

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
WORK SESSION

PAGE 1

May 17, 2011
COUNCIL ACTION

I. PROCEDURES:

- A. Call to Order **Mayor Moore** called the meeting to order at 5:00 p.m.
- B. Roll Call Mayor John Moore, Councilmen Don Dent (Vice-Mayor), Bernie Hiemenz, Bill Miller, Lee Payne, and James Wurgler were present and constituted a quorum. Councilman Frank McNelly was absent.
Present from City Staff were Interim City Manager/Finance Director Joe Duffy, Fire Chief Jeff Dent, Public Works Director Glenn Cornwell, Street Superintendent Hoch Ortiz, Shop Superintendent Sheldon Johnson, Sanitation Superintendent Doug Owens, Maintenance Superintendent Gene Owens, Recreation Supervisor Rose Newbold, and City Clerk/Human Resources Director Susan Kerley. Judge Rob Krombeen from the Magistrate Court was present.
- C. Adoption of Agenda **Councilman Lee Payue** moved to adopt the agenda. **Councilman Bill Miller** seconded, and the motion carried 4-0.

II. WORK SESSION ITEMS

- A. Fiscal Year 2011/2012 Budget Review **Joe Duffy** offered information on each of the following areas:
Budget Overview:
This, hopefully, will be a year of healing. Some minor fine tuning needs to be done, like transferring funds from BBB, and moving money around, in order to begin the process of building cash over the next several years. Credit goes to the department heads who have sacrificed and have done all they could to save money.
Fire:
Jeff Dent, Chief, Williams Volunteer Fire Department reviewed the situations that threw the department over budget this year: Needed training opportunities came up unexpectedly. Accounts receivables for around \$10,000 remains uncollected. The jaws of life broke on a call, and it had to be replaced. The fire station is being redone because of storm damage.
We have applied to FEMA but have not received funds. We could collect \$100,000 later.
Chief Dent continued: A lot of materials were used on two HAZMAT calls. Next year it is critical to get the repeater fixed for approximately \$10,000. This has to be done before 2012 to keep the current FCC license. This is the only unusual item for next year. Down the road, they will need to replace Engine #5. They need something to help with recruiting. More training is involved and more is asked of new recruits. One idea is to pay them per call, like \$15. This was the first year in approximately fifteen that the Fire Department has been over budget.
Golf Course Fund:

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
WORK SESSION

PAGE 2

May 17, 2011
COUNCIL ACTION

There are no major capital expenditures. We are holding off on hiring seasonal employees until play begins.

Marty Yerian, Golf Course Superintendent, pointed out that they are running way behind on replacing equipment and that there is lots of good, used equipment available now for deeply discounted prices. Things will reach a point where approximately \$300,000 worth of existing equipment can't be used anymore. He would like to get a set amount of cash for the next two to three years so he can go out and purchase good used equipment.

We have put \$25,000 into the budget for this purpose for the next five years. The other capital item is roofing at the club house. The plan is to replace it in September after the monsoons.

Sanitation:

Only benefits and workers' comp are up. Capital items have been taken from Impact Fee Funds: \$18,000 for refuse containers and \$10,000 for roll-offs. We have budgeted for two more 40-yard roll-offs.

Magistrate:

Their only capital request is \$1,500 for a copy/fax/printer. This year, they have been paying for a part-time court clerk from the Court Enhancement Fund and JCEF. They determine how these funds are spent after getting approval from the Supreme Court.

Judge Krombeen explained that the part-time clerk has very limited access to computer programs because the Supreme Court says employees have to be "permanent" to gain authorization. They have been sending her to training. They have tried to come up with solutions to sustain her position and to make it full-time. The Court is trying to recover fairly old debts using skip tracing techniques. However, the full-time employee, Shana Brownlee, does not have time to pursue this along with her other responsibilities, but they are trying to collect debts owed to the City. They are trying to use new strategies to collect fines. Along with these things they are doing to help provide financial solutions, they will pursue collecting the \$600,000 Reuter debt.

Keep the part-time employee status quo for six months to see if revenues are growing.

Street Department:

Recommendation is not to fill the vacated position because of the reduction in HERF funds. We are trying to use part-time maintenance employees to help with Street Department projects. More was added in engineering, and a portion of materials was coded to Impact Fee funds. We would like to use up Impact Fee funds over the next few years and want to use some to purchase materials for street repairs. Our biggest major need right now is roads. The Street Department has done a remarkable job.

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
WORK SESSION

PAGE 3

May 17, 2011
COUNCIL ACTION

Central Garage:

Sheldon Johnson, Shop Superintendent, stated that they want to share a mechanic with the Water Department. If we have a one-ton boom truck, one person can change out pumps. Such a truck would come in handy at the Garage and the ponds. He has seen a 1994 model on Craig's List for less than \$10,000. The Mayor suggested that he get on that right away because of safety concerns.

Sheldon is doing a remarkable job.

Sheldon reported that one garbage truck (Heil) has been out to that company. They had it for two months and could not fix it. It is back and is "sort of" working. Heil no longer supports the computer system in this truck. Sheldon asked Council to consider a new loader as it is hard to get parts for our 1990 loader. This is a key piece of equipment in snowstorms.

The dozer (Caterpillar) is worn out.

Councilman Dent suggested the City should find used equipment while it is still available at discounted prices.

Sheldon's homework is to get prices.

Recreation:

We are keeping the operating expenses the same with the only increase being in natural gas. We will have to do a \$3,000 study to remediate lead at the shooting range. Some agencies in town have pitched in \$500 each to cover this expense.

Rose Newbold, Recreation Supervisor, said that she is looking for ways to offer programs. \$13,500 was received in grants this year – some for youth programs, some for high school programs, and some for adults. The Community has stepped up to support the recreation programs: Camp Civitan is feeding the kids at the summer rec programs.

Rose rents all the City's facilities and works with the Chamber on events in addition to all her other responsibilities. You don't see all the work she's done.

Pool:

Rose Newbold reported that the repair job at the pool is coming along. The contractor is telling her they're on time for the scheduled opening on May 28th.

One change was made to the budget: Anna Curry, one of the pool coordinators, was transferred to the front desk at City Hall. Her salary has been moved to Administration's budget.

Maintenance:

One seasonal worker has been added, and one seasonal employee will be designated to maintain the Little League fields. One seasonal employee

will be shared with the Golf Course. The Maintenance Department has run over budget because they have been asked to do more this year than was projected. An increased amount will be charged to the Forest Service because they require more attention while the Visitors' Center will remain the same.

Gene Owens, Maintenance Superintendent said that all lights at the horse stalls had to be replaced, and lights downtown were replaced also. He hopes to save a lot of money through using a local contractor.

Senior Center:

No changes.

Visitors' Center:

Increased wages in budget to reflect the expenses. We finished the new entry doors. The Forest Service is paying \$5,000 extra each year to keep up with maintenance on the building.

Forest Service Building Fund:

We threw \$50,000 at the roof. After this, the fund will raise a lot of cash for the City. There should be a positive cash flow of about \$100,000 each year.

General Administration:

Salaries are up because of transferring the cost of employees who were transferred to Administration from Finance and Pool. Salaries now represent two Administrative Assistants, City Clerk/Human Resource Director and 75% of a City Manager's salary. \$10,000 has been placed in a contingency fund; \$3,000 for computer software; and \$9,000 in north side sewer payments. We have experienced a decrease in legal fees.

Finance:

Audit proposals for next year will be brought to the May 26th Council meeting. \$2,500 has been allotted for a sales tax audit and \$1,500 for computer equipment, just in case something breaks.

Planning:

Essentially, the Planning Department has been eliminated.

Airport:

The Airport's maintenance has been kept about the same. The process for obtaining federal government's approval to use airport property for non-aviation-related purposes is ongoing. Fuel sales are running \$4,000 - \$5,000 each year.

Glenn Cornwell, Public Works Director, added that due to 2010-2011 budget cuts, funds usually received were swept. The runways are cracking and will need to be brought up to acceptable levels.

Building:

This budget remains the same as last year with \$3,000 for towing and

CITY OF WILLIAMS CITY COUNCIL

ANNOTATED MINUTES
WORK SESSION

PAGE 5

May 17, 2011
COUNCIL ACTION

abatement.

Library:

Last year they had County equity funds that picked up Andrea's (Andrea Dunn, Librarian) salary. We paid only for part-time employees. The County pays for books, and the fund still keeps building.

Mayor & Council:

When salaried employees received a 5% decrease in pay, Mayor and Council took a voluntary reduction of \$200/month in their monthly stipends. When the salaried employee's salaries were restored by the 5%, Mayor and Council's stipends were not restored. The budget will include restoration of Mayor and Council's stipends by the amount they were reduced. Otherwise, this budget will be pretty much the same.

III. ADJOURN:

The meeting adjourned at 6:55p.m. after a motion was made by Councilman Hiemenz and seconded by Councilman Dent.

Mayor John Moore

ATTEST

City Clerk