

**MINUTES OF THE STUDY SESSION  
OF THE TOWN COUNCIL OF THE TOWN OF CHINO VALLEY**

**TUESDAY, FEBRUARY 17, 2016  
1:00 P.M.**

The Town Council of the Town of Chino Valley, Arizona, met for a Study Session in the Pro Force Tactical Law Enforcement Range Classroom, located at 2178 Sgt. Dee Barnes Way, Chino Valley, Arizona, on Tuesday, February 17, 2016.

Present: Mayor Chris Marley; Vice-Mayor Darryl Croft; Councilmember Mike Best; Councilmember Susie Cuka; Councilmember Jack Miller; Councilmember Corey Mendoza; Councilmember Lon Turner

Staff Present: Town Manager Robert Smith

**1) CALL TO ORDER; ROLL CALL**

Mayor Marley called the meeting to order at 1:09 p.m.

(Councilmember Lon Turner arrived late at 1:34 p.m.)

(Councilmember Mike Best left the meeting early at 3:00 p.m.)

**2) Discussion regarding Town Council-Town Manager relations. (Mayor Marley)**

Mayor Marley related that this session was to:

- Provide information to the new councilmembers about the Council-Manager form of government and how the councilmembers and town manager communicated with each other.
- Determine how the councilmembers could give the town manager unified direction.
- Determine how much information the councilmembers wanted from the manager and how soon they wanted it.

Council and staff discussed:

- Differences between Council's and town manager's responsibilities.
- Council communications per the Open Meeting Law.
- Email communications guidelines.
- Councilmembers giving personal opinions versus speaking on behalf of Council.
- Ways to keep Councilmembers from being blindsided during meetings.
- Process for putting an item on the agenda.
- Options for addressing agenda items.

Mr. Smith reviewed materials from ICMA about council-manager relations, including:

- Limitations placed on each side by law.

- His responsibilities per ICMA guidelines.
- Town Code provisions.
- Obtaining feedback from councilmembers.

Mayor Marley spoke about responsibilities that were somewhat unique to the mayor, as well as those that were common to the whole Council.

Council and staff discussed:

- Operations (town manager) versus policy-making (council).
- Council communications with staff members.

Mayor Marley recessed the meeting at 2:33 p.m. and reconvened it at 2:38 p.m.

Council and staff discussed:

- Councilmembers' roles as elected officials as well as participants in various community clubs and organizations.
- Responsibilities unique to the mayor and vice-mayor.
- When not to discuss town business.
- Councilmembers receiving equal reporting from staff and types of situations wherein Council wanted to receive information from the town manager.
- Staff members' chain of command.
- Human Resources (H.R.)-related processes currently used, when councilmembers should be informed of personnel issues, and H.R. issues needing to be reviewed.
- New personnel committee being established to review non-staffing H.R. issues, such as benefits and leave time policies.
- Staff recruitment and professional development issues.

Council preferences:

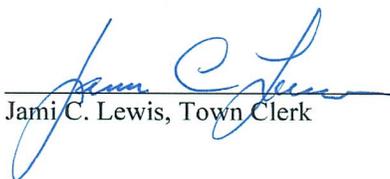
- Schedule study session to discuss the Town organization chart and Mr. Smith's plan for certain departments.
- All councilmembers getting the same information from the town manager.

### 3) ADJOURNMENT

The meeting adjourned at 4:00 p.m.

  
Chris Marley, Mayor

ATTEST:

  
Jami C. Lewis, Town Clerk

CERTIFICATION:

I hereby certify that the foregoing minutes are a true and correct copy of the minutes of the Study Session of the Town Council of the Town of Chino Valley, Arizona held on the 17th day of March, 2016. I further certify that the meeting was duly called and held and that a quorum was present.

Dated this 22nd day of March, 2016.

  
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Jami C. Lewis, Town Clerk