

**MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
TUESDAY, APRIL 12, 2021 at 5:30 P.M.**

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

1. **Call to Order** – Mayor Jenkins called the meeting to order at 5:30 pm.
2. **Roll Call.** Council Members Jackie Baker, Cris McPhail, Marie Moore Jessie Murdock, Robin Whatley, Vice Mayor Joe Butner, and Mayor Dee Jenkins.

Others present; Town Clerk Cindy Pemberton, transcriptionist Dana Donahue, Finance Director Mike Showers, Town Manager Russ Martin, various department heads.

3. **Pledge of Allegiance-** The Pledge of Allegiance was led by Councilor Whatley,
4. **Presentations by various Department Representatives regarding the Camp Verde Operational requests and Capital Improvement Plan for Fiscal Year 22-23.**

Town Manager Russ Martin told the group this is the same format as in the past. He described the processes in working with department heads to discuss the needs of the department. This is the first year that the requests were under projected revenue. Each department may need additional staff, which would put us over budget. He asked Council to take notes of requests by departments. Their operational budgets were not gutted. They are intact. Mr. Martin went on to say there will be a difference between what he presents to Council, and each department's request. We have done pretty well with this method. He is trying to transition after Covid. He has been very conservative in revenue projections. Because of that, he has restricted spending, especially with additional staff. This needs to change.

Mr. Martin stated we need to move forward positively. This is going to take time. We are not far apart from what staff is requesting as what the Town Manager will present. We need some strategic staff positions going forward. We need to budget 50% to 60% to hire additional staff and that will need to be staggered out.

After tomorrow, there will be a surplus and Council needs to decide where it goes. Increases in staff equal an increase in wages. Are the revenues reflective of where council wants the town to go and to discuss projects and equipment as it relates to revenue.

We have done a lot of capital projects with the state and federal money we received. The

next phase will require us to do a Capital Improvement Plan (CIP). Council will have to review all requests and decide how the money is spent. Staff will be making presentations regarding these projects.

Finance Director Mike Showers spoke about the budget. He handed out documentation regarding monies and summaries. He would like to have a full packet to you by the May meeting.

Camp Verde Marshall's Office

Marshall Cory Rowley, spoke about the difficulty of finding quality sworn employees. He said we managed to fill three sworn positions and have another test coming up. We hired a civilian investigator to help patrol. We are only requesting two civilian positions.

Mayor Jenkins asked about last year's staffing compared to this year. There seems to be a discrepancy. Mr. Showers stated there is a flip from sworn employees to non-sworn. He explained you add everything up as FTEs (full time employees) and you get that number.

Marshall Rowley said we have identified some budgetary issues that can be moved around. Our budget proposal this year is pretty close to last years. There are some additional software costs. He would like to address the issue of vehicles. We are asking for one vehicle this year because the vehicle we want is expensive. It has a lot of new technology that will really help us. There is a window of opportunity to order police vehicles and it is one weeklong. The window is in May. We need to preorder for vehicles at that time.

We decided to prioritize our CIPs (capital improvement projects). Number one is digital radios at a cost of \$38k. Our second priority is computer upgrades in the cars. This is for officer safety. Total cost is \$119k. There will be a rebate, but we don't know how much. The third priority is software for the dispatch center. We would like to dispatch for Copper Canyon. We have dropped Jerome and Clarkdale, decreasing our revenue. However, Copper Canyon should make it up. Firearms are another CIP request. We need to transition all our firearms to 9mm. That total is \$28k. We also need tasers for patrol for \$7k. The last request is for "less lethal" equipment. Each Sgt will have one.

Mayor Jenkins wanted an explanation between the 2022 budget to the 2023. She asked about the animal control position. Mr. Showers replied we have that position in the Marshalls office. Mayor Jenkins replied, we don't have a budget for animal control? Mr. Showers replied yes. It is a housekeeping issue. We will put more of the budgets into a summary format, so it is easier to read.

Councilor Baker asked Marshall Rowley about the laptops. Didn't we already pay for these? Marshall Rowley replied, yes, but we need to update the software.

Councilor Moore asked Marshall Rowley about the vehicle replacement. Mr. Showers said we will speak about that tomorrow because it is a CIP issue.

Parks and Recreation

The next presenter was Parks and Rec representative Mike Marshall. He told the group we are making very little changes. Most of the changes involve moving money from one account to another. We added a couple software upgrades and there is a membership fee for the pool. The biggest change is in special events. We need to up some of our contract monies for special events. Some items in the budget are for contingencies. We aren't changing much in the operations budget. We are seeing changes in salaries and wages. The increase in minimum wage hits us really hard because we have a lot of seasonal employees. Two things that are going to affect the budget; an additional full-time staff person and making a 20 hour a week and a 6 hour a week position, into a full-time position.

Mayor Jenkins asked about a discrepancy in the staffing numbers. Mr. Showers clarified the numbers.

Mr. Marshall stated he needs more employees, especially for the festivals. Councilor Baker asked if Mr. Marshall had included the request of the Turquoise Rodeo for funds. He replied he is working on clarifying what kind of money they need and where it will go. He believes he can cover the cost in his budget. Special Events are complicated which is why we have a lot of contingencies built in he replied. The bottom line is we need more staff. Another increase in the budget is summer camp.

Councilor Murdock spoke about the requests from the Turquoise Rodeo and how it was presented. Councilor McPhail felt strongly that Parks and Rec should have the money it needs to do the job. Councilor Moore spoke about the Block party and the liquor license. She said we don't want to hold that on the business owners. Mr. Marshall replied the town has already held a liquor license several times. It is not an issue.

Vice Mayor Butner spoke about the sponsorship packet. He asked if the budget included the banners for the Turquoise Rodeo. Mr. Showers replied it is an entirely separate issue.

Library

Library Director Kathy Helman spoke on behalf of the library. She said our operations cost is steady and we are asking for two additional positions. We have a three-year plan to increase staffing. We would like to create opportunities that allow our employees to advance. Mayor Jenkins asked Ms. Helman to clarify the increases she wants. Ms. Helman stated she doesn't want more open hours, but we need a library manager/volunteer coordinator. We also need a seasonal person for the summer reading program.

Community Development

Mr. John Knight spoke for Community Development. He said we are asking for three additional staff positions. As an overview, our permit requests have increased dramatically due to growth in the town and surrounding areas, thus the need for more staff. We need a planner, code enforcement officer and senior building inspector. There are a lot of big projects going on and we want to keep up a high level of customer service.

Ms. Roxanne Jasman discussed the need for a senior building inspector. Permits create revenue. We would like to have an internal hire as opposed to a contracted position. Our operations budget went up 8% for training staff.

Councilor Whatley asked how would you rate these requests? Mr. Knight replied the senior building inspector is a priority. The second is a code enforcement officer. We could keep someone fully employed just with code enforcement. The third priority is a planner. We would like to do this in house because we need to follow a long-term plan. There is an increase in the budget because we moved some things to the administrative side of the budget. If we get new people, we need additional monies for training.

Mayor Jenkins asked Mr. Knight if there was anything he could do technologically that will help his department function better. Mr. Knight said we are planning on doing a hybrid system where someone could apply for a permit online. That is in the future. There is a need for both online and in person service.

Human Resources

Mr. Martin spoke for Human Resources. He said he finalized the agreement with Julie Kiazer, the new HR Director, who will start May 9th. We projected for 2021-22 as a placeholder. The increase is in wages and benefits, especially health care. The HR department is going to take a while to get up to speed.

Risk Management

Ms. Heather Vinson, representing Risk Management, stated her budget is pretty much the same. We are concentrating on training and contracts and paying insurance. Costs have stayed pretty much the same for us.

There was a ten-minute break at 7:00.

The session resumed at 7:10

Economic Development

Director of Economic Development, Steve Ayers said there is an increase in the Economic Development budget. Some of it is for subscriptions and memberships. We shifted money around. Our focus this year is development in the opportunity zone, business attraction, the "brick", tourism, outdoor recreation, the new meat packing facility (Verde Grown) and other projects. Councilor McPhail asked Mr. Ayers about the "branding" of the town. Mr. Ayers replied we need to modernize our logo. He does not want it in his budget. He feels that branding takes place at a council level. Mayor Jenkins said this is not a budget item, it needs to be an agenda item. Councilor Moore inquired about the school work program. Mr. Ayers replied yes, we are working on it. We have done it in the past and we have enough money to do it in our budget. We are working right now with schools. Mr. Martin explained the need to establish a program and procedure for that, and it would start in HR.

Mayor Jenkins asked about the three part time positions Mr. Ayers is requesting. Mr. Ayers replied it is the ambassador program. Councilor Whatley asked Mr. Ayers if he is doing anything to train or pursue a replacement prior to his retirement next year. Mr. Ayers replied he is staying until next February. He has spoken to two very qualified people that would be interested in his position. Mayor Jenkins replied we need to hire someone six months prior to Mr. Ayers retirement. We need to budget for this. We don't want to lose our momentum. Mr. Showers clarified that the additional monies for Mr. Ayers

replacement lies with Mr. Martin. All council agreed the need to budget for Mr. Ayers replacement prior to his retirement.

Council

Mr. Martin spoke on behalf of Council. He said we are not using all our operations money and we need to cut it back a little bit. Mrs. Pemberton spoke to the expense reimbursement for Council. She stated we need to take it down because we're not using it. There is an increase in salary for Council which will take place in September.

Clerk's Office

Mrs. Pemberton spoke regarding the Clerk's office. We have increased our costs because this is an election season. Not much will change. We have also requested an additional employee. This will be an executive assistant position. The wages will reflect the managerial aspects of the job. Mayor Jenkins asked if there was a job description for this position. Mrs. Pemberton replied HR is working on it. Mayor Jenkins asked if technology would help the Clerk's office. Mrs. Pemberton replied no, it doesn't really help us. However, the company that manages our website could post our forms online. Mr. Showers replied that some of the software that could help us is expensive.

Non-Department

Mr. Martin spoke about the Non-Department budget. He explained this budget is mainly for community outreach. The water issues have increased in costs. The Cory agreement is also an expense. Mr. Showers said the really big increase was in Fire Department Cancer insurance. He explained that these increases are per capita.

Councilor Moore asked about the Meals on Wheels program. She said several people have asked her about what the town is doing for the seniors. Mr. Martin stated the town has kept up on the maintenance of the Senior Center building, including appliances. Councilor McPhail asked the group if we are good with \$40k for this category? Vice Mayor Butner suggested we up the number. We need to support Meals on Wheels. He suggests we increase the budget to \$60k. Councilor Baker stated most of the communities in the area contribute to Meals on Wheels, but Yavapai County does not. The group agreed to increase the budget to \$60k

Finance

Finance Director Mike Showers spoke for the finance department. He said the new wage amounts have increased the budget as well as other fees. We are looking at two sets of software to help with the CIP process and to help finance get the budget out without a spreadsheet. This will cost around \$16k. The town is growing so fast, departments need to be ready. We need to know what the expectations are, and we need the tools to deal with what is ahead. Mayor Jenkins asked if finance is organized enough that they can provide the budget to council so they can make decisions. Mr. Showers replied yes, we have additional staff now and we can get everything done. He stated the staff is competent enough even if he is absent or disabled, they will get the information to you. He has enough staff, and they are very good. He stated, I am still playing catch up.

IT

Mr. Martin spoke about IT. He said we are looking at broadband. The increases are some operational and some software upgrades. Some capital things are new computers etc. Councilor Whatley asked if water customers can pay bills online. Mr. Showers replied not yet, but will be shortly. Eventually customers will be able to pay the water and sewer bill online. Mayor Jenkins asked where the breakeven is that we bring IT in house?

Mr. Martin replied we are still approving computer changes. Mr. Showers stated he is working on computer equipment and their replacements. We have budgeted for this. We need to have some computers on hand. Mayor Jenkins asked Mr. Showers what is the timeline for replacing IT? Her concern is for Mr. Showers workload. Mr. Martin said we are at that point where we can take on IT.

Town Manager

Mr. Martin spoke about the Town Manager budget. Mr. Martin explained his budget had increased because of additional training that is available.

Mayor Jenkins closed the meeting at 8:16.

5. Adjournment

DMJ Jenkins

Mayor Dee Jenkins

Cindy Pemberton

Attest: Town Clerk Cindy Pemberton

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 April 12, 2022. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 5th day of May, 2022.

Cindy Pemberton

Cindy Pemberton, Town Clerk