DRAFT MINUTES
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
FRIDAY, MAY 1, 2015 AT 8:00 A.M.

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

NOTE: The 2015-16 Proposed Budget with each department's requests and the Town Manager's recommendations is available in the office of the Town Clerk, with each departments supporting documentation for their budget requests.

1. **Call to Order**
Mayor German called the meeting to order at 8:00 a.m.

2. **Roll Call**
Mayor German, and Councilors, Bruce George, Carol German, Brad Gordon and Jessie Jones are present. Vice Mayor Jackie Baker and Robin Whatley are absent.

Also Present
Town Manager Russ Martin, Finance Director Mike Showers, Economic Development Director Steve Ayres, Marshall Nancy Gardner, Commander Bruce Girnt, Community Development Mike Jenkins and Robert Foreman, Library Director Kathy Hellman, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

3. **Pledge of Allegiance**
Mayor German led the pledge.

Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 Tentative Budget.

Town Manager Russ Martin advised that the departments of budget discussion tonight are (in no particular order) are Marshall's Office, Community Development, Economic Development, Library, Non-Departmental, finance, Town Clerk, and Town Manager (including HR/IT). CIP budget matters will be discussed on Friday, May 8, 2015. The proposed 2015-16 budget will thereafter be prepared for council consideration at the General Meeting scheduled on May 13, 2015.

- **Library** – Kathy Hellman thanked the Town Manager and Council for their support. Upon completion of the new Library facility the cost for fiber optic internet will be reduced to $300 per month (10% of actual cost, with 90% being paid by E-Rate) – this service is necessary for education. Council questioned the cost for cell phones and $3,000 expenditure for programs. Russ Martin advised that cell phones were necessary for the teen program leaders and travel (safety). Ms. Hellman stated she would like to have hot spot available for outreach programs, and the $3,000 expenditure was necessary for outreach programs, summer reading programs and early development programs. Mike Showers advised that the Library had a reserve (restricted) fund from selling used books and other volunteer fundraisers, which are not reflected in the budget. Ms. Hellman stated she has been approved for $8,000 grant funding for early literacy programs, which is also not in the budget.

- **Economic Development** – Steve Ayres requested a 37% increase in the Economic Development budget. A handout and documents were provided to the Council. Mr. Ayres requested that Special Events be

placed in the Parks and Recreation Budget, rather than Economic Development. Mr. Ayres is requesting additional staff (contracted staff to become Town employee – moving funds from consulting to wages), and requests the Community Development revenue be allocated to Economic Development, making Economic Development self-funded. Russ Martin stated that upon Council direction he will re-direct wages and Special Events as requested, however, re-direction will affect other department budgets. Mr. Ayres stated he continues to actively market Camp Verde and is working on upgrading and completing the website, while he is seeking corporate funding, support and sponsors. Additionally he is working with Sedona and the Verde Valley for co-op international marketing. Mr. Ayres would like for the employee he shares with the Town Clerk (Barbie Bridge) to be re-assigned as an Economic Development Specialist for this department.

Public Comment:
Alex Goetting – addressed the Mayor and Council in opposition of the Economic Development department in general, stating the Economic Development Department has failed to measurably increase jobs or business, or successfully market tourism in Camp Verde.

Steve Ayres responded. Russ Martin advised there will be additional budget meeting wherein specific line items and public concerns will be addressed. Additionally, public concerns may be addressed to the Mayor and Council in writing.
The Mayor and Council acknowledged that Economic Development requests for re-direction of budget items will affect other departments.

- **Non-departmental** – Russ Martin stated the budget for 2015-16 will remain about the same as the previous year. The Verde Valley Senior Center donation has been reduced due to lack of revenue.

- Finance – Mike Showers stated the budget for 2015-16 will remain about the same as the previous year except for consulting services as the state is imposing new fees based on population. Finance will continue to provide services (payroll, accounts receivable/payable, finance) to the Sewer District, as they do not have their own finance personnel, without allocating a portion of wages to the Sewer District budget. **Public Comment**: Suzy Burnside addressed the Mayor and Council in support of the Finance Department Budget.

- **Town Clerk** - Virginia Jones stated there are no major changes in the Town Clerk budget except some wages have been allocated to HR, the special election (recall) will cost about $30,000. Mayor and Council inquired whether or not the cost of the recall election could be allocated to CIP rather than the Clerk's budget. Mr. Showers advised it could be, however, the CIP budget requests are already more than the Town can fund.

- **Town Manager – HR and IT** – Russ Martin advised that he is the Town Manager and has been the acting HR director/department. Mr. Martin would like the Town to have an HR director and IT personnel if funding is available for the benefit of the employees. Outside services for legal personnel matters and IT support is costly. Mayor and Council discussed with the Town Manager how the Town has very efficient employees and department managers, since the budget is tight again this year, hiring of an HR director is not a priority. Perhaps the Manager can find an outside resource for matters that cannot be handled within, and to give employees an option for discussing potential personnel matters. Mr. Martin advised that employees need IT support almost daily and that need for support will increase with the new Library and fiber optics installation, communication upgrades and development along corridor 260.

Public Comment:
Suzy Burnside addressed the Mayor and Council and commended them, and the Manager, for their responsible discussion regarding HR. Ms. Burnside inquired of confidential personnel files.

Russ Martin advised that the Town has a secured repository for confidential personnel files.

- **Community Development – Planning and Zoning, Building, Code Enforcement:** Mike Jenkins stated he was supportive of Steve Ayres using the Community Development Revenues as a basis to "sell" his budget requests to the Mayor and Council. Community Development and Economic Development work together for the best interest of the town and community. Mr. Jenkins stated that the Community Development, Planning and Zoning, Building, and Code Enforcement Budget remains about the same as last fiscal year, with the anticipation of re-classifying and promoting employees as they have increased their job functions and education. The Community Development Department will be needing staff (permit tech and secretary) for 2015-16 with the re-classification of current employees. The Medical Center, Library, and school gym require a great amount of time and staff. Additionally, funding is needed for abatement (costs are usually recovered in close of escrow) and computer software for code enforcement. Robert Foreman stated his support of the need for new employees and keeping up with the anticipated workload, stating that more permits and inspections, result in revenue for the Town. Mayor and Council commended Mr. Jenkins and Mr. Foreman on having their staff cross-trained and for running a very efficient department, acknowledging that the Community Development Department is self-supporting.

- **Marshall's Office – Animal Control** - Commander Girnt stated he supports the Town Managers recommendation for the 2015-16 budget except for the Marshall's Office request for wages. During 2014-15 the Department was not at full staff, and currently it is at full staff and intends to be at full staff for 2015-16, therefore there is a request for increase in wages (about the same as originally requested for 2014-15). Commander Girnt also requested the purchase of a dispatch recorder logger (as it is required by law) and the current logger is unreliable. Council questioned the cell phone bill and usage. Commander Girnt advised that the mobile data air cards that are in all Marshall's Office vehicles are billed on the cell phone statement. The officers do not have cell phones. Council Gordon inquired about the electronic citation printers. Commander Girnt advised that DPS provided printers, the Marshall's Office is now in need of box/hookup and scanners. As DPS transitions, we will be able to acquire these items.

Public Comment: Suzy Burnside inquired about why no officer's utilize the Marshall's Police Motorcycle. Commander Girnt state that the Department's traffic enforcement officer does not ride a motorcycle, however, one of the Departments new traffic enforcement officer are currently in training for motorcycle use. Nancy Gardner stated the volunteers for Animal Control have been doing an excellent job which keeps the shelter fees down, however, veterinary services are still necessary. Marshall Gardner stated the Animal Control budget for 2015-16 should remain about the same as the previous year. Councilor Gordon inquired about the need for cremation in this budget. Marshall Gardner stated that anytime an animal has to be euthanized due to illness/injury, state law requires cremation. The requested budget line item of $800, includes cremation and veterinary services. Councilor George commended Marshall Gardner on the progress in the Animal Control Department, stating she is successfully utilizing volunteers and leftover and/or used materials to secure and expand the outdoor runs and maintain this department cost effectively and efficiently.

- **Capital Improvements – to be addressed Friday, May 8, 2015**

Russ Martin provided the Mayor and Council with a CIP Budget Handout for review and consideration on May 8, 2015.

Adjournment

On a **motion** by Mayor German, seconded by Councilor Jones, the council unanimously voted to adjourn the meeting at 11:08 a.m.

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Charles German, Mayor

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Lynn Riordan, 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 Budget Work Session of the Town Council of Camp Verde, Arizona, held on May 1, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

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Virginia Jones, Town Clerk