



OFFICE OF  
THE CITY MANAGER  
MEMORANDUM

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**DATE:** March 30, 2017  
**TO:** Mayor Smith and City Council Members  
**FROM:** Richard Marsh, City Manager  
**RE:** City Manager's Weekly Report

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This is the weekly report for the week ending March 31, 2017.

- **PROJECT STATUS REPORT**

Attached please find the updated Project Status Report for the week ending 03/31/2017 for your review.

- **BUDGET UPDATE**

The budget team has almost completed the final round of budget meetings with Department Heads/Managers and the Finance Director will soon begin preparing the budget to be submitted to Council for your review by April 12, 2017. It has been a longer process than normal, with more budget meetings and requests for input than most of our Leadership Team has been involved with in the past. However, the Budget team would like the FY 17/18 budget process to be as transparent as possible, and our goal is to present a realistic budget to Council, with plans on how to address the more serious fiscal issues the City is facing.

- **COUNCIL QUESTIONS**

Since the leadership staff did not receive my City Manager's report until the beginning of this month, I thought it would be beneficial to include this in this week's report. In February, an employee brought a suggestion to me that I passed on to Mayor and Council that I was implementing as I feel it will help the productivity and "continual flow" of our

Council meetings. If Council would please address any questions you may have pertaining to City business or agenda items, I will forward to the appropriate staff to ensure we have an answer to your question prior to the City Council meeting that night, in order to ensure you are able to make a complete and informed decision.

- **Science Exploration and Research Center Grant**

Melanie Greene has been working on writing a Rural Business Development grant to the USDA for possible funding of a feasibility study and to provide \$9,000 in leveraged support services “for the development of a new 501(c)3 organization to develop a multi-faceted Science Exploration and Research Center”. According to the narrative in the grant application, the goal of this feasibility study is to “determine if the proposed vision will adequately address community needs; is financially feasible in terms of investment, economic growth, and improved economic outcomes; and if the project can attract resources necessary to see the concept through to fruition. Furthermore, the study needs to determine the probability of sustainable, positive impact on the overall economy”.

The concept of the Science Exploration and Research Center is a result of collaborative efforts between the University of Arizona, Freeport McMoran, and the City of Bisbee to positively impact our overall economy, and is one that we are very excited about. The grant application narrative states, “The proposed Science Exploration and Research Center could further brand Bisbee as a destination for visitors, teachers and scholars, as well as a great place to raise a family or retire. Utilizing our unique geology, geography, and ecology for a number of economically stimulating purposes can go a long way to building a sustainable economy”. It will be presented to City Council at the next meeting on April 4, 2017.

- **Best Southwestern Small Town Nomination**

Bisbee was recently once again nominated by USA Today as a candidate to be named “Best Southwestern Small Town”. Voting is currently open, and Bisbee is standing in first place right now, but there are some other tough contenders vying for this prestigious nomination. Help us spread the word to as many people you can as possible to go online and vote for Bisbee. They can go to <http://www.10best.com/awards/travel/best-southwestern-small-town/> to help Bisbee keep the first place standing and take home this title!

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

<b>PROJECT</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>COMMENTS</b>
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	
Credit Card Policy	Complete	Complete	
*Employee Contract	Complete	Complete	
Entertainment District	Complete	Complete	
Fire Annual Report Presentation	Complete	Complete	
Mexico/Bisbee Community Relations	Complete	Complete	
Police Department Policy and Procedure Manual	Complete	Complete	
Queen Mine/Freeport McMoran	Complete	Complete	

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*Rezoning BCLC	Complete	Complete	
Youth Council Reestablishment	Complete	Complete	
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>
*Ambulance Subscription	April 2017	In Progress	<i>Presenting to Council at 04/18/17 meeting.</i>
Auditor Request for Proposal	April 2017	In Progress	<i>RFP to be completed by 04/27/17.</i>
*BUSD IGA	April 2017	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 &amp; 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>
City Auction	April 2017	In Progress	<i>Andy Haratyk, Chief Burneleit, Chief Echave will conduct auction of City vehicles &amp; equipment by 04/27/17.</i>
Commercial Fire Inspection Program	April 2017	Not Started	<i>Existing staff to conduct inspections.</i>
*Cost Reimbursement Fire (Insurance)	April 2017	In Progress	<i>Need to determine the affect this change will have on MOU &amp; Mutual Aid Agreement. Mr. Marsh to follow up with Chief Burneleit; Will present to Council at the 04/18/17 meeting.</i>
Disposition of City Property / Land Bank	April 2017	In Progress	<i>Joe Ward will be coordinating this assignment.</i>
Health Pad - Vista Park	April 2017	Ongoing	<i>Andy will coordinate w/Jim Dickson; Press release &amp; MOU to be presented to Council scheduled for 03/2017; Andy waiting on response from the hospital.</i>

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IGA for Procurement Services w/Cochise County	April 2017	In Progress	<i>Mr. Marsh to coordinate; will present to Council at the 04/18/17 City Council meeting.</i>
"My Local News"	April 2017	Not Started	<i>Mayor Smith will coordinate a meeting with publisher of local newspaper; Mayor Smith will be giving thought to volunteer writers.</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 04/20/17; Lauri Owen to review Fry Fire District contract for termination clause; Meeting to discuss held on 03/27/17.</i>
Sales Tax Auditor	April 2017	In Progress	<i>Will find an auditor for local vendor sales tax audit by 04/27/17.</i>
*Sewer Fee/Amnesty Program	April 2017	In Progress	<i>Meeting w/AZ Water Company held on 01/12/17; reviewing ordinance, debt service schedule &amp; existing grant contract; submitted a letter to AZ Water requesting assistance with shut-off; scheduled Work Session has been postponed (date &amp; time TBD); Meeting with AZ Water to be tentatively scheduled 2nd week in April (pending AZ Water President's schedule confirmation); Will schedule a Pre-Planning Meeting 1st week in April to discuss Action Plan for meeting with AZ Water (date TBD).</i>
Target Market Analysis	April 2017	In Progress	<i>Mr. Marsh to coordinate these efforts.</i>

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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; Mr. Marsh toured model in San Diego, CA &amp; developed contact.</i>
Bisbee Gem & Mineral Show	May 2017	In Progress	<i>Doug Graeme &amp; Jen Luria will be coordinating this event and are working on recruiting other planning team members.</i>
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; Non-Profit received their 501C3 status from IRS; Next meeting scheduled on 04/05/17.</i>
Bisbee Pool	May 2017	In Progress	<i>Pool to open Memorial Holiday weekend.</i>
*City Fee Update	May 2017	In Progress	<i>Staff recommendations in and under review; Mr. Marsh to coordinate Ordinance change with attorney's office; Presenting to Council at Council meeting in May 2017.</i>
Sonora Festival & Trade Show	May 2017	In Progress	<i>Mr. Marsh &amp; 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 &amp; 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; Mr. Marsh and Ricardo Morales to meet with vendors in Hermosillo, Sonora on 04/07/17.</i>

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Water Conservation Committee/CCRN	May 2017	Not Started	<i>Andy will coordinate w/Councilwoman Hansen; (San Pedro River &amp; CCRN); Mr. Marsh to get water valuation; Work Session will be held in May 2017.</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	
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 &amp; 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; Construction on Hwy 92 began on 03/08/17, all right outside lanes are closed; Mr. Marsh to get update from Andy.</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 &amp; Movies in the Park); Andy to contact U of A and Ft. Huachuca military personnel.</i>

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Warren Business District	June 2017	Not Started	<i>Recruit developers; begin marketing the district; Mayor Smith to talk with attorneys regarding ordinance revision.</i>
Bisbee Police Review	July 2017	Not Started	
Annexation (Unincorporated Areas)	September 2017	In Progress	<i>Meeting held 01/17/17 with City Manager, Mayor Smith, Joe Ward, Andy Haratyk and both Fire &amp; PD Chiefs; We narrowed down two areas (Border Patrol Complex &amp; TDF); We will engage in preliminary dialogue with community stakeholders &amp; report back to Council to determine which of the two areas we will attempt to annex first &amp; 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 &amp; 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; Next meeting to be scheduled for 04/12/17.</i>



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Cananea Project	October 2017	In Progress	<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 &amp; 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>
Ownership of Queen Mine Tour	March 2019	In Progress	<i>Mayor Smith.</i>
Bisbee Science Center	In Progress	In Progress	<i>Melanie Greene working on a grant application to obtain funding to conduct a Feasibility Study, which will be presented to Council at the 04/04/17 meeting.</i>
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; Will present to Council at the 04/18/17 meeting.</i>
Senior Assisted Living	Not Started	Not Started	<i>Mr. Marsh and Mayor Smith will look further into this.</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 &amp; relocation info, airport, tech incubator, film industry info, fiber optics, events, etc.); Jen Luria working on cost associated w/putting the package &amp; team together; Mr. Marsh looking into film industry &amp; tech incubator building location; Mayor Smith meeting w/two possible Entrepreneurs/Bisbee investors; Target area Northern California and Seattle, WA; Mr. Marsh met with the Director of the Tucson Film office; will establish the Bisbee Film office by 07/01/17; BUSD Board will vote on IGA on 04/11/17; IGA will be on City Council Agenda for 04/18/17 meeting.</i>
Bicycle Path	Ongoing	Not Started	<i>Councilwoman Hansen and Andy; City is waiting on ADOT approval; Mayor Smith to contact Lorena for an update.</i>
Camp Newell (Naco, AZ)	Ongoing	In Progress	<i>Council approved a letter to be sent to Huachuca City Town Council offering to take over Sponsorship of Camp Naco at the 03/21/17 meeting.</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 &amp; Mr. Marsh visited Naco Sonora on 01/23/17, toured the Wellness Center and featured on local radio station to promote Sonorafest2017 &amp; 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; Bisbee Police Department Volunteer announcement posted to the City website and Facebook page on 03/29/17; Mayor Smith researching options for volunteers to provide transportation for Youth Council events.</i>
Town Hall Meeting	Quarterly	Complete	<i>Mayor Smith held 1st meeting on 03/25/17; Mayor Smith will hold Town Hall meetings quarterly.</i>