

**MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. MAIN STREET ROOM 106
WEDNESDAY, APRIL 30, 2014 at 4:00 p.m.**

Minutes are a summary of the discussion. They are not verbatim.
Public input is placed after Council discussion to facilitate future research.

1. **Call to Order**

Mayor German called the meeting to order at 4:05 p.m.

2. **Roll Call**

Mayor Charlie German, Vice Mayor Jackie Baker, Councilors Bruce George, Brad Gordon, and Robin Whatley were present. Councilors Carol German and Jesse Jones were absent. Councilor Carol German arrived at 4:50 p.m.

Also Present

Town Manager Russ Martin, Economic Development Director Steve Ayres, Town Clerk Deborah Barber, Finance Director Mike Showers, Librarian Kathy Hellman, Marshall Nancy Gardner, Commander Bruce Girnt, Judge Harry Cipriano, Court Supervisor Veronica Pineda, Risk Manager Carol Brown, Community Development Director Mike Jenkins, Building Inspector Robert Foreman, and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**

Mayor German led the pledge

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2014-15 Consent Agenda Tentative Budget. The council made no motions during this work session.**

a. Revenues. Martin presented the Council with a complete report of Town employees with departments, staff titles and wages and a comprehensive breakdown of Town revenues. Mr. Martin addressed the Council regarding the proposed budget, advising the revenue projection for FY 2014-15 is relatively the same as FY 2013-14 with only a small projected increase. Mr. Martin stated the sales tax revenue from last FY was less than projected, franchise fees were slightly higher than projected, and the projected minimal increase in revenue for FY 2014-15 will need to absorb all projected costs for FY 2014-15. Mike Showers provided the Council with a sales tax revenue chart and advised the Council that the State revenue will be increasing as well as the Town sales tax, however, the budget will be starting with a deficit from FY 2013-14, no large increases are expected, however, the CAP project are expected to increase revenue (VVMC and the Library projects).

b. General Government.

- **Municipal Court:** Judge Cipriano addressed the Council. The Court proposed FY 2014-15 budget is relatively the same as last year with the additions of required NJO training for the new Judge (Judge Cipriano is retiring), required Co-Jet training requirement (registration fees and travel) for all Court employees, and required court recording equipment (required). The proposed budget for the Court is only \$1,000 more than proposed by the Town Manager. Anticipated filings and revenue for the Municipal Court are anticipated to be higher than last year.
- **Library:** Kathy Hellman addressed the Council. Hellman advised the Council that some of the Library staff salaries are funded by NACOG and Library Services Grants. Currently the Library has four full time and three part-time staff. Ms. Hellman would like to change some of the distribution line items on the budget and believes the requested budget to allow an increase in books, publications and media is warranted as Library usage is changing as technology advances and costs to provide these materials increases. She will continue to find ways to increase the Library revenue including applying for grant money. Currently the Library has two grant applications pending.
- **Risk Management:** Carol Brown addressed the Council regarding the proposed budget. Ms. Brown noted that her position has been changed to accurately reflect the 65% of her time spent in Risk Management and the 35% she spends as Assistant to the Town Manager. This explains the increase in the salary line

item. Brown advised that she would like the Town to participate in a co-op with Clarkdale, Cottonwood and Sedona to hire a Safety Training Specialist to help reduce on the job injuries, Workman's Compensation claims, OSHA violations and sanctions, and put an HR strategic planning and employee-training program, and emergency operations center, in place. The costs for this request are reflected in the department's proposed budget.

Martin advised the Council there is limited money and the Town is starting FY 2014-15 with a deficit, therefore, he has proposed cuts in every department for any items that are not necessary. He advised that he would like to give every department everything they have proposed and requested, however, he cannot recommend support of several line items, as there is not enough revenue to cover all the proposed budgets and requests.

- **Economic Development:** Steven Ayres requested that Special Events be transferred to the Parks and Recreation Department budget. Ayres advised the Council that he has requested funds for marketing the Town for both attracting new business and tourism. Ayres stated that any money spent in this department is a long-term investment for the Town with the potential of creating increased revenue. Ayres also requested a part-time employee or a shared employee, specifically Barbie Bridge from the Clerk's Office. Ayres also advised that a \$25,000 grant is pending, and he will notify the Council if the grant is approved for Economic Development. Ayres stated he is aware of the confines of the budget, and will work with whatever money is approved to his department, as recommended by the Town Manager, to produce the best results possible.
- **Community Development:** Mike Jenkins addressed the Council regarding his proposed budget. The only line item that was of any concern was legal services. The budget proposed by the Town Manager is acceptable to the department. If any legal issues arise during the year, Mr. Jenkins stated he would bring it before the Council for funding if there is not enough money in his budget. No legal issues are expected.
- **Planning and Zoning:** Mike Jenkins advised the Council that this department is in need of a full-time Permit Technician and Plan Examiner that is reflected in his proposed budget. He advised that they just hired a part-time person to assist with the explosive growth that they are experiencing. He said that would like the part-time Permit Technician to become full time on July 1, 2014 and have the funds available to hire a full time Building Inspector mid-year if needed due to the possibility that VVMC and the Library projects construction that will start within the year. Jenkins advised that the increase in staff would only be realized if there is an increase in demand for services from this department. He supported the budget as recommended by the Town Manager (adjustments in Maps, General Plan and Consulting Services). Jenkins stated consulting services are necessary, and would be needed as demand increases. In the event that an over-ride of the approved budget is necessary, he will request additional funding.

The Council stated concerns with the budget currently not showing an increase in revenue, but there is an increase in new employees. Martin supported the Planning and Zoning budget, with only a few line items being recommended for adjustment, stating there has been a 1.5 million dollar increase since 2011-12 and the revenues generated from this department exceeds there expenditures. A full-time building inspector will be needed for the VVMC project. This department needs to keep up with demand, so more staff and expenses reflected in the budget are warranted.

Robert Foreman provided a handout to the Council and requested the Council consider increasing building permit fees, as the Town is approximately 35% below the national average. This matter will be placed, and considered, at a Regular Council Meeting as an Agenda item.

- **Code Enforcement:** Discussion covered building abatement and nuisance abatement and cost recovery. Cost recovery has been primarily successful by billing property owners or filing property liens. Dangerous building abatement exceeded the budget FY 2013-14 and funds were obtained from the Contingency

Fund. If an emergency occurs during FY 2014-15, this department may need to apply for funds from the Contingency Fund. Town Managers proposed budget is recommended.

- **Town Clerk:** Debbie Barber addressed the Council regarding the Town Clerk proposed budget. Barber stated that she requested funds for a full-time administrative clerk. She advised that Barbie Bridge is currently part-time without benefits, and the department is requesting she be placed on full-time with benefits. The department lost this full-time Records Manager position four years ago due to budget cuts, and has been promised this position "next year" each budget year since. At this time, it is absolutely necessary to fund this position, as the Clerk's office is the central point for all departments in the Town and additional duties such as CDBG and Special Events have been assigned to the Clerk's Office without additional staffing to cover the work. She advised that this position is also being shared with Economic Development. The Clerk's office and Economic Development will work together for scheduling. The Clerk's office suggested making improvements the phone system improved so that callers can directly reach the department they are seeking. Barber also suggested better signage on the Town campus for each department to relieve a portion of the non-Clerk related traffic in the Town Clerk's office.

Discussion covered elections and contract labor services. Barber advised the Council that there were 65 Council sessions and 24 P&Z scheduled sessions last year at \$150 per session for transcriptionists. If P&Z paid for their own transcriptionists, a reduction in this Town Clerk line item would be acceptable. This is a necessary expense. Discussion covered the department's request for Computer Services/Software, with a consensus that this item may not be necessary for this FY2014-15.

Barber suggested that the Council consider increasing the current business license renewal fees from \$15 per year to \$25 per year to offset some of the increased salary needs for the full-time position. This matter will be placed, and considered, at a Regular Council Meeting as an Agenda item.

Martin again advised the Council that there is limited money and the Town is starting FY 2014-15 with a deficit, therefore, he cannot support these requests, as there is not enough revenue to cover all the proposed budgets and requests.

- **Mayor & Council:** At the request of Councilor Gordon, Martin advised the Council that having legal services is necessary, as many items the Council considers require legal advice. The Town needs to continue having legal services that the Mayor and Council Members can contact for legal issues relating to Town matters. Councilor George advised the Arizona League of Cities and Towns has free legal services available. The cost for legal services and advice through ALCT is included in their annual membership fees and suggested that the Town should take advantage of this service to help reduce the cost of legal services. Discussion covered travel and training, noting that this line item includes the travel costs for the Mayor and Council Members to attend the ALCT conference. It was recommended that at least some of the Mayor and Council Members should attend the conference. (*Transcriber's Clarification: ALCT does NOT provide legal services or legal advice to members, but rather, advises that communities should contact their Town Attorney for legal advice.*)
- **Finance:** Mike Showers addressed the Council stating he accepts the Town Manager's recommendation with a reduction in consulting services. He advised the Council that the Pest Control line item covers all three buildings in the complex, not just the Finance Department. The contract item is necessary as it covers the costs for required audits.

Remaining Budget Items, Marshall's Office (including Animal Control), Capital Improvements, Human Resources, IT, Public Works (including Stormwater, Wastewater, Maintenance, Parks & Recreation, and Streets), and Non-Departmental will be addressed at future budget work sessions. A copy of the Work Session Agenda and the Proposed General Fund Budget is available at the Town Clerk Office.

Adjournment. Mayor German adjourned the work session at 7:25 p.m.



Charles German, Mayor



Lynn Riordan, Recording Secretary

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 Budget Work Session of the Town Council of Camp Verde, Arizona, held on April 30, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 23 day of May, 2014.



Deborah Barber, Town Clerk