

MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
FRIDAY, MAY 6, 2011
9:00 a.m.

1. **Call to Order**

Vice Mayor Kovacovich called the meeting to order at 9:00 a.m.

2. **Roll Call**

Vice Mayor Kovacovich, Councilors Baker, Garrison, German, Roulette, and Whatley, and Councilors-elect Alan Buchanan and Bruce George were present. Mayor Burnside and Councilor Garrison were absent. Councilor Roulette arrived at 9:07 a.m. and left at 11:15 a.m. Councilor-elect Buchanan left during the lunch break.

Also Present

Town Manager Russ Martin, Finance Director Melissa Preston, Public Works Director Ron Long, and Town Clerk Deborah Barber were present. Deborah Ranney, Lynda Moore, and Steve Burrows were also present. Mike Jenkins arrived at 9:06 a.m.

Recessed for lunch at 12:06 p.m. Called to order at 12:30 p.m.

3. **Pledge of Allegiance**

Councilor Baker led the pledge.

Martin explained that the Mayor was absent due to an emergency and would meet with the Manager at a later time. He explained that the budget had been developed with the Finance Director and Manager. He advised that there were no major differences. He asked Council not to ask staff why certain items have not been brought to them before. He explained that this is the first draft and that changes would be made before the final draft.

Martin directed attention to the General Fund budget and noted that we are spending what we take in. He advised that Public Work's planned capital expenditures this year that has an impact on the overall budget. He said that there would be between 2 and 2 ½ million dollars left in unrestricted funds. He said there was a significant amount withdrawn this year to payoff long-time employees, so a drop is reflected in this year's budget. Martin advised that on any given day, there is about 5 million dollars in the bank and that Council had visited investment opportunities. He explained that the Town could stretch the funds to cover 5 years, as opposed to 3 years. He advised that the capital expenditures be visited during the CIP update, as opposed to funding them before the public process, though it is important for Council to understand the needs of the department. He advised that he feels more comfortable with the way the finances are managed.

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2011/12 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units. Note: Any items not addressed at this meeting may be carried over to a subsequent meeting.**

Public Works Director Ron Long reviewed the budget for the following departments and the CIP budget:

a. **Public Works**

- ✓ Parks & Recreation
 - Pool
 - Children's Recreational Programs
 - Adult Recreational Programs
 - Senior Recreational Programs
 - Community Programs
- ✓ Public Works/Engineer

- ✓ Storm Water Management
- ✓ Maintenance
- ✓ HURF/Streets
- b. Community Development
 - ✓ Community Development
 - ✓ Building Department
 - ✓ Current Planning
 - ✓ Long Range Planning
 - ✓ Code Enforcement
 - ✓ Impact Fee Fund

Magistrate Cipriano reviewed the budget for the Court and answered various questions relative to the increase in citations and the need for additional officers.

- c. Municipal Court
- d. Magistrate Special Revenue Fund

Library Director Gerry Laurito reviewed the budget for the following departments:

- e. Library
 - ✓ Camp Verde Community Library
 - ✓ Children's Library
 - ✓ Library Building Fund

Town Clerk Deborah Barber reviewed the budget for the following departments, as well as the budgets for CDBG and HOME:

- f. Mayor and Council
- g. Town Clerk

Finance Director Melissa Preston reviewed the budget for the following department:

- h. Finance Department

Town Manager Martin reviewed the budget for the following departments and explained that he felt that the CIP budget expenditures should not occur before the public participation process:

- i. Legal Department
- j. Non-departmental
- k. Information Technology Services
- l. Town Manager

Marshal David R. Smith reviewed the budget for the following departments and the CIP budget:

- m. Marshal's Department
- n. Animal Control

The following departmental budgets were reviewed:

- o. Human Resources (Russ Martin)
- p. CIP Fund (Russ Martin, David R. Smith, Ron Long)
- q. Parks Fund (Ron Long)
- r. Yavapai-Apache Gaming Compact Fund **This item was not addressed.**
- s. Non-Federal Grants Fund **This item was not addressed.**
- t. Federal Grants **This item was not addressed.**
- u. CDBG Grants Fund
- v. 9-1-1 Fund (Marshal Smith)
- w. Housing Grant Fund (Deborah Barber)
- x. Donations Fund **This item was not addressed.**
- y. Debt Service Fund (Russ Martin)
- z. Contingency Fund (Russ Martin)

Martin summarized that staff costs were reduced in excess of \$200,000. He advised that he was considering closing the admin offices in the Public Works/Finance/Parks building so that their work would not be interrupted. He stated that his plan was to shift this public contact to the Clerk's Office. He further advised that he planned to relocate the Parks & Rec Supervisor would move to the former HR office from 12:00 to 6:00, thus eliminating interruptions for the Public Works Assistant. Martin explained that with the current financial situation that the Town cannot operationally keep the doors open, noting that this move will place an additional burden on the Clerk's Office. He said that it would be his goal to educate the public so that they understood the repercussions when they voted against a sales tax increase. He advised there is sufficient coverage in the Admin Offices with Carol Brown and Darby Martin added to the mix. He affirmed that the Clerk's Office and backup staff would not be doing the work for Parks & Recreation, but rather directing customers and advising of the hours.

Councilor-elect George noted that the town once had 70 employees and that due to the economy; there are now fewer employees who have taken on additional work. He advised that he noticed that the employees have stepped up. He said that he would like to propose a 3% COLA, with 2% now and another 1% later in the budget year. He said that he believed the Town could \$55,000, noting that the economists say that the economy is turning around and that the Town's sales tax had increased last month. Council members generally agreed with George. Martin agreed that the remaining employees deserved much more; however, he did not believe the Town was in a financial position to do that right now. He said that if we were going to put more money in, it would probably be better to replace staff, which would alleviate some of the stress on the over-burdened staff. Martin explained that staff is so thinned, that if the Town lost one more person, services would suffer greatly.

He closed with advising that he is working with former employee Matt Morris on an informational pamphlet for the public that will explain many of these issues.

5. **Review of the FY 2011/12 proposed fees for Town Services**

Council did not discuss this item.

6. **Adjournment**

On a motion by Whatley, seconded by Baker, the meeting was adjourned at 2:46 p.m.

Bob Kovacovich

Bob Kovacovich, Vice Mayor

Deborah Barber

Deborah Barber, MMC, 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 Work Session of the Town Council of Camp Verde, Arizona, held on May 6, 2011. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 26 day of May, 2011.

Deborah Barber

Deborah Barber, MMC, Town Clerk