

MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION – BUDGET
COUNCIL BUDGET PRESENTATIONS DAY 2
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
FRIDAY, APRIL 20, 2018 AT 8:00 AM

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

Also Present: Town Manager Russ Martin, Town Clerk Judy Morgan, Risk Manager Carol Brown, Building Inspector/Plans Examiner Jon Rivero, Human Resources Specialist Barbara Bridge, Acting Marshal Brian Armstrong, Public Works Director Ron Long, Street Supervisor Stacy Perry and Maintenance Supervisor Mike Dumas, Deputy Public Works Director Troy Odell and Wastewater Treatment Plant Manager Jerry Tinagero, Parks and Recreation Coordinator Shawna Figy, Community Development Director Carmen Howard and Recording Secretary Lynn Riordan.

- 3. Pledge of Allegiance.** Led by Mayor German.

- 4. Special Session for FY2018-19 Budget Deliberation – Day 2 of Council Budget Presentations.** Legal action can be taken. Council deliberation and possible action to modify Preliminary Budget content.

4.1. Discussion between Council and Staff regarding Departmental Budget Presentations for Fiscal Year 2019 Budget. [Staff Resource: Michael Showers]

Finance Director Mike Showers was not present due to previous obligations. Town Manager Russ Martin addressed the Mayor and Common Council explaining each department that was scheduled today would be addressing budget issues.

Marshal's Office: Acting Marshal Brian Armstrong addressed the Mayor and Common Council advising of his department's request for fiscal year 2018-19 was not much different from what the Town Manager recommended, except the request for an additional dispatch position. Acting Marshal Armstrong explained the current dispatch supervisor is taking shifts as a dispatcher that prevents her from completing necessary tasks as a supervisor, and one person from records is covering dispatch shifts. Without an additional dispatch position, the current employees are unable to take any vacation, and if anyone is off work for injury or illness it necessitates overtime outlays. Presently, the Marshal's Office has one dispatcher off work for maternity leave, one dispatcher is new and there is one position that has not been filled. Just covering necessary shifts has caused

overtime expenses. This has caused CVMO to go over budget for its overtime line item. Acting Marshal Armstrong stated he believed he would be able to stay within the budget if the Council approved his request, and he could fill another dispatch position, making the position available in September. Additionally, Acting Marshal Armstrong advised he could wait until January to fill the one officer vacancy, which will help balance the budget and provide funding for the additional position he is requesting.

Councilor Gordon inquired about the availability of an officer being assigned to the Court for security/safety, stating Court safety is a serious concern. Councilor Baker inquired of funding, potentially from the Court, for court security/safety. Town Manager Russ Martin stated the Court currently does not have an armed officer for security/safety, the Court is in session only a couple of days a week, additional funding is not available for Court security/safety in the CVMO budget, the Court security issues are being mandated by the Supreme Court/Administrative Office of the Courts and the Court has applied for grant funding. The Yavapai County Sheriff provides armed officers when in-custody defendants are brought to the Courts. Mr. Martin advised any additional funding would come from the general fund. Acting Marshal Armstrong advised that revenue from traffic enforcement should be increasing as CVMO currently has 21 sworn officers at this time.

Public Works – Engineering: Ron Long addressed the Mayor and Common Council advising he concurred with the Town Manager's recommendations; Mr. Long also advised that the Engineering Department provided administrative and staff support for Public Works.

Public Works – Storm-water: Ron Long and Troy Odell addressed the Mayor and Common Council advising they concurred with the Town Manager's recommendations except funding for permits; Mr. Odell advised the Manager's recommendations for permits only covered MS4 permits, but additional funding would be needed for several projects. Town Manager Russ Martin advised that additional permits are project oriented and funding for these permits would become available as the projects materialized.

Public Works – Road/Streets: Ron Long and Stacy Perry addressed the Mayor and Common Council advising there were some differences between the Department requests and the Manager's recommendation. Town Manager Russ Martin advised that some of the HURF (Highway Users Revenue Fund) requests were actually CIP (Capital Improvement Projects) or were marked to transfer funding (operating transfers) to debt service for purchase or lease of vehicles and/or equipment. Mr. Martin explained what the Town is currently paying for (current debt obligations) and what will be purchased during fiscal year 2018-19 advised that a portion of the funding will be debt service (financed), a portion from General Fund and a portion from HURF. Mayor German commented on the continued reduction of HURF funding from the State. Mr. Martin advised that the dollar amount that the State withheld from promised HURF funding exceeded \$1,000,000 over the past ten years, with this shortfall becoming the Town's financial burden. Mr. Martin stated that new legislation may cause the re-

instatement of HURF funding to cities and towns next year, advising he would keep the Council informed of changes in HURF funding availability.

Mr. Martin introduced Dorie Blair, new employee in the Public Works Department.

Public Works - Maintenance: Mike Dumas addressed the Mayor and Common Council advising he concurred with the Manager's recommendations, however, to accomplish all the Town requests in maintenance and remodels, the Town would need to provide more funding and personnel. Councilor Whatley stated she would like to see upgrades and/or remodeling of Council Chambers, noting that it appears maintenance is already in progress for some minor upgrades. Ms. Whatley thanked Mr. Dumas for completing the kitchen upgrade and stated she would like to see the kitchen remodel completed. Mr. Dumas advised the kitchen remodel is requested in the CIP budget. At the request of Councilor Jenkins, Mr. Martin clarified the wage variation and costs (full-time employees, part-time employees and seasonal), advising that new employees and seasonal employees are not included in the scheduled COLA or wage adjustments.

Public Works – Wastewater: Troy Odell and Jerry Tinagero addressed the Mayor and Common Council advising that they agree with the Manager's recommendations for operations. Mayor German requested a map or chart of proposed and completed projects for the Council to review. Mr. Odell advised that he provides the Wastewater Department's schedule of projects and funding. Mr. Odell advised the current B rating of recycled water was sufficient for construction of parks, and the Department would have an A+ rating of recycled water for use on irrigation of parks prior to completion of the new community park (sports complex).

Mayor German advised that he, and Ron Long had been working on getting state land and forest service easements for utilities and access, however the process was slow and uneventful at this time.

At the request of Councilor Jenkins, Mr. Martin advised that funding for some of the wastewater improvements and expansion for growth may need to be paid from General Fund Reserves or financed, but will be recovered by user fees and new hookups.

Public Works – Parks and Recreation: With Mike Marshall being absent from the meeting, Shawna Figy addressed the Mayor and Common Council advising they concur with the Manager's recommendations for operations except for programs. Ms. Figy advised that the Department needs staff, for the scheduled summer camp program – with ½ of the camp staff wages being allocated in fiscal year 2017-18 and the other half needing to be approved for fiscal year 2018-19, in addition to the Department needing additional part-time staff.

Break 9:24 – 9:32 a.m.

Human Resources: Barbara Bridge addressed the Mayor and Common Council advising she concurred with the Manager's recommendations. Ms. Bridge announced that she had completed the Human Resources Certification Program. Ms. Bridge gave a brief overview of the costs for turnover, training, and the new

employee retention program which includes welcome packages (at a minimal cost to the Town). Ms. Bridge advised that her intent is to keep employee retention as high as possible and believes the new wage adjustment, if approved by Council, will help meet those goals and reduce employment costs overall.

Risk Management: Carol Brown addressed the Mayor and Common Council advising the Risk Management Department has collected \$450,000 in old claims, settlements and restitution; the Workman's Compensation EMOD is at .74 which is 20% lower than average. Ms. Brown advised she had finished her education and now has her Risk Management Degree. Ms. Brown advised she has begun succession planning for Jon Rivero, requesting Mr. Rivero's time be increased with Risk Management from 10% to 20%, and advising she is already utilizing the services of Jon Stewart (safety officer with Berkeley Risk).

Mayor and Council: Mayor German advised that he had no objection to the Manager's recommendations. Mr. Martin reminded all council members that funding was available for seminars and updates, and encouraged each of them to attend seminars that may be beneficial to the Town.

Town Clerk: Town Clerk Judy Morgan addressed the Mayor and Common Council advising she concurred with the Manager's recommendation with the exception of staff requests. Ms. Morgan advised the Clerk's Office serves the Town as the General Information Desk and switchboard, and is in need of a Receptionist position. Ms. Morgan advised that most of telephone and personal contact with the public is not for the Clerk's Office, but needs direction to, or with, other departments. Ms. Morgan advised that the Clerk's Office previously had a receptionist position, but it was cut years ago due to budget restraints, and was never re-instated. Mr. Martin agreed that the Clerk's Office receptionist position was a necessity, but he did not include it in his recommendations as it is a matter of balancing the budget.

Community Development: Carmen Howard addressed the Mayor and Common Council advising she concurs with the Manager's recommendations. Ms. Howard advised the Community Development Department has undergone substantial and successful technology and staff changes during the past year. Mr. Howard advised that she is working on code changes, and looks forward to the new IT contract, support, and software. Mayor German stated he had heard positive things about Community Development within the community.

Information Technologies (IT): Russ Martin gave an overview on the current IT contract providers, MerIT, requesting a substantial increase in their contract. He is recommending phasing the increase in over a few years. Councilor Jenkins questioned the efficiency of having an IT consulting contract versus an inhouse IT department or person. Mr. Martin advised that the IT contract was financially feasible and personnel would be available for all Town departments, stating the amount budgeted for the contract would not be sufficient to hire a qualified, full-time IT person or staff an IT Department. Mr. Martin stated the amount of savings (which is substantial) with the new contract will help offset the operational costs for Community Development.

Town Manager: Town Manager Russ Martin advised the increase in this Department was for the pay adjustments to Town employees. As previously directed and discussed, the pay adjustments at 100% will cost \$250,000 with \$100,000 being COLA increases and \$150,000 being base salary/hourly adjustment to be competitive with other communities. Mr. Martin advised that being at 100% increases employee retention and morale, the proposed budget amount will cause base increases only for those employees who are currently employed at less than the 100% competitive rate (excluding the Town Manager, who will remain at 90%), all employees will receive COLA. Mr. Martin advised that Council may elect to increase competitive wages to only 90%, which would make \$40,000 available for new staff requests. Mr. Martin stated personnel to staff all Town Departments and paying a competitive wage is the highest priority for the Town to operate efficiently. Councilor Whatley suggested that providing some of the requested positions to relieve work over-load may help many departments, but also supports pay adjustments at minimum to 90%. Councilor Buchanan stated his support of the Town Manager's recommendations and commended the Town Manager for accurate and efficient work with the budget preparation.

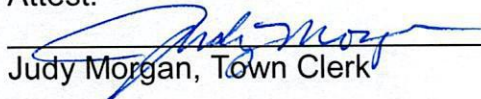
5. Adjournment.

Mayor German adjourned the Work Session at 11:01 a.m.



Charles German, Mayor

Attest:



Judy Morgan, Town Clerk

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 Budget Work Session of the Town Council of Camp Verde, Arizona, held on April 20, 2018. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 3rd day of May, 2018.



Judy Morgan, Town Clerk