

AGENDA

AGENDA OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, TO BE HELD ON TUESDAY, NOVEMBER 2, 2010, AT 7:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING CALLED TO ORDER BY _____ AT _____ PM.

ROLL CALL

COUNCIL

Councilmember Boyd Nicholl, Ward I
Councilmember Bennie Scott, Ward III
Councilmember Luche Giacomino, Ward II
Mayor W.J. "Jack" Porter
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Raymond Rodgers, Ward II
Councilmember Ken Budge, Ward I

STAFF

Stephen J. Pauken, City Manager
Gloria P. Gonzalez, City Clerk
Dee L. Flanagan, Finance Director
John Charley, Community Development Director
Jim Elkins, Chief of Police
Jack Earnest, Fire Chief
Jennifer L. Graeme, Personnel Director
Tom Klimek, Public Works Director/City Engineer
Peg White, Library Director

CITY ATTORNEY

Mark J. Langlitz

INVOCATION: A Moment of Silence

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- 48th Annual Cake Auction Proclamation, November 1st – 6th
- Iron Man Proclamation
- Current events

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

GENERAL BUSINESS:

ACCOUNTS PAYABLE: Subject to availability of funds.

I. CALL TO THE PUBLIC

"During the proper time on the Agenda, taxpayers or residents of the City, or their authorized representatives, may address the Council on any matter concerning the City's business or any matter over which the Council has control. (Oral presentations shall not be repetitious and shall be confined to 3 minutes maximum duration.)" Ordinance O-91-29

2. Approval of the Consent Agenda

- A. Discussion and Possible Approval of the Minutes of the Regular Session of Mayor and Council held on October 5, 2010 at 7:00 PM.
Gloria P. Gonzalez, City Clerk
- B. Discussion and Possible Approval of the Minutes of the Work Session of Mayor and Council held on October 19, 2010 at 6:00 PM.
Gloria P. Gonzalez, City Clerk
- C. Discussion and Possible Approval of the Minutes of the Work Session of Mayor and Council held on May 10, at 6:00 PM.
Gloria P. Gonzalez, City Clerk
- D. Appointment of Cynthia Conroy, Hans DeCoz, and Melissa Holden to the Bisbee Arts Commission.
Gloria P. Gonzalez, City Clerk

OLD BUSINESS

NEW BUSINESS

- 3. Discussion and Possible Approval of Resolution R-10-14 Supporting the Continuation of the Warren Station Post Office.
Mark J. Langlitz, City Attorney
- 4. Discussion and Approval of a Revised Job Description for Executive Assistant to Broaden the Description for use by Various Departments.
Jennifer Graeme, Personnel Director
- 5. Discussion and Possible Approval of Revised Job Descriptions for the Fire Department to include the Requirement of Maintaining a Level of Physical Fitness to Meet Department Standards.
Jennifer Graeme, Personnel Director
- 6. Discussion and Possible Approval of a Notice of Intent to Adopt Proposed Ordinance O-10-19; Amending the City of Bisbee Personnel Rules and Regulations, Chapter IV., Section 8., Family Leave and Medical Leave; Chapter IV., Section 15., On-Call and Call-Out; and Providing for Repeal and Severability.
Jennifer Graeme, Personnel Director
- 7. Discussion and Possible Approval of a Construction Services Agreement with B-R Constructors, Inc. for the Addition to the Bisbee Animal Shelter.
Mark J. Langlitz, City Attorney
- 8. City Manager's Report on other current events (no discussion).

COUNCIL COMMENTS:

- Councilmember Nicholl would like to comment on paying sewer bills

ADJOURNMENT

Anyone needing special accommodations to attend this meeting should contact Gloria Gonzalez at (520) 432-6000 at least twenty-four hours before the meeting.

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
1010								
10-2020600	GENERAL FUND - SWT PAYABLE							
	1077 AZ DEPT OF REVENUE-SWT	STATE WITHHOLDING 1016-10221		10-1016		10/20/2010	4,975.67	PD
10-2020801	GENERAL FUND - PUBLIC SAFETY RETIRE PAYABLE							
	1096 PUBLIC SAFETY RETIREMENT	PUBLIC SAFETY RETIREMNT		10-1016		10/20/2010	28,801.35	PD
10-2020802	GENERAL FUND - DEFERRED COMPENSATION PAYABLE							
	1623 NATIONWIDE RETIREMENT SOL	DFRD COMP P/R 10/16 ;PD10/22/11		10-1016		10/20/2010	2,870.56	PD
10-2020818	GENERAL FUND - UNION DUES PAYABLE							
	1147 BISBEE FIREFIGHTERS LOCAL 2	UNION DUES-FIRE		10-1016		10/20/2010	450.00	PD
	3677 AZ COPS	UNION DUE-POLICE		10-1016		10/20/2010	300.00	PD
							750.00	*
10-2023000	GENERAL FUND - CREDIT UNION PAYABLE							
	1166 AMERICAN SOUTHWEST CREDI	CREDIT UNION 1016 -102210		10-1016		10/20/2010	620.00	PD
	2345 SEAFUCU	CR UNION P/RE 10/16/10;PD 10/22		101610		10/20/2010	780.00	PD
							1,400.00	*
10-2024000	GENERAL FUND - PAYROLL GARNISHMENTS PAYABLE							
	1469 INTERNAL REVENUE SERVICE	TAX LEVY-GRNSHMNT		10-1016		10/20/2010	50.00	PD
	3271 SUPPORT PAYMENT CLEARINGI	P/RE 10/16/10; PD 10/22/10		10-1016		10/20/2010	867.74	PD
	4848 GENERAL REVENUE CORPORAT	STUDENT LOAN WAGE GARNISHI		10-1016		10/20/2010	107.53	PD
							1,025.27	*
10-50-30000	GENERAL FUND - MAYOR & COUNCIL - OTHER CONTRACTS-VIDEO TAPING							
	1254 GLAVE, WILLIAM L	TAPING-CNCL MTGS/MYR&CNCL		10-1019		10/19/2010	70.00	
	1254 GLAVE, WILLIAM L	TAPING-CNCL MTGS/MYR&CNCL		10-1019		10/19/2010	150.00	
							220.00	*
10-52-41500	GENERAL FUND - FINANCE DEPARTMENT - OFFICE SUPPLIES							
	4489 FRANKLIN COVEY	DAYTIMER PAGES/VDEPTS		69898487		10/05/2010	32.96	
10-53-12000	GENERAL FUND - CITY CLERK - BUSINESS TRAVEL							
	3264 BANK AMERICA	HOTEL - A.CORONADO/CC		10-1009		10/09/2010	98.54	PD
10-53-41500	GENERAL FUND - CITY CLERK - OFFICE SUPPLIES							
	3199 OFFICE SMART	SUPPLIES/CC		132662I		10/12/2010	256.04	
10-54-14000	GENERAL FUND - COMMUNITY DEVELOPMENT - EDUCATION/TRAINING							
	5543 M.GREENE PLANNING AND	3 GRANT WRITING WORKSHOPS		2010-031		09/29/2010	75.00	PD
10-54-41500	GENERAL FUND - COMMUNITY DEVELOPMENT - OFFICE SUPPLIES							
	3199 OFFICE SMART	SUPPLIES/QM		132361		10/06/2010	37.56	
10-54-43500	GENERAL FUND - COMMUNITY DEVELOPMENT - POSTAGE							
	5688 J.J. LAMB	POSTAGE FOR MAPS/CD		10-1018		10/18/2010	25.00	
10-54-52000	GENERAL FUND - COMMUNITY DEVELOPMENT - ADVERTISING							
	5187 KICKING MULE MEDIA	1/2 PAGE ADD 75TH ANNRSRY C		10-1017		10/17/2010	50.00	
10-55-21000	GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - ELECTRIC							
	1097 AZ PUBLIC SERVICE (2 of 3)	118 AZ ST CITY HALL/NDEPT		10-1020		10/20/2010	1,595.66	
10-55-22000	GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - WATER							
	1106 AZ WATER COMPANY	WATER / 118 AZ STREET		10-1018		10/18/2010	152.93	PD
10-55-23000	GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - GAS							
	.1751 SOUTHWEST GAS CORPORATIC	GAS-118 AZ ST CITY HALL/AGG		10-1020		10/20/2010	49.17	
10-55-42400	GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - SPECIAL SUPP - FLAGS							

	4390	DISTINGUISHED PRODUCTS	FLAGS/AGG	10275	10/13/2010	704.00	
10-55-51100		GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - COPIER MAINTENANCE					
	2548	XEROX CORPORATION	COPIER MAINT AGRMNT/NDEPT	50836473	10/03/2010	641.45	
10-55-52501		GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - INSURANCE CLAIMS & DEDUCTIBLES					
	1139	AZ MUNICIPAL RISK RTNTN POC	CLAIM STLMNT LEVI /AGG	13011706	08/26/2010	231.01	PD
10-55-54500		GENERAL FUND - ADMINISTRATION & GENERAL GOV'T - PROPERTY LEASES - VARIOUS					
	1315	WATTAWA, SANDRA GOAR	RENT PARK	10-1021	10/21/2010	1.00	PD
	1315	WATTAWA, SANDRA GOAR	TAXES PAID GOAR PARK	10-1021	10/21/2010	636.76	PD
						637.76	*
10-56-14000		GENERAL FUND - PERSONNEL - EDUCATION/TRAINING					
	3264	BANK AMERICA	PHR EXAM RGSTN & TSTNG FEES	10-1009	10/09/2010	250.00	PD
10-56-35100		GENERAL FUND - PERSONNEL - RECRUITMENT COSTS					
	3264	BANK AMERICA	BACK GROUND CHECK	10-1009	10/09/2010	38.00	PD
10-56-41500		GENERAL FUND - PERSONNEL - OFFICE SUPPLIES					
	4489	FRANKLIN COVEY	DAYTIMER PAGES/VDEPTS	69898487	10/05/2010	44.96	
	4489	FRANKLIN COVEY	DAYTIMER PAGES/VDEPTS	69898487	10/05/2010	30.56	
						75.52	*
10-57-41500		GENERAL FUND - LEGAL SERVICES - OFFICE SUPPLIES					
	3417	BISBEE OFFICE SUPPLY	INK CARTRIDGE/CA	31571	10/14/2010	76.71	
10-58-21000		GENERAL FUND - WATER SYSTEMS - ELECTRIC					
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-TMBSTN CYN & PUMP/WTR	10-1013	10/13/2010	76.38	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-DOUGLAS RD PUMP/WTR S	10-1018	10/18/2010	21.72	PD
						98.10	*
10-59-24000		GENERAL FUND - TELEPHONE & FAX					
	4192	QWEST	PHONE SERVICES-AGG	320029 1001	10/01/2010	365.29	
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013	10/13/2010	247.98	
	4192	QWEST	PHONE SERVICES-AGG	2-6000 10-13	10/13/2010	267.41	
						880.68	*
10-59-34000		GENERAL FUND - PROFESSIONAL FEES - COMPUTER					
	4519	TRACHTMAN, SEAN	COMPUTER SVC/AGG	10-1026	10/26/2010	825.00	
10-62-11400		GENERAL FUND - POLICE DEPARTMENT - A.P.S.P.R.S.					
	1096	PUBLIC SAFETY RETIREMENT	PUBLIC SAFETY RETIREMNT	10-1016	10/20/2010	293.21	PD
10-62-13000		GENERAL FUND - POLICE DEPARTMENT - UNIFORMS					
	1069	GARDNER, STEVEN	RMBRMNT - UNIFORM	10-1018	10/18/2010	189.95	PD
	1069	GARDNER, STEVEN	REIMBURSEMENT-UNIFORM/BPD	10-1022	10/22/2010	150.09	PD
	5366	MORENO, CARLOS	RMBRMNT-UNIFORM/BPD	10-1018	10/18/2010	92.71	PD
	5665	JERI'S OLD TOWN UNIFORMS	UNIFORM- SILVA/BPD	139095	10/06/2010	853.60	
	5665	JERI'S OLD TOWN UNIFORMS	UNIFORM- MORENO/BPD	139191	10/09/2010	65.46	
	5665	JERI'S OLD TOWN UNIFORMS	UNIFORM- B.SWAN/BPD	139192	10/09/2010	37.09	
	5665	JERI'S OLD TOWN UNIFORMS	UNIFORM- GARDNER/BPD	139193	10/09/2010	644.62	
						2,033.52	*
10-62-13010		GENERAL FUND - POLICE DEPARTMENT - HEATH CLUB REIMBURSEMENT					
	5366	MORENO, CARLOS	GYM FEES REIMBURSEMENT	10-1019	10/19/2010	30.00	PD
10-62-13039		GENERAL FUND - POLICE DEPARTMENT - RICO-AUTHORIZED EXPENDITURES					
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	37803	09/04/2010	2.67	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38308	09/01/2010	12.13	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38395	09/02/2010	68.99	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38397	09/02/2010	13.95	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38631	09/03/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38632	09/03/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38768	09/06/2010	24.30	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38769		09/06/2010	15.40	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38771		09/06/2010	24.31	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38772		09/06/2010	64.61	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38954		09/07/2010	8.99	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	38955		09/07/2010	10.39	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39378		09/11/2010	26.34	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39379		09/11/2010	140.23	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39421		09/11/2010	8.86	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39423		09/11/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39425		09/11/2010	13.15	-
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39461		09/11/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39521		09/13/2010	77.28	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39571		09/13/2010	133.58	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39654		09/14/2010	70.13	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39783		09/15/2010	85.20	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39784		09/15/2010	13.15	-
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39832		09/15/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	39969		09/16/2010	64.61	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40176		09/18/2010	65.71	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40215		09/18/2010	158.91	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40224		09/20/2010	118.26	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40244		09/20/2010	118.26	-
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40819		09/25/2010	12.92	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40823		09/25/2010	2.60	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	40895		09/27/2010	64.61	
	2228	WILLCOX AUTO PARTS INC.	PARTS- RICO/BPD	41012		09/28/2010	64.61	
							1,583.83	*
10-62-21000	GENERAL FUND - POLICE DEPARTMENT - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 129 TANK HILL PRTR/BPD	10-1013		10/13/2010	64.29	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-1 W HWY 92/BPD	10-1020		10/20/2010	1,029.74	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-TOREAVILLE RD KENNEL/B	10-1020		10/20/2010	87.86	
							1,181.89	*
10-62-22000	GENERAL FUND - POLICE DEPARTMENT - WATER							
	1106	AZ WATER COMPANY	WATER / TRAFFIC CIRCLE	10-1012		10/12/2010	52.13	PD
	1106	AZ WATER COMPANY	WATER / TOUREAVILLE POUND	10-1022		10/22/2010	55.83	
							107.96	*
10-62-24000	GENERAL FUND - POLICE DEPARTMENT - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	347.17	
10-62-24001	GENERAL FUND - POLICE DEPARTMENT - INTERNET ACCESS FEES							
	4059	CABLE ONE	EMAIL SVC/BPD	10-1018		10/18/2010	69.95	
10-62-41500	GENERAL FUND - POLICE DEPARTMENT - OFFICE SUPPLIES							
	1064	SWAN, MARGARET	RMBRSMNT-HOLLOWEEN CANDY	10-1022		10/22/2010	53.56	PD
	1698	SAFEWAY INC.	HOLLOWEEN CANDY /BPD	2035903		10/25/2010	23.54	
	1698	SAFEWAY INC.	HOLLOWEEN CANDY /BPD	2035904		10/25/2010	7.16	
	3199	OFFICE SMART	SUPPLIES/BPD	1329571		10/18/2010	218.52	
	4487	FOREMOST PROMOTIONS	HOLLOWEEN BAGS/BPD	615623		10/20/2010	235.00	
							537.78	*
10-62-41700	GENERAL FUND - POLICE DEPARTMENT - CONTRACT SERVICES							
	1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/BPD	AS-100		10/18/2010	40.00	
10-62-43500	GENERAL FUND - POLICE DEPARTMENT - POSTAGE							
	3417	BISBEE OFFICE SUPPLY	UPS DELIVERY CHARGES	31370		10/07/2010	10.27	
10-62-53503	GENERAL FUND - POLICE DEPARTMENT - DOC WORKERS							
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	0728 174		07/28/2010	17.00	PD
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 019		10/01/2010	29.75	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount		
							46.75	*	
10-62-61000	GENERAL FUND - POLICE DEPARTMENT - PARTS & LABOR								
	1854	W R RYAN - FIRESTONE	FRNT END ALGNMNT-B14/BPD	87664		10/19/2010	59.95		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	38827		09/07/2010	32.61		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	38836		09/07/2010	19.05		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	38899		09/07/2010	.58		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	39473		09/13/2010	12.65		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	39721		09/15/2010	232.05		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40464		09/22/2010	119.46		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40514		09/22/2010	19.71		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40573		09/23/2010	62.54		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40677		09/24/2010	15.74		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40753		09/24/2010	17.73		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40825		09/25/2010	16.98		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	40827		09/25/2010	16.98	-	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	41009		09/28/2010	107.34		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	41152		09/29/2010	15.23		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	41153		09/29/2010	15.23	-	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	41154		09/29/2010	21.56		
	5580	LAWLEY TEAM FORD-BENSON	AUTO REPAIR B15/BPD	35001910		09/07/2010	176.85		
							897.82	*	
10-62-62000	GENERAL FUND - POLICE DEPARTMENT - FUEL & LUBRICANTS								
	5084	SHELL FLEET PLUS	FUEL /BPD	39801065010		10/06/2010	142.76	PD	
10-62-72000	GENERAL FUND - POLICE DEPARTMENT - OTHER MAINT - ANIMAL SHELTER								
	1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/BPD	CP-102		10/18/2010	40.00		
	1698	SAFEWAY INC.	SHELTER SPPLS/BPD	2035901		10/18/2010	57.76		
	1775	ALCO DISCOUNT STORE	SHELTER SUPPLIES/BPD	345-01617		10/18/2010	85.67		
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	49.60		
							233.03	*	
10-64-14000	GENERAL FUND - FIRE DEPARTMENT - EDUCATION/TRAINING								
	3665	NFPA	FIRE SUPPLIES/BFD	4985752Y		09/23/2010	106.64		
	5689	BARNES & NOBLE #766	BOOKS-PARAMEDIC CLASSTRNG	1909101		09/17/2010	188.40		
							295.04	*	
10-64-21000	GENERAL FUND - FIRE DEPARTMENT - ELECTRIC								
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 645 TOMBSTONE CYN/BFD	10-1013		10/13/2010	262.22	PD	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-92 HWY NEW FIRE STA/BFC	10-1020		10/20/2010	534.76		
							796.98	*	
10-64-22000	GENERAL FUND - FIRE DEPARTMENT - WATER								
	1106	AZ WATER COMPANY	WATER / BISBEE FIRE STA# 1	10-1012		10/12/2010	25.69	PD	
	1106	AZ WATER COMPANY	WATER / 192 HWY 92	10-1022		10/22/2010	42.32		
							68.01	*	
10-64-23000	GENERAL FUND - FIRE DEPARTMENT - GAS								
	1751	SOUTHWEST GAS CORPORATIC	GAS- 645 TMBSTN CYN STA #2/BF	10-1013		10/13/2010	62.77	PD	
10-64-24000	GENERAL FUND - FIRE DEPARTMENT - TELEPHONE & FAX								
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	49.60		
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	148.79		
							198.39	*	
10-64-28600	GENERAL FUND - FIRE DEPARTMENT - AMBULANCE BILLING FEES								
	1290	FRY FIRE DISTRICT	AMBULANCE BILLING 09-10/FINAN	10-0901		09/01/2010	1,520.00		
10-64-31100	GENERAL FUND - FIRE DEPARTMENT - PROFESSIONAL FEES								
	5307	MG PATIENCE CPA	CONTRACT SRVC EARNEST	364		10/15/2010	2,980.00		
10-64-41500	GENERAL FUND - FIRE DEPARTMENT - OFFICE SUPPLIES								
	3417	BISBEE OFFICE SUPPLY	OFFICE SUPPLIES/BFD	30724		09/16/2010	12.38		

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount		
10-64-41608	GENERAL FUND - FIRE DEPARTMENT - MEDICAL SUPP - FIRST AID KITS								
	1321	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES/BFD	80471890		08/31/2010	375.50		
	1321	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES/BFD	80471891		08/31/2010	747.83		
	1321	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES/BFD	80489269		10/06/2010	915.76		
	1321	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES/BFD	80489270		10/06/2010	463.43		
	1321	BOUND TREE MEDICAL, LLC	MEDICAL SUPPLIES/BFD	80489947		10/07/2010	15.34		
							2,517.86	*	
10-64-41610	GENERAL FUND - FIRE DEPARTMENT - SPECIAL SUPPLIES - OTHER								
	1698	SAFEWAY INC.	SUPPLIES/BFD	2035902		10/20/2010	5.46		
10-64-54000	GENERAL FUND - FIRE DEPARTMENT - CRIME/FIRE PREVENTION								
	3665	NFPA	FIRE SUPPLIES/BFD	4985752Y		09/23/2010	1,400.00		
10-64-61000	GENERAL FUND - FIRE DEPARTMENT - PARTS & LABOR								
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	38333		09/01/2010	82.79		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	38396		09/02/2010	40.83		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	39396		09/11/2010	14.35		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	39659		09/14/2010	10.39		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	39875		09/16/2010	40.83		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BFD	40225		09/20/2010	15.69		
							204.88	*	
10-68-57005	GENERAL FUND - CITY MAGISTRATE - MAGISTRATE JUDGE CONTRACT								
	4636	DAVID C. MORALES	CONTRACT SERVICE	197		10/20/2010	500.00	PD	
10-74-41700	GENERAL FUND - BUILDING & MAINTENANCE - CONTRACT SERVICES								
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/BM	210033471		10/07/2010	11.13		
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/BM	210036283		10/14/2010	11.13		
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/BM	210039121		10/21/2010	11.13		
							33.39	*	
10-74-42500	GENERAL FUND - BUILDING & MAINTENANCE - REPAIR & MAINT- BLDG								
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BM	39262		09/10/2010	15.69		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BM	39876		09/16/2010	4.68		
	3805	BENJAMIN SUPPLY	REPAIR - PARKS	684990-1		09/20/2010	112.39		
							132.76	*	
10-74-53500	GENERAL FUND - BUILDING & MAINTENANCE - DOC WORKERS								
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 20		10/01/2010	68.00		
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 24		10/01/2010	34.00		
							102.00	*	
10-74-56001	GENERAL FUND - BUILDING & MAINTENANCE - SMALL TOOLS & EQUIPMENT								
	1828	HOME DEPOT CREDIT SERVICE	SUPPLIES/BM	6143577		09/21/2010	84.79	PD	
	5431	KLIMEK, TOM	RMBRSMNT - TOOLS/PW	10-1010		10/10/2010	66.55	PD	
							151.34	*	
10-75-21000	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - ELECTRIC								
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-404 BISBEE RD	10-1020		10/20/2010	145.19		
10-75-22000	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - WATER								
	1106	AZ WATER COMPANY	WATER / 404 BISBEE ROAD	10-1018		10/18/2010	33.26	PD	
10-75-23000	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - GAS								
	1751	SOUTHWEST GAS CORPORATIK	GAS-404 BISBEE RD/PW ADM	10-1020		10/20/2010	55.94		
10-75-24000	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - TELEPHONE & FAX								
	4192	QWEST	PHONE SERVICES-PW ADMIN	32-0022-1001		10/01/2010	238.90		
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	99.19		
							338.09	*	
10-75-24001	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - INTERNET ACCESS FEES								
	4059	CABLE ONE	EMAIL SVC/PW	10-1016		10/16/2010	99.95		

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10-75-41500	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - OFFICE SUPPLIES							
	3199	OFFICE SMART	SUPPLIES/PW	131820		09/28/2010	71.81	
	3199	OFFICE SMART	SUPPLIES/PW	133018		10/19/2010	18.30	
							90.11	*
10-75-41700	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - CONTRACT SERVICES							
	1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/PW ADMN	10-1009		10/09/2010	40.00	
	4415	CULLIGAN/OASIS BOTTLED WTF	DRINKING WATER/PO	12X10894608		09/22/2010	19.64	
							59.64	*
10-75-91000	GENERAL FUND - PUBLIC WORKS ADMINISTRATION - NEW EQUIPMENT							
	1632	DELL MARKETING, L.P.	COMPUTERS,SUPPLIES/PW	XF3T6F5J1		10/10/2010	1,333.77	PD
10-77-13000	GENERAL FUND - GARAGE - UNIFORMS							
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/GARAGE	210033473		10/07/2010	12.77	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/GARAGE	210036285		10/14/2010	12.77	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/GARAGE	210039123		10/21/2010	12.77	
							38.31	*
10-77-21000	GENERAL FUND - GARAGE - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-TOREAVILLE RD WHRS/GAI	10-1020		10/20/2010	177.38	
10-77-24000	GENERAL FUND - GARAGE - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	99.19	
10-77-41600	GENERAL FUND - GARAGE - SAFETY EQUIPMENT							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	39655		09/14/2010	3.34	
10-77-41700	GENERAL FUND - GARAGE - CONTRACT SERVICES							
	1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/GARAGE	10-1009		10/09/2010	50.00	
	1650	PRUDENTIAL OVERALL SUPPLY	SHOP TOWELS/GARAGE	210033473		10/07/2010	16.78	
	1650	PRUDENTIAL OVERALL SUPPLY	SHOP TOWELS/GARAGE	210036285		10/14/2010	16.78	
	1650	PRUDENTIAL OVERALL SUPPLY	ORANGE TOWELS/GARAGE	210039123		10/21/2010	16.78	
	4415	CULLIGAN/OASIS BOTTLED WTF	DRINKING WATER/GARAGE	12X10857506		09/28/2010	255.40	
							355.74	*
10-77-53500	GENERAL FUND - GARAGE - DOC WORKERS							
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 14		10/01/2010	55.25	
10-77-56001	GENERAL FUND - GARAGE - SMALL TOOLS & EQUIPMENT							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	38826		09/07/2010	27.59	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	40678		09/24/2010	12.02	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	41013		09/28/2010	30.36	
							69.97	*
10-77-61000	GENERAL FUND - GARAGE - PARTS & LABOR							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	38258		09/01/2010	112.27	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	40331		09/21/2010	44.98	
							157.25	*
10-77-62007	GENERAL FUND - GARAGE - LUBRICANTS							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/GARAGE	40331		09/21/2010	15.79	
10-77-91000	GENERAL FUND - GARAGE - NEW EQUIPMENT							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BPD	41011		09/28/2010	499.66	
10-79-30000	GENERAL FUND - BUILDING INSPECTOR - PROFESSIONAL FEES							
	3264	BANK AMERICA	INTERNATIONAL CODE COUNCI	10-1009		10/09/2010	75.00	PD
10-80-13000	GENERAL FUND - PARKS - UNIFORMS							
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/PARK	210033471		10/07/2010	16.85	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/PARK	210036283		10/14/2010	16.85	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/PARK	210039121		10/21/2010	16.85	

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10-80-21000	GENERAL FUND - PARKS - ELECTRIC						50.55	*
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-MAIN ST /PARK	10-1013		10/13/2010	58.80	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-BREWERY GULCH C PARK	10-1013		10/13/2010	22.02	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-GOAR PARK	10-1018		10/18/2010	34.81	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-E VISTA PARK	10-1020		10/20/2010	23.58	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-E VISTA COURT	10-1020		10/20/2010	57.03	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-VISTA PARK	10-1020		10/20/2010	21.85	
							218.09	*
10-80-22000	GENERAL FUND - PARKS - WATER							
	1106	AZ WATER COMPANY	WATER /CITY PARK BREWERY	10-1012		10/12/2010	211.52	PD
	1106	AZ WATER COMPANY	WATER/ GARFIELD PARK	10-1012		10/12/2010	71.27	PD
	1106	AZ WATER COMPANY	WATER / GOAR PARK	10-1012		10/12/2010	39.51	PD
	1106	AZ WATER COMPANY	WATER/SAGINAW PARK	10-1012		10/12/2010	15.60	PD
	1106	AZ WATER COMPANY	WATER/TRAFFIC CIRCLE	10-1012		10/12/2010	37.50	PD
	1106	AZ WATER COMPANY	WATER /GRASSY PARKS	10-1012		10/12/2010	54.65	PD
	1106	AZ WATER COMPANY	WATER/ W VISTA & HOATSON-VI	10-1018		10/18/2010	1,517.94	PD
	1106	AZ WATER COMPANY	WATER / LOWER E VISTA & TENE	10-1018		10/18/2010	15.10	PD
	1106	AZ WATER COMPANY	WATER / LOWER VISTA PARK	10-1018		10/18/2010	52.63	PD
	1106	AZ WATER COMPANY	WATER / MULE MTN GDN	10-1018		10/18/2010	15.10	PD
	1106	AZ WATER COMPANY	WATER / PAUL PARK WARREN	10-1018		10/18/2010	37.50	PD
	1106	AZ WATER COMPANY	WATER / VISTA PARK	10-1018		10/18/2010	37.50	PD
	1106	AZ WATER COMPANY	WATER / GALENA PARK	10-1022		10/22/2010	15.27	
	1106	AZ WATER COMPANY	WATER / TIN TOWN PARK	10-1022		10/22/2010	15.27	
							2,136.36	*
10-80-40000	GENERAL FUND - PARKS - SUPPLIES							
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	23.01	PD
10-80-41500	GENERAL FUND - PARKS - OFFICE SUPPLIES							
	3199	OFFICE SMART	SUPPLIES/PARKS	133018		10/19/2010	18.32	
10-80-42500	GENERAL FUND - PARKS - REPAIR & MAINT - BLDG							
	3805	BENJAMIN SUPPLY	REPAIR - PARKS	684990-1		09/20/2010	112.40	
10-80-42600	GENERAL FUND - PARKS - REPAIRS & MAINT - GROUNDS							
	4773	BSN SPORTS	GOAL AND NET/PARKS	93709932		10/06/2010	140.88	
10-80-53500	GENERAL FUND - PARKS - DOC WORKERS							
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 17		10/01/2010	63.75	
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 15		10/01/2010	63.75	
							127.50	*
10-80-73001	GENERAL FUND - PARKS - RECREATIONAL PROGRAMS							
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	49.96	PD
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	246.72	PD
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	86.03	PD
							382.71	*
10-81-21000	GENERAL FUND - SWIMMING POOL - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-QUALITY HILL/POOL	10-1013		10/13/2010	496.35	PD
10-81-22000	GENERAL FUND - SWIMMING POOL - WATER							
	1106	AZ WATER COMPANY	WATER/SWIMMING POOL	10-1012		10/12/2010	391.52	PD
10-81-24000	GENERAL FUND - SWIMMING POOL - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	49.60	
10-83-21000	GENERAL FUND - LIBRARY - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-MAIN ST /LIBRARY	10-1013		10/13/2010	728.27	PD

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10-83-22000	GENERAL FUND - LIBRARY - WATER 1106	AZ WATER COMPANY	WATER/LIBRARY	10-1012		10/12/2010	52.13	PD
10-83-24000	GENERAL FUND - LIBRARY - TELEPHONE & FAX 4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	148.79	
10-83-53500	GENERAL FUND - LIBRARY - DOC WORKERS 3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	1001 25,167		10/01/2010	34.00	
10-85-13585	GENERAL FUND - SENIOR CITIZENS CENTER - COORDINATOR CONTRIBUTION 3188	BISBEE SENIOR ASSOCIATION	MNTHLY CNTRBTN 11/10/SENIOR	10-1101		10/27/2010	616.63	
10-85-21000	GENERAL FUND - SENIOR CITIZENS CENTER - ELECTRIC 1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-300 COLLINS RD/SR CTR	10-1020		10/20/2010	713.68	
10-85-22000	GENERAL FUND - SENIOR CITIZENS CENTER - WATER 1106	AZ WATER COMPANY	WATER / COLLINS RD/SNR CTR	10-1022		10/22/2010	39.94	
10-85-23000	GENERAL FUND - SENIOR CITIZENS CENTER - GAS 1189	AMERIGAS-SIERRA VISTA	PROPANE GAS/SR CENTER	371-206806A		10/15/2010	476.61	
10-85-24000	GENERAL FUND - SENIOR CITIZENS CENTER - TELEPHONE & FAX 4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	99.19	
10-85-24001	GENERAL FUND - SENIOR CITIZENS CENTER - INTERNET ACCESS FEES 4059	CABLE ONE	EMAIL SVC/SC	10-1016		10/16/2010	69.95	
10-85-41700	GENERAL FUND - SENIOR CITIZENS CENTER - CONTRACT SERVICES 1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/SEAGO	10-1009		10/09/2010	35.00	
	1609	OLANDER PEST CONTROL	PEST CNTRL SRVCS/SC	10-1009		10/09/2010	50.00	
							85.00	*
20-40-12000	TRANSIENT ROOM TAX - FUND EXPENDITURES - BUSINESS TRAVEL 4200	ILONA F. SMEREKANICH	REIMBURSEMENT-AZ CNFRNC/VC	10-0712-14		10/19/2010	20.00	PD
20-40-24000	TRANSIENT ROOM TAX - FUND EXPENDITURES - TELEPHONE & FAX 4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	148.79	
20-40-24001	TRANSIENT ROOM TAX - FUND EXPENDITURES - INTERNET ACCESS 4059	CABLE ONE	EMAIL SVC/VC	10-1016		10/16/2010	99.95	
20-40-41500	TRANSIENT ROOM TAX - FUND EXPENDITURES - OFFICE SUPPLIES 4200	ILONA F. SMEREKANICH	REIMBURSEMENT- LYSOL/VC	10-1019		10/19/2010	12.21	PD
20-40-41700	TRANSIENT ROOM TAX - FUND EXPENDITURES - CONTRACT SERVICES 4415	CULLIGAN/OASIS BOTTLED WTF	DRINKING WATER/VC	22X10927309		10/20/2010	30.55	
20-40-43500	TRANSIENT ROOM TAX - FUND EXPENDITURES - POSTAGE 3264	BANK AMERICA	POSTAGE	10-1009		10/09/2010	7.48	PD
	3264	BANK AMERICA	POSTAGE	10-1009		10/09/2010	3.55	PD
	3264	BANK AMERICA	POSTAGE	10-1009		10/09/2010	58.85	PD
	3264	BANK AMERICA	POSTAGE	10-1009		10/09/2010	90.66	PD
							160.54	*
20-40-52000	TRANSIENT ROOM TAX - FUND EXPENDITURES - CITY ADVERTISING FUND 5326	ACT COMMUNICATIONS, INC.	FULL PAGE AD DISPLAY	5931		09/30/2010	772.50	
	5656	SIERRA DISPLAY, INC	FREIGHT-SUBWAY BANNER	14172		08/20/2010	13.86	

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							786.36	*	
20-40-54500	TRANSIENT ROOM TAX - FUND EXPENDITURES - PROPERTY LEASES - VARIOUS								
	1267	BORDER CITIES LAND CORP	5% S/G INCREASE OCT'10	10-1001-1		10/27/2010	2.40		
	1267	BORDER CITIES LAND CORP	VISITORS CNTR LEASE NOV'10/CI	10-1101		11/01/2010	1,095.64		
							1,098.04	*	
20-40-75002	TRANSIENT ROOM TAX - FUND EXPENDITURES - FEES - COLLECTIONS								
	3264	BANK AMERICA	ANNUAL CARD FEE	10-1009		10/09/2010	25.00	PD	
21-40-13000	STREETS O&M FUND - FUND EXPENDITURES - UNIFORMS								
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/STREETS	210033474		10/07/2010	43.96		
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/STREETS	210036286		10/14/2010	43.96		
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/STREETS	210039124		10/21/2010	43.96		
							131.88	*	
21-40-21000	STREETS O&M FUND - FUND EXPENDITURES - ELECTRIC								
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 60 BREWERY GULCH SHOI	10-1013		10/13/2010	44.01	PD	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 60 BREWERY GULCH SHOI	10-1013		10/13/2010	37.29	PD	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 60 BREWERY GULCH SHOI	10-1013		10/13/2010	21.55	PD	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC- 60 BREWERY GULCH SHOI	10-1013		10/13/2010	23.27	PD	
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-STREETS	10-1020		10/20/2010	88.69		
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-HWY 92 DD/STREETS	10-1020		10/20/2010	11.89		
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-LOWELL TRAFFIC CIRCLE	10-1020		10/20/2010	21.09		
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-951 NACO HWY/STREETS	10-1020		10/20/2010	87.85		
	1097	AZ PUBLIC SERVICE (2 of 3)	170 HWY 92 TRFC CRCL/STS	10-1020		10/20/2010	123.34		
							458.98	*	
21-40-24000	STREETS O&M FUND - FUND EXPENDITURES - TELEPHONE & FAX								
	4192	QWEST	PHONE SERVICES/DEPTS	322261-1013		10/13/2010	49.60		
21-40-41500	STREETS O&M FUND - FUND EXPENDITURES - OFFICE SUPPLIES								
	3199	OFFICE SMART	SUPPLIES/STREETS	133018		10/19/2010	18.32		
21-40-41611	STREETS O&M FUND - FUND EXPENDITURES - TRAFFIC CONTROL DEVICES								
	1236	COCHISE COUNTY-HWY/FLDPLN	TRAFFIC CNTRL DVCS/STREETS	10-0928		09/28/2010	736.99		
21-40-53500	STREETS O&M FUND - FUND EXPENDITURES - DOC WORKERS								
	3163	AZ STATE PRISON Cmplx-Douc	DOC LABOR CREW/DEPTS	10-1001 16		10/01/2010	131.75		
	3163	AZ STATE PRISON Cmplx-Douc	DOC LABOR CREW/DEPTS	1001 25,167		10/01/2010	252.00		
							383.75	*	
21-40-56001	STREETS O&M FUND - FUND EXPENDITURES - SMALL TOOLS & EQUIPMENT								
	1828	HOME DEPOT CREDIT SERVICE	SUPPLIES/STREETS	7143917		09/30/2010	347.22	PD	
	5431	KLIMEK, TOM	RMBRSMNT - TOOLS/PW	10-1010		10/10/2010	66.55	PD	
							413.77	*	
21-40-61000	STREETS O&M FUND - FUND EXPENDITURES - PARTS & LABOR								
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	38825		09/07/2010	11.05		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	39117		09/09/2010	108.68		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	39854		09/16/2010	70.30		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	39857		09/16/2010	17.70		
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	40702		09/24/2010	38.75		
							246.48	*	
21-40-62003	STREETS O&M FUND - FUND EXPENDITURES - GASOLINE								
	3551	UNION DISTRIBUTING	UNLEADED 2.48/GAL	118217		10/06/2010	5,321.25		
	3551	UNION DISTRIBUTING	UNLEADED 2.61/GAL	119039		10/18/2010	2,539.88		
							7,861.13	*	
21-40-62005	STREETS O&M FUND - FUND EXPENDITURES - DIESEL								
	3551	UNION DISTRIBUTING	DIESEL 2.86/GAL	118217		10/06/2010	2,852.00		
	3551	UNION DISTRIBUTING	DIESEL 2.93/GAL	119039		10/18/2010	2,854.80		

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							5,706.80	*
21-40-62007	STREETS O&M FUND - FUND EXPENDITURES - LUBRICANTS							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	40702		09/24/2010	4.84	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/STREETS	40950		09/27/2010	5.18	
							10.02	*
21-40-64600	STREETS O&M FUND - FUND EXPENDITURES - STREET REPAIRS							
	1236	COCHISE COUNTY-HWY/FLDPLN	STREET REPAIR AND MAINT	IGA-071		10/20/2010	142,084.66	
48-40-22502	MISC. DONATIONS - 48-40 - Summer Park Youth Progam Exp							
	5252	ROTONICS MANUFACTURING IN	YOUTH PROGRAM EXP	00014201		09/03/2010	941.57	PD
50-40-23000	AIRPORT FUND - FUND EXPENDITURES - GAS							
	1751	SOUTHWEST GAS CORPORATIC	GAS-BISBEE JCT /AIRPORT	10-1013		10/13/2010	32.08	PD
50-40-24000	AIRPORT FUND - FUND EXPENDITURES - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/DEPTS	322261-1013		10/13/2010	49.60	
54-40-12100	SEWER FUND - FUND EXPENDITURES - CONFERENCES							
	5433	GUTOWSKI, JIM	TRAVEL RMBRSMNT/WW	10-1008		10/08/2010	17.80	PD
	5433	GUTOWSKI, JIM	TRAVEL RMBRSMNT/WW	10-1008		10/08/2010	18.75	PD
							36.55	*
54-40-13000	SEWER FUND - FUND EXPENDITURES - UNIFORMS							
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/WW	210033479		10/07/2010	21.37	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/WW	210036290		10/14/2010	21.37	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/WW	210039129		10/21/2010	21.37	
	3724	ROMERO, OSCAR	RMBST UNIFORM ALLWNC/WAST	744		10/18/2010	100.00	PD
							164.11	*
54-40-21000	SEWER FUND - FUND EXPENDITURES - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-42 WARREN CUT OFF BLDC	10-1018		10/18/2010	31.34	PD
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-42 WARREN CUT OFF BLDC	10-1018		10/18/2010	666.03	PD
							697.37	*
54-40-22000	SEWER FUND - FUND EXPENDITURES - WATER							
	1106	AZ WATER COMPANY	WATER/HIGHWAY 80 SEWER POI	10-1012		10/12/2010	123.25	PD
54-40-24000	SEWER FUND - FUND EXPENDITURES - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/DEPTS	322261-1013		10/13/2010	49.60	
	4192	QWEST	PHONE SERVICES-PW ADMIN	325985- 1013		10/13/2010	233.77	
							283.37	*
54-40-24001	SEWER FUND - FUND EXPENDITURES - INTERNET ACCESS FEE							
	4059	CABLE ONE	EMAIL SVC/WW	10-1016		10/16/2010	59.00	
54-40-34102	SEWER FUND - FUND EXPENDITURES - OTHER - TESTING							
	1462	LEGEND TECHNICAL SERVICES.	TESTING FEES	1015146		10/08/2010	92.00	
	1462	LEGEND TECHNICAL SERVICES.	TESTING FEES	1015197		10/11/2010	92.00	
	1462	LEGEND TECHNICAL SERVICES.	TESTING FEES	101520		10/11/2010	92.00	
	1462	LEGEND TECHNICAL SERVICES.	TESTING FEES	1015383		10/13/2010	196.00	
	1462	LEGEND TECHNICAL SERVICES.	TESTING FEES	1015641		10/18/2010	62.00	
	5493	BIO-AQUATIC TESTING, INC	TESTING/WW	39436		10/14/2010	2,585.00	
							3,119.00	*
54-40-41500	SEWER FUND - FUND EXPENDITURES - OFFICE SUPPLIES							
	3199	OFFICE SMART	SUPPLIES/PW	131820		09/28/2010	71.81	
	3199	OFFICE SMART	SUPPLIES/WW	133018		10/19/2010	18.32	
							90.13	*
54-40-41700	SEWER FUND - FUND EXPENDITURES - CONTRACT SERVICES							
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/WW	210033479		10/07/2010	22.27	
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/WW	210036290		10/14/2010	22.27	
	1650	PRUDENTIAL OVERALL SUPPLY	MATS/WW	210039129		10/21/2010	22.27	
	4415	CULLIGAN/OASIS BOTTLED WTF	DRINKING WATER/WW	12X10857605		09/28/2010	49.15	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
							115.96	*
54-40-43000	SEWER FUND - FUND EXPENDITURES - LAB SUPPLIES							
	1698	SAFEWAY INC.	SUPPLIES/WASTE WATER	2019346		09/22/2010	7.34	
54-40-55000	SEWER FUND - FUND EXPENDITURES - EQUIPMENT RENTAL							
	5433	GUTOWSKI, JIM	TRAVEL RMBRSMNT/WW	10-1008		10/08/2010	119.48	PD
54-40-61000	SEWER FUND - FUND EXPENDITURES - PARTS & LABOR							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	38271		09/01/2010	56.02	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	38839		09/07/2010	100.79	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	40012		09/17/2010	4.53	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	41059		09/28/2010	7.11	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	41273		09/30/2010	45.67	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	41320		09/30/2010	1.67	
							215.79	*
54-40-62003	SEWER FUND - FUND EXPENDITURES - GASOLINE							
	5433	GUTOWSKI, JIM	TRAVEL RMBRSMNT/WW	10-1008		10/08/2010	38.66	PD
54-40-62007	SEWER FUND - FUND EXPENDITURES - LUBRICANTS							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	38271		09/01/2010	15.33	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	40012		09/17/2010	15.78	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SEWER	41273		09/30/2010	15.79	
							46.90	*
56-40-13000	SANITATION FUND - FUND EXPENDITURES - UNIFORMS							
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/SANITATION	210033475		10/07/2010	47.33	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/SANITATION	210036287		10/14/2010	45.15	
	1650	PRUDENTIAL OVERALL SUPPLY	UNIFORMS/SANITATION	210039125		10/21/2010	45.15	
							137.63	*
56-40-21000	SANITATION FUND - FUND EXPENDITURES - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-SAN/	10-1020		10/20/2010	88.69	
56-40-24000	SANITATION FUND - FUND EXPENDITURES - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	49.60	
56-40-41000	SANITATION FUND - FUND EXPENDITURES - DISPOSABLE EQUIPMENT/TOOLS							
	3199	OFFICE SMART	SUPPLIES/PW	131820		09/28/2010	71.81	
56-40-41500	SANITATION FUND - FUND EXPENDITURES - CONSUMABLE SUPPLIES							
	5252	ROTONICS MANUFACTURING IN	YOUTH PROGRAM EXP	00014201		09/03/2010	47.43	PD
56-40-53006	SANITATION FUND - FUND EXPENDITURES - COUNTY TIPPING FEES							
	3181	COCHISE COUNTY SOLID WAST	TIPPING FEE /SANITATION	16768		10/01/2010	116,431.50	
56-40-53500	SANITATION FUND - FUND EXPENDITURES - DOC WORKERS							
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1001 23		10/01/2010	165.75	
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-101 018		10/01/2010	34.00	
							199.75	*
56-40-56001	SANITATION FUND - FUND EXPENDITURES - SMALL TOOLS & EQUIPMENT							
	5431	KLIMEK, TOM	RMBRSMNT - TOOLS/PW	10-1010		10/10/2010	66.53	PD
56-40-61000	SANITATION FUND - FUND EXPENDITURES - PARTS & LABOR							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	38338		09/01/2010	85.67	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	38416		09/02/2010	21.90	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	38543		09/03/2010	127.85	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	38790		09/06/2010	77.76	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	40513		09/22/2010	12.08	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	41217		09/29/2010	90.35	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
							415.61	*
56-40-62007	SANITATION FUND - FUND EXPENDITURES - LUBRICANTS							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	38543		09/03/2010	4.84	
56-40-62008	SANITATION FUND - FUND EXPENDITURES - TIRES							
	1854	W R RYAN - FIRESTONE	TIRES/SANITATION	87522		10/06/2010	547.51	
56-40-72000	SANITATION FUND - FUND EXPENDITURES - RECYCLING PROGRAM							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/SANITATION	39271		09/10/2010	16.08	
59-40-21000	QUEEN MINE FUND - FUND EXPENDITURES - ELECTRIC							
	1097	AZ PUBLIC SERVICE (2 of 3)	ELEC-HWY 80 TOUR/QMINE	10-1018		10/18/2010	456.35	PD
59-40-22000	QUEEN MINE FUND - FUND EXPENDITURES - WATER							
	1106	AZ WATER COMPANY	WATER/QUEEN MINE	10-1012		10/12/2010	71.29	PD
59-40-24000	QUEEN MINE FUND - FUND EXPENDITURES - TELEPHONE & FAX							
	4192	QWEST	PHONE SERVICES/VDEPTS	322261-1013		10/13/2010	198.38	
59-40-24001	QUEEN MINE FUND - FUND EXPENDITURES - INTERNET ACCESS FEE							
	3264	BANK AMERICA	INTERNET SVC/QM	10-1009		10/09/2010	69.95	PD
59-40-41604	QUEEN MINE FUND - FUND EXPENDITURES - SPECIAL SUPP - MERCHANDISE							
	3241	SQUIRE BOONE VILLAGE, INC	PLASTIC EASELS STANDS & HEM	00186245		10/13/2010	772.21	
	3264	BANK AMERICA	GEMSTONE AND BLUE LACE PEN	10-1009		10/09/2010	132.00	PD
	3264	BANK AMERICA	CLEAR EASELS	10-1009		10/09/2010	377.11	PD
	3264	BANK AMERICA	CHAINS	10-1009		10/09/2010	144.00	PD
	3264	BANK AMERICA	PENDANTS & EARRINGS	10-1009		10/09/2010	287.25	PD
	3264	BANK AMERICA	TURQUOISE NECKLACES	10-1009		10/09/2010	119.50	PD
	3264	BANK AMERICA	COPPER SPHERES, CALCANTHIT	10-1009		10/09/2010	2,750.00	PD
	3264	BANK AMERICA	BEAD RINGS, NECKLACES, & BR	10-1009		10/09/2010	397.00	PD
	3264	BANK AMERICA	BEAD NECKLACES, CHIP BRACEL	10-1009		10/09/2010	378.30	PD
	3264	BANK AMERICA	NECKLACES & BRACELETS	10-1009		10/09/2010	102.00	PD
	3264	BANK AMERICA	5 PENDANTS	10-1009		10/09/2010	126.00	PD
	3264	BANK AMERICA	NECKLACE & EARRINGS	10-1009		10/09/2010	139.00	PD
	3264	BANK AMERICA	CHAINS & HOOP EARRINGS	10-1009		10/09/2010	263.00	PD
	3264	BANK AMERICA	SILVER PLATED CHAINS, MOOD F	10-1009		10/09/2010	416.71	PD
	3264	BANK AMERICA	18 BRACELETS	10-1009		10/09/2010	104.00	PD
	3264	BANK AMERICA	PENDANTS & CORDS	10-1009		10/09/2010	389.00	PD
	3264	BANK AMERICA	39 BRACELETS AND BAILS	10-1009		10/09/2010	132.00	PD
	3264	BANK AMERICA	PENDANTS & EARRINGS	10-1009		10/09/2010	732.00	PD
	3264	BANK AMERICA	PENDANTS & EARRINGS	10-1009		10/09/2010	267.15	PD
	3264	BANK AMERICA	14 NECKLACE SET	10-1009		10/09/2010	114.00	PD
	5062	CRYSTAL FROM HEAVEN	CALCITE, BLACK OBSIDIAN, SHAF	5062		10/09/2010	1,575.00	
	5254	MEAD, BRUCE	1400 CARATS OF BISBEE TURQUI	10-1012		10/12/2010	2,000.00	
	5254	MEAD, BRUCE	1365 CARATS OF BISBEE TOURQI	10-1012		10/12/2010	2,000.00	
	5690	DOS DAMAS DESIGNS	VARIED COPPER XMAS ORNAMEI	1101810-6		10/18/2010	371.30	
	5691	TOP THREADS RESORTWEAR	36 BLUE JACKET/QM	511184		10/07/2010	517.60	
							14,606.13	*
59-40-42501	QUEEN MINE FUND - FUND EXPENDITURES - TOUR MAINTENANCE							
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/QM	38411		09/02/2010	14.23	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/QM	38492		09/02/2010	6.52	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/QM	39924		09/16/2010	3.07	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/QM	41186		09/29/2010	10.75	
	3264	BANK AMERICA	METAL/QM	10-1009		10/09/2010	103.20	PD
	3264	BANK AMERICA	TIMBER	10-1009		10/09/2010	123.89	PD
	3264	BANK AMERICA	METAL/QM	10-1009		10/09/2010	104.23	PD
	3264	BANK AMERICA	TIMBER	10-1009		10/09/2010	41.71	PD

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount	
	3264	BANK AMERICA	METAL/QM	10-1009		10/09/2010	156.35	PD
	3264	BANK AMERICA	TIMBER	10-1009		10/09/2010	103.24	PD
							667.19	*
59-40-43500	QUEEN MINE FUND - FUND EXPENDITURES - POSTAGE							
	3264	BANK AMERICA	LARGE FLAT RATE BOX	10-1009		10/09/2010	14.50	PD
59-40-44000	QUEEN MINE FUND - FUND EXPENDITURES - CONCESSION							
	5195	ARMSTRONG, CONNIE	RMBRSMNT-SUPPLIES/QM	10-1006		10/06/2010	19.41	PD
	5195	ARMSTRONG, CONNIE	MISC SUPPLIES GIFT SHOP	10-1020		10/20/2010	12.94	PD
							32.35	*
59-40-52000	QUEEN MINE FUND - FUND EXPENDITURES - ADVERTISING							
	5326	ACT COMMUNICATIONS, INC.	FULL PAGE AD DISPLAY	5931		09/30/2010	772.50	
59-40-53500	QUEEN MINE FUND - FUND EXPENDITURES - DOC WORKERS							
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-1020 022		10/14/2010	102.00	
	3163	AZ STATE PRISON CMLPX-DOUC	DOC LABOR CREW/VDEPTS	10-625 101		07/13/2010	102.00	
							204.00	*
59-40-75002	QUEEN MINE FUND - FUND EXPENDITURES - CREDIT CARD FEES							
	3264	BANK AMERICA	ANNUAL CARD FEE/QM	10-1009		10/09/2010	25.00	PD
59-40-91000	QUEEN MINE FUND - FUND EXPENDITURES - OFFICE MACHINES/HRDWRE/SOFTWAR							
	3264	BANK AMERICA	HP REGISTER/QM	10-1009		10/09/2010	735.54	PD
89-40-50000	YOUTH PROGRAM FUND - FUND EXPENDITURES - AUTHORIZED EXPENDITURES							
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	215.81	PD
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	49.95	PD
	4505	GONZALES, CAROLINE	MISC SUPPLIES PARKS	10-1025		10/25/2010	31.61	PD
							297.37	*
96-40-41606	BISBEE BUS FUND - FUND EXPENDITURES - CCS OPERATING EXPENSES							
	3123	CATHOLIC COMMUNITY SERVICE	EXPENSES SEPT'10 BSB BUS/BSB	10-1014		10/14/2010	7,822.37	
	3123	CATHOLIC COMMUNITY SERVICE	EXPENSES AUG'10 BSB BUS/BSB I	10-916		09/16/2010	7,606.90	
	5686	MARRA, LISA M	RMBRSMNT MILEAGE-TRANSIT M	10-1021		10/21/2010	52.00	PD
							15,481.27	*
96-40-41607	BISBEE BUS FUND - FUND EXPENDITURES - CITY OPERATING EXPENSE							
	1854	W R RYAN - FIRESTONE	TIRES/BBS	87542		10/06/2010	547.23	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BBS	38829		09/07/2010	40.83	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BBS	38978		09/08/2010	351.75	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BBS	39254		09/10/2010	98.82	
	2228	WILLCOX AUTO PARTS INC.	AUTO PARTS/BBS	39255		09/10/2010	17.73	
	4734	LAWLEY'S TEAM FORD	BBS ALIGNMENT	370075		10/18/2010	115.14	
							1,171.50	*
99-40-05900	CAPITAL IMPROVEMENTS FUND - FUND EXPENDITURES - MANCAR WHEELS							
	3264	BANK AMERICA	1 YEAR LITE/PRO TECHNICAL SUI	10-1009		10/09/2010	500.00	PD
Grand Total:							<u>395,743.31</u>	

GL Acct No	Vendor	Vendor Name	Description	Invoice No	PO No	Inv Date	Amount
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Dated: _____

Mayor: _____

City Council: _____

City Recorder: _____

City Treasurer: _____



AGENDA ITEM NUMBER 2a

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 27, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE MINUTES OF THE REGULAR SESSION OF MAYOR AND COUNCIL HELD ON OCTOBER 5, 2010, AT 7:00 P.M.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Gloria P. Gonzalez, City Clerk

RECOMMENDATION: Approve the Minutes of the Regular Session of the Mayor and Council.

PROPOSED MOTION: I move to Approve the Minutes of the Regular Session of the Mayor and Council held on September 21, 2010, at 7:00 P.M.

DISCUSSION:

FISCAL IMPACT: No Impact

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Gloria Gonzalez
Gloria P. Gonzalez, City Clerk

Reviewed by: W.J. Porter
W.J. Porter, Mayor

MINUTES

MINUTES OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, HELD ON TUESDAY, OCTOBER 5, 2010, AT 7:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR PORTER AT 7:00 P.M.

ROLL CALL

COUNCIL

Councilmember Boyd Nicholl, Ward I

Councilmember Bennie Scott, Ward III

Councilmember Luche Giacomino, Ward II

Mayor W.J. "Jack" Porter

Councilmember Anna Cline, Ward III, Mayor Pro Tempore (Excused)

Councilmember Raymond Rodgers, Ward II

Councilmember Ken Budge, Ward I

STAFF

Stephen J. Pauken, City Manager

Gloria P. Gonzalez, City Clerk

Dee L. Flanagan, Finance Director

Jim Elkins, Chief of Police

Tom Klimek, Public Works Director/City Engineer

CITY ATTORNEY

Mark J. Langlitz

INVOCATION: Mayor Porter asked for a Moment of Silence for the old, the sick, the invalids, the shut-ins and for the Taylor family for their recent loss.

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

- Mayor Porter read a Proclamation declaring that the week of September 25-October 2, 2010 be proclaimed as Banned Books Week.
- Mayor Porter read a Proclamation declaring that the week of October 18-23, 2010 be proclaimed as Business Women's Week Proclamation. Former Mayor LaVerne Williams thanked Council for acknowledging the week of October 18-23rd as Business Women's Week and gave a short presentation on the Business and Professional Woman. She asked that the women in the community be recognized during the week. She said that three women would be recognized as a Business and Professional Woman and in November at an Honor's Banquet at Cafe Roka.

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

GENERAL BUSINESS:

ACCOUNTS PAYABLE: Subject to availability of funds.

MOTION: Mayor Porter moved to approve Account Payable in the amount of \$147,089.84.

SECOND: Councilmember Scott.

MOTION APPROVED: UNANIMOUSLY

Councilmember Nicholl indicated that the cost of electricity for one month at City Hall was \$1,688.00 which included computers, air conditioners, and electricity; repairs to an emergency vehicle was \$1,000.00; \$21,207 to DeConcini McDonald Legal regarding a suit against the City; and \$1900 for the design of the Guidelines for the Historic District that needed to be redone.

1. CALL TO THE PUBLIC

- Sean Hicks, 120B Brewery Avenue, expressed concern regarding the effect of transparency, fairness and clarity in City business.

2. Approval of the Consent Agenda

- A. Discussion and Possible Approval of the Minutes of the Regular Session of Mayor and Council held on Tuesday, September 7, 2010, at 7:00 PM.
Gloria P. Gonzalez, City Clerk
- B. Discussion and Possible Approval of the Minutes of the Special Session of Mayor and Council held on Tuesday, September 7, 2010, at 6:00 PM.
Gloria P. Gonzalez, City Clerk
- C. Discussion and Possible Approval of the Minutes of the Special Session of Mayor and Council held on Wednesday, September 15, 2010, at 5:30 PM.
Gloria P. Gonzalez, City Clerk
- D. Discussion and Possible Approval of the Minutes of the Work Session of Mayor and Council held on Thursday, April 29, 2010, at 6:00 PM.
Gloria P. Gonzalez, City Clerk
- E. Discussion and Possible Approval of the Appointment of Ed Nusso to the Police and Fire Advisory Committee for Ward III.
Gloria P. Gonzalez, City Clerk
- F. Discussion and Possible Approval of a Park Facility and Right-of-Way Use Permit for the Use of Main Street for the 22nd Annual Festival of Lights on Friday, November 26, 2010, from 12:00 PM to 10:00 PM.
Tom Klimek, Public Works Director/City Engineer
- G. Discussion and Possible Approval of a Park Facility and Right of Use Permit for the Use of Lower Vista Park for a Pumpkin-Themed Halloween Event for Kids on Sunday, October 31, 2010 from 4:00 PM to 6:00 PM.
Tom Klimek, Public Works Director/City Engineer
- H. Discussion and Possible Approval of a Park Facility and Right of Use Permit for the Use of Howell Avenue for a Street Dance, on Saturday, October 30, 2010, from 7:00 PM to 1:00 AM to Benefit Women's and Men's Shelters in Bisbee.
Tom Klimek, Public Works Director/City Engineer
- I. Discussion and Possible Approval of an Application for an Extension of Premises/Patio Permit Submitted by the Copper Queen Hotel for a Fundraiser on Howell Avenue in front of the Hotel, on Saturday, October 30, 2010 between 7:00 PM and 1:00 AM, Dan Finck, Applicant.
Gloria P. Gonzalez, City Clerk

MOTION: Councilmember Scott moved to approve Items A-I of the Consent Agenda.

SECOND: Councilmember Giacomino.

ROLL CALL VOTE:

AYES: Councilmember Nicholl, Scott, Giacomino, Rodgers, Budge, and Mayor Porter.

NAYS: 0

MOTION PASSED: AYES - 6 NAYS - 0

OLD BUSINESS

NEW BUSINESS

3. Discussion and Possible Approval of Granting and Conveying an Easement to Freeport-Moran Copper & Gold, Inc. (FMI) for Electrical Lines and Appurtenances Upon, Across, and Over the Easement Area (Parcel 102-14-010C) as Depicted in Exhibit A (Attached).

Thomas J. Klimek, Public Works Director

Tom Klimek requested approval to grant Freeport-McMoRan, Inc (FMI) an easement to construct an overhead power line from an existing power pole on the east side of the City Maintenance Shop, across City property in an easterly direction to serve as their portable office site. Mr. Klimek said that this was a blanket easement which allowed FMI for ingress and egress. The intent is to have the one existing power pole and one other power pole that would support the line.

MOTION: Councilmember Giacomino moved to approve the authorization to grant and convey an easement to FMI for electrical lines and appurtenances upon, across, and over the easement areas (Parcel 102-14-010C).

SECOND: Councilmember Scott.

MOTION PASSED: UNANIMOUSLY

4. Discussion and Possible Approval of a Notice of Intent to Adopt Proposed Ordinance O-10-15, Re-Establishing and Continuing the Bisbee Arts Commission.

Mark J. Langlitz, City Attorney

Mr. Langlitz indicated that Bisbee Charter, Section 5.01, authorizes Council to create by Ordinance, the City Boards, Commissions, and Committees as in their judgment are required and may grant them the powers and duties consistent with the provisions of the Charter. This proposed ordinance would re-establish and continue the Bisbee Arts Commission (BAC) and grant to them such powers and duties as Council deems in which are set forth. He conveyed that BAC members misunderstood that somehow the BAC was being shut down until the Ordinance went into effect. Mr. Langlitz conveyed that in discussion with John Charley, they looked at the timing when the ordinance would go into effect and went on to explain the process for passage, approval, and adoption of the Ordinance. He explained that BAC was not being shut down, but that the November meeting would be delayed three weeks, until the ordinance became effective.

The following Bisbee residents and artists addressed their support and views regarding the BAC and the Art community:

Peter Young, Camille Shanahan, Tate Rich, Terry Wolf, Sean Hicks, Bianca Mormon, Hans DeCouz, Melisa Holden, Ryan Bruce, Andrew Nelson, Sara Maegaesson, and Jenny Druckman.

Councilmember Nicholl indicated that Council was not against the BAC or that the NOI was a done deal because it was still being discussed. He said that administration and Council were willing to work with BAC and would not take their money; but that the Council had authorization to oversee how funds were spent.

Mayor Porter stated that there was a problem with Section 5, Staff Liaison. He said that the City Manager had the right to assign personnel and charge for administrative support, and had been approved by Council. He recommended that this Ordinance be presented as an "Emergency" during final adoption so there was no time lost for the future meetings.

Former Mayor Williams expressed her surprise that there was not an ordinance for the BAC and was sure things were done in accordance with the then, new City Charter. Mr. Langlitz said that it was never stated there was not an ordinance, but that it could not be located and had to be assumed there was not one, and continue to move forward.

Councilmember Budge expressed support for the Arts and that he had not yet seen an action brought before Council that had not been approved. He believed there was nothing sinister going on and thought this timeframe workable. He suggested possibly delaying the ordinance until after the Mini-Grant applications were processed in November or adopt the ordinance as an emergency.

Mr. Pauken indicated that this ordinance would allow for a person that resigned from the two-year appointment, Council could then appoint someone into that vacancy for the remaining two-year term. He then proposed an offer to stay on schedule with the mini-grant program and that staff work around this. Councilmember Budge suggested that the City allow for this offer.

MOTION: Mayor Porter moved to approve the Notice of Intent to adopt Ordinance O-10-15, Re-Establishing and Continuing the Bisbee Arts Commission, and solicit application for members on the Commission, and to bring this back to Council as an Emergency Ordinance at the next regular scheduled meeting.

SECOND: Councilmember Rodgers.

ROLL CALL VOTE:

AYES: Councilmember Nicholl, Scott, Giacomino, Rodgers, Budge, and Mayor Porter.

NAYS: 0

MOTION PASSED: AYES - 6 NAYS - 0

5. Discussion and Possible Approval of a Notice of Intent to Adopt Proposed Ordinance O-10-16, Amending the Bisbee City Code, Section 7.1.2 relating to the Manner of Issuing Building Permits.

Mark J. Langlitz, City Attorney

Mr. Langlitz requested that Council establish a manner of issuing building permits within the City. The proposed Ordinance would that in order to obtain a building permit, applicants and premise owners needed to be in compliance with all applicable state and local laws rules, regulations, codes, and remain current in payment of all fees, fines, assessments levied by the City of Bisbee. He explained that this clarification was set in

the proposed ordinance and did not require anything more than what had already been required.

Diane Moore, 412 Garden, commented that the Copper Queen Community Hospital objected to this item. She said the proposed ordinance required all businesses to be in compliance with state and city laws and remain current on payment of fees in order to obtain what was considered a construction permit. She said that this eliminated the otherwise accepted practice of grandfathering items that were acceptable at the time of the original inspection. She provided examples of what had been otherwise perfectly acceptable under the old rules and now required refurbishing at a greater expense to business owners. The Hospital supported the requirement for businesses to be responsible for their operation expense, but the additional burden of forced improvements to historic buildings would be unreasonable and discourage new business. The Hospital suggested that residential requirements be separated from commercial. Mr. Pauken replied that this was not what the proposed ordinance was about and provided a more detailed explanation.

MOTION: Councilmember Budge moved to approve Notice of Intent to adopt Proposed Ordinance O-10-16 amending the Bisbee City Code, Section 7.1.2 relating to the Manner of Issuing Building Permits.

SECOND: Councilmember Rodgers.

ROLL CALL VOTE:

AYES: Councilmember Nicholl, Scott, Giacomino, Rodgers, Budge, and Mayor Porter.

NAYS: 0

MOTION PASSED: AYES - 6 NAYS - 0

6. Discussion and Possible Approval of a Notice of Intent to Adopt Proposed Ordinance O-10-17, Amending the Bisbee City Code, Section 8.2.3(E) relating to the Manner of Issuing Business Licenses.

Mark J. Langlitz, City Attorney

Mr. Langlitz advised that this proposed ordinance was identical to the earlier agenda item except the substitution of Business License for Building Permits.

Mayor Porter asked that if he rented a building that had a large amount of overdue sewage bills, he would not be able to obtain a business license. Mr. Langlitz replied this was correct, with the hope that the perspective tenant placed pressure on the property owner to have the building in compliance and current with payment of all fees.

Councilmember Scott commented that there were individuals operating without a business license and encouraged that this process be enforced by the City.

MOTION: Councilmember Giacomino moved to approve a Notice of Intent to Adopt Proposed Ordinance O-10-17 amending the Bisbee City Code, Section 8.2.3(E) relating to the manner of issuing Business Licenses.

SECOND: Councilmember Scott

ROLL CALL VOTE:

AYES: Councilmember Nicholl, Scott, Giacomino, Rodgers, Budge, and Mayor Porter.

NAYS: 0

MOTION PASSED: AYES - 6 NAYS - 0

7. Discussion and Possible Approval of a Notice of Intent to Adopt Proposed Ordinance O-10-18, Amending the Bisbee City Code, Articles 13.2 and 13.4, relating to the Manner of Providing Sewer Service.

Mark J. Langlitz, City Attorney

Mr. Langlitz conveyed that Council was authorized to determine the manner in which sewer services were provided to property owners. He said that for the most part, this proposed ordinance made no changes to the existing code, but clarified that the existing code made sure there was no question that property owners be responsible for payment of sewer fees, and proceeded to explain the changes and penalty fees.

MOTION: Councilmember Nicholl moved to approve a Notice of Intent to Adopt Proposed Ordinance O-10-18, Amending the Bisbee City Code, Articles, 13.2 and 13.4, relating to the Manner of providing Sewer Service.

SECOND: Councilmember Budge

ROLL CALL VOTE:

AYES: Councilmember Nicholl, Scott, Giacomino, Rodgers, Budge, and Mayor Porter

NAYS: 0

MOTION PASSED: AYES-6; NAYS-0.

8. City Manager's Report with Possible Discussion on the following topics:

Mr. Pauken reported the budgeted expenditures and total employment in operating funds for the most recent five Fiscal Years. He commented that there seemed to be a growing sentiment in the community of the City's need to cut expenses and reduce the number of employees. He presented a work sheet regarding the comparison within the last five years at Exhibit A.

Mr. Pauken reported that in the next few weeks, Public Works Department would begin the disconnection process for all delinquent sewer and garbage accounts in excess of \$10,000. He conveyed that termination notices had been delivered and one had already been disconnected. He explained the reason for the reluctance to disconnect services, but after continuous non-response by property owners, the City had no choice but to move forward with the action.

9. City Manager's Report on other current events (no discussion).

Arizona Street Project- Mr. Pauken reported that the Bid documents were ready to go, but ADOT wanted to ensure that the project would not have any change orders.

Police Department- Mr. Pauken reported that the Police Department had been operating with one less Police Officer than was allowed due to budgetary constraints. The COPS grant that the City had hoped for was not awarded to the department. The Department of Justice notified the City in September that they had not been funded; however, Mr. Pauken indicated that there would be another round for the COPS grant and the City would once again apply for the grant.

Memory Gardens- Mr. Pauken reported that a large amount of ashes were discovered at a private cemetery and it had been reported that they were in fact cremains. He explained that he went to

the site and viewed the situation and it represented the very worst in respect of our deceased friends, relatives and ancestors. Although the matter is being looked into, there has been nothing that could lead to criminal charges. He explained that property owner who operates a Crematorium believed to be in the Benson area had placed the cremains in the cemetery. The situation will continue to be monitored as there has been a wide interest by the public in and outside the community.

COUNCIL COMMENTS:

Councilmember Nicholl commented that the budget when discussed needed to be done in truth and not make up the numbers. He commented that Mr. Wheeler concocted a bunch of numbers and then passed them out. He said that this information was public record and the budget numbers could be researched by the public. He explained that the actual increase in sales and property tax together was about 36% from 10 years ago, not 80%; the City Manager was at 46% as stated, but that a big chunk was for health insurance; Public Works went down 11%, not increased 155%; and the Library increased 56%, not 125% from 10-years ago because of the increase for books, video, and computers. He added that expenditure increase of 32% was not much of a gain for the last 10-year period. He reiterated that this information could be researched on the website.

MOTION: Mayor Porter moved to adjourn the meeting.

SECOND: Councilmember Nicholl.

ADJOURNMENT: 9:45 P.M.

W.J. Porter, Mayor



AGENDA ITEM NUMBER 26

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 25, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON OCTOBER 19, 2010 AT 6:00 P.M.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Gloria P. Gonzalez, City Clerk

RECOMMENDATION: Approve the Minutes of the Work Session.

PROPOSED MOTION: I move to Approve the Minutes of the Work Session of the Mayor and Council held on October 19, 2010, at 6:00 P.M.

DISCUSSION:

FISCAL IMPACT: No Impact

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Gloria P. Gonzalez
Gloria P. Gonzalez, City Clerk

Reviewed by: W.J. Porter
W.J. Porter, Mayor

MINUTES

MINUTES OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA HELD ON TUESDAY, OCTOBER 19, 2010, AT 6:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR PORTER AT 6:00 PM.

ROLL CALL

COUNCIL

Councilmember Boyd Nicholl, Ward I
Councilmember Bennie Scott, Ward III
Councilmember Luche Giacomino, Ward II
Mayor W.J. "Jack" Porter
Councilmember Anna Cline, Ward III, Mayor Pro Tempore
Councilmember Raymond Rodgers, Ward II
Councilmember Ken Budge, Ward I

STAFF

Stephen J. Pauken, City Manager
Gloria P. Gonzalez, City Clerk
Thomas J. Klimek, Public Works Director

CITY ATTORNEY

Mark J. Langlitz

THE FOLLOWING ITEM WERE DISCUSSED AND/OR CONSIDERED AT THIS MEETING:

1. Presentation by the City of Bisbee's Airport Consultants, Armstrong Consultants, Inc. Regarding the Airport Master Plan and Economic Development Strategy in the Airport Area.
Tom Klimek, Public Works Director

Tom Klimek introduced Armstrong Consultants, Dennis Corsi and Jason Musclemann, from Grand Junction Colorado. Mr. Corsi provided a power point presentation and an overview of the development strategy for the Airport Master Plan (See Exhibit A).

Councilmember Nicholl expressed that he thought this was a good plan. He said that it would develop a greatly depressed area and supported the Airport Commission for their efforts to make this work.

Mayor Porter indicated that Master Plans were normally 10-year plans, but that this was a 20-year plan. He stated that this was a little adventurous. Mr. Corsi replied that the Master Plan covered a 20-year period, and was periodically updated about every 10- years incase of any significant changes. Mayor Porter asked if Mr. Corsi had taken a look at the last Master Plan and asked for his thoughts of the plan. Mr. Corsi replied that he had reviewed it. Mayor Porter advised that it appeared that

Armstrong Consultants and the City of Bisbee were partners in this endeavor and that Armstrong would be doing most of the grant writing and the engineering for the planned improvements. Mr. Corsi replied yes, that Armstrong was a full service firm that provided planning, environmental engineering and construction administration that provided a turn key opportunity for the City to have all the services covered.

Councilmember Budge asked how many of the nearby airports had instrument approach and where the City fit into this plan. He commented that this was great for economic development, but that the City also needed to look at the competition. Mr. Corsi explained the Master Plan report and stated that the FAA looked at the overall system. He explained the roles that different airports played in the system. The FAA would not fund an airport that had another federally funded airport within a 30-minute drive time. Mr. Corsi advised that the City was behind competitively from our neighbors, in terms with the services offered. He explained that the funding for these projects did not come from income tax, but generated from aviation user fees. He indicated that the airport gets \$150,000 minimum every year to make improvements, which could be accumulated over a maximum of 4 years for a total of \$600,000.00 that could be used for a project. He explained that the larger projects competed on a priority ranking system throughout the state. Runway and taxiway separation was considered a safety issue and would be a high priority to receive additional funds. Councilmember Budge indicated that extending the runway 300 feet would not be considered high priority. Mr. Corsi replied that it would be considered a capacity issue, but since it was a smaller project there could be some flexibility. Councilmember Budge calculated that the cost for the 2.5% match would be \$63,000.00 and explained that this was the City's match within the 2-3 years. In addition, he added that the City had to come up with the match funds for the study. Mr. Corsi said that the cost of the Master Plan and equipment were already covered.

Bill Seibold stated that Mr. Corsi had done a great job explaining the Plan. The major point that needed to be taken was whether or not the City wanted to develop the airport and/or when it could be afforded. He said that the City was not on the hook for a certain amount of any money at any time.

MOTION: Councilmember Budge moved to adjourn the meeting

SECOND: Councilmember Nicholl

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 6:58 P.M.

W.J. Porter, Mayor



AGENDA ITEM NUMBER 2c

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 25, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE MINUTES OF THE WORK SESSION OF MAYOR AND COUNCIL HELD ON MAY 10, 2010 AT 6:00 P.M.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Gloria P. Gonzalez, City Clerk

RECOMMENDATION: Approve the Minutes of the Work Session of the Mayor and Council held on May 10, 2010, at 6:00 P.M.

PROPOSED MOTION: I move to Approve the Minutes of the Work Session of the Mayor and Council held on May 10, 2010, at 6:00 P.M.

DISCUSSION:

FISCAL IMPACT: No Impact

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Gloria P. Gonzalez Reviewed by: W.J. Porter
 Gloria P. Gonzalez, City Clerk W.J. Porter, Mayor

MINUTES

MINUTES OF THE WORK SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA HELD ON MONDAY, MAY 10, 2010 AT 6:00 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR PORTER AT 6:00 PM.

ROLL CALL

COUNCIL

Councilmember Boyd Nicholl, Ward I
Councilmember Bennie Scott, Ward III
Councilmember Luche Giacomino, Ward II
Mayor W.J. "Jack" Porter
Councilmember Anna Cline, Ward III
Councilmember Raymond Rodgers, Ward II, Mayor Pro Tempore
Councilmember Ken Budge, Ward I (Excused)

STAFF

Stephen J. Pauken, City Manager
Gloria P. Gonzalez, Interim City Clerk
Dee L. Flanagan, Finance Director
Jim Elkins, Police Chief
Jack Earnest, Fire Chief
Tom Klimek, Deputy Public Works Director

THE FOLLOWING ITEM WAS DISCUSSED AND/OR CONSIDERED AT THIS WORK SESSION:

1. PRESENTATION AND DISCUSSION OF THE PROPOSED
FY 2010-2011 BUDGET.
STEPHEN J. PAUKEN, CITY MANAGER

Mr. Pauken presented a summary of the proposed Fiscal Year 2010-2011 Budget. He said that because of the economy difficulties and the State of Arizona's fiscal situation made the revenue side of the budget a real challenge. He added that the challenge mitigated the fact that there was not much funding left for the extras needed to function beyond the Core mission.

Mr. Pauken explained that there were two layoffs because of the budget situation. He hoped that the current level of employment would be maintained through the next Fiscal Year. Mr. Pauken presented a general overview of graphic charts and the City's ups and downs over the last few years.

REVENUE GENERAL FUND, TAXES:

This item includes City Sales Tax, Bed Tax, State Sales Tax, Vehicle License Tax and Property taxes and of these items, only two taxes trending upward were vehicle license tax and property tax.

- Vehicle License Tax generated a steadily increasing trend.

- The Property Tax Levy, set by Council on staff recommendation annually, reflects the maximum amount that the City is allowed to charge by State law. The current tax levy was 2.08

LICENSES AND PERMITS

This includes building and sign permits, occupational and liquor licenses, special event licenses and dog licenses.

- Building permits was projected to make budget this year, because of a couple of fairly good size building permits.
- New construction permits on remodeling remained a healthy industry.

INTERGOVERNMENTAL

- The State Urban Revenue Sharing is the City's share of the State Income Tax. It has been anticipated that this year the City would receive its full allocation of \$848,000, but that next year, that allocation would drop to \$639,000.

CHARGES FOR SERVICES

This includes many line items, but only a couple of fairly large numbers.

- Professional Service Reimbursement-Planning & Zoning is a pass-through. This refers to if the City had to pass through on a certain grant or item with a consultant where the City receives revenue.
- Vehicle Impound Fees at \$20,000 was a fairly substantial number, but has been better and worse. A couple of years ago the impound fees were increased; however, in the near future, these fees may be revisited for adjustment. He said right now there is a cap on impound fees of \$1,000 per vehicles and after a very short period of time, the vehicles sit in impound, rent free.

FRANCHISE FEES

- There is currently \$210,000 in Franchise Fees based on agreements with certain public utilities and feel confident that the money currently in the budget would hold up because it is basically a fixed amount based on a percentage of services sold to the people of Bisbee.

AMBULANCE FEES

- This item is believed to be ok this year based on the trending to date and feel very confident to do this in the coming year. He said this would be the 3rd year in a row at the current ambulance rate.
- The amount of demand for the services had not decreased, but as far as trending is concerned is that it may increase, but will not be too optimistic in this category, because it is unknown what the impact of cuts to ACCHS, Medicare made do in the future. The City shall remain conservative on this line item.

MISCELLANEOUS

- Anticipated COPS Grant – There was one vacant position in Police Department for one year. The City applied for a COPS Grant about a year ago, but were not funding in the first round. There is another round of COPS money available that the department will apply for. Mr. Pauken commented that those who have applied for these grants in the past, only need to review the application, make the adjustments, resubmit the application and hope to be funded.

Councilmember Nicholl questioned the Auction Funds in consideration of the new law and the City actually pulled in last year of \$55,000 and hoping for \$100,000 – that was a big gap. Mr. Pauken replied that actually the City anticipated close to \$70,000 worth of revenue, budgeted \$100,000, but the impact of the economy has impacted everyone. Mr. Pauken commented that any changes in the law that have surfaced in the last few weeks would probably impact the City minimally in terms of the day-to-day operation.

Councilmember Nicholl commented that this would be a little car business. Mr. Pauken Replied that the City did not really want to be in the car business, but the City had to do something with the vehicles and the City does have seizure. He added that the cars are not being retrieved so the City has to do something with the vehicles, otherwise, it would be one gigantic scrap yard.

CONTRIBUTIONS AND TRANSFER

- Use of Reserves – Mr. Pauken explained that the figures for the next Fiscal Year was at \$378,000. He reminded Council that when at last year's budget meeting regarding this line item, it was anticipated that \$129,000 would be used from reserve in the current Fiscal Year, and the year before that it was anticipated to use \$314,000 in reserves. Mr. Pauken explained that the reason for this anticipation was to make sure that everything necessary for the core mission has been funded as a City government. He said that through the year, the City wants to make sure the money is spent as wisely as possible, but that the goal is actually not to use this Fund. He pondered if the Reserve Fund would be used before the end of this Fiscal Year, but was not sure if this would actually happen. Mr. Pauken reported that the City was still \$78,000 in the black, with two months to go. He added that this was good, but that \$78,000 could evaporate in no time and that has been proven. He hoped to remain in the black, barring no major catastrophes that would cause the City to use the Reserves and that the City continued to work hard to conserve every penny. He estimated that the City could end the year using \$80,000 in Reserves, but was very confident that the City goal to use \$0 in Reserves would be successful.

Mr. Pauken indicated that what it all came down to was the anticipation of the General Fund to amount to \$600,499,000. In 2010, a fiscal budget adopted was \$6.7M worth of revenue and essentially was looking at little more than \$200,000 less than the previous year.

EXPENDITURES FOR INDIVIDUAL DEPARTMENTS:

MAYOR AND COUNCIL

The proposed budget was \$46,000 last year; budgeted \$53,000, with anticipated expenditures at the end of the year was \$42,500.

Mayor Porter commented that the biggest reduction was \$7,000 for fireworks and commented that donations were being accepted by the Bisbee Rotary Charities and was tax deductible.

CITY MANAGER'S OFFICE

The proposed budget was \$128,000; budgeted \$129,000 last year, and ended the year with expenditures of \$127,000. He said there were no personnel costs as this was a one-person office. Councilmember Nicholl inquired on the City Manager's increase in salary. Mr. Pauken explained that on January 17, 2011, he will be at the five-year mark which reflects one-half of a two-year increase in the base salary.

FINANCE OFFICE

The department is a five-person office, with nothing new added for the next fiscal year. Mr. Pauken said that the \$34,000 item for auditing by contract had already been negotiated. The remainder of expenditures were consistent and constant with annual credit card fees, postage and fund management, and unavoidable in the process of conducting business throughout the year.

CITY CLERK'S OFFICE

There would be no new changes financially in this department. A couple of things needed to be mentioned in this department.

Personnel costs for the same number of individuals remained the same as budgeted the previous year - two full-time and one part-time person. Councilmember Nicholl asked if the office was staffed with one full-time and one part-time person at the same amount of money. Mr. Pauken replied in the affirmative. Councilmember Nicholl asked where the City would draw from for a third employee; Mr. Pauken replied the General Fund.

Mrs. Flanagan commented that it was already budgeted. Mr. Pauken explained that although the Clerk's Office had a vacancy for three months, the City continued to pay three employees based on a contractual obligation.

The Clerk's Office budgeted for two elections, Primary on August 24th and General on November 2nd. If the Primary election caused a run-off to occur at the General Election, then the City would need to budget for that as well. The final cost to cover both elections was estimated at \$20,000.

COMMUNITY DEVELOPMENT DEPARTMENT

Current Fiscal Year budgeted \$222,000; the end of year expenditures would be \$158,000; next year proposed budget would be \$195,000. Aside from personnel costs, there are Pass-Through Grants and expenditures estimated at \$35,000 and a Grant Match of \$21,821 for the following items: \$6,067 for Warren Townsite Survey; \$7,000 to complete design guidelines; and \$8,154 to continue with the Preservation Plan for City Hall and Library.

ADMINISTRATION & GENERAL GOVERNMENT

This area is a part of the General Fund where expenditures are related to no particular department, but a part of many departments in general, mostly for administrative and City Hall. City Hall general financial obligations are also taken from this account. The transfer to Bed Tax may be a little short this year, but optimistic on seeing positive signs in local revenues over the next 12-13 months; the transfer to debt service of \$67,000 was mostly for vehicles and for the mortgage at Fire Station 81. This item also include the payments for two ambulance vehicles, of which one will be paid off this month. The Fire Department will go out to bid for another ambulance before the end of this Fiscal Year.

PERSONNEL FUND

This department is a one-person office and the amounts budgets for the current Fiscal Year and the next Fiscal year are virtually identical. Mr. Pauken said this came from a small increase on personnel side of the budget and was being offset by decreases of small proportions to other items in the budget. In terms of lab test, there was a change in the law that now prohibits pre-employment drug testing on individuals whose job are not known as Safety Sensitive. State law states that it needs to be Public Safety. Recruiting costs have been lowered and sources have been identified for recruitment that do not cost money.

LEGAL SERVICES

The City Attorney Office is a one-person department and there was absolutely no change to the budget. Mr. Pauken said there would be slight reduction in the cost from \$126,000 to \$124,000. He said other than personnel costs there were no big items. There was \$5,700 in expenditures for Professional Fees when Chris Hitchcock provided legal services to the City after Mr. MacKinnon retired and a new attorney was hired.

WATER SYSTEM

This budget for the Old Bisbee Fire Protection System was cut significantly based on five years of no expenditures. The City obtains water from Arizona Water Company for the reservoir if needed and billed accordingly by the gallon.

INFORMATION SYSTEM

This line contracts Sean Trachtman who provides the bulk of the IT services throughout the year; and also accounts for telephone and T-1 lines which are essentially fixed costs.

This item changed decreased from \$40,000 to \$38,500 and anticipated not spending more than \$34,000 for this service.

POLICE DEPARTMENT

This department showed a decrease in budgeted expenditures. Last year it was budgeted at \$1.9M and this year, it was budgeted at \$1.87M. The year end estimate was \$1,774M so the expenditures would be lower than one year ago because the City was below budget on overtime and salaries in general. Part of that was that there was one person short for the last year.

Fuel was budgeted at \$65,000; the year end estimate was \$50,000. Mr. Pauken said he was being too conservative on the fuel line item reduction because it was not known what to expect in the form of a major incident. He added that fuel conservation had become a way of life for most of the City employees.

Councilmember Cline asked how many sworn officers and how many total employees for the police department. Mr. Pauken replied that there were 15 sworn officers, two of whom are about to graduate from the Academy. The position that had been vacant for the last year remains vacant. Civilian personnel there is an Administrative Assistant, Records Clerk and 4 Full-time dispatcher, 2 part-time dispatchers, and 1 Animal Control Officer. Mr. Pauken commented that overtime for the last two fiscal years had been reduced.

FIRE DEPARTMENT

The Fire Department budget remained reasonably constant. Mr. Pauken stated that there had been turnover in the department, but were currently fully staff which showed a slight increase in personnel cost. Mr. Pauken said that he hoped that the department would remain fully staffed for the next fiscal year.

MAGISTRATE OFFICE

The Magistrate Office combined with the Justice Court through an Intergovernmental Agreement; with the line item remaining pretty much the same.

Councilmember Nicholl asked if this created revenue. Mr. Pauken responded sometimes. He added that if someone skipped out on paying a fine or court cost in previous years, their names remained on the computer system at the County. If a person returned to the Justice Court, their name would come up during a check of the computer system for past fines. So in turn, the City has collected some back fines.

CEMETERY FUND

The Cemetery expenditures have always been less than \$5,000 a year. Revenue in the General Fund was basically for the sale of lots and then returned to the General Fund. There was also a revenue line in the Street Department for burials and since the Street Department personnel actually dig the graves and do the work for the burial, the revenue goes into the Street department. Mr. Pauken advised that State Law forbids that HURF funds be used for that purpose and the cost of actual burials are not General Fund Revenue. Mr. Pauken explained that based on the fairly low amount of money spent last year, the City budgeted conservatively this year. Every year, the Cemetery Committee recommends that \$10,000 be put in the budget for repairs. Some of the improvements have come from other line items.

BUILDING MAINTENANCE

There was a reduction in personnel from \$55,000 to \$6,000. He said the \$6,000 was basically assuming that there would be unemployment compensation for the laid off employee. Repair and Maintenance of Building line item has increased to \$25,000 and the year end expectation for the current year was \$14,000. In the meantime, if contracting with other Sierra Vista and Cochise County may look to a long term benefit. In the meantime, for other general cleaning and supplies, there were other Public Works employees who have been reassigned to do certain duties.

PUBLIC WORKS ADMINISTRATION

Mr. Pauken explained that there would be some major reallocation in personnel cost over the previous year. He explained that the Public Works Director salary and benefits were paid by Public Works Administration.

GARAGE

This department is a one-person department with no major changes anticipated. It has been financially beneficial to utilize the service agreements through the County.

Councilmember Cline asked if there was only one full-time employee and no part-time employee. Mr. Pauken replied that this was correct.

BUILDING INSPECTOR

This department is a part of Community Development and has one employee, with no major changes. The Building Inspector will be arriving at his 5-year anniversary which will cause a slight increase. Fuel and lubricants are now a part of the General Fund and have merged into the Administration and General government fuel cost.

PARKS MAINTENANCE

This department includes Parks programs, a portion of parks recreation, and two maintenance personnel. He commented that this area would see an appreciable increase in the DOC worker line and although in the past not utilized, this Fiscal Year will surely utilize the DOC worker.

Mayor Porter asked if this department had 2.5 employees because the Recreation Coordinator was half-funded out of Wastewater and should be spending half of their times on Public Works Wastewater items. Mrs. Flanagan replied in the affirmative.

SWIMMING POOL

This department has been able to hold costs down mainly because of a shorter pool season. It was budget at \$54,000 for this Fiscal Year, last year it was \$58,000, with an anticipated \$47,000 of expenditures. The Snack bar will once again be stocked this year.

COPPER QUEEN LIBRARY

Mr. Pauken advised that personnel costs were identical to last year and that the staff and director have done a good job on saving costs without having to be asked. Although the economy had gone down, business has gone up at the Library and they were truly doing more with less, with the hope to increase their library collection in the future.

SENIOR CENTER

The budget in this department has not changed, other than getting close to the line on their telephone bill and utility bills.

CONTINGENCY FUND

Mr. Pauken explained that this fund provided for unexpended expenditures, emergencies, and opportunities, and was always there to provide for unassigned expenses

Councilmember Rodgers commended City Manager and Staff for taking steps to curb some of the expenses and that pre-planning paid off.

MOTION: Councilmember Nicholl moved to adjourn.

SECOND: Councilmember Rodgers. MOTION APPROVED: UNANIMOUSLY

ADJOURNMENT: 7:59 P.M.

W.J. Porter, Mayor



AGENDA ITEM NUMBER 2d

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 28, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF THE APPOINTMENT OF CYNTHIA CONROY, HANS DECOZ AND MELISSA HOLDEN TO THE BISBEE ARTS COMMISSION (BAC).
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input type="checkbox"/> REGULAR <input checked="" type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Gloria P. Gonzalez, City Clerk

RECOMMENDATION: Approve the appointments.

PROPOSED MOTION: I move to Approve the Appointment of Cynthia Conroy, Hans Decoz, and Melissa Holden to the Bisbee Arts Commission (BAC).

DISCUSSION:

Ms Conroy, Ms Holden, and Mr. Decoz have requested to be appointed to the BAC and have submitted their applications for consideration of the appointments.

FISCAL IMPACT: \$

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:

Gloria P. Gonzalez
Gloria P. Gonzalez, City Clerk

Reviewed by:

W.J. Porter
W.J. Porter, Mayor

Board / Commission Vacancy Application

10/04/2010
Date

Mayor and Council
City of Bisbee
118 Arizona Street
Bisbee, Arizona 85603

I would like to apply for a seat on the Bisbee ARTS Commission
Board or Commission Name

A resident of Bisbee for 25 years, my residential address is 608 Shattuck ST
Bisbee, AZ 85603

Subsequent information is provided which may enhance appointment to this commission:

Previous Employment (Employer, Job Title, Dates Employed):

Cochise County, Adult Probation Dept. 1988-2001

Civic Participation (Clubs, Office Held, Dates Participated):

Bisbee 1000 Founder 1990-2010

Other Information (Optional):

I am qualified and interested to serve on this commission because:

I have been a member for 3 years
I support the arts in Bisbee by organizing art events

I understand that I must have resided in Bisbee for at least one year and that my appointment will be based on the above information. I further understand that I will abide by all rules, regulations, and bylaws of the commission to which I am appointed as well as all federal, state and local laws.

Cynthia A. Conway
Printed or Typed Name

[Signature]
Applicant Signature

Mailing Address (if different from above): _____

E-mail Address: cacbisba@cableone.net

Telephone Number(s): Home 520.432.1585 Work _____

Cell 520.266.0401

Board / Commission Vacancy Application

10-21-2010
Date

Mayor and Council
City of Bisbee
118 Arizona Street
Bisbee, Arizona 85603

I would like to apply for a seat on the Bisbee Arts Commission
Board or Commission Name

A resident of Bisbee for 7 years, my residential address is 34 Brewery Ave
Bisbee Az 85603

Subsequent information is provided which may enhance appointment to this commission:

Previous Employment (Employer, Job Title, Dates Employed):

Self employed

Civic Participation (Clubs, Office Held, Dates Participated):

BAC

Other Information (Optional):

I am qualified and interested to serve on this commission because:

I am an artist and a local.

I understand that I must have resided in Bisbee for at least one year and that my appointment will be based on the above information. I further understand that I will abide by all rules, regulations, and bylaws of the commission to which I am appointed as well as all federal, state and local laws.

HANS DECOZ
Printed or Typed Name

[Handwritten Signature]
Applicant Signature

Mailing Address (if different from above): P.O. Box 1686, Bisbee 85603

E-mail Address: hdecosz@gmail.com

Telephone Number(s): Home 520 234 0296 Work

Cell

Board / Commission Vacancy Application

10/4/10
Date

Mayor and Council
City of Bisbee
118 Arizona Street
Bisbee, Arizona 85603

I would like to apply for a seat on the Bisbee Arts Commission
Board or Commission Name

A resident of Bisbee for 4 years, my residential address is 19 Cochise Trl
Bisbee 85603

Subsequent information is provided which may enhance appointment to this commission:

Previous Employment (Employer, Job Title, Dates Employed):
Central School Project, Executive Director, June 2008 - present
Cochise County, Admin Asst, April 2006 - June 2008

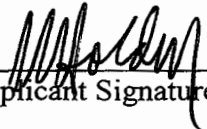
Civic Participation (Clubs, Office Held, Dates Participated):
Relay For Life, Decorations Chair 2008
BRATS participant 2009 & 2010

Other Information (Optional):
New York University B.A. w/ concentration in contemporary art

I am qualified and interested to serve on this commission because:
I have a unique view of the arts community as a local arts administrator
and wish to promote + encourage the Bisbee arts scene.

I understand that I must have resided in Bisbee for at least one year and that my
appointment will be based on the above information. I further understand that I will abide
by all rules, regulations, and bylaws of the commission to which I am appointed as well
as all federal, state and local laws.

Melissa Holden
Printed or Typed Name


Applicant Signature

Mailing Address (if different from above): _____

E-mail Address: Melissa@central school project.org

Telephone Number(s): Home n/a Work 520 432 4866

Cell 520 891 6350



REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 27, 2010	TYPE OF ACTION: <input checked="" type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF RESOLUTION R-10-14 SUPPORTING THE CONTINUATION OF THE WARREN STATION POST OFFICE.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Mark J. Langlitz, City Attorney

RECOMMENDATION: Approve Resolution R-10-14.

PROPOSED MOTION: I move to Approve Resolution R-10-14, supporting the continuation of the Warren Station Post Office.

DISCUSSION: This Resolution is sponsored by Mayor Jack Porter, Council Member Luche Giacomino and Council Member Ray Rogers. The Warren Station Post Office has long served the residents of the Warren District directly enhancing the residents' quality of life. It is an integral part of the history and fabric of the Warren District and serves as a focal point for community interaction, association and communication. The closure of the Warren District Post Office would be an upsetting and grave loss to the community and to the identity of the Warren District. This Resolution strongly supports the continuation of the Warren Station Post Office and the valuable and irreplaceable impact it has on the Warren District and its residents, and urges the United States Postal Service not to close the Warren Station Post Office.

FISCAL IMPACT: None

DEPARTMENT LINE ITEM ACCOUNT: None


BALANCE IN LINE ITEM IF APPROVED: None

Attachment: Resolution R-10-14

Prepared by:


Mark J. Langlitz, City Attorney

Reviewed by:


W.J. Porter, Mayor

RESOLUTION R-10-14

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, SUPPORTING THE CONTINUATION OF THE WARREN STATION POST OFFICE.

WHEREAS, the Warren Station Post Office has served the residents of the Warren District for more than a century directly enhancing the residents' quality of life; and

WHEREAS, the Warren Station Post Office is an integral part of the history and fabric of the Warren District and serves as a focal point for community interaction, association and communication; and

WHEREAS, the closure of the Warren District Post Office would be an upsetting and grave loss to the community and to the identity of the Warren District.

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

That the City of Bisbee strongly supports the continuation of the Warren Station Post Office and the valuable and irreplaceable impact it has on the Warren District and its residents, and urges the United States Postal Service not to close the Warren Station Post Office.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee, County of Cochise, State of Arizona, this 2nd day of November, 2010.

APPROVED:

W.J. Porter, Mayor

ATTEST:

Gloria P. Gonzalez, City Clerk

APPROVED AS TO FORM:

Mark J. Langlitz, City Attorney



REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 27, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A REVISED JOB DESCRIPTION FOR EXECUTIVE ASSISTANT TO BROADEN THE DESCRIPTION FOR USE BY VARIOUS DEPARTMENTS.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Jennifer L. Graeme, Personnel Director

RECOMMENDATION: Approve a revised job description for Executive Assistant.

PROPOSED MOTION: I move to approve a revised job description for Executive Assistant.

DISCUSSION: On December 5, 2006, Mayor and Council approved new job descriptions for City of Bisbee employees. Since that time we have amended many of these job descriptions based on the evolving needs of the City. The current job description of Executive Assistant is crafted so that this individual supports the City Manager, City Attorney and Personnel Director. City staff has determined it would be of benefit to broaden this job description to "Various" departments to extend the use of this position in other departments. Proposed revisions to this job description eliminate duties associated with specific departments and increases the general nature of the duties associated with it. The Civil Service Commission voted unanimously to recommend this revised document be approved by Mayor and Council.

Prepared by:


Jennifer L. Graeme, Personnel Director

Reviewed by:


Stephen J. Paulsen, City Manager



Job Description

TITLE:	Executive Assistant	JOB CODE:	1210
DEPARTMENT:	City Manager <u>Various</u>	FLSA:	Non-Exempt
SALARY RANGE:	\$27,090 – \$40,635	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under limited supervision, provides administrative and secretarial support to the City Manager, ~~the City Attorney and the Personnel Director;~~ Department Director, conducts independent research on a variety of topics; assists with managing projects; acts as liaison to the public.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs research and compiles information on a variety of topics as assigned; gathers data from sources appropriate to the assignment, including other cities, associations and research groups; uses a range of research tools, including publications, the internet and personal contact.
- Researches varied topics; compiles information on legal requirements and typical practices; evaluates information and makes recommendations.
- Researches topics such as standard fees and changes in fees; evaluates information collected and compiles a report of findings.
- ~~Enrolls new employees and maintains the personnel files; prepares and posts advertisements for vacant positions; receives and screens resumes as assigned; may coordinate recruiting activities.~~
- Prepares City Council forms, resolutions, ordinances and other documents for City Council meetings; composes, types and edits a variety of documents and correspondence; maintains the confidentiality of information.
- Maintains the city Director's calendar; tracks meeting dates department projects and documents relating to projects. ~~tracks inter-governmental agreements leases, and charter agreements and their expiration dates.~~
- Acts as facilitator for the ~~City Manager's~~ Director's office; screens phone calls and visitors, directing to appropriate staff or department when necessary; receives, opens, sorts and organizes all out-of-office and interoffice mail, referring mail that does not require ~~City Manager's~~ the Director's personal attention to the proper staff member or department.
- ~~Manages the City's website; updates information and postings; makes changes as appropriate.~~
- Assists with preparation of the annual department budget; ~~assists with compilation and publication of the annual report.~~
- Acts as liaison to the public, contractors, consultants and other government agencies.
- Staff liaison to Boards and Commissions as assigned.
- Performs other related duties as assigned.

Job Description

Executive Assistant

Required Knowledge and Skills:

- High degree of knowledge of the operations, functions and scope of authority of City departments, offices and officials.
- High degree of knowledge of administrative procedures, methods and practices.
- High degree of knowledge of public relations and customer service principles, practices and techniques.
- High degree of knowledge of City policies and procedures and of City Charter and City Code or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- High degree of knowledge of a variety of computer business software applications including Microsoft Office and ~~Macromedia for website maintenance~~.
- High level of skill in establishing and maintaining effective working relationships with elected officials, City staff and the general public.
- High level of skill in coordinating calendars, appointments, room assignments and similar activities.
- High level of skill in researching, compiling and preparing reports and related information.
- High level of skill in flowing complex oral and written instructions, policies and procedures.
- High level of skill in the use of a personal computer.
- High level of skill in communicating effectively, both orally and in writing.

Education, Experience, and Certifications:

- High School diploma or GED equivalent and five (5) years administrative experience working for executive staff: or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license.
- Certification from the Department of Corrections to supervise inmate labor or ability to obtain.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in an office environment.
- May be subject to repetitive motion such as typing, data entry and vision to monitor.
- May be subject to prolonged sitting.
- May be subject to extended periods of intense concentration in the review of contracts, leases and correspondence.
- May be subject to bending, reaching, kneeling and lifting such as retrieving files, records, and general ledgers.
- On an occasional basis, employee may be required to lift or move up to 15 lbs.
- Working hours are 8:00 a.m. to 5:00 p.m. Monday through Friday. Any variation from this schedule must be approved by the ~~City Manager~~ Department Director.

Equipment and Tools Utilized:

- Equipment utilized includes computerized and conventional office equipment.

Approved by Mayor and Council on



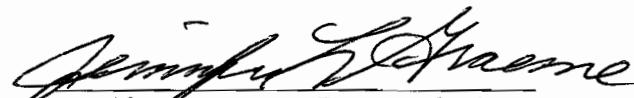
REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 27, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF REVISED JOB DESCRIPTIONS FOR THE FIRE DEPARTMENT TO INCLUDE THE REQUIREMENT OF MAINTAINING A LEVEL OF PHYSICAL FITNESS TO MEET DEPARTMENT STANDARDS.
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
	<input type="checkbox"/> OTHER:	

TO: Mayor and Council
FROM: Jennifer L. Graeme, Personnel Director
RECOMMENDATION: Approve revised job descriptions for the Fire Department.
PROPOSED MOTION: I move to approve revised job descriptions for the Fire Department.

DISCUSSION: On December 5, 2006, Mayor and Council approved new job descriptions for City of Bisbee employees. Since that time we have amended many of these job descriptions based on the evolving needs of the City. The current job descriptions for the Fire Department make no reference to physical fitness requirements despite the fact the health, safety and welfare of the members of this department as well as those they serve is dependent upon being physically fit. The proposed amendments to all job descriptions for the Fire Department would include "Must maintain a level of physical fitness to meet department standards." This language is currently included in all job descriptions for the Police Department therefore bringing uniformity to City of Bisbee Public Safety job descriptions. The Civil Service Commission unanimously recommended these revised job descriptions be approved by Mayor and Council.

Prepared by:


 Jennifer L. Graeme, Personnel Director

Reviewed by:


 Stephen J. Parken, City Manager



Job Description

TITLE:	Fire Chief	JOB CODE:	2210
DEPARTMENT:	Fire Department	FLSA:	Exempt
SALARY RANGE:	\$58,244 - \$87,366	CLASSIFICATION:	Non-Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under administrative direction, plans, organizes and directs the operations and staff of the Fire Department; prioritizes and organizes operation to provide a high level of fire and emergency medical support to the community; responds to major emergencies in a command capacity; and develops and manages the budgets.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Develops and implements Department objectives, policies and procedures; schedules operations based on public safety, priorities and community needs; ensures operations are in compliance with all laws, policies, regulations and goals.
- Directs Department operations; provides leadership, direction and coaching to employees; evaluates Department issues, and recommends and implements solutions; prioritizes and assigns operations and activities; trains and evaluates staff; counsels, coaches and instructs employees as required; develops staff skills and conducts performance evaluations.
- Develops and monitors Department operating and grant budgets; prepares special and recurring reports, grants, proposals and contracts; recommends and implements changes to existing policies.
- Reviews and approves all EMS documentation before it is sent for billing; obtains authorization numbers for various EMS transports; reviews daily expenditures and approves for payment; coordinates billings and expenditures with the Finance Department.
- Reviews daily operations, staffing and personnel issues, budget and purchases, and citizen complaints and concerns with the City Manager; ensures that operations are consistent with City goals and objectives.
- Coordinates with other agencies for mutual aid and for training; ensures that support is available and coordinated in the case of major and/or multiple concurrent incidents.
- Plans and directs the fire inspection program; sets priorities and evaluates responses; ensures that fire and building inspection activities are coordinated.
- Responds to concerns and complaints from City residents; investigates issues and takes corrective action as appropriate.
- Prepares periodic and ad hoc recommendations and reports for City Manager, City Council and others as required.
- Attends meetings on Fire department and citywide issues; represents department to internal and external agencies and professional associations.
- Performs and participates in special projects as assigned.
- Serves as Acting City Manager when called upon to do so.
- Performs other related duties as assigned.

Job Description

Fire Chief

Required Knowledge and Skills:

- In depth knowledge of professional Fire principles, practices and administration.
- In depth knowledge of fire fighting, fire prevention, first response and emergency medical treatment principles, practices and methods.
- In depth knowledge of disaster management and hazard mitigation principles, practices and methods, to include Incident Management system and structure.
- In depth knowledge of City policies and procedures or equivalent knowledge of and experience in understanding and applying similar policies and procedures of another employer.
- In depth knowledge of management and supervisory principles, practices and methods.
- In depth knowledge of budget administration methods and techniques.
- In depth knowledge of computers and related equipment, hardware and software.
- Moderate degree of knowledge of personnel training principles, practices and methods.
- High level of skill in effective oral and written communications.
- High level of skill in developing and overseeing disaster management and hazard mitigation programs.
- High level of skill in implementing and interpreting City personnel policies and procedures.
- High level of skill in conducting analysis, developing recommendations and preparing complex comprehensive reports.
- High level of skill planning, developing and implementing fire department policies, procedures and objectives.
- High level of skill in effectively supervising and delegating duties to assigned staff.
- High level of skill in resolving customer complaints and concerns.

Education, Experience, and Certifications:

- High school diploma and ten (10) years fire and emergency management experience, five (5) years must be in a supervisory capacity; completed training in First Responder, Hazardous Material and Basic Wildland Firefighting; a Bachelors Degree in Fire Science, Public or Business Administration or a related field is preferred or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona certification as an Emergency Medical Technician.
- State of Arizona Firefighter certification levels 1 and 2.
- State of Arizona class D driver's license.
- NIMS Certifications – IS100, IS200, IS700, IS800

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in the field and in an office environment.
- May be subject to standing, walking, sitting, bending, reaching, kneeling and lifting such as retrieving files, records and reports.
- May be subject to hazardous materials, dangerous machinery and potential physical harm when responding to fire emergencies.
- Must maintain a level of physical fitness to meet department standards.

Job Description

Fire Chief

Equipment and Tools Utilized:

- Equipment utilized includes fire department equipment, wrenches, jacks, pulleys, ventilation equipment, rescue equipment and related.
- Computerized and conventional office equipment.
- Tools utilized include self-contained breathing apparatus, air monitoring instruments, shovels, rakes, sifters, flammable gas detectors and related fire investigation tools.

Approved by Mayor and Council on



Job Description

TITLE:	Fire Captain	JOB CODE:	2240
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
SALARY RANGE:	\$40,807 - \$61,210	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under limited supervision, plans, organizes and manages the operations and staff of a shift of firefighters; serves as responsible command officer at a fire scene; directs the readiness for and response to fire and emergency medical calls, performs a variety of administrative and managerial duties in support of the department.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Serves as shift commander, plans, organizes and manages the emergency and non-emergency activities of assigned shift and company.
- Supervises and coordinates fire suppression crews on assigned shift; assigns work activities, projects and programs, monitors work flow, and reviews and evaluates work products, methods and procedures; trains staff assigned to shift.
- Interprets and applies departmental policies and procedures; ensures compliance with department orders, rules, regulations, practices and procedures.
- Responds to fire, medical, hazardous materials and rescue emergencies; takes command of personnel and equipment.
- Participates in and assists with required and elective staff training conducted to maintain a constant state of readiness and competency for medical, fire, hazardous materials, technical rescues and other special services.
- Assigns and supervises staff performing commercial fire inspections; reviews reports and recommends corrective actions.
- Conducts fire education training to citizens in the effort to educate the public in fire safety; schedules and coordinates shift assignment of public fire education requests at schools and day care centers, as well as station tours.
- Represents the Fire department and the City in public appearances regarding fire suppression, fire prevention and related topics.
- Performs research, analyzes findings and prepares recommendations and reports for the department.
- Performs and participates in special projects as assigned.
- Performs other related duties as assigned.

Job Description

Fire Captain

Required Knowledge and Skills:

- In depth knowledge of fire department rules and regulations, city ordinances or equivalent knowledge of and experience in understanding and applying similar laws, rules and regulations of another employer.
- In depth knowledge of National Fire Protection Association Standards and Standard Fire Prevention code.
- In depth knowledge of management and training principles, practices and methods.
- In depth knowledge of firefighting practices and techniques.
- In depth knowledge of and skill in providing Basic Life Support (BLS) practices and techniques.
- In depth knowledge of hazardous materials, and hazardous substance reference manuals.
- In depth knowledge of disaster management and hazard mitigation principles, practices and methods, to include Incident Management system and structure.
- In depth knowledge of American Heart Association standards.
- In depth knowledge of fire pumping, rescue and aerial apparatus.
- High level of skill in effectively supervising assigned staff.
- High level of skill in analyzing emergency situations quickly and accurately and taking appropriate courses of action.
- High level of skill in assuming command level responsibilities and making appropriate decisions.
- High level of skill in acting independently and making judgments regarding safety of life issues.
- High level of skill in operating emergency medical equipment.
- High level of skill in operating fire apparatus and pumping equipment, rescue and stabilization equipment.
- High level of skill in operating ladders, two-way radios, cameras and basic office equipment.
- High level of skill in operating a personal computer.
- High level of skill in effective oral and written communications.
- High level of skill in working effectively and efficiently in high-pressure situations.
- High level of skill in providing educational and training programs, seminars and/or workshops.
- High level of skill in resolving customer concerns and complaints.

Education, Experience, and Certifications:

- High School diploma or equivalent GED Certificate and three (3) years of experience as a Fire Fighter and an Emergency Medical Technician or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona certification as an EMT-B
- State of Arizona class D driver's license.
- State of Arizona certification as Firefighter I and II.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- May be exposed to hazardous materials and areas of high noise levels.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.

Job Description

Fire Captain

- May be subject to working extended periods and under fatigue and physical exhaustion.
- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power and generator power sources.
- May require extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as fire/medical equipment and victims.
- May be exposed to or come in contact with individuals having infectious and/or communicable diseases.
- Must maintain a level of physical fitness to meet department standards.

Equipment and Tools Utilized:

- Equipment utilized includes: fire engine and pump apparatus, EMS equipment, Jaws of Life, ladders, bolt cutters and various saws.

Approved by Mayor and Council on



Job Description

TITLE:	Fire Lieutenant/ Training Officer/Fire Marshal	JOB CODE:	2250
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
SALARY RANGE:	\$36,969 - \$55,453	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under general supervision, responds to fire and emergency medical calls for service to protect the life and property of City residents; responds to non-emergency calls for public assistance;

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to emergency and non-emergency incidents; performs or supports the performance of various types of technical rescue operations; and mitigates a variety of hazardous materials incidents.
- Responds to fire calls including structure fires, vehicle fires, brush fires, wildland fires and dumpster fires; makes internal and external fire attacks; performs rescues.
- Responds to various types of HAZMAT spills and situations; secures the scene and establishes a safe perimeter; evacuates people and moves them to safety.
- Provides emergency and non-emergency incident responses such as public assistance and other service calls which include assistance to physically impaired, evaluation and minor repairs to fire and smoke detection equipment, assistance with pest removal.
- Drives and operates a fire apparatus in emergency situations; performs regular preventative maintenance and inspection of fire apparatus to ensure readiness.
- Coordinates and assists with the delivery of required and elective training programs, seminars, or activities essential to maintaining a constant state of readiness and competency for all types of potential incidents.
- Conducts a minimum of 10 hours professional fire related training for department staff monthly.
- Conducts public education and training programs such as CPR, extinguisher usage demonstrations, helmet and seatbelt usage, senior and child home safety concerns, and general health and wellness issues; teaches fire safety to children.
- Conduct regular site visits to commercial facilities to maintain familiarity, evaluates potential code compliance and safety concerns, and assists supervisor with updating pre-fire planning information.
- Performs routine fire hydrant inspection; assists with maintenance logs and reports for all hydrants within assigned district annually.
- Performs equipment and station maintenance and repair duties; evaluates equipment readiness and equipment design, construction and adaptation in compliance with departmental goals and objectives within budgetary constraints.
- Coordinates and conducts building inspections to evaluate compliance with fire codes; prepares reports of findings and makes recommendations.
- Inspects property and surrounding area before issuing burn permits; inspects material to be burned to ensure that there is no hazardous waste; ensures that safe burning procedures are in place.
- Performs other related duties as assigned.

Job Description

Fire Lieutenant/ Training Officer/Fire Marshal

Training Officer/Fire Marshal

Required Knowledge and Skills:

- Moderate degree of knowledge of fire department rules and regulations, city ordinances or equivalent knowledge of and experience in understanding and applying similar laws, rules and regulations of another employer.
- Moderate degree of knowledge of National Fire Protection Association Standards and Standard Fire Prevention code.
- Moderate degree of knowledge of firefighting practices and techniques.
- High degree of knowledge of hazardous materials, and hazardous substance reference manuals.
- High degree of knowledge of fire pumping, rescue and aerial apparatus.
- High level of skill in determining appropriate protocols and medications in emergency medical situations.
- High level of skill in operating emergency medical equipment.
- Mid level skill in operating fire apparatus and pumping equipment, rescue and stabilization equipment.
- Mid level skill in operating ladders, two-way radios, cameras and basic office equipment.
- Mid level skill in providing educational and training programs, seminars and workshops.
- Mid level skill in operating a personal computer.
- Mid level skill in effective oral and written communications.
- High level of skill in working effectively and efficiently in high-pressure situations.
- Mid level skill in resolving customer concerns and complaints.

Education, Experience, and Certifications:

- High School diploma or equivalent GED Certificate and one (1) year of experience as a Fire Fighter and an Emergency Medical Technician or equivalent combination of education and experience which provides the required knowledge, skills and abilities.
- State of Arizona class D driver's license.
- State of Arizona certification as Firefighter I and II.
- Fire Fighter Instructor I Certification.
- Fire Fighter Instructor / Evaluator Certification.
- Fire Inspector I Certification within one (1) year or Fire Inspector II Certification.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- May be exposed to hazardous materials and areas of high noise levels.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- May be subject to working extended periods and under fatigue and physical exhaustion.
- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power and generator power sources.
- May require extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as fire/medical equipment and victims.
- May be exposed to or come in contact with individuals having infectious and/or communicable diseases.

Job Description**Fire Lieutenant/**

Training Officer/Fire Marshal

- Must maintain a level of physical fitness to meet department standards.

Equipment and Tools Utilized:

- Equipment utilized includes: fire engine and pump apparatus, EMS equipment, Jaws of Life, ladders, bolt cutters and various saws.

Approved by Mayor and Council on



Job Description

TITLE:	Fire Lieutenant/EMS Coordinator	JOB CODE:	2260
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
SALARY RANGE:	\$36,969 - \$55,453	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under general supervision, responds to fire and emergency medical calls for service to protect the life and property of City residents; provides advanced life support functions and transports patients to appropriate medical facilities; responds to non-emergency calls for public assistance; supervises and evaluates paramedic activities, and coordinates with base hospital.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Performs quality assurance for all emergency medical services; reviews and evaluates all patient reports; reviews treatment with Hospital Coordinator, and discusses findings with emergency medical staff to continually improve the quality of services; trains paramedics and EMT's.
- Responds to emergency and non-emergency incidents; provides advanced life support for medical emergencies; assesses and takes control of scene; takes responsibility for nature and priority of patient care; performs or supports the performance of various types of technical rescue operations; and mitigates a variety of hazardous materials incidents.
- Responds to fire calls including structure fires, vehicle fires, brush fires, wildland fires and dumpster fires; makes internal and external fire attacks; performs rescues.
- Responds to various types of HAZMAT spills and situations; secures the scene and establishes a safe perimeter; evacuates people and moves them to safety.
- Provides emergency and non-emergency incident responses such as public assistance and other service calls which include assistance to physically impaired, evaluation and minor repairs to fire and smoke detection equipment, assistance with pest removal.
- Drives and operates a fire apparatus in emergency situations; performs regular preventative maintenance and inspection of fire apparatus to ensure readiness.
- Coordinates and assists with the delivery of required and elective training programs, seminars, or activities essential to maintaining a constant state of readiness and competency for all types of potential incidents.
- Conducts public education and training programs such as CPR, extinguisher usage demonstrations, helmet and seatbelt usage, senior and child home safety concerns, and general health and wellness issues; teaches fire safety to children.
- Conduct regular site visits to commercial facilities to maintain familiarity, evaluates potential code compliance and safety concerns, and assists supervisor with updating pre-fire planning information.
- Performs routine fire hydrant inspection; assists with maintenance logs and reports for all hydrants within assigned district annually.
- Performs equipment and station maintenance and repair duties; evaluates equipment readiness and equipment design, construction and adaptation in compliance with departmental goals and objectives within budgetary constraints.

Job Description

Fire Lieutenant/EMS Coordinator

- May conduct building inspections to evaluate compliance with fire codes; coordinates activities with building inspection; prepares reports of findings and makes recommendation;
- Inspects property and surrounding area before issuing burn permits; inspects material to be burned to ensure that there is no hazardous waste; ensures that safe burning procedures are in place.
- Trains and maintains certification for all CPR instructors within the Bisbee Fire training site.
- Provides administration of the Bisbee Fire CPR training site and coordinates with the affiliated training center.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Moderate degree of knowledge of fire department rules and regulations, city ordinances or equivalent knowledge of and experience in understanding and applying similar laws, rules and regulations of another employer.
- Moderate degree of knowledge of National Fire Protection Association Standards and Standard Fire Prevention code.
- Moderate degree of knowledge of firefighting practices and techniques.
- Moderate degree of knowledge of and skill in providing Advanced Life Support (ALS) protocols and techniques.
- High degree of knowledge of hazardous materials, and hazardous substance reference manuals.
- Moderate degree of knowledge of American Heart Association standards.
- Moderate degree of knowledge of fire pumping, rescue and aerial apparatus.
- High level of skill in determining appropriate protocols and medications in emergency medical situations.
- High level of skill in operating emergency medical equipment.
- Mid level skill in operating fire apparatus and pumping equipment, rescue and stabilization equipment.
- Mid level skill in operating ladders, two-way radios, cameras and basic office equipment.
- High level of skill in providing educational and training programs, seminars and workshops.
- Mid level skill in operating a personal computer.
- Mid level skill in effective oral and written communications.
- High level of skill in working effectively and efficiently in high-pressure situations.
- Mid level skill in resolving customer concerns and complaints.

Education, Experience, and Certifications:

- High School diploma or equivalent GED Certificate and one (1) year of experience as a Fire Fighter and an Emergency Medical Technician.
- State of Arizona certification as an Emergency Paramedic.
- State of Arizona class D driver's license.
- State of Arizona certification as Firefighter I and II.
- Certification as an Advanced Cardiac Life Support Instructor and a CPR Instructor Trainer.

Job Description

Fire Lieutenant/EMS Coordinator

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- May be exposed to hazardous materials and areas of high noise levels.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- May be subject to working extended periods and under fatigue and physical exhaustion.
- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power and generator power sources.
- May require extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as fire/medical equipment and victims.
- May be exposed to or come in contact with individuals having infectious and/or communicable diseases.
- Must maintain a level of physical fitness to meet department standards.

Equipment and Tools Utilized:

- Equipment utilized includes: fire engine and pump apparatus, EMS equipment, Jaws of Life, ladders, bolt cutters and various saws.

Approved by Mayor and Council on



Job Description

TITLE:	Firefighter/Paramedic	JOB CODE:	2280
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
SALARY RANGE:	\$34,798 – \$50,727	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under general supervision, responds to fire and emergency medical calls for service to protect the life and property of City residents; provides advanced life support functions and transports patients to appropriate medical facilities; responds to non-emergency calls for public assistance.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to emergency and non-emergency incidents; provides advanced life support for medical emergencies; assesses and takes control of scene; takes responsibility for nature and priority of patient care; performs or supports the performance of various types of technical rescue operations; and mitigates a variety of hazardous materials incidents.
- Responds to fire calls including structure fires, vehicle fires, brush fires, wildland fires and dumpster fires; makes internal and external fire attacks; performs rescues.
- Responds to various types of HAZMAT spills and situations; secures the scene and establishes a safe perimeter; evacuates people and moves them to safety.
- Provides emergency and non-emergency incident responses such as public assistance and other service calls which include assistance to physically impaired, evaluation and minor repairs to fire and smoke detection equipment, assistance with pest removal.
- Drives and operates a fire apparatus in emergency situations; performs regular preventative maintenance and inspection of fire apparatus to ensure readiness.
- Participates in and assists with the delivery of required and elective training programs, seminars, or activities essential to maintaining a constant state of readiness and competency for all types of potential incidents.
- Conducts public education and training programs such as CPR, extinguisher usage demonstrations, helmet and seatbelt usage, senior and child home safety concerns, and general health and wellness issues; teaches fire safety to children.
- Conduct regular site visits to commercial facilities to maintain familiarity, evaluates potential code compliance and safety concerns, and assists supervisor with updating pre-fire planning information.
- Performs routine fire hydrant inspection; assists with maintenance logs and reports for all hydrants within assigned district annually.
- Performs equipment and station maintenance and repair duties; evaluates equipment readiness and equipment design, construction and adaptation in compliance with departmental goals and objectives within budgetary constraints.
- May conduct building inspections to evaluate compliance with fire codes; coordinates activities with building inspection; prepares reports of findings and makes recommendation;

Job Description

Firefighter/Paramedic

- Inspects property and surrounding area before issuing burn permits; inspects material to be burned to ensure that there is no hazardous waste; ensures that safe burning procedures are in place.
- Performs other related duties as assigned.

Required Knowledge and Skills:

- Basic knowledge of fire department rules and regulations, city ordinances or equivalent knowledge of and experience in understanding and applying similar laws, rules and regulations of another employer.
- Basic knowledge of National Fire Protection Association Standards and Standard Fire Prevention code.
- Moderate knowledge of firefighting practices and techniques.
- High degree of knowledge of and skill in providing Advanced Life Support (ALS) protocols and techniques.
- High degree of knowledge of emergency medical training principles and techniques.
- Moderate knowledge of hazardous materials, and hazardous substance reference manuals.
- Basic knowledge of American Heart Association standards.
- Basic knowledge of fire pumping, rescue and aerial apparatus.
- High level of skill in determining appropriate protocols and medications in emergency medical situations.
- High level of skill in operating emergency medical equipment.
- Entry level skill in operating fire apparatus and pumping equipment, rescue and stabilization equipment.
- Entry level skill in operating ladders, two-way radios, cameras and basic office equipment.
- Entry level skill in providing educational and training programs, seminars and workshops.
- Entry level skill in operating a personal computer.
- Entry level skill in effective oral and written communications.
- High level of skill in working effectively and efficiently in high-pressure situations.
- Entry level skill in resolving customer concerns and complaints.

Education, Experience, and Certifications:

- High School diploma or equivalent GED Certificate and one (1) year of experience as a Fire Fighter and an Emergency Medical Technician.
- State of Arizona certification as an Emergency Paramedic.
- State of Arizona class D driver's license.
- State of Arizona certification as Firefighter I and II.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- May be exposed to hazardous materials and areas of high noise levels.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- May be subject to working extended periods and under fatigue and physical exhaustion.

Job Description

Firefighter/Paramedic

- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power and generator power sources.
- May require extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as fire/medical equipment and victims.
- May be exposed to or come in contact with individuals having infectious and/or communicable diseases.
- Must maintain a level of physical fitness to meet department standards.

Equipment and Tools Utilized:

- Equipment utilized includes: fire engine and pump apparatus, EMS equipment, Jaws of Life, ladders, bolt cutters and various saws.

Approved by Mayor and Council on



Job Description

TITLE:	Firefighter/EMT	JOB CODE:	2290
DEPARTMENT:	Fire Department	FLSA:	Non-Exempt
SALARY RANGE:	\$31,883 - \$47,818	CLASSIFICATION:	Classified
PREPARED:	October 2004	UPDATED:	October 2010

Summary: Under general supervision, responds to fire and emergency medical calls for service to protect the life and property of City residents; provides basic life support functions and transports patients to appropriate medical facilities; responds to non-emergency calls for public assistance.

Representative Job Duties: *The list that follows is not intended as a comprehensive list; it is intended to provide a representative summary of the major duties and responsibilities. Incumbent(s) may not be required to perform all duties listed, and may be required to perform additional, position-specific tasks.*

- Responds to emergency and non-emergency incidents; provides basic life support for medical emergencies; searches for and rescues victims; performs or supports the performance of various types of technical rescue operations; and mitigates a variety of hazardous materials incidents.
- Responds to fire calls including structure fires, vehicle fires, brush fires, wildland fires and dumpster fires; makes internal and external fire attacks; performs rescues.
- Responds to various types of HAZMAT spills and situations; secures the scene and establishes a safe perimeter; evacuates people and moves them to safety.
- Provides emergency and non-emergency incident responses such as public assistance and other service calls which include assistance to physically impaired, evaluation and minor repairs to fire and smoke detection equipment, assistance with pest removal.
- Drives and operates a fire apparatus in emergency situations; performs regular preventative maintenance and inspection of fire apparatus to ensure readiness.
- Participates in and assists with the delivery of required and elective training programs, seminars, or activities essential to maintaining a constant state of readiness and competency for all types of potential incidents.
- Conducts public education and training programs such as CPR, extinguisher usage demonstrations, helmet and seatbelt usage, senior and child home safety concerns, and general health and wellness issues; teaches fire safety to children.
- Conduct regular site visits to commercial facilities to maintain familiarity, evaluates potential code compliance and safety concerns, and assists supervisor with updating pre-fire planning information.
- Performs routine fire hydrant inspection; assists with maintenance logs and reports for all hydrants within assigned district annually.
- Performs equipment and station maintenance and repair duties; evaluates equipment readiness and equipment design, construction and adaptation in compliance with departmental goals and objectives within budgetary constraints.
- May conduct building inspections to evaluate compliance with fire codes; coordinates activities with building inspection; prepares reports of findings and makes recommendation;
- Inspects property and surrounding area before issuing burn permits; inspects material to be burned to ensure that there is no hazardous waste; ensures that safe burning procedures are in place.
- Performs other related duties as assigned.

Job Description

Firefighter/EMT

Required Knowledge and Skills:

- Basic knowledge of fire department rules and regulations, city ordinances or equivalent knowledge of and experience in understanding and applying similar laws, rules and regulations of another employer.
- Basic knowledge of National Fire Protection Association Standards and Standard Fire Prevention code.
- Moderate knowledge of firefighting practices and techniques.
- Moderate knowledge of and skill in providing Basic Life Support (BLS) practices and techniques.
- Moderate knowledge of hazardous materials, and hazardous substance reference manuals.
- Moderate knowledge of American Heart Association standards.
- Moderate knowledge of fire pumping, rescue and aerial apparatus.
- Mid level skill in operating emergency medical equipment.
- Mid level skill in operating fire apparatus and pumping equipment, rescue and stabilization equipment.
- Mid level skill in operating ladders, two-way radios, cameras and basic office equipment.
- Mid level skill in providing educational and training programs, seminars and workshops.
- Entry level skill in operating a personal computer.
- Entry level skill in effective oral and written communications.
- Entry level skill in working effectively and efficiently in high-pressure situations.
- Entry level skill in resolving customer concerns and complaints.

Education, Experience, and Certifications:

- High School diploma or equivalent GED Certificate and one (1) year of experience as a Fire Fighter and an Emergency Medical Technician.
- State of Arizona certification as an EMT-B
- State of Arizona class D driver's license.
- Must receive certification as Firefighter I and II within one year of hire.

Environmental Factors and Conditions/Physical Requirements:

- Work is performed in internal and external environments, with exposure to inclement conditions, extreme temperatures and lighting conditions.
- May be exposed to hazardous materials and areas of high noise levels.
- May be subject to extended periods of intense concentration in the assessment of emergency, personal and public safety, and health situations.
- May be subject to working extended periods and under fatigue and physical exhaustion.
- May be required to work in close proximity to multiple types of commercial and industrial machinery, and high voltage power and generator power sources.
- May require extensive periods of walking, climbing, standing, stooping, bending, reaching, kneeling, lifting and hoisting such as fire/medical equipment and victims.
- May be exposed to or come in contact with individuals having infectious and/or communicable diseases.
- Must maintain a level of physical fitness to meet department standards.

Job Description

Firefighter/EMT

Equipment and Tools Utilized:

- Equipment utilized includes: fire engine and pump apparatus, EMS equipment, Jaws of Life, ladders, bolt cutters and various saws.

Approved by Mayor and Council on



REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 27, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A NOTICE OF INTENT TO ADOPT PROPOSED ORDINANCE O-10-19: AMENDING THE CITY OF BISBEE PERSONNEL RULES AND REGULATIONS, CHAPTER IV. SECTION 8. FAMILY AND MEDICAL LEAVE; CHAPTER IV. SECTION 15. ON CALL AND CALL OUT; AND PROVIDING FOR REPEAL AND SEVERABILITY.
DATE ACTION REQUESTED: November 2, 2010	<input checked="" type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input type="checkbox"/> FORMAL ACTION <input type="checkbox"/> OTHER:	

TO: Mayor and Council

FROM: Jennifer L. Graeme, Personnel Director

RECOMMENDATION: Approve Notice of Intent.

PROPOSED MOTION: I move to approve a Notice of Intent to adopt Ordinance O-10-19, amending the City of Bisbee Personnel Rules and Regulations, Chapter IV. Section 8. Family and Medical Leave; Chapter IV. Section 15. On Call and Call Out and Providing For Repeal and Severability.

DISCUSSION: The City of Bisbee’s Personnel Rules and Regulations, November 2008 went into effect on December 18, 2008. The proposed amendments included in O-10-19 would bring this document up to date with Federal Law as well as include a section previously included in the AFSCME Memorandum of Understanding. Proposed amendments to Chapter IV. Section 8. Family and Medical Leave, reflect amendments to the Family and Medical Leave Act by the National Defense Authorization Act for FY 2010. These amendments include members of the “regular” component of the Armed Services and defines “covered active duty” for regular and reserve Armed Forces. Military caregiver leave is expanded to include a veteran who is undergoing medical treatment and defines timeframes and types of treatment which are eligible. The 2010 NDAA also amends the definition of a “serious injury or illness” and defines a “qualifying injury or illness” of a veteran. The proposed addition of Chapter IV. Section 15. On Call and Call Out to the Personnel Rules and Regulations would document the minimum number of hours of compensation for being on call or called out and reflects the same number of hours of compensation as is in the now defunct AFSME Memorandum of Understanding. The provisions of this section would only apply to those employees who are not subject to a Memorandum of Understanding and would therefore not apply to members of the Police or Fire Departments. On October 26th the Civil Service Commission reviewed these proposed amendments and unanimously voted to recommend to Mayor and Council.

Prepared by:

Jennifer L. Graeme, Personnel Director

Reviewed by:

Stephen J. Pauken, City Manager

ORDINANCE O-10-19

AN ORDINANCE OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, AMENDING THE CITY OF BISBEE PERSONNEL RULES AND REGULATIONS, CHAPTER IV, SECTION 8, FAMILY AND MEDICAL LEAVE, AND CHAPTER IV, SECTION 15, ON CALL AND CALL OUT; PROVIDING FOR SEVERABILITY; AND REPEALING CONFLICTING ORDINANCES.

WHEREAS, the Manager, Personnel Director and the Civil Service Commission have the authority to formulate and propose formal Personnel Rules to the Mayor and Council for their consideration, pursuant to Section 4.06 (d) of the City Charter; and

WHEREAS, the City of Bisbee is committed to ensuring the Personnel Rules and Regulations are continually updated; and

WHEREAS, the Manager and Personnel Director have proposed and the Civil Service Commission have unanimously recommended that the City Personnel Rules and Regulations be amended to include these revisions; and

WHEREAS, the Mayor and Council have determined the recommended amendments to the Personnel Rules and Regulations are in the best interests of the City and its employees.

NOW, THEREFORE, BE IT ORDAINED by the Council of the City of Bisbee as follows:

Section 1: That the amendments to the City of Bisbee Personnel Rules and Regulations specified in the attached Exhibit A are hereby adopted.

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

Section 3: Repeal of conflicting ordinances. All prior ordinances or parts of ordinances in conflict with the provisions of this Ordinance are hereby repealed and of no further force or effect.

PASSED, APPROVED AND ADOPTED by the Mayor and Council of the City of Bisbee, this 16th day of November, 2010.

APPROVED:

W.J. Porter, Mayor

ATTEST:

Gloria P. Gonzalez, City Clerk

APPROVED AS TO FORM:

Mark J. Langlitz, City Attorney

**EXHIBIT A
TO
ORDINANCE O-10-19**

**AMENDMENTS TO THE CITY OF BISBEE
PERSONNEL RULES AND REGULATIONS**

New language
~~{Deleted language}~~

IV. COMPENSATION AND BENEFITS

**Section 8. Family and Medical Leave
(O-09-14)**

A. All employees who are eligible under applicable federal law shall be entitled to take family and medical leave during each calendar year for any purpose or purposes authorized by the applicable law. Federal law requires that the following general notice about the nature and scope of Family Medical Leave Act be provided to all employees:

**Employee Rights and Responsibilities
Under the Family and Medical Leave Act**

Basic Leave Entitlement

FMLA requires covered employers to provide up to 12 weeks of unpaid, job-protected leave to eligible employees for the following reasons:

- For incapacity due to pregnancy, prenatal medical care or child birth;
- To care for the employee's child after birth, or placement for adoption or foster care;
- To care for the employee's spouse, son or daughter, or parent, who has a serious health condition; or
- For a serious health condition that makes the employee unable to perform the employee's job.

Military Family Leave Entitlements

~~Eligible employees with a spouse, son, daughter, or parent on active duty or call to active duty status in the National Guard or Reserves in support of a contingency operation may use their 12-week leave entitlement to address certain qualifying exigencies. Qualifying exigencies may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.~~

~~FMLA also includes a special leave entitlement that permits eligible employees to take up to 26 weeks of leave to care for a covered servicemember during a single 12-month period. A covered servicemember is a current member of the Armed Forces, including a member of the National Guard or Reserves, who has a serious injury or illness incurred in the line of duty on active duty that may render the servicemember medically unfit to perform his or her duties for which the~~

~~servicemember is undergoing medical treatment, recuperation, or therapy; or is in outpatient status; or is on the temporary disability retired list.~~

1. Qualifying Exigency

Eligible employees may take FMLA leave for any “qualifying exigency” arising out of the fact that the employee’s spouse, son, daughter, or parent is on (or has been notified of an impending call to) “covered active duty” in the Armed Forces. “Covered active duty” for members of the regular component of the Armed Forces means duty during deployment of the member to a foreign country. “Covered active duty” for members of the reserve components of the Armed Forces (members of the U.S. National Guard and Reserves) means duty during deployment of the member to a foreign country under a call or order to active duty in a contingency operation as defined in section 101(a)(13)(B) of title 10, United States Code. “Qualifying exigency” may include attending certain military events, arranging for alternative childcare, addressing certain financial and legal arrangements, attending certain counseling sessions, and attending post-deployment reintegration briefings.

2. Military Caregiver Leave

Military Caregiver Leave entitles eligible employees who are the spouse, son, daughter, parent or next of kin of a “covered servicemember” to take up to 26 work weeks of FMLA leave in a single 12-month period to care for the “covered servicemember” with a “serious injury or illness”. “Covered service member” includes current members of the Armed Forces (regular and reserve), and veterans who are undergoing medical treatment, recuperation or therapy for a “serious injury or illness” if the veteran was a member of Armed Forces at anytime during the period of five (5) years preceding the date on which the veteran undergoes such medical treatment, recuperation or therapy. For current members of the Armed Forces, “serious injury or illness” means those which were incurred in the line of duty during active duty, and those that existed before the beginning of the member’s active duty and were aggravated by service in the line of duty on active duty that may render the member medically unfit to perform the duties of the member’s office, grade, rank or rating. For veterans, “serious injury or illness” means the same as that for current members, in addition the injury or illness must have manifested itself before or after the member became a veteran.

Benefits and Protections

During FMLA leave, the employer must maintain the employee’s health coverage under any “group health plan” on the same terms as if the employee had continued to work. Upon return from FMLA leave, most employees must be restored to their original or equivalent positions with equivalent pay, benefits, and other employment terms.

Use of FMLA leave cannot result in the loss of any employment benefit that accrued prior to the start of an employee’s leave.

Eligibility Requirements

Employees are eligible if they have worked for a covered employer for at least one year, for 1,250 hours over the previous 12 months, and if at least 50 employees are employed by the employer within 75 miles.

Definition of Serious Health Condition

A serious health condition is an illness, injury, impairment, or physical or mental condition that involves either an overnight stay in a medical care facility, or continuing treatment by a health care provider for a condition that either prevents the employee from performing the functions of the employee's job, or prevents the qualified family member from participating in school or other daily activities.

Subject to certain conditions, the continuing treatment requirement may be met by a period of incapacity of more than 3 consecutive calendar days combined with at least two visits to a health care provider or one visit and a regimen of continuing treatment, or incapacity due to pregnancy, or incapacity due to a chronic condition. Other conditions may meet the definition of continuing treatment.

Use of Leave

An employee does not need to use this leave entitlement in one block. Leave can be taken intermittently or on a reduced leave schedule when medically necessary. Employees must make reasonable efforts to schedule leave for planned medical treatment so as not to unduly disrupt the employer's operations. Leave due to qualifying exigencies may also be taken on an intermittent basis.

Substitution of Paid Leave for Unpaid Leave

Employees may choose or employers may require use of accrued paid leave while taking FMLA leave. In order to use paid leave for FMLA leave, employees must comply with the employer's normal paid leave policies.

Employee Responsibilities

Employees must provide 30 days advance notice of the need to take FMLA leave when the need is foreseeable. When 30 days notice is not possible, the employee must provide notice as soon as practicable and generally must comply with an employer's normal call-in procedures.

Employees must provide sufficient information for the employer to determine if the leave may qualify for FMLA protection and the anticipated timing and duration of the leave. Sufficient information may include that the employee is unable to perform job functions, the family member is unable to perform daily activities, the need for hospitalization or continuing treatment by a health care provider, or circumstances supporting the need for military family leave. Employees also must inform the employer if the requested leave is for a reason for which FMLA leave was previously taken or certified. Employees also may be required to provide a certification and periodic recertification supporting the need for leave.

Employer Responsibilities

Covered employers must inform employees requesting leave whether they are eligible under FMLA. If they are, the notice must specify any additional information required as well as the employees' rights and responsibilities. If they are not eligible, the employer must provide a reason for the ineligibility.

Covered employers must inform employees if leave will be designated as FMLA-protected and the amount of leave counted against the employee's leave entitlement. If the employer determines that the leave is not FMLA-protected, the employer must notify the employee.

Unlawful Acts by Employers

FMLA makes it unlawful for any employer to:

- Interfere with, restrain, or deny the exercise of any right provided under FMLA;
- Discharge or discriminate against any person for opposing any practice made unlawful by FMLA or for involvement in any proceeding under or relating to FMLA.

Enforcement

An employee may file a complaint with the U.S. Department of Labor or may bring a private lawsuit against an employer.

FMLA does not affect any Federal or State law prohibiting discrimination, or supersede any State or local law or collective bargaining agreement which provides greater family or medical leave rights.

* * *

IV. COMPENSATION AND BENEFITS

Section 15. On Call and Call Out

A. Applicability. The provisions of this Section apply only to those employees who are not subject to a Memorandum of Understanding between the City and an employee organization.

B. On Call. Each employee who is assigned by his or her supervisor to be on call during an off-duty period shall receive a minimum of two (2) hours pay for each twenty-four hour period in which that employee is on call. The twenty-four hour on call period shall commence at a time set by the Department. An employee who is on call has the freedom to effectively use this time for his or her own purposes, unless a call is received. The employee is entitled to additional compensation as provided herein in exchange for the benefits that the City receives from having this employee available for a possible return to work. An employee who responds to a call during any such on call period to perform unscheduled duties which are in excess of his or her regular hours of work shall receive the minimum number of paid on call hours plus actual time worked.

C. Call Out.

1. Each employee who is called back to work by his or her supervisor during an off-duty period in which the employee is not on call to perform unscheduled duties which are in excess of his or her regular hours of work shall receive a minimum of three (3) hours of compensation per occurrence or the actual hours worked, whichever is greater.

2. Whenever call-out duty exceeds four hours, a meal break will be included if circumstances permit.

* * *



AGENDA ITEM NUMBER 7

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: October 26, 2010	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A CONSTRUCTION SERVICES AGREEMENT WITH B-R CONSTRUCTORS, INC. FOR THE ADDITION TO THE BISBEE ANIMAL SHELTER
DATE ACTION REQUESTED: November 2, 2010	<input type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: Mark J. Langlitz

RECOMMENDATION: Approve Agreement.

PROPOSED MOTION: I move to approve the Construction Services Agreement with B-R Constructors, Inc. for the addition to the Bisbee Animal Shelter.

DISCUSSION: This Agreement will provide for much needed improvements to the Bisbee Animal Shelter. The City of Bisbee will utilize donation funds received from the estate of Dr. Badger for this purpose.

FISCAL IMPACT: \$ 69,398.20

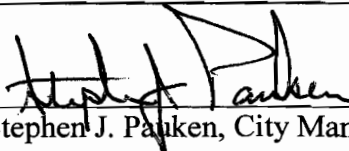
DEPARTMENT LINE ITEM ACCOUNT: 48-40-22505

BALANCE IN LINE ITEM IF APPROVED: \$1,821.00

Prepared by:


Mark J. Langlitz, City Attorney

Reviewed by:


Stephen J. Pauken, City Manager

CONSTRUCTION SERVICES AGREEMENT
BETWEEN
THE CITY OF BISBEE
AND
B-R CONSTRUCTORS, INC.

THIS CONSTRUCTION SERVICES AGREEMENT (this "Agreement") is made as of October 26, 2010, between the CITY OF BISBEE, an Arizona municipal corporation (the "City") and B-R Constructors, Inc., an Arizona corporation (the "Contractor").

RECITALS

- A. Pursuant to the City's procurement procedures, the City issued an Invitation for Bids (the "IFB") seeking bids from contractors for construction services in connection with the City's Addition to Bisbee Animal Shelter Project (the "Project").
- B. The Contractor responded to the IFB, and the City desires to enter into an Agreement with the Contractor to provide the services required for the Project (the "Services").

AGREEMENT

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

1. Term of Agreement. This Agreement shall be effective as of the date first set forth above and shall remain in full force and effect until March 1, 2011.
2. Scope of Work. Contractor shall provide the Services as set forth in the Scope of Work, attached hereto as Exhibit A and incorporated herein by reference.
3. Inspection, Safety and Compliance. Contractor must inform itself fully of the conditions relating to the Services and the employment of labor thereon. Failure to do so will not relieve the Contractor of its obligation to furnish all material and labor necessary to carry out the provisions of this Agreement. Insofar as possible the Contractor, in carrying out its work, must employ such methods or means as will not cause any interruption of or interference with the work of any other contractor. Contractor affirms that it has inspected the jobsite and has thoroughly reviewed the Agreement and is not relying on any opinions or representations of City.
4. Compensation. The City shall pay Contractor a price not to exceed Sixty-Nine Thousand Three Hundred Ninety-Eight and 20/100 dollars (\$69,398.20) for the Services.

5. Payments. The City shall pay the Contractor monthly, based upon work performed and completed to date, and upon submission and approval of invoices subject to a ten percent (10%) retention in order to ensure the proper performance of this Agreement. All invoices shall document and itemize all work completed to date. The invoice statement shall include a record of time expended and work performed in sufficient detail to justify payment. Amounts retained by the City under this section will be paid to the Contractor upon final completion and acceptance of the Services provided under this Agreement.

6. Documents. All documents prepared and submitted to the City pursuant to this Agreement shall be the property of the City.

7. Contractor Personnel. Contractor shall provide adequate, experienced personnel, capable of and devoted to the successful completion of the Services to be performed under this Agreement. Contractor agrees to assign specific individuals to key positions. Contractor agrees that, upon commencement of the Services to be performed under this Agreement, key personnel shall not be removed or replaced without prior written notice to the City. If key personnel are not available to perform the Services for a continuous period exceeding 30 calendar days, or are expected to devote substantially less effort to the Services than initially anticipated, Contractor shall immediately notify the City of same and shall, subject to the concurrence of the City, replace such personnel with personnel of substantially equal ability and qualifications.

8. Inspection; Acceptance. All work shall be subject to inspection and acceptance by the City at reasonable times during Contractor's performance. The Contractor shall provide and maintain a self-inspection system that is acceptable to the City.

9. Licenses; Materials. Contractor shall maintain in current status all federal, state and local licenses and permits required for the operation of the business conducted by the Contractor. The City has no obligation to provide Contractor, its employees or subcontractors any business registrations or licenses required to perform the specific services set forth in this Agreement. The City has no obligation to provide tools, equipment or material to Contractor.

10. Performance Warranty. Contractor warrants that the Services rendered will conform to the requirements of this Agreement and to the highest professional standards in the field. All items provided under this Agreement shall be guaranteed for a minimum period of one (1) year from the date of acceptance by the City against defects in material and workmanship. At any time during this period, if a defect should occur in any item, that item shall be replaced or repaired at no additional cost to the City except where it may be demonstrated that the defect was caused by misuse and not by faulty workmanship or design.

11. Indemnification. To the fullest extent permitted by law, the Contractor shall indemnify, defend and hold harmless the City and each council member, officer, employee or agent thereof (the City and any such person being herein called an "Indemnified Party"), for, from and against any and all losses, claims, damages, liabilities, costs and expenses (including, but not limited to, reasonable attorneys' fees, court costs and the costs of appellate proceedings) to which any such Indemnified Party may become subject, under any theory of liability whatsoever ("Claims"), insofar as such Claims (or actions in respect thereof) relate to, arise out of, or are caused by or based upon the negligent acts, intentional misconduct, errors, mistakes or

omissions, in connection with the work or services of the Contractor, its officers, employees, agents, or any tier of subcontractor in the performance of this Agreement. The amount and type of insurance coverage requirements set forth below will in no way be construed as limiting the scope of the indemnity in this Section.

12. Insurance.

12.1 General.

a. Insurer Qualifications. Without limiting any obligations or liabilities of Contractor, Contractor shall purchase and maintain, at its own expense, hereinafter stipulated minimum insurance with insurance companies authorized to do business in the State of Arizona pursuant to ARIZ. REV. STAT. § 20-206, as amended, with an AM Best, Inc. rating of A- or above with policies and forms satisfactory to the City. Failure to maintain insurance as specified herein may result in termination of this Agreement at the City's option.

b. No Representation of Coverage Adequacy. By requiring insurance herein, the City does not represent that coverage and limits will be adequate to protect Contractor. The City reserves the right to review any and all of the insurance policies and/or endorsements cited in this Agreement but has no obligation to do so. Failure to demand such evidence of full compliance with the insurance requirements set forth in this Agreement or failure to identify any insurance deficiency shall not relieve Contractor from, nor be construed or deemed a waiver of, its obligation to maintain the required insurance at all times during the performance of this Agreement.

c. Additional Insured. All insurance coverage and self-insured retention or deductible portions, except Workers' Compensation insurance and Professional Liability insurance, if applicable, shall name, to the fullest extent permitted by law for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees as Additional Insured as specified under the respective coverage sections of this Agreement.

d. Coverage Term. All insurance required herein shall be maintained in full force and effect until all work or services required to be performed under the terms of this Agreement are satisfactorily performed, completed and formally accepted by the City, unless specified otherwise in this Agreement.

e. Primary Insurance. Contractor's insurance shall be primary insurance with respect to performance of this Agreement and in the protection of the City as an Additional Insured.

f. Waiver. All policies, except for Professional Liability, including Workers' Compensation insurance, shall contain a waiver of rights of recovery (subrogation) against the City, its agents, representatives, officials, officers and employees for any claims arising out of the work or services of Contractor. Contractor shall arrange to have such subrogation waivers incorporated into each policy via formal written endorsement thereto.

g. Policy Deductibles and/or Self-Insured Retentions. The policies set forth in these requirements may provide coverage that contains deductibles or self-insured retention amounts. Such deductibles or self-insured retention shall not be applicable with respect to the policy limits provided to the City. Contractor shall be solely responsible for any such deductible or self-insured retention amount.

h. Use of Subcontractors. If any work under this Agreement is subcontracted in any way, Contractor shall execute written agreements with its subcontractors containing the indemnification provisions set forth in this Section and insurance requirements set forth herein protecting the City and Contractor. Contractor shall be responsible for executing any agreements with its subcontractors and obtaining certificates of insurance verifying the insurance requirements.

i. Evidence of Insurance. Prior to commencing any work or services under this Agreement, Contractor will provide the City with suitable evidence of insurance in the form of certificates of insurance and a copy of the declaration page(s) of the insurance policies as required by this Agreement, issued by Contractor's insurance insurer(s) as evidence that policies are placed with acceptable insurers as specified herein and provide the required coverages, conditions and limits of coverage specified in this Agreement and that such coverage and provisions are in full force and effect. Confidential information such as the policy premium may be redacted from the declaration page(s) of each insurance policy, provided that such redactions do not alter any of the information required by this Agreement. The City shall reasonably rely upon the certificates of insurance and declaration page(s) of the insurance policies as evidence of coverage but such acceptance and reliance shall not waive or alter in any way the insurance requirements or obligations of this Agreement. In the event any insurance policy required by this Agreement is written on a "claims made" basis, coverage shall extend for two years past completion of the Services and the City's acceptance of the Contractor's work or services and as evidenced by annual certificates of insurance. If any of the policies required by this Agreement expire during the life of this Agreement, it shall be Contractor's responsibility to forward renewal certificates and declaration page(s) to the City 30 days prior to the expiration date. All certificates of insurance and declarations required by this Agreement shall be identified by referencing this Agreement. Additionally, certificates of insurance and declaration page(s) of the insurance policies submitted without referencing this Agreement will be subject to rejection and may be returned or discarded. Certificates of insurance and declaration page(s) shall specifically include the following provisions:

(1) The City, its agents, representatives, officers, directors, officials and employees are Additional Insureds as follows:

(a) Commercial General Liability - Under Insurance Services Office, Inc., ("ISO") Form CG 20 10 03 97 or equivalent.

(b) Auto Liability - Under ISO Form CA 20 48 or equivalent.

(c) Excess Liability - Follow Form to underlying insurance.

(2) Contractor's insurance shall be primary insurance as respects performance of the Agreement.

(3) All policies, except for Professional Liability, including Workers' Compensation, waive rights of recovery (subrogation) against City, its agents, representatives, officers, officials and employees for any claims arising out of work or services performed by Contractor under this Agreement.

(4) A 30-day advance notice cancellation provision. If ACORD certificate of insurance form is used, the phrases in the cancellation provision "endeavor to" and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company, its agents or representatives" shall be deleted. Certificate forms other than ACORD form shall have similar restrictive language deleted.

12.2 Required Insurance Coverage.

a. Commercial General Liability. Contractor shall maintain "occurrence" form Commercial General Liability insurance with an unimpaired limit of not less than \$1,000,000 for each occurrence, \$2,000,000 Products and Completed Operations Annual Aggregate and a \$2,000,000 General Aggregate Limit. The policy shall cover liability arising from premises, operations, independent contractors, products-completed operations, personal injury and advertising injury. Coverage under the policy will be at least as broad as ISO policy form CG 00 010 93 or equivalent thereof, including but not limited to, separation of insured's clause. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, officials and employees shall be cited as an Additional Insured under ISO, Commercial General Liability Additional Insured Endorsement form CG 20 10 03 97, or equivalent, which shall read "Who is an Insured (Section II) is amended to include as an insured the person or organization shown in the Schedule, but only with respect to liability arising out of "your work" for that insured by or for you." If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

b. Vehicle Liability. Contractor shall maintain Business Automobile Liability insurance with a limit of \$1,000,000 each occurrence on Contractor's owned, hired and non-owned vehicles assigned to or used in the performance of the Contractor's work or services under this Agreement. Coverage will be at least as broad as ISO coverage code "1" "any auto" policy form CA 00 01 12 93 or equivalent thereof. To the fullest extent allowed by law, for claims arising out of the performance of this Agreement, the City, its agents, representatives, officers, directors, officials and employees shall be cited as an Additional Insured under ISO Business Auto policy Designated Insured Endorsement form CA 20 48 or equivalent. If any Excess insurance is utilized to fulfill the requirements of this subsection, such Excess insurance shall be "follow form" equal or broader in coverage scope than underlying insurance.

c. Professional Liability. If this Agreement is the subject of any professional services or work, or if the Contractor engages in any professional services or work adjunct or residual to performing the work under this Agreement, the Contractor shall maintain Professional Liability insurance covering negligent errors and omissions arising out of the

Services performed by the Contractor, or anyone employed by the Contractor, or anyone for whose negligent acts, mistakes, errors and omissions the Contractor is legally liable, with an unimpaired liability insurance limit of \$2,000,000 each claim and \$2,000,000 annual aggregate. In the event the Professional Liability insurance policy is written on a "claims made" basis, coverage shall extend for two years past completion and acceptance of the Services, and the Contractor shall be required to submit certificates of insurance and a copy of the declaration page(s) of the insurance policies evidencing proper coverage is in effect as required above.

d. Workers' Compensation Insurance. Contractor shall maintain Workers' Compensation insurance to cover obligations imposed by federal and state statutes having jurisdiction over Contractor's employees engaged in the performance of work or services under this Agreement and shall also maintain Employers Liability Insurance of not less than \$500,000 for each accident, \$500,000 disease for each employee and \$1,000,000 disease policy limit.

12.3 Cancellation and Expiration Notice. Insurance required herein shall not expire, be canceled, or materially change without 30 days' prior written notice to the City.

13. Applicable Law; Venue. In the performance of this Agreement, Contractor shall abide by and conform to any and all laws of the United States, State of Arizona and City of Bisbee, including but not limited to, federal and state executive orders providing for equal employment and procurement opportunities, the Federal Occupational Safety and Health Act and any other federal or state laws applicable to this Agreement. This Agreement shall be governed by the laws of the State of Arizona and suit pertaining to this Agreement may be brought only in courts in the State of Arizona.

14. Termination; Cancellation.

14.1 For City's Convenience. This Agreement is for the convenience of the City and, as such, may be terminated without cause after receipt by Contractor of written notice by the City. Upon termination for convenience, Contractor shall be paid for all undisputed services performed to the termination date.

14.2 For Cause. This Agreement may be terminated by either party upon 30 days' written notice should the other party fail to substantially perform in accordance with this Agreement's terms, through no fault of the party initiating the termination. In the event of such termination for cause, payment shall be made by the City to the Contractor for the undisputed portion of its fee due as of the termination date.

14.3 Due to Work Stoppage. This Agreement may be terminated by the City upon 30 days' written notice to Contractor in the event that the Services are permanently abandoned. In the event of such termination due to work stoppage, payment shall be made by the City to the Contractor for the undisputed portion of its fee due as of the termination date.

14.4 Conflict of Interest. This Agreement is subject to the provisions of ARIZ. REV. STAT. § 38-511. The City may cancel this Agreement without penalty or further obligations by the City or any of its departments or agencies if any person significantly involved

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

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

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

15. Miscellaneous.

15.1 Independent Contractor. The Contractor acknowledges and agrees that the Services provided under this Agreement are being provided as an independent contractor, not as an employee or agent of the City. Contractor, its employees and subcontractors are not entitled to workers' compensation benefits from the City. The City does not have the authority to supervise or control the actual work of Contractor, its employees or subcontractors. The Contractor, and not the City, shall determine the time of its performance of the Services provided under this Agreement so long as Contractor meets the requirements as set forth in Section 1 above. Contractor is neither prohibited from entering into other contracts nor prohibited from practicing its profession elsewhere. City and Contractor do not intend to nor will they combine business operations under this Agreement.

15.2 Laws and Regulations. The Contractor shall keep fully informed and shall at all times during the performance of its duties under this Agreement ensure that it and any person for whom the Contractor is responsible remains in compliance with all rules, regulations, ordinances, statutes or laws affecting the Services, including the following: (a) existing and future City and County ordinances and regulations, (b) existing and future state and federal laws and (c) existing and future Occupational Safety and Health Administration ("OSHA") standards.

15.3 Amendments. This Agreement may be modified only by a written amendment signed by persons duly authorized to enter into contracts on behalf of the City and the Contractor.

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

15.5 Severability. The provisions of this Agreement are severable to the extent that any provision or application held to be invalid by a Court of competent jurisdiction shall not affect any other provision or application of the Agreement which may remain in effect without the invalid provision or application.

15.6 Relationship of the Parties. It is clearly understood that each party will act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other for any purpose whatsoever. The Contractor is advised that taxes or Social Security payments will not be withheld from any City payments issued hereunder and Contractor agrees to be fully and solely responsible for the payment of such taxes or any other tax applicable to this Agreement.

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

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

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

15.10 Rights and Remedies. No provision in this Agreement shall be construed, expressly or by implication, as waiver by the City of any existing or future right and/or remedy

available by law in the event of any claim of default or breach of this Agreement. The failure of the City to insist upon the strict performance of any term or condition of this Agreement or to exercise or delay the exercise of any right or remedy provided in this Agreement, or by law, or the City's acceptance of and payment for services, shall not release the Contractor from any responsibilities or obligations imposed by this Agreement or by law, and shall not be deemed a waiver of any right of the City to insist upon the strict performance of this Agreement.

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

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

15.13 Offset.

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

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

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

If to the City: City of Bisbee
 118 Arizona Street
 Bisbee, Arizona 85603
 Facsimile: (520) 432-6069
 Attn: Stephen J. Pauken, City Manager

With copy to: Mark J. Langlitz, Esq.
 City Attorney
 118 Arizona Street
 Bisbee, Arizona 85603
 Facsimile: (520) 432-6069

If to Contractor: B-R Constructors
P. O. Box 4170
Huachuca City, AZ 85616
Facsimile: (520)456-1654
Attn: Justin Robinson

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

15.15 Confidentiality of Records. The Contractor shall establish and maintain procedures and controls that are acceptable to the City for the purpose of ensuring that information contained in its records or obtained from the City or from others in carrying out its obligations under this Agreement shall not be used or disclosed by it, its agents, officers, or employees, except as required to perform Contractor's duties under this Agreement. Persons requesting such information should be referred to the City. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of Contractor as needed for the performance of duties under this Agreement.

15.16 Records and Audit Rights. Contractor's and its subcontractor's books, records, correspondence, accounting procedures and practices, and any other supporting evidence relating to this Agreement, including the papers of any contractor and its subcontractors' employees who perform any work or Services pursuant to this Agreement shall be open to inspection and subject to audit and/or reproduction during normal working hours by the City, to the extent necessary to adequately permit the City to ensure the Contractor's compliance with the requirements of this Agreement.

15.17 E-verify requirements. To the extent applicable under Ariz. Rev. Stat. § 41-4401, the Contractor warrants compliance, on behalf of itself and any and all subcontractors, with all federal immigration laws and regulations that relate to their employees and compliance with the E-verify requirements under Ariz. Rev. Stat. § 23-214(A). The Contractor's breach of the above-mentioned warranty shall be deemed a material breach of the Agreement and the City may terminate the Agreement. The City retains the legal right to inspect the papers of the Contractor who works on the Agreement to ensure that the Contractor is complying with the above-mentioned warranty.

15.18 Scrutinized Business Operations. To the extent applicable under Ariz. Rev. Stat. Title 35, Articles 7 through 9, the Contractor certifies that it does not have a scrutinized business operation in Sudan or Iran. For the purpose of this Section the term

“scrutinized business operations” shall have the meanings set forth in LAWS 2008 CH. 1 or LAWS 2008 CH. 295, as applicable. If the City determines that the Contractor submitted a false certification, the City may impose remedies as provided by law including terminating this Agreement.

15.19 Conflicting Terms. In the event of any inconsistency, conflict or ambiguity among the Agreement, the Scope of Work and the Contractor’s Proposal, the documents shall govern in the order listed herein.

15.20 Non-Exclusive Contract. This Agreement is entered into with the understanding and agreement that it is for the sole convenience of the City. The City reserves the right to obtain like goods and services from another source when necessary.

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

“City”

CITY OF BISBEE, an Arizona
municipal corporation

W. J. Porter, Mayor

ATTEST:

Gloria Gonzalez, City Clerk

APPROVED AS TO FORM:

Mark J. Langlitz, City Attorney

“Contractor”

B-R Constructors, Inc.,
a(n) Arizona Corporation

By:  _____ 10-26-10

Name: Justin Robinson

Title: President

**EXHIBIT A
TO
PROFESSIONAL SERVICES AGREEMENT
BETWEEN
THE CITY OF BISBEE
AND
B-R CONSTRUCTORS, INC.**

1. Invitation To Bid
2. Information For Bidders
3. Bid Proposal, Dated August 26, 2010
4. Non-Collusion Affidavit
5. List of Subcontractors
6. Addendum No. 1, Dated August 20, 2010
7. Drawings and Specifications
 - Sheet A-1, Dated Oct. 6, 2010
 - Sheet A-2, Dated Oct. 6, 2010
 - Sheet MP-1, Dated Feb. 12, 2010
 - Sheet MP-2, Dated Feb. 12, 2010
 - Sheet MP-3, Dated Feb. 12, 2010
 - Sheet E-1, Dated Feb. 11, 2010
 - Sheet E-1, Dated Feb. 11, 2010
8. City of Bisbee to obtain and pay for any required building permits and utility hook-ups.
9. Painting is excluded from project.
10. Revised Proposal, Dated October 25, 2010

REVISED PROPOSAL - CITY OF BISBEE ANIMAL SHELTER, OCT. 25, 2010

A	B	E
ITEM NO.	DESCRIPTION OF WORK	
1	mobilization	
2	site work	\$ 1,400.00
3	fermite	\$ 265.00
4	building concrete	\$ 6,000.00
5	concrete masonry	\$ 7,300.00
6	carpentry steel stud	\$ 3,500.00
7	cabinets	*
8	doors & 4 windows	\$ 5,100.00
9	roof & truss	\$ 5,920.00
10	insulation	\$ 400.00
11	fence	\$ 2,000.00
12	hvac	\$ 8,930.00
13	plumbing	\$ 7,450.00
14	electrical	\$ 6,000.00
15	base	\$ 400.00
16	RFP	\$ 495.00
17	acc. Ceiling	\$ 750.00
18	SIGN	\$ 50.00
19	BATH ACC	\$ 650.00
20	SUBTOTAL	\$ 56,610.00
21	MARK-UP	\$ 8,491.50
22	TAXES	\$ 4,296.70
23	TOTAL	\$ 69,398.20

CITY MANAGER'S REPORT

- CURRENT EVENTS - NO DISCUSSION