



OFFICE OF
THE CITY MANAGER
MEMORANDUM

DATE: February 16, 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 February 17, 2017.

- **PROJECT STATUS REPORT**

Attached please find the updated Project Status Report for the week ending 02/17/2017 for your review.

- **COUNCIL REQUESTS**

I greatly appreciate the participatory style our current Mayor and Council have demonstrated. You have truly been the best Council I have had the privilege of working with in my public service career. Several staff members have mentioned that they have received requests from Council and are impressed with the involvement and insights expressed to them. I want to encourage you to please continue your involvement and inquiries. However, due to the increased workload our employees have had to assume, I do ask that you route any questions through me and cc the respective staff person and I will disseminate and ensure employees are prioritizing their duties, tasks and Council requests. This will also allow me to ensure your inquiries are being addressed in a timely manner. Thank you for your cooperation and involvement. It is a pleasure to serve you and I am extremely grateful for the opportunity.

- **MEETING WITH SONORA MEXICO DIGNITARIES**

This Wednesday, we had the honor of hosting and meeting with several dignitaries from Sonora Mexico. The group, which included Leonardo Ciscomani, Undersecretary of Economy of Sonora, Enrique Franco, Representative of the State of Sonora in Arizona, Jorge Ernesto Espejel, Consul of Mexico in Douglas, Alejandra Arballo, Director of Exports,

Miguel Quiros, Director of Promotion and Strategic Initiatives for the Governor of Sonora's office, and Ricardo Morales and Iveth Romo of the Tucson Hispanic Chamber, met with us at City Hall for a brief introduction to a few City Officials and employees, as well as briefly discuss our Sonorafest 2017 plans. They toured the City of Bisbee and visited several hotels, restaurants and possible event site locations. They also took some time to dine at The Table, one of our well-known local restaurants. Our Sonorafest plans are coming together and we look forward to enjoying this event with our neighbors to the South!

- **MEETING WITH THE BEAUCHAMPS**

This Monday I met with the Beauchamps regarding their issue with the Trailer. It was a very cordial meeting; however, the Beauchamp's expressed their frustration with the recent Board of Adjustments ruling. They advised me they decided not to pursue the issue, but are seriously considering leaving the city of Bisbee as a result of the outcome.

They stated they would like to see the City sue the owners of the Trailers in question. I advised them that the members comprising the Board of Adjustments are appointed by Mayor and Council, and that I did not believe suing the owners of the Trailer would produce the results they are expecting because in my opinion, the City would in essence, be suing the very process we implemented and the suit would likely result in a loss for the City. I did, however, advise them that I would speak with the Mayor regarding this discussion and I or the Mayor will contact them next Monday as a follow-up.

I also expressed my disappointment in their wanting to leave and shared my feelings of gratitude for the support I have received from them and their contribution to the community.

- **ANNEXATION MEETING WITH WLB GROUP**

Tuesday we met with WLB Group Engineers in Tucson 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 will share this with Mayor and Council and appropriate staff. We will also hold a work session regarding this matter.

- **EMPLOYEE PERFORMANCE EVALUATIONS & COMPENSATION**

Monica Flores recently initiated an assessment of the method and metrics currently utilized by the City to evaluate employee performance and goal setting. In her initial assessment of the Personnel Department and Employee Personnel Records, she found that our current Performance Evaluation system is inconsistent and that it, in fact, has been several years since the City has had organization-wide employee evaluation cycle. Additionally, she found that the last evaluation cycle (as well as those from prior years) was completed by several Departments utilizing different evaluation forms and scoring methods.

Subsequently, after she brought this to my attention and discussing the issue with our leadership team (I and Department Heads); we agreed that a revamp of the City's Performance Evaluation system needed to be conducted to ensure uniformity and consistency across the Organization. In conjunction with the performance evaluations, we also began the process of discussing possible methods of awarding employee performance while also addressing compensation.

Mrs. Flores proposed the idea of Performance Based One-Time Distributions as a short term alternative, to which the group agreed was the best method of addressing this issue in the short-term, due to our current budget constraints. However, we agreed that our initial step was to address the Performance Evaluation System, and then continue with the potential for a One Time Distribution/Compensation discussion during the FY 17/18 budget process for possible recommendation by the City Manager and presentation to Council for consideration and possible approval.

The leadership team has reviewed and provided input and support of the Performance Evaluation model as presented to you. For your review, attached please find the City of Bisbee's "revamped" Performance Evaluation Forms (which includes an Employee Self-Assessment form which will provide the employee an opportunity to provide input to the supervisor prior to the supervisor completing the draft of the employee's Performance Evaluation Form). This Evaluation system is modeled after the system utilized by Cochise County (created by Management Education Group, Inc.), which has proven to be a very effective method of employee performance evaluations and goal setting, and which we are confident will achieve the same effective results within our Organization. The attached Personnel Department January monthly report includes a more in-depth explanation by Mrs. Flores regarding the Performance Evaluation method and metrics utilized.

- **PERSONNEL DEPARTMENT AND VISITOR CENTER MONTHLY REPORT**

Attached, please find the monthly reports for the month of January 2017 for the Personnel Department and Visitor Center for your review.