

**MINUTES
SPECIAL SESSION
EXECUTIVE SESSION
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
FRIDAY, APRIL 14, 2017 at 8:00 A.M.**

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, Councilor Brad Gordon, Councilor Jackie Baker, Councilor Dee Jenkins, Councilor Robin Whatley and Councilor Buck Buchanan were present.

Also Present

Town Manager Russ Martin, Town Clerk Virginia Jones.

3. Pledge of Allegiance

Mayor German led the Pledge of Allegiance.

- 4. Discussion and consultation with the Town Water Attorney for legal advice relative to proposed water rights agreements.** Staff Resource: Russ Martin. Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) Discussion or consultation for legal advice with the attorney or attorneys of the public body. ARS §38-431.03(A)(4) Discussion or consultation with the attorneys of the public body in order to consider its position and instruct its attorneys regarding the public body's position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.

On a motion by Councilor Gordon, seconded by Councilor Jenkins, Council voted unanimously to adjourn to Executive Session at 8:03 a.m.

Work Session reconvened at 9:12 a.m. and Mayor German called the meeting to order.

After the Executive Session, present were Mayor Charles German, Vice Mayor Jessie Murdock, Councilor Brad Gordon, Councilor Jackie Baker, Councilor Dee Jenkins, Councilor Robin Whatley and Councilor Buck Buchanan.

Also Present: Town Manager Russ Martin, Town Clerk Virginia Jones, Community Development Carmen Howard and Robert Foreman, Library Director Kathy Hellman, Economic Development Director Steve Ayres, Finance Director Michael Showers, Marshall Nancy Gardner, Risk Manager Carol Brown, and recording secretary Lynn Riordan.

- 5. Discussion with Finance Director and various department representatives regarding the Town of Camp Verde Capital Improvement Plan and Department Budgets for Fiscal Year 2018.**

Town Manager Russ Martin and Finance Director Michael Showers provided each council member with a Proposed Operating and CIP Budget, advising that the Proposed Operating and CIP Budget documents outline each

department's proposed budget and the manager's recommended budget for 2017-18; Mr. Martin advised that revenues are currently "flat", advised that three of the current four open positions will not be filled this year, and have been withdrawn from next year's budget (1 police officer, 1 draft person Waste Water Treatment Plant, and 1 building inspector), and he recommends no increases in any department. Mr. Martin advised that there is about \$30,000 of undesignated funding – for all departments combined – based on his recommendation, this amount is subject to change based on actual growth and revenue. Mr. Showers, at request of Council, advised that there are no actual numbers at this time that reflect whether or not the Hwy 260 construction has, or has not, directly affected sales tax revenue.

Library Director Kathy Hellman addressed the Mayor and Council regarding her budget requests, stating that the Library is understaffed, specifically the public service desk and children's library, therefore she is requesting 1 new full-time employee and having the current two part-time employees being upgraded to full-time; the library will be losing one full time employee and one part-time NACOG employee; the library usage has increased by 21% since opening; and the library currently uses 80 hours per week from volunteers. Ms. Hellman stated she is grateful for the Town's continued support and generosity, and is aware that if the Town fulfills her request for additional employees it possibly would be taking away from some other Town department's needs.

Economic Development Director Steve Ayres addressed the Mayor and Council regarding budget requests stating he has requested only modest changes and concurs with the Town Manager's recommendations. Mr. Ayres invited each council member to come by his office at any time to discuss "in-progress" and potential business and investment possibilities that may materialize in Camp Verde. Mr. Ayres advised that the MOU with the Camp Verde Business Alliance is already proving to be a positive investment for the Town and Focus Future.

Community Development Director Carmen Howard and Robert Foreman addressed the Mayor and Council regarding budget requests stating they concur with the Town Manager's recommendations however, if any of the proposed large building developments become reality, the department will need an additional building inspector, noting that one of the positions not filled, and not budgeted for next year, is a building inspector. Mr. Foreman requested the Mayor and Council keep in mind that it takes months to train and season a new inspector for this specific area; noting that the Town can contract with Yavapai County when needed for plans examination and inspection, however the service is not as expedient and not personalized to our community. The Town Manager has recommended the percentage of the current position (building inspector) be re-allocated from 10% for risk management to 20%, which is acceptable at this time, but lack of needed staff continues to be problematic with respect to anyone in the department being ill, injured or on vacation. Vice Mayor Murdock stated support for the department's needs for a building inspector as the need increases and revenues increase, noting that lack of service in this department could deter new business and building, and could shed a negative light on the Town.

Marshall Nancy Gardner addressed the Mayor and Council regarding her budget requests and acknowledging that the Town Manager and Council have always provided the Marshall's Office with their requested needs; the department has several vacancies that are currently budgeted for and the department continues to hope these vacancies get filled soon; noting that one of the positions that did not get filled and will not be budgeted for next year is a patrol officer. Marshall Gardner stated that she concurs with the Town Manager's recommendations, except the request to have the part-time records person upgraded to full-time, as the records requirements and retention are state law mandated and the work load in records is over-whelming. Additionally, the records department generates revenue and the revenue from impound hearings (restricted, not general fund) will off-set the request for upgrading this position.

Risk Manager Carol Brown addressed the Mayor and Council regarding her budget requests stating she concurs with the Town Manager's recommendations, noting that she is only requesting the current shared employee (building inspector) be re-allocated 20% to risk management (increased from 10%). Ms. Brown noted that the Risk Management Department has saved the Town substantially in insurance rates and losses.

Town Clerk Virginia Jones addressed the Mayor and Council regarding budget requests noting that the Clerk's Office concurs with the Town Manager's recommendations. The Clerk's Office will be assuming administrative duties for the Public Works Department and the Town will be advertising and seeking a candidate to fill the Town Clerk position. Jones indicated she would like to support the increase of the part time records position at the Marshal's Office to a full time position, noting the amount of records produced and the retention period is so much greater.

Town Manager Russ Martin addressed the Mayor and Council regarding the Manager's budget and the Council budget, advising no significant changes have been requested or recommended, however there were some small increases in training and legal fees (for water rights issues), and savings on travel/conference costs.

Finance Director Michael Showers addressed the Mayor and Council regarding budget requests noting that he concurs with the Town Manager's recommendation; Mr. Showers has requested an increase in technology as the department is in need of new or upgraded software and technology capabilities.

Town Manager Russ Martin and Barbara Bridge addressed the Mayor and Council regarding her budget requests with respect to Human Resources and Non Departmental Budgets, noting some changes include the transition of the Clerk's office taking some of the administrative duties for public works, the proposed hiring of a Town Clerk (priority), and an increase in employee benefits. Mr. Martin advised the Town employee wages were 90% market, with most department head wages 80% market, which is relatively close to neighboring communities and communities with the same budget, geographic size and population to serve. Mr. Martin noted the \$80,000 in profit sharing was up from \$65,000 and, although it is a substantial increase, it means we collected more revenue. Mr. Showers explained the contingency fund (emergency fund) and the cost of benefits (employee dependents).

The Mayor noted the next Budget Work Session was scheduled for Friday, April 19, 2017 at 8:00 a.m.

Adjournment. Mayor German, with no objection from Council, pronounced the meeting adjourned at 11:02 a.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 Work Session Mayor and Common Council of the Town Council of Camp Verde, Arizona, held on April 14, 2017. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 4 day of May, 2017.



Virginia Jones, Town Clerk