

4a.1

**MINUTES
SPECIAL SESSION
MAYOR and COMMON COUNCIL
Of the
TOWN OF CAMP VERDE
COUNCIL CHAMBERS
473 S. Main Street #106
WEDNESDAY, APRIL 14, 2010
5:15 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

Mayor Burnside called the meeting to order at 5:15 p.m.

2. Roll Call

Present: Vice Mayor Bob Kovacovich, Councilor Robin Whatley, Councilor Norma Garrison, Councilor Jackie Baker, Mayor Bob Burnside, and Councilor Pete Roulette. Absent/Excused: Councilor Carol German.

Also Present

Acting Manager Dave Smith and Town Clerk Deborah Barber

3. Discussion, consideration, and possible direction to staff relative to staffing the Finance Department. Discussion may include, but not be limited to reclassifying Senior Accountant Lisa Elliott to Finance Manager, and/or consideration of the organization of the Finance Department to include retaining consultants, outsourcing, hiring a Certified Public Accountant as a Finance Director, etc. Discussion and consideration may also include approval of a new job description and pay classification to create the Finance Manager position. An increase in salary in this fiscal year is unbudgeted and will come from the Contingency Fund.

Note: Council may vote to hear this matter in Executive Session pursuant to ARS §38-431.03 (A)(1) for discussion or consideration of assignment, appointment, promotion, demotion, dismissal, salaries, disciplining or resignation of a public officer, appointee or employee of any public body.

Mayor Burnside read the agenda item aloud and explained that the majority of the agenda item would be discussed in open session, while the discussion relative to the employee must be in executive session. Barber explained the procedures for discussing employment in executive session, noting that it was not necessary for the employee to be present.

Burnside advised that former Town Manager Michael Scannell recommended a new position for Ms. Elliott that was somewhat less than a Finance Director. He reviewed the job descriptions in the agenda packet.

Garrison felt that the Council needed to look at the state of the budget before adding another layer in any department. She also advised that she would like the ability to speak to Ms. Elliott before agreeing to the position, noting that Council might want to look at hiring a Finance Director so there would be no need for a consultant at all.

Whatley noted the similarities between the job description of the Finance Director and that of a Finance Manager and expressed confusion as to which position was higher. Smith clarified that the Finance Director would supervise a Finance Manager.

Kovacovich said that he preferred to wait on the director's position until a new manager was on board. He felt that if something could be done now to eliminate the accounting consultants, it would be beneficial to the budget.

In answer to Roulette's questions, Smith explained that Council approved the Financial Operations Guide (FOG) and the guide was very specific to what the Finance Director must approve and sign. He suggested that Council add 'or designee' to the FOG to address the gap that is left when a vacancy occurs, adding that he was surprised this was not included in the original document since vacancies naturally occur. He also advised that the Senior Accountant was a supervisory position.

Smith also suggested that Council could appoint Elliott as an Interim Finance Director at no additional pay until a manager is on board to determine the best course of action. He noted that once an employee is appointed to a position, such as Finance Manager, it would be difficult to remove that position even when a Finance Director was hired. Smith advised that the primary issue is the segregation of duties, noting that it was improper for Ms. Elliott to review and sign off on her own entries.

Council members agreed that they had a lot of respect for Ms. Elliott and commended her educational efforts and skills.

Councilor Baker discussed the proposal submitted by Lumbard and Associates. She explained that she had phoned them at the request of the Mayor to get a better understanding of the operations of the Finance Department. She explained that if we selected Lumbard to assist with the day-to-day operations of the Finance Department, all of their employees were certified and well versed in government accounting. She pointed out that the Lumbard proposal was substantially less than the current consultants, Heinfeld and Meech, and the proposal was more detailed. Baker further noted that since Lumbard and Associates are no longer our auditors, there would be no conflict. Council liked the fact that Lumbard & Associates would be assisting with the budget, the RFP for a new audit firm, and assisting with the process of hiring a Finance Director.

Council members commended the comprehensiveness of the proposal, noting that it answered their questions.

Council then discussed the need to staff the department. Smith advised that there was one full-time position, one part-time of about 30 hours, and another part-time position of 20 hours. Council asked Smith to check in house to determine if another 20-hour person could be assigned to the department, which would then bring the staffing up to 3 full-time positions. The Mayor suggested the Assistant to the Town Manager or another employee with available time.

After further discussion, Council agreed that the best course of action was to keep things as they are now, with Ms. Elliott as Senior Accountant, bringing in additional help, and hiring the Lumbard firm for day-to-day oversight and help with the budget.

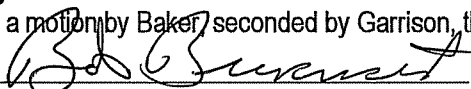
Burnside summarized the direction to staff as follows:

1. **Make change to the Financial Operations Guide, adding "or designee" and bring back to Council as soon as possible.**
2. **Add additional employees to the Finance Department.**
3. **Ask Lisa Lumbard to meet with Council and have a contract for approval as soon as possible.**

In closing, Burnside advised members that the upcoming Council meeting was very large. He recommended that Council review the materials carefully, ask questions of staff, and come prepared for the meeting.

4. **Adjournment**

On a motion by Baker, seconded by Garrison, the meeting was adjourned at 6:09 p.m.



Bob Burnside, Mayor

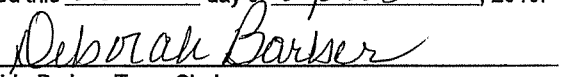


Deborah Barber, Town Clerk

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 Session of the Town Council of Camp Verde, Arizona, held on the 14th day of April 2010. I further certify that the meeting was duly called and held, and that a quorum was present.

Dated this 27 day of April, 2010.



Debbie Barber, Town Clerk