

(corrected) MINUTES  
**COUNCIL WORK SESSION**  
**MAYOR AND COUNCIL**  
**COUNCIL CHAMBERS · 473 S. Main Street, Room #106**  
**Wednesday FEBRUARY 11, 2015 at 5:30 P.M.**

1. **Call to Order**

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

2. **Roll Call**

Mayor Charles German, Vice Mayor Baker, Councilors Bruce George, Carol German, Brad Gordon and Robin Whatley were present. Councilor Jessie Jones was absent.

Also present: Marshal Nancy Gardner, Town Clerk Virginia Jones, Finance Director Mike Showers, Library Director Kathy Hellman, and Assistant to Town Manager/Risk Manager Carol Brown and Recording Secretary Marie Moore.

3. **Pledge of Allegiance**

Mayor German led the pledge.

4. **Presentation and review, followed by discussion and possible direction to staff regarding the proposed updated Financial Operations Guide. (FOG) Manual. Staff Resource: Mike Showers**

Finance Director Mike Showers gave a brief overview of the FOG Manual. Councilor Gordon questioned why performance bonds were not listed as a requirement for all contract services. Town Clerk, Virginia Jones indicated that it was her understanding, per state statute, that performance bonds are only required above a certain monetary amount. Gordon indicated that he would prefer to see performance bonds required on all jobs.

Vice Mayor Baker questioned the Finance Directors ability to make operating transfers of 5% or less without Council approval. Showers explained that this specifically pertained to budgeted items and used payroll payouts as an example.

Councilor George questioned the Town's donation process and inquired if there are forms that exists for the public to make donations. George indicated that in the past he had requested staff move forward with a process, Showers indicated he remembered the discussion and stated that issues exist with certain donations that aren't acceptable and there needs to be a set policy and the donation must be deemed a donation by Showers.

5. **Discussion, consideration, and possible direction to staff regarding the proposed, updated Camp Verde Library Policy and Procedures Manual. Staff Resource: Kathy Hellman**

Library Director Kathy Hellman indicated to Council that she had not made any changes since Council's last review of the Policy and Procedure Manual.

Gordon inquired about overdue fines at \$.10 cents a day and if there was a cap on the accrual amount up to the cost of the replacement of the item. Hellman explained that there is a \$10 cap on every late fee and if a material is lost the fine is the cost of the item plus any late fee accrued.

Mayor German commended Hellman on an excellent document.

6. **Discussion, consideration, and possible direction to staff regarding the proposed updated Camp Verde Marshal's Office General Orders.** Staff Resource: Nancy Gardner

Mayor German clarified with Marshal Gardner that the General Order policy under review is in the most part brand new material. Gardner confirmed the statement and explained that the last policy for the Marshal's Office was dated from 2004 and needed updated to comply with current Arizona Statutes and Bill of Rights for employees.

Councilor Gordon expressed concern that 90% of the work performed by the Marshal's Office is not related to Town Code, and as long as there were no conflicts with Town procedures/codes, he felt that it was not a document that the Council's should have to approve, as it related to Law Enforcement.

Marshal Gardner stated that she was available to answer questions and give any explanation regarding why and how things were done within the department. Gardner emphasized her aspiration for a transparent policy and explained that the construction of the policy has been a diligent but lengthy process.

Mayor German stated he liked the content and felt that the policy should be available for viewing. Mayor German also indicated that it is the duty of the Town Manager to make sure the departments policy and procedures manuals are consistent with Town Codes and State Statutes. It was suggested that the policy manual be reviewed every 3 years for awareness purposes.

Councilor George indicated his that he had reviewed the policy and noticed the term "respect" throughout the document and stated he was happy to read that. Councilor George also agreed with Councilor Gordon that he did not believe it was Council's duty to approve the document.

Mayor German indicated that he felt it is the Town Manager's responsibility to notify Council if there is a significant change being made, but it is not the Council's responsibility to approve all procedures and policies.

Marshal Gardner indicated that it is her ultimate goal to make the policy thorough but flexible in the same sense. It needs to be in the best interest of the town, employees and workability as a whole. Commander Girt indicated that other Law Enforcement agencies have a professional standards department that reviews and revises policies per ARS on a quarterly basis, but the Town does not currently have a professional standards department and due to the age of the previous manual, almost all of the procedures were in need of revision.

Marshal Gardner indicated that the Marshal's Office legal advisors keep the department notified, in a timely manner, if there are legislative changes and every revision will also be documented on the policy.

Mayor German inquired about the liability factor and requested Carol Brown address Council. Brown indicated that since Gardner has been with the Town, there has been no litigation from that department to date.

Councilor Gordon questioned if there is any statement that indicates the town policy supersedes this policy. Brown indicated that she did recall it being included. Brown stated that any future changes should be handled on a manager and department head issue with notification to Council.

Mayor German requested confirmation that nothing with-in the policy conflicts with anything within the current town codes and policies and requested the Town Attorney review the policy as he would be representing the Town if litigation did occur.

Council requested that Marshal Gardner contact the Town attorney to see if there are any state statues or items in the Town Code stating that the Council must review and approve the Marshal's Office Policies and Procedures.

Councilor German requested a statement from the attorney if his nor Council's approval is needed.

7. **Adjournment**

On a motion by Baker, seconded by Gordon, the meeting adjourned at 6:37 pm.

  
Charles German, Mayor

  
Marie Moore, Recording Secretary

**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 February 11, 2015. I further certify that the meeting was duly called, held, and that a quorum was present.

Dated this 26<sup>th</sup> day of Feb., 2015.

  
Virginia Jones, Town Clerk