES

MINUTES OF THE WORK SESSIONS OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, HELD ON WEDNESDAY, APRIL 18, 2018, AT 6:30PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM, 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 6:30 PM.

### ROLL CALL

#### COUNCIL

Councilmember Anna Cline, Ward III

Councilmember Joan Hansen, Ward II

Excused

Councilmember Frank Davis, Ward I

Mayor David M. Smith

Councilmember Bill Higgins, Ward I

Councilmember Douglas Dunn, Ward II , Mayor Pro Tempore

Councilmember Gabe Lindstrom, Ward III

#### STAFF

Robert E. Smith, City Manager

Ashlee Coronado, City Clerk

Keri Bagley, Finance Director

Dan Duchon, Personnel Director

Andy Haratyk, Public Works Director

Albert Echave, Police Chief

George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

THE FOLLOWING ITEM WAS DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Presentation and Discussion of the Proposed Tentative Budget for Fiscal Year 2018-2019.

Robert Smith, City Manager

- Ken Budge, Bisbee resident stated that we should think about how we got here. In past budgets we have said we need to have a balanced budget, and we need to work towards a balanced budget of what's coming in versus what's going out. He wanted Council to think about how much we are going to use of reserves, what hard decisions had to be made, and where at the end of this process can we keep the quality of life in our City and keep the City viable.

Mr. Smith said that we would review revenues first and then go in order through the departments in the budget. He stated that they had taken the standard template that the City had been using for the budget and began working with that. He had all of the City's departmental leadership gathered together in one place and spent multiple meetings developing the best draft that they could by going through each budget with all of leadership.

This was the most realistic start to an accurate budget which was a work plan that the City can embark upon in a balanced fashion. It would be an ongoing dialogue and we would be working on this budget with Council throughout the process until it's approved. He mentioned one of the highlights of this budget which was very important for the first time in a long time we've included a raise of 5 ½ % for our employees it will exclude however, salary personnel, and minimum wage personnel.

Mr. Smith gave a breakdown of general services percentages for each department. Everyone pays their proportionate share based on the size of their department. He also talked about "net position" (net worth) at the end of the day where does the organization stand.

#### **REVENUE:**

Mr. Smith asked how the budget sessions had gone before since he was not here. Mayor Smith stated that normally we would go section by section and open it up for questions.

Mayor Smith asked about City Sales Tax and the fact that we are lowering this number by so much this coming year about \$450,000.00, and he wanted to know why. Ms. Bagley said that the Auditors stated that the correct way to record the bed tax was directly into the bed tax fund. Previously we recorded all the Sales Tax under City Sales Tax and did transfers out to the Visitor Center and now instead of it showing under City Sales Tax it goes straight to the Visitor Center. She also mentioned that part of the tax that comes into Wastewater is now going directly into Wastewater. Mayor Smith said so it was split out due to the Auditors request. Ms. Bagley stated, Yes. Mayor Smith asked for the figure so the Council would now how staff came up with it. Ms. Bagley and Mayor Smith spoke about the potential of increasing the bed tax.

Councilmember Dunn would like to see us move forward with budgeting for a sales tax audit. He would also like to explore solicitation of a proposal from Local First Arizona Program to provide additional support to their ongoing program in terms of buy at home campaign. Councilmember Dunn was intrigued in terms of the bed tax proposal. He would like to see maybe a portion of that money go to how we can reduce the intrusion of visitors onto local residents. He would also like to see maybe using a portion of that money for outdoor adventure.

Mayor Smith asked regarding Park Use Permit it appears that halfway through the year about 50% portion of the year we are 73% of our budget. He was wondering if that's the case why are we looking for a \$1,000.00 decline next year in park use permit revenue. Ms. Bagley said that the amount was based off of the previous years actual. She stated that it could be adjusted.

Mayor Smith also asked regarding Wildland Fires he didn't see any money in there for this year. Ms. Bagley said that as of December the revenue for the fire they went to in California hadn't come in yet. The paperwork has been filed but the receipts hadn't been filed yet. It should be around \$40,000.00, but because we don't know if there will be fires that they will go to next year we were trying to be conservative. Mayor Smith wanted

Ms. Bagley together with Chief Castillo if they could come up with a realistic figure to put something in.

Councilmember Lindstrom inquired on the Sales Tax does that mean each one of these was going up a percentage and how much was each one increased. Ms. Bagley stated that all the tax numbers come from the state and we try to base the City tax off the previous year.

Mr. Hanson, City Attorney asked about the franchise fees/ revenue it seemed to have fluctuated. He asked what was going on with franchise fees. Ms. Bagley stated that we are about two (2) months behind on payments. She would have to look into why it has dropped. Mr. Smith stated that the cable franchise fee would be a percentage of what they take in. Over the last years we have seen the franchise fee diminish. He said that they could put something together for Council to look at.

Councilmember Dunn asked about the Streets transfer into the general fund in the amount of \$33,596.00. Ms. Bagley said that this last fiscal year Streets ran over budget and the general fund had to make that up.

Councilmember Cline said she thought that we weren't doing any paving until after we collected. Mayor Smith stated that we had gotten a really good deal on asphalt that we purchased before the money was in.

Councilmember Davis asked about the use of fund balance. Ms. Bagley stated that we had to use 1.4 million of fund balance to make the general fund revenues match expenses lot of that was caused by some transfers out of the enterprise funds to make up for their shortfalls.

#### **MAYOR & COUNCIL:**

Mr. Smith stated that one of the goals was to include more of the planned work for the year in the narrative for the budget.

Mayor Smith asked if there were any questions on the Mayor and Council budget.

Councilmember Dunn stated that a large item on the Mayor and Council budget was for subscriptions and dues \$6,875.00 and wished that it be described on what that was. Mayor Smith stated that it was for the League of Cities and Towns and these dues were paid at the first of the year.

Councilmember Dunn publically acknowledged that the Mayor travels at his own expense and not to the City.

Councilmember Lindstrom asked that a fund be created to provide refreshments at each Council meetings around \$200.00 each meeting (regular only) something to start it. Mayor Smith said that it would go under Operational Expenses. Mr. Smith said that they would make the adjustments. Mayor Smith said he would like to start that right away so

we can see if it will actually have the intended poll and if we do that we will still have time to adjust this in or out.

Mayor Smith indicated that food / drink could not be brought in to the hearing room it has to stay in the lobby. Mayor Smith asked Ms. Coronado to put this on a to-do list for the next meeting.

#### **CITY MANAGER:**

Mr. Smith indicated that he had budgeted for a Sales Tax Audit Contract in the City Manager budget. He explained what a Sales Tax Audit was and how it would be done.

Mayor Smith said that there was \$10,000.00 budgeted for this purpose in this year's budget. Mr. Smith said yes it was, but that it would take some time to get an RFP out and then to go through the bids.

Mr. Hanson, City Attorney asked if this was an audit to help ensure the taxpayers are remitting the proper taxes. Mr. Smith said that it was and it will identify people we can go after from a collection stand point.

Mayor Smith asked about the GF Internal Services \$17,945.00 on the City Manager budget was that the transfer out of the City Manager budget. Mr. Smith said that was his part to pay.

Councilmember Dunn would like to see the City develop a list of all the AirBnB's and vacation rentals by owners here in Bisbee determine whether they all have a business license, whether they are properly registered with the County Assessor's office as a business rather than a residential use, and to see if they are paying the bed tax.

Councilmember Dunn spoke regarding the City Manager pay. The salary was \$112,008.00 and the Deferred Comp was \$24,811.00.

Councilmember Lindstrom asked why the Education and Training was so much for the City Manager's budget. Mayor Smith stated that it had to do with keeping certifications. Mr. Smith said that it was \$1,000.00 more than in the past. There were some courses that he does take to remain current on what was going on in Arizona and in the Country. The materials that he purchases with the money he also makes available to staff.

Councilmember Lindstrom asked why it was an increase of \$2,000.00. Councilmember Cline stated that it was the Business Travel line that Councilmember Lindstrom was looking at. Mr. Smith said he planned on going to several conferences this year and these would help him stay current.

Councilmember Lindstrom asked where the money came from when we hired Mr. Smith (the increase) from Mr. Marsh. Mayor Smith said that it didn't come from Mr. Marsh it was the money that was left in the City Manager budget and then from contingency.

**FINANCE:**

Mayor Smith asked about the .49 and .3 FTE positions. Ms. Bagley said the current year finance budgeted for four (4) full time positions, two (2) half-time positions budgeted, and a quarter (30%) person. This coming year finance was hoping to get five (5) full time people and one (1) at 3/4. This person would help with work on collections.

Councilmember Cline asked regarding the fifth person that finance was hoping for would one of the part-time people be moved into the full-time position or was this a completely new position, would we keep the two (2) part-time and the one (1) 30%. Ms. Bagley stated that right now finance had only one  $\frac{3}{4}$  of the time which took over payroll duties. So right now Finance has four (4) full-time people and then the person that does payroll (30%). This would be keeping that position at the level that they are at and adding one (1) more full-time person to the department.

Councilmember Davis asked if that was where the salary increase was. Ms. Bagley said that part of the increase was the COLA increase for all employees and a couple of performance increases. It ends up being 936 more hours in Finance and additional benefits that we are paying.

Councilmember Cline asked if every department was doing merit increases or just certain departments. Ms. Bagley said that if the department head requested it.

Mr. Smith said the cost of living adjustment that we are providing was not going to minimum wage people or salary people it was only going to hourly paid people. The 5.5 % was only being applied to those people. He thought it would be around \$200,000.00 across the entire town. We also have longevity increases that employees are entitled to by policy and it hadn't always occurred.

Mr. Smith said that there was a lot of work for the department that has to be done as well as the normal everyday process which was why we were looking for the additional hours. We need it to get the work done.

Councilmember Lindstrom asked why Contract Services increased over \$20,000.00. Mayor Smith said it was for software like Caselle, Arizona Department of Revenue, Open Government, Utility billing, and Online bill pay. Councilmember Lindstrom asked why the increase. Ms. Bagley said the Utility billing was included in Contract Services \$13,000.00, but if we go with a company to do our Utility billing for us it will reduce the postage by \$9,000.00 It was really just a \$4,000.00 increase and about \$4,600.00 for Online bill pay which was going by some of the proposals that we have received.

Councilmember Lindstrom said what he was seeing so far was the Education and Training / Subscription and Dues are going drastically way up and that seemed to him that if anything was to be cut those are areas that can be cut.

Mr. Smith stated that those are areas that we can't cut because the staff that we have had here has been in place for quite some time and they have not had the funding to get

training to go out and find out how other people are doing things. They haven't had the opportunity to go to conferences and learn how to use new software or keep up with law.

Councilmember Davis said that education was always a good investment.

Mr. Smith stated that investment in education will pay for itself many times over across all of our staff.

#### **CITY CLERK:**

Mayor Smith asked if the change in salary was the raise to the Assistant City Clerk. Ms. Coronado stated that it was the COLA for the Deputy Clerk and also the longevity for her five (5) year anniversary.

Mayor Smith asked that Ms. Coronado let people know what Contract Services was. Ms. Coronado stated that Contract Services was our document management software and it was also our meeting recording/ playback- Liberty Media.

Councilmember Cline asked about the requested but not able to fund it was for Agenda Management Software. What would this software do? Ms. Coronado said that we draw up our agendas with word documents. This software would make the department head more responsible for putting in their items in on time and it would also make sure that it got checked by legal, finance and then to the City Manager for approval. It would automate the process of putting the agenda together because right now we are doing everything with paper.

Mayor Smith asked how much time that would save. Councilmember Cline said in terms of man hours. Ms. Coronado stated a lot it takes from Monday through Thursday morning to put together the agenda for a regular session. We have to make corrections and kick it back if there are issues. It was just a whole lot of back and forth and the software would stream line that process.

Councilmember Cline said that essentially it would pay for itself in the long run. Ms. Coronado said absolutely.

Councilmember Cline asked that the software be worked into the budget somehow.

Mr. Hanson asked if the software would allow members of the Council and public to see individual agenda items and the documents associated with them. Ms. Coronado said that it would be like what the County was using. Mr. Hanson stated that it would be a huge timesaver.

Mayor Smith asked that it be put back into the budget. He asked if this was a proprietary situation are there more than one that we would need to do an RFP for this.

Mr. Smith asked that Council let Ms. Coronado to look for the best software that fits our needs and go from there.

Mayor Smith asked if we could get the figure of what this would cost so that we could put it into the budget.

Councilmember Dunn spoke regarding there being no cameras in the hearing room. He thought this was the most important thing we can do for transparency.

Councilmember Cline said that the camera did provide a service for those who couldn't make it to a meeting.

Ms. Coronado added that we do have the audio uploaded in the morning after a Council meeting to provide something to the citizens as soon as we can.

Mr. Smith said that they have had a couple of meetings with Cable One about our cable TV channel which was analogue and very fuzzy. We are trying to work out a trade that would give us some sort of streaming capacity so that we might be able to stream our stuff live. He will keep Council updated on the negotiations with them.

Mayor Smith spoke regarding GF Internal Services a reminder that this was everybody paying for their fair share of the "City Package".

#### **COMMUNITY DEVELOPMENT:**

Councilmember Dunn asked that the money be restored to \$20,000.00 in the line item for economic development. He didn't know how we could operate a city and not have at least a fund account that we can tap for special needs and be able to enhance our economic well-being. He stated that he had presented on the possibility of contracting with Local First Arizona to help us to develop and support local businesses.

Mayor Smith asked how much of the \$20,000.00 in this year's budget have we spent. Ms. Bagley stated that between \$5,000.00 to \$10,000.00 had been spent.

Mayor Smith stated that he was not opposed to putting the money in there, but would like staff to compile a comprehensive list of our assets to see if we are actually in need and if not bring it to Council and see if there's some of that, that could be offered for sale or whatever in order to fund Community Development.

Councilmember Davis agreed with Councilmember Dunn that there does need to be money in economic development.

Mr. Smith clarified that they will add \$20,000.00 back into that budget.

Ms. Bagley said that the requested but not be able to fund \$15,000.00 for iBisbee was that part of the \$20,000.00. Councilmember Dunn said he was not proposing that there be any reference to iBisbee it should be economic development.

Mayor Smith said that it would go into economic development in which iBisbee would be one potential requestor.

**ADMINISTRATION AND GENERAL GOVERNMENT:**

Mayor Smith asked if there were any questions on Administration and General Government. He also asked if there were any questions on the transfers that they see in the budget. He stated that citizens needed to know what the explanation was regarding the transfers.

Mayor Smith asked about the transfer to Streets \$291,701.00. Ms. Bagley said that Streets fell short of their revenues over expenditures this money will make up the shortfall. There basically was too much expense in there right now.

Mayor Smith asked about the transfer to Wastewater \$7,529.00. Ms. Bagley said they had to budget that 1.3 million in depreciation expense part of that was covered by the Wastewater Fund balance what was remaining would have to be covered by general fund \$696,699.00. Mayor Smith said that was for Sanitation. Ms. Bagley said that Wastewater was mostly covered and Sanitation was the same situation.

Mayor Smith went on to ask about the Bisbee Bus transfer. Ms. Bagley same as the others they are short on their revenues. The City does have to provide them with a match, but they are still quite a bit short. Mayor Smith asked if this was depreciation again. Ms. Bagley said that it was not for the bus.

Councilmember Cline said she thought that the bus funded itself and it was all pass through money. It was funded by the grant money that we get.

Ms. Bagley said that the bus grant covers 60% of operational expense and 80% of admin so it was not fully reimbursable. There was a grant match basically that the City had to cover.

Mayor Smith asked if this was a figure in the red was there some grant money then for those free passes that offsets this some other place. Mr. Haratyk said that one of the problems was that every year we receive less and less money from the state to run the bus. He said the thing about the free passes was that you have the people on the bus but you are not collecting the fair for that pass.

Mayor Smith asked Mr. Haratyk if we have the offset for this through a grant. Mr. Haratyk said "Yes". Mayor Smith asked Mr. Haratyk to tell him what that offset was. He said we are looking at the transfer figure but it was not telling us what the differences was.

Ms. Osborn said that for the Bisbee Bus we get money from ADOT, fairs and from SEAGO. The SEAGP money comes to the AAA Program which was to pay for those who are elderly and disabled who get passes there was federal money that flows down and the SEAGO money was to assist paying for those passes.

The amount that was not covered was partly matched and partly expenses are just over and above what the revenue was. Often times in grant situations almost all of the City's match money came from another grant most City's do not use their own dollars for the

bus. That grant no longer exists so what we have now was previously when there was grant money that was used as match now we have to use our own money as match because we can't use the grant money that we no longer have so that was why we have the shortfall increasing over the years.

Mayor Smith said have we actually lost \$80,000.00, does the bus cost us the City of Bisbee \$80,000.00 to operate. Ms. Osborn stated that it cost the general fund that much.

Mayor Smith said some of these questions in reference to the bus transfer would be better put off until we get to the bus page, which will make it a little more understandable.

Mayor Smith stated that he really wanted to flag this area for further discussion when the time comes. He also stated that his plan was for Council not to go more than two (2) hours he thought that we tend to become less productive after that time.

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Davis

MOTION PASSED: UNANIMOUSLY

Mayor Smith thanked the City Manager and Staff for all their work.

ADJOURNMENT: 8:36pm

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David M. Smith, Mayor



**REQUEST FOR MAYOR & COUNCIL ACTION**  
Session of: June 19, 2018

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2018</u>			
<b>REGULAR</b> <input type="checkbox"/>	<b>CONSENT</b> <input checked="" type="checkbox"/>		
<b>TYPE OF ACTION:</b>			
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>	<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT: APPROVAL OF THE RESIGNATION OF KENNETH BUDGE FROM THE BOARD OF ADJUSTMENT</b>			

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approve

**PROPOSED MOTION:**            I move to approve the resignation of Kenneth Budge from the Board of Adjustment.

**DISCUSSION:**

**FISCAL IMPACT:**            N/A

**DEPARTMENT LINE ITEM ACCOUNT:**            N/A

**BALANCE IN LINE ITEM IF APPROVED:**            N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: David M. Smith  
David M. Smith, Mayor

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**Ken Budge**

**[REDACTED]**  
Bisbee, AZ 85603

June 12, 2018

**Nina Williams, CMC**  
**Deputy City Clerk**  
**City of Bisbee**  
**1415 Melody Lane Bldg. G**

Dear Mayor,

Please accept this letter of resignation as of June 12th, 2018 from the City of Bisbee Board of Adjustments.

It was my pleasure to serve on the BOA, but feel my service may be better served by joining the City of Bisbee Civil Service Commission.

Sincerely,

*Ken Budge*

**Ken Budge**

---

**Ken Budge**

PO Box 1765  
Bisbee, AZ 85603

June 12, 2018

**Nina Williams, CMC**  
**Deputy City Clerk**  
**City of Bisbee**  
**1415 Melody Lane Bldg. G**

Dear Mayor,

Please accept this letter of resignation as of June 12th, 2018 from the City of Bisbee Board of Adjustments.

It was my pleasure to serve on the BOA, but feel my service may be better served by joining the City of Bisbee Civil Service Commission.

Sincerely,

*Ken Budge*

**Ken Budge**



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: June 19, 2018**

Regular    Special

**DATE ACTION SUBMITTED:** June 14, 2018

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

**RESOLUTION**                       **ORDINANCE**                       **FORMAL ACTION**                       **OTHER**

**SUBJECT:** **Approval of the recommendation from parks and recreation committee to dismiss Luche Giacomino from the Parks and Recreation Committee due to in excess of three unexcused absences.**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approve

**PROPOSED MOTION:**            I move to approve the recommendation from Parks and Recreation Committee to dismiss Luche Giacomino from the Parks and Recreation Committee due to in excess of three unexcused absences.

**DISCUSSION:**

**FISCAL IMPACT:**

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

**Prepared by:** Ashlee Coronado  
Ashlee Coronado  
City Clerk

**Reviewed by:** David M. Smith  
David M. Smith  
Mayor

## **ACTION AGENDA**

**The Parks and Recreation Committee Regular Meeting was held on Tuesday, June 12, 2018 at 5:30 p.m. at the Executive Conference Room at the Board of Supervisors, 1415 Melody Lane, Building G, Bisbee, Arizona.**

MEETING CALLED TO ORDER BY CADO DAILYAT 5:30 PM.

### ROLL CALL

#### COMMITTEE MEMBERS:

Kay Lynn Cummins/Vice Chair-PRESENT  
Audrey "Luche" Giacomino-ABSENT  
Jane P. Gaffer-PRESENT

Cado Daily-Chair-PRESENT  
Peyton Deane-PRESENT

#### COUNCIL LIAISON:

Gabe Lindstrom-PRESENT

#### CITY LIASON:

Andy Haratyk-PRESENT

THE FOLLOWING IS TO BE DISCUSSED, CONSIDERED, AND/OR DECIDED UPON DURING THIS MEETING:

### NEW BUSINESS

1-Discussion on herbicide use in parks.

NO ACTION

2-Discussion and possible approval to commit to volunteer time during the July 4 and the Festival of Lights, the day after Thanksgiving in November 2018-  
APPROVED FOR JULY 4.....WILL DISCUSS FESTIVAL OF LIGHTS AT THE AUGUST MEETING.

3-Discussion and Possible Approval on finding a way to provide 9 passes for the pool for the Women's Transition  
FOR EVERY HOUR THE WOMEN'S TRANSITION WILL VOLUNTEER FOR THE CITY THEY CAN HAVE A POOL PASS.

4-Discussion on Pool Update.

NO ACTION

5-Discussion on Summer Park Events Update.

NO ACTION

6-Discussion on Committee Meeting Schedule.

NO ACTION

7-Discussion on Committee Membership and positions.

NO ACTION

8-Discussion and possible approval for possible acquisition of free or reduced cost trees for the Parks Department through the National Arbor Day Foundation or other non-profit or government entity.

NO ACTION

9-Discussion and possible approval on decision on member absences.

COMMITTEE REQUESTED THAT LUCHE GIACOMINO BE REMOVED FROM THE PARKS COMMITTEE AND REPLACED DUE TO EXCESSIVE ABSENCES IN A ROW.

OLD BUSINESS: N/A

MEMBER COMMENTS: N/A

STAFF COMMENTS: N/A

FUTURE ITEMS FOR DISCUSSION: N/A

ADJOURNMENT: MEETING ADJOURNED BY CADO DAILY AT 7:30 PM.

## Ashlee Coronado

---

**From:** David Smith  
**Sent:** Wednesday, June 13, 2018 11:21 AM  
**To:** Ashlee Coronado  
**Subject:** Fwd: Parks and Rec decision

David M. Smith  
Mayor, City of Bisbee  
1415 Melody Lane, Bld. G  
Bisbee, AZ 85603  
520.405.2811

**From:** Cado  
**Sent:** Wednesday, June 13, 11:06  
**Subject:** Parks and Rec decision  
**To:** David Smith

Mayor Smith, at our Parks and Recreation meeting last night, June 12, the committee voted, with authority per the Parks and Recreation By Laws, to unanimously recommend to the City Council dismissal of Luche Giacomino from the committee due to an excess of three unexcused absences. You will also be receiving this notice of recommendation from Mr. Haratyk. Thank you, Cado Daily, Parks and Recreation Committee Chair.



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 19, 2018**

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2018</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
<b>TYPE OF ACTION:</b>	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>SUBJECT: APPROVAL OF THE APPOINTMENT OF KENNETH BUDGE TO THE CIVIL SERVICE COMMISSION</b>	

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve

**PROPOSED MOTION:**        I move to approve the Appointment of Kenneth Budge to the Civil Service Commission.

**DISCUSSION:**

Mr. Budge has submitted his application to serve on the Civil Service Commission.

If approved, Mr. Budge will serve on the Committee until January 15, 2021.

**FISCAL IMPACT:**        N/A

**DEPARTMENT LINE ITEM ACCOUNT:**        N/A

**BALANCE IN LINE ITEM IF APPROVED:**        N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: David M. Smith  
David M. Smith, Mayor



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 6/2/2018

**\* Board interested to serve:**

- |   |   |  |
|---|---|--|
| <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 checked="" 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>Budge</u>	<u>Kenneth</u>	<u>D</u>
Last Name	First Name	Middle Initial
<u>[REDACTED]</u>	<u>Bisbee</u>	<u>AZ</u>
Mailing Address	City	State
<u>[REDACTED]</u>	<u>[REDACTED]</u>	<u>85603</u>
Number	Street	Zip Code

Residential Street Address: [REDACTED]

Telephone Number(s): [REDACTED]

Email Address: [REDACTED]

\* I have been a resident of Bisbee for 15 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):** Retired, Captian Paramedic Firefighter - Associate Degree's, Fire Science, Paramedic,  
Design Draftsman

**Please provide a brief summary of Civic/Volunteer Experience:**

DRB Committee, City Council Member, Board of Adjustments Member

**Other Background Information Relevant to Serving in this Position:**

Work with the Salt Lake County Civil Service Commissions in my duties representing firefighters.

Worked with the committee to develop job descriptions and revise civil service rules.

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

Experience and an desire to serve.

**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)
2	Number of Commission Memberships currently served. I also serve on the: DRB & Board of Adjustments

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

This commission is needs members and the city along with the employees deserve a working Civil Service Commission.

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: Ken Budge Date: 6/2/2018

When complete, please return to:

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: June 19, 2018**

Regular     Special

**DATE ACTION SUBMITTED:** June 12, 2018

REGULAR                   CONSENT

**TYPE OF ACTION:**  
RESOLUTION           ORDINANCE           FORMAL ACTION           OTHER

**SUBJECT:**    **APPROVAL OF A PARK, FACILITY, AND RIGHT-OF-WAY USE PERMIT FOR THE BISBEE ROTARY CLUB FOR THE USE OF COLE AVENUE, BISBEE ROAD, ARIZONA STREET FOR THE 4<sup>TH</sup> OF JULY PARADE ON TUESDAY, JULY 4, 2018 FROM 9:00AM TO 1:00PM**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approval

**PROPOSED MOTION:**            **I move that we approve the Park, Facility, and Right-of-way use Permit for the Bisbee Rotary Club for the use of Cole Avenue, Bisbee Road, Arizona Street for a 4<sup>th</sup> of July parade on Tuesday, July 4, 2018 from 9:00am to 1:00pm.**

**DISCUSSION:**

Mr. Tom Nelson has submitted a Park, Facility, and Right-of-Way use permit to hold the 4<sup>th</sup> of July Parade. It will take place on Tuesday, July 4, 2018. The hours will be from 9:00am to 1:00pm.

This event is held on a mandatory work day for the Police Department, therefor there will be no additional charges for Public Safety Personnel. Staff has reviewed the permit and recommends approval.

They are requesting a waiver of fees for this event.

**FISCAL IMPACT:**            N/A

**DEPARTMENT LINE ITEM ACCOUNT:**            N/A

**BALANCE IN LINE ITEM IF APPROVED:**            N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: Robert Smith  
Robert Smith, City Manager

RECEIVED

JUN 11 2018

City Clerk's Office  
City of Bisbee

Permit No. 26-18

**CITY OF BISBEE**  
**PARK, FACILITY AND RIGHT -OF -WAY USE PERMIT**  
(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. **Please note:** your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." **Also:** As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at [www.cityofbisbee.com](http://www.cityofbisbee.com) , City Hall, or the Copper Queen Library)

If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or [lvaldez@cityofbisbee.com](mailto:lvaldez@cityofbisbee.com)

APPLICANT INFORMATION

- 1. Applicant Name: Tom Nelson Date: 6/7/18
- 2. Organization Name: Bisbee Rotary Club
- 3. Mailing Address: PO Box 21 Bisbee, AZ
- Phone #: 5000 Contact name and phone # during event Tom 520-727-1285

4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed).

4th of July Parade - start at Cole Ave  
Down Bisbee - Ruppel - Arizona - back to Cole -  
parking needs to be blocked on Ruppel for judging

- 5. Approximate Number of Participants and/or Spectators: 100+ participants / lots
- 6. Requested Location of Event: Warren street
- 7. Date(s) of Event: 7/4/18
- 8. Hours of Event: 9 AM to 1 PM
- 9. Hours of Reservation (with set-up and breakdown) 9 to 1
- 10. Request Consumption of Alcohol: Yes  No
- 11. Request Sales of Alcohol: Yes  No

**SERVICES REQUESTED FROM THE CITY OF BISBEE**

(Provide letter with all services that are needed with details of times and locations. City may require services depending on nature of event) See attached service rate sheet.

- \$ \_\_\_\_\_  General Electricity access \$10 (CITY, LOWER VISTA, & GRASSY PARKS ONLY),  
Band Shell Access \$50 (CITY PARK):
- GENERATORS ARE PERMITTED...ALL JUMPING CASTLES MUST HAVE INSURANCE AND GENERATORS
- \$ \_\_\_\_\_  Beer Permit (non-commercial permits only) \$10
- \$ \_\_\_\_\_  Police (escorts, security, road closures, redirecting of traffic): for \_
- \$ \_\_\_\_\_  Park Public Works staff (example: posting closures of streets/parking, access to facility/band shell/restrooms, etc): \_\_\_\_\_

\$ \_\_\_\_\_  Other - any additional requests made by applicant or any other conditions set by the City Council, City Code, ordinance or resolution.

**CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE:**

- \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.
- \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.
- Fees for above service requests in the amount of \$ \_\_\_\_\_ before permit is processed or event can take place.
- Business License/Special Event License Fee of \$32.50 paid before permit is processed- where there is a promoter sub-letting booth space to vendors, the promoter will pay a fee of \$32.50 and \$4.00 per vendor per day. The promoter is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promoter and all vendors via their State tax forms.
- Vendor Fee of \$4.00 per vendor, per day (must be submitted prior to the event).
- Certificate of insurance required showing City of Bisbee as additional insured - \$1,000,000 minimum for high risk functions.
- County Health Department Food Permit must be attached if serving food or having food vendors. Health Department can be contacted at 520- 432-9472 for more information (This is not a food handler's certificate)
- Special Event Liquor License Application submitted to the City Clerks office- required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The sale of or consumption of alcoholic beverages must be approved by the City Council.
- Copy of flyers or promotional material associated with this event.

NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.  
2-IF YOU ARE HAVING A PARTY WITHOUT A PERMIT WITH MORE THAN 50 PEOPLE, CITY STAFF WILL COLLECT THE PERMIT FEE AT THE TIME OF YOUR PARTY AND PROVIDE YOU WITH A RECEIPT.

*Request waiver of fees*

**APPLICANT CERTIFICATION**

**ANY PERSON VIOLATING ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHABLE BY A FINE OF NOT LESS THEN FIFTY DOLLARS NO MORE THAN FIVE HUNDRED DOLLARS.**

I, Thomas Nelson certify that I am authorized to sign this agreement and agree to abide by the conditions set forth herein and in the City Code.

  
\_\_\_\_\_  
Signature of Applicant/Authorized Party

6/7/18  
\_\_\_\_\_  
Date

## HOLD HARMLESS AGREEMENT

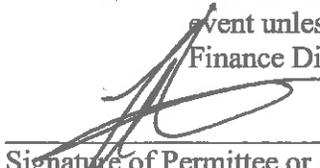
Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) July 4 Parade event the period from (date & time) 9 AM 7/4 to 1 PM 7/4, the permittee Bisbee Rotary Club agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.

  
Signature of Permittee or Authorized Representative

Tom Nelson  
Print Name

6/7/18  
Date

<b>COUNCIL ACTION:</b>	
Recommended to:	Approve: _____ Deny: _____
With conditions as noted: _____ _____	
Mayor's Signature:	Date:

CITY OF BISBEE PUBLIC WORKS DEPARTMENT  
118 ARIZONA STREET  
BISBEE, AZ 85603  
(520) 432-6002

APPLICATION FOR SPECIAL EVENT LICENSE

(Please print firmly or type)

(1) Applicant's Name: Bisbee Rotary Club  
(2) Mailing Address, City, State & Zip: PO Box 21, Bisbee, AZ 85603

(3) Business Name: \_\_\_\_\_

(4) Business Address: Same

(5) City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(6) Business Phone No.: 520-727-1285 Resident Phone No.: \_\_\_\_\_

(7) Name of Special Event: July 4th Parade Date: 7/4

Specify date(s) License needed: 7/4/18

(8) Will you be serving food: \_\_\_\_\_ YES  NO

If yes, do you have a Health Dept. Food Certificate: \_\_\_\_\_ YES  NO  
(A copy of the Cochise County Health Dept. Certificate **MUST** accompany this application otherwise it will not be accepted)

Fees: Permit fee: \$32.50  
Vendor fee of: \$4.00 per day. (When promoter subletting to other vendors)

Total submitted: \$ \_\_\_\_\_

I, Tom Nelson being first duly sworn upon oath hereby declare, under penalty of perjury, that I am the licensee making the foregoing application and that said application has been read and that the contents thereof and all statements contained therein are true, correct, and complete.

Signature of Applicant \_\_\_\_\_

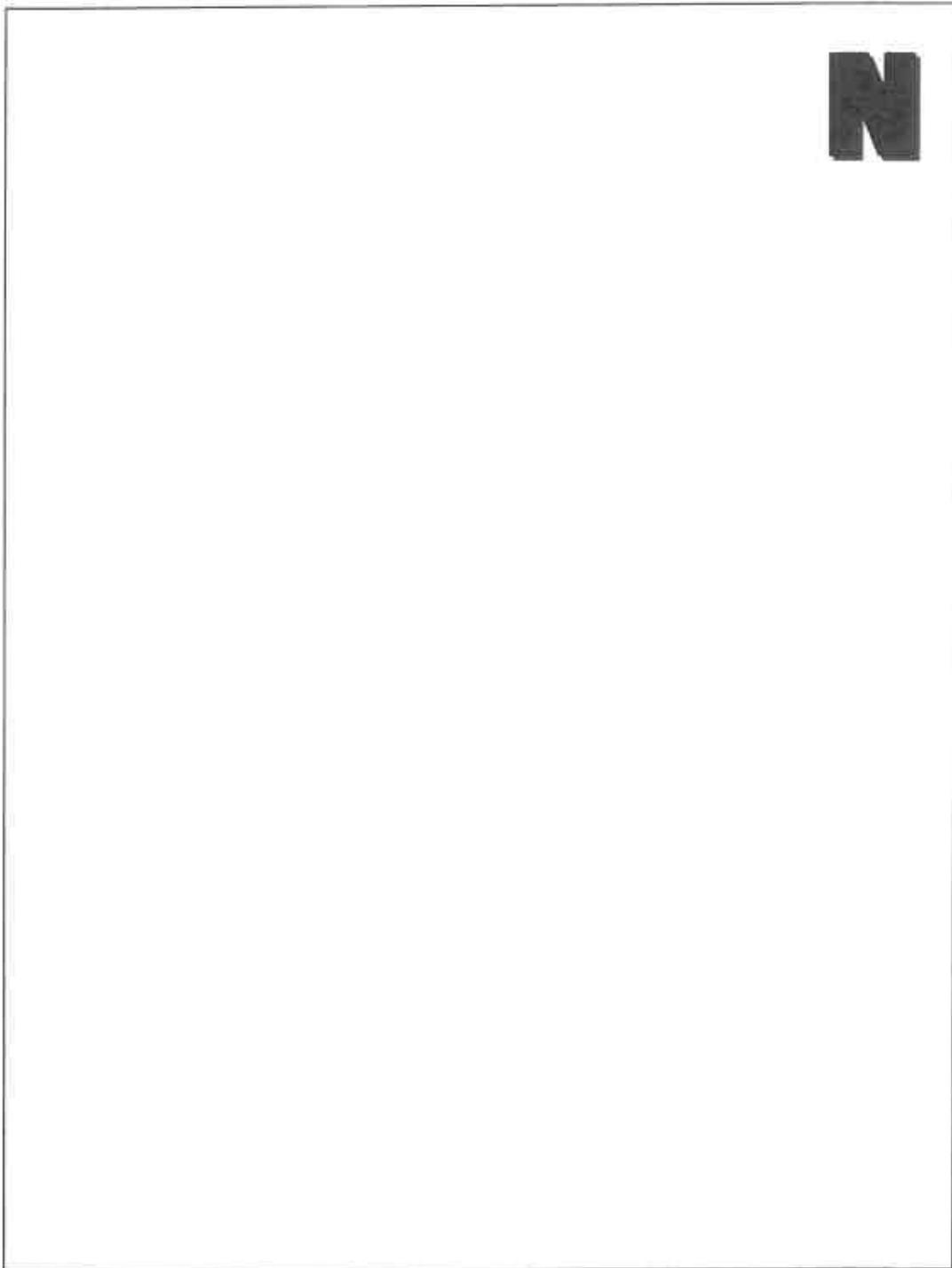
Date 6/7/18

Make checks payable to: City of Bisbee  
118 Arizona Street  
Bisbee, Arizona 85603

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
(This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)

NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.





**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: June 19, 2018

Regular     Special

**DATE ACTION SUBMITTED:** June 14, 2018

REGULAR                   CONSENT

**TYPE OF ACTION:**  
RESOLUTION       ORDINANCE       FORMAL ACTION       OTHER

**SUBJECT:**    **APPROVAL OF THE PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF BREWERY GULCH FOR THE 4<sup>TH</sup> OF JULY MUCKING AND DRILLING CONTESTES ON WEDNESDAY, JULY 4, 2018 FROM 7:00AM TO 7:00PM**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Recommend Approval.

**PROPOSED MOTION:**            I move to approve the Park, Facility and Right of Way Use Permit for the Use of Brewery Gulch for the 4<sup>th</sup> of July Mucking and Drilling Contests on Wednesday, July 4, 2018 from 7:00AM to 7:00PM

**DISCUSSION:**

Domonic Moots (Nico), event organizer, has submitted a Park, Facility, and Right of Way Use Permit for the use of Brewery Gulch for the annual hard rock drilling contest at 12:00 p.m. (Noon) to 7:00 p.m. on July 4, 2018. It is requested that officers be available to assist with the removal of vehicles as in years past. Flyers will be posted in advance to inform every one of the street closure. Brewery Avenue from City Park to Howell Avenue will be blocked off from 12 p.m. to 6:00 p.m. The Brewery Gulch Parking Lot will be closed from 7:00 a.m. to 7:00 p.m. to allow time for setup and breakdown. Traffic will be directed through Review Alley and Taylor Street during this event. Porta Pots will be placed in the area. The City will also assist as in years past with setting the rock and mucking material, obtaining and delivering large bleachers and small bleachers, setting up "no parking" signs, and removal of rock and mucking material of the following day.

**FISCAL IMPACT:**            \$50.00 Permit Fee + \$50.00 Deposit

**DEPARTMENT LINE ITEM ACCOUNT:**            10-32-10650

**BALANCE IN LINE ITEM IF APPROVED:**

Prepared by: Ashlee Coronado  
Ashlee Coronado  
City Clerk

Reviewed by: David M. Smith  
David M. Smith,  
Mayor

RECEIVED

JUN 13 2018

City Clerk's Office  
City of Bisbee

Permit No. 28-18

CITY OF BISBEE

PARK, FACILITY AND RIGHT -OF -WAY USE PERMIT

(This permit must be approved by City Council and/or by Parks staff prior to the event)

Permit must be submitted to and approved by the City Council prior to the event. City Council meetings are the first and third Tuesday of each month. Please note: your permit application must be submitted to the Public Works / Parks & Recreation Department at least four weeks prior to the next scheduled City Council meeting (before your scheduled event) in order for it to be on the City Council's meeting agenda. If the applicant is proposing to sell liquor at the proposed event, the applicant should allow an additional 10 days for processing of the required State "Special Liquor License." Also: As per section 11.2.9 paragraph G - "All permittees shall be responsible for returning the park, recreational facility or public right-of-way to the same condition in which it existed upon issuance of the permit. If this responsibility is not met, the permittee will be charged at a rate set forth by the City staff and approved by the Mayor and Council". Refer to Section 11.2.9 - "Park and Facility Use" of the City Code for requirements regarding use of City parks and facilities (a copy of the City Code is available at [www.cityofbisbee.com](http://www.cityofbisbee.com), City Hall, or the Copper Queen Library)

If you have any questions regarding this permit application, please contact Lorena Valdez, Public Works at 432-6002 or [lvaldez@cityofbisbee.com](mailto:lvaldez@cityofbisbee.com)

APPLICANT INFORMATION

1. Applicant Name: Dominic Moots (Mico) Date: 06-11-18

2. Organization Name: \_\_\_\_\_

3. Mailing Address: 302 E. Vista  
(520) 508-0037

Phone #: \_\_\_\_\_ Contact name and phone # during event Mico

4. Name and complete description of activity planned (attached separate letter to include breakdown of event and activities and details if more than one activity or if more space is needed).  
Hard Rock Drilling and Mucking Events

5. Approximate Number of Participants and/or Spectators: 25-30 participant / 3000 spectators

6. Requested Location of Event: Brewery Gulch

7. Date(s) of Event: July 4<sup>th</sup> 2018

8. Hours of Event: 12-pm 7pm

9. Hours of Reservation (with set-up and breakdown) 7am - 7pm

10. Request Consumption of Alcohol: Yes  No

11. Request Sales of Alcohol: Yes  No

**SERVICES REQUESTED FROM THE CITY OF BISBEE**

(Provide letter with all services that are needed with details of times and locations. City may require services depending on nature of event) See attached service rate sheet.

\$ \_\_\_\_\_  General Electricity access \$10 (CITY, LOWER VISTA, & GRASSY PARKS ONLY),  
Band Shell Access \$50 (CITY PARK):  
 GENERATORS ARE PERMITTED.....ALL JUMPING CASTLES MUST HAVE  
INSURANCE AND GENERATORS

\$ \_\_\_\_\_  Beer Permit (non-commercial permits only) \$10

\$ \_\_\_\_\_  Police (escorts, security, road closures, redirecting of traffic): for \_\_\_\_\_

\$ \_\_\_\_\_  Park Public Works staff (example: posting closures of streets/parking, access to facility/band shell/restrooms, etc):

*Close street for traffic at noon. Remove vehicles at noon. Signify for no parking  
Set Rock/muck. Pick Bleachers. Also pickup Rock and muck after event. Security even*

\$ \_\_\_\_\_ Other - any additional requests made by applicant or any other conditions set by the City Council, City Code, ordinance or resolution.

*4 Bleachers / 2 Porta Pots / 2 Dumpsters / 6 55 trash Barrels*

**CONDITIONS APPLICANT MUST MEET THAT ARE REQUIRED BY THE CITY OF BISBEE:**

- \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.
- \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.
- Fees for above service requests in the amount of \$ \_\_\_\_\_ before permit is processed or event can take place.
- Business License/Special Event License Fee of \$32.50 paid before permit is processed- where there is a promoter sub-letting booth space to vendors, the promoter will pay a fee of \$32.50 and \$4.00 per vendor per day. The promoter is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promoter and all vendors via their State tax forms.
- Vendor Fee of \$4.00 per vendor, per day (must be submitted prior to the event).
- Certificate of insurance required showing City of Bisbee as additional insured - \$1,000,000 minimum for high risk functions.
- County Health Department Food Permit must be attached if serving food or having food vendors. Health Department can be contacted at 520- 432-9472 for more information (This is not a food handler's certificate)
- Special Event Liquor License Application submitted to the City Clerks office- required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The sale of or consumption of alcoholic beverages must be approved by the City Council.
- Copy of flyers or promotional material associated with this event.

NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.  
2-IF YOU ARE HAVING A PARTY WITHOUT A PERMIT WITH MORE THAN 50 PEOPLE, CITY STAFF WILL COLLECT THE PERMIT FEE AT THE TIME OF YOUR PARTY AND PROVIDE YOU WITH A RECEIPT.

**APPLICANT CERTIFICATION**

**ANY PERSON VIOLATING ANY PROVISION OF THIS ARTICLE SHALL BE GUILTY OF A MISDEMEANOR AND, UPON CONVICTION THEREOF, SHALL BE PUNISHABLE BY A FINE OF NOT LESS THEN FIFTY DOLLARS NO MORE THAN FIVE HUNDRED DOLLARS.**

I, Dominic Ploofs certify that I am authorized to sign this agreement and agree to abide by the conditions set forth herein and in the City Code.

  
Signature of Applicant/Authorized Party

June 11, 2018  
Date

# HOLD HARMLESS AGREEMENT

Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Brawley Gulch event the period from (date & time) July 4, 2018 12 pm to July 4, 2018 7 pm the permittee Dominic Meets agrees to the following:

1. That the permittee shall defend, indemnify and save harmless the City of Bisbee, its officers, employees, agents and representatives from and against all losses, claims, demands, payments, suits, actions, recoveries and judgments of every nature and description arising by reason of any act or commission of the permittee, his agent(s), employees or participants during the event or in consequence of any negligence or carelessness regarding the same.

If Permittee is required to provide insurance:

2. The Permittee's insurance shall be primary.
3. The City of Bisbee shall be named as an additional insured on the permittee's liability insurance coverage for the referenced event, and the Hold Harmless Agreement be endorsed onto said insurance policy.
4. Said liability insurance shall be in an amount no less than \$1,000,000.00 per occurrence.
5. Said insurance shall not be canceled or expired during the term of the event unless a minimum of ten (10) days written notice is given to the Finance Director of the City of Bisbee.

  
Signature of Permittee or Authorized Representative

Dominic Meets (Nico)  
Print Name

June 11, 2018  
Date

<b>COUNCIL ACTION:</b>	
Recommended to:	Approve: _____ Deny: _____
With conditions as noted: _____ _____	
Mayor's Signature: _____	Date: _____

CITY OF BISBEE PUBLIC WORKS DEPARTMENT  
118 ARIZONA STREET  
BISBEE, AZ 85603  
(520) 432-6002

APPLICATION FOR SPECIAL EVENT LICENSE

(Please print firmly or type)

(1) Applicant's Name: Dominic Woods

(2) Mailing Address, City, State & Zip: \_\_\_\_\_  
\_\_\_\_\_

(3) Business Name: \_\_\_\_\_

(4) Business Address: \_\_\_\_\_

(5) City: Bisbee State: AZ Zip: 85603

(6) Business Phone No.: \_\_\_\_\_ Resident Phone No.: \_\_\_\_\_

(7) Name of Special Event: Drilling & Muckray Date: \_\_\_\_\_

Specify date(s) License needed: July 4, 2018

(8) Will you be serving food: \_\_\_\_\_ YES  NO

If yes, do you have a Health Dept. Food Certificate: \_\_\_\_\_ YES  NO  
(A copy of the Cochise County Health Dept. Certificate MUST  
accompany this application otherwise it will not be accepted)

Fees: Permit fee: \$32.50  
Vendor fee of: \$4.00 per day. (When promoter subletting to other vendors)

Total submitted: \$ \_\_\_\_\_

I, Dominic Woods being first duly sworn upon oath hereby declare, under penalty of perjury, that I am the licensee making the foregoing application and that said application has been read and that the contents thereof and all statements contained therein are true, correct, and complete.

[Signature]  
Signature of Applicant

June 14, 2018  
Date

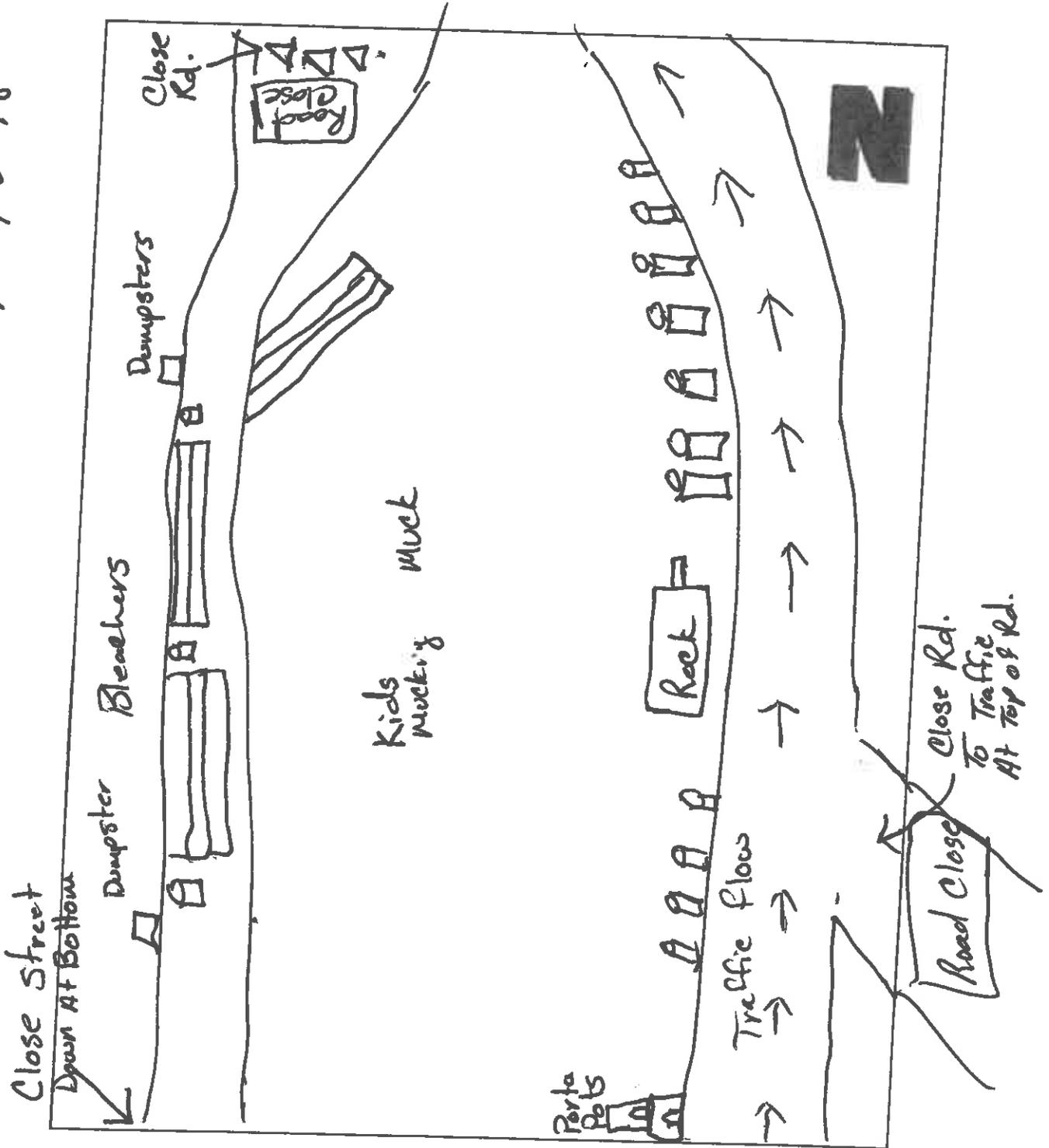
Make checks payable to: City of Bisbee  
118 Arizona Street  
Bisbee, Arizona 85603

**SPECIAL EVENT LICENSED PREMISES DIAGRAM**  
 (This diagram must be completed with this application)

Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)

NOTE: Show nearest cross streets, highway, or road if location doesn't have an address.

Brewery Gulch July 4, 2018





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

06/11/2018

<b>PRODUCER</b> Dunn Insurance, LLC. P.O. Box 2525 Sierra Vista, AZ 85636	<b>THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.</b>	
	<b>INSURERS AFFORDING COVERAGE</b>	<b>NAIC #</b>
<b>INSURED</b> Bisbee's Annual Hard Rock Drilling & Mucking George Renteria 101 Cooper St. Bisbee, AZ 85603	INSURER A: Capitol Insurance Co.	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	

### COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS
A	X	<b>GENERAL LIABILITY</b> <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR _____ _____ GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC	CPI00453622	07/04/2018	.07/04/2018	EACH OCCURRENCE \$ 1,000,000.00 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000.00 MED EXP (Any one person) \$ 5,000.00 PERSONAL & ADV INJURY \$ 1,000,000.00 GENERAL AGGREGATE \$ 1,000,000.00 PRODUCTS - COMP/OP AGG \$
		<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS _____				COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
		<b>GARAGE LIABILITY</b> <input type="checkbox"/> ANY AUTO _____				AUTO ONLY - EA ACCIDENT \$ OTHER THAN AUTO ONLY: EAACC \$ AGG \$
		<b>EXCESS/UMBRELLA LIABILITY</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE _____ <input type="checkbox"/> DEDUCTIBLE <input type="checkbox"/> RETENTION \$				EACH OCCURRENCE \$ AGGREGATE \$ \$ \$ \$
		<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below				<input type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		<b>OTHER</b>				

### DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

Drilling & Mucking event located 15 Brewery Ave., Bisbee, AZ 85603  
 Additional Insured: City of Bisbee, 118 Arizona St., Bisbee, AZ 85603

### CERTIFICATE HOLDER

City of Bisbee  
 118 Arizona St.  
 Bisbee, AZ 85603

### CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 10 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

# DRILLING & MUCKING EVENT

JULY 4, 2018

Permit Fee	\$ 50.00
Special Event	32.50
2 Dumpsters (\$15.00 each)	15.00
3 Trash Barrels (\$10.00 each)	30.00
2 Porta Pots (\$90.00 each)	180.00
1 Do Not Enter Sign	1.50
2 Road Closed Signs (\$20.00 ea)	40.00
1 City Staff (8 hr/\$20.00)	<u>160.00</u>
TOTAL	\$ 509.00
REFUNDABLE DEPOSIT	\$ 50.00



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 19, 2018**

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>June 7, 2018</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
<b>TYPE OF ACTION:</b>	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>SUBJECT: APPROVAL OF A SPECIAL EVENT LIQUOR LICENSE APPLICATION SUBMITTED BY BISBEE VOGUE INC. FOR AN EVENT TO BE HELD AT ST. PATRICK'S CHURCH LOCATED AT 100 QUALITY HILL ROAD BISBEE, AZ ON SATURDAY, OCTOBER 20, 2018 FROM 11:00AM TO 4:00PM; CYNTHIA CONROY, APPLICANT.</b>	

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve the Special Event Liquor License Application

**PROPOSED MOTION:**        I move to approve the Special Event License application submitted by Bisbee Vogue Inc, for an Event to be held at St. Patrick's Church Located at 100 Quality Hill Road, Bisbee, AZ on Saturday, October 20, 2018 from 11:00am to 4:00pm.

**DISCUSSION:**

Ms. Conroy has requested approval of a Special Event Liquor License Application for Bisbee Vogue Inc. for an Event to be held at St. Patrick's Church Located at 100 Quality Hill Road, Bisbee, AZ on Saturday, October 20, 2018 from 11:00am to 4:00pm.

Ms. Conroy has indicated that there will be two (2) Police and four (4) Security Personnel. They will use Arizona Rangers and Army Personnel plus retired officer volunteers and trained staff and mature volunteers.

**FISCAL IMPACT:**        N/A

**DEPARTMENT LINE ITEM ACCOUNT:**        N/A

**BALANCE IN LINE ITEM IF APPROVED:**        N/A

Prepared by: Ashlee Coronado  
Ashlee Coronado, City Clerk

Reviewed by: David M. Smith  
David M. Smith, 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:
CSR:
License:

APPLICATION FOR SPECIAL EVENT LICENSE  
 Fee= \$25.00 per day for 1-10 days (consecutive)  
 Cash Checks or Money Orders Only

A service fee of \$25.00 will be charged for all dishonored checks (A.R.S § 44-6852)

**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 12).

**SECTION 1** Name of Organization: BISBEE VOGUE, INC.

Name of Licensed Contractor only (if any): \_\_\_\_\_

**SECTION 2** Non-Profit/IRS Tax Exempt Number: 860713130

**SECTION 3** Event Location: ST. PATRICK'S ROMAN CATHOLIC CHURCH

Event Address: 100 QUALITY HILL RD., BISBEE, AZ 85603

**SECTION 4** Applicant must be a member of the qualifying organization and authorized by an Officer, Director, or Chairperson of the Organization.

- Applicant: CONROY CYNTHIA A 4/29/47  
Last First Middle Date of Birth
- Applicant's mailing address: 608 SHATTUCK BISBEE AZ 85603  
Street City State Zip
- Applicant's home/cell phone: 520 266-0401 Applicant's business phone: 520 266-0401
- Applicant's email address: BISBEE1000INFO@GMAIL.COM

I, (Print Full Name) CYNTHIA A. CONROY declare that I am the APPLICANT filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

x Cynthia Conroy PRESIDENT & FOUNDER 6/5/18 520-266-0401  
Signature Title/Position Date Phone Number

The foregoing instrument was acknowledged before me this 5<sup>TH</sup> JUNE 2018  
Day Month Year

State \_\_\_\_\_ County of LAINE FELTEN  
 Notary Public, State of Arizona  
 Cochise County  
 My Commission Expires February 04, 2022

Laine Felten  
 Signature of Notary Public

**SECTION 5** Regarding the application for a special event permit: The **Officer, Director, or Chairperson of the organization** certifies that the Organization meets the criteria in A.R.S. § 4-203.02(E) as indicated by checking one of the boxes below.

(1)  The Organization is a political party or a campaign committee supporting a candidate for public office. Please indicate the name of the candidate that the Organization supports, the office that the candidate seeks, and the month and year that the candidate would first fill the office if successful.

Candidate: \_\_\_\_\_  
Name Office Month/Year

(2)  The Organization is a non-profit entity organized in Arizona, or pursuant to the laws of another state that is eligible for designation under Section 501 (C) of the internal revenue code of the United States. If the Organization is applying under option (2) as a nonprofit entity, please also **INITIAL** in the spaces provided next to **all** following statements to indicate that, to the best of the Organization's knowledge, the following statements are correct.

**To be initialed only by an Officer, Director, or Chairperson of the organization.**

CAC The Organization has received a determination letter from the Internal Revenue Service ("IRS") indicating that it is eligible for designation as a nonprofit entity under Section 501 (C), eligibility or will be eligible on all days that the special event will occur, or has a pending application with the IRS for such treatment that has not been resolved but that will retroactively cover all days that the special event will occur. (Please provide a copy of either the IRS determination letter or the application [without attachments] with this application).

CAC The Organization is not aware of any action taken by the IRS to revoke, suspend, or otherwise eliminate their Eligibility under 501 (C), or if there is a pending application, the eligibility has not received any indication that the IRS will deny its application and has a good faith basis formed upon a reasonable inquiry into IRS regulations, guidelines and forms that are eligible under 501 (C).

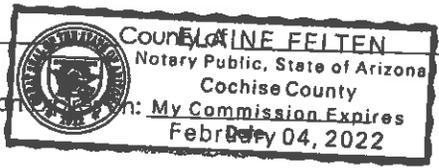
CAC The Organization understands that if there is a change in circumstances after completing this form that may cause or has caused it to lose its eligibility under 501(C), whether before or after receiving an IRS determination letter, that it has an affirmative duty to notify the Department of Liquor, which may take appropriate action regarding the loss of eligibility.

**To be completed only by an Officer, Director, or Chairperson of the organization.**

I, (Print Full Name) CYNTHIA CONROY declare that I am an Officer, Director, or Chairperson of the organization filing this application as listed above. I have read the application and the contents and all statements are true, correct and complete.

X CAC Signature \_\_\_\_\_ Title/ Position President Date 6/5/18 Phone Number 520-266-0401

The foregoing instrument was acknowledged before me this 5th Day June Month 2018 Year

State \_\_\_\_\_  
 My Commission Expires \_\_\_\_\_  


Elaine Felten Signature of Notary Public

**SECTION 6** Will this event be held on a currently licensed premise and within the already approved premises?  Yes  No  
 (If yes, Local Governing Body Signature **not** required)

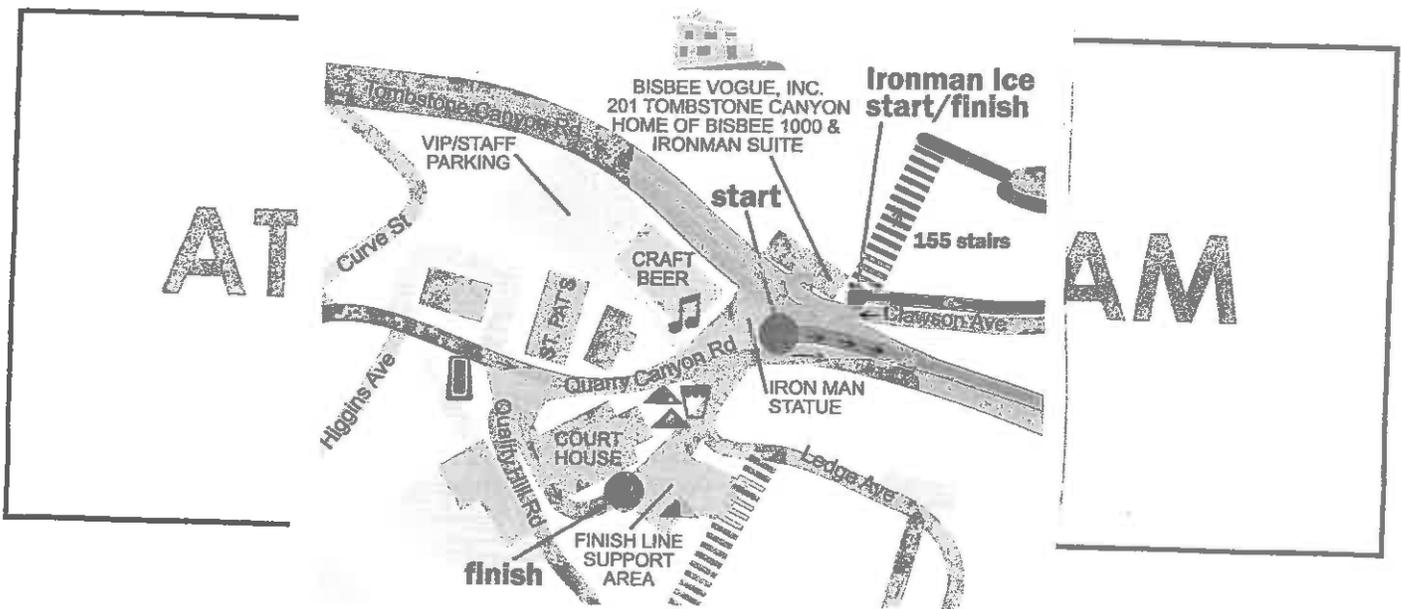
\_\_\_\_\_  
Name of Business License Number Phone (include Area Code)

**SECTION 10** Dates and Hours of Event. Days must be consecutive but may not exceed 10 consecutive days.  
See A.R.S. § 4-244(15) and (17) for legal hours of service.

**PLEASE FILL OUT A SEPARATE APPLICATION FOR EACH "NON-CONSECUTIVE" DAY**

	Date	Day of Week	Event Start Time AM/PM	License End Time AM/PM
DAY 1:	Oct 20, 2018	Saturday	11 <sup>am</sup> - <del>12pm</del>	4pm
DAY 2:				
DAY 3:				
DAY 4:				
DAY 5:				
DAY 6:				
DAY 7:				
DAY 8:				
DAY 9:				
DAY 10:				

**SECTION 11** License premises diagram. The licensed premises for your special event is the area in which you are authorized to sell, dispense or serve alcoholic beverages under the provisions of your license. Please attach a diagram of your special event licensed premises. Please show dimensions, serving areas, fencing, barricades, or other control measures and security position.



**SECTION 7** How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors? Please read R-19-318 for explanation 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 USING RETAIL LICENSE, PLEASE SUBMIT A LETTER OF AGREEMENT FROM THE AGENT/OWNER OF THE LICENSED PREMISES TO SUSPEND OR RUN CONCURRENT WITH THE PERMANENT LICENSE DURING THE EVENT. IF THE SPECIAL EVENT IS ONLY USING A PORTION OF THE PREMISES, AGENT/OWNER WILL NEED TO SUSPEND THAT PORTION OF THE PREMISES.)**

**SECTION 8**

What is the purpose of this event?  On-site consumption  Off-site (auction/wine/distilled spirits pull)  Both

**SECTION 9**

1. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?  
 Yes  No (If yes, attach explanation.)

2. How many special event days have been issued to this organization during the calendar year? 1  
(The number cannot exceed 10 days per year.)

3. Is the organization using the services of a licensed contractor or other person to manage the sale or service of alcohol?  
 Yes  No (If yes, must be a licensed contractor or licensee of series 6, 7, 11, or 12)

4. 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 Bisbee Vigne Inc. Percentage: 100%

Address PO Box 1099 Bisbee Az 85603

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

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

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

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

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

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

2 Number of Police 4 Number of Security Personnel  Fencing  Barriers

Explanation: We use Arizona Rangers and Army Personnel  
plus retired officer volunteers and trainee staff  
and mature volunteers.

Please contact the local governing board for additional application requirements and submission deadlines. Additional licensing fees may also be required before approval may be granted. For more information, please contact your local jurisdiction.

**SECTION 12 Local Governing Body Approval Section.**

Date Received: 4-7-18

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

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

**SECTION 13 For Department of Liquor Licenses and Control use only.**

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

**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

B. An agency shall not base a licensing decision in whole or in part on a licensing requirement or condition that is not specifically authorized by statute, rule or state tribal gaming compact. A general grant of authority in statute does not constitute a basis for imposing a licensing requirement or condition unless a rule is made pursuant to that general grant of authority that specifically authorizes the requirement or condition.

D. THIS SECTION MAY BE ENFORCED IN A PRIVATE CIVIL ACTION AND RELIEF MAY BE AWARDED AGAINST THE STATE. THE COURT MAY AWARD REASONABLE ATTORNEY FEES, DAMAGES AND ALL FEES ASSOCIATED WITH THE LICENSE APPLICATION TO A PARTY THAT PREVAILS IN AN ACTION AGAINST THE STATE FOR A VIOLATION OF THIS SECTION.

E. A STATE EMPLOYEE MAY NOT INTENTIONALLY OR KNOWINGLY VIOLATE THIS SECTION. A VIOLATION OF THIS SECTION IS CAUSE FOR DISCIPLINARY ACTION OR DISMISSAL PURSUANT TO THE AGENCY'S ADOPTED PERSONNEL POLICY.

F. THIS SECTION DOES NOT ABROGATE THE IMMUNITY PROVIDED BY SECTION 12-820.01 OR 12-820.02.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
6/3/2018

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>FRANCIS L. DEAN &amp; ASSOCIATES OF COLORADO, LLC</b> <b>9362 TEDDY LN STE 203</b> <b>LONE TREE, CO 80124-2871</b> <b>(800) 745-2409</b>		<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (800) 745-2409      FAX (A/C, No): (303) 773-0111 E-MAIL ADDRESS: infoco@fdean.com	
<b>INSURED</b> SPORTS AND RECREATION PROVIDERS ASSOCIATION (PURCHASING GROUP) AND ITS PARTICIPATING MEMBERS:  <b>Bisbee Vogue, Inc.</b> <b>PO Box 1099 or 201 Tombstone Canyon</b> <b>Bisbee, AZ 85603-2099</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> United States Fire Insurance      NAIC #: 21113	<b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>

**COVERAGES**      **CERTIFICATE NUMBER:** USP271030      **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<b>GENERAL LIABILITY</b>			SRPGAPML-101-0718	10/19/2018 12:01 AM	10/21/2018 12:01 AM	GENERAL AGGREGATE	\$2,000,000.00
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						PRODUCTS - COMP/OP AGG	\$2,000,000.00
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						PERSONAL & ADV INJURY	\$1,000,000.00
							EACH OCCURRENCE	\$1,000,000.00
							FIRE DAMAGE (Any one fire)	\$300,000.00
							MED EXP (Any one person)	\$0.00
		GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						
A	<b>AUTOMOBILE LIABILITY</b>			SRPGAPML-101-0718	10/19/2018 12:01 AM	10/21/2018 12:01 AM	COMBINED SINGLE LIMIT (Ea accident)	\$1,000,000.00
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTO	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR					EACH OCCURRENCE	\$	
	<b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE					AGGREGATE	\$	
	DED      RETENTION \$							
							EACH OCCURRENCE	\$0.00
							GENERAL AGGREGATE	\$0.00
A	Liquor Liability			SRPGAPML-101-0718/ USL305855	10/19/2018 12:01 AM	10/21/2018 12:01 AM	EACH OCCURENCE	\$1,000,000.00
							GENERAL AGGREGATE	\$2,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)  
 1.5 Mile Race with Stairs, 1/4 Mile Stair Climb Race with Block of Ice, Beer Festival  
 The Certificate Holder is added as an additional insured but only with respect to liability arising out of the named insured during the policy period.

Scheduled Activities Exclusion Applies-Please Refer to Named Insured Member Certificate of Coverage

<b>CERTIFICATE HOLDER</b>  St. Patrick's Catholic Parish 100 Quailty Hill Road Bisbee, AZ 85603	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Francis L. Dean
---	---



# ADDITIONAL INTEREST SCHEDULE

DATE (MM/DD/YYYY)  
6/3/2018

AGENCY Francis L. Dean & Associates of Colorado, LLC		CARRIER United States Fire Insurance Company		NAIC CODE 21113
POLICY NUMBER SRPGAPML-101-0718/USP271030		EFFECTIVE DATE 10/19/2018 12:01 AM	NAMED INSURED(S) Bisbee Vogue, Inc.	

## ADDITIONAL INTEREST (Not all fields apply to all scenarios – provide only the necessary data)

INTEREST <input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
		Cochise County 1415 Melody Lane Bisbee, AZ 85603							LOCATION:
								VEHICLE:	BOAT:
								AIRPORT:	AIRCRAFT:
								ITEM CLASS:	ITEM:
								ITEM DESCRIPTION	
		REFERENCE / LOAN #:	INTEREST END DATE:						
		LIEN AMOUNT:	PHONE (A/C, No, Ex):				FAX (A/C, No):		
REASON FOR INTEREST:				E-MAIL ADDRESS:					

INTEREST <input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
		City of Bisbee 1415 Melody Lane Bldg. G Bisbee, AZ 85603							LOCATION:
								VEHICLE:	BOAT:
								AIRPORT:	AIRCRAFT:
								ITEM CLASS:	ITEM:
								ITEM DESCRIPTION	
		REFERENCE / LOAN #:	INTEREST END DATE:						
		LIEN AMOUNT:	PHONE (A/C, No, Ex):				FAX (A/C, No):		
REASON FOR INTEREST:				E-MAIL ADDRESS:					

INTEREST <input checked="" type="checkbox"/> ADDITIONAL INSURED <input type="checkbox"/> BEACH OF WARRANTY <input type="checkbox"/> CO-OWNER <input type="checkbox"/> EMPLOYEE AS LESSOR <input type="checkbox"/> LEASEBACK OWNER <input type="checkbox"/> LIENHOLDER	<input type="checkbox"/> LOSS PAYEE <input type="checkbox"/> MORTGAGEE <input type="checkbox"/> OWNER <input type="checkbox"/> REGISTRANT <input type="checkbox"/> TRUSTEE	NAME AND ADDRESS	RANK:	EVIDENCE:	CERTIFICATE	POLICY	SEND BILL	INTEREST IN ITEM NUMBER	
		St. Patrick's Catholic Parish 100 Quality Hill Road Bisbee, AZ 85603							LOCATION:
								VEHICLE:	BOAT:
								AIRPORT:	AIRCRAFT:
								ITEM CLASS:	ITEM:
								ITEM DESCRIPTION	
		REFERENCE / LOAN #:	INTEREST END DATE:						
		LIEN AMOUNT:	PHONE (A/C, No, Ex):				FAX (A/C, No):		
REASON FOR INTEREST:				E-MAIL ADDRESS:					

The above are added as additional insured but only with respect to liability arising out of operations of the named insured during the policy period.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 6/19/18

Regular     Special

**DATE ACTION SUBMITTED:** 6/12/17

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**  
**RESOLUTION**       **ORDINANCE**       **FORMAL ACTION**       **OTHER**

**SUBJECT: PRESENTATION BY THE UTILITY SERVICE PARTNERS PRIVATE LABEL, INC. d/b/a SERVICE LINE WARRANTIES OF AMERICA REGARDING SEWER LINE WARRANTY.**

**FROM:**            Andy Haratyk, Public Works Director

**RECOMMENDATION:**            Presentation.

**PROPOSED MOTION:**            Presentation.

**DISCUSSION:** The purpose of this presentation is to inform citizens and the council of the availability of purchasing sewer line warranty.

**FISCAL IMPACT:**            N/A

**DEPARTMENT LINE ITEM ACCOUNT:**            N/A

**BALANCE IN LINE ITEM IF APPROVED:**            N/A

Prepared by: Andy Haratyk  
Andy Haratyk,  
Public Works Director

Reviewed by: Robert Smith  
Robert Smith, City Manager



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: June 19, 2018**

Regular    Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2018</u>			
<b>REGULAR</b> <input checked="" type="checkbox"/>	<b>CONSENT</b> <input type="checkbox"/>		
<b>TYPE OF ACTION:</b>			
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>	<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF AN ENGAGEMENT LETTER WITH WILLDAN FINANCIAL SERVICES/ECONOMISIT.COM FOR A RATE STUDY</b>			

**FROM:**        **Robert E. Smith, City Manager**

**RECOMMENDATION:**        **Approve the execution of engagement letter**

**PROPOSED MOTION:**        **I move that the City of Bisbee City Council approve the execution of an engagement letter with Willdan Financial Services as outlined in their letter of June 1, 2018.**

**DISCUSSION:**

The City has struggled with sewer services, appropriate financing for same, and appropriate user rates for years. Pending the recent recession, and the failure of anticipated growth to appear in the area, financial circumstances have necessitated recent restructuring debt used to create the plant and collection system. Changes to the financing of that system need to be evaluated, because it affects the annual cost of the system and its operation. Further, the user base for the system, actual collections on fees and possible effect of the amnesty program need to be evaluated to determine if rates for customers are appropriately set.

The objective of this work, pending the engagement of Willdan Financial Services in this action, will be to evaluate the financial performance of the sewer system and to incorporate the new debt structure into that evaluation, while determining appropriate user fees for services. Further, Willdan will create a rate schedule over a multi-year period, that can be maintained over time by the City, and which would eliminate significant changes in fees on a sporadic basis, in favor of long term rate planning that presents users with incremental increases over multiple years when necessary. The Willdan RFP response provides details on the work and work products associated with this effort.

Willdan Financial Services was introduced to the Council in February, to begin the discussion regarding the need to evaluate and plan for a long term rate schedule for sewer plant fees (see attachment). This item, as well as the debt restructuring of the sewer plant loans via Stifel (which was introduced to Council in early January) is necessary to create accurate and appropriate fees for waste water services.



AGENDA ITEM NUMBER \_\_\_\_\_

As one of several respondents to the City's RFP for services, in March Willdan presented the most competitive and responsive proposal, at a price of \$19,000 for the work -- which was their stated price for the work when they were introduced to Council in February.

Approval to engage Willdan for work now will enable the City to move forward and ensure that rates and finances for the sewer enterprise are appropriately set for the City's current circumstances and future needs.

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**FISCAL IMPACT:**      **\$19,000**

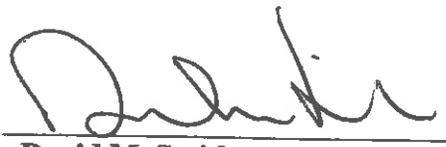
**DEPARTMENT LINE ITEM ACCOUNT:**      **54-40-31000**

**BALANCE IN LINE ITEM IF APPROVED:**      **-\$15,850.00**

**Prepared by:**

  
\_\_\_\_\_  
**Robert Smith**  
**City Manager**

**Reviewed by:**

  
\_\_\_\_\_  
**David M. Smith**  
**Mayor**

June 1 2018

Mr. Robert Smith  
City Manager  
City of Bisbee  
1415 Melody Lane Bldg G  
Bisbee, AZ 85603

Dear Mr. Smith:

Thank you for allowing **Willdan Financial Services** the opportunity to present this proposal to provide a wastewater rate study and long-term financial plan for the City of Bisbee ("The City"). Willdan Financial Services is one of the largest public sector financial consulting firms in the United States. Our company has helped over 800 public agencies across the United States successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services.

On April 6, 2015, Willdan merged with **Economists.com**, a Texas-based economic and financial consulting firm established in October 1997. Our combined firm specializes in municipal and public sector utilities and our principal clients are national, state and local governments. Each of our clients is served directly by our senior level professionals with decades of experience in utility consulting and economic/financial management. We are proud of our history of building long term relationships with clients based on affordability, professionalism and performance.

Our specific services include:

- **Water and Wastewater Rate Studies**
- Sanitation Rate Studies
- Economic evaluation of water resources
- Water Planning and Management
- Connection and Impact Fee Studies
- Privatization Analysis
- Expert Witness Testimony on Reasonableness of Rate Structure
- Resource Allocation Studies
- Economic Impact and Development Studies

More information is available on our firm and professionals at our web sites, [www.economists.com](http://www.economists.com) and [www.willdan.com](http://www.willdan.com).

As Vice President of Willdan/Economists.com, I will manage and have primary responsibility for preparing this study for the City. I will be assisted by Ms. Rebecca Schafer, Principal Consultant, and Mr. Daniel Lanning, Project Manager.

This proposal letter is intended to incorporate the scope of services to be provided to the City. It is our understanding that the City is interested in developing a wastewater financial and rate plan that will enable the City to fund all ongoing operating and capital expenses. Specifically, the rate plan must enable the City to fund and new debt or restructuring of existing debt service. Our objective is to develop a long-term rate plan that will enable the City to fund these obligations and debt coverage requirements, while at the same time minimizing the impact of any potential rate adjustments on the ratepayers. We will work closely with City staff and Council to ensure that the rate plan alternatives reflect the preferences of the ratepayers of the City.

Our March 2018 proposal to the City of Bisbee incorporates our experience, project team, approach, rate model, deliverables, schedule and proposed fees. As listed in the proposal, we will provide the listed scope of services for not to exceed professional fees and expenses of \$19,000.

Attached is a request for the information we will require to complete the initial analysis.

If this proposal is acceptable to you, please execute one copy of this letter and return it to our Dallas office. Thank you for this opportunity; we look forward to working with you on this engagement.

Respectfully submitted,  
**WILLDAN FINANCIAL SERVICES**



**Dan V. Jackson**  
**Vice President**

ACCEPTED BY:

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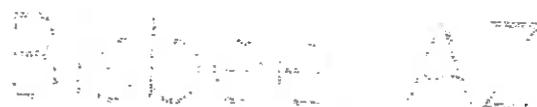
Date



**CITY OF BISBEE  
2018 RATE STUDY AND LONG-TERM FINANCIAL PLAN  
INITIAL REQUEST FOR INFORMATION**

1. Please provide a copy of the City's FY 2018 wastewater utility budget.
2. Please provide a copy of the City's most recent audited financial statement.
3. Please provide wastewater billed revenues by identified customer class by month from July 2014 to the present.
4. Please provide wastewater billing units (i.e. consumption) by identified customer class by month from July 2014 to the present. (NOTE: the project team recognizes that because the City does not manage its water utility, this data may not be accessible. If the City is unable to provide this data, please state so).
5. Please provide wastewater active accounts by identified customer class by month from July 2014 to the present.
6. Please provide debt schedules for all outstanding wastewater-related debt.
7. Please provide a copy of the most recent wastewater Capital Improvement Plan completed by the City.
8. Please provide a copy of the City's current wastewater rate schedule.
9. Please provide an electronic version of the City's logo.





## Office of the City Manager

Monday, January 29, 2018

To: Council; Leadership

Fr: RES

Re: Rate Study, Sewer Services

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Municipal enterprises are required to establish service rates that have a rational nexus with the costs incurred by the locality in providing the service to the community. In order for rates to be kept at a minimum each year, recurring analysis is required to evaluate active rate structures and operational costs. It has been almost 10 years since the City has reviewed its rates (2009) with formal analysis, and in that time frame we have experienced a recession and are just now working to claw our way out of difficult financial circumstances associated with that recession.

Mr. Jackson (economist.com) was the last professional to review the City's sewer rates and provide a planned schedule of rates for Council's consideration and subsequent adoption. He is intimately familiar with the plant, our collection system, our community and our costs to operate the utility.

The sewer utility was partially created through grants received by the City, which required that the City's ratepayers agree to fund their portion of the project costs. This funding (and repayment responsibility) drove rate schedules in the early years. In 2008-2009 the City attempted to create a rate structure that would eliminate rate adjustments in the future, but the recession's effects made such a schedule impossible. Jackson found in 2009 that rate adjustments would be required in the future, but anticipated that such adjustments would be at or below state averages for the foreseeable future.

Since then, no formal analysis has been completed to review the impact of the plan adopted in 2009, or the City's financial position that resulted from that plan, or our operational position past that plan.

The proposed engagement with Mr. Jackson would bring him back to evaluate the sewer utility and our rates, and make recommendations to Council regarding same, for at least the next decade of operation. The product of his work would be a report, presentation and rate plan that could be implemented at the new budget cycle in July, 2018 if he is engaged in early February. Staff will be supplying Mr. Jackson with information and details quickly, so initial reviews of findings can occur with Council and final approvals by Council would fall in April. About half of Mr. Jackson's invoicing would be presented in this FY (2017-2018), with the remaining half in the following budget cycle (2018-2019).

Jackson's work with staff and Council should help the City optimize rate structures, incentivize conservation, and propose schedules for rate increases to minimize financial impacts to the community. The outcome of such a plan's execution should be the most efficient and effective operation of the utility that presents the least cost possible to the community served.

January 29 2018

Mr. Robert Smith  
City Manager  
City of Bisbee  
1415 Melody Lane Bldg G  
Bisbee, AZ 85603

Dear Mr. Smith:

Thank you for allowing **Willdan Financial Services/Economists.com** the opportunity to present this proposal to provide a wastewater rate study and long-term financial plan for the City of Bisbee ("The City"). Willdan Financial Services is one of the largest public sector financial consulting firms in the United States. Our company has helped over 800 public agencies across the United States successfully address a broad range of financial challenges, such as financing the costs of growth and generating revenues to fund desired services.

On April 6, 2015, Willdan merged with **Economists.com**, a Texas-based economic and financial consulting firm established in October 1997. Our combined firm specializes in municipal and public sector utilities and our principal clients are national, state and local governments. Each of our clients is served directly by our senior level professionals with decades of experience in utility consulting and economic/financial management. We are proud of our history of building long term relationships with clients based on affordability, professionalism and performance.

Our specific services include:

- **Water and Wastewater Rate Studies**
- Sanitation Rate Studies
- Economic evaluation of water resources
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More information is available on our firm and professionals at our web sites, [www.economists.com](http://www.economists.com) and [www.willdan.com](http://www.willdan.com).

As Vice President of Willdan/Economists.com, I will manage and have primary responsibility for preparing this study for the City. I will be assisted by Mr. Daniel Lanning, Project Manager.

This proposal letter is intended to incorporate all tasks and deliverables to the City. It is our understanding that the City is interested in developing a wastewater financial and rate plan that will enable the City to fund all ongoing operating and capital expenses. Specifically, the rate plan must enable the City to fund and new debt or restructuring of existing debt service. Our objective is to develop a long-term rate plan that will enable the City to fund these obligations and debt coverage requirements, while at the same time minimizing the impact of any potential rate adjustments on the ratepayers. We will work closely with City staff and Council to ensure that the rate plan alternatives reflect the preferences of the ratepayers of the City.

Our workplan includes the following specific assistance:

- 1) A detailed analysis and comparison of the City's current and proposed rates to the state average as well as other surrounding communities.
- 2) Using current budget, volume and CIP data, the project team will prepare a comprehensive ten-year wastewater cost of service forecast model. The model will identify current and forecast operating expenses, capital outlays and debt service for the period 2018 – 2027. The model will functionalize costs between wastewater treatment, collection, administration and customer billing. The model will adhere to AWWA ratemaking standards to ensure that the cost of service is just, reasonable and accurate.
- 3) The project team will incorporate assumptions regarding growth, the connection of Naco Sonora related flows to the City's wastewater treatment plant, and the impact of other proposed capital improvement plans.
- 4) The project team will analyze various scenarios for the City's debt issuances, including but not limited to the restructuring of existing debt and the issuance of new long-term debt to fund needed capital improvement projects. The impact of various alternative debt scenarios will be fully analyzed.
- 5) The project team will prepare alternative wastewater long-term rate plans for the City Council to consider. The rate plan will enable the City to recover sufficient revenues to fund operating and capital costs. The project team will prepare additional alternatives and scenarios should the staff or council so desire in order to choose which is the most just and reasonable.
- 6) The project team will present its analysis in the form of a written report that will provide background analysis, along with relevant documentation supporting the calculations and rate alternatives.
- 7) We will conduct the following meetings: an initial phone conference with City staff to review data and objectives for the analysis, a meeting with staff to go over preliminary findings and recommendations, a workshop with the City Council to review our findings and results, and a final combination meeting and public hearing at which the chosen rate plan is adopted. We will participate in any meetings beyond these four identified meetings as requested by the City on a time and expense basis.



Attached is a request for the information we will require to complete the initial analysis.

My billing rate is \$200 per hour, and Mr. Lanning's billing rate is \$165 per hour. We will prepare this rate study and complete all the deliverables listed in our proposal for a lump sum fee of **\$19,000**.

Willdan/Economists.com will submit the following invoices to the City: \$9,500 will be submitted on or about May 1 2018 with payment requested 30 days after receipt of the invoice; and \$9,500 will be submitted on or about July 1 2018 with payment requested 30 days after receipt of the invoice.

If this proposal is acceptable to you, please execute one copy of this letter and return it to our Dallas office. Thank you for this opportunity; we look forward to working with you on this engagement.

Respectfully submitted,  
**WILLDAN FINANCIAL SERVICES**



**Dan V. Jackson**  
**Vice President**

ACCEPTED BY:

---

Date



**CITY OF BISBEE  
2018 RATE STUDY AND LONG-TERM FINANCIAL PLAN  
INITIAL REQUEST FOR INFORMATION**

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8. Please provide a copy of the City's current wastewater rate schedule.
9. Please provide an electronic version of the City's logo.



**STANDARD CONTRACT ADDENDUM**

The following terms are added to and form a part of the Engagement Agreement between the City of Bisbee, Arizona ("City") and Willdan Financial Services/Economists.com ("Contractor") regarding a study of and long-term financial plan for the City's wastewater rates:

1. **NON-DISCRIMINATION:** The parties shall comply with all applicable state and federal statutes and regulations governing Equal Employment Opportunity, Non-Discrimination, and Immigration.
2. **CONFLICT OF INTEREST:** This Contract is subject to cancellation pursuant to the provisions of A.R.S. § 38-511 regarding Conflict of Interest.
3. **INSPECTION AND AUDIT:** The Contractor agrees to keep all books, accounts, reports, files and other records relating to this Contract for five (5) years after completion of this contract. In addition, the Contractor agrees that such books, accounts, reports, files and other records shall be subject to audit pursuant to A.R.S. § 35-214.
4. **ARBITRATION:** The parties agree that any dispute arising under this Contract involving the sum of \$50,000 or less in money damages only shall be resolved by arbitration pursuant to A.R.S. § 12-1501 et. seq. The decision of the arbitrator(s) shall be final.
5. **INDEMNIFICATION AND HOLD-HARMLESS CLAUSES:** Each party (as "indemnitor") agrees to indemnify, defend, and hold harmless the other party (as "indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable court-awarded 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.
6. **PUBLIC RECORDS LAWS:** Notwithstanding any confidentiality provisions in this Contract to the contrary, disclosure of any documents or records are subject to the public records provisions of Arizona law, A.R.S. § 39-121 et. seq.
7. **JURISDICTION AND LAW:** Notwithstanding any provision in this Contract to the contrary, the Contract shall be governed by Arizona law and jurisdiction shall be in Arizona courts with venue in Cochise County, Arizona.
8. **BOYCOTT OF ISRAEL:** In accordance with ARS § 35-393.01, Contractor certifies that the Contractor is currently not engaged in, and for the duration of this Agreement agrees not to engage in, a boycott of Israel.

Willdan Financial Services

City of Bisbee

By: Dan V. Jackson, VP                      Date

David Smith, Mayor                      Date