

ATTENTION

IN-PERSON AUDIENCES AT CITY COUNCIL MEETINGS HAVE BEEN SUSPENDED UNTIL FURTHER NOTICE

The meetings will continue to be live streamed on the city's Facebook page (<https://www.facebook.com/COB118Arizona/>). You do not have to have a Facebook account to view the meeting.

The public can submit comments that will be read at the dais by a staff member to publiccomment@bisbeeaz.gov.

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, MAY 5, 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 Regular Session of Mayor and Council held on April 7, 2020 at 7:00 pm.
Ashlee Coronado, City Clerk

OLD BUSINESS

3. Discussion and Possible Approval of Ordinance O-20-06, Authorizing the Acquisition or Exercise of Interest in Real Property Located within the City of Bisbee.
Theresa Coleman, City Manager
4. Discussion and Possible Approval of Ordinance O-20-07, Authorizing the Acquisition of Real Property Located within the City of Bisbee.
Theresa Coleman, City Manager
5. Discussion and Possible Approval of a Notice of Intent to Adopt Ordinance O-20-08, Accepting the Transfer of Real Property from the Dycus Family Trust Located at 416 N. Street, Bisbee.
Theresa Coleman, City Manager

NEW BUSINESS

6. Discussion and Possible Approval to Award a Contract to Provide and Install an Aviation Fuel Management System.
Jesus Haro, Public Works Director
7. Update and Discussion of Arizona Department of Environmental Quality (ADEQ) Inspection of the City of Bisbee Wastewater Collection System.
Jesus Haro, Public Works Director
8. Update and Discussion of Submitted Sealed Proposals for the Demolition of Old City Hall.
Jesus Haro, Public Works Director
9. Discussion and Possible Approval of the Updated Memorandum of Understanding (MOU) between the Bisbee Fire Fighters Association Local 2146, PFFA-IAFF and the City of Bisbee, effective July 2, 2020.
Theresa Coleman, City Manager
Joelle Landers, Personnel Director

- 10. Discussion and Possible Approval of Resolution R-20-13; Adopting the Tentative Budget for the City of Bisbee for FY20-21 as well as give notice of the time for Public Hearing to Taxpayers for the Adoption of the Budget.

Theresa Coleman, City Manager
Keri Bagley, Finance Director

- 11. Discussion and Possible Approval to waive late fees, suspend service disconnections and possible credits for decreased usage for accounts during the stay at home order.

Theresa Coleman, City Manager

- 12. Discussion and Possible Approval of Resolution R-20-15; Appointing Theresa Coleman, City Manager as the Designated Applicant Agent for the Arizona Division of Emergency Management.

Theresa Coleman, City Manager

- 13. Discussion and Possible Approval of Resolution R-20-11: Designating Keri Bagley as the Chief Fiscal Officer (CFO) for Fiscal Year 2020 for the purpose of submitting the City’s Annual Expenditure Limitation Report to the Arizona Auditor General’s Office.

Keri Bagley, Finance Director

- 14. Discussion and Possible Approval of Resolution R-20-12: Designating Keri Bagley as the Chief Fiscal Officer (CFO) for Fiscal Year 2021 for the purpose of submitting the City’s Annual Expenditure Limitation Report to the Arizona Auditor General’s Office.

Keri Bagley, Finance Director

- 15. Discussion and Possible Approval of Amendment #1 to the Professional Services Agreement between the City of Bisbee and Dog Cat Mouse Media, LLC for Marketing and Design Services.

Theresa Coleman, City Manager

- 16. City Manager's Report:

- Other Current events (No Discussion)

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

- Councilmember Cline would like to comment on Claire Chaffee’s comments made during the budget Special Session.

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
GENERAL FUND							
10-1020100 GASOLINE INVENTORY							
3551	SENERGY PETROLEUM	629911	STREETS FUEL/UNLEADED	04/20/2020	3,274.01	.00	
10-1020200 DIESEL INVENTORY							
3551	SENERGY PETROLEUM	629911	STREETS FUEL/DIESEL	04/20/2020	1,535.92	.00	
10-2020203 DENTAL INSUR PAYABLE							
2233	DELTA DENTAL of ARIZONA	773643	DENTAL-MAY-2020	04/21/2020	3,098.80	3,098.80	04/21/2020
10-2020802 DEFERRED COMPENSATION PAYABLE							
5687	CORONADO, ASHLEE	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	209.86	209.86	04/25/2020
5687	CORONADO, ASHLEE	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	209.86	209.86	04/25/2020
6898	DODD, CAROL	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	21.16	21.16	04/25/2020
6666	LANDERS, JOELLE	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	158.27	158.27	04/25/2020
6666	LANDERS, JOELLE	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	36.92	36.92	04/25/2020
6666	LANDERS, JOELLE	20-0422	REIMBURSEMENT-OVERPAYME	04/22/2020	293.93	293.93	04/25/2020
1623	NATIONWIDE RETIREMENT SO	20-0421	DEFERRED COMP	04/21/2020	2,748.96	2,748.96	04/22/2020
10-2020818 UNION DUES PAYABLE							
3677	AZ COPS	20-0421	UNION DUE-POLICE	04/21/2020	210.00	210.00	04/22/2020
1147	BISBEE FIREFIGHTERS LOCAL	20-0421	UNION DUES-FIRE	04/21/2020	337.50	337.50	04/22/2020
10-2021001 HEALTH INSURANCE PAYABLE							
6917	BLUE CROSS BLUE SHIELD OF	37849-05-20-A	INSURANCE PREMIUM-BUY UP-	04/21/2020	16,828.55	16,828.55	04/22/2020
6917	BLUE CROSS BLUE SHIELD OF	37849-05-20-A	INSURANCE PREMIUM-CORE-M	04/21/2020	28,234.99	28,234.99	04/22/2020
6917	BLUE CROSS BLUE SHIELD OF	37849-05-20-A	INSURANCE PREMIUM-COBRA-	04/21/2020	469.32	469.32	04/22/2020
10-2021002 ADDITIONAL LIFE INSUR PAYABLE							
5455	MUTUAL OF OMAHA	1080173215	Employer Pd. Life Ins.	04/16/2020	750.75	750.75	04/21/2020
5455	MUTUAL OF OMAHA	1080173215	Voluntary Life & AD&D	04/16/2020	503.85	503.85	04/21/2020
10-2021005 AFLAC INSURANCE PAYABLE							
2111	AFLAC	515022	AFLAC-MAY 20	04/21/2020	1,731.56	1,731.56	04/22/2020
10-2021007 VISION CARE INSUR PAYABLE							
2344	VISION SERVICE PLAN	12137640-05-2	VISION CARE MAY 19	04/21/2020	1,037.48	1,037.48	04/21/2020
10-2024000 PAYROLL GARNISHMENTS PAYABLE							
6902	GURSTEL LAW FIRM, P.C.	20-0421	GARNISHMENT- CV2017-0023	04/21/2020	212.42	212.42	04/22/2020
3271	SUPPORT PAYMENT CLEARING	20-0421	SUPPORT CLEARING	04/21/2020	1,772.15	1,772.15	04/22/2020
10-34-40066 AMBULANCE FEES							
7076	LISA FAITH	20-0423	OVERPAYMENT ON AMBULANC	04/23/2020	100.00	.00	
Total :					61,776.26	56,866.33	
CITY MANAGER							
10-51-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - City Mgr.	04/16/2020	22.43	22.43	04/21/2020
10-51-24000 PHONES							
6050	VERIZON	9852519707	City Mgr.	04/13/2020	55.29	55.29	04/21/2020
Total CITY MANAGER:					77.72	77.72	
FINANCE DEPARTMENT							
10-52-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Finance	04/16/2020	89.09	89.09	04/21/2020
10-52-41500 OFFICE SUPPLIES							
2412	COPPER QUEEN PUBLISHING	21580	WINDOW ENVELOPES	04/23/2020	220.76	.00	
Total FINANCE DEPARTMENT:					309.85	89.09	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CITY CLERK							
10-53-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - City Clerk	04/16/2020	32.76	32.76	04/21/2020
10-53-13500 SUBSCRIPTIONS & DUES							
5989	INTERNATIONAL INSTITUTE OF	20-0402	IIMC MEMBERSHIP APP/CORO	04/02/2020	170.00	.00	
10-53-24000 PHONES							
6050	VERIZON	9852519707	City Clerk	04/13/2020	45.68	45.68	04/21/2020
10-53-41500 OFFICE SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	20-0407	DESK ORGANIZER	04/07/2020	20.80	20.80	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	BUSINESS CARD FILE	04/07/2020	29.91	29.91	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	METAL DESK ORGANIZER	04/07/2020	25.07	25.07	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	PORTABLE SPEAKER	04/07/2020	61.28	61.28	04/25/2020
6340	OFFICE DEPOT	477735764001	FILE VERTICAL BLACK	04/16/2020	6.93	.00	
10-53-42040 ADVERTISING							
1153	BISBEE OBSERVER	2533	PUBLIC NOTICE/ORDINANCE O	04/22/2020	1,829.76	.00	
10-53-42050 NON CAP ADMIN EQUIP/FURN							
6943	CORPORATE PAYMENT SYSTE	20-0407	ENCLOSED BULLENTIN BOARD	04/07/2020	312.36	312.36	04/25/2020
Total CITY CLERK:					2,534.53	527.84	
COMMUNITY DEVELOPMENT							
10-54-21000 ELECTRIC - SHELTER							
1097	AZ PUBLIC SERVICE (2 of 3)	1587010000-0	938 Tovreaville Rd Kennel #15870	04/23/2020	105.91	105.91	04/25/2020
10-54-22000 WATER - SHELTER							
1106	AZ WATER COMPANY	03117020951-0	Tovreaville Pound/Police - #03117	04/29/2020	67.20	67.20	04/30/2020
10-54-24000 PHONES - SHELTER							
4192	CENTURY LINK	420B-03-20	ANIMAL SHELTER 520-432-6020	04/23/2020	36.20	36.20	04/25/2020
10-54-24001 INTERNET FEES - SHELTER							
4059	SPARKLIGHT	20-0423/AS	Internet Svc-Animal Shelter	04/21/2020	88.94	88.94	04/21/2020
10-54-41500 OFFICE SUPPLIES							
6340	OFFICE DEPOT	476453427001	DIVIDER TABBING PRINT	04/15/2020	15.45	.00	
10-54-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	20-0407	COUNTY RECORDER	04/07/2020	17.00	17.00	04/25/2020
10-54-46542 ANIMAL SHELTER EXPENSES							
3163	AZ STATE PRISON CMLPX-DOU	D08183320200	DOC LABOR CREW/AS	04/13/2020	20.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08183320200	MILEAGE/ANIMAL SHELTER	04/16/2020	11.97	.00	
6735	CONKLIN ELECTRICAL, ETC, LL	20-0325	INSTALL NEW LINE, TROUBLES	03/25/2020	550.00	.00	
Total COMMUNITY DEVELOPMENT:					912.67	315.25	
ADMINISTRATION & GENERAL GOV'T							
10-55-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	0149540000-0	118 AZ Street - #0149540000	04/21/2020	65.62	65.62	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	1097842562-0	Tovreaville Rd #1097842562	04/01/2020	198.56	198.56	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	7290017491-0	2118 Newell St. Naco #72900174	04/23/2020	105.48	105.48	04/25/2020
10-55-22000 WATER							
1106	AZ WATER COMPANY	03117020302-0	Juvenile Detent Home-City Hall 0	04/29/2020	141.93	141.93	04/30/2020
10-55-24000 PHONES							
4192	CENTURY LINK	408B-03-20	FAX 520-432-7647 408B	04/23/2020	54.97	54.97	04/25/2020
4192	CENTURY LINK	422B-03-20	CITY HALL 520-432-7380 422B	04/23/2020	103.14	103.14	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	YIPTEL	04/07/2020	643.80	643.80	04/25/2020
10-55-34000 CONTRACT SERVICES							
7080	CINTAS	4048704121	JANITORIAL SUPPLIES	04/22/2020	46.32	.00	
10-55-41500 OFFICE SUPPLIES							
6340	OFFICE DEPOT	476453427001	PAPER	04/15/2020	77.07	.00	
10-55-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	20-0407	STAMPS	04/07/2020	250.00	250.00	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	STAMPS SUPPLIES	04/07/2020	56.64	56.64	04/25/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6943	CORPORATE PAYMENT SYSTE	20-0407	STAMPS.COM	04/07/2020	27.39	27.39	04/25/2020
10-55-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29731	N95 RESPIRATORS	04/15/2020	14.88	.00	
1659	ACE HARDWARE	29868	OSCIL FAN	04/28/2020	24.21	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	VALVED RESPIRATORS	04/07/2020	416.15	416.15	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	RECOVERY PROGRAM-REFRE	04/07/2020	31.62	31.62	04/25/2020
Total ADMINISTRATION & GENERAL GOV'T:					2,257.78	2,095.30	
PERSONNEL							
10-56-24000 PHONES							
6050	VERIZON	9852519707	HR	04/13/2020	37.85	37.85	04/21/2020
10-56-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	20-0407	GIFT CERTIFICATES	04/07/2020	51.75	51.75	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	GIFT CERTIFICATES	04/07/2020	621.00	621.00	04/25/2020
Total PERSONNEL:					710.60	710.60	
LEGAL SERVICES							
10-57-31100 PROFESSIONAL FEES - LEGAL							
7028	ARIZONA MUNICIPAL RISK RET	1	CLAIM #GL79128	04/09/2020	10,701.49	.00	
Total LEGAL SERVICES:					10,701.49	.00	
WATER SYSTEMS							
10-58-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	6224970000-0	Douglas RD Pump - #622497000	04/21/2020	40.28	40.28	04/21/2020
Total WATER SYSTEMS:					40.28	40.28	
INFORMATION SYSTEMS							
10-59-13500 SUBSCRIPTIONS & DUES							
6343	EXECUTECH	145457	EXCHANGE CLOUD FILE, EXCH	03/31/2020	625.40	.00	
6343	EXECUTECH	EXEC-65380	CREDIT	07/31/2019	12,429.85-	.00	
10-59-31000 PROFESSIONAL FEES							
6343	EXECUTECH	EXEC-65380	CONTRACT LABOR OVERAGE	07/31/2019	13,202.05	.00	
6343	EXECUTECH	EXEC-78528	IT SERVICE AGREEMENT	03/31/2020	4,090.19	.00	
6343	EXECUTECH	EXEC-79205	CONTRACT LABOR OVERAGE	03/31/2020	2,938.22	.00	
6343	EXECUTECH	EXEC-79789	CONTRACT LABOR OVERAGE	03/31/2020	900.90	.00	
6343	EXECUTECH	EXEC-80087	IT SERVICE AGREEMENT	04/01/2020	4,090.19	.00	
Total INFORMATION SYSTEMS:					13,417.10	.00	
POLICE DEPARTMENT							
10-62-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD/LTD - Police (Non-Sworn)	04/16/2020	85.59	85.59	04/21/2020
5455	MUTUAL OF OMAHA	1080173215	STD - Police Officers (Sworn)	04/16/2020	526.48	526.48	04/21/2020
10-62-12300 UNIFORMS & CLOTHING							
6479	FX TACTICAL	11-10014146	UNIFORMS/MORENO	04/14/2020	141.28	.00	
10-62-12500 RECRUITMENT/EMPLOYEE TESTING							
6903	THE WALDEN GROUP, LLC	20-0228	PRE-EMPLOYMENT TESTING	02/28/2020	350.00	.00	
10-62-13100 BUSINESS TRAVEL							
6943	CORPORATE PAYMENT SYSTE	20-0407	CREDIT	04/07/2020	625.92-	625.92-	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	LODGING	04/07/2020	804.91	804.91	04/25/2020
10-62-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	0546921000-0	1 W HWY 92 Police #054692100	04/23/2020	537.09	537.09	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	0625720000-0	938 BTovreaville Rd Impound Lot	04/23/2020	50.60	50.60	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	8692621000-0	129 Tank Hill D - #8692621000	04/21/2020	56.49	56.49	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-62-22000 WATER							
1106	AZ WATER COMPANY	03109045754-	35 HWY 92 T/CIR #03109045754	04/21/2020	70.23	70.23	04/21/2020
10-62-24000 PHONES							
4192	CENTURY LINK	402B-03-20	POLICE 520-432-2261 402B	04/23/2020	143.98	143.98	04/25/2020
6050	VERIZON	9852519707	Police - \$822.49 credit \$100.00	04/13/2020	722.49	722.49	04/21/2020
10-62-24001 INTERNET ACCESS FEES							
4059	SPARKLIGHT	20-0423/BPD	Internet Svc-Police Department	04/21/2020	138.99	138.99	04/21/2020
6050	VERIZON	985258616	Police Air cards	04/21/2020	760.19	760.19	04/21/2020
10-62-34000 CONTRACT SERVICES							
6172	MMPC	54981	PEST CONTROL-BPD	04/08/2020	40.00	.00	
10-62-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLX-DOU	D08122020040	DOC LABOR CREW/BPD	04/13/2020	20.00	.00	
10-62-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	20-0407	STAMPS COM	04/07/2020	19.72	19.72	04/25/2020
10-62-45200 SAFETY EQUIP & SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	20-0407	COVID 19 SUPPLIES- MASKS, D	04/07/2020	1,620.00	1,620.00	04/25/2020
7078	NATIONAL INDUSTRIAL & SAFE	16584	BLOODBORNE PATHOGEN KIT	03/26/2020	1,197.60	.00	
10-62-48000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	20-0407	BPD RESPIRATOR W/COOL FLO	04/07/2020	74.43	74.43	04/25/2020
10-62-50100 BLDG REPAIR & MAINT							
1862	B&D LUMBER & HARDWARE	174971	CHAIN, LAM LOCK	04/10/2020	66.66	.00	
1862	B&D LUMBER & HARDWARE	174975	PADLOCK	04/10/2020	14.14	.00	
10-62-61000 VEHICLE PARTS & LABOR							
6536	BISBEE AUTO PARTS	220508	REM REAR AXLE	03/31/2020	1,385.76	.00	
6536	BISBEE AUTO PARTS	220639	FUEL PUMP	04/02/2020	215.43	.00	
6536	BISBEE AUTO PARTS	220954	WHEEL NUT	04/07/2020	93.69	.00	
5392	COCHISE COUNTY FLEET MAIN	BISBEEP20-0	FLEET CHARGES-MAR 20/BPD	04/16/2020	2,361.15	.00	
10-62-91000 CAPITAL EXPENDITURES							
6854	LEAVITT COMMUNICATIONS	7069317	RAPID CHARGER	04/13/2020	282.25	.00	
Total POLICE DEPARTMENT:					11,155.23	4,985.25	
FIRE DEPARTMENT							
10-64-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD/LTD - Fire	04/16/2020	458.58	458.58	04/21/2020
10-64-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	9079721000-0	192 Hwy 92 Hwy Fire Station #90	04/23/2020	335.80	335.80	04/25/2020
10-64-22000 WATER							
1106	AZ WATER COMPANY	03117013803-0	192 HWY 92/Fire - #03117013803	04/29/2020	57.16	57.16	04/30/2020
10-64-24000 PHONES							
4192	CENTURY LINK	278B-03-20	FIRE DEPT 520-432-1985 278B	04/23/2020	73.70	73.70	04/25/2020
4192	CENTURY LINK	398B-03-20	FIRE DEPT 520-432-4110 398B	04/23/2020	268.44	268.44	04/25/2020
4192	CENTURY LINK	412B-03-20	FIRE DEPT #2 520-432-6022 412	04/23/2020	204.26	204.26	04/25/2020
6050	VERIZON	9852519707	Fire	04/13/2020	242.96	242.96	04/21/2020
10-64-34000 CONTRACT SERVICES							
7072	CINTAS FIRE 636525	OF34041165	BATTERIES	04/16/2020	225.00	.00	
7072	CINTAS FIRE 636525	OF34523743	O RING ASSEMBLY, TAMPER IN	04/02/2020	350.35	.00	
7072	CINTAS FIRE 636525	OF34523744	O RING ASSEMBLY, TAMPER IN	04/02/2020	60.90	.00	
10-64-34010 AMBULANCE BILLING SERVICES							
7071	AMB	96416-IN	AMBULANCE BILLING-MARCH 2	03/31/2020	71.18	.00	
10-64-45100 DISPOSABLE EQUIP & TOOLS							
1833	UNITED FIRE	72605	HANDLE, MOULDE URETHANE	04/07/2020	46.26	.00	
10-64-45300 CUSTODIAL SUPPLIES							
7080	CINTAS	4048143797	JANITORIAL SUPPLIES	04/15/2020	135.56	.00	
10-64-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29677	REFLECTOR BOWLS	04/09/2020	14.86	.00	
1659	ACE HARDWARE	29684	CARPET PROTECTOR	04/10/2020	6.51	.00	
1659	ACE HARDWARE	29689	PADLOCK	04/10/2020	11.17	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1659	ACE HARDWARE	29759	GOOF OFF	04/18/2020	20.48	.00	
1659	ACE HARDWARE	29782	CONTR BNC TWST	04/21/2020	4.85	.00	
1659	ACE HARDWARE	29801	CUT KEY	04/22/2020	8.54	.00	
2412	COPPER QUEEN PUBLISHING	21578	BUSINESS CARDS/JAMES RICH	04/21/2020	20.46	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	BFD RESPIRATOR N95	04/07/2020	558.93	558.93	04/25/2020
10-64-46641 MEDICAL SUPPLIES							
1321	BOUND TREE MEDICAL, LLC	83276262	MEDICAL SUPPLIES/BFD	04/03/2020	341.70	.00	
1321	BOUND TREE MEDICAL, LLC	83576261	MEDICAL SUPPLIES/BFD	04/03/2020	151.23	.00	
1321	BOUND TREE MEDICAL, LLC	83587631	MEDICAL SUPPLIES/BFD	04/13/2020	58.06	.00	
1321	BOUND TREE MEDICAL, LLC	83587632	MEDICAL SUPPLIES/BFD	04/13/2020	598.84	.00	
1321	BOUND TREE MEDICAL, LLC	83591465	MEDICAL SUPPLIES/BFD	04/15/2020	83.79	.00	
1321	BOUND TREE MEDICAL, LLC	83593114	MEDICAL SUPPLIES/BFD	04/17/2020	48.22	.00	
1321	BOUND TREE MEDICAL, LLC	83596200	MEDICAL SUPPLIES/BFD	04/20/2020	215.45	.00	
3315	STRYKER SALES CORPORATIO	3004660M	SMRT BATTERY PACK OPTION	04/21/2020	472.57	.00	
10-64-47000 PERMITS & LICENSES							
5389	AZ DEPT OF HEALTH SERVICE	20-0422	AMB REGISTRATION/M-811	04/22/2020	250.00	250.00	04/25/2020
10-64-50100 BLDG REPAIR & MAINT							
1659	ACE HARDWARE	29677	CEILING LIGHT	04/09/2020	18.62	.00	
1659	ACE HARDWARE	29855	PADS, OVERFLOW PIPE, COOL	04/27/2020	176.59	.00	
10-64-55200 NON CAP EQUIP PURCHASES							
1659	ACE HARDWARE	29759	FLR SCRAPERS 48"	04/18/2020	59.60	.00	
6536	BISBEE AUTO PARTS	222080	ADAPTER, CHUCK, EXTENSION	04/22/2020	14.27	.00	
6536	BISBEE AUTO PARTS	222089	ADAPTER, COUPLER, PTEX SE	04/22/2020	9.54	.00	
10-64-61000 VEHICLE PARTS & LABOR							
6536	BISBEE AUTO PARTS	221152	OIL FILTER	04/09/2020	5.68	.00	
6536	BISBEE AUTO PARTS	221398	OIL COOLER GSKT	04/13/2020	37.30	.00	
1854	W R RYAN - FIRESTONE	T17950	TIRE ROTATION, TIRE BALANCI	04/13/2020	786.28	.00	
Total FIRE DEPARTMENT:					6,503.49	2,449.83	
PUBLIC WORKS ADMINISTRATION							
10-75-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - PW-Admin.	04/16/2020	71.06	71.06	04/21/2020
10-75-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	2518290000-0	404 Bisbee Rd - #2518290000	04/21/2020	111.59	111.59	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	5081307274-0	Tovrea ville Rd. #5081307274	04/01/2020	169.37	169.37	04/25/2020
10-75-22000 WATER							
1106	AZ WATER COMPANY	03112030003-0	404 Bisbee Rd - PW 0311203000	04/23/2020	26.24	26.24	04/25/2020
10-75-23000 GAS							
1751	SOUTHWEST GAS CORPORATI	472011113302	404 Bisbee Rd. - #472-0111133-02	04/23/2020	37.09	37.09	04/25/2020
10-75-24000 PHONES							
6050	VERIZON	9852519707	PW	04/13/2020	100.73	100.73	04/21/2020
10-75-34000 CONTRACT SERVICES							
7060	CINTAS	4048704121	JANITORIAL SUPPLIES	04/22/2020	23.16	.00	
10-75-45300 CUSTODIAL SUPPLIES							
7060	CINTAS	4048143784	JANITORIAL SUPPLIES	04/15/2020	277.16	.00	
10-75-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	20-0407	TV MOUNT	04/07/2020	26.88	26.88	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	55" TELEVISION	04/07/2020	384.99	384.99	04/25/2020
Total PUBLIC WORKS ADMINISTRATION:					1,228.27	927.95	
GARAGE							
10-77-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - PW Garage	04/16/2020	39.14	39.14	04/21/2020
10-77-12300 UNIFORMS & CLOTHING							
6371	SPORHASE, DAVE	20-0419	REIMBURSEMENT BOOTS	04/19/2020	150.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-77-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-0	Tovreaville Rd Warehouse \$433.5	04/23/2020	184.30	184.30	04/25/2020
10-77-24000 PHONES							
4192	CENTURY LINK	418B-03-20	PW GARAGE 520-432-6044 418	04/23/2020	140.53	140.53	04/25/2020
6050	VERIZON	9852519707	City Garage	04/13/2020	73.44	73.44	04/21/2020
10-77-34000 CONTRACT SERVICES							
7060	CINTAS	4048143781	UNIFORMS-GAR	04/15/2020	41.35	.00	
7060	CINTAS	4048704166	UNIFORMS-GAR	04/22/2020	37.24	.00	
10-77-65200 NON CAP EQUIP PURCHASES							
6536	BISBEE AUTO PARTS	221535	POWER PROBE	04/15/2020	109.60	.00	
6536	BISBEE AUTO PARTS	221677	IMP WRENCH, ADAPTER	04/20/2020	536.96	.00	
Total GARAGE:					1,314.56	437.41	
BUILDING INSPECTOR							
10-79-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Bldg Inspector	04/16/2020	22.43	22.43	04/21/2020
10-79-24000 PHONES							
6050	VERIZON	9852519707	Bldg Insp	04/13/2020	18.54	18.54	04/21/2020
10-79-24001 INTERNET							
6050	VERIZON	9852519707	Bldg Insp Air Card	04/13/2020	40.01	40.01	04/21/2020
10-79-42050 NON CAP ADMIN EQUIP/FURN							
6943	CORPORATE PAYMENT SYSTE	20-0407	DRY ERASE BOARDS	04/07/2020	76.28	76.28	04/25/2020
Total BUILDING INSPECTOR:					157.26	157.26	
PARKS							
10-80-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Parks	04/16/2020	28.39	28.39	04/21/2020
10-80-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	0655901000-0	E Vista Park - #0655901000	04/21/2020	37.83	37.83	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	3984490000-0	Main St Park - #3984490000	04/21/2020	71.84	71.84	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	6333950000-0	Goar Park - #6333950000	04/21/2020	45.83	45.83	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	6621361000-0	E Vista Court - #6621361000	04/21/2020	44.97	44.97	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	6730341000-0	Brewery Gulch C Park #67303410	04/21/2020	40.28	40.28	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	9158520000-0	Vista Park - #9158520000	04/21/2020	37.48	37.48	04/21/2020
10-80-22000 WATER							
1106	AZ WATER COMPANY	03106053651-	Grassy Park- Restrooms 0310605	04/21/2020	272.42	272.42	04/21/2020
1106	AZ WATER COMPANY	03106058001-	City Park Brewery - Parks 031060	04/21/2020	71.70	71.70	04/21/2020
1106	AZ WATER COMPANY	03109012304-	Goar Park -#03109012304	04/21/2020	64.40	64.40	04/21/2020
1106	AZ WATER COMPANY	03109045722-	Traffic Circle #03109045722	04/21/2020	64.40	64.40	04/21/2020
1106	AZ WATER COMPANY	03109069151-	Saginaw Park - Parks # 03109069	04/21/2020	25.88	25.88	04/21/2020
1106	AZ WATER COMPANY	03112037563-0	Mule Mtn Gdn - Parks 031120375	04/23/2020	25.88	25.88	04/25/2020
1106	AZ WATER COMPANY	03112038121-0	Vista Park - Parks 03112038121	04/23/2020	64.40	64.40	04/25/2020
1106	AZ WATER COMPANY	03112039072-0	W Vista & Hoatson - Parks 03112	04/23/2020	208.99	208.99	04/25/2020
1106	AZ WATER COMPANY	03112040621-0	Lower E Vista & Tener Bthrm 0311	04/23/2020	31.70	31.70	04/25/2020
1106	AZ WATER COMPANY	03112040651-0	Lower Vista Park - Parks 031120	04/23/2020	68.40	68.40	04/25/2020
1106	AZ WATER COMPANY	031120407073-0	Az St & Cole Ave Irrigation - 0311	04/23/2020	25.88	25.88	04/25/2020
1106	AZ WATER COMPANY	03112085801-0	Paul Park Warren - Parks 031120	04/23/2020	64.40	64.40	04/25/2020
1106	AZ WATER COMPANY	03117017901-0	Tin Town Park/Parks - #03117017	04/29/2020	25.88	25.88	04/30/2020
1106	AZ WATER COMPANY	03117047851-0	Galena/Parks - #03117047851	04/29/2020	25.88	25.88	04/30/2020
10-80-24000 PHONES							
6050	VERIZON	9852519707	Parks	04/13/2020	54.01	54.01	04/21/2020
10-80-34000 CONTRACT SERVICES							
7060	CINTAS	4048143781	UNIFORMS-PARKS	04/15/2020	21.51	.00	
7060	CINTAS	4048704166	UNIFORMS-PARKS	04/22/2020	22.20	.00	
10-80-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08122020040	DOC LABOR CREW/PKS	04/13/2020	56.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
3163	AZ STATE PRISON CMLPX-DOU	D08122020040	MILEAGE/PARKS	04/16/2020	11.97	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08229120200	DOC LABOR CREW/PKS	04/13/2020	72.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08229120200	MILEAGE/PARKS	04/16/2020	126.83	.00	
10-80-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29737	MOTOMIX GALLON	04/16/2020	28.87	.00	
6138	COCHISE LOCK & SAFE INC	120737	RE-KEY 14 LOCKS	04/20/2020	204.61	.00	
10-80-46802 LANDSCAPING MATERIALS							
1862	B&D LUMBER & HARDWARE	175116	POP-UP QUARTER	04/20/2020	4.67	.00	
1862	B&D LUMBER & HARDWARE	175250	PTFE TAPE, POP-UP HEAD, ADJ	04/27/2020	13.31	.00	
10-80-55000 EQUIPMENT REPAIR & MAINT							
7073	WESTWAY POWER EQUIPMEN	20-0422	SPEED FEED 450 HIGH CAPACI	04/22/2020	343.24	.00	
10-80-56200 NON CAP EQUIP PURCHASES							
1862	B&D LUMBER & HARDWARE	175051	FS Z BRUSH CUTTER	04/15/2020	453.70	.00	
Total PARKS:					2,759.75	1,400.84	
SWIMMING POOL							
10-81-22000 WATER							
1106	AZ WATER COMPANY	03106006471-	Swimming Pool - 03106006471	04/21/2020	438.76	438.76	04/21/2020
10-81-24000 PHONES							
4192	CENTURY LINK	428B-03-20	SWIMMING POOL 520-432-6042	04/23/2020	39.90	39.90	04/25/2020
6050	VERIZON	9852519707	City Pool	04/13/2020	51.41	51.41	04/21/2020
Total SWIMMING POOL:					530.07	530.07	
LIBRARY							
10-83-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Library	04/16/2020	35.32	35.32	04/21/2020
10-83-22000 WATER							
1106	AZ WATER COMPANY	03106016751-	Library - Lib 03106016751	04/21/2020	77.17	77.17	04/21/2020
10-83-24000 PHONES							
4192	CENTURY LINK	414B-03-20	LIBRARY 520-432-4232 414B	04/23/2020	68.76	68.76	04/25/2020
10-83-24001 INTERNET ACCESS							
4059	SPARKLIGHT	20-0423/LIB	Internet Svc-Library	04/21/2020	146.43	146.43	04/21/2020
10-83-34000 CONTRACT SERVICES							
4202	CENTURION TECHNOLOGIES I	8832315009	COMPUTER PROTECTION	04/21/2020	120.00	.00	
7072	CINTAS FIRE 638525	OF34523738	O RING ASSEMBLY, TAMPER IN	04/02/2020	204.75	.00	
1499	RICOH USA, INC	33355002	COPIER MAINT AGRMNT/LIB	04/10/2020	99.89	.00	
10-83-41500 OFFICE SUPPLIES							
4926	AMAZON	595444799793	OFFICE SUPPLIES	03/22/2020	17.98	.00	
10-83-45300 CUSTODIAL SUPPLIES							
4926	AMAZON	658998743476	JANITORIAL SUPPLIES	03/19/2020	49.77	.00	
7060	CINTAS	4048143767	JANITORIAL SUPPLIES	04/15/2020	112.24	.00	
10-83-46831 BOOKS							
4926	AMAZON	44455776596	CREDIT	03/05/2020	.94-	.00	
4926	AMAZON	495586736978	BOOKS	03/22/2020	17.40	.00	
4926	AMAZON	855454783546	BOOKS	03/12/2020	36.29	.00	
4926	AMAZON	87810159679	CREDIT	03/05/2020	.39-	.00	
4926	AMAZON	886648534366	BOOKS	03/12/2020	45.97	.00	
10-83-46832 AUDIO VISUAL MATERIAL							
4926	AMAZON	734773336675	DVD'S	03/09/2020	14.96	.00	
10-83-50100 BLDG REPAIR & MAINT							
4926	AMAZON	447686564596	PAINT	04/03/2020	13.98	.00	
4926	AMAZON	465746699383	LIGHT BULBS	03/21/2020	59.98	.00	
4926	AMAZON	47683434839	BATTERIES	04/03/2020	34.01	.00	
1862	B&D LUMBER & HARDWARE	174831	NEEDLE VALVE, WATER HOOK	04/21/2020	14.45	.00	
1862	B&D LUMBER & HARDWARE	175019	RLR COVER, CLR ROOF SEALA	04/14/2020	100.66	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	SUPPLIES FOR TABLE REFINIS	04/07/2020	73.51	73.51	04/25/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6943	CORPORATE PAYMENT SYSTE	20-0407	LIGHTING	04/07/2020	86.35	86.35	04/25/2020
Total LIBRARY:					1,428.54	487.54	
SENIOR CITIZENS CENTER							
10-85-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	8339841000-0	300 Collins Rd. #8339841000	04/23/2020	229.33	229.33	04/25/2020
10-85-22000 WATER							
1106	AZ WATER COMPANY	03117021951-0	Collins Rd - S Cntr - #0311702195	04/29/2020	74.60	74.60	04/30/2020
10-85-23000 GAS							
1189	AMERIGAS-SIERRA VISTA	3102152795	PROPANE GAS/SR CENTER	01/31/2020	104.47	.00	
10-85-24000 PHONES							
4192	CENTURY LINK	418B-03-20	SENIOR CENTER 520-432-2187	04/23/2020	99.99	99.99	04/25/2020
10-85-24001 INTERNET ACCESS FEES							
4059	SPARKLIGHT	20-0423/SC	Internet Svc- Senior Center	04/21/2020	70.00	70.00	04/21/2020
10-85-34000 CONTRACT SERVICES							
7072	CINTAS FIRE 836525	OF34041167	BATTERIES	04/16/2020	270.00	.00	
7072	CINTAS FIRE 836525	OF34523980	INSP KSYS PIPING AIR TEST, H	04/16/2020	279.21	.00	
10-85-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLX-DOU	D08122020040	DOC LABOR CREW/SC	04/13/2020	16.00	.00	
3163	AZ STATE PRISON CMLX-DOU	D08122020040	MILEAGE/SENIOR CENTER	04/16/2020	11.97	.00	
10-85-45300 CUSTODIAL SUPPLIES							
7060	CINTAS	4048143756	JANITORIAL SUPPLIES	04/15/2020	94.28	.00	
10-85-50100 BLDG REPAIR & MAINT							
1659	ACE HARDWARE	29695	FLUORESCENT LAMPS	04/13/2020	58.61	.00	
7061	PAINTING ETC., LLC	20-0427	DEPOSIT-METAL ROOF REPAIR	04/27/2020	1,500.00	.00	
Total SENIOR CITIZENS CENTER:					2,808.46	473.92	
Total GENERAL FUND:					120,623.91	72,572.48	
TRANSIENT ROOM TAX							
FUND EXPENDITURES							
20-40-24000 PHONES							
4192	CENTURY LINK	251B-03-20	V. C. ANNEX 520-432-3539 251	04/23/2020	33.80	33.80	04/25/2020
4192	CENTURY LINK	500B-03-20	VISITOR CENTER 520-432-3554	04/23/2020	112.79	112.79	04/25/2020
20-40-34000 CONTRACT SERVICES							
5710	XEROX CORPORATION	10077252	BASE CHARGE & USAGE/VC	04/23/2020	51.72	.00	
20-40-42020 PRINTING & REPRODUCTION							
6694	AZ LITHO	62326	DISCOVERBISBEE CITY MAPS	04/23/2020	1,849.30	.00	
20-40-42040 ADVERTISING							
6943	CORPORATE PAYMENT SYSTE	20-0407	SOCIAL MEDIA WIX APP	04/07/2020	4.95	4.95	04/25/2020
Total FUND EXPENDITURES:					2,052.56	151.54	
Total TRANSIENT ROOM TAX:					2,052.56	151.54	
STREETS							
FUND EXPENDITURES							
21-40-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Street	04/16/2020	69.08	69.08	04/21/2020
21-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	4470670000-0	60 Brewer Gulch Sp 3 - #4470670	04/21/2020	39.94	39.94	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	4877951000-0	Hwy 92 DD #4877951000	04/29/2020	12.33	12.33	04/30/2020
1097	AZ PUBLIC SERVICE (2 of 3)	5254161000-0	951 Naco Hwy #5254161000	04/29/2020	83.33	83.33	04/30/2020
1097	AZ PUBLIC SERVICE (2 of 3)	5847770000-0	60 Brewer Gulch Sp 2 - #5847770	04/21/2020	71.19	71.19	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-0	\$433.53x25% Streets	04/23/2020	92.16	92.16	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	7700160000-0	60 Brewer Gulch Sp 4 - #7700160	04/21/2020	37.68	37.68	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1097	AZ PUBLIC SERVICE (2 of 3)	8186260000-0	170 Hwy 92 - #890982286	04/23/2020	101.64	101.64	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	8583641000-0	60 Brewer Gulch Sp 1 - #8583641	04/21/2020	180.31	180.31	04/21/2020
21-40-24000 PHONES							
6050	VERIZON	9852519707	Streets	04/13/2020	213.91	213.91	04/21/2020
21-40-24001 INTERNET							
6050	VERIZON	9852519707	Streets Air Card	04/13/2020	40.01	40.01	04/21/2020
21-40-34000 CONTRACT SERVICES							
7060	CINTAS	4048143781	UNIFORMS-STREETS	04/15/2020	50.69	.00	
7060	CINTAS	4048704186	UNIFORMS-STREETS	04/22/2020	52.36	.00	
6448	UNIFIRST CORPORATION	3101011672	UNIFORMS/STR	02/12/2020	54.45	.00	
21-40-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08352820200	DOC LABOR CREW/STR	04/13/2020	116.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08352820200	MILEAGE/STREETS/SUPERVIS	04/16/2020	110.81	.00	
21-40-45100 DISPOSABLE EQUIP & TOOLS							
1659	ACE HARDWARE	29154	DRILL BITS 20 PC., FASTENERS	02/18/2020	29.39	.00	
1862	B&D LUMBER & HARDWARE	175023	RLR FRAME W/WOOD HANDLE	04/14/2020	20.45	.00	
1862	B&D LUMBER & HARDWARE	175183	STRAINER, PLASTIC PAIL, PAIL	04/23/2020	17.46	.00	
21-40-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29101	FASTENERS	02/12/2020	3.26	.00	
1659	ACE HARDWARE	29820	VEGET KILLER	04/23/2020	72.61	.00	
1862	B&D LUMBER & HARDWARE	174831	MOP, PLASTIC PAIL	04/21/2020	14.55	.00	
1862	B&D LUMBER & HARDWARE	175020	RED CHALK	04/14/2020	1.94	.00	
1862	B&D LUMBER & HARDWARE	175091	PURELL JELLY	04/17/2020	5.82	.00	
1862	B&D LUMBER & HARDWARE	175138	KEYS, PINS	04/21/2020	4.57	.00	
1862	B&D LUMBER & HARDWARE	175247	ENGINE OIL	04/27/2020	21.24	.00	
1862	B&D LUMBER & HARDWARE	175266	FLANGE, STEEL FLOOR FLANG	04/27/2020	81.76	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	CREDIT	04/07/2020	339.82-	339.82-	04/25/2020
21-40-55100 REPAIR & MAINT - OTHER							
6853	THE WLB GROUP, INC	118032A003-0	FINAL DESIGN	04/16/2020	777.50	.00	
21-40-55200 NON CAP EQUIP PURCHASES							
1659	ACE HARDWARE	29819	CONTROL SPRAYER	04/23/2020	102.47	.00	
1659	ACE HARDWARE	29820	BACKPACK SPRAYER	04/23/2020	79.18	.00	
1879	AZ PUBLIC SERVICE (3 of 3)	AR0480007163	REPLACE LIGHT HEAD/600 RO	04/16/2020	458.98	.00	
1862	B&D LUMBER & HARDWARE	175019	SPIRAL PAINT MIXER	04/14/2020	8.29	.00	
1862	B&D LUMBER & HARDWARE	175023	KNUCKLE PIVOT	04/14/2020	29.25	.00	
1862	B&D LUMBER & HARDWARE	175036	MARKER, TITANIUM BIT SET	04/15/2020	33.44	.00	
1862	B&D LUMBER & HARDWARE	175037	I-BEAM LEVEL, MASON LINE, P	04/15/2020	109.68	.00	
1862	B&D LUMBER & HARDWARE	175052	FS Z BRUSH CUTTER	04/15/2020	453.70	.00	
1862	B&D LUMBER & HARDWARE	175090	POLE SANDER W/METAL HD	04/17/2020	21.45	.00	
1862	B&D LUMBER & HARDWARE	175091	14" DIAMOND BLADE	04/17/2020	175.25	.00	
1862	B&D LUMBER & HARDWARE	175102	SS EXT POLE	04/17/2020	24.87	.00	
1862	B&D LUMBER & HARDWARE	175247	MEASURING WHEEL	04/27/2020	43.81	.00	
21-40-61000 VEHICLE PARTS & LABOR							
4667	ARIZONA SPRING COMPANY	62255	SPRING LEAF, BOLT, CENTER,	04/08/2020	422.43	.00	
6536	BISBEE AUTO PARTS	221545	STARTER-REMANUFACTURED	04/15/2020	255.58	.00	
6536	BISBEE AUTO PARTS	221556	BRAKE SHOES, BRAKE DRUM,	04/15/2020	403.42	.00	
6536	BISBEE AUTO PARTS	221749	BATTERY, BATTERMINAL SPRC	04/17/2020	116.49	.00	
21-40-62007 OTHER FLUIDS & LUBRICANTS							
7074	GUARDTOP, LLC	35653	TACK OIL	04/21/2020	725.09	.00	
Total FUND EXPENDITURES:					5,500.00	601.76	
Total STREETS:					5,500.00	601.76	
MISC. DONATIONS							
FUND EXPENDITURES							
48-40-22515 LIBRARY- SPEC BEQUEST EXPENSE							
6735	CONKLIN ELECTRICAL, ETC, LL	20-0423	INSTALL 9 LIGHTS	04/23/2020	3,400.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FUND EXPENDITURES:					3,400.00	.00	
Total MISC. DONATIONS:					3,400.00	.00	
AIRPORT FUND							
FUND EXPENDITURES							
50-40-24000 PHONES							
4192	CENTURY LINK	426B-03-20	AIRPORT 520-432-6030 426B	04/23/2020	33.80	33.80	04/25/2020
4192	CENTURY LINK	703B-03-20	AIRPORT 520-432-6980 703B	04/23/2020	35.33	35.33	04/25/2020
50-40-45100 DISPOSABLE EQUIP & TOOLS							
1659	ACE HARDWARE	29777	PAIL PAINT HANDY, PAINTBRUS	04/20/2020	21.40	.00	
50-40-46000 OPERATIONAL EXPENSES							
1862	B&D LUMBER & HARDWARE	175053	COMBINATION PADLOCK	04/15/2020	43.82	.00	
1862	B&D LUMBER & HARDWARE	175293	PVC ELBOW, PIPE PVC, GALV N	04/28/2020	14.16	.00	
4191	GRAINGER	9513119579	BOOSTER PUMP	04/23/2020	601.38	.00	
50-40-50100 BLDG REPAIR & MAINT							
1659	ACE HARDWARE	29762	FILM CONT, MASKING TAPE	04/19/2020	13.49	.00	
1659	ACE HARDWARE	29795	PAINT	04/22/2020	125.76	.00	
1862	B&D LUMBER & HARDWARE	175084	PLASTIC PAIL, JOINT COMPOU	04/17/2020	25.75	.00	
1862	B&D LUMBER & HARDWARE	175085	PLUGS	04/17/2020	4.47	.00	
1862	B&D LUMBER & HARDWARE	175089	WALL REPAIR, FBGLS TAPE	04/17/2020	11.30	.00	
1862	B&D LUMBER & HARDWARE	175101	FBGLS TAPE	04/17/2020	4.19	.00	
50-40-55000 EQUIPMENT REPAIR & MAINT							
6464	FLIGHT LIGHT, INC	0072341-IN	MOTOR	04/22/2020	645.37	.00	
Total FUND EXPENDITURES:					1,580.22	69.13	
Total AIRPORT FUND:					1,580.22	69.13	
SEWER FUND							
54-1019900 CLEARING ACCT--SEWER/TRASH A/R							
7075	CHRISTINE L DEBEY	20-0415	OVERPAYMENT ON 101.080271.	04/15/2020	132.67	.00	
7077	DAVID & KARIN BUDD	20-0423	OVERPAYMENT ON 101.121056.	04/23/2020	22.80	.00	
7077	DAVID & KARIN BUDD	20-0423	OVERPAYMENT ON 1.060292.01	04/23/2020	330.90	.00	
Total :					486.37	.00	
FUND EXPENDITURES							
54-40-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Sewer	04/16/2020	22.43	22.43	04/21/2020
54-40-13100 BUSINESS TRAVEL							
6943	CORPORATE PAYMENT SYSTE	20-0407	LODGING	04/07/2020	180.40	180.40	04/25/2020
54-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	0516740000-0	42 Warren Cut Off Rd. Swr Bldg B	04/21/2020	1,405.24	1,405.24	04/21/2020
1097	AZ PUBLIC SERVICE (2 of 3)	2478030000-0	302 Teran St. #2478030000	04/23/2020	43.03	43.03	04/25/2020
1097	AZ PUBLIC SERVICE (2 of 3)	2954210000-0	42 Warren Cut Off Rd. Swr Bldg A	04/21/2020	49.17	49.17	04/21/2020
54-40-22000 WATER							
1106	AZ WATER COMPANY	03109050451-	6 W. HWY 80	04/21/2020	25.88	25.88	04/21/2020
1106	AZ WATER COMPANY	03109081151-0	Highway 80-Sewer Pond - Acct #	04/21/2020	78.26	78.26	04/21/2020
1106	AZ WATER COMPANY	03117016701-0	320 Teran #03117016701	04/29/2020	26.24	26.24	04/30/2020
54-40-24000 PHONES							
4192	CENTURY LINK	424B-03-20	46 S. AZ ST-WW 520-432-6035 4	04/23/2020	34.38	34.38	04/25/2020
6050	VERIZON	9852519707	Sewer	04/13/2020	154.24	154.24	04/21/2020
6050	VERIZON	9852519707	Sewer On Call	04/13/2020	18.54	18.54	04/21/2020
54-40-24001 INTERNET ACCESS FEE							
6050	VERIZON	9852519707	Sewer Air Card	04/13/2020	40.01	40.01	04/21/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
54-40-34000 CONTRACT SERVICES							
6881	OPERATIONS MANAGEMENT IN	D03165600-02-	JACOBS CONTRACT-APR-20	03/04/2020	62,050.90	.00	
6881	OPERATIONS MANAGEMENT IN	D3165600-02-0	JACOBS CONTRACT-MAY-20	04/09/2020	62,050.90	.00	
6448	UNIFIRST CORPORATION	3101011673	UNIFORMS/WW	02/12/2020	31.70	.00	
54-40-45100 DISPOSABLE EQUIP & TOOLS							
1659	ACE HARDWARE	28892	SCREWDRIVERS, PIPE WRENC	01/16/2020	39.68	.00	
1862	B&D LUMBER & HARDWARE	175176	SPRAY PANT, SNAP BLADE KNI	04/22/2020	14.03	.00	
54-40-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	28892	BATTERIES	01/16/2020	6.51	.00	
1659	ACE HARDWARE	29699	BAG OF RAGS, BUCKET, LID, D	04/13/2020	70.36	.00	
1659	ACE HARDWARE	29702	AUTOCLOTH, SUPER GLUE, BU	04/14/2020	20.91	.00	
1659	ACE HARDWARE	29729	ICEMAKER KIT, PUSH COUPLIN	04/15/2020	15.17	.00	
1659	ACE HARDWARE	29743	CABLE TIES, FLEX TUBING	04/16/2020	13.58	.00	
1659	ACE HARDWARE	29772	DAWN, SPRAY PAINT, LEATHER	04/20/2020	55.35	.00	
1659	ACE HARDWARE	29793	LEATHER GLOVES, PUMP TIRE,	04/22/2020	43.93	.00	
1659	ACE HARDWARE	29804	SOFTSOAP	04/22/2020	4.64	.00	
1659	ACE HARDWARE	29847	NIPPLE BLK, TEE BLK, CAPS BL	04/27/2020	6.59	.00	
1659	ACE HARDWARE	29860	SPRAYER, DAWN, QTVALVES	04/27/2020	25.11	.00	
1862	B&D LUMBER & HARDWARE	175029	ROLL SHOP TOWEL, LEATHER	04/15/2020	35.83	.00	
1862	B&D LUMBER & HARDWARE	175137	WOOD STAKES, FLAGGING TAP	04/21/2020	19.49	.00	
1862	B&D LUMBER & HARDWARE	175265	WOOD STAKE	04/27/2020	8.29	.00	
1862	B&D LUMBER & HARDWARE	175274	KWIK MIX MORTAR, PREMIX C	04/28/2020	82.41	.00	
1241	COCHISE COUNTY RECORDER	20-0421	LIENS-21@15.00	04/21/2020	315.00	315.00	04/21/2020
54-40-46543 MANHOLE, PIPE & FITTINGS							
1659	ACE HARDWARE	29092	DWV COUPLE FLEX	02/11/2020	8.37	.00	
1659	ACE HARDWARE	29735	SEAL TAPE, VALVE BALL, PIPE	04/16/2020	33.92	.00	
1862	B&D LUMBER & HARDWARE	175017	ABS ELBOWS, ABS, BATTERIES	04/14/2020	43.05	.00	
1862	B&D LUMBER & HARDWARE	175061	GALV COUPLING	04/16/2020	21.83	.00	
1862	B&D LUMBER & HARDWARE	175256	BOLT, ANCHOR, PVC ELBOW, M	04/27/2020	45.06	.00	
1862	B&D LUMBER & HARDWARE	175264	WIRE, CARFLEX KIT, PVC COU	04/27/2020	27.26	.00	
1862	B&D LUMBER & HARDWARE	175268	ADAPTER, GATE VALVE, KNIFE	04/28/2020	88.06	.00	
8000	FERGUSON WATERWORKS #30	389029	ABS PLUS FOAM CORE PIPE, A	04/17/2020	1,168.51	.00	
8000	FERGUSON WATERWORKS #30	389774	HYDRA PLUG CMNT FAST	04/17/2020	236.05	.00	
54-40-55000 EQUIPMENT REPAIR & MAINT							
5513	DC FROST ASSOCIATES, INC.	41567	BALLASTS ALUM, LAMPOLDE	04/08/2020	49,252.33	.00	
54-40-55010 EQUIPMENT RENTAL							
6013	UNITED RENTALS (NORTH AME	180405228-00	MINI EXCAVATOR & BUCKET	04/15/2020	2,978.35	.00	
54-40-55200 NON CAP EQUIP PURCHASES							
1659	ACE HARDWARE	29804	NOZZLE, BROOM	04/22/2020	21.40	.00	
1659	ACE HARDWARE	29815	SLEDGE HAMMER	04/23/2020	11.17	.00	
1659	ACE HARDWARE	29847	GAS CAN, SCREWDRIVER	04/27/2020	26.53	.00	
1862	B&D LUMBER & HARDWARE	175176	BALL PEEN HAMMER	04/22/2020	21.45	.00	
1862	B&D LUMBER & HARDWARE	175274	BRICK TROWEL, KNEE PADS	04/28/2020	34.12	.00	
54-40-61000 VEHICLE PARTS & LABOR							
6536	BISBEE AUTO PARTS	221715	BATTERY, CABLE BOLT, BATTE	04/17/2020	406.04	.00	
Total FUND EXPENDITURES:					181,411.70	2,392.82	
Total SEWER FUND:					181,898.07	2,392.82	
SANITATION FUND							
FUND EXPENDITURES							
56-40-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Sanitation	04/16/2020	134.16	134.16	04/21/2020
56-40-12300 UNIFORMS & CLOTHING							
6311	GASTELUM, MIKE	20-0412	REIMBURSEMENT-BOOTS	04/12/2020	44.60	.00	
56-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-0	\$433.53x25% Sanitation	04/23/2020	92.16	92.16	04/25/2020

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
56-40-24000 PHONES							
6050	VERIZON	9852519707	Sanitation	04/13/2020	367.83	367.83	04/21/2020
56-40-24001 INTERNET							
6050	VERIZON	9852519707	Recycle Air Card	04/13/2020	40.01	40.01	04/21/2020
6050	VERIZON	9852519707	Sanitation Air Card	04/13/2020	40.01	40.01	04/21/2020
56-40-34000 CONTRACT SERVICES							
7060	CINTAS	4048143781	UNIFORMS-SANITATION	04/15/2020	85.64	.00	
7060	CINTAS	4048143781	UNIFORMS-WW	04/15/2020	31.51	.00	
7060	CINTAS	4048704166	UNIFORMS-SANITATION	04/22/2020	88.31	.00	
7060	CINTAS	4048704166	UNIFORMS-WW	04/22/2020	32.53	.00	
56-40-34100 DOC WORKERS							
3163	AZ STATE PRISON Cmplx-Dou	D08122020040	DOC LABOR CREW/SAN	04/13/2020	28.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08122020040	MILEAGE/SANITATION	04/16/2020	11.97	.00	
56-40-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	20-0407	SHIPPING	04/07/2020	18.56	18.56	04/25/2020
56-40-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29714	N95 REPIRATORSSUPPLIES	04/14/2020	52.10	.00	
6138	COCHISE LOCK & SAFE INC	120737	ABUS PADLOCKS, 21 MASTER	04/20/2020	442.80	.00	
5618	HOLTZ INDUSTRIES, INC.	560401	CREDIT	04/10/2020	478.69	.00	
56-40-46562 RECYCLING PROGRAM							
3163	AZ STATE PRISON Cmplx-Dou	D08122020040	DOC LABOR CREW/REC	04/13/2020	56.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08122020040	MILEAGE/RECYCLE	04/16/2020	11.97	.00	
6536	BISBEE AUTO PARTS	222065	IGNITION SWITCH W/LOCK	04/22/2020	24.33	.00	
7060	CINTAS	4048143781	UNIFORMS-RECYCLING	04/15/2020	12.93	.00	
7060	CINTAS	4048704166	UNIFORMS-RECYCLING	04/22/2020	13.29	.00	
56-40-61000 VEHICLE PARTS & LABOR							
6536	BISBEE AUTO PARTS	222009	TRANSFL QT	04/21/2020	24.94	.00	
6536	BISBEE AUTO PARTS	222069	HYD HOSE FITTINGS, OIL FILTE	04/22/2020	155.34	.00	
6536	BISBEE AUTO PARTS	222105	AIR FILTER	04/22/2020	25.35	.00	
4917	INTERSTATE BILLING SERVICE	3019104440	R4/PLATE ADAPTER LCF/SHIPP	04/22/2020	82.84	.00	
Total FUND EXPENDITURES:					1,438.49	692.73	
Total SANITATION FUND:					1,438.49	692.73	
QUEEN MINE FUND							
FUND EXPENDITURES							
59-40-11501 STANDARD DISABILITY INSURANCE							
5455	MUTUAL OF OMAHA	1080173215	STD - Queen Mine	04/16/2020	84.86	84.86	04/21/2020
59-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	8295240000-0	HWY 80 Tour - QM - #829524000	04/21/2020	719.62	719.62	04/21/2020
59-40-22000 WATER							
1106	AZ WATER COMPANY	03109024701-	Queen Mine - #03109024701	04/21/2020	74.96	74.96	04/21/2020
59-40-24000 PHONES							
4192	CENTURY LINK	406B-03-20	QUEEN MINE 520-432-2071 406	04/23/2020	33.80	33.80	04/25/2020
6050	VERIZON	9852519707	Queen Mine	04/13/2020	55.29	55.29	04/21/2020
59-40-24001 INTERNET ACCESS FEE							
4059	SPARKLIGHT	20-0423/QM	Internet Svc-Queen Mine	04/21/2020	78.99	78.99	04/21/2020
59-40-34100 DOC WORKERS							
3163	AZ STATE PRISON Cmplx-Dou	D08102019122	MILEAGE/QM	01/31/2020	48.64	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08122020040	DOC LABOR CREW/QM	04/13/2020	40.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08122020042	MILEAGE/QM	04/16/2020	32.94	.00	
59-40-45200 SAFETY EQUP & SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	20-0407	HAND SANITIZER	04/07/2020	21.00	21.00	04/25/2020
59-40-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	29611	SPRAYPAINT	04/03/2020	8.55	.00	
1659	ACE HARDWARE	29611	WIRE, BRUSH, SPRAY PAINT	04/03/2020	34.45	.00	
1659	ACE HARDWARE	29621	WATERGUARD	04/04/2020	13.03	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1659	ACE HARDWARE	29680	STENCILS, GLOVES, BRUSH, W	04/10/2020	37.68	.00	
1659	ACE HARDWARE	29717	GLUE, GRINDER DISC, FASTEN	04/14/2020	111.69	.00	
59-40-48591 MERCHANDISE							
6943	CORPORATE PAYMENT SYSTE	20-0407	EARRINGS	04/07/2020	190.00	190.00	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	JEWELRY	04/07/2020	1,200.00	1,200.00	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	COPPER MUGS	04/07/2020	296.60	296.60	04/25/2020
59-40-55100 REPAIR & MAINT - OTHER							
1659	ACE HARDWARE	29602	HOOKS, FASTENERS	04/02/2020	4.81	.00	
1659	ACE HARDWARE	29620	WATERGUARD	04/04/2020	13.03	.00	
1659	ACE HARDWARE	29625	FASTENERS	04/05/2020	4.08	.00	
1659	ACE HARDWARE	29626	FASTENERS	04/05/2020	4.08	.00	
1659	ACE HARDWARE	29691	PAINT, SPRAY PAINT, CHALK	04/11/2020	11.33	.00	
1659	ACE HARDWARE	29703	LUMBER	04/14/2020	975.98	.00	
1659	ACE HARDWARE	29704	FASTENERS	04/14/2020	2.15	.00	
1659	ACE HARDWARE	29738	BULB, PAINTBRUSH, PAINT, GL	04/16/2020	100.56	.00	
1659	ACE HARDWARE	29756	COUPLING, ADAPTER, COMPR	04/17/2020	4.80	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	ROCK-GRAVEL	04/07/2020	143.22	143.22	04/25/2020
Total FUND EXPENDITURES:					4,345.94	2,898.14	
Total QUEEN MINE FUND:					4,345.94	2,898.14	
MISC. GRANTS							
FUND EXPENDITURES							
78-40-23012 FREEPORT SANJOSE LIBRARY ANNEX							
4926	AMAZON	443385347773	LIBRARY ANNEX-FREEPORT	03/30/2020	66.96	.00	
4926	AMAZON	456873498847	LIBRARY ANNEX-FREEPORT	03/23/2020	184.69	.00	
4926	AMAZON	468673469646	LIBRARY ANNEX-FREEPORT	03/21/2020	175.12	.00	
4926	AMAZON	469367497373	LIBRARY ANNEX-FREEPORT	03/30/2020	29.88	.00	
4926	AMAZON	477936795656	LIBRARY ANNEX-FREEPORT	03/23/2020	116.00	.00	
4926	AMAZON	535489958636	LIBRARY ANNEX-FREEPORT	03/23/2020	213.21	.00	
4926	AMAZON	588784543674	LIBRARY ANNEX-FREEPORT	04/01/2020	382.71	.00	
4926	AMAZON	686686354788	LIBRARY ANNEX-FREEPORT	04/02/2020	97.74	.00	
4926	AMAZON	794487545744	LIBRARY ANNEX-FREEPORT	03/20/2020	121.90	.00	
4926	AMAZON	883957356935	LIBRARY ANNEX-FREEPORT	04/01/2020	29.99	.00	
4926	AMAZON	898398963896	LIBRARY ANNEX-FREEPORT	04/02/2020	38.99	.00	
6943	CORPORATE PAYMENT SYSTE	20-0407	PAINT PAD, TRAY, GORILLA GL	04/07/2020	44.45	44.45	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	BASKETS	04/07/2020	175.14	175.14	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	BLINDS	04/07/2020	243.26	243.26	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	BASKETS	04/07/2020	175.14	175.14	04/25/2020
6943	CORPORATE PAYMENT SYSTE	20-0407	SHELVING	04/07/2020	3,659.46	3,659.46	04/25/2020
Total FUND EXPENDITURES:					5,754.64	4,297.45	
Total MISC. GRANTS:					5,754.64	4,297.45	
BISBEE BUS FUND							
FUND EXPENDITURES							
96-40-41607 CITY OPERATING EXPENSE							
6536	BISBEE AUTO PARTS	221890	FUEL FILTER	04/20/2020	36.84	.00	
6536	BISBEE AUTO PARTS	222212	WHEEL BEARING, HUB ASSEM	04/23/2020	468.18	.00	
1337	EADS CONSTRUCTION	7825	CONCRETE	04/16/2020	453.42	.00	
6050	VERIZON	985258616	Bisbee Bus	04/21/2020	52.98	52.98	04/21/2020
1854	W R RYAN - FIRESTONE	T18033	TIRES	04/23/2020	283.52	.00	
Total FUND EXPENDITURES:					1,294.94	52.98	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
	Total BISBEE BUS FUND:				1,294.94	52.98	
	Grand Totals:				327,888.77	83,729.03	

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: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 27, 2020

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: APPROVAL OF THE MINUTES OF THE REGULAR SESSION OF MAYOR AND COUNCIL HELD ON APRIL 7, 2020 AT 7:00 PM

FROM: Ashlee Coronado, City Clerk

RECOMMENDATION: Approve Minutes

PROPOSED MOTION: I move to approve the Minutes of the Regular Session of Mayor and Council held on April 7, 2020 at 7:00 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: Theresa Coleman
Theresa Coleman
City Manager

This meeting was closed to the public due to Covid19.

MINUTES

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

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 7:00 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
Councilmember Joan Hansen, Ward II
Councilmember Anna Cline, Ward III

STAFF

Theresa Coleman, City Manager
Ashlee Coronado, City Clerk
Joelle Landers, Personnel Director
Jesus Haro, Public Works Director

CITY ATTORNEY

James Ledbetter

INVOCATION: Mayor Smith asked for a moment of silence for

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

CALL TO THE PUBLIC- Public Comments were submitted by email and read aloud by Joelle Landers due to the social distancing requirements.

- Submitted by Kara Peters, Bisbee resident wished to voice her disapproval on the possibility of an increased sales tax. She spoke about owning a business and the fact that our tax rates were outrageous in comparison to other cities in Arizona.

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

GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds

MOTION: Councilmember Cline moved to approve accounts payable in the amount of \$286,679.42.

SECOND: Councilmember Pawlik

MOTION PASSED: UNANIMOUSLY

2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Regular Session of Mayor and Council held on March 3, 2020 at 7:00 pm.

Ashlee Coronado, City Clerk

MOTION: Councilmember Cline moved to approve the consent agenda items 2A

SECOND: Mayor Smith

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

OLD BUSINESS

3. Discussion and Possible Approval of Ordinance O-20-01; Amending the City Code Section 10.1.8, Nuisance.

Theresa Coleman, City Manager

Mayor Smith said that this was the second reading of this Ordinance.

MOTION: Councilmember Johns moved to approve Ordinance O-20-01; Amending the City Code Section 10.1.8, Nuisance.

SECOND: Councilmember Pawlik

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Johns, Hansen, Cline and Mayor Smith.

NAYS: Councilmember Higgins

MOTION PASSED: AYES -6; NAYS -1

4. Discussion and Possible Approval of Ordinance O-20-04, Amending the City Code to Repeal and Remove Fees within the City Code and Approval of a City Fee Schedule.

Theresa Coleman, City Manager

Mayor Smith said that this was also the second reading for this Ordinance. Mayor Smith went on to explain that this was advertised in several locations to include our website for months.

MOTION: Councilmember Pawlik moved to approve Ordinance O-20-04, Amending the City Code to Repeal and Remove Fees within the City Code and Approval of a City Fee Schedule.

SECOND: Councilmember Johns

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

5. Discussion and Possible Approval of Ordinance O-20-05, Amending Article 11.3.4 of the Bisbee City Code entitled Library Fines and Collection Policies and providing for repeal and severability.
Theresa Coleman, City Manager

Ms. Coleman explained that this was coming back to Council for a second reading.

MOTION: Mayor Smith moved to approve Ordinance O-20-05, Amending Article 11.3.4 of the Bisbee City Code entitled Library Fines and Collection Policies and providing for repeal and severability.
SECOND: Councilmember Pawlik

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

NEW BUSINESS

6. Discussion and Possible Approval to Purchase an Oil Distribution Truck.
Jesus Haro, Public Works Director

Mr. Haro explained that three proposals were received on this item. After inspecting one of the trucks, public works had come across a vehicle that met their needs which cost less money. Mr. Haro recommended that the City purchase the vehicle that was less expensive.

MOTION: Councilmember Pawlik moved to approve the purchase of a 2007 Etnyre Centennial 3000 Gallon Distributor from MetroQuip, Inc.
SECOND: Councilmember Johns

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

7. Discussion and Update to Pavement Maintenance Program.
Jesus Haro, Public Works Director

Mr. Haro gave a presentation to Council on the streets that had been paved. He also updated Council on the streets the City planned to pave in the Spring. He went on to give an overview of how next fiscal year's budgeted funds would be used.

Council requested updates on various streets within the City of Bisbee and Mr. Haro informed them of various Street assessments that were taking place.

8. Discussion and Possible Approval to submit an Application for a Pre-Development Planning Grant.
Jesus Haro, Public Works Director

Mr. Haro explained that this grant would go towards updating the preliminary engineering for the sewer laterals. This had been under way since 2002. He explained that the process stopped when it was time to apply for the large USDA grant. He explained that they had been contacted to see if the City was interested in continuing the project. Mr. Haro said that they would like to move forward with submitting the application.

MOTION: Councilmember Cline moved to approve the submission of an application for predevelopment planning to USDA.

SECOND: Councilmember Johns

ROLL CALL VOTE:

AYES: Councilmember Pawlik, Giacomino, Higgins, Johns, Hansen, Cline and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -7; NAYS -0

9. Discussion and Possible Direction to Staff to Apply for Grants to Preserve the City Hall Structure and to Utilize SHPO and SEAGO and City Grant Writers to help with this process to begin immediately for the Current 2020/21 Year.

Anna Cline, Councilmember WARD III

Joni Giacomino, Councilmember WARD II

Councilmember Giacomino explained that she had been approached by individuals who would like to apply for grants for revitalization/cleanup of City Hall. She explained that if there are grants available to stabilize the structure they were interested in that as well. She requested permission to go through the City on this.

Councilmember Cline asked if in the past we needed approval to do something like this.

Ms. Coleman responded that if it was no cost to the City they did not need permission.

10. Discussion and Possible Approval of Resolution R-20-05; Submitting to the Electors at the General Election of November 3, 2020, a Proposition to Authorize a permanent Increase in the City Transaction Privilege Tax Rate from Three and One Half Percent (3.5%) to Four and One Half Percent (4.5%).

Theresa Coleman, City Manager

Ms. Coleman gave some background on the existing streets tax increase. She said that the tax that was implemented in 2014 was not permanent and this was an opportunity to make it permanent. She explained that this was also an opportunity to discuss an additional 1%. She explained that this would be placed on the ballot if approved by Council.

Mayor Smith explained that one percent of this was currently existing and we would be requesting that it did not sunset. He explained that above that there was an additional request for 1% increase.

Councilmember Hansen said that there was a lot of confusion on this. She wanted more information on this item. She wanted to know where this put us in comparison with other cities.

Mayor Smith responded that we would probably be within the top seven cities.

Councilmember Pawlik suggested that this be handled in two separate resolutions.

Mayor Smith agreed with Councilmember Pawlik and requested that this be brought back up at the next meeting.

NO ACTION TAKEN

11. City Manager's Report:

- Ms. Coleman gave an update on the Warren Historic District. She said that the Library had added that to their activities. People would be able to take a picture of their home

and upload it through the library's portal along with the address and contact information.

- Ms. Coleman said that we were working on to Colonia's designation for the Saginaw and Zatecas neighborhoods.
- Ms. Coleman informed Council that a rain garden/ nature park was being worked on behind the library Annex behind the school on Melody Lane. She said that an IGA would be coming to Council in the future.

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.):

ADJOURNMENT:

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Pawlik

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 7:53 PM

David M. Smith, Mayor



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 22, 2020

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL ORDINANCE O-20-06, AUTHORIZING THE ACQUISITION OR EXERCISE OF INTEREST IN REAL PROPERTY LOCATED WITHIN THE CITY OF BISBEE

FROM: **Theresa Coleman, City Manager**

RECOMMENDATION: **Approve Ordinance O-20-06**

PROPOSED MOTION: **I move to approve Ordinance O-20-06, Authorizing the Acquisition or exercise of interest in Real Property located within the City of Bisbee**

DISCUSSION:

The City has a considerable interest (outstanding liens on a variety of properties) in real property; including homes suitable for affordable housing initiatives.

This motion allows the City Manager, with guidance from the City Attorney, to pursue acquisition of an interest in homes with potential for rehabilitation.

FISCAL IMPACT: **TBD**

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

ORDINANCE O-20-06

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AUTHORIZING THE ACQUISITION OR EXERCISE OF INTEREST IN REAL PROPERTY WITHIN THE CITY OF BISBEE

WHEREAS, the City is authorized to acquire property, or interests in such property, as its best interests may require by ordinance, pursuant to Sections 1.03(b) and 7.05 (h) of the Bisbee City Charter; and

WHEREAS, the City of Bisbee currently has liens outstanding against real property, and

WHEREAS, that real property may be subject to additional encumbrances, and

WHEREAS, such real property detracts from the wellbeing of the community, and

WHEREAS, the City Council recognizes a need for affordable housing; and

WHEREAS, the exercise or acquisition of an interest in real property may allow for community development activity, and

WHEREAS, the costs associated with the exercise or acquisition of an interest in real property may exceed \$5,000,

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

That the City Manager may pursue the exercise or acquisition of an interest in real property for the purpose of community development activity at a cost up to but not to exceed \$15,000.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee on this 5th day of May, 2020.

APPROVED:

David Smith, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

James Ledbetter, City Attorney



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: <u>April 22, 2020</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL ORDINANCE O-20-07, AUTHORIZING THE ACQUISITION OF REAL PROPERTY LOCATED WITHIN THE CITY OF BISBEE	

FROM: Theresa Coleman, City Manager

RECOMMENDATION: Approve Ordinance O-20-07

PROPOSED MOTION: I move to approve Ordinance O-20-07, Authorizing the Acquisition of Real Property located at 121 Ft. Huachuca Lane

DISCUSSION:

The City Manager has identified a property with potential for renovation and will work with the Building Inspector to confirm the home is suitable for rehabilitation.

FISCAL IMPACT: TBD

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

ORDINANCE O-20-07

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE,
COUNTY OF COCHISE, STATE OF ARIZONA, AUTHORIZING THE ACQUISITION
OF REAL PROPERTY LOCATED WITHIN THE CITY OF BISBEE**

WHEREAS, the City is authorized to acquire property, or interests in such property, as its best interests may require by ordinance, pursuant to Sections 1.03(b) and 7.05 (h) of the Bisbee City Charter; and

WHEREAS, the City Manager has requested conveyance to the City of Bisbee a parcel of real property, to be used for the purpose of affordable housing; and

WHEREAS, this property, located at 121 Fort Huachuca Lane, Bisbee, AZ, may prove to be useful for community development activity in the future; and

WHEREAS, it is in the best interests of the City of Bisbee and its citizens to acquire this property; and

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

That the City Manager may pursue the acquisition of real property for the purpose of community development activity. The cost to be determined at final negotiation.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee on this 5th day of May, 2020.

APPROVED:

David Smith, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

James Ledbetter, City Attorney



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 27, 2020

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE NOTICE OF INTENT TO ADOPT ORDINANCE O-20-08, ACCEPTING THE TRANSFER OF REAL PROPERTY FROM THE DYCUS FAMILY TRUST LOCATED AT 416 N STREET, BISBEE.

FROM: Theresa Coleman, City Manager

RECOMMENDATION: Approve the Notice of Intent to Adopt Ordinance O-20-08

PROPOSED MOTION: I move that we approve the Notice of Intent to Adopt Ordinance O-20-08, Accepting the transfer of real property from the Dycus Family located at 416 N Street, Bisbee.

DISCUSSION:

This came before Council back in February. The Dycus Family has requested that the transfer be made using a Quit Claim Deed not a Special Warranty Deed which requires a new Ordinance.

Robert Dycus for the Dycus Family Trust wishes to transfer ownership of the property at 416 N Street (parcel number 103-68-093) to the City of Bisbee.

The City of Bisbee could acquire the real property for the purpose of community development activity. The costs to the City of Bisbee upon acquisition will be approximately \$1,583.87 in the past due property tax, the forgiveness of a lien in the amount of \$22,608.85 and the cost of demolition of the existing structure.

FISCAL IMPACT: \$29,192.72

DEPARTMENT LINE ITEM ACCOUNT: Multiple Impacts

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: Theresa Coleman
Theresa Coleman
City Manager

**NOTICE OF INTENT TO ADOPT
ORDINANCE O-20-08**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE,
COUNTY OF COCHISE, STATE OF ARIZONA, AUTHORIZING THE ACCEPTANCE
OF A TRANSFER OF REAL PROPERTY FROM THE DYCUS FAMILY TRUST TO
THE CITY OF BISBEE**

WHEREAS, the City is authorized to acquire property, or interests in such property, as its best interests may require by ordinance, pursuant to Sections 1.03(b) and 7.05 (h) of the Bisbee City Charter; and

WHEREAS, the Dycus Family Trust have offered to convey to the City of Bisbee a parcel of real property owned by the trust, to be used for the purpose of community development activity; and

WHEREAS, this property, located at 416 N Street Bisbee, AZ, may prove to be useful for community development activity in the future; and

WHEREAS, it is in the best interests of the City of Bisbee and its citizens to accept this property as offered; and

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

That an execution of transfer by Quit Claim Deed for the property described therein is hereby approved and the City Clerk is authorized to record such deed with the Cochise County Recorder on behalf of the City of Bisbee.

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

**PURCHASE CONTRACT
CITY OF BISBEE**

THIS PURCHASE CONTRACT ("Contract") is made this ____ day of _____, 2020, by and between the CITY OF BISBEE, an Arizona municipal corporation ("City") and Conklin Electric, an electrical contractor ("Vendor").

WHEREAS, the City is in need of certain materials, supplies and/or equipment (hereinafter "Equipment") as more particularly specified in the Notice of Solicitation for **providing and the installation of a QT POD M4000 fuel management system** incorporated herein by reference; and

WHEREAS, the Vendor has offered to provide the requested **work** in accordance with the terms of this Contract.

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, the following mutual covenants and conditions, and other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the City and the Vendor hereby agree as follows:

1. Equipment. The Vendor promises and agrees to provide the Equipment as described in the Specifications, Scope of Work or Requirements and the Vendor's Bid each of which is incorporated herein by reference.

2. Warranty. The Vendor further agrees to provide all of the Equipment required by this Contract free from defects in material or workmanship and shall warrant against such defects for a period of one (1) year from the date of acceptance by the City, and shall transfer to the City any other applicable manufacturers' warranties.

3. Term. This Contract shall remain in effect until final inspection and acceptance of the material and installation. It may be renewed for an additional period upon the mutual agreement of the parties.

4. Compensation. The City will compensate the Vendor for its performance, and the Vendor agrees to accept as complete payment for such full performance, a sum not to exceed \$16,000. The City shall have the right to reject all or any Equipment provided under this Contract which does not meet the required specifications. In the event of any such rejection, the Vendor agrees to promptly remedy any and all deficiencies. No compensation shall be due for any rejected Equipment until such deficiencies have been corrected at the Vendor's sole cost and expense.

5. Payment. Payment shall be made by the City to the Vendor on the basis of an invoice following delivery and acceptance of the Equipment.

6. Conflict of Interest. This Contract is subject to the provisions of ARIZ. REV. STAT. § 38-511. The City may cancel this Contract without penalty or further obligations by the City or

any of its departments or agencies if any person significantly involved in initiating, negotiating, securing, drafting or creating this Contract on behalf of the City or any of its departments or agencies is, at any time while the Contract or any extension of the Contract is in effect, an employee of any other party to the Contract in any capacity or a consultant to any other party of the Contract with respect to the subject matter of the Contract.

7. Gratuities. The City may, by written notice to the Vendor, cancel this Contract if it is found by the City that gratuities, in the form of economic opportunity, future employment, entertainment, gifts or otherwise, were offered or given by the Vendor or any agent or representative of the Vendor to any officer, agent or employee of the City for the purpose of securing this Contract. In the event this Contract is cancelled by the City pursuant to this provision, the City shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Vendor an amount equal to 150% of the gratuity.

8. Contract Subject to Appropriation. The provisions of this Contract for payment of funds by the City shall be effective when funds are appropriated for purposes of this Contract and are actually available for payment. The City shall be the sole judge and authority in determining the availability of funds under this Contract and the City shall keep the Vendor fully informed as to the availability of funds for the Contract. The obligation of the City to make any payment pursuant to this Contract is a current expense of the City, payable exclusively from such annual appropriations, and is not a general obligation or indebtedness of the City. If the City Council fails to appropriate money sufficient to pay the amounts as set forth in this Contract during any immediately succeeding fiscal year, this Contract shall terminate at the end of then-current fiscal year and the City and the Vendor shall be relieved of any subsequent obligation under this Contract.

9. Termination.

9.1 For City's Convenience. This Contract is for the convenience of the City and, as such, may be terminated without cause after receipt by Vendor of written notice by the City.

9.2 For Cause. This Contract may be terminated by either party upon 120 days' written notice should the other party fail to substantially perform in accordance with this Contract's terms, through no fault of the party initiating the termination.

10. Amendment. This Contract may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Vendor.

11. Provisions Required by Law. Each and every provision of law and any clause required by law to be in the Contract will be read and enforced as though it were included herein and, if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party, the Contract will promptly be physically amended to make such insertion or correction.

12. Entire Contract; Interpretation; Parol Evidence. This Contract represents the entire agreement of the parties with respect to its subject matter, and all previous agreements, whether

oral or written, entered into prior to this Contract are hereby revoked and superseded by this Contract. No representations, warranties, inducements or oral agreements have been made by any of the parties except as expressly set forth herein, or in any other contemporaneous written agreement executed for the purposes of carrying out the provisions of this Contract. This Contract shall be construed and interpreted according to its plain meaning, and no presumption shall be deemed to apply in favor of, or against the party drafting the Contract. The parties acknowledge and agree that each has had the opportunity to seek and utilize legal counsel in the drafting of, review of, and entry into this Contract.

13. Assignment. No right or interest in this Contract shall be assigned by Vendor without prior, written permission of the City signed by the City Manager and no delegation of any duty of Vendor shall be made without prior, written permission of the City signed by the City Manager. Any attempted assignment or delegation by Vendor in violation of this provision shall be a breach of this Contract by Vendor.

14. Subcontracts. No subcontract shall be entered into by the Vendor with any other party to furnish any of the material or services specified herein without the prior written approval of the City. The Vendor is responsible for performance under this Contract whether or not subcontractors are used.

15. Rights and Remedies. No provision in this Contract shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy available by law in the event of any claim of default or breach of this Contract. The failure of the City to insist upon the strict performance of any term or condition of this Contract or to exercise or delay the exercise of any right or remedy provided in this Contract, or by law, or the City's acceptance of and payment for services, shall not release the Vendor from any responsibilities or obligations imposed by this Contract or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Contract.

16. Attorneys' Fees. In the event either party brings any action for any relief, declaratory or otherwise, arising out of this Contract or on account of any breach or default hereof, the prevailing party shall be entitled to receive from the other party reasonable attorneys' fees and reasonable costs and expenses, determined by the court sitting without a jury, which shall be deemed to have accrued on the commencement of such action and shall be enforced whether or not such action is prosecuted through judgment.

17. Liens. All materials or services shall be free of all liens and, if the City requests, a formal release of all liens shall be delivered to the City.

18. Offset.

18.1 Offset for Damages. In addition to all other remedies at law or equity, the City may offset from any money due to the Vendor any amounts Vendor owes to the City for damages resulting from breach or deficiencies in performance or breach of any obligation under this Contract.

18.2 Offset for Delinquent Fees or Taxes. The City may offset from any money due to the Vendor any amounts Vendor owes to the City for delinquent fees, transaction privilege taxes and property taxes, including any interest or penalties.

19. Notices and Requests. Any notice or other communication required or permitted to be given under this Contract shall be in writing and shall be deemed to have been duly given if (a) delivered to the party at the address set forth below, (b) deposited in the U.S. Mail, registered or certified, return receipt requested, to the address set forth below, (c) given to a recognized and reputable overnight delivery service, to the address set forth below or (d) delivered by facsimile transmission to the number set forth below:

If to the City: City of Bisbee
 915 S. Toreaville Rd.
 Bisbee, Arizona, 85603
 Facsimile: (520) 432-6069
 Attn: Jesus Haro

With copy to: James Ledbetter
 City Attorney
 915 S. Toreaville Rd.
 Bisbee, Arizona, 85603
 Facsimile: (520) 432-6069

If to Vendor: _____

 Facsimile: _____

 Attn: _____

or at such other address, and to the attention of such other person or officer, as any party may designate in writing by notice duly given pursuant to this subsection. Notices shall be deemed received (a) when delivered to the party, (b) three business days after being placed in the U.S. Mail, properly addressed, with sufficient postage, (c) the following business day after being given to a recognized overnight delivery service, with the person giving the notice paying all required charges and instructing the delivery service to deliver on the following business day, or (d) when received by facsimile transmission during the normal business hours of the recipient. If a copy of a notice is also given to a party's counsel or other recipient, the provisions above governing the date on which a notice is deemed to have been received by a party shall mean and refer to the date on which the party, and not its counsel or other recipient to which a copy of the notice may be sent, is deemed to have received the notice.

20. E-verify Requirements. To the extent applicable under ARIZ. REV. STAT. § 41-4401, the Vendor and its subcontractors warrant compliance with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under ARIZ. REV. STAT. § 23-214(A). Vendor's or its subcontractor's failure to comply with such

warranty shall be deemed a material breach of this Contract and may result in the termination of this Contract by the City.

21. Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the Contract, the Specifications, Scope of Work or Requirements and the Vendor's Bid, the documents shall govern in the order listed herein.

22. Cooperative Purchasing. This Contract shall be for the use of the City. In addition, specific eligible political subdivisions and nonprofit educational or public health institutions may also participate, at their discretion and with the agreement of the awarded Vendor. In order to participate in this Contract, a political subdivision or nonprofit educational or public health institution must agree to the terms and conditions in the solicitation and the Vendor must be in agreement with the cooperative transaction. Any orders placed to the successful Vendor will be placed by the specific agencies participating in this purchase. Payment for purchases made under this Contract will be the sole responsibility of each participating agency. The City shall not be responsible for any disputes arising out of transactions made by others.

IN WITNESS WHEREOF, the parties hereto have executed this instrument as of the date and year first set forth above.

"City"

CITY OF BISBEE, an Arizona
Municipal corporation

David Smith, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

James Ledbetter, City Attorney

"Vendor"

Conklin Electric,
an Electrical Contractor

By: _____

Name: _____

Title: _____



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: 4/27/2020

REGULAR **CONSENT**

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

SUBJECT: UPDATE AND DISCUSSION OF ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY (ADEQ) INSPECTION OF THE CITY OF BISBEE WASTE WATER COLLECTION SYSTEM

FROM: Jesus Haro, Public Works Director

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

DISCUSSION: On Tuesday April, 21 2020, the ADEQ conducted an Aquifer Protection Permit Field Inspection of the City of Bisbee waste water collection system. Prior to the inspection, the ADEQ reported to the City two potential deficiencies:

1. No operator of record for the collection system.
2. The treatment facility operators reported excessive flows in November due to inflow and infiltration (I&I) of over 1.7mgd instead of the normal 0.385mgd.

Both potential deficiencies were adequately address. The final results of the inspection reports there were no deficiencies noted during the course of the inspection. No ADEQ action will result from the inspection.

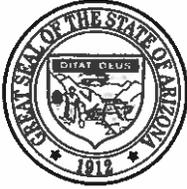
FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: 

Reviewed by: 
Theresa Coleman
City Manager



Douglas A. Ducey
Governor

ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY



Misael Cabrera
Director

Aquifer Protection Permit Field Inspection Report

This checklist is provided as a tool for permit holders and ADEQ staff to have a consistent understanding of the major compliance expectations under this permit. This checklist is designed to be easy to read and follow. It is intended only to address the permit requirements that ADEQ feels are the most important to protect human health and the environment. This list does not include every permit condition and permit holders should ensure they understand the full requirements of their permit. This list does not supplant or supersede any legal requirement and is not binding on the permit holder or ADEQ staff.

Facility Name: City of Bisbee Collection System Place ID: 1213	Inspection No: 345235 Inspection Date: 3/18/20
Inventory/Permit #: 100983 Current LTF#: N/A	Inspector(s): John E. Eyre, P.E.
Facility Address: 915 S Tovreaville Rd City, State, Zip: Bisbee, AZ 85603-4001 County: Cochise	Inspector Phone: 520-628-6721 Inspector Email: eyre.john@azdeq.gov
Permittee/Responsible Party: City of Bisbee Contact: Jesus Haro, Public Works Director Mailing Address: P.O. Box 4601 City, State, Zip: Bisbee, AZ 85603-4001 Phone: 520-432-6002 Email: jharo@bisbeeaz.gov	Population Served by Collection System: 5350 Collection System Grade: 2C
Operator/ID: Adrian Borquez, 33238 Phone: 520-366-2359 Email: borquez.adrian@yahoo.com Op. Cert. Grade/Expiration: 2C / 10-31-21	Compliance Summary: Certified Operator <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No Physical Facilities <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No
Results of Inspection: <input checked="" type="checkbox"/> No deficiencies were noted during the course of the inspection. No ADEQ action will result from this inspection. <input type="checkbox"/> Potential deficiencies were noted during the course of the inspection. Additional correspondence regarding this inspection may be forthcoming.	
Inspection Report Issued: Via email at facility	Facility Initial: JH ADEQ Initial: JC
Potential Deficiencies: No operator of record for the collection system. The treatment facility operators reported excessive flows in November due to Inflow and Infiltration (I&I) of over 1.7 mgd instead of the normal 0.385 mgd and overflow of the plant.	

Requirements: C: Compliance, NC: Non-Compliance, P: Pending, N/A: Not Applicable		
REQUIREMENTS / RECOMMENDATIONS	REQUIREMENT MET?	COMMENTS
Maintains Adequate Flow Capacity (A.A.C.R18-9-E301.B.1)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Does the RP utilize any of the following to maintain adequate flow capacity for the planned service area?</p> <p><input type="checkbox"/> A list of existing sewer commitments</p> <p><input checked="" type="checkbox"/> A method to determine available sewer capacity, including:</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> A list of commitments <input checked="" type="checkbox"/> Basin Studies <input type="checkbox"/> Metering <input checked="" type="checkbox"/> Computer modeling <input type="checkbox"/> Other (Describe) <p><input type="checkbox"/> Other Methods used to maintain adequate flow (Describe)</p>		Done under the 2000 consent order.
Minimizes Sewer Blockage and Erosion (A.A.C. R18-9-E301.B.2)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Has the RP implemented any of the following items to minimize sedimentation, blockages and erosion?</p> <p><input checked="" type="checkbox"/> A procedure to identify problem reaches of the sewer system where roots, grease, etc. cause blockages?</p> <p><input checked="" type="checkbox"/> A work order system to track maintenance work completed on the sewer system.</p> <p><input type="checkbox"/> A complaint receipt and processing system?</p> <p><input type="checkbox"/> Other methods (describe)</p>		The IWORQ system is used by the City.
Prevents Sanitary Sewer Overflows (SSOs) (A.A.C. R19-9-E301.B.3)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Any SSO greater than 100 gallons experienced in the past year?</p> <p>If yes, describe facility response and clean up procedures.</p>	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	Black Knob road had an SSO in January. This was reported to myDEQ.
<p>Has the RP implemented any of the following items to prevent SSOs and respond to the release of sewage?</p> <p><input checked="" type="checkbox"/> Procedures to track SSOs (date, location, cause, volume)</p> <p><input checked="" type="checkbox"/> An SSO response plan</p> <p><input type="checkbox"/> Distribution of educational materials to customers on the proper disposal methods for grease and oil.</p> <p><input checked="" type="checkbox"/> Procedures to identify problem areas of the sewer system (high maintenance or multiple SSOs)</p> <p><input type="checkbox"/> Other methods (describe)</p>		Using IWORQ as the tracking system. Standard work which was submitted to ADEQ last year.

Has wastewater from an SSO reached a surface water?	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	
If wastewater has reached a surface water, was it - <input type="checkbox"/> Waters of the United States? <input type="checkbox"/> Waters of the State of Arizona? <input type="checkbox"/> Discharged to an MS4? <input type="checkbox"/> Other?		
Minimize Exfiltration Losses (A.A.C. R18-9-E301.B.4.)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the RP have any of the following items to minimize exfiltration? <input checked="" type="checkbox"/> A list of projects to rehabilitate or replace deteriorated sewers or replace deteriorated manholes <input checked="" type="checkbox"/> Procedures to determine if exfiltration is occurring <input type="checkbox"/> Other methods (describe)		The City has a master list of projects to complete. A new smoke tester arrived for use in April.
Conducts Inspection, Maintenance and Testing (A.A.C. R18-9-E301.B.5)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the RP use any of the following to provide for adequate inspection, maintenance, and testing of the collection system? <input checked="" type="checkbox"/> Uses a construction inspection procedure for new sewer system construction. <input checked="" type="checkbox"/> Documents results of inspection and testing <input checked="" type="checkbox"/> Other methods (describe)		The City has an assigned building inspector, new smoke testing system, and uses a module in the IWORQ system.
Maintains Collection System Structural Integrity (A.A.C. R18-9-E301.B.6)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
Does the RP use any of the following methods to maintain structural integrity? <input checked="" type="checkbox"/> Uses design standards, specifications and details for new sewer construction as required in A.A.C. R19-9-E301(D). <input checked="" type="checkbox"/> Documents all manhole and sewer repairs/replacements <input type="checkbox"/> Has implemented procedures to minimize corrosion in the sewer system? <input type="checkbox"/> Other Methods (describe)		The City has a history file of sewer line maps and uses the IWORQ system for documentation and work scheduling.

Minimizes Septic Conditions (A.A.C. R18-9-E301.B.7)?	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Does the RP use any of the following methods to minimize septic conditions in the sewage collection system?</p> <input type="checkbox"/> Takes steps to eliminate hydrogen sulfide from the collection system. <input checked="" type="checkbox"/> Educates the public on proper waste disposal to avoid sewer problems. <input checked="" type="checkbox"/> Removes sags in the sewer system where practicable <input type="checkbox"/> Other methods (describe)		<p>City Facebook page for education and handouts/mailers.</p>
<p>Do the pump stations or downstream manholes show signs of significant corrosion (1/4" or greater exposure of aggregate, holes or 1/32" profile in steel support structures)?</p>	<input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> N/A	<p>A sampling of manholes around the system showed no significant signs of corrosion in the system.</p>
Operation & Maintenance Requirements (A.A.C. R18-9-E301.E.3 & R18-9-E301.F)	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A	
<p>Does the RP have all of the following:</p> <input checked="" type="checkbox"/> An operation and maintenance manual OR <input type="checkbox"/> CMOM plan for the sewage collection system? AND <input checked="" type="checkbox"/> An operator in direct responsible charge of the sewage collection system who is certified by the State of Arizona for the class of the facility and at or above the grade of the facility? Is the RP also doing the following: <input checked="" type="checkbox"/> Operating the sewage collection system in accordance with the RP's operation and maintenance manual or their CMOM plan?		

RECOMMENDATIONS AND POTENTIAL DEFICIENCIES:

(Remember to run spelling check-gram from the Review tab and then delete this note when finished.)

Operational and Maintenance Category

#1:

At the time of the inspection, ADEQ observed no inflow diaphragms on manholes which were located in streets normally used for surface water runoff. Mr. Haro informed me, the diaphragms had not been replaced when they wore out over the last ten years. Mr. Haro has ordered \$42,000 of new manhole diaphragms he was expecting to receive by the end of the week. The new diaphragms will be installed over the new month. Areas of greatest concern are Brewery Gulch and Wood Canyon.

#2:

At the time of the inspection, ADEQ observed a decommissioned 4-inch water line running through a manhole on Black Knob Road. This water line had holes in it to prove it was decommissioned. Mr. Haro informed me, this was not uncommon for this line and those lines had been decommissioned for several years. The Black knob Road line has been one of the areas for sanitary sewer overflows and these line could allow for inflow and infiltration (I&I) of groundwater into the sewer system. Mr. Haro said he will place the removal of these lines and the plugging of any problem the manhole perforations into the workflow over the next quarter since this will take time to do.

#3:

At the time of the inspection, ADEQ inspected several of the manhole along Wood Canyon and observed possible issues with the manhole perforations of the lines where the seals may have loosen since the new sewer lines were installed. Mr. Haro said these will also be included into the work order system for inspection over the next quarter or two.

#4

Mr. Haro informed the inspector the City had received a new smoke testing system in March which they have started to use. The tests done so far as found some open sewer connections for a variety of reasons from broken lines to problems within private lines and home vents to still empty sewer connections from the big fire 80 years ago which had still not been sealed. Mr. Haro had identified several areas and manholes to schedule smoke testing during this inspection.

#5

During the inspection the inspector went to the manhole in Tombstone near the courthouse were an SSO was reported by a citizen. The manhole was identified to the Mr. Haro and no issues were found with it at the time of the inspection.

#6

Overall, the inspector found the City of Bisbee is moving forward on improving the collection system to seal off the increased I&I issue and to find broken and open lines.



ARIZONA DEPARTMENT OF ENVIRONMENTAL QUALITY NOTICE OF INSPECTION RIGHTS

FACILITY INFORMATION	ADEQ INFORMATION
Facility Name (Customer): City of Bisbee	Date/Time of Inspection: 3/18/20
Facility Location (Place): 915 S Tovreaville Rd, Bisbee, AZ	County: Cochise
	Inspector: John E. Eyre, P.E.
Mailing Address: P.O. Box 4601, Bisbee, AZ 85603	Telephone: 520-628-6721
	Accompanied by: Jesus Haro, Adrian Torques
Responsible Party: City of Bisbee	ADEQ Follow-up Contact: John E. Eyre
On-Site Representative: Jesus Haro	
Telephone: 520-432-6002	Title: Environmental Engineer
Title: Public Works Director	Telephone: 520-628-6721
E-mail: jharo@bisbeeaz.gov	

The ADEQ representative(s) identified above were present at the above address on the above listed date and time. Upon entry to the premises, the ADEQ representative(s) met with me, presented photo identification indicating that they are ADEQ employees and explained:

That the purpose of the inspection is to determine:

Compliance with Title 49 of the Arizona Revised Statutes, Title 18 of the Arizona Administrative Code* and/or:

Arizona Revised Statutes: Title 49, Chapter 2 et seq, Article _____.

Arizona Administrative Code: Title 18, Chapter 9 et seq, Article _____.

Permit/Agreement Number: APP Permit #: Type 4.01.

Qualification for a license issued pursuant to:

Arizona Revised Statutes: Title 49, Chapter 2, Article 10.

Arizona Administrative Code: Title 18, Chapter 5, Article 1 et. seq.

That this inspection is conducted pursuant to the authority granted in Arizona Revised Statutes § 49-104(B)(8) and/or:

Arizona Revised Statutes: § 41-1009, 49-203(B)(1).

Arizona Administrative Code: R18-9-110.

Permit/Agreement Number: APP Permit #: Type 4.01.

That the state shall not be barred by the statutes of limitations of actions, according to A.R.S. § 12-510, except as provided in A.R.S. § 12-529 concerning certain claims based on navigability of watercourses. According to 28 U.S.C. § 2462, the U.S. government must commence an action within 5 years after the date the claim first accrued.

Possible applicability of Small Business Bill of Rights pursuant to Arizona Revised Statutes § 41-1001(21)

That the fee for this inspection is: ZERO.

*The Arizona Revised Statutes (A.R.S.) can be found on the internet: www.azleg.state.az.us/ArizonaRevisedStatutes.asp while the Arizona Administrative Code (A.A.C.) can be found at www.azsosaz.gov/public_services/Table_of_Contents.htm

While I have the right to refuse to sign this form, the ADEQ representatives may still proceed with the inspection

I have read this notice and discussed any questions or concerns with the ADEQ representatives and I have received the Small Business Bill of Rights.

Signature of Regulated Person or Authorized On-Site Representative 3/18/20
Date

The regulated person or authorized on-site representative refused to sign.

Name of Regulated Person or Authorized On-Site Representative Title

The regulated person or an authorized on-site representative was not present at the facility.

Signature of ADEQ Representative 3/18/20
Date

INSPECTION RIGHTS

- I understand that I can accompany the ADEQ representative(s) on the premises, except during confidential interviews.
- I understand that I have right , on request, to:
 - Copies of any original documents taken during the inspection, and that ADEQ will provide copies of those documents at ADEQ's expense;
 - A split of any samples taken during the inspection, if the split of the samples would not prohibit an analysis from being conducted or render an analysis inconclusive;
 - Copies of any analysis performed on samples taken during the inspection and that ADEQ will provide copies of this analysis at ADEQ's expense;
 - Copies of any documents to be relied on to determine compliance with licensure or regulatory requirements if the agency is otherwise permitted by law to do so.
- I also understand that:
 - Each person who is interviewed by an ADEQ inspector during the inspection must be informed that:
 - (1) participation in an interview is voluntary, unless legally compelled to participate;
 - (2) they have the right to have an attorney or other experts in their field present during the interview to represent or advise the regulated person;
 - (3) the ADEQ inspector may not take any adverse action or treat less favorably or draw any inference as a result of the regulated person's decision to be represented by an attorney or advised by any other experts in their field;
 - (4) statements made by the person may be included in the inspection report; and
 - (5) they have the right to 24 hours to review and revise any written witness statement drafted by the ADEQ inspector on which the ADEQ inspector requests that person's signature.
 - If the information and documents provided to the ADEQ inspector become a public record, trade secrets and proprietary and confidential information may be redacted, unless the information and documents are not confidential pursuant to statute.
 - Each person interviewed during the inspection must be informed that statements made by the person may be included in the inspection report;
 - Each person whose conversation is tape recorded during the inspection must be informed that the conversation is being tape recorded;
 - If an administrative order is issued or a permit decision is made based on the results of the inspection, I have the right to appeal that administrative order or permit decision. I understand that my administrative hearing rights are set forth in Arizona Revised Statutes § 41-1092 *et seq.* and my rights relating to an appeal of a final agency decision are found in Arizona Revised Statutes § 12-901 *et seq.*;
 - If I have any questions or concerns about this inspection, I may contact the person listed as the ADEQ Follow-up Contact on the front of this form; ADEQ's Ombudsman at (602) 771-4322 (toll free inside Arizona at (800) 234-5677, extension, 771-4322); or the Arizona Ombudsman-Citizens' Aid office at (602) 277-7292 (toll free at (800) 872-2879);
 - If I have any questions concerning my rights to appeal an administrative order or permit decision, I may contact ADEQ's Office of Administrative Counsel at (602) 771-2212 (toll free inside Arizona at (800) 234-5677, extension 771-2212).

Small Business Bill of Rights

41-1001.01. ~~Regulatory bill of rights; small businesses~~

A. To ensure fair and open regulation by state agencies, a person:

1. Is eligible for reimbursement of fees and other expenses if the person prevails by adjudication on the merits against an agency in a court proceeding regarding an agency decision as provided in section 12-348.
2. Is eligible for reimbursement of the person's costs and fees if the person prevails against any agency in an administrative hearing as provided in section 41-1007.
3. Is entitled to have an agency not charge the person a fee unless the fee for the specific activity is expressly authorized as provided in section 41-1008.
4. Is entitled to receive the information and notice regarding inspections and audits prescribed in section 41-1009.
5. May review the full text or summary of all rulemaking activity, the summary of substantive policy statements and the full text of executive orders in the register as provided in article 2 of this chapter.
6. May participate in the rulemaking process as provided in articles 3, 4, 4.1 and 5 of this chapter, including:
 - (a) Providing written comments or testimony on proposed rules to an agency as provided in section 41-1023 and having the agency adequately address those comments as provided in section 41-1052, subsection D, including comments or testimony concerning the information contained in the economic, small business and consumer impact statement.
 - (b) Filing an early review petition with the governor's regulatory review council as provided in article 5 of this chapter.
 - (c) Providing written comments or testimony on rules to the governor's regulatory review council during the mandatory sixty-day comment period as provided in article 5 of this chapter.
7. Is entitled to have an agency not base a licensing decision in whole or in part on licensing conditions or requirements that are not specifically authorized by statute, rule or state tribal gaming compact as provided in section 41-1030, subsection B.
8. Is entitled to have an agency not make a rule under a specific grant of rulemaking authority that exceeds the subject matter areas listed in the specific statute or not make a rule under a general grant of rulemaking authority to supplement a more specific grant of rulemaking authority as provided in section 41-1030, subsection C.
9. May allege that an existing agency practice or substantive policy statement constitutes a rule and have that agency practice or substantive policy statement declared void because the practice or substantive policy statement constitutes a rule as provided in section 41-1033.
10. May file a complaint with the administrative rules oversight committee concerning:
 - (a) A rule's, practice's or substantive policy statement's lack of conformity with statute or legislative intent as provided in section 41-1047.
 - (b) An existing statute, rule, practice alleged to constitute a rule or substantive policy statement that is alleged to be duplicative or onerous as provided in section 41-1048.
11. May have the person's administrative hearing on contested cases and appealable agency actions heard by an independent administrative law judge as provided in articles 6 and 10 of this chapter.
12. May have administrative hearings governed by uniform administrative appeal procedures as provided in articles 6 and 10 of this chapter and may appeal a final administrative decision by filing a notice of appeal pursuant to title 12, chapter 7, article 6.
13. May have an agency approve or deny the person's license application within a predetermined period of time as provided in article 7.1 of this chapter.
14. Is entitled to receive written notice from an agency on denial of a license application:
 - (a) That justifies the denial with references to the statutes or rules on which the denial is based as provided in section 41-1076.
 - (b) That explains the applicant's right to appeal the denial as provided in section 41-1076.
15. Is entitled to receive information regarding the license application process before or at the time the person obtains an application for a license as provided in sections 41-1001.02 and 41-1079.
16. May receive public notice and participate in the adoption or amendment of agreements to delegate agency functions, powers or duties to political subdivisions as provided in section 41-1026.01 and article 8 of this chapter.
17. May inspect all rules and substantive policy statements of an agency, including a directory of documents, in the office of the agency director as provided in section 41-1091.
18. May file a complaint with the office of the ombudsman-citizens aide to investigate administrative acts of agencies as provided in chapter 8, article 5 of this title.
19. Unless specifically authorized by statute, may expect state agencies to avoid duplication of other laws that do not enhance regulatory clarity and to avoid dual permitting to the extent practicable as prescribed in section 41-1002.
20. May have the person's administrative hearing on contested cases pursuant to title 23, chapter 2 or 4 heard by an independent administrative law judge as prescribed by title 23, chapter 2 or 4.

B. The enumeration of the rights listed in subsection A of this section does not grant any additional rights that are not prescribed in the sections referenced in subsection A of this section.

C. Each state agency that conducts audits, inspections or other regulatory enforcement actions pursuant to section 41-1009 shall create and clearly post on the agency's website a small business bill of rights. The agency shall create the small business bill of rights by selecting the applicable rights prescribed in this section and section 41-1009 and any other agency-specific statutes and rules. At the request of an authorized on-site representative of the regulated small business, the agency shall provide a written document of the small business bill of rights. In addition to the rights listed in this section and section 41-1009, the agency notice of the small business bill of rights shall include the process by which a small business may file a complaint with the agency employees who are designated to assist members of the public or regulated community pursuant to section 41-1006. The notice must provide the contact information of the agency's designated employees. The agency notice must also state that if the regulated person has already made a reasonable effort with the agency to resolve the problem and still has not been successful, the regulated person may contact the office of ombudsman-citizens aid.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: April 5, 2020

Regular Special

DATE ACTION SUBMITTED: <u>4/27/2020</u>			
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>		
TYPE OF ACTION:			
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>	FORMAL ACTION <input type="checkbox"/>	OTHER <input checked="" type="checkbox"/>
SUBJECT: UPDATE AND DISCUSSION OF SUBMITTED SEALED PROPOSALS FOR THE DEMOLITION OF OLD CITY HALL			

FROM: Jesus Haro, Public Works Director

RECOMMENDATION: N/A

PROPOSED MOTION: N/A

DISCUSSION: A request for sealed proposals to demolish, remove, and dispose of the remaining portions of Old City Hall was published in March. Seven proposals were received. Base bids ranged between \$48,708 and \$163,058.53. The base bid was for the demolition only.

Alternate 1 portion of the scope of work was for removal and disposal of material to the City of Bisbee owned land located just north of the airport. Alternate 1 proposals ranged from \$11,686.40 to \$135,000.

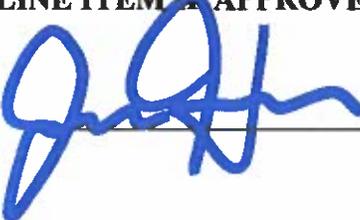
Alternate 2 portion of the scope of work was for removal and disposal of material to a third party site. Alternate 2 proposals ranged from \$30,809.60 to \$173,789.

Alternate 3 portion of the scope of work was to fill the basement. Contractors were to specify the proposed material to be used. Alternate 3 proposals ranged from \$26,400 to \$98,560.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: 

Reviewed by: 
Theresa Coleman
City Manager

6. Catclaw Contractors
10519 E. Tanque Verde Road
Tucson, AZ 85749

Base: \$75,450
Alt 1: \$28,600
Alt 2: \$66,400
Alt 3: \$98,560

7. Diversified Building & Development
2160 E. Fry Blvd. Suite C-5, PMB 280
Sierra Vista, AZ 85635

Base: \$163,058.53
Alt 1: \$56,946.24
Alt 2: \$ NO Bid
Alt 3: \$41,910.12


Ashlee Coronado
City Clerk


Jesus Haro
Public Works Director



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: MAY 5, 2019

Regular Special

DATE ACTION SUBMITTED: April 29, 2020

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE UPDATED MEMORANDUM OF UNDERSTANDING (MOU) BETWEEN THE BISBEE FIRE FIGHTERS ASSOCIATION LOCAL 2146 (BFFA), PFFA-IAFF AND THE CITY OF BISBEE, EFFECTIVE JULY 1, 2020.

FROM: Theresa Coleman, City Manager and Joelle Landers, Personnel Director

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the updated MOU between Bisbee Fire Fighters Local 2146 and the City of Bisbee, effective July 1, 2020.

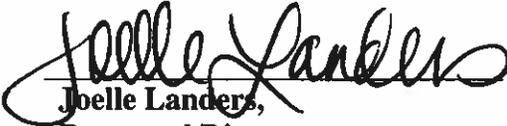
DISCUSSION:

On January 22, 2020 BFFA representatives, City Manager and Personnel Director began discussion and negotiations regarding the MOU between the BFFA and the City of Bisbee. After several meetings both parties came to a mutual agreement about changes and updates to the MOU. The MOU has been reviewed and approved by legal.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: 
Joelle Landers,
Personnel Director

Reviewed by: 
Theresa Coleman,
City Manager

**MEMORANDUM OF UNDERSTANDING
BETWEEN THE
BISBEE FIRE FIGHTERS ASSOCIATION
LOCAL 2146, PFFA-IAFF
AND THE CITY OF BISBEE**

**ARTICLE 1
SCOPE**

1. This Agreement constitutes a Memorandum of Understanding between the Bisbee Fire Fighters Association, Local 2146, PFFA-IAFF, and the City of Bisbee, as authorized by City of Bisbee Ordinance 0-05-18, City Code Article 3.7. The Bisbee Fire Fighters Association (hereinafter "BFFA") has been designated as an employee organization with the authority to represent fire fighters and eligible Fire Department personnel of the City of Bisbee and to assume all other authority and responsibilities as specified for a designated employee organization under the City's Employee- Employer Relations Ordinance. This Memorandum of Understanding (hereinafter "the Agreement") constitutes the current agreement between the BFFA and the City.
2. This Agreement shall be applicable to all eligible members of the BFFA. Nothing herein shall alter the basic rights of the employees of this City to participate or to refrain from participating in this agreement; the management rights of the Mayor, City Council and City Manager; or the prohibited activities of both employees and the City, all as expressed in the City's Ordinance.
3. Unless otherwise provided in this Agreement, all negotiations or discussions shall be conducted between the City Manager or a designee and the President of the BFAA or a designated member or committee. Employees who are BFFA representatives shall not receive any additional compensation for performing their duties pursuant to the terms and conditions of this Agreement.
4. This Memorandum of Understanding shall constitute the current agreement between these parties, as acknowledged and approved on July 1, 2020. Upon the effective date of this present Memorandum of Understanding, the prior agreement shall be null and void.

**ARTICLE 2
BEAA RIGHTS**

1. The City will provide a designated space in an area accessible to employees for a BFFA bulletin board at the Fire Department. The board shall be used only for the following BFAA business:
 - BFFA recreational, social, labor relations, and related news bulletins.
 - Notices of scheduled BFFA meetings.
 - Information relating to BFFA elections.
 - Official reports of BFFA committees or the Executive Board.

Prior to posting, all materials shall be initialed by an authorized BFFA representative, who shall be the BFFA

President, Vice President, Secretary/Treasurer or a Committee Chairperson. All approved postings must contain the date of posting and the signature of the person posting.

2. The City agrees to deduct BFFA membership dues from the salaries of all City Employees who are BFFA members who have authorized such deductions in writing and to remit such dues bi-weekly to the designated association. The employee authorization shall remain in effect unless notice of its termination is given in writing to the Finance Department of the City. The City shall not make dues deductions for any other fire fighters organization representing employees covered by this Agreement as long as BFFA remains the designated employee organization for this group of employees.

3. The BFFA shall be permitted to present information concerning this Agreement and the organization to eligible new employees.

ARTICLE 3 **RESOLUTION OF DISPUTES**

1. At the request of either the BFFA or the City, a meeting shall be scheduled to discuss any issues that may arise under this Agreement. The purpose of these meetings shall be to resolve any dispute or differences in interpretation of this Agreement and to discuss any other topics mutually agreeable to the parties. A maximum of three representatives from the BFFA shall attend these meetings. The City Manager or a designee will participate on behalf of the City. The City Manager will attempt to resolve any dispute or differences in interpretation of this Agreement. Arrangements for the meeting shall be mutually agreed upon by all parties. The party requesting any such meeting shall notify the other in writing of the subjects they wish to discuss not less than two weeks in advance of the meeting.

2. It shall be the duty of the City and the BFFA to exert every reasonable effort to settle all disputes concerning the terms and conditions of this Agreement. The parties agree to negotiate in good faith all disputes arising from this Agreement.

ARTICLE 4 **TERM OF AGREEMENT**

1. This Agreement shall become effective July 1, 2020, subject to the prior approval by both the City Council and the BFFA, and shall remain in effect until June 30, 2022, unless amended by the mutual agreement of the parties. This agreement may be subject to termination by the City in the event that the BFFA engages in any prohibited activity, as proscribed by Ordinance O-05-18. **See Attachment #1.*

2. Upon the mutual consent of the parties, this Agreement may be subject to re-negotiation and amendment. During the term of this Agreement, BFFA shall retain the right to submit annual proposals for meeting and conferring pursuant to the City's Ordinance.

ARTICLE 5
SEVERABILITY

1. If any provision of this Agreement is determined to be invalid or illegal by a court of competent jurisdiction, then such provision shall be severed from this agreement, but the remainder of the Agreement shall remain in full force and effect.
2. Should any change be made in any State Law, Civil Service Rule or Regulation, City Charter or Code provision, or by order of a court of competent jurisdiction, which would be applicable and contrary to any provision contained in this Agreement, then such provision shall be automatically terminated. The remainder of this Agreement shall remain in full force and effect.
3. The City and the BFFA shall meet as soon as practical for the purpose of replacing any such terminated provision.

ARTICLE 6
HOURS OF WORK AND STAFFING

1. The regular period of work for employees covered by this Agreement shall be 212 hours in a 28-day period. The City will continue to review possible alternative time periods for the period of work and may implement a reduced time period, subject to available funding and approval by the Mayor and Council.
2. The shift start times of employees will be determined by the Chief or a designee, to accommodate adequate coverage for each day and for each shift.
3. The regularly-scheduled working hours and days off of employees will not be changed to circumvent the payment of overtime. Working hours may be altered as necessary to accommodate training or pursuant to other provisions of this Agreement.
4. In the interest of providing the best possible services to the public, in a safe and efficient manner, the Fire Chief and other personnel responsible for arranging work schedules shall make every reasonable effort, under the particular circumstances, to have a staff of seven (7) fully qualified personnel on duty at all times, during all shifts between two stations. Both parties recognize that this is the goal to which they will aspire, but that in certain circumstances, due to potential illnesses, leave, resignations or other circumstances, this full staffing may not be met at all times. In the event that there may be substantial periods in which this staffing level is not being met, the parties agree to meet to discuss how best to achieve this goal with the resources and personnel that are available.

ARTICLE 7
OVERTIME

1. For the purposes of this Agreement, overtime shall be defined as all hours actually worked, including paid on call time, in excess of 106 hours in a fourteen day (14) work period. Holiday pay, vacation time, sick leave and all other compensation for time that does not represent actual work hours shall not be included in

the calculation of overtime.

2. Overtime shall be compensated at 1.5 times the employee's regular rate of pay, and not by compensatory aka comp. time.

ARTICLE 8 **HOLIDAYS**

1. From PRR IV. Comp. & Benefits, Section 5, B. Full time nonexempt employees who are required to be on duty during any designated holiday shall receive pay for the holiday, at the rate of a full day's pay, in addition to compensation for the hours actually worked during any such holiday.

2. From PRR IV. Comp. & Benefits, Section 5, Full time employees shall be provided with time off with pay for the holidays that are formally recognized by the City. The holidays that are observed annually by the City are as follows:

- New Year's Day
- Labor Day
- Martin Luther King Day
- Columbus Day
- President's Day
- Veterans' Day
- Memorial Day
- Thanksgiving and the following Friday
- Independence Day
- Christmas Day

ARTICLE 9 **ON CALL AND CALL-OUT**

1. Each employee covered by this Agreement who is on call during an off duty period shall receive five (5) hours of pay for each twenty-four (24) hour period in which that employee is on call. An employee who responds to a call during any such on call period to perform unscheduled duties shall receive the five (5) hours of on call time plus the actual time worked, but not to exceed a total of twenty-four (24) hours during a twenty-four (24) hour period. In the event that an employee cannot complete the on call availability for the full twenty-four (24) hour period and has to "call off" the employee shall receive only two (2) hours of pay plus the actual time worked, but not to exceed a total of twenty-four (24) hours during a twenty-four (24) hour period. An employee who is on call has the freedom to effectively use this time for his or her own purposes, unless a call is received. The employee is entitled to additional compensation as provided herein in exchange for the benefits that the City receives from having this employee available for a possible return to work.

2. Employees who are not on call and who report for work scheduled outside of their regular shifts, including for meetings, training assignments, and enforcement actions, or for emergency responses, shall receive a minimum of three (3) hours of compensation per occurrence or the actual hours worked, whichever is greater. Employees shall not be entitled to both the on call hours, as specified above, and this minimum three hour call out compensation

for the same event or during the same time period.

ARTICLE 10
ADDITIONAL PAY FOR EMERGENCY PARAMEDIC CERTIFICATION

1. Effective July 1, 2020 employees who obtain and maintain Arizona certification as an emergency paramedic shall be entitled to increase in pay of \$1.00 an hour. New hire employees who maintain Arizona certification as an emergency paramedic shall be entitled to the same increase in pay of \$1.00 an hour.

ARTICLE 11
CLOTHING ALLOWANCE

1. Effective July 1, 2020, firefighters who are required to wear uniforms will receive an allowance of \$750 each fiscal year.

ARTICLE 12
COMPENSATION AND BENEFITS

1. Effective July 1, 2020 , employees within the BFFA will receive such pay increases to their current wages as the Mayor and City Council may approve in its budget for that fiscal year.

2. Effective July 1, 2020, all wage increases, with the exception of longevity and merit increases, will also increase the starting pay ranges for the positions of all employees covered in this Agreement.

3. Each full-time, employee shall receive additional compensation, applied as an increase to his or her regular rate of pay, based upon the years of full-time service of that employee and the scale approved by Mayor and Council.

4. The City and the Department recognize the value and the need for knowledgeable, dedicated, loyal, and experienced employees. In accordance with applicable state law, employees who are eligible to retire from their current positions may do so and will be eligible to return to work for the City, subject to any limitations that may be imposed pursuant to applicable law.

ARTICLE 13
TRAINING AND TRAINING AND ENFORCEMENT OFFICERS

1. The City and the BFFA agree that on-going training and professional development are both necessary and appropriate for all subject employees. A minimum of not less than three (3) hours of relevant professional training should be provided for each BFFA employee during each month. This training shall be compensable time. The majority of this training should be provided in-house, to be led by existing personnel. The Chief will initiate this process and develop schedules for this purpose.

2. To facilitate this training objective, an intermediate position, Lieutenant, has been created between the rank of Fire Fighter and Captain in order to develop and fully implement this training process. This position will be maintained.

3. The City and the BFAA agree that it is in the best interests of both parties for designated BFFA employees to participate on an annual basis in the training programs offered by the Arizona State Fire School. Subject to available funding, Firefighter(s), as selected by the Training Officers, upon consideration of the recommendations made by the BFFA, will be sent to this training program each year, subject to scheduling to be arranged by the Chief.

ARTICLE 14
UNIFORM, SUPPLY & TRAINING REIMBURSEMENT

1. The City has offered to provide certain outside training and money for uniforms, training, certifications, and other work-related supplies to Employee, which the City believes will enable Employee to provide valuable services on behalf of the City to its citizens.
2. The City is providing such uniforms, supplies, certifications, and training to Employee in anticipation of Employee continuing to work for the City for at least two (2) years so that the City may recover some of the benefit of the investment made in the training.
3. The City and Employee recognize that the Uniform, Supply & Training Reimbursement Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment.
4. The employee will sign and agree to the Uniform, Supply & Training Reimbursement Agreement prior to costs being incurred by the City. **See Attachment #2*
5. Consideration for reimbursement of training obtained prior to or outside of employment may be brought to the City Manager for approval on a case by case basis.

ARTICLE 15
VEHICLE & EQUIPMENT REPLACEMENT, CAPITAL IMPROVEMENTS AND REVENUE

1. The City and BFFA recognize the need for the development of a Vehicle and Equipment Replacement Plan to provide for the funding of the vehicles and other equipment that will be needed by the Department in the coming years. The City agrees to consult with the BFFA representatives in the development of any such Replacement Plan.
2. Develop a Capital Improvement Plan for maintenance of Fire Station #81 and Fire Station #82.
3. The City and BFFA recognize that there are opportunities for an increase in Department revenues from additional ambulance and wild land fire response, among other matters. The City and BFFA will continue to discuss these potential opportunities and will consider reasonable means to increase the revenues generated by the Department.

ACKNOWLEDGED AND APPROVED THIS 5TH DAY OF MAY, 2020.

CITY OF BISBEE

BISBEE FIRE FIGHTERS ASSOCIATION

David M. Smith
Mayor, City of Bisbee

Robert Cline
BFFA President, L-2146

Theresa Coleman
City Manager

Tassia Koutsiukos
BFFA Treasurer/Secretary, L-2146

George Castillo
Fire Chief

Attachment # 1

ORDINANCE O-05-18

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AMENDING CHAPTER 3 OF THE CITY CODE OF THE CITY OF BISBEE BY ADDING ARTICLE 3.7, EMPLOYEE - EMPLOYER RELATIONS, AND PROVIDING FOR REPEAL AND SEVERABILITY

WHEREAS, the Mayor and Council of the City of Bisbee have the authority to make amendments to the City Code; and

WHEREAS, the Mayor and Council have determined that it would be in the best interests of the City and its citizens to provide a formal process for the recognition of employee organizations that would represent those employees of the City who voluntarily choose to participate in certain negotiations through these representatives; and

WHEREAS, for the reasons stated more fully below, allowing this voluntary process will help to foster a better working relationship between the City and its employees, resulting in improved performance of necessary City services,

NOW, THEREFORE, BE IT ORDAINED, BY THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, THAT THE CITY CODE OF THE CITY OF BISBEE IS HEREBY AMENDED BY THE ADDITION OF THE FOLLOWING ARTICLE:

[] = Deleted Language

__ = New Language

Add to Chapter 3, Administration, Article 3.7. Employee – Employer Relations:

3.7.1 Findings and purpose

The City of Bisbee has a fundamental interest in maintaining a harmonious and cooperative relationship with its employees. The recognition of the right of public employees to organize and the full acceptance of a formal procedure for communications between the City and designated employee organizations can improve the operations of city government. The City, its employees and employee organizations have a basic obligation to the public to assure the orderly and continuous operations and functions of government. This Article is intended to allow the City, public employees and their representatives, acting within the framework of the law, to enter into discussions to consider various matters relating to wages, hours, and working conditions. It is also the purpose of this Article to promote the improvement of employer/employee relations; to provide a uniform basis for recognizing the rights of public employees to join, or refrain

from joining organizations of their own choice; and to allow employees to be represented, if they choose, by such organizations in their employer/employee relations with the City, in accordance with the provisions of this Article.

3.7.2 Definitions

Confidential Employee: An employee, as designated by the City Manager, who has access to confidential information regarding the relations between the City and its recognized employee organizations, including but not limited to information regarding meet and confer negotiations, grievances and all other employee organization discussions, and whose membership in any such organization would be incompatible with his or her official duties. Employee organization representatives who obtain any such information in the context of that representation shall not be included within this class.

Designated Employee Organization: An employee organization that has met the criteria for designation under this Article and that is eligible to participate in the meet and confer process authorized herein.

Employee: Any person who is permanently employed by the City on a fulltime or part-time basis and who is eligible for City benefits. Persons who are employed on a contract, temporary, seasonal or probationary basis, or who are on a leave of absence in excess of six months for any reason other than military service, shall not be included within this designation.

Employee Organization: Any labor organization, union, association, fraternal order, or group which represents or seeks to represent any public employee concerning wages, hours or working conditions.

Employee Unit: A group of employees that share common employment interests, that perform similar types of work and that can be reasonably joined in a single meet and confer proceeding.

Management Employee: An employee, as designated by the City Manager, who is primarily engaged in executive, management, or supervisory functions, or who is charged with the responsibility of developing, administering, or effectuating management policies. Fire personnel below the rank of Fire Chief and Police officers at or below the rank of Lieutenant shall not be included within this group.

Meet and Confer: The process by which the City, through its chief administrative officer or his designee, and designees of a designated employee organization will meet at reasonable times and confer in good faith with respect to wages, hours and working conditions.

Professional Employee: An employee, as designated by the City Manager, who is registered or licensed by any professional board of registration and whose work involves the consistent exercise of discretion or judgment in a field of science or higher learning. Fire personnel below the rank of Chief and Police officers at or below the rank of Lieutenant shall not be included within this group. No employee shall be included within this category solely because he or she holds a license or registration authorizing the application of pesticides or herbicides.

3.7.3 City council and City management rights

The mayor and council are the policymaking and legislative body of the City. None of their duties and obligations, as set out by the city charter or otherwise established by law, shall be restricted by this Article. It is the right of the City, through its mayor and council, to determine the purpose of each of its constituent agencies, set standards of service to be offered to the public, and exercise control and discretion over its organization and operations. It is also the right of the City to direct its employees; take disciplinary action; relieve its employees from duty because of lack of work or other legitimate reasons; determine whether goods or services shall be made, purchased or contracted for; and determine the methods, means and personnel by which the City's operations are to be conducted. The City has the right to take all necessary action to maintain uninterrupted service to the community. The mayor and city council may, at their option and sole discretion, direct the city manager and other city representatives to consult with the City's employees or their authorized representatives about the direct consequences that such decisions may have on wages, hours and working conditions. These rights are illustrative only and are not to be construed as being all inclusive.

3.7.4 Public employee rights

Public employees shall have the right to form, join and participate in any employee organization or to refrain from forming, joining or participating. Public employees shall have the right, if they so choose, to be represented by a designated employee organization of their own choosing; to meet and confer through a designated employee organization with their public employer in the determination of wages, hours and working conditions; and to be represented in the determination of grievances. Employees may also choose to represent themselves, or to be represented by legal counsel in grievance matters.

3.7.5 Ineligible employees

Unless otherwise required by law, confidential, management and professional employees, judges and elected officials shall not be represented by any employee organization. These persons shall not take any role in the policymaking activities of an employee organization, nor shall they participate directly or indirectly in the meet-and-confer process, except as representatives or assistants to the City.

3.7.6 Prequalification of employee organizations

Each employee organization seeking recognition as an authorized representative for an employee unit shall file with the city manager the following:

- A. Name and address of the organization and of the designated contacts for that organization.**
- B. A copy of its Charter, Constitution and bylaws, if such document exists;**
- C. The names, titles, addresses and telephone numbers of its duly elected officers;**
- D. A statement that membership in such organization is not denied because of race, color, creed, sex, national origin, ancestry, religion or age;**
- E. A complete description of the scope of the proposed employee unit to be included for that designation; and**
- E. A petition requesting designation as an authorized representative of the employee unit signed by no less than fifty (50) percent plus one of the eligible employees within that unit.**

Upon the receipt of all of the required information and the completed petition, the city manager shall issue a written statement to the employee organization formally recognizing it as a designated employee organization. Upon the receipt of this designation, the employee organization may request that membership dues be withheld and distributed to the organization by the City for all participating employees who have signed specific authorization to permit this.

3.7.7 Maintaining eligibility – Standards

Each designated employee organization shall maintain a membership of not less than fifty percent of the members of its employee unit.

In the event that membership falls below fifty percent, the City shall notify the affected employee organization in writing that, unless the affected employee organization attains not less than 50% membership, payroll deduction will cease and meet and confer eligibility status shall be held in abeyance 90 days from the receipt of notice from the City that membership has fallen below the require 50%.

Should the employee organization fail to attain the required 50% membership within the ninety day period as set forth above, reactivation of payroll deductions and restoration of meet and confer eligibility status will be reinstated within 90 days from the date of cessation of payroll deductions and abeyance of meet and confer eligibility status if the affected employee organization has re-attained the required 50% membership of its employee unit.

If an employee organization fails to attain the required 50% membership level during this second ninety day period, that employee organization shall no longer be deemed to be a designated employee organization under this Article.

3.7.8. Number of designated employee organizations

The maximum number of employee organizations that may be designated for employee representation under this Article shall be limited to four (4). These groups may include the following eligible employees, or any reasonable combination of them:

- A. Fire fighters and all Fire Department personnel below the rank of Fire Chief.
- B. Police officers and all Police Department personnel at or below the rank of Lieutenant.
- C. Clerical, administrative and technical employees.
- D. Labor, equipment operator, maintenance and trade workers, including lead personnel who are otherwise eligible.

3.7.9 Meeting and conferring procedures

The council recognizes and affirms the unilateral right of each designated employee organization to select its own representatives for meeting and conferring. The city manager or his designee shall serve as the representative of the city and he shall meet and confer solely with the representatives of each designated employee organization. Representatives of the designated employee organizations shall meet and confer solely with the city manager or his designated representative.

On or before November 1st of any year in which meeting and conferring is authorized by this Article, authorized employee organizations shall submit their proposals in writing to the city manager or his designee and shall file a copy thereof with the city clerk as a public record. Thereafter, on or before January 31st, each authorized employee organization shall hold an initial meeting with the city manager or his designee. At the initial meeting, the parties shall identify the issues to be discussed and shall establish ground rules for each negotiation, including a proposed schedule for meeting and conferring. The parties shall negotiate in good faith until an agreement is reached or until one party declares that the parties are at an impasse. The parties may, by mutual agreement, invite a representative of the Federal Mediation and Conciliation Service to assist as a mediator, prior to declaring an impasse.

On or before March 31st, the city manager shall submit to each designated employee organization his recommendations to the city council, including all agreements that have been reached, and shall concurrently file copies thereof with the city clerk as a public

record. Each designated employee organization may, within ten (10) days thereafter, file with the city clerk its written exceptions to these recommendations. The mayor and city council shall consider the recommendations and exceptions at a public meeting. Each designated employee organization shall be given an opportunity to state its position to the mayor and council. The mayor and council may accept, reject or modify the recommendations and exceptions, in whole or in part. The decision of the mayor and council shall be final. This process does not compel either party to agree to a proposal or the making of a concession.

3.7.10 Economic issue deadline

In all cases where a designated employee organization has not been certified prior to January 1st, all meeting and conferring procedures on economic issues shall be concluded prior to the date set by the council for the tentative adoption of the annual city budget for the following fiscal year.

3.7.11 Prohibited Activities.

A. An employee, employee organization and their representatives shall not:

- 1. Discriminate against an employee with regard to employee organization membership because of race, color, religion, creed, age, disability, sex or national origin;**
- 2. Discriminate against an employee because he or she has chosen not to form, join or assist an employee organization;**
- 3. Use City time, property or equipment for employee organization business, except as specified in a memorandum of understanding or as provided to the general public. Police and Fire employee organizations may use City time, property or equipment for conducting employee organization business provided that any such activity does not disrupt the scheduled performance of City business or response to any emergency situation.**
- 4. Obstruct, restrain or coerce any employee, elected or appointed City official in the exercise of any right provided by the provisions of this section;**
- 5. Obstruct, restrain, threaten or coerce any elected or appointed official, representative of the employer or City employee, for the purpose of gaining a concession;**

6. Except as expressly authorized herein, disclose or discuss any matters concerning the meet and confer proposal with the news media from the date negotiations commence until the date and time set for hearing before the City Council.

7. Refuse to meet and confer in good faith with the employer;

8. Refuse or fail to comply with any provision of this section;

9. Coerce the employer in the selection of its agents for bargaining or resolving grievances.

10. Engage in any strike or organized work stoppage, slow-down, sick-out, or other similar activity.

B. The City, its management and its representatives, shall not:

1. Discriminate against an employee with regard to employee organization membership because of race, color, religion, creed, age, disability, sex or national origin;

2. Discriminate against an employee with regard to terms and conditions of employment because of the employee's membership status in an employee organization;

3. Obstruct, restrain or coerce any employee in the exercise of any right provided under this section;

4. Dominate or obstruct the formation, existence or administration of any employee organization;

5. Discriminate in regard to hiring, or any term or condition of employment in order to encourage or discourage membership in an employee organization;

6. Discharge or otherwise discriminate against an employee because he/she has signed or filed a petition, grievance or complaint or because an employee is forming, joining or choosing to be represented by an employee organization;

7. Obstruct, restrain or coerce any employee, elected or appointed City Official, representative of the employee organization, for the purpose of gaining a concession.

8. Except as expressly required herein or otherwise required by law, disclose or discuss any matters concerning the meet and confer proposal with the public or the news media from the date negotiations commence until the date and time set for hearing before the City Council.

9. Refuse to meet and confer in good faith with the representative selected by a designated employee organization;

10. Refuse or fail to comply with any provisions of this section;

11. Coerce the employee organization in the selection of its agent for meeting and conferring or adjustment of grievances.

12. Engage in any "lock-out" or similar action to restrict the rights of the members of any employee organization to continue to perform their existing employment obligations.

C. Except as expressly authorized herein, solicitation of members, dues, and other internal employee organization business shall be conducted only during non-duty hours and shall not interfere with the work process. Employee organizations and employees shall not engage in, initiate, sponsor or direct a strike, work stoppage, slowdown, sick-out or other similar activity. Conducting any such prohibited practice shall result in the immediate revocation of the designation as an authorized employee representative, ineligibility to be recertified for two years and ineligibility for payroll deductions of dues for a like period of time. Any employee who engages in any prohibited practice may be subject to disciplinary action, including termination.

3.7.12 Personnel Rules – Amendment conditions

Whenever the personnel director or the merit systems board or the city manager consider submittal of personnel rules to the mayor and council, each designated employee organization shall be given notice of the intent to submit those rules and an opportunity to comment upon them. The employee organization comments shall be considered prior to city council consideration. Submittals by the employee organization shall also be filed with the city clerk as a public record. The employee organization may also submit to the mayor and council its written exceptions to any recommendations and the council shall consider the exceptions prior to taking final action. Also, prior to taking final action, the each designated employee organization shall be given an opportunity to state its position to the mayor and council. In the event of any conflict between the City's personnel rules and an approved Memorandum of Understanding, the Memorandum of Understanding shall prevail, with regard to the employees included within that employee unit.

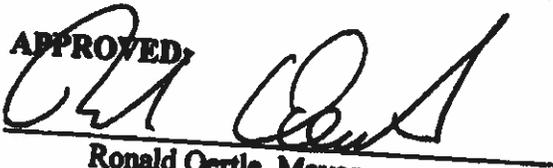
3.7.13 Memorandum of Understanding

Each designated employee organization shall enter into a Memorandum of Understanding with the City to implement the provisions of this Article. Any such Memorandum of Understanding must be consistent with these provisions and will become effective upon approval by the mayor and council.

All Ordinances, parts of Ordinances, Resolution and parts of Resolutions in conflict with the provisions of the Ordinance, or any part hereof, are hereby repealed.

If any section, subsection or portion of the Ordinance is for any reason held to be invalid or unenforceable by the decision of any court or competent jurisdiction, such decision shall not affect the validity or enforceability of the remaining portions hereof.

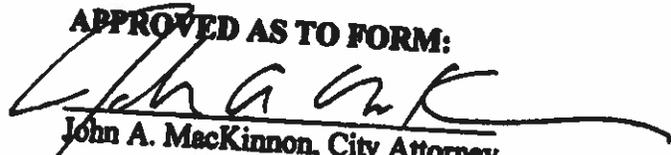
PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee, this 6th day of September 2005.

APPROVED:

Ronald Oertle, Mayor

ATTEST:


Helen I. Lehr, City Clerk

APPROVED AS TO FORM:


John A. MacKinnon, City Attorney



AGENDA ITEM NUMBER 4

REQUEST FOR MAYOR & COUNCIL ACTION

Session of: _____

Regular Special

DATE ACTION SUBMITTED: <u>1/10/17</u>			
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>		
TYPE OF ACTION:			
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>	FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A UNIFORM, SUPPLY, AND TRAINING REIMBURSEMENT AGREEMENT			

FROM: Elda E. Orduño, City Attorney

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the use of the Uniform, Supply, and Training Reimbursement Agreement for all new employees

DISCUSSION:

The cost to train, provide uniforms, and other resources to new employees is not only an investment the City makes to ensure the public health and safety of its citizens, but also an investment the City is proud to make in its new employees. Because the City invests substantial dollars in new employees, it must protect those investments.

The proposed Uniform, Supply and Training Reimbursement Agreement is designed to protect the City's investment in new employees. The Agreement requires that new employees commit to working for the City of Bisbee, in their assigned departments, for a minimum of two years from their date of hire. As such, the Agreement ensures that the City gets a positive return on its investment.

Under the Agreement, should an employee choose to leave his or her employment with the City before two years have passed since the date of hire, the employee agrees to reimburse the City for the monies invested by the City in the employee for training, uniforms, meals, lodging and other resources, as described in the Agreement. This ensures that the City does not lose its entire investment should the employee choose to leave the City before two years from his or her date-of-hire.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:
Elda E. Orduño, City Attorney

Reviewed by:
Richard J. Marsh, City Manager



UNIFORM, SUPPLY, & TRAINING REIMBURSEMENT AGREEMENT

This Training, Uniform, & Supply Reimbursement agreement (“Agreement”) is entered into by and between the City of Bisbee (“City”) and _____ (“Employee”).

WHEREAS, the City has offered to provide certain outside training and money for uniforms, training, certifications, and other work-related supplies to Employee, which the City believes will enable Employee to provide valuable services on behalf of the City to its citizens;

WHEREAS, the City is providing such uniforms, supplies, certifications, and training to Employee in anticipation of Employee continuing to work for the City for at least two (2) years so that the City may recover some of the benefit of the investment made in the training;

WHEREAS, the City and Employee recognize that this Agreement is not intended to constitute any type of employment agreement or guarantee of continued employment;

WHEREAS, the undersigned Employee understands that the City would not provide such uniforms, supplies, certification assistance, and training unless Employee intended to continue to work with the City and agrees to reimburse the City in the event that Employee voluntarily terminates his/her employment prior to two (2) years from the date the City hired Employee;

NOW, THEREFORE, in consideration of the premises and the promise stated below, the undersigned Employee agrees that:

1. The City intends to provide uniforms, supplies, certification assistance, and training to Employee to enable Employee to complete the duties and meet the essential functions of their employment position;
2. If Employee voluntarily terminates their employment with the City within two (2) years following the date of hire, Employee agrees to reimburse the City for the costs of the uniforms, supplies, certification assistance and training the City has incurred.
 - a. The costs incurred by the City on behalf of Employee for uniforms, supplies, and training will be determined by using official receipts, invoices, actual salary and overtime costs of persons covering the absent Employee, and/or other supporting documents supplied by the City and/or the service or training provider. Costs for uniforms and supplies shall include uniform allowances and other monies provided to Employee, and the cost of all other specialized equipment provided to Employee that Employee does not return, or that cannot be used by another employee. The training costs incurred shall include but are not limited to registration and supply fees, salary and overtime costs paid to employees who provide coverage for the Employee’s normal work schedule, reimbursed transportation costs to and from the training site, food, lodging, and any other costs or expenses directly related to the training incurred by the City. The total cost will be computed on Exhibit 1, and shall be supported by copies of all receipts, invoices, and other appropriate documentation. Employee is credited for a full month of service on the 15th day of each calendar month.

UNIFORM, SUPPLY, & TRAINING REIMBURSEMENT AGREEMENT

3. If Employee voluntarily terminates his/her employment with the City due to extenuating circumstances that are beyond his/her control before the two years from date of hire have passed, the City Manager, with the agreement of the Employee's Department Director, may waive the Employee's obligation to reimburse the City under this Agreement. Extenuating circumstances may include, but are not limited to, the need for the Employee to relocate to another area because his/her military spouse has received orders to move or a medical condition that requires the Employee to relocate to another city or state for medical care, whether it be for himself/herself or a family member in his/her care.

4. This agreement shall be cancelled two (2) years following the date of Employee's hire or if Employee is involuntarily separated from employment with the City.

5. Employee expressly authorizes the City to deduct the reimbursement amount owed under the terms of the Agreement from any compensation owed by the City to Employee at the time of or immediately following Employee's voluntary termination of Employee's employment. Any such deduction will comply with federal and state laws. Employee shall promptly pay to the City the full balance of any amount owed that is not deducted from compensation.

6. Employee may request that a subsequent employer of Employee pay the amount owed to the City by Employee, but Employee shall remain personally liable until the entire amount owed is paid in full.

7. Employee agrees to sign such further documents, if any, requested by the City to confirm the precise sum of the amount owed by Employee to the City following notice by Employee to the City of Employee's voluntary termination of employment.

8. Employee understands and agrees that any books, computer discs, CDs, original certificates, programming keys, and other documents, lists, catalogs, and information of any kind received in connection with the training remains the property of the City and must be surrendered upon termination of employment.

9. This Agreement shall be construed under the laws of Arizona.

10. If any provision or part of a provision of the Agreement is finally decided to be invalid by any tribunal of competent jurisdiction, such part shall be deemed automatically adjusted, if possible. If not possible, it shall be deemed deleted from this agreement as though it had never been included herein. In either case, the balance of any such provision and of the Agreement shall remain in full force and effect.

Employee's Printed Name

Employee's Signature

Date Signed

Witness Signature

Date of Hire

UNIFORM, SUPPLY, & TRAINING REIMBURSEMENT AGREEMENT

Attach copies of all receipts, invoices, or other supporting documents, if applicable.

REGISTRATION FEES..... \$ _____
 TRANSPORTATION COST..... \$ _____
 FOOD COST..... \$ _____
 LODGING COST..... \$ _____
 SALARY AND OVERTIME COSTS TO COVER EMPLOYEE'S SHIFTS..... \$ _____

OTHER:

	\$	
	\$	
	\$	
	\$	

TOTAL: \$ _____

EMPLOYEE'S NAME: _____ DATE: _____

SIGNATURE

CITY OF BISBEE'S DEPARTMENT
 DIRECTOR SIGNATURE:



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 30, 2020

REGULAR **CONSENT**

TYPE OF ACTION:

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

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-20-13:
ADOPTING THE TENTATIVE BUDGET FOR THE CITY OF BISBEE FOR FY 20-21 AS WELL AS GIVE NOTICE OF THE TIME FOR PUBLIC HEARING TO TAXPAYERS FOR ADOPTION OF THE BUDGET.**

FROM: Theresa Coleman, City Manager

RECOMMENDATION: Approve Resolution R-20-13

PROPOSED MOTION: I move to approve Resolution R-20-13 Adopting the tentative budget for Fiscal Year 2020-2021

DISCUSSION: The laws of the State of Arizona require the adoption of a tentative budget by City Council for the period beginning July 1, 2020 and ending June 30, 2021. During special sessions in April City Manager Theresa Coleman submitted an estimate of spending for FY20-21. This estimate includes a total General Fund Budget of \$7,564,507, and a total City-wide budget of \$22,070,864. The Mayor and Council discussed the proposed budget resulting in the tentative budget for FY20-21. Approval of R-20-13 adopts the tentative budget for Fiscal Year 2020-2021. Notice is also given of the public hearing of citizens to be held on June 2nd, 2020 at 7:00 p.m. on the FY20-21 budget.

FISCAL IMPACT: To be determined

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by:
Keri Bagley,
Finance Director

Reviewed by:
Theresa Coleman,
City Manager

RESOLUTION R-20-13

A RESOLUTION OF THE MAYOR AND COUNCIL, CITY OF BISBEE, COCHISE COUNTY, STATE OF ARIZONA, ADOPTING THE ESTIMATES OF THE AMOUNTS REQUIRED FOR THE PUBLIC EXPENSES FOR THE CITY OF BISBEE FOR THE FISCAL YEAR 2020-2021, ADOPTING A TENTATIVE BUDGET SETTING FORTH THE RECEIPTS, EXPENDITURES AND THE AMOUNTS PROPOSED TO BE RAISED BY DIRECT PROPERTY TAXATION FOR THE VARIOUS PURPOSES AND GIVING NOTICE OF THE TIME FOR A HEARING TO TAXPAYERS FOR ADOPTION OF THE BUDGET.

WHEREAS, pursuant to the laws of the State of Arizona, the City Council must adopt a tentative budget and prepare an estimate of expenses and revenues for the period beginning July 1, 2020 and ending June 30, 2021;

NOW, THEREFORE, BE IT RESOLVED by the Mayor and Council, City of Bisbee, County of Cochise, State of Arizona as follows:

That the statements and schedules contained in a certain public document attached hereto and known as "The City of Bisbee Tentative Budget for Fiscal Year 2020-2021 are hereby adopted as the tentative budget for Fiscal Year 2020-2021 for the City of Bisbee. This Tentative Budget includes the annual estimate of the revenues and expenses of the City.

That the City Manager is hereby authorized and directed to publish in the manner prescribed by law a summary of the estimates of revenues and expenditures contained in the tentative budget, together with a notice that the Bisbee City Council will meet for the purpose of the public hearing concerning the Fiscal Year 2020-2021 Budget on the 2nd day of June 2020 at the hour of 7:00 PM in the City of Bisbee's Council Chambers, 915 S. Tovreaville Road, Bisbee, Arizona.

PASSED, ADOPTED AND APPROVED by the Mayor and Council of the City of Bisbee, this ____ day of May 2020.

APPROVED:

David Smith, Mayor

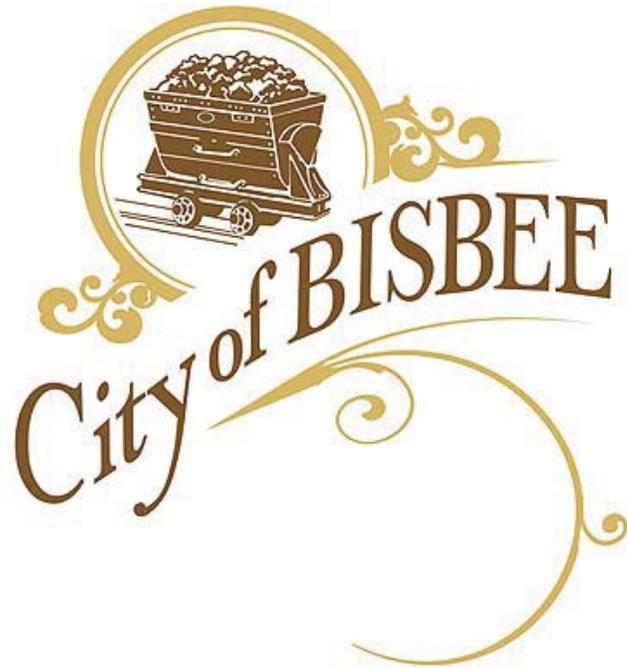
ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

James Ledbetter, City Attorney

Tentative Budget Fiscal Year 2021



**July 1, 2020 – June 30, 2021
Presented May 5th 2020**

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GENERAL FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
TAXES						
10-31-10000	CITY SALES TAX	1,503,682	1,574,251	1,600,000	823,209	1,830,000
10-31-10020	BED TAX	0	0	0	0	10,000
10-31-20200	STATE SALES TAX	501,275	522,381	545,600	280,538	586,846
10-31-24000	VEHICLE LICENSE TAX	269,616	272,909	303,500	136,661	298,508
10-31-24500	PROPERTY TAX	1,039,195	1,063,270	1,079,169	623,148	1,127,384
TOTAL TAXES:		3,313,767	3,432,812	3,528,269	1,863,557	3,852,738
LICENSES & PERMITS						
10-32-10400	BUILDING/SIGN PERMITS	50,498	61,368	60,000	26,887	68,000
10-32-10401	CODE VIOLATION FINES	1,006	596	1,000	0	1,000
10-32-10402	COMMUNITY DVLPMNT FILING FEES	0	80	0	75	0
10-32-10600	BUSINESS LICENSES	44,586	40,520	45,000	17,009	51,600
10-32-10640	LIQUOR LICENSES	0	0	0	0	1,250
10-32-10650	SPECIAL EVENT LICENSES	4,024	78	3,000	589	2,200
10-32-10800	DOG LICENSE FEES/IMPOUND FEES	467	231	400	87	0
TOTAL LICENSES & PERMITS:		100,582	102,873	109,400	44,647	124,050
INTERGOVERNMENTAL						
10-33-20100	URBAN REVENUE SHARING	646,671	628,751	687,200	336,800	756,560
TOTAL INTERGOVERNMENTAL:		646,671	628,751	687,200	336,800	756,560
CHARGES FOR SERVICES						
10-34-10100	PLANNING/ZONING APPLICATIONS	5,069	22,461	5,000	1,650	5,700
10-34-10120	PLAN EXAMINATION FEE	13,765	2,486	12,000	25	2,000
10-34-10300	LIBRARY FEES	5,174	5,791	4,500	2,990	5,000
10-34-10501	CEMETERY PLOT FEES	4,925	2,500	5,000	2,240	5,000
10-34-10510	CEMETERY MAINTENANCE FEES	3,000	2,880	3,000	1,000	2,000
10-34-10700	PUBLIC COPY FEES	600	237	500	108	500
10-34-10702	CITY CLERK CLERICAL FEES	0	0	0	0	500
10-34-10862	VEHICLE IMPOUND FEES	7,825	6,450	12,000	8,720	14,000
10-34-10870	TOWING FEES	4,329	2,684	5,000	1,900	6,000
10-34-10880	PARKS USE PERMIT	9,004	4,939	10,000	8,535	10,000
10-34-10881	PARK PERMIT - UTILITY USE	0	300	0	295	600
10-34-11500	FRANCHISE FEES	203,050	201,240	200,000	52,262	200,000
10-34-15500	POOL ADMISSIONS	7,422	8,798	7,200	4,784	7,200
10-34-40066	AMBULANCE FEES	863,275	622,462	1,150,000	313,618	864,000
10-34-40067	WILDLAND FIRE SERVICES	38,590	45,891	45,000	0	20,000
10-34-40068	FIRE INSPECTION FEES	0	0	26,000	0	30,000
10-34-40069	FD OUT OF CITY SERVICES	0	1,561	10,000	3,806	5,000
10-34-40070	AMBULANCE SUBSCRIPTIONS	0	0	0	0	90,000
TOTAL CHARGES FOR SERVICES:		1,166,028	930,679	1,495,200	401,934	1,267,500
FINES & FORFEITURES						
10-35-10502	MUNICIPAL COURT FINES	9	9	10	0	0
TOTAL FINES & FORFEITURES:		9	9	10	0	0

City of Bisbee Fiscal Year 20-21 Tentative Budget for 5-5-20

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
MISCELLANEOUS						
10-36-10551	REFUNDS/ADJUSTMENTS	0	0	0	90	0
10-36-11062	SERVICE REIMB - POLICE DEPT	455	0	500	0	500
10-36-11063	POLICE VEHICLE USE FEES	280	2,730	1,000	280	1,000
10-36-11064	SERVICE REIMB - FIRE DEPT	4,900	-3,780	5,000	385	3,000
10-36-11087	INSURANCE REIMBURSEMENTS	2,647,798	49,971	5,000	3,757	5,000
10-36-11090	DEMA REIMBURSEMENT	15,021	0	0	0	0
10-36-11100	L.L.E.A.C. REVENUE FROM COUNTY	106	0	0	0	0
10-36-11600	OVER/SHORT	76	47	0	0	0
10-36-13039	RICO AUCTION REIMBURSEMENTS	0	12,951	0	0	0
10-36-13500	RENTAL INCOME	51,502	66,577	58,400	29,202	58,400
10-36-13597	CITY AUCTION FUNDS	0	0	5,000	24,647	20,000
10-36-21000	INTEREST EARNED	5,695	10,107	17,000	14,449	36,000
	TOTAL MISCELLANEOUS:	2,725,833	138,603	91,900	72,810	123,900
CONTRIBUTIONS & TRANSFERS						
10-38-40000	DONATIONS - MISC	100	0	500	1,918	500
10-38-40088	DONATIONS - POLICE DEPT	1,000	29,600	1,000	2,300	1,500
10-38-40089	DONATIONS - POOL	15,141	15,005	15,000	0	0
10-38-40090	DONATIONS - FIRE DEPT	4,136	9,500	1,000	2,000	1,000
10-38-40091	DONATIONS - LIBRARY	2,851	2,151	2,000	4,467	5,000
10-38-50010	GAIN/LOSS ON DISPOSAL OF ASSET	-597	0	0	0	0
10-38-51000	USE OF RESERVES	0	0	376,843	0	105,858
10-38-94000	TRANSFER IN - GF CAPITAL RESERVES	0	0	75,000	37,500	0
10-38-99018	TRANSFERS FROM TRANS GRANTS	84,341	0	0	0	0
10-38-99054	TRANS FROM WW-LOAN REPAYMENT	400,000	0	0	0	0
10-38-99950	TRANSFERS FROM AIRPORT	0	0	8,376	4,188	0
10-38-99953	TRANSFER FRM POLICE SPECIALREV	1,299	0	0	0	0
10-38-99954	TRANSFERS FROM WWATER DEPT	259,906	0	0	0	0
10-38-99956	TRANSFERS FROM SANITATION	158,573	0	0	0	0
10-38-99959	TRANSFERS FROM QUEEN MINE FD	59,464	0	0	0	0
10-38-99998	GF INTERNAL SERVICES	0	1,722,731	1,310,791	655,395	1,325,901
10-38-99999	OTHER REVENUE & TRANSFERS	0	1,380	0	1,765	0
	TOTAL CONTRIBUTIONS & TRANSFERS:	986,214	1,780,367	1,790,510	709,534	1,439,759
	TOTAL GENERAL FUND REVENUE:	8,939,103	7,014,093	7,702,489	3,429,281	7,564,507

MAYOR & COUNCIL

The Mayor and council, acting as the legislative body, enact local legislation, adopt budgets, determine policies and appoint the City Manager and other officers deemed necessary for the orderly government and administration of the affairs of the City.

Current Mayor and Council:

Mayor David Smith

Ward I Councilmember William Higgins

Ward I Councilmember Leslie Johns

Ward II Councilmember Joan Hansen

Ward II Councilmember Joni Giacomino

Ward III Councilmember Anna Cline

Ward III Councilmember Louis Pawlik

Council Sessions are held on the 1st and 3rd Tuesday of each month, with Special Sessions and Work Sessions held on an “as needed” basis.

MAYOR & COUNCIL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-50-11000	SALARIES - GENERAL	19,200	19,000	19,200	9,600	19,200
10-50-11100	F.I.C.A.	1,190	1,178	1,190	595	1,190
10-50-11200	MEDICARE	278	276	278	139	278
10-50-11700	WORKERS COMPENSATION	62	71	72	34	52
MAYOR & COUNCIL PERSONNEL EXPENSE:		20,731	20,525	20,740	10,368	20,720
10-50-13100	BUSINESS TRAVEL	0	0	500	127	500
10-50-13400	EDUCATION & TRAINING	3,165	2,511	3,000	798	3,000
10-50-13500	SUBSCRIPTIONS & DUES	6,868	6,875	7,156	7,156	7,165
10-50-41500	OFFICE SUPPLIES	68	77	150	46	150
10-50-42020	PRINTING & REPRODUCTION	0	0	100	0	100
10-50-42040	ADVERTISING	179	0	0	0	0
10-50-43000	FOURTH OF JULY FIREWORKS	7,000	3,500	3,500	0	5,000
10-50-43500	POSTAGE	0	0	50	0	50
10-50-45300	CUSTODIAL SUPPLIES	176	0	0	0	0
10-50-46000	OPERATIONAL EXPENSES	995	515	1,400	787	1,400
10-50-99998	GF INTERNAL SERVICES	0	0	3,491	1,746	3,549
TOTAL MAYOR & COUNCIL EXPENSE:		39,181	34,003	40,087	21,028	41,634

CITY MANAGER

The City of Bisbee operates under a Council-Manager form of government. The Mayor and Council appoint the City Manager. The City Manager is responsible for the day-to-day operations of all city government functions under policy direction from the Mayor and City Council. The Mayor and Council, acting as the legislative body, determine City policy. The City Manager proposes new policies and implements and administers policies adopted by the City Council. The City Manager is also responsible for the administration of the City operating budget once approved by the Mayor and Council. In addition to the Charter responsibilities, the City Manager has the opportunity to serve the community and the region by participating with various agencies and groups.

CITY MANAGER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-51-11000	SALARIES - GENERAL	96,867	119,052	120,016	46,369	112,008
10-51-11100	F.I.C.A.	6,220	8,520	7,441	2,896	6,944
10-51-11200	MEDICARE	1,455	1,993	1,740	677	1,624
10-51-11300	A.S.R.S.	11,178	9,090	14,534	5,615	13,687
10-51-11500	MEDICAL INSURANCE	4,617	3,983	5,632	2,347	5,939
10-51-11501	STANDARD DISABILITY INSURANCE	297	202	269	135	269
10-51-11505	DEFERRED COMP	676	541	811	406	811
10-51-11506	DEFERRED COMP ICMA-RC	6,000	18,000	0	0	0
10-51-11510	DENTAL INSURANCE	563	477	715	298	737
10-51-11600	LIFE INSURANCE	105	84	126	53	126
10-51-11700	WORKERS COMPENSATION	329	447	451	163	302
10-51-11800	STATE UNEMPLOYMENT	2,160	0	0	0	0
	CITY MANAGER PERSONNEL EXPENSE:	130,467	162,389	151,735	58,958	142,447
10-51-11990	REIMBURSED ERE-BISBEE BUS	-42	0	0	0	0
10-51-13100	BUSINESS TRAVEL	1,499	3,295	2,100	1,056	2,100
10-51-13400	EDUCATION & TRAINING	1,072	1,561	600	65	1,250
10-51-13500	SUBSCRIPTIONS & DUES	2,529	1,544	1,300	223	1,400
10-51-24000	PHONES	888	662	900	334	900
10-51-31000	PROFESSIONAL FEES	62,771	11,116	0	6,484	0
10-51-41500	OFFICE SUPPLIES	40	46	300	15	200
10-51-42030	BOOKS & REFERENCE MATERIALS	0	0	0	0	100
10-51-42040	ADVERTISING	0	155	0	0	0
10-51-42050	NON CAP ADMIN EQUIP/FURN	0	1,307	0	0	0
10-51-43500	POSTAGE	0	1	30	19	50
10-51-46000	OPERATIONAL EXPENSES	12,578	7,397	3,000	7,156	3,000
10-51-99998	GF INTERNAL SERVICES	0	17,945	15,260	7,630	14,112
	TOTAL CITY MANAGER EXPENSE:	211,803	207,417	175,225	81,940	165,559

FINANCE

The Finance Department provides fiscal oversight, accounting, financial, and internal audit services for the City, along with overseeing the procurement and risk management functions. The department plays a vital role working with the City Manager on the preparation and implementation of the Annual Budget. The department provides utility billing services for the Sanitation and Waste Water Funds with staff dedicated to monitor and collect delinquent sewer and garbage accounts by placing liens on properties with delinquent accounts, executing payment plans and promissory notes, submitting individuals to debt collection agencies, and coordinating the termination of sewer and trash services.

Finance consists five employees:

- Finance Director
- Accountant/Collections
- Accountant/Payroll
- Accounts Receivable Clerk
- Accounts Payable Clerk

FINANCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-52-11000	SALARIES - GENERAL	182,743	190,419	223,550	93,685	222,926
10-52-11001	OVERTIME - GENERAL	486	66	1,300	0	1,300
10-52-11050	SALARIES - PART TIME	13,574	17,242	26,520	0	0
10-52-11100	F.I.C.A.	12,749	13,279	15,585	5,738	13,902
10-52-11200	MEDICARE	2,982	3,105	3,645	1,342	3,251
10-52-11300	A.S.R.S.	22,396	24,866	30,434	10,353	23,834
10-52-11301	A.S.R.S. - ALT CONTRIBUTION	0	0	0	819	2,973
10-52-11500	MEDICAL INSURANCE	18,197	17,922	22,527	7,439	11,879
10-52-11501	STANDARD DISABILITY INSURANCE	877	1,080	1,062	483	1,069
10-52-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	0	1,338	2,676
10-52-11505	DEFERRED COMP	4,091	4,733	4,869	2,231	4,057
10-52-11510	DENTAL INSURANCE	2,026	2,106	2,670	1,383	3,217
10-52-11600	LIFE INSURANCE	562	378	630	263	567
10-52-11700	WORKERS COMPENSATION	685	792	944	329	968
	FINANCE PERSONNEL EXPENSE:	261,368	275,987	333,736	125,402	292,619
10-52-11990	REIMBURSED ERE-BISBEE BUS	-1,241	-551	-900	0	0
10-52-13100	BUSINESS TRAVEL	2,051	2,737	2,500	0	2,000
10-52-13400	EDUCATION & TRAINING	1,269	1,317	2,000	0	1,500
10-52-13500	SUBSCRIPTIONS & DUES	340	320	200	0	200
10-52-24000	PHONES	467	441	0	220	0
10-52-31000	PROFESSIONAL FEES	2,690	3,200	0	0	0
10-52-31200	AUDITING & ACCOUNTING	32,000	33,000	37,000	34,000	37,000
10-52-34000	CONTRACT SERVICES	21,211	34,628	45,000	19,970	40,000
10-52-36000	MAINTENANCE & SUPPORT AGREEMNT	0	30	0	0	0
10-52-41500	OFFICE SUPPLIES	1,613	2,933	2,000	923	2,000
10-52-42000	ADMIN SPECIAL SUPPLIES	957	1,252	1,800	541	1,500
10-52-42030	BOOKS & REFERENCE MATERIALS	750	750	1,000	674	1,000
10-52-42040	ADVERTISING	2,712	3,653	2,800	0	4,000
10-52-42050	NON CAP ADMIN EQUIP/FURN	184	519	1,000	250	1,000
10-52-43100	FEES- FUND MANAGEMENT	6,117	3,334	5,000	4,960	10,000
10-52-43110	CREDIT CARD FEES	12,277	9,009	13,000	4,180	10,000
10-52-43120	OTHER FEES	0	225	250	2,283	250
10-52-43500	POSTAGE & METER TAPES	12,125	10,966	12,800	5,725	12,000
10-52-46000	OPERATIONAL EXPENSES	641	194	1,000	246	600
10-52-99998	GF INTERNAL SERVICES	0	35,890	44,030	22,015	38,733
	TOTAL FINANCE EXPENSE:	357,532	419,832	504,216	221,390	454,402

CITY CLERK

The City Clerk's Office is responsible to the Mayor and Council, serves as the repository for all City records and correspondence, and maintains and monitors the recordkeeping and filing of City documents. The Clerk's Office maintains, updates and monitors the Laser Fiche Documents Imaging System which allows for public and City staff access. City Clerk staff provides administrative support for twenty-one (21) Boards and Commissions of the City, and also administers support to Council, City staff and the public. In addition to the responsibilities indicated above, other duties consist of preparing and processing correspondence, advertisements, bid proposals, public notices, Agenda Packets and back up material for meetings, Action Agendas and Minutes. Other services provided by the City Clerk's Office include website management, processing telephone calls and daily mail, administering the oath of office, scheduling meetings for staff, and ensuring video equipment and recording system for meetings are operational. The City Clerk serves as Chief Election Officer for the City of Bisbee and is responsible for managing the City of Bisbee elections.

The City Clerk Department consists of two employees:

- City Clerk
- Deputy City Clerk

CITY CLERK

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-53-11000	SALARIES - GENERAL	94,144	98,358	98,426	49,213	98,426
10-53-11001	OVERTIME - GENERAL	0	0	1,000	0	1,000
10-53-11050	SALARIES - PART TIME	1,925	0	0	0	0
10-53-11100	F.I.C.A.	5,440	6,195	6,164	3,049	6,164
10-53-11200	MEDICARE	1,272	1,449	1,442	713	1,442
10-53-11300	A.S.R.S.	10,872	11,599	12,040	5,927	12,150
10-53-11500	MEDICAL INSURANCE	5,989	5,974	5,632	2,617	5,939
10-53-11501	STANDARD DISABILITY INSURANCE	360	426	393	197	393
10-53-11505	DEFERRED COMP	1,758	1,623	1,623	811	1,623
10-53-11510	DENTAL INSURANCE	731	715	715	358	1,473
10-53-11600	LIFE INSURANCE	273	252	252	126	252
10-53-11700	WORKERS COMPENSATION	326	369	373	173	268
CITY CLERK PERSONNEL EXPENSE:		123,091	126,960	128,060	63,184	129,130
10-53-13100	BUSINESS TRAVEL	919	1,200	1,500	115	1,500
10-53-13400	EDUCATION & TRAINING	325	500	1,200	50	1,200
10-53-13500	SUBSCRIPTIONS & DUES	385	440	500	255	500
10-53-24000	PHONES	317	483	560	224	560
10-53-34000	CONTRACT SERVICES	0	1,281	6,000	1,281	6,000
10-53-36000	MAINTENANCE & SUPPORT AGREEMNT	1,281	0	1,281	0	0
10-53-41500	OFFICE SUPPLIES	722	885	1,000	466	1,000
10-53-42040	ADVERTISING	4,804	2,540	2,500	1,092	3,000
10-53-42050	NON CAP ADMIN EQUIP/FURN	0	992	1,000	0	1,000
10-53-43500	POSTAGE	165	210	200	95	200
10-53-46000	OPERATIONAL EXPENSES	32	64	250	50	250
10-53-46531	ELECTION EXPENSE	0	6,120	10,000	0	13,000
10-53-99998	GF INTERNAL SERVICES	0	17,945	15,173	7,587	14,661
TOTAL CITY CLERK EXPENSES:		132,042	159,620	169,224	74,400	172,001

COMMUNITY DEVELOPMENT

The Community Development Department originally existed to provide the community with services that enhance the quality of life and improve economic opportunities. The department was responsible for Planning and Zoning, Animal Shelter, and the Bisbee Bus Transit System. In addition, the department provided staff liaisons commissions now served as follows: Bisbee Arts Commission, the Committee on Disability Issues, Transit Advisory Committee, and the Community Sustainability Commission.

The Community Development Department does not currently have any employees. The Animal Shelter is contracted out to the Friends of the Bisbee Animal Shelter and the Bisbee Bus Transit System is being managed by the Public Works Department with some assistance from Finance.

The FY20-21 budget proposes a part-time employee to assist the building inspector, fire marshal, planning and zoning duties and other clerical duties depending on time remaining. (The part-time position budgeted in Finance (5 FT/1 PT) in FY 19-20 would instead cover this position.)

COMMUNITY DEVELOPMENT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-54-11000	SALARIES - GENERAL	4,707	208	0	0	0
10-54-11050	SALARIES - PART TIME	0	0	0	0	13,182
10-54-11100	F.I.C.A.	838	564	0	0	817
10-54-11200	MEDICARE	196	132	0	0	191
10-54-11700	WORKERS COMPENSATION	247	34	0	0	35
10-54-11800	STATE UNEMPLOYMENT	835	0	0	0	0
COMM. DEVELOPMENT PERSONNEL EXPENSE:		6,822	938	0	0	14,225
10-54-11990	REIMBURSED ERE-BISBEE BUS	-705	-713	0	0	0
10-54-13400	EDUCATION & TRAINING	0	368	0	0	0
10-54-21000	ELECTRIC - SHELTER	2,457	2,429	2,500	1,154	2,500
10-54-22000	WATER - SHELTER	1,115	1,185	1,200	573	1,200
10-54-22550	SEWER & GARBAGE - SHELTER	679	629	700	343	700
10-54-24000	PHONES-SHELTER	362	380	400	212	450
10-54-24001	INTERNET FEES - SHELTER	891	943	850	482	960
10-54-31000	PROFESSIONAL FEES	0	18,073	0	0	0
10-54-34000	CONTRACT SERVICES	1,219	22,578	30,000	14,100	15,000
10-54-41500	OFFICE SUPPLIES	25	0	0	20	0
10-54-42020	PRINTING & REPRODUCTION	0	0	250	0	250
10-54-42040	ADVERTISING	604	129	250	0	250
10-54-42050	NON CAP ADMIN EQUIP/FURN	331	0	0	0	0
10-54-43500	POSTAGE	368	532	400	589	1,500
10-54-46000	OPERATIONAL EXPENSES	486	1,499	1,500	646	1,300
10-54-46541	ECONOMIC DEVELOPMENT	9,539	1,300	10,000	0	0
10-54-46542	ANIMAL SHELTER EXPENSES	72,067	71,492	80,000	81,140	85,000
10-54-50100	BLDG REPAIR & MAINT-SHELTER	0	3,719	2,500	0	2,500
10-54-99998	GF INTERNAL SERVICES	0	17,945	12,645	6,323	11,726
TOTAL COMM. DEVELOPMENT EXPENSE:		96,259	143,425	143,195	105,581	137,561

ADMINISTRATION AND GENERAL GOVERNMENT

The Administration and General Government department accounts for the general operating expenses for City Hall such as utilities, telephone, copier maintenance fees, liability insurance, special supplies and fuel. This fund also includes transfers to Bisbee Bus (if needed) to supplement the City's required match contribution to the operation and transfers to other funds as needed to cover budget shortfalls. This department is for recording operating expenses and does not have any employees.

ADMINISTRATION & GENERAL GOVERNMENT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-55-11000	SALARIES - GENERAL	6,165	0	0	157	0
10-55-11050	SALARIES - PART TIME	12,290	0	0	0	0
10-55-11100	F.I.C.A.	1,147	0	0	10	0
10-55-11200	MEDICARE	268	0	0	2	0
10-55-11300	A.S.R.S.	561	0	0	16	0
10-55-11500	MEDICAL INSURANCE	458	0	0	0	0
10-55-11505	DEFERRED COMPENSATION	68	0	0	0	0
10-55-11510	DENTAL INSURANCE	56	0	0	0	0
10-55-11600	LIFE INSURANCE	11	0	0	0	0
10-55-11700	WORKERS COMPENSATION	60	0	0	8	0
ADMIN & GEN GOVT PERSONNEL EXPENSE:		21,084	0	0	194	0
10-55-13500	SUBSCRIPTIONS & MEMBERSHIPS	0	3,115	3,500	400	1,000
10-55-21000	ELECTRIC	6,583	2,141	9,000	3,653	9,000
10-55-22000	WATER	1,554	3,079	1,800	1,018	1,800
10-55-22550	SEWER AND GARBAGE SERV.	1,563	1,608	4,900	2,412	4,900
10-55-23000	GAS	122	1,303	3,600	383	2,500
10-55-24000	PHONES	12,562	13,050	8,000	5,201	8,000
10-55-24110	RENT/LEASE	120	13,569	1,000	804	1,000
10-55-31000	PROFESSIONAL FEES	7,004	3,916	0	2,715	2,800
10-55-34000	CONTRACT SERVICES	2,345	2,944	9,000	2,498	9,000
10-55-37000	PROPERTY, CASUALTY, LIABILITY	131,432	117,555	90,000	73,329	96,350
10-55-37100	INSURANCE CLAIMS & DEDUCTIBLES	5,000	0	5,000	0	5,000
10-55-41500	OFFICE SUPPLIES	1,402	2,599	2,000	1,160	2,000
10-55-42050	NON CAP ADMIN EQUIP/FURN	358	233	500	0	500
10-55-43500	POSTAGE	807	493	500	462	500
10-55-44000	HEALTH REIMBURSEMENT	1,387	3,086	0	211	0
10-55-46000	OPERATIONAL EXPENSES	26,594	4,581	2,000	1,959	2,000
10-55-46100	FIRE REPLACEMENT EXPENSE	0	34,464	0	0	0
10-55-62003	GASOLINE	1,221	0	2,000	0	0
10-55-91000	CAPITAL EXPENDITURES	0	4,000	0	0	0
10-55-99050	TRANSFER TO AIRPORT	0	0	3,354	0	0
10-55-99085	TRANSFERS TO DEBT SERVICE	0	-56,986	0	0	0
10-55-99096	TRANSFER TO BISBEE BUS	0	0	42,344	0	50
10-55-99998	GF INTERNAL SERVICES	0	107,671	24,708	12,354	13,642
TOTAL ADMIN & GEN GOVT EXPENSE:		221,135	262,422	213,206	108,751	160,042

PERSONNEL

The Personnel Department, reporting to the City Manager, is responsible for administration of benefits and all personnel actions throughout the employment lifecycle. The Personnel Department ensures the City complies with employment related State and Federal laws, the City Charter, City Code, and the City Personnel Rules and Regulations. The Personnel Director serves as the Staff Liaison to the Civil Service Commission, the Employee Council, the Police and Fire Advisory Council, and the Public Safety Personnel Retirement System.

This department consists of one Personnel Director.

PERSONNEL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-56-11000	SALARIES - GENERAL	54,148	43,725	55,016	26,000	52,000
10-56-11001	OVERTIME	0	28	0	0	0
10-56-11050	SALARIES - PART TIME	0	4,723	0	0	0
10-56-11100	F.I.C.A.	3,409	3,003	3,411	1,578	3,224
10-56-11200	MEDICARE	797	702	798	369	754
10-56-11300	A.S.R.S.	6,248	5,432	6,662	3,146	6,354
10-56-11500	MEDICAL INSURANCE	5,761	3,983	5,632	0	0
10-56-11501	STANDARD DISABILITY INSURANCE	157	179	269	0	269
10-56-11505	DEFERRED COMP	845	676	811	406	811
10-56-11510	DENTAL INSURANCE	382	175	715	0	737
10-56-11600	LIFE INSURANCE	131	84	129	63	126
10-56-11700	WORKERS COMPENSATION	182	179	207	91	140
	PERSONNEL EXPENSE:	72,061	62,890	73,650	31,653	64,415
10-56-12500	RECRUITMENT/EMPLOYEE TESTING	0	0	500	669	2,000
10-56-13100	BUSINESS TRAVEL	593	460	500	259	500
10-56-13400	EDUCATION & TRAINING	437	420	500	0	2,000
10-56-13500	SUBSCRIPTIONS & DUES	1,190	1,032	1,200	0	500
10-56-24000	PHONES	536	503	800	232	500
10-56-41500	OFFICE SUPPLIES	447	464	500	182	500
10-56-42020	PRINTING & REPRODUCTION	355	0	200	25	200
10-56-42030	BOOKS & REFERENCE MATERIALS	0	0	200	0	0
10-56-42040	ADVERTISING	985	1,555	800	0	1,000
10-56-42050	NON CAP ADMIN EQUIP/FURN	0	20	150	448	200
10-56-43500	POSTAGE	16	143	150	24	100
10-56-46000	OPERATIONAL EXPENSES	19	983	500	177	500
10-56-99998	GF INTERNAL SERVICES	0	0	7,598	3,799	6,748
	TOTAL PERSONNEL EXPENSE:	76,637	68,470	87,248	37,468	79,163

LEGAL SERVICES

The Mayor and City Council currently contract for legal service with The Ledbetter Law Firm, PLC. to provide legal counsel to the City Council and the City staff, pursue actions to enforce the City Code and legal obligations, as requested by City Officials, represent the City in lawsuits and work with designated outside counsel. The Ledbetter Law Firm assists in drafting ordinances and finalizing resolutions for consideration by City Council, and provides staff support for various boards and commissions.

LEGAL SERVICES

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-57-13500	SUBSCRIPTIONS & DUES	197	0	0	0	0
10-57-31100	PROFESSIONAL FEES - LEGAL	60,000	1,434	0	931	0
10-57-34000	CONTRACT SERVICES	0	60,000	120,000	50,000	120,000
10-57-46000	OPERATIONAL EXPENSES	0	0	0	550	0
10-57-99998	GF INTERNAL SERVICES	0	0	11,448	5,724	11,182
TOTAL LEGAL SERVICES EXPENSE:		60,197	61,434	131,448	57,205	131,182

WATER SYSTEMS

This department is better known as the Old Bisbee Fire Suppression System. It consists of a large reservoir which gravity feeds water to the distribution and fire hydrant system in Old Bisbee and a pump house that feeds water to the reservoir from a well located in the Mule Gulch Channel. Upper Tombstone/West Boulevard are served by separate pumps which boost the pressure to assure ample firefighting water supply and pressure. Maintenance of this system is handled by Public Works. Expenditures of this department include expenses attendant to the system, and do not include personnel costs.

WATER SYSTEMS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-58-21000	ELECTRIC	3,361	2,864	3,000	1,350	3,000
10-58-55000	EQUIPMENT REPAIR & MAINT	5,300	2,226	10,000	0	10,000
10-58-99998	GF INTERNAL SERVICES	0	0	1,717	858	1,211
TOTAL WATER SYSTEMS EXPENSE:		8,661	5,090	14,717	2,208	14,211

INFORMATION SYSTEMS

The Information Systems Department funds the purchase, maintenance, email, website hosting and consulting services for City-wide computer systems, and internet access for City Hall. The department does not fund any employees but provides for the services of consultants for City-wide computer systems. The department does not fund department specific hardware or software.

INFORMATION SYSTEMS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-59-13500	SUBSCRIPTIONS & DUES	0	9,962	13,132	2,878	12,000
10-59-24000	PHONES	60	0	0	0	0
10-59-24001	T1 LINE FOR INTERNET ACCESS	7,237	6,908	0	1,240	0
10-59-31000	PROFESSIONAL FEES	31,359	53,533	50,000	21,865	50,000
10-59-34000	CONTRACT SERVICES	31,411	4,961	4,961	5,702	5,500
10-59-36000	MAINTENANCE & SUPPORT AGREEMNT	890	0	0	0	0
10-59-46000	OPERATIONAL EXPENSES	1,073	3,686	1,500	8	1,500
10-59-55200	NON CAP EQUIP PURCHASES	4,678	13,430	2,000	493	2,000
10-59-99998	GF INTERNAL SERVICES	0	17,945	6,830	3,415	6,616
TOTAL INFORMATION SYSTEMS EXPENSE:		76,709	110,426	78,423	35,601	77,616

POLICE DEPARTMENT

The Bisbee Police Department serves and protects persons and property in the City of Bisbee. The department enforces City Ordinances, State and Federal laws, maintains the peace and order, protects life and property, and assists citizens in urgent situations. Bisbee Police Department officers and civilian employees carry out this mission diligently and courteously and take pride in their service. The Police Department responds to a variety of service calls each year such as City Code and Ordinance violations, and traffic, misdemeanor and felony violations. Under the Intergovernmental Agreements with Cochise County, Arizona Department of Public Safety, D.E.A., U.S. Border Patrol, and surrounding Fire Districts, the department provides assistance with service calls, maintains records of incidents, and provides reports to City, County, State, and Federal jurisdictions, as well as attorneys for City, State, and Federal prosecutions and for courts in City, State, and Federal justice systems. The Bisbee Police Department maintains a 24-hour dispatch and 9-1-1 Enhanced Systems. The dispatch center handles calls for police, fire, and ambulance.

The Police Department consists of 30 employees, 3 police volunteers, and the Arizona Rangers Bisbee Company:

- 1 Police Chief
- 1 Deputy Police Chief
- 2 Police Sergeants
- 12 Police Officers
- 3 Police Officer-Reserve (2 vacant)
- 4 Communications Officers (3 FT/1 PT)
- 1 Animal Control Officer
- 1 Impound Custodian
- 2 Records Clerks/Dispatch

POLICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-62-11000	SALARIES - GENERAL	719,382	705,576	775,723	356,897	839,530
10-62-11001	OVERTIME - GENERAL	67,938	96,331	88,101	62,070	88,708
10-62-11050	SALARIES - PART TIME	72,708	110,379	111,905	60,853	62,584
10-62-11090	REIMBURSED OVERTIME - DHLS	-6,710	0	0	0	0
10-62-11100	F.I.C.A.	49,274	56,110	60,495	29,327	61,431
10-62-11200	MEDICARE	11,524	13,123	14,148	6,859	14,367
10-62-11300	A.S.R.S.	13,419	13,981	14,169	6,518	11,434
10-62-11301	A.S.R.S - ALT CONTRIBUTION	5,009	4,623	4,244	2,963	8,086
10-62-11400	A.P.S.P.R.S.	596,176	510,716	658,471	297,719	709,467
10-62-11500	MEDICAL INSURANCE	90,796	87,120	101,373	47,317	124,727
10-62-11501	STANDARD DISABILITY INSURANCE	5,633	6,900	7,522	2,721	7,971
10-62-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	2,129	6,157	12,314
10-62-11505	DEFERRED COMP	14,468	13,051	15,417	6,742	17,040
10-62-11510	DENTAL INSURANCE	8,393	9,217	10,888	4,422	11,736
10-62-11600	LIFE INSURANCE	2,205	2,111	2,394	1,061	2,646
10-62-11700	WORKERS COMPENSATION	39,110	51,901	55,086	24,189	41,037
10-62-11800	STATE UNEMPLOYMENT	0	1,081	0	0	0
POLICE PERSONNEL EXPENSE:		1,689,325	1,682,220	1,922,065	915,815	2,013,078

POLICE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-62-11990	REIMBURSED ERE's - DHLS	-8,093	0	0	0	0
10-62-12300	UNIFORMS & CLOTHING	16,179	17,079	15,850	8,530	17,100
10-62-12500	RECRUITMENT/EMPLOYEE TESTING	1,324	3,272	1,500	412	1,500
10-62-12600	VACCINES	614	0	1,000	0	1,000
10-62-12700	CANCER INS POLICY	550	650	1,400	650	1,400
10-62-13100	BUSINESS TRAVEL	1,348	11,888	12,000	2,013	4,000
10-62-13400	EDUCATION & TRAINING	1,606	3,570	2,000	11,213	12,000
10-62-13500	SUBSCRIPTIONS & MEMBERSHIPS	310	915	1,425	809	1,425
10-62-21000	ELECTRIC	12,742	12,974	14,000	5,962	14,000
10-62-22000	WATER	767	911	1,000	421	1,000
10-62-22550	SEWER AND GARBAGE SERV.	1,828	1,689	1,800	921	1,800
10-62-23000	GAS	1,074	1,317	1,200	342	1,200
10-62-24000	PHONES	10,515	11,016	10,500	5,385	10,500
10-62-24001	INTERNET ACCESS FEES	9,670	10,725	12,000	5,408	12,000
10-62-24110	RENT/LEASE	10	0	0	0	0
10-62-34000	CONTRACT SERVICES	3,334	19,548	36,000	14,961	71,000
10-62-34100	DOC WORKERS	1,209	1,296	1,500	576	1,500
10-62-36000	MAINTENANCE & SUPPORT AGREEMNT	7,678	0	8,000	6,075	7,000
10-62-41500	OFFICE SUPPLIES	3,965	2,651	4,000	2,834	4,000
10-62-42020	PRINTING/REPRODUCTION	0	22	0	0	0
10-62-42030	BOOKS & REFERENCE MATERIALS	273	298	400	491	400
10-62-42050	NON CAP ADMIN EQUIP/FURN	653	0	500	1,208	2,000
10-62-43500	POSTAGE	73	2,791	1,000	314	1,000
10-62-45100	DISPOSABLE EQUIP & TOOLS	622	387	1,000	270	1,000
10-62-45300	CUSTODIAL SUPPLIES	753	2,340	1,200	1,825	1,000
10-62-46000	OPERATIONAL EXPENSES	10,665	4,435	11,700	1,346	12,500
10-62-46621	AMMUNITION	2,412	1,908	3,000	1,075	3,000
10-62-46622	RICO AUCTION EXPENSES	0	3,576	3,000	0	3,000
10-62-46623	CITY AUCTION EXPENSES	278	418	1,000	1,469	1,500
10-62-46624	MOVING, TOWING, STORAGE EXP	5,539	4,929	6,000	4,326	6,000
10-62-46626	ANIMAL CONTROL EXPENSE	34	669	1,000	346	1,000
10-62-47000	PERMITS & LICENSES	0	5,229	6,000	0	0
10-62-50100	BLDG REPAIR & MAINT	5,953	4,586	4,000	420	4,000
10-62-55000	EQUIPMENT REPAIR & MAINT	1,738	1,686	5,000	1,935	5,000
10-62-55200	NON CAP EQUIP PURCHASES	60	1,239	3,000	538	3,000
10-62-61000	VEHICLE PARTS & LABOR	24,723	29,424	18,000	15,510	18,000
10-62-62003	GASOLINE	28,120	21,508	20,000	9,740	20,000
10-62-62004	DIESEL	0	94	5,000	174	500
10-62-91000	CAPITAL EXPENDITURES	-597	32,241	50,000	7,418	5,000
10-62-99998	GF INTERNAL SERVICES	0	251,232	208,735	104,367	210,211
TOTAL POLICE EXPENSE:		1,837,256	2,150,734	2,396,775	1,135,101	2,473,614

FIRE DEPARTMENT

The Fire Department is headed by the Fire Chief, who reports to the City Manager. The Fire Department has five basic functional responsibilities:

Fire Suppression: include residential, automobile, and urban/wildland interface fires. Bisbee Fire Department practices fast attack firefighting in order to minimize the risk to life, property, and the environment.

Emergency Medical Services: are provided twenty-four hours a day by advanced life support personnel. Requests for medical aid constitute the majority of calls answered by the Fire Department. Fire Department paramedics and EMT's respond to most medical calls within three minutes.

Fire Prevention: is responsible for hazard abatement enforcement, approval of building plans, public education, environmental protection and fire safety inspections. The small number of structure fires fought annually in the City is an indication of the prevention bureau's efficacy.

Training: of the Fire Department personnel is conducted in accordance with county, state and federal standards. Firefighters, EMT's and paramedics receive updates on advances in technology, and participate in continuing education. To control costs, training is conducted in-house whenever possible.

Transfers: inter-facility transfer of patients to the hospital in Sierra Vista.

The costs of operating the department are supplemented by 911 transports as well as inter-facility transfers, and out-of-city limits emergency calls billed to customers' insurance providers.

Fiscal Year 2020-2021 Budget Highlights

The Fire Department is seeking grant funding for equipment. Please see “Public Safety – Fire Grants” fund for more detailed information.

Bisbee Fire Department and the City of Bisbee have a new fire protection service called Banning Creek Fire Wise. All program generated revenue has been used for wildland and urban interface equipment.

The Fire Department consist of 22 employees:

- Fire Chief
- 2 Fire Captains/Paramedic
- 1 Fire Lieutenant/Paramedic (vacant)
- 1 Fire Captain/EMT
- 2 Fire Lieutenants/EMT
- 5 Firefighters/Paramedic (1 vacant)
- 8 Firefighters/EMT
- 1 Rover Firefighter (vacant)
- 1 Fire Marshal

FIRE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-64-11000	SALARIES - GENERAL	858,660	815,727	790,616	424,558	856,531
10-64-11001	OVERTIME - GENERAL	147,462	160,754	182,573	57,093	112,442
10-64-11100	F.I.C.A.	16	0	0	0	0
10-64-11200	MEDICARE	13,480	14,100	14,111	6,917	14,050
10-64-11400	A.P.S.P.R.S.	616,270	865,682	774,247	380,867	751,472
10-64-11500	MEDICAL INSURANCE	108,267	107,531	107,005	48,341	118,788
10-64-11501	STANDARD DISABILITY INSURANCE	6,379	7,892	7,462	3,555	7,987
10-64-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	2,551	6,411	12,822
10-64-11505	DEFERRED COMP	16,094	15,823	16,229	7,612	17,040
10-64-11510	DENTAL INSURANCE	10,135	9,246	9,320	4,890	11,736
10-64-11600	LIFE INSURANCE	2,541	2,457	2,520	1,208	2,646
10-64-11700	WORKERS COMPENSATION	43,686	50,717	53,594	23,933	47,619
	FIRE PERSONNEL EXPENSE:	1,822,990	2,049,929	1,960,228	965,384	1,953,133

FIRE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-64-12300	UNIFORMS & CLOTHING	14,772	17,822	15,000	6,208	15,000
10-64-12400	TURNOUT GEAR	0	0	0	0	8,000
10-64-12500	RECRUITMENT/EMPLOYMENT TESTING	135	1,981	500	0	700
10-64-12600	VACCINES	990	-31	300	0	0
10-64-12700	CANCER INS POLICY	900	950	950	1,000	950
10-64-13100	BUSINESS TRAVEL	1,900	1,628	2,000	1,160	2,000
10-64-13400	EDUCATION & TRAINING	9,085	12,153	20,000	4,632	12,000
10-64-13500	SUBSCRIPTIONS & DUES	669	3,282	100	100	100
10-64-21000	ELECTRIC	8,071	7,160	10,000	3,161	10,000
10-64-22000	WATER	1,348	997	2,000	480	1,500
10-64-22550	SEWER AND GARBAGE SERV.	2,648	2,442	2,700	1,332	2,700
10-64-23000	GAS	3,169	4,090	3,000	876	3,500
10-64-24000	PHONES	6,488	6,024	5,000	2,841	5,000
10-64-24001	INTERNET ACCESS FEES	792	832	800	410	900
10-64-31000	PROFESSIONAL FEES	0	4,125	0	0	0
10-64-34000	CONTRACT SERVICES	29,056	6,396	7,000	2,813	7,000
10-64-34010	AMBULANCE BILLING SERVICES	24,642	30,283	25,000	8,276	25,000
10-64-40067	WILDLAND FIRE SVCS EXPENSE	6,759	3,707	40,000	0	20,000
10-64-40069	OUT OF CITY SERVICES	0	0	0	0	5,000
10-64-41500	OFFICE SUPPLIES	1,123	210	1,200	204	500
10-64-42030	BOOKS & REFERENCE MATERIALS	145	0	200	334	200
10-64-42050	NON CAP ADMIN EQUIP/FURN	2,329	2,467	5,000	4,193	5,000
10-64-43500	POSTAGE	233	33	50	20	50
10-64-45100	DISPOSABLE EQUIP & TOOLS	3,813	1,107	6,000	1,658	5,000
10-64-45300	CUSTODIAL SUPPLIES	2,045	4,385	2,500	1,593	2,500
10-64-46000	OPERATIONAL EXPENSES	23,248	9,765	20,000	5,602	22,500
10-64-46100	FIRE REPLACEMENT EXPENSE	0	1,481	0	0	500
10-64-46641	MEDICAL SUPPLIES	47,704	46,415	35,000	17,346	35,000
10-64-47000	PERMITS & LICENSES	1,300	1,000	1,000	500	1,000
10-64-50100	BLDG REPAIR & MAINT	1,971	4,001	10,000	1,293	10,000
10-64-55000	EQUIPMENT REPAIR & MAINT	7,386	2,805	10,000	256	10,000
10-64-55200	NON CAP EQUIP PURCHASES	3,525	1,950	2,000	2,258	2,000
10-64-61000	VEHICLE PARTS & LABOR	47,464	49,092	45,000	18,221	45,000
10-64-62003	GASOLINE	17,038	20,805	18,000	9,569	18,000
10-64-62004	DIESEL	23,417	22,417	25,000	9,284	20,000
10-64-91000	CAPITAL EXPENDITURES	0	9,000	0	7,750	0
10-64-99015	TRANSFER TO GF CAPITAL RESERVE	0	0	75,000	37,500	0
10-64-99017	TRANSFER GRANT MATCH	0	0	20,000	0	25,000
10-64-99998	GF INTERNAL SERVICES	0	305,067	222,917	111,459	211,453
TOTAL FIRE EXPENSE:		2,117,155	2,635,771	2,593,445	1,227,713	2,486,186

CITY MAGISTRATE

The City Magistrate's Office was combined with the Justice Court in 2006. This budget provides funds for the Magistrate Judge retained by contract along with administrative service provided by the County.

CITY MAGISTRATE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-68-31000	PROFESSIONAL FEES	12,000	0	0	0	0
10-68-34000	CONTRACT SERVICES	19,060	36,224	40,000	12,190	34,000
10-68-99998	GF INTERNAL SERVICES	0	0	3,816	1,908	3,168
TOTAL CITY MAGISTRATE EXPENSE:		31,060	36,224	43,816	14,098	37,168

CEMETERY

The Cemetery is the final resting place of generations of Bisbee residents, including many community pioneers. The Public Works administrative staff processes the sale of burial plots and records information such as the name, date of death, age, and location of those lain to rest. There are no employees dedicated exclusively to work on the cemetery, various Public Works Departments maintain the Cemetery grounds and inters remains/cremains at the cemetery. The Evergreen Cemetery Committee advises the Mayor and Council on the repairs and other needs of the cemetery.

CEMETERY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-70-22000	WATER	2,191	2,427	1,500	0	0
10-70-22550	SEWER AND GARBAGE SERV.	679	686	690	286	690
10-70-34100	DOC WORKERS	0	0	0	0	4,000
10-70-43500	POSTAGE	2	0	0	1	0
10-70-45100	DISPOSABLE EQUIP & TOOLS	1,894	37	2,000	0	500
10-70-46000	OPERATIONAL EXPENSES	3,870	2,801	0	383	500
10-70-91000	CAPITAL EXPENDITURES	0	0	4,000	0	0
10-70-99998	GF INTERNAL SERVICES	0	0	924	462	530
TOTAL CEMETERY EXPENSE:		8,635	5,952	9,114	1,132	6,220

BUILDING MAINTENANCE

Building Maintenance is performed by Public Works Staff assisted by Department of Corrections (DOC) inmates who carry out general maintenance and repair of City buildings and furnishings and perform janitorial work. Building Maintenance does not have personnel expenses as there are no employees solely dedicated to building maintenance. Work is performed by various public works departments depending on work load in those departments.

BUILDING & MAINTENANCE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-74-11050	SALARIES - PART TIME	0	0	0	0	8,840
10-74-11100	F.I.C.A.	0	0	0	0	548
10-74-11200	MEDICARE	0	0	0	0	128
10-74-11301	A.S.R.S - ALT CONTRIBUTION	0	0	0	0	903
10-74-11700	WORKERS COMPENSATION	0	0	0	0	359
BUILDING & MAINTENANCE PERSONNEL EXPENSE:		0	0	0	0	10,778
10-74-13100	BUSINESS TRAVEL	0	0	0	491	500
10-74-13400	EDUCATION & TRAINING	0	0	0	0	1,000
10-74-24000	PHONES	0	0	0	0	600
10-74-34000	CONTRACT SERVICES	2,023	1,091	1,500	634	1,500
10-74-42050	NON CAP ADMIN EQUIP/FURNITURE	890	692	0	0	500
10-74-45100	DISPOSABLE EQUIP & TOOLS	0	38	2,000	75	2,000
10-74-45200	SAFETY EQUIP & SUPPLIES	45	0	0	0	500
10-74-45300	CUSTODIAL SUPPLIES	5,269	2,753	5,500	520	4,000
10-74-46000	OPERATIONAL EXPENSES	4,688	3,965	3,000	1,650	4,000
10-74-46100	FIRE EXPENSE	0	23,523	0	0	0
10-74-50100	BLDG REPAIR & MAINT	13,545	43,096	40,000	25,684	25,000
10-74-55000	EQUIPMENT REPAIR & MAINT	450	5,581	200	150	1,000
10-74-61000	VEHICLE PARTS & LABOR	0	0	0	0	200
10-74-62003	GASOLINE	52	127	0	184	1,000
10-74-91000	CAPITAL EXPENDITURES	0	4,890	0	0	0
10-74-99998	GF INTERNAL SERVICES	0	0	5,457	2,729	4,899
TOTAL BUILDING & MAINTENANCE EXPENSE:		26,963	85,755	57,657	32,117	57,477

PUBLIC WORKS ADMINISTRATION

Public Works Administration processes all administrative paperwork for departments under the Public Works Director. These departments include Water Systems, Cemetery, Building Maintenance, Garage, Parks, Swimming Pool, Senior Center, Streets, Airport, Waste Water, Sanitation, and Bisbee Bus. Part of the personnel costs of this department are allocated to public works departments outside of the General Fund, including Streets, Waste Water, Sanitation and the Bus.

The Public Works Administration consists of four employees:

- 1 Public Works Director
- 1 Public Works Operations Manager
- 2 Administrative Assistants

PUBLIC WORKS ADMINISTRATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-75-11000	SALARIES - GENERAL	27,917	49,599	79,741	40,124	79,993
10-75-11001	OVERTIME - GENERAL	468	296	500	488	500
10-75-11100	F.I.C.A.	1,678	2,994	4,975	2,349	4,991
10-75-11200	MEDICARE	392	700	1,163	549	1,167
10-75-11300	A.S.R.S.	3,545	5,212	9,717	4,919	9,836
10-75-11500	MEDICAL INSURANCE	4,193	6,049	10,982	6,816	11,582
10-75-11501	STANDARD DISABILITY INSURANCE	373	444	368	292	368
10-75-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	2,129	1,232	2,463
10-75-11505	DEFERRED COMP	615	839	1,582	831	1,582
10-75-11510	DENTAL INSURANCE	395	715	1,395	685	1,436
10-75-11600	LIFE INSURANCE	84	129	246	123	246
10-75-11700	WORKERS COMPENSATION	104	660	300	142	217
PUBLIC WORKS ADMIN PERSONNEL EXPENSE:		39,763	67,638	113,098	58,550	114,381
10-75-11990	REIMBURSED ERE-BISBEE BUS	-1,070	-335	-1,000	0	0
10-75-12500	RECRUITMENT/EMPLOYEE TESTING	0	474	500	0	500
10-75-13100	BUSINESS TRAVEL	1,601	200	1,000	778	1,200
10-75-13200	SUBSCRIPTIONS & DUES	0	0	250	119	250
10-75-13400	EDUCATION & TRAINING	333	0	2,500	1,528	2,500
10-75-21000	ELECTRIC	576	1,107	1,000	1,505	3,500
10-75-22000	WATER	271	310	500	129	500
10-75-22550	SEWER AND GARBAGE SERV.	1,045	962	1,050	525	1,050
10-75-23000	GAS	512	521	1,000	221	1,000
10-75-24000	PHONES	976	971	1,450	590	1,450
10-75-31000	PROFESSIONAL FEES	455	0	0	0	0
10-75-34000	CONTRACT SERVICES	1,158	915	400	1,490	4,500
10-75-41500	OFFICE SUPPLIES	3,632	2,868	2,000	1,127	3,000
10-75-42020	PRINTING & REPRODUCTION	19	0	0	37	50
10-75-42040	ADVERTISING	765	1,121	1,000	41	1,000
10-75-42050	NON CAP ADMIN EQUIP/FURN	765	2,246	1,000	844	4,000
10-75-43500	POSTAGE	98	55	200	26	200
10-75-45100	DISPOSABLE EQUIP & TOOLS	0	311	0	0	0
10-75-45300	CUSTODIAL SUPPLIES	644	1,164	1,000	450	1,000
10-75-46000	OPERATIONAL EXPENSES	4,850	1,935	1,000	735	2,000
10-75-50100	BLDG REPAIR & MAINT	892	73	0	0	0
10-75-61000	VEHICLE PARTS & LABOR	0	0	0	0	200
10-75-62003	GASOLINE	510	452	500	144	500
10-75-99998	GF INTERNAL SERVICES	0	0	16,583	8,292	13,305
TOTAL PUBLIC WORKS ADMIN EXPENSE:		57,795	82,985	145,031	77,131	156,086

PUBLIC WORKS GARAGE

The City of Bisbee operates a garage for the purpose of maintaining its fleet of motorized vehicles and equipment. This includes automobiles, garbage trucks, street sweepers, power vacuum truck, excavators, mowers, motor graders, street paving equipment, city buses, police and fire vehicles. The City utilizes intergovernmental agreements (IGAs) with the City of Sierra Vista for major mechanical work on the vehicles and equipment.

The Public Works Garage consists of two employees:

- Lead Equipment Mechanic
- Equipment Mechanic

GARAGE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-77-11000	SALARIES - GENERAL	75,706	86,334	91,562	45,781	92,341
10-77-11001	OVERTIME - GENERAL	7,962	7,098	7,500	655	7,500
10-77-11100	F.I.C.A.	5,479	5,748	6,142	2,754	6,190
10-77-11200	MEDICARE	1,281	1,344	1,436	644	1,448
10-77-11300	A.S.R.S.	10,839	11,682	11,996	5,658	12,201
10-77-11500	MEDICAL INSURANCE	11,979	11,948	11,264	6,329	11,879
10-77-11501	STANDARD DISABILITY INSURANCE	467	509	470	235	470
10-77-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	1,487	697	1,394
10-77-11505	DEFERRED COMP	1,758	1,623	1,623	811	1,623
10-77-11510	DENTAL INSURANCE	1,424	977	977	489	1,007
10-77-11600	LIFE INSURANCE	273	252	252	126	252
10-77-11700	WORKERS COMPENSATION	3,592	4,210	4,324	1,887	3,125
GARAGE PERSONNEL EXPENSE:		120,761	131,726	139,033	66,066	139,430
10-77-11990	REIMBURSED ERE-BISBEE BUS	-3,628	-1,967	-1,300	0	0
10-77-12300	UNIFORMS & CLOTHING	97	339	300	0	500
10-77-13100	BUSINESS TRAVEL	0	0	1,000	0	1,000
10-77-13400	EDUCATION & TRAINING	53	0	1,500	162	1,500
10-77-21000	ELECTRIC	2,232	2,184	3,250	995	3,250
10-77-22550	SEWER AND GARBAGE SERV.	1,183	1,097	1,200	599	1,200
10-77-23000	GAS	1,495	1,664	1,700	333	1,700
10-77-24000	PHONES	1,511	1,565	2,500	915	2,500
10-77-24001	INTERNET ACCESS	0	0	1,200	0	1,200
10-77-34000	CONTRACT SERVICES	7,310	5,764	6,500	3,028	6,500
10-77-34100	DOC WORKERS	20	0	0	0	0
10-77-41500	OFFICE SUPPLIES	49	0	100	0	100
10-77-42050	NON CAP ADMIN EQUIP/FURN	245	0	0	1,210	3,000
10-77-45100	DISPOSABLE EQUIP & TOOLS	2,630	2,456	3,000	336	3,000
10-77-45200	SAFETY EQUIP & SUPPLIES	419	0	1,000	0	1,000
10-77-45300	CUSTODIAL SUPPLIES	303	21	500	63	500
10-77-46000	OPERATIONAL EXPENSES	346	891	1,500	457	1,500
10-77-50100	BLDG REPAIR & MAINT	0	0	2,500	0	2,500
10-77-55000	EQUIPMENT REPAIR & MAINT	528	0	2,500	386	2,500
10-77-55200	NON CAP EQUIP PURCHASES	0	629	0	293	500
10-77-61000	VEHICLE PARTS & LABOR	1,820	1,485	5,000	694	5,000
10-77-62003	GASOLINE	153	159	250	0	250
10-77-62007	OTHER FLUIDS & LUBRICANTS	4,662	4,141	5,000	4,151	5,000
10-77-91000	CAPITAL EXPENDITURES	0	4,931	8,000	0	8,000
10-77-99998	GF INTERNAL SERVICES	0	17,945	18,529	9,264	17,857
TOTAL GARAGE EXPENSE:		142,187	175,031	204,762	88,953	209,487

BUILDING INSPECTOR

The Building Inspection and Code Enforcement Officer issues building permits, reviews plans, conducts inspections, and responds to concerns regarding Building, Zoning, and City Code violations. The Building Inspection and Code Enforcement Officer endeavors to assure compliance with the City's various codes and thereby improve or protect the health and safety of Bisbee residents. In addition, the inspector is the staff liaison to the Design Review Board and acts as support staff to the Planning and Zoning Commission and the Board of Adjustment. The Building Inspector is also a member of the site planning committee which reviews site plans for certain developments in the City, performs inspections for business licenses, and assists with the development of the GIS system, zoning maps, and zoning code changes.

At this time Cochise County Planning and Development Department assists with the City of Bisbee's Building Inspector and City Manager with a variety of services through an intergovernmental agreement.

BUILDING INSPECTOR

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-79-11000	SALARIES - GENERAL	44,919	49,215	49,629	25,993	49,629
10-79-11001	OVERTIME - GENERAL	1,148	1,027	1,300	295	1,790
10-79-11100	F.I.C.A.	2,915	3,174	3,107	1,611	3,137
10-79-11200	MEDICARE	682	742	727	377	734
10-79-11300	A.S.R.S.	5,322	5,940	5,916	3,106	5,978
10-79-11500	MEDICAL INSURANCE	5,989	5,974	5,632	2,617	5,939
10-79-11501	STANDARD DISABILITY INSURANCE	269	292	269	135	269
10-79-11505	DEFERRED COMP	879	811	811	406	811
10-79-11510	DENTAL INSURANCE	268	262	262	131	270
10-79-11600	LIFE INSURANCE	137	126	129	63	129
10-79-11700	WORKERS COMPENSATION	1,135	1,366	1,588	671	1,588
BUILDING INSPECTOR PERSONNEL EXPENSE:		63,663	68,929	69,370	35,404	70,274
10-79-12300	UNIFORMS & CLOTHING	104	135	500	0	500
10-79-13100	BUSINESS TRAVEL	207	0	500	0	500
10-79-13400	EDUCATION & TRAINING	497	169	1,000	159	1,000
10-79-13500	SUBSCRIPTIONS & MEMBERSHIPS	0	135	100	0	100
10-79-24000	PHONES	221	257	300	112	300
10-79-24001	INTERNET	0	348	0	240	0
10-79-31000	PROFESSIONAL FEES	4,088	0	1,000	0	1,000
10-79-34000	CONTRACT SERVICES	0	4,622	0	5,575	4,000
10-79-41500	OFFICE SUPPLIES	262	319	300	7	200
10-79-42030	BOOKS & REFERENCE MATERIALS	58	0	350	49	350
10-79-42050	NON CAP ADMIN EQUIP/FURN	0	20	500	0	500
10-79-43500	POSTAGE	78	108	200	89	200
10-79-45100	DISPOSABLE EQUIP & TOOLS	0	11	100	31	100
10-79-46000	OPERATIONAL EXPENSES	28	206	200	16	200
10-79-46100	FIRE REPLACEMENT EXPENSE	0	6	0	0	0
10-79-61000	VEHICLE PARTS & LABOR	146	641	150	0	3,600
10-79-62003	GASOLINE	0	1,205	2,000	387	1,000
10-79-99998	GF INTERNAL SERVICES	0	17,945	7,543	3,771	7,811
TOTAL BUILDING INSPECTOR EXPENSE:		69,351	95,056	84,113	45,841	91,635

PARKS

The Parks department includes parks maintenance, special events, and recreation programs. There is an established Parks and Recreation Committee to advise and make recommendations to the City Council regarding various park and recreation functions. Community volunteers can assist with the maintenance and planting at City parks through the Adopt-a-Park program. The City maintains 12 developed parks that total 5.85 acres for recreational use. Vista Park is the largest at 2.63 acres while the others are significantly smaller. City events play a large role in activities for the residents and visitors which include the Fourth of July Events, Festival of Lights, and Movies in the Park. City sponsored events include the Copper Classic Car Show, Brewery Gulch Daze, Bisbee Blues Festival, Boys and Girls Club Halloween Bash, and Bisbee Bloomers Garden Tour, among other events.

The Parks department consists of three employees:

- 2 Groundskeepers, Full-Time
- 1 Groundskeeper, Part-Time

PARKS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-80-11000	SALARIES - GENERAL	57,650	63,425	56,160	28,420	52,000
10-80-11001	OVERTIME - GENERAL	15,254	18,550	15,000	1,081	2,000
10-80-11050	SALARIES - PART TIME	9,750	6,690	12,168	5,535	12,168
10-80-11100	F.I.C.A.	5,188	5,576	5,166	2,216	4,102
10-80-11200	MEDICARE	1,213	1,304	1,208	518	959
10-80-11300	A.S.R.S.	8,391	8,589	8,617	3,624	6,599
10-80-11500	MEDICAL INSURANCE	11,064	10,952	11,264	5,632	11,879
10-80-11501	STANDARD DISABILITY INSURANCE	318	462	426	60	314
10-80-11505	DEFERRED COMP	1,623	1,488	1,623	811	1,623
10-80-11510	DENTAL INSURANCE	413	745	977	489	1,473
10-80-11600	LIFE INSURANCE	242	242	252	126	252
10-80-11700	WORKERS COMPENSATION	3,370	3,995	4,041	1,578	2,301
10-80-11800	STATE UNEMPLOYMENT	0	0	0	467	0
	PARKS PERSONNEL EXPENSE:	114,475	122,017	116,902	50,557	95,670
10-80-12300	UNIFORMS & CLOTHING	248	202	200	285	300
10-80-13100	BUSINESS TRAVEL	0	52	500	113	500
10-80-13400	EDUCATION & TRAINING	0	118	1,500	550	1,500
10-80-13500	SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	0	500
10-80-21000	ELECTRIC	3,296	3,716	4,000	1,803	4,000
10-80-22000	WATER	34,871	26,306	25,000	12,861	25,000
10-80-22550	SEWER AND GARBAGE SERV.	2,547	2,350	2,565	1,282	2,565
10-80-24000	PHONES	743	518	700	512	1,200
10-80-24110	RENT/LEASE	796	0	0	0	0
10-80-34000	CONTRACT SERVICES	2,522	2,779	2,200	1,320	2,600
10-80-34100	DOC WORKERS	8,932	13,388	10,000	4,602	10,000
10-80-41500	OFFICE SUPPLIES	0	0	0	0	250
10-80-42040	ADVERTISING	6	0	0	0	0
10-80-43500	POSTAGE	10	1	0	0	0
10-80-45100	DISPOSABLE EQUIP & TOOLS	904	1,816	1,500	832	2,000
10-80-45200	SAFETY EQUIP & SUPPLIES	678	813	1,000	628	1,100
10-80-45300	CUSTODIAL SUPPLIES	3,332	1,922	3,500	1,935	3,500
10-80-46000	OPERATIONAL EXPENSES	18,230	6,443	5,000	5,502	9,750
10-80-46801	REC PROGRAMS/SPECIAL EVENTS	9,397	6,079	5,000	1,736	3,500
10-80-46802	LANDSCAPING MATERIALS	15,672	5,439	6,000	931	6,000
10-80-50100	BLDG REPAIR & MAINT	1,020	0	5,000	0	5,000
10-80-50110	BLDG REPAIR & MAINT-VANDALISM	1,221	610	0	0	1,500
10-80-55000	EQUIPMENT REPAIR & MAINT	99	1,091	1,200	727	1,200
10-80-55100	REPAIR & MAINT - OTHER	110	0	250	175	475
10-80-55200	NON CAP EQUIP PURCHASES	5,556	968	1,000	427	1,250
10-80-61000	REPAIRS & MAINT - VEHICLES	1,816	2,352	2,000	570	0
10-80-62003	GASOLINE	7,267	6,392	6,500	4,191	6,500
10-80-62004	DIESEL	38	0	0	0	0
10-80-99998	GF INTERNAL SERVICES	0	17,945	21,028	10,514	17,319
	TOTAL PARKS EXPENSE:	233,787	223,317	222,545	102,051	203,179

SWIMMING POOL

The Bisbee Municipal Swimming Pool is a long-standing feature of Bisbee recreation. The City of Bisbee was awarded a grant for \$47,000 from Arizona State Parks in 1967 to build the pool for the youth of Bisbee. Total project cost was \$95,000 and was completed in 1969. It included a large pool with a diving board, a baby pool, and a building for changing rooms. Since then, a Ramada with picnic tables was added, the original diving board was removed, and the changing rooms have been restructured. Major repairs have been made to bring the pool into compliance with the ADA. A large donation was made in Fiscal Year 2017 to repair the baby pool, improvements were made to the grounds, and new furniture was purchased for around the pool. The pool typically opens Memorial Day weekend and closes when school resumes; however, with the help of donations and warm weather conditions the pool season may be extended

The Pool employees include nine part-time seasonal lifeguard positions and one part-time seasonal pool manager position.

POOL

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-81-11000	SALARIES - GENERAL	0	217	0	-171	0
10-81-11001	OVERTIME - GENERAL	156	885	0	0	0
10-81-11050	SALARIES - PART TIME	20,652	23,306	21,600	15,188	21,600
10-81-11100	F.I.C.A.	1,286	1,516	1,339	929	1,339
10-81-11200	MEDICARE	301	355	313	217	313
10-81-11700	WORKERS COMPENSATION	1,191	1,353	1,223	807	877
POOL PERSONNEL EXPENSE:		23,585	27,632	24,475	16,971	24,129
10-81-13100	BUISINESS TRAVEL	0	289	0	0	0
10-81-13400	EDUCATION & TRAINING	0	530	500	114	500
10-81-21000	ELECTRIC	11,004	11,858	10,000	2,602	10,000
10-81-22000	WATER	9,060	6,249	6,000	3,098	6,000
10-81-24000	PHONES	422	481	500	407	800
10-81-34000	CONTRACT SERVICES	50	32	0	0	0
10-81-42040	ADVERTISING	124	14	0	0	0
10-81-45100	DISPOSABLE EQUIP & TOOLS	420	194	500	0	500
10-81-45300	CUSTODIAL SUPPLIES	218	48	100	0	500
10-81-46000	OPERATIONAL EXPENSES	10,894	5,035	4,500	3,204	4,500
10-81-47000	PERMITS & LICENSES	100	-100	100	250	300
10-81-50100	BLDG REPAIR & MAINT	2,130	689	2,000	0	2,000
10-81-55000	EQUIPMENT REPAIR & MAINT	1,666	110	1,500	0	1,500
10-81-55200	NON CAP EQUIP PURCHASES	624	0	0	0	2,500
10-81-99998	GF INTERNAL SERVICES	0	17,945	8,044	4,022	4,960
TOTAL POOL EXPENSE:		60,298	71,006	58,219	30,668	58,189

COPPER QUEEN LIBRARY

2019: The Copper Queen Library was recognized as America's Best Small Library in America by the Library Journal for 2019. Library staff travelled to Burlington, Vermont to accept the award at the Association of Rural and Small Libraries. The award has given the Library national recognition for its excellence in library services and programs. The Library was also featured in TIME magazine in April of this year.

The Copper Queen Library, Arizona's oldest continuously-operating public library, is owned and operated by the City. It was established in 1882 and has served the residents of Bisbee from its current location at 6 Main Street in the Downtown Historic District since 1907.

The mission of the Copper Queen Library is to provide Bisbee residents of all ages with opportunities to achieve self-directed, personal growth and development; find, evaluate, and use information in a variety of formats; and better understand the various cultures represented in Bisbee. In fiscal year 2018-2019, the library greeted **46,060** adult patrons (previous year: 37,314) and **3,891** juvenile patrons (previous year: 3,427)

To further its mission, the Library acquires and organizes information in a variety of media, including books, newspapers, magazines, video, sound recordings, software, and the Internet. In fiscal year 2018-2019, the library circulated **65,381** items (previous year: 55,340) including **17,563 adult books**, **31,565 DVDs**, and **3,079 CDs** and **8,615 children's books**. Also, **5,273** patrons used the library's public computers.

Library employees help train the public in library usage and offers educational and informational programs free to the public for both children and adults. In fiscal year 2018-2019, **4,481** adults and **680** children attended programs.

The library also provides free meeting facilities for civic groups and other organizations. The Library elevator makes its services, programs, and collections accessible to all; additionally, both its Interlibrary Loan Service and its partnership with the Cochise County Library District enable the Library to provide services to blind and physically handicapped residents.

Highlights from last fiscal year to the present include:

Best Small Library in America: The Copper Queen Library was recognized as America's Best Small Library in America by the Library Journal for 2019. Library staff travelled to Burlington, Vermont to accept the award at the Association of Rural and Small Libraries. The award has given the Library national recognition for its excellence in library services and programs.

Internet Hotspot Lending Program: The Library's Internet Hotspot Lending Program continues to support library patrons who do not have internet service at home. To date, the Library has 45 hotspots in circulation.

Seed Library Grants: The Library continues to supplement its Seed Library through grants and donations. This spring, while the library was shut down, we started a seed subscription and mailed out over 500 packs of seeds to library patrons. This project was supported by the Bisbee Bloomers, the Friends of the Copper Queen Library, and a gift from Bisbee Vogue.

Food for Fines: The Library had another successful year collecting canned/nonperishable foods for the Bisbee Fire Department's Holiday Food Drive. The annual program allows patrons to pay off their overdue fines with cans of food which are then donated to the Fire Department.

Secret Santa: The Library's third annual Secret Santa allows library patrons to help reinstate a child's library borrowing privileges by replacing the lost and damaged items on their library accounts, thus clearing their delinquent accounts and returning the item back to the library's shelves for checkout.

San Jose Annex Expansion: The Library is currently working on expanding our San Jose Library Annex into another classroom located directly across the hall from the current space. The new room will feature the adult collection, a quieter reading area, a public meeting space and the library's new **Tool Lending Library**. This new arrangement will free up room in the original space to create a new teen library and lounge, complete with books, board games, and art supplies. The new teen library was created, in part, from a donation of over 700 new books from Grow Your Library, a nonprofit that helps small and rural libraries expand their existing collections. The Library also applied for a collection grant from the Arizona State Library to further expand the collection. This year, the Library will work with the BUSD, Bisbee Science Lab, Freeport and FireWise to create outdoor spaces around the building that can be used in conjunction with Library programs and services.

The Library consists of five employees:

- 1 Full-time Library Manager
- 1 Full-time Program Coordinator
- 1 Part-time Early Literacy Coordinator (19.5 hours/week)
- 1 Part-time Library Assistant (24 hours/week)
- 1 Part-time Library Assistant (10 hours/week)

The library also receives assistance from volunteers who logged **over 900** volunteer hours last fiscal year, along with financial assistance from the Friends of the Copper Queen Library to help with Collection Development.

LIBRARY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-83-11000	SALARIES - GENERAL	33,305	60,944	65,333	35,743	75,859
10-83-11001	OVERTIME - GENERAL	32	52	0	0	0
10-83-11050	SALARIES - PART TIME	27,642	19,238	29,302	12,667	33,384
10-83-11100	F.I.C.A.	3,877	4,999	5,867	3,002	6,773
10-83-11200	MEDICARE	907	1,169	1,372	702	1,584
10-83-11300	A.S.R.S.	7,194	7,078	7,912	4,307	11,100
10-83-11301	A.S.R.S - ALT CONTRIBUTION	172	0	0	16	0
10-83-11500	MEDICAL INSURANCE	11,979	11,948	11,264	2,816	11,879
10-83-11501	STANDARD DISABILITY INSURANCE	237	433	424	212	424
10-83-11505	DEFERRED COMP	1,713	1,623	1,623	406	1,623
10-83-11510	DENTAL INSURANCE	573	955	977	489	1,007
10-83-11600	LIFE INSURANCE	273	252	252	126	252
10-83-11700	WORKERS COMPENSATION	844	1,491	1,605	178	1,544
	LIBRARY PERSONNEL EXPENSE:	88,749	110,183	125,931	60,663	145,429
10-83-12500	RECRUITMENT/EMPLOYEE TESTING	0	0	0	32	0
10-83-13100	BUSINESS TRAVEL	0	0	0	1,332	2,500
10-83-13400	EDUCATION & TRAINING	0	0	0	340	1,000
10-83-13500	SUBSCRIPTIONS & MEMBERSHIPS	0	0	0	84	0
10-83-21000	ELECTRIC	7,303	7,556	8,500	2,564	8,500
10-83-22000	WATER	840	907	950	498	1,200
10-83-22550	SEWER AND GARBAGE SERV.	1,324	1,221	1,324	666	1,324
10-83-24000	PHONES	2,276	2,547	2,750	1,224	3,000
10-83-24001	INTERNET ACCESS	743	2,664	1,010	640	1,900
10-83-34000	CONTRACT SERVICES	6,521	4,092	8,500	2,112	8,500
10-83-34100	DOC WORKERS	106	0	0	0	0
10-83-41500	OFFICE SUPPLIES	2,183	2,530	2,200	1,720	2,500
10-83-42040	ADVERTISING	200	501	275	359	360
10-83-42050	NON CAP ADMIN EQUIP/FURN	1,079	904	1,200	506	1,200
10-83-43500	POSTAGE	1,616	380	1,500	0	1,500
10-83-45300	CUSTODIAL SUPPLIES	611	605	900	225	1,000
10-83-46000	OPERATIONAL EXPENSES	0	203	500	608	750
10-83-46831	BOOKS	10,117	6,182	6,500	2,421	7,000
10-83-46832	AUDIO VISUAL MATERIAL	961	1,313	1,500	696	1,750
10-83-46833	CHILDRENS MATERIALS	1,197	1,359	1,500	831	1,750
10-83-46834	PERIODICALS	2,292	1,588	2,000	742	2,000
10-83-46835	ELECTRONIC MEDIA	-264	144	0	0	0
10-83-47000	PERMITS & LICENSES	436	2,052	2,000	0	2,000
10-83-50100	BLDG REPAIR & MAINT	1,637	6,829	10,000	1,797	10,000
10-83-55000	EQUIPMENT REPAIR & MAINT	602	48	500	0	500
10-83-55200	NON CAP EQUIP PURCHASES	0	0	0	143	200
10-83-99998	GF INTERNAL SERVICES	0	17,945	17,128	8,564	19,183
	TOTAL LIBRARY EXPENSE:	130,528	171,752	196,668	88,768	225,046

SENIOR CENTER

The Bisbee Senior Center provides activities and programming for the City's senior population. The Senior Center also provides space for Southeastern Arizona Governments Organization (SEAGO) Area Agency on Aging. This Building is maintained by Public Works. Additionally, the City of Bisbee pays the building's utilities.

SENIOR CENTER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-85-21000	ELECTRIC	5,563	5,221	6,500	2,746	6,500
10-85-22000	WATER	1,011	996	1,300	441	1,300
10-85-22550	SEWER AND GARBAGE SERV.	813	748	900	408	900
10-85-23000	GAS	4,004	6,203	5,000	1,887	6,500
10-85-24000	PHONES	844	879	850	465	960
10-85-24001	INTERNET ACCESS FEES	714	718	750	366	750
10-85-34000	CONTRACT SERVICES	398	436	500	380	500
10-85-34085	COORDINATOR CONTRIBUTIONS	7,400	7,400	7,500	3,700	0
10-85-34100	DOC WORKERS	214	1,133	1,000	550	1,000
10-85-45100	DISPOSABLE EQUIP & TOOLS	0	0	500	63	500
10-85-45300	CUSTODIAL SUPPLIES	142	663	650	300	650
10-85-50100	BLDG REPAIR & MAINT	163	0	5,000	1,989	5,000
10-85-99998	GF INTERNAL SERVICES	0	0	2,905	1,452	2,289
TOTAL SENIOR CENTER EXPENSE:		21,265	24,398	33,355	14,748	26,849

CONTINGENCY

The Contingency account provides a place to budget for opportunities, unexpected expenses, and emergencies.

CONTINGENCY

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
10-99-30100	CONTINGENCY EXPENSES	499,964	12	0	0	0
10-99-99100	UNASSIGNED EXPENSES	0	0	100,000	0	100,000
TOTAL CONTINGENCY EXPENSE:		499,964	12	100,000	0	100,000
TOTAL GENERAL FUND REVENUES		8,939,103	7,014,093	7,702,489	3,429,281	7,564,507
TOTAL GENERAL FUND EXPENSES		6,516,398	7,230,132	7,702,489	3,603,892	7,564,507
TOTAL GENERAL FUND REVENUES OVER EXPENSES		2,422,705	-216,040	0	-174,610	0

GOVERNMENT GRANTS

This fund accounts for government grants such as Community Development Block Grants (CDBG). CDBG funds are federal entitlement dollars that are awarded to cities and towns in every state. Funds are for various community development programs such as repairing or creating infrastructure. Most recently the City has used CDBG funds for the Tintown Streets Improvement Project. Rural communities receive their share in an allocation from the State. Bisbee's CDBG funds are managed by SEAGO

GOVERNMENT GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
11-30-22522	TINTOWN PAVING & IMPR PHASE 1	43,572	150,721	0	0	
11-30-22523	TINTOWN PAVING & IMPR PHASE 2	0	194,273	214,000	263,159	
11-30-22524	TINTOWN PAVING & IMPR PHASE 3	0	0	0	0	400,000
TOTAL GOVERNMENT GRANTS REVENUE:		43,572	344,994	214,000	263,159	400,000
11-40-22522	TINTOWN PAVING & IMPR PHASE 1	43,572	150,560	0	241,023	0
11-40-22523	TINTOWN PAVING & IMPR PHASE 2	0	194,434	214,000	27,607	0
11-40-22524	TINTOWN PAVING & IMPR PHASE 3	0	0	0	0	400,000
TOTAL GOVERNMENT GRANTS EXPENSE:		43,572	344,994	214,000	268,630	400,000

PUBLIC SAFETY – FIRE GRANTS

The Public Safety – Fire Grants Fund is used to account for public safety grants. Each year FEMA awards grants to eligible communities for the purchase of vehicles and equipment to enhance homeland security. In the past this funding has enabled the City to purchase a fire engine and an ambulance. More recently the Fire Department has applied for and been awarded a grant from the Fire House Subs grants which facilitated the purchase of rescue equipment.

The Fire Department is requesting a FEMA grant this fiscal year for a water tender and ambulance.

PUBLIC SAFETY GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
17-30-22503	OTHER GRANTS	0	2,750	150,000	0	0
17-30-22504	FIRE HOUSE SUBS GRANT	24,759	0	0	0	0
17-30-22505	AZ COMM FOUNDATION ED GRANT	0	1,000	0	0	0
17-30-22506	FEMA EQUIPMENT GRANT	0	0	380,000	0	550,000
17-38-99964	TRANSFER FROM GF-GRANT MATCH	0	0	20,000	0	25,000
TOTAL PUBLIC SAFETY GRANTS REVENUE:		24,759	3,750	550,000	0	575,000
17-40-22501	FEMA	0	0	400,000	0	0
17-40-22503	OTHER GRANTS	0	0	150,000	0	0
17-40-22504	FIRE HOUSE SUBS GRANT	13,189	11,585	0	0	0
17-40-22506	FEMA EQUIPMENT GRANT	0	0	0	14,431	575,000
TOTAL PUBLIC SAFETY GRANTS EXPENSE:		13,189	11,585	550,000	14,431	575,000

TRANSPORTATION GRANTS

The Transportation Grants fund includes funding from the Federal Aviation Administration (FAA) for Airport improvements and related 5% grant match.

TRANSPORTATION GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
18-30-22519	FAA-AIRPORT ENTITLEMENT GRANT	0	0	0	0	285,000
18-38-99921	TRANSFER FROM STREETS	0	0	0	0	15,000
TOTAL TRANSPORTATION GRANTS REVENUE:		0	0	0	0	300,000
18-40-22519	FAA-AIRPORT ENTITLEMENT GRANT	0	0	0	0	300,000
TOTALTRANSPORTATION GRANTS EXPENSE:		0	0	0	0	300,000

TRANSIENT ROOM TAX

The Transient Room Tax (aka Bed Tax) is the primary revenue source used to promote tourism in the City of Bisbee. This tax supports the Bisbee Visitor Center which serves as an official Arizona Office of Tourism designated visitor information center. This center provides information about area attractions, recreational opportunities, and hospitality amenities. As required by the Arizona Office of Tourism, the center also provides a variety of printed literature. The center provides both visitor and relocation packets. The City currently contracts for marketing services including securing and administering Arizona Office of Tourism Co-operative Marketing Grants; City of Bisbee and Queen Mine Tour ad placements; marketing efforts including press releases; website; social media management; coordinating familiarization tours for film producers and travel writers; and participating in trade shows. The marketing firm is responsible for maintaining the official tourism website www.discoverbisbee.com, the Discover Bisbee Facebook, Instagram, and Twitter accounts. Funding for the Visitor Center may be supplemented by resources from the Queen Mine Tour Enterprise Fund and tourism grants.

The Visitor Center consists of two employees:

- Part-time Visitor Center Office Assistant
- A shared employee with the Mining Museum

TRANSIENT ROOM TAX

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
20-31-10000	CITY SALES TAX	104,826	94,621	113,000	58,863	135,000
20-31-10020	1% BED TAX	41,927	54,164	0	0	0
20-38-40000	DONATIONS/MISC	0	0	0	1,000	0
20-38-51000	USE OF FUND BALANCE	0	0	51,905	0	0
20-38-99059	TRANSFER FROM QM	16,000	16,000	0	0	0
TOTAL TRANSIENT ROOM TAX REVENUE:		162,753	164,785	164,905	59,863	135,000
20-40-11000	SALARIES - GENERAL	37,905	20,240	58,240	-66	0
20-40-11001	OVERTIME - GENERAL	55	0	0	0	0
20-40-11050	SALARIES - PART TIME	9,516	13,203	11,362	6,517	12,168
20-40-11100	F.I.C.A.	2,934	2,062	4,315	401	754
20-40-11200	MEDICARE	686	482	1,009	94	176
20-40-11300	A.S.R.S.	4,384	2,267	7,053	0	0
20-40-11500	MEDICAL INSURANCE	5,989	2,987	5,632	0	0
20-40-11501	STANDARD DISABILITY INSURANCE	224	106	269	0	0
20-40-11505	DEFERRED COMP	879	406	811	0	0
20-40-11510	DENTAL INSURANCE	268	131	715	0	0
20-40-11600	LIFE INSURANCE	137	63	126	0	0
20-40-11700	WORKERS COMPENSATION	276	204	311	23	33
TRANSIENT ROOM TAX PERSONNEL EXPENSE:		63,254	42,151	89,843	6,968	13,131
20-40-13100	BUSINESS TRAVEL	2,810	2,356	4,000	91	2,870
20-40-13101	BUSINESS TRAVEL-OVERNIGHT DEST	3,461	0	0	0	1,000
20-40-13400	EDUCATION & TRAINING	602	620	500	0	500
20-40-13500	SUBSCRIPTIONS & MEMBERSHIPS	54	1,093	1,000	559	1,100
20-40-24000	PHONES	2,416	2,878	3,000	1,213	3,000
20-40-31000	PROFESSIONAL FEES	1,000	775	1,000	1,000	1,000
20-40-34000	CONTRACT SERVICES	8,641	13,585	13,000	21,860	58,000
20-40-34001	CONTRACT SER- OVERNIGHT DEST	4,310	0	0	0	0
20-40-41500	OFFICE SUPPLIES	358	119	500	0	500
20-40-42020	PRINTING & REPRODUCTION	2,920	1,835	3,000	106	2,870
20-40-42021	PRINTING & REPRO OVERNIGHT DES	1,630	1,630	0	0	0
20-40-42040	ADVERTISING	46,059	47,154	33,000	10,102	34,000
20-40-42041	ADVERTISING-OVERNIGHT DEST	26,530	15,341	0	0	0
20-40-42050	NON CAP ADMIN EQUIP/FURN	1,462	249	1,000	0	1,000
20-40-43500	POSTAGE	465	385	500	103	500
20-40-43600	FILM OFFICE EXPENSES	1,000	0	0	0	0
20-40-46000	OPERATIONAL EXPENSES	282	456	200	0	4,022
20-40-46001	OPERATIONAL EXP-OVERNIGHT DEST	136	0	0	0	0
20-40-99998	GF INTERNAL SERVICES	0	17,945	14,362	7,181	11,507
TOTAL TRANSIENT ROOM TAX EXPENSE:		167,391	148,571	164,905	49,183	135,000

STREETS

The Streets Fund provides for the operation and maintenance of streets, alleys, sidewalks, stairs, drainage channels, right of ways, and street lighting throughout the City. Currently the main source of funding for the Streets Fund is the 1% sales tax adopted December 16th, 2014 and sunsets in March 1st, 2023. The purpose of this tax is for the maintenance, repair, replacement and improvement of the 42 miles of City streets and related infrastructure. The other major source of funding for the Streets Fund is the Highway User Revenue Fund (HURF). HURF funds are used for all costs related to street maintenance and repair. Work performed by Streets Department employees includes repairing, replacing, or installing traffic and pedestrian signage, controlling vegetation which may impede vehicular or pedestrian traffic or the visibility of signs or markers, preparation and clean-up of all events conducted in the City, and open/close of cemetery plots. Since the City discourages the use of herbicides, the vegetation must be cleared manually on roadside, public walkways and drainage ways in the City.

The Streets Department consists of four full-time equipment operators.

STREETS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
21-31-20000	H.U.R.F. GAS TAX	445,564	457,993	441,400	431,290	483,440
21-36-10000	1% Sales Tax Increase	753,021	680,651	753,000	376,017	753,000
21-36-10500	CEMETERY OPEN/CLOSE FEES	3,875	3,625	5,500	1,200	3,000
21-36-11060	STREET PAVEMENT CUT FEES	7,175	21,168	5,000	0	5,000
21-36-11100	STREETS EQUIPMENT RENTAL	13,905	1,170	6,000	0	0
21-36-21000	INTEREST INCOME (LGIP)	8	14	0	5	10
21-38-51000	USE OF FUND BALANCE	0	0	0	0	984,725
TOTAL STREETS REVENUE:		1,223,549	1,164,621	1,210,900	808,513	2,229,175
21-40-11000	SALARIES - GENERAL	140,309	150,183	178,751	85,816	169,476
21-40-11001	OVERTIME - GENERAL	9,060	16,912	15,000	1,930	4,000
21-40-11100	F.I.C.A.	8,840	9,905	12,013	5,335	10,755
21-40-11200	MEDICARE	2,067	2,317	2,809	1,248	2,515
21-40-11300	A.S.R.S.	17,222	19,752	23,463	10,810	21,199
21-40-11301	A.S.R.S - ALT CONTRIBUTION	0	0	25,625	0	0
21-40-11500	MEDICAL INSURANCE	24,659	24,369	0	13,429	27,024
21-40-11501	STANDARD DISABILITY INSURANCE	644	735	1,038	549	983
21-40-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	2,129	88	176
21-40-11505	DEFERRED COMP	3,604	3,310	3,692	1,373	3,692
21-40-11510	DENTAL INSURANCE	2,534	2,462	2,801	1,151	1,952
21-40-11600	LIFE INSURANCE	560	514	573	276	573
21-40-11700	WORKERS COMPENSATION	17,862	21,867	22,227	9,427	13,915
STREETS PERSONNEL EXPENSE:		227,361	252,325	290,121	131,431	256,260

STREETS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
21-40-12300	UNIFORMS & CLOTHING	986	1,437	1,648	431	1,400
21-40-13100	BUSINESS TRAVEL	93	0	4,000	90	2,000
21-40-13400	EDUCATION & TRAINING	790	310	4,000	2,650	4,000
21-40-21000	ELECTRIC	89,040	82,395	85,000	44,356	85,000
21-40-23000	GAS	747	832	600	167	700
21-40-24000	PHONES	1,151	1,348	1,300	1,235	3,000
21-40-24001	INTERNET	0	348	500	240	0
21-40-31000	PROFESSIONAL FEES	2,400	0	0	0	0
21-40-34000	CONTRACT SERVICES	1,981	7,619	5,000	4,761	13,000
21-40-34100	DOC WORKERS	7,800	10,343	8,000	3,330	6,500
21-40-37000	PROPERTY, CASUALTY, LIABILITY	40,469	43,138	40,000	25,905	42,300
21-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	355	313	0	1,035	1,000
21-40-42040	ADVERTISING	70	0	2,000	0	0
21-40-42050	NON CAP ADMIN EQUIP/FURN	3,037	2,179	1,000	868	3,000
21-40-45100	DISPOSABLE EQUIP & TOOLS	9,193	4,795	8,000	2,288	7,000
21-40-45200	SAFETY EQUIP & SUPPLIES	4,583	1,073	5,000	785	2,500
21-40-45300	CUSTODIAL SUPPLIES	0	177	0	48	0
21-40-46000	OPERATIONAL EXPENSES	51,514	39,798	45,000	9,194	45,000
21-40-46210	STREET REPAIR MAT - SALES TAX	703,403	247,437	500,000	279,453	1,440,000
21-40-46211	STREET REPAIR MATERIAL	14,476	6,033	20,287	31,914	45,000
21-40-55000	EQUIPMENT REPAIR & MAINT	3,235	715	2,000	309	2,000
21-40-55010	EQUIPMENT RENTAL	4,366	3,913	10,000	1,280	5,000
21-40-55100	REPAIR & MAINT - OTHER	237	9,720	1,000	4,500	5,000
21-40-55200	NON CAP EQUIP PURCHASES	3,387	493	13,000	1,500	10,000
21-40-61000	VEHICLE PARTS & LABOR	18,318	14,442	20,000	4,827	15,000
21-40-62002	TIRES	4,456	2,211	5,000	3,801	5,000
21-40-62003	GASOLINE	13,201	2,118	9,000	733	2,000
21-40-62004	DIESEL	6,590	5,000	9,000	2,298	4,500
21-40-62007	OTHER FLUIDS & LUBRICANTS	593	0	0	0	0
21-40-91000	CAPITAL EXPENDITURES	22,163	15,980	15,000	10,003	18,000
21-40-99018	TRANS TO TRANSPORTATION GRANT	0	0	0	0	15,000
21-40-99998	GF INTERNAL SERVICES	0	161,506	105,444	52,722	190,015
TOTAL STREETS EXPENSE:		1,235,993	917,999	1,210,900	622,152	2,229,175

RICO FUND

RICO funds are authorized by the Federal Government under the Racketeer Influenced and Corrupt Organization Act. Revenues come from the seizure of assets used in the commission of crimes when the Bisbee Police Department is involved in the investigations.

These monies are maintained by the Cochise County Attorney's Office and are transferred to the City of Bisbee after the proper paperwork is submitted to the Cochise County Attorney for approval of the expenditures. Monies are used during the year for a variety of items which enhance and/or aid in Police duties and obligations. Items such as training, tires, computers, emergency equipment, donations to youth activities, etc. are acceptable uses of these monies.

RICO

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
39-33-13597	RICO AUCTION FUNDS (COUNTY)	11,604	8,832	100,000	-8,832	100,000
39-33-22506	COUNTY REIMBURSEMENTS - RICO	7,463	-1,012	15,000	0	15,000
39-34-10862	VEHICLE IMPOUND FEES	2,000	0	1,000	0	1,000
TOTAL RICO REVENUES:		21,067	7,820	116,000	-8,832	116,000
39-40-13597	RICO AUCTION EXPENSE (COUNTY)	0	0	100,000	0	100,000
39-40-50006	RICO - AUTHORIZED EXPENDITURES	11,018	8,832	16,000	0	16,000
TOTAL RICO EXPENSES:		11,018	8,832	116,000	0	116,000

BISBEE ARTS COMMISSION

The Bisbee Arts Commission (BAC) promotes the arts and artists in Bisbee, both within and outside the community. Use of the BAC funds are approved by City Council. Funds for the BAC are raised through various events throughout the year such as the Art Auction and currently the Community Involved Giving (CIG) Art Vending Machine.

BISBEE ARTS COMMISSION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
42-34-40500	OTHER PROGRAM REVENUE	0	4,133	1,200	0	1,200
42-34-40520	ART AUCTION	4,158	0	12,000	0	12,000
42-34-40530	CIG ART VENDING MACHINE REV.	0	0	0	4,000	10,000
TOTAL BISBEE ARTS COMMISSION REVENUE:		4,158	4,133	13,200	4,000	23,200
42-40-10530	GRANTS	0	0	7,000	4,190	7,000
42-40-42040	ADVERTISING	587	97	500	0	500
42-40-43500	POSTAGE	4	0	30	0	30
42-40-46000	OPERATIONAL EXP (DONATIONS)	8,501	8,434	3,000	2,756	3,000
42-40-55000	EQUIPMENT REPAIR & MAINT	0	0	250	0	250
42-40-95000	RESERVE ACCUMULATION	0	0	2,420	0	12,420
TOTAL BISBEE ARTS COMMISSION EXPENSE:		9,092	8,531	13,200	6,946	23,200

MISCELLANEOUS DONATIONS

The Miscellaneous Donations fund was established in 2008 to manage and account for the receipt and disbursement of donations and contributions made to the City for specific purposes. All revenues/expenses in this fund are segregated by purpose with each account title designating the purpose. For example, "Secret Santa Donations-Library" is for the purpose of replacing lost books so patrons may have their library borrowing privileges reinstated.

DONATIONS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
48-38-22500	MISC DONATIONS	1,180	50,000	1,000,000	0	1,000,000
48-38-22506	FIREWORKS	0	3,000	3,000	0	3,000
48-38-22515	LIBRARY DONATIONS SPEC BEQUEST	0	0	0	250	1,000
48-38-22516	MOVIES IN THE PARK/EQUIPMENT	2,500	0	2,000	0	2,000
48-38-22517	HOLIDAY LIGHTS	100	475	0	1,000	0
48-38-22518	FIRE DEPARTMENT DONATIONS	0	1,000	1,000	0	2,000
48-38-22519	LIBRARY/CHILDRENS PROGRAMMING	0	0	500	0	500
48-38-22520	FESTIVAL OF LIGHTS DONATIONS	0	0	0	600	0
48-38-22521	SECRET SANTA DONATIONS-LIBRARY	1,001	140	1,200	2,230	2,500
48-38-22522	CHILDREN'S LITERACY PROGRAM	0	0	500	0	500
48-38-28100	SWIMMING POOL DONATIONS	0	-35	0	185	0
TOTAL DONATION REVENUE:		4,781	54,580	1,008,200	4,265	1,011,500
48-40-22500	MISC DONATION EXP	1,180	55,000	1,000,000	450	1,000,000
48-40-22506	FIREWORKS EXP	0	3,000	3,000	0	3,000
48-40-22507	PARKS AND REC MISC DONATIONS	1,335	0	0	0	0
48-40-22515	LIBRARY-SPEC BEQUEST EXPENSE	0	1,985	0	0	1,000
48-40-22516	MOVIES IN THE PARK/EQUIPMENT	2,588	948	2,000	498	2,000
48-40-22517	FESTIVAL OF LIGHTS	0	972	0	2,285	0
48-40-22518	FIRE DEPARTMENT DONATIONS	11,090	6,084	1,000	0	2,000
48-40-22519	LIBRARY/CHILDRENS PROGRAMMING	386	0	500	0	500
48-40-22521	SECRET SANTA DONATIONS-LIBRARY	983	0	1,200	0	2,500
48-40-22522	CHILDREN'S LITERACY PROGRAM	0	0	500	0	500
48-40-28100	SWIMMING POOL DONATION EXP	0	-476	0	0	0
TOTAL DONATION EXPENSE:		17,561	67,513	1,008,200	3,234	1,011,500

AIRPORT

The City of Bisbee owns and operates the Bisbee Municipal Airport. The Airport Advisory Committee meets on a regular basis as an advisory group for the operation and planning of the Airport. Revenue to operate the Airport is generated through airport fuel sales, hangar rentals, and airport access fees.

AIRPORT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
50-34-12500	GAS REVENUE	13,558	19,004	17,000	10,076	23,000
50-36-13500	RENTS	9,138	9,585	10,000	5,103	10,000
50-36-13501	BISBEE AIRPARK-ACCESS FEES	1,056	0	0	40	0
50-38-51000	USE OF FUND BALANCE	0	0	8,522	0	3,294
50-38-99010	TRANSFERS FROM GENERAL FUND	0	0	3,354	0	0
TOTAL AIRPORT REVENUE:		23,752	28,589	38,876	15,218	36,294
50-40-21000	ELECTRIC	3,211	2,275	3,400	1,385	3,500
50-40-22000	WATER	644	678	2,000	563	2,000
50-40-22550	SEWER AND GARBAGE SERV.	266	247	250	135	250
50-40-23000	GAS	986	842	1,200	280	1,200
50-40-24000	PHONES	761	789	800	414	850
50-40-34000	CONTRACT SERVICES	0	-15	0	0	0
50-40-37000	PROPERTY, CASUALTY, LIABILITY	6,640	3,486	3,600	0	3,600
50-40-41500	OFFICE SUPPLIES	0	29	50	0	50
50-40-42040	ADVERTISING	55	0	0	0	0
50-40-43110	CREDIT CARD FEES	1,143	1,221	1,500	503	1,500
50-40-45100	DISPOSABLE EQUIP & TOOLS	0	0	250	0	250
50-40-45200	SAFETY EQUIP & SUPPLIES	0	498	0	0	500
50-40-46000	OPERATIONAL EXPENSES	997	1,780	4,000	766	4,000
50-40-46501	FUEL FOR RESALE	0	21,573	5,000	0	10,000
50-40-50100	BLDG REPAIR & MAINT	458	33	5,000	1,725	5,000
50-40-55000	EQUIPMENT REPAIR & MAINT	1,520	0	500	0	500
50-40-99010	TRANSFER TO GENERAL FUND	0	0	0	4,188	0
50-40-99099	TRANSFERS TO CAPITAL PROJECTS	0	0	8,376	0	0
50-40-99998	GF INTERNAL SERVICES	0	0	2,950	1,475	3,094
TOTAL AIRPORT EXPENSE:		16,681	33,436	38,876	11,434	36,294

POLICE SPECIAL REVENUES AND GRANTS

The Police Special Revenues and Grants Fund accounts for all grant revenues received and expended for law enforcement activities outside of the General Fund and the RICO Fund. This fund also receives and expends monies from the Federal Asset Forfeitures program in which the City is a participant.

POLICE SPECIAL REVENUE & GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
53-30-30002	GRANTS MISC - POLICE	0	0	400,000	0	400,000
53-30-30003	HOMELAND SECURITY GRANTS	1,299	0	0	0	0
53-30-35000	COMMUNICATIONS SYSTEM	0	0	0	50,000	0
53-35-31000	DEPT. OF JUSTICE (VESTS)	1,296	1,300	1,296	0	1,500
53-36-11050	SERVICE REIMBURSEMENT-DHL	14,803	0	0	0	0
TOTAL POLICE SPECIAL REV. & GRANTS REVENUE:		17,397	1,300	401,296	50,000	401,500
53-40-11050	SERVICE REIMBURSEMENT	6,710	0	0	0	0
53-40-11090	REIMBURSED ERE's - DHLS	8,093	0	0	0	0
53-40-30002	GRANTS MISC - POLICE	0	0	400,000	0	400,000
53-40-31000	DEPT. OF JUSTICE (VESTS)	1,296	869	1,296	2,705	1,500
53-40-35000	EXPENDITURES - FED ASSET FORFT	0	1,848	0	1,794	0
53-40-35005	COMMUNICATIONS SYSTEM	0	0	0	54,496	0
53-40-99901	TRANSFERS TO GENERAL FUND	1,299	0	0	0	0
TOTAL POLICE SPECIAL REV. & GRANTS EXPENSE:		17,397	2,716	401,296	58,995	401,500

WASTEWATER

The Wastewater Fund provides collection and treatment of all wastewater created in the City of Bisbee. In addition to maintaining the collection system which consists of thousands of feet of sewer mains. Wastewater staff are responsible for making Blue Stake requests. The Wastewater Treatment Plant is currently being operated by Operations Management International (Jacobs) at a cost of \$744,611 per year. Jacobs assumes all costs to operate and make most repairs to the plant with the exception of the electric bill and maintenance of the solar grid. The City continues to maintain the collection system which includes the pumps and infrastructure throughout the City that carries the wastewater to the treatment plant.

The Wastewater Department consists of three employees:

- 3 Wastewater Collection Systems Operators

WASTE WATER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
54-30-22511	TINTOWN DRAINAGE PLAN/DESIGN	1,108	0	0	0	0
54-31-10000	CITY SALES TAX	376,511	340,326	376,500	188,009	376,500
54-36-21000	INTEREST/PENALTIES EARNED	138,754	-10,205	145,000	35,419	60,000
54-36-50000	MISCELLANEOUS REVENUE	8,293	2,889	15,000	2,545	3,000
54-36-51000	APS SOLAR REIMBURSEMENT - WWTP	45,175	42,468	45,000	20,507	45,000
54-36-53000	TOMBSTONE WW ASSIST CONTRACT	10,800	0	0	0	0
54-37-10550	USER FEES	2,086,466	2,056,604	2,100,000	1,021,667	2,100,000
54-37-10551	SERVICE CHARGE/PENALTY	21,173	23,910	21,000	10,724	21,000
54-37-10552	HOOK-UP FEES	8,000	0	4,000	50	2,000
54-37-10553	NEW ACCOUNT FEE	0	575	1,200	400	1,000
54-38-50010	GAIN/LOSS ON DISPOSAL OF ASSET	-62,712	0	0	0	0
54-38-51000	USE OF FUND BALANCE	0	0	1,192,492	0	772,595
TOTAL WASTE WATER REVENUE:		2,633,568	2,456,566	3,900,192	1,279,321	3,381,095
54-40-11000	SALARIES - GENERAL	251,919	139,740	131,337	66,549	159,502
54-40-11001	OVERTIME - GENERAL	80,870	69,767	15,000	22,455	15,000
54-40-11050	SALARIES - PART TIME	0	59,550	0	0	0
54-40-11100	F.I.C.A.	19,822	16,474	9,073	5,437	10,819
54-40-11200	MEDICARE	4,636	3,853	2,122	1,272	2,530
54-40-11300	A.S.R.S.	38,149	24,214	17,721	10,844	21,324
54-40-11302	A.S.R.S. PENSION EXPENSE	-44,069	-95,807	0	0	0
54-40-11500	MEDICAL INSURANCE	42,225	21,581	20,556	8,682	21,679
54-40-11501	STANDARD DISABILITY INSURANCE	1,202	557	861	220	1,127
54-40-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	1,064	1,514	3,028
54-40-11505	DEFERRED COMP	6,446	3,016	2,962	1,548	3,773
54-40-11510	DENTAL INSURANCE	3,881	2,211	2,610	946	2,689
54-40-11600	LIFE INSURANCE	951	478	460	230	586
54-40-11700	WORKERS COMPENSATION	13,712	12,262	6,027	3,353	5,403
54-40-11800	STATE UNEMPLOYMENT	0	3,020	0	0	0
WASTE WATER PERSONNEL EXPENSE:		419,742	260,915	209,793	123,050	247,460

WASTE WATER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
54-40-12300	UNIFORMS & CLOTHING	482	560	500	434	600
54-40-12500	RECRUITMENT/EMPLOYEE TESTING	0	0	200	0	200
54-40-13100	BUSINESS TRAVEL	0	619	1,000	129	1,000
54-40-13400	EDUCATION & TRAINING	3,217	578	2,500	427	2,500
54-40-13500	SUBSCRIPTIONS & DUES	750	1,289	800	0	800
54-40-21000	ELECTRIC	71,485	76,379	65,000	31,329	77,000
54-40-22000	WATER	3,720	2,166	4,000	1,819	4,000
54-40-24000	PHONES	6,505	4,943	3,000	881	3,000
54-40-24001	INTERNET ACCESS FEE	771	763	500	240	0
54-40-31000	PROFESSIONAL FEES	2,850	19,000	5,000	0	5,000
54-40-34000	CONTRACT SERVICES	16,301	404,543	750,000	437,273	755,000
54-40-34010	CONTRACT SERVICES-COLLECTIONS	0	0	10,000	0	10,000
54-40-34100	DOC WORKERS	527	0	0	0	0
54-40-37000	PROPERTY, CASUALTY, LIABILITY	59,613	63,545	60,000	39,050	63,450
54-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	1,000	0	5,000	0	5,000
54-40-41500	OFFICE SUPPLIES	2,082	175	200	0	200
54-40-42020	PRINTING & REPRODUCTION	92	14	200	0	200
54-40-42030	BOOKS & REFERENCE MATERIALS	2,290	136	500	0	500
54-40-42050	NON CAP ADMIN EQUIP/FURN	867	1,747	500	291	1,000
54-40-43100	FEES- FUND MANAGEMENT	24	12	26	0	30
54-40-43120	OTHER FEES	423	189	600	166	600
54-40-43200	DEBT REFUNDING EXPENSE	245,050	0	0	0	0
54-40-43300	INTEREST EXPENSE	0	26,930	26,931	13,465	26,930
54-40-43500	POSTAGE	344	2	500	0	100
54-40-45100	DISPOSABLE EQUIP & TOOLS	15,844	5,607	3,500	2,362	3,500
54-40-45200	SAFETY EQUIP & SUPPLIES	8,005	273	3,000	378	3,000
54-40-45300	CUSTODIAL SUPPLIES	1,460	334	800	122	800
54-40-46000	OPERATIONAL EXPENSES	15,913	14,078	8,000	8,329	15,000
54-40-46541	CHEMICALS	14,699	8,403	2,000	0	2,000
54-40-46542	LAB SUPPLIES & TESTING	35,733	15,393	0	0	0
54-40-46543	MANHOLE, PIPE & FITTINGS	23,827	9,926	20,000	5,710	20,000
54-40-46544	SLUDGE REMOVAL	30,996	19,489	0	0	0
54-40-47000	PERMITS & LICENSES	14,870	9,154	18,000	9,000	18,000
54-40-47500	BAD DEBT	67,694	30,829	250,000	0	30,000
54-40-50100	BLDG REPAIR & MAINT	3,603	0	5,000	181	5,000
54-40-55000	EQUIPMENT REPAIR & MAINT	133,746	29,580	130,000	1,210	130,000
54-40-55005	EQUIP REPAIR&MAINT-COLLECTIONS	0	645	10,000	440	10,000
54-40-55006	PUMP REPAIR & REPLACEMENT	0	0	20,000	4,636	20,000
54-40-55010	EQUIPMENT RENTAL	0	0	5,000	393	5,000
54-40-55100	REPAIR & MAINT - OTHER	6	6,168	5,000	0	5,000
54-40-55200	NON CAP EQUIP PURCHASES	5,713	3,552	5,000	2,465	5,000
54-40-61000	VEHICLE PARTS & LABOR	8,262	12,307	7,000	3,994	7,000
54-40-62002	TIRES	1,157	1,237	1,500	0	1,500
54-40-62003	GASOLINE	8,145	2,498	5,000	1,001	5,000
54-40-62004	DIESEL	860	2,315	5,000	373	3,000
54-40-62007	OTHER FLUIDS & LUBRICANTS	1,300	-650	0	0	0
54-40-81000	PRINCIPAL PMTS, LEASE PURCHAS	0	0	24,110	11,917	24,895
54-40-81500	INTEREST PMTS, LEASE PURCHASE	0	0	6,795	3,536	6,010

WASTE WATER

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
54-40-89000	DEPRECIATION EXPENSE	1,241,811	1,249,278	1,241,900	0	1,250,000
54-40-91000	CAPITAL EXPENDITURES	8,379	0	0	0	18,000
54-40-98000	PRINCIPAL PAYMENT - OFFSET	-879,372	-72,054	0	0	-348,558
54-40-99000	TRANSFER TO GENERAL FUND	400,000	0	0	0	0
54-40-99010	TRANSFER TO ADMINISTRATION	3,600	0	0	0	0
54-40-99051	TRANSFERS TO CITY MANAGER	24,132	0	0	0	0
54-40-99052	TRANSFERS TO FINANCE	155,080	0	0	0	0
54-40-99056	TRANSFERS TO PERSONNEL	4,219	0	0	0	0
54-40-99057	TRANSFERS TO LEGAL SVCS	21,000	0	0	0	0
54-40-99059	TRANSFERS TO IT	4,939	0	0	0	0
54-40-99075	TRANSFERS TO PUBLIC WORKS	21,688	0	0	0	0
54-40-99077	TRANSFERS TO GARAGE	25,248	0	0	0	0
54-40-99085	TRANSFERS TO DEBT SERVICE	30,905	30,905	0	0	0
54-40-99086	TRANSFER TO DEBT SERVICE WWP	1,078,517	-952,298	625,275	312,638	625,611
54-40-99090	TRFS TO RESERVES - DSR	0	24,180	16,120	8,060	16,120
54-40-99157	TRANSFERS TO P.W. GRANTS	0	0	0	0	10,000
54-40-99998	GF INTERNAL SERVICES	0	430,683	335,442	167,721	285,647
TOTAL WASTE WATER EXPENSE:		3,370,116	1,746,338	3,900,192	1,193,022	3,381,095

SANITATION

The Sanitation Fund is responsible for collecting all solid waste in the City and for collecting, processing, and selling recyclable materials. A downturn in the recyclables market has seen a decrease in the revenues from the sale of recyclables. A fee increase was adopted to cover the costs of providing recycling.

The Sanitation Fund consists of nine employees:

- 4 Sanitation Driver, Full-time
- 2 Sanitation Driver, Part-time
- 3 Recycle Coordinators, Full-time

SANITATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
56-36-11400	RECYCLING REVENUE	7,838	5,280	5,000	227	1,000
56-36-21000	INTEREST/PENALTIES EARNED	102	0	0	0	0
56-37-10550	USER FEES	915,105	917,848	930,000	461,304	956,000
56-37-10551	USERS FEES - RECYCLING	27,407	27,210	24,500	13,734	243,720
56-37-10553	SPECIAL PICK-UP FEES	131	330	150	255	500
TOTAL SANITATION REVENUE:		950,582	950,668	959,650	475,519	1,201,220
56-40-11000	SALARIES - GENERAL	267,260	243,998	266,369	132,278	262,877
56-40-11001	OVERTIME - GENERAL	6,955	15,265	10,000	2,791	5,000
56-40-11050	SALARIES - PART TIME	14,441	27,613	24,600	16,633	24,468
56-40-11100	F.I.C.A.	17,647	17,797	18,660	9,380	18,125
56-40-11200	MEDICARE	4,127	4,162	4,364	2,194	4,239
56-40-11300	A.S.R.S.	31,391	29,259	33,468	15,240	32,735
56-40-11302	A.S.R.S. PENSION EXPENSE	-39,745	-9,933	0	0	0
56-40-11500	MEDICAL INSURANCE	48,813	45,576	44,210	22,160	46,624
56-40-11501	STANDARD DISABILITY INSURANCE	1,672	1,754	1,482	556	1,576
56-40-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	0	264	528
56-40-11505	DEFERRED COMP	7,164	6,224	6,370	3,185	6,218
56-40-11510	DENTAL INSURANCE	4,723	4,155	4,255	1,956	4,383
56-40-11600	LIFE INSURANCE	1,088	933	989	431	989
56-40-11700	WORKERS COMPENSATION	23,356	25,386	27,130	11,865	18,832
SANITATION PERSONNEL EXPENSE:		388,893	412,190	441,897	218,933	426,594

SANITATION

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
56-40-12300	UNIFORMS & CLOTHING	816	1,343	900	75	900
56-40-12500	RECRUITMENT/EMPLOYEE TESTING	140	0	200	0	200
56-40-13100	BUSINESS TRAVEL	68	0	500	87	500
56-40-13400	EDUCATION & TRAINING	292	225	500	592	500
56-40-21000	ELECTRIC	1,116	1,092	1,500	498	1,500
56-40-23000	GAS	748	832	700	167	700
56-40-24000	PHONES	3,132	3,081	3,500	2,463	4,500
56-40-24001	INTERNET	0	697	900	289	0
56-40-34000	CONTRACT SERVICES	3,145	4,864	3,000	1,871	6,000
56-40-34100	DOC WORKERS	3,569	1,999	1,500	836	1,500
56-40-37000	PROPERTY, CASUALTY, LIABILITY	25,054	26,706	24,000	15,748	25,850
56-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	106	0	1,000	0	0
56-40-42040	ADVERTISING	853	0	100	0	0
56-40-45100	DISPOSABLE EQUIP & TOOLS	125	272	500	9	500
56-40-45200	SAFETY EQUIP & SUPPLIES	586	979	2,000	409	2,000
56-40-45300	CUSTODIAL SUPPLIES	745	605	1,000	385	1,000
56-40-46000	OPERATIONAL EXPENSES	5,769	1,040	7,800	353	7,000
56-40-46561	COUNTY TIPPING FEE	224,089	183,829	220,000	92,967	220,000
56-40-46562	RECYCLING PROGRAM	11,856	14,735	12,000	10,163	17,000
56-40-47500	BAD DEBT	15,138	24,114	45,000	0	45,000
56-40-50100	BLDG REPAIR & MAINT	70	0	0	0	0
56-40-55000	EQUIPMENT REPAIR & MAINT	250	445	1,500	0	1,500
56-40-55200	NON CAP EQUIP PURCHASES	5,113	7,043	15,000	8,601	15,000
56-40-61000	VEHICLE PARTS & LABOR	26,220	17,459	25,000	7,188	30,000
56-40-62002	TIRES	8,893	6,717	10,000	4,227	10,000
56-40-62003	GASOLINE	1,417	2,279	2,000	791	2,000
56-40-62004	DIESEL	20,784	22,081	21,000	10,950	21,000
56-40-81500	INTEREST PAYMENTS	657	0	0	0	0
56-40-89000	DEPRECIATION EXPENSE	33,162	18,069	33,200	0	33,200
56-40-91000	CAPITAL EXPENDITURES	0	0	0	0	149,000
56-40-95000	RESERVE ACCUMULATION	0	0	623	0	75,884
56-40-99010	TRANSFER TO ADMIN & GEN	3,600	0	0	0	0
56-40-99051	TRANSFERS TO CITY MANAGER	11,262	0	0	0	0
56-40-99052	TRANSFERS TO FINANCE	79,263	0	0	0	0
56-40-99054	TRANSFER TO WASTE WATER	415	0	0	0	0
56-40-99056	TRANSFERS TO PERSONNEL	4,219	0	0	0	0
56-40-99057	TRANSFERS TO LEGAL SVCS	6,000	0	0	0	0
56-40-99059	TRANSFERS TO IT	1,975	0	0	0	0
56-40-99077	TRANSFER TO GARAGE	33,664	0	0	0	0
56-40-99975	TRANSFERS TO PW ADMIN	18,590	0	0	0	0
56-40-99998	GF INTERNAL SERVICES	0	125,616	82,830	41,415	102,392
TOTAL SANITATION EXPENSE:		941,793	878,315	959,650	419,015	1,201,220

PUBLIC WORKS GRANTS

The Public Works Grants fund is for projects outside the normal Public Works operations. For Fiscal Year 20-21 an amount was included in the event that a Pre-Development Planning Grant from the USDA RD is awarded. This planning grant would be used to assist with the preliminary engineering report for the City of Bisbee Sewer Lateral Rehabilitation Project.

PUBLIC WORKS GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
57-30-22507	USDA Pre-Dvlmnt. Planning Grant	0	0	0	0	30,000
57-30-99054	TRANSFER FROM SEWER	0	0	0	0	10,000
TOTAL PUBLIC WORKS GRANTS REVENUES:		0	0	0	0	40,000
57-40-22507	USDA Pre-Dvlmnt. Planning Grant	0	0	0	0	40,000
TOTAL PUBLIC WORKS GRANTS EXPENSES:		0	0	0	0	40,000

QUEEN MINE

The Queen Mine Tour is an enterprise fund which means it operates like a business. Revenue generated is used to maintain, improve, and expand the program, as well as support the Visitor Center. Funded by the sale of tour tickets and gift shop sales, the Queen Mine see over 50,000 visitors a year from all 50 states and from around the world. The City of Bisbee has entered into an agreement with Freeport-McMoRan to form a foundation that will manage the Queen Mine Tour.

The Queen Mine Tour consists of 17 employees:

- 1 Full-time Mine Tour Operations Manager
- 1 Full-time Office Assistant
- 1 Full-time Admin Assistant
- 1 Full-time Mine Maintenance Mechanic
- 1 Full-time Gift Shop Attendant
- 1 Part-time Gift Shop Attendant
- 5 Part-time Train Attendants
- 5 Part-time Tour Guides
- 1 Full-time Tour Guide

QUEEN MINE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
59-31-25000	TAX CREDITS TAKEN	464	475	0	197	400
59-34-15001	MERCHANDISE SALES	335,711	351,268	320,000	149,703	320,000
59-34-15010	MAIL ORDER SALES	485	11	0	516	0
59-34-17500	MINE TOURS	483,872	501,715	420,000	199,645	420,000
59-36-11600	OVER/SHORT	-108	-335	0	-4	0
59-36-15003	VENDING MACHINE SALES	4,066	2,085	0	-722	0
59-38-51000	USE OF FUND BALANCE	0	0	330,777	0	410,251
TOTAL QUEEN MINE REVENUE:		824,491	855,218	1,070,777	349,335	1,150,651
59-40-11000	SALARIES - GENERAL	151,445	164,076	190,528	80,601	167,648
59-40-11001	OVERTIME - GENERAL	821	1,086	1,000	928	1,000
59-40-11050	SALARIES - PART TIME	97,150	91,667	133,848	47,367	164,736
59-40-11100	F.I.C.A.	15,130	15,607	20,173	7,973	20,670
59-40-11200	MEDICARE	3,539	3,650	4,825	1,865	4,942
59-40-11300	A.S.R.S.	18,741	21,079	24,923	11,111	37,079
59-40-11301	A.S.R.S - ALT CONTRIBUTION	5,649	3,162	6,378	930	3,058
59-40-11302	A.S.R.S. PENSION EXPENSE	8,950	-11,121	0	0	0
59-40-11500	MEDICAL INSURANCE	25,411	29,372	33,791	12,430	29,697
59-40-11501	STANDARD DISABILITY INSURANCE	841	1,048	1,384	508	1,016
59-40-11502	MEDICAL INS DEPENDENT SUPPL.	0	0	1,487	697	1,394
59-40-11505	DEFERRED COMP	3,990	4,260	4,869	2,029	4,057
59-40-11510	DENTAL INSURANCE	2,754	3,063	3,838	1,226	2,750
59-40-11600	LIFE INSURANCE	596	662	756	315	630
59-40-11700	WORKERS COMPENSATION	8,324	10,528	11,424	7,121	15,043
QUEEN MINE PERSONNEL:		343,340	338,139	439,224	175,099	453,720

QUEEN MINE

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
59-40-12300	UNIFORMS & CLOTHING	956	488	1,500	0	1,500
59-40-12500	RECRUITMENT/EMPLOYEE TESTING	0	13	200	505	200
59-40-13100	BUSINESS TRAVEL	955	796	2,000	431	2,000
59-40-13400	EDUCATION & TRAINING	0	0	1,000	0	1,000
59-40-21000	ELECTRIC	11,583	12,092	16,000	4,773	16,000
59-40-22000	WATER	1,142	1,135	2,000	531	1,800
59-40-22550	SEWER AND GARBAGE SERV.	4,801	4,422	4,900	2,412	4,900
59-40-23000	GAS/WOOD	1,050	600	2,000	1,166	2,000
59-40-24000	PHONES	1,769	1,820	2,000	1,125	2,000
59-40-24001	INTERNET ACCESS FEE	840	838	850	422	850
59-40-24110	RENTS/LEASES	10	10	1,200	0	1,200
59-40-31000	PROFESSIONAL FEES	1,675	0	0	0	0
59-40-34000	CONTRACT SERVICES	589	1,137	1,600	516	1,600
59-40-34100	DOC WORKERS	2,097	2,591	3,700	1,321	3,700
59-40-36000	MAINTENANCE & SUPPORT AGREEMNT	0	744	800	0	800
59-40-37000	PROPERTY, CASUALTY, LIABILITY	28,582	28,539	36,000	0	36,000
59-40-37100	INSURANCE CLAIMS & DEDUCTIBLES	0	0	500	0	500
59-40-41000	DISPOSABLE EQUIPMENT/TOOLS	298	254	1,200	0	1,200
59-40-41500	OFFICE SUPPLIES	2,262	2,601	2,300	2,348	3,000
59-40-42020	PRINTING & REPRODUCTION	0	0	0	35	1,000
59-40-42040	ADVERTISING	27,485	23,785	25,000	10,147	25,000
59-40-42050	NON CAP ADMIN EQUIP/FURN	2,234	5,444	1,900	2,197	1,900
59-40-43110	CREDIT CARD FEES	19,755	20,898	20,000	9,324	20,000
59-40-43500	POSTAGE	23	22	149	348	200
59-40-45100	DISPOSABLE EQUIP & TOOLS	1,384	444	800	865	800
59-40-45200	SAFETY EQUP & SUPPLIES	3,195	4,390	6,000	2,779	6,000
59-40-45300	CUSTODIAL SUPPLIES	1,490	2,532	3,000	1,248	3,000
59-40-46000	OPERATIONAL EXPENSES	1,179	1,890	3,000	2,529	3,000
59-40-46030	CONCESSION SUPPLIES	490	1,229	1,500	1,935	2,500
59-40-46591	MERCHANDISE	135,270	134,244	150,000	67,516	160,000
59-40-55000	EQUIPMENT REPAIR & MAINT	3,120	418	7,000	6,426	8,000
59-40-55100	REPAIR & MAINT - OTHER	10,365	16,431	25,000	1,805	25,000
59-40-61000	VEHICLE PARTS & LABOR	250	4,141	1,000	29	1,000
59-40-62003	GASOLINE	398	567	800	177	800
59-40-62004	DIESEL	0	0	200	0	200
59-40-63000	USE OF EMERGENCY RESERVES	0	0	100,000	0	100,000
59-40-89000	DEPRECIATION EXPENSE	10,108	5,563	10,200	0	10,200
59-40-91000	CAPITAL EXPENDITURES	0	0	103,000	40,214	150,000
59-40-99010	TRANSFER TO ADMIN & GEN	1,800	0	0	0	0
59-40-99020	TRANSFER BED TAX	16,000	16,000	0	0	0
59-40-99051	TRANSFERS TO CITY MANAGER	8,044	0	0	0	0
59-40-99052	TRANSFERS TO FINANCE	34,462	0	0	0	0
59-40-99056	TRANSFERS TO PERSONNEL	4,219	0	0	0	0
59-40-99057	TRANSFERS TO LEGAL SVCS	6,000	0	0	0	0
59-40-99059	TRANSFERS TO IT	4,939	0	0	0	0
59-40-99998	GF INTERNAL SERVICES	0	125,616	93,254	46,627	98,081
TOTAL QUEEN MINE EXPENSES:		694,157	759,831	1,070,777	384,849	1,150,651

MISCELLANEOUS GRANTS

This budget reflects grants not accounted for elsewhere in the budget. Most recently it has been used to account for various Library Grants and the USDA Grant for the Science Center.

MISCELLANEOUS GRANTS

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
78-30-23008	LIBRARY LSTA GRANT,FED THRU AZ	4,286	8,000	0	0	40,000
78-30-23011	LIBRARY - BAC GRANT	0	0	0	0	500
78-30-23012	FREEPORT SANJOSE LIBRARY ANNEX	40,000	25,595	0	0	40,000
78-30-23013	LSTA SANJOSE LIBRARY ANNEX	0	0	0	-2,446	40,000
78-30-23112	LIBRARY GRANTS	5,000	0	10,000	0	250,000
78-30-23113	SCIENCE CENTER GRANT	34,808	27,567	12,500	0	0
78-30-79000	MISCELLANEOUS GRANTS	0	0	500,000	0	50,000
TOTAL MISCELLANEOUS GRANTS REVENUE:		84,093	61,162	522,500	-2,446	420,500
78-40-23008	LIBRARY LSTA GRANT,FED THRU AZ	3,374	11,739	0	563	40,000
78-40-23011	LIBRARY - BAC GRANT	8,419	0	0	0	500
78-40-23012	FREEPORT SANJOSE LIBRARY ANNEX	0	11,491	0	2,991	40,000
78-40-23013	LSTA SANJOSE LIBRARY ANNEX	0	15,561	0	0	40,000
78-40-23112	LIBRARY GRANTS	4,422	0	10,000	0	250,000
78-40-23113	SCIENCE CENTER GRANT	27,808	35,094	12,500	7,634	0
78-40-79000	MISCELLANEOUS GRANTS	0	0	500,000	0	50,000
TOTAL MISCELLANEOUS GRANTS EXPENSE:		44,022	73,884	522,500	11,188	420,500

DEBT SERVICE FUND

This fund accounts for the accumulation of resources and payment of general long-term debt principal and interest payments. Budgeted monies are transferred into this fund from various funding sources. These monies are then used to make the appropriate debt payments on the lease purchase.

DEBT SERVICE FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
85-38-99010	TRANSFER FROM GFUND ADMIN/GEN	0	-56,986	0	0	0
85-38-99054	TRANSFER FROM WASTE WATER	30,905	30,905	0	0	0
TOTAL DEBT SERVICE REVENUE:		30,905	-26,081	0	0	0
85-70-81000	PRINCIPAL PMTS, LEASE PURCHAS	22,759	0	0	0	0
85-70-81500	INTEREST PMTS, LEASE PURCHASE	8,147	0	0	0	0
TOTAL DEBT SERVICE EXPENSE:		30,905	0	0	0	0

DEBT SERVICE – WASTEWATER TREATMENT PLANT

This fund accounts for the accumulation of resources and payment of debt related to the Wastewater Treatment Plant, and includes the annual debt payments to WIFA for the Solar Loan and US Bank for the Wastewater Treatment Plant Debt Restructure.

DEBT SERVICE FUND - WASTE WATER TREATMENT PLANT

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
86-36-21000	INTEREST INCOME	1,738	89	0	4,123	120
86-38-99000	TRANSFERS IN - DEBT SERVICE	1,078,517	-952,298	625,275	312,638	625,611
86-38-99010	TRF IN--DEBT SERVICE RESERVES	0	24,180	16,120	8,060	16,120
TOTAL DEBT SVC FUND - WWTP REVENUE:		1,080,255	-928,029	641,395	324,820	641,851
86-40-98010	RESERVE ACCUMULATION	0	0	16,120	0	16,240
86-80-81000	PRINCIPAL PAYMENTS	856,614	72,054	310,794	309,161	323,663
86-80-81500	INTEREST PAYMENTS	117,913	329,270	314,481	0	301,948
TOTAL DEBT SVC FUND - WWTP EXPENSE:		974,527	401,324	641,395	309,161	641,851

YOUTH FUND

The Youth Fund was established as a permanent fund with \$103,000 in proceeds from the sale of properties known as the Old Police Station and Old Fire Station. The fund must maintain the principal of \$103,000. The interest income and fund balances from previous year's activity in excess of the \$103,000 may be budgeted for expenditures consistent with the purposes of this fund.

This fund currently has approximately \$30,000 available to spend on projects designated by the Youth Council.

YOUTH FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
89-36-21000	INTEREST INCOME	1,743	3,094	1,000	1,172	1,500
89-36-50010	FUND RAISING PROCEEDS	0	0	1,000	0	1,000
89-36-99925	USE OF FUND BALANCE	0	0	8,000	0	7,500
TOTAL YOUTH FUND REVENUE:		1,743	3,094	10,000	1,172	10,000
89-40-50000	AUTHORIZED EXPENDITURES	111	323	2,000	0	2,000
89-40-90000	CAPITAL EXPENDITURES	0	0	8,000	0	8,000
TOTAL YOUTH FUND EXPENSE:		111	323	10,000	0	10,000

BISBEE BUS FUND

The Bisbee Bus operations are funded through the Arizona Department of Transportation's (ADOT) 5311 program, a SEAGO AAA grant, and bus fares. General Funds are utilized for grant match. The day to day operations of the Bisbee Bus are contracted through the City of Douglas which provides drivers, safety training, and oversight of operations, ridership, marketing and administration. The Bisbee Bus runs a fixed route deviated service Monday through Friday 6:00 a.m. to 6:20 p.m. and Saturdays from 9:00 a.m. to 3:35 p.m. This service is provided year round with the exception of holidays. The route includes Old Bisbee, Warren, Saginaw, Tintown, San Jose, and Naco. On weekdays, the bus makes 10 round trips per day and runs an early morning commuter route. Saturdays the bus makes 4 round trips. Cost to ride the bus is \$1.00 for adults, \$0.50 for seniors, and \$0.25 for students. Assistance is available for seniors and disabled riders to obtain reduced fare passes.

BISBEE BUS FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
96-30-50000	ADOT GRANT	98,000	0	0	0	0
96-30-50045	SEAGO TRANSPORTATION	26,384	28,000	27,000	0	28,000
96-30-50050	BUS LOCAL SHARE	14,352	14,139	16,000	6,414	14,000
96-30-50060	FEDERAL SHARE	178,208	187,715	235,406	54,077	291,321
96-30-50999	OTHER REVENUE	2,500	0	0	0	0
96-36-11087	INSURANCE REIMBURSEMENTS	0	11,434	0	0	0
96-38-50010	GAIN/LOSS ON DISPOSAL OF ASSET	-15,489	0	0	0	0
96-38-99010	TRANSFERS FROM GEN FUND	0	0	42,344	0	50
TOTAL BISBEE BUS FUND REVENUE:		303,956	241,287	320,750	60,492	333,371
96-40-11000	SALARIES - GENERAL	12,617	6,208	12,700	0	0
96-40-11050	SALARIES - PART TIME	14,158	11,226	20,000	0	0
96-40-11990	COMBINED ERE	6,685	3,567	6,000	0	0
BISBEE BUS FUND PERSONNEL EXPENSE:		33,460	21,001	38,700	0	0
96-40-41505	ADMIN MISC EXPENSES	1,072	910	2,000	267	2,000
96-40-41606	CONTRACTOR OPERATING EXPENSES	209,951	206,875	210,000	54,742	215,000
96-40-41607	CITY OPERATING EXPENSE	23,981	10,485	24,000	10,776	25,000
96-40-43500	POSTAGE	9	16	50	5	50
96-40-52500	PROPERTY, CASUALTY, LIABILITY	5,975	6,369	6,000	3,107	7,050
96-40-62000	FUEL & LUBRICANTS	22,156	23,210	30,000	13,090	30,000
96-40-70000	DE MINIMUS INDIRECT COSTS	9,827	7,246	10,000	0	10,000
96-40-91000	CAPITAL EXPENDITURES	82,511	0	0	0	41,336
96-40-99010	TRANSFER TO GENERAL FUND	0	0	0	0	2,935
TOTAL BISBEE BUS FUND EXPENSE:		388,943	276,113	320,750	81,986	333,371

CAPITAL IMPROVEMENTS FUND

The Capital Improvements Fund was established by City Council to receive monies from the sale of City assets, principally land owned by the City and determined to be surplus property. By ordinance, the proceeds from the sale of City assets are required to be placed in the Capital Improvements Fund. The Capital Improvements Fund is used to account for the financial resources to be used for the acquisition or construction of major capital facilities. Sources of funding may also include transfers from the General Fund, Special Revenue Funds, Enterprise Funds, or grant funding, along with the use of reserves where appropriate.

The \$2,000,000 from insurance reimbursement from the City Hall fire are included in this department's budgeted revenue and expense for FY20-21 in the event a new City Hall is built. These funds are currently included in the General Fund Equity, Committed Fund Balance – City Hall. Also included is revenue from sale of city property and related affordable housing expense.

CAPITAL IMPROVEMENT FUND

ACCOUNT NUMBER	ACCOUNT DESCRIPTION	2017-18 Actual	2018-19 Actual	2019-20 Budget	Dec 2019 YTD Actual	2020-21 Proposed
99-30-50999	SALE OF CITY PROPERTY	50,069	8,481	0	1,200	100,000
99-38-51000	USE OF RESERVES	0	0	0	0	2,000,000
TOTAL CAPITAL IMPROVEMENT FUND REVENUE:		50,069	8,481	0	1,200	2,100,000
99-40-05409	CITY HALL BUILDING	0	0	0	0	2,000,000
99-40-05410	AFFORDABLE HOUSING	0	0	0	0	100,000
TOTAL CAPITAL IMPROVEMENT FUND EXPENSE:		0	0	0	0	2,100,000
TOTAL REVENUE ALL FUNDS:		16,424,553	12,411,032	18,845,130	7,114,881	22,070,864
TOTAL EXPENSES ALL FUNDS:		14,492,866	12,910,437	18,845,130	7,038,119	22,070,864
TOTAL REVENUE OVER EXPENSES ALL FUNDS:		1,931,687	-499,405	0	76,762	0



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: October 1, 2019

Regular Special

DATE ACTION SUBMITTED: September 25, 2019

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL TO WAIVE LATE FEES, SUSPEND SERVICE DISCONNECTIONS AND POSSIBLE CREDIT FOR DECREASED USAGE FOR ACCOUNTS DURING THE STAY AT HOME ORDER

FROM: **Theresa Coleman, City Manager**

RECOMMENDATION: **Approve Consent Agreement**

PROPOSED MOTION: **I move to approve waive late fees and suspend service disconnections for accounts during the stay at home order.**

DISCUSSION:

In an attempt to alleviate potential financial concerns that may arise during the COVID-19 the City of Bisbee has suspended service disconnections and late fees for non-payment for our residential and business customers. This will last through at least May 31, 2020. We encourage customers who have questions or who may be facing potential hardship to contact our customer service departments by telephone or email. We offer several payment options and can assist customers with payment arrangements if needed. This will include a credit of \$3.00 per 1,000 gallons of water usage for commercial customers with proof that there has been a decrease of usage through at least May 31, 2020.

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



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 27, 2020

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-20-15; APPOINTING THERESA COLEMAN, CITY MANAGER AS THE DESIGNATED APPLICANT AGENT FOR THE ARIZONA DIVISION OF EMERGENCY MANAGEMENT

FROM: Theresa Coleman, City Manager

RECOMMENDATION: Recommend Approval

PROPOSED MOTION: I move to approve Resolution R-20-15; Appointing Theresa Coleman, City Manager as the Designated Applicant Agent for the Arizona Division of Emergency Management.

DISCUSSION:

The City of Bisbee in order to receive reimbursements for Public Assistance program (as well as some other programs), needs to have a designated a specific Applicant Agent, that designation needs to be on file with the Arizona Department of Emergency and Military Affairs (DEMA).

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado,
City Clerk

Reviewed by: Theresa Coleman
Theresa Coleman,
City Manager

RESOLUTION R-20-15

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE,
COUNTY OF COCHISE, STATE OF ARIZONA, APPOINTING THERESA COLEMAN,
CITY MANAGER AS THE DESIGNATED APPLICANT AGENT FOR THE ARIZONA
DIVISION OF EMERGENCY MANAGEMENT**

WHEREAS, the Arizona Division of Emergency Management coordinates the State of Arizona's emergency preparedness, response, and recovery efforts in order to reduce the impact of emergencies and disaster on people and property pursuant to Title 26 of the Arizona Revised Statutes and Title 8 of the Arizona Administrative Code;

WHEREAS, the City of Bisbee wishes to work with the Arizona Division of Emergency Management in its emergency preparedness, response, and recovery efforts and take part in various programs available to the City, including but not limited to the Public Assistance Program; and

WHEREAS, in order to take part in the Arizona Division of Emergency Management's efforts and programs, the City of Bisbee must designate an applicant agent to work with the Arizona Division of Emergency Management.

NOW, THEREFORE, BE IT RESOLVED by The Mayor and Council of the City of Bisbee, County of Cochise, State of Arizona, that:

Theresa Coleman, City Manager is appointed to act as the designated applicant agent to represent the City of Bisbee in its contacts with the Arizona Division of Emergency Management until further notice by Mayor and Council.

BE IT FURTHER RESOLVED that all resolutions in conflict with the provisions of this Resolution, or any part hereof, are hereby repealed.

PASSED, ADOPTED, AND APPROVED by the Mayor and Council of the City of Bisbee on this 5th day of April, 2020.

APPROVED:

David Smith, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

James Ledbetter, City Attorney

**ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS
DESIGNATION OF APPLICANT'S AGENT FORM**

The intent of this DESIGNATION is to appoint an APPLICANT'S AGENT for the following:

Select program(s) Public Assistance HMA Mitigation Program SEC Mitigation
Select duration Until further notice Only Event _____ From _____ to _____

Applicant: City of Bisbee

CERTIFICATION

I, Theresa Coleman, duly appointed and City Manager of
(Authorizing Official's Name) (Title)

City of Bisbee, do hereby certify that the information below is true and correct,
(Applicant)

based on a resolution passed and approved (attached) by the City Council
(Governing Body)

of City of Bisbee on the 5th day of May, 2020.
(Applicant) (day) (month) (year)

Theresa Coleman has been designated as the Applicant's Agent
(Name of Designated Applicant's Agent)

to act on behalf of City of Bisbee.
(Applicant)

City Manager
(Authorizing Official's Signature) (Title) (Date)

This document MUST be accompanied by a copy of the Resolution or Meeting Minutes by your governing board which designated the Applicant's Agent.

Designated Applicant's Agent

Name Theresa Coleman

Title/Official Position City Manager

Full Mailing Address PO Box 4601, Bisbee, AZ 85603

Email Address tcoleman@bisbeeaz.gov

Daytime Telephone Number 520-432-6014 Cell _____
(Please include area code and extension if not a direct number)

For DEMA Use Only

Received By: _____
(Initials & Date)

March 2020

Form #AZ PA 204-4



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5th 2020

Regular Special

DATE ACTION SUBMITTED: April 15, 2020

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-20-11: DESIGNATING KERI BAGLEY AS THE CHIEF FISCAL OFFICER (CFO) FOR FISCAL YEAR 2020 FOR THE PURPOSE OF SUBMITTING THE CITY'S ANNUAL EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL'S OFFICE.

FROM: Keri Bagley, Finance Director

RECOMMENDATION: Approve Resolution R-20-11

PROPOSED MOTION: I move to approve Resolution R-20-11 Designating Keri Bagley as the CFO of the City of Bisbee for Fiscal Year 2020.

DISCUSSION: A.R.S. § 41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer (CFO) the governing body has designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf. The AELR is submitted annually by the City's Finance Director once all reports are received by the City's Auditor. The Auditor General now requires use of a uniform resolution across all entities and that this resolution be submitted annually. This resolution will update the previously submitted information for FY20.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: Keri Bagley
Keri Bagley,
Finance Director

Reviewed by: Theresa Coleman
Theresa Coleman,
City Manager

RESOLUTION NO. R-20-11

A RESOLUTION OF THE CITY OF BISBEE, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2020 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the City of Bisbee Mayor and Council desires to designate Keri Bagley, as the City's Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE CITY OF BISBEE MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Keri Bagley is hereby designated as the City's Chief Fiscal Officer for purposes of submitting the fiscal year 2020 AELR to the Arizona Auditor General's Office on the governing body's behalf.

PASSED AND ADOPTED by the City of Bisbee, Arizona Mayor and Council, this 5th day of May, 2020.

Attested to:

David Smith, Mayor

Ashlee Coronado, City Clerk

Reviewed by:

Approved as to form:

Theresa Coleman, City Manager

James Ledbetter, City Attorney



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5th 2020

Regular Special

DATE ACTION SUBMITTED: April 15, 2020

REGULAR **CONSENT**

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-20-12: DESIGNATING KERI BAGLEY AS THE CHIEF FISCAL OFFICER (CFO) FOR FISCAL YEAR 2021 FOR THE PURPOSE OF SUBMITTING THE CITY'S ANNUAL EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL'S OFFICE.

FROM: Keri Bagley, Finance Director

RECOMMENDATION: Approve Resolution R-20-12

PROPOSED MOTION: I move to approve Resolution R-20-12 Designating Keri Bagley as the CFO of the City of Bisbee for Fiscal Year 2021.

DISCUSSION: A.R.S. § 41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer (CFO) the governing body has designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf. The AELR is submitted annually by the City's Finance Director once all reports are received by the City's Auditor.

FISCAL IMPACT: N/A

DEPARTMENT LINE ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: Keri Bagley
Keri Bagley
Finance Director

Reviewed by: Theresa Coleman
Theresa Coleman,
City Manager

RESOLUTION NO. R-20-12

A RESOLUTION OF THE CITY OF BISBEE, ARIZONA MAYOR AND COMMON COUNCIL, DESIGNATING THE CHIEF FISCAL OFFICER FOR OFFICIALLY SUBMITTING THE FISCAL YEAR 2021 EXPENDITURE LIMITATION REPORT TO THE ARIZONA AUDITOR GENERAL

RECITALS:

WHEREAS, A.R.S. §41-1279.07(E) requires each county, city, town, and community college district to annually provide to the Auditor General by July 31 the name of the Chief Fiscal Officer the governing body designated to officially submit the current year's annual expenditure limitation report (AELR) on the governing body's behalf; and

WHEREAS, the City of Bisbee Mayor and Council desires to designate Keri Bagley, as the City's Chief Fiscal Officer.

WHEREAS, Entities must submit an updated form and documentation for any changes in the individuals designated to file the AELR.

ENACTMENTS:

NOW THEREFORE BE IT RESOLVED BY THE CITY OF BISBEE MAYOR AND COUNCIL as follows:

SECTION 1. The recitals above are hereby incorporated as if fully set forth herein.

SECTION 2. Keri Bagley is hereby designated as the City's Chief Fiscal Officer for purposes of submitting the fiscal year 2021 AELR to the Arizona Auditor General's Office on the governing body's behalf.

PASSED AND ADOPTED by the City of Bisbee, Arizona Mayor and Council, this 5th day of May, 2020.

Attested to:

David Smith, Mayor

Ashlee Coronado, City Clerk

Reviewed by:

Approved as to form:

Theresa Coleman, City Manager

James Ledbetter, City Attorney



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: May 5, 2020

Regular Special

DATE ACTION SUBMITTED: April 29, 2020

REGULAR **CONSENT**

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF AMENDMENT #1 TO THE PROFESSIONAL SERVICES AGREEMENT BETWEEN THE CITY OF BISBEE AND DOG CAT MOUSE MEDIA LLC, FOR MARKETING AND DESIGN SERVICES

FROM: Theresa Coleman, City Manager

RECOMMENDATION: Approve Amendment

PROPOSED MOTION: I move to approve Amendment #1 to the Professional Services Agreement between the City of Bisbee and Dog Cat Mouse Media LLC, for Marketing and Design Services.

DISCUSSION:

Approval of this Amendment would extend the existing Marketing and Design Agreement for one year. There is no increase for this agreement.

FISCAL IMPACT: \$35,000.00

DEPARTMENT LINE ITEM ACCOUNT: 20-40-34000

BALANCE IN LINE ITEM IF APPROVED: TBD

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: _____
Theresa Coleman
City Manager

AMENDMENT #1
to
**PROFESSIONAL SERVICES AGREEMENT BETWEEN
THE CITY OF BISBEE AND DOG CAT MOUSE MEDIA, LLC,
FOR MARKETING AND DESIGN SERVICES**

The City of Bisbee ("City") and Dog Cat Mouse LLC, hereby agree to extend the Original Agreement dated August 6, 2019 for one year so that the expiration date is August 6, 2021.

All other terms and conditions remain the same.

IN WITNESS WHEREOF, the Parties have authorized the designated officials indicated below to execute this agreement indicating their respective approval.

David Smith Date
Mayor

Jennifer Luria Date
Dog Cat Mouse Media LLC

ATTEST:

Ashlee Coronado
Clerk, City of Bisbee

APPROVED AS TO FORM:

James Ledbetter
City Attorney, City of Bisbee



date

April 22, 2020

client

City of Bisbee

Discover Bisbee Tourism Marketing Campaign 2020 - 2021 contract

design + media services

Develop Art & Content for the following:

- Arizona Office of Tourism Rural Marketing Cooperative Advertising Selections (to be submitted July 2020)
- Work directly with advertising vendors to meet ad deadlines
- Social Media Weekly Management & Content Creation for Facebook, Instagram & Twitter
- Monthly Newsletter & Blog sent to current subscribers (currently 6,144+)
- Secure additional advertising opportunities throughout the year if budget allows

Garnering Relationships with Travel Writers & Media Contacts

- Generate press releases and share with media contacts to garner written articles in both print and digital platforms
- Continue building upon already established relationships with the media and travel writers
- Organize FAM (familiarization) tours with travel writers and media
- Work with bloggers and social media influencers

Outreach

- Attend at least one conference, tradeshow and/or festival to promote Bisbee (utilizing the business travel budget line item)
- Attend and participate in Arizona Office of Tourism roundtables

DiscoverBisbee.com Website Refresh & Maintenance

- Maintain and update the searchable databases for lodgings, restaurants and shops
- Clean up all the listings - add new, delete old
- Maintain Relocation page
- Maintain Film in Bisbee Resource page

Analytics Reporting

- Monthly statistics reported on social media and website data
- Quarterly analytics reporting presentation to the City Council

fee summary and terms

One year contract - to begin August 6, 2020

\$35,000.00

FEE SCHEDULE

\$2916.66 billed monthly



Professional Services Agreement For Marketing and Design for the City of Bisbee

THIS AGREEMENT is made and entered into this 6th day of August, 2019 by and between CITY OF BISBEE, hereinafter referred to as the "City", and Dog Cat Mouse Media LLC hereinafter referred to as the "Consultant".

I. SCOPE OF SERVICES

Subject to the terms and conditions set forth in this agreement, Consultant shall provide all material, labor and transportation as described in Exhibit "A" Scope of Services.

II. COMPENSATION AND METHOD OF PAYMENT

In consideration for the performance of the services described in Attachment "A" the City shall pay the Consultant **\$2,916.66 per month**.

The City will pay the Consultant following the submission of invoices(s) for the services and material rendered. No payment shall be issued prior to receipt of material or service and correct invoicing. Each invoice must bear written certification by an authorized City representative confirming the services and material for which payment is requested have been performed and received. The City agrees to pay all properly documented invoices, for accepted work and material within thirty (30) days of receipt.

All notices, invoices and payment shall be made in writing and may be given by personal delivery, mail or e-mail.

The designated recipients for such notices, invoices and payments are as follows:

Consultant: Dog Cat Mouse Media LLC
PO Box 1497, Bisbee, AZ 85603
dogcatmousemedia@gmail.com
520-732-9359

City: City of Bisbee
Ashlee Coronado, City Clerk
1415 W. Melody Lane, Building G, Bisbee, AZ 85603
acoronado@bisbeeaz.gov
520-432-6012

III. DURATION AND RENEWAL

The Consultant shall not commence any billable work or provide any material or services under this Agreement until **August 6, 2020**, which shall be the commencement date of this Agreement. The term of this Agreement is one year from the commencement date. Thereafter, this Agreement shall automatically renew for one-year terms unless either party notifies the other, in writing, at least thirty (30) days in advance of the termination date, of its intent not to renew.

IV. TERMINATION

A. The City may cancel this Agreement without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting or creating the Agreement on behalf of the City is or becomes, at any time while the Agreement or any

extension of the Agreement is in effect any employee of, or Consultant to any other party to this Agreement with respect to the subject matter of the Agreement. Such cancellation shall be effective when written notice from the City is received by the parties to this Agreement, unless the notice specifies a later time.

- B. This Agreement may also be terminated at any time by mutual written consent, or by the City, with or without cause, upon giving the thirty (30) days written notice to the Consultant. The City at its convenience, by written notice, may terminate this Agreement, in whole or in part. If this Agreement is terminated, the City shall be liable only for payment under the payment provisions of this Agreement for services rendered and accepted material received by the City before the effective date of termination.
- C. The City reserves the right to cancel the whole or any part of this Agreement due to failure of the Consultant to carry out any term, promise or condition of the Agreement. The City will issue a written ten (10) day notice of default to the Consultant for acting or failing to act any of the following, in the opinion of the City:
 - 1. Consultant provides personnel who do not meet the requirements of the Agreement;
 - 2. Consultant fails to adequately perform the stipulations, conditions, or services/specifications required in the Agreement;
 - 3. Consultant attempts to impose on the City personnel, materials, products, or workmanship that is not of an acceptable quality;
 - 4. Consultant fails to furnish the required service and/or product within the time stipulated in the Agreement;
 - 5. Consultant fails to make progress in the performance of the requirements of the Agreement and/or gives the City a positive indication that consultant will not or cannot perform to the requirements of the Agreement.

V. ENFORCEMENT, LAWS AND ORDINANCES

This agreement shall be enforced under the laws of the State of Arizona. Consultant must comply with all applicable federal, state, and local laws, ordinances, and regulations. Consultant shall ensure payment of all taxes, licenses, permits, and other expenses of any nature associated with the provision of services herein. Consultant shall maintain in current status all Federal, State and Local licenses and permits required for the operation of the business conducted by the Consultant.

VI. INDEPENDENT CONSULTANT

It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint ventures, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

The Consultant is advised that taxes or social security payments shall not be withheld from a City payment issued hereunder and that Consultant should make arrangements to directly pay such expenses, if any. The City will not provide any insurance coverage to the Consultant including Workmen's Compensation coverage.

VII. MODIFICATIONS

This Agreement may only be modified by a written amendment signed by the City and the Consultant.

VIII. WAIVER

The failure of either party of this Agreement to take affirmative action with respect to any conduct of the other which is in violation of the terms of this Agreement shall not be construed as a waiver thereof, or of any future breach or subsequent wrongful conduct.

IX. INDEMNIFICATION

To the fullest extent permitted by law, Consultant agrees to indemnify, and hold harmless the City of Bisbee, a body politic and corporate of the State of Arizona, its board members, officers, employees, agents and other officials from all claims, damages, losses, and expenses, including but not limited to attorney's fees, reasonable court costs, or other alternative dispute resolution costs arising out of, resulting from, or otherwise but for the performance or furnishing of work or services under this Agreement, provided that any such claim, damage, loss, or expense is attributable to bodily injury, sickness, disease, death, or personal injury, or property damage, including the loss of use or diminution in value resulting there from; but only to the extent caused in whole or in part by the actual or alleged negligent acts, errors, or omissions of Consultant, or anyone for whose acts Consultant may be liable. The City of Bisbee reserves the right, but not the obligation, to participate in defense without relieving Consultant of any obligation hereunder.

The amount and type of insurance required shall not in any way be construed as limiting the scope of the indemnification set forth above.

X. INSURANCE

Contractor and subcontractors shall procure and maintain until all of their obligations have been discharged, including any warranty periods under this Contract are satisfied, insurance against claims for injury to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors.

The insurance requirements herein are minimum requirements for this Contract and in no way, limit the indemnity covenants contained in this Contract. The City in no way warrants that the minimum limits contained herein are sufficient to protect the Contractor from liabilities that might arise out of the performance of the work under this contract by the Contractor, his agents, representatives, employees or subcontractors and Contractor is free to purchase additional insurance as may be determined necessary.

A. **MINIMUM SCOPE AND LIMITS OF INSURANCE:** Contractor shall provide coverage with limits of liability not less than those stated below. An excess liability policy or umbrella liability policy may be used to meet the minimum liability requirements provided that the coverage is written on a "following form" basis.

1. Commercial General Liability – Occurrence Form

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

Per Occurrence:	\$1,000,000
Products - Completed Operations Aggregate	\$ 2,000,000
Personal and Advertising Injury	\$ 1,000,000
Blanket Contractual Liability - Written & Oral	\$ 1,000,000
Pollution	\$ 1,000,000

a. The policy shall be endorsed to include the following additional insured language: "The City of Bisbee, its departments, agencies, boards, officers, officials, agents and

employees shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor”.

2. Worker’s Compensation and Employers’ Liability

Workers' Compensation	Statutory
Employers' Liability	
Each Accident	\$500,000
Disease - Each Employee	\$500,000
Disease - Policy Limit	\$500,000

- a. This requirement shall not apply when a contractor or subcontractor is exempt under A.R.S. 23-901, **AND** when such contractor or subcontractor executes the appropriate sole proprietor waiver form. (Note: this requirement is deemed waived based on the Contractor’s warrant that Contractor is a single-member LLC with no employees and treated as a sole proprietorship for insurance purposes).

3. Professional Liability (Errors and Omissions Liability)

The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Services of this contract.

Each Claim	\$1,000,000
Annual Aggregate	\$2,000,000

- a. In the event that the professional liability insurance required by this Contract is written on a claims-made basis, Contractor warrants that any retroactive date under the policy shall precede the effective date of this Contract; and that either continuous coverage will be maintained or an extended discovery period will be exercised for a period of two (2) years beginning at the time work under this contract is completed.
- b. The policy shall cover professional misconduct or lack of ordinary skill for those positions defined in the Scope of Work of this contract.
- c. The policy shall be endorsed to include the following additional insured language: “The City of Bisbee, its departments, agencies, boards, officers, officials, agents and employees shall be named as an additional insured with respect to liability arising out of the activities performed by, or on behalf of the Contractor, involving automobiles owned, leased, hired or borrowed by the Contractor”.

B. ADDITIONAL INSURANCE REQUIREMENTS: The policies shall include, or be endorsed to include, the following provisions:

- 1. On insurance policies where the City of Bisbee is named as an additional insured, the City of Bisbee shall be an additional insured to the full limits of liability purchased by the Contractor even if those limits of liability are in excess of those required by this Contract. Contractor shall provide the City with certificates naming it as an additional insured.
- 2. The Contractor’s insurance coverage shall be primary insurance and non-contributory with respect to all other available sources.
- 3. Coverage provided by the Contractor shall not be limited to the liability assumed under the indemnification provisions of this Contract.

C. **NOTICE OF CANCELLATION:** With the exception of (10) day notice of cancellation for non-payment of premium, any changes material to compliance with this contract in the insurance policies above shall require (30) days written notice to the City of Bisbee. Such notice shall be sent directly to the Bisbee City Public Works Department, 118 Arizona Street, Bisbee, Arizona 85603.

D. **ACCEPTABILITY OF INSURANCE:** Insurance is to be placed with insurers duly licensed or authorized to do business in the state of Arizona and with an "AM.

Best" rating of not less than A- VII. The City in no way warrants that the above-required minimum insurer rating is sufficient to protect the Contractor from potential insurer insolvency.

E. **VERIFICATION OF COVERAGE:** Contractor shall furnish the City with certificates of insurance (ACORD form or equivalent approved by the City) as required by this Contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

All certificates and any required endorsements are to be received and approved by the City before work commences. Each insurance policy required by this Contract must be in effect at or prior to commencement of work under this Contract and remain in effect for the duration of the project. Failure to maintain the insurance policies as required by this Contract or to provide evidence of renewal is a material breach of contract.

All certificates required by this Contract shall be sent directly to the Bisbee City Public Works Department, Bisbee, Arizona 85603. **The City project/contract number and project description shall be noted on the certificate of insurance.** The City reserves the right to require complete, certified copies of all insurance policies required by this Contract at any time.

F. **SUBCONTRACTORS:** Contractors' certificate(s) shall include all subcontractors as additional insured's under its policies or Contractor shall furnish to the City separate certificates and endorsements for each subcontractor. All coverage's for subcontractors shall be subject to the minimum requirements identified above.

G. **APPROVAL:** Any modification or variation from the insurance requirements in this Agreement shall be made by the Contracting Agency in consultation with the Risk Management Department, whose decision shall be final. Such action will not require a formal Agreement amendment, but may be made by administrative action.

XI. MISCELLANEOUS PROVISIONS

A. No assignment of this Agreement or sub-agreement shall be made by the Consultant with any other party for furnishing any of the services herein contracted for without the advance written approval of the Public Works Department. All sub-consultants shall comply with Federal and State laws and regulations which are applicable to the services covered by the sub-agreement and shall include all the terms and conditions set forth herein which shall apply with equal force to the sub-agreement, as if the sub-consultant were the Consultant referred to herein. The Consultant is responsible for Agreement performance whether or not sub-consultants are used.

B. The Consultant shall establish and maintain procedures and controls that are acceptable to the City for the purpose of assuring that no information contained in its records or obtained from the City or from others in carrying out its functions under the Agreement

shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the Agreement. Persons requesting such information must be referred to the City.

- C. All services, information, computer program elements, reports, and other deliverables which may have a potential patent or copyright value and which are created under this Agreement shall be the property of the City and shall not be used by the Consultant or any other person except with the prior written permission of the City.
- D. This Agreement is subject to the provisions of A.R.S. § 38-511.
- E. The Consultant shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable Federal regulations under the Act.

XII. LEGAL ARIZONA WORKES ACT COMPLIANCE

Consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal immigration laws applicable to Consultant's employment of its employees, and with the requirements of A.R.S. § 23-214(A) (together the "State and Federal Immigration Laws"). The Consultant shall further ensure that each sub-consultant who performs any work for the Consultant under this Agreement likewise complies with the State and Federal Immigration Laws.

The City shall have the right at any time to inspect the books and records of the Consultant and any sub-consultant in order to verify such party's compliance with the State and Federal Immigration Laws.

Any breach of the Consultant's or any sub-consultant's warranty of compliance with the State and Federal Immigration Laws, or of any other provision of this section, shall be deemed to be a material breach of this Agreement subjecting the Consultant to penalties up to and including suspension or termination of this Agreement. If the breach is by a sub-consultant, and the sub-agreement is suspended or terminated as a result, the Consultant shall be required to take such steps as may be necessary to either self-perform the services that would have been provided under the sub-agreement or retain a replacement sub-consultant, (subject to City approval if MWBE preferences apply) as soon as possible so as not to delay project completion.

The Consultant shall advise each sub-consultant of the City's rights, and the sub-consultant's obligations, under this Section by including a provision in each sub-agreement substantially in the following form:

"The sub-consultant hereby warrants that it will at all times during the term of this Agreement comply with all federal laws applicable to the sub-consultant's employee and the requirements of A.R.S. § 23-214(A). The sub-consultant further agrees that the City may inspect the sub-consultant's books and records to insure that the sub-consultant is in compliance with these requirements. Any breach of this paragraph by the sub-consultant will be deemed to be a material breach of this Agreement subjecting the sub-consultant to penalties up to and including suspension or termination of this Agreement."

Any additional costs attributable directly or indirectly to remedial action under this Section shall be responsibility of the Consultant. In the event that remedial action under this Section results in delay to one or more tasks on the critical path of the Consultant's approved construction or critical milestones schedule, such period of delay shall be deemed excusable delay for which the Consultant shall be entitled to an extension of time, but not costs.

This Agreement represents the entire agreement between the CITY and the CONSULTANT relating to this requirement and shall prevail over any and all previous verbal and written agreements.

CONSULTANT:

Bridget Shanahan 8/13/19
Bridget Shanahan, Art Director Date

APPROVED BY:

David M. Smith 8/13/19
David M. Smith, Mayor Date

ATTEST:

Ashlee Coronado 8-13-19
Ashlee Coronado, City Clerk Date

APPROVED AS TO FORM:

James Ledbetter 8/13/19
James Ledbetter, City Attorney Date