



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: December 15, 2016
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 December 16, 2016.

- **STRATEGIC GOAL SETTING WORK SESSION**

I will be proposing a work session to discuss the City of Bisbee's strategic goals, objectives, priorities, and to formulate an action strategy for implementation. This Strategic Plan will cover the next two years, 2017 and 2018. The proposed date for this work session will be sometime in February 2017. More to come!

- **5 YEAR FINANCIAL FORECAST**

As you are aware, I have been working with Keri Bagley and Pat Walker, of Walker Consulting, to formulate a 5 year financial forecast for the City. My goal is to present and discuss the forecast with Council in a Work Session on January 31, 2017.

- **PSPRS UPDATE**

Keri Bagley and I have been meeting to consider various options for your consideration on how to address and manage the recent PSPRS lawsuit ruling. Our goal is to address this issue in the 5 year financial forecast and present our options for Council discussion during the financial forecast presentation at the January 31, 2017 work session.

- **MINIMUM WAGE INCREASE IMPACT**

Another recent issue is the new minimum wage law that will become effective January 2017. Keri Bagley has researched how this increase will impact the City budget. She has

determined that this fiscal year we only have 7 employees that are below minimum wage (6 are part-time Queen Mine Train Tour Attendants and one Library Assistant). Based on the hours they have worked so far this year, she calculated the hours they will most likely work from January through June of 2017 times their amount of increase and it will be roughly an additional \$2,500 over budgeted salary. Most of this increase will affect the Queen Mine rather than the General Fund.

Mrs. Bagley did not calculate the impact in future years when the minimum wage will again increase to \$10.50 (2018), \$11 (2019) and \$12 (2020), which will impact more of the employees, mainly fire. These increases will need to be addressed in the 5 year financial forecast and budgeted in these upcoming budget years.

- **ECONOMIC OUTLOOK PRESENTATION**

Last Thursday I had the privilege of presenting a PowerPoint slide on the City of Bisbee at the annual Cochise College Bisbee Economic Outlook luncheon. Thank you to those who were able to take time from their busy schedules to attend the luncheon. I have received some very positive feedback on the presentation, from members of the community and local businesses. I'd like to extend a big "thank you" to Jennifer Luria who prepared the slide (and clicked through the slides for me during the presentation) and to Mr. David Russell for assisting with the addition of the music to the PowerPoint slides. I have attached a copy of the PowerPoint for your review.

- **INTERNATIONAL CENTER TUCSON HISPANIC CHAMBER**

This week I attended the grand opening ceremony for the Tucson Hispanic Chamber International Center in Nogales, Arizona. Governor Ducey was the key speaker and spoke of the importance and significance of the Center. The International Center will assist citizens in both the United States and Mexico by facilitating and providing valuable information and resources for cross-nation residential moves, business start-ups, work VISAS and will also provide technical assistance to those in need.

- **EMPLOYEE OF THE MONTH DONATIONS**

Recently, Monica Flores presented an idea at our Department Head/City Manager meeting to implement an Employee of the Month award program to be presented during our Council meeting each month. The Department heads and managers were all in agreement with this idea and also felt that aside from presenting our employee of the month with a plaque, in appreciation for their service and dedication to the City of Bisbee, something more was in order. They pulled together and agreed to donate (from their personal funds) towards purchasing a Visa gift card in the amount of \$50 to present to the employee chosen each month for this award. I'd like to thank them for their generosity and for truly caring about our staff.

- **MEETING WITH DAN AND CAROL BEAUCHAMP**

This Thursday, Mayor Smith, the City Attorney and I met with Mr. and Mrs. Beauchamp in a follow-up meeting to discuss the Trailer issue at 205 Douglas Street. Joe Ward has issued the property owners in question a Notice of Violation and the enforcement process is underway.

- **DEPARTMENTAL REPORTS**

Last week I attached a copy of the Community Development and Visitor Center monthly department reports for your review. Beginning in January 2017, I have asked each Department to submit a monthly report to attach to these weekly reports as an update to Council on the happenings each month. I look forward to sharing with you the progress and successes of each of our departments!