

**TENTATIVE BUDGET WORKSESSION MINUTES
DUNCAN COMMON COUNCIL
THURSDAY, JUNE 11, 2020 5:00 PM
DUNCAN TOWN HALL; 506 SE OLD WEST HIGHWAY**

CALL TO ORDER: MAYOR THURMAN CALLED THE MEETING TO ORDER AT 5:15 PM.

ROLL CALL: COUNCILMEMBER SUSAN RIOS, COUNCILMEMBER DEBORAH MENDELSON, COUNCILMEMBER JILL WEARNE, VICE-MAYOR VALERIE SMITH, MAYOR ANNE THURMAN AND TOWN MANAGER JOHN BASTEEN JR. ARE PRESENT. TOWN ATTORNEY JOHN GRIFFITH IS ABSENT. QUORUM PRESENT.

PLEDGE: LED BY MANAGER BASTEEN.

PRAYER: LED BY MAYOR THURMAN.

- 1. TENTATIVE BUDGET:** THE MANAGER SAID SOME OF THE CELLS GOT MESSED UP, SO THEY WILL FIX THOSE LATER. HE SAID SCHEDULE C IS THE ESTIMATED REVENUES. THE MANAGER SAID THERE IS A CUT IN URBAN REVENUE SHARING OF \$30,000. COUNCILMEMBER MENDELSON SAID SHE IS WORRIED THAT THE URBAN REVENUE SHARING MAY BE ADJUSTED DOWN AGAIN. STATE HEALTH OFFICIALS ARE SAYING THERE MAY BE ANOTHER SHUT DOWN, BUT STATE GOVERNMENT DOES NOT AGREE. SHE SAID SHE THINKS THERE IS A VERY GOOD CHANCE IT WILL CHANGE AGAIN FOR THE WORST. COUNCILMEMBER MENDELSON WANTED TO KNOW IF DUNCAN IS GETTING THE SAME AMOUNT AS SAFFORD. THE MANAGER SAID, NO IT IS BASED ON POPULATION. THE MAYOR SAID SAFFORD IS GETTING \$1.15 MILLION AND DUNCAN IS GETTING \$90,000, CLIFTON IS GETTING \$425,000 AND THE COUNTY \$574,000. THE MANAGER SAID HE UNDERSTOOD YOU CAN ONLY SPEND THE MONEY ON POLICE, FIRE OR AMBULANCE SERVICES. THE MANAGER SAID THEY ARE SAYING THEY HAVE TO GO OFF THE FEDERAL GUIDELINES AND THE FLEXIBILITY IS DUNCAN OWES THE COUNTY \$5,000 PER MONTH SO THEY COULD PAY THE COUNTY \$50,000 AND THE MONEY THEY WOULD HAVE SPENT ON THAT WOULD GO BACK TO THE GENERAL FUND TO SPEND IT ANYWAY THEY WANT, BUT HE HAS TO FIND OUT WHAT THEY CAN DO. HE SAID HE TALKED TO DEREK ABOUT PURCHASING A POLICE VEHICLE AND USING THAT AS LEVERAGE MAYBE FOR NEXT YEAR. THEIR CONTRACT STATES THAT THEY PROVIDE THEM WITH A POLICE VEHICLE EVERY THREE YEARS. VICE-MAYOR SMITH SAID IT HAS BEEN SIX YEARS. COUNCILMEMBER MENDELSON ASKED IF THE TOWN WILL HAVE MORE MONEY IN THE BUDGET THIS YEAR. THE MANAGER SAID IT WILL BE A WASH, BECAUSE THEY WOULD HAVE SPENT \$50,000. COUNCILMEMBER MENDELSON SAID THEY ARE LOSING \$30,000 BECAUSE OF THIS. THE MAYOR SAID THE SMART ACT IS THE NEXT ONE FROM THE FEDERAL GOVERNMENT. THE MAYOR SAID ANYTHING BASED ON POPULATION MEANS THE TOWN WILL NOT RECEIVE A LOT. THE MAYOR SAID PEOPLE NEED TO KNOW THE REASON WE ARE ONLY GETTING \$90,000 IS BECAUSE OF OUR POPULATION. THE MANAGER SAID 32% OF DUNCAN RESIDENTS HAVE FILLED OUT THE CENSUS. COUNCILMEMBER MENDELSON ASKED WHERE THEY ARE GETTING THE FIGURES ON HOW

MANY HAVE FILLED OUT THE CENSUS. THE MANAGER SAID AKOS HAS THOSE, BUT HE IS NOT AT WORK RIGHT NOW. COUNCILMEMBER MENDELSON SAID FMI IS STILL DOING VERY SMALL GRANTS OCCASIONALLY. SHE SAID MARTHA LUJAN WAS HIRED FOR EMILY'S POSITION, BUT THEY NEED TO LET HER GET UP TO SPEED FIRST.

THE MANAGER SAID THE **CITY SALES TAX** HE PUT AT \$195,000, BECAUSE THEY MIGHT WANT TO TRY TO RAISE IT.

HE SAID THEY COULD RAISE THEIR **PROPERTY TAXES**, BUT HE NEEDS TO FIND OUT HOW TO DO IT.

COUNCILMEMBER WEARNE WANTED TO KNOW WHY THE ESTIMATES WERE SO HIGH ON **BUSINESS, MOBILE HOME & BUILDING PERMITS** AND THE ACTUAL WAS ONLY \$1650. THE MANAGER SAID ORIGINALLY, THEY HAD IMPACT FEES, BUT THE STATE SAID THEY CAN NOT CHARGE THOSE. HE SAID IT WAS ALSO BACK WHEN A BUNCH OF HOUSES WERE GOING TO BE BUILT.

SHE ALSO WANTED TO KNOW WHAT **FRANCHISE FEES** ARE. THE CLERK SAID THOSE ARE FEES THAT THEY COLLECT FROM UTILITY COMPANIES.

THE MAYOR ASKED ABOUT THE **DOG IMPOUND FEES**. THE MANAGER SAID HE HAS PICKED UP IN THE LAST WEEK 5 DOGS, 6 FEMALE CATS, 2 MALE CATS AND 21 KITTENS. COUNCILMEMBER WEARNE WANTED TO KNOW IF PEOPLE ARE COMING TO CLAIM THEM. HE SAID NO, THERE IS A NO KILL SHELTER IN GLOBE NOW THAT WILL TAKE THE DOGS. THE MAYOR WANTED TO KNOW IF \$25 IS ENOUGH FOR IMPOUND FEES. HE SAID USUALLY PEOPLE DON'T COME IN AND PAY IT.

COUNCILMEMBER RIOS WANTED TO KNOW WHY THE ESTIMATED REVENUES GO UP YEAR AFTER YEAR, BUT ACTUAL REVENUES ALWAYS FALL SHORT AND THEY CONTINUE TO THINK THEY ARE GOING TO GET MORE NEXT YEAR, WHY IS THAT? THE MANAGER SAID IF THEY DO HAPPEN TO GET THAT THEY CAN SPEND IT, OTHERWISE HE WOULD HAVE TO WAIT UNTIL THE NEXT FISCAL YEAR TO SPEND IT. HE SAID THE TIME HE TRIED TO GET THE NUMBERS CLOSE, THEY WERE OVER BY ABOUT \$800 AND THE STATE CALLED HIM AND YELLED AT HIM.

THE MANAGER SAID ON THE **STATE SALES TAX, URBAN REVENUE SHARING AND AUTO LIEU TAXES** ALL THE FIGURES COME FROM THE STATE.

HE RAISED THE AMOUNT OF **THE REFUSE & TIPPING FEES** BECAUSE VISTA RECYCLING RAISED THEIR FEES. HE SAID ON THE LAST BILL THEY CHARGED THE TOWN \$17.50 A CAN, SO HE CALLED THEM AND THEY GAVE THE TOWN CREDIT, BUT THEY SAID IN JANUARY IT WILL GO UP TO \$17.50 PER CAN.

THE COUNCIL ASKED WHY THEY RECEIVED SO MUCH FOR THE **POOL**. THE MANAGER SAID IT IS BECAUSE A COMPANY THEY HIRED TO FIX THE POOL DIDN'T DO IT RIGHT, SO THEY SUED THEM AND GOT A JUDGEMENT. THEY WANT TO GO BACK TO COURT BECAUSE A LADY MARRIED TO ONE OF THE MEN WHO DID THE WORK HAS BEEN ON THE HOOK AND WITH A GARNISHMENT OF \$283 TWICE PER MONTH AND HE HAS LEFT HER. SHE WANTS IT TAKEN OUT OF HER NAME.

THE MANAGER SAID THE **RENTAL PROPERTY**, IF THEY WANT TO CHARGE RENT ON THE EMPTY PROPERTY THEY CAN RAISE IT. HE SHOWED THE COUNCIL LOTS THAT THE TOWN OWNS AROUND TOWN. COUNCILMEMBER WEARNE ASKED WHERE THE \$10,918 CAME FROM. THE MANAGER SAID THAT IS FROM RENTAL OF HEAVY EQUIPMENT. THEY TALKED ABOUT SOME BUILDINGS THE TOWN HAS THAT COULD BE RENTED OUT. COUNCILMEMBER MENDELSON SAID THEY NEED TO TALK ABOUT ALL OF THOSE PROPERTIES, SO THE TOWN COULD PICK UP SOME REVENUE. SHE ASKED THE COUNCIL TO STUDY THE PROPERTIES, SO THEY CAN HAVE DISCUSSION AT THE NEXT

MEETING. THE MANAGER WANTED TO RENT SOME OF THE PROPERTIES TO CONSTRUCTION WORKERS, BUT ATTORNEY WARD ADVISED THAT THE TOWN SHOULD NOT GET INTO THE RENTAL BUSINESS. HE SAID CLIFTON DOES IT. THE MAYOR SAID THERE ARE SOME OTHER TOWNS THAT RENT OUT PROPERTY ALSO. COUNCILMEMBER MENDELSON SAID THEY SHOULD ASK THEIR CURRENT ATTORNEY WHAT HE THINKS. MANAGER BASTEEN SAID THEY TALKED ABOUT RENTING THE LOTS TO CONSTRUCTION WORKERS IF THEY HAVE A PULL BEHIND TRAILER, BUT THEY TALKED ABOUT HAVING THE RV PARK OWNERS BEING UPSET WITH THE TOWN. VICE-MAYOR SMITH SAID THEY COULD CONTRACT WITH THE RV PARK OWNERS TO, BECAUSE THEY KNOW WHAT TO DO. SHE SAID IT WOULD HAVE TO BE DISCUSSED IN MORE DETAIL.

COUNCILMEMBER MENDELSON SAID SHE HAD A QUESTION ON THE TOWN HOUSE. SHE SAID IT IS COMMON KNOWLEDGE THAT HE HAS NOT BEEN LIVING THERE AND LEGALLY THEY CANNOT HAVE HIS FAMILY THERE IF HE IS NOT LIVING THERE. SHE WANTED TO RECOMMEND THAT THE TOWN CREATE A RENTAL AGREEMENT WITH LENDSEY FOR \$1 PER MONTH, BUT SHE ALSO HEARS FROM DUSTIE THAT NONE OF THE SINKS ARE WORKING AND SHE WANTS THE TOWN TO DO SOMETHING ABOUT THAT. SHE SAID THAT IS JUST TO GIVE HER SOME TIME SO SHE IS NOT DISPLACED AND IT CAN BE TIME LIMITED.

SHE WANTED TO KNOW WHAT CAN BE DONE ABOUT THE SINKS NOT WORKING. THE MANAGER SAID THEY NEED TO CUT THE CONCRETE, BECAUSE THE SEWER LINE RUNS UNDER THE FLOOR AND IT IS ALL CONCRETE. THEY WANT TO REDIRECT THE LINE TO THE BACK SO THEY CAN GET TO IT. HE SAID HE CAN'T FIGURE IT OUT BECAUSE THE TOILETS WORK AND THE SHOWERS WORK, HE SAID THE BATHROOM AND KITCHEN SINKS DON'T WORK. HE SAID IT SHOULD BE FIXED SOON. THEY ALREADY BUSTED OUT THE WALL, THEY NEED TO CUT THE CONCRETE OUT. HE SAID IT WILL TAKE A WHILE, BECAUSE THEY DON'T HAVE HELP NOW. HE SAID THEY ARE WORKING THE BEST THEY CAN TO GET EVERYTHING DONE.

THE MANAGER SAID HE HEARD FROM THE **AIRFORCE** AND HE NEEDS TO SEND THEM A CONTRACT. A GENTLEMAN CAME A FEW YEARS AGO AND HE WANTS TO MOVE ALL THE PLANES TO ONE LOCATION. HE SAID HE IS PART OF "THE FRIENDS OF THE SUPER SABOR" AND HE COMES UP PERIODICALLY AND WANTS TO MOVE IT. COUNCILMEMBER MENDELSON WANTED TO KNOW IF HE IS SHORT ON HELP BECAUSE OF THE INMATES. HE SAID YES AND ONE EMPLOYEE TOOK OFF. COUNCILMEMBER MENDELSON WANTED TO KNOW WHY HE COULD NOT REPLACE HER. HE SAID THEY DO NOT KNOW WHAT WILL HAPPEN WITH THE STATE, THEY HAVE ALREADY CUT \$30,000. COUNCILMEMBER MENDELSON SAID SHE THOUGHT THEY DETERMINED THEY WOULD GET FEDERAL FUNDS THAT WILL OFFSET THAT. HE SAID THAT IS NOT THE ISSUE, BECAUSE JODI WAS DOING WEEDS NOT SEWER OR WATER. HE SAID THEY HAVE TALKED ABOUT HIRING SOMEBODY LIKE THAT, BECAUSE THE OTHER GIRL IS OUT CUTTING WEEDS EVERY DAY. MAYOR THURMAN ASKED HIM WHAT HE HAS HEARD ON INMATES. HE SAID THEY WILL FIND OUT ON THE 15TH. COUNCILMEMBER MENDELSON SAID THEY JUST ANNOUNCED THAT THEY HAVE A SICK PERSON IN THE STATE PRISON.

COUNCILMEMBER RIOS SAID SHE WANTED TO GO BACK TO THE **TOWN HOUSE**. SHE SAID THE HOUSE SHOULD BE IN LIVABLE, UP TO CODE SHAPE IF THEY ARE GOING TO RENT TO SOMEONE. SHE SAID SHE WOULD NOT RENT ANYTHING TO ANYONE THAT WAS NOT UP TO CODE. SHE SAID IF THERE ARE ISSUES IT COULD CAUSE MOLD OR OTHER HEALTH ISSUES AND SHE WOULD NOT WANT THEM IN THERE. VICE-MAYOR SMITH SAID THIS SHOULD HAVE BEEN A PRIORITY TO GET THIS FIXED. COUNCILMEMBER RIOS SAID IF YOU ARE GOING TO CHANGE THE AGREEMENT FROM

YOU ARE AN EMPLOYEE WHO CAN LIVE THERE TO SOMEONE YOU ARE GOING TO RENT TO, THE LIABILITY BECOMES A LOT GREATER.

COUNCILMEMBER MENDELSON WANTED TO KNOW IF THERE IS BLACK MOLD IN THE HOUSE. THE MANAGER SAID NO, THERE ARE NO LEAKS. SHE SAID SHE HEARD FROM DUSTIE THERE IS BLACK MOLD IN THE HOUSE. HE SAID THEY HAVE BEEN PULLING IT OUT.

COUNCILMEMBER MENDELSON WANTED TO KNOW IF IT NEEDS TO GO ON THE AGENDA. THE MANAGER SAID NO, THEY ARE ALREADY WORKING ON IT.

THE MANAGER SAID BACK TO **GARBAGE PICKUP**, HE WILL CANCEL 2- 300 GALLON TRASH CANS AND ASK FOR 3 – 2 YARD DUMPSTERS AND THEY WILL SAVE MONEY THERE. HE SAID HE THINKS THEY WILL HAVE TO TAKE A DUMPSTER AWAY, BECAUSE THE LAST BILL FROM VISTA WAS \$7,000. THE MAYOR WANTED TO KNOW HOW MANY THEY GET A MONTH. THE MANAGER SAID TWO, BUT THEY USUALLY HAVE THEM DUMPED TWO OR THREE TIMES A MONTH. THEY TALKED ABOUT DUMPSTERS AND HOW TO REGULATE USE. THE MANAGER SAID THERE IS ANOTHER MAN WHOSE SERVICES ARE LOWER THAN VISTA. COUNCILMEMBER MENDELSON WANTED TO KNOW WHERE THIS GUY IS BASED. THE MANAGER SAID HE HASN'T GIVEN HIM THE INFORMATION YET. SHE WANTED TO KNOW IF HE HAS THE SAME EQUIPMENT VISTA DOES. THE MANAGER SAID HE HAS THE TRUCKS AND THE ROLL-OFFS. HE SAID HE DOES NOT THINK HE HAS BINS, BUT HE IS SUPPOSED TO GET HIM A BID.

THE MANAGER SAID HE ALREADY HAS CONTACTED SERENERGY TO BRING **FUEL TANKS** IN. HE SAID FOR SOME REASON THEY CANNOT BEAT THE PRICES FOR GAS. THEIR PRICE IS \$2.29 PER GALLON AND THEY ARE BUYING IT AT LOCAL GAS STATIONS FOR \$2.05 PER GALLON. THE ONLY THING THEY CAN THINK OF IS THEY BOUGHT SO MUCH WHEN IT WAS LOW. THE GAS STATIONS ARE SELLING DIESEL AT \$2.73 PER GALLON. HE SAID SENERGY CAN GET CLEAR DIESEL FOR \$1.99 PER GALLON AND RED DYE DIESEL FOR \$1.89 PER GALLON. HE SAID ANYTHING YOU DRIVE OFF ROAD CAN USE RED DYE DIESEL. COUNCILMEMBER MENDELSON WANTED TO MAKE SURE THOSE ARE LOCKED UP. THE MANAGER SAID YES.

THE MANAGER SAID UNDER MISCELLANEOUS THE **FAX, COPIES AND NOTARY** HE LOWERED BY \$250.

THE **INSURANCE DIVIDEND** THAT IS FROM SOUTHWEST RISK AND THEY MOSTLY OFFSET THAT BY USING IT FOR A BILL THAT THE TOWN OWES TO THEM.

HE SAID ON THE **UNEXPECTED REVENUES** HE USUALLY PUTS \$150,000 ON THE BUDGET, BUT WITH ALL THE UNEXPECTED REVENUES HE ASKED THE COUNCIL WHAT THEY WANTED HIM TO PUT THERE, THEY HAVE THE SMART ACT COMING UP. THE MAYOR WANTED TO KNOW IF THEY WANT TO KEEP IT THE SAME. VICE-MAYOR SMITH SAID ON THE SMART ACT THEY ARE TALKING ABOUT \$3 TRILLION AND THE AZCARES FUND WAS ONLY ABOUT \$1 TRILLION. THE COUNCIL DECIDED TO PUT \$2 MILLION ON THE UNEXPECTED REVENUES.

THE MANAGER SAID THE **HIGHWAY USER REVENUE FUND** IS FROM THE STATE AND THEY ARE PROJECTING \$87,151.

THE **AZCARES FUND** IS SET AT \$90,468.

THE MANAGER SAID **CDBG 2016/17** IS COMPLETED, SO THAT WILL GO AWAY. **CDBG 2020/21** IS THE ONE THEY ARE WORKING ON NOW.

THE MANAGER SAID HE HAS NEVER APPLIED FOR THE **WIFA GRANT**, BUT WITH ADEQ COMING AROUND SAYING THEY NEED TO CHANGE THINGS IT WOULD BE GOOD TO LEAVE IT ON. HE SAID

THEY TALKED ABOUT APPLYING FOR THE **USDA GRANT** TO OFFSET THE MONEY USED TO PURCHASE EQUIPMENT AND HE HAS THAT SET AT \$2,200,000.

HE SAID HE ADDED THE **COLONIAS GRANT** TO THE LIST FOR \$2,200,000. HE SAID BASICALLY ALL THE GRANTS ARE A WASH.

UNDER PERMANENT FUNDS, ON THE **FOURTH OF JULY FUND** HE DID NOT PUT ANYTHING, HE IS HOPING THE MERCHANTS ASSOCIATION WILL GET GOING ON THEIR FUND RAISING. COUNCILMEMBER MENDELSON SAID SHE THINKS IT WOULD BE WISE TO PLAN TO COVER THE FIREWORKS. HE SAID HE WILL PUT \$6,000 FOR FIREWORKS.

ON THE **SMALL TOWN CHRISTMAS**, HE IS HOPING THE MERCHANTS WILL TAKE THIS OVER. HE SAID HE WILL PUT \$2500 ON IT.

ON THE **ANNUAL CAR SHOW**, HE WILL LEAVE THAT AT \$600.

SCHEDULE E IS FOR EXPENDITURES. ON **ANIMAL CONTROL**, HE DECREASED IT BY \$500.

THE **CEMETERY**, NOT MUCH WAS SPENT ON THE CEMETERY, BUT THEY HAVE A BUNCH OF LEAKS AND THEY WANT TO PUT IN A NEW LINE, BECAUSE SOME LINES ARE BAD. COUNCILMEMBER WEARNE ASKED IF THERE WAS ELECTRIC AND NO WATER AT THE CEMETERY. HE SAID THEY HAVE WATER THERE AND IT IS FREE TO EVERYONE. HE SAID THEY HAVE REPORTS THAT SOMEONE IS WASHING THEIR CAR UP THERE. COUNCILMEMBER MENDELSON WANTED TO KNOW WHAT HE WILL DO ABOUT THAT. HE SAID HE WILL HAVE TO MONITOR IT.

COUNCILMEMBER MENDELSON WANTED TO KNOW IF ANYONE ELSE HAS COMPLAINED ABOUT THE WATER DISTRIBUTION BESIDES PETRA MUNGUJA. HE SAID THERE HAVE BEEN SOME COMPLAINTS. HE SAID THE CEMETERY IS A MESS. THEY TALKED ABOUT CHARGING A CONVENIENCE FEE. COUNCILMEMBER WEARNE SAID THEY ARE NOT CHARGING ENOUGH FOR PLOTS. THE MANAGER AGREED. COUNCILMEMBER MENDELSON ASKED IF THEY CAN GET A COPY OF SAFFORD'S CEMETERY POLICY. THE MANAGER SAID HE WILL RAISE THE CEMETERY AMOUNT.

THE MANAGER SAID HE THINKS HE WILL RAISE THE **FINANCIAL ADMINISTRATION** AMOUNT SO THAT THE EMPLOYEES CAN GET A \$.75 RAISE. THE CLERK SAID HE IS THE ONLY ONE OF THE EMPLOYEES WHO GETS PAID OUT OF THERE.

THE **MAYOR AND COUNCIL**, HE HAS SET AT \$12,000. THE MAYOR WANTED TO KNOW WHY. THE MANAGER SAID THEY TALKED ABOUT INCREASING THE COUNCIL PAY. THE CLERK SAID THE LEAGUE CONFERENCE IS TAKEN OUT OF THAT FUND. THE MANAGER SAID HE WILL LEAVE THAT AT \$15,000.

THE MANAGER SAID **PUBLIC WORKS/ROADS & STREETS** WENT UP A LITTLE.

SANITATION REFUSE TRASH IS VISTA RECYCLING AND THAT IS WHY IT IS SO HIGH, HE SAID HE WILL TRY TO OFFSET THOSE COSTS.

THE **SWIMMING POOL** HAS BEEN SET AT \$15,000 FOR START UP COST FOR NEXT YEAR, BUT HE HAS LOWERED IT.

THE MANAGER SAID THE **POLICE PROTECTION** HAS \$60,000 LISTED RIGHT NOW, BUT HE NEEDS TO ADD THE \$90,468. HE WILL CHECK TO SEE IF THEY CAN USE IT SOMEWHERE ELSE FIRST. COUNCILMEMBER MENDELSON ASKED IF IT WOULD NOT JUST BE \$90,468. HE SAID SHE IS RIGHT.

THE **TOWN CLERK** HE LOWERED IT TO \$95,000.

HE SAID HE LOWERED THE **SENIOR CENTER** TO \$6,000.

THE MANAGER SAID HE LOWERED THE **TOWN HOUSE**, IT WAS IN THE BUDGET LAST YEAR TO FIX THE TOWN HOUSE, BUT THEY NEVER GOT TO IT. COUNCILMEMBER MENDELSON ASKED THE MANAGER WHO PAYS THE UTILITIES FOR THE TOWN HOUSE. THE MANAGER SAID HE NEEDS TO PAY THOSE. SHE ASK HIM IF HE IS IN ARREARS. HE SAID YES. SHE WANTED TO KNOW IF THAT WILL BECOME LENDSEY'S RESPONSIBILITY WHEN SHE MAKES AN AGREEMENT WITH THE TOWN. HE SAID YES, OR HIS.

HE SAID HE LOWERED THE **OFFICE COMPLEX** TO HALF.

HE ASKED THE CLERK WHAT THE **PRINT SHOP** IS. THE **BAKERY** IS THE SAME PLACE SHE SAID. THE MANAGER SAID THE ROOF NEEDS TO BE FIXED. COUNCILMEMBER MENDELSON SAID THEY NEED TO BUDGET FOR THAT, SO IT DOES NOT GET ROTTEN. THE MANAGER SAID HE WILL INCREASE THE **BAKERY** TO \$8500 AND THE **POOL HALL** TO \$25,000. COUNCILMEMBER WEARNE SAID AT SOME POINT WE HAVE TO STOP SPENDING, BECAUSE AT SOME TIME THEY WILL HAVE NO BACKUP. COUNCILMEMBER MENDELSON SAID THAT IS WHY THEY ARE TALKING ABOUT RENTAL PROPERTY.

ON THE **TOWN EQUIPMENT DEPRECIATION**, THE MANAGER SAID HE IS TRYING TO FIGURE THAT OUT.

THE MAYOR WANTED TO KNOW IF **VETERANS AND CENTENNIAL PARK** IS FOR UTILITIES, ETC. THE MANAGER SAID YES. COUNCILMEMBER WEARNE SAID SHE HAD TO RUN INTO THE WOMENS BATHROOM AND IT IS BAD. THE MANAGER SAID THE PIPE IN THE BACK BROKE IN TWO DIFFERENT PLACES, SO THERE IS NO WATER, BUT PEOPLE DON'T CARE. COUNCILMEMBER WEARNE SAID YES, LOCK THE DOORS AND PUT AN OUT OF SERVICE SIGN ON THE DOORS. SHE SAID THE PARKS ARE EXPENSIVE, BUT SHE SAID YOU HAVE TO MAINTAIN THEM AND MOW THEM. SHE SAID THEY DON'T RENT THE PARK, THEY JUST RESERVE THE PARK. HE SAID THEY NEED TO TALK ABOUT THE ELECTRICITY. THE MAYOR SAID IF SOMEONE IS GOING TO RESERVE THE PARK, THEY NEED TO BE CHARGED A FEE. MANAGER BASTEEN SAID THE FUSE BOXES AT VETERANS PARK HAVE BEEN DESTROYED, BECAUSE THE LIGHTS GO OFF AT A CERTAIN TIME AND THEY WANT THEM ON SO THEY BREAK THE BOXES. HE SAID THEY HAVE KICKED IN THE DOOR TO THE BATHROOM OR WENT ON THE ROOF AND BROKE THE SKYLIGHT TO BREAK IN. COUNCILMEMBER MENDELSON SAID SHE THINKS THEY NEED TO INSTALL SECURITY CAMERAS.

THE MANAGER SAID THE **LIBRARY** EXPENDITURE WENT DOWN, BUT THEY STILL PAY THE INSURANCE.

THE **FIRE DEPARTMENT** WOULD HAVE BEEN NO CHARGE, EXCEPT FOR THE FIRE AT HUNTER ESTATES.

THE MANAGER SAID HE NEEDS TO GET WITH THE COUNTY MANAGER TO SEE IF THEY COULD USE THE LOCAL JUDGE FOR **MAGISTRATE COURT**. VICE-MAYOR SMITH SAID SHE THINKS THEY NEED TO MEET WITH THE COUNTY AND SEE IF THEY COULD PAY A CERTAIN PERCENTAGE FOR SERVICES. MANAGER BASTEEN SAID EVERYTHING HAS TO BE KEPT SEPARATE FROM THE TOWN. HE SAID THEY MAY BE ABLE TO USE THEIR PUBLIC DEFENDERS, IF NOT THEY HAVE TO COME UP WITH THEIR OWN. COUNCILMEMBER MENDELSON WANTED TO KNOW IF THEY ARE COLLECTING FEES ON THESE CASES. THE MAYOR SAID THEY REALLY NEED TO ENFORCE THE ORDINANCES, SO THEY CAN ATTACH FEES TO VIOLATIONS. SHE SAID THEY COULD GET YARDS CLEANED UP AND DOGS WILL NOT BE RUNNING AROUND WITHOUT LEASES. VICE-MAYOR SMITH SAID IF THE COUNTY WANTS US TO PAY, THEY WOULD BE WISE TO NEGOTIATE FROM A FLAT FEE TO A PERCENTAGE. COUNCILMEMBER MENDELSON SAID THEY SHOULD PUT SOMETHING IN THE BUDGET SO THEY

ARE ABLE TO MOVE AHEAD ON THIS. THE MANAGER SAID THEY WILL HAVE TO HIRE SOMEONE OR CUT ISABEL'S TIME TO SPEND TWO HOURS IN THE COURT RECORDS. HE SAID YOU HAVE TO HAVE EVERYTHING SEPARATE AND YOU HAVE TO RENT THE COMPUTER, THE FAX, THE COPY MACHINE, ETC FROM THE STATE. THE MAYOR ASKED IF THEY CAN USE THE AREA WHERE THE SHERIFF RENTED. VICE-MAYOR SMITH SAID THERE WAS A SEPARATION OF DUTIES AT THE BANK, BUT WITH ONLY ONE PERSON, SO THEY CLOCKED OUT AND CLOCKED IN. THE MANAGER SAID THEY COULD HIRE SOMEONE FOR 4 HOURS. COUNCILMEMBER MENDELSON SAID SHE THINKS THEY SHOULD BUDGET IT AND IT WILL MAKE A BIG IMPRESSION ON THE PUBLIC WHEN THEY LET THE WORD OUT. THE MANAGER SAID HE DOES NOT KNOW WHAT TO BUDGET YET. THE CLERK ASKED IF THE JUDGE IS BEING USED, CAN THEY USE THEIR SECRETARY. THE MANAGER SAID AS LONG AS THEY DON'T MIX THE MONEY. HE SAID IT DEPENDS ON WHAT THE COUNTY MANAGER SAYS ALSO. MANAGER BASTEEN SAID CLIFTON LOSES MONEY.

VICE-MAYOR SMITH SAID THE PEOPLE WILL ALSO TALK AROUND HERE IF THEY GET A FINE AND SPREAD THE WORD. HE SAID HE WILL TALK WITH THE COUNTY MANAGER AND GET AN IDEA ON WHAT KIND OF FIGURE TO PUT IN THERE.

THE **HIGHWAY USER FUND** IS A WASH.

ON THE **WATER BOND PRINCIPAL AND INTEREST**, THEY PAID \$32,000 THIS YEAR AND IT IS SUPPOSED TO GO UP EVERY YEAR, SO HE SET IT AT \$35,000.

THE MANAGER SAID THE FIRST TWO **CDBG'S** WILL BE NONE.

THE **CDBG FOR 2020/21** IS WHAT IS LEFT OVER THAT THEY NEED TO SPEND.

HE SAID ALL THE **GRANTS** WILL BE A WASH.

HE TOLD THE CLERK THE **COLONIAS GRANT** NEEDS TO BE ADDED TO EXPENSES.

THE **UNEXPECTED EXPENSES** NEED TO BE ADDED AS WELL TO EXPENSES.

THE MANAGER SAID HE LEFT THE \$6,300 FOR FIREWORKS ON THE **4TH OF JULY FUND**.

SMALL TOWN CHRISTMAS WAS LOWERED TO \$2,000.

THE MANAGER SAID HE CUT THE **DONATIONS TO ORGANIZATIONS** TO \$5,000. HE LEFT \$5,000 IN CASE THE MERCHANTS ASSOCIATION DOES GET FORMED, THEY HAVE TO DO THE DONATION ON WHAT THEY COLLECTED. THE MAYOR ASKED, AS OF RIGHT NOW THEY ARE NOT DONATING, RIGHT? THE MANAGER SAID NO, THEY ASKED HIM IF THE TOWN COULD DONATE TO THE 4TH OF JULY AND HE SAID NO, THEY ARE DOING THE PARADE AND FIREWORKS AND THAT IS IT. VICE-MAYOR SMITH SAID THAT IS A DONATION.

HE SAID THE **CAR SHOW** THEY USUALLY GET THE MONEY BACK AND THEY JUST DO T-SHIRTS, BUT HE LEFT THAT AT \$1,000.

THE MANAGER SAID THE **LABORATORY** NEEDS TO BE LOWERED TO \$20,000, HE DOES HAVE TO PURCHASE SOME EQUIPMENT TO HELP LOWER THE COSTS. HE SAID ADHS WAS OK WITH THE WATER BATH, BUT ADEQ SAID THEY ARE NOT DOING THE RIGHT WATER BATH AND THEY MADE HIM DO A CONTRACT WITH TURNER LABORATORIES FOR ONE YEAR. THE MAYOR SAID TURNER TEST THE SAME WAY THE DUNCAN LAB DOES. THEY ALSO SAID THEY WILL HAVE TO HAVE CALIBRATION DONE TO THE GUN THAT HE BUYS OVER THE COUNTER, SO HE WILL HAVE TO BUY A GUN ONCE A YEAR. THE MAYOR SAID THEY SHOULD LOOK FOR A CALIBRATION CERTIFICATE. THE MANAGER SAID THERE ARE SOME THINGS THEY NEED TO LOOK INTO TO TRY TO SAVE MONEY: **FUEL, TRASH SERVICE, WATER TRANSMISSION FEE** FOR THOSE WHO USE TOWN WATER, BUT DON'T WANT TO BE A PART OF THE TOWN, **OPERATOR FEE** WHICH IS \$100 RIGHT NOW, AND HE SAID HE WILL CHANGE THE **TRIP FEES** TO NATIONAL RATES.

COUNCILMEMBER WEARNE SAID ONE OF THEIR BIGGEST EXPENSES IS KEEPING THE WATER FLOWING. SHE ASKED WHAT THEY BRING IN FOR REVENUE. THE MANAGER SAID THEY HAVE BROUGHT IN \$136,000 ON **WATER OPERATIONS**. HE SAID THAT IS WHY THE AUDITORS SAY THEY ARE SPENDING MORE MONEY THAN THEY ARE BRINGING IN. HE SAID IT DEPENDS ON WHAT THEY DO THAT YEAR. HE SAID THERE IS FMI MONEY OUT THERE THAT MAY HAVE BEEN CLOSED THAT NEEDS TO BE TRANSFERRED.

VICE-MAYOR SMITH SAID SHE SAW THAT HE HAD \$50,000 ON **LAB REVENUE**, BUT SHE IS WONDERING IF HE SHOULD INCREASE THAT MORE. THE MAYOR WANTED TO KNOW HOW MUCH THEY ARE BEING CHARGED. HE SAID THEY PAY \$500 FOR THE OPERATOR FEE. HE SAID HE IS THE OPERATOR FOR VERDE LEE AND LOMA LINDA, ETC. AND HE HAS TO DO ALL OF THEIR PAPERWORK.

COUNCILMEMBER MENDELSON WANTED TO KNOW HOW THE TOWN OF DUNCAN IS A PART OF THAT. THE VICE-MAYOR SAID HE IS THE ONLY LICENSED PERSON TO DO THAT. COUNCILMEMBER MENDELSON ASKED IF IT ALL RUNS THROUGH THE TOWN OF DUNCAN. THE MANAGER SAID THE TOWN OF DUNCAN PAYS FOR HIS SCHOOLING, SO IN RETURN IT BASICALLY GOES BACK INTO THE TOWN. COUNCILMEMBER MENDELSON WANTED TO KNOW IF THEY PAY FOR EACH VISIT. THE MANAGER SAID THEY PAY BY THE MONTH. HE SAID HE ONLY HAS TO GO TO EACH PLACE ONCE A MONTH, BECAUSE THAT IS THE WAY THE STATE HAS IT SET UP. COUNCILMEMBER MENDELSON WANTED TO KNOW IF THAT COVERS HIS GAS TO GO TO EACH SITE. HE SAID NO. THE MAYOR SAID THE \$300 WILL.

IN JULY HE HAS TO DO THE CONSUMER CONFIDENCE REPORT FOR ALL THE SYSTEMS. VICE-MAYOR SMITH WANTED TO KNOW IF SOMEONE ELSE COULD FILL OUT THE PAPERWORK. SHE WANTED TO KNOW IF THEY COULD GET SOMEONE FROM THE COLLEGE. HE SAID THEY CAN LOOK AT IT, BUT THE ONLY THING IS HE IS STILL SETTING DOWN TRAINING THEM, BECAUSE ON THE CCR'S YOU ARE TAKING TOTALS THROUGHOUT THE YEAR, AND THE NEXT FORM IS THE WAIVER FORM, NEXT YOU HAVE TO EXPLAIN HOW YOU DISTRIBUTED ALL THE MATERIAL, SO EACH YEAR HE WOULD HAVE TO TRAIN SOMEONE NEW. THE MAYOR WANTED TO KNOW IF THERE WAS AN INTERN THAT WANTED TO DO ADMINISTRATION AND HAVE THEM DO THE FRONT DESK. COUNCILMEMBER MENDELSON SAID THERE IS CASH INVOLVED. THE MAYOR SAID THEY HAVE HAD HIGH SCHOOL STUDENTS WORKING IN HERE IN THE SUMMER. HE SAID IF THEY HAD THE SAME PERSON EVERY YEAR, THEN IT SHOULD WORK.

HE SAID IN AUGUST HE HAS TO FILL OUT COPPER AND LEAD PAPERWORK. HE SAID THERE IS A LOT OF PAPERWORK, BUT THE OPERATOR BEFORE HIM CHARGED \$800 A MONTH AND HE ONLY CHARGES \$100. HE SAID THEY DON'T CHARGE EXTRA FOR TESTING FROM TURNER LABS. AT THE END OF THE MONTH ISABEL SENDS IN ALL THE PAPERWORK FOR THAT. THE MANAGER SAID SHE GETS GAS. COUNCILMEMBER RIOS SAID THEY NEED TO COVER HER VEHICLE WEAR AND TEAR. HE SAID SOME OF THE TIME, SHE LIKES TO USE HER OWN CAR. COUNCILMEMBER RIOS SAID IF SOMEONE IS USING THEIR PERSONAL CAR, WHERE IS THE LIABILITY. VICE-MAYOR SMITH SAID SHE USED TO USE HER CAR FOR BANK TRIPS AND GET MILEAGE FOR USING HER CAR.

THE MAYOR SAID WHEN THE MANAGER PASSES THE WASTEWATER TEST, HE WILL BE THE OPERATOR. COUNCILMEMBER MENDELSON ASKED IF HE NEEDS TO TAKE A TEST. HE SAID HE WAS SIGNED UP, BUT IT WAS CANCELED BECAUSE OF THE CORONAVIRUS.

THE MANAGER SAID THERE ARE SOME COMMERCIAL BUILDINGS THAT THEY CAN RENT OUT, THE BAKERY, THE POOL HALL, AND THE OUTPOST.

2. **ADJOURNMENT: AT 8:15 PM, COUNCILMEMBER DEBORAH MENDELSON MADE A MOTION TO ADJOURN. VICE-MAYOR VALERIE SMITH SECONDED. ALL FAVORED. MOTION CARRIED.**

CERTIFICATION:

I HEREBY CERTIFY THAT THE FOREGOING MINUTES ARE A TRUE AND CORRECT COPY OF THE TENTATIVE BUDGET WORKSESSION MINUTES OF THE DUNCAN TOWN COUNCIL HELD ON THE 11TH DAY OF JUNE, 2020. I FURTHER CERTIFY THAT THE MEETING WAS DULY CALLED AND HELD AND THAT A QUORUM WAS PRESENT.

DATED THIS 16TH DAY OF JUNE, 2020.

CYNTHIA NICHOLS, TOWN CLERK