

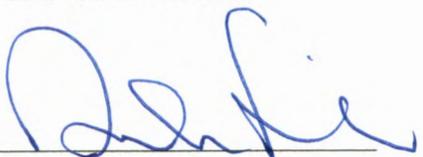
AMENDMENT #1
to
AGREEMENT BETWEEN THE CITY OF BISBEE AND
THE BISBEE COUNCIL ON ARTS & HUMANITIES, INC.,
AN ARIZONA CORPORATION,
REGARDING A MUSEUM AND VISITOR CENTER POSITION

The City of Bisbee ("City") and The Bisbee Council on Arts & Humanities, Inc., (BCAH) an Arizona Corporation, hereby enter a two (2) year agreement to begin April 1, 2020.

1. BCAH shall provide and supervise one employee in a position to work in both the Museum and the Visitor Center working thirty-five (35) hours per week at \$14.00 per hour. The City acknowledges that Brenda Morales currently serves in the capacity. In the event of a new hire, the interview and hiring committee shall consist of the City Manager and the Museum Director. BCAH will be responsible for paying all wages and obligations of the thirty-five (35) hour position. The BCAH is responsible for additional benefits as set forth in BCAH Employee Handbook.
2. The City will reimburse BCAH for twenty hours (20) per week of the wages and a proportional share of the BCAH's Social Security, Medicare and workers' compensation obligations in exchange for the employee working in the Visitor Center from 10 a.m. to 12 p.m. and 1 p.m. to 4 p.m. Monday through Thursday; excluding holidays. Should the employee serving in the position work less than twenty (20) hours in the Visitor Center in any given week, the City will be responsible for reimbursing wages and proportional share of the obligations outlined above for the hours actually worked in the Visitor Center. The City will reimburse the BCAH promptly upon receipt of a monthly invoice submitted to the City Finance Director.
3. The City shall provide one employee in a position to work in the Visitor Center working nineteen and half (19.5) hours per week. BCAH acknowledges that Ramon Valdez currently serves in that capacity. In the event of a new hire, the interview and hiring committee shall include, but not limited to, the Personnel Director and the City Manager. The City will be responsible for paying all wages and obligations of the nineteen and a half (19.5) hour position.

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

CITY OF BISBEE:

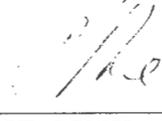
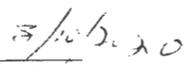


DAVID SMITH

Date

Mayor

BISBEE COUNCIL OF ARTS & HUMANITIES, INC.:

CARRIE GUSTAVSON

Date

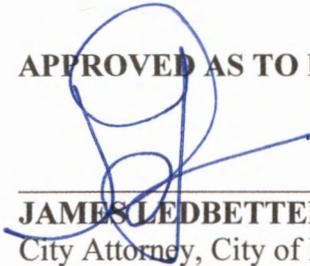
President

ATTEST:



ASHLEE CORONADO
Clerk, City of Bisbee

APPROVED AS TO FORM:



JAMES LEDBETTER
City Attorney, City of Bisbee

Brenda Morales

Part-time contract with the City of Bisbee and Bisbee Mining and Historical Museum

Visitor Information Office

Monday-Friday

Duties/Role:

- Greet Visitors and provide them with information on Bisbee and surrounding areas
- Answer the phone, check emails and return messages. Forward messages regarding advertising, media, and film inquiries to Dog Cat Mouse Media
- Mail visitor and relocation packets as requested
- Gather visitor walk-in counts and send to aridgway@tourism.az.gov on a monthly basis
- Update contact list for the Discover Bisbee newsletter with new subscribers
- Work with Ramon Valdez to keep brochures/pamphlets updated and stocked
- Maintain a calendar of events list to be shared with Dog Cat Mouse Media
Upload events to online calendars including the City of Bisbee Community Calendar
- Gather and update Lodging, Restaurant, Gallery and Shop information and send to DCMM for online database
- Maintain master email database of current, licensed businesses

Ramon Valdez

Part-time position with the City of Bisbee

Visitor Center at the Queen Mine Tour

Friday

Visitor Information Office

Saturday, Sunday and holidays

Duties/Role:

- Collect mail from the post office box
- Prepare payment requests/invoices to finance department
- Greet visitors and provide them with information on Bisbee and surrounding areas
- Answer the phone, check emails and return messages
- Manage brochure/pamphlet inventory-work with Brenda on keeping the VIO stocked
- Gather visitor walk-in counts on a monthly basis
- Assist Brenda as needed with the calendar of events, lodging, and email databases
- Maintain weekly lodging availability