

MINUTES

TOWN OF MIAMI WORK SESSION OF THE MAYOR AND COUNCIL FRIDAY, FEBRUARY 13, 2015 AT 2:30 P.M.

1. CALL TO ORDER:

Mayor Dalley called the meeting to order at 2:33 p.m.

2. PLEDGE OF ALLEGIANCE/INVOCATION:

Mayor Dalley led the pledge and Vice Mayor Reiman led the invocation.

3. ROLL CALL OF COUNCILMEMBERS:

Present: Mayor Dalley, Vice Mayor Reiman, Councilmember Black, Councilmember Castaneda, Councilmember Gonzales, Councilmember Hanson and Councilmember Medina.

Staff Present: Town Manager Heatherly and Town Clerk Norris.

4. BUSINESS:

A. Information and discussion only: Regarding the organizational structure and classification of Town employees and the duties and responsibilities of senior staff positions of the Town.

Town Manager Heatherly presents this item to Council. Town Manager Heatherly asks Council to ask questions and talk about issues as we move along through the worksession so issues can be addressed as they come up. Town Manager Heatherly explains the importance of defining the structure of the Town staffing and accountability. Town Manager Heatherly comments briefly regarding performance evaluation sheets. Discusses briefly how raises were given to employees in the past, there were no established procedures; need to establish a performance measure procedure. Town Manager Heatherly reviews the summary of the Chart of Accounts; it is important the everyone understands it and know how to use it; comments briefly on the revenues and expenditure coding. Town Manager Heatherly reviews the Summary of Assets, departments and functions. Discussion regarding the assets and services of the Town. Review of the operational services of the Town. Review and brief discussion regarding the overview of departmental responsibilities. Town Manager Heatherly reviews the key staff responsibilities: Town Manager, Town Clerk, Finance Director, Public Works Director, Police Chief, Senior Center Director, Librarian and Engineering Tech. Brief discussion regarding which department the pool falls under; public works will continue to do the maintenance of the pool and parks, but the operational part will go to the Engineering Department. Discussion regarding how the pool will operate financially. Brief discussion regarding the Utility Services Coordinator position; it falls under the Finance Director. Brief discussion regarding the Town Manager providing an annual financial report to Council by October of each year; explanation of this policy. Town Manager Heatherly explains the importance of the Utility Services Coordinator position and gives a brief overview of the job duties. Discussion regarding the Town's confidentiality

statement; it is signed by all Town employees. Brief discussion regarding Council approving the position of Utility Services Coordinator; Councilmember Black would like to see when Council approved the establishment of that position. Discussion and comments regarding the education requirements for the Utility Coordinator position.

- B. Information and discussion only:** Regarding amending and revising the existing rental fees and deposits for use of the Bullion Plaza Gym and adopting a new Fee Waiver/Fee Reduction Policy related to adopting a policy and criteria for waiving or reducing fees for certain types of users and certain types of events.
- C. Information and discussion only:** Regarding new contractual agreement for management of Bullion Plaza Gym.

Items B & C are combined and discussed together. Town Manager Heatherly presents this item to Council. Brief discussion regarding Exhibit B – Rates; the fees are separate from the contract and will be set by resolution. Council requests to review the proposed contract page by page. Council moves to page 4 to discuss the quarterly report that is to be given by the concessionaire. Town Manager Heather explains that he took that part out because the concessionaire no longer handles any money at all. Councilmember Black states he feels Council should get a quarterly report on activities and issues with the facility. Town Manager Heatherly states he can put something in the contract to state the concessionaire will be required to give a quarterly report to Council. Discussion regarding the concessionaire using the gym for an event, they should be held to the same terms of the rental contract. Councilmember Castaneda comments that she would like to see a clause in the contract specifically stating that the concessionaire will have to be approved for any events they hold, charged the fees, and held to the same rental contract standards. Councilmember Gonzales comments that he would like to see a quarterly facility activity report. Town Manager Heatherly states he will put a clause in the contract requiring a quarterly report. Brief discussion regarding items 16 and 17 – Workers Compensation Insurance and Immigration Law compliance Warranty - in the contract; it is a requirement for every contract now days. Open discussion and comments regarding item number 14 – Indemnification; Town Manager explains what this item means. It is explained that there is an indemnification clause in the renter's contract also. Review and discussion regarding the renter's contract. Brief discussion regarding the Town inspecting the facility after each event. Review and open discussion regarding Exhibit B – Event Rates. Town Manager Heatherly points out a few minor changes he added to the rates. Discussion regarding having the qualifying youth organizations that use the facility sign an agreement of some kind regarding cleaning the facility after they use it; possibly charging a cleaning deposit. Open discussion and comments regarding the set up time and fees. Councilmember Castaneda states that she disagrees with the \$25.00 per hour charge for exceeding the setup time. Discussion regarding extending the length of time allowed for event set up. Discussion regarding reducing the \$25.00 fee for exceeding the set up time allowed to maybe \$10.00 per hour. Discussion regarding this facility is for the citizens and the Town should be reasonable and keep it affordable. Discussion regarding trying to book something at the facility every day of the week. Discussion regarding how to request a waiver of the fees; there will be no waiving of any fees. Discussion regarding the heating and cooling of the facility; it is set at a certain temperature and can only be controlled by staff. Brief discussion again regarding the waiver of fees for non-profit groups; there will be nothing in the contract allowing for any waiver of fees, except for the youth sports groups. Clarification of what Council would like to see

for the set up time and fees; 3 hours for set up and \$10.00 per hour exceeding the 3 hours. Brief discussion of item number 8 under Additional Rules; "no open flames, fires, or pyrotechnics of any kind are permitted." Discussion regarding allowing candles. Councilmember Black clarifies set time and fees as: \$10.00 per hour over 3 hour set up time - for small events and \$10.00 per hour over 4 hour set up time for large events; everyone agreed. There will be a list of key holders, a key at Townhall and one at the Police Department in case of emergency.

5. **ADJOURNMENT:** Meeting adjourned at 4:45 p.m.

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the work session of the Town Council of the Town of Miami, AZ held on the **13th** day of **February** 2015.

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

DATED this **23rd** day of **February** 2015.



Karen Norris, Town Clerk

APPROVED:


Darryl Dalley, Mayor