MINUTES
WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
FRIDAY, MAY 8, 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, Vice Mayor Baker, Councilors, Bruce George, Carol German, Brad Gordon, Robin Whatley, and Jessie Jones are present.

   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, Court Administrator Veronica Pineda, Public Works Ron Long, Troy Odell, Mike Marshall, 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 current budget is on track with revenues from sales tax; Council Members have been provided with a 3rd quarter budget report.
Revenues – addressed on Wednesday, April 29, 2015
General Government:

- Municipal Court – addressed on Wednesday, April 29, 2015
- Library – addressed on May 1, 2015
- Economic Development – addressed on May 1, 2015 .
- Risk Management – addressed on Wednesday, April 29, 2015
- Non-departmental – addressed on May 1, 2015
- Finance – addressed on May 1, 2015
- Mayor & Council – Vice Mayor Baker stated concerns with the legal services currently being over budget by $30,000 this year. Mr. Martin advised that the internal investigations (employee) has been allocated to the Council legal budget line item. Each department has a line item for legal services, and each department has been fiscally responsible in staying within their legal services budget.

- Town Clerk - addressed on May 1, 2015
- Town Manager – HR and IT – addressed on May 1, 2015
- Public Works – Maintenance – addressed on Wednesday, April 29, 2015
  Streets – addressed on Wednesday, April 29, 2015
  Sewer/Wastewater – addressed on Wednesday, April 29, 2015

- Community Development – Planning & Zoning, Building, Code Enforcement: - addressed on May 1, 2015
- Marshall's Office – Animal Control - addressed on May 1, 2015
- Capital Improvements – Russ Martin advised the Mayor and Council that each department will address the Council with their CIP requests and needs. A handout has been provided to the Council showing the current budget with respect to CIP, requests and priorities for 2015-16.
  Mayor German stated the council will take into consideration CIP requests by priority, with first priority given to safety issues (safety for employees and the public), second priority will be items that will secure or protect, and potentially save, the assets the Town already has to prevent asset losses, third priority will be items that potentially will generate revenue for the Town, and finally, the wish list items (wants, comfort and aesthetically pleasing). All items in the budget are based upon projected sales tax revenue, with construction taxes allocated for debt service (lease of vehicles, Marshalls Office, Library, sewer, etc.). Mr. Martin advised that all department requests and supporting documents (handouts) are available for public review in the Clerk's Office.

Magistrate Court - Court Administrator Veronica Pineda addressed the Mayor and Council advising the Courts CIP requests (utilization and construction of rooms 206-207-208) for new Court facilities - Courtroom, Judges Chambers, Jury room, Court Clerk's Office and conference/attorney room were an absolute necessity. With the current facility, and shared use of courtroom/council meeting room, there is no security for the Judge, staff or the public. Additionally the current lack of facilities creates lack of confidentiality (attorney/client), and potential increased costs and liability due to potential re-trials (no separation or seclusion jury/defendant), failure to meet ADA requirements, and lack of security. Ms. Pineda stated the proposed floor plans provide safety/security and are functional and practical. Councilor Gordon stated the need for Court facilities has been discussed for several years, and although he concurs that the need exists, he has concern regarding the plans presented as they appear to include many extravagant and unnecessary improvements. Against what has been previously directed by council, it appears the architect again included many expensive, unnecessary upgrades. Councilor Gordon stated he would only consider a practical, functional expenditure for new Court facilities that include only the necessities at this time, with the potential to upgrade as revenues allow. Councilor George concurred with Councilor Gordon. Ms.Pineda advised that perhaps there were some things that could be modified and eliminated from the current floor plans, with upgrades and enhancements being completed at a later date when, and if, funds are available. Mr. Martin stated that the Court had generated approximately $178,000 from Court Enhancement fees, therefore, the CIP request for 2015-16 is actually approximately $100,000 from the general fund.

Public Comment.
Suzie Burnside addressed the Mayor and Council advising complimenting the Court and architect on the functional and practical floor plan, stating that raised witness/jury boxes may be necessary but can ADA requirements could be met with simple ramps rather than expensive lifts.

Steve Goetting addressed the Mayor and Council in support of new Court facilities, stating confidentiality and security are necessary, and stating he does not want to see remodeling in the near future, requesting the council look at the long term solution for court facilities.
The Mayor and council concur that ADA requirements must be met, but that the plans should comply with council direction for safety, security, functionality and be practical - not the architects vision, enhancements and unnecessary expense. Vice Mayor Baker advised that the suggested Court plans are considered a long term investment, and requested that in addition to the floor plans, the council also consider the need for current and future parking for the facility. Mr. Martin stated the

new court, if approved, would be in the historic building and would be a long term use facility.

Marshall Office - Commander Girnt and Marshall Nancy Gardner addressed the Mayor and Council advising the Marshall Office is in need of evidence room space. A proposal has been provided to the Mayor and Council which would make use of a currently (empty/unused) building, and provide safety and security. Evidence space is a necessity and retention of evidence is required by law. The proposed evidence building/space is presented to Council in four stages with the first stage being the most critical at time and necessary immediately. Commander Girnt state originally the cost estimate to complete all four phases was $350,000, but after having the plans revised for safety, functionality and practicality, the cost has been reduced to $260,000, with the need for $60,000 this year. The Council stated concerns over the life expectancy of use remodeling this existing building, and the potential lack of biohazard filters, a/c, heat, etc. Commander Girnt advised that for the first phase of this project, only dry storage (with security and safety) is needed. Mr. Martin requested the Council also consider additional vehicles (lease or purchase) for the Marshall Office as many vehicles are approaching 100,000 miles and will be costing the Town money in maintenance and repairs if not replaced. A rotating plan for vehicles would be the most cost effective over the long haul.

Public Comment:

Suzie Burnside addressed the Mayor and Council advising the Town had installed three security cameras at the parks some years back, and thought perhaps those cameras could be used for security for the Marshall's Office outdoor storage.

Steve Goetting addressed the Mayor and Council advising putting money into an old building may not be a fiscally responsible move, that the council should consider spending what is necessary for a long term solution (not patchwork) and perhaps build a new facility.

Councilor George advised that the security cameras had been vandalized (total loss) and the council elected to not replace them as if they were again vandalized (as most likely would happen) it would continue to cost the Town and the residents additional losses. The council concurred that although a new building would be functional, it is not financially possible at this time, and directs the Commander and Marshall to continue to research what work can be done with the assistance of public works to reduce costs to meet their needs for the evidence building/yard.

Library - Kathy Hellman addressed the Mayor and Council advising the Library and the Town need a new server and website. The Library received a grant last year for their new website which is currently under construction, but that the Town needs a new server to make the website, and commuter uses in the library, function to its capacity. Additionally, the Town needs a new website as as the old applications are not user friendly are no longer supported. Upon completion of the new Library, it will be necessary for audio/visual equipment and computer access for the public, library, and educational sources. At current, the old server, and old applications, security is at risk as well as the potential loss of information. Additionally, Ms. Hellman suggested that the Council meet at the new Library, as it will host adequate space, parking, audio/visual equipment, which will make the Library and Council more visual to the public. Mr. Martin stated support for the potential of having the Council meet at the new library. The Council concurred, stating the Library is a community center as well as a Library and this may be a benefit to the community, utilizing the new Library and saving the Town money. .Ms. Hellman also stated that many of the current Library computers are over 5 years old, and new computers to keep up with technology are needed to replace them (the old ones can still be utilized for some applications, email, and library catalogs). Ms. Hellman stated her budget requests funds for new computers, self check out software, etc., and understanding the

budget is tight, she will purchase equipment and software as money is available, while continuing to look for, and secure, grant funding, as well as potentially requesting funding from the endowment funds and donations. The Council inquired about potential theft with self check out. Ms. Hellman stated that all books are scanned, and the new library will be wired for security gates, but there is no intent to install the expensive security gates at this time, as the Library has not had any issues with theft of books or Cds. The Mayor advised that when the endowment fund reaches $500,000 the interest will be available to the Library every year for many years to come. At this time it appears the endowment fund is at about $380,000 and should reach its goal within 5 years, generating approximately $15,000 to $20,000 per year for the Library.
Break 9:55 am to 10:10 a.m.

Fire District – Fire District Chief Terry Kelly and Russ Martin advised the Mayor and Council that funds received from franchise fees (from the franchise agreement between the Town and utility company) were being directly re-invested into the community. Although it is a relatively small amount of funding, the Town intends to install additional fire hydrants. The criteria for location will be based on need and availability of water to supply the hydrant, and will be assessed each year as franchise fees are collected. Camp Verde has a current rating of 4, and installation of additional fire hydrants may help lower the rating, which will reduce homeowner insurance rates.

Public Comment: None.

Economic Development – Steve Ayres addressed the Mayor and Council with respect to the CIP requests for 2015-16 and provided a handout with a map (public river access, trails and trail heads). The River Recreation Master Plan has been primarily funded by a grant from the Walton Family and the National Park Service's River, Trails and Conservation Assistance program, and he would like to utilize volunteers to complete studies and trails. Although many trails exist, there is a substantial need for designated access to the river and trails. Mayor German advised that SHPO and the Forest Service prohibit the use of volunteers, even if they are qualified, a change in this law would require legislative action. Mr. Ayres is also requesting funding for directional signage to guide visitors to various attractions and businesses. Mr. Ayres opened conversation with respect to the 9 acres on Homestead Parkway, designated to be donated by Scott Simington, with the option for VV Archaeology Center to purchase an additional 6 acres. Currently, there is no public access to the property, and this exchange would require the Town to build a public access road, with the VVAC to install a waterline. The Mayor and Council acknowledge that the acquisition of the 9 acres would be an asset to the Town, but the costs involved to realize that asset may be beyond what the Town can realize at this time. With SHPO and congressional regulations, this project might not be achievable. The agreement calls for the completion of a curb and gutter, paved public road with a cost to the Town of $350,000. Additionally, the Town does not know if the VVAC can afford to complete the water line, with the public road and waterline being completed within 3 years. The Council acknowledged that generally a developer would be required to build the public road and then donate it to the Town. Mr. Ayres argued that this would be a long term financial investment for the Town and has the potential to general long term income. Mr. Ayres advised the amount needed for fiscal year 2015-16 is $75,000, and he would seek, and apply for, any available grants to assist with the project over the next three years. A public meeting (Town, VVAC and Mr. Simington) will be scheduled and announced.

Public Comment:
Susie Burnside addressed the Mayor and Council in support of trails and trailhead, and supports the concept of utilizing volunteers if allowed, as many of the trails are mapped, but have no public

access. Ms. Burnside advised the Council to use caution with any "donated" property or exchange agreement.

Steve Goetting addressed the Mayor and Council in opposition to the proposed directional signage in Town and on Main Street, requesting the Town invest in signage in I-17 to bring visitors in to Town instead. Mr. Goetting stated support for trail heads being installed, but believes this is a parks and recreation matter, not an economic development matter. Mr. Goetting also suggested the Town meet with the VVAC to see if they are financially able to proceed with this proposed Simington property exchange before making any decisions.
Bob Burnside addressed the Mayor and Council in support of the Holloman Street signage, stating it is aesthetically appropriate and visual. Mr. Burnside stated opposition to the Simington property exchange agreement.

Public Works: Mr. Martin provided the Mayor and Council with a comprehensive Public Works proposal for their review, which time will not allow for adequate discussion today. Mr. Martin requested that the Mayor and Council contact each department if they have individual questions or concerns, and another CIP/Budget meeting will be set to consider Public Works requests prior to a proposed budget being placed on a Regular Session Meeting Agenda. Mr. Martin also requested each council member advise Virginia Jones, Town Clerk, of any dates they cannot be available for CIP/Budget meetings.

Adjournment

On a **motion** by Vice Mayor Baker, seconded by Councilor George, the council unanimously voted to adjourn the meeting at 11:03 a.m.

Charles German, Mayor

Virginia Jones for Lynn Riordan

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 8, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20th day of May, 2015.

Virginia Jones

Virginia Jones, Town Clerk