MINUTES
COUNCIL/STAFF RETREAT/SPECIAL SESSION
MAYOR and COMMON COUNCIL
of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street, Ste. 106
Wednesday, March 30, 2011
5:00 p.m.

1. **Call to Order**
Mayor Burnside called the meeting to order at 5:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette and German were present. Council Member Elect Alan Buchanan, and Council Member Elect Bruce George.

Also Present: Town Manager Russ Martin, Town Clerk Debbie Barber, Marshal Dave Smith, Finance Director Mel Preston, Judge Harry Cipriano, Town Engineer/Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Librarian Gerard Laurito, Special Projects Administrator Matt Morris, Court Supervisor Jacque Daugherty, Administrative Assistant Deborah Ranney and Recording Secretary Virginia Jones.

3. **Pledge of Allegiance**
The Pledge was led by Mel Preston.

4. **Consent Agenda:** All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a. **Possible approval of a minor change to the APS Franchise Agreement that was previously reviewed by Council and will be submitted to the Voters for approval at the May 17, 2011 Election.**

On a motion by Whatley seconded by Garrison, the Consent Agenda was unanimously approved as presented.

Councilor Whatley requested that item 4.a be pulled for discussion. Whatley questioned why the APS Franchise Agreement was placed on the May ballot, noting that during the last two election cycles we only needed a primary and everything was settled. Whatley expressed her concern over the cost of the additional election. Clerk Barber explained that the Franchise Election was being placed on the May ballot because Arizona Statues dictates when a franchise agreement can be placed on a ballot and is very clear it must be at the next regular general election, and noted that APS pays the cost of the election.

Discussion relative to, but not limited to following:

5. **FY 2011/12 Budget Overview.**

Manager Martin explained that this meeting is an opportunity for staff to give an overview to Council of what changes they anticipate in their department budgets and highlight some of the department needs and concerns. Manager Martin clarified, that if any individual Council Member has a concern or questions, the department heads are open to questions and suggestions and invited Council to contact them.

Acting Community Development Director Mike Jenkins- stated his department does not see any major projects coming forward in the near future and noted that the General Plan will need to be updated in the year 2014. Jenkins noted his department does not plan to propose any CIP projects.

Council had no questions or concerns.

Judge Harry Cipriano-Noted the Magistrate Court is maintaining. The Judge noted that the case filings have doubled since June of 2010, and staff has had to redirect their time and priorities, stating they are behind in purging some records. The budget will see a small increase in areas such as maintenance and postage but Council will see a reduction in the amount needed for Court appointed attorneys, noting that 99% of the amount budgeted has been collected back. Judge Cipriano stated he felt it was very important to continue training and some training is state mandated. The Judge explained to Council that the department has been utilizing community service works. The Judge stated that the precedence has been to pay all summoned jurors the applicable mileage round trip and the current $12.00 per day for those selected to service on the jury, this is not mandated for municipalities, and the Magistrate Court no longer is compensating jurors.

Council had no questions or concerns.

Marshal Dave Smith-stated his biggest concern was the increase in the price of fuel for the vehicles. Smith indicated staffing is a concern, the department is functioning, the patrol officers have adjusted their schedule with a minimum of only two officers, but only the most serious crimes are being followed up on. Smith stated that two positions are funded by grants. Smith indicated that last year the department received a grant for a canine vehicle, but he has four vehicles that are approaching the 100,000 mile mark, noting that when you delay purchasing, or upgrading vehicles, the following year you need more vehicles. Smith indicated the department is always looking for grants to help fund the department.

Mayor Burnside questioned the total number of vehicles needed for the department and Smith indicated that each office has a vehicle that they are allowed to take home with them.

Councilor Elect George asked if the department utilized RICO impound vehicles, and Smith stated the department has two or three.

Librarian Gerry Laurito-stated the Library has received a couple of grants this past year. One grant was for public access computers and one was for training. Laurito stated the budget will maintain relatively the same with an increase in postage and would like to have money for training for the annual state conference that is held each year in Phoenix or Tucson.

Councilor Whatley noted that the Yavapai-Apache Nation has agreed that a portion of the Gaming Compact money was being reallocated to the Camp Verde Library and that should help.

Councilor German expressed some concerns regarding the operating hours, and Laurito indicated that the hours could be re-addressed by Council. Requested that he consider moving staff hours so the Library could be open more days using the same number of hours.

In response to Mayor Burnsides question regarding training, Laurito stated the cost was between $500 and $750 and the department rotates the employee that receives the training.

Town Clerk Debbie Barber-stated the Clerk's budget will see a reduction in salaries due to the loss of staff, which includes the salary and staff related expenses, along with an offset of CDBG grant funding, and no election is scheduled. Barber stated that the Clerk's Office has cut the training and travel budget in the past, but indicated that it is imperative to keep the certifications current and would like to include training, especially elections training, in the new budget.

Barber commented on Council's budget and noted that last year, the only place to cut was training and travel, and requested Council to consider allocating funds for Council Members to

attend the League Conference or the Rural Development conference, noting that both conferences are excellent training for the Council.

Barber stated that the Clerk's Office is working on alternative methods that may be cheaper and more efficient in preparing the agenda packets. Barber reminded Council that if they have any concerns, or questions or if something has upset any Council member to please let the department know so that we can work as a team, and reminded Council the Clerk's Office is their support.

Councilor Roulette questioned if the Clerk's office has looked into Council using 'net book' that may save time preparing the packets for Council.

Mayor Burnside requested looking into upgrading the Council Chamber sound system, projector, and telephone.

Finance Director Mel Preston-stated Council will see some increases in the new budget because the cost of benefits are increasing, noting that the retirement is going up to 10.75% and there will be an increase in the workers compensation. Preston indicated she would like to see more training money available. Preston stated the good news is that the consulting fees will drop considerably since Council now has a Finance Director on staff.

Engineer/Public Works Director Ron Long-stated he has ten different programs under the Public Works department, five of the programs are fully funded through the general fund. These include Public Works Administration, Storm Water Management, Maintenance, Parks & Recreation Administration and Community Programs. Two programs, the Heritage Pool and the Children's Recreational Program, are partially fund funded by the General Fund along with user fees and Yavapai-Apache Gaming funds. The Street Division is fully funded by the Highway Users Revenue Fund (HURF). The Adult Recreation programs are funded by the users and the Community Programs were not funded during the current fiscal year and will not be included in the 2012 budget.

Long stated he anticipated the operations budget will be maintained at the current level, with the exception of training, travel and fuel. During the current budget, the departments anticipate completing most of the CIP projects with a few that will need to be rolled over into the 2012 Budget year.

Councilor Baker questioned the new projects and asked if they would fit into the current budget or would there be an increase? Long stated the Finnie Flat project will have funds that are rolled over and the sidewalk projects on Finnie Flat are moving forward along with the ADOT Sidewalk project. Long noted the Holloman Street Project is funded by CDBG.

Councilor Elect Bruce George noted that the general public does not understand the different funds and perhaps staff could somehow get the word out that certain projects are funded by special funds. Long indicated that the HURF balance is close to one million dollars and those are funds that will be used to purchase the Industrial Drive property.

Councilor elect George questioned the funding of the Fort.

Manager Russ Martin-stated the Town is in negotiations with the State Park, and are negotiating down from the current $75,000.

Martin indicated that Council will be receiving copies of the revised Town Code, Policies and Procedures and need to be prepared to start into the CIP planning process as soon as the budget is adopted.

Mayor Burnside questioned Ron Long regarding the purchase of the Industrial Drive property for a street yard and use as an animal shelter. Long stated HURF funds will be used but it does not include the animal shelter.

Manger Martin stated that Matt Morris is present and will be leaving. Morris stated it had been a pleasure working with Council and advised that he is developing a brochure called "Budget at a Glance" that is a part of his school projects for his Master's Degree.

Mayor Burnside asked for clarification of the training budget. Manager Martin explained that each department will have department budgets for specific training related to their department and a line item in Human Resource for Educational Training.

6. Departmental priorities, projects, and capital improvements needs for FY 2011/12.

Manager Martin stated that most capital improvement projects are in the Public Works Department and requested that Council let staff know if they have any projects they would like to see move forward.

Martin stated they will be adding a revenue/expense line item for unanticipated revenues, such as grants. Mayor Burnside stated we needed to be aware of 'perception and transparency'. The newspaper reported that the Town plans ro run in a deficit for the next three years, so staff needs to be careful regarding the wording.

7. Council's guidance relative to strategic objectives, revenue adjustments, and special funding requests.

Manager Martin stated this is the time for Council to make suggestions and noted he attended meetings in Phoenix, and the state is continually adjusting their funds by tapping into urban revenue sharing, and as a result, things are shifting.

Council noted that the Town supported the 1% State tax increase for the state, which are not shared with the communities, yet the state continues to take from shared revenues.

Mayor Burnside suggested taking monies from the roll over drainage project and the funds for Holloman Street and placing those funds into a savings account. Martin stated that he and Preston are reviewing different methods to handle money that will be more beneficial to the Town.

8. Adjournment

On a motion by Whatley, seconded by Garrison the meeting adjourned at 6:40 p.m.

Bob Burnside, Mayor

Virginia Jones, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the actions of the Mayor and Common Council of the Town of Camp Verde during the Staff Retreat/Special Session of the Town Council of Camp Verde, Arizona, held on the 30th day of March 2011. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 21st day of April, 2011.