

**City of Phoenix  
City Council Meeting  
Public Works Office  
1000 S. "B" Street  
Monday, January 5, 2015**

**CALL TO ORDER**

Mayor Jeff Bellah called the regular meeting of the City Council to order on Monday, January 5, 2015 at 6:30 p.m. in the Public Works Office.

**ROLL CALL**

**PRESENT:** Stan Bartell, Bruce Sophie, Karen Jones, Carolyn Bartell, Terry Helfrich, Chris Luz, Jeff Bellah

**Staff Present:** Steve Dahl, City Manager/Recorder  
Janette Boothe, Deputy City Recorder  
Derek Bowker, Chief of Police  
Steve Weber, Finance Director  
Kevin Caldwell, Public Works Superintendent  
Matt Brinkley, Planning Director  
J. Ryan Kirchoff, City Attorney

**PLEDGE OF ALLEGIANCE**

**INSTALLATION OF MAYOR AND NEW COUNCILORS:**

Mayor Bellah requested all newly elected members on the Council to join him to take their oath of office. He announced Ike Eisenhower will be the person who will be reciting the oath of office to the newly elected candidates.

**ELECTION OF COUNCIL PRESIDENT AND VICE PRESIDENT:**

Councilor S. Bartell nominated Councilor Sophie for Council President. Councilor Luz seconded the nomination. Hearing no other nominations, Mayor Bellah asked for roll call.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: C. Bartell, Jones, S. Bartell, Luz, and Helfrich  
MOTION APPROVED WITH FIVE AYES**

Councilor C. Bartell nominated Councilor Jones for Council Vice President. Councilor Luz seconded the nomination. Hearing no other nominations, Mayor Bellah asked for roll call.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: C. Bartell, Sophie, S. Bartell, Luz, and Helfrich  
MOTION APPROVED WITH FIVE AYES**

**PRESENTATIONS:**

- 1) Jodi Fleming from Phoenix Library. Ms. Fleming expressed her gratitude on behalf of the Phoenix Library for the opportunity to be on the November Ballot to help fund the library. She announced the library has new hours and is now open on Saturdays. She passed out a bookmark to everyone that identifies the library hours and events taking place in the month. She further explained that libraries are not just for books, they have a movie showing every Friday and an arts and crafts session every second Saturday of the month. She requested assistance with getting the word out that the library is open more and that there are activities to do at the library. Council offered suggestions for placing the bookmarks for advertisement.
  
- 2) Joe Strahl Appreciation. Mayor Bellah announced Joe Strahl, Public Works Engineer, is retiring. He requested Mr. Strahl come forward to present to him a proclamation dedicating January 6, 2015 as *Joe Strahl Day* in honor of his hard work and dedication to the City of Phoenix. Mr. Strahl followed up with a few words to the City Council in gratitude for the working relationship and requested they consider the water structure and maintenance in their upcoming strategic planning.

**CONSENT CALENDAR:**

- 1) Approval of the Minutes of the December 15, 2014 City Council Meeting.
- 2) New Job Description for Administrative Assistant at City Hall. Mayor Bellah pulled the second item on the calendar for discussion. Councilor Jones noted a minor correction on page 2 of the minutes. **MOVED BY SOPHIE, SECONDED BY LUZ, TO APPROVE THE MINUTES OF DECEMBER 15, 2014 AS AMENDED.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

Mayor Bellah inquired about the reason for a new job description. Mr. Dahl replied that Kathy would be retiring over the next month and we will need a replacement. He further added that this position is a fulltime position and will be taking on more responsibility to assist supervising staff in the office. Mayor Bellah further inquired whether this individual would be trained as a backup for court. Mr. Dahl explained that he/she would be trained to do so, along with other added assistance in the office. **MOVED BY SOPHIE, SECONDED BY JONES, TO APPROVE THE ADMINISTRATION ASSISTANT JOB DESCRIPTION.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

**NEW BUSINESS:**

- 1) Committee Assignments. Mayor Bellah explained that the Council liaison positions have not been reviewed in a while. He added he would like to ensure everyone is comfortable with

the committees that they are on, and review the vacant committees to establish whether to remove any of the committees from the Charter. As Council reviewed the list, many felt that the Room Tax Promotion Committee was a worthwhile committee to possibly reinstate. Councilor Helfrich noted that Councilor Sophie should be the liaison for this committee, as he is the liaison for the Chamber of Commerce. Further discussion followed regarding the Chamber of Commerce.

As discussion continued, Councilor Helfrich noted that there is a new Public Arts Committee. Mr. Brinkley noted that currently the members include the planning commission for the proposed committee. Councilor Jones expressed her interest in the committee and noted Tony Chavez may be interested as well. As discussion turned towards the Traffic Safety Committee, Council's consensus was that this committee is not necessary. Additionally, Council expressed the Goals Committee is also unnecessary.

As discussion progressed, Council discussed whether the Emergency Management Committee is essential as Chief Bowker explained this committee was dissolved due to the insurance costs. Council requested staff research the need for this committee and the cost.

As Council discussed the idea of an Economic Development Committee, Mr. Dahl noted that the committee should be goal oriented and have a goal to focus on. As discussion progressed, Councilor Helfrich stated there is interest in this committee. Councilor Sophie suggested having this item for discussion at the strategic goals session. Mr. Dahl explained more regarding economic development. Further discussion followed, as Mayor Bellah requested everyone email him regarding suggestions for committees and which committees they would like to be a part of and place this item on an upcoming agenda for review.

- 2) Discussion on Charter Review Committee. Mayor Bellah suggested three councilors and three citizens for this committee and to have recommended changes prepared for the November Ballot. Council's consensus was to do as Mayor Bellah suggested and noted the City needs to start advertising for the open positions. Councilors Luz and Helfrich expressed their interest in being on the committee and Councilor Sophie suggested the Mayor be on it as well. Councilor Helfrich inquired whether the City Attorney has noted anything in the Charter that stands out as a problem. Attorney Kirchoff expressed the City Charter is similar in nature to many others and he did not note any problems from a legal standpoint. Further discussion followed.
- 3) Review Job Description and Salary Range for City Recorder/Assistant Finance Director. Mayor Bellah requested Mr. Dahl explain the motivation for creating this job description. Mr. Dahl explained there is a need for a supervisory position to oversee the administrative assistant and this position would allow for more focus on City Recorder duties, rather than the City Manager. Further discussion followed regarding the salary range and the promotion into an executive team member. Mayor Bellah requested staff contact the union to identify any issues that may be in conflict with this promotion. **MOVED BY SOPHIE, SECONDED BY JONES, TO APPROVE THE CITY RECORDER/ASSISTANT FINANCE DIRECTOR JOB DESCRIPTION AND ATTACHED PAY SCALE.** There was no further discussion.

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

- 4) City Manager Salary. Mayor Bellah identified some options for the Council to consider. He expressed the Council may choose to increase the City Manager's salary at this time, or hold off until the budget time for the increase. Additionally, he noted that the City may want to look into a potential deferred compensation plan that would entail of bonus of a monetary amount annually, rather than a salary increase. As discussion followed, Mayor Bellah suggested a study session regarding the idea of an annual bonus. Mayor Bellah suggested a 4% salary increase to approximately \$86,000. Councilor C. Bartell expressed she would feel more comfortable with a three year projection reflecting this pay raise. Mr. Weber explained he had not projected this amount as of yet; however, he did explain the immediate effect on the budget. Councilor S. Bartell commented he would like to see the salary increased to be more in line with other cities. Councilor Sophie noted he agrees with the Mayor's recommendation of a 4% increase. **MOVED BY SOPHIE, SECONDED BY HELFRICH, TO APPROVE A 4% INCREASE TO THE CITY MANAGER'S SALARY.**

**ROLL CALL VOTE AS FOLLOWS:**

**Ayes: Sophie, C. Bartell, Jones, S. Bartell, Luz, and Helfrich**  
**MOTION APPROVED WITH SIX AYES**

- 5) Consider Right of Way Fees. Mr. Dahl explained that the change from franchise fees to right of way fees would eliminate multiple contracts and negotiations. He added that this would simplify practices and streamline the process for these types of fees. Additionally, Mr. Dahl noted this practice is being done in other cities and one city commented they were able to charge fees to companies they would otherwise been unaware of as a result of this change. Attorney Kirchoff added that franchise fees require ordinances for each franchise agreement and renewal; however, changing to charging right of way fees would eliminate all the ordinances. He further added the greatest impact would be eliminating the duplicate ordinances. Mr. Dahl further explained the fees would not change. As discussion progressed, Council's consensus was to pursue the alternative of right of way fees.

**STAFF REPORTS:**

1) City Attorney's Report:

- a) Attorney Kirchoff reported the RVS case has been rescheduled again to March 3, 2015.
- b) He announced there is a hearing scheduled for mid-January regarding The Greenery case.

2) City Manager's Report:

- a) Mr. Dahl announced he spent 3 hours in the prior week with Jim Sharp, the new Urban Renewal Executive Director. He further updated the Council on Urban Renewal and added the meetings have been changed to Tuesdays.
- b) He announced he is going on vacation for the rest of the week and the Finance Director begins his family leave on Wednesday. He further added that Chief Bowker will be out of the office in training on Wednesday through Friday.

Mayor Bellah inquired about a monthly financial report, rather than a quarterly report. He further explained in the beginning months of each budget year, it would be beneficial to compare the results to the prior year in the report. He added that a one page summary of the monthly financial report with percentages of the budget would be sufficient for the remainder of the budget year.

**COUNCIL ITEMS, COMMENTS/REPORTS:**

- 1) Councilor C. Bartell announced there is a Greenway meeting later in the week and a Parks Commission meeting scheduled for next Wednesday, January 14, 2015.
- 2) Councilor Jones requested the Public Works Superintendent examine Councilor Sophie's chair to repair it so it will not squeak.
- 3) Councilor Jones gave an update on the Green Bag Project and announced they will be officially an ACCESS supplemental pantry on this Friday.
- 4) Councilor Sophie reminded Council about the Elected Essentials training by League of Oregon Cities on February 3, 2015. He suggested everyone contact the City Manager to RSVP.
- 5) Councilor Luz requested Jim Snyder be put on the agenda to present the Water Commission Report. Mr. Dahl replied that this item has been scheduled.
- 6) Councilor Helfrich announced there are two applicants for the open positions on the Urban Renewal Board.
- 7) Councilor Jones inquired about volunteers for Saturday, April 18, 2015 for the City cleanup day.

Chief Bowker announced Officer Kell has completed the necessary training and is officially on his own in the field. Additionally, he announced the School Resource Officer Janet Bailey is retiring March 20, 2015.

The meeting adjourned at 8:52 p.m.

Respectfully submitted,

Janette Boothe  
City Recorder