



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: March 8, 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 March 10, 2017.

- **PROJECT STATUS REPORT**

Attached please find the updated Project Status Report for the week ending 03/10/2017 for your review.

- **STRATEGIC PLAN RETREAT**

As promised, attached is the final draft of Dr. Ohren's report with the action plan on the Strategic Plan retreat we held. I will be transforming the document into a format to benchmark our progress. It is my desire that the City Council formally approve the goals, priorities and strategic action plan. I hope that the strategic plan can be approved at the April 18, 2017 City Council meeting.

Thank you again for your participation towards making the Strategic Plan retreat a success for our organization.

- **FY 16/17 BUDGET UPDATE**

The countdown has begun! Our budget team is currently in the process of meeting with each Department Head/Manager to review their respective budget projections for this current and upcoming fiscal year. In two weeks we will begin our second round of budget meetings with Department Heads/Managers to review finalized projections and/or any corrections needed. Attached is another copy of our budget schedule for your review.

- **AIR B&B AND SALES TAX AUDIT**

As the budget process progresses the budget team is also looking at all areas of revenue and any methods or practices the city can employ to increase and ensure we are collecting all the revenue we should be. To that end, Jennifer Luria will be assisting the Finance department in compiling a list of Air B&B vendors and forwarding to Finance for them to research whether these vendors have a business and TPT license to ensure they are paying the correct amount of bed tax. If it is determined they are not, they will file this information with the Arizona Department of Revenue for further action.

Additionally, we are pursuing the idea of hiring an auditor to perform an “audit” of sales tax collection among our vendors here in Bisbee. We need to ensure that we explore all areas where we can improve, to assist us in addressing our current Budget situation. Several business owners have expressed to me that it is unfair that they are paying sales tax while others avoid their obligation.

- **ACTING CITY MANAGER**

I will be out of the office from Thursday, March 9th – Monday, March 13th. Andy Haratyk will be acting City Manager in my absence. If you require any assistance, please do not hesitate to contact him on his office phone, 520.432.6004, his cell phone, 520.249.5404, or by email aharatyk@bisbeeaz.gov. Thank you!

FY18 Budget Process

Timeline – Preparation

Worksheets to Department Heads with Payroll Data	<i>February 2nd</i>
Completed Worksheets back from Department Heads	<i>February 23rd</i>
Department Head/City Manager/Finance Review & Changes	<i>March 6th – 10th</i>
Department Head/City Manager/Finance Review & Approval or other Changes	<i>March 20th – 24th</i>
Final Changes Due from Department Head/City Manager	<i>April 7th</i>

Timeline – Presentation and Approval

Note: The Charter requires the City Manager to present the budget on or before the second Council meeting in May (May 16th, 2017) – or on a date fixed by the Council. All other requirements are mandated by the State:

Distribute Tentative Budget to Mayor and Council	<i>April 12th</i>
Budget Work Session – Budget Orientation & Public Works Funds	<i>April 19th</i>
Budget Work Session – Public Safety Funds	<i>April 26th</i>
Budget Work Session – General Government Funds	<i>May 3th</i>
Budget Work Session – Community Development, Culture & Rec Funds	<i>May 10th</i>
Publish to City Website Notification of Fee/Tax Increase	<i>April 28th</i>
Conduct Hearing/Adopt Tentative Budget (must be on or before the third Monday in July)	<i>May 16th</i>
Publish Budget for 2 Consecutive Weeks (depends on newspaper publishing date)	<i>May 25th & June 1st - Observer</i>
First Truth in Taxation Notice and Press Release (TNT published in a paper of general circulation not less than fourteen days or more than twenty days before tax levy hearing and issue a press release with the same information as the published notice)	<i>June 1st - Observer</i>
Second Truth in Taxation Notice (TNT published in paper of general Circulation not less than seven nor more than ten days before tax levy hearing)	<i>June 12th – Review June 15th – Observer (courtesy)</i>
Public Hearing on Budget, Tax Levy, TNT (separate roll call) and vote on Final Proposed Budget(on or before the 14 th day before the tax levy is adopted)	<i>June 20th</i>
Adopt Property Tax Levy (on or before the 3 rd Monday in August)	<i>July 5th</i>
Submit Certified Copy of Tax Levy Ordinance to County	<i>Before 2nd Monday in August</i>

Budget Work Sessions Schedule:

Wednesday, April 19th - Public Works Funds

- Water Systems
- Cemetery
- Building Maintenance
- PW Admin
- PW Garage
- Parks
- Swimming Pool
- Senior Citizens Center
- Government Grants
- Transportation Grants
- Streets
- Airport
- Sewer
- Sanitation
- Public Works Grants

Wednesday, April 26th – Public Safety Funds

- Police
- Fire
- Public Safety – Fire Grants
- RICO
- Police Special Revenue & Grants

Wednesday, May 3rd – General Government & Admin Funds

- Mayor & Council
- City Manager
- Finance
- City Clerk
- Admin General Government
- Personnel
- Legal Services
- Information Systems
- City Magistrate
- Library

Wednesday May 10th – Community Development, Culture & Recreation Funds

- Community Development
- Building Inspector
- Visitor Center
- Bisbee Arts
- Miscellaneous Donations
- Queen Mine
- Miscellaneous Grants
- Youth Program
- Bisbee Bus

**City Manager Project Progress Report To Mayor and Council
Period of December 2016 - June 2017**

PROJECT	COMPLETION DATE	STATUS	COMMENTS
5 Year Financial Forecast	Complete	Complete	
*Ambulance Driver	Complete	Complete	
*Animal Shelter MOU	Complete	Complete	
*Arts & Culture District	Complete	Complete	
*Attorney Contract	Complete	Complete	
City of Bisbee Strategic Plan	Complete	Complete	
*Employee Contract	Complete	Complete	
Entertainment District	Complete	Complete	
Fire Annual Report Presentation	Complete	Complete	
Mexico/Bisbee Community Relations	Complete	Complete	
*Rezoning BCLC	Complete	Complete	
Youth Council Reestablishment	Complete	Complete	
*Ambulance Subscription	March 2017	In Progress	<i>Presenting to Council at 03/21/17 meeting.</i>

**City Manager Project Progress Report To Mayor and Council
Period of December 2016 - June 2017**

PROJECT	COMPLETION DATE	STATUS	COMMENTS
Bisbee Police Evidence Room Audit	March 2017	In Progress	<i>Mayor Smith to contact Oro Valley PD and Mr. Marsh to contact Phoenix Assistant City Manager.</i>
Credit Card Policy	March 2017	In Progress	<i>Will present to City Council at 03/21/17 meeting.</i>
Commercial Fire Inspection Program	March 2017	Not Started	<i>Existing staff to conduct inspections.</i>
*Cost Reimbursement Fire (Insurance)	March 2017	In Progress	<i>Need to determine the affect this change will have on MOU & Mutual Aid Agreement. Mr. Marsh to follow up with Chief Burneleit.</i>
Disposition of City Property / Land Bank	March 2017	In Progress	<i>Joe Ward will be coordinating this assignment.</i>
Health Pad - Vista Park	March 2017	Ongoing	<i>Andy will coordinate w/Jim Dickson; Press release & MOU to be presented to Council scheduled for 03/2017; Andy waiting on response from the hospital.</i>
Police Department Policy and Procedure Manual	Complete	Complete	<i>Follow-up with Mental Health section concerns at the 04/04/17 Council meeting.</i>
Queen Mine/Freeport McMoran	March 2017	In Progress	<i>Lease between the City & Freeport scheduled for 03/21/17 Council meeting.</i>
*Sewer Fee/Amnesty Program	March 2017	In Progress	<i>Meeting w/AZ Water Company held on 01/12/17; reviewing ordinance, debt service schedule & existing grant contract; submitted a letter to AZ Water requesting assistance with shut-off; scheduled Work Session has been postponed (date & time TBD).</i>
Auditor Request for Proposal	April 2017	In Progress	<i>RFP to be completed by 04/27/17.</i>
City Auction	April 2017	In Progress	<i>Andy Haratyk, Chief Burneleit, Chief Echave will conduct auction of City vehicles & equipment by 04/27/17.</i>

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Period of December 2016 - June 2017**

PROJECT	COMPLETION DATE	STATUS	COMMENTS
*City Fee Update	April 2017	In Progress	<i>Staff recommendations in and under review. Presenting to Council at 04/04/17 meeting.</i>
Neighborhood Spring Cleaning	April 2017	Not Started	<i>Councilwoman Hansen will lead this project.</i>
Public Safety Charges to FMI	April 2017	Not Started	
RFP for Information Technology Services	April 2017	In Progress	<i>IT Consultant did an assessment of some city locations on 01/17/17; Requests for Proposals for service to be prepared; Ashlee Coronado.</i>
Retain Collection Agency	April 2017	Ongoing	<i>Keri Bagley will help coordinate; Plan on putting out an RFP by 04/10/17; Lauri Owen to review Fry Fire District contract for termination clause.</i>
Sales Tax Auditor	April 2017	In Progress	<i>Will find an auditor for local vendor sales tax audit by 04/27/17.</i>
Target Market Analysis	April 2017	In Progress	<i>Mr. Marsh to coordinate these efforts.</i>
Tech Center/Incubator	April 2017	In Progress	<i>Mr. Marsh In process of identifying property. Vacant Border Patrol building under consideration; Also looking at old DMV building on Arizona St and properties on Bisbee Road and Old Bisbee.</i>
Bisbee Gem & Mineral Show	May 2017	In Progress	<i>Doug Graeme & Jen Luria will be coordinating this event and are working on recruiting other planning team members.</i>

**City Manager Project Progress Report To Mayor and Council
Period of December 2016 - June 2017**

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Bisbee Housing Trust	May 2017	In Progress	<i>Met with the Slusser's and Mayor Smith on 01/05/17; Acquisition/Rehabilitation of Blighted Residential Properties; Next step - potentially consider changing city code to allow for disposal of city property to a non-profit; Currently waiting for Non-Profit to receive their 501C3 status from IRS; Chief Echave in the process of compiling a list of potential abandoned vacant properties as possible candidates for Condemnation List; Britt Hansen will start gathering data for the condemnation process.</i>
Bisbee Pool	May 2017	In Progress	<i>Identified \$11,000 for staffing in FY 16/17.</i>
Sonora Festival & Trade Show	May 2017	In Progress	<i>Mr. Marsh & Ricardo Morales (Tucson Hispanic Chamber) traveled to Hermosillo on 01/27-28/17 to meet with the Governor of Sonora's staff, the Secretary of Economy and Undersecretary of Economy, the Tourism Manager for Sonora & the Director of the AZ/Mexico Commission in Hermosillo to discuss plans for the event; On 02/15/17 dignitaries from Hermosillo, Sonora visited and toured Bisbee in preparation for Sonorafest 2017.</i>
Water Conservation Committee	May 2017	Not Started	<i>Andy will coordinate w/Councilwoman Hansen; (San Pedro River & CCRN).</i>
Welcome Package	May 2017	In Progress	<i>Mr. Marsh and Jen Luria will coordinate establishing a Welcome Package; will cost approximately \$5,000 to complete; Shar Porier is also assisting with this project; Mayor Smith to speak with Realtor's association.</i>
FY 2017/2018 Budget	June 2017	In Progress	

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Amendment to Personnel Rules & Regulations	June 2017	Ongoing	<i>Monica Flores completed the performance evaluation schedule and forms and mailed to Department Heads; Employee Performance-based Compensation and longevity policies; During the budget process will address employee compensation & longevity.</i>
Commercial Rehab Program	June 2017	Not Started	<i>Rehabilitation of existing Commercial buildings; Contact Melanie Greene for grant opportunities.</i>
Family Fun Center	June 2017	Not Started	<i>Provide more activities to appeal to the families w/children target market.</i>
Infrastructure Improvements Naco Highway	June 2017	Not Started	<i>Andy held meeting with ADOT last week; Construction on Hwy 92 began on 03/08/17, all right outside lanes will be closed.</i>
Safeway Plaza Project	June 2017	Not Started	<i>Mr. Marsh contacted owner of the Safeway Plaza. We are now pursuing marketing of property to lease/buy.</i>
Restoration - Vista Park	June 2017	Not Started	<i>Discussed items with Andy (Band shell & Movies in the Park); Andy to contact U of A and Ft. Huachuca military personnel.</i>
Town Hall Meeting	June 2017	Not Started	<i>Mayor Smith will conduct quarterly town hall meeting; 1st meeting scheduled for March 25, 2017 at 5:00 to 7:00 p.m. at the Bisbee Royale.</i>
Warren Business District	June 2017	Not Started	<i>Recruit developers; begin marketing the district.</i>
Bisbee Police Review	July 2017	Not Started	

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PROJECT	COMPLETION DATE	STATUS	COMMENTS
Annexation (Unincorporated Areas)	September 2017	In Progress	<p><i>Meeting held 01/17/17 with City Manager, Mayor Smith, Joe Ward, Andy Haratyk and both Fire & PD Chiefs; We narrowed down two areas (Border Patrol Complex & TDF); We will engage in preliminary dialogue with community stakeholders & report back to Council to determine which of the two areas we will attempt to annex first & the next steps for the 1st phase of Annexation; We feel it is essential that our first annexation attempt produce a win, so we'll go after the "low hanging fruit" first & proceed with other areas in phases; Met with WLB Group Engineers in Tucson on 02/14/17 to discuss our Border Patrol Complex and Tierra De Las Flores Annexation proposal; WLB Group has a wealth of experience in this area, and they are confident that our proposed plan is feasible and that we can successfully complete the annexation process by September 2017; They will be providing us an Annexation project task/timeline list within one week.</i></p>
Cananea Project	October 2017	In Progress	<p><i>Mayor Smith and Mr. Marsh met with Cananea's Mayor office on 01/16/17; Toured their wine processing center; Discussed various items to include Reinstitution of Border Mayors Association, contacting Upper Management of the Cananea Mine, housing opportunities in Bisbee, reaffirming sister cities, medical tourism, event planning with possible shuttle to transport people and observatory (from Bisbee to Cananea & vice versa); Mayor Smith to coordinate a meeting with U of A Astronomy department late September to early October; Mayor Smith and Jen Luria will coordinate.</i></p>

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Senior Housing Project	In Progress	In Progress	<i>Waiting for approval for property from Freeport; Mr. Marsh to work on lease agreement for Hangar @ Airport for Mr. Cartwright in exchange for land.</i>
Senior Assisted Living	Not Started	Not Started	<i>Mr. Marsh and Mayor Smith will look further into this.</i>
*BUSD IGA	Ongoing	In Progress	<i>Project the cost for maintenance expenses associated w/project; consider corporate sponsor; Meeting between Mayor Smith, Superintendent Tom Woody and Mr. Marsh held 01/23/17; items for discussion were the possible Bus Shelter in Naco, AZ for students & status of the Middle School building; Mayor Smith attended the 02/27/17 School Board meeting and provided a presentation; We are waiting the School Board decision; Mayor Smith will coordinate sending IGA to School Board for review.</i>

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Bisbee Cohort Group	Ongoing	Ongoing	<i>Meeting held on 12/28/16; Key outcomes: 1) "Bisbee, Open for Business" Marketing Package (will include list of Bisbee's assets, resources, quality of life, "How To" start a new business in Bisbee process, tax info, housing & relocation info, airport, tech incubator, film industry info, fiber optics, events, etc.); Jen Luria working on cost associated w/putting the package & team together; Mr. Marsh looking into film industry & tech incubator building location; Mayor Smith meeting w/two possible Entrepreneurs/Bisbee investors; Target area Northern California and Seattle, WA.</i>
Bicycle Path	Ongoing	Not Started	<i>Councilwoman Hansen and Andy; City is waiting on ADOT approval.</i>
Cable One	Ongoing	Ongoing	<i>Councilman Higgins would like to have Cable One broadcast Council and Committee Meetings. Ashlee will look into this.</i>
Camp Newell (Naco, AZ)	Ongoing	In Progress	<i>Mayor Smith, Richard Marsh and Rebecca Orozco toured the Camp on 01/13/17; Speak to Mayor of Huachuca City; Work Session scheduled for 03/21/17.</i>
Community Meeting City/Schools	Ongoing	Ongoing	<i>Next meeting TBD.</i>

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Mega-Region - AZ/Mexico Commission	Ongoing	In Progress	<i>Went to the Hermosillo Business/Trade Expo in November 2016 and the Governor of Sonora's Mega Region Conference in December 2016; recruitment of 2 business owners from Hermosillo in progress; Mayor Smith and Mr. Marsh visited Cananea, Sonora Mexico on 01/16/17; Mayor Smith, Councilman Dunn & Mr. Marsh visited Naco Sonora on 01/23/17, toured the Wellness Center and featured on local radio station to promote Sonorafest2017 & share how excited we are to be a sister city to Naco, Sonora; Council to pass Proclamation at the 02/21/17 meeting; Had a successful visit and tour of Bisbee and Sonorafest possible event sites from Sonora Dignitaries on 02/15/17; Bisbee Daily Review advised us that the Washington Post is interested in our relationship with Sonora.</i>
Volunteer Recruitment Organization-Wide	Ongoing	Ongoing	<i>Councilman Higgins will assist to coordinate to help find volunteer support staff. Elda Orduno is drafting a policy to address Employee/Volunteer screening anticipating posting the announcement for Volunteers to the City website & Facebook page and to local newspaper by 03/24/17; Mayor Smith researching options for volunteers to provide transportation for Youth Council events.</i>

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