

**MINUTES
WORK SESSION
MAYOR and COMMON COUNCIL
of the TOWN OF CAMP VERDE
COUNCIL CHAMBERS - 473 S. Main Street, # 106
WEDNESDAY, OCTOBER 10, 2012
5:00 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 5:00 p.m.

2. **Roll Call**
Mayor Burnside, Vice Mayor Kovacovich, and Councilors George and Whatley were present. Councilors Baker, German, and Jones were absent.

Also Present:
Finance Director Mike Showers, Town Clerk Deborah Barber, and Admin Assistant Stephanie Sunstrom

3. **Pledge of Allegiance**
Citizen David White led the Pledge.

4. **Discussion, consideration, and possible direction to staff relative to amending Procedures and Operations Guide, Council Polices, Rules, and Procedures section to permit remote conferencing.**
Staff Resource: Debbie Barber
Barber explained that the Attorney General had interpreted State Statues to allow attendance at remote conferencing with certain conditions, most notably that the conditions had to be approved by Council. She advised that Council has never formally approved a procedure for remote conferencing. Barber also advised Council that the live web streaming of meetings was approved in the budget process and that this was an opportune time to ensure that sound policies are in place. Barber reminded Council that this item was discussed at the last work session and members suggested a number of ideas to consider for a policy. Barber explained that she had prepared a 'menu' of options from which Council could select to include in the Council Policies, Rules and Procedures relative to permitting remote conferencing.

Council discussed the proposed procedures and Burnside relayed Councilor German's concerns about remote conferencing. Members generally agreed with the proposed addition of Section 3.9, with changes to the second #7, rewriting it to allow a quorum in attendance through remote conferencing only if there is an emergency Special Session that is called by both the Manager and the Mayor, and adding that remote conferencing at Executive Sessions is not permitted. Council members agreed that the sound system needed to be improved in the Council Chambers, not only for remote conferencing, but for the public in general.

5. **Discussion and possible direction to staff regarding the Town of Camp Verde Financial Operation Guide and proposed revisions.**
Showers explained that the proposed changes were before Council for consideration. Council had questions about requesting time off; project time allocation and tracking; weekly pickup of pool cash receipts; approval levels on page 20; contingency budget for employee termination payouts on page 20; approval process – purchase orders for contracts over \$30,000; contracts and agreements, page 21, Mayor to sign contract, amount lowered from \$50,000 to \$30,000; at least one live signature on checks, page 24; credit card purchases on pg. 26; donations, page 38, I.A.2 employees imposing restrictions on donations; restricted donation amounts, with Council to determine categories; budget amendment policy, page 41; capital improvements, page 42 – Town's master plan; short-term debt, page 45; comprehensive and understandable investment reporting, page 50; terminated employees, page 60; and holding employees

accountable to follow the policy.

6. **Adjournment**

On a motion by Kovacovich, seconded by Whatley, the meeting was adjourned at 7:26 p.m.



Bob Burnside, Mayor 10-26-12



Deborah Barber, Town Clerk

CERTIFICATION

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion and direction 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 October 10, 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 26 day of October, 2012.



Deborah Barber, Town Clerk