

MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MARCH 29, 2023 AT 5:30 P.M.

1. **Call to Order** Mayor Jenkins called the meeting to order at 5:30 PM.
2. **Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins

Also Present. Interim Town Manager Gail Mabery, Finance Director Mike Showers, Town Clerk Cindy Pemberton, Assistant Clerk Jadie Edwards and Recording Secretary Mary Frewin.

3. **Pledge of Allegiance** Councilor Baker led the pledge of allegiance.
4. **Presentation and Discussion with Council of FY24 department requested operational budgets including: General fund, HURF Fund, Wastewater fund and Water Fund.** Staff Resource: Mike Showers

Finance Director Mike Showers led the meeting and updated Council on the handouts to reflect a few changes.

Additionally, Mr. Showers talked to Council about divisions versus department. A department is where the budgetary authority lies, whereas the Town divisions are the individual pieces that make up that department. That is why the Town Manager is allowed to move money. A new division has recently been created - Public Works Admin.

At this Work Session, departments made requests for the operational budgets including General Fund, HURF Fund, Wastewater Fund and Water Fund.

Marshal's Office:

Marshal Corey Rowley presented to Council.

Employees-

-3 new deputies. This is a vital request.

-Additional Records Clerk. Current Clerks are buried and need more help up front.

-IT Position. Their current technology is very much based on specifics to law enforcement.

Total- 5 employees.

Adjustments in the budget-

Implemented new body cam system, which doubled the cost. This was Council approved which is a one-time fee for Intox, which is how they test drunk drivers. The old one is outdated.

They also added a uniform allowance, which was not in the budget last year. It's a fixed cost that needs to be in there.

Overtime increase of \$30,000.

He asked Mr. Showers if he's handling the fuel cost increases.

Mr. Showers said no, but they may look at it as they do a review.

Mr. Rowley said they didn't adjust any of the fuel costs in the budget, but they will need to with fuel increases.

Fuel will go under operations.

Vice Mayor Moore asked if they are in line with other dispatch and if they are paying them for the job they're doing? Mr. Rowley said yes.

Additionally, she asked about the pay and benefits for Deputies.

Mr. Rowley explained they're up against signing bonuses with other agencies. They don't have that here. Insurance packages need to be looked at. As far as wages, they aren't the lowest, aren't the highest, they're competitive.

Mayor Jenkins asked about the IT Position.

He said his staff spends so much time on IT projects, and they aren't IT. They need help and it's draining their staff. He would say his biggest issue is IT.

The IT person would have a lot of clearances they would need to go through in order to work with the Marshal's Office.

Regarding the benefit package, the Town is losing employees because of how much of their paychecks they lose due to add their families to their benefits.

Parks and Recreation:

Parks and Recreation Manager Mike Marshall presented to staff.

Employees:

They are looking for additional staff halfway through the year, but do not have anywhere to put the stuff right now. They are seeing the wage compression. Both their full time and seasonal staff are in the lower wage scale. This makes it hard to attract staff.

They are seeing some savings in electric costs due to the new LED lights at Butler.

They are adding a new software system right now for event registration. Right now, they are doing it all by hand. Now, people can register online. It will save a lot of work and prevent them from missing things.

Events:

Event budget has gone up a lot because they have added events. The biggest thing is that the Verve Events has increased by 62%. They did partner with them on Pecan and Wine, which helped them save on some money.

As they get more sponsorships, they need to have the sponsorship revenue shown to offset the spending.

They are seeing an increase in the pool. Training and cost of Lifeguards is going up.

Summer camp is continuing to grow, so that brings a cost increase, but also has the expectation to grow revenue as well.

Councilor Godwin asked if the Lifeguards are making more than minimum wage.

Mr. Marshall said it varies. Some make slightly above minimum; others make a few dollars more. Unfortunately, it's hard to pay seasonal positions higher when their full-time staff doesn't even make that much doing a more complicated, wide-ranging job. He gave an example of a lifeguard who was going to be a Headguard, but turned the position down because they could make more money working at a fast-food restaurant.

Councilor Godwin found it concerning that someone in fast food would make more than someone guarding children in the pool.

Councilor McPhail said she wouldn't like to lose employees to other towns or cities because of a \$1/hr. a difference.

Mr. Showers said H.R. is in the process of looking at wages across all divisions and departments.

Councilor McPhail would like staff to be able to make the decision to keep a qualified employee by giving them a wage increase, within reason, as to not lose them to another, higher paying job.

Mayor Jenkins would like to see the pool budget and maintenance kept up because she knows there have been conversations in the past about some significant investments made in the pool.

Mr. Marshall asked her to talk to Maintenance for more information on that, as they cover that part of the pool.

Library:

Library Director Kathy Hellman presented to Council.

The biggest change in budget would be the full-time Library Manager, who is now funded for the entire year, as last year they were only there for part of the year.

There are other changes that have to do with the Yavapai Library Network. Instead of giving them less in the annual allotment contributions, they will give them the full contribution and then bill them. It will still net out.

Ms. Hellman had a meeting today with the Yavapai County Library District Director. He is proposing cutting contributions to all the public libraries by 28% this year, and next year by half that. Unless there's a raise in the tax levy, he foresees the contribution that goes to the public libraries disappearing all together.

The rising costs have left him a substantial short fall in his budget, so he's passing it on. It's a loss of \$25,600 for the Town of Camp Verde. Because they are not under the Library District, they are not guaranteed that money. This is late news, as most municipalities have already set their budgets. They plan to meet with Mayor Jenkins to see how they can fix this.

Mayor Jenkins said The Board of Supervisors needs to be talked to. They will work on it.

Community Development:

Community Development Director John Knight presented.

Every budget has increased in the Community Development department.

Mr. Knight explained all the new projects that have been coming into the town recently, ultimately increases the revenue for the town.

Another highlight is Community Development is finally fully staffed and stabilized. Their budget has increased as they've hired a new planner and new building inspector. With this, they've seen an increase in more training, equipment, and supplies.

They've seen a significant increase in permit activity in the building department. They're anticipating revenue in the building department to almost hit half a million dollars. He did not include planning in the revenue sources.

Additional expenses-

The General Plan will be starting. It will need to be in place by 2026.

There's a Ford Ranger he'd like to fix up.

With the newly hired people comes new training.

There are larger and more complex projects coming in the door. He hopes for two new hotels, which will help to increase the overall revenue of the Town.

As far as code enforcement goes, they are getting more complaints as the Town grows. He feels it has something to do with more people moving here. A lot are retired and have time on their hands. A lot of the complaints are animal related issues.

They will be coming before Council on the 19th to do a comprehensive approach to code enforcement.

Challenges:

-They are seeing significant challenges with infrastructure as big projects come forward. He's talking to the Utilities Director about water, and they do have some solutions, but they're going to take time and resources.

-Sign Code

-Main Street Revitalization Plan

He's seeing significant increases in single family permits of all sorts.

Employment:

They are asking for two new positions.

-Code Enforcement Officer

He feels they lost their other Code Enforcement Officer because the workload was a little bit overwhelming. He thinks they can help generate additional fines for people who don't comply to help offset the cost. As big projects turn from planning projects to building permit projects, they're likely to see additional building permits come in the door. They may even investigate having a Code Enforcement Officer who can also do building inspecting.

-GIS Person/Planner

Human Resources Department:

Human Resources Director Julia Kaiser presented.

Ms. Kaiser said they have two new, major points of view they are working on-

-HR Departmental Operations and how they process employee relations.

-Organizational projects that involve salary structures and job descriptions.

She sees no notable changes in the wages for the fiscal year in HR positions. They have two employees, including herself, and she doesn't foresee them needing additional staff.

Budget Increases:

She forecasts a higher expense in the category of taxes and benefits due to the increase in employees in the Town.

She is anticipating new positions and new staff within the Town, so this will further increase in benefit cost. Additionally, there's an annual benefit cost increase that happens every year that's included in the budget.

They are looking at a potential increase in management and employee training, which is something they want to focus on.

They are focusing on re-establishing the digital presence of the Town. This would help with the Town's recruitment. This would include new videography and new graphic designs.

Additionally, they've had an increase in office supplies, equipment and day-to-day operations.

Budget Decreases:

They are forecasting a decrease in personal expenditure. It's not reflective in the budget because it was recently finalized. This will give them a digital fingerprinting process for background checks. It will allow them significantly process background checks faster and will also save significant money.

Something they are looking at this year and will present to Council with recommendations is the dependent share coverage for health insurance costs. After the salary survey that was collected by the League of Cities. It is obvious that the Town offers less of a dependent coverage that other municipalities in the area.

She is preparing a salary survey which will be very detailed per position. This will involve re-evaluation of the Town's salary schedule. They dissect each position to see which positions are off track.

They are going to be updating the policies, procedures, employee manual, protocols. Additionally, they'll be training all the new people that have started working there.

Councilor Escoffier asked her what percentage the Town pays for dependent healthcare. She said right now it's 40% of dependent share healthcare coverage.

Risk Management:

Risk Management Director Heather Vincent.

Budget:

This coming year's budget will look considerably less because it's just her in the department now. CIP had resided in the Risk Management Division, but no longer does. A lot of the accomplishments and costs of previous years went into developing the personnel in that position. A lot of trainings and certifications went into that budget.

The other change that will come in the next year is the addition of the water company. They will have the numbers next month to know exactly what the increase is.

Councilor Baker wondered if Council will always be notified of emergency situations that Risk Management is involved with.

Ms. Vincent said they are working on the communication factor. She's less involved in other things now that she's the only one in the division, so that will allow her to focus on solidifying a lot of Risk Management processes.

Economic Development:

Economic Development Director Molly Spangler presented.

Ms. Spangler praised the community on several accomplishments, as she has found it to be a good year for the department.

Her big focus for the next year comes directly from inspiration in the outcome statements as well as the Economic Development plans. Specifically, she's working on business, tourist, workforce development, and making sure they have a strategic plan for these. She also wants to be sure that they are spending the money efficiently.

She finds it very important to invest in business retention and attraction, expansion efforts, focusing on downtown developments. Her department will be working with Community Development to create a Main St. revitalization plan.

She wants to make sure they're continuing to utilize the BRIC. Additionally, they'll be working on and implementing broadband.

Healthcare is at the forefront of their mind.

Budget Increases-

-Standard increased costs (membership, dues)

-Marketing. This is so they can have a professional plan in place to be strategic with it.

-Additional projects so they can be opportunistic with their plans.

-Increase to the Visitor Center. There're renovations that need to take place. As the focus is going to be tourism, they want that to look nice.

Vice Mayor Moore mentioned they're a sales tax-based Town, so they need to market the Town in order to bring people and revenue in.

Ms. Spangler said working on the key infrastructure projects that they're already working on is foundational. This will bring people in.

Mayor Jenkins asked her if Yavapai College was still a presence in the BRIC. Ms. Spangler told her yes, absolutely.

Councilor McPhail told her they want to support her and give her the things she needs to be successful in developing the economy in Camp Verde.

Councilor Godwin would, at some point, like the answers to how many tax dollars they've sent over to Yavapai College and how much have been spent in Camp Verde.

Councilor Murdock asked about developers coming in. How do they partner with the schools?

Ms. Spangler told her part of the reason she worked with Steve Ayers before he left is so she could meet developers and know who they are and what they're interested in. She found that

a lot of them wanted to be a part of the community and help in ways that they can.

Mayor Jenkins asked for her plan on a grocery store, which is the number one response from the citizens in their desire for the Town.

Ms. Spangler told her that they're making many efforts to bring in a new grocery store, and though not successful yet, they'll keep trying and talking and not lose sight of that. It's been an uphill battle. She has a good relationship with the Department of Commerce. She will be showing them a few properties.

Maintenance:

Maintenance Supervisor Jeff Kobel presented

Budget Increase:

Mr. Kobel asking for \$167,000.

They cannot always guess when maintenance issues are going to come up and where they'll occur in the Town. They have more equipment, more fields, and will soon need more employees in maintenance. Additionally, the Town is growing. There's a lot to keep up with and a lot they must do. He feels the additional money will be spent very easily.

Employees:

Mr. Kobel requesting one more employee. He has an opening for a part time employee, which he'll be putting out for soon. Summertime is when that person is mostly needed.

Fuel for the pump at the Sports Complex runs about \$35,000. It was previously not in his budget, but it is now. He feels they'll be able to eliminate this problem by FY25.

Councilor Godwin asked about the Town Gazebo.

Jim Watters is working on it. It's one of his many missions on his board.

Vice Mayor Moore would like to see what cost would be to totally replace it.

Many Council members would like to see that Gazebo worked on, as it's been a long-awaited process.

Streets:

Streets Superintendent Shane Allen presented

Budget Increases-

\$120,000 budget increase- this is mostly material pricing going up. They plan to do a lot of road striping.

A lot of signs are in horrible shape.

They are asking for a new employee, but they want them paid out of General Funds because HURF Budget won't cover it. They have employees who are very qualified and valuable to the Town, and they're working two jobs trying to make a living. He would like to give them merit raises to keep them. The benefits are less than par for these employees who are the main providers for their families.

Ken Krebbs would like to see more of the General Fund to cover streets, as opposed to HURF Funds.

Public Works Administration:

Administrative Support Manager Dore Blair presented.

This is a brand-new budget, as there's been a lot of employee movement.

Budget Increases:

They are asking for a \$18,000 in operational budget. Ms. Blair said it's hard to predict what they'll need.

Engineering:

They have two employees.

Their budget increases are office supplies, trainings, and permits.

Mayor and Council:

Town Clerk Cindy Pemberton presented.

Not a whole lot has increased, aside from salaries, which was a Council made decision.

There is an increase, at the request of the Town Manager, of \$20,000 for consulting fees. This is to hold a multi-day strategic planning in the Fall.

Additionally, she is asking for \$8,000 toward Public Relations, due to the showcase for the 2023 League Conference booth.

Clerk:

Town Clerk Cindy Pemberton presented.

Employees:

Ms. Pemberton is requesting a Records Specialist for the Clerk's office. This would be very helpful to them. They are wanting to revamp the internal records system.

Budget Increase:

She is requesting funding in the amount of \$10,000 to utilize Granicus for agenda processing and management. This would allow their agenda items to go through a streamlined process. Many local municipalities utilize Granicus, and it serves them well.

The cost breakdown would be \$8,000 to install, \$2,000 for the training. The training cost is a one time.

She also anticipates a few trainings for staff.

Councilor Godwin asked if there is enough work for a fulltime Records Clerk.

Ms. Pemberton told her that there is enough work. The Records Clerk would also work to streamline and provide consistency for other departments as well. She feels that across the board they need to digitize the records, which will require a lot of work. One records request could take many, many hours and a Records Clerk could solely focus on that while the rest of the office can keep working on their duties.

Councilor Escoffier finds the Records Specialist to be very critical.

Mayor Jenkins said she likes seeing that they're going to digitize and revitalize the records because they have needed to establish a document-controlled system where they can readily retrieve records.

Councilor Escoffier asked if any of the Clerk's Offices employees assist other departments. Ms. Pemberton told her that the Assistant Clerk, Jadie Edwards, operates under the Clerk's Office, however, a good portion of her work is to assist the Town Manager. And if down the road, they add a Deputy Town Manager, she'll also be assisting them.

5. Adjournment Mayor Jenkins adjourned the meeting at 8:01 PM.

DM 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 March 29, 2023. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 6th day of July, 2023.

Cindy Pemberton
Cindy Pemberton, Town Clerk