



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: October 13, 2016
TO: Mayor Oertle and City Council Members
FROM: Richard Marsh, City Manager
RE: City Manager's Weekly Report

This is the weekly report for the week ending October 14, 2016.

As you know, I have been completing a 90-day assessment of all the departments within our organization and taking note of the needs and issues of each department that must be addressed. My highest priority and biggest concern is with the Personnel Department and the lack of a Personnel Director.

- **PERSONNEL DEPARTMENT DUTIES**

Last week, I spoke regarding the various roles/duties Mrs. Monica Flores has assumed since July, with no increase to the initial salary she was hired on in the role of Accountant. This week, I'd like to go a little more in depth with the Personnel roles she has assumed and all that she has been able to accomplish for the City of Bisbee in less than 3 months (*in addition to her Accountant and Executive Assistant roles and responsibilities*).

As I stated before, in assumption of the Personnel duties, Mrs. Flores has efficiently organized the office (which was in severe disarray at the time of her assignment). Below are the projects she has taken the initiative in completing and is in the process of completing. These tasks are very time consuming and she works on them in between her other roles.

Mrs. Flores has organized and streamlined the On-Boarding process for our new employees. This process included gathering all the new employee financial and benefit documentation and organizing into On-Boarding packets to distribute to new hires on their first day. She is currently in the process of organizing our Personnel and Employee medical records and, for the first time ever, entering our employee data into the Human Resources module in Caselle

(which will allow us to print reports and obtain information related to our employees for Human Resource purposes and is necessary information for some grant funding opportunities).

She has almost completed the Personnel Record reorganization and will move on to the next phase of the project, which is the Medical records organization. Mrs. Flores has also successfully brought our Workman's Compensation filing and record keeping back into compliance and order. Additionally, Mrs. Flores has started utilizing the Job Application module in Caselle (in order to establish more efficiency in our Recruitment process).

Mrs. Flores has also taken the initiative to begin the planning stage of implementing our City Employee annual OSHA mandated safety trainings along with other employee trainings (which has been lacking in Personnel). She is hoping to begin at the start of the 2017. She has also implemented and managed the mandatory OSHA 300 and 300 A reporting, and other employee issues for the Personnel department.

Mrs. Flores also processes all PAF's, Health Benefits enrollment/updates management, and is working with Becky Lopez of CBIZ (our benefits and insurance consulting firm) to ensure all mandated Health Insurance/Medicare disclosures are distributed to our employees. She processes Applicant Certification Lists/Application packets to Department heads, Job Interview scheduling/applicant tracking, applicant background checks, works with Keri Bagley, our Finance Director on the Employee Longevity spreadsheet/tracking and she administers Employee Exit Interviews.

Finally, we will be working on a proposal to update the hiring policy for the City Manager position and Department heads for approval from the Employee Council and Civil Service Commission prior to Council review.

In addition to this, Mrs. Flores has found the time to attend two Personnel related webinars: ASRS Annual Conference and the CBIZ Webinar on Protecting Employee Information. She will also be attending the Next Generation Leadership Conference in Tucson this November which is sponsored by the Arizona City/County Management Association (ACMA). She has also expressed in interest in the Certified Public Manager (CPM) courses offered by ASU to receive CPM certification beginning in January 2017, which I have authorized her to enroll in.

Needless to say, Mrs. Flores has taken the initiative in accomplishing great things for the City of Bisbee. In these past few months and moving forward, Mrs. Flores will have diligently worked to bring our Personnel department back into compliance and order and will implement the use of Caselle to manage our employee and applicant information.

I'm bringing this to your attention because I believe her efforts are worth sharing with Council in order to shed some light on all that Mrs. Flores is quietly working on (behind the scenes) on the behalf of and for the City of Bisbee and our employees.

- **SENIOR HOUSING PROJECT**

For the past month, I have attended several meetings pertaining to the Senior Housing Project. The two possible sites under consideration as a possible location is a parcel of Freeport McMoran land, or City-owned property next to the Senior Center. We are still in the discussion phase, and I will provide more information as it becomes available and as we progress.

- **QUEEN MINE TOUR/FREEPORT MCMORAN LEASE**

Another lease that we are currently in the process of negotiating a renewal on is the Queen Mine Tour/Freeport McMoran lease agreement. Again, we are currently still in the negotiation process with Freeport McMoran and I will be providing more information as negotiation progress and it becomes available.

- **OLD BISBEE POST OFFICE LEASE/LIBRARY LEASE**

The final lease agreement we are in the process of negotiating a renewal on is the Old Bisbee Post Office lease in the Library building. The City attorney has reviewed the draft proposal and I will be meeting with Britt and Andy next week to discuss the proposed terms and any changes that will be needed to be made. I will keep you posted as negotiations progress and information becomes available.

- **MEETING WITH SENATOR MARTHA MCSALLY**

This week I had the opportunity to sit down at a Meet and Greet with Senator Martha McSally. We discussed four important issues for both the City of Bisbee and the Congresswoman. These issues were, Tourism to Bisbee, US/Mexico Relations (both of which are very important issues and platforms for the Senator), Border Patrol and Support of Grant Opportunities for the City. Senator McSally advised me that she would happily endorse our applications for Grants, and will assist us in the application/award process should the need arise. She is a kind and well-educated woman and I greatly enjoyed the opportunity to meet with her and her staff.