

**THE WORKSESSION
OF THE MAYOR AND CITY COUNCIL OF BENSON, ARIZONA
HELD MAY 9, 2012, AT 7:00 P.M.
AT CITY HALL, 120 W. 6TH STREET, BENSON, ARIZONA**

CALL TO ORDER:

Acting Mayor McGoffin called the meeting to order at 7:00 p.m. with the pledge of allegiance.

ROLL CALL:

Present were: Acting Mayor Lori McGoffin, Councilmembers Ron Brooks, David Lambert, Nick Maldonado, Chris Moncada and Al Sacco. Excused was Mayor Toney D. King, Sr.

NEW BUSINESS:

1. Budget Worksession for the City of Benson, Fiscal Year 2012-2013; all revenues and expenditures of the City may be discussed

Finance Director Jim Cox stated City Manager Glenn Nichols would begin with the completion of the Community Enrichment budget with Mr. Nichols stating he had received a revised budget from the Chamber of Commerce secretary and had given a copy to the Council for their consideration. Council consensus was to leave \$54,000 in the Community Enrichment budget under "City Promotions" for various tourism related projects.

City Clerk Vicki Vivian then addressed the City Clerk's budget, stating the differences are the office supplies being combined with the Administration office under the Administration budget and computer supplies being increased to \$3,500 to replace the two computers in the Clerk's office which have been creating problems, adding the process in the past has been to replace 1 computer every 3 years, however due to the economy, it hasn't been done. Ms. Vivian then stated elections have been budgeted at \$20,000, noting the City will have upcoming elections in 2013 and special elections could be held depending on the political climate.

The Tourism Department budget was then reviewed with Mr. Cox noting the addition of a part-time employee. City Manager Glenn Nichols then reviewed other changes in the budget such as supplies being increased to include the purchase of a new copier and a larger souvenir inventory. Mr. Nichols then stated repairs had to be made at the Visitor Center due to damage from the unexpected freeze and he is in the process of working with alarm companies for an estimate on monitoring the Visitor Center for both the sprinkler system and the burglar alarm, adding the sprinkler systems and the burglar alarms at the Community Center and the golf course will also be added to the budget as soon as he gets the estimates. Mr. Nichols then noted the public notices and advertising had been increased quite a bit, due to the inclusion of two billboard advertisements that include the billboards and the vinyl and a project to put City maps at important locations around town in a metal frame, which would promote restaurants and motels and would be a good idea for economic development. Council then agreed to put \$750 into the Tourism Department, community center and golf course for alarm monitoring, with Mr. Cox noting the golf course budget already contained the alarm monitoring.

Finance Director Jim Cox then addressed the Finance Department budget stating there isn't anything unusual in the budget with the exception of the salary area due to the changeover in personnel that is expected during the upcoming fiscal year, resulting in a temporary increase in the amount of approximately \$35,000. Mr. Cox then noted the capital outlay in the amount of \$8,000 for computer software to expand the billing system and create the ability to do online bill payments for our customers. Council asked about the IT services with Mr. Cox stating this is a newer line item to track IT services.

Chief of Police Paul Moncada then addressed the Police Department budget beginning with personnel costs stating there has been a lot of talk from members of the public for a pay plan and while he fully supports it, he knows it would be an extremely expensive proposition at this time, adding he would like to get couple more patrolman, but given the state of the economy and the City's financial position, the salaries only have a 3% cost of living adjustment factored into the proposed budget for filled positions. Chief Moncada then reviewed the Stone Garden overtime increase stating the Stone Garden grants typically overlap and the Police Department will be working off two different grants during the upcoming fiscal year. Chief Moncada then reviewed other changes including the increase in IT services, with \$20,000 being transferred from professional services into a separate line item for IT services, adding the professional services item contains a lot of maintenance contracts, such as the automated fingerprinting contract which is over \$9,000 per year. Chief Moncada then quickly reviewed the CIP changes made at the previous budget worksession and discussed the purchase of a new copy machine and the server project recommended by IT to have an off-site backup, adding the servers for City Hall and the Police Department would be mirrored at each location, ensuring a relatively easy retrieval of all records should something happen. Discussion then focused on switching personnel into various positions with Chief Moncada stating he is not a firm believer of the 3 year rotation plan, because the officers get acclimated to a new assignment and are then rotated out, adding he feels the plan should be flexible. The limited opportunity for upward mobility was then discussed with Chief Moncada stating special assignments help not only with this issue, but break up the monotony of being on patrol all the time, and he understands giving officers opportunities is important since the officers learn regardless of their previous experience and he would consider what would be best for the department when considering these opportunities. Council then discussed the elimination of the School Resource Officer (SRO) and the resulting changes with Chief Moncada stating he speaks with Dr. Woodall on a regular basis and at this time, there have been no issues, adding the Police Department has responded in a timely manner to the school's needs, are continuing to do occasional walk-throughs and always have an officer in the school zones in the morning and afternoons. Chief Moncada then reviewed the vacancies in the Police Department stating the vacant commander and vacant lieutenant positions will not be filled, but the recent vacancy of an officer will be filled, as well as the two vacant dispatcher positions. Chief Moncada then reviewed the addition of \$15,000 for spay and neutering, adding this is a newly requested line item from the Animal Control officer who in anticipating grants and \$7,500 in donations and will be implementing a new partnered program with Petsmart to defer or offset medical costs when an animal comes in sick or injured.

Fire Chief Keith Spangler then reviewed the Fire Department budget changes including the proposed addition of 2 full-time firefighters stating if the Council chose to fill these positions, the budget needed to have \$10,000 added for overtime and \$4,000 added for employee related expenses (ERE) for benefits related costs. Discussion then focused on the possibility of hiring these full-time employees including the scheduling, the costs and required certifications and qualifications. Council then discussed the remaining budget including the increase in professional services from \$48,000 to \$60,000 to increase the volunteers' pay for each fire call from \$5.00 to \$10.00, firefighter healthcare costs for physicals and requirements for replacing turn-outs, leaving it at \$16,000. Chief Spangler then addressed the need to replace the north bay door motors and 5 safety switches as proposed in the budget and the replacement of 1 computer. Chief Spangler then reviewed the operating supplies item stating this is to cover any big items that come up, adding last year a pump went out on the extrication equipment which was \$5,000, noting the department has an aging fleet and it is hard to find parts and the old tender still has to be maintained as a back up to new tender. Council then discussed the recently purchased Ford F550 crew truck with Chief Spangler stating it is at the City yard getting the bed installed, there was still a signed purchase order in the amount of \$4,000 for the up-fitting of the lights and sirens and it will then go to Phoenix to get the pump and tank, followed by coming back to the City for the installation of compartments, adding currently there is \$23,000 in unobligated funds for the truck. Council then discussed the truck payment schedule with Finance Director Jim Cox stating he believes there are 3 more payments and Chief Spangler stating at that point, the Council should consider the CIP project shown 4 years from now to replace the 30-year old engine we have. Chief Spangler then stated the new wildland fire truck is being painted and should be ready soon, adding the new truck requires intensive training and he has had firefighters express their ability and willingness to go out on the wildland fire calls. After further discussion on full-time firefighters and the financial position of the City, Council consensus was to leave the funding for two full-time firefighters in

the budget in case something changed and they decided to revisit the issue, but to not hire anyone at this time and instead increase the professional services line to \$60,000 to increase the volunteer firefighters' pay.

City Manager Glenn Nichols then addressed the City Attorney Department noting no changes with the exception of the professional services being budgeted at \$120,000 for the new legal services contract, adding the new contract should fall within the budgeted amount.

City Manager Glenn Nichols then reviewed the Magistrate budget stating the magistrate's fee has been the same since 2007 and he would like to be included in the cost of living adjustment, if it is approved for City employees and the court consolidation agreement will remain the same as the current agreement.

Library Director Peggy Scott then reviewed the Library Department budget changes including a \$3,000 increase to purchase books and a slight increase in repairs and maintenance for carpet cleaning and painting the trim. Ms. Scott then stated she would like to request an increase of \$2,000 in operating supplies to purchase locking DVD cases. Council agreed to the requested increase in operating supplies to \$5,600.

Public Works Director Brad Hamilton reviewed the Parks Department budget stating the vacant parks maintenance worker will remain vacant in the proposed budget. Mr. Hamilton then requested an increase in the overtime line item to \$5,000 to cover special events like Bluegrass, 4th of July, Butterfield Days and tournaments the City is getting. Mr. Hamilton then stated in the proposed budget, under repairs and maintenance is \$2,000, which is an error and should read \$20,000, however, he would like to request it be increased to \$30,000, with Council agreeing. Mr. Hamilton then reviewed the capital improvement projects requested in the budget, noting the gator is used daily and will need to be replaced. Mr. Hamilton also noted the Department of Corrections labor has worked very well in the Parks Department.

Recreation Assistant Laura Parkin addressed the Recreation Department budget reviewing the request for repairs and maintenance to have both the inside and outside of the community center painted and the hood being brought up to code. Ms. Parkin then requested moving the Community Center budget from Administration to Recreation with the Council agreeing. Council then discussed the amount budgeted for summer programs with Ms. Parkin stating the existing programs are all she can do by herself, but if the addition of a part-time employee is approved, she intends to expand the summer programs. Discussion then focused on the pool, with Ms. Parkin stating the new filtering system is being installed and the pool will be open on May 25.

Building Official Luis Garcia then reviewed the Building Department budget changes including the increase in education and training, which has been severely under funded in prior years, adding the construction industry is ever-evolving industry and the City is a member of certain organizations that encourage and promote education, so there are many opportunities for training and education but there has been no funding the past. Mr. Garcia noted an institute coming up in Tucson, stating this week-long training is an opportunity to pick up the inspector's entire education units required to renew his certifications. Mr. Garcia then stated the proposed budget includes an annual service for the plotter, adding this is required to maintain the warranty and would eliminate expensive repairs like the repair that was done in the current fiscal year since the warranty had been allowed to expire. Discussion then centered on the hiring of a Planning & Zoning Director with Mr. Garcia explaining his duties included those of the Planning & Zoning Director and there were no proposed increases in staff, but his time was allocated 50% to the Building Department and 50% to the Planning & Zoning Department, reiterating the recent proposed changes to Chapter 7 of the City Code would merge the Building Department and the Planning & Zoning Department into one department entitled "Development Services." Discussion then moved to the Planning & Zoning Department budget with continued discussion to emphasize no change in personnel, but the combination of both departments and the change in title of the Building Official/Planning & Zoning Director, which was established by Council in 2007, to the Director of Development Services. Discussion continued to focus on personnel with Mr. Garcia stating the current GIS Technician/Planning Technician is currently in studies to obtain the AICP, which is the highest level of a planner that can be obtained, adding the goal at that point would be to propose a reclassification of the GIS Technician/Planning Technician

position, since it's unheard of to have a AICP level Planning Technician and the title and duties of a Senior Planner would then be warranted. Discussion then moved to the CIP of permit tracking with Mr. Garcia reviewing the project of the parcel based program which would tie properties together on a parcel basis and eliminate the need to manually pull all permit records for the abundance of records request received in the Planning Department, adding currently, responding to these records requests is extremely time consuming. Mr. Garcia stated the proposed program will create a permit tracking database to house all of this information and includes the cost of having all current permit records being converted and input as well as the program creating new permits, which will increase accuracy and the level of professionalism. Discussion then focused on the components and the modules that can be added to the program in the future, including the possible ability to request inspections and apply for permits through the City's website.

Public Works Director Brad Hamilton then addressed the Public Works budget changes including a decrease in salaries due to shifting an allocation of the Engineering Aide to Transit and an increase in computers in case the need arises to replace one. Mr. Hamilton stated he has been able to utilize free seminars for continuing education credit requirements and this portion of the Public Works budget in the General Fund is for development review and other development related projects with the utilities and other Public Works budgets being contained in the Enterprise Funds.

Acting Mayor McGoffin then stated the Council could continue at the next budget worksession with City Manager Glenn Nichols stating the next meeting was scheduled for May 16 and asked Council if they would like to cancel it and continue with the proposed budget worksession scheduled meeting on May 21 or if they would like to move the meetings forward. Council agreed to move the meetings forward and hold the next budget worksession on May 16. Mr. Nichols stated the Council has tentative budget worksessions scheduled for May 21 and May 23, if needed and would be considering the approval of a Tentative Budget on June 4.

ADJOURNMENT:

Councilmember Maldonado moved to adjourn at 8:57 p.m. Seconded by Councilmember Lambert. Motion passed 6-0.

Lori McGoffin, Acting Mayor

ATTEST:

Vicki L. Vivian, CMC, City Clerk