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**MINUTES  
COUNCIL/STAFF RETREAT  
MAYOR and COMMON COUNCIL  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
Wednesday, February 24, 2010  
4:00 p.m.**

Minutes are a summary of the actions taken. They are not verbatim.  
Public input is placed after Council motions to facilitate future research.  
Public input, where appropriate, is heard prior to the motion

**1. Call to Order**

The meeting was called to order at 4:00 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, Garrison, Baker, Roulette and German were present.

**Also Present:** Town Manager Michael Scannell, Town Marshal Dave Smith, Acting Magistrate Harry Cipriano, Court Supervisor Jacque Daughety, Public Works Director Ron Long, Acting Community Development Director Mike Jenkins, Sr. Acct. Lisa Elliott, Librarian Jan Archull, Special Projects Administrator Matt Morris, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Kovacovich.

Discussion relative to, but not limited to following:

**4. FY 2010/11 Budget Overview**

Town Manager Scannell commented on the real challenge that lies ahead; an overview will include looking at where the Town has been and where it may be heading. Sr. Acct. Lisa Elliott gave a Power Point presentation, emphasizing the significant challenges arising from the serious decline in general fund revenues and increased demands on the system. Scannell, Public Works Director Ron Long and Mike Jenkins outlined steps that have been taken to mitigate expenses. Throughout all departments, vacant positions exist and are being held open, current employees are dealing with reductions, there is reduced spending and delayed capital expenditures. There is insufficient revenue coming in to the capital account to meet the needs for new equipment. Scannell and Elliott pointed out that the Town must consider where it is going and where to focus resources. Staff needs guidance to look into the future.

**5. The Budget Format**

There was only a brief reference to the budget format.

**6. Departmental priorities for FY 2010/11**

Input from the department heads in attendance included Marshal Smith's comment that they are just trying to keep their heads above water. Long said he had already outlined what his department is coping with during the budget overview. Acting Magistrate Cipriano said he was not prepared at this time to give a recommendation. Jenkins described steps his department has taken, including cross-training of personnel for better efficiency. Barber said her department has cut as much as possible, they are keeping close watch on costs, reusing paper, exercising extreme vigilance on ways to save money. Elliott said the Finance Department is struggling to perform daily operations, and that she even does work at home on her days off. Morris gave an update on the zoning rewrite that is of critical importance to the Town.

**7. Council's guidance relative to fees charged for facility and equipment rental. This item may include a thorough review of Resolution 2010-781, Adopting Fees for Town Services.**

Mayor Burnside commented on wanting to get the Handbook on events up and running, and reviewed the categories that he believes need to be further clarified, especially as to the bases

for charging or not charging fees, as well as the authority of the Town Clerk to waive fees. The Council discussed the areas in question, with Burnside suggesting changes or additions; Barber will incorporate the recommendations into the Handbook, to be presented to the Council next Wednesday for review and approval.

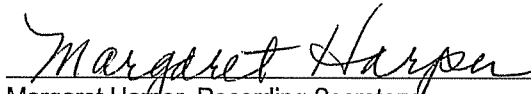
**8. Council's guidance relative to strategic objectives, revenue adjustments, and special funding requests.**

There was a general discussion, including suggestions, on options to consider; shutting down departments would be unthinkable. Scannell said that Camp Verde is the only entity in the Verde Valley that is staying at the 2 percent sales tax level; others are at 3 percent. The Council discussed in detail the possibility of increasing revenues by raising the taxes, including the general sales, accommodation tax and construction tax, and how the community might react to that. There was discussion on ways to cut expenses, such as a reduction in salaries and employee benefits, holiday pay, furloughs, hours per week, and how that could create an unacceptable level of service. There was also comment that there must be a general tightening of belts throughout the Town government, not putting all of the burden on the employees. It was agreed that no decision on the budget would be possible at this meeting; it would be premature and unfair without further serious consideration.

**9. Adjournment**

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 6:23 p.m.

  
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Bob Burnside, Mayor

  
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Margaret Harper, 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 Council/Staff Retreat of the Town Council of Camp Verde, Arizona, held on the 24<sup>th</sup> day of February 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 18 day of March, 2010.

  
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Debbie Barber, Town Clerk