

**MINUTES  
WORK SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, AUGUST 14, 2013 at 6:30 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 German called the meeting to order at 6:30 p.m.

**2. Roll Call**

Mayor Charles German, Vice Mayor Jackie Baker, Councilor Gordon, Jones, German and Whatley were present. Councilor George was absent.

**Also Present:** Town Manager Russ Martin, Town Clerk Debbie Barber, and Recording Secretary Barbara Bridge.

**3. Pledge of Allegiance**

The Pledge was led by Mayor German

- 4. Discussion, consideration, and possible direction to staff relative to the Camp Verde Chamber of Commerce's request for funding in the amount of \$12,000. Discussion might include, but not be limited to a proposed agreement for professional services, business plan, audits, year-end reports, financial statements, the Arizona Corporation Commission Certificate of Dissolution, and the 'gift clause' requirements as defined in the Arizona Constitution. Staff Resource: Russ Martin**
- Mayor German opened the meeting by asking Council for their thoughts and concerns on this topic. Manager, Russ Martin advised the Council that he had confirmation that the Chambers non-profit, 501 (c) 3 was in good standing. Vice Mayor Baker began by distributing a chart, which becomes a permanent part of this record, indicating that the Town had paid the Chamber over \$730,000 in eight years with no accountability. She was concerned that the problem with the Chamber now lied with the lack of membership. In response to her questions, Vice Chair Kyle French advised that he did not know the number of members. Baker expressed concern that Council could not give money to a private organization without a direct benefit to the taxpayers. She volunteered to help the Chamber get out and talk to businesses about their needs, explaining that she worked with the Chamber when it was first organized. She said that it started with nothing and they built it up. She suggested that the Chamber take 90 days to try to come up with a plan and determine the viability of the Chamber's future. She was opposed to giving the Chamber money without additional information. Baker reminded the Manager that when he had established the Economic Development Director position that he had told Council that the money was coming from what was being paid to the Chamber for the Visitor's Center. Martin responded that he had said that, but a partnership with the Chamber was important and that there would be no duplication of duties.

Councilor German clarified that the Town had never 'given' money to the Town, but rather, the Town paid the Chamber to operate the Visitor's Center and to promote tourism. She was also concerned about giving money without having more information, noting that the Town is now operating the Visitor's Center and promoting tourism. She also volunteered to work with the Chamber to increase membership.

Whatley felt that there was definitely a need for the Chamber and that \$12,000 was not an unreasonable request, but she was concerned about the business owner's lack of interest. She said that she would like to see a poll of the businesses before the Town moves forward with funding.

Councilor Gordon said that an Economic Development Director was unnecessary in a Town as small as Camp Verde and that he would like to see a cost-analysis done comparing the benefits to investment at the end of the year. He also felt that the Town had not gotten their money's work from the Chamber over the years. He felt that a Chamber is important and that funding should be supported to a certain extent.

Councilor and Chamber Liaison Jones explained that in years past, the Town had paid the Chamber to do certain work and it was her experience that the Chamber did not perform. She advised that the Chamber had imploded when the Town took their funding and they are working now to reestablish the organization. She felt that the Chamber should be supported, but she was not sure to what extent at this time.

Mayor German said that he had talked to several business owners and that they had mixed messages. Referring to previous meeting minutes, German noted that the \$12,000 request was for six months only and he asked for clarification. French responded that \$12,000 would cover a full-time person for six months or a part-time person for 12 months. German also noted that Council had requested a business plan and other information, none of which have been forthcoming. He agreed with the idea of waiting for some period of time to allow the Chamber to get with business owners to determine what kind of organization that they would like to become within the next two years. He suggested several names of people who might be interested in helping to rebuild the Chamber. He also expressed concerns about handing over money without having more information about a viable organization. He was also disturbed that this request came after the budget was completed, noting that it was very tight. He did not feel that it was good to spend from contingency.

Mayor German summarized the discussion, stating that Council wants more information, such as a business plan' where they would like to be in two years; who the Board Members are; how many active members there are; the impact that they intend to have on businesses; take a poll of Town businesses to determine their interest in having a Chamber; and to bring that information back to Council in another work session, in which Council will revisit their request for funding. German suggested that this could occur anytime between 30 to 90 days and that it would fit within the Council's meeting calendar.

Manager Russ Martin stated that by funding the Chamber it would build a strong partnership, which would help promote the Town by marketing and networking with other agencies.

#### **Public Input**

Chamber of Commerce Vice-Chair/Treasurer Kyle French joined the discussion to answer questions. He stated the Chamber would not be doing Economic Development or tourism, but that the Chamber's focus would be solely business related. French acknowledged the Chamber had a lot of work to do to rebuild trust among the businesses.

There was no other public input

The meeting was recessed at 7:42 p.m. and reconvened at 7:52 p.m. for a short break.

5. **Discussion, consideration, and possible direction to staff to prepare a final draft of the revised Personnel Policy Manual for Council approval. Staff Resource: Russ Martin  
Policy Section 2-3-1 Full-Time Positions**

Martin asked Council to refer to this policy section that states in part, that all full time positions will be publicized to the general public. Martin suggested changing the policy to reflect that full time positions could be filled internally first if qualified personnel applied. Council discussed some concerns on exempt vs. non-exempt positions and directed Martin to see if the two could be separated in a policy.

**Policy Section 3-6-1 H) Nonexempt Employees**

Martin explained regular over-time hours and holiday pay, stating that if an employee gets paid time and one-half for a holiday, but then works over 40 hours in that week, the time and one-half is only paid for the holiday and not regular over-time. He explained that the policy should be changes so that the employee who has to work a holiday is paid time and one-half for the holiday and for hours over 40. Council agreed.

**Policy Section 3-7 Paid Holiday Leave**

Martin explained that the current policy requires employees use or lose accrued hours; however with the shift work hours of the Marshal's Office and the Sanitary District, this becomes a staffing issue and compromises safety of the town. Martin proposed that the Council consider paying the employee for 8 hours if they work the holiday or not to eliminate leaving a department short staffed by being required to take time off. Vice Mayor Baker wanted to know the bottom line cost of this change. Martin will get some figures together for further discussion.

**Policy Section 4-10-3 Rate of Accumulation**

Martin shared employee concerns about the fairness of topping out on vacation leave at 20 years which is 5 weeks off. He felt that the employees were too generous with the time off and suggested that the differential between exempt and non-exempt employees was unnecessary. He suggested that everyone gets 160 hours after 10 years. Council members will speak to Martin about concerns.

**Policy Section 4-12-4, Retirement Plan**

Retired Public Safety employees are no longer allowed to contribute to the Arizona State Retirement if they are rehired to another position for the town. Martin suggested the Council consider a possible 3<sup>rd</sup> option for these employees such as the government's 457 or 401K.

**Policy Section 5-1-1 Normal Work Week and Work Hours**

Martin suggested that the normal work week is up to the Department Head depending on the needs of the department and services to the citizens.

**Policy Section 5-4-3 Prohibited Use**

Martin wanted everyone know that playing games on Town time is prohibited and the Town takes it seriously.

**Policy Section 5-6-7 Formal Personnel Action Review Procedure Steps**

Martin reported this was not his opinion, but that he agreed with eliminating the Hearing Officer appeal process Martin ask Council to consider this option and get back with him.

**Policy Section 6-1-4 Reimbursement**

Reimbursement rates are on a 2 year schedule and the contract for those are 2 years, but the schedule shows 3 years. Martin advised that the typo was corrected to reflect the proper schedule.

In answer to Martin's questions, Council said that they would like to see all the changes brought back to another work session.

6.

**Adjournment**

On a motion by Councilor German, seconded by Vice Mayor Baker, the meeting was adjourned at 9:04 p.m.



Charles German, Mayor



Barbara Bridge, Recording Secretary

**CERTIFICATION**

I hereby certify that the foregoing Minutes are a true and accurate accounting of the discussion 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 August 14, 2013. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 19 day of September 2013.



Debbie Barber, Town Clerk