

## 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, JANUARY 6, 2026, AT 7:00 PM AT COUNCIL CHAMBERS LOCATED AT 118 ARIZONA STREET, BISBEE, ARIZONA.

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

### ROLL CALL

#### **COUNCIL**

Councilmember Trish Damon, Ward III  
Councilmember Pete Skinner, Ward II  
Councilmember Karen Schumacher, Ward I  
Mayor Ken Budge  
Councilmember VACANT, Ward I  
Councilmember Mel Sowid, Ward II  
Councilmember Anna Cline, Ward III, Mayor Pro Tempore

#### **STAFF**

VACANT, City Manager  
Ashlee Coronado, Interim City Manager / City Clerk  
Keri Bagley, Finance Director  
Joelle Landers, Personnel Director  
Matthew Gurney, Public Works Director  
Logan Dodd, Operations Manager  
Tim Cox, Police Chief  
Jay Ritchie, Deputy Police Chief  
Jim Richardson, Fire Chief

#### **CITY ATTORNEY**

Joseph Estes

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

CALL TO THE PUBLIC

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 Tuesday, December 16, 2025.

Ashlee Coronado, City Clerk

- B. Approval of the Appointment of Nicole France to the Bisbee Arts Commission.  
Ashlee Coronado, City Clerk
- C. Approval of the Appointment of Alisia Espiriti to the Board of Adjustment with a Waiver for Number of Commission Memberships Served.  
Ashlee Coronado, City Clerk
- D. Approval of the Appointment of Nicole France to the Charter Review Committee.  
Ashlee Coronado, City Clerk
- E. Approval of the Appointment of Bill Bailey to the Design Review Board with a Waiver for Number of Commission Memberships Served.  
Ashlee Coronado, City Clerk
- F. Approval of the Reappointment of Cheri Chase to the Airport Advisory Commission.  
Ashlee Coronado, City Clerk
- G. Approval of the Reappointment of Tyler Bradberry to the Board of Adjustment.  
Ashlee Coronado, City Clerk
- H. Approval of the Reappointment of Melissa Hartman to the Board of Adjustment.  
Ashlee Coronado, City Clerk
- I. Approval of the Reappointment of Mary Gojkovich to the Civil Service Commission with a Waiver for Number of Commission Memberships Served.  
Ashlee Coronado, City Clerk
- J. Approval of the Reappointment of Annie Larkin to the Evergreen Cemetery Committee.  
Ashlee Coronado, City Clerk
- K. Approval of the Reappointment of Sandra Michel to the Evergreen Cemetery Committee.  
Ashlee Coronado, City Clerk
- L. Approval of the Reappointment of William Gronlund to the Library Advisory Board with a Waiver for Length of Service.  
Ashlee Coronado, City Clerk
- M. Approval of the Reappointment of Donna Wirtel to the Library Advisory Board.  
Ashlee Coronado, City Clerk
- N. Approval of the Reappointment of William Bailey to the Parks and Recreation Committee.  
Ashlee Coronado, City Clerk
- O. Approval of the Reappointment of Alisia Espiriti to the Planning and Zoning Commission.  
Ashlee Coronado, City Clerk
- P. Approval of the Reappointment of Mary Gojkovich to the Police and Fire Advisory Committee.  
Ashlee Coronado, City Clerk

**OLD BUSINESS**

3. Discussion and Possible Approval of Ordinance O-26-01; Amending Chapter 7, Building, by establishing a new article 7.16- Utility Pole Installation and Relocation Regulations.  
Logan Dodd, Operations Manager

**NEW BUSINESS**

4. Public Hearing and Discussion and Possible Approval of a Liquor License Application for Le Cornucopia Café located at 1 Howell Avenue, Bisbee, AZ; Gretchen Renee Bonaduce, Applicant.  
Ashlee Coronado, City Clerk
5. Public Auction of Designated Surplus Property an unaddressed parcel located adjacent to APN 101-12-082H.  
J. Emanuel Stuart, City Planner
6. Discussion and Possible Approval of Resolution R-26-01, Amending the Building Inspector Section of the City Fee Schedule.  
Melissa Hartman, City Planner
7. Discussion and Possible Approval for the Bisbee Arts Commission to pay Hotel La More at The Bisbee Inn in the amount of \$126.56 for two rooms for Flam Chen following the New Year’s Eve Event.  
Karen Schumacher, BAC Liaison
8. Discussion and Possible Approval for the Bisbee Arts Commission to pay Art Car World in the amount of \$150.00 for an Art Car and Driver for their New Year’s Eve Event.  
Karen Schumacher, BAC Liaison
9. Discussion of Current status of Bisbee Bus including pending 5311 Application, Budget, Audit and Contracts.  
Melanie Greene, Interim Transit Manager
10. Discussion and Possible Approval of the Notice of Intent to Adopt Ordinance O-26-02; Amending the City Code of the City of Bisbee, Chapter 3.5 Procurement.  
Melanie Greene, Interim Transit Manager
11. Discussion and Possible Approval of Revisions to the City of Bisbee, Bisbee Bus ADA Policies.  
Melanie Greene, Interim Transit Manager
12. Discussion and Possible Approval of the DBE Program Plan.  
Melanie Greene, Interim Transit Manager
13. Discussion and Possible Approval of the Adoption of the City’s Title VI Plan.  
Melanie Greene, Interim Transit Manager
14. Discussion and Possible Approval of a Contract Administration Manual.  
Melanie Greene, Interim Transit Manager

15. Discussion and Possible Approval of Resolution R-26-02; Authorizing the Submission of an Application to the Arizona State Match Advantage for Rural Transportation (AZ Smart) Fund for reimbursement of Federal Grant Development costs related to a raise/build Transportation Discretionary Grant Application.

J. Emanuel Stuart, City Planner

16. Discussion and Possible Approval of a Motion to Go into Executive Session Pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the City Attorney related to the City Manager Recruitment.

Ken Budge, Mayor

17. Discussion and Possible Selection of a firm for City Manager Recruitment Services.

Ken Budge, Mayor

18. City Manager's Report:

**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 Schumacher would like to comment on the Bisbee Arts Commission New Years Eve Event.

**ADJOURNMENT:**

**Pursuant to A.R.S. § 38-431.02(H), The public will have physical access to Council Chambers 20 minutes before the meeting is scheduled to begin.**

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

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

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

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

# 1

Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>GENERAL FUND</b>							
<b>10-1020100 GASOLINE INVENTORY</b>							
3551	SENERGY PETROLEUM	415328819	UNLEADED FUEL	12/08/2025	5,890.40	.00	
<b>10-2020203 DENTAL INSUR PAYABLE</b>							
2233	DELTA DENTAL of ARIZONA	RIS000675044	Dental premiums for January 202	12/17/2025	2,727.54	2,727.54	12/19/2025
2233	DELTA DENTAL of ARIZONA	RIS000675044	Dental premiums for January 202	12/17/2025	1,601.17	1,601.17	12/19/2025
<b>10-2020802 DEFERRED COMPENSATION PAYABLE</b>							
1623	NATIONWIDE RETIREMENT SO	25-1220	Ruiz, Gabriel PPE 12-20-2025	12/23/2025	342.00	342.00	12/29/2025
1623	NATIONWIDE RETIREMENT SO	25-1220	EE & ER COB PPE 12-20-2025	12/23/2025	2,535.64	2,535.64	12/29/2025
1623	NATIONWIDE RETIREMENT SO	25-1220	EE & ER FIRE PPE 12-20-2025	12/23/2025	2,717.70	2,717.70	12/29/2025
<b>10-2020818 UNION DUES PAYABLE</b>							
3677	AZ COPS	PPE 12-06-202	Police union dues for PPE 12/6/20	12/09/2025	175.00	175.00	12/15/2025
3677	AZ COPS	PPE 12-20-202	Police union dues for PPE 12/20/2	12/22/2025	175.00	175.00	12/29/2025
1147	BISBEE FIREFIGHTERS LOCAL	PPE 12-20-202	Fire Union Dues for PPE 12/20/20	12/22/2025	495.00	495.00	12/29/2025
<b>10-2021001 HEALTH INSURANCE PAYABLE</b>							
6917	BLUE CROSS BLUE SHIELD OF	037849-01-26	Health insurance premium PPO90	12/29/2025	36,321.58	36,321.58	12/29/2025
6917	BLUE CROSS BLUE SHIELD OF	037849-01-26	Health insurance premium PPO90	12/29/2025	28,142.76	28,142.76	12/29/2025
6917	BLUE CROSS BLUE SHIELD OF	037849-01-26	Health insurance premium HSA P	12/29/2025	4,063.23	4,063.23	12/29/2025
6917	BLUE CROSS BLUE SHIELD OF	037849-01-26	Health insurance premium PPO90	12/29/2025	6,997.56	6,997.56	12/29/2025
<b>10-2021002 ADDITIONAL LIFE INSUR PAYABLE</b>							
5455	MUTUAL OF OMAHA	2003017222	Employer Pd. Life Ins. - January 2	12/17/2025	935.01	935.01	12/19/2025
5455	MUTUAL OF OMAHA	2003017222	Voluntary Life & AD&D	12/17/2025	726.50	726.50	12/19/2025
<b>10-2021005 AFLAC INSURANCE PAYABLE</b>							
2111	AFLAC	417087	AFLAC invoice for December	12/23/2025	1,454.90	1,454.90	12/29/2025
<b>10-2021006 PREPAID LEGAL SVCS PAYABLE</b>							
5909	LEGAL SHIELD	LEGAL-BFD-D	LegalShield Premiums Fire Dept	12/15/2025	127.60	127.60	12/16/2025
<b>10-2021007 VISION CARE INSUR PAYABLE</b>							
2344	VISION SERVICE PLAN	824246550	Vision Care for January 2026	12/18/2025	1,277.86	1,277.86	12/19/2025
<b>10-2021009 GLOBE LIFE INS PAYABLE</b>							
1467	GLOBE LIFE LIBERTY NATIONA	25-1231	09378-Globe Life - December	12/30/2025	2,320.96	2,320.96	12/30/2025
<b>10-2024000 PAYROLL GARNISHMENTS PAYABLE</b>							
3271	SUPPORT PAYMENT CLEARING	25-1220	Child Support Payments for PPE	12/22/2025	687.50	687.50	12/29/2025
<b>10-38-99999 OTHER REVENUE &amp; TRANSFERS</b>							
1412	COCHISE COUNTY TREASURE	25-1218	PROPERTY TAX PARCEL #406-2	12/18/2025	16.10	16.10	12/19/2025
Total :					99,731.01	93,840.61	
<b>CITY MANAGER</b>							
<b>10-51-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - City Manager	12/17/2025	22.43	22.43	12/19/2025
<b>10-51-24000 PHONES</b>							
6050	VERIZON	6130928658	City Manager	12/13/2025	51.02	51.02	12/29/2025
Total CITY MANAGER:					73.45	73.45	
<b>FINANCE DEPARTMENT</b>							
<b>10-52-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Finance	12/17/2025	100.55	100.55	12/19/2025
<b>10-52-34000 CONTRACT SERVICES</b>							
6954	ARIZONA WATER COMPANY	25-1211	Water Reports - November 2025	12/11/2025	125.00	125.00	12/22/2025
1181	PEREGRINE CORP.	0072798	CITY OF BISBEE CARD BILLS 1	12/04/2025	1,383.33	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FINANCE DEPARTMENT:					1,608.88	225.55	
<b>CITY CLERK</b>							
<b>10-53-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - City Clerk	12/17/2025	42.09	42.09	12/19/2025
<b>10-53-24000 PHONES</b>							
6050	VERIZON	6130928658	City Clerk	12/13/2025	36.77	36.77	12/29/2025
<b>10-53-42040 ADVERTISING</b>							
1153	BISBEE OBSERVER	11326	12/11/2025-PUBLIC AUCTION	12/09/2025	15.27	.00	
Total CITY CLERK:					94.13	78.86	
<b>COMMUNITY DEVELOPMENT</b>							
<b>10-54-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Community Development	12/17/2025	22.43	22.43	12/19/2025
<b>10-54-21000 ELECTRIC - SHELTER</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	1587010000-11	938 Tovreaville Rd Kennel #15870	12/17/2025	119.62	119.62	12/22/2025
<b>10-54-24000 PHONES</b>							
4192	CENTURY LINK	333493134-12-	ANIMAL SHELTER 520-432-6020	12/13/2025	44.48	44.48	12/22/2025
<b>10-54-24001 INTERNET FEES - SHELTER</b>							
4059	SPARKLIGHT	25-1223/AS	Internet Svc-Animal Shelter- 8160	12/12/2025	153.44	153.44	12/22/2025
<b>10-54-24050 PHONES-COMMUNITY DEVELOPMENT</b>							
6050	VERIZON	6130928658	City Planner	12/13/2025	79.10	79.10	12/29/2025
<b>10-54-46542 ANIMAL SHELTER EXPENSES</b>							
3163	AZ STATE PRISON Cmplx-Dou	D08159320251	AS-LABOR	12/11/2025	17.50	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08159320251	AS-MILEAGE	12/09/2025	28.81	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08161520251	AS-MILEAGE	12/03/2025	22.67	.00	
Total COMMUNITY DEVELOPMENT:					488.05	419.07	
<b>ADMINISTRATION &amp; GENERAL GOV'T</b>							
<b>10-55-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Admin Asst.	12/17/2025	18.56	18.56	12/19/2025
<b>10-55-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	1097842562-11	Tovreaville Rd #1097842562	12/17/2025	22.71	22.71	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	4059328029-11	76 Erie St. - #4059328029	12/11/2025	120.09	120.09	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	7290017491-11	2118 Newell St. Naco #72900174	12/17/2025	131.42	131.42	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	7844595365-11	915 Tovreaville Rd. Ste 2 #784459	12/08/2025	48.05	48.05	12/15/2025
<b>10-55-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03109049403-	76 Erie St./Lowell Plaza #031090	12/16/2025	37.25	37.25	12/29/2025
1106	ARIZONA WATER COMPANY	03112054102-1	118 Arizona St #03112054102	12/19/2025	288.04	288.04	12/29/2025
<b>10-55-23000 GAS - UTILITY</b>							
1751	SOUTHWEST GAS CORPORATI	910002390297	76 Erie St. -#910002390297	12/17/2025	49.20	49.20	12/22/2025
<b>10-55-24000 PHONES</b>							
4192	CENTURY LINK	333741120-12-	FAX 520-432-7647 333741120	12/13/2025	36.38	36.38	12/22/2025
<b>10-55-24001 INTERNET ACCESS</b>							
6050	VERIZON	6130928658	City Hall Router	12/13/2025	40.01	40.01	12/29/2025
<b>10-55-34000 CONTRACT SERVICES</b>							
1401	KONICA MINOLTA PREMIER FIN	593560172	MONTHLY MAINTENANCE PAY	12/10/2025	319.85	.00	
Total ADMINISTRATION & GENERAL GOV'T:					1,111.56	791.71	
<b>PERSONNEL</b>							
<b>10-56-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Personnel	12/17/2025	22.43	22.43	12/19/2025
<b>10-56-24000 PHONES</b>							
6050	VERIZON	6130928658	HR	12/13/2025	36.40	36.40	12/29/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-56-34000 CONTRACT SERVICES</b>							
6567	J.J. KELLER & ASSOCIATES, IN	9110695669	LLP FED AZ SPANISH POSTER	11/17/2025	1,710.20	1,710.20	12/17/2025
Total PERSONNEL:					1,769.03	1,769.03	
<b>LEGAL SERVICES</b>							
<b>10-57-46000 OPERATIONAL EXPENSES</b>							
6849	PIERCE COLEMAN PLLC	31958	GENERAL LEAGL SERVICES - N	12/01/2025	5,976.00	5,976.00	12/19/2025
6849	PIERCE COLEMAN PLLC	31959	NOLAN GOUGET	12/01/2025	240.00	240.00	12/19/2025
Total LEGAL SERVICES:					6,216.00	6,216.00	
<b>WATER SYSTEMS</b>							
<b>10-58-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	6224970000-11	Douglas RD Pump - #622497000	12/11/2025	47.19	47.19	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	7117441000-11	Tombstone Cyn Pump #71174410	12/08/2025	667.75	667.75	12/15/2025
Total WATER SYSTEMS:					714.94	714.94	
<b>INFORMATION SYSTEMS</b>							
<b>10-59-31000 PROFESSIONAL FEES</b>							
6343	EXECUTECH PHOENIX	PHX-238164	IT SERVICES AGREEMENT	12/15/2025	4,970.00	.00	
6343	EXECUTECH PHOENIX	PHX-238203	RECURRING PRODUCTS MONT	12/15/2025	1,764.31	.00	
Total INFORMATION SYSTEMS:					6,734.31	.00	
<b>POLICE DEPARTMENT</b>							
<b>10-62-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Police Officers (Sworn)	12/17/2025	621.01	621.01	12/19/2025
5455	MUTUAL OF OMAHA	2003017222	STD/LTD - Police (Non-Sworn)	12/17/2025	60.40	60.40	12/19/2025
<b>10-62-12300 UNIFORMS &amp; CLOTHING</b>							
6479	FX TACTICAL	11-10048772	UNIFORM ALLOWANCE-VALEN	12/03/2025	52.99	.00	
<b>10-62-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	0546921000-1	1 W HWY 92 Police #054692100	12/16/2025	686.47	686.47	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	0625720000-11	938 BTovreaville Rd Impound Lot	12/17/2025	68.92	68.92	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	8692621000-11	129 Tank Hill D - #8692621000	12/10/2025	151.49	151.49	12/22/2025
<b>10-62-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03109045754-1	35 HWY 92 T/CIR #03109045754	12/16/2025	95.88	95.88	12/22/2025
<b>10-62-24000 PHONES</b>							
4192	CENTURY LINK	333740667-12-	POLICE 520-432-2261 33374066	12/13/2025	32.27	32.27	12/22/2025
6050	VERIZON	6130928658	Police	12/13/2025	867.42	867.42	12/29/2025
6050	VERIZON	6130928658	Animal Control	12/13/2025	77.78	77.78	12/29/2025
<b>10-62-24001 INTERNET ACCESS FEES</b>							
4059	SPARKLIGHT	25-1223/BPD	Internet Svc-Police Department -	12/12/2025	165.92	165.92	12/22/2025
6050	VERIZON	6130928658	Police Air Cards	12/13/2025	144.04	144.04	12/29/2025
6050	VERIZON	6130939288	Police Air Cards	12/13/2025	515.65	515.65	12/29/2025
<b>10-62-34000 CONTRACT SERVICES</b>							
2124	CITY OF TOMBSTONE	2026	CELLEBRITEYR 3 IGA AGRMNT	12/22/2025	4,178.00	.00	
1137	GEN-TECH	02-153537-1	ANNUAL SRVCS BSPD GENERA	12/19/2025	1,510.27	.00	
1499	RICOH USA, INC	41161984	LEASE CONTRACT-IM550F JAN'	12/12/2025	37.39	.00	
1499	RICOH USA, INC	41161985	LEASE CONTRACT-IM550F JAN'	12/12/2025	118.73	.00	
<b>10-62-34100 DOC WORKERS</b>							
3163	AZ STATE PRISON CMLPX-DOU	D08194020251	PD-LABOR	12/11/2025	35.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08194020251	PD-MILEAGE	12/09/2025	53.60	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08196420251	PD-LABOR	12/23/2025	40.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08196420251	PD-MILEAGE	12/24/2025	58.06	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08196620251	PD-MILEAGE	12/03/2025	44.66	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-62-46624 MOVING, TOWING, STORAGE EXP</b>							
1636	COCHISE AUTO SERVICE	279	TOWING SERVICES/B25-8558	12/13/2025	175.00	.00	
<b>10-62-50100 BLDG REPAIR &amp; MAINT</b>							
1659	ACE HARDWARE	44678	SUPPLIES	12/10/2025	12.28	.00	
1659	ACE HARDWARE	44681	CREDIT	12/10/2025	1.12-	.00	
1862	B&D LUMBER & HARDWARE	220447	DUP KEYS	12/05/2025	3.28	.00	
1862	B&D LUMBER & HARDWARE	220590	TAPE	12/11/2025	11.69	.00	
<b>10-62-61000 VEHICLE PARTS &amp; LABOR</b>							
6536	BISBEE NAPA AUTO PARTS	386891	AUTO PARTS-4729	12/29/2025	22.87	.00	
6536	BISBEE NAPA AUTO PARTS	386892	AUTO PARTS-9389	12/29/2025	29.42	.00	
2195	ED MORSE FORD	501004161	AUTO PARTS - 8534	11/12/2025	192.74	.00	
1393	SIERRA VISTA GLASS INC	124476	BACK WINDOW-3804	12/08/2025	606.11	.00	
<b>10-62-62003 GASOLINE</b>							
2115	NORIEGA, MARK	25-1130	RMBRS-FUEL 0540	11/30/2025	47.51	.00	
5084	WEX BANK	109509373	FUEL/PD/TCOX	12/23/2025	37.41	37.41	12/29/2025
<b>10-62-91000 CAPITAL EXPENDITURES</b>							
5567	DIAMONDBACK POLICE SUPPL	23837	1 BODY ARMOUR FOR OFCR R	12/04/2025	1,394.62	.00	
Total POLICE DEPARTMENT:					12,147.76	3,524.66	
<b>FIRE DEPARTMENT</b>							
<b>10-64-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD/LTD - Fire	12/17/2025	867.61	867.61	12/19/2025
<b>10-64-12300 UNIFORMS &amp; CLOTHING</b>							
6479	FX TACTICAL	I1-10048451	UNIFORM ALLOWANCE - WILLI	11/20/2025	229.88	.00	
6479	FX TACTICAL	I1-10048726	UNIFORM ALLOWANCE-SALVAD	12/02/2025	254.33	.00	
<b>10-64-12400 TURNOUT GEAR</b>							
2166	SEA-WESTERN INC.	INV49223	TURNOUT COAT x2, TURNOUT	12/04/2025	8,203.23	.00	
<b>10-64-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	4361690000-11	645 Tombstone Cyn Sta 2 - #4361	12/05/2025	294.93	294.93	12/15/2025
1097	AZ PUBLIC SERVICE (2 of 3)	9079721000-1	192 Hwy 92 Hwy Fire Station #90	12/17/2025	513.23	513.23	12/22/2025
<b>10-64-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03102028351-1	Bisbee Fire Station 2 - #031-02-0	12/08/2025	48.15	48.15	12/15/2025
<b>10-64-23000 GAS - UTILITY</b>							
1751	SOUTHWEST GAS CORPORATI	910001916351	645 Tombstone Cyn - Fire #2- 910	12/10/2025	159.18	159.18	12/15/2025
<b>10-64-24000 PHONES</b>							
4192	CENTURY LINK	333495025-12-	FIRE DEPT QW333495025001 33	12/13/2025	99.99	99.99	12/22/2025
4192	CENTURY LINK	333830226-12-	FIRE DEPT 520-432-4110 333830	12/13/2025	82.31	82.31	12/22/2025
4192	CENTURY LINK	334079108-12-	FIRE DEPT #2 520-432-6022 334	12/13/2025	37.00	37.00	12/22/2025
6050	VERIZON	6130928658	Fire	12/13/2025	355.70	355.70	12/29/2025
<b>10-64-24001 INTERNET ACCESS FEES</b>							
6050	VERIZON	6130928658	Fire Dept Air Card	12/13/2025	137.84	137.84	12/29/2025
<b>10-64-34000 CONTRACT SERVICES</b>							
6172	MMP	177207	PEST CONTROL-STATION 81	12/02/2025	50.00	.00	
5710	XEROX CORPORATION	024723448	NOVEMBER MONTHLY BILL	12/02/2025	116.72	.00	
<b>10-64-46000 OPERATIONAL EXPENSES</b>							
1659	ACE HARDWARE	44463	LED TUBE LIGHTS FOT ST-81	11/05/2025	27.93	.00	
<b>10-64-61000 VEHICLE PARTS &amp; LABOR</b>							
6536	BISBEE NAPA AUTO PARTS	385212	BRAKE SWITCH FOR E-82	12/04/2025	44.93	.00	
6536	BISBEE NAPA AUTO PARTS	385242	MOTOR OIL FOR UTILITY 81	12/04/2025	30.67	.00	
6536	BISBEE NAPA AUTO PARTS	385275	FUEL FILTER FOR E-82 2016 FR	12/05/2025	32.77	.00	
6536	BISBEE NAPA AUTO PARTS	385344	BRAKE LINE AND FITTINGS FO	12/05/2025	36.86	.00	
6536	BISBEE NAPA AUTO PARTS	385517	COPPER RESISTOR SPARK FO	12/08/2025	5.37	.00	
Total FIRE DEPARTMENT:					11,628.63	2,595.94	

**CEMETERY**

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-70-34100 DOC WORKERS</b>							
3163	AZ STATE PRISON Cmplx-Dou	D08520820251	CEMETERY-LABOR	12/11/2025	210.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08520820251	CEMETERY-MILEAGE	12/09/2025	300.83	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08525020251	ST-MILEAGE (CEMETERY)	12/03/2025	292.79	.00	
Total CEMETERY:					803.62	.00	
<b>BUILDING &amp; MAINTENANCE</b>							
<b>10-74-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Bldg Maintenance	12/17/2025	19.66	19.66	12/19/2025
<b>10-74-24000 PHONES</b>							
6050	VERIZON	6130928658	Bldg Maintenance	12/13/2025	79.10	79.10	12/29/2025
<b>10-74-34000 CONTRACT SERVICES</b>							
7060	CINTAS	4251827597	UNIFORMS	12/03/2025	6.40	.00	
7060	CINTAS	4251827597	UNIFORMS	12/03/2025	5.96	.00	
7060	CINTAS	4252553579	UNIFORMS	12/10/2025	5.96	.00	
7060	CINTAS	4252553579	UNIFORMS	12/10/2025	6.40	.00	
6172	MMPC	177991	AIRPORT-PEST CONTROL	12/15/2025	50.00	.00	
<b>10-74-34100 DOC WORKERS</b>							
3163	AZ STATE PRISON Cmplx-Dou	D08193820251	CITY HALL-LABOR	12/11/2025	35.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08194120251	BM-LABOR	12/11/2025	55.00	.00	
<b>10-74-45100 DISPOSABLE EQUIP &amp; TOOLS</b>							
1862	B&D LUMBER & HARDWARE	220589	PHILLIPS BIT	12/11/2025	19.72	.00	
<b>10-74-45300 CUSTODIAL SUPPLIES</b>							
4191	GRAINGER	9732905774	CITY HALL-TOILET PAPER	12/05/2025	73.40	.00	
<b>10-74-50100 BLDG REPAIR &amp; MAINT</b>							
1659	ACE HARDWARE	44656	LEVER FLUSH CHROME	12/05/2025	7.44	.00	
Total BUILDING & MAINTENANCE:					364.04	98.76	
<b>PUBLIC WORKS ADMINISTRATION</b>							
<b>10-75-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - PW Admin.	12/17/2025	83.06	83.06	12/19/2025
<b>10-75-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	2518290000-11	404 Bisbee Rd - #2518290000	12/15/2025	99.15	99.15	12/22/2025
<b>10-75-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03112030003-1	404 Bisbee Rd - PW 0311203000	12/19/2025	36.44	36.44	12/29/2025
<b>10-75-23000 GAS - UTILITY</b>							
1751	SOUTHWEST GAS CORPORATI	910002556920	404 Bisbee Rd. - #910002556920	12/16/2025	35.58	35.58	12/22/2025
<b>10-75-24000 PHONES</b>							
6050	VERIZON	6130928658	PW	12/13/2025	102.23	102.23	12/29/2025
<b>10-75-34000 CONTRACT SERVICES</b>							
2176	KONICA MINOLTA BUSINESS S	505507849	MONTHLY INV FOR MAINT AGR	11/30/2025	176.33	.00	
1401	KONICA MINOLTA PREMIER FIN	593560172	MONTHLY MAINTENANCE PAY	12/10/2025	319.85	.00	
Total PUBLIC WORKS ADMINISTRATION:					852.64	356.46	
<b>GARAGE</b>							
<b>10-77-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - PW Garage	12/17/2025	44.86	44.86	12/19/2025
<b>10-77-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-11	Tovreaville Rd Warehouse - 50%	12/17/2025	187.90	187.90	12/22/2025
<b>10-77-24000 PHONES</b>							
6050	VERIZON	6130928658	City Garage	12/13/2025	75.54	75.54	12/29/2025
<b>10-77-24001 INTERNET ACCESS</b>							
4192	CENTURY LINK	333740666-12-	GARAGE INTERNET QW333740	12/13/2025	59.99	59.99	12/22/2025
<b>10-77-34000 CONTRACT SERVICES</b>							
1862	B&D LUMBER & HARDWARE	220560	ABS COUPLING, ABS BUSHING,	12/10/2025	32.46	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
7060	CINTAS	4251827694	UNIFORMS	12/03/2025	12.88	.00	
7060	CINTAS	4251827753	UNIFORMS	12/03/2025	34.46	.00	
7060	CINTAS	4252553591	UNIFORMS	12/10/2025	34.46	.00	
7060	CINTAS	4252553637	UNIFORMS	12/10/2025	12.88	.00	
<b>10-77-34100 DOC WORKERS</b>							
3163	AZ STATE PRISON Cmplx-Dou	D08159320251	GARAGE-LABOR	12/11/2025	17.50	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08159320251	GARAGE-MILEAGE	12/09/2025	28.82	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08161520251	GARAGE-MILEAGE	12/03/2025	22.68	.00	
<b>10-77-46000 OPERATIONAL EXPENSES</b>							
1659	ACE HARDWARE	44683	GREASE FITTING SET, SHRINK	12/10/2025	22.34	.00	
6536	BISBEE NAPA AUTO PARTS	385680	PERMORMANCE TOOL, GREAS	12/10/2025	40.15	.00	
<b>10-77-61000 VEHICLE PARTS &amp; LABOR</b>							
6536	BISBEE NAPA AUTO PARTS	384955	FUSE KIT	12/02/2025	8.76	.00	
6536	BISBEE NAPA AUTO PARTS	384976	BRAKE QUIET, DISCONNECT PL	12/02/2025	47.35	.00	
6536	BISBEE NAPA AUTO PARTS	385080	BLSTR PK MINIATURES	12/03/2025	5.74	.00	
6536	BISBEE NAPA AUTO PARTS	385081	BLSTR PK MINIATURES	12/03/2025	12.01	.00	
6536	BISBEE NAPA AUTO PARTS	385181	ULTRA BLK SILICONE	12/04/2025	8.76	.00	
6536	BISBEE NAPA AUTO PARTS	385425	DISC BRAKE QUIET	12/08/2025	13.69	.00	
<b>10-77-62007 OTHER FLUIDS &amp; LUBRICANTS</b>							
6536	BISBEE NAPA AUTO PARTS	384870	BRAKE PRTS CLEANER	12/01/2025	3.91	.00	
6536	BISBEE NAPA AUTO PARTS	385066	BRAKE PRTS CLEANER	12/03/2025	3.91	.00	
Total GARAGE:					731.05	368.29	
<b>BUILDING INSPECTOR</b>							
<b>10-79-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Bldg Inspector	12/17/2025	18.94	18.94	12/19/2025
<b>10-79-24000 PHONES</b>							
6050	VERIZON	6130928658	Bldg Inspector	12/13/2025	37.77	37.77	12/29/2025
Total BUILDING INSPECTOR:					56.71	56.71	
<b>PARKS</b>							
<b>10-80-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Parks	12/17/2025	56.79	56.79	12/19/2025
<b>10-80-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	0655901000-11	E Vista Park - #0655901000	12/15/2025	83.44	83.44	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	3984490000-11	Main St Park - #3984490000	12/10/2025	164.64	164.64	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	6333950000-1-	Goar Park - #6333950000	12/11/2025	53.86	53.86	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	6621361000-11	E Vista Court - #6621361000	12/15/2025	118.46	118.46	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	6730341000-11	Brewery Gulch C Park #67303410	12/11/2025	44.66	44.66	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	9158520000-11	Vista Park - #9158520000	12/15/2025	46.10	46.10	12/22/2025
<b>10-80-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03102062101-1	Garfield Park TC- Parks-#031-02-	12/08/2025	230.69	230.69	12/15/2025
1106	ARIZONA WATER COMPANY	03106053651-1	Grassy Park- Restrooms 0310605	12/11/2025	342.47	342.47	12/22/2025
1106	ARIZONA WATER COMPANY	03106058001-1	City Park Brewery - Parks 031060	12/11/2025	139.84	139.84	12/22/2025
1106	ARIZONA WATER COMPANY	03109012304-	Goar Park - #03109012304	12/16/2025	148.85	148.85	12/29/2025
1106	ARIZONA WATER COMPANY	03109045722-	Traffic Circle #03109045722	12/16/2025	88.00	88.00	12/29/2025
1106	ARIZONA WATER COMPANY	03109069151-	Saginaw Park - Parks # 03109069	12/16/2025	35.38	35.38	12/29/2025
1106	ARIZONA WATER COMPANY	03112037563-1	Mule Mtn Gdn - Parks 031120375	12/19/2025	59.61	59.61	12/29/2025
1106	ARIZONA WATER COMPANY	03112038121-1	Vista Park - Parks 03112038121	12/19/2025	171.56	171.56	12/29/2025
1106	ARIZONA WATER COMPANY	03112039072-1	W Vista-Hoatson Irrgtn & Wtr Truc	12/19/2025	316.62	316.62	12/29/2025
1106	ARIZONA WATER COMPANY	03112040621-1	Lower E Vista & Tener Bthrm 0311	12/19/2025	113.97	113.97	12/29/2025
1106	ARIZONA WATER COMPANY	03112040651-1	Lower Vista Park - Parks 031120	12/19/2025	104.33	104.33	12/29/2025
1106	ARIZONA WATER COMPANY	03112040703-1	Az St & Cole Ave Irrigation - 0311	12/19/2025	35.38	35.38	12/29/2025
1106	ARIZONA WATER COMPANY	03112085601-1	Paul Park Warren - Parks 031120	12/19/2025	89.47	89.47	12/29/2025
<b>10-80-24000 PHONES</b>							
6050	VERIZON	6130928658	Parks	12/13/2025	96.69	96.69	12/29/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-80-34000 CONTRACT SERVICES</b>							
7060	CINTAS	4251827597	UNIFORMS	12/03/2025	6.40	.00	
7060	CINTAS	4251827710	UNIFORMS	12/03/2025	21.84	.00	
7060	CINTAS	4252553579	UNIFORMS	12/10/2025	6.40	.00	
7060	CINTAS	4252553599	UNIFORMS	12/10/2025	21.84	.00	
1893	LAL ENTERPRISES, INC	67707	WEEKLY SERVICES TO GARFIE	11/30/2025	126.00	.00	
<b>10-80-34100 DOC WORKERS</b>							
3163	AZ STATE PRISON Cmplx-Dou	D08193920251	PK-LABOR	12/11/2025	120.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08193920251	PK-MILEAGE	12/09/2025	249.91	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08196520251	PK-MILEAGE	12/03/2025	171.52	.00	
<b>10-80-45300 CUSTODIAL SUPPLIES</b>							
1659	ACE HARDWARE	44621	CLOROX, HANDLE TAPR, HAND	12/01/2025	20.65	.00	
4191	GRAINGER	9729729476	TOILET PAPER ROLLS	12/03/2025	146.82	.00	
4191	GRAINGER	9740389151	PAPER TOWEL SHEETS	12/11/2025	59.50	.00	
<b>10-80-46000 OPERATIONAL EXPENSES</b>							
1659	ACE HARDWARE	44620	BLUE STAKE-ATHL FLD STPPNT	12/01/2025	8.37	.00	
1659	ACE HARDWARE	44622	SINGLE CUT KEY	12/01/2025	5.57	.00	
1659	ACE HARDWARE	44624	SECURITY BIT SET	12/01/2025	20.48	.00	
1862	B&D LUMBER & HARDWARE	220342	8pk D ALKALINE BATTERY	12/01/2025	23.55	.00	
1862	B&D LUMBER & HARDWARE	220368	LED GRN PARTY BULB	12/02/2025	15.32	.00	
1862	B&D LUMBER & HARDWARE	220381	CHAIN LOOP	12/03/2025	28.59	.00	
1862	B&D LUMBER & HARDWARE	443602	LED GRN PARTY BULB	12/02/2025	7.68	.00	
<b>10-80-46802 LANDSCAPING MATERIALS</b>							
1659	ACE HARDWARE	44654	(DONATED PPLANTS) THERMO	12/05/2025	17.85	.00	
1659	ACE HARDWARE	44663	ROSE GARDEN-TILLER, STL, R	12/08/2025	56.78	.00	
1659	ACE HARDWARE	44685	CACTUS JUICE, CACTUS POT	12/10/2025	33.86	.00	
1659	ACE HARDWARE	44695	GREENHOUSE-MANURE, GARD	12/11/2025	31.74	.00	
<b>10-80-61000 REPAIRS &amp; MAINT - VEHICLES</b>							
6536	BISBEE NAPA AUTO PARTS	384858	BLSTR PK MINIATURES	12/01/2025	5.81	.00	
6536	BISBEE NAPA AUTO PARTS	384920	3YR WTY BAT	12/01/2025	152.60	.00	
6536	BISBEE NAPA AUTO PARTS	385086	FUEL CAP	12/03/2025	12.46	.00	
Total PARKS:					3,912.35	2,540.81	
<b>SWIMMING POOL</b>							
<b>10-81-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	2409211000-11	Quality Hill - Pool #2409211000	12/09/2025	986.44	986.44	12/15/2025
<b>10-81-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03106006471-1	Swimming Pool - 03106006471	12/11/2025	412.38	412.38	12/22/2025
<b>10-81-24000 PHONES</b>							
6050	VERIZON	6130928658	Pool	12/13/2025	193.64	193.64	12/29/2025
Total SWIMMING POOL:					1,592.46	1,592.46	
<b>LIBRARY</b>							
<b>10-83-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Library	12/17/2025	44.86	44.86	12/19/2025
<b>10-83-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	3331410000-11	6 MAIN St Library - Library -#3331	12/09/2025	650.37	650.37	12/15/2025
<b>10-83-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03106016751-1	Library - Lib 03106016751	12/11/2025	89.13	89.13	12/22/2025
<b>10-83-24000 PHONES</b>							
4192	CENTURY LINK	333745848-12-	LIBRARY 520-432-4232 3337458	12/13/2025	156.25	156.25	12/22/2025
<b>10-83-34000 CONTRACT SERVICES</b>							
6172	MMPC	178191	LIBRARY-PEST CONTROL	12/17/2025	50.00	.00	
1499	RICOH USA, INC	41153701	COPIER LEASE - JAN 2026	12/12/2025	178.92	.00	
<b>10-83-46831 BOOKS</b>							
2198	PINAL COUNTY LIBRARY DISTR	298	INTERLIBRARY LOAN REPLACE	12/26/2025	47.29	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>10-83-46834 PERIODICALS</b>							
1145	HERALD/REVIEW MEDIA	2000076-2026	NEWSPAPER RENEWAL	12/12/2025	320.00	.00	
Total LIBRARY:					1,536.82	940.61	
<b>SENIOR CITIZENS CENTER</b>							
<b>10-85-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	8339841000-1	300 Collins Rd. #8339841000	12/17/2025	680.10	680.10	12/22/2025
<b>10-85-24000 PHONES</b>							
4192	CENTURY LINK	333579583-12-	SENIOR CENTER 520-432-2167	12/13/2025	74.00	74.00	12/22/2025
<b>10-85-24001 INTERNET ACCESS FEES</b>							
4059	SPARKLIGHT	25-1223/SC	Internet Svc- Senior Center-81601	12/12/2025	63.75	63.75	12/22/2025
Total SENIOR CITIZENS CENTER:					817.85	817.85	
Total GENERAL FUND:					152,985.29	117,021.77	
<b>CAMP NACO</b>							
<b>19-40-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Camp Naco	12/17/2025	63.24	63.24	12/19/2025
<b>19-40-21000 ELECTRIC-MELLON GRANT</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	5081307274-1	915 Tovreaville Rd Camp Naco	12/08/2025	245.33	245.33	12/15/2025
1097	AZ PUBLIC SERVICE (2 of 3)	8850052975-11	2118 Newell St. Temp - Camp Nac	12/05/2025	88.11	88.11	12/15/2025
<b>19-40-24000 PHONES-MELLON GRANT</b>							
4192	CENTURY LINK	334160374-12-	CAMP NACO 520-432-9031 3341	12/13/2025	35.69	35.69	12/29/2025
6050	VERIZON	6130928658	Camp Naco	12/13/2025	62.25	62.25	12/29/2025
<b>19-40-24001 INTERNET-MELLON GRANT</b>							
4059	SPARKLIGHT	25-1223/Camp	Internet Svc-915 Tovreaville Rd Bl	12/16/2025	175.93	175.93	12/22/2025
<b>19-40-34000 CONTRACT SERVICES-MELLON GRANT</b>							
1893	LAL ENTERPRISES, INC	67707	HAND WASHING STATION-CAM	11/30/2025	129.25	.00	
1893	LAL ENTERPRISES, INC	67707	CHEMICAL TOILET SERVICE-CA	11/30/2025	259.25	.00	
<b>19-40-41500 OFFICE SUPPLIES-MELLON GRANT</b>							
6340	ODP BUSINESS SOLUTIONS, LL	448642169001	STAPLE GUN, STAPLER, TAPE,	12/08/2025	62.94	.00	
<b>19-40-92000 CONSTRUCTION COSTS-MELLON</b>							
1659	ACE HARDWARE	44664	STORAGE TOTE, FIR BOARD	12/08/2025	128.51	.00	
1351	DURAZO CONSTRUCTION COR	1B	BUILDING REHABILITATION AT	11/30/2025	9,810.59	.00	
6889	VERHELST RECOVERY HOUSE	17643	DEMO CONCRETE SLABS FOR	12/08/2025	325.00	325.00	12/16/2025
6889	VERHELST RECOVERY HOUSE	17653	DEMO SAWCUT CONCRETE SL	12/11/2025	275.00	275.00	12/16/2025
6889	VERHELST RECOVERY HOUSE	17654	DEMO SAWCUT CONCRETE SL	12/11/2025	283.33	283.33	12/16/2025
Total :					11,944.42	1,553.88	
<b>19-45-92000 CONSTRUCTION COSTS-STATE</b>							
1351	DURAZO CONSTRUCTION COR	1B	BUILDING REHABILITATION AT	11/30/2025	93,897.31	.00	
1351	DURAZO CONSTRUCTION COR	8	SITE DEVELOPMENT WORK AT	11/30/2025	757.80	.00	
1351	DURAZO CONSTRUCTION COR	9	SITE DEVELOPMENT CAMP NA	11/30/2025	194,949.50	.00	
6889	VERHELST RECOVERY HOUSE	17654	DEMO SAWCUT CONCRETE SL	12/11/2025	141.67	141.67	12/16/2025
Total :					289,746.28	141.67	
Total CAMP NACO:					301,690.70	1,695.55	
<b>VISITOR CENTER</b>							
<b>FUND EXPENDITURES</b>							
<b>20-40-24000 PHONES</b>							
4192	CENTURY LINK	333663664-12-	VISITOR CENTER 520-432-3554	12/13/2025	66.81	66.81	12/22/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4192	CENTURY LINK	333913912-12-	VISITOR CENTER 520-432-3509	12/13/2025	36.38	36.38	12/22/2025
6050	VERIZON	6130928658	Visitor Center	12/13/2025	75.54	75.54	12/29/2025
<b>20-40-24001 INTERNET ACCESS</b>							
4059	SPARKLIGHT	25-1223/VC	Internet Svc-Visitor Center - 8160	12/04/2025	165.44	165.44	12/15/2025
Total FUND EXPENDITURES:					344.17	344.17	
Total VISITOR CENTER:					344.17	344.17	

**STREETS**

**FUND EXPENDITURES**

**21-40-11501 STANDARD DISABILITY INSURANCE**

5455	MUTUAL OF OMAHA	2003017222	STD - Streets	12/17/2025	94.56	94.56	12/19/2025
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**21-40-21000 ELECTRIC**

1097	AZ PUBLIC SERVICE (2 of 3)	4059328029A-	2 Sowles Ave EV - #4059328029	12/11/2025	195.84	195.84	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	4470670000-11	60 Brewery Gulch Sp 3 - #447067	12/10/2025	46.10	46.10	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	4877951000-1	HWY 92 DD #4877951000	12/18/2025	15.11	15.11	12/29/2025
1097	AZ PUBLIC SERVICE (2 of 3)	5254161000-1	951 Naco Hwy #5254161000	12/18/2025	120.25	120.25	12/29/2025
1097	AZ PUBLIC SERVICE (2 of 3)	5847770000-11	60 Brewery Gulch Sp 2 - #584777	12/10/2025	61.63	61.63	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-11	25% Streets	12/17/2025	93.94	93.94	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	7700160000-11	60 Brewery Gulch Sp 4 - #770016	12/10/2025	88.67	88.67	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	8186260000-11	170 Hwy 92 - #690982286	12/17/2025	118.62	118.62	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	8583641000-11	60 Brewery Gulch Sp 1 - #858364	12/10/2025	71.38	71.38	12/22/2025

**21-40-24000 PHONES**

6050	VERIZON	6130928658	Streets	12/13/2025	273.75	273.75	12/29/2025
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**21-40-34000 CONTRACT SERVICES**

7060	CINTAS	4251827735	UNIFORMS	12/03/2025	51.98	.00	
7060	CINTAS	4252553684	UNIFORMS	12/10/2025	47.46	.00	

**21-40-45100 DISPOSABLE EQUIP & TOOLS**

1659	ACE HARDWARE	44691	CHAIN	12/11/2025	37.25	.00	
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**21-40-45200 SAFETY EQUIP & SUPPLIES**

1659	ACE HARDWARE	44627	SFTY FENCING ORG	12/02/2025	74.51	.00	
1659	ACE HARDWARE	44628	CREDIT	12/02/2025	37.25-	.00	

**21-40-46000 OPERATIONAL EXPENSES**

1659	ACE HARDWARE	44631	DOC-MOTOMIX 93GAL	12/02/2025	81.08	.00	
1862	B&D LUMBER & HARDWARE	220409	ENGINE OIL	12/04/2025	23.61	.00	

**21-40-61000 VEHICLE PARTS & LABOR**

6536	BISBEE NAPA AUTO PARTS	385618	BATTERY DISCONNECT SWITC	12/09/2025	76.70	.00	
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Total FUND EXPENDITURES: 1,535.19 1,179.85

Total STREETS: 1,535.19 1,179.85

**BISBEE ARTS COMMISSION**

**FUND EXPENDITURES**

**42-40-10530 GRANTS**

1285	HEATHER BUTON	25-1216	BAC GRANT FUNDING "POSITIV	12/16/2025	400.00	.00	
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**42-40-42060 BAC EVENTS**

7041	ABIGAIL STAGE	25-1216	PURCHASED A LOCK FOR THE	12/16/2025	23.01	.00	
1713	ARIZONA RANGERS	25-1222	AGREEMENT SECURITY SERVI	12/22/2025	171.00	171.00	12/29/2025
1883	ART CAR WORLD	25-1215	ART CAR AND DRIVER FOR NE	12/15/2025	150.00	150.00	12/22/2025
2190	HOTEL LA MORE AT BISBEE IN	25-1210	2x ROOMS A TOTAL OF 6 FLAM	12/10/2025	126.56	126.56	12/22/2025
1880	ROSE HALL	25-1124	TEACHING 3 LANTERN WORKS	11/24/2025	300.00	300.00	12/19/2025
2194	WHISKEY LICKERS	25-1212	2 HRS OF PERFORMANCE AT J	12/12/2025	500.00	500.00	12/22/2025

Total FUND EXPENDITURES: 1,670.57 1,247.56

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total BISBEE ARTS COMMISSION:					1,670.57	1,247.56	
<b>HOUSING INITIATIVE</b>							
<b>45-40-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	2847162730-1	113 E Street Saginaw #28471627	12/15/2025	29.04	29.04	12/22/2025
Total :					29.04	29.04	
Total HOUSING INITIATIVE:					29.04	29.04	
<b>AIRPORT FUND</b>							
<b>FUND EXPENDITURES</b>							
<b>50-40-22000 WATER</b>							
1366	HOPE WATER ARIZONA SOUTH	211214936-12-	Airport Water-December 2025	12/18/2025	49.16	49.16	12/29/2025
Total FUND EXPENDITURES:					49.16	49.16	
Total AIRPORT FUND:					49.16	49.16	
<b>SEWER FUND</b>							
<b>54-1019900 CLEARING ACCT--SEWER/TRASH A/R</b>							
1875	LUZ MARIA F. VALDEZ	25-1217	REFUND FOR ACCOUNT #102.2	12/17/2025	732.01	732.01	12/17/2025
Total :					732.01	732.01	
<b>FUND EXPENDITURES</b>							
<b>54-40-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Waste Water	12/17/2025	78.12	78.12	12/19/2025
<b>54-40-13100 BUSINESS TRAVEL</b>							
1671	CORONADO, ANGELICA	25-1230	REIMBURSEMENT 16.5 MILES	12/30/2025	112.35	.00	
<b>54-40-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	0516740000-11	42 Warren Cut Off Rd. Swr Bldg B	12/11/2025	792.97	792.97	12/22/2025
1097	AZ PUBLIC SERVICE (2 of 3)	2478030000-1	302 Teran St. #2478030000	12/17/2025	.00	.00	
1097	AZ PUBLIC SERVICE (2 of 3)	2954210000-11	42 Warren Cut Off Rd. Swr Bldg A	12/11/2025	53.00	53.00	12/22/2025
<b>54-40-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03109050451-1	6 W. HWY 80	12/16/2025	5.76	5.76	12/22/2025
1106	ARIZONA WATER COMPANY	03109081151-1	Highway 80-Sewer Pond - Acct #	12/16/2025	93.63	93.63	12/22/2025
<b>54-40-24000 PHONES</b>							
4192	CENTURY LINK	333495030-12-	46 S. AZ ST-VWV 520-432-6035 3	12/13/2025	37.00	37.00	12/22/2025
6050	VERIZON	6130928658	Sewer	12/13/2025	168.53	168.53	12/29/2025
<b>54-40-34010 CONTRACT SERVICES-COLLECTIONS</b>							
7060	CINTAS	4251827678	UNIFORMS	12/03/2025	55.40	.00	
7060	CINTAS	4252553695	UNIFORMS	12/10/2025	55.40	.00	
<b>54-40-46000 OPERATIONAL EXPENSES</b>							
1659	ACE HARDWARE	44660	MRK PNT, SPRNG WND TIMER	12/08/2025	26.06	.00	
1659	ACE HARDWARE	44679	1G BOX GRY, MINERAL OIL	12/10/2025	27.90	.00	
1659	ACE HARDWARE	44688	COUPLE, CEMENT PRIMER	12/11/2025	14.87	.00	
1862	B&D LUMBER & HARDWARE	220472	12 HOURS WALL TIMER	12/08/2025	12.05	.00	
1862	B&D LUMBER & HARDWARE	220532	CREDIT	12/10/2025	12.05-	.00	
1862	B&D LUMBER & HARDWARE	220564	DIAMOND BLADE	12/10/2025	37.37	.00	
1959	GOOD CREATIONS, LLC	1-BISBEESEW	PROJECT INITIATION - SEWER	11/13/2025	1,280.00	1,280.00	12/29/2025
1959	GOOD CREATIONS, LLC	1-BISBEESEW	PROJECT INITIATION-SEWER L	11/13/2025	1,280.00	1,280.00	12/29/2025
5905	WESTLAND RESOURCES INC	10911013	BISBEE SEWER LATERAL REHA	12/08/2025	3,349.40	.00	
1830	ZACATECAS ENGINEERING, PL	2025-34	MULE GULCH LIFT STATION	12/08/2025	4,103.70	.00	
<b>54-40-46543 MANHOLE, PIPE &amp; FITTINGS</b>							
1862	B&D LUMBER & HARDWARE	220397	MARKING PNT WHT, GRN, FLEX	12/03/2025	92.60	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
<b>54-40-55006 PUMP REPAIR &amp; REPLACEMENT</b>							
4191	GRAINGER	9740539441	SEWER EJECTION PUMP	12/11/2025	749.11	.00	
<b>54-40-61000 VEHICLE PARTS &amp; LABOR</b>							
6536	BISBEE NAPA AUTO PARTS	385591	CANISTER PURGE VALVE	12/09/2025	33.08	.00	
<b>54-40-81000 PRINCIPAL PMTS, LEASE PURCHASE</b>							
1850	DE LAGE LANDEN PUBLIC FINA	593629183	WASTEWATER SILVERADO-PRI	12/18/2025	2,820.77	.00	
<b>54-40-81500 INTEREST PMTS, LEASE PURCHASE</b>							
1850	DE LAGE LANDEN PUBLIC FINA	593629183	WASTEWATER SILVERADO-INT	12/18/2025	596.40	.00	
<b>54-40-91000 CAPITAL EXPENDITURES</b>							
1640	DEGAN CONSTRUCTION LLC	25-0087-02	COATING-DIGESTERS 1&2 SJW	11/21/2025	188,185.24	.00	
Total FUND EXPENDITURES:					204,048.66	3,789.01	
Total SEWER FUND:					204,780.67	4,521.02	
<b>SANITATION FUND</b>							
<b>FUND EXPENDITURES</b>							
<b>56-40-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Sanitation	12/17/2025	157.07	157.07	12/19/2025
<b>56-40-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	6690180000-11	25% Sanitation	12/17/2025	93.94	93.94	12/22/2025
<b>56-40-24000 PHONES</b>							
6050	VERIZON	6130928658	Sanitation	12/13/2025	152.70	152.70	12/29/2025
6050	VERIZON	6130928658	Recycle	12/13/2025	125.78	125.78	12/29/2025
<b>56-40-34000 CONTRACT SERVICES</b>							
7060	CINTAS	4251827695	UNIFORMS	12/03/2025	62.06	.00	
7060	CINTAS	4252553692	UNIFORMS	12/10/2025	62.06	.00	
1893	LAL ENTERPRISES, INC	67707	CHEMICAL TOILET SERVICE	11/30/2025	73.50	.00	
<b>56-40-46561 COUNTY TIPPING FEE</b>							
3181	COCHISE COUNTY TREASURE	31898	SOLID WASTE-NOVEMBER	11/30/2025	15,695.52	.00	
<b>56-40-46562 RECYCLING PROGRAM</b>							
1659	ACE HARDWARE	44658	HOSE FLEXOGEN	12/08/2025	30.73	.00	
1659	ACE HARDWARE	44659	WRENCH COMBO, SOCKETS	12/08/2025	22.33	.00	
1862	B&D LUMBER & HARDWARE	220534	BOX CONNECTOR, BUSHING	12/10/2025	26.59	.00	
7060	CINTAS	4251827735	UNIFORMS	12/03/2025	8.00	.00	
7060	CINTAS	4251827773	UNIFORMS	12/03/2025	51.80	.00	
7060	CINTAS	4252553683	UNIFORMS	12/10/2025	64.32	.00	
<b>56-40-61000 VEHICLE PARTS &amp; LABOR</b>							
6536	BISBEE NAPA AUTO PARTS	384895	6MXT x 50FT, HOSE FITTINGS	12/01/2025	63.55	.00	
6536	BISBEE NAPA AUTO PARTS	385083	HALOGEN SEALED BEAMS	12/03/2025	12.61	.00	
1393	SIERRA VISTA GLASS INC	124499	LABOR INSTALL WINDSHIELD	12/11/2025	425.00	.00	
<b>56-40-62002 TIRES</b>							
1854	W R RYAN - FIRESTONE	T35522	TIRES	12/04/2025	1,823.69	.00	
Total FUND EXPENDITURES:					18,951.25	529.49	
Total SANITATION FUND:					18,951.25	529.49	
<b>QUEEN MINE FUND</b>							
<b>FUND EXPENDITURES</b>							
<b>59-40-11501 STANDARD DISABILITY INSURANCE</b>							
5455	MUTUAL OF OMAHA	2003017222	STD - Queen Mine	12/17/2025	62.29	62.29	12/19/2025
<b>59-40-21000 ELECTRIC</b>							
1097	AZ PUBLIC SERVICE (2 of 3)	8295240000-11	HWY 80 Tour - QM - #829524000	12/11/2025	1,547.65	1,547.65	12/22/2025
<b>59-40-22000 WATER</b>							
1106	ARIZONA WATER COMPANY	03109024701-	Queen Mine - #03109024701	12/16/2025	131.18	131.18	12/29/2025
<b>59-40-24000 PHONES</b>							
4192	CENTURY LINK	333908691-12-	QUEEN MINE 520-432-2071 333	12/13/2025	163.06	163.06	12/22/2025

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6050	VERIZON	6130928658	Queen Mine	12/13/2025	91.03	91.03	12/29/2025
<b>59-40-24001 INTERNET ACCESS FEE</b>							
4059	SPARKLIGHT	25-1223/QM	Internet Svc-Queen Mine - 81601	12/12/2025	153.44	153.44	12/22/2025
6050	VERIZON	6130928658	QM Router	12/13/2025	40.01	40.01	12/29/2025
<b>59-40-42040 ADVERTISING</b>							
2196	ERKIN, AARON "BUC"	25-1121	REIMBURSEMENT	11/21/2025	25.92	.00	
4952	RITZ HOSPITALITY MAGAZINE	16926	FALL-WINTER 2026 1/4 PAGE F	11/24/2025	629.00	.00	
<b>59-40-46591 MERCHANDISE</b>							
5703	GREGORIAN, INC.	46205	COPPER POSTCARD, ORE CAR	12/01/2025	299.87	.00	
6023	PLANET COTTON	165570	MILITARY MUG-MINER SKULL I	12/03/2025	725.20	.00	
<b>59-40-55000 EQUIPMENT REPAIR &amp; MAINT</b>							
1659	ACE HARDWARE	44731	BOLT EYE W/NUT, DISTILLED W	12/19/2025	13.56	.00	
<b>59-40-55100 REPAIR &amp; MAINT - OTHER</b>							
1659	ACE HARDWARE	44558	FASTENERS	11/19/2025	28.21	.00	
1659	ACE HARDWARE	44568	CABLETIE BLK 100PK	11/19/2025	9.31	.00	
1659	ACE HARDWARE	44655	INUSL CLAMPS RUBR 3/5" CD	12/05/2025	5.01	.00	
Total FUND EXPENDITURES:					3,924.74	2,188.66	
Total QUEEN MINE FUND:					3,924.74	2,188.66	
<b>AMERICAN RESCUE PLAN ACT</b>							
<b>79-40-40000 FY25 ARPA EXPENSES</b>							
1862	B&D LUMBER & HARDWARE	220545	BRAD NAIL, COMP ANG STOP,	12/10/2025	50.02	.00	
1862	B&D LUMBER & HARDWARE	220575	ABD CEMENT, PIPE, SILICONE,	12/11/2025	42.38	.00	
1534	GOODMANS, INC.	269704	CITY HALL FURNITURE - REMAI	12/18/2025	2,225.85	.00	
1271	ORTIZ DOUBLE H LLC	49349	GARAGE-PREHUNG DOOR	12/15/2025	181.32	.00	
Total :					2,499.57	.00	
Total AMERICAN RESCUE PLAN ACT:					2,499.57	.00	
<b>DEBT SERVICE FUND--G.O. DEBT</b>							
<b>LEASE PURCHASE AGREEMENTS</b>							
<b>85-70-81000 PRINCIPAL PMTS, LEASE PURCHAS</b>							
1850	DE LAGE LANDEN PUBLIC FINA	593628929	PARKS SILVERADO VIN 0834-P	12/18/2025	2,644.06	.00	
1850	DE LAGE LANDEN PUBLIC FINA	593629169	STREETS SILVERADO VIN 4084	12/18/2025	2,820.77	.00	
<b>85-70-81500 INTEREST PMTS, LEASE PURCHASE</b>							
1850	DE LAGE LANDEN PUBLIC FINA	593628929	PARKS SILVERADO VIN 0834-IN	12/18/2025	559.03	.00	
1850	DE LAGE LANDEN PUBLIC FINA	593629169	STREETS SILVERADO VIN 4084	12/18/2025	596.40	.00	
Total LEASE PURCHASE AGREEMENTS:					6,620.26	.00	
Total DEBT SERVICE FUND--G.O. DEBT:					6,620.26	.00	
<b>BISBEE BUS FUND</b>							
<b>FUND EXPENDITURES</b>							
<b>96-40-41505 ADMIN MISC EXPENSES</b>							
2176	KONICA MINOLTA BUSINESS S	505507849	MONTHLY INV FOR MAINT AGR	11/30/2025	58.78	.00	
1695	SEAGO	362-002	BIS BUS- FOR SERVICES FROM	12/03/2025	15,600.00	.00	
<b>96-40-41607 PREVENTIVE MAINTENANCE</b>							
1659	ACE HARDWARE	44632	BUSES - PAINT GUIDE PLASTIC	12/03/2025	13.00	.00	
6536	BISBEE NAPA AUTO PARTS	384871	BUS 8198-DOOR SWITCH	12/01/2025	209.72	.00	
6536	BISBEE NAPA AUTO PARTS	384916	BUS 8198-FRONT BRAKE ROTO	12/01/2025	580.33	.00	
6536	BISBEE NAPA AUTO PARTS	384957	BUS 8198-WHEEL SEAL FRONT	12/02/2025	25.12	.00	
6536	BISBEE NAPA AUTO PARTS	384997	BUS 8198-COUNTERSHAFT FR	12/02/2025	16.57	.00	
6536	BISBEE NAPA AUTO PARTS	385025	BUS 8198-ATP FIL	12/02/2025	27.56	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6536	BISBEE NAPA AUTO PARTS	385074	BUSES-ADH ERASE WHL	12/03/2025	89.76	.00	
6536	BISBEE NAPA AUTO PARTS	385424	BUS 278-OIL FILTER	12/08/2025	4.19	.00	
6536	BISBEE NAPA AUTO PARTS	385498	BUS 278-A/TRANS FILTER	12/08/2025	27.56	.00	
Total FUND EXPENDITURES:					16,652.59	.00	
Total BISBEE BUS FUND:					16,652.59	.00	
<b>CAPITAL IMPROVEMENTS FUND</b>							
<b>FUND EXPENDITURES</b>							
<b>99-40-05409 CITY HALL BUILDING</b>							
1659	ACE HARDWARE	44675	SPRYPNT, COPPER, HAMMRD,	12/09/2025	42.43	.00	
1659	ACE HARDWARE	44677	PRIMRSPRY, AUTO 2N1 GRAY	12/10/2025	17.86	.00	
1862	B&D LUMBER & HARDWARE	220538	PREMIX CONCRETE	12/10/2025	18.94	.00	
1862	B&D LUMBER & HARDWARE	220563	GLS CLEAR SPRAY	12/10/2025	8.32	.00	
Total FUND EXPENDITURES:					87.55	.00	
Total CAPITAL IMPROVEMENTS FUND:					87.55	.00	
Grand Totals:					711,820.75	128,806.27	

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

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

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

\_\_\_\_\_

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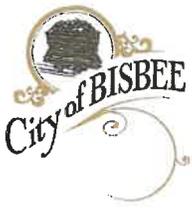
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City Recorder: \_\_\_\_\_

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: January 6, 2026**

Regular    Special

<b>DATE ACTION SUBMITTED:</b> <u>December 22, 2025</u>	
<b>REGULAR</b> <input type="checkbox"/>	<b>CONSENT</b> <input checked="" type="checkbox"/>
<b>TYPE OF ACTION:</b>	
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>
<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT:   APPROVAL OF THE MINUTES OF THE REGULAR SESSION OF MAYOR AND COUNCIL HELD ON DECEMBER 16, 2025, AT 7:00 PM</b>	

**FROM:**   **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**   **Approve Minutes**

**PROPOSED MOTION:**   **I move to approve the Minutes of the Regular Session of Mayor and Council held on December 16, 2025, at 7:00 PM**

**DISCUSSION:**

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**FISCAL IMPACT:**   **N/A**

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

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

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

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

## 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, DECEMBER 16, 2025, AT 7:00 PM AT COUNCIL CHAMBERS LOCATED AT 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR BUDGE AT 7:01PM.

### ROLL CALL

#### COUNCIL

Councilmember Trish Damon, Ward III

Councilmember Pete Skinner, Ward II

Councilmember Karen Schumacher, Ward I

Mayor Ken Budge

Vacant, Ward I

Councilmember Mel Sowid, Ward II

Councilmember Anna Cline, Ward III, Mayor Pro Tempore 7:03PM

#### STAFF

Stephen J. Pauken, City Manager

Ashlee Coronado, City Clerk

Matthew Gurney, Public Works Director

Logan Dodd, Operations Manager

Jay Ritchie, Deputy Police Chief

Jim Richardson, Fire Chief

Melissa Hartman, City Planner

#### CITY ATTORNEY

Joseph Estes

INVOCATION: Mayor Budge called for a moment of silence for personal reflection.

### PLEDGE OF ALLEGIANCE

### MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

#### CALL TO THE PUBLIC

- Ben Lepley, Bisbee resident, spoke regarding Ordinance O-25-06, Vacant Building and Property Regulations.
- Aurelia Cohen, Bisbee resident, also spoke regarding Ordinance O-25-06.
- Mike Ablin, Bisbee resident, spoke regarding having open and transparent communication.

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 \$445,887.72.

SECOND: Councilmember Sowid

MOTION PASSED: UNANIMOUSLY

2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Regular Session of Mayor and Council held on Tuesday, December 2, 2025.

Ashlee Coronado, City Clerk

- B. Approval of the appointment of Tom Wheeler to the Charter Review Committee.

Ashlee Coronado, City Clerk

- C. Approval of the appointment of Peter Gaffer to the Charter Review Committee.

Ashlee Coronado, City Clerk

Mayor Budge noted he was still looking for more Charter Review Committee members.

MOTION: Councilmember Cline moved to approve the Consent Agenda items A through C.

SECOND: Councilmember Schumacher

MOTION PASSED: UNANIMOUSLY

**OLD BUSINESS**

**NEW BUSINESS**

- 6. Discussion and Possible Approval of Resolution R-25-11, adopting the City of Bisbee Community Wildfire Protection Plan 2025 Update.

Jim Richardson, Fire Chief

Fire Chief Richardson presented Resolution R-25-11 for the adoption of the City of Bisbee Community Wildfire Protection Plan (CWPP) 2025 Update. He explained that the CWPP identifies priority wildfire risk areas within Bisbee and establishes a five-year action plan focused on fuel reduction, water infrastructure improvements, home hardening, defensible space enforcement, and public education.

Chief Richardson emphasized that the adoption of the CWPP was required to remain eligible for state and federal wildfire mitigation funding. He noted that the previous plan had expired, with the city having gone nearly 20 years without updating it. The county's CWPP was also expired, and they are beginning work on their update, which will incorporate Bisbee's plan.

The chief explained that the updated plan was Bisbee-specific, tailored to the city's terrain, fire behavior risks, priorities, and community infrastructure. It has already been reviewed and authorized by the Arizona Department of Forestry.

MOTION: Councilmember Skinner moved to approve Resolution R-25-11 adopting the City of Bisbee Community Wildfire Protection Plan 2025 Update.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

- 3. Discussion and Possible Approval of a successor MOU for the Bisbee Firefighters Local 2146.

Stephen J. Pauken, City Manager

Mr. Pauken presented four items proposed in the new MOU with Bisbee Firefighters Local 2146:

- Increase paramedic pay by 75 cents an hour, at a cost of approximately \$26,000 per year, with an agreement to discuss future increases for the next fiscal year.
- Transfer unused PTO accruals in excess of allowed maximum into the 457 plan, which would decrease the city's unfunded liability and eliminate the loss of earned PTO that cannot be used. Mr. Pauken explained this would be cost-neutral and would allow employees to retain earned time that would otherwise be forfeited.

- Increase the minimum staffing per shift from 5 to 6 people. Currently, the department schedules 7 people per shift but only requires a minimum of 5. The new minimum would improve safety.
- Develop a renovation plan for Station 82, which includes various improvements for both appearance and safety reasons, particularly addressing the steep stairway from the apparatus bay to the second floor.

Representatives from the Firefighters Union thanked the Council for addressing their concerns, particularly regarding station safety and staffing levels. The union representatives emphasized that these changes would enhance their ability to serve the community.

Councilmember Cline requested that the station's exterior painting be completed, as currently only the front of the building has been painted. The firefighters agreed with this request.

Mayor Budge commented on the importance of minimum staffing for firefighter safety, noting that a 5-person crew was barely adequate for structure fires, as it requires two people to enter, two on standby, and one on the pump, with no one left for command.

MOTION: Councilmember Cline moved to approve the Memorandum of Understanding with Bisbee Firefighters Local 2146 dated December 17, 2025.

SECOND: Councilmember Sowid

MOTION PASSED: UNANIMOUSLY

4. Discussion and Possible Approval of a Park, facility and right of way use permit and Special Event Agreement for The Bisbee Community Market for the use of Lower Vista every Saturday from January 3, 2026, through December 26, 2029, from 7:30am to 2:00pm.

Ashlee Coronado, City Clerk

Mr. Derek Weidenthal provided an update on the Bisbee Community Market, reporting significant growth since his family took over management a year ago. The market had increased from an average of 52 vendors to 74 vendors in December, with a peak of 79 vendors the previous week, representing a 50% increase. He highlighted that nonprofit organizations could set up for free, with an average of 5 nonprofits participating each week, up from 2-3 previously.

Mr. Pauken praised Mr. Weidenthal's management, noting that he had made public works' job very easy and had turned the market into a successful family business shared with the community.

Multiple council members expressed appreciation for the market's growth and management, with Councilmember Cline mentioning that the market serves as a social gathering place for the community.

MOTION: Councilmember Schumacher moved to approve the Park, facility and right of way use permit and Special Event Agreement for The Bisbee Community Market for the use of Lower Vista every Saturday from January 3, 2026, through December 26, 2029, from 7:30am to 2:00pm.

SECOND: Councilmember Skinner

MOTION PASSED: UNANIMOUSLY

5. Discussion and Possible Approval of Ordinance O-25-08; authorizing the sale and transfer of certain surplus city property being a portion of city owned property located at 21A Temby Ave, APN 103-63-026A.

Emanuel Stuart, City Planner

Mayor Budge noted this was a continuation from the December 2, 2025, meeting, where the council had designated the property as surplus and set the sale price at \$6,800 and clarified that this action was essentially cleaning up property lines, as part of a house was on the other side of the property.

MOTION: Councilmember Skinner moved to approve Ordinance O-25-08; authorizing the sale and transfer of certain surplus city property being a portion of city owned property located at 21A Temby Ave, APN 103-63-026A.

SECOND: Councilmember Damon

ROLL CALL VOTE:

AYES: Councilmember Damon, Skinner, Schumacher, Sowid, Cline and Mayor Budge

NAYS: 0

MOTION PASSED: AYES-6 NAYS-0

- 7. Discussion and Possible Approval for the Bisbee Arts Commission to pay the Arizona Rangers for security at their New Year’s Eve Event, not to exceed \$500.00.

Karen Schumacher, BAC Liaison

Councilmember Schumacher, as the Bisbee Arts Commission Liaison, explained the request to pay the Arizona Rangers for security at the upcoming New Year's Eve event, at a cost not to exceed \$500. She provided details about the free community event, which will include activities at the Jonquil from 7-9 PM, a parade starting from the Ironman at 10 PM and finishing around 11 PM at City Park, followed by performances until midnight to ring in the New Year.

MOTION: Councilmember Damon moved to approve the Bisbee Arts Commission to pay the Arizona Rangers for security at their New Year’s Eve Event, not to exceed \$500.00.

SECOND: Councilmember Sowid

MOTION PASSED: UNANIMOUSLY

- 8. Discussion and Possible Approval for the Bisbee Arts Commission to pay Rose Hall in the amount of \$300.00 for their New Years Event Lantern Workshops.

Karen Schumacher, BAC Liaison

Councilmember Schumacher presented the request to pay Rose Hall \$300 for lantern-making workshops for the New Year's Eve parade. She explained that the workshops were being held at the Copper Queen Library, with one final session scheduled for the coming Friday. The Copper Queen Library did not have budget for the classes, so the Bisbee Arts Commission decided to fund them since the lanterns would be used in the parade.

MOTION: Councilmember Sowid moved to approve the Bisbee Arts Commission to pay Rose Hall in the amount of \$300.00 for their New Years Event Lantern Workshops.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

- 9. Discussion and Possible Approval of the recommendation from the Bisbee Arts Commission to fund a grant application for “Positive Buttons in a Worlds Full of Negativity” submitted by Heather Buton in the amount of \$400.00 from the Bisbee Arts Commission fund.

Karen Schumacher, BAC Liaison

Councilmember Schumacher presented a recommendation from the Bisbee Arts Commission to fund a grant application for "Positive Buttons in a World's Full of Negativity" submitted by Heather Buton in the amount of \$400. She noted that the BAC raises their own funding for grants and events, and this application was unanimously approved. The funding would support the purchase of equipment to make buttons.

MOTION: Councilmember Skinner moved to approve the funding of the grant application for “Positive Buttons in a Worlds Full of Negativity” submitted by Heather Buton in the amount of \$400.00 from the Bisbee Arts Commission fund.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

- 10. Discussion and Possible Approval to award Phoenix Pumps for the purchase of a submersible pump for the Mule Gulch Lift Station.

Matthew Gurney, Public Works Director

Mr. Gurney explained that the city went out to bid on November 4 for a submersible pump for the Mule Gulch lift station, receiving one bid from Phoenix Pumps for \$16,609.42. He explained that this purchase was to replace the second pump in the lift station, following a previous replacement earlier in the year. The lift station serves Old Bisbee, Lowell, and the Saginaw neighborhood, making it critical infrastructure that requires reliable pumps.

Mr. Gurney noted this was a planned purchase in the budget, and they had also budgeted for another pump later in the year to ensure adequate backup, as they had previously experienced all pumps failing simultaneously and had to rent emergency equipment.

MOTION: Councilmember Cline moved to approve the bid award to Phoenix Pumps for the purchase of a submersible pump for the Mule Gulch Lift Station.

SECOND: Councilmember Sowid

MOTION PASSED: UNANIMOUSLY

11. Discussion and Possible Approval of a Notice of Intent to Adopt Ordinance O-26-01; Amending Chapter 7, Building, by establishing a new article 7.16- Utility Pole Installation and Relocation Regulations.

Logan Dodd, Operations Manager

Mr. Dodd presented a Notice of Intent to adopt an ordinance establishing utility pole installation and relocation regulations. He explained that the ordinance was designed to address the problem of "double poles" throughout the city, where utility companies install new poles but fail to remove old ones, creating hazards and eyesores.

Mr. Dodd shared a recent incident where killer bees had established a large hive inside a hollow section of an old pole, creating a public safety risk. The ordinance would require utility companies to work together to transfer equipment to new poles and remove old ones in a timely manner, with fines for non-compliance.

Mayor Budge expressed support for the ordinance, wishing it could be passed as an emergency measure but acknowledging the required process.

MOTION: Councilmember Damon moved to approve the Notice of Intent to Adopt Ordinance O-26-01; Amending Chapter 7, Building, by establishing a new article 7.16- Utility Pole Installation and Relocation Regulations.

SECOND: Councilmember Schumacher

ROLL CALL VOTE:

AYES: Councilmember Damon, Skinner, Schumacher, Sowid, Cline and Mayor Budge

NAYS: 0

MOTION PASSED: AYES-6 NAYS-0

12. Discussion and Possible Approval of a Statement of Work with CivicPlus for AudioEye Accessibility Services to support ADA website compliance.

Ashlee Coronado, City Clerk

Ms. Coronado explained that the city was required to ensure website content was accessible to all users under the Americans with Disabilities Act. CivicPlus, the city's website provider, was offering AudioEye services to continuously monitor the website for compliance, allowing users to listen to content rather than read it. She stated the first year would cost \$1,359 (prorated), with subsequent years at \$3,200.

Councilmember Sowid sought clarification on the price increase, and Ms. Coronado confirmed it was a discounted rate for the first year.

Mayor Budge emphasized the importance of ADA compliance, noting that since the city has an ADA-compliant building, it should also have an ADA-compliant website.

MOTION: Councilmember Schumacher moved to approve the Statement of Work with CivicPlus for AudioEye Accessibility Services to support ADA website compliance.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

13. Discussion and Possible Acceptance of the resignation of Councilmember Leslie Johns and Discussion and Recommendations for scheduling to fill this vacancy.

Ken Budge, Mayor

Mayor Budge announced plans to immediately begin the process of filling the vacancy following acceptance of Councilmember Johns' resignation. Applications would be due by January 7th, with a special session scheduled for January 13th to interview applicants and appoint a replacement. Mayor Budge noted this timeline falls within the required 15–31-day window for filling a council vacancy.

City Manager Pauken confirmed that he had spoken with Councilmember Johns on Sunday, and she still wished to resign.

MOTION: Councilmember Skinner moved to accept the resignation of Councilmember Leslie Johns and to set a council meeting for January 13, 2026, to appoint a replacement councilmember for this position.

SECOND: Councilmember Sowid

MOTION PASSED: UNANIMOUSLY

14. Discussion and Possible Approval of the proposed City Manager Recruitment Plan, Timeline and Announcement.

Joelle Landers, Personnel Director

Mayor Budge informed the Council that Personnel Director Joelle Landers had submitted her resignation effective January 15<sup>th</sup>. Given this development, the Mayor proposed issuing an RFP for a recruitment agency to handle the city manager's search, rather than conducting it internally.

Mayor Budge outlined a plan to hold a work session on January 6 at 6:00 PM to review proposals from recruitment agencies, followed by an executive session during the regular meeting to select an agency. The chosen agency's contract would then be approved at the special session on January 13.

Councilmember Schumacher asked about a point person to work with the firm and whether it would be possible to wait to hire a new HR person until a new city manager was in place.

Ms. Coronado, City Clerk, indicated she would likely be the contact person, and that the HR position would be filled as a normal vacancy.

MOTION: Mayor Budge moved to direct staff to issue an RFP for a recruitment agency for a new city manager.

SECOND: Councilmember Skinner

MOTION PASSED: UNANIMOUSLY

15. Discussion and Possible Approval of the appointment of Ashlee Coronado as Interim City Manager.

Ken Budge, Mayor

Mayor Budge recommended appointing City Clerk Ashlee Coronado as Interim City Manager until a permanent city manager was hired.

Councilmember Cline strongly supported the recommendation, noting Ms. Coronado's experience and reliability.

MOTION: Councilmember Schumacher moved to appoint Ashlee Coronado as interim City Manager to serve in that capacity until such time as a permanent city manager was appointed and employed, starting on January 4, 2026.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

16. Discussion and Possible Approval of a rate increase related to Legal Services with Pierce Coleman PLLC.  
Stephen J. Pauken, City Manager

Mr. Pauken explained that Pierce Coleman had notified the city of a rate increase for legal services in the coming year. The current rate of \$240 per hour would increase to \$255 per hour for partners, from \$220 to \$235 for associates, and from \$125 to \$160 for paralegals.

Mr. Pauken noted that even with the increase, the rates remain lower than the \$265 per hour the city paid to the previous law firm. He mentioned that the firm uses associates and paralegals sparingly, and that they offer a flat fee option that could be considered during the next budget cycle.

MOTION: Councilmember Sowid moved to approve the rate increase associated with legal services with Pierce Coleman PLLC.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

17. City Manager's Report:

- Mr. Pauken announced that the Warren Historic District had been approved by the keeper of the National Register of Historic Places in Washington the previous week. He described this as a significant achievement after nearly 20 years of effort, with this being the third attempt at securing the designation.

Mr. Pauken detailed the history of the application process, noting that the first attempt was about 30 years ago, the second attempt went to the keeper's office in 2014 but was not completed, and the third attempt began when he returned to Bisbee in April 2021. He acknowledged the contributions of city staff, consultants, and 15-20 community volunteers who helped with the process.

He clarified that unlike Old Bisbee, the Warren Historic District would not have a Design Review Board, with applications treated individually.

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.):

Council members took turns expressing their appreciation for City Manager Stephen Pauken's service to Bisbee.

Mayor Budge highlighted numerous accomplishments during Pauken's tenure, including:

- Turning a \$500,000-700,000 budget deficit into a \$1.1 million surplus within two years
- Addressing the city's unfunded liability in the public safety retirement system
- Securing over \$28 million in grants for various projects
- Rebuilding City Hall after the fire
- Restoring the community market and animal shelter
- Successfully completing the Warren Historic District designation

Councilmember Cline recalled Pauken's concern for city employees during the City Hall fire, even while he was working in Winslow, and his commitment to work until the new City Hall was completed.

Other council members expressed their gratitude for Pauken's leadership, mentoring, and dedication to the city.

In response, City Manager Pauken thanked the Council and reflected on his time with Bisbee. He highlighted financial achievements, including addressing the public safety retirement system deficit and completing City Hall without incurring debt. He emphasized the importance of city employees and expressed concern about the loss of civility in local government. Pauken assured the Council he would remain available as a resource and would continue to be an active community member.

Mayor Budge stated that, as there was nothing else before this Council this meeting was adjourned.

ADJOURNMENT: 9:00PM

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Ken Budge, Mayor



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular   Special

**DATE ACTION SUBMITTED:**   December 22, 2025

**REGULAR**                         **CONSENT**  

**TYPE OF ACTION:**

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

**SUBJECT:**   **Approval of the Appointment of Nicole France to the Bisbee Arts Commission.**

**FROM:**        **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**        **Approve**

**PROPOSED MOTION:**        **I move to approve the appointment of Nicole France to the Bisbee Arts Commission.**

**DISCUSSION:**

**Ms. Nicole France has submitted her application to serve on the Bisbee Arts Commission.**

**If approved, Ms. France will serve on the Board from January 7, 2026, to January 15, 2029.**

**FISCAL IMPACT:**        **N/A**

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

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

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

**Reviewed by:**        *Ashlee Coronado*  
**Ashlee Coronado**  
**City Clerk**



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

I have amateur experience in theater arts, including costume and production design, as well as a  
longtime passion for decorative arts, historical costume, historical preservation, and conservation.

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

As an art lover, part of what drew me to Bisbee was the vibrant arts community here. Art and art-related  
events are to my mind an essential part of Bisbee's fabric and success, for both residents and visitors.  
My past experience working in marketing could be an asset to this commission.

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

**WAIVER REQUEST (If Applicable):**

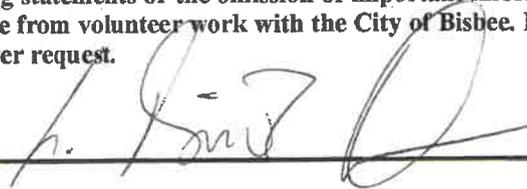
I am requesting that the following rule(s) be waived in order to serve on the Commission:

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

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

I have applied to join the Charter Review Committee as well. I do not consider there to be any  
conflict in participating in both groups and I am prepared to devote the necessary time required  
to both.

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

Signature:  Date: 12/17/2025

**When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603**

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: January 6, 2026

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

REGULAR                   CONSENT

**TYPE OF ACTION:**

RESOLUTION                   ORDINANCE                   FORMAL ACTION                   OTHER

**SUBJECT:** **Approval of the Appointment of Alisia Espiriti to the Board of Adjustment with a Waiver for Number of Commission Memberships Served.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve

**PROPOSED MOTION:**            I move to approve the appointment of Alisia Espiriti to the Board of Adjustment with a Waiver for Number of Commission Memberships Served.

**DISCUSSION:**

Ms. Espiriti has submitted her application for appointment to the Board of Adjustment.

If approved, Ms. Espiriti will serve on the Board of Adjustment from January 7, 2026, to January 15, 2029.

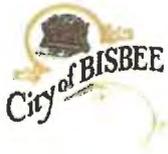
**FISCAL IMPACT:**            N/A

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

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

Prepared by: Nina Williams  
Nina Williams,  
Deputy City Clerk

Reviewed by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk



## BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 12/10/25

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input checked="" type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input checked="" type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input checked="" type="checkbox"/> Board of Adjustment	

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

Espiriti Alisia F  
 Last Name First Name Middle Initial

[REDACTED] Bisbee AZ 85603  
 Mailing Address Number Street City State Zip Code

Residential Street Address: [REDACTED]

Telephone Number(s): [REDACTED]

Email Address: [REDACTED]

\* I have been a resident of Bisbee for 4 years \* Are you currently on any Boards? P & Z  
 \* (Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

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

I have 4 years experience as a Real Estate Development Project Manager from site acquisitions to vertical permits  
 I have extensive background managing budgets, schedules, engineers and architecture to prepare permit applications across the U.S.  
 I hold an active real estate license in AZ and own multiple attainable rental properties in Bisbee. I have prepared proformas and investor summary packages  
 I have a deep understanding of real estate development and its constrains. I hold a Bachelors of Engineering  
 and spent 10+ of my career designing and bringing 1000+ part mechanical systems from concept to reality

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

I have been on P&Z Commission since the beginning of 2022  
 In 2022 I provided digital operations and marketing assistance to the Bisbee Home Tour and Senior Center  
 I was a HOA Board member for 2 years of a 65 Acre Townhome PUD

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

I have experience facilitating the rehabilitation of two 1905 units here in Bisbee that sat vacant for 5 years and are now occupied by tenants for under \$1000 per m

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

Due to my extensive background in real estate development and knowledge of market conditions and constraints

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

**WAIVER REQUEST (If Applicable):**

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

- Residency Requirement (Bisbee Resident for less than 1 year)
- Length of Service (I have served \_\_\_\_\_ terms)
- Number of Commission Memberships currently served. I also serve on the: \_\_\_\_\_  
I currently Serve on P&Z but would like to be more involved

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

We need more comission member with extensive real estate and construction backgrounds as we face a serious affordability and regulation challenges in our community and in my opinion need more commission member with real life experience battling the challenges we face.

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

Signature: Alisia Espiriti Date: 12/10/25

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 22, 2025

REGULAR                   CONSENT

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

**SUBJECT:** Approval of the Appointment of Nicole France to the Charter Review Committee

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve

**PROPOSED MOTION:**            I move to approve the Appointment of Nicole France to the Charter Review Committee.

**DISCUSSION:**

Ms. France has submitted her application to serve on the Charter Review Committee for WARD I.

**FISCAL IMPACT:**            N/A

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

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

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

Reviewed by: *Ashlee Coronado*  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: December 17, 2021

RECEIVED

DEC 17 2025

**\* Board interested to serve:**

City Clerk's Office  
City of Bisbee

<input type="checkbox"/> Airport Advisory Commission	<input checked="" type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

France L. Nicole  
 Last Name First Name Middle Initial

[Redacted] Bisbee, AZ 85603

Mailing Address Number Street City State Zip Code

Residential Street Address [Redacted]

Telephone Number(s) [Redacted]

Email Address [Redacted]

\* I have been a resident of Bisbee for 3 years \* Are you currently on any Boards? No  
 \* (Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): For the past 10 months I have been self-employed supporting several family businesses including the Canyon Rose Hotel and our soon-to-open waffle shop. My previous employment has been in a number of corporate businesses of various sizes, most recently Contentful, a content management software company, as product marketer from 2021 to 2025. Prior employers include Constellation Research, Cisco, Fujitsu.

Please provide a brief summary of Civic/Volunteer Experience:  
I am currently a board member at large of Bisbee Forward. While in college, I was secretary-general of UC Berkeley's Model United Nations club, leading a group of 30 college student volunteers and running an annual conference for 1,700 high school students.

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

I have good familiarity with procedural rules of order!

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

I am an involved and engaged member of this community who strongly supports both the mission and the people of our city government. I am eager to participate in the work of reviewing our charter to ensure that our City, through both elected officials and staff, is able to function effectively for all.

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

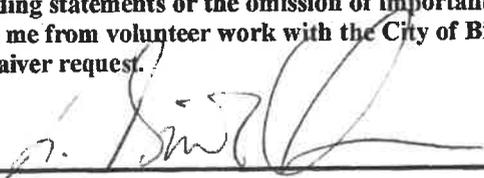
**WAIVER REQUEST (if Applicable):**

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

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

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

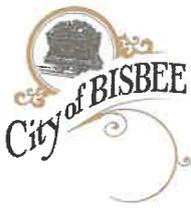
I hereby certify and affirm that all the information contained in this application is true, complete and correct. I understand that false or misleading statements or the omission of important information made on this application or any time during the process may disqualify me from volunteer work with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

Signature: 

Date: 12/17/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**  
Session of: January 6, 2026

Regular     Special

DATE ACTION SUBMITTED: December 16, 2025

REGULAR                       CONSENT

TYPE OF ACTION:

RESOLUTION     ORDINANCE     FORMAL ACTION     OTHER

SUBJECT: **Approval of the Appointment of Bill Bailey to the Design Review Board with a Waiver for Number of Commission Memberships Served.**

FROM:        **Nina Williams, Deputy City Clerk**

RECOMMENDATION:        **Approve**

PROPOSED MOTION:        **I move to approve the appointment Bill Bailey to the Design Review Board with a Waiver for Number of Commission Memberships Served.**

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**DISCUSSION:**

**Mr. Bailey has submitted his application for appointment to the Design Review Board.**

**If approved, Mr. Bailey will serve on the Design Review Board from January 15, 2026, to January 15, 2029.**

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**FISCAL IMPACT:**        **N/A**

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

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

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

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



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

*Reviewed extensive plans for building purposes.*

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

*I feel I could contribute something.*

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

**WAIVER REQUEST (if Applicable):**

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

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

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

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

Signature: *[Handwritten Signature]* Date: 12/5/2025

**When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603**

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

**DATE ACTION SUBMITTED:** December 22, 2025

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT:** **Approval of the Reappointment of Cheri Chase to the Airport Advisory Commission.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of Cheri Chase to the Airport Advisory Commission.

**DISCUSSION:**

Ms. Chase has submitted her application for Reappointment to the Airport Advisory Commission.

This will be Ms. Chase's 2<sup>nd</sup> Three Year Term of service on this Commission.

If approved, Ms. Chase will serve on the commission from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

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

**Reviewed by:** Ashlee Coronado  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 12/23/2025

**\* Board interested to serve:**

<input checked="" type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Chase Cheri

Last Name: \_\_\_\_\_ First Name: \_\_\_\_\_ Middle Initial: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ Number: \_\_\_\_\_ Street: Bisbee City: \_\_\_\_\_ State: AZ Zip Code: 85603

Residential Street Address: Same

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

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

\* I have been a resident of Bisbee for 2 1/2 years \* Are you currently on any Boards? Yes  
 \*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): Self Employed for 30 years, and have run three businesses in those years. Each one successful. I am familiar with marketing, financials and HR sides of business.

Please provide a brief summary of Civic/Volunteer Experience:  
I have served on the Airport Advisory Commission for one year, and close to a year on the Police and Fire Committee

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

I have a passion for flying and desire to see the Bisbee Municipal Airport healthy and thriving, and be the asset to the city. I know it can be

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

I have served on the board for one year, and I love a challenge. Also having three decades of business experience.

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

**WAIVER REQUEST (if Applicable):**

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

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

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

My term on the Police and Fire Committee will be up soon, I won't be seeking another term.

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

Signature: 

Date: 12/23/25

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

**DATE ACTION SUBMITTED:** December 16, 2025

**REGULAR**                       **CONSENT**

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

**SUBJECT:** **Approval of the Reappointment of Tyler Bradberry to the Board of Adjustment.**

**FROM:**            **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**            **Approve Reappointment**

**PROPOSED MOTION:**            **I move to approve the reappointment of Tyler Bradberry to the Board of Adjustment.**

**DISCUSSION:**

**Mr. Bradberry has submitted his application for Reappointment to the Board of Adjustment.**

**This will be Mr. Bradberry's 2<sup>nd</sup> Three Year Term of service on this Board.**

**If approved, Mr. Bradberry will serve on the board from January 15, 2026, to January 15, 2029.**

**FISCAL IMPACT:**            **N/A**

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

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

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

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado**  
**City Clerk**



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 12/01/2025

DEC 01 2025

City Clerk's Office  
City of Bisbee

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input checked="" type="checkbox"/> Board of Adjustment	

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

Bradberry Last Name      Tyler First Name      D Middle Initial

[Redacted] Mailing Address Number      Bisbee Street City      AZ State      45603 Zip Code

Residential Street Address: [Redacted]

Telephone Number(s): [Redacted]

Email Address: [Redacted]

\* I have been a resident of Bisbee for 19+ years      \* Are you currently on any Boards? YES

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

**Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed):** High school, Employed by Old Bisbee Enterprises LLC from 2011 through 2018, Bought out company mid 2018, Have been acting as company owner since July 2018.

**Please provide a brief summary of Civic/Volunteer Experience:** I help in the community as much as I can. I have been serving on BOA for the last 2 years

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

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

*As a Licensed Contractor I feel I have some knowledge that can be helpful for other Board members in some cases. I have also been sitting on the board for the last 2 years*

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

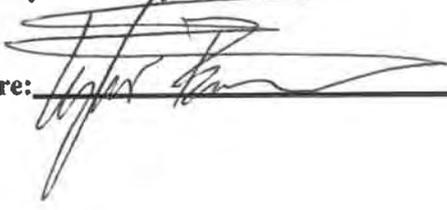
**WAIVER REQUEST (if Applicable):**

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

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

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

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

Signature:  Date: 12/1/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

REGULAR                   CONSENT

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

**SUBJECT:** **Approval of the Reappointment of Melissa Hartman to the Board of Adjustment.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of Melissa Hartman to the Board of Adjustment.

**DISCUSSION:**

Ms. Hartman has submitted her application for Reappointment to the Board of Adjustment.

This will be Ms. Hartman's 3<sup>rd</sup> Three Year Term of service on this Board.

If approved, Ms. Hartman will serve on the board from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

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

**Reviewed by:** Ashlee Coronado  
Ashlee Coronado  
City Clerk



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

I am interested in continuing to serve my community

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

I have been on this board for a few years and believe I have a good grasp of what is needed to move the items before us forward. I also understand the City codes pretty well.

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

Signature: Melissa Spantoni Date: Dec 1, 2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

**REGULAR**                       **CONSENT**

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

**SUBJECT:** **Approval of the Reappointment of Mary Gojkovich to the Civil Service Commission with a Waiver for Number of Commission Memberships Served.**

**FROM:**            **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**            **Approve Reappointment**

**PROPOSED MOTION:**            **I move to approve the reappointment of Mary Gojkovich to the Civil Service Commission.**

**DISCUSSION:**  
  
**Ms. Gojkovich has submitted her application for Reappointment to the Civil Service Commission.**  
  
**This will be Ms. Gojkovich's 3<sup>rd</sup> Three Year Term of service on this Commission.**

**If approved, Ms. Gojkovich will serve on the Commission from January 15, 2026, to January 15, 2029.**

**FISCAL IMPACT:**            **N/A**

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

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

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

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado**  
**City Clerk**



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 12/11/2025

DEC 11 2025

City Clerk's Office  
City of Bisbee

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input checked="" type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Gojkovich Last Name      Mary First Name      K. Middle Initial  
 [Redacted] Mailing Address      [Redacted] Number      Bisbee Street      Bisbee City      AZ State      85603 Zip Code

Residential Street Address: [Redacted]

Telephone Number(s): [Redacted]

Email Address: [Redacted]

\* I have been a resident of Bisbee for 50+ years      \* Are you currently on any Boards? Yes  
 \*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

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

Employed): Maricopa County Attorney's Office - Chief Investigator - supervised 50+ experienced Police Officers, mostly follow up on the City's on major crimes. Ariz State University - Department of Public Safety - enforce criminal law violations as well as student conduct. Administrator (Assistant Chief of Police) hired Fire Police Personnel Bisbee Police Dept. Records Dispatch - Police Officer - Investigations -

Please provide a brief summary of Civic/Volunteer Experience:  
President of St. Patrick women's Club - organize fund raiser with accordance to our mission statement of Bisbee Coalition of the Homeless - helped organize Maricopa Festival - previous experience on Police and Fire Advisory Commission and Civil Service

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

As a supervisor w/ all 3 agencies I was responsible for evaluating employees - and Asst. Chief at ASU I was responsible for hiring & firing police personnel.

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

See above

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

**WAIVER REQUEST (if Applicable):**

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

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

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

I was born & raised in Bisbee, I currently reside in Bisbee 90% of the time and have a home in Mesa, AZ.

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

Signature: Myk. Lane Date: 12/11/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

**DATE ACTION SUBMITTED:** December 22, 2025

REGULAR                       CONSENT

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

**SUBJECT:** Approval of the Reappointment of Annie Larkin to the Evergreen Cemetery Committee.

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of Annie Larkin to the Evergreen Cemetery Committee.

**DISCUSSION:**

Ms. Larkin has submitted her application for Reappointment to the Evergreen Cemetery Committee.

This will be Ms. Larkin's 2<sup>nd</sup> Three Year Term of service on this Committee.

If approved, Ms. Larkin will serve on the committee from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

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

Reviewed by: *Ashlee Coronado*  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 12/22/2025

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input checked="" type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Larkin Cherry "Annie" A  
 Last Name First Name Middle Initial

Mailing Address Number Street City State Zip Code

Residential Street Address: [Redacted]

Telephone Number(s): [Redacted]

Email Address: [Redacted]

\* I have been a resident of Bisbee for Approx. 40 years \* Are you currently on any Boards? Evergreen Cemetery  
 \* (Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

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

**Employed):** Education: Associate of Arts in History from Cochise College, Bachelor of Arts in History from the University of Arizona, and Master of Arts in Museum Studies from the Johns Hopkins University. Employment: Bisbee Mining & Historical Museum, Curator, 2007-2016, Amerind Foundation, Associate Curator of Public Programs, 2016-2022, Amerind Foundation, Vice President and Director of Community Engagement, 2022-2022, and Bisbee Mining & Historical Museum, Executive Director, 2022-present.

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

Vice President of the Museum Association of Arizona, April 2016-April 2018  
 Arizona State Archives - Arizona Historical Records Advisory Board, August 2019-present  
 City of Bisbee - Evergreen Cemetery Committee, 2023-present

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

As a child I would take walks through Evergreen Cemetery with my father. During these walks, he would tell me stories about the people laid to rest in the former mining camp. This is how I would come to learn about some of Cochise County's well-known residents like George Warren, Sheriff Harry Wheeler, Lemuel Shattuck, and young Ella Greene. I credit these childhood walks with igniting my interest in Bisbee history, as well as the trajectory of my educational and professional paths.

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

Evergreen Cemetery is one of the most important historic locations within our community. I hope to bring a voice to assist in the preservation and protection of the site, while promoting the public's interest. With a background in history and museums, I feel I am an ideal candidate for the position.

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

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

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

Signature: Cherry A. Larkin Date: 12/22/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

REGULAR                   CONSENT

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

**SUBJECT:** **Approval of the Reappointment of Sandra Michel to the Evergreen Cemetery Committee.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of Sandra Michel to the Evergreen Cemetery Committee.

**DISCUSSION:**

Ms. Michel has submitted her application for Reappointment to the Evergreen Cemetery Committee.

This will be Ms. Michel's 2<sup>nd</sup> Three Year Term of service on this Committee.

If approved, Ms. Michel will serve on the committee from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

Prepared by: Nina Williams  
Nina Williams,  
Deputy City Clerk

Reviewed by: Ashlee Coronado  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 9 Dec 2025

DEC 09 2025

City Clerk's Office  
City of Bisbee

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input checked="" type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Michel Sandra  
 Last Name First Name Middle Initial  
 [Redacted] Bisbee AZ 85603  
 Mailing Address Number Street City State Zip Code

Residential Street Address: see above  
 Telephone Number(s): [Redacted]  
 Email Address: [Redacted]

\* I have been a resident of Bisbee for 7.5 years \* Are you currently on any Boards? yes (cemetery)  
 \*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed):  
Historian 1998 - 2000  
Teacher PUHSD - 2000 - 2002  
Teacher Asst, ASU - 1997 - 1998  
Editor @ the Condor - 1993 - 1995

Please provide a brief summary of Civic/Volunteer Experience:  
Evergreen Cemetery Committee (current)  
Volunteer Goar Park 2021 and 2023/2024  
Board member, Heritage Square, Phx AZ  
Volunteer Archivist - ASU

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

User of findagrave.com (recording & geotagging plots), worked in a studied history as primary career.

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

I have been studying, visiting, and photographing cemeteries since childhood. Family is from Louisiana, so I regularly clean graves.

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

**WAIVER REQUEST (If Applicable):**

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

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

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

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

Signature:  Date: 12/9/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

**DATE ACTION SUBMITTED:** December 16, 2025

REGULAR                   CONSENT

**TYPE OF ACTION:**

RESOLUTION                   ORDINANCE                   FORMAL ACTION                   OTHER

**SUBJECT:** **Approval of the Reappointment of William Gronlund to the Library Advisory Board with a Waiver for Length of Service.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of William Gronlund to the Library Advisory Board with a Waiver for Length of Service.

**DISCUSSION:**

Mr. Gronlund has submitted his application for Reappointment to the Library Advisory Board with a Wavier for Length of Service.

This will be Mr. Gronlund's 5<sup>th</sup> Three Year Term of service on this Board.

If approved, Mr. Gronlund will serve on the Board from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

Prepared by: Nina Williams  
Nina Williams,  
Deputy City Clerk

Reviewed by: Ashlee Coronado  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: December 1, 2025

DEC 01 2025

City Clerk's Office  
City of Bisbee

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input checked="" type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

GRONHUN

William

A

Last Name

First Name

Middle Initial

Mailing Address

Number

Street

Bisbee  
City

State

AZ

Zip Code

85603

Residential Street Address:

Telephone Number(s):

Email Address:

\* I have been a resident of Bisbee for 16 years

\* Are you currently on any Boards? Yes - L.A.S.

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

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

Education - Psychology - Bachelor's Degree - Princeton University - 1965; Art - Southern State University 1979  
Military Service - U.S. Army 1966 - 1969  
Honorable Discharge - 21 years as Transmitter  
Radio Station, San Francisco Transmitter University, L.A.S.

Please provide a brief summary of Civic/Volunteer Experience:

Discrete Plus on Library Advisory Board

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

As member of Festival of Learning I have  
signed contract in different name by L.V.R.  
Robyn Books AVAILABLE + History Book of  
Barney Books Lists

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

I enjoy being part of Bisbee's Library  
Community + Am proud of it

**Have you ever been convicted of a felony or misdemeanor by any court, or do you have any pending criminal charges against you?**  Yes  No **If yes, please Explain:** None from August 2017

on any criminal charges

**WAIVER REQUEST (if Applicable):**

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

- Residency Requirement (Bisbee Resident for less than 1 year)
- Length of Service (I have served 4 terms)
- Number of Commission Memberships currently served. I also serve on the:

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

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

Signature: William A. Corbett Date: November 1, 2021

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

REGULAR                   CONSENT

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

**SUBJECT:** **Approval of the Reappointment of Donna Wirtel to the Library Advisory Board.**

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve Reappointment

**PROPOSED MOTION:**            I move to approve the reappointment of Donna Wirtel to the Library Advisory Board.

**DISCUSSION:**

Ms. Wirtel has submitted her application for Reappointment to the Library Advisory Board.

This will be Ms. Wirtel's 3<sup>rd</sup> Three Year Term of service on this Board.

If approved, Ms. Wirtel will serve on the board from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**            N/A

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

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

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

**Reviewed by:** Ashlee Coronado  
Ashlee Coronado  
City Clerk



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

As an active advocate of First Amendment rights, I am passionate about guiding the library staff during these somewhat uncertain times.

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

I have served on the board for years, I was on the Phoenix library board, worked at a school library and was trained as a reading tutor.

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

**WAIVER REQUEST (if Applicable):**

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

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

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

Note: I split my time between Bisbee and Scottsdale. But we are planning to retire in Bisbee once my husband retires.

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

Signature: Danna Wirtel Date: 12-2-25

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

**REGULAR**                       **CONSENT**

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

**SUBJECT:** **Approval of the Reappointment of William Bailey to the Parks and Recreation Committee.**

**FROM:**            **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**            **Approve Reappointment**

**PROPOSED MOTION:**            **I move to approve the reappointment of William Bailey to the Parks and Recreation Committee.**

**DISCUSSION:**

**Mr. Bailey has submitted his application for Reappointment to the Parks and Recreation Committee.**

**This will be Mr. Bailey’s 3<sup>rd</sup> Three Year Term of service on this Committee.**

**If approved, Mr. Bailey will serve on the committee from January 15, 2026, to January 15, 2029.**

**FISCAL IMPACT:**            **N/A**

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

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

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

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado**  
**City Clerk**



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

RECEIVED

Date of Application: 1 Dec 2025

DEC 01 2025

City Clerk's Office  
City of Bisbee

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input checked="" type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Bailey

William

F.

Last Name

First Name

Middle Initial

Mailing Address

Number

Street

City

State

Zip Code

Bisbee

AZ

85603

Residential Street Address

Telephone Number(s):

Email Address:

\* I have been a resident of Bisbee for 16 years

\* Are you currently on any Boards?

No Yes

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

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

Employed):

- MBA - Univ. of Florida  
- Building Contractor - California

Please provide a brief summary of Civic/Volunteer Experience:

- XMAS in April - volunteer

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

*-See below.*

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

*I have been on this board for a number of years*

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

**WAIVER REQUEST (if Applicable):**

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

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

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

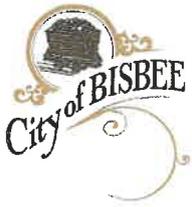
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

Signature: *[Handwritten Signature]* Date: *1 Dec 2025*

**When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603**

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>December 16, 2025</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
<b>TYPE OF ACTION:</b>	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>SUBJECT:</b> Approval of the Reappointment of Alisia Espiriti to the Planning and Zoning Commission.	

**FROM:**        Nina Williams, Deputy City Clerk

**RECOMMENDATION:**        Approve Reappointment

**PROPOSED MOTION:**        I move to approve the reappointment of Alisia Espiriti to the Planning and Zoning Commission.

**DISCUSSION:**

Ms. Espiriti has submitted her application for Reappointment to the Planning and Zoning Commission.

This will be Ms. Espiriti's 2<sup>nd</sup> Three Year Term of service on this Commission.

If approved, Ms. Espiriti will serve on the Commission from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**        N/A

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

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

Prepared by: Nina Williams  
Nina Williams,  
Deputy City Clerk

Reviewed by: Ashlee Coronado  
Ashlee Coronado  
City Clerk



## BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: 12/10/25

**\* Board interested to serve:**

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input checked="" type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input checked="" type="checkbox"/> Planning and Zoning Commission
<input type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input checked="" type="checkbox"/> Board of Adjustment	

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

Espiriti	Alisia	F
<b>Last Name</b>	<b>First Name</b>	<b>Middle Initial</b>
	Bisbee	AZ
<b>Mailing Address</b>	<b>Number</b>	<b>Street</b>
		City
		State
		Zip Code

Residential Street Address:

Telephone Number(s):

Email Address:

\* I have been a resident of Bisbee for 4 years \* Are you currently on any Boards? P & Z  
 \*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

**Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed):** I have 4 years experience as a Real Estate Development Project Manager from site acquisitions to vertical permits  
I have extensive background managing budgets, schedules, engineers and architecture to prepare permit applications across the U.S.  
I hold an active real estate license in AZ and own multiple attainable rental properties in Bisbee. I have prepared proformas and investor summary packages  
I have a deep understanding of real estate development and its constrains. I hold a Bachelors of Engineering  
and spent 10+ of my career designing and bringing 1000+ part mechanical systems from concept to reality

**Please provide a brief summary of Civic/Volunteer Experience:**  
I have been on P&Z Commission since the beginning of 2022  
In 2022 I provided digital operations and marketing assistance to the Bisbee Home Tour and Senior Center  
I was a HOA Board member for 2 years of a 65 Acre Townhome PUD

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

I have experience facilitating the rehabilitation of two 1905 units here in Bisbee that sat vacant for 5 years and are now occupied by tenants for under \$1000 per m

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

Due to my extensive background in real estate development and knowledge of market conditions and constraints

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

**WAIVER REQUEST (if Applicable):**

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

- Residency Requirement (Bisbee Resident for less than 1 year)
- Length of Service (I have served \_\_\_\_\_ terms)
- Number of Commission Memberships currently served. I also serve on the: I currently Serve on P&Z but would like to be more involved

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

We need more commission member with extensive real estate and construction backgrounds as we face a serious affordability and regulation challenges in our community and in my opinion need more commission member with real life experience battling the challenges we face.

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

Signature: Alisia Espiriti Date: 12/10/25

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

<b>DATE ACTION SUBMITTED:</b> <u>December 16, 2025</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
<b>TYPE OF ACTION:</b>	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
<b>SUBJECT:</b> <u>Approval of the Reappointment of Mary Gojkovich to the Police and Fire Advisory Committee.</u>	

**FROM:**        Nina Williams, Deputy City Clerk

**RECOMMENDATION:**        Approve Reappointment

**PROPOSED MOTION:**        I move to approve the reappointment of Mary Gojkovich to the Police and Fire Advisory Committee.

**DISCUSSION:**

Ms. Gojkovich has submitted her application for Reappointment to the Police and Fire Advisory Committee.

This will be Ms. Gojkovich's 3<sup>rd</sup> Three Year Term of service on this Committee.

If approved, Ms. Gojkovich will serve on the Committee from January 15, 2026, to January 15, 2029.

**FISCAL IMPACT:**        N/A

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

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

Prepared by: Nina Williams  
Nina Williams,  
Deputy City Clerk

Reviewed by: Ashlee Coronado  
Ashlee Coronado  
City Clerk



# BOARD / COMMISSION MEMBERSHIP APPLICATION

PLEASE PRINT CLEARLY IN INK OR TYPE

Date of Application: December 11, 2025

RECEIVED

DEC 11 2025

**\* Board interested to serve:**

City Clerk's Office  
City of Bisbee

<input type="checkbox"/> Airport Advisory Commission	<input type="checkbox"/> Charter Review Committee	<input type="checkbox"/> Civil Service Commission
<input type="checkbox"/> Building Advisory Board of Appeals	<input type="checkbox"/> Design Review Board	<input type="checkbox"/> Evergreen Cemetery Committee
<input type="checkbox"/> Library Advisory Board	<input type="checkbox"/> Parks and Recreation Committee	<input type="checkbox"/> Planning and Zoning Commission
<input checked="" type="checkbox"/> Police and Fire Advisory Committee	<input type="checkbox"/> Public Safety Personnel Retirement Board	<input type="checkbox"/> Transit Advisory Committee
<input type="checkbox"/> Bisbee Arts Commission	<input type="checkbox"/> Board of Adjustment	

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

Gojkovich Last Name      MARY First Name      K. Middle Initial

[Redacted] Mailing Address)      [Redacted] Number      [Redacted] Street      Bisbee City      AZ. State      88603 Zip Code

Residential Street Address: [Redacted]

Telephone Number(s): [Redacted]

Email Address: [Redacted]

\* I have been a resident of Bisbee for 50+ years      \* Are you currently on any Boards? Yes  
 \*(Less than one-year residency or serve on more than one City of Bisbee Board or Commission, please complete Waiver Portion of this Form)

Please provide a brief summary of Education and Employment Experience (Employer, Job Titles, Dates Employed): Maricopa County Attorney's office (2007-2010) - Chief of Investigations; AZ state university - Department of Public Safety started as a Police officer and promoted as Assistant Chief of Police Bisbee Police Dept. started as a Records clerk/dispatcher - 1972 assigned in 1988 as a Detective SGT. TO GO TO WORK AT ASU -

Please provide a brief summary of Civic/Volunteer Experience: President of St. Patrick's Women's Club - organize fundraisers in accordance with our Mission statement; Bisbee Coalition of the Homeless - helped organize the March Festival and other Fund raiser's -

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

an understanding of how a Police Department operates. I try to review the P.D. new Police Procedure operating manual. Over 30 yrs law enforcement experience

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

over 30 yrs. of law enforcement experience in Police Policy and Procedures and regulations - Experience as an officer on the street, investigate major crimes, and Hire/Fire Police Personnel.

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

**WAIVER REQUEST (If Applicable):**

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

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

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

I was born and raised in Bisbee I currently reside in Bisbee 90% of the time and have a home in MESA, AZ.

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

Signature: Mary Kay Bin Date: 12/11/2025

When complete, please return to:  
City Clerk Office 118 Arizona Street, Bisbee, AZ 85603

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



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular    Special

**DATE ACTION SUBMITTED:**    December 18, 2025

**REGULAR**                          **CONSENT**   

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

**SUBJECT:**    **Discussion and Possible Approval of Ordinance O-26-01; Amending Chapter 7, Building, by establishing a new article 7.16- Utility Pole Installation and Relocation Regulations**

**FROM:**            **Logan Dodd, Operations Manager**

**RECOMMENDATION:**            **Approve**

**PROPOSED MOTION:**            **I move to approve Ordinance O-26-01; Amending Chapter 7, Building, by establishing a new article 7.16- Utility Pole Installation and Relocation Regulations**

---

**DISCUSSION:**

Ordinance O-26-01 establishes new regulations for the installation, relocation, and removal of utility poles within the city. The ordinance requires utility companies to move their equipment to newly installed poles within 30 days and to remove old poles once all facilities have been transferred. This helps eliminate abandoned or “double” poles, improves public safety, and supports the community’s overall appearance.

The ordinance also establishes height, clearance, and safety standards for overhead utility lines, and outlines requirements for small wireless facilities to ensure they are installed in a way that is compatible with surrounding neighborhoods. The ordinance provides clear enforcement authority and penalties for non-compliance to ensure consistent relocation timelines and proper maintenance of utility infrastructure.

---

**FISCAL IMPACT:**

**DEPARTMENT LINE-ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

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

**Reviewed by:**    *Ashlee Coronado*  
**Ashlee Coronado,**  
**Interim City Manager**

**ORDINANCE O-26-01**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AMENDING CHAPTER 7 - BUILDING, BY ESTABLISHING A NEW ARTICLE, ARTICLE 7.16 – UTILITY POLE INSTALLATION AND RELOCATION REGULATIONS, REQUIRING UTILITIES TO RELOCATE THEIR FACILITIES TO NEW UTILITY POLES UPON INSTALLATION OF NEW POLES IN THE CITY OF BISBEE; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; PROVIDING FOR PENALTIES AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Mayor and City Council have the authority to adopt and to amend, by ordinance, the City Code of the City of Bisbee (the “City”); and,

**WHEREAS**, the City recognizes the importance of maintaining safe, reliable, and efficient utility infrastructure for the benefit of its residents and businesses; and,

**WHEREAS**, utility poles are essential to the delivery of utility services, including electricity, telecommunications, and other essential utilities; and,

**WHEREAS**, the timely relocation of utility facilities to new poles ensures continued safety, infrastructure modernization, and service reliability; and,

**WHEREAS**, the City finds that this Ordinance is intended to protect the public health, safety and welfare by enacting these regulations; and,

**WHEREAS**, it is in the best interests of the City of Bisbee and its citizens to establish utility pole installation and relocation regulations in Chapter 7 of the City Code.

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

**Section 1. In General.**

The Code of the City of Bisbee, Chapter 7 - Building is hereby amended by establishing a new Article 7.1.16 – Utility Pole Installation and Relocation Regulations, as provided for as follows:

**CHAPTER 7 BUILDING**

**ARTICLE 7.16 UTILITY POLE INSTALLATION AND RELOCATION REGULATIONS**

**7.16.1 Declaration of Policy**

The purpose of this article is to establish requirements for the installation of utility facilities as well as the relocation and removal of utility facilities once new facilities have been installed, ensuring the continued maintenance and improvement of the City of Bisbee's utility infrastructure and public safety. The City may adopt additional requirements and standards through a public utility administrative manual or other adopted means.

#### **7.16.2 Definitions**

Unless otherwise expressly stated or clearly indicated by the context, the following terms as used in this section shall have the meanings indicated in this section:

*Utility Pole* means a pole or post used to carry overhead utility lines, including but not limited to electrical lines, telecommunications wires, and other utility infrastructure.

*Utility Facility* means any apparatus, wire, cable, or other infrastructure related to utility service that is attached to a utility pole.

*New Pole* means a utility pole that has been newly installed to replace an existing pole or as part of an upgrade to the utility infrastructure.

#### **7.16.3 Utility Pole Installation Requirements**

- A. Aerial electric, cable, or fiber optic lines shall be a minimum of 18-ft high when crossing signalized street intersections, pavement, or alleys. The height above ground, outside of paved areas and all other intersections shall be no less than 16-ft at lowest sag locations. Adding of additional poles shall not be considered if the height cannot be maintained at the sag between pole spacing.
- B. Overhead lines shall not obstruct or interfere with traffic signal visibility.
- C. Utility lines in violation with the requirements of this article shall be raised or moved to an underground location as approved by the City.
- D. Permits for overhead utility lines must comply with any license agreement with licensed and franchised companies.
- E. Guy wires must be out of the pedestrian path.

#### **7.16.4 Utility Pole Relocation and Maintenance Requirements**

- A. When plans are submitted for utility pole relocation and/or removal, all utility owners that may be attached to the utility pole shall be notified by the owner of the utility pole. This notice shall be provided at least 10 days before installation of the new pole.
- B. Upon installation of a new utility pole in the City, all utility pole occupants, including those providing electricity, telecommunications, cable, or other services, shall relocate their facilities to the new pole within 30 days of its installation.
- C. Utilities shall complete the relocation of all facilities to the new utility pole within 30 days after the new utility pole has been installed. Failure to relocate within this timeframe shall subject the utility provider to penalties outlined in this Article.
- D. Remnants of infrastructure that is replaced or relocated, including any structure at or above grade (ground level), shall not be left in place unless first approved by the City and only under special circumstances.

- E. Once all attachments to the old utility pole have relocated their equipment to the new utility pole, the old utility pole shall be removed within 30 days by the utility provider that owned the old utility pole. The cost to the utility company shall not be a reason for not removing the abandoned infrastructure.
- F. If a utility pole is no longer in use for the primary permitted utility service for that utility pole, the utility pole shall be removed by the utility provider to improve safety, reduce visual clutter, and preserve the aesthetic value of the community.
- G. The City reserves the right to relocate or protect in place, any portion of utility equipment and facilities as may be required in any emergency as determined by the City without liability for interruption of service, unless otherwise provided for in a license agreement with a license or franchise utility provider. However, prior to taking any actions pursuant to this subsection, the City shall provide, if feasible, reasonable notice to the utility pole owner of the emergency to allow the owner the opportunity to protect or repair the utility facilities involved in the emergency.

#### **7.16.5 Small Wireless Facilities (SWF)**

- A. Small wireless facilities shall be designed and located to minimize the impact to homeowners and business owners and to maintain the character and appearance of the surrounding neighborhood. This will include lot line location, pole appearance/aesthetics, safety, pedestrian access, and compatibility with existing utility infrastructure.
- B. SWF support equipment shall be minimized and above ground electric meters shall be included within the pole makeup where possible and at approved locations.
- C. Companies installing SWF are encouraged to collocate and use existing power pole locations or replace existing streetlights with a dual-use (combination of small cell and street lighting) pole. Colocation requires permission from the pole owner. The pole must be able to withstand the extra weight of colocation equipment, fiber installations, and wind loading. A structural analysis will be required.
- D. Should colocation not be possible, freestanding poles, equipped with a mast arm and luminaire for potential street lighting shall be used. New SWF poles may not be closer than 150-feet radially from existing utility pole unless approved through a utility waiver request. The SWF design should attempt to replace existing utility poles to meet this intent.
- E. It is the intent to reduce the number of poles on a street and remove or position above ground equipment from view. Therefore, four different types of SWF installations may be permitted in the City's rights-of-way. These types include the following concepts:
  - 1. Attachments to existing wooden power poles - Type 1;
  - 2. Attachments to wooden streetlight poles - Type 2;
  - 3. Replacement of existing wood poles or metal streetlight poles - Type 3, 3A;
  - 4. New freestanding metal pole installations - Type 4.

#### **7.16.6 Penalties and Enforcement**

- A. Penalties for Non-Compliance: If a utility fails to relocate its facilities within the required timeframe, the utility shall be subject to the following penalties:
  - 1. A fine of \$50 per day for each day that the relocation remains incomplete

- after the 30-day deadline.
2. A fine of \$100 for failure to remove the old pole within the specified 30-day timeframe.
- B. Enforcement Authority: The City of Bisbee’s Public Works Department, or any other designated city department, shall be responsible for enforcing this ordinance. The City may issue notices of violation and impose penalties for non-compliance.

**7.16.7 Exceptions**

The requirements of this article may be waived or modified by the City Council upon request of the utility provider, should there be a demonstration of undue hardship, safety concerns, or other justifiable reasons. Any such request must be submitted in writing to the City Clerk for City Council review and approval.

**Section 3. Providing for Repeal of Conflicting Ordinances.**

All ordinances and parts of ordinances in conflict with this Ordinance or any part of the Code adopted herein by reference are hereby repealed.

**Section 4. Providing for Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the Code adopted herein by reference, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 5. Providing for Penalties.**

A violation of this Ordinance is subject to the following penalties:

If a utility fails to relocate its facilities within the required timeframe, the utility shall be subject to the following penalties:

- (1). A fine of \$50 per day for each day that the relocation remains incomplete after the 30-day deadline.
- (2). A fine of \$100 for failure to remove the old pole within the specified 30-day timeframe.

**Section 6. Effective Date.**

This Ordinance shall be effective from 30 days after the date written below.

**PASSED, APPROVED AND ADOPTED** by the Mayor and Council of the City of Bisbee on this 6<sup>th</sup> day of January, 2026.

**APPROVED:**

---

Ken Budge, Mayor

**ATTEST:**

---

Ashlee Coronado, City Clerk

**APPROVED AS TO FORM:**

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Joseph D. Estes, City Attorney  
Pierce Coleman, PLLC



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: January 6, 2026

Regular     Special

DATE ACTION SUBMITTED: December 15, 2025

REGULAR                   CONSENT

**TYPE OF ACTION:**

RESOLUTION       ORDINANCE       FORMAL ACTION       OTHER

**SUBJECT: Public Hearing and Discussion and Possible Approval of a Liquor License Application for Le Cornucopia Café located at 1 Howell Avenue, Bisbee, AZ; Gretchen Renee Bonaduce, Applicant.**

**FROM: Nina Williams, Deputy City Clerk**

**RECOMMENDATION: Approve the Liquor License Application**

**PROPOSED MOTION: I move to approve the Liquor License Application for Le Cornucopia Café located at 1 Howell Avenue, Bisbee, AZ; Gretchen Renee Bonaduce, Applicant.**

**DISCUSSION:**

Ms. Gretchen Renee Bonaduce has submitted a Liquor License Application for Le Cornucopia located at 1 Howell Avenue, Bisbee, AZ. The license series type is 012 Restaurant.

The application was posted in accordance with state and local laws.

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

**FISCAL IMPACT: \$250.00**

**DEPARTMENT LINE-ITEM ACCOUNT: 10-32-10640**

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

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

Reviewed by: *Ashlee Coronado*  
Ashlee Coronado,  
Interim City Manager



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

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

Type or Print with **Black Ink**

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

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

Licensed establishment that will be operating within an "entertainment district" as described in A.R.S. §4-207(D)(2),

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

**A boundary map of entertainment district must be attached.**

The \_\_\_\_\_ at a \_\_\_\_\_ meeting held  
(Governing body) (Regular or special)

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

for a license to sell spirituous liquor at the premises described in the application as provided by A.R.S §4-201.

**ORDER OF APPROVAL/DISAPPROVAL**

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

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

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

**TRANSMISSION OF ORDER TO STATE**

IT IS FURTHER ORDERED that a certified copy of this order be immediately transmitted to the State Department of Liquor, License Division, 800 W Washington, 5th Floor, Phoenix, Arizona 85007.

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

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

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

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

Created 11/14/2025 @ 01:00:12 PM

Local Governing Body Report

**LICENSE**

Number:		Type:	012 RESTAURANT
Name:	LE CORNUCOPIA CAFE		
State:	Pending		
Issue Date:		Expiration Date:	
Original Issue Date:			
Location:	1 HOWELL AVENUE BISBEE, AZ 85603 USA		
Mailing Address:			
Phone:	(520)432-4820		
Alt. Phone:			
Email:			

**AGENT**

Name:	GRETCHEN RENEE BONADUCE
Gender:	
Correspondence Address:	
Phone:	
Alt. Phone:	
Email:	

**OWNER**

Name:	LADY CZAR LLC		
Contact Name:	GRETCHEN RENEE BONADUCE		
Type:	LIMITED LIABILITY COMPANY		
AZ CC File Number:	23180533	State of Incorporation:	AZ
Incorporation Date:	02/05/2021		
Correspondence Address:			
Phone:			
Alt. Phone:			
Email:			

*60 th day  
01-13-2026*

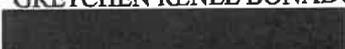
Officers / Stockholders

Name:  
GRETCHEN RENEE BONADUCE  
KEVIN JOSEPH KAUTZKY

Title:  
MEMBER  
MEMBER

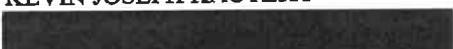
% Interest:  
50.00  
50.00

**LADY CZAR LLC - MEMBER**

Name: GRETCHEN RENEE BONADUCE  
Gender:   
Correspondence Address: 

Phone:   
Alt. Phone:   
Email: GRAVELTONE1@AOL.COM

**LADY CZAR LLC - MEMBER**

Name: KEVIN JOSEPH KAUTZKY  
Gender:   
Correspondence Address: 

Phone:   
Alt. Phone:   
Email: 

## APPLICATION INFORMATION

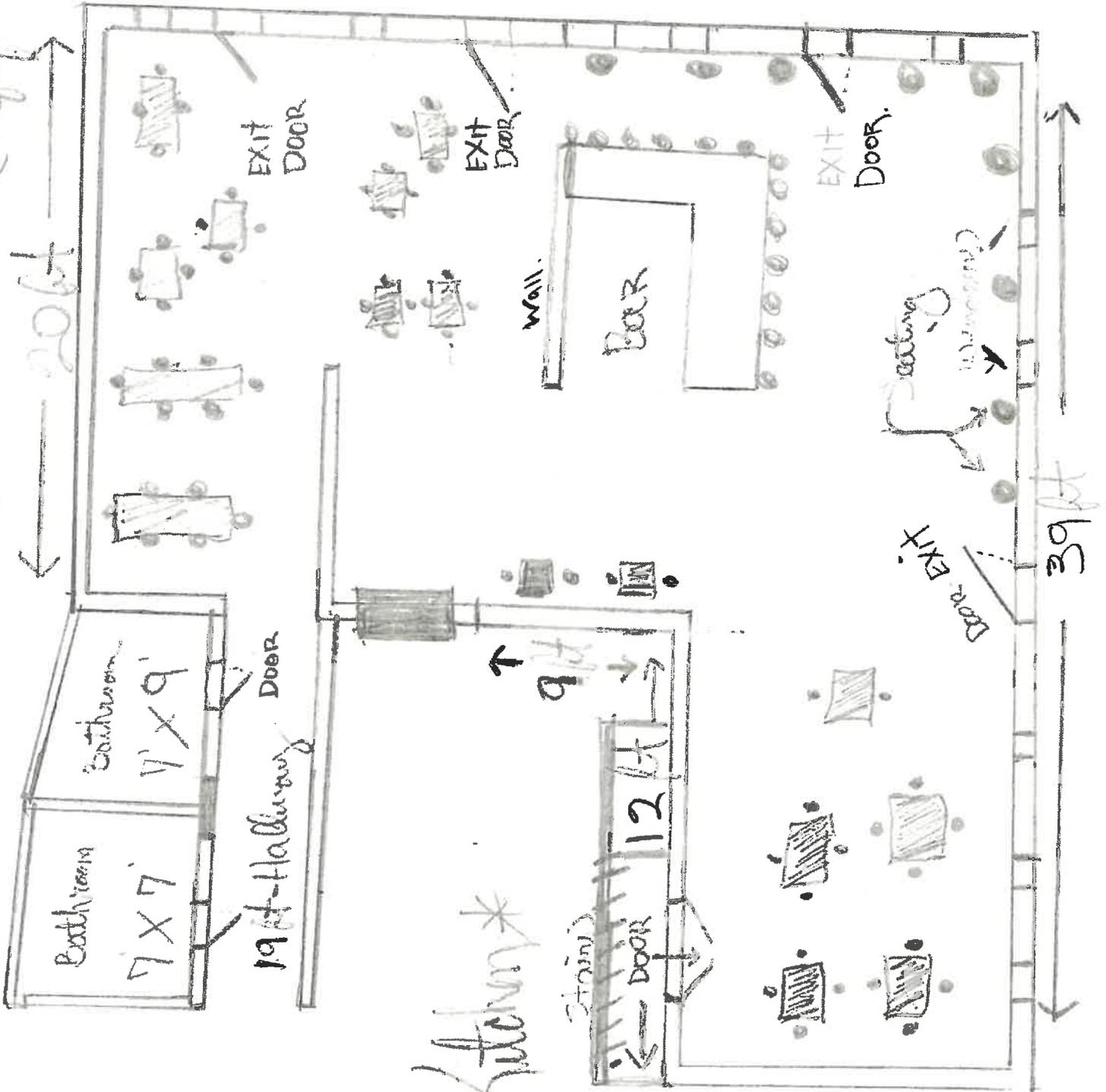
Application Number: 366208  
Application Type: New Application  
Created Date: 10/28/2025

## QUESTIONS & ANSWERS

### 012 Restaurant

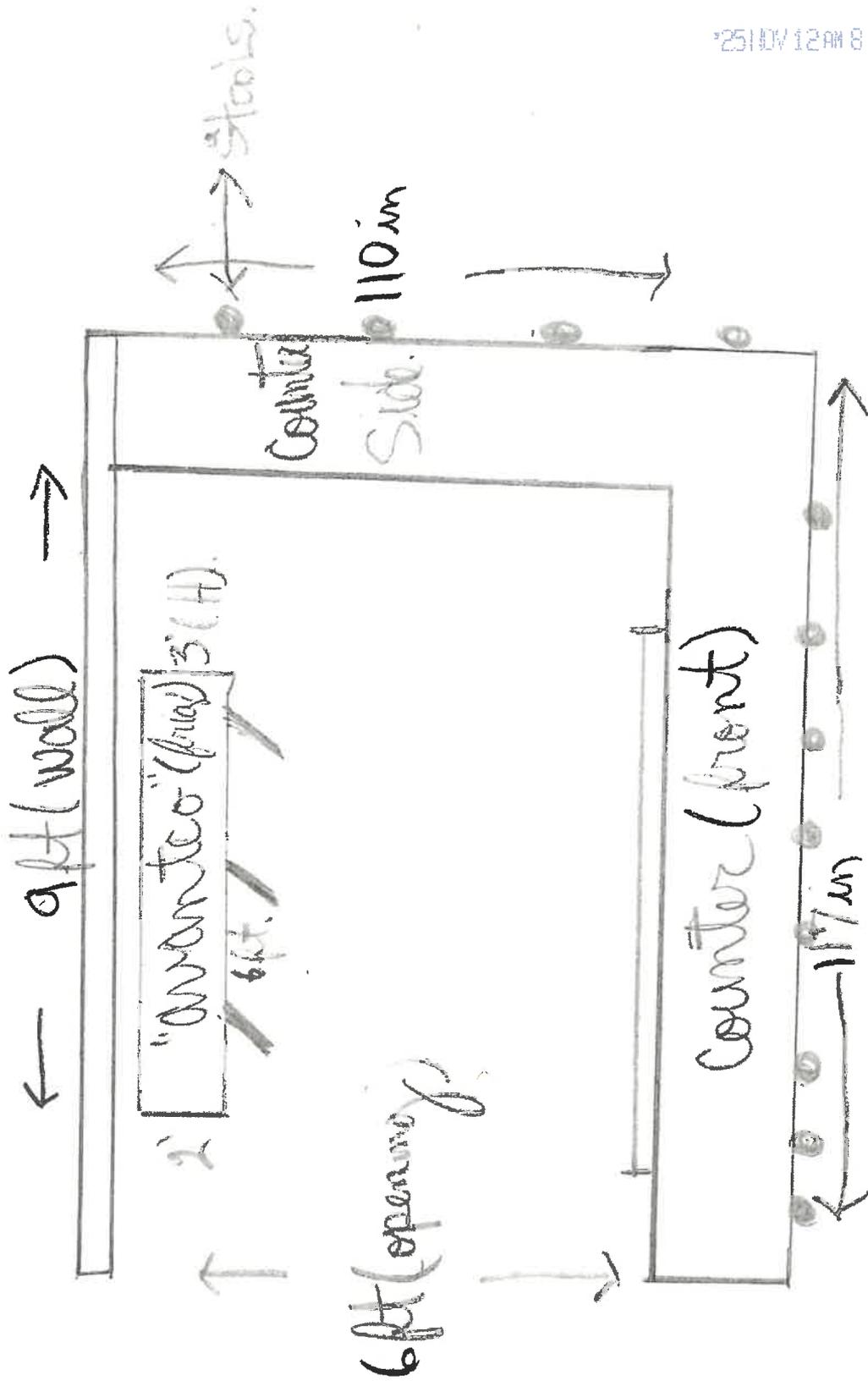
- 1) Are you applying for an Interim Permit (INP)?  
No
- 2) Are you one of the following? Please indicate below.  
Property Tenant  
Subtenant  
Property Owner  
Property Purchaser  
Property Management Company  
PROPERTY OWNER
- 3) Is there a penalty if lease is not fulfilled?  
No
- 4) Is the Business located within the incorporated limits of the city or town of which it is located?  
Yes
- 5) What is the total money borrowed for the business not including the lease?  
Please list each amount owed to lenders/individuals.  
ZERO
- 6) Are there walk-up or drive-through windows on the premises?  
No
- 7) Does the establishment have a patio?  
Yes  
Is the patio contiguous or non-contiguous (within 30 feet)?  
CONTIGUOUS PATIO
- 8) Is your licensed premises now closed due to construction, renovation or redesign or rebuild?  
No
- 9) What type of business will this license be used for?  
RESTAURANT

\*Main Area\* (sq ft: 2,175)

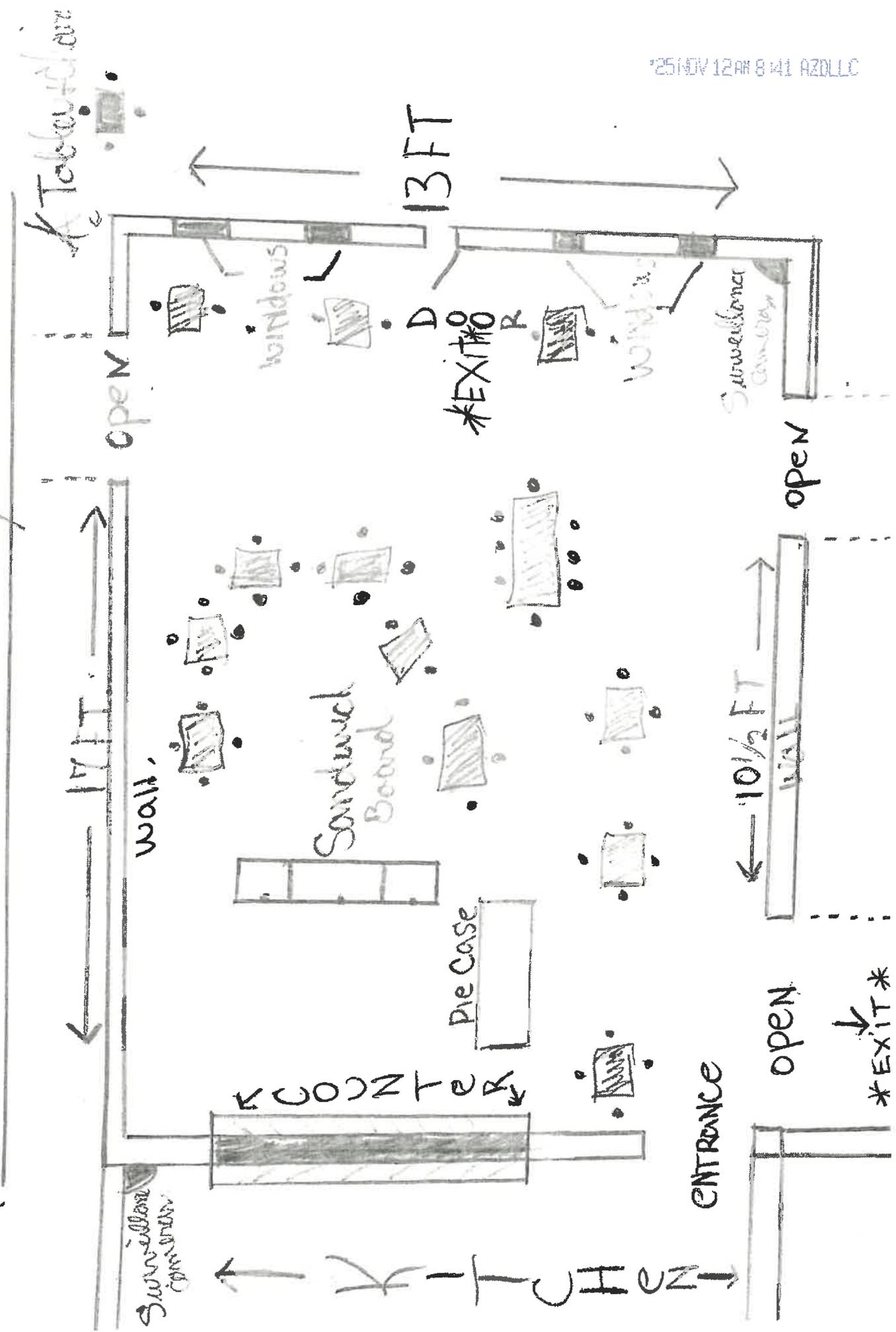


\*Kitchen\*

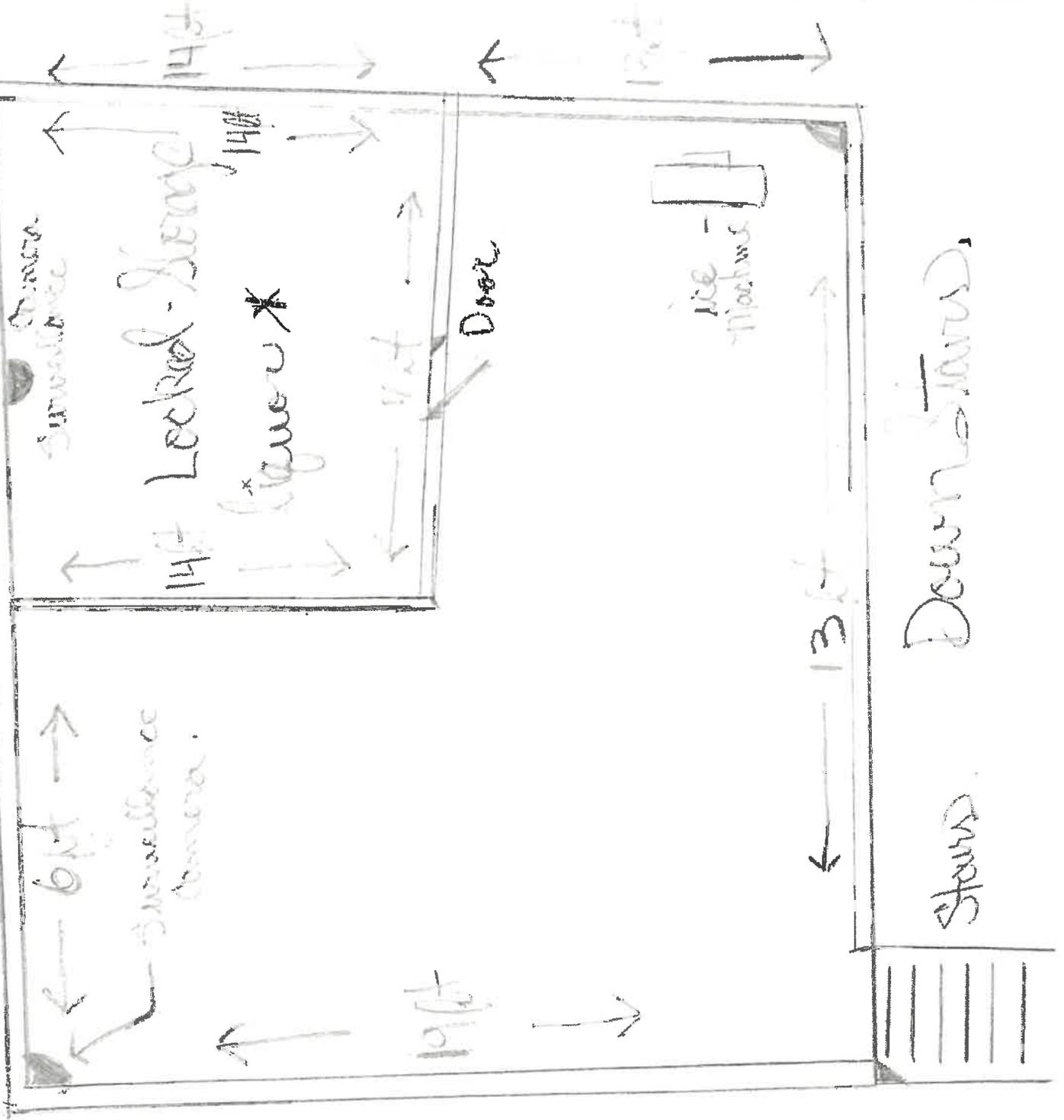
BWC. - Le Communicaire Cycle  
1 Howell St.



# Area Front of Kitchen / Behind Bar

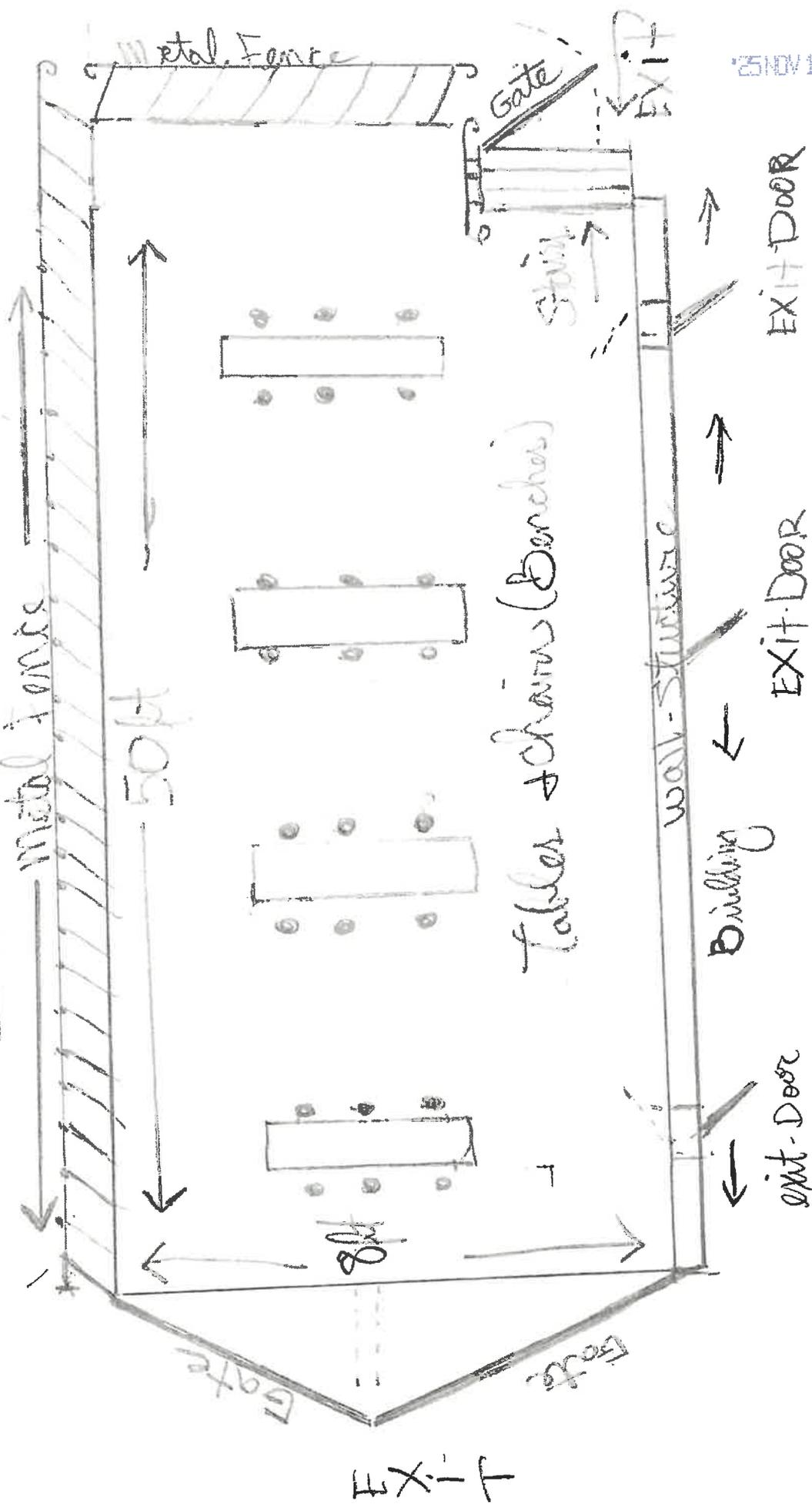


Dry Storage

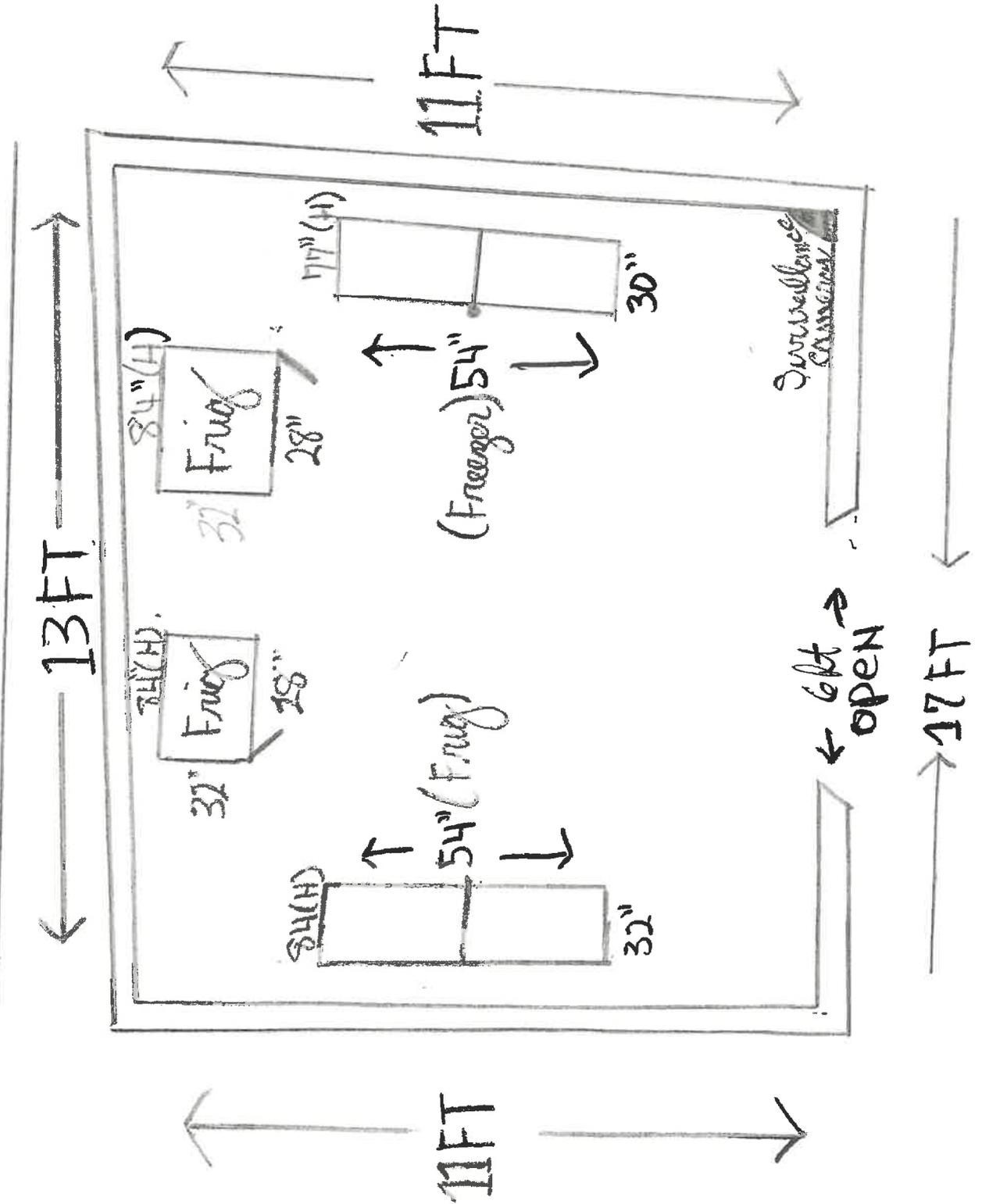


Stairs  
Down Stairs

# Outside (Patrol)

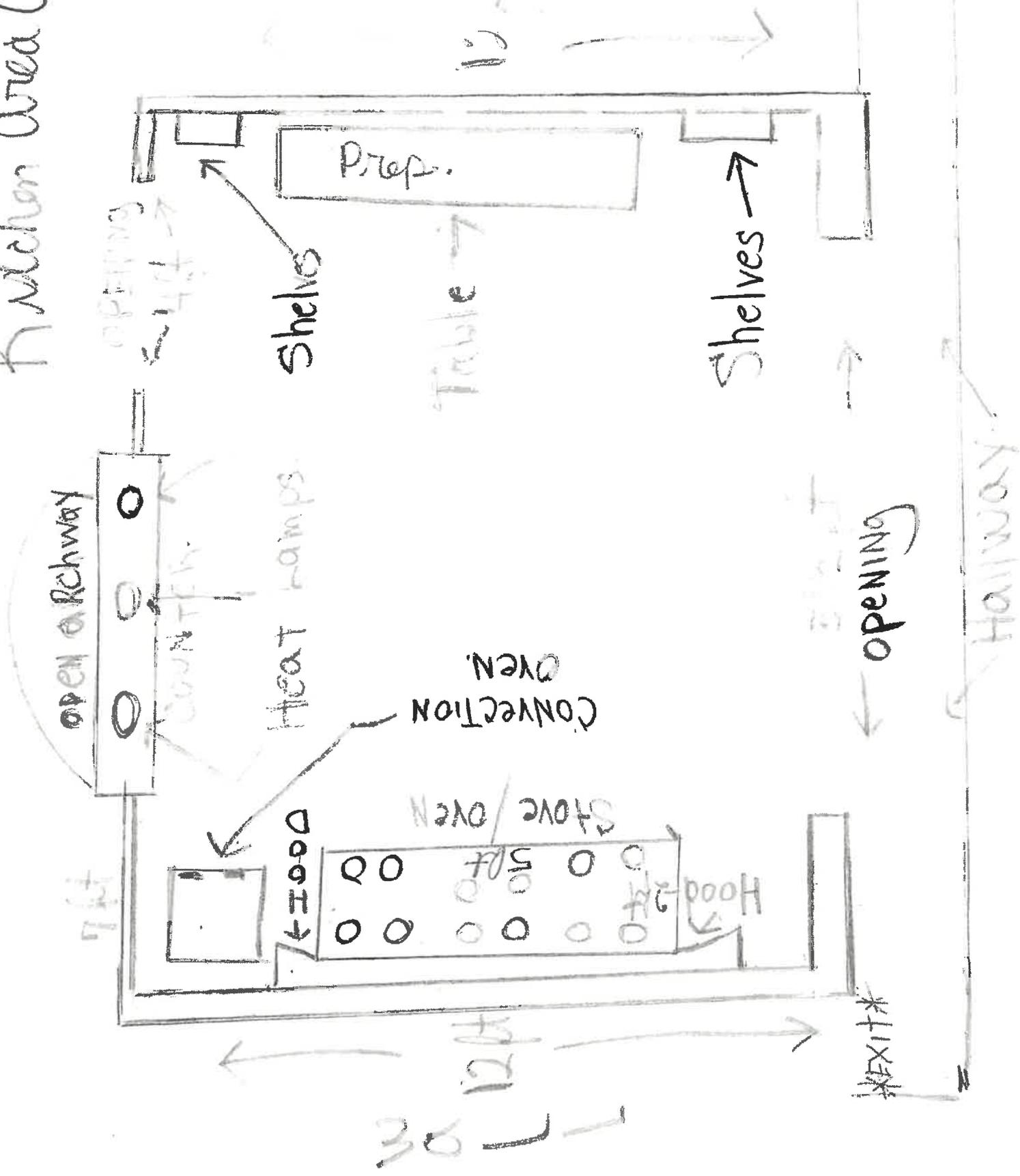


# Down Stair

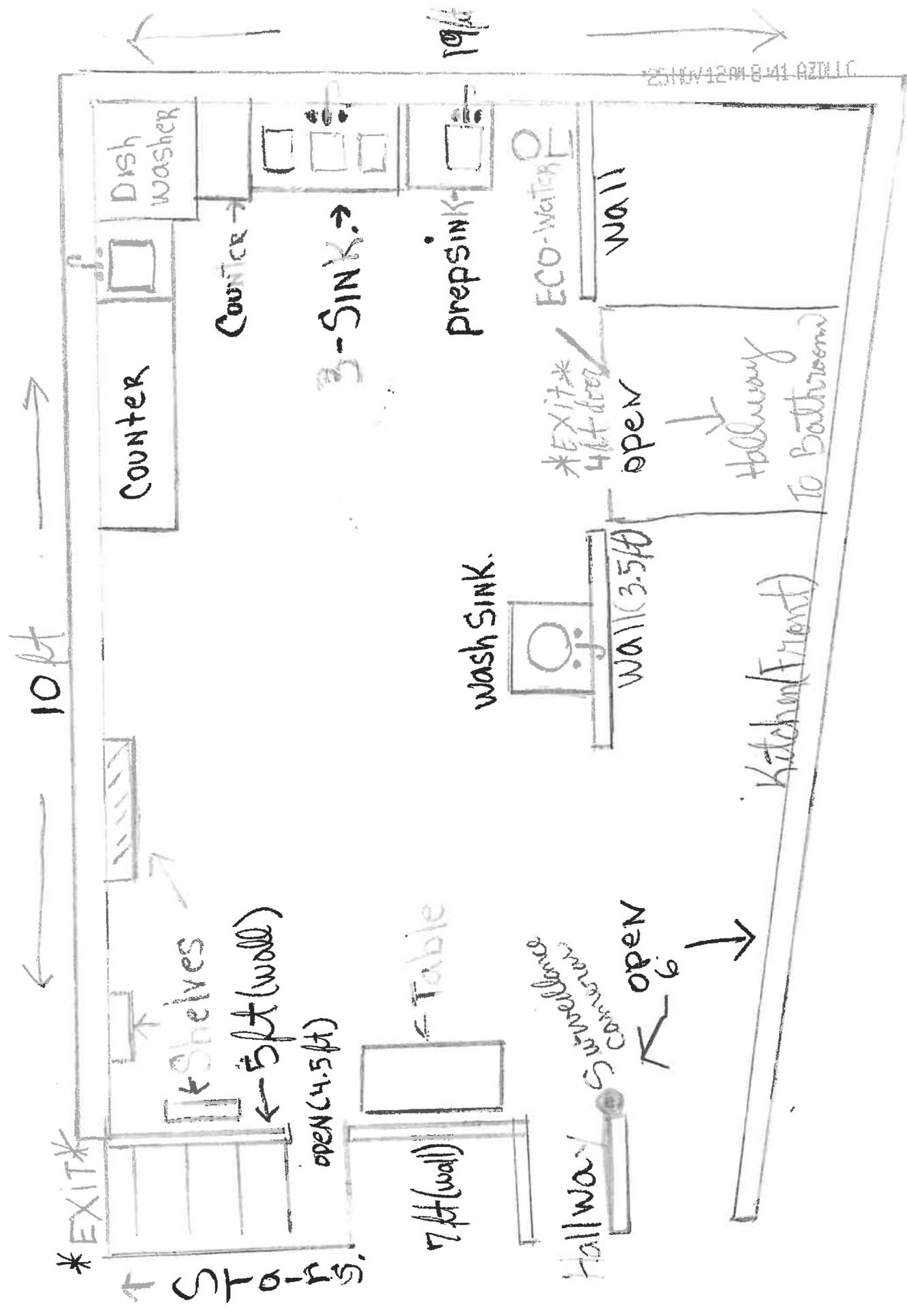


# Kitchen Area (Front)

25 NOV 12 AM 8:41 AZD LLC



# Kitchen (Break) area



25110V12PM 8:41 AZDILLC



Arizona Department of Liquor Licenses and Control  
https://www.azliquor.gov  
(602) 542-5141

**DLLC USE ONLY**

Job #:	31do208
Date Accepted:	11-14-2025
LC:	SG
License #:	

**RESTAURANT OPERATION PLAN**  
RESTAURANT SERIES 12 AND  
HOTEL/MOTEL SERIES 11 ONLY

1. Name of restaurant (Please print): Le CORNUCOPIA Cafe

2. Must indicate the equipment below by Make, Model, and Capacity:

**LIST ONLY THE FOLLOWING - NO ATTACHMENTS**

Convection Oven	<del>None</del> "Wolf" Model # WCHED 25" x 28" x 30"
Oven	"Vulcan" - Model # SX60-10BN - 2' x 3' x 5'
Freezer	"Westlake" Model # Premium - Eco. 30" x 54" x 77"
Refrigerator - 2	"True" Model # T-35 - 29.5" x 39.5" x 84"
Sink	3-Compartment (2' x 3'(H) x 6.5'(L))
Dish Washing Facilities	"Pro Clean" - 24'8"(D) x 3'(H) x 7.6"(L)
Food Preparation Counter (Dimensions)	3' x 3' x 5' (3) <del>28" (D) x 48" (W) x 35" (H) w/sink</del>
Other	Sandwich board/salad - "Armitco" # APT-71-HC70 (2) - 32" x 42" x 7'ft

3. Attach a copy of your FULL menu with pricing **INCLUDING NON-ALCOHOLIC BEVERAGES**

4. What percentage of your public premises is used primarily for restaurant dining?

(Do not include kitchen, bar, hi-top tables, or game area.) 65 %

5. Does your restaurant have a bar area that is distinct and separate from the dining area?  YES  No

(If yes, what percentage of the public floor space does this area cover?) 15 %

6. List the seating capacity for:

- a) Restaurant dining area of your premises: [ 870 ]  
(DO NOT INCLUDE PATIO SEATING)
- b) Bar area [ + 14 ]
- TOTAL [ = 884 ]



# Welcome to Le Cornucopia Cafe

Soup de Jour served with Homemade Bread \$6.95

Soup de Jour, Homemade Bread & 1/2 Sandwich or Salad \$11.95

Quiche of the Day with Soup or Salad & Homemade Bread \$11.95

All Quiche and Soups are Gluten Free

## SAVORY SANDWICHES

Served on Your choice of 12 grain, Sourdough or Rye Bread \*Gluten Free Bread available add \$1

Add Chips for \$1 or a side of Potato Salad \$3.95

Add Bacon or Avocado for \$2

### Tuna Salad Sandwich

Albacore White Tuna Salad  
Lettuce, Tomato & sliced Cucumber

Mayo & Dijon

\$9.95

### Egg Salad Sandwich

In house made Egg Salad  
Lettuce, Tomato & sliced Cucumber

Mayo & Dijon

\$9.95

### Vegetarian Sandwich

Lettuce, Tomato, sliced Cucumber  
Shredded Carrot & Red Cabbage,

Avocado, Monterey Jack Cheese

Mayo & Dijon

\$11.95

Cheese

### The Chili Jack

Whole Green Chilies  
layered with melted Monterey Jack

Lettuce, Tomato & sliced Cucumber

Mayo & Dijon

\$11.95

### Turkey Cheese Avocado

Lettuce, Tomato, sliced Cucumber  
Monterey Jack Cheese & Avocado

sliced in house roasted Turkey

Mayo & Dijon

\$12.95

### Homemade Meatloaf

A Ginormous Slab of hot Meatloaf  
Lettuce, Tomato & Mayo

\$12.95

### Roast Beef Sandwich

Lettuce, Tomato, sliced Dill Pickle  
Red Onion & Sharp Cheddar Cheese

Thin Sliced Roast Beef

Horseradish Cream Cheese & Dijon

\$12.95

### Ham & Swiss

Lettuce, Tomato & sliced Cucumber

Thin sliced Black Forrest Ham

Avocado, Mayo & Dijon

\$12.95

### The Clubhouse

Lettuce, Tomato & Sharp Cheddar Cheese  
Bacon, sliced in house Turkey & Black Forrest Ham

Mayo & Dijon

### The Classic BLT

Lettuce, Tomato, Mayo

And Bacon!

\$10.95

\$12.95

# AMAZINGLY LARGE SALADS

Served with a Hearty Slice of Homemade Bread

## Fresh Garden Salad

Romaine lettuce lightly drizzled  
with Olive Oil, Lemon Juice & a dash of Salt  
Topped with Tomato, Cucumber  
Shredded Carrot and Purple Cabbage  
\$10.95

## Tuna Plate

A Fresh Garden Salad  
Topped with 2 scoops of Tuna Salad  
or Egg Salad or 1 of each!  
\$11.95

## Greek Salad

Romaine lettuce, Tomatoes, Cucumber  
drizzled with Olive Oil, Lemon Juice

Croutons

and a dash of Salt  
Topped with Feta Cheese, Kalamata Olives  
& Red Onion  
\$11.95

## Caesar Salad

Crisp Romaine Lettuce  
Parmesan Cheese & Homemade

All Tossed in our Caesar Dressing  
\$10.95

## HOMEMADE DESSERTS

Ask your Server about our Homemade Pies of the Day \$5.95

Best in the West gluten free Flourless Chocolate Cake \$5.95

gluten free Cheesecake \$6.95

Ala Mode \$1.50

Fresh Baked Cookies \$3.00 Chocolate Chip Peanut Butter  
Molasses Ginger Oatmeal Raisin

Lemon Bars \$4.00

Triple Chocolate Brownies \$4.00

## Beverages

Fresh Squeezed Lemonade \$3.95

add Pineapple, Strawberry, Blueberry,

Tangerine or cucumber for \$1.00

Arnold Palmer \$3.50

Old Bisbee Roasters Coffee \$2.50

Hot Chocolate or Mocha \$2.95

Ice Tea or Hot Tea \$2.50

Canned Soda \$2.50

Bottled Soda \$3.00

Ice Cold Beer! \$5.00

Mimosa \$12.00

Vodka Cranberry

\$8.00

# Welcome to Le Cornucopia Cafe

Soup de Jour served with Homemade Bread \$6.95

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All Quiche and Soups are Gluten Free

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Add Chips for \$1 or a side of Potato Salad \$3.95

Add Bacon or Avocado for \$2

### Tuna Salad Sandwich

Albacore White Tuna Salad  
Lettuce, Tomato & sliced Cucumber  
Mayo & Dijon  
\$9.95

### Egg Salad Sandwich

In house made Egg Salad  
Lettuce, Tomato & sliced Cucumber  
Mayo & Dijon  
\$9.95

### Vegetarian Sandwich

Lettuce, Tomato, sliced Cucumber  
Shredded Carrot & Red Cabbage,

Cheese

Avocado, Monterey Jack Cheese  
Mayo & Dijon  
\$11.95

### The Chili Jack

Whole Green Chilies  
layered with melted Monterey Jack

Lettuce, Tomato & sliced Cucumber  
Mayo & Dijon  
\$11.95

### Turkey Cheese Avocado

Lettuce, Tomato, sliced Cucumber  
Monterey Jack Cheese & Avocado  
sliced in house roasted Turkey  
Mayo & Dijon  
\$12.95

### Homemade Meatloaf

A Ginormous Slab of hot Meatloaf  
Lettuce, Tomato & Mayo  
\$12.95

### Roast Beef Sandwich

Lettuce, Tomato, sliced Dill Pickle  
Red Onion & Sharp Cheddar Cheese  
Thin Sliced Roast Beef  
Horseradish Cream Cheese & Dijon  
\$12.95

### Ham & Swiss

Lettuce, Tomato & sliced Cucumber  
Thin sliced Black Forrest Ham  
Avocado, Mayo & Dijon  
\$12.95

### The Clubhouse

Lettuce, Tomato & Sharp Cheddar Cheese  
Bacon, sliced in house Turkey & Black Forrest Ham  
Mayo & Dijon

### The Classic BLT

Lettuce, Tomato, Mayo  
And Bacon!  
\$10.95

\$12.95

# AMAZINGLY LARGE SALADS

Served with a Hearty Slice of Homemade Bread

## Fresh Garden Salad

Romaine lettuce lightly drizzled  
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Topped with Tomato, Cucumber  
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## Tuna Plate

A Fresh Garden Salad  
Topped with 2 scoops of Tuna Salad  
or Egg Salad or 1 of each!  
\$11.95

## Greek Salad

Romaine lettuce, Tomatoes, Cucumber  
drizzled with Olive Oil, Lemon Juice  
Croutons  
and a dash of Salt  
Topped with Feta Cheese, Kalamata Olives  
& Red Onion  
\$11.95

## Caesar Salad

Crisp Romaine Lettuce  
Parmesan Cheese & Homemade  
All Tossed in our Caesar Dressing  
\$10.95

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gluten free Cheesecake \$6.95

Ala Mode \$1.50

Fresh Baked Cookies \$3.00 Chocolate Chip Peanut Butter  
Molasses Ginger Oatmeal Raisin

Lemon Bars \$4.00

Triple Chocolate Brownies \$4.00

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Old Bisbee Roasters Coffee \$2.50

Hot Chocolate or Mocha \$2.95

Ice Tea or Hot Tea \$2.50

Canned Soda \$2.50

Bottled Soda \$3.00

Ice Cold Beer! \$5.00  
\$8.00

Mimosa \$12.00

Vodka Cranberry



**RECORDS REQUIRED  
FOR AUDIT  
RESTAURANT/HOTEL/MOTEL**

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

Type or Print with **Black Ink**

In the event of an audit, you will be asked to provide to the Department any documents necessary to determine Compliance with A.R.S. §4-205.02(G). Such documents requested may include however, are not limited to:

- 1. Name of restaurant (Please print): Le Comucope Cafe
- 2. All invoices and receipts for the purchase of food and spirituous liquor for the licensed premises.
- 3. A list of **all** food and liquor vendors
- 4. The restaurant menu used during the audit period
- 5. A price list for alcoholic beverages during the audit period
- 6. Mark-up figures on food and alcoholic products during the audit period
- 7. A recent, **accurate** inventory of food and liquor (taken within two weeks of the Audit Interview Appointment)
- 8. Monthly Inventory Figures - beginning and ending figures for food and liquor
- 9. Chart of accounts (copy)
- 10. Financial Statements-Income Statements-Balance Sheets

**11. General Ledger**

A. Sales Journals/Monthly Sales Schedules

- 1) Daily sales Reports (to include the name of each waitress/waiter, bartender, etc. with sales for that day)
- 2) Daily Cash Register Tapes - Journal Tapes and Z-tapes
- 3) Dated Guest Checks
- 4) Coupons/Specials/Discounts
- 5) Any other evidence to support income from food and liquor sales

B. Cash Receipts/Disbursement Journals

- 1) Daily Bank Deposit Slips
- 2) Bank Statements and canceled checks

**12. Tax Records**

- A. Transaction Privilege Sales, Use and Severance Tax Return (copies)
- B. Income Tax Return - city, state and federal (copies)
- C. Any supporting books, records, schedules or documents used in preparation of tax returns

13. **Payroll Records**

- A. Copies of all reports required by the State and Federal Government
- B. Employee Log (A.R.S. §4-119)
- C. Employee time cards (actual document used to sign in and out each work day)
- D. Payroll records for all employees showing hours worked each week and hourly wages

14. **Off-site Catering Records** (must be complete and separate from restaurant records)

- A. All documents which support the income derived from the sale of food off the license premises.
- B. All documents which support purchases made for food to be sold off the licensed premises.
- C. All coupons/specials/discounts

The sophistication of record keeping varies from establishment to establishment. Regardless of each licensee's accounting methods, the amount of gross revenue derived from the sale of food and liquor must be substantially documented.

**REVOCAION OF YOUR LIQUOR LICENSE MAY OCCUR IF YOU FAIL TO COMPLY WITH  
A.R.S. §4-210(A)7 AND A.R.S. §4-205.02(G).**

**A.R.S. §4-210(A)7**

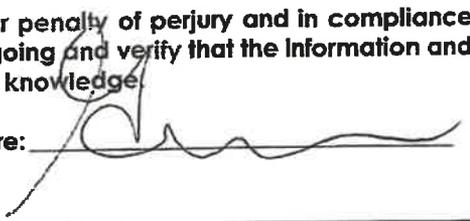
The licensee fails to keep for two years and make available to the department upon reasonable request all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of spirituous liquors and, in the case of a restaurant or hotel-motel licensee, all invoices, records, bills or other papers and documents relating to the purchase, sale and delivery of food.

**A.R.S. §4-205.02(G)**

For the purpose of this section:

1. "Restaurant" means an establishment which derives **at least forty percent (40%)** of its gross revenue from the sale of food
2. "Gross revenue" means the revenue derived from all sales of food and spirituous liquor on the licensed premises regardless of whether the sales of spirituous liquor are made under a restaurant license issued pursuant to this section or under any other license that has been issued for the premises pursuant to this article.

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

Applicant Signature: 

**\*MAKE A COPY OF THIS DOCUMENT AND KEEP IT WITH RECORDS REQUIRED BY THE STATE\***



**SECTION 3 – DAY TO DAY OPERATION OF BUSINESS**

\*25 OCT 24 AM 8:13 AZD LLC

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

Name of persons who will be handling the day to day operations: Kathryn Harrelson  
Kevin Kautzky Gretchen Bonaduce

**SECTION 4 – BACKGROUND**

**If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED**

- 1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes  No
- 2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes  No
- 3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes  No
- 4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) A.R.S. §4-202,4-210  
\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license. Yes  No
- 5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes  No

I, (Print Full Name) Gretchen Renee Bonaduce hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.  
Signature: [Handwritten Signature] Date: 9-10-25

#1

I have held a liquor  
license in Arizona since  
we took over the Deconopia  
Cafe in 2021. My current  
license # is 012020015260

Justin R Brown

11 13 2025, 2:12 PM



# ALIEN STATUS

Arizona Dept. of Liquor Licenses and Control  
800 W. Washington St. 5th Floor Phoenix, AZ 85007  
(602) 542-5141

Type or Print with **Black Ink**

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

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

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

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

## SECTION I - APPLICANT INFORMATION

APPLICANT NAME (Print or type) Gretchen Renee Bonadur

## SECTION II - CITIZENSHIP OR NATIONAL STATUS DECLARATION

Are you a citizen or national of the United States?  Yes  No - If yes, indicate place of birth:  
City Weeks State Ill. COUNTRY Cook USA

If you answered Yes, 1) Attach a legible copy of a document from the list below.  
2) Name of document: Passport / AZ drivers license

If you answered No, you must complete Sections III.

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

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

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

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

**SECTION III – QUALIFIED ALIEN DECLARATION**

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

Passport  
Name of document provided

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

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

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

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

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

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

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

- 11. A nonimmigrant whose visa for entry is related to employment in the United States, or
- 12. A citizen of a freely associated state, if section 141 of the applicable compact of free association approved in Public Law 99-239 or 99-658 (or a successor provision) is in effect [Freely Associated States include the Republic of the Marshall Islands, Republic of Palau and the Federate States of Micronesia, 48 U.S.C. § 1901 et seq.];
- 13. A foreign national not physically present in the United States.
- 14. **Otherwise Lawfully Present**
- 15. A person not described in categories 1-13 who is otherwise lawfully present in the United States.

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

Gretchen Bonadue  
Print Name

Duben R Brea  
Signature

9-10-25  
Date

25 OCT 24 AM 8:13 AZD LLC

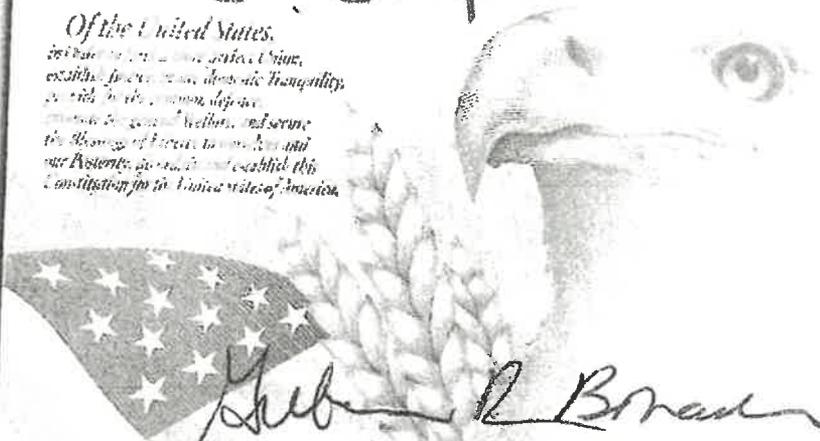
*Arizona* DRIVER LICENSE USA  
NOT FOR FEDERAL IDENTIFICATION



*Amber*

# We the People

*Of the United States,  
in Order to form a more perfect Union,  
establish Justice, insure domestic Tranquility,  
provide for the common defence,  
promote the general Welfare, and secure  
the Blessings of Liberty to ourselves and  
our Posterity, do hereby establish this  
Constitution for the United States of America.*



*Hubert R. Broad*

SIGNATURE OF BEARER / SIGNATURE DU TITULAIRE / FIRMA DEL TITULAR

PASSPORT  
PASSEPORT  
PASAPORTE

UNITED STATES OF AMERICA



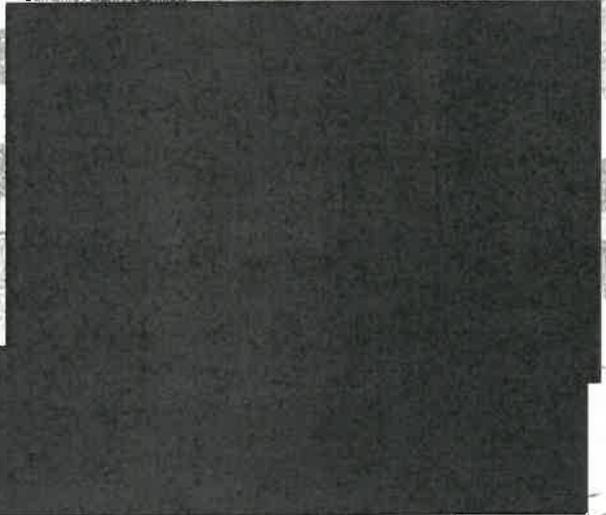
Type / Type / Tipo Code / Code / Código Passport No. / No. du Passeport / No. de Pasaporte

P

USA

666352476

Surname / Nom / Apellido





# FINGERPRINT VERIFICATION FORM

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

25 OCT 24 AM 8:14 AZDLLC  
25 AUG 26 Lic. Lic. #1849

DLLC USE ONLY	
Job #:	3166208
Date Accepted:	11-14-2025
CSR:	SG

### ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.  
**Do not give the applicant the fingerprint card without first sealing it inside the envelope.**

PRINT the following information:

Date	Name of Applicant:	
8-14-2025	Gretchen Renee Bonaduce	
Name of Fingerprint Technician:		
JAFuller		
Fingerprint technician's Signature:		
X JAFuller		
Fingerprint technician's Agency/company Name:	Phone Number:	
Gingies Auto Title Service	520-459-2434	
Type of Photo ID Provided (check one):		
<input checked="" type="checkbox"/> Driver's License	<input type="checkbox"/> Passport	<input type="checkbox"/> Other (Please specify)



Arizona Dept. of Liquor Licenses and Control  
https://www.azliquor.gov  
(602) 542-5141

DLLC USE ONLY

Fee:	
Job #:	366208
Date Accepted:	11-19-2025
CSR:	SG

# Personal Information Questionnaire

805-765

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

THE COMPLETED QUESTIONNAIRE NEEDS TO BE SUBMITTED TO THE DEPARTMENT ALONG WITH A \$22. FEE, AND FD-258 FINGERPRINT CARD, THAT HAS BEEN SEALED IN AN ENVELOPE, AND SIGNED OR INITIALED BY THE FINGERPRINT TECHNICIAN, MUST INCLUDE THE FINGERPRINT VERIFICATION FORM. MUST BE COMPLETED BY A RECOGNIZED FINGERPRINT SERVICE OR LAW ENFORCEMENT AGENCY.

**Agent:** a person who is designated by an applicant or licensee to receive communications from the department and to file and sign documents submitted to the department on behalf of the applicant or licensee. An agent is not a manager.

A.R.S. §4-202(A).

**Controlling Person:** person directly or indirectly possessing control of an applicant or licensee.

A.R.S. §4-101(10).

**Manager:** An individual (not an entity) approved by the Department of Liquor who has the authority to organize, direct, carry out, control or to otherwise operate the day-to-day operations of a liquor-licensed business.

A.R.S. §4-101(22) and A.R.S. §4-202(C)

## SECTION - 1 INDIVIDUAL INFORMATION

AGENT       CONTROLLING PERSON       MANAGER

1. Name: Kautzky Kevin Joseph  
Last First Middle

2. Social Security # [REDACTED] Birth Date: [REDACTED]  
(NOT a public record)

3. Driver's License # [REDACTED] State Issued: [REDACTED]  
(NOT a public record)

5. Are you a resident of Arizona?  Yes  No Date of residency: [REDACTED]

6. Email address: [REDACTED]

7. Home Address: [REDACTED]

8. Daytime phone # [REDACTED] Alternative phone #: \_\_\_\_\_

## SECTION 2 - LICENSED BUSINESS INFORMATION

1. Liquor License #: [REDACTED]

2. Business Name (doing business as): LeCornucopia Cafe

3. Business Address: [REDACTED]  
1 Howell Ave Bisbee, AZ 85603

### SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

Name of persons who will be handling the day to day operations: Shaylin Saunders  
Kevin Kautzky Gretchen Bonaduce

### SECTION 4 – BACKGROUND

**AMENDMENT**

**If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED**

- 1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years? Yes  No
- 2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years? Yes  No
- 3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D) Yes  No
- 4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets) A.R.S. §4-202, 4-210  
\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license. Yes  No
- 5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation? Yes  No

### SIGNATURE

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

Signature: Kevin Joseph Kautzky Date: Nov. 4, 2025

SECTION 3 – DAY TO DAY OPERATION OF BUSINESS

25 OCT 24 AM 8:16 AZD LLC

Must attach copies of Basic and Management Title 4 training certificates for person managing the day to day operation of the licensed business.

Who is managing the day to day operations?  Agent  Controlling Person  Manager

Name of persons who will be handling the day to day operations: Kevin Kautzky

SECTION 4 – BACKGROUND

If you answer "YES" to any Question 1 through 5 YOU MUST attach a signed statement. Give complete details including dates, agencies involved and dispositions. CHANGES TO QUESTIONS 1-5 MAY NOT BE ACCEPTED

1. Have you owned, or been a controlling person of any entities that held a liquor license in Arizona, or any jurisdiction, in the past 5 years?

Yes  No

2. Have you been cited, arrested, indicted, convicted, or required to appear in court for violation of ANY criminal law or ordinance, regardless of the disposition, even if dismissed or expunged, within the past 5 years?

Yes  No

3. Has an entity in which you are or have been a controlling person had an application or license rejected, denied, revoked, or suspended in or outside of Arizona within the last 5 years? A.R.S. §4-202(D)

Yes  No

4. Have you had ANY administrative law citations, compliance actions, or consents, in any jurisdiction in the past 5 years? (Do not include civil traffic tickets)

Yes  No

A.R.S. §4-202, 4-210

\*Administrative Law Violations are any civil penalties, fines, suspension, or revocations of your liquor license.

5. Has anyone EVER obtained a judgement against you the subject of which involved fraud or misrepresentation?

Yes  No

I, (Print Full Name) Kevin Joseph Kautzky hereby swear under penalty of perjury and in compliance with A.R.S. § 4-210(A)(2) and (3) that I have read and understand the foregoing and verify that the information and statements that I have made herein are true and correct to the best of my knowledge.  
Signature: Kevin Kautzky Date: 9-12-2025

## Section 4

① Le Cornucopia Café - I held a liquor license in Arizona, 2021.  
14 Main St. Bisbee, AZ, 85603  
in partnership with Gretchen Bonaduce. I was not aware until it was mentioned in your letter of corrections for application.

② Disturbing the Peace, D.V.  
Bisbee, AZ. 2019 + 2022.

X Kevin Joseph Hantz-Roy - Nov. 4, 2025.

25 OCT 24 AM 8:17 AZD LLC



# FINGERPRINT VERIFICATION FORM

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

### DLLC USE ONLY

Job #:	366208
Date Accepted:	11-14-2025
CSR:	SG

### ATTENTION FINGERPRINT TECHNICIAN:

Please follow the instructions below for fingerprinting this applicant.

1. Please fill out or ensure that the applicant has filled out all the required boxes on the fingerprint card prior to taking the fingerprints.
2. Request a valid, unexpired government-issued photo ID from the applicant and compare the physical descriptors on the applicant's photo ID to the applicant and to the information on the fingerprint card.
3. Fill out the information in the boxes below. **Please print clearly.**
4. Once the prints have been taken, place the fingerprint card and this form into the envelope and seal it. Please write your name or identification across the edge of the seal. Return the sealed envelope to the applicant.  
**Do not give the applicant the fingerprint card without first sealing it inside the envelope.**

PRINT the following information:

Date	Name of Applicant:	
9/8/2025	Kevin Joseph Kautzky	
Name of Fingerprint Technician:		
JAFulter		
Fingerprint technician's Signature:		
X <i>[Signature]</i>		
Fingerprint technician's Agency/company Name:		Phone Number:
Ginger's Auto Title Service		520-459-2434
Type of Photo ID Provided (check one):		
<input checked="" type="checkbox"/> Driver's License	<input type="checkbox"/> Passport	<input type="checkbox"/> Other (Please specify)

# NOTICE

## APPLICATION TO SELL ALCOHOLIC BEVERAGES

DATE POSTED: Nov. 20<sup>th</sup> 2025

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

City of Bisbee Mayor & Council

PLACE 118 Arizona Street DATE/TIME JAN. 6<sup>th</sup> 17:00pm

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

THE LOCAL GOVERNING BODY WILL RECOMMEND TO THE STATE LIQUOR BOARD WHETHER THE BOARD SHOULD GRANT OR DENY THE LICENSE. THE

STATE LIQUOR BOARD MAY HOLD A HEARING TO CONSIDER THE RECOMMENDATION OF THE LOCAL GOVERNING BODY. ANY PERSON RESIDING OR OWNING OR LEASING PROPERTY WITHIN A ONE-MILE RADIUS MAY CONTACT THE STATE LIQUOR BOARD IN WRITING TO REGISTER AS A PROTESTER. TO REQUEST INFORMATION REGARDING PROCEDURES BEFORE THE BOARD AND

NOTICE OF ANY BOARD HEARINGS REGARDING THIS APPLICATION, CONTACT THE

**STATE LIQUOR BOARD:** 800 W. WASHINGTON, 5TH FLOOR, PHOENIX, AZ. 85007 (602) 542-9789

INDIVIDUALS REQUIRING ADA ACCOMMODATIONS CALL - LOCAL GOVERNING BODY: (520) 432-6000 STATE LIQUOR DEPT. (602) 542-9789

POST ONE COPY OF THE APPLICATION FORM BELOW THIS NOTICE.



# POSTING

Job# \_\_\_\_\_  
DLIC use only

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

Type or Print with **Black Ink**

Date of Posting: 11, 20, 2025 Date of Posting Removal: 12, 15, 2025

Applicant's Name: Bonaduce Gretchen Renee  
Last First Middle

Business Address: 1 Howell Avenue Bisbee, AZ 85603  
Street City Zip

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

David Snyder CSO 520 432-6000  
Print Name of City/County Official Title Phone Number

[Signature] 11-20-25  
Signature Date Signed

**Return this affidavit with your recommendations or any other related documents.  
If you have any questions please call (602) 542-5141 and ask for the Licensing Division.**



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: January 6, 2026

Regular     Special

**DATE ACTION SUBMITTED:** December 10, 2025

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT:** **Public Auction of Designated Surplus Property an unaddressed parcel located adjacent to APN 101-12-082H.**

**FROM:**            **J. Emanuel Stuart, City Planner**

**RECOMMENDATION:**            **Conduct Public Auction**

**PROPOSED MOTION:**            **Depending upon results of the auction, a possible motion would be, "I move that we accept the bid from \_\_\_\_\_ (the highest bidder) in the amount or value of \$ \_\_\_\_\_ ."**

---

**DISCUSSION:** This public auction process was initiated by John Roupe and pertains to City-owned property located adjacent to APN 101-12-082H, which is owned by Mr. Roupe.

The process would be as follows:

1. **Announce that this is the time and place set for the public auction of the designated surplus property located adjacent to APN 101-12-082H, and the minimum bid is \$10,400.00 or equivalent value.**
2. **Receive bids.**
3. **Move to accept the most favorable bid that meets the minimum bid requirements.**

---

**(The formal transfer of the property will require a separate ordinance and deed.)**

---

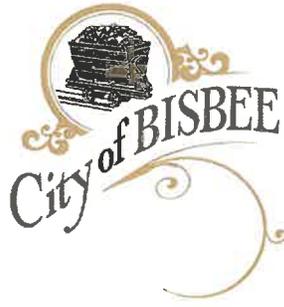
**FISCAL IMPACT:**            **Unknown**

**DEPARTMENT LINE ITEM ACCOUNT:**            **Capital Improvements Fund**

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

**Prepared by:**   
**J. Emanuel Stuart,**  
**City Planner**

**Reviewed by:**   
**Ashlee Coronado,**  
**Interim City Manager**



The City of Bisbee's Mayor and Council will be holding a Public Auction for the Transfer of Certain City Property on Tuesday, January 6, 2026, after 7:00PM this meeting will be held in the City of Bisbee Council Chambers located at 118 Arizona Street Bisbee, Arizona 85603.

The Public Auction will be for an unaddressed parcel located adjacent to APN 101-12-082H.

This property consists of approximately 4,609 square feet.

Mayor and Council has established the minimum acceptable bid amount as \$10,400.00 for the property.

For additional information please contact the City of Bisbee at (520) 432-6000.

A handwritten signature in blue ink that reads "Ashlee Coronado". The signature is written in a cursive style and is positioned above a horizontal line.

Ashlee Coronado, City Clerk



10112074 0.12 Acres

10112073 0.17 Acres

10112072 0.22 Acres

10112076 0.17 Acres

10112075 0.17 Acres

10112065 0.22 Acres

10112071 0.3 Acres

10112082H 0.41 Acres

10112082F 0.56 Acres

10112081 0.17 Acres

10112079 0.2 Acres

10112072 0.22 Acres



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: **January 6, 2026**

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>December 29, 2025</u>	
<b>REGULAR</b> <input checked="" type="checkbox"/>	<b>CONSENT</b> <input type="checkbox"/>
<b>TYPE OF ACTION:</b>	
<b>RESOLUTION</b> <input checked="" type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/> <b>FORMAL ACTION</b> <input type="checkbox"/> <b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT:</b> Discussion and possible approval of Resolution R-26-01, Amending the Building Inspector Section of the City Fee Schedule.	

**FROM:**        Melissa Hartman, City Planner and Xavier Rodriguez, Building Inspector

**RECOMMENDATION:**        Approve

**PROPOSED MOTION:**        I move to approve Resolution No. R-26-01; Amending the Building Inspector Section of the City Fee Schedule.

**DISCUSSION:**

This Resolution will amend the Building Inspector Section of the City Fee Schedule.

Ordinance O-25-06: Vacant Building and Property Regulations was adopted by Mayor and Council on November 4, 2025, with an effective date of January 1, 2026.

A notice was posted on the City’s website on October 17, 2025, regarding the establishment of Registration Fees Only for Vacant Building and Property Regulations Registration for both residential and commercial properties. These fees are structured to help offset the costs associated with administering the program, including, when necessary, the engagement of contractors, engineers, and the demolition of unsafe or hazardous structures. The fees will ensure that the City can effectively manage and address vacant and abandoned properties in order to protect public health, safety, and community standards.

Fees Applicable for Registration Only – Not for Enforcement or Other Services.

**FISCAL IMPACT:**        N/A

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

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

**Prepared by:**    Melissa Hartman  
Melissa Hartman,  
City Planner

**Reviewed by:**    Ashlee Coronado  
Ashlee Coronado,  
Interim City Manager

**RESOLUTION R-26-01**

**A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE,  
COUNTY OF COCHISE, STATE OF ARIZONA, AMENDING THE BUILDING  
INSPECTOR SECTION OF THE CITY FEE SCHEDULE**

**WHEREAS**, the City adopted a Fee Schedule on April 14, 2020 for the purpose of setting forth the comprehensive fees assessed and collected by the City for a range of applications, permits, licenses, services, and activities; and

**WHEREAS**, the Fee Schedule sets forth the cost of all services provided to the citizens and businesses of the City of Bisbee, Arizona; and

**WHEREAS**, the City Council of the City of Bisbee considers it reasonable to amend said Fee Schedule periodically by Resolution to reflect the costs of providing services; and

**NOW THEREFORE, BE IT RESOLVED** by the Mayor and Council of the City of Bisbee amend the City Fee Schedule as follows:

<b>BUILDING INSPECTOR</b>	
<b>Other Applications/Permits (including mailing &amp; publication cost)</b>	<b>FEES</b>
Vacant Building Registration Fee for Residential	\$175.00
Commercial Buildings 5,000 square feet and under	\$225.00
Commercial Buildings 5,001 square feet and under	\$350.00

**PASSED, ADOPTED AND APPROVED** by the City of Bisbee, this 6<sup>th</sup> day of January 2026.

**APPROVED:**

\_\_\_\_\_  
Ken Budge, Mayor

**ATTEST:**

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

**APPROVED AS TO FORM:**

\_\_\_\_\_  
Joseph D. Estes, City Attorney  
Pierce Coleman, PLLC



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

**REGULAR**                       **CONSENT**

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

**SUBJECT:** Discussion and Possible Approval for the Bisbee Arts Commission to pay Hotel La More at the Bisbee Inn in the amount \$126.56 for two rooms for Flam Chen following the New Year’s Eve Event.

**FROM:**            Nina Williams, Deputy City Clerk

**RECOMMENDATION:**            Approve

**PROPOSED MOTION:**            I move to approve the Bisbee Arts Commission to pay the Hotel La More at the Bisbee Inn in the amount of \$126.56 for two rooms for Flam Chen following the New Year’s Eve Event.

**DISCUSSION:**

At its Special Meeting on December 15, 2025, the Bisbee Arts Commission unanimously approved payment to Hotel La More at the Bisbee Inn in the amount of \$126.56 for two rooms for Flam Chen following the New Year’s Eve event. The total number of rooms provided was six, with Hotel La More at the Bisbee Inn donating the remaining four rooms to the Bisbee Arts Commission.

**FISCAL IMPACT:**            \$126.56

**DEPARTMENT LINE-ITEM ACCOUNT:**            42-40-42060

**BALANCE IN LINE ITEM IF APPROVED:**            \$976.43

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

**Reviewed by:** *Ashlee Coronado*  
Ashlee Coronado,  
Interim City Manager

## Confirmed Reservation - Hotel La More at The Bisbee Inn - Confirmation #6340203932196

From: Hotel La More at The Bisbee Inn (frontdesk@thebisbeeinn.com)

To: kmhauser@aol.com

Date: Friday, December 5, 2025 at 11:34 AM MST

### Hotel La More at The Bisbee Inn

Thank you for choosing Hotel La More at The Bisbee Inn, located at 45 OK Street in Bisbee, Arizona for your stay. We have successfully confirmed your reservation and have issued you the following confirmation number: 6340203932196.

If you need to make changes or require assistance, please call 520-200-1772 or email us at frontdesk@thebisbeeinn.com. We look forward to your stay.

#### CHECK IN INSTRUCTIONS

Check in time is 3:30pm, feel free to show up early to drop bags off or ask us any questions. We try to have someone at the front desk from 11:00AM until 6:00PM

for those CHECKING IN AFTER 6PM . Please call or email the hotel so we can make arrangements. -Instructions will be left on the front desk if we don't reply.

**IF THE DOOR IS LOCKED:** If you are checking in after hours, or returning from a night out, the front door may be locked. type in the code 1 9 8 4 then turn the lock left. -Please lock the door behind you.

**PARKING:** Parking is limited at The Hotel Lamore. It is on a first come first serve basis. From the front door, the parking is located down the hill to the left. On the street below us (Brewery Gulch, 1 way loop) Behind/before the brewery with signs saying Hotel La More Parking.

We recommend finding parking before check-in then walking up to us; However if you do need to drop off luggage, or drop a heavy load. Feel free to pull up past the front door, tight to the curb, where it is painted white. -if you continue to drive straight it will loop you down and back to the main road. -look for the gulch signs.

All street parking is free in Bisbee. -the lot at the convention center is the only for PAY lot. Everywhere else is fine!

**Kurt Hauser**  
6340203932196

**Hotel La More at The Bisbee Inn**  
45 OK Street  
Bisbee Arizona 85603  
520-200-1772  
[frontdesk@thebisbeeinn.com](mailto:frontdesk@thebisbeeinn.com)

**Email** kmhauser@aol.com  
**Phone** 480 894 3346

## ACCOMMODATIONS

### RES ID [6340203932196](#)

**Guest: Kurt Hauser**

**Lady in White with a full bed room 7 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 55.00

### RES ID [6340203932196-2](#)

**Guest: Kurt Hauser**

**Euro Style Double Room 14 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 0.00

### RES ID [6340203932196-3](#)

**Guest: Kurt Hauser**

**Euro Style Double and a tired soul Room 15 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 0.00

### RES ID [6340203932196-4](#)

**Guest: Kurt Hauser**

**Euro Style Double Room 16 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 0.00

### RES ID [6340203932196-5](#)

**Guest: Kurt Hauser**

**Alleyway Almost Haunted Euro Style room 17 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 0.00

**RES ID [6340203932196-6](#)**

**Guest: Kurt Hauser**

**Traditional Full Bed Room 18 (Return Guests)**

Arrival - Departure	Adults	Children	Nights	Total
12/31/2025 - 01/01/2026	1	0	1	USD 55.00

**TOTAL USD 110.00**

**ADDITIONAL PRODUCTS**

**Accommodation 1 - Lady in White with a full bed room 7 (Return Guests)**

**Accommodation 2 - Euro Style Double Room 14 (Return Guests)**

**Accommodation 3 - Euro Style Double and a tired soul Room 15 (Return Guests)**

**Accommodation 4 - Euro Style Double Room 16 (Return Guests)**

**Accommodation 5 - Alleyway Almost Haunted Euro Style room 17 (Return Guests)**

**Accommodation 6 - Traditional Full Bed Room 18 (Return Guests)**

**TOTAL USD 0.00**

Subtotal	USD 110.00
Deposit	USD 126.56
Hospitality Tax	USD 16.56
Amount Paid	USD 0.00

**GRAND TOTAL USD 126.56**

**BALANCE DUE USD 126.56**

**Policies**

**Check-In: 03:30 PM**

**Check-Out: 11:00 AM**

**Cancellation Policies:**

Due to Hotel La More's popularity we have enacted a very strict cancelation policy..

If booking direct through our website or through our Stash Rewards Program. All cancelations must be made 48 hours prior to checkin. All cancellations must be made over the phone -emailed cancelations will not be honored.

If the booking/reservation is made on/through an outside channel such as expedia, google, or bookings etc... There are absolutely no refunds. You may call the service you booked through, but we will not process any cancellations on our side. Please book direct to avoid this.

**Terms & Conditions:**

Check-in is 3:30 PM. Checkout is 11:00AM. If you need to check in prior to 6PM please contact so we can make arrangements.

Rates are based on Double Occupancy. Additional guests add \$25 per person per night. Your credit card secures your reservation and will be charged in full upon reservation confirmation.

Hotel La More is totally smoke free. There is no smoking within the hotel or in your room. Any guest caught smoking will be assigned a \$500 fee. Just don't do it. If you would like to smoke, please use the front balcony or back alley.

Parking is first come first serve. There is no reserved parking. If Hotel La More's spaces are full, there is plenty of parking in the gulch and streets. All street parking in Bisbee is free.

We reserve the right to evict/remove any guest for being unruly, loud, obnoxious, or bothering other guests.

Once again, If you need to make changes or require assistance please call 520-200-1772 or email us at [frontdesk@thebisbeeinn.com](mailto:frontdesk@thebisbeeinn.com). We look forward to your stay.

Thank you for your reservation!

From all of us at Hotel La More at The Bisbee Inn!



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2026**

Regular     Special

**DATE ACTION SUBMITTED:** December 16, 2025

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT:** **Discussion and Possible Approval for the Bisbee Arts Commission to pay Art Car World in the amount of \$150.00 for an Art Car and Driver for their New Year's Eve Event.**

**FROM:**              **Nina Williams, Deputy City Clerk**

**RECOMMENDATION:**              **Approve**

**PROPOSED MOTION:**              **I move to approve the Bisbee Arts Commission to pay Art Car World in the amount of \$150.00 for an Art Car and Driver for their New Year's Eve Event.**

**DISCUSSION:**

At its Special Meeting on December 15, 2025, the Bisbee Arts Commission unanimously approved payment to Art Car World in the amount of \$150.00 for an art car and driver for the New Year's Eve event.

**FISCAL IMPACT:**              **\$150.00**

**DEPARTMENT LINE-ITEM ACCOUNT:**              **42-40-42060**

**BALANCE IN LINE ITEM IF APPROVED:**              **\$826.43**

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

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado,**  
**Interim City Manager**

Art Car World  
401 E 9th St, Douglas, AZ 85607  
(520) 805-1850

1ea . Art Car and Driver for New Year's Eve in Bisbee.

\$150



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular     Special

**DATE ACTION SUBMITTED:** 12-23-25

**REGULAR**                       **CONSENT**

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

**SUBJECT: DISCUSSION OF CURRENT STATUS OF BISBEE BUS INCLUDING PENDING 5311 APPLICATION, BUDGET, AUDIT, AND CONTRACTS.**

**FROM:**            **Melanie Greene, Interim Transit Manager**

**RECOMMENDATION:**            **Discussion only.**

**PROPOSED MOTION:**            **Discussion only.**

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**DISCUSSION:** The City has contracted with SEAGO to restructure the Bisbee Bus program so as to be compliant with federal and state regulations, and to assist the City in securing funding from FTA/AZDOT, developing programmatic policies and procedures, completing federal audits, and assuring that the program is sustainable both financially and systematically. This discussion provides information necessary for the Council to act on current and future agenda items.

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**FISCAL IMPACT:**            **discussion only**

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

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

**Prepared by:** *M Greene*  
**Melanie Greene, Interim  
Transit Manager - SEAGO**

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado, Interim City  
Manager**



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular    Special

**DATE ACTION SUBMITTED:** 12-23-25

**REGULAR**                       **CONSENT**

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

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE NOTICE OF INTENT TO ADOPT ORDINANCE O-26-02 AMENDING THE CITY CODE OF THE CITY OF BISBEE, CHAPTER 3.5 PROCUREMENT.**

**FROM:**            **Melanie Greene, Interim Transit Manager, SEAGO**

**RECOMMENDATION:**            **Approve NOTICE OF INTENT ORDINANCE O-26-02.**

**PROPOSED MOTION:**            **I move to approve the Notice of Intent to adopt Ordinance O-26-02, Amendment to the City Code, Chapter NOTICE OF INTENT for ORDINANCE O-26-02, CHANGES TO THE CITY CODE, CHAPTER 3, SECTION 5, PROCUREMENT**

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**DISCUSSION:** The City of Bisbee, as a recipient of Federal funds, and in particular, as a recipient of FTA funding must comply with federal and state regulations in order to become and remain in compliance with federal and state laws. Federal regulations require specific language in procurement policies which are not currently included in the City's Code. The proposed changes to City Code, Chapter 3, Section 5 will bring the City into compliance with federal and state requirements.

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**FISCAL IMPACT:**            **0**

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

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

**Prepared by:** Melanie Greene  
**Melanie Greene, Interim  
Transit Manager**

**Reviewed by:** Ashlee Coronado  
**Ashlee Coronado, Interim City  
Manager**

**NOTICE OF INTENT  
ORDINANCE O-26-02**

**AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AMENDING THE CODE OF THE CITY OF BISBEE, CHAPTER 3 – ADMINISTRATION, ARTICLE 3.5 PROCUREMENT, BY AMENDING SECTIONS 3.5.1 AND 3.5.3 AND CREATING NEW SECTIONS 3.5.21 AND 3.5.22, ADOPTING PROCUREMENT LANGUAGE FOR COMPLIANCE WITH FEDERAL FUNDING ACTIVITIES AND PROGRAMS; PROVIDING FOR THE REPEAL OF CONFLICTING ORDINANCES; PROVIDING FOR SEVERABILITY; AND PROVIDING FOR AN EFFECTIVE DATE.**

**WHEREAS**, the Mayor and City Council have the authority to adopt and to amend, by ordinance, the City Code of the City of Bisbee (the “City”); and,

**WHEREAS**, the City receives federal funding for certain procurement activities and programs; and,

**WHEREAS**, compliance with federal regulations, including Federal Transit Administration (FTA) Circular 4220.1G and 2 CFR § 200.326, is required to maintain eligibility for such funding; and,

**WHEREAS**, the City of Bisbee Mayor and Council find it necessary to amend Article 3.5 of the City Code to ensure that all federally required clauses are included in the City’s procurement policies.

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

**Section 1.     In General.**

The Code of the City of Bisbee is hereby amended by amending Chapter 3 – Administration, Article 3.5 – Procurement, amending Section 3.5.1 – Purpose: Rules of Construction, and Section 3.5.3 – Purchasing Organization, and establishing a new Section 3.5.21 – Required Federal Clauses, and a new Section 3.5.22 – Standard of Conduct, as follows, with additions in all CAPS as set forth below:

**CHAPTER 3 – ADMINISTRATION**

**Article 3.5 – Procurement**

**3.5.1B Purposes and Policies.** Underlying purposes and policies of this article are:

...

3.5.1.B.7 TO ENSURE COMPLIANCE WITH APPLICABLE FEDERAL LAWS AND REGULATIONS, THIS SECTION ESTABLISHES REQUIREMENTS FOR THE INCLUSION OF ALL NECESSARY FEDERAL CLAUSES IN SOLICITATIONS, AND CONTRACTS FUNDED IN WHOLE OR IN PART WITH FEDERAL ASSISTANCE.

**3.5.1D** Application of the Code. This article shall apply to every expenditure of public monies by the City including FEDERAL FUNDS, any contract, grant, or like business agreement, COOPERATIVE AGREEMENT OR SUBAWARDS. In the event that any contracts, grants or other agreements, with any state or federal agencies may require that the City comply with certain state or federal procurement laws or regulations as a condition for any such contract, grant or agreement, the requirements of any such applicable state or federal provisions shall be met.

**3.5.3.B** Specific Areas of Responsibility. The City Manager or duly authorized designee shall have the following specific areas of responsibility:

...

12. TO ENSURE THAT WITHIN ALL DEPARTMENTS OF THE CITY, WHEN INITIATING FEDERALLY FUNDED PROCUREMENTS, ALL FEDERALLY FUNDED SOLICITATIONS AND CONTRACTS OVER THE FEDERAL MICRO-PURCHASE THRESHOLD INCLUDE THE APPROPRIATE FEDERAL CLAUSES AND CERTIFICATIONS REQUIRED BY THE FUNDING SOURCE THEREBY ENSURING COMPLIANCE.

**3.5.21** REQUIRED FEDERAL CLAUSES. ALL SOLICITATIONS AND RESULTING CONTRACTS FUNDED WITH FEDERAL ASSISTANCE SHALL INCLUDE THE APPLICABLE CONTRACT PROVISIONS AS REQUIRED BY:

- A. 2 CFR § 200.326 AND APPENDIX II TO 2 CFR PART 200;
- B. FTA CIRCULAR 4220.1G, CHAPTER IV, SECTION 2.
- C. THESE PROVISIONS INCLUDE, BUT ARE NOT LIMITED TO:
  - 1. EQUAL EMPLOYMENT OPPORTUNITY
  - 2. DAVIS-BACON ACT (FOR CONSTRUCTION CONTRACTS)
  - 3. COPELAND "ANTI-KICKBACK" ACT
  - 4. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT
  - 5. CLEAN AIR ACT AND FEDERAL WATER POLLUTION CONTROL ACT
  - 6. DEBARMENT AND SUSPENSION
  - 7. BYRD ANTI-LOBBYING AMENDMENT
  - 8. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT

9. ACCESS TO RECORDS AND REPORTS
10. TERMINATION FOR CAUSE AND CONVENIENCE
11. DISADVANTAGED BUSINESS ENTERPRISE (DBE) REQUIREMENTS
12. ENERGY EFFICIENCY REQUIREMENTS
13. FLY AMERICA ACT (IF APPLICABLE)
14. CARGO PREFERENCE REQUIREMENTS (IF APPLICABLE)
15. BUY AMERICA (IF APPLICABLE)

D. FAILURE TO INCLUDE REQUIRED FEDERAL CLAUSES MAY RESULT IN THE LOSS OF FEDERAL FUNDING AND/OR OTHER ENFORCEMENT ACTIONS. THE CITY SHALL TAKE CORRECTIVE ACTION AS NECESSARY TO REMEDY NONCOMPLIANCE.

**3.5.22 STANDARD OF CONDUCT.** NO EMPLOYEE, OFFICER, AGENT, OR COUNCILMEMBER WITH A CONFLICT OF INTEREST MAY PARTICIPATE IN THE SELECTION, AWARD, OR ADMINISTRATON OF A CONTRACT SUPPORTED BY FEDERAL, STATE, OR LOCAL FUNDS. A CONFLICT OF INTEREST IS DEFINED UNDER STATE STATUE, AND INCLUDES WHEN THE EMPLOYEE, OFFICER, AGENT, OR COUNCILMEMBER, ANY MEMBER OF THEIR IMMEDIATE FAMILY, THEIR PARTNER, OR AN ORGANIZATION THAT EMPLOYS OR IS ABOUT TO EMPLOY ANY OF THE PARTIES INDICATED HEREIN, EXCEPT THOSE STATUTORILY DEFINED REMOTE INTERESTS, HAS A FINANICAL OR OTHER LEGALLY DEFINED CONFLICT OF INTEREST FROM AN ENTITY CONSIDERED FOR A CONTRACT. AN EMPLOYEE, OFFICER, AGENT, AND COUNCILMEMBER OF THE CITY OR SUBRECIPIENT MAY NEITHER SOLICIT NO ACCEPT GRATUITIES, FAVORS, OR ANYTHING OF MONETYARY VALUE FROM CONTRACTORS.

**Section 2. Providing For Repeal of Conflicting Ordinances.**

All ordinances and parts of ordinances in conflict with the provisions of this Ordinance or any part of the City Code adopted herein, are hereby repealed.

**Section 3. Providing For Severability.**

If any section, subsection, sentence, clause, phrase or portion of this Ordinance or any part of the City Code adopted herein, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remaining portions thereof.

**Section 4. Effective Date.**

This Ordinance shall be effective from 30 days after the date written below.

**PASSED, APPROVED AND ADOPTED** by the Mayor and Council of the City of Bisbee on this 6th day of January, 2026.

**APPROVED:**

---

Ken Budge, Mayor

**ATTEST:**

---

Ashlee Coronado, City Clerk

**APPROVED AS TO FORM:**

---

Joseph D. Estes, City Attorney  
Pierce Coleman

## City of Bisbee Procurement Checklist

### For Projects Using FTA and AZDOT Funding

#### 1. Pre-Procurement Planning

- Define Scope of Work: Clearly outline the goods/services needed.
- Identify Funding Sources: Specify FTA, AZDOT, and local match percentages.
- Determine Procurement Method: Micro-purchase, small purchase, sealed bid, competitive proposal, or sole source.
- Check Thresholds: Follow the most restrictive threshold among City, State, and Federal guidelines.
- Ensure Budget Availability: Confirm funding is allocated and approved.

#### 2. Compliance Review

- Review City of Bisbee Procurement Policies: Ensure alignment with local rules.
- Apply FTA Circular 4220.1G Requirements: Full and open competition, conflict of interest policies, and documentation.
- Follow AZDOT Procurement Code: Adhere to Arizona Revised Statutes Title 41, Chapter 23 and ADOT guidelines.
- Consult 2 CFR Part 200 Subpart D: Federal procurement standards for documentation, oversight, and ethics.

#### 3. Solicitation Process

- Prepare Solicitation Documents: Include scope, evaluation criteria, and contract terms.
- Advertise Publicly: Use City website, DemandStar, Public Purchase, and other platforms.
- Conduct Pre-Bid Meetings: If applicable, ensure transparency and vendor engagement.
- Collect and Evaluate Bids/Proposals: Use documented criteria and maintain fairness.

#### 4. Award and Contracting

- Award to Responsible Contractor: Based on price, qualifications, and responsiveness.
- Document Procurement History: Maintain records of solicitation, evaluation, and award decisions.
- Include Required Federal Clauses: Ensure all FTA-required contract provisions are included.
- Execute Contract: Ensure signatures, timelines, and deliverables are clearly defined.

## 5. Contract Administration

- Monitor Performance: Ensure contractor meets terms and specifications.
- Maintain Oversight Records: Track deliverables, payments, and compliance.
- Handle Change Orders Properly: Follow FTA guidelines for modifications.
- Close Out Contract: Final inspection, payment, and documentation.

## 6. Post-Procurement

- Audit Readiness: Ensure all files are complete and compliant.
- Submit Reports to FTA/AZDOT: As required by grant agreements.
- Evaluate Procurement Process: Identify lessons learned and improvements.

## EXHIBIT A - PROCUREMENT HISTORY FILE CHECKLIST

### Instructions for Use

Use this sample checklist as a guide for individual procurement files to comply with appropriate Federal, local, and organizational documentation and retention requirements. The volume of documentation associated with the procurement will dictate the number of files required to properly maintain a complete history of the procurement. As such, the attached checklist must be properly annotated and filed in each procurement file (both hardcopy and electronic) associated with the particular procurement at hand.

The File Sections and associated documentation index identified below are not intended to be all-inclusive and are not required for all procurements. The checklist must be signed and dated by the individual compiling the file.

Be sure to fill out the type of procurement by addressing the dropdowns at the top of the page.

### **Pre-Solicitation Documents**

1. Procurement History
  - Procurement History Form (for Pre-Solicitation)
  - Requisition
2. Independent Cost Estimate (ICE)
  - ICE (received from PM prior to receiving bids/proposals; must be signed and dated)
  - ICE Summary Form with narrative describing estimation method(s)
3. Procurement Administrative Lead Time (PALT)
  - PALT Form
4. Requirements Documentation
  - Scope of Work (SOW)
  - Bill of Material (BOM)
  - Technical Specifications
  - Drawings
5. Sole/Single Source Justification
  - Sole Source Justification Document
  - Supporting documentation for determination of sole/single source
6. Pre-solicitation Approvals
  - Finalized Staff Report
  - Board Meeting Minutes
  - GM Memos
  - Blue Sheet Routing Slip
  - SharePoint Workflow Approval

### **Solicitation Documents**

7. Solicitation, related attachments and all addenda
  - IFB/RFP/RFQ
  - Solicitation Attachments, as cited
  - Addenda to the Solicitation, including question and answers posted.
  - Pre-proposal Conference Agenda, Sign-in Sheets, and relevant Attachments
8. Proof of Solicitation Advertisement
  - Instructions to Post/ NAICS Codes Printout
  - AC Transit Original Online Posting
  - Email Announcement Notifying Vendors
  - Request to Run Advertisement
  - Dodge Report Advertisement
9. Bidder/Proposer List
  - IFB/RFP/RFQ Acknowledgement
  - "No Bid" Correspondence

## Evaluation Documents

10. Bid Opening Sign-In Sheet
11. Proposals/Bids/Statements of Qualifications (SOQ) Received
  - Proposal/Bid/SOQ Responsiveness Check
  - System for Award Management (SAM) & DBE Certification
12. Evaluation Documentation
  - Evaluators Confidentiality & Conflict of Interest Forms
  - Technical Evaluation Scoring Sheets
  - Score Summary Evaluation Sheet
  - Past Performance Reference Checks/Interviews
  - Past Performance Questionnaires
13. Responsibility Determination
  - SAM/debarment verification
  - Financial reviews
14. Best and Final Offers (BAFOs)
  - BAFO Request
  - BAFO Proposal(s)/Bid(s)
15. Cost/Price Analysis
  - Cost/Price Analysis
  - Supporting Data
  - Single Bid/Proposal Analysis
16. Procurement History (Pre-Award)
17. Pre-Award Approvals
  - Staff Report
  - Board Approval Minutes
  - GM Memo
  - Blue Sheet Routing Slip (for Contract)

## Executed Contract and Amendment Documents

18. Award Documentation
  - Letter of Intent to Award
  - Notice(s) of Non-Award/Unsuccessful Proposer Debriefs
    - Debrief Letters
    - Unsuccessful Proposer Debrief Correspondence
  - Executed Contract
  - Purchase Order POs
  - Accepted/Final Proposal/Bid
  - Transmittal Copies of Contract/PO emails to Contractor
19. Contractor Compliance Documentation
  - Payment and/or Performance Bonds
  - Proof of Insurance
  - Notice to Proceed (NTP)
  - Transmittal Copies of NTP to Contractor
20. Executed Contract Amendments
  - Procurement History for Amendment
  - Requisitions to Add Funds
  - Requests for Modifications
  - Contract Proposals for Proposed Modification
  - Cost/Price Analysis for Proposed Modification
  - Revised or New POs

## **Contract Administration/Closeout Documents**

21. Protest Documentation
  - Protest Notification
  - Legal Correspondence
  - Protest Determination
22. Contract Administration
  - Kick-Off Meeting Sign-In Sheet
  - Meeting Agenda/Minutes
  - Preliminary Notice(s) (Construction)
  - Stop Work Notice (s) (Construction)
23. Claims and/or Disputes
  - Contractor Claims/Disputes Correspondence
  - Audit Documentation (as needed)
  - Board Approval Minutes/GM Memo for Settlement of Claims/Disputes
24. Performance and Remedies Documentation
  - Contractor Performance Documentation
  - Project Manager Performance Surveys
  - Performance Evaluations
  - Correspondence Regarding Performance Issues
  - Show Cause Notice(s)
  - Cure Notice(s) and Correspondence
  - Termination for Cause Notice
  - Termination for Convenience Notice
25. Closeout Documentation
  - Notice of Completion
  - Closed PO Confirmation
  - Documentation Retention Date Determination Memo

## PROCUREMENT HISTORY FILE CHECKLIST

Full & Open Competition for Base Award? Yes  or NO   
 Solicitation Category: Formal  Informal   
 Method of Procurement: IFB  RFP  RFQ

SOLICITATION/CONTRACT NUMBER		CONTRACTOR NAME				CONTRACT AWARD DATE			
PROJECT NAME/DESCRIPTION					CONTRACT TOTAL VALUE \$			CONTRACT START DATE	
NO.	ITEM	IN FILE	N/A	NO.	ITEM	IN FILE	N/A		
1.	PROCUREMENT HISTORY (PRE-SOLICITATION) <i>Per FTA Circular 4220.1F, Chapter III, Section 3d(1)</i>	<input type="checkbox"/>	<input type="checkbox"/>	14.	BEST AND FINAL OFFERS (BAFOs)	<input type="checkbox"/>	<input type="checkbox"/>		
2.	INDEPENDENT COST ESTIMATE (ICE) <i>Per FTA Circular 4220.1F, Chapter VI, Section 6, Board Policy 465, Section III</i>	<input type="checkbox"/>	<input type="checkbox"/>	15.	COST/PRICE ANALYSIS <i>Per FTA Circular 4220.1F, Chapter VI, Section 6</i>	<input type="checkbox"/>	<input type="checkbox"/>		
3.	PROCUREMENT ADMINISTRATIVE LEAD TIME (PALT)	<input type="checkbox"/>	<input type="checkbox"/>	16.	PROCUREMENT HISTORY (PRE-AWARD) <i>Per FTA Circular 4220.1F, Chapter III, Section 3d(1)</i>	<input type="checkbox"/>	<input type="checkbox"/>		
4.	REQUIREMENTS DOCUMENTATION (i.e SOW, BOM, drawings, etc.) <i>Per FTA Circular 4220.1F, Chapter IV, Section 2a</i>	<input type="checkbox"/>	<input type="checkbox"/>	17.	PRE-AWARD APPROVALS <i>Per Board Policy 465, Section V(A)1</i>	<input type="checkbox"/>	<input type="checkbox"/>		
5.	SOLE/SINGLE SOURCE JUSTIFICATION <i>Per FTA Circular 4220.1F, Chapter VI, 2(1)(b)</i>	<input type="checkbox"/>	<input type="checkbox"/>	18.	AWARD DOCUMENTATION <i>Per FTA Circular 4220.1F, Chapter VI, Section 8</i>	<input type="checkbox"/>	<input type="checkbox"/>		
6.	PRE-SOLICITATION APPROVALS <i>Per Board Policy 465, Section V(A)1</i>	<input type="checkbox"/>	<input type="checkbox"/>	19.	CONTRACTOR COMPLIANCE DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>		
7.	SOLICITATION, ATTACHMENTS AND ADDENDA <i>Per FTA Circular 4220.1F, Chapter IV, Section 2</i>	<input type="checkbox"/>	<input type="checkbox"/>	20.	EXECUTED CONTRACT AMENDMENTS <i>Per FTA Circular 4220.1F, Chapter VII, Section 2</i>	<input type="checkbox"/>	<input type="checkbox"/>		
8.	PROOF OF SOLICITATION ADVERTISEMENT <i>Per FTA Circular 4220.1F, Chapter VI, Sections 3C(2)(a) and 3D(2)</i>	<input type="checkbox"/>	<input type="checkbox"/>	21.	PROTEST DOCUMENTATION <i>Per FTA Circular 4220.1F, Chapter VII, Section 1</i>	<input type="checkbox"/>	<input type="checkbox"/>		
9.	BIDDER/PROPOSER LIST	<input type="checkbox"/>	<input type="checkbox"/>	22.	CONTRACT ADMINISTRATION DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>		
10.	BID OPENING SIGN-IN SHEET	<input type="checkbox"/>	<input type="checkbox"/>	23.	CLAIMS AND/OR DISPUTES <i>Per FTA Circular 4220.1F, Chapter VII, Sections 3 and 4</i>	<input type="checkbox"/>	<input type="checkbox"/>		
11.	PROPOSALS/BIDS/STATEMENTS OF QUALIFICATIONS (SOQs) RECEIVED	<input type="checkbox"/>	<input type="checkbox"/>	24.	PERFORMANCE AND REMEDIES DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>		
12.	EVALUATION DOCUMENTATION <i>Per FTA Circular 4220.1F, Chapter VI, Sections 7</i>	<input type="checkbox"/>	<input type="checkbox"/>	25.	CLOSEOUT DOCUMENTATION	<input type="checkbox"/>	<input type="checkbox"/>		
13.	RESPONSIBILITY DETERMINATION <i>Per FTA Circular 4220.1F, Chapter VI, Sections 8</i>	<input type="checkbox"/>	<input type="checkbox"/>						

REMARKS

CONTRACTS SPECIALIST/BUYER NAME



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular    Special

**DATE ACTION SUBMITTED:** 12-23-25

**REGULAR**                       **CONSENT**

**TYPE OF ACTION:**

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

**SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF REVISIONS TO THE CITY OF BISBEE BISBEE BUS ADA POLICIES**

**FROM:**              **Melanie Greene, Interim Transit Manager, SEAGO**

**RECOMMENDATION:**              **Approve the Bisbee Bus ADA Policies as revised.**

**PROPOSED MOTION:**              **I move to approve the Bisbee Bus ADA policies as revised.**

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**DISCUSSION:** The City of Bisbee, as a recipient of Federal funds, and in particular, as a recipient of FTA funding must comply with federal and state regulations in order to become and remain in compliance with federal and state laws. Federal regulations require specific language in ADA policies which are not currently included in the City's Bisbee Bus ADA policies. The proposed revisions will bring the City into compliance with federal and state requirements.

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**FISCAL IMPACT:**              **0**

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

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

**Prepared by:** Melanie Greene  
**Melanie Greene, Interim  
Transit Manager**

**Reviewed by:** Ashlee Coronado  
**Ashlee Coronado, Interim City  
Manager**

## CITY OF BISBEE/BISBEE BUS ADA Policies

It is the policy of the City of Bisbee/Bisbee Bus to abide by all provisions of the Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, as amended, including all programs, services, activities, operations and relationships with—and accommodations/modifications of—employees, client-customers, and the general public, including but not limited to those stated below.

As per the Americans with Disabilities Act of 1990 (ADA) City of Bisbee/Bisbee Bus requires that individuals with disabilities receive the same level of service as non-disabled individuals. Services that are “separate but equal” are not acceptable (i.e. all individuals using wheel chairs on one bus and everyone else on another bus). The City prohibits discrimination on the basis of disability in any program or activity receiving Federal financial assistance.

City of Bisbee/Bisbee Bus maintains federally funded equipment and facilities in good operating condition and has policies and procedures to maintain vehicles. The City maintains, in operative condition, those features of facilities, vehicles, and other capital equipment that are required to make them accessible. ADA accessibility features must be repaired promptly if they are damaged or out of order. The City requires pre— and post—inspections on vehicles in service including lifts and/or ramps and all other equipment. **Each vehicle undergoes monthly Severe Service preventive maintenance that includes checks of lifts sufficient to determine if they are operative.**

The City adheres to transportation provisions of the Americans with Disabilities Act (ADA), and Section 504 of the Rehabilitation Act of 1973, as amended, including but are not limited to the following requirements:

**Equivalent Service:** As required by the Americans with Disabilities Act (ADA), City of Bisbee/Bisbee Bus has a sufficient number of, or access to, wheelchair accessible vehicles in our fleet to ensure that individuals needing an accessible vehicle have equivalent access to our transportation services as ambulatory individuals.

**Maintenance of Accessible Features on Vehicles:** As required by the ADA, the accessible features on our vehicles are maintained in operative condition so that individuals needing these features receive equivalent service to individuals not needing those features. Accessibility features are repaired promptly if they are damaged or out of order. **Drivers are required to report lift and ramp failures promptly and replace in service vehicles with inoperable features as quickly as possible.**

**Transporting and securing wheelchairs:** A wheelchair is a mobility aid belonging to any class of three- or more-wheeled devices, usable indoors, designed or modified for, and used by individuals with mobility impairments, whether operated manually or powered. City of Bisbee/Bisbee Bus will transport passengers with wheelchairs, even in circumstances when the wheelchair cannot be secured to the driver’s satisfaction, unless the wheelchair exceeds the size or weight capacity of the wheelchair lift or ramp.

**Adequate time for Vehicle Boarding and Disembarking:** As required by the ADA, City of Bisbee/Bisbee provides adequate time for boarding and disembarking our vehicles for individuals with disabilities. **The City permits the deployment of lifts or ramps at all vehicle stops.**

**Use of Portable Oxygen/Respirator Equipment:** As required by the ADA, individuals using our transportation service may bring respirator, portable oxygen equipment, and/or other life support equipment on board our vehicles, as long as they do not violate the law or rules relating to the transportation of hazardous materials. All equipment must be small enough to fit into our vehicles safely and without obstructing the aisle and/or blocking emergency exits. **Passengers must secure the equipment by means such as carrying the equipment using a shoulder strap or securing the equipment to a wheelchair or a seat.**

**Service Animals:** As required by the ADA, any guide dog, signal dogs, or other animal individually trained to work or perform tasks for the benefit of an individual with a disability, including but not limited to, guiding individuals with impaired vision or alerting individuals with impaired hearing, have access to our vehicles. All service animals must be kept under the control of their owner at all times and abides by local animal safety regulations. Riders may only ask if the service animal is an FTA/ADA eligible service animal that has received training to work or perform tasks that benefit the individual. Emotional support animals are not included in this class of service animal. **Non service animals must be contained in a rigid carrier as per the rider guide.**

**Training in Wheelchair Securement, Sensitivity to Passengers:** As required by the ADA, City of Bisbee/Bisbee Bus trains its personnel to operate vehicles and equipment safely, assist passengers properly, and treat individuals with disabilities who use the service in a respectful and courteous way. A "Certified Trainer" in Passenger Assistance Safety and Security (P.A.S.S.) provides training to personnel prior to being released to drive for City of Bisbee/Bisbee Bus.

**Driver use of, and assistance with, Accessibility Equipment:** As required by the ADA, City of Bisbee/Bisbee Bus personnel make use of all available accessibility equipment when needed and provide a reasonable level of assistance to passengers as necessary and upon request with lifts, ramps, and securement devices. Drivers are required to announce stops at all major intersections at at transfer points with Cochise Commuter. **Additionally, drivers may use limited discretion in being flexible with policies to avoid discrimination on the basis of disability.**

**ADA complaints:** City of Bisbee/Bisbee Bus discrimination related customer service complaints, including those associated with ADA regulations, are reported to ADOT Civil Rights Office and complaint documentation is maintained on file for one year. ADA related service complaint logs are kept on file for five years, per USDOT regulations. The City maintains a Complaint Procedure and a Complaint form for ADA and Title VI complaints.

**Contact: Matthew Gurney, Public Works Director/Transit Manager, at (520) 432-6002 or at [mgurney@bisbeeaz.gov](mailto:mgurney@bisbeeaz.gov).**



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular     Special

DATE ACTION SUBMITTED: 12-23-25

REGULAR                   CONSENT

TYPE OF ACTION:  
RESOLUTION       ORDINANCE       FORMAL ACTION       OTHER

SUBJECT: **DISCUSSION AND POSSIBLE APPROVAL OF THE DBE PROGRAM PLAN**

**FROM:                  Melanie Greene, Interim Transit Manager, SEAGO**

**RECOMMENDATION:                  Approve the Bisbee Bus DBE Program Plan.**

**PROPOSED MOTION:                  I move to approve the Bisbee Bus DBE Program Plan.**

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**DISCUSSION: The City of Bisbee, as a recipient of Federal funds, and in particular, as a recipient of FTA funding must comply with federal and state regulations in order to become and remain in compliance with federal and state laws. Federal regulations require that transit agencies have a DBE Plan in place. The proposed DBE Plan will bring the City into compliance with federal and state requirements.**

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**FISCAL IMPACT:                  0**

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

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

**Prepared by:** Melanie Greene  
Melanie Greene, Interim  
Transit Manager

**Reviewed by:** Ashlee Coronado  
Ashlee Coronado, Interim City  
Manager

# City of Bisbee DBE Program Plan

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For: Section 5311 Subrecipient of ADOT

Effective Date: 1-6-2026

Prepared in accordance with 49 CFR Part 26 and ADOT DBE Compliance Requirements

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- 12. DBE Outreach Strategies.....4

## 1. Policy Statement

The City of Bisbee is committed to ensuring that Disadvantaged Business Enterprises (DBEs) have an equal opportunity to participate in DOT-assisted contracts. As a subrecipient of ADOT's Section 5311 funding, the City will:

- Ensure nondiscrimination in the award and administration of DOT-assisted contracts.
- Create a level playing field for DBEs to fairly compete.
- Make good faith efforts to ensure DBEs have the maximum opportunity to compete for and perform contracts financed in whole or in part with AZDOT/FTA funds.
- Remove barriers to DBE participation.
- Assist in the development of DBEs to compete successfully outside the program.

This policy will be distributed to all relevant departments and posted publicly.

## 2. DBE Program Administration

As a subrecipient, the City of Bisbee will adopt ADOT's DBE Program Plan and comply with all applicable requirements. The City will:

- Implement the DBE program in coordination with ADOT's Business Engagement and Compliance Office (BECO).
- Submit required reports and documentation to ADOT.
- Ensure all contractors and subcontractors comply with DBE requirements.

## 3. Designation of DBE Liaison Officer (DBELO) (§26.25)

The City of Bisbee designates the following individual as the DBELO:

Name: TBD

Title: DBE Liaison Officer, Transit Manager

Phone: 520-432-6001

Email: @bisbeeaz.gov

The DBELO will oversee DBE compliance, reporting, and outreach efforts.

#### **4. DBE Certification**

The City of Bisbee will only recognize DBEs certified through the Arizona Unified Certification Program (AZUCP). Firms must be listed in the AZ UTRACS directory to be counted toward DBE participation goals.

#### **5. Goal Setting**

The City will work with ADOT to establish annual DBE participation goals based on:

- Availability of DBEs in the market area.
- Types of work to be performed.
- Historical DBE participation.

#### **6. Contract Requirements and Good Faith Efforts**

For contracts with DBE goals, the City will require:

- Documentation of good faith efforts to meet goals.
- Use of ADOT's DBE Affidavit and goal-setting tools.
- Evaluation of contractor outreach and solicitation of DBEs.

#### **7. Prompt Payment and Retainage**

The City will ensure that prime contractors:

- Pay subcontractors within 30 days of receiving payment.
- Release retainage promptly upon satisfactory completion of work.
- Report payments through ADOT's DBE payment reporting system.

#### **8. Monitoring and Enforcement**

The City will:

- Monitor DBE participation and contract compliance.
- Conduct site visits and audits as needed.
- Report findings to ADOT.
- Enforce penalties for non-compliance, including withholding payments or contract termination.

## **9. Record Keeping**

The City will maintain records of:

- DBE certifications and participation.
- Contract awards and payments.
- Outreach and compliance activities.

## **10. Small Business Participation**

The City will encourage small business participation by:

- Unbundling large contracts where appropriate
- Limit insurance requirements to those required of the City by ADOT
- Refer small businesses to ADOT and BECO for technical assistance

## **11. Assurances**

All contracts will include the following assurance:

“The contractor, sub-recipient, or subcontractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT-assisted contracts.”

## **12. DBE Outreach Strategies**

To promote meaningful participation by Disadvantaged Business Enterprises (DBEs), the City of Bisbee will implement the following outreach strategies:

- Partner with ADOT’s Business Engagement and Compliance Office (BECO) to access DBE directories and resources.
- Promote the Arizona Unified Transportation Registration and Certification System (AZ UTRACS) to local businesses.
- Participate in local business forums, workshops, and networking events to educate vendors about DBE opportunities.
- Engage local chambers of commerce, economic development organizations, and tribal entities to reach potential DBEs.
- Publicize contract opportunities on the City’s website and local media outlets.

- Send bid notifications directly to AZ UTRACS for distribution to certified DBEs.
- Offer guidance on the DBE certification process through AZUCP.
- Provide support for completing bid documents, understanding contract requirements, and navigating procurement systems.
- Where feasible, break larger contracts into smaller components to make them more accessible to small and disadvantaged businesses.
- Conduct post-award debriefings for unsuccessful DBE bidders.
- Solicit feedback from DBEs to improve outreach and engagement efforts.
- Track outreach activities and their effectiveness.
- Report outreach efforts and DBE engagement to ADOT as part of any required reporting.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular    Special

DATE ACTION SUBMITTED: <u>12-23-25</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: <b>DISCUSSION AND POSSIBLE APPROVAL OF THE ADOPTION OF THE CITY'S TITLE VI PLAN</b>	

**FROM:**            **Melanie Greene, Interim Transit Manager, SEAGO**

**RECOMMENDATION:**            **Approve Revisions to the Title VI Plan**

**PROPOSED MOTION:**            **I move to approve the Title VI Plan as revised.**

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**DISCUSSION:** The City of Bisbee, as a recipient of Federal funds, and in particular, as a recipient of FTA funding must comply with federal and state regulations in order to become and remain in compliance with federal and state laws. Federal regulations require that the City have a Title VI Plan approved by Council and AZDOT. Changes to the plan reflect changes at FTA and AZDOT.

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**FISCAL IMPACT:**            **0**

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

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

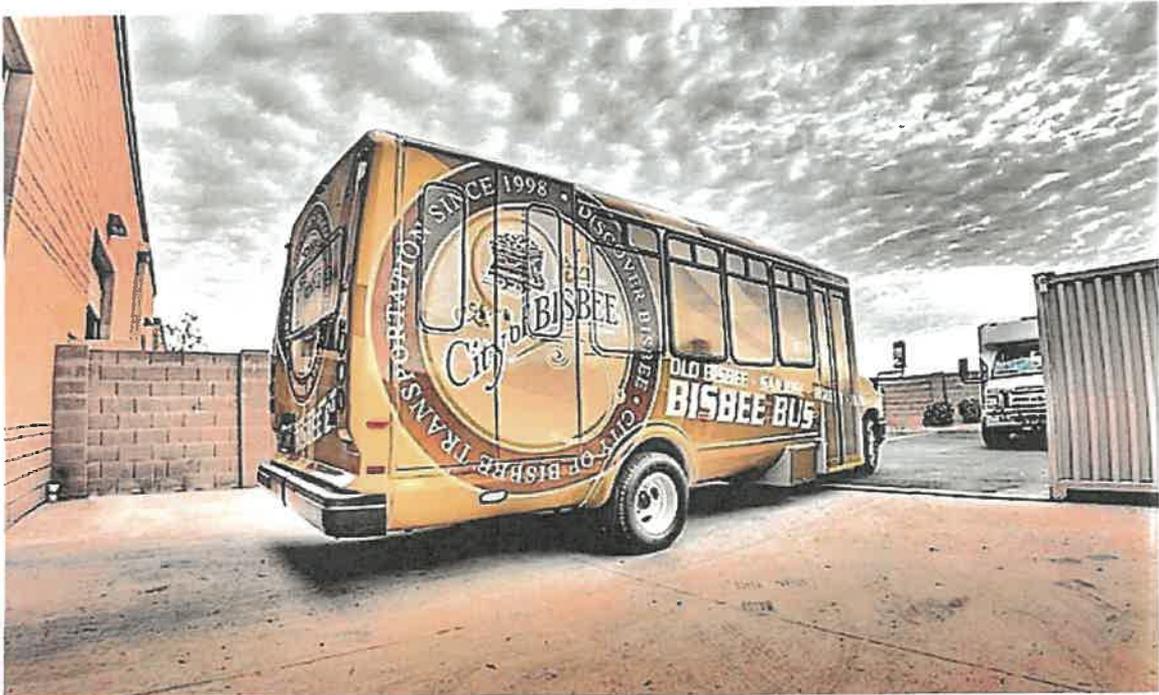
**Prepared by:** *M Greene*  
**Melanie Greene, Interim  
Transit Manager**

**Reviewed by:** *Ashlee Coronado*  
**Ashlee Coronado, Interim City  
Manager**

# Title VI

## CITY OF BISBEE/BISBEE BUS

### 2025-2026



**Title VI Contact: Matthew Gurney, Public Works Director/ Transit Manager**

**Title VI Contact Phone: 520-432-6002 /6262**

**Title VI Contact Email: [mgurney@bisbeeaz.gov](mailto:mgurney@bisbeeaz.gov)**

**TTY Number (If applicable): 711**

**Alternate Language Phone: 520-432-6002**

**Address: 118 Arizona Street, Bisbee AZ 85603**

**Web Address: [www.bisbeeaz.gov](http://www.bisbeeaz.gov)**

**Para Información en Español: Lorena Valdez, PW Admin Assistant/Transit Coordinator**

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## APPENDIX A - SERVICE STANDARDS

# Executive Summary

The City of Bisbee is in the southeastern corner of the state of Arizona in Cochise County. A former mining town, the City limits encompass what were townsites in the early 20th century. These include old Bisbee (the original community), Warren (a bedroom community for mining management established in 1907 as Arizona's first planned community), and San Jose (developed in the 50s and 60s). There are smaller neighborhoods interspersed between these three main neighborhoods, each connected within the City Limits by state highways 80 and 92. The population of Bisbee is 4,994.

The City of Bisbee (City) is a recipient of Federal Transit Administration (FTA) funds from the Arizona Department of Transportation (AZDOT). The City establishes this Title VI Nondiscrimination Plan for the purpose of complying with Title VI of the Civil Rights Act of 1964, as required by FTA Circular 4702.1B, and related requirements outlined within the FTA Certifications & Assurances, "Nondiscrimination Assurance." This document details the nondiscrimination program, policies, and practices administered by the City and will be updated periodically to incorporate changes and additional responsibilities as they are made. This Plan will be submitted to AZDOT or FTA upon request.

5:54

## SERVICES

The Bisbee Bus offers a deviated fixed-route service to the general public Monday-Friday from 5:54 A.M. until 6:30 P.M. and Saturdays from 9:30 A.M. until 4:00 P.M. The service area includes the City of Bisbee as well as areas outside the city including Naco, Arizona, an unincorporated community 5 miles south of Bisbee. Deviations from the fixed route are available up to one half mile from the nearest fix route stop and may be requested by contacting the transit operations office. Deviations are limited to two per hour.

The Bisbee Bus service provided 28,452 riders in the federal fiscal year 2025. An increase of 7% over the previous year.

The Bisbee Bus fleet is composed of three buses; one a 2018, one a 2021, and one a 2023. Each has a wheelchair lift and each has 16 seats including 2 wheelchair securements. An additional 14 passenger bus has been awarded and one more applied for (award expected in 2026) Additionally, there are 11 bus shelters across the system. Nine additional shelters have been applied for and will be located throughout the service area.

## HISTORY OF FUNDING

Since 1998, the Bisbee Bus has utilized federal 5311 FTA funding through AZDOT MPD. Additionally, funding through SEAGO's Area Agency on Aging supports senior riders with annual per-ride funding. The City of Bisbee's City Council approves use of General Funds to fulfill match requirements each budget cycle.

## FUNDING USES

The City of Bisbee utilizes federal and local funds to support its deviated fixed-route service including operating, administrative, preventive maintenance and capital expenses.

The City of Douglas handles the operations, excluding preventative maintenance of the buses. Douglas provides the drivers, dispatchers and data collection of the passengers.

The **Transit Manager** works closely with the Douglas Transit Manager, Finance Director, Mechanic and staff to be sure the buses are running as they should and the drivers are providing the proper care to assist with those on walkers and in wheelchairs. The Douglas Transit Manager ensures that the drivers are screened, tested and trained on all the facets of the bus and their jobs. Complaints and compliments are always addressed as quickly as possible and noted in a file. Bus passes are applied for in Bisbee and Douglas produces them to be compatible with their rider management software.

What type of program fund(s) did you apply for?

- 5310
- 5311
- Other (please explain) \_\_\_\_\_

Type of Funding Requests? (Check all that apply)

- Vehicle Funds
- Operating Funds
- Other (please explain) Capital and Administration Funds \_\_\_\_\_

Is your agency receiving direct funds from FTA?

If yes, please attach a copy of your FTA letter of approval of Title VI Plan.

No

# Non Discrimination Notice to the Public

## Notifying the Public of Rights Under Title VI and ADA

### CITY OF BISBEE/BISBEE BUS

City of Bisbee/Bisbee Bus operates its programs and services without regard to race, color, national origin, or disability in accordance with Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA). Any person who believes she or he has been aggrieved by any unlawful discriminatory practice under Title VI may file a complaint with the City of Bisbee/Bisbee Bus.

For more information on the City of Bisbee/Bisbee Bus agenda's civil rights program, and the procedures to file a complaint, contact Matthew Gurney, Public Works Director/ Transit Manager 520-432-6002 /6262, (TTY 711); email [mgurney@bisbeeaz.gov](mailto:mgurney@bisbeeaz.gov); or visit our administrative office at 118 Arizona Street, Bisbee AZ 85603. For more information, visit [www.bisbeeaz.gov](http://www.bisbeeaz.gov).

Complaints may be filed directly with the Arizona Department of Transportation (ADOT) Civil Rights Office. ATTN: Title VI Program Coordinator 1801 W. Jefferson Street MD 154A Suite 101 Phoenix AZ, 85007 602-712-8946 or with the Federal Transit Administration (FTA). ATTN: Title VI Program Coordinator, 1200 New Jersey Ave., SE Washington DC 20590

If information is needed in another language, contact 520-432-6002. \*Para informacion en Español llame: Lorena Valdez, PW Admin Assistant/Transit Coordinator

# **Aviso Publico Sobre los Derechos Bajo el Titulo VI Y ADA**

Aviso Público Sobre los Derechos Bajo el Título VI Y ADA City of Bisbee/Bisbee Bus

City of Bisbee/Bisbee Bus (*y sus subcontratistas, si cualquiera*) asegura cumplir con el Título VI de la Ley de los Derechos Civiles de 1964, Sección 504 de la Ley de Rehabilitación de 1973 y La Ley de ciudadanos Americanos con Discapacidades de 1990 (ADA). El nivel y la calidad de servicios de transporte serán proveídos sin consideración a su raza, color, país de origen, o discapacidad.

Para obtener más información sobre el programa de Derechos Civiles de City of Bisbee/Bisbee Bus, y los procedimientos para presentar una queja, contacte a **Matthew Gurney, Public Works Director/ Transit Manager 520-432-6002 /6262, (TTY 711); o visite nuestra oficina administrativa en 118 Arizona Street, Bisbee AZ 85603. Para obtener más información, visite [www.bisbeeaz.gov](http://www.bisbeeaz.gov)**

**Una queja puede ser presentada con la oficina de Derechos Civiles del Departamento de Transporte de Arizona (ADOT). Atención: Title VI Program Manager, 1801 W. Jefferson St. MD 154A Phoenix AZ, 85007 o con la Administración Federal de Transporte (FTA). Atención: Title VI Coordinator, 1200 New Jersey Ave., SE Washington DC 20590.**

The above notice is posted in the following locations: City Hall, garage, buses, the library and several businesses. This notice is also posted on line at [www.bisbeeaz.gov](http://www.bisbeeaz.gov)

Notices are posted at City Hall, in all buses, at the maintenance garage, and in the rider guide and printed schedule as well as the City's website.

# Non Discrimination ADA/Title VI Complaint Procedures

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These procedures provide guidance for all complaints filed under Title VI of the Civil Rights Act of 1964, Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990 (ADA) as they relate to any program or activity that is administered by City of Bisbee/Bisbee Bus including consultants, contractors and vendors. Intimidation or retaliation as a result of a complaint is prohibited by law. In addition to these procedures, complainants reserve the right to file a formal complaint with other State or Federal agencies or to seek private counsel for complaints alleging discrimination. Every effort will be made to resolve complaints at the lowest possible level.

- (1) Any person who believes he and/or she has been discriminated against on the basis of race, color, national origin, or disability may file a Discrimination complaint by completing and submitting the agency's Title VI Complaint Form.
- (2) Formal complaints must be filed within 180 calendar days of the last date of the alleged act of discrimination or the date when the alleged discrimination became known to the complainant(s), or where there has been a continuing course of conduct, the date on which the conduct was discontinued or the latest instance of the conduct.
- (3) Complaints must be in writing and signed by the complainant(s) and must include the complainant(s) name, address and phone number. The ADA/Title VI contact person will assist the complainant with documenting the issues if necessary.
- (4) Allegations received by fax or e-mail will be acknowledged and processed, once the identity of the complainant(s) and the intent to proceed with the complaint have been established. For this, the complainant is required to mail a signed, original copy of the fax or email transmittal for the complaint to be processed.
- (5) Allegations received by telephone will be reduced to writing and provided to the complainant for confirmation or revision before processing. A complaint form will be forwarded to the complainant for him/her to complete, sign and return for processing.
- (6) Once submitted City of Bisbee/Bisbee Bus will review the complaint form to determine jurisdiction. All Complaints will receive an acknowledgement letter informing her/him whether the complaint will be investigated by the City of Bisbee/Bisbee Bus along with the City of Douglas, contractor, or submitted to the State or Federal authority for guidance.

City of Bisbee/Bisbee Bus along with contractor, City of Douglas, will investigate Discrimination complaints against its sub recipients; all other Discrimination complaints filed against City of Bisbee/Bisbee Bus will be investigated by the Arizona Department of Transportation.

- (7) **City of Bisbee/Bisbee Bus** will notify the ADOT Civil Rights Office of ALL Discrimination complaints within 72 hours via telephone at 602-712-8946; or email at [civilrightsoffice@azdot.gov](mailto:civilrightsoffice@azdot.gov).
- (8) **City of Bisbee/Bisbee Bus has ten (10) business days to** investigate the complaint. If more information is needed to resolve the case, the Authority may contact the complainant. The complainant has ten (10) business days from the date of the letter to send requested information to the investigator assigned to the case. If the investigator is not contacted by the complainant or does not receive the additional information within ten (10) business days, the Authority can administratively close the case. A case can be administratively closed also if the complainant no longer wishes to pursue their case.
- (9) After the investigator reviews the complaint, she/he will issue one of two letters to the complainant: a closure letter or a letter of finding (LOF). A closure letter summarizes the allegations and states that there was not a Discrimination violation and that the case will be closed. An LOF summarizes the allegations and the interviews regarding the alleged incident, and explains whether any disciplinary action, additional training of the staff member or other action will occur.
- (10) A copy of either the closure letter or LOF must be also be submitted to ADOT within 72 hours of that decision. Letters may be submitted by hardcopy or email.
- (11) A complainant dissatisfied with City of Bisbee/Bisbee Bus decision may file a complaint with the **Arizona Department of Transportation (ADOT) or the Federal Transit Administration (FTA) offices of Civil Rights: ADOT: ATTN ADA/Title VI Program Coordinator 1801 W. Jefferson MD 154A Suite 101 Phoenix AZ, 85007 FTA: 602-712-8946.** Or, Attention Title VI Program Coordinator, East Building, 5<sup>th</sup> Floor-TCR 1200 New Jersey Ave., SE Washington DC 20590
- (12) A copy of these procedures can be found online at: [www.bisbeeaz.gov](http://www.bisbeeaz.gov).

*If information is needed in another language, contact 520-432-6002. \*Para información en Español llame: Lorena Valdez, PW Admin Assistant/Transit Coordinator*

# Discrimination ADA/Title VI Complaint Form

<b>Section I:</b>			
Name:			
Address:			
Telephone (Home):		Telephone (Work):	
Electronic Mail Address:			
Accessible Format Requirements?	<input type="checkbox"/> Large Print	<input type="checkbox"/> Audio Tape	
	<input type="checkbox"/> TDD	<input type="checkbox"/> Other	
<b>Section II:</b>			
Are you filing this complaint on your own behalf?		<input type="checkbox"/> Yes*	<input type="checkbox"/> No
<i>*If you answered "yes" to this question, go to Section III.</i>			
If not, please supply the name and relationship of the person for whom you are complaining.			
Please explain why you have filed for a third party:			
Please confirm that you have obtained the permission of the aggrieved party if you are filing on behalf of a third party.		<input type="checkbox"/> Yes	<input type="checkbox"/> No
<b>Section III:</b>			
I believe the discrimination I experienced was based on (check all that apply):			
<input type="checkbox"/> Race	<input type="checkbox"/> Color	<input type="checkbox"/> National Origin	<input type="checkbox"/> Disability
Date of Alleged Discrimination (Month, Day, Year): _____			
Explain as clearly as possible what happened and why you believe you were discriminated against. Describe all persons who were involved. Include the name and contact information of the person(s) who discriminated against you (if known) as well as names and contact information of any witnesses. If more space is needed, please use the back of this form.			
_____			
_____			
_____			
<b>Section VI:</b>			
Have you previously filed a Discrimination Complaint with this agency?		<input type="checkbox"/> Yes	<input type="checkbox"/> No

If yes, please provide any reference information regarding your previous complaint.

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**Section V:**

Have you filed this complaint with any other Federal, State, or local agency, or with any Federal or State court?

Yes                       No

If yes, check all that apply:

Federal Agency: \_\_\_\_\_

Federal Court: \_\_\_\_\_       State Agency: \_\_\_\_\_

State Court: \_\_\_\_\_       Local Agency: \_\_\_\_\_

Please provide information about a contact person at the agency/court where the complaint was filed.

Name:

Title:

Agency:

Address:

Telephone:

**Section VI:**

Name of agency complaint is against:

Name of person complaint is against:

Title:

Location:

Telephone Number (if available):

You may attach any written materials or other information that you think is relevant to your complaint.

Your signature and date are **required** below:

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Signature

Date

Please submit this form in person at the address below, or mail this form to:

**Matthew Gurney, Public Works Director/ Transit Manager**

**118 Arizona Street, Bisbee AZ 85603**

**520-432-6002 /6262**

**mgurney@bisbeeaz.gov**

A copy of this form can be found online at [www.bisbeeaz.gov](http://www.bisbeeaz.gov)

# Discrimination ADA/Title VI Investigations, Complaints, and Lawsuits

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If no investigations, lawsuits, or complaints were filed, a blank form will be submitted.

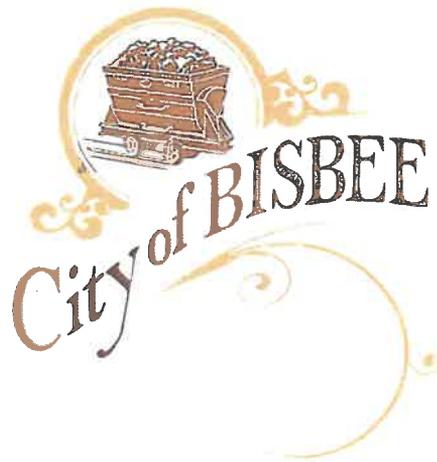
**City of Bisbee/Bisbee Bus has not had any ADA nor Title VI Discrimination complaints, investigations, or lawsuits in 2023-2024, 24-25, or to date - 25-26**

Complainant	Date (Month, Day, Year)	Basis of Complaint (Race, Color, National Origin or Disability)	Summary of Allegation	Status	Action(s) Taken	Final Findings?
<b>Investigations</b>						
1)						
2)						
<b>Lawsuits</b>						
1)						
2)						
<b>Complaints</b>						
1)						
2)						

## Public Participation Plan

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# CITY OF BISBEE/ BISBEE BUS Public Participation Plan



City of Bisbee / Bisbee Bus is engaging the public in its planning and decision-making processes, as well as its marketing and outreach activities. The public will be invited to participate in the process whether through public meetings or surveys. As an agency receiving federal financial assistance, City of Bisbee / Bisbee Bus made the following community outreach efforts:

As an agency receiving federal financial assistance, **City of Bisbee/Bisbee Bus** made the following community outreach efforts and activities to engage minority and Limited English Proficient populations since the last Title VI Plan submittal to ADOT CRO.

- Expanded the distribution of agency brochures
- Advertised public announcements through newspapers, fliers, or radio
- Posted the Nondiscrimination Public Notices to the following locations:
  - Within transportation vehicles
  - Pick up and drop off stations
  - Lobby of agency
- Hosted public information meetings and or hearings (February 14, 2025)
- Updated agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures
- List other \_\_\_\_\_

**City of Bisbee/Bisbee Bus** will make the following community outreach efforts for the upcoming year:

- Expand the distribution of agency brochures
- Advertise public announcements through newspapers, fliers, or radio
- Post the Nondiscrimination Public Notices to the following locations:
  - Within transportation vehicles
  - Pick up and drop off stations
  - Lobby of agency
- Host public information meetings and or hearings.
- Add public interactive content to the agency's webpage for the public e.g. social media, to communicate schedule changes or activities.
- Update agency documents/publications to make them more user-friendly e.g. comment forms or agency brochures.
- List other \_\_\_\_\_

Public hearing on February 14, 2024. Public Notice was published on 01/25/25, 02/01/2025 and 02/08/2025.

Survey was distributed on January 22, 2024 and collected on February 26, 2024. An additional survey was distributed in March 2025.

In the upcoming year City of Bisbee / Bisbee Bus will make the following community outreach efforts:

Transportation Authority Council (TAC) Quarterly Meetings will be held February 18, 2026, May 20, 2026, August 19, 2026, and November 18, 2026.

A Customer Survey will be distributed, and riders will be asked for their participation throughout March 2026.

Comment Card will be found in all buses and in the Transit office year-round.

City of Bisbee/Bisbee submits to the Arizona Department of Transportation annually an application for funding. Part of the annual application is a public notice, which includes a 30-day public comment period.



**PUBLIC NOTICE**  
*December 11, 2025*

**TRANSIT ADVISORY COMMITTEE MEETINGS  
FOR CALENDAR YEAR 2026**

NOTICE IS HEREBY GIVEN TO THE GENERAL PUBLIC OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, OF THE TRANSIT ADVISORY COMMITTEE MEETINGS FOR CALENDAR YEAR, 2026.

UNLESS OTHERWISE POSTED, MEETINGS WILL BE HELD ON A QUARTERLY BASIS ON THE THIRD WEDNESDAY OF THAT MONTH AT 1:00 PM IN THE CITY OF BISBEE COUNCIL CHAMBERS LOCATED AT 118 ARIZONA STREET, BISBEE, ARIZONA.

THE TRANSIT ADVISORY COMMITTEE MEETINGS FOR CALENDAR YEAR 2026 ARE AS FOLLOWS:

FEBRUARY 18, 2026  
MAY 20, 2026  
AUGUST 19, 2026  
NOVEMBER 18, 2026

AN AGENDA WILL BE POSTED IN THE APPROPRIATE PLACE AT LEAST TWENTY-FOUR HOURS BEFORE A MEETING. AGENDAS SHALL ALSO BE PLACED ON THE CITY OF BISBEE WEBSITE AT [WWW.BISBEEAZ.GOV](http://WWW.BISBEEAZ.GOV) FOR YOUR CONVENIENCE.

PERSONS NEEDING SPECIAL ACCOMMODATION TO ATTEND A MEETING SHOULD CONTACT THE PUBLIC WORKS DEPARTMENT, AT (520) 432-6001, AT LEAST TWENTY-FOUR HOURS BEFORE A MEETING.

  
ASHLEE CORONADO, CITY CLERK

Customer Service Survey:

**BISBEE BUS - SURVEY QUESTIONS:**



- 1) How often do you ride the Bus?
  - a. Multiple times per day
  - b. Daily
  - c. Multiple times per week
  - d. Occasionally
  - e. First time
- 2) Which of the following applies to you? (Circle all that apply)
  - a. Adult (18-64)
  - b. Child (under 18)
  - c. Senior (65 and over)
  - d. Disabled
  - e. Student
- 3) Purpose of this trip?
  - a. Medical
  - b. Employment
  - c. Recreation
  - d. Education
  - e. Groceries
  - f. Other \_\_\_\_\_
- 4) Are you employed?
  - a. Yes
  - b. No
- 5) Does the service meet your transportation needs?
  - a. Yes
  - b. No
- 6) How would you rate our customer Service?
  - a. Excellent
  - b. Good
  - c. Fair
  - d. Poor
- 7) Was the driver helpful and courteous?
  - a. Yes
  - b. No
- 8) Was the bus on time?
  - a. Yes
  - b. No
- 9) Was the bus Clean?
  - a. Yes
  - b. No
- 10) Additional Comments

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*Thank you for taking the time to complete this survey.*



- 1) ¿Con qué frecuencia viajas en el autobús?
  - a. Varias veces al día
  - b. Diario
  - c. Múltiples veces por semana
  - d. Ocasionalmente
  - e. La primera vez
- 2) ¿Yo soy? (marque todas que se apliquen)
  - a. Adulto
  - b. Niño(a)
  - c. Anciano
  - d. Discapacitado(a)
  - e. Estudiante
- 3) ¿Propósito de este viaje?
  - a. Medico
  - b. Empleo
  - c. Recreación
  - d. Educación
  - e. Tienda
  - f. Otra razón \_\_\_\_\_
- 4) ¿Estas con empleo?
  - a. Si
  - b. No
- 5) ¿Cree usted que el servicio cumple con sus necesidades?
  - a. Si
  - b. No
- 6) ¿Como Clasificaría el servicio que usted recibe?
  - a. Excelente
  - b. Bien
  - c. Aceptable
  - d. Mal
- 7) ¿El Chofer le fue servicial y cortés?
  - a. Si
  - b. No
- 8) ¿Estuvo a tiempo el autobus?
  - a. Si
  - b. No
- 9) ¿ Esta limpio el autobús?
  - a. Si
  - b. No
- 10) Comentarios:

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*Gracias por tomar su tiempo para contestar esta encuesta*

**COMMENT/INTEREST FORM**

For comments or questions regarding the City of Bisbee/Bisbee Bus service; or if you would like to express interest in being appointed to the Transit Advisory Committee. You may fill out this form and return it by mail, email or fax as noted below. Thank you for your comment/interest.

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Optional:

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

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

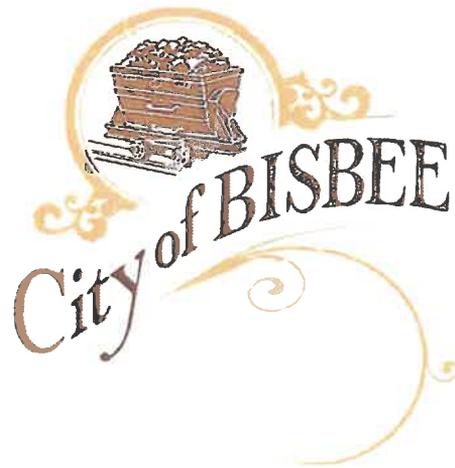
Phone Number: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

Matthew Gurney – Public Works Director  
City of Bisbee/Bisbee Bus  
118 Arizona St., Bisbee, AZ 85603  
520-432-6002 Fax: 520-432-6069  
mgurney@bisbeeaz.gov

Español: lvaldez@bisbeeaz.gov

# Limited English Proficiency Plan

## *CITY OF BISBEE /* *BISBEE BUS* *Language Assistance Plan*



City of Bisbee/Bisbee Bus has developed the following Language Assistance Plan (LA) to help identify reasonable steps to provide language assistance for persons with limited English proficiency seeking meaningful access to City of Bisbee/Bisbee Bus services as required by Executive Order 13166. A Limited English Proficiency person is one who does not speak English as their primary language and who has a limited ability to read, speak, write, or understand English

This plan details procedures on how to identify a person who may need language assistance, the ways in which assistance may be provided, training to staff, notification to LEP persons that assistance is available, and information for future plan updates. In developing the plan while determining City of Bisbee/Bisbee Bus's extent of obligation to provide LEP services, City of Bisbee/Bisbee Bus, using US Census data and other resources, undertook a U.S. Department of Transportation four-factor LEP analysis which considers the following:

- 1) The number or proportion of LEP persons eligible in City of Bisbee/Bisbee Bus service area who may be served or likely to encounter by City of Bisbee/Bisbee Bus program, activities, or services:

**CITY OF BISBEE/BISBEE BUS FOUR FACTOR ANALYSIS**

Persons with Limited English Proficiency (LEP)	Estimate	% of Persons 5 yrs. & Over
Total Person 5 yrs. & Over	4911	100.00%
English Speaking Only	3946	80.3%
Limited English Proficiency	204	.4%
Spanish	844	17%
Other Indo-European Languages	116	.23%
Asian & Pacific Island Languages	0	0%
Other Languages	5	.01%

**Data source: US Census Bureau 2023 American Community Survey five-year estimates**

- 2) The frequency with which LEP individuals come in contact with an City of Bisbee/Bisbee Bus services:

The general public comes in contact with City of Bisbee / Bisbee Bus frequently and all residents are welcome to attend public meetings. To facilitate public participation, City of Bisbee / Bisbee Bus posts public meeting notices in English and Spanish on its website, in public places and in printed media in an effort to reach a large audience. The Bisbee Bus drivers are bilingual, as are many of its riders. Consequently, contact between the Bisbee Bus system and the LEP individuals it serves is continual. In addition to this one on one verbal interaction, bus system information is also posted in English and Spanish on the buses, the website and on social media sites. The office staff in Bisbee is also bilingual offering full phone, email and face to face services in both languages. Finally, Bisbee conducts all surveys in both English and Spanish.

- 3) The nature and importance of the program, activities or services provided by City of Bisbee/Bisbee Bus to the LEP population.

Transportation planning is vital to a community and directly affects the lives of those living in the service area. Recommendation on roads, sidewalks, and public transportation service projects are a focus of both the City of Bisbee and regional partners such as SEAGO and CDBG. Projects completed directly affect the residents in the community. This includes the minority and low income populations, including the LEP population. The Bisbee Bus provides transportation to medical services, work, school and shopping for both Bisbee residents and those living in Naco, AZ and Naco, Sonora. Additionally, it allows ready transportation for visiting family and friends, which is a significant part of the Hispanic culture. The Bisbee System also connects to the regional Cochise Connections, another fully bilingual system, which allows those from the Bisbee/Naco area to reach Agua Prieta, Sonora and Douglas, AZ, as well as, colleges and larger medical and shopping facilities.

- 4) The resources available to **City of Bisbee/Bisbee Bus** and overall costs to provide LEP assistance. A brief description of these considerations is provided in the following section.

The City of Bisbee / Bisbee Bus transit program provides the transit guide in English and Spanish, including all non-discrimination policies and procedures. The City of Bisbee /Bisbee Bus also has Spanish speaking drivers and staff available to assist passengers and others who may have limited English proficiency.

**City of Bisbee/Bisbee Bus** provides a statement in Spanish and will for additional languages specific to the LEP community make up that will be included in all public outreach notices. Every effort will be made to provide vital information to LEP individuals in the language requested.

**Safe Harbor Provision for written translations**

**City of Bisbee/Bisbee Bus** complies with the Safe Harbor Provision, as evidenced by the number of documents available in the Spanish language. With respect to Title VI information, the following shall be made available in Spanish:

- (1) Non Discrimination Notice
- (2) Discrimination Complaint Procedures
- (3) Discrimination Complaint Form

In addition, we will conduct our marketing (including using translated materials) in a manner that reaches each LEP group. Vital documents include the following:

- (1) Notices of free language assistance for persons with LEP
- (2) Notice of Non-Discrimination and Reasonable Accommodation
- (3) Outreach Materials
- (4) Bus Schedules
- (5) Route Changes
- (6) Public Hearings

A majority of our employees are bi-lingual and are able to assist with Spanish translation.

1) **City of Bisbee/Bisbee Bus** provides language assistance services through the below methods:

- Staff is provided a list of what written and oral language assistance products and methods the agency has implemented and how agency staff can obtain those services.
- Instructions are provided to customer service staff and other **City of Bisbee/Bisbee Bus** staff who regularly take phone calls from the general public on how to respond to an LEP caller.
- Instructions are provided to customer service staff and others who regularly respond to written communication from the public on how to respond to written communication from an LEP person.
- Instructions are provided to vehicle operators, station managers, and others who regularly interact with the public on how to respond to an LEP customer.
- Use of "I Speak" cards.
- Bilingual or multilingual versions of:
  - "How to ride" brochures
  - System maps and timetables
  - Safety and security announcements
  - Service change announcements
- List other \_\_\_\_\_

2) **City of Bisbee/Bisbee Bus** has a process to ensure the competency of interpreters and translation service through the following methods:

**City of Bisbee/Bisbee Bus** will ask the interpreter or translator to demonstrate that he or she can communicate or translate information accurately in both English and the other language. **City of Bisbee/Bisbee Bus** will train the interpreter or translator in specialized terms and concepts associated with the agency's policies and activities. **City of Bisbee/Bisbee Bus** will instruct the interpreter or translator that he or she should not deviate into a role as counselor, legal advisor, or any other role aside from

interpreting or translating. **City of Bisbee/Bisbee Bus** will ask the interpreter or translator to attest that he or she does not have a conflict of interest on the issues that they would be providing interpretation services.

3) **City of Bisbee/Bisbee Bus** provides notice to LEP persons about the availability of language assistance through the following methods:

- Posting signs in intake areas and other points of entry
- Statements in outreach documents that language services are available from the agency.
- Working with community-based organizations and other stakeholders to inform LEP individuals of the Recipients' services, including the availability of language assistance services
- Announcements at community meetings
- Signs and handouts available in vehicles and at stations
- Announcements in vehicles and at stations
- Agency websites
- Customer service lines

4) **City of Bisbee/Bisbee Bus** monitors, evaluates and updates the LEP plan through the following process:

**City of Bisbee/Bisbee Bus** will monitor the LEP plan by conducting an annual Four-Factor analysis, establishing a process to obtain feedback from internal staff and members of the public and conducting internal evaluations to determine whether the language assistance measures are working for staff. **City of Bisbee/Bisbee Bus** will make changes to the language assistance plan based on feedback received. **City of Bisbee/Bisbee Bus** may take into account the cost of proposed changes and the resources available to them. Depending on the evaluation, **City of Bisbee/Bisbee Bus** may choose to disseminate more widely those language assistance measures that are particularly effective or modify or eliminate those measures that have not been effective. **City of Bisbee/Bisbee Bus** will consider new language assistance needs when expanding transit service into areas with high concentrations of LEP persons will consider modifying their implementation plan to provide language assistance measures to areas not previously served by the agency.

5) **City of Bisbee/Bisbee Bus** trains employees to know their obligations to provide meaningful access to information and services for LEP persons and all employees in public contact positions will be properly trained to work effectively with in-person and telephone interpreters. **City of Bisbee/Bisbee Bus** will implement processes for training of staff through the following procedures:

**City of Bisbee/Bisbee Bus** will identify staff that are likely to come into contact with LEP persons as well as management staff that have frequent contact with LEP persons in order to target training to the appropriate staff. **City of Bisbee/Bisbee Bus** will identify existing staff training opportunities, as it may be cost-effective to integrate training on their responsibilities to persons with limited English proficiency into agency training that occurs on an ongoing basis. **City of Bisbee/Bisbee Bus** will include this training as part of the orientation for new employees. Existing employees, especially managers and those who work with the public may periodically take part in re-training or new training sessions to keep up to date on their responsibilities to LEP persons. **City of Bisbee/Bisbee Bus** will implement LEP training to be provided for agency staff. **City of Bisbee/Bisbee Bus** staff training for LEP to include:

- A summary of **City of Bisbee/Bisbee Bus** responsibilities under the DOT LEP Guidance;
- A summary of **City of Bisbee/Bisbee Bus** language assistance plan;
- A summary of the number and proportion of LEP persons in **City of Bisbee/Bisbee Bus** service area, the frequency of contact between the LEP population and the agency's programs and activities, and the importance of the programs and activities to the population;
- A description of the type of language assistance that the agency is currently providing and instructions on how agency staff can access these products and services; and
- A description of **City of Bisbee/Bisbee Bus** cultural sensitivity policies and practices.

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



# Non-elected Committees Membership Table

Subrecipients who select the membership of transit-related, non-elected planning boards, advisory councils, or committees must provide a table depicting the membership of those organizations broken down by race. Subrecipients also must include a description of the efforts made to encourage participation of minorities on these boards, councils, and committees.

City of Bisbee/Bisbee Bus does select the membership of any transit-related committees, planning boards, or advisory councils.

## 2024 - 2025 TAC Membership by race

- VACANT, Bisbee Citizen
- VACANT, Local Business
- VACANT, Local Disability Community
- VACANT, Senior Citizen Rep
- Perri Gojkovich, City of Douglas Transit - Caucasian
- Noelle Lievanos, City of Douglas Transit - Hispanic
- Jesse Zaragoza, Program Manager Transit - Hispanic
- Jessica Aquayo, SEAGO - Hispanic
- Mariza Mikitas, City of Benson - Caucasian
- Angel Lauve, City of Willcox - Caucasian
- Gerald Hirsch Town of Huachuca City - Caucasian

# Monitoring for Sub recipient Title VI Compliance

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City of Bisbee does monitor sub recipients for Title VI Compliance.

The Public Works Director/Bisbee Bus Grant Administrator and Transit and Financial Managers in Bisbee and Douglas stay in touch with each other by phone, email and in person on everyday matters and in meetings. A relationship has built a solid foundation for the continuance of the excellent service provided by the Bisbee Bus.

Both entities share new rules and laws and work to understand and implement them.

The Transit Manager has reviewed the following for Bisbee:

- Title VI 2025
- Training Compliances
- Postings of Title VI Public Notices and Complaint Procedures on the buses and the City of Bisbee website.
- Posting of Title VI Implementation Plan on City of Bisbee website.
- Participation in the drug and Alcohol Program Manager Refresher Training and understanding the new Part 40 Regulation Updates.
- Participated in the City of Douglas' & City of Bisbee's on-site Drug and Alcohol Compliance review and Triennial review by ADOT in the Fall of 2023 and fall of 2025
- Use of DOT's Revised Federal Drug Testing Custody and Control Form (CCF).
- Review of the City of Bisbee's MIS reporting for 2025.

Douglas provides superior management of Bisbee's System. The drivers are well trained and well-liked by Bisbee's riders. Documentation is thorough and updated quickly.

There have been no deviations from the federal regulations reported.

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# Title VI Equity Analysis

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A subrecipient planning to acquire land to construct certain types of facilities must not discriminate on the basis of race, color, or national origin, against persons who may, as a result of the construction, be displaced from their homes or businesses. "Facilities" in this context does not include transit stations or bus shelters, but instead refers to storage facilities, maintenance facilities, and operation centers.

There are many steps involved in the planning process prior to the actual construction of a facility. It is during these planning phases that attention needs to be paid to equity and non-discrimination through equity analysis. The Title VI Equity Analysis must be done before the selection of the preferred site.

**Note:** Even if facility construction is financed with non-FTA funds, if the sub recipient organization receives any FTA dollars, it must comply with this requirement.

**The City of Bisbee/Bisbee Bus has no current or anticipated plans to develop new transit facilities covered by these requirements. No facilities covered by these requirements were ever developed.**

# Fixed Route Transit Provider Analysis

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Fixed Route: Public transit service (other than by aircraft) provided on a repetitive, fixed-schedule basis along a specific route, with vehicles stopping to pick up passengers.

A sub recipient providing fixed route service, as defined above, must determine the distribution of transit amenities or the vehicle assignments for each mode in a non-discriminatory manner. The sub recipient must develop policies to ensure service is not distributed on the basis of race, color, or national origin.

Effective practices to fulfill the Service Standards requirements include developing written policies covering each of the following service indicators:

## 1) Vehicle Load for Each Mode

Bisbee Buss load standard is a maximum vehicle load factor of 1.00.

## 2) Vehicle Headway for Each Mode

Fixed route is a single bus route, there are no other buses traveling the route. Route completion is approximately 1 hour and fifty minutes.

## 3) On Time Performance for Each Mode

The Bisbee Bus defines a bus as late if it departs the "time point" five or more minutes later than the published time. Buses are considered early if they depart from a published time point at any time prior to the scheduled departure.

## 4) Service Availability for Each Mode

The Bisbee Bus will distribute transit service so that 90% of all residents in the service area are within a half-mile walk of bus service. Half-mile deviations are available to all potential riders.

Effective qualitative practices to fulfill the Service Policy requirements include developing written policies covering each of the following service indicators:

## 5) Transit amenities for each mode

Transit amenities are distributed on a system-wide basis. Transit amenities include shelters and benches. The location of transit amenities is determined by factors such as ridership, individual requests, staff recommendations, and vendor preference.

## 6) Vehicle assignments for each mode

All buses have the same level of amenities (i.e., air conditioning, Wheelchair lift) available to riders. Buses are not assigned for specific routes.

# **Board Approval for the Title VI Plan**

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**City Council approval for the 2024 Title VI Plan was submitted for approval on January 6, 2025.**

**post council meeting minutes here for passage of Title VI**

## APPENDIX A Bisbee Bus Title VI Plan

**SERVICE STANDARDS (REQUIREMENT FOR ALL FIXED ROUTE TRANSIT PROVIDERS)** Background FTA requires all fixed route transit providers of public transportation to develop quantitative standards for the following indicators. Individual public transportation providers will set these standards; therefore, these standards are developed by the City of Bisbee for its Bisbee Bus public transit program. FTA does not require that small systems include a Demographic Profile, a Requirement to Monitor Transit Service, or a Service and Fare Equity Analysis.

The following service standards are defined as:

- **Vehicle load:** Generally expressed as the ratio of passengers to the number of seats on a vehicle, relative to the vehicle's maximum load point. For example, on an 18 seat bus, a vehicle load of 1.1 means all seats are filled and there are approximately 2 standees.
- **Vehicle headway:** The amount of time between arrival of a transit vehicle at the same stop. Bisbee Bus operates only one vehicle throughout the service day. Our headway time is the time it takes to complete a full run.
- **On-time performance:** measures runs completed as scheduled.
- **Service availability:** A general measure of the distribution of routes within an agency's service area.

### VEHICLE LOAD – Bisbee Bus

Vehicle Type	Maximum Load Seated	Capacity Standing	Maximum Load Factor
30' Cutaway	18 passengers	2	1.1
30' Cutaway	16 passengers	2	1.1
30' Cutaway	14 passengers	2	1.1

### VEHICLE HEADWAY – Bisbee Bus

Bisbee Bus operates one vehicle on a single route throughout the service day. Weekday service hours are 5:54 A.M. until 6:30 P.M. Saturday Service is from 9:00 A.M. until 4:00 P.M.

Weekday	AM	Mid-day	Evening
	1:50 minutes	1:50 minutes	1:50 minutes
Saturday	AM	Mid-day	Afternoon
	1:50 minutes	1:50 minutes	1:50 minutes

### ON-TIME PERFORMANCE STANDARD – Bisbee Bus

100% of the transit vehicles in operation will complete their established runs no more than 5 minutes early or late in comparison to the established schedule/published timetables. A vehicle is considered on time if it departs a scheduled timepoint no more than 1 minute early and no more than 10 minutes late.

The Bisbee Bus provides deviation services up to ½ mile from the nearest scheduled stop(s). Dispatchers will schedule deviations understanding that the system's performance objective is 90% or greater.

### SERVICE AVAILABILITY STANDARDS – Bisbee Bus

Bisbee Bus operates within the city limits of Bisbee and also serves county residents along a 5.2 mile stretch of highway to the Mexican border and the unincorporated community of Naco Arizona. The single route is 32.6 miles in length. The service route distributes transit service so that 90% of all city residents in the service area are within a ½ mile walk of bus service. Additionally, all riders have access to the deviation service that can go ½ mile beyond the scheduled fixed route service, measured from the nearest published stop. The route provides service to each of Bisbee's neighborhoods as well as the community of Naco.

**VEHICLE ASSIGNMENT - Bisbee Bus**

Bisbee Bus operates one route with one bus completing each run. Buses are assigned based on availability while also utilizing the primary fleet in a rotating schedule so as to allow preventive maintenance and limiting severe service repeatedly to one bus. This policy promotes the best use of fleet resources and provides riders with the highest level of service available. All buses will be equipped with a functional wheelchair lift, air conditioning, a clean interior and exterior, and announced stops at primary destinations.

**TRANSIT AMENITIES: - Bisbee Bus**

Transit amenities are available throughout the single route. Bus shelters, signage, and benches are located at all major destinations and many of the origination stops on the service schedule. Amenities will be located at stops with an above average ridership and maintained through a regular inspection and maintenance process that assures a clean, safe, and accessible bus stop for all riders.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: 1-6-26

Regular    Special

DATE ACTION SUBMITTED: <u>12-23-25</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: <b>DISCUSSION AND POSSIBLE APPROVAL OF CONTRACT ADMINISTRATION MANUAL</b>	

**FROM:**        **Melanie Greene, Interim Transit Manager, SEAGO**

**RECOMMENDATION:**        **Approve the Contract Administration Manual**

**PROPOSED MOTION:**        **I move to approve the Contract Administration Manual**

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**DISCUSSION:** The City of Bisbee, as a recipient of Federal funds, and in particular, as a recipient of FTA funding must comply with federal and state regulations in order to become and remain in compliance with federal and state laws. Federal regulations require that transit agencies have protocols for managing third party contracts when those contracts are supported by federal funds. The proposed Contract Administration Manual will help ensure that the City remains in compliance with federal and state requirements.

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**FISCAL IMPACT:**        **0**

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

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

Prepared by: Melanie Greene  
**Melanie Greene, Interim  
Transit Manager**

Reviewed by: Ashlee Coronado  
**Ashlee Coronado, Interim City  
Manager**

# City of Bisbee Contract Administration Manual

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## 1. Purpose

This manual establishes procedures for contract administration to ensure that vendors and contractors comply with the terms, conditions, and specifications of their contracts or purchase orders. These procedures are designed to meet the requirements of FTA Circular 4220.1G and 2 CFR Part 200.

## 2. Responsibilities

- **Contract Administrator:** Assigned by the Procurement Officer, responsible for day-to-day oversight of contract performance.
- **Project Manager:** Ensures technical compliance with specifications and deliverables.
- **Procurement Officer:** Ensures all federal clauses are included and monitors compliance with procurement regulations.

## 3. Pre-Award Activities

- Verification of contractor capacity to perform.
- Conduct pre-award audits for high-risk or high-value contracts.
- Review contract documents to ensure inclusion of all required federal clauses and performance standards.

## 4. Post-Award Monitoring

- Conduct kickoff meetings to review contract terms and expectations.
- Monitor performance through site visits, deliverable reviews, and documentation.
- Maintain a contract file with all relevant records.
- Use a contract administration log to track key dates and actions.

## 5. Compliance Verification

- Ensure compliance with federal clauses such as Davis-Bacon Act, Buy America, DBE participation, and Debarment and Suspension.
- Require submission of certified payrolls, DBE reports, and progress reports.
- Verify insurance and bonding requirements are maintained.

## 6. Change Management

- Document all change orders in writing with justification and cost analysis.
- Obtain approval from the Procurement Officer.
- Re-compete or re-negotiate contracts for cardinal changes.

## 7. Payment and Closeout

- Review invoices to ensure alignment with deliverables and contract terms.
- Conduct final inspections to verify completion.
- Confirm all federal reporting and audit requirements are met.
- Document lessons learned and close out contract files.

## 8. Record Retention

All contract-related records must be retained for a minimum of three years after final payment or longer if required by federal or state law.

## 9. Sample Contract Monitoring Checklist

<b>Contract Number</b>	<b>Contract or Name</b>	<b>Deliverables</b>	<b>Deadlines</b>	<b>Site Visits</b>	<b>Documentation Received</b>	<b>Federal Clause Compliance</b>	<b>Notes</b>
2023-001	ABC Construction	Monthly Progress Reports	End of each month	2 site visits completed	Payrolls, DBE reports	Compliance	No issues reported

# Oversight Checklist for Third-Party Operations Contractor 5311 Rural Transit Provider

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## 1. Contract Compliance

- Include all required FTA clauses per Circular 4220.1G and Master Agreement:
- No Federal Government Obligation to Third Parties
- Program Fraud and False Statements
- Access to Records and Sites
- Federal Changes
- Civil Rights (Title VI, ADA, EEO)
- Termination provisions (>\$10,000)
- Debarment and Suspension (>\$25,000)
- Lobbying restrictions (>\$100,000)
- Buy America (>\$150,000 for applicable procurements)
- Drug and Alcohol Testing (49 CFR Part 655)
- Charter and School Bus Service Restrictions
- Review for new federal requirements, certifications, and assurances since contract signing

## 2. Certifications and Assurances

- Contractor acknowledges and complies with FTA Annual Certifications and Assurances:
- Standard Assurances: Legal authority, financial capacity, conflict of interest safeguards
- Civil Rights Compliance: Title VI, ADA, EEO
- Drug-Free Workplace & Drug/Alcohol Testing
- Lobbying Disclosure (if applicable)
- Real Property Use and Disposition

## 3. Operational Oversight

- Safety & Security:
- Compliance with Public Transportation Agency Safety Plan (PTASP)
- Driver qualification and training records
- Drug and Alcohol Testing Program compliance
- Service Delivery:
- Adherence to service standards (on-time performance, route coverage)
- ADA complementary paratransit compliance

- Maintenance:
- Preventive maintenance schedules for vehicles and facilities
- Transit Asset Management (TAM) plan adherence

#### **4. Financial Management**

- Follow 2 CFR Part 200 Uniform Guidance:
- Proper cost allocation and allowability
- Internal controls for fraud prevention
- Documentation for all expenses billed to the grant

#### **5. Reporting & Recordkeeping**

- Access to Records: Maintain and provide access to all operational, financial, and compliance records
- Performance Reports: Monthly/quarterly reporting on ridership, revenue, expenses, and incidents
- Audit Readiness: Compliance with Single Audit Act (if applicable)

#### **6. Civil Rights & DBE**

- Title VI Program implementation
- ADA compliance in vehicles and facilities
- DBE participation and prompt payment to subcontractors

#### **7. Environmental & Other Federal Requirements**

- Energy conservation measures
- Clean Air and Clean Water Act compliance (>\$150,000 contracts)
- Cargo Preference and Fly America (if applicable)

#### **Recommended Oversight Actions**

- Quarterly Compliance Reviews: Document findings and corrective actions
- Annual Audit of Contractor Records
- Site Visits: Vehicle inspections, facility checks, and operational observations
- Training Verification: Ensure staff meet FTA-required training standards



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: January 6<sup>th</sup>, 2026

Regular     Special

**DATE ACTION SUBMITTED:** December 30, 2025

REGULAR                   CONSENT

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

**SUBJECT:** Discussion and possible approval to adopt Resolution R-26-02; Authorizing the Submission of an Application to the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund for Reimbursement of Federal Grant Development costs related to a raise/build Transportation Discretionary Grant Application.

**FROM:** J. Emanuel Stuart, Planner

**RECOMMENDATION:** Approve authorization.

**PROPOSED MOTION:** I move to approve Resolution R-26-02; Authorizing the Submission of an Application to the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund for Reimbursement of Federal Grant Development costs related to a raise / build Transportation Discretionary Grant Application.

**DISCUSSION:**

This Resolution authorizes the City to apply for the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund to reimburse a portion of the costs associated with preparing a Federal Discretionary Transportation Grant Application for street projects. Submission is required to retain eligibility for the AZ SMART Fund. Approval of this resolution allows the City to request reimbursement of up to fifty percent (50%) of eligible grant development costs. The total cost to develop and submit the federal grant application is \$6,400. The Fund would reimburse \$3,200. Failure to apply results in loss of previously awarded funds.

**FISCAL IMPACT:** \$3,200.00

**DEPARTMENT LINE-ITEM ACCOUNT:** 11-40-2251

**BALANCE IN LINE ITEM IF APPROVED:** 4,046, \$4,046.800.00

**Prepared by:** J. Emanuel Stuart  
J. Emanuel Stuart,  
City Planner

**Reviewed by:** Ashlee Coronado, for  
Ashlee Coronado,  
Interim City Manager

**RESOLUTION R-26-02**

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF BISBEE, ARIZONA, AUTHORIZING THE SUBMISSION OF AN APPLICATION TO THE ARIZONA STATE MATCH ADVANTAGE FOR RURAL TRANSPORTATION (AZ SMART) FUND FOR REIMBURSEMENT OF FEDERAL GRANT DEVELOPMENT COSTS RELATED TO A RAISE / BUILD TRANSPORTATION DISCRETIONARY GRANT APPLICATION

WHEREAS,

The City of Bisbee ("City") is a rural Arizona municipality eligible to participate in the Arizona State Match Advantage for Rural Transportation ("AZ SMART") Fund administered by the Arizona Department of Transportation (ADOT); and

WHEREAS,

The AZ SMART Fund is designed to assist eligible rural communities with costs associated with preparing and submitting competitive federal transportation discretionary grant applications, including but not limited to the U.S. Department of Transportation's Rebuilding American Infrastructure with Sustainability and Equity (RAISE) / Better Utilizing Investments to Leverage Development (BUILD) Transportation Discretionary Grants Program; and

WHEREAS,

The City intends to submit an application for federal discretionary transportation funding to support the planning, design, or construction of a transportation infrastructure project that advances safety, state of good repair, economic vitality, and long-term community resilience; and

WHEREAS,

The City has estimated the total cost of developing and submitting the federal RAISE/BUILD grant application to be Six Thousand Four Hundred Dollars (\$6,400), inclusive of eligible professional services and administrative costs; and

WHEREAS,

Pursuant to AZ SMART Program Guidelines, eligible rural municipalities may request reimbursement of up to fifty percent (50%) of the total eligible costs associated with federal grant development; and

WHEREAS,

The City seeks to request Three Thousand Two Hundred Dollars (\$3,200) from the AZ SMART Fund, representing fifty percent (50%) of the total estimated grant development cost, with the remaining fifty percent (50%) to be provided by the City through local funds or in-kind resources; and

WHEREAS,

Submission of an AZ SMART Fund application requires formal authorization by the City Council and confirmation of the City's commitment to comply with all applicable program requirements, guidelines, and reporting obligations;

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF BISBEE, ARIZONA, AS FOLLOWS:

Authorization to Apply.

The City Council hereby authorizes the submission of an application to the Arizona State Match Advantage for Rural Transportation (AZ SMART) Fund requesting \$3,200 for reimbursement of eligible costs associated with developing and submitting a federal RAISE/BUILD Transportation Discretionary Grant application.

Project Purpose.

The requested AZ SMART funds shall be used solely for eligible federal grant development activities, including professional services, technical analysis, and application preparation necessary to pursue federal discretionary transportation funding.

Local Match Commitment.

The City Council affirms that the City will provide the required local share of \$3,200, representing fifty percent (50%) of the total grant development cost, through cash, in-kind services, or other eligible local resources.

Designation of Authorized Official.

The City Manager, Mayor, or their designee is hereby authorized to execute and submit all applications, certifications, agreements, and related documents necessary to complete the AZ SMART Fund application and, if awarded, to administer the grant in accordance with state and federal requirements.

Compliance.

The City agrees to comply with all applicable AZ SMART Fund Program Guidelines, ADOT requirements, and state and federal regulations governing the use of awarded funds.

PASSED AND ADOPTED by the City Council of the City of Bisbee, Arizona, this 6th day of January, 2026.

CITY OF BISBEE, ARIZONA

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Ken Budge, Mayor

**ATTEST:**

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Ashlee Coronado, City Clerk

**APPROVED AS TO FORM:**

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Joseph D. Estes, City Attorney

Pierce Coleman, PLLC

## IX.OFFER AND ACCEPTANCE

This Offer must be completed, signed by the Authorized Representative and submitted with the Application. Applications that do not include this completed and signed Offer are not Administratively Complete and will not be further reviewed or processed.

### A. Offer - To the State of Arizona:

The Undersigned hereby offers and agrees to furnish the material, service or construction in compliance with all terms, conditions, specifications and amendments in the RFGAA and any written exceptions included with the Application and which are accepted by ADOT.

1. Arizona Transaction (Sales) Privilege Tax License No.: **GOVERNMENT ENTITY**
2. Federal Employer Identification No. **86-6000235**
3. Entity: **City of Bisbee**
4. Address: **76 Erie Street**
5. City, State and Zip: **BISBEE, AZ 85603**
6. For clarification(s) of this Offer, contact the Authorized Representative listed in the Application.

### B. Certification – By written or electronic signature on this Offer, the Authorized Representative certifies:

1. I am the Authorized Representative identified in the Application.
2. I have read and understand this RFGAA and the Questions and Answers page on the [AZ SMART website](#).
3. Under penalty of perjury, the information contained herein and attached hereto is true and correct according to the best of my knowledge and belief after a reasonable investigation of the facts.
4. Submission of the Offer did not involve collusion or other anti-competitive practices.
5. The Applicant shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, State Executive Order 99-4 or A.R.S. §§ 41-1461 through 1465.
6. The Applicant has not given, offered to give, nor intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the Offer. Signing the Offer with a false statement shall void the Offer, any resulting contract and may be subject to legal remedies provided by law.

**Written or electronic signature of authorized Representative:**

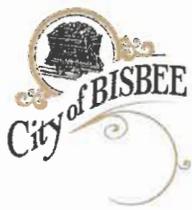
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**C. Acceptance – The Offer is hereby accepted.**

1. State Transportation Board award:
  - a. Date of Award:
  - b. Eligible Use(s) awarded:
  - c. Amount awarded for each Eligible Use:
2. The Applicant is now bound to provide the material, service, or construction listed in the RFGAA, including all terms, conditions, specifications, amendments, etc., and the Contractor's application as approved by the State Transportation Board.
3. This contract shall henceforth be referred to as Contract No. \_\_\_\_\_.
4. The Applicant has been cautioned not to commence any billable work or to provide any material or service under this contract until Applicant receives purchase order, contact release document or written notice to proceed.
5. **Electronic signature of person authorized to accept offer:**

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**State of Arizona**



REQUEST FOR MAYOR & COUNCIL ACTION  
Session of: January 6, 2025

Regular     Special

DATE ACTION SUBMITTED: December 29, 2025

REGULAR                   CONSENT

TYPE OF ACTION:  
RESOLUTION                   ORDINANCE                   FORMAL ACTION                   OTHER

SUBJECT: POSSIBLE APPROVAL OF A MOTION TO GO INTO EXECUTIVE SESSION FOR THE FOLLOWING MATTER:  
                  1. An executive session pursuant to A.R.S. § 38-431.03(A)(3) for discussion or consultation for legal advice with the City Attorney related to the City Manager recruitment.

FROM: Ken Budge, Mayor

RECOMMENDATION: Approve Motion

PROPOSED MOTION: I move that we enter into executive session per ARS § 38-431.03(A)(3).

DISCUSSION:

A public body may go into Executive Session for the following reasons:

- Per ARS § 38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body.

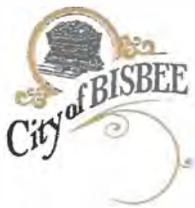
FISCAL IMPACT:

DEPARTMENT LINE-ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado, for  
Ashlee Coronado  
Interim City Manager

Reviewed by: Ashlee Coronado, for  
Ashlee Coronado  
Interim City Manager



**REQUEST FOR MAYOR & COUNCIL ACTION**

**Session of: January 6, 2025**

Regular    Special

**DATE ACTION SUBMITTED:**    December 29, 2025

**REGULAR**                          **CONSENT**   

**TYPE OF ACTION:**

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

**SUBJECT:**    **Discussion and Possible Selection of a firm for City Manager Recruitment Services.**

**FROM:**            **Ken Budge, Mayor**

**RECOMMENDATION:**            **TBD**

**PROPOSED MOTION:**            **I move to approve \_\_\_\_\_ for City Manager Recruitment Services.**

**DISCUSSION:**

Mayor and Council will discuss and select a company to move into negotiations with for the City Manager Recruitment Services.

**FISCAL IMPACT:**

**DEPARTMENT LINE-ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

**Prepared by:**    Ashlee Coronado  
Ashlee Coronado  
Interim City Manager

**Reviewed by:**    Ashlee Coronado  
Ashlee Coronado  
Interim City Manager