

**TOWN OF CAMP VERDE MAYOR AND COMMON COUNCIL
SPECIAL SESSION – BUDGET
(CIP DEVELOPMENT DAY 1)**

Friday, March 2, 2018, 8:00 A.M.

**COUNCIL SPECIAL SESSION
473 S. MAIN STREET, ROOM #106**

**COUNCIL CHAMBERS, TOWN HALL
CAMP VERDE, ARIZONA**

MINUTES

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order.

Mayor German called the meeting to order at 8:00 a.m.

2. Roll Call.

Mayor Charles German, Vice Mayor Jessie Murdock, Council Members Jackie Baker, Dee Jenkins, Brad Gordon and Robin Whatley were present. Council Member Buck Buchanan was absent.

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Finance Director Mike Showers, Library Director Kathy Hellman, Risk Manager Carol Brown, Public Works Director Ron Long, Maintenance Supervisor Mike Dumas, Parks and Recreation Manager Mike Marshall, Street Supervisor Stacy Perry, Deputy Public Works Director (Wastewater) Troy O'Dell, Economic Development Director Steve Ayres, Human Resources Specialist Barbara Bridge, Acting Marshal Brian Armstrong and Recording Secretary Lynn Riordan.

3. Pledge of Allegiance.

4. Special Session for FY2018-19 Budget Deliberation – Day 1 of CIP Development. Legal action can be taken. Council deliberation and possible action to modify Preliminary Budget content.

4.1. Discussion between Council and the Finance Director and various department representatives regarding the Town of Camp Verde Capital Improvement Plan for Fiscal Year 2019 Budget. [Staff Resource: Michael Showers]

CIP Development: Finance Director Mike Showers addressed the Mayor and Common Council, providing a handout/binder that contained an overview of the current CIP strategic plan, current and proposed budget and projects, and proposed revenue and debt. Town Manager Russ Martin advised he would prepare a comprehensive package that contains all CIP requests before presenting a proposed budget. A copy of the Fiscal Year 2018-19 CIP Packet is available for public view at the Clerk's Office.

Economic Development. Steve Ayres provided a handout outlining four proposed CIP projects 1) Wayfinding Signage – two phase - includes 16 signs along Hwy 260 with the final design to be submitted to ADOT; 2) Industrial Drive Round-About Landscaping per the General Plan; 3) Main Street and Finnie Flat Entry Monuments – including irrigation and upgrades; 4) I-17 Visitor Center – requesting direction from Council regarding potential sites for the visitor center.

Council Member Robin Whatley requested additional signage be considered for Rezzonico Park particularly posting potential hazards and/or warnings for river users.

Library Director Kathy Hellman proposed the following CIP Projects 1) Replace Library's front entrance door with auto-sliding door – NOTE: Ms. Hellman has applied for grant funding for this item; 2) Tint or sunshades for 8 sections of skylights over lobby and sunshades for remaining windows and doors; 3) Mailbox next to the book return; 4) Lighting for north wall of adult stacks.

Council Member Robin Whatley stated support for replacement of the front door, indicating safety and potential utility savings. Council Member Whatley thanked Ms. Hellman for applying for grant funding to reduce Town General Fund or CIP expenditures.

Finance Director Mike Showers recommended investing in software for all Wastewater Accounting advising the new proposed software is the same company and is compatible with other Town software programs, allows for smoother transition if the Town acquires water companies and will save time (labor) and provide accurate statistical and rate information.

Acting Marshal, Commander Brian Armstrong advised the Marshal's Office was in need of 1) upgrading the Records Room stating this item has been requested for many years and now the Marshal's Office is at capacity in the records room. Acting Marshal Armstrong requested this item be placed into CIP as a priority as the Marshal's Office must retain records pursuant to Arizona law; 2) Spillman records management modules for statistical reporting to comply with federal reporting requirements – this item can be delayed until 2019-20 and still be in compliance; 3) Enforcement vehicle replacement and upgrades – Three Year Plan – requesting 4 new patrol SUV vehicles and 1 Animal Control Officer (ACO) Truck in 2018-19, 3 new patrol SUV vehicles in 2019-20 and 2 new patrol SUV vehicles in 2020-21 (potential lease purchase package).

Town Manager Russ Martin requested the Council consider the request for Community Development 1) Two Year Plan to purchase or lease purchase three vehicles for Community Development and Administration – Mr. Martin requested Council consider purchasing a van, rather than an admin car, with the intent of conserving fuel/maintenance and scheduling use; 2) Scanner/plotter for large scale plans and drawings noting the Scanner/plotter would also be utilized by Public Works.

Public Works - Engineering: Ron Long presented priority road projects 1) Cherry Creek Crossing and 2) Roundabouts 4 (Altman Parkway) and 5 (Out of Africa) connector roads on Hwy 260/279. Discussion followed regarding priority if only one project could be completed. Mr. Long advised he is looking into possible funding sources; 3) Hollamon Street sidewalk improvements may be funded by CDBG grant if required construction-ready plans for curb, gutter and sidewalk improvements are submitted.

Public Works – Maintenance: Mike Dumas advised the 1) Community Kitchen Remodel project was in progress, approximate cost to completion is \$40,000; 2) Gym Roof – Public Works Building repairs and seal foam roof may provide 20 more years with the current roof and 3) Remodel of the men's public restrooms at the Administration Building (100) Town Hall facility noting the restrooms most likely have the original fixtures and flooring from date of construction and are not ADA compliant.

Public Works – Parks and Recreation: Mike Marshall advised the 1) Town Hall complex needed upgrading specifically Rooms 204 and 305 and the gym need flooring, Room 305 needs ceiling repairs and the weight room needs remodeling with windows and a bathroom; 2) Rezzonico Park upgrades are in progress, the ramada is complete, trails are in progress and completion of an ADA accessible walkway to the Library, pipe railing fence, outdoor podium style (exchangeable) information signage, and completion of landscaping are desired – all of which will benefit the public, visitors, Parks and Recreation and the Library; 3) Heritage Pool needs new sand filters – existing sand filters are old, undersized, and labor intensive - the new proposed filters will save labor and water.

Council Member Jenkins inquired if more ramadas were planned for Rezzonico Park. Mr. Marshall advised that Rezzonico Park was designed for day-use, natural environment setting with access to the Library and the river. An additional table or bench may be added near the river, and “The Old Guys” installed a telescope pad, but no additional ramadas are planned for this park.

Mayor German inquired about the pool roof. Mr. Dumas advised the pool roof was in progress and being completed within the current budget year.

Public Works – Streets: Stacy Perry advised the Public Works department is staying on track with the plan for 1) chip sealing existing roads and requests funding to stay on track with the Strategic Plan (5-year rotation plan); two areas have been completed; 2) An awning at the Public Works facility is needed to protect vehicles and equipment from sun damage; and 3) Public Works is in need of new equipment and vehicles - an equipment list including a street sweeper, backhoe, tractor trailer, four ¾ trucks with varying accessories, mowers, RTV and a utility tractor was provided.

Public Works – Wastewater: Troy O’Dell advised design and installation of Lift Station #2N (Northside extension – Dickerson) is critical at this time – property has been donated and construction costs will be recovered by connection and use fees; 2) Wastewater also needs a replacement vehicle for the S-10 pickup and they are requesting a full-sized ½ ton pickup.

Town Manager Russ Martin addressed the Mayor and Council advising the Town completed a salary rate study 10 years ago – there are many new positions and different levels of staff, and job descriptions are changing with technology. Mr. Martin is requesting Council give direction on whether Council would like to consider a salary schedule for potential new levels of staff with job descriptions or continue with what we have and address each level of staff with new positions as they occur. Mr. Martin advised a large percentage of the budget is the cost of employees – 10 years ago the Town competed for employees at 90% of the rate study (comparable wages). Mr. Martin requested the Council determine if they want to continue to compete at 90% or if they wish to compete at 100% advising the increase will affect the budget. Mr. Martin provided a hand-out for comparative wages in Towns similar in size relative to our area. Mr. Martin advised that bringing wages up to a competitive rate of 100% may cost the Town approximately \$550,000.00.

Mayor German advised that the Town’s employees have done an incredible job and have stayed loyal even when times were tight and increases were not available.

Council Member Whatley suggested a 90% competitive salary adjustment across the board in every department this year and revisit potential increases and salary adjustment

by 2 to 2.5% each year until the Town reaches 100% competitive salaries. Council Member Jenkins concurred, stating if revenues and funding were available the increases could be accelerated. Council Member Gordon preferred not to have each Department have to come before the Council with every hire, new position, job description and pay adjustment, but to have department heads prepare job description within their department, including potential positions with salary ranges, and have them brought before Council in batches, rather than one at a time. Mayor German agreed, requesting current and potential positions needed within the next 2 to 3 years now, with wage comparisons now. Vice Mayor Murdock concurred.

Town Manager Russ Martin advised he would provide Council with a comprehensive plan for comparative wages at 90% this year, with a plan to increase by 2% or more per year until the Town is competing at 100%.

Mr. Martin advised the 8AM Special Budget Session scheduled on March 9, 2018 had been cancelled as it conflicted with another obligation, however, Mr. Martin requested an Executive Session be set at 5:00 p.m. before the next Regular Session.

5. Mayor German adjourned the Work Session at 10:32 a.m.



Charles German, Mayor



Judy Morgan, Town Clerk

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 Work Session of the Town Council of Camp Verde, Arizona, held on March 2, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 26th day of March, 2018.



Judy Morgan, Town Clerk