



OFFICE OF  
THE CITY MANAGER  
MEMORANDUM

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**DATE:** May 17, 2017  
**TO:** Mayor Smith and City Council Members  
**FROM:** Richard Marsh, City Manager  
**RE:** City Manager's Weekly Report

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This is the weekly report for the week ending May 19, 2017.

- **PROJECT STATUS REPORT**

Attached please find the updated Project Status Report for the week ending May 19, 2017 for your review.

- **OLD BISBEE FIRE**

As you are aware, the fire in Old Bisbee this week has been 100% contained. Thankfully, the 7 structures that burned were abandoned and did not permanently displace any families, and there were no injuries. The fire affected a total of 5.1 acres of land.

Our fire crews did have to evacuate approximately 50 people from their homes while they battled the fire. Most were able to find shelter overnight with family and friends, while two families took shelter at St. Patrick's Church. All have been cleared to return to their homes.

The total cost of this fire could potentially reach up to \$100,000. The Mayor and Council held an emergency special session to approve the Mayor's State of Emergency declaration to request reimbursement from the State to cover the cost incurred. Norm Sturm, Cochise County Emergency Management Department, and the State Emergency Management Services requested cost estimates related to damage (to include Infrastructure, Personnel, Vehicle and Equipment charges) caused by the fire, which staff is compiling and will be provided to the state for possible reimbursement.

I received a phone call from Juan Ciscomani, of the Governor's office, who relayed a message to me from the Governor that the City of Bisbee and those affected are in his thoughts and his heart.

I'd like to extend my heartfelt thanks and gratitude to all the firefighters, from our own Bisbee Fire Department personnel, to all the local Fire District Volunteers (Naco, Palominas, and Elfrida), to the Douglas Fire Department, Cochise County and the U.S. and AZ State Forest Service who assisted us. Thank you to the Superintendent Tom Woody who opened the Warren Ballpark for 2 Hot Shot crews to spend the night as they assisted with the fire.

Additionally, I'd like to extend a huge "thank you" to Ken Budge who headed off the fire from spreading to the Gulch. Also, I'd like to extend thanks to Mike Teran, Dwayne Wallace, Aaron De La Rosa, Robert Ramirez, Andy Haratyk, Mike Gastelum and Raul Hidalgo, as well as those citizens who extended a hand to help the Fire crews and assisted with the reserve water line break. Additionally, I'd like to thank those employees and all those citizens who assisted in heading off the fire from jumping to the surrounding areas, and to those who provided support, prayers and good thoughts to all those involved in fighting this fire and those affected by the fire. Also, thank you to the Bisbee Police Department who assisted throughout this ordeal. You are all a huge blessing to the City of Bisbee and this would not have been contained so quickly without your expertise, hard work and dedication.

This is a huge testament to the great spirit of Community that Bisbee is comprised of – though we may disagree at times, we are all willing to come together and unite to work toward the good and safety of our community in her time of need. Well done!!

Our work is not done, however. On Monday, we will be coordinating a debriefing with the local, state and federal entities to analyze what we did right, what we did wrong and what we can improve on.

- **BUDGET UPDATE**

Next Wednesday, May 24, 2017, Mayor and Council will hold one more work session to discuss the overall budget and any potential changes prior to voting to adopt the tentative budget for FY 17/18.

- **MICROBUSINESS INCUBATOR AND MICROLOAN PROGRAM**

Dr. John Long, CEO of PPEP, Inc. (a 501 c (3) non-profit, charitable organization), has reached out to the City and expressed interest in entering into a MOU with the City to assist small business owners who are either starting, restarting, or wanting to expand their businesses, but do not possess the resources necessary to do so. PPEP will provide staffing and building space for these operations.

This is an amazing opportunity, and I will be providing more information as it becomes available.

- **FILM OFFICE**

We have received a phone call from Douglas Tirola, a documentary film maker, who has expressed an interest in filming one of his documentaries here in Bisbee! Jennifer Luria will provide more details, as she is in the process of connecting with Mr. Tirola.

- **MEETING WITH REAL ESTATE BROKER**

Last week, I reported on my meeting with Mary Nollenberger, the Director of Leasing and Retail Investment Sales at SVC Desert Commercial Advisors, to discuss possible economic development opportunities for the Safeway Complex here in Bisbee. I have provided Ms. Nollenberger with the names of 5 business entities (from Phoenix, Tucson, California and Sonora, Mexico) who have expressed interest in seeing this property sold or leased. More information to come!

**City Manager Project Progress Report To Mayor and Council  
Period of December 2016 - June 2017**

<b>PROJECT</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>COMMENTS</b>
5 Year Financial Forecast	Complete	Complete	
*Ambulance Driver	Complete	Complete	
*Animal Shelter MOU	Complete	Complete	
*Arts & Culture District	Complete	Complete	
*Attorney Contract	Complete	Complete	
City of Bisbee Strategic Plan	Complete	Complete	
Credit Card Policy	Complete	Complete	
*Employee Contract	Complete	Complete	
Entertainment District	Complete	Complete	
Fire Annual Report Presentation	Complete	Complete	
IGA for Procurement Services w/Cochise County	Complete	Complete	
Mexico/Bisbee Community Relations	Complete	Complete	
Police Department Policy and Procedure Manual	Complete	Complete	

**City Manager Project Progress Report To Mayor and Council  
Period of December 2016 - June 2017**

<b>PROJECT</b>	<b>COMPLETION DATE</b>	<b>STATUS</b>	<b>COMMENTS</b>
Queen Mine/Freeport McMoran	Complete	Complete	
*Rezoning BCLC	Complete	Complete	
Youth Council Reestablishment	Complete	Complete	
Bisbee Gem & Mineral Show	May 2017	In Progress	
Bisbee Pool	May 2017	In Progress	<i>Pool to soft open end of May 2017; The Copper Queen Community Hospital donated \$20,000 towards equipment and repairs to the Bisbee Pool on 05/03/17.</i>
Sonora Festival & Trade Show	May 2017	In Progress	
FY 2017/2018 Budget	June 2017	In Progress	
*Ambulance Subscription	June 2017	In Progress	<i>Presenting to Council in June 2017.</i>
Amendment to Personnel Rules & Regulations	June 2017	Ongoing	<i>Monica Flores completed the performance evaluation schedule and forms and mailed to Department Heads.</i>
Auditor Request for Proposal	June 2017	In Progress	<i>RFP to be completed in June 2017.</i>
"My Local News"	June 2017	Ongoing	<i>Mayor Smith will coordinate a meeting with publisher of local newspaper; Mayor Smith will be giving thought to volunteer writers.</i>
Public Safety Charges to FMI	June 2017	Not Started	

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Period of December 2016 - June 2017**

PROJECT	COMPLETION DATE	STATUS	COMMENTS
*Sewer Fee/Amnesty Program	June 2017	In Progress	<i>Meeting w/AZ Water Company held on 01/12/17; reviewing ordinance, debt service schedule &amp; existing grant contract; submitted a letter to AZ Water requesting assistance with shut-off; scheduled Work Session held on 05/15/17; Consensus was reached with City Council to move forward with Ordinance changes as recommended by the City Attorney with minor changes in wording.</i>
Disposition of City Property / Land Bank	July 2017	In Progress	<i>Joe Ward will be coordinating this assignment.</i>
RFP for Information Technology Services	July 2017	In Progress	<i>IT Consultant did an assessment of some city locations on 01/17/17; Requests for Proposals for service to be prepared; Ashlee Coronado.</i>
Health Pad - Vista Park	July 2017	Ongoing	
Retain Collection Agency	July 2017	Ongoing	<i>Keri Bagley will help coordinate; Plan on putting out an RFP by 07/2017; Lauri Owen to review Fry Fire District contract for termination clause; Meeting to discuss held on 03/27/17.</i>
*City Fee Update	September 2017	In Progress	<i>Staff recommendations in and under review; Keri Bagley to coordinate Ordinance change with attorney's office.</i>
Commercial Fire Inspection Program	September 2017	Not Started	

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Period of December 2016 - June 2017**

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Cananea Project	October 2017	In Progress	<i>Mayor Smith and Mr. Marsh met with Cananea's Mayor office on 01/16/17; Toured their wine processing center; Discussed various items to include Reinstitution of Border Mayors Association, contacting Upper Management of the Cananea Mine, housing opportunities in Bisbee, reaffirming sister cities, medical tourism, event planning with possible shuttle to transport people and observatory (from Bisbee to Cananea &amp; vice versa); Mayor Smith to coordinate a meeting with U of A Astronomy department late September to early October; Mayor Smith and Jen Luria will coordinate with the Community Development Director in Cananea.</i>
Commercial Rehab Program	December 2017	Not Started	<i>Rehabilitation of existing Commercial buildings; Contact Melanie Greene for grant opportunities.</i>
Bisbee Police Evidence Room Audit	January 2018	In Progress	<i>Mayor Smith to contact Oro Valley PD and Mr. Marsh to contact Phoenix Assistant City Manager.</i>
Bisbee Police Review	January 2018	Not Started	
*BUSD IGA	In Progress	In Progress	
Bisbee Housing Trust	In Progress	In Progress	<i>Met with the Slusser's and Mayor Smith on 01/05/17; Acquisition/Rehabilitation of Blighted Residential Properties; Next step - potentially consider changing city code to allow for disposal of city property to a non-profit; Non-Profit received their 501C3 status from IRS; Work Session scheduled for 05/23/17.</i>
Bisbee Science Center	In Progress	In Progress	<i>Melanie Greene submitted grant application to USDA in April 2017.</i>

**City Manager Project Progress Report To Mayor and Council  
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City Auction	In Progress	In Progress	<i>Andy Haratyk, Chief Burneleit, Chief Echave will conduct auction of City vehicles &amp; equipment by June 2017.</i>
Microbusiness Incubator & Microloan Program	In Progress	In Progress	<i>Mr. Marsh, Mayor Smith, Councilmen Dunn and Higgins working on this project.</i>
Ownership of Queen Mine Tour	In Progress	In Progress	<i>Mayor Smith assisting with transition plan.</i>
Sales Tax Auditor	In Progress	In Progress	<i>Built into the FY 17/18 Budget.</i>
Target Market Analysis	In Progress	In Progress	<i>Mr. Marsh to coordinate these effort; built into the FY 17/18 budget.</i>
Welcome Package	In Progress	In Progress	<i>Mr. Marsh and Jen Luria will coordinate establishing a Welcome Package; will cost approximately \$5,000 to complete; Mayor Smith to speak with Realtor's association.</i>
Senior Assisted Living	Not Started	Not Started	<i>Mr. Marsh and Mayor Smith will look further into this.</i>



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Period of December 2016 - June 2017**

PROJECT	COMPLETION DATE	STATUS	COMMENTS
Annexation (Unincorporated Areas)	Ongoing	Ongoing	<p><i>Meeting held 01/17/17 with City Manager, Mayor Smith, Joe Ward, Andy Haratyk and both Fire &amp; PD Chiefs; We narrowed down two areas (Border Patrol Complex &amp; TDF); We will engage in preliminary dialogue with community stakeholders &amp; report back to Council to determine which of the two areas we will attempt to annex first &amp; the next steps for the 1st phase of Annexation; We feel it is essential that our first annexation attempt produce a win, so we'll go after the "low hanging fruit" first &amp; proceed with other areas in phases; Met with WLB Group Engineers in Tucson on 02/14/17 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 begin the annexation process by September 2017; Work Session will be held to receive Community and City Council feedback prior to officially beginning this process - date TBD.</i></p>
Bicycle Path	Ongoing	Not Started	<p><i>Councilwoman Hansen and Andy; City is waiting on ADOT approval; Mayor Smith to contact Lorena for an update.</i></p>

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Bisbee Cohort Group	Ongoing	Ongoing	<i>Meeting held on 12/28/16; Key outcomes: 1) "Bisbee, Open for Business" Marketing Package (will include list of Bisbee's assets, resources, quality of life, "How To" start a new business in Bisbee process, tax info, housing &amp; relocation info, airport, tech incubator, film industry info, fiber optics, events, etc.); Jen Luria working on cost associated w/putting the package &amp; team together; Mr. Marsh looking into film industry &amp; tech incubator building location; Mayor Smith meeting w/two possible Entrepreneurs/Bisbee investors; Target area Northern California and Seattle, WA; Mr. Marsh met with the Director of the Tucson Film office; will establish the Bisbee Film office by July 2017.</i>
Camp Newell (Naco, AZ)	Ongoing	Ongoing	<i>Council approved a letter to be sent to Huachuca City Town Council offering to take over Sponsorship of Camp Naco at the 03/21/17 meeting.</i>
Community Meeting City/Schools	Ongoing	Ongoing	<i>Next meeting TBD.</i>
Infrastructure Improvements Naco Highway	Ongoing	Ongoing	<i>Construction on Hwy 92 began on 03/08/17.</i>
Mega-Region - AZ/Mexico Commission	Ongoing	Ongoing	
New Year's Eve Project	Ongoing	Ongoing	<i>Mayor Smith to speak with Fred Miller.</i>
Restoration - Vista Park	Ongoing	Ongoing	<i>Movie in the Park to start 05/20/17; Band Shell date TBD.</i>
Safeway Plaza Project	Ongoing	Ongoing	<i>Mr. Marsh contacted owner of the Safeway Plaza; Owner has broker under contract to market; Mr. Marsh will assist with coordinating these efforts.</i>
Senior Housing Project	Ongoing	Ongoing	

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PROJECT	COMPLETION DATE	STATUS	COMMENTS
Tech Center/Incubator	Ongoing	Ongoing	<i>Mr. Marsh In process of identifying property. Vacant Border Patrol building under consideration; Also looking at old DMV building on Arizona St and properties on Bisbee Road and Old Bisbee; Mr. Marsh visited model in San Diego, CA &amp; developed another contact with the Economic Development department for the City of San Diego.</i>
Town Hall Meeting	Ongoing	Ongoing	<i>Mayor Smith held 1st meeting on 03/25/17; Mayor Smith will hold Town Hall meetings quarterly.</i>
Volunteer Recruitment Organization-Wide	Ongoing	Ongoing	<i>Councilman Higgins will assist to coordinate to help find volunteer support staff. Elda Orduno is drafting a policy to address Employee/Volunteer screening; Bisbee Police Department Volunteer announcement posted to the City website and Facebook page on 03/29/17; Mayor Smith researching options for volunteers to provide transportation for Youth Council events. Monica Flores was interviewed by the Sierra Vista Herald to promote our efforts on active recruiting in the Volunteer program.</i>
Warren Business District	Ongoing	Ongoing	<i>Recruit developers; begin marketing the district; 4 New businesses in Warren District: New Fitness Center, Warren Hotel under contract, Robyn's Sandwich Shop, Car Detailing business and a Pizza Place coming soon.</i>
Water Conservation Committee/CCRN	Ongoing	Ongoing	<i>Work Session held on 05/16/17.</i>