

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
FRIDAY, APRIL 26, 2013
8:00 a.m.**

**Minutes are a summary of the actions taken. They are not verbatim.
Public input is placed after Council motions to facilitate future research.
Public input, where appropriate, is heard prior to the motion**

1. Call to Order

Mayor Burnside called the meeting to order at 8:00 a.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Council members German, Jones, and Whatley were also present. Councilor Baker arrived at 8:06 a.m. and left at 10:18 a.m. Councilor George was absent.

Also Present:

Magistrate Harry Cipriano, Economic Development Director Steve Ayers, Public Works Director Ron Long and his support staff, Library Director Kathy Hellman, Community Development Director Mike Jenkins and support staff, Marshal Nancy Gardner, Mayor Elect Charlie German, Finance Director Mike Showers, Town Manager Russ Martin, Town Clerk Debbie Barber, and Recording Secretary Stephanie Sunstrom

3. Pledge of Allegiance:

Russ Martin led the pledge.

4. Discussion, consideration, and possible direction to staff relative to the Draft FY 2013/14 Tentative Budget. Discussion may include, in no particular order, and not limited to the following budget units.

a. Municipal Court

Magistrate Cipriano thanked Council for authorizing the additional Clerk in last year's budget. Cipriano explained that the only increase they are requesting is a pay increase this year for the Court Clerks, several of whom are single parents.

b. General Administration

➤ **Risk Management**

Carol Brown spoke to Council about the Risk Management budget requests, hazard communications and the Material Safety Data Sheets that are in the process of being updated. She also spoke about the importance of insuring that all employees are properly trained on the use of chemicals and labeling.

➤ **Human Resource**

Manager Martin advised that there are several new staff members that have been hired and that there may be an increase in the request for tuition reimbursement. Martin explained that this program is for courses that lead to a degree outside of job specific training. He also informed the Council that the tuition is paid upon completion of the course to encourage staff to complete the courses.

Council discussed the increase in the Personnel budget and asked if it was necessary to keep funds at that level. Martin explained that the increase reflects the cost of new hires and the requirements needed after a new person is hired. Requirements include drug screening and background checks. He also informed the Council of plans to hire more people and the need to ensure there is enough to meet all the requirements.

➤ Information Technology

Martin explained that the budget being presented accurately reflects what has been spent in the previous year and the need to invest in new computers, as there are no extra computers for new employees or if one should break.

➤ Economic Development

Ayers advised that the biggest change in his budget item is the transitioning of the Visitor Center to the Town. He informed the Council that the current brochures are outdated and need to be re-vamped. He mentioned the possibility of not having a contract with the Visitor Center.

The meeting recessed at 9:00 a.m. and reconvened at 9:15 a.m.

➤ Mayor and Council

Barber explained that the increases in the Mayor and Council budget were due to the increase in salaries for the Mayor and Council members. She noted that the increases in training/travel would allow for newly elected officials to attend training courses.

➤ Clerk's Office

Barber advised that she had requested the Admin Assistant position to go full time and had increased the Deputy Clerk's salary to mid-range because she had been here 16 years, received her certifications, and was not yet at mid-range in the pay scale. There were no other increases.

➤ Manager

Martin reviewed the Manager's budget.

➤ Non Departmental

Martin reviewed the non-departmental budget, noting that there are no anticipated changes in Water Adjudication. He informed Council of a possible \$53,000 surplus that would come from contingency.

➤ Finance

Showers explained the 2 increases in the Finance budget were due to fees that needed to be paid. He advised that he decreased his budget by \$6,600. He noted that the budget as presented did not include the Sanitary District's budget.

Some Council members discussed at length and questioned why there would be increases to the Town's budget by taking on trusteeship of the Sanitary District after assuring the public that there would be no cost to the Town.

Showers explained that the Town and the Sanitary District will have an Enterprise Budget and that they are working on a way to combine the budgets without causing additional costs. Showers advised that the Sanitary District finance employee would work in his department and part of the salary would be paid by the Town. He advised that once the Sanitary District has completed a budget, it would be presented to Council.

c. Public Works

Ron Long explained that changes to job descriptions, increase in traveling, new hires, training and certifications resulted in an increase to the Public Works budgets. He advised that he is requesting

an additional maintenance employee for the Fort. Martin advised that this would be done instead of writing a check to State Parks.

Long also advised that the Street Super Intendant position will be opening to replace Steve Burrows. Long advised that the HURF budget decreased by \$5,000. Deborah Ranney informed the Council that 13 new fire extinguishers are needed to replace the old ones throughout Town offices. Mayor Burnside instructed staff to research local options as a way to keep costs down.

d. Parks & Recreation

Mike Marshal advised that additional staff caused an increase in the salary budget. He is requesting an administrative assistant and possible recreation assistants for help with the sporting events held by the Parks and Rec department. He advised that the Pool season will be extended this year which also caused an increase to the budget. Following questions by Council, Marshal explained that the local Lifeguard Instructor is no longer able to offer the lifeguard training for previous cost, but that staff is researching other options to keep that increase low. Marshal informed Council that the IRS now requires that all Referee's must be hired employees and can no longer be contracted.

e. Library

Kathy Hellman advised Council that overall, decreases in the budget have been made. There is a small increase in salary due to a new hire. Hellman was happy to announce that the library is open an additional day this year.

f. Marshal's Office

Marshal Gardner presented the Council with an itemized justification for staff increases for the Marshals Office. Gardener explained that the Town's officer per capita ratio is extremely low at 1.1%. She advised that having 3 officers on patrol would increase it to a much more acceptable ratio. Gardner informed the Council that an animal shelter will be placed in the street yard. Council and staff discussed the Property and Evidence storage needs at length. Gardner explained that they have not done inventory in a long time and are unsure what is all in there.

The meeting recessed at 10:42 and reconvened at 10:48 a.m.

g. Community Development

Mike Jenkins explained an overall increase due to salaries and training. In closing, Martin advised that the Community Development budget is presented without long range and current planning included.

In closing, Martin encouraged Council to get with staff if they had questions prior to the May 8th meeting so that responses can be made in a timely fashion. He also asked Council to let staff know if more time is needed.

5. Adjournment

On a motion by Jones, seconded by German, the meeting was adjourned at: 11:05 a.m.



Bob Burnside, Mayor



Stephanie Sunstrom, Administrative Assistant

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 Regular Session of the Town Council of Camp Verde, Arizona, held on the 26th day of April 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20 day of May, 2013.

Deborah Barber
Debbie Barber, Town Clerk