

MINUTES OF THE WORK SESSION OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA HELD OCTOBER 3, 2013, HELD AT 5:00 P.M., AT THE PUBLIC SAFETY BUILDING, 199 SOUTH 6TH STREET, COTTONWOOD, ARIZONA.

CALL TO ORDER AND ROLL CALL

Mayor Joens called the special work session to order at 5:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Diane Joens, Mayor  
Karen Pfeifer, Vice Mayor  
Jesse Dowling, Council Member  
Tim Elinski, Council Member  
Ruben Jauregui, Council Member  
Randy Garrison, Council Member

COUNCIL MEMBERS ABSENT

Terence Pratt, Council Member

STAFF MEMBERS PRESENT

Doug Bartosh, City Manager  
Marianne Jimenez, City Clerk  
Steve Horton, City Attorney

ITEMS FOR DISCUSSION, CONSIDERATION, AND POSSIBLE DIRECTION TO STAFF:

DIRECTION TO STAFF REGARDING THE PROPOSED LONGEVITY COMPENSATION PLAN

Mr. Rodriguez stated this particular policy was brought up during our budget season. The original policy was adopted back in 2007 but it was never funded. The purpose staff wanted to institute this policy was to retain institutional knowledge within the city, since we are continually losing that experience. We want to be the premier municipal employer in the Verde Valley. We were one of the first people in the area to do a compensation study and we have had a lot people ask for the report. He then reviewed both the old and new policies. The compensation plan started after five years of service. The finance department will issue an eligible employee list as of June 30 and the presentation will come to the Council for approval in November. The council may increase, decrease, or suspend the policy at any point in time. One of the corrections they did was to firefighters, which at one point was 2912 hours and now it is 3001.44 hours. The new policy is based strictly on years of service. The employees must have a rating (evaluation) of 3 in order to get that year's disbursement. The revised policy has two disbursements and the reason for that is due to public safety retirement, if you do a one-time disbursement it doesn't count towards their retirement; if it happens twice it will count towards their retirement. The old policy had a \$5,000 annual cap and the new policy has a \$1,250 annual cap. The new policy exempts temporary, part-time and volunteers and only works with fulltime employees. He asked the council for any changes they would like to be made to the policy.

Council Member Jauregui asked if after five years the employees get an extra week off.

Mr. Rodriguez stated that was brought up, but that is pretty standard and has nothing to do with longevity.

Mayor Joens stated all the charts from all the different towns seem like 85 percent of them at least start at the five year, so it is not uncommon.

Council Member Jauregui asked if everyone is eligible, even the contract employees.

Mr. Rodriguez stated it is silent on contract employees. This is above and beyond the phase retirement people who are on contract. We only have one and he works part time and he probably wouldn't be eligible for this anyway.

Mayor Joens stated it doesn't seem to her that contract employees would be eligible and asked why they would include a contract person.

Mr. Rodriguez stated the only reason they would include contract employees is contract employees have been treated as regular employees. He explained that the contract employees are the city clerk, city manager, city magistrate, and city attorney.

Mayor Joens stated she has always considered them regular staff members. She thought we were talking about the SmartWorks employees.

Mr. Rodriguez stated they have always been treated as regular employees. The SmartWorks and ESI people are exclusions.

Vice Mayor Pfeifer stated she thinks they should be included.

Mayor Joens stated definitely.

Mr. Rodriguez stated he will make that adjustment to make it clear and get this on a council agenda as soon as possible.

DISCUSSION REGARDING FUTURE DIRECTION, NEEDS, PROGRAMS, POLICY AND PRIORITIES WITH MEMBERS OF THE LIBRARY ADVISORY BOARD AND THE PARKS & RECREATION COMMISSION.

Mayor Joens welcomed the Library Board and Parks and Recreation Commission to the meeting.

LIBRARY ADVISORY BOARD

The Council and Library Board introduced themselves.

#### New Carpet Installation

The library board thanked the Council for the installation of the carpet and requested that someone take a look at the upholstery on the chairs now.

Mr. Bartosh stated staff can take a look at the chairs and it might be cheaper just to purchase new chairs.

#### Safety Issues & Concerns with Parking Lot

Mr. Harding stated the parking lot is too small for the number of people that use the library. He has seen people park in the recreation center parking lot cross the street and use the gravel instead of using the pavement. He is concerned that someone will slip and fall on the gravel. He suggested building a crosswalk and some stairs.

Mr. Bartosh stated we are looking into it and it is not as simple as some people might think. If we build a crosswalk and access point we might have to make sure that it is usable by the handicap, so steps might not work. They are also looking at the number of handicap spaces at the library and whether the library needs more spaces.

#### Ballast Lights Throughout Library Facility

Mr. Harding stated that they are really noisy and make it difficult for reading.

Mr. Bartosh stated staff has been working on it and they did get a bid today to fix it for about \$5,000. The plan is to replace one light initially and make sure it is a true fix before we invest additional money into that solution.

#### Reclassification of One Staff Member

Mr. Harding stated the board would like to retain the employees in the library as well, since there is quite a bit of institutional knowledge contained within the latest technologies we use in the library.

Mayor Joens stated they are just asking to reclassify one employee since they have put in all this time and training and if they lose them then they have to do the training all over again.

Mr. Bartosh stated this is not something that was on the radar and it was not included in the budget process. In his conversations with Vanessa, this might need to be dealt with before the next budget process. Staff will take a look at it and see if it truly does warrant a reclassification.

The library board thanked the Council for opening the library on Monday.

## PARKS & RECREATION COMMISSION

### Appreciation for Indoor Play Apparatus & Solar Panel Systems

Mr. Faust stated the Commission wished to express their appreciation for the indoor play apparatus and solar panel systems installations.

Mayor Joens stated it was something that we were working on for a number of years and it does take time to work through the budget.

### Need for Dedicated Funding for Recreation Center Equipment and Repairs to Facility

Mr. Faust stated the commission would like to see a dedicated funding source for the parks and recreation center. He had talked with Mr. Rodriguez about keeping the replacement equipment program going if we had the funding available. Staff looks at priorities when it comes to capital projects. In next year's budget we have 12 treadmill machines that are entering 22,000 hours of public use, They are heavy duty commercial machines and can start to give way and we have seen an increased use over the last four to five months. Doug and Rudy authorized two of our employees to go to Chicago to a life fitness maintenance equipment school. It allowed two of our employees, Al Hilberger and Trevor Faust to train on life fitness equipment on how to replace parts. He thinks they can take care of things since they do have two people trained and they have the maintenance budget that can take care of it also.

Ms. Shaw stated they knew that the recreation center was going to have equipment as an ongoing concern.

Mr. Rodriguez stated he has always been opposed to earmarking revenues like that and a lot of it has to do with the budget. It is a competitive arena and we always have give and take. When we start earmarking money you start to have a problem with it because if they start to believe that if they don't spend it, it rolls over to next year. He doesn't think that the equipment is in ill repair at this time. We have always made sure that the recreation center has had the resources necessary to get what needs to get done to keep the facility in top notch shape. We are also making sure that equipment is rotated on a regular basis.

Mr. Faust stated the equipment is still running true to form.

Mr. Bartosh stated while they do have a lot of equipment, so does the police department and fire department that could potentially go down. He recommended that we continue to use the budgeting process that we do.

### Funding of School Programs (Mingus Swim Team) and Non-Profits (Boys & Girls Club) Versus Need for Funding of Recreation Center Facilities/Equipment

Mr. Richards stated he objected to the city council funding the Mingus Union Swim Team

and the Boys & Girls Club, and he gets frustrated because he doesn't know what the city council's philosophy is. He questioned if it is to save money and be more efficient, but then the council turns around and takes away some of the parks and recreation funding.

Mayor Joens questioned how that was parks and rec funding.

Mr. Richards stated by giving the Mingus Union a discount.

Mayor Joens stated it is the citizens of Cottonwood funds; it is not the parks and rec funds. We are elected to represent the citizens of Cottonwood, and the comments she heard during the meeting was that these were our children in our community and we need to support them and we do that by giving donations sometimes.

Mr. Richards stated to treat one group of children different than another group of children, you have to at least question why was that done and if it is really fiscally responsible.

Council Member Jauregui stated with the high school we use their facilities too, so there has always been in the 35 years that he has lived here cooperation between the city and the high school.

Mr. Rodriguez stated the Mingus swim team has changed their attitude towards expecting the city to give them the pool. They are working really hard, along with the Clippers, trying to raise funds and they are developing a booster club.

Mayor Joens stated we each have our own budgets, but those are our children and our community and this swimming program helps our children. The council has to look at this as a very broad community perspective and this year they could not do any more than they did. They are having trouble even getting their buses repaired. She is not going to let our children and our community not have a swim team because we were too cheap to help out.

Vice Mayor Pfeifer stated it does bring people into the community for the events and helps out the sales tax.

Council Member Garrison questioned if there was a point in time when the city council had a dedicated fund and budget amount that they gave money out to these different organizations.

Mayor Joens stated we have a policy but we weren't going to fund it for several years.

Mr. Rodriguez stated we suspended the building better community grants program that allocated \$15,000, but it wasn't for the Senior Center or the Old Town Association. It was to help out 501c3's that might have a certain project that was out there. They would apply in March and we had a committee that would decide how to divvy up the \$15,000 and then we'd go ahead and budget it. We kind of suspended that because we have been struggling with the economy since 2007.

Mayor Joens stated we had a criteria that the council (had) if we didn't meet a certain financial goal we didn't fund the program.

Mr. Rodriguez stated he did put \$15,000 in this year's budget, but then we used that to divvy up between the 501c3s such as the Boys and Girls Club, animal shelter, and Senior Center. They all needed some support.

Council Member Garrison stated we can look at making an actual line item in our budget of x amount of dollars that we are going to divvy up amongst the organizations. That was one of the things that bothered him was we received this list of wants, but there was no clear understanding of what was an appropriate amount of dollars that we would be divvying up. He has been critical of the funding and overfunding for the rec center and it is very discouraging as a community and a council that we are trying to figure out how to keep the outgoing money consistent with the incoming money and get those budgets as small as possible so we don't have these huge differences. The difference between the rec center cost and what it brings back in is tremendous and it is a huge hole that the rest of the budget has to fulfill, and then we go out give out \$22-23,000 to an organization that is not our kids, it is the high school kids. We don't fund the football team, we don't fund the basketball team, we don't fund any of the other sports, we provide them space to use and help them with their issues, but it is part of their funding to provide those things. While he is supportive of the kids in the community, he doesn't know if it is the city's responsibility to fund high school activities.

Council Member Dowling stated he understands and he is affiliated with the football program and he hopes that the swim team will follow through and that next year it will not be such an issue.

#### Need for Kids Park Restrooms

Mr. Richards requested the Kids Park restrooms be built and that the 1 percent sales tax be used or the enterprise funds to build it.

Mayor Joens stated the council has discussed this and we really wanted to try and get it this year, but it didn't happen.

Mr. Bartosh stated a lot of it has to do with the current vandalism in our current restrooms and if we are going to build another restroom, then let's do it right and try to minimize the potential for significant damage where we have to go in and continually replace things. One of the things we need to include is some type of a camera system outside that at least gives us some clue as to who might be responsible for the vandalism.

The council and the members of the commission discussed the need for the bathrooms and upgrade the current bathrooms.

Update on Trails Issues

Mr. Scully gave a presentation on the trails plan and showed the council some of the locations of the trails around the Verde Valley. The plan is on hold until NEPA puts staff to work on the plan.

The council and staff discussed the locations of the trail heads and the location of the shooting range.

Mayor Joens thanked Mr. Scully for his presentation.

Update on Bicycle Plan

Mayor Joens asked Mr. Bartosh if there was anything to report on the Bicycle Plan.

Mr. Bartosh stated we have lost a lot of momentum since Nikki left and Berrin is working mainly on the general plan and hopefully we will take a look at it after that.

Council Member Dowling offered to help in any way he can.

ADJOURNMENT

Mayor Joens moved to adjourn. The motion was seconded by Council Member Dowling and carried unanimously.

The meeting adjourned at 8:30 p.m.

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Diane Joens, Mayor

ATTEST:

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Matthew McLean, Deputy Clerk

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CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a special work session of the City Council of the City of Cottonwood held on October 3, 2013. I further certify that the meeting was duly called, and that a quorum was present.

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Matthew McLean, Deputy Clerk

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Date