

**MINUTES  
REGULAR SESSION  
MAYOR AND COUNCIL  
COUNCIL CHAMBERS  
WEDNESDAY, AUGUST 1, 2012  
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**

The meeting was called to order at 6:30 p.m.

**2. Roll Call**

Mayor Burnside, Vice Mayor Kovacovich, Councilors Whatley, George, Baker, Jones and German (via telephone) were present.

**Also Present:** Town Manager Russ Martin, Town Marshal Nancy Gardner, Town Clerk Debbie Barber, and Recording Secretary Margaret Harper.

**3. Pledge of Allegiance**

The Pledge was led by Gardner.

**4. Consent Agenda** – All those items listed below may be enacted upon by one motion and approved as consent agenda items.

Any item may be removed from the Consent Agenda and considered as a separate item if a member of Council requests.

**a) Approval of the Minutes:**

- 1) Regular Session – July 18, 2012
- 2) Special Session at 6:00 p.m. – July 18, 2012
- 3) Special Session at 5:00 p.m. – July 18, 2012
- 4) Executive Session – July 18, 2012 (recorded)

**b) Set Next Meeting, Date and Time:**

- 1) August 15, 2012 at 6:30 p.m. – Regular Session
- 2) August 22, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters
- 3) September 5, 2012 at 6:30 p.m. – Regular Session
- 4) September 19, 2012 at 6:30 p.m. – Regular Session
- 5) September 26, 2012 at 6:30 p.m. – Council Hears Planning & Zoning Matters

**c) Possible approval of a facilities use agreement with the Bread of Life Mission for a 5-year term beginning August 10, 2012 through August 9, 2017. Staff Resource: Ron Long**

**d) Possible approval of Resolution 2012-865, a resolution of the Mayor and Common Council of the Town of Camp Verde, Yavapai County, Arizona approving an Intergovernmental Agreement with Northern Arizona Council of Governments (NACOG) for housing rehabilitation program administrative services for the projects funded under the terms of the Arizona Department of Housing HOME Contract #302-11. Staff Resource: Debbie Barber**

On a motion by Kovacovich, seconded by Baker, the Consent Agenda was unanimously approved as presented.

**5. Council Informational Reports.**

**Baker** reported on her attendance at the Yavapai-Apache Council meeting at which she mentioned the past meetings of the Town Council with their Tribal Council. It was suggested that after their September election would be a good time to set up another meeting of the two Councils.

**German** said she had attended the Regional Chamber Mixer last Tuesday night; it was well attended by Chamber people and business owners from around the Valley and was a very nice event.

**George** reported that he had also attended the Chamber Mixer, and agreed it was well attended. George also went to the Verde Valley Transportation Plan meeting; one of the exciting projects discussed was a plan that the Yavapai-Apache Nation is working on, having received a grant, which is a proposed bus route

that hopefully will include Camp Verde, down to Basha's, not just the Casino.

**Whatley** pointed out an apparent misstatement in the Agenda, noting that Bruce George is in attendance, not telephonically, and German is not here, but attending telephonically. Whatley noted that in order to avoid a misunderstanding in reviewing a past Agenda in the future, the Agenda will now simply reflect that members **may** attend telephonically. Whatley said she attended the Corn Fest, and has heard it was a great success in spite of the bad weather; she also attended the Chamber Mixer and the Fourth Friday event, and commented on the Town Manager's Martian attire at that event.

**Burnside** said he had the pleasure of attending the Marshal's Retirement Board; four applications have been accepted for new recruits to replace two or three officers retiring. Burnside added that a picture of the Manager's Martian attire is on the newspaper's website.

**6. Special Announcements & Presentations**

There were no special announcements and presentations.

**7. Call to the Public for items not on the agenda.**

There was no public input.

Councilor Baker requested item #8:

**8. Discussion, consideration, and possible direction to staff relative to setting hours of operation for Town offices.**

On a motion by Baker, seconded by German, the Council **voted 5-2 against** inserting in the Town Code the days and hours of operation for Camp Verde Town government; they will be Monday through Friday, 8:00 a.m. to 5:00 p.m., with the current Holiday scheduled followed; with Whatley, George, Kovacovich, Burnside and Jones **opposed**.

On a motion by Burnside, seconded by George, the Council **voted 5-2** to direct staff to bring back to Council an Ordinance amendment to be inserted into the Town Code that the Council would have the responsibility of annually or otherwise determining the hours of operation for the Town; with Baker and German **opposed**.

On a motion by George, seconded by Kovacovich, the Council **voted 6-1** to accept the Manager's recommendation to direct staff to change hours of operation, effective Monday, August 20, 2012, to 7:00 a.m. to 5:00 p.m., from Monday through Thursday, and 7:00 a.m. to 11:00 a.m. Friday, with offices being closed at 11:00 a.m. Friday, with offices being closed to the public on Friday, August 24<sup>th</sup> as noted, and open every Friday as noted to the public, starting August 31<sup>st</sup> 2012; additionally directing staff to prepare policy changes in the Employee Manual to reflect this direction for future Council consideration; with Baker **opposed**.

Baker explained that she has discussed with the Town Manager the issue of hours of operation for Town offices, in particular the Town's obligation to serve the citizens of Camp Verde, citing an example of a business owner needing to be available to its customers. Baker said the Town Code in the past sets the days and hours of operation, and the staff has complied to the best of their ability, in spite of the loss and lack of replacement of employees because of the recent economy. The decision to move to the four day/ten hour week was based on the hope that it would be of some benefit to the employees, and a possible saving of some maintenance and utility expenses, although such a saving has really not been significant. Baker suggested that days and hours of operation should be specified in the Town Code, not primarily giving the Town Manager the authority to make those decisions. The idea is to keep focused on consistency, continuity, and serving the citizens of Camp Verde.

Martin said that he would like to see the Town open five days a week, eight hours a day, normal business hours as well, but would not recommend that because of an inadequate staffing level, specifically in Public

Works and Community Development. Martin said the largest number of complaints that he has received is in the problem of public trying to get building permits or concrete inspections when the offices are closed. He believes the public could be served at some level on the fifth day, while also keeping in mind the best interests of the employees, as well as serving the public. Martin has solicited input from employees and they have expressed varying opinions. Martin suggested a compromise at this point, bringing some level of service on Friday, and recommended 7:00 a.m. to 5:00 p.m. four days a week, and 7:00 a.m. to 11:00 a.m. on Fridays, and explained his reasoning for suggesting the shorter hours on Friday.

Burnside pointed out that the Policy Procedure Manual authorizes the Town Manager to determine the work schedule, but not below what Council has adopted. Burnside referred to past conflicting Resolutions pertaining to setting operation dates and holiday office closures, noting that in order to change days and hours, a new Resolution is now needed to reflect either what the Manager is recommending, or what Baker has proposed. A discussion followed on the apparent need to formally establish by Town Code how the days and hours of operation are determined. George commented that he would be in favor of the Town Manager's suggestion. Burnside pointed out to the Town Clerk that in the future, background information should be included in the packets in connection with publishing Resolutions. German expressed concern that some Manager control is needed for the half-day on Friday in order to provide flexibility. The issue of being able to provide quality, knowledgeable service was discussed at length, not just "having a door open." Baker said that she has proposed five days a week, 8 hours a day, not only to avoid the flexibility concerns, but to have consistency, and included in the Town Code. Management could deal with requests for individual flexibility requests. Burnside referred to the Council Policy Procedure Manual, Section 5-1-1, commenting first that Council should never micro-manage, that is not their job. The Manual establishes a 40-hour work week, and sets forth several options for arriving at that schedule, and leaves such options up to the department heads. Burnside questioned whether a Resolution should be brought back to establish what the Council approves as the work schedule, days and hours, as suggested by Baker.

Baker made a motion to set the hours and days of operation in the Town Code; Barber noted that an Ordinance amendment will need to be brought back for Council approval. Burnside said he is not in favor of the motion; the Council needs to honor the Manager and perhaps look at the issue again next year.

After Burnside's motion, there was further discussion, with Martin restating and clarifying that motion, adding that with creation of such Ordinance, the mechanism to be used can then be decided upon, or the hours of operation for the Town could be stated in the Ordinance; the right of the Council to set the hours of operation would thereby be preserved in the Code.

Following George's motion, Burnside suggested that the Council cannot honor what is exactly there, based upon the dates, because by law our Resolution 2010-799 is still in effect; a Resolution will be needed to supersede that; Barber said she would need to review that Resolution, usually they are written for a particular year. Martin said he believes that staff is to bring back an Ordinance that very clearly states that the Council has the responsibility to set hours of operation; until that Ordinance becomes effective, Martin said he believes the Mayor's point that that Resolution is in effect. The issue will be brought back on the August 15<sup>th</sup> agenda, with a Resolution that supersedes, or voids that particular provision in Resolution 2010-799. In the interim, the Manager could implement the hours of operation based on Council direction starting as directed, in time for the Labor Day weekend, and then implement those hours formally in Ordinance form. Barber confirmed that such an approach would be permissible.

**Note: At 7:35 p.m. German was excused from the remainder of the meeting.**

9. **Discussion, consideration, and possible direction to the Mayor relative to support of resolutions for consideration by the League of Arizona Cities and Towns Resolutions Committee for the League's 2013 Legislative program. Resolution topics include local funding formulas, economic development tools, revenue allocation districts, excess solar generation credits, alternative delivery methods,**

alternative contribution rate/Arizona State Retirement System, housing development areas/population threshold, annexation flexibility, partnerships with cities & towns for the operation of State Parks, sweeps of HURF, regulation of fireworks, forest health and wildfires, shortage of physicians, ports of entry, retention of military installations, truck traffic, criminal damage/restitution, recapture of construction sales taxes, statutory fixes to HB 2826 consolidated election dates, regulatory reform, unfunded mandates, and preservation of local authority. Staff

Resource: Debbie Barber

There was no action taken.

The Council discussed in detail the League of Arizona Cities & Towns list summarizing the Outcome of the Resolutions Subcommittee meeting, and the recommendations. Referring to the list, the Council agreed as follows: **Yes** votes for Nos. 1, 2, 3, 4, 5, 8, 9, 10, 11, 13, 14, 16 and 17; **No** votes for Nos. 6, 7, 12 and 15. The Council voted **Yes** for the League Recommendations, Nos. 1, 2 and 3.

10. **Call to the Public for items not on the agenda.**

There was no public input.

11. **Manager/Staff Report**

Martin reported that there will be an ADOT meeting in Camp Verde on August 17; it will be their regular quarterly meeting, to be held at the multi-use facility at the school. There will be a No-Host event the evening before, from 6:00 to 8:00 p.m., at The Horn; all elected officials, staffs, managers in the Verde Valley are being invited, hopefully including some ADOT managers at the informal session. There was discussion regarding the details of the ADOT visit, with further discussion on Hwy 260 anticipated on the 15<sup>th</sup>. Martin announced that the Archaeology Center is now in business as of August 1, 2012, and he has invited them to store some items at Rio Verde Plaza during the transition. The Chamber of Commerce is looking for new members, following resignations of some members; the Executive Board now has Mr. Goetting as the Chairperson, with Dave Freeman as the Treasurer and Interim Director of the Visitors Center services. Martin also expressed his appreciation for the Council's support in connection with the loss of his grandfather.

12. **Adjournment**

On a motion by Baker, seconded by Kovacovich, the meeting was adjourned at 8:01 p.m.



Bob Burnside, Mayor



Margaret Harper, 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 Regular Session of the Town Council of Camp Verde, Arizona, held on the 1<sup>st</sup> day of August 2012. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 20 day of August, 2012.



Debbie Barber, Town Clerk