

MINUTES
TOWN OF CAMP VERDE
SPECIAL WORK SESSION
MAYOR AND COUNCIL
473 S MAIN STREET, SUITE 106
WEDNESDAY, MARCH 27, 2019 at 5:30 P.M.

Note: Council member(s) may attend Council Sessions either in person or by telephone, video, or internet conferencing.

1. Call to Order

Mayor German called the meeting to order at 5:30 p.m.

2. Roll Call

Mayor Charles German, Vice Mayor Dee Jenkins, Councilor Robin Whatley, Councilor Jessie Murdock, Councilor Joe Butner, Councilor Bill LeBeau and Councilor Buck Buchanan are present.

Also Present

Town Manager Russ Martin, Town Clerk Judy Morgan, Recording Secretary Jennifer Reed, and Finance Director Michael Showers.

3. Pledge of Allegiance

Mayor German led the Pledge

4. Special Work Session. No legal action to be taken.

4.1. Discussion of Hours of Operation for Town Hall.

Town Manager Russ Martin stated the current hours of operation are Monday through Thursday 7am-6pm, and Friday's 7am-11am. Mr. Martin went through the history of the office hours and the reasons they have changed over time. They had considered closing the office on Fridays but also know it is convenient to be open on Friday's for contractors.

Councilor Whatley spoke on setting office hours as part of the Town Manager's responsibility when managing the staff. She asked Mr. Martin what he recommended. Mr. Martin said that after talking with staff, he recommends leaving the hours the way they are.

Mayor German stated that he has had opportunity to talk with staff and contractors are happy with the hours that are set now.

Councilor LeBeau stated that staff serves the public and should be available when the public needs the Town's services. His personal opinion is that it is a good compromise to have a half day on Friday.

Councilor Butner is concerned about the court's hours on Friday. He said people may need Orders of Protection on Friday's. The court's current hours of operation are Monday through Thursday 7am-5pm and 7am-11pm on Friday's. Councilor Butner feels the court should have conventional hours of Monday through Friday, 8am-5pm.

Councilor Whatley said that orders of protection could be needed any time 24/7. Mr. Martin added that if someone came in on a Friday they could be assisted through the Marshal's office. Mr. Martin explained a sign could go on the door redirecting them to the Marshal's Office.

Mayor German said that when circumstances (with hours of operation) change Mr. Martin could bring to Council his recommendation.

Mayor German clarified that signage will be added on the Court's door directing the public during off hours to the proper location for assistance.

4.2. Town Manager's Annual Goals, Review. [Staff Resource: Russ Martin]

Town Manager Russ Martin reviewed the goals that were created. He had not received any corrections or updates to the goals, from Council prior to the meeting.

1. Completion of Phase I of the Camp Verde Sports Complex as well as continued progress made on Water Company Purchase, Rodeo Grounds, Flooding Issues.

2. Complete transition of major events (CornFest, Ft. Verde Days, and Spring Heritage/Wine and Pecan Festival) to the Town Parks and Recreation Division responsibility by June 1.

Mr. Martin pointed out that Parks and Recreation has already accomplished this.

3. Complete standardizing HR Department with completion of revised policy by September 1 including operational changes to ensure proper checks and balances are in place for Independent HR services by separating the Town Manager's office from the HR office and development of the HR Specialist role to HR Director role.

Mr. Martin spoke this goal having timeframe and location challenges, as well as the budget process, which this goal is dependent on for realization. In order to change the current position of HR Specialist to H.R. Director it requires open recruitment.

He is looking at various locations that could be a good fit, with security as a key consideration. He is also working with Dave Russell to come up with a satisfactory location since, he is knowledgeable on what must be done to bring a space up to an acceptable working space. Councilors talked about other options to consider.

Mayor German suggested using the Public Works Conference room as an office and moving the conference room to the back side of the gym.

4. Modernize Town Services through presenting opportunities and projects that will increase transparency and citizen usability of services in person and digitally.

5. Develop final design and funding mechanism for sewer along Highway 260.

6. Continue to follow and implement Focus Future II and rollout stronger recruitment efforts through the marketing plan for business support and recruitment efforts.

7. Pursue your Town Manager Credentialing.

8. Financial Reports.

Financial Director Mike Showers reviewed the monthly financial reports he created, on Councilors' request. He said the detail report is easier to read and gives a clearer picture. Vice Mayor Jenkins would like to have a copy of the detailed report Mr.

Showers referred to rather than just the summary. Councilor Butner is happy with this report. He appreciates the report and it is exactly what he was looking for. Vice Mayor Jenkins stated this is a place to start. She didn't want him to put a lot of time into creating it. Mr. Martin stated they are looking for feedback. Mr. Showers will email the report out to all Council.

Mr. Martin requested of Council to start talking about next year's goals in July.

Mr. Martin doesn't expect to have an April review but expects to talk about goals at the quarterly review in July.

Mr. Martin stated these goals will be on next week's (April 3rd) consent agenda.

5. Adjournment

Mayor German adjourned the meeting at 6:24 p.m.


Mayor Charles German

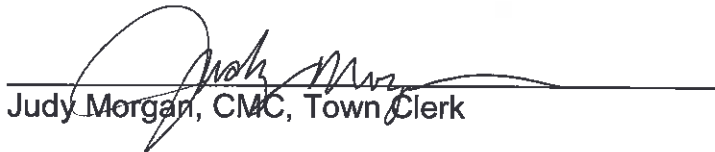
Attest:

Town Clerk Judy Morgan, CMC

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 Work Session of the Town Council of Camp Verde, Arizona, held on March 27, 2019. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 25th day of April, 2019.


Judy Morgan, CMC, Town Clerk