

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 20, 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 Lori Reynolds, 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, January 6, 2026.

Ashlee Coronado, City Clerk

- B. Approval of the Minutes of the Work Session of Mayor and Council held on Tuesday, January 6, 2026.

Ashlee Coronado, City Clerk

- C. Approval of the Minutes of the Special Session of Mayor and Council held on Tuesday, January 13, 2026.

Ashlee Coronado, City Clerk

- D. Approval of the Reappointment of Amparo Gonzalez to the Airport Advisory Commission.

Ashlee Coronado, City Clerk

- E. Approval of a Park, Facility and Right-of-Way Use Permit for the use of City Park for the Bisbee Anti-Folk Fest to be held Friday, March 27, 2026, through Saturday, March 28, 2026, from 12:00pm (Noon) to 11:59pm each day, Sarah Neubaum, Applicant.

Ashlee Coronado, City Clerk

- F. Approval of a Park, Facility and Right-of-Way Use Permit for the use of the City of Bisbee Higgins Hill Park facilities, including the parking spaces and restroom/shower facilities for the Desert Adventure Rally to be held Tuesday, April 7, 2026, through Sunday, April 12, 2026, Eva Rupert, Applicant.

Ashlee Coronado, City Clerk

- G. Approval of a Park, Facility and Right-of-Way Use Permit for the use of Vista Park for Night of Miracles/National Night Out on Wednesday, April 22, 2026, from 6:00pm to 9:00pm, Alma Hickman, Applicant; with a request to waive fees.

- H. Approval of a Special Event Liquor License Application submitted by the Friends of the Bisbee Animal Shelter for a Valentine’s Day Party to be held at Standard Waffle located at 2-4 Shearer Ave, Bisbee, AZ. on Saturday, February 14, 2026, from 5:00pm to 8:30pm; Kelly Galligan, Applicant.

Ashlee Coronado, City Clerk

OLD BUSINESS

- 3. Discussion and Possible Approval of Ordinance O-26-02; Amending the City Code of the City of Bisbee, Chapter 3.5 Procurement.

Melanie Greene, Interim Transit Manager

NEW BUSINESS

- 4. Discussion and Possible Approval of Ordinance O-26-03; Authorizing the Sale and Transfer of certain surplus city property being an unaddressed parcel located adjacent to APN 101-12-082H.

Emanuel Stuart, City Planner

- 5. Discussion and Possible Approval of the contract amendment #2 of Professional Services Agreement with Westland Engineering & Environmental Services.

Matthew Gurney, Public Works Director

6. Discussion and Possible Approval of a Contract with ClearSpan for the Purchase and Installation of a Pre-Engineered Metal Building Package for the City of Bisbee Sanitation/Recycling Department under Sourcewell Cooperative Purchasing Contract #071223-CSS, in the amount of \$176,976.54.
Matthew Gurney, Public Works Director
7. Discussion and Possible Approval to have RH Borden complete an Acoustic Assessment of the remaining sewer line pipes utilizing SL-RAT.
Matthew Gurney, Public Works Director
8. Discussion and Possible Approval for the Bisbee Arts Commission to pay Luke Oldfield in the amount of \$100.00 for the delivery and operation of support structure for the kids New Year's Eve ball drop.
Karen Schumacher, Bisbee Arts Commission Liaison
9. Discussion and Possible Approval for the Bisbee Arts Commission to pay Rene Johnson in the amount of \$250.00 for the subwoofer and wash lights delivery and rental for the Flam Chen NYE Performance.
Karen Schumacher, Bisbee Arts Commission Liaison
10. Discussion and Possible Approval of a recommendation from the Bisbee Arts Commission to fund a grant application for Bruce Syrett in the amount of \$500.00 from the Bisbee Arts Commission Fund.
Karen Schumacher, Bisbee Arts Commission Liaison
11. Discussion and Possible Direction related to a Destination Marketing Organization Contract with Bisbee Forward and Possible Approval of a Notice of Solicitation for a Destination Marketing Organization.
Ken Budge, Mayor
12. Discussion and possible Direction related to the acquisition of the Fair Building.
Ken Budge, Mayor
13. 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.):

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.

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Report Criteria:

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

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
GENERAL FUND							
10-1020100 GASOLINE INVENTORY							
3551	SENERGY PETROLEUM	415340863	UNLEADED FUEL	12/18/2025	4,120.14	.00	
3551	SENERGY PETROLEUM	415366460	UNLEADED FUEL	01/08/2026	5,387.55	.00	
10-1020200 DIESEL INVENTORY							
3551	SENERGY PETROLEUM	415340863	DIESEL FUEL	12/18/2025	3,692.08	.00	
10-2020802 DEFERRED COMPENSATION PAYABLE							
1623	NATIONWIDE RETIREMENT SO	26-0103	EE & ER FIRE PPE 01-03-2026	01/08/2026	3,834.48	3,834.48	01/08/2026
1623	NATIONWIDE RETIREMENT SO	26-0103	EE & ER COB PPE 01-03-2026	01/08/2026	5,410.43	5,410.43	01/08/2026
1623	NATIONWIDE RETIREMENT SO	26-0103	Ruiz, Gabriel PPE 01-03-2026	01/08/2026	440.33	440.33	01/08/2026
10-2020818 UNION DUES PAYABLE							
3677	AZ COPS	PPE 01-03-202	Police union dues for PPE 01/03/2	01/05/2026	175.00	175.00	01/12/2026
1147	BISBEE FIREFIGHTERS LOCAL	PPE 01-03-202	Fire Union Dues for PPE 01/03/20	01/05/2026	495.00	495.00	01/08/2026
10-2021006 PREPAID LEGAL SVCS PAYABLE							
5909	LEGAL SHIELD	LEGAL-CITY-J	LegalShield Premiums City Janua	01/06/2026	410.75	410.75	01/12/2026
10-2021500 ST COMPENSATION FUND PAYABLE							
5327	AZ MUNICIPAL RISK RETENTIO	ACCT 4000057	WC Oct-Dec 4th Qtr Premium	01/08/2026	55,893.56	55,893.56	01/12/2026
10-2024000 PAYROLL GARNISHMENTS PAYABLE							
3271	SUPPORT PAYMENT CLEARING	26-0103	Child Support Payments for PPE	01/05/2026	687.50	687.50	01/08/2026
10-34-40066 AMBULANCE FEES							
7100	MARS REFUND ACCOUNT	2026.01.13	PATIENT REFUNDS/INSURANC	01/13/2026	25.00	.00	
Total :					80,571.82	67,347.05	
FINANCE DEPARTMENT							
10-52-34000 CONTRACT SERVICES							
1181	PEREGRINE CORP.	0075800	CITY OF BISBEE CARD BILLS 0	01/07/2026	1,375.12	.00	
Total FINANCE DEPARTMENT:					1,375.12	.00	
CITY CLERK							
10-53-13100 BUSINESS TRAVEL							
6943	CORPORATE PAYMENT SYSTE	25-1211	HYATT REGENCY PHOENIX AC	12/11/2025	154.75	154.75	01/08/2026
10-53-42040 ADVERTISING							
1153	BISBEE OBSERVER	11379	LETTERS OF INTEREST-WARD I	12/29/2025	181.64	.00	
1153	BISBEE OBSERVER	11382	ORDINANCE O-25-08: 12/25/202	12/29/2025	129.20	.00	
1153	BISBEE OBSERVER	11383-25	PUBLIC AUCTION 1/1/2026-JAN	12/29/2025	14.08	.00	
Total CITY CLERK:					479.67	154.75	
COMMUNITY DEVELOPMENT							
10-54-22000 WATER - SHELTER							
1106	ARIZONA WATER COMPANY	03117020951-1	Tovreaville/Pound - #0311702095	12/30/2026	82.34	82.34	01/05/2026
10-54-22550 SEWER & GARBAGE - SHELTER							
1225	BISBEE PUBLIC WORKS	88	TOVREAVILLE RD-ANIMAL SHE	01/01/2026	64.97	64.97	01/12/2026
10-54-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON HATS	12/11/2025	54.79	54.79	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMPS FOR COMMUNITY DEV	12/11/2025	69.19	69.19	01/08/2026
10-54-46542 ANIMAL SHELTER EXPENSES							
3163	AZ STATE PRISON CMLPX-DOU	D08152220280	AS-LABOR	01/07/2026	30.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08152220280	AS-MILEAGE	01/06/2026	68.35	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08161320251	AS-LABOR	12/23/2025	20.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08161320251	AS-MILEAGE	12/24/2025	31.05	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6544	FRIENDS OF BISBEE ANIMAL S	26-0112	1ST QTR 2026 Payment	01/12/2026	22,750.00	22,750.00	01/12/2026
Total COMMUNITY DEVELOPMENT:					23,170.69	23,021.29	
ADMINISTRATION & GENERAL GOV'T							
10-55-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	0565682960-1	118 Arizona St. - #0566117970	12/22/2025	1,052.74	1,052.74	01/05/2026
10-55-22000 WATER							
1106	ARIZONA WATER COMPANY	03117020303-1	Juvenile Detent Home- Chambers	12/30/2026	213.33	213.33	01/05/2026
10-55-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	TOVREAVILLE RD-CHAMBERS	01/01/2026	46.32	46.32	01/12/2026
1225	BISBEE PUBLIC WORKS	88	118 ARIZONA ST-CITY HALL	01/01/2026	424.24	424.24	01/12/2026
10-55-24000 PHONES							
1791	CENTURY LINK QCC	764514309	Voice Services/#87936985 Dece	12/12/2025	.00	.00	
1791	CENTURY LINK QCC	764819522	Long Distant / #72745186 Decem	12/24/2025	10.49	10.49	01/05/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	BROADVOICE PHONES CITY H	12/11/2025	709.78	709.78	01/08/2026
10-55-24110 RENT/LEASE							
1629	FREEPORT MINERALS CORPO	C-508-2026	2026 ANNUAL RENT/RELAY STA	01/01/2026	10.00	.00	
1629	FREEPORT MINERALS CORPO	C-524-2026	2026 ANNUAL RENT/LOWELL P	01/01/2026	120.00	.00	
10-55-34000 CONTRACT SERVICES							
2176	KONICA MINOLTA BUSINESS S	506048779	DECEMBER COPY CHARGES 1	12/31/2025	229.46	.00	
10-55-41500 OFFICE SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON WIRELESS DOORBEL	12/11/2025	27.39	27.39	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON PVC CARDS FOR ID'S	12/11/2025	230.03	230.03	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON END TAB FASTENERS	12/11/2025	27.33	27.33	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON PAPER CUTTER, PEN	12/11/2025	129.83	129.83	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON DTAE STAMP FOR FIN	12/11/2025	40.50	40.50	01/08/2026
6340	ODP BUSINESS SOLUTIONS, LL	451655942001	JOURNAL ELASTIC MED BLK	12/11/2025	17.53	.00	
6340	ODP BUSINESS SOLUTIONS, LL	451656291001	BOOK TEL-ADD BLK	12/11/2025	11.90	.00	
6340	ODP BUSINESS SOLUTIONS, LL	451656292001	PLANNER RY26, PAD PERF 8.2x	12/11/2025	37.43	.00	
6340	ODP BUSINESS SOLUTIONS, LL	451656293001	STERILITE 3 DR ORGANIZER	12/11/2025	16.10	.00	
6340	ODP BUSINESS SOLUTIONS, LL	451656294001	ERGOSOFT WRIST REST FOR	12/12/2025	15.55	.00	
6340	ODP BUSINESS SOLUTIONS, LL	451656295001	PADLEGAL 8.5x11	12/10/2025	8.00	.00	
6340	ODP BUSINESS SOLUTIONS, LL	452684508001	CLR FILE FLDRS, VNLLA-ITALIA	12/29/2025	101.29	.00	
6340	ODP BUSINESS SOLUTIONS, LL	452684787001	CONDIMENT ORGANIZER BLK	12/29/2025	23.31	.00	
10-55-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMPS.COM	12/11/2025	250.00	250.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMPS.COM	12/11/2025	250.00	250.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMPS.COM	12/11/2025	250.00	250.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMPS.COM MONTHLY FEE	12/11/2025	33.97	33.97	01/08/2026
10-55-46000 OPERATIONAL EXPENSES							
1434	ALL THE KINGS FLAGS	50223-4	FLAGS US 10x15-2, POW 3x5-1	01/12/2026	646.93	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	ZOOM	12/11/2025	111.96	111.96	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON RETURN OF MEMBER	12/11/2025	24.49-	24.49-	01/08/2026
Total ADMINISTRATION & GENERAL GOV'T:					5,020.92	3,783.42	
PERSONNEL							
10-56-12500 RECRUITMENT/EMPLOYEE TESTING							
6943	CORPORATE PAYMENT SYSTE	25-1211	POSTERMYWALL SUBSCRIPTI	12/11/2025	10.91	10.91	01/08/2026
10-56-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	WICKED LIMITZ	12/11/2025	54.47	54.47	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	WICKED LIMITZ	12/11/2025	32.42	32.42	01/08/2026
Total PERSONNEL:					97.80	97.80	
LEGAL SERVICES							

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
10-57-34000 CONTRACT SERVICES							
6849	PIERCE COLEMAN PLLC	32125	GENERAL LEAGL SERVICES - D	01/06/2026	10,752.00	.00	
6849	PIERCE COLEMAN PLLC	32126	NOLAN GOUGET	01/06/2026	72.00	.00	
Total LEGAL SERVICES:					10,824.00	.00	
WATER SYSTEMS							
10-58-34000 CONTRACT SERVICES							
1137	GEN-TECH	02-153538-1	ANNUAL SERVICE-831 TOMBST	12/19/2025	1,530.83	.00	
1137	GEN-TECH	02-153900-1	ANNUAL SERVICE--TIN TOWN P	12/23/2025	1,529.60	.00	
1137	GEN-TECH	02-153915-1	ANNUAL SERVICE-MULE GULC	12/23/2025	1,695.87	.00	
Total WATER SYSTEMS:					4,756.30	.00	
INFORMATION SYSTEMS							
10-59-24001 INTERNET ACCESS							
4059	SPARKLIGHT	25-1223/NCH	Internet Svc-City Hall/118 Arizona	12/23/2025	466.00	466.00	01/05/2026
Total INFORMATION SYSTEMS:					466.00	466.00	
POLICE DEPARTMENT							
10-62-11700 WORKERS COMPENSATION							
5327	AZ MUNICIPAL RISK RETENTIO	ACCT 4000057	WC Oct-Dec 4th Qtr Police Volunt	01/08/2026	1,514.70	1,514.70	01/12/2026
10-62-12300 UNIFORMS & CLOTHING							
6943	CORPORATE PAYMENT SYSTE	25-1211	UNIFORM ALLOW-NORIEGA	12/11/2025	72.93	72.93	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	UNIFORM ALLOW-MENDOZA	12/11/2025	24.65	24.65	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	UNIFORM ALLOW-VALENZUELA	12/11/2025	27.48	27.48	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	UNIFORM ALLOW-RITCHIE	12/11/2025	21.91	21.91	01/08/2026
10-62-12500 RECRUITMENT/EMPLOYEE TESTING							
6943	CORPORATE PAYMENT SYSTE	25-1211	BACKGROUND CHECKS	12/11/2025	83.04	83.04	01/08/2026
10-62-13100 BUSINESS TRAVEL							
6943	CORPORATE PAYMENT SYSTE	25-1211	LDG-NORIEGA GEN INSTRCTR	12/11/2025	615.96	615.96	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-NORIEGA GEN INSTRC	12/11/2025	27.76	27.76	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	27.15	27.15	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-NORIEGA GEN INSTRC	12/11/2025	11.49	11.49	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	LDG-VILLA GEN INSTRCTR SCH	12/11/2025	638.79	638.79	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	11.40	11.40	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	FUEL-VILLA GEN INSTRCTR SC	12/11/2025	49.01	49.01	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	35.08	35.08	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	LDG-NORIEGA GEN INSTRCTR	12/11/2025	41.05-	41.05-	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-NORIEGA GEN INSTRC	12/11/2025	7.54	7.54	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-NORIEGA GEN INSTRC	12/11/2025	21.23	21.23	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	13.80	13.80	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	11.28	11.28	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	17.71	17.71	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-VILLA GEN INSTRCTR S	12/11/2025	32.34	32.34	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	FUEL-NORIEGA GEN INSTRCTR	12/11/2025	30.00	30.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MEALS-NORIEGA GEN INSTRC	12/11/2025	8.06	8.06	01/08/2026
10-62-13500 SUBSCRIPTIONS & MEMBERSHIPS							
6943	CORPORATE PAYMENT SYSTE	25-1211	KORA NNDDA MMBRSH DUES	12/11/2025	55.00	55.00	01/08/2026
10-62-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	35 HWY 92-POLICE	01/01/2026	160.75	160.75	01/12/2026
10-62-23000 GAS - UTILITY							
1751	SOUTHWEST GAS CORPORATI	910001417369	1 W. HWY 92 - Police #91000141	12/30/2025	268.21	268.21	01/05/2026
10-62-24000 PHONES							
6943	CORPORATE PAYMENT SYSTE	25-1211	TELEPHONE CHRGS	12/11/2025	807.50	807.50	01/08/2026
10-62-34000 CONTRACT SERVICES							
6172	MMPC	178966	POLICE-PEST CONTROL JAN'26	01/06/2026	50.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1499	RICOH USA, INC	5072575271	EQUIP CNTRCT-2 COPIERS JAN	01/01/2026	99.40	.00	
10-62-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08186120260	PD-LABOR	01/07/2026	20.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08186120260	PD-MILEAGE	01/06/2026	33.50	.00	
10-62-41500 OFFICE SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	25-1211	CITY MGR APPRECIATION GIFT	12/11/2025	89.23	89.23	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	COPY PAPER	12/11/2025	46.65	46.65	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	OFFICE SUPPLIES	12/11/2025	29.63	29.63	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	OFFICE SUPPLIES	12/11/2025	15.32	15.32	01/08/2026
10-62-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	25-1211	STAMP MCHN SRV CHRГ	12/11/2025	23.01	23.01	01/08/2026
10-62-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	EL DORADO SUITES HOTEL EX	12/11/2025	802.49	802.49	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	HOME DEPOT CAT5 CABLE FO	12/11/2025	262.74	262.74	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TV FOR SECURITY CAMERAS	12/11/2025	267.96	267.96	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TV MOUNT-SECURITY CAMERA	12/11/2025	24.84	24.84	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	KORA SUPPLIES	12/11/2025	46.14	46.14	01/08/2026
10-62-46623 CITY AUCTION EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	TITLES FOR AUCTION VEHICLE	12/11/2025	120.00	120.00	01/08/2026
10-62-46624 MOVING, TOWING, STORAGE EXP							
7000	BARNETT'S TOWING, LLC	503532	TOWING SERVICES/B26-0193	01/09/2026	236.25	.00	
1636	COCHISE AUTO SERVICE	702	TOWING SERVICES/B25-8761	12/24/2025	182.50	.00	
10-62-61000 VEHICLE PARTS & LABOR							
6536	BISBEE NAPA AUTO PARTS	387350	AUTO PARTS-9389	01/06/2026	416.47	.00	
1393	SIERRA VISTA GLASS INC	124476	BACK WINDOW-3804	12/08/2025	455.03	455.03	01/07/2026
10-62-62003 GASOLINE							
6943	CORPORATE PAYMENT SYSTE	25-1211	FUEL-KORA CERTIFICATION TR	12/11/2025	34.93	34.93	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	FUEL-4517 B22-FLANAGAN	12/11/2025	26.97	26.97	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	FUEL-BENSON DUI-NASH	12/11/2025	54.20	54.20	01/08/2026
Total POLICE DEPARTMENT:					7,890.98	6,852.86	
FIRE DEPARTMENT							
10-64-12300 UNIFORMS & CLOTHING							
6479	FX TACTICAL	I1-10048936	UNIFORM ALLOWANCE-SERGI	12/16/2025	233.04	.00	
6479	FX TACTICAL	I1-10048937	UNIFOMR ALLOWANCE NICK D	12/16/2025	79.25	.00	
2204	SIEGEL'S UNIFORMS	623731-1	UNIFOMR ALLOWANCE FOR NI	12/17/2025	575.00	.00	
10-64-13400 EDUCATION & TRAINING							
5099	WHETSTONE FIRE DISTRICT	08092188	FIRE ACADEMY 2026 TUITION F	01/05/2026	1,400.00	.00	
10-64-22000 WATER							
1106	ARIZONA WATER COMPANY	03102028351-	Bisbee Fire Station 2 - #031-02-0	01/07/2026	46.59	46.59	01/12/2026
1106	ARIZONA WATER COMPANY	03117013803-1	192 HWY 92/Fire #1 - #03117013	12/30/2025	63.52	63.52	01/05/2026
10-64-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	645 TOMBSTONE CYN-STATION	01/01/2026	122.03	122.03	01/12/2026
1225	BISBEE PUBLIC WORKS	88	192 HWY 92-FIRE STATION #1	01/01/2026	122.03	122.03	01/12/2026
10-64-23000 GAS - UTILITY							
1751	SOUTHWEST GAS CORPORATI	910001898098	192 Highway 92 - Fire #9100018	12/30/2025	165.67	165.67	01/05/2026
10-64-34000 CONTRACT SERVICES							
6172	MMPC	177871	PEST CONTROL-STATION 82-D	12/11/2025	50.00	.00	
6172	MMPC	178834	PEST CONTROL-STATION 82-JA	01/05/2026	50.00	.00	
6172	MMPC	178918	PEST CONTROL-STATION 81-JA	01/06/2026	50.00	.00	
5710	XEROX CORPORATION	024884884	DECEMBER MONTHLY BILL	01/01/2026	111.50	.00	
10-64-34010 AMBULANCE BILLING SERVICES							
7071	AMB	0121213-IN	DECEMBER COMMISSION	12/31/2025	1,548.51	.00	
10-64-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	44711	BRASS HOSE Y, GROUND CON	12/15/2025	76.34	.00	
1659	ACE HARDWARE	44741	REPLACEMENT CARAFE 12 CU	12/23/2025	16.76	.00	
1659	ACE HARDWARE	44770	HNG CONCL FRMLS 2 PACK	12/30/2025	12.10	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1659	ACE HARDWARE	44793	LIGHT SPACKLING, 1 GAL INTE	01/07/2026	72.63	.00	
1659	ACE HARDWARE	44811	LITHIUM BATTERIES 2032 6 PA	01/10/2026	13.96	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	SHIFT CALENDARS FOR DEPT	12/11/2025	379.48	379.48	01/08/2026
2204	SIEGEL'S UNIFORMS	623537-1	UNIFORM PATCHES x100	12/16/2025	450.00	.00	
10-64-46641 MEDICAL SUPPLIES							
1321	BOUND TREE MEDICAL, LLC	86007441	MEDICAL SUPPLIES	11/26/2025	552.45	.00	
1321	BOUND TREE MEDICAL, LLC	86007442	MEDICAL SUPPLIES	11/26/2025	341.29	.00	
1321	BOUND TREE MEDICAL, LLC	86018842	MEDICAL SUPPLIES	12/08/2025	2,112.88	.00	
1321	BOUND TREE MEDICAL, LLC	86018843	MEDICAL SUPPLIES	12/08/2025	13.52	.00	
1321	BOUND TREE MEDICAL, LLC	86038424	MEDICAL SUPPLIES	12/26/2025	1,412.20	.00	
10-64-61000 VEHICLE PARTS & LABOR							
6536	BISBEE NAPA AUTO PARTS	385542	HUB CAP FOR M-82	12/08/2025	115.47	.00	
6536	BISBEE NAPA AUTO PARTS	385769	TRANSMISSION FILTER, LUCAS	12/11/2025	69.82	.00	
6536	BISBEE NAPA AUTO PARTS	386059	ANTIFREEZE	12/16/2025	14.35	.00	
6536	BISBEE NAPA AUTO PARTS	386099	QT 50, 1 PRE MIX OIL	12/16/2025	11.49	.00	
6536	BISBEE NAPA AUTO PARTS	386113	U JOINT	12/16/2025	50.41	.00	
6536	BISBEE NAPA AUTO PARTS	387274	NEW BATTERY (VEHICLE)	01/05/2026	215.58	.00	
1532	CITY OF SIERRA VISTA	5649	REPAIRED LEAKING GOVENOR	12/16/2025	2,420.32	.00	
1854	W R RYAN - FIRESTONE	T35646	TIRE REPAIR	12/24/2025	69.19	.00	
Total FIRE DEPARTMENT:					13,037.38	899.32	
CEMETERY							
10-70-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	DOUGLAS ST-CEMETARY	01/01/2026	64.97	64.97	01/12/2026
10-70-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08520820251	CEMETERY-LABOR	12/23/2025	205.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08520820251	CEMETERY-MILEAGE	12/24/2025	294.13	.00	
10-70-46000 OPERATIONAL EXPENSES							
6754	SITE INDUSTRIES, LLC	INV25523	CEMETERY-ANNUAL LICENSE	01/09/2026	1,070.00	.00	
Total CEMETERY:					1,634.10	64.97	
BUILDING & MAINTENANCE							
10-74-34000 CONTRACT SERVICES							
7060	CINTAS	4253319797	UNIFORMS	12/17/2025	6.40	.00	
7060	CINTAS	4253319797	UNIFORMS	12/17/2025	5.96	.00	
7060	CINTAS	4254013524	UNIFORMS	12/23/2025	5.96	.00	
7060	CINTAS	4254013524	UNIFORMS	12/23/2025	6.40	.00	
7060	CINTAS	4254676925	UNIFORMS	12/30/2025	6.40	.00	
7060	CINTAS	4254676925	UNIFORMS	12/30/2025	5.96	.00	
7060	CINTAS	4255492150	UNIFORMS	01/07/2026	6.40	.00	
7060	CINTAS	4255492150	UNIFORMS	01/07/2026	5.96	.00	
4415	CULLIGAN OF TUCSON	112X61533303	POST OFFICE-5GAL PREM WAT	12/31/2025	43.55	.00	
6172	MMPC	178900	CITY HALL - PEST CONTROL	01/06/2026	110.00	.00	
6172	MMPC	178937	ANIMAL SHELTER - PEST CONT	01/06/2026	50.00	.00	
6172	MMPC	178946	GARAGE-PEST CONTROL	01/06/2026	50.00	.00	
10-74-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08186220260	BM-LABOR	01/07/2026	95.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08196220251	CITY HALL-LABOR	12/23/2025	30.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08196520251	BM-LABOR	12/23/2025	60.00	.00	
10-74-42050 NON CAP ADMIN EQUIP/FURNITURE							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
10-74-45200 SAFETY EQUIP & SUPPLIES							
1199	ULINE	202038006	PIGSKIN LEATHER DRIVER	12/18/2025	624.60	.00	
10-74-45300 CUSTODIAL SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	25-1211	CITY HALL-MOP HEADS, BATHR	12/11/2025	107.16	107.16	01/08/2026
4191	GRAINGER	9757005476	CITY HALL-PAPER TOWEL SHE	12/31/2025	119.00	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	
4191	GRAINGER	9759100796	CITY HALL-PAPER TOWEL ROL	01/05/2026	74.04	.00	
10-74-46000 OPERATIONAL EXPENSES							
6536	BISBEE NAPA AUTO PARTS	386035	BKSTR PK MINIATURES	12/15/2025	5.05	.00	
10-74-50100 BLDG REPAIR & MAINT							
1506	A GOOD PLUMBER	2310	CITY HALL-ALL LABOR, MATERI	10/24/2025	1,486.00	.00	
1659	ACE HARDWARE	44736	LIBRARY-RJ-45 MODULAR PLU	12/22/2025	6.51	.00	
1659	ACE HARDWARE	44769	POST OFFICE-AIR FILTER	12/30/2025	36.97	.00	
1531	AIR FLOW SYSTEMS	2960	BPD-SERVER RM UNIT, CLEAN	11/25/2025	95.00	.00	
2179	ARIZONA ELEVATOR SOLUTION	INV-16679-S1Y	CQL-MAINTENANCE CONTRAC	01/01/2026	124.41	.00	
1862	B&D LUMBER & HARDWARE	220678	CITY HALL-TEST BALL, FLOOR	12/16/2025	71.29	.00	
1862	B&D LUMBER & HARDWARE	220680	CITY HALL-EXCHANGE TEST B	12/16/2025	3.06	.00	
1862	B&D LUMBER & HARDWARE	220877	MUSEUM-FLANGED WAX GASK	12/29/2025	9.67	.00	
1862	B&D LUMBER & HARDWARE	220893	CITY HALL-SOLID FLAT	12/30/2025	16.65	.00	
1862	B&D LUMBER & HARDWARE	221030	MUHEIM HOUSE-ROOF CEEME	01/08/2026	14.62	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	DECORATIVE COLOR CHIPS	12/11/2025	46.02	46.02	01/08/2026
1445	HODGES GLASS COMPANY INC	5571	ANIMAL SHELTER-REPLACE GL	01/06/2026	385.80	.00	
Total BUILDING & MAINTENANCE:					3,751.23	178.23	
PUBLIC WORKS ADMINISTRATION							
10-75-13400 EDUCATION & TRAINING							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-AUDIBLE (NO RECEIP	12/11/2025	16.39	16.39	01/08/2026
10-75-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	404 BISBEE RD-PUBLIC WORK	01/01/2026	98.47	98.47	01/12/2026
10-75-34000 CONTRACT SERVICES							
2176	KONICA MINOLTA BUSINESS S	506048952	MONTHLY INV. FOR MAINTENA	12/31/2025	136.46	.00	
10-75-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	PWA-CO SEASONS 2PPD RB PL	12/11/2025	70.08	70.08	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	MVD-TITLE TRANSFER (2)	12/11/2025	8.00	8.00	01/08/2026
Total PUBLIC WORKS ADMINISTRATION:					329.40	192.94	
GARAGE							
10-77-13400 EDUCATION & TRAINING							
1188	AUTOMOTIVE TRAINING AUTH	166727	TROUBLESHOOTING MOBILE E	08/14/2025	995.00	995.00	01/05/2026
10-77-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	TOVREAVILLE RD-GARAGE	01/01/2026	103.69	103.69	01/12/2026
10-77-23000 GAS - UTILITY							
1751	SOUTHWEST GAS CORPORATI	910002351879	4 Tovreaville Rd. 50% Garage	12/30/2025	157.14	157.14	01/05/2026
10-77-34000 CONTRACT SERVICES							
7060	CINTAS	4253319760	UNIFORMS	12/17/2025	34.46	.00	
7060	CINTAS	4253319844	CLEANING	12/17/2025	12.88	.00	
7060	CINTAS	4254013516	UNIFORMS	12/23/2025	34.46	.00	
7060	CINTAS	4254013525	CLEANING	12/23/2025	12.88	.00	
7060	CINTAS	4254676908	UNIFORMS	12/30/2025	34.46	.00	
7060	CINTAS	4254677012	CLEANING	12/30/2025	12.88	.00	
7060	CINTAS	4255492259	UNIFORMS	01/07/2026	34.46	.00	
7060	CINTAS	4255492293	CLEANING	01/07/2026	12.88	.00	
10-77-34100 DOC WORKERS							
3163	AZ STATE PRISON CMLPX-DOU	D08161320251	GARAGE-LABOR	12/23/2025	20.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08161320251	GARAGE-MILEAGE	12/24/2025	31.05	.00	
10-77-42050 NON CAP ADMIN EQUIP/FURN							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
10-77-45300 CUSTODIAL SUPPLIES							
4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	
10-77-46000 OPERATIONAL EXPENSES							
1862	B&D LUMBER & HARDWARE	220690	RESTROOM SIGN	12/16/2025	6.33	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
6536	BISBEE NAPA AUTO PARTS	386312	CONNECTOR	12/18/2025	6.07	.00	
6536	BISBEE NAPA AUTO PARTS	386320	HEAT HOSE CONNECTOR	12/18/2025	5.45	.00	
6536	BISBEE NAPA AUTO PARTS	387465	PREMTR HYDOIL FL 5G	01/07/2026	60.07	.00	
10-77-62007 OTHER FLUIDS & LUBRICANTS							
6536	BISBEE NAPA AUTO PARTS	386288	EXCHANGE ANTIFRZ-EXT/LIFE	12/18/2025	22.51	.00	
6536	BISBEE NAPA AUTO PARTS	387535	AIR FLOW SENSOR CLNR	01/07/2026	14.79	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	AEROSOL ADHESIVE REMOVE	12/11/2025	93.95	93.95	01/08/2026
Total GARAGE:					1,742.80	1,374.83	
BUILDING INSPECTOR							
10-79-61000 VEHICLE PARTS & LABOR							
6536	BISBEE NAPA AUTO PARTS	387051	OIL FILTER, SPARK PLUG	12/31/2025	56.53	.00	
6536	BISBEE NAPA AUTO PARTS	387505	20IN EXACT FIT BLADE	01/07/2026	26.13	.00	
Total BUILDING INSPECTOR:					82.66	.00	
PARKS							
10-80-22000 WATER							
1106	ARIZONA WATER COMPANY	03102062101-	Garfield Park TC- Parks-#031-02-	01/07/2026	224.83	224.83	01/12/2026
1106	ARIZONA WATER COMPANY	03117017901-1	Tin Town Park/Parks - #03117017	12/30/2026	37.94	37.94	01/05/2026
1106	ARIZONA WATER COMPANY	03117047651-1	Galena/Parks - #03117047651	12/30/2026	37.30	37.30	01/05/2026
10-80-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	1 QUALITY HILL-POOL	01/01/2026	78.67	78.67	01/12/2026
1225	BISBEE PUBLIC WORKS	88	5 COPPER PLAZA-PARK MAIN S	01/01/2026	78.67	78.67	01/12/2026
1225	BISBEE PUBLIC WORKS	88	VISTA PARK	01/01/2026	64.97	64.97	01/12/2026
1225	BISBEE PUBLIC WORKS	88	TOMBSTONE CYN-GARFIELD P	01/01/2026	28.17	28.17	01/12/2026
10-80-34000 CONTRACT SERVICES							
7060	CINTAS	4253319797	UNIFORMS	12/17/2025	6.40	.00	
7060	CINTAS	4253319857	UNIFORMS	12/17/2025	21.84	.00	
7060	CINTAS	4254013519	UNIFORMS	12/23/2025	21.84	.00	
7060	CINTAS	4254013524	UNIFORMS	12/23/2025	6.40	.00	
7060	CINTAS	4254676925	UNIFORMS	12/30/2025	6.40	.00	
7060	CINTAS	4254676957	UNIFORMS	12/30/2025	21.84	.00	
7060	CINTAS	4255492150	UNIFORMS	01/07/2026	6.40	.00	
7060	CINTAS	4255492332	UNIFORMS	01/07/2026	21.84	.00	
1893	LAL ENTERPRISES, INC	67790	WEEKLY SERVICES ADD TO GA	12/31/2025	126.00	.00	
10-80-34100 DOC WORKERS							
3163	AZ STATE PRISON Cmplx-Dou	D08186020260	PK-LABOR	01/07/2026	115.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08186020260	PK-MILEAGE	01/06/2026	215.07	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08196320251	PK-LABOR	12/23/2025	135.00	.00	
3163	AZ STATE PRISON Cmplx-Dou	D08196320251	PK-MILEAGE	12/24/2025	209.71	.00	
10-80-45300 CUSTODIAL SUPPLIES							
4191	GRAINGER	9757972105	TOILET PAPER ROLLS	01/02/2026	148.10	.00	
4191	GRAINGER	9765429197	PAPER TOWEL SHEETS	01/09/2026	60.19	.00	
10-80-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	44542	PADLOCK, WATER TIMER, BATT	11/17/2025	58.66	.00	
1659	ACE HARDWARE	44707	COMPRESSION COUPLER	12/15/2025	8.88	.00	
1659	ACE HARDWARE	44708	POLY, COUPLING COMPRESSI	12/15/2025	17.47	.00	
1659	ACE HARDWARE	44709	COMPOSE STATION-TARP	12/15/2025	11.17	.00	
1659	ACE HARDWARE	44735	RND STAKE W/HOLE	12/22/2025	23.25	.00	
1659	ACE HARDWARE	44749	VISTA RTRM-MURIATIC ACID	12/24/2025	8.37	.00	
1659	ACE HARDWARE	44781	MASKING TAPE, MARKER BLK,	01/05/2026	72.34	.00	
1862	B&D LUMBER & HARDWARE	270720	FINANCE CHARGE	12/27/2025	10.02	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	PRKS-MUT MITT SINGLES (20)	12/11/2025	2,459.79	2,459.79	01/08/2026
10-80-46801 REC PROGRAMS/SPECIAL EVENTS							
1659	ACE HARDWARE	44772	MARKER MAGNUM BLK, DUCT	12/31/2025	15.82	.00	
1659	ACE HARDWARE	44784	LED A19 E26 WW 15W 6 PK	01/05/2026	21.42	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1659	ACE HARDWARE	44790	LED A19 E26 WW 15W 6 PK	01/06/2026	21.42	.00	
6735	CONKLIN ELECTRICAL, ETC, LL	25-1219	MAIN STREET LIGHTS	12/19/2025	4,700.00	4,700.00	01/07/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	ECO FLOW-TRAFFIC CIRCLE C	12/11/2025	448.25	448.25	01/08/2026
10-80-46802 LANDSCAPING MATERIALS							
1659	ACE HARDWARE	44725	GREENHOUSE-GROWER POT,	12/18/2025	80.36	.00	
1659	ACE HARDWARE	44744	RISER, SPARY HD POPUP	12/23/2025	6.04	.00	
1659	ACE HARDWARE	44794	GH-POT MIX, POT SOIL, FERTIL	01/07/2026	50.24	.00	
1862	B&D LUMBER & HARDWARE	220638	MULCH, TOP SOIL	12/15/2025	12.35	.00	
10-80-55200 NON CAP EQUIP PURCHASES							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
Total PARKS:					9,723.48	8,183.64	
SWIMMING POOL							
10-81-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	44737	PADLOCK, 2G WIU CVR GRY	12/22/2025	55.85	.00	
4059	SPARKLIGHT	26-0123/Pool	Internet Svc - City Pool - 8160130	12/26/2025	106.68	106.68	01/05/2026
Total SWIMMING POOL:					162.53	106.68	
LIBRARY							
10-83-11700 WORKERS COMPENSATION							
5327	AZ MUNICIPAL RISK RETENTIO	ACCT 4000057	WC Oct-Dec 4th Qtr Volunteers	01/08/2026	167.76	167.76	01/12/2026
10-83-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	6 MAIN ST-LIBRARY	01/01/2026	122.03	122.03	01/12/2026
10-83-34000 CONTRACT SERVICES							
1499	RICOH USA, INC	5072597974	PRINTER LEASE CONTRACT	01/02/2026	13.08	.00	
10-83-41500 OFFICE SUPPLIES							
4926	AMAZON CAPITAL SERVICES	19PG-QRHW-	LIBRARY SUPPLIES	01/01/2026	254.06	.00	
10-83-42050 NON CAP ADMIN EQUIP/FURN							
6943	CORPORATE PAYMENT SYSTE	25-1211	CAMERA EQUIPMENT FOR SYS	12/11/2025	232.50	232.50	01/08/2026
10-83-45300 CUSTODIAL SUPPLIES							
4926	AMAZON CAPITAL SERVICES	1F63-4TTQ-HV	JANITORIAL SUPPLIES	01/01/2026	44.32	.00	
10-83-46000 OPERATIONAL EXPENSES							
6943	CORPORATE PAYMENT SYSTE	25-1211	ACE HARDWARE FASTENERS	12/11/2025	10.11	10.11	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	EL DORADO SUITES HOTEL EX	12/11/2025	802.50	802.50	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	HOME DEPOT CAT5 CABLE FO	12/11/2025	262.74	262.74	01/08/2026
10-83-46831 BOOKS							
4926	AMAZON CAPITAL SERVICES	1NJ4-FVM4-G4	BOOKS	01/01/2026	781.71	.00	
10-83-46833 CHILDRENS MATERIALS							
6943	CORPORATE PAYMENT SYSTE	25-1211	CHILDREN'S MATERIALS	12/11/2025	7.99	7.99	01/08/2026
10-83-46834 PERIODICALS							
6943	CORPORATE PAYMENT SYSTE	25-1211	MAGAZINE RENEWAL	12/11/2025	24.95	24.95	01/08/2026
Total LIBRARY:					2,723.75	1,630.58	
SENIOR CITIZENS CENTER							
10-85-22000 WATER							
1106	ARIZONA WATER COMPANY	03117021951-1	Collins Rd - S Cntr - #0311702195	12/30/2025	143.35	143.35	01/05/2026
10-85-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	COLLINS RD-SENIOR CENTER	01/01/2026	78.67	78.67	01/12/2026
10-85-34085 COORDINATOR CONTRIBUTIONS							
3188	BISBEE SENIOR ASSOCIATION	164	Monthly Invoice - January 2026	01/12/2026	833.33	833.33	01/12/2026
Total SENIOR CITIZENS CENTER:					1,055.35	1,055.35	
Total GENERAL FUND:					168,895.98	115,409.71	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
CAMP NACO							
19-40-13100 BUSINESS TRAVEL-MELLON GRANT							
1922	NORMAND, MICHAEL	25-1231	BUSINESS-RELATED MILEAGE	12/31/2025	272.30	.00	
19-40-13400 EDUCATION & TRAINING-MELLON GR							
6943	CORPORATE PAYMENT SYSTE	25-1211	TRI-NATIONAL SYMPOSIUM, AJ	12/11/2025	188.58	188.58	01/08/2026
19-40-22000 WATER-MELLON GRANT							
6943	CORPORATE PAYMENT SYSTE	25-1211	WATER CONNECTION FEES AT	12/11/2025	2,377.44	2,377.44	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	WATER CONNECTION FEES AT	12/11/2025	1,007.44	1,007.44	01/08/2026
19-40-31000 PROFESSIONAL FEES-MELLON GRANT							
1451	MARILYN NOBLE	26-0112	FELLOWSHIP PROGRAM MID-W	01/12/2026	7,841.67	.00	
1437	NICHOLAS MULLER	26-0112	FELLOWSHIP PROGRAM MID-W	01/12/2026	6,063.33	6,063.33	01/14/2026
19-40-34000 CONTRACT SERVICES-MELLON GRANT							
1893	LAL ENTERPRISES, INC	67790	HAND WASHING STATION-CAM	12/31/2025	129.25	.00	
1893	LAL ENTERPRISES, INC	67790	CHEMICAL TOILET SERVICE-CA	12/31/2025	259.25	.00	
19-40-34500 NHA SUB-GRANT EXPENSES							
2203	NACO HERITAGE ALLIANCE	DEC2025	NHA SUB-GRANT DECEMBER R	01/12/2026	7,456.25	.00	
19-40-41500 OFFICE SUPPLIES-MELLON GRANT							
6943	CORPORATE PAYMENT SYSTE	25-1211	SD CARD READER	12/11/2025	8.76	8.76	01/08/2026
19-40-45200 SAFETY EQUIP/SUPPLIES-MELLON							
6943	CORPORATE PAYMENT SYSTE	25-1211	SAFETY VESTS, HARD HATS	12/11/2025	130.30	130.30	01/08/2026
19-40-46000 OPERATIONAL EXPENSE-MELLON							
6943	CORPORATE PAYMENT SYSTE	25-1211	BOOT BRUSH SCRAPER	12/11/2025	24.21	24.21	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	HOSE REEL CART	12/11/2025	166.58	166.58	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	USPS PO BOX RENTAL	12/11/2025	126.00	126.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	DUDA.COM CAMP NACO WEBSI	12/11/2025	348.00	348.00	01/08/2026
19-40-46801 REC PROG/SPECIAL EVENTS-MELLON							
6943	CORPORATE PAYMENT SYSTE	25-1211	DOLLAR GENERAL-CONTRACT	12/11/2025	12.00	12.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	CENTRAL SCHOOL PROJECT-D	12/11/2025	400.00	400.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	SAFEWAY-DRINKING WATER F	12/11/2025	10.85	10.85	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TRUE TREATS CANDY-SUPPLIE	12/11/2025	169.80	169.80	01/08/2026
19-40-50100 BLDG REPAIR & MAINT-MELLON							
6943	CORPORATE PAYMENT SYSTE	25-1211	SOLAR OUTDOOR LIGHTS WIT	12/11/2025	111.75	111.75	01/08/2026
19-40-92000 CONSTRUCTION COSTS-MELLON							
3181	COCHISE COUNTY TREASURE	251226-A	DUMPSTER & TONNAGE, A2, A7	12/26/2025	2,529.60	.00	
6889	VERHELST RECOVERY HOUSE	17694	CLEAN UP CONSTRUCTION DE	12/22/2025	137.50	137.50	01/07/2026
6889	VERHELST RECOVERY HOUSE	17699	DEMO CONCRETE SLABS A2	12/23/2025	125.00	125.00	01/07/2026
6889	VERHELST RECOVERY HOUSE	17708	CLEAN UP DIRT PILES AT A7, A8	12/31/2025	183.33	183.33	01/07/2026
6889	VERHELST RECOVERY HOUSE	17730	A8 REMOVE DIRT PILES FROM	01/07/2026	131.25	131.25	01/14/2026
Total :					30,210.44	11,722.12	
19-45-42060 INVENTORIED TOOLS-STATE GRANT							
1659	ACE HARDWARE	44773	BLOWER CORDLESS MAX	12/31/2025	196.18	.00	
19-45-92000 CONSTRUCTION COSTS-STATE							
3181	COCHISE COUNTY TREASURE	251226-A	DUMPSTER & TONNAGE, A5, A9	12/26/2025	2,511.76	.00	
6889	VERHELST RECOVERY HOUSE	17699	DEMO CONCRETE SLABS A5	12/23/2025	125.00	125.00	01/07/2026
6889	VERHELST RECOVERY HOUSE	17708	CLEAN UP DIRT PILES AT A5	12/31/2025	91.67	91.67	01/07/2026
6889	VERHELST RECOVERY HOUSE	17730	A5 DEMO REMAINING ELECTRI	01/07/2026	131.25	131.25	01/14/2026
Total :					3,055.86	347.92	
Total CAMP NACO:					33,266.30	12,070.04	

VISITOR CENTER
FUND EXPENDITURES

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
20-40-24001 INTERNET ACCESS							
4059	SPARKLIGHT	26-0123/VC	Internet Svc-Visitor Center - 8160	01/04/2026	161.44	161.44	01/12/2026
20-40-42040 ADVERTISING							
6963	MILES PARTNERSHIP	121049	AOT VISITORS GUIDE ADVERTI	09/15/2025	4,087.50	4,087.50	01/14/2026
1493	STATE OF ARIZONA	20251104-03	AVIC RENEW FEE	11/04/2025	100.00	.00	
1792	WELCOME NEWCOMERS, INC	9614	JANUARY TUCSON AIRPORT W	01/01/2026	50.00	.00	
Total FUND EXPENDITURES:					4,398.94	4,248.94	
Total VISITOR CENTER:					4,398.94	4,248.94	

STREETS

FUND EXPENDITURES

21-40-21000 ELECTRIC

1097	AZ PUBLIC SERVICE (2 of 3)	0565682960A-	46 Main St Xmas Lights - #05642	12/22/2025	74.23	74.23	01/05/2026
1097	AZ PUBLIC SERVICE (2 of 3)	1032111000-12	Az Street St Lights #1032111000	12/26/2025	5,989.65	5,989.65	01/05/2026
1879	AZ PUBLIC SERVICE (3 of 3)	AR0480010463	NORMAL OPS AND MAINTENAN	12/15/2025	1,730.80	.00	

21-40-23000 GAS - UTILITY

1751	SOUTHWEST GAS CORPORATI	910002351879	25% Streets	12/30/2025	78.58	78.58	01/05/2026
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21-40-34000 CONTRACT SERVICES

7060	CINTAS	4253319892	UNIFORMS	12/17/2025	47.46	.00	
7060	CINTAS	4254013499	UNIFORMS	12/23/2025	47.46	.00	
7060	CINTAS	4254676959	UNIFORMS	12/30/2025	47.46	.00	
7060	CINTAS	4255492296	UNIFORMS	01/07/2026	62.65	.00	

21-40-34100 DOC WORKERS

3163	AZ STATE PRISON CMLPX-DOU	D08512920260	ST-LABOR	01/07/2026	120.00	.00	
3163	AZ STATE PRISON CMLPX-DOU	D08512920260	ST-MILEAGE	01/06/2026	273.36	.00	

21-40-42050 NON CAP ADMIN EQUIP/FURN

6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
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21-40-45300 CUSTODIAL SUPPLIES

4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	
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21-40-46000 OPERATIONAL EXPENSES

1659	ACE HARDWARE	44743	DOC-BLK DIAMOND LINE	12/23/2025	93.14	.00	
1862	B&D LUMBER & HARDWARE	220742	MAIN ST-BOLTS, WASHERS	12/18/2025	6.98	.00	
1862	B&D LUMBER & HARDWARE	220778	ENGINE OIL	12/22/2025	47.22	.00	
1862	B&D LUMBER & HARDWARE	220883	2PK 5 GAL ELASTC STRAINER	12/30/2025	6.24	.00	
1862	B&D LUMBER & HARDWARE	220986	16PK AA BATTERY	01/07/2026	24.10	.00	
1862	B&D LUMBER & HARDWARE	221001	PONCHOS	01/07/2026	69.46	.00	
2199	FONROCHE LIGHTING AMERIC	1685	BASE/POST WLEDS & 3 PIECE,	12/15/2025	4,924.00	.00	
1959	GOOD CREATIONS, LLC	1-BISBEEADO	WW-ADOT OSB APPLICATION-O	12/29/2025	275.00	275.00	01/06/2026

21-40-46211 STREET REPAIR MATERIAL

3434	CENTERLINE SUPPLY, INC.	ORD0163288	PATCH PREM ASPHALT REPAIR	01/07/2026	2,893.35	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	EADS	12/11/2025	1,628.85	1,628.85	01/08/2026

21-40-55000 EQUIPMENT REPAIR & MAINT

6536	BISBEE NAPA AUTO PARTS	387639	BOOM TRUCK-BLISTER PK CAP	01/08/2026	19.36	.00	
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21-40-61000 VEHICLE PARTS & LABOR

6536	BISBEE NAPA AUTO PARTS	387049	BLISTER PK CAPSULES	12/31/2025	32.84	.00	
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21-40-62002 TIRES

1854	W R RYAN - FIRESTONE	T35633	LT REAR TIRE REPLACES ROC	12/22/2025	1,053.72	.00	
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Total FUND EXPENDITURES:

19,583.30 8,071.36

Total STREETS:

19,583.30 8,071.36

BISBEE ARTS COMMISSION

FUND EXPENDITURES

42-40-42060 BAC EVENTS

6943	CORPORATE PAYMENT SYSTE	25-1211	PORTA POTTY DOGS	12/11/2025	274.00	274.00	01/08/2026
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Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
1712	JANET KAY REYNOLDS	25-1230	PURCHASED WATER FOR NYE	12/30/2025	7.25	7.25	01/07/2026
42-40-46050 BAC CIG ART EXPENSES							
1404	ANFANEY GLADWIN	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	20.00	.00	
7022	DALE MILLER	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	20.00	.00	
1470	DEBRA A. KNAPIK	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	90.00	.00	
1667	DERREN CROSBY	26-0112	4TH QTR OCT-DEC 2025-SOLD	01/12/2026	50.00	.00	
7026	GRETCHEN HILL	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	20.00	.00	
1714	JILL HARDING	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	30.00	.00	
2079	JIM PURVIS	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	60.00	.00	
1364	KURT HAUSER	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	40.00	.00	
1858	STEVE MILLER	26-0108	4TH QTR OCT-DEC 2025-SOLD	01/08/2026	130.00	.00	
6699	TONYA BORGESON	26-0108	4TH QTR OCT-DEC 2025-9 SOL	01/08/2026	90.00	.00	
Total FUND EXPENDITURES:					831.25	281.25	
Total BISBEE ARTS COMMISSION:					831.25	281.25	
AIRPORT FUND							
FUND EXPENDITURES							
50-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	9662440000-1	Bisbee Junction Hill - Airport #96	12/22/2025	127.67	127.67	01/05/2026
50-40-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	AIRPORT RD-AIRPORT	01/01/2026	16.00	16.00	01/12/2026
50-40-23000 GAS - UTILITY							
1751	SOUTHWEST GAS CORPORATI	910001898040	Bisbee JcT - Airport Rd #9100018	12/31/2025	97.50	97.50	01/05/2026
Total FUND EXPENDITURES:					241.17	241.17	
Total AIRPORT FUND:					241.17	241.17	
SEWER FUND							
54-1019900 CLEARING ACCT--SEWER/TRASH A/R							
2202	MONIKA PATIENCE	26-0106	REFUND OVERPAYMENT 102.2	01/06/2026	20.04	.00	
Total :					20.04	.00	
FUND EXPENDITURES							
54-40-13400 EDUCATION & TRAINING							
6943	CORPORATE PAYMENT SYSTE	25-1211	ADEQ TESTING	12/11/2025	210.48	210.48	01/08/2026
54-40-21000 ELECTRIC							
1097	AZ PUBLIC SERVICE (2 of 3)	1002920000-1	940 W. Purdy Ln San Jose WW -#	12/23/2025	6,736.25	6,736.25	01/05/2026
54-40-22000 WATER							
1106	ARIZONA WATER COMPANY	03117016701-1	320 Teran #03117016701	12/30/2025	36.71	36.71	01/05/2026
54-40-34000 CONTRACT SERVICES							
6881	OPERATIONS MANAGEMENT IN	BISBEE06-CL	CLOSEOUT INVOICE FOR CON	11/05/2025	172,776.12	172,776.12	01/06/2026
6881	OPERATIONS MANAGEMENT IN	BISBEE07-08	OPERATIONS, MAINTENANCE A	01/09/2026	69,970.42	69,970.42	01/14/2026
54-40-34010 CONTRACT SERVICES-COLLECTIONS							
7060	CINTAS	4253319894	UNIFORMS	12/17/2025	55.40	.00	
7060	CINTAS	4254013583	UNIFORMS	12/23/2025	55.40	.00	
7060	CINTAS	4254676961	UNIFORMS	12/30/2025	55.40	.00	
7060	CINTAS	4255492295	UNIFORMS	01/07/2026	55.40	.00	
54-40-42050 NON CAP ADMIN EQUIP/FURN							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
4191	GRAINGER	9767845226	PLANNING BOARD, DRY ERASE	01/12/2026	109.59	.00	
54-40-45200 SAFETY EQUIP & SUPPLIES							
4191	GRAINGER	9745743865	HARD HATS (4)	12/16/2025	250.11	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
54-40-45300 CUSTODIAL SUPPLIES							
4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	
54-40-46000 OPERATIONAL EXPENSES							
1659	ACE HARDWARE	44727	VERSASTK ORGANIZR	12/18/2025	27.94	.00	
1862	B&D LUMBER & HARDWARE	220990	MOTO MIX HIGH PREM OIL	01/07/2026	40.43	.00	
1862	B&D LUMBER & HARDWARE	221031	GREEN MARKING PAINT	01/08/2026	12.28	.00	
1862	B&D LUMBER & HARDWARE	221050	APWA GRN MARKING PAINT	01/08/2026	12.28	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	RELEASE OF LIEN 2025-22106	12/11/2025	17.00	17.00	01/08/2026
4922	FERGUSON ENTERPRISES #10	5686518	3/4x100FT INNER CORE CABLE	12/31/2025	629.08	.00	
5905	WESTLAND RESOURCES INC	10911014	BISBEE SEWER LATERAL REHA	01/12/2026	334.94	.00	
54-40-46543 MANHOLE, PIPE & FITTINGS							
1659	ACE HARDWARE	44704	COUPLE, CONN CUTT, TUBE H	12/15/2025	22.30	.00	
1862	B&D LUMBER & HARDWARE	220666	FEMALE ADAPTER, PLUG, FLE	12/16/2025	70.06	.00	
1862	B&D LUMBER & HARDWARE	220951	SD CAP, FLEXIBLE COUPLING,	01/05/2026	58.07	.00	
54-40-55000 EQUIPMENT REPAIR & MAINT							
6881	OPERATIONS MANAGEMENT IN	BISBEE07-08	REPAIRS OVERAGE AS OF DEC	01/09/2026	38,403.41	38,403.41	01/14/2026
6881	OPERATIONS MANAGEMENT IN	BISBEE07-08	REBATEABLE REPAIRS	01/09/2026	6,250.00	6,250.00	01/14/2026
6881	OPERATIONS MANAGEMENT IN	BISBEE07-08	15% MARKUP FOR REPAIRS OV	01/09/2026	5,760.51	5,760.51	01/14/2026
54-40-55005 EQUIP REPAIR&MAINT-COLLECTIONS							
4191	GRAINGER	9746001586	MOTOR START CAPACITOR, SP	12/16/2025	112.51	.00	
54-40-55006 PUMP REPAIR & REPLACEMENT							
3195	BESTWAY ELECTRIC MOTOR IN	42507066	MULE GULCH	07/15/2025	1,800.00	.00	
54-40-81000 PRINCIPAL PMTS, LEASE PURCHAS							
5179	NATIONAL BANK OF ARIZONA	26-0103	LOAN PAYMENT-PRINCIPAL-VA	01/03/2026	14,457.94	.00	
54-40-81500 INTEREST PMTS, LEASE PURCHASE							
5179	NATIONAL BANK OF ARIZONA	26-0103	LOAN PAYMENT-INTEREST VAC	01/03/2026	994.56	.00	
Total FUND EXPENDITURES:					319,351.98	300,185.95	
Total SEWER FUND:					319,372.02	300,185.95	
SANITATION FUND							
FUND EXPENDITURES							
56-40-23000 GAS - UTILITY							
1751	SOUTHWEST GAS CORPORATI	910002351879	25% Sanitation	12/30/2025	78.58	78.58	01/05/2026
56-40-34000 CONTRACT SERVICES							
7060	CINTAS	4253319865	UNIFORMS	12/17/2025	62.06	.00	
7060	CINTAS	4254013556	UNIFORMS	12/23/2025	62.06	.00	
7060	CINTAS	4254677073	UNIFORMS	12/30/2025	62.06	.00	
7060	CINTAS	4255492151	UNIFORMS	01/07/2026	62.06	.00	
1893	LAL ENTERPRISES, INC	67790	CHEMICAL TOILET SERVICE	12/31/2025	73.50	.00	
56-40-45100 DISPOSABLE EQUIP & TOOLS							
5618	HOLTZ INDUSTRIES, INC.	677303	EXPANDABLE POLE, BRUSH &	12/17/2025	288.62	.00	
56-40-45300 CUSTODIAL SUPPLIES							
4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	
56-40-46000 OPERATIONAL EXPENSES							
1862	B&D LUMBER & HARDWARE	220869	CHAIN	12/29/2025	27.29	.00	
56-40-46562 RECYCLING PROGRAM							
6536	BISBEE NAPA AUTO PARTS	386251	HEATER HOSE, THERMOSTAT,	12/18/2025	83.38	.00	
6536	BISBEE NAPA AUTO PARTS	387534	HEATER CORE	01/07/2026	70.62	.00	
6536	BISBEE NAPA AUTO PARTS	387540	EXCHANGE INV 387534	01/07/2026	32.93	.00	
7060	CINTAS	4253319893	UNIFORMS	12/17/2025	64.32	.00	
7060	CINTAS	4254013563	UNIFORMS	12/23/2025	64.32	.00	
7060	CINTAS	4254677007	UNIFORMS	12/30/2025	64.32	.00	
7060	CINTAS	4255492313	UNIFORMS	01/07/2026	50.92	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
4191	GRAINGER	9759100788	TOILET PAPER ROLLS	01/05/2026	12.34	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
56-40-55200 NON CAP EQUIP PURCHASES							
6943	CORPORATE PAYMENT SYSTE	25-1211	AMAZON-ALL IN ONE CARTRID	12/11/2025	25.05	25.05	01/08/2026
56-40-61000 VEHICLE PARTS & LABOR							
1532	CITY OF SIERRA VISTA	5650	GARBAGE TRUCK/REPLACE WI	12/17/2025	903.76	.00	
1445	HODGES GLASS COMPANY INC	5569	INSTALL DRIVER SIDE WINDSHI	01/10/2026	280.00	.00	
56-40-62002 TIRES							
1854	W R RYAN - FIRESTONE	T35606	REPLACE RT REAR FRONT DU	12/17/2025	1,039.52	.00	
Total FUND EXPENDITURES:					3,445.10	128.68	
Total SANITATION FUND:					3,445.10	128.68	
QUEEN MINE FUND							
FUND EXPENDITURES							
59-40-12500 RECRUITMENT/EMPLOYEE TESTING							
6943	CORPORATE PAYMENT SYSTE	25-1211	BACKGROUND CHECKS	12/11/2025	26.56	26.56	01/08/2026
59-40-22550 SEWER AND GARBAGE SERV.							
1225	BISBEE PUBLIC WORKS	88	478 N DART RD-QUEEN MINE	01/01/2026	424.24	424.24	01/12/2026
59-40-24110 RENTS/LEASES							
1629	FREEPORT MINERALS CORPO	C-502-2026	2026 ANNUAL RENT QUEEN MI	01/01/2026	10.00	.00	
59-40-41500 OFFICE SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	25-1211	HD BLANK LABELS, BROWN 50	12/11/2025	51.63	51.63	01/08/2026
6399	WIST OFFICE PRODUCTS	2902644	HP INK CARTRIDGE, TONER CA	12/09/2025	211.04	.00	
59-40-42060 INVENTORIED TOOLS							
1659	ACE HARDWARE	44809	DRILL HAMMER 1/2" DEWALT	01/10/2026	152.34	.00	
59-40-43500 POSTAGE							
6943	CORPORATE PAYMENT SYSTE	25-1211	POSTAGE	12/11/2025	32.04	32.04	01/08/2026
59-40-45200 SAFETY EQUP & SUPPLIES							
6943	CORPORATE PAYMENT SYSTE	25-1211	CSTM HYDRO DPPED HARD HA	12/11/2025	82.20	82.20	01/08/2026
59-40-46591 MERCHANDISE							
6943	CORPORATE PAYMENT SYSTE	25-1211	CLEAR CSTM, RAINBOW BEAD,	12/11/2025	200.01	200.01	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TRAPEZOIDS, COPPER BARS	12/11/2025	2,290.00	2,290.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	EMBROIDED PATCHES QTY 100	12/11/2025	223.99	223.99	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	KEYCHAINS, GLOW-IN-DARK, N	12/11/2025	1,307.09	1,307.09	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	DIE CUT STICKERS	12/11/2025	305.90	305.90	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	ROUGH STONES FROM AFRICA	12/11/2025	3,671.32	3,671.32	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TEE GILDN HEAVY TX AND COP	12/11/2025	703.33	703.33	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	CRYSTAL ANGELS	12/11/2025	129.12	129.12	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	CUSTOM SHAPE PINS	12/11/2025	153.00	153.00	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	TEE GILDN TX AND COPPER Q	12/11/2025	1,292.97	1,292.97	01/08/2026
1284	GIFTS BY SEVEN	068	RECTANGLE MAGNETS COPPE	01/08/2026	141.00	.00	
1773	GRAEME, DOUGLAS	26-0106	ASSORTED MINERALS - TUCSO	01/06/2026	4,000.00	4,000.00	01/12/2026
1070	LASERCRAFT DESIGNS	8860	ORE CART MINI 4-SIDE ORNAM	01/02/2026	348.38	.00	
59-40-55000 EQUIPMENT REPAIR & MAINT							
1659	ACE HARDWARE	44809	HMR BIT 3/8x6"	01/10/2026	20.48	.00	
1659	ACE HARDWARE	44812	LITTR CATSPRO SCOUBL, DIST	01/11/2026	37.21	.00	
59-40-55100 REPAIR & MAINT - OTHER							
6943	CORPORATE PAYMENT SYSTE	25-1211	EC FORKLIFT DISCONNECT, LO	12/11/2025	892.91	892.91	01/08/2026
Total FUND EXPENDITURES:					16,706.76	15,786.31	
Total QUEEN MINE FUND:					16,706.76	15,786.31	
MISC. GRANTS							
FUND EXPENDITURES							
78-40-23008 LIBRARY LSTA GRANT,FED THRU AZ							
4926	AMAZON CAPITAL SERVICES	1J7N-9QH1-M	LIBRARY DONATIONS	01/01/2026	293.32	.00	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
Total FUND EXPENDITURES:					293.32	.00	
Total MISC. GRANTS:					293.32	.00	
AMERICAN RESCUE PLAN ACT							
79-40-40000 FY25 ARPA EXPENSES							
1659	ACE HARDWARE	44702	GARAGE-CAULK, GLUE COVE L	12/15/2025	27.98	.00	
1659	ACE HARDWARE	44713	GARAGE-STAIN MINWX QT JAC	12/16/2025	13.03	.00	
1659	ACE HARDWARE	44716	GARAGE-SPRYVARNISH GLOS	12/16/2025	20.47	.00	
1659	ACE HARDWARE	44789	GARAGE-SCORPION GLUE	01/06/2026	11.17	.00	
1862	B&D LUMBER & HARDWARE	220653	Garage-wood shims, casing, prem	12/15/2025	119.96	.00	
6943	CORPORATE PAYMENT SYSTE	25-1211	GARAGE-PREMIUM CLEAN	12/11/2025	534.85	534.85	01/08/2026
6943	CORPORATE PAYMENT SYSTE	25-1211	GARAGE-FLAKES TAN BLEND	12/11/2025	430.67	430.67	01/08/2026
1132	STEP-UP BISBEE/NACO	1010	GARAGE-MINI SPLIT INSTALLAT	12/28/2025	4,900.00	.00	
Total :					6,058.13	965.52	
Total AMERICAN RESCUE PLAN ACT:					6,058.13	965.52	
BISBEE BUS FUND							
FUND EXPENDITURES							
96-40-41505 ADMIN MISC EXPENSES							
2176	KONICA MINOLTA BUSINESS S	506048952	MONTHLY INV. MAINTENANCE	12/31/2025	45.49	.00	
96-40-41606 CONTRACTOR OPERATING EXPENSES							
6391	CITY OF DOUGLAS	0002127	TRANSIT BILLING CONTRACT-J	01/06/2026	21,404.67	.00	
96-40-41607 PREVENTIVE MAINTENANCE							
1659	ACE HARDWARE	44758	BUS STOP-CLOROX BLEACH, S	12/29/2025	24.19	.00	
6536	BISBEE NAPA AUTO PARTS	386034	BUS 1403-OIL FILTER	12/15/2025	4.19	.00	
6536	BISBEE NAPA AUTO PARTS	386048	BUS 1403-TIRE VAL, NTH EXTE	12/16/2025	51.84	.00	
1854	W R RYAN - FIRESTONE	T35474	BUS 1403-TIRES	12/01/2025	351.12	.00	
96-40-62000 FUEL & LUBRICANTS							
6763	SKY ISLAND FUELS	1019889	BUS 8198-FUEL	12/08/2025	96.92	.00	
Total FUND EXPENDITURES:					21,978.42	.00	
Total BISBEE BUS FUND:					21,978.42	.00	
CAPITAL IMPROVEMENTS FUND							
FUND EXPENDITURES							
99-40-05409 CITY HALL BUILDING							
4330	STANS FENCE COMPANY, INC.	22431-A	TOTAL FOOTAGE 140FT OF 8FT	12/24/2025	3,457.85	.00	
Total FUND EXPENDITURES:					3,457.85	.00	
Total CAPITAL IMPROVEMENTS FUND:					3,457.85	.00	
Grand Totals:					598,528.54	457,388.93	

Vendor	Vendor Name	Invoice Number	Description	Invoice Date	Net Invoice Amount	Amount Paid	Date Paid
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

Report Criteria:

Invoices with totals above \$0.00 included.

Paid and unpaid invoices included.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 9, 2026</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: APPROVAL OF THE MINUTES OF THE REGULAR SESSION OF MAYOR AND COUNCIL HELD ON JANUARY 6, 2026, AT 7:00 PM	

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 January 6, 2026, at 7:00 PM

DISCUSSION:

FISCAL IMPACT: N/A

DEPARTMENT LINE-ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

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

THE MEETING WAS CALLED TO ORDER BY MAYOR BUDGE AT 7:08PM.

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
Matthew Gurney, Public Works Director
Logan Dodd, Operations Manager
Jay Ritchie, Deputy Police Chief
J. Emanuel Stuart, City Planner
Melissa Hartman, City Planner
Melanie Greene, Transit Manager

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

- Mike Schmitzer, Bisbee resident, spoke regarding trash pickup in Old Bisbee on long weekends / holidays.
- Steve Willhite, Bisbee resident, spoke regarding the painting of streets in Bisbee.

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 \$711,820.75.

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 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

Mayor Budge conducted the auction, announcing the starting bid of \$10,400. Sandy Tillcock, representing John Roupe, placed a bid for \$10,400, stating she had a blank check made out to the City of Bisbee and could contact Mr. Roupe by cell phone if needed. No other bids were received.

MOTION: Mayor Budge moved to accept the bid from John Roupe for \$10,400.00 for the property.
SECOND: Councilmember Skinner MOTION PASSED: UNANIMOUSLY

6. Discussion and Possible Approval of Resolution R-26-01, Amending the Building Inspector Section of the City Fee Schedule.

Melissa Hartman, City Planner

Ms. Hartman explained that this resolution would amend only the fee schedule for registration fees related to vacant and abandoned properties. She noted that once approved, the city could begin registering vacant and abandoned properties, for which they had been receiving more calls recently. She also explained that the fees were structured to help offset the costs of administering the program to protect public health, safety, and community standards.

MOTION: Councilmember Sowid moved to approve Resolution R-26-01, Amending the Building Inspector Section of the City Fee Schedule.
SECOND: Councilmember Cline MOTION PASSED: UNANIMOUSLY

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

Councilmember Schumacher presented this request for payment to Hotel La More. She noted that the hotel had donated rooms for free on top of those being paid for and actually provided a total of six rooms at a significantly discounted rate for the performers.

MOTION: Councilmember Skinner moved to approve 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.
SECOND: Councilmember Cline MOTION PASSED: UNANIMOUSLY

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

Councilmember Schumacher explained that one art car was hired through Art Car World for the New Year's Eve event, as part of an effort to include more art cars in future events. She noted that some people volunteered their vehicles, but some art cars are very heavy, and the payment would cover gas and other needs for a vehicle that came from Douglas.

MOTION: Councilmember Damon moved 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.
SECOND: Councilmember Skinner MOTION PASSED: UNANIMOUSLY

9. Discussion of Current status of Bisbee Bus including pending 5311 Application, Budget, Audit and Contracts.

Melanie Greene, Interim Transit Manager

Ms. Greene provided a comprehensive update on the Bisbee Bus operations. She acknowledged the helpful staff at the city who had assisted with restructuring the administrative side of the bus system, particularly Matthew Gurney and his public works team, as well as Ashlee Coronado. She also praised Lorena for her extensive knowledge of the bus system's history.

Ms. Greene outlined several improvements made to the bus operations:

- Revised fare collection processes to meet federal standards
- Successfully completed a federal program audit
- Created necessary documentation including vehicle maintenance plans and fare collection protocols
- Worked on procurement of two additional vehicles to replace aging diesel buses
- Began preparing RFP documents for a new operations contractor, as the current contract with Douglas has been in place for ten years

Ms. Greene highlighted significant budget challenges:

- ADOT has reduced funding awards annually over the last four years because:
- The city did not utilize all awarded funds in previous years
- The number of 5311 systems in the state has increased while federal money has remained constant

She explained that current funding would only sustain operations until March or early May 2026. The total budget required for the full fiscal year was \$446,811.40, with a funding gap of \$159,535.13. Greene outlined strategies to address this, including:

- Requesting additional funding from ADOT
- Seeking support from county supervisors for approximately \$30,000 to help cover the cost of serving county residents
- Requesting approximately \$2,575 from the sheriff's department for rides provided to released jail inmates

Ms. Greene proposed increasing ridership by 4% this year and potentially 4-8% the following year to lower the cost per ride, which currently stands at \$13.41. She also recommended the city hire a full-time transit manager, as the position requires full-time attention to properly administer all aspects of the program.

Mayor and Council asked questions about the funding model and the relationship between ridership and costs. Greene emphasized that increased ridership doesn't necessarily translate to increased costs but spreads existing costs over more riders, making the program more attractive for federal funding.

Mayor Budge noted that he would work with state legislators to advocate for additional funding for the bus system and would also approach county officials since the service benefits both county residents and the Douglas bus system.

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

Ms. Greene explained that this amendment to the procurement ordinance was necessary to comply with federal standards, which are required for all procurements made with federal funds. She noted that the federal auditor was surprised the city didn't already have federally compliant procurement rules, given the amount of federal funding it receives.

Ms. Greene mentioned that she had also created a procurement checklist to help staff comply with federal requirements when using federal funding.

MOTION: Councilmember Cline moved to approve the Notice of Intent to Adopt Ordinance O-26-02; Amending the City Code of the City of Bisbee, Chapter 3.5 Procurement.

SECOND: Councilmember Sowid

ROLL CALL VOTE:

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

NAYS: 0

MOTION PASSED: AYES-6 NAYS-0

11. Discussion and Possible Approval of Revisions to the City of Bisbee, Bisbee Bus ADA Policies.

Melanie Greene, Interim Transit Manager

Ms. Greene explained that the city was required to have ADA policies in place, and the revisions highlighted in yellow were necessary to make the policies compliant with federal regulations. She noted that several policies from the contractor, City of Douglas, were not compliant and had been adjusted.

Ms. Greene emphasized that bus drivers are cognizant of persons with disabilities and are instructed to use limited discretion and flexibility with policies to avoid discrimination, erring on the side of doing the right thing whether a person can prove a disability or not.

MOTION: Councilmember Schumacher moved to approve the Bisbee Bus ADA Policy as revised.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

12. Discussion and Possible Approval of the DBE Program Plan.

Melanie Greene, Interim Transit Manager

Ms. Greene presented the Disadvantaged Business Enterprise (DBE) program plan, explaining that while the federal government recently revitalized the program in a different way, the city was still required to have a plan. She noted there aren't many recertified DBEs in Arizona currently, but the requirement was tied to procurement rules.

The plan outlines how the city will reach DBE goals when spending federal money, ensuring small businesses get a fair share of federal spending. Greene mentioned this applies to all federal funding used by the city, but she was specifically requesting approval for the Bisbee Bus program.

MOTION: Councilmember Schumacher moved to approve the Bisbee Bus DBE Program Plan.

SECOND: Councilmember Skinner

MOTION PASSED: UNANIMOUSLY

13. Discussion and Possible Approval of the Adoption of the City's Title VI Plan.

Melanie Greene, Interim Transit Manager

Ms. Greene presented the Title VI plan, which should be approved annually. She noted significant changes highlighted in yellow, including a completely rewritten executive summary, updated addresses, new census data for the Limited English Proficiency section, and new requirements to show the race of TAC committee members to demonstrate inclusion of representatives from the general population.

She also pointed out new sections on reviewing subrecipients (City of Douglas) and service standards found in Appendix A to ensure civil rights compliance.

MOTION: Councilmember Schumacher moved to approve the Title VI Plan as revised.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

14. Discussion and Possible Approval of a Contract Administration Manual.

Melanie Greene, Interim Transit Manager

Ms. Greene presented a contract administration manual that, while not absolutely required by FTA regulations, would help avoid compliance issues in federal program audits. The manual covers responsibilities for administering contracts with ADOT and subrecipients using federal funds, including pre-award, post-award, and compliance verification processes.

Greene explained this would serve as a guide for the transit manager to ensure proper contract administration for federally funded projects.

MOTION: Councilmember Skinner moved to approve the Contract Administration Manual.

SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

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

Mr. Stuart explained that this resolution would authorize the city to apply for reimbursement of costs associated with preparing a federal discretionary transportation grant application for Commerce Street projects. He noted that submission was required to retain eligibility for the Arizona Smart Fund, and approval would allow the city to request reimbursement for up to 50% of eligible grant development costs.

The total cost to develop and submit the grant application was \$6,400, and the fund would reimburse \$3,200. Stuart emphasized that failure to apply would result in the loss of previously awarded funds.

MOTION: Councilmember Schumacher moved 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.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

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 commented on the successful New Year's Eve celebration hosted by the Bisbee Arts Commission despite the rainy weather. She noted that approximately 100 people attended the family-friendly event at Jonquil, and about 300 people gathered in City Park. She thanked various organizations and individuals who contributed to the event's success, including the Friends of the Bisbee Animal Shelter, Arizona Rangers, Jonquil Motel, Aerie Studio, Hotel La More, Bisbee Table, Nina Williams, and Josh White.

Councilmember Damon shared her personal experience attending the New Year's celebration, describing how she and a friend participated in the parade and enjoyed the performances at City Park. She praised the diverse crowd of attendees of all ages, including local residents and visitors, and described the event as "the most magical and best New Year's Eve ever."

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

MOTION: Mayor Budge moved 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.

SECOND: Councilmember Schumacher

MOTION PASSED: UNANIMOUSLY

MOTION: Mayor Budge moved to come out of executive session.

SECOND: Councilmember Skinner

MOTION PASSED: UNANIMOUSLY

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

Ken Budge, Mayor

Mayor Budge noted that they had reviewed applications from eight firms and narrowed their choices to three.

MOTION: Mayor Budge moved that the City Attorney contact these firms to obtain additional information to help the Council determine which firm would be the best fit.

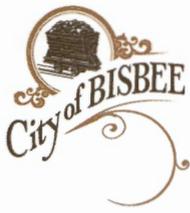
SECOND: Councilmember Damon

MOTION PASSED: UNANIMOUSLY

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

ADJOURNMENT: 8:57PM

Ken Budge, Mayor



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 9, 2026</u>			
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>		
TYPE OF ACTION:			
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>	FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON JANUARY 6, 2026, AT 5:30 PM			

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

RECOMMENDATION: **Approve Minutes**

PROPOSED MOTION: **I move to approve the Minutes of the Work Session of Mayor and Council held on January 6, 2026, at 5:30 PM**

DISCUSSION:

FISCAL IMPACT: **N/A**

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

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

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

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

MINUTES

MINUTES OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, JANUARY 6, 2025, AT 5:30 PM AT COUNCIL CHAMBERS LOCATED AT 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR BUDGE AT 5:32 PM.

ROLL CALL

COUNCIL

Councilmember Trish Damon, Ward III

Councilmember Peter 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

STAFF

Ashlee Coronado, Interim City Manager/City Clerk

Keri Bagley, Finance Director

CITY ATTORNEY

Joseph Estes

THE FOLLOWING ITEM WILL BE DISCUSSED AT THIS MEETING:

1. Interviews for City Manager Recruitment Services.

The following will be interviewed during this meeting:

- Bridge Group LLC
- Duffy Group
- Octagon Staffing LLC
- KWR Associates
- Netsynk Inc.
- Bob Murry & Associates
- MGT
- Colin Baenziger & Associates

Ken Budge, Mayor

Each recruitment service presented to Mayor and Council regarding its proposed approach to the City Manager recruitment, including recruitment strategies, timelines, and experience.

The Mayor and Council listened to the presentations and asked questions, with each firm responding to provide answers and additional information.

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

ADJOURNMENT: 6:58PM

Ken Budge, Mayor



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 14, 2026</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: APPROVAL OF THE MINUTES OF THE SPECIAL SESSION OF MAYOR AND COUNCIL HELD ON JANUARY 13, 2026, AT 5:30 PM	

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve Minutes

PROPOSED MOTION: I move to approve the Minutes of the Special Session of Mayor and Council held on January 13, 2026, at 5:30 PM

DISCUSSION:

FISCAL IMPACT: N/A

DEPARTMENT LINE-ITEM ACCOUNT: N/A

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: Nina Williams
Nina Williams,
Deputy City Clerk

Reviewed by: Ashlee Coronado
Ashlee Coronado,
City Clerk

3. Discussion and Possible Approval of the Appointment of the Council Member for the Vacant Ward I Council Seat.

Ken Budge, Mayor

MOTION: Mayor Budge moved to approve the appointment of Lori Reynolds as Councilmember for the vacant Ward I position.

SECOND: Councilmember Skinner

ROLL CALL VOTE:

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

NAYS: 0

MOTION PASSED: AYES-6; NAYS-0

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

ADJOURNMENT: 7:40PM

Ken Budge, Mayor



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 7, 2026</u>	
REGULAR <input type="checkbox"/>	CONSENT <input checked="" type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: Approval of the Reappointment of Amparo Gonzalez to the Airport Advisory Commission.	

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve Reappointment

PROPOSED MOTION: I move to approve the reappointment of Amparo Gonzalez to the Airport Advisory Commission.

DISCUSSION:

Mr. Gonzalez has submitted his application for Reappointment to the Airport Advisory Commission.

This will be Mr. Gonzalez's 2nd Three Year Term of service on this Commission.

If approved, Mr. Gonzalez 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

Other Background Information Relevant to Serving in this Position:

Proven ability to evaluate issues from both technical and strategic perspectives while considering community impact, economic development, and long term airport growth. I bring extensive aviation, safety, and systems engineering experience that allows me to provide informed, practical input on airport operations, infrastructure planning, and future aviation integration.

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

I am committed to supporting the safe, sustainable growth of the airport while balancing operational needs, regulatory requirements, and community interests.

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:** N/A

WAIVER REQUEST (If Applicable):

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

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

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

- N/A
- N/A
- N/A

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: *A. Horacio Huyley* Date: 02Jan2026

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

E-mail: acoronado@bisbeeaz.gov
nwilliams@bisbeeaz.gov



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: **January 20, 2026**

Regular Special

DATE ACTION SUBMITTED: <u>January 8, 2026</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: Approval of a Park Facility and Right of Way Use Permit for the use of City Park for the Bisbee Anti-Folk Fest to be held Friday, March 27, 2026, through Saturday, March 28, 2026, from 12:00pm (Noon) to 11:59pm each day, Sarah Neubaum, Applicant.	

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

RECOMMENDATION: **Approve**

PROPOSED MOTION: **I move to approve the Park Facility and Right of Way Use Permit for the use of City Park for the Bisbee Anti-Folk Fest to be held Friday, March 27, 2026, through Saturday, March 28, 2026, from 12:00pm (Noon) to 11:59pm each day, Sarah Neubaum, Applicant.**

DISCUSSION:

Ms. Sarah Neubaum has submitted a Park Facility and Right of Way Use Permit for the use of City Park for the Bisbee Anti-Folk Fest to be held Friday, March 27, 2026, through Saturday, March 28, 2026, from 12:00pm (Noon) to 11:59pm each day.

The \$50.00 refundable deposit is required.

FISCAL IMPACT: **\$195.00**

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

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



RECEIVED

DEC 17 2025

City Clerk's Office
City of Bisbee

Public Works / Park & Recreations Department
118 Arizona Street - Bisbee, AZ 85603-(520) 432-6002
LValdez@BisbeeAZ.gov

PERMIT NO:

72-25

**City of Bisbee Park, Facility and Right-of-Way Use Permit
Special Event License Application**

This application must be returned to the Public Works Department no less than 45 days before the scheduled event. Application will NOT be considered without required paperwork.

APPLICANT INFORMATION:

Date: December 9, 2025

Name and Title (If Applicable): Sarah Neubaum, co-organizer

Organization Name (If Applicable): N/A

Applicant or Organization Mailing Address PO Box 319, Bisbee AZ 85603

Phone: 520-504-8489 Contact Name and Phone # during event: Sarah Neubaum, 520-504-8489

Email Address: silverkingroom4@gmail.com

Insurance: Events held on City Property are required to include a certificate of insurance of one million dollars (\$1,000,000) minimum for high risk functions and appropriate endorsements naming the City of Bisbee as additional insured. Applicant's policy is primary.

EVENT INFORMATION:

Event Name: Bisbee Anti-Folk Fest

Expected Attendance: 100 Max

Event Date(s): March 27-28, 2026

Start Time: 12pm

End Time: 11:59pm

Event Location and Address: City Park, 62 Brewery Ave, Bisbee AZ 85603

Will you be serving food? Yes / No If yes, a copy of the Cochise County Health Department Certificate **MUST** accompany this application otherwise this permit will not be accepted

Description of Event and Activities (If more space is needed attach a separate sheet):

Bands will be performing a free show in the City Park Bandshell. Organizers provide the sound equipment and have coordinated other shows at nearby venues as well.

SERVICES REQUESTED FROM THE CITY OF BISBEE:

General Electricity Access (City, Lower Vista & Grassy Parks Only) \$25.00

Band Shell (City Park) \$75.00

Generators are PERMITTED... All Jumping Castles must have insurance and generators

Beer Permit (Non-Commercial permits only) \$25.00

Police: Escorts, Security, Road Closures, Redirecting of Traffic: \$40.00 per day per vehicle+ Employee OT Rate and ERE's

Parks/ Public Works Personnel \$30.00/ hr. per person 1 hr

Water Access- Parks \$25.00 (Restroom) No water at City Park - Bathroom will be open

No Parking Signs, access to facility/ band shell/ restrooms etc. \$5.00 per sign Note: Road Closed Signs/ Barriers must be supplied by Applicant. (3 spots in front of City Park)

Operations Plans \$100 minimim (personnel hours including ERE's)

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

\$25.00 non-commercial or \$120.00 commercial permit fee paid before permit is processed.

\$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.

Business License/ Special Event License fee of \$41.14 must be paid before permit is processed- where there is a promotor sub-letting booth space to vendors, the promotor will pay a fee of \$41.14 and \$6.24 per vendor per day (must be submitted prior to the event). The promotor is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promotor and all vendors via their State tax forms.

County Health Department Food Permit must be attached If serving food or having food vendors. Health Department can be contacted at 520-432-9400 for more information (This is not a food handler's certificate).

Special Event Liquor License Application submitted to the City Clerk's office – required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The Sale of or consumption of alcohol beverages must be approved by the City Council.

Copy of flyers or promotional material associated with this event.

NOTES:

- 1.) THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.
- 2.) NO PARTY OF MORE THAN 50 PEOPLE, MAY NOT TAKE PLACE WITHOUT THE APPROPRIATE PERMITS.

TOTAL FEES:	TOTAL ADDED FEES:	TOTAL SUBMITTED:
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SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Bisbee and its officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is

72-25

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS SN DATE: 12/17/25

FOR CITY USE ONLY

Police Department Approval Yes No Initials JAPR Date 12-30-25
Remarks No Police Requested

Public Works Approval Yes No Initials [Signature] Date 12/17/26
Remarks _____

Fire Department Approval Yes No Initials _____ Date _____
Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS SN DATE: 12/17/25

FOR CITY USE ONLY

Police Department Approval Yes No Initials _____ Date _____
Remarks _____

Public Works Approval Yes No Initials _____ Date _____
Remarks _____

Fire Department Approval Yes No Initials Kp Date 12-29-25
Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:

N

NOTE:

SHOW DIMENSIONS, SERVING AREAS, AND LABEL TYPE OF ENCLOSURE AND SECURITY POSITIONS.

SHOW NEAREST CROSS STREETS, HIGHWAY, OR ROAD IF LOCATION DOESN'T HAVE AN ADDRESS.

PARK, FACILITY AND SPECIAL EVENT FEES

	SPECIAL EVENT PROMOTER (PER-DAY)	\$41.14
	SPECIAL EVENT VENDOR (PER-DAY)	\$6.24
	POLICE OFFICER / PERSONNEL / POLICE UNIT	\$40.00 per day, per vehicle +employee OT rate and ERE's
<input checked="" type="checkbox"/>	PERMIT FEE NON-COMMERCIAL	\$25.00
	PERMIT FEE COMMERCIAL	\$120.00
<input checked="" type="checkbox"/>	REFUNDABLE DEPOSIT	\$50.00
<input checked="" type="checkbox"/>	BEER PERMIT NON-COMMERCIAL ONLY	\$25.00
<input checked="" type="checkbox"/>	WATER ACCESS-PARKS	\$25.00
<input checked="" type="checkbox"/>	ELECTRICITY ACCESS- PARKS	\$25.00
<input checked="" type="checkbox"/>	ELECTRICITY ACCESS BANDSHELL (CITY PARK)	\$75.00
<input checked="" type="checkbox"/>	PARKS-PUBLIC WORKS PERSONNEL	\$30.00/HR. PER PERSON
	DUMPSTER 1 DAY	<i>1hr</i> \$150.00 EACH
	DUMPSTER PICK UP AFTER HOURS	\$125.00 EACH
	DUMPSTER PICK UP HOLIDAY & WEEKENDS	\$125.00 EACH
	TRASH CART RENTAL	\$25.00 EACH
	"NO PARKING" SIGNS	\$5.00 PER SIGN
	OPERATIONS PLAN	\$100 MINIMUM (PERSONNEL HOURS INCLUDING ERE'S)
	POOL RENTAL	\$30.00/PER HR, 2 HR MINIMUM
	POOL BUILDING RENTAL	\$100.00
	LIFEGUARD	\$30.00/ PER HR EMPLOYEE, 2 GUARD MINIMUM



ADDITIONAL REMARKS SCHEDULE

AGENCY SHEL Risk Purchasing Group		NAMED INSURED	
POLICY NUMBER H25SE00169-971		Unaffiliated PO Box 319, Bisbee, Arizona, 85603	
CARRIER Houston Casualty Company	NAIC CODE 42374	EFFECTIVE DATE: 03/24/26	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 1 **FORM TITLE:** Additional Remarks

Schedule of covered events:

Your Role: Event Host or Organizer

Event Type: Concert - Folk Guitar

Event Start Date: Mar 27, 2026

Event End Date: Mar 28, 2026

Venue Name: City Park

Maximum Daily Attendance: 100

Venue Address: 62 Brewery Ave, Bisbee, Arizona, 85603

THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.

ADDITIONAL INSURED – DESIGNATED PERSON OR ORGANIZATION

This endorsement modifies insurance provided under the following:

COMMERCIAL GENERAL LIABILITY COVERAGE PART

SCHEDULE

<p>Name Of Additional Insured Person(s) Or Organization(s):</p> <p>The City of Bisbee</p> <p>118 Arizona Street</p> <p>Bisbee AZ 85603</p> <p>Entity Type: CITY_MUNICIPALITY</p>
<p>Information required to complete this Schedule, if not shown above, will be shown in the Declarations.</p>

A. Section II – Who Is An Insured is amended to include as an additional insured the person(s) or organization(s) shown in the Schedule, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by your acts or omissions or the acts or omissions of those acting on your behalf:

- 1. In the performance of your ongoing operations; or
- 2. In connection with your premises owned by or rented to you.

However:

- 1. The insurance afforded to such additional insured only applies to the extent permitted by law; and
- 2. If coverage provided to the additional insured is required by a contract or agreement, the insurance afforded to such additional insured will not be broader than that which you are required by the contract or agreement to provide for such additional insured.

B. With respect to the insurance afforded to these additional insureds, the following is added to Section III – Limits Of Insurance:

If coverage provided to the additional insured is required by a contract or agreement, the most we will pay on behalf of the additional insured is the amount of insurance:

- 1. Required by the contract or agreement; or
 - 2. Available under the applicable Limits of Insurance shown in the Declarations;
- whichever is less.

This endorsement shall not increase the applicable Limits of Insurance shown in the Declarations.

CITY PARK

BISBEE ANTI-FOLK FEST

**Bear Down Bear - Beaver Creek
- Chick Adjacent - Flying Tuna
Can - George Washingtab - Hill
of Beans - Macy Moose - Rad
Pinkard - Romo Lampkin -
Sandlwood - Simon Spencer**

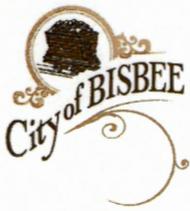
March 27-28, 2026

62 Brewery Ave

@bisbeeantifolkfest

BISBEE ANTI-FOLK FEST
EVENT
CITY PARK
MARCH 27-28, 2026
PERMIT #72-25

Permit Fee	\$ 25.00
Electricity	\$ 25.00
Band Shell	\$ 75.00
Beer Permit	\$ 25.00
Parks/PW Personnel (\$30.00/hr) x 1	\$ 30.00
“No Parking Signs” (\$5.00 ea x 3)	<u>\$ 15.00</u>
TOTAL	\$195.00
Deposit	\$ 50.00



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: **January 20, 2026**

Regular Special

DATE ACTION SUBMITTED: January 8, 2026

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: **Approval of a Park Facility and Right of Way Use Permit for the use of the City of Bisbee Higgins Hill Park Facilities, including the parking spaces and restroom/shower facilities for the Desert Adventure Rally to be held Tuesday, April 7, 2026, through Sunday, April 12, 2026, from 12:00pm (Noon) to 12:00pm (Midnight), Eva Rupert, Applicant.**

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

RECOMMENDATION: **Approve**

PROPOSED MOTION: **I move to approve the Park Facility and Right of Way Use Permit for the use of the City of Bisbee Higgins Hill Park Facilities, including the parking spaces and restroom/shower facilities for the Desert Adventure Rally to be held Tuesday, April 7, 2026, through Sunday, April 12, 2026, from 12:00pm (Noon) to 12:00pm (Midnight), Eva Rupert, Applicant.**

DISCUSSION:

Ms. Eva Rupert has submitted a Park Facility and Right of Way Use Permit for the use of the City of Bisbee Higgins Hill Park Facilities, including the parking spaces and restroom/shower facilities for the Desert Adventure Rally to be held Tuesday, April 7, 2026, through Sunday, April 12, 2026, from 12:00pm (Noon) to 12:00pm (Midnight).

The \$50.00 refundable deposit is required.

FISCAL IMPACT: **\$240.00**

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

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



RECEIVED

DEC 09 2025

City Clerk's Office
City of Bisbee

Public Works / Park & Recreations Department
76 Erie Street -Bisbee, AZ 85603-(520) 432-6002
LValdez@BisbeeAZ.gov

PERMIT NO: 71-25

**City of Bisbee Park, Facility and Right-of-Way Use Permit
Special Event License Application**

This application must be returned to the Public Works Department no less than 45 days before the scheduled event. Application will NOT be considered without required paperwork.

APPLICANT INFORMATION:

Date: December 5, 2025

Name and Title (If Applicable): Eva Rupert

Organization Name (If Applicable):

Applicant or Organization Mailing Address: PO Box 1658, Bisbee, AZ 85603

Phone: 203-770-2447 Contact Name and Phone # during event: Eva Rupert - 203-770-2447

Email Address: eva@evarupert.com

Insurance: Events held on City Property are required to include a certificate of insurance of one million dollars (\$1,000,000) minimum for high risk functions and appropriate endorsements naming the City of Bisbee as additional insured. Applicant's policy is primary.

EVENT INFORMATION:

Event Name: Desert Adventure Rally

Expected Attendance: 25 on city property

Event Date(s): April 7-12, 2026

Start Time: 12PM

End Time: 12PM

Event Location and Address: The Jonquil Motel, 317 Tombstone Canyon, Bisbee, AZ 85603

Will you be serving food? Yes / No If yes, a copy of the Cochise County Health Department Certificate **MUST** accompany this application otherwise this permit will not be accepted

Description of Event and Activities (If more space is needed attach a separate sheet):

The City of Bisbee Higgins Hill park facilities, including the parking spaces and restroom/shower facilities, are requested for an annual event at the Jonquil Motel. The park will be used for additional attendee parking and overnight camping. Total event attendance is 75 people at the Jonquil Motel with a maximum of 20 people on Bisbee City park facilities. - see attachment for details -

SERVICES REQUESTED FROM THE CITY OF BISBEE:

General Electricity Access (City, Lower Vista & Grassy Parks Only) **Actual Cost will be calculated by Public Works**

Band Shell (City Park) **Actual Cost will be calculated by Public Works**

Generators are PERMITTED... All Jumping Castles must have insurance and generators

Beer Permit (Non-Commercial permits only) **\$25.00**

Police: Escorts, Security, Road Closures, Redirecting of Traffic: **\$40.00 per day per vehicle+ Employee OT Rate and ERE's**

- Parks/ Public Works Personnel **\$25.00/ hr. per person**
- Water Access- Parks **\$25.00**
- No Parking Signs, access to facility/ band shell/ restrooms etc. **\$1.50 per sign Note: Road Closed Signs/ Barriers must be supplied by Applicant.**
- Operations Plans **\$100 minimim (personnel hours including ERE's)**

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

- \$35.00 non-commercial or** **\$65.00 commercial permit fee paid before permit is processed.**
- \$50.00 refundable deposit paid before permit is processed (if a check is issued, must be "Written separately from other charges) This deposit will be refunded at the completion of the event, provided that the facility has been left in the same, or better, condition as it was at the start of the event. The City will deduct from this deposit any expenses that may be incurred for cleaning or repairing the facility following the event prior to refunding any remaining balance.**
- Business License/ Special Event License fee of \$39.56 must be paid before permit is processed- where there is a promotor sub-letting booth space to vendors, the promotor will pay a fee of \$39.56 and \$6.00 per vendor per day (must be submitted prior to the event). The promotor is required to supply a list of vendors which describes the items or service the vendor will be selling and pay all applicable fees prior to the event. Sales tax on all items sold at the City rate will be collected by the City for all sales made by the promotor and all vendors via their State tax forms.**
- County Health Department Food Permit must be attached If serving food or having food vendors. Health Department can be contacted at 520-432-9400 for more information (This is not a food handler's certificate).**
- Special Event Liquor License Application submitted to the City Clerk's office – required in order to serve or sell liquor from the State of Arizona (Department of Liquor Licenses & Control, Phoenix Office). The Sale of or consumption of alcohol beverages must be approved by the City Council.**
- Copy of flyers or promotional material associated with this event.**

NOTES:

1.) **THERE IS NO WATER USAGE AT ANY PARK AT ANY TIME.**

2.) **NO PARTY OF MORE THAN 50 PEOPLE, MAY NOT TAKE PLACE WITHOUT THE APPROPRIATE PERMITS.**

TOTAL FEES: \$115	TOTAL ADDED FEES:	TOTAL SUBMITTED:
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SPECIAL EVENT PERMIT AGREEMENT AND ACKNOWLEDGEMENT

Applicant shall indemnify, defend, save and hold harmless the City of Bisbee and its officers, officials, agents and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorney's fees, and costs of claim processing, investigation and litigation) for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused in whole or in part, by the negligent or willful acts or omissions of Applicant or any of its owners, officers, directors, agents, employees, subcontractors or invitees. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of Applicant to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the parties that the Indemnitee shall, in all instances, except for claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by Applicant from and against any and all claims. It is agreed that Applicant will be responsible for primary loss investigation, defense and judgement costs where this indemnification is applicable. In consideration of permission to hold the event, Applicant agrees to waive all rights of subrogation against the City, its officers, officials, agents and employees for losses arising out of or resulting from the event. The City reserves the right to refuse installation of amusements or facilities that violate safety regulations. If Applicant is acting on behalf of an organization, Applicant certifies that he/she is an authorized officer of the Applicant or the agent of the organization, is

71-25

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS [Signature] DATE: 12/05/2025

FOR CITY USE ONLY

Police Department Approval Yes No Initials JDR Date 12-12-25
Remarks No Police Requested

Public Works Approval Yes No Initials [Signature] Date 12/16/25
Remarks _____

Fire Department Approval Yes No Initials KP Date 12-16-25
Remarks No Camp Fires

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS  DATE: 12/05/2025

FOR CITY USE ONLY

Police Department Approval Yes No Initials _____ Date _____
Remarks _____

Public Works Approval Yes No Initials _____ Date _____
Remarks _____

Fire Department Approval Yes No Initials _____ Date _____
Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:



See attachment

NOTE:

SHOW DIMENSIONS, SERVING AREAS, AND LABEL TYPE OF ENCLOSURE AND SECURITY POSITIONS.

SHOW NEAREST CROSS STREETS, HIGHWAY, OR ROAD IF LOCATION DOESN'T HAVE AN ADDRESS.

PARK, FACILITY AND SPECIAL EVENT FEES

(ORDINANCE: O-20-04, APRIL 7, 2020)

<input type="checkbox"/>	SPECIAL EVENT PROMOTER (PER-DAY)	\$39.56
<input type="checkbox"/>	SPECIAL EVENT VENDOR (PER-DAY)	\$6.00
<input type="checkbox"/>	POLICE OFFICER/ PERSONNEL/ POLICE UNIT	\$40.00 per-day, per vehicle + employee OT rate and ERE's
<input type="checkbox"/>	PERMIT FEE NON- COMMERCIAL	\$35.00
<input checked="" type="checkbox"/>	PERMIT FEE COMMERCIAL	\$65.00
<input checked="" type="checkbox"/>	REFUNDABLE DEPOSIT	\$50.00
<input type="checkbox"/>	BEER PERMIT NON-COMMERCIAL ONLY	\$25.00
<input type="checkbox"/>	WATER ACCESS – PARKS	\$25.00
<input type="checkbox"/>	ELECTRICITY ACCESS – PARKS	ACTUAL COST (PUBLIC WORKS DEPARTMENT WILL CALCULATE THE COST)
<input type="checkbox"/>	ELECTRICITY ACCESS – BANDSHELL (CITY PARK)	ACTUAL COST (PUBLIC WORKS DEPARTMENT WILL CALCULATE THE COST)
<input type="checkbox"/>	PARKS – PUBLIC WORKS PERSONNEL	\$25.00/HR. PER PERSON
<input type="checkbox"/>	DUMPSTER 1 DAY	\$150.00 EACH
<input type="checkbox"/>	DUMPSTER PICK UP AFTER HOURS	\$125.00 EACH
<input type="checkbox"/>	DUMPSTER PICK UP- HOLIDAY & WEEKENDS	\$125.00 EACH
<input type="checkbox"/>	TRASH CART RENTAL	\$26.00 EACH
<input type="checkbox"/>	"NO PARKING" SIGNS	\$1.50 PER SIGN
<input type="checkbox"/>	VENDOR FEES	\$6.00
<input type="checkbox"/>	OPERATIONS PLAN	\$100 MINIMUM (PERSONNEL HOURS INCLUDING ERE'S)

To: City of Bisbee — Public Works Department
Lorena Valdez
520-432-6002
LValdez@bisbeeaz.gov

From: Eva Rupert
203-770-2447
eva@evarupert.com

Re: City of Bisbee Park, Facility and Right-of-Way Use Permit

Thank you for taking the time to review this City of Bisbee Park Use Permit application for an upcoming event on April 7-12, 2026. I am requesting the use of the parking areas and restroom/shower facilities at Higgins Hill Park for event attendees.

The event is based primarily at the Jonquil Motel at 317 Tombstone Canyon. The Higgins Hill Park facilities will serve as a satellite camping area for event attendees traveling to Bisbee in camping vans and trucks. No camping vehicles will be permitted on the grass in the park.

The park facilities will give attendees access to showers and toilets. No water or electric is requested outside of that necessary for the restroom facilities.

A maximum of 25 attendees will be using the park and facilities for camping. No food or alcohol will be served and no additional personnel will be needed for the use of these facilities.

Upon approval of this application, the City of Bisbee will be added to the event insurance policy naming the City of Bisbee as additional insured on a policy of no less than one million dollars to be in full compliance with city regulations and requirements.

The event is called the Desert Adventure Rally, now in its sixth year at the Jonquil Motel, and 80 event attendees are expected. The event brings together adventure motorcycle enthusiasts for four days of riding and exploring on forest roads in Southern Arizona. Event attendees stay in various lodging properties throughout Bisbee and gather at the Jonquil Motel for event announcements and activities.

Thank you for your consideration and please do not hesitate to reach out to me if you have questions or need further clarification.

Thank you,



Eva Rupert



HIGGINS PARK
PARKING/RESTROOMS/SHOWERS/CAMPING
FOR
DESERT ADVENTURE RALLEY AT JON QUIL
FEE SCHEDULE
April 7-12, 2026

Permit Fee:	\$ 65.00
Higgins Park Showers-Bldg Rental	\$100.00
15 No Parking Signs (5.00 x 15)	<u>\$ 75.00</u>
TOTAL	\$240.00
Refundable Deposit:	\$ 50.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/15/2025

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

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

PRODUCER Next First Insurance Agency, Inc. PO Box 60787 Palo Alto, CA 94306	CONTACT NAME: PHONE (A/C, No, Ext): (855) 222-5919 FAX (A/C, No): E-MAIL ADDRESS: support@nextinsurance.com	
	INSURER(S) AFFORDING COVERAGE NAIC # INSURER A : State National Insurance Company, Inc. 12831 INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :	
INSURED Eva Rupert Eva Rupert Events LLC 2007 N West St Flagstaff, AZ 86004		

COVERAGES **CERTIFICATE NUMBER:** 113246346 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	X		NXTKDRX4KL-02-GL	05/09/2025	05/09/2026	EACH OCCURRENCE \$1,000,000.00
	DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000.00						
							MED EXP (Any one person) \$15,000.00
							PERSONAL & ADV INJURY \$1,000,000.00
							GENERAL AGGREGATE \$2,000,000.00
							PRODUCTS - COMP/OP AGG \$2,000,000.00
							\$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$
							AGGREGATE \$
							\$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	Professional Liability			NXTKDRX4KL-02-GL	05/09/2025	05/09/2026	Each Occurrence: \$1,000,000.00 Aggregate: \$2,000,000.00

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

The Certificate Holder is City of Bisbee. This Certificate Holder is an Additional Insured on the General Liability policy per the Additional Insured Automatic Status Endorsement. All Additional Insured privileges apply only if required by written agreement between the Certificate Holder and the insured, and are subject to policy terms and conditions.

CERTIFICATE HOLDER City of Bisbee 118 Arizona St Bisbee, AZ 85603	LIVE CERTIFICATE  Click or scan to view	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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REQUEST FOR MAYOR & COUNCIL ACTION

Session of: **January 20, 2026**

Regular Special

DATE ACTION SUBMITTED: <u>January 8, 2026</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: Approval of a Park Facility and Right of Way Use Permit for the use of Vista Park for Night of Miracles/National Night Out on Wednesday, April 22, 2026, from 6:00pm to 9:00pm, Alma Hickman Little Treasures/Miracles of a Second Chance, applicant; with a request to waive fees.	

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

RECOMMENDATION: **Approve**

PROPOSED MOTION: **I move to approve the Park Facility and Right of Way Use Permit for the use of Vista Park for Night of Miracles/National Night Out on Wednesday, April 22, 2026, from 6:00pm to 9:00pm, Alma Hickman Little Treasures/Miracles of a Second Chance, applicant; (with or without a fee waiver)**

DISCUSSION:

The applicant is requesting the use of Vista Park from 6:00pm to 9:00pm for Night of Miracles/National Night Out. Insurance has been provided for this event as is part of the attachments. The Applicant has also requested a waiver of fees.

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,
City Clerk



RECEIVED

DEC 18 2025

City Clerk's Office
City of Bisbee

Public Works / Park & Recreations Department
118 Arizona Street - Bisbee, AZ 85603-(520) 432-6002

PERMIT NO: 73-25

**City of Bisbee Park, Facility and Right-of-Way Use Permit
Special Event License Application**

This application must be returned to the Public Works Department no less than 45 days before the scheduled event. Application will NOT be considered without required paperwork.

APPLICANT INFORMATION:

Date: 12/18/2025

Name and Title (If Applicable): Alma Hickman, COO

Organization Name (If Applicable): Alma's Little Treasures/Miracles of a Second Chance

Applicant or Organization Mailing Address: 507 19th Terrace Bisbee AZ 85603

Phone: 520-266-8906 Contact Name and Phone # during event: Alma Hickman

Email Address: miraclesofasecondchance@gmail.com

Insurance: Events held on City Property are required to include a certificate of insurance of one million dollars (\$1,000,000) minimum for high risk functions and appropriate endorsements naming the City of Bisbee as additional insured. Applicant's policy is primary.

EVENT INFORMATION:

Event Name: Night Of Miracles/National Night Out Expected Attendance: 100 People

Event Date(s): April 22, 2026 Start Time: 6:00 pm End Time: 9:00 pm

Event Location and Address: Vista Park, Bisbee AZ

Will you be serving food? Yes / No If yes, a copy of the Cochise County Health Department Certificate MUST accompany this application otherwise this permit will not be accepted

Description of Event and Activities (If more space is needed attach a separate sheet):
I will be having Music, Business booths, law enforcement, fire departments, and churches participate in this event to bring the community together.

I am a 501 c3 Rehabilitation facility.
Can the city Please waive the fees for this event.

SERVICES REQUESTED FROM THE CITY OF BISBEE:

General Electricity Access (City, Lower Vista & Grassy Parks Only) \$25.00

Band Shell (City Park) \$75.00

Generators are PERMITTED... All Jumping Castles must have insurance and generators

Beer Permit (Non-Commercial permits only) \$25.00

Police: Escorts, Security, Road Closures, Redirecting of Traffic: \$40.00 per day per vehicle+ Employee OT Rate and ERE's

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS W. Williams DATE: 12/18/2025

FOR CITY USE ONLY

Police Department Approval Yes No Initials JPR Date 12-30-25
Remarks No Police Requested

Public Works Approval Yes No Initials A Date 11/7/26
Remarks _____

Fire Department Approval Yes No Initials _____ Date _____
Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:

73-25

acting on the organization's behalf, and is duly authorized to execute this Agreement and Acknowledgement on the organization's behalf. Applicant further certifies that he/she has read and understands all the terms of this Agreement and Acknowledgement, agrees that the Applicant shall be bound by its terms and conditions, and is of lawful age and legally competent to sign this Agreement and Acknowledgement. The City's issuance of a special event permit shall constitute a written agreement or contract between the City and Applicant for purposes of insurance requirements. Applicant agrees to the payment of all non-refundable and refundable fees specified in this document unless otherwise authorized by the Public Works Department. Applicant further acknowledges that depending upon the nature and location of the Applicant's special event, additional permits may be required. The City reserves the right to withhold clean/damage deposits depending on the condition of the facility when the permit expires.

PERMIT HOLDER INITIALS [Signature] DATE: 12/18/2025

FOR CITY USE ONLY

Police Department Approval Yes No Initials _____ Date _____
Remarks _____

Public Works Approval Yes No Initials _____ Date _____
Remarks _____

Fire Department Approval Yes No Initials Kp Date 12-29-25
Remarks _____

COUNCIL ACTION: Approve Deny Mayor's Signature _____ Date _____

With conditions as noted:

N

NOTE:

SHOW DIMENSIONS, SERVING AREAS, AND LABEL TYPE OF ENCLOSURE AND SECURITY POSITIONS.

SHOW NEAREST CROSS STREETS, HIGHWAY, OR ROAD IF LOCATION DOESN'T HAVE AN ADDRESS.

PARK, FACILITY AND SPECIAL EVENT FEES

SPECIAL EVENT PROMOTER (PER-DAY)	\$41.14
SPECIAL EVENT VENDOR (PER-DAY)	\$6.24
POLICE OFFICER / PERSONNEL / POLICE UNIT	\$40.00 per day, per vehicle +employee OT rate and ERE's
PERMIT FEE NON-COMMERCIAL	\$25.00
PERMIT FEE COMMERCIAL	\$120.00
REFUNDABLE DEPOSIT	\$50.00
BEER PERMIT NON-COMMERCIAL ONLY	\$25.00
WATER ACCESS-PARKS	\$25.00
ELECTRICITY ACCESS- PARKS	\$25.00
ELECTRICITY ACCESS BANDSHELL (CITY PARK)	\$75.00
PARKS-PUBLIC WORKS PERSONNEL	\$30.00/HR. PER PERSON
DUMPSTER 1 DAY	\$150.00 EACH
DUMPSTER PICK UP AFTER HOURS	\$125.00 EACH
DUMPSTER PICK UP HOLIDAY & WEEKENDS	\$125.00 EACH
TRASH CART RENTAL	\$25.00 EACH
"NO PARKING" SIGNS	\$5.00 PER SIGN
OPERATIONS PLAN	\$100 MINIMUM (PERSONNEL HOURS INCLUDING ERE'S)
POOL RENTAL	\$30.00/PER HR, 2 HR MINIMUM
POOL BUILDING RENTAL	\$100.00
LIFEGUARD	\$30.00/ PER HR EMPLOYEE, 2 GUARD MINIMUM

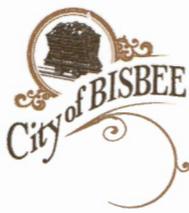
I'm a 501c³ Substance Abuse Mental health facility
 Can we please have the fees waived.
 Thank you Alma Hickman.

NATIONAL NIGHT OUT
VISTA PARK
April 22, 2026

Permit #73-25

Permit Fee	\$ 25.00
Electricity	\$ 25.00
Water	\$ 25.00
“No Parking” Signs \$5.00 ea x 80	\$400.00
TOTAL	\$475.00
Deposit	\$ 50.00

WAIVER OF FEES REQUESTED



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: January 14, 2026

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **Approval of a Special Event Liquor License Application Submitted by the Friends of Bisbee Animal Shelter for a Valentine’s Day Party to be held at Standard Waffle located at 2-4 Shearer Avenue Bisbee, AZ, on Saturday, February 14, 2026, from 5:00pm to 8:30pm: Kelly Galligan, Applicant.**

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Special Event Liquor License Application Submitted by the Friends of Bisbee Animal Shelter for a Valentine’s Day Party to be held at Standard Waffle located at 2-4 Shearer Avenue Bisbee, AZ, on Saturday, February 14, 2026, from 5:00pm to 8:30pm; Kelly Galligan, Applicant.

DISCUSSION:

Kelly Galligan has requested approval of a Special Event Liquor License Application for a Valentine’s Day Party to be held at Standard Waffle located at 2-4 Shearer Avenue Bisbee, AZ, on Saturday, February 14, 2026, from 5:00pm to 8:30pm.

The applicant has indicated that there are 2 public entrances/exits, and a volunteer will be at each door to take tickets and ensure no liquor leaves the premises.

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



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

DLLC USE ONLY

Job #:
Date Accepted:
LC:
License #:

SPECIAL EVENT LICENSE
APPLICATION FEE \$25.00 PER DAY

MUST be submitted to the Department of Liquor 10 days prior to the event.

SECTION 1

Name of Non-Profit Organization, Candidate or Political Party:

If the event will be held on an unlicensed premises, it MUST be approved and signed by the Local Governing Body Before submitting to the Arizona Department of Liquor.

LOCAL GOVERNING BODY

Date Received: 1-14-2020
I, Government Official Title APPROVAL DISAPPROVAL
On behalf of City, Town, County Signature Date

SECTION 2

Will the event be at a location with a current liquor license and within the approved and licensed area?

Yes No (if no skip to section 3)

If yes, MUST attach a letter of explanation/permission/suspension from the licensed location and choose ONE option below.

Name of Licensed Location Liquor License Number

- Suspend license for the duration of the Special Event; Licensee selling all alcohol without retailer involvement. Letter of suspension required.
Dispense and serve all spirituous liquors under retailer's license - Business operates normally, minimum of 25% of gross revenue from alcohol sales will be donated to licensee. Letter of permission required.
Dispense and serve all spirituous liquors under special event - The special event licensee is in charge of selling alcohol that was purchased or donated by the special event licensee. The retailers existing alcohol inventory must be kept separate from any alcohol used during the special event. Letter of suspension required.
Split premises between special event and licensed location - Both the special event licensee and the licensed location will conduct sales of alcohol. (These sales must be done in separate areas. If alcohol is donated or purchased by the special event licensee, it must be in a separate area from the alcohol that is dispensed by the licensed location.) Letter of explanation and permission required.
Off Sale only - Wine/Distilled Spirits Pull, Live or Silent Auctions - Retailer will be permitted to conduct all normal sales and service of alcohol. Letter of permission required.

SECTION 3

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

- 1. Applicant: Galligan Kelly Elizabeth
Last First Middle
- 2. Applicant's mailing address: PO Box 1209 Bisbee AZ 85603
Street City State Zip
- 3. Applicants home/cell phone: 917 749 5331 Non-profit organization phone: _____
- 4. Applicant's email address: kelly.galligan@gmail.com
- 5. Has the applicant been convicted of a felony, or had a liquor license revoked within the last five (5) years?
 Yes (if yes, attach letter of explanation) No

SECTION 4

- 1. Name of non-profit organization: Friends of Bisbee Animal Shelter
- 2. Non-Profit/IRS Tax Exempt Number: 47-2518622 Arizona Corporation Commission File #: 19703469
Required Required
- 3. If Out Of State, specify State (Attach letter of good standing): _____
- 4. Special Event Name: Valentine's Day Party

SECTION 5

- 5. Event Location Name: Standard Waffle
- 6. Event Address: 2-4 Shearer Avenue, Bisbee, AZ 85603

SECTION 6

Must list type of security and control measures will you take to prevent violations of liquor laws at this event.

0 Number of Police 2 Number of Security Personnel Fencing Barriers

Must explain security measures: There are 2 public entrances/exits, and a volunteer will be at each door to take tickets and ensure no liquor leaves the premises.

1. How is this special event going to conduct all dispensing, serving, and selling of spirituous liquors?
Check **one** of the following boxes. (R-19-318)

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

2. How many special event days have already been issued to this organization during the current year? 0

SECTION 7

Dates and Hours of Event - Days must be consecutive and may not exceed 10 days per year.

DAYS	DATE	DAY OF WEEK	EVENT START TIME AM/PM	EVENT END TIME AM/PM
DAY 1	<u>2/14/2026</u>	<u>Saturday</u>	<u>5 pm</u>	<u>8:30 pm</u>
DAY 2	_____	_____	_____	_____
DAY 3	_____	_____	_____	_____
DAY 4	_____	_____	_____	_____
DAY 5	_____	_____	_____	_____
DAY 6	_____	_____	_____	_____
DAY 7	_____	_____	_____	_____
DAY 8	_____	_____	_____	_____
DAY 9	_____	_____	_____	_____
DAY 10	_____	_____	_____	_____

SECTION 8

1. Is the Organization using the services of a DLLC approved Special Event Contractor from the list on our website?

Yes No If yes, please provide the Name of the Special Event Contractor: _____

Special Event Contractor Signature: _____

2. Is the organization using the services of a series 6, 7, 11, or 12 licensee to manage the sale or service of alcohol? (Licensees who hold a series 6, 7, 11, or 12 license are automatically qualified to be a special event contractor)

Yes No if yes, Name of Licensee: _____ Liquor License #: _____

3. List the name of the Organization/individual that will receive revenues:

MUST EQUAL 100 PERCENT, APPLYING NON-PROFIT MUST RECEIVE A MINIMUM OF 25% OF THE PROCEEDS.

Name: Friends of Bisbee Animal Shelter Percentage: 100%

Address: PO Box 1620 Bisbee AZ 85603
Street City State Zip

Name: _____ Percentage: _____

Address: _____
Street City State Zip

Please read A.R.S. § 4-203.02 and R19-1-205 Special event license rules and Requirements.

SECTION 9

Licensed location diagram: The licensed premises for your special event is the area in which you are authorized to sell, dispense, or serve alcoholic beverages under the provisions of your license.



Must attach a diagram of your special event showing the area where alcohol will be sold, served, and consumed. Must include dimensions of event area, fencing, barricades, or other control measures, and include positions of security personnel.

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

Declaration:

I, (Print Name) Kelly Elizabeth Galligan, declare under penalty of perjury that I am authorized to submit this application. I have read the contents and to the best of my knowledge believe all statements made on this application to be true, correct, and complete.

Signature: _____

SPECIAL EVENT DIAGRAM AND SAFETY PLAN STANDARDS

Diagrams do not need to be overly complicated, they can be hand drawn. However, we do not accept photographs or aerial views that do not show the premises clearly. The diagram should clearly depict the special event area in relation to the entire premises.

Each diagram must include:

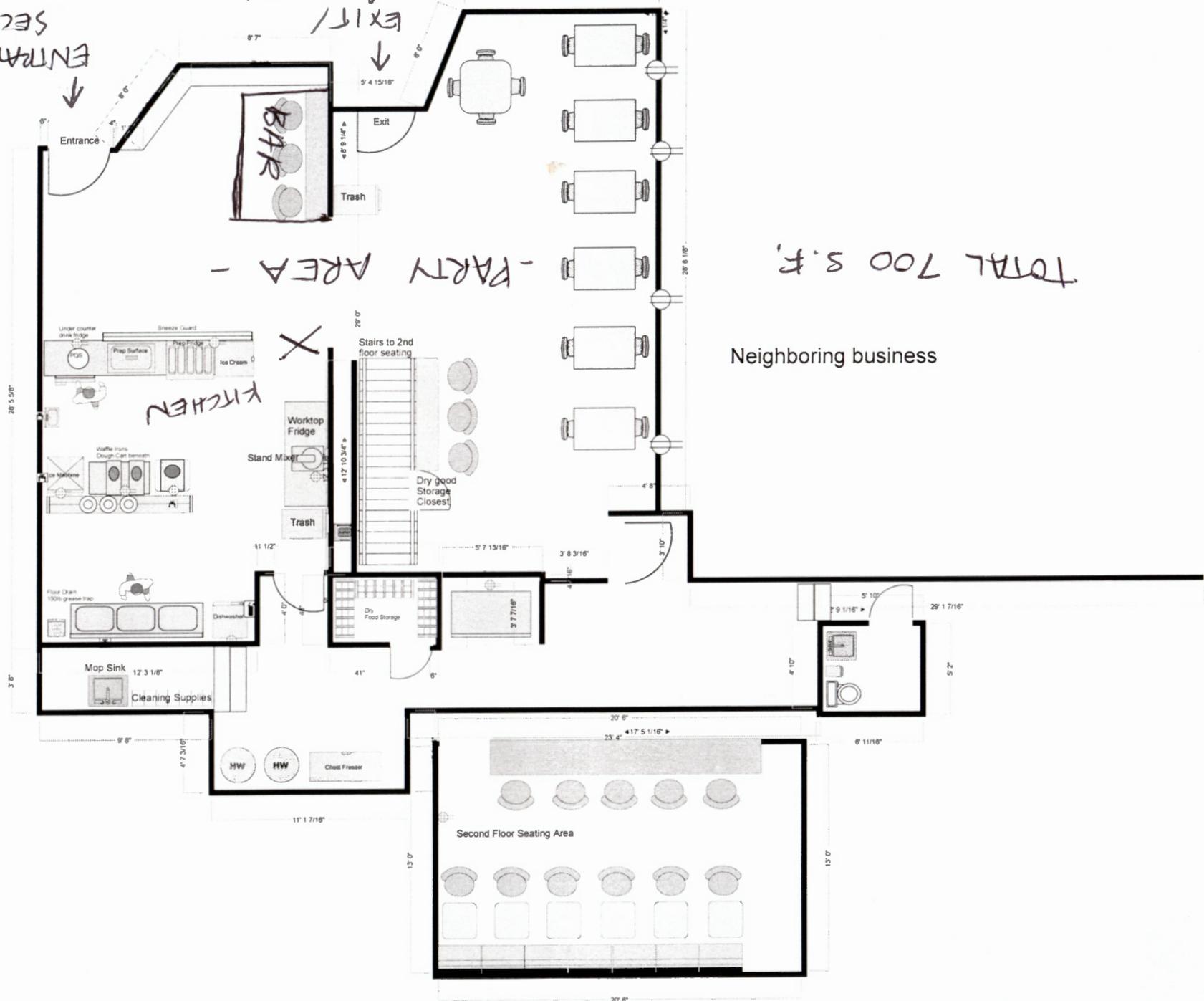
- Overview of the location
- The event area clearly outlined with black marker
- Where alcohol will be served/stored
- All entrances and exits
- Where security will be positioned
- Square footage of event area
- Show North, East, South, West

2-4 SHEPHERD AVENUE

-S-

ENTRANCE/ SECURITY

EXIT/ SECURITY



-PARTY AREA-

TOTAL 700 S.F.

Neighboring business

-E-

-W-

Second Floor Seating Area

-N-



\$20

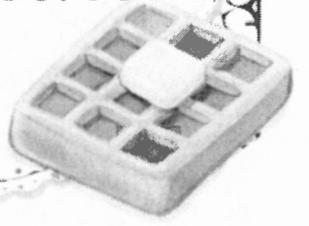


For the
Love of
Animals

A Valentine's Day Fundraiser
for Friends of the Bisbee Animal Shelter
Cocktails & Auction on Saturday, Feb. 14



STANDARD WAFFLE
4 Shearer Ave. from 5:30 to 8 pm



Tickets Available at Poco Market and Eventbrite



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 7, 2026</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input checked="" type="checkbox"/>
FORMAL ACTION <input type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF 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

PROPOSED MOTION: I move to approve Ordinance O-26-02, Amending the City Code of the City of Bisbee, Chapter 3.5 Procurement.

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.

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

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 ADMINISTRATION OF A CONTRACT SUPPORTED BY FEDERAL, STATE, OR LOCAL FUNDS. A CONFLICT OF INTEREST IS DEFINED UNDER STATE STATUTE, 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 FINANCIAL 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 NOR ACCEPT GRATUITIES, FAVORS, OR ANYTHING OF MONETARY 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 20th 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

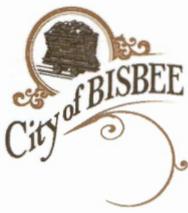
PROCUREMENT HISTORY FILE CHECKLIST

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: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 7, 2026</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input checked="" type="checkbox"/>
FORMAL ACTION <input type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: Discussion and Possible Approval of Ordinance O-26-03; Authorizing the Sale and Transfer of Certain Surplus City Property being an unaddressed parcel located adjacent to APN 101-12-082H.	

FROM: Emanuel Stuart, City Planner

RECOMMENDATION: Approve Ordinance O-26-03

PROPOSED MOTION: I move that we approve Ordinance O-26-03; Authorizing the Sale and Transfer of Certain Surplus City Property being an unaddressed parcel located adjacent to APN 101-12-082H.

DISCUSSION:

At the December 16, 2025, Council meeting, the Council designated it as surplus property and set the minimum acceptable bid amount at \$10,400.00.

A Public Auction was held at the January 6, 2026, Council meeting with Mr. John Roupe being the successful bidder.

FISCAL IMPACT: \$10,400.00

DEPARTMENT LINE-ITEM ACCOUNT: 99-30-50999

BALANCE IN LINE ITEM IF APPROVED: TBD

Prepared by: *Jana Williams*, for
J. Emanuel Stuart,
City Planner

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

ORDINANCE O-26-03

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AUTHORIZING THE SALE AND TRANSFER OF CERTAIN SURPLUS CITY PROPERTY, BEING AN UNADDRESSED PARCEL LOCATED ADJACENT TO APN 101-12-082H.

WHEREAS, pursuant to section 1.03 of the Charter of the City of Bisbee, the City has the authority to sell such City property as its interests may require; and

WHEREAS, John Roupe, owner of APN 101-12-082H; unaddressed parcel Bisbee, Arizona applied to purchase a parcel owned by the City consisting of approximately 4,609 square feet located adjacent to APN 101-12-082H. (the "Parcel"), more particularly described on Exhibit "A" attached hereto; and

WHEREAS, requirements of Article 2.6.9 of the City Code have been complied with; and

WHEREAS, pursuant to the City Charter, the sale of transfer of City property must be done by ordinance, and this action is in the best interests of the citizens of the City of Bisbee,

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

Section 1. The City hereby authorizes and approves the sale and transfer by way of Quit Claim Deed of a portion of that certain City owned property, legally described in the attached Exhibit A, to John Roupe for the sum of ten thousand four hundred dollars (\$10,400.00) to be paid prior to the closing of this transaction.

Section 2. The City Manager, City Clerk, City Attorney and Mayor are further authorized to execute a Quit Claim Deed on behalf of the City for the transfer of this property and all necessary additional documents that may be needed to fulfil the intent of this Ordinance.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee on this 20th day of January, 2026.

APPROVED:

Ken Budge, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

Joseph Estes, City Attorney

Exhibit A
Legal Description

THAT PORTION OF LAND BETWEEN THE EASTERLY LINE OF BLOCK 49 AND THE WESTERLY LINE OF BLOCK 50 OF WARREN TOWNSITE, COCHISE COUNTY, ARIZONA AS SHOWN BY MAP ON FILE IN BOOK 1 OF MAPS, PAGE 106 IN THE RECORDS OF COCHISE COUNTY, ARIZONA, IN SECTION 23, TOWNSHIP 23 SOUTH, RANGE 24 EAST OF THE GILA AND SALT RIVER MERIDIAN, COCHISE COUNTY, ARIZONA, MORE PARTICULARLY DESCRIBED AS FOLLOWS;

BEGINNING AT THE NORTHEASTERLY CORNER OF BLOCK 49 OF THE "WARREN TOWNSITE";

THENCE NORTH 72° 33' 00" EAST COINCIDENT WITH THE SOUTH LINE OF "VAN DYKE STREET" A DISTANCE OF 30.00 FEET TO THE NORTHWESTERLY CORNER OF BLOCK 50;

THENCE SOUTH 17° 27' 00" EAST COINCIDENT WITH THE WESTERLY LINE OF BLOCK 50 A DISTANCE OF 153.63 FEET TO THE SOUTHWESTERLY CORNER OF BLOCK 50;

THENCE SOUTH 72° 33' 00" WEST DISTANCE OF 30.00 FEET TO THE SOUTHEASTERLY CORNER OF SAID BLOCK 49;

THENCE NORTH 17° 27' 00" WEST COINCIDENT WITH THE EASTERLY LINE OF BLOCK 49 A DISTANCE OF 153.63 FEET TO THE NORTHEASTERLY CORNER OF SAID BLOCK 49 AND THE **POINT OF BEGINNING**.

SUBJECT TO ANY AND ALL PRIOR EASEMENTS, RIGHTS-OF-WAY, CONVENANTS, RESTRICTIONS AND ENCUMBRANCES OF RECORD OR NOT OF RECORD THAT MAY OTHERWISE LEGALLY EXIST.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20th, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 7th, 2026</u>	
REGULR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input checked="" type="checkbox"/>	ORDINANCE <input type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER <input type="checkbox"/>
SUBJECT: Discussion and possible approval of the contract amendment #2 of Professional Services Agreement with Westland Engineering & Environmental Services	

FROM: Matthew Gurney, Public Works Director

RECOMMENDATION: Approval

PROPOSED MOTION: I move to approve the contract amendment #2 of the Professional Services Agreement with Westland Engineering & Environmental Services

DISCUSSION

We are requesting an amendment to the original engineering services contract with Westland Engineering to allow the firm to update the fee schedule for the Old Bisbee Sewer Lateral Project. Since Westland prepared the original Preliminary Engineering Report in 2016 and is already thoroughly familiar with the project’s scope, history, and technical requirements, amending the existing contract remains the most efficient and cost-effective option.

While staff will be issuing a Request for Bids for new on-call engineering services, this amendment ensures that work on the Old Bisbee Sewer Lateral Project—and preparation for related grant applications—can continue without interruption during the procurement process.

FISCAL IMPACT: N/A

DEPARTMENT LINE-ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED: N/A

Prepared by: 
Matthew Gurney
Public Works Director

Reviewed by: 
Ashlee Coronado
Interim City Manager/City Clerk

Amendment #2 to Professional Services Agreement

WHEREAS, WestLand Resources, Inc., an Arizona corporation, d/b/a WestLand Engineering & Environmental Services with offices in Tucson, Arizona ("Subcontractor") and the City of Bisbee with its principal office located in Bisbee, Arizona ("City") are parties to the City of Bisbee Public Works Department Professional Services Agreement effective as of December 20, 2016 (the "Agreement") and as amended by Amendment #1 on February 7, 2023 ("Amendment 1"); and

WHEREAS the parties wish to amend the Agreement under the terms and conditions of this Amendment #2 dated as of February 1, 2026.

1. Article II. The designated recipients for such notices, invoices and payments are as follows:

Consultant: Susan Gilbert, P.E., Senior Principal Consultant
WestLand Resources, Inc.
4001 E. Paradise Falls Drive
Tucson, AZ 85712

2. Exhibit B (Fee Schedule) of the Agreement, and Amendment #1 shall be deleted in their entirety and replaced with Subcontractor's current billing rates as set forth in Attachment A to this Amendment #2.
3. All other terms and conditions of the Agreement and Amendment #1 shall remain in their entirety.

CITY OF BISBEE

**WESTLAND RESOURCES, INC., DBA WESTLAND
ENGINEERING & ENVIRONMENTAL SERVICES**

Signature: _____

Signature: _____

Name: _____

Name: Susan Gilbert, P.E.

Title: _____

Title: Director of Discipline Services

Street Address: 118 Arizona Street

Street Address: 4001 E. Paradise Falls Drive

City, State, Zip: Bisbee, AZ 85603

City, State, Zip: Tucson, Arizona 85712

Telephone Fax No.

(520) 206-9585 (520) 206-9518

Telephone Fax No.

Email Address

sgilbert@westlandresources.com

Email Address

Attachment A



Billing Rates (Preliminary) January 2026

\$305 Senior Principal Consultant	\$250 Senior Technical Specialist
\$280 Principal Consultant	\$209 Technical Specialist III
\$250 Senior Project Manager	\$185 Technical Specialist II
\$226 Project Manager II	\$165 Technical Specialist I
\$209 Project Manager I	\$146 Senior Document Production Specialist II or Tech Editor II
\$185 Project Controller III	\$146 Document Controller
\$165 Project Controller II	\$121 Senior Document Production Specialist I or Tech Editor I
\$146 Vehicle Equipment Coordinator or Project Controller I	\$109 Document Production Specialist III or Administrative Staff III
\$109 Project Administrator	\$93 Document Production Specialist II or Administrative Staff II
	\$80 Document Production Specialist I or Administrative Staff I
\$226 Senior Engineer I	\$226 Senior Landscape Architect I
\$209 Engineer III	\$209 Landscape Architect III
\$185 Engineer II	\$185 Landscape Architect II
\$165 Engineer I or Engineer in Training III	\$165 Landscape Architect I
\$146 Engineer in Training II or Senior Engineering Technician	
\$121 Engineer in Training I or Engineering Technician	
\$226 Design Manager	\$226 Construction Department Manager
\$185 Senior Designer II or Senior Graphic Designer II	\$209 Senior Construction Inspector III
\$165 Senior Designer I or Senior Graphic Designer I	\$185 Senior Construction Inspector II
\$146 Designer III	\$165 Senior Construction Inspector I
\$121 Designer II	\$146 Construction Inspector III
\$109 Designer I	\$121 Construction Inspector II
\$ 93 Drafter	\$109 Construction Inspector I
Rate Environmental Planning & Permitting	
\$226 Senior Environmental Consultant I	\$226 Senior Environmental Consultant I
\$209 Senior Environmental Specialist III	\$209 Senior Biologist III
\$185 Senior Environmental Specialist II	\$185 Senior Biologist II
\$165 Senior Environmental Specialist I	\$165 Senior Biologist I
\$146 Environmental Specialist III	\$146 Biologist III
\$121 Environmental Specialist II	\$121 Biologist II
\$109 Environmental Specialist I	\$109 Biologist I
\$209 Senior Principal Investigator II	\$209 Senior Surveyor III or Survey Manager
\$185 Senior Principal Investigator I	\$185 Senior Surveyor II
\$165 Principal Investigator II or Senior Field Director	\$165 Senior Surveyor I
\$146 Field Director III or Principal Investigator I	\$146 Surveyor III
\$121 Field Director II	\$121 Surveyor II
\$109 Lab Director, Field Director I or Crew Chief II	\$109 Surveyor I
\$93 Crew Chief I	\$93 Survey Technician II
\$80 Assistant Crew Chief	\$80 Survey Technician I
\$93 Senior Field Technician II or Senior Technician II	\$209 Senior Geospatial Analyst III
\$80 Senior Field Technician I or Senior Technician I	\$185 Senior Geospatial Analyst II
\$72 Field Technician III or Technician III	\$165 Senior Geospatial Analyst I
\$66 Field Technician II or Technician II	\$146 Geospatial Analyst III
\$61 Field Technician I or Technician I	\$121 Geospatial Analyst II
	\$109 Geospatial Analyst I



REQUEST FOR MAYOR & COUNCIL ACTION
Session of: January 20th, 2026

Regular Special

DATE ACTION SUBMITTED: January 8th, 2026

REGULR **CONSENT**

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

SUBJECT:
Discussion and Possible Approval of a Contract with ClearSpan for the Purchase and Installation of a Pre-Engineered Metal Building (PEMB) Package for the City of Bisbee Sanitation/ Recycling Department under Sourcewell Cooperative Purchasing Contract #071223-CSS, in the amount of \$176,976.54.

FROM: **Matthew Gurney, Director of Public Works**

RECOMMENDATION: **Approval**

PROPOSED MOTION: I move to approve a contract with ClearSpan for the purchase and installation of a 60' x 80' pre-engineered metal building under Sourcewell Cooperative Purchasing in the amount of \$176,976.54.

DISCUSSION:

The City of Bisbee seeks approval to enter a contract with ClearSpan for the purchase and installation of a 60' x 80' pre-engineered metal building (PEMB) with a 19' eave height and 1/12 pitch roof. The building will include custom beam design, ADA-compliant doors, roof insulation, and installation services. The Recycling Department will utilize this structure to support operations, provide secure storage, and improve efficiency in handling recyclable materials.

The procurement will be conducted through the Sourcewell Cooperative Purchasing Program (Contract #071223-CSS), ensuring compliance with competitive bidding requirements and cost efficiency. The quoted amount of **\$176,976.54** includes materials, labor for installation, and estimated freight charges. The quote does not include foundation and electrical work, which will be prepared separately by others.

FISCAL IMPACT: **\$176,976.54**

DEPARTMENT LINE-ITEM ACCOUNT: **56-40-91000**

BALANCE IN LINE ITEM IF APPROVED: **\$81,735.07**

Prepared by: 
Matthew Gurney
Public Works Director

Reviewed by: 
Ashlee Coronado
Interim City Manager/City Clerk



Corporate
 703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
 p: 1.860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 8923851
Quote Number: 961021

QUOTE

Sourcewell Contract #: 071223-CSS
 110822-CSS
 Page: 1 of 3

<p>Quote To: JESUS HARO CITY OF BISBEE 915 S. TOVREAVILLE RD. BISBEE AZ 85603 UNITED STATES</p> <p>Phone: 5204326262 JHARO@BISBEEAZ.GOV</p> <p>Sales Person: BRAD WILLIAMS Office Phone: 800-603-4445 x1241 BWILLIAMS@CLEARSPAN.COM</p>	<p>Ship To: CITY OF BISBEE 940 S TOVREAVILLE RD BISBEE, AZ 85603</p> <p>Date: 1/7/2026 Valid for 10 Days</p> <p style="text-align: right;">Quote Total 176,976.54</p>
--	--

USD

Line	Part	Description	Expected Qty	Unit Price	Ext. Price
1	100110	60W BY 80L PEMB PACKAGE 19' EAVE 1/12 PITCH ENCLOSED	1.00	55,286.00	55,286.00
2	700011	CUSTOM BEAM DESIGN AND ENGINEERING BUILDING	1.00	5,000.00	5,000.00
7	116045	48" 2SP 208-230V B-DRIVE 1HP SLANT WALL FAN	1.00	1,189.00	1,189.00
12	117256LHFK	3068 ADA PREHUNG DOOR - LEFT HAND - FABRIC KIT	2.00	3,620.00	7,240.00

Kit Components			
Kit Seq.	Part Number	Description	Qty Per
10.001	117256LH	3068 ADA PREHUNG	1.00
10.002	115736Z049	.25" X 3.625" BLACK	1.00
10.003	110157Z08125G	DOOR CASING	2.00
10.004	110156Z08125	DOOR CASING CAP (81-	2.00
10.005	115912Z045MG	SINGLE 36" WALK-IN	1.00
10.006	116660	#12-14 X 1-1/2" HWH3	12.00
10.007	115733Z024	.25" X 5.5" X 24" SEAL	1.00
10.008	115788	OSI QUAD #000 CLEAR	1.00
10.009	R24P048D	RECT TUBE 2" X 4" X 48"	1.00
10.010	R24P082375D	RECT TUBE 2" X 4" X	2.00
10.011	115763	#12 X 3-1/2" STEEL PH.	25.00
10.012	INSTRUCTIONS	INSTRUCTIONS	1.00

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.



Corporate
 703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
 p: 1 860 760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 8923851
 Quote Number: 961021

QUOTE

Sourcewell Contract #: 071223-CSS
 110822-CSS
 Page: 2 of 3

14	115780N	DURACOIL BASIC 24GA- 12X14 DOOR	1.00	4,575.00	4,575.00
15	700000	STANDARD WAGE LABOR TO INSTALL RAYNOR DOORS	1.00	6,647.00	6,647.00
28	100110	R10 INSULATION IN ROOF ONLY	1.00	5,708.00	5,708.00
29	700000	STANDARD WAGE BUILDING INSTALLATION	1.00	73,160.00	73,160.00

Installation estimate for a metal clad beam building that is 60x80. Building to be installed on concrete foundation that is to be prepared by others and ready upon crews' arrival to site. This estimate includes installation of door framing and insulation for the roof only. No saver liner included.

The installation quote is based on the following assumptions: full and unrestricted access to the site for both crew and equipment; a clear, obstruction-free work area; and sufficient space on-site to unload and stage all necessary materials. The quoted price does not include any foundation work. It is also assumed that all work will be performed under standard labor conditions, including regular working hours and wage rates.

QUOTE - Miscellaneous Charge -

Description	Ext. Price
1.) Freight	18,171.54

Please Note:

- *Additional Sales Tax will apply for materials and installation if the project is not tax exempt.
- *Freight Rate shown is estimated. Buyer is responsible for final freight charges that are calculated at time of shipment
- *Anchor Hardware not included for Designed and Engineered Structures unless listed on the quote. Customer may provide the anchor bolts or ClearSpan will quote them once engineering is completed
- Disclaimer:** Payment & Performance Bonds and Builders Risk Insurance are not included in this quote unless explicitly stated otherwise. If required, these items must be requested and will be quoted separately.

Proposal reflects Sourcewell Pricing. Only available through the purchasing CoOp. PO must state Sourcewell contract # to qualify.



Corporate
703 Hebron Avenue, Floor 3, Glastonbury, CT 06033
p: 1 860.760.0046 • f: 1.888.958.1393 • www.clearspan.com



Customer ID: 8923851
Quote Number: 961021

QUOTE

Sourcewell Contract #: 071223-CSS
110822-CSS
Page: 3 of 3

Lines Total	158,805.00
Line Miscellaneous Charges	0.00
Quote Miscellaneous Charges	18,171.54
Quote Total	176,976.54



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20th, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 5th, 2026</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: Discussion and possible approval to have RH Borden complete an Acoustic assessment of the remaining sewer line pipes utilizing SL-RAT.	

FROM: Matthew Gurney, Public Works Director

RECOMMENDATION: Approve to have RH Borden complete an Acoustic assessment of the remaining sewer line pipes utilizing SL-RAT.

PROPOSED MOTION: I move to approve to have RH Borden complete an Acoustic assessment of the remaining sewer line pipes utilizing SL-RAT.

DISCUSSION: In 2024, the city engaged RH Boarden to perform an acoustic assessment of sewer line pipes using Transmissive Acoustic Inspections Rapid Assessment Technology (SL-RAT). This process also included Level 1 manhole inspections. Each manhole was evaluated and prioritized based on its condition, and the results were integrated into the acoustic assessment dataset. All collected data was uploaded to an online ArcGIS dashboard, providing filtering and reporting capabilities. The previous project did not cover the entire sewer collection system. We now intend to bring RH Boarden back to complete the assessment for the entire system, including acoustic inspections, Level 1 manhole evaluations, and crew mobilization. The total cost for this work is \$37,800.00.

FISCAL IMPACT: \$37,800

DEPARTMENT LINE-ITEM ACCOUNT: 54-40-34010

BALANCE IN LINE ITEM IF APPROVED: \$60,208

Prepared by: 
Matthew Gurney
Public Works Director

Reviewed by: 
Ashlee Coronado
Interim City Manager

RH Borden and Company LLC
 2961 W Maple Loop Dr
 Ste 300
 Lehi, UT 84048-5686 USA



Quotation

ADDRESS

Matthew Gurney
 AZ, City of Bisbee
 76 Erie Street
 Bisbee, Arizona 85603

QUOTATION # 2769
DATE 02/24/2025
EXPIRATION DATE 07/31/2026

DATE	ACTIVITY	DESCRIPTION	QTY	RATE	AMOUNT
	Acoustic Assessment Service	Acoustic assessment of sewer line pipes utilizing Transmissive Acoustic Inspection Rapid Assessment Technology (SL-RAT) per ASTM F3220. Service includes: 1) Full assessment of designated pipes into the following categories: GOOD / FAIR / POOR / BLOCKED / or CONNECTED TO BURIED MANHOLE 2) Delivery of assessment data in RH Borden Online ArcGIS Dashboard with additional ability to download data in .csv and .shp formats. Final cost based on actual footage assessed.	100,000	0.24	24,000.00
	Level 1 Manhole Inspection - Authorized Service Provider	Level 1 Manhole Inspection Manholes will be assessed and prioritized based on manhole condition and incorporated into acoustic assessment data set. Manhole assessments will include a 3-point risk scale (Low, Medium, High) across 5 sections of the manhole (Lid, Collar, Main Body, Trough, Overall Condition). Data will be captured and included in RH Borden Online ArcGIS Dashboard with filtering and reporting capability. Final cost based on actual number of manholes assessed.	500	12.00	6,000.00
	Crew Mobilization	Crew Mobilization	2	3,900.00	7,800.00

SUBTOTAL	37,800.00
TAX	0.00
TOTAL	\$37,800.00

Accepted By

Accepted Date



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: January 14, 2026

REGULAR CONSENT

TYPE OF ACTION:
RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: Discussion and Possible Approval for the Bisbee Arts Commission to pay Luke Oldfield in the amount of \$100.00 for the delivery and operation of support structure for the kids New Year's Eve ball drop.

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Bisbee Arts Commission to pay Luke Oldfield in the amount of \$100.00 for the delivery and operation of support structure for the kids New Year's Eve ball drop.

DISCUSSION:

At its Special Meeting on January 12, 2026, the Bisbee Arts Commission unanimously approved to pay Luke Oldfield in the amount of \$100.00 for the delivery and operation of support structure for the kids New Year's Eve ball drop.

FISCAL IMPACT: \$100.00

DEPARTMENT LINE-ITEM ACCOUNT: 42-40-42060

BALANCE IN LINE ITEM IF APPROVED: \$1,048.18

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

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

1/6/26

Invoice:

From: Luke Oldfield
5288 N Lead Stra, Bisbee, AZ 85603

To: Bisbee Arts Commission

Delivery and operation of support structure for the Kids New Year's Eve ball drop.

\$100 payable on receipt.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED: <u>January 14, 2026</u>	
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: Discussion and Possible Approval for the Bisbee Arts Commission to pay Rene Johnson in the amount of \$250.00 for the subwoofer and wash lights delivery and rental for the Flam Chen NYE Performance.	

FROM: Nina Williams, Deputy City Clerk

RECOMMENDATION: Approve

PROPOSED MOTION: I move to approve the Bisbee Arts Commission to pay Rene Johnson in the amount of \$250.00 for the subwoofer and wash lights delivery and rental for the Flam Chen NYE Performance.

DISCUSSION:

At its Special Meeting on January 12, 2026, the Bisbee Arts Commission unanimously approved to pay Rene Johnson in the amount of \$250.00 for the subwoofer and wash lights delivery and rental for the Flam Chen NYE Performance.

FISCAL IMPACT: \$250.00

DEPARTMENT LINE-ITEM ACCOUNT: 42-40-42060

BALANCE IN LINE ITEM IF APPROVED: \$798.18

Prepared by: Nina Williams
Nina Williams,
Deputy City Clerk

Reviewed by: Ashlee Coronado
Ashlee Coronado,
City Clerk

1/6/26

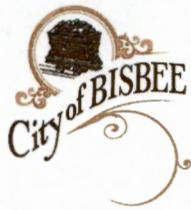
Invoice:

From: Rene Johnson
1509 w. Taylor Phoenix, AZ 85007

To: Bisbee Arts Commission

Subwoofer and wash lights delivery and rental for the Flam Chen NYE performance.

\$250.00 payable on receipt.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: **January 20, 2026**

Regular Special

DATE ACTION SUBMITTED: January 14, 2026

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: **Discussion and Possible Approval of the Recommendation from the Bisbee Arts Commission to Fund a Grant Application for Bruce Syrett in the amount of \$500.00 from the Bisbee Arts Commission Fund.**

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

RECOMMENDATION: **Approve**

PROPOSED MOTION: **I move to approve the funding of the grant application for Bruce Syrett in the amount of \$500.00 from the Bisbee Arts Commission Fund.**

DISCUSSION:

At the January 12, 2026, Special meeting of the Bisbee Arts Commission, the Commission unanimously approved a recommendation to the City Council to fund \$500.00 of Bruce Syrett's "Bisbee's Cosmic Connections".

FISCAL IMPACT: **\$500.00**

DEPARTMENT LINE-ITEM ACCOUNT: **42-40-10530**

BALANCE IN LINE ITEM IF APPROVED: **\$1,310.00**

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

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



BISBEE ARTIST GRANT APPLICATION

Name of Applicant: <i>(If you are applying as a group or collective, please also list the contact's name)</i> Bruce Syrett. - Bisbee Dark Skies
Phone Number: [REDACTED]
Email: [REDACTED]
Mailing Address: [REDACTED]
Name of Project: Bisbee's Cosmic Connections
Project Description: 4 photographic artist using our dark skies to bring a combination of deep sky objects and photo landscapes of Bisbee with the Milky Way featured above each landscape. Each artist will pick 3 of their best works to display in a local gallery. The budget allowed for each artist to enlarge his digital images to poster size and frame is \$100.
Amount Requested: <i>(Grants to applicants range from a minimum of \$100 to a maximum of \$500)</i> \$500

Project Cost

What is the total projected cost of the activity? \$750
What is the proposed use of the grant funds? Each artist get \$100 for enlarging and framing their digital images. = \$400 Arranging and hanging the artwork in the gallery. = \$100

Location of project or activity

Are you a resident of the City of Bisbee, Arizona? *(We ask this for our own reporting. City residency is not required for consideration, but funded project must take place or be shown within city limits.)*
yes, 5 Spring Canyon

Project location - Carriage House Studios. 308 Powell. Warren

Activity Dates

When will your project take place? *(Supported activities should take place in the current year, although they can extend.)*

February 14 thru February 22

Local Community Impact

In what ways do you think this project could have an impact on the local community?

This will be an amazing display of the photographic arts made possible by Bisbee's dark skies. All photos in the display are taken in the Bisbee area.

Are other artists involved? *(If there are other artists involved in your project in a meaningful way, please list them below and explain briefly how they are involved.)*

Seven Gray. - Artist. Deep Sky photos

Robert Gallucci. - Artist. Bisbee City photos with Milky Way included

Steve Pauken. - Artist. Deep Sky photos

Harold Locke - Artist. Deep sky photos

Sharon Stetter - Artist. Arranging and hanging the display

If you are applying on behalf of an artist collective or group, please provide the names and artistic disciplines for others in the group.

Sharon Stetter - Artist. responsible for arranging and hanging the display.

David Neufeld - Artist. gallery owner and creative structure of the display.

Additional Information

What other details about the project and your request for grant funding would you like the review panelists to know?

Night sky photography is cutting edge artistry combined with technological expertise to bring to the public views of the cosmos of Bisbee that previously were only possible with multi-million dollar equipment in government institutions.

Upon request, I agree to provide the City of Bisbee with a full accounting of the funds received, including receipts, cancelled checks and other documents suitable for proof of payment.

I agree to complete the project for which funds are requested within 1 year of notice of award.

I will provide a written, final report to the City of Bisbee within 30 days of completion of the project.

I agree that if funds are not used for the stated purpose and within 1 year of award, they will be returned to the BAC.

Funds received may be subject to 1099 tax reporting requirements.

Bruce Syrett

Typed or Printed Name

B. A. Syrett

Signature

Dec. 18, 2025

Date



BISBEE DARK SKIES 2026 ASTROPHOTOGRAPHY SHOW

February 14 - 21, 2026
Carriage House Gallery
308 Powell St., Bisbee
Free Open to the Public



BISBEE DARK SKIES 2026 ASTROPHOTOGRAPHY SHOW

February 14 - 21, 2026
Carriage House Gallery
308 Powell St., Bisbee
Free Open to the Public



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED:	<u>January 14, 2026</u>
REGULAR <input checked="" type="checkbox"/>	CONSENT <input type="checkbox"/>
TYPE OF ACTION:	
RESOLUTION <input type="checkbox"/>	ORDINANCE <input type="checkbox"/>
FORMAL ACTION <input checked="" type="checkbox"/>	OTHER <input type="checkbox"/>
SUBJECT: Discussion and Possible Direction related to a Destination Marketing Organization Contract with Bisbee Forward and possible approval of a Notice of Solicitation for a Destination Marketing Organization.	

FROM: Ken Budge, Mayor

RECOMMENDATION:

PROPOSED MOTION: At Mayor and Council's discretion

DISCUSSION:

This agenda item provides Council an opportunity to discuss and take action on the City's Destination Marketing Organization (DMO), the prior Council direction to negotiate a DMO agreement with Bisbee Forward, and a proposed Notice of Solicitation for DMO services in accordance with the City's contract and procurement requirements. Council may provide direction regarding negotiations with Bisbee Forward, the scope, expectations, and structure of the solicitation, and consider approval of the Notice of Solicitation to allow staff to proceed with seeking qualified organizations to provide DMO services for the City of Bisbee.

FISCAL IMPACT:

DEPARTMENT LINE-ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: Ashlee Coronado
Ashlee Coronado
City Clerk

**NOTICE OF SOLICITATION
REQUEST FOR PROPOSALS
CITY OF BISBEE**

1. Introduction

The City of Bisbee is requesting Proposals (hereinafter referred to as “RFP”) from qualified marketing and communications firms with demonstrated expertise in tourism promotion to serve as the City’s Destination Marketing Organization (“DMO”). The selected firm will provide comprehensive services to develop and implement a Tourism Marketing Program that increases visitation, enhances Bisbee’s reputation as a premier cultural and historic destination, and supports local businesses and complies with all of the DMO requirements established by the Arizona Office of Tourism (“AOT”).

2. Schedule of Events

Solicitation Issued: TBD

Submittal Due Date: TBD

Interviews/Selection: TBD

Submittal Location: City Clerk, City of Bisbee,
City Hall 118 Arizona Street
Bisbee, AZ 85603

3. Nature of the Project

The City of Bisbee seeks a partner to design and execute a multi-channel tourism marketing strategy and serve as the City’s DMO. A DMO is defined as a not-for-profit organization or governmental unit that is responsible for the tourism promotion and marketing of a destination on a year-round basis. The program will highlight Bisbee’s arts, culture, history, and unique character to attract diverse audiences regionally, nationally, and internationally. Deliverables include branding, advertising, digital campaigns, public relations, and measurable visitor engagement initiatives. The primary objective is to drive overnight visitation and economic activity by positioning Bisbee as a premier destination for arts, culture, history, and outdoor recreation by attracting diverse audiences regionally, nationally, and internationally. Familiarity with Bisbee and Arizona markets, particularly rural tourism driven communities, is strongly preferred.

4. Preparation of Proposal

- 4.1 It is the responsibility of the Proposer to examine the entire solicitation and to seek clarification of any requirement that may not be clear. The solicitation includes the City of Bisbee’s “Standard Terms and Conditions” and any “Special Terms and Conditions” for this contract, both of which will be incorporated into any Contract between the City and the Proposer.
- 4.2 The City will not reimburse any costs associated with preparing or submitting a proposal. All materials and documents submitted in response become the property of the City and will not be returned.

- 4.3 A proposal that is submitted to the City becomes public record and may be subject to disclosure following the award of a contract under this solicitation. If the Proposer believes that any information included in the proposal should remain confidential, the Proposer must specifically identify that information and its reasons. In the event of any public request for this information, the City will provide the Proposer with notice of this request and a reasonable opportunity to obtain a court order, at the Proposer's sole expense, protecting this information from release prior to making it available.
- 4.4 The specifications stated in this solicitation are the minimum level required. All proposals submitted must be for products or services that meet or exceed the minimum level of all such specifications.

5. Submission of the Proposal

- 5.1 Sealed proposals must be in the actual possession of the City Clerk on or prior to the exact time and date indicated in the Schedule of Events. Late proposals will not be considered.
- 5.2 Sealed proposals must be submitted in a sealed envelope or container with the following information clearly indicated on the outside:
 - a. Name of the Solicitation, as indicated by the City.
 - b. Name, phone number, and address of the Proposer
- 5.3 Three (3) copies of the proposal shall be submitted in writing, by a paper document that is printed, typed or in ink. Any substitute for any document forms provided with this Notice must be legible and contain the same information requested by any such form.
- 5.4 Hard copy proposals are preferred; however, proposals may be submitted electronically as long as they comply with the written proposal and deadline submission requirements. Please contact the City Clerk for details on electronic submissions.
- 5.5 A proposal may be withdrawn upon the submission of a written signed request submitted by the Proposer prior to the due date and time. A proposal may not be amended or withdrawn after the due date and time.
- 5.6 The evaluation criteria and relative weights for determining the scoring of proposals are as follows:

<u>CRITERIA</u>	<u>MAXIMUM SCORE</u>
Qualifications and Experience (Proven track record in increasing destination visitation)	30
Methodology & Approach (Creativity and feasibility of the proposed strategic plan)	40

Cost Proposal	20
(Detailed breakdown of fees, including media markups)	
References	10
(Quality of previous work and client satisfaction)	
Total Maximum Points	100

6. Requirements for Proposal Evaluation

The proposal should be organized in a format that promotes the clear evaluation of the RFP criteria. The proposal generally should follow the outline below so that it can be easily evaluated during the selection process. Responses should be prepared simply and economically, providing a straightforward and concise description of the Proposer’s capabilities to satisfy the requirements of this request.

6.1. Proposal Summary

- a. Provide summary information including identification of the Proposer team and table of contents.

6.2. Proposer Qualifications and Experience

- a. Provide an overview that highlights key qualifications, job responsibilities and experience of the proposer, or proposal team.
- b. Familiarity with the Arizona Office of Tourism (AOT) Cooperative Marketing Program and rural tourism strategies.
- c. Describe a minimum of 3 completed projects completed in the last five (5) years, comparable to the requested Marketing Services, including scope, outcomes, project team, and client reference.
- d. Identify key personnel who will contribute to the project and their respective qualifications and responsibilities.
- e. Ability to provide a dedicated account manager and “turnkey” services including graphic design and media buying.

6.3. Project Understanding & Schedule

- a. Describe and demonstrate proposer’s clear understanding of the goals and requirements associated with providing the services.
- b. Identify tasks to be performed for the project within each phase and the associated project deliverables.
- c. Present the assumptions on which the proposal level of effort for completing the project is based.
- d. Identify any tasks that must be accomplished in person, discuss your experience delivering services remotely, and identify the tools you recommend for maximizing the effectiveness of remote meetings.
- e. Identify potential challenges and/or concerns and how the proposer intends to address them.

6.4. Fee Schedule

- a. Provide a fee schedule for all services proposed that reflects direct labor hours for any contributing team members, travel costs, and overhead that are summed into a total proposed fixed fee.
- b. Describe the proposer's ability and methods to manage the project schedule and budget throughout all phases of the project.

6.5. Required Coverage

a. Commercial General Liability

- i. The proposer shall maintain Commercial General Liability insurance with a limit of not less than \$1,000,000 for each occurrence with a \$1,000,000 Products/Completed Operations Aggregate and a \$1,000,000 General Aggregate Limit. The policy shall include coverage for bodily injury, broad form property damage, personal injury, products and completed operations and blanket contractual coverage including, but not limited to, the liability assumed under the indemnification provisions of the contract which coverage will be at least as broad as Insurance Service Office, Inc. Policy Form CG 00011093 or any replacements thereof. The coverages shall not exclude X,C,U. Such policy shall contain a severability of interest provisions, and shall not contain a sunset provision or commutation clause, nor any provision which would serve to limit third party action over claims.

b. Workers Compensation

- i. The Proposer shall carry Worker's Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction of their employees engaged in the performance of the work or services; and, Employer's Liability insurance of not less that \$100,000 for each accident, \$100,000 for each employee, and \$500,000 disease policy limit.

c. Certificate of Insurance

- i. Prior to commencing work or services under the contract, the Proposer shall furnish the City with Certificates of Insurance, or formal endorsements as required by the contract, issued by the Proposer's insurer(s), as evidence that policies providing the required coverages, conditions and limits required by the contract are in full force and effect.
- ii. In the event any insurance policy(ices) required by the contract is (are) written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Proposer's work or services and as evidenced by annual Certificates of Insurance.
- iii. If a policy does expire during the life of the contract, a renewal certificate must be sent to the City fifteen (15) days prior to the expiration date.

6.6. Cancellation and Expiration Notice

- a. Insurance required herein shall not expire, be canceled, or materially changed without thirty (30) days prior written notice to the City

7. City of Bisbee Contact

All communications and questions concerning this solicitation must be directed to Amanda Bramel, at 520-432-6000, abramel@bisbeeaz.gov.

8. Offers

After the initial receipt and evaluation of proposals, discussions may be conducted with respondents who submit proposals determined to be the most responsive, which most closely meet the requirements of the Statement of Work, and which are the candidates most likely to be selected for award. The City, at its option, may request best and final offers from a selected proposer(s) regarding the Statement of Work and/or fees.

9. Award of Contract

- 9.1 The City reserves the right to waive any immaterial defect or informality in a proposal; to reject any or all submittals or portions thereof; to reissue this Notice; and to award a Contract on a partial basis, if in the best interests of the City.

10. Certification

- 10.1 By signing and submitting this proposal, the Proposer certifies that this submission did not involve any collusion or other anti-competitive practice; that the Proposer will not discriminate against any employee, applicant or customer in violation of applicable state and federal law, and that the Proposer has not given, offered to give and will not give any economic opportunity, future employment, gift, loan, gratuity, trip, favor or discount to any City employee or official in connection with this RFP.
- 10.2 The Proposer further certifies that the individual signing this proposal has the authority to make a binding legal commitment on behalf of the Proposer to perform and deliver everything that is required in connection with this RFP. Unless otherwise stated in the Contract Documents, the Offer shall be effective for a period of ninety (90) days.
- 10.3 The City Manager shall recommend to the City Council that the contract be awarded to the responsible respondent whose proposal is most advantageous to the City, based on the evaluation criteria listed above. The final decision shall be made by the City Council.

11. Grievance Procedure

Protests shall be submitted in writing to: Ashlee Coronado, Interim City Manager, City of Bisbee, 118 Arizona Street, Bisbee, AZ, 85603, phone (520) 432-6000 within 72 hours of bid award. Protests must contain at a minimum the name, address and telephone number of the protester, the signature of the protester or its representative with authority to sign; a detailed statement of the legal and factual grounds of the protest including copies of relevant data; and the form of relief requested. Within 15 days of receipt, and after consultation with legal counsel, or others, the City will respond to the protest. The City reserves the right to reject any or all proposals; to waive irregularities or information in any proposal; to re-advertise for proposals; and/or to take any steps determined prudent, in order to resolve the protest.

SPECIFICATIONS, SCOPE OF WORK OR REQUIREMENTS

12. Introduction

Located 90 miles southeast of Tucson on Historic Arizona Highway 80, Bisbee is tucked in the Mule Mountains at 5,538 feet of elevation (1,687 meters) making it the southernmost higher-than-a-mile city in the United States. Bisbee serves as the county seat of Cochise County, Arizona's eighth-largest county covering almost 6,200 square miles in the southeastern corner of the Grand Canyon State.

Bisbee quickly grew as an urban center driven by a booming mining industry that thrived on the area's rich reserves of copper, silver, gold, zinc, lead, and manganese. With a population of more than 20,000 in 1910, Bisbee was one of the most cultured cities in the West. It remains home to the historic Warren Ballpark, arguably the nation's first ballfield. Today, with residents numbering around 5,000, Bisbee's welcoming spirit offers visitors a rich mix of art, music, architecture, outdoor activities, shopping, dining, unique hospitality, and nightlife.

Bisbee is a city in the Mule Mountains of southeast Arizona. The Bisbee Mining & Historical Museum and the Bisbee Restoration Museum chronicle the city's copper-mining past. The vast Copper Queen Mine offers guided, hour-long tours daily. The grand Muheim Heritage House Museum has 19th-century furniture, gardens, and mountain views.

Destination Profile: The Bisbee Experience

The following is an example of a foundational narrative for proposals.

Location & Geography:

Located 90 miles southeast of Tucson on Historic Arizona Highway 80, Bisbee is tucked into the Mule Mountains at an elevation of 5,538 feet. This high-altitude setting makes it the southernmost "higher-than-a-mile" city in the United States, offering a cooler climate and dramatic mountain vistas that distinguish it from the desert floor.

Historical Significance:

As the county seat of Cochise County, Bisbee's identity is rooted in its legacy as a booming 19th-century urban center. Once one of the most cultured and populated cities in the American West, it was built on rich reserves of copper, silver, and gold. Today, this history is preserved through:

- **The Copper Queen Mine:** Offering daily underground tours that chronicle the city's industrial roots.
- **The Bisbee Mining & Historical Museum:** A Smithsonian Affiliate that anchors the downtown's historical narrative.
- **Architectural Heritage:** Including the Muheim Heritage House Museum and the Historic Warren Ballpark, arguably the nation's first multi-sport ballfield.

Current Spirit & Culture:

Modern Bisbee has evolved from a mining camp into a vibrant, eclectic community. With a population of approximately 5,000, the city is defined by a "welcoming spirit" and a diverse cultural landscape that includes:

- **The Arts:** A thriving colony of galleries, studios, and street art.

- **Architecture & Walkability:** Well-preserved 19th-century Victorian and European-style architecture, steep stairways, and winding streets.
- **Hospitality & Lifestyle:** A rich mix of boutique shopping, chef-driven dining, unique hospitality (from historic hotels to vintage trailers), and a legendary nightlife and music scene.
- **Outdoor Recreation:** Hiking in the Mule Mountains, birding in nearby canyons, mountain biking, exploring the stairways and views from Historic Downtown Bisbee.

Targeted Marketing:

The following specific focus areas should be incorporated in proposal:

- **Heritage Tourism Integration:** Marketing efforts must leverage Bisbee’s status as a “living museum.” Proposers should outline how they will promote the Bisbee Mining & Historical Museum and the Copper Queen Mine Tours to history-oriented travelers.
- **Geographic Positioning:** Campaigns should highlight Bisbee’s elevation as a “cool summer getaway” for residents in the Tucson and Phoenix metro areas.
- **Cultural Event Support:** Develop strategies to market Bisbee’s unique local events that celebrate its music and art scenes, ensuring these events translate into multi-day stays.
- **Sustainable “Appreciate AZ” Promotion:** Given the sensitive mountain environment and historic architecture, marketing must promote responsible tourism that respects the local community and landscape.

Key Messaging Pillars for Proposers

Proposals should demonstrate how they will communicate the following “Bisbee Pillars” to a global audience:

1. **History:** The Copper Queen Mine and the Smithsonian-affiliated museums.
2. **Creativity:** The arts, music, and “free-spirited” local culture.
3. **Elevation:** The high-altitude climate and the beauty of the Mule Mountains.
4. **Authenticity:** The unique architecture, local dining, and independent shopping (no “big box” feel).

Reference Resources for Proposers

To assist in proposal development, applicants are encouraged to review:

- Discover Bisbee (Official Tourism Site)
- The City of Bisbee Official Website
- Arizona Office of Tourism - Bisbee Profile

13. Scope of Work

The City of Bisbee seeks a qualified Vendor to provide professional marketing and tourism promotion services for the City’s DMO program. The ideal Vendor shall have knowledge and experience with Arizona markets, particularly rural tourism driven communities. The DMO will promote the City’s tourism objectives and generate economic activity through effective marketing of the City of Bisbee. The Vendor shall furnish all labor, materials, supervision, and expertise necessary to perform the services described below.

1. General Requirements

- Perform all DMO services in accordance with accepted professional marketing standards.
- Coordinate all work through the City’s designated representative.
- Obtain City approval prior to public release of any materials.
- All work products shall become the property of the City of Bisbee.
- Establish specific goals and objectives for DMO services, to be approved by the City Council on an annual basis.

2. Marketing, Strategic Planning & Branding

- Develop and implement an annual tourism marketing plan.
- Identify priority visitor markets and target audiences.
- Develop seasonal, event-based, and thematic campaigns.
- Generate promotional events, produce marketing content, and execute targeted advertising campaigns to attract visitors to the City of Bisbee and generate overnight visitation.
- Promote a robust calendar of events to attract visitors throughout the year, especially during slower season periods.
- Develop a year-round strategic plan that aligns with the Arizona Office of Tourism (AOT) guidelines and local economic goals.
- Refine or maintain a cohesive brand voice that highlights Bisbee’s “welcoming spirit” and eclectic mix of art, music, and nightlife.
- Identify and target key demographics, including history enthusiasts, “Appreciate AZ” outdoor stewards, and regional travelers from Tucson and Phoenix.

3. Digital, Website & Statewide Tourism Coordination

- Plan, manage, and optimize paid digital advertising campaigns.
- Manage and market a DMO website, including content updates, and provide annual reporting to the AOT on the website.
- Redesign or update the official tourism website to enhance user experience, including mobile optimization and SEO.
- Execute targeted digital, print, and social media advertising campaigns.
- Manage media relations, including proactive pitching to travel journalists and coordinating familiarization (FAM) tours.
- Perform search engine optimization (SEO) and create campaign landing pages.
- Monitor website analytics and recommend improvements.
- Coordinate marketing efforts and campaigns with the Arizona Office of Tourism (AOT), as directed by the City, to leverage statewide tourism initiatives and opportunities.

4. Branding, Creative & Content

- Maintain Bisbee branding standards across all platforms.
- Develop creative concepts, messaging, and marketing materials.
- Provide graphic design and coordinate photography/video as approved.

5. Social Media, Email & Public Relations

- Establish and manage social media content and engagement on City-approved platforms and provide annual updates to AOT on the social media content.
- Develop and distribute email newsletters and promotions.
- Prepare press releases and support earned media outreach.

6. Reporting & Coordination

- Provide monthly written performance reports including analytics and results.
- Attend meetings with City staff as requested.
- Coordinate with City departments, local partners, and state tourism agencies as directed.
- Establish key performance indicators (“KPIs”) to measure the success of its marketing efforts, which may include metrics such as website traffic, social media engagement, visitor numbers, and lodging tax collections.
- Establish and maintain a dedicated tourism marketing budget, submitted to the City and AOT annually.
- Submit all required documentation to the AOT to maintain official DMO status.
- Provide the City Council with quarterly and annual reports detailing all DMO activities, budget expenditures, KPIs, and progress towards the DMO’s goals and objectives.

7. Deliverables

At a minimum, the Vendor shall provide:

- Annual marketing plan
- Monthly performance reports
- Approved creative and marketing materials
- Website content and campaign documentation

OFFER

TO THE CITY OF BISBEE:

The undersigned hereby offers and agrees to furnish the services requested in compliance with all of the terms, conditions, specifications, and other descriptions of the work associated with this RFP. The Proposer certifies that he or she has read, understands and will fully and faithfully comply with this Contract, its attachments and any referenced documents.

Authorized Signature _____
Date

Printed Name and Title _____

Company Name _____

Address _____

City, State and Zip Code _____

Telephone Number(s) _____

Company's Fax Number _____

Email Address _____

ACCEPTANCE OF OFFER NOTICE OF AWARD

The Offer is hereby accepted by the City of Bisbee. This document shall also constitute notice of award of this Contract to the Proposer.

The Proposer is now bound to provide the services identified in this RFP, subject to all terms, conditions, specifications, amendments, and other associated documents and the Offer.

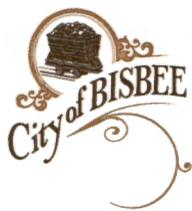
This Proposer shall henceforth be referred to as Contract for Recruitment Services. The Proposer has been cautioned not to commence any billable work or to provide any materials or services under this Contract until the Proposer receives a formal notice to proceed from the City of Bisbee.

City of Bisbee

By _____

Date: _____

Title _____



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: January 20, 2026

Regular Special

DATE ACTION SUBMITTED:	<u>January 14, 2026</u>		
REGULAR	<input checked="" type="checkbox"/>	CONSENT	<input type="checkbox"/>
TYPE OF ACTION:			
RESOLUTION	<input type="checkbox"/>	ORDINANCE	<input type="checkbox"/>
		FORMAL ACTION	<input checked="" type="checkbox"/>
		OTHER	<input type="checkbox"/>
SUBJECT:	Discussion and possible direction related to the acquisition of the Fair Building.		

FROM: Ken Budge, Mayor

RECOMMENDATION:

PROPOSED MOTION: At Mayor and Council's discretion

DISCUSSION:

This agenda item allows Council to discuss the potential acquisition of the Fair Building and provide direction to staff. Discussion may include the property's current condition, potential uses, financial considerations, and any next steps Council wishes staff to explore regarding feasibility or negotiations.

FISCAL IMPACT:

DEPARTMENT LINE-ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: Ashlee Coronado
Ashlee Coronado
City Clerk

Bisbee Restoration Museum and Historical Society

37 Main Street, Bisbee Arizona

To: Stephen Pauken, City Manager cc: Ken Budge, Mayor

In follow-up to our earlier conversation, the Bisbee Restoration Museum Board of Directors met Friday (October 24) to discuss the possibility of transferring title of the Fair Store building to the City of Bisbee for use as the City of Bisbee Visitor Center. The Board was unanimous in support of the concept. We look forward to a discussion clarifying how the museum would be operated once the City has ownership.

The Fair Store, a three-story department store constructed in 1909, was designed by renowned architect Frederick Hurst and is listed on the National Register of Historic Places.

Architecturally it is one of the most significant buildings on Bisbee's historic Main Street. The Museum itself would be major attraction to the Visitor Center. Its association with the Visitor Center would allow the Museum to be open daily. Trip Advisor rated the Restoration Museum as #9 of 36 things to do in Bisbee

The west side of the building (14 x 42 feet) could be vacated for the Visitor Center/office and audio-visual display area. There is a full basement for storage. The building has two of the best display windows on Main Street. The Museum recently updated its HVAC system with a 3-ton mini-split heat pump on the first floor located directly behind the proposed Visitor Center space, plus a 1-ton mini-split on the mezzanine and a 3-ton mini-split on the second floor. The Museum also recently installed an ADA compliant restroom. A display of historic Main Street signage was recently hung from the ceiling and wall area behind the proposed Visitor Center space. A SHPO historic preservation grant has been received to upgrade the glass brick sidewalk in front of the museum. We are currently working with Step Up Bisbee to resurface the roof. The Museum owns nine off-street parking spaces behind the building. We would look forward to working with the City of Bisbee in pursuing a SHPO façade grant to restore the 2nd and 3rd floor windows and façade features. Complete architectural drawings of the building have been prepared by architect Ben Lepsy.

The Restoration Museum, a 501(c)(3), could continue to oversee operation of the Museum, its current and future collections and exhibits. It could assist with recruitment and training of volunteers to provide orientation to the Museum and other city attractions. On weekends \$50-\$100 a day is collected in admissions. A complete financial statement of the Museum's current operation is available.

We can conduct a walkthrough of the building with you, City staff and Council members. Please contact me at 520-432-2482 or Museum Director Barbara Bruno at 520-249-5742.

Yours truly, Douglas Duun, Vice President