

**MINUTES
TOWN OF CAMP VERDE
SPECIAL SESSION
MAYOR AND COUNCIL
USFS VERDE RANGER DISTRICT
300 E ROUTE 260
CAMP VERDE, AZ 86322
TUESDAY, JANUARY 30, 2024 AT 8:00 AM**

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

1. Call to Order

- 2. Roll Call.** Council Members Jackie Baker, Wendy Escoffier, Robin Godwin, Cris McPhail, Jessie Murdock, Vice Mayor Marie Moore, and Mayor Dee Jenkins were present.

Also Present: Acting Town Manager Gayle Mabery, Nicole Lance of Lance Strategies (facilitator), Economic Development Director Molly Spangler, Acting Town Clerk Virginia Jones, Finance Director Mike Showers, Court Administrator Veronica Pineda, Public Works Director Ken Krebbs, Utilities Director Jeff Low, Human Resources Director Julia Kaiser, Town Marshal Corey Rowley, Library Director Kathy Hellman, Community Development Director John Knight and Risk Manager Heather Vinson.

The Mayor led the group in the Pledge of Allegiance.

- 3. Strategic Planning Retreat– The Town Council and the Town’s Administrative Leadership Team will engage in discussion with a facilitator and each other, in order to develop a Strategic Plan, including organizational goals and objectives, to guide the Town’s future actions.**

Facilitator Nicole Lance gave recap of the work done on Day 1 of the retreat, and an outline of what today’s work would include: Finish Goal Setting, Complete Action Planning, Discuss and Agree on How the Plan will be Used; Develop Vision and Mission.

The group worked in small team to complete the goal setting and action planning for each focus area, with Facilitator Lance charged with documenting the information. She will be drafting the Strategic Plan, which will be presented for formal adoption by the Town Council at a later Council meeting.

It was agreed that the Town Manager’s office would be responsible for communicating the progress on the plan to the Town Council. This will be done through quarterly written reports, the first of which will be due in October, 2024. As “Year 1” of the plan has been defined as Fiscal Year 2025, the first report will reflect results through the first quarter of the fiscal year (which concludes Sept 30, 2024).

Additionally, the Town Council agreed that the goal of embedding a Strategic Planning process in the organization is to give the staff, Council and community clear direction on what our long-term and annual priorities include. Staff is to depend on this direction to guide their work program over the next year. As such, new projects or ideas that arise during the next year, and are not included in the plan, would be handled in one of two ways:

- 1) They would be delayed until they could be considered for prioritization in next year's Strategic Planning Retreat; or,
- 2) They would need to be scheduled for Council consideration as an adjustment to this year's plan, including reprioritization of current Goals and Action Planning to accommodate the new priority, if necessary.

The final step of the process was to draft Vision and Mission Statements, which will also be presented for final approval with the Strategic Plan. In addition to those statements, participants identified Core Values for the organization for inclusion in the final report.

At the conclusion of the meeting, Facilitator Nicole Lance reminded the group that she would be preparing the Draft Strategic Plan, which would be presented to the Council for adoption at a later meeting.

4. Adjournment The meeting adjourned by unanimous consent at 2:30 pm



Mayor Dee Jenkins

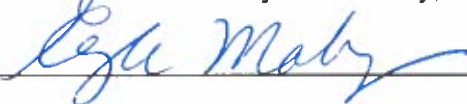


Attest: Acting Town Manager Gayle Mabery

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 Retreat of the Town Council of Camp Verde, Arizona, held on January 30, 2024. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 31st day of January, 2024.



Gayle Mabery, Acting Town Manager