

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
WEDNESDAY, MAY 8, 2013 at 4:00 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 Burnside called the meeting to order at 4:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors Baker, George, German, Jones, and Whatley were present.

Also Present
Town Manager Russ Martin, Finance Director Mike Showers, Town Clerk Debbie Barber, Economic Development Director Steve Ayers, Judge Cipriano, Public Works Director Ron Long, Admin, Assistant Deborah Ranney, Marshal Nancy Gardner, Darby Martin, Mayor-elect Charlie German, and Council-member-elect Brad Gordon.

3. **Pledge of Allegiance**
Mayor-elect Charlie German led the pledge.

4. **Discussion, consideration, and possible direction to staff relative to the Draft FY 2013/14 Tentative Budget and the 2014 Capital Improvements Plan (CIP). 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.**

Manager Martin explained the General Fund revenues and expenses. He advised that the Manager's recommended budget column projects a surplus, noting that Council should be coming to close to a final decision following next Friday's meeting. He advised that his and Mike Shower's estimates were very conservative and that if Council so chose, they could project more aggressive sales tax revenues in order to prioritize and complete some of the CIP projects. Martin advised that he felt confident that numbers that are more aggressive could be used for the projects and that he would keep Council apprised as to whether or not the numbers were coming in as anticipated. Martin felt that this was a fairly conservative budget, but that the projections were a little more 'real' this year.

Council discussed the following:

a. **General Government**

➤ **Mayor & Council**

Martin explained that Legal Services was cut to reflect a more accurate cost. Brad Gordon said that he received several comments about the lack of transparency in government and noted that we post agendas to the web and on Town bulletin boards. He suggested that not everyone had a computer, but everyone read the paper. He said that he would like to see the minutes published in the newspapers so that the public could be more informed.

Martin explained that the actions and minutes are on the web in accordance with law. Martin said he could sit down with the papers and see what the costs would be. Baker said that this has been tried in the past and it did not work as well as what we are doing now.

Charlie German suggested that minutes could be posted on the same boards as the agendas, stating that people know to go and look at the board for the agendas. Mayor Burnside suggested that this item be brought back for an agenda item when the new Council is seated.

➤ Clerk

Manager Martin said that the budget reflects keeping staff at the same level. Carol German asked if the salary included a fulltime receptionist. Martin advised that it did not. German said that she would like the Manager to think about this position, as it is an important position and it is nice to see someone when you walk through the door. Councilor Baker agreed.

Burnside asked if the wages included the not only the 3% increase, but also the additional employee related expenses, such as worker's comp, etc. Burnside said that he would like to see the numbers next week.

➤ Town Manager

Martin advised that he planned to recommend an increase to \$15,500 Contract Labor if Council approved an agenda item to retain e-Civis for grant management and tracking.

➤ Finance

There were no concerns. Showers advised that Council would discuss the Sanitary District budget next Wednesday.

➤ HR

There were no concerns or comments.

➤ Risk Management

There were no concerns. Baker noted that our risk carrier provides risk management services to the Town at no cost.

➤ Economic Development

Ayers distributed a project list, a copy of which is attached and becomes a permanent part of the record. Baker inquired about the two part-time employees at the Visitor's Center. Ayers explained that the two employees split 24 hours per week.

There was discussion about a need for the proposed design charrette project since there was already a Master Plan for the downtown area that had cost a lot of money.

➤ IT

Martin said that some of the computers needed upgrading. Burnside asked if it was time to hire someone for IT services and cut back on the consultants. Martin said that a cut back on consultant services would have the work fall back on staff and suggested that we needed to wean ourselves off the consultants in the next few years.

➤ Non-departmental

George asked about several memberships and Martin said that the cost would fall under the subscription and memberships. Burnside asked about employee payout amount. Mike Showers

explained that employee payouts had come from the contingency in the past and he feels that the money needs set aside so that it can be moved to whatever department needs it.

➤ **Municipal Court**

Judge Cipriano passed out a chart handout. He explained that the AOC plans for the courts to go paperless. He advised that they have been working with the Marshal's Office on digital citations and that this would cut down the work for both departments.

➤ **Public Works**

Baker asked questions regarding a memo on the pool contract and updates, a copy of which becomes a permanent part of this record. Council discussed contract for the pool updates at length, due to \$21,000 ramp being taken out of the bid by the contractor. In answer to questions, Long explained that he had not noticed the deletion in the bid documents and that the project was too far in to fire the contractor. He said that there was no choice but to put it in the FY 13/14 budget since the law requires the ADA improvements.

German asked if the Public Works Analyst was a new position. Long explained that someone is already doing the work of an analyst, working on grants and contracts. An analyst would be used in every division of the Public Works division and that a staff member was already doing the work and it was getting more difficult. Long explained the importance of having the correct title to go with the duties and that a small pay increase would be included. Long said they currently have a part-time administrative assistant that will be fulltime. Baker stated that there are people in all departments who do more than their job description and are not compensated for it. George said he was in favor of cross training.

✓ **Stormwater Management**

Long explained that the change in salaries was due to taking on the Sanitary District, which would become their own department in Public Works.

✓ **Maintenance**

There were questions regarding software recurring fees. Deborah Ranney explained that the increase was for the work order software and it was moved into the department it occurs in.

The meeting recessed 5:24 p.m. and reconvened at 5:34 pm

✓ **Parks & Recreation**

• **Parks & Recreation**

Long explained that the administrative assistant will work for Public Works and for Parks and Recreation. Burnside asked if the electricity line item was enough because the bill keeps getting higher every month.

• **Pool**

Whatley had questions on lifeguard training and said it was hard to have teenagers come up with the money for training. Long explained that the Recreation Supervisor wants to provide training for himself and additional training for the guards. He explained that the returning guards are certified. George asked if the pool would be open later this year. Manager Martin said it would be open a few weeks into fall.

• **Programs**

There were no comments or concerns.

✓ HURF – Streets

Manager Martin explained that he lowered the auto repair line items due to the purchase of new vehicles, noting that the need for maintenance (i.e. oil changes) remained. George asked why the money had not been spent for Street Striping. Long advised that the bill would come in at the end of the fiscal year.

Burnside asked if the \$100,000 that was budgeted for street projects had been spent as planned. Long said that it had not, but that he plans to put in more work this coming year. He explained that staff time was spent on the Hollamon Street project last year. Burnside suggested outsourcing the work when staff cannot get it done so that it helps the local businesses and the Town get work completed as planned. Long advised that there is not enough money to chip seal the roads, but the crew crack seals twice a year.

➤ Community Development

✓ Community Development

There were no comments or concerns.

✓ Building

Charlie German asked about the Consulting Services line item. Jenkins explained that it was for an IGA we have with the County to provide services when the Building Official is out. He explained that the training budget was for the Building Official who is working to get two more certifications.

✓ Planning & Zoning

There were no comments or concerns.

✓ Code Enforcement

There were no comments or concerns.

➤ Marshal's Office

✓ Marshal's Office

Carol German asked if the vacant positions at the Marshal's Office were going to be filled and expressed her concerns about not having enough officers on the streets. Martin explained that the Marshal planned to hire 3 additional officers, while his recommendation was two officer positions and one position for the evidence room. Gardner explained that we have 12 officers on the street now, but need 15 officers. German asked how many officers the Yavapai Apache Nation has and Gardner said they have 14 on the street with a smaller area to patrol. German also asked about the problems with the evidence room and Marshal Gardner said they needed to bring in a full time person to remedy the problems. Council members expressed concerns about the potential liability.

George questioned the uniform line item and Showers explained that the uniform expenses had disappeared because the officers get a uniform allowance and buy their own uniforms.

✓ Animal Control

Marshal Gardner explained that the impound would move to Industrial Drive and would operate the same as it does now. She advised that they would continue to work with all the rescue groups.

➤ Library

Council Member-elect Brad Gordon noted that the Library was about 5% of the budget and that amount seemed like over-kill. He asked about the number of employees and services provided for that amount. Director Hellman explained that the Library had 8 employees who kept the Library open 6 hours per day 6 days a week. She explained that the Library provided computers and internet, job search opportunities, children's programs, and books. She explained that in past years, the Children's Library programs were not included in the Library budget, but this year, they were combined. Hellman invited Gordon to visit the Library to see what they provide.

b. Capital Improvements Plan

Manager Martin stated that there was room for Council to be more aggressive with the sales tax revenues to fund the CIP. He explained that if Council does not put a project into the CIP, staff works on other things. He said that if a project is listed in the CIP, knows what projects to prepare for and work on.

Martin talked in general about Council's homework and suggested they start breaking up and prioritizing the projects.

5. Adjournment

On a motion by German, seconded by Baker the meeting was adjourned at 7:10 p.m.

 6-5-13

Bob Burnside, Mayor

 Lynda Moore, Recording Secretary

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion 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 May 8, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 10 day of June, 2013.

 Debbie Barber, Town Clerk

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