

## AGENDA

AGENDA OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, AND STATE OF ARIZONA, TO BE HELD ON MONDAY, JUNE 17, 2019 AT 5:30 PM AT THE CITY HALL BUILDING, 915 S. TOVREAVILLE ROAD, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY \_\_\_\_\_ AT \_\_\_\_\_.

### ROLL CALL

#### COUNCIL

VACANT, Ward III  
Councilmember Joni Giacomino, Ward II  
Councilmember Bill Higgins, Ward I  
Mayor David M. Smith  
Councilmember Leslie Johns, Ward I  
Councilmember Joan Hansen, Ward II  
Councilmember Anna Cline, Ward III, Mayor Pro Tempore

#### STAFF

Stephen Pauken, Interim City Manager  
Ashlee Coronado, City Clerk  
Keri Bagley, Finance Director  
VACANT, Personnel Director  
Jesus Haro, Public Works Director  
Albert Echave, Police Chief  
George Castillo, Fire Chief

#### CITY ATTORNEY

Britt Hanson

THE FOLLOWING ITEMS WILL BE DISCUSSED AND/OR CONSIDERED AT THIS MEETING:

1. Interviews of the Two Candidates for the City Manager Position.  
David M. Smith, Mayor
2. Discussion and Possible Approval of a Motion to go into Executive Session Pursuant to A.R.S. § 38-431.03. (1) for Consideration of the employment and appointment of a City Manager.

*Per ARS § 38-431.03(a)(1), the City Council may vote to go into executive session for discussion or consideration of employment, assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.*

David M. Smith, Mayor

3. Discussion and Possible Selection of a Preferred Applicant for the Position of City Manager.  
David M. Smith, Mayor

### ADJOURNMENT

Individuals with hearing disabilities can contact the City Clerk's Office (520) 432-6012 to request an Assisted Listening Device, at least 24 hours before the meeting.

Anyone needing special accommodation to attend this meeting should contact Ashlee Coronado at (520) 432-6012 at least twenty-four hours before the meeting.

Public documents referred to herein may be viewed during regular business hours at the City Clerk's Office at 915 S. Tovreaville Road., Bisbee. Pursuant to A.R.S. § 38-431.03(A) (3), the Council may vote to enter executive session at any point during this meeting for discussion or consultation for legal advice with its attorney(s), who may appear telephonically.



**REQUEST FOR MAYOR & COUNCIL ACTION**

Session of: June 17, 2019

Regular  Special

DATE ACTION SUBMITTED: June 12, 2019

REGULAR  CONSENT

**TYPE OF ACTION:**

RESOLUTION  ORDINANCE  FORMAL ACTION  OTHER

**SUBJECT: INTERVIEWS OF THE TWO CANDIDATES FOR THE CITY MANAGER POSITION**

**FROM: David M. Smith, Mayor**

**RECOMMENDATION: NA**

**PROPOSED MOTION: NA**

**DISCUSSION:**

The following two candidates will be present for formal interviews by Mayor and Council:

- Heather Ruder
- Theresa Coleman

**FISCAL IMPACT:**

**DEPARTMENT LINE ITEM ACCOUNT:**

**BALANCE IN LINE ITEM IF APPROVED:**

Prepared by: Ashlee Coronado  
Ashlee Coronado,  
City Clerk

Reviewed by: David M. Smith  
David M. Smith,  
Mayor

# THERESA COLEMAN

City Clerk  
City of Bisbee  
P O Box 4601  
Bisbee, AZ 85603

Dear City Clerk,

As a public administration professional, with eleven years of varied and unique experience, I have the desired experience, skills and personal attributes to serve as the next Bisbee City Manager.

As a problem solver, I am in the process of addressing challenges within the fire department by encouraging a culture shift that addresses the needs of the City and the volunteers while providing reliable service for the community. I plan to balance the traditions of the Fire Relief Association with new standards in fire safety.

I successfully rebuilt trust among City of Kasson employees unsettled by firings and layoffs that followed the last election of City Council Members. I can respect the opinions of others, even when they are not in agreement with my own, and carry out the directives of the City Council even when those decisions are in opposition to staff recommendations.

Providing complete, accurate and objective information is critical to the work of the City Council and the performance of the City Staff. I meet monthly with department heads, bi-monthly with the Kasson Chamber of Commerce, serve as a resource for local news and television reporters, attend Countywide Council of Government meetings, collaborate on projects with the School District, and serve the Planning Commission.

I have lead projects to acquire additional electric territory, to acquire property for future (10-20 year) street improvement projects, and to acquire additional parkland. I work closely with the City Engineer and the EDA Coordinator to identify opportunities for grant funding to support public projects. The City of Kasson is currently pursuing \$1M in Small City Development Grant funds.

In Spring Grove, and now in Kasson, I have secured Cooperative Agreements with MnDOT for street reconstruction projects. In Spring Grove, the project resulted in the upgrade of utilities installed in 1938 and a new "streetscape" that spurred development - including the addition of a local distillery.

To better serve the City of the future, I recently attended Futurist Camp; we challenged belief systems, identified trends impacting cities, and explored the future through stories. My capstone project will explore the future of housing.

I look forward to an opportunity to discuss my desire and qualifications for the position as the Bisbee City Manager.

Respectfully,

*Theresa Coleman*

# THERESA COLEMAN

## PROFESSIONAL SUMMARY

Efficiency-driven city leader skilled at leading departments, improving transparency in government and building positive relationships with government agencies, community organizations and members of the public. Exceptional planning, program management and team development skills gained during 11-year career supporting cities.

## SKILLS

Relationship building  
Budget preparation  
Land use understanding  
Administration strength

Department oversight  
Interpersonal skills  
Data collection/organization  
Critical thinking skills

## WORK HISTORY

### CITY ADMINISTRATOR 11/2015 to CURRENT

City of Kasson | Kasson, MN

Represent the City and Its interests with community organizations, government agencies and members of the public.

Cultivate close working relationships with other municipalities and governmental agencies to achieve transportation improvements.

Co-create the annual budget and submitted it to the City Council for review and approval.

Collaborate with members of the city staff, other public agencies and private organizations to develop and implement Comprehensive Plan.

Uphold General Ordinance, Land Use and Zoning compliance requirements.

Support and consult with department heads to maintain smooth operations between different functional areas.

Respond to citizens' complaints and requests for information and services.

Pursue learning opportunities and maintain a current understanding of trends and technological advances in municipal management.

### PUBLIC ADMINISTRATION 01/2013 to 10/2015

Entrepreneur | Lanesboro, MN

Kept municipal operations in compliance with all city ordinances, state requirements and federal laws. Represented the city and its interests with community organizations, government agencies and members of the public.

Drafted and edited written materials including agendas for city council meetings and minutes. Researched and updated City of Lanesboro land use ordinances.

Coordinated funding for infrastructure improvements and ongoing community programs including, Minnesota Historical Society grant, Minnesota Rural Water Association funds, Public Facilities Administration funds, Small Cities Development Grant funds, and United States Department of Agriculture grant.

## **CITY ADMINISTRATOR 04/2007 to 01/2013**

City of Spring Grove | Spring Grove, MN

Represented the City and its interests with community organizations, government agencies and members of the public.

Kept municipal operations in compliance with all City Ordinances, state requirements and federal laws.

Collaborated with members of the City staff, other public agencies and private organizations to improve infrastructure.

Created the annual budget and submitted it to the City Council for review and approval.

Researched and updated land use ordinances.

Drafted and edited written materials including agendas for City Council, Economic Development Authority, and Planning Commission meetings.

Monitored and supported bidding and proposal process.

Responded to all inquiries from the general public in a prompt and professional manner.

## **EDUCATION**

Master of Science | Economic Development 2006

Eastern University, Wayne, PA

Recipient of Campolo College of Graduate and Professional Studies Scholarship

Conducted and presented neighborhood impact survey

Researched and presented case study on affordable housing programs

Thesis: Business Plan for an Arts Education Center

## **ACCOMPLISHMENTS**

Managed a \$13 million City general fund and enterprise fund budget.

Worked with Minnesota Department of Transportation and City Engineer to receive \$3.8 M

Directed the city's response during the 2007 flooding; including FEMA reimbursement.

Finalized \$4.3 M Wastewater Treatment Plant Expansion project.

## **AFFILIATIONS**

Member, International City/County Managers Association, 2015 to Current

Member, Minnesota City/County Managers Association, 2016 to Current

Commissioner, Lanesboro Heritage Preservation Commission, 2018 to Current

Commissioner, Lanesboro Public Utilities Commission, 2013 to 2017

## **CERTIFICATIONS**

NEXT Generation Consulting, INC, Futurist Camp

National Incident Management System, Incident Command Certification

Minnesota Municipal Clerk Certification

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## Heather M. Ruder

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[REDACTED] / Available for Relocation  
[REDACTED]

April 17, 2019

Personnel Department  
City of Bisbee  
118 Arizona Street  
Bisbee, Arizona 85603

Dear Mayor Smith and Council Members,

I am a visionary leader who will not accept the status quo, nor will I accept the view that "it can't be done". I see opportunity where others see a void, solutions rather than problems, and no matter how hard it gets, I preserve, learn and adapt quickly from lessons-learned along the way. I am genuinely excited by and passionate about opportunities to guide public agencies to the next level as well as lead the community by seeking out opportunities for growth while remaining true to the community's roots. Infusing the teams I lead with energy and focus, while helping them to navigate strategic challenges in order to chart new paths to growth.

If the above sounds like the type of leader you are seeking to fill the City Manager role with the City of Bisbee, please accept my resume and application. I am certain that you will find I meet or exceed all your requirements:

- **Strong educational credentials:** BS Civil Engineering from the University of Arizona, Master of Administration with Public Management Emphasis from Northern Arizona University
- **Executive track record:** 18+ years of progressive leadership experience managing both private and public operations
- **Inspiring leader:** Demonstrated ability to lead teams to overcome significant challenges to achieve large goals
- **Change catalyst:** Successfully grown strong teams, turned around underperformers, and strengthened all staff members

I have over 15 years of combined experience in managing departments and staff, developing yearly budgets, managing CIP projects, administration and engineering, streets, solid waste/landfill, parks and recreation, water, wastewater, cemetery, vehicle maintenance, airport and facility maintenance divisions.

I am extremely well organized and energetic. I continually strive to build strong teams and empower each team member to contribute to all projects and reach their full potentials. I consider myself a good communicator both in writing and verbally while never being too confident to hear suggestions and learn new ways to improve myself in every aspect of the job's daily activities.

I look at difficult situations as learning opportunities and handle the change in pace and direction of tasks daily without becoming stressed or making cloudy decisions. I am even keeled person who believes in looking at all angles and making well informed decisions based on the relevant information that is available.

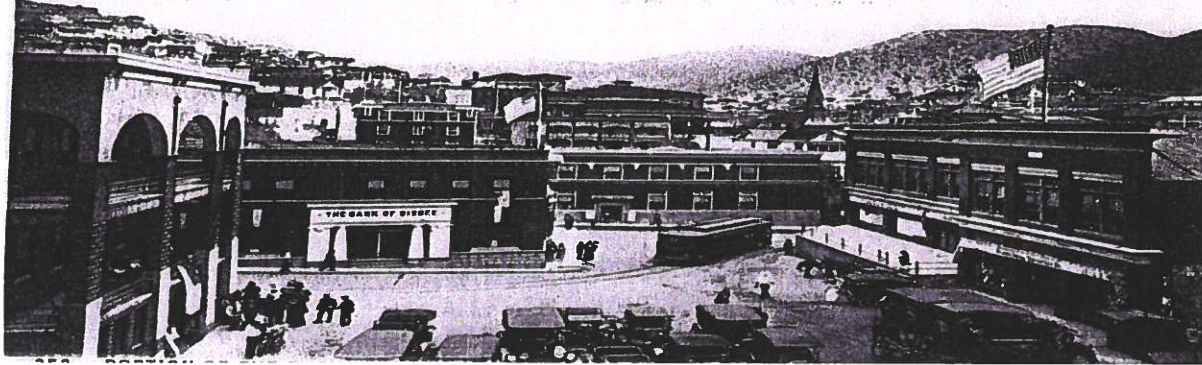
I look forward to speaking with you and seeing how my experience will be able to contribute to the City of Bisbee.

Thank you for your time and consideration.

*Heather M. Ruder*

Heather M. Ruder

# Heather M. Ruder



**"Holding True to Our Heritage"**

**Contact Information:**



**Objective:**

To secure a challenging position with the City of Bisbee and make use of the skills that I have acquired through my professional and educational experiences. To lead and economically strengthen this amazing city through working with community leaders and staff, community residents and business owners, special interest groups and our neighboring country to the south.

**Education:**

1997 – 1999	University of Arizona	Tucson, AZ
<b>Civil Engineering, B.S.</b>	<b>December 1999</b>	
2015-2018	Northern Arizona University	Flagstaff, AZ
<b>Public Administration, M.A.</b>	<b>December 2018</b>	

**Technical**

08/2018-01/2019 Position Held	Town of Clifton Town Manager	Clifton, AZ
12/2013-07/2017 Position Held	Pima County Assistant Operation/Maintenance Manager Natural Resources, Parks and Recreation Sr. Civil Eng. Assist. Traffic Engineering Program Manager/Project Manager	Tucson, AZ
09/2011-12/2013 Position Held	City of Eloy Superintendent/ Asst. Director of Public Works	Eloy, AZ
03/2010-09/2011 Position Held	Pima County Sr. Construction Manager/Program Manager	Tucson, AZ
10/2008-01/2010 Position Held	City of Algona Director of Public Works	Algona, IA

01/2007- 09/2008  
Position Held

Town of Marana  
CIP Project Manager

Tucson, AZ

01/2000 – 1/2007  
Position Held

Castro Engineering  
Project Engineer/Assistant Tech.

Tucson, AZ  
Resource Mgr.

### **Manager duties**

- Over 15 years of experience of management and supervision practices
- Experience with the practices of the budgetary processes
- Experience with setting up CIP budgets
- Experience with coordinating program and construction projects
- Help staff to prioritizing tasks to meet assigned goals and objectives
- Ability to interact with staff from Mayor and Council down to frontline employees in a positive and productive manner
- Ability to build trust and positive relationships with the public
- Develop the budget each fiscal year for all public works departments
- Promote team involvement and open communication
- Promote training and education to help staff meet career goals
- Review work processes to adjust as needed to be more efficient
- Review staff annually for work ability and goal setting sessions
- Develop and present new policies for adoption
- Track change orders and negotiate costs
- Organize and hold public meetings
- Work with staff on creating a safe and productive work environment
- Ability to work with and delegate tasks to department supervisors
- Ability to be a positive liaison at both local and state levels
- Develop requests for proposals and specifications for competitive bidding process
- Administer Contracts and track scope, schedule and budget
- Perform engineering inspections and sign off on design changes

### **Knowledge, Skills and Abilities:**

- Previous experience and knowledge of managing the following departments:
  - Administration
  - Airport Operations
  - Building/Zoning
  - Cemetery
  - Construction
  - Engineering
  - Facility Maintenance
  - Library
  - Parks and Recreation
  - Police
  - Streets
  - Water
  - Wastewater-Collection and Treatment Plant
  - Solid Waste/Landfill
  - Vehicle Maintenance/Fleet Services
  - Visitor Center
  - Volunteer Fire



- Ability to manage the design and construction of projects
- Ability to direct the functions of staff to obtain City goals and objectives
- Knowledge of design of construction plans and specifications
- Knowledge of reading plans
- Preparing cost estimates
- Preparing contracts for projects
- Keeping projects on schedule, within scope and budget
- Keeping detailed records to prevent scope creep and miscommunication
- Experience with onsite inspections and dealing with contractors
- Ensuring correct procedures and policies are complied with
- Able to define problems and collect the necessary information to make an informed decision on how to solve the problem
- Able to communicate extremely well both in writing and verbally

**Computer Skills:**

Computer Aided Design & Modeling Software

- Snychro, SimTraffic, Water Cad, AutoCAD, Eagle Point, Microstation, IVorqs

Office Productivity Software

- Microsoft Word, Excel, WordPerfect, Outlook, MS Project, Kronos, Cassel, ADP, Advantage, Maximo

**Representative/Liaison for the Following Boards and Committees:**

- Planning and Zoning Commission
- Site Plan Review Committee
- Board of Adjustment
- Cemetery Board of Trustees
- Airport Zoning Board of Adjustments Liaison
- Parks Board Liaison
- Infrastructure Review Committee
- Airport Commission
- Central Arizona Governments (CAG)- TTAC Committee
- Northern Iowa Area Council of Governments (NIACOG)

**Memberships:**

2000 – 2010	American Society of Civil Engineers
2001 – Present	Women's Transportation Seminar
2004 – 2010	Southern Arizona ITE
2007 – 2010	Arizona Chapter of APWA
2008 – 2010	Iowa Chapter of APWA
2008 – 2010	North Iowa Area Council of Governments (NIACOG) City Representative
2011 – 2013	Central Arizona Government (CAG) - TTAC City Representative
2015- Present	International City/County Management Association Member

**Certifications/Seminars:**

- 2003-Traffic and Transportation Engineering Two-week Seminar at Northwestern University
- 2005-Marketing I
- 2006-Storm Water Pollution Prevention Basic Training

- 2006-Excelling as a First-Time Manager or Supervisor
- 2006-Geographic Information Systems (GIS)
- Project Management Training at the University of Arizona (40 hours)
  - 2008-Project Risk Management at the University of Arizona (UA)
  - 2008-Project Procurement Management at the UA
  - 2008-Project Quality Management and Integration at UA
  - 2008-Project Communication and Human Resources at UA
  - 2008-Project Resources and Costs at UA
  - 2008-Project Time Management at UA
  - 2008-Managing Project Scope at UA
  - 2008-Project Management Concepts at UA
- 2009-Understanding the Building Process and Improving Building Inspections, University of Wisconsin at Madison
- 2011-ACI Concrete Field-Testing Technician Grade I
- 2013-Certified Payroll
- 2014 – Leadership by Coaching (56 hours)
- 2015 – ADP Training
- 2015 Smart Scape Series and Certificate, University of Arizona
- 2016 National Recreation and Park Association Certified Playground Safety Inspector (Certification Number 34108-419, Expiration 4-1-19)



**“While Expanding into the Future”**



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 17, 2019**

Regular  Special

**DATE ACTION SUBMITTED:** June 12, 2019

**REGULAR**       **CONSENT**

**TYPE OF ACTION:**  
**RESOLUTION**       **ORDINANCE**       **FORMAL ACTION**       **OTHER**

**SUBJECT:** **Discussion and Possible Approval of a Motion to Go into Executive Session Pursuant to A.R.S. § 38-431.03(1) for Consideration of the Employment and Appointment of a City Manager.**

**FROM:** David M. Smith, Mayor

**RECOMMENDATION:** Approve the motion

**PROPOSED MOTION:** I move that the Mayor and Council go into Executive Session pursuant to A.R.S. §38-431.03(1) for consideration of the employment and appointment of a City Manager.

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**DISCUSSION:**

This executive session will be for the purpose of considering the applications and interviews for the position of City Manager.

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**FISCAL IMPACT:** NA

**DEPARTMENT LINE ITEM ACCOUNT:** NA

**BALANCE IN LINE ITEM IF APPROVED:** NA

**Prepared by:** Ashlee Coronado  
Ashlee Coronado,  
City Clerk

**Reviewed by:** David M. Smith  
David M. Smith,  
Mayor



**REQUEST FOR MAYOR & COUNCIL ACTION**  
**Session of: June 17, 2019**

Regular     Special

<b>DATE ACTION SUBMITTED:</b> <u>June 12, 2019</u>	
<b>REGULAR</b> <input checked="" type="checkbox"/>	<b>CONSENT</b> <input type="checkbox"/>
<b>TYPE OF ACTION:</b>	
<b>RESOLUTION</b> <input type="checkbox"/>	<b>ORDINANCE</b> <input type="checkbox"/>
<b>FORMAL ACTION</b> <input checked="" type="checkbox"/>	<b>OTHER</b> <input type="checkbox"/>
<b>SUBJECT:</b> Discussion and Possible Selection of a Preferred Applicant for the Position of City Manager.	

**FROM:** David M. Smith, Mayor

**RECOMMENDATION:** At the discretion of the Mayor and Council

**PROPOSED MOTION:** I move that we select \_\_\_\_\_ as our preferred applicant for the position of City Manager, subject to the finalization of negotiations for the contract for that position.

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**DISCUSSION:**

If you are ready to make a decision on the City Manager position at this time, this will allow this matter to be discussed.

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**FISCAL IMPACT:** NA

**DEPARTMENT LINE ITEM ACCOUNT:** NA

**BALANCE IN LINE ITEM IF APPROVED:** NA

**Prepared by:** Ashlee Coronado  
Ashlee Coronado,  
City Clerk

**Reviewed by:** David M. Smith  
David M. Smith,  
Mayor