



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: February 2, 2017
TO: Mayor Smith and City Council Members
FROM: Richard Marsh, City Manager
RE: City Manager's Weekly Report

This is the weekly report for the week ending February 3, 2017.

- **ACTING CITY MANAGER**

I am attending the 2017 Arizona City Managers Association (ACMA) Winter Conference in Sedona for the remainder of the week. I will be away from the office from February 1st - 3rd. In my absence, Andy Haratyk will be Acting City Manager. Please feel free to contact him with any questions, concerns, or issues that may arise during my absence.

- **PROJECT STATUS REPORT**

Attached please find the updated Project Status Report for the week ending 02/03/2017 for your review.

- **HERMOSILLO SONORAFEST 2017 MEETING**

Last weekend Ricardo Morales (Tucson Hispanic Chamber) and I attended a meeting with Hermosillo dignitaries to discuss plans for the upcoming Sonorafest 2017 event. I have attached an email from Ricardo Morales with notes regarding the meeting for your review.

One thing of importance that resulted from our meeting is a delegation of dignitaries from Hermosillo will be visiting and touring Bisbee on February 15, 2017 to continue the planning of the Sonora festival. I am in the process of making arrangements with Andy, Ms. Luria and Mr. Morales. More information to come.

- **ADOT MEETING IN SAFFORD**

This week Andy, Mayor Smith and I attended an ADOT meeting with Bill Harmon, District Manager at the ADOT building in Safford. The 3 phases of projects that were discussed included:

1. Phase 1 - Highway 92 Side Walk Construction project from Taylor Ave to Naco Hwy.
 - a. A Pre-Construction meeting will be scheduled in about two weeks. This project should wrap up in late July. It will include a traffic slowing road diet on Hwy 92 that will tie into Naco Hwy.
2. Phase 2 - Highway 80 from the Queen Mine Tour to Lowell.
 - a. ADOT is reviewing options for painting the highway to provide a shared path usage for bikes and pedestrians. The goal is to provide the path by the end of the current calendar year.
3. Phase 3 - ADOT has entered Bisbee in a competitive grant cycle to provide highway improvements on Hwy 92 from Melody Lane to Naco Hwy.
 - a. This will include Lighting and Landscaping, and the section of highway will also include a Shared Path Concept, as well as the Slowing Road Diet Concept. It is a competitive State wide Grant, which we are hopeful we will be awarded.

- **ADOT BISBEE BUS MEETING**

Mayor Smith, Lauri Owen and I, as well as the staff administering the grant that pays for the City's Bisbee Bus services, met with Sam Chavez, of ADOT this week regarding issues the ADOT recently identified as noncompliant management of the grant's funds regarding both the Cities of Bisbee's and Douglas' grants.

During a recent review of the City's grant, ADOT discovered that both the City of Bisbee and City of Douglas were incorrectly billing grant funds and not itemizing costs specifically enough to meet the grant's standards, which ensures that costs are not being double-billed to the grant. In an attempt to avoid interruption of bus services for the City's residents, in December ADOT requested this meeting with City officials.

The City of Douglas provides Bisbee's bus service as a subcontractor on the grant. During the meeting, the City agreed to require the City of Douglas to provide an itemized billing statement each month that, instead of including only a flat amount like now, details precisely where each billed dollar is allocated (e.g. repairs, dispatching costs, etc.), in order to avoid double-billing the grant for each city's costs. We also agreed to radically alter our own billing protocol with respect to the grant, including a commitment to first meet internally to establish a protocol, and then to send our grant overseer, Shar Porier, to comprehensive

training regarding grant implementation and reporting. We also agreed to meet at least monthly with the City of Douglas to ensure the new grant protocols would be implemented, and to monitor compliance.

Mr. Chavez informed us that its mismanagement of grant funds resulted in the City losing capital that it could have used to pay for a new bus during the last year, and reimbursement of \$7000 for bus shelters the City paid for. He also said that although he is going to recommend that service not be interrupted for the City of Bisbee, he does not make that final decision, but will inform the City's attorney as soon as that decision has been made. I will provide more information once we hear back from Mr. Chavez.

- **FINANCE ISSUE**

I'd like to provide you with an update regarding the investigation in Finance which I reported to you in my last report. Late last week, Deputy Police Chief Long and Detective Moreno met with our IT Consultant and Ashlee Coronado to pull the City Hall Alarm System code access reports and camera footage dating back to New Year's Day. Unfortunately, they were not able to retrieve the footage as the hard drive did not have the storage capacity to hold more than a little over 1 week of recording. Mrs. Coronado has purchased a larger hard drive with more storage capacity to ensure we have the ability to store more footage.

Chief Echave has been instructed to ensure the interviews with all Finance Staff and ex-employee, Mrs. Buono, and ADOC inmate laborers assigned to City Hall are completed by Monday, February 6, 2017, with a status update to me early next week on the investigation. Additionally, I have requested Chief Echave provide me a Security Enhancing Recommendation report for City Hall. I will continue to provide updates to you as I receive them.

- **ARTICLE ON BISBEE**

I have attached a copy of an article for your review, which was written by David Ellis, and titled, "Why This Old Mining Town in Donald Trump's Heartland is Full of Surprises". Ms. Luria forwarded this article to me, which was recently published in *The Standard*, a UK based newspaper.

- **5 YEAR FORECAST PRESENTATION**

Attached, you will also find Mrs. Walker's PowerPoint presentation from last night's Work Session on the 5 Year Forecast for your review. I'd like to thank you for your attendance last night.

Additionally, we can utilize the information provided to us in this Forecast at our Strategic Plan, Goal Setting Session to be held on February 24 – 25, 2017.