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**MINUTES
SPECIAL SESSION
MAYOR AND COUNCIL
COUNCIL CHAMBERS · 473 S. Main Street, Room #106
MONDAY, MARCH 22, 2010
at 6:00 P.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 6:00 p.m.

2. Roll Call

Mayor Burnside, Vice Mayor Kovacovich, Councilors Baker, Garrison, German, Roulette, and Whatley were present.

Also Present: Marshal/Human Resource Director Dave Smith and Town Clerk Deborah Barber

3. Pledge of Allegiance

Councilor German led the Pledge of Allegiance.

4. Discussion, consideration, and possible direction to staff relative to setting parameters to include, but not limited to salary, expenses, per diem, etc. of an Interim Town Manager provided by the League of Arizona Cities and Towns and/or other possibilities relative to the appointment of an Interim Town Manager. Staff

Resource: David R. Smith

The Mayor asked for a consensus on contacting the League for an Interim Town Manager. Vice Mayor Kovacovich and Councilors Baker, Roulette, and German said no, while Councilors Whatley, Burnside, and Garrison were in favor or using the League.

On a motion by Roulette, seconded by Baker, the majority of Council voted to look in house for an Acting Town Manager, with no votes by Garrison, Burnside, and Whatley.

Smith advised that he had contacted the Range Riders through the League. He explained that the Range Riders are retired City Managers that offer their services on an interim basis. Smith stressed that Council needed to understand that the Town would have to provide room and board, per diem, and mileage in addition to the salary, and further, that the Interim Manager would likely not work more than 30 hours per week (3 ten hour shifts). Smith estimated the cost at \$8,619.72 per month. Smith advised that he was awaiting Council direction before proceeding further. He stated that if Council chose to use the League, a Manager should on board by late August.

Council discussed the pros and cons of using the League vs. appointing from within. Smith explained that an interim manager would serve just 'to hold it together' until a Manager is hired. Garrison said that she felt more comfortable using the League since staff was already overburdened, noting how hard it was for Dave Smith to hold two jobs when she was first elected. She said that Mike Scannell was still reporting that he finds new issues on a daily basis. Several Council members expressed their feelings that the focus should be on saving all the money possible in this tight budget and that staff did not really need a manager since they know their jobs well. The Mayor asked for a consensus as to whether or not they would like to hire from the League. Burnside, Whatley, and Garrison preferred the League, while Baker, Roulette, German, and Kovacovich preferred appointing from within the organization.

Discussion then ensued about a letter submitted by Matt Morris indicating his interest in serving as Interim Manager. In answer to Whatley's questions relative to the need to discuss personnel matters in executive session, Barber explained that the letter was submitted after the agenda was prepared. She explained that the agenda item permitted discussion of "other possibilities" and that discussion of appointing from within was permissible. However, discussion of a person's qualifications or performance required a notice to the employee and should be discussed in executive session. She noted that Council would not be permitted to make an appointment since it was not agendized.

Garrison said that she felt strongly that the Council should use the Range Riders, but that she would go with Council's desires and if they were going to appoint from within, she preferred appointing the Town Clerk. She explained that the Clerk attends every meeting including executive sessions and is well aware of the Town's position in every matter. She said that the Clerk had many years of experience and would be able to serve well in the position. The Mayor agreed with Garrison's assessment.

Councilor German said with the greatest respect that the Manager had already assigned many of the issues, most importantly, the water issues to Matt Morris. She said that the Clerk's Office is very busy taking care of the Council and day-to-day business. Council members agreed.

During the discussion, Council questioned Smith as to why there was no job description for Special Projects Administrator and what exactly this job entailed. Whatley asked if Morris would be able to continue both jobs effectively. Smith responded that Mr. Scannell told him that Council had approved the job description. Barber reported that they had not. Council members appeared to agree that they needed more information on this. Smith explained that whatever staff member assumed the responsibility would be expected to continue their regular work as well. Following pay discussion, Smith explained that the appointee would receive a 5% pay increase for the duration of the appointment.

Smith advised that he would advertise within to allow other staff who met the qualifications of the position to apply. Council members agreed that was the most equitable method in which to proceed.

5. **Discussion, consideration, and possible approval of the League of Arizona Cities and Town's Executive Recruitment Proposal as it applies to filling the Town Manager's position. The estimated cost of the recruitment services is \$8,000. There is \$2,600 remaining in the Recruitment Expense line item in the Human Resources budget. If approved, the approval will include the reappropriation of \$5,400 from General Fund Contingency to the Recruitment Expense line item. Discussion may include direction to staff to pursue other avenues of recruitment.** Staff Resource: David R. Smith

After discussion, the Mayor asked if Council were in favor of moving forward with the League. All of Council agreed, though they wanted a firmer estimate. They did not want to be told that it was going to cost \$8,000, only to discover after the fact that the total cost would be \$15, 000 to \$20,000.

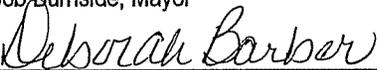
Council members discussed the need to have a manager with finance and community development backgrounds. Smith explained that the League would meet with them to come up with skills needed from the perfect candidate.

6. **Adjournment**

On a motion by Baker, seconded by Roulette, the Mayor adjourned the meeting at 6:58 p.m.



Bob Burnside, Mayor



Deborah Barber, 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 Special Session of the Town Council of Camp Verde, Arizona, held on the 22nd day of March 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27 day of April, 2010.



Deborah Barber, Town Clerk