



CITY OF SURPRISE

City Council Meeting - Budget Minutes

16000 North Civic Center Plaza
Surprise, AZ 85374

Tuesday, May 29, 2012 @ 10:00 AM

A. Call To Order

B. Roll Call

Mayor Wolcott called the **Special City Council Meeting - Budget Retreat** to order at 10:00 a.m. Surprise City Hall Council Chamber 16000 North Civic Center Plaza Surprise, Arizona 85374 , on **Tuesday, May 29, 2012**. Also in attendance with Mayor Wolcott were Vice Mayor Williams, Council Member Biundo, Council Member Alton, Council Member Villanueva, Council Member Woodard, and Council Member Hall.

Staff Present: City Manager, Chris Hillman, City Attorney, Michael Bailey, and City Clerk, Sherry Ann Aguilar.

C. Pledge of Allegiance

D. Special City Council Meeting Agenda:

#1 Continued review of the FY 2013 City Manager's Recommended Budget - NO ACTION

City Manager Hillman gave an introduction to the Mayor and Council and commented that the 1st department would be Public Works Department. The department summary was reviewed.

Public Works Director, Robert Beckley introduced PW staff David Kohlbeck, Nick Mascia and Rich Williams who were available to answer Council questions.

Mr. Beckley discussed staffing levels and changes that have taken place over the last several years.

Council Member Woodard inquired about Division Managers.

Council Member Alton inquired about FTE reductions, total staff in department and transfers to enterprise.

Mr. Beckley spoke of the water maintenance division was created, 22 positions were offered to the staff that was laid-off in 2009 and 8 were hired.

Mayor Wolcott inquired about savings from reduction of FTE.

Mr. Beckley stated that the approximate saving is \$795,000.

Council Member Hall asked for clarification regarding addition new full time positions and needing an Employee Relations Manager.

City Manager Hillman spoke of the department, the diversity of education and skill levels and services.

Council Member Hall inquired about the authority this position.

Mr. Beckley explained the responsibilities and chain of command for this position.

Council Member Biundo inquired about the budget relating to promotions.

Council Member Alton inquired about Personnel audit, systemic problem, sensitivity training and a re-org.

Mayor Wolcott stated that there is a perception that we are abolishing Sustainability Divisions but is being merged with CIP and Regulatory Divisions.

Vice Mayor Williams inquired about solar panels and grant money budgeted.

Council Member Villanueva arrived at 10:55 a.m.

The following topics for Public Works included: Budget reductions and staffing changes; service impacts; Major Initiatives for 2013; Environmental; CIP; Engineering; Traffic Engineering; Streets; Facilities; Fleet and Administration

Council Member Alton inquired about the meters in City in Sun City Grand.

Mayor Wolcott asked for an explanation on how we are held back on Grand and Bell for the time being.

Nick Mascia stated that when ADOT builds the freeway, they will turn the traffic signal over to us when completed.

Council Member Alton spoke of placing an initiative on next year's ballot to possibly sell the old City Hall building.

Council Member Woodard asked for an inventory of city owned property/buildings, etc.

Vice Mayor Williams inquired about Mountain View and stormwater.

Council Member Hall asked for clarification regarding page 225 of the white binder and page 228.

Mayor Wolcott called for a break at 12:01 p.m. then reconvened at 12:32 p.m.

City Court:

Judge George Logan and Court Administrator, Linda Rodriguez gave an overview of the departmental summary.

Council Member Hall inquired about working with other agencies.

Vice Mayor Williams inquired about a data conversion and transfer of funds.

Council Member Hall inquired about page 18, Court Revenue - 1,200,090.

Community and Economic Development:

Community and Economic Development Director Mihelich reviewed the departmental summary.

Service Impacts - No planner of the day at Development Center.

Council Member Alton inquired about certified staff as a building official.

Mr. Mihelich spoke of qualified staff in place to handle the tasks assigned.

Council Member Alton inquired about status reports relating to permits. Then spoke of his concerns regarding permits.

Mr. Mihelich receives a monthly status report.

Mayor Wolcott spoke of Round Table Meetings to keep an open dialogue.

Council Member Hall spoke of having a good system in place here so that business owners do not need to call several departments to get results.

Council Member Biundo inquired about the million dollar contingency fund.

Council Member Alton inquired about the incentive money line item.

Council Member Woodard inquired about development agreement relating to obligations.

Finance Department:

Chief Financial Officer McCarty gave a departmental overview. The following topics were discussed: Budget reductions; staffing Changes; Service Impacts and Major Initiatives.

Council Member Hall commented on a typo on page 95 of white book - FY 12. Page 222 - Software license. He inquired about calculations of development fees.

Council Member Woodard inquired about page 92 - Internal Auditor.

Mr. McCarty spoke of the Internal Audit position that was created in 2010.

Council Member Biundo asked for clarification regarding staff reductions and upgrading.

Council Member Hall inquired about general insurance increase.

Information Technology:

IT Director, Tammie Hollowell gave a departmental overview.

Council Member Alton asked for clarification regarding the following: redundancies for disaster relief; equipment and safety.

Council Member Hall inquired about our financial software.

Ms. Hollowell stated that it is not used to its full potential.

Council Member Villanueva inquired about technology.

Council Member Woodard inquired about compatible programs.

Council Member Hall inquired about Page 209 - Office Supplies.

Human Resources Department:

Human Resources Director, April Reynolds reviewed the departmental budget.

Council Member Hall inquired about ADA Compliance.

Ms. Reynolds stated that this is mostly for service issues relating to adaptive recreation, etc.

Council Member Hall inquired about certain line items such as consultants, and misc. services, etc.

Council Member Alton inquired about ADA compliance.

Ms. Reynolds spoke of giving an update to City Manager in 6 months.

Council Member Alton inquired about staff.

City Clerk's Office:

City Clerk Aguilar gave a departmental review.

Council Member Hall inquired about record requests, selling books and hanging art work.

Council Member Woodard inquired about elections pertaining to Cox and Southwest Gas.

Legal Department:

City Attorney Bailey gave a departmental review.

Council Member Hall inquired about outside Legal Counsel expenses.

Mr. Bailey spoke of broad skill sets that may be needed depending on the issues at hand, there may be a conflict of interest involved especially when dealing with election violations, employee issues, etc.

Council Member Alton inquired about hanging art in city hall.

Mr. Bailey stated that he is working on a policy.

City Manager's Office:

City Manager Hillman, Communications Director, Ken Lynch and IGR, Michael Celaya gave an overview.

Council Member Woodard inquired about the job description for Grants Administrator and Mayor's Assistant.

Council Member Biundo spoke of the misconception that the Mayor's Assistant was a Council approved position. He further stated that by approving the budget, we release the dollars to fund that position, it is managerial decisions.

Council Member Woodard spoke of not having any input on the job descriptions for either of the 2 new hires.

Council Member Hall asked for clarification regarding the City Manager's budget is which is more than fiscal year 2011 by \$230,000.

Mayor Wolcott thanked City Manager and staff for an open and informative budget process. She further stated that this has been the best budget process that she has seen since she came to Surprise.

Council Member Hall inquired about setting up a meeting with our representatives to form better communication.

Council Member Woodard spoke of no funding for boards and commissions and district expenses and individual expenditures.

Mayor Wolcott requested having a work session regarding Boards and Commissions.

E. Call To The Public:

No public comments were made.

F. Executive Session: NONE

G. Adjournment:

Mayor Wolcott adjourned the Special City Council Meeting (Budget Retreat) of May 29, 2012 at 3:59 p.m.

ATTEST:

Sherry Ann Aguilar, City Clerk,

CERTIFICATION:

I, Sherry Ann Aguilar, City Clerk for the City of Surprise, Maricopa County, Arizona, do hereby verify that these are the true and correct minutes of the Special City Council Meeting - Budget Retreat of **Tuesday, May 29, 2012.**

Sherry Ann Aguilar, City Clerk,