

MINUTES
TOWN OF QUARTZSITE
WORK SESSION OF THE COMMON COUNCIL
TUESDAY, JUNE 3, 2014, 2:00 PM

CALL TO ORDER: 2:00 p.m.

INVOCATION: none

PLEDGE OF ALLEGIANCE: The Mayor led the pledge.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Scott, Council Member Timberlake.

Absent: Council Member Orgeron.

STAFF PRESENT: Skylor Miller, Town Manager; Dana Anderson, Director of Park, Recreation and Cemetery; Emmett Brinkerhoff, Director of Public Works; Janet Collier, Transit Coordinator; Sergeant Xavier Frausto; Interim Chief of Police; Judge Amanda Lilly, Magistrate Court; Kiki Tunnell, Finance; and Tina Abriani, Town Clerk

APPROVAL/AMENDMENT OF AGENDA: **Council Member Timberlake moved to accept the agenda as written and Council Member Kelley seconded the motion. The vote was unanimous. Motion Passed.**

WORK SESSION:

- 1. 2014-2015 BUDGET WORK SHOP – Review, discussion and direction to staff regarding the 2014-2015 Tentative Budget.**

The Mayor declared an Open Work Session.

Town Manager Miller reviewed General Fund Revenues and Expenditures by department.

Town Manager Miller reviewed the expenditures for the Town Council, Administrative and Legal Services. Next, he reviewed the expenditures for Community Development Services.

Town Manager Miller advised that he personally commits to serve as the Director of Community Development Services for six months. He plans to evaluate the situation and ascertain what would be best for the department.

Town Manager Miller stated he would like to purchase a software license to create maps for Community Development Services. The software could be used to map the

Town's sewer lines, water lines, landscaping projects, public works projects, and transit maps. He stated the cost is capped at \$7,000. He advised that mapping, for the General Plan, four maps, had cost the Town \$4,000.

The Town Council requested that boards, especially the Health and Development Services Board, be put on the next agenda for discussion and direction to staff.

Vice Mayor Jewitt spoke regarding the County possibly taking control of the Quartzsite Library.

The Town Council requested that the Library's position with the County be listed as a discussion item at a future regular meeting.

Council Member Scott asked about the telephone bills. Town Manager Miller stated he will research the phone service and will seek out cost saving measures. He will put this on a future agenda.

The Town Council requested that the contract for solar, be put on a future agenda.

Magistrate Court Services Budget – a few concerns were brought out by some Council Members. The different costs between the prosecutor and the public defender were discussed.

Judge Amanda Lilly spoke regarding attorney fees and asked if the numbers for the prosecutor and the public defender might be transposed. Town Manager Miller agreed they were transposed.

Filings in the Magistrate Court, by month, were discussed. The Town Council asked that they be advised of the total filings for the year on the next agenda.

Council Member Scott asked how many clerks Judge Lilly has currently. Judge Lilly advised there are three positions. One has not been filled and going forward two clerks will be sufficient as long as they are full time.

Council Member Scott asked that the total cost for mandatory training for the clerks be listed on the next agenda.

Town Manager Miller will review the contracts with the prosecutor and defense counsel.

Park, Recreation and Cemetery Services - discussion ensued regarding the Children's Summer Recreation Program; there are two staff members now, and one is part-time.

Dana Anderson, Director of Park, Recreation and Cemetery, spoke regarding the Children's Recreation Program. He stated there are twenty-two children signed up for the Summer Recreation program that runs from June 9, 2014 to July 24, 2014, Monday through Thursday, 9:00 a.m. to 1:00 p.m. Council Member Timberlake stated she would like to see the program return to the 9:00 a.m. to 3:00 p.m. schedule.

Council Member Timberlake would like to see the Park, Recreation and Cemetery expenditure that is labeled 'general supplies and equipment' be listed with more explanatory detail. Town Manger Miller read the breakdown to the Council.

Council Member Kelley asked for a breakdown of what exactly can be spent on the children this year.

Council Member Kelley would like a monthly stipend and expenditure list for supplies for the Recreation Program.

Council Member Kelley asked to have \$5,000 added to the Recreation Program Budget to feed the children attending the Recreation Program. She asked to discuss, in the future, raising the cost of business licenses.

Council Member Timberlake would like to have some activities set up for the older children.

Council Member Scott asked if the Town could afford both the requested used bucket truck and the water reel.

Mr. Anderson of the Park, Recreation and Cemetery Department spoke regarding the Town potentially saving 40% of its water bill by shutting down the Utility Field. He recommends bringing back the baseball field.

Council Member Scott asked about the drinking fountains. Mr. Anderson responded that it is possible for two fountains to have water because there is potable water in the area, due to the Snack Shack. It is not feasible to bring in potable water for the other fountains.

Council Member Scott asked if the used bucket truck is needed as much as the sprinkler system.

Mr. Anderson explained the bucket truck will be used for several things. It is also a safety measure. It can be used for maintenance and changing light bulbs on high structures, as well as for pruning the trees that are maturing. He said the truck will pay for itself within three to five years.

Council Member Scott asked if some of the repairs of the Cemetery entrance could be paid from the HURF. Town Manager Miller said he will look into it.

Council Member Scott asked what the legal fees were for the CADRE settlement and Town Manager Miller answered the total was approximately \$60,000. She stated she feels that, since the General Fund paid the legal fees, some of the CADRE settlement money should be used to pay back the legal fees to build up the General Fund.

Council Member Scott suggested the Police Department spend \$34,000 of the CADRE settlement funds and save the rest for the General Fund.

Sergeant Xavier Frausto explained the Police Department's vehicle situation. He stated there are nine vehicles and one is not equipped for police work. They range in year from 2004 to 2006 and have 90,000 miles on average.

Council Member Kelley asked, if the one vehicle was equipped for \$4,500 and one car was purchased, would it work, until the next budget?

Sergeant Frausto responded, yes.

The Mayor called a recess for ten minutes at 3:49 p.m.

The Mayor called the meeting back to order at 4:00 pm.

ROLL CALL:

Present: Mayor Foster, Vice Mayor Jewitt, Council Member Kelley, Council Member Crooks, Council Member Scott.

Absent: Council Member Orgeron, Council Member Timberlake.

Town Manger Miller reviewed Public Works Expenditures and HURF Revenues.

4:01 p.m. Council Member Timberlake returned to the meeting.

The Mayor asked how many employees work in Public Works; five was the answer from Emmett Brinkerhoff.

The Mayor asked for a breakdown of the \$329,000 listed for Salaries and Wages and Town Manager Miller stated he will provide that report.

Vice Mayor Jewitt asked about the Workers Compensation increase of \$10,000 from the last fiscal year. Town Manager Miller stated there have been some new requirements that have come up.

The Mayor asked for more information regarding the Workers Compensation increases over the year.

Council Member Timberlake asked about the ADOT Grants.

The Mayor requested a report on the status of the ADOT Grants. The Town Manager stated he will provide it.

Emmett Brinkerhoff provided a quick breakdown of the status of the ADOT Grants.

Council Member Kelley asked that the crosswalk instrument be removed and instead have a sign and painted crosswalk.

Council Member Kelly thanked Emmett and his crew for what they did on Pay it Forward Day. They spent the day, and their lunch hour, tapering the ADA ramp.

The Mayor stated, for the record, the Trolley was a complete fiasco last year. He does not want to be responsible for doing it again. He received many complaints about it. The Mayor said, unless we can find private enterprise to pay for it, he does not want to spend the taxpayers' money on it.

Council Member Scott wants to spend the money for the people that live in Town.

Janet Collier, Transit Coordinator said she did not receive any negative feedback. She stated she did receive calls inquiring about advertising for the upcoming year. She spoke regarding the reasons for having the trolley last year.

Town Manager Miller stated that part of the ADOT Audit findings the Town just received, was a recommendation to have a more secure method of receiving donations on the vehicles. He stated the current method does not secure the funds. The Town already has fare boxes and they could be labeled 'Donations'. The Council agreed with the recommendation.

Council Member Scott asked about the form the Town was to develop for those who could not afford to pay for the transit service.

The Town Council asked that the form to determine indigence be brought to the Council on a future agenda.

Ms. Collier explained some differences between the 5311 and the 5310 grants.

Town Manager Miller reviewed the Water & Waste Water Services Budget. He stated the revenue from water service may go up as the Town charges itself for water. The Mayor clarified this revenue is based on the proposed water rates and the Town

Manager agreed and stated they are still in flux. The new water rates do not go into effect until September 1, 2014.

Town Manager Miller spoke of possibly refinancing approximately \$700,000 in existing loans. It would free up approximately \$155,000 and will reduce the interest rate and will save approximately \$10,000 to \$11,000 per year in payments. It will be a discussion item on the June 10, 2014 Meeting.

Mayor Foster spoke regarding the feasibility of outsourcing the collection of Utility payments to save the Town money spent on personnel with wages and benefits.

The bank would charge a fee for every document sent out at about twenty cents each. The Town is also looking into using a company called Direct Pay Service.

Town Manager Miller stated there is no way to reduce personnel costs; using a service will streamline the process and possibly provide better service to the customers. He would like to compare the services and their costs.

The Mayor stated there are a lot of expenditures in the Utilities Department; he wants to see if any of them can be reduced.

The Town Manger stated if the highly energy inefficient sewer facility could be overhauled and solar usage be added to supplement the power usage, it may reduce the Utility Department's expenditures.

The Mayor said several big parks have threatened to take their connections offline. The Mayor stated commercial interests can and will react to rate increases; but, home owners cannot.

Town Manager Miller stated the department is at bare bones staffing now; but, he and staff will strive to improve workflows and efficiency.

Vice Mayor Jewitt stated there were no increases in sewer rates for years, when there should have been incremental increases every year.

Council Member Timberlake asked about Bad Debt and Town Manager Miller stated he will bring back information about that.

Council Member Scott asked about raises for the employees. Town Manager Miller explained the raises are built into the budgets. He said they are based on a step system.

Council Member Scott wants a copy of the step system sheet listing salary and wage incremental increases.

Town Manager Miller advised that the Budget Summary of All Funds document compares revenues to expenditures. He discussed some of the figures from the summary.

Council Member Kelley asked if leasing police cars is cheaper than buying them and discussion took place.

ADJOURNMENT: 5:10 p.m.

Vice Mayor Jewitt moved to adjourn and Council Member Kelley seconded the motion.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Work Session of June 3, 2014, of the Town Council of Quartzsite, Arizona, held on June 3, 2014.

I further certify that the meeting was duly called and held and that a quorum was present.

DATED this 10th day of June 2014

Tina M. Abriani, Town Clerk

On behalf of the Common Council

Approved:

Ed Foster, Mayor