



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: October 28, 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 28, 2016.

- **SEPTEMBER FINANCIALS**

After reviewing the recently released September Financial report, I noted three fund lines that are currently showing over the allocated year-to-date amount of 25%. The first is the City Manager Business Travel fund line (10-51-13100) at 236.2%. The second is the Fire Department Overtime fund line (10-64-11001) at 53.1%. The third is the Personnel Office Supply fund line (10-56-41500) at 197.2%.

The City Manager Business Travel line is currently over budget due to the following reason:

- \$874 was charged for the AZ League of Cities and Towns Conference hotel and rental car (which was not included in the budgeted annual allocation of \$500).
- \$194 was inadvertently charged by Finance to this fund line for the City Clerk (which will be reversed and charged to the Clerk's fund).

The Fire Department Overtime fund line is something that I raised a concern about some months ago. This fund line was grossly underfunded (less the last year's allocated budget and actual expenses). I will be meeting with Chief Burneleit and Keri Bagley to formulate a plan to address this issue.

The Personnel fund line is over budget due to charges made by the previous Finance Director for classification folders and labels to have Monica Flores begin organizing the Personnel

Record files, which were in disarray, totaling \$593 at the beginning of the fiscal year (the current allocated budget for this fund line is \$500).

This said however, the overall budgets for these departments are currently at 24.3%, 28.3% and 19%, respectively. Two of these funds are within and one is slightly over the allocated year-to-date total of 25%.

In order to ensure continual monitoring of the budget by not only myself but Department heads and managers as well, I will be holding monthly budget meetings with the Finance Director and individual Department Heads and Managers to discuss their fund budget progress, issues of concern and general comments/questions. I will relay to you any issues of concern that may arise.

- **FIVE YEAR BUDGET FORECAST**

To update you on the status of the five year budget forecast, I have been in contact with Ms. Pat Walker and she has reviewed the current budget reports. I will be reviewing the Engagement Letter she forwarded on the terms and cost of each phase of her professional services to assist us in preparing the Budget Forecast. This forecast will help our staff, Council and myself to accurately and realistically budget for the next several years and will provide a clearer outlook on the City's financial standing.

- **CQCH FIRST RESPONDER LUNCHEON**

The Copper Queen Community Hospital recently hosted their annual luncheon to express their appreciation to local first responders (Fire and Police departments). An invitation was sent out to Mayor and Council and me to attend. This is a small token of their appreciation for the hard work and dedication our Fire and Police personnel demonstrate on a daily basis.

- **RESURFACING OF ARIZONA STREET**

I'm sure by now you have all noticed that we recently had a few of the Streets in Warren resurfaced. Resurfacing of Bisbee Road and Douglas Street is complete. The resurfacing of Arizona Street is mostly complete; however, there are small patches on the side of the road which our vendor, Western Emulsions, was not able to get to due to machinery malfunction.

They will have the small machine repaired and should be back next week to complete the resurfacing on Arizona Street. There will be no road closures for this work. During this time, Western Emulsions will also be completing the four intersections at Cole and Arizona Street, Congdon and Arizona Street, Ruppe and Arizona Street and Bisbee Road and Congdon. There will be detour signs placed during the time these intersections are being resurfaced and it dries.

Striping is scheduled to be completed by the County on Friday, October 28, 2016. They will be striping on Bisbee Road, Douglas Street and Arizona Street, and will stripe all center lines

including turn lanes. Cones will be placed while lines dry. There will be no closures for this work.

We have sent out notices to the public to advise them to contact the Public Works Department at 520.432.6002, with any questions or concerns regarding the resurfacing project.

- **EXCELSIOR ARTICLE**

Mexican Journalist, Diego Castillo, recently participated in the April 2016 AOT International Press Trip: Arizona – *Like a Walk in the Park (Hike, Bike, Peddle, Paddle, Ride)* which I mentioned in my last report. As a result of his experience in Bisbee, he has written an article, titled, “Entre Vaqueros y Pieles Rojas”, which was published in the *Excelsior* (circulation: 90,000) in the May 5, 2016 edition. The article discusses the scenic desert landscape and views, rock formations, abandoned towns and “Cowboy and Indian” stories which encompass our State. He also includes a guide map to the southern portion of Arizona and recommendations on accommodations and restaurants.

Bisbee is mentioned in the section of the article, titled “Oro Y Rock & Roll”. This section of Mr. Castillo’s article mentions “B” mountain, and he speaks about Bisbee appearing to be located in a place where “time stands still”. He mentions the historic architecture of our buildings, Café Roka, our various art galleries and stores selling various copper, turquoise, and gold jewelry, along with our museum, the Queen Mine and Mule Mountains tunnel, among other things.

Mr. Castillo was very impressed with what our city and neighboring cities have to offer and thankfully, has expressed this to at least 90,000 other people!

- **BISBEE RESTAURANT ARTICLES**

Recently, the *Arizona Republic* published an article written by Roger Naylor, titled “Bisbee’s best bites – Eclectic eateries will please your palate”. The article goes on to mention several of our local restaurants such as, Thuy’s Noodle Shop, Jimmy’s, Ana’s Seasonal Kitchen, Café Roka, Santiago’s (to name a few), and touches on the variety of foods our city has to offer. The *Arizona Republic* has a circulation of 373,935.

Additionally, Mr. Naylor’s article was also published on the *Arizona Republic’s* online webpage.

I’ve attached copies of both articles I’ve mentioned for your reading pleasure. Bisbee is continuing to make headlines!!!