

**THE WORK SESSION  
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA  
HELD MAY 28, 2008 AT 7:00 P.M.  
AT CITY HALL, 120 W. 6<sup>TH</sup> STREET, BENSON, ARIZONA**

**MAYOR FENN  
OPENED THE MEETING AT 7:00 P.M WITH  
THE PLEDGE OF ALLEGIANCE.**

**PRESENT WERE: MAYOR FENN, VICE MAYOR KING  
COUNCILMEMBERS LODZINSKI, McGOFFIN, SACCO, and SUAGEE  
ABSENT WAS: COUNCILMEMBER TIPTON**

**NEW BUSINESS:**

**1. Budget Work Session for the City of Benson, Fiscal Year 2008-2009; all revenues and expenditures of the City may be discussed:**

Finance Director Jim Cox addressed Council regarding the budget, beginning with the City Council budget. Vice Mayor King complimented the Employee Council on their activities. Mr. Cox then addressed Council regarding the Community Enrichment budget. Councilmember Lodzinski verified with Mr. Cox, the amount in the Fourth of July expenditure needs to be increased to include the donations received from the public. Mr. Cox stated the expenditure line would be increased by \$12,000 to reflect the donations received.

Councilmember McGoffin then stated the Chamber had requested to address the Council with information on the Chamber Events for the upcoming year and asked to give Kim Lockhart from the Benson/San Pedro Valley Chamber of Commerce the opportunity to address the Council. Ms. Lockhart addressed Council regarding their upcoming events and requested \$35,000 in City Sponsorships from the City for these events. Ms. Lockhart stated the Chamber is planning larger events with more vendors to encourage tourism and benefit the economy in and around the City of Benson. Vice Mayor King stated he would like to see the City recognized for their sponsorships and other contributions for these events. Ms. Lockhart agreed. Councilmember Suagee stated she would like to see more done in advertising for the events the Chamber would hold and asked Mr. Cox if he could give an approximate amount of bed tax collections. Mr. Cox stated the bed tax collection would be approximately \$75,000 which was a slight increase from the previous fiscal year. Councilmember McGoffin then moved to increase the Chamber of Commerce expenditure item to \$35,000. Seconded by Councilmember Lodzinski. Motion passed 5-0 with Mayor Fenn abstaining stating he was a member of the Chamber.

Mr. Cox then continued his address to Council regarding the balance of the Community Enrichment Budget. Discussion was then held regarding the Arts Commission. Mr. Roush stated the Arts Commission budget in the previous fiscal year was to enable the Arts Commission to hold events with artisans, but no events were held. Arts Commissioner Sylvia Burnside then addressed Council stating the Arts Commission is a new entity with this being their first year to present a budget to City staff. Ms. Burnside stated there had been problems with protocol and definitions and the understanding of the restrictions of the budget for the Arts Commission. Ms. Burnside would like to have the definition of an "event" clarified, since they have held networking luncheons for local artisans and consider those "events". Ms. Burnside then stated the Arts Commission has a modest plan this year, with a cultural inventory being done in November among smaller activities. Ms. Burnside then stated in June, 2008, a joint meeting has been set with the Arts Commission and the City Council with a facilitator to help establish and define goals for the Arts Commission stating she would like to see the Council embrace the arts. Discussion was then had regarding the location to hold the network luncheons, with

Councilmember McGoffin stating she felt these should be held inside the City limits to bring local artisans into the City, possibly using the Community Center for these luncheons. Councilmember Lodzinski suggested also utilizing the Council Chambers. Councilmember Suagee made the motion to put \$2,000 into the Arts Commission expenditures reducing the miscellaneous programs by \$2,000 to enable the Arts Commission to continue in their endeavors. Seconded by Councilmember McGoffin. Motion passed 6-0.

Finance Director Jim Cox then concluded the Community Enrichment budget overview.

Council then moved to the City Clerk budget with City Clerk Vicki Vivian giving an overview of the proposed budget stating it basically remained the same with the exceptions of the training and education, and travel items being reduced to reflect the training of one employee. Ms. Vivian then reviewed other changes in the Clerk's budget which included the elimination of repairs and maintenance, the elimination of the miscellaneous line item, and the increase in the election line item from \$24,000 to \$35,000. Ms. Vivian then stated the office supplies and operating supplies were adjusted to reflect the projected expenses in the current fiscal year. Ms. Vivian stated many of these costs were due to the reorganization of the Clerk's records which have made access and research much easier. Ms. Vivian then reviewed the remainder of the Clerk's budget with Council. Mayor Fenn verified the personnel costs in the City Clerk's office includes a Deputy City Clerk, with Mr. Roush stating there is a hiring freeze in place for this position, however, the position has been budgeted to allow the hiring of a Deputy City Clerk, when it is appropriate.

Finance Director Jim Cox then addressed Council regarding the Community Center budget.

Building Official Mike Lockett then addressed Council regarding the Building Department budget stating the proposed budget was decreased by approximately \$115,000 with professional services being reduced, capital outlay being eliminated and with the change to his wages now being divided between the Building Department and the Planning & Zoning Department. Mr. Lockett stated the remainder of the proposed budget basically remained the same.

Police Chief Glenn Nichols then addressed Council regarding the proposed Police Department budget. Chief Nichols gave the current positions in the police department and stated the police department is now to a point where field services and support services need to be split. Chief Nichols addressed the current fiscal year overtime expenditure line which exceeds the budgeted amount by approximately \$48,000, stating the federal government paid approximately \$43,000 of this expenditure, enabling a greater police presence in the City. Chief Nichols then reviewed the grants the police department has received which included in-car videos in the amount of \$29,000, three more grants totaling \$167,000 which provided new radios, handheld radios, another repeater, a new base radio and other equipment that has allowed the City to go to digital radios. Chief Nichols stated from March, 2007 to September, 2008, \$83,000 was available for the police department to use for overtime, under the homeland security project entitled "Stone Garden". Chief Nichols then stated the City is applying for more grants that if awarded would bring our grant totals to \$239,000 for overtime expenditures and \$338,000 for equipment, adding that these are not matching grants and therefore have cost the City nothing.

Chief Nichols then addressed the proposed budget stating the grant funds have increased to address the possibility of successful grant applications and the remaining proposed budget will remain basically the same as the current budget. Chief Nichols then addressed the Capital Outlay projects which include the upgrade of the sleuth system from the current fiscal year, the new computer server and the purchase of two patrol vehicles.

Vice Mayor King stated he had received many positive comments on the increased police presence.

Fire Chief Keith Spangler addressed Council regarding the proposed Fire Department budget stating the changes in the budget include removing apparatus repairs and maintenance from general equipment repairs and maintenance and forming its own expenditure in the budget. Chief Spangler then stated the turn-out maintenance expenditure is a new item in the budget and is due to the new NFPA standards for turn-outs, which changed drastically in November, 2007 and call for very specific documentation on annual washing and testing of the turn-outs. Chief Spangler stated if turn-outs are over 10 years of age, they must be discarded, even if they have not been used. Chief Spangler then stated the Fire Department currently has sixty sets of turn-outs; thirty of which are new that were purchased with a recent grant awarded to the Fire Department. Chief Spangler stated some of the older sets would be placed out of service due to their age and the expenditure would be used to clean and test the remaining turn-outs. Chief Spangler then addressed the Station Repair expenditure which is for new motors to operate the bay doors and the Vehicle Repairs and Maintenance expenditure stating the fleet is an older fleet and the amount budgeted will hopefully meet any issues that arise during the year.

Councilmember Lodzinski then brought up the fire truck payment and discussed putting a line item in the expenditures to add to a truck savings fund to update the Fire Department's fleet. City Manager Martin Roush addressed Council stating as the City expands and has the need to expand the Fire Department, it could fall under the funding source, the Capital Project Fund (the 4% construction sales tax), which has been restricted to assist with projects that are regional in nature, such as new fire equipment, that is being looked at for the next budget cycle. Discussion was then had regarding the current fire department location, with Mr. Roush stating the Police Department is working on a space needs analysis and the old City Hall building is currently being advertised to sell, taking the steps to build a new Police Station with the Fire Department taking over the existing Police Station.

City Manager Martin Roush addressed Council regarding the proposed City Attorney budget stating he had negotiated with the County and they had agreed to remove the part-time position from the City's contribution in the current intergovernmental agreement. Mr. Roush then stated flexibility was left in the budget for Council's determinations, giving for example the establishment of a full-time attorney. Finance Director Jim Cox then addressed Council stating the wages in the City Attorney budget were for the prosecutor and secretary position with the Professional Services item being the contracted City Attorney. Councilmember Suagee verified the City Attorney has not charged the City for travel with Mr. Cox.

Judge Joe Knoblock addressed Council regarding the proposed Magistrate budget stating for the second year, the Benson court is the second busiest court in the County. Judge Knoblock stated in 2006, the Benson court had 6,000 filings, in 2007; they had 9,300 filings and were on-track to have 9,300 filings in 2008. Judge Knoblock stated the busiest court in the county was the Sierra Vista court which averaged 16,000 filings each year. Judge Knoblock then stated the Sierra Vista court personnel consisted of 12 clerks, 2 supervisor clerks, 1 chief clerk, 1 full-time judge and 1 pro-temp judge that works 20 hours a week in contrast to the Benson court which has 5 clerks, 1 chief clerk and 1 full-time judge. Judge Knoblock stated the Chief Justice of the Supreme Court wanted courts adjudicating DUIs, and the Benson court started that in January, 2008. Judge Knoblock then stated the Benson court had signed up to participate in a collections program through the state and were now sending out 500 letters each week on past due fines with the court's collections up 22%. Judge Knoblock then reviewed the proposed budget stating the County had reviewed the intergovernmental agreement (IGA) mentioned previously by Mr. Roush and the IGA should be forthcoming with the amendment to remove the City's contribution on the part-time clerk, which will then be removed from the magistrate budget. Mr. Cox indicated if the IGA were approved before the budget, the removal would constitute an increase in the overall contingency for the City.

In moving to the proposed Library budget, Finance Director Jim Cox stated in the previous City Council worksession, the books expenditure was increased to \$35,000 and was not reflected in the currently presented budget, but would be corrected in the next version.

Library Director Peggy Scott then addressed Council concerning the proposed Library budget, stating she was requesting three computers in the coming fiscal year and the balance of the budget was basically the same. Ms. Scott then stated part of the wage difference in the budget was the increase of part-time employee hours from 15 hours per week to 20 hours per week and the ensuing retirement benefits. Vice Mayor King stated he was a frequent visitor at the library and was pleased with the library and its selection, adding that the computers were being used heavily and we needed to get the requested computers for the library and that we should look at parking for the library in the future.

City Manager Martin Roush addressed Council regarding the proposed Parks & Recreation budget stating the budget basically remained the same, however, the structure was changed to break out and define items in the budget, making it a better communicating document. Mr. Roush stated this also creates more accountability and transparency in the parks budget. Vice Mayor King stated he had visited the pool at 3:00 p.m. and there had been over 60 visitors to the pool that day. Vice Mayor King stated he was very pleased with the recreation program that is in place for the summer. Mr. Roush then stated another major change in the recreation program is planned to enter into a joint venture with the Benson School District to put a K-4 (Kindergarten – 4<sup>th</sup> grade) after school program in place at the Benson School. Mr. Roush then stated most of the park improvements for maintenance will come from the Lions Park Capital Improvement Program and with the new Parks & Recreation code in place, a deposit will give an incentive for people who use the ramada to clean up after themselves, enabling the staff to make improvements instead of just maintaining the parks. Vice Mayor King then stated he would like to see education and training funding increased, stating during the summer programs, he realizes attending training would not be possible, but would like to see it available for the staff to access during other times of the year. Vice Mayor King then moved to increase the training and education expenditure to \$1200.00. Seconded by Councilmember McGoffin. Motion passed 6-0. City Manager Martin Roush then stated the lifeguard scholarship program would continue in the upcoming year.

Public Works Director Brad Hamilton then addressed Council regarding the general fund portion of the proposed Public Works budget stating this portion encompasses the areas that aren't really part of utilities, streets or the airport, but contains administration, engineering, development review, field engineering (inspections of development), Information Technology (IT) and Facilities Maintenance. Mr. Hamilton stated in the current fiscal year, the IT system was upgraded to include the replacement of servers, most of the computers at City Hall and the video presentation equipment in the Council Chambers. Mr. Hamilton then stated this year this expense item will be reduced. Vice Mayor King commended staff for these changes. Councilmember McGoffin inquired about the telephone expense, with Mr. Hamilton stating the City has switched service providers and eliminated unused lines in an attempt to reduce this expense, however, we are now being charged on a commercial basis, instead of a residential basis for phone and internet services, as well as this line item including cell phones. Councilmember Lodzinski verified with Mr. Cox that pavement management was included in the Capital Improvement Plan in the current budget. Mr. Hamilton then stated he would like to point out that professional and technical services were reduced since the anticipated growth had slowed down. City Manager Martin Roush then addressed Council stating the pavement management on Ocotillo Road that was recently approved was determined to be regional in nature and therefore could be funded with the Capital Project Fund. Mr. Roush then stated the upcoming pavement management projects were also determined to be regional in nature and therefore were in the Capital Project Fund.

Mr. Hamilton then addressed Council regarding the proposed Shop budget stating a mechanic was not hired, therefore the expenditures were kept to a minimum, however, the position was kept in the proposed budget should it be necessary to hire a mechanic. Vice Mayor King stated he appreciated the improved appearance of the City yard.

**ADJOURNMENT:**

Councilmember McGoffin moved to adjourn at 8:55 p.m. Seconded by Councilmember Lodzinski. Motion passed 6-0.

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Mark M. Fenn, Mayor

ATTEST:

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Vicki L. Vivian, City Clerk