DRAFT MINUTES
SPECIAL/WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
TUESDAY, MAY 27, 2015 AT 5:30 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 5:30 p.m.

2. **Roll Call**
Mayor German, Vice Mayor Jackie Baker, and Councilors Bruce George, Carol German, Brad Gordon, and Robin Whatley. Councilor Jessie Jones arrived at 4:55 p.m.

Also Present
Town Manager Russ Martin, Economic Development Director Steve Ayers, Marshal Nancy Gardner, Finance Director Mike Showers, Public Works Director Ron Long, Public Works Analyst Deborah Ranney, Deputy Public Works Director Troy O'Dell, Waste Water Treatment Plant Manager Jan Grogan, Administrative Assistant to the Town Manager/Risk Manager Carol Brown, Town Clerk Virginia Jones and Recording Secretary Lynn Riordan.

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

4. **Consent Agenda –** All those items listed below may be enacted upon by one motion and approved as consent agenda items. Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.
   a) **Approval of the Minutes:**
      - No Minutes for Approval
   b) **Set Next Meeting, Date and Time:**
      - Wednesday, June 3, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 10, 2015 at 5:30 p.m. Work Session
      - Wednesday, June 17, 2015 at 6:30 p.m. Regular Session
      - Wednesday, June 24, 2015 at 6:30 p.m. Council Hears Planning & Zoning-and Adoption of Tentative Budget

On a **motion** by Councilor George, seconded by Vice Mayor Baker, the council unanimously voted to approve the Consent Agenda.

5. **Special Announcements and presentations:**
None

6. **Call to the Public for Items not on the Agenda.**
Nikki Miller, Camp Verde Promotions, addressed the Mayor and Council expressing support for the purchase of a lift truck in the 2015-16 budget, specifically for the utilization of the downtown banner poles.
Steve Goetting addressed the Mayor and Council expressing disappointment with the Town's expenditure of approximately $250,000 in the past few years on economic development and marketing which has failed to produce new business or jobs; stating the Town need appropriate marketing to bring in business and a customer base as the current economic development and market plan has been a failure.

7. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2015-2016 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.
   - **Operational Fund Including General Fund, HURF and Wastewater Fund.**
   Town Manager Russ Martin advised that each Council Member was provided a proposed budget, showing each departments requests and the Town Manager's recommendations. Mr. Martin stated the tentative budget is scheduled for adoption on June 24, with final budget adoption on by July 1, 2015. Mayor German

requested that all public comment be provided in writing to the Town Clerk as soon as possible for the Council to review and consider public comments.

The Mayor, Council and Town Manager discussed the following:
Storm Water Department request for a new CAD position, advising that 80% of the cost of this position will be funded from WIFA (Town of Camp Verde as trustee), and 20% funded from the Town's General Fund (estimated cost $12,500). After clarification that this position will not increase sewer fund rates, the Council unanimously consented to funding the new CAD position. HURF funds may not be utilized for storm water employees, therefore, the Mayor and Council did not consent to additional Storm Water employees, however, the line item for contract services ($3,000) in Storm Water will be revisited at the request of Councilman Gordon and Vice Mayor Baker.

Purchase of a new mower for Public Works, with Finance Director Mike Showers advising that the Town must stay within the HURF reserve requirements of $150,000; currently the reserve is $1,000,000. Deborah Ranney advised the new mower would also benefit the Storm Water Department in keeping drainage ditches clean and operable. Councilor Gordon suggested the new mower be paid from CIP funds, rather than operating funds; Vice Mayor Baker stated she would rather see operating funds used for street repairs and maintenance with the new mower being purchased with CIP funds. The Town Manager concurs and the Mayor and Council will consider the purchase of the new mower from CIP funds at the Budget Meeting on June 3, 2015.

The Town Manager was directed by the Mayor and Council (majority – not unanimous) to move forward with Public Works Maintenance and Parks and Recreation wages/positions per the Town Manager's recommendations (not department requested), with Councilor Whatley in opposition.

Non-Departmental budget was directed by the Mayor and Council unanimously to approve the Manager's Recommendations with respect to the Verde Valley Senior Citizen's funding, the mounted Calvary insurance at a cost of $1,000, Yavapai County Water Advisory being reduced to $7,645, and Recycling being reduced to $5,000.

Economic Development was discussed in length as many of the requests for economic development are in the CIP budget for discussion on June 3, 2015, and Steve Ayres has requested that $18,000 in contracting services be moved into wages (with re-allocation of Barbie Bridge's wages and assignments), advertising be moved into the Visitor Center budget, and Special Events costs be allocated to Parks and Recreation. The Mayor and Council unanimously concurred with the Town Manager's recommendations for the Economic Development budget.

The Mayor and Council reviewed the Marshal's Office requested budget, and after clarification that the communication equipment had been purchased (and paid for) from the 2014-15 budget, the cell phone costs are actually mobile data and mobile data computers, the department receives grant money for 50% of safety equipment/uniforms for officers and the legal services line item is a (24-hours a day available for legal services and training) contract, the Mayor and Council directed approval of the proposed Marshall's Office by majority, with Councilor German opposing the $20,000 legal services fee/contract.

Human Resources / Risk Management, Town Manager Russ Martin recommends a third party contractor (one female/one male) for human resources, relieving the Town Manager of some of the Human Resources duties and obligations for Town employees (not including the Marshal's Office), reducing the requested budget item from $20,000 to $5,000, and allocating a portion of Barbie Bridge's (Town Clerk's Office) to Human Resources. The Mayor and Council concur. The Town Manager recommended that Carol Brown be re-positioned as full time risk manager for the Town, and relieved of the duties of administrative assistant to the Town Manager, instead of contracting out risk management services. Additionally the Town Manager advised that with assistance of the Clerk's Office and new technology, he is no longer in need of an

administrative assistant. Ms. Brown's services would benefit the Town as risk manager. Vice Mayor Baker stated concerns with the increased costs of the addition of a full-time risk manager, as the Town recently paid for a (shared with Cottonwood) safety consultant, and no other Town relative in size to Camp Verde, has a full-time risk manager. Additionally, the Arizona League of Cities and Towns provides services in risk management. Councilor German acknowledged the potential need for a risk manager, but is concerned with the increased cost of this position. The Council discussed priorities in risk management acknowledging that Ms. Brown's capacity as a risk manager has the potential to save the Town money in insurance rates, reduction in legal services, and losses from injury/illness. Upon council direction the need versus cost of this position be revisited each year, the Town Manager will include the Risk Manager position in the proposed budget.

Councilor German requested clarification of the $75,000 prosecuting attorney cost. Town Manager Russ Martin advised that this contract is for prosecuting attorney fees for the Marshal's office and the Municipal Court.

Mike Showers, Finance Director, addressed the Mayor and Council with respect to the following fund accounts: 1) Closing and removing the Parks Fund $632,000 loan from the General Fund to the Parks Fund (write off), as it serves no purpose at this time. 2) Combining the YAN Fund into the Donations Fund and renaming the fund Donations & Restricted Use Fund. By definition, the YAN funds are a general donation. 3) Pay off the Sanitary District Debt USDA note #92-09, as funds are available and will have a direct impact on the special assessment portion of the Sanitary District property tax this year (lower taxes for residents). Councilor George inquired as to the donation form that was approved several years ago for the Town to accept donations from anyone. Steve Ayres stated the Town could receive unrestricted donations at any time, but approval from the finance department was necessary for any restricted donations over $100.00.

Elections: After discussion by Mayor, Council and the Town Manager, the Council unanimously directed that $30,000 for special election be removed from the proposed budget.

Councilor George again stated he would like to see, at minimum, a 1.5% cost of living increase for the Town's employees, as they have been continuously loyal and the employees are the Town's greatest asset. Council Jones concurred, and stated that the Town was able to find $69,000 for unpredicted / unbudgeted legal fees last year; therefore, we should find $66,000 (estimated cost) for Town employee increases. The Council unanimously concurred.

Town Manager advised, based on the discussed and directives this evening, the Council had trimmed $86,000 from the operating budget, and directed approval of $72,500 in increases, leaving approximately $6,500 that can be reallocated. The Council unanimously agreed to increase Storm Water Contracted Services by $3,000, and leave the balance for maintenance and/or seasonal maintenance.

8. **Call to the Public for items not on the agenda.**
None

9. **Council Informational Reports.** These reports are relative to the committee meetings that Council members attend. The Committees are Camp Verde Schools Education Foundation; Chamber of Commerce, Intergovernmental Association, NACOG Regional Council, Verde Valley Transportation Planning Organization, Yavapai County Water Advisory Committee, and shopping locally. In addition, individual members may provide brief summaries of current events. The Council will have no discussion or take action on any of these items, except that they may request that the item be placed on a future agenda.

Councilor Gordon stated the Fire District was also in the budget process and the Fire District employees will be getting a 2.5% increase (from proposed property value tax increase of approximately 5%).

Councilor Jones stated she participated in the 5k run (walk) for the Verde Valley K-9 Unit fundraiser. Councilor

Jones thanked the Marshal and the Marshal's Office for all they do in supporting and protecting the residents of Camp Verde. Councilor Jones reminded everyone that trash pick day was June 5 at 9:00 a.m.

Councilor Whatley stated she attended the Kids of Hope meeting and training.
Mayor German stated he attended and spoke at the Legion (Windmill Park) with his eldest son (who currently is serving in the military) on Memorial Day.

10. **Manager/Staff Report** Individual members of the Staff may provide brief summaries of current events and activities. These summaries are strictly for informing the Council and public of such events and activities. The Council will have no discussion, consideration, or take action on any such item, except that an individual Council member may request that the item be placed on a future agenda.

Town Manager Russ Martin stated time is running short to approve a final 2015-16 budget, and requests that any council member that cannot attend the scheduled meetings in June, to please let the Town Clerk know as soon as possible, as full Council attendance is desirable.

Adjournment

On a **motion** by Councilor Jones, seconded by Councilor George, the council unanimously voted to adjourn the meeting at 9:05 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 actions of the Mayor and Common Council of the Town of Camp Verde during the Special / Work Session of the Town Council of Camp Verde, Arizona, held on May 27, 2015. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2015.

_____
Virginia Jones, Town Clerk