

**DRAFT MINUTES  
WORK SESSION  
MAYOR and COMMON COUNCIL  
of the TOWN OF CAMP VERDE  
COUNCIL CHAMBERS - 473 S. Main Street, # 106  
MONDAY, MAY 7, 2012  
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**

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

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, and Councilors George, German, and Jones were present. Baker arrived at 4:05 p.m. and Whatley at 4:09 p.m.

**Also Present:**

Manager Russ Martin, Finance Director Mike Showers, Community Development Director Mike Jenkins, and Town Clerk Deborah Barber were present. Marshal Nancy Gardner, Assistant to the Manager Carol Brown, and Public Works Director Ron Long joined the meeting to discuss their respective budgets. Parks Recreation Supervisor Lynda Moore, Admin Assistant Deborah Ranney, Street Supervisor/Project Manager Steve Burrows, and Maintenance Supervisor Mike Dumas also attended.

**3. Pledge of Allegiance**

Mike Jenkins led the pledge.

**4. Discussion, consideration, and possible direction to staff relative to the Draft FY 2012/13 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.**

Burnside explained that Community Development & the Marshal was carried over from the 4/30 meeting.

**a. Community Development (CD); Building, Planning, CD**

Jenkins explained that the CD was the 'umbrella' for several divisions, including planning, long-range planning, building, code enforcement, etc. He advised that the requested increases were operational. He then reviewed Current Planning.

In answer to Kovacovich's question as to why equipment rental dropped dramatically, Jenkins explained that the copier lease was now split between the different divisions.

Jenkins covered Long-Range Planning, noting that the increase was due to the planned General Plan update. He advised that staff planned to do the update without the use of consultants, yet the funds were increased to allow for clerical support for projects such as the General Plan hearings, minutes, documents, etc. He proposed that the resource be shared with the Town Clerk.

Jenkins covered Code Enforcement, noting that a full-time staff was requested. Whatley referring to a newspaper article asked if Jenkins felt that the economy is turning around. Jenkins advised that he has spoken with permittees and found that 40-50% have indicated that they are building now because there is a moratorium on impact fees. Whatley stated that she believed that the economy is turning around and that impact fees are not prohibitive.

Jenkins explained the nuisance process in which it is the Town's responsibility to pay for the clean-up and lien the property. He explained that dangerous buildings abatement is much the same with the Town paying the costs if the owner does not comply. Jenkins noted that \$10,000 will cover the cost of only one building per year.

Baker asked if the salaries include adding an additional full-time Code Enforcement Officer. She asked what the plans were to move forward. Martin recommended a part-time person that could make some strides, but he was unsure that a full-time person fits into Council's priorities. He said there will be other opportunities to discuss within the other budgets.

Jenkins advised that Martin had encouraged all departments to collaborate to solve issues. He said that he had met with the Clerk and the Marshal. He explained that the Marshal has suggested that the Animal Control Officers (ACO) could also work as Code Enforcement Officers. He pointed out that the ACO are on duty 7 days per week and this could be a huge benefit. He noted that the ACO salaries would be offset by the Code Enforcement budget.

He closed with stating that what he submitted was needed to best to serve the Town, noting that staff will work with what they have.

Burnside asked what the Code Enforcement Officer would enforce. Jenkins explained that the laws are outlined in the Planning & Zoning ordinances and the Town Code. Burnside noted that it would not include enforcement of the Building Codes. Jenkins agreed.

George suggested that deputies could also report Code violations. Jenkins advised that this was also discussed.

Burnside noted the percentages between the divisions were off. He advised Council that he had previously requested that Jenkins add the Board of Appeals in his description.

Jenkins covered the Building Department requests that included salary increases for the Building Official and Permit Tech (\$14,700) who are not paid the minimum range on the pay scale. He advised that training was also increased so that the staff can keep their certifications current.

George noted the increase in consulting services in 2011/12 from 2010/11. Jenkins advised that the Town uses County personnel when staffing is short, such as when the Building Official was out for several months, and this covers those expenses.

**b. CVMO/Animal Control/911 Funds**

Marshal Gardner, noting that she had been here only 8 weeks, expressed appreciation for the position. She advised that the majority of her time has been spent observing. She said that she has noticed a lack of services, including serving orders of protection, animal control calls, agency assists, etc. She advised that the calls for service have increased every year for the past 3 years, with a 10% the past year. She noted that we have 5 fewer officers than we had 5 years ago, with only 10 officers now. She explained that National Standards indicate that a Town our size should have at least 15 officers. Gardner explained that she is looking at reorganizing to make the department more efficient, including adding another detective. She said that she would also like to add legal services and gave the example of a recent arson in which suspects were in custody. After conferring with the legal team, the suspects were released until further evidence was gathered. This avoids law suits against the Town. She also noted that equipment, vests, weapons, vehicles, etc. are outdated. She would like to have an Admin Assistant that could take over duties such as working the sex offender notification program, missing person cases, juvenile cases, hiring, keeping up with POST standards, invoices, etc. that would keep the Marshal and the Commander focused in more suited areas of concern. She said that computers in the cars would help the officers be more productive and provide important information.

She also suggested a pilot program in which the department would share duties between the Animal Control Officer/Code Enforcement Officer whose duties are similar in nature. She suggested that this be considered for one year to determine how it works.

In answer to questions, Martin explained that he is not opposed to raising the salaries to mid-point, noting that there are some positions that are more important than others. Council members discussed the benefits of the legal services and felt that it was good.

Gardner covered Animal Control, explaining that salaries were reduced due to new employees coming in. She said that we need to think smarter and do what is good for our animals. She advised that the shelter took in 341 animals last year, adopted 15, and gave 65 to other shelters, while the rest of the animals were euthanized. She advised that we are paying nearly \$30,000 for the shelter and there is not much hope for an animal that goes there. She suggested alternatives, such as holding an animal for 1-3 days then transferring them to Cottonwood. This would allow owners time to reclaim their pets. She advised that Cottonwood has changed their operations and that 95% of their animals are adopted. Martin suggested something needed to be done and there needs to be a better way to manage this in the long-term.

#### **Public Input**

Sandi Ashton said that her main concern was that it never goes back to the way it was. She said that Cottonwood is not that far and that owners can go there to retrieve their pets. She said most of the euthanized cats were feral cats.

David White said it was important to look at time for the animals whose owners are out of town or away for a time.

#### **c. Finance/Other Funds/Grants**

Showers noted that wages dropped because the ½ time position was eliminated. He explained that he combined Training/Travel; he planned GFOA conference in San Francisco; consulting fees include a CAFR, financial statements if needed, and the Sales Tax consultant. He said that if the budget was cut, the sales tax consultant would not be able to do audits. Contract Labor Services is for the full audit.

The meeting was recessed at 5:39 p.m. for the dinner break and reconvened at 5:55 p.m.

#### **d. Non Departmental**

Martin advised there were changes such as software reoccurring fees, consulting services (i.e. fees for selling property), and equipment maintenance services. Showers explained this was an accounting effort to separate operational costs from capital costs, noting that the same costs from last year are located in new places. Martin advised that the Yavapai Apache Nation did NOT provide funding for the pool this year. However, they did contribute \$20,000 that Council will need to determine where to place. He advised that the other items were unchanged, noting that the \$13,000 fee assessed by the Department of Water Resources will be going away due to recent legislation. In answer to questions, Showers explained that the sales tax incentive was another accounting method that was combined because it is netted out. He explained that the company is essentially buying down the sales tax.

Baker asked about the risk management being moved. Martin explained that it was a tracking mechanism to determine how well we are doing. He explained that the items in Non Departmental were those that do not have a home. Baker noted that Work Comp is part of Risk Management and should not be in each department. Martin said that they talked about it and determined that accountability was important. Showers explained that the Work Comp premium is based on wages.

George was concerned about not having the Camp Verde Senior Center listed, while the Verde Valley Senior Center was receiving funding for Meals-on-Wheels. Martin said that he should be able to get the information to Council by Wednesday.

In answer to questions, Showers explained the Employee Termination Payouts was another accounting

mechanism. In answer to questions, Martin explained that this was not another retirement buyout, but rather, funds set aside to pay out vacation and sick time to employees who leave.

**e. Risk Management**

Brown explained that a lot of municipalities do allocate the Work Comp costs to the individual departments and that the Town of Camp Verde's modifier did go up due to injuries. She explained that risk management is usually about 5 to 20% of the budget. She advised that an additional \$25,000 needed to be added in as it is litigation settlement in progress. She noted the safety/security line item needed to be increased to allow for a pushbutton for the door at the Marshal's Office.

Burnside did not feel that the installation of devices was a Risk Management function, but rather a function of the Maintenance Department. Brown disagreed, explaining the risk audit process that evaluates beyond what the Maintenance Department sees as normal duties. She spoke about her concerns relative to staff safety, noting that administrative staff is frequently left alone, often for several hours, and have had frightening encounters with the public. She advised that the public had unfettered access at both front and back doors in the front office. She advised that she is looking at panic buttons and code entrances at the doors. She also explained that she was proposing a \$30,000 revenue defense fund using Liability Insurance rebates to provide funding to fight frivolous law suits, pay copays, etc. Brown advised that she would be bringing information back to Council at some point.

Baker said that traditionally, these funds were used to offset the cost of our insurance premiums. Whatley was excited for an opportunity not to have to pay out just to avoid additional costs.

**f. Manager**

Martin reviewed the Manager's budget, noting the increase in the training budget that would allow him to attend training. He explained that the increase in contract labor was planned for the CIP.

Whatley asked about the Sanitary District acquisition in the performance objectives. Martin said that he is not sure that the Sanitary District is on board.

Council members discussed the need for surveys. Burnside suggested increasing the Public Relations line item.

**g. Public Works**

**Engineer**

Long asked if the other budgets could be addressed first to accommodate the staff. After addressing the other budgets, Long reviewed the budget, noting that \$70,000 was needed in salaries. He advised that he does use engineers and called attention to the street surveys. He explained that encroachment easement surveys could wait until later.

Whatley asked if a performance objective could be to work on an entrance to the park off of McCracken. Whatley said that she was on the fence about the tax increase and that she believed if the citizens do not see something happening soon, they will be upset. Martin said that when they get the full budget, the Council and public will see something happening.

**Storm Water**

Long explained that salaries included part time seasonal help. He advised that \$300 needs to be added to training as Burrows needs a certification to inspect. Long reviewed the remainder of the budget. In answer to questions, he advised that work would start in Verde Lakes next week.

**h. Parks/Parks Fund**

Long explained there was not enough salary listed in this current budget since in the past; Moore's salary was divided between several departments and was not divided this year. He covered the remainder of the budget, noting that subscriptions/members increased due to health department inspections. It was suggested changing the title to something more appropriate.

Showers explained that he had suggested that Moore's salary be in Parks/Pool, instead of program costs. Martin said that the narratives are probably not correct and there are different employees are listed in there, explaining that 90% of Moore's salary is from Parks & Rec and 10% of the Pool.

Burnside asked for a corrected version for Wednesday's meeting. Martin was unsure if it could be done in time. Moore noted that the admin assistant was listed in the narrative, but was not included in the salaries.

### **Pool**

Long reviewed the pool budget, noting the increase in salaries was due to the hiring of a Pool Manager, and the increase in programs. Martin advised that the hours would not be expanded.

Burnside asked about permitting costs. Moore explained that costs were due to Red Cross costs and Health Department inspections. There was also discussion regarding the potential reduction in utility and cleaning costs as a result of the pool cover.

### **Children's Recreation Program**

Long reviewed the budget. The Summer Program increase was to reinstate a 6-week program for \$20,000. Moore explained that the program could be cut to two 2-week programs for \$10,000. Whatley noted that someone at a Council meeting said that there were children's services in the community.

### **Adult Recreation Program**

Long explained that the funds were for the scorekeepers for the Men's League basketball that is offset by the fees.

### **Senior Recreation Programs**

Moore explained that this has never been funded, but would like to establish a social outlet for seniors to include art supplies, games, etc. Whatley suggested that this money should go directly to the Senior Center.

### **Community Recreation**

Moore advised that she would like to begin expanding the Christmas programs for the children.

#### **i. Streets/HURF**

Long advised that HURF is expecting an increase in revenues of almost \$75,000 this year. Long advised salaries are increased for part-time, seasonal employees. He advised that he had been using these employees at the Street yard and it is working well, and employing our citizens. He advised that he would like to hire a maintenance worker and move employees into a Street Supervisor and Heavy Equipment Operator positions with a 2 to 3% salary increase. This would allow the Street Inspector to manage projects.

Long advised that the Manager's recommendation would not allow as many part-time seasonal employees. He reviewed the remainder of the HURF budget, explaining that consulting services includes engineering and surveys.

Burnside asked for a revised Mission Statement in his box before Wednesday.

#### **j. Maintenance**

Long explained that the Narrative needed work. He noted that the salaries included seasonal help and reviewed the remainder of the budget. Showers explained that lines have moved so that comparisons could be made, noting that most of this budget came from the Parks Fund. He said that he did not believe that it made sense to have a Parks Fund at this time.

**k. Capital Improvements Fund**

Martin passed out a form on what has been spent through March. He explained that the numbers will be moving funds to cover the projects in the list. The only effect on the General Fund is \$317,000. He advised that these amounts will be adjusted each year as projects are completed and projects move forward.

Burnside advised that this Wednesday, Council will be allowed to talk about each budget, but would not vote on it. Martin advised that he would put together a list of wants and needs, asking Council to be prepared to determine the acceptable number. He said that it was imperative for Council to have all their questions answered.

**5. Adjournment**

On a motion by Baker, seconded by Whatley, the meeting was adjourned at 8:06 p.m.

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Bob Burnside, Mayor

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Deborah Barber, Town Clerk

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction 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 7, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 2012.

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Debbie Barber, Town Clerk