



MINUTES
WORK SESSION
MAYOR AND COMMON COUNCIL
Of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
FRIDAY, MAY 9, 2014 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 am.

2. Roll Call

3. Mayor Charles German, Vice Mayor Jackie Baker and Councilors Bruce George, Carol German, Jessie Jones, Brad Gordon, and Robin Whatley were present.

Also Present

Town Manager Russ Martin, Marshall Nancy Gardner Town Clerk Deborah Barber, Finance Director Mike Showers, Public Works Director Ron Long, Public Works Analyst Debra Raney, Economic Development Director Steve Ayers, Town Clerk Deborah Barber and Recording Secretary Marie Moore

4. Pledge of Allegiance:

Mayor German led the pledge.

5. Discussion, consideration, and possible direction to staff relative to the Draft FY 2014/15 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.

a. Revenues

b. General Government

➤ Municipal Court

Municipal Court Budget passed unanimously.

➤ Library

Library Budget passed by majority vote. Councilor Gordon opposed.

➤ Economic Development

Economic Development Budget passed unanimously.

➤ Risk Management

Risk Management Budget passed unanimously.

➤ Non-departmental

\$5000 to be allotted to the Verde Valley Senior Center. Non-Departmental Budget passed unanimously.

➤ Finance

Finance Budget passed unanimously.

➤ Mayor & Council

Mayor & Council Budget passed unanimously.

➤ Clerk

- Town Manager
Town Manager Budget passed unanimously.

- HR
Martin indicated there is consideration of sharing an HR Department with the School District is being discussed. HR Budget passed unanimously.

- IT
IT Services Budget passed unanimously.

- Public Works
 - ✓ Public Works
Public Works Budget passed unanimously.
 - ✓ Stormwater Management
Stormwater Management Budget passed unanimously.
 - ✓ Wastewater/Sewer
Jan Grogan presented a handout to Council which is attached and becomes a permanent part of the record. Sewer budget passed unanimously.
 - ✓ Maintenance
Maintenance Budget passed unanimously.
 - ✓ Parks & Recreation
 - Parks & Recreation
Parks & Recreation Budget passed unanimously.
 - Pool
Pool Budget passed unanimously.
 - Programs
Programming Budget passed unanimously.
 - ✓ HURF – Streets
HURF Budget passed unanimously.

- Community Development
 - ✓ Community Development
Community Development Budget passed unanimously.
 - ✓ Planning & Zoning
Planning & Zoning Budget passed unanimously.
 - ✓ Building
Building Budget passed unanimously.
 - ✓ Code Enforcement
Code Enforcement Budget passed unanimously.

- Marshal's Office
 - ✓ Marshal's Office
Marshal's Office Budget passed by majority vote. Councilors Baker and German opposed.
 - ✓ Animal Control

- c. Capital Improvements
Contingency budget was discussed and

Adjournment



Charles German, Mayor

Marie Moore by Virginia Jones
Marie Moore, 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 9, 2014. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of June, 2014.

Virginia Jones - deputy clerk
~~Deborah Barber, Town Clerk~~ 04



Camp Verde Sewer Department

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New Entry Level Operator:

The Sewer Department extended our coverage to 7 days a week two months ago. For adequate treatment, we need to be able to decant and run the belt press every day or 7 days a week due an increase in truck haulers hauling septage to our plant as well as for 7 day a week process control. Due to having to spread out the current staff in order to fill all 7 days a week with coverage, there is only one day a week remaining when all of the employees are at work at the same times. Because of this we are getting further and further behind on scheduled maintenance of the collection lines and several other necessary work items.

It is also very difficult to arrange vacations and comp time off as this can leave us short-handed with only 2 people working at some times.

This employee would be hired as an entry level operator. The wages for this position would be a small amount higher than our normal starting wage because this new hire will have to work a more varied schedule in order to cover other operators for vacations, comp time, as well as sick leave.

Laborer Position:

We currently have an employee who is paid \$9.72 per hour. This employee was hired as a laborer and not an entry level operator. He understood when he accepted the job that he was coming on as a laborer. It was explained to him at his time of hire that if he desired to become an operator in the future, that by experience we would help him prepare for the certification exams. He was made to understand that by studying, gaining practical experience, and by successfully passing operator's certification exams that his wages could slowly increase to the level of the other operators. He has attempted the test once without success and is studying to take the test again.

During his employ, this employee has also has had past attendance problems and performance problems. These problems have been discussed with him in the past and have only resulted in limited and temporary improvement. We are currently planning to move towards a formal 6-month action plan to help him to improve on both his attendance and performance and prevent further disciplinary actions.

Sewer

Budget Changes:

This is the second year the Town has prepared the Sewer Utility budget. Staff used time this past year to better understand accounting for this Enterprise Fund. A request was made of Finance to provide additional expense line items: #756751 – 760400. Although the account numbers are new (with no prior history), these are not new expenses. Prior to this budget, all costs for these items were accounted for in Plant Operations. Plant Operations (#756750) no longer has a budget. The expenditures previously applied to Plant Operations will now be cost specific, accounted for in a more transparent format. Staff believes this will be helpful in future planning and allow for a better understanding the costs associated with the sewer utility.

- **Wages and Related costs:** Based on time spent in the 13/14 budget, employee allocations of the Deputy Director and the Public Works Admin. Assistant are greater this year (25% and 10% respectively). One new entry-level operator is accounted for in the Staff Requested budget, wages and related costs do not adversely affect the budget. This new hire is necessary to properly operate the plant and collection system within the Aquifer Protection Permit Parameters.

New Entry Level Operator:

The Sewer Department extended our coverage to 7 days a week two months ago. Because of the added coverage and an increase in truck haulers transporting septage to our plant, we need to be able to decant and run the belt press every day, or 7 days a week, to maintain adequate treatment and for daily process control. In order to fill all 7 days a week with coverage using the current staff there is only one day a week remaining when all employees are at work at the same time. Often only one person is at the plant, which is foremost a safety concern. Spreading out the current staff causes us to get further and further behind on scheduled maintenance of the collection lines and several other necessary work items.

It is very difficult to arrange vacations, comp time, illness and emergencies leaving us critically short handed

This employee would be hired as an Entry Level Operator. The wages for this position would be a small amount higher than our normal starting wage because this new hire will have to work a more varied schedule in order to cover other operators for vacations, comp time, as well as sick leave.

The Entry Level Operator would also be paid at higher rate than our current Laborer Position who is paid \$9.72 per hour. This employee was hired as a Laborer and not an Entry Level Operator. The employee understood when the job was accepted he was coming on as a Laborer. It was explained to him at time of hire that if he desired to become an Operator that by studying, gaining practical experience, and successfully passing Operator's Certification Exams his wages could slowly increase to the level of the other operators. He has attempted the test once without success and is studying to take the test again.

During his employ, this individual has had past attendance and performance problems. These issues have been discussed with him in the past and have only resulted in limited and temporary improvement. We are currently developing a formal 6-month action plan to help him to improve on both his attendance and performance in order to prevent further disciplinary actions.

- **722000 \$6,900**
 - Insurance under Southwest Risk Services was reduced significantly

- **756705 \$ 25,000**
 - Lagoon Closure: this is required under our APP (Aquifer Protection Permit through the Arizona Dept. of Environmental Quality.

- **480000 \$ 953,721**
 - Other Operating Revenue: This is the current available balance in the WIFA loan. Council directed staff (March 5, 2014) to use the WIFA to complete required improvements at the wastewater facility. (Work has started on the grinder pump and rock trap).

Public Works Department

Sewer Division

Our Mission

The Sewer Division is committed to assuring a quality of life for the citizens of Camp Verde, both current and future, by providing sanitary sewer services in a safe and efficient manner. To achieve this we will comprehensively plan, develop, maintain and operate the City's utility systems in a financially sound and efficient manner.

Department Description

The Sewer Utility is a division of Public Works. It is the responsibility of the Sewer Utility to ensure the proper collection and treatment of sewerage from the town and also from septage haulers. The department runs under an Aquifer Protection Permit issued by the Arizona Department of Environmental Quality. The operations staff ensures that the plant runs in compliance with this permit. The effluent water is discharged into evaporation ponds.

Department Staffing

- Wastewater Manager (1.0)
- Sr. Wastewater Operator (1.0)
- Wastewater Operator (2.0)
- Laborer (2.0)
- Administrative Assistant (1.10)
- Public Works Deputy Director (.25)

Accomplishments for the Fiscal Year 2013-14

1. The Camp Verde Sanitary District became a functioning utility of the Town on July, 1 2013.
2. This year was spent in the transition from District to Town. It has been a fairly smooth transition on both sides.
3. Town Council approved many projects to be financed with an existing loan from the Water Infrastructure Finance Authority these projects are in various stages at this time.
4. The plant remains in compliance with its APP due to the ingenuity and hard work of the staff.

Budget Points of Interest

1. Additional funding was added for one employee. This will reduce the number of comp hours earned by current staff.
2. There is a significant increase in Plant Operations to account for re-start of waste activated sludge hauling and dumping fees, until the future sludge drying beds are designed, approved and constructed.

