

MINUTES

MINUTES OF THE REGULAR SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, HELD ON TUESDAY, APRIL 17, 2018 AT 7:00 PM IN THE COCHISE COUNTY BOARD OF SUPERVISORS HEARING ROOM, 1415 MELODY LANE, BUILDING G, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 7:01PM.

ROLL CALL

COUNCIL

Councilmember Anna Cline, Ward III

Councilmember Joan Hansen, Ward II

Excused

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

Robert Smith, City Manager

Ashlee Coronado, City Clerk

Keri Bagley, Finance Director

George Castillo, Fire Chief

CITY ATTORNEY

Britt Hanson

INVOCATION: Mayor Smith asked for a moment of silence to give our best to Councilwoman Hansen who underwent knee replacement surgery and the loss we experienced today of Barbara Bush, who did a lot for the United States.

PLEDGE OF ALLEGIANCE

MAYOR'S PROCLAMATIONS AND ANNOUNCEMENTS:

CALL TO THE PUBLIC

- Jennifer Schmidt, Bisbee resident stated that she was here to speak the truth regarding the golf carts. The golf carts are unsafe; this weekend there was almost an accident by just inches. She has talked to David Russell about these issues and about the other malfunctioning carts. She listed the other issues with the carts.

Mayor Smith requested that tomorrow any carts that are on the street be safety checked, that the Police department specifically look for carts on the street and safety check them.

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

GENERAL BUSINESS:

1. ACCOUNTS PAYABLE: Subject to availability of funds

MOTION: Councilmember Cline moved to approve the accounts payable in the amount of \$112,615.83.
SECOND: Councilmember Davis

Councilmember Lindstrom asked about the office supplies being under Bank of America charges. Ms. Bagley, Finance Director asked Councilmember Lindstrom where specifically he was looking that sometimes if it was somewhere other than Office Depot and we don't have an account then it was purchased with the Bank of America Card.

Councilmember Lindstrom stated that it was Scanners, Thumb drives, Chairs and Keys. Ms. Bagley stated that they keys were purchased from Cochise Lock and Safe with the Bank of America card and the other ones were from Staples in Sierra Vista.

Councilmember Lindstrom asked if they had tried to purchase any of these items locally.

Mr. Smith, City Manager said that the current procurement code that the Council has provided for staff to follow provides for staff to purchase from any vendors who have state contracts. The companies that we purchase from have state contracts because we don't have to go through comparative exercises and filtering to see where the lowest prices are. The assumption within that code that Council has provided for us was that if a company has gotten a state contract they are providing the lowest cost possible.

Mr. Smith stated that we would have to go out for an RFP (Request for Proposal) which we are working on and planning on going out to the entire office supply sector and in particular mailing hard copies to businesses in Bisbee, Douglas and Sierra Vista, but he was not able to go to a specific business in Bisbee and try to feed them business he has to follow state law.

Councilmember Cline asked about Luncheon Supplies \$59.02 being under Fire Replacement. Ms. Bagley stated that at City Hall we had luncheon supplies and this was to replace those items.

Councilmember Cline also asked about 10-64-42050 IV Partice Arm was that a Practice Arm was it a typo, what was this. Chief Castillo stated that the IV Practice Arm was to train our new EMT's to be IV certified within the department.

Councilmember Cline also asked about 10-75-46100 Fire Replacement Expense – GPR \$1,548.50. Ms. Bagley stated that they would be renaming this account to say Fire Expense. This was for City Hall nondestructive testing.

MOTION PASSED: UNANIMOUSLY

2. Approval of the Consent Agenda

- A. Approval of the Minutes of the Regular Session of Mayor and Council held on February 20, 2018 at 7:00PM.
Ashlee Coronado, City Clerk
- B. Approval of the Minutes of the Work Session of Mayor and Council held on March 6, 2018 at 5:01PM.
Ashlee Coronado, City Clerk
- C. Approval of the Appointment of Josef Linden to the Police and Fire Advisory Committee
Ashlee Coronado, City Clerk

- D. Approval of a Park, Facility and Right of Way Use Permit for Bisbee Unified School District to use Tombstone Canyon starting at the Ironman down to City Park for a Community Walk to support National School Walk-Out 20th Anniversary of the Columbine Shooting on Friday, April 20, 2018 from 10:00am to 2:00pm, with a request for a waiver of fees.
Ashlee Coronado, City Clerk
- E. Approval of a Park, Facility and Right of Way Use Permit for Bisbee Vogue, Inc. for the use of various City streets, parking spaces and staircases for the Bisbee 1000 Stair Climb on October 20, 2018 from 5:00am to 8:00pm; this includes time for setup and breakdown.
Ashlee Coronado, City Clerk
- F. Approval of a Park, Facility and Right of Way Use Permit for Bisbee Vogue, Inc. for the use of City Park for the Bisbee 1000 Stair Climb on Saturday, October 20, 2018 from 7:00am to 11:00am.
Ashlee Coronado, City Clerk
- G. Approval of a Special Event Liquor License Application Submitted by the Community Synergy Solutions Corporation for an Event to be held at Club Kilimanjaro, 33 Subway Street, Bisbee on Saturday, April 28, 2018 from 2:00pm to 10:00pm; Serena Sullivan, Applicant.
Ashlee Coronado, City Clerk

Mayor Smith asked if Council wished an item to be pulled for further discussion.

Councilmember Davis wished to pull items E & F for further discussion.

MOTION: Councilmember Cline moved to approve Consent Agenda Items A-D & G.

SECOND: Councilmember Davis MOTION PASSED: UNANIMOUSLY

Mr. Ken Budge, Board of Directors Bisbee Vogue, Inc. was here to answer any questions.

Councilmember Davis asked Mr. Budge about the closing of Quality Hill affecting those that live there. Mr. Budge stated that they will be able to go to the left and around that way. They would go up the left side of the Courthouse up and over that way if they needed to go. Mr. Budge also stated that they were trying to downsize this year they were trying to do 1350 people instead of 1500. They are trying to make things smaller and easier.

Mayor Smith asked when they would be putting out the "No Parking Signs". Mr. Budge stated that they had met with Public Works Director Andy Haratyk and they will not be involved with that this year Public Works will be doing it.

Mayor Smith stated that any complaints would go to Andy Haratyk. Mr. Budge stated that was what Mr. Haratyk wanted.

Mayor Smith asked Mr. Britt Hanson, City Attorney about the parking lot at the Courthouse being the County's. Mr. Hanson said that every year they get a use permit from the County to use it.

MOTION: Councilmember Cline moved to approve Consent Agenda Items E&F.

SECOND: Mayor Smith MOTION PASSED: UNANIMOUSLY

OLD BUSINESS**NEW BUSINESS**

3. Discussion and Possible Approval of Resolution R-18-06 in Support of an Application to the US Department of Agriculture for no more than \$80,000 for a portion of the design phase funds in support of the Science and Exploration and Research Center.

Melanie Greene, M. Greene Planning & Resource Development

Ms. Greene said that it had been a year since they had first gotten the application in for this project. We are at the 50% mark on getting this job done. Gallagher and Associates will be here this week to make presentations at private meetings. We are right on track in spending the money and in meeting our matched commitment.

The feasibility study was being completed the preliminary findings are showing a very favorable outcome for a science center. The design of which would have to be done in this next phase which was called the design phase. This USDA application was hoping to accomplish the design phase which was a much bigger more on detailed phase of planning.

This application was actual cash from USDA to support the lease of storefront, utilities, exhibits on a rotating basis, volunteer support and training, public engagement events, supplies, furnishings and insurance. You can get points significant points if you can leverage their money so were looking for our other partners to help us with in-kind or cash.

Ms. Greene asked for a change in the resolution it needed to show that the City itself was investing in this process, but it does not have to be cash and similar to last year what she would like to do was to utilize the administrative costs in the grant. The time that finance spends on this in addition she would like to add the Visitor Center Jen Luria's City time about \$2500.00 worth of her city time to help us in the marketing of this.

Ms. Greene stated that with the resolution you have item number three (3) under the now therefore; when she originally wrote this she assumed that we would not be asking the City for any indication of match and in reading the USDA guide understood that having a real investment by the City could be important for the reviewer's. So where it says agrees to accept support services valued at up to \$40,000. She would like it to read agrees to accept/provide because that provision comes through the finance department and possibly the visitors Bureau services valued up to and then she would like to change the \$40,000 to be inclusive of all of the match now that she was pulling together which currently was \$95,800. She would like to say up to 70% rather than a figure.

Ms. Greene stated that she had spoken to Mr. Hanson regarding the changes except the dollar figures. Mr. Hanson stated that the change was fine, but when you make a motion to approve the resolution with the changes recommended by Ms. Greene.

Councilmember Cline asked if we had the permanent Exploration and Research Center location. Ms. Greene stated "No" that will come about as recommendations from the feasibility study. The final decision on location will have to be made once we know what it was we wanted to provide.

MOTION: Councilmember Davis moved to approve Resolution R-18-06 in support of an application to the US Department of Agriculture with the changes recommend by Ms. Greene for a portion of the Design Phase of planning for the Science Exploration and Research Center.

SECOND: Councilmember Lindstrom

ROLL CALL VOTE:

AYES: Councilmember Cline, Davis, Higgins, Dunn, Lindstrom and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -6; NAYS -0

4. Discussion and Possible Approval of the creation of Position and Job Description for Customer Service Manager.

Robert E. Smith, City Manager

- Joni Giacomino, Bisbee resident asked why during the budget are we trying to add a position when this position could easily be covered under the City Manager, was there a specific reason this was being developed.

Mr. Smith stated that before Council was a job description for Customer Service Manager. He referenced a study session with iBisbee which after a significant amount of work folks have identified that there's a significant disconnect between the City and the Community. It was also identified that consistency and customer service were problems here in Bisbee. He stated that the administration of the City's local government was no exception to that statement. We do have problems with communications, consistency and customer service.

Currently complaints are not managed or tracked through the administration they are received by anyone and pretty much administered by anyone. The data from those complaints are not captured we are not learning from our shortcomings at least not in an identified way. There was not a consistent experience that the community receives and we are not managing to create this.

The approach was to create a job description to make a difference and begin to document and improve that difference. There was an opportunity once we begin to pursue this effort in an organized fashion to involve volunteers to assist us. He believes there was ability for us to respond and use data in a better way and that there was a way for us to add value to our customer service.

The purpose of the requested action was to define a position that we can task a person with taking these things on and improving our relationship with our customers. We are asking for Council to create a job description so that we can assign a person and get to work.

Mayor Smith clarified that Mr. Smith was asking for Council to approve a job description, but this doesn't provide you an avenue to hire anybody yet.

Mr. Smith stated that there was no association of money with this request.

Mayor Smith asked if this would be something Mr. Smith would be proposing in the new budget. Mr. Smith stated "Yes" he did have funds in hand right now to hire a person to do this within my standing budget, but it's my understanding that between finance and the other funds we have the ability to put somebody to work right now. We just don't have a description and a job position to assign somebody this specifically.

Ms. Bagley, Finance Director explained where the funding for this position would come from.

Mayor Smith asked about it being reviewed by the Civil Service Commission. Ms. Coronado, City Clerk stated that we do not have a quorum of the commission.

Mayor Smith asked with this approval it creates a position that Mr. Smith says was funded and that Mr. Smith would be proposing that in the near future putting someone in that position at up to 19 ½ hours a

week. Mr. Smith stated “No” he would be seeking for it to go past 19 ½ hours a week with whatever funding he has available within the budget.

Councilmember Cline said that under the summary it says under limited supervision, provides administrative and secretarial support to the Department Director, conducts independent research on variety of topics, and assists with managing projects, acts as liaison to the public. What department director? Mr. Smith said that this person would be serving in Finance and will be doing more than just Customer Service.

Councilmember Cline asked about the representative job duties some of which she sees as City Manager duties, Department Heads, and Personnel.

Mr. Smith asked that they back up regarding complaint resolution. He stated there needed to be a consistent reception of complaints and there needs to be consistent escalation of complaints that can’t be resolved at the window currently we don’t have that.

Mayor Smith stated that there were enough questions that it bares further education for all of us.

MOTION: Mayor Smith moved to table this till the next meeting.

SECOND: Councilmember Higgins MOTION PASSED: 5/1; Councilmember Lindstrom Nay

Mayor Smith asked Mr. Smith for them to get together to figure out the best way to present this to Council.

5. Discussion and Possible Approval of Notice of Intent to Adopt Ordinance O-18-08; Amending the Animal Code portion of the City Code, Article 6, and adding a Feral Cat Colony Caregiver Program.
Britt Hanson, City Attorney

- Ron Staley, Bisbee resident wanted Council to not vote for this. He doesn’t want the Animal Shelter to make money. He thought the Caregiver Program was good, but the money aspect should be taken out of it.
- Jennifer Schmidt, Bisbee resident said that the cats on Brophy are in horrible shape and that the smell was awful.

Mr. Hanson stated that we had a work session just a few weeks ago on this. The animal code was way out of date. There were changes in terminology over the years. It does not change what needs to be done or was being done. The added part of the feral cat colony was presented to council a few weeks ago at the work session. It provides an outline and gives some authority to start dealing with the feral cat populations in the City. It will take more than an ordinance to make it work it will take some dedicated people to fulfill it.

MOTION: Councilmember Higgins moved to approve Ordinance O-18-08 amending the Animal Code Portion of the City Code, Article 6, and adding the Feral Cat Colony Caregiver Program.

SECOND: Councilmember Davis

ROLL CALL VOTE:

AYES: Councilmember Cline, Davis, Higgins, Dunn, Lindstrom and Mayor Smith.

NAYS: 0

MOTION PASSED: AYES -6; NAYS -0

6. City Manager's Report:

- Other current events (No Discussion)

COUNCIL COMMENTS OR FUTURE AGENDA ITEM SUGGESTIONS: (Council members may suggest topics for future meeting agendas, but Council will not here discuss, deliberate or take any action on these topics.):

MOTION: Councilmember Higgins moved to adjourn the meeting.

SECOND: Councilmember Davis

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 8:13PM

David M. Smith, Mayor