



Monday, October 29, 2017  
To: Council; Leadership  
Fr: RES  
Re: Status

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Council –

Apologies for the gap in reporting – the City Hall fire has had us all scrambling to return to full operations.

**The Fire –**

In less than two weeks, and with the help of a lot of people, nonprofits, agencies, businesses and government organizations, we have almost resumed normal administrative operations!

The day of the fire (Wed, 11th), after it was under control, we assessed the scene, held two meetings/press conferences (11am & 4pm), handed off the investigation to the County and began recovery planning/operations. We continued police, fire, EMS and public works services throughout the fire and continuously thereafter, and provided information to the public on what administrative services were compromised, and how to get in touch with Public Works for service calls.

The day after the fire (Thur 12<sup>th</sup>), we ran payroll on time, established alternate meeting space at the middle school on Melody Lane (thank you Tom Woody) to begin recurring strategic planning meetings for our recovery, and met with the Hospital to discuss enhancement of water storage to ensure medical services could continue if there was another event. We noticed the Council meetings for Monday (Work Study) and Tuesday (Regular Meeting), began site cleanup at the City Hall Building, and began planning for extrication of materials from the building. We also met with the County (thank you Ed Gilligan and crew), to discuss moving our administrative operation to the County Building on Melody Lane. Public Works personnel were relocated to the waste water treatment facility

Friday (13<sup>th</sup>) we met with the structural engineer and investigators, began prepping space at the school for document/materials recovery, and continued planning for the removal of information and materials from the building, while coordinating with insurance and other parties to kick off work at the site. We also identified County Offices for administrative uses, and the County began logistical and facilities work to get us moved into those spaces.

Saturday (14<sup>th</sup>), we took control of site security, boarded up windows/doors and began general, exterior cleanup of the building. We retrieved flags from the flag pole and ensured that the site would be lit at night.

Sunday (15<sup>th</sup>), we thanked the Community Church for their support and hospitality.

Monday (16<sup>th</sup>) we began work to recover documents and materials from the site, setup drying and scanning facilities and began coordination with County building facilities and IT support to get spaces, furniture, computers and phones operational. Staff confirmed the hire of an HR Director, began departmental inventories of losses, and secured additional communications (phones) for department leadership. We held a Council study session in the Board of Supervisors' meeting room to provide update to the Council and public on our progress.

Tuesday (17<sup>th</sup>) we met with insurance administration/adjustors, and contractors that will bid on the building recovery work. We toured the building and created plans for extrication of materials from the vault. Document recovery was ongoing, and we requested Ozone treatment of the documents, and began looking for a conex storage container to move the file cabinets into, in preparation of the audit. Staff also met with the Sheriff's office Public Information Officer, to better facilitate information to the public. Results of the investigation were released to the public. Council held its regularly scheduled meeting that night, in the County Board of Supervisor's meeting room.

Wednesday (18<sup>th</sup>), our network at the County building was operational, and Council met in a Special Meeting, to make an offer of employment to the Interim City Manager.

Thursday (19<sup>th</sup>), the City Manager met with the Realtor's group in Old Bisbee to provide an update to recovery from the fire, as well as current projects that are under way.

This week (23<sup>rd</sup> – 26<sup>th</sup>) we have met with the contractors on site, met with State Historic Preservation personnel on site, organized/facilitated the beginning of contractor demolition and the inventory of destroyed property in the building, and removed some historically significant architectural elements from the property to safe, long term storage. We also began discussions with the AE firm that initiated the Warren District inventory and application for historic district designation, to explore the work necessary to finish that application and secure approval.



## Other Administrative Action of Note –

We hired an HR Director who started on 10/30/17.

We met with Jim Dixon (hospital) to discuss moving forward on the exercise equipment grant and working on a project to enhance potable water storage for the hospital.

We met with ADEQ and BEC to discuss moving forward on the Naco sewer issue. The project was met with optimism and interest, and we are moving ahead to draft a proposal in coordination with BEC. I am hopeful that improvements to the plant, sewer service to the airport and 80AC owned by the City, Upgrading the Plant to A+ Certification, creation of additional revenue streams, and discharge credits from our effluent are all positive elements of this project. Once the draft is ready, it will be brought to Council for review and guidance.

We revised the Customer Service Initiative and sent draft to legal for review. A position description is also being drafted.

We received the Asbestos report on city hall building, condemned the site and authorized demolition contractors to begin work. Ozone treatment began for the financial documents at the school building, and we began searching for temporary, secure storage for those documents.

We received AG determination on Bag Ban, began discussions with Mayor and City Attorney on legal strategy.

We negotiated a Contract for Employment of City Manager with Mayor and City Attorney.

The Special Council Meeting noticed for following Monday.

## General Updates --

We have had some technical difficulty in resurrecting the old 6000 numbers for city hall (we believe we are close to a solution), and there has been a slight lag in getting full payment window activity up and running. We don't have all the signs up we need, and we should be getting more information out to the public regarding changes in locations and services. For example, we are installing a drop box for payment of utility bills at the police department, and will be placing a sign inside the County Supervisor's building indicating the location of the payment window.

I will discuss exterior signage with Ed, to see if there are alternatives that would help better inform the public regarding our service locations.

Staff as a group is reconsidering the projects list that we initially agreed upon, as our location and proximity to County resources has changed some circumstances which drove that initial project listing. Staff will be getting amended project priorities to me within a week or so, and we will present same to Council soon.

Staff will be proposing a 'thank you' ceremony in the next month or so, to say thank you to all the agencies, volunteers, businesses etc that helped out with the fire and the aftermath. Details will surface soon.

I would also say that staff has undertaken an incredible amount of work to facilitate this transition while also maintaining services and processes throughout the recovery. As we transition from immediate recovery to searching for and implementing better processes, technology and software, staff's workload will actually increase; it's my hope that we are able to launch projects up front which will leverage volunteers and time saving measures to bring some small amount of relief to staff as we enter this long overhaul. The recovery from the fire, and the remediation/renovation of the building, our processes and systems, will present work we did not anticipate during the financial cycle, and it will slow our progress on other fronts...the trick will be to prioritize our efforts and keep on schedule with this new work.