

!	Task Subject	Owner	Notes
	Radio Communications, Dispatching ...	Albert Echave	----- In cooperation with FD/EMS and Public Works, review radio communications facilities, resources and f...
	Service Fees / Cost Recovery for Police	Albert Echave	----- Evaluate potential services/fees/cost recovery for policing services outside of municipal boundary, an...
	Hire a Deputy Police Chief	Albert Echave	----- Create an assessment center, advertise, screen and hire a deputy police chief
	Support to Joe/Comm Dev	Andy Haratyk	Work with Joe to fold Community Development into Public Works, so he will have more ready access to administra...
	FAA funding for A1 Jet Fuel	Andy Haratyk	----- Pursue FAA funding next year, to offer A1 Jet fuel at Bisbee Airport.
	NLC Service Line Program	Andy Haratyk	Deployment of the NLC Service Line program should be brought to Council for Consideration – if approved, it shou...
	Exploration of expanded coverage o...	Andy Haratyk	It may be possible for the City to cover additional waste water treatment operations in the area with the licensed o...
	Exploration of Sewer Treatment Sérv...	Andy Haratyk	----- Exploration of sewer treatment service for Naco, which would create a treatment facility in Bisbee. 1...
	Codes, inspections and planning soft...	Andy Haratyk	Review software for planning applications, building inspections and code enforcement management, discuss with J...
	Infrastructure Mapping / Investigatio...	Andy Haratyk	Work with PD/FD and EMS to determine if the utility of Google Maps/Earth would support City Operations and inf...
	Procurement and Shop Local Program	Andy Haratyk	Work with Ashlee, Albert and George on possible additional County Procurement Services Evaluate existing procur...
	Customer Service Window/Counter ...	Andy Haratyk	Renovation upstairs Relocation of City Clerk, Finance and Community Development Renovation of Customer Servi...
	Building Renovation/HVAC	Andy Haratyk	Working with Melanie, secure grant funds and renovate City Hall to preserve structure and install HVAC
	Basement Flooding -- City Hall	Andy Haratyk; ...	Addressing Basement Flooding at City Hall 1. Relocation of personnel 2. Proper Venting a. Analysis/creation of ...
	Codification	Ashlee Corona...	----- Identify appropriate source for codification (and possibly online publication) of codes...secure cost eff...
	Select, Install, Deploy and Train for A...	Ashlee Corona...	----- Select and install/train for agenda management software. This will be a large committee process and ...
	Outlook and other software training ...	Ashlee Corona...	Suggest that customer service desk personnel (if we can find tech savvy volunteers) be leveraged to assemble and r...
	Website Improvement, use of functi...	Ashlee Corona...	----- Review of existing website and use of functionality available is needed. Suggest inclusion of IT suppo...
	Create a social networking policy	Ashlee Corona...	----- Create a social networking policy for the administration – needed as the City will have youtube, faceb...
	Creation of Communications Policy ...	Ashlee Corona...	----- Create a communications policy that effects PIO training for department heads and Council. Written ...
	Development of an IT and Software ...	Ashlee Corona...	----- Work with department leadership and IT Services consultant to develop an IT and Software plan that ...
	IT Services RFP	Ashlee Corona...	----- Solicit responses to RFP and select best respondent. Negotiate and initiate service. Ensure that an IT ...
	Creation oc customer services corps	Ashlee Corona...	----- Establishment of Customer Service Corps (CSC) and Customer Centered Services Integrate volunteer ...
	Update Emergency Response Plan	George Castillo	Currently under way – work with EMS/PD and public works to update the City's emergency response plan. Sugge...
	Fire -- Pre Planning	George Castillo	----- Begin pre-planning structure fires as well as developing strategy for suppression activities in challengi...
	Hydrant and suppression system mai...	George Castillo	Begin ongoing maintenance of hydrants and the suppression system. Scheduled, annual pressure and flow readin...

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	Service Fees/Cost Recovery -- EMS	George Castillo	Evaluate service fees/cost recovery structure passed by Council, and report back needed changes.
	Hire a Permanent Fire Chief	George Castillo	Create an assessment center, advertise for the position, screen and hire a permanent fire chief
	Initiate Audit of Sales Tax Reciepts	Keri Bagley	----- City receipts may be down – and receipts have not been audited in recent past. Identify a professiona...
	Deploy Online Bill Pay Function	Keri Bagley	----- Research and deploy the online bill pay function available through the City Website. Ensure appropri...
	Research, select, install & deploy pay...	Keri Bagley	----- Research payroll software, plan administrative organization and secure/install. Work with HR for depl...
	Financial Reporting	Keri Bagley	----- Begin a review of existing financial reporting. Discuss/consider other information and periodic reporti...
	Financial Policies	Keri Bagley	----- Develop and present financial policies to Council for consideration and adoption
	Develop Revenue and Payables mod...	Keri Bagley	----- Create and deploy the use of cashflow modeling in Financial Processes
	Banking Services Review	Keri Bagley	----- Review banking services, deploy additional services if helpful Deploy Online Bill Pay
	Science Center Grant	Melanie	Continue pursuit of Science Center Grant
	City Hall Preservation	Melanie	----- Melanie to research grants for building preservation/renovation at city hall
	Online training	Monica Flores	09/18/17 Ashlee is currently looking into how many email addresses the city currently has available as each emplo...
	PTO Cashout Provision	Monica Flores	----- Review options for a cash-out provision for PTO – discussion should involve departmental leadership, ...
	Internal Promotion and Hire Policy	Monica Flores	----- The City's policy on new hires needs some improvement, to allow for internal hires and promotions. ...
	Certification and Educational/Tranin...	Monica Flores	----- Begin review of city policy & practice on certificate/license/educational reimbursement. Project fiscal ...
	Review Triage Service	Monica Flores	----- Review Triage Service – it may pose more of a barrier to employees accessing benefits than it creates ...
	Wellness Initiative, Education & Ben...	Monica Flores	----- Begin Discussion with SW Risk about wellness and benefits enhancements. Investigate possible welln...
	PD/EMS/FD Staffing strategies	Monica Flores	----- Begin a review of staffing strategies in light of PSPRS impacts (short and long term). Focus on OT, he...
	Compensation and Classification Plan	Monica Flores	----- Begin descriptive work now, establishing organizational charts with titles After structural definition of...
	Accident Reporting	Monica Flores	----- Revise the City accident reporting and drug testing policies, develop tools and train department head...