

MINUTES

MINUTES OF THE WORK SESSIONS OF THE MAYOR AND COUNCIL OF THE CITY OF BISBEE, COUNTY OF COCHISE, STATE OF ARIZONA, HELD ON WEDNESDAY, MAY 3, 2017, AT 5:30PM IN THE BISBEE MUNICIPAL BUILDING, 118 ARIZONA STREET, BISBEE, ARIZONA.

THE MEETING WAS CALLED TO ORDER BY MAYOR SMITH AT 5:37 PM.

ROLL CALL

COUNCIL

Councilmember Anna Cline, Ward III

Councilmember Joan Hansen, Ward II

Councilmember Frank Davis, Ward I

Mayor David M. Smith

Councilmember Bill Higgins, Ward I

Councilmember Douglas Dunn, Ward II , Mayor Pro Tempore

Councilmember Gabe Lindstrom, Ward III

6:02pm

STAFF

Richard J. Marsh Jr., City Manager

Ashlee Coronado, City Clerk

Keri Bagley, Finance Director

Andy Haratyk, Public Works Director

Marc Burneleit, Fire Chief

CITY ATTORNEY

Elda Orduno

THE FOLLOWING ITEM WAS DISCUSSED AND/OR CONSIDERED AT THESE MEETINGS:

1. Presentation and Discussion of the Proposed Budget for Fiscal Year 2017-2018- the Presentation of the General Government & Admin Funds.
Richard J. Marsh Jr., City Manager
Keri Bagley, Finance Director
- Marco Flores, representing the Youth Council said he was here today to discuss the money being taken from the Youth Council and asked when it was decided to take the money from the Youth Council. Mayor Smith let him know that at call to the public members of the council could not answer questions. He stated that if Marco could wait until next week and bring it up at the time they discuss the Youth Council budget then they can answer questions.
- Luche Giacomino, Bisbee resident said that she wanted to remind everyone that the Youth Council had done so much, they were strong thinking, caring children and she thought they need to be given a chance to show what they can do for the City of Bisbee.
- Ken Budge, Bisbee resident appreciated what this council was doing. Dee Flanagan taught him a lot over the years. He said back in 2008 they cut employees from 120 to 80. People need to know what the service the city could provide. He spoke about the comment made last week about the Fire Departments sustainability.

- Joni Giacomino, Bisbee resident gave history into the Youth Council and their funding. She said that sixteen (16) years ago funding had been pulled from the Parks and Recreation department.
- Ramon Borbon, Bisbee Fire Department addressed the statement made by Mr. Dunn. He gave some points regarding the different cuts and funds being brought in. He spoke regarding the Fire Union.
- Kevin Pacheco, Bisbee Fire Department spoke about the call load. Gave some history on overtime, furloughs, retention and revenue generation. He said it was a slap in the face regarding the comments made by Dunn and Hansen.
- Marc Burneleit, Fire Chief Bisbee Fire Department thanked Council for the opportunity to talk and commended his employees for what they have said. He encouraged council to stop by the station and discuss any issues. He supported everything his men have said.
- Fred Miller, Bisbee resident gave his suggestions for Council's discussion of City Administration tonight to include; City Manager, Finance, Community Development and Personnel.

Mr. Marsh said that the budget that was being proposed was tied to the strategic plan that was adopted by Mayor and Council. He stated that there were two (2) main points that would be made tonight regarding the 19.5 Executive Assistant and the Personnel Director.

Ms. Flores, Interim Personnel Director stated she was asked to speak by Mr. Marsh regarding having a full time Personnel Director. She gave history regarding the position and the reasons why it should be a full time position. She listed the possible violations that were made when this position was a part-time executive assistant position and the fines associated with those violations. She stated what her role was currently and what she has instituted since being appointed to Interim Personnel Director. She listed the items that would be done in the future when she was the Personnel Director.

Mr. Marsh said that they were trying to make this sustainable and that staff would be behind whatever Mayor and Council chose to do.

Ms. Bagley started the Budget presentation with the Mayor and Council the budget highlights were that they decreased expenses \$2,783 to match closer with FY16& FY17 actual expenditures.

Mayor Smith stated that he directed those be cut and asked if there were any questions on the Mayor and Council budget.

Councilmember Higgins asked what the education and training consisted of. Mayor Smith stated that it was the League of Cities and Towns. Councilmember Higgins also asked about Subscriptions and Dues. Ms. Bagley stated it was the annual subscription for the League of Cities and Towns (League Membership) it usually gets paid at the beginning of the fiscal year.

Ms. Bagley spoke about the City Manager Budget stating that there was an overall increase to FY 18 Budget of \$3,272 with regard to the executive assistant position.

Mayor Smith said that he had spent a lot of time going through these items there have been some changes that he had proposed to include;

- Explanation of the salary of the city manager you will see there was a slight increase there that was only being put into the budget when it comes time for an evaluation and the council decided they wanted to give him a raise. It was not a fact that his salary was going to that. We can't spend it unless it was there.

- Cuts were being made in Business Travel it will be dropped to \$2,000 from the \$3,038 and under Operational Fees part that money would be if consultants were brought in again. He suggested that it be moved to where it needs to be on the Professional Fees. Moving \$3,000 into Professional Fees. This would reduce the Operational expenses by that \$3,000. Under Office Supplies changing that to \$750.00.

Councilmember Hansen asked why not put more into the Professional fees it seems like every time we get a consultant it is at least 4 to 5 thousand. Mayor Smith stated it was because we are trying to cut the budget.

Councilmember Hansen asked that Professional Fees be \$3,000, Operational Expenses \$3,000, Business Travel \$2,000 and the Office Supplies \$750.

Councilmember Cline suggested that the office supplies stay at \$300.00.

Councilmember Dunn stated that there were continuing questions for the line item on business travel and asked how Mr. Marsh determined priorities in terms of travel. Mr. Marsh said when it comes to travel he does it because he wants to help Bisbee move forward and the success of Bisbee was important to him. He also said that if he didn't have to do it he wouldn't. He explained what the Business travel allocated would be used for.

Ms. Bagley said that the biggest change in Finance was the elimination of the 5th full-time employee. It was budgeted last year at five (5) full time employees this year we are looking at four (4) full-time employees and one (1) part-time. She explained what the part-time employee would be doing in finance.

Mayor and Council discussed the Contract Services, Professional Fees and Maintenance & Support Agreements.

Councilmember Dunn stated that we will be looking for a new audit firm this year. Mayor Smith stated that an RFP would be sent out.

Councilmember Dunn asked about refinancing of the Wastewater debt and other debt that we have for a lower interest was that an option. Ms. Bagley said that we pay that to WIFA and had not looked into this and didn't know if they even gave that option. Mayor Smith stated that the last time it was looked at we would not save money.

Ms. Bagley said that the City Clerk budget which has an increase was due to mainly the salary last year was not correct it was corrected in this year's budget.

Councilmember Hansen had a question regarding office supplies and why we keep budgeting \$2,500.00 when we haven't come close to that. Ms. Coronado said that the reason we put that in there we don't know if an election will come or not.

Councilmember Dunn asked that the cost be clarified for record request. Ms. Coronado stated that it was more personnel cost than anything.

Councilmember Dunn asked that Ms. Coronado clarify that staff provides administrative support for twenty-two (22) boards and commissions. Ms. Coronado stated that we do have to post minutes, agendas, action agendas, and notices on the website and all locations. We do provide

support to the twenty-two (22) boards and commissions. She stated that Ms. Williams was currently filling in on three (3) boards and commissions because we don't have staff for them.

Ms. Bagley spoke regarding Admin & General Government decrease due to the elimination of the transfer of street sales tax which will now be recorded directly to streets per direction from city auditors. She stated that there were not any major changes in this fund.

Mayor Smith stated that he asked for a change from the police budget that the vehicle payments come out of the Admin & General Government fund instead of the police budget, which was where it should have been coming from.

Ms. Bagley said that there were some decreases in the Personnel budget operating expenses expect for the \$10,000 that was added for the Wage/ Classification Job Study.

Councilmember Lindstrom said when he sees a \$10,000 job study and nothing going towards parks as far as park improvement was there any way to move some of that money. He said that we seem to do a lot of studies and the money could go elsewhere. Mr. Marsh spoke regarding the strategic plan and what the goals are.

Councilmember Cline asked if we had done a wage classification study done in the last five (5) years. She felt that even with the last one we weren't able to bring people up to that and with this one there would be an even bigger gap. She also felt we could get this information from the League of Cities and Towns as far as to compare to other cities in the state. Mr. Marsh said that the study would be more than a survey they would be looking at job descriptions. He said that he had looked at the last one done it was about seven (7) years ago and felt that it wasn't a very good one just like the strategic plan that was done. We are just recommending this be done.

Councilmember Cline said that she felt it was a lot of money for a study when we have other resources out there.

Councilmember Hansen asked how much if any did we pay for the last study. Mr. Marsh stated that we could check into that. She felt with the budget the way it was she didn't feel comfortable spending \$10,000 for a study if there was another way to do it.

Councilmember Lindstrom continued speaking regarding money being spent that could be used in our parks.

Councilmember Dunn said that he agreed with the points that have been expressed here. He recommended that we delete the Wage/ Classification Job Study.

Mayor Smith asked if the consensus then was that we take the study out of the budget. Mayor Smith asked that it be struck from the budget.

Councilmember Cline stated she was concerned with the Personnel Directors salary not that she didn't feel that this position wasn't worth this, however when Jennifer Graeme was here she was a thirteen (13) year employee and when she left her salary was \$54,43.60 and that was after she had been a long time employee. Mayor Smith stated that Ms. Flores was in mid-range with in the Personnel Director.

Councilmember Lindstrom asked what the requirements were for the Personnel Director. Ms. Flores and Ms. Orduno listed what the requirements were for this positon.

Mr. Marsh explained where the money to fund this position would be coming from.

Councilmember Hansen stated that the half position in finance that we are not funding in finance is needed. She was trying to come to a happy compromise.

Councilmember Lindstrom asked what the Finance Director thought. Ms. Bagley stated that they were getting by with four (4) people right now another full time person would certainly help us there are other things that we could be doing that we are not, but everybody was getting by right now.

Mayor Smith asked Ms. Flores what the possibility would be if she worked as Personnel Director and still worked in Finance. Ms. Flores stated that she would continue to do it.

Mayor Smith asked Ms. Bagley to split Personnel Director and Finance. He asked for new figures on this. Mr. Marsh clarified that they would like to get the percentage and cost splitting this position between Personnel Director and Finance.

Mayor and Council discussed the Personnel Director position. Mr. Marsh commented on this issue with his thoughts.

Ms. Orduno, City Attorney stated what proper procedure would be in hiring a Personnel Director.

Mayor and Council continued to discuss the Personnel Director position.

Mayor Smith asked Ms. Bagley to skip to the Library budget.

Ms. Bagley said that the Library budget expenses were decreased a little bit and one of the part-time employees was bumped up from 19.5 hours to 30 hours which would make them eligible for ASRS, but however we didn't realize at this time that we would have to provide health insurance it was not in this budget, but would need to be corrected if it stays at 30 hours. She stated that the other option would be to put them at 29 hours. It was \$5,400 a year for the health insurance for 30hour employee.

Mayor and Council discussed what the benefits would be for the 30 hour employee. Mr. Marsh gave his comments.

Mayor Smith indicated that there were some proposed changes. He felt that this budget was cut a little short.

- Telephone / Fax be increased to \$5,000
- Internet Access be increase to \$450.00
- Contract Services be increased to \$4,500.00
- Postage be decreased to \$1,500.00- Mr. Macoviak asked that postage be \$1,800.00

The part-time position moving to 30 hours was discussed in detail regarding the benefits and the number of hours between Mayor and Council, Mr. Haratyk, Mr. Macoviak and Mr. Marsh.

- Ms. Cinda Combs, Bisbee resident spoke regarding the Library and the wonderful place it had become.
- Donna Pulling, Bisbee resident asked if any changes to this budget during the work sessions will be able to be summarized at another meeting. Mayor Smith stated "Yes"

and explained how these meetings were set up. She would like the Mayor and Council to increase the hours for the part-time position.

Ms. Williams would like to look at the bigger picture of what we want to do and what we can do. She spoke regarding events, programs and doing more.

Mr. Haratyk spoke regarding the Library and what they have accomplished.

Ms. Bagley stated that the Legal budget and City Magistrate budget had no changes.

Ms. Bagley said the Information Systems budget increased expenses by \$32,290 which was to increase the professional fees, which we have been going over every year and we will be putting out a request for proposal for IT Services. The Non-Capital Equipment Purchases was increased to cover some of the aging equipment that we have.

Mayor and Council discussed the Information Systems budget in detail and had questions. Questions were answered by Ms. Coronado, Mayor Smith and Ms. Bagley.

Ms. Bagley said that the Debt Service Budget was based on our loan payments.

MOTION: Councilmember Hansen moved to adjourn the meeting.

SECOND: Councilmember Cline

MOTION PASSED: UNANIMOUSLY

ADJOURNMENT: 8:35pm

David M. Smith, Mayor