MINUTES
BUDGET WORK SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS - 473 S. MAIN STREET, ROOM #106
FRIDAY, APRIL 22, 2016 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 Bruce George, Councilors Robyn Whatley, Carol German, Jessie Jones-Murdock and Jackie Baker are present. Councilor Brad Gordon is absent.
   Also Present
   Town Manager Russ Martin, Finance Director Michael Showers, Public Works Director Ron Long, Wastewater Treatment Plant Manager Jan Grogan; Community Development Director Mike Jenkins, Marshal Nancy Gardner and Commander Jacqui McConnell, Barbara Bridge (Town Clerk's Office) 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 2016-22017 Tentative Budget.**

General Government:

- **Public Works** –
- ***Parks and Recreation***: Public Works Director Ron Long advised that the Parks and Recreation Department will be requesting additional staffing for fiscal year 2016-17, with the requested promotion of Mr. Marshall to manager and the addition of a parks and recreation coordinator. The Engineering Department of Public Works will not be replacing the vacancy (administrative assistant) to accommodate the needed changes in Parks and Recreation. This will impact the other divisions of Public Works, therefore, the Public Works Department will be requesting funding for the Administrative Assistant position in FY 2017-18. There are currently few requested changes in the operation budget for FY 2016-17, taking into consideration that Special Events will be shifted to the Parks and Recreation Department Budget from the Economic Development Department. There are other projects in progress being provided by Camp Verde Promotions and "The Old Guys", which are completed and financed outside of the Town's budget.
- ***Engineering:*** There are few requested changes in the operational budget for FY2016-17. Note – the Engineering Administrative Assistant position will not be filled to accommodate the necessary staffing in Parks and Recreation.
- ***Stormwater***: The requested increase in wages in the Stormwater Department reflects the loss of revenue from HURF funding, not additional employees (funding must now come from the Town's General Fund). Ron Long and Town Manager Russ Martin explained the funding requests for Consulting Services, which have become mandatory, as the Town is not meeting ADEQ MS-4 permit requirements. Additionally, the Stormwater Department of Public Works is requesting funding for infrastructure maintenance.

- ***Maintenance:*** Mr. Long advised that there are few changes to the operational budget requested for FY 2016-17; however, he is requesting funding for two additional full time employees. Mr. Long stated that Public Works is utilizing all available funding and manpower from HURF, contract labor, and Adult Probation services, however, Public Works (all departments of Public Works) have been short staffed since 2007. With the expansion of the new Library, new and upgrading of the parks, and the increase in development, more employees are needed, specifically grounds maintenance and janitorial. The Manager has recommended no new employees due to budget restraints. Council Discussion: Council requested alternatives, partnering with local businesses for services, volunteers, part-time positions and/or hiring of one employee with dual responsibilities. Mr. Long advised that the department is already taking full advantage of all volunteers that are available, including APO, part-time positions do not attract the level of commitment and skill that the department is needing and a "shared" responsibility position does not usually do justice for either position, therefore, if only one position is approved, he would recommend a full-time groundskeeper, and request that each department respectfully do all or a portion of their own janitorial duties.
- ***Streets***: Mr. Long advised that there are few requested changes to the operational budget for FY 2016-17. The Streets Division is understaffed and will be requesting additional employees in FY 2017-18. Council Discussion: Council discussed the 7-year revolving street maintenance program (CIP) that was proposed and discussed last year, acknowledging that street maintenance is a very high priority, however the loss of HURF funding has prevented the Town from moving forward on the 7-year revolving program. Mr. Martin advised that if the HURF funding is replaced and reinstated, the Town will be able to move forward on the street maintenance program.
- ***Wastewater/Sewer***: Jan Grogan advised that the RV Park (Dickinson Circle) will be installing their own lines, therefore this item has been removed from their budget, and the unused funds will be allocated to complete a study to determine fair rates and hook-up fees. There will be few requested changes in the operational budget, as this division of Public Works in in the process of finishing the wastewater plant (CIP). Ms. Grogan advised that they will be requesting reserve funds to purchase a new vac truck and camera van (CIP), both of which are acutely needed as development increases. The current truck and van were purchased used, and are now in desperate need of being replaced. With the increase in revenues from both commercial and residential hook-ups and rates, the department will be requesting funds to upgrade manholes and pumps.

- **Community Development –**
- ***Planning and Zoning***: Community Development Director Mike Jenkins advised there are few requested changes to the operational budget for FY 2016-17, except the Town Manager is recommending an increase in the legal fees for this department. Mr. Jenkins advised that he intends to retire at the end of the calendar year 2016. As he has been the Director and additionally filling the role of senior planner, Mr. Jenkins suggested the Town consider hiring a Senior Planner approximately 4 to 6 months prior to his retirement to familiarize and accomplished necessary training for the new hire, and not leave the department staffed with only one assistant planner.
- ***Building and Code Enforcement***: Mr. Jenkins advised the 2016-17 budget request for software and the abatement program have substantially been reduced. A request for software upgrades will be presented for FY 2017-18. There are few other operational budget changes. Robert Foreman advised that the consulting fees requests for FY 2016-17 have been reduced as the department has hired a quality employee. Mr. Foreman advised that this department is requesting additional wages to hire an additional building inspector and permit technician as the department is experiencing an increase in residential and commercial building permit requests. The department currently has a vacancy for a part-time employee. Although the Town Manager's recommendation does not reflect approval of the additional wages, Mr. Foreman advised that the increase in permit fees validates the requests. At the request of Council, Mr. Foreman advised that his first priority would be to hire a full-

time building inspector/plans examiner and second to hire a permit technician.

- **Camp Verde Marshall's Office –**
- ***Marshall's Office***: Marshal Gardner and Commander McConnell gave a power point presentation, requesting FY 2016-17 funding for two new positions (officers), as the Marshall's Office is currently understaffed, creating safety issues for both the community and the officers. Marshall Gardner advised that she is applying for grant funding for a school resource officer (Town's portion of resource officer wages/funding is 2 months per year/schools provide funding for 10 months per year). Additionally, the Marshall Office is requesting a new K-9 vehicle, stating a portion of the costs of the K-9 vehicle is grant funded. The current K-9 vehicle is experiencing transmission problems and has safety issues. Council Discussion: The Council stated support for the Marshall's Office requests. Officer Oscar Berrelez addressed the Mayor and Council in support of the Marshall's Office and the CVMO budget requests. Officer Bowers addressed the Mayor and Council in support of the new K-9 vehicle, stating it is on call 24 hours a day for all of the Verde Valley communities. Marshall Gardner advised purchase of the Spillman program was approved last year; FY2016-17 budget requests reflect this year's CIP expenditure, and noting that Spillman is already online and in use.
- ***Animal Control:*** Marshall Gardner stated there are no major changes in the operation budget for FY 2016-17, and noted that Animal Control is successful due to the extraordinary volunteers.

- CIP – Town Manager Russ Martin and Finance Director Mike Showers advised the Council that there is substantial funding allocated for CIP due to current lease payments for CIP already approved and in progress (CVMO vehicles, wastewater plant, parks, library, etc.). CIP does not include increases in wages/staff and does not include HURF funds. With the .65% sales tax, revenue has increased and it continues to increase. Mr. Martin and Mr. Showers requested the Council consider whether to place excess funds in reserve or allocate it for payment of current CIP and/or lease payments or future CIP. Council Discussion: Council requested monthly or quarterly reports on the progress of CIP projects and CIP funding/financial status (debt service report), as some projects are allocated for payment over time, and some projects are near being paid off which would make funding available for finishing (i.e. finishing the water treatment plant) or beginning (i.e. 7-year rotating streets maintenance program) CIP projects. Vice Mayor George stated support for CVMO requests. Mr. Martin stated support for 1.5% COLA for all employees and healthcare costs assistance. Mr. Showers advised that the debt service is available in the December 2015 financial reports. The Town's current revenues are remaining steady with an increase in local sales tax, therefore, the Council may consider CIP projects, increasing reserves, and/or approving budget requests. Mr. Martin and Mr. Showers will make their recommendations at the next Budget Work Session/CIP.

Mr. Showers advised that a community meeting budget forum would be held on May 9 from 7 pm to 8:30 p.m. Location is not yet designated.

Public Work Directed Ron Long would be meeting with the Corp of Engineers regarding a possible grant for improvements (storm water) in Clear Creek.

Adjournment

Mayor German adjourned the meeting at 10:53 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 April 22, 2016. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this _____ day of _____, 2016.

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Virginia Jones, Town Clerk