

## AGENDA

AGENDA OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON TUESDAY, FEBRUARY 4, 2020 AT 7:00 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

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

### ROLL CALL

#### **COUNCIL**

Councilmember Louis Pawlik, Ward III, Mayor Pro Tempore

Councilmember Joni Giacomino, Ward II

Councilmember Bill Higgins, Ward I

Mayor David M. Smith

Councilmember Leslie Johns, Ward I

Councilmember Joan Hansen, Ward II

Councilmember Anna Cline, Ward III

#### **STAFF**

Theresa Coleman, City Manager

Ashlee Coronado, City Clerk

Keri Bagley, Finance Director

Joelle Landers, Personnel Director

Jesus Haro, Public Works Director

Albert Echave, Police Chief

George Castillo, Fire Chief

#### **CITY ATTORNEY**

James Ledbetter

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 Work Session of Mayor and Council held on January 14, 2019 at 5:30 pm.  
Ashlee Coronado, City Clerk
- B. Approval of the Resignation of Susan Mathews from the Library Advisory Board.  
Ashlee Coronado, City Clerk
- C. Approval of the Appointment of Kelly Galligan to the Animal Ordinance Ad Hoc Committee.  
Ashlee Coronado, City Clerk
- D. Approval of the Appointment of Janet Gray to the Animal Ordinance Ad Hoc Committee.  
Ashlee Coronado, City Clerk
- E. Approval of the Appointment of Holly Kemp to the Animal Ordinance Ad Hoc Committee.  
Ashlee Coronado, City Clerk
- F. Approval of the Appointment of Leslie Kurtak to the Animal Ordinance Ad Hoc Committee.  
Ashlee Coronado, City Clerk
- G. Approval of the Appointment of Kathy Sowden to the Animal Ordinance Ad Hoc Committee.  
Ashlee Coronado, City Clerk
- H. Approval of the Appointment of Samantha Poppe to the Youth Council.  
Ashlee Coronado, City Clerk
- I. Approval of the Park, Facility and Right of Way Use Permit for the Use of Goar Park with parking spaces for the Bisbee Pride’s Day Stage: Music & Entertainers on Saturday, June 20, 2020 from 6:00am to 8:00pm, this includes set up and breakdown.  
Ashlee Coronado, City Clerk
- J. Approval of the Park, Facility and Right of Way Use Permit for the Use of Grassy Park with Parking Spaces all around park and street from Friday, June 19, 2020 to Sunday, June 21, 2020 from 6:00am to 10:00pm, this includes set up and breakdown.  
Ashlee Coronado, City Clerk
- K. Approval of a Park, Facility and Right of Way Use Permit for the Use of Subway Street for the Bisbee Pride Village with all parking on Subway Street from Friday, June 19, 2020 and Saturday, June 20, 202 from 10:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm, this includes set up and breakdown.  
Ashlee Coronado, City Clerk
- L. Approval of a Park, Facility and Right of Way Use Permit for the Use of City Park with Parking Spaces in front for the Bisbee Pride Main Stage Performers, Vendors, After Dance and Sunday Bingo, this also includes the use of Taylor Avenue for the Ice Man Race, on Friday, June 19, 2020 and Saturday, June 20, 2020 from 8:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm. Taylor Avenue will only be closed from 7:30 to 10:30 on Saturday, June 21<sup>st</sup>.  
Ashlee Coronado, City Clerk

- M. Approval of a Park, Facility and Right of Way Use Permit for the Use of 100 Tombstone Canyon to Goar Park for the Bisbee Pride Parade on Saturday, June 20, 2020 from 9:30 to 11:00am.

Ashlee Coronado, City Clerk

- N. Approval of a Special Event Liquor License Application submitted by Easterseals Blake Foundation for an event to be held at City Park on Saturday, September 19, 2020 from 11:00 am to 10:00 pm, Dina Scalone, Applicant.

Ashlee Coronado, City Clerk

- O. Approval of a Liquor License Application for the Bisbee Social Club located at 67 Main Street, Bisbee, Arizona; Kevin Arnold Kramber, Applicant.

Ashlee Coronado, City Clerk

- P. Approval of a Liquor License Application for the Family Dollar Store #24979 located at 1101 S Naco Highway, Bisbee, Arizona; Raphael Sean Piche, Applicant.

Ashlee Coronado, City Clerk

### **OLD BUSINESS**

### **NEW BUSINESS**

3. Discussion and Possible Approval of a Contract for Services with Ambulance Medical Billing (AMB) for Ambulance Billing Services.

Keri Bagley, Finance Director

4. Public Hearing and Discussion and Possible Approval to abandon the portion of an easement adjacent to parcel #103-99-053B "Also known as 223 Youngblood Hill".

Theresa Coleman, City Manger

5. Discussion and Possible Approval of a Notice of Intent to Adopt Ordinance O-20-01; Amending the City Code Section 10.1.8, Nuisance.

Theresa Coleman, City Manager

6. Discussion and Possible Approval of Resolution R-20-01; Supporting the Bisbee Bus Transit Program and the Application for funds to Operate the Bisbee Transit/Bus System.

Jesus Haro, Public Works Director

7. Discussion and Possible Approval to publish a Request for Proposal to demolish and dispose of the remaining structure at 118 Arizona Street.

Jesus Haro, Public Works Director

8. Discussion and Possible Approval to purchase Material and Installation for Ultraviolet System upgrades to the San Jose Waste Water Treatment Plant.

Jesus Haro, Public Works Director

9. Discussion and Possible Approval of a Maintenance & Management Agreement between Spillman Technologies and the Bisbee Police Department to incorporate a new Mandatory Uniform Crime Reporting System (NIBRS).

Albert Echave, Chief of Police

10. Discussion and Possible Recommendations regarding the Evaluation of the Job Performance of Theresa Coleman, City Manager.

David M. Smith, Mayor

11. City Manager's Report:

- Update on Street Lights
- 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.):

- Mayor Smith would like to comment on Communication and Transparency.
- Councilmember Giacomino and Cline would like to comment on Norman Wymbs.

**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 915 S. Tovreaville Road, 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.**

#1

Report Criteria:

Invoices with totals above \$0.00 included.  
Paid and unpaid invoices included.

| Vendor   | Vendor Name               | Invoice Number | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|---------------------------|----------------|----------------------------|--------------|--------------------|-------------|------------|
| <b>GENERAL FUND</b>                              |                           |                |                            |              |                    |             |            |
| <b>10-2020203 DENTAL INSUR PAYABLE</b>           |                           |                |                            |              |                    |             |            |
| 2233   | DELTA DENTAL of ARIZONA   | 752619         | COBRA-FEB-2020             | 01/22/2020   | 103.28             | 103.28      | 01/27/2020 |
| 2233   | DELTA DENTAL of ARIZONA   | 752619         | DENTAL-FEB-2020            | 01/22/2020   | 3,335.36           | 3,335.36    | 01/27/2020 |
| <b>10-2021001 HEALTH INSURANCE PAYABLE</b>       |                           |                |                            |              |                    |             |            |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-01-20-A  | INSURANCE PREMIUM-BUY UP-  | 01/23/2020   | 12,133.43          | 12,133.43   | 01/27/2020 |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-01-20-A  | INSURANCE PREMIUM-CORE-J   | 01/23/2020   | 28,910.12          | 28,910.12   | 01/27/2020 |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-02-20-A  | INSURANCE PREMIUM-BUY UP-  | 01/23/2020   | 12,133.43          | 12,133.43   | 01/27/2020 |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-02-20-A  | INSURANCE PREMIUM-CORE-F   | 01/23/2020   | 28,440.80          | 28,440.80   | 01/27/2020 |
| <b>10-2021002 ADDITIONAL LIFE INSUR PAYABLE</b>  |                           |                |                            |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA           | 001049710258   | Employer Pd. Life Ins      | 01/16/2020   | 708.75             | 708.75      | 01/27/2020 |
| 5455   | MUTUAL OF OMAHA           | 001049710258   | Voluntary Life & AD&D      | 01/16/2020   | 627.85             | 627.85      | 01/27/2020 |
| <b>10-2021006 AFLAC INSURANCE PAYABLE</b>        |                           |                |                            |              |                    |             |            |
| 2111   | AFLAC                     | 310571         | AFLAC-JAN 20               | 01/23/2020   | 2,634.60           | 2,634.60    | 01/27/2020 |
| <b>10-2021006 PREPAID LEGAL SVCS PAYABLE</b>     |                           |                |                            |              |                    |             |            |
| 5909   | LEGAL SHIELD              | 20-0111        | LEGAL-BFD-JAN 20           | 01/11/2020   | 77.70              | 77.70       | 01/22/2020 |
| <b>10-2021007 VISION CARE INSUR PAYABLE</b>      |                           |                |                            |              |                    |             |            |
| 2344   | VISION SERVICE PLAN       | 12137640-02-2  | VISION CARE-FEB 20         | 01/11/2020   | 1,053.32           | 1,053.32    | 01/22/2020 |
| 2344   | VISION SERVICE PLAN       | 12137640-02-2  | VISION CARE-FEB 20         | 01/23/2020   | 1,021.64           | 1,021.64    | 01/27/2020 |
| <b>10-2021008 HEALTH INSURANCE-COBRA</b>         |                           |                |                            |              |                    |             |            |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-01-20-A  | INSURANCE PREMIUM-COBRA-   | 01/23/2020   | 469.32             | 469.32      | 01/27/2020 |
| 6917   | BLUE CROSS BLUE SHIELD OF | 37849-02-20-A  | INSURANCE PREMIUM-COBRA-   | 01/23/2020   | 469.32             | 469.32      | 01/27/2020 |
| <b>10-34-10880 PARKS USE PERMIT</b>              |                           |                |                            |              |                    |             |            |
| 7045   | MR. BENZION SHEMTOV       | 20-0115        | DEPOSIT RETURN             | 01/15/2020   | 50.00              | .00         |            |
| <b>10-34-40066 AMBULANCE FEES</b>                |                           |                |                            |              |                    |             |            |
| 7044   | LAWRENCE E CLARK          | 19-3103        | CUSTOMER OVERPAYMENT       | 01/16/2020   | 93.98              | .00         |            |
| 7043   | OPAL WOOD                 | 19-3321        | CUSTOMER OVERPAYMENT       | 01/16/2020   | 93.31              | .00         |            |
| Total :  |                           |                |                            |              | 92,356.21          | 92,118.92   |            |
| <b>MAYOR &amp; COUNCIL</b>                       |                           |                |                            |              |                    |             |            |
| <b>10-50-46000 OPERATIONAL EXPENSES</b>          |                           |                |                            |              |                    |             |            |
| 6340   | OFFICE DEPOT              | 418008561001   | ADJUSTMENT                 | 12/27/2019   | .02                | .00         |            |
| Total MAYOR & COUNCIL:                           |                           |                |                            |              | .02                | .00         |            |
| <b>CITY MANAGER</b>                              |                           |                |                            |              |                    |             |            |
| <b>10-51-11501 STANDARD DISABILITY INSURANCE</b> |                           |                |                            |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA           | 001049710258   | STD - City Mgr.            | 01/16/2020   | 22.43              | 22.43       | 01/27/2020 |
| <b>10-51-13100 BUSINESS TRAVEL</b>               |                           |                |                            |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE   | 20-0107        | LODGING-CM-COLEMAN         | 01/07/2020   | 130.04             | 130.04      | 01/23/2020 |
| <b>10-51-24000 TELEPHONE &amp; FAX</b>           |                           |                |                            |              |                    |             |            |
| 6050   | VERIZON                   | 9846272668     | City Mgr.                  | 01/13/2020   | 55.44              | 55.44       | 01/22/2020 |
| <b>10-51-46000 OPERATIONAL EXPENSES</b>          |                           |                |                            |              |                    |             |            |
| 7042   | PREMIER ALLIANCES         | 20-0128        | CONFERENCE CENTER RENTA    | 01/28/2020   | 120.00             | .00         |            |
| Total CITY MANAGER:                              |                           |                |                            |              | 327.91             | 207.91      |            |
| <b>FINANCE DEPARTMENT</b>                        |                           |                |                            |              |                    |             |            |
| <b>10-52-11501 STANDARD DISABILITY INSURANCE</b> |                           |                |                            |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA           | 001049710258   | STD - Finance              | 01/16/2020   | 89.09              | 89.09       | 01/27/2020 |
| <b>10-52-11800 STATE UNEMPLOYMENT</b>            |                           |                |                            |              |                    |             |            |
| 1807   | AZ DES-UNEMPLOYMENT TAX   | 20-0113        | AZ ACCT NO 2040840/2019/Q4 | 01/13/2020   | 2,880.00           | 2,880.00    | 01/27/2020 |

| Vendor   | Vendor Name                   | Invoice Number | Description                      | Invoice Date | Net Invoice Amount | Amount Paid     | Date Paid  |
|--|-------------------------------|----------------|----------------------------------|--------------|--------------------|-----------------|------------|
| 10-52-24000                                      | TELEPHONE & FAX               |                |                                  |              |                    |                 |            |
| 6050   | VERIZON                       | 9846272668     | Finance                          | 01/13/2020   | 36.72              | 36.72           | 01/22/2020 |
| 10-52-41500                                      | OFFICE SUPPLIES               |                |                                  |              |                    |                 |            |
| 6340   | OFFICE DEPOT                  | 429318573001   | PENS, STAPLES                    | 01/16/2020   | 19.20              | .00             |            |
| 10-52-43500                                      | POSTAGE & METER TAPES         |                |                                  |              |                    |                 |            |
| 1829   | POSTMASTER - BISBEE MAIN O    | 20-0129        | MAIL S&G                         | 01/29/2020   | 793.78             | 793.78          | 01/29/2020 |
| <b>Total FINANCE DEPARTMENT:</b>                 |                               |                |                                  |              | <b>3,818.79</b>    | <b>3,799.59</b> |            |
| <b>CITY CLERK</b>                                |                               |                |                                  |              |                    |                 |            |
| 10-53-11501                                      | STANDARD DISABILITY INSURANCE |                |                                  |              |                    |                 |            |
| 5455   | MUTUAL OF OMAHA               | 001049710258   | STD - City Clerk                 | 01/16/2020   | 32.76              | 32.76           | 01/27/2020 |
| 10-53-24000                                      | TELEPHONE & FAX               |                |                                  |              |                    |                 |            |
| 6050   | VERIZON                       | 9846272668     | City Clerk                       | 01/13/2020   | 36.72              | 36.72           | 01/22/2020 |
| 10-53-46000                                      | OPERATIONAL EXPENSES          |                |                                  |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | CENSUS WATER BOTTLES             | 01/07/2020   | 781.45             | 781.45          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | CENSUS BOOKMARKS                 | 01/07/2020   | 55.76              | 55.76           | 01/23/2020 |
| <b>Total CITY CLERK:</b>                         |                               |                |                                  |              | <b>906.69</b>      | <b>906.69</b>   |            |
| <b>COMMUNITY DEVELOPMENT</b>                     |                               |                |                                  |              |                    |                 |            |
| 10-54-21000                                      | ELECTRIC - SHELTER            |                |                                  |              |                    |                 |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3)    | 1587010000-0   | 938 Tovreaville Rd Kennel #15870 | 01/27/2020   | 246.98             | 246.98          | 01/27/2020 |
| 10-54-24000                                      | TELEPHONE & FAX - SHELTER     |                |                                  |              |                    |                 |            |
| 4192   | CENTURY LINK                  | 420B-01-20     | ANIMAL SHELTER 520-432-8020      | 01/27/2020   | 34.00              | 34.00           | 01/27/2020 |
| 10-54-24001                                      | INTERNET FEES - SHELTER       |                |                                  |              |                    |                 |            |
| 4059   | SPARKLIGHT                    | 20-0123/AS     | Internet Svc-Animal Shelter      | 01/22/2020   | 78.44              | 78.44           | 01/22/2020 |
| 10-54-46542                                      | ANIMAL SHELTER EXPENSES       |                |                                  |              |                    |                 |            |
| 3163   | AZ STATE PRISON Cmplx-Dou     | D08186420200   | DOC LABOR CREW/AS                | 01/27/2020   | 20.00              | .00             |            |
| 3163   | AZ STATE PRISON Cmplx-Dou     | D08186920200   | DOC LABOR CREW/AS                | 01/14/2020   | 20.00              | .00             |            |
| <b>Total COMMUNITY DEVELOPMENT:</b>              |                               |                |                                  |              | <b>399.42</b>      | <b>359.42</b>   |            |
| <b>ADMINISTRATION &amp; GENERAL GOV'T</b>        |                               |                |                                  |              |                    |                 |            |
| 10-55-21000                                      | ELECTRIC                      |                |                                  |              |                    |                 |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3)    | 0149540000-0   | 118 AZ Street - #0149540000      | 01/22/2020   | 74.68              | 74.68           | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3)    | 1097842562-0   | Tovreaville Rd #1097842562       | 01/27/2020   | 303.98             | 303.98          | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3)    | 7290017491-0   | 2118 Newell St. Naco #72900174   | 01/27/2020   | 106.48             | 106.48          | 01/27/2020 |
| 10-55-24000                                      | TELEPHONE & FAX               |                |                                  |              |                    |                 |            |
| 4192   | CENTURY LINK                  | 408B-01-20     | FAX 520-432-7647 408B            | 01/27/2020   | 34.00              | 34.00           | 01/27/2020 |
| 4192   | CENTURY LINK                  | 422B-01-20     | CITY HALL 520-432-7380 422B      | 01/27/2020   | 103.74             | 103.74          | 01/27/2020 |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | YIPEL                            | 01/07/2020   | 647.11             | 647.11          | 01/23/2020 |
| 10-55-41500                                      | OFFICE SUPPLIES               |                |                                  |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | BINDERS                          | 01/07/2020   | 14.24              | 14.24           | 01/23/2020 |
| 10-55-43500                                      | POSTAGE                       |                |                                  |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | STAMPS.COM MONTHLY FEE           | 01/07/2020   | 27.39              | 27.39           | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | STAMPS.COM                       | 01/07/2020   | 250.00             | 250.00          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | STAMPS.COM-REFILL                | 01/07/2020   | 250.00             | 250.00          | 01/23/2020 |
| 10-55-46000                                      | OPERATIONAL EXPENSES          |                |                                  |              |                    |                 |            |
| 7042   | PREMIER ALLIANCES             | 20-0121        | CONFERENCE CENTER RENTA          | 01/21/2020   | 120.00             | 120.00          | 01/23/2020 |
| <b>Total ADMINISTRATION &amp; GENERAL GOV'T:</b> |                               |                |                                  |              | <b>1,931.62</b>    | <b>1,931.62</b> |            |
| <b>PERSONNEL</b>                                 |                               |                |                                  |              |                    |                 |            |
| 10-56-12500                                      | RECRUITMENT/EMPLOYEE TESTING  |                |                                  |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE       | 20-0107        | REFRESHMENTS-OPEN HOUS           | 01/07/2020   | 34.10              | 34.10           | 01/23/2020 |
| 10-56-24000                                      | TELEPHONE & FAX               |                |                                  |              |                    |                 |            |
| 6050   | VERIZON                       | 9846272668     | HR                               | 01/13/2020   | 38.09              | 38.09           | 01/22/2020 |

| Vendor   | Vendor Name                | Invoice Number | Description                     | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|---------------------------------|--------------|--------------------|-------------|------------|
| <b>10-56-41500 OFFICE SUPPLIES</b>               |                            |                |                                 |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICE SUPPLIES                 | 01/07/2020   | 23.66              | 23.66       | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICE SUPPLIES                 | 01/07/2020   | 19.73              | 19.73       | 01/23/2020 |
| Total PERSONNEL:                                 |                            |                |                                 |              | 115.58             | 115.58      |            |
| <b>WATER SYSTEMS</b>                             |                            |                |                                 |              |                    |             |            |
| <b>10-58-21000 ELECTRIC</b>                      |                            |                |                                 |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6224970000-1   | Douglas RD Pump - #622497000    | 01/22/2020   | 43.03              | 43.03       | 01/22/2020 |
| Total WATER SYSTEMS:                             |                            |                |                                 |              | 43.03              | 43.03       |            |
| <b>INFORMATION SYSTEMS</b>                       |                            |                |                                 |              |                    |             |            |
| <b>10-59-13500 SUBSCRIPTIONS &amp; DUES</b>      |                            |                |                                 |              |                    |             |            |
| 6343   | EXECUTECH                  | 142526         | EXCHANGE CLOUD FILE, EXCH       | 12/31/2019   | 598.17             | .00         |            |
| <b>10-59-31000 PROFESSIONAL FEES</b>             |                            |                |                                 |              |                    |             |            |
| 6343   | EXECUTECH                  | EXEC-72399     | IT SERVICE AGREEMENT-AUGU       | 12/31/2019   | 4,090.19           | .00         |            |
| 6343   | EXECUTECH                  | EXEC-73053     | CONTRACT LABOR OVERAGE          | 12/31/2019   | 2,851.99           | .00         |            |
| <b>10-59-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                 |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | GODADDY DOMAIN                  | 01/07/2020   | 36.34              | 36.34       | 01/23/2020 |
| Total INFORMATION SYSTEMS:                       |                            |                |                                 |              | 7,576.69           | 36.34       |            |
| <b>POLICE DEPARTMENT</b>                         |                            |                |                                 |              |                    |             |            |
| <b>10-62-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                 |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Police Officers (Sworn)   | 01/16/2020   | 318.72             | 318.72      | 01/27/2020 |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD/LTD - Police (Non-Sworn)    | 01/16/2020   | 88.36              | 88.36       | 01/27/2020 |
| <b>10-62-12300 UNIFORMS &amp; CLOTHING</b>       |                            |                |                                 |              |                    |             |            |
| 6479   | FX TACTICAL                | 11-10013277    | UNIFORMS/OLSEN                  | 01/13/2020   | 1,077.23           | .00         |            |
| 6479   | FX TACTICAL                | 11-10013381    | UNIFORMS/NASH                   | 01/18/2020   | 529.95             | .00         |            |
| 5821   | PRINT & STITCH             | 578            | UNIFORM/LONG                    | 01/13/2020   | 28.00              | .00         |            |
| 7046   | RITCHIE, JAY               | 19-1227        | REIMBURSEMENT-UNIFORM           | 12/27/2019   | 122.53             | .00         |            |
| <b>10-62-13100 BUSINESS TRAVEL</b>               |                            |                |                                 |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | LODGING                         | 01/07/2020   | 423.02             | 423.02      | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | LODGING-LEADERSHIP              | 01/07/2020   | 824.90             | 824.90      | 01/23/2020 |
| <b>10-62-13400 EDUCATION &amp; TRAINING</b>      |                            |                |                                 |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | EXP-OPIUM TRAINING              | 01/07/2020   | 30.00              | 30.00       | 01/23/2020 |
| <b>10-62-21000 ELECTRIC</b>                      |                            |                |                                 |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 0546921000-0   | 1 W HWY 92 Police #054692100    | 01/22/2020   | 654.88             | 654.88      | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 0625720000-0   | 938 BTovreaville Rd Impound Lot | 01/27/2020   | 43.17              | 43.17       | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 8692821000-0   | 129 Tank Hill D - #8692821000   | 01/22/2020   | 56.92              | 56.92       | 01/22/2020 |
| <b>10-62-22000 WATER</b>                         |                            |                |                                 |              |                    |             |            |
| 1106   | AZ WATER COMPANY           | 03109045754-   | 35 HWY 92 T/CIR #03109045754    | 01/22/2020   | 70.96              | 70.96       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109045754-   | 35 HWY 92 T/CIR #03109045754    | 01/22/2020   | 70.96              | 70.96       | 01/22/2020 |
| <b>10-62-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                 |              |                    |             |            |
| 4192   | CENTURY LINK               | 402B-01-20     | POLICE 520-432-2261 402B        | 01/27/2020   | 259.93             | 259.93      | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | Police                          | 01/13/2020   | 655.86             | 655.86      | 01/22/2020 |
| <b>10-62-24001 INTERNET ACCESS FEES</b>          |                            |                |                                 |              |                    |             |            |
| 4059   | SPARKLIGHT                 | 20-0123/BPD    | Internet Svc-Police Department  | 01/22/2020   | 138.99             | 138.99      | 01/22/2020 |
| 6050   | VERIZON                    | 9846281563     | Police Air cards                | 01/13/2020   | 760.23             | 760.23      | 01/22/2020 |
| <b>10-62-34000 CONTRACT SERVICES</b>             |                            |                |                                 |              |                    |             |            |
| 1499   | RICOH USA, INC             | 5058530539     | COPIER MAINT AGRMNT/BPD         | 01/06/2020   | 58.51              | .00         |            |
| <b>10-62-34100 DOC WORKERS</b>                   |                            |                |                                 |              |                    |             |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08102019122   | DOC LABOR CREW/BPD              | 01/02/2020   | 32.00              | .00         |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08820200109   | DOC LABOR CREW/BPD              | 01/14/2020   | 24.00              | .00         |            |
| <b>10-62-41500 OFFICE SUPPLIES</b>               |                            |                |                                 |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICE SUPPLIES                 | 01/07/2020   | 51.12              | 51.12       | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | ADAPTER DONGLE NETWORK          | 01/07/2020   | 69.00              | 69.00       | 01/23/2020 |

| Vendor   | Vendor Name                | Invoice Number | Description                     | Invoice Date | Net Invoice Amount | Amount Paid     | Date Paid  |
|--|----------------------------|----------------|---------------------------------|--------------|--------------------|-----------------|------------|
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICE SUPPLIES                 | 01/07/2020   | 59.70              | 59.70           | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICE SUPPLIES                 | 01/07/2020   | 16.06              | 16.06           | 01/23/2020 |
| <b>10-62-42050 NON CAP ADMIN EQUIP/FURN</b>      |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | CHAIR                           | 01/07/2020   | 430.55             | 430.55          | 01/23/2020 |
| <b>10-62-43600 POSTAGE</b>                       |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | STAMPS.COM-POSTAGE              | 01/07/2020   | 19.72              | 19.72           | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | STAMPS.COM                      | 01/07/2020   | 25.00              | 25.00           | 01/23/2020 |
| <b>10-62-45100 DISPOSABLE EQUIP &amp; TOOLS</b>  |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | CRIMPER TOOL, CABLE             | 01/07/2020   | 91.84              | 91.84           | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | OFFICER EQUIPMENT               | 01/07/2020   | 350.86             | 350.86          | 01/23/2020 |
| <b>10-62-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                 |              |                    |                 |            |
| 1520   | LAW ENFORCEMENT SYSTEMS    | 209429         | ABANDONED VEHICLE LABELS/       | 01/15/2020   | 54.00              | .00             |            |
| <b>10-62-46626 ANIMAL CONTROL EXPENSE</b>        |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | SLIP LEADS, GLOVES, LEASHE      | 01/07/2020   | 298.06             | 298.06          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | CAGES, TONGS FOR ACO            | 01/07/2020   | 131.48             | 131.48          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | ANIMAL POLE                     | 01/07/2020   | 254.81             | 254.81          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | 25PR BOOT                       | 01/07/2020   | 98.79              | 98.79           | 01/23/2020 |
| <b>Total POLICE DEPARTMENT:</b>                  |                            |                |                                 |              | <b>8,018.11</b>    | <b>6,093.89</b> |            |
| <b>FIRE DEPARTMENT</b>                           |                            |                |                                 |              |                    |                 |            |
| <b>10-64-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                 |              |                    |                 |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD/LTD - Fire                  | 01/16/2020   | 557.84             | 557.84          | 01/27/2020 |
| <b>10-64-13400 EDUCATION &amp; TRAINING</b>      |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | 2020 FIRE HOUSE WORLD           | 01/07/2020   | 319.00             | 319.00          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | 2020 FIRE HOUSE WORLD           | 01/07/2020   | 319.00             | 319.00          | 01/23/2020 |
| <b>10-64-21000 ELECTRIC</b>                      |                            |                |                                 |              |                    |                 |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 9079721000-1   | 192 Hwy 92 Hwy Fire Station #90 | 01/27/2020   | 445.90             | 445.90          | 01/27/2020 |
| <b>10-64-23000 GAS</b>                           |                            |                |                                 |              |                    |                 |            |
| 1751   | SOUTHWEST GAS CORPORATI    | 472000555002   | 645 Tombstone Cyn - Fire #47200 | 01/22/2020   | 183.00             | 183.00          | 01/22/2020 |
| <b>10-64-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                 |              |                    |                 |            |
| 4192   | CENTURY LINK               | 278B-01-20     | FIRE DEPT 520-432-1985 278B     | 01/27/2020   | 69.99              | 69.99           | 01/27/2020 |
| 4192   | CENTURY LINK               | 398B-01-20     | FIRE DEPT 520-432-4110 398B     | 01/27/2020   | 82.72              | 82.72           | 01/27/2020 |
| 4192   | CENTURY LINK               | 412B-01-20     | FIRE DEPT #2 520-432-8022 412   | 01/27/2020   | 55.17              | 55.17           | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | Fire                            | 01/13/2020   | 363.25             | 363.25          | 01/22/2020 |
| <b>10-64-34000 CONTRACT SERVICES</b>             |                            |                |                                 |              |                    |                 |            |
| 5710   | XEROX CORPORATION          | 99123175       | BASE CHARGE & USAGE/BFD         | 01/01/2020   | 178.20             | .00             |            |
| <b>10-64-34010 AMBULANCE BILLING SERVICES</b>    |                            |                |                                 |              |                    |                 |            |
| 6643   | AMBISERV                   | 297            | 3.5% OF NET CASH COLLECTE       | 12/10/2019   | 850.88             | .00             |            |
| 6643   | AMBISERV                   | 298            | 3.5% OF NET CASH COLLECTE       | 01/10/2020   | 1,857.97           | .00             |            |
| <b>10-64-43500 POSTAGE</b>                       |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | USPS-SHIPPING                   | 01/07/2020   | 10.50              | 10.50           | 01/23/2020 |
| <b>10-64-45100 DISPOSABLE EQUIP &amp; TOOLS</b>  |                            |                |                                 |              |                    |                 |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | 4 CHANNEL WATT EQUIPMENT-       | 01/07/2020   | 216.09             | 216.09          | 01/23/2020 |
| <b>10-64-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                 |              |                    |                 |            |
| 1659   | ACE HARDWARE               | 28815          | STENCIL                         | 01/08/2020   | 9.75               | .00             |            |
| 1659   | ACE HARDWARE               | 28881          | SHELF, BRACKET, SCREWS, FA      | 01/15/2020   | 19.49              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173011         | BULBS                           | 01/07/2020   | 19.16              | .00             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | SHIFT CALENDARS                 | 01/07/2020   | 255.48             | 255.48          | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | SHIFT CALENDARDS                | 01/07/2020   | 16.86              | 16.86           | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | MVP AWARDS                      | 01/07/2020   | 93.50              | 93.50           | 01/23/2020 |
| 7047   | EDUCATION SPECIALTY PUBLI  | 60537          | EDUCATION DVDS                  | 10/07/2019   | 198.00             | .00             |            |
| <b>10-64-46641 MEDICAL SUPPLIES</b>              |                            |                |                                 |              |                    |                 |            |
| 1321   | BOUND TREE MEDICAL, LLC    | 83458815       | MEDICAL SUPPLIES/BFD            | 01/01/2020   | 27.17              | .00             |            |
| 1321   | BOUND TREE MEDICAL, LLC    | 83461858       | MEDICAL SUPPLIES/BFD            | 01/03/2020   | 372.88             | .00             |            |
| 1321   | BOUND TREE MEDICAL, LLC    | 83466580       | MEDICAL SUPPLIES/BFD            | 01/08/2020   | 175.02             | .00             |            |
| 1321   | BOUND TREE MEDICAL, LLC    | 83474748       | MEDICAL SUPPLIES/BFD            | 01/05/2020   | 603.57             | .00             |            |

| Vendor   | Vendor Name                | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid     | Date Paid  |
|--|----------------------------|----------------|-------------------------------|--------------|--------------------|-----------------|------------|
| <b>10-64-50100 BLDG REPAIR &amp; MAINT</b>       |                            |                |                               |              |                    |                 |            |
| 1862   | B&D LUMBER & HARDWARE      | 173193         | ANCHOR                        | 01/15/2020   | 2.37               | .00             |            |
| <b>10-64-55000 EQUIPMENT REPAIR &amp; MAINT</b>  |                            |                |                               |              |                    |                 |            |
| 1859   | ACE HARDWARE               | 28817          | 4 CYCL FUEL                   | 01/08/2020   | 37.22              | .00             |            |
| <b>10-64-65200 NON CAP EQUIP PURCHASES</b>       |                            |                |                               |              |                    |                 |            |
| 5833   | L. N. CURTIS & SONS        | INV352601      | FIRE HOOD W/ NOTCHED SHO      | 01/14/2020   | 153.21             | .00             |            |
| <b>10-64-61000 VEHICLE PARTS &amp; LABOR</b>     |                            |                |                               |              |                    |                 |            |
| 8536   | BISBEE AUTO PARTS          | 213651         | HEADLIGHT ASSEMBLY            | 12/28/2019   | 49.24              | .00             |            |
| 8536   | BISBEE AUTO PARTS          | 214356         | LG BLA RED ENGINE             | 01/08/2020   | 47.94              | .00             |            |
| 8536   | BISBEE AUTO PARTS          | 214525         | OIL, BRAKE CLEANER, OIL FILT  | 01/10/2020   | 89.85              | .00             |            |
| 8536   | BISBEE AUTO PARTS          | 214658         | OIL FILTER, BRAKE CLEANER     | 01/13/2020   | 13.95              | .00             |            |
| 8536   | BISBEE AUTO PARTS          | 215019         | SEALANT, SCREW, METAL         | 01/17/2020   | 54.04              | .00             |            |
| <b>10-64-91000 CAPITAL EXPENDITURES</b>          |                            |                |                               |              |                    |                 |            |
| 5392   | COCHISE COUNTY FLEET MAIN  | 20-0123        | 2009 TAHOE VIN#1077           | 01/23/2020   | 4,144.00           | 4,144.00        | 01/27/2020 |
| <b>Total FIRE DEPARTMENT:</b>                    |                            |                |                               |              | <b>12,091.81</b>   | <b>7,132.30</b> |            |
| <b>CEMETERY</b>                                  |                            |                |                               |              |                    |                 |            |
| <b>10-70-46000 OPERATIONAL EXPENSES</b>          |                            |                |                               |              |                    |                 |            |
| 1659   | ACE HARDWARE               | 28927          | TARP                          | 01/22/2020   | 31.65              | .00             |            |
| <b>Total CEMETERY:</b>                           |                            |                |                               |              | <b>31.65</b>       | <b>.00</b>      |            |
| <b>BUILDING &amp; MAINTENANCE</b>                |                            |                |                               |              |                    |                 |            |
| <b>10-74-13100 BUSINESS TRAVEL</b>               |                            |                |                               |              |                    |                 |            |
| 8943   | CORPORATE PAYMENT SYSTE    | 20-0107        | ADJUSTMENT                    | 01/07/2020   | 1.00               | 1.00            | 01/23/2020 |
| <b>10-74-45300 CUSTODIAL SUPPLIES</b>            |                            |                |                               |              |                    |                 |            |
| 4672   | WAXIE SANITARY SUPPLY      | 78828034       | JANITORIAL SUPPLIES           | 01/15/2020   | 623.05             | .00             |            |
| <b>10-74-50100 BLDG REPAIR &amp; MAINT</b>       |                            |                |                               |              |                    |                 |            |
| 1659   | ACE HARDWARE               | 169329         | BITDRILL, FASTENERS           | 01/15/2020   | 107.42             | .00             |            |
| 1659   | ACE HARDWARE               | 28845          | DRILL BIT, FASTENERS          | 01/13/2020   | 67.13              | .00             |            |
| 1659   | ACE HARDWARE               | 28854          | HAMMER, DRILL BIT, HAMMER     | 01/13/2020   | 28.46              | .00             |            |
| 1659   | ACE HARDWARE               | 28862          | PIPE VENTS, CAP VENTS         | 01/14/2020   | 29.32              | .00             |            |
| 1859   | ACE HARDWARE               | 28890          | PWRBLCK GFCI                  | 01/16/2020   | 38.35              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173113         | FLUR BULB                     | 01/13/2020   | 13.47              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173120         | FHP CONCR SCR                 | 01/13/2020   | 39.01              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173128         | BLUE SCREW, POWER BIT, HA     | 01/13/2020   | 53.13              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173143         | FENDER WASH, HILLMAN          | 01/13/2020   | 42.22              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173144         | HAMMER BIT, FHP CONCR SCR     | 01/13/2020   | 123.16             | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173155         | GAS VENT PIPE, FOIL TAPE      | 01/14/2020   | 19.96              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173162         | GAS VENT PIPE, ADJ ELBOW, D   | 01/14/2020   | 47.42              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173163         | WASHERS                       | 01/14/2020   | 68.63              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173182         | HILLMAN, FENDER WASH          | 01/15/2020   | 46.49              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173207         | KEYS, ENTRY KNOBS             | 01/16/2020   | 22.67              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173212         | LUMBER                        | 01/16/2020   | 11.34              | .00             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173307         | ASPH SPRAY PRIMER             | 01/22/2020   | 36.08              | .00             |            |
| 1828   | HOME DEPOT CREDIT SERVIC   | 2512761        | PAINT                         | 12/17/2019   | 139.38             | 139.38          | 01/23/2020 |
| <b>Total BUILDING &amp; MAINTENANCE:</b>         |                            |                |                               |              | <b>1,557.69</b>    | <b>140.38</b>   |            |
| <b>PUBLIC WORKS ADMINISTRATION</b>               |                            |                |                               |              |                    |                 |            |
| <b>10-75-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                               |              |                    |                 |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - PW-Admin.               | 01/16/2020   | 48.63              | 48.63           | 01/27/2020 |
| <b>10-75-21000 ELECTRIC</b>                      |                            |                |                               |              |                    |                 |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 2518290000-0   | 404 Bisbee Rd - #2518290000   | 01/22/2020   | 60.13              | 60.13           | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 5081307274-0   | Tovreaville Rd. #5081307274   | 01/27/2020   | 418.79             | 418.79          | 01/27/2020 |
| <b>10-75-22000 WATER</b>                         |                            |                |                               |              |                    |                 |            |
| 1106   | AZ WATER COMPANY           | 03112030003-0  | 404 Bisbee Rd - PW 0311203000 | 01/27/2020   | 52.89              | 52.89           | 01/27/2020 |

| Vendor   | Vendor Name                | Invoice Number | Description                      | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|----------------------------------|--------------|--------------------|-------------|------------|
| <b>10-75-23000 GAS</b>                           |                            |                |                                  |              |                    |             |            |
| 1751   | SOUTHWEST GAS CORPORATI    | 472011113302   | 404 Bisbee Rd.- #472-0111133-02  | 01/22/2020   | 36.75              | 36.75       | 01/22/2020 |
| <b>10-75-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                  |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | PW                               | 01/13/2020   | 100.88             | 100.88      | 01/22/2020 |
| <b>10-75-41500 OFFICE SUPPLIES</b>               |                            |                |                                  |              |                    |             |            |
| 6340   | OFFICE DEPOT               | 428142879001   | INK, FOLDERS, PLANNER            | 01/14/2020   | 314.34             | .00         |            |
| Total PUBLIC WORKS ADMINISTRATION:               |                            |                |                                  |              | 1,032.41           | 718.07      |            |
| <b>GARAGE</b>                                    |                            |                |                                  |              |                    |             |            |
| <b>10-77-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                  |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - PW Garage                  | 01/16/2020   | 39.14              | 39.14       | 01/27/2020 |
| <b>10-77-21000 ELECTRIC</b>                      |                            |                |                                  |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6690180000-0   | Tovreaville Rd Warehouse \$433.5 | 01/27/2020   | 245.50             | 245.50      | 01/27/2020 |
| <b>10-77-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                  |              |                    |             |            |
| 4192   | CENTURY LINK               | 418B-01-20     | PW GARAGE 520-432-6044 418       | 01/27/2020   | 141.33             | 141.33      | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | City Garage                      | 01/13/2020   | 73.44              | 73.44       | 01/22/2020 |
| <b>10-77-34000 CONTRACT SERVICES</b>             |                            |                |                                  |              |                    |             |            |
| 6448   | UNIFIRST CORPORATION       | 3101006830     | UNIFORMS/GAR                     | 01/15/2020   | 29.92              | .00         |            |
| 6448   | UNIFIRST CORPORATION       | 3101008037     | UNIFORMS/GAR                     | 01/22/2020   | 29.92              | .00         |            |
| <b>10-77-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                  |              |                    |             |            |
| 6536   | BISBEE AUTO PARTS          | 215324         | TACTICAL LIGHT, UTILITY GLOV     | 01/22/2020   | 109.14             | .00         |            |
| <b>10-77-61000 VEHICLE PARTS &amp; LABOR</b>     |                            |                |                                  |              |                    |             |            |
| 6536   | BISBEE AUTO PARTS          | 215425         | FUEL LINE HOSE, FUEL FILTER,     | 01/23/2020   | 13.33              | .00         |            |
| Total GARAGE:                                    |                            |                |                                  |              | 681.72             | 499.41      |            |
| <b>BUILDING INSPECTOR</b>                        |                            |                |                                  |              |                    |             |            |
| <b>10-79-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                  |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Bldg Inspector             | 01/16/2020   | 22.43              | 22.43       | 01/27/2020 |
| <b>10-79-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                  |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Bldg Insp                        | 01/13/2020   | 20.60              | 20.60       | 01/22/2020 |
| <b>10-79-24001 INTERNET</b>                      |                            |                |                                  |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Bldg Insp Air Card               | 01/13/2020   | 40.01              | 40.01       | 01/22/2020 |
| <b>10-79-41500 OFFICE SUPPLIES</b>               |                            |                |                                  |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | WHITE BOARD                      | 01/07/2020   | 48.74              | 48.74       | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | WHITE BOARD                      | 01/07/2020   | 48.74              | 48.74       | 01/23/2020 |
| Total BUILDING INSPECTOR:                        |                            |                |                                  |              | 180.52             | 180.52      |            |
| <b>PARKS</b>                                     |                            |                |                                  |              |                    |             |            |
| <b>10-80-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                  |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Parks                      | 01/16/2020   | 28.39              | 28.39       | 01/27/2020 |
| <b>10-80-21000 ELECTRIC</b>                      |                            |                |                                  |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 0655901000-0   | E Vista Park - #0655901000       | 01/22/2020   | 44.77              | 44.77       | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 3984490000-1   | Main St Park - #3984490000       | 01/22/2020   | 103.52             | 103.52      | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6333950000-1   | Goar Park - #6333950000          | 01/22/2020   | 48.94              | 48.94       | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6621361000-0   | E Vista Court - #6621361000      | 01/22/2020   | 74.96              | 74.96       | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6730341000-1   | Brewery Gulch C Park #67303410   | 01/22/2020   | 49.87              | 49.87       | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 9158520000-0   | Vista Park - #9158520000         | 01/22/2020   | 42.89              | 42.89       | 01/22/2020 |
| <b>10-80-22000 WATER</b>                         |                            |                |                                  |              |                    |             |            |
| 1106   | AZ WATER COMPANY           | 03106053651-   | Grassy Park- Restrooms 0310605   | 01/22/2020   | 106.38             | 106.38      | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03106053651-   | Grassy Park- Restrooms 0310605   | 01/22/2020   | 106.38             | 106.38      | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03106058001-   | City Park Brewery - Parks 031060 | 01/22/2020   | 67.76              | 67.76       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03106058001-   | City Park Brewery - Parks 031060 | 01/22/2020   | 67.76              | 67.76       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109012304-   | Goar Park -#03109012304          | 01/22/2020   | 64.40              | 64.40       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109012304-   | Goar Park -#03109012304          | 01/22/2020   | 64.40              | 64.40       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109045722-   | Traffic Circle #03109045722      | 01/22/2020   | 64.40              | 64.40       | 01/22/2020 |

| Vendor   | Vendor Name                | Invoice Number | Description                        | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|------------------------------------|--------------|--------------------|-------------|------------|
| 1106   | AZ WATER COMPANY           | 03109045722-   | Traffic Circle #03109045722        | 01/22/2020   | 64.40              | 64.40       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109069151-   | Saginaw Park - Parks # 03109069    | 01/22/2020   | 25.88              | 25.88       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109069151-   | Saginaw Park - Parks # 03109069    | 01/22/2020   | 25.88              | 25.88       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03112037563-0  | Mule Mtn Gdn - Parks 031120375     | 01/27/2020   | 52.17              | 52.17       | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112038121-0  | Vista Park - Parks 03112038121     | 01/27/2020   | 130.22             | 130.22      | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112039072-0  | W Vista & Hoatson - Parks 03112    | 01/27/2020   | 418.86             | 418.86      | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112040621-0  | Lower E Vista & Tener Bthrm 0311   | 01/27/2020   | 76.16              | 76.16       | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112040651-0  | Lower Vista Park - Parks 031120    | 01/27/2020   | 141.96             | 141.96      | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112047073-0  | Az St & Cole Ave Irrigation - 0311 | 01/27/2020   | 52.17              | 52.17       | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03112085601-0  | Paul Park Warren - Parks 031120    | 01/27/2020   | 129.86             | 129.86      | 01/27/2020 |
| 1106   | AZ WATER COMPANY           | 03117047651-0  | Galena/Parks - #03117047651        | 01/27/2020   | 26.31              | 26.31       | 01/27/2020 |
| <b>10-80-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                    |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Parks                              | 01/13/2020   | 96.17              | 96.17       | 01/22/2020 |
| <b>10-80-34000 CONTRACT SERVICES</b>             |                            |                |                                    |              |                    |             |            |
| 6448   | UNIFIRST CORPORATION       | 3101006831     | UNIFORMS/PKS                       | 01/15/2020   | 24.59              | .00         |            |
| 6448   | UNIFIRST CORPORATION       | 3101008038     | UNIFORMS/PKS                       | 01/22/2020   | 24.59              | .00         |            |
| <b>10-80-34100 DOC WORKERS</b>                   |                            |                |                                    |              |                    |             |            |
| 3163   | AZ STATE PRISON CMLX-DOU   | D08132020012   | DOC LABOR CREW/PKS                 | 01/27/2020   | 84.00              | .00         |            |
| 3163   | AZ STATE PRISON CMLX-DOU   | D08234320200   | DOC LABOR CREW/PKS                 | 01/27/2020   | 112.00             | .00         |            |
| 3163   | AZ STATE PRISON CMLX-DOU   | D08235820200   | DOC LABOR CREW/PKS                 | 01/15/2020   | 56.00              | .00         |            |
| 3163   | AZ STATE PRISON CMLX-DOU   | D08820200109   | DOC LABOR CREW/PKS                 | 01/15/2020   | 68.00              | .00         |            |
| <b>10-80-45100 DISPOSABLE EQUIP &amp; TOOLS</b>  |                            |                |                                    |              |                    |             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173154         | IMPACT DRIVER SET, TITANIUM        | 01/14/2020   | 50.70              | .00         |            |
| <b>10-80-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                    |              |                    |             |            |
| 1659   | ACE HARDWARE               | 28965          | CHAIN COIL, FASTENERS              | 01/27/2020   | 45.90              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173121         | ENGINE OIL                         | 01/13/2020   | 58.39              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173124         | QRT POP-UP HEAD, PTFE TAPE         | 01/13/2020   | 3.43               | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173131         | X SHAPE NEON GREEN                 | 01/13/2020   | 64.11              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173201         | PAINT, BRUSH SET, PUTTY KNI        | 01/16/2020   | 248.06             | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173272         | GUM SPIRITS TURPENTINE             | 01/21/2020   | 21.45              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173367         | X SHAPE NEON GREEN                 | 01/24/2020   | 64.11              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173403         | KNIT COVER                         | 01/27/2020   | 16.44              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173428         | EPOXY, KEYS                        | 01/27/2020   | 8.91               | .00         |            |
| 1337   | EADS CONSTRUCTION          | 7551           | ROCK/CONCRETE                      | 01/15/2020   | 143.24             | .00         |            |
| <b>10-80-46801 REC PROGRAMS/SPECIAL EVENTS</b>   |                            |                |                                    |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | SANTA WIG, BEARD                   | 01/07/2020   | 10.91              | 10.91       | 01/23/2020 |
| <b>10-80-46802 LANDSCAPING MATERIALS</b>         |                            |                |                                    |              |                    |             |            |
| 1862   | B&D LUMBER & HARDWARE      | 173115         | PVC COUPLING, ADAPTER              | 01/13/2020   | 6.97               | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173141         | BARB COUP, COUPLING RDCN           | 01/13/2020   | 3.81               | .00         |            |
| Total PARKS:                                     |                            |                |                                    |              | 3,290.47           | 2,185.77    |            |
| <b>SWIMMING POOL</b>                             |                            |                |                                    |              |                    |             |            |
| <b>10-81-21000 ELECTRIC</b>                      |                            |                |                                    |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 2409211000-01  | Quality Hill - Pool #2409211000    | 01/22/2020   | 148.92             | 148.92      | 01/22/2020 |
| <b>10-81-22000 WATER</b>                         |                            |                |                                    |              |                    |             |            |
| 1106   | AZ WATER COMPANY           | 03106006471-   | Swimming Pool - 03106006471        | 01/22/2020   | 260.89             | 260.89      | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03106006471-   | Swimming Pool - 03106006471        | 01/22/2020   | 260.89             | 260.89      | 01/22/2020 |
| <b>10-81-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                    |              |                    |             |            |
| 4192   | CENTURY LINK               | 428B-01-20     | SWIMMING POOL 520-432-8042         | 01/27/2020   | 40.10              | 40.10       | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | City Pool                          | 01/13/2020   | 22.97-             | 22.97-      | 01/22/2020 |
| Total SWIMMING POOL:                             |                            |                |                                    |              | 687.83             | 687.83      |            |
| <b>LIBRARY</b>                                   |                            |                |                                    |              |                    |             |            |
| <b>10-83-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                    |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Library                      | 01/16/2020   | 35.32              | 35.32       | 01/27/2020 |

| Vendor                                     | Vendor Name                | Invoice Number | Description                        | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|------------------------------------|--------------|--------------------|-------------|------------|
| <b>10-83-21000 ELECTRIC</b>                |                            |                |                                    |              |                    |             |            |
| 1097                                       | AZ PUBLIC SERVICE (2 of 3) | 3331410000-1   | 6 MAIN St Library - Library -#3331 | 01/22/2019   | 544.68             | 544.68      | 01/22/2020 |
| <b>10-83-22000 WATER</b>                   |                            |                |                                    |              |                    |             |            |
| 1106                                       | AZ WATER COMPANY           | 03106016751-   | Library - Lib 03106016751          | 01/22/2020   | 75.51              | 75.51       | 01/22/2020 |
| 1106                                       | AZ WATER COMPANY           | 03106016751-   | Library - Lib 03106016751          | 01/22/2020   | 75.51              | 75.51       | 01/22/2020 |
| <b>10-83-24000 TELEPHONE &amp; FAX</b>     |                            |                |                                    |              |                    |             |            |
| 4192                                       | CENTURY LINK               | 414B-01-20     | LIBRARY 520-432-4232 414B          | 01/27/2020   | 205.06             | 205.06      | 01/27/2020 |
| <b>10-83-24001 INTERNET ACCESS</b>         |                            |                |                                    |              |                    |             |            |
| 4059                                       | SPARKLIGHT                 | 20-0123/LIB    | Internet Svc-Library               | 01/22/2020   | 146.43             | 146.43      | 01/22/2020 |
| <b>10-83-34000 CONTRACT SERVICES</b>       |                            |                |                                    |              |                    |             |            |
| 1499                                       | RICOH USA, INC             | 32971067       | COPIER MAINT AGRMNT                | 01/17/2020   | 99.89              | .00         |            |
| 5710                                       | XEROX CORPORATION          | 99123176       | BASE CHARGE & USAGE/LIB            | 01/01/2020   | 54.69              | .00         |            |
| <b>10-83-41500 OFFICE SUPPLIES</b>         |                            |                |                                    |              |                    |             |            |
| 4926                                       | AMAZON                     | 988643389438   | OFFICE SUPPLIES                    | 01/07/2020   | 19.99              | .00         |            |
| <b>10-83-46831 BOOKS</b>                   |                            |                |                                    |              |                    |             |            |
| 4926                                       | AMAZON                     | 435864645945   | BOOKS                              | 01/07/2020   | 62.34              | .00         |            |
| 4926                                       | AMAZON                     | 438935544565   | BOOKS                              | 12/30/2019   | 145.16             | .00         |            |
| 4926                                       | AMAZON                     | 444747993579   | BOOKS                              | 12/31/2019   | 15.80              | .00         |            |
| 4926                                       | AMAZON                     | 445574865339   | CREDIT                             | 12/05/2019   | 17.99-             | .00         |            |
| 4926                                       | AMAZON                     | 465698363853   | BOOKS                              | 01/07/2020   | 36.24              | .00         |            |
| 4926                                       | AMAZON                     | 468377546737   | BOOKS                              | 12/31/2019   | 13.99              | .00         |            |
| 4926                                       | AMAZON                     | 656959937638   | BOOKS                              | 12/25/2019   | 220.59             | .00         |            |
| 4926                                       | AMAZON                     | 664534357979   | BOOKS                              | 01/03/2020   | 12.00              | .00         |            |
| 4926                                       | AMAZON                     | 665438584876   | BOOKS                              | 12/10/2019   | 19.89              | .00         |            |
| 4926                                       | AMAZON                     | 866985453543   | BOOKS                              | 12/25/2019   | 20.47              | .00         |            |
| 4926                                       | AMAZON                     | 868654775863   | BOOKS                              | 12/19/2019   | 53.17              | .00         |            |
| 1125                                       | BAKER & TAYLOR, INC        | 5015957622     | BOOKS/LIBRARY                      | 01/14/2020   | 35.12              | .00         |            |
| <b>10-83-46832 AUDIO VISUAL MATERIAL</b>   |                            |                |                                    |              |                    |             |            |
| 4926                                       | AMAZON                     | 454474846477   | DVDS                               | 12/24/2019   | 19.98              | .00         |            |
| 4926                                       | AMAZON                     | 474984344688   | DVDS                               | 01/08/2020   | 30.98              | .00         |            |
| 4926                                       | AMAZON                     | 754736979544   | DVDS                               | 12/25/2019   | 19.89              | .00         |            |
| <b>10-83-46833 CHILDRENS MATERIALS</b>     |                            |                |                                    |              |                    |             |            |
| 4926                                       | AMAZON                     | 443377347439   | CHILDRENS MATERIALS                | 12/12/2019   | 17.76              | .00         |            |
| 4926                                       | AMAZON                     | 458385933494   | CHILDRENS MATERIALS                | 12/14/2019   | 156.02             | .00         |            |
| 4926                                       | AMAZON                     | 473459773745   | CHILDRENS MATERIALS                | 12/24/2019   | 14.05              | .00         |            |
| 4926                                       | AMAZON                     | 573464637496   | CHILDRENS MATERIALS                | 12/19/2019   | 11.89              | .00         |            |
| 4926                                       | AMAZON                     | 997879537679   | CHILDRENS MATERIALS                | 12/14/2019   | 29.29              | .00         |            |
| Total LIBRARY:                             |                            |                |                                    |              | 2,173.72           | 1,082.51    |            |
| <b>SENIOR CITIZENS CENTER</b>              |                            |                |                                    |              |                    |             |            |
| <b>10-85-21000 ELECTRIC</b>                |                            |                |                                    |              |                    |             |            |
| 1097                                       | AZ PUBLIC SERVICE (2 of 3) | 8339841000-0   | 300 Collins Rd. #8339841000        | 01/27/2020   | 422.13             | 422.13      | 01/27/2020 |
| <b>10-85-23000 GAS</b>                     |                            |                |                                    |              |                    |             |            |
| 1189                                       | AMERIGAS-SIERRA VISTA      | 310137068      | PROPANE GAS                        | 01/11/2020   | 1,064.82           | .00         |            |
| <b>10-85-24000 TELEPHONE &amp; FAX</b>     |                            |                |                                    |              |                    |             |            |
| 4192                                       | CENTURY LINK               | 416B-01-20     | SENIOR CENTER 520-432-2167         | 01/27/2020   | 78.06              | 78.06       | 01/27/2020 |
| <b>10-85-24001 INTERNET ACCESS FEES</b>    |                            |                |                                    |              |                    |             |            |
| 4059                                       | SPARKLIGHT                 | 20-0123/SC     | Internet Svc- Senior Center        | 01/22/2020   | 59.50              | 59.50       | 01/22/2020 |
| <b>10-85-34100 DOC WORKERS</b>             |                            |                |                                    |              |                    |             |            |
| 3163                                       | AZ STATE PRISON CMLX-DOU   | D08132020012   | DOC LABOR CREW/SC                  | 01/27/2020   | 32.00              | .00         |            |
| 3163                                       | AZ STATE PRISON CMLX-DOU   | D0882020109B   | DOC LABOR CREW/SC                  | 01/14/2020   | 24.00              | .00         |            |
| <b>10-85-50100 BLDG REPAIR &amp; MAINT</b> |                            |                |                                    |              |                    |             |            |
| 5269                                       | G & L PLUMBING, LLC        | 1776           | SINK REMOVAL, INSTALL NEW          | 12/29/2019   | 120.00             | .00         |            |
| Total SENIOR CITIZENS CENTER               |                            |                |                                    |              | 1,800.51           | 559.69      |            |

| Vendor   | Vendor Name                | Invoice Number | Description                     | Invoice Date | Net Invoice Amount | Amount Paid       | Date Paid  |
|--|----------------------------|----------------|---------------------------------|--------------|--------------------|-------------------|------------|
| <b>Total GENERAL FUND:</b>                       |                            |                |                                 |              | <b>139,022.40</b>  | <b>118,799.47</b> |            |
| <b>PUBLIC SAFETY - FIRE GRANTS</b>               |                            |                |                                 |              |                    |                   |            |
| <b>GRANT EXP - PS - FIRE</b>                     |                            |                |                                 |              |                    |                   |            |
| <b>17-40-22506 FEMA EQUIPMENT GRANT</b>          |                            |                |                                 |              |                    |                   |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | MSA TENSIONER BOTTLE            | 01/07/2020   | 380.00             | 380.00            | 01/23/2020 |
| 5633   | L. N. CURTIS & SONS        | INV349500      | GRANT FUNDING/EQUIPMENT         | 01/06/2020   | 303,500.62         | .00               |            |
| <b>Total GRANT EXP - PS - FIRE:</b>              |                            |                |                                 |              | <b>303,880.62</b>  | <b>380.00</b>     |            |
| <b>Total PUBLIC SAFETY - FIRE GRANTS:</b>        |                            |                |                                 |              | <b>303,880.62</b>  | <b>380.00</b>     |            |
| <b>TRANSIENT ROOM TAX</b>                        |                            |                |                                 |              |                    |                   |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                                 |              |                    |                   |            |
| <b>20-40-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                 |              |                    |                   |            |
| 4192   | CENTURY LINK               | 251B-01-20     | V. C. ANNEX 520-432-3539 251    | 01/27/2020   | 34.00              | 34.00             | 01/27/2020 |
| 4192   | CENTURY LINK               | 500B-01-20     | VISITOR CENTER 520-432-3554     | 01/27/2020   | 113.19             | 113.19            | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | VC                              | 01/13/2020   | 55.44              | 55.44             | 01/22/2020 |
| <b>20-40-34000 CONTRACT SERVICES</b>             |                            |                |                                 |              |                    |                   |            |
| 2577   | BISBEE MINING & HISTORICAL | 20-0121        | SHARED EMPLOYEE                 | 01/21/2020   | 1,077.57           | 1,077.57          | 01/22/2020 |
| 5710   | XEROX CORPORATION          | 99210064       | BASE CHARGE & USAGE/VC          | 01/21/2020   | 54.26              | .00               |            |
| <b>20-40-42040 ADVERTISING</b>                   |                            |                |                                 |              |                    |                   |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | WIX.COM SOCIAL MEDIA APP        | 01/07/2020   | 4.95               | 4.95              | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | WIX.COM EVENT CALENDAR          | 01/07/2020   | 47.88              | 47.88             | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | WIX.COM ASCEND PROFESSIO        | 01/07/2020   | 103.20             | 103.20            | 01/23/2020 |
| 6971   | DOG CAT MOUSE MEDIA        | 66             | DRB BROCHURE DESIGN             | 01/23/2020   | 391.97             | .00               |            |
| <b>Total FUND EXPENDITURES:</b>                  |                            |                |                                 |              | <b>1,882.46</b>    | <b>1,436.23</b>   |            |
| <b>Total TRANSIENT ROOM TAX:</b>                 |                            |                |                                 |              | <b>1,882.46</b>    | <b>1,436.23</b>   |            |
| <b>STREETS</b>                                   |                            |                |                                 |              |                    |                   |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                                 |              |                    |                   |            |
| <b>21-40-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                 |              |                    |                   |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Street                    | 01/16/2020   | 91.51              | 91.51             | 01/27/2020 |
| <b>21-40-21000 ELECTRIC</b>                      |                            |                |                                 |              |                    |                   |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 4470870000-1   | 60 Brewer Gulch Sp 3 - #4470670 | 01/22/2020   | 72.00              | 72.00             | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 4877951000-0   | Hwy 92 DD #4877951000           | 01/27/2020   | 12.44              | 12.44             | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 5254161000-0   | 951 Naco Hwy #5254161000        | 01/27/2020   | 105.36             | 105.36            | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 5847770000-1   | 60 Brewer Gulch Sp 2 - #5847770 | 01/22/2020   | 109.46             | 109.46            | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6690180000-0   | \$433.53x25% Streets            | 01/27/2020   | 122.75             | 122.75            | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 7700160000-1   | 60 Brewer Gulch Sp 4 - #7700180 | 01/22/2020   | 43.53              | 43.53             | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 8188260000-0   | 170 Hwy 92 - #890982286         | 01/27/2020   | 134.86             | 134.86            | 01/27/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 8583641000-1   | 60 Brewer Gulch Sp 1 - #8583641 | 01/22/2020   | 249.93             | 249.93            | 01/22/2020 |
| <b>21-40-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                 |              |                    |                   |            |
| 6050   | VERIZON                    | 9846272668     | Streets                         | 01/13/2020   | 254.90             | 254.90            | 01/22/2020 |
| <b>21-40-24001 INTERNET</b>                      |                            |                |                                 |              |                    |                   |            |
| 6050   | VERIZON                    | 9846272668     | Streets Air Card                | 01/13/2020   | 40.01              | 40.01             | 01/22/2020 |
| <b>21-40-34000 CONTRACT SERVICES</b>             |                            |                |                                 |              |                    |                   |            |
| 6448   | UNIFIRST CORPORATION       | 3101006824     | UNIFORMS/STR                    | 01/15/2020   | 54.45              | .00               |            |
| 6448   | UNIFIRST CORPORATION       | 3101008030     | UNIFORMS/STR                    | 01/22/2020   | 54.45              | .00               |            |
| <b>21-40-34100 DOC WORKERS</b>                   |                            |                |                                 |              |                    |                   |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D03523202001   | DOC LABOR CREW/STR              | 01/27/2020   | 104.00             | .00               |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08358420200   | DOC LABOR CREW/STR              | 01/14/2020   | 168.00             | .00               |            |
| <b>21-40-45100 DISPOSABLE EQUIP &amp; TOOLS</b>  |                            |                |                                 |              |                    |                   |            |
| 1862   | B&D LUMBER & HARDWARE      | 173275         | SAE NUTDRIVER SET               | 01/21/2020   | 21.45              | .00               |            |
| 1862   | B&D LUMBER & HARDWARE      | 173306         | SHOVEL, PICK                    | 01/22/2020   | 103.84             | .00               |            |

| Vendor  | Vendor Name             | Invoice Number | Description                | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|---|-------------------------|----------------|----------------------------|--------------|--------------------|-------------|------------|
| <b>21-40-46000 OPERATIONAL EXPENSES</b>           |                         |                |                            |              |                    |             |            |
| 1659  | ACE HARDWARE            | 28849          | FASTENERS                  | 01/13/2020   | 18.16              | .00         |            |
| 1659  | ACE HARDWARE            | 28859          | CREDIT                     | 01/14/2020   | 94.96-             | .00         |            |
| 1659  | ACE HARDWARE            | 28860          | LUMBER                     | 01/14/2020   | 93.07              | .00         |            |
| 1659  | ACE HARDWARE            | 28868          | REEL CHALK, TAPPER BIT     | 01/14/2020   | 17.68              | .00         |            |
| 1659  | ACE HARDWARE            | 28936          | TROWEL, MOUNT RING TIEDO   | 01/22/2020   | 13.95              | .00         |            |
| 1659  | ACE HARDWARE            | 28947          | ADAPTER                    | 01/23/2020   | 16.78              | .00         |            |
| 1862  | B&D LUMBER & HARDWARE   | 173179         | DUCT TAPE, PREMIX CONCRET  | 01/15/2020   | 14.70              | .00         |            |
| 1862  | B&D LUMBER & HARDWARE   | 173188         | CARPENTER APRON, FOAM KN   | 01/15/2020   | 39.97              | .00         |            |
| 1862  | B&D LUMBER & HARDWARE   | 173301         | UTILITY KNIFE, HOOK BLADES | 01/22/2020   | 17.33              | .00         |            |
| 1862  | B&D LUMBER & HARDWARE   | 173329         | PAINT, OSB                 | 01/22/2020   | 30.00              | .00         |            |
| <b>21-40-46210 STREET REPAIR MAT - SALES TAX</b>  |                         |                |                            |              |                    |             |            |
| 4223  | KE & G DEVELOPMENT      | 756            | ASPHALT                    | 01/20/2020   | 2,240.22           | .00         |            |
| <b>21-40-61000 VEHICLE PARTS &amp; LABOR</b>      |                         |                |                            |              |                    |             |            |
| 6536  | BISBEE AUTO PARTS       | 214674         | HOSE FITTING, HOSE         | 01/13/2020   | 30.44              | .00         |            |
| 6536  | BISBEE AUTO PARTS       | 214959         | WIPER BLADES               | 01/16/2020   | 50.37              | .00         |            |
| 6536  | BISBEE AUTO PARTS       | 215020         | EXACTFIT BEAM              | 01/17/2020   | 26.70              | .00         |            |
| 1339  | TITAN MACHINERY         | 13490894 GP    | GAS STRUT                  | 01/13/2020   | 282.27             | .00         |            |
| 1339  | TITAN MACHINERY         | 13494189 GP    | CLEAR BOWL                 | 01/14/2020   | 13.04              | .00         |            |
| Total FUND EXPENDITURES:                          |                         |                |                            |              | 4,552.64           | 1,236.75    |            |
| Total STREETS:                                    |                         |                |                            |              | 4,552.64           | 1,236.75    |            |
| <b>BISBEE ARTS COMMISSION</b>                     |                         |                |                            |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                          |                         |                |                            |              |                    |             |            |
| <b>42-40-10530 GRANTS</b>                         |                         |                |                            |              |                    |             |            |
| 7041  | ABIGAIL STAGE           | 20-0122        | GRANT FUNDING-FASCINATION  | 01/22/2020   | 300.00             | 300.00      | 01/22/2020 |
| <b>42-40-46000 OPERATIONAL EXP (DONATIONS)</b>    |                         |                |                            |              |                    |             |            |
| 6943  | CORPORATE PAYMENT SYSTE | 20-0107        | SUPPLY CANVAS-CIG ART MAC  | 01/07/2020   | 54.26              | 54.26       | 01/23/2020 |
| Total FUND EXPENDITURES:                          |                         |                |                            |              | 354.26             | 354.26      |            |
| Total BISBEE ARTS COMMISSION :                    |                         |                |                            |              | 354.26             | 354.26      |            |
| <b>MISC. DONATIONS</b>                            |                         |                |                            |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                          |                         |                |                            |              |                    |             |            |
| <b>48-40-22521 SECRET SANTA DONATIONS-LIBRARY</b> |                         |                |                            |              |                    |             |            |
| 4926  | AMAZON                  | 439657574984   | SECRET SANTA DONATION      | 01/06/2020   | 11.39              | .00         |            |
| 4926  | AMAZON                  | 439794878796   | SECRET SANTA DONATION      | 12/31/2019   | 5.16               | .00         |            |
| 4926  | AMAZON                  | 444683598867   | SECRET SANTA DONATION      | 01/01/2020   | 96.90              | .00         |            |
| 4926  | AMAZON                  | 447773438343   | SECRET SANTA DONATION      | 12/26/2019   | 16.00              | .00         |            |
| 4926  | AMAZON                  | 454545679443   | SECRET SANTA DONATION      | 12/31/2019   | 12.98              | .00         |            |
| 4926  | AMAZON                  | 458679493485   | SECRET SANTA DONATION      | 01/05/2020   | 10.38              | .00         |            |
| 4926  | AMAZON                  | 463885635448   | SECRET SANTA DONATION      | 12/26/2019   | 15.79              | .00         |            |
| 4926  | AMAZON                  | 473437394489   | SECRET SANTA DONATION      | 12/26/2019   | 5.98               | .00         |            |
| 4926  | AMAZON                  | 487856889339   | SECRET SANTA DONATION      | 01/01/2020   | 213.83             | .00         |            |
| 4926  | AMAZON                  | 495957356739   | SECRET SANTA DONATION      | 12/31/2019   | 10.32              | .00         |            |
| 4926  | AMAZON                  | 546353394537   | SECRET SANTA DONATION      | 12/27/2019   | 420.67             | .00         |            |
| 4926  | AMAZON                  | 563378974683   | SECRET SANTA DONATION      | 01/03/2020   | 30.78              | .00         |            |
| 4926  | AMAZON                  | 565567367997   | SECRET SANTA DONATION      | 12/26/2019   | 8.61               | .00         |            |
| 4926  | AMAZON                  | 566437635436   | SECRET SANTA DONATION      | 12/26/2019   | 10.69              | .00         |            |
| 4926  | AMAZON                  | 588945939468   | SECRET SANTA DONATION      | 12/29/2019   | 5.99               | .00         |            |
| 4926  | AMAZON                  | 589539939336   | SECRET SANTA DONATION      | 12/31/2019   | 8.39               | .00         |            |
| 4926  | AMAZON                  | 635894998369   | SECRET SANTA DONATION      | 01/02/2020   | 57.96              | .00         |            |
| 4926  | AMAZON                  | 645597598868   | SECRET SANTA DONATION      | 01/05/2020   | 10.99              | .00         |            |
| 4926  | AMAZON                  | 658955364877   | SECRET SANTA DONATION      | 01/01/2020   | 47.94              | .00         |            |
| 4926  | AMAZON                  | 686739749693   | SECRET SANTA DONATION      | 12/26/2019   | 315.77             | .00         |            |

| Vendor   | Vendor Name                | Invoice Number | Description                      | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|----------------------------------|--------------|--------------------|-------------|------------|
| 4926   | AMAZON                     | 736557739388   | SECRET SANTA DONATION            | 12/31/2019   | 7.99               | .00         |            |
| 4926   | AMAZON                     | 764679635773   | SECRET SANTA DONATION            | 12/27/2019   | 3.99               | .00         |            |
| 4926   | AMAZON                     | 776894359455   | SECRET SANTA DONATION            | 12/27/2019   | 417.28             | .00         |            |
| 4926   | AMAZON                     | 864576785787   | SECRET SANTA DONATION            | 12/27/2019   | 113.14             | .00         |            |
| 4926   | AMAZON                     | 883759963593   | SECRET SANTA DONATION            | 01/01/2020   | 95.13              | .00         |            |
| 4926   | AMAZON                     | 956777463345   | SECRET SANTA DONATION            | 12/29/2019   | 22.06              | .00         |            |
| 4926   | AMAZON                     | 983944749574   | SECRET SANTA DONATION            | 01/02/2020   | 25.18              | .00         |            |
| Total FUND EXPENDITURES:                         |                            |                |                                  |              | 2,001.29           | .00         |            |
| Total MISC. DONATIONS:                           |                            |                |                                  |              | 2,001.29           | .00         |            |
| <b>AIRPORT FUND</b>                              |                            |                |                                  |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                                  |              |                    |             |            |
| <b>50-40-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                  |              |                    |             |            |
| 4192   | CENTURY LINK               | 426B-01-20     | AIRPORT 520-432-6030 426B        | 01/27/2020   | 34.00              | 34.00       | 01/27/2020 |
| 4192   | CENTURY LINK               | 703B-01-20     | AIRPORT 520-432-6980 703B        | 01/27/2020   | 35.54              | 35.54       | 01/27/2020 |
| Total FUND EXPENDITURES:                         |                            |                |                                  |              | 69.54              | 69.54       |            |
| Total AIRPORT FUND:                              |                            |                |                                  |              | 69.54              | 69.54       |            |
| <b>SEWER FUND</b>                                |                            |                |                                  |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                                  |              |                    |             |            |
| <b>64-40-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                                  |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Sewer                      | 01/16/2020   | 36.63              | 36.63       | 01/27/2020 |
| <b>64-40-21000 ELECTRIC</b>                      |                            |                |                                  |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 0516740000-1   | 42 Warren Cut Off Rd. Swr Bldg B | 01/22/2020   | 897.23             | 897.23      | 01/22/2020 |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 2954210000-1   | 42 Warren Cut Off Rd. Swr Bldg A | 01/22/2020   | 54.76              | 54.76       | 01/22/2020 |
| <b>64-40-22000 WATER</b>                         |                            |                |                                  |              |                    |             |            |
| 1106   | AZ WATER COMPANY           | 03109050451-   | 6 W. HWY 80                      | 01/22/2020   | 10.23              | 10.23       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109050451-   | 6 W. HWY 80                      | 01/22/2020   | 10.23              | 10.23       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109081151-1  | Highway 80-Sewer Pond - Acct #   | 01/22/2020   | 81.16              | 81.16       | 01/22/2020 |
| 1106   | AZ WATER COMPANY           | 03109081151-1  | Highway 80-Sewer Pond - Acct #   | 01/22/2020   | 81.16              | 81.16       | 01/22/2020 |
| <b>64-40-24000 TELEPHONE &amp; FAX</b>           |                            |                |                                  |              |                    |             |            |
| 4192   | CENTURY LINK               | 424B-01-20     | 46 S. AZ ST-WW 520-432-6035 4    | 01/27/2020   | 34.58              | 34.58       | 01/27/2020 |
| 6050   | VERIZON                    | 9846272668     | Sewer                            | 01/13/2020   | 110.16             | 110.16      | 01/22/2020 |
| 6050   | VERIZON                    | 9846272668     | Sewer On Call                    | 01/13/2020   | 18.61              | 18.61       | 01/22/2020 |
| <b>64-40-24001 INTERNET ACCESS FEE</b>           |                            |                |                                  |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Sewer Air Card                   | 01/13/2020   | 40.01              | 40.01       | 01/22/2020 |
| <b>64-40-34000 CONTRACT SERVICES</b>             |                            |                |                                  |              |                    |             |            |
| 6881   | OPERATIONS MANAGEMENT IN   | D3165600-02-0  | OPERATIONS, MAINTENANCE,         | 01/13/2020   | 62,050.90          | .00         |            |
| 6448   | UNIFIRST CORPORATION       | 3101006825     | UNIFORMS/WW                      | 01/15/2020   | 38.04              | .00         |            |
| 6448   | UNIFIRST CORPORATION       | 3101006031     | UNIFORMS/WW                      | 01/22/2020   | 31.70              | .00         |            |
| <b>64-40-46000 OPERATIONAL EXPENSES</b>          |                            |                |                                  |              |                    |             |            |
| 1659   | ACE HARDWARE               | 28852          | EXT CORD                         | 01/13/2020   | 69.86              | .00         |            |
| 1659   | ACE HARDWARE               | 28864          | TIE DOWN                         | 01/14/2020   | 21.42              | .00         |            |
| 1659   | ACE HARDWARE               | 28869          | LED FEIT YARD, GORILLA GLUE      | 01/14/2020   | 39.58              | .00         |            |
| 1659   | ACE HARDWARE               | 28884          | DAWN, AB ORANGE, TOTE FLIP       | 01/15/2020   | 21.39              | .00         |            |
| 1659   | ACE HARDWARE               | 28928          | SPRAYER, BULB, LED, KITCHE       | 01/22/2020   | 143.95             | .00         |            |
| 1659   | ACE HARDWARE               | 28940          | UTILITY BLADE, NOZZLE, GARD      | 01/22/2020   | 32.45              | .00         |            |
| 1659   | ACE HARDWARE               | 28963          | PAPER TOWELS, BRUSH, SPRA        | 01/27/2020   | 19.16              | .00         |            |
| 1659   | ACE HARDWARE               | 28969          | LITE, PLASTIC PAIL, WIER CON     | 01/27/2020   | 119.55             | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173308         | BATTERIES, TORCH KIT, GLASS      | 01/22/2020   | 72.54              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173402         | MINERAL OIL, RAZOR BLADE, S      | 01/27/2020   | 20.82              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173421         | SJEW WIRE, LED LIGHT             | 01/27/2020   | 130.96             | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173430         | ELEC TAPE, BATTERY, CABLE T      | 01/27/2020   | 28.63              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 279383         | MINERAL OIL                      | 01/27/2020   | 112.06             | .00         |            |

| Vendor   | Vendor Name                | Invoice Number | Description                 | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|----------------------------|----------------|-----------------------------|--------------|--------------------|-------------|------------|
| 6536   | BISBEE AUTO PARTS          | 214752         | MIRCO FIBER TOWEL, HOSE C   | 01/14/2020   | 23.50              | .00         |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | FILED LIENS                 | 01/07/2020   | 32.00              | 32.00       | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | FILED LIENS                 | 01/07/2020   | 32.00              | 32.00       | 01/23/2020 |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | PROPERTY LIENS & RELEASES   | 01/07/2020   | 32.00              | 32.00       | 01/23/2020 |
| <b>54-40-46543 MANHOLE, PIPE &amp; FITTINGS</b>  |                            |                |                             |              |                    |             |            |
| 1859   | ACE HARDWARE               | 28923          | PEX BEND SUPPORT, PIPE ABS  | 01/21/2020   | 46.51              | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173156         | FUEL LINE, HOSE BARB COUPL  | 01/14/2020   | 5.07               | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173287         | WPEX COIL, CONV CUPL        | 01/21/2020   | 63.80              | .00         |            |
| <b>54-40-55200 NON CAP EQUIP PURCHASES</b>       |                            |                |                             |              |                    |             |            |
| 1859   | ACE HARDWARE               | 28969          | LADDER                      | 01/27/2020   | 130.41             | .00         |            |
| 1862   | B&D LUMBER & HARDWARE      | 173310         | RECIPROCATING SAW           | 01/22/2020   | 109.59             | .00         |            |
| <b>54-40-61000 VEHICLE PARTS &amp; LABOR</b>     |                            |                |                             |              |                    |             |            |
| 6536   | BISBEE AUTO PARTS          | 214888         | DR LOCK FLEX, BRAKE CLEAN   | 01/15/2020   | 96.60              | .00         |            |
| 6536   | BISBEE AUTO PARTS          | 215272         | WIPER BLADES                | 01/21/2020   | 8.50               | .00         |            |
| 6536   | BISBEE AUTO PARTS          | 215384         | LOW VOC BRKPTSCLNR          | 01/22/2020   | 27.47              | .00         |            |
| Total FUND EXPENDITURES:                         |                            |                |                             |              | 64,935.22          | 1,470.76    |            |
| Total SEWER FUND:                                |                            |                |                             |              | 64,935.22          | 1,470.76    |            |
| <b>SANITATION FUND</b>                           |                            |                |                             |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                             |              |                    |             |            |
| <b>56-40-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                             |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Sanitation            | 01/16/2020   | 92.66              | 92.66       | 01/27/2020 |
| <b>56-40-21000 ELECTRIC</b>                      |                            |                |                             |              |                    |             |            |
| 1097   | AZ PUBLIC SERVICE (2 of 3) | 6890180000-0   | \$433 53x25% Sanitation     | 01/27/2020   | 122.75             | 122.75      | 01/27/2020 |
| <b>56-40-24000 TELEPHONE &amp; FAX</b>           |                            |                |                             |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Sanitation                  | 01/13/2020   | 368.75             | 368.75      | 01/22/2020 |
| <b>56-40-24001 INTERNET</b>                      |                            |                |                             |              |                    |             |            |
| 6050   | VERIZON                    | 9846272668     | Sanitation Air Card         | 01/13/2020   | 40.01              | 40.01       | 01/22/2020 |
| 6050   | VERIZON                    | 9846272668     | Recycle Air Card            | 01/13/2020   | 40.01              | 40.01       | 01/22/2020 |
| <b>56-40-34000 CONTRACT SERVICES</b>             |                            |                |                             |              |                    |             |            |
| 6448   | UNIFIRST CORPORATION       | 3101008832     | UNIFORMS/SAN                | 01/15/2020   | 80.41              | .00         |            |
| 6448   | UNIFIRST CORPORATION       | 3101008039     | UNIFORMS/SAN                | 01/22/2020   | 80.41              | .00         |            |
| <b>56-40-34100 DOC WORKERS</b>                   |                            |                |                             |              |                    |             |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08132020012   | DOC LABOR CREW/SAN          | 01/27/2020   | 52.00              | .00         |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08820200109   | DOC LABOR CREW/SAN          | 01/14/2020   | 48.00              | .00         |            |
| <b>56-40-48000 OPERATIONAL EXPENSES</b>          |                            |                |                             |              |                    |             |            |
| 6536   | BISBEE AUTO PARTS          | 215480         | REFLECTIVE MARKING          | 01/23/2020   | 74.74              | .00         |            |
| <b>56-40-46562 RECYCLING PROGRAM</b>             |                            |                |                             |              |                    |             |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08132020012   | DOC LABOR CREW/REC          | 01/27/2020   | 60.00              | .00         |            |
| 3163   | AZ STATE PRISON CMLPX-DOU  | D08820200109   | DOC LABOR CREW/REC          | 01/14/2020   | 48.00              | .00         |            |
| 6536   | BISBEE AUTO PARTS          | 215416         | CONSP TAPE                  | 01/23/2020   | 16.43              | .00         |            |
| <b>56-40-61000 VEHICLE PARTS &amp; LABOR</b>     |                            |                |                             |              |                    |             |            |
| 6536   | BISBEE AUTO PARTS          | 214834         | LAMP                        | 01/15/2020   | 13.77              | .00         |            |
| 6536   | BISBEE AUTO PARTS          | 214852         | RADIATOR, CAP, FUEL LINE HO | 01/15/2020   | 191.47             | .00         |            |
| 6536   | BISBEE AUTO PARTS          | 215232         | WIPER                       | 01/21/2020   | 19.57              | .00         |            |
| Total FUND EXPENDITURES:                         |                            |                |                             |              | 1,348.98           | 664.18      |            |
| Total SANITATION FUND:                           |                            |                |                             |              | 1,348.98           | 664.18      |            |
| <b>QUEEN MINE FUND</b>                           |                            |                |                             |              |                    |             |            |
| <b>FUND EXPENDITURES</b>                         |                            |                |                             |              |                    |             |            |
| <b>59-40-11501 STANDARD DISABILITY INSURANCE</b> |                            |                |                             |              |                    |             |            |
| 5455   | MUTUAL OF OMAHA            | 001049710258   | STD - Queen Mine            | 01/16/2020   | 84.66              | 84.66       | 01/27/2020 |
| <b>59-40-12500 RECRUITMENT/EMPLOYEE TESTING</b>  |                            |                |                             |              |                    |             |            |
| 6943   | CORPORATE PAYMENT SYSTE    | 20-0107        | JOB POSTING-QM              | 01/07/2020   | 178.10             | 178.10      | 01/23/2020 |

| Vendor  | Vendor Name                | Invoice Number | Description                   | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|---|----------------------------|----------------|-------------------------------|--------------|--------------------|-------------|------------|
| <b>59-40-21000 ELECTRIC</b>                   |                            |                |                               |              |                    |             |            |
| 1097  | AZ PUBLIC SERVICE (2 of 3) | 8295240000-1   | HWY 80 Tour - QM - #829524000 | 01/22/2020   | 1,066.80           | 1,066.80    | 01/22/2020 |
| <b>59-40-22000 WATER</b>                      |                            |                |                               |              |                    |             |            |
| 1106  | AZ WATER COMPANY           | 03109024701-   | Queen Mine - #03109024701     | 01/22/2020   | 88.08              | 88.08       | 01/22/2020 |
| 1106  | AZ WATER COMPANY           | 03109024701-   | Queen Mine - #03109024701     | 01/22/2020   | 88.08              | 88.08       | 01/22/2020 |
| <b>59-40-24000 TELEPHONE &amp; FAX</b>        |                            |                |                               |              |                    |             |            |
| 4192  | CENTURY LINK               | 406B-01-20     | QUEEN MINE 520-432-2071 406   | 01/27/2020   | 144.76             | 144.76      | 01/27/2020 |
| 6050  | VERIZON                    | 9846272668     | Queen Mine                    | 01/13/2020   | 55.44              | 55.44       | 01/22/2020 |
| <b>59-40-24001 INTERNET ACCESS FEE</b>        |                            |                |                               |              |                    |             |            |
| 4059  | SPARKLIGHT                 | 20-0123/QM     | Internet Svc-Queen Mine       | 01/22/2020   | 68.49              | 68.49       | 01/22/2020 |
| <b>59-40-34100 DOC WORKERS</b>                |                            |                |                               |              |                    |             |            |
| 3163  | AZ STATE PRISON CMLX-DOU   | D08009201912   | MILEAGE/QM                    | 12/27/2019   | 42.98              | .00         |            |
| 3163  | AZ STATE PRISON CMLX-DOU   | D08102019122   | DOC LABOR CREW/QM             | 01/02/2020   | 56.00              | .00         |            |
| 3163  | AZ STATE PRISON CMLX-DOU   | D08820200109   | DOC LABOR CREW/QM             | 01/14/2020   | 44.00              | .00         |            |
| <b>59-40-42040 ADVERTISING</b>                |                            |                |                               |              |                    |             |            |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | ADVERTISING                   | 01/07/2020   | 75.00              | 75.00       | 01/23/2020 |
| <b>59-40-42050 NON CAP ADMIN EQUIP/FURN</b>   |                            |                |                               |              |                    |             |            |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | FLAMMABLE STORAGE CABINE      | 01/07/2020   | 1,581.21           | 1,581.21    | 01/23/2020 |
| <b>59-40-43500 POSTAGE</b>                    |                            |                |                               |              |                    |             |            |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | POSTAGE                       | 01/07/2020   | 13.00              | 13.00       | 01/23/2020 |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | POSTAGE                       | 01/07/2020   | 25.85              | 25.85       | 01/23/2020 |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | POSTAGE                       | 01/07/2020   | 5.45               | 5.45        | 01/23/2020 |
| <b>59-40-46591 MERCHANDISE</b>                |                            |                |                               |              |                    |             |            |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | BOTTLE WATER                  | 01/07/2020   | 18.27              | 18.27       | 01/23/2020 |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | JEWELRY                       | 01/07/2020   | 250.00             | 250.00      | 01/23/2020 |
| 6943  | CORPORATE PAYMENT SYSTE    | 20-0107        | MERCHANDISE                   | 01/07/2020   | 781.29             | 781.29      | 01/23/2020 |
| 4699  | GRAEME, DOUGLAS            | 20-0120        | CASH-GEM & MINERAL SHOW       | 01/20/2020   | 2,000.00           | 2,000.00    | 01/22/2020 |
| 4699  | GRAEME, DOUGLAS            | 20-0121        | CASH-GEM & MINERAL SHOW       | 01/21/2020   | 2,000.00           | 2,000.00    | 01/22/2020 |
| 4699  | GRAEME, DOUGLAS            | 20-0122        | CASH-GEM & MINERAL SHOW       | 01/22/2020   | 2,000.00           | 2,000.00    | 01/22/2020 |
| 1409  | KEWEENAW GEM & GIFT, INC.  | 122719-1       | SPLASH COPPER                 | 12/27/2019   | 434.66             | .00         |            |
| 6364  | MEXICAN ARTS IMPORTS       | 13376          | TURTLES, BACKPACKS, GLASS     | 01/20/2020   | 1,846.00           | .00         |            |
| 6364  | MEXICAN ARTS IMPORTS       | 13381          | MAGNETS, WOOD LADDER, AN      | 01/21/2020   | 375.50             | .00         |            |
| 5876  | PILGRIM IMPORTS            | 101496         | ORNAMENTS                     | 12/23/2019   | 372.32             | .00         |            |
| 1413  | PIN CENTER, THE            | 1219059        | PINS                          | 12/16/2019   | 827.00             | .00         |            |
| 6023  | PLANET COTTON              | 119300         | SHIRTS                        | 01/10/2020   | 2,146.09           | .00         |            |
| 5730  | VILLAGE ORIGINALS, INC     | 88906          | BONSAI TREES                  | 12/19/2019   | 781.29             | .00         |            |
| 5999  | WONDERSTONE                | 18-1346        | ORNAMENTS                     | 01/02/2020   | 146.04             | .00         |            |
| <b>59-40-55100 REPAIR &amp; MAINT - OTHER</b> |                            |                |                               |              |                    |             |            |
| 1659  | ACE HARDWARE               | 28717          | REBAR                         | 12/26/2019   | 40.92              | .00         |            |
| 1659  | ACE HARDWARE               | 28761          | TWINE COTTON, FIR EXT         | 12/31/2019   | 50.28              | .00         |            |
| 1659  | ACE HARDWARE               | 28789          | FLAT IRON                     | 01/06/2020   | 19.50              | .00         |            |
| 1659  | ACE HARDWARE               | 28840          | CONN WIRE, CUTOFF WHL         | 01/12/2020   | 13.27              | .00         |            |
| Total FUND EXPENDITURES:                      |                            |                |                               |              | 17,720.33          | 10,524.48   |            |
| Total QUEEN MINE FUND:                        |                            |                |                               |              | 17,720.33          | 10,524.48   |            |

**MISC. GRANTS**

**FUND EXPENDITURES**

**78-40-23012 FREEPORT SANJOSE LIBRARY ANNEX**

|      |                         |              |                        |            |        |        |            |
|------|-------------------------|--------------|------------------------|------------|--------|--------|------------|
| 4926 | AMAZON                  | 546659786387 | LIBRARY ANNEX-FREEPORT | 12/23/2019 | 63.96  | .00    |            |
| 6943 | CORPORATE PAYMENT SYSTE | 20-0107      | BASKETS                | 01/07/2020 | 350.63 | 350.63 | 01/23/2020 |

**78-40-23113 SCIENCE CENTER GRANT**

|      |                           |         |                          |            |        |     |  |
|------|---------------------------|---------|--------------------------|------------|--------|-----|--|
| 6847 | BISBEE SCIENCE EXPLORATIO | 19-1226 | REIMBURSEMENT-DOLLAR TR  | 12/26/2019 | 253.23 | .00 |  |
| 6847 | BISBEE SCIENCE EXPLORATIO | 19-1226 | REIMBURSEMENT-AMIE ESTEV | 12/26/2019 | 780.00 | .00 |  |
| 6847 | BISBEE SCIENCE EXPLORATIO | 19-1226 | REIMBURSEMENT- AMAZON    | 12/26/2019 | 91.86  | .00 |  |
| 6847 | BISBEE SCIENCE EXPLORATIO | 19-1226 | REIMBURSEMENT- AMAZON    | 12/26/2019 | 48.20  | .00 |  |
| 6847 | BISBEE SCIENCE EXPLORATIO | 19-1226 | REIMBURSEMENT- AMAZON    | 12/26/2019 | 31.86  | .00 |  |

| Vendor | Vendor Name               | Invoice Number | Description              | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid |
|--------|---------------------------|----------------|--------------------------|--------------|--------------------|-------------|-----------|
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- STAPLES   | 12/26/2019   | 39.98              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BOWLINS    | 12/26/2019   | 40.36              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 13.03              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 14.08              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- BISBEE RA | 12/26/2019   | 500.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 7.41               | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- SPARKLIGH | 12/26/2019   | 317.43             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 218.10             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-USPS       | 12/26/2019   | 8.95               | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- STAPLES   | 12/26/2019   | 52.47              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 33.41              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-FRANK DAVI | 12/26/2019   | 48.21              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BISBEE OBS | 12/26/2019   | 134.55             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- ELITE4    | 12/26/2019   | 635.71             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-B. SHANNAH | 12/26/2019   | 62.00              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 25.98              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-USPS       | 12/26/2019   | 38.00              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BASE CAMP  | 12/26/2019   | 20.00              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- B. SHANNA | 12/26/2019   | 362.50             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-STAPLES    | 12/26/2019   | 53.46              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-AMIE ESTEV | 12/26/2019   | 180.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 15.99              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 18.99              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-SPARKLIGH  | 12/26/2019   | 158.97             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- DOLLAR TR | 12/26/2019   | 46.46              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- STEAM     | 12/26/2019   | 5.99               | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- IKEA      | 12/26/2019   | 606.44             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-FRONTIER   | 12/26/2019   | 250.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 22.89              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-SOLSTEAD   | 12/26/2019   | 1,285.00           | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BASE CAMP  | 12/26/2019   | 20.00              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 21.90              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BASE CAMP  | 12/26/2019   | 21.92              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-BISBEE OBS | 12/26/2019   | 134.55             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-NEWEGG     | 12/26/2019   | 319.99             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- BASE CAMP | 12/26/2019   | 21.92              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- DEPOSIT R | 12/26/2019   | 1,000.00           | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-ACE        | 12/26/2019   | 14.51              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-AMAZON     | 12/26/2019   | 27.82              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- BASE CAMP | 12/26/2019   | 21.92              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-WENDY WE   | 12/26/2019   | 94.22              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- DOLLAR TR | 12/26/2019   | 158.15             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- ACE       | 12/26/2019   | 33.87              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-B. SHANNAH | 12/26/2019   | 200.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 58.33              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- BISBEE OB | 12/26/2019   | 134.55             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-AMAZON     | 12/26/2019   | 22.67              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 73.59              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- DOGCATMO  | 12/26/2019   | 507.30             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- VIVYX     | 12/26/2019   | 130.15             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- BASE CAMP | 12/26/2019   | 21.92              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 6.89               | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-ACE        | 12/26/2019   | 158.97             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-CORNICOPI  | 12/26/2019   | 25.08              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-B. SHANNAH | 12/26/2019   | 265.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-SEAN TRAC  | 12/26/2019   | 750.00             | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT- AMAZON    | 12/26/2019   | 36.99              | .00         |           |
| 6847   | BISBEE SCIENCE EXPLORATIO | 19-1226        | REIMBURSEMENT-M.GREENE   | 12/26/2019   | 1,811.07           | .00         |           |

| Vendor                                 | Vendor Name | Invoice Number | Description | Invoice Date | Net Invoice Amount | Amount Paid | Date Paid  |
|--|-------------|----------------|-------------|--------------|--------------------|-------------|------------|
| Total FUND EXPENDITURES:               |             |                |             |              | 12,923.58          | 350.63      |            |
| Total MISC. GRANTS:                    |             |                |             |              | 12,923.58          | 350.63      |            |
| <b>BISBEE BUS FUND</b>                 |             |                |             |              |                    |             |            |
| <b>FUND EXPENDITURES</b>               |             |                |             |              |                    |             |            |
| <b>96-40-41505 ADMIN MISC EXPENSES</b> |             |                |             |              |                    |             |            |
| 6050                                   | VERIZON     | 9846281563     | Bisbee Bus  | 01/13/2020   | 53.13              | 53.13       | 01/22/2020 |
| Total FUND EXPENDITURES:               |             |                |             |              | 53.13              | 53.13       |            |
| Total BISBEE BUS FUND:                 |             |                |             |              | 53.13              | 53.13       |            |
| Grand Totals:                          |             |                |             |              | 548,744.45         | 135,339.43  |            |

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

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

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 15, 2020

REGULAR                   CONSENT

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

**SUBJECT: APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON JANUARY 14, 2020 AT 5:30 PM**

**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 January 14, 2020 at 5:30 PM

**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 SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, JANUARY 14, 2020 AT 5:30 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

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

### ROLL CALL

#### **COUNCIL**

Councilmember Louis Pawlik, Ward III, Mayor Pro Tempore

Councilmember Joni Giacomino, Ward II

Councilmember Bill Higgins, Ward I

Mayor David M. Smith

Councilmember Leslie Johns, Ward I      Excused

Councilmember Joan Hansen, Ward II

Councilmember Anna Cline, Ward III

#### **STAFF**

Theresa Coleman, City Manager

Ashlee Coronado, City Clerk

Albert Echave, Police Chief

#### **CITY ATTORNEY**

James Ledbetter

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

1. Discussion on the proposed Animal Ordinance.  
Theresa Coleman, City Manager

James Ledbetter, City Attorney explained that he along with city staff had prepared an animal Ordinance that was before Council tonight. He explained that there had been a lot of feedback from the community. He explained that a lot of the complaints were addressing things that were currently in the existing Ordinance. He said for example that the defending of dogs, which was in the current Ordinance but had been removed at Council's direction in this draft of the Ordinance. The direction he had received from our City Manager was to incorporate, research and involve some veterinarians, the Humane Society, The American Bird Society and The Humane Society of the United States. He explained the additions to the Ordinance. He clarified the misconception on having bees and livestock within the city. He explained another issue was the issue in respect to feral cat communities. He and staff had recommended that Council go away from feral cat communities, and instead add a provision that prohibits the feeding of feral cats and feral animals. This was for the protection and safety of other animals. Staff's goal was to take an ordinance that had been around for many years and direct a more humane approach. These provisions also allow for any city employee if they see an animal in danger, to act. Previously there had to be a call to law enforcement.

Radi Ann Porter, Bisbee resident said she lived on the edge of the feral cat problem. She was born and raised in Bisbee and WAs quite aware of the ordinances and how they had evolved over time. It was her opinion that while some aspects of this ordinance seemed humane, others were more restrictive. She said that the more regulations that we can apply the less Bisbee was the unique and pleasant place

that it was to live in. Was at the city's job to police the number of chickens that someone had. She spoke about sustainable animal owners. She said that the city needed to have a more flexible approach.

Dana House, Bisbee resident spoke on TNR or Trap, Neuter, Release. She described the process of a successful Colony in her neighborhood. She said it was highly successful. She explained that this had to be addressed.

Jeff Harris, Bisbee resident said there was so much he disliked about this Ordinance. He read from case law from the state. He went on to say that aspects of the Ordinance exceed the city's authority and was unconstitutional. The answer to problems was not to pass more and more restrictive legislation. He said it was against the nature of the community. He spoke on the issue of grandfathering and that it would run with the animal not with the land-use. That was not appropriate. Grandfathering normally ran with land not with each individual animal. You have to hire people to keep check of each animal to see when one died and one didn't.

Karen Schumacher, Bisbee resident said that she was here to speak against the proposed animal ordinance. She said that most of the unnecessary drama that ensued, thanks to the animal ordinance, could have almost entirely been circumvented had a work session occurred before the vote in December. She explained that writing an ordinance of this kind without fully researching the recommendation of national organizations, or asking for input from the Bisbee Animal Shelter staff and volunteers, was at best an act of complete arrogance and at best an insult to those who have more knowledge. She commented on a letter that was written to Mayor Smith by the senior analyst for protection policy of the Humane Society of America that said banning the feeding of feral cats would not make it go away.

Kathy Sowden, said that there were a number of Arizona Revised Statutes that addressed various animal welfare issues. She said that more recently an anti-cruelty law was enacted that addressed animal hoarding which was frequently labeled as a feral cat problem. She was concerned as to why State Laws were included in this ordinance which was supposed to be local laws. And she wanted to know why they were not identified as such. She requested that an ad hoc committee be appointed that understood the community and the animal issues.

Emily Cayer, Bisbee resident read a letter regarding the feral cat issue that was sent to Mayor and Council.

Kelly Galligan, Bisbee resident and president of Friends of the Bisbee Animal Shelter said that there was really only one reason for a community to have a feeding ban and that was because they wanted an immediate fix. A feeding ban was not an immediate fix. She requested a step-by-step analysis on how the ban would work. She requested that someone cite a place that a feeding ban had successfully resulted in reducing the number of feral cats. She said that the Friends of the Animal Shelter would sit down with the city to discuss this along with the Humane Society of the United States.

Claire Chaffee, Bisbee resident gave the definition of wildlife per state statute and spoke on the penalties and fines in state statute.

Tate Rich, Bisbee resident said that you could tell this was of serious concern for a lot of citizens. He said there were hundreds of other people that would have liked to have been here to express their dissatisfaction with the ordinance. He said that when he moved to Bisbee he had gone to City Hall to confirm whether or not he could have animals on his property. At the time he was told that according to the amount of land he had he could have up to three horses or any type of animals up to three. He said those were his pets. He was totally against this ordinance.

Dale Miller, Bisbee resident said that this ordinance was very confusing to most standard readers. He said that there were a lot of concerned people regarding this being passed.

Holly Kemp, agreed with everything that was said tonight but wanted to address the poultry and livestock aspect. She said that being a low income person she depended on friends who had life stock. She said it was important to know where our food came from.

Mayor Smith said that he understood many were against this ordinance. He said that there were many parts of this ordinance having to do with many things that he thought people may not be against such as dogfighting. He explained that when things are looked at as a Council they were listening to the community, and you all were a part of the community.

Councilmember Pawlik stated his concerns with the ordinance. He said that he was unhappy with the fact that there was one sentence in the ordinance that said it was against the law to feed feral cats. He did not think that that was an effective solution to the problem. He explained that he had done his own research and could not find anything that showed success on a ban on feeding feral cats. He went on to say he would like TNR incorporated into the ordinance.

Councilmember Giacomino said that Councilmember Johns contacted her and requested that she state that she was not in agreement with the feeding bands, farm animals or bees. Councilmember Giacomino went on to say that she had an issue with the banning of feeding of feral cats. If we take away their food source from those cats, they will affect our population. She said that there were conflicts within the ordinance. She said that she would like to see more exceptions in this ordinance because people have pets that are not in the norm. She said that she appreciated things that were added in protection of animals along with having to register the bees instead of banning them.

Councilmember Higgins told the story of feral cats that used to keep the rat population down in Detroit. He agreed with Councilmember Giacomino that there were a lot of good things in this ordinance. He thought that people were opposed to certain parts of the ordinance not necessarily the entire ordinance. He said this was about being a good neighbor but there had to be some control.

Councilmember Hansen said that she had done some research on feral cats and it was the issue that most concerned her. She wanted to see the people running the shelter to be responsible for a program for feeding the cats and for TNR. She wanted them to come up with a plan as to how it would work. They were the experts. We created the problem, we need to do something about it and it was not going away.

Councilmember Cline had an issue with section 6.1.2 N. She said it was conflicting. If we are feeding the feral cats were we consider to be the owner? She also asked how different aspects could be

enforced. She spoke on the feeding of feral animals. Most people would not starve animals. She said that 6.1.11 and 6.2.25 were also conflicting. She addressed the issue of dogs barking or noisy animals. She said that most of the time dogs bark to alert us that something was wrong.

Mayor Smith said it was brought up that if we could not enforce the dog leash law then how would we enforce these things. The whole point was that we did not have a dog leash law and this was all caused by trying to add it back into the City Code. He proposed that the item be tabled until the first meeting in April. During the next regular Council Meeting he would request Council allow the appointment of an ad hoc committee to review this ordinance. He specifically requested that Ms. Galligan and Ms. Sowden be a part of the committee for direction. He hoped that Councilmember Giacomino would be interested in participating. He hoped that fit with what Council wanted to do.

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Hansen

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 6:38 PM

---

David M. Smith, Mayor



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 22, 2020</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 RESIGNATION OF SUSAN MATHEWS FROM THE LIBRARY ADVISORY BOARD</b> |   |

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve

**PROPOSED MOTION:**        I move to approve the resignation of Susan Mathews from the Library Advisory Board.

**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

**From:** [Susan Mathews](#)  
**To:** [Nina Williams](#)  
**Subject:** Re: Library Advisory Board  
**Date:** Wednesday, January 15, 2020 4:56:42 PM

---

Dear Ms. Williams,  
I will be moving away. Thank you for the opportunity to serve on the Library Advisory Board.  
Best,  
Susan Mathews



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|   |   |
|---|---|
| DATE ACTION SUBMITTED: <u>January 27, 2020</u>  |   |
| REGULAR <input type="checkbox"/>  | CONSENT <input checked="" type="checkbox"/> |
| TYPE OF ACTION:   |   |
| RESOLUTION <input type="checkbox"/>   | ORDINANCE <input type="checkbox"/>          |
| FORMAL ACTION <input checked="" type="checkbox"/>   | OTHER <input type="checkbox"/>              |
| SUBJECT: APPROVAL OF THE APPOINTMENT OF KELLY GALLIGAN TO THE ANIMAL ORDINANCE AD HOC COMMITTEE |   |

**FROM:** Ashlee Coronado, City Clerk

**RECOMMENDATION:** Approve Appointment

**PROPOSED MOTION:** I move to approve the appointment of Kelly Galligan to the Animal Ordinance Ad Hoc Committee.

**DISCUSSION:**

Ms. Galligan has submitted her application for appointment to the Animal Ordinance Ad Hoc Committee.

**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: 1/15/2020

**\* Board interested to serve:**

**AD HOC COMMITTEE FOR ANIMAL ORDINANCE**

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

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

|                            |                   |                   |               |              |
|----------------------------|-------------------|-------------------|---------------|--------------|
| <u>Galligan</u>            | <u>Kelly</u>      |                   |               |              |
| Last Name                  | First Name        | Middle Initial    |               |              |
| <u>[Redacted]</u>          | <u>[Redacted]</u> | <u>[Redacted]</u> | <u>Bisbee</u> | <u>AZ</u>    |
| Mailing Address            | Number            | Street            | City          | State        |
| Residential Street Address | <u>[Redacted]</u> | <u>[Redacted]</u> |               | <u>85803</u> |
| Telephone Number(s)        | <u>[Redacted]</u> |                   |               |              |
| Email Address              | <u>[Redacted]</u> |                   |               |              |

\* I have been a resident of Bisbee for 10 years \* Are you currently on any Boards? No  
 \* (Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed):  
Owner/manager of Poco, a vegan restaurant and market on Main Street in Old Bisbee since January, 2011.  
2000 to present: Partner in This Is Pop, Inc., a NYC based game development company.

Please provide a brief summary of Civic/Volunteer Experience:  
As president/co-founder of Friends of Bisbee Animal Shelter, I have been volunteering and working on animal issues in the community on a daily basis for 10 years. I have years of hands-on experience with community cats (including TNR), as well as day-to-day shelter operations.  
I am also on the board of Studio Mariposa, a free children's art studio in Naco, Sonora.

2020-01-14 22:56 FINDERS KEEPERS ANTI

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5204326069 P 2/2

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

I have done extensive research on feral/community cat issues, and have relationships with organizations that can provide guidance and resources, including the AZ state office of the Humane Society of the US, Humane Society of So. AZ in Tucson, and Tucson CARES.

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

I am interested in serving on this Board because I want to help ensure that the City of Bisbee is creating humane, effective, progressive legislation concerning the welfare of animals and citizens.

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

**WAIVER REQUEST (if Applicable):**

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

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

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

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

Signature:  Date: 1-15-2020

When complete, please return to:  
City Clerk Office 915 S. Toureenville Road, Bisbee, AZ 85603 #4601  
P.O. Box 4601, Bisbee, AZ 85603

E-mail: [acoronado@bisbeeaz.gov](mailto:acoronado@bisbeeaz.gov)  
[pwilliams@bisbeeaz.gov](mailto:pwilliams@bisbeeaz.gov)



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 28, 2020</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 JANET GRAY TO THE ANIMAL ORDINANCE AD HOC COMMITTEE</b> |   |

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve Appointment

**PROPOSED MOTION:**        I move to approve the appointment of Janet Gray to the Animal Ordinance Ad Hoc Committee.

**DISCUSSION:**

Ms. Gray has submitted her application for appointment to the Animal Ordinance Ad Hoc Committee.

**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



# Ad Hoc Committee for Animals BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 1/16/2020

JAN 16 2020

City Clerk's Office  
City of Bisbee



**\* 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 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.**

Gray Last Name      Janet First Name      M Middle Initial

Mailing Address      Number      Street      City      State      Zip Code

Residential Street Address: [Redacted]

Telephone Number(s): [Redacted]

Email Address: [Redacted]

\* I have been a resident of Bisbee for 4 years \* Are you currently on any Boards? No  
*\*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)*

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): Town Clerk / Interim Town Manager, Town of Cave Creek AZ - 1986 - 1991; Exec. Director St. Joseph the Worker, Phnx, AZ - 1995 - 2006; owner/operator Ft. Sumner Land & Title, Ft. Sumner NM - 2008 - 2012.

Please provide a brief summary of Civic/Volunteer Experience: Friends of the Laveren Library, Maricopa County 4-H, UPD Ft. Sumner / DeBada County Chamber of Commerce. 50+ yr pet owner, dogs, cats, horses, birds.

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

*Multi-year pet/livestock owner.*

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

*I care about animals, their effect on the community and humane treatment*

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

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

Signature: *Jared McGray* Date: *1/14/2020*

**When complete, please return to:  
City Clerk Office 915 S. Tovreaville Road, Bisbee, AZ 85603 #4601  
P.O. Box 4601, Bisbee, AZ 85603**

**E-mail: [acoronado@bisbeeaz.gov](mailto:acoronado@bisbeeaz.gov)  
[nwilliams@bisbeeaz.gov](mailto:nwilliams@bisbeeaz.gov)**



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

DATE ACTION SUBMITTED: January 28, 2020

REGULAR                   CONSENT

**TYPE OF ACTION:**

RESOLUTION     ORDINANCE     FORMAL ACTION     OTHER

**SUBJECT: APPROVAL OF THE APPOINTMENT OF HOLLY KEMP TO THE ANIMAL  
ORDINANCE AD HOC COMMITTEE**

**FROM: Ashlee Coronado, City Clerk**

**RECOMMENDATION: Approve Appointment**

**PROPOSED MOTION: I move to approve the appointment of Holly Kemp to the Animal  
Ordinance Ad Hoc Committee.**

**DISCUSSION:**

**Ms. Kemp has submitted her application for appointment to the Animal Ordinance Ad Hoc  
Committee.**

**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

# RECEIVED

Date of Application: 1-15-2020

JAN 15 2020

City Clerk's Office  
City of Bisbee

**\* 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 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                  | <input checked="" type="checkbox"/> <i>Animal Ordinance Ad Hoc</i> |   |

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

KEMP Last Name                      Holly First Name                      A. Middle Initial

\_\_\_\_\_

Mailing Address      Number      Street      City      State      Zip Code

Residential Street Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

\* I have been a resident of Bisbee for 3 years      \* Are you currently on any Boards? No

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

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): Retired administrative assistant AA degree in Computer Information Systems - last employer Coahise College 2003-2008, formerly State of Washington Dept of Labor Industries; worked on dairy & sheep farms in Washington for many years, owned a ranch on Border Rd for 13 years 1999-2013, extensive experience since childhood with horses, goats, small stock

Please provide a brief summary of Civic/Volunteer Experience: Current President Bisbee Fiber Arts Guild, 501c3 non-profit, past Vice-President of same.

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

*Life long small stock & equine experience, also feline & dog experience*

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

*My background w/ small stock & my administrative service experience w/ stakeholder groups*

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

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

Signature: *Wally A. Kenya* Date: 1-15-2020

**When complete, please return to:**  
City Clerk Office 915 S. Tovreaville Road, Bisbee, AZ 85603 #4601  
P.O. Box 4601, Bisbee, AZ 85603

E-mail: [acoronado@bisbeeaz.gov](mailto:acoronado@bisbeeaz.gov)  
[nwilliams@bisbeeaz.gov](mailto:nwilliams@bisbeeaz.gov)



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 17, 2020

REGULAR                   CONSENT

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

**SUBJECT: APPROVAL OF THE APPOINTMENT OF LESLIE KURTAK TO THE ANIMAL ORDINANCE AD HOC COMMITTEE**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approve Appointment

**PROPOSED MOTION:**            I move to approve the appointment of Leslie Kurtak to the Animal Ordinance Ad Hoc Committee.

**DISCUSSION:**

Ms. Kurtak has submitted her application for appointment to the Animal Ordinance Ad Hoc Committee.

**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



Animal Ordinance Ad-Hoc

BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

JAN 27 2020

City Clerk's Office
City of Bisbee

Date of Application: JAN 24, 2020

\* Board interested to serve:

- Checkboxes for various committees: Airport Advisory Committee, Board of Appeals, Committee on Disability Issues, Employee Council, Judicial Selection Committee, Parks and Recreation Committee, Public Safety Retirement Board, Youth Council, Bisbee Arts Commission, Charter Review Committee, Community Sustainability Commission, Evergreen Cemetery Committee, Library Advisory Board, Planning and Zoning Commission, Streets and Infrastructure Committee, Board of Adjustment, Civil Service Commission, Design Review Board, iBisbee Committee, Municipal Property Corporation, Police and Fire Advisory Committee, Transit Advisory Committee.

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

Form fields for Name (Last Name: Kurtak, First Name: Leslie, Middle Initial: L), Mailing Address, Residential Street Address, Telephone Number(s), and Email Address.

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

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

Education: A.A.S. Dental Hygiene 2002/ B.S. Dental Hygiene 2012/ M.Ed. Educational Technology/Instructional Design 2013.
Current Employer: Jacobs Technology Contractor on Fort Huachuca, AZ/ Instructional Systems Designer/ April 2013-current.
Past Employer: Previously a dental hygienist with Dr. Wortzel and Dr. Buza in Tucson, AZ for fifteen years.

Please provide a brief summary of Civic/Volunteer Experience:

Thirteen years as a volunteer festival & entertainment director for non-profit groups (e.g. schools, churches) throughout Tucson, AZ.
Thirteen years as a director & dance teacher for the semi-pro folk dance troupe, Rusyny; Rusyny often performed for free at churches, schools, retirement homes, etc.

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

I have been dealing with the feral cat situation on Brophy Ave for four years—I have firsthand knowledge of what is going on.

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

I have two degrees in health sciences; all of my degrees, including my Masters degree required designing research, conducting evidence-based research, and reporting research. Additionally, I have spent quite a bit of time researching feral cats and TNR in peer-reviewed, evidence-based publications.

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

Signature: *Cherie L. Kuntak* Date: JAN 24, 2020

When complete, please return to:  
City Clerk Office 118 Arizona Street Bisbee, Arizona 85603 Fax 520.432.6069 E-mail: [acoronado@bisbeeaz.gov](mailto:acoronado@bisbeeaz.gov)  
[nwilliams@bisbeeaz.gov](mailto:nwilliams@bisbeeaz.gov)



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| DATE ACTION SUBMITTED: <u>January 17, 2020</u>   |   |
| REGULAR <input type="checkbox"/>   | CONSENT <input checked="" type="checkbox"/> |
| TYPE OF ACTION:  |   |
| RESOLUTION <input type="checkbox"/>  | ORDINANCE <input type="checkbox"/>          |
| FORMAL ACTION <input checked="" type="checkbox"/>  | OTHER <input type="checkbox"/>              |
| SUBJECT: <b>APPROVAL OF THE APPOINTMENT OF KATHY SOWDEN TO THE ANIMAL ORDINANCE AD HOC COMMITTEE</b> |   |

**FROM:**        Ashlee Coronado, City Clerk

**RECOMMENDATION:**        Approve Appointment

**PROPOSED MOTION:**        I move to approve the appointment of Kathy Sowden to the Animal Ordinance Ad Hoc Committee.

**DISCUSSION:**

Ms. Sowden has submitted her application for appointment to the Animal Ordinance Ad Hoc Committee.

**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

## RECEIVED

PLEASE PRINT CLEARLY IN INK OR TYPE

JAN 15 2020

Date of Application: 1/15/2020

City Clerk's Office  
City of Bisbee

\* Board interested to serve:

*Ad hoc Animal Ordinance*

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

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

Sowden \_\_\_\_\_ Kathy \_\_\_\_\_ M \_\_\_\_\_  
 Last Name \_\_\_\_\_ First Name \_\_\_\_\_ Middle Initial \_\_\_\_\_

\_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_ \_\_\_\_\_  
 Mailing Address Number Street City State Zip Code

Residential Street Address: same

Telephone Number(s) \_\_\_\_\_

Email Address: \_\_\_\_\_

\* I have been a resident of Bisbee for 14 years \* Are you currently on any Boards? no

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

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

Employed): \_\_\_\_\_  
 small business owner 1994-present  
 college instructor 2000-2004  
 Information Systems Director 1987-2001

Please provide a brief summary of Civic/Volunteer Experience:

\_\_\_\_\_ Friends of Bisbee Animal Shelter 2014-present  
 \_\_\_\_\_ iBisbee Commission 2009-2017  
 \_\_\_\_\_ Bisbee Pride President 2009-2017

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

\_\_\_\_\_  
Bisbee Arts Commission 2009-2011

\_\_\_\_\_  
Save Our Stairs Treasurer 2007-2011

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

\_\_\_\_\_  
- Long term involvement with Animal Shelter

\_\_\_\_\_  
- Desire to make our community better

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

**WAIVER REQUEST (if Applicable):**

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

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

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

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

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

Signature: Kathy Sowde

Date: 1-15-2020

When complete, please return to:  
City Clerk Office 915 S. Tovreaville Road, Bisbee, AZ 85603 #4601  
P.O. Box 4601, Bisbee, AZ 85603

E-mail: [msoronado@bisbeeaz.gov](mailto:msoronado@bisbeeaz.gov)  
[pwilliams@bisbeeaz.gov](mailto:pwilliams@bisbeeaz.gov)



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: February 4, 2020**

Regular     Special

**DATE ACTION SUBMITTED:** January 30, 2020.

**REGULAR**             **CONSENT**

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

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE APPOINTMENT OF SAMANTHA POPPE TO THE YOUTH COUNCIL**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approve

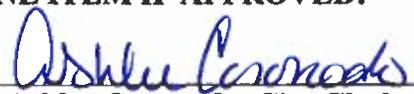
**PROPOSED MOTION:**            I move to approve the appointment of Samantha Poppe to the Youth Council.

**DISCUSSION:**

**FISCAL IMPACT:**            NA

**DEPARTMENT LINE ITEM ACCOUNT:**            NA

**BALANCE IN LINE ITEM IF APPROVED:**            NA

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

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



# YOUTH COUNCIL MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 1/15/20

|                 |        |                 |              |                |
|-----------------|--------|-----------------|--------------|----------------|
| <u>Poppe</u>    |        | <u>Samantha</u> |              | <u>R</u>       |
| Last Name       |        | First Name      |              | Middle Initial |
| <u>Bisbee</u>   |        | <u>AZ</u>       | <u>85603</u> |                |
| Mailing Address | Number | Street          | City         | State Zip Code |

Residential Street Address: \_\_\_\_\_

Telephone Number(s): \_\_\_\_\_

Email Address: \_\_\_\_\_

Grade: 7<sup>th</sup> Grade Age: \_\_\_\_\_

Parent/ Guardian Contact Information: \_\_\_\_\_

\* I have been a resident of Bisbee for 10 years

**Please provide a brief summary of your Volunteer Efforts:**  
I have been in torch club for 3 years  
and I have been in Girl Scouts for  
7 years. Both groups help out around the community

**Please list your school activities you are involved in:**  
I am in band and in the chess club.  
I was previously in the Builders club at  
my school.

Why are you interested in serving on the Youth Council:

I want to make the community more youth friendly. And I want to help out others.

What Youth Projects are important to you:

I would like to help develop a hang out spot just for the teens in bisbee.

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:

12 Residency Requirement (Bisbee Resident for less than 1 year)  
Age Waiver

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

I will be turning 13 on March 1st 2020.

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: Samantha Poppe Date: 1/15/20

When complete, please return to:  
City Clerk Office 1415 Melody Lane Bldg. G, Bisbee, AZ 85603

E-mail: [acoronado@bisbeeaz.gov](mailto:acoronado@bisbeeaz.gov)  
[nwilliams@bisbeeaz.gov](mailto:nwilliams@bisbeeaz.gov)



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 28, 2020

REGULAR                   CONSENT

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

**SUBJECT:**    **APPROVAL OF A PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF GOAR PARK WITH PARKING SPACES FOR THE BISBEE PRIDE'S DAY STAGE: MUSIC & ENTERTAINERS ON SATURDAY, JUNE 20, 2020 FROM 6:00AM TO 8:00PM; THIS INCLUDES SET -UP AND BREAKDOWN**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approval of the Permit

**PROPOSED MOTION:**            I move that we approve the Park, Facility and Right-of-Way Use Permit for the use of Goar Park with four parking spaces for the Bisbee Pride's Day stage: Music & Entertainers on Saturday, June 20, 2020; this includes set-up and breakdown.

**DISCUSSION:**

Bisbee Pride, Inc. has submitted a Park, Facility and Right of Way Use Permit for the use of Goar Park with four parking spaces for the Bisbee Pride's Day stage: Music & Entertainers on Saturday, June 20, 2020 from 6:00am to 8:00pm; this includes set-up and breakdown.

Staff has reviewed the Permit and the following items were addressed:

The \$50.00 refundable deposit is required. All other fees will be paid prior to the event except for vendor fees which will be paid following the event.

**FISCAL IMPACT:**            \$122.50

**DEPARTMENT LINE ITEM ACCOUNT:**            10-34-10880

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

Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

Reviewed by: Theresa Coleman  
Theresa Coleman,  
City Manager

NOTE PARADE

GOAR PARK

RECEIVED

JUN 12 2019

City Clerk's Office  
City of Bisbee

Permit No. 39-14

**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: Doreen Edwards Date: 6/10/2019
- 2. Organization Name: Bisbee Pride, Inc
- 3. Mailing Address: PO 451 Bisbee, AZ 85603
- Phone #: 274-4181 contact name and phone # during event Ramon 520-336-7768

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).  
DAY STAGE - MUSIC & ENTERTAINMENT Fri/Sat

- 5. Approximate Number of Participants and/or Spectators: 1200
- 6. Requested Location of Event: GOAR PARK w/ parking spaces
- 7. Date(s) of Event: ~~6/19/2020~~ ~~6/21/2020~~ 6/20/2020
- 8. Hours of Event: 10AM - 8PM ~~6/19~~
- 9. Hours of Reservation (with set-up and breakdown) 6am ~~6/20~~ - 4pm 6/21/2020
- 10. Request Consumption of Alcohol: ~~Yes~~ Yes  No
- 11. Request Sales of Alcohol: Yes  No

Saturday

**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.

\$ 10 -  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 \_\_\_\_\_

\$ 200 -  Park Public Works staff (example: posting closures of streets/parking, access to facility/band shell/restrooms, etc): \_\_\_\_\_

*"No Parking" sign - Set up - Access to Electricity*

\$ \_\_\_\_\_ 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.

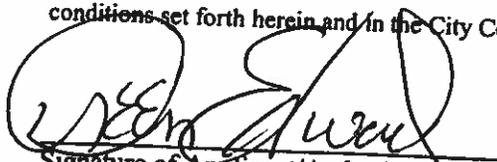
NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.

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.

**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, Doreen Edwards 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

6/10/19  
Date

## HOLD HARMLESS AGREEMENT

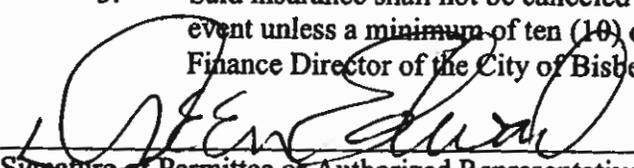
Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Bisbee Parade event the period from (date & time) 6 AM 6/19/20 to 4 PM 6/21/20, the permittee Bisbee Parade 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

DORREEN EDWARDS  
Print Name

6/10/19  
Date

|   |                            |
|---|----------------------------|
| <b>COUNCIL ACTION:</b>                      |                            |
| Recommended to:                             | Approve: _____ Deny: _____ |
| With conditions as noted:<br>_____<br>_____ |                            |
| 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: Doreen EDWARDS
- (2) Mailing Address, City, State & Zip: PO 451  
Bisbee AZ 85603
- (3) Business Name: Bisbee Pride, LLC
- (4) Business Address: 105 Park
- (5) City: Bisbee State: AZ Zip: 85603
- (6) Business Phone No.: 520 336-7768 Resident Phone No.: 520 227-4686
- (7) Name of Special Event: Bisbee PRIDE Date: 6/10/19
- Specify date(s) License needed: 6/19/2020 - 6/21/2020
- (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, Doreen EDWARDS 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.

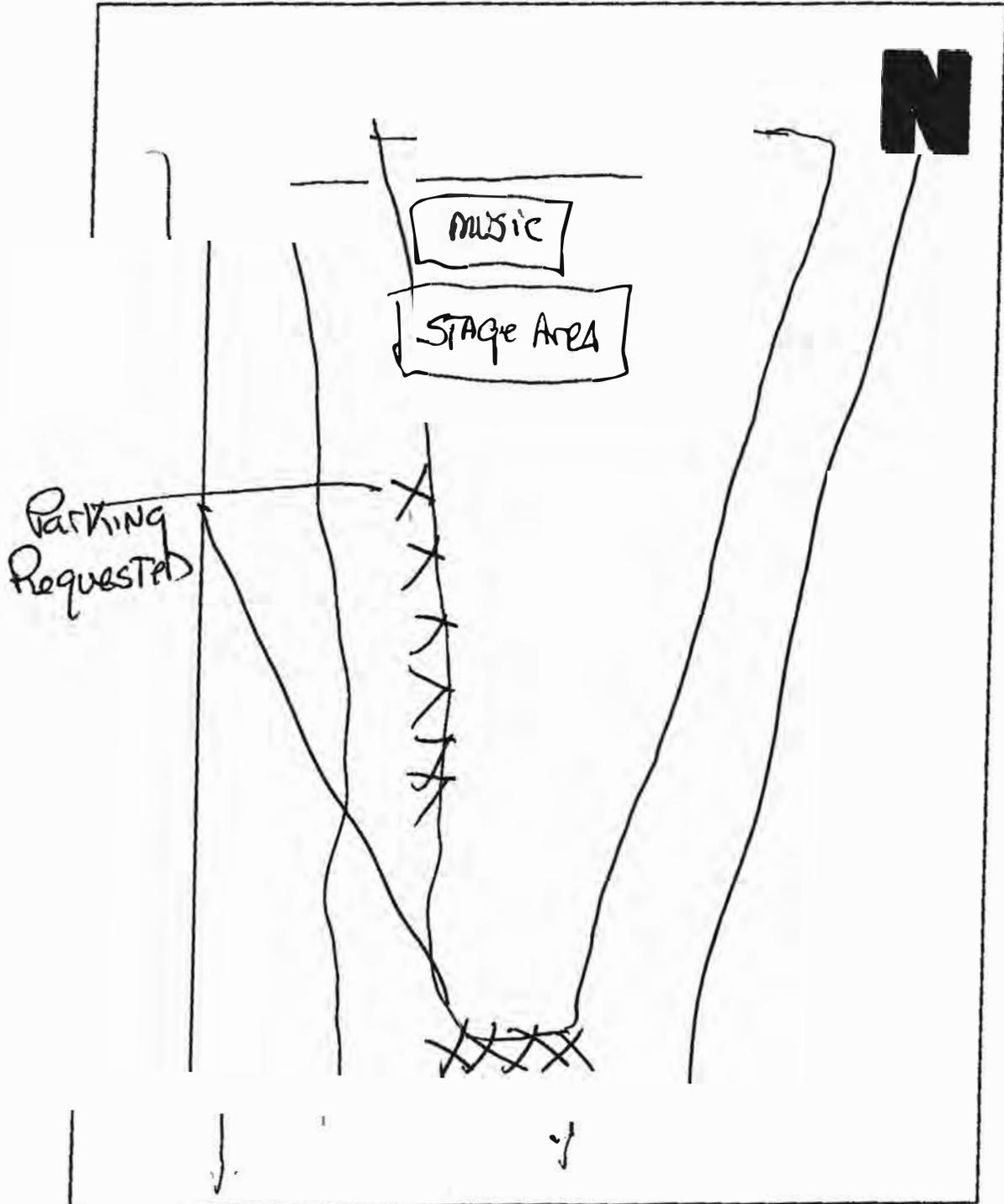
Doreen Edwards  
Signature of Applicant

6/10/19  
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.



**BISBEE PRIDE DAY STAGE  
FEE SCHEDULE  
June 19-21, 2020  
GORE PARK-PARKING**

|                                 |                 |
|---------------------------------|-----------------|
| Permit Fee                      | \$ 25.00        |
| Electricity                     | \$ 10.00        |
| Special Event License           | \$ 32.50        |
| Parks staff (\$20.00/hr) x 2    | \$ 40.00        |
| “NO PARKING SIGNS (\$1.50 X 10) | <u>\$ 15.00</u> |
| TOTAL                           | \$122.50        |
| Deposit                         | \$ 50.00        |

**VENDOR FEES WILL BE PAID FOLLOWING THE  
EVENT.**





**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 28, 2020

REGULAR                   CONSENT

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

**SUBJECT:** **APPROVAL OF A PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF GRASSY PARK WITH PARKING SPACES ALL AROUND PARK AND STREET FROM FRIDAY, JUNE 19, 2020 TO SUNDAY, JUNE 21, 2020 FROM 6:00AM TO 10:00PM; THIS INCLUDES SET-UP AND BREAKDOWN**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approval of the Permit

**PROPOSED MOTION:**            I move that we approve the Park, Facility and Right-of-Way Use Permit for the use of Grassy Park with parking spaces all around park and street from Friday, June 19, 2020 to Sunday, June 21, 2020 from 6:00am to 10:00pm; this includes se-up and breakdown.

**DISCUSSION:**

Bisbee Pride, Inc. has submitted a Park, Facility and Right of Way Use Permit for the use of Grassy Park with parking spaces all around park and street from Friday, June 19, 2020 to Sunday, June 21, 2020 from 6:00am to 10:00pm; this includes se-up and breakdown. Staff has reviewed the Permit and the following items were addressed:

The \$50.00 refundable deposit is required. All other fees will be paid prior to the event except for vendor fees which will be paid following the event.

**FISCAL IMPACT:**            \$84.00

**DEPARTMENT LINE ITEM ACCOUNT:**            10-34-10880

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

Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

Reviewed by: Theresa Coleman  
Theresa Coleman,  
City Manager

Grassy Park

RECEIVED

JUN 12 2019

City Clerk's Office  
City of Bisbee

Permit No. 41-19

**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: DORREEN EDWARDS Date: 6/10/2019
2. Organization Name: Bisbee PRIDE
3. Mailing Address: PO Box 451 Bisbee AZ 85603  
520
- Phone #: 227 4681 Contact name and phone # during event RAMON 520-336-7768
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).  
PRIDE VILLAGE @ GRASSY PARK  
FRIDAY / Sat 10AM - 8PM SUNDAY CLEANUP  
VENDORS & FOOD TRUCKS on Street  
ALCOHOL Garden w/ SPECIAL FENCING  
\* WANT ALL PARKING AROUND E ACROSS
5. Approximate Number of Participants and/or Spectators: 1200
6. Requested Location of Event: Grassy Park Bisbee AZ
7. Date(s) of Event: 6/19/2020 - 6/21/2020 w/ parking spaces all around park & x street
8. Hours of Event: 10AM - 8PM
9. Hours of Reservation (with set-up and breakdown) 6AM - 10PM
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):

Post Signs / OPEN ~~ROADS~~ ELEC OUTPUTS

\$ \_\_\_\_\_ 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.

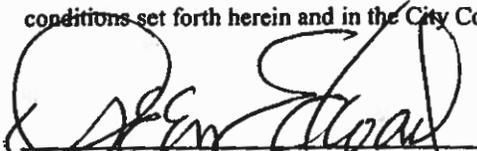
NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.

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.

**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, Doreen Edwards 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

6/10/2019  
Date

## HOLD HARMLESS AGREEMENT

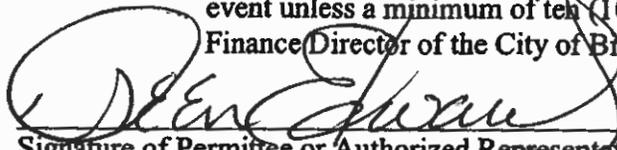
Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Bisbee PRIDE event the period from (date & time) 6 AM 6/19/2020 to 4 PM 6/21/2020 the permittee Bisbee PRIDE 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

Doreen EDWARDS  
Print Name

6/10/2019  
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: Doreen EDWARDS
- (2) Mailing Address, City, State & Zip: P.O. Box 451  
Bisbee AZ 85603
- (3) Business Name: Bisbee PRIDE INC
- (4) Business Address: 105 Park
- (5) City: Bisbee State: AZ Zip: 85603
- (6) Business Phone No.: <sup>520</sup>366-7768 Resident Phone No.: <sup>520</sup>227-4686
- (7) Name of Special Event: Bisbee PRIDE Date: 6/19-21/2020
- Specify date(s) License needed: 6/19/20 - 6/21/20
- (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, Doreen EDWARDS 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.

Doreen Edwards  
Signature of Applicant

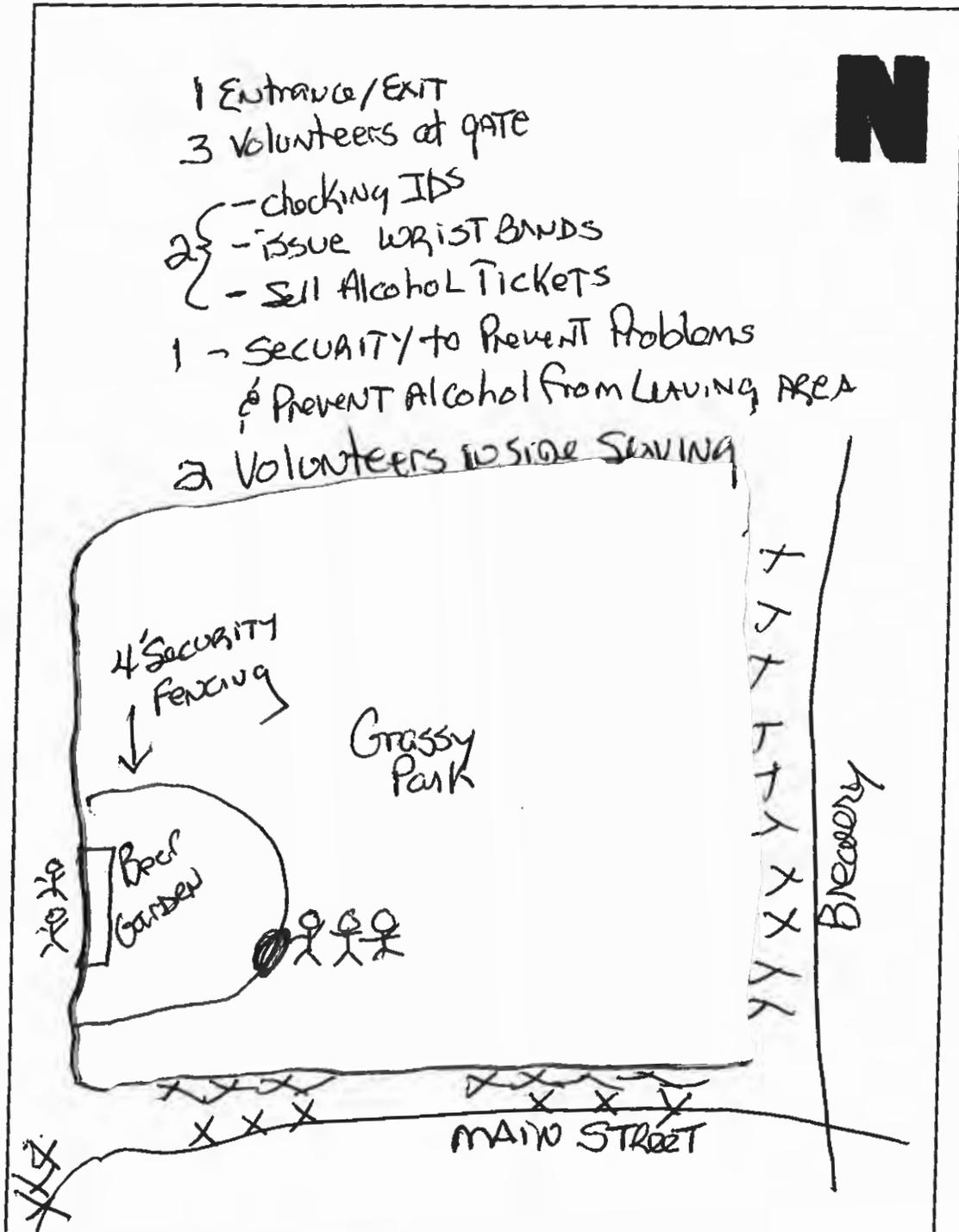
6/10/19  
Date

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.



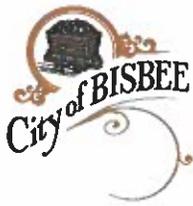
Park + Street Parking Around

**BISBEE PRIDE VILLAGE  
FEE SCHEDULE  
June 19-21, 2020  
GRASSY PARK-PARKING**

|                                 |                 |
|---------------------------------|-----------------|
| Permit Fee                      | \$ 25.00        |
| Electricity                     | \$ 10.00        |
| Special Event License           | \$ 32.50        |
| “NO PARKING SIGNS (\$1.50 X 11) | <u>\$ 16.50</u> |
| TOTAL                           | \$              |
| Deposit                         | \$ 50.00        |

**VENDOR FEES WILL BE PAID FOLLOWING THE  
EVENT.**





**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 28, 2020

REGULAR                   CONSENT

**TYPE OF ACTION:**

RESOLUTION       ORDINANCE       FORMAL ACTION       OTHER

**SUBJECT: APPROVAL OF A PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF SUBWAY STREET FOR THE BISBEE PRIDE VILLAGE WITH ALL PARKING ON SUBWAY STREET CLOSED FROM FRIDAY, JUNE 19, 2020 AND SATURDAY, JUNE 20, 2020 FROM 10:00AM TO 1:00AM AND SUNDAY, JUNE 21, 2020 FROM 6:00AM TO 4:00PM; THIS INCLUDES SET-UP AND BREAKDOWN**

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approval of the Permit

**PROPOSED MOTION:**            I move that we approve the Park, Facility and Right-of-Way Use Permit for the use of Subway Street for the Bisbee Pride Village with all parking on Subway Street closed from Friday, June 19, 2020 and Saturday, June 20, 2020 from 10:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm; this includes set-up and breakdown.

**DISCUSSION:**

Bisbee Pride, Inc. has submitted a Park, Facility and Right of Way Use Permit for the use of Subway Street for the Bisbee Pride Village with all parking on Subway Street closed from Friday, June 19, 2020 and Saturday, June 20, 2020 from 10:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm; this includes set-up and breakdown.

Bisbee Pride Village Extended to street, vendors, food trucks and Friday night street dance.

Staff has reviewed the Permit and the following items were addressed:

The \$50.00 refundable deposit is required. All other fees will be paid prior to the event except for vendor fees which will be paid following the event.

**FISCAL IMPACT:**            \$93.50

**DEPARTMENT LINE ITEM ACCOUNT:**            10-34-10880

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

Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

Reviewed by: Theresa Coleman  
Theresa Coleman,  
City Manager

Subway

RECEIVED

JUN 12 2019

City Clerk's Office  
City of Bisbee

Permit No. 42-19

**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: Doreen EDWARDS Date: 6/10/19

2. Organization Name: Bisbee PRIDE INC

3. Mailing Address: Po Box 451 Bisbee, AZ 85603

Phone 727 4185 Contact name and phone # during event Ramon 520 336-7768

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)

Bisbee PRIDE Village extended to Street  
vendors / Food Trucks  
FRIDAY NIGHT STREET DANCE

\* WANT ALL PARKING on Subway / STREET CLOSED

5. Approximate Number of Participants and/or Spectators: 1200

6. Requested Location of Event: Subway Bisbee AZ 85603

7. Date(s) of Event: 6/19/2020 - 6/21/2020 w/ parking spaces

8. Hours of Event: 10Am - 1~~PM~~ AM

9. Hours of Reservation (with set-up and breakdown) 6Am 6/19 -> 4pm 6/21/20

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):

POST NO PARKING / STREET CLOSURE SIGNS

\$ \_\_\_\_\_ 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.

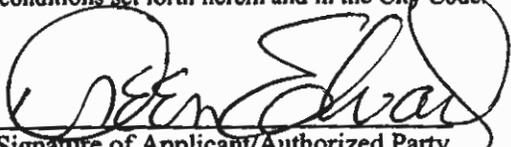
NOTES: 1-THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.

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.

**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, Doreen EDWARDS 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

6/10/19  
Date

## HOLD HARMLESS AGREEMENT

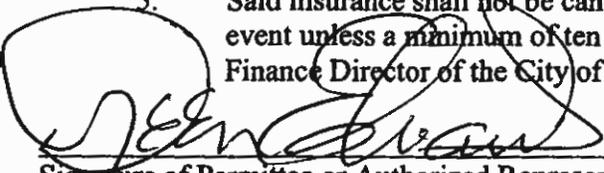
Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Bisbee PRIDE event the period from (date & time) 6am 6/19/2020 to 4pm 6/21/2020 the permittee Bisbee PRIDE 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

Doreen EDWARDS  
Print Name

6/10/19  
Date

### COUNCIL ACTION:

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: Doreen EDWARDS
- (2) Mailing Address, City, State & Zip: PO Box 451  
Bisbee AZ 85603
- (3) Business Name: Bisbee PRIDE, INC
- (4) Business Address: PO Box 451 ~~Bis~~
- (5) City: Bisbee State: AZ Zip: 85603
- (6) Business Phone No.: 520-336-7768 Resident Phone No.: 520 227-4686
- (7) Name of Special Event: Bisbee PRIDE Date: 6/19-6/21/20
- Specify date(s) License needed: 6/19/2020 → 6/21/2020
- (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, Doreen EDWARDS 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.

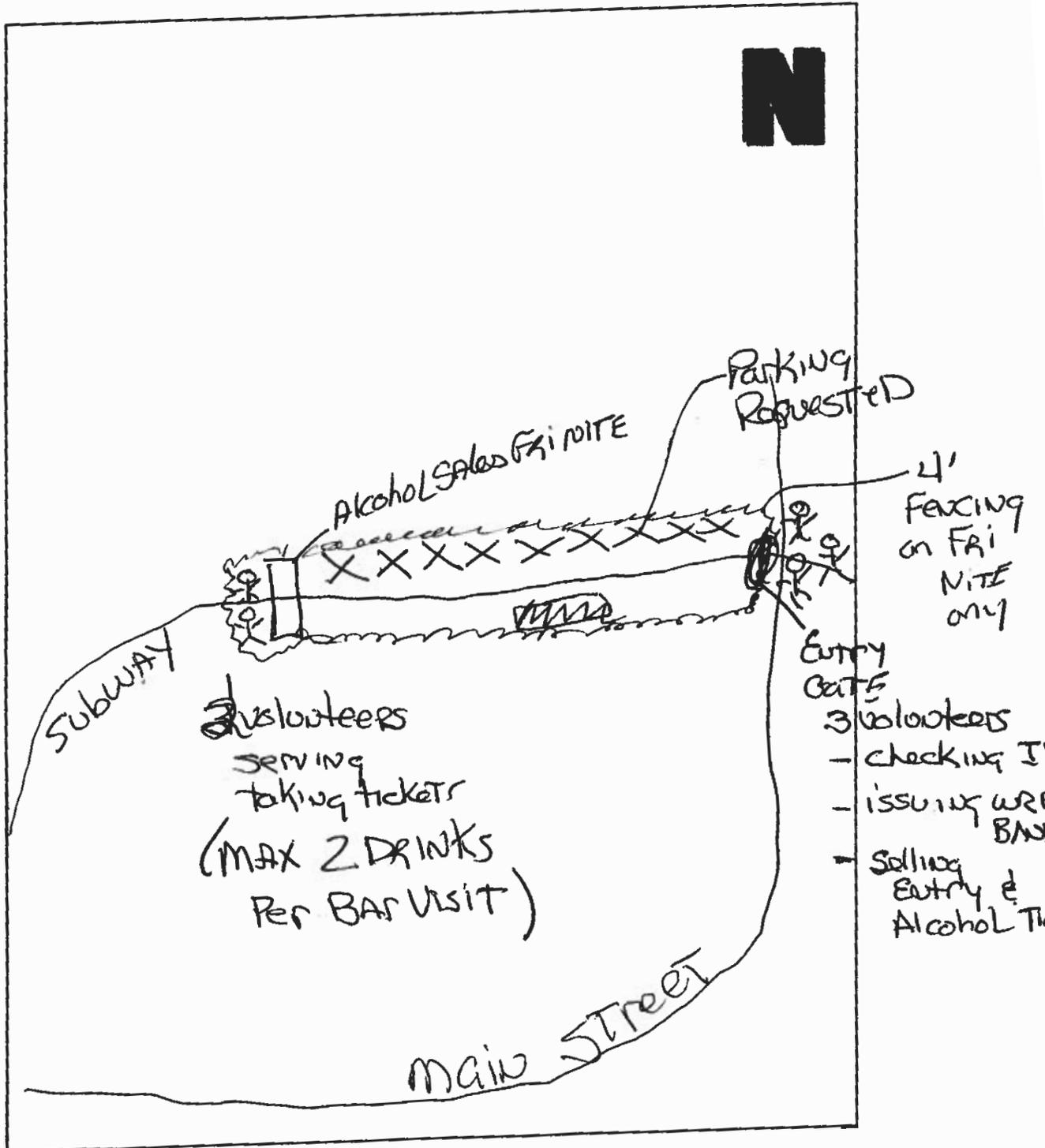
Doreen Edwards  
Signature of Applicant

6/10/19  
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.



**BISBEE PRIDE-SUBWAY  
FEE SCHEDULE  
June 19-21, 2020  
PRIDE VILLAGE-EXTENDED  
FRIDAY STREET DANCE**

|                                |                |
|--------------------------------|----------------|
| Permit Fee                     | \$ 25.00       |
| Electricity                    | \$ 10.00       |
| Special Event License          | \$ 32.50       |
| Street Closure Sign            | \$ 20.00       |
| “No Parking Signs (\$1.50 X 4) | <u>\$ 6.00</u> |
| TOTAL                          | \$ 93.50       |
| Deposit                        | \$ 50.00       |

**VENDOR FEES WILL BE PAID FOLLOWING THE  
EVENT.**

# TRAFFIC MANAGEMENT PLAN

---

**For:**

Bisbee Pride Festival

**Prepared for:**

Bisbee Pride, Inc

PO Box 451, Bisbee, Arizona 85603

**Prepared by:**

Ramon M. Garcia, President & CEO, Rainbow Alliance of Southeastern Arizona, Inc., (dba Bisbee Pride)

## **Contents**

|                                     |          |
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| <b>SECTION 1: INTRODUCTION.....</b> | <b>2</b> |
| Project description.....            | 2        |
| Purpose and scope of this plan..... | 6        |

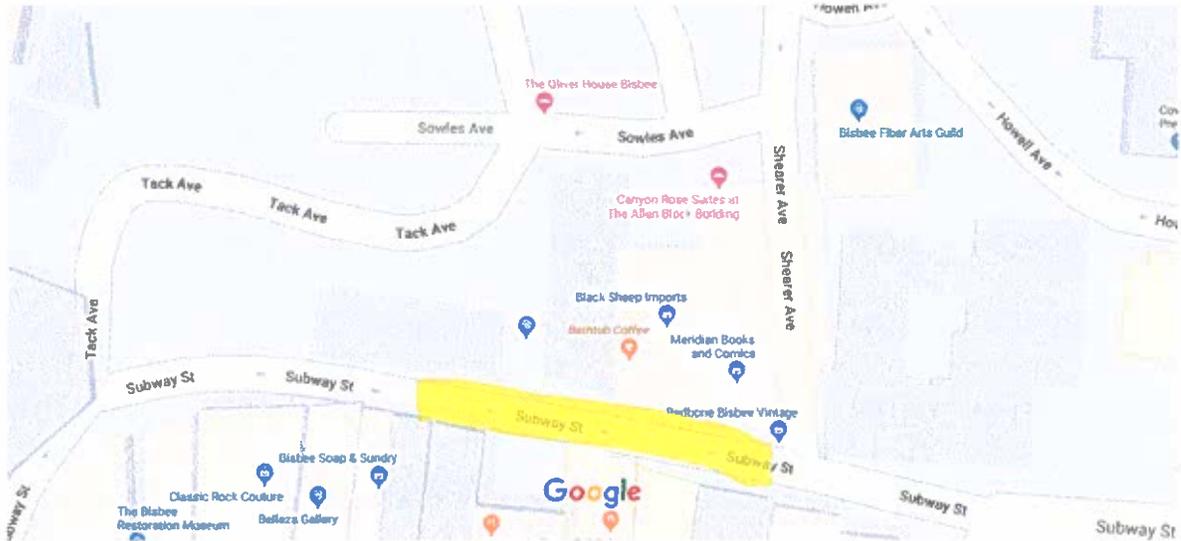
## **SECTION 1: INTRODUCTION**

### **Project description**

**Bisbee Pride, Inc. proposing the establishment of temporary traffic routes in the Historic District of Bisbee during its annual Bisbee Pride festival to be held June 19, 20, & 21, 2020.**

**Road closures proposed will include Subway Street (Limited), Taylor Ave (Limited), and Main Street (southbound).**

**Figure 1: Subway Avenue**



Subway Avenue will be closed to thru traffic for extended vendor space from Friday, 6/19 - 11am thru Sunday, 6/21 - 2am:

- Vendors will be located on street level from Shearer Avenue to approximately Club Killimanjaro.
- Sidewalk will remain open and unobstructed to allow access to businesses and residences.
- Six-foot temporary panel fencing will be used for purposes of security for alcohol restrictions during event times.
- Point of entry will be limited to one access point on south side of location with additional egress available at north end of location for vendor access, pedestrian traffic flow, and emergency access.
- Vehicular traffic will be rerouted via Howell Ave to Sowles Ave to Clawson Avenue or Tack Avenue.
- Parking lots at north end of Subway Ave will remain open and accessible to residents and local businesses.
- Temporary traffic control devices/barricades will be situated at north/south ends of Subway for purposes of driver information and traffic control.

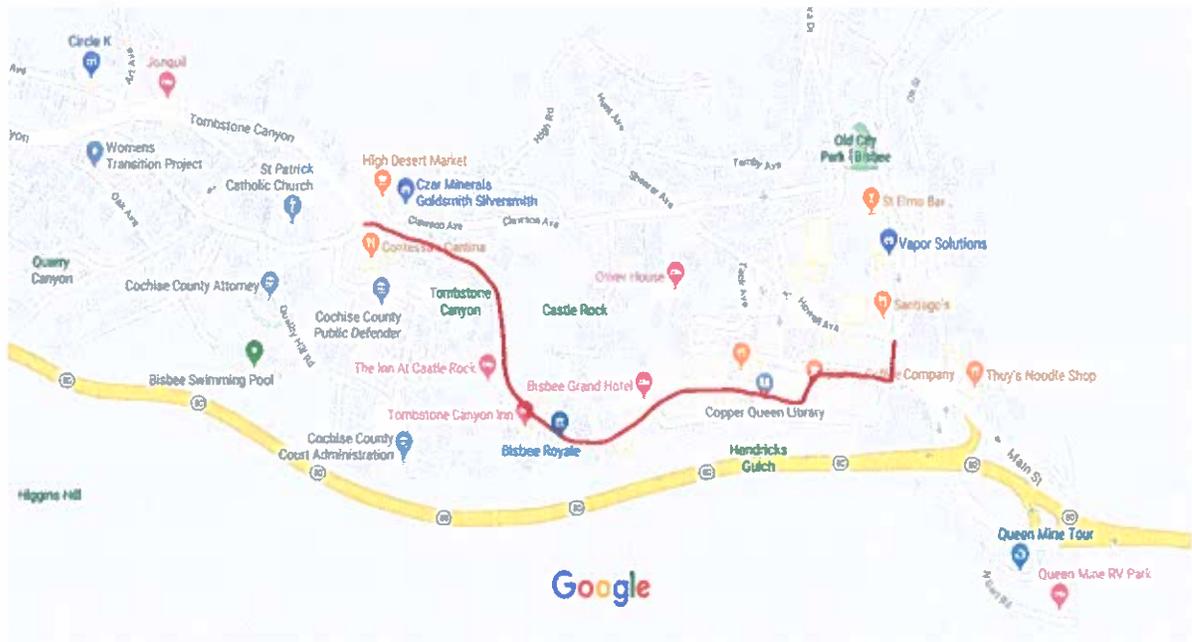
**Figure 2: Taylor Avenue/City Park Stairways**



Taylor Avenue and City Park Stairways will be closed to thru traffic for Fire and Ice (Iceman Competition) from Saturday, 6/20 – 7:30 am thru Saturday, 6/20 – 10:30 am:

- Taylor Avenue will be closed surrounding City Park from juncture of Taylor Avenue/Brewery Avenue to Opera Drive.
- Vehicular traffic will be rerouted via Howell Avenue.
- Temporary traffic control devices/barricades will be situated at junctures of Taylor Avenue/Brewery Avenue and Taylor Avenue/Opera Drive.

**Figure 3: Tombstone Canyon/Mainstreet**



Tombstone Canyon/Main Street will be closed to southbound thru traffic for Bisbee Pride Parade from Saturday, 6/20 – 10:00 am thru Saturday, 6/20 – 11:00 am:

- Tombstone Canyon/Main Street southbound lane will be closed from Quality Hill to Brewery Avenue.
- Northbound vehicular traffic will be rerouted unobstructed.
- Southbound vehicular traffic can be rerouted via northbound Tombstone Canyon to SR-80 or via Clawson Avenue.
- Parade escort southbound will be provided by emergency personnel or equivalent.

## **Purpose and scope of this plan**

The 16<sup>th</sup> Annual Bisbee Pride Festival is expected to generate relatively high volumes of traffic during the event. Along with proposed temporary road closures, it is therefore important to ensure that traffic is managed in a manner that facilitates efficiency as well as ensuring the safety of event participants and the local community. The vehicular traffic generated and rerouted as a result of the Festival, not only requires management of the Festival itself, but also insofar as traffic impacts may be experienced along local roads and in residential areas.

This Plan has been prepared to enable Bisbee Pride to identify and implement all legal and best practice requirements in respect of the management of traffic associated with the Festival. The purpose of the Plan is to ensure that traffic management (and management of vehicles in respect of the Festival) is undertaken in a safe and efficient manner. As such, the management of traffic in terms of this plan is intended to avoid and minimize traffic risks to (and impacts on) the health and safety of the local community and any individuals participating during the Festival, under both routine and non-routine circumstances. The requirements of this Plan shall apply to all Bisbee Pride Festival personnel including any volunteers, subcontractors, vendors, and other entities enjoined to provide services/support for the Festival.

This Plan has been prepared in respect of the event and Community. This Plan shall apply during both the preparation and operational phases of the Festival.

A copy of this Plan will be maintained by the festival manager at the Event. Subcontractors will be educated to ensure compliance with this Plan.





REQUEST FOR MAYOR & COUNCIL ACTION  
Session of: February 4, 2020

Regular     Special

DATE ACTION SUBMITTED: January 28, 2020

REGULAR                       CONSENT

TYPE OF ACTION:  
RESOLUTION             ORDINANCE             FORMAL ACTION             OTHER

SUBJECT:    **APPROVAL OF A PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF CITY PARK WITH PARKING SPACES IN FRONT FOR THE BISBEE PRIDE MAIN STAGE PERFORMERS, VENDORS, AFTER DANCE AND SUNDAY BINGO, THIS ALSO INCLUDES THE USE OF TAYLOR AVENUE FOR THE ICE MAN RACE, ON FRIDAY, JUNE 19, 2020 AND SATURDAY, JUNE 20, 2020 FROM 8:00AM TO 1:00AM AND SUNDAY, JUNE 21, 2020 FROM 6:00AM TO 4:00PM. TAYLOR AVENUE WILL ONLY BE CLOSED FROM 7:30AM TO 10:30AM ON SATURDAY, JUNE 21ST.**

FROM:            Ashlee Coronado, City Clerk

RECOMMENDATION:            Approval of the Permit

PROPOSED MOTION:            I move that we approve the Park, Facility and Right-of-Way Use Permit for the use of City Park with parking spaces in front for the Bisbee pride main stage performers, vendors, after dance and Sunday Bingo, this also includes the use of Taylor Avenue for the ice man race, on Friday, June 19, 2020 and Saturday, June 20, 2020 from 8:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm. Taylor Avenue will only be closed from 7:30am to 10:30am on Saturday, June 21st.

**DISCUSSION:** Bisbee Pride, Inc. has submitted a Park, Facility and Right of Way Use Permit for the use of City Park with parking spaces in front of Taylor Avenue for the Bisbee Pride Main Stage Performers, Vendors, After Dance, Ice Man Race and Sunday Bingo on Friday, June 19, 2020 and Saturday, June 20, 2020 from 8:00am to 1:00am and Sunday, June 21, 2020 from 6:00am to 4:00pm; This includes set-up and breakdown. Taylor Avenue will only be closed from 7:30am to 10:30am on Saturday, June 20, 2020

Staff has reviewed the Permit and the following items were addressed:

The \$50.00 refundable deposit is required. All other fees will be paid prior to the event except for vendor fees which will be paid following the event.

FISCAL IMPACT:            \$369.50

DEPARTMENT LINE ITEM ACCOUNT:            10-34-10880

BALANCE IN LINE ITEM IF APPROVED:  
Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

N/A  
Reviewed by: Theresa Coleman  
Theresa Coleman,  
City Manager

CITY Park

RECEIVED

JUN 12 2019

City Clerk's Office  
City of Bisbee

Permit No. 40-19

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: Doreen Edwards Date: 6/10/19

2. Organization Name: Bisbee TRIDE, INC

3. Mailing Address: Po Box 451 Bisbee AZ 85603

Phone #: 274488 Contact name and phone # during event Ramon 520-336-7768

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).

- MAIN STAGE PERFORMANCES
- VEGETABLE STAGES
- AFTER DANCE
- ICE Man Race
- Sunday Singo

5. Approximate Number of Participants and/or Spectators: 1200

6. Requested Location of Event: CITY Park w/ Parking spaces in front  
13 Taylor Ave

7. Date(s) of Event: 6/19/2020 - 6/21/2020

8. Hours of Event: 8AM - 1AM

9. Hours of Reservation (with set-up and breakdown) 6am 6/19 to 4pm 6/21

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): \_\_\_\_\_

Post Signs open Band Shell on SATURDAY & Sun.

\$ \_\_\_\_\_ 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:**

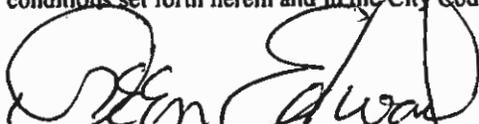
- \$25 non-commercial or \$50 commercial permit fee paid before permit is processed.
- \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility 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.
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- 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, Doreen Edwards 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

6/10/19

Date

## HOLD HARMLESS AGREEMENT

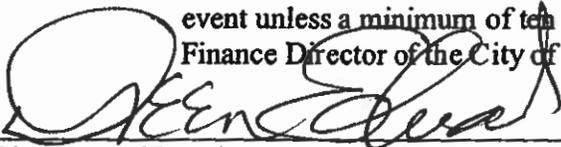
Please print or type:

In consideration of any services rendered and the use of the City of Bisbee facilities or Right-of-Way during the (print event) Bisbee PRIDE event the period from (date & time) 6 AM 6/19/20 to 4 PM 6/21/20, the permittee Bisbee PRIDE 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

Doreen Edwards  
Print Name

6/10/19  
Date

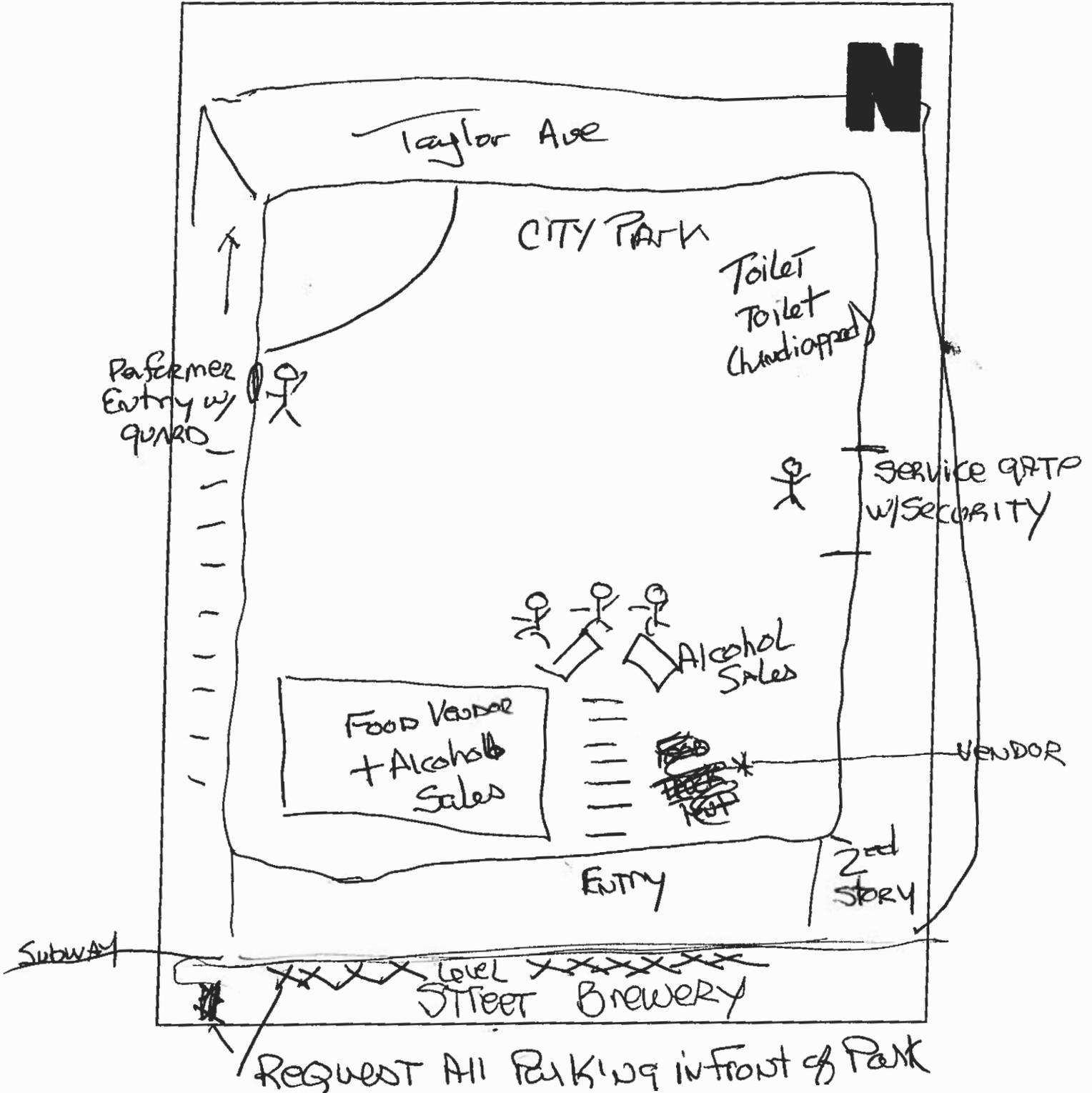
|                           |                            |
|---------------------------|----------------------------|
| <b>COUNCIL ACTION:</b>    |                            |
| Recommended to:           | Approve: _____ Deny: _____ |
| With conditions as noted: |                            |
|    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



**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.



BISBEE PRIDE KIDS ENTERTAINMENT  
FEE SCHEDULE

June 19-21, 2020

MAIN STAGE PERFORMANCES

AFTER DANCE

CITY PARK

RACE

*SUNDAY BINGO!*

|                                   |                 |
|-----------------------------------|-----------------|
| Permit Fee                        | \$ 25.00        |
| Band Shell                        | \$ 50.00        |
| Electricity                       | \$ 10.00        |
| Special Event License             | \$ 32.50        |
| Parks Staff (\$20.00/hr x 12 hrs) | \$240.00        |
| “No parking” Signs (8 x 1.50)     | <u>\$ 12.00</u> |
| <br>                              |                 |
| TOTAL                             | \$369.50        |
| <br>                              |                 |
| Deposit                           | \$ 50.00        |

VENDOR FEES WILL BE PAID FOLLOWING THE  
EVENT.

# TRAFFIC MANAGEMENT PLAN

---

**For:**

**Bisbee Pride Festival**

**Prepared for:**

**Bisbee Pride, Inc**

**PO Box 451, Bisbee, Arizona 85603**

**Prepared by:**

**Ramon M. Garcia, President & CEO, Rainbow Alliance of Southeastern Arizona, Inc., (dba Bisbee Pride)**

## Contents

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| SECTION 1: INTRODUCTION.....        | 2 |
| Project description.....            | 2 |
| Purpose and scope of this plan..... | 6 |

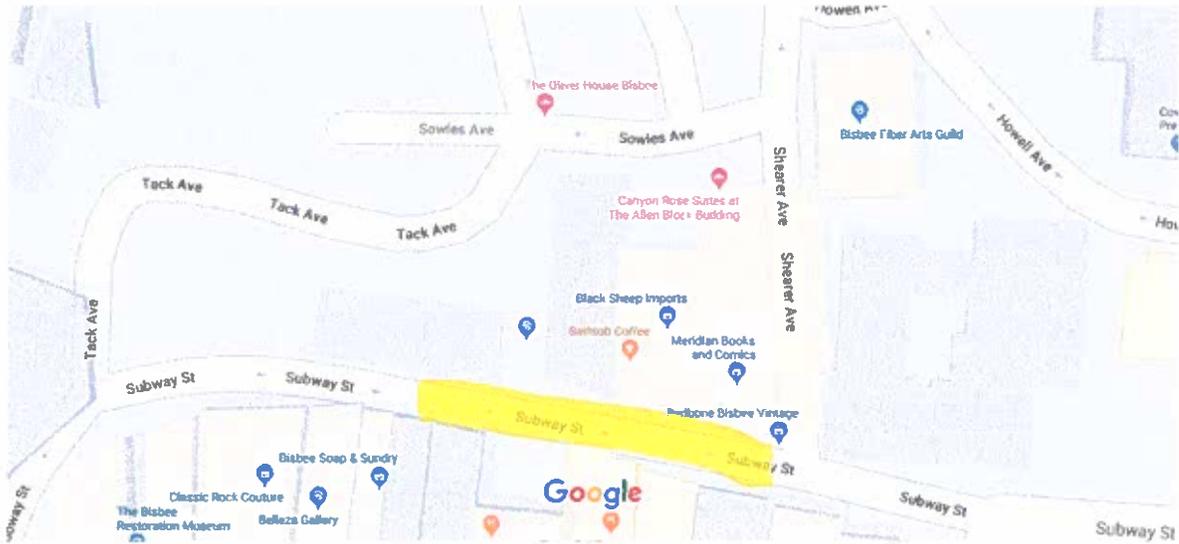
## SECTION 1: INTRODUCTION

### Project description

Bisbee Pride, Inc. proposing the establishment of temporary traffic routes in the Historic District of Bisbee during its annual Bisbee Pride festival to be held June 19, 20, & 21, 2020.

Road closures proposed will include Subway Street (Limited), Taylor Ave (Limited), and Main Street (southbound).

**Figure 1: Subway Avenue**



**Subway Avenue will be closed to thru traffic for extended vendor space from Friday, 6/19 - 11am thru Sunday, 6/21 - 2am:**

- **Vendors will be located on street level from Shearer Avenue to approximately Club Kilimanjaro.**
- **Sidewalk will remain open and unobstructed to allow access to businesses and residences.**
- **Six-foot temporary panel fencing will be used for purposes of security for alcohol restrictions during event times.**
- **Point of entry will be limited to one access point on south side of location with additional egress available at north end of location for vendor access, pedestrian traffic flow, and emergency access.**
- **Vehicular traffic will be rerouted via Howell Ave to Sowles Ave to Clawson Avenue or Tack Avenue.**
- **Parking lots at north end of Subway Ave will remain open and accessible to residents and local businesses.**
- **Temporary traffic control devices/barricades will be situated at north/south ends of Subway for purposes of driver information and traffic control.**

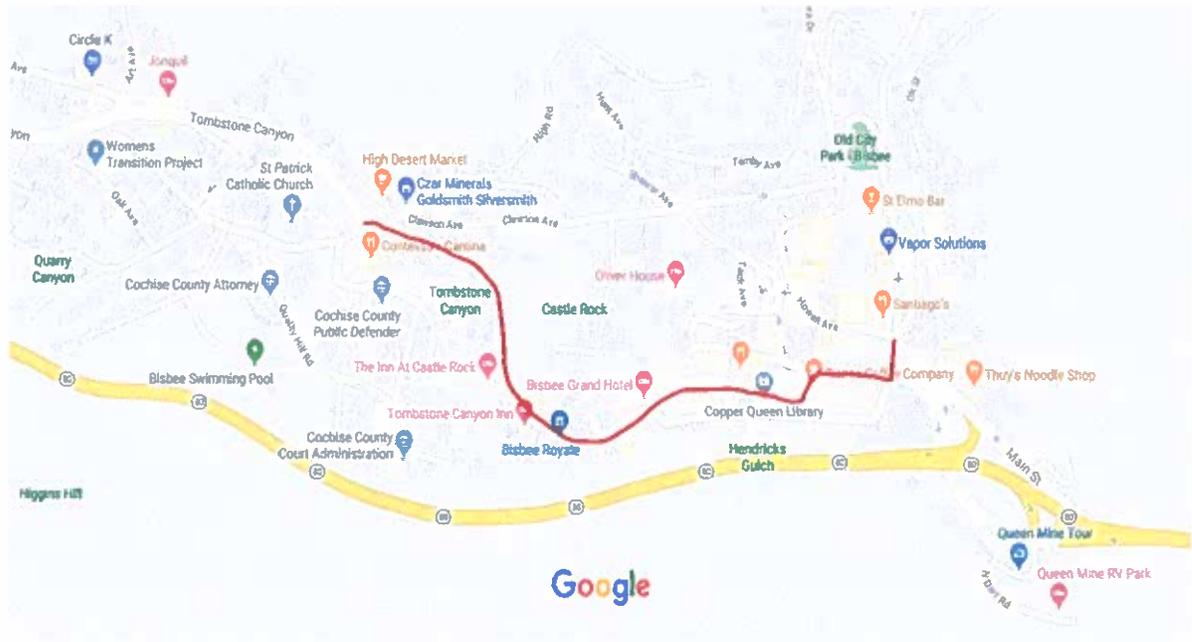
**Figure 2: Taylor Avenue/City Park Stairways**



Taylor Avenue and City Park Stairways will be closed to thru traffic for Fire and Ice (Iceman Competition) from Saturday, 6/20 – 7:30 am thru Saturday, 6/20 – 10:30 am:

- Taylor Avenue will be closed surrounding City Park from juncture of Taylor Avenue/Brewery Avenue to Opera Drive.
- Vehicular traffic will be rerouted via Howell Avenue.
- Temporary traffic control devices/barricades will be situated at junctures of Taylor Avenue/Brewery Avenue and Taylor Avenue/Opera Drive.

**Figure 3: Tombstone Canyon/Mainstreet**



**Tombstone Canyon/Main Street will be closed to southbound thru traffic for Bisbee Pride Parade from Saturday, 6/20 – 10:00 am thru Saturday, 6/20 – 11:00 am:**

- **Tombstone Canyon/Main Street southbound lane will be closed from Quality Hill to Brewery Avenue.**
- **Northbound vehicular traffic will be rerouted unobstructed.**
- **Southbound vehicular traffic can be rerouted via northbound Tombstone Canyon to SR-80 or via Clawson Avenue.**
- **Parade escort southbound will be provided by emergency personnel or equivalent.**

## **Purpose and scope of this plan**

The 16<sup>th</sup> Annual Bisbee Pride Festival is expected to generate relatively high volumes of traffic during the event. Along with proposed temporary road closures, it is therefore important to ensure that traffic is managed in a manner that facilitates efficiency as well as ensuring the safety of event participants and the local community. The vehicular traffic generated and rerouted as a result of the Festival, not only requires management of the Festival itself, but also insofar as traffic impacts may be experienced along local roads and in residential areas.

This Plan has been prepared to enable Bisbee Pride to identify and implement all legal and best practice requirements in respect of the management of traffic associated with the Festival. The purpose of the Plan is to ensure that traffic management (and management of vehicles in respect of the Festival) is undertaken in a safe and efficient manner. As such, the management of traffic in terms of this plan is intended to avoid and minimize traffic risks to (and impacts on) the health and safety of the local community and any individuals participating during the Festival, under both routine and non-routine circumstances. The requirements of this Plan shall apply to all Bisbee Pride Festival personnel including any volunteers, subcontractors, vendors, and other entities enjoined to provide services/support for the Festival.

This Plan has been prepared in respect of the event and Community. This Plan shall apply during both the preparation and operational phases of the Festival.

A copy of this Plan will be maintained by the festival manager at the Event. Subcontractors will be educated to ensure compliance with this Plan.





**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 28, 2020</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 PARK, FACILITY AND RIGHT OF WAY USE PERMIT FOR THE USE OF 100 TOMBSTONE CANYON TO GOAR PARK FOR THE BISBEE PRIDE PARADE ON SATURDAY, JUNE 20, 2020 FROM 9:30AM TO 11:00AM.</b> |   |

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approval of the Permit

**PROPOSED MOTION:**            I move that we approve the Park, Facility and Right-of-Way Use Permit for the use of 100 Tombstone Canyon to Goar Park for the Bisbee Pride Parade on Saturday, June 20, 2020 from 9:30am to 11:00am.

**DISCUSSION:**

Bisbee Pride, Inc. has submitted a Park, Facility and Right-of-Way Use Permit for the use of 100 Tombstone Canyon to Goar Park for the Bisbee Pride Parade on Saturday, June 20, 2020 from 9:30am to 11:00am.

Staff has reviewed the Permit and recommends approval.

The \$50.00 refundable deposit is required.

**FISCAL IMPACT:**            \$25.00

**DEPARTMENT LINE ITEM ACCOUNT:**            10-34-10880

**BALANCE IN LINE ITEM IF APPROVED:**            NA

Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

Reviewed by: Theresa Coleman  
Theresa Coleman,  
City Manager

**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.BisbeeAZ.gov](http://www.BisbeeAZ.gov), 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@BisbeeAZ.gov](mailto:lvaldez@BisbeeAZ.gov)

**APPLICANT INFORMATION**

1. Applicant Name: Ramon M. Garcia Date: 1/26/2020
2. Organization Name: Bisbee Pride, Inc.
3. Mailing Address: P.O. Box 451, Bisbee, AZ 85603  
 Phone #: (520) 336-7788 Contact name and phone # during event Ramon Garcia (520) 336-7788
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).  
Bisbee Pride Parade - Saturday 6/20 - 10 AM - 11 AM  
South bound Tombstone Canyon / Main Street  
from Iron Man to Green Park
5. Approximate Number of Participants and/or Spectators: 1250
6. Requested Location of Event: Tombstone Canyon / Main Street (SB)
7. Date(s) of Event: 6/20/2020
8. Hours of Event: 10 AM - 11 AM
9. Hours of Reservation (with set-up and breakdown) 9:30 AM - 11 AM
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 "no parking signs, access to facility/band  
shell/restrooms, etc.) NOTE: ROAD CLOSED SIGNS/BARRIERS MUST BE  
SUPPLIED BY APPLICANTS: \_\_\_\_\_

\$ \_\_\_\_\_  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  
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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, Ramon M. Garcia 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

1/26/2020  
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) Bisbee PRIDE event the period from (date & time) 6/19/2020 - 6am to 6/21/2020 - 4pm the permittee Bisbee Trade 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.

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Signature of Permittee or Authorized Representative

Ramon M. Garcia  
Print Name

1/26/2020  
Date

**COUNCIL ACTION:**

Recommended to:      Approve: \_\_\_\_\_ Deny: \_\_\_\_\_

With conditions as noted:

Mayor's Signature:

Date:

CITY OF BISBEE PUBLIC WORKS DEPARTMENT  
915 S. Tovreaville Road  
BISBEE, AZ 85603  
(520) 432-6002

**APPLICATION FOR SPECIAL EVENT LICENSE**

(Please print firmly or type)

(1) Applicant's Name:

Ramon Garcia

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

P.O. Box 451  
Bisbee, AZ 85603

(3) Business Name:

Bisbee Pride

(4) Business Address:

~~\_\_\_\_\_~~ P.O. Box 451

(5) City:

Bisbee

State:

AZ

Zip:

85603

(6) Business Phone No.:

(520) 336-7758

Resident Phone No.:

Same

(7) Name of Special Event:

Bisbee Pride

Date:

6/19-20/2020

Specify date(s) License needed:

6/20/2020

(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, Ramon Garcia 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

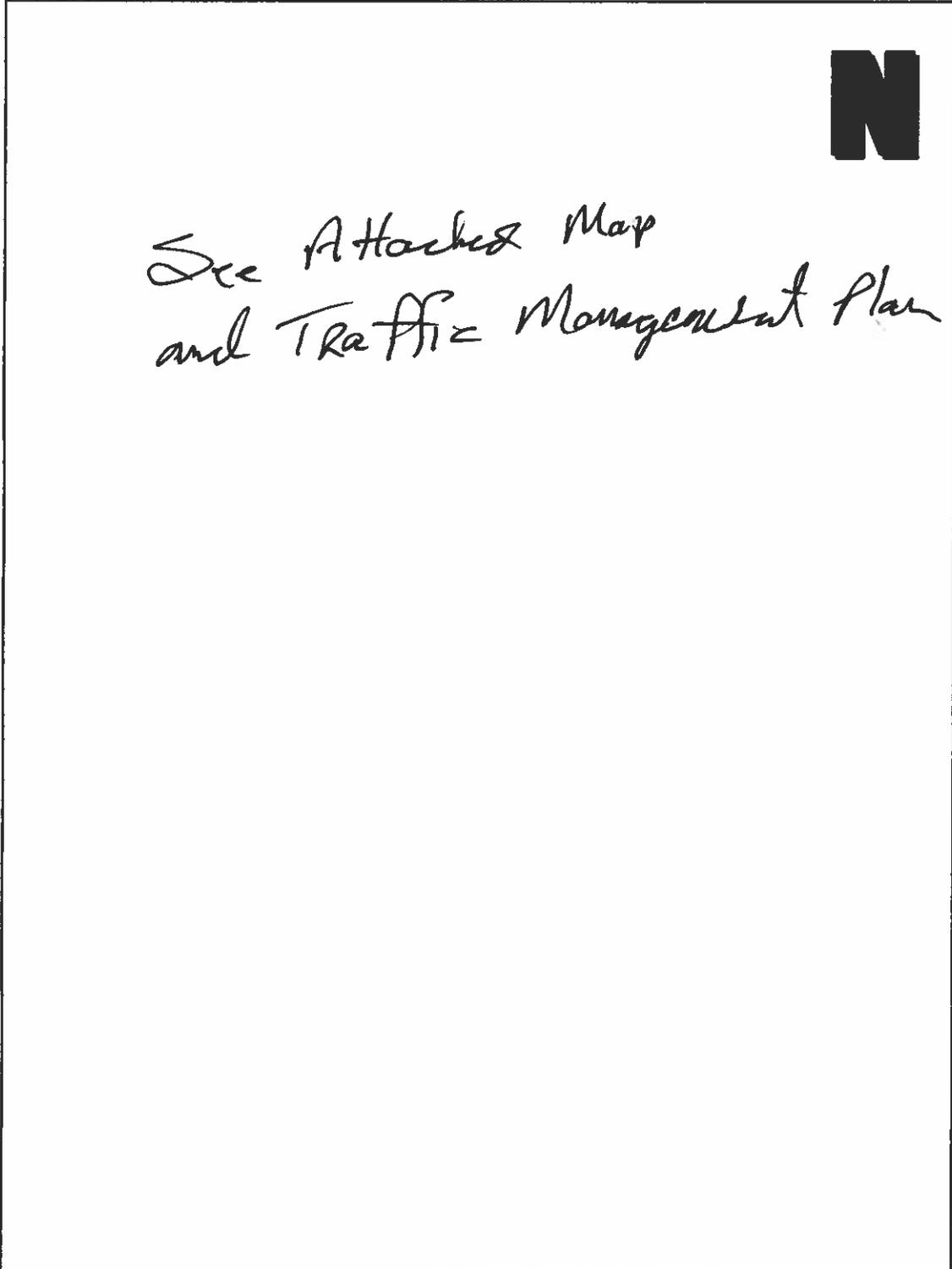
6/26/2020

Make checks payable to: City of Bisbee  
915 S. Tovreaville Road  
Bisbee, Arizona 85603

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

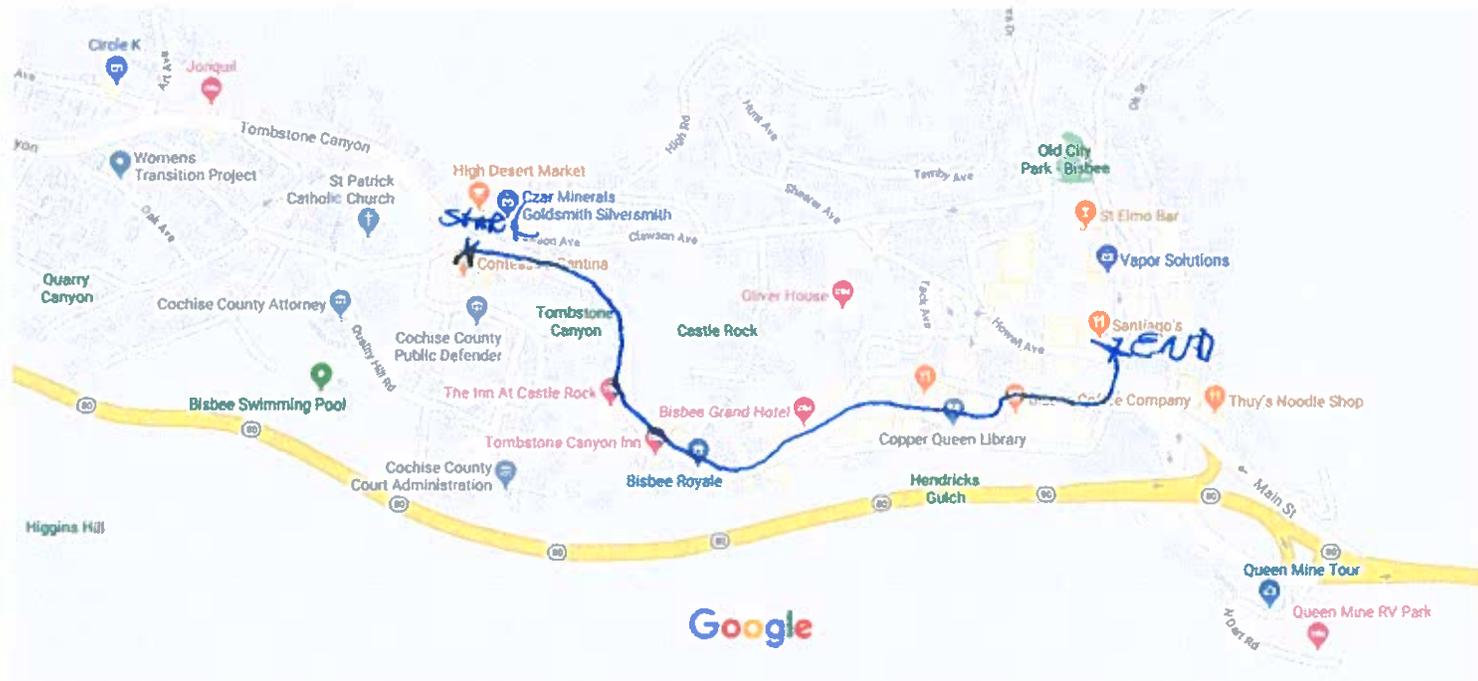
Special Event Diagram: (Show dimensions, serving areas, and label type of enclosure and security positions)

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



**N**

*See Attached Map  
and Traffic Management Plan*



Map data ©2020 200 ft

# TRAFFIC MANAGEMENT PLAN

---

**For:**

Bisbee Pride Festival

**Prepared for:**

Bisbee Pride, Inc

PO Box 451, Bisbee, Arizona 85603

**Prepared by:**

Ramon M. Garcia, President & CEO, Rainbow Alliance of Southeastern Arizona, Inc., (dba Bisbee Pride)

## **Contents**

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| <b>Project description.....</b>            | <b>2</b> |
| <b>Purpose and scope of this plan.....</b> | <b>6</b> |

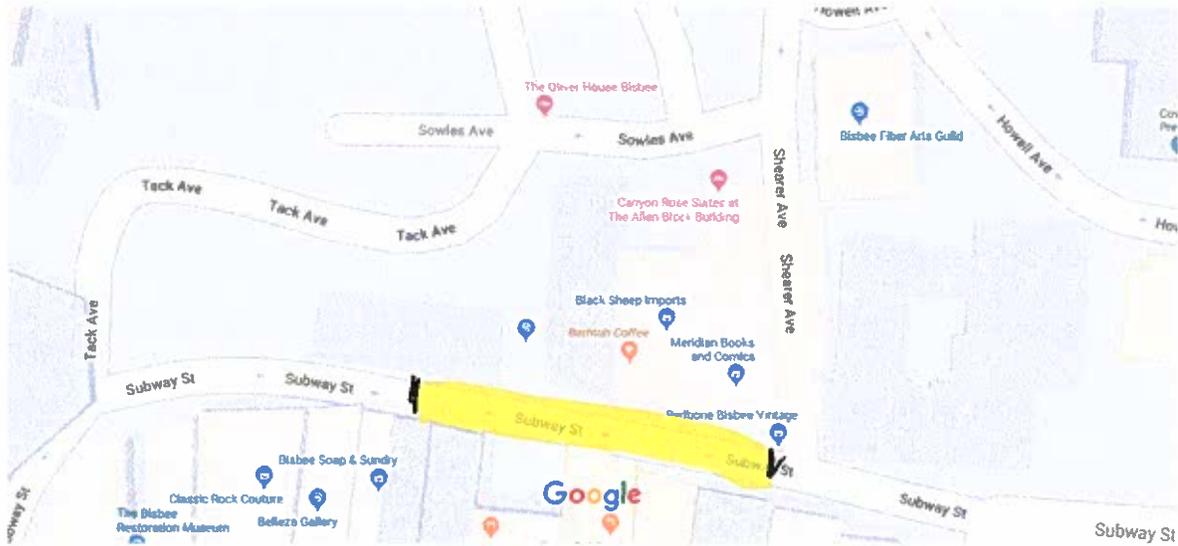
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### **Project description**

**Bisbee Pride, Inc. proposing the establishment of temporary traffic routes in the Historic District of Bisbee during its annual Bisbee Pride festival to be held June 19, 20, & 21, 2020.**

**Road closures proposed will include Subway Street (Limited), Taylor Ave (Limited), and Main Street (southbound).**

**Figure 1: Subway Avenue**



**Subway Avenue will be closed to thru traffic for extended vendor space from Friday, 6/19 - 11am thru Sunday, 6/21 - 2am:**

- **Vendors will be located on street level from Shearer Avenue to approximately Club Kilimanjaro.**
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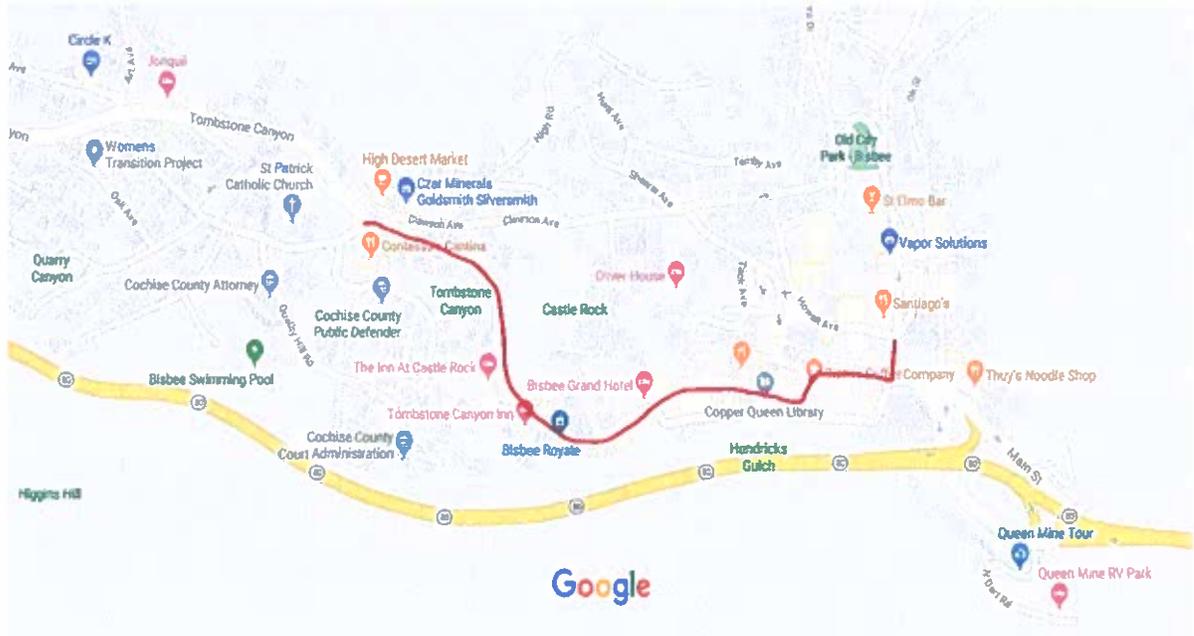
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Taylor Avenue and City Park Stairways will be closed to thru traffic for Fire and Ice (Iceman Competition) from Saturday, 6/20 – 7:30 am thru Saturday, 6/20 – 10:30 am:

- Taylor Avenue will be closed surrounding City Park from juncture of Taylor Avenue/Brewery Avenue to Opera Drive.
- Vehicular traffic will be rerouted via Howell Avenue.
- Temporary traffic control devices/barricades will be situated at junctures of Taylor Avenue/Brewery Avenue and Taylor Avenue/Opera Drive.

**Figure 3: Tombstone Canyon/Mainstreet**



Tombstone Canyon/Main Street will be closed to southbound thru traffic for Bisbee Pride Parade from Saturday, 6/20 – 10:00 am thru Saturday, 6/20 – 11:00 am:

- Tombstone Canyon/Main Street southbound lane will be closed from Quality Hill to Brewery Avenue.
- Northbound vehicular traffic will be rerouted unobstructed.
- Southbound vehicular traffic can be rerouted via northbound Tombstone Canyon to SR-80 or via Clawson Avenue.
- Parade escort southbound will be provided by emergency personnel or equivalent.

## **Purpose and scope of this plan**

The 16<sup>th</sup> Annual Bisbee Pride Festival is expected to generate relatively high volumes of traffic during the event. Along with proposed temporary road closures, it is therefore important to ensure that traffic is managed in a manner that facilitates efficiency as well as ensuring the safety of event participants and the local community. The vehicular traffic generated and rerouted as a result of the Festival, not only requires management of the Festival itself, but also insofar as traffic impacts may be experienced along local roads and in residential areas.

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This Plan has been prepared in respect of the event and Community. This Plan shall apply during both the preparation and operational phases of the Festival.

A copy of this Plan will be maintained by the festival manager at the Event. Subcontractors will be educated to ensure compliance with this Plan.

**BISBEE PRIDE PARADE  
FEE SCHEDULE  
JUNE 20, 2020**

|            |          |
|------------|----------|
| Permit Fee | \$ 25.00 |
| Deposit    | \$ 50.00 |





AGENDA ITEM NUMBER 2N

**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: February 4, 2020**

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 22, 2020</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 EASTERSEALS BLAKE FOUNDATION FOR AN EVENT TO BE HELD AT CITY PARK ON SATURDAY, SEPTEMBER 19, 2020 FROM 11:00 AM TO 10:00 PM; DINA SCALONE; APPLICANT</b> |   |

**FROM:** Ashlee Coronado, City Clerk

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

**PROPOSED MOTION:** I move to approve the Special Event Liquor License application submitted by Easterseals Blake Foundation for an event to be held at City Park on Saturday, September 19, 2020 from 11:00 am to 10:00 pm.

**DISCUSSION:**

Ms. Dina Scalone has requested approval of a Special Event Liquor License Application for Easterseals Blake Foundation for the Blues in Bisbee event to be held at City Park on Saturday, September 19, 2020 from 11:00 am to 10:00 pm.

Ms. Scalone has indicated that entrances and exits will be staffed by security and local police. Contracting additional police through City of Bisbee and will be providing additional security through Arizona Rangers.

**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

|                          |  |
|--------------------------|--|
| <b>FOR DLLC USE ONLY</b> |  |
| Received Date:           |  |
| Job #:                   |  |
| CSR:                     |  |
| License #:               |  |

**APPLICATION FOR SPECIAL EVENT LICENSE**  
 Fees: \$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.

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

1. Applicant: Scalone Dina 11/15/1971

2. Applicant's mailing address: 7750 E. Broadway Blvd Ste A200 Tucson AZ 85710

3. Applicant's home/cell phone: (520) 256-2840 Applicant's business phone: (520) 327-1529

4. Applicant's email address: dscalone@blake.easterseals.com

**SECTION 2** Name of Organization, Candidate or Political Party/Gov.: Easterseals Blake Foundation

**SECTION 3** Non-Profit/IRS Tax Exempt Number: 86-0093224

**SECTION 4** Event Location: City Park, Old Bisbee

Event Address: 62 Brewery Ave, Bisbee, AZ 85603

**SECTION 5** 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:  | <u>September 19, 2020</u> | <u>Saturday</u> | <u>11 am</u>           | <u>10 pm</u>           |
| DAY 2:  | _____                     | _____           | _____                  | _____                  |
| DAY 3:  | _____                     | _____           | _____                  | _____                  |
| DAY 4:  | _____                     | _____           | _____                  | _____                  |
| DAY 5:  | _____                     | _____           | _____                  | _____                  |
| DAY 6:  | _____                     | _____           | _____                  | _____                  |
| DAY 7:  | _____                     | _____           | _____                  | _____                  |
| DAY 8:  | _____                     | _____           | _____                  | _____                  |
| DAY 9:  | _____                     | _____           | _____                  | _____                  |
| DAY 10: | _____                     | _____           | _____                  | _____                  |

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

2 Number of Police 6 Number of Security Personnel  Fencing  Barriers

Explanation: Entrances and exits will be staffed by security and local police. Contracting additional police through City of Bisbee and will be providing additional security through Arizona Rangers

**SECTION 7** 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 8** 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 9** What is the purpose of this event?

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

**SECTION 10**

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?

Yes  No If yes, please provide the following: Name of Licensed Contractor: \_\_\_\_\_

4. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol?

Yes  No If yes, please provide the following: Name of Licensee \_\_\_\_\_ License #: \_\_\_\_\_

5. 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 Easterseals Blake Foundation selling beer and wine Percentage: 100%

Address 7750 E. Broadway Blvd, Tucson, AZ 85710

Name Old Bisbee Brewing Company selling beer Percentage: 25%

Address 200 Review Alley Bisbee AZ 85603  
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.**

**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.

**ATTACH DIAGRAM**

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. 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.

I, (Print Full Name) Dina Scalone, hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.

Applicant Signature: *Dina Scalone*

**LOCAL GOVERNING BOARD**

Date Received: January 21, 2020

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

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

**DLLC USE ONLY**

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

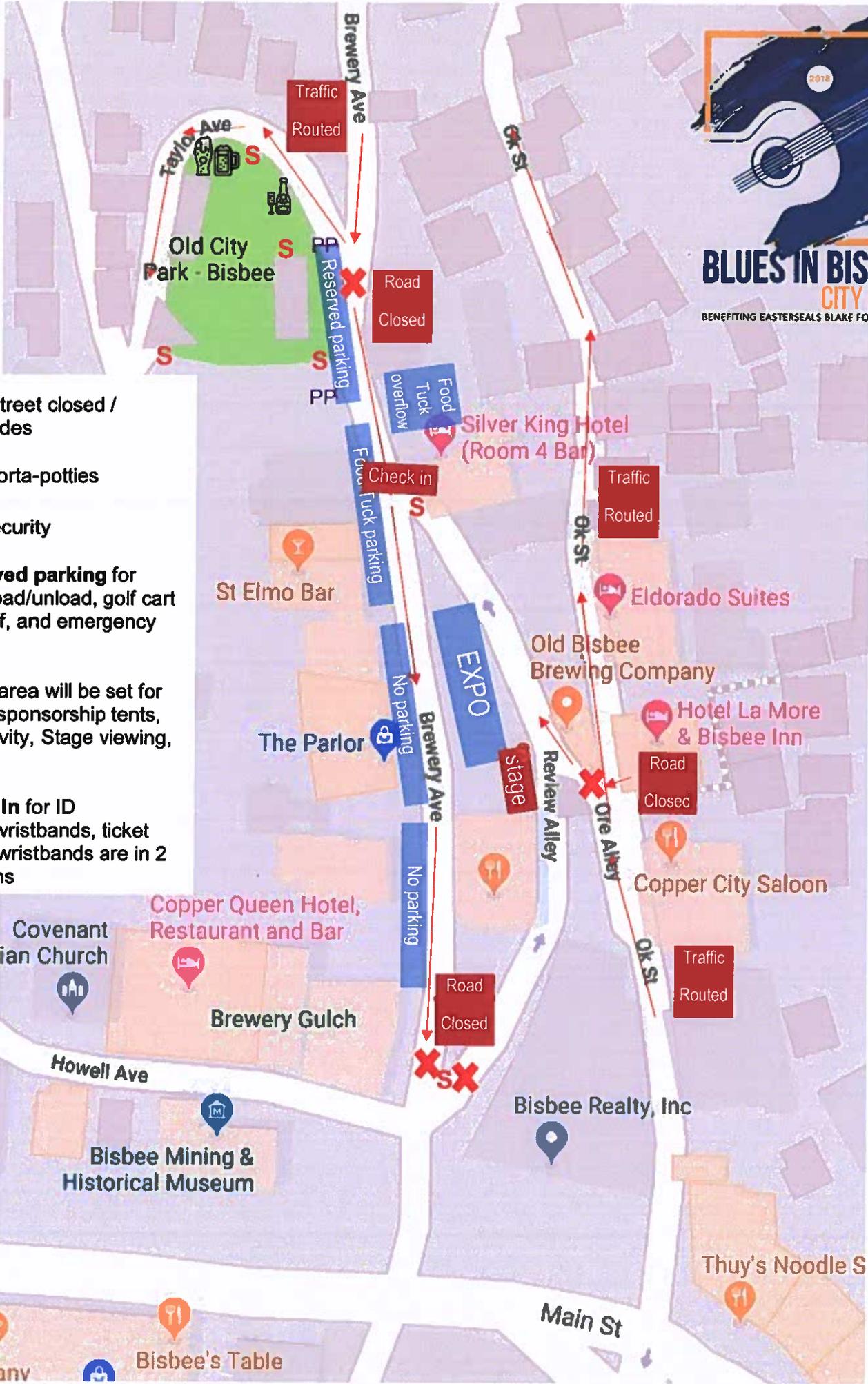
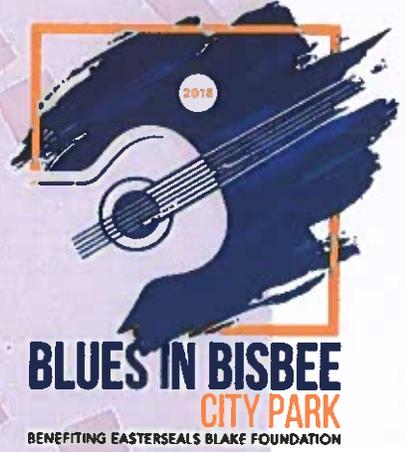
**A.R.S. § 41-1030. Invalidity of rules not made according to this chapter; prohibited agency action; prohibited acts by state employees; enforcement; notice**

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.



**X** – Street closed / barricades

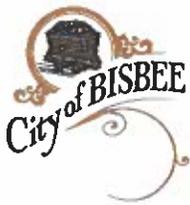
**PP** – porta-potties

**S** – Security

**Reserved parking** for band load/unload, golf cart drop off, and emergency autos

**EXPO** area will be set for 10x10 sponsorship tents, kid activity, Stage viewing, etc.

**Check In** for ID check/wristbands, ticket turn in/wristbands are in 2 locations



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 04, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 27, 2020</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 LIQUOR LICENSE APPLICATION FOR THE BISBEE SOCIAL CLUB LOCATED AT 67 MAIN STREET, BISBEE ARIZONA; KEVIN ARNOLD KRAMBER, APPLICANT</b> |   |

**FROM:**            Ashlee Coronado, City Clerk

**RECOMMENDATION:**            Approve the Liquor License Application

**PROPOSED MOTION:**            I move to approve the Liquor License Application for the Bisbee Social Club located at 67 Main Street, Bisbee Arizona,

**DISCUSSION:**

Mr. Keven Arnold Kramber has submitted a Liquor License Application for the Bisbee Social Club which is located at 67 Main Street, Bisbee Arizona. The application was posted in accordance with state and local laws.

Building Inspector Joe Ward examined the proposed layout for the Bisbee Social Club's liquor license application, he determined that the proposed seating exceeds the allowable occupancy for a business with only one exit. 49 Occupants Maximum.

There has been no written communication from the members of the public that either support or oppose this application

**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

## Ashlee Coronado

---

**From:** Joe Ward  
**Sent:** Thursday, January 23, 2020 10:27 AM  
**To:** Ashlee Coronado  
**Subject:** 49 Occupants maximum

Ashlee,

After examining the proposed layout for the Bisbee Social Club's liquor license application, I determined that the proposed seating exceeds the allowable occupancy for a business with only one exit.

Joe Ward  
Building Inspector  
City of Bisbee  
520-227-5410





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

**AFFIDAVIT OF POSTING**

Date of Posting: 12-31-2019 Date of Posting Removal: 1-23-20

Applicant's Name: Bisbee Social Club  
Last First Middle

Business Address: 67 Main St Bisbee 85603  
Street City Zip

License #: 06020012

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

J. Ritchie Officer 520-432-2261  
Print Name of City/County Official Title Phone Number

[Signature] 12-31-19  
Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents. If you have any questions please call (602) 542-5141 and ask for the Licensing Division.

**State of Arizona  
Department of Liquor Licenses and Control**

Created 12/14/2019 @ 03:16:31 PM

Local Governing Body Report

**LICENSE**

|                      |  |                  |            |
|----------------------|--|------------------|------------|
| Number:              | 06020012   | Type:            | 006 BAR    |
| Name:                | BISBEE SOCIAL CLUB                                 |                  |            |
| State:               | Pending  |                  |            |
| Issue Date:          |  | Expiration Date: | 06/30/2020 |
| Original Issue Date: | 07/26/1934   |                  |            |
| Location:            | 67 MAIN STREET<br>BISBEE, AZ 85603<br>USA          |                  |            |
| Mailing Address:     | 536 E WAGON BLUFF DRIVE<br>TUCSON, AZ 85704<br>USA |                  |            |
| Phone:               | (000)000-0000                                      |                  |            |
| Alt. Phone:          | (580)235-5684                                      |                  |            |
| Email:               | KKRAMBER75@GMAIL.COM                               |                  |            |

Currently, this license has pending applications.

**AGENT**

|                         |  |
|-------------------------|--|
| Name:                   | KEVIN ARNOLD KRAMBER                               |
| Gender:                 | Male   |
| Correspondence Address: | 536 E WAGON BLUFF DRIVE<br>TUCSON, AZ 85704<br>USA |
| Phone:                  | (520)235-5684                                      |
| Alt. Phone:             |  |
| E-mail:                 | KKRAMBER75@GMAIL.COM                               |

**OWNER**

|                         |  |                         |    |
|-------------------------|--|-------------------------|----|
| Name:                   | BISBEE SOCIAL CLUB LLC                             |                         |    |
| Contact Name:           | KEVIN KRAMBER                                      |                         |    |
| Type:                   | LIMITED LIABILITY COMPANY                          |                         |    |
| AZ CC File Number:      | 23029906   | State of Incorporation: | AZ |
| Incorporation Date:     | 10/28/2019   |                         |    |
| Correspondence Address: | 536 E WAGON BLUFF DRIVE<br>TUCSON, AZ 85704<br>USA |                         |    |
| Phone:                  | (520)235-5684                                      |                         |    |
| Alt. Phone:             |  |                         |    |
| E-mail:                 | KKRAMBER75@GMAIL.COM                               |                         |    |

**Officers / Stockholders**  
Name.

Title.

% Interest.

**LEWIS FAMILY TRUST DATED 7/9/2004 -  
TRUSTEE  
SUNNY TEMPE INVESTMENTS LLC - Managing  
Member, Shareholder**

Name: JOSEPH ORME LEWIS  
Gender: Male  
Correspondence Address: 536 E WAGON BLUFF DRIVE  
TUCSON, AZ 85704  
USA  
Phone: (602)740-3916  
Alt. Phone:  
Email: JOSEPH@THREALESTATEBROKERS.BIZ

**LEWIS FAMILY TRUST DATED 7/9/2004 -  
TRUSTEE  
SUNNY TEMPE INVESTMENTS LLC - MEMBER**

Name: MELISSA FORBES LEWIS  
Gender: Female  
Correspondence Address: 536 E WAGON BLUFF DRIVE  
TUCSON, AZ 85704  
USA  
Phone: (602)451-4360  
Alt. Phone:  
Email: MELISSA@TABETOPSETC.NET

**SUNNY TEMPE INVESTMENTS LLC - MEMBER**

Name: LEWIS FAMILY TRUST DATED 7/9/2004  
Contact Name: KEVIN ARNOLD KRAMBER  
Type: TRUST  
AZ CC File Number: State of Incorporation:  
Incorporation Date:  
Correspondence Address: 536 E WAGON BLUFF DRIVE  
TUCSON, AZ 85704  
USA  
Phone: (520)235-5684  
Alt. Phone:  
Email: KRAMBER75@GMAIL.COM

## BISBEE SOCIAL CLUB LLC - Member, Shareholder

Name: SUNNY TEMPLE INVESTMENTS LLC  
Contact Name: KEVIN ARNOLD KRAMBER  
Type: LIMITED LIABILITY COMPANY  
AZ CC File Number: L11066714 State of Incorporation: AZ  
Incorporation Date: 03/31/2014  
Correspondence Address: 536 E WAGON BLUFF DRIVE  
TUCSON, AZ 85704  
USA  
Phone: (520)235-5684  
Alt Phone:  
Email: KKRAMBER75@GMAIL.COM

### APPLICATION INFORMATION

Application Number: 84486  
Application Type: Location / Owner Transfer  
Created Date: 11/21/2019

### QUESTIONS & ANSWERS

#### 006 Bar

- 1) If you intend to operate business while your application is pending you will need an interim permit pursuant to A.R.S.§4-203.01. Would you like to apply for an Interim Permit?  
No
- 4) Have you submitted a questionnaire? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card.  
Yes
- 5) Is the Business located within the incorporated limits of the city or town of which it is located?  
No
- 6) Does the Business location address have a street address for a City or Town but is actually in the boundaries of another City, Town or Tribal Reservation?  
Yes  
If Yes, what City, Town or Tribal Reservation is this Business located in?  
Cochise County
- 15) Please provide name, address, and Distance of nearest school  
Old Bisbee School  
325 School Terrace Rd., Bisbee, AZ 85603  
437 feet
- 16) Please provide name, address, and distance of nearest church.  
St Johns Episcopal  
19 Sowles Ave , Bisbee, AZ 85603  
595 feet
- 17) Are you a tenant? (A person who holds the lease of a property; a lessee)  
Yes  
A Document of type SUPPLEMENTAL INFO is required
- 18) Is there a penalty if lease is not fulfilled?  
Yes  
What is the penalty?  
Loss of \$800 security deposit and Landlord lockout

- 19) Are you a sub-tenant? (A person who holds a lease which was given to another person (tenant) for all or part of a property)  
No
- 20) Are you the owner?  
No
- 21) Are you a purchaser?  
No
- 22) Are you a management company?  
No
- 23) What is the total money borrowed for the business not including the lease?  
Please list lenders/people owed money for the business.  
None-Capital Contributions
- 24) Is there a drive through window on the premises?  
No
- 25) Have you provided a diagram of your premises?  
Yes
- 26) If there is a patio please indicate contiguous or non-contiguous within 30 feet.  
None
- 27) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
Yes  
If yes, what is your estimated completion date?  
12/01/2019
- 34) Total Price paid for Series 6 Bar, Series 7 Beer & Wine Bar or Series 9 Liquor Store (license only)  
Nothing. Transferred to new LLC which is made up of Sunny Tempe Investments, LLC who was a Member in the prior ownership of the License

## DOCUMENTS

| DOCUMENT TYPE      | FILE NAME                       | UPLOADED DATE |
|--------------------|---------------------------------|---------------|
| BILL OF SALE       | Bill of Sale.pdf                | 11/21/2019    |
| DIAGRAM/FLOOR PLAN | Floor Plan.pdf                  | 11/21/2019    |
| SUPPLEMENTAL INFO  | Flow Chart.pdf                  | 11/21/2019    |
| QUESTIONNAIRE      | Joseph Q.pdf                    | 11/21/2019    |
| ALIEN STATUS       | Kevin Q Attach ASF Passport.pdf | 11/21/2019    |
| QUESTIONNAIRE      | Kevin Q Attach ASF Passport.pdf | 11/21/2019    |
| QUESTIONNAIRE      | Melissa Q.pdf                   | 11/21/2019    |
| SUPPLEMENTAL INFO  | Sec 1.9.pdf                     | 11/21/2019    |



19 DEC 14 Liq. Lic. PM 2:57

**SECTION 8 Government (for Cities, Towns or Counties only)**

1. Government Entity: \_\_\_\_\_  
2. Person/Designee: \_\_\_\_\_  
Last First Middle Daytime Contact Phone #

**SECTION 9 Person to Person Transfer ARS§4-203(C), (D), (G)  
(Bar and Liquor Stores only - Series 06, 07, and 09)**

1. license #: 06020012  
2. Individual Owner/Agent Name: Kramber Kevin Arnold  
Last First Middle  
3. Ownership Name: Sunny Tempe Investments, LLC  
(Exactly as it appears on the license)  
4. Current Business Name: Turquoise Valley Golf Course  
(Exactly as it appears on the license)  
5. Business Location Address: 1794 W. Newell St. Naco AZ Cochise 85620  
Street City State County Zip  
6. Current Daytime Phone: 520.235.5684 Primary Email Address: kkramber75@gmail.com  
7. Does current licensee intend to operate the business while this application is pending?  Yes  No  
8. I (signature): \_\_\_\_\_ authorize the transfer of this license to the applicant.

**NOTARY**

I (Print Full Name) Joseph O. Lewis (Manager) hereby declare that I am the individual Agent, Owner,  
Or Controlling Person on the stated license and location.  
Signature: [Signature] State of ARIZONA County of MARICOPA  
The foregoing instrument was acknowledged before me this  
My Commission Expires on: 03/31/2023 11 Day of NOVEMBER 2015  
Day Month Year  
 [Signature]  
Signature of Notary

**SECTION 10 Location Transfer- Current Licensee Information ARS§4-203(C), (D), (G)  
(Bar and Liquor Stores only - Series 06, 07, and 09)**

1. Current Business. Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
(exactly as it appears on license)  
2. New Business. Name: \_\_\_\_\_  
Address: \_\_\_\_\_

BISBEE SOCIAL CLUB, LLC



SUMMIT TEMP INVESTMENTS, LLC  
(MEM - 100%)



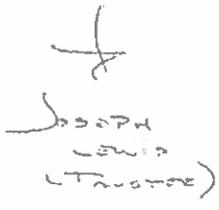
JOSEPH  
LEWIS  
(MEM/MEM - 99%)



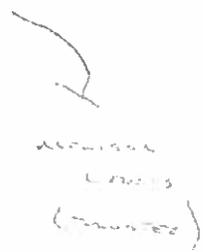
LEWIS  
FAMILY  
TRUST  
DTD 04/09/04  
(MEM - 100%)



MELISSA  
LEWIS  
(MEM - 1%)



JOSEPH  
LEWIS  
(TRUSTEE)



MELISSA  
LEWIS  
(TRUSTEE)

19 DEC 14 11:47 Lic. # 257



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

**QUESTIONNAIRE**  
A.R.S. § 4-202, 4-210  
Type or Print with **Black Ink**

The fees allowed by R19-1-102 will be charged for all dishonored checks.

Fr Current 6/14/19

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in **black ink**. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local governments:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A **BLUE OR BLACK LINED FINGERPRINT CARD** ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$13 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 06020018 / # 84486

1. Check the Appropriate Box →

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Controlling Person | <input checked="" type="checkbox"/> Agent | <input type="checkbox"/> Premises Manager<br>(complete all questions except #12) |
|---|---|--|

2. Name: Kramber Kevin Arnold Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: Arizona

4. Place of birth: Buffalo MN USA Height: 6'03" Weight: 235 Eyes: Blu Hair: Bro  
City State COUNTRY (not county)

5. Name of current/most recent spouse: Kramber Michele Rene Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona?  Yes  No If yes, what is your date of residency: 1976

7. Daytime telephone number: 520.235.5684 E-mail address: kkramber75@gmail.com

8. Business Name: BISBEE SOCIAL CLUB Business Phone: [REDACTED]

9. Business Location Address: 67 MAIN ST. BISBEE AZ COCHISE 85603  
Street (do not use PO Box) City State County Zip

10. List your employment or type of business during the past five (5) years. If unemployed, retired, or student, list residence address.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYERS NAME OR NAME OF BUSINESS (Street Address, City, State & Zip) |
|-----------------|---------------|-------------------------------|--|
| 01/2009         | CURRENT       | Real Estate Salesperson       | Town West Realty, Inc., 3002 N. Campbell Ave. #200, Tucson, AZ 85719   |
| 05/2009         | Current       | Co-Owner                      | AZLiquorTraining.Com, LLC, 536 E. Wagon Bluff Dr., Tucson, AZ 85704    |
| 03/2008         | Current       | Owner/Consultant              | DBL K Liquor Consulting, LLC, 536 E. Wagon Bluff Dr., Tucson, AZ 85704 |
|                 |               |                               |  |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

| FROM Month/Year | TO Month/Year | RESIDENTIAL Street Address               |
|-----------------|---------------|--|
| 11/1995         | CURRENT       | 536 E. Wagon Bluff Dr., Tucson, AZ 85704 |
|                 |               |  |
|                 |               |  |
|                 |               |  |
|                 |               |  |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?  
If you answered YES, then answer #13 below. If NO, skip to #14.  Yes  No
13. Have you attended a DLEC approved Basic & Management Liquor Law Training Course within the past 3 years?  Yes  No *~ / A*
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years?  Yes  No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202, 4-210  Yes  No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation?  Yes  No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No

If you answered "YES" to any Question 14 through 18 **YOU MUST** attach a **signed statement**  
Give complete details including dates, agencies involved and dispositions.  
**CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED**

**NOTARY**

I (Print Full Name) Kevin Arnold Kramber hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: *[Signature]* State of Arizona County of Pima

The foregoing instrument was acknowledged before me this 28<sup>th</sup> Day of October 2019

My Commission Expires on Oct 20, 2022



KATHY FUMI SAKELLAR  
Notary Public - Arizona  
Pima County  
Commission # 553597  
My Comm. Expires Oct 20, 2022

*[Signature]*  
Signature of Notary

The licensee has authorized the person named on this questionnaire to act as manager for the above license

PRINT NAME \_\_\_\_\_ SIGNATURE: \_\_\_\_\_



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

**ARIZONA STATEMENT OF CITIZENSHIP  
 OR ALIEN STATUS FOR STATE PUBLIC BENEFITS**

Title IV of the federal Personal Responsibility and Work Opportunity Reconciliation Act of 1996 (the "Act"), 8 U.S.C. § 1621, provides that, with certain exceptions, only United States citizens, United States non-citizen nationals, non-exempt "qualified aliens" (and sometimes only particular categories of qualified aliens), nonimmigrant, and certain aliens paroled into the United States are eligible to receive state, or local public benefits. With certain exceptions, a professional license and commercial license issued by a State agency is a State public benefit.

Arizona Revised Statutes § 41-1080 requires, in general, that a person applying for a license must submit documentation to the license agency that satisfactorily demonstrates the applicant's presence in the United States is authorized under federal law.

**Directions:** All applicants must complete Sections I, II, and IV. Applicants who are not U.S. citizens or nationals must also complete Section III.

Submit this completed form and a copy of one or more document(s) from the attached "Evidence of U.S. Citizenship, U.S. National Status, or Alien Status" with your application for license or renewal. If the document you submit does not contain a photograph, you must also provide a government issued document that contains your photograph. You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

**SECTION I – APPLICANT INFORMATION**

INDIVIDUAL OWNER/AGENT NAME (Print or type) Kevin Arnold Kramber

**SECTION II – CITIZENSHIP OR NATIONAL STATUS DECLARATION**

Are you a citizen or national of the United States?  Yes  No

If Yes, indicate place of birth:

City Buffalo State (or equivalent) Minnesota Country or Territory USA

If you answered Yes, 1) Attach a legible copy of a document from the attached list.

2) Name of document: US Passport  
 Go to Section IV.

If you answered No, you must complete Section III and IV.

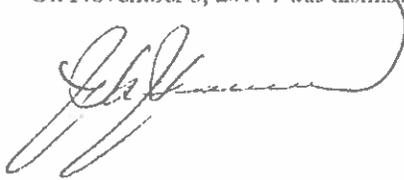
QUESTIONNAIRE CONTINUED

KEVIN ARNOLD KRAMBER

Questions 14:

On Thursday October 26, 2017 I was served with a lawsuit which involved Zuffa, LLC versus Manuel Cordova, et al. It is Civil Action Number 4:17-CV-00495-BPV United States District Court in Arizona. The subject of the lawsuit involves the alleged illegal broadcasting of a July 29, 2017 UFC fight at my client's licensed premises, The Neighborhood, LLC, DBA "Neighborhood", Pima County Liquor License Number 06100149. I am the Agent on behalf of the Licensee and as Agent I have been included in the lawsuit.

On November 3, 2017 I was dismissed without prejudice from the lawsuit.

A handwritten signature in black ink, appearing to read "Kevin Arnold Kramber", written over a horizontal line. The signature is stylized and cursive.

**SECTION III – ALIEN STATUS DECLARATION**

To be completed by applicants who are not citizens or nationals of the United States. Please indicate alien status by checking the appropriate box. Attach a legible copy of a document from the attached list or other document as evidence of your status.

\_\_\_\_\_  
Name of document provided

**Qualified Alien Status** (8 U.S.C. §§ 1621(a)(1), -1641(b) and (c))

- 1. An alien lawfully admitted for permanent residence under the Immigration and Nationality Act (INA)
- 2. An alien who is granted asylum under Section 208 of the INA.
- 3. A refugee admitted to the United States under Section 207 of the INA.
- 4. An alien paroled into the United States for at least one year under Section 212(d)(5) of the INA.
- 5. An alien whose deportation is being withheld under Section 243(h) of the INA.
- 6. An alien granted conditional entry under Section 203(a)(7) of the INA as in effect prior to April 1, 1980.
- 7. An alien who is a Cuban/Haitian entrant.
- 8. An alien who has, or whose child or child's parent is a "battered alien" or an alien subject to extreme cruelty in the United States.

**Nonimmigrant Status** (8 U.S.C. § 1621(a)(2))

- 9. A nonimmigrant under the Immigration and Nationality Act [8 U.S.C. § 1101 et seq.] Non immigrants are persons who have temporary status for a specific purpose. See 8 U.S.C. § 1101(a)(15).

**Alien Paroled into the United States for Less Than One Year** (8 U.S.C. § 1621(a)(3))

- 10. An alien paroled into the United States for less than one year under Section 212(d)(5) of the INA

**Other Persons** (8 U.S.C. § 1621(c)(2)(A) and (C))

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect (Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.);
- 13. A foreign national not physically present in the United States.

**Otherwise Lawfully Present**

- 14. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

**PLEASE NOTE: The federal Personal Responsibility and Work Opportunity Reconciliation Act may make persons who fall into this category ineligible for licensure. See 8 U.S.C. § 1621(a).**

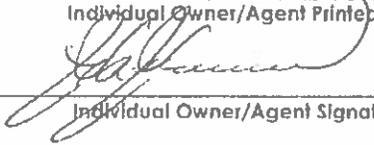
**SECTION IV - DECLARATION**

All applicants must complete this section.

I declare under penalty of perjury under the laws of the state of Arizona that the answers and evidence I have given are true and correct to the best of my knowledge.

**Kevin Arnold Kramber**

Individual Owner/Agent Printed Name



Individual Owner/Agent Signature

10/24/19

Today's Date

**EVIDENCE OF U.S. CITIZENSHIP, U.S. NATIONAL STATUS, OR ALIEN STATUS**

You must submit supporting legal documentation (i.e. marriage certificate) if the name on your evidence is not the same as your current legal name.

Evidence showing authorized presence in the United State includes the following:

1. An Arizona driver license issued after 1996 or an Arizona non-operating identification card.
2. A driver license issued by a state that verifies lawful presence in the United States.
3. A birth certificate or delayed birth certificate showing birth in one of the 50 states, the District of Columbia, Puerto Rico (on or after January 13, 1941), Guam, the U.S. Virgin Islands (on or after January 17, 1917), American Samoa, or the Northern Mariana Islands (on or after November 4, 1986, Northern Mariana Islands local time)
4. A United States certificate of birth abroad.
5. A United States passport. \*\*\*Passport must be signed\*\*\*
6. A foreign passport with a United States visa.
7. An I-94 form with a photograph.
8. A United States citizenship and immigration services employment authorization document or refugee travel document.
9. A United States certificate of naturalization.
10. A United States certificate of citizenship.
11. A tribal certificate of Indian blood.
12. A tribal or bureau of Indian affairs affidavit of birth.
13. Any other license that is issued by the federal government, any other state government, an agency of this state or a political subdivision of this state that requires proof of citizenship or lawful alien status before issuing the license.

'19 DEC 14 Lgr. Lic. PM 2:57

**We the People**

*Of the United States,*  
 we the People do hereby establish Justice, insure domestic Tranquility, provide for the common Defence, promote the general Welfare, and secure the Blessings of Liberty to ourselves and our Posterity: do ordain and establish this Constitution for the United States of America.



SIGNATURE OF GRABER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

---

**PASSE D'ÉTÉ  
 PASSEPORE  
 PASAPORTE**

**UNITED STATES OF AMERICA**  
 Les États-Unis d'Amérique / Estados Unidos de América / Estados Unidos de América

**USA**



Surname / Nom / Apellido: **KRAMBER**  
 Given Names / Prénoms / Nombres: **KEVIN ARNOLD**  
 Nationality / Nationalité / Nacionalidad: **UNITED STATES OF AMERICA**  
 Date of Birth / Date de naissance / Fecha de nacimiento: [REDACTED]  
 Sex / Sexe / Sexo: **M**  
 Authority / Autorité / Autoridad: **United States Department of State**  
 Date of issue / Date de délivrance / Fecha de expedición: **16 Dec 2016**  
 Expiration Date / Date d'expiration / Fecha de caducidad: **13 Dec 2028**  
 Endorsements / Mentions / Acreditaciones: [REDACTED]  
**SEE PAGE 51**

**USA**

19 DEC 14 11:47 AM 251



Arizona Department of Liquor Licenses and Control  
800 W Washington 5th Floor  
Phoenix, AZ 85007-2934  
www.azliquor.gov  
(602) 543-5141

**QUESTIONNAIRE**  
A.R.S. § 4-202, 4-210  
Type or Print with **Block Ink**

The fees outlined by A.R.S. § 4-202 will be charged for all approved checks.

To Current 2/4/19

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in **block ink**. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local applicants:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.  
DISCLAIMER: THIS FORM MUST BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEFORE PROCEEDING TO THE INSPECTION. EACH PERSON COMPLETING THIS FORM MUST HAVE A REAL OR FALSIFIED IDENTIFICATION CARD ALONG WITH A \$22 FEE. VERIFICATION MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR SOME REAL MANAGEMENT SERVICE. FOR AN ADDITIONAL \$12 FEE, EMPLOYERS MAY REQUEST AT THE DEPARTMENT OF LIQUOR WITH ACCOMPANYING BY A COMPLETED APPLICATION.

Liquor License #: 06020013/#84486

1. Check the Appropriate Box

|  |                                |  |
|--|--------------------------------|--|
| <input checked="" type="checkbox"/> Controlling Person | <input type="checkbox"/> Agent | <input type="checkbox"/> Premises Manager<br>(complete all questions except #12) |
|--|--------------------------------|--|

2. Name: Lewis Joseph Orme Birth Date: [REDACTED]

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: Arizona

4. Place of birth: Phoenix AZ USA Height: 6'0" Weight: 215 Eyes: Hazel Hair: Brown

5. Name of current/most recent spouse: Lewis Melissa Forbes Birth Date: [REDACTED]

6. Are you a bona fide resident of Arizona?  Yes  No If yes, what is your date of residency: 1986

7. Daytime telephone number: 602.740.3916 Email address: joseph@therealestatebrokers.biz

8. Business Name: BIBBER SOCIAL CLUB Business Phone: [REDACTED]

9. Business Location Address: 67 MAIN ST. BIBBER AZ COUNTY 85603

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student, list residence address.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER NAME OR TYPE OF BUSINESS - Street Address, City, State, ZIP |
|-----------------|---------------|-------------------------------|--|
| 01/1998         | current       | Owner                         | The Real Estate Brokers, 514 S. 48th Ave., Tempe, AZ 85281           |
| 12/2017         | 12/2017       | Co-Owner                      | Tony's Variety and More, 1494 W. US-89 ST., PHOENIX, AZ 85020        |
|                 |               |                               |  |
|                 |               |                               |  |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

| FROM Month/Year | TO Month/Year | RESIDENTIAL Street Address      |
|-----------------|---------------|---------------------------------|
| 02/2003         | Current       | 241 E. 15th St, Tempe, AZ 85281 |
|                 |               |                                 |
|                 |               |                                 |
|                 |               |                                 |
|                 |               |                                 |

(ATTACH ADDITIONAL PAGES IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises?  Yes  No  
 If you answered YES, then answer #13 below. If NO, skip to #14.
13. Have you attended a DLIC approved Basic & Management Liquor Law Training Course within the past 3 years?  Yes  No  
 N/A
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years?  Yes  No
15. Are there ANY administrative law citations, compliance actions or censures, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202.4-210  Yes  No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation?  Yes  No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No

If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement.  
 State complete details including dates, agencies involved and dispositions.  
 CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED

**NOTARY**

I (print full name) Joseph Orme Lewis hereby declare that I am the Agent/ Controlling Person / Premier Manager of the application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature: [Signature] State of Arizona County of Maricopa  
 The foregoing statement was acknowledged before me this 7<sup>th</sup> day of November, 2019

My Commission Expires on: 9-20-2022



[Signature]  
 Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above License.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

19 DEC 14 11:47. LCC. PH 251



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

**QUESTIONNAIRE**  
A.R.S. § 4-202, 4-210  
Type or Print with **Black Ink**

The fees allowed by R19-1-102 will be charged for all dishonored checks.

*For comment 1/4/19*

**ATTENTION APPLICANT:** This is a legally binding document. Please type or print in **black ink**. An investigation of your background will be conducted. Incomplete applications will not be accepted. False or misleading answers may result in the denial or revocation of a license or permit and could result in criminal prosecution.

**Attention local governments:** Social security and birth date information is confidential. This information may be given to law enforcement agencies for background checks only.

QUESTIONNAIRE IS TO BE COMPLETED BY EACH CONTROLLING PERSON, AGENT AND MANAGER BEING DISCLOSED TO THE DEPARTMENT. EACH PERSON COMPLETING THIS FORM MUST SUBMIT A **BLUE OR BLACK LINED FINGERPRINT CARD** ALONG WITH A \$22 FEE. FINGERPRINTS MUST BE DONE BY A LAW ENFORCEMENT AGENCY OR BONA FIDE FINGERPRINT SERVICE. FOR AN ADDITIONAL \$18 FEE, FINGERPRINTS MAY BE DONE AT THE DEPARTMENT OF LIQUOR WHEN ACCOMPANIED BY A COMPLETED APPLICATION.

Liquor License#: 06020012 / # 84486

1. Check the Appropriate Box →

|  |                                |   |
|--|--------------------------------|---|
| <input checked="" type="checkbox"/> Controlling Person | <input type="checkbox"/> Agent | <input type="checkbox"/> Premises Manager<br><small>(complete all questions except #12)</small> |
|--|--------------------------------|---|

2. Name: Lewis Melissa Forbes Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

3. Social Security #: [REDACTED] Driver License #: [REDACTED] State: Arizona

4. Place of birth: Lynn MA USA Height: 5'09" Weight: 168 Eyes: Hzi Hair: Bro  
City State COUNTRY (not country)

5. Name of current/most recent spouse: Lewis Joseph Orme Birth Date: [REDACTED]  
Last First Middle (NOT a public record)

6. Are you a bona fide resident of Arizona?  Yes  No If yes, what is your date of residency: 1992

7. Daytime telephone number: 602.451.4360 E-mail address: melissa@tabetopsatc.net

8. Business Name: BISBEE SOCIAL CLUB Business Phone: [REDACTED]

9. Business Location Address: 67 MAIN ST. BISBEE AZ COUNTY 85603  
Street (do not use PO box) City State County Zip

10. List your employment or type of business during the past five (5) years, if unemployed, retired, or student. List residence address.

| FROM Month/Year | TO Month/Year | DESCRIBE POSITION OR BUSINESS | EMPLOYER'S NAME OR NAME OF BUSINESS (Street Address, City, State & Zip) |
|-----------------|---------------|-------------------------------|---|
| 04/2003         | PRESENT       | Owner                         | Table Tops Etc., 803 N. 7th St., Phoenix, AZ 85008                      |
| 12/2018         | 10/2019       | CO-OWNER                      | TUNNISH VALLEY CLUB<br>1394 W. NEWELL ST. NAHO, AZ 85603                |
|                 |               |                               |   |
|                 |               |                               |   |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

11. Provide your residence address information for the last five (5) years: A.R.S. §4-202(D)

| FROM<br>Month/Year | TO<br>Month/Year | RESIDENTIAL Street Address       |
|--------------------|------------------|----------------------------------|
| 02/2003            | current          | 241 E. 15th St., Tempe, AZ 85281 |
|                    |                  |                                  |
|                    |                  |                                  |
|                    |                  |                                  |

(ATTACH ADDITIONAL SHEET IF NECESSARY)

12. As a Controlling Person or Agent, will you be physically present and operating the licensed premises? If you answered YES, then answer #13 below. If NO, skip to #14.  Yes  No
13. Have you attended a DILC approved Basic & Management Liquor Law Training Course within the past 3 years?  Yes  No *N/A*
14. Have you been cited, arrested, indicted, convicted, or summoned into court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past five (5) years?  Yes  No
15. Are there ANY administrative law citations, compliance actions or consents, criminal arrests, indictments or summonses pending against you? (Do not include civil traffic tickets.) A.R.S. §4-202.4-210  Yes  No
16. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation?  Yes  No
17. Have you had a liquor application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No
18. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked or suspended in or outside of Arizona within the last five years? A.R.S. §4-202(D)  Yes  No

**If you answered "YES" to any Question 14 through 18 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 14-18 MAY NOT BE ACCEPTED**

**NOTARY**

I (Print Full Name)   Melissa Forbes Lewis   hereby declare that I am the Agent/ Controlling Person / Premises Manager filing this application. I have read this document and verify the contents and all statements are true, correct and complete, to the best of my knowledge.

Signature:   Melissa Forbes Lewis   State of   Arizona   County of   Maricopa    
The foregoing instrument was acknowledged before me this

My Commission Expires on   September 20, 2022     7<sup>th</sup>   Day of   November  ,   2019    
Day Month Year



**RACHELLE BLAIN** Date  
 Notary Public - State of Arizona  
 MARICOPA COUNTY  
 Commission # 803174  
 Expires September 20, 2022

  [Signature]    
Signature of Notary

The Licensee has authorized the person named on this questionnaire to act as manager for the above license.

PRINT NAME: \_\_\_\_\_ SIGNATURE: \_\_\_\_\_

19 DEC 14 11:47 AM 2 57

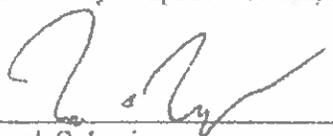
**BILL OF SALE**

FOR VALUABLE CONSIDERATION of Ten Dollars (\$10.00) along with other valuable consideration Sunny Tempe Investments, LLC, as Seller, hereby grants, bargains, sells and transfers to Bisbee Social Club, LLC, as Buyer, to have and to hold forever, Arizona State Cochise County Series 6 Liquor License # 06020012.

FURTHERMORE, Seller warrants it is the lawful owner of the License, that it has the right, to sell/transfer the License and that the License is free and clear of all claims and liens whatsoever. Seller further agrees to warrant and defend the same against the lawful claims and demands of all persons whomsoever.

DATED this 11 day of <sup>November</sup>~~October~~ 2019.

SELLER: Sunny Tempe Investments, LLC



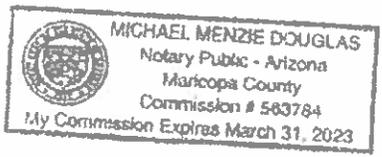
By: Joseph O. Lewis  
Its: Manager

STATE OF ARIZONA            )  
  : ss.  
COUNTY OF MARICOPA    )

The foregoing instrument was acknowledged before me this 11 day of <sup>November</sup>~~October~~ 2019 by Joseph O. Lewis.

  
Notary Public

My Commission Expires: 02/31/2023



# NOTICE

## APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: 12-31-2017

A HEARING ON A LIQUOR LICENSE APPLICATION SHALL BE HELD BEFORE THE

City of Bisbee Mayor and Council

PLACE 915 Turrenville Rd, Bisbee, AZ DATE/TIME Feb 4, 2018 / 7:00 PM

HEARING DATES SUBJECT TO CHANGE, TO VERIFY CALL: 520-432-6000

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE **STATE LIQUOR BOARD:** 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL - LOCAL GOVERNING BODY: City of Bisbee STATE LIQUOR DEPT: (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 04, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 27, 2020</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 LIQUOR LICENSE APPLICATION FOR THE FAMILY DOLLAR STORE #24979 LOCATED AT 1101 S NACO HIGHWAY, BISBEE ARIZONA; RALPHAEL SEAN PICHE, APPLICANT</b> |   |

**FROM:** Ashlee Coronado, City Clerk

**RECOMMENDATION:** Approve the Liquor License Application

**PROPOSED MOTION:** I move to approve the Liquor License Application for the Family Dollar Store #24979 located at 1101 S Naco Highway, Bisbee Arizona,

**DISCUSSION:**

Mr. Raphael Sean Piche has submitted a Liquor License Application for the Family Store #24979 which is located at 1101 S Naco Highway, Bisbee Arizona. The application was posted in accordance with state and local laws.

There has been no written communication from the members of the public that either support or oppose this application

**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

**Local Governing Body Recommendation  
 A.R.S. § 4-201(C)**

1. City or Town of: \_\_\_\_\_ Liquor License Application #: \_\_\_\_\_  
(Circle one) (Arizona application #)

2. County of: \_\_\_\_\_ City/Town/County #: \_\_\_\_\_

3. If licensed establishment will operate within an "entertainment district" as described in A.R.S. §4-207(D)(2),

\_\_\_\_\_ (Name of entertainment district) \_\_\_\_\_ (Date of resolution to create the entertainment district)

A boundary map of entertainment district must be attached.

4. The \_\_\_\_\_ at a \_\_\_\_\_ meeting held on the \_\_\_\_\_ of \_\_\_\_\_  
(Governing body) (Regular or special) (Day)

\_\_\_\_\_ considered the application of \_\_\_\_\_  
(Month) (Year) (Name of applicant)

for a license to sell spirituous liquor at the premises described in application \_\_\_\_\_  
(Arizona liquor license application #)

for the license series #: type \_\_\_\_\_ as provided by A.R.S §4-201.  
(I.e.: series #10: beer & wine store)

**ORDER OF APPROVAL/DISAPPROVAL**

IT IS THEREFORE ORDERED that the license APPLICATION OF \_\_\_\_\_  
(Name of applicant)

to sell spirituous liquor of the class and in the manner designated in the application, is hereby recommended

for \_\_\_\_\_  
(Approval, disapproval, or no recommendation)

**TRANSMISSION OF ORDER TO STATE**

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona.

Dated at \_\_\_\_\_ on \_\_\_\_\_  
(Location) (Day) (Month) (Year)

\_\_\_\_\_  
(Printed name of city, town or county clerk)

\_\_\_\_\_  
(Signature of city, town or county clerk)



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

**AFFIDAVIT OF POSTING**

Date of Posting: 12-30-2019 Date of Posting Removal: 1-23-20

Applicant's Name: Family Dollar Store #24979  
Last First Middle

Business Address: 1101 S NACO HWY Bisbee 85603  
Street City Zip

License #: 79889

I hereby certify that pursuant to A.R.S. 4-201, I posted notice in a conspicuous place on the premises proposed to be licensed by the above applicant and said notice was posted for at least twenty (20) days.

Off. J. Ritchie OFFICER 520-432-2261  
Print Name of City/County Official Title Phone Number

[Signature] 12-30-19  
Signature Date Signed

Return this affidavit with your recommendations (i.e., Minutes of Meeting, Verbatim, etc.) or any other related documents. If you have any questions please call (602) 542-5141 and ask for the Licensing Division.

**State of Arizona**  
**Department of Liquor Licenses and Control**

Created 12/16/2019 @ 08:57:37 AM

Local Governing Body Report

**LICENSE**

|                      |  |                  |                         |
|----------------------|--|------------------|-------------------------|
| Number:              |  | Type:            | 010 BEER AND WINE STORE |
| Name:                | FAMILY DOLLAR STORE #24979                             |                  |                         |
| State:               | Pending  |                  |                         |
| Issue Date:          |  | Expiration Date: |                         |
| Original Issue Date: |  |                  |                         |
| Location:            | 1101 S NACO HIGHWAY<br>#105<br>BISBEE, AZ 85603<br>USA |                  |                         |
| Mailing Address:     | 500 VOLVO PARKWAY<br>CHESAPEAKE, VA 23320<br>USA       |                  |                         |
| Phone:               | (520)432-6870  |                  |                         |
| Alt. Phone:          | (520)252-3372  |                  |                         |
| Email:               | ALYSSA.DICKINSON@GRAY-ROBINSON.COM                     |                  |                         |

**AGENT**

|                         |  |
|-------------------------|--|
| Name:                   | RALPHAEL SEAN PICHE                              |
| Gender:                 | Male   |
| Correspondence Address: | 500 VOLVO PARKWAY<br>CHESAPEAKE, VA 23320<br>USA |
| Phone:                  | (520)252-3372                                    |
| Alt. Phone:             |  |
| Email:                  | RPICHE@FAMILYDOLLAR.COM                          |

**OWNER**

|                         |  |                         |    |
|-------------------------|--|-------------------------|----|
| Name:                   | FAMILY DOLLAR INC                                |                         |    |
| Contact Name:           | VARIOUS AGENTS                                   |                         |    |
| Type:                   | CORPORATION                                      |                         |    |
| AZ CC File Number:      | F08710462  | State of Incorporation: | NC |
| Incorporation Date:     | 11/17/1997                                       |                         |    |
| Correspondence Address: | 500 VOLVO PARKWAY<br>CHESAPEAKE, VA 23320<br>USA |                         |    |
| Phone:                  | (850)577-6962                                    |                         |    |
| Alt. Phone:             |  |                         |    |
| Email:                  | ALYSSA.DICKINSON@GRAY-ROBINSON.COM               |                         |    |

**Officers / Stockholders**

| Name:                    | Title:    | % Interest: |
|--------------------------|-----------|-------------|
| FAMILY DOLLAR STORES INC |           | 100.00      |
| ROGER WAYNE DEAN         | VP/TRES   |             |
| SANDRA LOFTIS BOSCIA     | ASST SEC  |             |
| LONNIE WAYNE MCCAFFETY   | President |             |

**FAMILY DOLLAR INC - ASST SEC  
FAMILY DOLLAR STORES INC - ASST SEC**

Name: SANDRA LOFTIS BOSCIA  
Gender: Female  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (704)708-1953  
Alt. Phone:  
Email: SBOSCIA@FAMILYDOLLAR.COM

**FAMILY DOLLAR INC - President  
FAMILY DOLLAR STORES INC - SR VP**

Name: LONNIE WAYNE MCCAFFETY  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (704)843-1963  
Alt. Phone:  
Email: LMCCAFFETY@FAMILYDOLLAR.COM

**FAMILY DOLLAR INC - VP/TRES  
FAMILY DOLLAR STORES INC - VP/TRES**

Name: ROGER WAYNE DEAN  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (757)321-5354  
Alt. Phone:  
Email: RDEAN@DOLLARTREEE.COM

**FAMILY DOLLAR INC -**

Name: FAMILY DOLLAR STORES INC  
Contact Name: VARIOUS AGENTS  
Type: CORPORATION  
AZ CC File Number: State of Incorporation:  
Incorporation Date:  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (850)577-6962  
Alt. Phone:  
Email: ALYSSA.DICKINSON@GRAY-ROBINSON.COM

**FAMILY DOLLAR STORES INC -**

Name: DOLLAR TREE INC  
Contact Name: VARIOUS AGENTS  
Type: CORPORATION  
AZ CC File Number: State of Incorporation:  
Incorporation Date:  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (850)577-6962  
Alt. Phone:  
Email: ALYSSA.DICKINSON@GRAY-ROBINSON.COM

**MANAGERS**

Name: RALPHAEL SEAN PICHE  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (520)252-3372  
Alt. Phone:  
Email: RPICHE@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: STEVEN HARRIS  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (928)278-9098  
Alt. Phone:  
Email: SJOHNHARRIS73@OUTLOOK.COM

\*\*\*\*\*

Name: YADIRA AMPARO NUNEZ PEREZ  
Gender: Female  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (520)664-5644  
Alt. Phone:  
Email: YNUNEZ@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: BRENDA E SALLARD  
Gender: Female  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (520)628-0121  
Alt. Phone:  
Email: BSALLARD@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: MICHELLE RENEE BROWN  
Gender: Female  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (928)533-8145  
Alt. Phone:  
Email: MBROW748@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: WILLIAM HENRY CONLEY  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (480)707-3499  
Alt. Phone:  
Email: WICONLEY@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: MICHAEL JACKSON GOHN  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (682)321-4589  
Alt. Phone:  
Email: MGOHN@FAMILYDOLLAR.COM

\*\*\*\*\*

Name: STEVEN JOHN HARRIS  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (928)278-9098  
Alt. Phone:  
Email: SJOHNHARRIS1573@OUTLOOK.COM

\*\*\*\*\*

Name: CARLOS GABRIEL FAVELA  
Gender: Male  
Correspondence Address: 500 VOLVO PARKWAY  
CHESAPEAKE, VA 23320  
USA  
Phone: (928)892-5240  
Alt. Phone: (602)694-3203  
Email: CGFAVELA@FAMILYDOLLAR.COM

## APPLICATION INFORMATION

Application Number: 79889  
Application Type: New Application  
Created Date: 10/15/2019

## QUESTIONS & ANSWERS

### 010 Beer and Wine Store

- 1) If you intend to operate the business while your application is pending you will need an interim permit pursuant to A.R.S.§4-203.01. Would you like to apply for an Interim Permit?  
If yes, after completing this application, please go back to your Licensing screen, under New License Application choose "Interim Permit" from the drop-down window.  
No

- 2) Have you submitted a questionnaire? Each person listed must submit a questionnaire and mail in a fingerprint card along with a \$22. processing fee per card.  
Yes
- 3) Please provide name, address, and Distance of nearest school.  
Cochise SDA Christian School  
1462 S. Naco Highway, Nisbee, AZ 85603  
2,902 feet
- 4) Please provide name, address, and distance of nearest church.  
Church of Nazarene  
1145 AZ-92, Bisbee, AZ 85603  
1,949 feet
- 5) Are you a tenant? (A person who holds the lease of a property; a lessee)  
Yes  
A Document of type LEASE is required.
- 6) Is there a penalty if lease is not fulfilled?  
Yes  
What is the penalty?  
Landlord may declare the term ended and enter into the premises by due process of law, expel the Tenant and repossess the premises. Tenant would be responsible to continue to pay the fixed rent for the remainder of the current term as though this lease had not been terminated for as long as the premises is vacant.
- 7) Are you a sub-tenant? (A person who holds a lease which was given to another person (tenant) for all or part of a property)  
No
- 8) Are you the owner?  
No
- 9) Are you a purchaser?  
No
- 10) Are you a management company?  
No
- 11) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes
- 12) What is the total money borrowed for the business not including the lease?  
Please list lenders/people owed money for the business.  
None
- 13) Have you provided a diagram of your premises?  
Yes
- 14) Is there a drive through window on the premises?  
No
- 15) If there is a patio please indicate contiguous or non-contiguous within 30 feet.  
N/A
- 16) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No

## DOCUMENTS

| DOCUMENT TYPE      | FILE NAME                        | UPLOADED DATE |
|--------------------|----------------------------------|---------------|
| LEASE              | 24979 Bisbee Lease.pdf           | 10/15/2019    |
| DIAGRAM/FLOOR PLAN | 24979 Floor Plan.pdf             | 10/15/2019    |
| DIAGRAM/FLOOR PLAN | Ownership Org Chart.pdf          | 10/15/2019    |
| QUESTIONNAIRE      | 24979 R. Piche Questionnaire.pdf | 10/15/2019    |
| ALIEN STATUS       | R. Piche Driver's License.pdf    | 10/15/2019    |
| QUESTIONNAIRE      | L. McCaffety Questionnaire.pdf   | 10/15/2019    |

|               |  |            |
|---------------|--|------------|
| ALIEN STATUS  | L. McCaffety Driver's License.pdf                  | 10/15/2019 |
| QUESTIONNAIRE | R. Dean Questionnaire.pdf                          | 10/15/2019 |
| ALIEN STATUS  | R. Piche Driver's License.pdf                      | 10/15/2019 |
| QUESTIONNAIRE | S. Boscia Questionnaire.pdf                        | 10/15/2019 |
| ALIEN STATUS  | S. Boscia Driver's License.pdf                     | 10/15/2019 |
| QUESTIONNAIRE | 24979 B. Sallard Questionnaire.pdf                 | 10/17/2019 |
| ALIEN STATUS  | B. Sallard Driver's License.pdf                    | 10/17/2019 |
|               | 24979 B. Sallard<br>Questionnaire_38430175v1.pdf   | 11/13/2019 |
|               | 24979 Floor Plan -<br>Legal_38677508v1.pdf         | 11/13/2019 |
|               | 24979 L. McCaffety<br>Questionnaire_38471159v1.pdf | 11/13/2019 |
|               | 24979 R. Dean<br>Questionnaire_38471170v1.pdf      | 11/13/2019 |
|               | 24979 R. Piche Questionnaire.pdf                   | 11/13/2019 |
|               | 24979 S. Boscia<br>Questionnaire_38471194v1.pdf    | 11/13/2019 |
|               | R. Piche Alien Status Form.pdf                     | 11/13/2019 |

19 DEC 14 11:47 AM RM1036

Dollar Tree, Inc.  
(publicly traded company on NASDAQ under  
ticker symbol "DLTR"  
FEIN: 26-2018846

100% Interest

Family Dollar Stores, Inc.  
FEIN: 56-0942963  
  
Lonnie McCaffety – Sr. Vice President - Operations  
Roger Dean – Vice President & Treasurer  
Sandra Boscia – Assistant Secretary

100% Interest

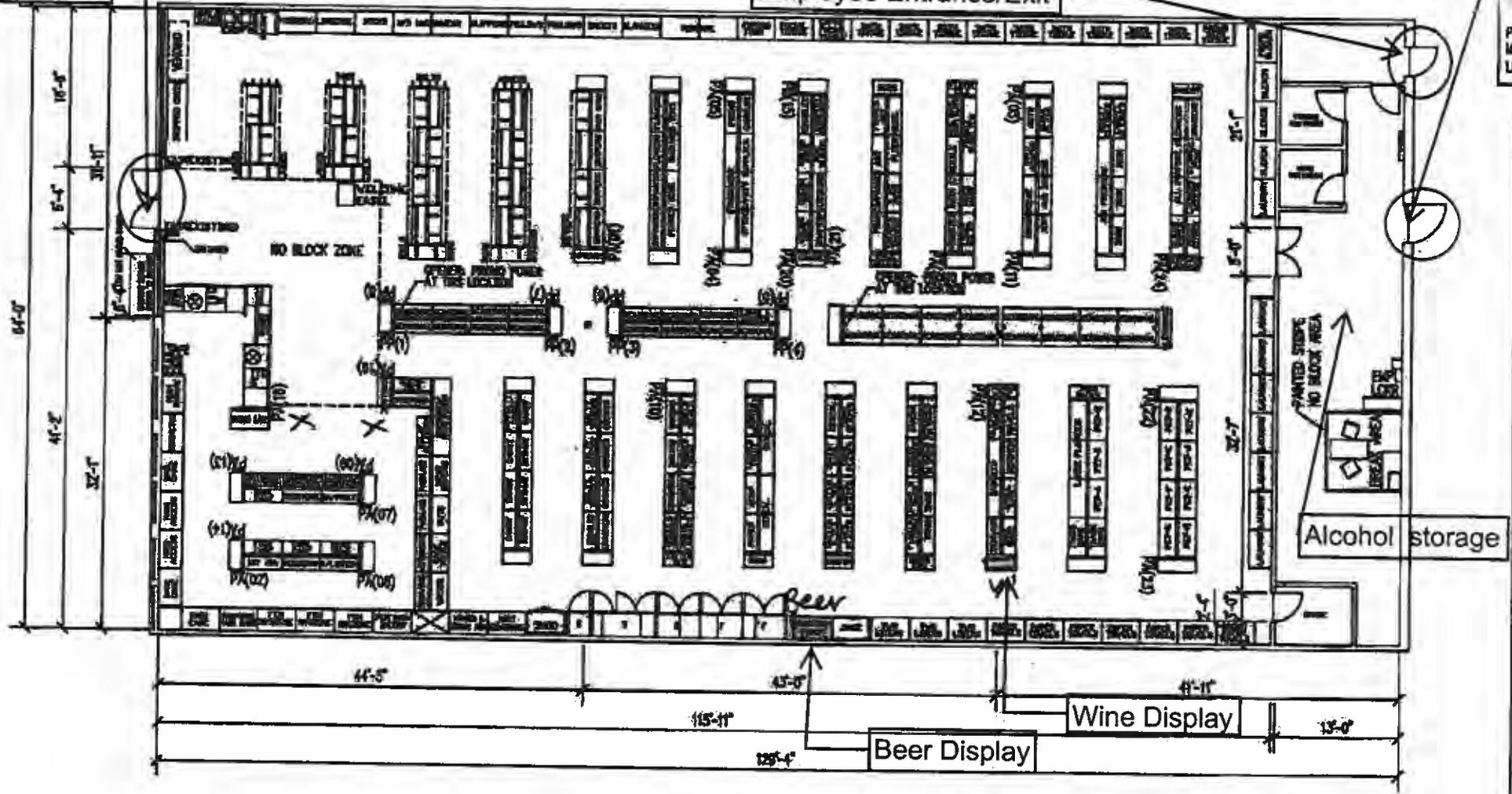
Family Dollar, Inc.  
FEIN: 56-2056614  
  
Lonnie McCaffety – President  
Roger Dean – Vice President & Treasurer  
Sandra Boscia – Assistant Secretary

Family Dollar Store# 24979  
Total sq ft 8,258

Entrance/Exit

Employee Entrance/Exit

Employee Entrance/Exit



A2 DUC File # 79889

19 DEC 14 11:47 AM LIT. RM1036

# NOTICE

## APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: 12-30-2019

A HEARING ON A LIQUOR LICENSE APPLICATION SHALL BE HELD BEFORE THE

City of Bisbee Mayor and Council

PLACE 915 Terraville RD, Bisbee, AZ DATE/TIME Feb 4, 2020 / 7:00 PM

HEARING DATES SUBJECT TO CHANGE, TO VERIFY CALL: 520-432-6000

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE **STATE LIQUOR BOARD:** 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL - LOCAL GOVERNING BODY: City of Bisbee STATE LIQUOR DEPT: (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4<sup>th</sup> 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 27<sup>th</sup> 2020

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT FOR SERVICES WITH AMBULANCE MEDICAL BILLING (AMB) FOR AMBULANCE BILLING SERVICES.**

**FROM: Keri Bagley, Finance Director**

**RECOMMENDATION: Approve Contract with AMB**

**PROPOSED MOTION: I move to approve a contract for ambulance billing services with AMB.**

---

**DISCUSSION:** A request for proposal (RFP) for ambulance billing services was posted on December 12<sup>th</sup> 2019, due January 9<sup>th</sup> 2020. Eight companies responded to the RFP. Our current ambulance biller, Ambiserve, did not respond. Of those who responded administration recommends selection of Ambulance Medical Billing (AMB) based on best combination of pricing and service. Please see attached letter and table for further details.

---

**FISCAL IMPACT: N/A**

**DEPARTMENT LINE ITEM ACCOUNT: 10-34-40066 & 10-64-34010**

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

Prepared by: *Keri Bagley*  
Keri Bagley,  
Finance Director

Reviewed by: *Theresa Coleman*  
Theresa Coleman,  
City Manager

## AMB SERVICE AGREEMENT

THIS SERVICE AGREEMENT (the “Agreement”) is made and entered into on this the 5th day of February, 2020, by and between City of Bisbee of 915 S. Tovreaville Road #4601, Bisbee, AZ 85603 (“CLIENT”), and Credit Bureau Systems, Inc. d/b/a Ambulance Medical Billing, of 100 Fulton Court, Paducah, Kentucky 42001-9004 (hereafter “AMB”), pursuant to the terms and conditions set forth herein. For the consideration stated herein, the parties do hereby agree as follows:

1. **Description of Services.** AMB is a national ambulance and EMS full service billing and revenue cycle enhancement firm, specializing in billing and obtaining payment for services provided by ambulance services, and CLIENT is in the business of providing ambulance services to patients in its geographical location. For the term of this Agreement, as defined herein, AMB shall use commercially reasonable efforts to bill for and obtain reimbursement for CLIENT for the services rendered by the Client to patients, on or after the Effective Date, by billing patients and third party payers, including applicable governmental programs and entities (hereafter “The Services”). Any additional services which AMB agrees to provide are explicitly set forth in the Addenda hereto which are incorporated herein by reference and explicitly made a part of and included in the Services.

CLIENT agrees that AMB will be the sole and exclusive provider of the Services during the terms of this Agreement, and CLIENT will not utilize any other party or entity, or its own personnel, to bill for services rendered by CLIENT during the term of this Agreement.

2. **Effective Date.** This Agreement shall be effective for all Services rendered by CLIENT on and after February 5<sup>th</sup>, 2020 during the term of this Agreement, as defined herein. AMB shall have no obligation or responsibility for accounts receivables already existing as of the Effective Date, unless a separate written agreement is entered into by the parties (hereafter “Legacy Claims”).
3. **Term.** The initial term of this Agreement shall be for three (3) years from the Effective Date (hereafter the “Initial Term”). The Initial Term shall automatically renew for an additional three (3) year term (hereafter the “Additional Term”) unless the Agreement is terminated as set forth herein.
4. **Fees.** Beginning as of the Effective Date, CLIENT shall pay AMB a fee of 3.29% per month of net collections received during the Initial Term and any Additional Term (the

“Base Fee”). and CLIENT, for the services rendered by CLIENT after the Effective Date, during the Initial Term or any Additional Term of this Agreement. The parties agree that some direct payments will be made to CLIENT during the term of this Agreement (hereafter “Direct Payments”) and CLIENT acknowledges that AMB is entitled to be paid its fee, as described herein, with respect to any such Direct Payments. CLIENT shall report all such Direct Payments to AMB within 72 hours of receiving said payment.

5. **Remit To Address.** It is mutually agreed that, with the exception of Medicare payments, all payer “remit to” addresses shall be directed to the offices of AMB and its Client Trust Account.
  
6. **Payment of Fees to AMB.** AMB shall send an invoice to CLIENT for all Base Fees, any Pro Rata Charge for Equipment due and owing, and any other charges, as provided for herein, on or about the 10<sup>th</sup> day of each month following the close of business for the prior month (hereafter “Invoice”). Payment is due, and CLIENT shall pay, the Invoice upon receipt. Any Invoice, or part of any Invoice, that is not paid by CLIENT within thirty (30) days of the Invoice date, shall be subject to, and CLIENT shall pay, interest at the rate of 1.5% per month until paid.

All charges on any Invoice that are not disputed in writing by CLIENT within thirty (30) days of the Invoice date shall be deemed correct, final and non-modifiable by the parties (hereafter “Undisputed Charges”).

CLIENT agrees to, and hereby does, grant AMB a lien and right of offset on all money received on behalf of CLIENT, as a result of the Services provided by AMB, up to the amount of all outstanding invoices.

Should CLIENT fail to pay AMB within thirty (30) days of the date of any Invoice, CLIENT hereby authorizes and directs AMB to access, withhold, and retain sufficient sums for payment to AMB of all outstanding invoices from money paid on behalf of CLIENT from payment transactions on patient accounts, whether from insurance companies, governmental payers, or patients. AMB shall have the right, but not the obligation, to take such steps as allowed herein, and AMB does not waive the right to take any steps it is allowed to take herein by refraining from immediately taking such steps. AMB shall provide a full and complete accounting to CLIENT of all payments remitted to AMB on behalf of CLIENT, and AMB shall promptly remit to CLIENT all money remitted to AMB, net of any money retained and applied towards amounts owed to AMB.

7. **Remittances, Bank Account and Treasury Process** A bank account or lockbox account will be set up and maintained in the name of The CLIENT for the purpose of receiving remittances from AMB (hereafter the “Bank Account”). CLIENT shall be responsible for all bank charges, and AMB shall have no responsibility or liability for any bank errors or omissions. Except as provided for in Section 6 of this agreement, AMB shall remit all amounts collected on a daily basis to the CLIENT’s Bank Account via ACH Electronic Funds Transfer.
8. **Operating Procedures.** CLIENT agrees and acknowledges that in order for AMB to provide the Services contemplated herein, CLIENT must provide, or cause facilities, hospitals, or other third-party sites at which CLIENT provides services, to provide to AMB accurate and complete demographic information required by AMB, at no cost to AMB (hereafter the “Demographic Information”). CLIENT acknowledges that AMB will necessarily rely on the Demographic Information in providing the Services contemplated herein, and that the timing and amount of reimbursements and ultimately Net Collections generated by AMB and received by CLIENT is directly related to the completeness, timeliness and accuracy of the Demographic Information and other variables, some of which are beyond the control of AMB.

AMB will bill and attempt to collect CLIENT charges in a commercially reasonable manner and in accordance with all applicable Federal, State and Local laws and regulations.

9. **Cash Flow Ramp Up.** AMB acknowledges that maintaining adequate cash flow for CLIENT is an important part of the relationship between CLIENT and AMB, and AMB will use its good-faith, best efforts to maximize CLIENT’s cash flow. CLIENT acknowledges that its cash flow is affected by many things, including its run volume, which are out of AMB’s control. CLIENT agrees and acknowledges that AMB has explained that it will diligently begin billing, re-billing, and following up on CLIENT’s claims as of the Effective Date. CLIENT further acknowledges that it understands that, unless a separate written agreement is entered into, AMB has not agreed to provide Services with respect to CLIENT’s Legacy Claims, and it is vitally important to CLIENT’s cash flow that CLIENT or some other third party continue to re-bill and follow up with respect to its Legacy Claims. CLIENT acknowledges that in order for cash flow to remain at levels comparable to that which existed pre-Effective Date, it is vitally important for CLIENT to continue to diligently bill, re-bill, and follow up with all Legacy Claims with the same effort, timeliness, and manpower as before the Effective Date.

**10. Confidentiality.** AMB agrees not to disclose to anyone other than CLIENT any information about CLIENT's business, fee structure, internal compensation, operating practices and procedures, methods, managed care or facility contracting strategies, or similar business information that would commonly be understood to be confidential or any confidential medical information regarding CLIENT's patients received in the course of performing the Services (CLIENT's "Confidential Information"), except as required to bill charges, as legally required, or as otherwise provided herein.

CLIENT agrees that it will not disclose to third parties information about AMB's business, fee structure, strategies, internal compensation, operating practices, procedures, protocols, methods, vendors, computer hardware and proprietary software utilized, and resulting or related processes employed by AMB to provide the Services (AMBs "Confidential Information").

Each party's Confidential Information shall remain the property of that party, during and after this Agreement. Both parties shall, at all times, have in force a signed Confidentiality Agreement executed by each full time and part time employee, independent contractor, consultant and vendor that requires CLIENT's Confidential Information and AMB's Confidential Information to be maintained and protected as set forth herein, which said Confidentiality Agreement(s) shall survive the expiration or termination of this Agreement. Both parties shall comply with, and assist the other with compliance with applicable state or federal confidentiality requirements as to individual patient information.

Notwithstanding the foregoing, CLIENT agrees that AMB may use CLIENT information for research and statistical compilation purposes so long as CLIENT and patient identifying information is kept confidential in accordance with applicable law.

**11. Software and Proprietary Information.** AMB will at all times during the term of this Agreement, have a valid and current copy of and license for use of any third party billing software used to provide the Services required hereunder, and CLIENT will be given timely notice of any changes in third party software vendors or systems to the extent those changes would materially affect the Services. The parties agree that AMB may store Demographic Information, back-up documentation, statements, explanations of benefits, payer inquiries and other information it receives in connection with the Services ("CLIENT Information") in electronic form through optical scanning or other technologies selected by AMB and that AMB is not obligated to maintain paper copies. AMB will at all

times maintain a current and complete copy of all CLIENT Information in a secure, off-site location and that no CLIENT data shall be deleted or purged unless a period of seven years has passed since the date services were provided by CLIENT or CLIENT gives written approval of such data deletion.

It is specifically acknowledged that all CLIENT data is the property of CLIENT but that AMB may maintain a copy for documentation of Services and for other purposes relating to this Agreement during and after the term of this Agreement.

**12. Termination.** This Agreement can be terminated by CLIENT at any time with ninety (90) days written notice for any reason. In the event this Agreement is terminated, for whatever reason, or expires, the parties agree as follows:

- a) AMB shall continue to perform Services, and be entitled to the Base Fees set forth herein, for a period of one hundred twenty (120) days after the effective date of termination (hereafter “Wind Down Period”) for all of CLIENT’s charges for services rendered prior to the termination date (hereafter “Wind Down Fees”).
- b) CLIENT expressly agrees to cooperate and assist AMB with its performance during the Wind Down Period and will timely report, or cause to be reported, all payment received during the Wind Down Period.
- c) AMB shall discontinue performing Services for CLIENT at the end of the Wind Down Period. CLIENT shall have no right to require the discontinuation of Services before the completion of the Wind Down Period.
- d) AMB shall deliver to CLIENT, conditioned upon full payment of all invoices owed to AMB, a complete list of the existing accounts receivable (all debit and credit balances) in an industry standard electronic format, including data layout and/or translation tables.

**13. Non-Employment.** During the term of this Agreement and for a one year period commencing with the termination of this Agreement, both parties agree not to employ, directly or indirectly, or through any third party rendering services on behalf of such party, any employees of the other or its parent, affiliates or subsidiaries, without written consent of the other party. Both parties agree that the other party does not have an adequate remedy at law to protect its rights under this section and agree that the non-defaulting party will have the right to injunctive relief from any violation or threatened violation of this section.

**Notice.** Any notices, payment, demand or communication required or permitted to be given herein shall be sent to the following:

If to AMB:

Ambulance Medical Billing

Attn: Lloyd Ledet

PO BOX 9150

Paducah KY 42002-9150

If to Client:

City of Bisbee

Attn: Keri Bagley

915 S. Tovreaville Road, #4601

Bisbee, AZ 85603

**14. Governing Law and Jurisdiction.** This Agreement shall be interpreted and governed by the laws of the State of Arizona. In the event of any dispute or disagreement between CLIENT and AMB, the sole and exclusive venue and jurisdiction shall be in the Cochise County Superior Court, Bisbee, Arizona.

**15. Indemnification.** AMB will indemnify, defend (including providing a legal defense and paying all reasonable attorney's fees and reasonable litigation expenses) and hold harmless, CLIENT, its officers, directors, shareholders, employees and contractors, against any claims, damages, or liability (including but not limited to any claims, judgments, causes of action, fines, penalties, attorneys' fees, litigation costs and/or damages) arising out of AMB's errors, omissions, or acts which cause damages to the CLIENT.

It is mutually understood and agreed that AMB shall use commercially reasonable efforts in the performance of its duties. Collection performance, however, shall not be deemed an error, omission, act, or basis for a claim under this agreement.

CLIENT will indemnify, defend (including providing a legal defense and paying all reasonable attorney's fees and reasonable litigation expenses) and hold harmless, AMB, its officers, directors, shareholders, employees and contractors, against any claims, damages, or liability (including but not limited to any claims, judgments, causes of action, fines, penalties, attorneys' fees, litigation costs and/or damages) arising out of CLIENT's errors, omissions, or acts which cause damages to AMB.

**16. Independent Contractors.** The parties to this Agreement are independent contractors and nothing herein shall be construed to create an employment relationship between either party or its members.

- 17. Insurance.** AMB affirms that at all times during the term(s) of this Agreement, it shall have in force valid Worker's Compensation insurance covering all of its employees, as well as General Liability Insurance with a policy limit of no less than \$500,000, and Errors and Omissions insurance coverage with a policy limit of no less than \$3,000,000. AMB shall provide CLIENT proof of required coverage.
- 18. Inspection.** CLIENT, its agents and representatives, shall at all times during the term of this Agreement have reasonable access, during regular business hours, to review and inspect the location(s) where the services are performed upon seven (7) days advance written notice to AMB. Any inspection performed shall be subject to the confidentiality provisions of this Agreement and shall be conducted so as not to disrupt AMB's staff or business. AMB shall not unreasonably deny, restrict or delay access for any requested inspection. In the event that CLIENT engages the services of an outside party to conduct or assist in any inspection, CLIENT shall ensure that all other parties are bound by a Confidentiality Agreement identical to the one applicable to the parties to this Agreement.
- 19. Force Majeure.** Time is of the essence in the performance of the duties required by each party hereunder. However, performance of duties hereunder may be impeded by occurrences beyond the control of one or both parties. Events such as flood, earthquake, hurricane, tornado, blizzard, fire, riot, war, insurrection, or civil disturbance, strikes by common carriers, extended loss (more than forty-eight (48) hours) of utilities (except for non-payment), and similar events shall excuse the affected party from performance of services impeded by such event(s). Nevertheless, each party has a duty to use reasonable efforts to prevent or mitigate such impediments. In the event that any catastrophe shall prevent the timely billing of CLIENT's services by AMB for more than fifteen (15) working days, CLIENT shall have the right to secure, without penalty, substitute services until AMB can restore services, at which time AMB's responsibilities and rights under this Agreement shall be reinstated. For its protection, CLIENT shall, at its own expense, purchase and maintain business interruption and/or accounts receivable insurance coverage to cover any such catastrophic event, as stated above.

**20. Miscellaneous.**

- a) This Agreement, together with the Business Associate Agreement, comprise the entire understandings between the parties relative to the Services to be provided to CLIENT and no representations, inducements, promises or agreements, oral or otherwise, between the parties not embodied in the aforementioned Agreements will be of any force or effect.
- b) This Agreement specifically supersedes any prior written or oral agreements between the parties relating to the provisions of the Services, and any amendments or changes to this Agreement must be in writing, and signed by both CLIENT and AMB to be effective.
- c) This Agreement is binding upon, and inures to the benefit of and is enforceable by AMB, CLIENT and their respective legal representatives, assigns and successors in interest, subject to Section 20 (d) below.
- d) Neither party may assign this Agreement without the prior written consent of the other party, provided that this Agreement will be deemed assigned to, and will be binding upon, the survivor in any merger or business combination involving a party or the purchaser of all or substantially all of the assets of a party.
- e) In the event CLIENT fails to comply with the terms of this Agreement, including but not limited to CLIENT's failure to pay AMB's fees when due, CLIENT shall pay all costs for collection including court costs, attorney fees, and collection agency contingency percentages of not less than thirty-five percent (35%) to be added to the principle balance as a collection charge immediately upon default and referral of the account to the collection agency of AMB's choice.
- f) AMB and CLIENT acknowledge that they are duly authorized by appropriate corporate action to enter into this Agreement and that this Agreement is being signed by duly authorized agents authorized to act on their respective behalf.

**IN WITNESS WHEREOF, the parties have caused this Agreement to be executed.**

CLIENT

AMB

By: \_\_\_\_\_

By: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Printed Name: Lloyd Ledet

Title: \_\_\_\_\_

Title: President and CEO

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

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

## **ADDENDUM 1: RESPONSIBILITIES OF EACH PARTY**

**In order to comply with the Agreement, and to perform the Services contemplated thereunder, AMB shall do the following:**

1. Provide coding of all encounters generated by CLIENT, as required by third party payers, inclusive of, but not limited to HCPCS, ICD-9 CM, and ICD-10 coding schemes.
2. Issue bills to individuals for all self-pay patients with a minimum 2 statements and 1 script letter (COLLECTION NOTICE). CLIENT will be given limited discretion regarding the wording to appear on bills and letters.
3. Regularly monitor services and volume(s) with detailed, encounter/run audits, reconciled to applicable service, encounter and activity records/logs, for at least twelve (12) individual months in Year 1 of this agreement and three (3) months per year thereafter.
4. As necessary, develop and maintain electronic data interfaces directly with CLIENT's hospital service sites (where such sites allow) for the collection of patient demographic data. CLIENT agrees to apply its best efforts to assist AMB in achieving these interfaces, including, but not limited to interacting with hospital Information Systems staff, Administration and others.
5. Issue initial billing to patients and/or third parties no more than three (3) business days after receiving all required information.
6. Submit claims electronically to all third party payers capable of accepting claims in electronic format.
7. Prepare and deliver month-end reports of the billing performance and practice statistics no later than the tenth (10th) business day of the next month. This duty may be fulfilled by electronic and/or paper reports.
8. Produce monthly credit balance reports and advise the CLIENT of refunds due to both patients and third parties.
9. Provide toll free phone lines for patient inquiries and adequate phone inquiry staff to effectively respond to patients in a reasonable amount of time.

10. Use reasonable efforts to advise CLIENT of any material change in third party rules and regulations which are made known to providers and third party billing agents or otherwise known to AMB.

**CLIENT, to support the billing process and to facilitate optimal performance by AMB, shall do the following:**

1. Identify one administrative and one clinical representative to whom AMB may, respectively, address all matters related to Services under this Agreement. If AMB or its selected vendor performs coding for CLIENT, CLIENT will also appoint a coding representative. All CLIENT representatives will have the power to agree, on behalf of CLIENT, to mutually agreed resolutions to any issues arising in their respective areas, and upon AMB's request, receive confirmatory memoranda or letters, which will thereupon be incorporated into this Agreement by reference. These individuals appointed by CLIENT will provide timely response to all reasonable requests by AMB.
2. CLIENT warrants that AMB may rely on the existence of patient signatures on assignment of benefits, medical information releases and Advance Beneficiary Notices, and physician signatures on charts and other medical documents, as required for submission of claims on behalf of CLIENT.
3. CLIENT will assist AMB in working with and/or resolving problems related to work performed by personnel employed by hospitals, labs and other institutions in order to achieve the goals of this Agreement and the provision of Services by AMB in an efficient and cost-effective manner.
4. CLIENT will provide AMB with timely notice at least sixty (60) days prior to the expected addition or reduction of services so that AMB has adequate time to perform its duties under the Agreement. AMB will not be responsible for losses or delays in payment resulting from untimely notice.
5. It is the mutual goal of CLIENT and AMB to conduct all billing in a compliant manner. CLIENT will establish and enforce and AMB will follow written billing policies and procedures for the practice that will serve as the foundation of a practice Compliance Program for CLIENT and AMB. These billing policies and procedures will be developed and amended, as needed, in concert with AMB's Compliance Staff and AMB's Compliance Plan, as described in the Agreement, and shall be consistent with AMB's Compliance Plan.

6. CLIENT will respond, within five (5) business days, to any documentation requests, made by payers and/or AMB, and forwarded from AMB.
7. Upon receipt of the requisite research and worksheets from AMB, CLIENT will timely issue refunds of overpayments to patients and payers and shall be responsible for reconciliation of the refund checking account to assure that all refund checks have been cashed. CLIENT shall promptly notify AMB of the receipt of cancelled checks upon which AMB shall rely to remove credit balances from CLIENT's accounts receivable files. CLIENT shall be solely responsible for monitoring and surrendering unclaimed funds to the Treasurer of the State having escheat jurisdiction over any unclaimed payments.
8. CLIENT shall be responsible for assuring that all information required for CLIENT enrollment, if performed by AMB, is provided timely, accurately and completely. AMB shall not be responsible for delays in provider enrollment and subsequent billing and payment delays or losses related to delayed response by CLIENT.
9. CLIENT shall give AMB timely advance notice of any new payment contracts, HMO or PPO relationships and other contracts or market changes so that AMB may accommodate these changes, as necessary.

## **ADDENDUM 2: COMPLIANCE**

Both parties to this Agreement agree to, and have represented to each other that they do, perform their respective business activities in a manner consistent with all federal, state, and local laws and regulations. As part of the inducement, each to the other, to enter into this Agreement, both parties have represented that they do, and will continue to operate consistent with and fully comply with their respective Corporate Compliance Plans, to the extent that such plans have been adopted. To the extent that no such Plan has been adopted, both parties agree to the following:

1. Each party will conduct its own periodic risk assessment and advise the other party to this Agreement of any findings that may affect that other party's compliance or performance under this Agreement.
2. Both parties agree that the other party hereto may review its Compliance Program upon request.
3. Both parties agree to conduct appropriate background checks on all employees, prospective employees, contractors, agents and vendors to assure that all services are provided by individuals who have not been excluded by any governmental authority, or should be excluded by any governmental authority.
4. Both parties agree to maintain appropriate compliance records and assure the completeness and security of said records.
5. Both parties agree to comply with the rules and regulations related to the following areas of widely known compliance risk:
  - a) Improper waiver of charges, deductibles and copayments;
  - b) Up-coding, unbundling, serial reporting and other coding violations;
  - c) Misuse of a provider number or misrepresentation of the identity of a provider of services;
  - d) Failure to repay overpayments or failure to timely refund overpayments;
  - e) Seeking duplicate payment for the same service and/or from the same source;
  - f) Failure to maintain proper records of current and prior billing;
  - g) Failure to protect the confidentiality of patient information;
6. Both parties agree that, in the event that they become aware of a compliance concern that appears to be related to the other party's conduct, they will promptly communicate that concern to the other party in writing. The party receiving notice will take prompt action to investigate the concern and will timely (within ten (10) days) report back to the other party, in writing, their response to the reported concern.

7. Both parties specifically agrees that they will defer reporting any such concern to any payer, governmental agency or agent, or law enforcement organization until they have complied with the above paragraph and remain concerned that the other party's response is inappropriate or more than thirty (30) days has elapsed without any response. Both parties agree that only in cases where a party has firm, credible evidence of deliberate, willful or criminal misconduct will they immediately report concerns to anyone other than the other party.
8. Nothing herein shall be construed to infer or imply a duty or expectation that any party will knowingly conceal or participate in any misconduct, or allow any misconduct to continue.
9. It is expressly agreed that AMB has the right and duty to suspend and refuse submission of any and all claims that AMB reasonably believes are, or may be, improper and would subject CLIENT or AMB to compliance violations. AMB has the duty to provide reasonable and timely notice to CLIENT of such suspension and to make reasonable and timely efforts to resolve the issue or concern leading to the suspension of claim submission. In the event that investigation is required to resolve the suspension, each party agrees to cooperate in such investigation.
10. Each party agrees to be separately responsible for their respective compliance-related legal and consulting expenses.

**City of Bisbee**  
**Business Associate Agreement**  
**Between**  
**CITY OF BISBEE and Ambulance Medical Billing**

This Business Associate Agreement (“Agreement”) between CITY OF BISBEE and Ambulance Medical Billing is executed to ensure that Ambulance Medical Billing will appropriately safeguard all protected health information (“PHI”) that is created, received, maintained, or transmitted on behalf of CITY OF BISBEE in compliance with the applicable provisions of Public Law 104-191 of August 21, 1996, known as the Health Insurance Portability and Accountability Act of 1996, Subtitle F – Administrative Simplification, Sections 261, *et seq.*, as amended (“HIPAA”), and with Public Law 111-5 of February 17, 2009, known as the American Recovery and Reinvestment Act of 2009, Title XII, Subtitle D – Privacy, Sections 13400, *et seq.*, the Health Information Technology and Clinical Health Act, as amended (the “HITECH Act”).

Ambulance Medical Billing and CITY OF BISBEE agree to the terms and conditions of this Agreement in order to comply with the use and handling of Protected Health Information under the Standards for Privacy of Individually Identifiable Health Information, 45 CFR Part 60 and Part 164, subparts a-e, Security Standards for the protection of Electronic Protected Health Information, 45 CFR Part 160, 162 and Part 164, subparts a and c, and the Federal Breach Notification Regulations, 45 CFR Parts 160 and 164, all is amended from time to time.

**A. General Provisions**

1. **Meaning of Terms.** The terms used in this Agreement shall have the same meaning as those terms defined in HIPAA.
2. **Regulatory References.** Any reference in this Agreement to a regulatory section means the section currently in effect or as amended.
3. **Interpretation.** Any ambiguity in this Agreement shall be interpreted to facilitate full compliance with HIPAA.

**B. Obligations of Business Associate**

Ambulance Medical Billing agrees that it will:

1. Not use or further disclose PHI other than as permitted or required by this Agreement or as required by law;
2. Use appropriate safeguards and comply, where applicable, with the HIPAA Security Rule with respect to electronic protected health information (“e-PHI”) and implement appropriate physical, technical and administrative safeguards to prevent use or disclosure of PHI other than as provided for by this Agreement;
3. Report to CITY OF BISBEE any use or disclosure of PHI not provided for by this Agreement of which it becomes aware, including any security incident (as defined in the HIPAA Security Rule) and any breaches of unsecured PHI as required by 45 CFR §164.410. Breaches of unsecured PHI shall be reported to CITY OF BISBEE without unreasonable delay but in no case later than 10 business days after discovery of the breach;

4. In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), ensure that any subcontractors that create, receive, maintain, or transmit PHI on behalf of Ambulance Medical Billing agree to the same restrictions, conditions, and requirements that apply to Ambulance Medical Billing with respect to such information and, in no event, shall Ambulance Medical Billing and/or any subcontractor, export, publish, transmit or disclose PHI outside of the United States of America;
5. Make PHI in a designated record set available to CITY OF BISBEE and to an individual who has a right of access in a manner that satisfies CITY OF BISBEE's obligations to provide access to PHI in accordance with 45 CFR §164.524 within 30 days of a request;
6. Make any amendment(s) to PHI in a designated record set as directed by CITY OF BISBEE, or take other measures necessary to satisfy CITY OF BISBEE's obligations under 45 CFR §164.526;
7. Maintain and make available information required to provide an accounting of disclosures to CITY OF BISBEE or an individual who has a right to an accounting within 60 days and as necessary to satisfy CITY OF BISBEE obligations under 45 CFR §164.528;
8. To the extent that Ambulance Medical Billing is to carry out any of CITY OF BISBEE's obligations under the HIPAA Privacy Rule, Ambulance Medical Billing shall comply with the requirements of the Privacy Rule that apply to CITY OF BISBEE when it carries out that obligation;
9. Make its internal practices, books, and records relating to the use and disclosure of PHI received from, or created or received by Ambulance Medical Billing on behalf of CITY OF BISBEE, available to the Secretary of the Department of Health and Human Services for purposes of determining Ambulance Medical Billing and CITY OF BISBEE's compliance with HIPAA and the HITECH Act;
10. Restrict the use or disclosure of PHI if CITY OF BISBEE notifies Ambulance Medical Billing of any restriction on the use or disclosure of PHI that CITY OF BISBEE has agreed to or is required to abide by under 45 CFR §164.522; and
11. If CITY OF BISBEE is subject to the Red Flags Rule (found at 16 CFR §681.1 *et seq.*), Ambulance Medical Billing agrees to assist CITY OF BISBEE in complying with its Red Flags Rule obligations by: (a) implementing policies and procedures to detect relevant Red Flags (as defined under 16 C.F.R. §681.2); (b) taking all steps necessary to comply with the policies and procedures of CITY OF BISBEE's Identity Theft Prevention Program; (c) ensuring that any agent or third party who performs services on its behalf in connection with covered accounts of CITY OF BISBEE agrees to implement reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft; and (d) alerting CITY OF BISBEE of any Red Flags incident (as defined by the Red Flags Rules) of which it becomes aware, the steps it has taken to mitigate any potential harm that may have occurred, and provide a report to CITY OF BISBEE of any threat of identity theft as a result of the incident.
12. If CITY OF BISBEE is subject to any fine, sanction, claim, penalty or monetary assessment, following a release of PHI by Ambulance Medical Billing, Ambulance Medical Billing will defend and indemnify CITY OF BISBEE.

**C. Permitted Uses and Disclosures by Business Associate**

The specific uses and disclosures of PHI that may be made by Ambulance Medical Billing on behalf of CITY OF BISBEE include:

1. The preparation of invoices to patients, carriers, insurers and others responsible for payment or reimbursement of the services provided by CITY OF BISBEE to its patients;
2. Preparation of reminder notices and documents pertaining to collections of overdue accounts;
3. The submission of supporting documentation to carriers, insurers and other payers to substantiate the healthcare services provided by CITY OF BISBEE to its patients or to appeal denials of payment for the same; and
4. Other uses or disclosures of PHI as permitted by HIPAA necessary to perform the services that Ambulance Medical Billing has been engaged to perform on behalf of CITY OF BISBEE.

**D. Termination**

1. CITY OF BISBEE may terminate this Agreement if CITY OF BISBEE determines that Ambulance Medical Billing has violated a material term of the Agreement. Alternatively, CITY OF BISBEE may terminate this Agreement upon 90 days written notice.
2. If either party knows of a pattern of activity or practice of the other party that constitutes a material breach or violation of the other party's obligations under this Agreement, that party shall take reasonable steps to cure the breach or end the violation, as applicable, and, if such steps are unsuccessful, terminate the Agreement if feasible.
3. Upon termination of this Agreement for any reason, Ambulance Medical Billing shall return to CITY OF BISBEE or destroy all PHI received from CITY OF BISBEE , or created, maintained, or received by Ambulance Medical Billing on behalf of CITY OF BISBEE that Ambulance Medical Billing still maintains in any form. Ambulance Medical Billing shall retain no copies of the PHI. If return or destruction is infeasible, the protections of this Agreement will extend to such PHI.

**E. Choice of Law**

Ambulance Medical Billing and CITY OF BISBEE agree that this Agreement shall be interpreted under the laws of the State of Arizona, and any dispute must be brought within the Cochise County Superior Court, where the prevailing party may receive an award of attorneys' fees and costs.

Agreed to this \_\_\_\_\_ day of \_\_\_\_\_, 2020.

CITY OF BISBEE

Ambulance Medical Billing

Signature: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: Lloyd Ledet

Title: \_\_\_\_\_

Title: President and CEO

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**Date:**

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**Date:**

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**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: February 4, 2020**

Regular     Special

**DATE ACTION SUBMITTED:** January 27, 2020

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT: PUBLIC HEARING AND DISCUSSION AND POSSIBLE APPROVAL TO ABANDON THE PORTION OF AN EASEMENT ADJACENT TO PARCEL #103-99-053B "ALSO KNOWN AS 223 YOUNGBLOOD HILL" AS DESCRIBED IN THE ATTACHED SURVEY.**

**FROM:**              **Theresa Coleman, City Manager**

**RECOMMENDATION:**              **Approve abandon the portion of an easement adjacent to parcel #103-99-053B**

**PROPOSED MOTION:**              **I move that we approve abandoning a portion of an easement adjacent to #103-99-053B" Also known as 223 Youngblood Hill: as described in the attached survey.**

**DISCUSSION:**

Mr. Todd Conklin has requested that the City Council abandon the portion of an easement adjacent to parcel #103-99-053B "Also known as 223 Youngblood Hill" as described in the attached survey.

300 Ft. Notification letters were sent out on January 14, 2020 asking for public input.

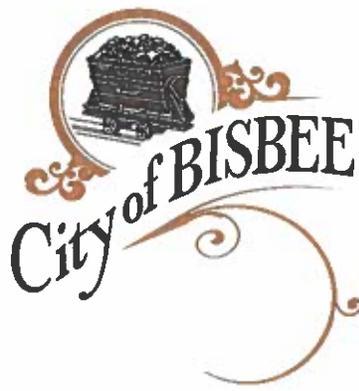
**FISCAL IMPACT:**              **NA**

**DEPARTMENT LINE ITEM ACCOUNT:**              **NA**

**BALANCE IN LINE ITEM IF APPROVED:**              **NA**

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

**Reviewed by:** *Theresa Coleman*  
**Theresa Coleman,**  
**City Manager**



**MAILED**  
1-14-2020

## **NOTICE OF PUBLIC HEARING**

**THE MAYOR AND COUCIL WILL HOLD A PUBLIC HEARING ON  
TUESDAY, FEBRUARY 4, 2020 AT 7:00PM**

**LOCATION: CITY OF BISBEE COUNCIL CHAMBERS  
915 S. TOVREAVILLE RD., BISBEE, AZ 85603**

THE MAYOR AND COUNCIL WILL BE HOLDING A PUBLIC MEETING.  
DURING THIS MEETING THE MAYOR AND COUNCIL WILL BE CONSIDERING:

THE REQUEST FROM TODD CONKLIN REQUESTING THAT THE CITY COUNCIL  
ABANDON THE PORTION OF AN EASTMENT ADJACENT TO PARCEL #103-99-053B  
"ALSO KNOW AS 223 YOUNGBLOOD HILL" AS DESCRIBED IN THE ATTACHED  
SURVEY.

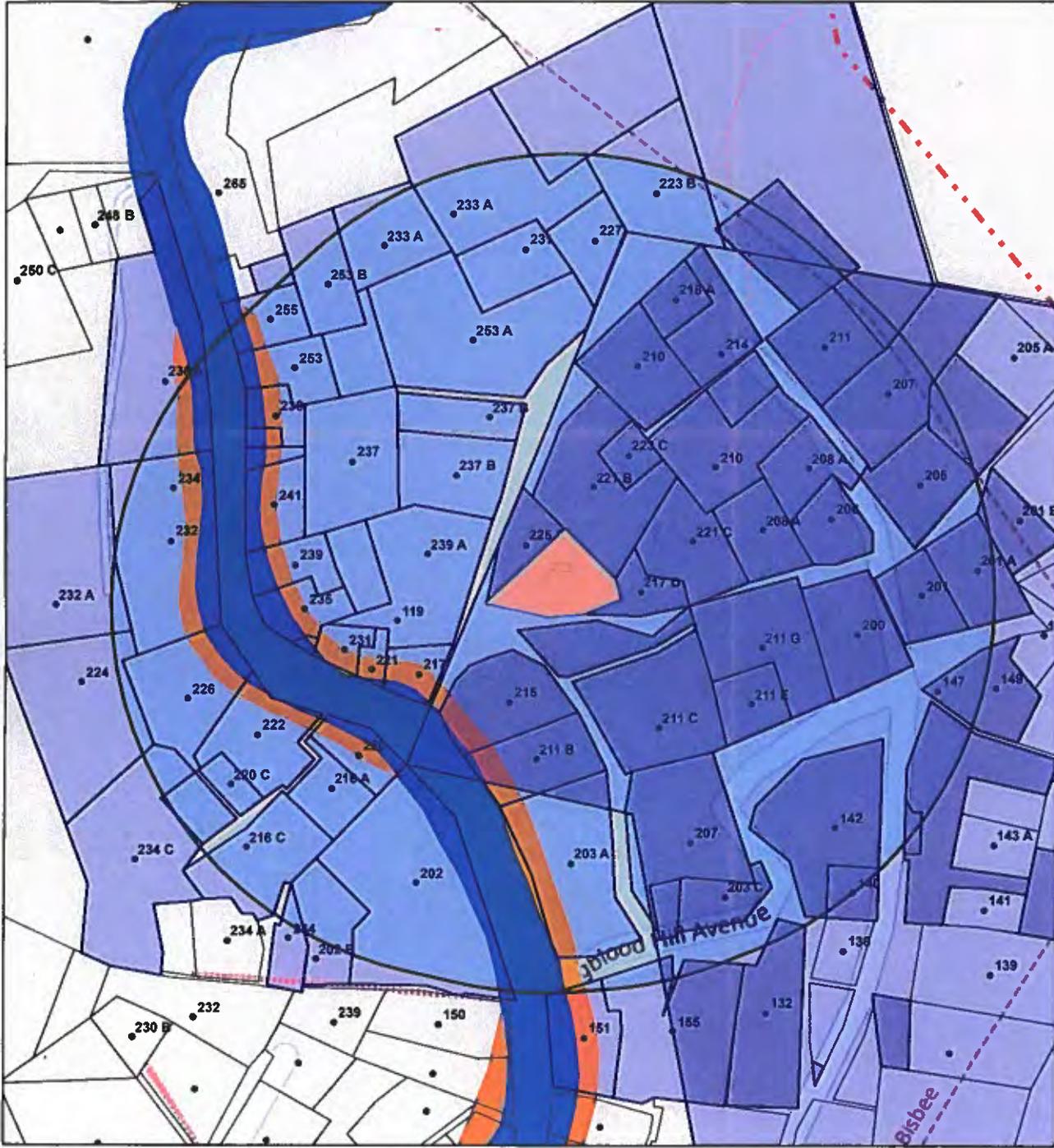
PUBLIC COMMENT REGARDING THIS PROPOSED APPROVAL IS REQUESTED.

COMMENT OR QUESTIONS MAY BE,

1. GIVEN IN PERSON AT THE PUBLIC MEETING
2. MAILED TO THE CITY OF BISBEE, P.O. BOX 4601 BISBEE, AZ 85603
3. E-MAILED TO [NWilliams@BisbeeAZ.gov](mailto:NWilliams@BisbeeAZ.gov)

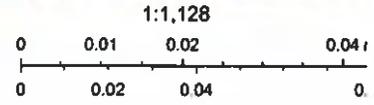
For additional information please contact Theresa Coleman, City Manager at 915  
S. Tovreaville Road, Bisbee, Arizona or by calling (520) 432-6000.

**SHOULD ANYONE NEED ANY SPECIAL ACCOMMODATIONS FOR THIS  
MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT (520) 432-6000 AT  
LEAST 72 HOURS IN ADVANCE OF THE MEETING.**

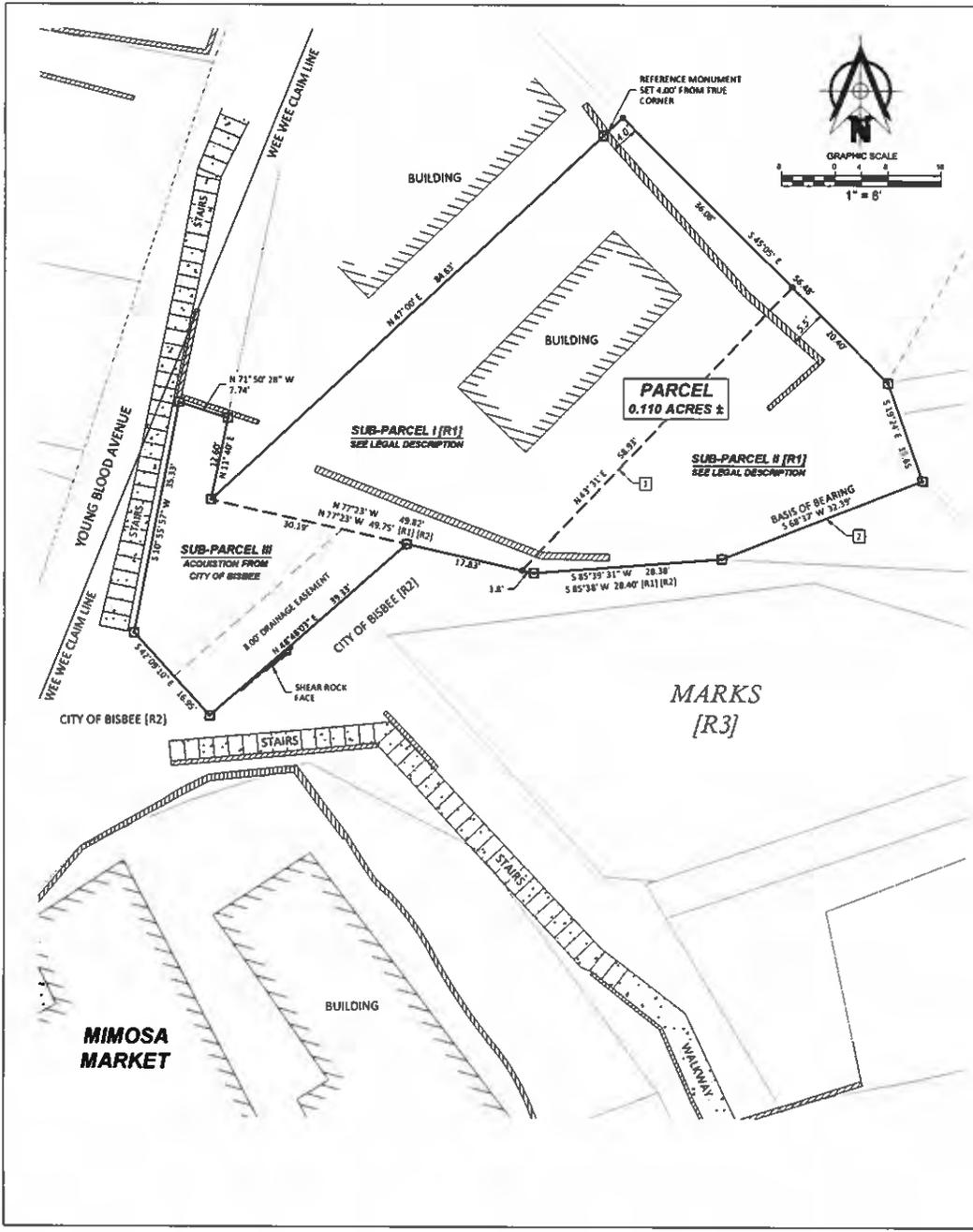


1/14/2020, 11:50:15 AM

- Address
- ▭ Parcels
- - - Incorporated Limits
- NFHL - Flood Hazard Zones
- 1% Annual Chance Flood Hazard
- 0.2% Annual Chance Flood Hazard



© OpenStreetMap (and) contributors, CC-BY-SA



**LEGEND**

- SET 1/2" REBAR WITH BRASS TAG RLS 64567
- CALCULATED CORNER
- (N) MEASUREMENT PER RECORDED DOCUMENT (SEE SUPPORTING DOCUMENTS)
- PROPERTY LINE (THIS SURVEY)
- - - DEED LINE
- - - EASEMENT LINE
- ▬ BISEE TOWNSITE LOTS
- ▬ CLAIM LINE (WEE WEE PATENTED LOAD MINING CLAIM)
- ▨ WALL

**SUPPORTING DOCUMENTS**

- (R1) DEED (SUBJECT PARCEL) FEE NO. 2019-02191, COCHISE COUNTY RECORDS GRANTEE: FOOD CONKUN
- (R2) BISEE TOWNSITE (1928) BOOK 14 OF MAPS AND PLATS, PAGE 61C AND 61D, COCHISE COUNTY RECORDS SURVEYOR: UNKNOWN
- (R3) WEE WEE PATENTED LOAD MINING CLAIM (SURVEY NO. 1715) BOOK 17, DEEDS OF REAL ESTATE, PAGE 238, COCHISE COUNTY RECORDS SURVEYOR: UNKNOWN

**LEGAL DESCRIPTION (R1)**

THE FOLLOWING DESCRIBED REAL PROPERTY, INCLUDING THE IMPROVEMENTS LOCATED THEREON, SITUATED IN THE CITY OF BISEE, COUNTY OF COCHISE, STATE OF ARIZONA, AND MORE PARTICULARLY DESCRIBED AS FOLLOWS:

**PARCEL I:**

PART OF LOT 13, BLOCK N, ON WEE WEE SURFACE TO A DEPTH OF 40 FEET ON A PART OF WEE WEE SURVEY #1715 PATENTED MINE IN WARREN MINING DISTRICT BY METES AND BOUNDS,

BEGINNING AT A POINT N 48° 59' E, 183.1 FEET FROM CORNER #4 OF WEE WEE; THENCE S 85° 38' W, 28.6 FEET; THENCE N 77° 23' W, 1.8 FEET; THENCE W 43° 31' E, 58.93; THENCE S 45° 05' E, 20.4 FEET; THENCE S 19° 24' E, 15.65 FEET; THENCE S 68° 37' W, 32.39 FEET, TO THE POINT OF BEGINNING.

ASSESSOR PARCEL NUMBER 103-99-053-5

**PARCEL II:**

PART OF LOT 13, BLOCK N, ON WEE WEE SURFACE TO A DEPTH OF 40 FEET ON A PART OF WEE WEE SURVEY #1715 PATENTED MINE IN WARREN MINING DISTRICT BY METES AND BOUNDS,

BEGINNING AT A POINT N 48° 59' E, 183.1 FEET AND THENCE S 85° 38' W, 28.6 FEET FROM THE CORNER #4 OF WEE WEE; THENCE N 77° 23' W, 47.95 FEET; THENCE N 47° E, 84.45 FEET; THENCE S 45° 05' E, 36.08 FEET; THENCE S 43° 31' W, 58.93, TO THE POINT OF BEGINNING.

ASSESSOR PARCEL NUMBER 103-99-053A-4

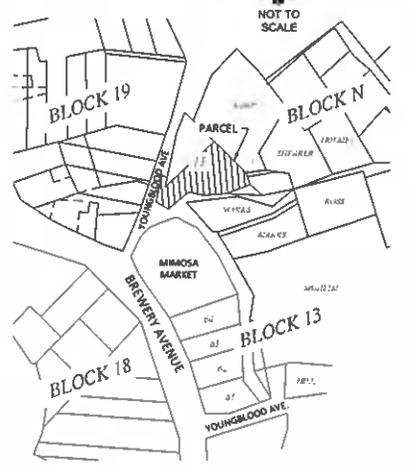
**SURVEYOR'S BOUNDARY RESOLUTION NOTES**

1. SIGNIFICANT EFFORT WAS MADE TO RELATE THE UPDATED MAPS OF THE BISEE TOWNSITE (R2) TO THE WEE WEE PATENTED LOAD MINING CLAIM (R3) AND THEN RELATE THIS TO THE LEGAL DESCRIPTION OF RECORD (R1). DUE TO CONFLICTING INFORMATION, I ELECTED TO CORRELATE THE LEGAL DESCRIPTION (R1) TO THE TOWNSITE MAP (R2) AND CONSIDER LONG ESTABLISHED LINES OF OCCUPATION FOR MY FINAL VERDICT.
2. THE LEGAL DESCRIPTIONS FOR PARCEL I AND PARCEL II (R1) HAVE AN OVERLAP OF 1.60 FEET ALONG THE LINE NOTED [1]. THIS LINE WAS USED TO CORRELATE THE TWO LEGAL DESCRIPTIONS.
3. THE LINE NOTED [2] WAS USED TO CORRELATE THE LEGAL DESCRIPTION (R1) TO THE UPDATED BISEE TOWNSITE MAP (R2).

I, GLEN M. SUMMERS, HEREBY CERTIFY THAT I AM A REGISTERED LAND SURVEYOR IN THE STATE OF ARIZONA; THAT THIS MAP CORRECTLY REPRESENTS A SURVEY MADE BY ME OR UNDER MY DIRECT SUPERVISION AND THAT IT ACCURATELY DEPICTS THAT SURVEY; THAT THE MONUMENTS SHOWN HEREON ACTUALLY EXIST AND THAT THEIR POSITIONS ARE SUFFICIENT FOR THE SURVEY TO BE RETRACED.



**PARCEL LOCATION**  
CITY OF BISEE TOWNSITE



**BASIS OF BEARING**

THE BASIS OF BEARING FOR THIS SURVEY IS REFERENCED TO [R1] AND [R2] AND IS S 68° 37' W ALONG THE SOUTHEASTERLY LINE OF THE SUBJECT PARCEL.

**RECORDATION**

STATE OF ARIZONA  
COUNTY OF COCHISE

THIS PLAT WAS FILED FOR RECORD AT THE QUEST OF BISEE LAND SURVEYING ON THIS \_\_\_ DAY OF \_\_\_ 20\_\_

INDEXED BY \_\_\_\_\_ THEREOF,  
FEE \$ \_\_\_\_\_  
WITNESS MY HAND AND OFFICIAL SEAL THE DAY AND YEAR ABOVE WRITTEN.

COCHISE COUNTY RECORDER

**BISEE LAND SURVEYING**

221 VAN DYKE STREET - BISEE - ARIZONA - 85803  
WWW.BISEE.SURVEYING.COM • (520) 366-1211

**RECORD OF SURVEY**

THE DOBSON LOT, BLOCK N OF THE BISEE TOWNSITE AND A PORTION OF THE WEE WEE P.L.M.C., BISEE, ARIZONA (SEC. 29 - T 23 S - R 24 E)

|                   |                    |
|-------------------|--------------------|
| DRAWN BY: GMS     | DATE: 11/26/2019   |
| FIELD BY: GMS     | FILE NO.: 2019-088 |
| REVISION NO.: A/A | SHEET NO.: 1 OF 1  |

# Exhibit A

## Legal Description

**A PORTION** of the Wee Wee Patented Load Mining Claim, Federal Survey Number 1715, within the Warren Mining Claim District, on file at Book 17, Deeds of Real Estate, Records of Cochise County, Cochise County, Arizona, being more particularly described as follows:

**BEGINNING** at the most Westerly corner of Lot 13, Block N of the Bisbee Townsite, also being the most Westerly corner of that certain parcel as described in Document Number 2019-02191, Cochise County Records, Cochise County, Arizona;

Thence N 11° 40' E, a distance of 12.60 feet;

Thence N 71° 50' 28" W, a distance of 7.74 feet;

Thence S 10° 55' 57" W, a distance of 35.33 feet;

Thence S 42° 09' 10" E, a distance of 16.95 feet;

Thence N 48° 48' 03" E, a distance of 39.33 feet;

Thence N 77° 23' W, along the Southerly line of said Parcel Number 2019-02191, also being the Southerly line of said Lot 13, a distance of 30.19 feet to the **POINT OF BEGINNING**.

**SUBJECT TO** a drainage easement 4.00 feet on either side of the following described line:

**COMMENCING** at the most Westerly corner of said Lot 13, Block N of the Bisbee Townsite, also being the most Westerly corner of that certain parcel as described in said Document Number 2019-02191; thence S 47° 00' W, a distance of 25.24 feet to the **POINT OF BEGINNING**;

Thence S 48° 48' 03" W, a distance of 36.48 feet to the **POINT OF TERMINUS**;

**THE SIDE LINES** of said strip to be shortened or lengthened so as to terminate at the limits of the above described parcel.

The above described parcel contains 846.28 square feet or 0.019 acres more or less.

**Exhibit B** is attached and made a part hereof.

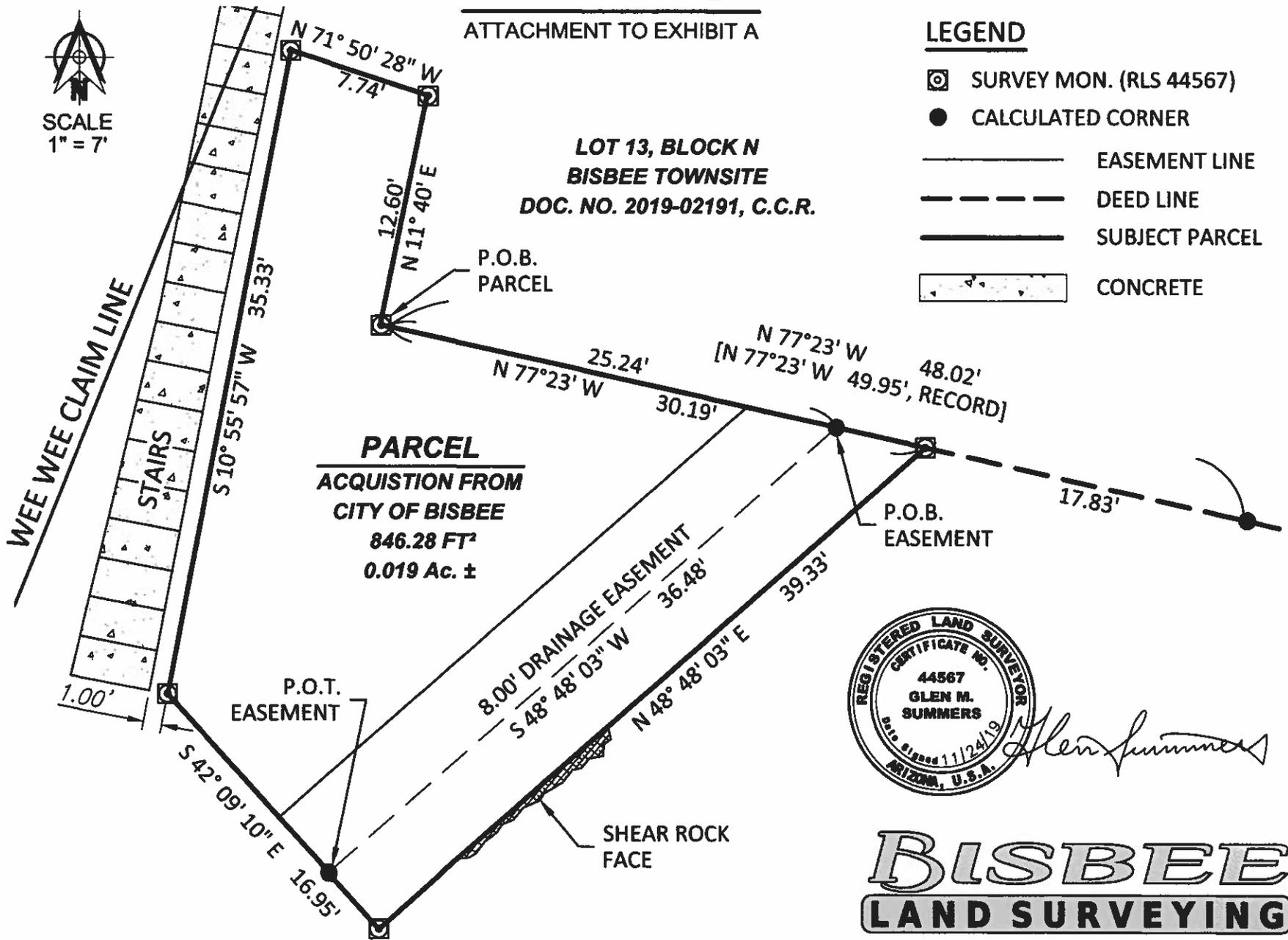
*Glen Summers*



REGISTERED LAND SURVEYOR  
CERTIFICATE NO.  
44567  
GLEN M.  
SUMMERS  
signed 11/24/19  
ARIZONA, U.S.A.

# EXHIBIT B

ATTACHMENT TO EXHIBIT A



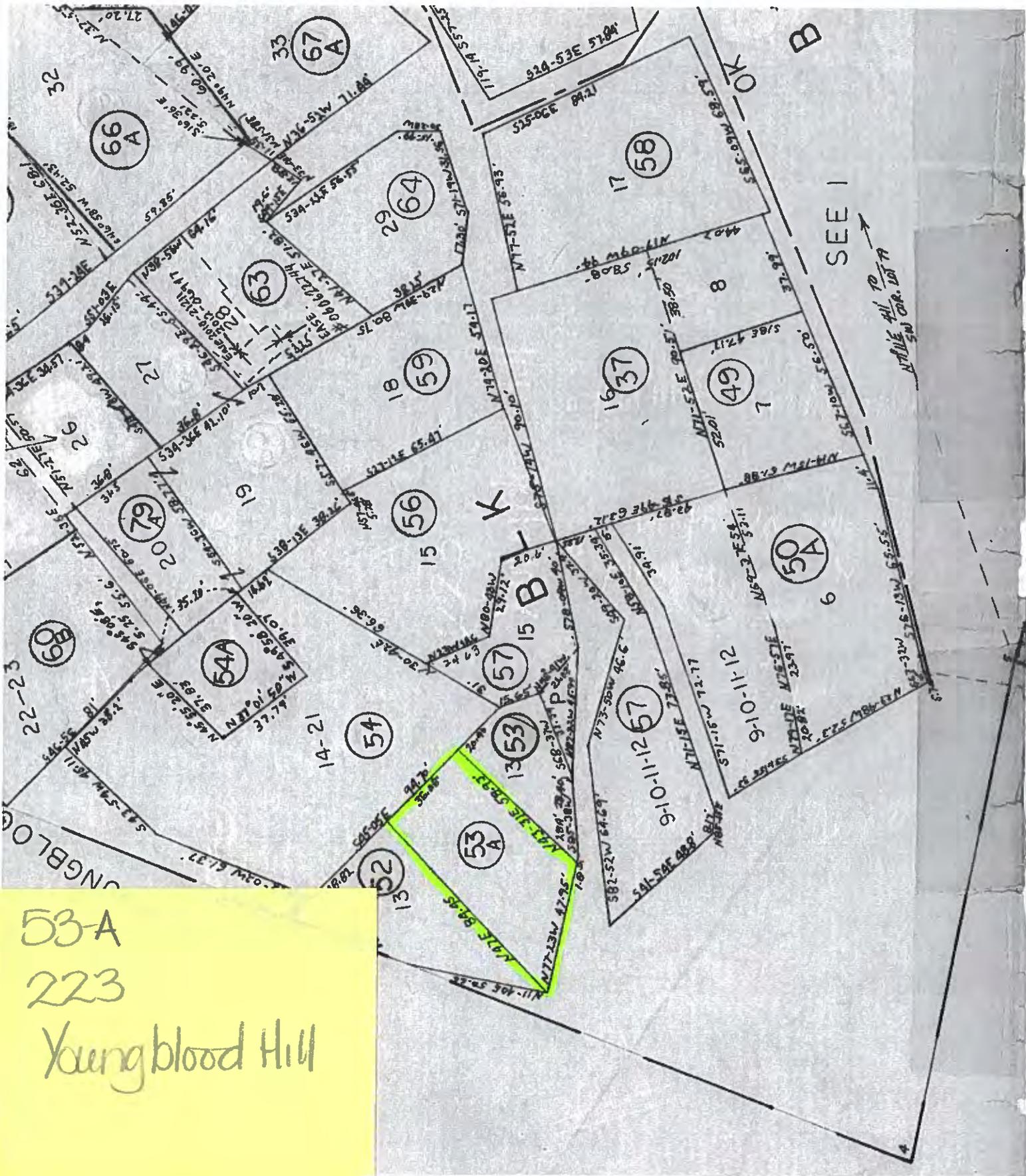
## LEGEND

- SURVEY MON. (RLS 44567)
- CALCULATED CORNER
- EASEMENT LINE
- DEED LINE
- SUBJECT PARCEL
- CONCRETE



*Glen Summers*

**BISBEE**  
**LAND SURVEYING**



53A

223

Youngblood Hill



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>January 28, 2020</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:</b> Discussion and Possible Approval of a Notice of Intent to Adopt Ordinance O-20-01; Amending the City Code Section 10.1.8, Nuisance |   |

**FROM:** Theresa Coleman, City Manager

**RECOMMENDATION:** Approve Notice of Intent

**PROPOSED MOTION:** I move to Approve the Notice of Intent to Adopt Ordinance O-20-01; Amending the City Code Section 10.1.8

**DISCUSSION:**

The proposed Ordinance exempts activity permitted in the City of Bisbee Entertainment District; it's unclear what activity is permitted.

**FISCAL IMPACT:**

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

Prepared by: Ashlee Coronado  
Ashlee Coronado  
City Clerk

Reviewed by: Theresa Coleman  
Theresa Coleman  
City Manager

**NOTICE OF INTENT  
ORDINANCE O-20-01**

**AN ORDINANCE OF THE CITY OF BISBEE, AMENDING THE CITY CODE,  
SECTION 10.1.8, NUISANCE**

**WHEREAS**, the general public has a right to be free from unreasonable noise, which interferes with the peaceful enjoyment of this community;

**WHEREAS**, the City must define which penalties will be assessed upon a violation of this Section 10.1.8; and

**WHEREAS**, it is in the best interests of the City of Bisbee and its citizens to adopt this amendment to the City Code set forth on Exhibit A hereto.

**NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, THAT:**

**Section 1.** The amendments to Chapter 6 of the City Code, as set forth in the attached Exhibit A, incorporated herein by reference, are hereby adopted.

**Section 2.** If any section, subsection, sentence, clause, phrase or portion of this Ordinance is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions.

**PASSED, APPROVED AND ADOPTED** by the Mayor and Council of the City of Bisbee on this \_\_\_ day of \_\_\_\_\_, 2020.

**APPROVED:**

\_\_\_\_\_  
David Smith, Mayor

**ATTEST:**

\_\_\_\_\_  
Ashlee Coronado, City Clerk

**APPROVED AS TO FORM:**

\_\_\_\_\_  
James Ledbetter, City Attorney

## **EXHIBIT A**

### **10.1.8 Nuisance**

- A. Anything, which is injurious to the health of the community; which is offensive to a reasonable person; which is an impediment to the use of property, so as to interfere with the enjoyment or quality of life; or, which unlawfully obstructs the free passage or use of any public park, square, alley, sidewalk, street or highway, is a public nuisance.
- B. It is unlawful for any person to maintain or commit a public nuisance, or to willfully omit to perform any legal duty, relating to the removal of a public nuisance.
- C. Noise can be a nuisance. No person or entity shall create noise that is intermittent or continuous for a period of at least fifteen (15) minutes and which exceeds the property line, disturbing the peace and order of the neighborhood or a person of ordinary sensibilities. All persons and entities, unless an exemption is provided in this Code, are prohibited from producing noise that is intermittent or continuous between the hours of 10:00 p.m. and 6:00 a.m., which exceeds the property line, and disturbs the peace and order of the neighborhood or a person of ordinary sensibilities.
- D. General exemptions to the noise provisions of this article 10.1.8(C), are:
  - 1. Emergency work necessary to restore property to a safe condition following a fire, accident or natural disaster; to restore public utilities; or to protect persons or property from an imminent danger;
  - 2. Sound made to alert persons to the existence of an emergency, danger or attempted crime;
  - 3. Activities or operations of governmental units or agencies;
  - 4. Parades, concerts, festivals, fairs or similar activities that have been approved by the City under a special events permit;
  - 5. Athletic, musical or cultural activities or events (including practices and rehearsals) conducted by or under the auspices of public or private schools, and public or private colleges or universities;
  - 6. Activity, including commercial activity, which is permitted under the zoning code and the City of Bisbee's entertainment district(s); and,
  - 7. Construction, repair, remodeling, demolition, drilling, landscape maintenance, landscaping, lawn or yard work, wood cutting, including crafts and hobbies, or excavation work conducted between 6:00 a.m. through 8:00 p.m. Mondays through Fridays. Also, a person may engage in or allow such activities at that person's residence between 6:00 a.m. and 8:00 p.m. on Saturdays or Sundays.

**E. Any person or entity may apply for a temporary exemption to 10.1.8(C), and a temporary exemption is allowed under the following criteria:**

- 1. The City Manager or designee may grant a temporary exemption from the requirements established by this article if such temporary exemption would be in the public interest and there is no feasible and prudent alternative to the activity.**
- 2. A temporary exemption must be in writing and signed by the City Manager or designee and must set forth the name of the party granted the exemption, the location of the property for which it is authorized, and the date(s) and time(s) for which it is effective.**
- 3. A temporary exemption may be granted only for the period of time that is reasonably necessary to conduct the activity, which in no case may exceed thirty (30) days, unless otherwise specified.**
- 4. The following factors shall be considered by the City Manager or designee in determining whether to grant a temporary exemption:**
  - a. The balancing of the hardship to the applicant, the community and other persons in not granting the variance against the adverse impact on the health, safety and welfare of persons adversely affected and any other adverse effects of the granting of the variance;**
  - b. The nearness of any residence or residences, or any other use;**
  - c. The level of the sound to be generated by the event or activity;**
  - d. Whether the type of sound to be produced by the event or activity is usual or unusual for the location or area for which the variance is requested;**
  - e. The density of population of the area in which the event or activity is to take place;**
  - f. The time of day or night which the activity or event will take place; and/or**
  - g. The nature of the sound to be produced, including but not limited to whether the sound will be steady, intermittent, impulsive or repetitive.**

**F. Any person who violates any of the provisions of this Section 10.1.8 shall be guilty of a civil infraction and fined according to the following schedule or any successor schedules, adopted by the Council:**

1. The first violation includes a fine of \$250.00 for each individual or entity responsible.
2. The second violation includes a fine of \$500.00 for each individual or entity responsible.
3. The third and all subsequent violations include a fine of \$2,500.00 for each individual or entity responsible.
4. The fees and penalties in this Section 10.1.8(F) are to be superseded by a subsequent act of the City Council to adopt a new fee and penalty schedule. Until and in the event these fees and penalties are superseded, this Section 10.1.8(F) controls.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

DATE ACTION SUBMITTED: January 28, 2020

REGULAR                   CONSENT

TYPE OF ACTION:

RESOLUTION     ORDINANCE     FORMAL ACTION     OTHER

SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-20-01 SUPPORTING THE BISBEE BUS TRANSIT PROGRAM AND THE APPLICATION FOR FUNDS TO OPERATE THE BISBEE TRANSIT/BUS SYSTEM**

FROM:        Jesus Haro, Public Works Diretor

RECOMMENDATION:

PROPOSED MOTION:        **I move to approve Resolution R-20-01 in support of the Bisbee Bus Transit Program and its continued administration and operation through various grant applications to the Arizona Department of Transportation, accepting grant funding and providing match if awarded, and authorizing the Mayor to sign all applications and grant contracts.**

**DISCUSSION:** Each year, the City must apply for funds from the Arizona Department of Transportation (ADOT) for its share of federal funds used to operate the Bisbee Bus Transit program. This program provides transportation via a flex route system throughout Bisbee and Naco six days per week. In order to apply for these funds, the City Council must provide documentation of its support for the program annually and authorize the Mayor to sign the application.

FISCAL IMPACT:        0

DEPARTMENT LINE ITEM ACCOUNT:        96-30-50060

BALANCE IN LINE ITEM IF APPROVED:        N/A

Prepared by: Jesus Haro, Public Works Director

Reviewed by:   
Theresa Coleman, City Manager

**RESOLUTION R-20-01**

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, SUPPORTING THE CONTINUED ADMINISTRATION AND OPERATION OF THE BISBEE BUS TRANSIT PROGRAM AND AN APPLICATION TO THE ARIZONA, DEPARTMENT OF TRANSPORTATION FOR SECTION 5311 RURAL PUBLIC TRANSPORTATION PROGRAM FUNDS TO PROVIDE PUBLIC TRANSPORTATION SERVICES VIA THE CITY OF BISBEE BUS.

**WHEREAS**, it is the mutual desire of the City of Bisbee and the State of Arizona to provide citizens in the region with all necessary means and opportunity to participate in public transportation; and

**WHEREAS**, the City of Bisbee supports the ongoing administration and operation of its Bisbee Bus Transportation program;

**WHEREAS**, the City of Bisbee has the requisite Title VI Civil Rights, ADA, DBE, Substance Abuse and Drug Free Workplace policies, and is committed to providing the necessary matching funds; and

**WHEREAS**, the City of Bisbee wishes to receive all sources of revenue available to support transit opportunities for citizens in the region;

**NOW, THEREFORE, BE IT RESOLVED** that the Mayor and Council of the City of Bisbee, Arizona support the continued operation of the Bisbee Bus Transportation program and authorize the Mayor to sign all applications and to accept on behalf of the City all awards and grants made to the City in connection with such applications.

**PASSED, APPROVED AND ADOPTED** by the Mayor and Council of the City of Bisbee, Arizona, County of Cochise, State of Arizona, this 20th day of February 2020.

---

David M. Smith, Mayor

**ATTEST:**

---

Ashlee Coronado, City Clerk

**APPROVED AS TO FORM:**

---

James Ledbetter, City Attorney



**REQUEST FOR MAYOR & COUNCIL ACTION**  
Session of: February 4, 2020

Regular     Special

|  |   |
|--|---|
| <b>DATE ACTION SUBMITTED:</b> <u>1/28/2020</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:</b> Discussion and Possible Approval to publish a request for proposal to demolish and dispose of the remaining structure at 118 Arizona Street. |   |

**FROM:** Jesus Haro, Public Works Director

**RECOMMENDATION:** Approve the publishing of a request for proposal to demolish and dispose of the remaining structure at 118 Arizona Street.

**PROPOSED MOTION:** I move to approve the publishing of a request for proposal to demolish and dispose of the remaining structure at 118 Arizona Street.

**DISCUSSION:** Following the fire of the City Hall Building at 118 Arizona Street in 2017, the asbestos material was demolished and removed. Portions of the original exterior walls and vault remained. A review of the remaining portions of the building was completed by Mr. George R. Stevenson Jr. P.E., S.E., SECB of Structural Concepts Inc. in May, 2018. The review determined:

1. The portions of the northern wall observed to be substantially cracked and damaged by the fire are not adequate for use.
2. The amount of steel reinforcement detected in the existing original walls, where present is substantially less than minimum reinforcement requirements specified by current building code.
3. Results of compression tests of core samples taken from the building are widely ranging and are typically very low. This indicates concrete of nonuniform quality and generally poor strength. (Structural Concepts Inc, 2018)

Based upon Stevenson's report, the remaining structure should be demolished and disposed of due to the difficult and substantial reinforcements that would be needed. (Structural Concepts Inc, 2018)

City of Bisbee Code Article 3.5.4.A requires sealed bids for purchases estimated to exceed \$10,000. Public works staff is requesting approval to initiate the bidding process because this project was not specifically included in the FY2018-2019 approved budget.

**FISCAL IMPACT:** N/A

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

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

Prepared by:

Reviewed by:



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: February 4, 2020**

Regular    Special

|   |   |
|---|---|
| <b>DATE ACTION SUBMITTED:</b> <u>1/29/2020</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:</b> Discussion and Possible Approval to purchase material and installation for ultraviolet system upgrades to the San Jose Waste Water Treatment Plant. |   |

**FROM:** Jesus Haro, Public Works Director

**RECOMMENDATION:** Approve the purchase of material and installation for ultraviolet system upgrades to the San Jose Waste Water Treatment Plant.

**PROPOSED MOTION:** I move to approve the purchase of material and installation for ultraviolet system upgrades to the San Jose Waste Water Treatment Plant.

**DISCUSSION:** Jacobs initiated a Health Check of the Trojan UV3000Plus ultraviolet system at the San Jose Waste Water treatment plant. The Health Check was completed on September 17, 2019 by Trojan Technologies. The Health Check revealed the system is in need of some upgrades. Some of the recommended upgrades were deemed as being in fair condition requiring future attention, while some were deemed as needing replacement and requiring immediate attention. The complete Health Check report is attached. The recommended next steps are:

- New sleeves, sleeve nuts, O-rings, lamps, hydraulic manifolds, hydraulic pump, hydraulic cylinders, hydraulic hoses, and new wiping canisters with the newer style carriage assemblies.
- Two of the modules have bad water damage and will need rebuild kits with all new wiring.
- 12 new replacement ballasts for the damaged modules.

DC Frost Associates, Inc has provided a quotation to provide and install the material based on the September 17 Health Check. The cost for the needed upgrades is \$68,927.53. Trojan Technologies has provided a letter stating in order to keep the performance guarantee intact, material should be purchased and installed by DC Frost, Inc. as they are the exclusive manufacture in Arizona.

The sewer fund department line item 54-40-55000, equipment repair and maintenance, currently has a balance of \$128,789.66; however, this does not reflect the purchase and installation of SCADA system which was approved by City Council. The cost for the SCADA system is \$83,948.20. The system is schedule for installation beginning the second week of March. If the UV system upgrades are approved, department line item 54-40-55000 will ultimately have a negative balance of -\$24,086.07 after payment is made for both system upgrades. The sewer fund is currently at 30.6 percent of the budgeted expenditures through 50 percent of the fiscal year; however, depreciation expense and bad debt has not been recorded as these are recorded at the end of the year. If 50 percent of the budgeted expenditures for bad debt and depreciation expenditures is included in the year to date financial report, the sewer fund is just under budget at 49.7 percent. The cost of the UV system upgrades are 1.8 percent of the sewer fund budget



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

---

**FISCAL IMPACT:        \$68,927.53**

**DEPARTMENT LINE ITEM ACCOUNT:        54-40-55000**

**BALANCE IN LINE ITEM IS APPROVED:        -\$24,086.07**

**Prepared by:**  \_\_\_\_\_

**Reviewed by:** \_\_\_\_\_

**Date: December 4, 2019**

**Site Name: Bisbee, AZ Trojan Project No. 511088**  
**Address: 940 West Prudy Ln, Bisbee, AZ 85603**

**RE: Trojan System UV3000Plus™ Replacement Parts**

Dear: Jesus Haro

In the Engineered Submittal Package for the Trojan UV3000Plus™ System, Trojan provided an equipment performance guarantee stating that the system will meet the required level of disinfection provided that the system is operated and maintained in accordance with recommendations made by Trojan Technologies.

In order for this equipment guarantee to be maintained, it is imperative that the appropriate components and replacement parts be used in the system. There are key replacement parts and system components that directly influence the performance and reliability of the system. Among these critical replacement parts are the UV lamps, electronic ballasts, printed circuitry etc. Without using lamps, ballasts, and other components that are approved and **validated** by Trojan Technologies, we cannot guarantee that the system will provide the required germicidal output. Subsequently, we cannot guarantee that the required UV dose is being delivered.,

In order to keep the equipment performance guarantee intact, is it recommended that specialized system components be purchased and contracted from our manufacturer representative in your state. In the state of Arizona, the exclusive manufacturer representative is DC Frost Associates, a wholly owned subsidiary of the Coombs-Hopkins Co. Trojan purchases only validated system components (lamps, ballasts etc.) from our suppliers and only those components meeting our performance standards are passed on to the customer.

If you have any questions regarding this matter, or require any additional information please do not hesitate to contact me at 1-800-291-0218.

Best regards,  
**TROJAN TECHNOLOGIES**

*Judy Georgijev*

Judy Georgijev  
Municipal Territory Representative



# DC Frost Associates, Inc

A Coombs Hopkins Company  
2855 Mitchell Drive, Suite 215  
Walnut Creek, CA 94598

## Quotation

| Date       | Quote #   |
|------------|-----------|
| 12/10/2019 | 102761-R1 |

### Bill To

CH2M-Hill (TN Billing)  
usapinvoices@jacobs.com  
125 Broadway Avenue  
Oak Ridge, TN 37830

### Ship To

City of Bisbee, AZ  
Dwayne Wallace (520-227-9478)  
940 Purdy Lane  
Bisbee, AZ 85803

E-mail: christopher.maines@jacobs.com  
Phone:

| Model  |     | Equipment   | Project/Serial # | FOB        |  |
|--|-----|---|------------------|------------|--|
| UV3000Plus   |     | Trojan  | 511088           | Fact. PPA  |  |
| Line   | Qty | Description   | Unit Price       | Total      |  |
| PARTS BELOW RECOMMENDED BASED ON SITE VISIT 9/17/2019 TO PERFORM THE TROJAN HEALTH CHECK ON THE UV3000 PLUS SYSTEM |     |   |                  |            |  |
| a  | 12  | Part 917341-200, Ballasts, Aluminum End Caps (old #915379)  | 876.00           | 10,512.00T |  |
| b  | 1   | Part 316135-060, Lampholder, 60 inch  | 55.75            | 55.75T     |  |
| c  | 4   | Part 914238, Module Control Board Assembly (use with Aluminum endcaps)  | 244.50           | 978.00T    |  |
| d  | 6   | Part 907632-04F071BK, Hose Kit, UV3+ MD RET F 71 Black  | 182.50           | 1,095.00T  |  |
| e  | 6   | Part 907632-04M150BK, Hose Kit, UV3+ MD EXT M 150 black   | 203.50           | 1,221.00T  |  |
| f  | 3   | Part 907632-04M066BL, Hose Kit UV3+ EXT M 066 Blue  | 186.00           | 558.00T    |  |
| g  | 3   | Part 907632-04F145BL, Hose Kit UV3+ Ret F 145 Blue  | 197.50           | 592.50T    |  |
| h  | 9   | Part 328411, Cylinder, Wiper UV3+ Gen 2 (This is a hydraulic ram that pushes the wiper drive bar holding the wiper canisters across the module) | 1,851.00         | 16,659.00T |  |
| i  | 1   | Part 9087602-1646, Pump Assembly, 1.5 GPM, 460-480/3/60   | 1,842.00         | 1,842.00T  |  |
| j  | 6   | Part 327771-A6350, Wiper Kit, UV3+ 6L 3.5   | 2,621.28         | 15,727.68T |  |
| k  | 3   | Part 327771-A6351, Wiper Kit, UV3+ 6L 3.5 Sensor  | 2,680.41         | 8,041.23T  |  |
| Quote Prepared By: Debby Patton  |     |   | <b>Total:</b>    |            |  |

PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.

Payment Terms: Net 30

If prices quoted do not include sales or use tax, such taxes, if required, are to be paid by the Purchaser.

DCF Terms & Conditions apply on all orders (copy available upon request).

*We are pleased to offer our quotation on the equipment or service listed above.  
Please contact us if you have any questions.*

Emails:  
debby@chcwater.com  
blanca@chcwater.com

Phone: (800) 964-9733  
Fax: (925) 947-6784



**DC Frost Associates, Inc**

A Coombs Hopkins Company  
2855 Mitchell Drive, Suite 215  
Walnut Creek, CA 94598

**Quotation**

|            |           |
|------------|-----------|
| Date       | Quote #   |
| 12/10/2019 | 102761-R1 |

**Bill To**

CH2M-Hill (TN Billing)  
usapinvoices@jacobs.com  
125 Broadway Avenue  
Oak Ridge, TN 37830

**Ship To**

City of Bisbee, AZ  
Dwayne Wallace (520-227-9478)  
940 Purdy Lane  
Bisbee, AZ 85603

E-mail: christopher.maines@jacobs.com  
Phone:

| Model                           |     | Equipment   | Project/Serial # | FOB       |  |
|---------------------------------|-----|---|------------------|-----------|--|
| UV3000Plus                      |     | Trojan  | 511088           | Fact. PPA |  |
| Line                            | Qty | Description   | Unit Price       | Total     |  |
| l                               | 1   | Part 915742, Main Power Wire Harness Left side  | 14.05            | 14.05T    |  |
| m                               | 1   | Part 915743, Main Power Wire Harness, Right Side  | 24.25            | 24.25T    |  |
| n                               | 2   | Part 328025, Wire Harness, (MCB to Ballast) Use with 3 ballasts                             | 18.95            | 37.90T    |  |
| o                               | 2   | Part 328024-001, Lamp Wire Harness Assemblies (21 inches)                                   | 8.55             | 17.10T    |  |
| p                               | 2   | Part 328024-002, Lamp Wire Harness Assemblies (40 inches)                                   | 12.30            | 24.60T    |  |
| q                               | 2   | Part 328024-003, Lamp Wire Harness Assemblies (60 inches)                                   | 15.00            | 30.00T    |  |
| r                               | 2   | Part 328029-003, Ribbon Cable complete with sockets 3 ballasts, 74" cable length; 4 sockets | 44.40            | 88.80T    |  |
| s                               | 1   | One week on site for installation of above parts  | 7,900.00         | 7,900.00  |  |
|                                 |     | FREIGHT CHARGES ARE EXTRA AND WILL BE ADDED TO ALL INVOICES                                 |                  |           |  |
|                                 |     | Sales Tax   | 3,508.67         | 3,508.67  |  |
| Quote Prepared By: Debby Patton |     |   | <b>Total:</b>    |           |  |

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debby@chcwater.com  
blanca@chcwater.com

Phone: (800) 964-9733  
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A Coombs Hopkins Company  
2855 Mitchell Drive, Suite 215  
Walnut Creek, CA 94598

**Quotation**

|             |                |
|-------------|----------------|
| <b>Date</b> | <b>Quote #</b> |
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E-mail: christopher.maines@jacobs.com  
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| Model                           |     | Equipment  | Project/Serial # | FOB                |  |
|---------------------------------|-----|--|------------------|--------------------|--|
| UV3000Plus                      |     | Trojan   | 511088           | Fact. PPA          |  |
| Line                            | Qty | Description  | Unit Price       | Total              |  |
|                                 |     | DC FROST ASSOCIATES, INC. NO LONGER ACCEPTS VERBAL ORDERS.<br><br>PLEASE SIGN AND DATE THIS QUOTATION and e-mail or fax to the author of the quote along with a copy of your PO (or you can write the PO number on the signed quote). By doing this, you are authorizing your acceptance of the Quote and giving approval to place the order. Simply include any Quantity changes, Bill To and Ship To changes along with your signature and date below.<br><br>SIGNATURE / DATE / PO#:<br><br>_____ | 0.00             | 0.00               |  |
| Quote Prepared By: Debby Patton |     |  | <b>Total:</b>    | <b>\$68,927.53</b> |  |

**PRICES QUOTED HEREIN ARE VALID FOR 30 DAYS.**

**Payment Terms: Net 30**

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*We are pleased to offer our quotation on the equipment or service listed above.  
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debby@chcwater.com  
blanca@chcwater.com

Phone: (800) 964-9733  
Fax: (925) 947-6784

| TROJAN UV3000 PLUS™                            |   | Health Check   |   |                                      |
|--|---|--|---|--------------------------------------|
| Bisbee, AZ                                     |   | Project # 00465  |   |                                      |
| Service Advisor: Mike Chew                     |   | Date: 09-17-19   |   |                                      |
| Site Contact Name: Ron Jacobsen                |   | Phone: 520-508-3370  |   |                                      |
|  |   | email: ron.jacobsen@jacobs.com   |   |                                      |
| ✓ GOOD - Checked ok<br>N/A Not Applicable      |   | ⚠ FAIR - Requires Future Attention<br>✖ REPLACE - Requires immediate attention |   |                                      |
| Number of Channels 1                           |   | 1 Number of HSC's 1  |   |                                      |
| Number of Banks 3                              |   | 3 Level Control Type 3   |   |                                      |
| Number of Modules per Bank 3                   |   | 3 Design Dose 50   |   |                                      |
| Total Number of Modules 9                      |   | 9 Design UVT 55  |   |                                      |
| Total Number of Lamps 27                       |   | 27 Disinfection Criteria (fc/100ml)  |   |                                      |
| System Control Center Inspection               |   |  |  |                                      |
| Screen Condition                               | ✓ | Dose Set point ⚠   |   | Settings in HMI were incorrect       |
| Enclosure condition                            | ✓ | UVT ⚠  |   | Checked O&M and changed back to spec |
| Review Active Alarms                           | ⚠ | HMI settings match equipment configuration ✖                                   |   |                                      |
| Lamp hours                                     | ✖ | All banks and wipers are in Remote Auto ✖                                      |   |                                      |
| # Lamp Failures                                | ⚠ | Confirm communications (PDC's/HSC) ✓   |   |                                      |
| # Driver Failures                              | ⚠ |  |   |                                      |
| Hydraulic System Center (HSC) Inspection       |   |  | Comments / Recommendations  |                                      |
| Reservoir Hydraulic Fluid Level                | ⚠ | Wiping HSC pressure (psi) within normal range                                  |   | Hydraulic Pump is bad. Would not     |
| Changed Hydraulic Filter as per O&M            | ✖ | Hose condition   |   | build pressure.                      |
| Check for Leaks                                |   | - Internal R   |   | PDC manifolds all show signs of      |
| - Internal fittings                            | ✓ | - Black Extend hose R  |   | leaking from fittings.               |
| - Extend Fittings                              | ✓ | - Blue Retract hose R  |   |                                      |
| - Retract Fittings                             | ✓ | Pump health R  |   |                                      |
| Condition of pressure gauge                    | ✓ | PDC Manifold R   |   |                                      |
| Bank # 1 Inspection                            |   |  | Comments / Recommendations  |                                      |
|  |   | # Modules inspected  |   |                                      |
| Module clean & free of debris                  | ⚠ | Hydraulic hose & fitting condition ✖   |   | Lamps and sleeves need replacing.    |
| Sleeve Condition (no fouling, scratches, etc.) | ✖ | Power cord and plug condition ✓  |   | Hydraulic fittings are rusted where  |
| Trojan genuine parts                           | ✖ | End cap condition ✓  | the hoses meet the metal fitting to   |                                      |

| TROJAN UV3000 PLUS™                                   |   | Health Check  |   |
|---|---|---|---|
| Bisbee, AZ  |   | Project #00465                                      |   |
| Service Advisor: Mike Chew                            |   | Date: 09-17-19                                      |   |
|   |   | Date of Equipment Commissioning:                    |   |
| Sleeve nuts tight                                     | ✓ | Desiccant Pack condition                            | X |
| Lamp condition (no Black ends / corrosion)            | Δ | No corrosion inside driver Extrusion (MCB, drivers) | Δ |
| Lamp orientation (Amalgam Spot down)                  | Δ | Wiping time adequate                                | ✓ |
| Lamp socket condition                                 | Δ | Light lock condition                                | ✓ |
| Pressure Relief vent condition                        | ✓ | Water level are within specification                | ✓ |
| Wiper seal condition                                  | X | Channel cleanliness                                 | ✓ |
| Wiper canister & fittings condition                   | Δ | Condition of sleeves sealing o-rings                | X |
| ActiClean Gel Condition (pH)                          |   | UVI sensor & cable condition                        | ✓ |
| Wiper cylinder condition / PM for greasing            | X | Wiper bar or carriage condition                     | Δ |
| <b>Banks # 2 Inspection</b>                           |   | <b># Modules Inspected</b>                          |   |
| Module clean & free of debris                         | Δ | Hydraulic hose & fitting condition                  | X |
| Sleeve Condition (no fouling, scratches, etc.)        | X | Power cord and plug condition                       | ✓ |
| Trojan genuine parts                                  | X | End cap condition                                   | ✓ |
| Sleeve nuts tight                                     | ✓ | Desiccant Pack condition                            | X |
| Lamp condition (no Black ends / corrosion)            | Δ | No corrosion inside driver Extrusion (MCB, drivers) | Δ |
| Lamp orientation (Amalgam Spot down)                  | Δ | Wiping time adequate                                | ✓ |
| Lamp socket condition                                 | Δ | Light lock condition                                | ✓ |
| Pressure Relief vent condition                        | ✓ | Water level are within specification                | ✓ |
| Wiper seal condition                                  | X | Channel cleanliness                                 | ✓ |
| Wiper canister & fittings condition                   | X | Condition of sleeves sealing o-rings                | X |
| ActiClean Gel Condition (pH)                          |   | UVI sensor & cable condition                        | ✓ |
| Wiper cylinder condition / PM for greasing            | X | Wiper bar or carriage condition                     | Δ |
| <b>Power Distribution Center (PDC) # 1 Inspection</b> |   | <b>Comments / Recommendations</b>                   |   |
| Manifold condition                                    | X | Electrical connection condition                     | ✓ |
| Lid Seal Condition                                    | ✓ | Lamp Power plug receptacle condition                | ✓ |

the cylinders. All hydraulic hoses to modules need to be replaced.

same as above

manifolds show signs of leaks

# TROJAN UV3000 PLUS™ Health Check

|   |   |   |   |   |
|---|---|---|---|---|
| <b>Bisbee, AZ</b>                                     |   | <b>Project #00465</b>                           |   | <b>Date of Equipment Commissioning:</b> |
| <b>Service Advisor: Mike Chew</b>                     |   | <b>Date: 09-17-19</b>                           |   |   |
| No leaks or signs of water intrusion                  | ✓ | Sensor cable receptacle connection condition    | ✓ |   |
| Bus voltage (Phase to Phase) within specification     | ✓ | Confirm communications are OK                   | ✓ |   |
| Bus voltage (Phase to Neutral) within specification   | ✓ | No corrosion inside PDC, on terminals or boards | ✓ |   |
| Bus voltage (Neutral to Ground) within specification  | ✓ |   |   |   |
| <b>Power Distribution Center (PDC) # 2 Inspection</b> |   |   |   | <b>Comments / Recommendations</b>       |
| Manifold condition                                    | X | Electrical connection condition                 | ✓ | manifolds show signs of leaks           |
| Lid Seal Condition                                    | ✓ | Lamp Power plug receptacle condition            | ✓ |   |
| No leaks or signs of water intrusion                  | ✓ | Sensor cable receptacle connection condition    | ✓ |   |
| Bus voltage (Phase to Phase) within specification     | ✓ | Confirm communications are OK                   | ✓ |   |
| Bus voltage (Phase to Neutral) within specification   | ✓ |   |   |   |
| Bus voltage (Neutral to Ground) within specification  | ✓ |   |   |   |

# TROJAN UV3000 PLUS™ Health Check

|                            |                |                                  |
|----------------------------|----------------|----------------------------------|
| Bisbee, AZ                 | Project #00465 | Date of Equipment Commissioning: |
| Service Advisor: Mike Chew | Date: 09-17-19 |                                  |

| Level Control Inspection |     |                       |     | Comments / Recommendations |
|--------------------------|-----|-----------------------|-----|----------------------------|
| Cleanliness              | ✓   | Grout condition       | ✓   |                            |
| ALC linkages condition   | N/A | Seal Condition        | N/A |                            |
| ALC Lexan gate condition | N/A | Gate Ease of movement | N/A |                            |
|                          |     | Actuator condition    | N/A |                            |

| Sensor Inspection        |     |                               |     | Comments / Recommendations |
|--------------------------|-----|-------------------------------|-----|----------------------------|
| Ultrasonic Level Devices | N/A | Online UVT meter(s)           | N/A |                            |
| Cleanliness              | N/A | Reading match portable device | N/A |                            |
| LWL sensor functional    | ✓   | Values match on HMI.          | N/A |                            |
| LWL Rods intact & clean  | ✓   | OEM service within last year  | N/A |                            |
|                          |     | HACH wiper blade profile ok   | N/A |                            |
|                          |     | HACH unit serviced annually   | N/A |                            |

# TROJAN UV3000 PLUS™ Health Check

|                            |                |                                  |
|----------------------------|----------------|----------------------------------|
| Bisbee, AZ                 | Project #00465 | Date of Equipment Commissioning: |
| Service Advisor: Mike Chew | Date: 09-17-19 |                                  |

**Additional Comments / Feedbacks**

|  |
|--|
|  |
|  |
|  |
|  |
|  |

**Recommended Next Steps, including parts customer should consider purchasing**

New sleeves, sleeve nuts, orings, lamps, hydraulic manifolds, hydraulic pump, hydraulic cylinders, hydraulic hoses, and new wiping canisters with the newer style carriage assemblies.

Two of the modules have bad water damage and will need rebuild kits with all new wiring.

Site will need to order some replacement ballasts. Six for the two water damaged modules and 6 for backstock.

|  |
|--|
|  |
|  |
|  |
|  |



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 02/04/2020

Regular     Special

**DATE ACTION SUBMITTED:** 01/09/2020

REGULAR                       CONSENT

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

**SUBJECT:** Discussion and possible approval of a Maintenance & Management Agreement between Spillman Technologies and the Bisbee Police Department to incorporate a new mandatory uniform crime reporting system (National Incident-Based Reporting System NIBRS).

**FROM:**            Albert B. Echave, Chief of Police

**RECOMMENDATION:**            Recommend Approval.

**PROPOSED MOTION:**            I move to approve the Maintenance & Management Agreement between Spillman Technologies and the Bisbee Police Department to incorporate a new mandatory uniform crime reporting system (NIBRS).

**DISCUSSION:** National Incident-Based Reporting System (NIBRS) is an incident-based reporting system used by law enforcement agencies in the United States for collecting and reporting data on crimes. Local, state and federal agencies generate NIBRS data from their records management systems. The programs primary objective is to generate reliable information for use in law enforcement, administration, operation, and management.

**FISCAL IMPACT:**            7,679.94

**DEPARTMENT LINE ITEM ACCOUNT:**            1062-36000

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

Prepared by:   
Albert B. Echave  
Chief of Police

Reviewed by:   
Teresa Coleman  
City Manager

## Quote and Purchase Addendum

Quoted Date: June 27, 2019      Quote Number: 190225  
 Quote Expiration: September 25, 2019      Prepared By: Troy Archer

### Services Included

- **First-year Maintenance** – For the specific module(s) listed in this document, all upgrades and live phone support services are included for the entire first year.
- **Project Management and Installation** – Motorola Solutions will assign a Flex Project Manager as the agency's single point of contact. This individual will coordinate Motorola's expert installation and training staff as needed to ensure a smooth upgrade transition.

### Included in Quote

Arizona IBR  
 Onsite Training

### Package Quote

**\$77,345.37**

### Product Breakdown Per Agency

The following tables represent the breakdown of modules per Agency and the cost associate for those modules related to that agency. These numbers have been broken down for budgetary reasons only, and do not reflect the amount(s) of total contract, but rather reflect the portion of the contract that is made up by each agency.

| Benson Police Department |  | Price       |
|--------------------------|--|-------------|
| Arizona IBR              |  | Arizona IBR |
| Total                    |  | \$8,625.00  |

| Bisbee Police Department |  | Price      |
|--------------------------|--|------------|
| Arizona IBR              |  |            |
| Total                    |  | \$7,679.93 |

| <b>Cochise County Sheriff</b> |  | <b>Price</b> |
|-------------------------------|--|--------------|
| Arizona IBR                   |  | Arizona IBR  |
| Total                         |  | \$1,000,000  |

| <b>Douglas Police Department</b> |  | <b>Price</b> |
|----------------------------------|--|--------------|
| Arizona IBR                      |  |              |
| Total                            |  | \$1,000,000  |

| <b>Tombstone Marshal's Office</b> |  | <b>Price</b> |
|-----------------------------------|--|--------------|
| Arizona IBR                       |  |              |
| Total                             |  | \$5,500,000  |

| <b>Willcox Police Department</b> |  | <b>Price</b> |
|----------------------------------|--|--------------|
| Arizona IBR                      |  |              |
| Total                            |  | \$8,000,000  |

## Future Maintenance

- Future maintenance is estimated for your planning purposes and is not included in this purchase.

| Customer                   | 2 <sup>nd</sup> Year Maintenance Estimate |
|----------------------------|---|
| Benson Police Department   | \$614.28                                  |
| Bisbee Police Department   | \$429.99                                  |
| Cochise County Sheriff     | \$3,562.79                                |
| Douglas Police Department  | \$1,228.55                                |
| Tombstone Marshal's Office | \$184.28                                  |
| Willcox Police Department  | \$522.13                                  |

The Customer's signature below constitutes its agreement to purchase the licenses, products and/or services according to the terms quoted by Motorola Solutions within this document. This document shall serve as an addendum to the Purchase Agreement previously entered into between the Customer and Spillman Technologies. The terms and conditions of the Purchase Agreement, as well as the related License Agreement and Support Agreement, shall apply to the items quoted herein.

Cochise County  
 Customer Name

Authorized Signature

Date

Print Name and Title



Federal Bureau of Investigation

# UCR Program

Criminal Justice Information Services Division

Quarterly

## Program News

NOVEMBER 2019

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**Section 3— Publication Updates and Notifications**  
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State Program managers are encouraged to share the information in this document with their local agencies.

## Section 1— NIBRS Transition Updates and Resources

To assist agencies with the transition from submitting crime data through the Summary Reporting System (SRS) to submitting crime data through the National Incident-Based Reporting System (NIBRS), the *UCR Program Quarterly* features a new section, "NIBRS Transition Updates and Resources." This section will guide agencies step-by-step in the transition process and serve as a resource for transitioning agencies.



### Update on the FBI's transition to NIBRS

To support the growing need for more comprehensive information, the FBI is modernizing its data collection to reflect the way the nation's law enforcement agencies want to receive and analyze crime data. To accomplish the modernization, the FBI's Uniform Crime Reporting (UCR) Program is retiring its SRS as of January 1, 2021, in favor of the more comprehensive NIBRS. For agencies that aren't already NIBRS-compliant, the FBI urges them to:

The FBI's UCR Program is a nationwide, cooperative statistical effort of federal, state, city, university and college, county, and tribal law enforcement agencies that voluntarily report data on crimes brought to their attention. Currently, agencies may submit crime data to the UCR Program using SRS or NIBRS.

SRS is the traditional collection of offense and arrest data for 10 Part I offenses and only arrest data for 20 Part II offenses. NIBRS is a more modern and comprehensive data collection system and captures offense and arrest information for 52 Group A offenses and only arrest data for 10 Group B offenses.

- ❖ Name a NIBRS transition manager/UCR contact at the agency to work with the state UCR Program.
- ❖ Identify necessary funding.
- ❖ Secure devices for building or upgrading NIBRS-compliant systems.
- ❖ Map local and state statutes to NIBRS offenses.
- ❖ Establish a state technical specification (if the state collections require additional data elements).
- ❖ Begin and complete the NIBRS certification process to comply with the *NIBRS Technical Specification, Version 3.0, or newer*.
- ❖ Submit NIBRS data.

The FBI implemented NIBRS to improve the overall quality of crime data reported by law enforcement. NIBRS captures incident-level details about crime, including multiple offenses within the same incident. Incident-level details contain information on victims, known offenders, relationships between victims and offenders, arrestees, and property involved in crimes. Unlike data reported through the UCR Program's traditional SRS—which is an aggregate monthly tally of crimes—NIBRS goes much deeper to provide information about circumstances and context for crimes, such as locations, times of day, and relationships between victims and offenders.

In December 2015, the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) passed a recommendation to transition all federal, state, local, and tribal law enforcement agencies from SRS to NIBRS. The FBI Director approved the recommendation in February 2016. The transition to NIBRS is a top priority because its implementation will improve the quality of the nation's crime statistics. Major law enforcement associations have declared their support for transitioning to a NIBRS-only data collection. To assist with the NIBRS transition, the FBI has engaged with law enforcement agencies and organizations, partnered with the Bureau of Justice Statistics through the National Crime Statistics Exchange, coordinated efforts with state UCR Programs, published numerous articles and pieces of Web content, and dedicated resources to advising law enforcement agencies in their NIBRS transition efforts.

**An example of the superiority of NIBRS over SRS**

A gang member kidnaps and robs his cousin at her residence. SRS would only count the offense of robbery, because SRS categorizes kidnapping under "All Other Offenses" below robbery in the SRS Hierarchy Rule. NIBRS would count the kidnapping and the robbery, plus data about the offender's gang affiliation, the residential location, and the relationship of the victim to the offender.

NIBRS's superior level of data about details of offenses, counts of offenses, and links between multiple offenses in an incident makes it a much more useful tool for understanding crime.

To date, the FBI and its law enforcement partners have produced positive results. In the 2017 reporting year, NIBRS participation was approximately 7,000 agencies representing about 106 million Americans. The number of participating and committed agencies has increased as of May 2019, with more than 4,000 additional agencies committed to participating by 2021. The FBI continues to engage with the law enforcement community to increase commitment and participation.



Agencies that wish to learn more about NIBRS participation can visit the FBI's NIBRS website at [www.fbi.gov/services/cjis/ucr/nibrs](http://www.fbi.gov/services/cjis/ucr/nibrs). Here they will find annual NIBRS publications, helpful

resources like a NIBRS implementation playbook and readiness assessment guide, news updates, a NIBRS 101 video, and answers to frequently asked questions. For guidance or assistance, local law enforcement agencies should contact their state UCR Program. FBI personnel can also be reached by telephone at 304-625-9999 or by e-mail at [ucr-nibrs@fbi.gov](mailto:ucr-nibrs@fbi.gov).

## Section 2— Message to Program Participants

### Data deadlines for 2019

State UCR Program managers and direct contributors should note the following deadlines for data to be received by the FBI's Crime Statistics Management Unit (CSMU). State Program managers should also inform their local agencies of these deadlines.

**Note:** All state programs and direct contributors must submit data by established deadlines for publication. Although data received after the deadlines will not be published in the annual report(s), the Crime Data Explorer (CDE) will be updated before the next publication cycle. This is due to the enhancements afforded to the FBI's UCR Program to allow for more timely release of data through the CDE. In 2018, the CJIS APB recommended the quarterly release of crime data. The first quarterly CDE release of preliminary 2020 data will precede the publication of 2019 data.

**November  
2019**

CSMU staff sends e-mails to state UCR program managers requesting review of the Population-by-County printout to verify current reporting status of each agency and to identify new agency contributors.

**December  
2019**

**The deadline for the 2019 police employee counts is December 16, 2019. This is the final deadline for submitting 2019 police employee data for inclusion in the *Crime in the United States (CIUS)* publication.**

Prior to the December 16, 2019, deadline, CSMU staff sends e-mails to remind direct contributors and state UCR Program managers that have not submitted police employee counts that the FBI has not received their information and inquires about police employee data that require state UCR program managers' review.

The deadline for making changes to an agency's current reporting status or name, or for adding new contributing agencies within the state, is **December 31, 2019.**

## **Computer upgrade leads to changes in some data elements in NIBRS**

Staff in the FBI's UCR Program wish to remind users that some of the data elements in NIBRS were changed effective January 1, 2019, to include:

- ❖ Two new fraud offenses as part of cargo theft.
- ❖ The collection of domestic and family violence data.
- ❖ The expansion of negligent manslaughter to include arrests associated with driving under the influence, distracted driving (using cell/smartphone), and reckless driving fatalities.

These changes do not affect agencies that currently submit data to the national UCR Program using the SRS.

The NIBRS data elements affected by these changes are:

### **Data Element 2A Cargo Theft**

The FBI's UCR Program added Identity Theft (Offense Code 26F) and Hacking/Computer Invasion (Offense Code 26G) as offenses that could occur in conjunction with cargo theft. Staff of the national UCR Program began collecting these offenses in 2016; however, until January 1, 2019, they were not included in the list of offenses that could occur in conjunction with cargo theft.

Identity theft (Offense Code 26F) is defined as "Wrongfully obtaining and using another person's personal data (e.g., name, date of birth, Social Security number, driver's license number, credit card number)." Hacking/computer invasion (Offense Code 26G) is defined as "Wrongfully gaining access to another person's or institution's computer software, hardware, or networks without authorized permissions or security clearances."

The national UCR staff will not reject incident data that agencies submit for these offenses with an incident date before January 1, 2019.

### **Data Element 8 Offender Suspected of Using**

Currently, on pages 32 and 33 of the *2019.1 NIBRS User Manual*, dated July 31, 2018, the definition of negligent manslaughter (Offense Code 09B) is "The killing of another person through negligence." The manual goes on to say, "This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, etc. It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, and accidental traffic fatalities."

**Note:** This offense does not include Vehicular Manslaughter, which agencies should report as Murder and Nonnegligent Manslaughter if not accidental or All Other Offenses if accidental.”

However, beginning January 1, 2019, the clarifying statement changed to “This offense includes killings resulting from hunting accidents, gun cleaning, children playing with guns, and arrests associated with driving under the influence, distracted driving (using cell/smartphone), and reckless driving traffic fatalities.

**Note:** It does not include deaths of persons due to their own negligence, accidental deaths not resulting from gross negligence, or accidental traffic fatalities.”

As a result, in Data Element 8 (Offender Suspected of Using), Data Value C has been modified from C = Computer Equipment to C = Computer Equipment (handheld devices).

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with computer equipment. For incidents submitted with an incident data on or after January 1, 2019, the data value will reflect the business rules associated with computer equipment (handheld devices). Regardless of the incident date, this change will not affect business rules.

#### **Data Element 13 Type Weapon/Force Involved**

Element 13 (Type Weapon/Force Involved) has changed from 35 = Motor Vehicle to 35 = Motor Vehicle/Vessel to capture driving under the influence incidents resulting in death as negligent manslaughter.

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with motor vehicle. For incidents submitted with an incident on or after January 1, 2019, the data value will reflect the use of business rules associated with motor vehicle/vessel. Regardless of the incident date, this change will not affect business rules.

#### **Data Element 31 Aggravated Assault/Murder and Nonnegligent Manslaughter Offenses**

The national UCR Program was slated to begin collecting domestic and family violence data in NIBRS as of January 1, 2018. However, to give states and agencies a full 12 months to make technical changes, the UCR Program delayed the start of the data collection to January 1, 2019.

In December 2016, the CJIS APB approved the definition of domestic and family violence as:

"The use, attempted use, or threatened use of physical force or a weapon; or the use of coercion or intimidation; or committing a crime against property by a current or former spouse, parent, or guardian of the victim; a person with whom the victim shares a child in common; a person who is or has been in a social relationship of a romantic or intimate nature with the victim; a person who is cohabiting with or has cohabited with the victim as a spouse, parent, or guardian; or by a person who is or has been similarly situated to a spouse, parent, or guardian of the victim."

As a result, in Data Element 31 (Aggravated Assault/Homicide Circumstances), Data Value 06 = Lovers' Quarrel changed to 06 = Domestic Violence.

For incidents submitted with an incident date before January 1, 2019, the data value will reflect the use of prior business rules associated with lovers' quarrels. For incidents submitted with an incident on or after January 1, 2019, the data value will reflect the use of business rules associated with domestic violence. Regardless of the incident date, this change will not affect business rules.

#### **Data Element 34 Offender Number to Be Related**

This data element will remain optional for Crimes Against Property until further notice. In addition, error number 401 will remain as "(Offender Number to Be Related) The referenced data element in an incident must contain data when the referenced data element is mandatory or when the conditions are met for data that must be entered into a conditionally mandatory field." (2019.1 NIBRS Technical Specification dated July 31, 2018, page 88).

Agencies will no longer receive error message 459 or DQ1459. Error message 459 had stated "(Offender Numbers to Be Related) was entered but should only be entered if one or more of the offenses entered into Data Element 24 [Victim Connected to UCR Offense Code(s)] is a Crime Against Person or is a Crime Against Property. None of these types of offenses were entered." (2019.1 NIBRS Technical Specification dated July 31, 2018, page 88).

#### **Data Element 35 Relationship of Victim to Offender**

This data element will remain optional for Crimes Against Property until further notice. Agencies must include this data element for all Crime Against Property offenses, except robbery, when Data Element 36 (Offender Sequence Number) is anything other than 00 = Unknown Offender. Data Element 35 also now includes the code XR = Ex-Relationship. Incident data submitted with an incident date before January 1, 2019, will not be rejected.

### **Information to keep in mind about Data Elements 34 and 35**

- ❖ Data Element 34 and Data Element 35 are mandatory for Crimes Against Persons and robbery when the victim is an I = Individual or L = Law Enforcement. These data elements are optional when reporting other Crimes Against Property.
- ❖ To use Data Element 34 and Data Element 35, the victim must be either I = Individual or L = Law Enforcement.
- ❖ If an agency uses Data Element 34, the agency must also use Data Element 35.

The FBI's UCR Program staff will work with our law enforcement partners to ensure a clear understanding of the new initiatives. Agencies with questions should send an e-mail to [ucr@fbi.gov](mailto:ucr@fbi.gov).

### **CJIS Division Audit Unit announces fiscal year 2020 audit schedule**

The state/federal UCR Programs listed below are scheduled to participate in a CJIS Division undergo audits through the CJIS Division Audit Unit (CAU) UCR Quality Assurance Review during fiscal year (FY) 2020. Reviews will be of those UCR programs with law enforcement agencies that report crime statistics to NIBRS specifications.

For FY2020 (October 1, 2019, through September 30, 2020), the CAU will conduct reviews of the following programs: Arizona, Connecticut, Delaware, District of Columbia, Georgia, Idaho, Kentucky, Louisiana, Maryland, Massachusetts, Montana, Rhode Island, South Carolina, Utah, and Wyoming.

Agencies with questions should contact the CAU staff by telephone at 304-625-3020.

### **Update to submission and release dates for the Crime Data Explorer**

In May, FBI Director Christopher Wray approved the CJIS APB's recommendations about the frequency of submissions and the release of data in the CDE.

#### **Frequency of submissions**

Each state UCR program and direct contributor must submit data, including any updates to original submissions, as often as feasible. State programs and direct contributors must provide, at a minimum, monthly submissions and updates by the last day of the following month to the FBI's UCR Program.

### **Release of data**

Beginning June 15, 2020, data submitted to the UCR Program will be available in the CDE on a quarterly basis, beginning with January to March 2020 data. The UCR Program will release data in June 2020, September 2020, December 2020, and March 2021. The CDE will include a caveat that released data is subject to change.

### **Reporting methodology**

To prepare for publication, the UCR Program will take in data submitted by the end of the following month and complete data quality reviews, identify outliers, and flag anomalies in the data, within 14 business days. Staff will return the first data quality reviews to contributing states and direct contributors by the end of May 2020.

The UCR Program will begin releasing data quarterly on the CDE beginning in June 2020. Quarterly reporting will consist of four tables that mirror the *Preliminary Semiannual Uniform Crime Report* and will be based on the following methodology:

- ❖ Tables 1 through 3 provide percent changes in offense counts.
  - ❖ Table 1 provides trend data by population group.
  - ❖ Table 2 provides trend data by region.
  - ❖ Table 3 provides national trend comparisons from the past 5 years.
  
- ❖ Table 4 furnishes the Most-in-Population (MIP) agency-level offense data for agencies with populations of 100,000 inhabitants or more, listed individually by state.

If the population of an MIP agency drops below 100,000 inhabitants, the UCR Program will furnish the data for the year the agency's population dropped below 100,000 and the next year. If the population remains below 100,000 inhabitants, the UCR Program will no longer include the agency's data in the table.

The following table furnishes a quarter-by-quarter breakdown of the frequency of data submissions and the release of data:

| <b>Quarter</b> | <b>Dataset</b>   | <b>Release dates of 2020 data</b> |
|----------------|--|-----------------------------------|
| 1              | <p><b>January–March</b></p> <p>Agency must submit at least 2 common months of data for a valid comparison (e.g., agency submits January and February crime statistics for current and previous year).</p>  | June 15, 2020                     |
| 2              | <p><b>January–June</b></p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 3 or more common months of data for current and previous years for a valid comparison.</p>      | September 15, 2020                |
| 3              | <p><b>January–September</b></p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 5 or more common months of data for current and previous years for a valid comparison.</p> | December 15, 2020                 |
| 4              | <p><b>January–December</b></p> <p>Monthly criteria: at least 50 percent of agencies that contribute data to the UCR Program, which covers at least 40 percent of the U.S. population.</p> <p>Agencies must submit at least 6 or more common months of data for current and previous years for a valid comparison.</p>  | March 15, 2021                    |

FBI systems will conduct all data quality checks before each quarterly release. The inaugural quarterly release of 2020 data on the CDE will precede the publication of *CIUS, 2019*. In September, staff of the UCR Program e-mailed state program managers, direct contributors, and CJIS Systems officers a detailed communications plan that addressed the schedule for the release of data.

Agencies with questions should contact the UCR Program staff at <https://forms.fbi.gov/assistance-with-uniform-crime-statistics-information>.

## **Result of June APB meeting**

The CJIS APB met in Jacksonville, Florida, in June. The board discussed several topics, including possible modifications to NIBRS to better reflect the resolution of cases requiring the attention of law enforcement. In particular, how to handle cases that are unfounded or administratively closed.

### **Background**

Currently, there are four possible outcomes to crimes in the UCR Program. An agency may:

- ❖ "Unfound" the case.
- ❖ Clear the case with at least one arrest.
- ❖ Clear the case by exceptional means.
- ❖ Not clear the offense.

### **Unfounded**

In the FBI's UCR Program, "unfounded" offenses are false or baseless complaints. An offense initially comes to the attention of law enforcement, but law enforcement investigation determines that no crime actually occurred.

### **Cleared by arrest**

An offense is cleared by arrest when at least one person is arrested, charged with the commission of the offense, and turned over to the court for prosecution (whether following arrest, by court summons, or by police notice). An agency can claim an offense is cleared by arrest when the offender is under the age of 18 and is cited to appear in juvenile court or before other juvenile authorities, even though the agency did not make a physical arrest. The arrest of one person may clear several crimes, and the arrest of multiple people may clear only one crime. If several people are involved in the commission of a crime and only one person is arrested and charged, the law enforcement agency reports the incident as cleared by arrest.

### **Cleared by exceptional means**

All clearances center on the concept of arrest. Clearance by exceptional means allows an agency to qualify why a reporting agency is unable to arrest the offender. When an offense is cleared by exceptional means, the law enforcement agency knows who committed the offense and where the individual is, but the agency cannot make the arrest

due to circumstances outside of its control. To clear a crime by exceptional means, an agency must meet all four of the following conditions:

- ❖ The law enforcement investigation must have clearly and definitely established the identity of at least one offender.
- ❖ The law enforcement agency must have sufficient probable cause to support arresting, charging, and prosecuting the offender.
- ❖ The law enforcement agency must know the exact location of the offender so that law enforcement could make an arrest if circumstances did not prevent it.
- ❖ There must be a reason outside of law enforcement control preventing the law enforcement agency from arresting, charging, and turning over an individual for prosecution.

Examples of clearances by exceptional means include the suicide of the offender, a double murder in which the offender kills another person before killing himself or herself, a deathbed confession, or an offender who is killed by police or a citizen.

#### **Not clear the offense**

All remaining offenses not cleared by arrest or exceptional means fall into this category. For example, an agency receives the report of a burglary and discovers property was stolen. However, the agency has no available information about the offender, no fingerprints, no evidence, and no additional leads to follow up.

Currently, NIBRS does not permit the unounding of an offense. Agencies that collect data via NIBRS must delete an incident to unound the offense. However, agencies also delete incidents for other reasons. For example, to modify an incident, an agency may delete it and resubmit it with the modifications. The inability for agencies to unound offenses in NIBRS creates skepticism about the appropriate use of exceptional clearances and deleted incidents for each agency.

Agencies that submit crime data via NIBRS use Data Element 4 (Cleared Exceptionally) to report incidents that were cleared by exceptional means. However, NIBRS does not provide a way for agencies to report the number of incidents and offenses that are unounded or crimes that law enforcement cannot investigate due to a lack of available resources or evidence.

#### **Administratively closed**

Some agencies have established their own definitions of offenses that were suspended or administratively closed in specific, explicit conditions. These statuses apply when the agency has exhausted every reasonable avenue of investigation. Although active work on these suspended or administratively closed cases is discontinued, if an agency encounters additional information (i.e., new evidence, the arrest of a suspect on a subsequent case, etc.),

it will pursue the information at that time, thus changing the investigative status of the incident.

The addition of case status within NIBRS will allow agencies to report incidents determined not to be a crime (unfounded) and include the option for administratively closed cases, thus giving agencies the opportunity to measure the usage of exceptional clearances against unfounded and administratively closed incidents. The purpose of this measurement is not to gauge the effectiveness of law enforcement but to focus on the ability to build confidence in the completeness and quality of data provided to the UCR Program.

At its June meeting, the APB recommended that the FBI add "unfounded" to NIBRS by working with contributing law enforcement agencies and state UCR programs to conduct research and outreach for data collection alternatives and identify an implementation plan. The FBI will update the UCR Subcommittee on its research at the fall 2019 Subcommittee Meeting and submit an implementation plan to the APB in spring 2020.

The APB also recommended that the FBI explore adding case disposition options (i.e., administratively closed) in NIBRS to enhance or clarify the resolution of the incident. The FBI will conduct research and outreach with contributing law enforcement agencies and state UCR programs, and then update the UCR Subcommittee at the fall 2019 Subcommittee Meeting and submit an implementation plan to the APB in spring 2020.

The UCR Program staff will update law enforcement agencies about any procedural or systematic changes.

Agencies with questions should send an e-mail to the FBI's UCR Program staff at [ucr@fbi.gov](mailto:ucr@fbi.gov).

## **Trainer Talk**

The CJIS Division supports the transition of all agencies to submit crime data via NIBRS. Because of this, effective October 1, 2016, CJIS Division trainers began focusing their efforts on NIBRS and are no longer providing live training on SRS. However, the UCR Program has furnished computer-based training on the basics of SRS, which is available on the Law Enforcement Enterprise Portal (LEEP). In addition, the trainers will continue to answer SRS-related questions via e-mail and facsimile.

Each quarter, Trainer Talk features questions the trainers from the FBI's UCR Program have received about classifying and scoring offenses in UCR. The trainers answer questions for both

NIBRS and SRS. The information they provide is for UCR Program reporting purposes and may not reflect the manner in which an offender(s) is charged. When requesting assistance with the classification and scoring of incidents, law enforcement agencies and state program personnel are asked to provide the entire incident report so the UCR trainers can provide the most accurate assessment. Agencies may submit incident reports by e-mail to UCRtrainers@leo.gov or by facsimile to 304-625-5599. Agency staff with questions should contact the trainer's e-mail at UCRtrainers@leo.gov.

### **Question**

During a shootout, a bystander across the street is injured or killed. How should an agency classify and score this?

### **Answer**

**NIBRS agencies:** If the bystander is injured by a stray bullet, the agency should classify and score this as Aggravated Assault (Offense Code 13A), which is defined as "An unlawful attack by one person upon another wherein the offender uses a weapon or displays it in a threatening manner, or the victim suffers obvious severe or aggravated bodily injury involving apparent broken bones, loss of teeth, possible internal injury, severe laceration, or loss of consciousness" (page 22, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report.

If the individual was killed as a result of the stray bullet, the agency should classify and score this as Murder and Nonnegligent Manslaughter (Offense Code 09A), which is defined as "The willful (nonnegligent) killing of one human being by another" (page 32, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report.

**SRS agencies:** If the bystander is injured by a stray bullet, the agency should classify and score this as Aggravated Assault, which is defined as "An unlawful attack by one person upon another for the purpose of inflict severe or aggravated bodily injury" (page 37, *SRS User Manual, Version 1.0*, dated June 20, 2013) on the *Return A* report.

If the individual was killed as a result of the stray bullet, the agency should classify and score this as Criminal Homicide—Murder and Nonnegligent Manslaughter, which is defined as "The willful (nonnegligent) killing of one human being by another" (page 28, *SRS User Manual, Version 1.0*, dated June 20, 2013) on the *Return A* report.

### **Question**

A man is taking property from the shelves in a department store. Before he steps outside the store, the store guard intervenes with him because it was obvious that the man wanted to

take the property without paying. The man confronts the guard fighting or threatening him, and he either runs with the property or leaves it behind. Would it make a difference if this happened outside of the store?

**NIBRS agencies:** If the guard confronts the offender and there is any type of assault, then the agency should classify and score this as Robbery (Offense Code 120), which is defined as "The taking or attempting to take anything of value under confrontational circumstances from the control, custody, or care of another person by force or threat of force or violence and/or by putting the victim in fear of immediate harm" (page 40, *2019.1 NIBRS User Manual*, dated July 31, 2018) on the *Return A* report. It would not make a difference if the individual was outside of the store, assuming the offender is still on the store property.

**SRS agencies:** If the guard confronts the offender and there is any type of assault, then the agency should classify and score this as a Robbery, which is defined as "The taking or attempting to take anything of value from the care, custody, or control of a person or persons by force or threat of force or violence and/or by putting the victim in fear." (page 36, *SRS User Manual*, Version 1.0, dated June 20, 2013) on the *Return A* report. Assuming the offender remains on store property, it does not make a difference if the individual was outside of the store.

### **Electronic availability of the *UCR Program Quarterly***

All editions of the *UCR Program Quarterly* are available via the UCR Program's Special Interest Group (SIG) on LEEP and on JusticeConnect.

To access the *UCR Program Quarterly* on the UCR Program's SIG on LEEP:

- ❖ Click on the SIG logo under the Service column.
- ❖ Scroll to the bottom of the page and click on the UCR logo.
- ❖ Click on the UCR Program Quarterly folder.

Users with questions concerning access to LEEP should contact the Online Services and Operations Unit by telephone at 304-625-5555.

To access the *UCR Program Quarterly* on JusticeConnect, you must have a LEEP account and be a member of the UCR Program community. To obtain a LEEP account, go to [www.cjis.gov](http://www.cjis.gov) to apply. Once on LEEP, to apply to the UCR Program community, click on the magnifying glass and search for Uniform Crime Reporting Program. Scroll down and click on the UCR

Program logo to request joining the community. Members of the UCR Program community should:

- ❖ Log onto the LEEP portal at [www.fbi.gov/services/cjis/leep](http://www.fbi.gov/services/cjis/leep).
- ❖ Click on the JusticeConnect link and select I Agree under the terms and conditions.
- ❖ Select UCR Program Quarterly under the Publications and Files section.

## Section 3— Publication Updates and Notifications

### **National Use-of-Force Data Collection has new documents to assist participants**

Agencies participating in the National Use-of-Force (UoF) Data Collection can access two new documents and a new worksheet online. The UCR Program staff of the FBI's CJIS Division have created the *State Program Manager Guide to the National Use-of-Force Data Collection* and the *National Use-of-Force Data Collection Quick Start Guide*. In addition to the documents, a *National Use-of-Force Data Collection Preparation Worksheet* is available to participants.



The *State Program Manager Guide to the National Use-of-Force Data Collection*, a four-page document, provides guidance and support, outlines roles and responsibilities, and illustrates how to manage local agencies' data. The *National Use-of-Force Data Collection Quick Start Guide*, a four-page document, provides the basic information an agency needs to start collecting and submitting national use-of-force data to the UCR Program. The *National Use-of-Force Data Collection Preparation Worksheet*, a six-page document, assists agencies with gathering and organizing the information needed to enter a use-of-force incident.

The documents and worksheet can be accessed via the National UoF Data Collection Portal or the National UoF Data Collection's JusticeConnect Page. To access the information via the portal:

- ❖ Log onto LEEP at [www.fbi.gov/services/cjis/leep](http://www.fbi.gov/services/cjis/leep).
- ❖ Select the National Use-of-Force Data Collection icon.
- ❖ Select Help.
- ❖ The *State Program Manager Guide* and the *National Use-of-Force Data Collection Quick Start Guide* are located in the Quick Guides link.
- ❖ The *National Use-of-Force Data Collection Preparation Worksheet* has its own link located under Help.

To access the documents via JusticeConnect:

- ❖ Log onto the LEEP portal at [www.fbi.gov/services/cjis/leep](http://www.fbi.gov/services/cjis/leep).
- ❖ Click on the JusticeConnect link.
- ❖ Select National Use-of-Force Data Collection Community.
- ❖ Click on the More link and select Files.
- ❖ Select Resources.
- ❖ Click on the desired file and hit the download button.



Agencies with questions should send them to [UoF@fbi.gov](mailto:UoF@fbi.gov).



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: February 4, 2020

Regular     Special

**DATE ACTION SUBMITTED:** January 28, 2020

**REGULAR**                       **CONSENT**

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

**SUBJECT: DISCUSSION AND POSSIBLE RECOMMENDATIONS REGARDING THE EVALUATION OF THE JOB PERFORMANCE OF THERESA COLEMAN, CITY MANAGER**

**FROM:**            David M. Smith, Mayor

**RECOMMENDATION:**

**PROPOSED MOTION:**

**DISCUSSION:**

This will be the 6-month evaluation of the job performance of the City Manager, Theresa Coleman. Per the contract upon a successful 6-month evaluation Ms. Coleman is eligible for an increase in the amount of \$2,400.

Ms. Coleman was provided with a written notice that the Mayor and Council might choose to go into executive session for this discussion, and she has exercised her right to have this discussion and evaluation in a public meeting.

**FISCAL IMPACT:**            \$2,400

**DEPARTMENT LINE ITEM ACCOUNT:**                      10-51-11000

**BALANCE IN LINE ITEM IF APPROVED:**                      NA

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

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