



Town of Camp Verde Vision Statement

“Camp Verde is welcoming, a safe community, a vibrant economy, thoughtfully growing, and offering an exceptional quality of life.”

**AGENDA
TOWN OF CAMP VERDE
WORK SESSION
MAYOR AND COUNCIL
473 S. MAIN STREET, SUITE 106
WEDNESDAY, October 16, 2024 at 6:00 P.M.**

ZOOM MEETING LINK:

<https://us02web.zoom.us/j/83555896287?pwd=99UazouVdH7nHtgdgYPtZb0xIUmooy.1>

one Tap Mobile: 1-253-215-8782 or 1-346-248-7799

Meeting ID: 835 5589 6287

Passcode: 928436

Note: Council member(s) may attend Council Sessions either in person, by telephone, or internet/video 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.
- 3. Pledge of Allegiance**
- 4. Discussion, consideration and direction regarding Town Council agendas and minutes.** Staff Resource: Town Manager Miranda Fisher and Town Clerk Leah Rhodes.
- 5. Adjournment**

Note: Upon a public majority vote of a quorum of the Town Council, the Council may hold an executive session, which will not be open to the public, regarding any item listed on the agenda but only for the purpose of discussion or consultation for legal advice with the Town Attorney as permitted by A.R.S. § 38-431.03(A)(3). Any other executive sessions will be separately included on the agenda above if an executive session will be held at the meeting.

Pursuant to A.R.S. §38-431.01 Meetings shall be open to the public - All meetings of any public body shall be public meetings and all persons so desiring shall be permitted to attend and listen to the deliberations and proceedings. All legal action of public bodies shall occur during a public meeting. Pursuant to Town Code, Section 2-3-7.1 the Mayor shall call for a vote of the Council to allow the meeting to continue past the deadline of 10:00 p.m. The Town of Camp Verde Council Chambers is accessible to persons with disabilities. Those with special accessibility or accommodation needs, such as large typeface print, may request these at the Office of the Town Clerk at 928-554-0021.

CERTIFICATION OF POSTING OF NOTICE

The undersigned hereby certifies that a copy of the foregoing notice was duly posted at the Town of Camp Verde, Bashas and Camp Verde Library on 10-10-2024 at 4:00 p.m. in accordance with the statement filed by the Camp Verde Town Council with the Town Clerk

Leah Rhodes

Leah Rhodes, Town Clerk



Town Council Agenda Information Memorandum

Meeting Date: October 16, 2024

Agenda Item Type:

- Consent Agenda Informational Presentation Discussion Item
 Action/Decision Item Executive Session Request Other:

Requesting Department: Town Clerk

Staff Resource: Town Clerk Leah Rhodes & Town Manager Miranda Fisher

Agenda Title: Discussion, consideration, and direction regarding Town Council agendas and minutes.

Attached Documents: None

Estimated Presentation Time: 5 minutes

Estimated Discussion Time: 20 minutes

Reviewed By:

- Town Manager Legal Risk Management Finance Other:

Financial Review (if applicable): N/A

- Funding Source / GL Account Number:
- Approved in the FY25 Budget? Yes No N/A Other:
- Is this an approved CIP Project? Yes No N/A Other:

Background Information:

The Town Manager and Town Clerk have noted that Councilmembers seem to vary in how they'd like to see agendas and minutes structured, which leads to inconsistent and sometimes conflicting requests. The purpose of this work session is to discuss the Council's preferences for both agenda and minute format. The format decided on at the meeting will be used for Planning and Zoning, Board of Adjustment and Appeals, and the Parks and Recreation Commission to establish and ensure consistency. In addition, the Town Clerk is working on a naming system for these documents as well as the meeting videos so when uploaded to the website, they all are named in a consistent fashion.

Agendas:

Based on feedback Town staff have received so far, we believe that Council prefers to see the following:

- Page numbers located next to each agenda item on the agenda itself.
- Titles for anyone listed as the "Resource" for an agenda item.
- For ordinances and resolutions, adding additional information to the agenda title vs. just the ordinance/resolution title as required by Town code, since those titles are not always clear exactly what the Council is voting on.
- Blank page between agenda items to better designate what the Council is moving on to a new agenda item.
- Headers on the Agenda Information Memorandum (AIM) making it clear what agenda item that AIM and supporting documents are tied to.



Town Council Agenda Information Memorandum

Agenda Information Memorandums:

Recently, the Town Manager changed the coversheets for agenda items to be Agenda Information Memorandum, also referred to as AIMs, like this one. The following are new additions to the coversheets that Town staff hope have been helpful:

- **Review By:** This provides confirmation that the agenda item was reviewed by at least the Town Manager. However, often we will want other individuals such as Legal, Risk Management, and/or Finance to review too. If the box is checked, that means someone from the department listed has reviewed and signed off on the AIM and supporting documentation.
- **Financial Review:** This is where staff can provide financial information, if applicable, such as what department or account the expenditure will come from, if the expense was budgeted, and if it is already an approved CIP project.
- **Connection to the FY25-FY30 Strategic Plan:** In an effort to ensure that the Town remains focused on executing the goals set in the strategic plan, adding this prompt allows the Council to see how a certain agenda item ties to the goals previously set by the Council.
- **Questions Before Council:** These questions help to guide the Council's conversation and seeks to answer any questions Councilmembers might have about what exactly Town staff are looking for, especially on more of the discussion items where the Council might be providing recommendations but not making a motion.

Is there anything else the Council would like to see added?

It should be noted that in the General Plan Technical Advisory Group, there was discussion about adding a prompt to the AIM about how the agenda item connects to the General Plan. That said, it is recommended by staff to wait to add that prompt until after this Updated General Plan is adopted.

Minutes:

Over the years it appears that the Town has varied between different minute types. Below are the three primary minute types:

- **Action Minutes:** Record only the final decisions and actions taken during a meeting, without capturing the discussion or debate that led to those decisions.
- **Discussion Minutes:** Include not only the decisions and actions but also a summary of the discussions and rationale that informed those decisions.
- **Verbatim Minutes:** Provide an exact word-for-word transcription of everything said during the meeting, capturing all dialogue in full detail.

Based on feedback provided, it appears that some Councilmembers prefer either discussion or verbatim minutes. While Town staff understands that there is a desire to see more captured in those minutes, both discussion and verbatim minutes can lead to unintentional errors by the person taking the minutes and are significantly more time consuming. In addition, these types of minutes require more review time by the Town Clerk Department and Town Manager, who reviews all agenda packets prior to being released, which is costly from both a time management and finance perspective since Town staff time is valuable, and we want to ensure that we are using it wisely.



Town Council Agenda Information Memorandum

Since all meetings are recorded via Zoom, which allows people to go back and hear all the statements made by the Council, it is recommended by the Town Clerk and the Town Manager that the Town of Camp Verde move to action minutes only. If the Council were to do so, the Town Clerk believes that the Town can eliminate the expense of the Transcriptionists (\$150/meeting) since the Town Clerk's Department would have the capacity to complete action minutes. The two Transcriptionists have already been alerted that this is Town staff's recommendation. Both individuals require a 14-day written notice should the Town opt to terminate the contracts.

Connection to the [FY25-FY30 Strategic Plan](#)

By improving the Town's agendas and minutes the Town will be able to advance its focus of good governance.

Question(s) before the Council:

- Does the Council want to see any additional changes to the agenda and/or agenda packet outside of what has been outlined in this AIM?
- Does the Council want to see any additional prompts added to the AIMs?
- Does the Council support transitioning to action minutes?