

**MINUTES**  
**REGULAR WORKSESSION**  
CITY COUNCIL OF THE CITY OF YUMA, ARIZONA  
YUMA CITY HALL  
ONE CITY PLAZA, YUMA, ARIZONA  
**May 17, 2011**  
**5:00 p.m.**

**CALL TO ORDER**

**Mayor Krieger** called the City Council meeting to order.

Councilmembers Present: Stuart, Mendoza, McClendon, Brooks, Johnson and Mayor Krieger  
Councilmembers Absent: Beeson  
Staffmembers Present: City Administrator, Greg Wilkinson  
Director of Parks & Recreation, Becky Chavez  
CIP Administrator, Ana Lugo  
Fire Chief, Jack McArthur  
Various department heads or their representatives  
City Attorney, Steve Moore  
City Clerk, Lynda Bushong

**I. REGULAR CITY COUNCIL MEETING AGENDA OF MAY 18, 2011**

**Motion Consent Agenda Item B4: Third Agreement Amendment: Diamond Sports and Entertainment, Inc. dba The Golden Baseball League**

**McClendon** requested clarification of the first two amendments to the agreement. **Chavez** explained that it will be the seventh season the Scorpions baseball team plays at Desert Sun Stadium. The first and second amendments to the agreement were changes in the payment schedule due to the economy. The proposed third amendment is an additional payment schedule change and also includes a provision to allow The Golden Baseball League to charge for parking. **McClendon** noted that in the agreement it indicates that arrangements will be made to control which patrons are subject to this fee and also inquired about what the parking costs would be. **Chavez** stated that these controls were outlined to avoid the same confusion that occurred during the first season when the Scorpions imposed a parking fee and visitors to the Civic Center were also subject to this fee. The team manager has stated that the Scorpions will evaluate the community's response to the \$2 parking fee before making the fee permanent. **McClendon** expressed concern that changes occurring too fast will result in negative feedback from the community.

**Mendoza** agreed with McClendon and added that during the current economic times the additional charge for parking will discourage the community from attending games. If decline in attendance occurs during the first couple of games due to the new charge for parking can the fee be modified? **Chavez** stated that City Council could elect to remove the parking section of the amendment.

**Mendoza:** What is the fee for a baseball game ticket? **Jose Melendez**, General Manager, the Scorpions, informed City Council that ticket prices range from \$5.00 to \$7.00 per person plus the \$2.00 parking fee. The Scorpions want the option to charge for parking and will not move forward if the charge hinders the good will of the league. The team recently changed from the Golden League to

the North American League which requires more travel and need to explore new revenue opportunities. **Mendoza** stated that it's the Scorpions decision of how to operate their business, but City Council wants to ensure they are aware of what the community's response might be. **Melendez** indicated that Council's suggestions and concerns will be taken into consideration.

## **Adoption of Ordinances Consent Agenda Item A: Ordinance O2011-17 Property Acquisition Modification**

**Stuart** had questions about Ordinance O2011-17. **Wilkinson** requested this item be discussed with legal counsel during executive session.

## **II. 2011 CHARTER REVIEW COMMITTEE REPORT**

**Marilyn Young**, Committee Chair, 2011 Charter Review Committee, presented the following recommended Charter changes:

- Article IV. Elections
  - Sec. 4. Time of holding primary and general elections.
    - There shall be a primary and general election held in the City of Yuma in every odd numbered year. The primary and general elections shall be held in ~~September and November, respectively, according to~~ ACCORDANCE WITH state law.

**Young** stated that the change will avoid confusion as to when elections are held.

**Johnson** asked who would determine when elections are held if September and November are removed from this section. **Young** replied that if the State allows elections to occur in March and May or September and November Yuma would comply with that directive.

**Mayor Krieger** stated that Charter cities have the authority to decide when to hold elections; why would the City change and have the State dictate election dates. **Moore** indicated that the initial response from many of the City Attorneys to the change of state law was that all cities, including Charter cities had to comply with the election statute. At least one city has questioned whether or not Charter cities have the authority to have elections different from state law, but since the City of Yuma adopted the four dates under state law the Charter Review Committee is recommending this change.

**Young** continued to present the following:

- Article VI. City Officials
  - Sec. 3. Appointive officers.
    - *City Attorney.* From on and after January 1, 1971, there shall be a city attorney who shall be appointed and his compensation fixed by the city administrator with the approval of the City Council. The city attorney shall serve as the chief legal advisor to the City Council, the city administrator, and all city departments, offices, and agencies. He shall represent the City in all legal proceedings, and shall perform any other duties prescribed by this charter, law, or ordinance. The City Council shall have ~~control~~ FINAL DECISION AUTHORITY of all litigation of the city, and may ~~employ other attorneys to take charge of any litigation or to assist the city attorney therein, and may provide for the payment~~ DELEGATE TO THE CITY ADMINISTRATOR DAY TO DAY GUIDANCE TO THE CITY ATTORNEY AND HIRING OF OTHER ATTORNEYS AS REQUIRED for such additional legal services and all proper service or work done on behalf of the city in

connection with its legal matters. The city attorney shall serve at the pleasure of the city administrator.

**Young** stated that this change clarifies who the City Attorney is responsible to and ensures Council shall have final decision authority of all litigation of the City and may delegate to the City Administrator day to day guidance to the City Attorney in hiring of other attorneys as required. The City Attorney and the City Administrator must work hand in hand and closely with the Council in all matters of litigation.

**Mayor Krieger:** Does this change infer that City Council needs to delegate to the City Administrator day to day guidance, and if action is not taken the City Administrator is not to assume day to day guidance? The recommendation is to have an action item for the delegation of the day to day guidance to the City Attorney. **Young:** This item was difficult to word because of the variables that may need to be considered. The committee's recommendation is that City Council should receive guidance from the City Attorney and have the ultimate authority or final decision. The City Administrator needs to work closely with the City Attorney and ensure City Council is well informed.

**Young** continued:

▪ Article VI. City Officials

▫ Sec. 14. Compensation.

~~From and after January 1, 1998, the Mayor shall receive compensation of \$12,000 a year and each Councilmember shall receive compensation of \$3,600 a year.~~ FROM JANUARY 1, 2014, THE OFFICE OF MAYOR SHALL RECEIVE COMPENSATION BASED UPON 20% OF THE SUPERVISOR SALARY FOR YUMA COUNTY AS STATED IN ARIZONA REVISED STATUES, TITLE 11, CHAPTER 3, ARTICLE 1, §11-419. THE COMPENSATION FOR THE OFFICE OF MAYOR SHALL INCREASE EACH SUBSEQUENT YEAR BY 10% OF THE SUPERVISOR SALARY UNTIL THE COMPENSATION FOR THE OFFICE OF MAYOR IS EQUAL TO THE SUPERVISOR SALARY FOR YUMA COUNTY.

FROM JANUARY 1, 2014, EACH OFFICE OF COUNCILMEMBER SHALL RECEIVE COMPENSATION BASED UPON 10% OF THE SUPERVISOR SALARY FOR YUMA COUNTY AS STATED IN ARIZONA REVISED STATUES, TITLE 11, CHAPTER 3, ARTICLE 1, §11-419. THE COMPENSATION FOR EACH OFFICE OF COUNCILMEMBER SHALL INCREASE EACH SUBSEQUENT YEAR BY 5% OF THE SUPERVISOR SALARY UNTIL THE COMPENSATION FOR EACH OFFICE OF COUNCILMEMBER IS EQUAL TO 50% OF THE SUPERVISOR SALARY FOR YUMA COUNTY.

THE COMPENSATION OF THE OFFICE OF MAYOR AND EACH OFFICE OF COUNCILMEMBER SHALL ADJUST TO THE RELATIVE PERCENTAGE OF THE CURRENT SUPERVISOR SALARY (ARS TITLE 11, CHAPTER 3, ARTICLE 1, §11-419) ON JANUARY 1 OF EACH YEAR.

**Young** added that the committee selected the year 2014 to ensure the change took effect after the current term of elected officials. The increase will be based on a Yuma County Supervisor salary because the City of Yuma has no other elected official that commit the same amount of time and work. Due to the current economy the committee has recommended a gradual increase for Mayor and

Councilmembers. The compensation will increase a specified percentage each year until the stipulated amount is reached. If the supervisor salary increases it will automatically reflect in compensation for Mayor and Councilmembers.

**Mayor Krieger:** It will take eight years to be equitable to a supervisor salary. **Young:** Yes.

**Mayor Krieger** asked about the outcome of the discussion to create a Citizens Committee that could re-visit compensation and put forth recommendations for Council to adopt. **Young** reported that the committee considered the possibility but decided that addressing compensation through a Charter review would be more appropriate.

**Mayor Krieger** stated that the ratio relative to the amount of time required from Mayor and Councilmembers is different. The Mayor probably spends approximately 50%-60% more time tending to city business than the average Councilmember. The Office of Mayor is always expected to attend as many meetings possible and the community understands that Councilmembers might have regular employment. Has there been any discussion relative to what percent ratio the Mayor and/or Councilmembers serve? **Young** replied that a discussion on this issue did not occur, but recalled when she held office as Mayor she put in 50-60 hours per week and the average Councilmember put in 25-30 hours per week. **Mayor Krieger:** Based on a part-time elected position the proposed Councilmember's compensation of 50% of a supervisor salary does not add up. **Young** indicated that the next Charter Review Committee may want to consider changing the Mayor's position to full-time. **Mayor Krieger** agreed and added that Councilmembers should also be categorized as full-time elected official.

**Mayor Krieger** asked if the Mayor and Councilmembers compensation would appear as separate questions if placed on the ballot. These are two separate offices and the concern is that if the public disagrees with the compensation for one office then the other office might automatically be negatively affected. **Young** informed City Council that members of the Charter Review Committee are willing to work with staff in putting together ballot language but Council will need to decide how the questions appear on the ballot.

**Brooks** asked if the committee considered offering a benefits package to Mayor and Council rather than increasing compensation. **Young** replied that because the Mayor and Councilmembers receive retirement benefits that option was not explored. **Mayor Krieger** added that the retirement benefits offered is minimal.

**Stuart** stated that the amount of hours a Councilmember spends conducting city business will vary and depend on the Councilmember's particular interest, committee assignments, and experience. **Young** indicated that during her years of service as Mayor she observed that the majority of Councilmembers did their best while serving on City Council. **Mayor Krieger** mentioned that the State requires supervisors to work 8 hours a week.

**Mendoza** stated that as Deputy Mayor he is aware first-hand of the many hours worked by the Mayor and Councilmembers conducting city business. The elected positions of Mayor and Councilmember are a part-time position with a full-time commitment. Due to the current economic climate, **Mendoza** is hesitant of presenting this compensation increase to the City of Yuma voters. If approved, how will the City compare to other cities once the proposed compensation increase is met? **Young** informed City Council that the committee compared several salaries of other cities of the same size, but the

committee wanted to focus on preparing a measure that was tied to a mechanism that would be approved by the City of Yuma voters.

**Mayor Krieger** asked if the State decides to reduce supervisor's salary would the City be automatically mandated to match the new rate and reduce compensation for Mayor and Councilmembers. **Young** replied that if the mechanism of the supervisor's salary changes, then the Mayor and Councilmembers compensation would need to be adjusted accordingly.

**Margie Dallabetta**, Committee Member, 2011 Charter Review Committee, explained that the committee attempted to produce a document that would be appealing to voters in the current economic times. She outlined:

- Compensation increase will begin in 2014 to ensure all current elected officials are out of office unless re-elected.
- Compensation will increase in yearly ratchet scales of 10% increments until the Mayor's Office is equal to the Supervisor salary and the Councilmember Office is 50% of the Supervisor salary.
- It will take approximately 11 years to reach the full effect of this change.
- New rate possibly will not compensate both Mayor and City Council to match other cities because of all the inequities.

**Mayor Krieger** inquired if the committee had any discussion about how to compel elected officials to actually attend meetings other than Council meeting and be more involved in the community.

**Dallabetta** responded that the committee did not review this area and noted that in her personal observation, City Council has maintained good presence in the community.

**Young** proceeded by presenting the last recommendation:

- Article XII. Contracts and Competitive Bidding
  - Sec. 1. Competitive bidding.
    - *Further regulations.* Further regulations concerning purchasing and the awarding of contracts shall be established by city ordinance. POLICIES AND PROCEDURES OF ACCEPTING OF BIDS BE REVIEWED ANNUALLY AND APPROVED BY CITY COUNCIL IN A PUBLIC FORUM.

**Young** added that this change provides the opportunity for the bidding policies and procedures to be approved in a public forum and receive input from different sources.

**Mayor Krieger** agreed and inquired when the annual review would be due. **Young** stated that City Council could decide on a date if necessary.

**Stuart** stated that the word "may" or "shall" is probably missing from line 2 between the word bids and be (*Policies and procedures of accepting of bids "may" or "shall" be reviewed annually and approved by City Council in a public forum.*). **Young** replied that the committee wanted to be sure that the review occurred annually and adding "shall" would address it. **Mayor Krieger** agreed.

**Young** stated that the committee understands they are a recommending body and that City Council would decide what will be placed on the ballot for the election.

**Johnson** and **Mayor Krieger** thanked all committee members for their work and effort in completing the Charter review. **Young** offered the services of the committee members to assist with the ballot language if needed and thanked Ray Urias and Lynda Bushong for their support.

### III. CAPITAL IMPROVEMENT PROGRAM (CIP)

**Lugo** presented the Draft CIP budget for Fiscal Years 2012-2021.

- The CIP is a plan that serves as a planning tool to match yearly estimated revenues and capital city needs with the estimated revenues over a 10 year period and beyond.
- The following changes were made to the structure of the CIP document:
  - Project numbers were not included
  - Page numbers added
  - Organization
  - Index is at the beginning of the document
  - Proposed funding
  - Carry-over funding
- The projects are organized by year, department, and priority with the upcoming FY 2012 first. Updates to the CIP identified through comments, suggestions, and project progress have been provided. All projects in the CIP are very dynamic and some are undergoing construction design so it has been updated to reflect their current status.
- FY 2012 CIP
  - CIP process
    - November – December
      - Capital Project Status Review
      - Manage Project Initiations
      - Submit the Capital Project
    - January – February
      - Project Financial Analysis
      - Project Impact Analysis
    - March – April
      - Funding Source Projections
      - Fund Allocation
      - Capital Plan Review
    - May – June
      - Planning and Zoning Commission Public Hearings
      - City Council Public Hearings
      - Capital Plan Adoption
  - Funding Sources
    - 2% Tax \$2,151,000
      - Parks and Recreation
      - Yuma Crossing National Heritage Area
    - Community Development Block Grants (CDBG) \$30,000
    - Bond (Carry-Over) \$29,014,500
      - General Government
      - Public Safety
      - Water
      - Wastewater

• City Road Tax	\$2,288,467
• Development Fees	\$5,490,000
– Parks and Recreation	
– Arts & Culture	
– Solid Waste	
– Fire	
– Police	
– General Government	
– Public Works	
– Transportation	
• Developer Deposits	\$91,294
• Grants	\$23,422,000
• Other	\$18,836,067
– Yuma County Flood Control District	
– Arizona Department of Transportation	
– State or Yuma County	
• Sewer Utility Fund	\$1,153,100
• Sewer Capacity Fund	\$2,700,000
• Water Utility Fund	\$1,320,640
• ProRata Funds (Carry-Over)	\$2,810,245

□ For FY 2012 there are a total of 94 projects with one budget authority project which allows the City to fund projects that receive funding after the CIP is adopted.

▪ Departments

□ General Government (includes budget authority project)	\$4 million
□ Information Technology	\$9 million
□ Parks and Recreation	\$4 million
□ Stormwater Control	\$10 million
□ Transportation	\$29 million
□ Wastewater Utility	\$7 million
□ Water Utility	\$11 million
□ Yuma Crossing National Heritage Area	\$6 million
□ Yuma Public Safety (Fire & Police)	-
□ Yuma Fire Department	\$6 million
□ Yuma Police Department	\$2 million

▪ CIP Project Prioritization

- Capital assets that require repair, maintenance, or replacement that if not addressed will result in higher cost in future years.
  - Major projects have been reduced to accommodate changes in intersections for improvement in quality of traffic control.
- Infrastructure improvements needed to support new development or redevelopment.
  - Projects with revenue-generating potential
- Changes in policy or community needs

**Mayor Krieger** asked how City Council is informed of major projects current status, challenges, or redesigns. Is there a process where City Council can provide input? **Wilkinson** replied that with the current process staff does not present project designs to City Council, but the process can be modified to include follow-up presentations when significant changes occur with major projects. The CIP is

usually the approval document but we can provide updates to keep the Council and community informed of changes.

**Lugo** added that the CIP is updated annually and it does not guarantee funding for the later years. FY 2012 has proven to be a challenging year where the priority projects are contingent on funding.

**Johnson** requested clarification of the vehicles itemized to be purchased annually and triennially for the Fire Department under Vehicle Acquisition. **Wilkinson** indicated that this section is intended to illustrate the types of vehicles that may need to be acquired and the funds available. The language in this section needs to be updated to indicate that the intent is not to purchase all the vehicles on the schedule outlined. **Johnson** asked if the intent is to purchase a tank truck for each Fire Station. **McArthur** explained that the reason for this project is to set a side funds to deal with growth when necessary. **Wilkinson** agreed and indicated that the verbiage will be updated.

**Mayor Krieger** inquired if the new requirements for road maintenance, police response, fire response, and other services for the recently annexed Estancia area are factored in the CIP and if the City is being adequately compensated for these additions. **Wilkinson** stated that with the significant cut backs in Highway User Revenue Funds, the economy, and the road tax plus the City's growth there is an approximate short fall of \$9 to \$14 million a year for road maintenance. The Streets Department has begun to slurry seal roads to prevent cracking and extend the life of the road. Through the 10-year CIP the City is looking at an approximate short fall for arterial roadways of \$100 to \$140 million, this does not include the cost for residential roads. This issue will need to be addressed within the next couple of years. Staff is currently evaluating existing improvement districts; these districts are composed of citizens that receive a direct benefit from road maintenance and share the cost. The City has some existing bond funds that are being utilized cautiously to repair the most critical roads. Staff is also preparing the design for a couple of roadways in order to apply for various Transportation Investment Generating Economic Recovery grants. **Mayor Krieger** asked if the level of maintenance in the Estancia area will be relative to the traffic volume in that area. **Wilkinson** indicated that currently staff will only be able to do crack seal patching and slurry sealing in residential areas.

**Johnson** added that in 1993 the citizens of Yuma passed a .5% sales tax [Transaction Privilege Tax]; this tax was approved street and roadway improvements on arterial streets. The completion timeline of completion for these projects was 5-10 years but at this time at least three of the major roadways have not been completed. One of the reasons there is a high cost for road maintenance is that many roads have been inherited from the County and they were not built to the standards of major or arterial roadways. For this reason the City needs to evaluate how to ensure that as roadways are replaced, they are brought up to standards on all aspects and not only have the surface areas replaced. **Mendoza** stated that if the City can only afford to replace surfaces and not an entire structure then the City must do what is needed to avoid having roadways fall apart. **Lugo** noted that most of the pavement replacement should last up to 20 years. After that time the City should be able to fully rebuild the structural section of the roads.

**Mayor Krieger** commended Lugo on the updates and the presentation of the CIP.

#### IV. REQUEST FOR PUBLIC RECORD PROCESS

**Bushong** stated that the purpose for this presentation is to provide Council with an overview of the process and the current status of Request for Public Records (RFPR).

- What governs Public Records
  - Arizona Revised Statutes Title 39, Section 121. Inspection of public records
    - Public records and other matters in the custody of any officer shall be open to inspection by any person at all times during office hours.
- Why
  - Increases public access
  - Open public knowledge of what's going on in government
  - Government transparency
  - It is the right thing to do
- RFPR process
  - The RFPR form can be obtained in person or through the City website. Once it's completed the RFPR can be submitted via fax, email, walked-in, or telephone.
  - The Clerk's staff reviews the request and routes it to the appropriate departments for assistance in filling the request.
  - Documents are compiled sometimes solely from the Clerk's Office and many times it takes multiple departments to assist in filling the RFPR.
  - Once the documents are compiled the requestor is contacted.

▪ Annual RFPR Statistics

Year	Total	FR	FR%
2006	458	77	17%
2007	436	67	15%
2008	443	114	26%
2009	380	120	32%
2010	309	85	28%
2011 (5/2011)	201	74	37%
<b>Total</b>	<b>2,227</b>	<b>537</b>	<b>24%</b>

- These statistics illustrate a situation that the Clerk's office has experienced for a number of years which is a magnitude of requests from an individual; these requests are referred to as Frequent Requests (FR).
- Staff has determined it takes an average of 3 hours of City Clerk staff time to complete a typical request however it takes approximately 6 hours of City Clerk staff time to fill a FR, plus the time needed by other departments that help fill these requests. The system can be over burden in several ways; however these issues relate more often to the FR.
  - This frequent requestor has received notification that requests are available, but has not been in to review documents.
  - This frequent requestor has submitted 28 new requests in the last 33 business days.

**Brooks** asked if this frequent requestor is a specific person. **Bushong** explained that for this example the requestor is a specific individual. The Clerk's Office has more than one frequent requestor but for this presentation the reference is to one in particular because of the number of FR submitted. **Johnson** asked if this frequent requestor was a newspaper, other news media, or a private citizen. **Bushong** indicated the Clerk's Office does receive RFPR from the media, but for the purpose of the presentation the reference is about a private citizen. **Bushong** continued with the second example of filling the same request multiple times. The frequent requestor has submitted a request that consists of about 500 requests that were pulled from 2006 archives to present.

**Mayor Krieger** indicated that the documents gathered for this requested appear to be about 15 reams of paper. **Bushong** stated that a ream is 500 sheets and she estimates the example to be closer to 20 reams.

**Mayor Krieger** asked if this request involved departments outside of the Clerk's Office to fulfill. **Bushong** explained that this request consists of requests housed in the Clerk's Office but were previously submitted by the frequent requestor and filled with the assistance from multiple departments. The Clerk's Office frequently goes through the process of filling RFPRs and then this frequent requestor will not take the time to review the documents compiled.

**Brooks** inquired if there is an estimate of how many requests are not being reviewed/picked-up. **Bushong** reported that for this FR the years with the highest percentage of RFPR that resulted in documents not reviewed/picked-up were in 2007 with 18% and 2008 with 23%.

**Johnson** asked if the requestor incurs any cost to review documents. **Bushong** informed Council that state law states that the City can only charge a reasonable amount for copies taken; there is a different law that governs when a request is for commercial purposes at which point the City can charge for staff time. **Johnson** noted that despite the amount of tax dollars used to fill a request when a requestor reviews documents, taxpayers do not receive any reimbursement. **Bushong**: Correct.

**Stuart** inquired if the City has an estimate of the average cost to taxpayers for the FR. **Bushong** stated that the Clerk's Office does not have a dollar figure to provide. Due to the scope of the RFPR in some cases the cost to taxpayers is doubled and is becoming over burdensome. For example, there is a request for project information that dates back 25 years and the requestor wants any and all correspondence of this project. To fill this request all departments have to review their files for all emails, faxes, or any document for the 25 year old project to satisfy the request. The state law mandates that government records be open to the public, however the state law does not adequately protect cities against people who abuse the public record process. The State Ombudsman Office has indicated that they are becoming aware of such situations and are beginning to see how the law may need to be changed.

**Mayor Krieger** commented that it is important for the public to be aware of these circumstances. This might be something that needs to go to the League of Arizona Cities and Towns as a resolution to address habitual frequent requestors, a timeframe for the review of documents, the scope of the request, and the justification for the request. Is there a Clerk's organization that can lobby these types of issues? **Moore** informed City Council that there is an Arizona City Clerks Association that all City Clerks participate in, **Bushong** is a member of this organization; there are avenues for the Attorneys and the Clerks to work together for the League of Arizona Cities and Towns. When lobbying for the Newspaper Association and television stations has occurred at the legislature normally these requests become more expansive and broader. While the City supports transparency in government, the concern is the abuse of the system. One of the more recent cases where a court ruled a request to be over burdensome was in Maricopa County when Sheriff Joe Arpaio requested the Board of Supervisors for approximately 10,000 files. The difficulty the City faces is determining when a request will be considered over burdensome by the courts. If the City goes to court and the courts disagree by statute the City would be responsible to pay attorney fees. **Mayor Krieger** acknowledged that circumstances vary, but it is vital for the State to recognize that some requests are unreasonable and abusive to the system. The State should provide guidance of how to determine when this point is met.

**Wilkinson** explained that because of the amount of FR submitted by this frequent requestor other citizens experience a delay in their requests. It is burdensome on the Clerk's Office. One person is primarily dedicated to handle requests; once their salary plus the salary of other personnel that assist is calculated it provides an estimated debt amount of tax dollars used.

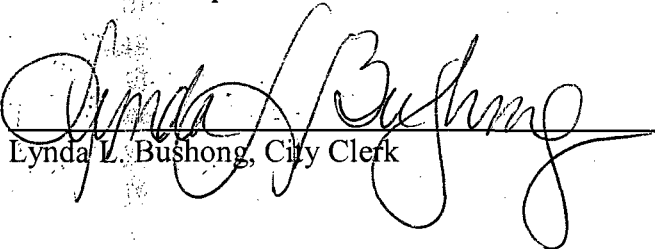
**Mendoza** inquired how much time must the City provide a requestor to come review/pick-up documents. **Bushong** informed City Council that the City's policy is 60 days once the requestor has been notified. During this period the requestor is notified multiple times. **Mayor Krieger**: Can the City change the policy to 10 days? Who sets this policy the Administrator or the Clerk's Office? **Moore** notified City Council that the policy was previously set administratively through the Administrator's Office and the Clerk's Office with consultation of the City Attorney's Office. When the policy was set some of the requests had been pending a minimum of 6 months and the attempt was to find a reasonable timeframe for requestors to review/pick-up documents.

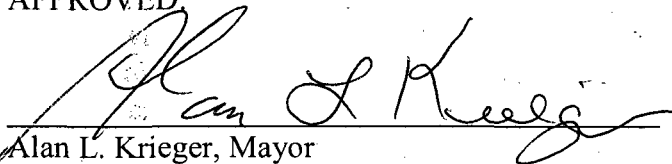
**Mayor Krieger**: How is this problem going to be resolved? **Wilkinson** stated that staff will move forward with creating a resolution for the League of Arizona Cities and Towns. In addition, the current policy will be reviewed to determine if any modification can be made to make the process more efficient and provide any changes via email.

V. ADDITIONAL ITEMS FOR POSSIBLE DISCUSSION – NO DISCUSSION

VI. ADJOURNMENT/EXECUTIVE SESSION

**Motion** (Stuart/Mendoza): To adjourn the meeting to Executive Session for the agenda items listed and for discussion consultation and/or instruction to legal counsel on Ordinance O2011-17 pursuant to A.R.S. 38-431.03A(3) and (4). Voice vote: **adopted** 6-0. The meeting adjourned to Executive Session at 6:58 p.m.

  
Lynda L. Bushong, City Clerk

APPROVED:  
  
Alan L. Krieger, Mayor

Approved at the City Council Meeting of:  
August 3, 2011  
City Clerk: 