

MINUTES OF THE CITY COUNCIL
OF THE CITY OF RUIDOSO DOWNS
SEPTEMBER 27, 2006

The Council of the City of Ruidoso Downs met in rescheduled regular session on September 27, 2006. Mayor Miller called the meeting to order at 5:30 p.m. and asked Ralph Romero to lead the Pledge of Allegiance. Upon roll call, the following were present:

Councilor Hood	Councilor Miller
Councilor Holman	Councilor Garrett

City Administrator Waters informed Mayor Miller there was a quorum.

Also present:

John P. Waters, City Administrator
Dan Bryant, City Attorney
Carol Virden, City Clerk/Treasurer
Tom Stewart, Public Works Director
Jay Smith, Museum Director
Steve Dunigan, Planning & Personnel Services Director
Richard Schwalm, DPS Acting Lieutenant

APPROVAL OF AGENDA

Mayor Miller entertained a motion to approve the Agenda. Councilor Miller moved to approve the Agenda. Seconded by Councilor Garrett. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

APPROVAL OF CONSENT AGENDA

Mayor Miller entertained a motion to approve the Consent Agenda. Councilor Hood moved to approve the Consent Agenda. Seconded by Councilor Holman. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

APPROVAL OF MINUTES OF SEPTEMBER 11, 2006 REGULAR MEETING

Motion was made by Councilor Hood and seconded by Councilor Holman to approve the Minutes of the September 11, 2006 regular Meeting. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

ACCOUNTS PAYABLE

Motion was made by Councilor Hood and seconded by Councilor Holman to approve the Accounts Payable. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

APPROVAL OF MONTHLY REPORTS

Motion was made by Councilor Hood and seconded by Councilor Holman to approve Monthly Reports. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

UNFINISHED BUSINESS

Mayor Miller stated next item on agenda, consider approving promotion for City Administrator to City Manager. Mayor Miller entertained a motion to approve.

Councilor Hood moved to approve promotion for City Administrator to City Manager. Seconded by Councilor Holman.

Councilor Miller stated that she was still wondering on what she asked 2 weeks ago, if we had an ordinance that allow this position; to be changed from City Administrator to City Manager and a job description.

City Attorney Dan Bryant informed Councilor Miller, that his answer is the same today as it was 2 weeks ago. Our ordinance already has language in it that contemplates the change. This board has absolute power to go through its administrative ordinance and take a look at issues that you feel are important. Absolute authority to define these items of responsibilities are being delegated to the manager, these items are not, all of those kinds of things. If there's any particular issue in your ordinance that you have questions about, he would be happy to address that particular question or if you want to gather the thing up, take a look at it, start reading and just raise the areas you want us to go tinker with. The issue that was raised 2 weeks ago was really specifically, do we have to have a special ordinance that says to do this. And the answer to that is no, your ordinances have to contemplate the position of city manager, define that, delegate power and authority.

Councilor Miller stated: would it just change village administrator to city manager on the ordinance or just an amendment to that. City Attorney Bryant stated that we would need to make that amendment, but you need to think as a Council, you need to think about the various issues and read through it, tell him how you want it drafted or massaged and we can make that happen.

Councilor Miller stated: she just wanted to be above board and legal on this. Councilor Miller also stated: that she was wondering, is talks about him having the authority to hire an employee. It didn't say anything about firing, is that also with

it. Mr. Bryant asked Councilor Miller what she was reading. Councilor Miller informed Mr. Bryant that she was reading off the agenda-briefing memorandum. Mr. Bryant stated: that is referring to one difference between the position of administrator and the position of manager, is with the day to day classified positions that are in municipal government. Those positions, the hiring is dictated to you by a host of federal statutes, federal cases and state laws, you have to do publications, you have to define job descriptions, you have to get applications, you have to review those applications, you have to hire the person who is most qualified based on objective standards, you can't discriminate on the bases of race, creed, religion and on and on, all of those things. You have adopted a comprehensive merit system ordinance to govern personnel. What this particular piece of the puzzle is saying to you is simply this; instead of making people sit around and wait 2 weeks for city council meeting to come into a classified position and go to work, that will be done as a matter of course through the administration. In a recent example of the hiring here in the city, we lost the number one candidate for position that we were trying to hire for, because we were delayed to come to a city council meeting and by the time we got the schedule to notify him, he had taken a job elsewhere and we had to give that position to the number two person on that list in that hiring cycle. And this kind of a step for all of those classified positions, and he is repeating if you heard it once, you've heard it five times now, classified positions, what we're doing is we're saying handle those administratively, we're going to handle them without waiting for a city council meeting.

Councilor Miller stated: that she understood the hiring, but didn't know it was also the firing. Mr. Bryant stated: on firing, whether you promote Mr. Waters from an administrator to manager or not, your comprehensive merit system ordinance sets forth progressive discipline, standards of conduct, due process, procedures that have to be followed, and the decisions can come only following all that process; this change does not alter that merit system ordinance. Councilor Miller stated: but, they don't have to come to us to be fired, who does it? Mr. Bryant stated: that's not a purely true statement, there are certain positions that by statute have to come before the city council and those won't change. Appeals do not come to the city council as we currently handle the process; those are handled by a separate process, so already we don't have appeals coming before the city council. A recent experience, in federal court has made us tinker with our process; in fact he is getting ready in next couple of three weeks to conduct the first of two additional proceedings to come in compliance with those procedures.

Mr. Bryant stated: that is what he has to remind council about this: litigation many times is a crapshoot; because appearance becomes more important than what is really going on. The ordinance that was recently challenged by a federal judge here in New Mexico, was an ordinance that was drafted and it was reviewed by him, comments were made, changes were made, it was submitted to the Self-Insurer's Fund, they reviewed it and approve it in house, they submitted to the same law firm that represented us in the federal lawsuit. That law firm reviewed your personnel

ordinance and approved its' processes. In Albuquerque, New Mexico this last spring a federal judge said no. I can't guarantee that won't happen on another issue, another case on another item in your personnel ordinance in the future, but it was well drafted, carefully crafted, reviewed a multitude of times and was found by everybody who looked at it to meet constitutional scrutiny, does that mean that there's no chance that a federal judge will disagree with us down the road, there's no way he can say that.

Councilor Holman stated: that one question that Councilor Miller had, was that he understood that mostly the change is in how; but with this same question that Councilor Miller was asking; if he understood correctly, that in some areas it will lessen the liability of the Council in event of a lawsuit. Mr. Bryant stated: that it could have the impact of creating a circumstance where a plaintiff would not feel that is was necessary to name all the individuals Councilors. There are some lawyers that do that just because they think it lights you councilors up and they want to light you councilors up, so they are going to keep doing it. But when you have that administrative step defined in the form of a city manager opposed to city administrator, it does create the potential for lawsuits being filed against the City of Ruidoso Downs and not the City Council members, in their official individual capacity. Councilor Holman stated: that he like that part. Mr. Bryant stated: when you stop to think about it, that increases cost, increases delay, and all of the other common turmoil that goes with litigation, if you got 5 councilors that's 5 more depositions, that's 5 more plaintiffs sitting in the room, that's 5 more travel cost, that's 5 more hotel bills, that's 5 more sets of meals to pay, every time there's a proceeding in connection with a case, whether it's a settlement conference or a trial or otherwise. And a lawsuit against the City of Ruidoso Downs means the city goes, the city's representative goes and it eliminates a lot of that duplicative cost or has the potential of doing that.

Councilor Garrett stated: just for the clarification under state statute it is her understanding that this board in no way gives up its right to disagree with the city manager and should they disagree with the city manager, they would still have control. Mr. Bryant stated: there's a beautiful thing in the law and it's not just the city manager, but it's all of your other unclassified at will employees, we because he is one of them, serve at the pleasure of this Mayor and the Council, we serve at your pleasure and we engage in activities or do things that you disagree with, you have the absolute power to put us in that chair, call us on the carpet and go all the way and take our jobs away from us.

Councilor Miller stated that she had one more comment in regards to wages from the agenda-briefing memorandum. She saw the competitive wages bases on all these other towns and the only town that was even comparable to us in size is Moriarty. All of them were much two to three times larger and does not know how we can compare to towns larger than our wages, because we've got to do what we can afford. Can we afford this big of wage.

City Administrator Waters stated to Mayor and Council that if they would look at the basic salary comparison, these basic salary comparisons include Aztec, Angel Fire, Belen, Bloomfield, Moriarty, Raton, Silver City, and Tucumcari all of which are comparable to our budget. They all have budgets that are right at same level of our budget. Councilor Miller stated: they are all bigger towns. Mr. Waters stated: they maybe bigger towns, but our budgets are the same, the expenditures are the same. Fortunately for Ruidoso Downs we do have businesses, and as for the situation in the end of last fiscal year.

Mr. Waters stated: that he is happy to report, and is a little bit ahead of himself but it is applicable to this agenda item. We have now received three gross receipts checks for the first quarter, as a matter of fact, none of this was complete until he had the opportunity to have Carol's department present him with the last gross receipts check and is happy to report that we are back up where we should have been, if nothing happened over the last eighteen months. The last three checks have been in good shape, they got us back up well above what the projections were going to be, so it looks like our gross receipts, the problem we were experiencing back last year for the eighteen months following the grocery gross receipts up, so it has been fixed and there is an adjustment sitting before that we will be looking at our quarterly adjustment, that's actually increasing back to where the projected revenue should be, so the answer to Councilor Miller's question is yes we do have the funding not only to support what is being asked for on this agenda item but also for the one that comes in later in the new business for the adjustments and the employment bonuses for employees later this year. That money is available now, revenues are much much better, and feels much more comfortable after getting that last gross receipts check.

Mayor Miller called for roll call votes:

Roll Call Votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

OTHER BUSINESS

Mayor Miller stated next item under Other Business, Proclaiming the Month of October 2006 as Domestic Violence Awareness. Mayor Miller requested Councilor Garrett read Proclamation.

PROCLAMATION

WHEREAS, Domestic Violence is a problem worldwide, occurring in all regions, countries, societies, and cultures and affecting women irrespective of income, class, race or ethnic groups; and

WHEREAS, the United Nations has defined violence against women as "any act of gender-based violence that results in physical, sexual or psychological

harm or suffering to women, including threats of such acts, coercion or arbitrary deprivation of liberty, whether occurring in public or private life;" and

WHEREAS, the many forms of violence to which women are subjected are not simply examples of random victimization but are associated with inequality between women and men and are strategies to perpetuate or entrench that inequity; and

WHEREAS, government has an obligation to prevent, investigate, and punish acts of violence and to provide protection for victims, and, as such, we all have an obligation to change attitudes and behaviors that perpetuate the violence; and

WHEREAS, the city supports the development of strategies and the enhancement of programs and services and is taking a leadership role to end domestic violence;

NOW, THEREFORE, I Bob A. Miller, Mayor of Ruidoso Downs, do hereby proclaim the month of October 2006 as Domestic Violence Awareness Month in the City of Ruidoso Downs, and encourage all to join the fight to stop domestic violence.

/S/ Bob A. Miller, Mayor

(SEAL)

Debbie Haines Board Member for HEAL, thanked Mayor and Council for the proclamation. Ms. Haines informed that HEAL project is going very well.

NEW BUSINESS

Mayor Miller stated next under New Business, Ron Andrews, Golden Aspen Rally Report. Mr. Andrews not present.

Mayor Miller stated next item on the agenda, consider salary adjustment for fiscal year 2006-2007.

City Manager John P. Waters informed Mayor and Councilor that in their packets is a city agenda-briefing memorandum. During the last meeting he was instructed to take a look at different salaries other cities to see what we were being paid in accordance to other municipalities and areas of municipalities were considered as well as municipalities that are either our size or have our budget size and so the averages were looked at for the salaries they are seeing, in addition to other salaries that are on there, you have averages on that multi-colored sheet that was given to you.

Mr. Waters stated that the averages are off to the right of third step of this year proposed step. Those are the average salaries for those positions, given the municipalities we looked at on those following pages. The majority of the municipalities that were looked at, Mr. Dunigan got on the Municipal League's extensive data base, that has different municipalities throughout the state, and after downloading the information on there, he had the opportunity to call the city clerks' and managers from those different municipalities and quiz them further on how recently those numbers are. These numbers are pretty good numbers they are the most current numbers. We used information from a large study that was performed by groups in Belen, Los Lunas, in addition there was another group who performed a study salary survey for the City of Alamogordo and in addition he had called several managers and clerks' and was able to get this information with a trade-off, that when he got the information he was to pass the information to them as well.

Mr. Waters stated that essentially what we are looking at is the classified positions and the managers' position or the positions that are administratively in nature whether they're exempt or not. And what we looked at was to try and determine if we were paying at the average or below the average for these different positions. Now, what we found is that the majority of our classified positions are being paid actually at or even a little bit above of what the averages are across the board. Mr. Waters directed the council to one's that have been in the papers recently. Mr. Waters asked Councilors to look at graph on page 2, certified police officer, the average and this is taking the entry level for a certified officer all the way up to higher steps of these positions. We averaged those out for each of the towns and a lot of towns have step systems, some towns didn't, we of course have a three-step system, we to our three steps and averaged them out. As reported in the Ruidoso News, yes our starting salary for certified officers is higher than Ruidoso; we did that for a reason. If you remember when we set that up a couple of years ago, we did that so we could bring in new certified officers and am happy to say that has worked.

Mr. Waters also said that we had to look at the average and ask if we are paying the officers at, above or below that, the average for those communities are \$29,591.83 for a certified police officer, the Ruidoso Downs average between steps is \$30,502.50, therefore, we are paying above average. In some towns they have lower starting points and higher ending points, our is just closer grouped together around the three steps. Some towns have eight or nine steps; it gets pretty difficult the more steps you have for your limited finance officers, so the three-step system does work for us. We have kept our departments staff and we are finding officers, whereas, we have our neighboring departments in Lincoln County and Capitan and Ruidoso, Lincoln County is doing okay. In Capitan and Ruidoso they are down several positions and that 's the problem having is finding folks at the entry levels salaries.

Mr. Waters stated we are doing well on that; the one position that he did find is the heavy equipment operator position. We have two employees employed in that

position, if you look the average is \$24,500.00 and our average is \$22,889.00, therefore that position did qualify for an adjustment among his series of recommendations and it will adjust it up to \$24,500.00. Heavy Equipment Operators are a demand. An adjustment is warranted for this position.

In our management positions, we are not the in park yet on those. If we can do well on the classified positions of the majority of our employees in the working classes the day-to-day classified hourly wages, we should be able to at least be competitive in the salary positions. Therefore, you'll see down here that the salary survey found that there were several positions, the clerk position, the finance officer position or finance/procurement manager position, the DPS Chief, the Planning Director, the Public Works Director and the Museum Director are all paid below what the comparable salaries are for positions of this nature in these other municipalities or in the case of the museum we had to use comparable size museums and that would be the staff in the budget of those museums what determines comparable size or not. Alamogordo, by the way comes from the zoological park there, the zoological park is considered in an erupt loose definition as a museum, it's just a biological museum as opposed to a more classical museum like we have, so it is a comparable salary, it does require about the same education match as well. The Las Cruces museum system is well above it so is the States' museum system, although he will say that the States' museum system range from mid 50's up to the upper 70's for the salary for the director for that position.

The two largest differences would be at the city, is the CAO position or City Manager/Administrator, some have Managers, some have Administrators, in the head city position the average was \$81,925, Ruidoso Downs of course before Council graciously up his salary was \$67,478. The clerks' position the average came out at about \$53,235.00, however none of those clerks had a master municipal clerks' certification, a very great achievement and it's an honor to have a clerk that has that certification, therefore he is recommending an incentive pay of \$2,000.00 to basically award this clerk for having this certification, there are four in the State of New Mexico, most of them are in big cities. We are very fortunate to have somebody with Carol's qualifications working for the City and that's why you see the \$55,235.00 salary listed for the adjustment for Ms. Virden.

In addition, the DPS Chief, the average is way, way, way above what we are paying, in fact it's almost \$11,000.00 above what we are paying. One of the things to note, as it is listed in the memorandum, there was some concern about employees who just employed with the city or not yet employed with the city automatically getting a raise. Therefore, in the recommendation there is the anniversary date, you have to be here one year before this takes place. So for the employees who did not get an adjustment, for their salaries that were at or already above the average, there is something that is in store for them as well and actually it's probably better monetary benefit, more immediate than the employees getting the adjustment.

Mr. Waters stated: that what he is recommending is a two percent bonus to be paid to the employee that don't get the salary adjustment this two percent bonus would be factored as what step they were on at the end of the fiscal year. So, therefore there on step three as of end of June 30th of 2007 that is the calculation that this bonus will be made at and essentially these bonuses will be paid as a employee bonus, a longevity bonus because it is based on a step system and that will be paid in concurrence with and in addition to the attendance bonuses, so therefore, they will be whatever attendance bonus they qualify for and then in addition to that they will receive this two percent bonus based on two percent of their salary. One thing to note about this, that this is an employment bonus and is not considered as part of the regular salary, therefore, we do not have to pay PERA and some of the other things out of it, so it actually factors out to closer to 2.6%. They will get that right before Christmas. Now, those getting the adjustment will get the bonus, they will get their regular attendance bonus, but they will not get this special employee bonus, because he is recommending that their salary be adjusted and then they will receive that over a period of the year when they reached their anniversary date clearance, whatever date that should be. That does effect the Director of Public Works, he has a May date which means he won't be able to receive this until May of 2007, Jay will be able to receive it fortunately in about 3 to 4 weeks, the Chief of Police, the DPS Director that we hired won't be able to take advantage of this until October 2, 2007, that will accomplish the one year anniversary date.

In addition, the other employees that are mentioned here, the curators of museum, the same thing, when they been here a year they will be able to take advantage of that, we've had several that have, if we just hired them they will have to wait their time to get that salary increase. But, once that increase goes into place, you can feel comfortable that we are going to be very competitive, very well situated to compete with other municipalities, not only municipalities that are our size budgetary, but believes we can compete with towns like Ruidoso and Alamogordo and other towns around us. We are one of the leading communities in this state in putting forward a progressive salary plan like this will help us keep good people well into the future. You have a great group of directors here and we want to keep them as long as possible. This is something he believes will certainly pay for the talented folks we do have here in the City of Ruidoso Downs and keep them here.

Mr. Waters recommended to City Council to pass the plan and entertained questions.

Councilor Garrett stated that the only question she had was; is the probation for six months. Mr. Waters said yes. Clerk Virden said that six-month probation is for classified employees. Mr. Waters stated that classified employees are on a six-month probation and administrative employees are one year.

Mr. Waters stated that the administrative employees, the executive department heads are in the same category as a police officer they have a one-year probationary period. It is listed in the personnel policy manual.

Mayor Miller entertained a motion to approve Salary Adjustment for fiscal year 2006-2007.

Councilor Miller moved to approve citywide salary adjustment for fiscal year 2006-2007. Seconded by Councilor Holman. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

Councilor Hood moved to approve Resolution No. 2006-12 SAP 06-0177 STB Wastewater Facility. Seconded by Councilor Holman. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

Councilor Hood moved to approve new membership packages for upcoming year. Seconded by Councilor Holman. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

Mayor Miller stated next on the agenda, consider approving 4th Amendment to Livingston & Associates Contract for repairs to sampling stations.

Mayor Miller entertained a motion to approve 4th Amendment to Livingston & Associates Contract for repairs to sampling stations.

Councilor Garrett moved to approve 4th Amendment to Livingston & Associates Contract for repairs to sampling stations. Seconded by Councilor Hood. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

PUBLIC INPUT

Bonnie Richardson, Parks and Recreation Chairperson reported on the 3rd Annual Skate Park Competition that was held at the park last Saturday. Ms. Richardson informed Mayor and Council that Leonard Sanchez was the one who had spearheaded and did all of the hard work. Ms. Richardson passed around pictures of the event to City Councilors. There were 26 entries and about 100 people down at the Park.

Ms. Richardson did inform Mayor and City Councilors that they had to borrow from Ruidoso Parks Director, Rafael Salas, bleachers, 2 tents, PA system, tables from the Senior Citizens. Besides Leonard, we had Dave taking pictures, Judy Miller was there, Rene Olivo, Shannon Galbaldon and stay all afternoon to help serve barbecue sandwiches, which were donated by J&J Barbecue, Borders Skate Store donated the

prizes, Diamond Shamrock and Behavioral Motivators were also sponsors. Ms. Richardson appreciated everyone's help and really appreciates Leonard who took the initiative to get something going at the skate park.

Mayor Miller asked Bonnie Richardson if she had ever made a wish list. Mayor Miller informed Ms. Richardson that he would make an effort to get what is needed at the park.

Tom Stewart, Public Works Director, stated that the bleachers are in Albuquerque and the picnic tables are on the way.

Councilor Holman stated that at the last council meeting we had discussed the problem with the judicial department. As he recalls the municipal judge and the Attorney were scheduled to try to get on this issue and just wanted to see if anything happened on that or at least in the front for addressing. Dan Bryant informed Councilor Holman that they still don't have it solved as stated earlier but are real close. They have located a number of municipalities on behalf of their municipal courts, a lot of them are just using the cities personnel plan, the judge has part of a personnel plan together and have invited him to come and sit down. If we sit down for about 3 hours we will be able to flush out that personnel plan. There are 2 or 3 approaches they could use within the confines of that document to solve this circumstance that whichever one he is most comfortable with and then we ought to be able to get it rolling really quickly. The only thing that this personnel ordinance needs is the judges' blessing. So once we get that, it will be effective in a circumstance can be fixed immediately thereafter, it does not have to come through a city council meeting for approval.

Mr. Bryant stated that there should be a letter in your box or in your packet of materials for all of the city councilors laid out on the progressive of where they are.

EXECUTIVE SESSION

Mayor Miller entertained a motion to go into Executive Session for the discussion of Threatening and or Pending Litigation pursuant to the Open Meetings Act, Section 10-15-1 Subparagraph (H) 7; JUAB, EPA and Wastewater Treatment Plant

Motion was made by Councilor Miller to go into Executive Session for the discussion of Threatening and or Pending Litigation pursuant to the Open Meetings Act, Section 10-15-1 Subparagraph (H) 7; JUAB, EPA and Wastewater Treatment Plant. Seconded by Councilor Hood. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

Mayor Miller closed the regular meeting at 6:17 p.m. and invited City Attorney Bryant, City Manager John Waters and City Clerk Virden to attend the Executive Session and called for a five-minute recess to clear the Council chambers.

Councilor Miller made a motion to go back into regular session. Seconded by Councilor Holman. Roll call votes: Councilor Hood, Aye; Councilor Miller, Aye; Councilor Holman, Aye; Councilor Garrett, Aye. Motion carried.

Mayor Miller called the regular meeting back to order at 7:01 pm and asked that a member of the Council to attest to the fact that the only item discussed in executive session was that of Threatening and or Pending Litigation.

Councilor Garrett certified that nothing was discussed besides Threatening and or Pending Litigation pursuant to the Open Meetings Act, Section 10-15-1 Subparagraph (H) 7; JUAB, EPA and Wastewater Treatment Plant and no decisions were made.

Mayor Miller entertained a motion to adjourn. Motion was made by Councilor Hood and seconded by Councilor Miller to adjourn at 7:02 p.m. Motion passed unanimously.

Bob A. Miller, Mayor

ATTEST:

Carol Virden, City Clerk/Treasurer