

AGENDA

AGENDA OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON MONDAY, JULY 10, 2017, AT 6:00PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY _____ AT _____.

ROLL CALL

COUNCIL

Councilmember Anna Cline, Ward III
Councilmember Joan Hansen, Ward II
Councilmember Frank Davis, Ward I
Mayor David M. Smith
Councilmember Bill Higgins, Ward I
Councilmember Douglas Dunn, Ward II , Mayor Pro Tempore
Councilmember Gabe Lindstrom, Ward III

STAFF

Vacant, City Manager
Ashlee Coronado, City Clerk
Keri Bagley, Finance Director
Albert Echave, Police Chief
Mark Burneleit, Fire Chief
Andy Haratyk, Public Works Director

CITY ATTORNEY

Britt Hanson

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

1. Discussion and Possible Approval of a Final Resolution to Remove the City Manager.
David M. Smith, Mayor
2. Interviews of the Four Candidates for the Interim City Manager Position.
David M. Smith, Mayor
3. Discussion and Possible Approval of a Motion to go into Executive Session Pursuant to A.R.S. § 38-431.03. (1) for Consideration of the employment and appointment of an Interim City Manager.
Per ARS § 38-431.03(a)(1), the City Council may vote to go into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.
David M. Smith, Mayor
4. Discussion and Possible selection of a preferred applicant for the Position of Interim City Manager
David M. Smith, Mayor

ADJOURNMENT

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

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

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

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



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: **July 10, 2017**

Regular Special

DATE ACTION SUBMITTED: July 5, 2017, 2017

REGULAR **CONSENT**

TYPE OF ACTION:

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

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A FINAL RESOLUTION TO REMOVE THE CITY MANAGER.

FROM: David M. Smith, Mayor

RECOMMENDATION: Approval of Resolution

PROPOSED MOTION: I move to adopt a Final Resolution of the Mayor and Council Pursuant to Section 3.09 of the Charter, to Remove the City Manager without cause.

DISCUSSION:

Following an evaluation of the City Manager on June 19, 2017, the Council directed staff to prepare an agenda for a possible resolution stating the Council's preliminary intent to remove the City Manager and suspend him from his duties. During a Special Session on June 21, 2017, Council adopted the Resolution, stating its intent to remove the City Manager *without* cause and immediately suspending him from his duties.

The City Manager had until the close of business on July 6, 2017 to file a written reply to the Resolution and/or to request a Public Hearing regarding his removal. The City Manager did not file a written reply or request a hearing by the due date.

Pursuant to Section 3.09 of the Charter, the Council, by a four-sevenths vote, may adopt a final Resolution of removal, which shall become effective on July 31, 2017.

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: David M. Smith
David M. Smith
Mayor

RESOLUTION R-17-09

A RESOLUTION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, PURSUANT TO SECTION 3.09 OF THE CITY CHARTER, REMOVING THE CITY MANAGER FROM HIS POSITION

WHEREAS, on July 19, 2016, the Mayor and Council approved an Employment Agreement retaining Richard J. Marsh, Jr. as City Manager, and such Employment Agreement was duly executed; and

WHEREAS, pursuant to the Employment Agreement, the City Manager was appointed for an indefinite term; and

WHEREAS, pursuant to the Employment Agreement, and consistent with Section 3.09 of the City Charter, the Mayor and Council may remove the City Manager without cause; and

WHEREAS, pursuant to the Employment Agreement, and consistent with Section 3.09 of the City Charter, if the City Manager is removed without cause, the Manager shall be paid forthwith upon his removal his salary for the next three months following the adoption of the preliminary resolution for removal; and

WHEREAS, during a Special Session held on June 21, 2017, Council adopted a preliminary resolution, stating its intent to remove the City Manager *without* cause and immediately suspending him from his duties; and

WHEREAS, pursuant to Section 3.09 of the Charter, upon adopting the preliminary resolution, the City Manager had until the close of business on July 6, 2017, to reply in writing and/or request a public hearing, which he declined; and

WHEREAS, pursuant to Section 3.09 of the Charter, after such public hearing, if one is requested, and after full consideration, the Mayor and Council may adopt a final resolution of removal, which becomes effective forty days after the adoption of the preliminary resolution.

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

1. The City Manager is hereby removed of his position *without* cause, effective July 31, 2017, pursuant to Section 3.09 of the Charter.

2. The City Manager shall be paid forthwith the Manager's salary for the next three months following the adoption of the preliminary resolution of removal and any paid time off accrued up to the date of the preliminary resolution.

**PASSED, ADOPTED, AND APPROVED BY THE MAYOR AND COUNCIL OF
THE CITY OF BISBEE ON THIS 10TH DAY OF JULY, 2017.**

APPROVED:

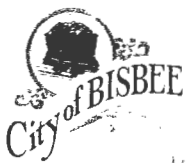
David Smith, Mayor

ATTEST:

Ashlee Coronado, City Clerk

APPROVED AS TO FORM:

Britt Hanson, City Attorney



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: July 5, 2017

Regular Special

DATE ACTION SUBMITTED: June 13, 2016

REGULAR **CONSENT**

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

SUBJECT: INTERVIEWS OF THE FOUR CANDIDATES FOR THE INTERIM CITY MANAGER POSITION

FROM: David M. Smith, Mayor

RECOMMENDATION: NA

PROPOSED MOTION: NA

DISCUSSION:

The following four candidates will be present for formal interviews by Mayor and Council:

- Benjamin R. Bitter
- Robert E. Smith
- Melanie Greene
- Michael Normand

FISCAL IMPACT:

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by: Ashlee Coronado
 Ashlee Coronado,
 City Clerk

Reviewed by: David M. Smith
 David M. Smith,
 Mayor



BENJAMIN R. BITTER

For interview contact Tim Pickering, [REDACTED]

SUMMARY

Over ten years of local government management experience with particular expertise in:

- Financial Operations and Budgeting
- Policy Analysis
- Performance Improvement
- Customer Service and Transparency
- Strategic Planning and Operations
- Policy Implementation
- Water and Sewer Utilities
- Public and Media Relations

An innovative leader with demonstrated organizational, analytical, and communications skills. Experienced in enhancing government efficiency and specializing in the implementation of best practices. Achievement-oriented with foresight towards long-term success. A dedicated team player who is able to work independently within the organizational framework.

EDUCATION

M.P.A., Arizona State University

Emphasis in Urban Management; Recipient of Marvin Andrews Fellowship

B.A., Brigham Young University

Major in Political Science; Minors in Statistics and Spanish

RELEVANT WORK EXPERIENCE

City Manager, City of Ashland, Kentucky (2013 – 2016)

Ashland has a population of 21,700 and is located on the Ohio River in northeastern Kentucky. It is a full-service city with eleven departments including Economic Development, Community Development (Planning), Police, Fire, Public Works (Sanitation), Legal/City Clerk, Human Resources, Parks and Cemetery, Finance, Administration, and Utilities (including Water, Wastewater, and Sewer).

Duties and Responsibilities

- Chief executive officer of a municipal government of 300 employees and an annual budget of \$53.1 million.
- Oversight responsibility for all departments and personnel.
- Implementation of City Council directed policy. Administration of the City's day-to-day operations, as well as identification and resolution of long-range issues.
- Preparation and administration of the City's operating and capital budgets.
- Negotiation with public and private sector entities.

- Media representation of the City including appearances on television and radio, interviews with the print media. Led media responses to natural disasters, water contamination, national media events, and coordinated a visit with the Secret Service for former President Bill Clinton.
- Responsible for the City's compliance with County, State, and Federal regulations such as health, environmental, and EEOC.

Achievements

- Implemented creative solutions to longstanding infrastructure problems, and began planning for future infrastructure replacement.
- Reduced organizational costs which resulted in budget surpluses.
- Created budget surpluses for the first time in decades, by cutting unnecessary costs and expanding business practices to develop new income. Took the City from reserves of only 4% of the annual budget, to over 25% of the annual budget – a hallmark for financial success.
- Secured hundreds of thousands of dollars in grants, ranging in topics from fiber-optic cable deployment to parks and trails development.
- Successfully negotiated collective bargaining agreements with unions from the police and fire departments, negotiating for over \$50,000 worth of concessions in one year.
- Managed a team of internal and external parties to revamp the City's outdated website, including adding integrated social media.
- Led the City through various crises, including through disaster recovery (and subsequent financial reimbursement) from two damaging storms that were declared emergencies by FEMA and through Presidential Declarations.
- Ensured all staff members were trained in emergency preparedness, and helped the executive staff obtain certification with FEMA as being NIMS-compliant.

Senior Management Analyst, City of Casa Grande, Arizona (2007 – 2013)

Casa Grande had a population of 50,900 and is located along Interstate 10, between Phoenix and Tucson. It is a full-service city with eleven departments including Police, Fire, Public Works (Airport and Water Company), City Attorney, Municipal Court, City Clerk, Human Resources, Community Services and Municipal Golf Course, Finance, Administration, and Planning and Development.

Duties and Responsibilities

- Member of the City's Executive Leadership Team.
- Oversaw all projects within the City Manager's Office, and on a diverse range of cross-departmental projects.
- Supervised support staff within the City Manager's Office.
- Led the City's performance management and goal-setting program.
- Analyzed budgets and spending for all City departments. Suggested improvements to City Manager for his inclusion in the recommended budget.

- Real estate manager for the City. Inventoried and purchased properties beneficial for the future of the community.
- Helped lead the economic development efforts of the City, to bring new jobs to the area.
- Served as the City's liaison for all programs and projects in the downtown area, including master plans, redevelopment plans, focus groups, property purchases, and traffic studies.
- Presented to the City Council and other boards on a regular basis, responded to requests for information, and implemented the direction they provided to the organization.

Achievements

- Assisted in updating the City's comprehensive strategic plan, which won the award for best plan in the State.
- Brought multiple large corporations and *thousands* of jobs to the city.
- I applied for and received grant funding for almost a dozen programs or events, and materialized hundreds of thousands of dollars in savings through these efforts.
- Managed a project to bring over \$4 million of energy efficiency upgrades to City facilities, including installing solar panel covered parking at four city facilities.
- Formed the Sun Corridor Metropolitan Planning Organization (SCMPO) to be the regional transportation planning organization for the City, the county, and two neighboring cities.
- Oversaw and submitted the budgets for the City Manager's Office and the City Council, totaling over \$1.2 million.

President, Treasurer, and Director, Towne Square at Desert Village HOA (2009 – 2014)

The Towne Square at Desert Village Homeowners' Association is located in Mesa, Arizona, at the corner of Hawes and Broadway Roads. The Association includes a private pool and clubhouse, public open space, playground, private roads, and desert landscaping. It is home to over 250 residents.

Duties and Responsibilities

- First-elected President on the Board of Directors.
- Responsible for oversight of the day-to-day operations of the Association.
- Prepared and managed annual budget, and oversaw financial condition of Association.
- Was the main point-of-contact for management company inquiries.
- Ensured compliance with Federal standards (e.g., "Americans with Disability Act").

Achievements

- Remained under budget for all years of service, storing away funds for future capital expenses.
- Implemented best practices from other states, and ensured compliance with new laws passed by the Arizona legislature.
- Represented the Association in mediation of various lawsuits, leading to the successful conclusion of the claims.

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Legislative Intern, Utah State Legislature (Representative John A. Dougall), 2006

The 27th District of the Utah House of Representatives was comprised of 35,000 people in the northern Utah County areas of Highland and American Fork. The District elected Representative John A. Dougall to serve from 2002-2013. He has been the State Auditor of Utah since 2013.

Duties and Responsibilities

- Only staff-person for the District.
- Represent the legislator at meetings and briefings, perform research tasks, write talking points, and provide bill analysis.
- Organize the legislator's schedule, and rally support for bills.

Achievements

- Performed complex statistical analysis on income tax bill that cut income taxes to all residents in the state.
- Successfully worked alongside lobbyists and various lawmakers to craft and pass policy.

Congressional Intern, U.S. House of Representatives (Representative Thaddeus G. McCotter), 2005

The 11th District of the Michigan was comprised of 662,563 people in the western Wayne County areas of Livonia, Plymouth, Northville, Novi, and Canton. The District elected Representative Thaddeus G. McCotter to serve from 2003-2012.

Duties and Responsibilities

- Represent the Congressman at public events.
- Conduct bill research, and provide constituency service, and register citizen viewpoints in Federal software.

Achievements

- Helped gather opinions on an important international trade bill, ultimately changing the way the Congressman voted, because of the responses from the constituency.

CERTIFICATES

- Certificate of Management and Organizations, University of Arizona
- National Incident Management System (NIMS) Certified, FEMA

MEMBERSHIPS

- International City/County Management Association (ICMA)
- Emerging Local Government Leaders (ELGL)

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HONORS AND RECOGNITIONS

- Vice Chairman, Management Committee, Central Arizona Governments, 2012
- Member, Executive Committee, Central Arizona Governments, 2012
- Liaison Officer, City of Casa Grande Emergency Operations Center, 2010-2013
- ICMA Emerging Leader, 2012
- ICMA Young Professional Scholarship Winner, 2011 ICMA Conference, Milwaukee, WI
- ICMA Conference Evaluation Committee, 2011
- ICMA Professional Scholarship Evaluation Committee, 2012
- ICMA Conference Evaluation Committee, 2016
- ICMA Digital Strategies Advisory Board, 2016-2017
- Marvin Andrews Fellow, Arizona State University, 2007
- Ambassador, Alliance for Innovation
- Presenter, 2010 American Planning Association Conference (Arizona Chapter), Phoenix, AZ
- Presenter, 2012 Arizona League of Cities Annual Conference, Scottsdale, AZ
- Presenter, 2013 Assn. of Metropolitan Planning Organizations Conference, Portland, OR
- Presenter, 2014 Transforming Local Government Conference, Denver, CO
- Presenter, 2016 Arizona City/County Management Association Conference, Marana, AZ
- Presenter, 2016 Next Generation Leadership Conference, Tucson, AZ
- Host, 2011 National League of Cities Annual Conference, Mobile Workshop
- Phi Sigma Alpha – National Honor Society for Political Science
- Pi Alpha Alpha – National Honor Society for Public Administration
- 2009 American Planning Association (AZ Chapter) – Best General Plan
- 2010 American Planning Association (AZ Chapter) – Making Arizona Competitive in the 21st Century (MAC21) Award
- 2014 American Planning Association (AZ Chapter) – Best Master Plan (“Life on Main”)
- 2015 Kentucky League of Cities Enterprise City Award for Environment/Revitalization (“Charles and Betty Russell Trails”)
- Eagle Scout, Boy Scouts of America

SOCIAL MEDIA

- *Twitter:* [REDACTED]
- *LinkedIn:* [REDACTED]
- [REDACTED]



Robert E. Smith ICMA-CM, AICP, CPM, IPM Associate

For interview contact Tim Pickering, [REDACTED]

ICMA-Credentialed Town Manager: 12+ years total local government service, with 9+ years as public CAO. 22+ years of public & private management experience.

Demonstrated, collaborative, team-based leadership in public management – up to 300 employees & budgets up to \$32M. Employs core values & planning mindset to grow administration's leadership capacities, while protecting & enhancing sense of civic place & growing local economy. Accomplished in coalescing stakeholders, furthering community's needs & reversing negative trends. Creative thinker employing 'first-ever' strategies.

Education

Master of Public Administration 1993
Virginia Tech, Blacksburg, VA
Master of Urban & Regional Planning 1991
Virginia Tech, Blacksburg, VA
Bachelor of Arts 1989
College of Charleston, Charleston, SC

Strengths

- Land Use Law & Planning
- Community & Economic Development
- Negotiations & Conflict Resolution
- Infrastructure Expansion & Financing
- Financial Management & Grants
- Personnel Management & Culture Changes

Public Experience

Interim County Administrator, La Paz County, AZ

01/2017 – 06/2017

Created in 1983, La Paz, along with 4 Native American tribes, supports agriculture, poultry & livestock production, & significant recreational tourism along the Colorado River & adjacent desert.

Responsible for operations of full service County (300 employees, \$32M budget) with significant recent turnover in elected offices. Quickly discovered looming insolvency & immediately began financial & operational mitigations. Cut \$2.6M from operational budget within 90 days, with additional \$1M in cuts under development/deployment.

Introduced a collaborative approach to working with leadership, bringing elected & employed departmental leaders together to address organizational challenges. Launched/created revenue enhancement & cost containment/resource sharing programs, supported by multi-departmental collaborative teams. Created documents/plans for effective transition to permanent administrator, follow-thru on active projects, & initiation of County's first strategic planning process.

- Replaced Finance Director, who resigned without notice.
- Secured State Treasurer's support to provide Registered Warrants, a first-ever for AZ Counties.
- Changed Servicing Bank. Secured new Line of Credit, Obtained \$500K loan from IDA
- Developed Cash Flow Model, Payables Inventory/Prioritization, began vendor remediation to re-establish flow of services & materials.
- Instituted procurement, hiring & travel freezes; re-established procurement policy. Priority efforts include creation/deployment of performance evaluation & discipline policies, as well as Software/IT planning.

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Robert E. Smith ICMA-CM, AICP, CPM, IPM Associate

For interview contact Tim Pickering, [REDACTED]

Town Manager, Chino Valley, AZ

08/2012 – 10/2016

Interim Town Manager, Chino Valley, AZ

02/2012 – 08/2012

General Law Town created 1970 largely serves as a bedroom/workforce to the Cities of Prescott & Prescott Valley. Proximity to airport, ADOT improvements & grant funded industrial park/infrastructure development provide for future growth of an employment base.

Responsible for operation of full service town of 11,000 population with 91 FTE & a \$29M operational budget. Exiting the recession, the administration, organizational layout, budget, classification & compensation plan, financial reporting & performance evaluation process were in desperate need of rehabilitation.

With financial trending pointing to insolvency within 18 months, evaluated fiscal structure & performance, developed triage plan to address critical failures & declining reserves. Re-tooled the budget, began a 3-year deployment of a compensation & classification plan, strengthened reserve policies/funding requirements, & launched transparency initiatives to provide better financial reporting & accountability.

- Began Team-Based Planning to address enterprise-wide civic engagement, website, IT & software issues.
- Created Town's first Industrial Park (\$2M project) with 95% grant funding (EDA) & first sewer extension (\$2M project) with 50% grant from WIFA. Delivered a major library expansion, created public & police shooting ranges, & conducted storm water, street paving, & housing rehab projects with grant funds from external resources.
- Initiated Council strategic retreats to triage financial emergency & avoid insolvency. Established Council's first strategic planning retreats to generate 5 year goals & priorities.
- Replaced key leadership, restructured organizational units, implemented classification & compensation plan, deployed core values, retained 4-day workweek & kept headcount flat for 5 years post-recession.
- Streamlined development process & codes, established Customer Service Initiative & created significant growth in private development/investment with positive community feedback.
- Enhanced reporting, transparency & civic engagement, secured GFOA awards for budget, initiated CAFR (CAFR award expected) & began first Capital programming & asset management plans.
- Negotiated/resolved significant litigation & conflicts (over \$20M).

City Manager, San Juan Bautista, CA

07/1998 – 01/2001

Historic Mission City with State Park & Mission within City limits. Historic District, space constraints & reliance on tourism required significant planning & growth management for this bedroom community with an 1850's historic downtown, 1812 Adobe Mission & the last remaining Spanish Plaza (Town Square) of the 21 California Mission Cities.

Managed Historic Mission city with \$4M annual budget via in-house staff & service/professional contracts. Established a cooperative relationship between City, Catholic Mission & State Historic Park, creating a Historic District Plan for future development & cooperation.

- Created EDA, USDA Rural Development, CDBG, HOME & COPS grants (\$8M).
- Introduced computers to the administration & setup/managed the peer-to-peer network.

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Robert E. Smith ICMA-CM, AICP, CPM, IPM Associate

For interview contact Tim Pickering, [REDACTED]

- Created merit-based pay classification system, GAAP-compliant separation of fiscal duties, & updated personnel policies for ADA compliance. Created new chart of accounts, budget, procurement processes & financial reporting
- Worked with Assisted City Attorney to create new growth management ordinance & compliance with the Fair Housing Act.

Town Administrator, Shallotte, NC

12/1996 – 07/1998

A 115-year-old town served as the economic support center for the Brunswick County beach communities which rely on seasonal tourism. Formerly a strong mayor town, Aldermen changed government to a Council/Manager form on a split 3/2 vote.

First Town Administrator for this river town (also served as volunteer firefighter). Oversaw \$3 Million in EDA grant funds for sewer-treatment plant expansion -- a process that also required use of imminent domain/forced condemnation of International Paper holdings. Constructed a cutting-edge plant that distributed effluent to pulp wood trees to allow growing & harvesting a crop to offset some operational costs. Facilitated annexation of NC state highway right of way through legislative action (a first-ever in NC) to annex property adjacent & create an industrial park. Secured over \$1 million in grant funding (no match required) for economic development & infrastructure of the industrial park.

- Built Town computer network, introducing computers to administration, deployed fund-based accounting software
- Updated personnel & procurement policies & fiscal reporting.
- Instituted GAAP-compliant practices, wrote various ordinances for the town's code & plans for compliance with the Coastal Area Management Act & DOT.

Director Planning, Community & Economic Development

North Delta Planning & Development Dist. (NDPDD COG), Batesville, MS 09/1995-12/1996

NDPDD serves 7 Counties & 35 Towns in one of the poorer areas of MS, administering millions in grant & subsidized funds & services to communities in need.

Managing a team of planners/grants administrators, & offering project support to 7 Counties & 35 Towns, processed over \$14M/yr. in grants & loans for housing, storm water management & infrastructure installations & expansions. Served the Executive Director & State Inspector General with special projects, including emergency operation of the finance department, facilitation of audit of several divisions of the organization, & provided response to several EEOC claims & State Treasurers' Demands.

- Served as interim Finance Director when the entire department resigned. Worked on response to \$4.1M state audit demand; deployed budgeting/fiscal reporting improvements. Interfaced with State Inspector General daily.

Director of Community Development, City of Dillon, SC

04/1994 – 09/1995

A community of about 7,000 serves as a longstanding community, the county seat, & regional trade area, supporting travelers along the I-95 corridor

Provided direct service to the recently hired City Manager, produced the City budget, oversaw licensing & code enforcement, staffed the planning & zoning commission, & administered federal grant funds for the City.

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Robert E. Smith ICMA-CM, AICP, CPM, IPM Associate

For interview contact Tim Pickering, [REDACTED]

- Responsible for Current & Comprehensive Planning. Ensured compliance with new state enabling act.
- Managed \$820,000 in HOME & CDBG grant funds & documentation for ongoing EDA project for Tyson Chicken.
- Provided technical support to staff for Novell networked financial system.

Private Experience

President, Anvil Partners, Glendale, AZ

08/2008 – 08/2012

- Planning & development consulting to wireless providers, infrastructure & tower companies.
- Services included zoning/permitting, compliance resolution, conflict management, advocacy, education, ordinance/code revision & property-related services.

Director, Finance/Facilities, Kaplan College, Phoenix, AZ

06/2009 – 01/2011

- Directed financial operations & fiscal reporting. Managed physical plant operations/security & Human Resources/ADA compliance for a \$10 million business unit with 600 students.
- Key role in preparing for & securing regional & national accreditations for the business unit, as well as simultaneous transition of campus leadership to an incoming President.

National Zoning Manager, Zoning SME, Legal/Regulatory, Crown Castle USA

Pleasanton, CA & Canonsburg, PA

02/2001 – 08/2008

- Resolved/assisted entitlement conflicts nationwide (24,000 business units). Participated in ordinance revision processes (over 150) across the country to advocate for better permitting environment for wireless installations & add/mods.
- Constructed towers in difficult localities across CA, secured contentious entitlements through local permitting & federal court litigation.
- Trained zoning/site acquisition personnel, wrote best practices manual for Crown. Helped design/build database tool for permit management for all Crown Towers & permits.
- Provided advocacy & educational functions/articles to APA, APCO & ICMA – securing state & national sessions at various professional conferences to advocate for the industry sector.
- Helped write & pass state legislation with PCIA. Assisted with formation of State Wireless Associations for the industry sector.
- Assisted with \$5B merger, assimilated permits & legal documents for 12,000 business units (250,000+ pages of data) into database I helped construct to manage timely renewal & satisfaction of permitting renewals.

Professional Certifications, Affiliations & Associations	ICMA – CM	Credentialed Manager, International City/County Management
	AICP	Certification #020647, American Institute of Certified Planners
	ACMA	Former Board Director, Arizona City/County Management
	APA	Member #079166, American Planning Association
	AZAPA	Member, Arizona Chapter American Planning Association
	CPM	Certified Public Manager, Arizona State University
	Rotary	Former President Elect, Chino Valley Club, District 5490
	Lions	Former Member, Chino Valley Morning Club

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Robert E. Smith ICMA-CM, AICP, CPM, IPM Associate

For interview contact Tim Pickering, [REDACTED]

Publications & Speaking

- 2009 – *ICMA PM Magazine*, “Wireless Communications: Still Alive & Kicking”
- 2008 – *Planetizen* “Important Court Decision Restores Local Govt. Control”
- 2008 – APA National Conference, Las Vegas, NV, “Wireless Las Vegas”
- 2008 – APA National Conference, Las Vegas, NV, “Wireless Infrastructure & the Law”
- 2007 – APA National Conference, Philadelphia PA, “Towers & Land Use Controls”
- 2007 – *AICP Practicing Planner*, “Managing Wireless Infrastructure Deployment”
- 2007 – NC Senate Bill 831 & NC Model Zoning Code (working with PCIA)
- 2006 – PCIA Model Zoning Code & Model Legislation (working with PCIA)
- 2006 – APA National Conf., San Antonio, TX, “Wireless Infrastructure & Local Controls”
- 2006 – CA Senate Bill 1627 (working with PCIA)
- 2006 – *APA InfoTEXT*, “Facing the Future: Top 3 Actions a Planner Can Take:”
- 2005 – PCIA, Wireless Special Interest Group Position Statement (with PCIA)
- 2005 – *APA InfoTEXT*, “State Wireless Associations Beginning to Form”
- 2004 – *APA InfoTEXT*, “An Introduction to the PCIA”
- 1991 – National Hazmat & Transportation News, Assorted Articles on Hazardous Waste

Training

- Certified Public Manager Program, Arizona State University, 2015
- FEMA, 2000 Emergency Management Institute, Disaster Operations & Recovery
- UNC-Chapel Hill, School of Government/1997-8 Municipal Administration Courses

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Linking organizations with resources to meet their budget, direct growth, and build sustainability.

m.greene

PLANNING & RESOURCE DEVELOPMENT

SUMMARY – MELANIE GREENE, OWNER

28 years of experience with municipalities, non-profit organizations, and IRA Tribal Councils in the following fields of interest:

- Interim Management
- Transportation and Transit Services
- Grant Writing and Fund Development
- Project and Budget Development
- Strategic Planning and Charrette Development
- Affordable Housing Development: emergency, transitional, and permanent
- Affordable Housing Preservation
- Education
- Community Organizing
- Community Development
- Organizational Development and Capacity Building
- Board Development
- Alaska Native Tribal Council Administration
- Small Business Marketing Strategies and Business Growth Management

SELECTED CLIENTS, EMPLOYMENT AND ACHIEVEMENTS

CITY OF BISBEE, BISBEE ARIZONA (employed and contracted consultant)

- \$4.6 million plus in State and Federal fund development for Transit Services, Tourism, Community Development, Transportation Infrastructure, Arts, and Historic Preservation, and Public Safety including funds for Fire Truck, Ambulance, Hwy 92 sidewalks and crossing, Arizona Street reconstruction, Main Street Sidewalks, Main Street amethyst sidewalk, City Hall and Library preservation efforts (windows, doors, gutters), Warren District Historic District Study, Tourism Marketing, DRB Guidelines, Public Safety Communications Equipment, and others ;
- Commission facilitation and support: Bisbee Arts Commission, Commission on Disabilities Issues, Transit Advisory Commission, Design Review Board and Planning & Zoning Commission;
- Transit Program Management and Budget Development;
- Policy and resource development for Arts, Transit, Procurement, Historic Preservation, Tourism and public events;
- Science Center – planning and resource development;
- Charette Development for San Jose district; and
- Grants writing, management and development for Fire Department, Community Development, Public Works, Tourism, Transit, and Roads and Streets.

SOUTH EAST ARIZONA GOVERNMENTS ORGANIZATION (SEAGO), BISBEE ARIZONA

M. Greene Planning & Resource Development [REDACTED]

- Development of a comprehensive Regional Mobility Management Plan;
- FTA5310 Transit Application Review Panel member and facilitator;
- FTA5316 Transit Application Review Panel member and facilitator;
- FTA5317 Transit Application Review Panel member and facilitator;
- Grant writing workshop for SEAGO region transit providers;
- Three-year contract to provide Transit Technical Assistance and regional Transit Coordination and manage all transit related programs in a four-county area;
- Three-year contract to provide state-wide training program for transportation providers; and
- Consulting on strategies to address regional and state-wide transportation issues.

CENTRAL SCHOOL PROJECT

- \$100,000 for building preservation

NANWALEK IRA COUNCIL, NANWALEK ALASKA

- Interim Tribal Administrator
- \$700,000 in federal fund development for water and sewer programs, roads development, EPA programs, and natural resources, and law enforcement;
- Technical assistance to Tribal Council in all aspects of Council activities;
- Council and staff training; strategic planning, and budget development;
- Council policy and ordinance development; and
- Election planning.

TOWN OF MIAMI, MIAMI ARIZONA

- Transit Study and expansion plan from dial-a-ride system to deviated fixed route with para-transit;
- Development of transit system procedures, policies, and grant management systems;
- Contract to prepare and submit monthly and quarterly transit invoices and reports for ADOT; and
- \$291,000 in 5311 State/Federal transit funding.

ARIZONA DEPARTMENT OF TRANSPORTATION MULTI-MODAL PLANNING DIVISION, PHOENIX ARIZONA

- Grant writing workshop for Navajo Transit Conference;
- Transit Application Review Panel member for 5300 programs;
- Mobility Management Technical Assistance & Training;
- FTA Site Review readiness consultant; and
- On-Call Transit Consultant – Planning.

UNIVERSITY OF ARIZONA SOUTH – SIERRA VISTA ARIZONA

- Grant writing workshops for teachers, non-profits, rural municipalities, and individuals;
- \$2.3 million Transition to Teaching grant – U.S. Department of Education;
- Presenter – Extension Agent’s Sustainable Communities Conference; and
- Facilitator – Cooperative Planning Team UAS with Cochise College.

BOYS AND GIRLS CLUB OF BISBEE, BISBEE ARIZONA

- \$120,000 in private fund development

CITY OF DOUGLAS, DOUGLAS ARIZONA

- Development of a municipal transit program and budget;
- \$536,000 in 5311 State/Federal transit funding; and
- Development of a transition plan for taking over the operations of the Douglas Rides program.

COCHISE COMMUNITY FOUNDATION – SIERRA VISTA ARIZONA

- Development of “Developing Legacy Gifts: A Training for Boards of Directors of Community Foundations”;
- Presentation of Legacy Gift Training to five Arizona Foundation Affiliates; and
- Presentation of Legacy Gift Planning to Arizona Foundation Affiliates Council.

FLORIDA HOUSING COALITION, TALLAHASSEE FLORIDA

- \$3 million in federal fund development for affordable housing technical assistance, program development, and training;
- Business line development and strategic planning;
- Board development training for member organizations;
- Technical Assistance provision to member organizations state-wide; and
- Conference planning for 600 members.

HAVEN HOUSE – SOUTH PENINSULA WOMENS TRANSITION CENTER, HOMER ALASKA

- Interim Executive Director;
- \$110,000 in fund development from Federal and State programs;
- Organizational budget development; and
- Successful Executive Director Search.

MIDDLE WAY HOUSE – BLOOMINGTON INDIANA

- Interim Executive Director;
- \$4 million in resource development;
- Team leader for concept, design, financing, and development of 28-unit transitional housing facility that included 24-hour day care, legal offices, and education programs; and
- Advocacy and education to five county rural region of southern Indiana.

SELECTED HONORS AND APPOINTMENTS

- Board Member, National Low-Income Housing Coalition, Inc. Chair, Housing Preservation Committee 2002-2004
- National Alliance of HUD Tenants - Community Service Advocate Award - 2000
- Served on the Enterprise Community Steering Committee developing long term planning of community housing, education, and economic development in the Monroe County, IN area - 1998
- Served on the Board of Directors for the Indiana Coalition on Housing and Homeless Issues - 1995-1998
- The 1994 recipient of the Robert Zdenek Staff person of the year award presented by the Indiana Association for Community Economic Development
- Named one of Bloomington’s most “Phenomenal Women of 1997” by Bloomington Voice Magazine, Bloomington, Indiana.



MICHAEL E. NORMAND

[REDACTED]
[REDACTED]
[REDACTED]

E-MAIL: [REDACTED]

SUMMARY

Public management professional with strategic planning and operational expertise in major metropolitan areas and rapidly growing suburban communities; leadership experience in the areas of capital improvements planning, project management and delivery, budgeting, contract negotiations, grant administration, intergovernmental relations, and communications.

PROFESSIONAL EXPERIENCE

**Director of Transit Programs & Grants
Arizona Department of Transportation**

April 2009 – October 2016

Responsible for administration of federally funded transit and special needs transportation programs for the State of Arizona. Oversee the distribution and administration of approximately \$30 million annually in federal formula funds to rural communities and Native American tribes throughout Arizona. Administered an additional \$14 million in American Recovery and Reinvestment Act (ARRA) funds in 2009. Provide technical assistance in the areas of transit operations planning, system management, fleet procurement and capital facilities development. Insure compliance with federal regulatory requirements. Safety program oversight for rail transit systems in Phoenix and Tucson.

Key Accomplishments:

- Appointed to the C-TRAN (Vancouver, WA) Expert Review Panel by Washington State Governor and Secretary of Transportation to review and evaluate operating plans and financial assumptions for two High Capacity Transit systems (Light Rail and Bus Rapid Transit) to be implemented as part of C-TRAN's Long-Range Transit Plan and the Columbia River Crossing bridge infrastructure project.
- Awarded the 2012 State Leadership Award by the Community Transportation Association of America in recognition of ADOT's "tireless and dedicated work to secure investment and support for community and public transportation throughout Arizona."
- Board member Arizona Transit Association (AzTA). Served as chair of the Statewide Transit Conference Committee (2011 & 2012).
- Led efforts to fund and construct a new \$4 million transit maintenance, operations and administration facility for the Navajo Nation, Ft. Defiance, AZ. The project was completed in March 2012.
- Led efforts to overhaul ADOT's State Safety Oversight Program (Rail Transit Systems) in response to a 2010 Federal Transit Administration program audit. All audit findings have since been closed.

**Transportation Services & Planning Manager
City of Chandler, Arizona, (Pop. 250,000)**

March 2002 – April 2009

Rapidly growing suburb and high-tech employment center located in the Phoenix metro area. Responsible for managing the City's transit and dial-a-ride service contracts with an annual operating budget of over \$6 million. Oversee the Real Estate Division. Act as staff liaison to the City's Transportation Commission, oversee technical work performed by consultants, prepare and present planning recommendations to elected officials and citizen groups. Prepare and manage (cost center) annual capital and operating budgets. Oversee design and development of new transit facilities. Administer state and federal grants. Coordinate with other state and local agencies on planning and funding issues. Participate on regional technical advisory committees for commuter rail, light rail, transit, and freeway corridor studies. Supervise eight staff positions.

Key Accomplishments:

- Served as **Acting Assistant Public Works Director** (December 2006 – February 2008). Responsible for general oversight of Transportation Department with 104 staff positions, \$19 million annual operating budget, and \$195 million capital improvements program. The Department encompasses capital improvement program development and administration, street maintenance, traffic engineering, public transit, transportation planning, and real estate functions.
- Provided leadership to newly organized Real Estate Division and improved productivity.
- Secured \$7 million in grant funding for construction of the City's first commuter park & ride scheduled to open in December 2008.
- Led local planning efforts that resulted in an investment of \$180 million in voter approved regional funding to support expansion of the City's transit system as part of Maricopa County's 20-year Regional Transportation Plan.
- Negotiated the dedication of a one-half acre site for construction of a transit center at a new regional mall. The project received an Architectural Merit Award in 2005.
- Participated in union negotiations for the City's first labor agreement under the new "meet and confer" ordinance. Participated on the management negotiating team for two subsequent labor agreements.
- Led efforts for the City to be recognized as a "Bicycle Friendly Community" in 2004.

Awards Received: Exceptional Performance Award 2008, Employee Excellence Award 2005.

**Transit Facilities Planning Manager
Valley Metro, Phoenix, Arizona**

April 2001 – March 2002

Assisted with various aspects of planning for the Central Phoenix/East Valley Light Rail System. Acted as project liaison with the Federal Transit Administration and project manager for the City of Chandler High Capacity Transit Major Investment Study. *(Position partially funded by the City of Chandler).*

**Transportation Planner
City of Chandler, Arizona**

August 1999 – April 2001

Oversee contracted fixed-route and dial-a-ride services, bicycle improvements program and commute trip reduction program. Project manager for City's Transportation Plan Update.

**Community Connections Program Manager
Central Puget Sound Regional Transit Authority (Sound Transit), Seattle, WA,**

September 1997 – August 1999

Sound Transit was a new public agency created after voters approved a ten-year, \$3.9 billion Regional Transportation Improvement Plan that included construction of a light rail, commuter rail and regional express bus system. I was responsible for overseeing the development of new transit centers, park & rides and transit access improvements required to support twenty new regional express bus routes serving the three-county Central Puget Sound area. A total of 34 capital projects ranging in cost from \$1.3 million to \$19.9 million, with a total ten-year program budget of \$314 million.

Key Accomplishments:

- Hired and supervised professional staff for the newly created division.
- Initiated planning, design and environmental work on ten major capital projects.
- Participated on discussion panels at three regional transportation conferences.

**Supervisor of Capital Facilities Programming/
Capital Facilities Planner**

July 1994 – September 1997

Community Transit, Everett, WA,

Responsible for the development and implementation of Community Transit's capital facilities program including bus stops, transit centers, park & rides and fleet support facilities.

Key Accomplishments:

- **Merrill Creek Maintenance & Operations Base (completed May, 1997).** Project management responsibilities for the development of this \$20 million "design/build" project included acquisition of a 22.5 acre site, facility design, permitting and construction of an 87,000 square-foot maintenance/operations building and fueling facility. Involvement with this project included site acquisition and contract negotiations, consultant selection, coordination of design review, budgeting and construction contract administration. The project was completed ahead of schedule and under budget. The project received the following awards: *1997 Industrial Development of the Year, National Association of Office and Industrial Properties (NAIOP)*; *1997 Vision 2020 Award, Puget Sound Regional Council*; *1997 Project of the Year, Pacific Northwest Chapter of the Construction Management Association of America (CMAA)*.
- **Ash Way Park & Ride (completed July, 1999).** Provided staff supervision during design and development of this \$4.3 million facility. The 1,000-stall park & ride provides parking capacity for Community Transit's commuter routes and Sound Transit's regional express bus routes.
- **Edmonds Community College Transit Center (completed November, 1995).** Project management responsibilities for this \$500,000, 6-bay transit center located on the college campus included coordination with the college, City of Lynnwood and other Community Transit departments during design and construction of the facility; negotiation of a maintenance and operations agreement with the college; and construction management. The project was completed on schedule and under budget.

Community Transit Awards Received: *1996 Executive All-Star Award (Merrill Creek Project Team)*, *1995 Employee Of The Year* and *1995 Transit Team Member*.

Senior Planner/Associate Planner

February 1990 - July 1994

Shockey/Brent, Inc., Everett, WA and TDA, Inc., Seattle, WA,

Transportation and land use planning consulting firms. Responsibilities included project management, development of work proposals and budgets, supervision of planning staff. Interpretation of state and local land use regulations, preparation of land use/development permit applications (rezones, subdivisions, conditional use permits). Worked with county and municipal planners, school districts, elected officials and state agency staff on projects relative to land development and comprehensive planning. Represented projects and made presentations at community meetings and public hearings.

Railroad Promotional Tour Manager/Rail Crew Supervisor

(Seasonal) 1986 –1990

Holland America Line - Westours, Inc., Anchorage, AK,

Conducted travel industry presentations promoting tourism in Alaska in twenty-four cities across the U.S. Responsible for overseeing the onboard operations of the McKinley Explorer passenger railcars operated by Holland-America Line/Westours on the Alaska Railroad. Assisted with training and supervision of seventy-five seasonal employees.

EDUCATION

Master of Public Administration, Arizona State University, Tempe, Arizona, 2005.

Bachelor of Arts - Urban and Regional Planning, Western Washington University, Bellingham, Washington, 1987.

MILITARY SERVICE

U.S. Coast Guard and Coast Guard Reserve 1979 – 1987, Marine Science Technician (E-4). Conducted shipboard oceanographic and meteorological programs in the Bering Sea and Gulf of Alaska. Participated in search and rescue, law enforcement assignments, and military training exercises. Awarded the U.S. Coast Guard Silver Life Saving Medal, Good Conduct Award, and Unit Commendation.

COMMUNITY SERVICE

- Construction Team Leader/Volunteer Coordinator/Fundraiser - Habitat for Humanity Valley of the Sun, Phoenix, AZ
- Chairman of the Board - About Care, Inc., Support Services for the Homebound, Chandler, AZ
- Assistant Scoutmaster – BSA Troop 853, Mesa, AZ

References available upon request.



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: June 20, 2016

Regular Special

DATE ACTION SUBMITTED: June 13, 2016

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: DISCUSSION AND POSSIBLE APPROVAL OF A MOTION TO GO INTO EXECUTIVE SESSION PURSUANT TO A.R.S. § 38-431.03(1) FOR CONSIDERATION OF THE EMPLOYMENT AND APPOINTMENT OF AN INTERIM CITY MANAGER.

FROM: David M. Smith, Mayor

RECOMMENDATION: Approve the motion

PROPOSED MOTION:

I move that the Mayor and Council go into Executive Session pursuant to A.R.S. §38-431.03(1) for consideration of the employment and appointment of an Interim City Manager.

DISCUSSION:

This executive session will be for the purpose of considering the applications for the position of Interim City Manager.

FISCAL IMPACT: NA

DEPARTMENT LINE ITEM ACCOUNT: NA

BALANCE IN LINE ITEM IF APPROVED: NA

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: David M. Smith
David M. Smith
Mayor



REQUEST FOR MAYOR & COUNCIL ACTION

Session of: July 10, 2017

Regular Special

DATE ACTION SUBMITTED: July 5, 2017

REGULAR CONSENT

TYPE OF ACTION:

RESOLUTION ORDINANCE FORMAL ACTION OTHER

SUBJECT: **DISCUSSION AND POSSIBLE SELECTION OF A PREFERRED APPLICANT FOR THE POSITION OF INTERIM CITY MANAGER.**

FROM: **David M. Smith, Mayor**

RECOMMENDATION: **At the discretion of the Mayor and Council**

PROPOSED MOTION: **I move that we select _____ as our preferred applicant for the position of Interim City Manager.**

DISCUSSION:

If you are ready to make a decision on the City Manager position at this time, this will allow this matter to be discussed.

FISCAL IMPACT: **NA**

DEPARTMENT LINE ITEM ACCOUNT: **NA**

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

Prepared by: Ashlee Coronado
Ashlee Coronado
City Clerk

Reviewed by: David M. Smith
David M. Smith
Mayor