



Town of Mammoth MINUTES OF A SPECIAL MEETING OF THE MAMMOTH TOWN COUNCIL HELD ON JUNE 28, 2016

Minutes of a Regular Meeting of the Mammoth Town Council held June 28, 2016 pursuant to the notice required by law.

1. Call to Order

Mayor Jones called the meeting to order at 4:00 p.m.

2. Pledge of Allegiance

3. Roll Call

Councilmembers Present

Vice-Mayor Wickham
Councilman Gallego
Councilwoman Medina
Councilman Sloan
Councilman Brewer
Councilman Bustamante (tardy 4:07)

Staff Present

Erica Garcia, Interim Town Clerk
Stephen Cooper, Attorney

Staff Absent

Mayor Jones

4. Call to Public

None

Councilman Sloan motioned to move item 7c to #5. A second was made by councilman Gallego. Motion passed.

5. Discussion and consideration of possible purchase of radio equipment for radio tower in the amount of \$16,447.50 dollars from Canyon State Wireless. Approval is subject reimbursement from Mammoth Fire District.

Handicapped individuals with special accessibility needs may contact the ADA Coordinator for the Town of Mammoth, at (520) 487-2331 (V/TDD)

Councilman Gallego made a motion to approve the expenditure and will be paid out from the new fiscal year budget. A second was made by Councilman Sloan. Motion passed.

Councilwoman Medina made a motion to move #5. Council Member Comments and #6 Mayor Comments to the end after the Budget. A second was made by Councilman Sloan. Motion passed.

6. New Business-Discussion and/or Action on the Following:

A. Presentation to Council Members of Tentative Fiscal Year 2016-2017 Budget for Town of Mammoth. Presentation by Pat Walker.

Pat Walker stated that The Town of Mammoth had major accomplishments this year. She stated that this year the Town will have an estimated surplus of 112,311.00 if everything comes out ok. She stated that fiscal year 2017 is in the black. Pat Walker stated that The Town of Mammoth only has a primary property tax, not a secondary property tax. Pat Walker stated that the Town of Mammoth has had a lost value of property Value. Pat Walker presented a slide presentation to show her analysis. Pat Walker stated that the Town of Mammoth is on the way to show that we are going into the right direction being in the back last year and this year. The Town of Mammoth is taking the right steps to correct things and could possible get funding. Pat Walker stated that because the Mayor stepped in as Town Manager and Public Works director and assumed a lot of responsibilities saved the town a lot of money. Pat Walker stated she suggest the best way to go is hire a CPA to keep the accounts up to speed and accounts ready for the auditors. Pat Walker stated that she gave credit to the Mayor, Erica, April and everybody for the hard work put into the town. She stated that the Mayor has done an unbelievable job as Mayor, Town Manager and Public Works Director. Pat Walker stated that the town needs to have all the old payments posted back to the correct year to show a better savings for the year because a lot of insurance for past year had been paid in current year.

Vice Mayor Wickham stated that it was a big eye opener to find out what was going on in the past. She stated that the desire is there to get out of debt.

Councilman Brewer stated that the tentative budget is a beautiful thing and he hopes they get it passed. He stated that last year Pat Walker gave them a 1st quarter budget to review at the presentation at the community center. He stated that he for himself would like to have quarterly spreadsheets.

Pat Walker stated that she has provided reports. She stated that she has given quarterly reports and monthly reports. She stated that she will no longer be accused of not providing information that she has provided to the council. She stated that she has a reputation to protect, she is well respected in the State of Arizona and she doesn't want to be accused of not providing something to the council.

Vice Mayor Wickham that there is miss communication. Like Councilman Brewer has stated he has said he hasn't gotten some of the things and She stated that she has asked Erica and Erica stated that

the Mayor might have it, but she didn't get it. She stated that one thing she would like to work on is having everyone receiving the information.

Interim Town Clerk then stated that everything she received they get it. Anything that Pat Walker has asked for the council to get the council has received.

Pat Walker then stated that she has asked that the council receive all the reports and she follows up to make sure all the council has received the reports. She then continued to say that she doesn't think it would be any of Erica's best interest to say she has sent out the reports to the council and she didn't. So hopefully the communication for the Town improves, but she has done everything she has been asked to do and she hoped the next person coming in will do the same.

Pat Walker shared all the accomplishments over the past 1 ½ years at Mammoth and things that need to be done. (See List)

Pat Walker stated that there is a lot to be done and she has a feeling and her professional ethics tell her that some council members are not happy with the job she has done and she thinks she has done a lot to help the Town of Mammoth, but if the Council feels that they can move on and get someone else to help them then that is exactly what they should do. She stated that she feels bad that she is leaving Erica with things that need to get done.

Councilman Brewer stated that he thinks they should go for the maximum allowed tax levy because he doesn't believe it will affect the low income or disabled because the County pays their taxes.

Vice Mayor Wickham stated that they need to inform the people that it won't affect those people. She stated that lots of people are now buying homes in Mammoth because the Casino will be near.

- B. Mayor and Town Council of the Town of Mammoth, Arizona, adopting the fiscal year 2016-2017 Tentative Budget in the amount of \$2,635,586.00 and setting the date, time and place for the public hearing of the property tax levy and final budget.

Councilwoman Medina motioned to adopt tentative Budget in the amount of \$2,635,586.00 and set Public Hearing for July 21, 2016. A Second was made by Councilman Sloan. Motion passed.

Vice Mayor Wickham asked Pat Walker if there was anything else she would like to take care of before going home.

Pat Walker stated poor Erica there is a lot of work that she will have to get the hearing out for the next two days. Pat Walker then stated she just wanted to publicly thank Erica, she's been a joy to work with. She stated that she sent out a letter to the council and she doesn't think they realize how much work is going on behind the scenes with Erica and how much she has dedicated to get things done here. She stated that everything she said in that letter; that you could ask anyone in the state of

Arizona that she doesn't put anything in writing or say anything that she doesn't believe in her heart. She stated that what council got was what she believes in.

Vice Mayor stated that she wanted to Thank Pat Walker for discovering stuff that the council wasn't aware of. She stated that she wanted to thank Erica and the office staff, because she knows there is a lot of work but like she mentioned there are a communication problem and a goal to work on.

7 Council Member Comments

Vice Mayor stated that she got the application for the residents to fix their homes. She stated that she will get someone to help residents fill it out because it's a 25 page application. Also, they are looking into the Veteran's cemetery. Councilman Brewer stated that he spoke with Daniel about scraping the cemetery. He stated that Daniel told him until the Manager let him know it was ok he would do it. Interim Town Clerk stated that Daniel had mentioned that there were more issues up there in regards to water lines in the area. Attorney Cooper stated that it would have to be looked into to further process.

Councilman Brewer asked the Attorney how many signatures are needed by the council members to have something put on the agenda. Attorney Cooper stated that he wasn't sure, but he would look into the policy.

8. Mayor/Vice Mayor Comments

Vice Mayor Wickham thanked everyone on the council, staff and stated that she believes we have a decent tentative budget and hopefully moving forward.

9. Adjourn

Councilman Bustamante motioned for adjournment. A second was made by Councilman Sloan.
Motion passed

The meeting adjourned at 5:46 p.m.

I certify that the preceding is a true and correct copy of the minutes of the Mammoth Town Council's Regular Meeting held on June 20, 2016. I further certify that the meeting was duly called and held.


Erica M. Garcia, Interim Town Clerk

Accomplishments over the past 1 ½ years at Mammoth:

- Recreated general ledger to understand Town's position for FY13, FY14 and FY15
- Fixed numerous entries in the general ledger that were coded wrong
- Developed a "balanced budget" for FY16 in conjunction with Council with an increase to sales tax from 3 to 4%
- Assisted the Mayor in negotiating the insurance payment down for assets that no longer belonged to the Town
- Negotiated extension and payment plan for Commercial liability & Workman's comp insurance with the Mayor by attending board meeting at League
- Negotiated a reduced payoff (\$17K to \$10K) of an old credit card balance no longer used.
- Responded to Auditor General's office's audit first time, second time worked hand in hand to make sure payback agreement was recognized and Town would not lose state shared revenues.
- Established \$500 payback to HURF fund from General Fund starting in July 2015.
- Hired someone who could complete quarterly and year end payroll reports at lower rate and keep Town legal on reporting to IRS.
- Recruited highly respected firm (Partner in fact) to get the general ledger in shape for audit by Colby Powell to do the FY13 audit and FY14 audit has begun. They are currently working on FY15 audit cleanup.
- Had oversight of one-time override election with Town for expenditure limitation. Worked hand in hand with Erica to accomplish it through Pinal County. It was a successful election
- Assisted in trying to get Pinal County Sheriff's office to contract
- Assisted Mayor in getting DPS to provide Interim Chief at no cost to the Town. The Mayor spearheaded getting the Pinal County Sheriff's office to be interim Chief at no cost when DPS contract was up in May.
- Produced numerous required reports for Auditor General's office
- Spent many hours working with Caselle fixing the financials in the Town's system with Erica.
- Produced quarterly financial reports for Council with discussions of projections for year end. Monthly reports were also provided from the Town's financial software system
- Worked with Mayor and Erica to get outstanding bills caught up. All outstanding bills are paid now. When I first came to Mammoth, there were checks written and held on to for months because they could not be paid. Those were voided and accounts have been brought up to date.
- Worked with CAG and the Arizona Department of Housing along with Mayor and Erica to allow them to pay for expenses for the water tank renovation and the Town not have to "upfront" the costs. Prepared letter to outline process and procedures that were agreed to with ADOH.
- Assisted the Mayor, Erica and April in limiting the expenditures in the budget. As you will see in tonight's presentation that was a major change for the Town. Primarily, this is a result of the Mayor stepping in as Town Manager, Public Works Director, Parks Director, Erica stepping up to perform the Town Clerk responsibilities as well as many of her own she already had, and April taking on more responsibilities.
- Meant with the Town of Hayden on a number of occasions to see if the Town could work out an intergovernmental agreement for Police services once Pinal County said they would not provide police services. This was to try to keep within the state expenditure limitation. Town of Hayden was very cooperative in trying to figure out an easy way to do this, but there were too many obstacles to overcome in a short period of time.

Things that need to be done:

- Public Hearing for Final Budget and Property Tax Levy. Adoption of final budget
- Postings on Budget required by state statute
- Adoption of final property tax levy
- Notification to Pinal County
- Moving forward with election and state statute requirements for Home Rule. Need to get moving or Town will miss deadlines.
- Reconciliation of grant funds, pending grants with ADOH and making sure documents are all in order according to agreement
- Continued cleanup of general ledger
- Reconciliations set up for utility billing
- ICMA contract should be updated
- Solution for Police Department
- Upcoming Council election requirements
- Monthly financial reports, quarterly financial reports
- Update fixed asset listings for insurance liability insurance
- Continued monitoring of spending to stay within budget and eventually pay back other funds borrowed from to balance budget
- Hiring of Town Manager with either Clerk experience or Finance experience. Hard to get both. Around \$75K has been put into the budget for FY17.
- Reconciliation of expenditures made in FY16 that really should be coded back to FY15. If not, that the town will face violation of the state expenditure limitation as the Pinal County Intergovernmental agreement did not go through. This would mean a monetary penalty to the Town and less funds to spend in FY17.
- Make sure all HURF expenditures are recorded in HURF and not GF to potentially bring down the Fund Balance owed.
- Rate study for Water and Wastewater