

CITY OF PERRIS

MINUTES: Special City Council Work Session
Date of Meeting: 16 July, 2002
Time of Meeting: 6:00 p.m.
Place of Meeting: City Council Chambers-City Hall

1. CALL TO ORDER:

The Honorable Mayor Busch called the Special City Council Work Session to order at 6:00 p.m. and requested City Clerk Rey to call the roll.

2. ROLL CALL:

City Council Members Present: Motte, Yarbrough, Landers, Busch

Absent: Rogers

Staff Members Present: City Manager Vasquez, Assistant City Manager Apodaca, City Attorney Dunn, Community Director Gutierrez, Finance Director Rogers-Elmore, City Engineer Motlagh, Public Services Director Owens, Police Chief Kestell and City Clerk Rey.

3. PUBLIC COMMENT: None

4. NEW BUSINESS:

A. Fiscal Year 2002-2003 City of Perris Annual Budget Workshop (non-RDA funds)

City Manager Vasquez said a proposed budget was presented in the amount of \$11,978,000, with revenues of \$12,221,000 and projected Fund Balance of \$2.6 million. In addition, Alternative B of the decision packages was recommended, which amounted to \$547,535. The decision package projected a Fund Balance of \$2,064,648. The addition of a Traffic Investigation Officer at a cost of \$149,660 was discussed. With this amount, the Reserve would be at \$1.9 million (16% Reserve). City Manager Vasquez would respond to any questions in regards to any of the decisions or additional items that were within the budget or the additional staff proposal: 1) Information Technologies Network and had accurate projected cost. Alternative B consisted of Enterprise, Special Revenue, Trust and Agency Funds and amounts budgeted. There was an area that outlined the number of programs that were funded outside the General Fund.

6:00 p.m. Called to Order

*Four Councilmembers Present
Absent: Rogers*

City Manager Vasquez's Introduction

TECHNOLOGIES PRESENTATION:

Assistant City Manager Apodaca commented that the proposal for Information Technologies was to network the City to the County CORNET System. The cost to update the City to current network standards and connection to the system would be \$176,000. Of the cost, \$36,000 would be derived from carryovers, and another \$40,000 would be part of the City's building rehabilitation fund. The \$100,000 portion was presented to Council with the benefits of the system, advantages, and breakdown of cost. All City sites and future City operation sites would be connected. The proposal also included future upgrade of the web page hosting/design. In the future, when new users were added, there would be additional cost incurred.

*Assistant City Manager
Apodaca's Presentation*

Mayor Busch asked if the City had utilized the County services. It was confirmed that the City did utilize the GIS Program and the City Clerk's office utilized their networking and maintenance services. Also, he asked the Finance Director if a portion of the money would be funded through Phase I of the City Rehabilitation.

*Mayor Busch's Query Re:
Portion of Cost*

In response, Finance Director Rogers-Elmore said the money would be taken from the \$200,000 requested for the City Hall Rehabilitation.

*Finance Director Rogers-
Elmore's Response*

Mr. Tantlinger, Riverside County LAN Administrator, said the City of San Jacinto utilized the County CORNET System. It would take about three months to install the system.

*Comments of Mr.
Tantlinger, Riverside
County, Re: County
CORNET System*

Councilmember Motte asked if the nineteen workstations would be personal computers and if they would be the big, flat screens.

*Councilmember Motte's
Query Re: Workstations &
Monitors*

In response, Mr. Tantlinger said that the workstations were regular personal computers and the existing monitors would be leveraged. There was a significant cost to utilize the flat screens. In the future, the City should plan to budget for new hardware and replacement of older technology. The County would work with the City to determine and establish a plan to replace hardware and technology.

*Mr. Tantlinger's Response
& Comment Re: Future
Hardware & Technology*

Councilmember Landers asked when this would take place and if it would make sense to install the system with the City Hall rehabilitation and renovation of the Old Police Department.

*Councilmember Landers
Comments Re: System v.
Rehabilitation &
Renovation*

In reply, Assistant City Manager Apodaca said it would make sense, unless the buildings were to be razed, and with the system all sites were able to connect.

*Assistant City Manager
Apodaca's Response*

Councilmember Landers asked Assistant City Manager Apodaca why the whole \$176,000 was not reflected.

*Councilmember Landers'
Query Re: \$176,000 not
reflected*

In response, Assistant City Manager Apodaca said there was \$30,000 from previously approved hardware upgrades that were approved at budget amendment. Then there was another \$46,000 that was covered through the facility upgrade. Assistant City Manager Apodaca commented that the \$176,000 had a 10% contingency and the \$100,000 came from the proposal; \$43,000 from the other source; and \$30,000 from previously approved.

Assistant City Manager Apodaca's Response & Comment Re: 10% Contingency, etc.

Councilmember Yarbrough asked for elaboration on the \$20,000 for Annual Access and Maintenance.

Councilmember Yarbrough's Query Re: Annual Access & Maintenance Cost

In response, Assistant City Manager Apodaca confirmed that it was the cost paid for the frame relay to GTE, and was an ongoing maintenance cost. The County charged \$34 per computer connection, and the frame relay was \$165 a month, times the four sites connected. If the City connected directly to the County's system, it would save the City the \$165 a month for each of the sites.

Assistant City Manager Apodaca's Response

Mayor Busch asked if the City could be indirectly connected with the City of San Jacinto if the City was connected to the County's system.

Mayor Busch's Query Re: Being Connected with City of San Jacinto

In answer, Mr. Tantlinger said the City would be indirectly connected to the City of San Jacinto under the same "cloud", but all information would be secured.

Mr. Tantlinger's Response

Councilmember Motte asked if lost information could be retrieved. It was confirmed that it would be controlled with a tape drive.

Councilmember Motte's Query Re: Retrieving Lost Information

Assistant City Manager Apodaca said if the City wanted to become state-of-the-art, the County CORNET System was the tool. The County's investments, resources and information ability were superior.

Assistant City Manager Apodaca's Comment Re: County CORNET State-of-the-Art System

Councilmember Motte asked if the City Clerk's records management system integrated with the CORNET System.

Councilmember Motte's Query Re: Integration of City Clerk's Records Management System

In reply, City Clerk Rey commented that it could be configured without a problem.

City Clerk Rey's Response

Mr. Tantlinger said they had done the same for the City of San Jacinto. As soon as their network was installed, they would purchase an imaging and records management system. It would expand a great deal on the network.

Mr. Tantlinger's Comment Re: Imaging & Records Management System

City Clerk Rey commented that the record management dollar amount should have been at least \$20,000.

City Clerk Rey's Correction Re: Records Management Cost

Mayor Busch asked if separate financial accounts could be created. It was confirmed that the program could be created to separate accounts, and the County had programs configurable to accommodate other departments for accounting, etc.

Mayor Busch's Comment & Query Re: Financial Program

Community Development Director Gutierrez asked if any additional server equipment had been assessed, and requested that Mr. Tantlinger define the operating software.

*Community Development
Director Gutierrez's
Queries Re: Server &
Software*

In response, Mr. Tantlinger commented that there were assessment servers that were currently in place. Some of the servers would create a centralized server for all City departments, with a file server to maintain e-mail accounts. It was anticipated to create a City network with a file server central to it, an e-mail server, and adding other servers that were currently in place. Operating software was Windows 2000 Desktop Software.

Mr. Tantlinger's Response

Assistant City Manager Apodaca commented that the County would review each department for individual needs and evaluate which operating software would remain or be upgraded. The concept was to make sure each department, individually, operated at their most efficient level. But the City must have the overall network before each individual department would be reviewed for needs.

*Assistant City Manager
Apodaca's Comment Re:
Individual Departments'
Needs*

Community Development Director Gutierrez asked if the records imaging system would apply to other departments. It was confirmed that it would be available for all departments.

*Community Development
Director Gutierrez's Query
Re: Records Imaging
System*

Councilmember Yarbrough asked if the proposal's concept was translated into savings for productivity, etc.

*Councilmember
Yarbrough's Query Re:
Savings*

Mayor Busch asked the Finance Director if their department had any questions related to usage and benefits. Also, if the system would enable the Finance Department to upgrade, and if it would be advantageous to purchase laptops for individual departments. It was confirmed that laptops could be connected to the network with a "port replicator."

*Mayor Busch's Queries
Re: Usage; Benefits &
Proposed System enable
Finance Department's
Upgrade*

In response, Finance Director Rogers-Elmore commented that it was important to keep their server in operation and later address issues in usage. What was needed was to upgrade the existing software and obtain quality desktops.

*Finance Director Rogers-
Elmore's Response*

Mr. Tantlinger informed the Council that the County had multiple training facilities available and personal computers could be programmed to obtain that training. CORNET was the acronym for County of Riverside Network. The system would be able to utilize a home or City e-mail account.

*Mr. Tantlinger's
Comments Re: Multiple
Training Available*

PUBLIC SERVICES DEPARTMENT:

Public Services Director Owens commented that during the budget review, three items were eliminated:

*Public Services Director
Owens' Presentation*

- 1) Third position of an Animal Control Officer: The recent revised Animal Shelter Agreement Services with the City of Moreno Valley resulted in the City's being responsible for the after-hours and weekend services. Also, as a result, the two existing officers were working fifteen to twenty hours overtime every pay period. The third officer would assist to provide coverage and increase the service level; the officers

received standby and time-and-a-half for every hour they were called. If they were scheduled for standby, they received \$125 a week; and if they were called out, the time-and-a-half additionally was received. The officers' long hours could become a liability for the City.

- 2) Second Animal Control Truck: Existing second truck was not legally operable for transfer of animals.
- 3) Hot patch of streets at \$20,000: Addressed some of the serious problems; every week more complaints had been received regarding the potholes.
- 4) Graffiti Trailer: 500-gallon tank; high pressure steam cleaner that would be utilized to clean the sidewalks and remove graffiti that the City was responsible for.

At this time, \$15,000 in revenue was generated through licensing and could be increased.

Finance Director Rogers-Elmore commented that thirty hours at time-and-a-half was charged. The officers' hourly rate was approximately \$15.00 per hour, plus payroll tax. Most of the Gas Tax Fund was pledged towards the capital projects, and Measure "A" or the Gas Tax Fund could be utilized for the hot patch.

Mayor Busch asked how much would be added to the budget, and if the purchase of a truck could be refunded through South Coast Air Quality Management District.

In response, Public Services Director Owens commented that the additional cost to the budget would be about \$40,000 for the third officer position and \$50,000 for the truck. There might be grant money to offset monies. Western Riverside Council of Governments (WRCOG) had been approached for grant money and was to respond.

Councilmember Landers asked if the hot patch could qualify as a Community Development Block Grant Fund.

In response, Community Development Director Gutierrez commented that generally the Community Development Block Grant (CDBG) should increase the level of service and should not be applied simply for the maintenance of buildings or roads. If services were to be extended or increased through programs or projects for capital expenditures, it would be allowable, but this request was in the maintenance category.

Mayor Busch asked if the Animal Control Vehicle could be purchased through CDBG Funds.

In answer, Community Development Director Gutierrez commented that purchase could be researched. If they looked at their services and made an additional purchase or had additional staff persons or program components to increase the level of services for Animal Control, that would be eligible. But they were replacing a vehicle to maintain the level of service and were not adding a new program. It could be researched.

Councilmember Yarbrough asked if the City could lease a vehicle.

***Con't. Public Services
Director Owens'
Presentation***

***Finance Director Rogers-
Elmore's Comment Re:
Overtime Hours & Hourly
Rate***

***Mayor Busch's Query Re:
Additional Budget Cost &
SCAQMD Refund***

***Public Services Director
Owens' Response***

***Councilmember Landers'
Query Re: Hot Patch***

***Community Development
Director Gutierrez's
Response***

***Mayor Busch's Query Re:
Animal Control Vehicle***

***Community Development
Director Gutierrez's
Response***

***Councilmember
Yarbrough's Query***

In answer, Finance Director Rogers-Elmore commented that most vehicles came on a lease/purchase basis and the City would have to be able to fund the payment for four years. Ultimately, it was the same cost as a purchase.

Finance Director Rogers-Elmore's Response

In regards to the request for an officer, Councilmember Yarbrough commented that the addition of an extra person would give more opportunity to become proactive, and the position would pay for itself by cutting back on the overtime. He suggested doing a citywide incentive such as \$5.00 to license an animal for a month during the year.

Councilmember Yarbrough's Comments Re: Animal Control Officer Position

Mayor Busch suggested Finance Department look into a lease/purchase on a vehicle and budget it into the cash flow. He also suggested searching into other monies from the Gas Tax, which would mean that \$41,000 would be for the Animal Control Officer.

Mayor Busch's Comment Re: Vehicle Lease/Purchase

In regards to the Hot Patch, Councilmember Yarbrough commented that the equipment was available and asked if the work was to be performed by a contractor. It was confirmed that the work was to be done by a contractor and the equipment was available.

Councilmember Yarbrough's Comment Re: Hot Patch Equipment

Councilmember Landers commented that he thought the City contracted the Graffiti Removal out.

Councilmember Landers' Query Re: Graffiti Removal Contract

In response, Public Services Director Owens said that Graffiti Removal was contracted out, but the trailer would be utilized to maintain the City buildings, parks, and other areas of the City, and it would allow rapid response to address those problems. The previous night, there had been a vandalism problem at May Ranch Park. The wooden playground equipment was set afire, and the area was fenced off. The equipment would be replaced.

Public Services Director Owens' Response & May Ranch Park Vandalism

Mayor Busch commented that he requested Public Services Director Owens to make a statement condemning vandalism that would be presented at the next Council Meeting.

Mayor Busch's Comment Re: Statement Condemning the Vandalism

Community Development Director Gutierrez commented that there might be a way to justify the purchase of a Graffiti Trailer. But outright, no. It might be presented as increase of service to particular neighborhoods (i.e., eligible census tract as well as redevelopment area covered CDBG) and could be explored. January was when allocation of CDBG Funds for the next year's funds would occur. The funds for the parks were intended to be utilized for new construction of parks, not repair.

Community Development Director Gutierrez's Comment Re: CDBG Funds for Graffiti Trailer

Public Services Director Owens commented that the City could schedule a surplus sale to generate revenue that would offset some of the money to purchase the trailer.

Public Services Director Owens' Comment Re: Surplus Equipment Sale

Mayor Busch commented that he would like to see a new trailer. But he would like to pursue elimination of unused equipment and designate the money to purchase the trailer.

Mayor Busch's Comment Re: Elimination of Equipment

Councilmember Landers commented that it was \$123,000 more.

Councilmember Landers' Comment

Mayor Busch voiced gratification with the condition of the Public Works Facility.

Mayor Busch's Comment Re: Public Works Facility

Councilmember Yarbrough asked if painting was scheduled for the City Hall.

Councilmember Yarbrough's Query Re: Painting of City Facilities

In response, Public Services Director Owens said the painting was scheduled, but was put on hold due to the City Hall Rehabilitation and expansion of the Gym. The City could proceed with the Senior Center, existing Police Department and Library. But the project was still budgeted; it was just a matter to proceed, and when. It was determined to proceed with the painting of the Senior Center and Library.

Public Services Director Owens' Response

Mayor Busch commented that the requests presented would be 1) Animal Control Officer; 2) Vehicle, with staff to explore the lease option; 3) Hot Patch budgeted into another item, such as Gas Tax; 4) Graffiti Trailer: Expend surplus equipment to accumulate \$12,000 for purchase.

Mayor Busch's Comment Re: Requests Presented by Public Services Director Owens

General discussion ensued regarding the concept that an extra staff person would not cost too much due to reduction of overtime; it would generate license revenues and be a proactive approach.

General Discussion Re: Animal Control Officer & Generation of License Revenue

Councilmember Yarbrough asked, based on the list, what had been done in regards to a change in personnel, and what was requested.

Councilmember Yarbrough's Query Re: Personnel Change

Public Services Director Owens said the department was upgrading Maintenance Workers I to Maintenance Service Worker II positions and utilized the funds from the existing positions; therefore, there was no additional cost to the budget. The Community Services Worker positions were to be utilized in after-hours/weekend programs. With marketing and promotion, the revenue from rental of City facilities would offset the cost.

Public Services Director Owens' Response

City Manager Vasquez asked if Council was satisfied with what was outlined and what had been presented, if there were any other additions or deletions, or if anyone wanted to speak.

City Manager Vasquez's Comment

CABLE TELEVISION BUDGET:

City Clerk Rey commented that the dollar amount for the cable television was too low. Depending on what Council wanted to do, how little or how much, the very minimum requested was \$20,000. Videotape of the Council Meetings was fine, but expansion would cost more.

City Clerk Rey's Comments Re: Cable Television Dollar Amount

Councilmember Yarbrough requested the City Clerk to expand on her comment.

Councilmember Yarbrough's Query Re: Cable Television

In reply, City Clerk Rey said that to expand, for example, would be to include special events on video (e.g., Veteran's Parade, Rotary Volunteer Presentation, and the Empire Railway Museum), the election that was intended to be cabled this November, and any type of programming that would work in benefit for the community, as well as promotional services.

City Clerk Rey's Response

Councilmember Yarbrough asked if this was for Staff, what the additional \$10,000 was, and what the associated cost was.

Councilmember Yarbrough's Query Re: Cost Associated with \$10,000

In reply, City Clerk Rey said the cost was associated with the person, and there were no volunteers. The student(s) and the Technical Assistant were paid.

City Clerk Rey's Response

Councilmember Landers asked how much was spent annually. The warrants reflected heavy checks made out to Rebecca Huston. He said the budget for cable should remain "as is" and should not be extensive this year.

Councilmember Landers' Query Re: Annual Amount

In answer, City Clerk Rey said for two years it was \$31,000 and was administered very conservatively.

City Clerk Rey's Response

Councilmember Motte asked the City Clerk how much was budgeted for the City Clerk's Department, and if there was an additional \$10,000 requested.

Councilmember Motte's Query Re: City Clerk's Current Budget

In response, City Manager Vasquez said the \$10,000 was in addition to what was received from the Cable Franchise.

City Manager Vasquez's Response

Finance Director Rogers-Elmore indicated there were no other funds budgeted for Technical Assistant. About \$15,000 per year, for two years, was paid for the Technical Assistant, and cost was about \$500 per Council Meeting. The \$10,000 was not an addition; it was a request. There was no money budgeted in the City Clerk's current budget for cable television (CATV). Also, Ms. Huston had charged the expense directly to a Cable TV grant that was not reflected within the number quoted. The \$10,000 would be the only amount budgeted for this year.

Finance Director Rogers-Elmore's Comment Re: Technical Assistant not Budgeted & Cable Budget

Councilmember Motte commented that the \$10,000 budgeted for the City Newsletter would process two issues.

Councilmember Motte's Query Re: City Newsletter

In reply, City Manager Vasquez said the City was to seek funds.

City Manager Vasquez's Response

In regards to the water purchase amounts, Councilmember Motte commented on the City owing Eastern Municipal Water District \$950,000 and the City's expenditure of almost \$1 million. He said there was a surplus in the water company account and the City should try to invest in wells.

Councilmember Motte's Comment Re: Water Purchase & Well Investment

In response to the money spent, Finance Director Rogers-Elmore said \$950,000 was budgeted; \$960,000 had already been expended and would be adjusted at mid-year budget.

Finance Director Rogers-Elmore's Response

City Manager Vasquez commented that the concept to allocate funds for the drilling of wells would be money well invested and could be recaptured very quickly. But new technology would be required to assist and could be pursued.

*City Manager Vasquez's
Comment Re: Allocate
Fund for Well Drilling*

Councilmember Yarbrough asked the Finance Director to address Finance Department staff.

*Councilmember
Yarbrough's Query Re:
Finance Department Staff*

In response, Finance Director Rogers-Elmore said she had one position, which was an entry-level Accountant that would be paid for by the Tax Levy within the special districts and debt. It would be used strictly to facilitate all those debts and activities within the Flood Control District and Landscape District. The position would pull those accounts into proper alignment and ensure the levies were sufficient for the expenditures.

*Finance Director Rogers-
Elmore's Response*

Councilmember Yarbrough said what he heard seemed like the Finance Department was the department that had the least amount of budget for what had to be processed. He asked how the technology would impact the Finance Director and staff, and if there would there be more productivity if three people were hired.

*Councilmember
Yarbrough's Query Re:
Productivity*

In reply, Finance Director Rogers-Elmore said with hire of the requested position, there would be more productivity. MuniFinancial had confirmed that the levies were sufficient to pay for the positions. It would be possible to assign other duties to that position, and with the level of existing debt management and special district management, it would support the position. Current staff was not mentored to the capacity of being able to do the work and would be trained. In the past, Rogers, Anderson, Malody & Scott, LLP processed the statements and the Finance Department consumed the cost. This year, the statements/position would be a funded item under tax levy.

*Finance Director Rogers-
Elmore's Response*

Councilmember Landers asked if the position would eliminate the cost incurred by MuniFinancial or Shepherd & Staats.

*Councilmember Landers'
Query Re: Eliminate of
Consultant Cost*

In reply, Finance Director Rogers-Elmore said it would not eliminate cost to MuniFinancial, but it might be possible to eliminate Shepherd & Staats' cost. It would depend on City's staff.

*Finance Director Rogers-
Elmore's Response*

PLANNING & COMMUNITY DEVELOPMENT (BUILDING & SAFETY DIVISION; NEIGHBORHOOD ENHANCEMENT & PLANNING):

Community Development Director Gutierrez indicated that the Community Development had three divisions. In regards to the Building Division, there were currently two contract inspectors who worked as needed. It was anticipated to hire another Inspector and a Fire Inspector. The department requested a Combination Building Inspector I and Combination Building Inspector II. Revenues generated from the inspections would pay the Combination Building Inspector I, who would work primarily on fire inspections.

*Community Development
Director Gutierrez's
Budget Presentation*

The Planning Division was staffed with four contract planners, which were paid through cost recovery paid for by the development. A deposit was placed on an application for administrative cost, and the remainder was for contract service. The budget reflected: Senior Planner, Business Licenses, and an Administrative Assistant, which was primarily for the Planning Commission.

*Con't. Community
Development Director
Gutierrez's Budget
Presentation*

In the Neighborhood Preservation Division there were currently two contract employees and one City employee. The City employee was on long-term disability and it was determined that that position would remain. It was the intent to upgrade that position to Senior Code Enforcement Officer or Senior Code Compliance Person and work within Neighborhood Preservation to supervise, plan and monitor.

The staff positions presented would staff the department at a reasonable level to maintain the level of service required for development review processing and Neighborhood Preservation, and were absolutely necessary for the Building Division for inspections and permit issuance.

Councilmember Yarbrough asked if there were any other changes in Administration, City Clerk or Assistant City Manager.

*Councilmember
Yarbrough's Query Re:
Additional Staff*

In response, City Manager Vasquez said there were no requests for additional positions within Administration. Currently, Administration consisted of City Manager, Assistant City Manager, Personnel Analyst, Secretary to City Manager and Administrative Clerk. There was a vacant position of Redevelopment Coordinator. All the positions were budgeted, and there were no increases or expansion of services. The Assistant City Manager's focus was two fold, and one was the Redevelopment person to conduct daily operations, negotiation of development agreements, marketing, etc.

*City Manager Vasquez's
Response*

Assistant City Manager Apodaca commented that calls increased daily in regards to Redevelopment activity, and some could not be responded to. The vacant position's requirements were minimized from three years to two years of RDA experience. The salary was published for the RDA Program Coordinator position; the applications received did not reflect any redevelopment experience. There might be the decision to hire a person with real estate experience or wait until the Classification Study was approved. Once the study was approved, that position's salary would increase.

*Assistant City Manager
Apodaca's Comments Re:
RDA Program Coordinator
Position*

Councilmember Yarbrough asked if City Clerk's staff was technically Administration staff. It was confirmed that staff was assigned to the City Clerk's office. The Assistant City Clerk position was vacant.

*Councilmember
Yarbrough's Query Re:
City Clerk's Staff*

In reply, City Clerk Rey indicated that there were thirteen Assistant City Clerk applicants, and only two met half of the requirements.

City Clerk Rey's Response

Assistant City Manager Apodaca asked if the workload was critical enough to place a body and hope they would accommodate; or just wait to see if the other changes within the organization would aid to obtain the right person. The salary was too low, and all of the applicants were at the journeyman level of either secretarial or general administrative background. But none had RDA experience.

*Assistant City Manager
Apodaca's Comments*

Finance Director Rogers-Elmore commented that recently the interview for the Accountant II position reflected four qualified candidates out of eighteen candidates, and they were marginal.

*Finance Director Rogers-
Elmore's Comment Re:
Accountant II Position*

Community Development Director Gutierrez said that when they advertised for the Combination Inspectors, they could not recruit anyone with experience. The inspectors were hired on contract basis and trained. It was difficult to receive response at the rate advertised.

*Community Development
Director Gutierrez's
Comment Re:
Combination Inspector
Position*

Councilmember Landers said that all the departments were the same; the City offered too little money.

*Councilmember Landers'
Comment Re: Salaries
Offered*

In answer, City Manager Vasquez said not all departments were the same. Generally, the salaries had been low in mid-management or just under that level. It was very competitive and recruitment had to draw quality people. The Classification Study would aid in recruitment at a competitive range, or at least the median. The Teamster Union Employees had just accepted the study.

*City Manager Vasquez's
Response*

Councilmember Landers asked if the salary offered was at the new level when the Personnel position was advertised.

*Councilmember Landers'
Query Re: Advertised
Salary Range*

Assistant City Manager Apodaca said the new salary level was not advertised and it would be incorporated; and as new positions were created, the salary language would be modified. The modification would read: "The salary may increase based on Council's approval of the Classification Study". Hopefully, this would bring in better results in future recruitment.

*Assistant City Manager
Apodaca's Comments Re:
New Salary Range*

CLASSIFICATION STUDY:

Mayor Busch commented that the new decision package was in the amount of \$112,535, which was a major increase, and asked where that increase had come from.

*Mayor Busch's Query Re:
New Decision Package
Dollar Amount*

City Manager Vasquez replied that all the levels were consolidated instead of separating them by unit (General Unit; Management Unit, including the City Clerk). So, all those figures were placed in the Classification Study and were spread out over the various funding sources.

*City Manager Vasquez's
Response*

Mayor Busch asked if the City Clerk was included in the study and commented that he was not aware the City completed a Classification Study for the City Clerk. He asked City Manager Vasquez if he had done a Classification Study on the City Clerk.

*Mayor Busch' Query Re:
Classification Study for
City Clerk*

In reply, City Manager Vasquez said the City Clerk had done a Classification Study on her own and had come up with a comparison of cities, which resulted in a recommendation.

City Manager Vasquez's Response

Mayor Busch asked if this was a recommendation.

Mayor Busch's Query Re: Recommendation

City Manager Vasquez said this was the recommendation from the Classification Study conducted by the City Clerk.

City Manager Vasquez's Comment Re: City Clerk's Recommendation

Mayor Busch asked if there was a breakdown for the \$112,000 that was requested.

Mayor Busch's Query Re: Breakdown of \$112,000

Finance Director Rogers-Elmore said the Classification Study was the maximum of roughly 5% per employee to bring them up to market level, plus related benefits. The City Clerk's package increased approximately \$60,000: \$36,000 was in the \$112,000, and the other monies came from RDA. Therefore, it was at the \$76,000 seen originally.

Finance Director Rogers-Elmore's Comments Re: City Clerk's Compensation Package

Mayor Busch wondered where this money was going, because it was first indicated for all salaries within the Classification Study and then there was a difference of a considerable amount. He said they had not authorized a study and there was never a request for a study on the City Clerk's office. The City Clerk's office was an elected position, just like the Council's and his. There was no study conducted for Mayor, Mayor Pro Tem, or Council, either. He wanted to know how this had become part of the decision package, since it was not in the original decision package.

Mayor Busch's Comments Re: City Clerk's Classification Study Dollar Amount & Authorization

City Clerk Rey indicated that she was the one who requested that Council give this item consideration. That was the reason she had brought forward a study equivalent to what was received in the Council's packet that was paid for by the City. She said the Comparison Analysis was completed with the neighboring City Clerks, both elected and appointed, and the packet had been distributed to everyone for their consideration.

City Clerk Rey's Comments Re: City Clerk's Compensation Packet

Mayor Busch said he did not believe an elected position belonged in the budget analysis and that it was not a budget item for an elected position. That had been resolved several years previously when the Council reduced the position. He did not see that it belonged in the salary classification. "Sorry, you were elected like us. You live with what you were elected with."

Mayor Busch's Comments Re: City Clerk's Compensation Packet

In response, Councilmember Landers gave the history of the City's finance crisis in 1996 and the reduction in the City Clerk's salary. He said at that time the City laid off staff, closed City Hall on Fridays, and lowered staff salaries 10-15% because the City was going bankrupt. The salary of the City Clerk, Beti An Hynes, was lowered to \$800-\$900 a month, and the City offered her \$36,000 a year to be the City Clerk. At the time, the Clerk made \$86,000 annually, plus benefits, which placed cost between \$86,000 and \$100,000 a year. Now, he pointed out, the City was solvent and adding

Councilmember Landers' Response

staff. The Clerk worked, probably, fifty hours a week for \$800 a month. He agreed that she was an elected official and should be separate, but said she should have a specific salary for being the elected City Clerk and have the other position at the other monies. He did not believe what the City was doing to her was right. He reminded the Council that the Clerk's salary had been brought up at a City Council meeting and he had requested that it be placed on an agenda. At that time it was indicated that this would be handled during the budget period. He said if they were going to renege on that, he wanted to know right then.

Mayor Busch again emphasized the elected position and commented that just because the City was solvent, there was no reason to increase the Clerk's salary. In regards to hours, Mayor Busch indicated he and others put in over fifty hours a week; therefore he might deserve an increase, too. As an elected official, the Mayor said he knew what the salary was, what the benefits were, and what he was supposed to do, and he accepted that. "Anyone putting in more hours, good for them. But maybe it is time management; maybe they need to manage their time. I am not saying they are not doing a good job, but I am saying when you are elected to it you know what bases are when you are going in. Why do you think you need more money now because you are putting more hours in? That was not the deal when you were elected; it was not the deal for any of us when we were elected. I do not think that is the deal now. I do not care what Beti An Hynes was making. I do not care. I know that they refused it; they cut everything down. I think Beti An Hynes was making less money than Margaret's making now when she was terminated. I do not know; I could not tell you. I think she was making less, though, when it all fell. But that is not the point. The point is, when we ran for the office, we knew what those conditions were and accepted those conditions when we ran for it. It was not that, 'I am going to work more hours and then I am going to ask you for more money.' That was not what the Council should be doing here. I am sorry; it was just plain, to me, the fact of what we ran for. If anybody ran for anything different than that, I think they made a mistake." He said this request could not be accepted as part of the Classification Study. If salaries were changed, it should be after a term expired, not now.

*Mayor Busch's Comment
Re: Elected Position*

Councilmember Landers asked Community Development Director Gutierrez if she had taken a 12-15% cut in 1998. Director Gutierrez indicated that she had actually taken a 30% cut.

*Councilmember Landers'
Query Re: Salary
Percentage Cut*

There was discussion that in 1996 some employees took a cut in hours, not in salary, and some were laid off.

*General Discussion Re:
1996 Crisis- Effect to
Employees*

Councilmember Yarbrough commented that the City Clerk had never had qualified staff to allow her to do her job, and there had been fill-in people and people going in and out. He pointed out that if the City Clerk were to resign, move, pass on or whatever, the bottom line would be that the City would have to recruit another City Clerk or appoint a City Clerk. Possibly a Classification Study would be conducted and the City would have to pay top dollar. The dollar amount on the first page of the request reflected a total savings to the City of over \$400,000. This was a job responsibility that the

*Councilmember
Yarbrough*

City Clerk had carried above and beyond the elected position. The City still did not have a Deputy City Clerk, which was a budgeted item, and monies had not been expended. Until the Deputy City Clerk's position was in place, there needed to be fair compensation. The issue needed to be dealt with to make sure that the department was whole.

City Manager Vasquez commented that the Salary Study conducted reflected that the majority of cities had appointed City Clerks or elected City Clerks. The appointed City Clerks made competitive salaries and had earned those salaries. Elected City Clerks sometimes were paid the same as an appointed City Clerk, and sometimes were not; it varied. But Council would be able to determine what was appropriate to pay their elected City Clerk, based on the work that was performed. The duties of the City Clerk's office were very important and there was no question that the Clerk worked hard and had kept the department going. The stipend was created through resolution, and if there were a change to increase it, it would be through a resolution. To approve the budget would set the money aside so that, in the future, the resolution could be brought before the Council.

*City Manager Vasquez's
Comments Re: Competitive
Salary; Elected; Appointed
City Clerks; Salary
Increase processed
through Resolution;
Budget Monies*

Councilmember Landers indicated he wanted to do what was right, fair, and equitable, and that the current salary was a disgrace. He said if he needed to, he would put it on the agenda, because all it takes is three votes.

*Councilmember Landers'
Comments Re: Agendize
Compensation Request*

Mayor Busch asked him if he had three votes. He responded that he may not have three votes, but it takes three votes to change it.

*Mayor Busch's Inquiry
and Councilmember
Landers' Response*

Mayor Busch again emphasized that an elected official knew what they ran for, what they were getting, and no promises were made. Staffing did not affect whether or not the salary should be increased. He agreed an Assistant City Clerk was required and that the request should be brought forward to Council as an agenda item. But he said he was still of the opinion that when one ran for office, they knew what the terms were and that's what they accepted for four years, two years, or whatever they ran for.

*Mayor Busch's Comments
Re: City Clerk's Staffing &
Request to be Brought
Forward to Council*

Councilmember Landers reminded Council that when they ran for Council, their car allowance was at \$150.00, and yet an increase was approved at \$400.00. Councilmember Motte knew that when he ran, but yet he voted to raise it to \$400.00.

*Councilmember Landers'
Comment Re: Council's
Starting Salary & Raise*

Mayor Busch said that no one on the Council had any concept of what it took when they ran for City Council, but accepted it as a challenge with those terms. The City Clerk also accepted the challenge under those elected terms and those conditions.

*Mayor Busch's Comments
Re: Elected Officials
Accepted the Challenge
Under Terms & Conditions*

Councilmember Motte suggested that any change should be made at election time.

*Councilmember Motte's
Comments Re: Changes
Made at Election Time*

City Manager Vasquez said he would like to place the request in the budget, but separate it from the Employee Classification Study, so that if everyone was in agreement, it could be brought forth in a resolution.

*City Manager Vasquez's
Comment Re: Separate
City Clerk's Compensation
Packet & Process
Resolution*

Councilmember Yarbrough commented that this needed to be discussed in open session with the public.

*Councilmember
Yarbrough's Comment Re:
Public Opinion*

Mayor Busch voiced no objection to the public being drawn in, because the public voted on having an elected City Clerk.

Mayor Busch's Response

City Manager Vasquez said it was to be placed within the budget and pulled if there was a decision to pull it. If taken out of the budget, a resolution should be presented with a recommendation to appropriate the funds.

*City Manager Vasquez's
Comment Re: Placing Item
in Budget*

Mayor Busch commented that he would like to have it brought forward as a separate item, receive public input, and then process a resolution. The public needed the opportunity to be fully advised.

*Mayor Busch's Comment
Re: Process in Two
Phases; Obtain Public
Opinion; & Process a
Resolution*

Councilmember Landers said it should be done without splitting Council; it could be processed without being against each other. Also, if the City Clerk had proper staffing, then the Clerk would not have to spend the hours of time she did.

*Councilmember Landers'
Comment Re: Not to Split
Council*

Mayor Busch voiced agreement to staff and budget for the City Clerk's office.

*Mayor Busch's Comment
Re: Staff & Budget for
City Clerk*

City Clerk Rey indicated that the vacant position had been advertised four times, and it had been very difficult to find qualified help.

*City Clerk Rey's Comment
Re: Recruitment of
Assistant City Clerk*

Mayor Busch agreed that staffing was a problem and that the City should obtain the staff. But, he asked, did it mean that if the salary increase was given and staffing was obtained, that the salary would then be reduced.

*Mayor Busch's Comment
Re: Obtain Staff & Reduce
Approved Salary*

In response, City Clerk Rey said she meant that the Clerk's office, like any other strong business office, had to operate on a business level. Every department had a department head; everybody had somebody that they answered to. And the Clerk's office was not any different than other departments, and it had to be looked at and respected in that way.

City Clerk Rey's Response

Mayor Busch said he was not being disrespectful to any department or any position. It was his position that when one ran for office, they knew what it was, accepted it and there was no disrespect in that. That was what the deal was; and that was what he believed in.

*Mayor Busch's Comments
Re: Not being
Disrespectful*

City Clerk Rey commented that she felt the one thing that was first and foremost was the wellbeing of the community. The Clerk's office had a very important vital role and should not be undermined.

*City Clerk Rey's
Comments Re:
Undermining City Clerk's
Office*

Mayor Busch asserted that no one was trying to undermine the Clerk's office and he had never known anyone to do that. If so, he would not support them, and it was not his intention to undermine.

*Mayor Busch's Comment
Re: Undermining City
Clerk's Office*

Councilmember Landers requested that the issue be agendaized.

*Councilmember Landers'
Request to Agendaize the
Issue*

5. **ADJOURNMENT:** By unanimous consent, the Special City Council Work Session was adjourned at 7:50 p.m.

*7:50 p.m. Special City
Council Work Session
Adjourned*

Respectfully Submitted,

Margaret Rey, City Clerk