

MINUTES OF THE REGULAR MEETING OF THE CITY COUNCIL OF THE CITY OF COTTONWOOD, ARIZONA, HELD OCTOBER 18, 2022, AT 6:00 P.M., AT THE COTTONWOOD COUNCIL CHAMBERS BUILDING LOCATED AT 826 NORTH MAIN STREET, COTTONWOOD, ARIZONA.

Mayor Elinski called the meeting to order at 6:00 p.m. Roll call was taken as follows:

COUNCIL MEMBERS PRESENT

Tim Elinski, Mayor
Jackie Nairn, Vice Mayor
Tosca Henry, Council Member
Doug Hulse, Council Member
Helaine Kurot, Council Member
Michael Mathews, Council Member
Debbie Wilden, Council Member

STAFF MEMBERS PRESENT

Ron Corbin, City Manager
Marianne Jiménez, City Clerk
Steve Horton, City Attorney
Amanda Wilber, Human Resources Director

PLEDGE OF ALLEGIANCE

Mayor Elinski led the Pledge of Allegiance.

BRIEF SUMMARY OF CURRENT EVENTS BY MAYOR, CITY COUNCIL AND/OR CITY MANAGER – THE PUBLIC BODY DOES NOT PROPOSE, DISCUSS, DELIBERATE OR TAKE LEGAL ACTION ON ANY MATTER BROUGHT UP DURING THIS SUMMARY UNLESS THE SPECIFIC MATTER IS PROPERLY NOTICED FOR LEGAL ACTION

The Mayor and Council Members announced community events they attended. Mr. Corbin announced upcoming City and community events.

APPROVAL OF MINUTES—REGULAR MEETINGS OF SEPTEMBER 6 & 20, 2022, AND SPECIAL MEETING OF OCTOBER 3, 2022

Mayor Elinski moved to approve the minutes as presented. The motion was seconded by Council Member Kurot and carried unanimously.

CALL TO THE PUBLIC

There were no comments from the public.

UNFINISHED BUSINESS

ORDINANCE NUMBER 722--AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD FOR ASSESSOR'S PARCEL NUMBERS 406-36-011, 406-37-242A, AND A PORTION OF 406-37-174, TO CHANGE THE PRESENT ZONING DESIGNATIONS OF AR-43 (AGRICULTURAL RESIDENTIAL) AND R-4 (SINGLE FAMILY/MULTIPLE FAMILY/MANUFACTURED HOME) TO R-3 (MULTIPLE FAMILY RESIDENTIAL); SECOND & FINAL READING

Mr. Corbin stated there have been no changes since we presented this to Council the last time, and there has been no additional public input.

Council Member Henry moved to approve Ordinance Number 722. The motion was seconded by Council Member Hulse.

A roll call vote on the motion was taken as follows:

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Council Member Henry	X		Council Member Wilden	X	
Council Member Hulse	X		Vice Mayor Nairn	X	
Council Member Kurot	X		Mayor Elinski	X	
Council Member Mathews	X				

The motion carried unanimously.

Mayor Elinski requested the City Clerk read Ordinance Number 722 by title only.

ORDINANCE NUMBER 722

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING THE ZONING MAP OF THE CITY OF COTTONWOOD, ARIZONA, FOR CERTAIN PARCELS OF LAND (SPECIFICALLY, YAVAPAI COUNTY APN'S 406-36-011, 406-37-242A, AND A PORTION OF 406-37-174) SO AS TO CHANGE THE PRESENT ZONING DESIGNATIONS OF AR-43 (AGRICULTURAL RESIDENTIAL) AND R-4 (SINGLE FAMILY/ MULTIPLE FAMILY/MANUFACTURED HOME) FOR THOSE PARCELS TO R-3 (MULTIPLE FAMILY RESIDENTIAL).

ORDINANCE NUMBER 723--AMENDING THE ZONING ORDINANCE TO ALLOW FOR CLUSTER SUBDIVISIONS IN CERTAIN AGRICULTURAL-RESIDENTIAL ZONING DISTRICTS AND PROVIDING DEFINITIONS AND STANDARDS THEREFOR; SECOND & FINAL READING

Mr. Corbin stated there have been no changes since we presented this to Council the last time, and there has been no additional public input.

Council Member Wilden moved to approve Ordinance Number 723. The motion was seconded by Mayor Elinski.

A roll call vote on the motion was taken as follows:

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Council Member Henry	X		Council Member Wilden	X	
Council Member Hulse	X		Vice Mayor Nairn	X	
Council Member Kurot	X		Mayor Elinski	X	
Council Member Mathews	X				

The motion carried unanimously.

Mayor Elinski requested the City Clerk read Ordinance Number 723 by title only.

ORDINANCE NUMBER 723

AN ORDINANCE OF THE MAYOR AND CITY COUNCIL OF THE CITY OF COTTONWOOD, YAVAPAI COUNTY, ARIZONA, AMENDING THE ZONING ORDINANCE BY AMENDING SECTIONS TO ADD STANDARDS FOR OPTIONAL CLUSTER SUBDIVISIONS IN CERTAIN RESIDENTIAL ZONES.

CONSENT AGENDA

FARM WINERY LIQUOR LICENSE APPLICATION FOR JULIE A. LEVY, AGENT FOR BURNING TREE CELLARS LOCATED AT 1040 NORTH MAIN STREET

Mayor Elinski moved to approve the Consent Agenda. The motion was seconded by Council Member Hulse and carried unanimously.

NEW BUSINESS

CONSIDERATION AND POSSIBLE APPROVAL OF A SHIFT DIFFERENTIAL PROGRAM FOR COMMUNICATIONS AND POLICE DEPARTMENT EMPLOYEES

Ms. Wilber stated I'm here tonight to request approval of implementation and funding of a shift differential program. This particular program would run very similarly to the utility certification pay program that we implemented in fiscal year 2022, which has been very successful so far. This particular program applies directly to police officers and communication specialists, because they are really the primary employees who work shifts. They are both there overnight and they have swing shifts. This particular program proposes adding 25 cents an hour to those officers working swing shift, and an additional 50 cents an hour to communication specialists and police officers working graveyard shifts. Part of the reasoning behind bringing this program forward is because we have seen an increased gap in our salaries compared to other organizations around us. We did a comp study and implemented it in fiscal year '22 first, and then all of our other neighbors did comp studies after that, and we're seeing the gap increase. Instead of trying to do some other major change or adjustments

just to certain departments, we're looking at this program to narrow that gap and to show our employees that we appreciate that they've chosen to stay in this field. There are lots of opportunities for careers out there. They don't necessarily have to stay with the City, but we hope they do and we hope that this helps. The cost of this program would be approximately \$37,000 to \$56,000 per year. That gap is kind of large because we don't expect it to be more than \$37,000 based on base salaries, but it could go up to \$56,000 if we had a lot of overtime. It is probably somewhere in the middle of that gap. After the program has been running for a few years, we should be able to have a better handle on what that actually will look like from year to year.

Council Member Mathews stated you said you were going to implement this for the purposes stated, but you talk about continuing it. He then asked if this would be addressed later in a budget with salaries and then this would just kind of go away.

Ms. Wilber stated it could. It's still an incentive to stay in this field. Generally, communication specialists are very difficult to find and we currently have four openings. The entire ten years that I've been here, we have never had a full communications staff. We hope that this is going to help us retain people and hopefully recruit some too. We hope to address the salary issue in the next fiscal year as well. This particular program should be addressed every budget year just like any of our other employee programs that cost money, such as our merit program, COLAs, and things like that.

Mayor Elinski asked if the intention is to bring it back annually like we do the other programs.

Ms. Wilber stated right. It would just be built into the budget and we would either recommend continuing or not continuing based on funding and the need at the time.

Mr. Corbin stated this benefit is more common in the Phoenix metro area. It's not uncommon at all for communications and the police department. It really fit for these departments specifically. It was a way that we could cover the cost with salary savings in the departments this year, so that there is no need to reallocate any funding from any other location, other than the department that it's already coming from. This seemed like a good faith effort in showing our appreciation, giving them a little more pay, and something we could afford this year and probably moving forward. However, it will be addressed by Council each budget year.

Mayor Elinski stated I approve of the program. I'm just curious how we're going to track the effectiveness. He then asked if there is a plan in place to see if it reaches the goal that we expect.

Ms. Wilber stated not completely dedicated to this, but we do track our turnovers. We can see the trending in that. Often, we do exit interviews. We don't make it mandatory, but quite a few employees participate in those, and we could incorporate that into this department's particular exit interviews as well.

Council Member Mathews stated I don't object to this principle. I just can't imagine that this is going to affect anybody's decision.

Council Member Wilden asked if these are eight hour shifts.

Mr. Corbin stated no. It is anywhere from \$10 to \$12 (per shift.) The feedback I have received from PD command staff is that it's not going to make a big difference in their pocketbook, but the gesture means a heck of a lot. It means that we are willing to do something. Again, I was not willing to come in and recommend a salary adjustment mid-year given the circumstances we're facing. There are just too many unknowns. If Council would prefer that we do a salary adjustment, we can go back to the drawing board and figure out what that looks like. We will compare those few positions.

Council Member Kurot asked how many are leaving due to cost of living; not necessarily they're going to make more money somewhere else, but they can't afford to stay here.

Ms. Wilber stated part of this is being proactive. We have not lost very many due to pay at this time.

Council Member Henry stated historically, these have been hard to fill positions. I understand we're in a better spot right now than we were historically with the police department, but we have struggled as long as I can remember with communications. I am not in favor of a mid-budget year salary adjustment, and this program does help show that we do understand and we're all feeling the pinch. With the numbers in the packet and the anticipated cost this budget year, I do feel comfortable paying for it with the salary savings from the City overall, but I do echo the Mayor's sentiments. I would like to see some kind of a marker, especially as we're going to be asked to make adjustments at the end of the completion of any salary study, if one is paid for and done, which has been the recommendation from staff. It would be good to see if this is a useful tool and/or do we just need to be bringing our salaries more in line with the market or whatever the information is. I don't know if that is possible, but maybe in the exit interview or with an employee's survey or something like that, I think that would be useful information if this is approved by my peers.

Ms. Wilber stated we can also add something in the survey that the police department does. Hopefully, we can work with them on that. If people are not leaving, and this is part of the reason why, you wouldn't get that on an exit interview, so we would have to do both sides there.

Mr. Corbin stated that's the annual employee survey that PD does, and we can add a question about benefits.

Council Member Mathews moved to approve the new shift differential program as proposed by staff. The motion was seconded by Council Member Kurot.

A roll call vote on the motion was taken as follows:

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Council Member Henry	X		Council Member Wilden	X	
Council Member Hulse	X		Vice Mayor Nairn	X	
Council Member Kurot	X		Mayor Elinski	X	
Council Member Mathews	X				

The motion carried unanimously.

PROPOSED RECLASSIFICATION OF AN HOURLY RECREATION II COORDINATOR POSITION AT RANGE 19 TO A SALARIED RECREATION SUPERVISOR POSITION AT RANGE 23

Ms. Wilber stated the Recreation Coordinator II position is currently a Range 19 and FLSA non-exempt and eligible for overtime. The reclassification would move it to a Range 23 and would put it into the FLSA exempt category, so it would no longer be eligible for overtime. We have changed the structure in the Parks & Recreation Department several times over the past several years. With that, we feel that changing this position and having a Recreation Center supervisor position would allow staff and citizens to have one direct contact who has the authority to make some higher-level decisions more on the spot than some of our employees currently do. Right now we have four Recreation Coordinator II's, a Reservations Coordinator, and a Guest Services Supervisor all reporting to the Director. Having a Recreation Center Supervisor would kind of speed things up a little bit for employees and citizens, and give them that one person that can respond faster to any of their issues or questions. Having this position reclassified would cost about \$10,000 over a fiscal year, but a little bit less this year as we're partway through the fiscal year. It has implications moving forward for future years as well. This structure that we are looking to move towards is very similar to what we do at the library, which has been very successful. Currently, our Library Supervisor is also an exempt employee and also a Range 23. We can definitely see similarities between the two and feel like this would be a successful move.

Mr. Corbin stated one of the biggest reasons I support this move is the Recreation Center has a lot of weekend and night calls with the alarm systems. Jak (Teel) has been taking those calls for a couple years, every weekend and every night. This would add another exempt person without increasing significant costs. It's not a managerial level position. It's much lower than we've had in the past, but it does give a second person to rotate calls through for the weekends and nights.

Council Member Kurot asked even if they are salaried and overtime is not an issue, do we still track the hours for them.

Ms. Wilber stated typically, we don't do that for any exempt employee unless it's a special event. We do try to track hours to apply the time to the special event.

Mayor Elinski stated if we can point to the library as an example of why this position is important, it seems to make sense for Parks and Rec as well. Having a second person who can make those higher-level decisions is critical to making sure things are done in a timely fashion and better service for our citizens.

Council Member Henry stated Parks and Rec has done a really good job of trial and error trying to scale back on personnel and see where it is needed and where there might be some fluff. I think they've been operating at the bone level now, and perhaps it is time to really focus on our communications with our clients and that level of support.

Vice Mayor Nairn moved to approve reclassifying one hourly Recreation Coordinator II position at Range 19 to an exempt Recreation Center Supervisor position at Range 23 as presented. The motion was seconded by Council Member Wilden.

A roll call vote on the motion was taken as follows:

	<u>Yes</u>	<u>No</u>		<u>Yes</u>	<u>No</u>
Council Member Henry	X		Council Member Wilden	X	
Council Member Hulse	X		Vice Mayor Nairn	X	
Council Member Kurot	X		Mayor Elinski	X	
Council Member Mathews	X				

The motion carried unanimously.

DISCUSSION AND DIRECTION TO STAFF REGARDING THE CITY MANAGER RECRUITMENT PROCESS. PURSUANT TO ARIZONA REVISED STATUTES SECTIONS 38-431.03.A.1 AND/OR A.3, THE COUNCIL MAY VOTE TO CONVENE IN EXECUTIVE SESSION, SUBJECT TO THE RIGHT OF ANY INDIVIDUAL WHO MAY BE DISCUSSED IN EXECUTIVE SESSION TO REQUIRE THAT PORTION OF THE DISCUSSION TO BE HELD IN OPEN SESSION INSTEAD

Mayor Elinski stated unless we're going to be discussing any particular individual, I'd like to do as much of this as possible in an open meeting.

Ms. Wilber stated we are in the middle of our City Manager recruitment process, and Council gave me direction to move forward with four applicants. Since that time, two of the four applicants have dropped out of our process, and we have two candidates who are ready and willing to move forward with our interview process. The purpose of tonight is to make sure Council is informed that our candidate pool has dropped down from four to two, and then also make sure Council is aware that one other candidate has expressed interest. Council could decide to add a third candidate into the mix if they would like. In the spirit of transparency and being informed, I really want to make sure that Council has an opportunity to discuss and agree on moving forward with two, because it's less than what we discussed before, or give staff direction that they want to move in a different direction and what that looks like.

Mayor Elinski stated let's discuss what that looks like just briefly now and what our options are aside from interviewing the applicants that are ready and willing.

Ms. Wilber stated if we do not move forward with interviews now, you pretty much have two options. You can either decide to move forward with another search internally, where I would lead the search and do the ad and make everything work behind the scenes, or you can look at a consultant like we did three years ago and have an executive search firm lead that type of recruitment. If you want to go back out, you could either decide to see if the two ready and willing applicants want to be considered and consider them with a new batch, or you could just decide they are definitely going to be invited to interviews no matter what and move forward that way with these particular applicants.

Mr. Corbin stated I did receive some background information on two of the candidates. I'd prefer to discuss those in executive session. If you wanted to talk about the third applicant, I would also like to talk about that in executive session. Right now, it's my recommendation that you hire a consultant and move forward with recruitment. We have saved the dates, October 28 and 29, for the candidate interviews and those two candidates are still on notice to come in. I'm sure if Council wanted to interview the third candidate, we could make that happen rather easily as well.

Council Member Wilden stated I definitely don't think two is enough. For me, that takes that off the table. In my mind, the options would be to still go forward with three or start over with a search firm.

Council Member Hulse stated I would agree with Council Member Wilden; to interview the three. I don't think interviewing the two would do us much good. The third one will give us a better opportunity to evaluate the strengths and weaknesses of all three of the candidates, and we started out with four.

Mayor Elinski stated I was disappointed that we had the two drop out, and it was already pretty slim just having four come in for interviews. I would lean towards starting a new search process, and I think our investment in a professional firm would probably go a long way.

Council Member Wilden asked if the two that we were going to interview would basically start over.

Mr. Corbin stated you can include them or not include them at your pleasure.

Council Member Wilden stated I would say outside firm, and they (the two applicants) start over, because why keep two spots that could be going to somebody else.

Mayor Elinski stated I think the firm would appreciate them having to reapply so they go through the proper steps with that particular firm.

Council Member Kurot asked if Council could interview the three, and if the Council does not like the three, then send it to the firm to post.

Mayor Elinski stated that's an option, too.

Council Member Wilden stated I think if we did that, we wouldn't get the quality of starting over. I think there will be people coming out of the woodwork that hadn't applied before. I would rather see us start over.

Mayor Elinski stated and it's a timing issue too. In an effort of being more efficient with our time and theirs, I think I'd prefer that they would start over. If we move to hire a firm, I think we'll get this in place and then they can quickly reapply, and we don't lose weeks that I'd rather not lose.

Ms. Wilber stated my goal, if you decide to go with an outside firm, would be to do all the work to figure out who we could possibly recommend and bring it back at the next Council meeting.

Vice Mayor Nairn stated I would prefer to start over as opposed to interviewing people next week, with a good chance we would say maybe we should start over, and then have to interview again. I'd like to try to streamline it and get it all done in one shot if possible.

Council Member Henry stated that's the way I'm leaning as well. This is a significant dedication of time. It's not just our time up here, it's our staff time as well. There are some items of concern, and I really would have preferred a broader candidate pool with the time, effort, and analysis that we do put into this process. To me, there is the financial cost. I think we were all briefed that that would be a potential item that we'd have to pay for. I don't know that I am as positive that the firm will bring us more qualified candidates though, because I think that Ms. Wilber did post. I don't want to waste staff time with a narrow candidate pool at this time.

Council Member Mathews stated we have two candidates that we've decided we did want to interview at one time, and one possible that's thrown the hat in the ring. Out of those three, there are two that I wouldn't mind talking to and interviewing.

Council Member Henry stated they (the candidates) have invested quite a bit of time in the application process as well. She then asked if there is any merit to having a streamlined interview process. I don't want to cut corners, I don't see the urgency, and I'm not opposed to the cost. I do appreciate their time investment in this process and do want to respect that as well.

Council Member Mathews stated maybe we interview them. Maybe we find somebody out of there and we eliminate the whole recruitment process for a second time.

Mr. Corbin stated the interview process is set up at your pleasure. Right now, it's a two day event to bring back the top candidates for Saturday. The Saturday may not be needed, and

we can reduce the process a little bit with three applicants. The amount of prep work for Amanda and team is still there. As an applicant, the travel and the prep, whether it's one day or two days, and whether it's three meetings or five, is still significant.

Council Member Wilden stated plus it is going to be public then.

Council Member Mathews stated maybe we should move into executive session so that we can discuss these individuals specifically and try to decide whether we want to move on based on that.

Council Member Henry moved to enter into executive session. The motion was seconded by Council Member Mathews and carried unanimously.

After resolving back in to regular session, Mayor Elinski stated after discussion, if I got a sense of where Council is leaning, I'd like to recommend that we give direction to staff to give some options for a professional recruitment firm that we can hire to cast a wider net. Out of respect for the applicants who applied and their time and effort in this, we want to encourage them to reapply with this recruitment firm. Hopefully, it will provide more options for Council so that we can make the best decision possible.

Mr. Corbin stated we'll come back November 1 with a list, or a preference, of the cost and the firms that are already on contract so we don't have to RFP (request for proposal) or anything like that.

Ms. Wilber asked if Council would like anything specific from the contract firms with Cottonwood's information, or if Council is okay with just reviewing the current contracts out there with other firms that we could piggyback on. If you want something like we did last time, we asked them to come and do a short presentation. That might not be feasible with such short notice, but they might be willing to do something. I want to make sure that you are getting what you want from the firms when I bring back some recommendations.

Mayor Elinski asked Ms. Wilber if she is going to come back to Council with a list of recommendations that we can just piggyback on other contracts that are currently within the state.

Ms. Wilber stated yes. She then asked what information Council wants back, and if the firms should prepare something for you specific to Cottonwood. Not necessarily be here for a presentation, as they probably can't make that happen, but they could submit something that's more directed towards Cottonwood.

Council Member Henry stated I thought it was important the last time to know the scope of services or what exactly is being provided service-wise, such as the amount or range. I know there were some add-ons that were discussed last time, like the background check or things like that. I also found it valuable when they let us know who the actual person or persons are working on behalf of the City would be; like the main point of contact, their references, or

similar recruitings and any other information. I don't need to meet with them or have a presentation that is Cottonwood specific. That would be what I'm looking for when I would be reviewing the firms.

Mayor Elinski stated I would agree with Council Member Henry. To be clear, their search is going to be a Cottonwood-centric search that they're going to use.

Ms. Wilber stated yes. They will develop all of their own materials once we actually contract with them. It would be very similar to what we did last time.

Mr. Horton stated I'm hearing the direction, I think, is to elicit proposals from prospective firms to do the search.

Mayor Elinski stated there was a piggyback option where there are already firms.

Mr. Corbin stated right. We're not going to do an RFP, but we'll reach out to the ones that are on contract.

Mr. Horton stated they would be identified and then specific proposals for Cottonwood, as available to us under the cooperative contract proposals, would be solicited.

Mayor Elinski stated yes.

Council Member Henry stated my statements were made in the interest of time. If time were of no import, then it would be great to have them come up and learn more about each particular firm. I just think, as part of a streamlined compromise, that that would be the appropriate information that I would be looking for.

Mayor Elinski stated I think we've given you what you need.

Ms. Wilber stated yes.

CLAIMS AND ADJUSTMENTS

Mayor Elinski moved to pay the claims and adjustments. The motion was seconded by Council Member Kurot and carried unanimously.

ADJOURNMENT

Mayor Elinski moved to adjourn. The motion was seconded by Council Member Kurot and carried unanimously.

The regular meeting adjourned at 7:11 p.m.



Tim Elinski, Mayor

ATTEST:

Jami S. Mayes
Tami S. Mayes, Deputy Clerk

CERTIFICATION OF MINUTES

I hereby certify that the attached is a true and correct copy of the minutes of a regular meeting of the City Council of the City of Cottonwood held on October 18, 2022. I further certify that the meeting was duly called, and that a quorum was present.

Jami S. Mayes
Tami S. Mayes, Deputy Clerk

11/15/22
Date