

GENERAL FUND
DECISION PACKAGES FY 13/14 2nd Round
CAPITAL EQUIPMENT

Department	Capital	Other Cost	Total Cost	Cont'd. Annual Cost
ATTORNEY				
Key card security & video recording equipment	21,675	0	21,675	0
Total Attorney	21,675	0	21,675	0
COMMUNITY DEV - P & Z				
Scanning parcel paper files to Map View	0	12,700	12,700	0
Total Planning & Zoning	0	12,700	12,700	0
EMERGENCY SERVICES				
Move Cnty Emerg Ops Ctr from Shrf office to IT training room at ML	0	30,000	30,000	0
Total Emergency Services	0	30,000	30,000	0
HEALTH				
Nightingale Notes software (two options)	30,001	0	30,001	19,102
Contract to scan inmate medical records	0	10,000	10,000	0
Total Health	30,001	10,000	40,001	19,102
SHERIFF				
Relocate perimeter parking fence @ Willcox Shrf Office	7,700	0	7,700	0
Range building	480,000	tbd	480,000	tbd
Total Sheriff	487,700	0	487,700	0
SCHOOL SUPERINTENDENT				
Solar screen blinds	1,000	0	1,000	0
Total School Superintendent	1,000	0	1,000	0
PUBLIC DEFENDER				
Additional office space at SV RSC	30,000	0	30,000	0
Total Public Defender	30,000	0	30,000	0
JUDICIAL SYSTEM				
<i>Juvenile</i>				
Replace telephone system at Bisbee Juv Crt Svcs complex	25,000	0	25,000	0
<i>Court Administration</i>				
Courthouse lighting repair and replacement	16,000	0	16,000	0
Jury rooms refreshing (paint & carpet)	6,300	0	6,300	0
Retrofit storage room to accommodate Court Reporter notes	10,500	0	10,500	0
Replacement chairs for the three Bisbee courtrooms	10,925	0	10,925	0
Total Judicial System	68,725	0	68,725	0
TOTAL CAPITAL (General Fund)	639,101	52,700	691,801	19,102

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: ATTORNEY

Submitted Date: JANUARY 16, 2014

Is this related to a new position? Yes No X

If Yes, position title:

Fund #: 100 General Fund

Division:

Dept. Contact Name/Phone #: Gloria G. German or Brian McIntyre

Priority: High

Request: Key card security for the outside doors and one internal door in the lobby; video recording equipment for the entrance doors and lobby of the office. We have one glass door in the office that will need to be replaced with a metal door, quote includes the price of a new door. This vendor is the one that County Procurement Department used for the County Sheriff's Department. The submitted bid is for all components; however, at this time key card security is our highest priority. In the event the entire proposal is not approved, we would request consideration for the key card system alone at this time.

Initial Cost (Including tax and shipping): \$21,674.63, if this is not funded at this time and goes into the next fiscal year County Procurement suggested that we increase the bid by 15% to allow for any future increases by the company. That would take the cost to \$24,925.82

Continuing annual cost, if any: NONE

Explanation:

Amount of savings, if funded (if any):

Impact of not funding: The County Attorney's Office has no security personnel to secure the office. Our entrance doors for staff are in areas not easily visible to the public, but easily accessible to security threats. The receptionist is by herself in the front of the office and she greets the public and gives access to people to enter the office. This office has to interact with people that are upset and irritable on a daily basis. In the past we've received threats and have to report and depend on Bisbee Police Department to respond. The employees of this office need to feel as secure as possible in the workplace and our threat level is increased based upon the nature of the work we do day in and day out.

Installation of this system would certainly demonstrate that we are making every effort to secure our office and would be a deterrent to those who might wish our employees harm.

Department Head:  Date: 1/16/13

German, Gloria

From: McIntyre, Brian
Sent: Thursday, January 16, 2014 8:17 AM
To: German, Gloria
Subject: FW: Bid for Cochise County Attorney's Office
Attachments: Est_6618_from_CircuitTron_Corporation_4884[1].pdf; DSX-1048.pdf; DX4700Series.pdf; FD5 Dome.pdf; windsx2012software.pdf

Just in time!

Brian M. McIntyre
Cochise County Attorney's Office

"The one thing I want to leave my children is an honorable name." Teddy Roosevelt

From: Chuck Gossel [<mailto:cgossel@preventronics.com>]
Sent: Thursday, January 16, 2014 8:10 AM
To: McIntyre, Brian
Subject: Re: Bid for Cochise County Attorney's Office

Brian,

Thank you for the opportunity to propose access control and CCTV cameras for the Bisbee Attorney's Office.

The proposal includes a five door DSX system per our meeting. The system includes all labor and material with the exception of a PC to run the software on and a monitor for the DVR. You can use a standard PC monitor for the DVR.

The proposal includes 50 printable cards. As we discussed you can set the system up to control access by time of day, week, etc. You can also set the system up for holiday schedules, visitor cards, etc.

The CCTV system includes five camera system with an 8-channel DVR. The DVR should easily record the 5 cameras for about one month. You can also view the cameras and get recorded video on your network.

Please let me know if you need any changes or have any questions. I will send you a brochure on the DSX system with a demo disc.

Thank you
Chuck Gossel

Pre-venTronics

1635 S. Alvernon Way
Tucson, AZ 85711-5645

(520) 790-4960 Phone

(520) 790-7816 Fax

cgossel@preventronics.com

www.preventronics.com

UL listed under Defense Industrial Security Systems

From: "McIntyre, Brian" <BMcIntyre@cochise.az.gov>
Date: Monday, January 13, 2014 11:34 AM

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: Community Development Department, Planning Division

Submitted Date: January 16, 2014

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100-1900

Division: 1910

Dept. Contact Name/Phone #: Beverly Wilson, Planning Director

Priority: High

Request: We are requesting funds to continue scanning parcel paper files to attach to the County's Map View programs. The GIS staff has collaborated with Planning staff to back-up the paper parcel files into electronic files accessible through existing GIS software. This scanning project includes the 44 boxes of paper files brought to Planning from Environmental Health in 2012. At this point, 6,926 permit files are now accessible through the software, providing electronic access to historical information, from any County office. We have completed approximately 1/3 of this project. This funding would cover another 1/3 of the parcel files, and anticipate requesting the final 1/3 next year.

Initial Cost (Including tax and shipping): \$12,700.00 = \$212.00 per box for approximately 60 boxes. This includes transportation to and from the scanning contractor.

Continuing annual cost, if any: none

Explanation:

Amount of savings, if funded (if any):

Impact of not funding: Files will not be available through the GIS system, delaying customer response time from the satellite offices. The paper files will remain the only documentation available for Environmental Health, wells, and building permit information.

Department Head: Beverly Wilson **Date:** January 16, 2014

From: Domann, Walter

Sent: Wednesday, January 15, 2014 9:58 AM

To: Wilson, Beverly

Subject: RE: Scanned Files

Hi Beverly,

The trend away from paper permit documents has taken an important step forward this last year. Paper permit documents have some significant limitations, including the physical space required to store them, limited access by staff at other offices, limited life span of paper and the potential for them to be lost or misplaced without backup copies. The goal of the collaboration between Planning and GIS staff was to address all of these issues without adding any additional software costs for finding and using the scanned permit regardless of where staff is located. Since the staff frequently uses the GIS as a source for important permit-processing information, it was a logical choice to connect the scanned permit documents with the existing GIS tools and parcel information. It was also important to give the permit staff the flexibility to add or modify the documents when necessary and still maintain the integrity of the connection between the documents and a parcel or parcels in the GIS. The solution was to make some changes to the GIS software, which was covered by our existing software maintenance, and then embark on the time consuming task of preparing and scanning the first group of paper permit documents (pdf format) and then organizing and locating the scanned documents on the County network where they can be accessed by any County staff member through a simple Windows file search or through the GIS applications (MapView or Gist) with a parcel number search or more complex queries. To date, 6,926 permit documents have been scanned and are available using both methods.

DECISION PACKAGE (FY 13/14)

INFORMATION TECHNOLOGIES REQUESTS / EQUIPMENT / SOFTWARE / PROGRAMMING

Department: Emergency Services

Submitted Date: 1/22/14

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100 **Division:**

Priority:

Dept. Contact Name/Phone #: Norm Sturm 432-9220

Request type:

Equipment:

Software:

Telecom:

Programming:

Training:

Request: I am requesting funds to move the County Emergency Operations Center (EOC) from the Sheriff's Bisbee office conference room to the IT training room at the Melody Lane facility. The request will cover:

- Moving public safety radios from the CCSO facility to the new EOC
- Running radio antenna cable from the new EOC to new antenna on the radio tower behind the 1415 facility.
- Running a chase way from the parking lot to the new EOC to allow connection to the County's Mobile Communications Unit to provide backup satellite, data, and phone service to the EOC, should primary service be lost during an emergency.
- Purchase and installation of a cell phone booster/repeater to allow for adequate cell phone reception in the EOC and surrounding office area
- Installation of three projectors and screens to be used for the projection of and EOC status board, critical task board, and weather/news/GIS data
- Installation of telephone outlets and switch to accommodate 10 desk phones.
- 10 telephones
- A lockable cart for equipment used only during EOC activations (extra telephones, office supplies, etc.)

Justification: Currently the County does not have a workable EOC. The current identified EOC lacks adequate space and parking access as well as data, telephone, and technology capabilities. Additionally, being at the CCSO facility there is a significant potential for mission conflict if we should need to open the EOC for an extended time period. The security needs of the CCSO facility could also prove difficult for the multitude of outside stakeholders needing access to the EOC at all hours.

The proposed EOC in the IT Department training room builds on an existing phone, data, and technology backbone, eliminating the need to purchase and maintain EOC-specific equipment such as computers, Wi-Fi, and other expensive infrastructure. We could use existing IT computers and equipment already used and maintained for everyday training. Additionally, much of the additional equipment needed for the EOC will also be available for everyday use in the IT department training facility.

The Melody Lane facility provides ample parking, good EOC stakeholder access, great security, a backup generator, and protected room location. The room size is ample for most anticipate EOC activations and is under BOS jurisdictional control (not another elected official). Additionally, the 1415 Melody Ln complex offers space to expand (if required by the emergency), meeting rooms, an auditorium for press conferences, access to other supporting departments and the County IT infrastructure.

Initial Cost (Including tax and shipping): \$30,000

Continuing annual cost, if any: Minimal routine maintenance of equipment

Regulatory/Legal changes:
Explain:

Amount of savings, if funded (if any): Using the IT training room to double as an EOC results is significant savings as it leverages the use of and existing room and equipment for both emergency and everyday operations. Except for radio the installation (the most expensive part of the move +/- 50%) the rest of the needed equipment (projectors, telephones, etc) will provide every day, year-round benefit.

Impact of not funding: This funding will allow for a timelier implementation of an EOC capability. Timing may be important as fire season is upon us.

Any other requirements causing this request: If this funding request is considered, there may be opportunity to add this project to an amended 2013 Emergency Management Performance Grant (EMPG). If the State would allow this amendment (a good probability in my estimation), we would be eligible for a 50% reimbursement of most, if not all, expenses related to this project.

Department Head: _____ **Date:** _____

Information Technologies: _____ **Date:** _____

McGinnis, Mike

From: Gomez, Mary
Sent: Friday, January 17, 2014 12:13 PM
To: McGinnis, Mike
Subject: Nursing DPs
Attachments: DECISION PACKAGE FORM_OTHER CAPITAL EXPENDITURES EHR with CCD.docx;
DECISION PACKAGE FORM_OTHER CAPITAL EXPENDITURES EHR without CCD.doc;
DECISION PACKAGE FORM_OTHER CAPITAL EXPENDITURES nsg refrigerators.doc

Hi Mike – this should do it for mid-year DPs from CHSS. The first two are an either/or situation. If the DP is approved without the CCD module, then all of the funding would come from Nursing. If the DP is approved with the add'l CCD module, then the funding for the CCD module (approx. \$5K) will come from several small grants outside of nursing. Hope this make sense – we are asking for one or the other to be approved. The third one is for vaccine refrigerators/freezers and is pretty self-explanatory. The reason we are only asking for 4 units is that the fridge in Douglas is now hooked up to the emergency generator that powers that bldg so we will never have a problem with power outage there again.

Please let me know if questions about any of this and if you do need my actual signature on these, holler and will send you over hard copies next week. Thanks again.

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: CH&SS/Nursing

Submitted Date: 01/17/2013

Is this related to a new position? Yes No

If Yes, position title:

Fund #: Nursing

Division: CH&SS

Dept. Contact Name/Phone #: Radi Ann Porter 520-432-9468

Priority: High

Request: Purchase of multiple user software license for Nightingale Notes, including Continuation of Care option, which would allow all departments of the Health Department to utilize Electronic Health Records in line with Medicare, ACA and national guidelines.

Initial Cost (Including tax and shipping): \$30,001.00

Continuing annual cost, if any: \$19,102.00

Explanation: Purchase is for a subscription not an ownership license and is based on number of users. No additional hardware purchases are needed to implement this program.

Amount of savings, if funded (if any):

Impact of not funding: Non-compliance with national recommendations for use of Electronic Medical Records and eventually fiscal penalties on Medicare and ACA reimbursements.

Department Head: Mary Gomez Date: 1/17/14

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: CH&SS/Nursing

Submitted Date: 01/17/2013

Is this related to a new position? Yes No

If Yes, position title:

Fund #: Nursing

Division: CH&SS

Dept. Contact Name/Phone #: Radi Ann Porter 520-432-9468

Priority: High

Request: Purchase of multiple user software license for Nightingale Notes which would allow the Health Department to utilize Electronic Health Records in line with Medicare, ACA and national guidelines.

Initial Cost (Including tax and shipping): \$25,591.00

Continuing annual cost, if any: \$18,192.00

Explanation: Purchase is for a subscription not an ownership license and is based on number of users. No additional hardware purchases are needed to implement this program.

Amount of savings, if funded (if any):

Impact of not funding: Non-compliance with national recommendations for use of Electronic Medical Records and eventually fiscal penalties on Medicare and ACA reimbursements.

Department Head: Mary Gomez Date: 1/17/14

DECISION PACKAGE (FY 13/14)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: CHSS

Submitted Date: 1/17/14

Is this related to a new position? Yes No

If Yes, position title: N/A

Fund #: Detention Medical

Division:

Dept. Contact Name/Phone #: Travis Cook - 7584

Priority:

Request: Contract to scan inmate medical records

Initial Cost (Including tax and shipping): approximately \$10,000

Continuing annual cost, if any: None

Explanation: N/A

Amount of savings, if funded (if any): Staff time in searching for records, copying, and filing. Also would save in paper and chart supplies. No additional staff cost for project – initial cost includes staff from company providing the materials and labor to complete scanning.

Impact of not funding: Scanning of medical records would greatly improve accessibility of records for all staff in Jail Medical as well as make it much simpler to share records with other departments when needed, i.e., court admin, LD, PD, etc. Scanning would also eliminate the need for huge filing cabinets within department and save staff time in filing and searching for records when needed.

Department Head: Mary Gomez **Date:** 1/17/14

DECISION PACKAGE (FY 12/13)

FACILITIES REQUEST

Department: Sheriff

Submitted Date: 012414

Is this related to a new position? Yes No

If Yes, position title:

Fund #:

Division:

Dept. Contact Name/Phone #: Commander Mark Genz/432-9506

Detailed Description of Request: Bids have been requested for construction a range building to complete the Sheriff's Office firing range project. Site inspection is scheduled for 28 January. The bids will close on 18 February. A donation of \$200K has been promised towards construction of the building. Until the bids come in, it is unknown exactly how much it will be. The purchasing department estimates a high of \$480K and a low of \$430K. This will require additional funds of between \$230K and \$280K. Final cost of the entire project will be approximately \$1.5 million with the cost to the county of the \$230K to \$280K as approximately \$1.1 million of the cost has been private donations.

Justification: Private donor money at just under \$1 million dollars and jail enhancement funds at \$200K have been used to build a firing range behind the main Sheriff's Office in Bisbee. Land for this project was donated by then Phelps Dodge. To complete the project a building needs to be constructed which will contain firearms related spaces, arms room and maintenance room, target and range supply storage and training and conference rooms. Before the completion of this range, the Sheriff's Office has had no shooting facilities. We have been required to utilize training areas in Willcox, Fort Huachuca or the Department of Corrections in Douglas. Scheduling can be an issue due to those entities taking first priority in their own facilities. We also do not have any area within the county that can be dedicated for Sheriff's Office training, whether it be firearms or other training required by state standards. This facility will accommodate all of those needs as well as allowing us to sponsor trainings. By sponsoring training to come into this facility we will save our own training money by getting compensatory slots as well as saving on travel and lodging. This will also allow other county agencies to participate in these trainings with a savings to them.

Minor Project:

Major Project:

Initial Cost:

Continuing Annual Cost: Unknown, utilities

Explanation : Utilities for electrical for the range building and lighting during nights shoots. Night shoots will only occur a couple times a year.

Amount of savings if funded(if any):

Impact of not funding: The firing range project for the Sheriff's Office will not be completed. The armory is currently in Benson and without this facility the firearms and equipment will have to remain in Benson. This causes a waste of time and money for travel. If not funded, the Sheriff's Office will continue to have to rely on outside agencies for facilities to accommodate our required training and will continue to have issues finding training facilities for classroom type training.

Mark J. Dannels - CHIEF
Department Head: Sheriff Mark J. Dannels_ **Date:** 01-24-14

Facilities: _____ **Date:** _____

DECISION PACKAGE (FY 13/14)

FACILITIES REQUEST

Department: Sheriffs Office

Submitted Date: 1/24/2014

Is this related to a new position? Yes No

If Yes, position title:

Fund #:

Division:

Dept. Contact Name/Phone #: K. Bradshaw 520-432-7543

Detailed Description of Request: Relocate the existing perimeter parking fence for the Willcox Sheriff's Office to provide additional secure parking for Patrol and Detention personnel:

- Provide secure parking for Detention personnel and extend the availability of parking space for Sheriff's Deputies within a secure perimeter.
- Enhance the external barriers of the Willcox Jail Facility to provide additional security of its perimeter.
- Utilize the existing "card access" system for entry of the secure parking.

Justification: This proposal provides secure parking for Detention personnel and extends the availability of parking space for Sheriff's Deputies within a secure perimeter while enhancing the external barriers of the Willcox Jail Facility to provide additional security of its perimeter.

Minor Project:

Major Project:

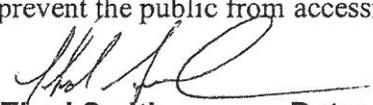
Initial Cost: \$7700.00 funding from County \$12,000 funding from a private donor.
Total estimated cost of project \$19,700.00

Continuing Annual Cost: 0

Explanation :

Amount of savings if funded (if any): \$12000 of the total project will be funded by a private donor.

Impact of not funding: If this project is not funded the current situation will remain intact, we will lose the donation of \$12,000.00, the parking for detention will remain unsecure and no barrier to prevent the public from accessing the perimeter of the jail will remain.

Department Head: Thad Smith  Date: 01-24-14

Facilities: _____ Date: _____

DECISION PACKAGE (FY 13/14)

FACILITIES REQUEST

Department: County School Superintendent's Office Submitted Date: 1/17/2014

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100

Division: Schools

Dept. Contact Name/Phone #: Susan Arndt, 432-8951

Detailed Description of Request: Signature Series-Roller Solar Screens
(Blinds) Color – Spectra Black for 2 small offices

Justification: Current blinds are water-stained from roof leak and have tears.

Minor Project:

Major Project:

Initial Cost: \$1,000

Continuing Annual Cost: N/A

Explanation :

Amount of savings if funded(if any): This type of blind decreases the heat from the sun so AC is not needed as much.

Impact of not funding: None

Department Head: Trudy Berry Date: 1-17-14

Facilities: _____ Date: _____



DECISION PACKAGE (FY 13/14)

FACILITIES REQUEST

Department: Public Defender

Submitted Date: 1/17/14

Is this related to a new position? Yes No

If Yes, position title:

Fund #: 100

Division:

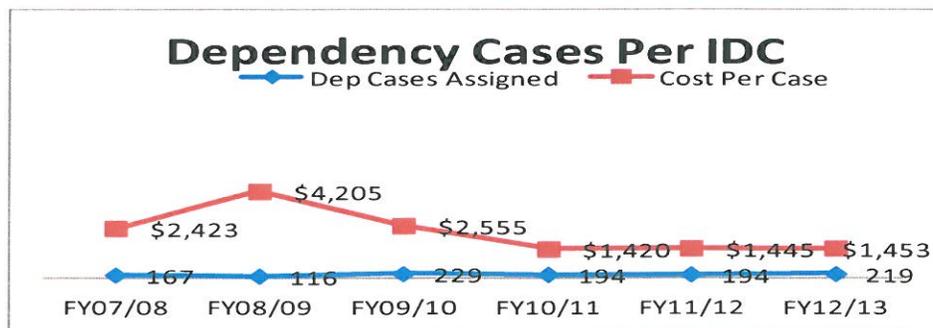
Dept. Contact Name/Phone #: Mark A. Suagee, Public Defender, Ext. 8457

Detailed Description of Request: Additional office space at Regional Services Center in Sierra Vista for Public Defender. Immediate need for the PD includes one attorney office and one small conference room.

Justification: During FY09/10 the PD and LD Offices dedicated more staff and resources to dependency cases due to the rising IDC cost per case for dependencies and difficulty finding private attorneys. As a result, the cost was reduced significantly. (See the chart below.)

Dependency cases are heard by the Division VI Court in Sierra Vista. The PD currently has office space in Sierra Vista that is only sufficient for the attorney and secretary that handle delinquency cases that are also heard in the Sierra Vista Court. Since dedicating more staff to dependency cases, it has become necessary for the PD to have between two and three additional attorneys at the Sierra Vista office on a fairly regular basis. In short, there is simply not enough office space. (Currently the PD is temporarily borrowing office space from the County Assessor.)

The number of new dependency cases filed have held steady at about 200 per year since FY09/10 and it is not likely that the numbers will decrease. (See the chart below.) If the PD and LD are to continue representing these cases, additional office space is necessary for both offices at or near the Regional Services Center in Sierra Vista. The offices should be in close proximity to our current offices since the PD and LD each share a common conference room and copy machine.



Minor Project:

Major Project:

Initial Cost: To be determined

Continuing Annual Cost:

Explanation :

Amount of savings if funded(if any):

Impact of not funding:

- ✓ More cases assigned to private attorneys with rising costs for IDC
- ✓ Significant travel costs for PD and LD attorneys

Department Head: _____

Date: _____

Facilities: _____

Date: _____

DECISION PACKAGE (FY 14/15)

INFORMATION TECHNOLOGIES REQUESTS / EQUIPMENT / SOFTWARE / PROGRAMMING

Department: Juvenile Court Services

Submitted Date: 1/8/14

Is this related to a new position? No

If Yes, position title:

Fund #: 100 Division: 1200-1210 Administrative Priority: High

Dept. Contact Name/Phone #: Delcy G. Scull, Director; 520-432-7523

Request type: Equipment: X

Request: Replace the telephone system at Tovreaville Road, Juvenile Court Services Complex.

Justification: Due to the outdated technology used with the current phone system; the most recent repair about 15 months ago required a part (card) that was no longer available. Casey Gilfoy, County IT Technician was able to "make do" with another part; however it was difficult to program for this older system.

Initial Cost (Including tax and shipping): See below quote and replacement information provided by County IT Department technician, Casey Gilfoy:

Hardware:

Network radios for connectivity to the Black Knob site.

\$3,000.00

Voice Over IP (VoIP) phones.

\$6,000.00

Power Over Ethernet (POE) data/network switches.

\$7,500.00

Fiber optic transceiver modules.

\$1,000.00

Network Infrastructure:

20 network drops at approx \$200.00 each. (for phones only).

\$4,000.00

Optic fiber cable between buildings.

\$3,500.00

Estimated Total:

\$25,000.00



The network infrastructure installation would need to be contracted out to a vendor in that we do not have the time or manpower to do the work in house in a timely

manner. It would be my recommendation that when contracting for the cabling installation you address new cabling for your state courts network at the same time. That addition to the project would increase the cost of the infrastructure portion but you would get better overall pricing on the project.

Regulatory/Legal changes: Not applicable.

Explain:

Amount of savings, if funded (if any): Not applicable.

Impact of not funding: Replace phone system outside of budgeted funding from general fund without notice; whenever the phone system is not repairable due to age of system.

Any other requirements causing this request: Not applicable.

Department Head:


Delcy G. Scull, Director

Date:

1/12/14

Information Technologies: _____

Date: _____

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: Court Administration

Submitted Date: 01/21/14

Is this related to a new position? Yes No
If Yes, position title:

Fund #: TBD

Division: Superior Court

Dept. Contact Name/Phone #: Eric Silverberg, 432-8505

Priority: 4

Request: Courthouse Lighting Repair and Replacement

Several years ago, the County conducted a lighting modernization program. This program did not include the Bisbee Courthouse. I understand, it was decided that the Courthouse would be addressed at a later time. Lighting is a significant problem in several areas of the building.

First, the stairwell leading to the basement has a low ceiling. On occasion the lighting fixtures are bumped by brooms etc and the covers become cracked. Three of the five fixtures are missing covers, so bare fluorescent bulbs are visible.

Second, lighting in the first and second floor public areas including the stair area is grossly inadequate. Only about one third of the lights are functional. This problem is most acute in the stairwell and this lighting is installed near the ceiling. These bulbs are installed behind some plastic covers, and many of them are also broken and missing. If many more bulbs burn out, we will have an unsafe condition.

The Bisbee Courthouse, due to its age and distinctive architecture and historical importance, does present some functional and aesthetic challenges when repairs or upgrades are contemplated. Accordingly, part of the project cost will be allocated for the services of a lighting engineer/consultant to assess the existing lighting needs and to develop recommendations and specs on appropriate repairs and upgrades. A consultant is needed because the best solution may involve the installation of newer more technologically advanced lighting which may not have been previously used in Cochise County.

Initial Cost (Including tax and shipping): \$ 16,000

Lighting, fixture and consultant.

Continuing annual cost, if any: None

Explanation: The proposed cost data is based upon preliminary estimates from facilities. Facilities is awaiting quotations.

Amount of savings, if funded (if any): Not known.

Impact of not funding: Lighting would continue to deteriorate and the courthouse would become unsafe.

Department Head: _____



Date: _____

11/21/2014

DECISION PACKAGE (FY 13/14)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: Court Administration

Submitted Date: 01/17/14

Is this related to a new position? Yes No
If Yes, position title:

Fund #: TBD

Division: Superior Court

Dept. Contact Name/Phone #: Eric Silverberg, 520-432-8505

Priority: 3

Request: Jury Rooms Refreshing

The jury rooms in the Bisbee courthouse need to be refreshed.

The carpets in the three jury rooms are worn out and permanently stained. A court reporter office also needs to be carpeted.

Initial Cost (Including tax and shipping): \$6,300

Paint \$ 500
Carpet \$5,800

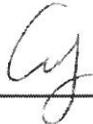
Continuing annual cost, if any: None

Explanation:

Amount of savings, if funded (if any): None

Impact of not funding:

Department Head: _____



Date: _____

1/17/2014

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: Court Administration

Submitted Date: 01/17/14

Is this related to a new position? Yes No
If Yes, position title:

Fund #: TBD

Division: Superior Court

Dept. Contact Name/Phone #: Eric Silverberg, 432-8505

Priority: 1

Request: Retrofit storage room to accommodate court reporter notes in a safe and weather free environment.

The room requires the following:

1. Installation of shelving units to accommodate boxes of notes.
2. Acquisition of web software to enable County IT to migrate an electronic notes storage solution developed for the Pima County Superior Court.

Initial Cost (Including tax and shipping): \$10,500

Shelving units	\$ 9,500
Web software	\$1,000

Continuing annual cost, if any: None

Explanation: Currently, all of the court reporter notes are stored in the jail area of the Bisbee Courthouse. This is not a clean, temperature controlled environment. As a result, some of these notes are deteriorating and there is a risk that some of these notes may not be transcribable for the duration of the Supreme Court mandated retention schedule.

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: Court Administration

Submitted Date: 01/17/14

Is this related to a new position? Yes No

If Yes, position title:

Fund #: TBD

Division: Superior Court

Dept. Contact Name/Phone #: Eric Silverberg, 432-8505

Priority: 2

Request: Furniture Replacement

Replacement chairs for attorneys and bailiff are needed for the three Bisbee courthouse courtrooms. Replacement chairs are also needed in the waiting area in Division III Chambers. Replacement chairs are required for four staff. All of these chairs are at least 10 years old and a few appear to be near failure.

Initial Cost (Including tax and shipping): \$10,925

Attorney/Bailiff Chairs	\$7,200
Chamber Chairs	\$1,825
Staff Chairs	\$1,900

Continuing annual cost, if any: None

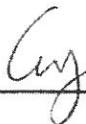
Explanation:

Amount of savings, if funded (if any): None

Impact of not funding: A few chairs are in danger of failure. The rest are very worn and shabby.

Department Head: _____

Date: _____



1/17/2014

SPECIAL REVENUE FUNDS
DECISION PACKAGES FY 13/14 2nd Round
CAPITAL EQUIPMENT W/CONTINUED COST

Department	Capital	Other Cost	Total Cost FY 13/14	Cont'd. Annual Cost
ELECTIONS				
Voting booths (25)	25,494	0	25,494	0
Total Elections	25,494	0	25,494	0
HEALTH Immunization Program				
Four refrigerators, freezers, and UPS	21,632	0	21,632	0
Total Health	21,632	0	21,632	0
GRAND TOTAL SRF Capital Equipment	47,126	0	47,126	0

DECISION PACKAGE (FY 13/14)

**OTHER CAPITAL EXPENDITURES/NEW
PROGRAMS/ACCTS. EQUIPMENT OVER \$1500
(NOT FACILITIES, IT, FLEET OR HEAVY FLEET)**

Department: Elections

Submitted Date: 1/9/2014

Is this related to a new position? Yes No
If Yes, position title:

Fund #: \$15,119.02 from 321.0500.0520.414.300 HAVA Grant
\$10,375.34 from HHS Grant (to be reimbursed by SOS)

Division: Elections

Dept. Contact Name/Phone #: Juanita Murray/432-8975

Priority: 1

Request: 1

Initial Cost (Including tax and shipping): \$25,494.36

Continuing annual cost, if any: None
Explanation:

Amount of savings, if funded (if any): None

Impact of not funding: Continue to use old voting booths that are outdated,
many of which are broken due to age and replacement parts not available.

Department Head:



Date:

1-9-2014

McGinnis, Mike

From: Murray, Juanita
Sent: Thursday, January 09, 2014 1:33 PM
To: McGinnis, Mike
Cc: Ortega, Michael; Vlahovich, Jim; Reynolds, Martha
Subject: Decision Package - Voting Booths
Attachments: Decision Package - voting booths.pdf

Mike,

Attached is my mid-year decision package for purchase of new voting booths. This request will be funded through 2 different grants.

- 1) HAVA Block grant which we have the money in the budget
- 2) HHS Grant which is money that is available for reimbursement from the State once the items are purchased.

I have included an e:mail that documents the funds available by the Secretary of State.

Thanks and let me know if you have any questions.

Juanita Murray - Director
Cochise County Elections / Special Districts
1415 Melody Lane, Bldg A
Bisbee, AZ 85603
jmurray@cochise.az.gov
Office: 520-432-8975
Cell: 520-508-3609

Cochise County - "Our programs are public, our service is personal"

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It's not what happens to you that matters, it's how you respond to what happens to you that makes a difference. Zig Ziglar

**ARIZONA SECRETARY OF STATE
DEPARTMENT OF HEALTH AND HUMAN SERVICES (HHS) GRANT
2014 REQUEST FOR FUNDING**

County Name: Cochise

Phone number: 520-432-8975 Fax number: 520-432-8995

Contact Person Name: Juanita Murray, Director, Elections

Contact Person Phone Number: 520-432-8975

Contact Person E-mail: jmurray@cochise.az.gov

SOME ITEMS THAT FUNDING MAY BE USED FOR INCLUDE: Mobi-mats, ramps, wheelchairs, poll worker disability sensitivity training, polling place survey tools, magnifiers, lamps for booths, door handle adapters, pen grips, ADA signage, education for voters with disabilities.

OUR HHS FUNDING WILL BE USED FOR:

Purchase of free standing voter privacy booths that serve voters with and without disabilities. See attached quote.

ESTIMATED COST: \$ 10,375.34

For State Use Only

Approved: _____ Approved with adjustment: _____ Amount with adjustment: \$ _____

If you have any questions or need further assistance please contact Mary Fontes at 602-364-3222 or by email at mfontes@azsos.gov.

Proposal Date: 1/8/2014
 Promised Delivery 30 days

HHS

CUSTOMER INFORMATION

Election Authority Cochise County Elections
 Contact Juanita Murray
 Address PO Box 223
 City Bisbee
 Phone 520-432-8975
 Email jmurray@cochise.az.gov

Rep: HB
 PO # Cochise AZ 2014-3

Tax Exempt ID

Shipping Address
 Election Authority Old Bisbee High School
 Address 100 Clawson Ave., 3rd Floor
 City Bisbee State AZ Zip 85603

Payment	Number	Name on Card	Exp. Date
Credit Card			
Bill Upon Delivery	X		

PRODUCT ORDERED	Item No.	Price	Unit #	Total Product	Shipping	Total
4-Station Free Standing Voter Privacy Booth FRANKLIN Patriotic to Serve Voters With and Without Disabilities	4SFRKLN	\$829.00	10	\$8,290.00	490.00	\$9,076.00
Covers for Franklin Voting Booths	4SCOV	\$49.95	10	\$499.50	0.00	\$499.50
Other						
Sales Tax (9.1%)						\$799.84
TOTAL:				\$8,789.50	\$490.00	\$10,375.34

Proposal Only

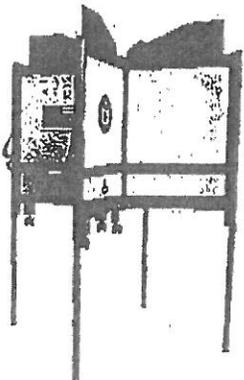
-- Please Sign and Fax Back to 847-869-2515 to approve

APPROVED: _____

My cell is 847-942-7847

NOTES: These Booths are Incredible, Juanita

Most products -excluding custom items -- may be returned within 30 days -- restocking fee may apply



**ARIZONA SECRETARY OF STATE
HAVA BLOCK GRANT
REQUEST FOR USE OF FUNDS**

County Name: _____	Cochise County		
Phone number: _____	520-432-8975	Fax number: _____	520.432-8995
Contact Person Name: _____	Juanita Murray		
Contact Person Phone Number: _____	520-432-8975		
Contact Person E-mail: _____	jmurray@cochise.az.gov		

FUNDING MAY BE USED TO: Purchase voting machines to improve voting accessibility, improve physical accessibility, improve provisional balloting, enhance voter education, enhance voter registration, enhance poll worker training and recruitment, other election projects.

FUNDING MAY NOT BE USED TO SUPPLANT NORMAL OPERATING EXPENSES FOR THE COUNTY.

OUR HAVA BLOCK GRANT FUNDING WILL BE USED FOR:

Purchase of free standing voter privacy booths that serve voters both with and without disabilities. See attached quote.

ESTIMATED COST: \$ 15,119.02__

By my signature, I hereby agree to follow federal guidelines for HAVA funding outlined in the Memorandum of Understanding and am not requesting funds that supplant normal operating expense. I also agree to submit quarterly reports on expenditures and interest of said funds.

Election Official's Signature: _____ Date: _____

For State Use Only		
Reviewed: _____	Date reviewed: _____	Recommend: Yes No
Approval: _____	Date approved: _____	

If you have any questions or need further assistance please contact Mary Fontes at 602-364-3222 or by email at mfontes@azsos.gov.

IS ELECTIONS

by Inclusion Solutions

Proposal

Proposal Date: 1/8/2014

Promised Delivery 30 days

HAVA

CUSTOMER INFORMATION

Election Authority Cochise County Elections
 Contact Juanita Murray
 Address PO Box 223
 City Bisbee State AZ Zip 85603
 Phone 520-432-8975 Fax 520-432-8995
 Email jmurray@cochise.az.gov

Rep: HB
 PO # Cochise AZ 2014-2

Tax Exempt ID

Shipping Address

Election Authority Old Bisbee High School
 Address 100 Clawson Ave., 3rd Floor
 City Bisbee State AZ Zip 85603

Payment Number Name on Card Exp. Date
 Credit Card
 Bill Upon Delivery X

PRODUCT ORDERED	Item No.	Price	Unit #	Total Product	Shipping	Total
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4-Station Free Standing Voter Privacy Booth FRANKLIN Patriotic to Serve Voters With and Without Disabilities	4SFRKLN	\$829.00	15	\$12,435.00	735.00	\$13,170.00
Covers for Franklin Voting Booths	4SCOV	\$49.95	15	\$749.25	0.00	\$749.25

Other Sales Tax (9.1%) \$1,199.77

TOTAL: \$13,184.25 \$735.00 \$15,119.02

Proposal Only

-- Please Sign and Fax Back to 847-869-2515 to approve

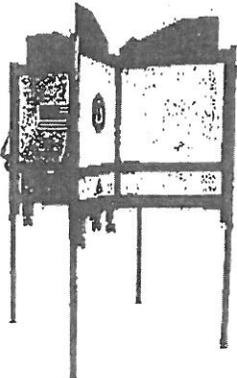
APPROVED: _____

My cell is 847-942-7847

NOTES: These Booths are Incredible, Juanita

Most products -excluding custom items -- may be returned within 30 days -- restocking fee may apply

IS ELECTIONS 2000 Greenleaf St., Ste. 3 - Evanston, IL 60202 ph#847-869-2500 fax#847-869-2515



Murray, Juanita

From: Norton, Alesandro [anorton@azsos.gov]
Sent: Tuesday, November 12, 2013 10:24 AM
To: Murray, Juanita; Fontes, Mary
Cc: Reynolds, Martha
Subject: RE: Voting Equipment Funding

Hello Juanita,

You are correct, the Voting Systems Funding (VSF) is a reimbursement. If you would like to use the 2013 VSF the invoice must be dated within the 2013 calendar.

Cochise Elections currently has \$27,169.21 in HAVA Block Grant funds, \$13,337.80 in HHS funds, ~~\$20,212.50 for 2013 VSF~~ funds and \$13,475.00 for 2014 VSF funds.

Let me know if you have any further questions.

Thank you,

Alesandro Norton
HAVA Specialist
602-364-1620

From: Murray, Juanita [mailto:jsimmons@cochise.az.gov]
Sent: Tuesday, November 12, 2013 9:34 AM
To: Fontes, Mary
Cc: Norton, Alesandro; Reynolds, Martha
Subject: RE: Voting Equipment Funding

Mary,

Martha and I are on a mission today to straighten out all our grant funding accounts and balances. If I understand this correctly the State won't disburse the 2013 amount until we submit request for amounts spent – is that correct?

Also, is there any way you can tell me the current balances in the various grant funding accounts for Cochise.

We may have an amended HAVA report coming soon.

Juanita Murray - Director
Cochise County Elections / Special Districts
1415 Melody Lane, Bldg A
Bisbee, AZ 85603
jmurray@cochise.az.gov
Office: 520-432-8975
Cell: 520-508-3609

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BALANCES 11/12/2013 - VERIFIED WITH SECRETARY OF STATE'S OFFICE

EXPENDITURES	DATE	HAVA BLOCK GRANT	HHS FUNDS	**2013 VSF	2014 VSF	Total Grant Dollars
elections on wheels	Mar-12	\$ 27,169.21	\$ 13,337.80	\$ 20,212.50	\$ 13,475.00	\$ 74,194.51
interest	Oct-13	(6,600.06)				
		24.31				
Ink cartridges for automarks		\$ 20,593.46	\$ 13,337.80	\$ 20,212.50	\$ 13,475.00	\$ 67,618.76
			\$ 1,750.00			
voting booths 20/12/20	Jan-14	\$ 20,593.46	\$ 11,587.80	\$ 20,212.50	\$ 13,475.00	\$ 65,868.76
final Clarity year maintenance	Jan-14	\$ 19,178.88	\$ 11,507.64	\$ -		
					Proposed for 2014	
					Proposed for 2014	
		\$ 1,414.58	\$ 80.16	\$ -	\$ 5,000.00	\$ 9,969.74
					\$ 8,475.00	

HHS AND VSF FUNDS ARE REIMBURSEABLE BY THE STATE FOLLOWING SUBMISSION OF RECEIPTS/INVOICES
HAVA BLOCK GRANT SHOULD APPEAR IN BUDGET ACCOUNT 321

**Lost due to not spent in 2013.

DECISION PACKAGE (FY 13/14)

OTHER CAPITAL EXPENDITURES/NEW PROGRAMS/ACCTS. EQUIPMENT OVER \$1500 (NOT FACILITIES, IT, FLEET OR HEAVY FLEET)

Department: CH&SS Nursing

Submitted Date: 1/17/2014

Is this related to a new position? Yes No X

If Yes, position title:

Fund #: Immunizations

Division: CH&SS Nursing

Dept. Contact Name/Phone #: Radi Ann Porter 520-432-9468

Priority: High

Request: Requesting the purchase of 4 high efficiency refrigerators, 4 freezer units, and 4 high capacity UPS battery backup units for the Immunization programs in Bisbee, Sierra Vista, Willcox, and Benson.

Initial Cost (Including tax and shipping): \$21632.00

Continuing annual cost, if any:

Explanation: These units are needed to allow for safe storage of Vaccines for Children and Vaccines for Adults immunizations as well as private stock purchased by Cochise County to insure viability and prevent loss

Amount of savings, if funded (if any): Approximately \$17000.00 per year based on loss in CY 2013

Impact of not funding: Ongoing risk of vaccine losses due to unpredicted power outages related to monsoon storms, grid failure, motor vehicle accidents, or other natural disasters.

Department Head: Mary Gomez Date: 1/17/14