

MINUTES
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
TUESDAY, APRIL 7, 2020 at 5:30 P.M.

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 5:30 p.m.

2. Roll Call

Mayor Charles German (Zoom), Vice Mayor Dee Jenkins (Zoom), Councilor Robin Whatley (Zoom), Councilor Bill LeBeau (Zoom), Councilor Joe Butner (Zoom), Councilor Jesse Murdock (Zoom) and Councilor Buck Buchanan (Zoom) are present.

Also Present

Town Manager Russ Martin, Financial Director Mike Showers, Town Clerk Cindy Pemberton, various department heads via Zoom and Recording Secretary Jennifer Reed.

3. Pledge of Allegiance

Mayor German led the Pledge.

4. Day 1 Council Budget Presentations for Fiscal Year 2020-21 by various departments.

Town Manager Russ Martin opened the meeting and gave an overview of the process for the next two nights. Council can ask the different departments any questions they may have.

Finance Director Mike Showers reviewed the key concepts. The town has three different funds they deal with; Streets which comes from HURF, Waste Water which comes from its own fund, and the General Fund. Operations is the focus of the work sessions.

Vice Mayor Jenkins asked if there was any consideration, in preparing the budget, as to the impact of COVID 19? Mr. Martin stated yes, with consideration to revenues. Departments still need to let Council know what they need moving into the next year. Staff has not been told to reduce their budget yet because of the unknown. Council can direct a reduction in any kind in any area. We may not have an understanding on the effect of COVID19 on the current budget until May. Staff should request what they need and there is a decent reserve.

Mike Showers explained how to read the budget summary.

Waste Water-Troy Odell and Chet Teague

The Waste Water Department is asking for an additional position to help out at the plant. This would include construction, drying beds, manholes and any additional work to keep OT down.

Mr. Martin announced that Jerry Tinagero has put in his notice as of May 1st, and Chet Teague is being promoted to the Division Manager position.

Vice Mayor Jenkins asked for clarification, the FTE (Full Time Employee) states they are requesting two (2) additional staff. Mr. Marin stated they had originally requested tow (2) additional staff, but have reduced it to one.

Marshal's Office- Corey Rowley

The Marshall's Office is asking for one (1) new officer per shift. Marshal Rowley would also like to come back in December to possibly hire a lateral hire. If that did not work out they would like to come back in May to hire a new officer who would then go to the academy in July. This is based on retirements and additional calls to cover. We would also need to add a half person (part time) in FY21. Mr. Martin stated Council will need to let him know when/if an additional person should be hired within the budget.

Mayor German wanted to remind Council that money has to be put into the budget in order to spend it, you cannot add more later.

Councilor LeBeau asked if the additional staff would be a patrol officers? Marshal Rowley stated yes, this would be helpful to have more boots on ground.

They struggled to find an officer Animal Control but HR adjusted the wage to be able to get the person back from dispatch.

Municipal Courts- Judge Schlegel

The Municipal Courts Department needs to clarify the Court Security Officer position with the Marshal's Office. They had been using a deputy as needed at the court. Marshal Rowley said they could leave Oscar in court and he can go to training if needed. 50% of his wage is in their budget and they are willing to keep that.

Judge Schlegel has applied for a grant for additional camera's and a monitor. They are waiting to hear if they have been approved.

Library- Kathy Hellman

Ms. Hellman was hoping to give everyone a raise to offset the cost of healthcare but understands this isn't going to happen. She has no changes with her budget to recommend and is good with how it is. Mr. Martin reviewed the revenue line item and the changes within it. Yavapai County Library Network deducts costs for items such as the transit system and the Tec-Logic (self-checkout) yearly maintenance contract ahead of time before they deposit the revenue. It is a Yavapai County wide contract.

Non-Departmental- Russ Martin and Mike Showers

Mr. Martin stated some of these costs come from Senior Centers and other groups wanting assistance from Council. (These groups can come in and give presentations if Council would like to hear from them). Mr. Showers stated there are other costs included in this budget line item that are not associated with a specific department. Items such as electricity, water, gas, sewer, paper, postage meter, community outreach, costs associated with water issues, recycling, and Yavapai County Water Advisory. This budget item also includes Steve Coury costs.

Human Resources- Brandy Cabrera

Ms. Cabrera talked about the challenges of HR, the accomplishments within the Human Resource Department and Performance Objectives. This line item increased due to benefits; Medical by 10% and Dental by 3%. Large claims in the benefit pool are the reason for the increases.

Risk Management- Carol Brown

Ms. Brown highlighted the Risk Management budget. She reviewed the reasons why Camp Verde need a Risk Manager and the duties the Risk Manager has. Mr. Martin recommends keeping this position after Ms. Brown retires.

Finance- Mike Showers

The Finance Department is asking for a new position to help take the stress of staff, especially if the Town takes on the Water Company. The training line item has increased slightly to allow Mr. Showers to attend League Conferences. This was requested by Mr. Martin.

Council- Cindy Pemberton

There are not too many changes in the Council line item with the exception of the \$25,000 put in to improve Council Chambers. Ms. Pemberton would like Council to keep in mind what goals they would like to set in the next fiscal year.

Clerk- Cindy Pemberton

The elections line item has increase to \$20,000 because she is anticipating an increase of registered voters. The Town Clerk's Office is also requesting an Executive Assistant position to help with the increase of duties around the office.

IT- Russ Martin

Mr. Martin would like to continue upgrades with consistent hardware baseline for all town workstations and provide a 5-year procurement schedule for all Town PC Workstations and laptops. He would also like to continue with the progress on campus wide security upgrades. The Town is in the final year of a contract with Merit and may want to begin to consider full time on-site, IT staff. Mr. Martin would like Council to consider investing in some level of security for the main building.

Manager- Russ Martin

Mr. Martin stated the changes in this line item is associated with a cash payout associated with the Town Managers contract. He also reviewed the changes in his

training budget; not planning on going to the National Conference in Toronto and no longer budgeting for the use of a VISTA Volunteer.

Vice Mayor Jenkins asked if all the HR duties have been transferred to Brandy. Mr. Martin stated **yes**.

Vice Mayor Jenkins also asked if a merit or COLA was included in the budgeted numbers. Mr. Martin stated no because of the COVID 19 issue. It would be his hope that staff wages could be considered and held in a contingency. But as of right now it is not part of the consideration.

Mr. Martin stated the CIP will be talked about on April 22nd.

If members have any questions, please let Cindy Pemberton or Russ Martin know.

5. Adjournment

Mayor German adjourned the meeting at 7:36 p.m.



Mayor Charles German



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 7, 2020. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27th day of May, 2020.



Cindy Pemberton, Town Clerk