



Douglas A. Ducey  
GOVERNOR

**STATE OF ARIZONA  
DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS**

5645 East McDowell Road  
Phoenix, Arizona 85008-3495  
(602) 267-2700 DSN: 853-2700



Major General Kerry L. Muehlenbeck  
THE ADJUTANT GENERAL

Agreement Type: Agreement  
M22-0014

Effective Date: July 1, 2021  
Termination Date: June 30, 2026

**Agreement Title: City of Douglas, Border Related Crimes, Prosecution and Imprisonment, Laws 2021  
Chapter 408, Section 106**

**CITY OF DOUGLAS AGREEMENT ADMINISTRATORS**

City of Douglas  
Address: 425 East 10<sup>th</sup> Street  
Douglas, AZ 85607

Contact Name: Ana Urquijo, City Manager  
Phone Number: (520) 417-7303  
Email: Ana.Urquijo@Douglasaz.gov

City of Douglas Police Department  
Address: 300 14<sup>th</sup> Street  
Douglas, AZ 85607

Contact Name: Kraig Fullen, Chief of Police  
Phone Number: (520) 417-7365  
Email: Kraig.Fullen@Douglasaz.gov

**STATE AGREEMENT ADMINISTRATOR**

Arizona Department of Emergency and Military Affairs  
5645 East McDowell Road, Bldg. M5800  
Phoenix, AZ 85008

Contact Name: Kyle Matthew, Chief Procurement Officer  
Phone Number: (602) 464-6491  
Email: Kyle.Matthew@azdema.gov

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**THIS AGREEMENT**, (hereinafter referred to as "Agreement") is between the **STATE OF ARIZONA DEPARTMENT OF EMERGENCY AND MILITARY AFFAIRS** [hereinafter referred to as "STATE", a "budget unit" as defined in A.R.S. § 35-101 authorized to contract pursuant to A.R.S. § 26-102] and **CITY OF DOUGLAS** and the **CITY OF DOUGLAS POLICE DEPARTMENT** [hereinafter referred together as "CITY" as provided in ¶2.3, authorized to contract pursuant to A.R.S. § 11-201]. The purpose of this Agreement is to establish the process for oversight of activities conducted by CITY and reimbursed by the STATE pursuant to Appropriation Legislation 2020-2021, approved by the Governor on June 30, 2021, and authorized in accordance with Laws 2021 Chapter 408, Section 106 to distribute to CITY for the purposes outlined in Laws 2021 Section 26-105.



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IN WITNESS WHEREOF, the Parties hereto agree to carry out the terms of this Agreement

Executed this day by the duly authorized officer of the Eligible Entity:

ELIGIBLE ENTITY: City of Douglas		Arizona Department of Emergency and Military Affairs	
Signature	<i>Ana Urquijo</i>	Signature	
Printed Name	Ana Urquijo	Printed Name	Major General Kerry L. Muehlenbeck
Title	City Manager	Title	The Adjutant General
Date	3/29/2022	The above referenced Agreement is hereby executed this _____ Day of _____, 20____	

City of Douglas Police Department			
Signature	<i>K. Fullen</i>	Signature	
Printed Name	Kraig Fullen	Printed Name	
Date	3/30/2022	Date	



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AGREEMENT TERMS

**1. Recitals:** The purpose of this Agreement is to define the terms under which the STATE will provide funds to CITY for costs associated with prosecuting and imprisoning individuals charged with drug trafficking, human smuggling, illegal immigration, and other border-related crimes conducted by CITY to be reimbursed by the STATE.

**2. Definitions:** The Parties agree to expeditiously initiate and complete the Scope of Work under this Agreement. The Parties warrant, represent and agree that they, their employees, and representatives will comply with all applicable provisions provided herein. The following definitions shall apply to the terms used in this Agreement, except where the context necessarily requires otherwise.

**2.1.** "A.R.S." means Arizona Revised Statutes.

**2.2.** "Agreement" means the terms and conditions of this Agreement between the State and the CITY and its addendums: Scope of Work, (Addendum A), Price Sheet (Addendum B), and Budget and Justification (Addendum C), which together constitute the entire Agreement between the Parties and supersede other understandings, oral or written.

**2.3.** "CITY" means City of Douglas and the City of Douglas Police Department, unless context requires that they be treated as separate entities; unless treated as separate entities, the City of Douglas and the City of Douglas Police Department shall be treated as a single Party to this Agreement, and shall jointly have, exercise, and be responsible for the same rights and obligations under this Agreement.

**2.4.** "FY" means State Fiscal Year.

**2.5.** "Party" and/or "Parties" means the STATE and/or CITY.

**2.6.** "Project" means activities conducted within Scope of Work and from Border Security funds.

**3. Access to Information:** Subject to statutory confidentiality requirements of the State of Arizona, CITY, and the STATE, the Parties to this Agreement shall have full, complete, and equal access to data and information prepared under this Agreement on a no-charge basis.

**4. Amendment:** This Agreement, excluding Addendums, may be modified only by written Amendment signed and dated by authorized representatives of each signatory (treating City of Douglas and the City of Douglas Police Department as separate signatories for this purpose) to this Agreement. Amendments to this Agreement shall be executed with the same formalities as this Agreement and become effective upon the dated signature of the last signatory (again, treating City of Douglas and the City of Douglas Police Department as separate signatories for this purpose). Executed copies of any Amendment shall be provided to each signatory.

**4.1. Addendum Amendments:** Addendums to this Agreement may be amended or modified, as necessary only by the authorized contracting/procurement officers of each signatory (treating City of Douglas and the City of Douglas Police Department as separate signatories for this purpose) to this Agreement; all such amendments or modifications to Addendums to this Agreement must be in writing and must be signed by the authorized contracting/procurement officers of each signatory (again treating City of Douglas and the City of Douglas Police Department as separate signatories for this purpose) to this Agreement.



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**5. Budget:** The amount of \$168,052 was appropriated in FY2021 and transferred to the Border Security Fund effective July 1, 2021. The STATE shall make payment for services or reimbursement within 30 days after receipt of valid invoices and supporting documentation from the CITY. Payments shall be made by electronic funds transfer in lieu of a State warrant whenever possible. Funds provided by the STATE to the CITY under this Agreement shall be used only for the purposes identified in this Agreement. Funds provided by the STATE to the CITY under this Agreement shall not be used to supplant Federal, State, CITY or local funds that would otherwise be available to CITY for the purposes identified in this Agreement and shall be used to supplement funds already available to CITY for the purposes identified in this Agreement.

**6. Non-Availability of Funds:** Pursuant to A.R.S. § 35-154(A), every payment obligation under this Agreement is conditioned upon the availability of funds appropriated or allocated for the payment of such obligation. If funds are not allocated and available for the continuance of this Agreement, this Agreement may be terminated by either Party at the end of the period for which funds are available. No liability shall accrue to either Party in the event this provision is exercised, and the Parties shall not be obligated or liable for any future payments or for any damages as a result of termination under this paragraph.

**7. Payment Mechanism:** Payment shall be made within thirty (30) days after receipt of a valid invoice and supporting documentation.

**8. Conflict Resolution Procedures:**

**8.1.** This Agreement shall be governed by and construed in accordance with the laws of the State of Arizona.

**8.2.** In the event of any judicial proceeding related to this Agreement the Parties agree that venue shall be proper in Maricopa County, Arizona.

**8.3.** The Parties to this Agreement agree to resolve all disputes arising out of or relating to this Agreement through arbitration, after exhausting applicable administrative review, to the extent required by A.R.S. § 12-1518 except as may be required by other applicable statutes.

**9. Assignment:** Neither Party may assign rights hereunder without the express, written, prior consent of the other Party.

**10. Conflict of Interest:** Either Party may cancel this Agreement for conflict of interest in accordance with the termination terms of this Agreement, without penalty or further obligation, pursuant to A.R.S. § 38-511.

**11. Agreement Term:** The term of this Agreement shall be from July 1, 2021, to June 30, 2026.

**12. Effective Date:** This Agreement shall become effective upon the date of the last signatory's signature (treating City of Douglas and the City of Douglas Police Department as separate signatories for this purpose).

**13. Notices, Correspondence, Reports:**

**13.1.** Any notice given pursuant to this Agreement shall be in writing and shall be considered to have been given when actually received by the following persons at the following addresses: Notices and correspondence (except for correspondence relating to the execution of the Agreement, clarification of this Agreement, and Amendments to this Agreement) shall be sent to:



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For STATE:	For CITY:
<b>Name:</b> Darlene Quihuis	<b>Name:</b> Kraig Fullen
<b>Title:</b> Assistant Director	<b>Title:</b> Chief of Police
<b>Phone:</b> 602-464-6454	<b>Phone:</b> 520-417-7365
<b>Email:</b> <a href="mailto:Darlene.Quihuis@azdema.gov">Darlene.Quihuis@azdema.gov</a>	<b>Email:</b> <a href="mailto:kraig.fullen@douglasaz.gov">kraig.fullen@douglasaz.gov</a>

13.2. Correspondence relating to the execution of the Agreement, clarification of this Agreement, and Amendments to this Agreement shall be sent to:

For STATE:	For CITY:
<b>Name:</b> Kyle A. Matthew	<b>Name:</b> Ana Urquijo
<b>Title:</b> Chief Procurement Officer	<b>Title:</b> City Manager
<b>Address:</b> 5645 East McDowell Road, Phoenix, AZ 85008	<b>Address:</b> 425 E. 10th Street Douglas, AZ 85607
<b>Phone:</b> 602-464-6491	<b>Phone:</b> 520-417-7305
<b>Email:</b> <a href="mailto:Kyle.Matthew@azdema.gov">Kyle.Matthew@azdema.gov</a>	<b>Email:</b> <a href="mailto:Ana.urquijo@douglasaz.gov">Ana.urquijo@douglasaz.gov</a>

13.3 Reports and deliverables shall be sent in accordance with Scope of Work, Item 6, Reporting Requirement & Deliverables.

13.4. Either Party to this Agreement may designate a new contact by delivering written notice to all other signatories in accordance with these notice requirements.

14. **Ownership of Information:** Both Parties retain title to all documents, reports, data, and other materials prepared as a part of the Project. The STATE and CITY shall have full and complete rights to reproduce, duplicate, disclose, perform, and otherwise use all information prepared under this Agreement.

15. **Project Review:** It is the responsibility of CITY to coordinate with the STATE regarding the progress of the Project as defined in the Scope of Work and related attachments. The STATE may request in writing, at its discretion, written progress updates, which the CITY shall provide to the STATE within 15 calendar days of the STATE's request.



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**16. Severability:** The provisions of this Agreement are severable to the extent that any provision or application to be invalid shall not affect any other provision or application of the Agreement, which shall remain in effect without the invalid provision or application.

**17. Termination:**

**17.1.** STATE or CITY may terminate this Agreement at any time, with or without cause, after giving 30 days written notice of termination to CITY or STATE, as appropriate. The notice shall specify the effective date of termination. Any deviation or failure to comply with the purposes and/or conditions of this Agreement without written permission from the STATE may constitute cause for the STATE to terminate this Agreement.

**17.2.** In the event the Agreement is terminated, the CITY shall deliver all financial and programmatic records, supporting documents, statistical records, electronic data, and other related records. All records and documents shall be maintained and available for access in accordance with A.R.S. § 41-151 and A.R.S. §§ 35-214 and 34-215 any other state or local rule or regulation. Repayment to the STATE of a portion or full payment received by the CITY may be required.

**17.3.** Upon notice of termination of this Agreement, the Parties will cooperate and work diligently to prepare a transition plan to include a transition schedule and circumstances for transfer of deliverables including, but not limited to, records, funds (both unexpended and any previously expended funds that may have been spent in violation of the purposes and conditions of this Agreement), and compliance with closing auditing requirements to be performed at the CITY's expense.

**18. Indemnification:** Each Party (as "Indemnitor") agrees to defend, indemnify, and hold harmless the other Parties (as "Indemnitee") from and against any and all claims, losses, liability, costs, or expenses (including reasonable attorney's fees) (hereinafter collectively referred to as "Claims") arising out of bodily injury of any person (including death) or property damage, but only to the extent that such Claims which result in vicarious/derivative liability to the Indemnitee are caused by the act, omission, negligence, misconduct, or other fault of the Indemnitor, its officers, officials, agents, employees, or volunteers. The State of Arizona, (STATE) is self-insured per A.R.S. § 41-621.

In addition, should CITY utilize contractor(s), the CITY contract with each such contractor shall (a) include the following language; (b) require that the following language be included by the contractor in all its subcontracts; and (c) require the contractor to require all its subcontractors include the following language in their contracts with all of their subcontractors:

To the fullest extent permitted by law, the Contractor shall defend, indemnify, and hold harmless the CITY, STATE and the State of Arizona, and any jurisdiction or agency issuing any permits for any work arising out of this Agreement, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees (hereinafter referred to as "Indemnitee") from and against any and all claims, actions, liabilities, damages, losses, or expenses (including court costs, attorneys' fees, and costs of claim processing, investigation and litigation) (hereinafter referred to as "Claims") for bodily injury or personal injury (including death), or loss or damage to tangible or intangible property caused, or alleged to be caused, in whole or in part, by the negligent or willful acts or omissions of the Contractor or any of the directors, officers, agents, or employees or subcontractors of such Contractor. This indemnity includes any claim or amount arising out of or recovered under the Workers' Compensation Law or arising out of the failure of such contractor to conform to any federal, state or local law, statute, ordinance, rule, regulation or court decree. It is the specific intention of the Parties that the Indemnitee shall, in all instances, except for Claims arising solely from the negligent or willful acts or omissions of the Indemnitee, be indemnified by such contractor from and against any and all claims. It is agreed that such contractor will be responsible for primary loss investigation, defense, and judgment costs where this indemnification is applicable. Additionally, on all applicable insurance policies, the Contractor and its subcontractors shall name the CITY, the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees as additional insureds and also include a waiver of subrogation in



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favor of the CITY, the State of Arizona, and its departments, agencies, boards, commissions, universities, officers, officials, agents, and employees.

**19. E-Verify:** To comply with A.R.S. § 41-4401(A), each Party hereby warrants its compliance with federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). If either Party uses contractors in performance of this Agreement, the contractors shall warrant their compliance with federal immigration laws and regulations that relate to its employees and A.R.S. § 23-214(A). A breach of this warranty shall be deemed a material breach of the Agreement subject to penalties up to and including termination of this Agreement. Each Party retains the legal right to inspect the papers of any contractor or subcontractor employee who works on the Agreement to ensure that the contractor or subcontractor is complying with this warranty.

**20. Waiver:** The waiver or failure to enforce any provision of this Agreement will not operate as a waiver of any future breach of any such provision or any other provision hereof.

**21. Non-Discrimination:** Pursuant to Title 41, Chapter 9, Article 4 of the A.R.S. and Executive Order 2009-09, the CITY shall provide access to equal employment opportunities for all persons, regardless of race, color, religion, sex, age, national origin, or political affiliation, and to all other applicable State and Federal employment laws, rules, and regulations, including the Americans with Disabilities Act. The Parties shall take affirmative action to ensure that applicants for employment and employees are treated without regard to race, age, color, religion, sex, or national origin and in compliance with the Americans with Disabilities Act.

**22. Implied Consent Terms:** Each provision of law and any terms required by law to be in this Agreement are a part of this Agreement as if fully stated in it.

**23. Record Keeping Requirements:** Pursuant to A.R.S. §§ 35-214 and 35-215, the Parties shall retain all data, books, accounts, reports, files and other records ("records") relating to this Agreement for a period of five years after completion of the Agreement, any litigation, claim, negotiation, audit, cost recovery, or action involving the records has been completed or from the date of complete resolution of any dispute and any applicable appeals, unless a longer period is required by statute or rule. All records shall be subject to inspection and audit by the STATE at reasonable times. Upon request, either Party shall produce the original of any or all such records.

**24. Lobbying:** Upon signature of this Agreement, CITY shall disclose all lobbying activities to the STATE to the extent they are an actual or potential conflict of interest or where such activities would create an appearance of impropriety. CITY shall implement and maintain adequate controls to ensure that monies paid this Agreement shall not be used for lobbying.

**25. Antitrust Recovery:** CITY assigns to the STATE any claim for overcharges resulting from antitrust violations to the extent that such violations concern materials or services supplied by third parties to CITY toward fulfillment of this Agreement.

**26. Compliance with Laws.** CITY agrees to comply with all state and local laws and regulations applicable to the terms and conditions of this Agreement including but not limited to State of Arizona Accounting Manual (SAAM), state and local procurement codes, whichever is more restrictive will apply.



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**ADDENDUM A**  
**SCOPE OF WORK**

1. **Project Title:** City of Douglas, Prosecution, and Imprisonment for Border Related Crimes
2. **Project Timeline:** July 1, 2021, to June 30, 2026
3. **Purpose:**
  - a. Reimburse CITY for costs related to Prosecution and Imprisonment.
4. **Tasks:**
  - a. Reimbursement of 5-Year Lease Program for Body Worn Cameras.
5. **Cost**
  - a. Not to exceed \$168,052.
6. **Reporting Requirements and Deliverables:**

Timeframe	Deliverable	Description	Due Date	Send To:
Quarterly	Financial Expenditure Report (Invoice)	Provide an accurate and detailed expenditure report (Invoice) with backup documentation. <b>Period of Performance:</b> Qtr. 1: July 1 – Sept. 30 Qtr. 2: Oct.1 – Dec.31 Qtr. 3: Jan.1 - March 31 Qtr. 4: April 1 - June 30	Qtr. 1: Oct. 15 Qtr. 2: Jan. 15 Qtr. 3: April 15 Qtr. 4: July 15  In the event that the 15 <sup>th</sup> falls on a weekend or holiday, it is due the next business day.	<a href="mailto:Grants.border@azdema.gov">Grants.border@azdema.gov</a>  with a copy to: <a href="mailto:Debbie.Gann@azdema.gov">Debbie.Gann@azdema.gov</a>
Final	Financial Summary Report	Provide an accurate and detailed expenditure financial summary report of project period.	Due 30 Days after the end of the period of performance or completion of the Project.	<a href="mailto:Grants.border@azdema.gov">Grants.border@azdema.gov</a>  with a copy to: <a href="mailto:Debbie.Gann@azdema.gov">Debbie.Gann@azdema.gov</a>





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Quarterly	Programmatic Report	<p>Provide a progress report of all Border Security Fund activities by the jurisdiction during the reporting period.</p> <p><b><u>Period of Performance:</u></b>  <b>Qtr. 1:</b> July 1 – Sept. 30  <b>Qtr. 2:</b> Oct.1 – Dec.31  <b>Qtr. 3:</b> Jan.1 - March 31  <b>Qtr. 4:</b> April 1 - June 30</p>	<p><b>Qtr. 1:</b> Oct. 15  <b>Qtr. 2:</b> Jan. 15  <b>Qtr. 3:</b> April 15  <b>Qtr. 4:</b> July 15</p> <p>In the event that the 15<sup>th</sup> falls on a weekend or holiday, it is due the next business day.</p>	<p><a href="mailto:Grants.border@azdema.gov">Grants.border@azdema.gov</a></p> <p>with a copy to:  <a href="mailto:Debbie.Gann@azdema.gov">Debbie.Gann@azdema.gov</a></p>
Final	Programmatic Report	<p>Provide a final report to include a summary narrative of annual accomplishments.</p>	<p>Due 30 Days after the end of the period of performance or completion of the Project.</p>	<p><a href="mailto:Grants.border@azdema.gov">Grants.border@azdema.gov</a></p> <p>with a copy to:  <a href="mailto:Debbie.Gann@azdema.gov">Debbie.Gann@azdema.gov</a></p>

**7. Additional Requirements:**

- a. Ensure all procurement of goods and services are following established applicable procurement law and CITY's written policies and procedures. All procurement transactions shall be conducted in a manner to provide to the maximum extent practical, open and free competition.
- b. All Border Security funds must be accounted for by CITY in writing and in compliance with the State of Arizona Accounting Manual (SAAM), available at <https://gao.az.gov/publications/saam>.



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**ADDENDUM B  
PRICE SHEET**

**Budget July 1, 2021, to June 30, 2026**

<b>ACCOUNT CLASSIFICATION</b>	<b>AMOUNT</b>
Personnel	\$0
Fringe	\$0
Travel	\$0
Supplies	\$0
Equipment (over \$5,000 per unit)	\$0
Other (Lease Program for Body Worn Cameras)	\$168,052
<b>Total Direct Costs</b>	<b>\$168,052</b>
Administration (Not applicable)	\$0
<b>TOTAL (Not to Exceed)</b>	<b>\$168,052</b>

With prior written approval, CITY is authorized to transfer up to a maximum of 10% of the total budget amount between line items. Transfers of funds are only allowed between funded line items. Transfers exceeding 10% or to a non-funded line item shall require a DEMA review and amendment to the Price Sheet, Addendum B.



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**ADDENDUM C**  
Budget and Justification  
July 1, 2021, to June 30, 2024

**A. Personnel: Not Applicable**

Position	Name	Key Staff	Annual Salary/Rate	Level of Effort	Total Salary
<b>TOTAL REQUEST</b>					<b>\$0</b>

**B. Fringe Benefits: Not Applicable**

Position	Name	Rate	Total Salary	Total Fringe
<b>TOTAL REQUEST</b>				<b>\$0</b>

**C. Travel: Not Applicable**

Purpose (1)	Destination (2)	Item (3)	Calculation (4)	Travel Cost
<b>TOTAL REQUEST</b>				<b>\$0</b>

**D. Equipment (Over \$5,000 per item): Not Applicable**



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Item(s) (1)	Quantity (2)	Amount (3)	% Charged (4)	Total Cost (5)
<b>TOTAL REQUEST</b>				<b>\$0</b>

**Supplies: Not Applicable**

Item(s)	Rate	Cost
<b>TOTAL REQUEST</b>		<b>\$0</b>

**E. Contractual: Not Applicable**

Name (1)	Service (2)	Rate (3)	Other	Cost (4)
<b>TOTAL REQUEST</b>				<b>\$0</b>

**F. Construction: NOT ALLOWED**

**G. Other:**

Item	Rate	Cost
Body Worn Cameras	5-Year Lease Program submitted as a one-time payment	\$168,052
<b>TOTAL REQUEST</b>		<b>\$168,052</b>



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***JUSTIFICATION:***

1. Item: 5-year lease program for Body Worn Cameras (BWC) to equip each of the 34 sworn officers plus 2 spares to include associated hardware, software, licensing, evidence storage/redaction; with replacement cameras and docking stations provided at year 3 and year 5. BWC's will capture the activities, actions, and admissions of persons involved with drug trafficking and other border-related crimes and enhance the County Attorney's ability to prosecute those crimes while also enhancing the Federal prosecutor's ability to prosecute crimes associated with human trafficking and illegal immigration through established collaboration with our federal partners.
2. Quantity: 36 BWC with associated hardware, software, licensing, and evidence storage/redaction.

**H. Total Direct Charges:**

<b>TOTAL DIRECT CHARGES -</b>	<b>\$168,052</b>
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**I. Administration: Not Applicable**

Calculation	Total Cost
Not Applicable	\$0
<b>TOTAL REQUEST</b>	<b>\$0</b>

**J. Total Project Costs:**

<b>TOTAL REQUEST – TOTAL PROJECT COSTS – (Sum of Total Direct Costs and Admin Costs)</b>	<b>\$168,052</b>
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**K. BUDGET SUMMARY**

Category	Year 1-5	Total Project Costs
Personnel		
Fringe		
Travel		
Equipment		
Supplies		
Contractual		
Other	\$168,052	\$168,052
Total Direct Charges	\$168,052	\$168,052
Administration		
<b>Total Project Costs</b>	<b>\$168,052</b>	<b>\$168,052</b>