

**MINUTES  
RETREAT  
MAYOR AND COUNCIL  
TOWN OF CAMP VERDE  
CVMO TRAINING ROOM  
WEDNESDAY, FEBRUARY 25, 2009  
2:15 P.M.**

**Minutes are a summary of the discussion. They are not verbatim**

**1. Call to Order**

Mayor Gioia called the meeting to order at 6:30 p.m., quoting the agenda topic "Working together for the future". He explained the defined objectives that included community visions, challenges, and needs and the development of strategic objectives and short and long-term actions.

**2. Roll Call**

Mayor Gioia, Vice Mayor Hauser, Councilors Garrison, Kovacovich, and Smith

Candidates Present:

Mayoral Candidate Bob Burnside and Council Candidates Jackie Baker, Robin Whatley, Carol German, and Pete Roulette.

Staff Present:

Town Manager Michael Scannell, Public Works Director Ron Long, Marshal David Smith, Judge Overholser, Parks Director Lynda Moore, Sr. Accountant Lisa Elliott, Housing Director/Special Projects Coordinator Matt Morris, Community Development Director Nancy Buckel, Town Clerk Debbie Barber, and Clerk Assistant Sharon McCormick

**3. Pledge of Allegiance**

Mayor Gioia let the pledge.

**4. Discussion, consideration, and possible direction to staff relative to the following:**

- **Policy guidance relative to strategic objectives that Council wishes to pursue in the FY 2009/10 Budget; and**
- **Guidance to staff relative to Special Funding requests.**

Manager Scannell explained that Council adopted the budget calendar at their last meeting that lays out the critical dates for specific actions as they relate to the FY 09-10 budget process. He advised that the newly seated Council would be approving this budget and he wanted to ensure the candidates participation. He also wanted to ensure that Council members had ample opportunity to make their requests known so that they could be appropriated into the budget as much as was practicable. Scannell advised that the finances were on track as projected for this year, noting that the upcoming year would be challenging with the anticipated reduction in local sales tax, state shared revenues, and HURF funding.

Scannell then asked each department head to introduce themselves and explain their departmental functions and needs.

Gioia asked Council for their input.

Candidate Whatley expressed her concerns that the meetings would take place while she was working. It was generally agreed that 5:00 would be the start time.

Vice Mayor Hauser advised that she would like to keep funding available for WAC, the pool, the Teen Center, and the summer program.

In response to Councilor Smith's questions, Senior Accountant Lisa Elliott explained that 4 months of M&O costs (expenses other than personnel) and 3 months of HURF monies were required for the "Rainy Day Fund". She noted that this was approximately \$2.1 million dollars.

Elliott then provided information relative to the Finance Department, explaining that there was one part-time employee and the Town Manager as Acting Finance Director. She described the urgent need for updated accounting software, noting that the current software is so outdated that many of the windows are DOS. She advised that this is budgeted in the CIP and that they would be coming to Council to proceed with the project as soon as the networking project is complete.

Scannell explained that the software would address many departmental needs including the Finance Department, Community Development, Human Resources, and Business Licensing.

Marshal Smith described his department, along with his plans to pursue grant funding for the officers that the Town has not been able to replace. He explained that the funding would cover 100% of the salaries and benefits for a 3-year period and that after that time, the Town must agree to assume the costs. He also advised that this was a competitive process. He spoke to the concern that the Town continues to hire officers and invest time and money in training and certification only to have them leave for other communities that offer higher salaries. Discussion ensued about the legalities of requiring repayment from the new hires. It was determined that it was not feasible to have this requirement because it would not stand up in court and the legal fees would far exceed what the candidate owed.

Public Works Director Ron Long described his department, noting that their greatest need is staff to focus on storm water management and funding to maintain the existing streets. There was a great deal of discussion about the unfunded federally mandated storm water management program. Long explained that this mandate applied to the Town of Camp Verde because of the Verde River. He explained that water runoff from streets and construction projects have a definite impact on the Verde River, and it was a critical issue to the Town. He expressed concerns that if the Town did not work on this, that ADEQ would eventually 'hammer' us for noncompliance. Long then described some of the projects that are underway including flood and drainage improvements at Cliffs Parkway and the ADOT sidewalk project.

#### **Public Input**

Bob Johnson said that he was concerned about mosquitoes and standing water. Long advised that both the County and the Town took this very seriously and steps were being taken to monitor and eradicate mosquito larvae.

Community Development Director Nancy Buckle described her department and advised that her greatest need at this point is having a full time Code Enforcement Officer. She explained that one person fills the positions and that Code Enforcement is suffering because building inspections take so much time. She advised that she works closely with Ron Long and developers and that they have been successful in getting acceleration and deceleration lanes in commercial development. She also expressed concerns that her website contained inaccurate information and that her job description is too detailed with many unrealistic demands placed upon her position.

Judge Overholser described the functions of the Municipal Court. He explained that revenues are down because DPS relocated their trucking enforcement unit from Camp Verde to Cordes Junction and the downturn in the economy. He explained that more and more people are doing community service in lieu of paying fines. He described the efforts taken with regard to the collection of past due fines and the litigation in progress relative to the requirement that indigent criminals repay the court-appointed attorney fees. He advised that community service workers are sent to Parks & Recreation, the Animal Shelter, Ft. Verde, and the Library.

Parks & Recreation Director Lynda Moore described her department, noting the events, programs, facilities, maintenance, and janitorial. She explained that she had one vacant position due to the hiring freeze and planned to request permission to hire an Admin Assistant at the next Council meeting. She advised that her biggest challenges are the pool that needed resurfacing and the old buildings that are expensive to maintain.

Mayor Gioia recessed the meeting at 8:15 p.m. and reconvened at 8:27 p.m.

Town Clerk Debbie Barber described the functions of the Clerk's Office, noting that their most pressing need is a mechanism to protect and manage the Town's records. She advised that Records Management software has been in the CIP budget for a number of years, but that it kept being passed over due to other departmental needs.

Housing Director/Special Projects Administrator Matt Morris described how the Housing Department was dissolved in order to save about \$117,000 per year. He explained that housing is a vital concern; however, Camp Verde does not have the resources to maintain an independent department. He described the Revolving Loan Fund that will eventually reach a point where other projects can be undertaken, but at this point, the best approach is to work in a regional effort

to promote sustainable housing. He described meetings and ongoing regional efforts to develop this approach to a difficult problem. Morris explained that his focus as the Special Projects Coordinator is to work on rewriting the Town's zoning ordinances, noting that 10% of his time is to be used to promote a regional approach to sustainable housing.

There was no further staff input.

Gioia said that members were present to give guidance. Councilor Smith said that he would like to do whatever we could to serve our youth and seniors.

Gioia said that he would like to protect the Town's employees who depend on their jobs; to progress the park as much as possible, finding donors for the plumbing, turf, roads, etc.; to move the library forward even if all we could do was to promote and support the fundraising efforts; the teen center; our seniors; and whatever possible to keep from losing ground on the projects that are planned and/or underway.

Kovacovich said that his strategic object is survival. He said that getting started on the new park is fine, but knowing that there is no money, he would like to see Rezzonico Park finished.

Bob Burnside thanked everyone and added that he had spent the past two weeks meeting with department heads. He said that things are tough right now and he too, would like to have a new park and a library. He said that as he walked through the offices as an outsider, he noticed that we have maintenance issues throughout the whole Town Hall. He said that we always 'want this and that' and we will fix what we have later. He said that we need to take a good hard look at what needs to be repaired and focus in that area. He felt that the Town's publications needed to be 'cleaned up' so that accurate information is available to the public. He said that we also need to address the storm management requirements, but the most important concern should be getting the foundation back in order. He said the recession would not last, but that it would not be resolved in 2009. He said to slow down, fix our assets, but keep an eye on the future.

**5. Adjournment**

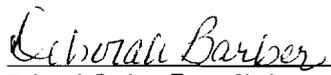
On a motion by Hauser, seconded by Smith, the meeting was adjourned at 8:58 p.m.

  
\_\_\_\_\_  
Deborah Barber, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion of the Mayor and Common Council of the Town of Camp Verde during the Regular Session of the Town Council of Camp Verde, Arizona, held on the 25<sup>th</sup> day of February 2009. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6 day of March, 2009.

  
\_\_\_\_\_  
Deborah Barber, Town Clerk