

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
Of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. Main Street #106  
Wednesday, October 24, 2007  
5:30 p.m.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion of performance review followed by discussion, consideration, and possible assignment, appointment, promotion, and/or salary adjustment of Marshal David Smith.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body. (Staff Resource: Mayor Gioia)
4. **Discussion, consideration, and possible authorization for Town Manager Mike Scannell to award David R. Smith an annual stipend of \$10,000 upon his appointment as Human Resources Director and to transfer the funds for the prorated stipend and ancillary payroll amounts of \$8,015.01 from contingency into the appropriate personnel line items for the remaining FY 07/08 budget year.** (Staff Resource: Michael Scannell)
5. **Adjournment**

Posted by: *O Jones*

Date/Time: 10-19-07

8:15 a.m

*Note: Pursuant to A.R.S. §38-431.03.A.3, the Council may vote to go into Executive Session for purposes of consultation for legal advice with the Town Attorney on any matter listed on the Agenda, or discussion of records exempt by law from public inspection associated with an agenda item.*

The Town of Camp Verde Council Chambers is accessible to the handicapped. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk.

**TOWN OF CAMP VERDE  
Council Agenda Action Form**

**Meeting Type: Regular**

**Meeting Date: October 24, 2007**

**Consent:**  **Executive Session/Confidential:**  Type(s) of Presentation: Verbal Only

**AGENDA TITLE: Discussion, consideration and possible authorization for Town Manager Mike Scannell to award David R. Smith, upon his appointment as Human Resources Director, a \$10,000 annual stipend and to transfer from contingency funds the total prorated stipend and ancillary payroll amounts of \$8,015.01 into the appropriate personnel line items for the remaining 07/08 budget year.**

**PURPOSE AND BACKGROUND INFORMATION:** I am prepared to appoint Dave Smith to the position of Human Resources Director commencing at the start of the next pay period (November 4th). This appointment will be in addition to his Town Marshal's duties and responsibilities.

I am requesting the Mayor and Council embrace and endorse the appointment. Additionally, I am asking for the authority to grant an additional \$10,000 annual stipend to Dave Smith for his compensation in accepting the added duties and responsibilities in his performance as the Human Resources Director.

Precedence was set for this compensation adjustment when the former Finance Director received a \$10,000 stipend annually for serving as the Human Resources Director in addition to his regular duties.

**STAFF RECOMMENDATION(S):** Recommend authorization for Town Manager Mike Scannell to award David R. Smith upon his appointment as Human Resources Director the following 1) \$10,000 annual stipend; and 2) transfer from contingency funds the total prorated stipend and ancillary payroll amounts of \$8,015.01 to the appropriate personnel line items for the remaining 07/08 budget year.

**LIST ALL ATTACHMENTS:** None

**Type of Document Needing Approval (Check all that apply):**

- |   |   |  |
|---|---|--|
| <input checked="" type="checkbox"/> Acceptance/Approval | <input type="checkbox"/> Agreement/Contract | <input type="checkbox"/> Emergency Clause            |
| <input type="checkbox"/> Final Plat                     | <input type="checkbox"/> Grant Submission   | <input type="checkbox"/> Intergovernmental Agreement |
| <input type="checkbox"/> Liquor/Bingo Application       | <input type="checkbox"/> Ordinance          | <input type="checkbox"/> Preliminary Plat            |
| <input type="checkbox"/> Public Hearing                 | <input type="checkbox"/> Resolution         | <input type="checkbox"/> Special Consideration       |
| <input type="checkbox"/> Special/Temp Use Permit        | <input type="checkbox"/> Other:             | <input type="checkbox"/> Presentation/Report Only    |

**Finance Director Review**

The amounts below are an unbudgeted item that would come from the 07/08 Contingency Fund in 0  
These amounts are based on \$10,000 annual salary plus ancillary payroll costs prorated for 17 remaining

<b>DESCRIPTION</b>	<b>07/08 Per Pay Period Amounts</b>	<b>Remaining 07/08 Annual Costs</b>
Salaries	384.62	6538.54
Unemployment Ins. N/A 7000+	0	0
Workman's Compensation	20.51	348.52
Medicare	5.58	94.86
FiCA	23.85	405.45
State Retirement	36.92	627.64
<b>TOTAL</b>	<b>471.48</b>	<b>8,015.01</b>

Fund: 01-50-55

Line Item/:9999

**Submitting Department: Administration    Contact Person: Michael Scannell**

**Town Manager/Designee:** \_\_\_\_\_

**Please Note:** You are responsible for checking out, setting up, and returning all special equipment to the Clerk's Office.