

## AGENDA



**SPECIAL SESSION  
MAYOR and COMMON COUNCIL  
of the  
TOWN OF CAMP VERDE  
COUNCIL CHAMBERS  
473 S. MAIN, ROOM 106**

**WEDNESDAY, SEPTEMBER 28, 2005  
3:00 P.M.**

1. **Call to Order**
2. **Roll Call**
3. **Discussion or consultation with the Town Attorney in order to consider Council's position and instruct the attorney regarding Council's position regarding a development agreement with Thomas Griffith.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03 (A)(3) and (A)(4) for discussion or consultation for legal advice and discussion or consultation with the attorney in order to consider its position and instruct its attorney regarding its position regarding contracts that are the subject of negotiations, in pending or contemplated litigation or in settlement discussions conducted in order to avoid or resolve litigation.
4. **Discussion or consultation with the Town Attorney in order to consider Council's position and instruct the attorney regarding negotiations for the purchase, sale or lease of Camp Verde Water System.** Note: Council may vote to go into Executive Session pursuant to ARS §38-431.03(A)(3) for legal advice and ARS 38-431.03(A)(7) for discussions or consultations with designated representatives in order to consider its position and instruct its representatives regarding negotiations for the purchase, sale, or lease of real property in the Town of Camp Verde.
5. **Discussion, consideration, and possible approval of a Council Agenda Item Report form to be submitted with all future Council agenda item requests.**
6. **Discussion, consideration, and possible changes to the Performance Evaluation Procedures for Council-appointed employees.**
7. **Manager's response to and possible discussion of Council questions concerning raffles, a jeep purchased to raffle, drainage issues, reporting and authority issues, inspection of the church building purchased for the new CVMO facility, and other questions posed by Council.**
8. **Discussion concerning the performances of the Town Manager and the Finance/ Personnel Director.** 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.

9. **Discussion, consideration, and possible assignment, appointment, promotion, demotion, dismissal, salaries, disciplining, or resignation of the Town Manager and/or Finance Director.**
10. **Adjournment**

Posted by: *V Jones*

Date/Time: 9-23-05 9:00 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.

## **STAFF ITEM REPORT**

**Council meeting of:** September 28, 2005 – Special Session

**Title:** Discussion, consideration, and possible approval of a Council Agenda Item Report (CAIR) to be prepared for agenda items that individual Council members request for consideration.

**Budgeted item:** N/A

**Description of Item:** Staff prepares an Agenda Item Report for each agenda item in order to provide Council members and the public with additional information needed to assist in the decision-making process.

**Staff Recommendation:** Staff recommends that Council members approve the CAIR and work with staff to prepare Agenda Item Reports to be included in all future agenda packets.

**Comments:** It would be helpful to staff and other Council members to have a report from the sponsoring Council member(s) on agenda items. Sometimes, the items requested are confusing or somewhat vague. A report would assist staff and other Council members in preparing for discussion and action on the item submitted for consideration.

Staff is prepared to work with Council members to prepare the reports.

**Attachments:** Yes

**Prepared by:** Bill Lee/db

**SAMPLE ONLY**

**COUNCIL AGENDA ITEM REPORT**

**Council meeting of:** September 7, 2005 – Regular Session

**Title:** Discussion, consideration, and possible approval of a donation to the Eden Center Adult Day Health Services to defray transportation costs for Camp Verde residents. This is an unbudgeted item from the General Fund.

**Budgeted item:** No

**Description of Item:** The Eden Center is requesting assistance for transportation costs.

**Recommendation:** Direct staff to check into alternative transportation and bring recommendations back to the next regular meeting.

**Comments:** Please review the attached letter.

**Attachments:** Yes

**Prepared by:** Mayor Gioia

**SAMPLE ONLY**

**STAFF AGENDA ITEM REPORT**

**Council meeting of:** September 7, 2005 – Regular Session

**Title:** Discussion, consideration, and possible approval of a donation to the Eden Center Adult Day Health Services to defray transportation costs for Camp Verde residents. This is an unbudgeted item from the General Fund.

**Budgeted item:** No

**Description of Item:** The Eden Center is requesting assistance for transportation costs.

**Staff Recommendation:** None

**Comments:** Please review the attached letter.

**Attachments:** Yes

**Prepared by:** Bill Lee

## **Performance Evaluation Procedures**

### **A. Purpose**

Sets the procedures regarding the performance evaluation process of Council appointed staff and regular staff employees.

### **B. Procedures**

#### 1. General Guidelines:

- a. The Human Resources Department (Finance) will notify Department Heads of employee anniversary dates and provide evaluation forms.

#### 2. Classified employees

##### **Classified Service**

- a. Classified service includes all employees whose positions have been approved and budgeted by Town Council in the line item "Salaries" and have not been included in the unclassified service.
- b. Tenure of employees in classified service is subject to satisfactory work performance, necessity for the position, the availability of funds, or other appropriate reason.

#### 3. Guidelines specific to Council appointed staff:

- a. All evaluations are the same as above except performed by Council and as outlined below:
  - i. Performance review dates are hereby set on an annual basis to be completed by the last day of September. Merit increases, if appropriate, will be given at this time.
  - ii. The Finance/Personnel Director will provide the Mayor and Council with a copy of the Council-appointed position evaluation form(s) by September 1 of each year. The Finance/Personnel Director will also provide forms to Key Work Partners. Some Key Work Partner(s) may receive blank copies of the form to ensure anonymity.

- iii. The Mayor, individual Council Members, and chosen Department Heads will complete the evaluation forms in a timely manner and submit them in a sealed envelope to the Town Manager's Assistant.
- iv. The Assistant will provide the sealed copies to the Mayor, who will then call a meeting of Council to review the evaluations.
- v. Copies of the evaluation forms will be provided to Council at least ten (10) working days prior to an Executive Session for review of the evaluations. The Mayor will then prepare a *Summary* of the evaluation to present to the Council-appointed employee. This summary (not the individual review forms) becomes a permanent part of the employee's performance record.
- vi. Council will then meet with the individual in a duly convened meeting to discuss his or her performance. A copy of the Evaluation Summary and individual evaluation forms will be provided to the individual at least three (3) working days prior to the meeting for review of the evaluation.