

AGENDA

AGENDA OF THE SPECIAL SESSION OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, TO BE HELD ON TUESDAY, JANUARY 31, 2012, AT 5:30 PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING CALLED TO ORDER BY _____ AT _____ PM.

ROLL CALL

COUNCIL

Councilmember Boyd Nicholl, Ward I
Councilmember Bennie Scott, Ward III, Mayor Pro Tempore
Councilmember Luche Giacomino, Ward II
Mayor W.J. "Jack" Porter
Councilmember Anna Cline, Ward III
Councilmember Ransom Burke, Ward II
Councilmember Ken Budge, Ward I

STAFF

Stephen J. Pauken, City Manager
Gloria P. Gonzalez, City Clerk
Dee L. Flanagan, Finance Director
John Charley, Community Development Director
Jim Elkins, Police Chief
Jack Earnest, Fire Chief
Jennifer L. Graeme, Personnel Director
Tom Klimek, Public Works Director/City Engineer
Peg White, Library Director

CITY ATTORNEY

John A. MacKinnon

THE FOLLOWING ITEM WILL BE DISCUSSED, CONSIDERED AND/OR DECIDED UPON AT THIS MEETING:

1. Acceptance of the Resignation of Council Member Boyd Nicholl, and Discussion and Recommendations for Scheduling the Council Action to Fill this Vacancy.
John A. MacKinnon, City Attorney
2. Discussion and Evaluation of the Job Performance of Stephen J. Pauken, City Manager.
W.J. Porter, Mayor

ADJOURNMENT

Anyone needing special accommodations to attend this meeting should contact Gloria Gonzalez at (520) 432-6012 at least twenty-four hours before the meeting.



AGENDA ITEM NUMBER 1

REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: January 18, 2012	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION	SUBJECT: ACCEPTANCE OF THE RESIGNATION OF COUNCIL MEMBER BOYD NICHOLL AND DISCUSSION AND RECOMMENDATIONS FOR SCHEDULING THE COUNCIL ACTION TO FILL THIS VACANCY
DATE ACTION REQUESTED: January 31, 2012	<input type="checkbox"/> ORDINANCE	
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT	<input checked="" type="checkbox"/> FORMAL ACTION	
OTHER:		

TO: Mayor and Council

FROM: John A. MacKinnon, City Attorney

RECOMMENDATION: Accept the resignation of Council Member Boyd Nicholl.

PROPOSED MOTION: I move that we accept the resignation of Council Member Boyd Nicholl. I also move that we set a Council meeting for _____, 2012, to appoint a replacement Council Member for this position.

DISCUSSION: Pursuant to the City Charter and applicable State law, Mr. Nicholl's resignation is not effective until it is lawfully accepted by Mayor and Council. This vacancy must then be filled within 31 days of this vacancy, but not less than 15 days from the date that the resignation is accepted. The newly appointed Council Member will serve until the election of a replacement Council Member this fall. This Ward One position will be on the ballot this year for a "short term" of two years, being the remainder of the unexpired present term.

FISCAL IMPACT: Limited costs for additional publication

DEPARTMENT LINE ITEM ACCOUNT:

BALANCE IN LINE ITEM IF APPROVED:

Prepared by:

John A. MacKinnon, City Attorney

Reviewed by:

Stephen J. Pauken, City Manager

RECEIVED

JAN 17 2012

CITY CLERK'S OFFICE
CITY OF BISBEE

COPY

City Clerk
City of Bisbee
118 Arizona Street
Bisbee, AZ 85603
January 17, 2012

As you may know, four of us on this council including myself were accused of an open meeting law violation by the mayor, and reported to the Arizona Attorney General around the first of December.

I wish to read into the public record the letter from the a Attorney General's office in regard to this accusation, delivered to city hall December 13, 2011 and not given to the council until January 10, 2012.

See attached:

So no meeting violation, no intent to abridge the open meeting law - so what was the point? I simply don't know! Vacations?

One of the prayers I live my life by asks: Grant me the Serenity to accept the things I can not change, Courage to change the things I can and the Wisdom to know the difference. After much thought I come to the conclusion I am unable to do any real good in this environment and want no part of the dysfunction and dishonesty. Out of a sense of self- preservation and with regret I here by tender my resignation to this council effective immediately.



Boyd Nicholl



REQUEST FOR COUNCIL ACTION

DATE SUBMITTED: January 25, 2012	TYPE OF ACTION: <input type="checkbox"/> RESOLUTION <input type="checkbox"/> ORDINANCE <input type="checkbox"/> FORMAL ACTION <input checked="" type="checkbox"/> OTHER: DISCUSSION	SUBJECT: DISCUSSION AND EVALUATION OF THE JOB PERFORMANCE OF STEPHEN J. PAUKEN, CITY MANAGER.
DATE ACTION REQUESTED: January 31, 2012		
<input checked="" type="checkbox"/> REGULAR <input type="checkbox"/> CONSENT		

TO: Mayor and Council
FROM: W.J. Porter, Mayor
RECOMMENDATION: Discussion only
PROPOSED MOTION: NA

DISCUSSION: On January 6, 2012, two Council members requested that the Mayor schedule an Executive Session with Mayor and Council to discuss the job performance of City Manager Pauken. Pursuant to A.R. S. 38-431.03 (A)(1)), and the City Charter, a discussion of the employment of a public officer may be held in executive session, but the employee may elect to have this discussion held in open session. Mr. Pauken has requested that this meeting be held in an open, public meeting. No specific action has been included in connection with this agenda item. Should the Mayor and Council wish to take any specific action following this discussion any such action will require a properly noticed agenda at a subsequent meeting.

FISCAL IMPACT: Not applicable
DEPARTMENT LINE ITEM ACCOUNT: Not applicable
BALANCE IN LINE ITEM IF APPROVED: Not applicable

Prepared by:

Jennifer L. Graeme, Personnel Director

Reviewed by:

W.J. Porter, Mayor



Stephen J. Pauken
City Manager
spauken@cityofbisbee.com

January 31, 2012

Mayor Porter and City Council
City of Bisbee, Arizona

Despite the fact that the City has endured four years of difficult economic times, I am pleased to report that our community is in pretty good shape. Like almost all communities, we have had to endure reductions in human and financial resources while continuing to provide the services the people of Bisbee expect and deserve. This has been a major challenge. However, in 2011 we managed these diminished resources well enough to balance our books, and we succeeded in maintaining the same level of community services with the sole exception of a reduction in service hours at the Copper Queen Library. By any measure, we have to consider this a major success.

The success of this community is due to the efforts of good policy decisions by the Mayor and City Council, with the recommendations and expertise of the City Staff, lead by the City Manager. Much of our work is routine, day-to-day maintenance and repair, along with providing safety to the public. However, we encounter many challenges that require special projects and mandates from the state and federal government. We must also look to the future economic security of this city by seeking new opportunities in tourism, commerce, and jobs.

Nearly every accomplishment is a result of a team effort. As the City Manager, I have been proud to lead this team to many of the successes we have witnessed in 2011. The following list illustrates some of the successes we achieved where the City Manager had to play a personal role:

1. **Budget and financial management.** The central tenant to quality operation of the city is the establishment of a budget that recognizes the services we must provide while maintaining the discipline required to live within available revenues. The budget also self-imposes spending limits. The monthly financial statements, along with the audit, measure how well we're performing against actual revenues and expenditures. The city manager's role is to establish a realistic budget *and* manage it throughout the year so that we end up in good financial condition at the end of the year. The Finance Director is responsible for the accounting functions that allow us to analyze financial data and evaluate our performance monthly and annually through the financial statements. Together, they work with the operating departments to manage our finances throughout the year.

Over the past four years, we have succeeded with budget and financial management because we have worked as a team of departments to make the necessary decisions to maintain our sound financial position. We have not only maintained budget and financial discipline, we have actually increased our General Fund reserves modestly while providing the anticipated services. The fact that this has occurred during a deep recession is a major success story. However, this hasn't occurred without some cost. We have had to defer some projects and equipment purchases, along with reducing our workforce.

2. **NECP Goal 2 Assessment.** In order to remain compliant with the objectives of the State for interoperability of regional radio communications systems using equipment provided to us by Homeland Security funding, we must periodically be tested to make sure we meet established criteria. In 2011, the State chose the Bisbee Coaster Race and the Sierra Vista Fireworks Show for this assessment in Cochise County. Eventually the Sierra Vista event was cancelled due to the Monument Fire, so the success of this assessment rested squarely on Bisbee's shoulders. This assessment is extremely difficult, and we had to be at our best to succeed. With the help of other government agencies, the Coaster Race Committee, RACES, and particularly Mr. Everett Wittig who volunteers for the city as a radio system coordinator, we worked as a team to establish the strategy, marshal the resources, and implement the plan. This required resources that we had not anticipated using, but we made the decision early on that we were going to succeed. The result of this assessment was the highest score we could possibly achieve, and the credit goes to everyone who participated.
3. **Municipal Water Assessment.** In the 2011 session of the State legislature, a Bill was enacted to charge a fee to all municipalities in the State of Arizona to fund the Arizona Department of Water Resources. This \$7 million assessment was to be charged to each city and town according to population. The Arizona League of Cities and Towns opted not to lobby against this Bill in order to achieve success in other legislation. Bisbee does not own a municipal water utility, nor do 24 other communities. Some of us did lobby against this Bill individually, but without success. When the invoice arrived at the city, it was presented to the Mayor and Council and you wisely rejected payment. This allowed me to begin working for repeal of the legislation and to gain some allies from other municipalities despite the recommendation of the League not to do so. By December, we got the attention of our State Senator who is now introducing a Bill to repeal the Municipal Water Assessment. The League has taken over the primary role in lobbying for the repeal, and many other communities in Arizona are signing on to endorse this legislation. Influencing public policy at the state level is achieved by developing and maintaining relationships with state legislators, bureaucrats, and lobbying organizations that can help us achieve our goals. Over the past six years I have been active in fostering those relationships so that we can have a place "at the table" when these decisions are made. Thankfully we were able to succeed through those relationships.
4. **Fire Department Radio System Upgrade.** All public safety radio systems are required to upgrade to "narrowband" capability in 2012. The Bisbee Police Department has already made this upgrade through Homeland Security grants. Early in 2011, we decided to apply for available grant funds through Homeland Security to upgrade the Fire Department system with the same type of equipment used by the Police Department,

which will require the replacement of most of the radios and two repeaters. When the grants were awarded, we received a reduced award, but one that was acceptable. A month later when we received the grant paperwork, the award was further reduced by taking away our funding for the repeaters. Realizing that the repeaters are the backbone of the system, we inquired as to how we could restore the funding. Through several contacts, I was able to learn that there were funds available that were unused from a prior round of funding that would be awarded in December. Using relationships that we fostered with the State during the NECP Goal 2 Assessment, I succeeded in get funding awarded to purchase the repeaters. By mid-2012, we will have installed a state-of-the-art radio system for the Fire Department.

5. **Hard Rock Drilling and Mucking Contest.** Two years ago, the coordinator for this event decided not to continue because he was not covered by the City's liability insurance policy. In the interim, the employees of the Queen Mine Tour volunteered to keep the contest going as a temporary measure. In 2011, Mr. George Renteria and I began discussing what could be done to continue the contest. I assured Mr. Renteria that the City would support the contest as it had in the past if he could coordinate the event, including obtaining the necessary insurance. George succeeded in obtaining his goals, and with the approval of the Mayor and Council, we were able to succeed in retaining this part of Bisbee's culture for now and hopefully into the future.
6. **Border Cities Land Corporation.** For many years, this corporation who owns the Convention Center and adjacent parking lot have been embroiled in disagreements over a multitude of issues. In 2005, BCLC decided to sue the City for \$1.6 million for, among other things, a "taking" of their property. This litigation languished for a number of years while the owners of the Convention Center were also attempting to develop the property for expanded use. In 2010, the former City Attorney recommended hiring an outside law firm to negotiate a settlement with BCLC, which failed after the City had already spent about \$50,000. At that point, I volunteered to negotiate with the ownership of BCLC without the involvement of lawyers. The City and the BCLC met several times, and the result was an agreement which was approved in early 2011 by both parties. Because I had developed and fostered relationships with the owners of the corporation, we were able to come to an agreement based on the best interests of the City and the corporation, which hired law firms are not always able to do.
7. **Agreement for Interfacility Transports.** The Arizona Ambulance Transport Company filed an application for a Certificate of Necessity late in 2010 for the purpose of acting as a back-up provider of Interfacility Transports from the local hospital. Because the application was not specific as to the protocols for these transports, and because it is not in the best interest of the City to allow a private transport firm to be transporting patients without our consent, we filed an objection with the Arizona Department of Health Services. While a hearing was pending with the Administrative Law Judge, I requested an opportunity to negotiate an agreement rather than to take the chance of losing the hearing. The result was an agreement that protects the City's interests as the first responder to all requests for Interfacility Transfers and a good relationship with AAT.
8. **Economic Development.** A year ago, the Community Development Department, the City Manager's Office and SEAGO set about the task of developing an Economic

Development Strategy. We took our time looking at opportunities for long-term development along with analyzing our current strengths. The result of this effort is a three part strategy; 1) build on the success of our Tourism efforts, 2) develop a small business incubator and 3) use land the City owns in the vicinity of the Bisbee Municipal Airport to attract commercial and industrial firms to locate here. We have had several discussions with the Economic Development Administration and they have encouraged us to seek technical assistance funds to develop the Airport project. Simultaneously, SEAGO is working to re-establish a rail line from Benson into Bisbee and points south to connect with Mexican seaports for international trade. The available land and the rail facilities will work to attract businesses to the city, establishing jobs. Again it must be stated that this is a long-term strategy, with results expected 5-10 years in the future.

9. **Arizona Street.** I promise that this will be the last time this project is listed among our accomplishments! In 2011 we finally saw the results of five years of labor. The street was removed and then paved, complete with new curbs, ADA access, walking bridges, decorative lighting, additional parking spaces and landscaping. As the "Main Street" of the Warren District, this new and improved thoroughfare should enhance the value of local business properties and aid in attracting business to Warren in the long-term. A lot of people assisted in making this project a success, and for that help we are thankful.

I believe that I am a fortunate man to have a great staff, great community partners, and great relationships with county, state and federal agencies that allow us to achieve our goals and priorities. Without this support none of the items listed above would have been possible.

Summary of accomplishments by Department

Each of the City Departments provided material contributions the health and vitality of Bisbee. The following summary provides a brief description of their contributions;

Finance Department

Once again this department has proven its value in excellent financial reporting, risk management, and administration of the public funds and the city's enterprise activities. Of note:

- Assisted the Departments and worked in tandem with the City Manager's office to present a fiscally sound, responsible budget for the sixth year of Ms. Flanagan's tenure.
- Despite the loss of one employee through a reduction in force associated with budget cuts, Finance re-deployed it's resources to pick up the slack with no loss in services.
- The February Freeze wreaked havoc on much of the City's assets, and the Finance office worked diligently with our insurers to resolve claims and repair all covered damages.
- Assisted all of the departments in managing their budgets and properly reporting the expenditures of their departments. Also assisted them in setting up their budgets.
- Most importantly, Finance worked with the independent auditors to provide the information they needed, when they needed it, and the city had a flawless audit for FY2011.

Personnel Department

The role of the Personnel Director expanded significantly in the past year. Historically, this office provided personnel management, administrative support to the City Manager and the City Attorney and oversight of Information Technologies. The activities of this department expanded to include building security, liaison with the Arizona Department of Corrections, and support to the Police and Fire Retirement Board. Accomplishments of note:

- Revised the Wastewater Superintendent Job Description leading to the successful hiring of our current Superintendent.
- Worked with me and the Public Works Director to re-organize the department into a lean and productive organization.
- Filled five key City positions with qualified and motivated individuals.
- Worked with our benefits consultants to negotiate the renewal of our health insurance benefit at a mere 1% increase to the City and the employees.
- Revised our Personnel Rules and Regulations to include language that complies with state and federal rules on Equal Employment Opportunity and Drug and Alcohol Policy.

Looking ahead, this department will continue to perform its normal duties and will also take on additional projects for the City Manager.

Copper Queen Library

The Library, as a deeply embedded institution in Bisbee, continued to operate at a high level by increasing its offerings to the community during a time of great challenge. During tough economic times, demands for service actually increase at libraries, and while attendance numbers may not show it, each patron we serve actually needs more access to information that may allow them to find new job opportunities. Using the Return on Taxpayer Funding model we have used for the past few years, the Library's RoTF was 7.5:1, a pretty good return on our investment.

- Total attendance was 44,640 patrons, who borrowed 53,971 books and other media.
- Total number of registered borrowers is 7,038, up 351 from a year ago.
- Patron visits for computer use was 12,271, and two additional public computer terminals were put into service to meet the demand.
- Total attendance at library programs was 4,013
- Total circulation of Children's Materials was 7,570
- On the average, each of the 7,038 registered borrowers visited the Library 6.3 times. Since the population of the City is 5,500, it is obvious that we cater to a regional clientele.

During the last year, the number of positions was reduced from 4.5 FTE to 3.5 FTE, and the reduced number of hours resulted in a reduction in service hours, closing the Library on Saturday. While this was not something we wanted to do, it has resulted in a reduction in the Library budget and has had a minimal impact on the services we provide.

Community Development Department

The Community Development Department provides a multitude of services to the community. These include Planning and Zoning, Building Inspection, Economic Development, Tourism, the Queen Mine Tour and the Bisbee Bus service. While some of these services are strictly administrative, others provide needed and popular services to the people of Bisbee. Among the accomplishments of this department are:

- In cooperation with the City Manager's office and SEAGO, developed an Economic Development Strategy for the future progress of the city.
- Worked with Local First Arizona to establish a program to help local businesses attract more business from local residents and reduce retail "leakage" to other communities.
- The Warren Survey was conducted using teams of volunteers to complete the application for placing Warren on the National Register of Historic Places.
- Developed a more business-friendly environment by suspending minimum parking standards for existing businesses for two years, and adopted internal approval of most business sign applications eliminating long waits.
- Dealt with the extended medical leave of one of the department's employees by contracting with Cochise County for provision of some of those services.
- Spearheaded the establishment of Community Gardens, which is currently under review by the Planning and Zoning Commission.

Because of these initiatives, particularly the suspension of the parking regulations, new jobs have been established in Old Bisbee, and more are anticipated in the coming year. While the number of jobs may be small, the objective of long-term sustainability is incremental over the long-term.

Public Works Department

Without a doubt, Public Works is responsible for the largest number of public services and the heaviest workload of all the city departments. Their responsibilities include; Street Maintenance, Sanitation and Recycling, Wastewater Collection and Treatment, Parks Maintenance and the City Pool, Building Maintenance, Fleet Maintenance, Airport, the Cemetery and Capital Improvements Projects. The administration of these divisions requires a lot of effort from department personnel in coordination with all of the other departments, along with considerable interface with contractors, engineers, and public utilities. A few of the department's highlights for the year include:

- Tin Town Sewer Project. Six years in the making, we anticipate that construction will commence in the first half of 2012. Coordination with the BECC and USDA Rural Development have made funding possible, and soon the people of Tin Town will have real sewers for the first time in their history.
- Bakerville Phase 3. This project was completed last year adding more paved surface to this neighborhood. Phase 4 has begun, which will provide additional pavement and drainage improvements.
- Completion of the Arizona Street project required a great deal of oversight by this department to ensure the quality of the finished project.

- Completed the Comprehensive Transportation Plan through a PARA grant. This plan will provide a "road map" for future transportation infrastructure improvements.
- Began planning projects for replacement of deteriorated wastewater lines, updating the fire protection infrastructure in Old Bisbee, and a thorough review of the conditions in the Wastewater Treatment Plant.
- Continued the annual street maintenance program by chip sealing streets in the Quality Hill area of Old Bisbee.
- Improvements at the Airport included installation of an automated fuel dispenser and purchase of a tractor-mower and pavement broom. We are also in the process of designing the paving of the Runway 7-35 taxiway and ramp area.
- In the process of design of the Hwy 92/Naco Hwy intersection for sidewalks and ADA upgrades.
- Cooperation with USBP to provide sewer service at the new Border Patrol Station.
- Glass Sidewalk rehabilitation plan in front of the Fair Building on Main Street.
- Reorganization of the department to provide greater efficiency and productivity.
- Purchase of a flat bed truck to reduce the cost of transporting recyclables to market, and the placement of several new recycling stations in neighborhoods.

I believe that the Public Works Department has substantially increased its productivity and improved its response to public needs in the last year. The only thing holding it back from being more productive is the scarcity of financial resources due to the economy.

Fire Department

For the first time in recent history, we were faced with the reduction of two Firefighter/EMT's from the department. While this has put a strain on our staffing, we have managed to maintain the services that we are used to receiving. Additionally, there have been a number of retirements/resignations in the last year, which puts additional workload on the training of new employees. Some of the highlights for last year include:

- Promoted two employees to Lieutenant, and certified three new Level 1 Fire Inspectors.
- Placed two employees in Paramedic training, and hired one employee in the same program.
- All Medics were trained in Rapid Sequence Intubation, and increased drip training for IV's, enhancing the level of care.
- All EMT's were trained and certified for IV.
- Participated in the NECP Goal 2 Assessment on July 4th at the Coaster Race and the Parade. Additionally, served in leadership positions as Co-Incident Commander and Co-Operations Manager.

Our back-up engine is now over twenty years old and is in the shop for frequent repairs. Our goal for next year is to find funding to assist with its replacement. Also, the department hopes to enroll two more EMT's in the Paramedic program, make necessary building improvements, and provide additional training for its employees. On a high note, we will retire the debt on Fire Station 81 in 2012.

Police Department

Every year the Police Chief lists remaining within the budget appropriation as his highest priority. Although 2011 was a success in that regard, some very significant cuts were required to stay within budget and achieve the same level of budget cuts as all of the other departments.

The Police Department, with the cooperation of the Union, relinquished their shift differential pay, one-half of their clothing allowance, had a reduction in force of one police officer and the records clerk, reduced the administrative assistant position to part-time through retirement, and agreed to accept furloughs of 12 hours per month for each remaining employee. Despite these significant budget reductions, the department has continued to provide the same level of service.

Highlights of the year include;

- The most notable accomplishment was the NECP Goal 2 Assessment. This department took the lead role in this exercise, along with leadership from our volunteer communications coordinator and valuable assistance from the Arizona Rangers. As stated earlier, we achieved the highest possible score for our performance in this exercise, and has adopted the Incident Action Plan (IAP) format for all major city events.
- 2011 was the first full year of deployment of the Spillman Technologies records management system. This system allows individual officers to enter data into the records system, work on reports, and silently obtain data via computer terminal that used to be required of a dispatcher. This has allowed us to save labor hours and make the decision to eliminate the records clerk employee.
- An additional six Mobile Data Terminals (MDT) were purchased for placement in patrol vehicles using federal funds. Every patrol vehicle now has an MDT installed. The use of MDT's will increase the efficiency of the officers and allow them to spend more time on the street.
- Made the final payment on the nine police vehicles purchased in 2007. We were able to retire this debt 1 1/2 years ahead of schedule, and no tax dollars were used.
- Received an off-road SUV for border security using a Border Security Grant. The funding agency has also permitted the City to utilize this vehicle for regular patrol duty.
- Continued to participate in Operation Stone Garden at reduced levels than in the past. Our next allocation will be for \$120k in overtime and benefits, \$15k mileage reimbursement, and \$15k in additional radio equipment.

Of significant note, an analysis of statistical data compiled over the last five years indicates that the number of calls for service/incidents in the Police Department has declined in each of the last five years. In 2007, there were 8,950, in 2008 there were 8,008, in 2009 there were 7,224, in 2010 there were 6,822, and in 2011 there were 6,008.

City Attorney

The City Attorney is not under the supervision of the City Manager, but reports directly to the governing body. As you know, our last full-time City Attorney resigned in January of 2011 after a long absence from the job. The Personnel Director and I contacted the former City Attorney who had retired in 2009 and had recently returned from a stint in the Peace Corps. Our goal at the time was to establish the services of an Interim City Attorney while the City Council determined the future direction of this position. Mr. John MacKinnon agreed to serve in this

position under contract on an hourly basis for the interim, and we have had him ever since. We are fortunate to have the services of a seasoned municipal attorney who is familiar with Bisbee, and the arrangement appears to be working successfully at a reasonable cost to the City.

City Clerk

The City Clerk is not under the supervision of the City Manager, but reports directly to the governing body. The current City Clerk had worked for the City for ten years as the Deputy City Clerk so she was eminently qualified for the position when she was promoted last year. This promotion necessitated the employment of a new Deputy City Clerk, which has been filled by a very capable employee with excellent skills and ability. The City Clerk's office continues to accept greater responsibilities, mostly in the technology area, while continuing to provide the traditional services to the City Council and the people of Bisbee.

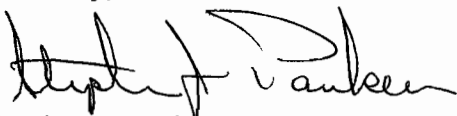
The City Clerk's office also had a reduction of one part-time employee in 2011, and has continued to provide the same level of service with a reduced number of employees.

Looking ahead to 2012

We are looking forward to another great year in 2012. We have weathered a long and difficult Recession in good financial condition, even though we have had to sacrifice along the way. We have assembled a capable and seasoned staff despite the fact that media attention to negative border issues dissuade many people from applying for jobs in the border region. We have managed to succeed in obtaining a multitude of grants and financial assistance from state and federal sources to obtain vital equipment and capital improvements for our community. We have worked with regional communities and the state to build relationships that continue to improve our influence in legislative matters and agreements. And most of all, we have proven that there is no limit to what we can accomplish when we set our minds to it.

Finally, I want to emphasize that the accomplishments of 2011 are the product of a large number of people. The Mayor and Council, city staff, many people who serve on our large number of boards and commissions, and hundreds of volunteers throughout the community have all played a part in our success. The city government cannot do everything, but there are large number of events and fundraising activities each year that contribute to this success that make the difference between a good community and a great community. We are a great community because many people go the extra mile to improve our quality of life.

Sincerely,



Stephen J. Pauken
City Manager